

Region Five

Emergency Communications Guidebook



**Original Release
October 7, 2010**

**Current Release
December 11, 2011
Revision 2**

RECORD OF CHANGES AND CORRECTIONS

Enter Change or Correction in Appropriate Column

Identification of Change or Correction; message date-time-group; etc.		Date Change/Correction Entered	Change/Correction Entered by (Signature)
Change	Correction		
12/1/2010	Removal of SITREP at the scene	12/1/2010	M.Flynn
12/1/2010	Change table of contents to reflect removal above	12/1/2010	M. Flynn
12/1/2010	Change table of contents to show 'set comcon' info	12/1/2010	M. Flynn
12/1/2010	Pg 3 Change verbage after UNCLAS	12/1/2010	M. Flynn
12/1/2010	Pg 4 Change verbage after UNCLAS	12/1/2010	M. Flynn
12/2/2010	Pg 5 Change verbage after UNCLAS	12/2/2010	M. Flynn
12/2/2010	Pg 12 Change verbage after UNCLAS	12/2/1010	M. Flynn
12//2/2010	Pg 13 Event Support Identifiers added	12/2/2010	M. Flynn
12/8/2010	Pg 5 Added Disaster scene SITREP and verbage	12/8/10	M. Flynn
12/8/2010	Pg 6 Changed SITREP to Consolidated SITREP/ASG	12/8/2010	M. Flynn
1/9/2011	Verbage and WL2K changes	1/9/2011	M. Flynn
6/6/2011	Change EEI messages to Conform to new NTP8	6/6/2011	M. Flynn
6/6/2011	Per new NTP8 (D) added into SITREP-start with number one	6/6/2011	M. Flynn
9/3/2011	MI matrix corrected GAY addresses	9/3/2011	T.Isom
9/7/2011	Pg 6 missing FM line in SITREP	9/7/2011	T. Isom
9/10/2011	Update generic and all state matrices to reflect current EEI message address scheme	9/10/2011	T. Isom
9/10/2011	Pg 6 Added clarification to SITREP submission	9/10/2011	T. Isom

Identification of Change or Correction; message date-time-group; etc.		Date Change/Correction Entered	Change/Correction Entered by (Signature)
Change	Correction		
9/11/2011	All matrices and pg 10, 11 added @winlink.org to addresses for AAN3EEI, NNN0ASA, NNN0ASZ	9/11/2011	T. Isom
10/11/2011	Message layout/client example	10/12/2011	T. Isom
10/14/2011	Reformatting matrices Renumbering pages	10/14/2011	T. Isom
10/15/2011	Various consistency and addressing issues	10/15/2011	T. Isom
10/24/2011	Pg 6 Implementation Message example graphic included NNN0LBZ (ASG ONE)	10/24/2011	T. Isom
10/30/2011	Annex A pgs 2,3,4,5 correct NNN0GAP TWO IL from NNN0LHK to NNN0EQH	10/30/2011	T. Isom
12/7/2011	Annex A pgs 6,7,8,9 update NNN0GAQ IN from NNN0ITN to NNN0KBP	12/7/2011	T. Isom
12/11/2011	All pages of manual – revise page layout with WL2K client at top of page with text box contents below client address example	12/10/2011	T. Isom
12/11/2011	EI Exercise Message Address properties pg 19 correct NNN04BS to NNN4BS	12/11/2011	T. Isom
12/11/2011	EI Actual Message Address Properties pg 20 correct NNN04BS to NNN4BS	12/11/2011	T. Isom

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ECOM Message Address Matrix

The state directors, two's and four's should use this matrix as a checklist for required Ecom messages

GENERIC	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
Exercise Notification Page 4 REF: CAOG C810.d C820.a	NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0G__ <State> NNN0G__ ONE <State> NNN0G__ TWO <State>	To: NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ State Director State ONE State TWO	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be ind callsign or State Dir callsign Use State ONE's WL2K address usually ind callsign Use StateTWO's WL2K address usually ind callsign
Set COMCON Page 5 <i>Optional - at State Director discretion</i>	NNN0ALL <State>	NNN0G__ <State> NNN0G__ ONE <State> NNN0G__ TWO <State>	To: NNN0GXX <State> Info:(CC) State Director State ONE State TWO	Use State Dir's WL2K address may be ind callsign or State Dir callsign Use State ONE's WL2K address usually ind callsign Use StateTWO's WL2K address usually ind callsign
Implementation Report Page 6 REF: CAOG C730	NNN0ASA VA NNN0ASZ GA NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0G__ <State> NNN0G__ ONE <State> NNN0G__ TWO <State>	To: NNN0ASA NNN0ASZ NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ State Director State ONE State TWO	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be ind callsign or State Dir callsign Use State ONE's WL2K address usually ind callsign Use StateTWO's WL2K address usually ind callsign

ECOM Message Address Matrix

The state directors, two's and four's should use this matrix as a checklist for required Ecom messages

GENERIC	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
SITREP <i>-individual stations within state</i> Page 7	NNN0G__ <State>	NNN0G__ ONE <State> NNN0G__ TWO <State>	To: State Director Info: (CC) State ONE State TWO	Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use StateTWO's WL2K address usually individual callsign
SITREP <i>-consolidated</i> FM: State Dir./staff Page 8 Due every 4 hrs REF: CAOG C750.c -consolidation of all in-state sitreps by State Director or designee	NNN0ASG MI	NNN0AS5 MN NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0G__ <State>* NNN0G__ ONE <State> NNN0G__ TWO <State>	To: NNN0ASG Info: (CC) NNN0AS5 NNN0LBZ NNN4BS NNN0KZC NNN0EVQ State Director* State ONE State TWO	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use StateTWO's WL2K address usually individual callsign
Operations Report Page 9 REF: CAOG C760	NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH	To: NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state)

ECOM Message Address Matrix

The state directors, two's and four's should use this matrix as a checklist for required Ecom messages

GENERIC	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
After Action Report Page 10 REF: CAOG C770	NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0G__ <State> NNN0G__ ONE <State> NNN0G__ TWO <State>	To: NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ State Director State ONE State TWO	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use StateTWO's WL2K address usually individual callsign
- if State Staff (not State Director) is submitting report, then State Director must be info addee				
EEI Report <i>Exercise</i> REF: CAOG C900 Page 11 Note: The address AAN3EEI will appear in the header of the message placed in the WL2K text box the address is <i>not</i> to be placed in the TO or CC line of an EXERCISE EEI sent by WL2K.	AAN3EEI	NNN0ASA VA NNN0ASZ GA NNN0ASG MI NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 MN NNN0AS5 ONEMN NNN0AS5 TWO OH NNN0G__ <State> NNN0G__ ONE <State> NNN0G__ TWO <State>	To: NNN0ASA@winlink.org NNN0ASZ@winlink.org Info: (CC) NNN0ASG NNN0LBZ NNN4BS NNN0AS5 NNN0KZC NNN0EVQ State Director State ONE State TWO	Do NOT put AAN3EEI in the TO line of an EXERCISE EEI in WL2K Must include the @winlink.org in the WL2K address for this station Must include the @winlink.org in the WL2K address for this station NNN0ASG TWO SC (receives mail through state) Can also send to NNN0XEE Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use StateTWO's WL2K address usually individual callsign

ECOM Message Address Matrix

The state directors, two's and four's should use this matrix as a checklist for required Ecom messages

GENERIC	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
EEl Report <i>ACTUAL</i> Page 12 REF: CAOG C900	AAN3EEI VA	NNN0ASA VA NNN0ASZ GA NNN0ASG MI NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 MN NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0G__ <State> NNN0G__ ONE <State> NNN0G__ TWO <State>	To: AAN3EEI@winlink.org NNN0ASA@winlink.org NNN0ASZ@winlink.org Info: (CC) NNN0ASG NNN0LBZ NNN4BS NNN0AS5 NNN0KZC NNN0EVQ State Director State ONE State TWO	Must include the @winlink.org in the WL2K address for this station Must include the @winlink.org in the WL2K address for this station Must include the @winlink.org in the WL2K address for this station NNN0ASG TWO SC (receives mail through state) Can also send to NNN0XEE Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use StateTWO's WL2K address usually individual callsign

NOTES:

REF: Reference is Central Area Operations Guide (CAOG) Annex C

** States may add other state/region, but not Area or National, INFO Addees as desired

NNN0G__ <State> or State Director - refers to State Director Callsign for your state; in WL2K refers to where your State Director receives WL2K messages which may be state director callsign or state director's individual station call

NNN0G__ ONE <State> or State ONE - refers to State ONE Callsign for your state; in WL2K refers to where your State ONE receives WL2K messages which will be the individual station call

NNN0G__ TWO <State> or State TWO - refers to State TWO Callsign for your state; in WL2K refers to where your State TWO receives WL2K messages which will be the individual station call

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ECOM Message Address Matrix

The state directors, two's and four's should use this matrix as a checklist for required Ecom messages

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Table of Contents
Messages STARRED * are REQUIRED
(All other messages may be sent during an Ecom Exercise)

