



# Jacksonville ARTCC

## VPS ATCT/RAPCON Standard Operating Procedures

|                        |            |
|------------------------|------------|
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## **DOCUMENT INFORMATION**

### **Purpose**

This document prescribes the procedures to be utilized for providing air traffic control services at the Eglin Air Traffic Control Tower (VPS ATCT) and RAPCON. 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.



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## CHAPTER 1. OPERATIONAL POSITIONS

**Table 1. VPS ATCT Operational Positions**

| Position           | Radio Name               | Callsign | Relief | Symbol | Frequency |
|--------------------|--------------------------|----------|--------|--------|-----------|
| Clearance Delivery | Eglin Clearance Delivery | VPS_DEL  | 1      | 12D    | 127.700   |
| Ground             | Eglin Ground             | VPS_GND  | 1      | 12G    | 121.800   |
| Tower              | Eglin Tower              | VPS_TWR  | 1      | 12T    | 118.200   |

**Table 2. VPS RAPCON Operational Positions**

| Sector    | Sector Name           | Callsign         | Relief    | Symbol     | Frequency      |
|-----------|-----------------------|------------------|-----------|------------|----------------|
| <b>*S</b> | <b>South Approach</b> | <b>VPS_S_APP</b> | <b>1S</b> | <b>12S</b> | <b>132.100</b> |
| N         | North Approach        | VPS_N_APP        | 1N        | 12N        | 125.100        |

Bold/asterisk designates a primary position.

## CHAPTER 2. CLEARANCE DELIVERY (CD)

### 2.1 Responsibilities

1. Issue ATC clearances to all departing VFR and IFR aircraft.

### 2.2 IFR Departure Instructions

#### 2.2.1 IFR Altitudes

1. Instruct all pilots to maintain 3,000 feet and to expect filed cruise altitude (if higher) ten minutes after departure.
2. All filed cruise altitudes must be checked for validity for the direction of flight and our LOAs with neighboring ARTCCs.

#### 2.2.2 IFR Routing

1. All aircraft shall be *"Cleared as filed"* unless a route amendment is necessary.
2. All routes must comply with LOA-approved standards between facilities. Aircraft who 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 facilities.

#### 2.2.3 Departure Frequency

1. The departure frequency shall be determined based on the RAPCON configuration and aircraft's initial fix.
2. The departure frequency should be coordinated at the beginning of the shift or when additional RAPCON sectors are opened/closed.

#### 2.2.4 Facility Beacon Codes

1. All departing aircraft shall be assigned a unique beacon code in compliance with Table 3.

**Table 3. VPS ATCT Beacon Codes**

| Departure Flight Rules | Beacon Range (Low-High) |
|------------------------|-------------------------|
| IFR                    | 2701-2777               |

|     |           |
|-----|-----------|
| VFR | 2701-2777 |
|-----|-----------|

## 2.3 VFR Departure Instructions

1. VFR aircraft not remaining within the pattern shall be given a departure frequency. Departure frequencies shall be determined by Section 2.2.3.
2. Assign all VFR aircraft a unique VFR beacon code in compliance with Table 3.



## CHAPTER 3. GROUND CONTROL (GC)

### 3.1 Area of Responsibilities

1. GC has control of all movement areas except the active runway(s).

### 3.2 Intersection Departures

1. GC must advise LC of all intersection departures verbally or through the chatbox.

### 3.3 ATIS

1. GC shall ensure pilots have the current ATIS prior to the aircraft being handed off to LC.

### 3.4 Active Runway Operations

1. GC must transfer communications to LC if an aircraft is to operate on an active runway.

### 3.5 Handoffs

1. GC shall instruct aircraft to “*Contact Eglin Tower (frequency)*” unless otherwise agreed upon by LC.

## **CHAPTER 4. TOWER/LOCAL CONTROL (LC)**

### **4.1 Area of Responsibility**

1. LC has responsibility for the lateral VPS Class D airspace from surface up to and including 2,600 feet.
2. For pattern work aircraft, LC airspace extends 4nm from the geographic center of VPS from surface up to and including 2,100 feet.

### **4.2 Active Runway Selection**

1. The active runway shall be determined based on wind and known factors that may affect the safety of takeoff/landing operations.
2. Runway 19 is designated as the calm wind runway.
3. Runway 12/30 is the primary VFR/overhead runway.
4. Runway 12/30 is the primary approach end arrestment runway.
5. Runway 12/30 is the primary runway for simulated flameout (SFO) approaches.

### **4.3 Departure Procedures**

1. LC will provide separation for aircraft in the LC airspace.
2. LC shall provide initial radar separation between successive departures.
3. When automatic departures are in effect, IFR jet/turbojet departures shall be released on runway heading climbing to 3,000 feet.

### **4.4 Arrival Procedures**

1. LC shall be responsible for separation of all arrival aircraft that have been handed off by RAPCON from all departing aircraft still under LC jurisdiction.
2. Communication transfer must be completed prior to five nautical miles from the runway.
3. Practice Instrument Approaches
  - a. Issue special instructions as verbally coordinated with the RAPCON.
4. LC shall NOT change the approach sequence without coordination.

