



**Federal Aviation  
Administration**

# **Initial En Route Qualification Training**

**Instructor  
Non-Radar Grading Guidelines**

**Course 50148001**

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## **Non-Radar Grading Guidelines**

### **Scoring:**

To score the Nonradar Evaluation Scenario:

- Place a + in each space when that item is performed correctly
- Place a – in each space when that item is performed incorrectly, except:
  - Place an **O** in spaces 12,13,19,20,21,24,38,39,44,53, and 54 when separation is over restricted
  - Place an **X** in spaces 12,13,20,21,32,33,34,36,38,39,42,51,53, and 54 when separation is lost
- Add the + from each column
- Add the – from each column
- Add the + and – for a total number of marks
- Divide the number of + by the total number of marks for the **Procedural Score**
- Then subtract 5 points for each **O** and 10 points for each **X** from the Procedural Score
- This is the final score for the scenario

## **ARRIVALS**

### **Initial Check In**

1. Acknowledge Check On
  - a) + If call sign is correct and if student says “Aero Center”.
  - b) - If call sign is incorrect or omitted, or “Aero Center” omitted.
  - c) Leave blank if aircraft on frequency at the start of the scenario
2. WX/ATIS/Altimeter
  - a) + If altimeter is given correctly.
  - b) - If altimeter is omitted or given incorrectly.
  - c) Leave blank if aircraft is on frequency at the start of the scenario.

### **Inbound Coordination**

3. Interphone Usage
  - a) + If format is correct and initials given at the end of the call.
  - b) - If format incorrect or initials omitted.
4. Call Sign/Type/Suffix
  - a) + If entirely done correctly
    - i) Entire call sign
    - ii) Correct type (Cessna or Citation, not “C” etc.)
    - iii) Correct suffix when needed
  - b) - If any part is incorrect
    - i) Call sign incorrect or omitted
    - ii) Type incorrect or omitted
    - iii) Suffix omitted when needed
5. Estimate
  - a) + If correct estimate given
  - b) - If wrong estimate is given or if omitted.

6. Altitude and Restriction Forwarded

- a) + If all information is correct
- b) - If altitude not passed. Also if altitude information is passed at GWO.  
(Note: at JAN and MLU APCH could also be an error in 12d and 13c)
- c) Left blank for GWO arrival unless altitude information is passed, then it is a -.

7. Approach Type

- a) + If “for VOR Approach” is passed at GWO
- b) - IF approach type is omitted or incorrect.
- c) Left blank for approaches to all other airports.

8. Other

- a) + If
  - i) D67 is called for block and to cancel block for GWO arrivals.
  - ii) Aircraft arriving at airport in JAN approach airspace, other than JAN, is coordinated
- b) - If
  - i) Block not canceled prior to the end of the scenario (unless aircraft hasn’t landed)
  - ii) Alternate airport information not coordinated.
- c) O If blocked airspace is coordinated for more than altitude needed (e.g. acft at 50 and student blocks 70 and below)

9. TCP

- a) + If correct TCP is passed, including airway when needed.
- b) - If TCP not passed or if incorrect TCP is passed. Also if mileage passed for “TUX” aircraft.
- c) Left blank for GWO arrivals.

**Arrival Clearance (Aircraft given holding instructions)**

10. Clearance Limit

- a) + If correct clearance limit given
- b) - If incorrect clearance limit given or if omitted.

## 11. Route

- a) **+** If done correctly (only if needed)
- b) **-** If done incorrectly or if omitted when needed
- c) Left blank if route information not needed.

## 12. Airspace Separation

- a) **+** If correct restriction is given to protect or appropriate reports are solicited
  - i) Approach control airspace
  - ii) MOA airspace at GWO
  - iii) Adjacent sectors airspace
  - iv) If student gets control before clearing aircraft.
  - v) If student ensures aircraft is in Sector 66 airspace prior to issuing clearance
- b) **O** For an over restriction (including the block)
- c) **X** If restriction omitted or not enough to ensure separation from airspace
- d) **X** If block is not coordinated or wrong altitude is coordinated.
- e) **X** Inbound not coordinated for JAN, MLU and GWO arrivals
- f) **X** If incorrect facility is called on inbound coordination
- g) **-** If restriction is given when unnecessary (ex. ZFW boundary restriction given when aircraft has already progressed STUEE.)
- h) **X** If DME restriction is used to TUX aircraft

