AMATEUR RADIO EMERGENCY SERVICES®
Emergency Coordinator – Rick Reichert, NJØP

Kansas District 4 Zone C
Leavenworth County

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Subject: ARES 2Q2022 Test/Exercise - Winlink April 23, 2022

Purpose. This is a familiarization exercise meant to introduce beginners to the over-the-air Winlink and to reinforce Winlink proficiency for those already familiar with the application.

Concept. To complete the exercise, each participant will use 2 different ICS forms, one of which is an ICS-213. The forms will be sent over-the-air using any digital mode the station is capable of using. One of the two forms must be sent in a message using the peer-to-peer mode. When the preceding tasks are completed, a final message, and ARL Radiogram formatted for the National Traffic System should be sent by any means that will ensure its delivery to NJØP, the Emergency Coordinator. Upon successful completion, the EC will update everyone's ARES Task Books with the following five tasks competed:

- Write and send an ICS-213
- Proficiency using ICS Forms
- Operate a V/UHF digital message station
- Operate a V/UHF digital messaging station in peer-to-peer mode
- Create and send an ARL Radiogram for the National Traffic System (NTS)

Options. For members who do not have the capability to send Winlink message over-the-air, a station will be available at Saint John Hospital at the Amateur Radio Communications Center.

Detailed Instructions.

Open Winlink Express on your computing device. Current version is 1.6.3.0. If Winlink indicates that the Template Manager needs to update, please let it update and restart Winlink before proceeding. Standard Templates version is currently 1.0.187.0.

1. **Write and send an ICS-213, the General Message form**.
    a. Select Message from the menu bar.
    b. Select New Message from the dropdown menu
    c. In the Enter a New Message window, select Select Template on the menu bar.
    d. In the Template Manager, expand Standard Templates by clicking the + box.
    e. Expand the ICS USA Forms line by clicking the + box on that line.
    f. Double-click on ICS213 General Message.txt. A browser window will pop open.
    g. In the General Message (ICS 213) form in your browser:
        i. Click SETUP (upper-left hand corner)
        ii. Enter Agency/Group Title as: KS-LV-ARES
            1. Incident Name: Winlink Challenge
            2. To (Name/Position): Rick Reichert / Emergency Coordinator
            3. From (Name/Position): Enter your name and optionally any title you wish.
            4. Subject: Enter ARES 2Q Test
            5. Date: Clicking in the date field will insert your system date.
            6. Time: Clicking in the time field will insert your system time.
            7. Message: Feel free to express yourself.
            8. Approved by: Enter your name. Position / Title: Enter your callsign.
        iii. Check your work. Correct any errors before you click Submit,
        iv. Click Submit. Then click OK in the pop-up window.
        v. You can close your browser.
    h. You should see your filled message in the Enter a new message window.
    i. Check to make sure the Send as drop-down menu displays Winlink Message.
    j. Optionally check the box to the left of Request message receipt.
    k. In the To: line enter NJ0P (The third character is a zero (0), not the letter O)
    l. In the Cc: line you may optionally enter your internet email address.
    m. Click Post to Outbox on the menu bar. You will see your Outbox counter in the main Winlink window increment by 1.

2. **Operate a V/UHF digital message station**. Although other programs, such as FLDIGI, are capable of sending ICS forms, this exercise targets Winlink as the preferred application. The act of sending the message generated in the first task above satisfies this step. With a message in the Winlink Outbox:
    a. In the Open Session: drop-down on the menu bar, select a Winlink mode other than Telnet Winlink for which your station is equipped. The most popular mode in this area is Packet Winlink.
    b. Click the words Open Session:. A Winlink Session window will open appropriate for the mode selected.
    c. If Channel Selection is an option on the Session menu bar, click on it. If your location is set correctly in Winlink, you should see a list of available Winlink gateways. If you need to set your location:
        i. Use https://mgrs-mapper.com/app to determine your MGRS info.
        ii. In Winlink Setting -> GPS/Position Report, enter your MGRS coordinates from step i. and click Use MGRS. Then close the GPS/Position Report window.
    d. Click Start to deliver your message(s) to the Winlink gateway.

