



**Federal Aviation
Administration**

EN ROUTE - STAGE IV

**Refresher Unit 02
Handoff Procedures**

Course 55055



FOREWORD

Purpose. This Air Traffic Refresher Unit provides for the systematic review of current Air Traffic Control operational procedures.

This publication is for use in the technical training of FAA Air Traffic Control Specialists. It does not replace, substitute for, or supersede official regulations, procedures, or directives.

Review. Training programs established under the Government Employees Training Act are based on actual needs, and a review of these training needs is conducted at least once every three years.

Recommended Changes. Suggested changes and corrections to this training material should be forwarded to:

DOT, FAA, Mike Monroney Aeronautical Center
En Route Training Section, AMA-511
P.O. Box 25082
Oklahoma City, OK 73125

PREFACE

This refresher unit replaces all previous versions of ER-11-2, Handoff Procedures, and reflects the latest technical changes found in the referenced source documents through February 2010, including FAA Order JO 7110.65. See "Stage IV Changes 02/11/10" on the lesson materials download page. The contents of this unit are current as of the date shown on the cover. The material herein will be kept current through unit replacement. This unit is not to be used as a Standard Operating Procedure (SOP). In all cases, a controller's good judgment is uppermost in applying the procedures advocated.

INSTRUCTIONS

1. Write your answers to the questions in the Question Section on a separate piece of paper. This will allow the unit to be reused.
2. Compare your answers with those in the Answer and Discussion Section.
3. If you answer any questions incorrectly, study the discussion paragraph(s).
4. Review the references given in the Answer and Discussion Section.
5. An informal discussion of this unit with other specialists may help clarify any ambiguities.

