Winlink Training - #15

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*** June 22nd, 2022

b. Time: 1930 Hours Local

c. Duration: 1 Hour

d. Type: **Mixed Mode**. Voice and digital exchanges will take place on a simplex frequency of 145.0900 MHz. The net will initially be established on the WD4SCD repeater and then QSY to the simplex frequency.

e. Net Control: W4ACS

f. Winlink Digipeater: W4ACS-5

g. 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 via a Winlink Peer-to-Peer (P2P) exchange.

b. Create a simple Winlink message and then send the message to a net participant, other than the NCS, using a P2P exchange via a VARA FM digipeater.

c. Create a Winlink Check-out message and then send the message to the NCS via a Winlink P2P exchange.

d. Create an ICS 214 that documents the activities associated with the June 22nd 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 an ICS 309 template based Winlink message that documents all the Winlink message traffic sent and received by your station during the June 22nd, 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 are to be sent using a VARA FM P2P RF protocol.

b. All Winlink Net participants should ensure that they are running the latest version of Winlink, **Version 1.6.5.1** or higher, prior to the net. The corresponding message template version is **1.0.198.0**.

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. Because the net objectives are limited to testing P2P RF connections, the NCS will ***not*** 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 notify all net participants that the net is moving immediately to a simplex frequency of 145.0900 MHz.

f. All net participants will transition to the new net frequency.

g. Once on the new frequency, the NCS will perform a roll call to ensure that all net participants have transitioned properly to the new frequency.

h. After the rollcall is complete, the NCS will direct each station in turn to send a Winlink Check-In message to the NCS, W4ACS, using a Winlink P2P RF connection.

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.*

i. After the rollcall, the NCS will direct each station in turn to send a simple Winlink message to a net participant using a P2P exchange via a digipeater.

j. The NCS will next direct each station in turn to send a Winlink Check-Out message to the NCS, W4ACS, using a Winlink P2P RF connection.

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 after the net has been closed.

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

m. 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: VHF

e. Mode: VARA FM

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

(1) Net Control (W4ACS)

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

h. Station Contact Name: Enter your name.

i. Station Call sign: Enter your FCC Call Sign.

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

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

l. 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. Band: VHF

e. Mode: VARA FM

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

(1) Net Control (W4ACS)

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

h. Station Contact Name: Enter your name.

i. Station Call sign: Enter your FCC Call Sign.

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

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

i. Comments: Winlink and Template Version numbers.

