

## **STANDARD SCRIPTED AIRPORT COMMUNICATIONS**

### **NAS JAX / CONTROLLED FIELD**

#### **TAXI**

Cold call Navy Jax Ground:

“Navy Jax Ground, N9917W”

When then they respond:

“Navy Jax Ground, N9917W at the flying club ramp, taxi with information (ATIS code) VFR departure to the (cardinal direction), (altitude desired), \_\_\_\_\_ time en-route, \_\_\_\_\_ fuel onboard, \_\_\_\_\_ souls onboard”

Note: For airports other than Navy Jax, state your location on the airport, request taxi and ATIS code

Example:

“Navy Jax Ground, N9917W at the flying club ramp, taxi with information FOXTROT, VFR departure to the NORTHWEST, TWO THOUSAND FIVE HUNDRED, ONE PLUS THIRTY time en-route, FOUR PLUS ZERO ZERO fuel onboard, TWO souls onboard”

Navy Jax ground will issue runway and directions:

“N9917W, taxi to Runway 10, Charlie intersection, via Charlie 1, Charlie”

Read-back runway and taxi directions, and updated altimeter settings (if given)

“N9917W, taxi Runway 10, Charlie intersection, via Charlie one, Charlie”

#### **TAKE-OFF**

When checklist items complete, approaching/at the holdshort, and ready for take-off:

“Navy Jax Tower, N9917W holding short Runway 10, Charlie intersection, take-off VFR”

If taking-off Runway 28 and desire to back-taxi:

“Navy Jax Tower, N9917W holding short Runway 28, Charlie intersection, take-off VFR, request back taxi 1,000 feet”

Navy Jax Tower will issue takeoff clearance:

“N9917W, winds calm, cleared for takeoff Runway 10 at Charlie intersection”

Read back take-off clearance:

“N9917W cleared for takeoff Runway10 Charlie intersection”

Note: If directed to holdshort or line-up and wait, repeat directions.

Note: If tower provides additional departure directions, e.g. “at 500 feet, turn left on course,” repeat the directions verbatim.

## **DEPARTING**

When ready to turn on course:

“Navy Jax Tower, N9917W, request left/right turn on course”

When clear of Navy Jax Class D Airspace:

“Navy Jax Tower, N9917W, clear Class D Airspace”

## **INBOUND FOR LANDING**

Cold call Navy Jax Tower, then:

“Navy Jax Tower, N9917W, \_\_\_\_ miles, (cardinal direction), VFR, (altitude), information (ATIS code), full stop”

Example:

“Navy Jax Tower, N9917W, 10 miles SOUTH, VFR, TWO THOUSAND FIVE HUNDRED, information FOXTROT, full stop”

Note: You may also use VFR reporting points or notable land marks in place of distance/cardinal direction.

Note: at civilian fields state intentions if other than full stop, e.g. touch-n-gos

Navy Jax Tower will give directions to enter downwind/base/final and landing runway:

“N9917W Navy Jax Tower, enter left base Runway 10, report base with the gear”

Read-back directions.

When at requested reporting point (or abeam if not directed):

“Navy Jax Tower, N9917W left base, Runway 10, gear, full stop”

Note: gear report not required at civilian airports.

Tower will provide landing clearance:

“N9917W, Navy Jax Tower, winds calm, cleared to land Runway 10”

Respond with landing clearance:

“N9917W cleared to land Runway 10”

## **AFTER LANDING**

When the aircraft is completely past the hold short line:

“Navy Jax Ground, N9917W, clear Runway 10, taxi flying club ramp”

Note: At other airports, state the location you want to taxi to, e.g. FBO.

Read-back taxi directions.

### **UNCONTROLLED FIELD**

Note: For uncontrolled airports in the vicinity of other uncontrolled airports using the same CTAF frequency, always end the transmission with the airport name.

#### **TAXI**

“Airport name traffic, callsign, (location), taxi to runway (#), via (taxiway), airport name”

“Herlong traffic, N9917W at the WEST RAMP, taxi Runway 7 via ALPHA, Herlong traffic”

#### **TAKE-OFF**

“Airport name traffic, callsign, taking off runway (#), (intentions), airport name traffic”

“Herlong traffic, N9917W taking off Runway 7, DEPARTING TO THE NORTH, Herlong traffic”

#### **DEPARTING**

Airport name traffic, callsign, (location), departing to the (cardinal direction), airport name traffic”

“Herlong traffic, N9917W, UPWIND, departing to the NORTH, Herlong traffic”

#### **INBOUND FOR LANDING**

Listen to ASOS for weather, determine desired runway for landing based on the wind.

Listen to CTAF to determine if there are any aircraft in the pattern and the runway in use.

If no transmissions heard:

“Airport name traffic, callsign, (location), (altitude), inbound (intentions), airport name traffic”

“Herlong traffic, N9917W 15 MILES NORTHWEST TWO THOUSAND FVE HUNDRED, inbound for TOUCH-N-GO’S, Herlong traffic”

If there is anyone on CTAF, they will respond with their location/intentions and runway in use.

Report entering the pattern.

“Airport name traffic, callsign, entering (position), (intentions), airport name traffic”

“Herlong traffic, N9917W, entering LEFT DOWNWIND RUNWAY 7, TOUCH-N-GO, Herlong traffic”

## **PATTERN**

“Airport name traffic, callsign, (location), (intentions)”

“Herlong traffic, N9917W, LEFT/RIGHT DOWNWIND/BASE/FINAL, TOUCH-N-GO, Herlong traffic”

If you are in the pattern and someone checks in on CTAF for landing, report your location and runway in use.

## **AFTER LANDING**

“Airport name traffic, callsign, clear runway (#), taxi (location) via (taxiway), airport name traffic”

“Herlong traffic, N9917W, clear Runway 7, taxi WEST RAMP via ALPHA, Herlong traffic”