

Start: 1953 L – Stop: 2006 L

EXERCISE MESSAGE TRAFFIC

1.1 OVERVIEW.

Thank-you Bob. Good evening to everyone. Tonight, I'll be discussing how to properly format messages used during training events.

1.2 EXERCISE MESSAGES

To become proficient at both creating and exchanging formal written traffic, Pinellas ACS will schedule and perform a variety of Drills, Functional Exercises, Full-Scale Exercises, and ARRL® Simulated Emergency Tests. During these training events, it is important that the messages generated and exchanged closely mirror those that users will likely encounter during a real activation event. However, it is just as important to ensure that no one mistakes a message generated during a training event as a report associated with a real-world emergency.

Tonight, I'll be discussing how to properly format three of the most common messages that will be used during a training event.

- a. Radiograms
- b. ICS 213 General Message
- c. Winlink ICS Messages

1.2.1 Radiogram Exercise Message Format

To properly format a radiogram used during a drill or exercise, the author must modify the message precedence and text.

- a. Message Precedence -The word "TEST" should be added to the precedence.
 - (1) TEST R (Routine)
 - (2) TEST W (Welfare)
 - (3) TEST P (Priority)
 - (4) TEST EMERGENCY

- b. Message Text – Add the word “**EXERCISE**” to the text section of the radiogram.
 The word “**EXERCISE**” should be the first and last words in the text section of the radiogram.

Refer to Figure 1 for an example of a properly formatted exercise radiogram. The radiogram attributes that clearly mark the radiogram as an exercise message are shown in **RED**.

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
14	TEST P	E	WA1RYQ	23	BAUDER ELEMENTARY	1615 EST	OCT 09
TO			THIS RADIO MESSAGE WAS RECEIVED AT				
CLAYTON PARROT			AMATEUR STATION _____ PHONE _____				
PINELLAS COUNTY EOC			NAME _____ E-MAIL _____				
PHONE NUMBER 727 123 4567			STREET _____				
E-MAIL EMAIL ATSIGN DOMAIN DOT COM			CITY, STATE, ZIP _____				
OP NOTE ICS 213 MESSAGE SUBJECT EXERCISE EQUIPMENT SHORTAGE							
EXERCISE							
BAUDER ELEMENTARY SCHOOL SHELTER IS							
CRITICALLY SHORT OF COTS AND							
BLANKETS X REQUEST IMMEDIATE DELIVERY							
OF ADDITIONAL 30 COTS AND							
BLANKETS							
EXERCISE							
JAMES T KIRK BAUDER SHELTER ADMINISTRATOR							
OP NOTE APPROVED BY JONATHAN ARCHER SHELTER MANAGER							
FROM		DATE		TIME		TO	
REC'D						SENT W4ACS	
		OCT 09		1623 EST			
<small>THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111</small>				<small>THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.</small>			

Figure 1. Radiogram Exercise Message

1.2.2 ICS 213 Exercise Message Format

Last week we talked about the ICS 213 General Message form and the procedure for sending this form over a voice or digital network. As a reminder, ICS forms are extremely important because they will be used by Pinellas County during an activation event. The Pinellas ACS Winlink Training Net has started using these forms and the membership can expect future PACS monthly Drills and Exercises to incorporate ICS forms into the training plans and objectives.

With that in mind, when using these forms during a Drill or Exercise, they need to be properly formatted to clearly indicate that they are associated with a training event. The Incident Name (Block 1), Message Subject (Block 4), and Message Text (Block 7) all need to be modified before the message can be sent.

- a. Incident Name (Block 1) – Add the word “**EXERCISE**” to the beginning of the Incident name. If the Incident name was “Hurricane Spock 2021” the Incident Name would be modified to read “EXERCISE Hurricane Spock 2021”.
- b. Message Subject (Block 4) - Add the word “**EXERCISE**” to the beginning of the message subject. If the message subject was “Equipment Shortage,” the Subject line would be modified to read “EXERCISE Equipment Shortage.”
- c. Message Text (Block 7) – Add the word “**EXERCISE**” to the text section of the message. The word “**EXERCISE**” should be the first and last word in the message.

If this message is sent over a voice net, the message precedence must also be modified, just as it was for a standard radiogram, with the word **TEST** being added.

Refer to Figure 2 for an example of a properly formatted ICS 213 exercise message. The message attributes that clearly mark the ICS 213 as an exercise message are shown in **RED**.

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GENERAL MESSAGE (ICS 213)		
1. Incident Name (Optional): EXERCISE Hurricane SPOCK 2021		
2. To (Name and Position): Clayton Parrott, Pinellas County EOC, 727-123-4567, email@domain.com		
3. From (Name and Position): James T. Kirk / Bauder Shelter Administrator		
4. Subject: EXERCISE – Equipment Shortage	5. Date: 2021-10-09	6. Time: 1615 EST
7. Message:		
<p>EXERCISE</p> <p>Bauder Elementary School Shelter is critically short of cots and blankets. Request immediate Delivery of additional 30 cots and blankets.</p> <p>EXERCISE</p>		
8. Approved by: Name: <u>Jonathan Archer</u> Signature: _____ Position/Title: <u>Shelter Manager</u>		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	

Figure 2. ICS 213 Exercise Message

1.2.3 Winlink Messages

Winlink currently supports thirteen ICS message forms. When sending Winlink Messages during a training event, users are not permitted to modify the precedence field in a way that would flag the message as a training message. So, any message given a precedence of PRIORITY, for example, will be processed by the Winlink system as a PRIORITY message. Therefore, users must ensure that Incident Name fields, Status fields, Subject fields, and Text fields of each Winlink message form is properly modified with the word EXERCISE when the message is associated with a training event.

