

LOGGING INSTRUCTIONS

In addition to completing the message forms, all ACS operators are required to maintain a log of all communications that occur during any period of activation. These logs remain at the station during the activation and are needed to keep track of all messages since the message forms may be given to the addressee for processing. Each operator should maintain his or her own log.

The log should include a record of the date and time (in local, 24 hour time) of all radio-related activity at this station, including all net maintenance activities, each message received or sent, change of operators, pauses in operation, etc.

The table below describes each element of the Communication Log form. The items marked with an asterisk (*) can be completed before starting work.

A copy of all completed Message Forms will be kept and become part of the log. These should be submitted to the agency being served, usually the Documentation Unit of the Plans Section.

For ACS drills and exercises, these should be submitted to the Operations Section Leader at the end of the drill or exercise. These logs and message forms will be kept as a part of the ACS records. ACS participants may retain copies of logs and message forms for their own use.

Item #	Item Title	Instructions
1.	Start Date/Time *	The date (Mo/Day/Year) and start time (24 hour clock, local time) for the start of this log sheet
2.	End Date/Time	At the end of the shift or Operational Period, enter the date and time. This information aids filing.
3.	Tactical ID *	The Tactical identifier for this station
4.	Location *	The physical location or Battalion number of this station (This could be identical to the Tactical ID.)
5.	Battalion Chief *	The name of the Battalion Chief on duty
6.	Operator *	Your name as responsible station operator. Start a new Log sheet when you change operators.
7.	Operator Callsign *	Your FCC callsign
8.	Time	The time that the message was transmitted or received (24 hour clock, local time)
9.	Message Number	The Message Number from the Message Form, including any letters.
10.	Station ID	The identification of the station <u>transmitting the message to you</u> (and check From) or the station to <u>which you are transmitting the message</u> (and check To). For net maintenance, "All Stations"
11.	Subject or Incident Address	The activity (e.g. read net initiation script), the Subject on the Message Form or the address of the incident. Be brief ; do not try to capture the whole message.
12.	Incident Type	Check the Incident Type as indicated on the Message Form
13.	Disposition	Check the box that indicates what you did with the completed Message Form
14.	Page ___ of ___	Sequentially number all pages of <u>your log</u> for your operating shift or the Operational Period. Start numbering from Page 1 for all subsequent Operational Periods.
15.	Operator Signature	Sign your log when it is complete. By signing the log you attest to its accuracy.
16.	Date	Enter the date you signed the log