ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

7230.16C

12/28/87

SUBJ: PILOT EDUCATION PROGRAM-OPERATION RAIN CHECK

1. PURPOSE. This order provides basic guidelines and information on the concept, development, and conduct of a special air traffic services familiarization course entitled Operation Rain Check, which is designed for all pilots who either have or are aspiring toward obtaining an instrument rating.

2. DISTRIBUTION. This order is distributed to Air Traffic and Flight Standards branch level and above in the Washington and regional headquarters, Public Affairs and Management Systems division level and above in Washington and regional headquarters, the Mike Monroney Aeronautical Center, the FAA Technical Center, and to all Air Traffic and Flight Standards field offices.

3. CANCELLATION. Order 7230.16B dated November 30, 1981, is canceled.

4. BACKGROUND. The Operation Rain Check Program originated at the Oakland Air Traffic Control Center (ARTCC) in 1967. It has since been implemented at an increasing number of air traffic control (ATC) facilities and has enjoyed continuous success. The course is designed to familiarize pilots with air traffic control, its benefits, responsibilities, functions, problems, services available, and relationships with all facets of aviation. Although the program is oriented to the instrument-rated pilot, all pilots should be encouraged to participate.

5. EXPLANATION OF MAJOR CHANGES. This revision adds information concerning the automated flight service station (AFSS) with a view toward providing pilots with information about ongoing and forthcoming improvements being achieved through flight service modernization. This revision provides a specific date (February 28) for annual end-of-calendar year reporting on Operation Rain Check Programs. Subject matter and terminology are updated throughout the order. A section on basic functions of ATC is added to the sample course outline in Appendix 2, Figure 1.

6. ACTION.

a. Regional air traffic divisions shall:

(1) Designate a regional project officer for the Operation Rain Check Program to provide advisory liaison for facility managers.

Distribution: A-W(AT/TO/TR/TS/FS)-3; A-WX(MS/PA)-2
A-X(AT/FS)-3; A-YZ-1
A-FAT-0(STD); A-FFS-0(STD)

Initiated By: ATO-330

(2) By February 28 of each year, send ATO-300 a report on Operation Rain Check activities in the preceding calendar year (RIS: AT 7230-131). Include the following:

(a) Number of Rain Check programs conducted by each host facility (specify facility).

(b) Class attendance on first day of each course.

(3) Determine whether any locally adopted material is in compliance with the Privacy Act/Federal Reports Act.

b. Facility managers shall determine if it is operationally feasible and within resources to implement an Operation Rain Check Program at their particular location.

c. At locations where more than one air traffic control/service facility exists, a cooperative effort should be pursued. At such locations, centers, terminal approach control facilities, nonapproach control towers, and flight service stations, in that order, shall be the lead facility for scheduling and conducting the local program.

d. The sponsoring/host facility shall ensure that the appropriate accident prevention specialist and adjacent center/terminal/FSS facility representatives are invited to participate in the programs.

7. REQUEST FOR INFORMATION. If more information is needed or questions arise regarding the program, contact the regional Operation Rain Check project officer.

8. FORMS.

a. Sample illustrations of forms and handout material to be made available are shown or listed in Appendices 1 and 2.

b. Materials which cannot be provided locally should be made available through coordination with the regional office Operation Rain Check project officer.

9. GUIDELINES.

a. Use sample information in appendices to this order as guidelines in planning and setting up local programs.

b. Submit all requests for ADP mailing and labeling services in accordance with instructions in Appendix 3 of this order.

c. Obtain FAA films to be shown during the program through coordination with the local accident prevention specialist. Films not available through the accident prevention specialist can be obtained through AAC-60. Requests for films from AAC-60 for extended loan periods (90 days or more) should be kept to a minimum because of the limited reel supply of each film.

10. PUBLICITY.

a. Success of this program depends greatly on continued local publicity before and during the time the program is active and the courses are being presented. A rapport should be established and maintained with all news media in the area where the program is being planned so that maximum public service announcements can be obtained. Since no funds are available for paid advertising, the media should be approached in a manner that will convince them that the program is of high public interest, is of proven value to flying safety, and that the announcement can be to their advantage. Followup letters of appreciation are encouraged and are in keeping with the spirit of the entire program concept.

b. Media for obtaining publicity include the following:

(1) local newspaper,

(2) aviation publications,

(3) radio,

(4) television,

(5) educational bulletins,

(6) newsletters,

(7) posters, and

(8) printed circulars.

c. Examples of Operation Rain Check posters and printed circulars are shown in Appendix 1. Distribution should be made to airport managers, flying schools, airport services, military airfield managers, other FAA facilities, and General Aviation District Offices.

d. Examples of news releases to be distributed to newspapers, radio, and television are contained in Appendix 1.

e. Promotion through the press, radio, or television must be cleared through the regional Public Affairs Office.

11. GENERAL.

a. The goal of "RAIN CHECK" is to make our people, equipment, procedures, and responsibilities better known to general aviation pilots who are major users of the services we are constituted to provide. An active and informative program should generate confidence in the system and overcome reluctance of pilots in calling upon the FAA (and associated military ATC) for ATC services.

b. Through the program, we have an opportunity to show pilots the other end of the microphone and give them a better appreciation of what goes on behind the scene of "ATC clears."

c. The program must be conducted in an atmosphere that fosters mutual understanding, a spirit of cooperation, and free exchange of information. The program should reflect a spirit of service to the system's users and a desire to help the pilots make the best use of the services we provide.

B. Keith Potts
Associate Administrator for Air Traffic

APPENDIX 1. SAMPLES OF PRINTED MATERIAL
FIGURE 1. SAMPLE LETTER/PILOT REGISTRATION

(name of facility, i.e., center, tower, or FSS)
(address)

Dear Sir:

The (name of facility) (location, i.e., city and etc.) will present a 12-hour course in the Principles of Air Traffic Control for the benefit of pilots/student pilots of this area. It is our intention to conduct the course over a period of _____ evenings, _____ hours per evening, (time).