Page
Number

ii. [Record of changes](#)

II. [Central Area message report addressee matrix is listed in pages II, III, IV, V.](#)

1. **Table of contents**

2. [Special Notes](#)

3. [Key to Using this Guide](#)

4. [NotificationMessage](#) * (Ref NTP-8(D) Annex D, Para. 820; CAOG Annex C, Para 820)

5. [Set Commcon](#) (Ref NTP-8(D) Annex D, Para.400, 410, 420, 430, 440;
CAOG Annex C, Para 660, 740)
(Not required, at the State Directors discretion)

6. [Implementation Message](#) * (Ref NTP-8(D) Annex D, Para. 710 ; CAOG Annex C, Para. 730)

7. [Sitrep by members to state directors and staff](#) * (authorized NNN0ASZ, NNN0ASG AND NNN0AS5)

8. [Sitrep \(consolidated\)](#) * (Ref NTP-8 (D) Annex D, Para. 730; CAOG Annex C, Para. 750)

9. [Operations Report](#) * (Ref CAOG Annex C, Para. 760)

10. [After Action Report](#) * (Ref NTP-8(D), Annex D, Para. 740; CAOG Annex C, Para. 770)
(The final sitrep is also known as termination message)

11. [Exercise EEI \(optional\)](#) (Ref NTP-8(D) Annex D, Para. 900; CAOG Annex C, Para. 900)

12. [Actual Event EEI](#) (Ref NTP-8(D) Annex D, Para. 900; CAOG Annex C, Para. 900)

13. [Third Party messages](#) (Ref NTP-8(D) Annex E, Para. 710; CAOG Annex E, Para. 530)

14. [OPREDREP \(Operational readiness report \(ART teams\)\)](#)
(Ref NTP8 (D) Annex D, Para. 720; CAOG Annex C, Para. 231)

15. [Stand Down or Terminate ecom exercise](#) (Ref CAOG Annex C, Para. 660)

16. [Event/Event Identifier](#) (Ref NTP8(D), Annex D, Para. 902)

[ANNEX A - State Ecom Matrices](#)

[Illinois](#) Annex A Pages 2-5

[Indiana](#) Annex A Pages 6-9

[Michigan](#) Annex A Pages 10-13

[Minnesota](#) Annex A Pages 14-17

[Ohio](#) Annex A Pages 18-21

[Wisconsin](#) Annex A Pages 22-25

Special Note:

Only Actual Event EEI message format (page 9) and ART Operation Readiness message format (Opredrep) (page 12) indicate including the words “Actual Event,” no other format in NTP8D (Draft) Annex D indicates to add the words Actual Event.

For Exercises, follow guidance in NTP8(D) Draft, Annex D, Para D810, for adding the word EXERCISE to message formats. Messages shown in this guide show the proper placement according to this reference. With the exception of the two messages noted in the paragraph above, for actual event remove the word EXERCISE from the format, do not add the phrase “ACTUAL EVENT.” The absence of the word EXERCISE indicates an actual event.

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KEY TO USING THIS GUIDE

The item below represents the client you use for your messages be it Airmail, Outlook, Thunderbird, etc.

The screenshot shows a dialog box titled "Address Properties" with the following fields and callouts:

- Name:** <Name of address type in your client> (Callout: Name of entry in address book)
- To:** <Stations the message is being sent to> (Callout: "TO" addrees, follow examples as shown in guide)
- Cc:** <Statiions that are INFO addees> (Callout: "INFO" addees, follow examples as shown in guide)
- Options:**
 - Subject:** //MARS <Message Precedence>/<Message type> (Callout: Properly formatted subject line for WL2K, follow examples as shown in guide)
 - Message Text:** <Text of message being sent, including properly formatted header> (Callout: The message, properly formatted, including message header, follow examples as shown in guide)

A red-bordered box highlights the Message Text field with the text: **TEXT IN THIS AREA DOES NOT AFFECT MESSAGE ROUTING**

DE NNN0XXX ### (Callsign and serial number)(add DE line for digital messages only)
R DTG Z (Month - abbreviation) (Yr. in 4 digits)
FM <CALLSIGN STATE> (sending station's callsign and state)
TO <CALLSIGN STATE> (Include all "TO" addees for the message 1/line)
INFO <CALLSIGN STATE> (Include all "INFO" addees for the message 1/line)
BT
UNCLAS (Follow message format if any item is to be on this line with UNCLAS)
SUBJ: (Follow message format)
<Follow the message format for the particular message being sent to determine what is in this part of the message body. Please try to keep this to 69 characters per line>
BT
NNNN (ADD FOR DIGITAL MESSAGES ONLY)

This information will go in the Message Text of your preferred client (Airmail, Outlook, Thunderbird, etc.).

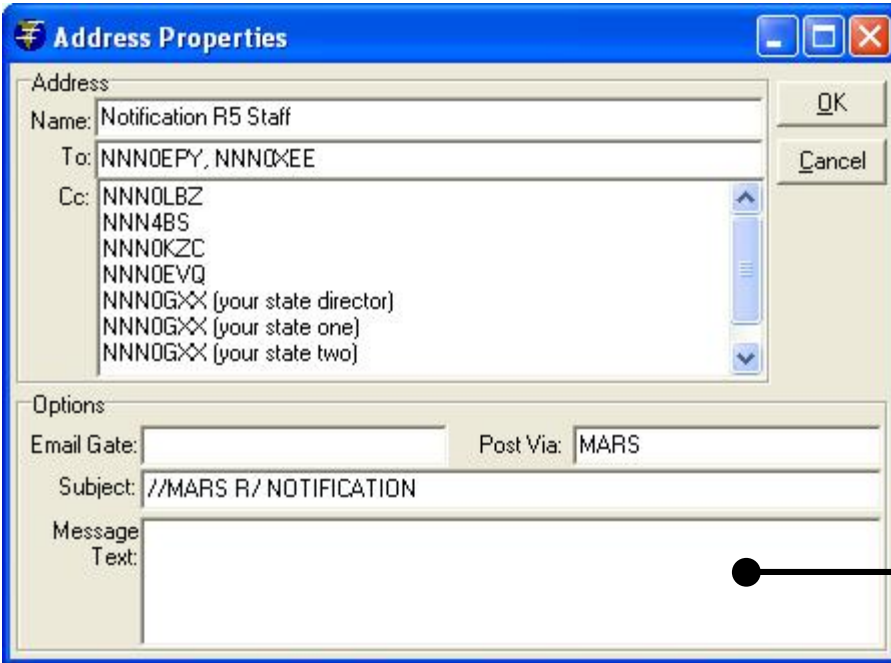
In some messages the TO line in message header will differ from the TO line entered in your preferred client.

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NOTIFICATION MESSAGE:
Required message for ecom exercise

Prior to conducting an exercise, the state shall notify the Area and Region Directors and the Area and Region assistants for emergency communications of the exercise. Exercises are valuable tools to aid in evaluating the state's readiness and uncovering items that require added training.

Allow two days for NNN0AS5 TWO to evaluate the notification message by sending the notification message in its entirety only to the current NNN0AS5 TWO. **2 day evaluation + 15 day notification=17 days.**



DE NNN0XXX ### (Callsign and serial number)(add DE line for digital messages only)
R DTG Z (Mo.)(Yr. in 4 digits)
FM NNN0(xxx) XX (your state ecom assistant or director)
TO NNN0ASG MI
NNN0AS5 MN
INFO NNN0ASG ONE IL
NNN0ASG TWO SC
NNN0AS5 ONE MN
NNN0AS5 TWO OH
NNN0GXX XX
NNN0GXX ONE XX
NNN0GXX TWO XX
BT
UNCLAS (name of exercise may be added)
SUBJ: (your state abbrev.) ECOM EXERCISE NOTIFICATION
(1) Date/time the exercise is scheduled to start.
Date/time the exercise is scheduled to end.
(2) Primary and secondary frequencies to be used.
(3) Objectives.
(4) Type of message traffic anticipated.
BT
NNNN (ADD FOR DIGITAL MESSAGES ONLY)

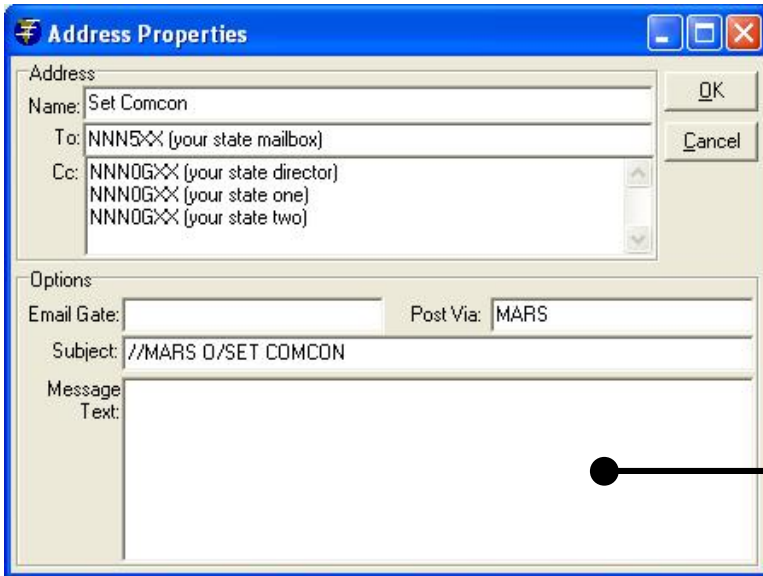
**EXERCISE IS NOT TO BE
ADDED AFTER UNCLAS
OR AT THE END OF THIS
MESSAGE**

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SET COMMCON:

