

# Using ICS 309 in Winlink

## What is the ICS 309 form:

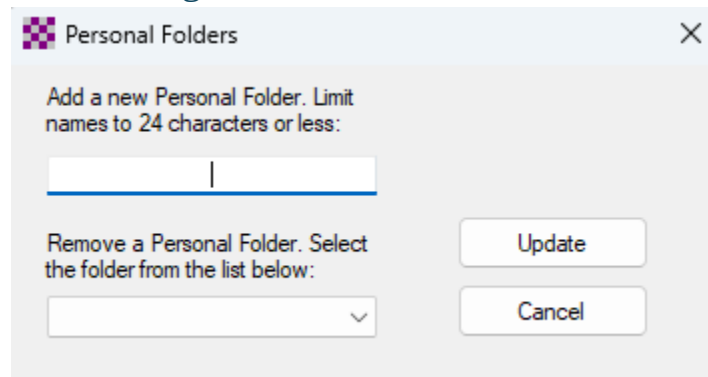
- The ICS 309 form is the official FEMA form used to record/log communication occurrences during a net, exercise, or event.

## How to use the ICS 309 within Winlink:

- Winlink has a built-in generator to create and publish/send an ICS 309 log of Winlink communication occurrences during a net, exercise event or with an individual or group.
- Suggestion:
  - Take all the Winlink messages you have sent to me for a particular month and place the messages into a separate Personal folder you create within Winlink.

- Create a Personal Winlink folder

- Go to Settings → Add Personal folder



- Take all the Winlink messages you receive from me for a particular month and place the messages into the same Personal folder you create within Winlink.
- I suggest that you do this exercise of placing the Winlink net exercise messages into the Personal folder. This will make it easier for you to create the ICS 309. **Hint: This exercise should also be done at the beginning of each of your deployments during an event where you will be receiving and sending Winlink messages.**

## Create the ICS 309:

- I will show you how to do this by example:

- I will create an ICS 309 form with data from all the messages I have received from all of you and sent to all of you who have completed the current exercise for the Month of January 2026.
- I will retrieve messages from my Personal folders for ARES/AuxComm volunteers sent messages (Testfolder) and ARES/AuxComm received messages (Testfolder1) for the month of January.
- I will go to Messages → Generate Form 309 Communications Log and bring up the dialog box to begin creating the form.
- Here is how I set up the form generator:

**Generate Form 309 Communications Log as a pdf File**

**Select Message Mailboxes**

Inbox    Outbox    Drafts    Personal 1: Test folder

Read    Sent    Deleted    Personal 2: Testfolder1

Saved    Global 1:    Global 2:

**Message Date Range**

Limit start date/time: 2026-01-01 01:00 (Local time)    UTC time

Limit end date/time: 2026-01-31 23:59 (Local time)

**Page Layout Options**

Separate entry for each recipient    Combine recipients into a single entry   **Set Page Layout**

**Format of Dates on Report**

mm/dd/yy    UTC time

Task ID: #08

Task Name: BC\_EmComm\_Winlink\_Net

Operational period: 01/01/2026 to 01/31/2026

Operator name: Bob Jesus

Station ID: K1MJJ

Output pdf file: MComm Winlink Net\ICS-309 for 01\_31\_2026a.pdf   **Browse**

**Generate 309 PDF**   **Generate CSV File**   **Exit**

- Here is the form output:

COMMUNICATIONS LOG		TASK # #08		DATE PREPARED: 01/20/26
				TIME PREPARED: 15:04
OPERATIONAL PERIOD # 01/01/2026 to 01/31/2026			TASK NAME: BC_EmComm_Winlink_Net	
RADIO OPERATOR NAME: Bob Jesus			STATION I.D. K1MJJ	
LOG				
TIME	FROM	TO	SUBJECT	
01/12/26 09:25	KZ4ER	K1MJJ	Winlink Check-in EXERCISE - KZ4ER - 2 Petrel Court, Carolina Shores, NC	
01/12/26 11:27	K1MJJ	KZ4ER	Re: Winlink Check-in EXERCISE - KZ4ER - 2 Petrel Court, Carolina Shores, NC	
01/12/26 11:58	N4TYS	K1MJJ	Winlink Check-in EXERCISE - N4TYS - HOME	
01/12/26 12:29	KQ4BTC	K1MJJ	Brunswick Co. ARES Winlink Net Session #004	
01/12/26 21:04	K1MJJ	KZ4ER	Re: Winlink Check-in EXERCISE - KZ4ER - 2 Petrel Court, Carolina Shores, NC	
01/12/26 21:16	K1MJJ	KZ4ER	Re: Winlink Check-in EXERCISE - KZ4ER - 2 Petrel Court, Carolina Shores, NC	
01/13/26 11:42	K1MJJ	N4TYS	Re: Winlink Check-in EXERCISE - N4TYS - HOME	
01/14/26 09:36	KO4ZTR	K1MJJ	Winlink Check-in EXERCISE - KO4ZTR - 3 Myrtle Ct, Ocean Isle Beach, NC	
01/16/26 12:56	K1MJJ	KO4ZTR	Re: Winlink Check-in EXERCISE - KO4ZTR - 3 Myrtle Ct, Ocean Isle Beach, NC	
01/18/26 08:45	WQ4N	K1MJJ	Winlink Check-in EXERCISE - WQ4N - home	
01/18/26 09:02	WQ4N	K1MJJ	ICS-213: Trying to send picture by attaching it to t f - 2026-01-18 08:53	
01/18/26 16:55	K4KK	K1MJJ	Winlink Check-in EXERCISE - K4KK - 418 Sellers Street, Oak Island, NC 28465-800	
01/19/26 08:22	KQ4FCY	K1MJJ	Winlink Check-in EXERCISE - KQ4FCY - 496 Shem CT SE, Bolivia, NC.	
01/19/26 10:17	K1MJJ	K4KK	Re: Winlink Check-in EXERCISE - K4KK - 418 Sellers Street, Oak Island, NC 28465	
01/19/26 10:20	K1MJJ	KQ4FCY	Re: Winlink Check-in EXERCISE - KQ4FCY - 496 Shem CT SE, Bolivia, NC.	
01/19/26 13:13	KD2RRP	K1MJJ	Winlink Check-in EXERCISE - KD2RRP - 1418 Big Cypress Loop, Wilmington, NC 28409	
01/20/26 11:15	K1MJJ	KD2RRP	Re: Winlink Check-in EXERCISE - KD2RRP - 1418 Big Cypress Loop, Wilmington, NC 2	

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- I hope this document will help you to create ICS 309 forms for our Winlink net exercise.
- This will be a good tool for you if you are deployed on an assignment/event
- It will help you when sending in your documentation to your Served Agency when the event is over.

Please send me any questions you may have on creating an ICS 309 form using Winlink to [K1MJJ.Ham@gmail.com](mailto:K1MJJ.Ham@gmail.com).

Thank you.