2023 NTS West Gulf Division Functional Exercise

Player Handbook

August 8, 2023 | Version 1.0

ARRL West Gulf Division

2023 NTS WEST GULF DIVISION FUNCTIONAL EXERCISE PLAYER HANDBOOK

August 8, 2023 | Version 1.0

© 2023 ARRL North Texas Section

The ARRL Diamond, When All Else Fails, Amateur Radio Emergency Service, ARES, ARES logo, National Traffic System, NTS, and NTS logo are either registered trademarks or trademarks of American Radio Relay League, Inc.

Table of Contents

Introduction 1

National Traffic System background 1

Functional exercise purpose 1

Player handbook purpose 1

High-level details 2

Exercise scope 3

In scope 3

Out of scope 3

Exercise objectives 4

Ensure the safety of all participating 4

Assess the ability of the NTS to respond and relay information within the West Gulf Division during a major event 4

Responsibility of stations originating/injecting traffic 4

Responsibility of stations relaying traffic 4

Responsibility of stations delivering traffic and potentially originating responses 4

Responsibility of net managers overseeing traffic nets 4

Responsibility of the Section Traffic Managers 5

Safety during the exercise 6

Real-world emergency during the exercise 6

Scenario 7

Background 7

Current situation 7

Public service request 8

Infrastructure access points 8

Exercise assumptions 10

Stations and traffic net control stations follow their established protocols/procedures 10

Traffic moving through the simulated impacted infrastructure zone is only relayed via the traffic system 10

Traffic may only be delivered via designated infrastructure access points 10

Repeater owners/operators support local traffic nets during the exercise 10

Participants are familiar with traffic nets and the radiogram format 10

Participants and observers will turn in post-exercise reports within a timely manner 10

Exercise flow 11
Timeline and communications 11
Participating traffic nets 11
Traffic routing 11
Prior to the exercise 11
Develop exercise traffic 11
During the exercise 14
At exercise termination 14
Hot wash 15
Reporting and feedback 15
General feedback 15
Traffic handlers: radiogram copies and station activity reports 15
Net manager notes and reports 15
Net control station reports 15
Questions and contacts 16
Important websites 16
Administrative details 16
Change log 17

Introduction

National Traffic System background

The ARRL National Traffic System (NTS) is a network of amateur radio operators who move information during disasters and other emergencies. Amateur radio allows for communicating across town, across the country, and around the world using a variety of permanent, mobile, and portable equipment. Communications occur by voice, morse code, or with digital modes that enable connecting computers and other devices.

When areas are hit by large-scale events, such as hurricanes, earthquakes, landslides, or infrastructure failures that impact communications, amateur radio operators can quickly set up equipment to restore communications and enable relaying information into and out of the affected area. Local operations are generally performed by the ARRL Amateur Radio Emergency Service (ARES) teams within that area. ARES teams are engaged with local emergency services leadership and are ready and able to serve should a need arise, such as monitoring and reporting severe weather information, providing communications for public service events, and assisting with tactical communications during missing person searches.

When information needs to move into or out of the local area, ARES teams utilize the National Traffic System which provides an organized method for moving messages over long distances. Called traffic, these messages can provide information critical for saving lives or property, as well as inquiring about the health or welfare of those affected. Messages are composed using the radiogram format, and these radiograms are moved, or relayed, into and out of the affected area. This is the Relay in American Radio Relay League: traffic is relayed from one location to another.

Functional exercise purpose

A functional exercise provides a way to evaluate capabilities and multiple functions using a simulated response. This exercise will help with evaluating system readiness and allow traffic handling stations to practice their skills in a simulated real-world scenario. It is being executed by the Section Traffic Managers of the ARRL Oklahoma, North Texas, and South Texas Sections as part of evaluating NTS readiness during a major event.

The Homeland Security Exercise and Evaluation Program will be used. HSEEP provides a set of guiding principles for exercise and evaluation programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning. See https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep and https://preptoolkit.fema.gov/web/hseep-resources for more information about HSEEP, and https://www.fema.gov/sites/default/files/documents/fema_core-capability-development-sheets.pdf for information about the response core capabilities tested.

Player handbook purpose

This *2023 NTS West Gulf Division Functional Exercise Player Handbook* provides exercise participants with information to help you participate effectively in this functional exercise. If you have any questions, you are encouraged to seek clarification prior to the exercise taking place.