3. **Write and send an ICS form other than ICS-213**.
    a. Select Message from the menu bar.
    b. Select New Message from the dropdown menu
    c. In the Enter a new message window, select Select Template on the menu bar.
    d. In the Template Manager, expand Standard Templates by clicking the + box.
    e. Expand the ICS USA Forms line by clicking the + box on that line.
    f. Select any ICS form on the list except ICS213 General Message.txt. ICS forms are the primary way agencies exchange record communications during an emergency. Recommend that you use ICS213RR Resource Request Message.txt. This will be the easiest form to fill out and the second most-likely form you'll be using in a real incident.
    g. If you select the ICS213RR form:
        i. In the Resource Request Message (ICS 213 RR) form in your browser:
        ii. Click SETUP (upper-left hand corner)
        iii. Enter Agency/Group Title as: KS-LV-ARES
            1. Incident Name: Winlink Challenge
            2. Date/Time: Clicking in the date field will insert your system date and time.
            3. Resource Request Number: Enter EXERCISE MESSAGE
            4. Order: Please fill out only one (1) line. Use your imagination for what you want.
            Fields 5. through 6. and 9. through 18. may be left blank.
            7. Requested by Name/Position: Enter your name and callisgn.
            8. Priority: Your choice, one must be picked, but please avoid using URGENT so the system does not flag your message.
        iv. Check your work. Correct any errors before you click Submit,
        v. Click Submit. Then click OK in the pop-up window.
        vi. You can close your browser.
    h. You should see your filled message in the Enter a new message window.
    i. Do not send (yet)! See Task 4 before placing this message in the Outbox.

4. **Operate a V/UHF digital messaging station in peer-to-peer mode.** Winlink messages can be transmitted to a mail server (RMS Gateway) to be retrieved by the addressee at a later time. For emergency communications, it may be necessary to send a message directly from one station to another in real time, called peer-to-peer. The message in Task 3 above should be sent to a station using peer-to-peer mode. At this point, your ICS message should be populated in your Enter a new message window:
    a. **Finish the message for posting**
        i. In the line above the To: field, change Send as: from Winlink Message to Peer-to-Peer Message.
        ii. Check the Request message receipt box if you want a confirmation message.
        iii. In the To: line, enter the callsign of a Winlink station set up for Peer-to-Peer. You'll notice that the CC: line is grayed out. A peer-to-peer message can only be delivered to the addressee in the To: line.
        iv. Click Post to Outbox on the menu bar. You will see your Outbox counter in the main Winlink window increment by 1.
    b. Send the Message to a Peer Station
        i. If you have a Winlink communication session open, close it. At this point, you should only have the main Winlink Express window open.
        ii. On the menu bar, click the Open Session: drop down and select a P2P communications session for which your station is equipped. Most likely, you'll be using Packet P2P.
        iii. Click on the words Open Session: on the menu bar. A Peer-to-Peer Session window will open.
        In the Peer-to-Peer Session window:
        iv. For Connection type: use the dropdown to select Direct.
            1. If you know that you must digipeat to get to your target peer station, select Digipeater.
            2. Enter the digipeater callsign in the first Via blank.
        v. Enter the peer station callsign in the blank just to the left of the word Via.
            1. An SSID (the dash and a number after the callsign) may be necessary. Check with your peer station operator.
            2. If you wish, NJ0P will be set up as a Peer station from noon, Friday, April 22 until 11:00 am, Saturday, April 23.
        vi. Click Start and your message(s) should be sent to the target peer station.

5. **Create and send an ARL Radiogram for the National Traffic System**. Although non-incident related communications can still use ICS format, there is an Amateur-specific way to handle record communications on behalf of a third party: Radiograms. To expedite message handling for common texts, there are ARL Numbered Radiograms. This task is for familiarization only. Using Winlink, even a first-time NTS message preparer can properly format a message for NTS.
    a. Create an NTS-formatted ARL Radiogram
        i. Select Message from the menu bar.
        ii. Select New Message from the dropdown menu
        iii. In the Enter a New Message window, select Select Template on the menu bar.
        iv. In the Template Manager, expand Standard Templates by clicking the + box.
        v. Expand the Radiogram & RRI Forms line by clicking the + box on that line.
        vi. Double-click on Radiogram.txt. A browser window will pop open.
        vii. Follow the sample provided in Figure 4 to send a greeting to your Emergency Coordinator.
            1. Abbreviated ARRL Message Form Instructions are available starting on page 33 in the ARES Field Resources Manual.
            2. The following fields are system generated:
                a. Number
                b. Check
                c. Time – if you select other than No Time
                d. Date – if you select other than No Time
                e. MESSAGE TEXT Check:
            3. Customize the following fields with your information:
                a. Station of Origin
                b. Place of Origin
                c. Signature (name) of person for whom message originated:

