

Memorandum

TO: Col. Huckstep, IC
 FROM: Gordon, Deputy IC
 RE: Plan for supervision

Here's what I think we have to do; I don't think it is that bad.

MAJOR GOAL is to find someone to take over OPERATIONS, because until that happens, we're kinda stuck with it. Thankfully we have a lot of helpers in that Section.

DATE	Checkoff	Item
Mon May 17	■	Check with Bledsoe to see if he has sent anything out to invite dignitaries or news media to the Field Day (not an absolute requirement, but a good idea)
Mon May 17	■	See how many people have signed up for operators Gibby updated this frequently. Operating schedule on https://www.qsl.net/nf4rc/
Mon May 24	■	Check with Bledsoe to see if he has sent anything out to invite dignitaries or news media to the Field Day (not an absolute requirement, but a good idea) Progress: first release, giving information on both EOC and GARS Field Day efforts, went out evening of 6/3/2021, as part of PIO's plan for media coverage.
Mon May 24	■	See how many people have signed up for operators Gibby updated this frequently. Operating schedule on https://www.qsl.net/nf4rc/
Mon May 31	■ ■	Check with Earl to see how the Networking / Logging is going on. He need the N3JP software, the link program to WSJT-X, and the networking. Gordon should have gotten WIFI routers for the ENDS and added capacitors to them. ALL DONE -- EARL DISCUSSED AT JUNE MEETING AND GLG MADE SOFTWARE CONNECTIONS Gordon (finally) got a solution for making the WSJT-X link to work, and also the FLDGI. See: https://www.qsl.net/nf4rc/2021/N3FJPLoggingConnectionInstructions.pdf
Mon May 31	■	Check with the ASO/EOC folks to verify cranking the generator on the Afternoon of Saturday June 26 AFTER 2 PM to be within the Field Day

		time for sure. We need a photo or something as proof. Could be as simple as a photo of a voltmeter. DONE -- DALTON GOT THE ARRL TO ACCEPT OUR TESTING
Mon June 7	■	Check that Gibby has measured the noise values Note: Gibby won't be back in Gainesville until after this, will have to delay until June 12. DELAYED FURTHER BUT THE NOISE SOUNDED NORMAL SATURDAY JUNE 12. Measurements made Thursday June 17 / 11 AM 80 M very low noise at S3-S4 40 M no visible noise on S meter So the noise problem seems abated for now.
Mon June 7	■	Check that Earl has the logging software (GIBBY HAS IT) NEED N3FJP VERSION 6.6 ON ALL COMPUTERS June 7: Earl has all logging computers except for GLG-HF, wifi gear, and all the software and is configuring.
Mon June 7	■	Check that Gibby has the 19V computer low-noise supplies Gibby found ONE 19V low-noise supply, and has ONE HP Elitebook with a low noise supply, and has ordered another complete HP Elite that should come with a low noise supply.
Mon June 7	■	Get Operations to arrange training opportunities for whatever LELAND OFFERED STRUCTURED TRAINING & GLG DID FOR SOLAR ALSO.
Mon June 14	■	Check that Gibby has worked on the Antennas As of June 1: ■Gibby has built a new Guanella 4:1 balun that is lighter weight. ■Gibby has built another end-fed 49:1 balun. ■Gibby has 200 feet of flexweave now in stock <u>but has not yet cut for antennas.</u> ■Gibby has built a "coat-hangar" 6M antenna and tuned and verified its operation.
Mon June 14	■	Check that Gibby has gotten the bandpass filters into the EOC June 17, delivered.
Mon June 21	■	Check that PIO has sent out media press releases, documentation to the Doc unit, invitations to Government Officials and Served Agency Officials (EOC/ASO), and has done SOCIAL MEDIA (including the ARRL) -- Appears to be done well.
Thu June 24	☐	Hold Zoom Tabletop if Operations has been constituted yet, to go over the entire timeline and check on everything Solve any problems discovered.

Fri June 25	<input type="checkbox"/>	Check with Leland at the EOC after 10 AM to verify that setting up everything is going well.
Fri June 25	<input type="checkbox"/>	Check with LOGISTICS to be sure they have a plan for delivery of items, including gasoline
Fri June 25	<input type="checkbox"/>	Check with OPERATIONS to verify who is copying what bulletins later that evening -- this is the only time to copy them.
Sat June 26	<input type="checkbox"/>	Observe Logistics bringing in all the gear Be available to solve any of their problems
Sat June 26	<input type="checkbox"/>	Observer Operations get schedules & signs up, including the timeline and operations schedules Be available to solve any of their problems.
Sat June 26	<input type="checkbox"/>	Check that Safety Officer is in place and planning to complete the checklist and arrange coverage for entire event (can delegate)
Sat June 26	<input type="checkbox"/>	GET PHOTOS for the AAR/IP and Section Newsletter and our web page
Sat June 26	<input type="checkbox"/>	Be sure that Lunch is set up and communicated to everyone
Sat evening June 26	<input type="checkbox"/>	Check with PIO to be sure they sent in the documentation required for bonus points on public information table
Sat evening June 26	<input type="checkbox"/>	Observe how the scoring and operations are going, make any necessary updates to plans
Sat evening June 26	<input type="checkbox"/>	Check with Operations to be sure we have documentation of <input type="checkbox"/> Solar Power charging <input type="checkbox"/> Solar Power Contacts (5 minimum) <input type="checkbox"/> Educational Sessions <input type="checkbox"/> EOC generator tested <input type="checkbox"/> Radiograms to Section Manager or SEC (copies to Doc Unit) <input type="checkbox"/> Ten or more Radiograms moved from on site (copies to Doc Unit) <input type="checkbox"/> PIO documentation of visiting personalities, (proof to Doc Unit) <input type="checkbox"/> How Satellite Unit is going <input type="checkbox"/> Safety of the Overnight effort
Sunday afternoon June 27	<input type="checkbox"/>	Observe the safety of the tear-down effort
Sunday afternoon June 27	<input type="checkbox"/>	Check that the field was left in good shape
Sunday afternoon June 27	<input type="checkbox"/>	Check that the EOC radio room and other facilities were left in good shape
Monday June 28	<input type="checkbox"/>	Confirm that the Documentation Unit submitted the scores without problems.

Monday June 28	<input type="checkbox"/>	Write up the AAR/IP
Tuesday June 29	<input type="checkbox"/>	Confirm thank-you's sent to visiting dignitaries
Wed July 14	<input type="checkbox"/>	Present the AAR/IP to the July meeting of the group