Jacksonville ARTCC

P31 TRACON
Standard Operating Procedures

Document Number	ZJX-11
Version	C
Effective Date	1/18/2022

DOCUMENT INFORMATION

Purpose

This document establishes procedures for staffing of the Pensacola TRACON radar positions (herein referred to as “P31”). 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
07/01/2020	Initial Release	Brin Brody/ ZJX-11.A
01/01/2021	Yearly Revision	Maxine Grooms/ ZJX-11.B
1/18/2022	Controller IDs	Howard Snider/ZJX-11C

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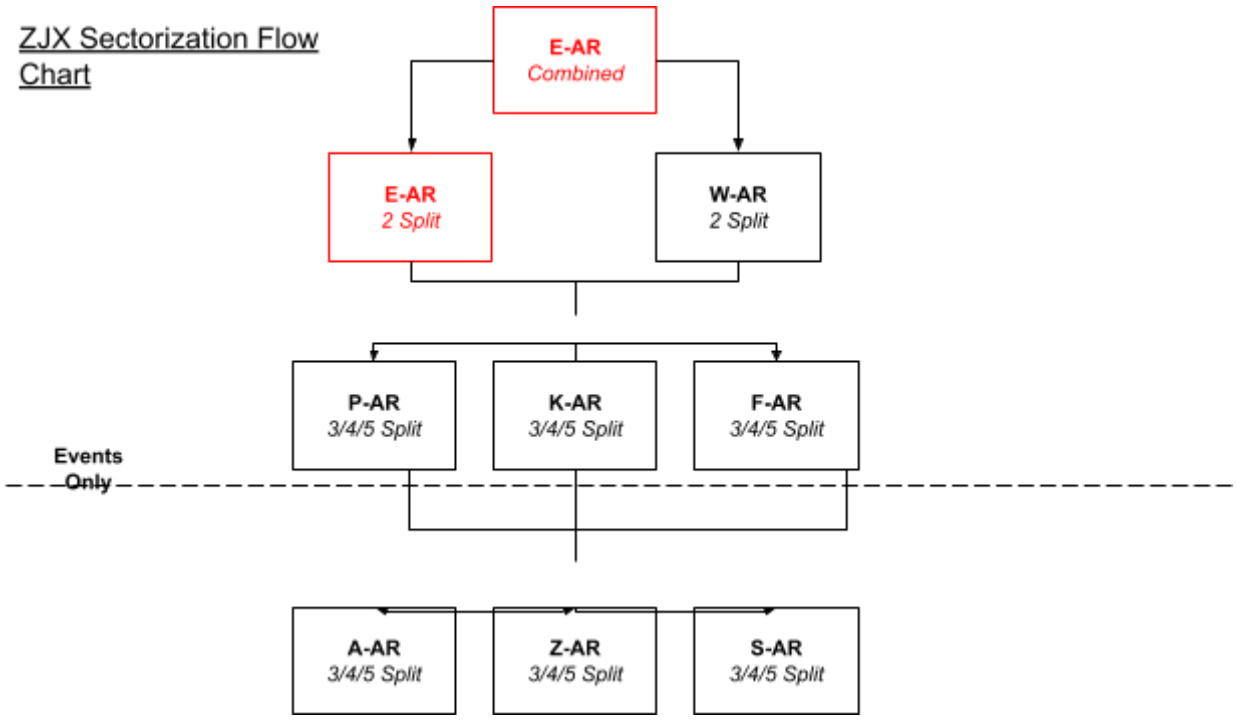
CHAPTER 1. SECTORS

1.1 Sector Table

Below is the sector table for the P31 TRACON. **Bold** indicates the sectors used when P31 is in the “combined” configuration.

Sector	Callsign	Relief	Symbol	Frequency
E-AR	**PNS_E_APP**	**1E**	**1E**	**119.000**
W-AR	PNS_W_APP	1W	1W	118.600
P-AR	PNS_P_APP	1P	1P	118.000
K-AR	PNS_K_APP	1L	1K	126.850
F-AR	PNS_F_APP	1F	1F	125.350
Z-AR	PNS_Z_APP	1Z	1Z	124.850
S-AR	PNS_S_APP	1S	1S	120.050
A-AR	PNS_A_APP	1A	1A	120.650

1.2 Sectorization Flow Chart



1.3 Sectorization Description

1. The primary position is **E-AR**. **E-AR** shall be the first sector open.
2. When there are 2 controllers available to subdivide the airspace, **E-AR** shall delegate a portion of its airspace to **W-AR**. This shall be defined as the "*Weekend Split*" configuration.
3. After **E-AR** and **W-AR** have been staffed, a portion of their airspace may be delegated to open **K-AR**, **P-AR**, or **F-AR** as needed.
4. **A-AR**, **Z-AR** and **S-AR** may only be opened during events as prescribed by the Events Coordinator, Air Traffic Manager, Deputy Air Traffic Manager or Training Administrator to staff adjacent sectors for greater coverage.
    a. When **A-AR**, **Z-AR**, and **S-AR** are staffed, the "Weekend Split" configuration shall be abandoned.
    b. **W-AR** and **E-AR** Sector Diagrams shall only be valid when **A-AR**, **Z-AR** and **S-AR** are open.

