

Net Control Business Script

1.1 BUSINESS SCRIPT DIRECTIONS

Please follow the directions listed below when using the script.

- a. The text within quotes should be broadcast to the net as written.
- b. Notes within the script provide additional information to the NCS. They are displayed in **Blue** and should not be broadcast to the net.
- c. The place holders *<FCC Call sign>* and *<Name>* should be replaced with the FCC Call Sign and name of the individual identified in the script.
- d. The **ACTION** statements within the script describe the actions to be performed by the NCS or the station called by the NCS. They are displayed in **Red** and should not be broadcast to the net.

1.2 BUSINESS SCRIPT

The following business script was used during the PACS Winlink Training Net that took place on December 15th, 2021.

1.2.1 Net Announcement.

“Good evening to the net. Hopefully, everyone has had an opportunity to review the Winlink Training Bulletin I sent out earlier in the week and import the updated Winlink contacts.txt file attached to the bulletin.”

“As a reminder, the bulletin posted on the website contains the information needed to support the net. Specifically, it will provide you with the training net objectives; network type, date, time, and duration of the net; a description of net activities; the location of any additional material needed to support the net; and detailed instructions for performing planned net activities.”

“So, let’s quickly go over the plan for tonight’s net. We have five planned activities.”

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- a. *“Create a Winlink Express Check-in message and then send the message to all net participants.”*
- b. *“Create a SHARES Spotrep-2 template based message and then send the message to all net participants.”*
- c. *“View Winlink Express Check-in message data and SHARES Spotrep-2 message data using the Winlink mapping function.”*
- d. *“Create a Winlink Express Check-out message and then send the message to all net participants.”*
- e. *“Create an ICS 309 template based Winlink message that documents all the Winlink message traffic sent and received by your station during the December 15th, 2021, Winlink Training Net. Send the completed ICS 309 template-based message to the NCS and Pinellas ACS Admin officer.”*

“Before we get started with the business of the net, do I have any questions or comments about tonight’s activities or the Winlink Training Bulletin?”

ACTION – Acknowledge comments and questions

1.2.2 Winlink Express Check-in Form.

The NCS will perform a roll call of all net participants and request that they send their digital traffic.

“I will now perform a roll-call of all net stations. Each station is requested to create a Winlink Express Check-in message and then deliver a copy of the message to the following recipients:”

- a. *“Net Control (WA1RYQ)”*
- b. *“The Pinellas ACS Admin Officer (PACS-ADMIN)”*
- c. *“All Registered Winlink Net Participants”*

“This is WA1RYQ, <FCC Call Sign> please notify Net Control when you are ready to send your digital traffic.”

ACTION – Wait for <FCC Call Sign> to notify Net Control

“This is WA1RYQ, <FCC Call Sign> please send your digital traffic and notify net control when the digital exchange is complete.”

ACTION – Wait for <FCC Call Sign> to notify Net Control

1.2.3 Winlink SHARES Spotrep-2.

The NCS will perform a roll call of all net participants and request that they send a Winlink SHARES Spotrep-2 message to all net participants.

“Now that I have received everyone’s Net Check-in form, we’ll proceed to part two of the net. Our next planned activity is the creation of a SHARES Spotrep-2 message. The template of this message is located in the Winlink SHARES folder. For this exercise assume that you are operating from home during a simulated emergency activation and that the NCS has asked you to send a status report to all net stations using the SHARES Spotrep-2 form. The information that should be entered into the form is contained within the Winlink Bulletin posted on the PACS Web site. Before we proceed, are there any questions about the SHARES Spotrep-2 form?”

ACTION – Acknowledge comments and questions

“All net stations are requested to create a SHARES Spotrep-2 message. Please notify net control when you have completed your form and are ready to deliver the status report to the following recipients:”

- a. *“Net Control (WA1RYQ)”*
- b. *“The Pinellas ACS Admin Officer (PACS-ADMIN)”*
- c. *“All Registered Winlink Net Participants”*

ACTION – *Wait for each net station to notify the NCS that they are ready to send Digital traffic.*

“This is WA1RYQ, <FCC Call Sign> please send your digital traffic and notify net control when the digital exchange is complete.”