1.6 CREATE AND SEND PEER-TO-PEER MESSAGE

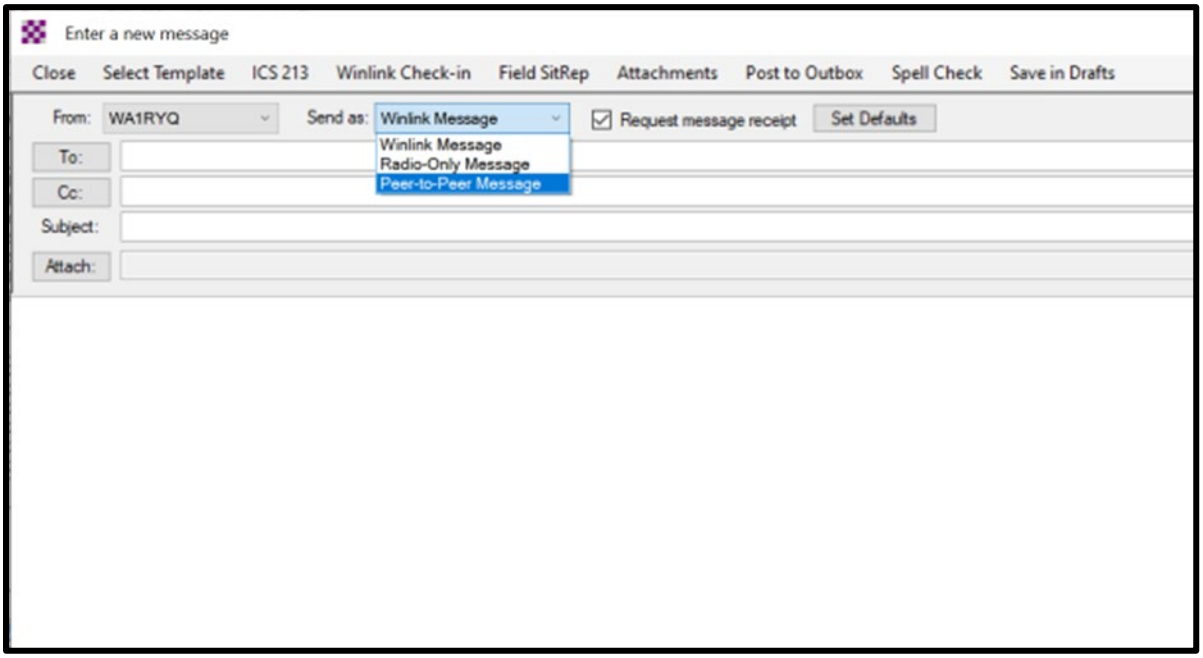


Figure 1. New Peer-to-Peer Message

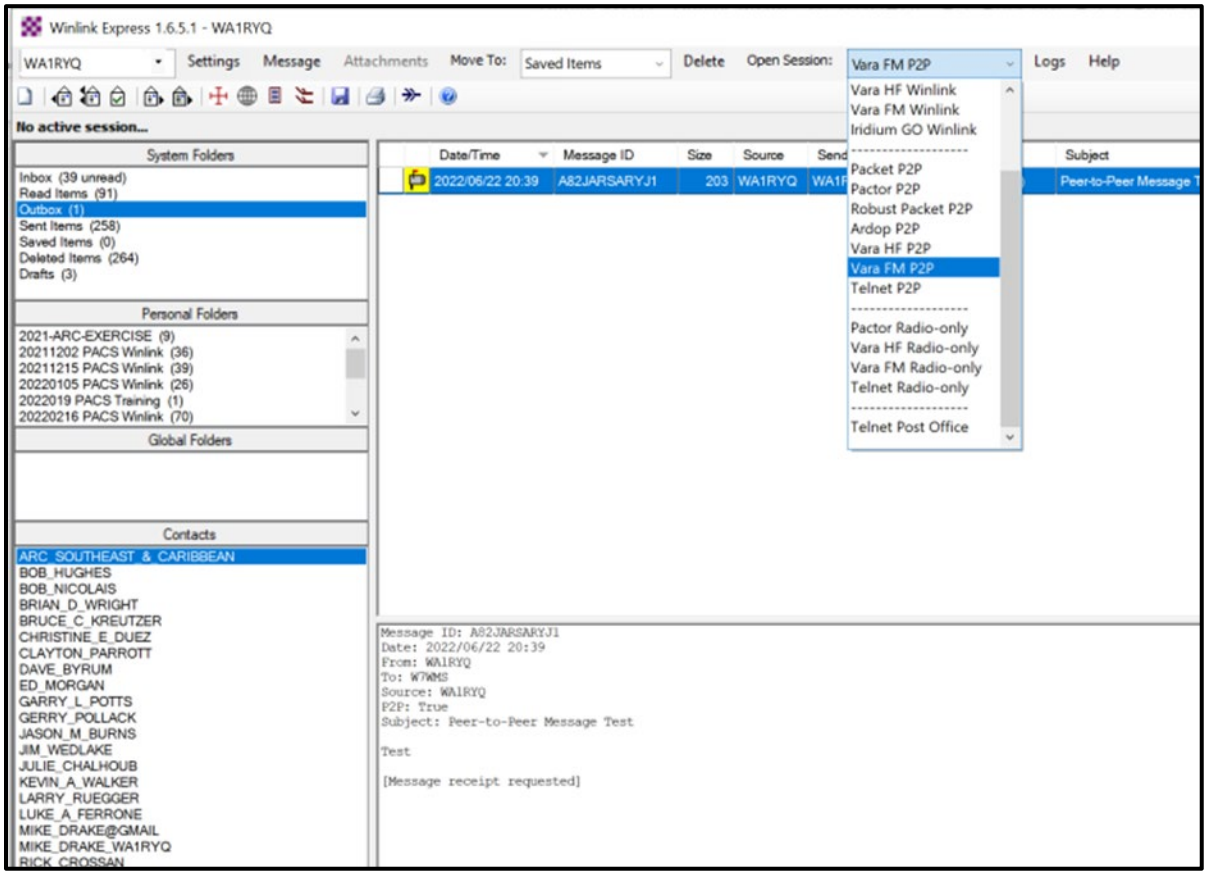


Figure 2. Peer-to-Peer Session

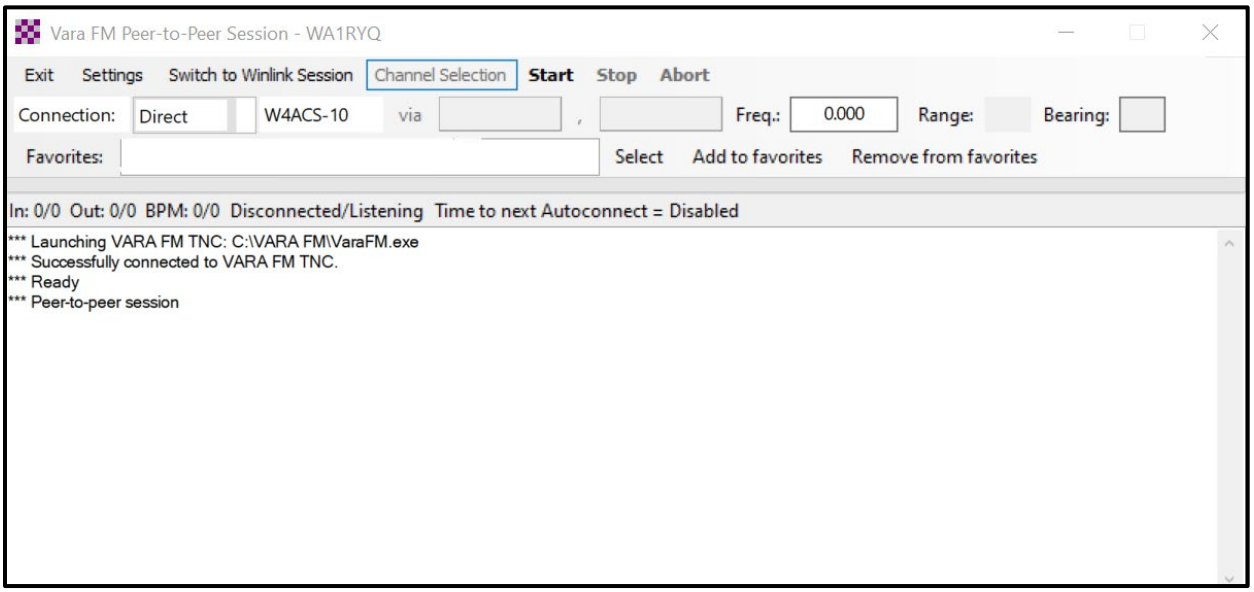


Figure 3. Winlink Vara RM Peer-to-Peer Session

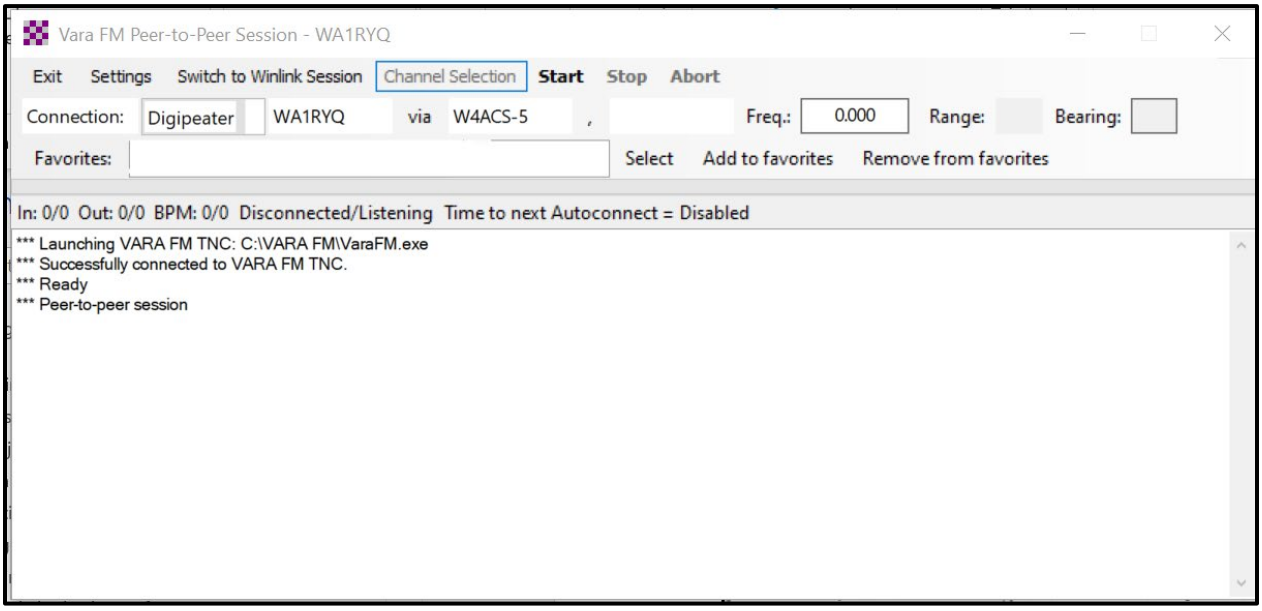


Figure 4. Vara FM Exchange via Digipeater

1.7 ACTIVITY LOG, ICS 214

Activity Logs are used to record all significant events that occur during an exercise, event, or activation period. Deployed members of ACS/ARES® are required to maintain an up to date and accurate record of all significant events.

When using the Winlink computer program, users can select between two versions of the Activity Log. The first version, the ICS 214 Activity Log, is a NIMS compliant form that can be used to record individual activities, or the activities associated with a deployment location. The second version, the ICS 214A, is an Individual Activity Log designed to record the activities associated with a single individual.

1.7.1 ICS 214 Activity Log

Data can be entered into a Winlink ICS 214 Activity Log in one of three ways.

(a) Realtime Data Entry

(b) Post event – Manual entry

(c) Post event – Spreadsheet Entry

1.7.1.1 ICS 214 Activity Log – Realtime Data Entry

To create a real-time ICS 214, you will need to create a new message and then select the ICS 214 from the template manager. Refer to Figure 5. This will cause a browser window to be opened and the ICS 214 shown in Figure 6 to be displayed. Once the ICS 214 window is displayed, close the Winlink new message window.

