

## Winlink Training Bulletin #23

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*** February 1<sup>st</sup>, 2023
- 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 204 – PACS Winlink Training Group

### 1.2 ASSIGNMENT LIST:

Work assignments, special instructions, and the communications plan for the net are documented in the ICS 204 for the PACS Winlink Training Group.

### 1.3 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 brief net participants on the work assignments and special instructions contained in the Assignment List (ICS 204).
- d. The NCS will field comments and questions about the Assignment List (ICS 204) from net participants.
- e. The NCS will next direct each station to create and send a Winlink Check-In message to the NCS and the Pinellas Admin Officer.

**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. The NCS will direct each station to create and send a **Winlink GPS / Position Report**.
- g. The NCS will send a **Winlink General Message (ICS 213)** to all net participants.
- h. Using the information contained in the **Winlink General Message (ICS 213)**, create a new **Winlink General Message (ICS 213)**. Once complete, send the message to all net participants.
- i. 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 the NCS and the Pinellas Admin Officer.
- j. The NCS will field comments and questions from net participants.
- k. The NCS will remind all net participants to finalize their ICS 214 and ICS 309 and send a copy to the NCS and the Pinellas ACS Admin officer following net closure.
- l. Following the question-and-answer period, the NCS will close the net.

**END SUMMARY WINLINK BULLETIN**

## 1.4 MESSAGE INFORMATION:

### 1.4.1 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. Send To: Send completed message to the NCS and the Pinellas Admin Officer.
- g. Calls Signs of Initial On-Site Operator(s): Enter your FCC Call sign
- h. Station Contact Name: Enter your first and last 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: Weather conditions at your current location.


### 1.4.2 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.

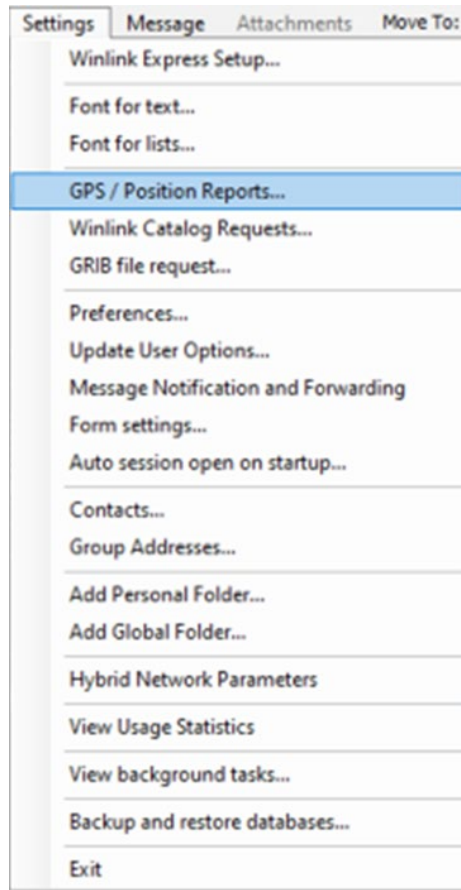
- a. Group Name: PACS Winlink Training Net
- b. Date/Time: This value should correspond to the time and date that the message is sent. Therefore, the Check-in message cannot be created ahead of time and stored as a draft.

- c. Status: NET
- d. Band: Enter the appropriate value.
- e. Mode: Enter the appropriate value.
- f. Send To: Send completed message to the NCS and the Pinellas Admin Officer.
- g. Calls Signs of Initial On-Site Operator(s): Enter your FCC Call sign
- h. Station Contact Name: Enter your first and last 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: Version of Winlink Express and Winlink Templates.

## 1.5 GPS/POSITION REPORT

Winlink units can report their current position to the Winlink system. Once reported, the Winlink Common Message Server (CMS) displays the report on a position map located on Winlink's web site and forwards the data to the Automatic Packet Reporting System-Internet System (APRS-IS). Anyone with internet access can view these position reports. APRS® applications will display Winlink position reports using the  symbol.

