

## WELFARE RADIOGRAM EXERCISE

### Exercise Message Submission Window

- September 16 00:00 UTC - September 20 15:00 UTC

Difficulty Level: **Intermediate**

### Introduction:

There are four options to send a Welfare Message located in the Winlink Express template manager in the “RADIOGRAM & RRI Forms” sub-directory. The first is the *Amateur Radio RADIOGRAM Text Creator (Radiogram.txt)* whose major advantage is that it provides for a physical address which is particularly valuable when the delivery address is vague and hand delivery is likely. A partnership MOU between the Winlink Development Team and Radio Relay International exists wherein RRI facilitates the delivery through one of their Regional Liaison Stations (Blue text). There are two additions to this traditional ARRL/RAC form:

- Additional “TEST” Precedences (arrow down) for exercise messages; and
- At the bottom of the form, in addition to the RRI Regional Liaison Station, there is a Gray box labeled “YOU MANY ENTER ANY ADDRESS HERE” where a Winlink callsign, tactical address, or commercial email address may be inserted.

The second form, *RRI ICS-213 Radiogram.txt*, is based on the ICS-213 General Message format but also includes the Radiogram header and servicing information so that it can be handled efficiently within a traditional traffic net.

There are *two specific welfare message forms*, which have only the W and Test W precedences. The Quick Welfare Message (RRI Quick Welfare Message.txt) is a simple, plain text “I Am Safe Message” from a named individual and specifically notes in the Subject Line that a reply message is not expected. This is a good choice when the originator is transient, does not have personal communications, and/or is unsure of where they will be in the future, or the sending station is busy with ‘operational’ traffic. Note in the *Operator Info - Read Please* that this is a good form to use in a ‘client rich’ environment where the operator can set up an off-line computer for the clients to create their own messages.

The fourth option (RRI Welfare Radiogram.txt) is a specialized *welfare* version of the Radiogram form. It has only two precedences: *W* and *TEST W*. Note too, that there is no provision for Handling Instructions nor are the time and date auto-filled to recognize that in a high-volume environment, the message may not be transmitted for some time after the originator drafts it.

**Continue on Page 2**

## ETO SEPTEMBER 2024 EXERCISE

**Purpose:** This is a three-part exercise. The purpose of Parts 1 and 2 of this exercise is to send a copy of the two RRI Welfare messages to your “normal” email address. Part 3 is an **additional** exercise for more experienced operators that will have you generate a “Form 309 Communications Log” based on Parts 1 and 2.

### Objectives:

- Use Winlink Express to create and send two RRI welfare messages to your personal email address, with copies to your ETO Clearinghouse and ETO-BK tactical addresses.

### Resources:

- General Notes on Frequently-Seen Mistakes (see below the Exercise Schedule):  
[https://emcomm-training.org/Winlink\\_Thursdays.html](https://emcomm-training.org/Winlink_Thursdays.html)
- Finding your ETO clearinghouse (Step Two):  
<https://emcomm-training.org/General-Drill-Info.html>
- ETO Position Location Instructions — With or Without a GPS Receiver for your Computer [PDF]: <https://emcomm-training.org/Santa-2023/ETO-Location-Notes.pdf>

### Exercise Instructions: Part 1 on Page 3

## EXERCISE INSTRUCTIONS

### Preliminary

#### Create a Personal Exercise Folder

1. Open or restart the Winlink Express application.
2. Allow any updates to occur if prompted to do so.
3. Left Click on the **Personal Folders** bar
4. In the sub-menu Insert: "**ETO Ex**"
5. Click "**Update**"
6. On the top menu bar, Move To: Click on the down arrow, and Click on **ETO Ex**
7. Verify that selection now reads "**Move to ETO Ex**"

Note: For this exercise, uncheck the "Send all messages in Outbox immediately" in the Telnet Properties window accessed from the Settings menu of the Telnet Winlink Session.

### Part 1 – RRI Welfare Radiogram

#### Open and select the form.

1. Click on the *Message \ New Message* menu item.
2. Verify that *Send As* is set to **Winlink Message**.
3. Click on *Select Template* and then click on *Standard Templates*.
4. Scroll down and Click on *RADIOGRAM & RRI Forms*.
5. **Select *RRI Welfare Radiogram*** and double click on it.
6. The Welfare Radiogram will open in your default browser.