High-level details

Exercise Name	2023 NTS West Gulf Division Functional Exercise
Exercise Period	12 August 2023 1500Z – 1900Z (10:00 am – 2:00 pm CDT)
Scope	This is a functional exercise planned for 4 hours starting at 10:00 am CDT (1500Z) within the ARRL West Gulf Division (Texas and Oklahoma) leveraging traffic nets operating at multiple layers (region, section, and/or local) in and around the Division to relay welfare traffic coming from and heading to the Houston area.
Mission Area	• **Response**: Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
Core Capabilities	• **Operational Communications**: Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces. ○ Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities, provide basic human needs, and a transition to recovery.
Objectives	• **Primary**: Assess the ability of the National Traffic System (NTS) and other traffic nets within and around the West Gulf Division to respond to a major event and relay welfare messages. • **Secondary**: Assess the ability to gather, consolidate, and report traffic handling activities, including traffic net operations (number of check-ins, volume of traffic relayed, etc.), traffic handler station activity logs (number of pieces of traffic received, sent, and delivered), and other pertinent significant activities. • **Individual**: Assess the ability to successfully relay traffic towards its designated infrastructure access point without relying on infrastructure such as phones, email/internet access, or other off-the-air methods.
Threat or Hazard	**Technological**: Telecommunications failure
Scenario	A hurricane made landfall in the Houston area causing all telecommunications (landline, cell phone, internet, etc.) to fail within 100 miles, meaning voice, text, and data are not working. Impacted individuals were relocated to area shelters, and they wish to inform their family members of their status and whereabouts.
Sponsor	ARRL West Gulf Division via the South Texas, Oklahoma, and North Texas Sections
Participating Organizations	ARRL National Traffic System (NTS), ARRL Amateur Radio Emergency Service (ARES), Radio Amateur Civil Emergency Services (RACES), Radio Relay International (RRI), Independent Traffic Nets, local amateur radio clubs
Primary Points of Contact	• Aaron Hulett (K8AMH), ARRL North Texas Section Traffic Manager k8amh@arrlnts.org 430-277-5687 • Sheree Horton (WM5N), ARRL South Texas Section Traffic Manager wm5n@arrl.net 713-299-6994 • Ed Hatch (AG5DV), ARRL Oklahoma Section Traffic Manager ag5dv@arrl.net 405-209-3677

Exercise scope

In scope

This exercise will take place across the West Gulf Division over a dedicated period, with specific instructions for traffic handlers, net control stations, net managers, and Official Relay Stations to follow to:

- facilitate a realistic yet simulated scenario in a synchronized manner,
- coordinate data collection and reporting, and
- develop an after-action report with recommendations on how to improve.

This functional exercise is open to any station proficient with traffic handling that can assist with relaying traffic within the exercise area of Texas and Oklahoma and will follow the exercise's requirements, including:

- areas where traffic handlers may only relay traffic over the air (the simulated impacted infrastructure zone),
- logging and other documentation requirements, and
- reporting requirements after the exercise concludes.

All modes of traffic handling are in play, such as phone, CW, and digital.

Amateur Radio Emergency Service (ARES), Radio Amateur Civil Emergency Service (RACES), and other public service programs within the South Texas Section may participate by introducing exercise traffic and assisting with delivery and response origination if they coordinate their participation with the South Texas Section Traffic Manager.

Out of scope

For the purposes of the 2023 NTS West Gulf Division Functional Exercise, traffic destined to areas outside of Texas and Oklahoma will not traverse the traffic system to that local area for processing and delivery. For example, traffic destined for Massachusetts will not be relayed via the traffic system all the way to Massachusetts. Instead, it will be relayed to the designated area (in this case, to Oklahoma) for processing and delivery. Accordingly, there is no direct ask for activation of traffic handling resources nationwide.

There is also no formal request to involve emergency operation centers, emergency managers, government officials, or other personnel/teams commonly involved in emergency response as this exercise is specifically measuring amateur radio operations with respect to originating, relaying, and delivering traffic. However, teams wishing to utilize emergency operation centers, such as for performing phone delivery, are free to do so if authorized by their sponsoring government agency.