- a. From the Winlink Settings menu, select **"GPS / Position Reports..."**. Refer to Figure 1.



*Figure 1. Winlink Settings Menu*

- b. Once selected, the menu shown in Figure 2 will be displayed.

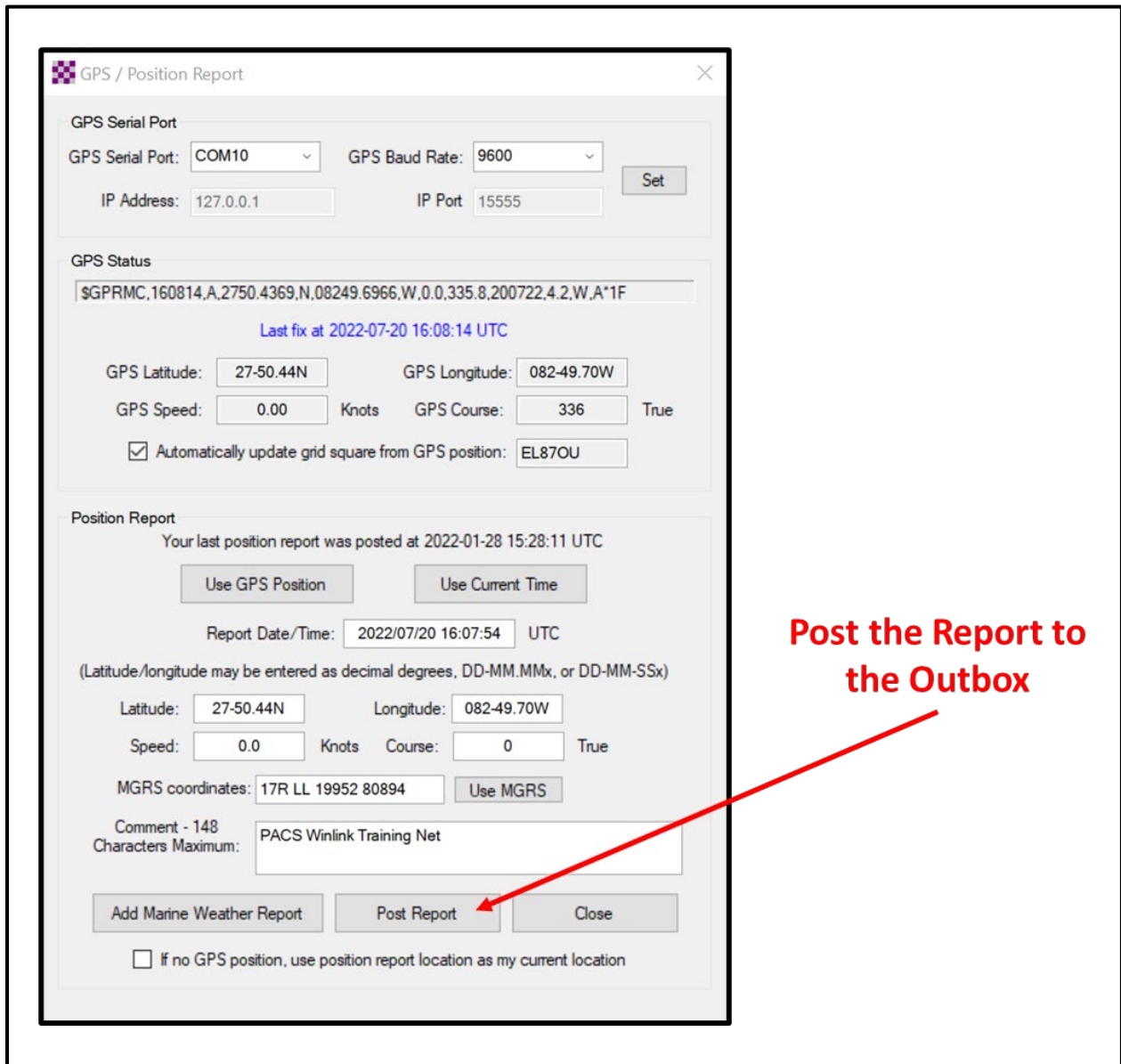


Figure 2. Winlink GPS Position Report Screen

**NOTE:** Winlink Express can be configured to import NMEA 0183 formatted GPS data through a serial COM port. Once configured, the time and position data needed to create a GPS position report will be automatically available for use in the report. If a GPS is not connected to the Winlink computer, time and position data will need to be entered into the report manually.

