

## Santa Wish List Message

### Exercise Message Submission Window

- **December 13 00:00 UTC - December 19 08:00 UTC**

**Difficulty Level:** **Basic**

**Purpose:** Santa keeps up with all the latest technology to keep things running smoothly at the North Pole. But as we saw recently in Florida, Georgia, the Carolinas, and Tennessee, sometimes technology can be interrupted. To be sure your children can get their wish lists to Santa, ETO is recommending you use Winlink.

The purpose of this exercise is to illustrate to Santa that the Amateur Radio community can step up by using the ICS 213 RR Resource Request Message. In addition, you will complete an ICS 214 Activity Log. Santa will use the entries on the ICS 214 as support documentation if you select the “Nice” status for your child or yourself on the ICS 213.

For this exercise, ETO is the served agency. ETO requirements can and probably will be different from your other served agencies. If there is a conflict between your previous training and the ETO instructions, follow the ETO instructions to complete this exercise.

In this exercise, you’ll demonstrate the basic understanding and the ability to

1. Create a correctly formatted ICS 213 RR Resource Request Message listing items on the Santa Wish List
2. Create a correctly formatted ICS 214 Activity Log.
3. Transmit the documents to your **ETO Clearinghouse** and the tactical address **ETO-BK** using Winlink.

### Objectives:

- Use Winlink Express to create and send an ICS 213 RR Resource Request Message and an ICS 214 Activity Log.
- Properly use the Winlink built in templates for the content of the ICS 213 RR and ICS 214 messages.

- **Complete only the Setup and Fields; 1 through 9 of the ICS 213.** Fields 10 through 19 should be left blank.

## Resources:

- General Notes on Frequently-Seen Mistakes:  
[https://emcomm-training.org/Winlink\\_Thursdays.html](https://emcomm-training.org/Winlink_Thursdays.html)
- Finding your ETO clearinghouse: <https://emcomm-training.org/General-Drill-Info.html>
- Instructions for entering and sending your location.  
[https://docs.google.com/document/d/1UZyflx0WjBnt5N9RNrvatYhkWIU\\_dj\\_GOWOfp89bDJU/edit](https://docs.google.com/document/d/1UZyflx0WjBnt5N9RNrvatYhkWIU_dj_GOWOfp89bDJU/edit)
- ICS Organizational document:  
<https://training.fema.gov/emiweb/is/icsresource/assets/ics%20organizational%20structure%20and%20elements.pdf>

**Note.** The use of the ICS-214 form in this exercise departs from common practice to be in the spirit of the Christmas list on the ICS-213RR form.

**Instructions start on next page**

## Exercise Instructions:

### Open and select the ICS-213-RR form

1. Open the Winlink Express application.
2. Verify you have your position setup in the Winlink Settings > GPS/Position Report > Position Report menu so your location shows up properly on the map. If you are unsure on how to set your position, see the instructions found under **Resources** on Page 2.
3. Click on the *Message/New Message* menu item.
4. Verify that you have the correct *From:* callsign and *Send As* is set to **Winlink Message**.
5. **Optional:** Check the check box for *Request message receipt*.
6. Click on **Select Template** and then double click on **Standard Templates**.
7. Scroll down and Double Click on **ICS USA Forms**.
8. Select **ICS 213 RR Resource Request Message.txt** and double click on it to open it. The **Resource Request Message** form will open in your default browser.

### Fill out the Header

1. Click the Setup button found at the top left of the form and enter: **EmComm Training Organization** for the **Agency/Group Title**.
2. Click OK

### Fill out Fields 1 through 3

1. For the Incident Name enter **Exercise Santa Wish List**.
2. For the Date/Time accept the auto entry if it is correct, otherwise enter the current date.
3. For the Resource Request Number **Santa 001**.

### Fill out Field 4

For the first seven lines in Field 4, you will be entering the information shown below. For each item, the **Quantity** will be **1**, the **Kind and Type** will be **N/A**, and **Estimated** and **Cost** boxes will be **empty**. The **Requested** date will be **2025-12-25** for each item. You are **encouraged** to copy the resource names from these instructions and paste them directly into the Winlink form.

- A. Wolf River Silver Bullet 1000
- B. ICOM 7300MK2

- C. Heil Sound PRO 7 Headset
- D. Bioenno Power BLF-1220A LiFePO4 Battery
- E. RigExpert Antenna Analyzer AA-55ZOOM
- F. Kenwood TS-990S HF/6 Meter Base Transceiver
- G. Yaesu FTX-1

#### Fill out Fields 5 Through 9

- 5. For the **Delivery/Reporting Location** use any address you like in the form **Street Address, City, State Zip**
- 6. For the **Substitutes and/or Suggested Sources** block enter **DX Engineering**
- 7. For the **Requested by Name/Position** Enter **Your Child's Name or Nice List** (Feel free to use any child's name you wish to)
- 8. For the **Priority** mark **Routine**
- 9. For the **Section Chief** enter **Bernard Elf**

#### Complete the ICS 213 and move it to the Drafts folder

- 1. **Optional:** Click on the Save Data button at the bottom of the form and follow prompts. Use the default file name suggested by the form.
- 2. Click on the **Submit** button.
- 3. Close the browser.
- 4. Confirm the information in the message form is correct and enter your Clearinghouse # in the To: field and ETO-BK in the CC: field. You may also add your email to the CC: field.
- 5. use the **Save in Drafts** item in the menu line of the form to move the message to the Drafts folder. You are saving this form and the upcoming ICS-214 form both in drafts. More explanation is in the Sending the Messages block later in the exercise.

