



# Jacksonville ARTCC

## General Control Policy

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## **DOCUMENT INFORMATION**

### **Purpose**

This document prescribes the procedures to be utilized for all control operations in the Jacksonville ARTCC. The procedures described herein are supplemental to any Jacksonville ARTCC Facility Operating Procedures 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
02/01/2020	Initial Release	Brin Brody/ ZJX-1003.A
08/01/2020	Addition of runway change checklist and pushback/start-up instructions	Brin Brody/ ZJX-1003.B

## TABLE OF CONTENTS

<b>DOCUMENT INFORMATION</b>	<b>2</b>
Purpose	2
Distribution	2
Responsibility	2
Procedural Deviations	2
Updates and Changes	2
Cancellation	2
<b>TABLE OF REVISIONS</b>	<b>3</b>
<b>TABLE OF CONTENTS</b>	<b>4</b>
<b>CHAPTER 1. Flight Strip Marking</b>	<b>6</b>
1.1 General	6
1.2 Strip Marking	6
1.2.1 Flight Strip	6
1.2.2 Flight Data Strip Marking	6
1.2.3 Clearance Delivery Strip Marking	7
1.2.4 Ground Control Strip Marking	7
1.2.5 Local Control Strip Marking	7
<b>CHAPTER 2. Scratchpad Data</b>	<b>8</b>
2.1 Departures	8
2.2 Arrivals	8
2.3 VFR Flight Following	8
<b>CHAPTER 3. Altitude Data</b>	<b>9</b>
3.1 Departures	9
3.2 Arrivals	9

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<b>CHAPTER 4. Callsign Usage</b>	<b>10</b>
4.1 Control Position Logons	10
4.2 Training Logons	10
4.3 Observer Logons	11
<b>CHAPTER 4. Position Briefings</b>	<b>12</b>
4.1 Before You Brief	12
4.2 Briefing the Relieving Controller	12
4.2 After You Brief	13

## CHAPTER 1. Flight Strip Marking

### 1.1 General

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

### 1.2 Strip Marking

1. Use strip marking in accordance with the following format.

#### 1.2.1 Flight Strip

1		5	8	12		14	15	16
2		6	9			17	18	19
3	4	7	10	13		20	21	22
			11					

#### 1.2.2 Flight Data Strip Marking

Block	Required Stripmarking
12	Filed or amended route in accordance with preferred routings, letters of agreement, or coordinated TMU routings.
13	Clearance routing type when routing has been amended. ++FRC++ - Full Route Clearance ++FRC XXX++ - Full Route Clearance to a particular routing waypoint. Substitute XXX with the appropriate waypoint. ++EDCT XXXXz++ - Expected departure clearance time (EDCT) when issued
20	Departure control ARTS position ID.
21	"HOLD" when a departure release is required.

### 1.2.3 Clearance Delivery Strip Marking

Block	Required Stripmarking
14	Letter of reported ATIS if initial radio communication is established.
17	"PDC" if PDC is issued successfully or "X" to indicate a correct clearance read back.
11	Departure scratchpad entries in accordance with local standard operating procedures.

### 1.2.4 Ground Control Strip Marking

Block	Required Stripmarking
14	Letter of reported ATIS if initial radio communication is established.
15	Ramp number or holding point.
19	Departure runway assignment.
18	Taxiway designator for intersection departures.

### 1.2.5 Local Control Strip Marking

Block	Required Stripmarking
21	Initial departure instructions. H### when a heading is assigned.
22	Departure time, minutes only.
16	"*" when a departure release has been obtained for aircraft with a EDCT time in box 13.
11	Arrival parking location.

## CHAPTER 2. Scratchpad Data

### 2.1 Departures

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

### 2.2 Arrivals

1. TRACON shall utilize arrival scratchpad entries when an expected approach is issued to a pilot.
2. Utilize arrival scratchpad entries either when another TRACON sector is online or a tower controller is online.
3. Format
  - a. Use a three letter format consisting of XYY where X identifies the type of approach and YY consists of the runway truncated to two characters.
    - i. For example, Runway 18R would be 8R. Therefore, an ILS approach to Runway 18R would be represented by I8R.
  - b. See table below for scratchpad entries for different types of approaches.

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

### 2.3 VFR Flight Following

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



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## CHAPTER 3. Altitude Data

### 3.1 Departures

1. 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

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

## CHAPTER 4. Callsign Usage

### 4.1 Control Position Logons

1. Control position logons (and their relief logons) are designated in individual facility SOPs. For facilities governed by individual ARTCC SOPs, only logons authorized in those SOPs may be used.
2. For facilities not governed by individual ARTCC SOPs the following logons may be used:
  - a. XYZ\_TWR (where XYZ is the IATA code for the airport)
  - b. XYZ\_GND (where XYZ is the IATA code for the airport)
  - c. XYZ\_DEL (where XYZ is the IATA code for the airport)
3. In cases not already covered in this section, controllers may use their best judgement to determine logon.