At the discretion of the State Director will COMMCON be set and message transmitted

To initiate an Alert Condition the following IMMEDIATE precedence message format shall be used:



```
DE NNN0XXX ### (Callsign and serial number) (add DE line for digital messages only)
O DTG Z (Mo.) (Yr. in 4 digits)
FM NNN0XXX XX (state director or assignee)
TO NNN0ALL XX (state spelled out)
INFO NNN0GXX XX (state director)
NNN0GXX ONE XX (state one/state abbrev.)
NNN0GXX TWO XX (state two/state abbrev.)
BT
UNCLAS EXERCISE (name of exercise may be added)
SUBJ: EMERGENCY COMM
1. IAW NTP 8(D), ANNEX D, SET COMCON (THREE, TWO, ONE, ZERO)
2. UPDATE TO FOLLOW
(EXERCISE OR ACTUAL INCIDENT)
BT
NNNN (ADD FOR DIGITAL MESSAGES ONLY)
```

If it becomes necessary to upgrade the Alert Condition, re-send the above message with a new DTG and alert level.

This is an example Ohio would use for Set Comcon

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IMPLEMENTATION MESSAGE:
Required message for ecom exercise

Upon implementing any portion of this Annex (except EEI submission of per article D900) by a MARS member station, a report shall be made by an immediate precedence message to Chief, NAVMARCORMARS (NNN0ASA), the Assistant to CHNAVMARCORMARS for Emergency Communication (NNN0ASZ), the cognizant area, region and state directors, using the following message format

Address Properties

Address

Name: Implementation Msg

To: NNN0ASA, NNN0ASZ, NNN0ASG, NNN0ASE

Cc: NNN0LBZ
NNN4BS
NNN0KZC
NNN0EVQ
NNN0GXX (your state director)
NNN0GXX ONE (your state ONE - use personal callsign)
NNN0GXX TWO (your state TWO - use personal callsign)

Options

Email Gate: Post Via: MARS

Subject: //MARS O/IMPLEMENTATION|

Message Text:

DE NNN0XXX ### (Callsign and serial number) (add DE line for digital messages only)
O (DTG)
FM (Only director or deputy)
TO NNN0ASA VA
NNN0ASZ GA
NNN0ASG MI
NNN0AS5 MN
INFO NNN0ASG ONE IL
NNN0ASG TWO SC
NNN0AS5 ONE MN
NNN0AS5 TWO OH
NNN0GXX XX (your state director/state abbrev.)
NNN0GXX ONE XX (your state ONE/state abbrev.)
NNN0GXX TWO XX (your state TWO/state abbrev.)
(Adjacent State Director and -TWO if desired)
BT
UNCLAS EXERCISE (name of exercise may be added)
SUBJ: EMERGENCY COMMUNICATIONS IMPLEMENTATION
1. (CIRCUMSTANCES REQUIRING IMPLEMENTATION)
2. (NAVY-MARINE CORPS MARS SERVICES REQUESTED, YES/NO)
(IF YES, NAME AND TITLE OF REQUESTOR)
3. (ADDITIONAL COMMUNICATIONS SUPPORT REQUIRED, YES/NO)
(IF YES, TO WHAT EXTENT AND SCOPE/GEOGRAPHIC LEVEL)
A. STATE - ACTION TO BE TAKEN BY STATE DIRECTOR
B. REGION - ACTION TO BE TAKEN BY REGION DIRECTOR
C. OUTSIDE OF REGION - ACTION TO BE TAKEN BY CHNAVMARCORMARS
BT
NNNN (ADD FOR DIGITAL MESSAGES ONLY)

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Sitrep in state

Sitrep message by members for reporting to State directors and State Assistants

Report at least once every four hours, numbering reports consecutively

Address Properties

Name: Sitrep in State

To: NNNOGXX (your state director)

Cc: NNNOGXX (your state one)
NNNOGXX (your state two)

Options

Email Gate: Post Via: MARS

Subject: //MARS P/Sitrep in state (number/final)

Message Text:

SITREPS in state/region/area are **only submitted by stations in the disaster area.**

In an exercise scenario, your state staff will designate the scope/area of the disaster/event, station(s) in that area prepare and submit SITREPs.

In an actual event, **ONLY** station(s) in the disaster/event area submit SITREP(s). The disaster/event area may change in scope/area as the disaster/event unfolds or ages.

SITREPs from stations not in the disaster/event area do not contribute to defining the scope of the event.

DE NNN0XXX ### (Callsign and serial number) (add DE line for digital messages only)
P DTG Z (month)(year in 4 digits)
FM NNN0XXX XX (your callsign your state)
TO NNN0GXXX XX (your state director, assignee or ecom assistant)
INFO NNN0GXX ONE XX (your state one, state abbrev.)
NNN0GXX TWO XX (your state two, state abbrev.)
BT
UNCLAS (EXERCISE) exercise name may be added -- for exercises only
SUBJ: SITREP (ONE, TWO, ETC., FINAL) (all sitreps must be numbered, starting with number ONE)
1. Brief resume of situation in disaster state other pertinent information, be brief
2. Designator(s) of Net(s) and number of stations participating in emergency
3. Advisory information, recommendations, needs, etc., be brief
4. Prognosis for the next two hours
5. Other pertinent information--problems, equipment performance, etc.
(EXERCISE) (Add the word "EXERCISE" if an exercise message)
BT
NNNN (ADD FOR DIGITAL MESSAGES ONLY)

For sitrep numbering, use the word, e.g. ONE, **not** the number, e.g. 1.

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Sitrep consolidated Required message for ecom

For State Directors, Ecom Assistants or Designees when reporting to region and area staff

State directors, assignee's or ecom assistants will then send a Consolidated SITREP to Area and Region Five staff (shown above) every four hours.

(for exercises only)

(for actual incident)

DE NNN0XXX ###	(Callsign and serial number) (add DE line for digital messages only)	For sitrep numbering, use the word, e.g. ONE, not the number, e.g. 1.
P DTG Z	(month)(year in 4 digits)	
FM NNN0XXX XX	(your callsign)	
TO NNN0ASG MI		
NNN0AS5 MN		
NNN0GXX XX	(your state director/state) (ZEN this callsign if listed in the FM line)	
INFO NNN0ASG ONE IL		
NNN0ASG TWO SC		
NNN0AS5 ONE MN		
NNN0AS5 TWO OH		
NNN0GXX ONE XX	(Your state ONE/state abbrev.)	
NNN0GXX TWO XX	(Your state TWO/state abbrev.)	
BT		
UNCLAS (EXERCISE)	(exercise and exercise name may be added—for exercises only)	
SUBJ: SITREP (ONE, TWO, ETC., FINAL)	(all sitreps must be numbered, starting with number ONE)	
1. Brief resume of situation in disaster state other pertinent information, be brief		
2. Designator(s) of Net(s) and number of stations participating in emergency		
3. Advisory information, recommendations, needs, etc., be brief		
4. Prognosis for the next two hours		
5. Other pertinent information--problems, equipment performance, etc.		
(EXERCISE) (Add the word "EXERCISE" if a drill/exercise message)		
BT		
NNNN (ADD FOR DIGITAL MESSAGES ONLY)		

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OPERATIONS REPORT Required message for ecom exercise

For purposes of these instructions administrative/operational messages include all message types authorized for transmission via the MARS system other than Third Party messages which are discussed in paragraph E530 below. The following format shall be used for constructing either single or multi-addressee administrative/operational messages for entry into the current digital messaging system. (WL2K, RMS Express or system designated by Chief Navy Mars)

Address Properties

Address

Name: Operations Report

To: NNN0EPY, NNN0XEE

Cc: NNN0LBZ
NNN04BS
NNN0KZC
NNN0EVQ

Options

Email Gate: Post Via: MARS

Subject: //MARS R/Operations Report

Message Text:

DE NNN0XXX ### (Callsign and serial number) (add DE line for digital messages only)
R DTG Z (Mo) (Yr. in 4 digits)
FM NNN0GXX XX (Your state director or deputy)
TO NNN0ASG MI
NNN0AS5 MN
INFO NNN0ASG ONE IL
NNN0ASG TWO SC
NNN0AS5 ONE MN
NNN0AS5 TWO OH
BT
UNCLAS
SUBJ: OPERATIONS REPORT
1. Net Designator(s)
2. Total number of stations participating
3. Total Traffic Count (number of messages sent and received)
4. Total number of hours the net(s) were in operation
5. Date and time of opening of net and securing of net
6. Appropriate supplemental information, problems encountered, etc.
BT
NNNN (ADD FOR DIGITAL MESSAGES ONLY)

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AFTER ACTION REPORT
Required message after exercise

The State Director or his/her representative will file a detailed report by message of the emergency activity within his/her area, to the Region Five Director no later than seven (7) days after the conclusion of such activity.

