

Virtual Air Traffic Simulations Network  
United States Division  
Indianapolis ARTCC

ORDER  
ZID ARTCC  
7110.1A

Effective Date:  
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## **vZID Minor Field Standard Operating Procedures**

This handbook supplements Order 7110.65, Air Traffic Control; Order 7210.3, Facility Operation and Administration; and various Letters of Agreement. It prescribes air traffic control services and defines the operational responsibilities for personnel providing air traffic control services in the vZID ARTCC assigned airspace. All ZID personnel are required to be familiar with the provisions of this directive and to exercise their best judgment when they encounter situations that are not covered.

## **Frequency and Beacon Code Assignment**

Controllers staffing any position within the vZID airspace shall abide by the vZID Frequency Use and Beacon Code Assignment Policy at all times unless otherwise specified in a special circumstance NOTAM.

## **Notices to Airmen**

Any applicable real world NOTAM published for the field which is being controlled may be enforced. Operations pertaining to these NOTAMS may be denied by the pilot at any time.

Any NOTAM issued by vZID for operations during events or times of heavy traffic shall be enforced whenever practical.

## **Clearance Delivery**

1. Jet aircraft shall be issued an initial altitude of 5,000 ft. and turboprop aircraft shall be issued an initial altitude of 3,000 ft. All jet aircraft with a filed cruise altitude above 5,000 ft. and prop aircraft with a filed cruise altitude above 3,000 ft. shall be instructed to "expect <filed altitude> in 10 minutes."
2. Controllers will create and file a flight plan for all VFR or SVFR aircraft requesting clearance who have not filed a flight plan.
3. VFR aircraft must be issued a unique beacon code while operating in Class Charlie airspace unless the aircraft will remain in the local traffic pattern.

## **Ground Movement**

1. Ground is responsible for all clearance delivery operations when clearance delivery is not being staffed.
2. Ground owns all movement and non-movement areas on their respected airfields except the active runways.
3. Ground will coordinate with Local Control before approving an aircraft to cross an active runway.

## **Local Control**

1. Local is responsible for all tower cab positions which are not being currently staffed.
2. Local owns the airspace up to 5,000 on the departure side, and 3,000 on the arrival side.
3. Local is responsible for determining the runways in use for the airfield.
  - a. Runways in use shall not have a tail wind component of greater than 10 knots or a crosswind component of greater than 20 knots.

- b. Runways in use are to be the runways most closely aligned with the wind when at all practical.
4. Local will assign departure headings to aircraft only after coordination with the appropriate radar position.
5. Local will keep control of aircraft remaining in the local traffic pattern.

### **Radar Approach/Departure (TRACON)**

1. TRACON positions shall be responsible for all departure, approach and tower cab positions which are not currently staffed in their airspace.
  - a. Radar is responsible for all tower cab positions at class delta fields during published tower hours of operation. When the tower is published closed these services are optional.
2. TRACON shall insure that all aircraft on their frequency have the local altimeter for the primary airfield for their airspace.
3. TRACON shall be responsible for providing radar services to all towered and non-towered airfields within their airspace with published instrument procedures.
4. If a departure controller is on line departure and approach are to remain in communication to coordinate departure and arrival corridors.
5. TRACON owns the airspace from the surface up to including 10,000 ft.
6. Approach controllers shall hand off IFR aircraft to tower no later than 5 miles from the runway threshold, or after being cleared for the visual approach.
7. Approach shall hand off VFR/SVFR aircraft prior to the aircraft entering the Local Controller's airspace. Approach control shall not issue a pattern entry instruction or runway assignment unless previously coordinated with Local.

### **Position Combining/De-combining**

During normal operating conditions positions are to be combined into 1 tower cab position and one TRACON position. The de-combining of local, ground and clearance delivery may be done anytime which staffing permits. The de-combining of approach and departure positions may be done anytime which staffing permits. The de-combining of all other positions may be done in accordance to the ZID Frequency and Beacon Code Assignment Policy by the Controller in Charge (CIC) of the event or the CIC at the current time. CIC will be defined as the controller responsible for the event currently taking place or the highest ranking staff member or controller present.