U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Akron-Canton ATCT Standard
Operating Procedures

ORDER
CAK 7110.65C

Effective Date:
April 1, 2015

SUBJ: Akron-Canton Air Traffic Control Tower Standard Operating Procedures (SOP)

1. Purpose of this Order. This Order replaces CAK ATCT 7110.65B as the Facility Standard Operating Procedure for Daily Operations.

2. Who this affects. This Order affects the operational workforce at Akron-Canton ATCT.

3. Where can I find this order? This Order is available is available in all applicable CAK publications and the FAA Federal Directives Repository intranet, https://loa.faa.gov/.

4. Explanation of Policy change. Issue new CAK ATCT 7110.65 Version C.

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Forward

This directive prescribes air traffic control procedures for use by the Akron-Canton ATCT personnel providing air traffic control services. Controllers are required to be familiar with the provisions of this directive that pertain to their operational responsibilities and to exercise their best judgment if they encounter situations that are not covered herein.

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Chapter 1. General Information and Procedures

1-1. Purpose

a. This order establishes the duties of each position of operation and the air traffic control procedures for all aircraft operating within the airspace delegated to the Akron-Canton Air Traffic Control Tower (ATCT). These procedures are supplemental to the procedures contained in FAA Order 7110.65, Air Traffic Control (as amended), FAA Order 7210.3, Facility Operation and Administration (as amended), and Letters of Agreement (as amended).

1-2. Distribution

a. This directive will be distributed to the Heartland District, FAA Facility Directives Repository, Akron-Canton employees, and Facility Files.

1-3. Cancellation

a. Facility Order CAK 7110.65B, Akron-Canton ATCT Standard Operating Procedures, dated June 15, 2011.

1-4. Related Publications

a. FAA Order 7110.65 (as amended), FAA Order 7210.3 (as amended), FAA Order 7110.109 (as amended), and all Letters of Agreement (as amended).

1-5. Guidelines

a. Although not covering every possible situation that may occur, these procedures are established as the basic guidelines for the control of all traffic under the jurisdiction of the Akron-Canton Tower and TRACON. These procedures will be adhered to except as warranted by unusual circumstances. Deviations from these procedures will be fully coordinated by the controller initiating the deviation, and that controller will accept all responsibility for the coordination required.

1-6. Elimination of Distractions in the Operational Area

a. The Operational Area is defined as:

(1) TRACON (excluding the R & I and sign in area)

(2) Tower Cab

b. The following activities or tasks will not be conducted in the operational area:

(1) No cell phone use or use of electronic devices.

(2) Computer use while on an operational position including AD/CI/CD/ICR and ICT (except for performing work pertinent to operation at times when safety is not compromised).

(3) Personal Internet usage, such as checking personal e-mail, etc.

(4) Personal phone calls.

c. Additional activities or tasks that could be a distraction and may need to be moved or deferred:

(1) Additional people in the operational area (ex: tours, employees loitering in operational area not assigned a position).

(2) Training discussions before or after working position.

(3) Scheduling or leave selection, except for acting on leave requests by FLM/CIC.

d. Areas where the tasks listed in 1-6-b (1-4) and 1-6-c (1-3) above may be performed:

(1) Employee break rooms

(2) Conference / Training room

(3) Debriefing room / CBI room

(4) ELMS Computer area

1-7. Akron-Canton Tower/TRACON Standard Operating Procedures – General

a. Transfer of Control Responsibility Procedures

(1) The relieving controller will, after reviewing the status board, weather information and any other duty familiarization information, plug in, activate the brief button on the ETVS panel, and state their initials. They will then observe the position for a minimum of two (2) minutes before getting a relief briefing.

(2) After receiving a position relief briefing using the position relief briefing checklists provided in Appendix 7, the relieving controller will check the position equipment.

(3) The controller being relieved will observe the position for a minimum of two (2) minutes and remain plugged in, after which they will state their initials and then deactivate the brief button on the ETVS panel.

b. Individual Responsibilities

(1) Radar controllers will operate in their respective area as depicted in the charts in Appendix 1, Figures 1, 3, and 4.

(2) Any position experiencing or receiving information pertaining to equipment malfunctions, outages, conditions considered hazardous to flight, ELTs, or emergency situations will forward said information to the OIC.

(3) VFR aircraft entered into the local ARTS shall be prefaced with an "X".

(4) The first control position to work an aircraft will ensure that the aircraft has received all information pertinent to its current phase of flight.

(5) The tower position that has the runway indicator strip will have control of that runway.

(6) Unless otherwise coordinated, all aircraft operating in a controller's area of responsibility will be in direct communication with that controller.

(7) All suspected hijack and bomb-threat aircraft will be directed to park on Taxiway D between Taxiway K and Runway 19.

(8) All used flight progress strips will be retained.

(9) When the requirements for soliciting PIREPs are met, forward all PIREP information to the AD position for dissemination.

(10) CAK controllers shall ensure the pilots receive the most current pertinent information and/or changes. Broadcast on all appropriate frequencies to advise aircraft of a change to the ATIS code and pertinent changes.

(11) When 'Congressional Contacts' are made with CAK ATCT, advise the Air Traffic District Manager, ATM, and FLM/OIC of the occurrence as soon as practical. This includes any contact (such as meetings, telephone calls, or e-mails) with Members of Congress and/or their staff, Governors and/or their staff, Mayors, State DOT offices, etc.

(12) Avoid causing any undue delay to deiced aircraft.

(13) Approach, TRACON, and position opening/closing will be done in accordance with Appendix 6.

(14) Prior to working a control position, complete all items marked as "Hot" on CEDAR and receive any verbal briefings. Prior to the end of each shift, complete any remaining items on CEDAR.

Chapter 2. Supervisory Responsibilities

2-1. Supervisor

a. Definitions

(1) Frontline Manager (FLM): An operations supervisor at the facility.

(2) Operations Supervisor in Charge: An FLM that is signed on FAA Form 7230-4 (Daily Record of Facility Operations) and responsible for the overall operation of the facility.

(3) Controller in Charge (CIC): A Certified Professional Controller (CPC) certified to perform CIC duties.

(4) Overall in Charge (OIC): The person signed on FAA Form 7230-4 (Daily Record of Facility Operations) and responsible for the overall operation of the facility (may be an FLM or CIC).

(5) TRACON Supervisor (ICR): An FLM or CIC in charge of the radar operation in the TRACON or when combined in the Tower. He/she will be indicated as ICR in the ART Program.

(6) Tower Supervisor (ICT): An FLM or CIC in charge of the operation in the Tower. He/she will be indicated as ICT in the ART Program.

b. When two or more FLMs are on duty and available for operations, one will be designated as Operations Supervisor in Charge.

c. Controllers designated as ICT or ICR will perform the full range of duties associated with watch supervision.

d. Controllers designated as CIC may be required to perform controller duties in addition to those associated with watch supervision, but will not perform OJTI functions while acting as a CIC.

2-2. Overall in Charge (OIC)

a. When in charge of the operation, the FLM will be OIC except when that responsibility is delegated to either the ICR or ICT.

b. The OIC will exercise overall supervision of TRACON and Tower positions.

c. CIC duties will be distributed in the manner described by the CIC Distribution MOU.

d. The OIC may assume watch supervision in the Tower or in the TRACON (when open).

e. The OIC will ensure that Time and Attendance records for any employees they are

responsible for have been certified before they are relieved from the OIC position.

f. The OIC will be responsible for ensuring the completion of the watch checklist for the TRACON and Tower as described in Appendix 2.

g. The OIC will execute the OIC portion of the runway opening/closing checklist and ensure completion of the runway opening/closing checklist for the TRACON and Tower when a runway is opened/closed as described in Appendix 8.

h. The OIC will, after approving any schedule changes, make all appropriate changes on WMT Scheduler.

i. The OIC will inform ZOB TMU (ZOB Dial 73) of every reportable delay that reaches 15 minutes and every 15 minutes thereafter for the length of the delay. An additional call will be made to the ATM when any reportable delay reaches 90 minutes. Each of these calls will be recorded on FAA Form 7230-4 (Daily Record of Facility Operations).

j. The OIC will be responsible for retrieving and reviewing NOTAMS to determine required distribution.

k. The OIC will be responsible for performing tasks for maintaining a safe and efficient operation. These tasks will be, but are not limited to:

(1) Provide guidance and goals for the shift being supervised, based on all elements which may affect the overall air traffic situation, such as:

(a) Weather conditions and forecasts.

(b) Staffing requirements and personnel available.

(c) Training/briefing requirements, On-the-Job Training (OJT), and/or Classroom.

(d) Local and satellite airport conditions.

(e) Any condition which may affect efficient operations.

(2) Continuously monitor the flow and volume of traffic entering the facility's airspace and take action required to control the volume of traffic if that becomes necessary.

(3) Manage the combining/de-combining of positions, assignment of personnel, relief breaks, and the approval of leave requests to best meet traffic requirements.

(4) Within the bounds of meeting the above requirements, ensure required training is accomplished, including OJT, classroom training, or periodic required briefings.

(5) Approve leave requests only after consideration is given to operational requirements, traffic, and/or training requirements.

(6) Maintain a constant awareness of the status of necessary equipment; report outages as required.

(7) Ensure required data and information is collected and properly disseminated or reported, such as PIREPs, SIGMETs, CWAs, QARs, Congressional Contacts, etc.

(8) Monitor presidential aircraft movements.

(9) Maintain "Situational Awareness" at all times while assigned these duties. Situational awareness is defined as being aware of and responsible for what is going on with the operation.

(10) Manage the operational environment with a goal of eliminating distractions.

(11) Ensure employees have completed all required briefings prior to working a control position or by the end of their shift as appropriate.

2-3. TRACON Supervisor (ICR)

a. The ICR will exercise first-line supervision of all positions in the TRACON.

b. The ICR will execute the TRACON portion of the watch checklist as described in Appendix 2.

c. The ICR will execute the ICR portion of the runway opening/closing checklist when a runway is opened/closed as described in Appendix 8.

d. The ICR will ensure that solicitation and dissemination of PIREPs performed as required.

e. In the absence of an FLM performing ICR duties, a CIC will be assigned and will assume the responsibilities of paragraphs **"a"** through **"e"** above.

2-4. Tower Supervisor (ICT)

a. The ICT will exercise first-line supervision of all positions in the tower.

b. Staffing permitting, ICT will not be combined at the LC position.

c. The ICT will determine the active runway and coordinate all opening/closing and/or changes to the active runway(s) with the ICR.

d. The ICT will execute the ICT portion of the runway opening/closing checklist when a runway is opened/closed as described in Appendix 8.

e. The ICT will coordinate with the ICR to determine the approach sequence interval if needed.

f. The ICT will execute the Tower portion of the watch checklist as described in Appendix 2.

g. The ICT will monitor the ILS systems at CAK and the Localizer at AKR.

h. The ICT will forward all OPSNET-reportable delay information to the OIC.

i. The ICT will ensure that solicitation and dissemination of PIREPs is performed as required.

j. The ICT will notify the ICR when snow removal is in progress.

k. In the absence of an FLM performing ICT duties, a CIC will be assigned and will assume the responsibilities of paragraphs **"a"** through **"j"** above.

