

ICS 213 Exercise

Exercise Message Submission Window

- January 16th 00:00 UTC - January 19th - 07:59 UTC

Difficulty Level: Basic

Purpose: We believe participants in the EmComm Training Organization's exercises seek to acquire new skills and capabilities. The Winter Field Day Association has been sponsoring Winter Field Day to provide an incentive for Ham radio operators to practice portable emergency communications in winter environments. The EmComm Training Organization is interested in finding out how many of our participants will be involved in Winter Field Day activities.

This year's Winter Field Day will be held on January 27th and 28th. The 24-hour operational period starts at 1900 UTC on the 27th, and ends at 1859 UTC on the 28th. During this period, amateur radio operators may use select frequencies on their HF, VHF, or UHF bands and are free to use any mode that can faithfully transmit the required exchange intact. For details on frequency, allowed modes, and other rules follow the link to the Winter Field Day Rules in the Resources section below.

Resources:

- General Notes on Frequently-Seen Mistakes:
https://emcomm-training.org/Winlink_Thursdays.html
- Finding your ETO clearinghouse:
<https://emcomm-training.org/General-Drill-Info.html>
- Winter Field Day Home Page: <https://winterfieldday.org>
- **Winter Field Day Rules:** <https://winterfieldday.org/sop.php>
- ETO Location Instructions — With or Without a GPS Receiver for your Computer [PDF]
 - <https://emcomm-training.org/Santa-2023/ETO-Location-Notes.pdf>
- How a GIS map capable form's default position is determined:
 - From within Winlink Express Click on Help ⇒ Help Contents..., expand Operation, click on GIS Mapping Forms & Catalog Items

Objectives:

- Use Winlink Express to create and send an ICS 213 General Message
- Use the recent addition of GIS features to the Winlink ICS 213 Form
- Provide response to the two questions:
 1. Do you or one of the radio groups to which you are a member plan on participating in activities related to Winter Field Day. (YES or NO)
 2. If YES, provide on a separate line your current best knowledge of what will be your exchange (Look at the Winter Field Day rules **link** above for information on the exchange)
 3. If the answer to 1 is NO, do not provide any additional information.

Exercise Instructions begin on the following page:

Winlink Thursday Exercise For January 18, 2024**Exercise Instructions:****Open and select the form.**

1. Open the Winlink Express application.
2. Click on the *Message > New Message* menu items.
3. In the *Enter a new message* window, verify that *Send As* is set to *Winlink Message*.
4. Within this same window, Click on *Select Template* menu item and then expand the list item *Standard Templates*.
5. Scroll down if necessary and expand the sub-list item *MAPPING-GIS FORMS*.
 - Note: This is an alternative to expanding *ICS USA Forms* which also has a copy of the template that uses the ICS 213 HTML form.
6. Select *ICS213 General Message.txt* list item and open it, click on the *Select* menu item.
 - The HTML form labeled *General Message (ICS 213)* will open in your default browser.

Fill out the top section's Agency/Group Name

1. Click the Setup button and enter **EmComm Training Organization** (just the three words, no punctuation or other adornments.)
2. Click on OK, and note that **EmComm Training Organization** is now inserted at the top of the form
3. Check the box labeled *THIS IS AN EXERCISE*.

Instructions Continue on the Next Page...

Populate the ICS 213 Message Fields

1. Within field (1. *Incident Name:*), insert **ETO Winter Field Day 2024 Poll**.
2. Within field (2. *To Name:*), insert your ETO Clearinghouse's Tactical Address.
3. Within field (3. *From:*), insert your call sign followed by a space, a slash (/), a space, and then the text: **Winlink Thursday Participant**.
4. Within field (4. *Subject:*), insert **Winter Field Day 2024 Participation**.
5. Within field (5. *Date:*), click and respond OK to insert the provided Date value.
6. Within field (6. *Time:*), click and respond OK to insert the provided Time value.
7. Within field (7. *Message:*)
 - a. Provide either a **YES** or **NO** answer to, "Do you or one of the radio groups to which you are a member plan to participate in activities related to Winter Field Day?".
 - b. If the answer to the question is **NO**, continue to step 8
 - c. If the answer to the question is **YES**, provide your best estimate/guess to what your exchange will be.
 - i. The designated Winter Field Day exchange is your call sign, your Class, Category, and your ARRL or RAC location identifier abbreviation. Follow the link to the rules under **Exchange & Additional Information:** for details.
 - ii. Exchange Sample: W7YAM 2 I OR (station: W7YAM, two active radios, Indoor operations within the Oregon ARRL location)
8. Within field (8. *Approved by:*), Insert your first name and personal callsign.
9. Within field (8b. *Position / Title:*), Insert **Winlink Thursday Participant**.

Location Coordinates

- Even though the form states this is optional, for this exercise this is not an optional step, it is required to be performed! It is part of the evaluation for correctness of the submitted form content.
- If you have a GPS Dongle the Latitude, Longitude and MGRS value will automatically be calculated and displayed.
- If you enter a decimal Latitude and decimal Longitude the MGRS value will automatically be calculated and displayed.
- Using the default values, the MRGS will not be calculated. The gray value you see is only a format hint related to the field. If you choose to use the default values, edit either the Latitude or Longitude by adding a zero to the end of and tab to the next field to force a calculation.
- Your MRGS value should be in black.

Submitting the form

1. Optional: Click on the *Save ICS213 INITIAL Data* button and follow prompts.
2. Click on the *Submit* button.
3. Click OK on the pop-up dialog box to close it.
4. Close the browser.

Sending the message

1. **Required:** All ETO Exercises now require the Tactical Address **ETO-BK** to be either in the *To* field or the *CC* field. Ensure multiple entries in either the *CC* or *To* fields are separated by semicolons.
2. **Optional:** Enter your internet email address in the *CC:* line.
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. Close the Winlink Express window.

End of Exercise Instructions

See the next page for example of a completed *General Message (ICS-213)* Form that would not receive any negative feedback for the exercise.

Winlink Thursday Exercise For January 18, 2024

Example of Completed *General Message (ICS-213)* Form

General Message (ICS 213) EmComm Training Organization		
<input checked="" type="checkbox"/> THIS IS AN EXERCISE	<input type="button" value="Load ICS213 INITIAL Data"/>	Form Instructions
1. Incident Name: <input type="text" value="ETO Winter Field Day 2024 Poll"/>		
2. To (Name/Position): <input type="text" value="ETO-10"/>		
3. From (Name/Position): <input type="text" value="W7OWO / Winlink Thursday Participant"/>		
4. Subject: <input type="text" value="Winter Field Day 2024 Participation"/>	5. Date: <input type="text" value="2024-01-18"/>	6. Time: <input type="text" value="14:37"/>
7. Message: <div style="border: 1px solid black; padding: 5px; min-height: 40px; margin-top: 5px;"> YES W7YAM 2 I OR </div>		
8. Approved by: <input type="text" value="Brian W7OWO"/>		8b. Position / Title: <input type="text" value="Winlink Thursday Participant"/>
Optional Location Coordinates		
Latitude <input type="text" value="45.2965"/>	Longitude <input type="text" value="-123.011667"/>	MGRS <input type="text" value="10TDR9908515888"/>
Grid <input type="text" value="CN85lh"/>		
LAT/LON and MGRS default to the center of the grid square listed in Express Settings, unless a GPS is used or Lat/LON or MGRS are entered manually. For Winlink mapping and CSV export you must enter a latitude and longitude.		
<input type="button" value="Submit"/>	<input type="button" value="Save ICS213 INITIAL Data"/>	<input type="button" value="Reset Form"/>
		Ver 43.0