



# Jacksonville ARTCC

## Central Florida TRACON - MCO ATCT

### Letter of Agreement

<b>Version</b>	A
<b>Effective Date</b>	04/22/2021

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## **DOCUMENT INFORMATION**

### **Purpose**

This document prescribes the procedures to be utilized for providing air traffic control services at the Orlando Air Traffic Control Tower (MCO ATCT). The procedures described herein are supplemental to the Jacksonville ARTCC Facility Operating Guidelines and FAA Order JO 7110.65, as well as any published FAA guidelines or procedures.

### **Distribution**

This order is distributed to all Jacksonville ARTCC personnel.

### **Responsibility**

The Air Traffic Manager or their designee shall be responsible for the maintenance of this document and any policies that deviate from it.

### **Procedural Deviations**

Exceptional or unusual requirements may dictate procedural deviations or supplementary procedures to this order. A situation may arise that is not adequately covered herein; in such an event use good judgment to effectively resolve the problem.

### **Updates and Changes**

The Air Traffic Manager or their designee may post interim changes to this document in the form of notices via the ZJX website. Controllers are requested to check for any notices prior to controlling for changes in procedures.

### **Cancellation**

This document cancels any relevant procedures or agreements previous to this one, beginning on the date of effectiveness of this document.

## TABLE OF REVISIONS

DATE	REVISION	EDITOR/VERSION
04/22/2021	Initial Release	Maxine Grooms/ F11MCO.A

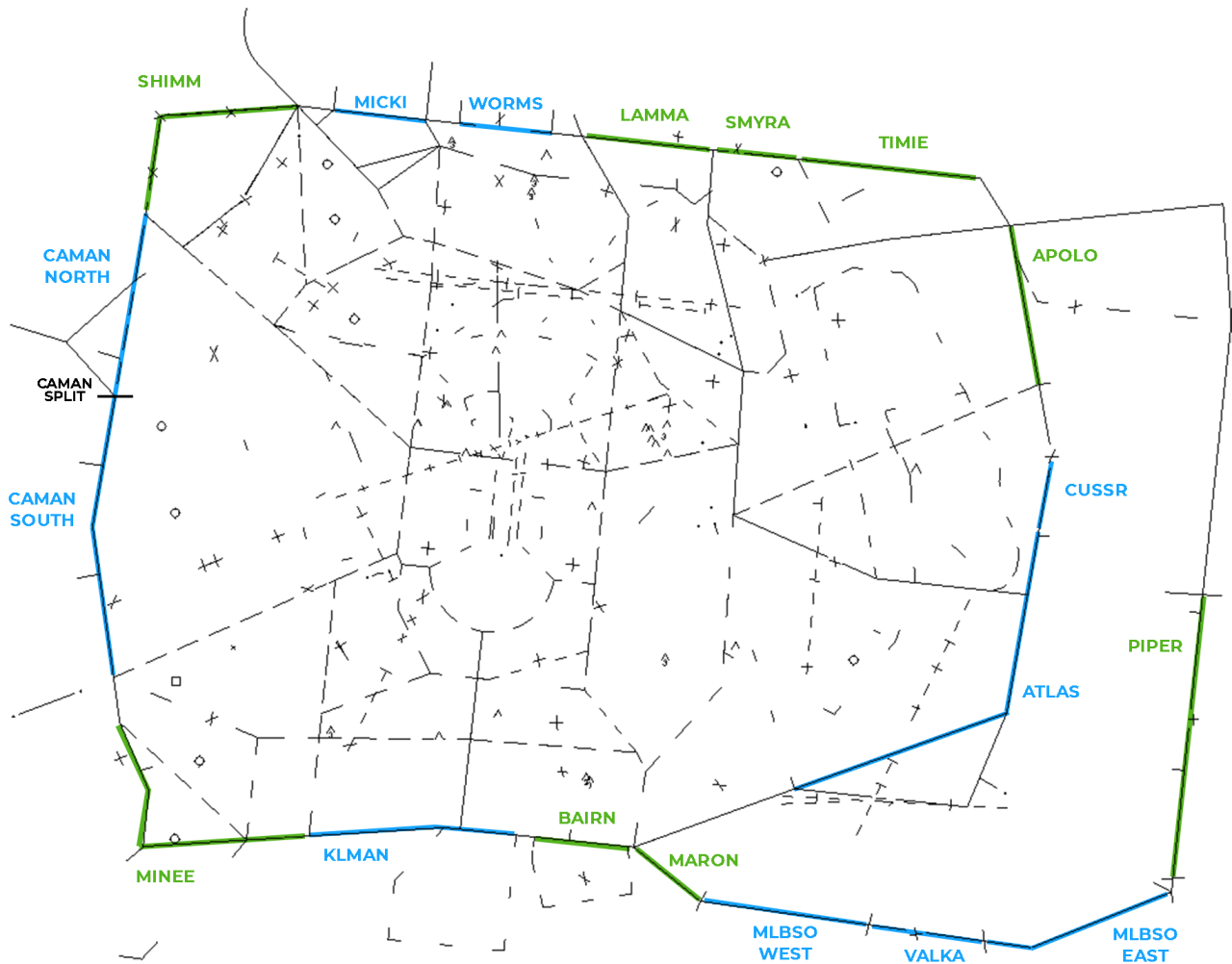
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## Chapter 1. F11 Departure transition areas

1. The following diagram depicts F11's various DTAs and arrival transition zones.
2. Departure radar DTAs are depicted in blue, satellite radar DTAs are depicted in purple, and arrival transition zones are depicted in green.