Chapter 3. Flight Data/Clearance Delivery (CD)

3-1. Duties

a. CD will maintain the tower Status Information Area (the board) and post field condition reports and all flow restrictions.

b. CD shall amend all IFR departures that are not in accordance with LOAs and ensure that all amendments entered into the FDIO. CD shall coordinate any route/altitude not in compliance with LOAs or preferential departure routes. All amendments shall be marked appropriately on the flight progress strip.

c. CD will alert the Green Fire Department, as required, when an emergency occurs.

d. CD will issue clearances to all departing IFR and SVFR aircraft, ensure that all VFR and SVFR departures are entered into the ARTS, assigned to the proper position, and include the 3-letter identifier in the scratchpad for aircraft landing at CAK satellites. CD will prepare flight strips as appropriate. If duplicate flight plans are received, CD will remove the unused flight plan and ARTS force the flight plan that was issued via the FDIO.

e. CD will enter an "E" or "W" in block 8 of the flight progress strip to indicate the airspace the departure will enter.

f. All departures will be issued requested altitude or 4000 feet, whichever is lower. Altitudes lower than 4000 feet will be written on the flight progress strip in block 9. IFR departures will be instructed to expect their requested altitude ten (10) minutes after departure.

g. CD will include the order of the requested approaches for IFR and VFR PLAs departing CAK on flight progress strip(s).

h. During ARTS outages CD will initiate a FDIO departure message (DM) for all FDIO entered aircraft departing CAK.

i. CD will monitor and use frequency 132.05.

j. CD will receive weather via the ASOS computer. CD shall enter tower visibility when requested by LC.

k. CD will formulate and distribute any significant weather information received from other positions or facilities.

l. CD will disseminate weather information via the ATIS. CD shall enter the new ATIS alpha character and the current General Systems Information (GSI) in the Systems Information Area (SIA) of the ARTS, and verbally notify LC and GC. CD will prepare a blank strip with the new ATIS alpha character written on the strip and drop the strip down the west drop tube.

m. CD will enter LAHSO in the General Systems Information (GSI) in the Systems Information Area (SIA) of the ARTS when tower is utilizing LAHSO.

n. CD will notify ZOB of the new ATIS alpha letter at times when the CAK approach control is closed or non-operational.

o. CD will forward all TRACON reportable delays in excess of 15 minutes to the ICT.

Chapter 4. Ground Control (GC)

4-1. Duties

a. GC is responsible for all movement areas on the airport except the active runways, the northwest helipad, and the portion of the National Guard taxiway that is designated a movement area in Appendix 1, Figure 7.

b. GC will monitor and use frequencies 121.7 and 348.6.

c. GC will possess the runway indicator strip(s) for the inactive runway(s).

d. GC will protect the intersection of taxiway C and E for all aircraft that are required to use these movement areas to exit active runways.

e. GC may issue multiple runway crossing clearances in a single clearance for aircraft/vehicles operating on Taxiway Kilo.

Chapter 5. Local Control (LC)

5-1. Definitions

a. Departure Area

(1) The departure area is defined as runway centerlines and/or bearings as stated for the primary departure runway, out to five (5) NM and from the surface to 4000 feet MSL.

Departing Runway 1	320 bearing clockwise to the extended centerline of Runway 5
Departing Runway 5	Extended centerline of Runway 1 clockwise to 090 bearing
Departing Runway 19	140 bearing clockwise to the extended centerline of Runway 23
Departing Runway 23	Extended centerline of Runway 19 clockwise to 270 bearing

b. VFR Pattern Area

(1) The VFR pattern area is defined as airspace enclosed by a five (5) NM ring centered at the airport, from the surface to 2500 feet MSL.

5-2. Duties

a. LC will have control of all active runways, the northwest helipad, and the portion of the National Guard taxiway that is designated a movement area in Appendix 1, Figure 7.

b. LC will possess the runway indicator strip(s) for the active runway(s). LC will display the red runway indicator strip(s) for the closed runway(s). If personnel and/or equipment are working on an active runway, the runway will become inactive and GC will possess the runway indicator strip. If personnel and/or equipment are working near an active runway, LC will cant the runway indicator strip for that runway.

c. LC is responsible for the determination of satisfactory performance of the D-BRITE.

d. A specialist may utilize the D-BRITE for functions associated with positions of operation that the specialist is certified on and IAW FAA Order 7110.65 paragraph 3-1-9, Use of Tower Radar Displays.

e. LC will ascertain the arrival sequence through the use of the D-BRITE and the quick look feature, which will display all active arrival radar traffic at all times.

f. LC will, workload permitting, notify the W/E position on all departures whose ARTS tags do not acquire within five (5) NM of the airport.

g. LC will operate all airport/approach lighting.

h. LC will use the tables in the LAHSO binder for operations at CAK.

i. LC will select a green visual separation indicator and provide visual separation between aircraft operating on intersecting runways. If LC becomes unable to provide visual separation, LC will select a red visual separation indicator and advise the approach control.

j. LC will forward weather information to approach control that would affect the ability to conduct approaches.

k. Headings other than runway heading from the primary departure runway will be written in block 8B of the flight progress strip. All flight progress strips will be dropped down the appropriate drop tube when the aircraft begins takeoff roll.

l. LC will ensure that a flight progress strip is prepared for all touch-and-go traffic departing the traffic pattern and drop the strip down the appropriate drop tube.

NOTE: Touch-and-go traffic departing the traffic pattern will be handled as a VFR departure.

m. LC will stop departures on all aircraft when the ARTS or radar fails and secure a release on all departures until advised to resume normal departure releases.

n. LC will record traffic information on mechanical counters and on CAK Form 7230-21 (Tower Hourly Operations).

o. LC will activate the airport siren, as required, in the event of an emergency.

p. LC will monitor and use frequencies 134.75 and 279.575.

5-3. Takeoff Clearances

a. LC is authorized to depart aircraft into the departure area at and below 4000 feet.

b. LC will issue initial headings that ensure the aircraft will remain within the appropriate departure area for the primary departure runway. LC will be aware that W/E will turn all departures into the airspace written in block 8 of the flight progress strip.

c. When a W, E, or W/E is circled in block 8 of the flight progress strip, W/E shall have control to turn the aircraft to a downwind departure and LC will assume responsibility for separating subsequent departures from that aircraft.

d. LC will comply with the Noise Abatement procedures in Appendix 5.

5-4. Practice Approaches

a. W/E shall turn practice approach aircraft away from the primary departure runway, except

as specified in Chapter 7, paragraphs 7-2-e-1 (e-f) of this order. When the primary departure runway heading is assigned for a practice approach, W/E shall turn the aircraft towards the airspace indicated by the ARTS tag.

b. Practice approach departures will be issued runway heading and 3000 feet, unless otherwise coordinated, and will be issued the frequency corresponding with the position symbol observed inside the final approach fix.

c. LC will advise W/E of any PLA requesting FSTB and complete a departure strip.

d. LC will not turn PLA aircraft to the scratch pad missed approach heading until the aircraft has passed the runway threshold.

5-5. Unplanned Missed Approaches/Go-Arounds

a. LC will ensure that a new flight progress strip is prepared and dropped down the appropriate drop tube, and these unplanned missed approaches/go-arounds remain within the departure area of the appropriate departure controller, unless otherwise coordinated.

Chapter 6. Arrival Data/Clearance Delivery (AD)

6-1. Duties

a. AD will post information pertinent to the operation of the arrival/departure radar positions such as flight progress strips, flow restrictions, field condition reports, emergencies, equipment outages, NOTAMs, SIGMETs, PIREPs, and CWAs. AD will notify the radar controllers when questionable data is received and it is not possible to verify or correct it.

b. AD will notify the ICR of all pertinent field conditions, emergencies, equipment outages, NOTAMs, SIGMETs, PIREPs, and CWAs affecting the facility.

c. AD will monitor and use frequencies 119.25, 121.6, 121.75, and 125.65.

d. AD will ensure all non-FDIO flight plans received are entered into the FDIO prior to the aircraft exiting CAK airspace, or forwarded to the next facility if FDIO is not operational.

e. AD will include the order of the requested approaches for satellite PLA departures on flight progress strip(s).

f. AD will issue clearances and obtain releases from W/E or CI, when open, for aircraft departing all satellite airports. The departing aircraft will be issued an initial altitude of 3000 feet and runway heading, unless otherwise coordinated.

g. AD will maintain the Status Information Area (the board) in the radar room. AD will ensure weather information is current and available at the radar positions when weather is not available from the CAK ASOS. AD shall forward all significant PIREPS to AFSS.

h. AD will collect flight progress strips and file them, at minimum, hourly.

i. AD shall amend all IFR departures that are not in accordance with LOAs and ensure that all amendments are entered into the FDIO. Any route/altitude not in compliance with LOAs or preferential departure routes shall be coordinated by AD. All amendments shall be marked appropriately on the flight progress strip.

j. AD will forward all TRACON reportable delays in excess of 15 minutes to the ICR.

Chapter 7. Arrival/Departure Radar West/East (W/E)

7-1. Duties

a. W/E will use the video map appropriate for primary departure runway configuration.

b. W will determine the arrival sequence.

c. When the D-BRITE or ARTS equipment cannot be utilized, W or CI, when open, will coordinate the arrival sequence with LC.

d. W/E will change arrival aircraft to tower frequency no further than 10 miles and no closer than 5 miles from the airport, unless otherwise coordinated.

e. W/E will sequence VFR arriving helicopters direct to the airport while remaining clear of the departure area at all times.

f. W/E will protect the airspace delegated for local control's use as described in 5-1 (a) (b) unless otherwise coordinated.

g. W will notify all TRACON positions of each ATIS code change.

h. W will monitor and use frequencies 118.6, 269.25, 127.05, 128.05, and 282.25.

i. E will monitor and use frequencies 125.5 and 371.875.

j. W/E will use the tables in LAHSO binder for operations at CAK.

k. W/E will ensure coordination with YNG ATCT for all IFR arrivals/departures at 4G4.

l. W/E when vectoring multiple aircraft to join the final approach course of the same runway, (i.e. opposing legs, base leg in front of straight-in, etc.) vertical separation shall be maintained until another form of separation is established (i.e. lateral separation, visual separation by the pilots, visual separation by LC, etc.)

m. Turning Departures:

(1) W/E will turn CAK departures into the airspace corresponding to the direction written in box 8 of the flight progress strip. Once the aircraft has entered the airspace corresponding to box 8 of the flight progress strip W/E shall not turn the aircraft back towards the advertised departure runway until outside the departure area.

(2) W/E may only turn PLA departures away from the primary departure runway, except as specified in 7-2-e-1 (e-f) below.

(3) W/E will comply with the Noise Abatement procedures in Appendix 5.

7-2. ARTS Information and Entries

a. All runway ARTS scratchpad entries will constitute coordination, except the use of an inactive runway. The use of a runway other than active, requires verbal coordination.

(1) W/E shall note in the scratchpad the assigned runway (example: R05) for aircraft not given the closest active runway or if needed to eliminate confusion.

b. W/E will use the following special designators are entered for aircraft activities:

(1) No special designator indicates landing at CAK.

(2) C – Landing at CAK for a full stop.

(3) K –Practice approach at CAK.

(4) S – Satellite practice approach.

(5) E – Enroute aircraft or aircraft not landing at CAK.

(6) A – ASR approaches at CAK.

(7) W – Holding aircraft.

(8) G – CAK Tower pattern work (i.e. full stop/taxi back, touch-n-go, stop-and-go).

c. W/E will ensure the destination airport is displayed in the ARTS scratchpad using the appropriate three-letter identifier for all aircraft arriving to satellite airports in CAK airspace.

d. The departure controller is responsible for ensuring the ARTS tag is acquired. If necessary, ensure a departure message (DM) is accomplished.

e. Practice Approaches (PLA's)

(1) W/E shall utilize ARTS entries for practice approaches as follows:

(a) If the ARTS scratchpad is left blank, LC will issue runway heading.

(b) A 3-letter fix (i.e. CXR or BKL) or the digits following the H indicating the heading to be issued by the LC (i.e. H14 indicates a heading of 140°).

(c) ARTS scratchpad entries and control position symbols will not be modified after frequency change to tower has been made.

(d) "PMA" will be used by aircraft executing the published missed approach.

(e) PLA's to RWY 1, RWY 5 or RWY 23 with "OMA" in the ARTS scratchpad will be issued direct to OMADE intersection and the aircraft will execute the

straight-in RNAV RWY 1 to 1G3.

(f) PLA's to RWY 1, RWY 19 or RWY 23 with "DHY" in the ARTS scratchpad will be issued direct to DEHYY intersection and the aircraft will execute the straight-in RNAV RWY 28 to BJJ.

(g) When the primary departure runway heading is assigned, W/E will turn the aircraft towards the airspace indicated by the ARTS tag.

7-3. Automated APREQ-Through-the-Fan

a. W/E/CI may APREQ through the departure fan to LC utilizing the ARTS automated point-out feature with the following restrictions:

(1) Only aircraft inbound to CAK are eligible for this procedure. Operations ineligible for this procedure include but are not limited to pipeline, photo, and MEDEVAC helicopters.