CHAPTER 2. BASIC PROCEDURES

2.1 Handoffs

1. PNS ATCT is a radar tower. Radar handoffs shall be accomplished prior to aircraft entering PNS ATCT's area of responsibility. Any other ATCTs within P31 shall receive a point out for arriving aircraft.
2. All other internal and external handoffs shall be initiated as soon as the aircraft are clear of conflict.

2.4 VFR Aircraft

1. VFR aircraft entering any Class Charlie airspace will be given a discrete beacon code. If departing KPNS, KNPA, KNSE, or KNDZ, they will be handed off to departure from LC and released to the advisory frequency once clear of the Class Charlie airspace, unless requesting flight following.

2.5 Departure Releases

1. P31 Departure sectors give automatic releases to all departures from the Pensacola ATCT (KPNS) when departures follow the standard departure procedures in the appropriate section within the PNS ATCT SOP.
2. Automatic releases are also authorized for NPA and NSE so long as the published runway headings are utilized at NPA and runway headings have been coordinated between local and P31 TRACON.
3. All other airports within P31 shall request a release for all departures receiving radar services. Upon approval of the release, the release will be valid for five minutes.
4. Upon issuance of the takeoff clearance to a released aircraft, a departure message shall be sent to the appropriate departure sector.
    a. This can be accomplished nonverbally by the Local Controller ensuring the aircraft is squawking the appropriate code and mode C is enabled when airborne.
    b. Failing this, a "nontag" message should be sent to the appropriate departure controlling consisting of its approximate location, callsign, and departure runway.
        i. Example: *"1 mile north of the field, UAL147, 36R"*

2.6 Rolling Calls

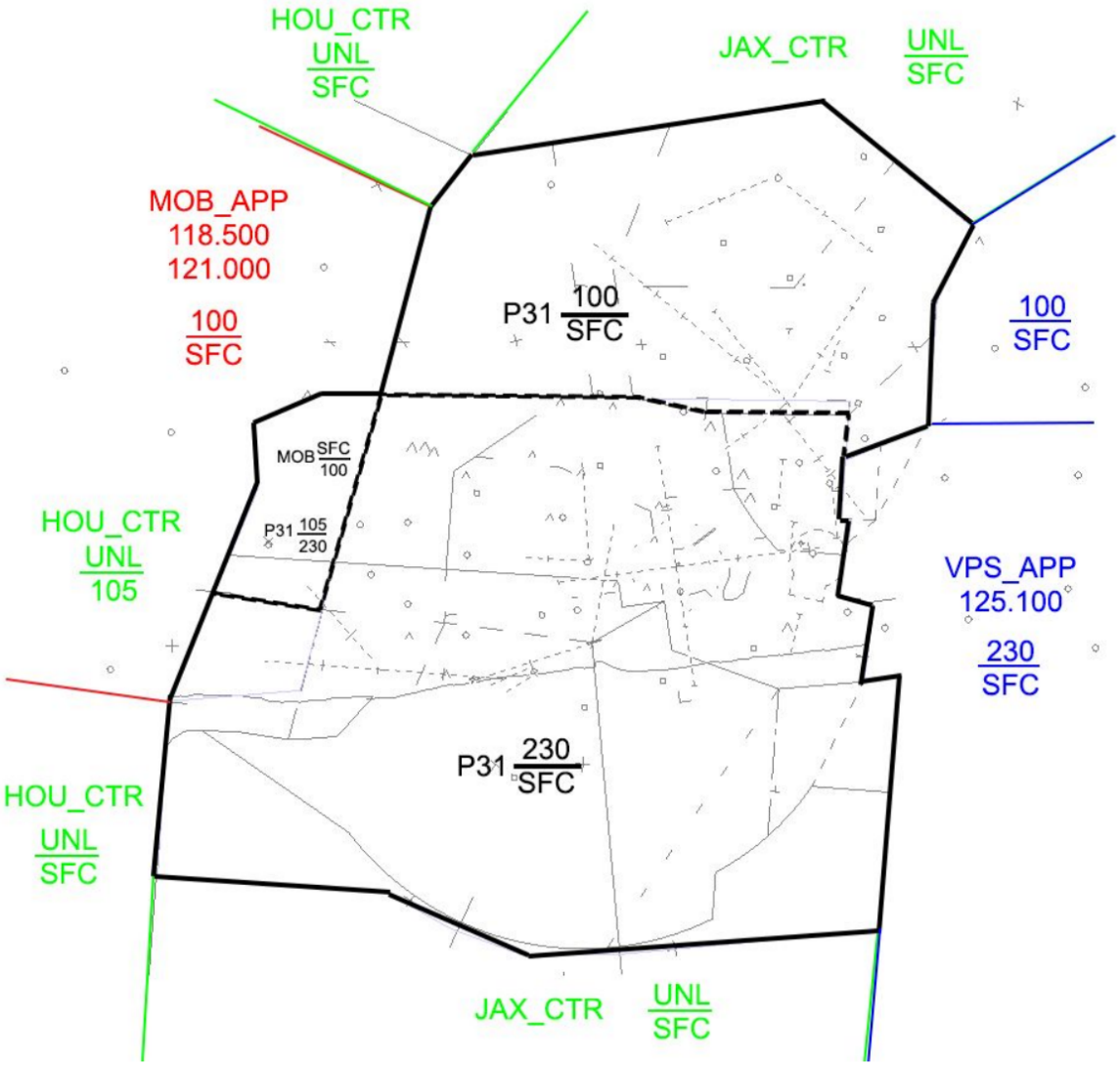
1. PNS ATCT will ensure datatag auto acquires and will not send rolling calls to P31 departure controllers unless one of the following criteria is met:
    a. The P31 departure controller requests rolling calls.
    b. The departing aircraft is issued a departure heading not outlined in the PNS ATCT Standard Operating Procedure.

