Federal Aviation Administration

Initial En Route Qualification Training

Lesson 07
Forwarding Flight Plan and Control Information

Course 50148001

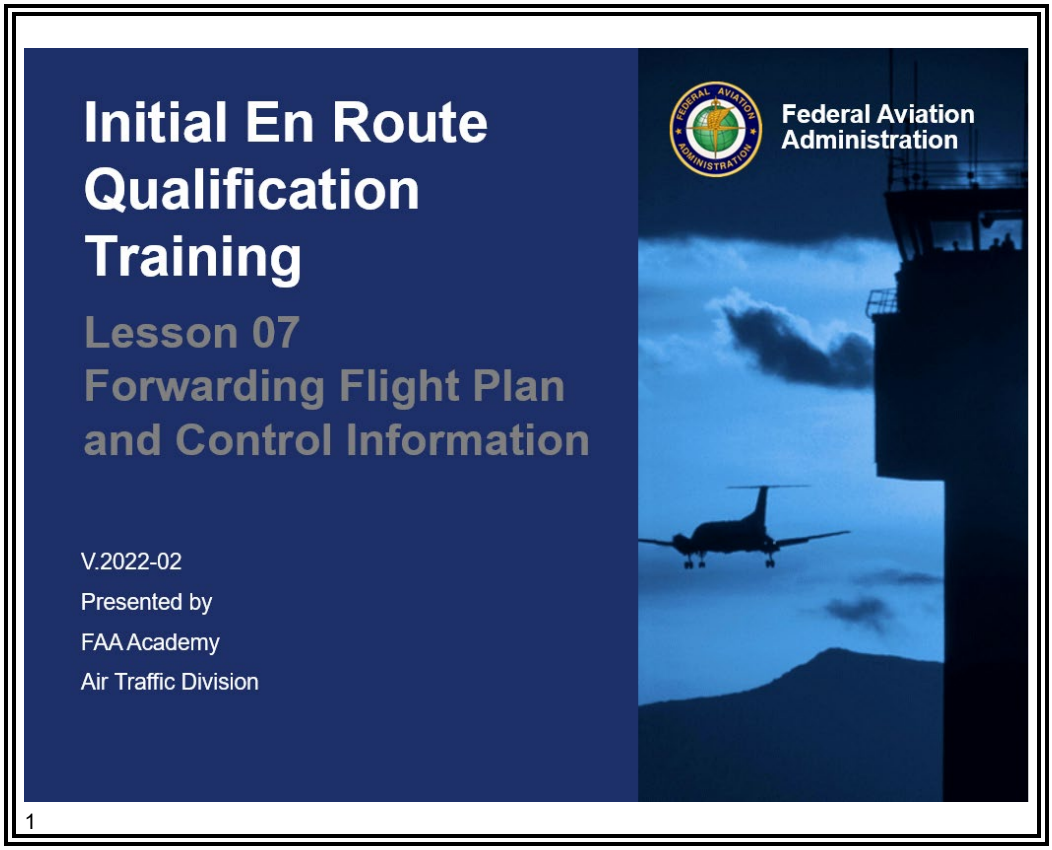
LESSON PLAN DATA SHEET

COURSE NAME:	INITIAL EN ROUTE QUALIFICATION TRAINING
COURSE NUMBER:	50148001
LESSON TITLE:	FORWARDING FLIGHT PLAN AND CONTROL INFORMATION
DURATION:	8+30 HOURS
DATE REVISED:	2022-02
VERSION:	V.2022-02
REFERENCE(S):	FAA ORDER JO 7110.65, AIR TRAFFIC CONTROL
HANDOUT(S):	ffp&ci.f2k - EXERCISE STRIPS
EXERCISE(S)/ ACTIVITY(S):	ACTIVITY: ANALYZING SCENARIOS EXERCISE: FORWARDING FLIGHT PLAN AND CONTROL INFORMATION
END-OF-LESSON TEST:	YES
PERFORMANCE TEST:	NONE
MATERIALS:	NONE
OTHER PERTINENT INFORMATION:	

DISCLAIMER

Air Traffic training materials are provided by the Federal Aviation Administration Office of Technical Training. The training materials are subject to revision, amendment and/or corrections. The materials are to be used for the intended purpose only and are not intended for distribution beyond the purpose of training. Updates (if required) shall be provided through a formal distribution process. Unsolicited updates will not be processed.

