

Winlink Training Bulletin #24

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 15th, 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) Incident Action Plan - PACS Winlink Training Group

1.2 ASSIGNMENT LIST:

Work assignments, special instructions, and the communications plan for the net are documented in the Incident Action Plan (ICS 204 and ICS 205) 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) and Incident Communication Plan (ICS 205).
- d. The NCS will field comments and questions about the Assignment List (ICS 204) and Communications Plan (ICS 205) 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 send a **Winlink General Message (ICS 213)** to all net participants.
- g. Using the information contained in the **Winlink General Message (ICS 213)**, create a **Resource Request Message (ICS 213RR)**. Once complete, send the message to the NCS and the Pinellas Admin Officer.
- h. 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.
- i. The NCS will field comments and questions from net participants.
- j. 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.
- k. 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: PinCo ACS 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: PinCo ACS 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 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 1.
- 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.*

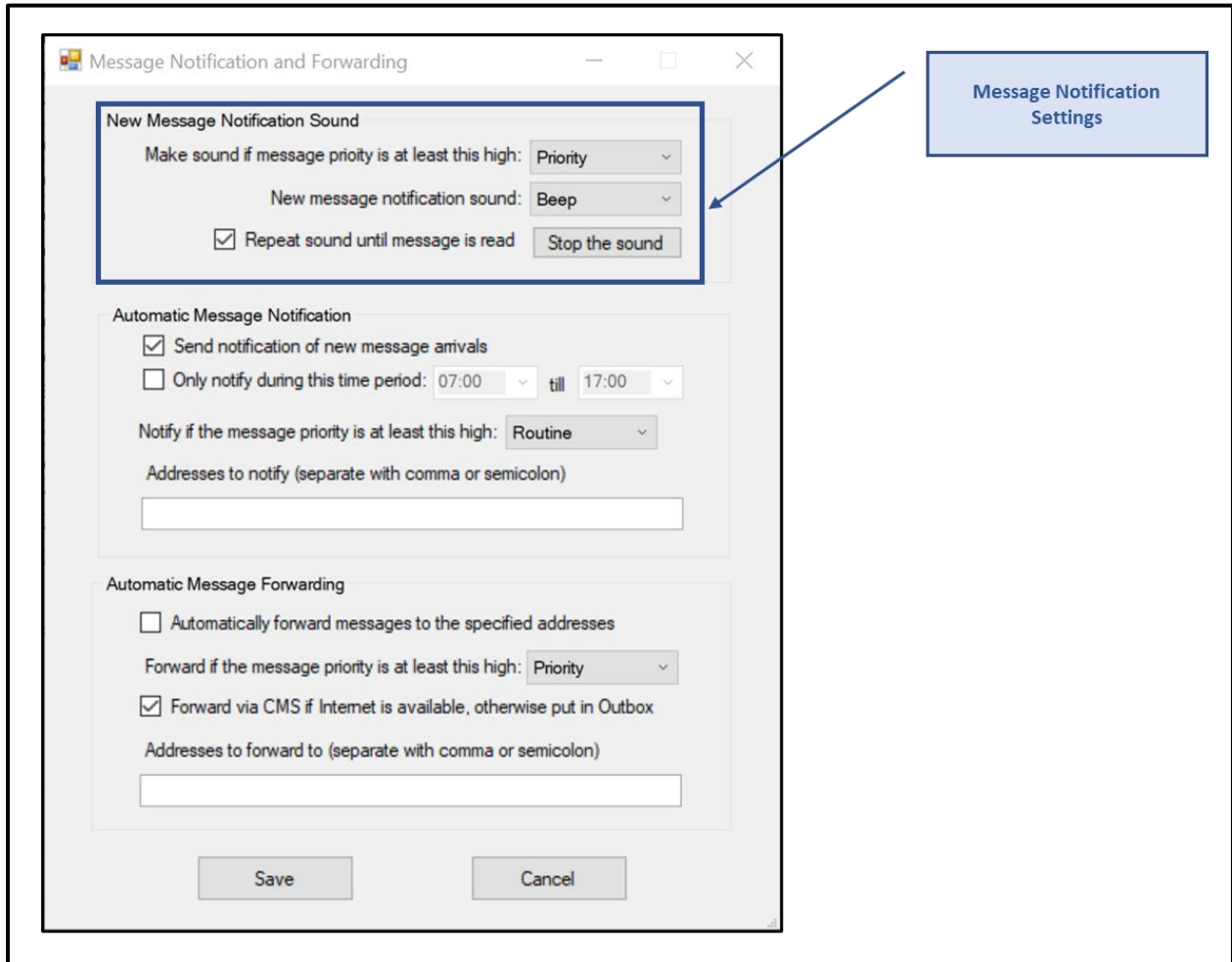


Figure 1. Message Notification Settings

1.6 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.

