

Understanding Communication Logs
A Job Aid



Supplemental Reading
OS "A" School

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Introduction:

As an Operations Specialist (OS), you will be assigned to a variety of billets during your career in the United States Coast Guard. In many of those assignments, you will be required to maintain some type of documentation describing what happened, when it happened, and other information about the events or results of the duties you are performing. When assigned to a task requiring the use of radio communications, one such tool you may be required to use is known as a “Communication Log”.

As an Operations Specialist “A” School student, you are required to demonstrate your understanding of, and ability to use, this tool. Specifically, the Enlisted Performance Qualification (EPQ) for an Operations Specialist Third Class Petty Officer states you must be able to “Monitor distress, emergency, and safety systems in accordance with the United States Coast Guard’s Telecommunications Manual, COMDTINST M2000.3 (Series).” Part of this task includes the ability to “Maintain an Abbreviated Communication Log on International Calling and Distress frequencies.”

The purpose of this job aid is to provide you with a basic understanding of the concepts, procedures, conventions, and formats generally required when using a “Communication Log”.

It is not all inclusive. Wide discretion is given to Commanding Officers and others in charge of Radio Communication Watches to add or modify Abbreviated Communication Logs within their span of control to meet local needs or concerns. However, understanding the basic concepts of “Communication Logs” will assist you and provide you with a fundamental understanding of “Communication Logs”.

Log-Keeping Policy:

The Telecommunications Manual is the controlling authority for Communication Logs in the United States Coast Guard. The purpose of that manual is to establish “policy and prescribes procedures for the administration, management, and operation of the Coast Guard Telecommunications System.” Log-Keeping Policy is addressed in Chapter Nine of the current manual (COMDTINST M2003.3C). Let’s look at the limited and general guidance provided and expand on what it means to you.

Type of Log to Keep:

There are two mediums available to the watchstander to create a Communication Log—it can be created manually by the watchstander, or recorded via electronic means.

Manual Logs: These logs are handwritten, typed, or created personally by the watchstander in some manner. An entry in a manual log may not be altered or erased by any means—changes to entries can be annotated later.

Recorded Logs: These logs are recorded on any type of electronic media, such as within a Digital Voice Logger, or the Rescue 21 programs. Recorded logs are not to be used as a sole source for logging—an Abbreviated Log must also be maintained as a backup in case the recorder fails, also due to the fact that recorded logs do not contain amplifying or other related information; for example, who is on watch or watch relief information such as Watch-to-Watch inventories.

Within the two mediums of communication log keeping, “communication logs may be paper, electronic and/or recorded on a Digital Voice Logger (DVL) or within the Rescue 21 system.” One of two logs may be created by the watchstander—a Complete Log or an Abbreviated Log.

Complete Log: This is any log that contains “all communication data that a unit sends or receives”. There is no requirement for a unit with recording equipment to maintain a Complete log, unless that equipment becomes inoperable.

Abbreviated Log: This is any log that contains “abbreviations and known acronyms for all communication data sent or received that pertains to the unit”. Abbreviated logs are generally used to provide snapshot data of communication events throughout the day. Verbatim entries in these logs are not required, nor encouraged.

This means that when you report to your first unit, you may have to keep and maintain any of these logs or a combination of all them. Complete Communication Logs are rare in today’s Coast Guard. More common are a combination of Recorded and Abbreviated Communication Logs. Which one in use is frequently determined by the type of unit, type of circuit being guarded, and the availability and training of personnel for watch standing or logging duties.

General Log Keeping Requirements:

Commanding Officer's and Officer's in Charge have been given the following guidance on Log-Keeping Policy.

Distress Entries:

“Logging of all distress, urgent, or safety signals and related communications made or intercepted on any frequency or circuit is required, regardless of the type of log being maintained.”

“These logs will be maintained until it is apparent that the conditions do not relate to the geographical area or the unit will play no part in the actual assistance.”

“When a Search and Rescue (SAR) data sheet” (such as an Initial SAR Checksheet) “is filled in, information contained on the sheet need not be logged, but reference to the sheet must be made in the log.”

Coast Guard Asset Entries: “Operations normal and position reports shall be logged.”

Other General Guidance:

“No written Communication Log is required on any radio circuit being recorded continuously whether recording is done locally or remotely by another command.”

“The completeness of coverage and degree of textual detail of an abbreviated Communication Log will vary with the type of unit, availability of personnel, and the category of information passing through the circuit. The ultimate decision as to the completeness of the abbreviated Communication Log rests with the Commanding Officer/Officer-in-Charge, unless otherwise directed.”

Who must have Communication Logs: Communication Logs are required for all radio equipped units

except:

- a. Vessels under 65 feet in length.
 - b. Aircraft, except when serving as On-Scene Commander.
 - c. Vehicles
 - d. Vessels 65 feet and greater in length without Operations Specialists (OSs) assigned may maintain an abbreviated log, however a recorded log is preferred.
-

All Coast Guard units are required to keep their Communication Logs either written or typed upon a CG-2614A. The only exception is for those units equipped with the RADLOGS software.

Log-Keeping Procedures:

Calling (DSC) software programs or in your Coast Guard Messaging System (CGMS). Communication logs “serve as official documents to record events concerning the administration of the command.” They also “provide a record of events that may be the subject of investigation or legal action and a reporting requirement without a separate form.”

A “Communication Log” is “an official record of signals transmitted and received by a radio equipped unit. All Communication Logs (less recorded logs) shall be reviewed for completeness and accuracy and submitted to the Communications Officer.” In addition, “All log entries (including those kept on the Coast Guard Standard Workstation (CGMS) or other information processing equipment) shall be governed by the following:”

a. “Standard abbreviations, designators, symbols, and signals appearing in official publications, ACPs, NTPs, and ITU publications shall be used.” ACPs are Allied Communications Publications, NTPs are Naval Telecommunication Publications, and ITU stands for International Telecommunications Union.

b. “A slant bar shall be used to separate entries of signals received from different stations when entries are made on the same line.” **Note:** common practice is to use double slant bars on a typewritten log and we do so in the classroom.

c. “Universal Coordinated Time (ZULU) shall be used for all log entries.”

Time zone used must be indicated clearly on each log page. A time check or tick should be taken at the beginning of each watch or as soon thereafter as possible and the results logged.

d. “New log or ledger pages are not required for each radio day. However each page should clearly show the dates included on that page.”

e. “Messages copied, recorded in full or previously received, need not be copied in the log, provided sufficient information to identify the message is included in the log.”

Since our focus at OS “A” School is on maintaining a manual abbreviated “Communication Log”, understanding what a “Manual Log” is or is not becomes important.

“Manual logs are defined as handwritten, typewritten, or those kept on Coast Guard Standard Workstations (CGSW) or other information processing equipment.”

If not typewritten, entries shall be in blue or black ink.” Note, that with the quality of copiers today, blue ink is becoming the standard since it has become difficult to determine whether a black ink log is a copy or an original.

“Log entries shall not be erased. Any necessary changes will be made by drawing a single line in ink or typing slant signs through the original statement, and indicating the changed version adjacent to the original entry. All changes must be initialed in ink.”

Communication Log (CG-2614A):

At Operations Specialist “A” School, we use this Communication Log form to maintain an abbreviated Communication Log during classroom hours so that you can learn the Enlisted Performance Qualification required to graduate. Now that you have an understanding of the general concept, policy, and Communication Log procedures provided in the Telecommunications Manual on “why” we use Communication Logs, the rest of this Job Aid will focus on how to use the Communication Log. It will be broken down into sections to include:

Miscellaneous Conventions and Concepts

Communication Log Header

Start & End Communication Log Entries

Standard Watch Event Entries

Coast Guard Military Message and Asset Guard Entries

Marine Information Broadcast Entries

Distress Related Entries

Miscellaneous Conventions and Concepts:

There are a variety of entry types in any Communication Log. For example, you may have verbatim entries and summary entries. You'll make a wide variety of standard watch entries such as signing on watch, obtaining the required Time Tick, relieving the watch or starting a new page of the Communication Log. You also have operator notes as well as sent and received entries. You have entries that document a Time of Broadcast (TOB), a Time of Receipt (TOR) for a message, or a Time of Delivery (TOD) for a message. Additionally, some entries will use an inclusive time documenting the beginning and the end of a transmission. Many entries also contain some type of editorial (clarifying) or identifying information. In some cases, your log will be required to have split entries. Understanding these miscellaneous concepts will help you learn the various Log Entries and allow you to make your "Communication Logs" more accurate and complete.

Verbatim Entries: Similar to a complete Communication Log, a verbatim entry is a word for word entry used to document what you heard on your radio circuit. Since your "Communication Log" tool in OS "A" School is an Abbreviated Communication Log, the use of verbatim entries is limited to certain specific situations. The most common verbatim entries you'll experience in the classroom are as follows:

Logging Distress Calls heard to the point of positively establishing who is in control and providing assistance to the vessel in distress. We call this the Distress Handshake. We will cover this entry more completely under Distress Related Entries.

If your unit is working the distress case with a Good Samaritan or called by the public for information or to report situations on the water on International Distress Frequencies you'll be required to log the initial handshake. This is also covered more completely under Distress Related Entries.

Preliminary Marine Information Broadcast Announcements. This is when your unit makes such an announcement on an International Distress Frequency. You must log exactly what your announcement said. This will be covered under Broadcast Entries. Marine Information Broadcasts made directly on International Distress Frequencies. These require a verbatim entry in your Communication Log.

Radio Interference/Unusual Radio Signals. Radio Interference/Unusual Radio Signals are not specifically covered in this course. However, as a general rule of thumb if you get signals interfering with your radio circuits that are out of the ordinary, you should document what and when you heard those signals to the best of your ability. A verbatim entry would not be unusual to use.

Remember, certain entries are required to be verbatim and others aren't. However, you can never be wrong in documenting exactly what you heard when (the term we use is "over-logging") by use of a verbatim entry. It may be more work and not required by your command (or instructor) but it isn't wrong.

Summary Entries: A summary entry is the opposite of a verbatim entry. It doesn't document what was heard word for word; rather it summarizes the important information heard by the operator. This requires some judgment on your part to determine what information received by you is important enough to place in your summary entry. Key facts such as positions, descriptions of vessels, estimated time of arrival on scene to a distress vessel are an example of important information that should appear in your summary entries. Most of your Communication Log Entries will be Summary Entries and additional examples will be shown in all the other sections that follow. Simply stated, you collect or send a bunch of information over a period of time and then you document the significant information in a summary entry.

Standard Watch Entries: These simply are entries to be expected in documenting the watch, routine in nature and repetitive from watch-to-watch. They are covered in both Signing-On and Off Watch and Standard Entry sections to follow.

Operator Notes: When standing watch, certain events may and will occur that impact on the watch and which you need to document in your Communication Log. Operator notes are explanation of those significant events that affect your watch and/or your unit, but generally do not take place on a radio frequency. Conducting your watch-to-watch inventory is an example. Equipment failures and/or restorations are another example. Explaining that the distress call heard by your unit is being worked by another Coast Guard unit is yet a third example. Loss of or Regain of communications with a Coast Guard asset is an additional example. The list goes on.

Send and Receive Entries: When you get or deliver a message via the Radio circuit you want to document when the message was actually received or sent. You do that using these entries. For military to military traffic using formal messages one style of documentation is required. This includes the name or call sign of the unit, the originator of the message, and the date time group of the message. For informal military to military traffic, you may still have to document the information but you don't have the formality of the date time group to use; so you'd summarize the information in a summary received or sent entry. Obviously, civilian to Coast Guard or Coast Guard to civilian traffic or information would be summarized as this is also informal traffic as civilians don't send or receive military messages. Finally, broadcast traffic is a one-way communications but we still have to document when, what, and where the broadcast was sent using a standard broadcast sent entry.

Inclusive versus Non-Inclusive Entries: On some entries it is important to document not just the end time of the process but also the beginning time to show duration of the entry. For example, when conducting your Regular Marine Information Broadcast, your sent entry should show when you started the broadcast and when you ended the broadcast. Doing this is called an inclusive entry. An inclusive entry is never wrong if it accurately shows when you started and when you stopped either the verbatim or summary entry it documents; however, it isn't always necessary to be that precise. For example, on a routine military message sent to you from a Coast Guard Cutter it might take you twenty minutes to copy the message. In the meantime, you might be also obtaining other calls or watch events as you multi-task on watch. In this example, the process or duration of the call isn't important to document, the final receipt and acknowledgement or end of process is what you would use.

Editorial (Clarifying) or Identifying Information Entries: Some entries require explanation as part of the entry itself. This is done by attaching an editorial comment or short identifying data to the entry. To separate what is an editorial comment or short identifying information instead of what is said, sent, or received information; a convention was needed. The convention to be used is to enclose this type of information within a set of Parens (xxx). Let's look at a couple of examples on when and how you use this standard logging convention.

Missing parts of a Verbatim Entry: Try as we might, we might not be able to hear and record everything necessary in a verbatim entry. The operator goes too fast, there is interference by static or other calls, the signal is fading in and out, the operator doesn't speak good English or has a heavy foreign or regional accent. Obviously, we might be able to fill in the missing information through requests for repeats or use of electronic monitors such as the DVL; but if the purpose of the Communication Log is to document what we heard and when we heard it we can't go back and fill in the blanks at a later date or time. So what's an OS to do? You make an Editorial Comment such as:

Example #1a Log Entry:

MAYDAY (3) TI F/V (Faded Signal) ON FIRE OVR//F/V VESSEL IN DISTRESS TI
CG ASTORIA OR SEC RGR YOU ARE ON FIRE WHAT IS YOUR VESSELS NAME AND
POSITION OVR (NEGRES) (SEE INITIAL SAR CHECKSHEET) (SPVR NTFD)

In this example, (3) indicates the editorial comment that we heard the word MAYDAY 3 times. It is an authorized logging convention so that we don't have to type or write the word MAYDAY three times.

Example #1b Log Entry:

MAYDAY (3) TI F/V (Faded Signal) ON FIRE OVR//F/V VESSEL IN DISTRESS
TI CG ASTORIA OR SEC RGR YOU ARE ON FIRE WHAT IS YOUR VESSELS NAME
AND POSITION OVR (NEGRES) (SEE INITIAL SAR CHECKSHEET) (SPVR NTFD)

In this example, (Faded Signal) indicates the editorial comment that we didn't hear the name of the vessel in distress and gives the reason why. It explains why we responded with the call out of Vessel in Distress instead of the F/V's name. Other common editorial comments might be QRM: Man-made interference, QRN: natural interference such as static from lightening or rain, or garbled and unintelligible.

In this example, (NEGRES) indicates the editorial comment or explanation that we had negative results in trying to establish communications with the vessel in distress. We are documenting that we heard the call and tried to establish communications but didn't hear anything else.

In this example, (SEE INITIAL SAR CHECKSHEET) is a cross-reference to an additional document and in effect an editorial comment that we have started that SAR DATA document.

In this example, (SPVR NTFD) indicates the editorial comment that we told our supervisor about what was happening on this distress call.

Example #2 Log Entry

OPNOTE: CG SEC NORTH BEND OR WORKING CASE (F/V JAMES
JOYCE ON FIRE) (SPVR NTFD)

In this example we are documenting by an Operator Note that we overheard a distress call and the establishment of positive communications between the F/V James Joyce and Sector North Bend, OR. So that there is no confusion in case of multiple cases being worked, we've placed an editorial comment with short identifying data of the vessels name and nature of distress into the entry. Of course we also documented that we told our supervisor about the entry.

One final example, among many more possible examples, is an editorial comment about an unusual event on the radio that lends itself to an explanation rather than a verbatim entry.

Example #3 Log Entry

(SPORADIC KEYING OF MICROPHONE HEARD) (SPVR NTFD)
(or e.g., Music, Screaming, Laughter, or other descriptive terms)

This entry shows we heard something out of the ordinary without having to fully know for sure what was said or heard and we notified our supervisor about the unusual event.

Split Communication Log Entries: When you are standing a watch position that has multiple radio circuits to be guarded, there may be times when you have to split an entry from one circuit around an entry for another circuit or event. This is known as a split entry. Remember, the “Communication Log” is documenting what was heard and when. It is a chronological document meaning it doesn’t and can’t go backward in time. So when two signals or events occur at or near the same time, you have to do your best to accurately reflect that fact in your “Communication Log.” Let’s look a couple of common examples:

Scenario: Working a Civilian Vessel on VHF-FM and a Coast Guard Air Asset on HF Air/Ground Circuit. You’re talking with the F/V on Channel 22A, 157.1Mhz about a buoy issue when you hear your Coast Guard Air Asset call in with a Flight Operations Normal (FON) report on the Air/Ground circuit.

Example #4a Log Entries:

```
RCVD F/V ARTIC STAR:  EEL RIVER ENT BUOY 2A APPEARS  
OFF STATION 157.1 0314Z  
RCVD CG1718:  FON QTH 2 MI W PUNTA GORDA (SPVR NTFD) 5696 0315Z  
RCVD F/V ARTIC STAR:  ENT BUOY 2A, GREEN, APPEARS 100  
YDS N OF EXPECTED POSN AND MAY BE DRAGGING ITS  
ANCHOR (SPVR NTFD) 157.1 0316Z
```

Without the call from CG1718, you would not have had to split your entry and the received summary entry would have looked like this:

```
RCVD F/V ARTIC STAR:  EEL RIVER ENT BUOY 2A APPEARS  
TO BE APPROX 100 YDS N OF EXPECTED STATION AND MAY  
BE DRAGGING ITS ANCHOR (SPVR NTFD) 157.1 0314-16Z
```

Communication Log Headers:

Now that we've discussed some general concepts and conventions for "Communication Logs", let's begin a look at the actual logging entries you will make. They start with properly identifying the Log on the CG2614A form (or template).

Most of a Communication Log header is obvious and usually once it's been done for the watch standing position you're at, it's a simple copy and paste exercise *except for the date* (*forgetting to change the date is a common mistake students make in the class room when using copy and paste*).

Start & End Communication Log Entries:

Now that the Unit, Log, Watch Standing Position, Guard Frequencies, and Log Date have been properly identified; starting the watch entries must be made. There are three times and types of Communication Log start entries. They are: Setting the Watch, Beginning New Radio Day, and Relieving the Watch. All three types of starting the watch require some common types of specific information. These include:

- What you are doing (Setting, Beginning, or Relieving),
- Who's on Watch,
- Equipment Status,
- Traffic Pending Status,
- Communication Guard Status for other Units, and
- Active Cases, Broadcasts or other Significant Watch Information.

Let's look at each of the three types of Starting Entries:

Setting the Watch: Not all Units have a 24 hours, 7 days a week, 365 days a year or a continuous Radio Watch on all their radio circuits. For example ships in port may not have a live watch stander on a radio circuit; but when they get underway, they energize their radios and start guarding radio circuits. Another example is that of a seasonal search and rescue station. During the winter months they may be closed, but when peak boating season commences they get staffed and start monitoring radio circuits. A third example is an Area Communications Master Station (CAMS) that has some circuits available during daylight hours but takes those circuits down at night due to them being unusable or unreliable during night time hours.

Therefore, any time a unit is first coming up on the air on their radio circuits at any other time than the Beginning of a New Radio Day, the standard entry is that they are “Setting the Watch”.