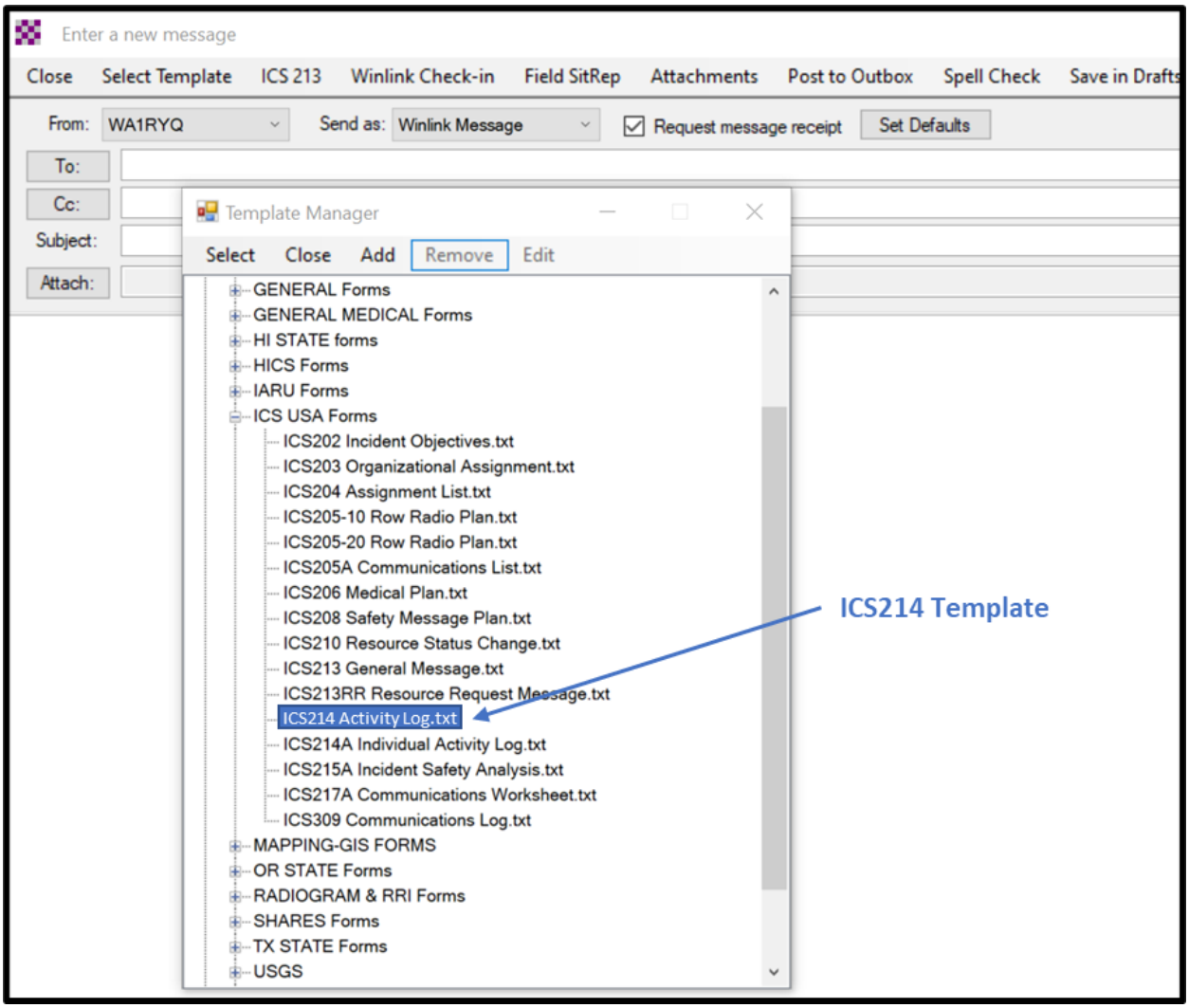


Figure 5. Winlink Template Manager – ICS214

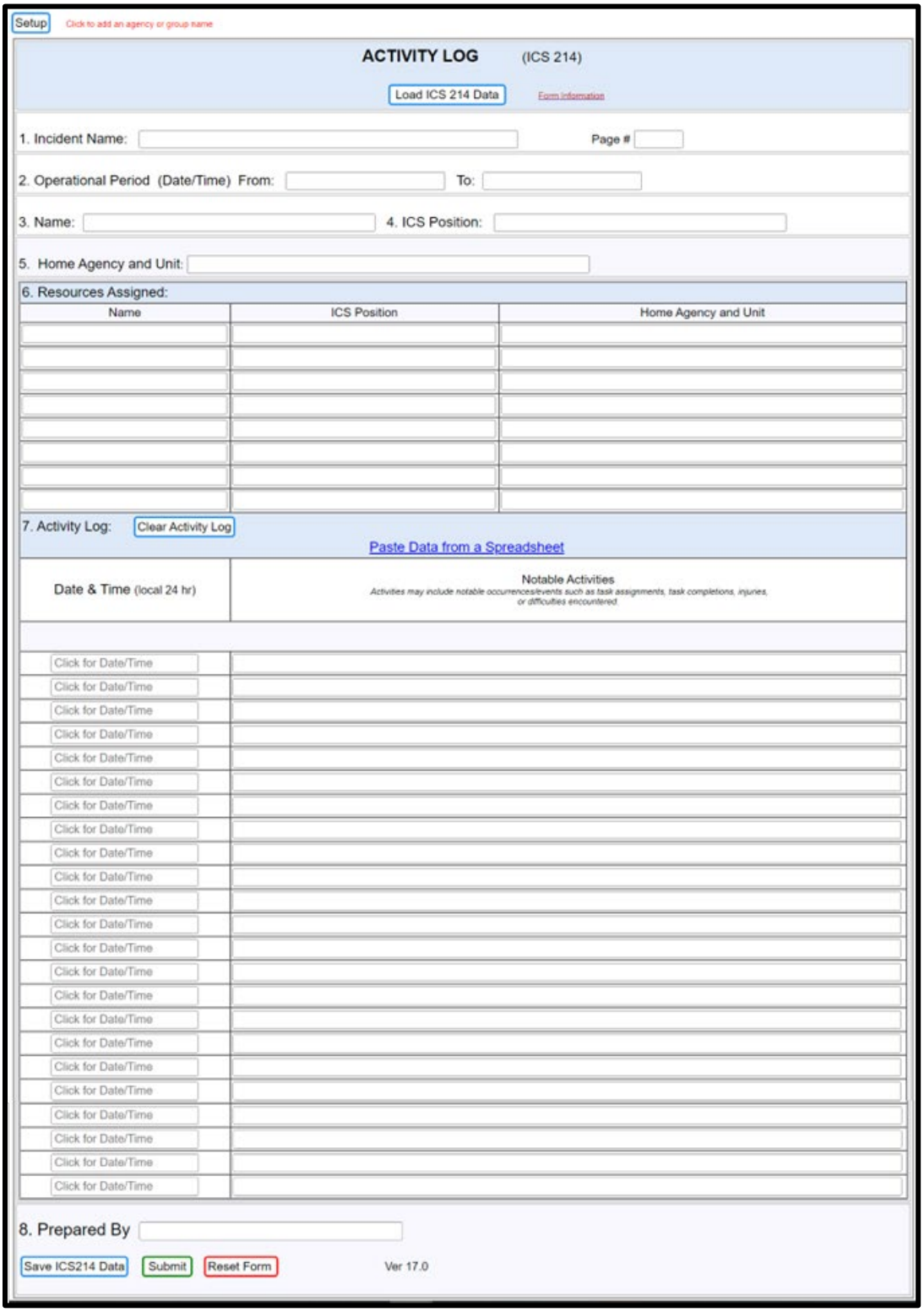


Figure 6. Winlink ICS 214 Activity Log

1.7.1.1.1 ICS 214 Activity Log Set-up

The ICS 214 has eight numbered fields. The six fields at the top of the form are unique to the activation event, site, and operational period.

a. **Incident Name (Block 1):** This field contains the name of the Incident/activation event that is associated with the ICS 214. This information will be provided by the Net Manager, Radio Officer, or his designee.

b. **Operational Period (Block 2):** This field contains the start date (year-month-day) and time (24-hour local time) and end date and time for the activation event. This is the period over which the ICS 214 is applicable.

c. **Name (Block 3):**

(1) When the form is used to record the events associated with a single individual, enter the name of the individual.

(2) When the form is used to record the events associated with a unit, site, or facility, enter the name of the unit, site, or facility. For example, if Pinellas ACS is supporting an emergency evacuation shelter, the name of the shelter should be entered into this field.

d. **ICS Position (Block 4):** This field identifies the individual in charge of the ACS unit (e.g., site lead) and the job being performed by ACS. In almost all cases, the job being performed is *Radio Operator*.

e. **Home Agency (and Unit) (Block 5):** This field contains the name of the organization completing the form. Users should enter *Pinellas ACS*.

f. **Resources Assigned (Block 6)**: This field contains the Name and FCC call sign of each individual assigned to the Pinellas ACS unit located at the facility identified in Block 3. The ICS Position, *Radio Operator*, and Home Agency*, (e.g., Pinellas ACS, ARES®*, *Community Emergency Response Team* (*CERT)*, etc.) should be documented.

1.7.1.1.2 Significant Events

Once the top of the form is complete, users will enter significant events as they occur. When entering information onto the form, time should be entered using a 24-hour format. Entries should be in local rather than Universal Coordinated Time (UTC).

NOTE: *The current date and time can be automatically entered into each* ***Date & Time*** *field by placing the cursor into the* ***Date & Time*** *field and then performing a left click of the mouse. A small window will be open that displays the current date and time. To enter the displayed date and time, depress the* Blue ***OK*** *button.*

Significant events include but are not limited to the following:

a. When the form is used to record the events associated with a single individual, enter all departures and arrivals. Users should include odometer readings for personally owned vehicles.

   (1) Home

   (2) Deployment locations

   (3) Intermediate sites (e.g., EOC to pick up shelter radio kit, gas stations, etc.)

b. Arrival and departure of unit personnel (e.g., Pinellas ACS, ARES®, CERT, etc.)

c. Shift and operator changes

d. Changes to station operational availability. Include addition or loss of specific bands, modes, power, etc.

e. Changes in utility status (e.g., shore power, internet, cell service, water, etc.)

f. Events that could impact the ability of the deployed location to perform its defined mission (e.g., Generator failures, supply shortages, structural damage, overcrowding, unrest, etc.)

g. Meetings and Briefings

h. Issues with personnel

i. Injuries

j. Rumors

k. Task assignments and completions

NOTE: *Up to 100 characters can be entered into each line of the* ***Notable Activities*** *column. If the user requires more than 100-characters to document a significant event, the information must be entered onto a second line of the form. When a second line is required, leave the* ***Date & Time*** *field for the second line of the event blank.*

1.7.1.1.3 Creating a Multipage ICS 214

Up to 24 events can be entered onto each page of an ICS 214 activity log. If more than 24 entries are required, a second page will need to be created. To create an additional page, perform the following actions.

a. Save the current contents of the activity log by depressing the Blue outlined ***Save ICS214 Data*** button located on the bottom left of the form. This will cause a pop-up to be displayed. Within the pop-up, Winlink will display a proposed file name for ICS 214 data. The user can change the file name to any value; however, the file type must remain TXT. Once the user is satisfied with the file name, depress the Blue ***OK*** button. The file will be stored in the Windows Downloads folder. Refer to Figure 7 for button locations.

NOTE: *I strongly encourage users to incorporate both the form type and page number within the file name used to store the data.*

b. Update the Activity Log page number to the next page number in the sequence. If the current page number is one, the next number in the sequence would be two. The page number is located at the top right of the form.

c. Clear the Activity Log by depressing the Blue outlined ***Clear Activity Log*** button located in the middle left of the form. This will cause a pop-up to be displayed requesting that the user confirm that they want to clear the activity log.

d. Depress the Blue ***OK*** Button.

NOTE: *This action will* ***only*** *clear the Notable Activities section of the document. The header information in Blocks one through six will remain unchanged.*

e. The user can now enter new significant events as they occur.

f. This process can be repeated as many times as needed to record all the significant events that occur within the operational period.

