



**Federal Aviation
Administration**

Initial En Route Qualification Training

**Instructor
Non-Radar Grading Guidelines**

Course 50148001

Intentionally left blank

Non-Radar Grading Guidelines

Scoring:

To score the Nonradar Evaluation Scenario:

- Place a – in each space when that item is performed incorrectly, except:
 - Place an **O** in spaces 12, 13, 19, 20, 21, 24, 38, 39, 44, 53, and 54 when separation is over restricted.
 - Place an **X** in spaces 12, 13, 20, 21, 32, 33, 34, 36, 38, 39, 42, 51, 53, and 54 when separation is lost.
- Add the – from each column.
- Subtract the number of – from 100 for the Procedural Score.
- Then subtract 5 points for each **O** and 10 points for each **X** from the Procedural Score.
- This is the final score for the scenario.

ARRIVALS

Initial Check In

1. Acknowledge Check On
 - a) — If call sign is incorrect or omitted, or “Aero Center” omitted.
2. WX/ATIS/Altimeter
 - a) — If altimeter is omitted or given incorrectly.

Inbound Coordination

3. Interphone Usage
 - a) — If format incorrect or initials omitted.
4. Call Sign/Type/Suffix
 - a) — If any part is incorrect
 - i) Call sign incorrect or omitted
 - ii) Type incorrect or omitted
 - iii) Suffix omitted when needed
5. Estimate
 - a) — If wrong estimate is given or if omitted.
6. Altitude and Restriction Forwarded
 - a) — If altitude not passed. Also if altitude information is passed at GWO.
(Note: at JAN and MLU APCH could also be an error in 12d and 13c)
 - b) — Altitude information passed to GWO Tower on arrival.
7. Approach Type
 - a) — IF approach type is omitted or incorrect.

8. Other

- a) — If
 - i) Block not canceled prior to the end of the scenario (unless aircraft hasn't landed)
 - ii) Alternate airport information not coordinated.
- b) **O** If blocked airspace is coordinated for more than altitude needed (e.g., acft at 50 and student blocks 70 and below)

9. TCP

- a) — If TCP not passed or if incorrect TCP is passed. Also if mileage passed for "TUX" aircraft.

Note: If inbound not coordinated then a – in lines 4, 5, 6 for JAN arrival and 7 for GWO arrival, 9 for JAN and MLU arrival.

Arrival Clearance (Aircraft given holding instructions)

10. Clearance Limit

- a) — If incorrect clearance limit given or if omitted.

11. Route

- a) — If done incorrectly or if omitted when needed

12. Airspace Separation

- a) **O** For an over restriction.
- b) **X** If restriction omitted or not enough to ensure separation from airspace
- c) **X** If airspace is violated due to incorrect or omitted block altitude coordination.
- d) **X** Inbound not coordinated for GWO arrivals
- e) **X** If incorrect facility is called on GWO inbound coordination
- f) — If restriction is given when unnecessary (ex. ZFW boundary restriction given when aircraft has already progressed STUEE.)
- g) **X** If DME restriction is used to TUX aircraft

13. Aircraft Separation

- a) **O** For an over restriction
- b) **X** If separation is lost, or if restriction is not forwarded correctly to APCH Control
- d) **—** If unnecessary position report is solicited
- e) **X** If DME restriction is issued to TUX aircraft

Assigned Altitude

- c) **—** If no altitude is assigned (could result in X in space 12 or X with a dept. if an at or below restriction is given with no assigned altitude)

14. Direction (and Turns)

- a) **—** If direction of hold is omitted or incorrect (ex. “hold NE” at MHZ)
- b) **—** If left turns omitted at GWO or VKS (may also cause other errors)

15. Radial/Bearing or “As Published”

- a) **—** If assigned incorrectly or omitted (may also cause other errors)

16. EFC

- a) **—** If not assigned

17. Frequency Change

- a) **—** If frequency is incorrect or omitted
- b) **—** If communications transfer is inside the TCP
- c) **—** If communications transfer given in mileage to a TUX aircraft.

18. Efficiency

- a) **—** If holding instructions issued less than five minutes from holding fix
- b) **O** If aircraft enters the hold without holding instructions. Note, if now holding issued at GWO, then aircraft will enter hold on inbound radial which could result in an X in line 12.
- c) **—** If holding stack in incorrect order
- d) **O** No attempt to descend JAN, MLU, or VKS arrivals

Approach Clearance

19. Airspace Separation

- a) **O** For an over restriction
- b) **X** If restriction omitted or not enough to ensure separation from airspace
- c) **—** If restriction is given when unnecessary (ex. ZFW boundary restriction given when aircraft has already progressed STUEE.)
- d) **X** If DME restriction is issued to TUX aircraft

20. Aircraft Separation

- a) **O** For an over restriction
- b) **X** If separation is lost
- c) **—** If unnecessary position report is solicited

21. Approach Name

- a) **—** If approach name omitted at GWO.

22. Frequency Change

- a) **—** If frequency is incorrect, omitted or issued past the communications change point.

23. Miscellaneous

- a) **O** For failure to get necessary reports to clear approach protected airspace
- b) **X** If approach clearance not issued before the scenario ends

Other

24. Stripmarking

- a) **—** If any stripmarking errors on the strip (including writing over and scribbling out)
- b) **—** Red **W**s omitted

25. Phraseology

- a) **—** For any phraseology error (only one minus per aircraft)

26. Board Management

- a) — If deadwood remains when the scenario ends.
- b) — If strip removed too early.

DEPARTURES

Coordination

27. EDC

- a) — If EDC not issued

28. Interphone Usage

- a) — If operating initials omitted.

