# Virtual Jacksonville ARTCC

KMCO ATCT

Standard Operating Procedures


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# DOCUMENT INFORMATION

This handbook establishes the procedures to be utilized for providing air traffic control services at the Orlando Air Traffic Control Tower (MCO ATCT). 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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# TABLE OF REVISIONS

| DATE | REVISION | EDITOR/VERSION |
|---|---|---|
| 06/25/2019 | Initial Release, Split Ground Procedures Addition, and Rolling Calls Update | Peter Shivery/ ZJX-1.A |
| 03/15/2020 | DTAs Updated, DTA Diagram Added, CITR# initial altitude changed, DTA procedures updated | Brin Brody/ ZJX-1.B |
| 01/01/2021 | Removed requirements to add DTA to flight plan; Changed departure headings to fan heading | Maxine Grooms/ ZJX-1.C |
| 04/22/2021 | Renewal of procedures IAW with Central Florida Metroplex | Maxine Grooms/ ZJX-1.D |
| 05/01/2022 | Procedural Changes- DTA, Missed Approaches, Calm wind config, dep headings | Howard Snider/ZJX-1.E |
| 5/19/2022 | 2205 AIRAC Procedural Changes | Howard Snider/ZJX-1.F |
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# CHAPTER 1. OPERATIONAL POSITIONS

**Table 1. MCO ATCT Operational Positions**

| Position | Radio Name | Callsign | Relief | Symbol | Frequency |
|---|---|---|---|---|---|
| **Flight Data/ Clearance Delivery* (FD/CD)** | **Orlando Clearance Delivery** | **MCO_DEL** | **1** | **4OD** | **134.700** |
| **West Ground* (GCW)** | **Orlando Ground** | **MCO_W_GND** | **W1** | **4WG** | **121.800** |
| East Ground (GCE) | Orlando Ground | MCO_E_GND | E1 | 4EG | 126.400 |
| West Tower (LCW) | Orlando Tower | MCO_W_TWR | W1 | 4WT | 124.300 |
| **East Tower* (LCE)** | **Orlando Tower** | **MCO_E_TWR** | **E1** | **4ET** | **118.450** |

**Bold/asterisk** designates a primary position.

# CHAPTER 2. CLEARANCE DELIVERY (CD)

## 2.1 Responsibilities

1. Issue ATC Clearances to all departing aircraft, both VFR and IFR.

## 2.2 IFR Departure Instructions

### 2.2.1 IFR Routing

1. Unless it is necessary to change an aircraft's route, aircraft should be cleared on their filed route. PDC (Pre-Departure Clearances) are authorized at KMCO. (See Documents and Downloads for instructions)
    a. Aircraft on the ORLA# and CITR# departure procedures should be cleared via the "ORLA#/CITR# departure, then as filed", unless further amendments are required. **Neither SID's computer code should be reflected in the flight plan route field.**
        i. *PHRASEOLOGY: Orlando 4 departure, then as filed*
    b. Aircraft on the DDANY#, FATHE#, FSHUN#, JEEMY#, MZULO#, OSPRY#, and RDSOX# departure procedures should be cleared via the "DP# departure, FIIXX transition, then as filed", unless further amendments are required.
        i. *PHRASEOLOGY: DDANY 1 departure, VALKA transition, then as filed*
2. All routes must comply with routings approved by the facility in inter-ARTCC LOAs. Aircraft that do not file these routes should have them amended appropriately.
    a. Aircraft unable to accept preferred routes must not be cleared until coordination has occurred between all affected staffed facilities.
3. Any aircraft not able to accept or cannot accept an RNAV SID due to equipment limitations shall be assigned the ORLA# or CITR# as appropriate with an assigned DTA per section 2.2.2.

Note: Turboprops are **unable** to fly any RNAV SID's out of MCO **except** for the **FSHUN#**, all turboprop aircraft **must** be assigned the ORLA# departure to their first valid fix otherwise.

