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This document is designed as a basis for the phraseology workshop at the International Flight Information Service Association - 7th International FISO Seminar 2016. This document is NOT a statement of intended policy, but to give a standard basis for phraseology worldwide

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# Abbreviations

2.1.1. Abbreviations used in this document can be found in DOC 44444 Chapter 1 definitions. In additions to these the following abbreviations are used:

***FISO.*** Flight Information Service Officer. The name of the officer providing flight information service.

***FFS.*** FIR Flight Information Service. The name of the FIS service provided in enroute airspace.

# Communication procedures

3.1.1 The communication procedures shall be in accordance with volume II of Annex 10 – aeronautical telecommunications, and pilots, ATS personnel and other ground personnel shall be thoroughly familiar with the radiotelephony procedures contain therein.

* + 1. Most phraseologies contained show the text of a complete message without call signs. They are not intended to be exhaustive, and when circumstances differ, pilots, ATS personnel and other ground personnel will be expected to use plain language, which should be as clear and concise as possible, to the level specified in the ICAO language proficiency requirements contained in Annex 1 — *Personnel Licensing*, in order to avoid possible confusion by those persons using a language other than one of their national languages.
    2. All phraseologies shall be used in conjunction with call signs (aircraft, ground vehicle, ATS or other) as appropriate. In order that the phraseologies listed should be readily discernible, call signs have been omitted. Provisions for the compilation of RTF messages, call signs and procedures are contained in Annex 10, Volume II, Chapter 5.

3.1.4 The call sign of the FFS unit shall be the name of the FIC followed by “INFORMATION”.

3.1.5 The phraseology in Sections 3 does not include general phraseology procedures, standard phrases etc. as found in Annex 10, Volume II chapter 5. FIS personnel shall follow Annex 10, volume II chapter 5 in addition to the phraseologies found in this document.

3.1.6 Words in parentheses indicate that specific information, such as a level, a place or a time, etc., must be inserted to complete the phrase, or alternatively that optional phrases may be used. Words in square parentheses indicate optional additional words or information that may be necessary in specific instances.

3.1.7 For aircraft in the heavy wake turbulence category, the word “HEAVY” shall be included in all communications with FIS.

3.1.8 When relaying ATC clearances, the FISO shall ensure that the flight crew reads back the safety-related parts of ATC clearances and instructions which are transmitted by voice. The following items shall always be read back:

a) ATC route clearances; and

b) Runway-in-use, altimeter settings, SSR codes, level instructions, heading and speed instructions and, whether issued by the ATS unit or contained in automatic terminal information service (ATIS) broadcasts, transition levels.

*Note.— If the level of an aircraft is reported in relation to standard pressure 1013.2 hPa, the words “FLIGHT LEVEL” precede the level figures. If the level of the aircraft is reported in relation to QNH/QFE, the figures are followed by the word “METRES” or “FEET”, as appropriate.*

3.1.9 Other clearances or instructions shall be read back or acknowledged in a manner to clearly indicate that they have been understood and will be complied with.

3.1.10 The FISO shall listen to the read-back to ascertain that the clearance or instruction has been correctly acknowledged by the flight crew and shall take immediate action to correct any discrepancies revealed by the read-back.

