Initial En Route Qualification Training

Handout 00
Aero Center Quick Reference Guide

Course 50148001

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Commonly used phraseology which should be committed to memory

DEPARTURES

- WILL THE PILOT OF *(Call Sign)* ACCEPT A NORTHEAST DEPARTURE WITH TURNS?

- VIA DEPART SOUTHWEST DIRECT SQS AS FILED.

- VIA DEPART NORTHEAST TURN RIGHT/TURN LEFT FLY HEADING *(degrees)* UNTIL JOINING *(victor airway).*

- *(pilot's requested altitude)* IS NOT AVAILABLE.

- CLEARANCE VOID IF NOT OFF BY *(clearance void time*), IF NOT OFF BY *(clearance void time),* ADVISE AERO CENTER NOT LATER THAN *(time)* OF INTENTIONS.

- VERIFY THIS CLEARANCE WILL ALLOW COMPLIANCE WITH LOCAL TRAFFIC PATTERN AND TERRAIN OR OBSTRUCTION AVOIDANCE.

- VISUAL SEPARATION APPROVED BETWEEN *(departure call sign)* AND *(arrival call sign), (departure)* RELEASED.

- *(second departure call sign)* RELEASED *(one, two, etc…)* MINUTES AFTER *(first departure)* DEPARTS.

HOLDING

- *(call sign)* CLEARED TO VKS RADIO BEACON, HOLD SOUTHWEST ON THE ONE NINER FIVE BEARING FROM THE VKS RADIO BEACON, LEFT TURNS, EXPECT FURTHER CLEARANCE *(time).*

- *(call sign)* CLEARED TO SQS VORTAC, HOLD SOUTHWEST ON THE TWO FIVE SIX RADIAL, LEFT TURNS, EXPECT FURTHER CLEARANCE *(time).*

- *(call sign)* CLEARED TO MHZ VORTAC, HOLD NORTHWEST AS PUBLISHED, NO DELAY EXPECTED.

- *(call sign)* CLEARED TO DINKY INTERSECTION, HOLD NORTHEAST ON VICTOR 18, EXPECT FURTHER CLEARANCE *(time).*

- BLOCK *(altitude)* AND BELOW FOR HOLDING AND APPROACH AT SQS.

ARRIVALS

- *(call sign)* CLEARED VOR RUNWAY FIVE APPROACH CIRCLE TO RUNWAY TWO THREE.

- *(call sign)* CLEARED APPROACH KVKS AIRPORT.

- *(call sign)* REPORT CANCELLATION OF IFR THIS FREQUENCY OR WITH AERO CENTER FLIGHT DATA, CHANGE TO ADVISORY FREQUENCY APPROVED.

TIME, SPEED and DISTANCE

Quick Estimate Methods:

Use these methods to convert an aircraft's speed to miles-per-minute, or to determine the distance an aircraft will travel in a specified amount of time, or to calculate an estimated time over a fix.

- **MPM = Speed (KTS) ÷ 6:** Divide the first two digits of an aircraft's speed by 6 to determine its Miles-per-Minute (MPM).

- **DT = MPM x TM:** Distance Travelled (DT) equals Miles-per-Minute (MPM) multiplied by Time in Minutes (TM).

- **TOF = DT ÷ MPM:** Time over a Fix (TOF) equals Distance Traveled (DT) divided by Miles-per-Minute (MPM).

INTERPHONE FORMAT

When Initiating a Call, State:

- **Who you are calling.**
- **Who you are.**
- **Why you are calling.**

When Call is Answered, State:

- **Where to look.**
- **Who or what to look for.**
- **What's happening?**

End ALL Calls With Initials

NUMBERS ALLOWED IN GROUP FORM

1. Airline Call Signs:

- **AAL552:** "American Five Fifty Two,"
- **SWA81:** "Southwest Eighty One"

2. Aircraft Types:

- **C130/A:** "C One Thirty slant alpha,"
- **MD80/L:** "MD Eighty slant lima"
- **C172/G:** "Cessna One Seventy Two slant golf"

3. Airways:

- **J52:** "J Fifty Two"
- **V417:** "Victor Four Seventeen"

INBOUNDS

Approach Control

1. **Call sign**
2. **Type aircraft**
3. **Equipment suffix**
4. **Estimate over fix**
5. **Altitude (Including restrictions with a…)**
6. **Destination if other than JAN/MLU**
7. **TCP** (Your control…)

VFR Tower

1. **Call sign**
2. **Type aircraft**
3. **Estimate over fix**
4. **Type of approach (e.g. GWO = "VOR apch")**

Arrival Clearance Format

FRAHE

- **Fix**
    (cleared to…)
- **Route**
    (via…)
- **Altitude**
    (cross, maintain, etc…)
- **Holding**
    (instructions or "as published"…)
- **Everything else**
    (altimeter, frequency, EFC, etc…)