#### Help and Instructions

1. Click the line *Read Help and Instructions* and review the differences between the Welfare Radiogram Text Creator and a standard Radiogram. Pay particular attention to the "limited character set" conventions needed to facilitate transmission through all available networks (voice, CW, NTS, etc.).
2. Consider making a hard copy for retention of the *Traffic Operations Aid* listed in the third line from the bottom of the Instructions.

### Fill out the Radiogram Header

1. Insert a Message Number (Note: this may increment automatically depending on your individual Express setup and number of previously sent messages.)
2. Select message Precedence “*TEST W*”. Handling Instructions default to “NONE”.
3. Station of Origin may default to your Callsign, if not *insert your “Callsign”*.
4. The Check number will increment automatically as you fill in the message body.
5. Place of Origin: insert your Town and Two-Letter State or Province identifier.
6. Insert the time and date the originator submitted the message.

Notes:

1. “Exercise and drill traffic not marked Routine must add TEST before the designator”, (Ref: RRI Traffic Operations FM-001, pg 30).
2. The Form assumes UTC unless you indicate a local time zone.

### Fill out the To: section

1. Address the message to yourself at your residential address, phone number and email address.
2. Leave the Op Note blank.

### Fill out the Main Body text

1. Click on “Click here to insert short prepared messages” and insert numbers 35 and 38
2. Close the list of prepared messages (click on the white “X” in black circle).
3. Note the single line with two “Stops” (X) and a check of 13.
4. Click the “*Click here to preview for accuracy BEFORE you SUBMIT*” Button.

Note:

1. The text has been reformatted in lines of five WORDS.
2. The “MEMBER/FRIENDS” constitutes ONE word.
3. There are 12 words, but the check may be 13. If this is the case it is caused by a ‘space’ after the word ABLE. Delete that space and the count will correct itself.

### Fill out the Signature

1. Insert your first and last names.

### Insert the Delivery Address

1. In the white box with the help text “YOU MAY ENTER ANY ADDRESS HERE”: **Insert your NORMAL email address.**

### Submitting the form

1. **Optional:** Click on the Save Welfare Radiogram Data button and follow the prompts.
2. Click on the Submit button.
3. Correct any intermediate pop-up(s).
4. Click **OK** on the pop-up dialog box to close it.
5. Close the browser.

### Sending the message

1. Verify that the Send as: is set to **Winlink Message**.
2. Your personal email address will have been added to the To: line. If not, verify the template was done correctly and re-submit.
3. On the CC line: Enter your **ETO Clearinghouse** and “;**ETO-BK**”.
4. Click on *Post to Outbox* on the menu bar.
5. Check the Outbox folder to verify your message is in the Outbox.
6. Select your session type from the drop-down list to the right of the *Open Session* button.
7. Click the *Open Session* button.
8. If applicable, pick an appropriate *Channel Selection*.
9. Click Start to send your message.
10. On completion close the Session window.
11. Open the “Sent Items” system folder, highlight your message, Right Click, and “Move it to Folder Selected Above”.

### Receiving Your Welfare Message

1. Confirm receipt of the message at your personal email account used above.
2. Click Reply (only to your Winlink address) and send an email message with a one-word text: “**ACK**”.
3. Wait an appropriate amount of time, then repeat a Winlink Session to receive the Reply Message.
4. Highlight this Reply and then move it to your “ETO Ex” folder.

