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SUBJ: Scratchpad Entry and Coordination Procedures

This document establishes procedures for scratchpad entry and coordination at Unrestricted Terminal Radar Approach Control (TRACON) and Radar Approach Control (RAPCON) facilities within the Denver ARTCC on VATSIM (vZDV). Controllers are required to be familiar with the provisions of this document and to exercise their best judgment if they encounter situations not covered by it. The provisions and procedures described herein are supplemental to vZDV Facility Policy and FAA Order JO 7110.65.

The information contained herein is to be used for flight simulation purposes only on the VATSIM network. It is not intended, nor should it be used for, real-world navigation. The Virtual Denver ARTCC is not affiliated with the FAA, the actual Denver ARTCC, or any governing aviation body.

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Chapter 1. Administrative

Section 1. Introduction

1-1-1. Purpose

This document establishes procedures for scratchpad entry and coordination at Unrestricted Terminal Radar Approach Control (TRACON) and Radar Approach Control (RAPCON) facilities within the Denver ARTCC on VATSIM (vZDV).

1-1-2. Audience

All vZDV controllers and visitors contained within the vZDV and VATUSA roster.

1-1-3. Distribution

This document is authorized for unrestricted use and release and is available in the Resources Section of the vZDV Website.

Section 2. Supplements

1-2-1. Requirements

All members listed on the vZDV roster that are authorized to control any Approach Control and/or Departure Control positions at facilities designated as “Unrestricted” or “Tier 2” in accordance with the VATSIM Global Controller Administration Policy (GCAP) must adhere to the provisions contained herein.

NOTE-

- 1. Regardless of top-down status, scratchpad entry usage is mandatory for all radar positions.*
- 2. Individual facility SOPs take precedence over this document. Should any contradiction appear in an individual facility’s SOP, those clauses contained in the SOP must be adhered to.*

1-2-2. Enroute Fourth-Line Data Entries

The provisions contained herein must not apply to Enroute controllers. A list of approved Fourth-Line Data entries for ERAM full data blocks may be found in FAA JO 7110.65, paragraph 5-4-10, as well as the ZDV ARTCC SOP.

Chapter 2. IFR Scratchpad Entries

Section 1. Automation

2-1-1. Automatic Departure Scratchpad Entries

At some facilities within the Denver ARTCC, Scratchpad #1 of certain departure aircraft full data blocks will automatically populate with the aircraft's exit fix or gate. This is primarily used as a memory aid and may be cleared at the departure controller's discretion.

2-1-2. Automatic Arrival Scratchpad Entries

At all facilities within the Denver ARTCC, Scratchpad #1 of an arrival aircraft's full data block will automatically populate with the aircraft's arrival airport, abbreviated to the FAA three-letter airport identifier. This is primarily used as a memory aid and may be overwritten with the approach assignment scratchpad, entered in accordance with section 2-2, at the approach controller's discretion.

Section 2. Approach Assignment

2-2-1. Usage

Regardless of the airport an IFR arrival aircraft is inbound to, all aircraft assigned an instrument approach must have an approach assignment scratchpad entry made in accordance with the provisions of this section.

2-2-2. Limitations

Scratchpad entries are limited to three (3) characters. Therefore, information contained in scratchpads must be heavily abbreviated. When making scratchpad entries to communicate an approach assignment, controllers must make entries in accordance with the procedures contained within this section.

2-2-3. Approach Assignee

The controller that is responsible for assigning an approach to pilots must place the approach assignment into Scratchpad #1 of the aircraft's full data block.

2-2-4. Special Approach Variants

Special approach variants that are not covered in Table 2-2-1, such as the HI-ILS, HI-TACAN, PRM, etc. must be verbally coordinated with any subsequent radar controllers.

NOTE-

For TRACON or RAPCON facilities that must transfer radar identification to any Local Control position (typically via STARS quick-look function), the TRACON/RAPCON controller(s) responsible for transferring radar identification must verbally coordinate any special approach variants with the appropriate Local Control position(s).

2-2-5. Entry Format

All approach assignment scratchpad entries must follow the following format:

- a. First character: Approach type and, if applicable, approach variation. Abbreviate in accordance with paragraph 2-2-6.

