Dispatch Release Instructions

CEME: K1

Standard Computer Flight Plan line by line Details (see this Section for sample Flight Plan):

①. **Flight Number, GMT date, Aircraft Registration, Make**-**Model** (NOTE: T=Aircraft is Thrust Bump capable), **RLSD** (Release): (NOTE: could be **TEST** or **blank** if Dispatcher unable to release flight when CFP prepared), **Origin-destination, Type of operation, Alternate**.

②. **Weight and Balance information: BOW** (Basic Operating Weight) for the specified aircraft; **BOW** with zero, one, or two Observers (i.e., 1OB, 2OB); **PAX** (configuration) and **FA**s.

③. 3 and 4 letter identifier/airport name/coordinates for origin, destination(s), alternate and takeoff alternate, if applicable.

④. **RMKS –** Operational remarks. Reasons for ADDL and XTRA fuel normally noted in this space. May also include a requirement to call Dispatch to complete release requirements.

⑤. **MEL-CDL/ACFT NOTES –** MEL and/or CDL deferrals should be listed in this space. Aircraft Notes may also be listed. NIR (No Items Reported) will be listed when there are no deferrals.

⑥. **Fuel information to destination (Left column)**.

- **BURN –** estimated fuel burn to destination using the CFP projected ZFW, recommended fuel and takeoff weight.
- **ALTN –** Fuel to fly to and land at the most distant destination alternate (ALTN) airport.
- **RESV –** Reserve Fuel as required by 14 CFR 121.639 through 121.647.
- **ADDL –** Additional fuel is fuel required by regulation and/or company policy and is required to be on board for departure. Additional fuel must be added to ensure that the planned *minimum arrival fuel will be at or above the declared minimum landing fuel as listed in GOM, Chapter 2.*

- **MIN –** Minimum fuel required for dispatch at the initiation of takeoff roll, as required by 14 CFR 121.639 through 121.647. Record added fuel (if required) to carry extra payload on dotted line adjacent to MIN.
- **TAXI –** Minimum taxi fuel is calculated by aircraft type based on average taxi times for each departure airport. Dispatch will increase taxi fuel at airports with known extended taxi time or expected ground delays. As conditions may vary on any given flight (i.e., weather, local construction, etc.), the Captain may add taxi fuel as needed to compensate for such conditions.
- **XTRA** – Extra fuel recommended by Dispatcher. May be tanker fuel or fuel added to bring landing fuel up to Company recommended arrival fuel (RCMD AF): L1011-20,000 lbs., B757-6,000 lbs., B737-5,000 lbs., DC-10-22,000 lbs. Will normally be explained in RMKS. Extra fuel is not part of minimum (MIN) and; therefore, not mandatory.

NOTE: Tanker fuel should be carried unless restricted by operational limitations.

- **RCMD –** Recommended fuel for Dispatch, which predicts arrival at the destination with Company recommended arrival fuel (RCMD AF) (MIN fuel plus XTRA fuel).
- **CONT** – Fuel added over Dispatch RCMD fuel quantity. Refer to "Contingency Fuel: for authorized amounts.
- **RAMP –** Captain enters total ramp fuel required.

NOTE: Captain must sign both copies of the flight release. Top copy is left at the departing station (out-the-door prior to departure), and the other copy is to be mailed to ATA headquarters.

7. **Weight and Fuel information (right column)**. Most of this information is self-explanatory.

- **BOW –** Basic Operating Weight.
- **PLYD –** CFP estimated payload.
- **ZFW –** CFP estimated Zero Fuel Weight. Record ZFW above estimated on dotted line.
- **TOF –** Takeoff Fuel.
- **TOW –** CFP estimated Takeoff Weight.
- **TBRN –** CFP estimated fuel burn to the destination using CFP ZFW, RCMD fuel and TOW.
- **ELW –** Estimated Landing Weight.