### Example RRI Welfare Radiogram

RRI Amateur Radio Welfare Radiogram Text Creator							
<a href="#">Read Help and Instructions!</a>							
<a href="#">Load Welfare Radiogram Data.</a>							
Number 29	Precedence W TEST W	Handling Instructions NONE	Station Of Origin VA3RCQ Change if not you.	Check 12	Place of Origin BARRIE ON Location where this message was created	Time 1714z UTC default unless otherwise noted	Date SEP 19
<b>TO:</b> Name: JOHN DOE Address: 27 PETRE DISH CIRCLE City / Town: HARVARD State or Province: ME <a href="#">2 Letter Codes</a> Zip: 03232 Country: OPTIONAL Phone: 555 555 5555 Extension: #s ONLY E-mail: JDOE ATSIGN NODOMAIN DOT COM Op Note for Message Delivery: BRIEF DETAILS ABOUT EMAIL PHONE OR SMS TEXT DELIVERY							
MESSAGE TEXT Check: 12 <a href="#">Click here to insert short prepared messages.</a> EVACUATING TO A FAMILY MEMBER/FRIENDS HOUSE X ALL COMMUNICATIONS ARE DOWN <a href="#">Click here to preview for accuracy BEFORE you SUBMIT</a>							
Signature (name) of person for whom message originated: JUNE LIVELY							
>>> <a href="#">NOW CLICK HERE and select a Liaison Station</a> <<<  doe@nodomain.com							
<a href="#">Submit</a>	<a href="#">Save Welfare Radiogram Data</a>	<a href="#">Reset Form</a>	Contact KB1TCE about this form: Ver 2.4				

## Part 2– RRI Quick Welfare Radiogram

### Open and select the form.

1. Click on the *Message \ New Message* menu item.
2. Verify that *Send As* is set to **Winlink Message**.
3. Click on *Select Template* and then double click on *Standard Templates*.
4. Scroll down and click on *RADIOGRAM & RRI Forms*.
5. Select “**RRI Quick Welfare Message**” and double click on it.
6. The Welfare Radiogram will open in your default browser.

### Help and Instructions

1. Click the line *Review the Instructions* and note the differences with the RRI Welfare Radiogram.

### Fill out the “From Name” Section

1. Address the message to yourself (First and Last Names)
2. Insert the date and LOCAL time.
3. Insert your personal email address

Note: In a real instance you would normally click the button to insert the cellphone number and provider into the address line of the Express Message.

**DO NOT DO THIS FOR THIS EXERCISE**

4. Insert the name of your municipality or location

### Fill out the Main Body text

1. Insert the prepared messages numbers 27 and 39

Note: Unlike the Radiogram, the Quick Form counts *characters*. The character count may not work until you remove the following space at the end of the text.

### Submitting the form

1. **Optional:** Click on the Save Quick Welfare Data button and follow prompts.
2. Click on the Submit button.
3. Handle intermediate pop-up(s) such as Message Subject
4. Click **OK** on the pop-up dialog box to close it.
5. Close the browser

### Sending the message

1. Verify that your “To:” address is correct.
2. In the CC: line, enter your **ETO Clearinghouse** address and “**ETO-BK**”.
3. Click on *Post to Outbox* on the menu bar.
4. Check the Outbox folder to verify your message is in the Outbox.
5. Select your session type from the drop-down list to the right of the *Open Session* button.
6. Click the *Open Session* button.
7. The Open Session Window will open.
8. If applicable, pick an appropriate *Channel Selection*
9. Click Start to send your message.
10. Close the Session window.
11. Move the Quick Welfare message (Sent Items) and Part 1 “ACK” message (Read Items) to the “ETO Ex” Personal Folder

### Example Quick Welfare Message

RRI Quick Welfare Message      Vers 2.3.2

This form is used to send information or a status report to family members or friends.  
Suggest more than one E-Mail address to increase the chances that someone will get this message.

>> NO REPLY is expected, nor can one be processed. The requester needs to be informed this is a ONE WAY outbound message. <<

Operator Info - Read Please

Load Quick Welfare Data

**From Name**       **Date / Time (Local)**

**To Email (s)**

Add a Cell phone number:             [Click to Enter Cell Number and Text Address in To Line](#)

**Incident / Event Location or Region / Area Name**

---

**Message**      **Character count:**       [Click here to insert short prepared messages.](#)

I am safe and well. All communications are down. ▼ Blank space after period

The message is formatted as plain text in the body of the sent email, and easy to read by the recipient (s).  
For questions, comments or suggestions about this form contact KB1TCE via Winlink.



**Part 3 - Generate FORM-309 Communications Log (Optional)**

**Teaching Point – Page Layout Options (as part of Generate Form 309 dialog).**

Despite the similarity in names, “Form 309” used in this exercise is quite different in purpose from the “ICS309 Communications Log.txt” found in the Template Manager under “ICS USA Forms”. Form 309 produces a .pdf that can be printed to serve as a covering document, a summary of the message traffic passed during the operating period for the printed messages or thumb drive required by the served agency Document Control Cell. The ICS-309 is not an official FEMA ICS document, and in the opinion of the exercise author is a manual-entry forerunner to Form 309. Both forms are there to assist you, the operator, with the task of producing a summary of traffic handled for subsequent use by officials responsible for safeguarding official records and conducting official enquiries. While the Form 309 automates the process for Winlink messages, RADO’s may find that the ICS-309 lends itself better towards keeping a handwritten log of voice traffic.