4. Use the following fill-in information unless you are familiar with the ARL Radiogram:
    a. Precedence: R
    b. Handling Instructions: NONE
       TO:
    c. Name: Rick Reichert
    d. Call Sign: NJ0P
    e. Address: 620 S Hickory Trl
    f. State or Province: KS
    g. Zip: 66043
    h. Phone: 913-727-3577
    i. E-Mail: nj0p@arrl.net (which wwill be automatically converted to text only "NJ0P ATSIGN ARRL DOT NET"
    j. Op Note about this Radiogram: EXERCISE MESSAGE
    k. Message Text: ARL FIFTY
    l. NOW CLICK HERE and select a Liaison Station: Select RRI-Region10
5. Check your work and then click Submit
6. You may close the browser window.
7. You should see your formatted message in the Enter a new message window.
8. Delete the address in the To: Line and replace it with NJ0P
9. Delete the address in the Cc: window
10. Ensure Send as: drop down is Winlink Message.
11. Optionally check Request message receipt
12. Post to Outbox and send using instructions in Task 2 via radio or via Winlink Telnet.

Conclusion. At the end of the 2Q Winlink Challenge, you will have accomplished the following:

- Sent 3 Winlink messages
- Used two different over-the-air Winlink communications modes
- Claimed proficiency in the use of multiple ICS forms
- Created a properly NTS-formatted ARL Radiogram
- Complete five (5) Task Book tasks
- Have conquered the Winlink Challenge
- Made your Emergency Coordinator very happy!

