

Winlink Training Bulletin #14

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 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 prior to each net.

1.1 NET DESCRIPTION

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

- a. Date: **Wednesday** May 25th, 2022
- b. Time: 1930 Hours Local
- c. Duration: 1 Hour
- d. Type: Mixed Mode. Voice traffic will take place on the WD4SCD repeater and digital exchanges will take place via Winlink.
- e. Net Control: WA1RYQ
- f. Support material:
 - (1) None

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 the NCS and Pinellas ACS Admin officer.
- b. Create an ICS 213 and send the completed message to the NCS and Pinellas ACS Admin officer.
- c. Upon receipt of an ICS 213 from the NCS, perform the actions requested by the ICS 213. Once each action has been completed, send an ICS 213 Reply message to the NCS and Pinellas ACS Admin officer.

- d. Create an ICS 214 that documents the activities associated with the May 25th Winlink Training net. After the net is closed, send the completed ICS 214 template-based message to the NCS and Pinellas ACS Admin officer.
- e. Create a Winlink Check-out message and then send the message to the NCS and Pinellas ACS Admin officer.
- f. Create an ICS 309 template based Winlink message that documents all the Winlink message traffic sent and received by your station during the May 25th, 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 1.6.4.0** or higher, prior to the net. The corresponding message template version is **1.0.195.0**.

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 WD4SCD 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 not 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 send a Winlink message to all Net participants. The message will contain the information needed by each net participant create and send an ICS 213 message.
- g. Each net station will create and send an ICS 213 to the recipients listed in the NCS message.
- h. Next, the NCS will send an ICS 213 to each station in the net. The message will request that each station perform a set of actions.
- i. Each station will perform the actions identified in the ICS 213 and, once complete, send an ICS 213 Reply message to the NCS and PACS ADMIN.
- j. Once each net participant has delivered an ICS 213 Reply message, 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 to the NCS and PACS ADMIN.
- k. 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) Net Control (WA1RYQ)
 - (2) 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: Blank

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) Net Control (WA1RYQ)
 - (2) 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: Provided by the NCS.

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 May 25th, 2022.

- a. Group Name: PACS Winlink Training Net.
- b. Incident Name: Provided by the NCS.
- 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 1, select the “**Generate ICS-309 Communication Log**” option. This will cause the window seen in Figure 2 to open. Enter the information as shown in Figure 2 and then depress the **Generate CSV File** button.

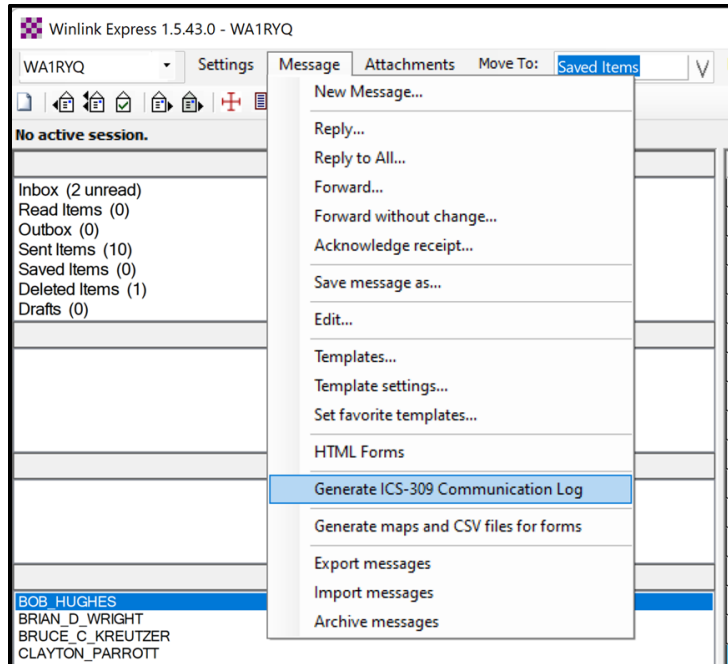


Figure 1. Winlink Message Pull-Down

Pinellas ACS/ARES® Winlink Training Net – May 25th, 2022
Rev (-)

Mailboxes that contain messages exchanged during the net

Enter a start and end date/time that encompasses the evening's Winlink Training Net. Be sure to CHECK the boxes to the left of each limit value.

Header Information for PDF version of ICS 309.

Generate CSV file

The screenshot shows a software window titled "Generate ICS-309 Communication Log". The main heading is "Generate an ICS-309 Communication Log as a pdf File". The window is divided into several sections: "Select Message Mailboxes" with checkboxes for Inbox, Read, Saved, Outbox, Sent, Drafts, Deleted, Personal 1, Personal 2, and Global; "Message Date Range" with checkboxes for "Limit start date/time" and "Limit end date/time", each with a date and time selector; "Page Layout Options" with radio buttons for "Separate entry for each recipient" and "Combine recipients into a single entry"; and "Format of Dates on Report" with a dropdown for "mm/dd/yy" and a checkbox for "UTC time". Below these are input fields for "Task ID", "Task Name", "Operational period", "Operator name", and "Station ID". At the bottom, there is an "Output pdf file" field with a "Browse" button and three main buttons: "Generate ICS-309 PDF", "Generate CSV File", and "Exit". Annotations include an orange bracket pointing to the mailbox selection, a blue bracket pointing to the date range options, a green bracket pointing to the task information fields, and a red arrow pointing to the "Generate CSV File" button.