Exercise objectives

Ensure the safety of all participating

Stations are permitted, if desired, to participate in the test at home, at an outdoor remote location, or otherwise. Regardless of operating location, amateur radio operator safety is the number one priority, and no one participating in the Functional Exercise should perform any action outside of their capabilities, subject themselves to a dangerous situation, or otherwise jeopardize the safety of themselves or others.

Assess the ability of the NTS to respond and relay information within the West Gulf Division during a major event

Using the FSD-244 radiogram form, stations will relay test welfare traffic to designated infrastructure access points to create a breadth of welfare messages travelling various distances across the United States. Information will be logged for a post-exercise review to measure relay efficiency and identify opportunities to improve the system.

Responsibility of stations originating/injecting traffic

Those stations introducing traffic into the traffic system shall turn in copies of their radiograms, including the header, addressee, text, signature, and sent tracking info. This information must be reported within three days of the end of the exercise. It will be used to verify that traffic received at the designated infrastructure access point matches what was introduced into the system, as well as to follow the expectation that stations will likely be asked to turn in copies of all radiograms they handle.

Responsibility of stations relaying traffic

Stations relaying traffic from one traffic handler to another are also required to turn in copies of their radiograms, including the header, addressee, text, signature, and received and sent tracking info. This information must be reported within three days of the end of the exercise. It will be used to understand how traffic received at the destination was relayed through traffic handlers, as well as to follow the expectation that stations will likely be asked to turn in copies of all radiograms they handle.

As part of the test, traffic relayed within the simulated infrastructure impact zone are prohibited from relaying traffic off the air. Additionally, traffic delivery may only occur from designated infrastructure access points.

Responsibility of stations delivering traffic and potentially originating responses

Stations delivering traffic shall turn in copies of their radiograms, including the header, addressee, text, signature, and received and delivery tracking info. This information must be reported within three days of the end of the exercise. It will be used to understand what traffic was successfully delivered and measure delivery times, and understand what, if any, traffic did not reach its destination or if it was somehow altered in transit. For welfare traffic generating a response, turn in copies of these radiograms as well.

Responsibility of net managers overseeing traffic nets

Net managers and/or their assignees shall monitor their traffic net to document any key events, learnings, or other takeaways related to the exercise to help improve the system. This information is important for understanding the exercise flow and compiling lessons and recommendations in the after-

action report. Ideally, net managers and assigns should participate as observers to monitor the exercise, take notes of key activities, and avoid directly introducing or relaying traffic so that their focus remains on observing and documenting. This information must be recorded and submitted within three days of the end of the exercise.

Responsibility of the Section Traffic Managers

The Section Traffic Managers shall coordinate traffic handling efforts in their sections, including the specific aspects their section plays in the exercise, such as originating welfare traffic, or delivering welfare traffic and sending back replies.

After the exercise concludes, the Section Traffic Managers shall hold a hot wash to debrief and discuss how the exercise went, listen to immediate feedback, and answer any immediate questions. Holding this discussion shortly after the exercise helps with reviewing information while it is fresh in mind and enables information and best-practice sharing amongst traffic handlers, net managers, Official Relay Stations, and section leadership.

The Section Traffic Managers will then coordinate with net managers to review exercise documentation, observations, and feedback to determine takeaways and compile an after-action report.

Safety during the exercise

Safety is the number one priority during this exercise, and this includes ensuring that exercise traffic is not misunderstood to be real-world traffic. Regularly throughout the exercise, participating net control stations should use a phrase like, “This is an exercise,” to confirm that communications are part of the exercise rather than a real-world emergency. Traffic relayed will have TEST as part of the precedence.

Real-world emergency during the exercise

If you have a real-world emergency at any time during the exercise, break into the net using the prowords BREAK BREAK followed by your callsign and the words, “real-world emergency.” All other exercise communications will cease until the emergency is resolved.

Scenario

In addition to the details below, information outlining the scenario is available in the Functional Exercise Incident Briefing and Incident Action Plan (IAP) document available at https://www.ntswestgulf.org/2023-functional-exercise/.

Background

Hurricane Whirlwind made landfall in the Houston area at 4:30 pm local time Thursday August 10, 2023, and severely impacted the Houston metropolitan area. Critical infrastructure, including power, internet, cellular and landline communications, and water was impacted and are not available. Communications resources are offline for everyone within a 100-mile radius of Houston, where the storm made landfall, and restoration efforts will take weeks to complete.

