



**1. Instructions for using the NCS Log**

1. Use this NCS Log to capture all message requests between stations.
2. Sequentially number the first column starting with 001 and continue the numbering on subsequent forms.
3. Enter the date in the Date Field at the top for the period this form covers. Start a new form when the date changes.
4. The definitions of the columns are as follows:
  - (1) Message ID. The ID number assigned once the originating station is granted permission to send its traffic.
  - (2) Priority. The Urgency of the message (see below).
  - (3) Time. The time when the request to pass traffic was received.
  - (4) Originating station. The Tactical or FCC Call sign of the initiating (From) station.
  - (5) Receiving Station. The Tactical or FCC Call sign of the receiving (To) station.
  - (6) Time Ack. The time the Receiving Station acknowledges the message.
5. If an official NCS Log is not available, draw 6 columns on a sheet of paper as shown below.

**DATE:** \_\_\_\_\_

**Event No:** \_\_\_\_\_

(1) Msg ID	(2) Priority	(3) Date/Time	(4) Originating Station	(5) Receiving Station	(6) Time Ack

**2. Definition of Precedence**

1. EMERGENCY Life-threatening	Situations, reports, and updates that might directly result in deploying or prioritizing resources for an incident involving life-saving efforts.
2. URGENT Property threatening	Situations and reports of new threats, revised flood projections, wind direction changes in a major fire, and reports of additional damage from an earthquake aftershock suggesting additional rescue efforts or surveillance.
3. Priority	Includes information such as damage reports, correspondence between agency representatives, material and logistics messages, etc.
4. Routine	Includes all other information such as welfare inquiries, routine resource requests, shift planning, requests for relief, etc.