Progression of Field Situation Reports For Extreme Rainfall Event

Exercise Message Submission Window

- **November 5, 00:00 UTC - November 10, 00:00 UTC**

Difficulty Level: Advanced

Purpose:

Use the training provided in previous ETO Exercises to produce a series of Field Situation Reports to simulate the progression of the impacts on public services from an extreme rainfall event. Before completing this Semi-Annual Drill, the participant will populate and send an ICS-309 Communications Log using the form within the Winlink Standard Templates. Often, it is an expected task for participants in an Emcomm event.

This is an Advanced exercise. The provided instructions are limited to what content to put in fields. The operation and functional features of Winlink may be mentioned but not in detail. More detailed instructions can be found in previous ETO Basic level exercises.

NOTE: Drill instructions start on Page 11 of this document.

Objectives:

- Using Winlink Express:
  - Create and send a Winlink Check-in form to initialize your participation in this Drill. In the Comments section, you will provide one of the predetermined options that specifies which of the point-in-time Field Situation Reports you will be sending. The reviewing software will use this to provide feedback.
  - Create and send up four Field Situation Reports.
    - Each Field Situation Report represents a point in time during the weather event with the specified public service impacts relating to that time.
  - Create and send an ICS-309 Communications Log containing an entry for each Winlink Message Sent to your ETO Clearing House. This will need to be the last step in the exercise.

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

- 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
- How to generate an ICS-309 Communications Log Form (March 21st Exercise):
  - https://emcomm-training.org/Winlink_Thursdays.html#Assignment_3-21-24
- How to generate a Field Situation Report (August 15th Exercise):
  - https://emcomm-training.org/WLT-8-15-2024%20Field%20Situation%20Report.pdf
- How to generate a mappable Winlink Check In Form:
  - https://emcomm-training.org/06%2015%20Exercise%20(Winlink%20Check%20In%20Form).pdf

Background

The November Semi-Annual Drill is based on a fictional scenario wherein the National Weather Service is forecasting the arrival of a large low-pressure system in your region. Officials expect this weather system to move slowly through your state, arriving on November 5. They expect it to produce an exceptional amount of rainfall. NWS says this could be a 1,000-year event with up to 16 inches of rainfall forecasted over four days. The current forecast is for the heaviest amounts to occur within your location in the state. The previous week's storm dropped up to four inches of rain on many areas that this new storm is expected to affect. Flooding is a serious concern.

All participants work with the same fictional QTH located in a small town that takes its name from the picturesque river valley in which it is located. The river is two blocks east of the state highway that traverses your town. This is also the city's main thoroughfare for shops and businesses. Valley Municipal CO-OP, a local utility cooperative operates the Water, Gas, Electricity, Phone, and Internet utilities. Many of the utility's infrastructure sites within the town are located near the river or along the state highway. Of special concern is the communication hub, where the local cellular network, Internet network, and remaining landlines are connected to distribution systems co-located in the original CO-OP's central office. This central office is located in the basement of a building within the core business district of the town. The basement has been heavily protected from groundwater intrusion. However, high water situations can allow water to enter from the main floor, knocking out all public commercial telecommunication services in the area. All utility service distribution systems are underground with several underground vaults for maintenance access. Natural gas lines are pressurized from a pumping station located on high ground downstream at the confluence of the local river and another river. Your QTH is 10 blocks west of the district on the lower slope of the western side of the river valley and is above the 1,000-year event flood

elevation. With its gentler slopes, housing construction is permitted on the lower slopes of the Western side of the valley as its landslide hazard assessment is low. The municipal water supply is pumped from the river, but treatment and storage are provided at a facility much higher up the western slope than your QTH. In addition, you dropped cable TV and opted to use Over the Air TV (OTA TV) and streaming services using the fairly inexpensive Internet WIFI which is provided by your municipality. Some of you who rely heavily on the internet, have opted for the extra expense of satellite internet. You have a strong reception of the NOAA Weather Radio broadcast at 162.525 MHz. The transmitter is located on a high ridge several valleys over and will not be affected by this weather event. Your handheld radio receives the station quite well.

