

ERRATA SHEET

SUBJECT: Order JO 7110.65T CHG 2, Air Traffic Control

This errata sheet transmits, revised pages from Change 2, dated 3/10/11, of the subject order.

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## Section 7. Taxi and Ground Movement Procedures

### 3-7-1. GROUND TRAFFIC MOVEMENT

Issue by radio or directional light signals specific instructions which approve or disapprove the movement of aircraft, vehicles, equipment, or personnel on the movement area except where permitted in an LOA.

#### REFERENCE-

FAAO JO 7210.3, Para 4-3-1, Letters of Agreement  
FAAO JO 7210.3, Para 4-3-2, Appropriate Subjects

a. Do not issue *conditional* instructions that are dependent upon the movement of an arrival aircraft on or approaching the runway or a departure aircraft established on a takeoff roll. Do not say, "Line up and wait behind landing traffic," or "Taxi/proceed across Runway Three-Six behind departing/landing Citation." The above requirements do not preclude issuing instructions to follow an aircraft observed to be operating on the movement area in accordance with an ATC clearance/instruction and in such a manner that the instructions to follow are not ambiguous.

b. Do not issue unconditional instructions when authorizing movement on a runway/taxiway for the purpose of airfield checks or other airport operations. Instructions must ensure positive control with specific instructions to proceed on a runway or movement area, and as necessary, hold short instructions.

#### REFERENCE-

FAAO JO 7110.65, Para 3-1-3, USE OF ACTIVE RUNWAYS  
FAAO JO 7110.65, Para 3-7-2, TAXI AND GROUND MOVEMENT OPERATIONS

#### EXAMPLE-

"Airport 1, proceed on Runway 26R, hold short of Runway 18L."

"(Tower), Airport 1 at taxiway B8, request to inspect Runway 26R." "Airport 1 proceed as requested, hold short of Runway 18L."

"Airport 1 proceed on taxi way B, hold short of Runway 18L."

#### NOTE-

The following are examples of unconditional instructions and are not approved for use: "THE FIELD IS YOURS," "CLEARED ON ALL SURFACES," "THE AIRPORT IS YOURS," and "PROCEED ON ALL RUNWAYS AND TAXIWAYS."

c. Do not use the word "cleared" in conjunction with authorization for aircraft to taxi or equipment/vehicle/personnel operations. Use the prefix "taxi," "proceed," or "hold," as appropriate, for aircraft instructions and "proceed" or "hold" for equipment/vehicles/personnel.

d. Intersection departures may be initiated by a controller or a controller may authorize an intersection departure if a pilot requests. Issue the measured distance from the intersection to the runway end rounded "down" to the nearest 50 feet to any pilot who requests and to all military aircraft, unless use of the intersection is covered in appropriate directives.

#### NOTE-

1. Exceptions are authorized where specific military aircraft routinely make intersection takeoffs and procedures are defined in appropriate directives. The authority exercising operational control of such aircraft ensures that all pilots are thoroughly familiar with these procedures, including the usable runway length from the applicable intersection.

2. Some airports publish "declared distances" for a particular runway. These are published in the Airport Facility Directory (A/FD) or the Aeronautical Information Publication (AIP) and there is no requirement that facility personnel be aware of them. These distances are a means of satisfying airport design criteria and are intended to be used by pilots and/or operators for preflight performance planning only. There are no special markings, signing, or lighting associated with declared distances and they do not limit the actual runway available for use by an aircraft. Therefore, they cannot be used for any air traffic control purpose. If pilots inquire about the existence of declared distances, refer them to the A/FD or AIP.

#### PHRASEOLOGY-

RUNWAY (number) AT (taxiway designator) INTERSECTION DEPARTURE (remaining length) FEET AVAILABLE.

#### REFERENCE-

FAAO JO 7110.65, Para 3-9-4, Line Up and Wait (LUAW).

### 3-7-2. TAXI AND GROUND MOVEMENT OPERATIONS

Issue the route for the aircraft/vehicle to follow on the movement area in concise and easy to understand terms. The taxi clearance must include the specific route to follow. When a taxi clearance to a runway is

issued to an aircraft, confirm the aircraft has the correct runway assignment.