- **RCMD AF –** Recommended Arrival Fuel at the destination using CFP ZFW and RCMD fuel.
- **MIN AF –** Minimum Arrival Fuel at the destination using CFP ZFW and MIN fuel.
- **DST –** Flight Plan Distance in nautical miles.
- **WND –** Plus or minus Wind.
- **CRZ –** Cruise Speed (80, 84, LRC, ECN, etc.)
- **ETD –** Estimated Time of Departure.
- **ETE –** Estimated Time Enroute.
- **ETA –** Estimated Time of Arrival (ETA + TAXI OUT + ETE)
- **STA –** Scheduled Time of Arrival

8. **INC BURN –** Increased fuel burn in lbs., per 1,000 lbs. ZFW over planned (i.e., 1000:145).

9. Special Notices/Alerts.

10. **RLSD BY –** Releasing Dispatcher's name, initials and Dispatch Desk letter.

11. **DOT ON TIME ARRIVAL** – At or before – 14 minutes after schedule arrival (z).

Time, Fuel and Employee Information (required for all flights):

TIMES – Record times on appropriate line. Subtract **OUT** time from **IN** time for total **BLK** (block) time. Subtract **OFF** time from **ON** time for **ATE** (Actual Time Enroute).

GTB – Gate Turn Back. Record block out and block in time only in the event of a gate return. If the same release is used for the subsequent departure, fill in the times as above for the actual flight.

FUEL – Record fuel reading on appropriate line. Subtract **BIF** (Block In Fuel) from **BOF** (Block Out Fuel) for **ABO** (Actual Burn Off). Compare **ABO** to **EBO** (Estimated Burn Off). (NOTE: The **EBO** does not include taxi-in fuel.) Subtract **MTOF** (Minimum Takeoff Fuel) from **TOF** (Takeoff Fuel) for beginning **P/M** (Plus/Minus) fuel score.

Employee Information – Record employee information for pay and currency requirements:

Landed by EMP ID# – Enter the employee ID number of the pilot making the landing.

Charter Flights – Passenger Manifest Information:

While no specific space is provided for passenger manifest information, write on the release **"Pax Manifest Forwarded"** to indicate the passenger manifest was forwarded to the next crew when passengers are not enplaned during an enroute stop or tech stop. This indicates to Flight Ops Records that a pax manifest will not be enclosed with the flight paperwork for this specific leg.

(12)**RVSM Altimeter Check** – Record altimeter deviations in cruise after level off. See CFM/AOM for expanded procedures.

(13)**ETP – Equal Time Point information,** if required (see re-release example).

(14)**ROUTE –** Flight Plan routing to destination.

(15)**DOTS –** Location of vertical lines. Required to be drawn in, except for flights less than one hour in duration.

(16)**WAYPOINT –** Enter Waypoint circles to the left of waypoint identifiers. Spaces are used for waypoint verification or way-point numbering, if required. Refer to specific navigation section of the B737/B757 CFM, or Navigation section of the L1011 and DC-10 AOM for aircraft type flown. Waypoint identifiers are listed with their latitude/longitude listed above and full name below.

(17)**DIST** (Distance Between Waypoints)/**ACLT –** Accumulated Time from takeoff.

(18)**M/H M/C –** Magnetic Heading/Magnetic Course. Will be T/C (True Course) on triple INS equipped aircraft.

(19)**TDV/TAS –** Temperature Deviation and True Air Speed.

(20)**FREQ –** Frequency for the associated NAV AID.

㉑ **MACH/IAS –** Planned Mach Number and corresponding Indicated Air Speed (IAS) at planned altitude and forecasted temperature. (For Mach, insert decimal in front of first number – i.e., 799 = MACH.799.)

㉒ **WIND –** forecast wind for that zone, **ETA/ATA –** Estimated time of Arrival for each waypoint based on ATA (Actual Time of Arrival) at last waypoint plus present Zone Time (ZT). Entries normally required in **ETA** column and **ETA/ATA** column.

㉓ **ZBUR –** Zone Fuel Burn between waypoints. Fuel burns are based on CFP estimated TKOF (takeoff) gross weight and RCMD fuel onboard at brake release.

㉔ **MAF –** Minimum Arrival Fuel at the associate waypoint. This amount is based on having loaded MIN fuel only and will ensure arrival at destination with Minimum Arrival Fuel (MAF). If RCMD fuel was loaded, the fuel remaining at each checkpoint should be greater than MAF.

