EmComm Training Organization
ETO ICS-213RR Santa Purchase Requests

Summary:

The December 22nd exercise is based on the ICS-213RR form. This form is used by agencies for making purchases through their purchasing department or a purchasing entity associated with the EmComm event or exercise.

Some purchasing departments will require you to identify the names and titles of personnel who are part of the purchase order process. Unless you work with the agency on a regular basis, you will have to research who these people are in order to include them in the form, and meet any of the unique purchasing stipulations in order to complete the purchase request.

That makes this exercise contingent on how one completes the ICS-213RR form. Some of the entry fields require the names of certain purchasing personnel and their titles. And so in this exercise you will need to make up some entries that represent a typical person name and title as though you were identifying the proper person this document will ultimately pass through. Again, the objective is to get you familiar (or re-familiar) with the general process for this form.

Entry fields require you to make an entry based on the **field descriptor**. Your response should be logical and consistent with respect to the field descriptor. You will be loading a set of pre-defined instructions into the form and then replacing them with an appropriate response.

You will also be asked to attach a photograph and resize it to 5kb. Also, you will not be mailing your Winlink response to your standard Clearinghouse address.   You will be using a different tactical address.

EmComm Training Organization
ETO ICS-213RR Santa Purchase Requests

Some reminders, especially for new arrivals to ETO:

- Read and Follow the Instructions **PRECISELY**. Details are sometimes missed in the reading, and some of our assignments can be tricky!

- Make sure you address the correct Clearinghouse for your geographic location (especially if you're temporarily in a different region).

  - Our Tactical Addresses are all formatted as "ETO-nn", where nn is *always* either a 2-digit number ("01", "03", …, "10") or "CAN" for Canadian participants or "DX" for all others.
  - Make sure you type a ZERO, not the letter "O", in the 2-digit number.
  - If you don't know your Clearinghouse's Tactical Address, Use this web page to look it up: https://emcomm-training.org/More_Info.html#Maps

- Suggestion: put your own "normal" Email Address in the CC box, so that you receive a copy in your non-Winlink Email, as another confirmation that your Winlink message was sent out correctly.

- IMPORTANT! Always restart Winlink Express to ensure you have the current version, and the latest Template updates. The Winlink Development Team (WDT) is constantly updating both.

- ETO exercises are designed to be completed using the Winlink Express client, in a Windows environment. If you choose to use any other Winlink Client Program, "your mileage may vary," and your response may not be mapped or graded as Correct.

- Avoid common errors as outlined on our website:

  https://emcomm-training.org/Winlink_Thursdays.html

EmComm Training Organization
ETO ICS-213RR Santa Purchase Requests

Continue to the next pages for Exercise/Drill instructions.

Instructions:

Pre-loading Field Entry Instructions:

Unlike previous instructions for completing this form, **you will load a set of pre-defined field instructions or entries and then replace them with a correct response.**

If you've ever saved your entries that you've entered for a form and then reloaded them, you will be doing the same by pre-loading the instruction entries and replacing them with *your* entries. (You will be making an entry or an update to the fields highlighted in Yellow - see the diagram on page 6)

Note the way the required fields are pre-filled with required, optional, make up, and specific directions.

Click HERE to download the pre-defined instruction entries. When the file displays, click on the download icon to retrieve the file. The file should download to the default download directory (typically the DOWNLOAD directory for Windows). You should confirm the location of this file before moving to the next set of instructions.

Open the Winlink Express application.

1. Under "Message" open the menu to "New Message".

2. In the new message window, open the "Select Template" menu option.

3. Select the following drop-down menu options in order "Standard Templates", "ICS USA Forms",

4. Double-click on "ICS213RR Resource Request Message.txt" to open the ICS-213RR template form.

5. In the upper right-hand section of the ICS-213RR form, click on the "Load ISC213RR Data" button.

6. Locate the ICS213RR 2022-12-22 06_00.txt file that you downloaded previously and double-click on it. The file contents will load into the ICS-213RR form.

7. Make your entries according to the instructions in the designated entry fields (see the example form on page 6). Fields highlighted in yellow may instead shade as light-gray for non-color printers.