#### Open the ICS 214 Form

- 1. Click on the *Message/New Message* menu item.
- 2. Verify that *Send As* is set to **Winlink Message**.
- 3. **Optional:** Check the check box for *Request message receipt*.
- 4. Click on **Select Template** and then double click on **Standard Templates**.
- 5. Scroll down and Double Click on **ICS USA Forms**.
- 6. Select **ICS 214 Activity Log.txt** and double click on it to open it. The **Activity Log** form will open in your default browser.

### Fill out the ICS 214 Form

1. At the top left of the form, click on the **Setup** button and enter **EmComm Training Organization**.
2. For the **Incident Name** enter **Exercise Santa Wish List**.
3. Enter **1** for the **Page #**.
4. The **Operational Period** is **December 25 00:00 UTC - December 25 15:00 UTC**.
5. Enter your name for the **Name** block. For the **ICS Position** block you are to choose a Unit from the **ICS Organizational Structure** chart. A link to the **ICS Organizational Structure and Elements** is provided in the Resources area of this exercise. You may choose any Unit you believe you could be filling. The Communication Unit is part of the Logistics Section.
6. For Block 5, **Home Agency and Unit**, we will use the **message ID#** of the **ICS 213 message** completed earlier. You saved the message in the **Drafts** folder. Click on the Drafts folder on the **left side of the main Winlink window**. In the pane to the right you will see a list of all messages you have in Drafts. Select the ICS 213 message but do not open it. In the pane below the message list you will see the details of the message. Look for the line that begins with "**Message ID:**" (probably the first line). The message ID will be displayed on this line and is an alpha/numeric. Copy the Message ID, then return to the ICS214 message editor and paste it into the **Home Agency and Unit** block.
7. For Section 6, you will make **Five** entries in the **Name** Column: **Santa Claus, Mrs. Claus, Rudolf, The Grinch, and The Nutcracker**. For each entry name, enter an **ICS Unit as follows: Santa Claus: Logistics Unit Leader, Mrs. Claus: Incident Commander, Rudolf: Ground Support Unit Leader, The Grinch: Supply Unit Leader, The Nutcracker: Food Unit Leader**. Leave the **Home Agency and Unit** blocks to the right blank.
8. For Section 7 we will make up two activities to enter under the **Notable Activities** column. You are welcome to use any activity you like, but if you come up blank you can use "Arrived for Duty" and "Assigned to NCS Logging Duty." The date will be **2025-12-25** for each. Choose a time and enter the date/time in the Date and Time column to qualify for Nice Status.
9. For Section 8 use the same **Name** and **Position** you entered in Sections 3 and 4 at the top of the form. Separate the two with a slash. (*/*)

### Complete the ICS 214 and move it to the Drafts folder

1. **Optional:** Click on the Save ICS 214 Data button at the bottom of the form and follow prompts. Use the default file name suggested by the form.
2. Click on the **Submit** button.
3. Close the browser.
4. Confirm the information in the message form is correct and use the **Save in Drafts** item in the menu line of the form to move the message to the Drafts folder.

### **Sending the messages**

1. For the two exercise messages in the Drafts Folder, confirm your ETO clearing house address in the *To*: line.
2. **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.
3. **Optional:** Enter your internet email address in the *CC*: line.
4. Before moving the messages to the Outbox, you may want to use Telnet to check for any incoming messages. Doing so will ensure there is no incoming traffic when you are sending the messages via RF.
5. Select the two messages and use the **Move To** control near the top of the window to ***Move the Messages to Outbox.***
6. Check the Outbox folder to verify your messages are in the Outbox.
7. Select your session type from the drop-down list to the right of the *Open Session* button.
8. Click the *Open Session* button.
9. The Open Session Window will open.
10. If applicable, pick an appropriate *Channel Selection*
11. Click Start to send your message.
12. Close the Session window.
13. Close the Winlink Express window.

### **End of Exercise Instructions**

**Example of Competed Santa Wish List on the next page**

## Winlink Thursday Exercise For Dec 19, 2025

RESOURCE REQUEST MESSAGE (ICS 213 RR) EmComm Training Organization						
1. Incident Name		Exercise Santa Wish List		2. Date/Time		2025-11-19 12:28
				<a href="#">Load ICS213RR Data</a> <a href="#">Form Info</a>		
3. Resource Request Number		Santa 001.				
REQUESTER						
4. Order <span style="float: right;"><i>Use additional forms when requesting from a different source or vendor to fill request (s)</i></span>						
Detailed Item Description; Vital characteristics, brand, specs, experience, size, etc.				Needed Date/Time (local 24 hr)		
Qty	Kind	Type	Item Description	Requested	Estimated	Cost
1	N/A	N/A	Wolf River Silver Bullet 1000	2025-12-25		
1	N/A	N/A	ICOM 7300MK2	2025-12-25		
1	N/A	N/A	Heil Sound PRO 7 Headset	2025-12-25		
1	N/A	N/A	Bioenno Power BLF-1220A LiFePO4 Battery	2025-12-25		
1	N/A	N/A	RigExpert Antenna Analyzer AA-55ZOOM	2025-12-25		
1	N/A	N/A	Kenwood TS-990S HF/6 Meter Base Transceiver	2025-12-25		
1	N/A	N/A	Yaesu FTX-1	2025-12-25		
5. Delivery/Reporting Location 1234 Main Street, Zig Zag, OR 97067						
6. Substitutes and/or Suggested Sources		DX Engineering				
7. Requested by Name/Position Dally				8. Priority <input type="radio"/> Low <input checked="" type="radio"/> Routine <input type="radio"/> URGENT		
9. Section Chief Name for Approval		Bernard Elf				
LOGISTICS						

## Winlink Thursday Exercise For Dec 19, 2025

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