At 11:00 am local time Friday, with the brunt of the storm now passed, emergency officials activated shelter response plans throughout the Houston metropolitan area and initiated plans to relocate impacted individuals. Emergency responders, in coordination with local Voluntary Organizations Active in Disasters, began setting up shelter spaces and directing impacted individuals to their nearest shelters.

Each shelter, as part of its response plans, has amateur radio equipment available for setup to be used for the purpose of sending and receiving welfare messages to allow impacted individuals to reach family members outside of the area and inform them of their location and status.

At 2:15 pm local time Friday, the first shelter began accepting impacted individuals, with other shelters coming online throughout the remainder of the afternoon and evening. While numerous impacted individuals wished to send messages to their families letting them know of their whereabouts, shelter volunteers focused on immediate needs such as providing meals, ensuring families were kept together when assigning cots, and working to minimize noise or other disruptions as the nighttime hours approached.

It was also too windy at this point to safely set up amateur radio antennas, and while amateur radio equipment was generally set up and connected, antenna setup was postponed until the next morning.

By 8:00 am local time Saturday, winds slowed enough to permit setting up amateur radio antennas. As these were being set up and stations tested, shelter operators opened welfare messaging stations to begin collecting welfare messages from impacted individuals for sending to their out-of-area family members using preprinted forms stored with the amateur radio equipment. As of 10:00 am, amateur radio operators are ready to begin relaying welfare traffic via various traffic nets.

Current situation

Shelters are housing thousands of impacted individuals, including local families, tourists, and employees in the area. They wish to let their families outside the area know their whereabouts and that they are okay, but telecommunications are not available within 100 miles of Houston. See Figure 1.

