



Jacksonville ARTCC

JAX ATCT/TRACON

Standard Operating Procedures

Document Number	ZJX-2
Version	C
Effective Date	01/01/2021

DOCUMENT INFORMATION

Purpose

This document prescribes the procedures to be utilized for providing air traffic control services at the Jacksonville Air Traffic Control Tower (JAX ATCT) and TRACON. 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
08/26/2014	Initial Release	N/A
08/18/2019	Template Revision, S TRACON Frequency Change, Departure Heading Revision, JAX# SID Assignment Revision	Peter Shivery/ ZJX-2.A
07/01/2020	Removal of TRACON scratchpad and temporary altitude sections. Removal of pattern altitude instructions for VFR aircraft	Peter Shivery/ ZJX-2.B
01/01/2021	Updated Sectorization of JAX TRACON; Update of Departure IFR Departure Headings	Maxine Grooms/ ZJX-2.C

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CHAPTER 1. OPERATIONAL POSITIONS

Table 1. JAX ATCT Operational Positions

Position	Radio Name	Callsign	Relief	Symbol	Frequency
Delivery	Jacksonville Clearance Delivery	JAX_DEL	1	3D	119.500
Ground	Jacksonville Ground	JAX_GND	1	3G	121.900
Tower	Jacksonville Tower	JAX_TWR	1	3T	118.300

Table 2. JAX TRACON Operational Positions

Sector	Sector Name	Callsign	Relief	Symbol	Frequency
N*	North	JAX_N_APP	1N	3N	127.000
W	West	JAX_W_APP	1W	3W	127.770
E	East	JAX_E_APP	1E	3E	132.770
R	Arrival	JAX_R_APP	1R	3R	119.000
J	Final	JAX_J_APP	1J	3J	119.850
S	Satellite	JAX_S_APP	1S	3S	120.750
V	Vitts	JAX_V_APP	1V	3V	118.600

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 in accordance with our neighboring ARTCC LOAs and direction of travel.

2.2.2 IFR Routing

1. All aircraft not filing a SID, with a filed cruise altitude of 10,000 feet or above, shall be assigned the JAX# departure.
2. All aircraft not filing a SID, with a filed cruise altitude below 10,000 feet, shall be assigned radar vectors to their first filed fix.
3. All routes must be checked for compliance with neighboring ARTCC LOAs. 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 affected/staffed facilities.

2.2.3 Departure Frequency

1. Table 3 describes the appropriate departure frequency for direction of travel.

Table 3. Departure Frequency Assignment

Direction	SID	Departure Position (Frequency)
N, NE	CROSB#, JAX#	N (127.000)
E	JAX#	E (132.770)
SE, S, SW	EXBOX#, SAWGY#, JAX#	E (132.770)
W	JETIN#, JAX#	N (127.000)
NW	ARNEY#, JAX#	N (127.000)

2.2.4 Facility Beacon Codes

1. All departing aircraft shall be assigned a unique beacon code in compliance with Table 4.

Table 4. JAX ATCT Beacon Codes

Departure Flight Rules	Beacon Range (Low-High)
IFR	0401-0477
VFR	0401-0477

2.3 VFR Departure Instructions

1. VFR Altitudes
 - a. If aircraft are not remaining in the pattern, issue the instruction *“Maintain VFR at or below 3,000 feet.”*
2. VFR aircraft not remaining within the pattern shall be given a departure frequency. Departure frequencies shall be determined by Table 3.

3. Assign all non-pattern VFR aircraft a unique VFR beacon code in compliance with Table 4.

2.4 Scratchpads

1. To assist TRACON controllers, CD shall input appropriate scratchpad entries into the flight plan, as outlined in Table 5, after the clearance has been issued.

Table 5. Jacksonville Scratchpad Entries

SID/Type of Flight	Scratchpad Entry
ARNEY#	ARN
CROSB#	CRO
EXBOX#	EXB
JAX#	JAX
JETIN#	JET
SAWGY#	SAW
VFR No Flight Following	N/A
VFR Flight Following	VFF

CHAPTER 3. GROUND CONTROL (GC)

3.1 Area of Responsibilities

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

3.2 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.”*

3.3 Intersection Departures

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

3.4 ATIS

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

3.5 Active Runway Operations

1. GC will control all aircraft taxiing/proceeding across an active runway.
2. All active runway crossings must be approved verbally or through the chat box by LC.