**NOTE:** The WORMS DTA is a “hybrid” DTA utilized by both departure radar and satellite radar at all times.

1. All aircraft departing MCO ATCT shall be routed through an appropriate Departure Transition Area, whether by RNAV SID or manual assignment of the DTA

## Chapter 2. IFR Departure Frequencies

Table 3 describes the appropriate jet departure frequency for each DTA.

**Table 1. Jet Departure Frequencies by DP/DTA**

DTA/SID	Departure Position (Frequency)
DDANY#	DRE (124.800)
EPCOT#	DRW (120.150)
FATHE#	DRE (124.800)
FSHUN#	DRW (120.150)
JEEMY#	DRW (120.150)
LEWRD#	DRW (120.150)
MZULO#	DRE (124.800)
MICKI	DRW (120.150)
ATLAS	DRE (124.800)
WORMS	DRE (124.800)
CAMAN North/South	DRW (120.150)
KLMAN	DRW (120.150)

Notes:

1. If F11 satellite radars are open...
  - a. During north operations, aircraft filed at an altitude below 5,000 shall receive SRN (121.100) as their departure frequency.
  - b. During south operations, aircraft that would otherwise go to DRE (124.800) shall receive SRK (134.950) as their departure frequency.
  - c. During south operations, aircraft that would otherwise go to DRW (120.150) shall receive SRD (119.400) as their departure frequency.

## Chapter 3. Runway Usage

### 3.1 Runway Change Procedures

1. When changing runways, LC must verbally coordinate with the appropriate F11 position(s) for the last departure/arrival off the previously used runway and the first departure/arrival off the newly selected active runway(s).
2. Notify F11 of the new runway configuration and last departure and arrivals.
3. When notified by F11, stop all departures on the present configuration.
4. When F11 is ready for the new configuration, F11 will notify LC. Upon completion of notification, departures may resume with the new configuration.
5. Ensure ATIS has been updated to reflect the new configuration.

### 3.2 Simultaneous Approaches

1. Runway 36L and Runway 36R may not be used for simultaneous instrument approaches.
2. The ATIS shall indicate at all times "*Caution simultaneous approaches in use*" prior to stating the arrival runways.



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## **Chapter 4. Departure/Arrival Procedures**

### **4.1 Departure Procedures**

1. IFR departures will be automatically released if the aircraft departs IAW with procedures outlined in Chapter 5 and is ZJX 1.D sections 2.2.3/2.2.4
2. VFR departures will be automatically released if the departure heading and altitude matches approved headings and altitudes in ZJX 1.D section 4.3.

### **4.2 Arrival Procedures**

1. LC shall be responsible for separation of all arrival aircraft that have been handed off by TRACON from all departing aircraft still under LC jurisdiction.
2. Communication transfer must be completed prior to five nautical miles from the runway.
3. LC shall not change the approach sequence without coordination with TRACON.
4. Arrival Runways
  - a. During South Operations...
    - i. Arrivals will utilize Runway 18R and Runway 17L.
    - ii. If traffic permits, Runway 18L and Runway 17R may be used to reduce taxi time.
  - b. During North Operations...
    - i. Arrivals will utilize Runway 36L and Runway 35R.
    - ii. If traffic permits, Runway 36R and Runway 35L may be used to reduce taxi time.

### **4.3 Rolling Calls**

1. LC will **not** send rolling calls to F11 departure controllers unless one of the following criteria is met:
  - a. The F11 departure controller requests rolling calls.
  - b. The departure scratchpads are not completed as per Section 2.5 of this SOP.
  - c. The departing aircraft is issued a non-standard departure heading and/or altitude
2. Rolling calls shall indicate the callsign, departure runway, assigned departure heading, and departure transition area.
3. If rolling calls are not in use, LC will monitor tags to ensure correct identification of departing aircraft.

### **4.4 Automatic Releases**

1. LC is authorized automatic releases from the TRACON controller so long as the aircraft departs on the pre-coordinated active departing runway(s) on approved procedures and headings in Chapter 5.

