



**Federal Aviation
Administration**

Initial En Route Qualification Training

ERAM Grading Guidelines

Course 50148001

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Grading Guidelines

Grading for all radar associate scenarios is documented on a modified version of FAA Form 3120-25. Grading guidelines reflect the instruction provided in lessons, scenarios, and the SOP.

The following information is used to help define the categories of errors that are recorded during a graded scenario. **The list of error examples below is not all-inclusive. The evaluator will categorize errors not specifically listed.**

Section A, Separation

A1a. Separation is ensured. Aircraft-to-aircraft or MEA/MIA violations **(16 points)**

- A. A valid Conflict Alert (result of RA position action or inaction only) is activated.

NOTE: If the student has completed issuing a corrective action to the R-Side prior to Conflict Alert activation even though that has not been issued to the aircraft, it is **not** a separation error.

NOTE: A separation occurs if the corrective action given to the R-Side results in a loss of separation.

- B. The student violates an MEA or MIA.
- C. The student fails to verify that a revised departure clearance allows compliance with traffic pattern and terrain/obstruction avoidance.
- D. The student fails to solicit direction of takeoff and turns when required.
- E. The student fails to ensure separation between arrival and departure.

A1b. Separation is ensured. Aircraft-to-airspace **(12 points)**

- A. Conflicts with active Special Use Airspace occur.
- B. The student fails to perform handoffs/point outs prior to receiving controller's protected airspace.
 - 1. This includes point outs made to the incorrect sector and which are not corrected.
 - 2. A point out is complete when the words "point out approved" have been received.
- C. The student fails to block departure airspace prior to issuing a clearance to a 0M8 departure cleared 0M8..SQS or 0M8..KGLH.
- D. The student fails to block approach airspace with Sector 67 for a 0M8 arrival.
- E. The student fails to get control of an aircraft or gets control from the wrong sector and advises the R-side to issue a clearance to that aircraft.

Section B, Coordination

B3. Performs handoffs/point outs. (9 points)

- A. The student attempts to point out an aircraft that is not radar identified.
- B. For point outs to facilities when a FDB cannot be sent:
 - 1. Point outs on aircraft that are climbing or descending need a statement of altitude leaving in order for the receiving controller to either validate Mode C or use the altitude leaving for separation.
- C. When a student points out an aircraft that is “climbing to high” and the climb is going to be delayed, (FL230 not showing in the data block at the time of the point out), the student must include the delayed climb as pertinent information in the point out.
- D. The student uses a wrong/inappropriate ACID or omits the ACID when making a handoff or point out. Or student uses wrong ACID when referencing traffic.

B4. Required coordination is performed. (8 Points)

- A. The student fails to coordinate (includes incorrect coordination or coordination with the wrong sector).

For example:

- 1. IAFDOF
 - 2. Block altitude
 - 3. Military change of destination
 - 4. Emergency
 - 5. Visual approach (VA), runway for VA if other than active runway, position of arrival on VA (any or all are one error)
 - 6. APREQs such as climbing or descending
 - 7. Exceptions to LOAs
 - 8. FUEL/NORDO
- B. The student uses “override and send” or /OK before verbal coordination is accomplished.
- C. A routing/altitude is issued to an aircraft, but it is not entered in the computer or verbally coordinated with the receiving sector; or a routing/altitude is entered in the computer but is not issued to the aircraft (including ERT).

- D. The student fails to adhere to flow control procedures (not issuing a TMU re-route).

Section C, Control Judgement

Maximum of 20 points total for the section

C5. Good control judgment is applied. (5 Points)

- A. The student makes a point out more than 25 miles from the confliction point to another sector or 15 miles from the confliction point of an approach control. (Mileage used as guideline, not hard rule).
- B. The student disapproves IAFDOF for no reason.
- C. The student causes a route or altitude change, which is neither requested nor necessary for traffic or airspace.

For example:

1. An aircraft is rerouted around inactive SUA.
2. A yellow alert aircraft is unnecessarily moved vertically or laterally.

C6. Priority of duties. (5 Points)

- A. The student fails to perform duties in order of their importance.
For example:
 1. The student does not handle an emergency as a priority over other tasks.
- B. The student fails to answer landlines after 2 minutes.

C7. Positive control is provided. (5 Points)

- A. The student omits or fails to relay correct control information to the R-side.
For example:
 1. The student fails to tell the R-side correct altitude information on a OM8 arrival block. (May be a bigger error)
- B. The student fails to detect readback/hearback errors that do not result in a greater error.
- C. There is an inappropriate transfer of radar identification.
For example:
 1. An aircraft will enter 66 airspace, the transferring controller calls with an APREQ, but the student responds with "point out approved."