## 13. Aircraft Separation

- a) **+** If altitude and mileage restrictions are correct or appropriate, reports are solicited.
- b) **O** For an over restriction
- c) **X** If separation is lost, or if restriction is not forwarded correctly to APCH Control
- d) **-** If unnecessary position report is solicited
- e) Left blank if no aircraft in the way.
- f) **X** If DME restriction is issued to TUX aircraft

14. Assigned Altitude

- a) + If final altitude is assigned
- b) - If no altitude is assigned (could result in X in space 12 or X with a dept. if an at or below restriction is given with no assigned altitude)
- c) Leave blank if holding at original altitude

15. Direction (and Turns)

- a) + If direction of hold is assigned and direction of turns is assigned (if necessary)
- b) - If direction of hold is omitted or incorrect (ex. “hold NE” at MHZ)
- c) - If left turns omitted at GWO or VKS (may also cause other errors)

16. Radial/Bearing or “As Published”

- a) + If assigned correctly
- b) - If assigned incorrectly or omitted (may also cause other errors)

17. EFC

- a) + If assigned (including no delay expected)
- b) - If not assigned

18. Frequency Change

- a) + If given correct frequency and communication transfer point.
- b) - If frequency is incorrect or omitted
- c) - If communications transfer is inside the TCP
- d) - If communications transfer given in mileage to a TUX aircraft.

19. Efficiency

- a) - If holding instructions issued less than five minutes from holding fix
- b) O If aircraft enters the hold without holding instructions
- c) - If holding stack in incorrect order
- d) O No attempt to descend JAN, MLU, or VKS arrivals

## Approach Clearance

### 20. Airspace Separation

- a) **+** If correct restriction is given to protect or appropriate reports are solicited
  - i) Approach control airspace
  - ii) MOA airspace at GWO
  - iii) Adjacent sector's airspace
  - iv) If student gets control before clearing aircraft.
  - v) If student ensures aircraft is in Sector 66 airspace prior to issuing clearance.
- b) **O** For an over restriction
- c) **X** If restriction omitted or not enough to ensure separation from airspace
- d) Leave blank if the aircraft has entered the hold at SQS or VKS.
- e) **-** If restriction is given when unnecessary (ex. ZFW boundary restriction given when aircraft has already progressed STUEE.)
- f) Leave blank if the aircraft has entered the hold at SQS or VKS.
- g) **X** If DME restriction is issued to TUX aircraft

### 21. Aircraft Separation

- a) **+** If correct restriction is given to protect or appropriate reports are solicited
- b) **O** For an over restriction
- c) **X** If separation is lost
- d) **-** If unnecessary position report is solicited
- e) Left blank if no aircraft in the way.

### 22. Approach Name

- a) **+** If "cleared VOR approach" at GWO or "cleared approach" at VKS
- b) **-** If approach name omitted at GWO.

### 23. Frequency Change

- a) **+** If given correct frequency and communication transfer point.
- b) **-** If frequency is incorrect or omitted



#### 24. Miscellaneous

- a) **—** If delayed with no traffic
- b) **O** For failure to get necessary reports to clear approach protected airspace
- c) **X** If approach clearance not issued before the scenario ends

#### Other

#### 25. Stripmarking

- a) **+** If all stripmarking correct
- b) **—** If any stripmarking errors on the strip (including writing over and scribbling out)
- c) **—** Red **W**s omitted

#### 26. Phraseology

- a) **+** If all phraseology correct for the aircraft (if no minus by the end of the scenario mark it as a plus)
- b) **—** For any phraseology error (only one minus per aircraft)

#### 27. Board Management

- a) **+** If deadwood removed before the scenario ends (only for aircraft that is correctly removed from the board).
- b) **—** If deadwood remains when the scenario ends (only for aircraft with deadwood).
- c) **—** If strip removed too early.

### DEPARTURES

#### Coordination

#### 28. EDC

- a) **+** If EDC issued
- b) **—** If EDC not issued

#### 29. Interphone Usage

- a) **+** If correct sector is called and call ends with the students operating initials
- b) **—** If operating initials omitted.

30. Call Sign (Including “In Suspense”)

- a) + If student says “in suspense” and correct call sign
- b) - If student omits “in suspense” or uses incorrect call sign.