2.7 Departures

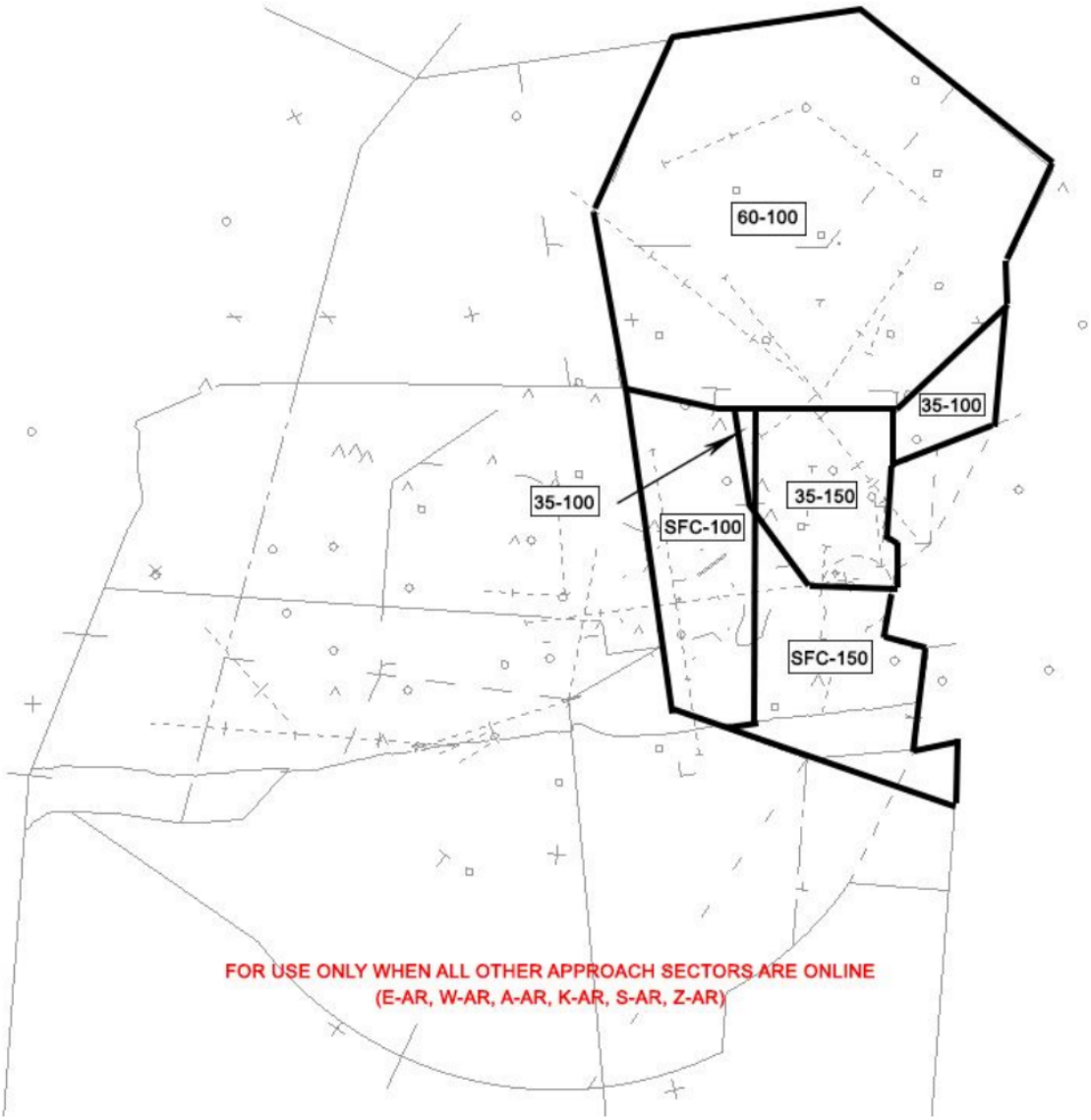
1. Ensure that all departures are on course as soon as practical.
2. Civilian Aircraft should be vectored to join V241/V198 or J2 via PENSI unless northbound. All departures should be on course before handoff to Enroute Control unless otherwise coordinated.
    a. RWY 17 departures shall be vectored east of Pensacola International AIrport to join the airways.
    b. RWY 28 departures should be turned northbound as soon as practical.
3. Civilian Aircraft shall be climbed to 10000 or less if filed as such.

