Overview
The Coordination List, also referred to as the "Rundown List," shows coordination message information for departing flights prior to their radar track association. Flights are removed from coordination lists upon their acquisition by radar. A coordination list provides a means where a tower controller typically can convey the sequence and related data of pending departures to the sector controller (also called the departure controller) who will be handling the flight.

This list can best be thought of as a "silent IFR release and sequence list," where tower controllers sequence departing aircraft and use a command to request an IFR release using STARS instead of verbally. It also allows for pre-arranged non-verbal coordination.

The tower controllers are referred to as the "senders" of coordination messages, while the sector controller(s) are referred to as the "receiver(s)." The senders and associated receivers constitute a coordination "channel." Multiple coordination channels may be adapted to support multiple tower facilities or multiple senders within a single tower facility.

Sector controllers may be adapted as receivers to multiple coordination channels to allow them to merge pending flights from various departure airports. A single tower can be adapted as a sender on more than one coordination channel to permit segregation of traffic for different sectors.

All coordination lists associated to a given channel share a single adapted list title. The title typically identifies the sending tower facility. The title at the receiver's position will also indicate when auto−acknowledge is enabled.
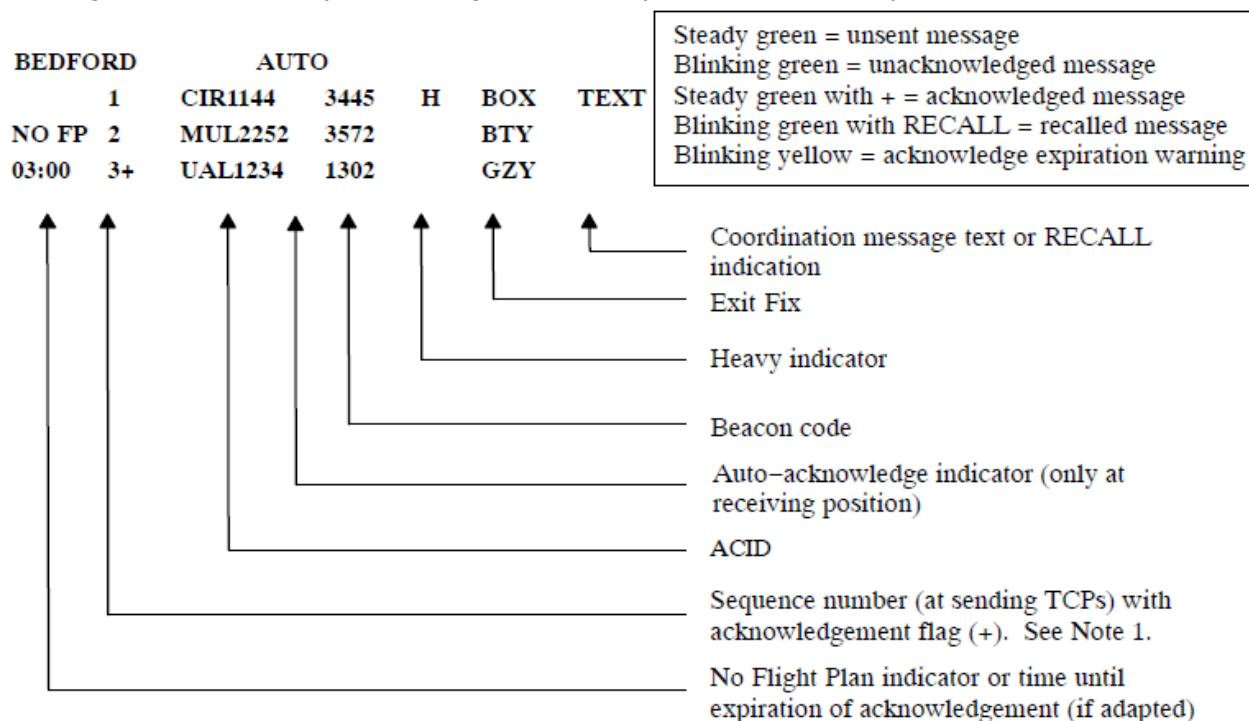
The entry of a flight in a coordination list is called a coordination message. A coordination message can be in any one of the following states:
- **Unsent**: Displayed in steady green at sender (tower) position.
- **Unacknowledged**: Displayed at sender and receiver positions in blinking green to indicate receiver acknowledgement is needed.
- **Acknowledged**: Displayed at sender and receiver positions in steady yellow or green and includes the plus symbol (+).
- **Recalled**: At the receiver's position, displayed in blinking green with "RECALL" in the text area for an adapted interval before the entire message is removed from the list. At the sender's position, displayed with steady green and with "RECALL" in the text area for an adapted interval, and then displayed as Unsent. If there was text associated with the message, the text is displayed after the adapted interval.
- **Departure Expiration Warning**: Displayed at sender and receiver positions with a blinking yellow color to indicate that the corresponding flight has not yet departed and the acknowledgement of the flight's coordination message is about to expire (will become Unacknowledged).
- **Void Unacknowledged**: Displayed at sender and receiver positions with a blinking green color and an expired time stamp to indicate that the corresponding flight has not