In the classroom, we simulate “Setting the Watch” on Mondays, or the first training day after a holiday. Let’s look at the standard “Setting the Watch” entry you will see:

Example #5 Log Entry:

```
OS3 R.M. SCOPE SETS THE WATCH, EQP: NML, TFC: CLR,  
ZKP: CGC PADRE/NRDL                                ZUB          0100Z
```

This entry shows who is on watch, what they are doing (setting), equipment status (normal), traffic status (clear), Communications Guard status (CGC PADRE/NRDL), and that no cases or broadcasts are active and no significant watch information exists (shown by the lack of any comments after the ZKP status)

Beginning a New Radio Day: For units continuously guarding a circuit from one Radio Day to the next (as determined by Universal Time Coordinates (UTC) also known as the Zulu Time Zone (Z) for military units or Greenwich Mean Time (GMT) for civilian mariners), a New Radio Day starts at 0000Z each radio day.

A Communication Log covers just one Radio Day so at the start of each new Radio Day, a new log with the proper header needs to be started. Even if you’re just coming up on the circuit for the first time (setting), if you are doing so at the Beginning of a New Radio Day you’d use the Beginning a New Radio Day entry instead of a Setting the Watch entry. In the classroom we will simulate Change of Radio Day at various times during the course of instruction and you will need to use this Begin New Radio Day standard entry. It would look like this:

Example #6 Log Entries:

```
BEGIN NEW RADIO DAY, OS3 R.M. SCOPE ON WATCH,  
EQP: NML, TFC: CLR, ZKP: NONE                        ZUB          0000Z
```

This entry shows who’s on watch, what they are doing (Begin New Radio Day), equipment status (normal), traffic status (clear), Communications Guard status (none), and that no cases or broadcasts are active and no significant watch information exists (shown by the lack of any comments after the ZKP status).

If you had comments about equipment, traffic pending, guard status, or active cases and significant watch information it might look like this:

Example #6b Log Entry:

```
BEGIN NEW RADIO DAY, OS3 R. M. SCOPE ON WATCH,
EQP: R-2368 #2 INOP, TFC: 3 O 2 P PEND, ZKP:
CGC PADRE/NRDL, CG41414, CG6543, UMIB: CCGDONE
BOSTON MA 312300Z JAN 08 (S/V SNOWBIRD OVERDUE),
ACTIVE, SAR: F/V GOT FISHY FISH DISABLED, 30 MIN
COMMSKED ACTIVE                                ZUB          0000Z
```

This entry shows who's on watch, what they are doing (Begin New Radio Day), equipment status (Receiver-2368 Number 2 is inoperative), traffic status (3 immediate military messages and 2 priority messages are pending to be delivered), Communications Guard status (CGC PADRE, CG41414, and CG6543), and that an Urgent Marine Information Broadcast issued by the First Coast Guard District in Boston, MA with a DTG of 312300Z JAN 08 pertaining to the S/V SNOWBIRD being overdue is active and that a current SAR case is underway with the F/V GOT FISHY FISH who is disabled and that a 30 minute communications schedule with that vessel has been established.

Relieving the Watch: A Communication Log covers a full Radio Day. It is unlikely that a single watch stander will staff a watch position for an entire 24 hours. Therefore during the watch someone will take over that watch on that circuit. So the end of a watch for one watch stander, is the start of a watch for the next. A proper watch relief entry is required to document this change. When you are coming on watch, there are two ways to perform this watch relief. A full watch relief entry and an authorized short cut. The full entry would look like this:

Example #7 Log Entry:

```
OS3 R.M. SCOPE ON WATCH, EQP: R-2368 #2 INOP,
TFC: CLR, ZKP: CGC PADRE/NRDL, CG6543, UMIB:
CCGDONE BOSTON MA 312300Z JAN 08 (S/V SNOWBIRD
OVERDUE) ACTIVE, SAR: F/V GOT FISHY FISH DISABLED,
30 MIN COMMSKED ACTIVE                                ZUB          0111Z
```

This entry shows who's on watch, what they are doing (Going on Watch), equipment status (Receiver-2368 Number 2 is inoperative), traffic status (no messages are pending), Communications Guard status (CGC PADRE, and CG6543), and that an Urgent Marine Information Broadcast issued by the First Coast Guard District in Boston, MA with a DTG of 312300Z JAN 08 pertaining to the S/V SNOWBIRD being overdue is active and that a current SAR case is underway with the F/V GOT FISHY FISH who is disabled and that a 30 minute communications schedule with that vessel

has been established.

Since, as you will see, the off going watch stander is performing a full end watch entry when he or she gets relieved, the on coming watch stander is authorized to use a shorter assume the watch entry if they desire. This saves time and is quick and easy to use. It looks like this:

Example #8 Log Entry:

```
OS3 R.M. SCOPE ON WATCH, PWE NOTED                ZUB                0111Z
```

This short cut identifies who's on watch, what they are doing (Going on Watch), but uses the PWE NOTED convention to acknowledge they understand what their equipment status is, what is the status of pending traffic and communications guards, and what significant information the off going watch stander passed to them. PWE means Previous Watch Entry which is the full ending watch entry made by the off going watch stander that showed all the details in full.

Okay, that's it for starting the watch. Ending the Watch is very similar. There are three times or types of End Watch entries and they contain similar information as seen in the start watch entries. Let's look at them.

Securing the Watch: If you are ending the watch at any time except for End of Radio Day, you would secure the watch. This means that the log is finished. Ships pulling into port, stations shutting down for the season, or a circuit being closed because it is no longer needed are examples of when you would secure the watch. In the Classroom, we will simulate securing the watch at the end of the last training day during the week, or the day before a holiday. Let's look at an example:

Example #9 Log Entry

```
OS3 R.M. SCOPE SECURES THE WATCH, EQP: NML, TFC: CLR,  
ZKP: NONE                ZUB                2105Z
```

R.M. SCOPE
(3 blank lines, Typed name on 4TH line)

This entry shows who was on watch, what they are doing (securing), equipment status (normal), traffic status (clear), Communications Guard status (none), and that no cases or broadcasts are active and no significant watch information exists (shown by the lack of any comments after the ZKP status).

You'll notice, unlike starting entries; ending entries require a signature (in blue ink to ensure it is an original). These signatures should normally be placed after inserting three blank lines, just above the typed name on the 4th line. The ideal is that the written signature does not over-write any typed information above it.

You should also write your signature as you typed your name. That means if you use first initial, middle initial, and last name; your signature would be *R M Scope*. If you used first name, middle initial, and last name; your signature would match as *Richard M. Scope*.

End Radio Day: A Radio Day ends at 2400Z time. If you're still on watch, you have to close out the current day's log and start the next new Radio Day log. Most information will not change, therefore other than the words BEGIN or END and the time stamp, your Start and Stop entries will look the same. Here's a typical End Radio Day Entry:

Example #10 Log Entry:

```
END RADIO DAY, OS3 R.M. SCOPE ON WATCH, EQP: R
-2368 #4 INOP, TFC: 1P 3R PEND, ZKP: CGC PADRE
/NRDL, CGR6512, UMIB: CCGDONE BOSTON MA 312300Z
JAN 08 (S/V SNOWBIRD OVERDUE) ACTIVE, SAR: F/V
FISHY FISH DISABLED, INJURED PX O/B CGR6512,
30 MIN COMMSKED ACTIVE ZUB 2400Z
```

R.M. SCOPE
(3 blank lines, Typed name on 4TH line)

You would then start the new radio day's log with the same information as Contained in your End Radio Day entry as shown below:

Example #11 Log Entry:

```
BEGIN NEW RADIO DAY, OS3 R.M. SCOPE ON WATCH, EQP: R
-2368 #4 INOP, TFC: 1P 3R PEND, ZKP: CGC PADRE
/NRDL, CGR6512, UMIB: CCGDONE BOSTON MA 312300Z
JAN 08 (S/V SNOWBIRD OVERDUE) ACTIVE, SAR: F/V
FISHY FISH DISABLED, INJURED PX O/B CGR6512,
30 MIN COMMSKED ACTIVE ZUB 0000Z
```

Relieving the Watch: When you are relieved of the watch, you should fully document the relief to include who is relieving you, equipment status, traffic status, a list of any and all communication guards on your circuits, and any significant watch information the on coming watch stander should know.

A verbal brief is insufficient. Remember, logs are used for both investigative and legal purposes. Although you might tell your watch relief about information and events to be concerned about during his or her watch (for example, we're going to have a man overboard drill this afternoon, or the Chief wants you to make fresh coffee before the day watch comes in); significant information about the Radio Circuit being guarded or active cases on those circuits should and must be documented in the watch relief entry. A year from now you'll not remember what you said but you'll be able to read what you typed and thus you have documentation to support you not just memory. A typical watch relieved entry looks like this:

Example #12 Log Entry:

```
WATCH RELIEVED BY OS2 I.M. SPARKMAN, EQP: R-2368#4
INOP, TFC: 3P 1R PEND, ZKP: CGC PADRE/NRDL, CGR6512,          UMIB
CCGONE BOSTON MA 312300Z JAN 08 (S/V SNOWBIRD                OVERDUE)
ACTIVE                                                         ZUB      2045Z
```

R.M. SCOPE

(3 blank lines, Typed name on 4TH line)

Standard Watch Entries:

Every time you stand a watch, some entries are expected to be seen. They are required of watch standers routinely. They either happen every watch or at least every day. They may vary from unit to unit; however for training purposes and in the classroom these are the common and most standard Communication Log watch entries you will be using.

Obtaining a Time Tick: In our job and rating, to ensure the best possible accuracy of our documentation, we need to make sure our clocks are accurate so that our time stamps (entries) are accurate. How often this is done may vary from unit to unit; but as a rule of thumb the watch stander should obtain a Time Tick at the Change of Radio Day, when Relieving a Watch, or at any time he or she suspects the clocks are inaccurate and need to be reset. For example, a loss of power may cause the need to reset clocks when power is restored.

The source of the time tick may vary. You may get it off the internet or from other Radio equipped units, or directly off the air from stations specifically designed to provide Time Ticks to mariners. In the classroom, we simulate getting a time tick from Station WWV in Ft Collins, CO. This station provides time ticks on multiple frequencies for Radio Users around the world.

WWV operates on 5Mhz, 10Mhz, and 15Mhz. In the classroom, we use 10Mhz as our simulated frequency for Time Ticks. In the field, if you use other sources such as the internet, check with your supervisor for how they want that logged.

When getting a Time Tick, your clock will either be correct (on-time) or incorrect. If it is incorrect, is it slow or fast? And, did you correct your clock so it is now correct? A time tick entry showing that the clock is correct would look like this:

Example #13 Log Entries:

OBTAINED WWV TIME TICK: CLOCK CORRECT 10MHZ 0105Z

A time tick entry showing that the clock was incorrect and what you did about it would look like this:

OBTAINED WWV TIME TICK: CLOCK 8 SEC FAST, CORRECTED 10MHZ 0105Z

Watch-to-Watch Inventories: In our job and rating, we are required to make sure any classified or sensitive publication, message, or equipment is properly accounted for on a frequent basis. To ensure integrity and accuracy of these inventories, two people are required. This is known as Two-Person Integrity (TPI). As a rule of thumb, a WTW inventory is conducted at least once during each watch and since TPI is required, it is most normally conducted during the watch relief process using the off going watch stander and the on coming watch standard to provide the required TPI. In addition to any safe opening/closing signatures or checks, the Communication Log may and should reflect the completion of any WTW inventory pertaining to that position and the results of that inventory. The standard WTW inventory entry would look like this:

Example #14 Log Entries:

OPNOTE: CONDUCTED WTW INVENTORY, ALL ITEMS ACCOUNTED FOR (SPVR NTFD) ZUB 0101Z

You'll note this entry is an operator note because it was a Watch Event and not a signal heard over the air. You'll also note that the results are that all items were accounted for. If we're doing our jobs as OS Watch Standers correctly, this should be the result 100% of the time. However, there is no such thing as perfection. If something is missing, document it. An example might look like this:

```
OPNOTE: CONDUCTED WTW INVENTORY, ALL ITEMS ACCOUNTED
FOR WITH EXCEPTION OF CCCGONE BOSTON MA 310212Z DEC
07 (C) COPY #2 (SPVR NTFD)                                ZUB      0101Z
```

This entry shows everything was present except a copy (#2) of a confidential message from the First District. As the watch stander you document the results and then follow your unit's Standard Operating Procedures (SOP) for what to do when something is missing.

Watch Standby: Unlike a Watch Relief, where another Watch Stander is going to take the Watch, a Watch Standby is used for when you're going to be away from your circuits for just a short period of time. This commonly occurs for short breaks or a meal period, or in some cases if the watch stander has to go to another office or room for a meeting, discussion, or inspection. Remember, someone is always on watch unless the circuit has been secured. You must document who is on watch. You show when you turned the watch over to the temporary watch stander and when you reassumed the watch as follows:

Example #15 Log Entries:

```
RMS OFF TO TFG                                ZUB      0111Z
TFG OFF TO RMS                                ZUB      0114Z
```

This entry shows that the watch stander R.M. Scope was temporally relieved by the watch stander T. F. Goodson at 0111Z and returned to reassume the watch from Goodson 3 minutes later at 0114Z. While Goodson is on watch, he would log anything that happened or that required an entry. For example, obtaining a flight operations report for CG6512 at 0112Z would make the entry look like this:

```
RMS OFF TO TFG                                ZUB      0111Z
RCVD CG6512: FON (SPVR NTFD)                 5696    0112Z
TFG OFF TO RMS                                ZUB      0114Z
```

Time of Last Entry (T O L E): Even with an abbreviated Communication Log, 24 hours is a long time and it is likely that you would have more than one page to complete. In order to ensure chronological order, the beginning of each new page requires a time of last entry showing what was the time of last entry from the previous page.

This entry simply shows who is assigned to the watch (note, a temporary standby who is initialed on watch would not use their name for this entry, they would still use the assigned watch stander's name) as before; the day, month, and year of this log; the convention of T O L E in the frequency column; and the time from the previous page that this entry continues. This is what it looks like:

Example #16 Log Entries:

OS3 R.M. SCOPE ON WATCH AS BEFORE 01FEB08 T O L E 0130Z

This T O L E must be a single minute of time. It can not be an inclusive time. If the last entry on your previous page was an inclusive time like this:

PAN PAN (3) HLO ALSTAS TI CG BOSTON MA SECTOR (2) S/V
JACKIE CHAN TAKING ON WATER LSN 2670 KHZ OUT 2182 0632-33Z

Your T O L E would use just the last minute of that entry and would look like this:

OS3 R.M. SCOPE ON WATCH AS BEFORE 01FEB08 T O L E 0633Z

Special Rules for Blank Lines: Because sometimes an entry starts on one page and continues onto the next page, you'll have to decide on how to best present that entry. You have two basic choices. You can do a split entry with half the entry on one page and the remainder of the entry on the next page. Or you can choose to put the full entry on the next page.

Choosing to make the full entry on the next page would cause you to have blank lines on the preceding page. This raises the possibility that someone else might be able to alter your official document by inserting an entry on those blank lines. To avoid that possibility and to ensure the integrity of your Communication Log; don't leave blank lines between entries. What you would do is draw a straight line (using a ruler or straight edged piece of paper) and initial the line at the right edge in the time column. This is how it would look:

Example #17 Log Entries:

OPNOTE: R-2368 #3 INOP, NO AUDIO, LED NOT LIT (SPVR/
DUTY ET NTFD) ZUB 0130Z

RMS

This in effect makes your T O L E for the next page the operator note at 0130Z.

Remember, for each blank line you must have a straight line with initials. So a log with two blank lines at the bottom of the page would look like this.

OPNOTE: R-2368 #3 INOP, NO AUDIO, LED NOT LIT (SPVR/
DUTY ET NTFD) ZUB 0130Z

RMS

RMS

If you choose to do the split entry, remembering that you can't use an inclusive time for your T O L E, then the entry might look something like this:

First page

HEY COAST GUARD I GOT A MAYDAY HERE I NEED IMMEDIATE ASSISTANCE//VSL IN DISTRESS TI CG BOSTON MA SECTOR WHAT IS YOUR POSITION AND NATURE OF DISTRESS OVR// 156.8 0431Z

Next Page

ENTRIES	FREQUENCY	TIME
OS3 R.M. SCOPE ON WATCH AS BEFORE 01FEB08 CG TI THE JACK SNAPPER I'M OUT OF GAS AND IN THE MIDDLE OF A SHIPPING CHANNEL//JACK SNAPPER TI CG BOSTON MA SECTOR WHAT IS YOUR POSITION OVR(SEE INITIAL SAR CHECKSHEET) (SPVR NTFD)	T O L E 156.8	0431Z 0431-32Z

Next, note that instead of typing the entire message into your log, you're allowed to put short identifying data that is unique to what military message you sent. Therefore list the full Plain Language Address Designator (PLAD) for the originator of the message you sent, in this case CCGDONE BOSTON MA and the Date Time Group of that message, in this case 310424Z JAN 08. These clearly identify what message you are talking about. D1 and DTG is incorrect. CCGDONE without City/State is incorrect. 310424Z without month and year is incorrect. It must be the full PLAD and full DTG. Remember, this is for formal military traffic. There are a few exceptions which we will discuss under the Broadcast Entry section. Finally, although we don't use it in the classroom, you will see entries that include an editorial comment describing what type of message this was. For example:

Example #18b Log Entries:

```
SENT NRDL: CCGDONE BOSTON MA 310424Z JAN          157.05      0157Z  
07 (OPORDER)
```

The editorial comment in parenthesis simply identifies the message as an Operations Order. Again, we don't require this in the course but you may see it in the field for certain types of messages such as CASREP (Casualty Report), MOVREP (Movement Report) etc.

Receiving Official Record Message Traffic via a Voice Radio Circuit: A received entry is very similar to a sent entry. What changes is whom is doing what to who. For example instead of us delivering a message off CGMS to the Cutter Padre Island who is underway; now the Cutter Padre Island wants to send us a message to relay via CGMS to Coast Guard District One in Boston, MA. They call us on CH16 and we shift to CH21. They tell us what they want and we tell them we're ready to copy. We ask for any repeats and once we're sure we have the message 100% correct, we QSL for it. So instead of a TOD we now have a TOR or Time of Receipt. We document it in our log and then work on CGMS to get the message sent where it needs to go. Here's what the log entry would look like.

Example #19a Log Entries:

```
RCVD NRDL: USCGC PADRE ISLAND 010105Z FEB 08          157.05      0158Z
```

This entry documents that we "RCVD" instead of "SENT" a message. It shows who the originator of this message was, in this case it was the Padre Island (using the full PLAD again) and the Date Time Group of the message received. It also shows on what frequency and at what time we completed receiving this message. It does not show a type of message as an editorial comment but it could such as (MOVREP) if applicable.

A word of caution is in order here. RCVD NRDL: shows who we got the message

from. Who sends us the message is not always the same as who the message was originally (originator) from. For example, the USCGC Block Island/NPBB needs to get a message to CCGDONE Boston MA. For some reason they can't send it directly to you so they relay through USCGC Padre Island who contacts you and delivers the message. That log entry would look like this:

Example #19b Log Entries:

```
RCVD NRDL: USCGC BLOCK ISLAND 010107Z FEB 08      157.05  
0158Z
```

NRDL still sent the message that we received but it was originated by USCGC BLOCK ISLAND and not USCGC PADRE ISLAND. Be sure not to confuse who sent the message with who's message it is that they sent.