73 de Rick, NJ0P

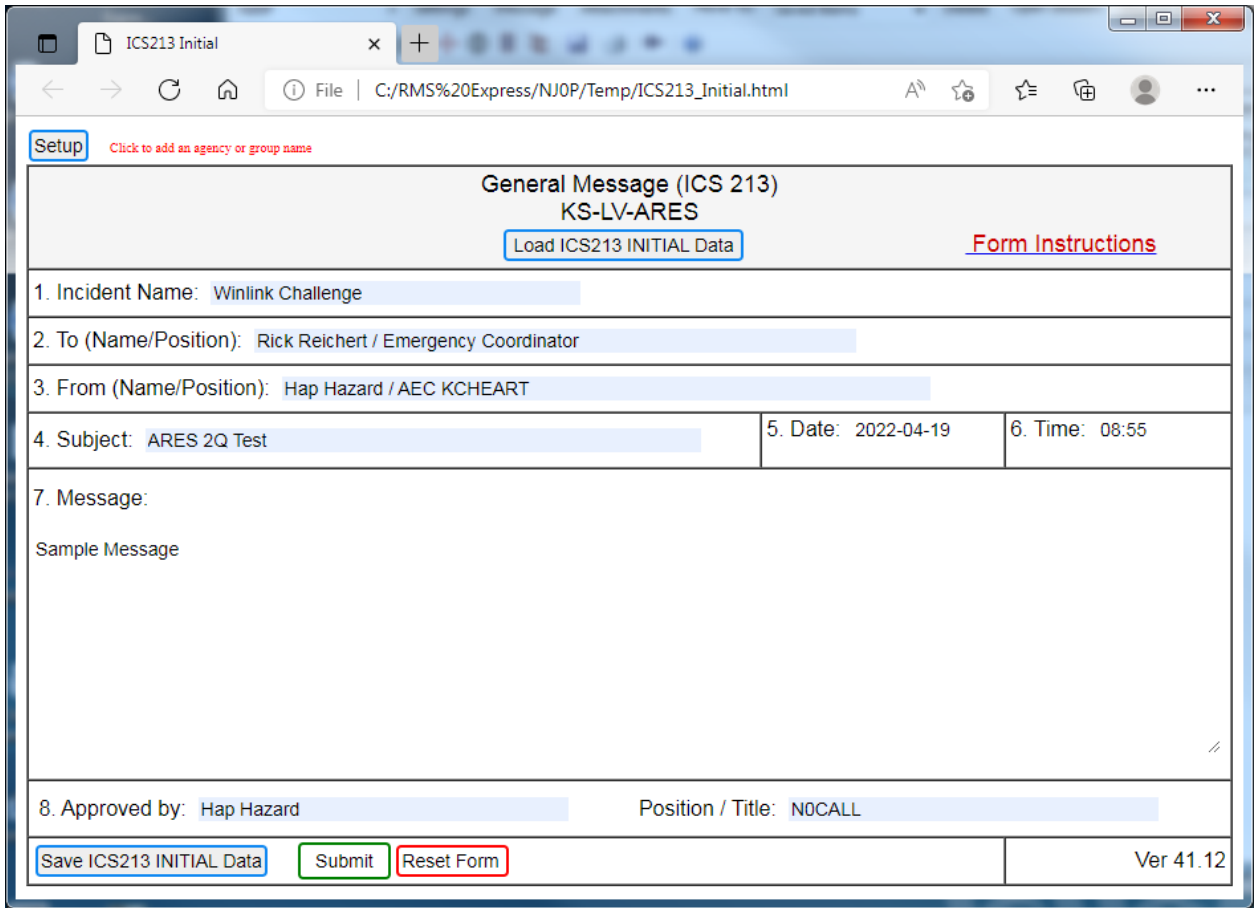

Figure 1: Sample ICS-213 Message in the Browser Window

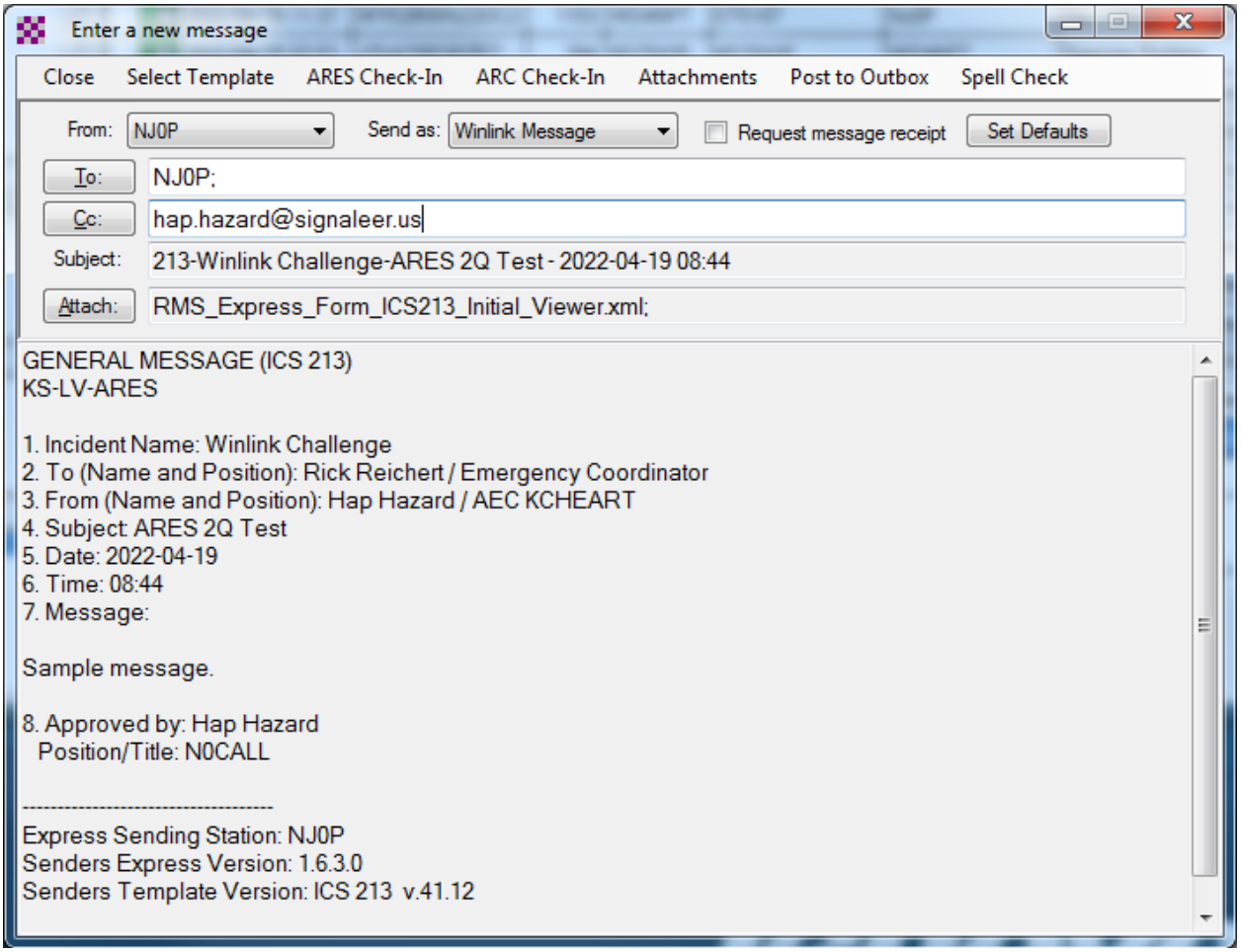