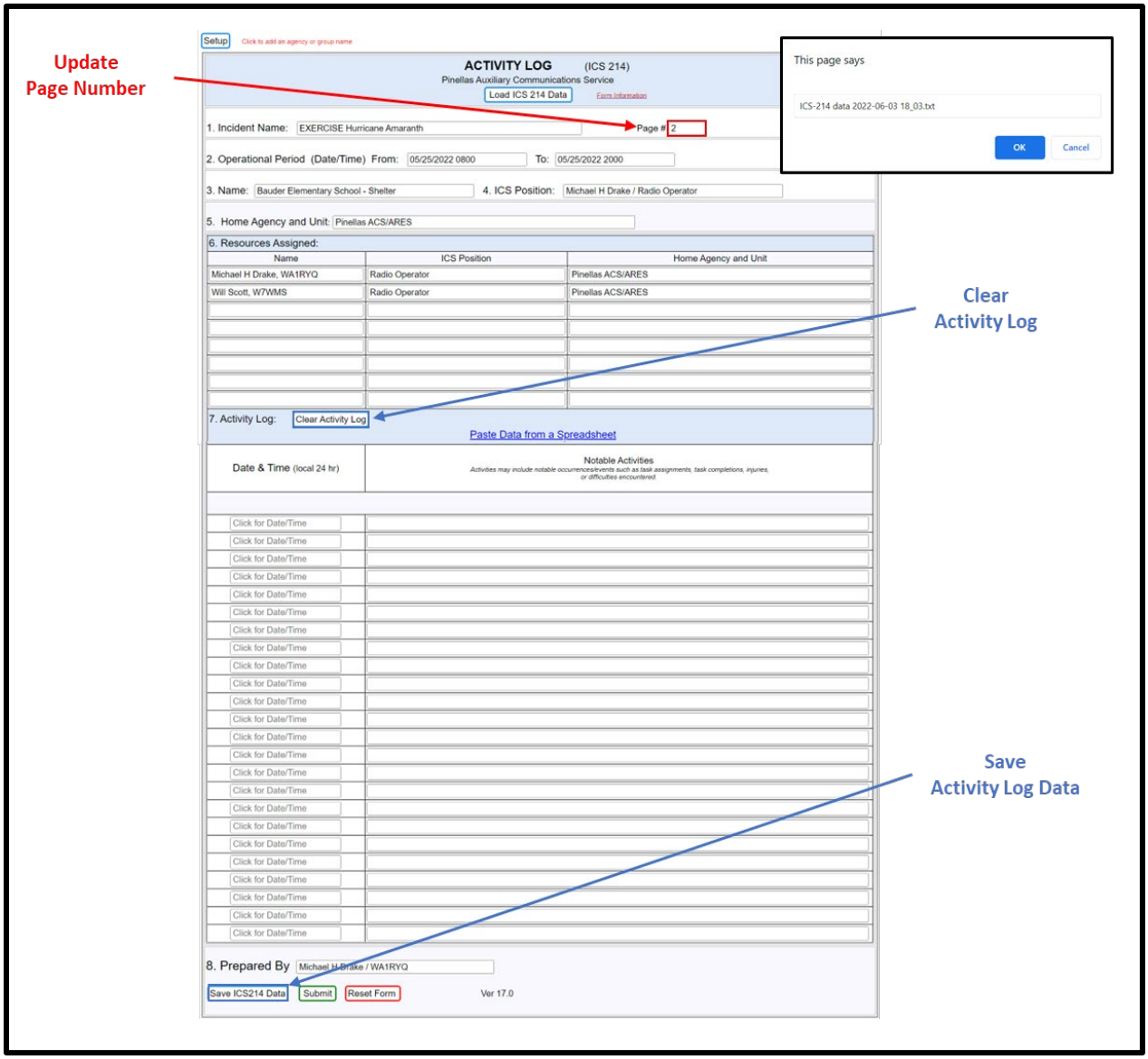


Figure 7. Winlink Activity Log – Multipage

1.7.1.1.4 Finalizing an ICS 214

Once the last significant event has been recorded on the ICS 214, the user is ready to finalize and send the document to the Pinellas ACS Admin Officer.

a. Save the current contents of the activity log by depressing the Blue outlined ***Save ICS214 Data*** button located on the bottom left of the form. This will cause a pop-up to be displayed. Within the pop-up, Winlink will display a proposed file name for ICS 214 data. The user can change the file name to any value; however, the file type must remain TXT. Once the user is satisfied with the file name, depress the Blue ***OK*** button. The file will be stored in the Windows Downloads folder. Refer to Figure 7 for button locations.

NOTE: *I strongly encourage users to incorporate both the form type and page number within the file name used to store the data.*

b. Close the browser window containing the ICS 214 form.

c. Create a new message and then select the ICS 214 from the template manager. Refer to Figure 5. This will cause a browser window to be opened and the ICS 214 shown in Figure 6 to be displayed.

NOTE: *A separate Winlink message must be created for each Winlink ICS 214 page that was created and stored during the operational period.*

d. Depress the Blue ***Load ICS 214 Data*** Button located on the top center of the form. This will cause a File Explorer window to be opened. From the Downloads folder, select the ICS 214 file that contains the appropriate page data. Then, depress the ***Open*** button. Refer to Figure 8 for button locations.

e. In the ***Prepared by field***, enter the name and title of the individual completing the form.

f. Once data entry is complete, depress the green ***Submit*** button on the bottom left of the form. This will cause a pop-up to be displayed notifying the user that to complete the form submission, the Blue ***OK*** Button must be depressed.

g. Depress the Blue ***OK*** button.

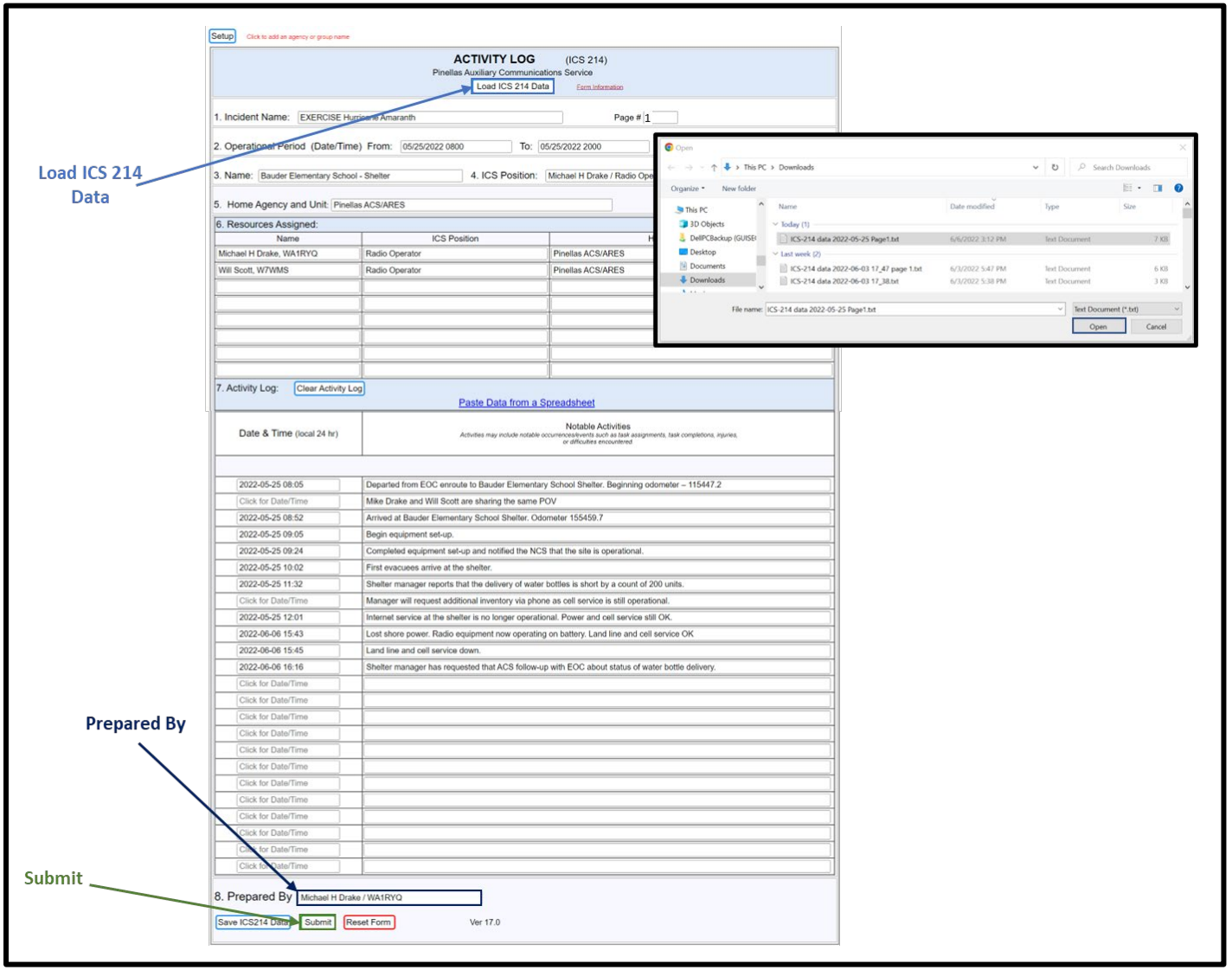
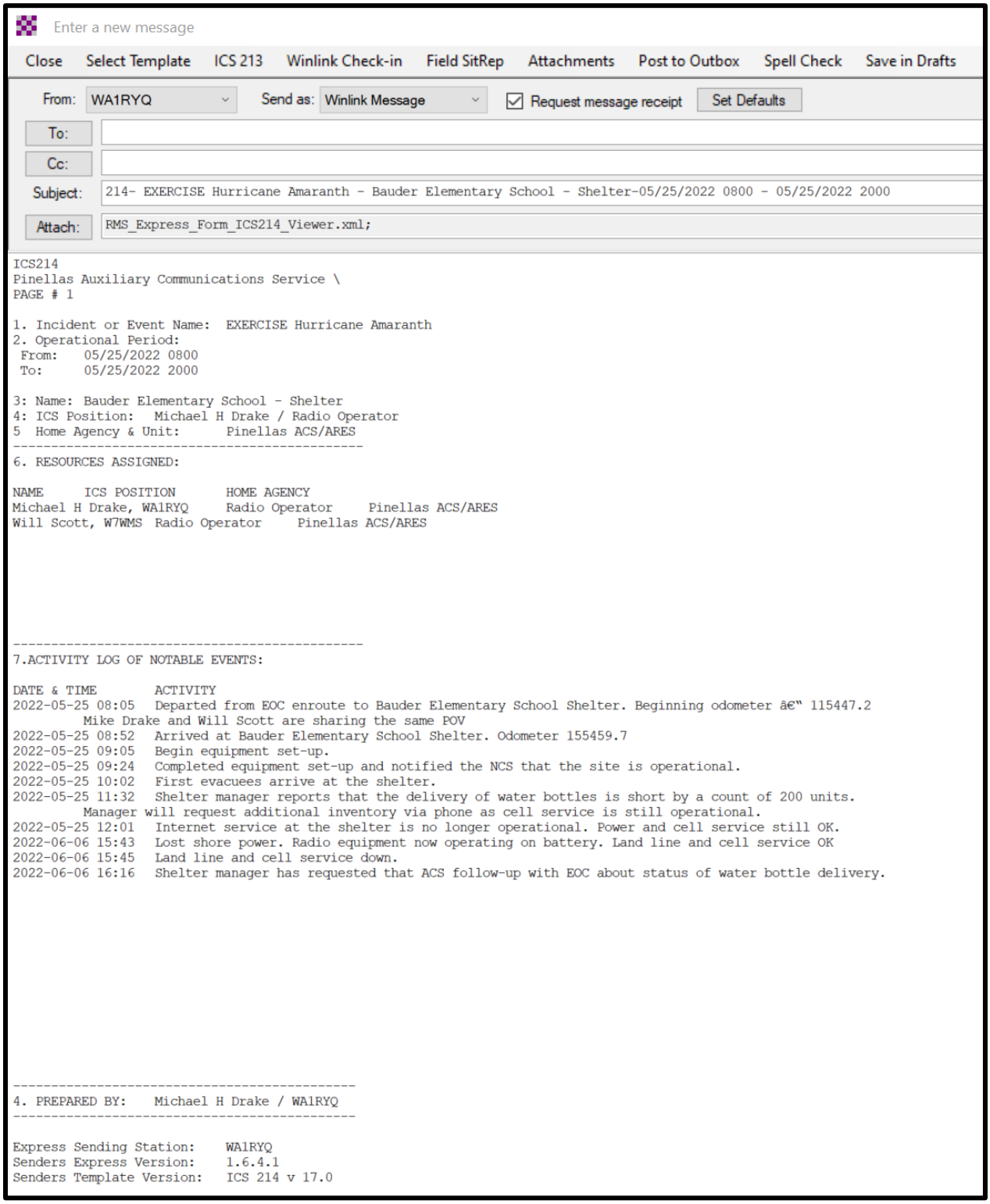