HANDOFF PROCEDURES

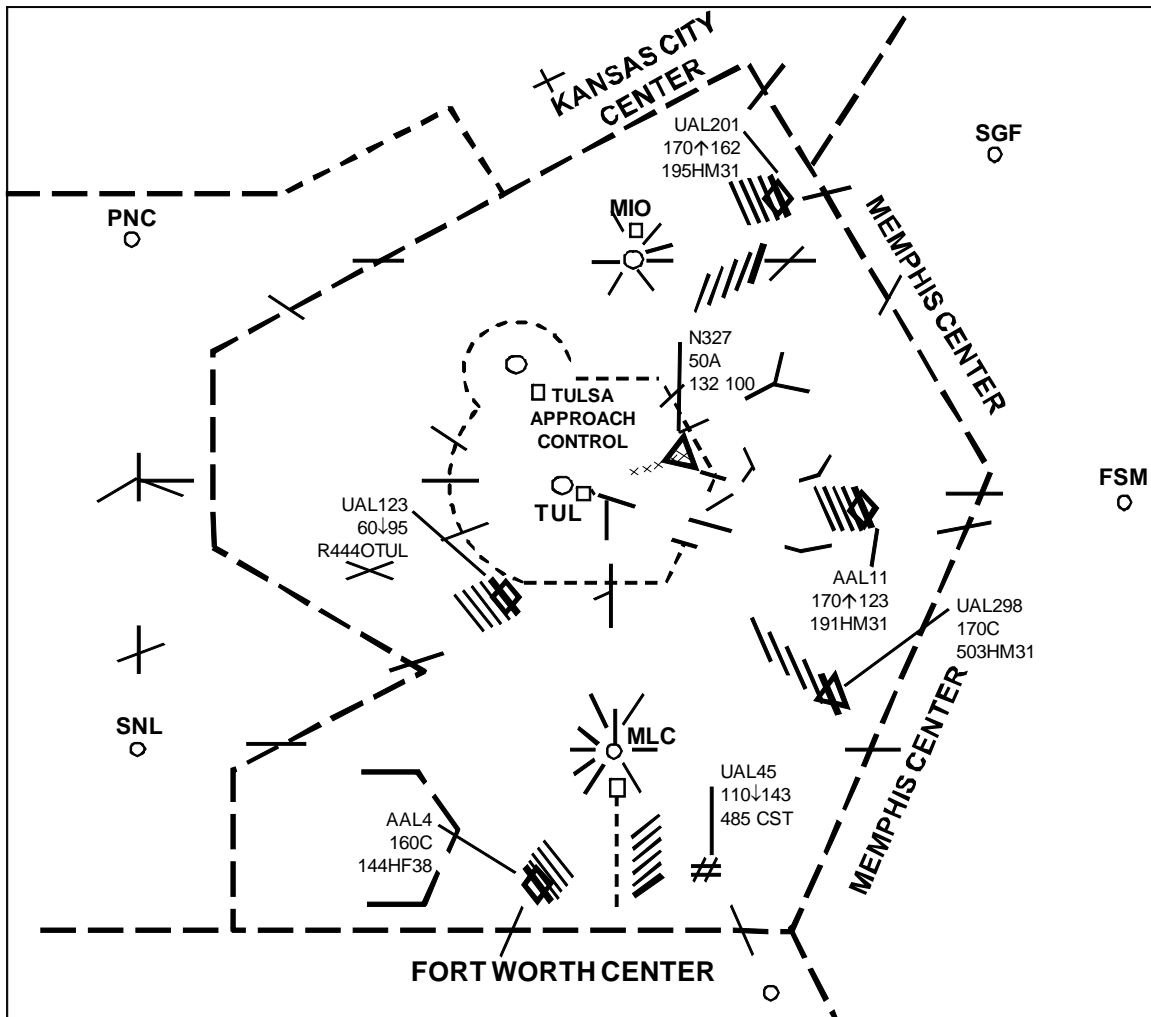
Question Section

DIRECTIONS: ITEMS 1 THROUGH 9 REQUIRE A SHORT ANSWER OF ONE OR TWO SENTENCES. REFER TO THE SIMULATED RADAR SCOPE ON PAGE 3 TO ANSWER ITEMS 1 THROUGH 9.

1. In accordance with FAA Order JO 7110.65, when shall a radar handoff on AAL11 be accomplished?
2. List the three ways to transfer the identification of an aircraft target.
3. When should the transferring controller have AAL4 change to ZFW frequency?
4. What method is used to confirm the identity of N327? (You have just received a handoff from TUL Approach.)
5. What precautions must be taken when using automation capabilities to initiate a handoff on UAL201?
6. Can control of the data block of UAL45 be transferred to ZFW in its present radar configuration? Explain.
7. What information must be passed to ZME Center with the handoff of UAL298 on a radar vector?
8. What action must be accomplished by the transferring controller if changes to the data block are required prior to the handoff being accepted on UAL45?
9. A radar handoff on UAL123 has been completed to TUL Approach. Communications transfer has also been accomplished. When may the approach controller vector UAL123 to the ILS course?

HANDOFF PROCEDURES

Question Section (Continued)



SIMULATED RADAR DISPLAY

HANDOFF PROCEDURES

Answer and Discussion Section

1. In accordance with FAA Order JO 7110.65, when shall a radar handoff on AAL11 be accomplished?

ANSWER: *Before the aircraft enters the receiving controller's airspace. Radar handoffs shall be made in all areas under radar surveillance.*

REFERENCE: *JO 7110.65, pars. 5-4-1, 5-4-5*

DISCUSSION: *When conditions exist in which it is not operationally feasible to make radar handoffs, the conditions must be covered in a Letter of Agreement or coordinated between the transferring and receiving controllers for a specified period of time.*

2. List the three ways to transfer the identification of an aircraft target.

ANSWER: *A. Physically point to the target on the receiving controller's scope.*

B. Use landline voice communications.

C. Use automation capabilities.

REFERENCE: *JO 7110.65, pars. 5-4-3, 5-4-5*

DISCUSSION: *When transferring radar identification using nonautomated procedures, relay information in the following order:*

