**Western Washington Section, District 5,**

# Pierce County ARES

***(Amateur Radio Emergency Service)***

## WINLINK Check-in Net Procedures (as of 3 March 2021)

**MEMORANDUM FOR:** District 5, Pierce County ARES members **3 March 2021**

**SUBJECT: Weekly WINLINK Check-in NET Procedures**

**1)** District 5 ARES, has changed the procedures for the weekly Winlink check-in NET. These changes have been implemented to target capability gaps that have been experienced during routine operations and exercises over the last year. This NET is intended to incentivize participation in and increase operator proficiency in using the Winlink system. Winlink is our primary digital mode, and we have made great strides in both skill and infrastructure within Pierce County. All ARES members are highly encouraged to establish a WINLINK account and become proficient in its use.

**2)** Winlink Training Objective:

| Training Objective | | |
|---|---|---|
| **Mission Area:** Response | **Core Capability:** Operational Communications | |
| **1.** | ***Training Objective:*** Develop and maintain digital traffic proficiency using the Winlink software suite through peer to peer (P2P), local Winlink gateways, and regional High-Frequency Winlink Gateways. | |
| | ***Organizational Capability Target 1:*** ARES members are proficient in using Winlink to send digital traffic message(s) on any available band/mode(s) within the operator's station capabilities.<br>***Critical Task:*** Install and setup the Winlink software suite and associated virtual TNC(s)<br>***Critical Task:*** Compose messages within Winlink using HTML and free text templates<br>***Critical Task:*** Utilize digital message subject line formatting consistent with current SOP(s)<br>***Critical Task:*** Send, receive, and acknowledge Winlink traffic on any available band/mode(s)<br>***Critical Task:*** Log Winlink traffic using either manual or integral ICS-309 forms.<br>***Sources:*** Winlink PPT classes, Amateur Radio Field Operating Guide, ICS-213 form PPT class | |
| | ***Training strategies:***<br>**1.** ARES members are encouraged to participate in the weekly Winlink check-in NET, following the guidance within this document.<br>**2.** Regularly test alternate band/mode(s) and infrastructure to develop situational awareness of station capabilities while reinforcing system proficiency.<br>**3.** Provide Winlink training using in-person, virtual, and self-study resources.<br>**4.** Exercise system proficiency during all District 5 ARES exercises, and the weekly check-in NET.<br>**5.** Promote the use of local digipeaters to support P2P operation as the primary method for submitting traffic to Pierce County EOC. | |

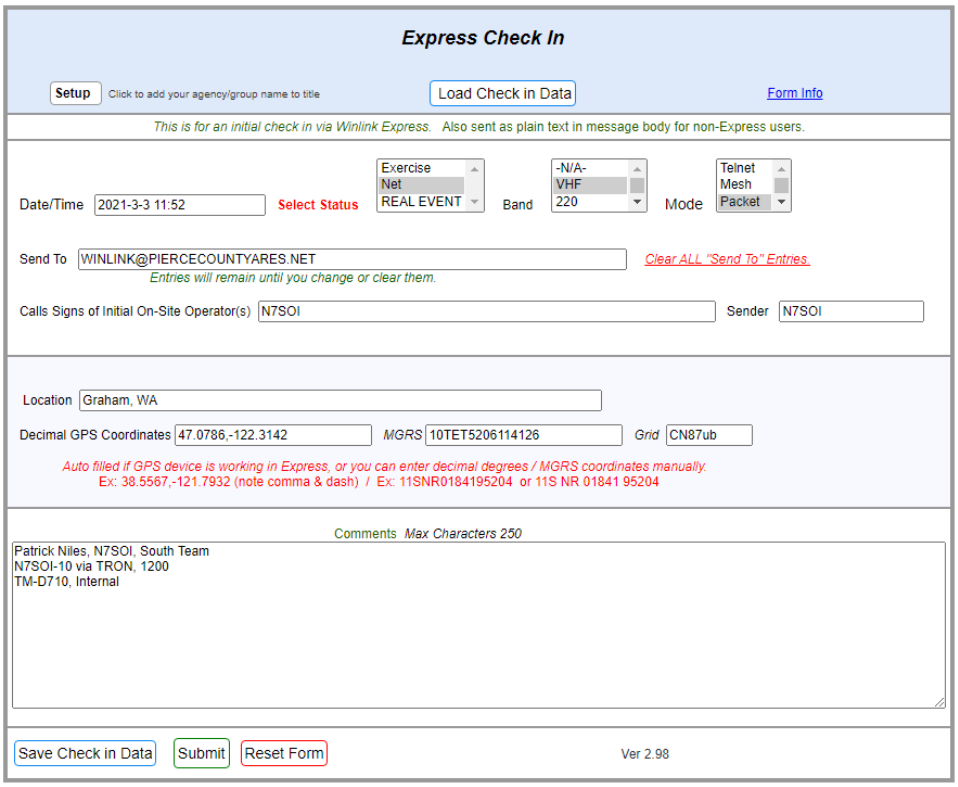
**3)** Winlink Check-in NET Procedures:

The purpose of this NET is to build participation and proficiency in using the Winlink system. All ARES members are encouraged to participate, even if from a Telnet connection. If Radio Operators are capable of submitting their check-in via an RF mode, that is the preferred method.

