Winlink Training Bulletin #12

The Pinellas ACS Winlink training net is used to familiarize ARES®/ACS participants with Winlink skills and to practice digital network operations. A summary training bulletin is delivered via Winlink to all registered Winlink Training Net participants on the Monday prior to each scheduled net. A detailed bulletin that includes instructions for performing each scheduled task will also be posted to the Pinellas ACS Web site on the Monday prior to each net.

1.1   NET DESCRIPTION

The following information is applicable to this week's training net.

a.	Date:	***Wednesday*** February 16th, 2022
b.	Time:	1930 Hours Local
c.	Duration:	1 Hour
d.	Type:	Mixed Mode. Voice traffic will take place on the W4ACS repeater and digital exchanges will take place via Winlink.
e.	Net Control:	WA1RYQ
f.	Support material:	

    (1)   ICS 213 Status Report

1.2   NET OBJECTIVES:

The following objectives have been assigned to this week's Winlink Training Net.

a.   Create a Winlink Check-in message and then send the message to all net participants.

b.   Create an ICS 213 using the data posted on the PACS website. Send the completed ICS 213 template-based message to the NCS and Pinellas ACS Admin officer.

c.   Create an ICS 214 that documents the activities associated with the February 16th Winlink Training net. After the net is closed, send the completed ICS 214 template-based message to the NCS and Pinellas ACS Admin officer.

d.   Create a Winlink 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 February 16th, 2022, Winlink Training Net. After the net is closed, send the completed ICS 309 template-based message to the NCS and Pinellas ACS Admin officer.

1.3 SESSION NOTES:

The following session notes are applicable to this week's Winlink Training net.

a.   Winlink messages can be sent using any RF protocol or, if the net member does not yet have an RF Winlink capability, via Telnet.

b.   All Winlink Net participants should ensure that they are running the latest version of Winlink, **Version 1.6.1.0** or higher, prior to the net. The corresponding message template version is **1.0.180.0**.

1.4 NET ACTIVITIES:

An overview of the planned net activities is documented below.

a.   The NCS will establish the net at 1930 Hours local using the W4ACS repeater.

b.   The NCS will request check-ins. The NCS will include Echolink in the call for check-ins.

c.   The NCS will field comments and questions about the net's objectives and activities from net participants.

d. Following the question-and-answer period, the NCS will notify all net participants to start and maintain an ICS 214 Activity log and document all significant activities that take place during the net.

e. After the announcement, the NCS will use a rollcall to direct each station in turn to send a Winlink Check-In message to all registered Winlink Net participants. Each participant should use a group address that was previously created.

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

f. After the rollcall is complete, the NCS will direct each net participant to create an ICS 213 using the information posted on the PACS web site. Each station should notify net control when they are ready to send their ICS 213 to net control.

g. The NCS will provide tasking to each net participant.

h. Once each net participant indicates that their tasking is complete, the NCS will close the digital segment of the net by using a rollcall to direct each station in turn to send a Winlink Check Out message to all registered Winlink Net participants. Each participant will be directed to include within the comments section of the message the version number of Winlink Express and Message Template version currently installed on their Winlink Computer.

i. The NCS will next ask each net participant to finalize their ICS 214 and generate an ICS 309 template-based message. The NCS will direct each net participant to send the completed ICS 214 and ICS 309 to both the NCS and the PACS Admin Officer. The NCS will assist net participants with the creation of these Winlink forms.

Note: *Net participants can create and send the ICS 214 and ICS 309 to the NCS and PACS-ADMIN after the net has been closed.*

j. The NCS will field comments and questions from net participants.

k. Following the question-and-answer period, the NCS will close the net.

END SUMMARY WINLINK BULLETIN

1.5   MESSAGE INFORMATION:

1.5.1 Winlink Check-in Form:

When the net control station is ready to begin taking Winlink Check-ins, the NCS will request that each station create and send a Winlink Check-in message.

    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.   Status: NET

    d.   Band: Enter the appropriate value.

    e.   Mode: Enter the appropriate value.

    f.   TO: Send completed message to the following recipients:

        (1)   All registered Winlink Net participants

        (2)   Net Control (WA1RYQ)

        (3)   Pinellas ACS Admin Officer (PACS-ADMIN)

    g.   Calls Signs of Initial On-Site Operator(s): Enter your FCC Call sign

    h.   Sender: Enter your FCC Call Sign.

    i.   Location: Enter a street address for your current location.

    j.   LAT, LONG, MGRS, GRID: Enter your current latitude, longitude, MGRS and Maidenhead grid data.

    k.   Comments: Enter a description of the station being used to support the net.