Radio Guards for Aircraft, Small Boats and other Mobile Units: Not all information sent or received on radio circuits is "official record message traffic". That is, they don't have a Date Time Group, don't use Full Plain Language Address Designators, and are not expected to be converted to a CGMS message for relay elsewhere. Nevertheless, the information is expected to serve some purpose and must be documented. For example, aircraft, small boat, and mobile unit radio communication guards have information and requirements that need to be recorded in your log. Both the acceptance and the securing of these guards, as well as expected position and operational reports during the mission have standard log entries that you are required to make. In addition, other significant information received or sent to the unit during the mission also needs to be documented.

Let's look at an example, using a small boat getting underway for some local training while you're on watch. The 41FT small boat out of a local station calls you on CH16 as they're getting underway. You shift them to CH21 and establish communications on this Coast Guard Working Frequency.

They tell you that they got U/W from their parent command Station Boston at minute 40 for local training in the harbor with 5 POB and expect to return to station in 2 hours. They want you to accept their radio guard. You do so, at minute 44, provide them a primary and secondary radio frequency for their guard, and advise them of your requirement for operation reports every 30 minutes and operation and position reports every hour.

That process is known as accepting a radio guard. You don't have to document the entire process beginning to end; but you do have to document the basic acceptance of the radio guard. The log entry would look like this:

Example #20 Log Entry:

RCVD CG41414: ASSUMED RDO GRD, 5POB, ENR SCITUATE
HARBOR FOR TRNG (SEE COMM SHEET) (SPVR NTFD) 157.05 0444Z

As you can see, the initial call and shift (what we call the handshake) isn't required to be placed in the log. Neither is the process of obtaining guard information or any repeats. You don't have to document when you started the process just when the formal acceptance occurred; therefore an inclusive time entry isn't required. Let's break down what must be in this entry and why.

Who's guard did you accept? In this example, it's the CG41414 (call sign based on length of vessel and hull number) therefore your received entry shows RCVD CG41414. You accepted the guard, so you then state that in the entry using the standard format of "ASSUMED RDO GRD". This tells what you did.

Three other elements should appear in this entry. They are: How many persons on board, where is the asset going, and what's the mission. So your entry shows "5POB", "ENR SCITUATE HARBOR" and "FOR TRNG".

You also have two editorial comments related to this entry. First, you have a supporting document "(SEE COMM SHEET)" which refers readers of your log to the appropriate supporting document which is the communications guard sheet for CG41414; and (SPVR NTFD) which documents that you told your supervisor about accepting the guard. **Remember**, the editorial comment that refers to supporting documentation only appears in the first entry where the process was started. In later examples, you'll notice we won't use "(SEE COMM SHEET)" in documenting SENT/RCVD entries to/from CG41414.

Finally you show on what frequency the guard was accepted, in this case CH21, and at what time it was accepted, in this case at minute 44Z. Note, you said accept the guard at minute 44, your log says minute 0444Z and it should match what is on your Communications Guard Sheet as minute 44Z. You also got other information during this process to include Parent Command, Departed From, ETA, and U/W time. You also sent information about Primary/Secondary frequencies and operations and position reporting times as part of this process. That information does not have to be documented in your summary log entry but it must be documented on your Communications Guard Sheet.

Using the same example, and given no additional communications than that expected, the next entry on CG41414 in your log (and communications guard sheet) should be the required 30 minute operations report. Again, you only have to summarize the entry received during this report with a RCVD entry.

Either the report will be the standard Boat Ops Normal or some type of revision or deviation comment from the small boat. Let's look at three examples, the standard OPS NML, an OPS NML with revision, and an OPS report that is not normal.

Example #21a Log Entries:

Boat Operations Normal Example

RCVD CG41414: OPS NML (SPVR NTFD) 157.05
0514Z

No big deal. A standard entry showing who we got it from, what they said, that we told the supervisor about it (editorial comment), what frequency it was received on, and at what time it was received.

Boat Operations Normal with a Revision Example

RCVD CG41414: OPS NML, REVISED ETA 1 HR ATT 157.05
(SPVR NTFD)
0514Z

Still not a big deal! We've just added some information passed during the operations report, in this case that the original ETA given at time of guard acceptance has been changed. The revised ETA time should also show up in the remarks column of your communications guard sheet.

Boat Operations Less than Normal Example

RCVD CG41414: ENGINE RUNNING ROUGH ABOVE 5 KTS, RTN 157.05
TO BASE ATT ETA 20 MINS (SPVR NTFD)
0514Z

Operations are obviously not normal and they've told you what the problem was and what their intent was. Your supervisor may direct you to make more frequent contact with the asset because of the problem, but you've done your job by documenting what, when, from whom, on what frequency, and at what time in your Communication Log about the abnormal operations. The communications guard sheet should also reflect in the remarks column this abnormal operations report.

Using the same example and considering the operations normal at 0514Z, the next expected entry at or around the 60 minute mark is an operations and position report. That log entry (and supporting communications guard sheet entry) would look like this:

Example #21b Log Entries:

```
RCVD CG41414: OPS NML POSIT 250 YDS NW OF GRN BUOY NR  
3 (SPVR NTFD) 157.05 0544Z
```

It's a standard received summary entry that adds the position information given. Note that positions can be given in a number of ways. It may be a geographical reference; or it might be a latitude and longitude position determined by GPS, Loran, Dead Reckoning or some other form of navigational fix; or it might be a bearing/distance or direction reference from a known point. Your job is to document what they said accurately. Here are a number of possible examples:

Geographical Reference:

2 MI W. PT LOMA (Two miles west of Point Loma – a point of land)
Entering Mission Bay

Just off Vice President Island at MM 721 (River navigation can use Mile Markers such as MM 721 on the Mississippi River)

LAT/LONG Reference:

Latitude should be reported first, longitude second. Latitude equates to 00 through 90 degrees North or South of the Equator (in our Area of Operations (AOR) this is most often North) whereas Longitude equates to 000 through 180 degrees East or West of the prime meridian (in our AOR this is most often West).

GPS 31-21-5N 127-45W (31 degrees, 21 minutes, 5 seconds North; 127 degrees, 45 minutes West by GPS fix)

31-21N 127-45W 2 PT Fix (Loran 2 pt fix at those coordinates)

Distance/Bearing Reference:

180 Degrees True at 5 NM from Cape Lookout Lighthouse (I'm 180 Degrees South on a true bearing from Cape Lookout Lighthouse at a distance of five nautical miles).

270 Degrees Relative at 35 miles from Logan Intl A/P Beacon (The Logan Intl A/P Radio Beacon is due west of my position 35 miles away so I'm 35 miles east of it).

Example #21c Log Entries:

RCVD CG41414: OPS NML POSN 270 DEG RELATIVE AT 35
 NM FROM LOGAN INTL A/P BEACON (SPVR NTFD) 157.05 0544Z

What about documenting information sent or received other than operation reports or position reports? Using CG41414 again, let's change the scenario. While they're out on local training and you have their guard; the operations officer asks you to relay to them a request to check out a report of smoke on the beach at Buster Point and then report back their findings. Here's how the entries would look:

Example #21d Log Entries:

SENT CG41414: SECTOR OPS BOSS REQ CK OUT SMOKE
 SIGHTING ON BEACH AT BUSTER POINT (SPVR NTFD) 157.05 0554Z
 RCVD CG41414: SMOKE ON BEACH AT BUSTER POINT IS FROM
 CAMPFIRE, NO DISTRESS OR CG ASSISTANCE REQUIRED
 (SPVR NTFD) 157.05 0604Z

Remember, the Communications Guard Sheet should also capture these entries, both sent and received, in the Remarks Column. The Communications Guard Sheet is *not just for* OPS and OPS/POSN reports! Document all communications with your asset on this supporting document!

Lost/Regain Communication Entries:

If you have a radio guard for an asset, and you lose communications with that asset, you have an "Abnormal Operations" situation. Here it is important to document both the process and results of the situation. You have a separate JOB AID dealing with this situation which will not be repeated here; however, the Communication Log Entries would look like this:

Example #22a Log Entries:Lost Communications

CGR6521 TI CG BOSTON MA SECTOR OVR (NEGRES) 5696 0610Z
 CGR6521 TI CG BOSTON MA SECTOR OVR (NEGRES) (SPVR NTFD) 8984 0610Z
 OPNOTE: LOST COMMS WITH CGR6521 (SPVR NTFD) ZUB 0615Z
 CGR6521 TI CG BOSTON MA SECTOR OVR (2) (NEGRES) 5696 0615Z
 CGR6521 TI CG BOSTON MA SECTOR OVR (2) (NEGRES)
 (SPVR NTFD) 8984 0615Z
 OPNOTE: SENT LOST COMMS MSG FOR CGR6521 ZUI MY
 010617Z FEB 08 (SPVR NTFD) ZUB 0620Z

Coast Guard Rescue 6521 was due to make an operations report at 0610Z. They didn't call in, so you document that you called them on both primary and secondary frequencies at the scheduled time. You advised the supervisor of negative results and

of a possible lost communications situation. This goes in the log (not in your Communications Guard Sheet). You may continue to call out on both frequencies but you only have to document the initial “negative result” call outs in your Communication Log.

When, after five minutes from scheduled check-in time, you still have negative communications, you officially declare Lost Communications with CGR6521. You document this official declaration in your Communication Log with an OPNOTE entry (and on your Communications Guard Sheet with a REMARKS entry at 0615Z). At this point, you record all your call outs on primary and secondary frequencies in your Communication Log (at least every five minutes). These call outs do not get recorded on your Communications Guard Sheet (you have no communications!).

As part of the process, you (or someone on watch) is creating and sending a Lost Communications Message on CGMS (This should be accomplished within five minutes of the official Lost Communications Declaration). When the message is released, you document in your Communication Log by use of an OPNOTE that the message was sent (and when) with a cross reference to the DTG of the lost communications message (ZUI MY 010617Z FEB 08).

This process (call outs and report to the supervisor) continues until either you or some other station regains communications with the asset or you are advised to cease the process by higher authority.

Example #22b Log Entries:

Regained Communications

```
RCVD CGR6521: FON QTH 4134N 07126W, LOST COMMS DUE  
TO EQP INOP (SPVR NTFD) 5696 0622Z  
OPNOTE: REGAINED COMMS WITH CGR6521 AT 0622Z, SENT  
REGAINED COMMS MSG ZUI MY 010623Z FEB 08 (SPVR NTFD) ZUB 0625Z
```

When communications are regained by you on the radio, you document the resumption of communications with a RCVD entry as shown above to include an “Operations Normal” statement, a current position, and the reason for losing communications as shown above. Similar information is also shown in your Communications Guard Sheet. You then draft and send the REGAINED COMMS message to cancel the previously sent LOST COMMS message and document it in your Communication Log as shown above when the message is released.

At some point in time, you will secure the Radio Guard with the aircraft, small boat, or mobile unit. Usually, this is when they are on deck, safely moored, or back to parent unit. However, not always will it be at the completion of the mission. Sometimes, they may “shift” their guard to another unit. At other times, they’ll temporarily secure their guard for some other reason. Your job is to document the securing of that guard for whatever the reason in both your Communication Log and Communications Guard Sheet. Some examples of the Communication Log entries may look like this:

Example #23 Log Entries:

RCVD CG41414: SECURED RDO GRD, MOORED STA
BOSTON (SPVR NTFD) 157.05 0624Z

Note: The entry shows, from whom, what you did, why you did it, that the supervisor was told, on what frequency you received it, and at what time you secured the guard.

RCVD CG41414: SECURED RDO GRD, SHIFTED GUARD TO SECTOR
SOUTHEASTERN NEW ENGLAND, MA (SPVR NTFD) 157.05 0624Z

Note: The entry shows is the same as the first except that the reason why changed from safely moored to shifting the guard.

RCVD CG41414: SECURED RDO GRD, AT HARRY’S BAIT SHOP FOR
LUNCH, WILL CALL WHEN BACK U/W (SPVR NTFD) 157.05 0624Z

Note: The entry shows is the same as the first except that the reason why changed from safely moored to secured temporarily for some other reason.

Marine Information Broadcast Entries:

Our customers for Marine Information Broadcasts are the boating public. The boating public is made up of professional mariners and recreational boaters. They rely on us for various types of information important to them (e.g. weather, navigational notices, or information pertaining to urgent situations on the waterway). A broadcast is a type of one-way communications. Unlike a message, or the passing of information between two or more units, we don't know for sure who is listening to our broadcasts. Therefore we don't have either a Time of Receipt (TOR) or a Time of Delivery (TOD) but rather we have a Time of Broadcast (TOB).

For Broadcasts, we will either make a preliminary announcement on an International Calling and Distress Frequency (156.8Mhz (CH16) or 2182Khz) that tells our customers where to listen for the actual broadcast information; or we will make the broadcast directly on those frequencies. In addition, we have a set of customers that have special equipment that makes them able to receive a preliminary alert via the Digital Selective Calling (DSC) process when we have a broadcast to send.

Since we don't know who is listening to our broadcasts, it is important to document the entire broadcast process as best possible. The logging requirements change depending on the type of broadcast being sent. Generally speaking, and for training purposes, we will focus on the most common broadcasts seen at a Sector level. These are Urgent (UMIB), Urgent Cancellation (UMIB QTA), Safety (SMIB), Regularly Scheduled (RMIB), and Marine Assistance Requests (MARB) broadcasts.

Urgent Marine Information Broadcasts: Prior to making this type of broadcast, you must understand the rules and make your decisions on when and where to make these broadcasts. Once decided, your Communication Log will show what you did and when. In this job aid we won't repeat the decision making rules; we'll just show the Communication Log entries required of the various decisions you made.

Example #24a Log Entries

UMIB on VHF with Preliminary Announcement and Shift To Working Frequency for the Broadcast:

```
PAN PAN (3) HLO ALSTAS TI CG BOSTON MA SECTOR (2)
S/V GOT THAT SINKIN FEELING TAKING ON WATER LSN
CH22A 157.1MHZ OUT 156.8 0626Z
SENT BCST: UMIB CCGDONE BOSTON MA 010620Z FEB 08 (S/V
GOT THAT SINKIN FEELING T.O.W.) (SPVR NTFD) 157.1 0627Z
```

This entry shows the “verbatim” preliminary announcement you should have made on CH16, 156.8Mhz. It is followed by a standard SENT Entry; however since we don’t know who was listening instead of a vessel’s name or call sign we simply list it as SENT BCST:. It then tells what type of broadcast (UMIB), who the originator of the broadcast was (District One by CGMS message shown by full PLAD and DTG) and by using a short identifying data editorial comment what the content of the broadcast was (S/V GOT THAT SINKIN FEELING T.O.W.). It also shows the editorial comment that we told our supervisor the broadcast was successfully broadcasted.

Note that the entries show the difference of frequency (CH16 for preliminary announcement; and CH22A for the actual broadcast) and times. The TOB is shown as 0627Z. That’s when we actually finished the broadcast and said “Out” on the radio. You would not be incorrect to use an inclusive entry showing that you started the broadcast at 0626Z and finished at 0627Z (0626-27Z) but it is not necessary to do so. Most UMIB broadcasts are short and last no more than a minute or two, so accounting for the entire broadcast time isn’t normally required when the broadcast was sent on a working frequency.

Example #24b Log Entries:

UMIB on HF with Preliminary Announcement and Shift To Working Frequency for the Broadcast:

<u>SENT DSC</u> : URGENCY ALERT (S/V GOT THAT SINKIN FEELING T.O.W.) (SPVR NTFD)	2187.5	0637Z
PAN PAN (3) HLO ALSTAS TI CG BOSTON MA SECTOR (2) S/V GOT THAT SINKIN FEELING TAKING ON WATER LSN 2670KHZ OUT	2182	0638Z
<u>SENT BCST</u> : UMIB CCGDONE BOSTON MA 010620Z FEB 08 (S/V GOT THAT SINKIN FEELING T.O.W.) (SPVR NTFD)	2670	0639Z

This entry shows a very similar flow and feel of the UMIB on VHF entry above, but adds some special requirements caused by it being sent on HF. First, because we are teaching DSC announcements on HF in the classroom, it documents that we sent out a preliminary URGENCY ALERT via Digital Selective Calling (DSC) for those customers with that equipment. That entry (normally 60 seconds prior to our voice announcement) shows we sent the alert, what type of alert, and short identifying data (S/V GOT THAT SINKIN FEELING T.O.W.) about the subject of the broadcast. It also shows that we told our supervisor about sending the alert, what frequency it was sent out on and at what time it was sent.

Then the “verbatim” preliminary voice announcement is documented; only this time we changed the wording to reflect what we told our customers; that is that they should listen to frequency 2670Khz for the broadcast. And, of course we sent it out on a different frequency (2182Khz) than before (156.8Mhz). The SENT BCST: entry is

exactly the same as before, except the frequency we sent it on (2670 vice 157.1).

Remember, preliminary announcements are “verbatim entries” when sent on international calling and distress frequencies, so be sure to log what you actually said and not what you should have said! For example, if you stumble and make a correction during the announcement, log it as you said it. Here’s an example:

Example #24c Log Entries:

```
PAN PAN (3) HLO ALSTAS TI CG BOSTON MA SECTOR(2) S/V
GOT THAT SINKIN FEELING TAKING ON WATER LSN CH22A
CORRECTION LSN 2670KHZ OUT 2182 0638Z
```

This example shows you forgot what working frequency you were suppose to say, mistakenly starting to send your customers to the VHF-FM working frequency, but you caught the mistake and corrected it to the HF working frequency. Don’t “gun deck” your log. Show the mistake and the correction you made.

UMIB on both VHF-FM & HF Simultaneously with Preliminary Announcement and Shift To Working Frequency for the Broadcast:

Sometimes, you’ll be able to simultaneously broadcast your UMIB. That means you can send it on more than one frequency at the same time. This is called a “Simulcast”. Therefore, you need to adjust your log entries to reflect what you actually did. Here’s an example of making a simultaneous preliminary announcement and broadcast on both VHF-FM and HF:

Example #24d Log Entries:

```
SENT DSC: URGENCY ALERT (S/V GOT THAT SINKIN FEELING
T.O.W.) (SPVR NTFD) 2187.5 0711Z
PAN PAN (3) HLO ALSTAS TI CG BOSTON MA SECTOR (2) S/V
GOT THAT SINKIN FEELING TAKING ON WATER LSN CH22A
157.1 MHZ OR 2670 KHZ OUT 156.8/2182 0712Z
SENT BCST: UMIB CCGDONE BOSTON MA 010620Z FEB 08 (S/V
GOT THAT SINKIN FEELING T.O.W.) (SPVR NTFD) 157.1/2670 0713Z
```

Note that since you are going out HF (in addition to VHF-FM) you need the DSC alert entry still. And since you are talking to customers on both VHF-FM and HF you have to adjust the voice preliminary announcement to reflect that you’re giving them a choice of which working frequency to listen on. Finally, the SENT BCST: has to show that the broadcast was actually sent on 157.1Mhz and 2670Khz.