Figure 8. ICS 214 Load Data Operation

h. Winlink will return to the new message window. Refer to Figure 9. The message will be populated with the ICS 214 data.

i. Address the message to the appropriate recipients and then post the message to the outbox.



Enter a new message

Close | Select Template | ICS 213 | Winlink Check-in | Field SitRep | Attachments | Post to Outbox | Spell Check | Save in Drafts

From: WA1RYQ | Send as: Winlink Message | Request message receipt | Set Defaults

To:

Cc:

Subject: 214- EXERCISE Hurricane Amaranth - Bauder Elementary School - Shelter-05/25/2022 0800 - 05/25/2022 2000

Attach: RMS_Express_Form_ICS214_Viewer.xml;

```
ICS214
Pinellas Auxiliary Communications Service \
PAGE # 1

1. Incident or Event Name:  EXERCISE Hurricane Amaranth
2. Operational Period:
 From:    05/25/2022 0800
 To:      05/25/2022 2000

3: Name: Bauder Elementary School - Shelter
4: ICS Position:   Michael H Drake / Radio Operator
5  Home Agency & Unit:      Pinellas ACS/ARES
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6. RESOURCES ASSIGNED:

NAME      ICS POSITION       HOME AGENCY
Michael H Drake, WA1RYQ     Radio Operator     Pinellas ACS/ARES
Will Scott, W7WMS  Radio Operator     Pinellas ACS/ARES




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7.ACTIVITY LOG OF NOTABLE EVENTS:

DATE & TIME        ACTIVITY
2022-05-25 08:05   Departed from EOC enroute to Bauder Elementary School Shelter. Beginning odometer â€" 115447.2
         Mike Drake and Will Scott are sharing the same POV
2022-05-25 08:52   Arrived at Bauder Elementary School Shelter. Odometer 155459.7
2022-05-25 09:05   Begin equipment set-up.
2022-05-25 09:24   Completed equipment set-up and notified the NCS that the site is operational.
2022-05-25 10:02   First evacuees arrive at the shelter.