1.5.2 Winlink Check-Out form:

When the business of the net is complete, the NCS will request that each station create and send a Winlink Check-out message.

a.   Group Name: PACS Winlink Training Net

b.   Date/Time Station Secured: 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.   Status: NET

d.   TO: Send completed message to the following recipients:

    (1)   All registered Winlink Net participants

    (2)   Net Control (WA1RYQ)

    (3)   Pinellas ACS Admin Officer (PACS-ADMIN)

e.   Calls Signs of Closing Operator(s): Enter your FCC Call sign

f.   Sender: Enter your FCC Call Sign.

g.   Location: Enter a street address for your current location.

h.   LAT, LONG, MGRS, GRID: Enter your current latitude, longitude, MGRS and Maidenhead grid data.

i.   Comments: The version number of Winlink Express and the Template version currently installed on the user's Winlink Computer.

1.6   ACTIVITY LOG, ICS 214

The NCS will request that each station create a Winlink ICS 214 that documents the significant events that took place during the Winlink Training Net of February 16th, 2022.

a.   Group Name: PACS Winlink Training Net.

b.   Incident Name: PACS WTN 20220216.

c.   Operational Period From: This field contains the *start* date (month/day/year) and time (24-hour local time) of tonight's net.

d.   Operational Period To: This field contains the *end* date (month/day/year) and time (24-hour local time) of tonight's net.

e.   Name: This field contains the name of the facility being supported by ACS/ARES®. For tonight's training net, enter *HOME*.

f.   ICS Position: PACS Winlink Trainee.

g.   Home Agency and Unit: Pinellas County Auxiliary Communications Service.

h.   Resources Assigned: Enter the name; FCC Call sign; ICS Position (*Winlink Trainee*); and the Home Agency and Unit (*PACS*) of each individual assigned to your location during the defined operational period.

i.   Activity Log: Enter all significant events that take place during tonight's Winlink training net. Examples include but are not limited to the following. Additional information about the ICS 214 is located in the *PACS communications Plan and Standard Operating Procedures* document.

(1)   Net start time

(2)   Task assignments and completions

(3)   Net end time

j.   Prepared by: Enter the full name of the individual completing the form.

After the net is closed, send the completed ICS 214 template-based message to Net Control and the Pinellas ACS Admin Officer (PACS-ADMIN).

1.7   COMMUNICATIONS LOG

The NCS will request that each station create a Winlink ICS 309 that documents all the digital message traffic sent and received by your station. To create the message, you will need to first Generate a CSV File. The contents of the CSV file will then be copied and pasted into the Winlink ICS 309 form. The data will automatically be parsed by Winlink.

1.7.1   ICS 309 Set-up

From the main Winlink menu, Figure 7, select the "*Generate ICS-309 Communication Log*" option. This will cause the window seen in Figure 8 to open. Enter the information as shown in Figure 8 and then depress the *Generate CSV File* button.
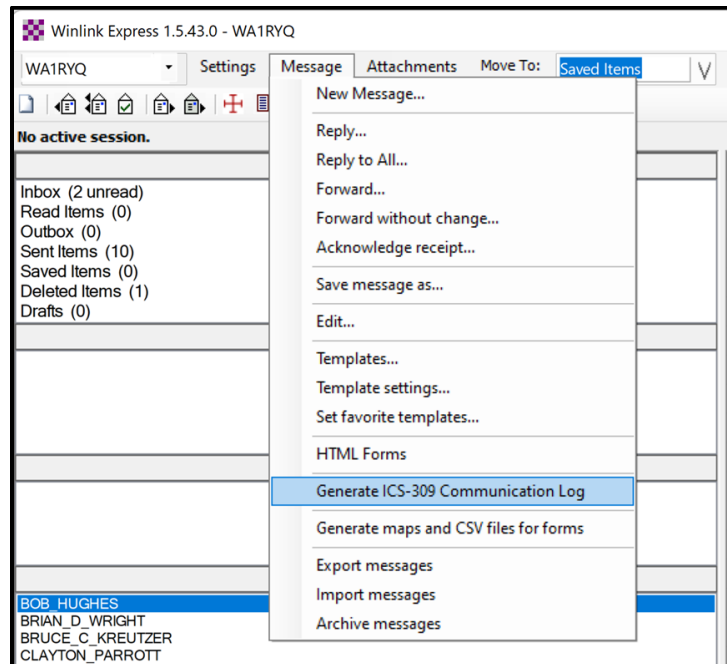
Figure 1. Winlink Message Pull-Down