UMIB or UMIB QTA sent on an International Calling and Distress Frequency:

Not all Urgent Broadcasts are sent on a working frequency. Under the 60 second rule, short broadcasts less than 60 seconds may be sent directly on an International Calling and Distress Frequency. Also, not all broadcasts are originated outside your command (e.g. the District). Your command is authorized and will often draft, release and send short Urgent Marine Information Broadcast pertaining to situations within their AOR (e.g. an active SAR case or Distress call). These are under 60 seconds and sent directly on the International Calling and Distress Frequency. Because of this, the Communication Log entries change slightly. Let's look at a some examples:

Example #24e Log Entries:Urgent Cancellation (UMIB QTA):

```
SENT DSC: URGENCY ALERT (S/V GOT THAT SINKIN
FEELING QTA) (SPVR NTFD) 2187.5 0731Z
PAN PAN HLO ALSTAS (3) TI CG BOSTON MA SECTOR TIME
010720GMT 1120 EST THE S/V GOT THAT SINKIN FEELING
PREVIOUSLY REPORTED TAKING ON WATER IS NO LONGER IN
NEED OF ASSISTANCE CANCEL PAN PAN TI CG BOSTON MA
SECTOR OUT 156.8/2182 0732-33Z
SENT BCST: UMIB QTA CCGDONE BOSTON MA 010720Z FEB
08 (S/V GOT THAT SINKIN FEELING T.O.W.) (SPVR NTFD) 156.8/2182 0733Z
```

The previous example shows a simultaneously transmitted cancellation broadcast. The DSC Alert is still required since it's going out HF but the short identifying data changed slightly to show it was a QTA.

You'll notice there is no voice preliminary announcement, the broadcast is going out directly on CH16 and 2182; therefore we have to log "verbatim" the entire broadcast and show when we started and when we stopped (if in different minutes). Since we are using the 60 second rule that authorized us to go directly on CH16 and 2182, this inclusive entry should never be more than one minute in duration. That is an inclusive entry of 0732-35Z would indicate we violated the 60 second rule because our start and stop time is certainly more than sixty seconds.

Lets look at another example, only this time just on VHF-FM and see how it changes.

Example #24f Log Entries:

```
PAN PAN HLO ALSTAS (3) TI CG BOSTON MA SECTOR
TIME 010720 GMT 1120 EST THE S/V GOT THAT SINKIN
FEELING PREVIOUSLY REPORTED TAKING ON WATER IS NO
LONGER IN NEED OF ASSISTANCE CANCEL PAN PAN TI CG
BOSTON MA SECTOR OUT 156.8 0730-31Z
SENT BCST: UMIB QTA CCGDONE BOSTON MA 010720Z FEB
08 (S/V GOT THAT SINKIN FEELING T.O.W.) (SPVR NTFD) 156.8 0731Z
```

In this example, no DSC Alert entry is required since DSC Alerts only apply to HF (in this course).

We still show when we started and stopped using an inclusive entry (60 second rule) and we still have to enter a “verbatim” entry because CH16 is also an International Calling and Distress Frequency. We also don’t show 2182Khz in the frequency column because we weren’t simultaneously broadcasting on that frequency.

Urgent Marine Information Broadcasts issued by your unit:

There are two types of UMIBs issued by your unit. These are the ***Uncorrelated Broadcast*** and the ***Shotgun Broadcast***. A UMIB is a UMIB, the name change only reflects the purpose of this particular UMIB. For an Uncorrelated Broadcast, this is a short broadcast that you draft and send to “ASK THE PUBLIC” to help us identify the possible distress when we do not have enough vital information to know exactly who is in distress, what their distress is, or where they are located. For a Shotgun Broadcast, we have this vital information; therefore this broadcast is drafted and sent to “ASK THE PUBLIC” to help us resolve the distress situation. These uses will be discussed in class; however, when used let’s look at the typical log entries required to document their use.

Uncorrelated Urgent Broadcast:

You heard the following on CH16, 156.8Mhz: “***Mayday (2) USCG come in***” and nothing further. You called out to the vessel in distress to establish communications and obtain their name, position, and nature of distress but got no response. Your log entry would be:

Example #25a Log Entries:

MAYDAY (2) USCG COME IN//VSL IN DISTRESS TI CG
BOSTON MA SECTOR WHAT IS YOUR POSN AND NATURE OF
DISTRESS OVR (NEGRES) (SEE INITIAL SAR CHECKSHEET)
(SPVR NTFD) 156.8 0812Z

This log entry shows what you heard verbatim, documents verbatim what your response was, and shows the clarifying information that you got a negative response back, started the Initial SAR checklist, and that you alerted your supervisor about the Mayday call. If other Coast Guard units called out, you would document their calls also. For Example:

MAYDAY (2) USCG COME IN//VSL IN DISTRESS TI CG
BOSTON MA SECTOR WHAT IS YOUR POSN AND NATURE OF
DISTRESS OVR//VSL IN DISTRESS TI SOUTHEASTERN NEW
ENGLAND MA SECTOR WHAT IS YOUR POSITION AND NATURE
OF DISTRESS OVR (NEGRES) (SEE INITIAL SAR CHECKSHEET)
(SPVR NTFD) 156.8 0812-13Z

The only log entry change is that you show your call out and also other attempted call outs by other units responding to the Mayday call. You also account for the additional time included by using an inclusive 0812-13Z time stamp.

Based on the previous scenario, your supervisor directed you to draft an Uncorrelated Urgent Broadcast to ask all ships and other shore stations to assist us in identifying this potential distress situation. After drafting, he or she released it and directed you to send it. For this type of Urgent, it goes directly on the International Distress and Calling Frequency because it's short (less than sixty seconds) and also because we don't want to shift possible listeners off the Distress Frequency just in case the vessel in distress makes additional follow up calls. So here's how the Uncorrelated Broadcast Entry would look in your Communication Log:

Example #25b Log Entries:

```
PAN PAN (3) HLO ALSTAS TI CG BOSTON MA SECTOR(2)
BT TIME 010812 GMT BOSTON MA AT 0412 LOCAL TIME
THE CG RCVD A DISTRESS CALL WITHOUT A VSL NAME
POSN OR NATURE OF DISTRESS ALL MARINERS AND SHORE
STAS WHO OVERHEARD THE DISTRESS CALL ARE REQUESTED
TO CONTACT THE CG WITH THEIR POSITION AT THE TIME
THE CALL WAS HEARD SIGNED CDR CG BOSTON MA SECTOR
BT TI CG BOSTON MA SECTOR OUT 156.8 0815-16Z
SENT BCST: UMIB (UNCORRELATED) MY 010812Z FEB 08
(SPVR NTFD) 156.8 0816Z
```

This is a verbatim entry, documenting exactly what you said in your broadcast, because it went out directly on an International Distress and Calling Frequency and pertained to a potential distress. The time stamp shows when you started and when you stopped. The SENT BCST: entry shows the completion of the broadcast when you said "out" and must match the last minute of the inclusive entry above it. It also must match the TOB: entry you placed on the broadcast message.

If the potential distress call was on HF, 2182Khz, then you'd have to add the DSC Alert notification to the process and document it also.

Also, if directed, you could make a simultaneous broadcast on both CH16 and 2182Khz. Here's how the log entry would look for HF, 2182Khz:

Example #25c Log Entries:

```
SENT DSC: URGENCY ALERT (UNCOR MAYDAY ZUB 010812Z)           2187.5  0814Z
(SPVR NTFD)
PAN PAN (3) HLO ALSTAS TI CG BOSTON MA SECTOR (2) BT
TIME 010812 GMT BOSTON MA AT 0412 LOCAL TIME THE CG
RCVD A DISTRESS CALL WITHOUT A VSL NAME POSN OR NATURE
OF DISTRESS ALL MARINERS AND SHORE STAS WHO OVERHEARD
THE DISTRESS CALL ARE REQUESTED TO CONTACT THE CG WITH
THEIR POSITION AT THE TIME THE CALL WAS HEARD SIGNED
CDR CG BOSTON MA SECTOR BT TI CG BOSTON MA SECTOR OUT  2182    0815-16Z
SENT BCST: UMIB (UNCORRELATED) MY 010812Z FEB 08
(SPVR NTFD)                                           2182    0816Z
```

Shotgun Urgent Broadcast:

Remember, the Shotgun Type of UMIB is used when we already know the vital information about the distress case. Now we're asking the public not to help us identify the distress, but to assist and resolve the distress situation. So more information is put in the broadcast but it is still less than sixty seconds and it is still sent directly on the International Distress and Calling Frequencies. The Log entry only slightly changes. Here's a HF example of that entry:

Example #25d Log Entries:

```
SENT DSC: URGENCY ALERT (S/V WHISTFUL TAKING ON
WATER) (SPVR NTFD)                                           2187.5  0814Z
PAN PAN (3) HLO ALSTAS TI CG BOSTON MA SECTOR (2) BT
TIME 010812 GMT BOSTON MA AT 0412 LOCAL TIME THE S/V
WHISTFUL HAS BEEN REPORTED TAKING ON WATER 2NM NE OF
WHITEFISH PT IN WHITEFISH BAY THE S/V WHISTFUL IS A
38FT KETCH RIGGED S/V BLUE HULL WHI/BLUE STRIPED SAILS
WITH 3 POB MARINERS ARE REQUESTED TO ASSIST IF POSSIBLE
AND MAKE REPORTS TO THE COAST GUARD SIGNED CDR CG
BOSTON MA SECTOR BT TI CG BOSTON MA SECTOR OUT  2182    0815-16Z
SENT BCST: UMIB (SHOTGUN) MY 010812Z FEB 08 (S/V
WHISTFUL T.O.W.) (SPVR NTFD)                               2182    0816Z
```

In this example, the changes are: In the SENT DSC: and SENT BCST: entries you have more complete short identifying data on the case. That's because we know what the vessel's name and nature of distress is (unlike the uncorrelated where that is a possible unknown). Also in the SENT BCST: entry we label it as a (SHOTGUN) type of Urgent Broadcast. Otherwise the logging conventions remain the same as the Uncorrelated UMIB.

Safety Marine Information Broadcasts:

Safety Marine Information Broadcasts (SMIB) have important information for mariners; however they don't pertain to distress, so these broadcasts are almost always made on a CG-to-Public working frequency. Therefore you make a preliminary announcement (and DSC Alert for HF) and shift your customers to the appropriate working frequency. Your log entries document what you did. Below are the three examples; example one just on VHF-FM, example two just on MF, and example three a simultaneous broadcast on both VHF-FM and HF. Note, a simultaneous broadcast of a SMIB can but infrequently happens.

Example #26 Log Entries:*Example One: VHF-FM Broadcast Log Entry*

SECURITE (3) HLO ALSTAS TI CG BOSTON MA SECTOR (2)		
CG MIB LSN CH22A 157.1MHZ OUT	156.8	0804Z
<u>SENT BCST:</u> SMIB CCGDONE BOSTON MA 010759Z JAN 04		
(NTM 014-08) (<u>SPVR NTFD</u>)	157.1	0805Z

Notice this log entry shows verbatim your preliminary announcement; and the SENT BCST: entry provides short identifying data to include the full PLAD and DTG of the originator of the NTM and in an editorial comment the Notice to Mariner number (NTM 014-08).

Example Two: HF Broadcast Log Entry

<u>SENT DSC:</u> SAFETY ALERT (NTM 014-08) (<u>SPVR NTFD</u>)	2187.5	0831Z
SECURITE (3) HLO ALSTAS TI CG BOSTON MA SECTOR (2)		
CG MIB LSN 2670 KHZ OUT	2182	0832-33Z
<u>SENT BCST:</u> SMIB CCGDONE BOSTON MA 010759Z FEB 08		
(NTM 014-08) (<u>SPVR NTFD</u>)	2670	0834Z

Notice this log entry adds the DSC alert process that goes out 60 seconds before you commence your preliminary announcement.

Example #26 Log Entries (cont.):*Example Three: VHF-FM/HF Simultaneous Broadcast Log Entry*

<u>SENT DSC:</u> SAFETY ALERT (NTM 014-08) (<u>SPVR NTFD</u>)	2187.5	0831Z
SECURITE (3) HLO ALSTAS TI CG BOSTON MA SECTOR(2)		
CG MIB LSN CH22A 157.1 MHZ OR 2670 KHZ OUT	156.8/2182	0832-
33Z <u>SENT BCST:</u> SMIB CCGDONE BOSTON MA 010759Z FEB 08		
(NTM 014-08) (<u>SPVR NTFD</u>)	157.1/2670	0834Z

Notice the only change in this example is that the second simultaneous broadcast frequency is shown and the preliminary announcement is changed to reflect you telling your customers both available CG working frequencies they can listen on.

Marine Assistance Request Broadcast:

Another type of broadcast that the Coast Guard makes is a Marine Assistance Request Broadcast (MARB). This is a public service we provide to mariners with problems on the waterways, who are not in any immediate danger. They need assistance, but they are not in distress. You do not make that decision, your supervisor does. But if he/she decides that the mariner is not in distress and the mariner requests a broadcast be made on their behalf; then you'll draft a MARB and send it on the appropriate working frequency after a preliminary announcement on the International Distress and Calling Frequency (156.8Mhz (CH16) or 2182Khz). Here's an example Log entry documenting what you did:

Example #27 Log Entries:

```
HLO ALSTAS (3) TI CG BOSTON MA SECTOR RELAYING A
MARINE ASSISTANCE REQUEST BCST FOR A DISABLED 22FT P/C
IN THE VICINITY OF MUD ISLAND LSN CH 22A 157.1MHZ OUT 156.8 1004Z
SENT BCST: MARB (P/C BOOMERANG OUT OF GAS) (SPVR NTFD) 157.1 1005Z
```

Notice, like other preliminary announcements made on International Distress and Calling Frequencies, you document the announcement with a verbatim entry. The SENT BCST: entry is slightly different from our UMIB/SMIB entries. This is because we are making a broadcast on behalf of the mariner and it *is not* an official Coast Guard message or broadcast. Therefore we don't have a PLAD or DTG to use in our SENT BCST: entry. We simply label it as a MARB and provide short identifying data in an editorial comment that should include the name of the vessel and the nature of the problem.

Regular Marine Information Broadcasts:

A Regular Marine Information Broadcast (RMIB) is like the six o'clock news. The Mariner knows our regular schedule for broadcasts which may happen a couple of times or more per day at each Coast Guard Sector. The RMIB is a recap of all the current active broadcasts and the current weather forecasts for specific areas of operations. It goes out in DUCS order, that is Distress Broadcasts first, then Urgent Broadcasts, followed by current weather, and completed by current active Safety Broadcasts. MARBs are not part of a RMIB. In the class room, for training purposes, you will be making an RMIB once per day on a set schedule. The RMIB should be simultaneously

sent on VHF-FM and HF if at all possible; however, if an active SAR case precludes your ability to simultaneously send the RMIB on both VHF-FM and HF, notify your supervisor, follow their direction, and adjust your log entries as appropriate. Here is an example of a RMIB broadcast sent simultaneously on time. You'll notice no DSC Alert entry because this is a "REGULARLY" schedule broadcast and doesn't require any DSC Alert to our customers on HF since they already know our broadcast times for RMIBs.

Example #28 Log Entries:

```
HLO ALSTAS (3) TI CG BOSTON MA SECTOR (2) CG MIB
LSN CH 22A 157.1MHZ OR 2670KHZ OUT 156.8/2182 0910Z
SENT BCST: RMIB CCGDONE BOSTON MA 010651Z FEB 08
(S/V NOBODY'S FOOL P.I.W)/CCGDONE BOSTON MA
312300Z JAN 08 (S/V SNOWBIRD OVERDUE)/NWS BOSTON
MA 0505 CDT 1 FEB 08/CCGD1 NTM 015/014-08/CCGD5
NTM 022-08/CCGD1 NTM 013-08 157.1/2670 0910-16Z
```

Notice, even with the RMIB, the preliminary announcement on the International Distress and Calling Frequency (CH16 and 2182Khz) is a verbatim entry documenting exactly what we said during the announcement. What changes is the SENT BCST: entry. We label type of BCST as an RMIB and then list by Originator/DTG all UMIBs sent, by short identifying data the weather that was sent, and then by short identifying data (Short Title & NTM numbers) the SMIBs sent, in the order all were sent even if sent in the incorrect order. Finally, since we have multiple messages sent, we use an inclusive entry (0910-13Z) to document the total duration of the broadcast.

Distress Related Entries:

Our final section deals with Distress Related Entries. In previous examples, we've already displayed some of these, but for ease of learning we'll cover them all specifically again in this section.

A Distress call can come in many forms. For those with some Communications Training or seafaring experience, the use of the word "MAYDAY" can and will be often used. However not all mariners will use this easily understood word for declaring a distress. Some may just indicate the Nature of Distress; some will just allude to a problem on board; and some will just say they need help. Here are few typical incident calls indicating a possible distress situation:

MAYDAY MAYDAY COAST GUARD COME IN

COAST GUARD TI C/C DEPUTY DAWG WE'RE ON FIRE OVR

HELLO (2) CAN ANYBODY HEAR ME PLEASE I NEED HELP

CG (2) TI F/V WHISKEY JACK I MAY HAVE A PROBLEM OUT HERE OVR

CG (3) OH MY GOSH I CAN'T BELIEVE WHAT I JUST SAW YOU THERE COAST GUARD OVR

As a professional Coast Guard communicator, it is your job to recognize a potential distress call and in doing so render assistance by establishing communications with the vessel or person in distress. How do you know if you're able to establish communications with them? There are two types of calls: Directed and Non-directed. Simply put, a Directed call is when they identify your station by name. A Non-directed call then is a general call to any listening station or to any Coast Guard Station. Here are examples of both types of calls:

Example #33a Log Entries:

Directed Call

COAST GUARD BOSTON TI C/C DEPUTY DOG WE NEED HELP OVR

Non-Directed or General Calls

MAYDAY (2) TI C/C DEPUTY DOG WE NEED HELP OVR

CG USCG TI F/V WHISKEY JACK WE'RE TAKING ON WATER OVR

HLO ANY STATION TI S/V YELLOW ROSE DISABLED AND REQUIRE ASSISTANCE OVR

When you hear either of these types of calls, you'll respond and attempt to establish communications. If the vessel in distress hears your response, they'll indicate that they hear you by either directly talking to you or by answering whatever question you just asked them.

This process of hearing the call, responding, and then having the vessel in distress answer you back is called the **Initial Handshake**. It should be logged verbatim. It is the proof positive that someone is working this Distress Case. Let's talk about the initial handshake because it is a critical portion of your learning.