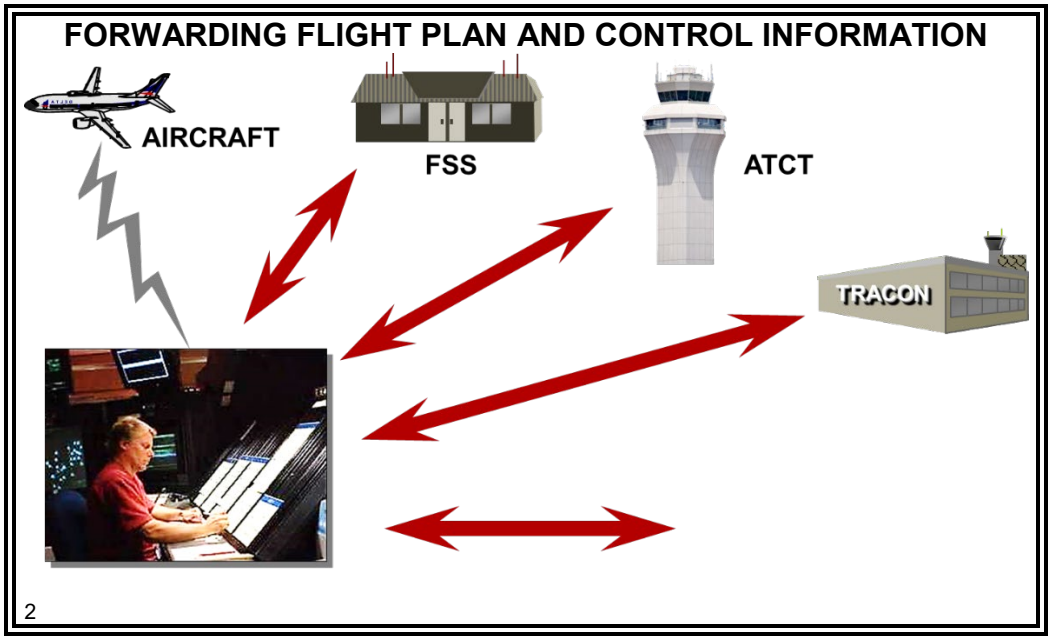
INTRODUCTION



All of the previous lessons that covered separate skills are starting to mesh into a set of related functions essential to your success as an air traffic controller. By using your mastery of recording and interpreting information on flight progress strips and utilizing the interphone equipment, you will be required to communicate flight plan and control information to other controllers and facilities. These skills ensure that the critical information needed for everyone to do their job safely and efficiently is received by the controllers who need this information.

Continued on next page

INTRODUCTION *(Continued)*



While automation is a time saving tool for controllers, it does **not** completely eliminate the requirement for coordination. Even in an automated environment, you **must** know how and when to pass control information and revisions in order to keep control information up to date. Mastery of this skill set is critical for aviation safety.

Purpose

An important task in managing air traffic is determining who should receive control information and revisions and how and when they should be forwarded. In this lesson you will learn how to properly forward control information.

INTRODUCTION *(Continued)*

Lesson Objectives

LESSON OBJECTIVES

- On an End-of-Lesson Test, and in accordance with FAA Order JO 7110.65, you will identify selected procedures and/or phraseology for forwarding flight plan and control information to:
  - ATC facilities, including approach controls, nonapproach control towers, other centers, and Flight Service Stations (FSSs)
  - Other controllers

3

FLIGHT PLANS

Recording Information
JO 7110.65, par. 2-2-1, 2-3-2, table 2-3-1

⊙ When flight plans are filed directly with the center, record all items given by the pilot on one of the following:

- Flight progress strip
- Flight data entry (automated)
- Voice recorder

  – Enter, in space 26 of the initial flight progress strip, the sector or position number to identify where information may be found in the event Search and Rescue (SAR) activities become necessary

Forwarding Information
JO 7110.65, par. 2-2-2

⊙ Except during En Route Flight Data Processing (FDP) operations, forward flight plan information to appropriate:

- ATC facilities
- FSSs
- Military Base Operations (BASOPS)

NOTE: Flight information data is forwarded to automated facilities during En Route FDP operations. Both the data and time the information was sent is recorded automatically. If the computer fails, information will need to be sent manually.

⊙ Record the time of filing and delivery on the flight progress strips.

IFR FLIGHT PROGRESS DATA

Forwarding Data
JO 7110.65, par. 2-2-6

⊙ As the aircraft progresses along its route, forward data from:

- Controller to controller within the facility, then to:
- Receiving facility

⊙ Ensure information is correct and up to date.

⊙ Do **not** use the remarks section of flight progress strip in lieu of voice coordination to pass control information.

⊙ Use automation in preference to manual procedures when permitted by:

- Workload
- Communications
- Equipment capabilities

⊙ Forward flight progress data at least **15 minutes** before aircraft is estimated to enter the receiving facility's area.

NOTE: Letter of Agreement or facility directive may allow for reduction of time requirements; if operationally necessary due to manual data processing or nonradar operations, time requirements may be increased.

Items To Be Forwarded
JO 7110.65, par. 2-2-6

⊙ Forward:

- Aircraft identification
- Number of aircraft (if more than one), heavy indicator (if appropriate), type of aircraft, equipment suffix

NOTE: H = heavy

- Assigned altitude and ETA over last reporting point/fix in your sector, or assumed departure time where applicable
- Altitude at which aircraft will enter receiving facility's area if other than assigned

NOTE: This includes climbing or descending to assigned altitude.

Continued on next page

IFR FLIGHT PROGRESS DATA *(Continued)*

Items To Be Forwarded (Cont'd)
JO 7110.65, par. 2-2-6

- True airspeed
- Point of departure
- Remaining route of flight
- Destination airport and clearance limit if other than destination airport
- ETA at destination airport
  - **Not** required for military or scheduled air carrier
- Requested altitude, if other than assigned altitude
  - Within a facility **only**

NOTE: Pilot will reinitiate request with next facility if another altitude is still desired.

- Assigned beacon code
  - When flight plan is forwarded manually and aircraft is on a computer-assigned beacon code
- Longitudinal separation used between aircraft at the same altitude if less than 10 minutes separation exists at boundary
- Additional non-routine information pertinent to flight safety

  Example: Minimum Fuel or Emergencies

IFR FLIGHT PROGRESS DATA *(Continued)*

Position Reports
JO 7110.65, par. 2-2-6

FORWARDING POSITION REPORTS

A16842 C130/A T300 66 02	STUEE 1600	12 16 16 1616 MHZ	110✓	MEI 1632	KBAD./.MLU V18 KMEI	

4

✈ **Phraseology Example**

"D SIXTY-FIVE, D SIXTY-SIX, PROGRESS, AT MERIDIAN AIR FORCE ONE SIX EIGHT FOUR TWO, OVER MAGNOLIA VORTAC ONE SIX ONE SIX."

