

# Instructions for Completing FAA Form 7110-4, Military Training Route Data

*This form must be completed by federal government employees only.*

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### **Administrative Details. Provide as follows:**

- 1. Originating Activity (required).** Enter the designation, address, and DSN and/or commercial phone number(s) for the Originating Activity or check “No Change” box if unchanged from original submission of the MTR.
- 2. Scheduling Activity.** If the Scheduling Activity is different from the Originating Activity, enter the designation, address, and DSN and/or commercial phone number(s) for the Scheduling Activity. If the Scheduling Activity is the same as the Originating Activity, check the “Same as Originator” box. If unchanged from original submission of the MTR, check the “No Change” box.
- 3. Route Designation (required).** Enter the VR or IR route number as assigned by the Service Center Military Representative.
- 4. Action (required).** Select Establish, Modify, or Cancel from the drop-down list to identify the action for this MTR.
- 5. Hours of Operation.** Enter the operational times of the MTR in hours using local or Coordinated Universal Time (UTC); and/or days. Other descriptive terms may also be entered (e.g., By NOTAM; Continuous; Daylight Hours). If unchanged from original submission of the MTR, check the “No Change” box.
- 6. Effective Date.** Enter the effective date of the intended DOD FLIP AP/1B in which the MTR will be published. Unless a specific publication date for the MTR is needed, check the “Next Available Charting Date” box.

### **Route Description. Provide a complete description of the route including all of the various tracks as follows:**

Exception: If unchanged from original submission of the MTR, check the “No Change” box.

- 1. Basic Route Description.** The route from the en route altitude to the MTR and return to en route altitude.
  - a. Enter altitude(s) for each route segment, the letter of all action points, NAVAID identification (if entered), and latitude/longitude.
  - b. Enter applicable special communications and/or reporting procedures in the altitude data column below the route segment where it applies.
- 2. Alternate Entry Track.** An alternate track from en route altitude to a designated entry point to the MTR.
  - a. Enter the words, “Alternate entry track to PT\_” in altitude data column.
  - b. Enter on the next lines, altitude(s), points, NAVAID (if entered), and latitude/longitude data.
  - c. Enter applicable special communications and reporting procedures in the altitude data column.
- 3. Alternate Exit Track.** An alternate track from a designated exit point to en route altitude.
  - a. Enter the words “Alternate exit track to PT\_” in altitude data column.
  - b. Enter on the next lines, altitude(s), points, NAVAID (if entered), and latitude/longitude data.
  - c. Enter applicable communications and reporting procedures in the altitude data column.
- 4. Reentry track.** The track to be followed from a designated exit point to reenter the MTR at a designated entry point.
  - a. Enter the words “Reentry track from PT\_” in altitude data column.
  - b. Enter on the next lines, altitudes, points, NAVAID (if entered), and latitude/longitude data.
  - c. Enter applicable communications and reporting procedures in the altitude data column.

**5. Other/Routes.** Any other track/route established as part of the MTR.

a. Enter the identification of the track/route in the altitude data column (e.g., transition route, racetrack north, racetrack south, etc.).

**Altitude Data Column:**

1. Express all altitudes in hundreds of feet and identify as MSL or AGL (e.g., 50MSL, 10AGL).

2. Enter the altitude(s) for each route segment to be flown to the point in the adjacent column as follows:

a. A single altitude, which must be used for the entry route segment (e.g., 50MSL).

b. A block of altitudes within which all operations will be conducted. This consists of two altitudes separated by the letter "B" (e.g., 30AGLB80MSL).

c. A range of altitudes from which ATC will assign the altitude to be flown. This consists of two altitudes separated by a dash (e.g., 50MSL-80MSL).

d. An IFR altitude must be shown for each route segment. If the highest altitude established for the route segment is also the IFR altitude, no other entry is required. If the highest altitude is not the IFR altitude, enter a separate IFR altitude immediately after the route segment altitude(s) in parentheses e.g., 10MSL-20MSL (50MSL); 30MSL (50MSL).

**Route Width Left/Right Columns:**

1. Specify the width of all routes and tracks segments in terms of nautical miles left and right of track centerline. The Left/Right Route Width columns require a nautical mile entry for each track segment. Avoid using general descriptions (e.g., "BRAVO MOA") for a segment width in the Left/Right Route Width columns.