## 2.2.2 Departure Transition Areas

1. Turbojet or turboprop aircraft not able to fly an RNAV departure procedure shall be assigned the ORLA# departure procedure. The aircraft must depart the F11 through a valid departure radar DTA (see Table 2). Piston aircraft shall always be assigned the CITR# departure procedure. The aircraft must depart the F11 through a valid satellite radar DTA (see Table 3). For a visual DTA depiction, see the F11 SOP Chapter 2.2

2. Flight plan routing information for the ORLA# and CITR# SID **SHALL** include the **DTA in place of** the **SID name** followed by the remainder of the route. The DTA name implies the departure procedure. (See Diagram 1). The appropriate scratchpad should then be applied.

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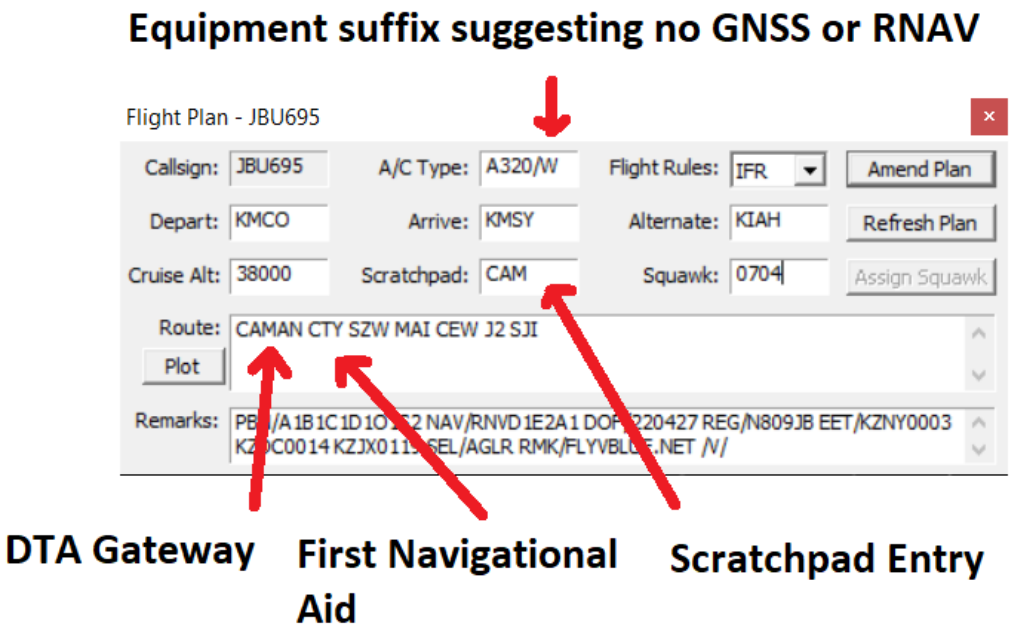
**Diagram 1 - Example DTA Flight Plan**




Notice that the ORLA# SID name is **NOT** in the routing. It is implied and read in the clearance.

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**Table 2. Orlando Departure DTAs (ORLA#) - Turbojet/Turboprop Aircraft**

| Direction | DTA | Associated Fixes |
|---|---|---|
| West | CAMAN | CTY, SZW, OCF, KNOST, BULZI, HEVVN, PATOY, BRUTS |
| Southwest | KLMAN | RSW, SRQ, CYY |
| Southeast | ATLAS | MLB, TRV, PBI, FLL |
| Northeast | WORMS | CRG, OMN, SGJ, SSI |
| Northwest | MICKI | TAY, OTK |

**Table 3. Citrus Departure DTAs (CITR#) - Piston Aircraft**

| Direction | DTA | Associated Fixes |
|---|---|---|
| Northwest | VIZTA | CTY, SZW, OCF, BULZI, HEVVN |
| Southwest | KLMAN | RSW, SRQ, CYY |
| Southwest | KNEED | PIE, MCF, LAL |
| Southeast | TPSTR | TRV, PBI, FLL, MLB, PHK |
| North | WORMS | TAY, CRG, OMN, SGJ, SSI |

Notes:

1. Aircraft with none of the above as their first fixes shall use the departure gate closest to their first fix as long as the fix is outside of the F11 airspace.
    a. Example: Aircraft filed directly to PAM (not listed) shall be routed through CAMAN

## 2.2.3 IFR Altitudes

1. Instruct all aircraft on an RNAV departure procedure to **"Climb via SID"**
2. Instruct all pilots of turbojet and turboprop aircraft on the ORLA# departure to maintain 5,000 and to expect filed cruise altitude (if higher) 10 minutes after departure.
3. Instruct all aircraft on the CITR# departure to maintain 2,000 and to expect filed cruise altitude (if higher) 10 minutes after departure.
4. Substitute 5,000 or 2,000 for lower if an aircraft's IFR cruise altitude is filed for lower.

