

ICS Form 309 Instructions

Communications Log is filled out by the duty operators in the as well as any operator assigned to a Location or other key assignment. This form provides a fairly complete log of the radio events occurring at or affecting the assigned location. Here is a brief run down of the various blocks and their content:

1. *Task #* - Task number should be assigned by the Communications Team Leader.
2. *Date/Time Prepared* - Self Explanatory
3. *Operational Period* - Identify the time period that is covered by your shift.
4. *Task Name*: Assigned by the IC Commander and available from the command staff.
5. *Station ID* - This may correspond with your *Tactical Call* but should identify your Physical Assignment. From the *ICS –205 Communication Plan*
6. *LOG* - The log consists of the Time that an event occurred,

In order to maintain consistence in preparing Communication logs such as ICS –309 we use Military 24-Hour Clock. You would start your ICS-309 Communications Log at the beginning of your operational period at what ever time you event starts, (as in example below) and number them consecutively, Page 1 of.

Communications LOG		Task # 01	DATE PREPARED:04 Jun. 08 TIME PREPARED: 08:26:20
FOR OPERATIONAL PERIOD # 01			TASK NAME;; John Doe Search
RADIO OPERATOR NAME Willy B Found			STATION ID : Command
LOG			
Station ID			
Time	From	To	Subject
23:56	SAR 1	Command	Located a shoe print matching description of missing person’s shoe. Grid Coordinate 39 dig 10.555 min North, 109 dig, 14.62 min West
24:00	SAR -2	Command	Check, Status Grid Coordinate 39 dig 12.123 min North, 109 dig, 16.234 min West
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Your log will continue, in sequential numbering for your location, such as Page1 of 2, 2 of 3 etc. At 24:00 your log will end, next log will start 00:00. Example Page1 of 2 ending 24:00 Page 2 of 3 starting 00:00. This maintains continuous flow in the Communications log.

The station identifier call signs or tactical call signs including who called whom, and a brief synopsis of the conversation.

Communications LOG		Task # 01	DATE PREPARED:0 Jun. 08 TIME PREPARED: 00:00
FOR OPERATIONAL PERIOD # 01			TASK NAME;; John Doe Search
RADIO OPERATOR NAME Willy B Found			STATION ID : Command
LOG			
Station ID			
Time	From	To	Subject
00:00	SAR-2	Command	Check, Status Grid Coordinate 39 dig 12.123 min North, 109 dig, 16.234 min West
00:15	Stage A	Command	EMS unit 3 has arrived with 2 paramedics
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You should also report results of welfare checks to assist the overhead staff know when we last had contact with a team. Recording this information may be important later, for documentation purpose, continuity is extremely important.

All communications need to be recorded, especially in the event that communications are being recorded by electronic recording device. There should not be any gaps in the log.

Military Time 24-hour clock Local Time or UTC Time.

The military operates off a 24-hour clock, beginning at midnight (which is 0000 hours). So, 1:00 AM is 0100 hours, 2:00 AM is 0200 hours, and so-on up until 11:00 PM which is 2300 hours.

For most daily things, we use local time as a reference. In other words, "report to duty at 0700," would mean you have to be at work at 7:00 AM, local time. "The Commander wants to see you at 1500 hrs," means you need to be in the Commander's office at 3:00 PM, local time.

When using local time, the Military observes Daylight Savings Time, if recognized by the state or country that the base is located in.

When it comes to operational matters (such as communications, training exercises, deployments, ship movements aircraft flights, etc.), the military must often coordinate with bases and personnel located in other time zones. To avoid confusion, in these matters, the military uses the time in Greenwich, England, which is commonly, called Greenwich Mean Time (GMT). However, UTC refers to this time zone.

For example, a message or communication might state, "The ship will cross into the area of operations at 1300 UTC." That means the ship would arrive when it is 1:00 PM in Greenwich, England.

Why use "UTC Time?" The world is divided into basically 24 time zones. For easy reference in communications.