

4-2-8. Figures

a. Figures indicating hundreds and thousands in round number, as for ceiling heights, and upper wind levels up to 9,900 must be spoken in accordance with the following.

EXAMPLE-

1. 500 *five hundred*
2. 4,500 *four thousand five hundred*

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*