# Phraseology regarding the provision of information

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| --- | --- | --- |
| **Circumstances** | **Pilot phraseology** | **FFS phraseology** |
| Description of levels | 1. FLIGHT LEVEL (number) 2. (number) FEET | |
| Runway in use |  | 1. RUNWAY IN USE (number) |
| Traffic information | 1. LOOKING FOR TRAFFIC 2. TRAFFIC IN SIGHT 3. NEGATIVE CONTACT [reasons] | 1. NO REPORTED TRAFFIC 2. TRAFFIC (information)  * (aircraft type) * (position) * [time] * [altitude/level] * (intentions)  1. [ADDITIONAL] TRAFFIC (direction)BOUND (type of aircraft)(level) ESTIMATED (or OVER)(significant point) AT (time) 2. TRAFFIS IS (classification) UNMANNED FREE BALLOON(S) WAS (or ESTIMATED) OVER (place) AT (time) REPORTED (level(s)) (or LEVEL UNKNOWN) MOVING (direction) (other pertinent information, if any) |
| Aerodrome meteorological conditions  …For multiple RVR observations  …in the event that RVR information on any position is not available this information will be included in the appropriate sequence |  | 1. [SURFACE] WIND (number) DEGREES (speed) KNOTS 2. WIND AT (level) (number) DEGREES (speed) KNOTS  * Note: Wind Is always expressed by giving the mean direction and speed and significant variations thereof  1. VISIBILITY (distance) KILOMETERS (or METERS) [direction] 2. RUNWAY VISUAL RANGE (or RVR) RUNWAY (number) (distance) METERS 3. RUNWAY VISUAL RANGE (or RVR) NOT AVAILABLE (or NOT REPORTED) 4. RUNWAY VISUAL RANGE (or RVR) RUNWAY (number) [TOUCHDOWN] distance) METERS [MIDPOINT] (distance) METERS [END ZONE] (distance) METERS  * Multiple RVR observations are always representative of the touchdown zone, midpoint zone and the roll-out/stop end zone, respectively * Where reports for three locations are given, the indication of these locations may be omitted, provided that the reports are passed in the order of touchdown zone, followed by mid-point zone and ending with roll-out/stop end zone report.  1. RUNWAY VISUAL RANGE (or RVR) RUNWAY (number) [TOUCHDOWN] distance) METERS [MIDPOINT] NOT AVAILABLE [END ZONE] (distance) METERS 2. [PRESENT WEATHER] (details) 3. [CLOUD] (amount) [type] (height of base) FEET (or SKY CLEAR) 4. NO SIGNIFICANT CLOUDS 5. CAVOK   Pronounced CAV-O-KAY   1. TEMPERATURE [MINUS] (number) (and/or DEWPOINT [MINUS] (number) 2. QNH (number) [HECTOPASCAL] 3. QFE (number) [HECTOPASCAL] 4. (aircraft type) REPORTED (description) ICING (or TURBULENCE) [IN CLOUDS] (area)(time) 5. REPORT FLIGHT CONDITIONS |
| IMC conditions enroute |  | a) INSTRUMENT METEOROLOGICAL CONDITIONS REPORTED IN (or AT) (area or point) |
| Additional reports  …To request a report at a specified place or distance  … To report at a specified place or distance  …To request a report of present position  … To report present position | 1. DME (distance) [FROM] (name of DME station) 2. (distance) MILES [FROM] (significant point) 3. (distance) MILES (GNSS or DME) FROM (name of DME station) (or significant point) | 1. REPORT PASSING (significant point or altitude) 2. REPORT DISTANCE (miles) [FROM] (name of DME station) 3. REPORT (distance) MILES [FROM] (significant point) 4. REPORT PASSING (three digits) RADIAL (name of VOR) VOR 5. REPORT POSITION 6. REPORT (GNSS or DME) DISTANCE (number) FROM (significant point) (or name of DME station) |
| Wake turbulence |  | a) (traffic information) CAUTION WAKE TURBULENCE |
| Direction finding | a) REQUEST (QDM or QDR) | b) (QDM or QDR) (number) |

# Area control service

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| **Circumstances** | **Pilot phraseology** | **FFS phraseology** |
| Relaying clearance |  | 1. (name of unit unit) CLEARS (aircraft call sign) (details of clearance) 2. READBACK CORRECT (or NEGATIVE [I SAY AGAIN] (as appropriate) |

# ACAS (TCAS) phraseology

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| --- | --- | --- |
| **Circumstances** | **Pilot phraseology** | **FFS phraseology** |
| ... after a flight crew starts to deviate  from reported intention to comply with an  ACAS resolution advisory (RA)  (Pilot and controller interchange) | a) TCAS RA; | b) ROGER; |
| ... after the response to an ACAS  RA is completed and a return to the  ATC clearance or instruction is  initiated (Pilot and controller  interchange) | c)CLEAR OF CONFLICT, RETURNING TO (assigned clearance); | d) ROGER (or alternative instructions); |
| … after the response to an ACAS  RA is completed  (Pilot and controller  interchange) | e) CLEAR OF CONFLICT (assigned clearance) RESUMED; | f) ROGER (or alternative instructions); |

