

ERRATA SHEET

SUBJECT: FAA Order JO 7110.10W, Flight Services, effective March 7, 2013.

This errata sheet transmits a revised page to the subject order.

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Section 2. Terms of Reference

1-2-1. WORD MEANINGS

As used in this order:

- a. “Must” means a procedure is mandatory.
- b. “Should” means a procedure is recommended.
- c. “May” or “need not” means a procedure is optional.
- d. “Will” means futurity, not a requirement for application of a procedure.
- e. “Must not” means a procedure is prohibited.
- f. Singular words include the plural.
- g. Plural words include the singular.
- h. “Aircraft” means the airframe, crew members, or both.
- i. “Altitude” means indicated altitude mean sea level (MSL), flight level (FL), or both.
- j. “Miles” means nautical miles unless otherwise specified and means statute miles in conjunction with visibility.
- k. “Time,” when used for ATC operational activities, is the hour and the minute/s in Coordinated Universal Time (UTC). Change to the next minute is made at the minute plus 30 seconds, except time checks are given to the nearest quarter minute. The word “local” or the time zone equivalent must be stated when local time is given during radio and telephone communications. The term “ZULU” may be used to denote UTC.
- l. “Sector,” when used in conjunction with flight service station (FSS) functions, means a specifically described geographic area that is assigned a National Airspace Data Interchange Network (NADIN) address.
- m. “Tie-in facility,” as indicated in FAA Order JO 7350.8, Location Identifiers, for the purposes of this order, designates the responsible facility/sector for sending/receiving flight plans, flight notification messages, and performing search and rescue duties for the listed location.

n. “Shared database” is a database within an FSS operational system that is accessible by specialists in other geographical locations.

o. “Transmit” means to send data via NADIN or Weather Message Switching Center Replacement (WMSCR) to an outside recipient or to process data internally within an operational system that shares a global database.

p. “Form” means a paper record or an automated equivalent. Both must be retained in accordance with FAA directives.

q. “History files” means one or more digital or paper repositories of data that must be retained in accordance with FAA directives.

r. “Pertinent” means relating directly and significantly to the matter at hand.

1-2-2. NOTES

Statements of fact or of an explanatory nature and relating to the use of directive material have been identified and worded as “Notes.”

1-2-3. EXAMPLES

Any illustration used which serves to explain subject material is identified as an “Example.”

1-2-4. PHRASEOLOGY

Phraseology depicted in this order is mandatory.

NOTE-

Exceptions to this paragraph are referenced in para 5-1-1.

1-2-5. ABBREVIATIONS

Abbreviations authorized for use in the application of the procedures in this order are those contained in FAA Order JO 7340.2, Contractions.

1-2-6. JO 7110.10 CHANGES

a. Each reprinted, revised, or additional page will show the change number and the effective date of the change.

b. Bold lines in the margin of the text will mark the location of all changes except editorial corrections.

1-2-7. SYSTEM INSTRUCTIONS

Different operational systems are used to provide flight services within the United States. Each individual operational system must have instructions in the form of a user's manual or guide, either

electronically or in paper form, that provide the necessary steps to accomplish the requirements set forth in this order.

Where databases are shared, local procedures may be used to facilitate the handling of flight data across the flight plan area boundaries.

Appendix B. FSS Forms

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION		(FAA USE ONLY) ☐ PILOT BRIEFING ☐ VNR			TIME STARTED		SPECIALIST INITIALS	
FLIGHT PLAN		☐ STOPOVER						
1. TYPE	2. AIRCRAFT IDENTIFICATION	3. AIRCRAFT TYPE / SPECIAL EQUIPMENT	4. TRUE AIRSPEED	5. DEPARTURE POINT	6. DEPARTURE TIME		7. CRUISING ALTITUDE	
☐ VFR					PROPOSED (Z)	ACTUAL (Z)		
☐ IFR			KTS					
☐ DVFR								
8. ROUTE OF FLIGHT								
9. DESTINATION (Name of airport and city)			10. EST. TIME ENROUTE		11. REMARKS			
			HOURS MINUTES					
12. FUEL ON BOARD		13. ALTERNATE AIRPORT(S)		14. PILOT'S NAME, ADDRESS & TELEPHONE NUMBER & AIRCRAFT HOME BASE			15. NUMBER ABOARD	
HOURS	MINUTES							
				17. DESTINATION CONTACT/TELEPHONE (OPTIONAL)				
16. COLOR OF AIRCRAFT		CIVIL AIRCRAFT PILOTS. FAR Part 91 requires you file an IFR flight plan to operate under instrument flight rules in controlled airspace. Failure to file could result in a civil penalty not to exceed \$1,000 for each violation (Section 901 of the Federal Aviation Act of 1958, as amended). Filing of a VFR flight plan is recommended as a good operating practice. See also Part 99 for requirements concerning DVFR flight plans.						