***NOTE-***

*Additional information or general description regarding the width of route and track segments may be entered in the Route Width Section of this form.*

**Point (PT) Column. All action points published in the DoD FLIP AP/1B must be assigned a letter designator.**

1. Identify the first 26 points by the letters A through Z; the second 26 points by the letters A through Z preceded by the letter A (e.g., AA, AB, AC); the third 26 points by the letters A through Z preceded by the letter B (e.g., BA, BB, BC).

2. Add a numerical suffix to the letter designator incrementally by one each time the point is reused (e.g., first time, P; second time, P-1; third time, P-2, etc.).

**NAVAID Column (optional entry):**

1. Enter a three letter NAVAID identifier for each navigation point from the following types: VOR/DME, TACAN, VORTAC.

2. MTR action points currently identified by a decommissioned NAVAID must be replaced with a commissioned NAVAID. If a NAVAID replacement is not provided, FAA Aeronautical Information Services (AIS) will remove the decommissioned NAVAID from the affected navigation point(s) and publish only the latitude/longitude coordinates for the point.

**Latitude/Longitude Columns:**

1. Enter the latitude and longitude of navigation points in degrees, minutes and seconds to the nearest tenth of a second (e.g., 47-27-30.2N, 99-02-30.0W). All geographical references must be based on North American Datum (NAD), in accordance with FAA Order 8260.19, Flight Procedures and Airspace.

***NOTE-***

*FAA AIS will use the geographical coordinate values in the latitude/longitude column to compute radial/distance information and publish in the National Flight Data Digest (NFDD). NGA will publish the NFDD data in the DoD FLIP AP/1B.*

2. If the point is entered as a NAVAID, enter the three-letter identifier instead of the geographical coordinate values.

***NOTE-***

*FAA AIS will use the geographical coordinate values for the NAVAID stored in its data base and publish in the NFDD. NGA will publish the NFDD data in the DoD FLIP AP/1B.*

**Route Width Field:**

1. Enter any additional information or general description regarding the width of route and track segments.

2. If unchanged from original submission of the MTR, check the “No Change” box.

**Terrain Following Operations:**

1. Explain procedures to be followed.

2. If appropriate, show point to point in sequential order, VFR or IFR criteria and altitudes; and other information as necessary.

3. If unchanged from original submission of the MTR, check the “No Change” box.

**Special Operating Procedures:**

1. Enter all special procedures and/or remarks for this route.

2. Procedures may be general in nature or specific to a route segment. Include the following: (1) turn radius instructions, if required; (2) all primary and alternate entry points; (3) all primary and alternate exit points.

3. If unchanged from original submission of the MTR, check the “No Change” box.

**Route Origination:**

1. Identify the Service Center and ARTCC where the route originates as follows:

a. Select the Service Center via drop-down list; and

b. Manually enter the identifier for the ARTCC.

***NOTE-***

*Reverse routes may require concurrence from different Service Centers and ARTCCs.*

**Signature of Approving Officials:**

1. For each Approving Official line, enter the office symbol; select concur or non-concur via drop-down list; and sign in the signature space.



**TERRAIN FOLLOWING OPERATIONS** (Explain procedures to be followed. If appropriate, show point to point in sequential order; VFR or IFR criteria and altitudes; and other information as necessary.) No Change:

**SPECIAL OPERATING PROCEDURES** (Procedures may be general in nature or specific to a route segment.) No Change:

ROUTE ORIGINATION	
SERVICE CENTER      ARTCC	

**SIGNATURE OF APPROVING OFFICIALS**

APPROVING OFFICIALS	OFFICE SYMBOL		SIGNATURE
ORIGINATING ACTIVITY			
MILITARY/MAJOR/TYPE COMMAND			
AIR ROUTE TRAFFIC CONTROL CENTER			
SERVICE CENTER MILITARY REPRESENTATIVE			
SERVICE CENTER OPERATIONS SUPPORT GROUP			



TERRAIN FOLLOWING OPERATIONS (continued)

ROUTE WIDTH (continued)

SPECIAL OPERATING PROCEDURES (continued)