Imagine the following exchange of information over the Radio:

- (A) "COAST GUARD BOSTON TI C/C DEPUTY DOG WE'RE ON FIRE OVR"
- (B) "C/C DEPUTY DOG TI CG BOSTON MA SEC RGR YOU ARE ON FIRE WHAT IS YOUR POSN OVR"
- (C) "YEAH BOSTON CG TI C/C DEPUTY DOG WE'RE JUST OFF PT LOMA OVR"
- (D) "C/C DEPUTY DOG TI CG BOSTON MA SEC RGR JUST OFF PT LOMA APPROX HOW FAR OFF THE PT AND IN WHAT DIRECTION ARE YOU OVR"
- (E) "YEAH BOSTON THE DEPUTY DOG SORRY OKAY I ESTIMATE WE'RE ABOUT 500 YDS SOUTHWEST OF THE PT OVR"
- (F) "C/C DEPUTY DOG TI CG BOSTON MA SEC RGR 500 YDS SW OFF PT LOMA HOW MANY PERSONS DO YOU HAVE ON BOARD AND DO ANY OF THEM HAVE ANY HEALTH OR MEDICAL PROBLEMS OVR"
- (G) "BOSTON CG DEPUTY DOG OKAY WE HAVE 4 ADULTS ON BOARD NO INJURIES OR MEDICAL PROBLEMS YET AND THE FIRE APPEARS TO BE IN OUR ENG COMPARTMENT WE SEE BLACK SMOKE AND SOME VISIBLE FLAMES DOWN THERE OVR"

Obviously, this conversation will go on awhile until you get other vital information such as the description of the vessel and on scene weather. Trying to log this entire series of conversation verbatim would be time consuming and extremely difficult. **You don't have to**; you only have to log enough to show proof positive (A, B, & C above) that you have (or some other station has) control of this case. The rest of the information (if you're working the case — D through G and thereafter) gets logged as a RCVD: summary entry. Let's look at an example of the initial handshake:

Example #33b Log Entries:

COAST GUARD BOSTON TI C/C DEPUTY DOG WE'RE ON FIRE
OVR//C/C DEPUTY DOG TI CG BOSTON MA SEC RGR YOU ARE
ON FIRE WHAT IS YOUR POSN OVR//YEAH BOSTON CG TI C/C
DEPUTY DOG WE'RE JUST OFF PT LOMA OVR (SEE INITIAL SAR
 CHECKSHEET) (SPVR NTFD)

156.8 0352-53Z

The Big Five (Position, Nature of Distress, POB Information, Description of the Vessel, and On Scene Weather) would then be summarized in a following received entry. So let's put the initial handshake and the RCVD: entry together in one example:

Example #33c Log Entries:

COAST GUARD BOSTON TI C/C DEPUTY DOG WE'RE ON FIRE
OVR//C/C DEPUTY DOG TI CG BOSTON MA SEC RGR YOU ARE
ON FIRE WHAT IS YOUR POSN OVR//YEAH BOSTON CG TI C/C
DEPUTY DOG WE'RE JUST OFF PT LOMA OVR (SEE INITIAL SAR
CHECKSHEET) (SPVR NTFD) 156.8 0352-53Z

RCVD C/C DEPUTY DOG: 500 YDS SW PT LOMA, NO GPS, ON
FIRE, HEAVY BLK SMOKE W/VIS FLAMES IN ENG COMPARTMENT,
4 ADULT POB, NO MEDS, WEARING INTL ORANGE TYPE III PFD,
41 FT C/C STAR CRAFT, WHT HULL W/BLU TRIM, WHT CABIN
W/BLK TRIM, 440 CUMMINS DISEAL INBOARD ENG, EXPENDED
(2) CO2 EXTINGUISHERS W/NO EFFECT, NO OTHER F/F EQUIP,
O/S WX CLR, CLM, VIS 4 NM, (2) RED HAND HELD FLARES O/B
EST STAY AFLOAT 30 MIN (SPVR NTFD) 156.8 0353-59Z

The entire exchange of information went on for seven minutes from the time of initial call (known as TOI or Time of Incident) at 0352Z until you completed getting initial vital information at minute 0359Z. The Log entry however only records the verbatim initial handshake (A, B, & C) from 0352-53Z and thereafter using an inclusive summary RCVD: entry documents the significant information obtained from the vessel in distress.

Particular care needs to be exercised in logging the initial handshake. Remember it should be verbatim and include all parts of the handshake (A, B, & C). Two things can complicate this handshake. First of all, especially during a Non-directed or General Call, the (B) portion of the handshake may include more than your unit. You must log all calls outs of the (B) portion of the handshake. Let's look at an example:

Example #33d Log Entries:

MAYDAY (3) ANY STATION (2) TI C/C DEPUTY DOG WE'RE ON
FIRE OVR//C/C DEPUTY DOG TI CG BOSTON MA SEC RGR YOU ARE
ON FIRE WHAT IS YOUR POSN OVR//C/C DEPUTY DOG TI CG
SOUTHEASTERN MA SEC RGR SKIPPER YOU'RE ON FIRE WHAT IS
YOUR POSN OVR//DEPUTY DOG TI CHATHAM RADIO RGR RGR RGR
ON FIRE GIVE ME YOUR POSN OVR//HEY DOG TI F/V WHISKEY
JACK WZY1724 SKIPPER WHERE ARE YOU AT OVR//YEAH BOSTON
CG TI C/C DEPUTY DOG WE'RE JUST OFF PT LOMA OVR (SEE
INITIAL SAR CHECKSHEET) (SPVR NTFD) 156.8 0352-53Z

As you can see, the (B) portion of our handshake included not only our CG Sector at Boston, but also the Southeastern, MA Sector; Chatham Radio, and the F/V Whiskey Jack all of whom heard and attempted to establish communications with the C/C Deputy Dog. It's not until (C) the Deputy Dog responds directly to us that anybody has proof positive who is working this distress case.

The second thing that can often confuse the initial handshake is when there isn't proof positive during the conversation who the mariner is talking too. In that case, you must continue to log verbatim the entire conversation until such point that you do have proof positive that the vessel in distress is clearly communicating with your station or some other assisting station. Let's look at that example:

Example #33e Log Entries:

MAYDAY (3) ANY STATION (2) TI C/C DEPUTY DOG WE'RE ON
FIRE OVR//C/C DEPUTY DOG TI CG BOSTON MA SEC RGR YOU
ARE ON FIRE WHAT IS YOUR POSN OVR//C/C DEPUTY DOG TI
CG SOUTHEASTERN MA SEC RGR SKIPPER YOU'RE ON FIRE WHAT
IS YOUR POSN OVR//DEPUTY DOG TI CHATHAM RADIO RGR RGR
RGR ON FIRE GIVE ME YOUR POSN OVR//HEY DOG TI F/V
WHISKEY JACK WZY1724 SKIPPER WHERE ARE YOU AT OVR//
YEAH CG TI DEPUTY DOG I'M JUST OFF PT LOMA OVR 156.8 0352-53Z

In this example we have the TOI or Initial Call shown (A) and we have the responses shown (Boston CG, Southeastern CG, Chatham Radio, and F/V Whiskey Jack) which is the (B) portion of the handshake. Then we have the Deputy Dog providing his position as requested. Isn't that our (C) portion of the handshake?

No! Who did the Deputy Dog hear? Do we have proof positive that he is working CG Boston? Again No! We know he isn't working Chatham Radio or the F/V Whiskey Jack because in his response to the (B) call outs he said "YEAH CG"; however it could be CG SOUTHEASTERN MA SEC or CG BOSTON MA SEC. Therefore we'd have to continue to log the handshake until we had proof positive of who the Deputy Dog was actually in communications with as follows:

Example #33f Log Entries:

MAYDAY (3) ANY STATION (2) TI C/C DEPUTY DOG WE'RE ON
FIRE OVR//C/C DEPUTY DOG TI CG BOSTON MA SEC RGR YOU
ARE ON FIRE WHAT IS YOUR POSN OVR//C/C DEPUTY DOG TI
CG SOUTHEASTERN MA SEC RGR SKIPPER YOU'RE ON FIRE WHAT
IS YOUR POSN OVR//DEPUTY DOG TI CHATHAM RADIO RGR RGR
RGR ON FIRE GIVE ME YOUR POSN OVR//HEY DOG TI F/V
WHISKEY JACK WZY1724 SKIPPER WHERE ARE YOU AT OVR//
YEAH CG TI DEPUTY DOG I'M JUST OFF PT LOMA OVR//C/C
DEPUTY DOG TI CG BOSTON MA SECTOR RGR YOU'RE JUST OFF
PT LOMA SKIPPER HOW FAR OFF PT LOMA AND IN WHAT
DIRECTION OVR//YEAH BOSTON WE'RE 500 YDS SW OF THE PT
OVR (SEE INITIAL SAR CHECKSHEET) (SPVR NTFD) 156.8 0352-53Z

In this example, proof positive or completion of the initial handshake, did not happen in transmission A, B, & C. It took (A) the initial call; (B) all the call backs; (C) the position given with a general CG call back; (D) our second call confirming position and asking distance and bearing question; and, (E) the Deputy Dog's response directed back to us with the answer to our question.

What do you do in your Communication Log if you respond and you're not working the case? Good question. Let's use our previous example to demonstrate, only this time we'll have the Deputy Dog respond to Southeastern MA Sec and not to us at Boston, MA Sec.

Example #34 Log Entries:

```
MAYDAY (3) ANY STATION (2) TI C/C DEPUTY DOG WE'RE ON  
FIRE OVR//C/C DEPUTY DOG TI CG BOSTON MA SEC RGR YOU ARE  
ON FIRE WHAT IS YOUR POSN OVR//C/C DEPUTY DOG TI CG  
SOUTHEASTERN MA SEC RGR SKIPPER YOU'RE ON FIRE WHAT IS  
YOUR POSN OVR//DEPUTY DOG TI CHATHAM RADIO RGR RGR RGR  
ON FIRE GIVE ME YOUR POSN OVR//HEY DOG TI F/V WHISKEY  
JACK WZY1724 SKIPPER WHERE ARE YOU AT OVR//YEAH  
SOUTHEASTERN MA SEC TI C/C DEPUTY DOG WE'RE JUST  
OFF PT LOMA OVR (SEE INITIAL SAR CHECKSHEET) (SPVR NTFD) 156.8 0352-53Z  
OPNOTE: COMCOGARD SECTOR SOUTHEASTERN MA WORKING CASE  
(C/C DEPUTY DOG/ON FIRE) (SPVR NTFD) ZUB 0353Z
```

As you can see, you still need to log the initial handshake. You also still need to start the Initial SAR Checksheet. The Log shows (SPVR NTFD) with the handshake because as soon as you heard "MAYDAY" you shouted out to alert the supervisor that a MAYDAY was coming in.

What is different is the entry after the verbatim handshake. Since you're not working the case you don't have a received entry showing the other vital information that Southeastern, MA Sector is obtaining in follow-up communications with the C/C Deputy Dog. But you now have proof positive that they are working the C/C in Distress, so you simply place an OPNOTE stating that fact in your Communication Log and notify your supervisor who has control of the case you alert him or her about.

Since more than one distress can be going on at the same time, you should listen long enough to this case to obtain the name of the vessel in distress and the nature of distress. That information becomes part of your OPNOTE: as short identifying data in an editorial comment and helps you clearly document what case or distress call you are talking about.

Of course, if the MMSI was corrupt, or if for some reason the supervisor advises you not to acknowledge the Distress Alert (e.g. vessel out of your AOR), then you should OPNOTE: that watch event in your Communication Log as follows:

Example #35c Log Entries:

OPNOTE: UNABLE TO ACKNOWLEDGE DISTRESS ALERT
DUE TO CORRUPT MMSI NUMBER (SPVR NTFD) ZUB 0442Z

Or

OPNOTE: UNABLE TO ACKNOWLEDGE DISTRESS ALERT
DUE TO DSC TRANSMITTER INOP (SPVR NTFD) ZUB 0442Z

Or

OPNOTE: SPVR ADVISED DISTRESS ALERT IS OFF WEST COAST
DO NOT ACKNOWLEDGE ALERT AT THIS TIME ZUB 0442Z

Remember, an OPNOTE is a Watch Event. Not all units will require this type of OPNOTE but if you're unsure of what they want you to document, ask!

Using the normal scenario, that is you received the initial DSC Alert and properly acknowledged it; as per GMDSS/DSC procedures, you would then monitor the corresponding International Distress and Calling Frequency for at least 10 minutes following the DSC Alert. In this case, on MF/2187.5Khz DSC, the corresponding frequency would be 2182Khz.

Since many shore stations may have acknowledged the DSC Distress Alert, you can't be sure that MMSI 235762000 received your acknowledgement or someone else's. So you'd wait to hear who they call out to on 2182Khz. At some point, if nothing is heard you'll be directed to try and establish communications with MMSI 235762000 on 2182Khz. Hopefully by this time, using the DSC Data Base in your local calling directory or via the central data base through your supervisor you'll know the name of the vessel. For our purposes we'll say MMSI 235762000 is the M/V Edna Jay.

Here are some possible examples of your Log entries documenting your call outs to this vessel on 2182Khz:

Example #35d Log Entries:

If you have complete information but no Name of Vessel:

VSL IN DISTRESS MMSI NUMBER 235762000 (2) TI CG BOSTON
MA SEC RGR YOU ARE ON FIRE IN POSN 42-10N 112-35W HOW
MANY PERSONS ARE ON BOARD YOUR VSL AND DO ANY OF THEM
HAVE HEALTH OR MEDICAL PROBLEMS OVR 2182 0447Z

If you have complete information and the Name of Vessel:

M/V EDNA JAY MMSI NUMBER 235762000 (2) TI CG BOSTON
MA SEC RGR YOU ARE ON FIRE IN POSN 42-10N 112-35W HOW
MANY PERSONS ARE ON BOARD YOUR VSL AND DO ANY OF THEM
HAVE HEALTH OR MEDICAL PROBLEMS OVR 2182 0447Z

If you don't have any information or the Name of Vessel:

VSL IN DISTRESS MMSI NUMBER 235762000 (2) TI CG BOSTON
MA SEC WHAT IS YOUR POSN AND NATURE OF DISTRESS OVR 2182 0447Z

If you don't have any information but the Name of Vessel:

M/V EDNA JAY MMSI NUMBER 235762000 (2) TI CG BOSTON
MA SEC WHAT IS YOUR POSN AND NATURE OF DISTRESS OVR 2182 0447Z

What you are trying to do is establish the voice radio communications handshake. If they respond to your call out, then the proof positive handshake exists even though the (A) portion or initial alert came via DSC. Remember, other units may be calling out too because they got the alert. You should document verbatim (B) their call outs also until proof positive exists who has control over this case. Then the case flows as previously discussed with either you working the case and using follow-up SAR entries (RCVD:, SENT:, or OPNOTE:) or another shore unit is working the case and you've documented it an OPNOTE: that so-and-so is working the case entry.

What happens to your call out if the initial DSC Alert had a corrupt MMSI number, so you don't know which vessel may be in Distress? You just adjust your call out as follows:

Example #35e Log Entries:

If you don't have any information

VSL IN DISTRESS SENDING A DSC DISTRESS ALERT WITHOUT
A NAME OR MMSI TI CG BOSTON MA SEC WHAT IS YOUR POSN

AND NATURE OF DISTRESS OVR 2182 0447Z

Example #35f Log Entries:

If you don't have number but some information from DSC Alert:

VSL IN DISTRESS SENDING A DSC DISTRESS ALERT ON FIRE
AT POSN 42-10N 112-35W TI CG BOSTON MA SEC OVR 2182 0447Z

How you make the call out is often a matter of style, but the basic rule of thumb is use what you know and fashion your call out accordingly. The key fact is that you are making proactive attempts to establish communications with a vessel in distress.

A single call out isn't proactive. We're talking about a series of call outs, at least twice. You'll either get a response to your call out, hear a response to another unit's call out (in which case you already know how to log that fact), or you'll get negative response from the vessel in distress. If there is no proof positive or a response from the vessel in distress, after you're series of call outs you should add (NEGRES) as an editorial comment on the last logged call out and (SPVR NTFD). You'll then follow the direction of your supervisor as to what to do next. This may include sending the vessel a single Distress Priority Call (if we have a good MMSI number) asking them to come up on 2182Khz. We do this because we know they have DSC equipment and we know that because we got their DSC Distress Alert. This is how we'd document that single DSC call out in our Communication Log:

Example #35g Log Entries:

SENT MMSI 235762000: DISTRESS PRIORITY CALL (SPVR NTFD) 2187.5 0447Z

We'd then go back and monitor 2182Khz for them to come up on circuit, and/or continue to make call outs on 2182Khz to the vessel as directed by our supervisor (normally every five minutes). Please note, usually, after our initial series of call outs when we're logging both our and other shore station call outs; we can stop logging other unit call outs that occur every five minutes. That is, once we've advised our supervisor of negative results from the initial call outs; we only have to log call outs from our own unit.

By way of incidental learning, you may be directed to send a DISTRESS PRIORITY CALL to vessels other than the vessel in distress. For example, we may find out later in the case that the M/V President Jackson is within 50 miles of our vessel in distress by some means (e.g. AMVER SURPIC, RCC phone call, etc). If so, we might be directed to see if we can establish communications with them via DSC and ask them if they can assist. That DSC Priority Call log entry would look like this:

SENT M/V PRESIDENT JACKS/MMSI 235762000: DISTRESS
PRIORITY CALL (SPVR NTFD) 2187.5 0447Z

Additional SAR Related Entries After the Initial Call:

After the initial distress entries, you'll continue to document in your log all significant information using a series of RCVD:, SENT:, or OPNOTE: entries.

There is no possible way to show all types of entries you might use. Each SAR case, although similar, is different in the way it flows. Therefore, the next series of examples show you some possible follow-on entries just to give you a feel for how they might look.

However, we will not repeat the standard entries previously shown for sending DSC Announcements, Uncorrelated or Shotgun UMIB Broadcasts, and UMIB SENT Entries. Please review the Marine Information Broadcast Section if you need a refresher on those particular entries.

Example #36a Log Entries:

<u>RCVD C/C DEPUTY DOG: EST STAY AFLOAT 30 MIN, DIW DRIFTING NE 50 FT PER MIN (SPVR NTFD)</u>	157.1	0450Z
<u>SENT C/C DEPUTY DOG: EST 15 MIN COMM SKED ON 157.1 MHZ, DIRECTED THEM TO CALL US BEFORE ABANDONING VSL (SPVR NTFD)</u>	157.1	0455Z
<u>RCVD CGR6522: ASSUMED RDO GRD, 4 POB, 5 CANS AFFF ON BOARD, ENR DEPUTY DOG SAR, ETA O/S 20 MIN (SEE COMM SHEET) (SPVR NTFD)</u>	5696	0457Z
<u>SENT C/C DEPUTY DOG: CGR6522 HELO ENR FM A/S CAPE COD TO ASSIST, 4 POB, 5 CANS AFFF ON BOARD, ETA O/S IS 20 MIN FROM 0457Z (SPVR NTFD)</u>	157.1	0459Z
<u>SENT C/C DEPUTY DOG: HELO SAFETY BRIEF (SPVR NTFD)</u>	157.1	0501Z
<u>RCVD C/C DEPUTY DOG: FIRE OUT OF CONTROL, NOW ABANDONING SHIP INTO 6 FT WHT DINGY AT THIS TIME (SPVR NTFD)</u>	157.1	0510Z
<u>SENT CGR6522: ZUI MY 0510Z ENTRY (SPVR NTFD)</u>	5696	0511Z

These examples show a summary of what significant information we obtained from or passed the vessel in distress as well as other entries during this same time frame. Let's review them:

The 0450Z entry documents some additional information the supervisor requested we obtain from the Deputy Dog.

The 0455Z entry documents the establishment of a communications schedule that our supervisor told us to set up with the Deputy Dog. It also shows the significant information that we advised him to call us before abandoning the vessel.