31. Airport/Departure Time/Estimate

- a) + If student passes the assumed departure time or estimate over last fix in the Sector, whichever is appropriate.
- b) - If time is omitted or incorrect, or if assumed departure time passed instead of estimate over the last fix

32. Altitude

- a) + If student passes the altitude (including restrictions, if needed)
- b) X If altitude omitted or incorrect altitude passed.
- c) X If coordination is late
- d) - **If IAFDOF not recognized and corrected. (could also be an error in 40 and 45)**
- e) X **If coordinated altitude is higher than the final altitude issued to aircraft** (e.g. Coordinated climbing to 120 with next sector but only issued 110 to aircraft)

33. Revised Routing

- a) + If revised routing is coordinated
- b) X If revised routing not coordinated
- c) Leave blank if no revised routing.

**Note:** If a departure is coordinated with the wrong sector, place an X in 38 and leave 30-33 blank.

**Departure Clearance**

34. Takeoff/Turns Confirmation

- a) + If the student asks if the pilot will accept a NE departure with turns at VKS (excluding departures over HEZ)
- b) X If student doesn’t ask when needed.
- c) Leave blank on all other departures.

35. Departure/Destination Airport Name

- a) + If student clears aircraft, from departure airport (at VKS and 0M8), to destination airport
- b) - If student omits departure airport on VKS or 0M8 departures or omits arrival airport in clearance.

36. Initial Departure Instructions/Separation

- a) + If issued correctly for VKS or 0M8 departures
- b) + If issued correctly to provide for separation of multiple departures at GWO.
- c) - If omitted or issued incorrectly at VKS or 0M8.
- d) X If omitted or issued incorrectly for multiple departures at GWO
- e) X Failure to use SYD at GWO
- f) X If a departure rule is not correctly applied for separation (including omission of RLS, faster aircraft in back – the error is recorded for the 2<sup>nd</sup> departure)
- g) Leave blank if not needed

37. Route

- a) + If full route is issued at any time, but is mandatory when FRC is in remarks
- b) + At GWO, if clearance includes, at a minimum, “cleared to \_\_\_\_ airport as filed, via SQS”
- c) + At VKS or 0M8, if clearance includes instructions that puts the aircraft on its filed route.
- d) + At MHZ and MLU, if clearance includes airway and first fix (on the strip) outside of approach control airspace.
- e) - If any of the above are not met.

**Note:** If the departure has no traffic and the clearance is “climb and maintain,” do not assign a + on lines 38 and 39

38. Airspace Separation

- a) + If correct altitude and mileage are given to miss approach control airspace or MOA (GWO departures requesting at or above 8000 ft. Or any departure requesting V11 northeast bound requesting at or above 8000 ft.

- b) **O** For an over restriction
- c) **X** If altitude and mileage restrictions are omitted or don't prevent airspace violation.
- d) **X** If incorrect sector is called on coordination
- e) **X** "Established on" is omitted, when required
- f) Leave blank if departure will not go over approach control airspace or GWO departure requests less than 8000 ft.
- g) **X** If coordinated altitude is lower than the final altitude issued to aircraft
- h) **X** If DME restriction is issued to TUX aircraft

#### 39. Aircraft Separation

- a) **+** If altitude and mileage restrictions are appropriate to miss traffic or appropriate reports are solicited that establish separation.
- b) **O** For an over restriction
- c) **X** If separation is lost with any aircraft.
- d) **X** "Established on" is omitted, when required
- e) **-** If unnecessary position report is solicited
- f) Leave blank if no restriction is needed to miss traffic

#### 40. Within 2000' of Requested Altitude & Not IAFDOF

- a) **+** If final altitude is within 2000 ft. of requested altitude and is appropriate altitude for direction.
- b) **-** If final altitude is not within 2000 ft. of requested altitude or is IAFDOF.
- c) **-** If aircraft with filed TAS of over 250kts is held below 100
- d) **X** If FL180 is assigned when it is unusable and there is traffic

#### 41. Void Time

- a) **+** If void time is correctly issued (realistic times).
- b) **-** If omitted or issued at airport not requiring it. Also if unrealistic time (time has already passed)
- c) Leave blank if not needed.
- d) Do not give a minus if only error is phraseology, put that minus in line 46.

42. “Verify This Clearance...”

- a) + If issued when necessary
- b) X If not issued when needed
- c) Leave blank if not needed.
- d) Do not give a minus if only error is phraseology, put that minus in line 46.