- c. The following information should be entered into the report.
  - (1) Report Date/Time: Universal Coordinated Time (UTC)
  - (2) Longitude
  - (3) Latitude
  - (4) Comments: PACS Winlink Training Net
- d. Post the report to the Winlink Outbox and then send the report.

## 1.6 EXERCISE FORMATTING

To become proficient at both creating and exchanging formal written traffic, ACS/ARES® 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.

Figure 3 illustrates the proper way to format an ICS 213 EXERCISE message within Winlink.

- a. Block 1 Incident Name: The first word of the incident - EXERCISE.
- b. Block 4 Subject: The first word of the subject line – EXERCISE.
- c. Block 7 Message: The first and last word of the message – EXERCISE.

Figure 4 illustrates an ICS 213 EXERCISE message that is ready for posting to the outbox.

Pinellas ACS/ARES® Winlink Training Net – February 1<sup>st</sup>, 2023

<a href="#">Setup</a> <small>Click to add an agency or group name</small>		
General Message (ICS 213) PinCo ACS		
<a href="#">Load ICS213 INITIAL Data</a>		<a href="#">Form Instructions</a>
1. Incident Name: <b>EXERCISE</b> Hurricane SPOCK 2023		
2. To (Name/Position): Clayton Parrott / Pinellas County EOC		
3. From (Name/Position): James T. Kirk / Bauder Shelter Administrator		
4. Subject: <b>EXERCISE</b> - Equipment Shortage P/	5. Date: 2023-02-01	6. Time: 14:56
7. Message:  <b>EXERCISE</b>  Bauder Elementary School shelter is critically short of cots and blankets. Request immediate delivery of additional 30 cots and blankets.  <b>EXERCISE</b>		
8. Approved by: Jonathan Archer		Position / Title: Shelter Manager
<a href="#">Save ICS213 INITIAL Data</a>	<a href="#">Submit</a> <a href="#">Reset Form</a>	Ver 41.12