The purpose behind the course, known as "Operation Rain Check," is to familiarize pilots with air traffic control, its responsibilities, functions, problems, and relationships with all aviation. In turn, we hope to receive from you ideas on how we as a public agency can better serve the flying public.

Our tentative plan is to begin the course on (date)_____.

There will be no charge for the course; however, we ask that once a person has been allocated a slot in a class that they make every effort to attend all _____ sessions and to notify us as soon as possible if they cannot attend as scheduled so we can reschedule someone else. At present we plan to have a class each week during the months of _____ _____. If the demand is such that we cannot accommodate everyone during this period, we will plan additional classes accordingly.

Further information will be provided as a result of your reply.

Sincerely,

SAMPLE PILOT REGISTRATION

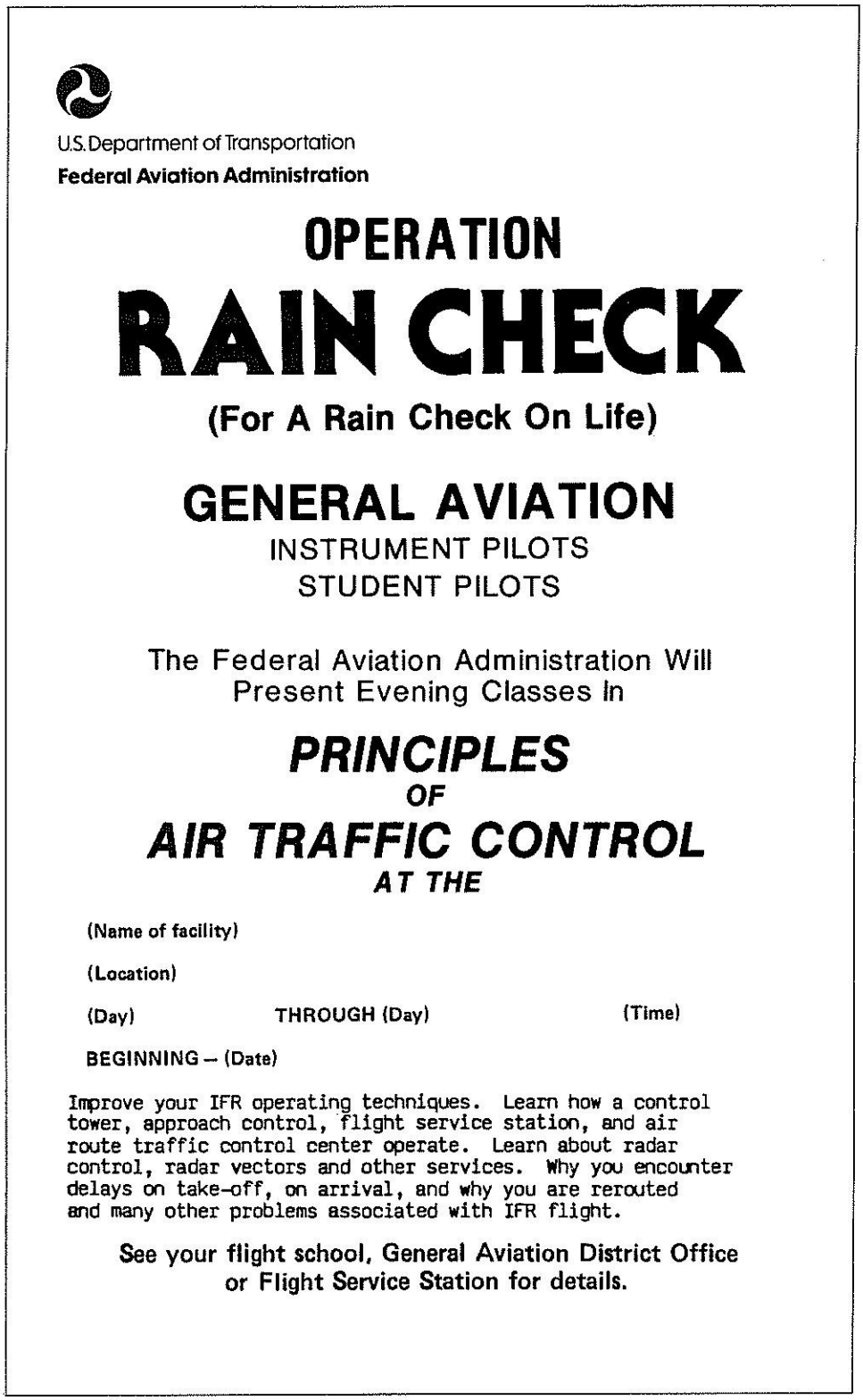
(Name of facility manager)
(Title)
(address)

Dear (name of facility manager):

I would like to attend the course in Principles of Air Traffic Control. I would prefer the class beginning _____, _____
(1st Choice) (2nd Choice)
or _____.
(3rd Choice)

Signed (pilot)_____
print or type Name
Address
Telephone #
(Area Code)

FIGURE 2. SAMPLE POSTER



U.S. Department of Transportation
Federal Aviation Administration

OPERATION
RAIN CHECK

(For A Rain Check On Life)

GENERAL AVIATION
INSTRUMENT PILOTS
STUDENT PILOTS

The Federal Aviation Administration Will
Present Evening Classes In

PRINCIPLES
OF
AIR TRAFFIC CONTROL
AT THE

(Name of facility)

(Location)

(Day) **THROUGH (Day)** **(Time)**

BEGINNING – (Date)

Improve your IFR operating techniques. Learn how a control tower, approach control, flight service station, and air route traffic control center operate. Learn about radar control, radar vectors and other services. Why you encounter delays on take-off, on arrival, and why you are rerouted and many other problems associated with IFR flight.

See your flight school, General Aviation District Office or Flight Service Station for details.

FIGURE 3. SAMPLE BULLETIN

RAIN CHECK

Rain check is defined in Webster's Dictionary as: "A Coupon guaranteeing a deferred admission that has been paid for, as to a baseball game in case of rain, also, an assurance of a deferred extension of hospitality or privilege; as I'll take a rain check on that invitation; the parachute is a rain check on life".