1.2.3.1 ICS 213 Exercise Message Format

A Winlink ICS 213 exercise message is formatted in the same way as a standard ICS 213. The Incident name, Subject, and Text fields are modified to include the word EXERCISE.

Refer to [Figure 3](#) for an example of a properly formatted Winlink exercise ICS 213. The message attributes that clearly mark the ICS 213 as an exercise message are shown in **RED**.

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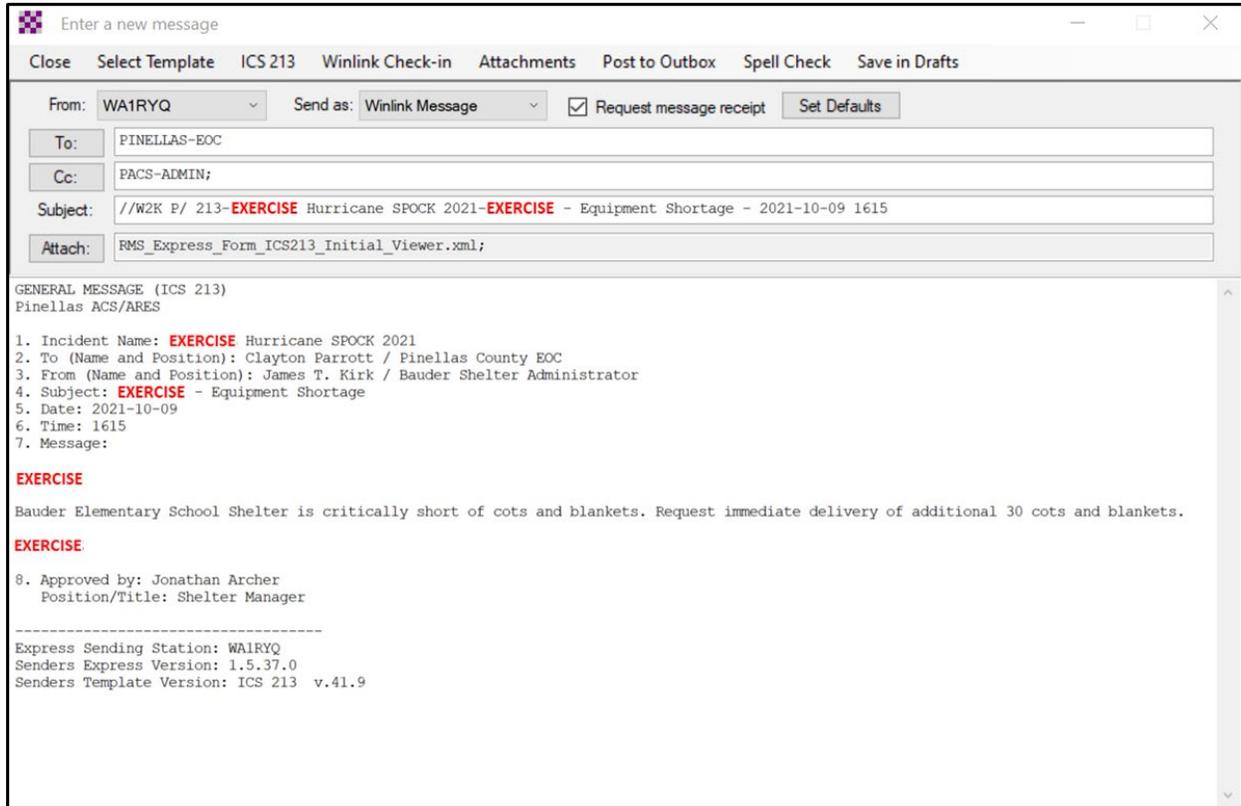


Figure 3. Completed Winlink ICS 213 Message

1.3 QUESTIONS OR COMMENTS.

I'd like to pause here for a minute and ask if anyone has a comment or question about tonight's presentation. If you have a comment or question, please provide me with your call sign, slowly, clearly, and phonetically so I don't make a mistake when I respond. And then ask your question or provide me with your comment.

This is WA1RYQ.

ACTION - PAUSING FOR QUESTIONS

1.4 CONCLUSION.

That's all I have for this week's training session. Let me conclude with a couple of reminders.

1. I will be on Travel next week, so I will not be available to support next Tuesday's training net. The Drill nominally scheduled for Thursday October 28th will also be rescheduled. I'll be back in town and available to resume training during the week of November 2nd.
2. There is no Winlink Training this week. The next Winlink Training net is scheduled for Wednesday, November 3rd, at 1930 hours local. This will be a mixed voice and data net with the voice segment taking place on the W4ACS repeater. A Winlink bulletin describing the planned net activities will be sent to all registered Winlink net participants on Monday October 31st. A copy of the bulletin will also be posted on the Pinellas ACS Website.
3. As mentioned earlier, the Pinellas ACS monthly meeting is scheduled for this Thursday October 21st at 1900 hours local. Our meeting location is the Pinellas Emergency Operations Center.
4. I strongly encourage everyone to provide comments and suggestions for future training activities. I can be contacted at WA1RYQ@ARRL.net.

Now with that, I'll turn it back to Net Control.

1.5 QUESTIONS AND COMMENTS.

The following table contains a summary of the comments and questions provided by the membership during the presentation.

No.	Call Sign	Comments	Response
1	W8QFV	Why does the ARRL Radiogram insert TEST rather than “E” or “T” in the precedence line of the message to denote that it is an exercise or training message?	For the ARRL Radiogram, the ARRL NTS documents, ARRL training material, and the Radio Relay International (RRI) are the sources used to determine how to annotate the message precedence. Unfortunately, I can’t give you any additional background on rationale for marking.
2	W8QFV	Is TEST available for the precedence in Winlink?	No, TEST can not be used with the precedence in Winlink.
		No Other Comments	