⊙ Forward position report over last reporting point in transferring facility's area if any one of the following conditions exists:

- Progress time differs by more than 3 minutes from the estimate given

NOTE: During En Route FDP operations, time updates will be forwarded via the computer.

- Forwarding is requested by the receiving facility
- Forwarding is agreed to between facilities

Stripmarking
JO 7110.65, par. 2-3-10

⊙ Circle in red:

- Information or revised information forwarded
- Minutes and altitude when a flight plan or estimate is forwarded
  - Interfacility (between facilities)
  - Intrafacility (within a facility)

NOTE: Although the requirement is to **only** circle the minutes, circling the hours and minutes is acceptable to ensure legibility.

Continued on next page

IFR FLIGHT PROGRESS DATA *(Continued)*

Knowledge Check

KNOWLEDGE CHECK

QUESTION: How many minutes before an aircraft is estimated to enter a receiving facility's area must flight progress data be forwarded?

5

KNOWLEDGE CHECK

QUESTION: Other than the time component, what item should be circled in red to indicate that a flight plan or estimate has been forwarded?

6

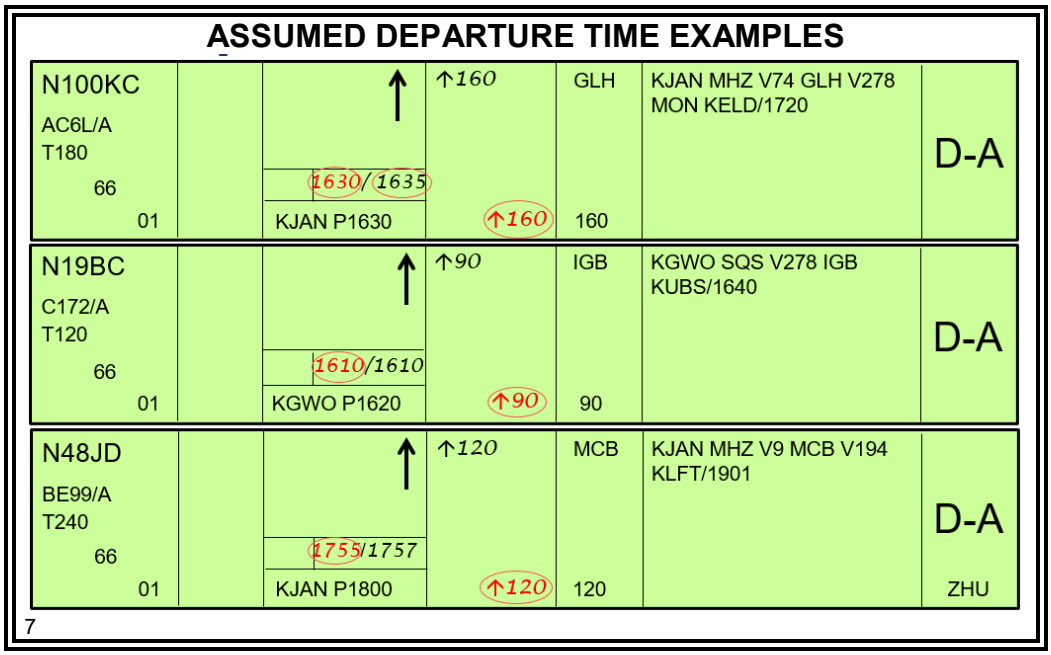
COORDINATING WITH RECEIVING FACILITY

Coordinating Departures
JO 7110.65, par. 4-3-8

⊙ Coordinate with receiving facility before departure if departure point is less than **15 minutes** flying time from the boundary.

- If automated transfer of flight data occurs, coordination requirements may be reduced by letter of agreement (LOA) to:
  - Five minutes, or
  - Specified mileage

ASSUMED DEPARTURE TIME EXAMPLES



⊙ Forward departure time or subsequent strip posting time unless:

- The assumed departure time is within three minutes of actual departure time

APPROACH CONTROL FACILITIES

Arrival Information
JO 7110.65, par. 4-7-6

⊙ Forward the following information:

- Aircraft identification
- Type of aircraft and equipment suffix
  - Heavy indicator, if appropriate
  - Number of aircraft, if more than one
- ETA or actual time over clearance limit and proposed or actual altitude
  - Do **not** forward ETA if information is forwarded during a radar handoff
  - Include altitude restrictions inside approach control airspace
- Clearance limit (when other than destination airport) and EFC time issued:
  - Clearance limit may be omitted if covered in an LOA

NOTE: The ZAE/JAN APCH LOA requires forwarding of destination airport if other than KJAN.

- Time, fix, or altitude when control responsibility is transferred to approach control
  - May be omitted if covered in an LOA

✈ **Phraseology**

"(Identification) (type of aircraft), ESTIMATED/OVER (clearance limit), (time), (altitude), EFC (time)

if required,

YOUR CONTROL,

or

YOUR CONTROL AT (time, fix, altitude)."

NOTE: When forwarding arrival information, advise receiving controller of the purpose of the call, either when calling or at the beginning of coordination, by stating "INBOUND."