yet departed and the acknowledgement of the flight's coordination message has expired, rendering the message as Unacknowledged. Receiver acknowledgement is needed.

Refer to the commands section of this document for a list of commands to create, send, modify, delete, re−order, acknowledge, and recall coordination messages.

Example List

Below is an example list with it's various components. For most facilities, the acknowledge message is now colored yellow along with the + symbol for readability.

Message Status

Steady green = unsent message
Blinking green = unacknowledged message
Steady green or steady yellow with + = acknowledged message
Blinking green with RECALL = recalled message
Blinking yellow = acknowledge expiration warning

Commands

The rundown list command is <F13> which can be accomplished with <SHIFT+F3>, followed by the aircraft ID (ACID) or Beacon Code of the desired aircraft. Modifiers and additional commands can be added by using the virgule (/), and/or tab line number.
Note: When creating messages, the </> key prevents sending. For already created messages, the </> key sends the message.

Create:
<F13>,<ACID or BEACON>,<SPACE>,</>,<ENTER>
Create and Send:

<F13>,<ACID or BEACON>,<ENTER>

Create and Re-Order:

<F13>,<ACID or BEACON>,<SPACE>,</>,<SPACE>,<TAB #>,<ENTER>

Create, Send, and Re-Order:

<F13>,<ACID or BEACON>,<SPACE>,<TAB #>,<ENTER>

Coordination Text:

Add <SPACE>,<TEXT> before pressing <ENTER>

For messages already created:

Send:

<F13>,<ACID or BEACON>,<SPACE>,</>,<ENTER>

Send and Re-Order:

<F13>,<ACID or BEACON>,<SPACE>,</>,<SPACE>,<TAB #>,<ENTER>

Send and Modify:

<F13>,<ACID or BEACON>,<SPACE>,</>,<SPACE>,<TEXT>,<ENTER>

Send, Re-order, and Modify:

<F13>,<ACID or BEACON>,<SPACE>,</>,<SPACE>,<TAB #>,<SPACE>,<TEXT>,<ENTER>

Re-order:

<F13>,<ACID or BEACON>,<SPACE>,<TAB #>,<ENTER>

Re-order and Modify:

<F13>,<ACID or BEACON>,<SPACE>,<TAB #>,<SPACE>,<TEXT>,<ENTER>

Modify:

<F13>,<ACID or BEACON>,<SPACE>,<TEXT>,<ENTER>

Recall:

<F13>,<ACID or BEACON>,<SPACE>,</>,<ENTER>

Delete:

<F13>,<ACID or BEACON>,<ENTER>

To acknowledge a message:

Only a single aircraft pending:

<F13>

Multiple aircraft pending:

<F13>, <ACID or BEACON or TAB LINE NUMBER>,<ENTER>