FLIGHT PLANNING LAB - ORIENTATION

Instruction Basis

- The procedures established for instruction in Flight Planning are based on guidance found in FAA Order 7110.10 and The Operating System User's Guide. Even though there are many correct methods of performing certain duties, establishing specific procedures for standardization of instruction is necessary. Course materials and procedures in this block of instruction are based on official guidance where available; but in the absence of clearly defined directives, procedures are established on the basis of accepted operating practices and safe, efficient operating methods.

Equipment/ Position Layout

- Each position in the laboratory has an OASIS operating system.
- The position is equipped with a communications switching system.

Lab Duration and Content

- The Flight Planning laboratory consists of "hands-on" experience and divided up as follows (remotes may be used as necessary):

  - **2 Practice (P) problems per student**, each with an instructor
  - **2 Practice Graded (PG) problems per student**, each with an instructor. The PG problems are conducted in the same manner as a Graded problem with the exception that scores are NOT made part of your official grade records. Grading instructors will use the grading form for a post problem debriefing on your strengths, errors and recommendations for improvement.
  - **1 Graded (G) problem per student**. Instructors will be using the grading form and you will receive a post problem debriefing on your strengths, errors and suggested area(s) of study for improvement. The scores received will be made part of your official grade record.

- Each laboratory problem is 50 minutes long. There is no requirement for position relief briefings. The laboratory problems include scenarios that integrate flight plan processing and flight plan handling. Each laboratory problem is broken down as follows:

  - 30 minutes for the problem
  - 10 minutes for post problem critique
  - 10 minutes to reposition the lab for the next lab problem
    = 50 minute

FLIGHT PLANNING LAB - ORIENTATION *(Continued)*

Lab Duration and Content

- The time scheduled in the laboratory is critical. Allotted time must be adhered to in order to complete all practice, practice graded, and graded problems on schedule.
- OASIS will be the time source for the problems.

Assigned Positions

- Students who are working the problem will be seated at the OASIS training terminal positions. Students will sign on to the **Preflight** position at the facility they are assigned to for lab purposes (ILI, MCG, TKA or ORT)
- Students who are not working the problem may be assigned a remote pilot position. This will apply only to the Practice and Practice Graded problems.

Practice Problem (P)

- The practice problem is the first problem given to a student. The purpose is to acquaint students with flight plan processing in a laboratory environment. The instructor will help review and explain the steps to accomplish each task when the student is unclear about any step or item in the procedure. This is a learning experience for the student and shall be conducted as such. If used, the instructor will review the responsibilities of the remote pilot position to those students assigned to this role.

Practice Graded Problem (PG)

- Practice graded problems follow the practice problems and shall be conducted as if it were an actual graded problem. The instructor will use a flight planning grading form for each student and a numerical score shall be given. The score shall not be utilized except for the student's review.

Graded Problem (G)

- One instructor per student is required. There will be no interruptions until the problem is over. The student, instructor, and remote pilot (if used) will use assigned positions in the lab. Students, instructors, and remotes shall be in place and ready to begin by the time specified in the script. Students will not have the role of a remote pilot during a Graded problem.
- Instructors will record errors and applicable scores on the flight planning grading form. Students will be critiqued and are encouraged to take notes and/or ask questions if unsure of any procedure performed.

FLIGHT PLANNING LAB - ORIENTATION *(Continued)*

OASIS Desktop

⊙ The student desktop during Flight Planning Lab problems will consist of the following sized windows:

- Inbound List
- Proposed List

FLIGHT PLANNING LAB - JOB FUNCTIONS

Processing Flight Plans and Messages

⊙ When filing flight plans, the student must obtain and enter data into the flight plan mask. When the flight plan is completed, the student may choose to Save Partial and is encouraged to Validate All, thus allowing the operating system to validate the information contained within the flight plan fields.

NOTE: ***OASIS does not validate the Remarks, Pilot Data, or Aircraft Color fields.***

⊙ The student shall review the flight plan information for accuracy, and then file.