The 0457Z entry isn't from or to the Deputy Dog but is included to illustrate that other activities are still going on and we must still account for them. In

this case it's a Radio Guard Entry pertaining to a CG Rescue asset going to assist.

The 0459Z entry shows we informed the Deputy Dog about the CG Rescue Helicopter that is on the way.

The 0501Z entry shows we sent the Helicopter Safety Brief to the Deputy Dog as directed by our supervisor.

The 0510Z entry shows we kept our 15 minute communications schedule and provides the updated status of the vessel and any new information received. If nothing had changed, we'd still want to document that we kept our communications schedule. Most likely the entry would have stated "Status remains the same" or words to that effect.

The 0511Z entry shows we briefed the CG Rescue Helicopter on the change in status of our vessel in distress. Notice it uses an allowed convention of "ZUI MY 0510Z ENTRY". ZUI means "Your Attention is Invited to"

What this means is that we told CGR6522 everything we listed in the 0510Z entry. That convention allows us to save time by not having to repeat in this entry everything in that entry. However, be careful. If you use this convention, you must ensure that everything in the referenced entry was actually passed, and if any additional information was passed you should summarize that additional information. If you're unsure, don't use ZUI. Instead use key words such as:

Example #36b Log Entries:

```
SENT CGR6522: BRIEFED ON FIRE STATUS, INENT TO  
ABANDON VSL, DESC OF DINGY GIVEN (SPVR NTFD) 5696 0511Z
```

Or, for example briefing the Helicopter on the Mission after assuming the Radio Guard RCVD: entry:

```
SENT CGR6522: MISSION BRIEF, C/C DEPUTY DOG QTH,  
NAT OF DISTRESS, POB, DESC, O/S WX, F/F AND  
SURVIVAL EQUIP STATUS, ADVISE VSL DRIFT DIRECTION  
AND SPEED (SPVR NTFD) 5696 0457-59Z
```

These entries show how keys words can be used instead of having to repeat exactly what the position, persons on board, description of vessel, et cetera were in your Communication Log.

As you can see, most of the entries used will be simple SENT: or RCVD: type entries showing who knew what and when. But there are a few entries that deserve some additional attention. They are as follows:

Good Samaritan Handshakes or Entries:

As part of the process of prosecuting a Distress Case, and as previously discussed, we'll send out Uncorrelated and Shotgun UMIB's to either ask the public to help identify a distress in progress or to assist in resolving a distress in progress. When we send these broadcasts, we'll get responses.

Let's look at the *Uncorrelated* responses first:

Example #36c Log Entries:

```
CG BOSTON THE DAISY SUE OVR//VSL DAISY SUE TI
CG BOSTON MA SEC OVR//YEAH CG BOSTON THE DAISY
SUE WE HEARD THAT BOY YELL MAYDAY OVR          156.8 0621Z
RCVD F/V DAISY SUE: 3 MI NW CAPE SMITH HRD
DISTRESS CALL LOUD AND CLR NFI (SPVR NTFD)    156.8 0621-22Z
```

Remember the Uncorrelated Broadcast asked vessels who heard the distress call to contact us. The Daisy Sue did so. So we show the initial handshake (A, B, & C) but since the Daisy Sue isn't the vessel in distress we don't underline the entry. Thereafter we use a RCVD: entry to summarize the information the Daisy Sue provided us.

Now let's look at the *Shotgun* responses:

Example #36d Log Entries:

```
CG BOSTON THE DAISY SUE OVR//VSL DAISY SUE TI
CG BOSTON MA SEC OVR//YEAH CG BOSTON THE DAISY
SUE HEARD YOUR BROADCAST AND WE'LL RESPOND OVR
(SEE INITIAL SAR CHECKSHEET) (SPVR NTFD)      156.8 0621Z
RCVD F/V DAISY SUE: 3 MI NW CAPE SMITH ENR
C/C DEPUTY DOG, 7 POB, 65FT STERN TRAWLER, BLK
HULL W/GREY PILOTHOUSE, ETA APPROX 20 MIN, HAS
2 CANS AFFE ON BOARD AND EXPERIENCE FIGHTING
FIRES ON VESSELS (SPVR NTFD)                  156.8 0621-22Z
```

You'll notice the initial handshake is required still. We still don't underline the handshake because the Daisy Sue isn't in distress; they're a Good Samaritan responding to our request for assistance to the Deputy Dog. The handshake is followed by reference to the SAR Checksheet and a supervisor notification (an alert we may have a vessel to assist). Thereafter, standard RCVD: and SENT: entries are used to document significant information flow between us and the Good Samaritan vessel.

DISTRESS OPNOTE ENTRIES:

Another tool you have available is the OPNOTE. You can use OPNOTE entries to document distress related information overheard but not actually sent

to your unit. Why is this important? It is important because sometimes you'll overhear two units talking on the radio about events on scene and your goal is to monitor and keep control of events related to this distress. You'll want to tell your supervisor about critical information overheard. Since the information wasn't sent directly to your unit you only have a couple of choices in documenting the key information. One is the OPNOTE. Another is to confirm the information you overheard and thus turn the entry into a RCVD: entry.

Example #37a Log Entries:

OPNOTE: CGR6522 DLVRS HELO SAFETY BRIEF TO C/C
DEPTUY DOG ON CH22A 157.1MHZ (SPVR NTFD) ZUB 0622Z

OPNOTE: F/V DAISY SUE IN COMMS WITH C/C DEPUTY
DOG ON CH22A 157.1MHZ DISCUSSING INTENTIONS TO
COME ALONGSIDE PORTSIDE AND XFER 2 PORTABLE
PUMPS (SPVR NTFD) ZUB 0625Z

Do you think your supervisor or the SAR Mission Coordinator (SMC) would want to know that CGR6522 or F/V Daisy Sue were in direct communications with the vessel in distress? Would they be interested in knowing the gist of the conversation being held between the assisting assets and the vessel in distress? Yes, they would. So these examples of possible OPNOTE entries provide you a way to document what you told your supervisor and when!

Let's look at how you might turn these overheard conversations into a RCVD: entry:

Example #37b Log Entries:

RCVD CGR6522: FON, IN COMMS WITH C/C DEPUTY DOG
ON CH22A 157.1MHZ AND CFMD HELO SAFETY BRIEF
DLVR'D ZUB 0622Z (SPVR NTFD) 157.1 0624Z

RCVD FV DAISY SUE: CFMD O/S AND IN COMMS WITH
C/C DEPUTY DOG ON CH22A 157.1MHZ. INTENDS TO COME
ALONGSIDE PORT OF C/C TO XFER 2 PORTABLE PUMPS
TO DEPUTY DOG (SPVR NTFD) 157.1 0627Z

Both entries capture the information overheard, what you told your supervisor and when. Either style may be used. If you're 100% positive of what you heard, the OPNOTE works just fine. If you're at all unsure of exactly what you heard, contacting the unit and confirming the information is a better way to keep control and be positive of your information. In that case, the RCVD: entry is your documentation tool.

Ending the Case Entries:

As you can see, there are a wide variety of possible RCVD:, SENT:, and

OPNOTE: entries you might use during the prosecution of your SAR case. However, at some point the case will be resolved. You want to document the close of the case in some manner. This may vary unit to unit, but some form of ending the case should appear in your log. For classroom purposes we've given you some sample end of case log entries.

Remember, before you end any case, you must make sure that the supervisor has blessed your action. They may want some routine information for their case files after the distress has been resolved, so don't let the vessel in distress or any Good Samaritan depart before the supervisor tells you to release them.

A typical information gathering task before the end of a case is to obtain owner/operator information. This is done in case we need to follow up on the case with later investigations. We'll need a point of contact ashore because we can't rely on the vessels always being on the air via radio. Here are a couple of examples of owner/operator RCVD: entries.

Example #38a Log Entries:

RCVD C/C DEPUTY DOG: O/O NAME, ADDRESS AND
PH NR. (SEE SUPPLEMENTAL SAR CHECKSHEET)
(SPVR NTFD) 157.1 0638Z

RCVD C/C DEPUTY DOG: O/O WILLIAM TELL, 1234 MAIN
STREET, FOXBORO, MA 94128 PH: (919) 444-1212
(SEE SUPPLEMENTAL SAR CHECKSHEET) (SPVR NTFD) 157.1 0638Z

RCVD F/V DAISY SUE: MASTER JIM JONES, OWNER
NEW ENGLAND FISH CO-OP, HOMEPORT NEW BEDFORD, MA
PIER 12, ADDR: PO BOX 728, NEW BEDFORD, MA 21222
PH: (919) 123-4567 (SEE SUPPLEMENTAL SAR CHECK
SHEET) (SPVR NTFD) 157.1 0640Z

These examples show an entry using key words about what type of information was gathered, or as in the second example the actual recording of the full information. The third example shows the Good Samaritan information with a different operator and owner recorded. All make reference to the Supplemental SAR Checksheet using an editorial comment (the convention where first use of other documentation to support the log gets annotated in an editorial comment); and all show that the supervisor was notified that we obtained this information.

Please remember that getting this information isn't about you. It's about the customer. Sometimes they may be hesitant to provide personnel, routine information about themselves over the air. They may ask you why you need this information. Simply tell them that point of contact information is desired in case we need to contact them for further information about the incident; and if they don't want to provide that information over the air, we can always ask

them to call us or fax us with the information once they are safely moored.

Once all routine information has been obtained, you want to make sure the vessel in distress needs no further Coast Guard assistance. We want to get a clear statement to that effect on the Radio, no assumptions allowed. Just because the fire is out doesn't mean they don't need further assistance. Get them to say the magic words... "No further CG Assistance Needed". That log entry would look something like this:

Example #38b Log Entries:

RCVD C/C DEPUTY DOG: NO FURTHER CG ASSISTANCE
REQUIRED (SPVR NTFD) 157.1 0652Z

RCVD C/C DEPUTY DOG: CFMD VSL U/W ENR PIER 11
QUINCY, MA ETA 2 HRS, NO FURTHER CG ASSISTANCE
REQUIRED. WILL CALL L/L WHEN SAFELY MOORED
(SPVR NTFD) 157.1 0652Z

Once your supervisor allows you to end the case, then you'll have both an end case entry for the vessel in distress and some type of released or end case entry for each Good Samaritan involved in this case. Here are some examples:

Example #39 Log Entries:

SENT C/C DEPUTY DOG: END OF CASE SCRIPT (SPVR NTFD) 157.1 0654Z

SENT F/V DAISY SUE: RELEASED (SPVR NTFD) 157.1 0654Z

SENT F/V DAISY SUE: THANKS FOR ASSISTANCE SCRIPT
(SPVR NTFD) 157.1 0654Z

SENT F/V DAISY SUE: GOOD SAMARITAN END OF CASE
(SPVR NTFD) 157.1 0654Z

Remember, don't let your Good Samaritan go before confirming no further assistance is required by the vessel in distress or without permission from your supervisor. It would be very embarrassing to let a potential rescue asset depart the case only to find out that the vessel in distress still needs some type of assistance.

A Few More Special Category Log Examples:

There are some special distress related entries, perhaps not used often but nevertheless possible, that you should be aware of. First, a *Mayday Relay*. This is where a vessel or other shore unit hears a distress but is not in position to assist that vessel. If they don't hear any other unit assisting the vessel in distress they may choose to relay the Mayday call to obtain assistance for them. Here's what a Mayday Relay call would look like (and how it should be recorded in

your Communication Log):

Example #40 Log Entries:

MAYDAY RELAY (3) HLO ALSTAS TI M/T YOKOHAMA
MARU (2) QUOTE THE S/V DONNA MARIE CALLING
MAYDAY TAKING ON WATER IN POSN 4121N 07129W
NEAR THE ENTRANCE TO POINT JUDITH HARBOR 3 POB
25FT WHT HULL REQ IMMEDIATE ASSIST THE S/V
DONNA MARIE CALLING MAYDAY UNQUOTE BT TI M/T
YOKOHAMA MARU MAYDAY RELAY OUT (SEE INITIAL
SAR CHECKSHEET) (SPVR NTFD) 2182 1745Z

Sometimes when you're working a case, other Radio Traffic doesn't hear the case being worked and they continue to transmit. Their transmissions are interfering with your ability to work the case. You have the ability (**only with command approval**) to impose silence on the working frequency. This tells everybody else to "shut up" but it's a legal action and shouldn't be done lightly. Also, once you no longer need silence on the frequency, you must cancel Radio Silence imposed so that other users now know it's okay to transmit again. If used, here's how you should document what you did in your Communication Log:

Example #40 Log Entries:

IMPOSING RADIO SILENCE

MAYDAY HLO ALSTAS (3) TI USCG BOSTON MA SECTOR
SEELONCE MAYDAY (OR SEELONCE DISTRESS) OUT
(SPVR NTFD) 2182 1735Z

CANCELING RADIO SILENCE

MAYDAY (OR DISTRESS) HLO ALSTAS (3) TI USCG
BOSTON MA SECTOR 011535GMT S/V DONNA MARIE
SEELONCE FINEE OUT (SPVR NTFD) 2182 1745Z

Note that the GMT time quoted in the Canceling Radio Silence entry is the time you actually imposed Radio Silence on this frequency.

Conclusion:

This supplemental job aid on Understanding Communication Logs was designed to help you more fully understand the underlying concepts, conventions, and reasons for what you do and why you do it using a Communication Log during your training at OS “A” School. However, it is not an official document of the United States Coast Guard and should not substitute for Coast Guard Manuals, local unit Standard Operating Procedures, or other official documents in place to guide you on Communication Logs. It is for training purposes only.

In addition, although it is a lengthy read, it still can not fully cover all possible situations you may encounter either here at school or in the field once you report for duty. Hopefully, however, it will and can give you the basic foundation you need for “Understanding Communication Logs”.

In closing here are a final few reminders to consider:

“When in doubt, check it out” means if you don’t know, ask some one who does or who is in a position to make a decision about the issue.

“You can never over log” means if it happened and you place it in your log you can’t be wrong. It might not have been necessary but it is not wrong.

“The job isn’t done until the paperwork is complete” means no matter how good you run a case on the air, if your documentation is incomplete, sloppy, or misleading; your job wasn’t completed. Each Communication Log is a legal document that represents yourself, your chain of command, and the United States Coast Guard. Treat it as such and not just as another pain in the rear administrative task.

“Don’t gun deck” means don’t lie in your log. The Communication Log must be accurate and complete. Don’t assume and don’t guess. Record what you know. Record what you did and when you did it. Use your tools such as the DVL and your ears — but the bottom line is that when you sign your name to this official, legal document; you are stating that it is an accurate and complete record of what went on during your watch. Make sure it is!

Glossary of Terms and Abbreviations

This list is not all inclusive, rather it reflects the common terms and abbreviations used during the Sector Operations course of this school. Many more abbreviations or terms may be used in the field. When in doubt, it is always wise to check it out with your supervisor before using these terms or abbreviations in an official Communication Log. Some abbreviations are good for note taking (and will be indicated as such herein) but not for Communication Logs.

Term	Abbreviation
Aids to Navigation	ATON
Airborne	A/B
Air Station	A/S
Air Temperature	A/T
Allied Communications Publication	ACP
All Stations	ALSTAS
As Soon As Possible	ASAP
Attention	ATTN
At This Time	ATT
Barrels	BBLS
Bearing Line	BL
Bearing	BRG
Break	BT
Broadcast	BCST
Broadcast Notice to Mariners	BNTM
Cabin Cruiser	C/C
Channel	CH
Civilian Medical Care	CIV MED CARE
Clear	CLR
Coast Guard	CG

Coast Guard Auxiliary	CG AUX
Coast Guard Rescue	CGR
Coast Guard Standard Workstation	CGMS
Communications Area Master Station Atlantic	CAMSLANT
Communications Area Master Station Pacific	CAMSPAC
Communications Schedule	COMMSKED
Confirmed	CFMD
Course	CSE
Danger	DGR
Date of Birth	DOB
Dead in Water	DIW
Dead Reckoning	DR
Degrees	DEG
Delivers	DLVRS
Departed	DPTD
Departing Scene	D/S
Description	DESC
Digital Selective Calling	DSC
Digital Voice Logger	DVL
Diverted	DIV
Document	DOC
East	E
Emissions Control	EMCON
End of Case	EOC
Enroute	ENR

Equipment	EQP
Estimated Position	EP
Estimated Time of Arrival	ETA
Estimated Time of Repair	ETR
Emergency Position Indicator Radio Beacon	EPIRB
Feet	FT
Fisheries Patrol	FISHPAT
Fishing Vessel	F/V
Flight Operations Normal	FON
From	FM
Gallons per Minute	GPM
Geographical	GEO
Global Maritime Distress Safety System	GMDSS
Global Positioning System	GPS
Government Owned Vehicle	GOV
Greenwich Mean Time	GMT
Harbor	HBR
High Frequency	HF
Horsepower	HP
Hospital	HOSP
Hours	HR
House Boat	H/B
Inboard	I/B
Inboard/Outboard	I/O
Information	INFO

Inoperative	INOP
International	INTL
Island	IS
Kilohertz	KHZ
Knots	KTS
Last Known Position	LKP
Law Enforcement Patrol (OPS)	L/E or LPAT
Length of Axis	LOA
Lighted Bell Buoy	LBB
Light List Number	LLNR
Light List Page	LLPG
Line of Bearing	LOB
Line of Position	LOP
Line of Sight	LOS
Lighted Whistle Buoy	LWB
Listen	LSN
Local	LCL
Long Range Aid to Navigation	LORAN
Magnetic	M
Marine Assistance Request Broadcast	MARB
Marine Information Broadcast	MIB
Marine Information Support Law Enforcement	MISLE
Marine Safety and Security Patrol	MSSP
Marine Safety Office	MSO
Maritime Mobile Service Identity	MMSI

Man Overboard	MOB
Medical or Medicines	MED
Medical Advice	MEDICO
Medical Evacuation	MEDEVAC
Medium Frequency	MF
Megahertz	MHZ
Message	MSG
Mile Marker	MM
Miles Per Hour	MPH
Minutes	MIN
Motor Life Boat	MLB
Motor Tanker	M/T
Motor Vessel	M/V
National Oceanic and Atmospheric Administration	NOAA
Nature of Distress (Note Taking Only)	NOD
Naval Telecommunications Publication	NTP
National Transportation Safety Board	NTSB
National Weather Service	NWS
Naval Warfare Publication	NWP
Negative Response (or Results)	NEGRES
No Further Information	NFI
North	N
Notice to Mariners	NTM
Notified	NTFD
Number	NR

On Board	O/B
On Deck	O/D
On Scene	O/S
Operations Normal	OPS NML
Operator Note	OPNOTE
Operations Plan	OPLAN
Outboard	O/B
Over	OVR
Overcast	OVC
Owner/Operator	O/O
Parent Command	P/C
Persons (or Souls) on Board	POB
Person in Water	PIW
Personnel Flootation Device	PFD
Personnel Owned Vehicle	POV
Pleasure Craft	P/C
Point	PT
Pollution Patrol	POLPAT
Probable Survival Time	PST
Position	POSN or POSIT
Power	PWR
Radio Detection and Ranging	RADAR
Radio Guard	RDO GRD
Received	RCVD
Relative Bearing	RB

Reports	RPTS
Rescue Swimmer	R/S
Remain Overnight	RON
Return to Base	RTB
Rigid Hull Inflatable	RHI
Routine Marine Information Broadcast	RMIB
Roll-on Roll-off Cargo Vessel	RORO
Safety Marine Information Broadcast	SMIB
Safety of Life at Sea	SOLAS
Sailing Vessel	S/V
Search and Rescue	SAR
Search and Rescue Mission Coordinator	SMC
Search and Rescue Transponder	SART
Seconds	SEC
Simplex Teletype over Radio	SITOR
South	S
Speed	SPD
Speed of Advance	SOA
Station	STA
Subject	SUBJ
Subject Named Vessel	SNV
Superstructure	S/S
Supervisor	SPVR
Taking on Water	T.O.W
Time of Broadcast	TOB

Time of Delivery	TOD
Time of Incident	TOI
Time of Receipt	TOR
Time of Last Entry	T O L E
Traffic	TFC
Transfer	XFER
Transmit	XMIT
True Bearing	TB
Tug Boat	T/B
Uncorrelated	UNCOR
Underway	U/W
Urgent Marine Information Broadcast	UMIB
Utility Boat	UTB
Very High Frequency	VHF
Vessel	VSL
Vessel in Distress (Note Taking Only)	VID
Visibility	VIS
Voice	VOX
Watch-to-Watch Inventory	WTW
Water Temperature	W/T
West	W
Weather	WX
Winds	WND
Yards	YDS
Years of Age	YOA

Sample Case Log

Introduction: From time to time, students ask their instructors for a job aid that only shows the SAR Case entries required of them. They just want to see the flow from beginning to end of a typical case. This section provides that example Communication Log. It does not have many of the standard entries such as sign-on, standard watch entries such as WTW, or Time Tick. It goes from the initial call for assistance to the end of a case. It provides some explanations and cross-referencing comments to assist those who want to find further explanations or review previous sections of this book. Remember, this is just an example. Your command may want more or less, or different style of entries. Always defer to your local operating procedures and guidance. For this example, we will use COMCOGARD SECTOR NEW ORLEANS LA as our on watch position.

