

CHAPTER 1 - USING ASRC AS CLEARANCE DELIVERY (DEL)

INITIAL CALLUP

After having been contacted by an aircraft requesting clearance, the initial requirements are to identify the aircraft, assign a squawk code, and then review the proposed flight plan. This can be accomplished by:

1) If aircraft appears in your Departure List

Type the prefix letter then the Aircraft Select (ASEL) key. The aircraft call sign should appear in the lower left corner of the screen.

2) If aircraft is not in your Departure list

Type the last three characters of the call sign and press your ASEL key. The full callsign should appear in the lower right corner of your screen. If there are more than one aircraft with the same last three characters in their callsigns, try using the last four characters.

then...

3) Press F9 key and then the ASEL key to assign a squawk code to the aircraft. ASRC will select the next available code, first from the range created in your POF File, or next, from the range you entered in the Options screen. Press F6 key and then ASEL key to have the flight strip appear on your screen. The squawk code will be displayed in the upper right corner of the flight strip.

If conditions preclude being able to accomplish all these steps in a timely manner, or there will be a significant delay before your ability to issue a clearance, acknowledge the aircraft's request for clearance by transmitting a "Clearance on Request" reply.

FLIGHT PLAN APPROVAL

Examine the flight plan and determine if it meets the required parameters:

- Is there a requested route or does it say "Direct", or perhaps list only one enroute waypoint?
- Is the requested cruising altitude correct for the direction of flight?
- Is it necessary to assign a temporary altitude (this is usually the case)?

If everything looks correct, then a clearance can be issued. (Skip to Issuing Clearance Section) If not, corrections and/or amendments need to be made to the flight plan.

FLIGHT PLAN AMENDMENTS

ASRC allows controllers to make amendments to the flight plan and it is usually more efficient to do this rather than to contact the pilot and instruct him to make the changes. It is the controller's responsibility to ensure that the pilot is informed of any changes made to the requested flight plan. Normally, these changes will be transmitted during the clearance issuance and the pilot's correct read back of that clearance will establish the awareness of any changes.

TEMPORARY ALTITUDE

The first item that will invariably require amendment will be to assign a “temporary” altitude. This is easily accomplished by pressing the F8 key and typing in the three digit altitude and then pressing the ASEL key. The new temporary altitude will appear in the flight strip.

CRUISING ALTITUDE

While having the aircraft “radioselected”, press the F5 key and type in the three digit altitude and then pressing the ASEL key. The new cruise altitude will appear in the flight strip.

ROUTE

To amend a flight route, the **.am rte** command is used. The format is:

.am rte < type the waypoint you want to insert the new route or section of route after, then the new waypoint(s) separating each with a period (.), then the next continuing waypoint >

Example: Pilot files a route TJSJ-MDPC as DDP BQN ANTEX. You want to add the waypoint BOCCA after DDP. You would type:

.am rte DDP.BOCCA.BQN

To add a DP or waypoint etc. as the new initial waypoint, precede the new initial waypoint with two (2) periods (..).

Example: Pilot files a route TJSJ-TNCM as JUICE BOPER PJM. You want to add the JETSS1 Departure to the route. You would type:

.am rte ..JETSS1.JUICE

Generally, these are the only revisions that may be necessary. It is not expected that a controller will be able to recognize whether that part of the route beyond the FIR/ARTCC to which the controller is assigned is exactly correct. Any route errors outside his area of control can be amended by the controller for that area. It is expected that Delivery controllers will issue a clearance that complies with restrictions and procedures in their own FIR/ARTCC.

CLEARANCE ISSUANCE

Transmitting the clearance to the pilot will be done either by text or voice. In either case, it will follow the **CRAFT** order of transmission (**C**learance, **R**oute, **A**ltitude, **F**requency, **T**ransponder Code). If transmitted by text, the clearance can be completely typed out. However, it is much more efficient to utilize the Alias macro for this function.

An example of flight plan clearance alias would be:

.caf Cleared to \$arr as filed, Climb and maintain \$temp, Expect \$cruise 10 mins after departure, Departure Frequency \$freq(CC), Squawk \$squawk

To generate the proper flight plan clearance, all you need to type would be:

.caf CC (CC is the two character Controller ID (SECID) code for the Departure controller listed in the CL text box.)

This Alias command would generate:

<Aircraft> Cleared to **TNCM** as filed, Climb and maintain **5000**, Expect **FL310** 10 mins after departure, Departure frequency **119.4**, Squawk **4102**

The entries in **blue** would be extracted from the flight strip automatically.

Clearance issuance is not complete until the pilot has given a read back of at least the initial altitude, departure frequency (if different from the frequency on which currently communicating), and a squawk code. If any changes were made to the requested flight plan, the pilot should read these back as well.

Upon receipt of a correct read back, the controller should acknowledge and instruct the pilot on the next action. Example: TradeWinds 9083, read back correct, contact Ground on 121.7 when ready to taxi.