29. Call Sign (Including “In Suspense”)

- a) — If student omits “in suspense” or uses incorrect call sign.

30. Airport/Departure Time/Estimate

- a) — If time is omitted or incorrect, or if assumed departure time passed instead of estimate over the last fix

31. Altitude

- a) — If altitude omitted or incorrect altitude passed.
- b) — If coordination is not completed before clearance is issued or 10 minutes prior to boundary crossing time.
- c) — If IAFDOF not recognized and corrected. (Could also be an error in 40 and 45)
- d) **X** If coordinated altitude is higher than the final altitude issued to aircraft (e.g., Coordinated climbing to 120 with next sector but only issued 110 to aircraft)

32. Revised Routing

- a) — If revised routing not coordinated

Note: If a departure is coordinated with the wrong sector, place an X in 38 and leave 30-33 blank.

Departure Clearance

33. Takeoff/Turns Confirmation

- a) **X** If student doesn't ask when needed.

34. Departure/Destination Airport Name

- a) **—** If student omits departure airport on VKS or OM8 departures or omits arrival airport in clearance.

35. Initial Departure Instructions/Separation

- a) **—** If omitted or issued incorrectly at VKS or OM8.

36. Route

- a) **—** If full route is not issued at any time, but is mandatory when FRC is in remarks
- b) **—** At GWO, if clearance fails to include at a minimum, "cleared to ____ airport as filed, via direct SQS"
- c) **—** At VKS or OM8, if clearance fails to include instructions that puts the aircraft on its filed route.
- d) **—** At MHZ and MLU, if clearance fails to include airway and first fix (on the strip) outside of approach control airspace.

37. Airspace Separation

- a) **O** For an over restriction
- b) **O** An aircraft cleared to altitude lower than coordinated.
- c) **X** If altitude and mileage restrictions are omitted or don't prevent airspace violation.
- d) **X** If incorrect sector is called on coordination.
- e) **X** "Established on" is omitted, when required.
- f) **X** If coordinated altitude is lower than the final altitude issued to aircraft
- g) **X** If DME restriction is issued to TUX aircraft.
- h) **X** If coordination is late.

38. Aircraft Separation

- a) **O** For an over restriction
- b) **X** If separation is lost with any aircraft.
- c) **X** “Established on” is omitted, when required
- d) **X** If FL180 is assigned when it is unusable and there is traffic.
- e) **—** If unnecessary position report is solicited

39. Within 2000’ of Requested Altitude & Not IAFDOF

- a) **—** If final altitude is not within 2000 ft. of requested altitude or is IAFDOF.
- b) **—** If aircraft with filed TAS of over 250kts is held below 100

40. Void Time

- a) **—** If omitted or issued at airport not requiring it. Also if unrealistic time (time has already passed)

Note: Do not give a minus if only error is phraseology, put that minus in line 46.

41. “Verify This Clearance...”

- a) **X** If not issued when needed

Note: Do not give a minus if only error is phraseology, put that minus in line 46.

42. Frequency Change (Note: Must be exact mileage and not issued late.)

- a) **—** If incorrect or omitted

43. Miscellaneous

- a) **O** Aircraft not cleared before original EDC expires
- b) **X** Aircraft not cleared by end of the scenario

Other

44. Stripmarking

- a) **—** If any stripmarking errors on the strip (including writing over and scribbling out)

45. Phraseology

- a) **—** For any phraseology error (only one minus per aircraft)

Board Management

- b) — If deadwood remains when the scenario ends.
- c) — If strip removed too early.
- d) — If strip is in the wrong bay

ALL OTHER AIRCRAFT

46. Interphone Usage

- a) — If operating initials omitted.

47. Acknowledge Check On

- a) — If call sign is incorrect or omitted, or “Aero Center” omitted.

48. WX/ATIS/Altimeter

- a) — If altimeter is omitted or given incorrectly.

49. Coordination

- a) — If requested altitude is not forwarded (intrafacility)
- b) — If IAFDOF is not coordinated

50. Revised Routing (If Any)

- a) — If done incorrectly or if omitted when needed

51. Airspace Separation

- a) **O** For an over restriction
- b) **X** If restriction omitted or not enough to ensure separation from airspace
- c) **X** If altitude change is not coordinated
- d) **X** If control information is coordinated with the wrong sector
- e) — If restriction is given when unnecessary (ex. ZFW boundary restriction given when aircraft has already progressed STUEE.)
- f) **X** If route change is not coordinated, or coordinated less than 15 minutes before the boundary crossing time if not coordinated before issuing.

- g) **X** If DME Restriction is issued to TUX aircraft
- h) **X** Coordination is complete but route and/or altitude is not issued to the aircraft
- i) **—** If FL180 is assigned when it is unusable (no traffic)

52. Aircraft Separation

- a) **O** For an over restriction
- b) **X** If separation is lost
- c) **X** If FL180 is assigned when it is unusable and there is traffic
- d) **—** If unnecessary position report is solicited

53. IAFDOF

- a) **—** If aircraft leaves the sector at inappropriate altitude (may result in errors in spaces 51 and 58)

54. Frequency Change

- a) **—** If incorrect or omitted.

55. Efficiency

- a) **O** If aircraft requests altitude change and request is not accomplished.

56. Stripmarking

- a) **—** If any stripmarking errors on the strip (including writing over and scribbling out)
- b) **—** If red **W**s omitted

57. Phraseology

- a) **—** For any phraseology error (only one minus per aircraft)

58. Board Management

- a) **—** If deadwood remains when the scenario ends.
- b) **—** If strip removed too early.

Note: Failure to separate from SUA will result in **X** in spaces:

12 for arrivals

20 for approaches

38 for departures

53 for overflights