CHAPTER 3. AIRSPACE DIAGRAMS

3.1 P31 and Surrounding Airspace

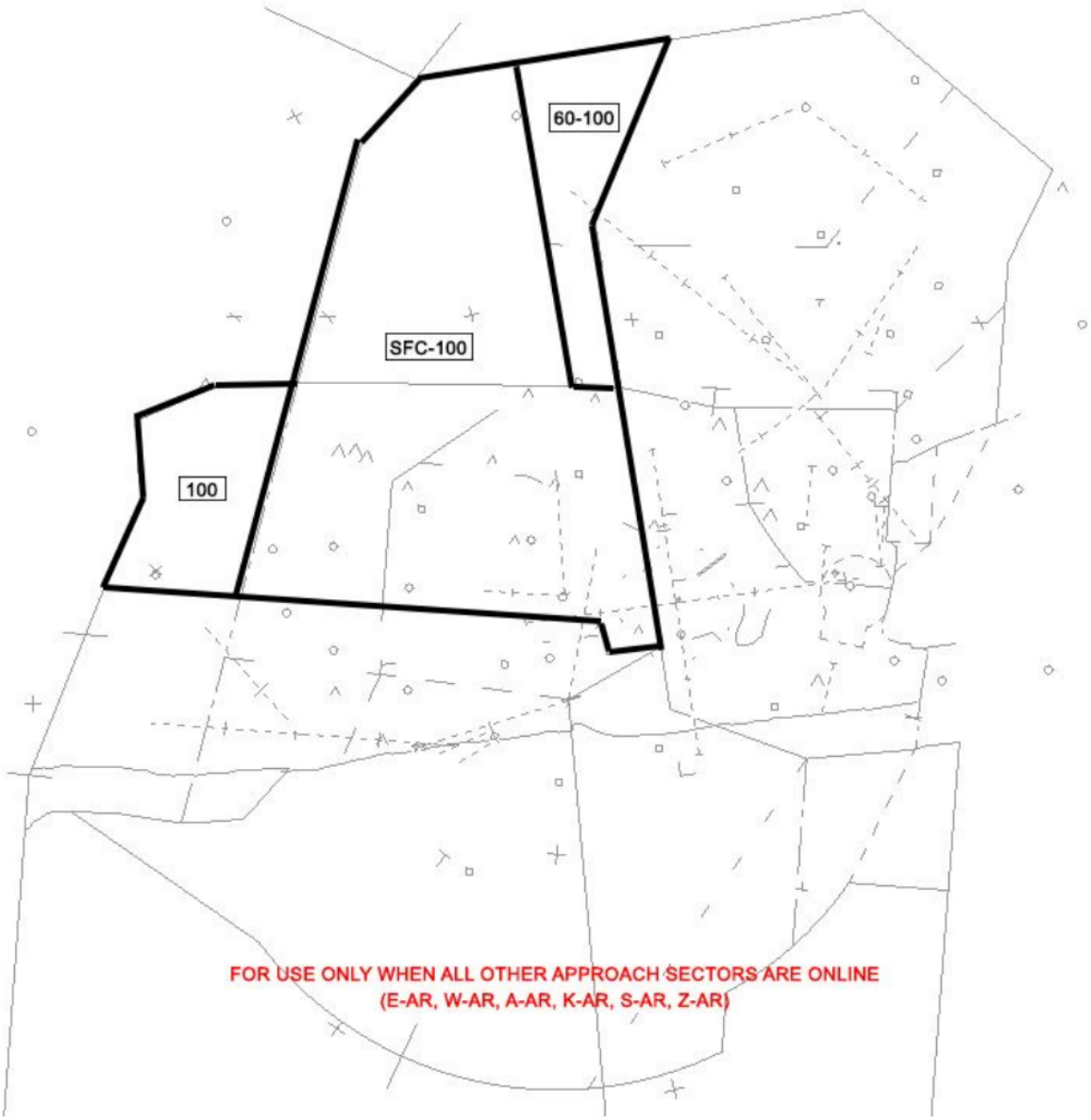


3.2 E-AR



Excludes the Following Airspace: PNS Tower Surface Area Airspace. F-AR Rwy 25, All P-AR Airspace Configurations.