(2) When the automated-APREQ feature is initiated by the W/E/CI via the ARTS to LC, the aircraft shall not cross over the extended centerline of intended landing runway.

(3) LC may decline the automated APREQ by not entering the "accept" entry in the ARTS. W/E/CI shall then maintain clear of the departure fan as normal.

Chapter 8. TRACON Coordinator (CI)

8-1. Duties

a. CI shall perform interfacility/sector/position coordination of traffic actions.

b. CI will advise the ICR of any unusual traffic situations or traffic volume that may warrant outer fix holding or a split operation.

c. CI will regulate as necessary, PLAs and traffic that will enter CAK airspace, and reroute traffic to another position when deemed necessary for workload or efficiency.

d. CI will answer all incoming shout lines.

e. CI will approve/disapprove APREQs.

f. CI will accept pointouts/handoffs.

g. CI will initiate pointouts and handoffs as deemed necessary or as requested by the W/E controller.

h. CI shall forward the arrival sequence to the tower if the ARTS IIE or the D-BRITE is OTS.

i. CI will relay information to the tower and all concerned personnel regarding emergencies or unusual situations.

j. All satellite releases remain the responsibility of W/E controllers.

Chapter 9. Surveillance Radar (ASR)

9-1. Duties

a. The ASR (final) controller will use the "A" special designator in the ARTS tag for all ASR approaches.

b. When conducting an ASR approach, the final controller will obtain a landing clearance and/or other restrictions or instructions prior to the aircraft reaching a point five (5) miles from the runway. If at five (5) miles no clearance, instructions, or restrictions have been received, the ASR approach will be terminated and missed approach instructions issued.

c. The final controller may use the ASR binder located at the North Scope for guidance.

Chapter 10. Non-Radar

10-1. General Information

a. CAK will not work overflights.

10-2. AD Duties

a. AD will ensure that all overflight flight progress strips above 4000 feet are passed to the proper ARTCC sectors and all surrounding sectors and facilities are notified of the CAK radar failure and its subsequent return to service.

10-3. CD Duties

a. CD will issue 3000 feet to all IFR departures, and enter an assumed departure time in the FDIO.

b. CD will issue routing direct ACO then radials, airways, or direct to join their flight plan route for all aircraft departing runway 1 or runway 5. CD will issue routing direct BSV then radials, airways, or direct to join their flight plan route for all aircraft departing runway 19 or runway 23.

c. CD will record a new ATIS advising of the CAK radar failure and the suspension of Class C services as follows: “Akron-Canton radar out of service. Class C services are not available. VFR aircraft inbound to Akron-Canton contact Tower on 134.75”.

10-4. LC Duties

a. LC will obtain releases on all IFR departures and will advise W/E/CI when each arrival is on the ground.

10-5. W/E/CI Duties

a. W/E/CI will forward arrival information to the tower prior to the aircraft reaching the initial approach fix.

Chapter 11. Center Radar ARTS Presentation (CENRAP)

11-1. General Information

a. The information in this chapter is supplemental and shall be followed IAW FAA Order 7110.109B (as amended). The following separation criteria and limitations are intended to provide air traffic control service during periods of terminal radar failure. It is not intended to increase the level of air traffic services provided beyond what is provided during normal operations. Provide safety advisories and, when workload permits, traffic advisories to IFR and VFR aircraft when utilizing CENRAP or CENRAP Plus.

b. If the CAK radar antenna is not turning, CENRAP Plus cannot be used.

c. While utilizing CENRAP, do not conduct surveillance approaches unless an emergency exists and the pilot concurs. Surveillance approaches are authorized while utilizing CENRAP Plus.

11-2. ICR Duties

a. Notify ZOB (1-440-774-0426) whenever CENRAP/CENRAP Plus is implemented/terminated. Request beacon-derived target information only and ask that arrivals be slowed to 250 knots prior to reaching the airspace boundary (to avoid the problem of track loss due to excessive speed).

b. Ensure all TRACON operational personnel are aware of planned CENRAP/CENRAP Plus implementation/termination.

c. Notify the ICT of CENRAP implementation/termination.

d. Notify adjacent terminal facilities when CENRAP is implemented/terminated.

e. When implementing CENRAP, ensure adjacent terminal facilities are informed that CAK requires five (5) miles in-trail separation and that primary radar services are not available. This is not required for implementing CENRAP Plus.

f. Notify the Airway Facilities Manager or his designee when it is necessary to enable/terminate CENRAP/CENRAP Plus.

11-3. ICT Duties

a. Ensure all tower personnel are aware of planned CENRAP implementation/termination.

b. Ensure the ATIS information contains the following:

"Akron-Canton primary radar out of service. Class C services not available. VFR services are available only to aircraft with transponders and are limited to safety alerts and traffic advisories. VFR aircraft landing Akron Canton Airport contact the tower on 134.75."

11-4. CENRAP Operating Procedures

a. Separation standards when operating in CENRAP and CENRAP Plus are located in JO 7110.109 Center Radar Presentation.

b. Information not available when using CENRAP / CENRAP Plus:

(1) Weather data on RADS.

(2) Minimum Safe Altitude Warning.

(3) Conflict Alert.

c. Provide traffic advisories, workload permitting, and safety advisories to Instrument Flight Rules (IFR) and Visual Flight Rules (VFR) aircraft when operating in CENRAP.

d. The Akron-Canton Tower will operate as a VFR tower with LC responsible for sequencing VFR arrivals to the airport.

e. Local Control may issue discrete and non-discrete beacon codes to VFR aircraft operating within Local Control's delegated airspace to assist with visual identification.

11-5. CENRAP Separation Criteria

a. Terminal visual separation may be used.

b. Mode C will not be used for vertical separation.

c. A minimum of five (5) NM separation is required between all IFR aircraft. VFR aircraft need not be separated from other VFR/IFR aircraft.

NOTE: VFR aircraft on an instrument approach shall be separated by (5) NM

d. When visual separation cannot be provided, separate departing IFR aircraft from other IFR departing aircraft by five (5) NM or the appropriate non-radar standard.

e. Controllers may assign headings to VFR/IFR aircraft.

f. Vertical separation between aircraft may be discontinued when aircraft have passed and are separated by five (5) NM or more.

g. Apply separation between the centers of the virgule (/) symbols.

h. The minimum usable altitude in CENRAP is 1400 feet MSL.

11-5. CENRAP Plus Separation Criteria

a. All standard terminal primary target radar separation standards will apply except the use of Mode C altitude readout for vertical separation purposes.

b. The minimum usable altitude in CENRAP Plus is 1400 feet MSL.

11-6. Initiating CENRAP

a. On the ARTS IIE keyboard, press Multifunction 6 C E (enter).

b. On the CENRAP indicator board in the TRACON (above the D scope), touch the "CENRAP" button. The two CENRAP switches in the equipment room must be in the "Live" and "Remote" positions.

c. Turn the MTI/NORMAL knob full counter clockwise.

11-7. Initiating CENRAP Plus

a. On the ARTS keyboard press Multi-Function 6 CP E (enter).

b. On the CENRAP indicator board in the TRACON (above the D scope), touch the "CENRAP" button. The two CENRAP switches in the equipment room must be in the "Live" and "Remote" positions.

c. Turn the MTI/NORMAL knob full counter clockwise.

11-8. CENRAP/CENRAP Plus Accuracy Check

a. After initiating CENRAP/CENRAP Plus, determine if CENRAP/CENRAP Plus is usable by checking the accuracy of the North Mark target (code 0377). The tolerances for display are as follows.

(1) **Azimuth:** plus or minus one (1) degree.

(2) **Range:** plus or minus three (3) percent (1.2 NM)

b. If the North Mark target symbol is observed to be displaced, CENRAP/CENRAP Plus will not be used.

c. If the North Mark target symbol is observed to shift at any time while utilizing CENRAP/CENRAP Plus, immediately suspend CENRAP/CENRAP Plus.

11-9. Terminating CENRAP/CENRAP Plus

a. On the ARTS keyboard press Multifunction 6 C I (enter) for CENRAP or Multifunction 6 CP I (enter) for CENRAP Plus.

b. On the CENRAP indicator board in the TRACON (above the D scope), touch the "live" button. The two CENRAP switches in the equipment room must be in the "Live" and "Remote" positions.

c. Turn the MTI/NORMAL knob back to the proper clockwise setting.

Chapter 12. Line Up and Wait (LUAW)

12-1. Staffing Restrictions

a. LC shall not be combined with any other positions including CIC positions.

12-2. Local Procedures

a. LC shall display the LUAW indicator strip while LUAW operations are authorized.

b. LC shall cant the flight progress strip of any aircraft authorized to LUAW.

Chapter 13. Opposite Direction

13-1. Definitions:

a. Opposite Direction Operations: IFR/VFR Operations conducted to the same or parallel runway where an aircraft is operating in a reciprocal direction of another aircraft arriving, departing, or conducting an approach.

13-2. Responsibilities:

a. Local Control and Approach Control share the responsibilities to coordinate ODO and issue traffic advisories as prescribed in this agreement.

b. Local Control is responsible for applying the cutoff point(s) between arriving and departing aircraft in accordance with paragraph 13-3c(1) and (2).

c. Approach Control is responsible for applying the cutoff points(s) between successive ODO arrivals in accordance with paragraph 13-3c(3).

13-3. Procedures for Aircraft Receiving IFR Services:

a. General:

(1) These procedures are applicable only when CAK Primary radar and CAK Air Traffic Control Tower's Certified Radar Display (CTRD) are operational unless an emergency exists. If CAK primary radar is operational, but the CTRD is out of service, CAK TRACON will assume responsibility for all cutoff points.

(2) ODO procedures in this paragraph are applicable when two aircraft will execute approaches to opposite ends of the same runway, or an aircraft will depart prior to an arrival on an opposite direction approach to the same runway.

(3) Use of visual separation is not authorized for aircraft receiving IFR services that are conducting ODO to the same runway.

(4) Traffic advisories must be issued to both aircraft.

EXAMPLES:

"OPPOSITE DIRECTION TRAFFIC (distance) MILE FINAL, (type aircraft)."
"OPPOSITE DIRECTION TRAFFIC DEPARTING RUNWAY (number), (type aircraft)."
"OPPOSITE DIRECTION TRAFFIC (position), (type aircraft)."

(5) Do not allow opposite direction same runway operations with opposing traffic inside the cutoff point unless an emergency situation exists.

(6) A memory aid must be used by the TRACON and Tower controllers during Opposite Direction Operations:

(a) Approach Controllers must display the orange ODO flight progress strip and must keep the flight progress strip at the position until the opposite direction operation is complete.

(b) Local Control will display the orange ODO strip at their position until the opposite direction operation is complete.

b. Coordination:

(1) TOWER (Local Control) and TRACON (Approach Control) are responsible for initiating coordination required to accomplish an opposite direction arrival or departure.

(2) TOWER must verbally request opposite direction departures with TRACON.

(3) TRACON must verbally request opposite direction arrivals with TOWER.

(4) Initial coordination must be on a recorded line and must state, "Opposite Direction," and include call sign, type, and arrival or departure runway.

(5) All subsequent coordination must be on a recorded line and must state "Opposite Direction".

c. Cutoff Procedures:

For aircraft receiving IFR services and conducting opposite direction same runway operations:

(1) A departing aircraft, including an aircraft performing a touch-and-go or stop-and-go, must be airborne and issued a turn to avoid conflict prior to an aircraft reaching:

(a) A point 10 flying miles from the threshold of the runway of intended landing; or

(b) If an aircraft is established in the traffic pattern, prior to the aircraft turning base leg.

(2) An aircraft performing a go-around, low approach, or missed approach must be issued a turn to avoid conflict prior to an aircraft reaching:

(a) A point 10 flying miles from the threshold of the runway of intended landing; or

(b) If an aircraft is established in the traffic pattern, prior to aircraft turning base leg.

(3) An arriving aircraft must cross the runway threshold prior to an aircraft reaching:

(a) A point 10 flying miles from the threshold of the runway of intending landing; or

(b) If an aircraft is established in the traffic pattern, prior to that aircraft turning base leg.