**NOTE-**

1. A pilot's read back of taxi instructions with the runway assignment can be considered confirmation of runway assignment.

2. Movement of aircraft or vehicles on nonmovement areas is the responsibility of the pilot, the aircraft operator, or the airport management.

a. When authorizing an aircraft/vehicle to proceed on the movement area or to any point other than assigned takeoff runway, specify the route/taxi instructions. If it is the intent to hold the aircraft/vehicle short of any given point along the taxi route, issue the route and then state the holding instructions.

**NOTE-**

1. The absence of holding instructions authorizes an aircraft/vehicle to cross all taxiways that intersect the taxi route.

2. Movement of aircraft or vehicles on non-movement areas is the responsibility of the pilot, the aircraft operator, or the airport management.

**PHRASEOLOGY-**  
**HOLD POSITION.**

*HOLD FOR (reason)*

*CROSS (runway/taxiway)*

*or*

*TAXI/CONTINUE TAXIING/PROCEED/VIA (route),*

*or*

*ON (runway number or taxiways, etc.),*

*or*

*TO (location),*

*or*

*(direction),*

*or*

*ACROSS RUNWAY (number).*

*or*

*VIA (route), HOLD SHORT OF (location)*

*or*

*FOLLOW (traffic) (restrictions as necessary)*

*or*

*BEHIND (traffic).*

**EXAMPLE-**

*“Cross Runway Two-Eight Left, hold short of Runway Two-Eight Right.”*

*“Taxi/continue taxiing/proceed to the hangar.”*

*“Taxi/continue taxiing/proceed straight ahead then via ramp to the hangar.”*

*“Taxi/continue taxiing/proceed on Taxiway Charlie, hold short of Runway Two-Seven.”*

*or*

*“Taxi/continue taxiing/proceed on Charlie, hold short of Runway Two-Seven.”*

b. When authorizing an aircraft to taxi to an assigned takeoff runway, state the departure runway followed by the specific taxi route. Issue hold short restrictions when an aircraft will be required to hold short of a runway or other points along the taxi route.

**PHRASEOLOGY-**

*RUNWAY (number), TAXI VIA (route as necessary).*

*or*

*RUNWAY (number), TAXI VIA (route as necessary)(hold short instructions as necessary)."*

**EXAMPLE-**

*“Runway Three-Six Left, taxi via taxiway Alpha, hold short of taxiway Charlie.”*

*or*

*“Runway Three-Six Left, taxi via Alpha, hold short of Charlie.”*

*or*

*“Runway Three-Six Left, taxi via taxiway Alpha, hold short of Runway Two-Seven Right.”*

*or*

*“Runway Three-Six Left, taxi via Charlie, cross Runway*



## Section 9. Departure Procedures and Separation

### 3-9-1. DEPARTURE INFORMATION

Provide current departure information, as appropriate, to departing aircraft.

a. Departure information contained in the ATIS broadcast may be omitted if the pilot states the appropriate ATIS code.

b. Issue departure information by including the following:

1. Runway in use. (May be omitted if pilot states “have the numbers.”)

2. Surface wind from direct readout dial, wind shear detection system, or automated weather observing system information display. (May be omitted if pilot states “have the numbers.”)

3. Altimeter setting. (May be omitted if pilot states “have the numbers.”)

**REFERENCE-**  
FAAO JO 7110.65, Para 2-7-1, Current Settings.

c. Time, when requested.

d. Issue the official ceiling and visibility, when available, to a departing aircraft before takeoff as follows:

1. To a VFR aircraft when weather is below VFR conditions.

2. To an IFR aircraft when weather is below VFR conditions or highest takeoff minima, whichever is greater.

**NOTE-**  
Standard takeoff minimums are published in 14 CFR Section 91.175(f). Takeoff minima other than standard are prescribed for specific airports/runways and published in a tabular form supplement to the FAA instrument approach procedures charts and appropriate FAA Forms 8260.

e. Issue the route for the aircraft/vehicle to follow on the movement area in concise and easy to understand terms. The taxi clearance must include the specific route to follow.

f. **USAF NOT APPLICABLE.** An advisory to “check density altitude” when appropriate.