C8. Effective traffic flow is maintained. (4 Points)

- A. The student fails to get control from sector 67 for a 0M8 arrival prior to aircraft entering sector 66 airspace.
- B. The student fails to act on a request from an aircraft or another controller.

Section D, Methods and Procedures
Maximum of 20 points total for the section

D9. Aircraft identity is maintained. (6 points)

- A. The student uses the wrong call sign when coordinating with another sector or facility.
- B. The student makes an error in aircraft identity.

For example:

- 1. The student starts a KVKS track on the wrong aircraft.
- C. The student departs the wrong aircraft.

D10. Strip posting is complete/correct. (1 point)

- A. The student makes stripmarking/EDST errors.
- B. The student clears a departure out of the suspense/departure bay.
- C. The student fails to use or correctly post strips for departures and arrivals at airports where JAN LO provides approach control service or for any other special flight (e.g., Emergencies and Military Change of Destination).
- D. The student fails to remove deadwood within 5 minutes.

For example:

- 1. A departure strip is deadwood when the aircraft is radar identified and the blocked airspace cancelled (if needed).
- 2. An arrival strip (including emergencies), to KGWO, KVKS, or 0M8 is deadwood when a landing time is received for an arrival and all coordination (including supervisory notification when required) and stripmarking have been accomplished.
- 3. An emergency strip is deadwood when all coordination, stripmarking and supervisory notification are accomplished, and frequency change issued to the next sector or facility.
- E. The student fails to update and/or manage the SIA.

- F. The student must enter a Remove Strip (RS) message within 5 minutes after the receipt of an arrival time and all coordination has been accomplished for an aircraft landing at KVKs, KTVR, KGWO, and 0M8.
- G. For flights in hold, the student must use the Hold template to record and display instructions.
- H. Point outs that are completed where there is no ability to send a data block must be indicated in the Coordination menu by selecting route, beacon, altitude, and clicking Coordinate. This includes point outs to ZHU/ZFW that are accomplished after a handoff is started or after an aircraft has entered holding.

D11. Clearance delivery is complete/correct and timely. (4 points)

- A. The student requests control of an aircraft when a point out is necessary.
- B. The student performs an APREQ when a point out is the correct coordination.
- C. The student performs a point out when an APREQ is the correct coordination.
- D. The student performs a point out when getting control of the aircraft is the correct coordination.
- E. The student performs a point out when a handoff is the correct coordination.
- F. The student fails to issue a complete, correct, and unambiguous clearance.

For example:

- 1. In a departure clearance, the student fails to issue a route, clearance void time, clearance limit, requested altitude not available, etc.
- 2. Issuing a full clearance at KGWO when a release is all that is required.

- G. The student calls the wrong sector/facility and issues a clearance.
- H. Altitude/route stratum issues.

For example:

- 1. An aircraft on a victor airway is climbed to FL180 or above and is left on a victor airway.
- 2. An aircraft on a jet route is descended below FL180 and is left on a jet route.

- I. Delays:

- 1. Aircraft that are not cleared at the end of the scenario (if a clearance request was made).
- 2. An EDC or EFC expires.
- 3. The student fails to use SYD when it is available (causing delay).

D12. LOAs/directives are adhered to. (4 points)

- A. The student fails to comply with LOAs/directives including the SOP.

- B. The student fails to start a track at the correct airport on a KVKS, OM8, or KTVR departure, and/or enter the altitude issued to the aircraft.
- C. The student fails to notify the supervisor about: (multiple omissions result in multiple errors)
 - 1. All emergency aircraft within 2 minutes.
 - 2. Two or more Equipment outages within 5 minutes.
 - 3. Changes of destination for all aircraft except military aircraft within 5 minutes.
 - 4. NORDO aircraft within 5 minutes.
 - 5. Each report of Moderate or higher turbulence within 5 minutes.
 - 6. Two or more weather deviations within 5 minutes.
 - 7. Change in SUA status within 5 minutes.
- D. The student fails to ensure that aircraft enter sector 66 with an assigned usable altitude/flight level (the aircraft may still be climbing or descending when crossing the boundary) unless separation issues require the aircraft to enter the sector level at a usable altitude.
- E. The student fails to send a data block (when available) to a sector/facility on a point out.
- F. The student fails to give a position, or gives an incorrect position, of an aircraft in a point out or handoff.
- G. The student fails to cancel the use of holding pattern airspace at STUEE or SQS within 5 minutes of aircraft leaving the hold.
- H. The student fails to cancel the use of airspace at OM8 within 5 minutes of IFR cancellation or receipt of landing time.

D13. Additional services are provided. (3 points)

- A. The student fails to provide significant weather, turbulence, or chop information immediately to aircraft, controllers, or facilities.
For example:
 - 1. N1234 reports moderate turbulence and is still in JAN APCH airspace. JAN APCH must be notified.