All nine (9) topics will be addressed in this report. Particular attention should be paid to those areas where additional training is required and those areas where operations were successful. Lessons learned and recommendations for improving state/region plans and procedures and region support will be included in the comments and recommendations section.

Pertinent photographs and/or newspaper clippings (if available) are desired. Problems and their solutions will be included for use in similar future situations.

DE NNN0XXX ### (Callsign and serial number) (add DE line for digital messages only)
R DTG Z (Mo.) (Yr. in 4 digits)
FM NNN0GXX XX (Your state director or deputy)
TO NNN0ASG MI
NNN0AS5 MN
INFO NNN0ASG ONE IL
NNN0ASG TWO SC
NNN0AS5 ONE MN
NNN0AS5 TWO OH
NNN0GXX XX (your state director/state)
NNN0GXX ONE XX (your state one/state)
NNN0GXX XX (your state two/state)
BT
UNCLAS
SUBJ: AFTER ACTION REPORT/(EVENT/STATE)
1. Places(s) Involved
2. Date and time (Hours of operation)
3. Stations participating
4. Frequencies and modes employed
5. Traffic handled
6. Description of emergency services rendered
7. Comments and recommendations for improvement of services and capabilities
8. News coverage (attaché press releases and pictures, if available)
9. Human interest
BT
NNNN (ADD FOR DIGITAL MESSAGES ONLY)

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EXERCISE EEI (optional)

Address Properties

Address:

Name: EEI EXERCISE msg

To: NNN0ASA@WINLINK.ORG, NNN0ASZ@WINLINK.ORG

Cc: NNN0ASG
NNN0LBZ (NNN0ASG ONE)
NNN4BS (NNN0ASG TWO)
NNN0AS5
NNN0KZC (NNN0AS5 ONE)
NNN0EVD (NNN0AS5 TWO)
(your state director)
(your state one)
(your state two)

Options:

Email Gate: Post Via: mars

Subject: //MARS O/EXERCISE INCIDENT EEI/(STATE)

Message Text:

When the **EXERCISE EEI** is being sent by **WL2K** **DO NOT** include **AAN3EEI** in the **TO** of the client you use for sending your message (Airmail, Outlook, Thunderbird, PacLink, etc.).

The **TO** line of the client you use will start with **NNN0ASA VA**.

DE NNN0XXX ### (Callsign and serial number) (add DE line for digital messages only)

O DTG Z (month) (year in 4 digits)

FM NNN0XXX XX (Originating station, state)

TO AAN3EEI VA

INFO NNN0ASA VA

NNN0ASZ GA

NNN0ASG MI

NNN0ASG ONE IL

NNN0AS5 MN

NNN0AS5 ONE MN

NNN0ASG TWO SC

NNN0AS5 TWO OH

NNN0GXX XX (your state director)

NNN0GXX TWO XX (Your state two)

NNN0GXX ONE XX (Your state one)

BT

UNCLAS MARS EXERCISE

SUBJ: EEI REPORT (number sequentially)

1. REF (EEI Event Identifier)/state sbbrev.

A. (Incident and location) (What, where, and when: specific location of incident and time of occurrence)

B. (Status of emergency medical facilities) (Hospitals/clinics operational, destroyed, partially destroyed. What is available in the area, etc.)

C. (Local transportation status) (Accessibility of incident area: roads, bridges, airports, railways, etc.)

D. (What was damaged) (Buildings, cars, facilities, number of known injured, etc.)

E. (Area utility status) (Areas without water, electricity, etc.)

F. (Local communications status) (Status of local telephone, radio, TV, etc. and if unaffected, limited, or unavailable)

G. (Source of information and when received) (Personal observation, TV, radio, scanner, etc. If personal, include MARS call sign. If disaster official, include name and agency. If TV/radio station, give call sign and location)

H. (Remarks and other pertinent information) (If none, so state)

MARS EXERCISE

BT

NNNN (ADD FOR DIGITAL MESSAGES ONLY)

In the *Message Text* box of your client, the Exercise EEI message **ADDEES** will be the same as an **ACTUAL EEI**.

AAN3EEI will be listed in the **TO** Line of the message which is placed in the message text box of your client.

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ACTUAL INCIDENT EEI (optional)

Address Properties

Name: EEI ACTUAL INCIDENT msg

To: AAN3EEI@WINLINK.ORG, NNN0ASA@WINLINK.ORG, NNN0ASZ@WINLINK.ORG

Cc: NNN0ASG
NNN0LBZ (NNN0ASG ONE)
NNN4BS (NNN0ASG TWO)
NNN0AS5
NNN0KZC (NNN0AS5 ONE)
NNN0EVQ (NNN0AST TWO)
(your state director)
(your state one)
(your state two)

Options

Email Gate: Post Via: mars

Subject: /MARS 0/ACTUAL INCIDENT EEI/(STATE)

Message Text:

When the *ACTUAL EVENT EEI* is being sent by **WL2K** **INCLUDE** **AAN3EEI** in the **TO** of the client you use for sending your message (Airmail, Outlook, Thunderbird, PacLink, etc.).

The **TO** line of the client, in the **ACTUAL EVENT EEI** you use will be **AAN3EEI VA**.

ZEN/AAN3EEI will *only be used* on an *actual incident EEI* and only after the **Actual Incident EEI** has been sent by another means.

DE NNN0XXX ### (Callsign and serial number) (add DE line for digital messages only)
O DTG Z (month) (year in 4 digits)
FM NNN0XXX XX (Originating station, state)
TO AAN3EEI VA
INFO NNN0ASA VA
NNN0ASZ GA
NNN0ASG MI
NNN0ASG ONE IL
NNN0AS5 MN
NNN0AS5 ONE MN
NNN0ASG TWO SC
NNN0AS5 TWO OH
NNN0GXX XX (your state director)
NNN0GXX TWO XX (Your state two)
NNN0GXX ONE XX (Your state one)
BT
UNCLAS ACTUAL INCIDENT
SUBJ: EEI REPORT (number sequentially)
1. REF (EEI Event Identifier)/state sbbrev.
A. (Incident and location) (What, where, and when: specific location of incident and time of occurrence)
B. (Status of emergency medical facilities) (Hospitals/clinics operational, destroyed, partially destroyed. What is available in the area, etc.)
C. (Local transportation status) (Accessibility of incident area: roads, bridges, airports, railways, etc.)
D. (What was damaged) (Buildings, cars, facilities, number of known injured, etc.)
E. (Area utility status) (Areas without water, electricity, etc.)
F. (Local communications status) (Status of local telephone, radio, TV, etc. and if unaffected, limited, or unavailable)
G. (Source of information and when received) (Personal observation, TV, radio, scanner, etc. If personal, include MARS call sign. If disaster official, include name and agency. If TV/radio station, give call sign and location)
H. (Remarks and other pertinent information) (If none, so state)
ACTUAL INCIDENT
BT
NNNN (ADD FOR DIGITAL MESSAGES ONLY)

In the *Message Text* box of your client, the **Actual EEI** message **ADDEES** will be the same as the **Exercise EEI**.

AAN3EEI will be listed in the **TO Line** of the message which is placed in the message text box of your client.

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Third Party Messages

3rd PARTY MESSAGE TO A STATE

- (1). DE NNN0ZLS 001
- (2). R 042300Z SEP 2005
- (3). FM MS JO DOE TABB VA/NNN0ZLS VA
- (4). TO EM3 JOHN DOE
- (5). 123 NORTH ST
- (6). CHARLESTON SC 29400
- (7). 803-456-1234
- (8). BT
- (9). UNCLAS
- (10).(MESSAGE TEXT-UP TO 50 WORDS)
- (11). BT
- (12). NNNN

3rd PARTY MESSAGE TO A SHIP

- DE NNN0ZLS 002
- R 042301Z SEP 2005
- FM MS JO DOE TABB VA/NNN0ZLS VA
- TO EM3 JOHN DOE AP/USS ENTERPRISE
- DIV E-2
- (Not needed - do not send)
- (Not needed - do not send)
- BT
- UNCLAS
- (MESSAGE TEXT-UP TO 50 WORDS)
- BT
- NNNN

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Operational Readiness Report
FOR Auxiliary Radio Team (ART) REPORTING
Should be sent in the first half of the net