Few of us carry parachutes in today's modern aircraft, but we can carry another "Rain Check" on life in today's crowded sky. That is a thorough knowledge and understanding of IFR procedures and the air traffic control environment in which we fly.

In order that you can become better acquainted with the ATC environment, the FAA (name of facility) in (location) will offer beginning (date) a hour course in "Principles of Air Traffic Control" to all general aviation pilots. The course known as, "Operation Rain Check", will be for evenings: (time) There will be no charge for attending, and it will be held weekly until all interested local area pilots have attended.

We will cover such items as: Why positive control area? How does a transponder help the pilot as well as ATC? Why can't I have the altitude I requested? Why must I sit on the ground so long after filing my flight plan? And many other subjects including a chance to sit with the controller and observe actual instrument control.

If you feel you would like to know some of these answers, and to gain a better insight into instrument flying, plan on attending. Class starting dates are:

If needed, remember, for evenings, (day) through (day) (time) all you have to do is be here, assignment to classes will be on a first-come basis.
Write to or call:

U.S. Department of Transportation
Federal Aviation Administration

(Name of facility)
(Address)

Telephone No.:

FIGURE 4. SAMPLE LETTER TO NEWS MEDIA (NEWSPAPER)

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
(Facility or Office)
(Address)
(Date)

Dear Editor:

Enclosed is a news release concerning a course for general aviation instrument pilots to be conducted at the (name of facility) in (location) beginning (date)

This course, known as "Operation Rain Check," will help considerably in increasing the efficiency of our air traffic control system and enable us to provide better service to the flying public. The course is given without charge.

Your assistance in informing general aviation pilots about the course is appreciated.

Sincerely,

(signature of facility manager)
(title of facility manager)

Enclosure

FIGURE 4A. SAMPLE NEWS RELEASE (NEWSPAPER)

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
(Facility or Office)
(Address)
(Date)

(Name of Air Traffic Manager)
(Title)
(Phone Number)

FOR RELEASE: IMMEDIATE

The principles of Air Traffic Control will be the theme of "Operation Rain Check" to be conducted at the Federal Aviation Administration, (name of facility) in (location) beginning (date). A _____ hour course conducted over a period of _____ evenings, (time). It will offer general aviation pilots an opportunity to learn about the Air Traffic Control System. A new class will begin each (day _____ through _____ date). For further information call the Federal Aviation Administration, (name of facility, address, telephone number).

Discussions will be held on the Nation's Airspace; Radar Services; Navigational Aids; Flight Plan Processing, plus all the many facets of air traffic control. Supplemented by motion pictures, the control of instrument flight rule traffic, both terminal and en route, will be discussed at length. Participants will also be permitted to sit at the radar scope with a controller and observe actual control of live traffic.

According to (name of Air Traffic Manager, title), "This is one step toward helping to make the airways a safer place to operate for the pilot with limited training experience. If we can show these pilots what goes on in the air around them and what is being done on the ground to help them, everyone benefits. It should make flying easier and safer for the pilots and improve over-all traffic control service. Military and airline pilots enjoy comprehensive training programs which provide them with advantages not usually available to the general aviation pilot who has to buy whatever training he gets. The program will provide an opportunity to see the whole picture of the airspace and the instrument flight rule traffic situation."

FIGURE 5. SAMPLE LETTER TO NEWS MEDIA (RADIO/TV)

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
(Facility or Office)
(Address)
(Date)

Dear Program Director:

Enclosed are three Federal Aviation Administration announcements aimed at interesting general aviation instrument pilots in attending a ____ hour course in "The Principles of Air Traffic Control." This course, known as "Operation Rain Check," will be conducted at the (name of facility) in (location), (time) (day) through (day) beginning (date). A new class will start each (day).

We believe this course will help considerably in increasing the efficency of our Air Traffic Control System, because it is aimed at the pilot with limited experience in instrument flying.

Also enclosed for your information is a circular which has been distributed to all flying schools and airport managers throughout the (name of local area).

Your help in publicizing Operation Rain Check will be appreciated.

Sincerely,

(Signature of Air Traffic Manager)
(Title of Air Traffic Manager)

Enclosures

FIGURE 5A. SAMPLE 10-SECOND NEWS RELEASE (RADIO/TV)

FEDERAL AVIATION ADMINISTRATION
(Facility or Office)
(Address)

RADIO AND TELEVISION
PUBLIC SERVICE ANNOUNCEMENT

10 Seconds
FEDERAL AVIATION ADMINISTRATION
OPERATION RAIN CHECK ANNOUNCEMENT NO. 1

KILL: (Date, i.e., day and year)

ANNOUNCER: General aviation instrument pilots can learn all about the Air Traffic Control System through Operation Rain Check. Call the (name of facility and telephone number) or ask your airport manager.

FIGURE 5B. SAMPLE 20-SECOND NEWS RELEASE (RADIO/TV)

FEDERAL AVIATION ADMINISTRATION
(Facility or Office)
(Address)

RADIO AND TELEVISION
PUBLIC SERVICE ANNOUNCEMENT

20 Seconds
FEDERAL AVIATION ADMINISTRATION
OPERATION RAIN CHECK ANNOUNCEMENT NO. 2

KILL: (Date, i.e. day and year)

ANNOUNCER: Air Traffic Control Procedures and the IFR Environment will be discussed in Operation Rain Check beginning (date). A _____ hour course offered free by the Federal Aviation Administration to all general aviation instrument pilots. For further information on how you attend this course, see your airport manager or call the (name of facility and phone number).

FIGURE 5C. SAMPLE 30-SECOND NEWS RELEASE (RADIO/TV)

FEDERAL AVIATION ADMINISTRATION
(Facility or Office)
(Address)

RADIO AND TELEVISION
PUBLIC SERVICE ANNOUNCEMENT

30 Seconds
FEDERAL AVIATION ADMINISTRATION
OPERATION RAIN CHECK ANNOUNCEMENT NO. 3

KILL: (Date, i.e., day and year)

ANNOUNCER: If you are a general aviation pilot, you may be interested in Operation Rain Check. Operation Rain Check is a _____ hour course in the Principles of Air Traffic Control to be given at the (name of the facility) in (location) and is free to all general aviation instrument pilots. See your airport manager or operator for details, or call the (name of facility and phone number).