Figure 3. ICS 213 Exercise Formatting



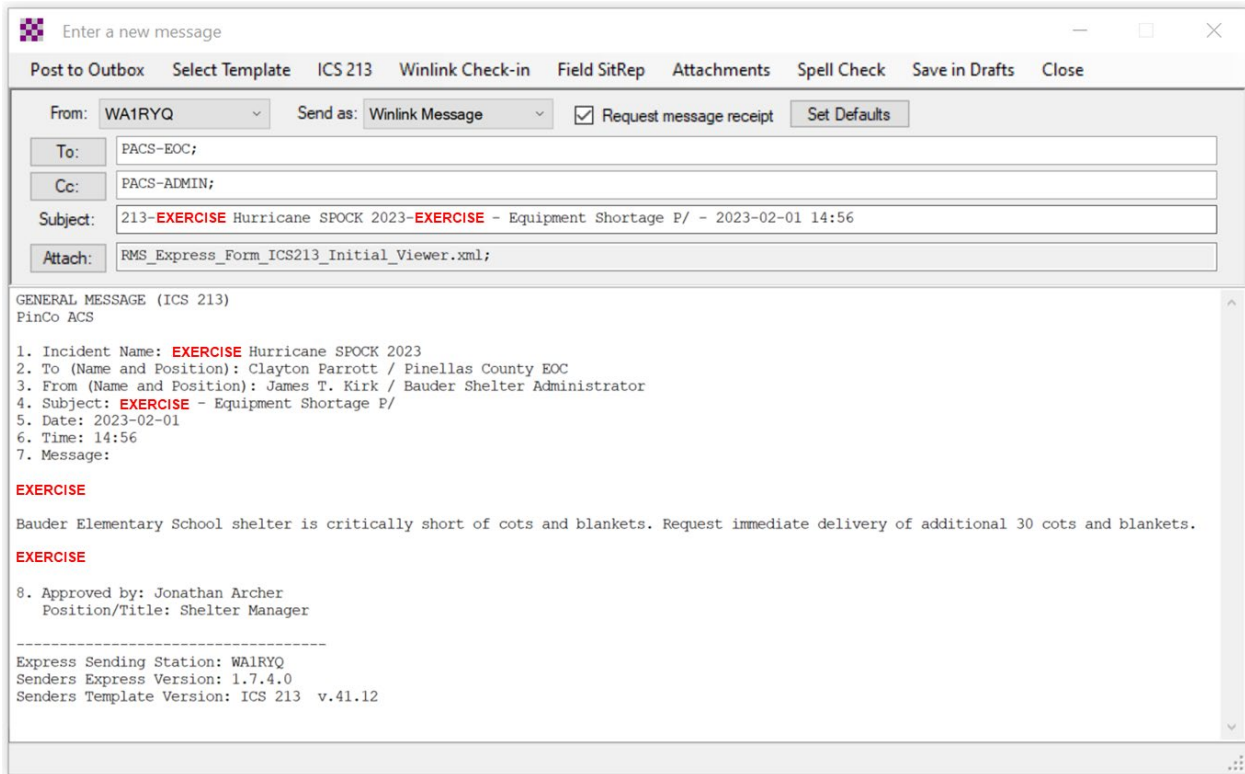


Figure 4. Winlink ICS 213 Exercise Message

## 1.7 CONFIGURE WINLINK TO ANNOTATE *PRIORITY*, *IMMEDIATE*, AND *FLASH* MESSAGES.

Message traffic with a precedence of **Priority**, **Immediate**, or **Flash** must be rapidly identified and processed as soon as possible. However, during an activation event, users may encounter a high traffic volume and find it difficult to quickly identify traffic with a high priority precedence. To assist users with the identification of high priority traffic, Winlink can be configured to highlight and sound an audible alarm upon receipt of a **Priority**, **Immediate**, or **Flash** message.

- a. Use the “Message Notification and Forwarding” option on the Settings pull-down menu to configure Winlink to make a sound when a message is received that has a precedence of **Priority** of higher. Refer to Figure 5.
- b. Select a “New message notification sound” and configure Winlink to repeat the sound until the message is read.

**NOTE:** A notification sound must be selected for Winlink to properly annotate high priority messages. If the notification sound is set to **None**, messages will not be highlighted.