43. Frequency Change (Note: Must be exact mileage and not issued late.)

- a) + If correct
- b) - If incorrect or omitted

44. Miscellaneous

- a) + If a rule is used to expedite departure (1 minute, 2 minute, 22 knot rule, etc.)
- b) - Unnecessary delay of departure
- c) O Aircraft not cleared before original EDC expires
- d) X Aircraft not cleared by end of the scenario

**Other**

45. Stripmarking

- a) + If all stripmarking correct
- b) - If any stripmarking errors on the strip (including writing over and scribbling out)

46. Phraseology

- a) + If all phraseology correct for the aircraft (if no minus by the end of the scenario mark it as a plus)
- b) - For any phraseology error (only one minus per aircraft)

#### 47. Board Management

- a) + If deadwood removed before the scenario ends (only if strip is correctly removed from the boards).
- b) - If deadwood remains when the scenario ends (only for aircraft with deadwood).
- c) - If strip removed too early.
- d) - If strip is in the wrong bay
- e) Leave blank if strip remains on the board.

### **ALL OTHER AIRCRAFT**

#### 48. Interphone Usage

- a) + If correct sector is called and call ends with the students operating initials
- b) - If operating initials omitted.
- c) Leave blank if no coordination needed

#### 49. Acknowledge Check On

- a) + If call sign is correct and if student says “Aero Center”.
- b) - If call sign is incorrect or omitted, or “Aero Center” omitted.
- c) Leave blank if aircraft on frequency at the start of the scenario even if subsequent calls are answered with “Aero Center”.

#### 50. WX/ATIS/Altimeter

- a) + If altimeter is given correctly.
- b) - If altimeter is omitted or given incorrectly.
- c) Leave blank if aircraft is on frequency at the start of the scenario even if subsequent calls are answered with the altimeter.

51. Coordination

- a) + If coordination is correct and timely
- b) - If requested altitude is not forwarded (intrafacility)
- c) - If IAFDOF is not coordinated
- d) X If coordination is late
- e) Leave blank if coordination not necessary.
- f) X Coordination is complete but route and/or altitude is not issued to the aircraft

52. Revised Routing (If Any)

- a) + If done correctly (only if needed)
- b) - If done incorrectly or if omitted when needed
- c) Leave blank if not necessary

### 53. Airspace Separation

- a) **+** If correct restriction is given to protect
  - i) Adjacent sector's airspace
  - ii) Approach control airspace
  - iii) R931A airspace
  - iv) MOA airspace at GWO
  - v) If student gets control before clearing aircraft.
  - vi) If student ensures aircraft is in Sector 66 airspace prior to issuing clearance
- b) **O** For an over restriction
- c) **X** If restriction omitted or not enough to ensure separation from airspace
- d) **X** If altitude change is not coordinated
- e) **X** If control information is coordinated with the wrong sector
- f) Leave blank if aircraft doesn't change altitude
- g) **-** If restriction is given when unnecessary (ex. ZFW boundary restriction given when aircraft has already progressed STUEE.)
- h) **X** If route change is not coordinated
- i) **X** If DME Restriction is issued to TUX aircraft
- j) **-** If FL180 is assigned when it is unusable (no traffic)
- k) **X** If FL180 is assigned when it is unusable and there is traffic

### 54. Aircraft Separation

- a) **+** If altitude restrictions are correct.
- b) **O** For an over restriction
- c) **X** If separation is lost
- d) **-** If unnecessary position report is solicited
- e) Leave blank if aircraft doesn't change altitude



55. IAFDOF

- a) + If aircraft is changed to appropriate altitude for direction of flight
- b) - If aircraft leaves the sector at inappropriate altitude (may result in errors in spaces 51 and 58)
- c) Leave blank if aircraft isn't IAFDOF

56. Frequency Change

- a) + If correct
- b) - If incorrect or omitted
- c) Leave blank if aircraft hasn't progressed the last posted fix in the sector when problem ends

57. Efficiency

- a) + If aircraft requests altitude change and request is accomplished
- b) - If aircraft requests altitude change and request is not accomplished
- c) Leave blank if no requests are made

58. Stripmarking

- a) + If all stripmarking correct
- b) - If any stripmarking errors on the strip (including writing over and scribbling out)
- c) - If red Ws omitted

59. Phraseology

- a) + If all phraseology correct for the aircraft (if no minus by the end of the scenario mark it as a plus)
- b) - For any phraseology error (only one minus per aircraft)

60. Board Management

- a) + If deadwood removed before the scenario ends (only strips correctly removed from the boards).
- b) - If deadwood remains when the scenario ends.
- c) - If strip removed too early.

**Note:** Failure to separate from SUA will result in **X** in spaces:

12 for arrivals

20 for approaches

38 for departures

53 for overflights

Separating from SUA will result in a plus in the spaces listed above.