FIGURE 6. SAMPLE ACKNOWLEDGEMENT AND CLASS ASSIGNMENT

Thank you for your application for Operation "Rain Check." You have been scheduled for the class beginning _____. This may not be in keeping with your requested date, but there have been a larger number of requests to attend and we can only accommodate _____ per class. If you cannot attend the class beginning on this date, please notify us as soon as possible in order that we may offer your reservation date to someone else.

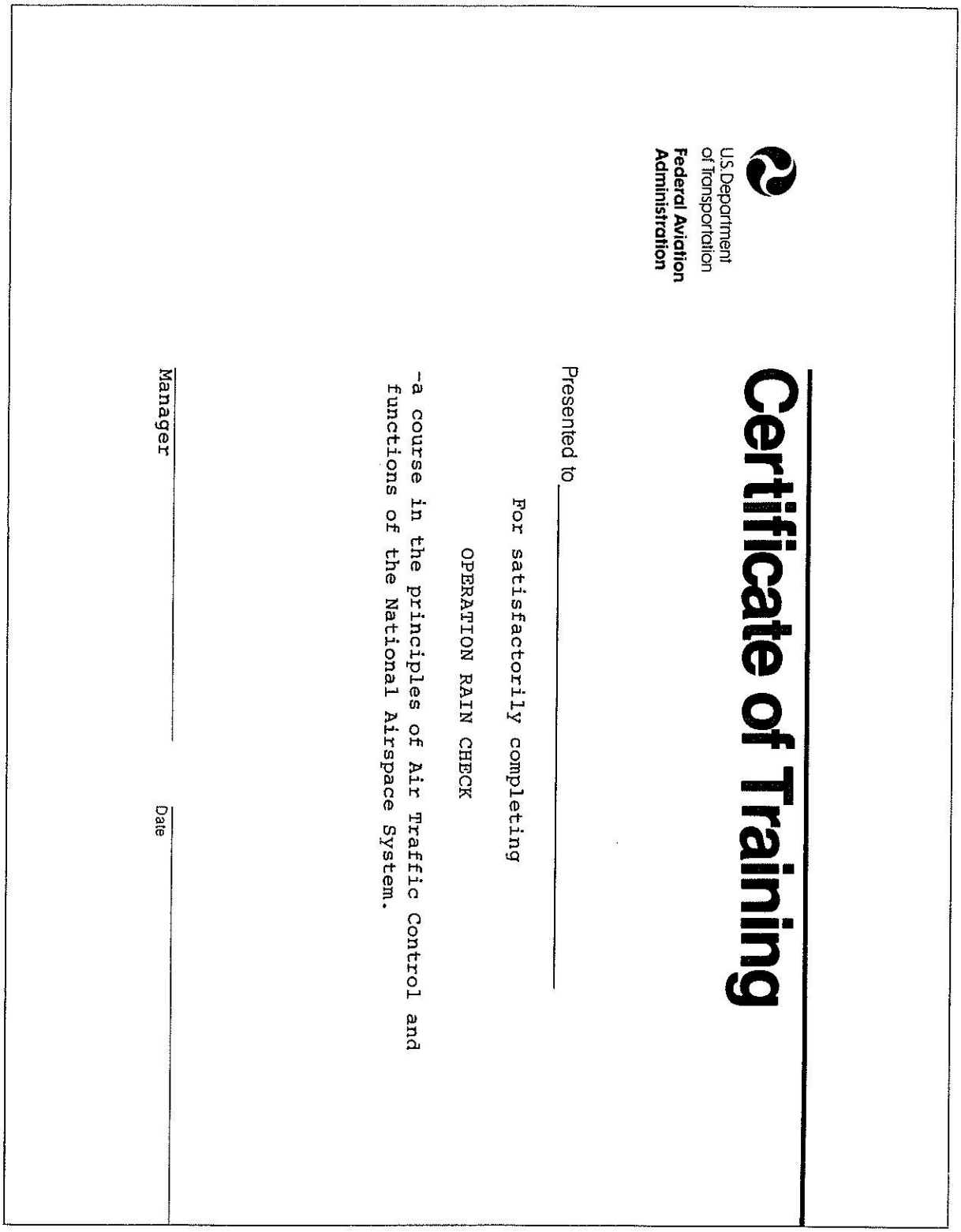
We are enclosing a map to help you locate the _____ _____ where classes will be held. Classes will begin promptly at _____ p.m.

We appreciate your interest in the course and we feel sure you will find it beneficial to your professional flying. We are looking forward to having you in the class.

Sincerely,

Enclosure

FIGURE 7. SAMPLE CERTIFICATE



U.S. Department of Transportation
Federal Aviation Administration

Certificate of Training

Presented to _____

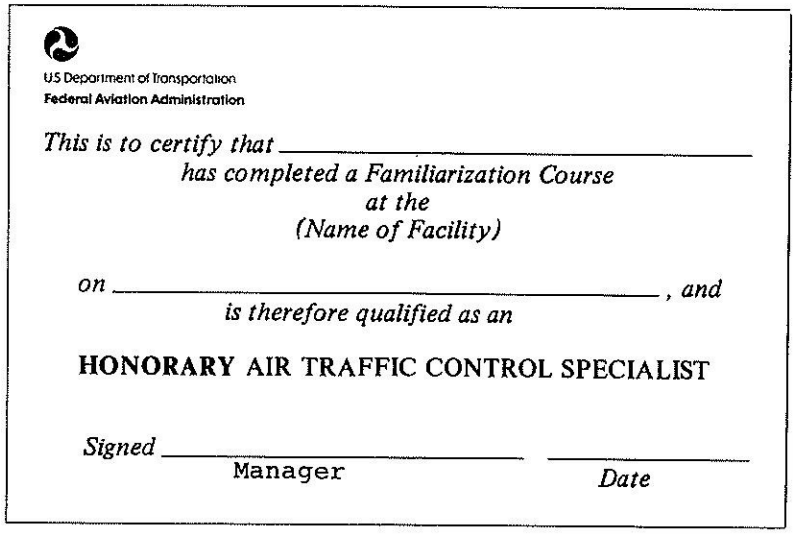
For satisfactorily completing

OPERATION RAIN CHECK

-a course in the principles of Air Traffic Control and functions of the National Airspace System.