3.6 Handoffs

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

CHAPTER 4. TOWER/LOCAL CONTROL (LC)

4.1 Area of Responsibility

1. LC has responsibility for a five mile radius from the JAX field from surface up to and including 3,000 MSL.

4.2 Active Runway Selection

1. JAX runway use program utilizes East Operations (Runway 8 and Runway 14) when the wind component is less than 10 knots.
2. In East Operations, Runway 8 shall be used for arrivals and Runway 14 shall be used for departures.
3. In West Operations, Runway 26 shall be used for arrivals and Runway 32 shall be used for departures.

4.3 Runway Change Checklist

1. When changing runways, LC must verbally coordinate with the appropriate TRACON position(s).
 - a. LC shall be responsible for coordinating the last departure off the previously used runway and the first departure off the newly selected active runway(s).
 - b. TRACON shall be responsible for coordinating the last arrival on the previously used runway and the first arrival on the newly selected active runway.
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.

4.4 Departure Procedures

1. LC will provide initial separation for aircraft in the LC airspace.
2. LC shall provide initial separation between successive departures.
3. When automatic departures are in effect, IFR departures may be released on a heading in compliance with Section 4.5, climbing to 3,000 feet. Aircraft shall be assigned a departure heading towards the receiving TRACON sector's (**N**, **E**, or **W**) airspace.
4. When automatic releases are in effect, VFR departures may be released on a heading in compliance with Section 4.5, climbing at or below 3,000 feet. Aircraft shall be assigned a departure heading towards the receiving TRACON sector's (**N**, **E**, or **W**) airspace.
5. TRACON has control for turns leaving the departure portion of the tower operations area.

4.5 Departure Headings

4.5.1 Standard Departure Headings

1. Assign a standard departure heading, as outlined in Table 6, based on an aircraft's direction of travel.

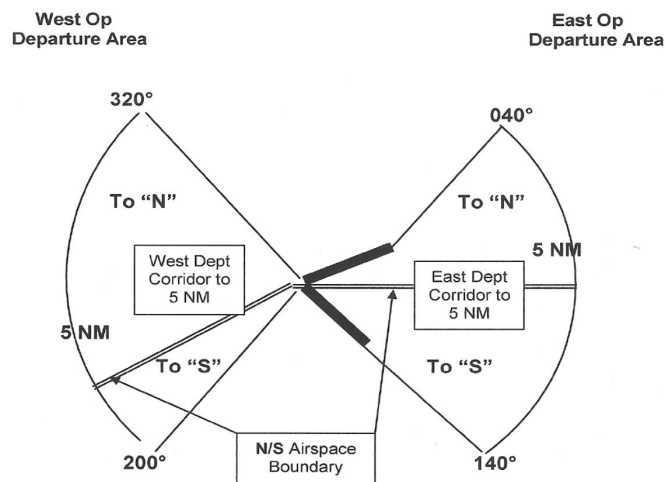
Table 6. Standard Departure Headings

	To "S" TRACON Sector	To "N" TRACON Sector
East Operations Runway 8/14	140°	Runway 8: 080° Runway 14: 070°
West Operations Runway 26/32	220°	320° (260° for west and southwest departures)

4.5.2 Alternate Departure Headings

1. Assign an alternate departure heading as depicted in Figure 1 to achieve separation between IFR departures

Figure 1. Alternate Departure Headings



4.6 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.

4.7 Practice Approach Procedure

1. Practice approach climb-out instructions will be given by TRACON.
2. A heading of 360° degrees and 2,000 feet will be given to aircraft conducting multiple approaches.
3. Upon completion and leaving the multiple approach pattern, standard departure heading and an altitude of 3,000 feet will then be assigned.
4. All aircraft conducting practice approaches will be handed to **J**.

4.8 Go Around/Missed Approach Procedure

1. Missed approach procedure depends on the operations of JAX.
 - a. If East Operations, LC shall assign 070° and 2,000 feet.
 - b. If West Operations, LC shall assign 320° and 2,000 feet.
2. LC must coordinate with TRACON verbally or via the chat box prior to a frequency change.
3. Aircraft will be handed off to appropriate departure controller (**N**, **E**, or **W**)

4.9 VFR Pattern

1. The VFR pattern will be at or below 1,500 feet.
2. All runways utilize left traffic.

4.10 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 departure headings in Section 4.5.

2. In order for automatic releases to be authorized, procedures in Section 4.4 and 4.6 of this document shall be followed.
3. Departure releases must be obtained if automatic releases are suspended by TRACON.

4.11 Visual Tower

1. Jacksonville 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.

4.12 ATIS

1. LC shall manage the ATIS for KJAX.

4.13 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.