Continued on next page

APPROACH CONTROL FACILITIES *(Continued)*

Arrival Information (Cont'd)
JO 7110.65, par. 4-7-6

ARRIVAL INFORMATION EXAMPLE 1

AAL320 B732/I T465 66 01	MCB 0800	09 08 10 MHZ	170 ↓60	KJAN	KMSY./.MCB V9 MHZ KJAN	H-NW 0806

✈ **Phraseology Example**

"AMERICAN THREE TWENTY, BOEING SEVEN THIRTY-TWO SLANT INDIA, ESTIMATED MAGNOLIA VORTAC ZERO EIGHT ZERO NINER, DESCENDING TO SIX THOUSAND, MCCOMB VICTOR NINER, YOUR CONTROL ZERO EIGHT ZERO SIX."

8

ARRIVAL INFORMATION EXAMPLE 2

AAL320 B732/I T465 66 01	MCB 0800	09 08 10 MHZ	170 ↓60	KJAN	KMSY./.MCB V9 MHZ KJAN	H-NW 35 SE/V9

✈ **Phraseology Example**

"AMERICAN THREE TWENTY, BOEING SEVEN THIRTY-TWO SLANT INDIA, ESTIMATED MAGNOLIA VORTAC ZERO EIGHT ZERO NINER, DESCENDING TO SIX THOUSAND, YOUR CONTROL THREE FIVE MILES SOUTHEAST MAGNOLIA VORTAC ON VICTOR NINER."

9

Continued on next page

APPROACH CONTROL FACILITIES *(Continued)*

Arrival Information (Cont'd)
JO 7110.65, par. 4-7-6

ARRIVAL INFORMATION EXAMPLE 3

AAL320 B732/I T465 66 01	MCB 0800	09 08 ↓ 10 MHZ	170 ↓60	KJAN	KMSY./.MCB V9 MHZ KJAN	H-NW 80

✈ **Phraseology Example**

"AMERICAN THREE TWENTY, BOEING SEVEN THIRTY-TWO SLANT INDIA, ESTIMATED MAGNOLIA VORTAC ZERO EIGHT ZERO NINER, DESCENDING TO SIX THOUSAND, MCCOMB VICTOR NINER, YOUR CONTROL AT EIGHT THOUSAND."

10

APPROACH CONTROL FACILITIES *(Continued)*

Time Parameter
JO 7110.65, pars. 4-7-6, 4-7-9

- ⊙ Forward inbound information to approach control facilities before transfer of control jurisdiction.
- ⊙ Transfer radio communications and control responsibility early enough to allow receiving facility to clear aircraft beyond clearance limit prior to aircraft reaching it.

Stripmarking
JO 7110.65, par. 2-3-2, table 2-3-1, par. 2-3-10, figure 2-3-8

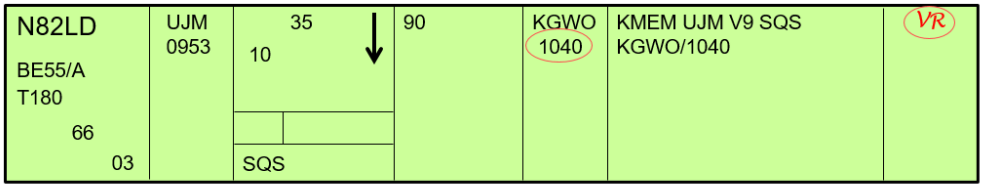
- ⊙ Circle the following forwarded information in red:
  - Minutes
  - Altitude
    - Including appropriate restrictions
  - Pertinent remarks
- ⊙ Write release point in space 29.
  - Enter current time if control is released on contact

NONAPPROACH CONTROL TOWERS

Arrival Information
JO 7110.65, par. 4-7-6

✈ **Phraseology Example**

INFORMATION TO BE FORWARDED TO NONAPPROACH CONTROL TOWER



"GREENWOOD TOWER, JACKSON LOW, INBOUND… NOVEMBER EIGHT TWO LIMA DELTA, B-E FIFTY-FIVE, ESTIMATED GREENWOOD AIRPORT, ONE ZERO FOUR ZERO, FOR VOR APPROACH."

11

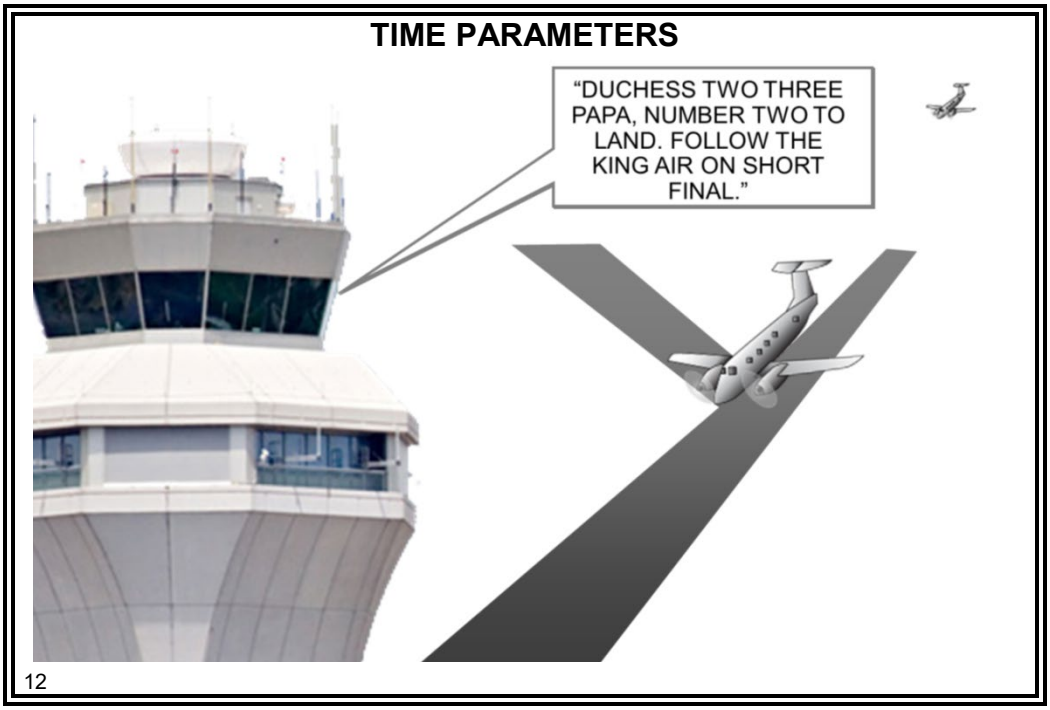
⊙ Forward the following items:

- Aircraft identification
- Type of aircraft
- ETA
- Type of instrument approach aircraft will execute
  - VOR approach will be coordinated at KGWO

Continued on next page

NONAPPROACH CONTROL TOWERS *(Continued)*

Time Parameters
JO 7110.65,
pars. 2-1-16, 4-7-6



⊙ Forward arrival information to non-approach control tower:

- Soon enough to permit adjustment of traffic flow
- Before issuing a clearance that requires flight within a surface area of which the tower has responsibility, unless covered in an LOA

Continued on next page

NONAPPROACH CONTROL TOWERS *(Continued)*

Stripmarking
JO 7110.65,
par. 2-3-2,
table 2-3-1,
par. 2-3-10,
figure 2-3-8

⊙ Circle the following forwarded information in red:

- Minutes
- Type of approach
  - May be preplanned in red in space 28 of flight progress strip

Communications Transfer
JO 7110.65,
par. 2-1-16

⊙ Transfer communications to the appropriate facility prior to operation within surface area for which tower has responsibility.

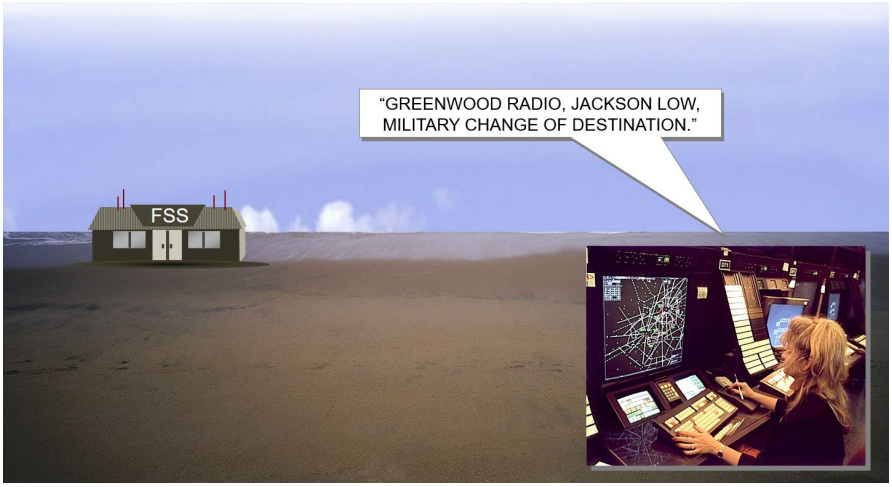
AIRBORNE MILITARY FLIGHTS

Information Received
JO 7110.65, par. 2-2-12

✈

Phraseology Example

INFORMATION RECEIVED



13

NOTE: This makes current information available to FSS for relay to military bases concerned and for use by centers in the event of two-way radio communications failure.

⊙ Forward to FSS the following information from airborne military flights:

- IFR flight plans
- Changes from VFR to IFR flight plans
- Changes to IFR flight plans, such as:
  - Change in destination
    - → Aircraft identification and type
    - → Departure point
    - → Original destination
    - → Position and time
    - → New destination
    - → ETA
    - → Remarks, including change in fuel exhaustion time
    - → Revised ETA
  - Change in fuel exhaustion time

NOTE: Fuel exhaustion time is given in hours and minutes.

NORTH AMERICAN ROUTE PROGRAM (NRP)

North American Route Program (NRP) Definition
JO 7110.65, Pilot/Controller Glossary

North American Route Program (NRP) is a set of rules and procedures that are designed to increase the flexibility of user flight planning within published guidelines.

Procedures
JO 7110.65, par. 2-2-15

- "NRP" **must only** be entered in the remarks section of a flight plan when prior coordination is accomplished:
  - With the Air Traffic Control System Command Center (ATCSCC), or
  - By international NRP flight operations procedures
- When an international flight entering the conterminous United States requests to participate in NRP, the en route facility that received the request **must** enter "NRP" in the remarks section of the flight plan.
- "NRP" **must** be retained in the remarks section of the flight plan if the aircraft is moved due to:
  - Weather
  - Traffic
  - Other tactical reasons

NOTE: Return aircraft to original filed route as soon as conditions warrant.

- If a pilot requests a change in route, remove "NRP" from the remarks section.