Manager _____ Date _____

FIGURE 8. SAMPLE-HONORARY AIR TRAFFFIC CONTROL SPECIALIST CARD



US Department of Transportation
Federal Aviation Administration

This is to certify that _____
has completed a Familiarization Course
at the
(Name of Facility)

on _____, *and*
is therefore qualified as an

HONORARY AIR TRAFFIC CONTROL SPECIALIST

Signed _____ _____
Manager *Date*

APPENDIX 2. SAMPLE OF COURSE AND HANDOUT MATERIAL
FIGURE 1. SAMPLE COURSE OUTLINE

1. Welcome and introduction of students (facility manager or deputy manager, if possible)

   a. Introduction to the FAA
   b. Review of course outline
   c. Introduction of instructors (present duties, background, etc.)

2. National Airspace System

   a. The Nation's airspace

      (1) Airport traffic areas
      (2) Control zones and control zone extensions
      (3) Positive controlled airspace (TCA/PCA)
      (4) Continental control area
      (5) Controlled/uncontrolled airspace
      (6) Special use airspace (restricted, warning, prohibited, alert, and military operations (MOA) areas)
      (7) Military training routes (MTR) which includes IR and VR routes

   b. Basic Functions of ATC (See FAAH 7110.65, Chapter 2)

      (1) Duty priority
      (2) Procedural preference
      (3) Operational priority

   c. ATC's increased involvement with fuel economy

      (1) Gate hold procedures
      (2) En Route Spacing Program (ESP)
      (3) Local flow traffic management (profile descent and metering)
      (4) Quota flow/expanded quota flow

   d. Air/ground communications

      (1) The need for clear and concise communication
      (2) Correct call-up and acknowledgements
      (3) Complete call signs
      (4) Standard phraseology

   e. Safety advisories

      (1) Traffic advisories
      (2) Safety alerts
      (3) Conflict alert
      (4) VFR radar service
      (5) Minimum Safe Altitude Warning (MSAW)

f. Flight plan filing

(1) How to file flight plans
(2) Filing separate flight plan when intermediate stops or low approaches are planned
(3) Early filing

g. Transponder requirement

(1) In PCA/TCA's
(2) Above 12,500 feet
(3) Below 12,500 feet
(4) Mode C altitude encoding requirements.

h. Weather services

(1) Weather coordination functions
(2) Thunderstorms intensity levels
(3) En Route Flight Advisory Service (EFAS)
(4) National Weather Service's role in our weather coordinator function
(5) New aids available to the briefer; e.g., RRWDS, computerized route briefing material, etc.

3. FSS

a. FSS responsibilities to pilots
b. Filing flight plans
c. Pilot briefing
d. Services available (DF, weather data including forecasts, etc.)
e. Tour of FSS (if practical) with emphasis on equipment and usage

4. Terminal

a. Growth of aviation from days of Wright Brothers
b. Airports not under control of FAA (municipalities, private, some military)
c. Volume and safety of traffic dictate need for greater control, both in visual conditions and inclement weather
d. Types of terminal facilities, duties and responsibilities of each:

(1) VFR tower
(2) IFR nonradar tower
(3) IFR radar tower
(4) TRACON
(5) RAPCON
(6) RATCC

e. Explanation of how an IFR flight plan is handled from time aircraft taxis to time of departure and how each position in a tower functions

f. Separations used by each type tower

(1) VFR (arrivals and departures) towers
(2) IFR (arrivals and departures) towers
(3) MIA chart
(4) SID's (pilot nav vs vector)
(5) IFR takeoff minimums and departure procedures, and the meaning of Delta T - on approach/departure charts for pilot usage

g. Explanation of a typical inbound clearance and how it is handled

h. Radar - Separation within and beyond 40 nautical miles (surveillance, long-range, PAR)

(1) Definition of "radar contact"
(2) Identification methods
(3) How radar is used to reduce separation compared to nonradar arrivals and departures
(4) Vectors to traffic pattern and associated weather
(5) Vectoring to final approach course, how accomplished, speed adjustments, parallel runways, and reduced separation of an arrival from a departure
(6) Traffic advisories - additional service
(7) Terminal Radar Programs (ARSA, TRSA, TCA), sequencing of mixed IFR/VFR traffic, and procedures for VFR aircraft
(8) Use of special VFR clearances and restrictions to some airports
(9) Related radar service available

i. ATIS - How to obtain it and available advantages

j. DF - How it is used in conjunction with radar

k. Transponder - secondary radar. Use and most common code, and how displayed on radar scope

l. Runway incursion awareness

m. Tour of terminal facility with each student permitted to "plug in" at an operating position, if possible

5. En Route

a. Explanation of how a center is divided into sectors

(1) Low altitude
(2) High altitude

b. Nonradar separation; radar separation and vectoring for navigation

c. Functions of facility operating positions (control positions, assistants, traffic management coordinators, etc.).

d. Coordination with tower and approach control and adjacent centers for maximum use of airspace

e. Weather advisories (limited on ARTCC radar) and use of circular polarization

f. Tour of ARTCC, if practical, with each student permitted to "plug in" with a controller

6. Automated ATC system

a. En Route

(1) Flight data processing and strip printing
(2) Computer update equipment in centers
(3) FDEP in towers
(4) Data link/interface with FSS/base operations/airlines
(5) Radar data processing
(6) Automatic beacon tracking
(7) Altitude and airspeed read out
(8) Alphanumeric tags

b. Terminals

(1) ARTS III System
(2) Radar beacon tracking
(3) Altitude read out
(4) Ground speed read out
(5) Automatic handoff capability, both inter and intrafacility

c. Automated Flight Service Station

(1) Model I

(a) Route briefings
(b) Instant flight plan filing to center computer
(c) Reference material instantly available through the computer; e.g., location identifiers
(d) Limited graphics; e.g., weather charts
(e) Flag alerts to alert the briefer to rapidly changing weather

(2) Weather radar

(3) ICSS

(4) ACD PAD

Visual aids such as viewgraphs, 35mm slides, films, and chalk boards have proved very helpful in previous Rain Check courses at Houston and Fort Worth.