### 4.2 Training Logons

1. If logged on as an instructor (I1, I3) providing training, controllers shall logon with the position ABC\_I\_XYZ (where ABC and XYZ is the standard logon for the position)
  - a. E.g. an instructor monitoring a student on JAX\_TWR would logon as JAX\_I\_TWR
2. If logged on as a mentor providing training, controllers shall logon with the position ABC\_M\_XYZ (where ABC and XYZ is the standard logon for the position)
  - a. E.g. a mentor monitoring a student on JAX\_TWR would logon as JAX\_M\_TWR
3. If logged on as a student receiving training, controllers shall logon with the position ABC\_S\_XYZ (where ABC and XYZ is the standard logon for the position)
  - a. E.g. a student receiving training on JAX\_TWR would logon as JAX\_S\_TWR

*Note: Instructors and mentors monitoring a student shall not "PRIM" on the frequency, but shall enable transmit and receive for the frequency being operated by the student.*

### 4.3 Observer Logons

The following logons are authorized for use by ZJX staff and controllers while observing on the network (not actively providing ATC services, training, or receiving training):

1. **ZJX\_XX\_OBS** (where XX are the controller's operating initials)
2. **ZJX\_XX\_MTR** (where XX are the controller's operating initials, and the controller is a ZJX mentor)
3. **ZJX\_XX\_INS** (where XX are the controller's operating initials, and the controller is a ZJX instructor)
4. **ZJX\_ATM** (where the controller is the ZJX Air Traffic Manager)
5. **ZJX\_DATM** (where the controller is the ZJX Deputy Air Traffic Manager)
6. **ZJX\_TA** (where the controller is the ZJX Training Administrator)
7. **ZJX\_ATA** (where the controller is the ZJX Assistant Training Administrator)
8. **ZJX\_EC** (where the controller is the ZJX Events Coordinator)
9. **ZJX\_AEC** (where the controller is the ZJX Assistant Events Coordinator)
10. **ZJX\_FE** (where the controller is the ZJX Facility Engineer)
11. **ZJX\_AFE** (where the controller is the ZJX Assistant Facility Engineer)
12. **ZJX\_WM** (where the controller is the ZJX Webmaster)
13. **ZJX\_AWM** (where the controller is the ZJX Assistant Webmaster)

## CHAPTER 5. Position Briefings

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](#).

### 5.1 Before You Brief

1. Have the relieving controller log onto the network using the designated relief callsign for the position.
  - a. They *should not* “PRIM” on frequency until they are given official control of the position.
  - b. They *should* begin to monitor your frequency by ticking the “RX” button on their radar client, and the “RX” button in the AFV client, for the specified frequency and position.
2. Whenever possible, the relieving controller should familiarize themselves with the current status of the position by pre-monitoring the position for at least 2 minutes.
3. Ask the relieving controller if they are ready for a briefing. *Do not* begin briefing the controller until they are fully ready to receive the information.

## 5.2 Briefing the Relieving Controller

1. The following steps should occur during the briefing:
  - a. The controlled being relieved (C1) should brief the relieving controller (C2) on reported weather and other weather related information.
  - b. C1 should brief C2 on all traffic (each aircraft should be individually addressed, where applicable).
  - c. C1 should brief C2 on communication status of all known aircraft, if not already done.
  - d. C1 should brief C2 on any additional items of special interest calling for verbal explanation or additional discussion.
  - e. C2 should ask any questions necessary to ensure a complete understanding of the operational situation, and C1 should answer any questions asked.
  - f. C2 should make a statement or otherwise indicate to the specialist being relieved that position responsibility has been assumed, and C1 should release the position to the relieving specialist and mentally note the time.
  - g. C1 should announce via ATC chat that the relief callsign is now responsible for the position.
  - h. C1 should notify the facility Controller in Charge (where applicable) indicating that a shift change has been successfully completed.

## 5.3 After You Brief

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

## **CHAPTER 6. Runway Change Checklist**

1. 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).
2. Notify TRACON of the new runway configuration and last departure and arrivals.
3. When notified by TRACON, stop all departures on the present configuration.
4. Notify GC of the new runway configurations and divert all departures to the new runways.
5. When TRACON is ready for the new configuration, TRACON will notify LC. Upon completion of notification, departures may resume with the new configuration.
6. Ensure ATIS has been updated to reflect the new configuration.

## **CHAPTER 7. Push-back/Start-up Instructions**

1. GC does not authorize pushbacks or startups unless the aircraft pushing back will enter a controlled area during pushback.
2. 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.
3. If the pilot calls to push, and no controlled area will be penetrated, simply advise the pilot "Push and start at pilot's discretion."