ACTION – *Wait for <FCC Call Sign> to notify Net Control*

Once each net station has delivered a Spotrep-2 message to the net. Each net participant will need to open a Winlink session and download the latest set of messages.

“Now that everyone has created a Spotrep-2 message and sent a copy of the message to all registered Winlink net participants, each net station will need to open a new Winlink session and download all pending messages. Please notify Net Control when you can acknowledge receipt of the Winlink Express Check-in and Spotrep-2 messages. You should have one message from each member of tonight’s net. This is WA1RYQ standing-by.”

ACTION – *Wait for each net station to Acknowledge message receipt.*

Once each net station has acknowledged receipt of the message set, the Net Control Station will detail the steps needed to display the map and report.

“The last step in this exercise is to view a map that displays the status of each reporting site.”

- a. *“Using the **Message Menu**, select the **Generate maps and CSV for forms** option.”*
- b. *“A window titled **Maps and CSV files for forms** will be displayed. Let me pause here and make sure everyone is caught up.”*

ACTION – *Wait for net members to complete tasking and acknowledge comments and questions.*

- c. “Use the **Select form** pulldown to select **Express Check-in**. The **Number of stored reports** field will display the number of reports received by your station that can be displayed.”
- d. “From the **Map Provider** pulldown, select a Map Provider. I would recommend **Google Hybrid**; however, please experiment with the selections and see which option you like best. Let me pause again and make sure everyone is caught up. Does anyone need additional time?”

ACTION – Wait for net members to complete tasking and acknowledge comments and questions.

- e. “After selecting a map provider, depress **Display Map** button.”
- f. “Your Winlink program should be displaying a map that contains multiple teardrop figures. Each teardrop represents the location of a station that generated a Winlink Express Check-in message and if you mouseover the teardrop or click on it you can see the details of the report.”

“If anyone is having a problem displaying the map, please let me know and I’ll try to help resolve the issue.”

ACTION – Acknowledge comments and questions

1.2.4 Winlink Express Check-out Form.

The NCS will perform a roll call of all net participants and request that they send their digital traffic.

“That completes the SHARES Spotrep-2 segment of the net. We have two planned activities remaining for tonight’s net. First, we’ll do a rollcall for the Winlink Check-out message and then each net participant will create an ICS 309 documenting tonight’s activities. Once that is complete, we’ll secure the net.”

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“So, let’s get started. I will now perform a rollcall of all net stations. Each station is requested to create a Winlink Check-out message and deliver the message to the following recipients:”

- a. *“Net Control (WA1RYQ)”*
- b. *“The Pinellas ACS Admin Officer (PACS-ADMIN)”*
- c. *“All Registered Winlink Net Participants”*

“This is WA1RYQ, <FCC Call Sign> please notify Net Control when you are ready to send your digital traffic. This is WA1RYQ standing by.”

ACTION – Wait for <FCC Call Sign> to notify Net Control

“This is WA1RYQ, <FCC Call Sign> please send your digital traffic and notify net control when the digital exchange is complete.”

ACTION – Wait for <FCC Call Sign> to notify Net Control

1.2.5 ICS 309 Communications Log.

Create an ICS 309 that documents all the Winlink message traffic sent and received by your station during tonight’s Winlink Training Net. Create a Winlink ICS309 and send the Winlink message to the NCS and the Pinellas ACS Admin Officer.

“That completes the digital segment of the net. All net participants are requested to create a Winlink ICS 309 that documents all the Winlink message traffic sent and received by your station during tonight’s Winlink Training Net. Once your ICS 309 is complete, the message should be sent to the net control station and the Pinellas ACS Admin Officer.”

