

Winlink Training Bulletin #26

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*** March 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)** with three attachments to all net participants.
- g. The NCS will request that each net participant acknowledge receipt of the ICS 213.
- h. The NCS will direct each station to create a new ICS 213 general message by using the information attached to the **Winlink General Message (ICS 213)** and the task description for Part I. Once complete, each station should send the message to the NCS.
- i. The NCS will direct each station to create a second ICS 213 general message by using the information attached to the **Winlink General Message (ICS 213)** and the task description for Part II. Once complete, each station should assign the message a precedence of **PRIORITY** and send the message to all net participants.
- j. The NCS will direct each station to create a third ICS 213 general message by using the information attached to the **Winlink General Message (ICS 213)** and the task description for Part III. Once complete, each station should assign the

message a precedence of **IMMEDIATE** and send the message to all net participants.

- k. 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.
- l. The NCS will field comments and questions from net participants.
- m. 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.
- n. 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** or 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.

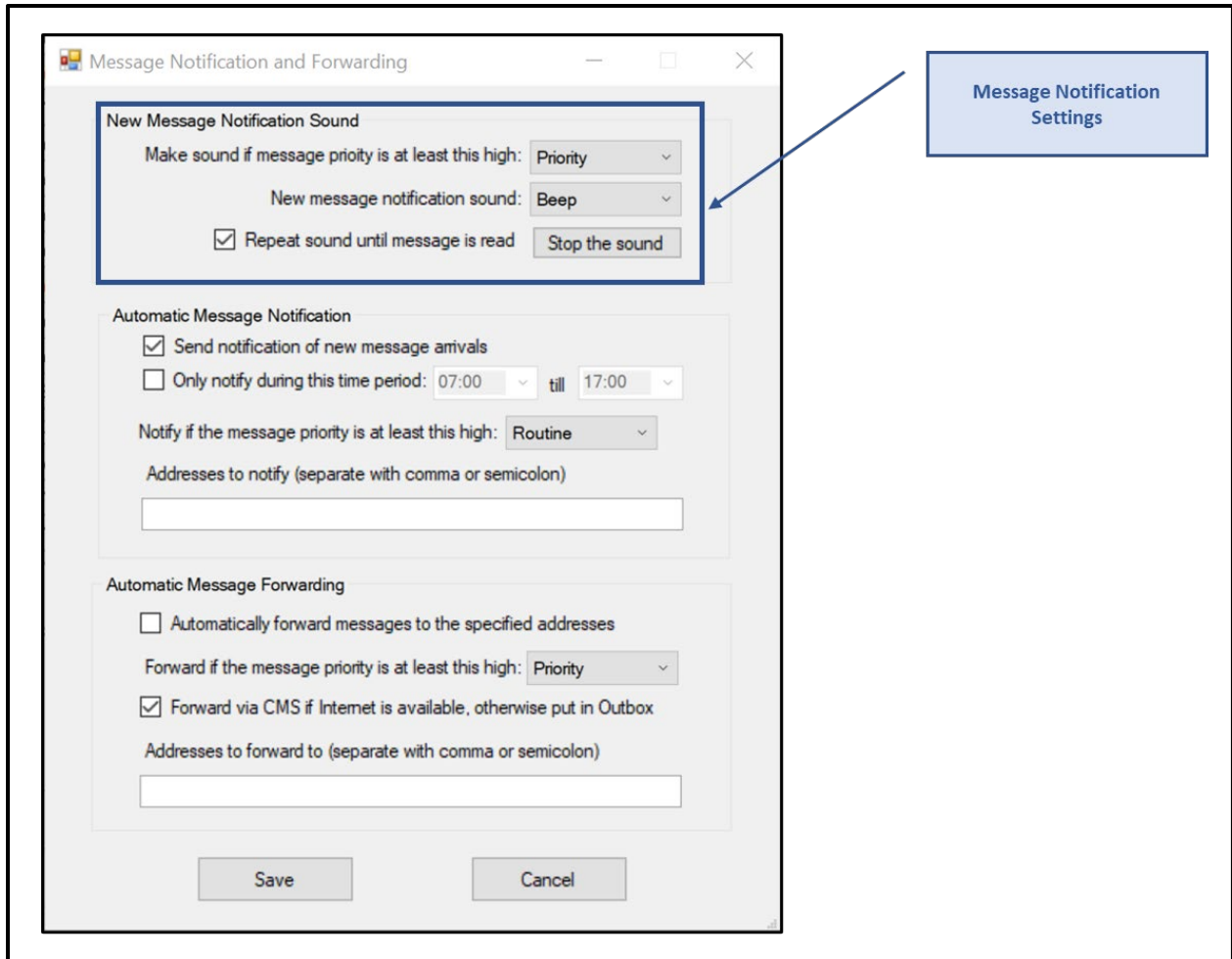


Figure 1. Message Notification Settings

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 IMPORT SERVED AGENCY PARTNER DATA:

Winlink ICS HTML forms can also be exported to non-Winlink users so that they can enter data directly into Winlink HTML forms, save form content to text files, and provide the text files to Winlink operators. Once loaded into the Winlink computer, these text files can be loaded directly into the applicable ICS form.