7. Accident Prevention Specialist presentation

   a. Accidents within the (_____) Region during IFR operations
   b. Pilot vertigo, what it is and how to avoid it
   c. Safety Improvement Reports and Incident Reports - their use and how each is processed

8. Course Critique

9. Conclusion

FIGURE 2. SAMPLE HANDOUT MATERIAL

IFR EXAM-O-GRAMS. This is a booklet and it is not included with this order. It is available through:

Mike Monroney Aeronautical Center
Federal Aviation Administration
P.O. Box 25082
Oklahoma City, Oklahoma 73125

ATTN: AAC-200

YOU AND YOUR TRANSPONDER. This is a pamphlet and is not included with this order. It is available through:

Mike Monroney Aeronautical Center
Federal Aviation Administration
P.O. Box 25082
Oklahoma City, Oklahoma 73125

ATTN: AAC-5

ADVISORY CIRCULAR CHECKLIST. This list (AC 00-2) is contained in the Department of Transportation, Federal Aviation Administration Advisory Circular Checklist and Status of Federal Aviation Regulations. It lists all current advisory circulars and explains which advisory circulars are free, which ones are for sale, and how the public can obtain them. If not available in the facility, request copies of AC 00-2 through the regional designated Operation Rain Check project officer.

AIRMAN'S INFORMATION MANUAL, PART 1. This manual may not be supplied to pilots free of charge. It is available on an annual subscription basis through the Superintendent of Documents, U.S. Government Printing Office. However, selected pages may be copied and distributed as handouts. For example: Pilot/Controller Glossary.

FIGURE 3. SAMPLE PRIMARY/SECONDARY RADAR

PRIMARY/SECONDARY RADAR

It is the practice of the Federal Aviation Administration to provide air traffic control services, in accordance with published procedures, using information obtained from primary and/or radar beacon systems in areas of radar coverage as follows:

Within Positive Control Area: ATC service is normally provided using only radar beacon returns from Mode 3/A secondary radar systems. Primary radar returns from aircraft not equipped with functioning ATC radar beacon (as well as returns from weather, chaff drops, or permanent echoes) may not be seen on the controller's radar display. Primary radar will mormally be available, however, to be used by the controller to supplement his basic radar beacon picture (to the extent it does not derogate that display). See FAR parts 71.15, 91.24, and 91.97 for specifics on Positive Control Areas, operational constraints, and equipment requirements.

Outside Positive Control Area: ATC service will normally be provided using both primary and secondary (mode 3/A) radar returns.

Radar services are provided to the extent possible using primary returns; however, it should be noted that in many areas the primary radar return may not be useable for many reasons, including size of aircraft, altitude, position in regard to terrain, etc. Radar beacon returns are much stronger and offer the controller much better targets than primary, which may vary from weak to intermittent, to nonexistant. Secondary radar also offers a much better method of identifying targets. It should also be noted that while using radar for providing service to aircraft, non-beacon targets may not appear on the scope; therefore, the controller may not observe nonparticipative traffic (i.e., that not working with ATC).

The design of ATC radar systems is based on obtaining maximum performance in detecting aircraft targets. Airborne weather radars, on the other hand, are designed for maximum weather detection capability. For this reason, it must be understood that the pilot's view of the weather picture may be different from that of ATC personnel.

TERMINAL RADAR PROGRAMS FOR VFR AIRCRAFT

1. Basic Service (Radar Advisory Service for VFR Aircraft).

   All commissioned terminal radar facilities provide traffic information and limited vectoring to VFR aircraft on a workload permitting basis (the term "Stage I" is no longer used to categorize these basic services).

2. Stage II Service (Radar Advisory and Sequencing Service for VFR Aircraft).

   The purpose of this service is to adjust the flow of arrival VFR and IFR aircraft into the traffic pattern in a safe and orderly manner.

3. Stage III Service (Radar Sequencing and Separation Service for VFR Aircraft).

   The purpose of this service is to provide to the extent possible separation between all participating VFR aircraft and all IFR aircraft operating within the airspace defined as TRSA (Terminal Radar Service Area).

Airport Radar Service Areas (ARSA)

In this regulatory airspace, ATC provides a service called ARSA service. ARSA service includes: IFR/IFR--standard IFR separation; IFR/VFR--traffic advisories and conflict resolution; and VFR/VFR--traffic advisories and, as appropriate, safety alerts. The AIM contains an explanation of ARSA. The ARSA's are depicted on VFR aeronautical charts. (See Conflict Resolution, Outer Area) (Refer to AIM, Airport/Facility Directory, FAR Part 91)

Terminal Control Area (TCA)

Controlled airspace extending upward from the surface or higher to specified altitudes, within which all aircraft are subject to operating rules and equipment requirements specified in FAR 91. Regardless of weather conditions or type of flight (VFR/IFR), an ATC authorization is required before operating within a TCA. See FAR parts 71.12, 91.24, 91.50, and 91.97. See AIM: Terminal Control Area (TCA) operation.

APPENDIX 3. INSTRUCTIONS FOR COMPLETING THE AIRMAN ADP MAILING LABEL REQUEST, FAA FORM 8000-34

1. The Airman ADP Mailing Label Request Form replaces other methods previously used for requesting addressing and label support for the Operation Rain Check program.

2. Requests for mailing labels will be forwarded through the Accident Prevention Program regional coordinator for approval. The coordinator will indicate approved or disapproved and sign the appropriate blocks at the top of FAA Form 8000-34 and send the request to AAC-260. Allow 30 days for processing. Because of frequent changes in airman addresses and certificate status, address labels should not be used beyond 6 months from date of receipt.