**REFERENCE-**  
FAAO JO 7210.3, Para 2-10-6, Broadcast Density Altitude Advisory.

g. Issue braking action for the runway in use as received from pilots or the airport management when Braking Action Advisories are in effect.

**REFERENCE-**  
FAAO JO 7110.65, Para 2-7-2, Altimeter Setting Issuance Below Lowest Usable FL.  
FAAO JO 7110.65, Para 3-1-8, Low Level Wind Shear/Microburst Advisories.  
FAAO JO 7110.65, Para 3-3-5, Braking Action Advisories.  
P/CG Term- Braking Action Advisories.

### 3-9-2. DEPARTURE DELAY INFORMATION

USA/USAF/USN NOT APPLICABLE

When gate-hold procedures are in effect, issue the following departure delay information as appropriate:

**REFERENCE-**  
FAAO JO 7210.3, Para 10-4-3, Gate Hold Procedures.

a. Advise departing aircraft the time at which the pilot can expect to receive engine startup advisory.

**PHRASEOLOGY-**  
*GATE HOLD PROCEDURES ARE IN EFFECT. ALL AIRCRAFT CONTACT (position) ON (frequency) FOR ENGINE START TIME. EXPECT ENGINE START/TAXI (time).*

b. Advise departing aircraft when to start engines and/or to advise when ready to taxi.

**PHRASEOLOGY-**  
*START ENGINES, ADVISE WHEN READY TO TAXI,*

*or*

*ADVISE WHEN READY TO TAXI.*

c. If the pilot requests to hold in a delay absorbing area, the request shall be approved if space and traffic conditions permit.

d. Advise all aircraft on GC/FD frequency upon termination of gate hold procedures.

**PHRASEOLOGY-**  
*GATE HOLD PROCEDURES NO LONGER IN EFFECT.*

### 3-9-3. DEPARTURE CONTROL INSTRUCTIONS

Inform departing IFR, SVFR, VFR aircraft receiving radar service, and TRSA VFR aircraft of the following:

**a. Before takeoff.**

1. Issue the appropriate departure control frequency and beacon code. The departure control frequency may be omitted if a SID has been or will be assigned and the departure control frequency is published on the SID.

**PHRASEOLOGY-**

*DEPARTURE FREQUENCY (frequency), SQUAWK (code).*

2. Inform all departing IFR military turboprop/turbojet aircraft (except transport and cargo types) to change to departure control frequency. If the local controller has departure frequency override, transmit urgent instructions on this frequency. If the override capability does not exist, transmit urgent instructions on the emergency frequency.

**PHRASEOLOGY-**

*CHANGE TO DEPARTURE.*

3. **USAF.** USAF control towers are authorized to inform all departing IFR military transport/cargo type aircraft operating in formation flight to change to departure control frequency before takeoff.

**b. After takeoff.**

1. When the aircraft is about 1/2 mile beyond the runway end, instruct civil aircraft, and military transport, and cargo types to contact departure control, provided further communication with you is not required.

2. Do not request departing military turboprop/turbojet aircraft (except transport and cargo types) to make radio frequency or radar beacon changes before the aircraft reaches 2,500 feet above the surface.

**REFERENCE-**

*FAAO JO 7110.65, Para 7-2-1, Visual Separation.*

### 3-9-4. LINE UP AND WAIT (LUAW)

**a.** The intent of LUAW is to position aircraft for an imminent departure. Authorize an aircraft to line up and wait, except as restricted in subpara g, when takeoff clearances cannot be issued because of traffic.

Issue traffic information to any aircraft so authorized. Traffic information may be omitted when the traffic is another aircraft which has landed on or is taking off the runway and is clearly visible to the holding aircraft. Do not use conditional phrases such as “behind landing traffic” or “after the departing aircraft.”

**b. USN NOT APPLICABLE.** First state the runway number followed by the line up and wait clearance.

**PHRASEOLOGY-**

*RUNWAY (number), LINE UP AND WAIT.*

**c. Procedures.**

1. At facilities without a safety logic system or facilities with the safety logic system in the limited configuration:

**(a)** Do not issue a landing clearance to an aircraft requesting a full-stop, touch-and-go, stop-and-go, option, or unrestricted low approach on the same runway with an aircraft that is holding in position or taxiing to line up and wait until the aircraft in position starts takeoff roll.