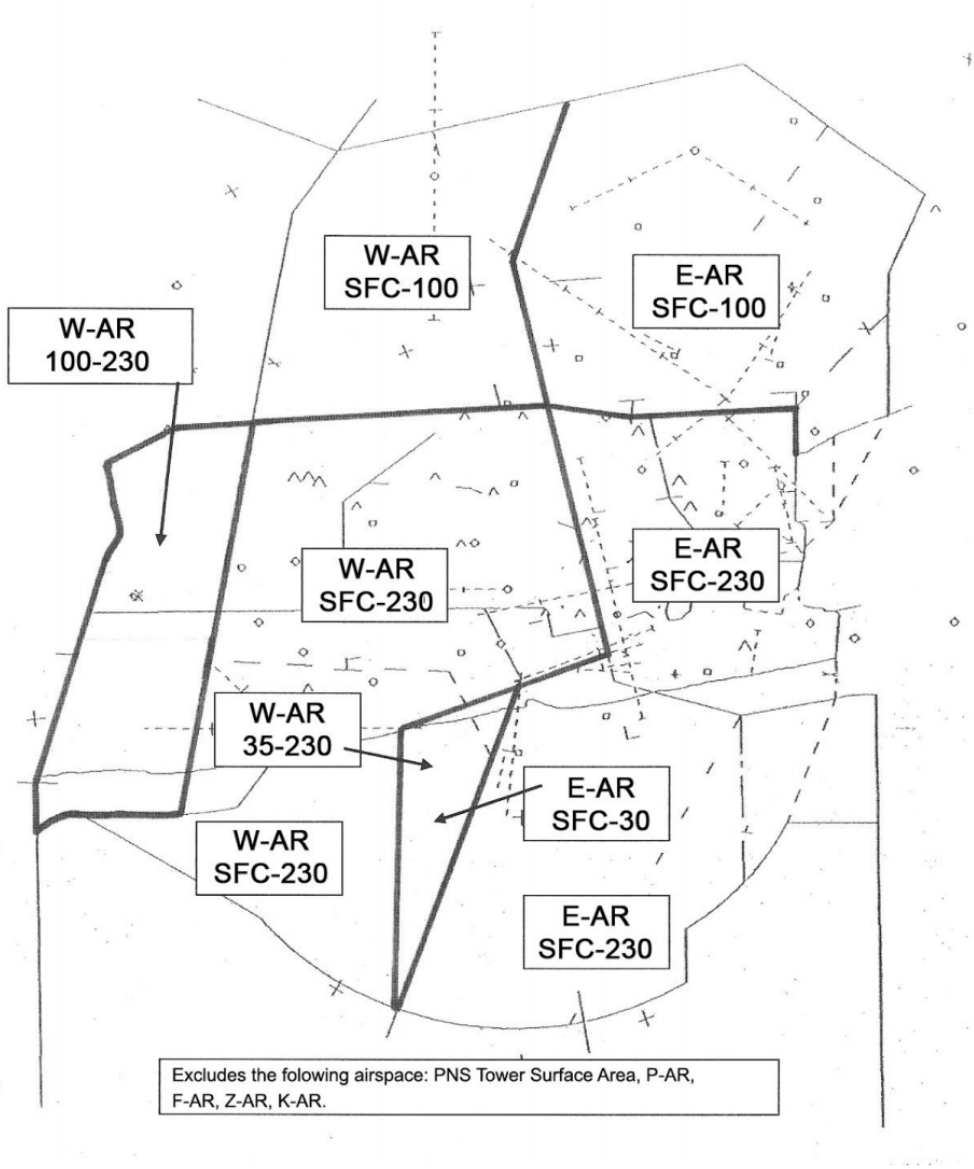
3.2 W-AR



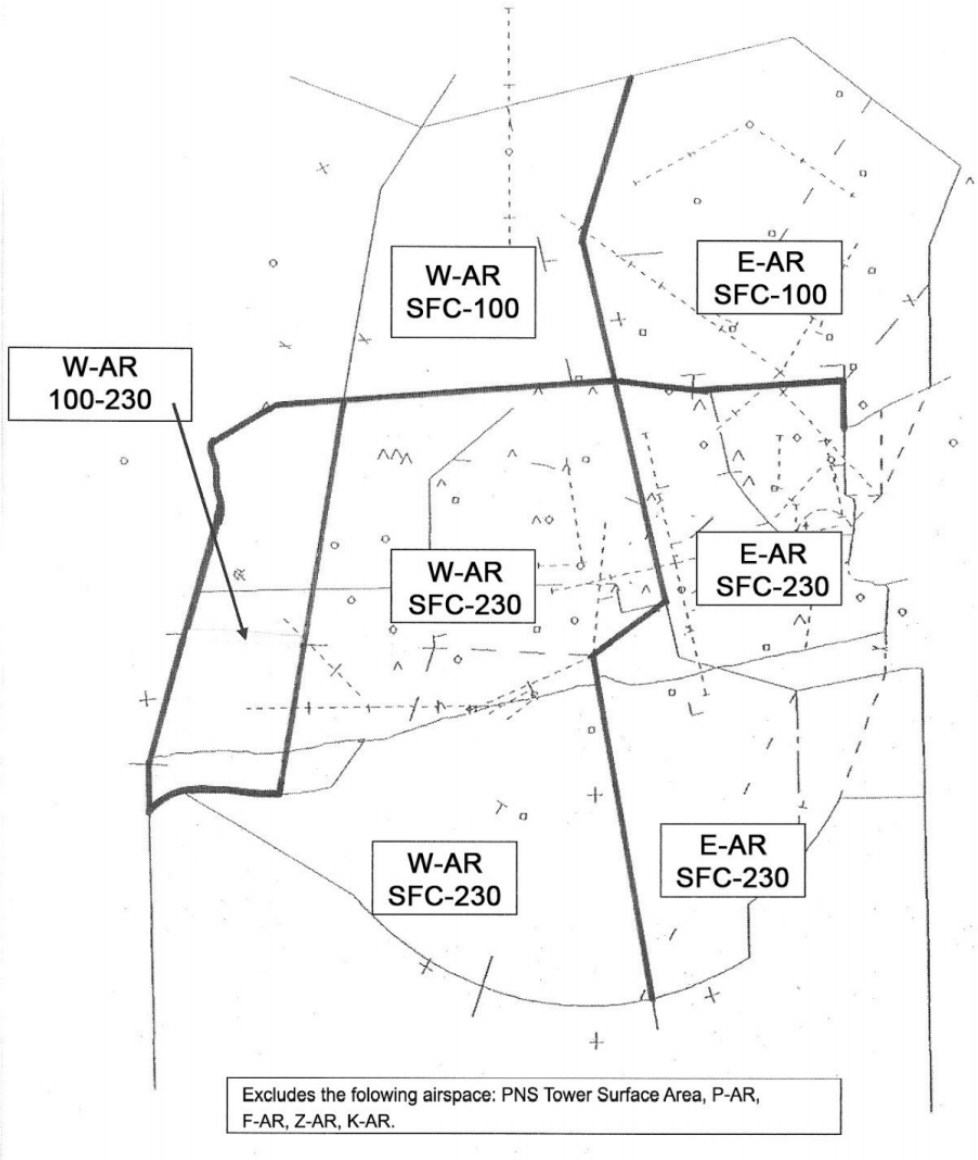
Excludes the Following Airspace: PNS Tower Surface Area Airspace. F-AR Rwy 19, A-AR Rwy 1, P-AR Rwy 8, P-AR Rwy 17.

