

b. Numbers above 9,900 must be spoken by separating the digits preceding the word “thousand.”

EXAMPLE-

- 1. 10,000 one zero thousand
- 2. 13,500 one three thousand five hundred

c. Transmit airway or jet route numbers as follows.

EXAMPLE-

- 1. V12 Victor Twelve
- 2. J533 J Five Thirty-Three

d. All other numbers must be transmitted by pronouncing each digit.

EXAMPLE-

10 one zero

e. When a radio frequency contains a decimal point, the decimal point is spoken as “POINT.”

EXAMPLE-

122.1 one two two point one

NOTE-

ICAO procedures require the decimal point be spoken as “DECIMAL.” The FAA will honor such usage by military aircraft and all other aircraft required to use ICAO procedures.

4-2-9. Altitudes and Flight Levels

a. Up to but not including 18,000 feet MSL, state the separate digits of the thousands plus the hundreds if appropriate.

EXAMPLE-

- 1. 12,000 one two thousand
- 2. 12,500 one two thousand five hundred

b. At and above 18,000 feet MSL (FL 180), state the words “flight level” followed by the separate digits of the flight level.

EXAMPLE-

- 1. 190 Flight Level One Niner Zero
- 2. 275 Flight Level Two Seven Five

4-2-10. Directions

The three digits of bearing, course, heading, or wind direction should always be magnetic. The word “true” must be added when it applies.

EXAMPLE-

- 1. (Magnetic course) 005 zero zero five
- 2. (True course) 050 zero five zero true
- 3. (Magnetic bearing) 360 three six zero

4. (Magnetic heading) 100 heading one zero zero

5. (Wind direction) 220 wind two two zero

4-2-11. Speeds

The separate digits of the speed followed by the word “KNOTS.” Except, controllers may omit the word “KNOTS” when using speed adjustment procedures; e.g., “REDUCE/INCREASE SPEED TO TWO FIVE ZERO.”

EXAMPLE-

(Speed) 250 two five zero knots
(Speed) 190 one niner zero knots

The separate digits of the Mach Number preceded by “Mach.”

EXAMPLE-

(Mach number) 1.5 Mach one point five
(Mach number) 0.64 Mach point six four
(Mach number) 0.7 Mach point seven

4-2-12. Time

a. FAA uses Coordinated Universal Time (UTC) for all operations. The word “local” or the time zone equivalent must be used to denote local when local time is given during radio and telephone communications. The term “Zulu” may be used to denote UTC.

EXAMPLE-

0920 UTC zero niner two zero,
zero one two zero pacific or local,
or one twenty AM

b. To convert from Standard Time to Coordinated Universal Time:

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Standard Time to Coordinated Universal Time

Eastern Standard Time	Add 5 hours
Central Standard Time	Add 6 hours
Mountain Standard Time	Add 7 hours
Pacific Standard Time	Add 8 hours
Alaska Standard Time	Add 9 hours
Hawaii Standard Time	Add 10 hours

NOTE-

For daylight time, subtract 1 hour.

c. A reference may be made to local daylight or standard time utilizing the 24-hour clock system. The hour is indicated by the first two figures and the minutes by the last two figures.

EXAMPLE-

0000 zero zero zero zero
0920 zero niner two zero