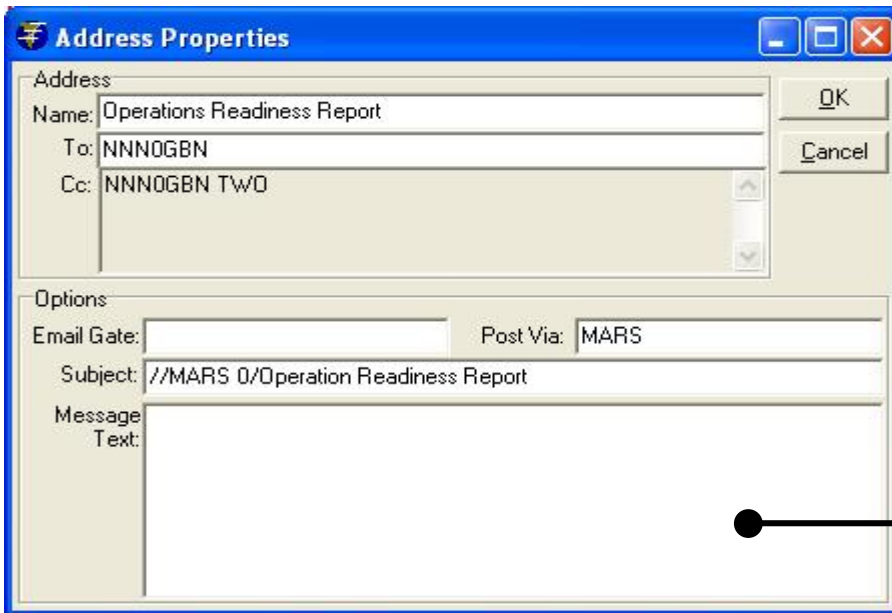
Reference NTP8(D) Draft, D720

If an ART has been formulated, the following message format is suggested as a means of informing the state director and his/her assistant for ECOM of the teams Operational Readiness (“OPREDREP”)

NOTE :

This message should be sent over a state net NOT an area or region net. The state director or assistant for ECOM should notify the region and area chain of command on their ART status

This is an example Ohio would use for Operational Readiness Report



O DTG
FM NNN0XXX XX (ART CALLSIGN/STATE)
TO NNN0GXX XX (state director and state)
NNN0GXX XX (State Assistant for ECOM/state)
BT
UNCLAS MARS EXERCISE (or ACTUAL EVENT/STATE)
SUBJ: OPREDREP (NAME OF EMERGENCY)
1. ST CALLSIGNS OF STATIONS AVAILABLE FOR ART)
2. NUMBER AND TYPES OF STATIONS AVAILABLE: HF, MOBILE, PORTABLE, VHF, ETC.)
3. (ECOM FREQUENCIES AVAILABLE FOR DEPLOYMENT)
4. (TIME TEAM WILL BE AVAILABLE FOR DEPLOYMENT)
5. (ADDITIONAL REQUIREMENTS, COMMENTS)
MARS EXERCISE (or ACTUAL EVENT)
BT
NNNN

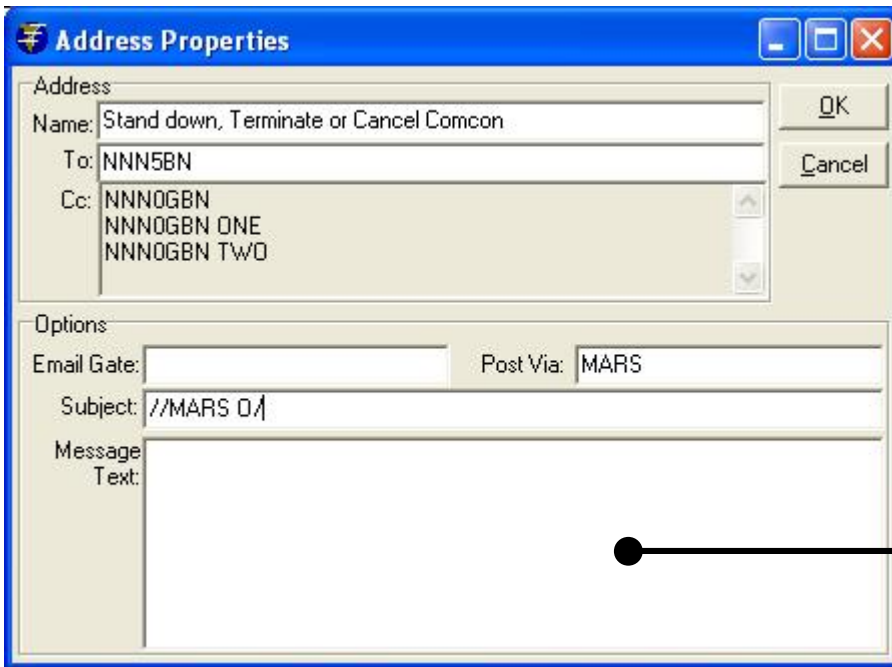
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STAND DOWN (TERMINATE or CANCEL COMCON)

To stand-down (terminate) an Alert Condition, the following message format MAY be used or given by the NCS as a voice command.

(To be sent before the end of the ecom net...)

This is an example Ohio would use to terminate an exercise ecom net.



```
DE NNN0XXX ### (Callsign and serial number) (add DE line for digital messages only)
O DTG Z (Mo.) (Yr. in 4 digits)
FM NNN0XX XX (state director or assignee)
TO NNN0ALL <XX> (state spelled out)
INFO NNN0GXX XX (state director)
NNN0GXX ONE XX (state one/state abbrev.) (ZEN this callsign if shown in the FM line)
NNN0GXX TWO XX (state two/state abbrev.)
BT
UNCLAS EXERCISE (name of exercise may be added)
SUBJ: EMERGENCY COMM
1. IAW NTP 8(D), ANNEX D, CANCEL COMCON (Level of COMCON, e.g. THREE, TWO, ONE,
ZERO) CONDITION
2. RESUME NORMAL ROUTINE
(EXERCISE OR ACTUAL INCIDENT)
BT
NNNN (ADD FOR DIGITAL MESSAGES ONLY)
```

Remember to USE COMMON SENSE before initiating or canceling an Alert Condition.
The Alert and stand-down messages should be put into Winlink or RMS to your state mailbox

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The following are Event Identifiers to be used in EEI Reports:

Event/Event Identifier

AIRBORNE POISON GAS.....	POISONED AIR
AIR CRASH.....	FALLEN STAR
BIOLOGICAL EVENT	BAD BUG
BOMBING INCIDENT.....	LOUD BANG
BRIDGE DAMAGE/LOSS (MAJOR)	LOST SUPPORT
CHEMICAL SPILL	POISONED GROUND
CIVIL UNREST/RIOT	BAD MAGIC
DAMAGING HAIL.....	FALLING ICE
EARTHQUAKE	ROLLING THUNDER
FLOOD.....	TALL WATER
FOREST/GROUND FIRE.....	SCORCHED EARTH
GAS LEAK/EXPLOSION (MAJOR).....	HOT AIR
HEAVY WINDS (OTHER THAN TORNADO OR HURRICANE).....	MIGHTY WINDS
HURRICANE	HOWLING WIND
ICY ROADS	BLACK ICE
INTERSTATE BLOCKED/DAMAGED (MAJOR).....	BLOCKED LANE
MAJOR COMMUNICATIONS LINK DOWN.....	LOST COMM
NUCLEAR.....	NUCLEAR GRAYSTONE
OIL SPILL (WATER).....	DARK WATER
POWER OUTAGE (MAJOR)	DARK DAY
SEARCH/RESCUE.....	SECURE HAVEN
SEISMIC SEA WAVE	TSUNAMI
SHIP WRECK/INCIDENT.....	DEEP SEA
TERRORIST THREAT	HIDDEN SHADOW
TRAIN WRECK/DERAILMENT.....	BROKEN TRACKS
TORNADO.....	VIOLENT TWISTER
VOLCANO.....	BRAZEN BRIMSTONE
WATER DAM BROKEN/DAMAGED (MAJOR).....	FAST WATER
WINTER SNOW STORMS	WHITE BLANKET

Event Support Identifiers

The following event support identifiers will primarily be used for specific agency support roles:

EVENT IDENTIFIER

FEMA SUPPORT.....	FEDERAL RESPONSE
JCS SUPPORT.....	JOINT LIONS
NCS SUPPORT.....	TOP COVER
NDMS SUPPORT.....	MEDICAL LINK
NG AND RESERVE.....	COMMON FORTUNE
SHARES SUPPORT.....	COMMON FORTUNE

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ANNEX A
STATE ECOM MESSAGE MATRICES

ILLINOIS	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
Exercise Notification Page 4 REF: CAOG C810.d C820.a	NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GAP IL NNN0GAP ONE IL NNN0GAP TWO IL Other state or region at State Director discretion	To: NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0HAC NNN0SCV NNN0EQH	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign
Set COMCON Page 5 Optional - at State Director discretion	NNN0ALL IL	NNN0GAP IL NNN0GAP ONE IL NNN0GAP TWO IL	To: NNN05AP Info:(CC) NNN0HAC NNN0SCV NNN0EQH	Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign
Implementation Report Page 6 REF: CAOG C730	NNN0ASA VA NNN0ASZ GA NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GAP IL NNN0GAP ONE IL NNN0GAP TWO IL	To: NNN0ASA NNN0ASZ NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0HAC NNN0SCV NNN0EQH	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign

ILLINOIS	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
After Action Report Page 10 REF: CAOG C770	NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GAP IL NNN0GAP ONE IL NNN0GAP TWO IL	To: NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0HAC NNN0SCV NNN0EQH	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign Use StateONE's WL2K address usually individual callsign Use StateTWO's WL2K address usually individual callsign
- if State Staff (not State Director) is submitting report, then State Director must be info addee				
EI Report EXERCISE REF: CAOG C900 Page 11 Note: The address AAN3EEI will appear in the header of the message placed in the WL2K text box but the address is <i>not</i> to be placed in the TO or CC line of an EXERCISE EEI sent by WL2K. (see example)	AAN3EEI VA	NNN0ASA VA NNN0ASZ GA NNN0ASG MI NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 MN NNN0AS5 ONEMN NNN0AS5 TWO OH NNN0GAP IL NNN0GAP ONE IL NNN0GAP TWO IL	To: NNN0ASA@winlink.org NNN0ASZ@winlink.org Info: (CC) NNN0ASG NNN0LBZ NNN4BS NNN0AS5 NNN0KZC NNN0EVQ NNN0HAC NNN0SCV NNN0EQH	Do NOT put AAN3EEI in the TO line of an EXERCISE EEI in WL2K Must include the @winlink.org in the WL2K address for this station Must include the @winlink.org in the WL2K address for this station NNN0ASG TWO SC (receives mail through state) Can also send to NNN0XEE Use State Dir's WL2K address may be individual callsign or State Dir callsign Use StateONE's WL2K address usually individual callsign Use StateTWO's WL2K address usually individual callsign

ILLINOIS	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
EEl Report <i>ACTUAL</i>	AAN3EEI VA		To: AAN3EEI@winlink.org NNN0ASA@winlink.org NNN0ASZ@winlink.org	Must include the @winlink.org in the WL2K address for this station Must include the @winlink.org in the WL2K address for this station Must include the @winlink.org in the WL2K address for this station
Page 12		NNN0ASA VA NNN0ASZ GA	Info: (CC) NNN0ASG	
REF: CAOG C900		NNN0ASG MI NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 MN NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GAP IL NNN0GAP ONE IL NNN0GAQ TWO IN	NNN0LBZ NNN4BS NNN0AS5 NNN0KZC NNN0EVQ NNN0HAC NNN0SCV NNN0EQH	NNN0ASG TWO SC (receives mail through state) Can also send to NNN0XEE Use State Dir's WL2K address may be individual callsign or State Dir callsign Use StateONE's WL2K address usually individual callsign Use StateTWO's WL2K address usually individual callsign

Notes:

REF: Reference is Central Area Operations Guide (CAOG) Annex C

** States may add other state/region, but not Area or National, INFO Addees as desired

NNN0G__ <State> or State Director - refers to State Director Callsign for your state; in WL2K refers to where your State Director receives WL2K messages which may be state director callsign or state director's individual station call

NNN0G__ ONE <State> or State ONE - refers to State ONE Callsign for your state; in WL2K refers to where your State ONE receives WL2K messages which will be the individual station call

NNN0G__ TWO <State> or State TWO - refers to State TWO Callsign for your state; in WL2K refers to where your State TWO receives WL2K messages which will be the individual station call

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INDIANA	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
Exercise Notification Page 4 REF: CAOG C810.d C820.a	NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GAQ IN NNN0GAQ ONE IN NNN0GAQ TWO IN Other state or region at State Director discretion	To: NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0KBP LMAYES@NITLINE.NET NNN0LZD	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign
Set COMCON Page 5 Optional - at State Director discretion	NNN0ALL IN	NNN0GAQ IN NNN0GAQ ONE IN NNN0GAQ TWO IN	To: NNN0GAQ Info:(CC) NNN0KBP LMAYES@NITLINE.NET NNN0LZD	Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign
Implementation Report Page 6 REF: CAOG C730	NNN0ASA VA NNN0ASZ GA NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GAQ IN NNN0GAQ ONE IN NNN0GAQ TWO IN	To: NNN0ASA NNN0ASZ NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0KBP LMAYES@NITLINE.NET NNN0LZD	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign

INDIANA	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
SITREP Page 7 <i>-individual stations within state</i>	NNN0GAQ IN	NNN0GAQ ONE IN NNN0GAQ TWO IN	To: NNN0KBP Info: (CC) LMAYE@NITLINE.NET NNN0LZD	Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign
SITREP Page 8 <i>-consolidated</i> FM: State Dir./staff REF: CAOG C750.c Due every 4 hrs <i>-consolidation of all in-state sitreps by State Director or designee</i>	NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GAQ IN* NNN0GAQ ONE IN NNN0GAQ TWO IN	To: NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0KBP* LMAYES@NITLINE.NET NNN0LZD	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign* Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign
Operations Report Page 9 REF: CAOG C760	NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GAQ IN NNN0GAQ TWO IN	To: NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0KBP NNN0LZD	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State TWO's WL2K address usually individual callsign

INDIANA	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
After Action Report Page 10 REF: CAOG C770	NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GAQ IN NNN0GAQ ONE IN NNN0GAQ TWO IN	To: NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0KBP LMAYES@NITLINE.NET NNN0LZD	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign Use StateONE's WL2K address usually individual callsign Use StateTWO's WL2K address usually individual callsign
- if State Staff (not State Director) is submitting report, then State Director must be info addee				
EEI Report Exercise REF: CAOG C900 Page 11 Note: The address AAN3EEI will appear in the header of the message placed in the WL2K text box but the address is <i>not</i> to be placed in the TO or CC line of an EXERCISE EEI sent by WL2K. (see example)	AAN3EEI VA	NNN0ASA VA NNN0ASZ GA NNN0ASG MI NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 MN NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GAQ IN NNN0GAQ ONE IN NNN0GAQ TWO IN	To: NNN0ASA@winlink.org NNN0ASZ@winlink.org Info: (CC) NNN0ASG NNN0LBZ NNN4BS NNN0XEE NNN0KZC NNN0EVQ NNN0KBP LMAYES@NITLINE.NET ae9p@arrl.net	Do NOT put AAN3EEI in the TO line of an EXERCISE EEI in WL2K Must include the @winlink.org in the WL2K address for this station Must include the @winlink.org in the WL2K address for this station NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign Use StateONE's WL2K address usually individual callsign Use StateTWO's WL2K address usually individual callsign

INDIANA	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
EI Report ACTUAL	AAN3EEI VA		To: AAN3EEI@winlink.org	Must include the @winlink.org in the WL2K address for this station Must include the @winlink.org in the WL2K address for this station Must include the @winlink.org in the WL2K address for this station NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign Use StateONE's WL2K address usually individual callsign Use StateTWO's WL2K address usually individual callsign
Page 12		NNN0ASA VA	NNN0ASA@winlink.org	
REF: CAOG C900		NNN0ASZ GA	NNN0ASZ@winlink.org	
			Info: (CC)	
		NNN0ASG MI	NNN0ASG	
		NNN0ASG ONE IL	NNN0LBZ	
		NNN0ASG TWO SC	NNN4BS	
		NNN0AS5 MN	NNN0XEE	
		NNN0AS5 ONE MN	NNN0KZC	
		NNN0AS5 TWO OH	NNN0EVQ	
		NNN0GAQ IN	NNN0KBP	
		NNN0GAQ ONE IN	LMAYES@NITLINE.NET	
		NNN0GAQ TWO IN	NNN0LZD	

Notes:

REF: Reference is Central Area Operations Guide (CAOG) Annex C

** States may add other state/region, but not Area or National, INFO Addees as desired

NNN0G__ <State> or State Director - refers to State Director Callsign for your state; in WL2K refers to where your State Director receives WL2K messages which may be state director callsign or state director's individual station call

NNN0G__ ONE <State> or State ONE - refers to State ONE Callsign for your state; in WL2K refers to where your State ONE receives WL2K messages which will be the individual station call

NNN0G__ TWO <State> or State TWO - refers to State TWO Callsign for your state; in WL2K refers to where your State TWO receives WL2K messages which will be the individual station call

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MICHIGAN	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
Exercise Notification Page 4 REF: CAOG C810.d C820.a	NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GAY MI NNN0GAY ONE MI NNN0GAY TWO MI Other state or region at State Director discretion	To: NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0ZZO NNN0GKQ NNN0BUX	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign
Set COMCON Page 5 Optional - at State Director's discretion	NNN0ALL MI	NNN0GAY MI NNN0GAY ONE MI NNN0GAY TWO MI	To: NNN0GAY Info:(CC) NNN0ZZO NNN0GKQ NNN0BUX	Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign
Implementation Report Page 6 REF: CAOG C730	NNN0ASA VA NNN0ASZ GA NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GAY MI NNN0GAY ONE MI NNN0GAY TWO MI	To: NNN0ASA NNN0ASZ NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0ZZO NNN0GKQ NNN0BUX	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign

MICHIGAN	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
SITREP Page 7 <i>-individual stations within state</i>	NNN0GAY MI	NNN0GAY ONE MI NNN0GAY TWO MI	To: NNN0ZZO Info: (CC) NNN0GKQ NNN0BUX	Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign
SITREP Page 8 <i>-consolidated</i> FM: State Dir./staff REF: CAOG C750.c Due every 4 hrs <i>-consolidation of all in-state sitreps by State Director or designee</i>	NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GAY MI* NNN0GAY ONE MI NNN0GAY TWO MI	To: NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0ZZO * NNN0GKQ NNN0BUX	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign
Operations Report Page 9 REF: CAOG C760	NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GAY MI NNN0GAY TWO MI	To: NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0ZZO NNN0BUX	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State TWO's WL2K address usually individual callsign

MICHIGAN	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
EI Report ACTUAL Page 12 REF: CAOG C900	AAN3EEI VA	NNN0ASA VA NNN0ASZ GA NNN0ASG MI NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 MN NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GAY MI NNN0GAY ONE MI NNN0GAY TWO MI	To: AAN3EEI@winlink.org NNN0ASA@winlink.org NNN0ASZ@winlink.org Info: (CC) NNN0ASG NNN0LBZ NNN4BS NNN0XEE NNN0KZC NNN0EVQ NNN0ZZO NNN0GKQ NNN0BUX	Must include the @winlink.org in the WL2K address for this station Must include the @winlink.org in the WL2K address for this station Must include the @winlink.org in the WL2K address for this station NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign Use StateONE's WL2K address usually individual callsign Use StateTWO's WL2K address usually individual callsign

Notes:

REF: Reference is Central Area Operations Guide (CAOG) Annex C

** States may add other state/region, but not Area or National, INFO Addees as desired

NNN0G__ <State> or State Director - refers to State Director Callsign for your state; in WL2K refers to where your State Director receives WL2K messages which may be state director callsign or state director's individual station call

NNN0G__ ONE <State> or State ONE - refers to State ONE Callsign for your state; in WL2K refers to where your State ONE receives WL2K messages which will be the individual station call

NNN0G__ TWO <State> or State TWO - refers to State TWO Callsign for your state; in WL2K refers to where your State TWO receives WL2K messages which will be the individual station call

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MINNESOTA	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
Exercise Notification Page 4 REF: CAOG C810.d C820.a	NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GAZ MN NNN0GAZ ONE MN NNN0GAZ TWO MN Other state or region at State Director discretion	To: NNN0ASG NNN0AS5 Info:(CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0GAZ NNN0KZC NNN0KZC	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign
Set COMCON Page 5 Optional - at State Director discretion	NNN0ALL MN	NNN0GAZ MN NNN0GAZ ONE MN NNN0GAZ TWO MN	To: NNN0GAZ Info:(CC) NNN0XEE NNN0KZC NNN0KZC	Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign
Implementation Report Page 6 REF: CAOG C730	NNN0ASA VA NNN0ASZ GA NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GAZ MN NNN0GAZ ONE MN NNN0GAZ TWO MN	To: NNN0ASA NNN0ASZ NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0GAZ NNN0KZC NNN0KZC	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign

MINNESOTA	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
SITREP Page 7 <i>-individual stations within state</i>	NNN0GAZ MN	NNN0GAZ ONE MN NNN0GAZ TWO MN	To: NNN0XEE Info: (CC) NNN0KZC NNN0KZC	Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign
SITREP Page 8 <i>-consolidated</i> FM: State Dir./staff REF: CAOG C750.c Due every 4 hrs <i>-consolidation of all in-state sitreps by State Director or designee</i>	NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GAZ MN* NNN0GAZ ONE MN NNN0GAZ TWO MN	To: NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0XEE* NNN0KZC NNN0KZC	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually ind callsign
Operations Report Page 9 REF: CAOG C760	NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GAZ MN NNN0GAZ TWO MN	To: NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0XEE NNN0KZC	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State TWO's WL2K address usually individual callsign

MINNESOTA	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
After Action Report Page 10 REF: CAOG C770	NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GAZ MN NNN0GAZ ONE MN NNN0GAZ TWO MN	To: NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0XEE NNN0KZC NNN0KZC	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign Use StateONE's WL2K address usually individual callsign Use StateTWO's WL2K address usually individual callsign
if State Staff (not State Director) is submitting report, then State Director must be info addree				
EI Report EXERCISE REF: CAOG C900 Page 11 Note: The address AAN3EEI will appear in the header of the message placed in the WL2K text box but the address is not to be placed in the TO or CC line of an EXERCISE EEI sent by WL2K. (see example)	AAN3EEI VA	NNN0ASA VA NNN0ASZ GA NNN0ASG MI NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 MN NNN0AS5 ONEMN NNN0AS5 TWO OH NNN0GAZ MN NNN0GAZ ONE MN NNN0GAZ TWO MN	To: NNN0ASA@winlink.org NNN0ASZ@winlink.org Info: (CC) NNN0ASG NNN0LBZ NNN4BS NNN0AS5 NNN0KZC NNN0EVQ NNN0XEE NNN0KZC NNN0KZC	Do NOT put AAN3EEI in the TO line of an EXERCISE EEI in WL2K Must include the @winlink.org in the WL2K address for this station Must include the @winlink.org in the WL2K address for this station Must include the @winlink.org in the WL2K address for this station NNN0ASG TWO SC (receives mail through state) Can also send to NNN0XEE Use State Dir's WL2K address may be individual callsign or State Dir callsign Use StateONE's WL2K address usually individual callsign Use StateTWO's WL2K address usually individual callsign

MINNESOTA	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
EI Report ACTUAL	AAN3EEI VA		To: AAN3EEI@winlink.org	Must include the @winlink.org in the WL2K address for this station Must include the @winlink.org in the WL2K address for this station Must include the @winlink.org in the WL2K address for this station NNN0ASG TWO SC (receives mail through state) Can also send to NNN0XEE Use State Dir's WL2K address may be individual callsign or State Dir callsign Use StateONE's WL2K address usually individual callsign Use StateTWO's WL2K address usually individual callsign
Page 12		NNN0ASA VA	NNN0ASA@winlink.org	
REF: CAOG C900		NNN0ASZ GA	NNN0ASZ@winlink.org	
		NNN0ASG MI	NNN0ASG	
		NNN0ASG ONE IL	NNN0LBZ	
		NNN0ASG TWO SC	NNN4BS	
		NNN0AS5 MN	NNN0AS5	
		NNN0AS5 ONE MN	NNN0KZC	
		NNN0AS5 TWO OH	NNN0EVQ	
		NNN0GAZ MN	NNN0XEE	
		NNN0GAZ ONE MN	NNN0KZC	
		NNN0GAZ TWO MN	NNN0KZC	

Notes:

REF: Reference is Central Area Operations Guide (CAOG) Annex C

** States may add other state/region, but not Area or National, INFO Addees as desired

NNN0G__ <State> or State Director - refers to State Director Callsign for your state; in WL2K refers to where your State Director receives WL2K messages which may be state director callsign or state director's individual station call

NNN0G__ ONE <State> or State ONE - refers to State ONE Callsign for your state; in WL2K refers to where your State ONE receives WL2K messages which will be the individual station call

NNN0G__ TWO <State> or State TWO - refers to State TWO Callsign for your state; in WL2K refers to where your State TWO receives WL2K messages which will be the individual station call

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OHIO	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
Exercise Notification Page 4 REF: CAOG C810.d C820.a	NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GBN ON NNN0GBN ONE OH NNN0GBNTWO OH Other state or region at State Director discretion	To: NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0GBN NNN0KQE NNN0FKV	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign
Set COMCON Page 5 Optional - at State Director's discretion	NNN0ALL OH	NNN0GBN OH NNN0GBN ONE OH NNN0GBN TWO OH	To: NNN0GBN Info:(CC) NNN0GBN NNN0KQE NNN0FKV	Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign
Implementation Report Page 6 REF: CAOG C730	NNN0ASA VA NNN0ASZ GA NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GBN OH NNN0GBN ONE OH NNN0GBN TWO OH	To: NNN0ASA NNN0ASZ NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0GBN NNN0KQE NNN0FKV	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign

OHIO	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
SITREP Page 7 <i>-individual stations within state</i>	NNN0GBN OH	NNN0GBN ONE OH NNN0GBN TWO OH	To: NNN0GBN Info: (CC) NNN0KQE NNN0FKV	Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign
SITREP Page 8 <i>-consolidated</i> FM: State Dir./staff REF: CAOG C750.c Due every 4 hrs <i>-consolidation of all in-state sitreps by State Director or designee</i>	NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GBN OH* NNN0GBN ONE OH NNN0GBN TWO OH	To: NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0GBN * NNN0KQE NNN0FKV	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign
Operations Report Page 9 REF: CAOG C760	NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GBN OH NNN0GBN TWO OH	To: NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0GBN NNN0FKV	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State TWO's WL2K address usually individual callsign

