

**Voice Automatic Terminal Information Service (ATIS) Policies and Procedures:**

1. Controllers who are ZNY Certification Level 3 or higher and are providing local control (TWR) services are authorized to host a voice ATIS broadcast.
2. Ground control and clearance delivery positions shall not host an ATIS unless there is a controller online providing local control services, with whom coordination on the matter has been accomplished and who has approved such an operation.
3. If multiple positions are providing services for the same airport, only one of them shall maintain a voice ATIS broadcast for the airport.
4. A voice ATIS broadcast shall be on the appropriate ATIS frequency designated in the facility SOP.
5. A textual ATIS is also required and shall be included in the controller information for the ATIS frequency and **not** in the controller information for the operational position. This shall be accomplished in the VRC ATISMaker by adding only the phrase “ATIS on XXX.XXX” to the primary Controller Info Template (top box) and adding all of the applicable weather variables to the Voice ATIS Template (bottom box).
6. The voice ATIS recording must not exceed one minute in length and the only audible sound shall be the controller recording the ATIS.
7. Whenever a new ATIS recording is made or updated, a one-time blanket broadcast shall be made on all affected frequencies.
  - a. PHRASEOLOGY – *“Attention, [AIRPORT] ATIS has been changed to [CODE].” OR “Attention, [AIRPORT] ATIS information [CODE] now current.”*
  - b. If the altimeter setting and/or the runway configuration is changed, the updated information may be included in the above broadcast. EXAMPLE - *“Attention, Kennedy ATIS information Alpha now current. Altimeter 2990. Departing runway 31L.”*
8. All voice ATIS broadcasts shall include the following items:
  - a. Airport/facility name (“Kennedy Airport information...”)
  - b. Phonetic alphabet letter identifier/code (“Alpha...”)
  - c. Time of weather/METAR observation in GMT/UTC (“One eight zero zero Zulu...”)
  - d. Wind direction and speed (“Wind two one zero at one one...”)

*Note: Wind gusts are denoted in the METAR by a ‘G’ followed by numbers (21011G17KT), and shall be spoken as “wind two one zero at one one gusting one seven...”*

- e. Visibility in statute miles (“Visibility one zero...”)

*Note: The word “mile(s)” shall be omitted from all ATIS broadcasts. Read fractions in spoken form, “visibility tree-quarters”, “visibility one-half”, “visibility one-quarter”, “visibility one-eighth”, etc.*

- f. Weather phenomena (“Haze...”)

*Note: Read weather phenomena in the order presented in the METAR and without using the words “and” or “in”. If the METAR indicates 5SM HZ –RA, it should be read as “...visibility fife, haze, light rain...” Refer to the chart below for a full list of weather phenomena.*

- g. Sky condition (“Few clouds at tree thousand, ceiling fife thousand broken...”)

*Note: Ceiling is not specified, it is defined as the lowest broken or overcast layer, or the vertical visibility (denoted in the METAR by the letters ‘VV’). The format in which sky conditions should be spoken is “few clouds at X thousand, X thousand scattered, ceiling X thousand broken, [ceiling] X thousand overcast...” If few clouds aren’t reported, replace the above phrase with the words “sky conditions”, (“Visibility one zero. Sky conditions, one tree thousand scattered...”). The ceiling/sky condition, visibility, and obstructions to vision may be omitted if the ceiling is above 5,000 feet and the visibility is more than 5 miles. A remark may be made, “The weather is better than fife thousand and fife.” Significant Clouds such as TCU (Towering Cumulus), CB, (Cumulonimbus), or ACC (Alto cumulus Castellanus) will be found on the end of this category (SCT035TCU). The CB designation shall be spoken as “...ceiling fife thousand broken Cumulonimbus...”*

- h. Temperature in °C (“Temperature two fife...”)

- i. Dew point in °C (“Dew point two one”)

- j. Altimeter (“Altimeter two niner niner zero”)

*Note: Always omit the word “point” from the altimeter setting. At this point include other pertinent remarks contained within the official weather observation, including but not limited to density altitude, RVR values, etc.*

- k. Approach in use/landing runway(s) (“ILS runway tree one right approach in use...”)

*Note: If Approach Control is online, specify the instrument/visual approach(s) in use. Specify landing runways only if different from that to which the instrument approach is made. If Approach Control is not online, the type of approach used is at the discretion of the pilot; under such conditions, the ATIS broadcast should only specify the landing runways.*

- l. Departure runway(s) (“Departing runway tree one left [from intersection Kilo Kilo, ten thousand seven hundred feet available] ...”)

*Note: When utilizing intersections for departure, the available departure distance should be specified in the ATIS. These values may be found in the facility SOP.*



## 10. Examples

### **METAR**

KMMU 112230Z 19007G15KT 5SM BR -RA  
FEW020 OVC030 25/24 A2989

KFRG 111800Z 31002KT 8SM FEW070  
28/21 A2992

KLGA 120200Z 32006KT 10SM SCT120  
BKN250 28/18 A2984

KPHL 120154Z 00000KT 10SM FEW050  
SCT100 SCT140 OVC220 29/21 A2986

### **ATIS**

“Morristown Municipal Airport information CHARLIE, two two tree zero zulu. Wind one niner zero at seven gusting one fife. Visibility fife, mist, light rain. Few clouds at two thousand, ceiling tree thousand overcast. Temperature two fife. Dew point two four, altimeter two niner eight niner. I L S runway two tree approach in use, departing runway two tree. Readback all hold short instructions, advise on initial contact you have information CHARLIE.”

“Republic Airport information YANKEE, one eight zero zero zulu. Wind calm. The weather is better than fife thousand and fife. Temperature two eight. Dew point two one, altimeter two niner niner two. Visual approach runway one and G P S runway one approach in use. Departing runway one and tree two. Read back all hold short instructions. Advise on initial contact you have information YANKEE.”

“LaGuardia Airport information MIKE, zero two zero zero zulu. Wind tree two zero at 6. Visibility one zero. Sky conditions, one two thousand scattered, two fife thousand broken. Temperature two eight. Dew point one eight. Altimeter two niner eight four. I L S runway four and expressway visual runway tree one approach in use. Departing runway tree one. Read back all hold short instructions. Advise on initial contact you have information MIKE.”

“Philadelphia Airport information FOXTROT, zero one fife four zulu. Winds calm. Visibility one zero. Few clouds at fife thousand, one zero thousand scattered, one four thousand scattered, two two thousand overcast. Temperature two niner. Dew point two one. Altimeter two niner eight six. I L S runway two seven right approach in use. Landing and departing runway 27R and 27L. Read back all hold short instructions. Advise on initial contact you have information MIKE.”

\*“Landing and departing...” is used to illustrate runways being utilized for both departures and arrivals