## 2.2.4 IFR Departure Frequencies

Table 4 describes the appropriate jet departure frequency for each SID/DTA..

**Table 4. Jet Departure Frequencies by DP/DTA**

| DTA/SID | Departure Position (Frequency) |
|---|---|
| OSPRY# | DRW (120.150) |
| RDSOX# | DRW (120.150) |
| FSHUN# | DRW (120.150) |
| FATHE# | DRE (124.800) |
| DDANY# | DRE (124.800) |
| JEEMY# | DRE (124.800) |
| MZULO# | DRE (124.800) |
| MICKI South Ops<br>MICKI North Ops | DRW (120.150)<br>DRE (124.800) |
| ATLAS | DRE (124.800) |
| WORMS | DRE (124.800) |
| CAMAN North/South | DRW (120.150) |
| KLMAN | DRW (120.150) |

Notes:

1. If F11 satellite departure is 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.

## 2.2.5 Facility Beacon Codes

All departing aircraft must be assigned a unique beacon code in accordance with Table 5.

**Table 5. MCO ATCT Beacon Codes**

| Departure Flight Rules | Beacon Range (Low-High) |
|---|---|
| IFR / VFR | 0701-0777 |

## 2.3 VFR Departure Instructions

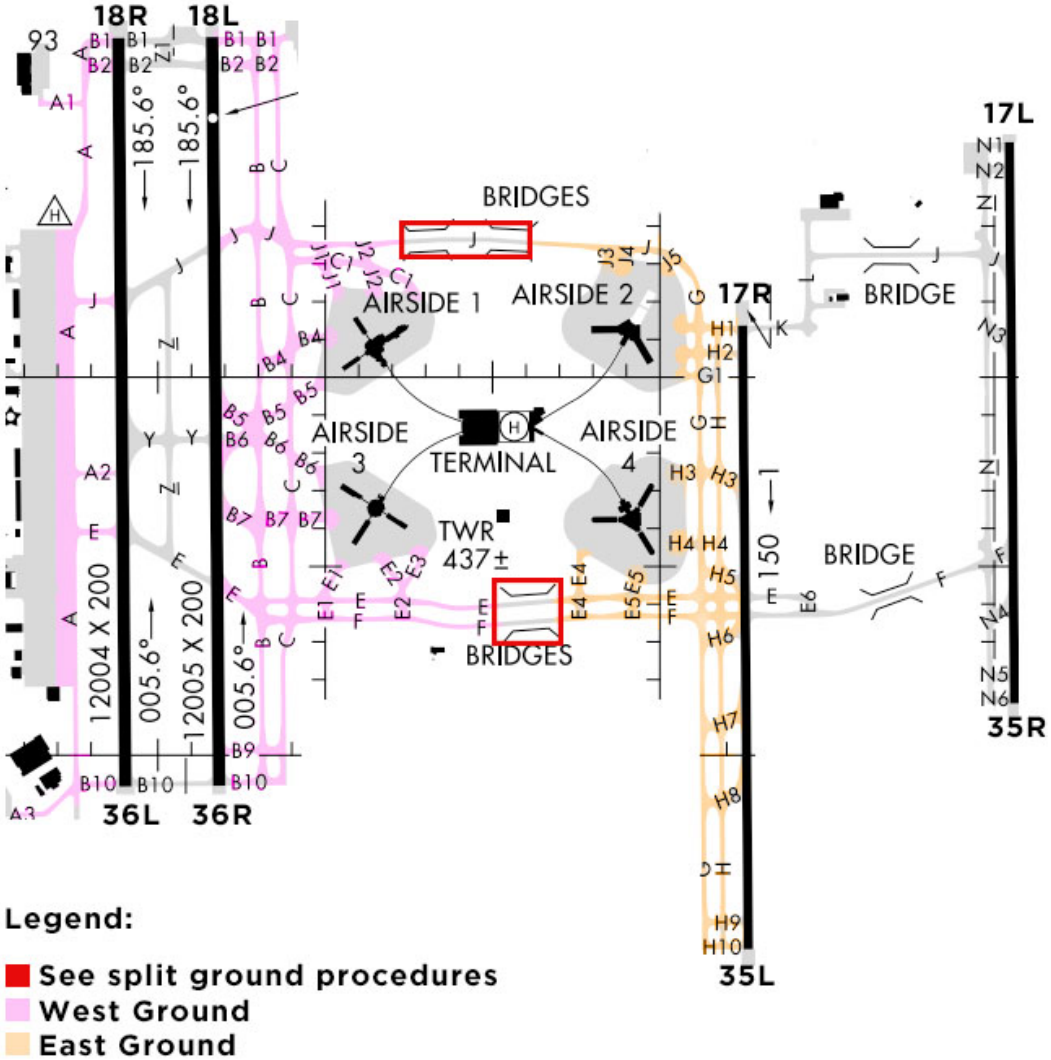
1. Clear the aircraft out of/into the Orlando Class Bravo airspace as appropriate.
2. Instruct piston aircraft to maintain VFR at or below 1,500. Jet/turboprops shall maintain VFR at or below 2,000.
3. VFR aircraft not remaining within the pattern shall be cleared out of the Orlando Class Bravo airspace and given an appropriate departure frequency.
    a. Aircraft departing on the west complex shall be issued SRD or DRW if combined.
    b. Aircraft departing the east complex shall be issued SRK or SRD or DRE if combined.
4. Assign all VFR aircraft a facility-appropriate, unique VFR beacon code in compliance with Table 5. This includes VFR aircraft remaining within the pattern.