“I have provided detailed instructions on how to create a Winlink ICS 309 on our PACS website. The instructions are located within this week’s Winlink bulletin. I’m happy to

answer questions and help you create the message. I'll Pause here for questions and comments."

ACTION – Acknowledge comments and questions

Please notify net control when you have completed your ICS 309 and are ready to deliver the communications log to the NCS and the Pinellas ACS Admin Officer."

ACTION – Wait for each net station to notify the NCS that they are ready to send Digital traffic.

"This is WA1RYQ, <FCC Call Sign> please send your digital traffic and notify net control when the digital exchange is complete."

ACTION – Wait for <FCC Call Sign> to notify Net Control

1.2.6 Net Shutdown

- a. Once the NCS has completed the Roll call phase of the net, the NCS will announce the following information to the Net.

"That completes tonight's planned training activities."

- b. Following the ACS Training Officer Announcement, the NCS will send a Net Report Message to the net manager.
- c. After sending the message, the NCS will Deactivate the Pinellas ACS Winlink Training Net in accordance with the procedure documented on the PACS Web site.

1.3 NET REPORT

The PACS Winlink Training Net was announced at 1930 hours local time on December 15th, 2021. The net was shut down at 2041 hours local time. The net successfully completed the first four of the five objectives planned for the net. The last objective, creation of the ICS 309, was completed by one net participant. Work with the ICS 309 will be rescheduled for the next Winlink Training net. The net control station will review each of the messages generated during the net and provide feedback to all participants.

After examining the message traffic generated by the net, I noticed that messages received by net control were not always created with the latest Winlink Template version. As of December 15th, 2021, the latest version of Winlink was 1.5.43.0 and the latest message template version was 1.0.174.0.

The following objectives will be incorporated into the next training net.

- a. Procedure for verifying that latest version of Winlink software and template versions have been loaded.
- b. Creation and use of group addresses.

1.3.1 Questions and Comments

The following table contains a summary of the comments and questions provided by net participants at the conclusion of the net.

No.	Call Sign	Comments	Response
1	KC4SXO	Under which Winlink Tab is the setting that will permanently request acknowledgement of all transmitted messages?	Settings; Preferences...; Message Acknowledgment Options; Default to requesting message receipts. Put a check in the box <input checked="" type="checkbox"/> and then press the Update button.
		No More Questions or comments	

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1.3.2 Net Control Log.

The following table contains a list of the stations participating in the net, the message traffic received by net control, and the version number of each form received.

No.	Call Sign	Messages and Tasks				
		Express Check-in	SHARES Spotrep-2	Displayed Status Map	Express Check-out	ICS 309
1	KC4SXO	X V4.0.20	X V9.90			
2	KJ4FXX	X V4.0.20	X V9.90		X V4.1	
3	W7WMS	X V4.1	X V9.90		X V4.1	X V13.9
4	WR6N	X V4.0.20	X V9.90		X V4.1	
5	KO4PFV ¹					
6	KG4HNS	X V4.0.20	X V9.90		X V1.3	
7	W1NDS ²				X V4.1	

¹ This station checked into the net; however, was unable to participate in the exchange of digital messages.

² This station began monitoring the net after the check-in period; however, was unable to participate in the voice segment of the net. The station did not have knowledge of the W4ACS repeater CTCSS tone.

1.3.3 ICS 309 Communications Log

This ICS 309 was generated by the Net Control Station, WA1RYQ, and documents all the Winlink traffic send and received by the net control station during the December 15th, 2021, PACS Winlink Training Net.