⊙ Performance standards for processing flight planning tasks prescribe the minimum acceptable performance. All steps are equally critical. Because different techniques may be used to complete many of the tasks, the sequence of steps used to complete a task may vary. **Students shall be evaluated for completion of tasks rather than for the method used.**

Field Errors

⊙ An error in one field can cause incorrect data to be placed in other fields.

Example: In the flight rules field, **VFR** sends the message to the destination tie-in FSS whereas IFR sends the message to the appropriate ARTCC. If an error in one field causes incorrect data to be placed in another field, each field with incorrect data is graded accordingly. In this example, all fields could be incorrect.

FLIGHT PLANNING LAB –PERFORMANCE STANDARDS

Remote Pilot Calls

- When the remote pilot calls, the student working the problem will reply, "(assigned FSS) FLIGHT SERVICE."
- **The remote pilot will wait for the specialist to reply before proceeding.**
- Remote pilots will make their calls at the times stated on the script, and will follow the script verbatim, unless the instructor indicates otherwise.
- The remote pilot will be responsible for releasing the communications equipment at the end of the contact.
- The remote pilot must remember the importance of speaking clearly and at a reasonable rate of speed, increasing or decreasing the rate if requested by the student working the problem.

Aircraft Designators

- Remote pilots will state the model of the aircraft stated in the lab script, not the aircraft alphanumeric designator.
- When there are multiple designators for an aircraft model, it is the student's responsibility to request the aircraft type for flight plan accuracy. In this case, the remote pilot may confirm the alphanumeric designator.

Example: a "Cherokee" could be a P28A or a P28B

Location Identifiers

- Remote pilots will not provide the 3 or 4 letter location identifier when reading a script. If asked, remote pilots will spell the location name phonetically to allow encoding by the student working the problem.

FLIGHT PLANNING LAB –PERFORMANCE STANDARDS *(Continued)*

Route

- When filing airway routes in which the NAVAID identifier and the departure or the destination identifiers are the same, the student may repeat the NAVAID identifier in the route field after the airport identifier. OASIS will accept the routing.

Example: "AKN" is the King Salmon VOR identifier and the airport identifier.

- OASIS will validate and file airport identifiers in IFR routing. However, Micro EARTS at ZAN will reject the flight plan if the route is not a combination of the following types of elements:
  - Navigation fixes (NAVAID/location identifiers, intersections, latitude/longitude, and fix-radial distances)
  - Airways
  - Arrival/Departure route (Standard Terminal Arrival Routes -STARs, Departure Procedures - DPs, Standard Instrument Departures - SIDs).
  - IFR routing must contain elements that are valid for IFR flight to be scored correctly.
- Remote pilot scripting does include incorrect route elements. In those instances, remote pilots are not given the correct route information. Students may use charts to determine the correct routing.
- Remote pilot scripting does include instances in which the remote pilot omits information required for the flight plan. It is the student's responsibility to request omitted information.

Other Information

- Oasis will auto-sort information entered into the Other Information field into the proper order when the appropriate information indicators are used (example: STS/).
- Student must enter RMK/TEST in the Other Information field. Any additional information added in remarks may be plain language (with correct spelling) or contractions. If contractions are used, the contractions must be authorized and correct.

FLIGHT PLANNING LAB –PERFORMANCE STANDARDS *(Continued)*

Pilot Information

- Since time is limited in these exercises, it is not necessary to request the phonetic spelling of a pilot's name. Students should spell the name as it sounds to them.
- Ensure that the pilot's phone number, home base, and any other additional information is correct.

Statement to Pilot

- Per the 7110.10 – "When a pilot requests to file a flight plan only, ask if he/she requires the latest information on adverse conditions along the route of flight." In the lab, you will meet this requirement by asking the following question:

  "DO YOU REQUIRE THE LATEST INFORMATION ON ADVERSE CONDITIONS ALONG YOUR ROUTE OF FLIGHT?"