# CHAPTER 3. GROUND (GC)

## 3.1 Area of Responsibilities

1. GC has control of all taxiways except those between parallel runways.
2. GC West is responsible for all taxiways west of the Juliet, Echo and Foxtrot bridges up to Runway 18L/36R. West Ground is also responsible for the west ramp and taxiways west of Runway 18R/36L.
3. GC East is responsible for all taxiways east of Juliet, Echo and Foxtrot bridges up to Runway 17R/35L.

**Figure 1. Orlando Airport Ground Map**



## 3.2 Ground Operations

1. GC shall only taxi aircraft east on taxiway E.
2. GC shall only taxi aircraft west on taxiway F.
3. GC shall utilize taxiway H and taxiway B for arrival aircraft.
4. GC shall utilize taxiway C and taxiway G for departing aircraft.

## 3.3 Split Ground Procedures

1. Taxi aircraft via taxiways E and F in accordance with Table 7 and instruct the pilot to change ground control frequencies at the bridge.
2. Taxi aircraft via taxiway J in accordance with the following:
    a. During MCO South Operations...
        i. Taxiway J is one way westbound between J2 and J3.
        ii. GC East must instruct aircraft to hold short of J2 and contact GC West at the bridge.
    b. During MCO North Operations...
        i. Taxiway J is one way eastbound between J2 and J3.
        ii. GC West must instruct aircraft to hold short of J3 and contact GC East at the bridge.

**Table 6. Split Ground Procedures on Taxiways E and F**

| Network Callsign | Taxi Route | Hold Short Point |
|---|---|---|
| MCO_W_GND | East on E | E4 |
| MCO_E_GND | West on F | E2 |

## 3.4 Pushback and Startups

1. GC does not authorize pushbacks or startups unless the aircraft pushing back will enter a controlled area during pushback.
    a. 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.
    b. If the pilot calls to push, and no controlled area will be penetrated, simply advise the pilot *"Push and start at pilot's discretion."*

## 3.5 ATIS

1. GC shall ensure pilots have the current ATIS prior to the aircraft being transferred to Tower.

## 3.6 Departure Runway Assignments

1. During a period of light or normal traffic, GC shall taxi aircraft to the nearest active departure runway.
2. During a period of heavy traffic **OR** if F11 TRACON is split, GC will activate Departure Runway Assignments (see Table 7). This will involve taxiing an aircraft to the runway appropriate for their direction of flight.

