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SUBJ: Flight Progress Strip (FPS) Handling Procedures

This document establishes procedures for handling aircraft flight progress strips at Unrestricted and Tier 2 Airport Traffic Control Tower (ATCT) and Federal Contract Tower (FCT) 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 handling aircraft flight progress strips at Unrestricted and Tier 2 Airport Traffic Control Tower (ATCT) and Federal Contract Tower (FCT) 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 Local Control, Ground Control, and/or Clearance Delivery positions at any facility 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. Members controlling Departure/Approach and/or Center positions are encouraged, but not required, to utilize Flight Progress Strips on a workload-permitting basis.*
- 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. Facilities with a Radar Aid

All towered facilities in ZDV are equipped with a radar aid, except those listed in paragraph 1-2-3.

1-2-3. Facilities without a Radar Aid

The following facilities are not equipped with a radar aid:

- a. Farmington FCT (FMN)
- b. Guernsey ATCT (GUR)
- c. Rapid City FCT (RAP)

Chapter 2. IFR Flight Progress Strips

Section 1. FPS Marking

2-1-1. Flight Strip Printer

All IFR FPSs must be printed using the Flight Strip Printer.

NOTE-

1. Arrival FPSs will only automatically print at facilities without a radar aid.
2. For facilities with a radar aid, arrival FPSs must not be used unless otherwise required through a facility SOP or an operational necessity exists.

2-1-2. Approved Contractions

The following approved contractions, listed in Table 2-1-1, may be utilized when marking FPSs.

Table 2-1-1. FPS Contractions

Contraction	Location/Meaning
TR	Terminal Ramp
GA	General Aviation Ramp
CR	Cargo Ramp
HP	Helipad
WX	Weather Onboard
GS	Ground Stop
EDCT	Expect Departure Clearance Time
CFR	Call for Release
MA	Planned Missed Approach
LA	Low Approach
TG	Touch-and-Go
SG	Stop-and-Go
OH	Overhead Maneuver

NOTE-

Additional approved contractions may be listed in facility SOPs.

2-1-3. Flight Progress Strips

Figures 2-1-1 and 2-1-2 identify box locations on various types of IFR FPSs.

Figure 2-1-1. IFR Departure FPS

A		F	I	J	K	1	2	3
B		G				4	5	6
C		H				7	8	9
D	E				L			

Figure 2-1-2. IFR Arrival FPS

A		F	I	J		1	2	3
B		G				4	5	6
C		H				7	8	9
D	E			K				

2-1-4. Departure Strip Marking

Write data into the boxes of IFR Departure FPSs, depicted in Figure 2-1-1, in accordance with the following:

- Boxes A-L: Automatically printed by the Flight Strip Printer.
- Box 1: Clearance contraction. Write a check mark if the aircraft has been verbally issued a clearance with a correct readback.

NOTE-

A check mark (✓) is inserted by pressing Shift + / (?).

- Box 2: Aircraft location. Write the location of the aircraft or the taxiway that the aircraft will enter the movement area at.
- Box 3: ATIS. Write the letter of the ATIS information that has been reported by the pilot. If no ATIS is active, or the facility does not have the ability to broadcast an ATIS, "WX" may be written.
- Box 4: TMI contraction. Write "GS" when the aircraft's arrival airport is placed under a ground stop. Write "EDCT" when the aircraft has been assigned an EDCT.
- Box 5: Release required. Write "CFR" when the aircraft requires a departure release.
- Box 6: Release time. Write the time at which the aircraft is released if an EDCT has been assigned or a departure release has been issued. The time may be abbreviated to the two-digit time in minutes only if the release time is within the same hour as the time of marking the FPS.
- Box 7: Assigned runway. Utilize an asterisk (*) to the right of the runway number if the runway is not designated as an active runway.
- Box 8: Runway intersection. If other than full length, write the intersection of the runway the aircraft will depart from. Otherwise, leave blank.

2-1-5. Arrival Strip Marking

Write data into the boxes of IFR Arrival FPSs, depicted in Figure 2-1-2, in accordance with the following:

- a. Boxes A-K: Automatically printed by the Flight Strip Printer.
- b. Box 1: Approach termination. If other than full-stop, write the aircraft's intended approach termination.
- c. Box 2: Parking location. Write the parking location of the aircraft or the taxiway that the aircraft will exit the movement area at.
- d. Box 3: Reporting point. Write the first three characters of the non-radar reporting point for the IAP the aircraft is conducting.