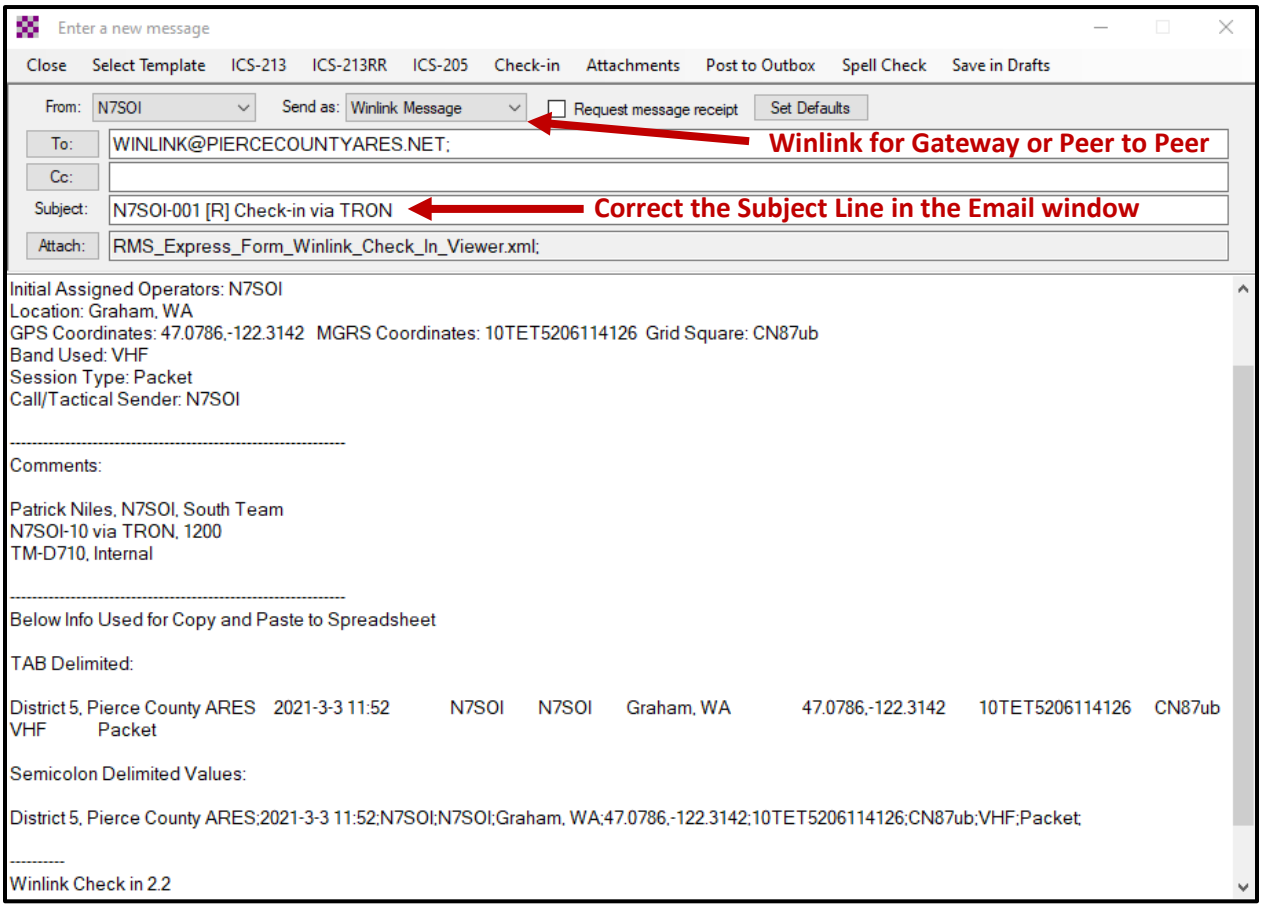
- **a.** ARES members are asked to send a weekly check-in message to the winlink@piercecountyares.net email address. Radio Operators may submit multiple check-ins using different band(s), mode(s), and infrastructure.
- **b.** Weekly check-ins are due before noon (1200 local time) each Tuesday; check-ins may be submitted at any point in the week before the NET.
- **c.** Please use the HTML-based check-in form contained within the Winlink forms library: Message > New Message > Select Template > General Forms > Winlink Check-In. Please setup the form to reflect your Team assignment and complete the form entries. Please ensure you depict the band and session information. In the comments section, please include the following information:
  - **i)** Name
  - **ii)** The infrastructure used: digipeater, gateway, and session speed (1200/9600)
  - **iii)** Radio and interface used

**4)** Winlink Check-in NET Form Examples:

*HTML Check-in Form:*



*Winlink Message quality assurance/control inspection prior to posting:*




**5)** Point of Contact for this memorandum is the undersigned at training@piercecountyares.net

//Original Signed//
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District Training Officer