Figure 2: Sample ICS-213 Message in the Enter a new message window

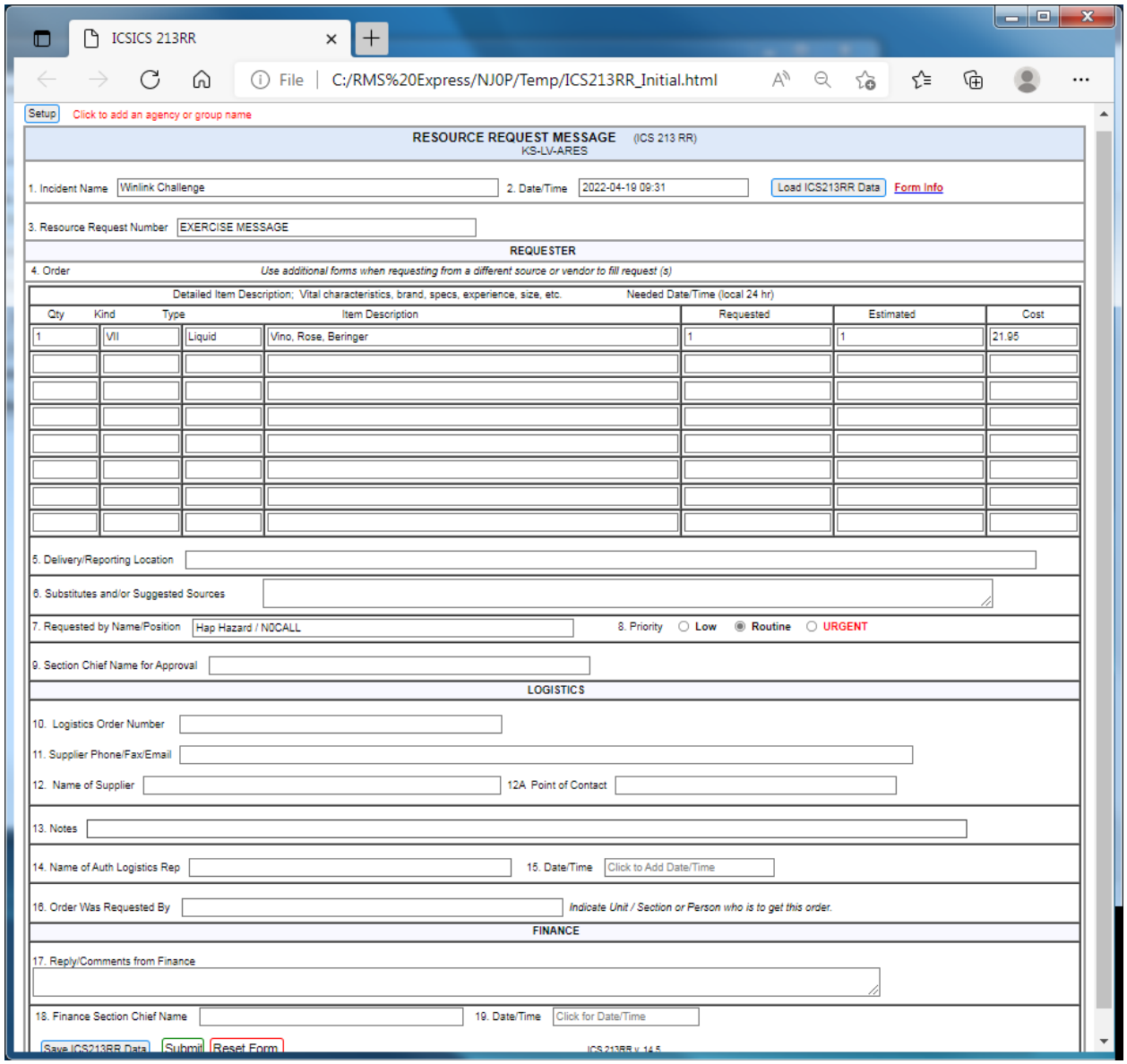