OHIO	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
After Action Report Page 10 REF: CAOG C770	NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GBN OH NNN0GBN ONE OH NNN0GBN TWO OH	To: NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0GBN NNN0KQE NNN0FKV	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be ind callsign or State Dir callsign Use StateONE's WL2K address usually ind callsign Use StateTWO's WL2K address usually ind callsign
- if State Staff (not State Director) is submitting report, then State Director must be info addee				
EI Report Exercise REF: CAOG C900 Page 11 Note: The address AAN3EEI will appear in the header of the message placed in the WL2K text box but the address is <i>not</i> to be placed in the TO or CC line of an EXERCISE EEI sent by WL2K. (see example)	AAN3EEI VA	NNN0ASA VA NNN0ASZ GA NNN0ASG MI NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 MN NNN0AS5 ONEMN NNN0AS5 TWO OH NNN0GBN OH NNN0GBN ONE OH	To: NNN0ASA@winlink.org NNN0ASZ@winlink.org Info: (CC) NNN0ASG NNN0LBZ NNN4BS NNN0AS5 NNN0KZC NNN0EVQ NNN0GBN NNN0KQE	Do NOT put AAN3EEI in the TO line of an EXERCISE EEI in WL2K Must include the @winlink.org in the WL2K address for this station Must include the @winlink.org in the WL2K address for this station NNN0ASG TWO SC (receives mail through state) Can also send to NNN0XEE Use State Dir's WL2K address may be individual callsign or State Dir callsign Use StateONE's WL2K address usually individual callsign

OHIO	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
EI Report ACTUAL	AAN3EEI VA		To: AAN3EEI@winlink.org	Must include the @winlink.org in the WL2K address for this station Must include the @winlink.org in the WL2K address for this station Must include the @winlink.org in the WL2K address for this station NNN0ASG TWO SC (receives mail through state) Can also send to NNN0XEE Use State Dir's WL2K address may be individual callsign or State Dir callsign Use StateONE's WL2K address usually individual callsign Use StateTWO's WL2K address usually individual callsign
Page 12		NNN0ASA VA	NNN0ASA@winlink.org	
REF: CAOG C900		NNN0ASZ GA	NNN0ASZ@winlink.org	
		NNN0ASG MI	NNN0ASG	
		NNN0ASG ONE IL	NNN0LBZ	
		NNN0ASG TWO SC	NNN4BS	
		NNN0AS5 MN	NNN0AS5	
		NNN0AS5 ONE MN	NNN0KZC	
		NNN0AS5 TWO OH	NNN0EVQ	
		NNN0GBN OH	NNN0GBN	
		NNN0GBN ONE OH	NNN0KQE	
		NNN0GBN TWO OH	NNN0FKV	

Notes:

REF: Reference is Central Area Operations Guide (CAOG) Annex C

** States may add other state/region, but not Area or National, INFO Addees as desired

NNN0G__ <State> or State Director - refers to State Director Callsign for your state; in WL2K refers to where your State Director receives WL2K messages which may be state director callsign or state director's individual station call

NNN0G__ ONE <State> or State ONE - refers to State ONE Callsign for your state; in WL2K refers to where your State ONE receives WL2K messages which will be the individual station call

NNN0G__ TWO <State> or State TWO - refers to State TWO Callsign for your state; in WL2K refers to where your State TWO receives WL2K messages which will be the individual station call

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WISCONSIN	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
Exercise Notification Page 4 REF: CAOG C810.d C820.a	NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GCE WI NNN0GCE ONE WI NNN0GCE TWO WI Other state or region at State Director discretion	To: NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0HQE NNN0UNK NNN0HQE	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign
Set COMCON Page 5 Optional - at State Director's discretion	NNN0ALL WI	NNN0GCE WI NNN0GCE ONE WI NNN0GCE TWO WI	To: NNN0GCE Info:(CC) NNN0HQE NNN0UNK NNN0HQE	Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign
Implementation Report Page 6 REF: CAOG C730	NNN0ASA VA NNN0ASZ GA NNN0ASG MI NNN0AS5 MN NNN0GCE WI	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GCE ONE WI NNN0GCE TWO WI	To: NNN0ASA NNN0ASZ NNN0ASG NNN0AS5 NNN0HQE Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0UNK NNN0HQE	Can also send to NNN0XEE Use State Dir's WL2K address may be individual callsign or State Dir callsign NNN0ASG TWO SC (receives mail through state) Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign

WISCONSIN	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
SITREP Page 7 <i>-individual stations within state</i>	NNN0GCE WI	NNN0GCE ONE WI NNN0GCE TWO WI	To: NNN0HQE Info: (CC) NNN0UNK NNN0HQE	Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign
SITREP Page 8 <i>-consolidated</i> FM: State Dir./staff REF: CAOG C750.c Due every 4 hrs <i>-consolidation of all in-state sitreps by State Director or designee</i>	NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GCE WI* NNN0GCE ONE WI NNN0GCE TWO WI	To: NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0HQE * NNN0UNK NNN0HQE	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State ONE's WL2K address usually individual callsign Use State TWO's WL2K address usually individual callsign
Operations Report Page 9 REF: CAOG C760	NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GCE WI NNN0GCE TWO WI	To: NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0HQE NNN0HQE	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign Use State TWO's WL2K address usually individual callsign

WISCONSIN	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
After Action Report Page 10 REF: CAOG C770	NNN0ASG MI NNN0AS5 MN	NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 ONE MN NNN0AS5 TWO OH NNN0GCE WI NNN0GCE ONE WI NNN0GCE TWO WI	To: NNN0ASG NNN0AS5 Info: (CC) NNN0LBZ NNN4BS NNN0KZC NNN0EVQ NNN0HQE NNN0JUNK NNN0HQE	Can also send to NNN0XEE NNN0ASG TWO SC (receives mail through state) Use State Dir's WL2K address may be individual callsign or State Dir callsign Use StateONE's WL2K address usually individual callsign Use StateTWO's WL2K address usually individual callsign
- if State Staff (not State Director) is submitting report, then State Director must be info addree				
EI Report EXERCISE REF: CAOG C900 Page 11 Note: The address AAN3EEI will appear in the header of the message placed in the WL2K text box but the address is <i>not</i> to be placed in the TO or CC line of an EXERCISE EEI sent by WL2K. (see example)	AAN3EEI VA	NNN0ASA VA NNN0ASZ GA NNN0ASG MI NNN0ASG ONE IL NNN0ASG TWO SC NNN0AS5 MN NNN0AS5 ONEMN NNN0AS5 TWO OH NNN0GCE WI NNN0GCE ONE WI NNN0GCE TWO WI	To: NNN0ASA@winlink.org NNN0ASZ@winlink.org Info: (CC) NNN0ASG NNN0LBZ NNN4BS NNN0AS5 NNN0KZC NNN0EVQ NNN0HQE NNN0JUNK NNN0HQE	Do NOT put AAN3EEI in the TO line of an EXERCISE EEI in WL2K Must include the @winlink.org in the WL2K address for this station Must include the @winlink.org in the WL2K address for this station NNN0ASG TWO SC (receives mail through state) Can also send to NNN0XEE Use State Dir's WL2K address may be individual callsign or State Dir callsign Use StateONE's WL2K address usually individual callsign Use StateTWO's WL2K address usually individual callsign

WISCONSIN	TO ADDRESS	INFO ADDEES**	WL2K ADDRESSES	
ECOM REPORT	Region 5	Region 5	Region 5	Notes
EI Report ACTUAL	AAN3EEI VA		To: AAN3EEI@winlink.org	Must include the @winlink.org in the WL2K address for this station Must include the @winlink.org in the WL2K address for this station Must include the @winlink.org in the WL2K address for this station NNN0ASG TWO SC (receives mail through state) Can also send to NNN0XEE Use State Dir's WL2K address may be individual callsign or State Dir callsign Use StateONE's WL2K address usually individual callsign Use StateTWO's WL2K address usually individual callsign
Page 12		NNN0ASA VA	NNN0ASA@winlink.org	
REF: CAOG C900		NNN0ASZ GA	NNN0ASZ@winlink.org	
		NNN0ASG MI	NNN0ASG	
		NNN0ASG ONE IL	NNN0LBZ	
		NNN0ASG TWO SC	NNN4BS	
		NNN0AS5 MN	NNN0AS5	
		NNN0AS5 ONE MN	NNN0KZC	
		NNN0AS5 TWO OH	NNN0EVQ	
		NNN0GCE WI	NNN0HQE	
		NNN0GCE ONE WI	NNN0UNK	
		NNN0GCE TWO WI	NNN0HQE	

Notes:

REF: Reference is Central Area Operations Guide (CAOG) Annex C

** States may add other state/region, but not Area or National, INFO Addees as desired

NNN0G__ <State> or State Director - refers to State Director Callsign for your state; in WL2K refers to where your State Director receives WL2K messages which may be state director callsign or state director's individual station call

NNN0G__ ONE <State> or State ONE - refers to State ONE Callsign for your state; in WL2K refers to where your State ONE receives WL2K messages which will be the individual station call

NNN0G__ TWO <State> or State TWO - refers to State TWO Callsign for your state; in WL2K refers to where your State TWO receives WL2K messages which will be the individual station call

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