Initiating a Call

- Prior to using the communications switching system, students must indicate to the Instructor the facility/position or organization that they will be calling.
  - Initiate inter-facility or external calls by pressing the appropriate button for the facility being called.

NOTE: The instructor will act as the Air Traffic facility or organization receiving the call.

Terminating a Call

- The student will terminate all Air Traffic facility-to-facility contacts by stating his/her initials.

FLIGHT PLANNING LAB – PERFORMANCE STANDARDS *(Continued)*

Satisfactory

⊙ If the student has:

- Correctly taken all of the required actions.
- Completed the task within the timeframe specified.
- Successfully processed a flight plan with no field errors.
- Shown a mastery of this task.
- Correct entries.
- Correctly used authorized symbols and contractions.

Needs Improvement/ Point Deductions for Field Errors

⊙ If the student has:

- Field errors
  - 2 points deducted for each field error in a flight plan, with a maximum of 10 points deducted under Needs Improvement category. (ACID excluded)
- **NOT** correctly taken the required actions to complete a task.
- Errors in entries.
- Errors when using authorized symbols and contractions.

FLIGHT PLANNING LAB – PERFORMANCE STANDARDS *(Continued)*

Unsatisfactory or Deduct the Maximum Amount of Points

⊙ If the student has:

- More than five field errors (ACID excluded) when processing a flight plan (-12 points).
- Used incorrect Aircraft Identification (ACID) in the Aircraft ID field when processing a flight plan (-12 points).
- Failed to confirm that a flight plan filed successfully when filing the flight plan.
- Taken none of the required actions to complete a task.
- IFR flight plan – made a route of flight amendment, changing the pilot's requested route, and did not advise the pilot of the new route that was filed.

NOTE: A generic grading sheet with the performance indicators that students are expected to complete is included at the end of this handout. All the tasks covered in the Flight Planning labs (Practice, Practice Graded, and Graded) are listed on the generic grading sheet. The graded problems will contain some, but not all, of these tasks. Point values may differ.

FLIGHT PLANNING LAB GRADING FORM – GENERIC

STUDENT NAME	DATE	FLIGHT PLANNING:					
	INSTRUCTOR	PERFORMANCE INDICATOR RATINGS					
JOB FUNCTIONS/PERFORMANCE INDICATORS		SAT	NI	UNS			
CATEGORY I - FLIGHT PLAN PROCESSING							
ICAO IFR FLIGHT PLAN WITH REMARKS		12	10-2	0			
ICAO VFR FLIGHT PLAN WITH REMARKS		12	10-2	0			
ICAO MILITARY IFR FLIGHT PLAN WITH REMARKS		12	10-2	0			
ICAO MILITARY VFR FLIGHT PLAN WITH REMARKS		12	10-2	0			
			SUBTOTAL				
CATEGORY II - FLIGHT PLAN HANDLING							
ROUTE ERROR AND/OR INFORMATION /REQUEST		7	5	0			
CLOSES FLIGHT PLAN ON INBOUND LIST		7	5	0			
CANCELS FLIGHT PLAN ON PROPOSED LIST		7	5	0			
MODIFIES FLIGHT PLAN ON INBOUND LIST		7	5	0			
MODIFIES FLIGHT PLAN ON PROPOSED LIST		7	5	0			
CANCELS FLIGHT PLAN WITH CENTER		7	5	0			
CHANGES PROPOSAL TIME WITH CENTER		7	5	0			
ADDS INBOUND ENTRY		7	5	0			
			SUBTOTAL				
CATEGORY III - COMMUNICATION/EQUIPMENT							
USES CORRECT OPERATING SYSTEM ENTRIES		3	1	0			
USES AUTHORIZED SYMBOLS AND CONTRACTIONS		2	1	0			
			SUBTOTAL				
				TOTAL SCORE			