1. *Distance and bearing from a displayed fix (not required when **physically** pointing out a target)*
2. *Aircraft identification*
3. *Assigned altitude, restrictions, and climbing or descending information*

The receiving controller must also be advised of other appropriate information not included in the data block or flight progress strip. Unless covered in a Letter of Agreement or facility directive, this information includes:

- Assigned heading*
- Airspeed restrictions*
- Altitude information issued*
- Observed track or deviation from the last route clearance*
- Beacon code if different from that normally used or previously coordinated*
- Any other pertinent information*

HANDOFF PROCEDURES

Answer and Discussion Section (Continued)

3. When should the transferring controller have AAL4 change to ZFW frequency?

ANSWER: *When the data block indicates the handoff has been accepted and prior to the aircraft entering ZFW's airspace. Also after all potential conflicts with aircraft and airspace have been resolved and all coordination has been completed.*

REFERENCE: *JO 7110.65, pars. 2-1-17, 5-4-5*

DISCUSSION: *Unless previously coordinated with the receiving facility, communication changeover should take place prior to the aircraft entering the receiving controller's area of jurisdiction.*

4. What method is used to confirm the identity of N327? (You have just received a handoff from TUL approach.)

ANSWER: *Advising the aircraft of its position*

REFERENCE: *JO 7110.65, par. 5-4-6*

DISCUSSION: *Controller A receives a handoff from controller B by position correlation. To confirm identity, controller A advises the aircraft of its position. Whenever possible, position should be given in relation to a NAVAID that is being used for navigation by the aircraft.*

5. What precautions must be taken when using automation capabilities to initiate a handoff on UAL201?

ANSWER: *Ensure that the data block is associated with the appropriate target.*

REFERENCE: *JO 7110.65, par. 5-4-5*

DISCUSSION: *Where other targets are displayed in proximity to the target being followed, determine that the data block is associated with the correct target symbol.*

Interfacility handoffs of primary or nondiscrete tracks shall be verified verbally.

HANDOFF PROCEDURES

Answer and Discussion Section (Continued)

6. Can control of the data block of UAL45 be transferred to ZFW in its present radar configuration? Explain.

ANSWER: *Yes. With prior coordination, the handoff function can be used.*

REFERENCE: *JO 7110.65, par. 5-4-5*

DISCUSSION: *The handoff function can be used for transfer of control of a track when the aircraft is in coast provided that manual coordination has taken place prior to making the handoff.*

7. What information must be passed to ZME with the handoff of UAL298 on a radar vector?

ANSWER: *The route of UAL298 requires that the assigned heading be forwarded to the receiving controller.*

REFERENCE: *JO 7110.65, pars. 5-4-5, 5-4-11*

DISCUSSION: *The assigned heading of UAL298 must be passed to ZME. Any other pertinent information not shown in the data block, such as altitude restrictions, must also be forwarded to the receiving controller. Coordination via procedures in FAA Order JO 7110.65, paragraph 5-4-11, En Route Fourth Line Data Block Usage, could also be accomplished.*

8. What action must be accomplished by the transferring controller if changes to the data block are required prior to the handoff being accepted on UAL45?

ANSWER: *The transferring controller must verbally coordinate the changes with the receiving controller prior to initiating any action.*

REFERENCE: *JO 7110.65, par. 5-4-5*

DISCUSSION: *If it is necessary to recall the data block to make the appropriate changes, reinstate the handoff provided the aircraft remains in the transferring sector's airspace.*

9. A radar handoff on UAL123 has been completed to TUL Approach. Communications transfer has also been accomplished. When may the approach controller vector UAL123 to the ILS course?

ANSWER: *When the aircraft enters TUL Approach Control's area of jurisdiction*

REFERENCE: *JO 7110.65, pars. 2-1-15, 5-4-6*

DISCUSSION: *Unless specifically coordinated, or as specified by a Letter of Agreement or facility directive, do **NOT** assume control of an aircraft until it is in your area of jurisdiction.*

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