# Indication of minimum fuel

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| --- | --- | --- |
| **Circumstances** | **Pilot phraseology** | **FFS phraseology** |
| ... indication of minimum fuel | a) MINIMUM FUEL; | b) ROGER [NO DELAY EXPECTED or EXPECT (delay information)]. |

# Transfer of communication

|  |  |  |
| --- | --- | --- |
| **Circumstances** | **Pilot phraseology** | **FFS phraseology** |
|  | e) REQUEST CHANGE TO (frequency);  h) MONITORING (frequency); | a) CONTACT (unit call sign) (frequency) [NOW];  d) STAND BY FOR (unit call sign) (frequency);  f) FREQUENCY CHANGE APPROVED;  g) MONITOR (unit call sign) (frequency);  i) WHEN READY CONTACT (unit call sign) (frequency);  j) REMAIN THIS FREQUENCY. |

# 8.33 kHz Channel Spacing Phraseologies

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| **Circumstances** | **Pilot phraseology** | **FFS phraseology** |
| … to request confirmation of 8.33 kHz capability | b) AFFIRM EIGHT POINT THREE THREE;  c) NEGATIVE EIGHT POINT THREE THREE; | a) CONFIRM EIGHT POINT THREE THREE; |
| …to request UHF capability | e) AFFIRM UHF;  f) NEGATIVE UHF; | d) CONFIRM UHF; |
| …to request status in respect of 8.33 kHz exemption | h) AFFIRM EIGHT POINT THREE THREE EXEMPTED;  i) NEGATIVE EIGHT POINT THREE THREE EXEMPTED; | g) CONFIRM EIGHT POINT THREE THREE EXEMPTED; |
| …to indicate that a certain clearance is  given because otherwise a non-equipped aircraft would enter the airspace of mandatory carriage |  | j) DUE EIGHT POINT THREE THREE REQUIREMENT |

# Change of call sign

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| --- | --- | --- |
| **Circumstances** | **Pilot phraseology** | **FFS phraseology** |
| ... to instruct an aircraft to  change its type of call sign  ... to advise an aircraft to  revert to the call sign indicated in  the flight plan |  | a) CHANGE YOUR CALL SIGN TO (new call sign) [UNTIL  FURTHER ADVISED];  b) REVERT TO FLIGHT PLAN CALL SIGN (call sign) [AT  (significant point)]. |

# Position reporting

|  |  |  |
| --- | --- | --- |
| **Circumstances** | **Pilot phraseology** | **FFS phraseology** |
| ... to omit position reports  until a specified position |  | a) NEXT REPORT AT (significant point);  b) OMIT POSITION REPORTS [UNTIL (specify)];  c) RESUME POSITION REPORTING. |
| ... to request a report at a specified  place or distance  ... to report at a specified  place or distance  ... to request a report of  present position  … to report present position | c) (distance) MILES (GNSS or DME) FROM (name of DME  station) (or significant point);  f) (distance) MILES (GNSS or DME) FROM (name of DME station) (or significant point). | a) REPORT PASSING (significant point);  b) REPORT (distance) MILES (GNSS or DME) FROM (name of DME station) (or significant point);  d) REPORT PASSING (three digits) RADIAL (name of VOR) VOR;  e) REPORT (GNSS or DME) DISTANCE FROM (significant point) or (name of DME station); |