CHAPTER 5. TRACON

5.1 Sector Table

- Below is the sector table for the JAX TRACON.
- Bold/asterisk** indicates the sectors used when JAX TRACON is in the “combined” configuration.

Table 7. JAX TRACON Sectors

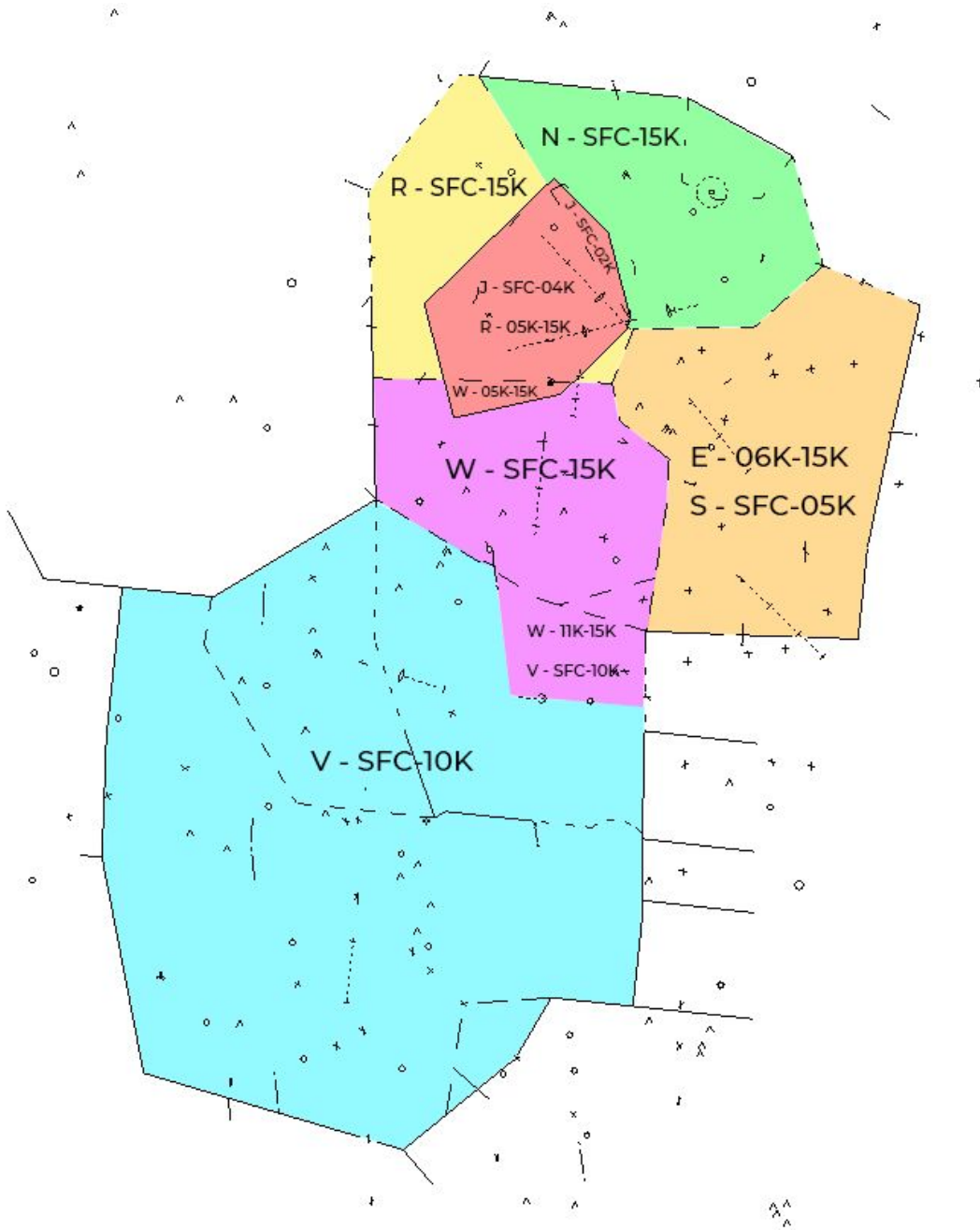
Sector	Sector Name	Callsign	Relief	Symbol	Frequency
N*	North	JAX_N_APP	1N	3N	127.000
W	West	JAX_W_APP	1W	3W	127.770
E	East	JAX_E_APP	1E	3E	132.770
R	Arrival	JAX_R_APP	1R	3R	119.000
J	Final	JAX_J_APP	1J	3J	119.850
S	Satellite	JAX_S_APP	1S	3S	120.750
V	Vitts	JAX_V_APP	1V	3V	118.600