㉕ **P/M –** Fuel score: Plus/Minus. Subtract MAF from AFR and enter as fuel score (+ or -). Compare to prior zone fuel score (P/M) and fuel score at takeoff (P/M). It is recommended that fuel zone comparison not be made until after top of climb.

㉖ **AFR –** Enter Actual Fuel Remaining per fuel gauge reading or FMC display.

㉗ **WIND/TEMP-SUMMARY at WAYPOINTS** at various altitudes.

㉘ **Copy of ATC** filing to destination.

Standard Computer Flight Plan / Flight Release

① COMPUTED 05JAN06/1344   PROGS 050612/050618
  AMT9990/05JAN06 N301TZ B737-800W   RLSD KMDW/KSFO IFR ALTN/KOAK

② N301TZ   BOW 96320.8 10B/ 96520.3 20B/ 96619.3 PAX 160/4

③   ORIGIN   MDW/KMDW   CHICAGO - MIDWAY INT   N41472W087451
    DESTINATION   SFO/KSFO   SAN FRANCISCO INTL   N37371W122225
      ALTERNATE   OAK/KOAK   METRO OAKLAND INTL   N37433W122132

  T/O ALTERNATE   RFD/KRFD   ROCKFORD   N42117W089058

④ RMKS/ GOM REFERENCE

⑤ MEL-CDL / ACFT NOTES NIR

⑥ KMDW/KSFO   ⑦ WEIGHTS

  BURN   23.4 KSFO   BOW 00B   96.3
  ALTN   1.5 KOAK   PYLD   35.0
  RESV   3.7 45 MINS   ZFW   131.3........
  ADDL   0.0   TOF   28.6
  --------------   TOW   159.9
  MIN   28.6........   TBRN   24.2
  TAXI   0.9   ELW   136.5
  XTRA   0.0   RCMD AF   5.2
  --------------   MIN AF   5.2
  RCMD   29.5   DST   1618
                                      WND   M031
  CONT   ....   CRZ   C15
                                      ETD   2000
  RAMP   ....   ETE   0408
                                      ETA   0029
                                      STA   0045

⑧ INC BURN/1000 LBS: 135
  ///
⑨ // KSFO - SPECIAL AIRPORT QUALIFICATION REQUIRED FAR 121.445 //
  ///

⑩ RLSD BY   JASON NORTH JN   ACCEPTED BY ....
            DISPATCH DESK JNORTH   CAPTAINS SIGNATURE

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                              IN.......  ON.......  BIF.......  MTOF  28.6

                              OUT..(11)  OFF.......  ABO.......  P.M.......

                              BLK.......  ATE.......  EBO   24.2

                                                     ETE   0408
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(11) LANDED BY EMP ID#:   _____   GTB IN ..... OUT .....

(12) RVSM ALTIMETER CHECK
     CPT _____ F/O _____ DIFF _____
     /CONSULT CFM FOR MAXIMUM ALTIMETER DIFFERENCE/
     STANDBY _____

(13)   (ETP INFORMATION IF REQUIRED)

(14) ROUTE...
     MDW..IOW..HCT052047..BJC005023..DTA.J148.OAL.MOD3.SFO/0408 : NRP

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     .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. ..

     WAYPOINT            DIST M/H   TDV OAT MACH  ZT WIND    ZBUR P/M
       TO    FREQ  AIRWAY ACLT M/C FL TAS G/S IAS ETA ETA/ATA MAF  AFR
(15) -.-------------------.-----------.---.-----.---------.-----
     -                  ...  121 268  ... ... CL  0022 324031  0041 ....
(17) TOC                DCT 0022 264 CL 371 354 CL  .... .../... 0245 ....

                   MORA      035

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(16) N41311W091368      ...   53 262    P07 050 779 0007 305034  0007 ....
     IOW   116.20       DCT 0029 260 36 453 426 258 .... .../... 0238 ....
     IOWA CITY
                   MORA      035

     ---.-------------------.-----------.----.---------.-----
     N40480W100000      ...  381 266    P04 053 779 0053 344073  0047 ....
(18) HCT052047          DCT 0122 258 36 451 430 259 .... .../... 0191 ....

                   MORA      050

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     N40165W105000      ...  230 264   M02 058 779 0034 336092  0029 ....
(19) BJC005023          DCT 0156 254 36 445 408 258 .... .../... 0162 ....