# Surveillance service phraseologies

General FIS surveillance service phraseologies

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| **Circumstances** | **Pilot phraseology** | **FFS phraseology** |
| Identification |  | 1. RADAR (or ADS) CONTACT [Position] 2. IDENTIDIFED [Position] 3. NOT IDENTIFIED [Reason] |
| Position information |  | 1. POSITION (Distance) (direction) OF (Significant point) 2. POSITION OVER (or ABEAM) (Significant point) |
| Traffic information  If known  … to request avoiding action  …..when passing traffic  … for avoiding action | 1. REQUEST VECTORS | 1. TRAFFIC (number) O’CLOCK (distance) (direction of flight) (Any other pertinent information)    1. UNKNOWN    2. SLOW MOVING    3. FAST MOVING    4. CLOSING    5. OPPOSITE (or SAME) DIRECTION    6. OVERTAKING    7. CROSSING LEFT TO RIGHT ( or RIGHT TO LEFT)    8. (aircraft type)    9. (level)    10. CLIMBING (or DECENDING) 2. DO YOU WANT VECTORS? 3. SUGGEST TURN LEFT (or RIGHT) HEADING (three digits) TO AVOID TRAFFIC 4. CLEAR OF TRAFFIC 5. TURN LEFT (or RIGHT) IMMEDIATELY   HEADING (three digits) TO AVOID  [UNIDENTIFIED] TRAFFIC (bearing by  clock-reference and distance);   1. TURN LEFT (or RIGHT) (number of   degrees) DEGREES IMMEDIATELY TO  AVOID [UNIDENTIFIED] TRAFFIC AT  (bearing by clock-reference and distance); |
| Communication and loss of communication  If loss of communication is suspected |  | 1. IF YOU READ SQUAWK (code or IDENT) 2. SQUAWK (or IDENT) OBSERVED (position of aircraft) |
| Termination of radar/ADS-B service |  | 1. RADAR (or ADS) SERVICE (or IDENTIFICATION) TERMINATED [DUE (Reasons)] 2. WILL SHORTLY LOSE RADAR (or ADS) CONTACT (or IDENTIFICATION) (appropriate information or instructions) 3. RADAR (or ADS) CONTACT (or IDENTIFICATION) LOST [reasons] (appropriate information or instructions) |
| Radar and/or ADS-B equipment degradation |  | 1. SECOUNDARY RADAR OUT OF SERVICE (appropriate information as necessary) 2. ADS-B OUT OF SERVICE (appropriate information as necessary) |
| Navigational assistance  Termination of navigational assistance | 1. REQUEST VECTORS (reason) | 1. SUGGEST TURN LEFT (or RIGHT) HEADING (three digits) TO AVOID (requested reason e.g. weather, restricted area) or TO FIND (destination or point) 2. NAVIGATION ASSISTANCE TERMINATED, RESUME OWN NAVIGATION, POSITION (position) |
| Verification of level, suspected wrong mode C indication  No mode C indication  Wrong mode C indication  Wrong cruising level |  | a) CHECK ALTIMETER AND CONFIRM ALTITUDE or FLIGHT LEVEL (number)  b) SQUAWK MODE CHARLIE  c) STOP SQUAWK MODE CHARLIE WRONG INDICAITON  d) MIND CRUISING LEVEL |

SSR and ADS-B phraseologies

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| **Circumstances** | **Pilot phraseology** | **FFS phraseology** |
| To request the capability of the SSR equipment | 1. TRANSPONDER (as shown in the flight plan) 2. NEGATIVE TRANSPONDER | 1. ADVISE TRANSPONDER CAPABILITY |
| To request the capability of the ADS-B equipment | 1. ADS-B TRANSMITTER (data link) 2. ADS-B RECIEVER (data link) 3. NEGATIVE ADS-B | 1. ADVISE ADS-B CAPABILITY |
| To instruct setting of transponder |  | 1. SQUAWK (code) |
| To request the pilot to reselect the assigned mode and code | 1. RESETTING [mode] (code) | 1. RESET SQUAWK [mode] (code) |
| To request reselection of aircraft identification |  | 1. RE-ENTER ADS-B (or MODE S) AIRCRAFT IDENTIFICATION |
| To request the pilot to confirm the code selected on the aircraft’s transponder | 1. SQUAWKING (code) | 1. CONFIRM SQUAWK (code) |
| To request the operation of the IDENT feature |  | 1. SQUAWK [(code) AND] IDENT 2. TRANSMIT ADS-B IDENT |
| To request temporary suspension of transponder operation |  | 1. SQUAWK STANDBY |
| To request emergency code |  | 1. SQUAWK MAYDAY [CODE SEVEN-SEVEN-ZERO-ZERO] |
| To request termination of transponder and/or ADS-B transmitter operation |  | 1. STOP SQUAWK [TRANSMIT ADS-B ONLY] 2. STOP ADS-B TRANSMISSION [SQUAWK (code) ONLY] |
| To request transmission of pressure-altitude |  | 1. SQUAWK CHARLIE 2. TRANSMIT ADS-B ALTITUDE |
| To request pressure setting check and confirmation of level |  | 1. CHECK ALTIMETER SETTING AND CONFIRM (level) |
| To request termination of pressure-altitude transmission because of faulty operations |  | 1. STOP SQUAWK CHARLIE WRONG INDICATION 2. STOP ADS-B ALTITUDE TRANSMISSION [WRONG INDICATION or reason] |
| To request level check |  | 1. CONFIRM (level) |