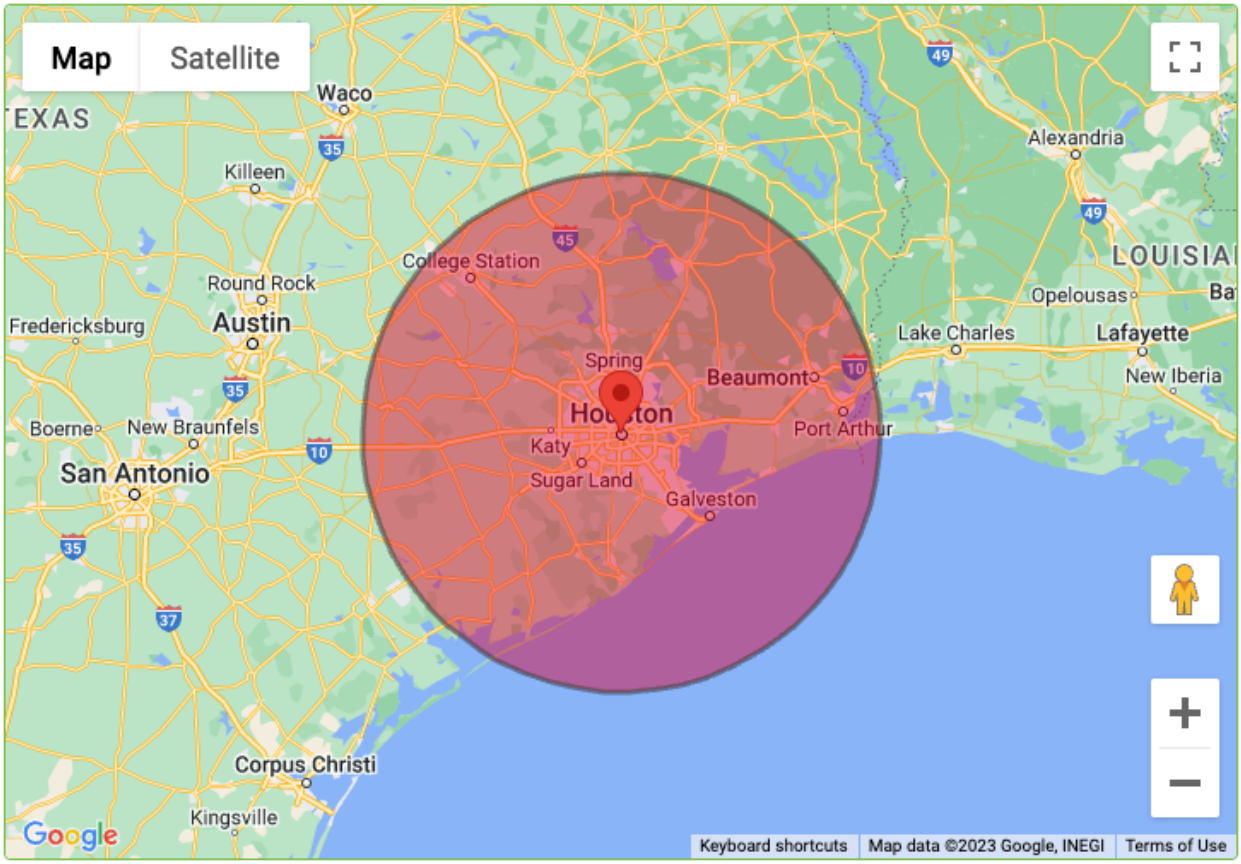

Figure 1 - Telecommunications are offline for everyone within 100 miles of Houston, Texas.

Public service request

To help impacted individuals and families reach their friends and family outside of the impacted area to let them know everyone is okay, stations participating in the traffic system are asked to assist with relaying this traffic to designated infrastructure access points, delivering the traffic to their destinations, and originating and relaying any replies as appropriate.

Infrastructure access points

The ARRL North Texas and Oklahoma Sections have established access points to receive traffic originating from the Houston area and serve as delivery points and reply traffic origination points. Traffic from Houston will relay through the traffic system to a local traffic net, or as close to a local traffic net as possible, within these two Sections:

- North Texas will take traffic headed to states west of the Mississippi River except for Oklahoma.
- Oklahoma will take traffic headed to states east of the Mississippi River and to Oklahoma.

See Figure 2 for a visual representation of these assignments.