2022-05-25 11:32   Shelter manager reports that the delivery of water bottles is short by a count of 200 units.
         Manager will request additional inventory via phone as cell service is still operational.
2022-05-25 12:01   Internet service at the shelter is no longer operational. Power and cell service still OK.
2022-06-06 15:43   Lost shore power. Radio equipment now operating on battery. Land line and cell service OK
2022-06-06 15:45   Land line and cell service down.
2022-06-06 16:16   Shelter manager has requested that ACS follow-up with EOC about status of water bottle delivery.









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4. PREPARED BY:    Michael H Drake / WA1RYQ
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Express Sending Station:    WA1RYQ
Senders Express Version:    1.6.4.1
Senders Template Version:   ICS 214 v 17.0
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Figure 9. Winlink ICS 214 Message

1.8 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.

1.8.1 ICS 309 Set-up

From the main Winlink menu, Figure 10, select the "***Generate ICS-309 Communication Log***" option. This will cause the window seen in Figure 11 to open. Enter the information as shown in Figure 11 and then depress the ***Generate CSV File*** button.

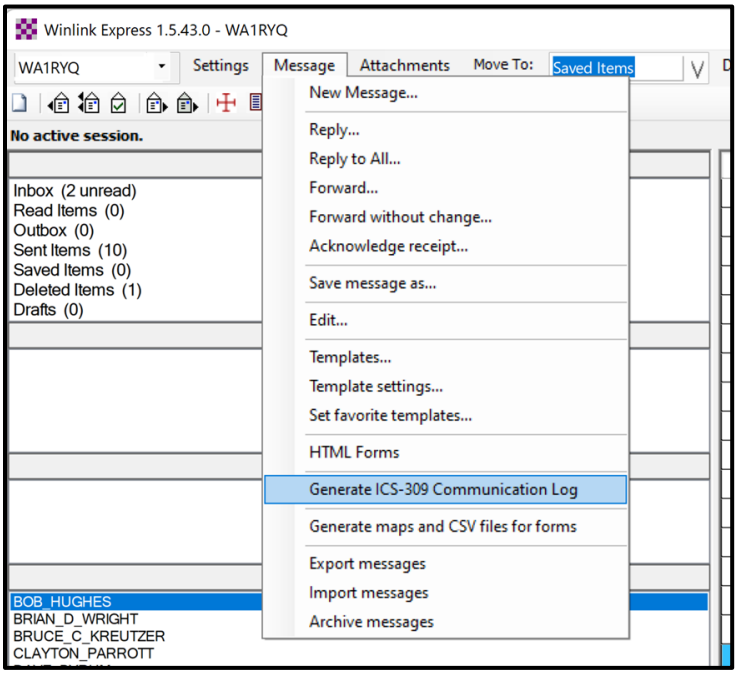

Figure 10. Winlink Message Pull-Down

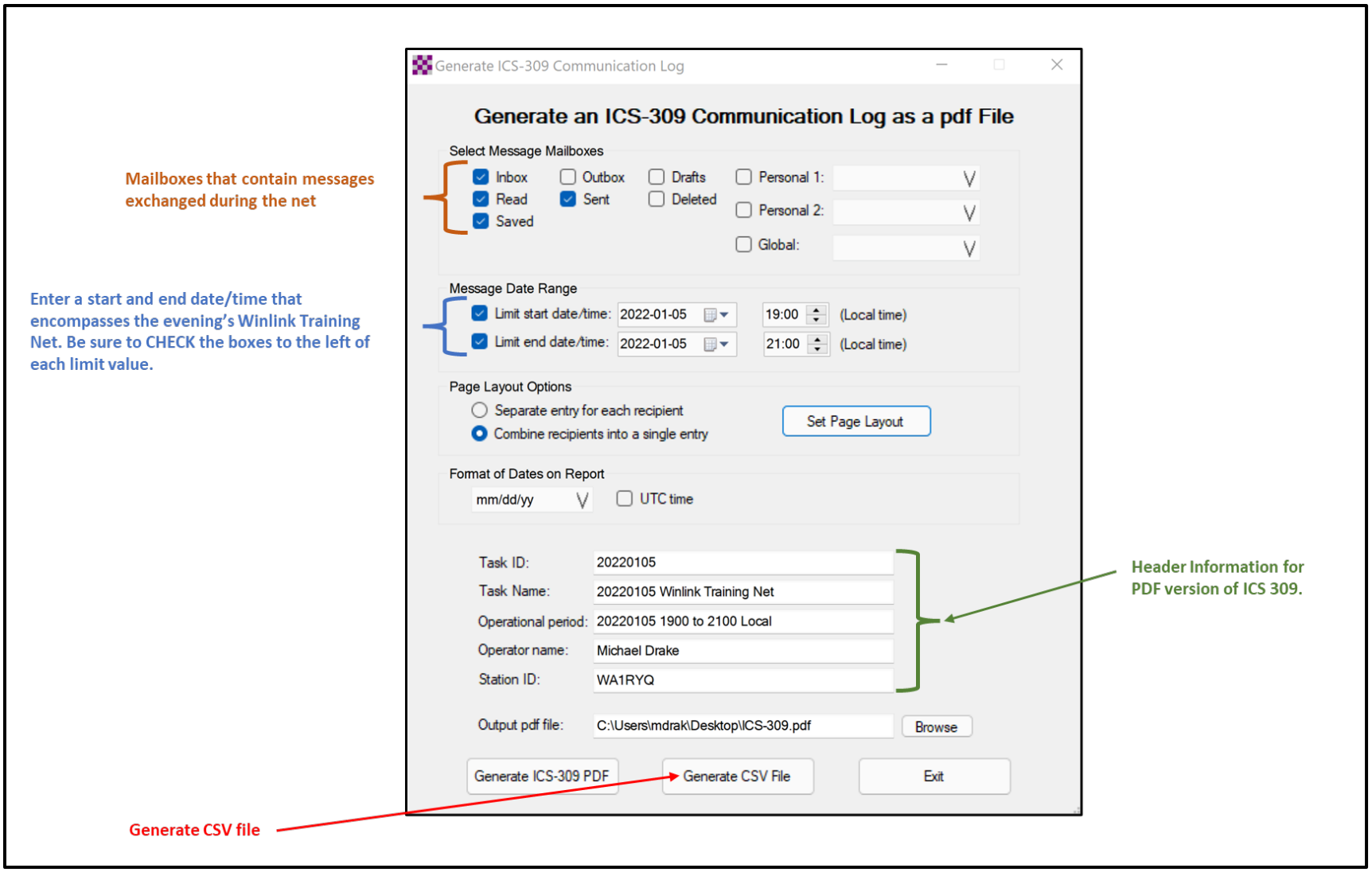

Figure 11. Winlink Generate ICS-309 Communication Log Window

a. From the Generate CSV File screen, select the columns identified in Figure 12.

b. Column Delimiter:

(1) **Notepad**: If Notepad will be used to open the CSV file, then set the Column Delimiter to ***Tab.***

(2) **MS Excel**: If Microsoft Excel will be used to open the CSV file, then set the Column Delimiter to ***Comma.***