3. The Airman ADP Mailing Label Request will be executed as follows:

The "Select Number" will be obtained from the Accident Prevention Program regional coordinator and entered in the block at the top of the left-hand column on FAA Form 8000-34, and in the upper left-hand corner under the front page heading of all mailers to be cheshire labeled by the Aeronautical Center's Distribution Unit, AAC-60, ATTN: Rain Check. Data Code Numeric codes from 01-99 must be used.

The "Remarks" column is to be used for any information which will be helpful in filling the request. The date of a meeting and requested mailing date should be put in the "Remarks" column. The type of labels and airman certificate requested can be put in the "Remarks" column to serve as a double check. If envelops are requested, the information should be in the "Remarks" column.

If two sets of labels or envelops are required, two forms must be coded. If the request is for all airmen within a particular district, all counties must be coded unless the request is for an entire state.

a. Label Type (block 1)

Description: This element designates the type of label to be produced.

Data Code	Type of Label
1	Cheshire label
2	Gummed label or pressure sensitive labels

NOTE: Cheshire labels are used for both envelops and self-mailers; show which service is requested in the "Remarks" column. Only use pressure sensitive labels when cheshire labeling is not practical.

b. Select Level (Block 2)

Description: This element denotes the area from which the airman label records are to be selected. The code cannot be changed with a select number.

Data Code	Area Unit
0	All airmen on file
1	All airmen within specified region
2	All airmen within specified state
3	All airmen within specified county
4	All airmen within specified ZIP Codes

c. Airman Certificate (Block 3)

Description: This coded element specifies the class of certificate required for label production.

Data Code	Certificate
1	All airmen
2	All pilots
3	Flight instructors
4	Student pilots
5	Private pilots
6	Commercial pilots
7	ATR
8	Navigators
9	Flight engineers
0	Control Tower Operators

d. Region (Block 4)

Description: This coded element denotes the region where the airman resides. This entry must be present if selection is to be limited to a particular region, rather than all airmen on file. Multiple regions may be requested within one (select number) request. This entry must be present if/when state, county, or ZIP code is specified.

Data Code	Region
AL	Alaskan
CE	Central
EA	Eastern
GL	Great Lakes
IF	Europe, Africa, Middle East
NE	New England
NW	Northwest Mountain
SO	Southern
SW	Southwest
WE	Western-Pacific

e. State (Block 5)

Description: This coded element denotes the state where the airman resides. This entry must be present if selection is to be limited to a particular state or states. It must also be present if/when state, county or ZIP Code is specified.

Data Code: the following codes must be used.

AL	Alabama	LA	Louisiana	PA	Pennsylvania
AK	Alaska	ME	Maine	PR	Puerto Rico
AZ	Arizona	MD	Maryland	RI	Rhode Island
AR	Arkansas	MA	Massachusetts	SC	South Carolina
CA	California	MI	Michigan	SD	South Dakota
CZ	Canal Zone	MN	Minnesota	TN	Tennessee
CO	Colorado	MS	Mississippi	TX	Texas
CT	Connecticut	MO	Missouri	UT	Utah
DE	Delaware	MT	Montana	VT	Vermont
DC	District of Columbia	NE	Nebraska	VA	Virginia
Fl	Florida	NV	Nevada	VI	Virgin Islands
GA	Georgia	NH	New Hampshire	WA	Washington
GU	Guam	NJ	New Jersey	WV	West Virginia
HI	Hawaii	NM	New Mexico	WI	Wisconsin
ID	Idaho	NY	New York	WY	Wyoming
IL	Illinois	NC	North Carolina		
IN	Indiana	ND	North Dakota		
IA	Iowa	OH	Ohio		
KS	Kansas	OK	Oklahoma		
KY	Kentucky	OR	Oregon		

f. County (Block 6)

Description: This coded element denotes the county where the airman resides. This element must be entered when ZIP Codes are specified.

Date Code: Refer to Handbook 1375.2, Standard Data Elements and Codes — General Standards, or to the Summary of Active Pilots, RIS AC-8070-9A.

g. ZIP Code (Block 7)

Description: This entry is required only if specific ZIP Codes within a county are requested. Codes must be supplied by the requesting office and must correspond to the ZIP Codes established by the Postal Service. Exception to this will be made for specific locally designated ZIP Codes which will be used to refer to fixed ZIP Code lists.

FIGURE 1. FAA FORM 8000-34

AIRMAN ADP MAILING LABEL REQUEST
GAAP/Rain Check Programs

DATE SUBMITTED

TO: AAC – 200

THRU: Regional Coordinator: ☐ GAAP ☐ RAIN CHECK

Routing Symbol

FROM:

☐ APPROVED
☐ DISAPPROVED

NAME (Typed and Signed)

DATE

PLEASE COMPLETE MAILING ADDRESS LABEL

SHADED AREAS FOR AAC – 200 ONLY

SHIP TO:

2	1	1	1
SELECT NUMBER	1. LABEL TYPE (1)	2. SELECT LEVEL (1)	3. AIRMAN CERT. (1)

DATE RECEIVED AAC-200

DATE SHIPPED I.O.

2	4	3	5	
4. REGION (2)	5. STATE (2)	6. COUNTY (3)	7. ZIP CODE (5)	REMARKS

1 – AAC–200

FAA Form 8000-34 (10-77)
NSN: 0052-00-851-7000, U/I:SE
Available from FAA Depot

FIGURE 2. SAMPLE FAA FORM 8000-34

AIRMAN ADP MAILING LABEL REQUEST
GAAP/Rain Check Programs

DATE SUBMITTED

TO: AAC – 200

THRU: Regional Coordinator: ☐ GAAP ☒ RAIN CHECK

Routing Symbol

FROM:

☐ APPROVED
☐ DISAPPROVED

NAME (Typed and Signed)

DATE

PLEASE COMPLETE MAILING ADDRESS LABEL

SHADED AREAS FOR AAC – 200 ONLY

SHIP TO:

2	1	1	1
SELECT NUMBER	1. LABEL TYPE (1)	2. SELECT LEVEL (1)	3. AIRMAN CERT. (1)

DATE RECEIVED AAC-200:

DATE SHIPPED I.O.