EXERCISE: FORWARDING FLIGHT PLAN AND CONTROL INFORMATION

Exercise

FORWARDING FLIGHT PLAN AND CONTROL INFORMATION EXERCISE

Purpose: to practice completing coordination and required stripmarking

Directions: complete the coordination and stripmarking

14

Purpose

This exercise is designed to give you practice in forwarding flight plan and control information and revisions to centers, approach controls and nonapproach control towers. Normally controllers rely on the computer to forward amended information; however, the computer is **not** operational at all times. In this exercise, you will forward all control information and make the required stripmarking as if the computer were **not** operational.

Directions

In this exercise, each student will be called on individually to be the D66 controller, complete the coordination, and the required stripmarking. Instructors will assume all other controller roles (Ghost) and pilot roles (Pilot).

Remember, if you initiate an interphone call, end that call with your operating initials.

Continued on next page

EXERCISE: FORWARDING FLIGHT PLAN AND CONTROL INFORMATION *(Continued)*

Strips

N6783 C150/A T100 66 02	MEI 1646	21 17 MHZ	70	MCB	KMEI V18 MHZ V9 KMCB/1802	ZHU

1. Instructor: Call as D65 to revise N6783's altitude to 80.

Continued on next page

EXERCISE: FORWARDING FLIGHT PLAN AND CONTROL INFORMATION *(Continued)*

Strips (Cont'd)

AAL25 B732/A T420 66 03	UJM 0119	40 01 ↓ SQS	150	KGWO *0147*	KMEM UJM V9 SQS KGWO	

2. Instructor: Advise the RA controller to forward the arrival information to Greenwood Tower.

Continued on next page

EXERCISE: FORWARDING FLIGHT PLAN AND CONTROL INFORMATION *(Continued)*

Strips (Cont'd)

AAL42 B732/A T420 66 02	MEI 0234	45 02 MHZ	160	MCB	KMEI V18 MHZ V9 MCB KHEZ	ZHU
AAL42 B732/A T420 66 02	MEI 0234	45 02 MHZ	160	MCB	KMEI V18 MHZ V9 KMCB ~~KHEZ~~	ZHU

3. Instructor: Call as D65 to revise AAL42's routing to MHZ V9 MCB (landing MCB).

Continued on next page

EXERCISE: FORWARDING FLIGHT PLAN AND CONTROL INFORMATION *(Continued)*

Strips (Cont'd)

N8010A GLF3/A T340 66 01	STUEE 0036	52 00 MHZ	160	MCB	KSHV STUEE V18 MHZ V555 MCB KGPT/0127	0307 ZHU

4. Instructor: Advise the RA controller that the flight plan on N8010A did **not** pass to ZHU.

Continued on next page

EXERCISE: FORWARDING FLIGHT PLAN AND CONTROL INFORMATION *(Continued)*

Strips (Cont'd)

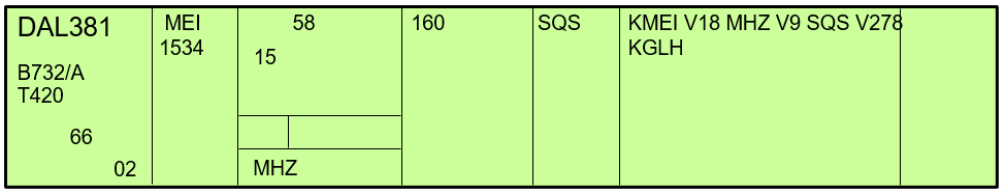
UAL22 B732/I T420 66 01	MCB 0632	43 06 MHZ	160	GLH	KIAH./.MCB V9 MHZ V74 KGLH	

5. Instructor: Call as ZHU with a revised MCB estimate for UAL22.

Continued on next page

EXERCISE: FORWARDING FLIGHT PLAN AND CONTROL INFORMATION *(Continued)*

Strips (Cont'd)



6. Instructor: Call as D65 to revise DAL381's routing to MHZ V74 GLH.

Continued on next page

EXERCISE: FORWARDING FLIGHT PLAN AND CONTROL INFORMATION *(Continued)*

Strips (Cont'd)

N651CC C650/A T420 66 01	EIC 0256	22 03 17 MHZ	210	MEI	KSHV EIC J4 KMEI /0328	

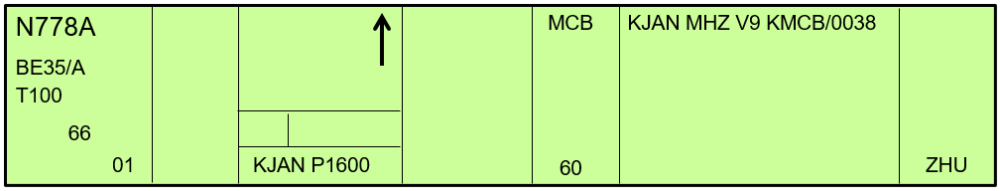
7. Instructor: As Pilot of N651CC:

> "Aero Center, Citation Six Five One Charlie Charlie, over Magnolia VORTAC zero three one eight, flight level two one zero, estimating Meridian VORTAC zero three two six."