- a. From Winlink Express, open a New Message and then select the template for ICS 213.
- b. Once the template has opened, depress the Load ICS213 INITIAL Data Button. This will cause an explorer window to open.
- c. Use Explorer to locate the ICS-213 text file for part II. Once the file has been selected, press the Open button. This will cause the ICS 213 message to be populated with the data supplied in the text file.
- d. Do not modify the contents of the ICS 213 message.
- e. Depress the Submit Button and then address the message to all Net participants.

Pinellas ACS/ARES® Winlink Training Net – March 15th, 2023

[Setup](#) Click to add an agency or group name

General Message (ICS 213)
PinCo ACS Winlink Training Net

[Load ICS213 INITIAL Data](#) [Form Instructions](#)

1. Incident Name: Incident name is optional

2. To (Name/Position):

3. From (Name/Position):

4. Subject: 5. Date: 6. Time:

7. Message:
Be Brief and Concise

8. Approved by: Position / Title:

[Save ICS213 INITIAL Data](#) [Submit](#) [Reset Form](#) Ver 41.12

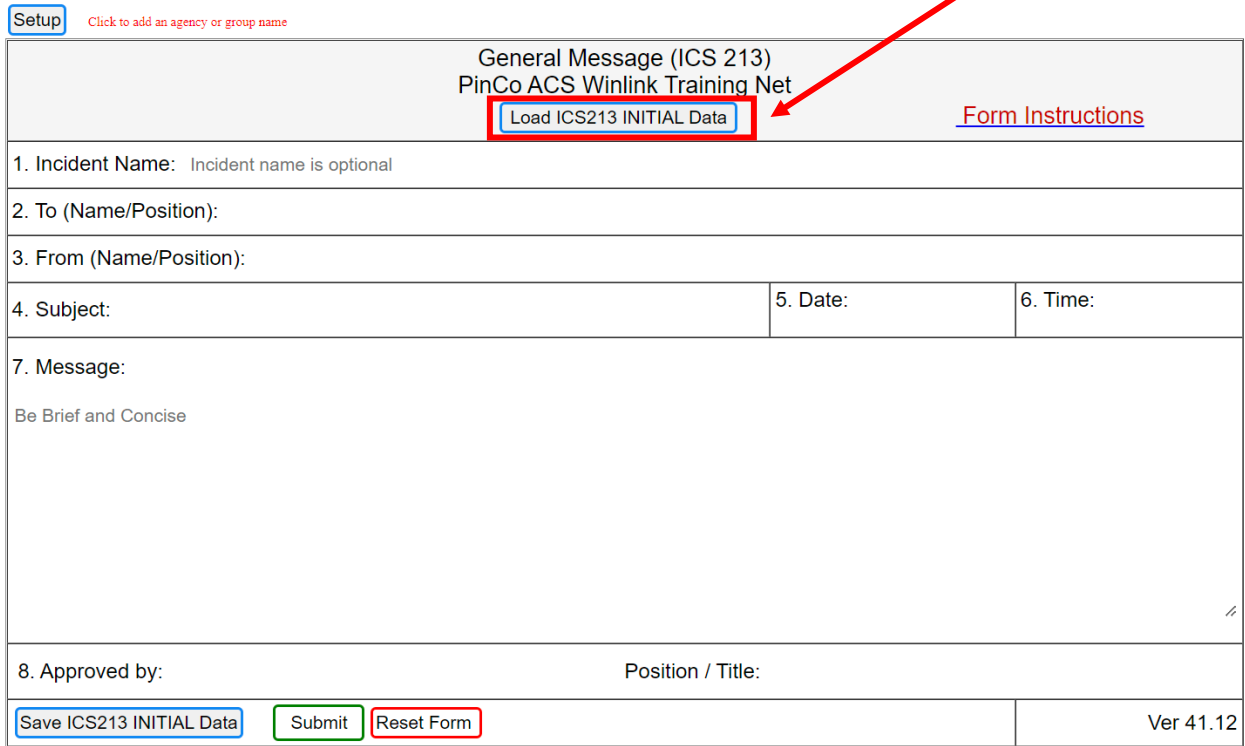


Figure 2. ICS 213 Message - Load Initial Data