NOTE-

Reporting points can be found in individual facility SOPs.

- e. Boxes 4-5: Must be left blank, unless otherwise specified in an individual facility SOP.
- f. Box 6: Reporting time. Write the time that the aircraft reports over the reporting point specified in Box 3.

NOTE-

The time must be abbreviated to the two-digit time in minutes.

- g. Boxes 7-9: Must be left blank, unless otherwise specified in an individual facility SOP.

Section 2. FPS Handling

2-2-1. Clearance Delivery (CD)

- a. When a Departure FPS is received through Flight Strip Printer, CD must move the strip to their strip bay.
- b. CD must mark Boxes 1-7 on all IFR Departure FPSs in accordance with paragraph 2-1-4.
- c. Upon completion of FPS preparation and after a departure clearance has been issued, forward the aircraft's FPS to Ground Control.

NOTE-

Only select facilities have a separate CD position. For facilities that have CD combined with Ground Control, the above procedures must be assumed by Ground Control.

2-2-2. Ground Control (GC)

- a. GC must coordinate with CD prior to removing a Departure FPS from any CD strip bay.
- b. Departure FPSs must be pushed to the appropriate LC strip bay and sequenced to reflect their actual sequence on the taxiway.
- c. GC must ensure FPS markings are updated prior to pushing a Departure FPS to LC.

2-2-3. Local Control (LC)

- a. Departure FPSs must be sequenced in the appropriate bay for the runway of departure and must reflect the order in which the aircraft will depart.
- b. Arrival FPSs must be sequenced in the appropriate bay for the runway of arrival and must reflect the order in which the aircraft will arrive.
- c. Departure FPSs may be deleted when all conflicts are resolved and the aircraft has been instructed to contact departure.
- d. Ensure Box 2 of Arrival FPSs are updated prior to pushing the FPS to GC.

NOTE-

Box 2 must only be updated if the aircraft informs LC of their parking location.

Chapter 3. VFR Flight Progress Strips

Section 1. Flight Plan Generation

3-1-1. Class C

All VFR departure aircraft must have a flight plan generated through the Flight Plan Editor or via the STARS VP function.

3-1-2. Class D

- a. All VFR departure aircraft that have not requested flight following must not have a flight plan generated.
- b. All VFR departure aircraft that have requested flight following must have a flight plan generated through the Flight Plan Editor or via the STARS VP function.

NOTE-

Flight Following must not be given on the ground at APA, BJC, BKF, CFO, or FNL in accordance with the Satellite-D01 LOA. At these facilities, a flight plan must never be generated.

3-1-3. Flight Plan Editor

When generating VFR flight plans through the Flight Plan Editor, the following items must be filled out:

- a. Aircraft type code (TYP).
- b. Departure airport (DEP).
- c. Arrival airport (DEST), if provided.
- d. Requested altitude (ALT). Fill out this box in accordance with the following:
 - (1) "VFR" must precede any numerical entry.
 - (2) If a requested altitude is provided, enter the altitude in hundreds of feet after a forward slash succeeding the phrase "VFR."

EXAMPLE-

1. VFR
2. VFR/075

- e. Direction of flight, type of departure, or request (RTE). Fill out this box in accordance with the following:
 - (1) Aircraft that will depart LC airspace must have entries placed between forward slashes.
 - (a) If flight following is requested, write "FF" followed by the cardinal direction letter.
 - (b) If flight following is not requested, write the cardinal direction letter.

EXAMPLE-

1. /N/
2. /SW/
3. /FFNE/

(2) Aircraft remaining within LC airspace must have simple explanatory entries spelled out.

EXAMPLE-

1. "PATTERN"
2. "SIGHTSEEING"
3. "PHOTOSHOOT"

Section 2. FPS Marking

3-2-1. Format

All VFR FPSs must be handwritten on a half-strip.

3-2-2. Approved Contractions

The following approved contractions, listed in Table 3-2-1, may be utilized when marking FPSs.

Table 3-2-1. VFR FPS Approved Contractions

Contraction	Location/Meaning
TR	Terminal Ramp
GA	General Aviation Ramp
CR	Cargo Ramp
HP	Helipad
WX	Weather Onboard
MA	Planned Missed Approach
FS	Full-Stop
LA	Low Approach
TG	Touch-and-Go
SG	Stop-and-Go
OP	Option
LDG	Landing at Helipad/Non-Movement Area (Rotorcraft only)
OH	Overhead Maneuver
TRSN	Transitioning Airspace

NOTE-

Additional approved contractions may be listed in facility SOPs.