3.3 Weekend Split

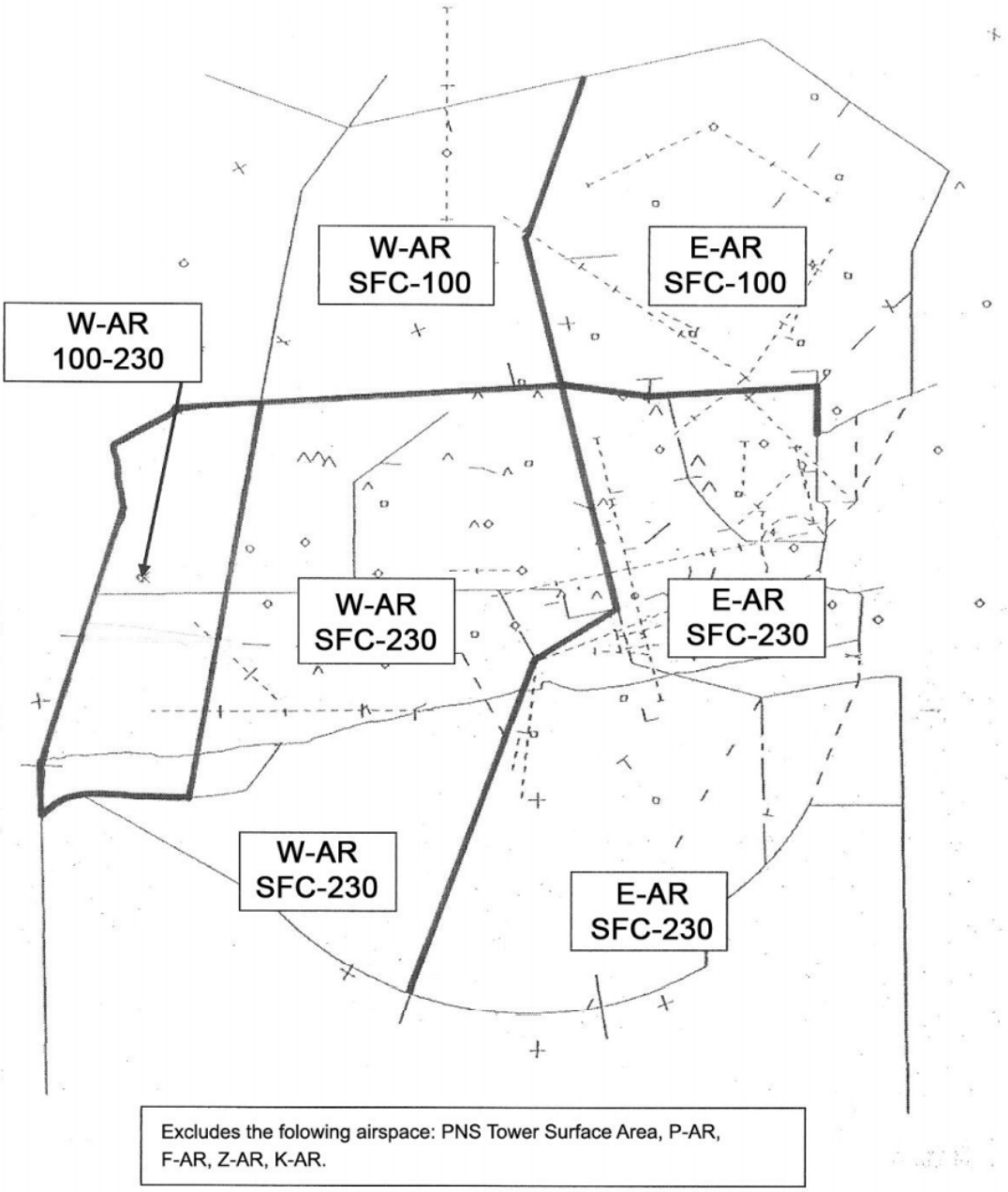
Runway 1



Runway 17/19

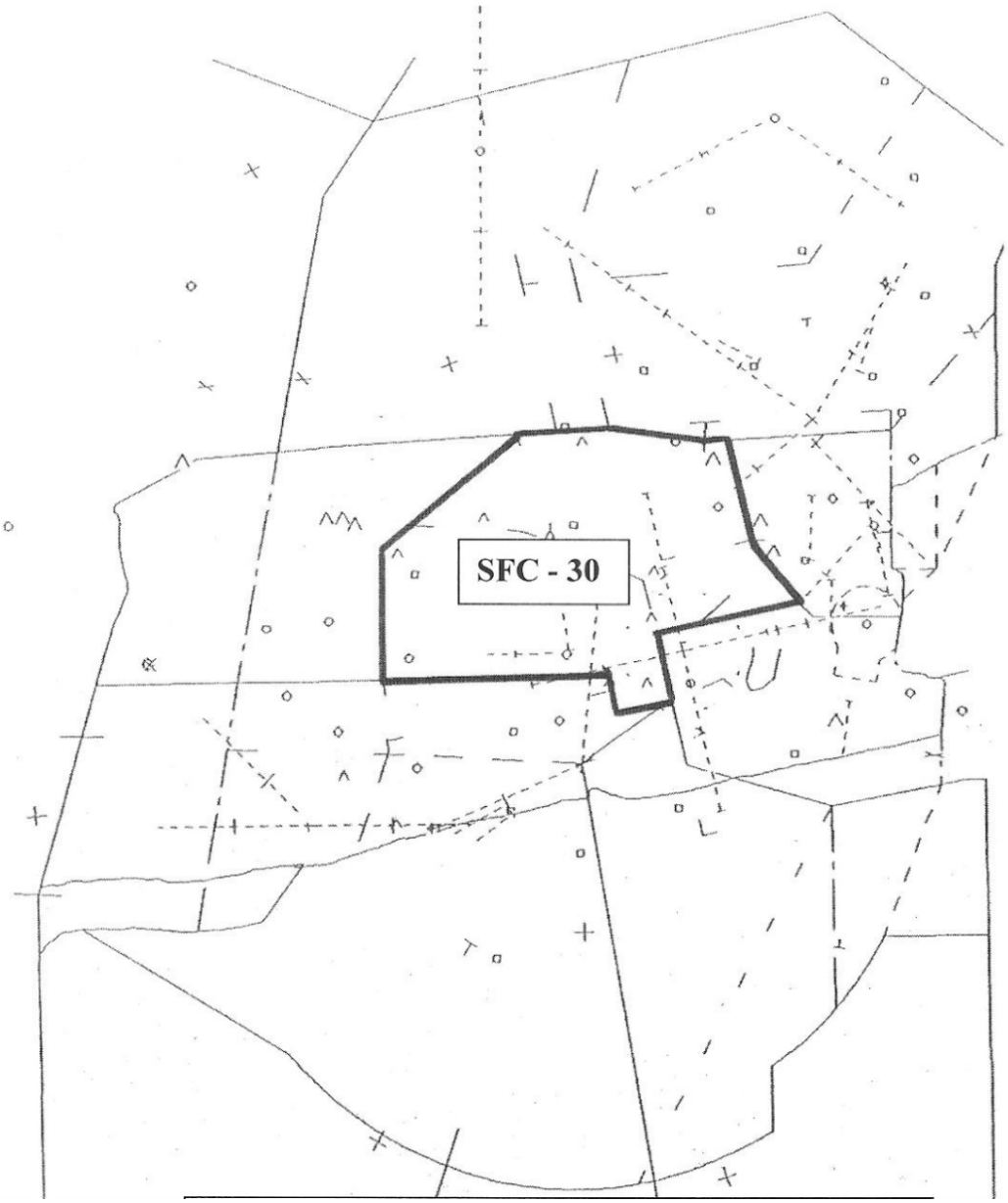

W-AR
SFC-100
E-AR
SFC-100
W-AR
100-230
W-AR
SFC-230
E-AR
SFC-230
W-AR
SFC-230
E-AR
SFC-230
Excludes the folowing airspace: PNS Tower Surface Area, P-AR,
F-AR, Z-AR, K-AR.

