

Virtual Jacksonville ARTCC

General Control Policy



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This handbook establishes the procedures to be utilized for all control operations in the Jacksonville ARTCC. This code applies equally to staff, controllers, and VATSIM members. This document is considered a supplement to any VATSIM and VATSIM United States (VATUSA) policies, procedures, and documents. This document cancels all previous publications and policies and remains in effect until canceled VATSIM, VATUSA, or a subsequent publication of the administrative policy. This document's updates and modifications are published after the appropriate approval process and announcement to the Virtual Jacksonville ARTCC. The ATM, DATM, or their designee(s) will complete all updates and changes to this document.

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Explanation of Changes

- a. 1-1 Updated Release from ZJX-1003B Date: 4/1/2022

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Chapter 1: Flight Strip Marking

1.1 General

- a. Use flight progress strips as required by local standard operating procedures.

1.2 Strip Markings

- a. Use strip marking in accordance with the following format.

1		5	8	12	14	15	16
2		6	9		17	18	19
3	4	7	10	13	20	21	22

- b. Flight strip marking

1. Block 11: Arrival parking location (LC)
2. Block 12: Filed or amended route in accordance with preferred routings, letter of agreements, or coordinated TMU routings.
3. Block 13: Clearance routing type when routing has been amended
 - a. ++FRC++
 - i. Full Route Clearance
 - b. ++FRC XXX+++
 - i. Full Route Clearance to a particular routing waypoint. Substitute XXX with the appropriate waypoint.
 - c. ++EDCT XXXXz++
 - i. Expect departure clearance time (EDCT) when issued
4. Block 14: Letter of reported ATIS if initial radio communication is established (CD)
5. Block 15: Ramp number or holding point (GC)
6. Block 16: "*" when a departure release has been obtained for aircraft with a EDCT time in box 13 (LC)
7. Block 17: "PDC" if PDC is issued successfully or "X" to indicate a correct clearance read back. (CD)
8. Block 18: Taxiway designator for intersection departures. (GC)
9. Block 19: Departure runway assignment (GC)
10. Block 20: Departure control ARTS position ID
11. Block 21:
 - a. "HOLD" when a departure release is required
 - b. Initial departure instructions. H### when a heading is assigned. (LC)
12. Block 22: Departure time, minutes only. (LC)

Chapter 2: Scratchpad Data

2.1 Departures

- a. Scratchpad entries for departures shall be defined in the local/facility standard operating procedures.
- b. Utilize departure scratchpad entries only when defined by local/facility standard operating procedures and a TRACON controller is online.

2.2 Arrivals

- a. TRACON shall utilize arrival scratchpad entries when an expected approach is issued to a pilot
- b. Utilize arrival scratchpad entries either when another TRACON sector is online or a tower controller is online.
- c. Format
 - i. Use a three letter format consisting of XYY where X identified the type of approach and YY consists of the runway truncated to two characters.
 1. For example, Runway 18R would be 8R. Therefore, an ILS approach to runway 18R would be represented by I8R.
 - ii. Type of approaches
 1. Localizer- Scratchpad Entry: L
 2. RNAV (GPS or RNP)- Scratchpad Entry: R
 3. ILS- Scratchpad Entry: I
 4. VOR- Scratchpad Entry: O
 5. Visual- Scratchpad Entry: V
 6. Overhead Break- Scratchpad Entry: B

2.3 VFR Flight Following

- a. If a pilot requests VFR flight following, a controller shall input “VFF” into their scratchpad.

Chapter 3: Altitude Data

3.1 Departures

- a. Temporary altitudes may be used for departures within the TRACON but must be cleared before hand-off to Local Control or En Route.

3.2 Arrivals

- a. Cruise altitudes shall be altered for issued descents by radar facilities for arrivals that will transfer control of the aircraft to another facility (E.g. ZJX to F11, ZJX to JAX, etc.).
- b. Temporary altitudes may not be used for arrivals in lieu of cruise altitudes.

Chapter 4: Position Briefings

4.1 Definition

- a. When transferring control of a position to another controller, it is necessary to provide them with a full position briefing. In order to ensure all aspects of the position. Some information in this section is a modified version of Appendix A of FAA JO 7110.65.

4.2 Preview the Position

- a. The relieving controller shall log into the network using the designated relief callsign for the position.
 - i. They should not “PRIM” on frequency until they are given official control of the position
 - ii. They should begin to monitor your frequency by clicking the “RX” button on their radar client, and the “RX” button on their Audio for Vatsim client, for the specific frequency and position.
- b. Whenever possible, the relieving controller should familiarize themselves with the current status of the position by monitoring the position for at least two (2) minutes.
- c. After monitoring the position, the relieving controller shall request a position briefing.
 - i. *Phraseology: JAX_GND, BE, I am ready for the briefing.*
- d. The current controller shall not begin briefing the relieving controller until the relieving controller is ready.

4.3 Briefing

- a. The following items should be reviewed during the briefing
 - i. Reported weather and other weather related details
 - ii. Air traffic within the airspace
 1. This should include the status of the aircraft (Climbing, Taxi, etc)
 - iii. Additional items of special interest.
- b. After the briefing, the current control shall ask the relieving controller for questions to ensure a complete understanding of the operational situation.
 - i. *Phraseology: Do you have any questions?*
- c. The relieving controller, shall ask any questions or state that they have no questions,
 - i. *Phraseology: No Questions.*
- d. The relieving controller shall make a statement to the current controller that indicates the position is being relieved and responsibility assumed. The statement shall include the relieving controllers operating initials.

- i. Phraseology: My Control, BE*
- e. The relieved controller shall make a statement acknowledging the relieving controller. This statement shall include the relieved controllers operating initials
 - i. Phraseology: Your Control, MB*
- f. The relieved controller should announce via ATC that that the relief callsign is now responsible for the position
- g. The relieved controller should notify the facility Controller in Charge (where applicable) indicating that a shift change has been successfully completed.

4.4 After the Brief

- a. The relieved controller should remain logged onto the network keeping their original callsign.
 - i. They should “un-PRIM” from the frequency.
 - ii. They should begin to monitor the frequency by un-clicking the “TX” button on their radar client, and the “TX” button in the Audio for Vatsim client, for the specific frequency and position.
- b. Whenever possible, the relieved controller should remain present to answer any further questions presented by the relieving controller for at least 3-5 minutes.
- c. Once the post-monitoring time is complete, the relieved controller may log off the network.

Chapter 5: Runway Change Checklist

5.1 Definition

- a. When changing runways, LC must verbally coordinate with the appropriate TRACON position(s) for the last departure/arrival off the previously used runway and the first departure/arrival off the newly selected active runway(s).
- b. Notify TRACON of the new runway configuration and last departure and arrivals
- c. When notified by TRACON, stop all departures on the present configuration.
- d. Notify GC of the new runway configurations and divert all departures to the new runways.
- e. When TRACON is ready for the new configuration, TRACON will notify LC. Upon completion of notification, departures may resume with the new configuration.
- f. Ensure ATIS has been updated to reflect the new configuration.

Chapter 6: Push-back/Start-up Instructions

6.1 Definition

- a. GC does not authorize pushbacks or startups unless the aircraft pushing back will enter a controlled area during pushback.
- b. In these instances, aircraft should be instructed “Push and start approved, push tail facing (direction).” The direction should keep the aircraft pointed in the direction the aircraft will taxi
- c. If the pilot calls to push, and no controlled area will be penetrated, simply advise the pilot “Push and start at pilot's discretion.”