Description of Event or Entry

The Initial Call: This may be a directed or non-directed call (page 55). For this example, we will use a non-directed call to establish the initial handshake (page 56). Remember, initial calls are verbatim entries (page 12) and any missing words should be identified by use of an editorial comment (page 14). The entire call should include an inclusive time stamp from when it began until when it ended (page 14). Here is what was said on CH 16:

Initial Non-Directed Call (A)

“Coast Guard Coast Guard Mayday Coast Guard This is Cabin Cruiser Lazy Susan calling for help”..

Coast Guard Responses (B)

“Vessel in Distress This is Coast Guard Corpus Christi Texas Sector what is your position and nature of distress over”

“Cabin Cruiser Lazy Susan This is Coast Guard New Orleans Louisiana Sector what is your position and nature of distress over”

Note: In this example, Corpus Christi TX did not get the name of the vessel on the initial call, so in their log they would have an editorial comment showing what they missed. Something like: CG(2) MAYDAY CG TI (NOT READABLE) CALLING FOR HELP

The Completed Handshake (C)

“Coast Guard New Orleans This is the Lazy Susan we’re a couple of hundred yards off Sea Breeze Four Mile Point and I lost my prop over

Sample Case Log

The Communication Log Entry Example

CG (2) MAYDAY CG TI C/C LAZY SUSAN CALLING FOR
HELP//VSL IN DISTRESS TI CG CORPUS CHRISTI TX
SECTOR WHAT IS YOUR POSN AND NATURE OF DISTRESS
OVR//C/C LAZY SUSAN TI CG NEW ORLEANS LA SECTOR
WHAT IS YOUR POSN AND NATURE OF DISTRESS OVR//CG
NEW ORLEANS TI THE LAZY SUSAN WE'RE A COUPLE OF
HUNDRED YARDS OFF SEA BREEZE 4 MI PT AND I LOST MY
PROP OVR (SEE INITIAL SAR CHECKSHEET) (SPVR NTFD) 156.8 1418-19Z

Note: The Initial Distress call is always underlined to draw attention to it in your Communication Log. 1418Z when the call started becomes your Time of Incident (TOI) and is important to capture because you will use that time in follow-up broadcasts and in reporting efforts. You should also cross reference to any supporting document such as the Initial SAR CHECKSHEET with an editorial comment whenever you “FIRST” break out that supporting document. You do not have to reference that document again for later entries.

*Description of Event or Entry***The Initial Call** (continued):

After the verbatim initial call, your follow-on entries depend if you are working the case or another unit established communications with the vessel in distress and has control of the case. If you are *not working the case*, then the only entry you are required to put in your Communication Log is an operator note (page 13) showing who has established positive communications and is working the case. That entry would look like this:

```
OPNOTE: COMCOGARD SECTOR CORPUS CHRISTI TX WORKING
CASE (C/C LAZY SUSAN LOST PROP) (SPVR NTFD) 156.8 1419Z
```

Obtaining Initial Distress Information (Big Five):

For this sample case, however, you are the unit that is working the case. So your next Communication Log entry should be a received summary entry (page 13) documenting the initial (Big Five + any additional significant information) distress information you received. This received entry should be in priority order and restates position, nature of distress, or any significant information even if received during initial handshake. This is because you are using active listening to confirm what you heard in the initial handshake as part of your follow-on communications with the vessel in distress.

Obtaining Follow-up Distress Information (As required by SMC):

After you've obtained the initial distress information, you will brief your SMC. Depending on the nature of the initial information, they may require you to obtain additional information to determine the seriousness of the case, or identify what survival gear is available to the vessel in distress. Don't waste a lot of time during the initial information gathering getting follow-on information, trying to guess what you're SMC needs. Let them make the decision. Getting them the initial information quickly is more important. If they need additional information they will tell you what they need. While you're getting that, they can be briefing others, starting the Case File, and alerting potential rescue assets to get ready to go. Time is precious in a SAR case. If you waste time upfront, it may impact the success of the rescue.

Typical information seen in follow-up information include such things as survival equipment, fire fighting efforts, availability of pumps, rate and speed of drift, or information on persons in the water. Depending on the type of case, in getting this information, the SMC may have you obtain it on a working frequency in order to keep CH16, 156.8 or 2182KHZ clear or they may have you remain directly on the International Calling and Distress frequency. If you are unsure of whether to shift the mariner or not; ask the SMC. You do not have to log any shift, just the information received from the mariner in follow-up questioning.

The Communication Log Entry Example

Previous Entries:

CG (2) MAYDAY CG TI C/C LAZY SUSAN CALLING FOR HELP//VSL IN DISTRESS TI CG CORPUS CHRISTI TX SECTOR WHAT IS YOUR POSN AND NATURE OF DISTRESS OVR//C/C LAZY SUSAN TI CG NEW ORLEANS LA SECTOR WHAT IS YOUR POSN AND NATURE OF DISTRESS OVR//CG NEW ORLEANS TI THE LAZY SUSAN WE'RE A COUPLE OF HUNDRED YARDS OFF SEA BREEZE 4 MI PT AND I LOST MY PROP OVR (SEE INITIAL SAR CHECKSHEET) (SPVR NTFD) 156.8 1418-19Z

Big Five/Initial Distress Information:

RCVD C/C LAZY SUSAN: 200 YDS OFF SEA BREEZE 4 MI PT, LOST PROP, NO IMMED DGR, AT ANCHOR IN 20 FT OF WATER OUT OF SHIPPING CH, 4 POB 2 ADULTS 2 KIDS (14 & 10 YOA), NO MEDS OR INJURIES, 35 FT CHRIS CRAFT C/C, WHITE HULL, BLUE TRIM, BLUE CABIN, WHITE TRIM, O/S WX LESS THAN 2 FT MIXED, WND 5 KTS SSW, VIS 3-4 NM CLR SUNNY DAY (SPVR NTFD) 156.8 1419-23Z

Follow-up Distress Information:

RCVD C/C LAZY SUSAN: 4 PFD O/B, (02) TYPE III INTL ORANGE, (02) TYPE II LOTUS BLUE/WHT, ALL POB WEARING (SPVR NTFD) 157.1 1425-26Z

Note: The change of frequencies in the frequency column indicates you shifted the mariner off of CH16 to a working frequency. You do not need a Communication Log entry to document that shift.

Description of Event or Entry

To this point, we've documented the initial call, the initial collection of distress information, and any follow-up initial information the SMC required of us. This is the usual front end of a case.

At this point, certain backend or Coast Guard Actions will likely occur depending on the nature of the case. If the mariner wasn't in any immediate danger; the SMC may direct you to commence the Marine Assistance Request (MARB) process. This is where we offer to call someone on their behalf, or if they have no one to call, to offer to make a broadcast on their behalf. If the case was more immediate, we'd still make a broadcast but it would normally be an Urgent Marine Information Broadcast instead of a Marine Assistance Request Broadcast.

In this example, we're going to use Coast Guard assets and an Urgent Marine Information Broadcast (Shotgun) just so we can show the complete range of entries in a case. You can find an example of how to log a MARB broadcast on page 47 of this job aid.

Urgent Marine Information Broadcast:

There are two types, an uncorrelated (page 43) and a shotgun (page 45). We use an uncorrelated broadcast when we are missing vital data on the case such as the name of the vessel, it's position, or nature of distress. That broadcast is asking the public to help us identify the problem so we can assist.

In this example, we have the vital information. We know who is in distress. We know where they are. We know what is the nature of distress. So the (Shotgun) UMIB is different. With this broadcast we are asking the public to help us solve the problem. Almost always, we will issue this type of broadcast on a distress case even if we are sending Coast Guard Rescue units to assist. After all, the public is already out there and may be able to get there quicker to provide assistance than we can. Remember however, just because the public responds to the distress broadcast or situation, that does not relieve the Coast Guard of the responsibility to respond with appropriate assets or actions.

Note: Shotgun and Uncorrelated UMIB related to a distress case you are working, are normally sent directly on the International Calling and Distress frequencies unless otherwise directed by the SMC. This is to ensure maximum coverage and because they comply with the sixty second rule. The default rule is followed (repeated broadcasts every fifteen minutes for the first hour after your initial broadcast) unless otherwise modified or directed by the SMC.

The Communication Log Entry Example

Previous Entries:

CG (2) MAYDAY CG TI C/C LAZY SUSAN CALLING FOR HELP//VSL IN DISTRESS TI CG CORPUS CHRISTI TX SECTOR WHAT IS YOUR POSN AND NATURE OF DISTRESS OVR//C/C LAZY SUSAN TI CG NEW ORLEANS LA SECTOR WHAT IS YOUR POSN AND NATURE OF DISTRESS OVR//CG NEW ORLEANS TI THE LAZY SUSAN WE'RE A COUPLE OF HUNDRED YARDS OFF SEA BREEZE 4 MI PT AND I LOST MY PROP OVR (SEE INITIAL SAR CHECKSHEET) (SPVR NTFD)	156.8	1418-19Z
RCVD C/C LAZY SUSAN: 200 YDS OFF SEA BREEZE 4 MI PT, LOST PROP, NO IMMED DGR, AT ANCHOR IN 20 FT OF WATER OUT OF SHIPPING CH, 4 POB 2 ADULTS 2 KIDS (14 & 10 YOA), NO MEDS OR INJURIES, 35 FT CHRIS CRAFT C/C, WHITE HULL, BLUE TRIM, BLUE CABIN, WHITE TRIM, O/S WX LESS THAN 2 FT MIXED, WND 5 KTS SSW, VIS 3-4 NM CLR SUNNY DAY (SPVR NTFD)	156.8	1419-23Z
RCVD C/C LAZY SUSAN: 4 PFD O/B, (02) TYPE III INTL ORANGE, (02) TYPE II LOTUS BLUE/WHT, ALL POB WEARING (SPVR NTFD)	157.1	1425-26Z

Urgent Broadcast:

PAN PAN (3) HLO ALSTAS TI CG NEW ORLEANS LA SEC (2) BT TIME 011418 GMT AT 0518 CDT THE C/C LAZY SUSAN LOST THEIR PROP AT APPROX 200 YDS OFF SEA BREEZE 4 MILE PT THE C/C LAZY SUSAN IS A 35 FT CHRIS CRAFT WHITE HULL BLUE TRIM BLUE CABIN WHITE TRIM WITH 4 PERSONS ON BOARD MARINERS ARE REQUESTED TO ASSIST IF POSSIBLE AND MAKE REPORTS TO THE USCG SIGNED COMMANDER CG NEW ORLEANS LA SECTOR BT TI CG NEW ORLEANS LA SECTOR OUT	156.8	1437-38Z
SENT BCST: UMIB (SHOTGUN) MY 011418Z FEB 08 (C/C LAZY SUSAN LOST PROP) (SPVR NTFD)	156.8	1438Z

Description of Event or Entry

Once you've made your broadcast, whatever type, you should be prepared and expect the public to respond to it. Those public responders are identified as ***Good Samaritans***. If they can assist, they will because they know that it could be them in trouble someday and they'd want others to assist if possible. They may tell you that they are responding (as requested in the broadcast) or they may not. You also may get more than one responses. Regardless, when they call us in response the Communication Log entries will be the same for each of them that do respond. For this example, we will show only one Good Samaritan response.

Similar to the initial call from the vessel in distress, our Communication Log entries should show the initial handshake verbatim that establishes positive communications between the Good Samaritan and the Coast Guard (page 66). Unlike the initial distress call however, that handshake is not underlined and we don't immediately notify the SMC or Supervisor that we have a response. In this case, we need to collect some basic front-end information from the Good Samaritan before we brief or notify the supervisor. We do this so that the SMC or supervisor can decide whether or not this particular Good Samaritan is the right responder. So after establishing the handshake, you would collect and/or confirm their vessel's name, position, how many POB, a description of their vessel, and their ETA to the vessel in distress. Once that information is obtained, you would brief the SMC or supervisor.

As before, the SMC or supervisor may require you to obtain additional information from the Good Samaritan. Normally this is done on a working frequency in order to keep international calling and distress frequencies clear of non-distress traffic. However, if the case is being directly worked on CH16 or 2182KHZ, the SMC may direct you not to shift the Good Samaritan off those frequencies. Typical follow-up questions for a Good Samaritan may include their Intentions, type of experience, if they have medical personnel on board, or what type of equipment they might have available. Log this follow-up information as a received entry.

The Communication Log Entry Example

Previous Entries:

CG (2) MAYDAY CG TI C/C LAZY SUSAN CALLING FOR
HELP//VSL IN DISTRESS TI CG CORPUS CHRISTI TX
SECTOR WHAT IS YOUR POSN AND NATURE OF DISTRESS
OVR//C/C LAZY SUSAN TI CG NEW ORLEANS LA SECTOR
WHAT IS YOUR POSN AND NATURE OF DISTRESS OVR//CG
NEW ORLEANS TI THE LAZY SUSAN WE'RE A COUPLE OF
HUNDRED YARDS OFF SEA BREEZE 4 MI PT AND I LOST MY
PROP OVR (SEE INITIAL SAR CHECKSHEET) (SPVR NTFD) 156.8 1418-19Z
RCVD C/C LAZY SUSAN: 200 YDS OFF SEA BREEZE 4 MI PT,
 LOST PROP, NO IMMED DGR, AT ANCHOR IN 20 FT OF WATER
 OUT OF SHIPPING CH, 4 POB 2 ADULTS 2 KIDS (14 & 10
 YOA), NO MEDS OR INJURIES, 35 FT CHRIS CRAFT C/C,
 WHITE HULL, BLUE TRIM, BLUE CABIN, WHITE TRIM, O/S WX
 LESS THAN 2 FT MIXED, WND 5 KTS SSW, VIS 3-4 NM CLR
 SUNNY DAY (SPVR NTFD) 156.8 1419-23Z
RCVD C/C LAZY SUSAN: 4 PFD O/B, (02) TYPE III INTL
ORANGE, (02) TYPE II LOTUS BLUE/WHT, ALL POB WEARING
(SPVR NTFD) 157.1 1425-26Z
 PAN PAN (3) HLO ALSTAS TI CG NEW ORLEANS LA SEC (2)
 BT TIME 011418 GMT AT 0518 CDT THE C/C LAZY SUSAN
 LOST THEIR PROP AT APPROX 200 YDS OFF SEA BREEZE
 4 MILE PT THE C/C LAZY SUSAN IS A 35 FT CHRIS CRAFT
 WHITE HULL BLUE TRIM BLUE CABIN WHITE TRIM WITH 4
 PERSONS ON BOARD MARINERS ARE REQUESTED TO ASSIST IF
 POSSIBLE AND MAKE REPORTS TO THE USCG SIGNED
 COMMANDER CG NEW ORLEANS LA SECTOR BT TI CG NEW
 ORLEANS LA SECTOR OUT 156.8 1437-38Z
SENT BCST: UMIB (SHOTGUN) MY 011418Z FEB 08 (C/C
LAZY SUSAN LOST PROP) (SPVR NTFD) 156.8 1438Z

Good Samaritan Initial Call and Information:

NEW ORLEANS CG (2) TI F/V JOHNNIE B GOODE (2) OVR//
 F/V JOHNNIE B GOODE TI CG NEW ORLEANS LA SECTOR OVR//
 NEW ORLEANS CG TI F/V JOHNNIE B GOODE I'M NEAR 4 MI
 PT AND I'LL RESPOND OVR 156.8 1440Z
RCVD F/V JOHNNIE B GOODE: 5 MI SW SEA BREEZE 4 MILE
PT, 2 POB FATHER AND ADULT SON, 29 FT BASSMASTER,
 YELLOW HULL, GREEN TRIM, OPEN CABIN, 250 HP MERC O/B,
 ENR C/C LAZY SUSAN ETA O/S 15 MINS (SPVR NTFD) 156.8 1441-42Z
RCVD F/V JOHNNIE B GOODE: NO EXPERIENCE TOWING BUT
WILL STANDBY UNTIL ADDITIIONAL ASSISTANCE ARRIVES
(SPVR NTFD) 157.1 1444-45Z
SENT F/V JOHNNIE B GOODE: PROCEED WITH CAUTION AND
ADVISE WHEN O/S, LAZY SUSAN ON 157.1MHZ (SPVR NTFD) 157.1 1447Z

Description of Event or Entry

Our *previous entries log* is rather long now, so we'll break the example of previous entries off at this point and just concentrate on new entries. At this point, we just show the last entry discussed and then the new entry being discussed. At the end, we'll put them all back together for a more complete Communication Log Job Aid.

Briefing the Vessel in Distress:

You want to maintain positive control of your case, therefore, you want to make sure everybody involved knows what's going on; and when you want to talk to them next. In this example, we now have a Good Samaritan responding and you know about it; and you told your SMC or supervisor about it. But the vessel in distress doesn't know. So you have to brief them. Don't make them play 21 questions. Tell them what you know, in priority order, just like you briefed your SMC or supervisor.

Coast Guard Rescue Assets Enroute:

Many of the Communication Log Entries for a Coast Guard Unit remain the same. However, when on a case, their call sign includes the word Rescue. You still have to Assume the Guard, Obtain Operations Normal reports and Position reports. After the case is completed, you'll have to Secure the Radio Guard.