**Table 7. Departure Runway Assignments**

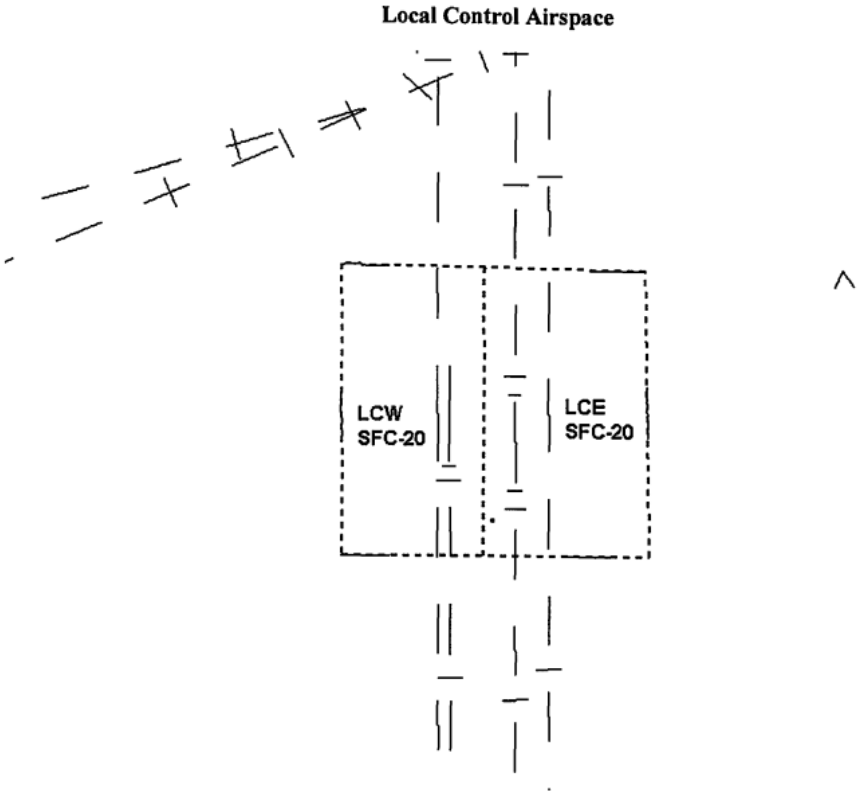
| West Complex (18L/18R & 36L/36R) | East Complex (17L/17R & 35L/35R) |
|---|---|
| OSPRI# | DDANY# |
| FSHUN# | FATHE# |
| RDSOX# | MZULO# |
| CAMAN | JEEMY# |
| MICKI | ATLAS |
| KLMAN | WORMS |
| | TPSTR |

# CHAPTER 4. LOCAL CONTROL/TOWER (LC)

## 4.1 Area of Responsibility

1. LC has responsibility for a two-mile by two-mile box from surface up to and including 2,000 MSL.
2. LC has responsibility for all taxiways between parallel runways.
3. LC West is responsible for arrivals and departures on Runway 18L/R & 36 L/R, all taxiways between Runway 18L/R & 36 L/R.
4. LC East is responsible for arrivals and departures on Runway 17L/R & 35R/L and all taxiways between Runway 17L/R & 35R/L.

**Figure 2. LC Area of Responsibility**



## 4.2 Active Runway Selection

1. Runways 18L/R and 17L/R (South Operations) are the calm wind runways and preferred runway configuration.
2. If the tailwind component exceeds 9 knots in South Operations, Runways 36L/R and 35L/R (North Operations) shall be used.
3. When in doubt about configuration, reference the real world configuration from D-ATIS.
4. LC may opt to utilize a different runway configuration at their discretion, but must coordinate changes with F11. LC must wait for F11 notification of readiness before executing the new runway configuration.