CHAPTER 2 - USING ASRC AS GROUND CONTROL (GND)

GROUND CONTROL

The ground controller and the local controller (TWR) have jurisdiction over airport "movement areas". The VATCAR Ground Control Study Guide states it clearly:

"The Movement Area consists of the runways, taxiways, and other areas used for taxiing, takeoff, and landing of aircraft. It does not include loading ramps and parking areas. ATC is only responsible for and only has control over operations on the Movement Area. Movement of aircraft or vehicles on non-movement areas is at the discretion of and is the responsibility of the pilot, the aircraft owner, or airport management."

SETUP

Before you do anything, you need to go to OPTIONS, then go to the Radar Type, and select "GROUND". This will allow your radar to see all aircraft with their callsign, regardless of what mode their transponder is in.

Then you have to go to OPTIONS > SETTINGS and configure ASRC as follows:

- Set your ATIS as suggested in the table below.
- Set the visibility range to the minimum required to view all the aircraft in ground from the selected visibility center. Usually 5 to 10 miles should be enough.
- Select the Alias File and Position File, if available, that you'll be using.
- If no Position File is used, or if the Position File doesn't have a squawk range set for the Ground Station that you'll be manning, set the appropriate squawk range according to the FIR/ARTCC's SOP.
- Set the VFR squawk code according to the FIR/ARTCC's SOP.
- Set the transition altitude according to the FIR/ARTCC's SOP.
- Set your Departures and Arrivals as suggested in the table below

RECOMMENDED SETUP OPTIONS

SETUP	DEL	GND	TWR
Airport(s)	In Lists	Not in Lists In lists if no DEL	Not in Lists In Lists if no DEL or GND
DEP/ARR Lists	ON	ON if used	ON if used
ATIS	\$MyRW \$Radioname	\$MyRW \$Radioname DEP RWY(S)	\$MyRW \$Radioname \$metar(<ICAO>) LAND/DEP RWY(S) INFO ALPHA, etc.

When an aircraft contacts you and is requesting taxi instructions first you need to determine where he is and where he needs to go. Look on your radar screen and locate the aircraft. Next, determine using your local FIR/ARTCC's SOPs and in coordination with TWR where he needs to go.

To view the flight plan use the following criteria

a) Aircraft Appears in Your Departure List

- Type the prefix letter and then the Aircraft Select Key. The aircraft callsign should appear in the lower left corner of your screen.
- Push the F6 key and then the Aircraft Select Key to have the flight strip appear on your screen. The transponder code will be shown in the upper right corner of the flight strip.

b) Aircraft is Not in Your Departure List

- Type the last three characters of the callsign and press your Aircraft Select Key. The full callsign should appear in the lower left corner of your screen. If more than one aircraft have the same last three characters, try using the last four.
- Push the F6 key and then the Aircraft Select Key to have the flight strip appear on your screen. The transponder code will be shown in the upper right corner of the flight strip.

See additional information for Basic Ground Control at: www.vatcar.org/training/

CASE STUDY

Suppose that we need to send TCA7021 to runway 11 at TNCA from the general aviation platform where we need to cross the active runway (runway 11) to continue on taxiway Gulf for departure. (Refer to the VATCAR study guides for proper phraseology). We have coordinated with TWR (as TWR "owns" the runways) and don't have blanket authorization to cross the active runway. We need to ask TWR for authorization to cross runway 11. In ASRC you can set up ground/ground communications to include TNCA_TWR allowing you to communicate with TWR.

First you Issue the taxi instructions and then contact TWR to request authorization to cross the active:

"TCA7021, runway 11, taxi approved via CHARLIE, GULF, hold short runway 11"

Note: make sure the pilot correctly reads back the hold short instruction.

To make an intercom call to request authorization to cross from TWR, you can either push the pre-programmed button in your VSCS, or simply type the following ASRC command:

.ic CC <enter> (CC = two letter/digit identifier for TWR in your Controller List (CL))

Once communication is established, request authorization from the TWR controller.

If you no longer need to communicate with TWR, type the following ASRC command:

.rls

Note: You can also use text chat to request authorization.

When the TWR controller authorizes crossing the active you would issue the following final taxi instructions:

“TCA7021, taxi to runway 11 via CHARLIE, GULF”

Note: It is not necessary to tell the pilot to “taxi to runway 11 via CHARLIE, GULF and hold short” as the pilot is required to hold short of the active runway without being told.

After you issue your final taxi instruction (without hold short instructions), you would “push” the aircraft into the TWR controller’s Departure list by typing the following ASRC command and inform the TWR controller of the departing aircraft. This gives time to the TWR controller to review the flight plan and make the necessary preparations for the aircraft departure. Since as GND controller you won’t be tracking any aircraft, the “HANDOFF” command is not used.

.ql d CC <enter> (CC = two letter/digit identifier for TWR in your Controller List (CL))

Once the aircraft is holding short, or holding behind other aircraft departing from the same active runway, you should instruct the aircraft to contact TWR. To do this you would, tell the pilot:

“TCA7021, contact Tower on 120.90”

This completes the VATCAR ASRC for Students Study Guide. Please contact your FIR/ARTCC Staff for advanced training.