Continued on next page

EXERCISE: FORWARDING FLIGHT PLAN AND CONTROL INFORMATION *(Continued)*

Strips (Cont'd)



8. Instructor: Advise student to coordinate an assumed departure time for N778A of 1602.

Continued on next page

EXERCISE: FORWARDING FLIGHT PLAN AND CONTROL INFORMATION *(Continued)*

Strips (Cont'd)

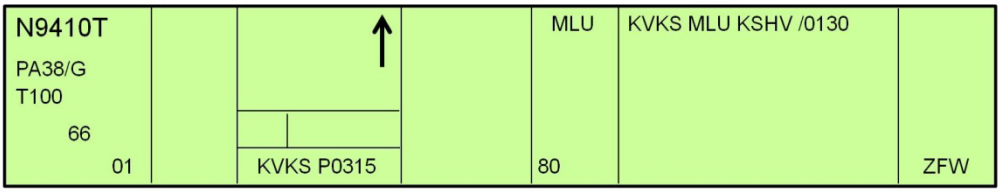
DAL14 H/B762/A T460 66 02	MEI 2059	09 21 MHZ	140	HEZ	KMEI V18 MHZ V245 HEZ KIAH	ZHU

9. Instructor: Call as D65 to revise DAL14's altitude climbing to 160.

Continued on next page

EXERCISE: FORWARDING FLIGHT PLAN AND CONTROL INFORMATION *(Continued)*

Strips (Cont'd)



10. Instructor: Instruct the RA controller to coordinate the assumed departure time of 0310.

Continued on next page

EXERCISE: FORWARDING FLIGHT PLAN AND CONTROL INFORMATION *(Continued)*

Strips (Cont'd)

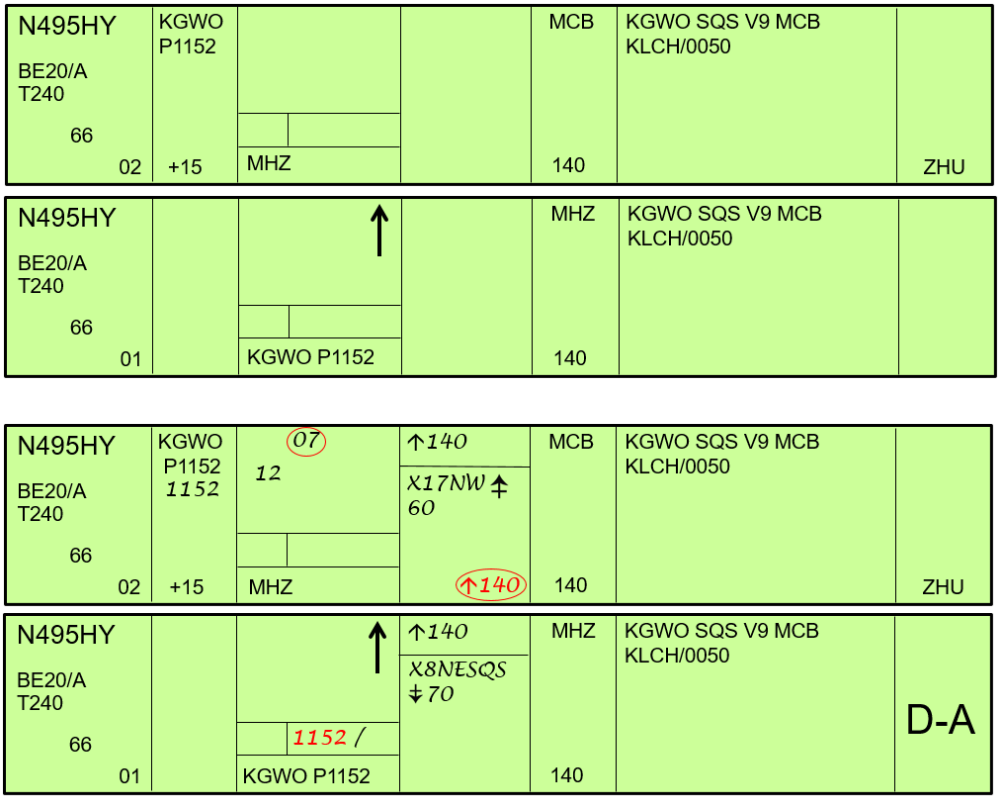
N9051N AC80/A T250 66 02	GLH 1330	48 13 MHZ	160	MIZZE	KGLH V74 MHZ V11 GCV KMOB/1430	

11. Instructor: Call as Sector 67 to revise N9051N's route to MHZ V9 MCB KMOB.

Continued on next page

EXERCISE: FORWARDING FLIGHT PLAN AND CONTROL INFORMATION *(Continued)*

Strips (Cont'd)



12. Instructor: Advise student to coordinate MHZ estimate using the proposed departure time to calculate MHZ estimate.

Continued on next page

EXERCISE: FORWARDING FLIGHT PLAN AND CONTROL INFORMATION *(Continued)*

Strips (Cont'd)

N81315 AC11/A T180 66 03	IGB 1633	55 16 SQS	160	GLH	KSTF IGB V278 KTXK/1740	

13. Instructor: Call as D12 to revise N81315's IGB estimate to 1638 and altitude to 140.

Continued on next page

EXERCISE: FORWARDING FLIGHT PLAN AND CONTROL INFORMATION *(Continued)*

Strips (Cont'd)

N2911E C182/A T130 66 03	IGB 1202	23 12 SQS	80	MHZ	KSTF IGB V278 SQS V9 MHZ V74 KGLH /1330	

14. Instructor: Advise the RA controller to mark the strip for N2911E to reflect the following information:

    - Aircraft is on frequency and has reported level at 8,000 feet
    - Revised routing is SQS V278 GLH

Continued on next page

EXERCISE: FORWARDING FLIGHT PLAN AND CONTROL INFORMATION *(Continued)*

Strips (Cont'd)