COMMUNICATIONS LOG		TASK # 20211215		DATE PREPARED: 12/16/21 TIME PREPARED: 10:24	
OPERATIONAL PERIOD # 20211212 1500 Local to 20211216 2100 Local			TASK NAME: 20211215 Winlink Training Net		
RADIO OPERATOR NAME: Michael Drake				STATION I.D. WA1RYQ	
LOG					
TIME	FROM	TO	SUBJECT		
12/13/21 13:14	WA1RYQ	W7WMS	Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read Soon		
12/13/21 13:14	WA1RYQ	KO4QS	Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read Soon		
12/13/21 13:14	WA1RYQ	KD4MZL	Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read Soon		
12/13/21 13:14	WA1RYQ	KA4EBX	Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read Soon		
12/13/21 13:14	WA1RYQ	KJ4RUS	Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read Soon		
12/13/21 13:14	WA1RYQ	N4BCK	Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read Soon		
12/13/21 13:14	WA1RYQ	KD4BMG	Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read Soon		
12/13/21 13:14	WA1RYQ	GARRY	Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read Soon		
12/13/21 13:14	WA1RYQ	WR6N	Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read Soon		
12/13/21 13:14	WA1RYQ	KC4SXO	Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read Soon		
12/13/21 13:14	WA1RYQ	KI4RVU	Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read Soon		
12/13/21 13:14	WA1RYQ	K4VEB	Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read Soon		
12/13/21 13:14	WA1RYQ	KO4PFV	Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read Soon		
12/13/21 13:14	WA1RYQ	KG4HNS	Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read Soon		
12/13/21 13:14	WA1RYQ	KJ4FXX	Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read Soon		
12/13/21 13:14	WA1RYQ	W4OEP	Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read Soon		
12/13/21 13:14	WA1RYQ	K4KJN	Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read Soon		
12/14/21 11:20	WA1RYQ	KM4DYD	FW: Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read Soon		
12/14/21 12:06	W7WMS	WA1RYQ	ACK: Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read Soon		
12/14/21 17:26	KC4SXO	PACS-ADMIN	//WL2K (R) - Routine/ SPOTREP 2021-12-15 19:45:54 local		
12/14/21 19:47	N4BCK	WA1RYQ	ACK: Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read Soon		
12/14/21 19:49	N4BCK	WA1RYQ	Re: Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read Soon		
12/15/21 08:37	WA1RYQ	KJ4FXX	FW: Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read Soon		
12/15/21 10:26	WA1RYQ	N4BCK	ACK: Re: Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read Soon		
12/15/21 18:30	WR6N	WA1RYQ	ACK: Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read Soon		
12/15/21 18:53	KJ4FXX	WA1RYQ	ACK: Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read Soon		
12/15/21 18:56	KJ4FXX	WA1RYQ	ACK: FW: Pinellas ACS Winlink Training - December 15th, 2021 #WA1RYQ-010 Read So		
12/15/21 19:25	KC4SXO	PACS-ADMIN	Winlink Check In [Net]-KC4SXO-Home		
12/15/21 19:42	KJ4FXX	WA1RYQ	Winlink Check In [Net]-KJ4FXX-Home		
12/15/21 19:42	KJ4FXX	PACS-ADMIN	Winlink Check In [Net]-KJ4FXX-Home		
12/15/21 19:42	W7WMS	WA1RYQ	Winlink Check In [Net]-W7WMS-Home QTH		
12/15/21 19:42	W7WMS	PACS-ADMIN	Winlink Check In [Net]-W7WMS-Home QTH		
12/15/21 19:44	WR6N	WA1RYQ	Winlink Check In [Net]-WR6N-Home QTH		
12/15/21 19:44	WR6N	PACS-ADMIN	Winlink Check In [Net]-WR6N-Home QTH		
12/15/21 19:56	KG4HNS	WA1RYQ	Express Check In [Exercise]-KG4HNS-home		
12/15/21 19:58	KJ4FXX	PACS-ADMIN	//WL2K (R) - Routine/ SPOTREP 2021-12-16 00:44:15Z		
12/15/21 20:00	WA1RYQ	WR6N	ACK: Winlink Check In [Net]-WR6N-Home QTH		
12/15/21 20:00	W7WMS	WA1RYQ	//WL2K (R) - Routine/ SPOTREP 2021-12-16 00:59:42Z		