But you'll also have additional entries in your Communication Log and Communications Guard sheets to prepare. For example you might have to provide a Mission Brief to the Asset. They will also report to you when On Scene and any significant actions they take such as deploying a rescue device, recovering a person from another vessel to their unit, commencing a search pattern, sighting the target, departing the scene being enroute to some other location (such as Marina, Pier, Hospital, etc.) and the ETA to that location. They may also ask you to relay information to someone ashore (e.g. have Trauma Team meet us at Helo Pad) or if not in direct communications with the Vessel in Distress or the Good Samaritan to those vessels (such as the Helicopter Safety Briefing, or navigation instructions). You'll also have to keep them updated on any new information you receive on the case; and likewise, you'll have to keep the Vessel in Distress and the Good Samaritan informed about the CG Rescue unit's information.

Provided are a variety of possible entries. They can't be all inclusive since each SAR case is different. But they should give you a good idea of the ebb and flow of case entries. Two entry examples of note are: 1448Z and 1506Z. The 1448Z entry shows the use of the operating signal ZUI. You can use this operating signal which means "your attention is invited to" a previous entry when, and only if, you are relaying exactly what was in that previous entry. Nothing more, nothing less. If any more or less, use key words or summary instead of ZUI. 1506Z shows an operator note documenting something they overheard on the radio frequency, not something directly received by them, or sent by them.

The Communication Log Entry Example

Last Previous Entries:

<u>F/V JOHNNIE B GOODE</u> : 5 MI SW SEA BREEZE 4 MILE PT 2 POB FATHER AND ADULT SON, 29 FT BASSMASTER, YELLOW HULL, GREEN TRIM, OPEN CABIN, 250 HP MERC O/B, ENR C/C LAZY SUSAN ETA O/S 15 MINS (SPVR NTFD)	156.8	1441-42Z
<u>RCVD F/V JOHNNIE B GOODE</u> : NO EXPERIENCE TOWING BUT WILL STANDBY UNTIL ADDITIIONAL ASSISTANCE ARRIVES (SPVR NTFD)	157.1	1444-45Z
<u>SENT F/V JOHNNIE B GOODE</u> : PROCEED WITH CAUTION AND ADVISE WHEN O/S (SPVR NTFD)	157.1	1447Z

Briefing the Vessel in Distress about the Good Samaritan responder:

<u>SENT C/C LAZY SUSAN</u> : F/V JOHNNIE B GOODE ENR FM 5 MI SW SEA BREEZE 4 MI PT, PROVIDED POB, DESC, ETA 15 MIN FM MIN 42, INTENTS, AND IS ON 157.1MHZ ATT (SPVR NTFD)	157.1	1448-49Z
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Coast Guard Rescue Asset & Various Keeping Informed Entries:

<u>RCVD CGR47177</u> : ASSUMED RDO GRD, 5 POB, ENR SEA BREEZE 4 MI PT FOR C/C LAZY SUSAN SAR ETA 30 MIN (SEE COMM SHEET) (SPVR NTFD)	157.05	1450Z
<u>SENT C/C LAZY SUSAN - F/V JOHNNIE B GOODE</u> : CGR47177 ENR FM STA NEW ORLEANS, 5 POB, INTENDS TO TOW ETA O/S 1520 GMT (SPVR NTFD)	157.1	1451-52Z
<u>RCVD F/V JOHNNIE B GOODE</u> : O/S W/LAZY SUSAN, C/C ANCHOR IS HOLDING, STANDING BY (SPVR NTFD)	157.1	1457Z
<u>SENT CGR47177</u> : ZUI MY 1457Z ENTRY (SPVR NTFD)	157.05	1458Z
<u>RCVD CGR47177</u> : OPS NML (SPVR NTFD)	157.05	1505Z
<u>OPNOTE</u> : F/V JOHNNIE B GOODE AND C/C LAZY SUSAN IN COMMS ON 157.1 DISCUSSING INTENTS TO XFER WIFE AND KIDS TO F/V FOR ADDITIONAL SAFETY (SPVR NTFD)	ZUB	1506Z
<u>RCVD C/C LAZY SUSAN</u> : XFER WIFE AND 2 KIDS TO F/V, F/V WILL FOLLOW CGR47177 DURING TOW AND DLVR WIFE AND KIDS ASHORE (SPVR NTFD)	157.1	1507Z
<u>SENT CGR47177</u> : WIFE AND KIDS OF C/C NOW O/B F/V. O/O RIGGING C/C FOR TOW, F/V WILL FOLLOW CGR47177 TO SAFE HBR (SPVR NTFD)	157.05	1508Z
<u>RCVD CGR47177</u> : OPS NML PSN O/S OFF SEA BREEZE 4 MI PT WITH C/C LAZY SUSAN (SPVR NTFD)	157.1	1519Z
<u>RCVD CGR47177</u> : RECOVERED WIFE AND KIDS OF C/C FM F/V NOW O/B R177. C/C IN STERN TOW, D/S, ENR STA NOLA ETA 25 MIN, F/V ASSISTANCE NO LONGER REQUIRED (SPVR NTFD)	157.05	1523Z
<u>RCVD CG447177</u> : OPS NML (SPVR NTFD)	157.05	1538Z

Description of Event or Entry

Ending the Case Entries:

At a certain point in time, you'll no longer be working the case. Instead, you shift into the mode of wrapping the case up. This occurs when the searches are complete; when the vessels have sunk or are in tow to safe haven, or when the fire has been extinguished, or the taking on water has stopped and dewatering has been completed; when the patient has been recovered and is enroute to civilian medical care; when the CG assets are returning home and the Good Samaritans are no longer needed. But, the case isn't over yet. You still need to collect some routine information; the vessel in distress needs to report they no longer need any further Coast Guard assistance; the Good Samaritans need to be released and thanked for their assistance; and the CG assets need to get on deck or safely moored.

During this time, you'll be collecting some routine case information. This may include but is not limited to information about the Owner/Operator of the vessel in distress. Their name, address, phone number, next port of call and estimated time of arrival if applicable. It also includes similar information for the Owner/Operator of any Good Samaritan vessel. Additionally, since many vessels have similar names and/or uncommon spelling, this is also the time to confirm for your records, the proper spelling of the vessel's name.

Normally, while the vessel in distress is enroute (being towed, getting underway) or the patient is enroute to civilian medical care, you'll collect the owner/operator and patient information first. Then you'll confirm that Coast Guard assistance is no longer required (once under way or at safe haven). Depending on the case, the Good Samaritan information is then collected and they are released. An important point, you shouldn't release a Good Samaritan until you are sure their assistance is no longer required. This is a decision your SMC or Supervisor makes, so don't release them until you've been given the go ahead to do so.

Another end of case action and entry you'll need to make is to cancel your UMIB broadcast. We asked the public to assist with our original UMIB; now we have to tell them that no further assistance is required. The TOI for the UMIB QTA is the time at which your SMC or Supervisor tells you to draft the UMIB QTA.

Typical end of case entries are provided for your review. On page 82 through 84, the entire case entry examples are combined for a more complete view of all required entries. Remember, this is only an example. All cases are different but the entries are similar in concept. Use this example as a guide but if in doubt, check it out with your supervisor.

The Communication Log Entry Example

Last Previous Entries

<u>RCVD CGR47177: OPS NML PSN O/S OFF SEA BREEZE 4 MI PT WITH C/C LAZY SUSAN (SPVR NTFD)</u>	157.1	1519Z
<u>RCVD CGR47177: RECOVERED WIFE AND KIDS OF C/C FM F/V NOW O/B R177. C/C IN STERN TOW, D/S, ENR STA CORPUS ETA 25 MIN, F/V ASSISTANCE NO LONGER REQUIRED (SPVR NTFD)</u>	157.05	1523Z
<u>RCVD CG447177: OPS NML (SPVR NTFD)</u>	157.05	1538Z

End of Case Entries

<u>PAN PAN HLO ALSTAS (3) TI CG NEW ORLEANS LA SEC TIME 071537 GMT 0637 CDT THE C/C LAZY SUSAN IS SAFELY IN TOW AND IS NO LONGER IN NEED OF ASSISTANCE CANCEL PAN PAN TI CG NEW ORLEANS LA SEC OUT (SPVR NTFD)</u>	156.8	1539Z
<u>SENT BCST: UMIB (SHOTGUN) QTA MY 011537Z FEB 08 (C/C LAZY SUSAN LOST PROP) (SPVR NTFD)</u>	156.8	1539Z
<u>RCVD C/C LAZY SUSAN: O/O NAME, ADDRESS, PH NR. CFMD VSL NAME, WILL ADVISE WHEN SAFELY MOORED AT STA NOLA (SEE SUPPLEMENTAL SAR SHEET) (SPVR NTFD)</u>	157.1	1540-41Z
<u>RCVD F/V JOHNNIE B GOODE: O/O NAME, ADDRESS, PH NR. CFMD VSL NAME (SPVR NTFD)</u>	157.1	1541-42Z
<u>RCVD C/C LAZY SUSAN: SAFELY MOORED CG STA NOLA, NO FURTHER CG ASSISTANCE REQUIRED (SPVR NTFD)</u>	157.1	1547Z
<u>RCVD CGR447177: SECURED RDO GRD, MOORED CG STA NEW ORLEANS AT 1547Z (SPVR NTFD)</u>	157.05	1548Z
<u>SENT C/C LAZY SUSAN: END OF CASE SCRIPT (SPVR NTFD)</u>	157.1	1549Z
<u>RCVD F/V JOHNNIE B GOODE: C/C AND CG BOAT ARRIVED OKAY AT CG STA, THEY ARE DEPARTING TO RTN TO SEA BREEZE 4 MI PT TO CONTINUE FISHING (SPVR NTFD)</u>	157.1	1549Z
<u>SENT F/V JOHNNIE B GOODE: RELEASED, G/S END OF CASE SCRIPT (SPVR NTFD)</u>	157.1	1550Z

Example Case Log

OS3 I. B. NEWBIE ON WATCH, PWE NOTED	ZUB	1355Z
<u>OPNOTE</u> : CONDUCTED WTW INVENTORY, ALL ITEMS ACCOUNTED FOR (<u>SPVR NTFD</u>)	ZUB	1355Z
<u>OBTAINED WWV TIME TICK</u> : CLOCK CORRECT	10MHZ	1356Z
<u>CG (2) MAYDAY CG TI C/C LAZY SUSAN CALLING FOR HELP//VSL IN DISTRESS TI CG CORPUS CHRISTI TX SECTOR WHAT IS YOUR POSN AND NATURE OF DISTRESS OVR//C/C LAZY SUSAN TI CG NEW ORLEANS LA SECTOR WHAT IS YOUR POSN AND NATURE OF DISTRESS OVR//CG NEW ORLEANS TI THE LAZY SUSAN WE'RE A COUPLE OF HUNDRED YARDS OFF SEA BREEZE 4 MI PT AND I LOST MY PROP OVR (SEE INITIAL SAR CHECKSHEET) (SPVR NTFD)</u>	156.8	1418-19Z
<u>RCVD C/C LAZY SUSAN</u> : 200 YDS OFF SEA BREEZE 4 MI PT, LOST PROP, NO IMMED DGR, AT ANCHOR IN 20 FT OF WATER OUT OF SHIPPING CH, 4 POB 2 ADULTS 2 KIDS (14 & 10 YOA), NO MEDS OR INJURIES, 35 FT CHRIS CRAFT C/C, WHITE HULL, BLUE TRIM, BLUE CABIN, WHITE TRIM, O/S WX LESS THAN 2 FT MIXED, WND 5 KTS SSW, VIS 3-4 NM CLR SUNNY DAY (<u>SPVR NTFD</u>)	156.8	1419-23Z
<u>RCVD C/C LAZY SUSAN</u> : 4 PFD O/B, (02) TYPE III INTL ORANGE, (02) TYPE II LOTUS BLUE/WHT, ALL POB WEARING (<u>SPVR NTFD</u>)	157.1	1425-26Z
PAN PAN (3) HLO ALSTAS TI CG NEW ORLEANS LA SEC (2) BT TIME 011418 GMT AT 0518 CDT THE C/C LAZY SUSAN LOST THEIR PROP AT APPROX 200 YDS OFF SEA BREEZE 4 MILE PT THE C/C LAZY SUSAN IS A 35 FT CHRIS CRAFT WHITE HULL BLUE TRIM BLUE CABIN WHITE TRIM WITH 4 PERSONS ON BOARD MARINERS ARE REQUESTED TO ASSIST IF POSSIBLE AND MAKE REPORTS TO THE USCG SIGNED COMMANDER CG NEW ORLEANS LA SECTOR BT TI CG NEW ORLEANS LA SECTOR OUT	156.8	1437-38Z
<u>SENT BCST</u> : UMIB (SHOTGUN) MY 011418Z FEB 08 (C/C LAZY SUSAN LOST PROP) (<u>SPVR NTFD</u>)	156.8	1438Z
NEW ORLEANS CG (2) TI F/V JOHNNIE B GOODE (2) OVR// F/V JOHNNIE B GOODE TI CG NEW ORLEANS LA SECTOR OVR// NEW ORLEANS CG TI F/V JOHNNIE B GOODE I'M NEAR 4 MI PT AND I'LL RESPOND OVR	156.8	1440Z
<u>RCVD F/V JOHNNIE B GOODE</u> : 5 MI SW SEA BREEZE 4 MI PT 2 POB FATHER AND ADULT SON, 29 FT BASSMASTER, YELLOW HULL, GREEN TRIM, OPEN CABIN, 250 HP MERC O/B, ENR	156.8	1441Z
OS3 I.R. NEWBIE ON WATCH AS BEFORE 01FEB08	T O L E	1441Z
C/C LAZY SUSAN ETA O/S 15 MINS (<u>SPVR NTFD</u>)	156.8	1441-42Z
<u>RCVD F/V JOHNNIE B GOODE</u> : NO EXPERIENCE TOWING BUT WILL STANDBY UNTIL ADDITIONAL ASSISTANCE ARRIVES (<u>SPVR NTFD</u>)	157.1	1444-45Z

Understanding Communication Logs

<u>SENT F/V JOHNNIE B GOODE: PROCEED WITH CAUTION AND ADVISE WHEN O/S, LAZY SUSAN ON 157.1MHZ (SPVR NTFD)</u>	157.1	1447Z
<u>SENT C/C LAZY SUSAN: F/V JOHNNIE B GOODE ENR FM 5 MI SW SEA BREEZE 4 MI PT, PROVIDED POB, DESC, ETA 15 MIN FM MIN 42, INTENTS, AND IS ON 157.1MHZ ATT (SPVR NTFD)</u>	157.1	1448-49Z
<u>RCVD CGR47177: ASSUMED RDO GRD, 5 POB, ENR SEA BREEZE 4 MI PT FOR C/C LAZY SUSAN SAR ETA 30 MIN (SEE COMM SHEET) (SPVR NTFD)</u>	157.05	1450Z
<u>SENT C/C LAZY SUSAN - F/V JOHNNIE B GOODE: CGR47177 ENR FM STA NEW ORLEANS, 5 POB, INTENDS TO TOW ETA O/S 1520 GMT (SPVR NTFD)</u>	157.1	1451-52Z
<u>RCVD F/V JOHNNIE B GOODE: O/S W/LAZY SUSAN, C/C ANCHOR IS HOLDING, STANDING BY (SPVR NTFD)</u>	157.1	1457Z
<u>SENT CGR47177: ZUI MY 1457Z ENTRY (SPVR NTFD)</u>	157.05	1458Z
<u>RCVD CGR47177: OPS NML (SPVR NTFD)</u>	157.05	1505Z
<u>OPNOTE: F/V JOHNNIE B GOODE AND C/C LAZY SUSAN IN COMMS ON 157.1 DISCUSSING INTENTS TO XFER WIFE AND KIDS TO F/V FOR ADDITIONAL SAFETY (SPVR NTFD)</u>	ZUB	1506Z
<u>RCVD C/C LAZY SUSAN: XFER WIFE AND 2 KIDS TO F/V, F/V WILL FOLLOW CGR47177 DURING TOW AND DLVR WIFE AND KIDS ASHORE (SPVR NTFD)</u>	157.1	1507Z
<u>SENT CGR47177: WIFE AND KIDS OF C/C NOW O/B F/V. O/O RIGGING C/C FOR TOW, F/V WILL FOLLOW CGR47177 TO SAFE HBR (SPVR NTFD)</u>	157.05	1508Z
<u>RCVD CGR47177: OPS NML PSN O/S OFF SEA BREEZE 4 MI PT WITH C/C LAZY SUSAN (SPVR NTFD)</u>	157.1	1519Z
<u>RCVD CGR47177: RECOVERED WIFE AND KIDS OF C/C FM F/V NOW O/B R177. C/C IN STERN TOW, D/S, ENR STA NOLA ETA 25 MIN, F/V ASSISTANCE NO LONGER REQUIRED (SPVR NTFD)</u>	157.05	1523Z
<u>RCVD CG447177: OPS NML (SPVR NTFD)</u>	157.05	1538Z
<u>PAN PAN HLO ALSTAS (3) TI CG NEW ORLEANS LA SEC TIME 071537 GMT 0637 CDT THE C/C LAZY SUSAN IS SAFELY IN TOW AND IS NO LONGER IN NEED OF ASSISTANCE CANCEL PAN PAN TI CG NEW ORLEANS LA SEC OUT (SPVR NTFD)</u>	156.8	1539Z
<u>SENT BCST: UMIB (SHOTGUN) QTA MY 011537Z FEB 08 (C/C LAZY SUSAN LOST PROP) (SPVR NTFD)</u>	156.8	1539Z
<u>RCVD C/C LAZY SUSAN: O/O NAME, ADDRESS, PH NR. CFMD VSL NAME, WILL ADVISE WHEN SAFELY MOORED AT STA NOLA (SEE SUPPLEMENTAL SAR CHECKSHEET) (SPVR NTFD)</u>	157.1	1540-41Z
<u>RCVD F/V JOHNNIE B GOODE: O/O NAME, ADDRESS, PH NR. CFMD VSL NAME (SPVR NTFD)</u>	157.1	1541-42Z
<u>RCVD C/C LAZY SUSAN: SAFELY MOORED CG STA NOLA, NO FURTHER CG ASSITANCE REQUIRED (SPVR NTFD)</u>	157.1	1547Z
<u>OS3 I.R. NEWBIE ON WATCH AS BEFORE 01FEB08</u>	T O L E	1547Z
<u>RCVD CGR447177: SECURED RDO GRD, MOORED CG STA NEW ORLEANS AT 1547Z (SPVR NTFD)</u>	157.05	1548Z
<u>SENT C/C LAZY SUSAN: END OF CASE SCRIPT (SPVR NTFD)</u>	157.1	1549Z
<u>RCVD F/V JOHNNIE B GOODE: C/C AND CG BOAT ARRIVED OKAY AT CG STA, THEY ARE DEPARTING TO RTN TO SEA BREEZE 4 MI PT TO CONTINUE FISHING (SPVR NTFD)</u>	157.1	1549Z

SENT F/V JOHNNIE B GOODE: RELEASED, G/S END OF		
CASE SCRIPT (SPVR NTFD)	157.1	1550Z
IRN OFF TO DAA	ZUB	1555Z

END OF CASE LOG EXAMPLE

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