A local radio club has VHF and UHF RMS Gateways located on the ridge Upstream from town, these are the only VHF/UHF gateways you can connect to from your QTH. It is co-located in a bunker with private telecommunication wireless systems. It has a solar generator that provides emergency power that should allow normal operations during daylight hours. The internet for the gateway is a WIFI connection that is line-of-sight to the internet provider co-located in the old central office. In heavy rains, the internet can be spotty. Due to this condition, the RMS Gateways are configured to share an RMS Relay Post Office when network communications to the Winlink CMS are unavailable and will resume delivering the messages once the internet communications resume. In Post Office mode, if the recipient connects to either of these two gateways, undelivered messages addressed to them will be downloaded. This functionality is available for both Tactical Address and Amateur Radio callsigns. The state Emergency Management has a strong and reliable connection to the VHF gateway above the town using a single digipeater hop utilizing VARA FM. When they expect the internet to be down, their communication plan states they will periodically poll this gateway for messages. So all messages using these gateways will be delivered to the State Emergency Management Office, internet or not for at least a week.

When describing your Winlink capabilities in this scenario within the Winlink Check-in Form Comments, you can choose from the following 8 Options. This will allow you to select your level of effort for this Drill.

OPTION 1: Telnet only, relying on local WIFI Internet provider. No Emergency power is available to you. Winlink messages can be sent only when your Internet and Electrical providers are available. No Satellite Internet. This option will be the default option if no option is provided.

OPTION 2: Telnet only, relying on local WIFI Internet provider. Emergency power is available to run your computer and internet equipment. Winlink messages can be sent only when your Internet provider is available. No Satellite Internet.

OPTION 3: Telnet only, with Satellite Internet. No Emergency power is available to you. Winlink messages can be sent only when your Electrical provider is available.

OPTION 4: Telnet only, with Satellite Internet. Emergency power is available to run your radio, computer, and satellite internet equipment. Winlink messages can be sent at any time.

OPTION 5: Winlink VHF/UHF Radio modes capabilities. No Emergency power is available to you. Winlink messages can be sent only when your Electrical provider is available. Satellite Internet is not available for this option.

OPTION 6: Winlink VHF/UHF Radio modes capabilities. Emergency power is available to run your radio and computer. Winlink messages can be sent at any time. Satellite Internet is not available for this option.

OPTION 7: Winlink VHF/UHF and HF Radio modes capabilities. No emergency power is available to you. Winlink messages can be sent only when your Electrical provider is available. Satellite Internet is not available for this option.

OPTION 8: Winlink VHF/UHF and HF Radio modes capabilities. Emergency power is available to you to run your radio and computer. Winlink messages can be sent at any time. Satellite Internet is not available for this option.

Scenario

NOTE: Drill instructions start on page 11 of this document.

November 4th:

The National Weather Service issued a flood watch for your area. With the expectations of flash floods, the state Emergency Management Office requests that amateur radio operators with Winlink capability provide ground-level reports on local utilities and infrastructure status. Each participant must transmit a Winlink Check-In Form message to the Emergency Management Office to participate. In the Comments section of the form, a description of the participant's Winlink capabilities must be listed. Starting at 5:00 PM local time on the 5th*, participants are to send a Field Situation Report form message to the Emergency Management Office with current conditions. Updated Field Situation Reports will be repeated on the 6th, 7th, and 8th by 5:00 pm local, on those dates. On November 9th, a final Field Situation Report, and a separate Winlink Message containing the ICS-309 Communications Log needs to be sent. This ICS-309 will contain entries of the Winlink Check-in Form and

each Field Situation Report message sent. Once informed of the request for regularly timed Field Situation Reports, you will decide to provide the requested Winlink messages to the best of your station's abilities as the date times arrive.

* NOTE: These times are strictly for the Scenario timeline, not when messages are to be sent when participating in the drill. Operationally, as a participant, you should send all messages addressed to your ETO clearinghouse, and CC'd to ETO-BK. All Winlink Check-In Forms, the Field Situation Report Forms that your chosen option in the check-in form allows you to send, and the ICS-309 Form should be sent sometime within the Exercise Message Submission Window (November 5, 00:00 UTC - November 10, 00:00 UTC). However, you must generate the messages in order of the scenario timeline. The Winlink Check-In must be your first message created and the ICS-309 must be your last message created according to the timestamp in the Winlink message header (seen under the Outbox Date/Time column). This means the Winlink Timestamp of your message in your Winlink message display lists, must be such that the Date/Time Field Situation Report addressing status for the 5th, must be sent before the Field Situation Report for the 6th. The message for the 6th must be created before the Field Situation Report for the 7th. The message for the 7th must be created before the Field Situation Report for the 8th. Similarly, the new message for the Field Situation Report for the 9th must be generated after all the previous messages but before the ICS-309 Communications Log is created. These can all be sent within the submission window on the same day or over days. The message creation date/times must be in the order specified.