D14. Rapidly recovers from equipment failures and emergencies. (2 points)

For example:

- 1. The student fails to handle aircraft emergencies, including radio failures and hijacks, effectively.
 - a. Amending Flight plan

D15. Scans entire control environment. (2 points)

- A. When an ACL or DL entry has a Remarks indication, the Remarks field of the flight plan must be reviewed. Remarks containing pertinent information must be coordinated with the R-side prior to gaining control of the aircraft.

For example:

1. "Request no route change" is pertinent.
2. "Pilot's last flight" is not pertinent.

D16. Effective working speed is maintained. (0 points)

- A. This is used to indicate the effect of overall working speed on the scenario. Use this as a discussion item to illustrate the connection between working speed and the ability to perform tasks efficiently.

Section E, Equipment

Maximum of 10 points total for the section

E17. Equipment status is maintained. (2 Points)

- A. Students must do the following as part of the position relief process at the beginning of the scenario:
1. View SIGMET, GI, weather, and altimeter information.
 2. Open the Outage and Status windows, view the contents, and then inform the R-side when they are ready for a briefing. Select the R66 OVR button on the VSCS screen to simulate recording of the briefing.
 3. Listen to the briefing. Ask for clarification if necessary. Indicate to the R-side that the information is understood and give initials. The student must not set up the EDST until the briefing is complete.
 4. Set up the EDST (open coordination menu, select drop track delete, and configure windows).

E18. Equipment capabilities are utilized/understood. (1 Points)

- A. The student fails to demonstrate the ability to make correct/required computer entries after 3 attempts.
1. This is most often seen as, but is not limited to, multiple errors with VP messages, route amendments/down arrow, or alternate airport entries.
- B. Grayed-out entries in the ACL must be deleted only when aircraft are no longer on frequency.
- C. The student may use a VP message only to enter a VFR flight plan.

- D. The student fails to use radio/interphone correctly (including monitoring/RTON/RTOFF).
 - 1. i.e., leaving RT on for 5 minutes cumulatively.

Section F, Communication

Maximum of 10 points total for the section

F19. Functions effectively as a radar team member. (2 Points)

- A. The student fails to convey pertinent non-control information to the R-side.
For example:
 - 1. A request for an unrestricted climb prior to the aircraft checking on frequency.
 - 2. A reason for IAFDOF prior to the boundary.
- B. The student tells the R-side irrelevant information.
For example:
 - 1. Irrelevant alert information (aircraft are already separated).
- C. The student fails to return the KSD to the settings used by the R-side. (3 or more occurrences is recorded as 1 error.)
- D. The student tells the R-side incorrect or unclear information.
For example:
 - 1. The student says chop, but the report was turbulence or states incorrect ACID.
- E. The student fails to display FDBs (when possible) when relaying yellow alerts to the R-side.
- F. The student demonstrates a pattern, 3 or more times, of asking the R-side or other controller to repeat/confirm a pilot transmission.
- G. The R-side asks the student to accomplish a task and the student fails to perform the task.
- H. The student fails to advise the R-side immediately after accepting a handoff or point out.
- I. The student omits or fails to relay correct control information to the R-side.
For example:
 - 1. The student fails to tell the R-side about departures.

F20. Communication is clear and concise. (1 Points)

- A. The student fails to demonstrate appropriate communication (speech rate, audible, etc.).

For example:

1. The R-side or ghost repeatedly asks the student to say again.
- B. The student transposes words, numbers, or symbols (not including call signs).
- C. The student misspeaks during coordination, but a greater error does not occur.

For example:

1. The student says, "Smoke in the cockpit" when the pilot said, "Smoke in the cabin".

F21. Uses prescribed phraseology. (1 Points)

- A. The student fails to use approved procedures, words, phrases, and formats (for errors not previously categorized).
- B. The student does not restate the ACID when receiving a handoff or point out.

F22. Makes only necessary transmissions. (1 Points)

- A. The student requests control of an aircraft when it is not required.

F23. Uses appropriate communications method. (2 Points)

- A. The student fails to formulate a message before calling a sector or facility, including a failure to send a FDB before initiating a point out.
- B. When responding to a request from another controller, such as receiving an APREQ for a block altitude, the student should repeat the request in complete or abbreviated terms followed by the word "approved." "(ACID), approved as requested" may be substituted in lieu of a lengthy readback.

F24. Relief briefings are complete and accurate. (5 Points)

- A. Briefing at the end of the scenario:
 1. The outage and status views must be open.
 - a. Specific outages must be briefed.
 2. SIA information must be relayed verbally.
 3. Current weather conditions in the sector and at airports (with weather reporting) must be briefed, including location and altitude of reported turbulence.
 4. The student must brief on the approach in use at KGWO.
 5. The traffic portion of the briefing must be conducted according to the ACL and active strip bay and must include the communications status of each aircraft individually.