There are artificialities in this Welfare Message exercise in order to generate the records to populate the Form 309, and to facilitate the feedback process. The first was sending the Welfare messages to yourself as the “To:” address. This is to prevent overloading networks with inappropriate traffic. The second was the “ACK” reply to simulate an inbound message for the Form 309. The final artificiality is to send the resulting Form 309 as an attachment to a plain text Winlink message – an unlikely “ask” in the real world. You may send the Form via a Winlink TELNET Session if you are constrained to a slow speed RF session.

The final point is the two Page Layout Options:

1. Separate entry for each recipient,
2. Combine recipients into a single entry.

The first and default choice produces the log in chronological order, the second grouped by station callsign. Different “served agencies” may require one option or the other. Some “served agencies” may not care. For this exercise, you should consider EmComm-Training.org as the “served agency” and we **require** “Separate entry for each recipient” in order to facilitate the automated analysis process.

Here’s what “Separate entry for each recipient” will look like ...

TIME	FROM	TO	SUBJECT
08/18/2024 19:39	KM6SO	rtykulsker@gmail.com	QTC 1 TEST W MERCER ISLAND WA FROM BOB TYKULSKER
08/18/2024 19:39	KM6SO	ETO-10	QTC 1 TEST W MERCER ISLAND WA FROM BOB TYKULSKER
08/18/2024 19:39	KM6SO	ETO-BK	QTC 1 TEST W MERCER ISLAND WA FROM BOB TYKULSKER
08/18/2024 19:39	KM6SO	ETO-TEST	QTC 1 TEST W MERCER ISLAND WA FROM BOB TYKULSKER

and here’s what “Combine recipients into a single entry” will look like ...

TIME	FROM	TO	SUBJECT
08/18/2024 19:39	KM6SO	rtykulsker@gmail.com ETO-10 ETO-BK ETO-TEST	QTC 1 TEST W MERCER ISLAND WA FROM BOB TYKULSKER

### Verify Messages To Be Included

1. Open the “ETO Ex” Personal and verify that there are three messages present:
  - a. QTC 1 TEST W message
  - b. Re: QTC 1 TEST W Acknowledgement message
  - c. I Am Safe Message

### Set-Up Form 309 Communications Log

1. Click on “Message > Generate Form 309 Communications Log
2. Un-check all “Select Message Mailboxes”
3. Tick “Personal 1”. Click the down arrow and select “**ETO Ex**”.
4. Confirm Message Date Ranges are Unchecked
5. For the Page Layout Options, **be sure** to select “Separate entry for each recipient”. See the “teaching note” above.
6. Confirm default date format set (mm/dd/yy); Check “UTC time”
7. Insert Task ID: 01 Sep
8. Insert Task Name: RRI Welfare Message Exercise
9. Insert Operational Period: 191500-201500 UTC Sep 24
10. Insert Operator Name: Your Name
11. Insert Station ID: Callsign used for sending the three exercise messages
12. Output pdf file: Use the title “ETO Welfare Message Exercise” and save to the directory of your choice.

### Send the Form 309

1. Click on the *Message > New Message* menu item.
2. Verify that *Send As* is set to **Winlink Message**.
3. Address the To: line to your **ETO Clearinghouse**.
4. Address the Cc: line to **ETO-BK** and your personal email address.
5. For Subject insert “**ETO Exercise Form 309**”
6. Enter “**See Attachment**” in the message body
7. Click on “**Attach**”, then “**Add**”, Navigate to the directory where you saved the Form, highlight the “**ETO Welfare Message Exercise file.pdf**”, and then click “**Open**”.
8. Click “**Finished**”.
9. Post to Outbox and transmit the message to the CMS. Note: the .pdf file is much larger than what ETO normally recommends and will take several minutes using a Winlink Packet Session and even longer with any HF Session. Feel free to use a Telnet Session for this message.