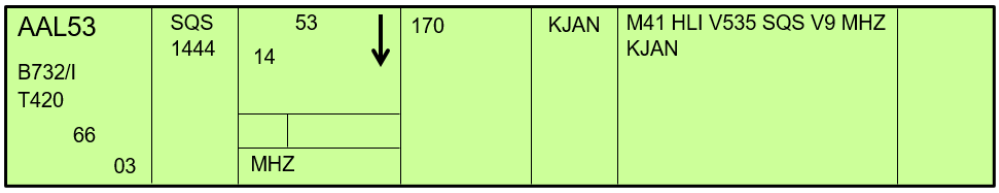
N15474 P28A/A T120 66 01	MCB 1628	11 17 MHZ	120	GLH	KMCB V557 MHZ V74 KGLH/1750	

15. Instructor: Call as ZHU to revise N15474's altitude to 140.

Continued on next page

EXERCISE: FORWARDING FLIGHT PLAN AND CONTROL INFORMATION *(Continued)*

Strips (Cont'd)



16. Instructor: Instruct the RA controller to mark the strip for AAL53 with the following information:

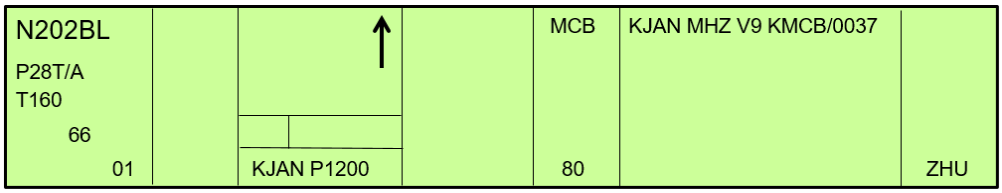
    - The aircraft is descending to 6,000 feet
    - The aircraft has been cleared to MHZ VORTAC and hold northwest
    - The Transfer of Control Point (TCP) is 17 miles northwest of the Magnolia VORTAC on Victor niner.

    After the strip has been marked, advise the RA controller to forward the inbound to the appropriate facility.

Continued on next page

EXERCISE: FORWARDING FLIGHT PLAN AND CONTROL INFORMATION *(Continued)*

Strips (Cont'd)

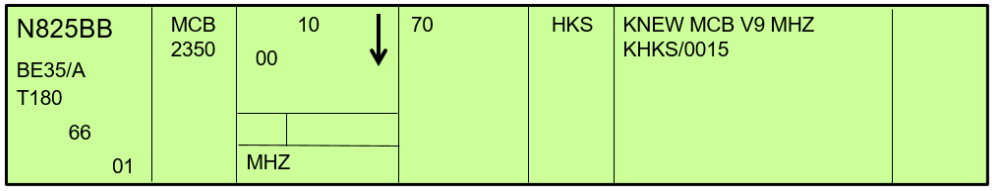


17. Instructor: Advise student to coordinate an assumed departure time for N202BL of 1200.

Continued on next page

EXERCISE: FORWARDING FLIGHT PLAN AND CONTROL INFORMATION *(Continued)*

Strips (Cont'd)

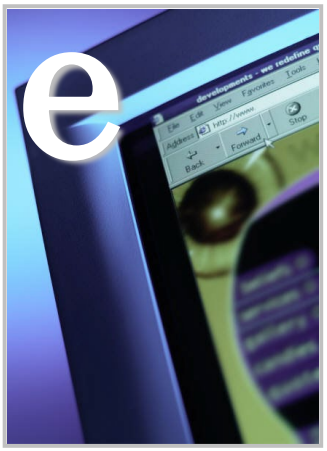


18. Instructor: Advise the RA controller:
    1. That the Transfer of Control Point (TCP) is 35 miles southeast Magnolia VORTAC on Victor Niner; and
    2. To forward the inbound to the appropriate facility.

ACTIVITY: ANALYZING SCENARIOS

Activity

ANALYZING SCENARIOS ACTIVITY



Purpose: to determine if the presented communications and stripmarkings are correct based on the information presented in the lesson

34

Description

In this activity, you are presented with 9 scenarios. Each scenario will include an audio of a coordination activity and a corresponding flight strip which is "marked" as the audio progresses. After this case is presented, you will be asked to determine if the communication and the stripmarking are correct based on the information presented in the lesson. Feedback will be given immediately.

Directions

Access the IET eLearning menu. Select **Lesson 7 – Forwarding Flight Plan and Control Information**. Click on the title to launch the **Analyzing Scenarios** activity.

Time Allotted

30 minutes

IN CONCLUSION

Lesson Review

LESSON REVIEW

The following topics were covered in this lesson:

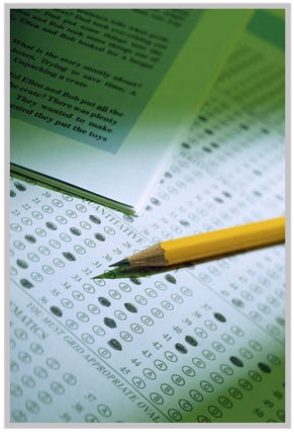
- Flight plans
- IFR flight progress data
- Coordinating with receiving facility
- Approach control facilities
- Nonapproach control towers
- Airborne military flights
- North American Route Program (NRP)

35

End-of-Lesson Test

END-OF-LESSON TEST

Forwarding Flight Plan and Control Information



36