5.3 Sectorization Description

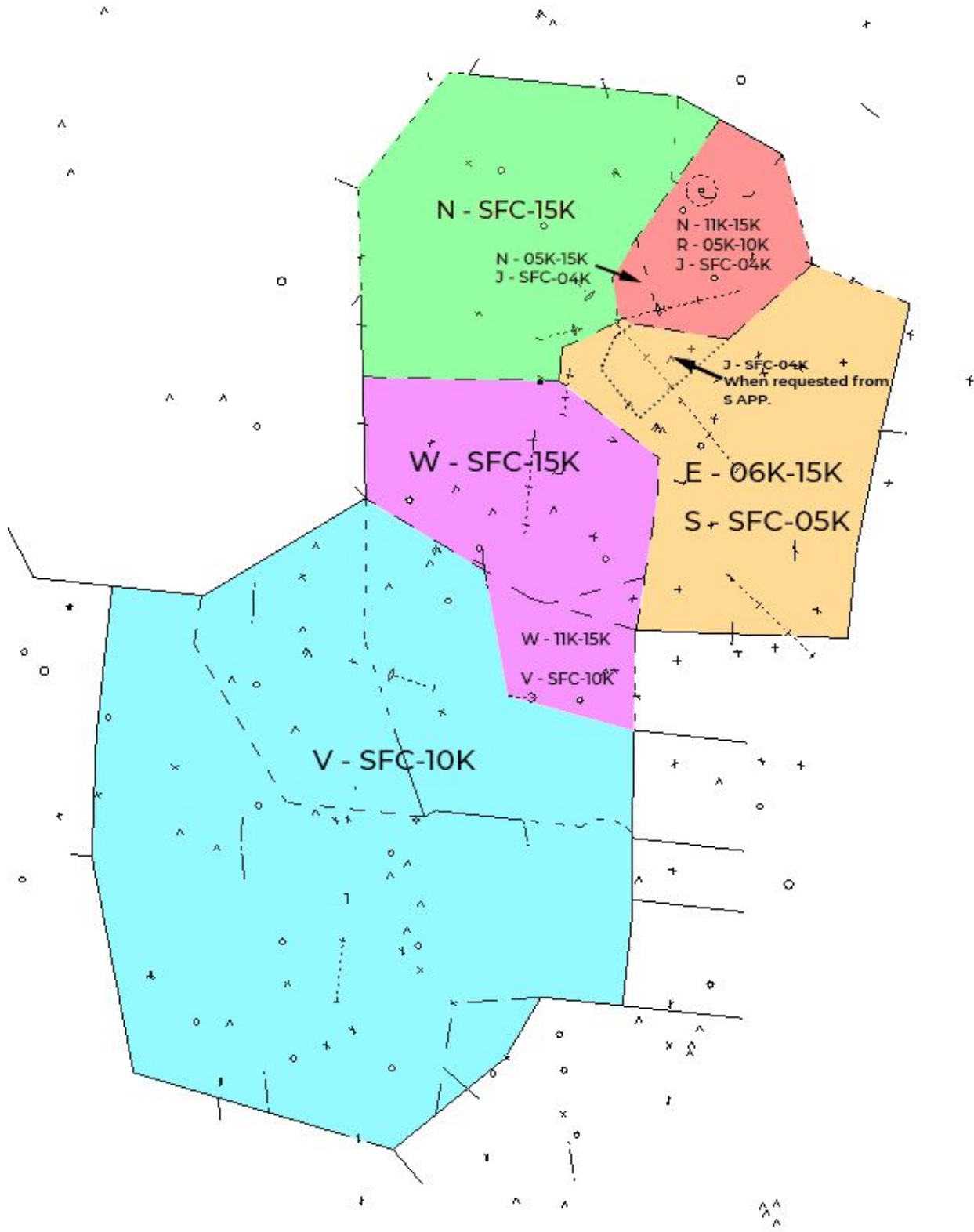
- The primary “combined” radar position shall be **N**. No other sectors shall be staffed until the “combined” position is already in use.
- Once **N** is in use, **N** may delegate a portion of its airspace to **W, E, R, J, S,** or **V** depending on traffic volume in each sector.
- Unless otherwise coordinated, areas of jurisdiction for the **N, W, E, R, J, S,** and **V** sectors are depicted in Section 5.4.