FAA Form 7233-1 (8-82)
Electronic Version (Adobe)

CLOSE VFR FLIGHT PLAN WITH _____ FSS ON ARRIVAL

MILITARY STOPOVER (FAA USE ONLY)							
TYPE ☐ IFR ☐ VFR		AIRCRAFT IDENTIFICATION		AIRCRAFT TYPE/SPECIAL EQUIPMENT		REMARKS	
DEPARTURE POINT		DESTINATION		ETA			
TAS	DEP. PT.	ETD	ALTITUDE	ROUTE OF FLIGHT	DESTINATION	ETE	REMARKS
KTS							
KTS							
KTS							
KTS							
REMARKS							INITIALS

Paperwork Reduction Act Statement: Flight Plan information is collected for the protection and identification of aircraft and property and persons on the ground. Air Traffic uses the information to provide control services and search and rescue services. An individual respondent would require about 2.5 minutes to provide the information. FAR Part 91 requires an Instrument Flight Rules (IFR) flight plan to operate under IFR in controlled airspace. Filing a Visual Flight Rules flight plan is recommended but not mandatory. It is FAA policy to make factual information available to persons properly and directly concerned except information held confidential for good cause, i.e., pilot's address/telephone number. All flight plan data is destroyed when 15 days old except for data retained due to an accident/incident investigation. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number associated with this collection is 2120-0026. Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to the FAA at: 800 Independence Ave SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ABA-20

U S Department of Transportation
Federal Aviation Administration

International Flight Plan

PRIORITY

ADDRESSSEE(S)

<=FF

FILING TIME

ORIGINATOR

<=

SPECIFIC IDENTIFICATION OF ADDRESSEE(S) AND / OR ORIGINATOR

3 MESSAGE TYPE

7 AIRCRAFT IDENTIFICATION

8 FLIGHT RULES

TYPE OF FLIGHT

<=(FPL

<=

9 NUMBER

TYPE OF AIRCRAFT

WAKE TURBULENCE CAT.

10 EQUIPMENT

/

<=

13 DEPARTURE AERODROME

TIME

<=

15 CRUISING SPEED

LEVEL

ROUTE

16 DESTINATION AERODROME

TOTAL EET

ALTN AERODROME

2ND ALTN AERODROME

HR MIN

<=

18 OTHER INFORMATION

SUPPLEMENTARY INFORMATION (NOT TO BE TRANSMITTED IN FPL MESSAGES)

19 ENDURANCE

PERSONS ON BOARD

EMERGENCY RADIO

E/

HR MIN

P/

R/

UHF

VHF

ELBA

SURVIVAL EQUIPMENT

JACKETS

POLAR

DESERT

MARITIME

JUNGLE

LIGHT

FLUORES

UH

VHF

DINGHIES

NUMBER CAPACITY COVER

COLOR

D/

<=

AIRCRAFT COLOR AND MARKINGS

REMARKS

A/

N/

<=

PILOT-IN-COMMAND

C/

)<=

FILED BY

ACCEPTED BY

ADDITIONAL INFORMATION

Pre-Flight Pilot Checklist

Aircraft Identification			Time of Briefing			
Weather (Destination) (Alternate)	☐ Present	Remarks	Report Weather Conditions Aloft			
	☐ Forecast		Report immediately weather conditions encountered---particularly cloud tops, upper cloud layers, thunderstorms, ice, turbulence, winds and temperature			
			Position	Altitude	Time	Weather Conditions
Weather (En Route)	☐ Present					
	☐ Forecast					
	☐ Pireps					
Winds Aloft	Best Crzg. Alt.					
Nav. Aid & Comm. Status.	☐ Destination					
	☐ En Route					
Airport Conditions	☐ Destination					
	☐ Alternate					
ADIZ	☐ Airspace Restrictions					

Civil Aircraft Pilots

FAR Part 91 states that each person operating a civil aircraft of U.S. registry over the high seas shall comply with Annex 2 to the Convention of International Civil Aviation, International Standards - Rules of the Air. Annex 2 requires the submission of a flight plan containing items 1-19 prior to operating any flight across international waters. Failure to file could result in a civil penalty not to exceed \$1,000 for each violation (Section 901 of the Federal Aviation Act of 1958, as amended).

International briefing information may not be current or complete. Data should be secured, at the first opportunity, from the country in whose airspace the flight will be conducted.

Paperwork Reduction Act Statement: Flight Plan information is collected for the protection and identification of aircraft and property and persons on the ground. Air Traffic uses the information to provide control services and search and rescue services. An individual respondent would require about 2.5 minutes to provide the information. FAR Part 91 requires an Instrument Flight Rules (IFR) flight plan to operate under IFR in controlled airspace. Filing a Visual Flight Rules flight plan is recommended but not mandatory. It is FAA policy to make factual information available to persons properly and directly concerned except information held confidential for good cause, i.e., pilot's address/telephone number. All flight plan data is destroyed when 15 days old except for data retained due to an accident/incident investigation. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number associated with this collection is 2120-0026. Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to the FAA at: 800 Independence Ave SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ABA-20

FSS Forms

Revised 04-2012

[illegible]

FAA FORM 7230-21 FLIGHT PROGRESS STRIP - FSS
Revised 04-2012

FAA FORM 7230-21 (4-12)