Tuesday, November 5th:

The rain started mid-morning. By 4:00 p.m., your regional NOAA Weather Radio station reported nearly 4 inches of rain had fallen in your area. It is not looking good because the river in your valley is reportedly nearing flood stage in the lowland areas. The major broadcast companies state this storm should not impact them. OTA TV will be available to those with emergency power.

A quick verification of the infrastructure status at your QTH shows no impact as of this time. Your status is shown in the “Infrastructure Status November 5 @ 4:00 PM” table.

	Infrastructure Status November 5 @ 4:00 PM						
Does QTH have Emergency Power?	POTS landlines functioning?	VOIP landlines functioning?	Cell phone voice calls functioning?	Cell phone texts functioning?	AM / FM stations functioning?	Over the Air TV functioning?	Satellite TV functioning?
Not Available	YES	YES	YES	YES	YES	YES	YES
Available	YES	YES	YES	YES	YES	YES	YES
Does QTH have Emergency Power?	Cable TV functioning?	Public waterworks available?	Commercial Power functioning?	Commercial Power Stable?	Natural Gas functioning?	Local Internet functioning?	NOAA Weather Radio
Not Available	YES	YES	YES	YES	YES	YES	YES
Available	YES	YES	YES	YES	YES	YES	YES

Wednesday, November 6th:

Since Tuesday, NOAA Weather radio has reported that 8 inches of rain has fallen upstream of your area in the past 24 hours and flash flooding is beginning to occur on the hillside seasonal stream beds. The surge from these waters has not fully reached the town and the town’s low-elevation regions prone to flooding are already experiencing localized flooding. Weather predictions estimate this will exceed the 1,000-year flood boundaries before it subsides. Currently, power, Internet, and all voice and texting communications are still operational. However, the Valley Co-op has alerted its customers that with forecasted rains, the water levels may soon flood their building and they will have a controlled shutdown of services before this for equipment protection mitigation. They also stated that customers should expect momentary power outages before the planned shutdown due to switching to reroute around flooded areas. These forced outages aim to allow them to return the equipment to service quickly after the flooding subsides. For now, they predict Natural Gas and Water will not be impacted. A quick verification of the infrastructure status at your QTH shows minimal

impact as of this time. You have noticed quick blinks in your LED lights. The verification of the infrastructure status at your QTH status is shown in the “Infrastructure Status November 6 @ 4:00 PM” table.

	Infrastructure Status November 6 @ 4:00 PM						
Does QTH have Emergency Power?	POTS landlines functioning?	VOIP landlines functioning?	Cell phone voice calls functioning?	Cell phone texts functioning?	AM / FM stations functioning?	Over The Air TV functioning?	Satellite TV functioning?
Not Available	YES	YES	YES	YES	YES	YES	YES
Available	YES	YES	YES	YES	YES	YES	YES
Does QTH have Emergency Power?	Cable TV functioning?	Public waterworks available?	Commercial Power functioning?	Commercial Power Stable?	Natural Gas functioning?	Local Internet functioning?	NOAA Weather Radio
Not Available	YES	YES	YES	Blinking Lights	YES	YES	YES
Available	YES	YES	YES	Blinking Lights	YES	YES	YES

Thursday, November 7th:

Since early Thursday morning, power, locally provided internet, and all voice, and text communication services are no longer available. NOAA Weather Radio reports indicate that 6 inches of rain have fallen in the last 24 hours. Their reports state all major rivers are now well above flood stage with the crest expected by late Friday, November 8th. Due to high waters on portions of the State Highway, nobody can enter or leave town. Officials expect the stream levels to exceed the 1,000-year flood. Verification of the infrastructure status at your QTH status is shown in the “Infrastructure Status November 7 @ 4:00 PM” table.