5.4 Airspace Diagrams

5.4.1 Jacksonville TRACON, East Operations



5.4.2 Jacksonville TRACON, West Operations



5.5 General Procedures

5.5.1 VFR Aircraft

1. VFR aircraft entering the Class Charlie airspace shall be given a discrete beacon code.
2. If an aircraft departs from JAX and does not request a flight following, the aircraft will be handed off from LC to TRACON and released to UNICOM once clear of the Class C.

5.5.2 Handoffs and Radar Tracking

1. Jacksonville ATCT is a VFR tower. No radar handoffs shall be initiated to LC. Inbound notification of aircraft shall be delivered via a point out.
2. TRACON controllers shall not drop track on any arriving aircraft. This allows a controller to maintain radar identification during a missed approach.

5.5.3 Releases and Rolling Calls

1. TRACON sectors give automatic releases to all departures from Jacksonville ATCT when departures follow the standard departure procedures as specified in this document.
2. All other airports within TRACON's boundaries shall request a release for all departures. 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 code and mode C is enabled when airborne.

5.5.4 Departure Procedures

1. Ensure departures are on course as soon as practical and climbing to the top of airspace before handoff to ZJX En Route unless otherwise coordinated.
2. Forward departure instructions to LC for aircraft executing practice missed approaches.
3. Provide airspace for automatic departures and radar final.
4. Provide airspace for missed approach on all runways.

5.5.5 Arrival Procedures

1. Communications transfer of arriving aircraft to LC must be accomplished no later than five nautical miles from the end of the arrival runway.
2. When simultaneous approaches are being conducted on converging runways, LC is responsible for ensuring runway separation. However, TRACON must provide enough spacing to minimize the possibility of a go-around.
3. Coordinate with LC for any aircraft conducting approaches to other runways than the active arrival runway(s) in use.

5.6 Sector Procedures

5.6.1 North (N) Area

1. Responsibilities
 - a. **N** shall provide overflight services and approach sequence to aircraft landing in the Jacksonville ATCT airspace.
 - b. **N** shall provide departure control for north, west, northwest, and northeast traffic.
2. Departure Procedures
 - a. Ensure all departures are on course as soon as practical. All departures should be on course before handoff to Enroute Control unless otherwise coordinated.
 - b. Aircraft shall be climbed to 15,000 feet or their cruise altitude, whichever is lower.

5.6.2 Arrival (R) Area

3. Responsibilities
 - a. **R** shall provide overflight services and approach sequence to aircraft landing in the Jacksonville ATCT airspace.
4. Departure Procedures
 - a. Ensure all departures are on course as soon as practical. All departures should be on course before handoff to Enroute Control unless otherwise coordinated.
 - b. Aircraft shall be climbed to 15,000 feet or their cruise altitude, whichever is lower.

5.6.3 East (E) Area

1. Responsibilities
 - a. **E** shall provide overflight services and approach sequence to airports landing in the Jacksonville ATCT airspace.
 - b. **E** shall provide departure control for east, southeast, south, southwest, and west traffic.
2. Departure Procedures
 - a. Ensure all departures are on course as soon as practical. All departures should be on course before handoff to Enroute Control unless otherwise coordinated.
 - b. Aircraft shall be climbed to 15,000 feet or their cruise altitude, whichever is lower.

- c. **E** has authorization for airspace penetration with **S** for southern departures from JAX for climbs and turns. **E** assumes responsibility for separation from other traffic and must not interfere with **S** operations.
3. Arrival Procedures
 - a. **J** has control for turns and descent at or below 5,000 feet and within 10 miles of **E** airspace.
 - b. **E** shall provide final approaches to JAX for Runway 32 when **J** is not staffed.

