

## General

- The instructor(s) on the sector is in charge of the position and/or scenario.
  - Follow all instructions given by the instructor. This includes starting, stopping, or pausing the scenario, as well as doing any additional, no longer valid, or unscripted prompts or actions.
  - If unsure, ask the instructor.
- Always use the call sign during any coordination. All general aviation aircraft call signs must include the aircraft type or *NOVEMBER*.
- Do not abbreviate military or air carrier call signs. For example, do not refer to OKIE01 as “OKIE” or “OKIE ONE.” The correct call sign is “*OKIE ZERO ONE.*”
- Air carrier call signs should be expressed in group form. For example DAL1401 could be or “DELTA FOURTEEN ZERO ONE.” Single digits can be used if necessary for clarity. “DELTA ONE FOUR ZERO ONE.”
- Follow the Scenario Guides (prompt sheets) exactly. Do not add information for “realism.”
- As aircraft, wait approximately 30 seconds after 66 accepts the hand-off to check in. (Unless the prompt sheet indicates otherwise.)
- Do not advance or delay the timing of calls (even by 10 seconds) to the student. Doing so can have unforeseen consequences. If the student is so far behind that your calls are delayed, that is the student’s issue, not the RPO’s. If you think that the timing of a particular call is consistently problematic, bring the prompt sheet entry to the attention of the RPO supervisor so that it can be forwarded to the course manager or evaluation manager.
- Do not combine calls unless the time for the second call has actually arrived.
- Prompts should always be done in the order on the prompt sheet. However, due to the student falling behind some later prompts could take priority over an earlier prompt.
  - For example, the RPO is ringing on the line to ask for a release from GWO Tower. But the student has not answered and now it’s time to do a point out prompt. At that point the RPO should hang up the line and call for the point out. After the point out prompt has been finished the RPO should then go back to the release prompt.
- When the student initiates the call, do not question/correct/confirm call signs and beacon codes if they are stated incorrectly by the student.
- When the RPO initiates the call and a student gives an incorrect read back, repeat the correct information.
- If a student calls a sector/facility on the wrong line, the RPO should answer as the correct sector/facility as indicated on the VSCS panel. For example, the student uses the MLU Approach line but calls “MLU LOW,” the RPO should answer as MLU Approach.

- Evaluation scenarios are tests of student ability. The students are responsible for their actions and inactions therefore trying to “help” the students from the remote position is not appropriate.

### Handoffs

- Always state over the shout line that you have a handoff. If it is a handoff with flight plan, then that should be stated as well.
- When the student answers, always state “*HANDOFF*” or “*HANDOFF WITH FLIGHT PLAN*”, before proceeding with handoff information.
- After completing the transmission, wait 30 seconds before transferring the aircraft to P1.
- If the student does not answer, do not transfer the aircraft to P1. If you unsure, ask the instructor.
- All handoffs should be answered with “*call sign, RADAR CONTACT*”

### Point Outs

- If the point out is no longer relevant, do not make the point out.
- If the prompt sheet advises to reference traffic, but the traffic is no longer a factor, do not reference it.
- If a student approves your point out without referencing traffic or by referencing the wrong traffic, do not maintain the point-out aircraft at an altitude that separates it from the omitted or correct traffic
- If a student says “unable” for a point out, say “*ROGER*” and give initials.

### Departures

- If the student gives an EDC for a departure, the RPO should not call back if it expires.
- If the student calls GWO tower to give a clearance to an aircraft from VKS or OM8, then say: “*I do not know that aircraft, this is GWO TOWER.*”
- If student calls GWO radio and gives a clearance from the wrong airport: RPO should confirm departure airport.
- If the student calls to give a release or clearance on the wrong aircraft, say: “*I AM NOT REQUESTING CLEARANCE ON THAT AIRCRAFT.*”
  - For example, the RPO calls to request clearance for N310DC, from VKS to GPT. Student gives EDC and calls back, for a clearance for N23HM to MEM. (The RPO never requested a clearance on N23HM).
- When a clearance is issued by the student to an aircraft at GWO, VKS, or OM8, wait 2 minutes before “departing the aircraft.”

### Approval Requests (APREQ) and Requests

- The prompt should always be read as is for all APREQs.
- IAFDOF should always be spoken “*INAPPROPRIATE ALTITUDE FOR DIRECTION OF FLIGHT.*”
- All requests should be answered with “*call sign, WILCO*” or preferably with a read back to insure the transmission was heard correctly. The use of the word WILCO alone is not correct.
- All requests will require a NAS message (QZ or QU)
- If the student calls the wrong sector to request a change to an aircraft, the RPO should respond “*I AM NOT WORKING THAT AIRCRAFT.*” For example – student calls sector 65 requesting to move N123 to 160 for traffic. But, N123 is in sector 67’s airspace, the appropriate RPO response will be “*THIS IS SECTOR 65, I AM NOT WORKING THAT AIRCRAFT.*”
- If the student calls another sector to move an incoming aircraft into sector 66, but the aircraft has already handed off to sector 66, then the RPO should respond “*THE AIRCRAFT IS NOT ON MY FREQUENCY.*”
- The term “show it” is never appropriate.