13-4. Procedures for VFR/VFR and VFR/IFR Operations:

a. Ensure VFR aircraft are issued a turn to avoid conflict with opposing IFR/VFR traffic.

b. If coordination with another position is required, the phrase "OPPOSITE DIRECTION" must be used.

c. When conducting opposite direction operations with VFR aircraft, the appropriate ODO memory aid must be used.

d. Traffic must be issued to both aircraft and indicate:

(1) The direction that the departure will turn (arrival/departure); or,

(2) The location of the opposing aircraft on final (arrival/arrival).

Appendix 1 - Maps

Figure 1. Airspace Definition

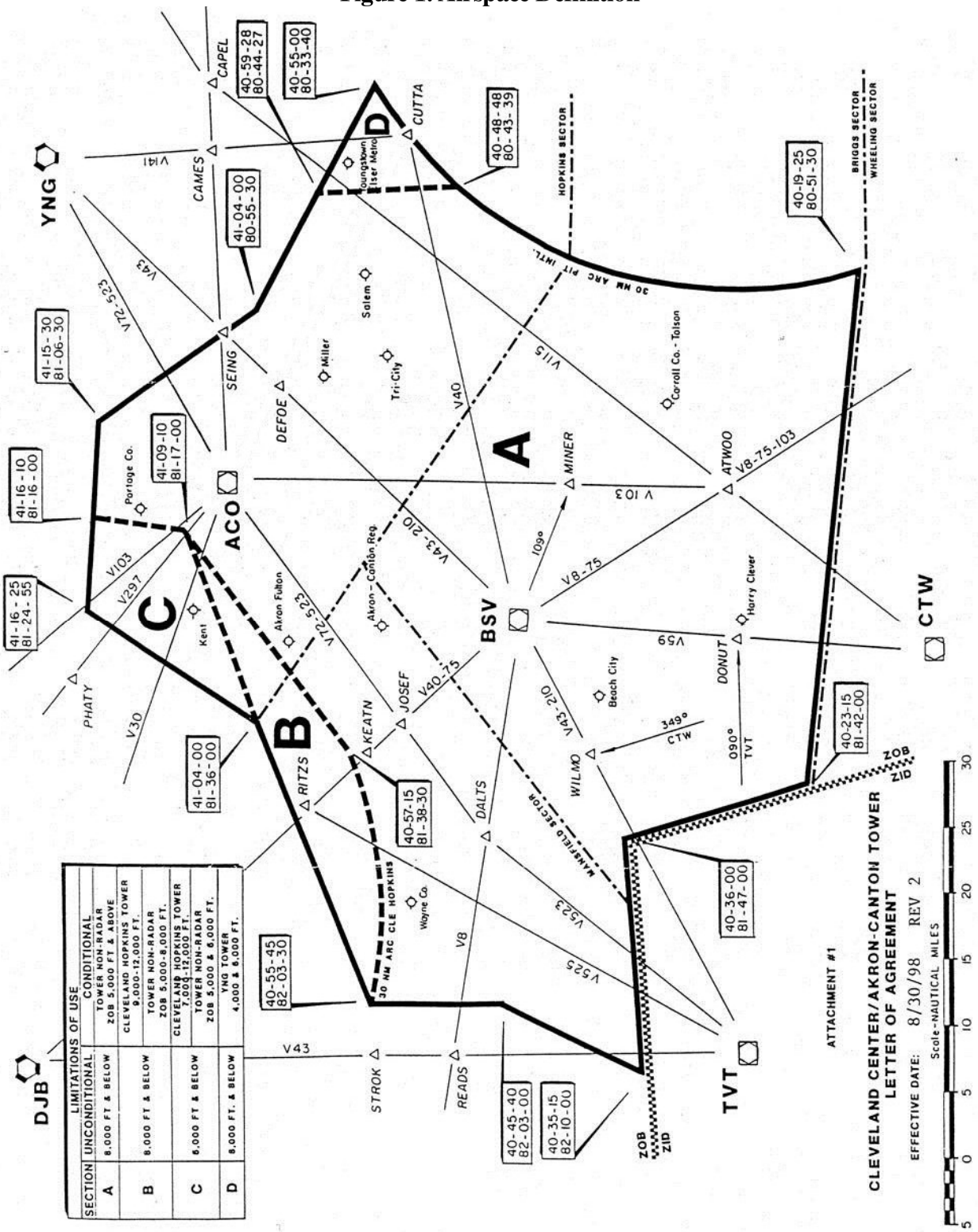


Figure 2. Airways and Intersections

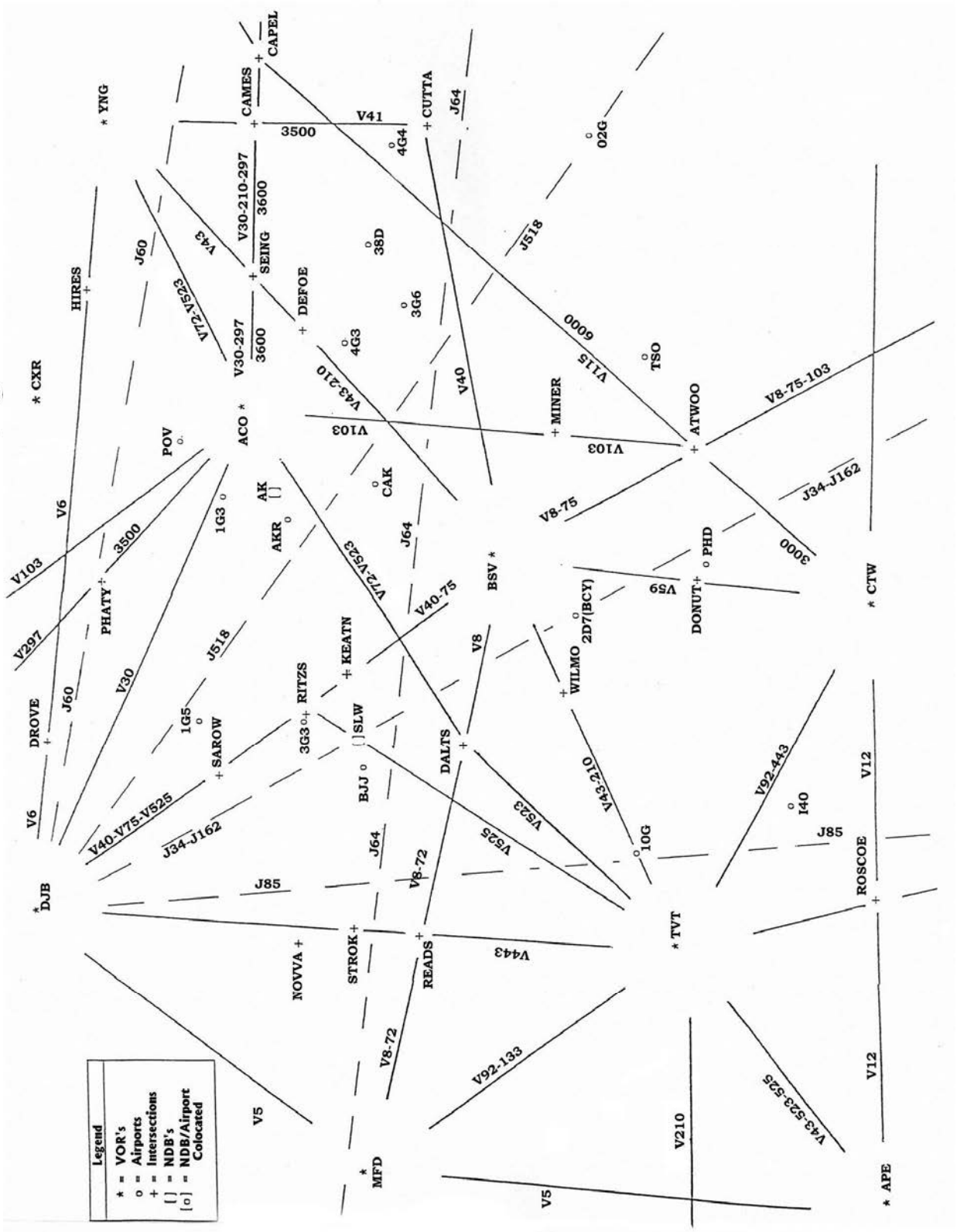


Figure 3. CAK Departing RWY 5 or 23 Configuration

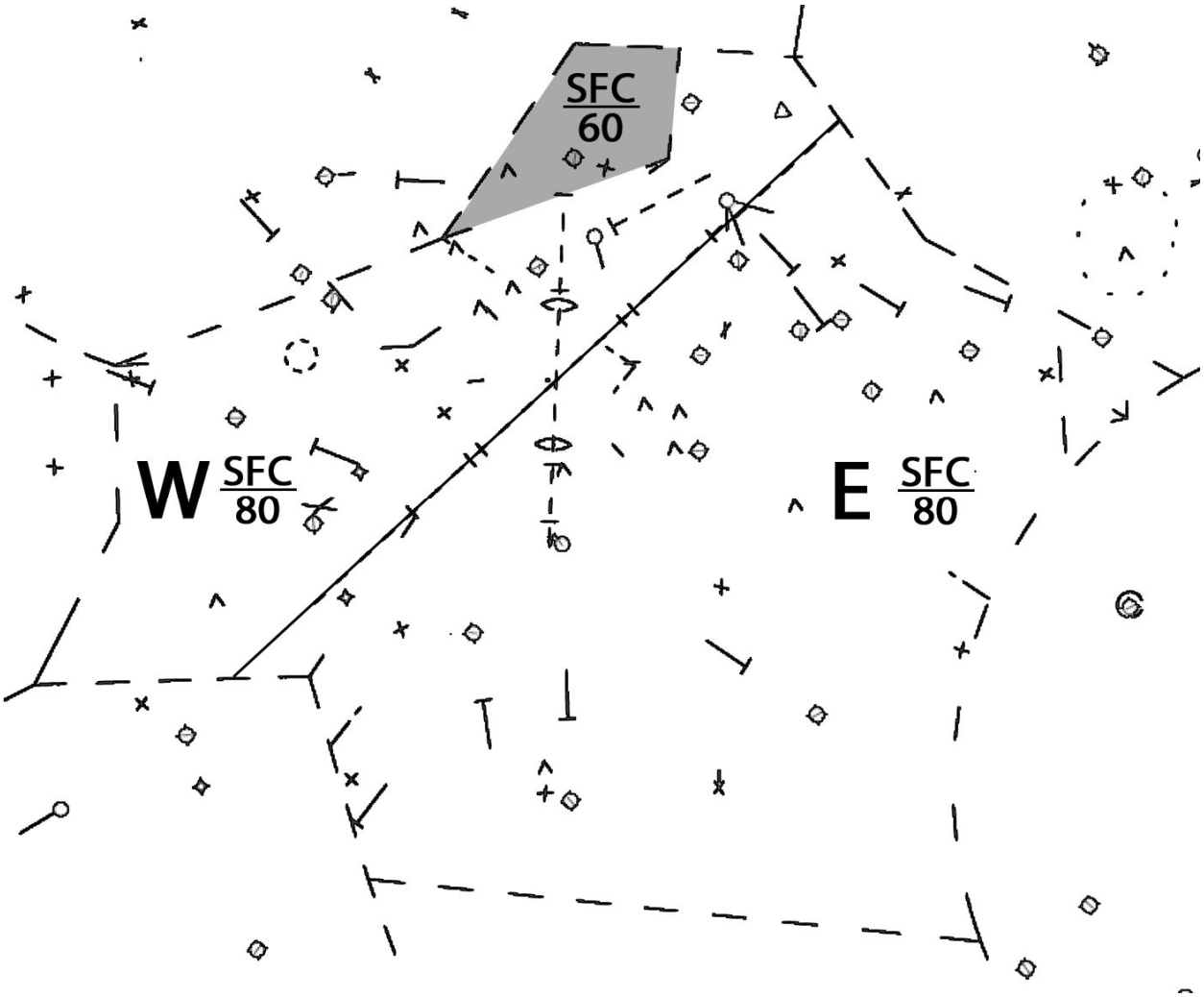


Figure 4. CAK Departing RWY 19 or 1 Configuration

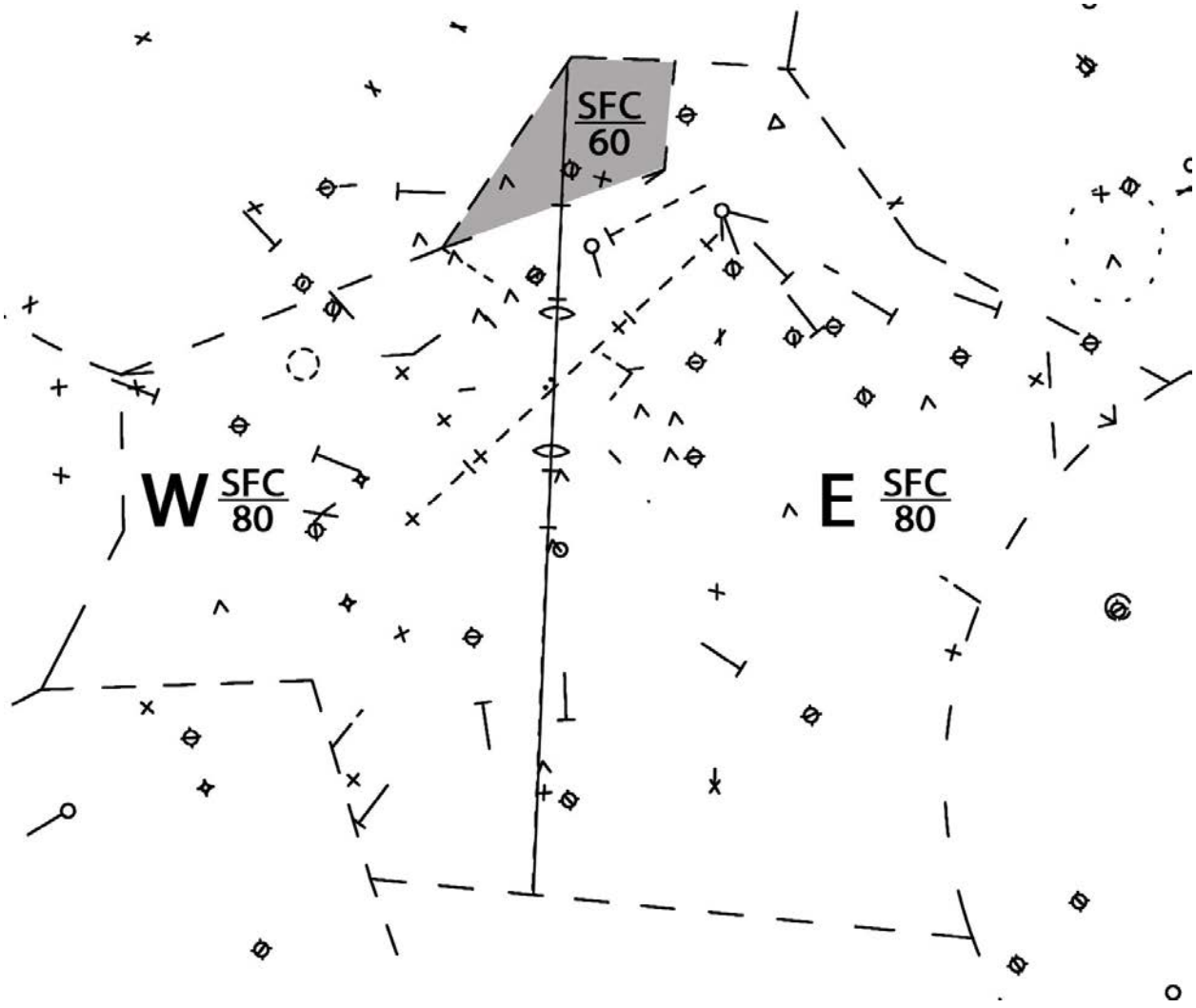


Figure 5. Radar Map

Figure 6. Minimum Vectoring Altitudes

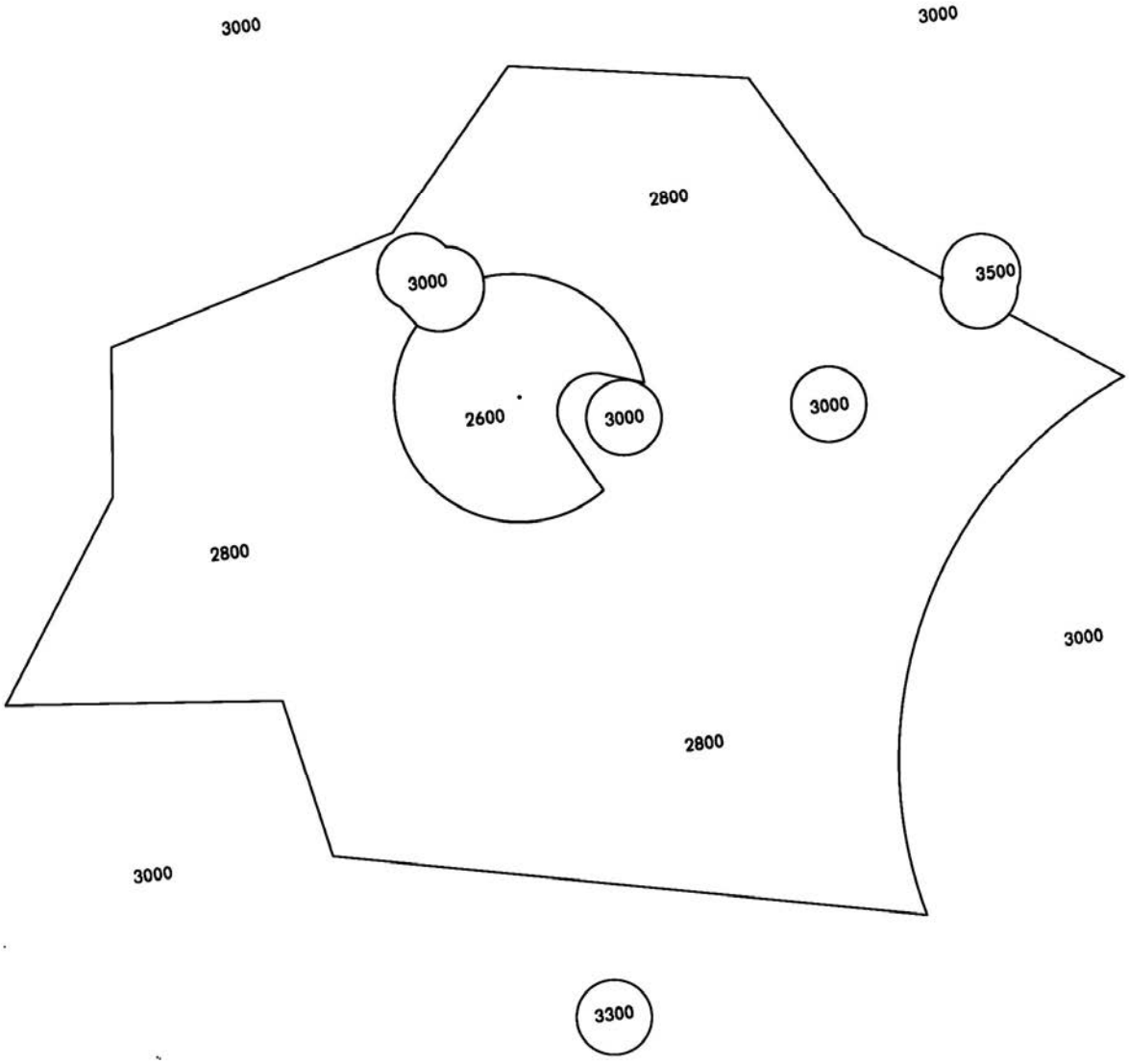


Figure 7. Akron-Canton Runway Map

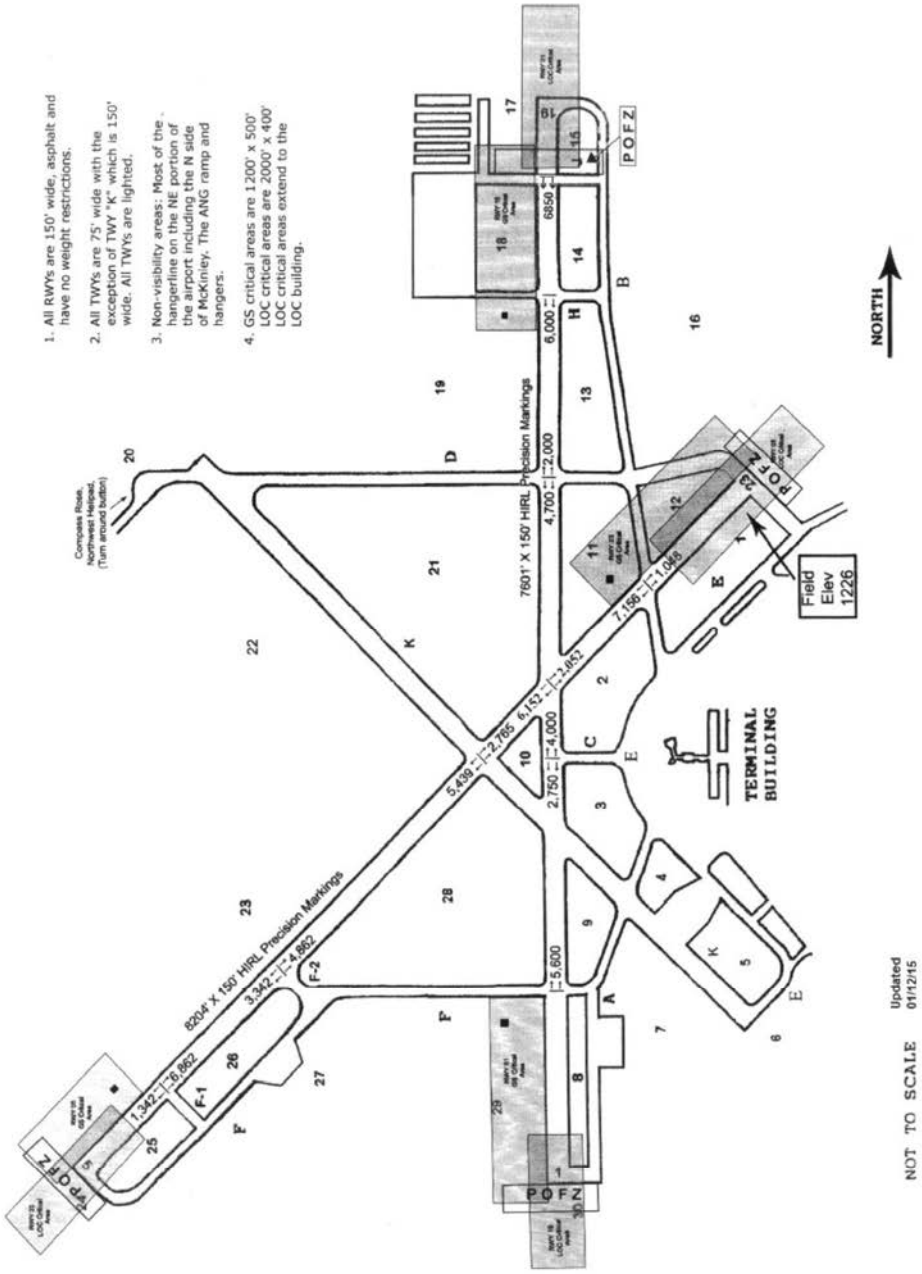
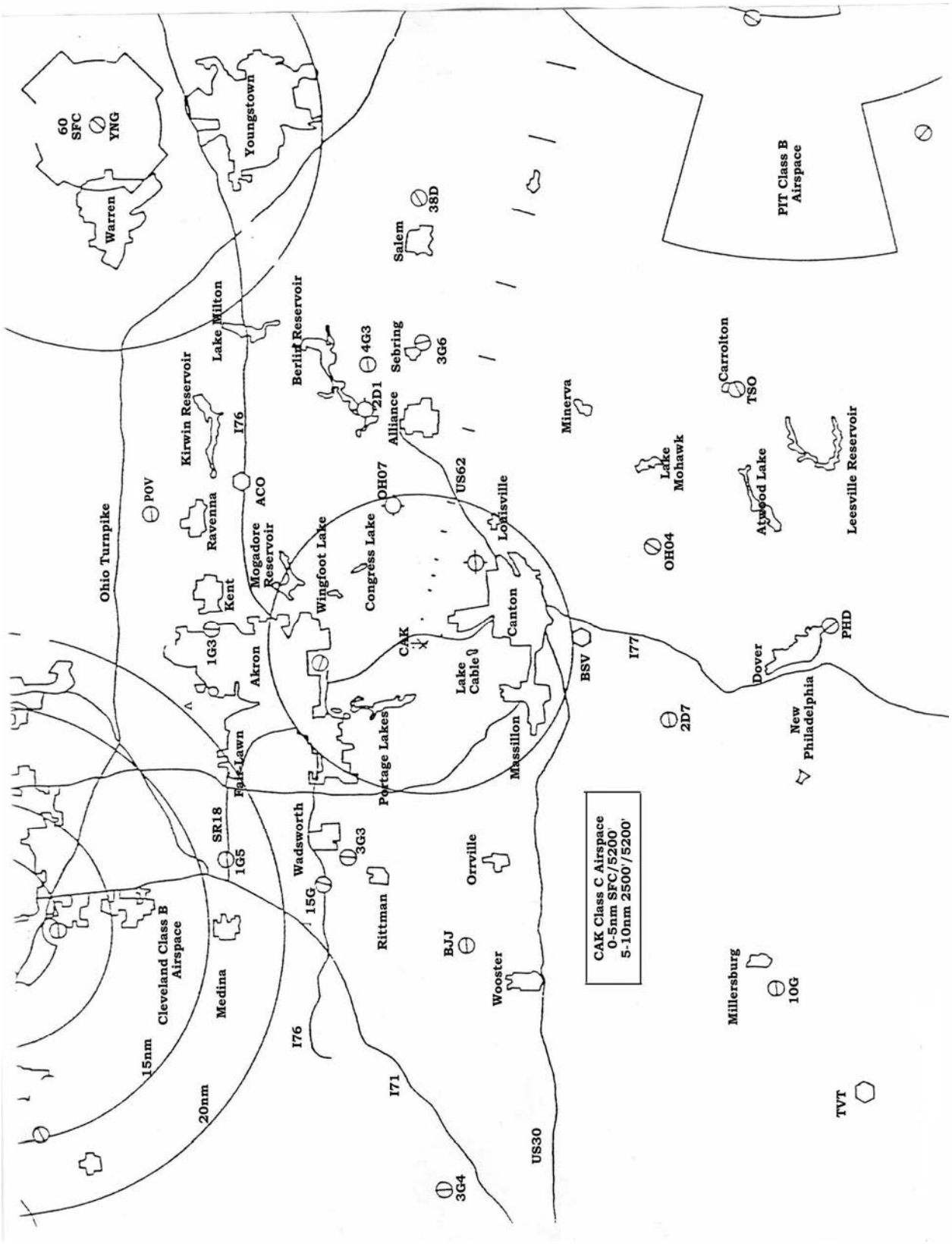