	Infrastructure Status November 7 @ 4:00 PM						
Does QTH have Emergency Power?	POTS landlines functioning?	VOIP landlines functioning?	Cell phone voice calls functioning?	Cell phone texts functioning?	AM / FM stations functioning?	Over the Air TV functioning?	Satellite TV functioning?
Not Available	NO	NO	NO	NO	N/A	N/A	N/A
Available	NO	NO	NO	NO	YES	YES	YES
Does QTH have Emergency Power?	Cable TV functioning?	Public waterworks available?	Commercial Power functioning?	Commercial Power Stable?	Natural Gas functioning?	Local Internet functioning?	NOAA Weather Radio
Not Available	N/A	YES	NO	NO	YES	N/A	YES
Available	NO	YES	NO	NO	YES	NO	YES

Friday, November 8th:

Power, locally provided internet, voice, and text communication services are still out. Precipitation has stopped during the early morning hours. According to NOAA Weather radio reports, 2 inches of rain have fallen since the requested time of Wednesday's Field Situation Report. NOAA's afternoon river reports state that all major rivers are near their crest and stream levels are expected to fall late this evening. Due to the limited rainfall coverage area, the downstream watershed is in good shape. Officials expect rivers to fall below flood level rather quickly. Verification of the infrastructure status at your QTH status is shown in the "Infrastructure Status November 8 @ 4:00 PM" table.

	Infrastructure Status November 8 @ 4:00 PM						
Does QTH have Emergency Power?	POTS landlines functioning?	VOIP landlines functioning?	Cell phone voice calls functioning?	Cell phone texts functioning?	AM / FM stations functioning?	Over the Air TV functioning?	Satellite TV functioning?
Not Available	NO	NO	NO	NO	N/A	N/A	N/A
Available	NO	NO	NO	NO	YES	YES	YES
Does QTH have Emergency Power?	Cable TV functioning?	Public waterworks available?	Commercial Power functioning?	Commercial Power Stable?	Natural Gas functioning?	Local Internet functioning?	NOAA Weather Radio
Not Available	N/A	YES	NO	NO	YES	N/A	YES
Available	NO	YES	NO	NO	YES	NO	YES

Saturday, November 9th:

By late afternoon on Saturday, Power, locally provided internet, and all voice, and text communication services are back in service. No new precipitation has occurred since Friday early morning. NOAA's afternoon river reports state all rivers are below flood stage. Verification of the infrastructure status at your QTH status is shown in the "Infrastructure Status November 9 @ 4:00 PM" table.

	Infrastructure Status November 9 @ 4:00 PM						
Does QTH have Emergency Power?	POTS landlines functioning?	VOIP landlines functioning?	Cell phone voice calls functioning?	Cell phone texts functioning?	AM / FM stations functioning?	Over the Air TV functioning?	Satellite TV functioning?
Not Available	YES	YES	YES	YES	YES	YES	YES
Available	YES	YES	YES	YES	YES	YES	YES
Does QTH have Emergency Power?	Cable TV functioning?	Public waterworks available?	Commercial Power functioning?	Commercial Power Stable?	Natural Gas functioning?	Local Internet functioning?	NOAA Weather Radio
Not Available	YES	YES	YES	YES	YES	YES	YES
Available	YES	YES	YES	YES	YES	YES	YES

Drill Instructions

NOTE: Repeating information from the note on Page 5; These times are strictly for the Scenario timeline, not when messages are to be sent when participating in the drill. All Winlink Check-In Forms, the Field Situation Report Forms that your provided option in the check-in form allows you to send, and the ICS-309 Form should be sent sometime within the Exercise Message Submission Window (November 5, 00:00 UTC - November 10, 00:00 UTC). However, you must generate the messages in order of the scenario timeline. No matter when you create the Field Situation Reports, the date/time value specified in the third step of each FSR section should be used.
If you have chosen to create and send all messages on the same day, you are welcome to do so. However, the Winlink Check-in and FSR's entered Date/Time should match as described in each message's section and must be created in the same order as the scenario.