**(b)** Do not authorize an aircraft to LUAW if an aircraft has been cleared to land, touch-and-go, stop-and-go, option, or unrestricted low approach on the same runway.

**PHRASEOLOGY-**

*RUNWAY (number), CONTINUE, TRAFFIC HOLDING IN POSITION.*

**EXAMPLE-**

*“American 528, Runway Two-Three continue, traffic holding in position.”*

2. Except when reported weather conditions are less than ceiling 800 feet or visibility less than 2 miles, facilities using the safety logic system in the full core alert mode:

**(a)** May issue a landing clearance for a full-stop, touch-and-go, stop-and-go, option, or unrestricted low approach to an arriving aircraft with an aircraft holding in position or taxiing to LUAW on the same runway, or

**(b)** May authorize an aircraft to LUAW when an aircraft has been cleared for a full stop, touch-and-go, stop-and-go, option, or unrestricted low approach on the same runway.

**REFERENCE-**

*FAAO JO 7110.65, Para 3-10-5, Landing Clearance.*

### 3-10-6. ANTICIPATING SEPARATION

a. Landing clearance to succeeding aircraft in a landing sequence need not be withheld if you observe the positions of the aircraft and determine that prescribed runway separation will exist when the aircraft crosses the landing threshold. Issue traffic information to the succeeding aircraft if a preceding arrival has not been previously reported and when traffic will be departing prior to their arrival.

**EXAMPLE-**

*“American Two Forty-Five, Runway One-Eight, cleared to land, number two following a United Seven-Thirty-Seven two mile final. Traffic will depart prior to your arrival.”*

*“American Two Forty-Five, Runway One-Eight, cleared to land. Traffic will depart prior to your arrival.”*

**NOTE-**

*Landing sequence number is optional at tower facilities where the arrival sequence to the runway is established by the approach control.*

b. Anticipating separation must not be applied when conducting LUAW operations, except as authorized in paragraph 3-10-5b2. Issue applicable traffic information when using this provision.

**EXAMPLE-**

*“American Two Forty-Five, Runway One-Eight, cleared to land. Traffic will be a Boeing Seven-Fifty-Seven holding in position.”*

**REFERENCE-**

*P/CG Term- Clear of the Runway.*

### 3-10-7. LANDING CLEARANCE WITHOUT VISUAL OBSERVATION

When an arriving aircraft reports at a position where he/she should be seen but has not been visually observed, advise the aircraft as a part of the landing clearance that it is not in sight and restate the landing runway.

**PHRASEOLOGY-**

*NOT IN SIGHT, RUNWAY (number) CLEARED TO LAND.*

**NOTE-**

*Aircraft observance on the CTRD satisfies the visually observed requirement.*

### 3-10-8. WITHHOLDING LANDING CLEARANCE

Do not withhold a landing clearance indefinitely even though it appears a violation of Title 14 of the Code of Federal Regulations has been committed. The apparent violation might be the result of an emergency situation. In any event, assist the pilot to the extent possible.

### 3-10-9. RUNWAY EXITING

a. Instruct aircraft where to turn-off the runway after landing, when appropriate, and advise the aircraft to hold short of a runway or taxiway if required for traffic.

**PHRASEOLOGY-**

*TURN LEFT/RIGHT (taxiway/runway),*

*or*

*IF ABLE, TURN LEFT/RIGHT (taxiway/runway)*

*and if required*

*HOLD SHORT OF (runway).*

**NOTE-**

*Runway exiting or taxi instructions should not normally be issued to an aircraft prior to, or immediately after, touchdown.*

b. Taxi instructions shall be provided to the aircraft by the local controller when:

1. Compliance with ATC instructions will be required before the aircraft can change to ground control, or

2. The aircraft will be required to enter an active runway in order to taxi clear of the landing runway.

**EXAMPLE-**

*“U.S. Air Ten Forty Two, turn right next taxiway, cross runway two one, contact ground point seven.”*

*“U.S. Air Ten Forty Two, turn right on Alfa/next taxiway, cross Bravo, hold short of Charlie, contact ground point seven.”*

**NOTE-**

1. *An aircraft is expected to taxi clear of the runway unless otherwise directed by ATC. Pilots shall not exit the landing runway on to an intersecting runway unless authorized by ATC. In the absence of ATC instructions, an aircraft should taxi clear of the landing runway by clearing the hold position marking associated with the landing runway even if that requires the aircraft to protrude into or enter another*

taxiway/ramp area. This does not authorize an aircraft to cross a subsequent taxiway or ramp after clearing the landing runway.