Figure 8. VFR MAP



Appendix 2 - Watch Checklist

1. TOWER.

a. Checks at the Beginning of Each Watch (day, night, mid):

(1) Operating frequencies.

(2) ILS monitor panel.

(3) Standby transmitter and receiver rack to verify if any equipment is on backup status.

(4) Light guns.

(5) SIGMETs, NOTAMs and AIRMETs.

(6) Approach, runway and REIL lights.

(7) D-BRITE display.

(8) Lights on equipment monitor panels.

(9) Advise OIC, shift checklist complete.

b. Daily Checks (0800 Local Time):

(1) Wind instruments compared with ASOS magnetic wind.

(2) Advise the OIC that daily checklist is complete.

c. Weekly Checks: (Monday):

(1) Emergency Transceivers. (Orange Jacks)

(2) Emergency radio to Green Fire Department.

(3) Standby Transceivers.

(4) PET2000 Transceivers.

(5) Advise the OIC that weekly checklist is complete.

d. Monthly Checks: (On the first Monday of the month) Compare altimeter setting indicator with the setting reported by the ASOS. When the difference between the two altimeter settings exceeds +/- 0.02 in. Hg., remove the instrument from service and notify AF personnel. When the difference is less than +/- 0.02 in. Hg., record the correction factor on Plexiglas next to the altimeter indicator.

2. TRACON.

a. Checks at the Beginning of Each Watch (day, night, mid):

(1) Radar/ARTS performance.

(2) NOTAMs, SIGMETs and AIRMETs.

(3) Ensure ARTS systems area is correct.

(5) Lights on equipment monitor panels.

(6) ATIS equipment.

(7) Check MSAW speaker in the TRACON and Tower.

(8) Advise the OIC that watch checklist is complete.

b. Daily checks (0800 Local Time):

(1) Printout the days Terminal Area Forecast (TAF).

(2) Print pertinent CAK and satellite airport NOTAMs at:

https://pilotweb.nas.faa.gov/PilotWeb/ or via CEDAR home page link

(3) Advise the OIC that the daily checklist is complete.

c. Weekly checks: (Monday)

(1) Emergency Transceivers. (Orange Jacks)

(2) Standby Transceivers.

(3) PET2000 Transceivers.

(4) Emergency Frequencies.

(5) Advise the OIC that the weekly checklist is complete.

Appendix 3 - Strip Marking

The following procedures and entries are required when preparing flight progress strips and are supplementary to FAA Order 7110.65, Air Traffic Control.

SECTION 1. COORDINATION

A circled altitude or routing indicates the completion of required coordination.

SECTION 2. RADAR

1. DATA ENTRIES.

In addition to the following local procedures, strip marking will be completed in accordance with JO7110.65 Chapter 2 Section 3.

(**DE**-Departure Aircraft **EN**-Enroute Aircraft **AR**-Arrival Aircraft)

BOX#	**Strip Marking**
1 (**EN, DE, AR**)	AC ID (An "X" prefix indicates a VFR aircraft) Example - X4523T, XG489, XR362, XVV424, XCSJ27, LX420.
5 **(EN, DE, AR)**	If the assigned beacon code is from the 5300 code bank, the last two digits of the code may be used.
8 (**DE**)	W, E, T indicator for correct airspace.
(**EN,AR**)	Time of initial contact for written IFR/VFR.
8A **(EN,AR**)	Check mark (✓) for information forwarded to CAK Tower.
8B **(DE)**	Departure runway if other than advertised departure runway and/or taxiway letter for all intersection departures.
(DE)	Issued heading. Use "OC" to indicate aircraft is direct to first fix.
9 **(EN, AR)**	Assigned altitude. Indicate the routing the aircraft has been cleared to fly or any amendments to that route. Hand written amendments to the altitude or route that are circled will be considered coordinated. Any routing between plus (+) signs whether computer generated or hand written indicates routing that needs issued to the aircraft. Circled hand written route information indicates coordination has been accomplished.
(DE)	No written altitude indicates 4,000 assigned. Symbol "V" with call sign indicates visual separation is being applied with denoted aircraft.

10 **(DE)** A check mark to indicate IFR/SVFR clearance has been issued.

11 (**DE**) Assumed departure time, or release time coordinated from box 14, in minutes. Two digit times may be used.

12 **(DE)** Check mark (✓) to indicate departure time entered in FDIO during NON-ARTS, or forwarded if FDIO is out of service.

13 **(AR, DE)** Approach the pilot has been advised to expect.

14 **(DE, AR, EN)** Indicate required EDCT, two digit TMU dial line, or other TMU restriction or name of the facility any non-standard route or altitude needs to be coordinated with.

15 **(DE, AR, EN)** A check mark (✓) in this box indicates all required coordination for facilities named in box 14 has been accomplished. A check mark is not required if TMU or a two digit TMU dial line is written in box 14.

16 (**EN, DE, AR**) ATIS letter or check mark (✓) to indicate weather has been issued.

2. MULTIPLE PRACTICE APPROACHES.

a. An arrival strip or departure strip may be used to indicate multiple approach requests completed by a single aircraft.

b. Boxes 10 through 18. Use one letter for each approach with the type approach indicated over the single letter identifier for the corresponding airport. **Omit airport identifier for CAK.**

c. When an approach of the same type is available for multiple runways add the runway when necessary. Eg V23 for VOR-23 at CAK, R19/K for RNAV-19 at 1G3, L/A for LOC-25 at AKR.

(1) Approach Designators

N – NDB	C – ILS 5	A – ASR
V – VOR	G – ILS 23	P – Visual
L – LOC	Y – ILS 19	R – RNAV
G – GPS	O – ILS 1	

(2) Single Letter Airport ID's

K – 1G3	E – 4G4	Y – 2D7
T – 3G6	A – AKR	B – BJJ
P – PHD	O – TSO	D – 3G3
R – POV	M – 38D	L – 4G3
I – 1G5		

d. Circle the approach/airport identifier entry when a full approach is requested. Eg: 

e. Show holding operations over a fix as H/FIX. Eg H/BSV

f. If aircraft will proceed VFR after executing practice instrument approach(es), write destination or direction in the next available box.

g. Draw a line through the appropriate box after the approach is completed.

SECTION 3. NON-RADAR

1. ARRIVALS.

Box #	Strip Marking
10	Time of initial contact.
11	Time over secondary fix.
13	Approach fix.
14	Time over FAF outbound (if holding required).
15	Time over FAF inbound.
16	ATIS code or weather (check mark may be used).
18	Time of cancellation, missed approach or landing complete.

2. DEPARTURES/OVERFLIGHTS. No changes from radar strip marking.

SECTION 4. MISCELLANEOUS

1. The following two and three letter designators may be used:

BAR – Barber **BCY –** Beach City **PMA** – Publish Missed Approach
WPA – West Practice Area **EPA** – East Practice Area **RA** – Ravenna Arsenal

SECTION 5. TERMINAL FLIGHT PROGRESS STRIP EXAMPLES

1	5	8	9 9B	10	11	12
2 3	6			13	14	15
4	7	8A 8B	9A 9C	16	17	18

IFR ARRIVALS

AID	BEACON	TIME	ALT			
TYPE				APCH		
			DEST ARPT	WX		

IFR DEPARTURES

AID	BEACON	E/W/T	ROUTE	ISSUE CLNC	TIME	(A)*
TYPE	P-TIME		ALTITUDE		TMU	
	REQ ALT			WX		

IFR ENROUTES

AID	BEACON	TIME	ALT			
TYPE			ROUTE			
				WX		

VFR OVERFLIGHTS AND ARRIVALS

AID	BEACON	TIME				
TYPE						
			DEST/RTE/DIR FLT			

VFR DEPARTURES

AID	BEACON	E/W/T	ALT		TIME	
TYPE						
			DEST/RTE/DIR FLT	WX		

*(A) Departure Message

Appendix 4 - Secondary Radar

1. When the ARTS IIE is operational:

a. The Beacon Code block of 1200 and 5300 are in the CAK site adaptation and will provide the following non-associated target symbols when placed into the systems area.

- A square indicates the target is Mode C and one of the selected codes [12 or 53].
- An Asterisk indicates the target is Mode C and is not one of the selected codes.
- A triangle indicates the target is not Mode C but is one of the selected codes.
- A plus indicates the target is not Mode C and is not one of the selected codes.

b. The common switch will be set to the "on" position. This switch is located in the lower right corner of the Beacon Decoder Box.

2. When ARTS IIE is non-operational, set the 10 channel decoder boxes as follows:

SWITCH	CODE	SLASH	ID/SEL	USE
CH 1	0100	Triple	Ident	Overflight
CH 2	5300	Double	Ident	VFR
CH 3	0300	Double	Ident	Arrivals
CH 4	1200	Single	Single	VFR
CH 5	4100		off	Departures
CH 6	5100		off	Departures
CH 7	5200		off	Departures
CH 8	5700		off	Departures
CH 9	6000		off	Departures
CH 10	7400		off	Departures

Channel positions 5 through 10 will be changed to the "ID" position as needed for departures.