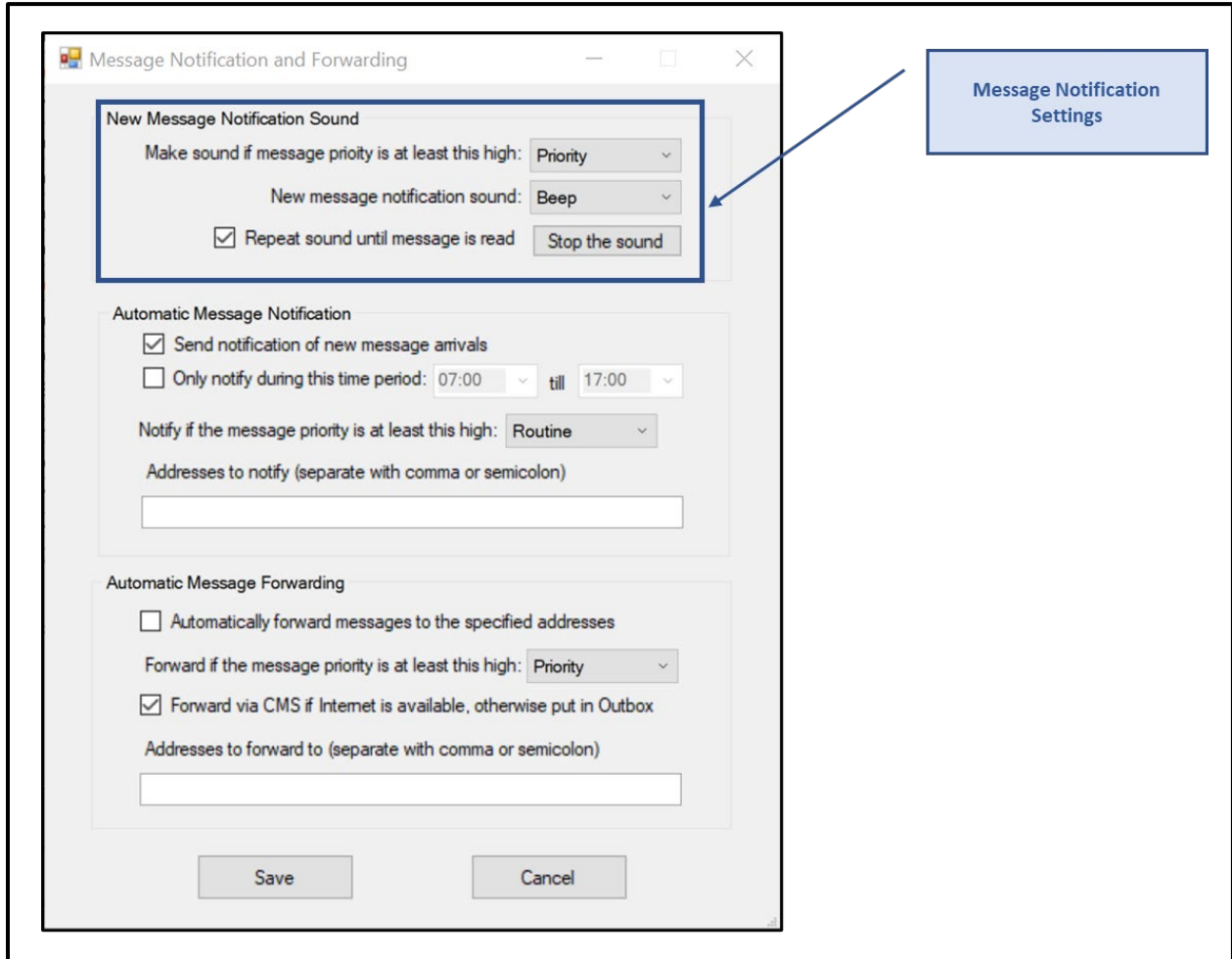


Figure 5. Message Notification Settings

## 1.8 MESSAGE PRECEDENCE

During an activation event, prioritizing the flow of information is a critical component of information management. Precedence is the message attribute that enables a user to prioritize each message properly.

Four precedence levels are defined within Winlink. Messages generated by ACS/ARES® will only be assigned a Winlink precedence of ROUTINE, PRIORITY, or IMMEDIATE. Under no

circumstances will any message be assigned a Winlink precedence of FLASH. When creating a new message, Table I should be used to identify the Winlink precedence that corresponds to the appropriate ARRL® NTS™ precedence definition.

**NOTE:** *A space character must proceed to precedence flag in the subject line.*

**Good:** *Subject: this is a test message P/*

**Bad:** *Subject: this is a test messageP/*

For additional information about message precedence, refer to paragraph 5.1.2 of the *Pinellas County ACS/ARES® Emergency Communication Plan and Standard Operating Procedures* document.

<b>Table I. WINLINK Message Precedence</b>			
<b>Winlink Precedence</b>	<b>ARRL® NTS™ Precedence</b>	<b>SUBJECT LINE Priority Indicator</b>	<b>Notes</b>
FLASH (Z)	N/A	Z/	<b><i>DO NOT USE</i></b>
IMMEDIATE (O)	EMERGENCY	O/	
PRIORITY (P)	PRIORITY	P/	
ROUTINE (R)	ROUTINE	R/	Default for all messages