2	4	3	5
4. REGION (2)	5. STATE (2)	6. COUNTY (3)	7. ZIP CODE (5)
WE			

REMARKS

Cheshire labels. We will label.

FIGURE 3. SAMPLE FAA FORM 8000-34

AIRMAN ADP MAILING LABEL REQUEST
GAAP/Rain Check Programs

DATE SUBMITTED

TO: AAC – 200

THRU: Regional Coordinator: ☐ GAAP ☒ RAIN CHECK

Routing Symbol

FROM:

☐ APPROVED
☐ DISAPPROVED

NAME (Typed and Signed)

DATE

PLEASE COMPLETE MAILING ADDRESS LABEL

SHADED AREAS FOR AAC – 200 ONLY

SHIP TO:

2	1	1	1
SELECT NUMBER	1. LABEL TYPE (1)	2. SELECT LEVEL (1)	3. AIRMAN CERT. (1)

DATE RECEIVED AAC-200:

DATE SHIPPED I.O.

2	4	3	5
4. REGION (2)	5. STATE (2)	6. COUNTY (3)	7. ZIP CODE (5)
SO	SC		

REMARKS

Envelopes for all private pilots in State of South Carolina.

FIGURE 4. SAMPLE FAA FORM 8000-34

AIRMAN ADP MAILING LABEL REQUEST
GAAP/Rain Check Programs

DATE SUBMITTED:

TO: AAC – 200

THRU: Regional Coordinator: ☐ GAAP ☒ RAIN CHECK

Routing Symbol:

FROM:

☐ APPROVED
☐ DISAPPROVED

NAME (Typed and Signed):

DATE:

PLEASE COMPLETE MAILING ADDRESS LABEL

SHADED AREAS FOR AAC – 200 ONLY

SHIP TO:

2	1	1	1
SELECT NUMBER	1. LABEL TYPE (1)	2. SELECT LEVEL (1)	3. AIRMAN CERT. (1)

DATE RECEIVED AAC-200:

DATE SHIPPED I.O.:

2	4	3	5	
4. REGION (2)	5. STATE (2)	6. COUNTY (3)	7. ZIP CODE (5)	REMARKS
SW	OK	ØØ3		PSL for private pilots 3 counties.
		ØØ7		(Code separate request forms for each set
		Ø19		of labels required. Code each county
				within the area desired)

FIGURE 5. SAMPLE FAA FORM 8000-34

		2. SELECT LEVEL (1)		
				DATE RECEIVED AAC-200: / DATE SHIPPED I.O.:
2	4	3	5	
4. REGION (2)	5. STATE (2)	6. COUNTY (3)	7. ZIP CODE (5)	REMARKS
CE	MO	215		Envelopes for 8 counties. (Three Illinois
		219		counties are in the computer as being in
		221		the Great Lakes Region. They will not
		223		print if they are listed as CE Region.)
		510		
GL	IL	119		
		133		
		163		

FIGURE 6. SAMPLE FAA FORM 8000-34

AIRMAN ADP MAILING LABEL REQUEST GAAP/Rain Check Programs			DATE SUBMITTED
TO: AAC – 200	THRU: Regional Coordinator: ☐ GAAP ☒ RAIN CHECK	Routing Symbol	FROM:
☐ APPROVED ☐ DISAPPROVED	NAME (Typed and Signed)	DATE	PLEASE COMPLETE MAILING ADDRESS LABEL

SHADED AREAS FOR AAC – 200 ONLY

SHIP TO:

2	1	1	1
SELECT NUMBER	1. LABEL TYPE (1)	2. SELECT LEVEL (1)	3. AIRMAN CERT. (1)

DATE RECEIVED AAC-200:

DATE SHIPPED I.O.:

2	4	3	5	
4. REGION (2)	5. STATE (2)	6. COUNTY (3)	7. ZIP CODE (5)	REMARKS
SW	TX	201	77410	PSL for private pilots in 4 ZIP Code areas
			77413	of Harris County, TX. (If ZIP Codes are
			77530	listed, the select level is "4" and the ZIP
			77450	Codes must be listed. ZIP Codes must be
				furnished by the requesting office.)

FIGURE 7. SAMPLE FAA FORM 8000-34

(1)

DATE RECEIVED AAC-200:

DATE SHIPPED I.O.:

2	4	3	5	
4. REGION (2)	5. STATE (2)	6. COUNTY (3)	7. ZIP CODE (5)	REMARKS
GL	MN			Combine this request and the next to cover
				this area.
				Fall and Winter Meetings - 1st meeting,
				10/10.
				Mail 9/28/76.
				(When area covers one complete state and
				several counties in another state, requests
				for state and county cannot be combined on
				the same form. Submit separate forms, one
				for the state and one for the counties.

FIGURE 8. SAMPLE FAA FORM 8000-34

AIRMAN ADP MAILING LABEL REQUEST
GAAP/Rain Check Programs

DATE SUBMITTED

TO: AAC – 200

THRU: Regional Coordinator: ☐ GAAP ☒ RAIN CHECK

Routing Symbol

FROM:

☐ APPROVED
☐ DISAPPROVED

NAME (Typed and Signed)

DATE

PLEASE COMPLETE MAILING ADDRESS LABEL

SHADED AREAS FOR AAC – 200 ONLY

SHIP TO:

2	1	1	1
SELECT NUMBER	1. LABEL TYPE (1)	2. SELECT LEVEL (1)	3. AIRMAN CERT. (1)

DATE RECEIVED AAC-200

DATE SHIPPED I.O.

2	4	3	5	
4. REGION (2)	5. STATE (2)	6. COUNTY (3)	7. ZIP CODE (5)	REMARKS
GL	WI	ØØ5		(Do not try to combine any two select levels.
		ØØ1		These two forms cover the entire area. They
		Ø13		will have different select numbers, but
		Ø31		they will be combined to make one mailing.)
		Ø33		
		Ø91		
		Ø93		
		Ø95		
		1Ø9		
		129		

FAA Form 8000-34 (10-77) 1 – AAC-200

FIGURE 9. FOLDING INSTRUCTIONS FOR MACHINE-ADDRESSING