Compose and Send a Winlink Check-in Form

1. Close any active Winlink Sessions.
2. Start a new Winlink Session, accepting any prompts for updates.
3. Your first message to compose is the Winlink Check-In Form using the Template *Winlink Check-in.txt*. This form is located under the template group labeled GENERAL Forms.
4. Within the form.
    a. Click on Setup to set the agency header: **EmComm Training Organization**.
    b. Set the Date/Time any time on **November 4, 2024**.
    c. Session Type: **Exercise**.
    d. Session Service: **Amateur**.
    e. Session Band: should match how you plan to send your messages. Either: **Telnet**, **HF**, **VHF**, **UHF**, **SHF**.
    f. Session Session: select one that appropriately matches the value for the Band.
    g. Location: Fill in, a. Location, b. Latitude, c. Longitude. Let the form calculate d and e.
        i. If you don't have an attached GPS that works with Winlink Express:
            1. Within the Latitude text box provide a non-blank approximation of the latitude from which you are sending the message.
            2. Within the Longitude text box provide a non-blank approximation of the longitude from which you are sending the message.
            3. Entering the Latitude and Longitude will populate the MGRS field.

4. Entering the Latitude and Longitude will populate the Grid Square field.
5. Note: Right-clicking your mouse (or touchpad equivalent) on a location in Google Maps will provide you with the latitude and longitude of that location.

h. Comments: This must be one of the 8 options within the Background section on pages 3 & 4. Enter only the word OPTION followed by a space and the number of which option you will adhere to. (i.g., OPTION 8)
   i. If the status for a day has power not functioning and you selected an option that doesn't have emergency power, you will not be able to send any Winlink Messages for that day. If the option is missing or not provided correctly, OPTION 1 will be assumed.
   ii. If the option you provide doesn't have Satellite Internet, you can only send Winlink Messages when the local Internet is available. You also need to have emergency power.
   iii. We will not verify if you used Telnet or Radio modes to transmit the messages. These are rules for the scenario configuration you have chosen to follow.

5. Submit and send the document.

Compose and Send the Initial Field Situation Report For Tuesday, November 5

1. The infrastructure status at your QTH should represent that currently there has been no impact from this weather event.
2. Along with the information provided in the Background section of this document, use information from the table titled "Infrastructure Status November 5 @ 4:00 PM" appropriate to the option number you entered in your Winlink Check-In to populate fields 4 through 11.
3. Create a New Message and select the Field Situation Report.txt file in the GENERAL Forms template group.
   a. Click on Setup and set the agency header to: **EmComm Training Organization**.
   b. Precedence should be **R/ Routine**.
   c. For this FSR, edit the Date/Time as a local time value of 5:00 pm on November 5, 2024, in YYYY-MM-DD HH24:mm:SS format. (i.g., **2024-11-05 17:00:00L)**

i. Ensure the entered date value ends with an L, to designate it is in local time.

d. The Task should be the number **241105**.
e. Address the Document to your appropriate ETO Clearinghouse.
f. The INFO (CC) field should contain **ETO-BK**.
g. Select the **NO** option for **Is there an EMERGENT/LIFE SAFETY Need** prompt.
h. Provide the names of your actual City, County, State, and if applicable, Territory.
i. If you don't have a GPS dongle Configured to fill in the Latitude and Longitude, use the same value from the Winlink Check-In form.
j. In the **Additional Comments** field Enter the same information concerning the option chosen as you did in the comments of the Winlink Check-In. (i.g., OPTION 8)
k. Use your Call Sign for the **POC** field.
l. You may want to select the feature "Save the Field Situation data" to facilitate populating the additional Field Situation Reports.

4. Submit and send the message.

Compose and Send the Field Situation Report For Wednesday, November 6

1. Power is available though lights are blinking and the Internet is available. So all options can send a completed Field Situation Report.
2. Along with the information provided in the Background section of this document, use information from the table titled "Infrastructure Status November 6 @ 4:00 PM" appropriate to the option number you entered in your Winlink Check-In to populate fields 4 through 11.
3. Create a New Message and select the Field Situation Report.txt file in the GENERAL Forms template group.
   a. Use the instructions in the previous section to guide you through filling out the form.
   b. For this FSR, edit the Date/Time as a local time value of 5:00 pm on November 6, 2024, in YYYY-MM-DD HH24:mm:SS format. (e.g., **2024-11-06 17:00:00L)**
4. Submit and send the message.