# Alerting phraseology

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| **Circumstances** | **Pilot phraseology** | **FFS phraseology** |
| Low altitude warning |  | a) (aircraft call sign) LOW ALTITUDE WARNING, CHECK YOUR ALTITUDE IMMEDIATELY, QNH IS (number) [(units)]. [THE MINIMUM FLIGHT ALTITUDE IS (altitude)]. |
| Terrain alert |  | a) (aircraft call sign) TERRAIN ALERT, (suggested pilot action, if possible). |

# Emergency and urgency phraseology

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| **Circumstances** | **Pilot phraseology** | **FFS phraseology** |
| Imposition of silence |  | a) ALL STATIONS STOP TRANSMITTING MAYDAY or (call sign) STOP TRANSMITTING MAYDAY |
| Termination of distress and silence | a) CANCEL DISTRESS (reason) | b) ALL STATIONS or (call sign) DISTRESS TRAFFIC ENDED |
| Emergency decent  To inform aircraft in the area of emergency decent aircraft | a) EMERGENCY DECENT DUE TO (reason) | b) ROGER  b) ATTENTION ALL AIRCRAFT IN THE VICINITY OF (position or area) EMERGENCY DECENT IN PROGRESS FROM (flight level) TO (flight level) |
| Fuel dumping  Fuel dumping completed |  | a) ALL STATIONS (aircraft type)  DUMPING FUEL (flight level) (position)  SUGGEST YOU AVOID FLIGHT BETWEEN (flight level) AND (flight level) WITHIN 50 MILES BEHIND, 10 MILES AHEAD OF THE AIRCRAFT AND WITHIN 10 NM TO THE SIDES OF FUEL DUMPING TRACK  b) ALL STATIONS FUEL DUMPING COMPLETED |
| Radio failure | h) TRANSMITTING BLIND DUE TO RECEIVER FAILURE (information), NEXT INTENDED REPORT (information),  i) TRANSMITTING BLIND DUE TO RECEIVER FAILURE (information), NEXT INTENDED REPORT (information) | a) IF YOU READ SQUAWK IDENT/SQUAWK (mode and code)  b) SQUAWK OBSERVED  c) IF RADIO CONTACT LOST (instructions)  d) IF NO TRANSMISSION RECEIVED FOR (number) MINUTE(S)/SECONDS (instructions)  e) REPLY NOT RECEIVED (instructions)  f) IF YOU READ (instructions)  g) TRANSMITTING BLIND (instructions or information) |
| VFR in difficulties | a) LOST/UNAWARE OF POSITION, REQUEST ASSISTANCE  b) REQUEST ASSISTANCE (reason)  d) TRANSMITTING FOR DIRECTION FINDING | c) TRANSMIT FOR DIRECTION FINDING  e) QDM (DF value) TO (location of DF)  f) MAINTAIN VMC  g) SUGGEST [LEFT/RIGHT TURN] HEADING (number) (reason e.g. to find destination or point, to avoid weather))  h) SUGGEST TO TURN LEFT/RIGHT (number) DEGREES (reason e.g. to find destination or point, to avoid weather)  i) NAVIGATION ASSISTANCE TERMINATED, RESUME OWN NAVIGATION, POSITION (position)  j) REPORT REMAINING FLYING TIME  k) REPORT DANGEROUS GOODS AND NUMBER OF PERSONS ON BOARD  l) ARE YOU ABLE TO CONTINUE VMC |

