

## 2.7      COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET (ICS FORM 217A)

- a.      Purpose. The Communications Resource Availability Worksheet (ICS Form 217A) is a template that users may fill out prior to an incident. An agency's interoperable channels and/or talkgroups can be entered on the form enabling a Communications Unit Leader to have the technical information readily available to complete an Incident Radio Communications Plan (ICS Form 205).
  
- b.      Preparation. The Communications Resource Availability Worksheet is prepared by a Communications Coordinator or Communications Unit Leader in an administrative setting prior to an incident. During an incident, a Communications Unit Leader may use the tools of popular word processing or spreadsheet software, to "copy" a line from a completed ICS Form 217A and "paste" the line directly to an ICS Form 205. This minimizes the technical information regarding a channel or talkgroup from being copied incorrectly when completed by hand. In addition, the ICS Form 217A provides a standardized template for the presentation of channels or talkgroups that might be considered for use by appropriate personnel during an incident.
  
- c.      Distribution. The Communications Resource Availability Worksheet is duplicated and given to all appropriate personnel who are authorized to use the agency's resources during an incident. This may include Communications Unit Leaders, communications technicians, etc.

**INSTRUCTIONS FOR COMPLETING  
COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET  
(ICS FORM 217A)**

Item Title	Instructions
Frequency Band	The frequency band (Lowband, VHF, UHF, 700 MHz. or 800 MHz. is provided.
Description	A description of the communications information entered on the worksheet (e.g. NIRSC – National Incident Radio Support Cache, a state’s SIEC channels or talkgroups, a county or city’s local channels or talkgroups, etc.)
Channel Configuration	Conventional channels will have the configuration of the channel provided such as “Repeater Pair”, “Simplex-Mobile Only”, Simplex-Base/Mobile” etc.
Channel Name/Trunked Radio System Talkgroup	The nomenclature or commonly used name for the channel or talkgroup is provided.
Eligible Users	The discipline or user group to whom this channel/talkgroup may be assigned (e.g. “law”, “fire”, “any public safety”, “federal agencies”, etc.)
Rx Freq N or W	The receive frequency as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places followed by a “N” designating narrowband or a “W” designating wideband emissions is provided.
	The name of the specific trunked radio system from which the talkgroup is associated may be entered across all fields on the ICS 217A normally used for a conventional channel programming information.
RX Tone/NAC	The receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone or Network Access Code for the receive frequency as the mobile or portable subscriber would be programmed is provided.

TX Freq N or W	The transmit frequency as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places followed by a "N" designating narrowband or a "W" designating wideband emissions is provided.
Tx Tone/NAC	The transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone or Network Access Code for the transmit frequency as the mobile or portable subscriber would be programmed is provided.
Mode	The mode of operation: "A" for analog operation, "D" for digital operation or "M" for Mixed mode operation is provided.
Remarks	Information concerning limitations on use such as FCC or NTIA rule notations are provided.