## 4.3 Simultaneous Runway Use

1. Runway 36L/36R and 18R/18L 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.

## 4.4 VFR Departures

1. All VFR piston aircraft departing the West complex shall be given a heading of 270° with an initial altitude of 1,500 feet and handed off to Orlando Departure.
2. All VFR turbojet/turboprop aircraft departing the West complex shall be given a heading of 270° with an initial altitude of 2,000 feet and handed off to Orlando Departure.
3. All VFR piston aircraft departing the East complex shall be given a heading of 090° with an initial altitude of 1,500 feet and handed off to Orlando Departure.
4. All VFR turbojet/turboprop aircraft departing the East complex shall be given a heading of 090° with an initial altitude of 2,000 feet and handed off to Orlando Departure.

## 4.5 Closed Traffic

1. General aviation aircraft may operate in the pattern at KMCO at or below 1,500 feet.
2. Runway 18R (right traffic) or Runway 36L (left traffic) shall be utilized for closed traffic.
3. All aircraft in the pattern must receive a discrete beacon code.

## 4.6 Departure Procedures

1. IFR departures will be automatically released if the aircraft departs IAW with procedures including headings and altitudes outlined in this document.
2. VFR departures will be automatically released if the departure heading and altitude matches approved headings and altitudes in ZJX 1.E section 4.4.
3. Aircraft going to the same departure gate or on the same RNAV SID shall be separated by 4nm off the runway.
4. WORMS DTA Departures - Caution should be exercised with the JEEMY and FATHE SIDS. These SIDS exit the WORMS gate in parallel with 6nm separation. JEEMY is on the west side, FATHE on the east. When north operations are in use, JEEMY departures from the west complex and FATHE departures from the east complex **may** depart simultaneously. Otherwise, 4nm departure separation should exist.

## 4.7 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.

## 4.8 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 Chapter 6.1 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.

## 4.9 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 this document.

## 4.10 Headings

1. Headings off KMCO will ensure adequate simultaneous separation and ensure aircraft enter the appropriate departure control airspace.
2. When local control is split, a release **MUST** be obtained from the adjacent sector before clearing an aircraft for takeoff into the adjacent controller's airspace. The controller issuing takeoff clearance should also be well aware of the adjacent sector's previous departure to ensure adequate spacing though same gates or same departures.
    a. Example - LCW **must** request a release from LCE for a DDANY departure to the SE. This is usually circumvented using event operations (Chapter 3.6) but must always be considered.

## 4.11 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 |

## 4.12 Turbojet/Turboprop Departure Headings - South Operations

| DTA/RNAV | Runway/s | Heading |
|---|---|---|
| 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 |

## 4.13 CITR# Departure Headings (Piston Departure)

**All Runways**

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

## 4.14 RNAV Departure 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 |
| RDSOX# (WNW) | 36L | KYOTE |
| | 36R | FACTS |
| | 35L, 35R | SAWZZ |
| OSPRI# (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 |

## 4.15 RNAV Departure Fixes - South Operations

| SID (Direction) | Runway/s | RNAV Fix |
|---|---|---|
| FATHE# (NNE) | 18 R/L | VILNS |
| | 17 R/L | KAAPE |
| JEEMY# (NNW) | 18 R/L | VILNS |
| | 17 R/L | KAAPE |
| RDSOX# (WNW) | ALL | VILNS |
| OSPRI# (WSW) | ALL | VILNS |
| FSHUN# (SSW) | ALL | BAAIT |
| MZULO# (ENE) | ALL | KAAPE |
| DDANY# (SSE) | ALL | KAAPE |