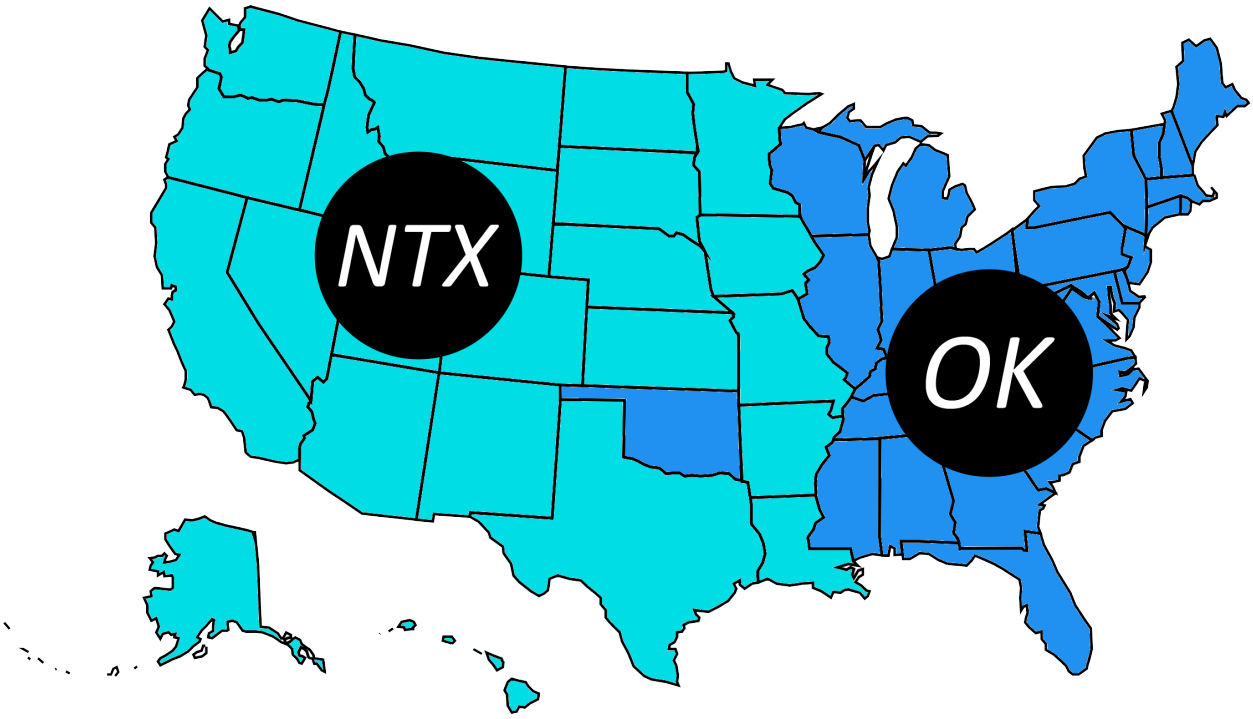

Figure 2 - North Texas will take traffic to the teal-colored states, and Oklahoma will take traffic to blue-colored states.

North Texas and Oklahoma will have liaison stations checked in to regional nets to take traffic to local traffic handlers in those Sections. Local traffic handlers may perform delivery directly, or may coordinate with local ARES, RACES, and/or other public service organizations for delivery resources. Your Section Traffic Manager will make these assignments. For Digital, there are specific addresses to use in Winlink. See the **Participating traffic nets** and the **Traffic routing** sections below.

Exercise assumptions

Stations and traffic net control stations follow their established protocols/procedures

Apart from standing up an out-of-band traffic net for the purposes of this exercise, existing protocols and procedures should be followed, including regular net control practices, traffic handling procedures, and traffic logging. Additional logging may be required by exercise participants, which is outlined in the Reporting section below.

Traffic moving through the simulated impacted infrastructure zone is only relayed via the traffic system

To fully test the system, traffic moving through the simulated impacted infrastructure zone must be relayed over the air. Relay by phone, email, or other non-over the air means is not permitted. Once the traffic exits the simulated impacted infrastructure zone, this restriction no longer applies.

Traffic may only be delivered via designated infrastructure access points

Traffic must route through the system all the way through to its designated infrastructure access point before it may be delivered. **Delivery performed by any traffic handler not working in a designated infrastructure access point is not permitted** as these access points are tasked with overseeing and tracking deliveries for their respective portions of the United States and originating replies to Houston as warranted.

Repeater owners/operators support local traffic nets during the exercise

Local traffic nets taking place on local repeaters will need repeater owners/operators to sign off regarding operating any traffic nets outside of their regularly scheduled times, whether at a dedicated exercise net time, and/or if an existing scheduled net runs longer due to increased traffic counts.

Participants are familiar with traffic nets and the radiogram format

While one of the goals of the traffic system is to help new stations learn about and build their traffic handling skills, it is not possible to provide this training and feedback during an incident or exercise. All efforts are focused on the matter at hand, and participants should prepare beforehand if they want to participate in the exercise.

Participants and observers will turn in post-exercise reports within a timely manner

A key objective of this exercise is measuring traffic transit times and confirming deliveries, which can only occur if participating stations turn in their appropriate reports within three days of the end of the exercise.

Exercise flow

Timeline and communications

The exercise will take place on Saturday, August 12, 2023, from 10:00 am to 2:00 pm Central Daylight Time (1500Z to 1900Z). At 10:00 am, traffic nets will stand up and begin relaying exercise-related traffic. At 2:00 pm, all exercise traffic operations shall cease.

Participating traffic nets

Exercise traffic will generally flow via these traffic nets:

Net	Operating level	Primary Frequency	Organization or Manager
RRI Digital Traffic Net https://radiorelay.org/	International	Various	Radio Relay International
7290 Traffic Net https://www.7290trafficnet.org/	Regional	7.290 MHz	Jo Ann Keith KA5AZK
Texas Traffic Net https://ttn7285.net/	Regional	7.285 MHz	Sandor Wetsel KG4FET
NTSOK https://ok.arrl.org/nts/ntsok/	Section – Oklahoma	145.03 MHz	ARRL Oklahoma Section
DFW Traffic Net https://www.dfwtrafficnet.org/	Local – Dallas	146.72 MHz (-) PL 110.9	Korky Kathman KG5NNA
Houston Local Traffic Net https://www.hltn.org/	Local – Houston	147.000 (+) PL 103.5	Bill Novak KA9IKK

Some traffic nets have backup repeaters and/or simplex frequencies. See the **Incident Radio Communications Plan (ICS 205)** in the Incident Briefing and Incident Action Plan (IAP) document for more information.