                   MORA      166

     ---.-------------------.-----------.----.---------.-----
(20) N39181W112303      ...  351 254    P00 056 777 0052 318061  0044 ....
     DTA   116.10 DCT 0248 247 36 446 408 257 .... .../... 0118 ....
(21) DELTA
                   MORA      168
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 ⑳     N38002W117462  ...  259 239    P00 056 775 0038 280049 0033 ....
       OAL    117.70  J148 0326 237 36 444 400 256 .... .../... 0085 ....
       COALDALE
                    MORA    153
---.--------------------.-------------------.----.-------.---------
 ㉓     N37537W118459  ...   47 246    P00 056 772 0008 259045 0006 ....
       INYOE          DCT 0334 247 36 443 398 256 .... .../... 0079 ....
       INYOE
                    MORA    165
---.--------------------.-------------------.----.-------.---------
 ㉔     N37499W119222  ...   29 248    P00 056 772 0004 253046 0003 ....
       KYLLA          DCT 0338 248 36 443 398 256 .... .../... 0076 ....
       KYLLA
                    MORA    165
---.--------------------.-------------------.----.-------.---------
 ㉕     -              ...   41 246    P00 056 772 0006 248051 0005 ....
       TOD            DCT 0344 247 36 443 393 256 .... .../... 0071 ....

                    MORA    153
---.--------------------.-------------------.----.-------.---------
 ㉖     N37420W120243  ...    9 245    ... ... DS 0002 241054 0000 ....
       TROSE          DCT 0346 247 DS 452 401 DS  .... .../... 0071 ....
       TROSE
                    MORA    153
---.--------------------.-------------------.----.-------.---------
       N37376W120575  ...   26 241    ... ... DS 0004 228056 0001 ....
       MOD    114.60  DCT 0350 245 DS 398 349 DS  .... .../... 0070 ....
       MODESTO
                    MORA    093
---.--------------------.-------------------.----.-------.---------
       N37354W121171  ...   16 241    ... ... DS 0003 221048 0001 ....
       GROAN          DCT 0353 246 DS 353 314 DS  .... .../... 0069 ....
       GROAN
                    MORA    093
---.--------------------.-------------------.----.-------.---------
       N37331W121375  ...   16 242    ... ... DS 0004 212036 0001 ....
       CEDES          DCT 0357 247 DS 323 298 DS  .... .../... 0068 ....
       CEDES
                    MORA    066
---.--------------------.-------------------.----.-------.---------
       N37286W121560  ...   16 234    ... ... DS 0003 201027 0001 ....
       OOMEN          DCT 0400 238 DS 292 274 DS  .... .../... 0067 ....
       OOMEN
                    MORA    066
---.--------------------.-------------------.----.-------.---------
       N37277W121598  ...    3 235    ... ... DS 0001 205024 0000 ....
       MEHTA          DCT 0401 238 DS 277 260 DS  .... .../... 0067 ....
       MEHTA
                    MORA    066
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       N37371W122225  ...   20 279    ... ... DS 0007 205016 0015 ....
       KSFO           DCT 0408 283 DS 265 265 DS  .... .../... 0052 ....

                    MORA    066
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WIND/TEMP SUMMARY     ㉗
WAYPOINT   FL390      FL340      FL300      FL240
IOW        30/030 M48 31/038 M51 30/041 M53 32/046 M41
HCT052047  34/063 M52 35/084 M53 35/076 M50 34/051 M38
BJC005023  33/090 M61 34/094 M54 34/089 M44 35/078 M29
DTA        32/064 M60 32/059 M52 32/050 M43 33/047 M27
OAL        28/054 M61 28/045 M52 28/033 M43 27/026 M26
INYOE      26/049 M61 26/042 M52 25/034 M42 25/027 M26
KYLLA      26/050 M61 25/043 M52 25/037 M42 24/031 M26
KSFO       23/086 M61 22/085 M52 22/079 M43 22/065 M27
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 ㉘   FP AMT9990 B738/J 0453 MDW P2000 360
     MDW..IOW..HCT052047..BJC005023..DTA.J148.OAL.MOD3.SFO/0408 : NRP
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