



# Honolulu Control Facility

## HCF ATCT STRIP MARKING

Document Number	HCF 7110.3
Version	A
Effective Date	01/01/2024

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## DOCUMENT INFORMATION

### **Purpose**

This document prescribes the procedures to be utilized for local strip markings of the Honolulu Control Facility. This document serves to create and implement standardized procedures for the handling of flight strips.

### **Distribution**

This document is distributed to all Honolulu Control Facility personnel.

### **Responsibility**

The Air Traffic Manager or their designee shall be responsible for the maintenance of this document and any policies that deviate from it.

### **Procedural Deviations**

Exceptional or unusual requirements may dictate procedural deviations or supplementary procedures to this order. A situation may arise that is not adequately covered herein; in such an event use good judgment to effectively resolve the problem.

### **Updates and Changes**

The Air Traffic Manager or their designee may post interim changes to this document in the form of notices via the HCF website and discord. Controllers are requested to check for any notices prior to controlling for changes in procedures.

### **Cancellation**

This document cancels any relevant procedures or agreements previous to this one, beginning on the date of effectiveness of this document.

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**TABLE OF REVISIONS**

DATE	REVISION	EDITOR/VERSION
01/01/2024	Initial Release	Dirk Thorben Kottenhahn HCF 7110.3A

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## 1 General

Strip Marking is required for all staffed ATCT positions. Strip marking is required for TRACON/RAPCON working ATCT positions top down on a traffic workload permitting basis only.


ZHN/ZUA Sectors covering ATCTs top down are not required to use strip marking.

In general, the annotation boxes and their information are both for IFR and VFR aircraft. Boxes that have a (VFR) marking are for VFR aircraft only.

vStrips uses a slightly different layout than the FAA Flight Strips, difference are with Block 8 and 9, otherwise they are nearly the same:

1	2A	5	8	9	9B	10	11	12		
2		6	8A			13	14	15		
3		7	8B			9A	9C	16	17	18
4										

## 2 ATCT Departures

<b>A</b> BAW2CM	<b>F</b> 3426	<b>I</b> KBOS	<b>J</b> EGLL	<b>K</b> KBOS CELTK6 CELTK FRILL	<b>M</b>			
<b>B</b> 3	<b>G</b> P1200			<b>L</b> TUSKY N261A JOOPY***EGLLK				
<b>C</b> H/A388/L	<b>H</b> 370			<b>O</b> /R/L				
<b>D</b> 994	<b>E</b> 							

Field	Description
<b>A</b>	Aircraft ID/Callsign
<b>B</b>	Revision Number
<b>C</b>	Equipment
<b>D</b>	CID
<b>E</b>	Barcode
<b>F</b>	Beacon Code/Squawk
<b>G</b>	Proposed departure time
<b>H</b>	Filed cruise altitude
<b>I</b>	Departure Airport
<b>J</b>	Destination Airport
<b>K</b>	Route (***) displayed when truncated)
<b>L</b>	Remarks (***) displayed when truncated)
<b>M</b>	Annotation Boxes 1-9 (from left to right, top to bottom), compare to FAA flight strip boxes 10-18 (10 being Box 1 here and 18 being Box 9 here)

Marking of Annotation Boxes:

- Clearance Delivery
  - Box 1: Letter of reported ATIS if initial radio communication is established
  - Box 4: “PDC” if PDC is issued successfully; “X” to indicate a correct voice clearance read back.
- Ground Control
  - Box 1: Letter of reported ATIS if initial radio communication is established
  - Box 3: Ramp/Gate/Location information. When an aircraft does not access a taxiway directly from a gate, use the ally or location on the airport that the aircraft is taxiing from
  - Box 5: Runway assignment
  - Box 6: The taxiway designator for intersection departures
- Local Control:
  - Box 2: “\*” when departure release has been obtained for aircraft requiring a departure release
  - Box 8: Rolling time. Minutes only
  - Box 9: Final assigned heading.

### 3 ATCT Arrivals

<b>A</b> JBU52	<b>F</b> 7066	<b>A2254</b> <b>I</b>	<b>IFR</b> <b>J</b>	<b>L</b>			
<b>B</b> 1							
<b>C</b> A320/L	<b>G</b> JFK						
<b>D</b> 008	<b>E</b> 	<b>H</b> KBOS	<b>K</b> KBOS ○NEW PILOT				

Field	Description
<b>A</b>	Aircraft ID/Callsign
<b>B</b>	Revision Number
<b>C</b>	Equipment
<b>D</b>	CID
<b>E</b>	Barcode
<b>F</b>	Beacon Code/Squawk
<b>G</b>	Previous fix
<b>H</b>	Coordination fix
<b>I</b>	Estimated arrival time
<b>J</b>	Flight Rules
<b>K</b>	Destination and remarks (***) displayed when truncated)

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<b>L</b>	Annotation Boxes 1-9 (from left to right, top to bottom), compare to FAA flight strip boxes 10-18 (10 being Box 1 here and 18 being Box 9 here)
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Marking of Annotation Boxes:

- Local Control
  - Box 1 (VFR): Letter of reported ATIS if initial radio communication is established. Or WX to indicate the pilot has received all required information in lieu of the ATIS
  - Box 2 (VFR): Type of landing. “FS” = Full Stop, “LA” = Low Approach, “TG” = Touch and Go, “SG” = Stop and Go, or “OP” = The Option
  - Boxes 3 – 6 (VFR): If type of landing changes. Rewrite new type of landing
  - Box 3: Gate or parking location (if received)
  - Box 7: Taxiway aircraft exited the runway
  - Box 8: Time when the aircraft lands (for VFR only with full stop) or frequency change to departure. Minutes only.
- Ground Control
  - Box 3: Gate or parking location