NET CONTROL STATION LOG

EVENT / INCIDENT NAME	DATE	PAGE NUMBER
		OF
NET NAME	**NET FREQUENCY**	**CALL SIGN OF OPERATOR-IN-CHARGE**

TIME HST / UTC	RADIO CALL SIGN	CHECK IN	CHECK OUT	OPERATOR NOTES AND/OR TASK PENDING	TASK CLEARED

NET CONTROL STATION LOG (HIARES FORM NCSLOG)

Purpose. The Net Control Station Log is an operator aid that the operator-in-charge uses to maintain a record of stations checked into and out of the net, to track the status of messages, and to document other pertinent information.

Preparation. The operator-in-charge is responsible for filling out the Net Control Station Log. The first entry is the time the net was opened along with a brief note stating why it was opened. Whenever a relief operator takes over the net control function, he should start a new log sheet and sign in by entering his call sign in the Operator-in-Charge field at the top of the page. There is no need for the previous operator to sign out, since it is understood that when a new operator signs in, the previous operator has been relieved. Refer to the table below for additional information.

Distribution. Immediately after the event/incident has ended, the original log is to be delivered to the ARES Emergency Coordinator who will use it to prepare after-action reports. If an operator-in-charge would like to retain a copy of the log for his own personal records, he may do so by photocopying the log before delivering it to the EC.

FIELD	INSTRUCTIONS
Event / Incident Name	For an event, print the name of the event and strikeout the word Incident. For an incident, print the name of the incident and strikeout the word Event.
Date	Enter the date using the format: MM / DD / YY; for example, **12 / 28 / 08**.
Page Number	Enter page numbers using the format: page X of Y; for example, **1 of 9**.
Net Name	Print the name assigned to this net; for example, **Big Island ARES Net**.
Net Frequency	For an HF net, enter the frequency in kilohertz; for example, **3993.5 kHz**. For VHF and UHF nets, enter the frequency in Megahertz; for example, **146.52 MHz**.
Call Sign of Operator-in-Charge	Enter the call sign of the operator-in-charge of this net. Whenever a new operator-in-charge takes over as the net control station, he should start a fresh log sheet.
Time HST / UTC	Enter the time of each significant event using 24 hour format; for example, 3:23 pm is **1523**. Use local time, i.e., HST not UTC, unless instructed to do otherwise. If you do need to use UTC, make sure you adjust the date accordingly. Strikeout the time zone not applicable. Remember that the date you entered into the Date field must agree with the time zone being used.
Radio Call Sign	Enter the call sign of the station you called or who called you.
Check In	Place a check mark in this field when a station checks into the net.
Check Out	Place a check mark in this field whenever a station checks out of the net. Do not mark a station as checked out when you send it to another frequency to send or receive messages.
Operator Notes and / or Task Pending	**a.** Use this area of the form to make notes; for example, recording tactical call signs and station locations, summarizing informational statements broadcast to stations on this net, and so on. **b.** Use this area of the form to document message status. A convenient method of doing this is to use the following shorthand notation: Suppose KH6CQ called in at 1723 listing one priority ARRL radiogram message destined for State Civil Defense. The log entry would look like this: **1723 KH6CQ 1 P ➜ SCD**. Then, at 1745 when you directed KH6HPZ to call KH6CQ on another frequency (7095 kHz) to pass this message, you would amend the original log entry to reflect this new information. The entry now looks like this: **1723 KH6CQ 1 P ➜ SCD ➜ 7095 KH6HPZ 1745**. At 1751, when KH6CQ and KH6HPZ announced that they had returned to the net frequency, you would complete the line by entering the time they returned to the net in the Task Cleared field. So, the final log entry would look like this: **1723 KH6CQ 1 P ➜ SCD ➜ 7095 KH6HPZ 1745** with **1751** in the Task Cleared field. A similar method can be used to record Incident Command System messages. For example, if State Civil Defense sent a message to the manager of the Hilo Red Cross Shelter, the final shorthand notation in the log would look like this: **1803 KH6HPZ 1 ICS ➜ Hilo Shelter ➜ 7095 KH6CQ 1812** and **1823** in the Task Cleared field.
Task Cleared	Enter the time when you completed this task, i.e., the time this action item has been cleared from your to-do list. For messages, this is the time the message was accepted by the receiving station or when the sending and receiving stations returned to the net frequency.