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

1.7 WINLINK ICS 213RR FORM:

Refer to Figure 2 and Figure 3 for the information and guidance needed to complete the requested Resource Request form, ICS 213RR

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RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name: [Text Field] 2. Date/Time: [Text Field] Load ICS213RR Data Form Info

3. Resource Request Number: [Text Field]

REQUESTER

4. Order: *Use additional forms when requesting from a different source or vendor to fill request (s)*

Qty	Kind	Type	Detailed Item Description: Vital characteristics, brand, specs, experience, size, etc.	Item Description	Requested	Estimated	Cost

5. Delivery/Reporting Location: [Text Field]

6. Substitutes and/or Suggested Sources: [Text Field]

7. Requested by Name/Position: [Text Field] 8. Priority: Low Routine URGENT

9. Section Chief Name for Approval: [Text Field]

LOGISTICS

10. Logistics Order Number: [Text Field]

11. Supplier Phone/Fax/Email: [Text Field]

12. Name of Supplier: [Text Field] 12A Point of Contact: [Text Field]

13. Notes: [Text Field]

14. Name of Auth Logistics Rep: [Text Field] 15. Date/Time: [Text Field]

16. Order Was Requested By: [Text Field] *Indicate Unit / Section or Person who is to get this order.*

FINANCE

17. Reply/Comments from Finance: [Text Field]

18. Finance Section Chief Name: [Text Field] 19. Date/Time: [Text Field]

Save ICS213RR Data Submit Reset Form ICS 213RR v 14.4

Annotations:

- Incident Name as provided by ACS EC/RO.
- Should include Winlink Tactical Address and a serial number (e.g., PACS-SHTR2-001). If multiple 213RR messages are sent, the serial number will enable EOC team to differentiate between requests.
- Enter Quantity for each item (e.g., One line for Blankets, a second line for cots, etc.)
- Location where requested items are to be delivered. Location name and address should be used in all cases; however, if destination is a well-known location, full street address may be optional.
- Name and Position of Served Agency Partner Requesting material (e.g., Shelter Administrator); NOT the ACS/ARES® Operator.
- Name and Position of Pinellas County Logistics Section Chief Authorizing Request.
- Date and time (24Hr Local) that request was submitted.
- Enter Requested delivery Date/Time (24Hr Local) for each item (e.g., One line for Blankets, a second line for cots, etc.)
- Enter detailed description for each item (e.g., One line for Blankets, a second line for cots, etc.)
- Priority determined by Served Agency Partner; NOT the ACS/ARES® Operator.
- NOTE: This field will be filled in automatically by Winlink with the date, time, and call sign of the sending station.

Figure 2. Resource Request Form ICS 213RR

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Should include Tactical Address and a serial number. If multiple 213RR messages are sent, the serial number will enable team to differentiate between requests.

Location where requested items are to be delivered. Location name and address should be used in all cases; however, if destination is a well-known location, full street address may be optional.

Should include both NAME and POSITION (Instructions were not clear)

Should include Date and Time material is needed.

In the scenario presented, the requested priority was URGENT.

NOTE: This field will be filled in automatically by Winlink with the date, time, and call sign of the sending station.

Setup
Click to add an agency or group name

RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name **EXERCISE 20230215 Winlink**
2. Date/Time **2023-02-15/1950** Load ICS213RR Data Form Info

3. Resource Request Number **PACS-SHTR13-001**

REQUESTER

4. Order Use additional forms when requesting from a different source or vendor to fill request (s)

Qty	Kind	Type	Detailed Item Description; Vital characteristics, brand, specs, experience, size, etc.	Requested	Estimated	Cost
250			Meals Ready to Eat	2023-02-15/2200		
20			Boxes of toilet paper, qty 10 roll per box	2023-02-15/2200		
250			16 OZ BOTTLES OF DRINKING WATER	2023-02-15/2200		

5. Delivery/Reporting Location **GIBBS HIGH SCHOOL (Add Street address)**

6. Substitutes and/or Suggested Sources

7. Requested by Name/Position **Montgomery Scott / SHELTER ADMINISTRATOR**

8. Priority Low Routine **URGENT**

9. Section Chief Name for Approval

LOGISTICS

10. Logistics Order Number

11. Supplier Phone/Fax/Email

12. Name of Supplier 12A Point of Contact

13. Notes

14. Name of Auth Logistics Rep 15. Date/Time Click to Add Date/Time

16. Order Was Requested By Indicate Unit / Section or Person who is to get this order.

FINANCE

17. Reply/Comments from Finance

18. Finance Section Chief Name 19. Date/Time Click for Date/Time

Save ICS213RR Data
Submit
Reset Form

ICS 213RR v. 14.4

Figure 3. Example ICS213RR - Resource Request