Figure 2. Winlink Generate ICS-309 Communication Log Window

a. From the Generate CSV File screen, select the columns identified in Figure 9, set the Column Delimiter to **Tab**, select a location for the file to be stored, and then depress the **Generate CSV File** button.
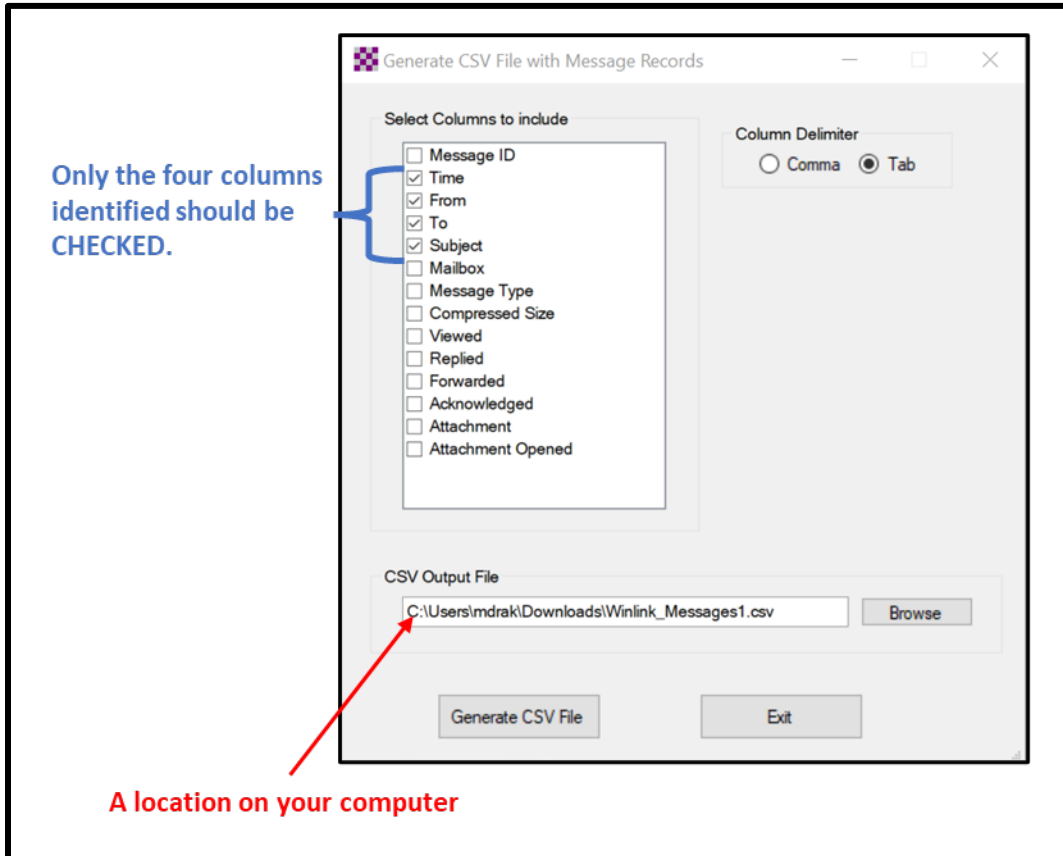

Figure 3. ICS 309 CSV Column Selection Screen

b. Once the CSV file has been created, you are ready to create the Winlink ICS 309 message. First, create a new message and select the ICS 309 from the list of templates.

c. When the Winlink ICS 309 form is displayed, depress the **Paste Data from a Spreadsheet** Button. Refer to Figure 10.

Figure 4. Winlink ICS 309 Data Entry Form

d. The Copy and Paste screen shown in Figure 11 will then be displayed. The user will need to open the ICS 309 CSV file previously created, select, and copy the CSV data, and then paste the data into the blank field of the Copy and Paste screen. Refer to Figure 12 for information about the ICS 309 CSV file.

Figure 5. Winlink ICS 309 Paste Data from a Spreadsheet Screen

e.   Once the data has been entered into the Copy and Paste field, depress the ***Parse Data*** button. Refer to Figure 11 for button location.

f.   Winlink will then return the user to the ICS 309 screen. The Date/Time, Station ID, and Subject fields should now be populated.

g.   Populate the remaining ICS 309 fields.

(1)   Group Name: PACS Winlink Training Net

(2)   Operational Period: This field contains the *start* and *end* date (month/day/year) and time (24-hour local time) of tonight's net.

(3)   Task #: WTN 12

(4)   Task Name: PACS WTN 20220216

(5)   Date/Time Prepared: Enter current time and date.

(6)   Operator Name: Enter your name

(7)   Station ID: Enter your FCC call sign.

(8)   Express Sender: Automatically entered by Winlink.

h.   Send message to Net Control and the Pinellas ACS Admin Officer (PACS-ADMIN).