Traffic routing

For regional traffic, the 7290 Traffic Net will operate from 10 am to noon and the Texas Traffic Net will operate from noon to 2 pm. Those relaying traffic through these regional nets should utilize the traffic net currently operating.

For Digital traffic, do not use the RRI Region 5 liaison station as offered in the Winlink radiogram form. Instead, route traffic using these specific Winlink addresses:

- **Traffic headed to Oklahoma**: NTSOK
- **Traffic headed to North Texas**: NTSDFW
- **Traffic headed to Houston**: WM5N

Prior to the exercise

Develop exercise traffic

For this exercise we will relay test welfare messages from the Houston area to destinations across the United States, and relay replies to Houston as appropriate. Prior to the exercise, stations in the Houston area tasked with originating welfare traffic should prepare their radiograms so that they are ready to inject into the traffic system once the exercise begins. Traffic should be prepared using the FSD-244

form. This form is used during incidents to assist impacted individuals with creating their welfare messages.

All welfare traffic and reply traffic introduced must use precedence “TEST W” to indicate test welfare traffic, whether the original welfare message or a reply to a welfare message, and the first and last groups of the text section must be “EXERCISE”.

To help focus the exercise on primarily relaying traffic from Houston to neighboring sections, while replies to welfare traffic are welcome, please refrain from using HXC or HXE to directly solicit or request replies.

Example test welfare radiograms

Below is an example radiogram via the FSD-244 form showing a test welfare message indicating that everything is safe here and not to worry, and that the sender has arrived safely at Shelter 12 in downtown Houston. Note that the time filed utilizes Coordinated Universal Time (UTC), the standard time referenced used by the traffic system.

AMATEUR RADIO DISASTER WELFARE MESSAGE

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time filed	Date
139	~~TEST~~ W		K8AMH	ARL 12	HOUSTON TX	1620	AUG 12

TO John Smith
123 Fake St
Anytown, USA 12345

Message Receipt Or Delivery Information
Operator and Station _____
Sent To _____
Delivered To _____
Date _____ Time _____

Telephone Number 123 555 1234 email@example.com

(CIRCLE NOT MORE THAN TWO STANDARD TEXTS FROM LIST BELOW)

(ARL ONE) Everyone safe here. Please don't worry.
ARL TWO Coming home as soon as possible.
ARL THREE Am in _____ hospital. Receiving excellent care and recovering fine.
ARL FOUR Only slight property damage here. Do not be concerned about disaster reports.
ARL FIVE Am moving to new location. Send no further mail or communications. Will inform you of new address when relocated.
ARL SIX Will contact you as soon as possible.
(ARL SIXTY FOUR) Arrived safety at shelter 12 in downtown Houston.

Time	Date	Telephone	Signature
11:07 AM	8/12	567 555 8901	Jane Doe

THE AMERICAN RADIO RELAY LEAGUE
RADIOGRAM
VIA AMATEUR RADIO

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date
139	TEST W		K8AMH	ARL 12	HOUSTON TX	1620	AUG 12

TO JOHN SMITH
123 FAKE ST
ANYTOWN USA 12345

This Radio Message Was Received At
Amateur Station _____ Phone _____
Name _____
Street Address _____
City and State _____

Telephone Number 123 555 1234 EMAIL AT EXAMPLE DOT COM

EXERCISE	ARL	ONE	ARL	SIXTY
FOUR	SHELTER	12	IN	DOWNTOWN
HOUSTON	EXERCISE			

JANE DOE

From	Date	Time	To	Date	Time
REC'D			**SENT**		

This message was handled free of charge by a licensed Amateur Radio Operator whose address is shown in the box at right above. As such messages are handled solely for the pleasure of operating. No compensation can be accepted by a "Ham" operator. A return message may be filed with the "Ham" delivering this message to you. Further information on Amateur Radio may be obtained from A.R.R.L. Headquarters 225 Main Street, Newington, CT 06111

The American Radio Relay League, Inc., is the national membership society of licensed radio amateurs and the publishers of QST Magazine. One of its functions is promotion of the public service communications among amateur operators to that end. The League has organized the National Traffic System for daily nationwide message handling.

FSD-244 (1/04)

Figure 3 - Radiogram traffic during this exercise should follow this example.