c. Select a location for the file to be stored, and then depress the ***Generate CSV File*** button.

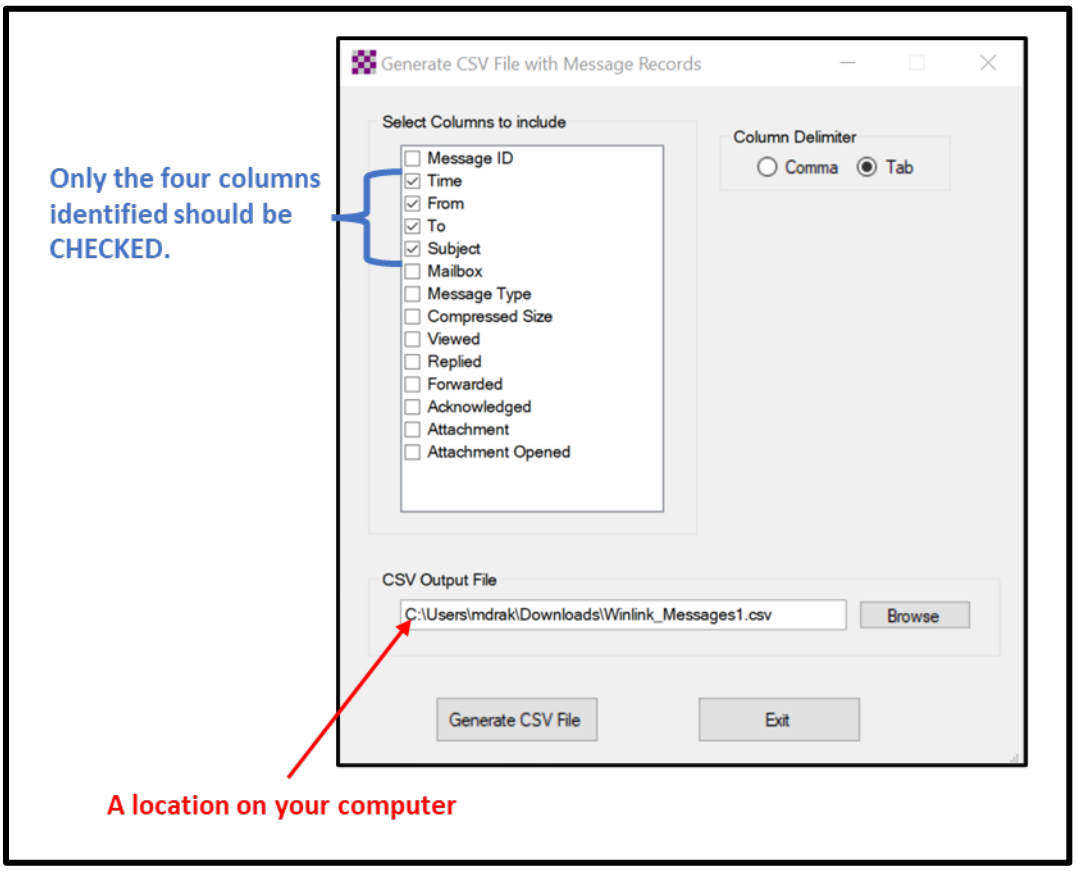

Figure 12. ICS 309 CSV Column Selection Screen

1.8.2 Winlink ICS 309 Creation

Once the CSV file has been created, you are ready to create the Winlink ICS 309 message.

a. First, create a new message and select the ICS 309 from the list of templates. Refer to Figure 13.

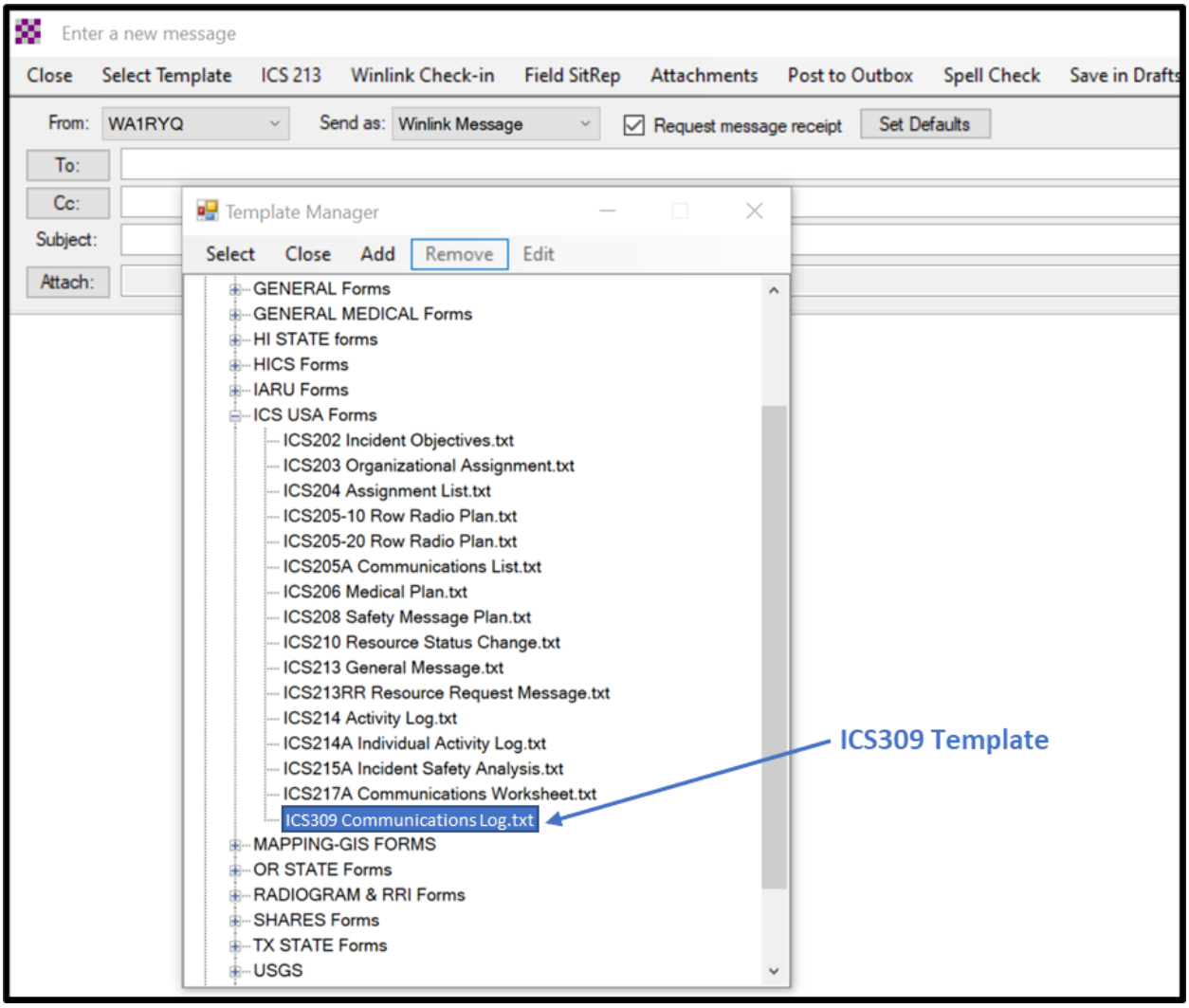

Figure 13. Winlink Template Manager

b. When the Winlink ICS 309 form is displayed, depress the ***Paste Data from a Spreadsheet*** Button. Refer to Figure 14.

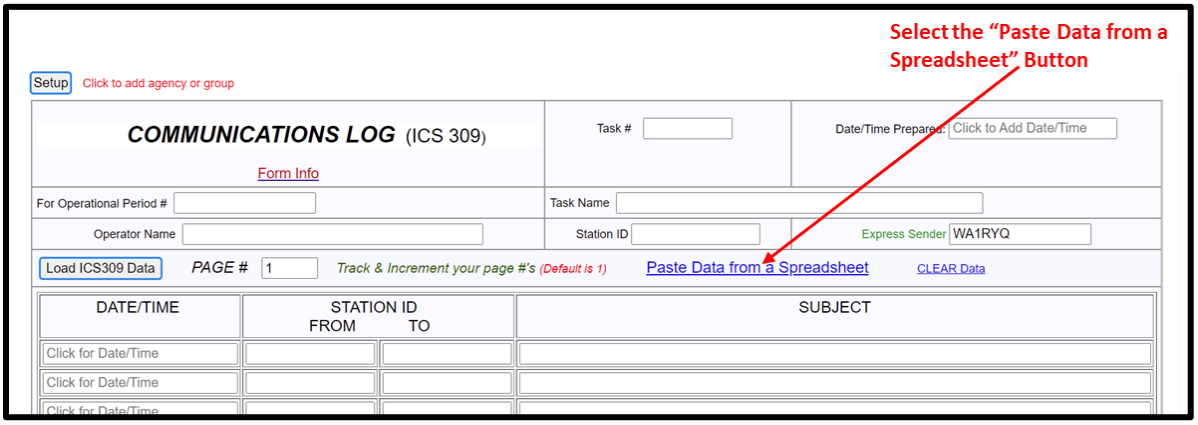

Figure 14. Winlink ICS 309 Data Entry Form

c. The Copy and Paste screen shown in Figure 15 will then be displayed.

Figure 15. Winlink ICS 309 Paste Data from a Spreadsheet Screen

1.8.3 CSV Data Copy and Paste

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. The application used to open and copy the data is dependent on the format used to create the original CSV file.

NOTE: *If the wrong application is used to select and copy the ICS 309 data, Winlink will not be able to properly create an ICS 309 message and recipients of the message will not be able to properly display the ICS 309 message data.*

1.8.3.1 Notepad

Tab delimited CSV files will need to be opened using the ***Notepad*** application. Refer to Figure 16 for an example. Select up to 30 rows of data for each ICS 309 page being created. Do not select the first line in the file containing column title information. Once the data is selected, copy the data and then paste the information into the blank field of the Copy and Paste screen.

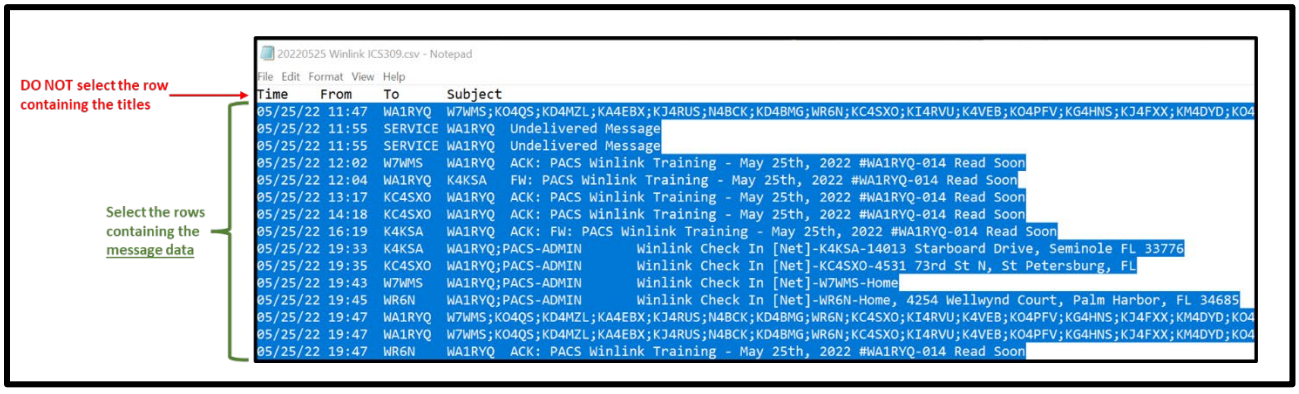

Figure 16. ICS 309 CSV File - Tab delimited: Notepad

1.8.3.2 MS Excel