Figure 2. Winlink Generate ICS-309 Communication Log Window

- a. From the Generate CSV File screen, select the columns identified in Figure 3, set the Column Delimiter to **Tab**, select a location for the file to be stored, and then depress the **Generate CSV File** button.

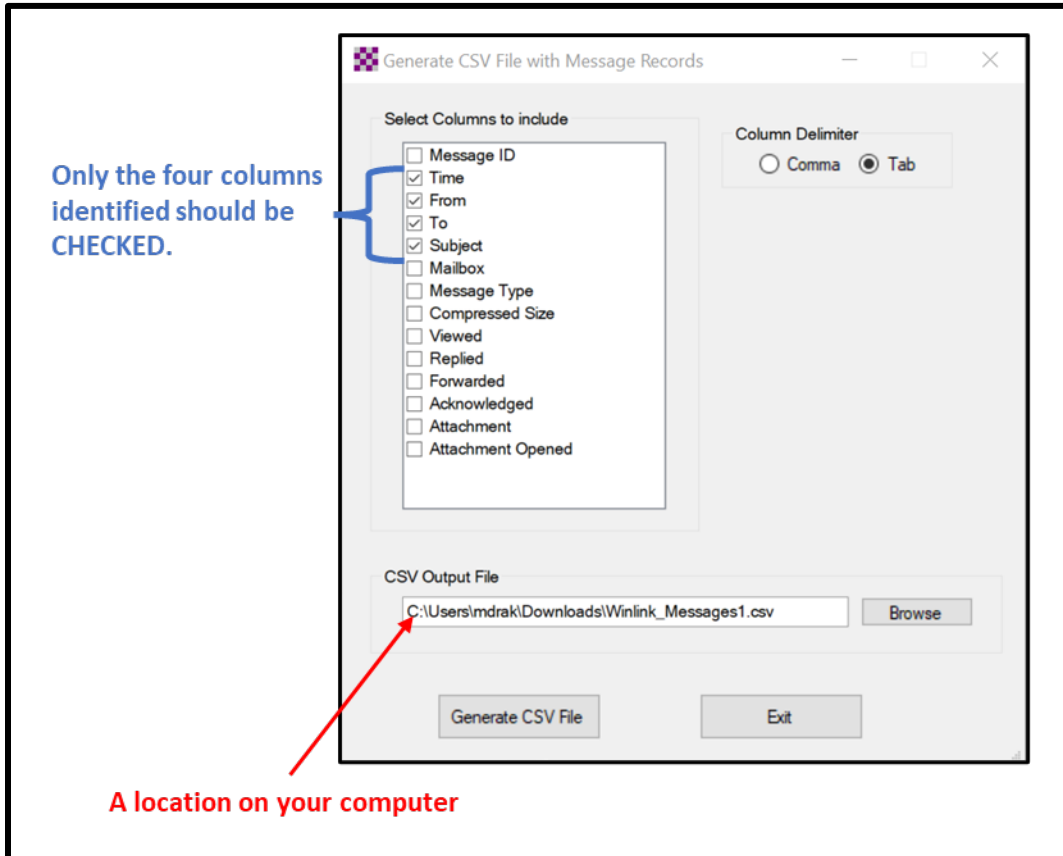


Figure 3. ICS 309 CSV Column Selection Screen

- 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 4.

COMMUNICATIONS LOG (ICS 309)

Task # Date/Time Prepared: [Click to Add Date/Time](#)

[Form Info](#)

For Operational Period # Task Name

Operator Name Station ID Express Sender: WA1RYQ

[Load ICS309 Data](#) PAGE # [Track & Increment your page #'s \(Default is 1\)](#) [Paste Data from a Spreadsheet](#) [CLEAR Data](#)

DATE/TIME	STATION ID FROM	TO	SUBJECT
Click for Date/Time	<input type="text"/>	<input type="text"/>	<input type="text"/>
Click for Date/Time	<input type="text"/>	<input type="text"/>	<input type="text"/>
Click for Date/Time	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 4. Winlink ICS 309 Data Entry Form

- d. The Copy and Paste screen shown in Figure 5 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 6 for information about the ICS 309 CSV file.

Copy and Paste up to 30 lines Data From Spreadsheet

Copy the data from the spreadsheet and paste in box below, then click "Parse Data".
 Tab delineation only. Ensure fields match & do not exceed form field lengths, or data entries will not be correct.

Paste spreadsheet data here

[Parse Data](#)

[Close this window](#)

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

Select the data in the Time, From, To, and Subject fields. Do Not select the row containing the titles.

	A	B	C	D
1	Time	From	To	Subject
2	10/31/2021 2:19	W7OWO	WA1RYQ	Call For Check-Ins - YCARES Winlink Net - Oct 31, 2021 - Session 179
3	11/1/2021 21:12	WA1RYQ	PACS-ADMIN	ICS 217A - Pinellas ACS Winlink Training Net 20211103 - 2021-11-01 20:41
4				
5				
6				

Figure 6. ICS 309 CSV File

- e. Once the data has been entered into the Copy and Paste field, depress the ***Parse Data*** button. Refer to Figure 5 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 #: Provided by the NCS
 - (4) Task Name: Provided by the NCS
 - (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).