Appendix 5 - Noise Abatement

1. **The Akron-Canton Airport Authority** has legitimate authority to control the use of the airport and to impose reasonable use restrictions when they are warranted and are legal. A Part 150 Noise Abatement Study has been completed. In support of the study, the following procedures shall be used at CAK ATCT subject to wind, weather, traffic and workload.

   a. Runway assignments or departure headings are not intended to be so inflexible that they would compromise safety or cause excessive delays. The use of diverging headings can be used to at any time for the purpose of separating aircraft.

   b. The Control Tower will clear Ohio Army National Guard helicopters to 4000' above mean sea level (MSL) – 2,800' above ground level (AGL) – or the requested altitude, whichever is lower (usually 2,500' MSL or 1,300' AGL) immediately after takeoff.

   c. Eastbound turbojet aircraft departing on Runway 23 should maintain runway heading until 3 nautical miles from the radar antenna or until the aircraft is at 2,500' MSL (1,300' AGL).

   d. For Eastbound turbojet aircraft departing on Runway 19, initiate a turn to a heading of 160 degrees until 4 nautical miles from the radar antenna or until the aircraft is at 3,000'MSL (1,800 AGL).

   e. Use designated location for engine maintenance run-ups (South deice pad).

   f. Runway 19 is designated the primary late night (11:00 p.m. to 6:00 a.m.) departure runway, wind and weather permitting.

Appendix 6 - Opening, Closing & Combining Procedures

Opening Radar Room:

1. **FDIO:** Call ZOB dial 99 and ask to split the printers.
2. Receive position briefing.
3. **ARTS:** Enter Multi-Function C 1, or the applicable number corresponding to the RADAR scope of use, on the ARTS II E keyboard and then press the enter key.
4. **ETVS:** Un-call forward the West CI ETVS and ensure that the East CI ETVS is call forwarded to 010 or un-forwarded as appropriate.
5. **Phones:** Press #, CF, SPKR.
6. Ensure "RADAR OPN IN TRACON" is on the Daily Facility Log.

Closing Radar Room:

1. **FDIO:** Call ZOB dial 99 and ask to combine the printers to the Tower.
2. Brief relieving controller.
3. **ARTS:** Enter Multi-Function C 3 on the ARTS II E keyboard and then press the enter key.
4. **ETVS:** Call forward ICR, AD, and CIE to 010. Call forward CIW to 003.
5. **Phones:** Press CF, TWR, SPKR.
6. Ensure "RADAR OPN IN TOWER" is on the Daily Facility Log.

Closing Approach Control:

1. Transfer CAK airspace to the BSV/MFD sector (s) of ZOB. Brief the following at minimum:
   a. Traffic
   b. Runway Status (i.e. landing/departing, closed, approach in use, snow removal)
   c. Weather (include ATIS code)
   d. Special Activities or Instructions
2. Include the following in the ATIS when Akron-Canton Approach is closed:

"Akron-Canton approach closed, Class "C" services are not available. Radar service available with Cleveland Center on 120.6. Akron-Canton tower open. Advise on initial contact you have information ALPHA."

3. Ensure "ASP RLSD to ZOB" on Daily Facility Log & Certify T&A Records in Cru-ART.
4. Verify Accuracy of 7230-4, Facility Status Log, Print, Sign & Place w/ Tower Traffic Count sheet in TRACON inbox.
5. Print daily schedule worksheet for next day.

Open Approach Control:

1. Receive CAK airspace from the BSV/MFD sector (s) of ZOB.
2. Ensure "ASP Returned from ZOB" is on the Daily Facility Log.

WEST/EAST RADAR

De-Combining Procedures

1. Configure ARTS to correspond with appropriate runway configuration.
2. Ensure aircraft are on appropriate frequency.
3. Initiate automated handoff of aircraft to opening sector.
4. Brief opening sector controller using checklist.
5. AD will disseminate flight progress strips.
6. AD will send GI to adjacent facilities with airspace configuration & frequencies via FDIO.

WEST/EAST RADAR

Combining Procedures

1. Configure ARTS to correspond with appropriate runway configuration.
2. Initiate automated handoff of aircraft to the sector assuming the airspace.
3. Brief the appropriate sector controller using checklist.
4. AD will disseminate flight progress strips.
5. AD will send GI to adjacent facilities with airspace configuration & frequencies via FDIO.

Appendix 7 - Transfer of Position Responsibility

1. **Purpose.** This appendix prescribes the method and step-by-step process for conducting a position relief briefing and transferring position responsibility from one specialist to another.

2. **Discussion.** Position relief unavoidably provides workload for specialists at the time of relief. The intent of this SOP is to make the transfer of position responsibility take place smoothly and to ensure a complete transfer of information with a minimum amount of workload. This method takes advantage of a self-briefing concept in which the relieving specialist obtains needed information by reading the Status Information Areas to begin the briefing process. This method complies with National, District and ATM Directives. This method also specifies the moment when the transfer of position responsibility occurs.

3. **Terms.** The following terms are important for a complete understanding of this SOP:
   a. Status Information Area (SIA). The SIA, which may be referred to as "The Board" during briefings, includes: The status board, the CEDAR R&I, the Equipment Log, the Field Condition Reports, NOTAMS, PIREPS, TAF, Weather Monitor and the Altimeter Display.
   b. Checklist: An ordered listing of items to be covered.

4. **Precautions.**
   a. Specialists involved in the position relief process should NOT rush.
   b. Extra care should be taken when combining or decombining positions. Simultaneous relief briefings should be avoided.

5. **Responsibilities.**
   a. The specialist being relieved shall be responsible for ensuring that any pertinent status information of which he/she is aware and not in the SIA, is relayed to the relieving specialist.
   b. The relieving specialist shall be responsible for ensuring that, prior to accepting responsibility for the position, any unresolved questions pertaining to the position are resolved.
   c. The relieving specialist and the specialist being relieved shall share equal responsibility for the completeness and accuracy of the position relief briefing.
   d. All position relief briefings shall be recorded.

6. **Step-By-Step Process**

a. PREVIEW THE POSITION

Relieving Specialist	Specialist Being Relieved
1. Sign on CRU-ART as position post/pre brief. Review the checklist and SIAs. Observe the position equipment, operational situation, and the work environment. 2. Initials given on a recorded line at the position being relieved or on a CIC position 3. Listen to voice communications and observe other operational actions for at least 2 minutes. 4. Indicate to the specialist being relieved that the recorded verbal briefing may begin.	

b. VERBAL BRIEFING

Relieving Specialist	Specialist Being Relieved
2a. State that you "have the Board"	1. Activate the brief button 2a. Ensure that the Relieving Specialist has "the Board" 3. Using the checklist, brief the relieving specialist on the abnormal status of items not listed on the SIAs as well as any items of special interest calling for verbal explanation or additional discussion. *NOTE: Verbally mention all remaining items on the checklist that are capitalized numbered line items.* 4. Ask for questions
5a. Ask any questions necessary to ensure a complete understanding of the operational situation.	5a. Completely answer any questions.

c. ASSUMPTION OF POSITION RESPONSIBILITY

Relieving Specialist	Specialist Being Relieved
1. Make a statement to let the specialist being relieved know that you have assumed responsibility for the position.	
2a. Deactivate the brief button	2a. Vacate the position to the relieving specialist and make a mental note of the time.

d. REVIEW THE POSITION

Relieving Specialist	Specialist Being Relieved
1. Check, verify and update the information obtained from above, then check equipment in accordance with existing directives.	2. Review the checklist, SIAs and written notes and advise the relieving specialist of known omissions, updates or inaccuracies. 3. Observe and monitor the position for at least 2 minutes. Then state initials on a recorded line at the position being relieved or a CIC position. 5. Sign on the relieving specialist with the time noted in 4. above.

LC

1. **STATUS INFO AREA (The "Board")**
   Status Board, NOTAMS, PIREPS, Field Condition Report, Equipment Log, TAF, Radar Alignment Check, Radar/Video Display Accuracy, Check
2. **WEATHER**
   Trends, tower visibility, red/green light, Hazardous Weather
3. **RUNWAY STATUS**
   Landing/departing, Closed, LAHSO, TIPH
4. **SPECIAL ACTIVITIES, INSTRUCTIONS**
   e.g.: Sky Divers, Pipeline a/c, Flight Checks, Non-Standard Staffing or configurations, Training in Progress, Radar Split, TFR's, Snow Removal
5. **TRAFFIC**
   Point Outs, Holding, Primary Targets, Departures still in airspace, A/C ready, Standing by, Non-Radar Ops, Special Problems or Requests, Coordinated Agreements

GC/CD

1. **STATUS INFO AREA (The "Board")**
   Status Board, NOTAMS, PIREPS, Field Condition Report, Equipment Log, TAF, Hazardous weather
2. **WEATHER**
   Trends, tower visibility, ASOS Alarm on
3. **RUNWAY STATUS**
   Landing/departing, Closed, LAHSO
4. **SPECIAL ACTIVITIES, INSTRUCTIONS**
   e.g.: Flight Checks, Non-Standard Staffing Or configurations, Training in Progress, Radar Split, De-icing, TFR's, Snow Removal in Progress, Non-Standard Flow
5. **TRAFFIC**
   A/C, Vehicles, Personnel on or near Movement Area, Standing By, Special Problems or Requests, Coordinated Agreements

ICT/OIC

1. **STATUS INFO AREA (The "Board")**
   Status Board, NOTAMS, PIREPS, Field Condition Report, Equipment Log, TAF, Hot Binder
2. **WEATHER**
   Trends, Tower Visibility, Hazardous Weather
3. **STAFFING (Not required if not part of OIC)**
   Cru-Art, Leave Requests, overtime, Article 17 Duty Requests, Rep Time
4. **SPECIAL ACTIVITIES, INSTRUCTIONS**
   Briefings needed, Problems/requests Guidance/Instructions for the shift Coordinated Agreements, TFR's, Snow Removal, De-icing, Construction in Progress
5. **TRAINING**
6. **RUNWAY STATUS**
   Landing/Departing, Closed, LAHSO, TIPH
7. **TRAFFIC**
   Trends

ICR/OIC

1. **STATUS INFO AREA (The "Board")**
   Status Board, NOTAMS, PIREPS, Field Condition Report, Equipment Log, TAF, Hot Binder
2. **WEATHER**
   Trends, Tower Visibility, Hazardous Weather
3. **STAFFING**
   Cru-Art, Leave Requests, overtime, Article 17 Duty Requests, Rep Time
4. **SPECIAL ACTIVITIES, INSTRUCTIONS**
   Briefings needed, Problems/requests Guidance/Instructions for the shift Coordinated Agreements, TFR's, Snow Removal, De-icing, Construction in Progress
5. **TRAINING**
6. **RUNWAY STATUS**
   Landing/Departing, Closed, LAHSO, TIPH
7. **TRAFFIC**
   Trends

AD

1. **STATUS INFO AREA (The "Board")**
   Status Board, NOTAMS, PIREPS, Field Condition Report, equipment Log, TAF
2. **WEATHER**
   Trends, tower visibility, Hazardous Weather
3. **RUNWAY STATUS**
   Landing/departing, Closed
4. **SPECIAL ACTIVITIES/ INSTRUCTIONS**
   e.g.: Sky Divers, Pipeline a/c, Flight Checks, Non-Standard Staffing or Configurations, Radar Split, Training in Progress, Non-Standard Flow, TFR's
5. **TRAFFIC**
   Released, Standing by, Non-Radar Ops, Special problems or requests, Coordinated Agreements

E/W/CI/ASR

1. **STATUS INFO AREA (The "Board")**
   Status Board, NOTAMS, PIREPS, Field Condition Report, Equipment Log, TAF, Radar Alignment Check, Radar/Video Display Accuracy Check
2. **WEATHER**
   Trends, tower visibility, red/green light, Hazardous Weather
3. **RUNWAY STATUS**
   Landing/departing, Closed, LAHSO, Snow Removal in Progress
4. **SPECIAL ACTIVITIES, INSTRUCTIONS**
   e.g.: Sky Divers, Pipeline a/c, Flight Checks, Non-Standard Staffing or configurations, Training in Progress, TFR's
5. **TRAFFIC**
   Point Outs, Holding, Primary Targets, H/O Still in Airspace, Released, Standing by, Non-Radar Ops, Special problems or Requests, Coordinated Agreements

