Santa Wish List Message

Exercise Message Submission Window

- **December 12 00:00 UTC - December 15 15:00 UTC**

Difficulty Level: Basic

Purpose: With the decreased use of mail in today's culture, Santa has been modernizing how he receives a child's wish list. With "Santalite" coverage, this electronic technology has streamlined this process. With increasing solar storm events however, Santa has lost Santalite A & B which covers most of North America. With time running short, Santa put a call out for help to the EmComm Training Organization (ETO) to determine the feasibility of using amateur radio to receive Santa wish lists. The purpose of this exercise is to illustrate to Santa that the amateur radio community can fill this gap using ICS 213 RR resource request messages. 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 for this exercise, follow the ETO instructions.

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 and 2) transmit the document to your ETO clearing house and the tactical address **ETO-BK** using Winlink.

Objectives:

- Use Winlink Express to create and send an ICS 213 RR Resource Request Message.

- Properly use the provided resource request template for the content of the ICS 213 RR message.

- Complete only the Setup and Fields 1 through 9. Fields 10 through 19 should be left blank for the initial ICS 213 RR message.

Continue to the next page for the instructions.

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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

- (+) Instructions for entering and sending your location.
  https://docs.google.com/document/d/1UZyflx0WjBnt5N9RNrvatYhkWIU_dj_GOWOfp89bDJU/edit

Narrative

Incident: Santa Wish List

On Monday morning, November 27, at 7:30 a.m. (Local Time), Santa experienced an outage for Santalite A & B covering the North America area due to a class M solar flare. This flare caused damage to Santalite A & B which could not be fixed in time for Christmas. After a conference with the head communication elves, it was decided to ask for help from the EmComm Training Organization (ETO).

On Monday evening, November 27, at 6:00 p.m. a Zoom meeting was held between Santa's communication team and ETO. ETO's representative, Brian, explained how amateur radio provides emergency communications support in times of disasters to local communities through amateur radio operator volunteers.   Both parties agreed to conduct a test to demonstrate how Winlink, using ICS 213 RR messages, could meet the needs of children wanting to get their Christmas wish lists to Santa.

For this exercise, use the below Resource Request Template to complete the ICS 213 RR message.

RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name: Exercise - Santa Wish List				2. Date/Time current date/time		3. Resource Request Number: Santa001	

4. Order (Use additional forms when requesting different resource sources of supply.):

Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date and Time		Cost
				Requested	Estimated	
1			Chameleon CHA CRL Pro loop antenna	2023-12-25 02:00		
1			Xiegu X6100 HF Transceiver	2023-12-25 02:00		
1			Radioddity PB3 Protective Carry Case	2023-12-25 02:00		
1			MFJ 259D Antenna SWR Analyzer	2023-12-25 02:00		
1			Powerwerx Crimp Bag	2023-12-25 02:00		
1			CHA EmComm III Portable Antenna	2023-12-25 02:00		
1			Geochron Digital Atlas 2 4K 400-1000B	2023-12-25 02:00		

Requestor

5. Requested Delivery/Reporting Location:
Child's address

6. Suitable Substitutes and/or Suggested Sources:
DX Engineering

7. Requested by Name/Position: Child/Nice List	8. Priority: ☐ Urgent ☒ Routine ☐ Low	9. Section Chief Approval: Gertrude Claus

Logistics

10. Logistics Order Number:	11. Supplier Phone/Fax/Email:
12. Name of Supplier/POC:	

13. Notes:

14. Approval Signature of Auth Logistics Rep:	15. Date/Time:

16. Order placed by (check box): ☐ SPUL ☐ PROC

Finance

17. Reply/Comments from Finance:

18. Finance Section Signature:	19. Date/Time:

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Resource Request Template

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Exercise Instructions:

Open and select the 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. See above (+) for instructions if you don't know how to do this.
3. Click on the *Message \ New Message* menu item.
4. Verify that *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* will open in your default browser.

Fill out the Header

1. Click the Setup button and enter: EmComm Training Organization
2. Click OK

Fill out (Field 1)

1. Enter: Exercise - Incident Name
   Note: With no comment line, Exercise is added before the Incident Name so people are aware this is not a real world message.

Fill out (Field 2)

1. Accept the auto-filled date/time

Fill out (Field 3)

1. Enter Resource Request Number

Fill out (Field 4)

1. Enter the quantity for each of the seven items.

2. Leave Kind blank for each of the seven items.
3. Leave Type blank for each of the seven items.
4. Enter Item Description for each of the seven items.
5. Enter Requested for each of the seven items. Date/Time should be formatted yyyy-mm-dd hh:mm.
6. Leave Estimated blank for each of the seven items.
7. Leave Cost blank for each of the seven items.

Fill out (Field 5)

1. Enter Delivery/Reporting Location

Fill out (Field 6)

1. Enter Substitutes and/or Suggested Sources

Fill out (Field 7)

1. Enter Requested by Name/Position

Fill out (Field 8)

1. Enter Priority

Fill out (Field 9)

1. Enter Section Chief Name for Approval.

Submitting the form

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. Click **OK** on the pop-up dialog box to close it.
4. Close the browser

Sending the message

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1. Enter 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. 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. The Open Session Window will open.
9. If applicable, pick an appropriate *Channel Selection*
10. Click Start to send your message.
11. Close the Session window.
12. Close the Winlink Express window.

End of Exercise Instructions

See the next page for example of a completed Resource Request Message Form that would receive the maximum score for the exercise.

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Example of Competed Santa Wish List

RESOURCE REQUEST MESSAGE (ICS 213 RR)
EmComm Training Organization

| 1. Incident Name | Exercise - Santa Wish List | 2. Date/Time | 2023-12-07 11:42 | Load ICS213RR Data   **Form Info** |

| 3. Resource Request Number | Santa001 |

REQUESTER

| 4. Order | | | Use additional forms when requesting from a different source or vendor to fill request (s) | | | |

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			Chameleon CHA CRL Pro loop antenna	2023-12-25-02:00		
1			Xiegu X6100 HF Transceiver	2023-12-25-02:00		
1			Radioddity PB3 Protective Carry Case	2023-12-25-02:00		
1			MFJ 259D Antenna SWR Analyzer	2023-12-25-02:00		
1			Powerwerx Crimp Bag	2023-12-25-02:00		
1			CHA EmComm III Portable Antenna	2023-12-25-02:00		
1			Geochron Digital Atlas 2 4K 400-1000B	2023-12-25-02:00		

| 5. Delivery/Reporting Location | Child's address |

| 6. Substitutes and/or Suggested Sources | DX Engineering |

| 7. Requested by Name/Position | Child/Nice List | 8. Priority ○ Low ● Routine ○ URGENT |

| 9. Section Chief Name for Approval | Gertrude Claus |