If Applicable, Compose and Send the Field Situation Report For Thursday, November 7

1. Power and the Internet are not available. Check your Option to see if a station with those abilities can send a Winlink Message.
2. Along with the information provided in the Background section of this document, use information from the table titled “Infrastructure Status November 7 @ 4:00 PM” appropriate to the option number you entered in your Winlink Check-In to populate fields 4 through 11.
3. If your options allow sending a message, create a New Message and select the Field Situation Report.txt file in the GENERAL Forms template group.
    a. Use the instructions in the previous section to guide you through filling out the form.
    b. For this FSR, edit the Date/Time as a local time value of 5:00 pm on November 7, 2024, in YYYY-MM-DD HH24:mm:SS format. (e.g., **2024-11-07 17:00:00L)**
4. Submit and send the message.

If Applicable, Compose and Send the Field Situation Report For Friday, November 8

1. Power and the Internet are not available. Check your Option to see if a station with those abilities can send a Winlink Message.
2. Along with the information provided in the Background section of this document, use information from the table titled “Infrastructure Status November 8 @ 4:00 PM” appropriate to the option number you entered in your Winlink Check-In to populate fields 4 through 11.
3. If your options allow sending a message, create a New Message and select the Field Situation Report.txt file in the GENERAL Forms template group.
    a. Use the instructions in the previous section to guide you through filling out the form.
    b. For this FSR, edit the Date/Time as a local time value of 5:00 pm on November 8, 2024, in YYYY-MM-DD HH24:mm:SS format. (e.g., **2024-11-08 17:00:00L)**
4. Submit and send the message.

Compose and Send the Final Field Situation Report For Saturday, November 9

1. All options can send a completed Field Situation Report.
2. Along with the information provided in the Background section of this document, use information from the table titled “Infrastructure Status November 9 @ 4:00 PM” to populate fields 4 through 11.
3. Create a New Message and select the Field Situation Report.txt file in the GENERAL Forms template group.
    a. Use the instructions in the previous section to guide you through filling out the form.
    b. For this FSR, edit the Date/Time as a local time value of 5:00 pm on November 9, 2024, in YYYY-MM-DD HH24:mm:SS format. (e.g., **2024-11-09 17:00:00L)**
4. Submit and send the message.

Compose and Send an ICS-309, Communications Log

1. In a new message open the Form-309 form within the Standard Template library.
2. Set the agency/group heading to **EmComm Training Organization**.
3. Values for the following fields.
    a. *Task #*
        i. 241109
    b. Date/Time Prepared
        i. This should be the actual UTC time the message is prepared.
        ii. Use a YYYY-MM-DD HH:mm format UTC Date/Time within the submission window. (i.e., 2024-11-09 16:20)
        iii. If you created your message in scenario order, the time entered should be greater than the folder listed UTC actual Date/Time values of the previous exercise messages.
    c. For Operational Period #
        i. 11/04-11/09
    d. Task Name
        i. Progression of Field Situation Reports Drill
    e. Operator Name
        i. Your First Name
    f. *Station ID and Express Sender*
        i. Your Callsign
    g. Page #
        i. 1

4. Communications Line Items
    a. Provide only the messages sent to your ETO ClearingHouse, with the values in your **Sent Items** list
        i. Hint: If you don't want to use the selection filters, create a Personal folder and move only the messages sent to ETO-Drill into it, to keep them separate from other Winlink activity.
    b. You may either manually enter the information or follow the process to paste data from a generated Tab Delimited file. This process was described in the March Exercise.
    c. If generating a Tab Delimited file to cut and paste into Form-309
        i. Remember to use the Form-309 date format of YYYY-MM-DD
        ii. Only select the *Sent* folder (or the Personal folder you moved them to).
        iii. Within the Select Columns to Include group box, only check the: *Time*, *From*, *To*, and *Subject* columns
        iv. Do not include the header text when selecting the range of text from the Tab Delimited File. Also, ensure that the cursor is positioned past the last line of the selection range. Please do so to ensure the last line in the file is parsed because the parser requires the last line's carriage return to read that line.
        v. From within the Tab Delimited file, edit the file to remove any message line items that are not the Check-in messages associated with this Drill.
5. The Form-309 message **MUST BE SENT AFTER** November 5, 00:00 UTC, but **BEFORE** November 10, 00:00 UTC.
    a. Set the recipient to your ETO Clearinghouse
    b. CC the message to ETO-BK

End of Exercise Instructions