Appendix 8 - Runway Opening/Closing Checklist

OIC:

- Verify instrument approach availability to the other runway prior to the runway closure for a scheduled event
- Be familiar with weather conditions which may have an effect on flight safety
- Ensure the runway closure information is displayed on the SIA boards
- Make data entry on the Daily Log indicating the runway closure
- Verify that all personnel on position have been briefed
- Brief ICR and/or ICT controllers on practice approach procedures to closed runway
- Have the runway closure NOTAM readily available at the ICR and ICT positions
- Ensure that the ATIS is broadcasting accurate runway closure information

ICR:

- Ensure the runway closure information is displayed on the TRACON SIA board
- Be familiar with the applicable runway closure NOTAM
- Ensure all RADAR controllers are briefed on practice approach procedures to closed runway
- Be familiar with weather conditions which may have an effect on flight safety

ICT:

- Ensure runway closure information is displayed on the TOWER SIA board
- Be familiar with the applicable runway closure NOTAM
- Ensure that all LC and GC controllers are briefed on taxi procedures on the closed runway
- Ensure that all TOWER controllers are briefed on practice approach procedures to the closed runway
- Ensure that the ATIS is broadcasting accurate runway closure information
- Forward any changes or updates to the runway condition to the OIC in a timely manner
- Be familiar with weather conditions which may have an effect on flight safety

Appendix 9 - ETVS/ARTS Configuration

ETVS Call Forward Numbers		ARTS SUP Numbers	
CD	**001**	**1**	**W**
GC	**002**	**2**	**E**
LC	**003**	**3**	**Tower**
Tower Sup	**004**	**4**	**W/E 05/23**
AD	**005**	**5**	**W/E 01/19**
D	**006**		
W	**007**		
E	**008**		
N	**009**		
CIW	**010**		
CIE	**011**		
TRACON Sup	**012**		

Using the ARTS II E keypad, enter: Multi Function C, then the one digit ARTS configuration you want from the table above (Ex. 1 for West), then Enter.

Appendix 10 - ARTS Keyboard Entries

Legend	
F7	Multi-Function Key
Δ	Delta Symbol
^{0}	Optional Entry
ENTER	Enter Key. Using the Slew Entry Device (SED) use the enter key on the SED. Using keyboard to type use enter key on the keyboard
SPACE	Space Key on Keyboard

Tower Specific Functions

Description	Keyboard Entry
Change System Area Information Readout (ATIS)	F7, S,W, Y, SPACE, G, SPACE, LAHSO *W = ATIS Code, Y & G = Runway and LAHSO displays LAHSO text in SIA*
VFR Local Transponder Code For Aircraft	123, SPACE, C172^{0}, SPACE, Δ1G3, SPACE, W, ENTER *C172^{0} = aircraft type, 1G3 = destination airport, W = sector ownership*
IFR Local Transponder Code For Aircraft (MSAW Processing)	N12345, SPACE, +, SPACE, C172^{0}, SPACE, Δ1G3, SPACE, W, ENTER *C172^{0} = aircraft type, 1G3 = destination airport, W = sector ownership, + = IFR Key*
Change Call Sign / Position Ownership/ Squawk Code / Destination / Aircraft Type Before Departure (You Own Tag)	F7, M, X123, SPACE, (X444 / W / 5301 / Δ1G3 / C172), ENTER *X123 = Old call sign, X444 = new call sign, 5301 = new squawk code, Δ1G3 = destination airport, C172 = Aircraft type, W = sector ownership*
Change Call Sign / Position Ownership/ Squawk Code / Destination / Aircraft Type Before & After Departure (Tag Not Your Ownership)	F7, M, OK, SPACE, X123, SPACE, (X444 / W / 5301 / Δ1G3 / C172), ENTER *X123 = Old call sign, X444 = new call sign, 5301 = new squawk code, Δ1G3 = destination airport, C172 = Aircraft type*
Delete Call Sign from Radar's Tab List That Will Not be Departing	TERM CNTL, OK, SPACE, X123, ENTER Where X 123 = Aircraft Call Sign
VFR Flight Following Aircraft "in the System for Handoff"	N12345, SPACE, BKL, SPACE, C172, SPACE, 035, SPACE, W, Enter *BKL= Destination airport, 035= Requested VFR Altitude, C172 = Aircraft Type, W=Desired Tag Up Radar Position*

TRACON Specific Functions

Description	**Keyboard Entry**
VFR Local Transponder Code For Aircraft	123, SPACE, C172^{0}, SPACE, Δ1G3^{0}, Enter *Where C172 = aircraft type, 1G3 = destination airport.*
IFR Local Transponder Code For Aircraft	N12345, SPACE, +, SPACE, C172^{0}, SPACE, Δ1G3^{0}, Enter *Where C172 = aircraft type, 1G3 = destination airport*
VFR Local Transponder Code For Aircraft Landing CAK	123, SPACE, /, SPACE, C172, Enter *Where / = VFR key, C172 = aircraft type,* *Note- "C" will automatically display in heavy field*
Add Aircraft Type in Scratch Pad	C172, Slew, Enter *Where C172 = desired aircraft type*
ARTS Force Aircraft From ARTS Keyboard Instead of using FDIO Keyboard	F9, 123, SPACE, XXX *Where 123 = FDIO CID and XXX = Desired Sector to ARTS Force To (CCC,MMM,PPP,YYY)*
Add/ Modify "Heavy" Designator Field	H, K, Slew, Enter *Where K = Desired Letter in Heavy Field*
Remove "Heavy" Designator Field	H, X, Slew, Enter *Where X = Desired Letter Already in Heavy Field*
Change Call Sign After Departure (You Own Tag)	F7, M, X123, Slew, Enter *Where X123 is New Aircraft Call Sign*
Tag Point Out	Y, Slew, Enter
Re Acquire Data Block In Coast Status	INIT CNTL, 1, Slew, Enter *Where 1 is respective aircraft number in coast list*
Terminate Control On Data Block You Don't Own	TERM CNTL, OK, Slew, Enter
Assign VFR Squawk Code To Aircraft	123, Enter *Where 123 is aircraft call sign*
Add 3 Letter Text to 1st Left Time Sharing Scratch Pad	AKR, Slew, Enter *Where AKR = Desired 1st left side entry*
Add 3 Letter Text to 2nd Left Time Sharing Scratch Pad	+R23, Slew, Enter *Where +R23 is desired 2nd left side entry*
Remove 3 Letter Text from 1st Left Side Scratch Pad	F7, Y, Slew, Enter
Remove 3 Letter Text from 2nd Left Side Scratch Pad	F7, Y, +, Slew, Enter
Inhibit Auto Handoff	Slew, Enter *Note- Δ Symbol will appear indicating auto-handoff feature is inhibited*

Initiate Handoff to Specified Sector	Center Sector- C04, Slew, Enter *Where C04 = is desired Sector Number* Approach Sector- Δ1, Slew, Enter Where 1= desired approach sector Δ1,Δ2,Δ3,Δ4
Initiate Handoff to Center Auto Selected Sector	C, Slew, Enter
VFR Flight Following Aircraft "in the System for Handoff"	N12345, SPACE, AKR*BKL, SPACE, C172, SPACE, 035, SPACE W, Enter *Where AKR=Departure Airport, BKL= Destination airport, 035= Requested VFR Altitude, W=Desired Tag Up Radar Position.* *Note- Desired Tag Up Radar Position Not Required when your sector will be working the aircraft.*
View Hospital List & Select Which Hospital To Display Location on Screen	F7, T, H, ENTER *To display desired hospital type *X* *Where X = respective hospital reference letter*
Initiate Target for ARTS Tracking	X123, Slew, Enter Where X123 = Desired Call Sign
Suspend Track of Aircraft For Future Use	TRK SUSP, Slew, Enter
Terminate Control of Aircraft You Do Not Own	TERM CNTL, OK, Slew, Enter
Force Handoff Of Aircraft You Do Not Own	HND OFF, OK, SPACE, E *Where E = Desired Position To Handoff To*
Change Position Ownership Tag of Aircraft You Do Not Own	F7, M, OK, SPACE, E *Where E= Desired New Position Symbol*

General Purpose Functions

Description	**Keyboard Entry**
Recall Saved Personal Configuration	F7, T, XX, SPACE, 1, ENTER *Where XX = controllers Operating Initials, 1=Desired Saved Configuration Number*
Save Personal Configuration	F7, T, XX, SPACE, 1S, ENTER *Where XX = controllers Operating Initials, 1 = Desired Saved Configuration Number* *Note- Operating Initials must be adapted into ARTS. If yours do not work contact the staff support specialist to have them added.*
Enable No-Home Slew	F7, INH, Enter
Enable Home Slew	F7, IHS, Enter
Change Leader Direction of All Aircraft	F7, L3*, Enter *Where 3 is respective position of the desired leader lines*

Modify Altitude Filter Limits	F7, F, 001120, SPACE, 001120 *Where 001120 = Primary Filter Limits, 001120 = Secondary Filter Limits*
View Altitude Filter Limits	F7, F
Reposition Coast List	F7, T, C, Slew, Enter
Move System Information Area	F7, S, Slew, Enter
Move LA/MCI Display Area	F7, T, M, Slew, Enter
Move Typing Preview Area	F7, P, Slew, Enter
Move Tab List	F7, T, Slew Enter
Move VFR Tab List	F7, T, V, Slew, Enter
Toggle VFR Tab List On / Off	F7, V, Enter
Change System Area Altimeter Setting when DASI Inoperative	F7, S, 2992, Enter *Where 2992 = updated altimeter setting*
Toggle Display of Primary Target Diamonds	F7, 2, P, ENTER
Display Circular Ring of Certain Diameter	F12, 1, SPACE, 5, TEXT^0, Slew, Enter *Where 1 = Sequential Number, 5 = Desired Mileage Radius of Circle, TEXT = Desired Display Text*
Display Circular Ring of Certain Diameter on All Radar Displays in Facility	F12, 1G, SPACE, 5, TEXT^0, Slew, Enter *Where 1G = Sequential Number, 5 = Desired Mileage Radius of Circle, TEXT = Desired Display Text*
Display Flashing Circular Ring of Certain Diameter	F12, 1, SPACE, 5, SPACE, TEXT^0, SPACE, Δ, Slew, Enter *Where 1 = Sequential Number, 5 = Desired Mileage Radius of Circle, TEXT = Desired Display Text*
Display Circular Ring of Certain Diameter at Latitude / Longitude Position	F12, 1L4052290815317, SPACE, 5, Enter *Where 1 = Sequential Number, 4052290815317= Latitude / Longitude Position, 5 = Desired Mileage Radius of Circle*
Display Latitude / Longitude of any Position	*L, Slew, Enter
Display Distance and Heading From any Two Points	*, Slew, Enter, Slew Enter
Display Distance, Heading & Time To Any Two Points	*T, Slew, Enter, Slew Enter
View Site Adapted Airport Information, On Course Heading & LOA Status	**PCW, Slew, Enter* *Where PCW = Desired Destination Fix* *Note- Not All Airports Are Stored*
Assign Specific Transponder Code to Aircraft	X123, SPACE, 5331, Enter *Where 5331 = desired squawk code*
Assign VFR Squawk to Aircraft with Discrete Call Sign	XCSJ27, Enter
Load Sector Configuration for Desired Operation	F7, C, 1 *Where 1 = desired adapted configuration*
Change ALL data tags from one Position Symbol to another during combination & radar open	F7,C, 1W, SPACE, 1T, SPACE, + *Where W = new position , T = old position symbol*
Initiate Automated Point Out	T*, Slew, Enter Where T = Desired Position
Accept Initiated Automated Point Out	Slew, Enter
Refuse Automated Point Out & Accept Radar Contact	**, Slew, Enter