

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
REDMOND FEDERAL CONTRACT TOWER (FCT)
912 SE SALMON AVE
REDMOND, OREGON

ISSUED: June 1, 2011

EFFECTIVE: June 1, 2011

REDMOND FCT LETTER TO AIRMEN NO. 11-1

SUBJECT: PROPER CALL SIGN USAGE and HOLD SHORT INSTRUCTIONS

CANCELLATION: June 1, 2013

The FAA has recently placed new emphasis on air traffic controllers ensuring the correct use of call signs by pilots, specifically in conjunction with read back of hold short instructions. When pilots enter a runway after being instructed to "hold short", a possible pilot deviation has occurred. In addition, when pilots do not read back their call sign, or read it back incorrectly and inadvertently enter a runway, the FAA has been interpreting these occurrences as operational errors by air traffic controllers. Based on this new emphasis, the following determinations have been made. As a proactive approach and to mitigate risks associated with read back. Effective immediately, the following procedures are being implemented at Redmond FCT,

- Controllers must instruct all aircraft who call the tower for departure, and are number one for departure, to hold short of the runway.
- Controllers must ensure a proper read back of all hold short instructions
- Controllers must ensure aircraft include the runway in the hold short read back
- Controllers must ensure aircraft include their call sign in all hold short read back
- Controllers must ensure pilots preface their call sign with the aircraft type, model, manufacturer's name, or "N".

EXAMPLE #1

Controller Phraseology; "November One Two Three Four Five, Hold Short of Runway Three Zero Left at Kilo"

Pilot Response: "November One Two Three Four Five, Hold Short of Runway Three Zero Left at Kilo",

OR

Pilot Response: "Cherokee Three Four Five, Hold Short of Runway three Zero Left at Kilo"

EXAMPLE #2

Controller Phraseology: "Piper 54321, hold short Runway Two Eight"

Unacceptable Response: "Piper 321, holding short"
"Holding short"
"321"
"November 321, roger"

Acceptable Response: "Piper 321, hold short Runway Two Eight"
"November 321, hold short of Two Eight"

The Aeronautical Information Manual (AIM) specifically addresses the correct use of civil aircraft call signs in chapter 4-2-4 a (3).

"Civil aircraft pilots should state the aircraft type, model, or manufacturer's name, followed by the digits/letters of the registration number. When the aircraft manufacturer's name or model is stated, the prefix "N" is dropped; e.g., Aztec Two Four Six Four Alpha."

As you can see, these are not new procedures, but the controllers have not necessarily been enforcing the standards. These steps are being implemented to mitigate risk, standardize phraseology, and create a safer operating environment. Controllers at this facility are bound by these procedures. To help us comply with these new requirements, please:

- Read back all instructions to "hold short"
- State the runway in conjunction with the read back
- Use your call sign in one of the two formats; type, model, listed when acknowledging a "hold short" instruction

Please do not hesitate to contact me if there are any questions or concerns regarding this letter. Phone; 541-548-2574, or e-mail; tim.proctor@serco-na.com

Tim Proctor
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