# Aircraft without flight plan

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| **Circumstances** | **Pilot phraseology** | **FFS phraseology** |
| Flight without flight plan |  | a) REPORT (missing information e.g. type of aircraft, number of persons on board, intention, destination) |

# Restricted airspace

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| **Circumstances** | **Pilot phraseology** | **FFS phraseology** |
| Active areas | b) ROGER WILL STAY CLEAR OF (name of airspace) | a) (name of airspace) IS ACTIVE UP TO (altitude/level) or BETWEEN (altitude/level) AND (altitude/level)  c) WILL YOU WILL STAY CLEAR OF (name of airspace)  d) CONFIRM YOU WILL STAY CLEAR OF (name of airspace)  e) YOU HAVE ENTERED or ARE ENTERING or ARE APPROACHING (name of airspace) |

# Flight plan

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| **Circumstances** | **Pilot phraseology** | **FFS phraseology** |
| **Flight plan filed in the air**  **Change from IFR to VFR flight**  **Closing of flight plan** | a) REQUEST FILE FLIGHT PLAN  c) CANCELLING MY IFR FLIGHT. PROCEEDING VFR  e) REQUEST TO CLOSE MY FLIGHT PLAN | b) FLIGHT PLAN RECIVED or FLIGHT PLAN SUBMITTED  d) IFR FLIGHT CANCELLED AT (time)  f) FLIGHT PLAN CLOSED (time) |

# Phraseologies to be used related to CPDLC

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| **Circumstances** | **Pilot phraseology** | **FFS phraseology** |
| ... failure of CPDLC  ... failure of a single CPDLC  message  ... to correct CPDLC clearances,  instructions, information or  requests  ... to instruct all stations or a  specific flight to avoid sending  CPDLC requests for a limited  period of time  ... to resume normal use of CPDLC |  | a) [ALL STATIONS] CPDLC FAILURE (instructions);  b) CPDLC MESSAGE FAILURE (appropriate clearance, instruction, information or request);  c) DISREGARD CPDLC (message type) MESSAGE, BREAK (correct clearance, instruction, information or request);  d) [ALL STATIONS] STOP SENDING CPDLC REQUESTS  [UNTIL ADVISED] [(reason)];  e) [ALL STATIONS] RESUME NORMAL CPDLC  OPERATIONS. |

# Coordination between ATS units

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| --- | --- | --- |
| **Circumstances** | **Pilot phraseology** | **FFS phraseology** |
| ESTIMATES AND REVISIONS  ... sending unit  ... receiving unit reply (if flight  plan details are not available) |  | a) ESTIMATE [direction of flight] (aircraft call sign)  [SQUAWKING (SSR code)] (type) ESTIMATED (significant  point) (time) (level) (or DESCENDING FROM (level) TO  (level)) [SPEED (filed TAS)] (route) [REMARKS];  b) ESTIMATE *(significant point)* ON *(aircraft call sign)*;  c) NO DETAILS;  (aircraft type) (destination); [SQUAWKING (SSR code)] [ESTIMATED] (significant point) *(time)* AT *(level);*  *Note.— In the event that flight plan details are not available the receiving station shall reply to b) NO DETAILS and transmitting station shall pass full estimate as in a).*  d) ESTIMATE UNMANNED FREE BALLOON(S)  (identification and classification) ESTIMATED OVER (place)  AT (time) REPORTED FLIGHT LEVEL(S) (figure or figures)  [or FLIGHT LEVEL UNKNOWN] MOVING (direction)  ESTIMATED GROUND SPEED (figure) (other pertinent  information, if any);  e) REVISION (aircraft call sign) (details as necessary). |