

Radio Communications Procedures

- Know the standard Air Traffic Control (ATC) phraseology and never use Citizen's Band (CB) lingo or law enforcement 'ten' codes.
- Think about what you are going to say before calling the controller. Know your call sign, location on the airfield and where you intend to go.
- If you are ever unsure about what the controller said, or if you don't understand an instruction, *ask the controller to repeat the communication by transmitting "SAY AGAIN"*.
- Use extreme caution when you hear the phraseology "go ahead". It is only meant for you to proceed with your message and is not to be used for any other purpose. It **NEVER** means to proceed in moving about, or to drive on the airfield.

Runway Crossing Phraseology Example

Driver: Tower, vehicle one at taxiway alpha would like to cross runway three-two at taxiway alpha and proceed to the Compass Rose.

Controller: Vehicle one, Tower, proceed via alpha, cross runway three-two.

Driver: Roger, vehicle one, proceeding via alpha, will cross runway three-two.

Runway Hold Short Phraseology Example

Driver: Tower, vehicle one at taxiway alpha would like to cross runway three-two at taxiway alpha and proceed to the Compass Rose.

Controllers: Vehicle one, Tower, proceed via alpha, hold short of runway three-two.

Driver: Roger, vehicle one, proceeding via alpha, will hold short of runway three-two.

AVIATION TERMINOLOGY

This section contains a glossary of terms commonly used in ground or surface operations. For a complete listing of all ATC phraseology, consult the FAA Aeronautical Information Manual (AIM), which can be accessed at: http://www.faa.gov/air_traffic/publications/atpubs/aim/

Acknowledge - Let me know that you have received and understood this message.

Advise Intentions - Tell me what you plan to do.

Affirmative - Yes.

Confirm - My understanding of your transmission is _____ : Is that correct?

Correction - An error has been made in the transmission and the correct version follows.

Final - Commonly used to mean that an aircraft is on the final approach course or is aligned with a landing area.

Go Ahead - Proceed with your message. Not to be used for any other purpose.

Hold or Hold Position - Stay in place where you are currently located.

Hold Short of... - Proceed to, but hold short of a specific point and maintain appropriate distance to avoid interfering with other traffic. With respect to runways, always stop at the runway holding position marking unless otherwise directed by ATC. A read back confirmation to ATC is required anytime a "hold short" instruction is given.

Negative - No; Permission not granted; That is not correct.

Proceed - You are authorized to begin or continue moving.

Read Back - Repeat my message back to me.

Roger - I have received your last transmission; but not to be used to answer a question requiring a "yes" or "no" response (see Affirmative, Negative).

Say Again - Repeat what you just said.

Stand By - Wait for further information, as in "stand by for clearance".

Unable - Indicates inability to comply with a specific instruction, request or clearance.

Verify - Request confirmation of information.

Without Delay - Follow instructions expeditiously, specifically and safely.

Wilco - I have received your message, understand it and will comply.

Ninety-Nine – Indicates that an aircraft emergency is in progress and that all vehicles must maintain radio silence and give way to emergency vehicles.

AVIATION PHONETICS

Because some letters and numbers may sound similar, the following list will reduce confusion. For example, Taxiway B would be referred to as Taxiway Bravo, and Runway 23 is Runway Two Three. As a vehicle driver, commit this phonetic alphabet to memory.

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A Alpha	M Mike	Y Yankee
B Bravo	N November	Z Zulu
C Charlie	O Oscar	0 Zero
D Delta	P Papa	1 One
E Echo	Q Quebec	2 Two
F Foxtrot	R Romeo	3 Three
G Golf	S Sierra	4 Four
H Hotel	T Tango	5 Five
I India	U Uniform	6 Six
J Juliet	V Victor	7 Seven
K Kilo	W Whiskey	8 Eight
L Lima	X X-ray	9 Niner