**REFERENCE-**

*P/CG Term- Clear of the Runway.*

2. The pilot is responsible for ascertaining when the aircraft is clear of the runway by clearing the runway holding position marking associated with the landing runway.

c. Ground control and local control shall protect a taxiway/runway/ramp intersection if an aircraft is required to enter that intersection to clear the landing runway.

**REFERENCE-**

*FAAO JO 7210.3, Para 10-1-7, Use of Active Runways.*

d. Request a read back of runway hold short instructions when not received from the pilot.

**EXAMPLE-**

*“American Four Ninety-two, turn left at Taxiway Charlie, hold short of Runway 27 Right.”*

*or*

*“American Four Ninety-two, turn left at Charlie, hold short of Runway 27 Right.”*

*“American Four Ninety Two, Roger.”*

*“American Four Ninety-two, read back hold instructions.”*

**NOTE-**

*Read back hold instructions phraseology may be initiated for any point on a movement area when the controller believes the read back is necessary.*

### **3-10-10. ALTITUDE RESTRICTED LOW APPROACH**

A low approach with an altitude restriction of not less than 500 feet above the airport may be authorized except over an aircraft in takeoff position or a departure aircraft. Do not clear aircraft for restricted altitude low approaches over personnel unless airport authorities have advised these personnel that the approaches will be conducted. Advise the approaching aircraft of the location of applicable ground traffic, personnel, or equipment.

**NOTE-**

1. The 500 feet restriction is a minimum. Higher altitudes should be used when warranted. For example, 1,000 feet is more appropriate for heavy aircraft operating over

unprotected personnel or small aircraft on or near the runway.

2. This authorization includes altitude restricted low approaches over preceding landing or taxiing aircraft. Restricted low approaches are not authorized over aircraft in takeoff position or departing aircraft.

**PHRASEOLOGY-**

*CLEARED LOW APPROACH AT OR ABOVE (altitude). TRAFFIC (description and location).*

**REFERENCE-**

*FAAO JO 7110.65, Para 3-1-5, Vehicles/Equipment/Personnel on Runways.*

*FAAO JO 7110.65, Para 3-1-6, Traffic Information.*

*FAAO JO 7110.65, Para 3-2-1, Light Signals.*

*FAAO JO 7110.65, Para 3-3-3, Timely Information.*

*FAAO JO 7110.65, Para 3-9-4, Line Up and Wait (LUAW).*

*FAAO JO 7110.65, Para 3-10-3, Same Runway Separation.*

### **3-10-11. CLOSED TRAFFIC**

Approve/disapprove pilot requests to remain in closed traffic for successive operations subject to local traffic conditions.

**PHRASEOLOGY-**

*LEFT/RIGHT (if required) CLOSED TRAFFIC APPROVED. REPORT (position if required),*

*or*

*UNABLE CLOSED TRAFFIC, (additional information as required).*

**NOTE-**

*Segregated traffic patterns for helicopters to runways and other areas may be established by letter of agreement or other local operating procedures.*

**REFERENCE-**

*FAAO JO 7110.65, Para 3-7-4, Runway Proximity.*

*FAAO JO 7110.65, Para 3-9-4, Line Up and Wait (LUAW).*

*FAAO JO 7110.65, Para 3-10-3, Same Runway Separation.*

### **3-10-12. OVERHEAD MANEUVER**

Issue the following to arriving aircraft that will conduct an overhead maneuver:

a. Pattern altitude and direction of traffic. Omit either or both if standard or when you know the pilot is familiar with a nonstandard procedure.

**PHRASEOLOGY-**

*PATTERN ALTITUDE (altitude). RIGHT TURNS.*

b. Request for report on initial approach.

**PHRASEOLOGY-**

*REPORT INITIAL.*

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