Initial Calls

Departing

Ground (*without* Clearance Delivery)

① ⟨*facility name*⟩ ground,

② ⟨*your call sign*⟩,

③ ⟨*position on airport* (use airport chart)⟩,

④ information ⟨*ATIS code*⟩,

⑤ VFR/IFR ⟨*direction*⟩ to ⟨*destination*⟩, **or** VFR ⟨*direction*⟩,

⑥ ready to taxi.

Example: "① Executive ground, ② Skyhawk 413ES, ③ at Henriksen, ④ information C, ⑤ VFR northeast to Taylor, ⑥ ready to taxi."

Tower

① ⟨*facility name*⟩ tower,

② ⟨*your call sign*⟩,

③ ⟨*position*⟩,

④ ready for departure.

Example: "① Executive tower, ② Skyhawk 413ES, ③ taxiway A short of runway 13, ④ ready for departure."

Read back to ATC: all (1) clearances, (2) vectors, (3) restrictions, (4) runway assignments, (5) transponder squawks, and (6) frequencies. Basically anything with a number or routing. End the read back with your call sign.

Arriving

Tower

① ⟨*facility name*⟩ tower,

② ⟨*your call sign*⟩,

③ ⟨*position*⟩,

④ ⟨*altitude*⟩,

⑤ information ⟨*ATIS code*⟩,

⑥ landing ⟨*airport name*⟩.

Example: "① Executive tower, ② Skyhawk 413ES, ③ 9 miles east, ④ 2,500, ⑤ information E, ⑥ landing Executive."

Ground

① ⟨*facility name*⟩ ground,

② ⟨*your call sign*⟩,

③ clearing/clear of ⟨*runway*⟩ on ⟨*taxiway*⟩,

④ request taxi to ⟨*destination*⟩.

Example: "① Executive ground, ② Skyhawk 413ES, ③ clear of runway 13 on B, ④ request taxi to Henriksen."

Read back to ATC: all (1) clearances, (2) vectors, (3) restrictions, (4) runway assignments, (5) transponder squawks, and (6) frequencies. Basically anything with a number or routing. End the read back with your call sign.