Figure 3: Sample of an ICS-213RR Message in a Browser Window

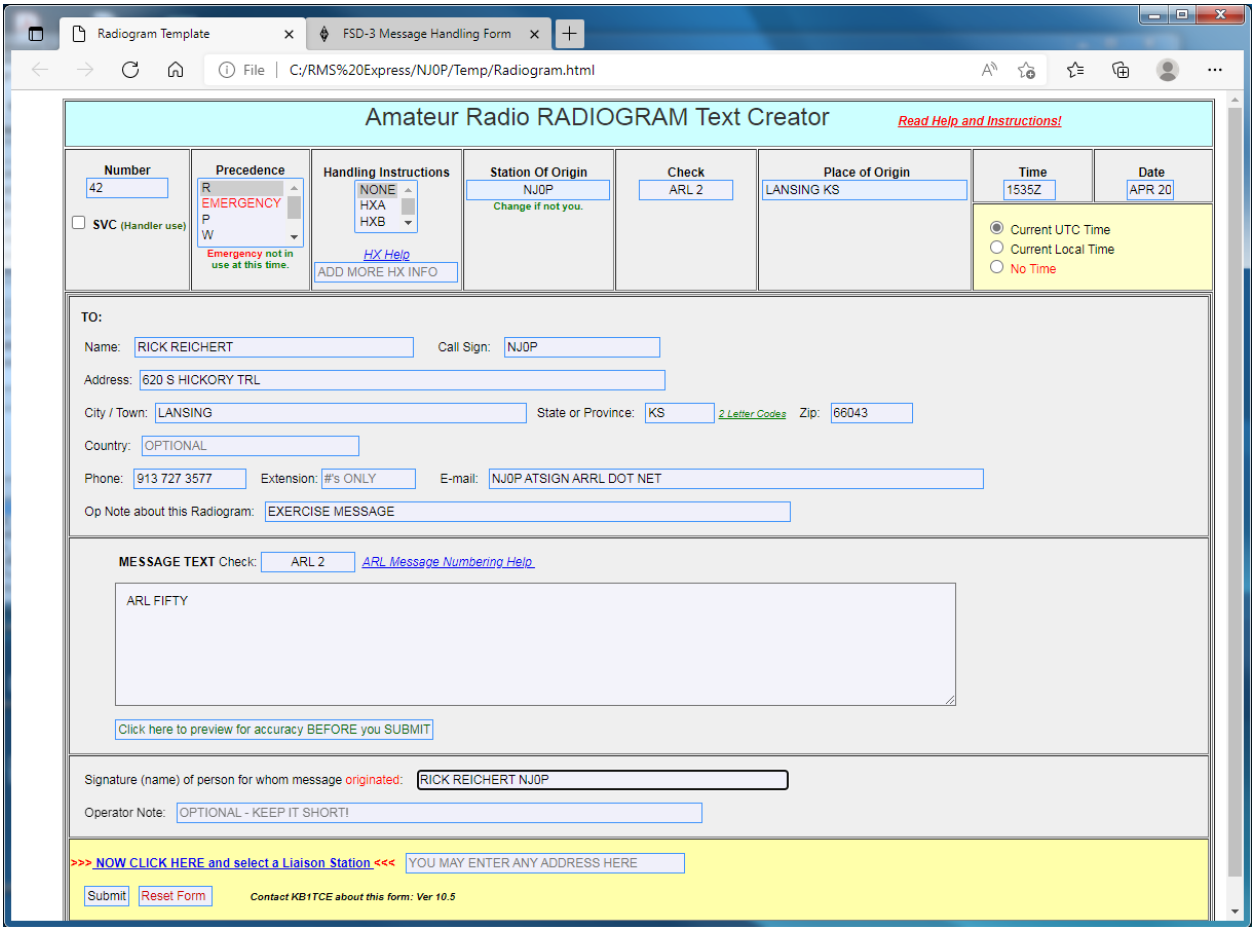

Figure 4: Sample of an NTS Message in a Browser Window