NOTE-

RCA has multiple TACAN and LOC variations to Runway 13 and 31. Unless assigning the Z variation, write "T" or "L" in the first character to signify that the TACAN Y or LOC Y variation has been assigned. Aircraft must still be notified which variation of approach to expect. When assigning the Z variation, verbal coordination must be accomplished.

- b. Second character: Runway number. If a runway number contains more than one character, abbreviate to use the second character. If the approach is classified as a circling approach only (no runway specified), utilize the approach variant (A, B, C, etc.).

EXAMPLE-

1. Runway 8 would be abbreviated as "8."
2. Runway 15 would be abbreviated as "5."

c. Third character: Runway designator (L/R/C), if applicable.

EXAMPLE-

Runway 35R would be abbreviated as "5R."

2-2-6. Approach Type/Variant Abbreviations

When abbreviating the approach type and variation in accordance with paragraph 2-2-5.a., Table 2-2-1 must be used.

Table 2-2-1. Approach Type and Variant Abbreviations

Approach Type/Variant	Scratchpad Entry
Visual	V
ILS	I
LOC	L
RNAV	R
RNAV W	W
RNAV X	X
RNAV Y	Y
RNAV Z	Z
VOR or VOR/DME	O
LDA	D
NDB	N
TACAN	T
Contact	C

Section 3. Other Approved Entry Usage

2-3-1. Format

Entries made in accordance with Table 2-3-1 must be placed in Scratchpad #2 of the aircraft's full data block.

2-3-2. Coordination

The entries listed in Table 2-3-1 must be considered valid coordination when placed in Scratchpad #2 of an aircraft's full data block. If an approved entry from Table 2-3-1 is utilized, verbal coordination is not required.

2-3-3. Approved Entries

The following entries listed in Table 2-3-1 may be utilized in accordance with the provisions of this section. Example entries are listed in Table 2-3-2.

Table 2-3-1. Approved Secondary Scratchpad Entries

Entry	Meaning
xxK	Aircraft assigned specific speed (speed in tens of knots).
Hxx	Aircraft assigned specific heading (heading in tens of degrees).
PA	Aircraft is conducting a practice approach.
VS	Aircraft is maintaining visual separation from the aircraft directly ahead.
REQ	Pilot has a request.
S	Aircraft reported destination airport in sight.
HLD	Aircraft holding.
XOX	Pilot has difficulty following instructions.

NOTE-

Entries in Table 2-3-1 with lowercase "xx" denote entries with several possible designators. See Table 2-3-2 for examples.

Table 2-3-2. IFR Primary Scratchpad Entry Examples

Entry	Meaning
18K	Aircraft assigned 180 knots.
21K	Aircraft assigned 210 knots.
H05	Aircraft assigned heading 050°.
H22	Aircraft assigned heading 220°.

Chapter 3. VFR Scratchpad Entries

Section 1. Usage

3-1-1. Format

Except as described in paragraph 3-1-3, entries made in accordance with Table 3-1-1 must be placed in Scratchpad #1 of the aircraft's full data block.

3-1-2. Coordination

The entries listed in Table 3-1-1 must be considered valid coordination when placed in Scratchpad #1 of an aircraft's full data block. If an approved entry from Table 3-1-1 is utilized, verbal coordination is not required.

3-1-3. Approved Entries

The following entries listed in Table 3-1-1 may be utilized in accordance with the provisions of this section. Example entries are listed in Table 3-1-2.

Table 3-1-1. Approved VFR Scratchpad Entries

Entry	Meaning
Axx	Aircraft restricted at or above specific altitude (altitude in hundreds of feet).
Bxx	Aircraft restricted at or below specific altitude (altitude in hundreds of feet).
PA	Aircraft executing a practice approach (must be paired with approach assignment).
S	Aircraft reported destination airport in sight.
TG	Aircraft requesting touch-and-go.
SG	Aircraft requesting stop-and-go.
XOX	Pilot has difficulty following instructions.

NOTE-

1. Entries in Table 3-1-1 with lowercase "xx" denote entries with several possible designators. See Table 3-1-2 for examples.
2. When "PA" is entered into Scratchpad #1, an approach assignment scratchpad entry must be made in Scratchpad #2 in accordance with section 2-2.

Table 3-1-2. VFR Scratchpad Entry Examples

Entry	Meaning
A75	Aircraft restricted at or above 7,500 feet.
B85	Aircraft restricted at or below 8,500 feet.