

				Required messages and turn in materials for participation credit												Participation Credit
Shark Shelter XND0XX	XND@XSC			Check-In ID#	EOC213RR			ICS213 health issues			ICS213 event parking			Check-Out ID#	Turn In Packet ICS309	
	Role	A/D	Date_Time Notice was Read		Subj	Header	Content	Subj	To:	Content	Subj	Header	Content			
	OP PFM PSM Fun					Planning Section / Kiosk Supervisor	Y		Public Works / Kiosk Supervisor	Y		Planning	Y			
20	OP	A	Instructor	1572P	1575P_P	Y	Y	1578P_P	Y	Y	1581P_P	Y	Y	1586P	Y	Y
21	OP	A	Tester	084P	088P_P	Y	Y	091P_P	Y-TA	Y	094P_P	Y	Y	097P	Y	Y
22	OP	A	Tester	1542P	1546P_P	/ Kiosk Mgr	Y	1549P_P	Y	Y	1552P_P	Y	Y	1555P	Y	Y
23	OP		Tester													
24	PFM	A	11/20/24_13:19	604M	609M_P	Y	Y	615M_P	Y	Y	620M_P	Y	Y	624M	Y	Y
25	OP	A	11/25/24_16:31	671P	675P_P	Y	Y	678P_P	Y	Y	681P_P	Y	Y	684P	Y	Y
26	OP	A	11/26/24_15:37	137P	141P_P	Y	Y	144P_P	Y	Y	147P_P	Y	Y	150P	Y	Y
27	OP	A	11/26/24_13:32	2703P	2706P_P	Y	Y	2709P_P	Y	Y	2712P_P	Y	Y	2715P	Y	Y
28	PFM		MIA													
29	OP	A	11/20/24_17:33	255P	259P_P	Y	Y	262P_P	Y	Y	265P_P	Y	Y	268P	Y	Y
30	OP	A	_badtime	207P	211P_P	/ Pkt Op	Y	214P_P	Y	Y	217P_P	Y	Y	220P	Y	Y
31	PFM	A	_missing	102M	109M_R [1]	Y	Y	113M_P	Y-TA	Y	117M_P	Y	Y	121M	Y	Y
32	PFM	A	11/23/24_21:07	1001M	1007M_P	Y	Y	1012M_P	Y	Y	1016M_P	Y	Y	1020M	Y [2]	Y
33	OP	A	11/22/24_15:32	1210P	1214P_P	Y	Y	1217P_P	Y	Y	1220P_P	Y	Y	1223P	Y	Y
34	OP		MIA													
35	PFM	A	11/26/24_13:55	1122R	1128M_P	Y	Y	1131M_P	Y	Y	1134M_P	Y	Y	1137M	Y	Y
36	OP	A	11/25/24_10:39	133P	137P_R [1]	Y	Y	140P_P	Y	Y	143P_P	Y	Y	146P	Y	Y
37	PFM	A	11/24/24_15:06	263M	269M_P	/ Pkt Op	Y	273M_P	Y	Y	278M_P	Y	Y	282M	Y	Y
38	OP	Missing	_missing	473P	478P_R [1]	Y	Y	481P_P	Y	Y	484P_P	Y	Y	487P	Y	Y
39	OP	A	11/20/24_17:49	306P	310P_R [1]	/ Pkt Op	Y	313P_P	Y-TA	Y	316P_P	Y-TA	Y	319P	Y	Y
40	PSM		_dropped													
41	PFM	Missing	11/21/24_11:24	251M	260M_P	/ Comm Supr	Y	265M_P	Y-TA	Y	269P_P	Y	Y	276M	Y	Y
42	OP	A	_missing	305P	308P_P	/ Operations	Y	312P_P	Y	Y	323P_P	Y	Y	334P	Y	Y

Key	Description
-csv	some or all commas missing from csv content, line ending problems, etc.
-XDHM	Didn't replace XX (tactical, DD (day), HH (hour), and/or MM (minute) with current time
-delivered	ICS309 not showing other messages exchanged after check-out delivered
-drill	Message did not contain "**** this is drill traffic ****" in the content, or equivalent
-fax	Soft: 3rd party form content not copied exactly - typos, mistakes, missing text, etc.
-fax	Hard: 3rd party form content not copied exactly - typos, mistakes, missing text, etc. EOC-impacting
-ICSTO/From	Information appears switched between TO and FROM
-lines	csv line termination(s) missing or embedded in quotes and non-functional
-msg#	Message number or prefix format error, missing suffix, underscore or dash issues, etc.
-name	From: Name field is empty
-release	Release instructions not followed for top-of-form information
-sig	"with signature" box not checked
-startfinish	Does not include logging of all message from start to finish of practice including XSCEVENT or XND@XSC notices
-subcsv	Missing "csv" as last characters of the Subject line. Step 6 from instructions
-subj	Subject incorrect as per directions
-T#	ICS-309 Task number field should just be the simulated exercise activation number
-TA	Take Action and/or Reply information incorrect
-TNm	ICS-309 Task Name (incident name) not as instructed, may be cut-and-paste problem
-TMI<g>	Too Much Information
-XND	Message prefix not XND tactical format, e.g. XND010, XND050, etc.

Notes
[1] Handling should be Priority
[2] Station ID information not as per release instructions