## 4.5 Go Around/Missed Approach Procedure

1. Issue the following instructions:
  - a. Runway 1:  
*“Fly Runway Heading, Cross Departure End Of The Runway At Or Below One Thousand Feet, Climb And Maintain Three Thousand, Then Turn Right Heading One One Zero.”*
  - b. Runway 12:  
*“Fly Runway Heading, Cross Departure End Of The Runway At Or Below One Thousand Feet, Climb And Maintain Four Thousand Feet, At Three Dme Turn Left Heading Zero Three Zero.”*
  - c. Runway 19:  
*“Fly Runway Heading, Cross Departure End Of The Runway At Or Below One Thousand Feet, Turn Right Heading Two Seven Zero, Climb And Maintain Three Thousand.”*
  - d. Runway 30:  
*“Fly Runway Heading, Cross Departure End Of The Runway At Or Below One Thousand Feet, Turn Left Heading One Eight Zero, Climb And Maintain Three Thousand.”*

## 4.6 Automatic Releases

1. LC is authorized automatic releases from the RAPCON controller so long as the aircraft departs on the pre-coordinated active departing runway(s) on approved departure headings in Section 4.4.
2. In order for automatic releases to be authorized, procedures in Section 4.3 of this document shall be followed.
3. Departure releases must be obtained if automatic releases are suspended by RAPCON.

## 4.7 Visual Tower

1. Except as defined in 4.3.2, Eglin ATCT is a visual/VFR tower and shall not initiate or accept any radar handoffs and shall not initiate control/start track on any target.

## 4.8 ATIS

1. LC shall manage the ATIS for KVPS.

## 4.9 Line Up and Wait (LUAW) Procedures

1. Do not authorize a landing clearance to an aircraft requesting a full stop, touch and go, stop and go, option, or low approach on the same runway with an aircraft that is holding in position or taxiing to line up and wait until the aircraft in position starts the takeoff roll.
2. Do not authorize an aircraft to LUAW if an aircraft has been cleared to land, touch and go, stop and go, option, or low approach on the same runway.
3. Do not authorize multiple aircraft to LUAW on the same runway.
4. LUAW is not authorized between sunset and sunrise.

## 4.10 VFR Overhead Pattern Protection

1. When aircraft are operating in the VFR overhead pattern, all departures from VPS shall maintain at or below 1,000 ft MSL until the departure end of the runway to protect the VFR overhead pattern, unless otherwise directed.

## 4.11 FAR Part 93 Procedures

1. For aircraft transition to and from Crestview and Destin, as well as transitioning along the coastline.
  - a. Aircraft transitioning through the VFR corridors require ATC clearance to do so.
2. East/West Transition (below 8500):

*“Cleared through the VFR corridor to the South. Remain west of Eglin and/or Duke field. Maintain VFR below 8500.”*

  - a. Issued as standard VFR transition
3. North/South Transition (at or above 3500ft):

*“Cleared through the VFR corridor to the North. Remain East of Eglin and/or Duke field. Maintain VFR at or above 3500.”*

## CHAPTER 5. RAPCON

### 5.1 Sector Table

1. Below is the sector table for the VPS RAPCON.
2. **Bold/asterisk** indicates the sectors used when VPS RAPCON is in the “combined” configuration.

**Table 4. VPS RAPCON Sectors**

| Sector    | Sector Name           | Callsign         | Relief    | Symbol     | Frequency      |
|-----------|-----------------------|------------------|-----------|------------|----------------|
| <b>*S</b> | <b>South Approach</b> | <b>VPS_S_APP</b> | <b>1S</b> | <b>12S</b> | <b>132.100</b> |
| N         | North Approach        | VPS_N_APP        | 1N        | 12N        | 125.100        |

## 5.2 Basic Procedures

### 5.4.1 Handoffs and Radar Tracking

1. Eglin ATCT is a VFR tower. No radar handoffs shall be initiated to LC, but point outs for arrivals shall be issued at the time of communications transfer.
2. RAPCON controllers shall not drop track on any arriving aircraft. This allows a controller to maintain radar identification during missed approach.

### 5.4.2 Releases and Rolling Calls

1. RAPCON sectors give automatic releases to all departures from Eglin ATCT when departures follow the standard departure procedures as specified in this document.
2. All other airports within RAPCON's boundaries shall request a departure release. Upon approval of the release, the release shall be good for five minutes.
3. Upon issuance of the takeoff clearance, a departure message shall be sent to the appropriate departure sector. This can be accomplished non-verbally by the LC ensuring the aircraft is squawking the appropriate squawk code and mode C is enabled when airborne.

### 5.4.3 Departure Procedures

1. Forward departure instructions to LC for aircraft executing practice missed approaches.
2. Ensure all departures are on course as soon as practical.
3. All departures should be on course before handoff to Enroute Control unless otherwise coordinated. Aircraft shall be climbed to 10,000 or less if filed.
4. Provide airspace for automatic departures and radar final.
5. Provide airspace for missed approach on all runways.

### 5.4.4 Arrival Procedures

1. The sector responsible for the primary runway shall establish the approach sequence for all arrivals.
2. Communications transfer of arriving aircraft to LC must be accomplished no later than five nautical miles from the end of the arrival runway.
3. When simultaneous approaches are being conducted on converging runways, LC is responsible for ensuring runway separation. However, RAPCON must provide enough spacing to minimize the possibility of a go-around.
4. When vectoring to final from parallel downwinds, aircraft on opposing base legs shall be assigned altitudes to ensure vertical separation unless other approved separation has been applied. This ensures separation in the event of an overshoot on final.
5. Coordinate with LC for any aircraft conducting approaches to other runways than the active arrival runway(s) in use.

## 5.3 MARSAs Operations

1. MARSAs Operations. MARSAs operations are not authorized at any of the airports within the delegated airspace of Eglin Radar Control Facility.