## 4.16 Runway Change Procedures

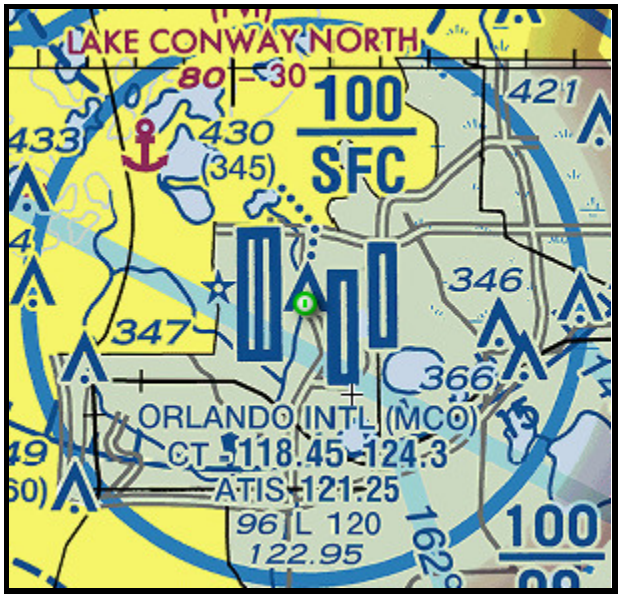
1. When changing runways, LC must verbally coordinate with the appropriate F11 position(s) for the last departure/arrival off the previously used runway and the first departure/arrival off the newly selected active runway(s).
2. Notify F11 of the new runway configuration and last departure and arrivals.
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.

## 4.17 Simultaneous Approaches

1. Runways 36L/36R and Runways 18R/18L 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.

## 4.18 Radar

1. LC shall not terminate aircraft until they have completely landed at the airport.
2. LC will not track departures destined for departure control
3. 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 if departing the pattern
4. 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. This usually only applies to helicopter traffic.
    a. VFR aircrafts radar service must be terminated once they leave Bravo airspace




## 4.19 Missed Approach Procedures

1. All aircraft will be instructed to climb to 3000 feet. Aircraft landing the west complex will be turned heading 270 and transferred to ARM (DRW if combined). Aircraft landing the east complex will be turned heading 090 and transferred to ARG (DRE if combined).
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. Radar handoff, controller coordination and voice handoffs should be initiated as soon as practical to the appropriate final controller

# CHAPTER 5. Intersection Distances

## 5.1 Intersection departure distances during MCO North Operations.

| RWY 36L | RWY 36R | RWY 35L | RWY 35R |
|---|---|---|---|
| E: 7,900’ | B9: 11,400’ | H9: 9,550’ | N5: 8,850’ |
| A2: 6,950’ | E: 8,850’ | H8: 7,750’ | N4: 7,550 |
| Y: 6,400’ | Y/B6: 7,700’ | H7: 6,300’ | N3: 3,000’ |
| J: 4,200’ | B5: 6,050’ | H6: 4,950’ | J: 1,850’ |
| B2: 400’ | J: 3,300’ | F: 4,600’ | N2: 400’ |
| | B2: 400’ | E: 4,300’ | |
| | | H5: 4,000’ | |
| | | H3: 2,450’ | |
| | | H2: 400’ | |

## 5.2 Intersection departure distances during MCO South Operations.

| RWY 17R | RWY 17L | RWY 18R | RWY 18L |
|---|---|---|---|
| H2: 9,550’ | N2: 8,550’ | B2: 11,550’ | B2: 11,550’ |
| H3: 7,500’ | J: 7,100’ | J: 7,950’ | J: 8,850’ |
| H5: 5,950’ | N3: 5,950’ | Y: 5,550’ | B5: 5,900’ |
| H6/F: 5,350’ | F: 2,350 | A2: 5,000’ | Y/B6: 5,550’ |
| H7: 3,650 | N4: 1,400’ | E: 4,050’ | B7: 4,250’ |
| H8: 2,450’ | N5: 400’ | | E: 2,950’ |
| H9: 400’ | | | B9: 550’ |

# Chapter 6. Scratchpads

## 6.1 Departure Scratchpads

1. 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 8 for appropriate scratchpad entries.

**Table 8. Orlando Scratchpad Entries**

| DTA/SID/Destination | Scratchpad Entry |
|---|---|
| DDANY# | DDA |
| RDSOX# | RDS |
| FATHE# | FAT |
| FSHUN# | FSH |
| JEEMY# | JEE |
| OSPRY# | OSP |
| MZULO# | MZU |
| CAMAN | CAM |
| KLMAN | KLM |
| ATLAS | ATL |
| KNEED | KNE |
| WORMS | WOR |
| TPSTR | TPS |
| VIZTA | VIZ |
| VFR Flight Following | VFF |

## 6.2 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 9. 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 |