During the exercise

Test welfare traffic shall begin flowing out from the Houston area at the beginning of the exercise period, and over time, reply traffic will head back. The focus on outbound first follows a real-world approach where traffic from the affected area generally takes precedence over inbound traffic at the beginning of the incident to prioritize updating family members on the status of their loved ones. It is up to the affected area to determine when it is ready to receive inbound traffic; until then, traffic shall flow through the system and stage at traffic handlers generally one relay away from the affected area until the go-ahead is received for inbound traffic.

At 3 hours and 30 minutes into the exercise (1830Z | 1:30 pm CDT), no new traffic may be originated or introduced to the traffic system. This is meant to provide a period for traffic currently in the system to have an opportunity to complete relaying to their destinations prior to the exercise ending at the 4-hour mark.

At exercise termination

Once the exercise period ends, all traffic relaying shall cease. Traffic currently in transit but not yet at its destination will not be delivered, nor will any cancellation or service messages be sent back to stations of origin. This traffic should still be reported as part of the post-exercise reporting data even though it did not successfully reach its destination or have delivery attempted.

Hot wash

The Section Traffic Managers will host a hot wash 30 minutes after the exercise ends via the Zoom conferencing platform. Attendance is required for all net managers, net control stations, and Official Relay Stations participating in the exercise, and optional for all other participants and observers. While the hot wash will be recorded so that the net managers and Section Traffic Managers can review the discussion, this recording will not be made available publicly.

The hot wash link will be posted on the exercise website after the exercise concludes.

Reporting and feedback

For all turned-in materials and feedback, everything must be submitted within three days of the exercise.

General feedback

Everyone participating in or observing the exercise is welcome to provide feedback. You can use the feedback form at the exercise website to provide your feedback within three days of the end of the exercise. You may provide your contact information if you wish to discuss your feedback further but know that providing your information is optional.

Traffic handlers: radiogram copies and station activity reports

Traffic handlers shall turn in copies of the radiograms they handled during the exercise, including radiograms they self-originated (created). They shall also turn in a station activity report indicating the number of originated, sent, received, and delivered messages.

An online upload location will be provided at the exercise website for stations to submit scanned copies. Alternatively, stations may mail physical copies to Aaron Hulett K8AMH, PO Box 479, Little Elm TX 75068 if they email k8amh@arrlnts.org to inform that he should expect them in the mail.

Net manager notes and reports

Net managers should compile their notes and send them to their respective Section Traffic Manager.

Net control station reports

Net control stations should provide information about the number of check-ins, the number of radiograms passed, the number of minutes the net ran for, and the callsign of each station that checked in using the appropriate reporting form at the exercise website. Alternatively, net control stations may email scanned PDF copies of paper check-in logs to k8amh@arrlnts.org.

Questions and contacts

Questions about this exercise should be directed to the Section Traffic Manager in your respective section.

Important websites

- **NTS West Gulf Division**
  Provides informational about the exercise, including exercise documentation and links to reporting tools.
  https://www.ntswestgulf.org
- **Texas Traffic Net**
  Provides information about the regional Texas Traffic Net.
  https://ttn7285.net/
- **7290 Traffic Net**
  Provides information about the regional 7290 Traffic Net.
  https://www.7290trafficnet.org/
- **Digital Traffic Net**
  Provides information about the international Digital Traffic Net system.
  https://radiorelay.org/
- **Houston Local Traffic Net**
  Provides information about the Houston local traffic net.
  https://www.hltn.org/
- **DFW Metroplex Traffic Net**
  Provides information about the Dallas/Fort Worth local traffic net.
  https://www.dfwtrafficnet.org/

Administrative details

This ARRL West Gulf Division exercise is being executed by the Section Traffic Managers in the ARRL North Texas, South Texas, and Oklahoma Sections.

Ed Hatch, AG5DV
***Section Traffic Manager**, ARRL Oklahoma*
ag5dv@arrl.net
405-209-3677

Aaron Hulett, K8AMH
***Section Traffic Manager**, ARRL North Texas*
k8amh@arrlnts.org
430-277-5687

Sheree Horton, WM5N
***Section Traffic Manager**, ARRL South Texas*
wm5n@arrl.net
713-299-6994

ARRL West Gulf Division

Change log

Date	Version	Changes
08AUG2023	1.0	Initial document