Comma delimited CSV files will need to be opened using the ***MS Excel*** application. Refer to Figure 17 for an example. Select up to 30 rows of data for each ICS 309 page being created. Do not select the first line in the file containing column title information. Once the data is selected, copy the data and then paste the information into the blank field of the Copy and Paste screen.

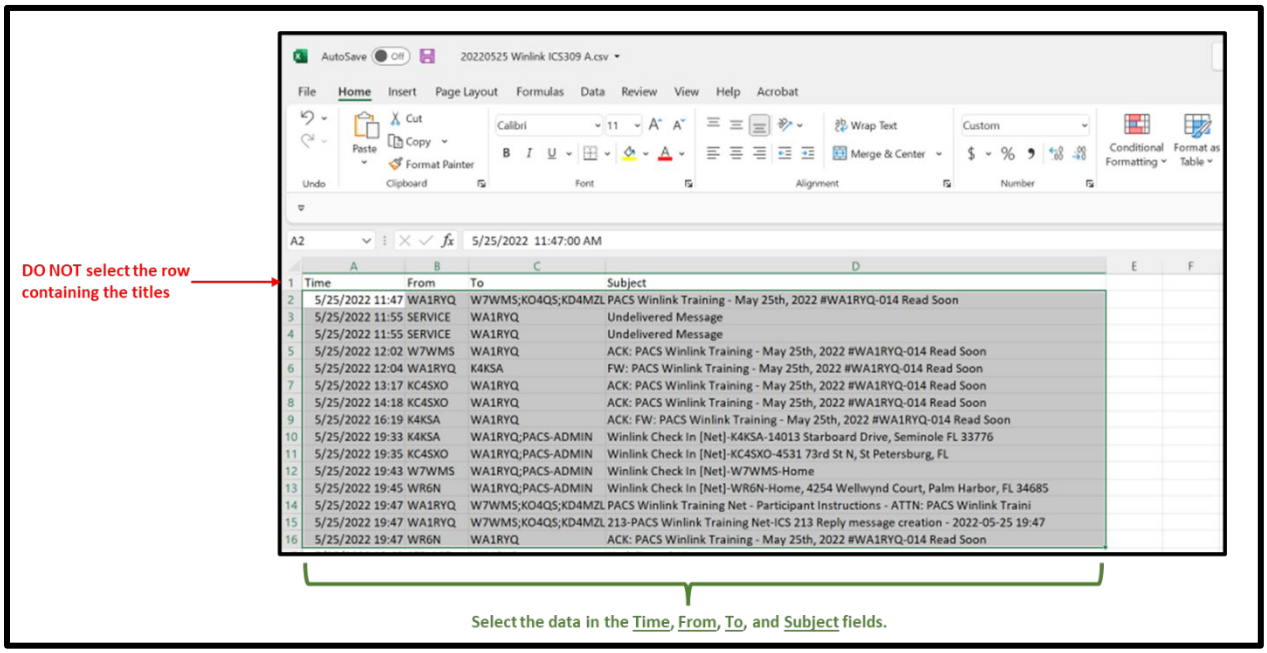

Figure 17. ICS 309 CSV File – Comma delimited: MS Excel

1.8.4 Finalizing the ICS 309

Once the data has been entered into the Copy and Paste field, depress the ***Parse Data*** button. Refer to Figure 18 for button location. This will cause a pop-up to be displayed notifying the user that the data has been parsed.

a. Depress the **Blue** OK button within the pop-up window. Winlink will then return the user to the ICS 309 screen.

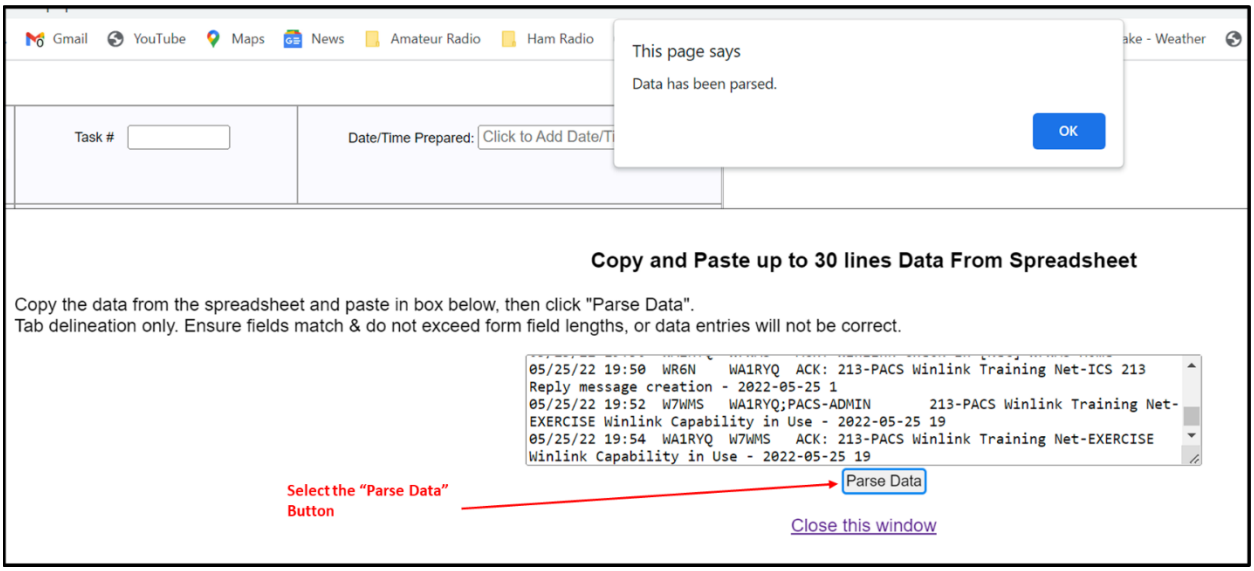

Figure 18. Winlink Copy, Paste, and Parse Window

b. Populate the remaining ICS 309 fields. Refer to Figure 19 for an example.

(1) Group Name: PACS Winlink Training Net

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

c. Once data entry is complete, depress the **green** SUBMIT button on the bottom left of the form. This will cause a pop-up to be displayed notifying the user that in order to complete the form submission, the **Blue** OK Button must be depressed. Refer to Figure 19 for button locations.

d. Depress the **Blue** OK button.

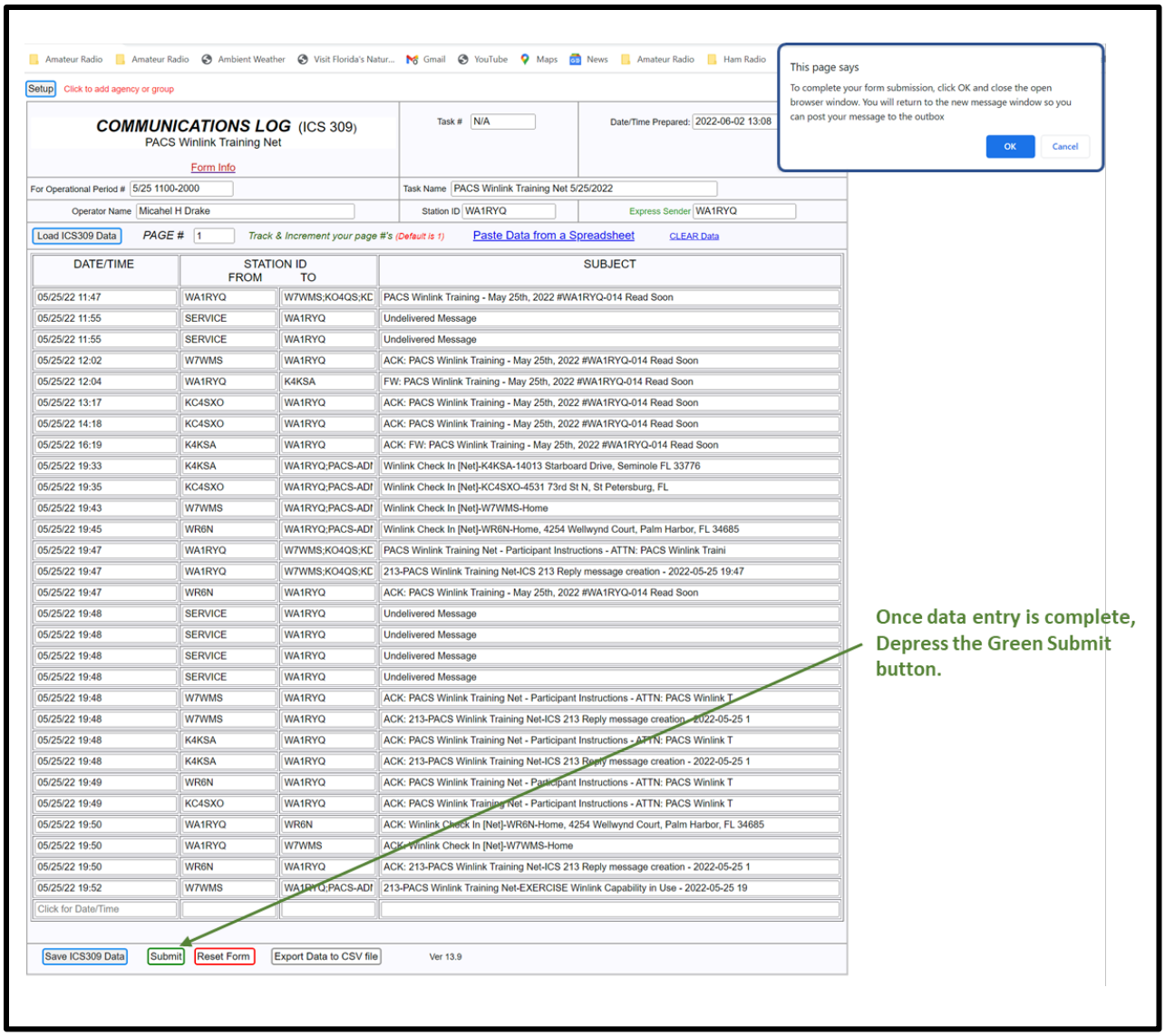

Figure 19. Completed ICS 309

e. Winlink will return to the new message window. Refer to Figure 20. The message will be populated with the ICS 309 data.

f. Address the message to the appropriate recipients and then post the message to the outbox.

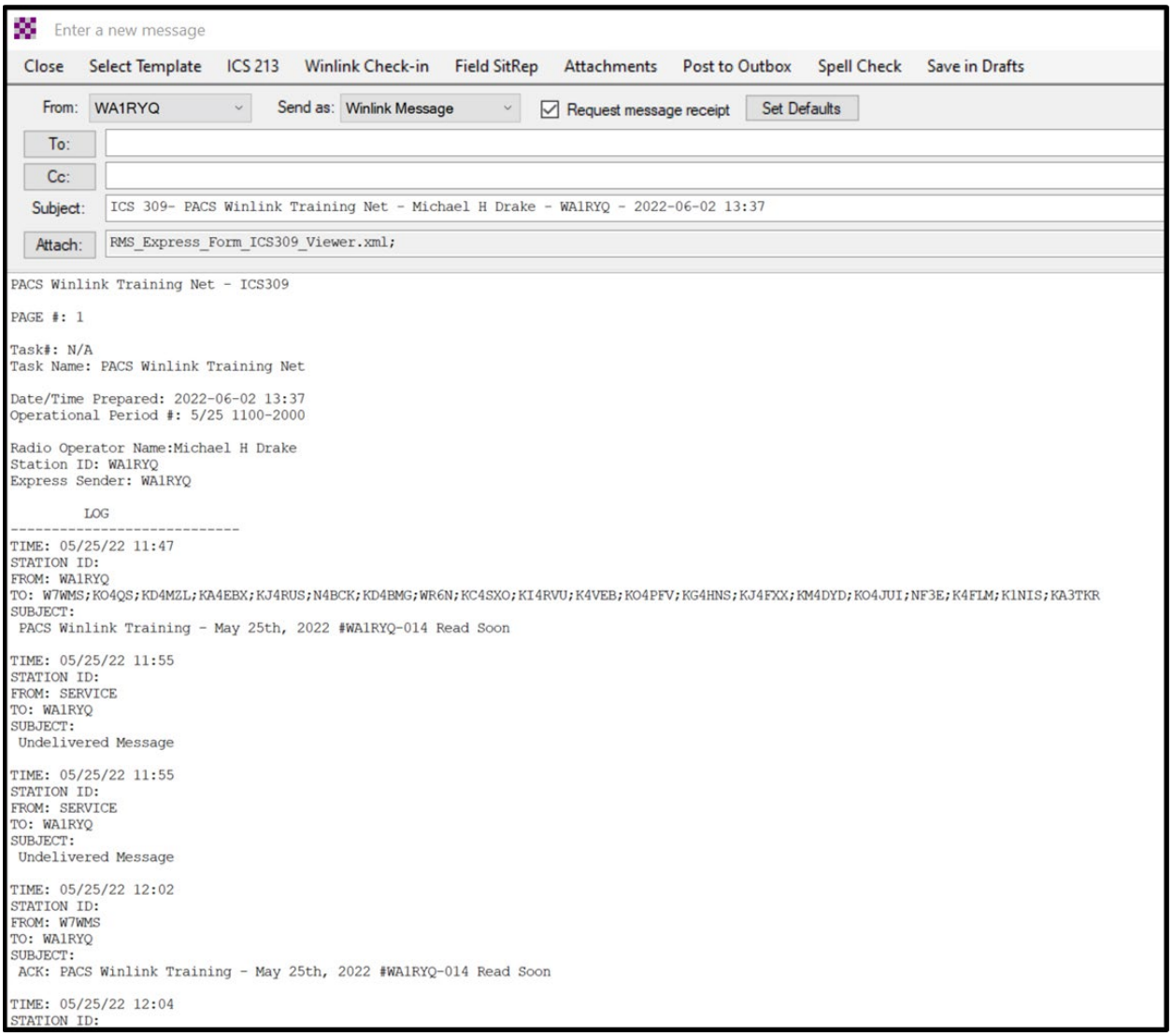

Figure 20. Winlink ICS 309 message