Communications Resource Availability Worksheet (Form 217A)

| **COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET**  Form 217A | | | | | Frequency Band | | | | | Description | |
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| **Channel Configuration** | **Channel Name /**  **Trunked Radio**  **System Talk Group** | **Eligible**  **Users** | **Mobile**  **RX Freq** | **N/W** | **RX**  **Tone**  **/ NAC** | **Mobile**  **TX Freq** | **N/W** | **TX**  **Tone**  **/ NAC** | **Mode**  **A, D,**  **or M** | | **Notes** |
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| A=Analog, D=Digital, M=Mixed Mode; N=Narrowband, W=Wideband  *The convention calls for frequency lists to show four digits after the decimal place, followed by either an “N” or a “W”, depending on whether the frequency is narrow or wide band. Mode refers to either “A” or “D” indicating analog or digital (e.g. Project 25). All channels are shown as if programmed in a portable or mobile radio. Repeater and base stations must be programmed with the RX and TX reversed.* | | | | | | | | | | | |

**Form 217A Communications Resource Availability Worksheet**

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| **Block Number** | **Block Title** | **Instructions** |
| **1.** | Incident Name | Print the name assigned to the incident. |
| **2.** | Date | Enter date (month, day, year) prepared. |
| **3.** | Operational Period | Enter the time interval for which the assignment applies. Record the start date/time and end date/time (e.g., 9/17/96-0600 to 9/18/96-0600). |
| **4.** | Incident Organization | List frequencies allocated for each channel for each organizational element activated, record the number of radios required to perform the designated function on the specified frequency. |
| **5.** | Radio Data | For each radio cache and frequency assigned, record the associated function. Functional assignment for:  Command  Support  Division tactical  Ground-to-air |
| **6.** | Agency | List the frequencies for each major agency assigned to the incident. Also list the function and channel number assigned. |
| **7.** | Total Radios Required | Total each column. This provides the number of radios required by each organizational unit. Also total each row which provides the number of radios using each available frequency. |
| **8.** | Prepared By | Enter the name and position of the person completing the worksheet. |

**Purpose:** The Radio Frequency Assignment Worksheet is used by the Communications Unit Leader to assist in determining frequency allocation.

**Preparation:** Cache radio frequencies available to the incident are listed on the form. Major agency frequencies assigned to the incident should be added to the bottom of the worksheet.

**Distribution:** The worksheet, prepared by the Communications Unit, is for internal use. Form 217A is not an official ICS form, but is routinely used in the field. It can be filled out in advance of incidents with known channels available in the region.