5.6.4 West (W) Area

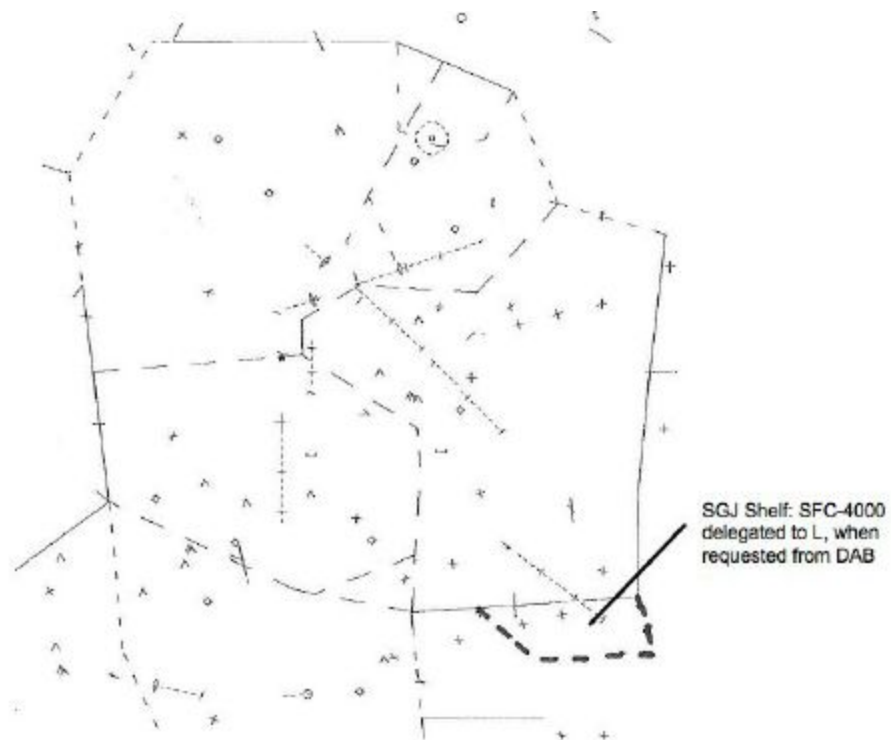
5. Responsibilities
 - a. **W** shall provide overflight services and approach sequence to aircraft landing in the Jacksonville ATCT airspace.
 - b. **W** shall provide departure control for north, west, northwest, and northeast traffic.
6. Departure Procedures
 - a. Ensure all departures are on course as soon as practical. All departures should be on course before handoff to Enroute Control unless otherwise coordinated.
 - b. Aircraft shall be climbed to 15,000 feet or their cruise altitude, whichever is lower.
 - c. **W** is also responsible for arrival/departures from VQQ, and responsible for conducting arrivals into NIP when NIP is east, as well as departures when NIP is west.

5.6.5 Final (J) Sector

1. Responsibilities
 - a. **J** shall provide overflight service, arrival sequence, and departure sequence to airports within **J**'s airspace.
2. Arrival Procedures
 - a. **J** shall retain responsibility for separation between successive instrument approaches.
 - b. **J** has control for turns and descent of aircraft at or below 5,000 feet and within 10 miles of **J** airspace when handed off adjacent sectors.
 - c. When JAX is in west operations, **J** may coordinate with **E** for the "32 final" airspace as depicted in Figure 4.

5.6.6 Satellite (S) Sector

1. Responsibilities
 - a. **S** is a low-level arrival sector for JAX, CRG, NRB, and SGJ.
 - b. **S** shall overflight service, arrival sequence, and departure sequence to airports within **S**'s airspace.
2. Departure Procedures
 - a. **S** serves as the initial departure controller for all airports within its boundaries except for JAX.
 - b. Ensure all departures are on course as soon as practical.
 - c. Aircraft shall be climbed to 5,000 or less (if filed) and handed off to the appropriate sector.
 - d. The JAX final and departure corridors shall be protected from northbound departures from **S**. Traffic should be routed around or above the final and departure corridors.
 - e. For departures from JAX, **S** has authorization for airspace penetration for climbs and turns. **S** assumes responsibilities for separation, but **S** maintains responsibility for issuing appropriate traffic information.
 - f. **S** is responsible for conducting departures from NIP when NIP is ineast operation.
3. Arrival Procedures
 - a. During JAX west operations, **S** is responsible for sequencing arrivals to Runway 32 unless the "32 Final" has been released to **S**.
 - b. The St. Augustine Shelf Airspace (Figure 5) may be activated when necessary due to traffic. Coordinate with DAB_APP or JAX_CTR for use of this shelf airspace.
 - c. **S** is responsible for conducting approaches into NIP when NIP is in west operation.

Figure 5. St. Augustine Shelf Airspace

5.6.5 Vitts (V) Sector

1. Responsibilities
 - a. **V** is a low level arrival sector for JAX, GNV, and OCF.
 - b. **V** shall provide overflight service, arrival sequence, and departure sequence to airports within **V**'s airspace.
2. Departure Procedures
 - a. **V** serves as the initial departure controller for all airports within its boundaries.
 - b. Ensure all departures are on course as soon as practical.
 - c. Aircraft shall be climbed to 10,000 feet or less (if filed) and handed off to the next appropriate sector.