3-2-3. Flight Progress Strip

Figure 3-2-1 identifies box locations for VFR FPSs.

Figure 3-2-2. VFR FPS (Half-Strip)

A	D	
B	E	
C	F	

3-2-4. Strip Marking

Write data into the boxes of Half-Strips, depicted in Figure 3-2-2, in accordance with the procedures below. All boxes are always required except Box F.

- a. Box A: Callsign.
- b. Box B: Aircraft type. Equipment suffix is not required.
- c. Box C: Operation type. Write the type of operation that the aircraft has requested or been cleared for.

NOTE-

1. For departure aircraft, refer to the examples listed below. For arrivals, utilize contractions listed in Table 3-2-1.
2. The operation type must be continually updated as aircraft are cleared for different operations.

EXAMPLE-

1. "NORTHBOUND"
2. "SOUTHEAST"
3. "FF WESTBOUND"
4. "PATTERN"
5. "PRACTICE APPROACHES"

- d. Box D: Assigned runway and intersection. Utilize an asterisk (*) to the right of the runway number if the runway is not designated as an active runway. If the aircraft will depart from an intersection, write the intersection of the runway the aircraft will depart from after the assigned runway. Separate the assigned runway and runway intersection with a forward slash.

NOTE-

If LC switches the aircraft to another runway in the air or on the ground, they must keep this box up to date.

EXAMPLE-

1. "26"
2. "35R/A16"

- e. Box E: ATIS and beacon code. Write the letter of the ATIS information that has been reported by the pilot. If no ATIS is active, or the facility does not have the ability to broadcast an ATIS, "WX" may be written. Write the beacon code the aircraft has been assigned, if applicable. Separate the ATIS letter from a beacon code with a forward slash.

EXAMPLE-

1. "W"
2. "WX"
3. "D/0052"

- f. Box F: Clearance marking and altitude restriction. If departure clearance instructions are issued with a correct readback, write a check mark. If an altitude restriction has been assigned, write the letter A followed by the assigned altitude in hundreds of feet. Separate the clearance marking from an altitude restriction with a space.

NOTE-

If the phrase "at or below" is not used when imposing an altitude restriction, the letter A preceding the altitude assignment must be omitted.

EXAMPLE-

1. "✓ A085"
2. "✓ 090"

3-2-5. Example FPSs

Example VFR FPSs may be found below.

N612WT P28A Pattern	32 WX	
N3360X M20P Northeast	17R/A3 F/5071 ✓ A085	
N428BW AAS FF Westbound	21 K/3622 ✓	
CXK343 PA44 TG	30L O	

N307KH B407 LDG	HP U	
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N228HL C825 TRSN		
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Section 3. FPS Handling

3-3-1. Clearance Delivery

- a. CD must mark Boxes A, B, C, and F on all VFR FPSs in accordance with paragraph 3-2-4. If applicable, CD must also mark Box E.
- b. Upon completion of FPS preparation and after a departure clearance has been issued, forward the aircraft's FPS to GC.

NOTE-

Only select facilities have a separate CD position. For facilities that have CD combined with GC, the above procedures must be assumed by GC.

3-3-2. Ground Control

- a. At facilities with a separate CD position, GC must not issue VFR clearances.

NOTE-

Taxi instructions do not count as "VFR clearances." At Class D airports with a separate CD position, aircraft that have not requested flight following are not required to contact CD. In this case, GC must be responsible for the creation of the aircraft's FPS.

- b. Departure aircraft FPSs must be pushed to the appropriate LC strip bay and sequenced to reflect their actual sequence on the taxiway.
- c. GC must ensure FPS markings are updated prior to pushing a FPS to LC.

3-3-3. Local Control

- a. Departure aircraft FPSs must be sequenced in the appropriate bay for the runway of departure and must reflect the order in which the aircraft will depart.
- b. Arrival aircraft FPSs must be sequenced in the appropriate bay for the runway of arrival and must reflect the order in which the aircraft will arrive.
- c. Departure aircraft FPSs may be deleted when the aircraft has exited LC airspace and/or instructed to contact departure.
- d. Arrival aircraft FPSs may be deleted once the aircraft has cleared the runway and has been instructed to contact GC. LC need not push arrival aircraft FPSs to GC.