

## Winlink Training Bulletin #6

Good afternoon everyone! The next Pinellas ACS Winlink Training Net is scheduled for Wednesday September 29<sup>th</sup>, 2021, at 1930-hrs local. The Net control station will be WA1RYQ. This will be a mixed mode net with voice traffic taking place on the W4ACS repeater and digital exchanges taking place via Winlink.

During our last training net on September 15<sup>th</sup>, we practiced creating and sending the Winlink Express Check-in forms, Winlink Express Check-out forms, and ICS 213 forms. By in large, the messages were formatted correctly with only a few minor issues. Please pay close attention to these areas during this week's net.

- a. Message time: Last week I recommended that everyone create their Winlink Check-in and Check-out messages ahead of time. That was a bad idea. The message time and date are assigned when the message is sent to the Draft message folder and not when the message was sent. When I created my ICS 309 for the net, the check-in and check-out times were all over the place. So as a matter of policy, the Check-in and Check-out messages should be created in real time and not created ahead of the net.
- b. Missing Message content (e.g., comment fields and group name field, etc.)

This week we will practice creating and sending the ICS General Message form ICS 213 Reply and ICS 213 RR Resource request messages.

### Net Objectives:

- a. Create and send a Winlink Express Check-in message and a Winlink Express Check-out message.
- b. Create a reply to an ICS 213 message that properly utilized blocks 9 and 10 of the form.

Pinellas ACS/ARES® Winlink Training Net – September 29<sup>th</sup>, 2021  
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- c. Create an ICS 213RR message using the data supplied by this bulletin. Address the message to WA1RYQ and the Pinellas ACS Admin officer (PACS-ADMIN). Send the message when directed by net control.

The basic outline for the net is listed below.

1. The NCS will establish the net at 1930 Hours local using the W4ACS repeater.
2. The NCS will request check-ins. The NCS will include Echolink in the call for check-ins.
3. The NCS will field comments and questions from net participants.
4. Once everyone has checked-in via the voice net, the NCS will use a rollcall to direct each station in turn to send a Winlink Express Check-In message. The message can be sent using any RF protocol or, if the net member does not yet have an RF Winlink capability, via Telnet.

**Note:** The Winlink Express Check-in and Check-out forms should not be completed before the net begins. Net participants should also ensure that the REQUEST MESSAGE RECEIPT box is checked on all messages.

5. After the rollcall is complete, the NCS will send an ICS 213 message to each station and direct that each station reply to the ICS 213 message with the requested information.
6. After receiving an ICS 213 Reply message from each station, the NCS will request that each station send an ICS 213RR to net control.
7. The NCS will field comments and questions from net participants.
8. The NCS will close the net by using a rollcall to direct each station in turn to send a Winlink Express Check Out message.

### 1.1 WINLINK EXPRESS CHECK-IN FORM:

When the net control station is ready to begin taking Winlink Check-ins, the NCS will request that each station send a Winlink Express Check-in message to Net Control and the Pinellas ACS Admin Officer (PACS-ADMIN).

- a. Group Name: PACS Winlink Training Net
- b. Date/Time: This value should correspond to the time and date that the message is sent. Therefore, the Check-in message cannot be created ahead of time and stored as a draft.
- c. Comments: Computer operating system and version in use.
- d. Remaining Fields: Fill in all remaining fields with appropriate data.

### 1.2 WINLINK ICS 213 RESPONSE MESSAGE:

For this exercise, assume that you have been assigned to an evacuation shelter during a simulated emergency activation.

- a. Scenario:
  1. Net Control Station: WA1RYQ
  2. Assignment: Lealman Exchange (Note: You will need to look up the appropriate Tactical Call Sign)
  3. Shelter Administrator: JAMES T. KIRK
  4. Shelter Manager: JOHNATHAN ARCHER
  5. Incident Name: EXERCISE - PACS WTN 9/29/2021
- b. Message Exchange:
  1. Your location will receive an ICS 213 Message from net control requesting that the shelter manager provide the specified information back to Net Control.

2. Create an ICS 213 Reply message and enter the requested information. We will discuss how to create the reply during the net. The requested information must be entered into blocks 9 and 10 of the ICS form.

### 1.3 WINLINK ICS 213RR FORM:

For this exercise, assume that you have been assigned to an evacuation shelter during a simulated emergency activation.

a. Scenario:

1. Net Control Station: WA1RYQ
2. Assignment: Belleair Elementary School (Note: You will need to look up the appropriate Tactical Call Sign)
3. Shelter Administrator: JAMES T. KIRK
4. Shelter Manager: JOHNATHAN ARCHER
5. Incident Name: EXERCISE - PACS WTN 9/29/2021
6. The Shelter Administrator notifies you that the following material is needed to support the projected head count at your shelter. The material is needed immediately and should be delivered directly to your shelter location. The priority of this request is Routine.
  - (a) 27 Folding COTS
  - (b) 40 Wool blankets
  - (c) 250 Bottles of drinking water, 16oz each
7. Before the message can be sent, the Shelter Manager Must approve the request. For this exercise, assume that you have received approval for the request.

b. Message Exchange:

1. Use the instructions posted on the Pinellas ACS Website to create an ICS 213RR.
2. Send the ICS 213RR to the Net Control Station and a copy to the Pinellas ACS Admin Officer (PACS-ADMIN).

1.4 WINLINK EXPRESS CHECK-OUT FORM:

When the business of the net is complete, the NCS will request that each station send a Winlink Express Check-out message to Net Control and the Pinellas ACS Admin Officer (PACS-ADMIN).

- a. Group Name: PACS Winlink Training Net
- b. Date/Time: This value should correspond to the time and date that the message is sent. Therefore, the Check-out message cannot be created ahead of time and stored as a draft.
- c. Comments: Current version of Winlink Installed on your computer
- d. Remaining Fields: Fill in all remaining fields with appropriate data.