**Nonradar Remote Procedures**

Before the start of the scenario

1. Stuff and time sequence the strips with the earliest time at the bottom of each bay
2. Identify TUX aircraft
3. Write miles per minute in red in space 9 for both active and inactive strips
4. Identify aircraft on frequency and check the altitude as level
5. Write call times in space 28 in red
6. IC – initial contact time in space 26
7. Progress over posted fix is the Center estimate in space 15
8. Tower jurisdiction for JAN arrivals – 2 minutes after JAN VORTAC estimate
9. Tower jurisdiction for MLU arrivals – 2 minutes after clearance limit estimate
10. Arrival times for GWO arrivals – 7 minutes after SQS estimate/time approach clearance issued, whichever is later
11. Arrival times for VKS arrivals – 5 minutes after VKS estimate/time approach clearance issued, whichever is later
12. Request clearance time for departures in space 28
13. Actual departure time is 2 minutes after initials are given for a departure clearance (regardless of P-time)
14. Initial contact after departure is 2 minutes after the departure time
15. Put direction arrows in space 23 (optional when remoting)
16. Do NOT preplan the scenario

General Information

1. Offset strips 5 minutes in advance of current clock time
   1. After a call is completed, line through that time, and lay strip flat in the bay
   2. Offset the next call time
2. If there are two or more calls to make at the same time, call the easiest one first (i.e. an initial contact or progress before a clearance request)
3. When two departures request clearance at the same time from the same airport, request the faster aircraft first unless otherwise specified for that scenario
4. Write all clearances verbatim using standard stripmarking; however, do not ask the controller to repeat the clearance if you miss it
5. Do not question the controller’s clearance
6. Do not give unsolicited reports

Phraseology Examples

**Initial Contact – “Aero Center, November One Two Tango estimating Jackson VORTAC one zero one one, at one one thousand, Sidon next.”**

**Progressing a Fix – “Aero Center, November One Two Tango progressing Jackson VORTAC one zero one one, at one one thousand, estimating Sidon VORTAC one zero two three, Marvel VORTAC next.”**

**Requesting a departure clearance – “Jackson Lo, Greenwood Tower, request departure clearance November One Two Tango to the Dallas Love Airport”**

**Reporting a down time/aircraft landed - Jackson Lo, Greenwood Tower, November One Two Tango landed one three three three”**

**Reporting tower jurisdiction (MLU and JAN) – “Jackson Lo, Jackson Approach November One Two Tango tower jurisdiction”**