## Chapter 5. IFR Departure Instructions

### 5.1 ORLA# Departure Headings - North Operations

DTA	Runway/s	Heading
CAMAN North/South	36L, 36R	345-010
	35L, 35R	345-010
ATLAS	36L, 36R	060
	35L, 35R	060
WORMS/MICKI	36L, 36R	010
	35L, 35R	025-035
KLMAN	36L, 36R	345-010
	35L, 35R	345-010

**5.2 Turbojet/Turboprop Departure Headings - South Operations**

<b>DTA</b>	<b>Runway/s</b>	<b>Heading</b>
CAMAN North/South	18L, 18R	205
	17L, 17R	220
ATLAS	18L, 18R	140
	17L, 17R	160
WORMS/MICKI	18L, 18R	140
	17L, 17R	160
KLMAN	18L, 18R	205
	17L, 17R	220
DDANY#, FATHE#, MZULO#	18L, 18R	140
	17L, 17R	175
JEEMY#, EPCOT#, FSHUN#, LEWRD#	18L, 18R	190
	17L, 17R	220

### 5.3 RNAV DP fixes - North Operations

SID (Direction)	Runway/s	RNAV Fix
FATHE# (NNE)	36L	KYOTE
	36R	FACTS
	35L, 35R	JWOLF
JEEMY# (NNW)	36L	KYOTE
	36R	FACTS
	35L, 35R	JWOLF
EPCOT# (WNW)	36L	KYOTE
	36R	FACTS
	35L, 35R	SAWZZ
LEWRD# (WSW)	36L	KYOTE
	36R	FACTS
	35L, 35R	SAWZZ
FSHUN# (SSW)	36L	KYOTE
	36R	FACTS
	35L, 35R	SAWZZ
MZULO# (ENE)	36L, 36R, 35L, 35R	GOHOM
DDANY# (SSE)	36L, 36R, 35L, 35R	GOHOM

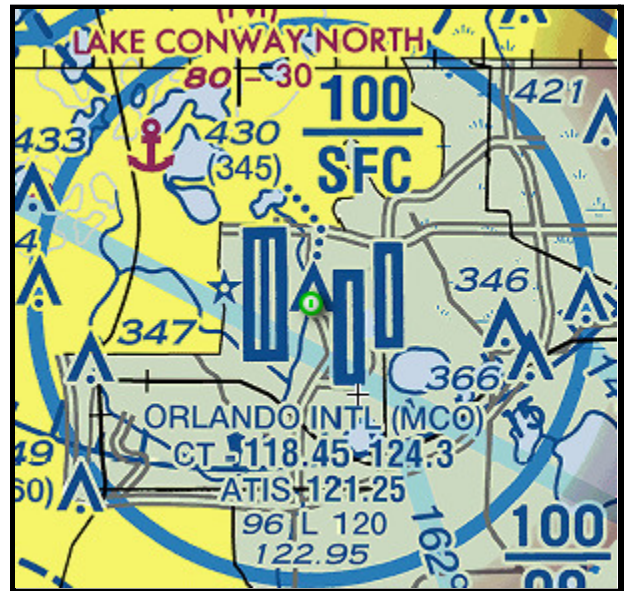
## 5.4 CTR# Departure (Piston Departure)

### All Runways

DTA	Heading
VIZTA (Northwest)	270°
KLMAN (Southwest)	270°
KNEED (Southwest)	270°
TPSTR (Southeast)	090°
WORMS (North)	270°

## Chapter 6. Radar

1. LC shall not terminate aircraft until they have completely landed at the airport.
2. LC shall radar identify VFR aircraft and track the aircraft until they are outside of the Orlando Class Bravo airspace, or hand off to F11 for flight following
3. F11 releases control for VFR aircraft tracked by MCO tower through the airspace within a 5NM radius of MCO (see airspace depicted to right) as long as the aircraft intends to depart Bravo airspace below 1000ft
  - a. VFR aircrafts radar service must be terminated once they leave Bravo airspace



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## **Chapter 7. Go-Around procedures**

1. Assign runway heading and climb to 3,000, then hand off to the appropriate departure controller.
2. Do not assign the published missed approach for IFR aircraft unless the pilot requests it and traffic allows, or it's requested by the F11 radar sectors.
3. Voice handoffs should be initiated as soon as practical to the appropriate departure controller.



## Chapter 8. Scratchpads

### 8.1 Departure Scratchpads

- To assist the departure controllers, CD shall ensure scratchpads are set in a pilot's flight plan only after the clearance has been issued to notify the Departure controller of an active flight plan. Aircraft exiting F11 shall have the proper DTA or departure procedure input into their scratchpad. See Table 6 for appropriate scratchpad entries.

**Table 2. Orlando Scratchpad Entries**

DTA/SID/Destination	Scratchpad Entry
DDANY#	DDA
EPCOT#	EPC
FATHE#	FAT
FSHUN#	FSH
JEEMY#	JEE
LEWRD#	LEW
MZULO#	MZU
CAMAN	CAM
KLMAN	KLM
ATLAS	ATL
KNEED	KNE
WORMS	WOR
TPSTR	TPS
VIZTA	VIZ
VFR Flight Following	VFF

## 8.2 Approach Scratchpads

1. F11 uses a three letter format consisting of XYY where X identifies the type of approach and YY consists of the runway truncated to two characters. For example, Runway 18R would be 8R. Therefore, an ILS approach to Runway 18R would be represented by I8R.
2. See Table 9 for scratchpad entries for different types of approaches.

**Table 3. F11 Type of Approach Scratchpad Entries**

Type of Approach	Scratchpad Entry
Localizer	L
RNAV (GPS or RNP)	R
ILS	I
VOR	O
Visual	V
Overhead Break	B