

Memphis Air Route Traffic Control Center



ZME Flight Strip Policy

Version A

Introduction

1. Purpose

This document prescribes the usage of flight progress strips and strip markings.

2. Distribution

The use of this document is provided for all active Home and Visiting Controllers in the ZME ARTCC.

3. Cancellation

This document does not cancel or override any other documentation in the ZME ARTCC.

4. Definitions

4-1 ROTG. For the purpose of this document, ROTG is substituted for *RNAV off the ground*.

4-2 Block. Block in the setting of this document is referring to the labeled section on the flight progress strip

4-3 TMU. TMU in this document is referred to as the Traffic Management Unit Controller. Normally your Controller in Control or CIC

4-4 EDCT. EDCT is referred to as Expected Departure Clearance Time for the purpose of this document

4-5 TDM. TDM refers to a controller controlling top down for an airport. When no other controller is online below him/her.

Chapter 1

Abbreviations

1. Memphis RNAV Fix Abbreviations

1-1 KMEM RNAV Fix Abbreviations

RNAV Fix	Abbreviation
RIBZZ	RIB
CHETO	CHT
GADEC	GAD
JAAXX	JAX
BEEAL	BEL
SLONN	SLN
DLONG	DLG
HURTN	HRT
EMIIT	EMT
Extra Abbreviations	
Runway Heading	RWH

1-1-2 Abbreviations seen in 1-1 are to be used in Block 21 in 2-2-4

Chapter 2

Strip Markings

1. Flight Progress Strip

2-1-1 Flight Progress Strip

1		5	8	12		14	15	16
2		6	9			17	18	19
3	4	7	10	13		20	21	22
			11					

2-2-1 Flight Data Strip Marking

Flight Data shall be responsible for receiving the initial flight strip for departing aircraft and passing it to the appropriate control position.

Block	Information Recorded
12	Filed or amended route in accordance with preferred routing, letters of agreement, or coordinated TMU or SWAP routings.
13	Clearance routing type when routing has been amended. ++FRC++ - Full Route Clearance ++FRC/XXX++ - Full Route Clearance to a particular routing waypoint. Substitute XXX with the appropriate waypoint. ++EDCT XXXXz++ - EDCT time when issued by ZME
20	Departure control STARS position ID
21	"HOLD" when a departure release is required.

2-2-2 Clearance Delivery Strip Marking

Block	Information Recorded
14	Letter of reported ATIS if initial radio communication is established
17	"PDC" if PDC is issued successfully, or "X" to indicate a correct clearance readback
11	"NFF" to indicate a VFR aircraft does not want Flight Following

2-2-3 Ground Control Strip Marking

Block	Information Recorded
14	Letter of reported ATIS if initial radio communication is established
15	Ramp/Gate number and holding point
19	Departure runway assignment
18	The taxi designator for intersection departures

2-2-4 Local Control Strip Marking

Block	Information Recorded
21	Initial departure instructions. HXXX when a heading is assigned or the appropriate ROTG fix. Reference the table in 1-1 of this document for the 3 letter abbreviation.
22	Departure time XXXX. Time is to be in UTC
16	* When a departure release has been obtained for aircraft with EDCT time in box 13.
11	Arrival parking location. Reference MEM ATCT Scratchpad Entries . May already be filled by MO3.

2-2-5 Approach Control Strip Marking

Block	Information Recorded
6	Temporary altitude
11	Scratchpad. Use this at controller's discretion.
14	Arrival runway assignment
15	The approach the pilot is conducting

2. Flight Progress Strip Example

2-2-1 KMEM Examples

AAL123	1075	KMEM	BBKNG7 KERMI ACORI BULZI NICKI Q81	C	C12	
B738	370	KMIA	ENDEW JUULI SSCOT5	x		18C
447 I	370	NONE	/V/ ++FRC++	1V	RIB	1930

UAL4568	4220	KMEM	ZUMIT5 FOXOM KK39E KIISS JAGGR3	B	C12	
A321	360	KDEN		PDC		18R
345 I	360		/V/	1A	CHT	2200

FDX3647	6752	KSLC	BRBBQ3	18R	VIS	
A306	040	KMEM				
453 I	040	NONE	/V/			

2-2-2 KBNA Examples

UAL612	5224	KBNA	TIPPN3 BRXTN	A	B4	
A321	290	KATL		x		20C
555 I	290		/V/	2A	RWH	0330

SWA12	5772	KDAL	CHSNE2	20R	VIS	
B737	100	KBNA				
421 I	100	NONE	/V/			

Chapter 3

Flight Progress Strip Policy

1. Use of Flight Progress Strips

3-1-1 Flight progress strips are to be used for the following active controller positions.

- Clearance Delivery
- Ground Control
- Local/Tower Control
- Approach/Departure Control

3-1-2 FLight progress strips shall be used when all controllers agree to use them and all positions are staffed

3-1-3 Flight progress strips shall be used doing the following:

1. Events
2. Positions CD -> APP/DEP are staffed
3. Controllers are willing and agree to use them

3-1-4 Flight progress strips are to not be used when:

1. Local control is controlling TDM
2. Approach control is controlling TDM
3. **ALL** controllers APP/DEP positions and lower agree to not input the use of flight strips

Chapter 4

Flight Progress Strip Training

1. Home Controllers

4-1-1 Home controllers will be expected to:

1. Learn and be taught the process of using flight strips
2. Learn and be taught all the different marking on a flight strip
3. Be able to use flight progress strips up to and including their current rating

2. Visiting Controllers

4-2-1 Visiting controllers will be expected to:

1. Review the ZME Flight Strip Policy before logging onto an active position
2. Visiting controllers are expected to learn the use of flight strips on their own

4-2-2 No further guidance will be supplied on the use of flight progress strips by instructors or mentors.

Visiting controllers are expected to read the ZME policy and pick up on the information on their own.

NOTE: *If you are a visiting controller and have any questions or are confused on the ZME Flight Strip Policy, feel free to ask a member of the training staff for a better explanation.*