EmComm Training Organization
ETO ICS-213RR Santa Purchase Requests

Attaching a Photograph:

For the photograph attachment, find a photograph (jpeg or jpg file format only) of the desired Amateur Radio equipment, device, radio, analyzer, antenna, etc. and take a photograph or an image "cut-out" of what you want Santa to bring you. Resize the image to 5kb and attach it to your completed ICS-213RR purchasing form (image may resize to a value at or just below 5kb)

1. Click on "Attachments"
2. Click on "Add"
3. Select a photograph file (JPG)
4. Click on the photograph filename (changes to blue)
5. Click on "Edit/Resize-Image" in the Attachments menu options. The photograph image and menu will appear.
6. Click on the "Resize" menu option.
7. In the "Desired Size" entry field enter the value 5
8. Click the "Change Size" button then click the "Save" button. The re-sized image and menu should appear.
9. Click on the "Save Changes" menu option.
10. The view will return to the "Attachments" entry menu and the photograph size should now be 5.0 kb in size (plus or minus small differences).
11. Click on the "Finished" menu option.

EmComm Training Organization
ETO ICS-213RR Santa Purchase Requests

Sending your Message:

You will NOT be sending your message to the usual ETO Clearinghouse addresses. Instead, to give the Clearinghouses a Christmas break, you will be sending your responses to a *different tactical address*. Use the *tactical address* SANTA (yes, really).

- Enter "SANTA" into the TO: address field

- CC: yourself (and your significant other if your want to send a hint)

- Check that your message has all of the necessary and desired addresses

- Post your message to the Winlink Express Out Box

- Send your message using your favorite transmission method

Grading Criteria:

Those that complete all of the <mark>actionable fields</mark> (based on the highlighted fields), and the attachment meets the required size parameters will have their ICS-213RR submitted to Santa. Good luck. If you want to give a hint to your significant other, CC their E-mail address before sending. Good luck on that one too.

Grading factors:
- Image is present
- Image right sized
- Valid lat/long with call sign entry
- Valid entries for certain highlighted fields

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ETO ICS-213RR Santa Purchase Requests

Setup   Click to add an agency or group name

RESOURCE REQUEST MESSAGE   (ICS 213 RR)

1. Incident Name   ETO Santa Request   2. Date/Time   2022-12-22 06:00   Load ICS213RR Data   Form Info

3. Resource Request Number   12-22-22-ETO-SR1

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
REQ			REQUIRED	REQUIRED		REQUIRED

5. Delivery/Reporting Location   YOUR GPS COORDINATES - REQUIRED

6. Substitutes and/or Suggested Sources   OPTIONAL - MAKE BLANK IF NO ENTRY

7. Requested by Name/Position   Your Name & Call Sign - then select PRIORITY----->   8. Priority ● Low   ○ Routine   ○ URGENT

9. Section Chief Name for Approval   David Rudolph Rednose

LOGISTICS

10. Logistics Order Number   MAKE ONE UP

11. Supplier Phone/Fax/Email   MAKE UP or USE A REAL PHONE NUMBER FOR YOUR FAVORITE AMATEUR RADIO SUPPLIER

12. Name of Supplier   NAME OF FAVORITE AMATEUR RADIO SUPPLIER   12A Point of Contact   MAKE ONE UP

13. Notes   OPTIONAL - ADD ACCESSORIES OR MAKE BLANK IF NO ENTRY

14. Name of Auth Logistics Rep   MAKE ONE UP   UPDATE DATE/TIME -->   15. Date/Time   2022-12-22 06:00

16. Order Was Requested By   YOUR NAME AND CALL SIGN   *Indicate Unit / Section or Person who is to get this order.*

FINANCE

17. Reply/Comments from Finance
HAPPY HOLIDAYS !!

18. Finance Section Chief Name   MAKE ONE UP OR SPOUSE   19. Date/Time   2022-12-22 06:00

Save ICS213RR Data   Submit   Reset Form   ICS 213RR v. 14.5

EmComm Training Organization
ETO ICS-213RR Santa Purchase Requests

Form Field Entry Definitions

For Fields Marked As:	Required Response
REQUIRED or REQ	An entry for these fields is required by you based on the field descriptor. Enter an appropriate response.
OPTIONAL – MAKE BLANK IF NO ENTRY	Entry for these fields are not required but up to you. You can be creative for these entries. If you choose NOT to make an answer for OPTIONAL fields, clear the field so that it is empty.
MAKE ONE UP or MAKE UP (In a real situation these fields would typically be provided to you or acquired for the circumstances, location, event, etc.)	Some entry for these fields is required. You make up an **appropriate** entry based on the field descriptor. For instance, you would enter a number for a "resource number", or, a person's name such as 'Joe Scrooge' for "Supervisor name".
Specific Directions	Some field entries specifically state what needs to be entered. Replace the instruction in the entry field with the required entry.
Date entry fields	There are 3 date entry fields in this form – field 2, 15, and 19. Update the date entry by clicking on the field. Use the YYYY/MM/DD HH:MM format.
Entry fields that are blank – have no entry requirements	Skip these fields. Leave them blank.
GPS COORDINATES must be entered in decimal degrees.	