Runway 25

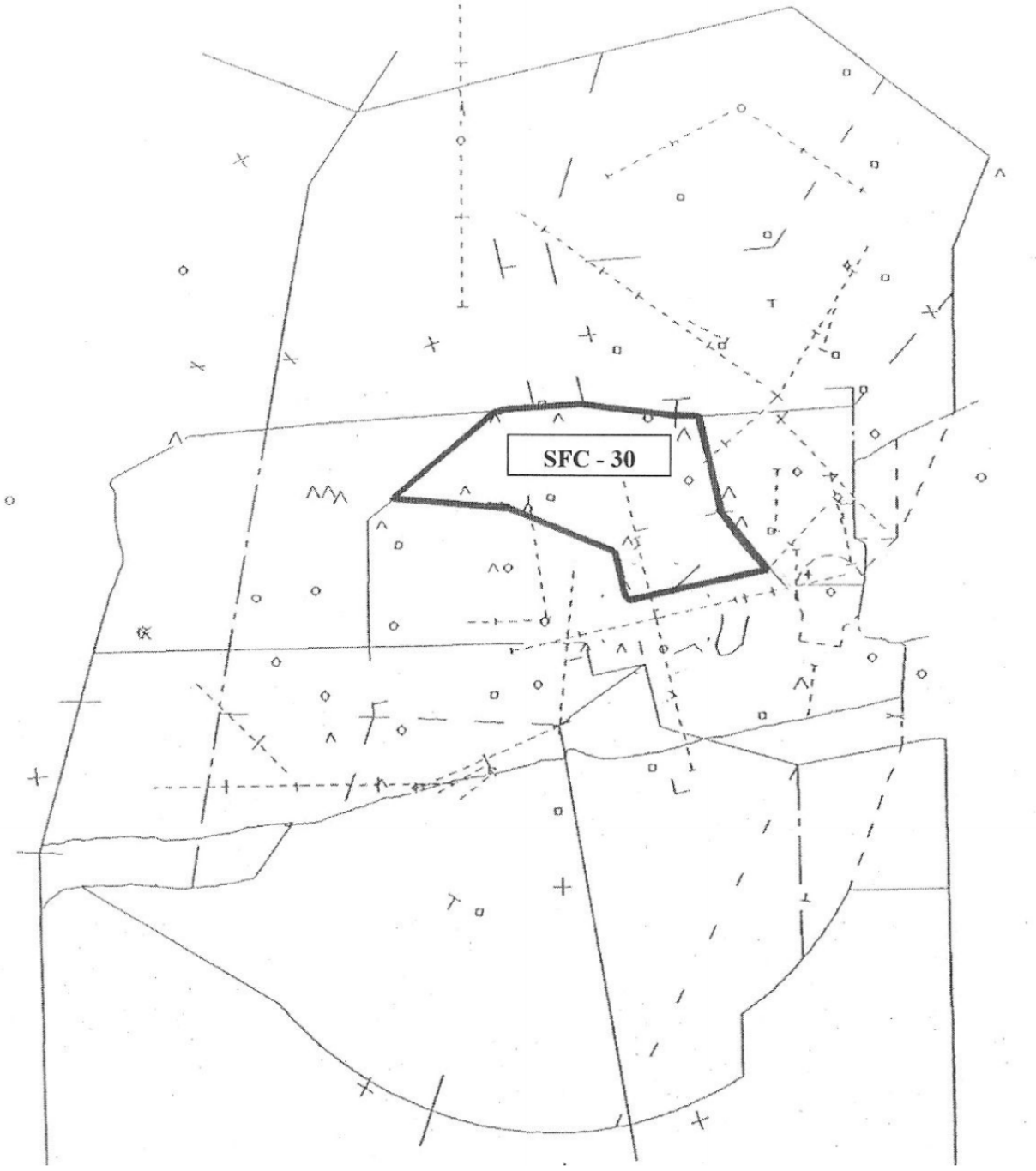

W-AR
SFC-100
E-AR
SFC-100
W-AR
100-230
W-AR
SFC-230
E-AR
SFC-230
W-AR
SFC-230
E-AR
SFC-230
Excludes the folowing airspace: PNS Tower Surface Area, P-AR,
F-AR, Z-AR, K-AR.

3.4 P-AR

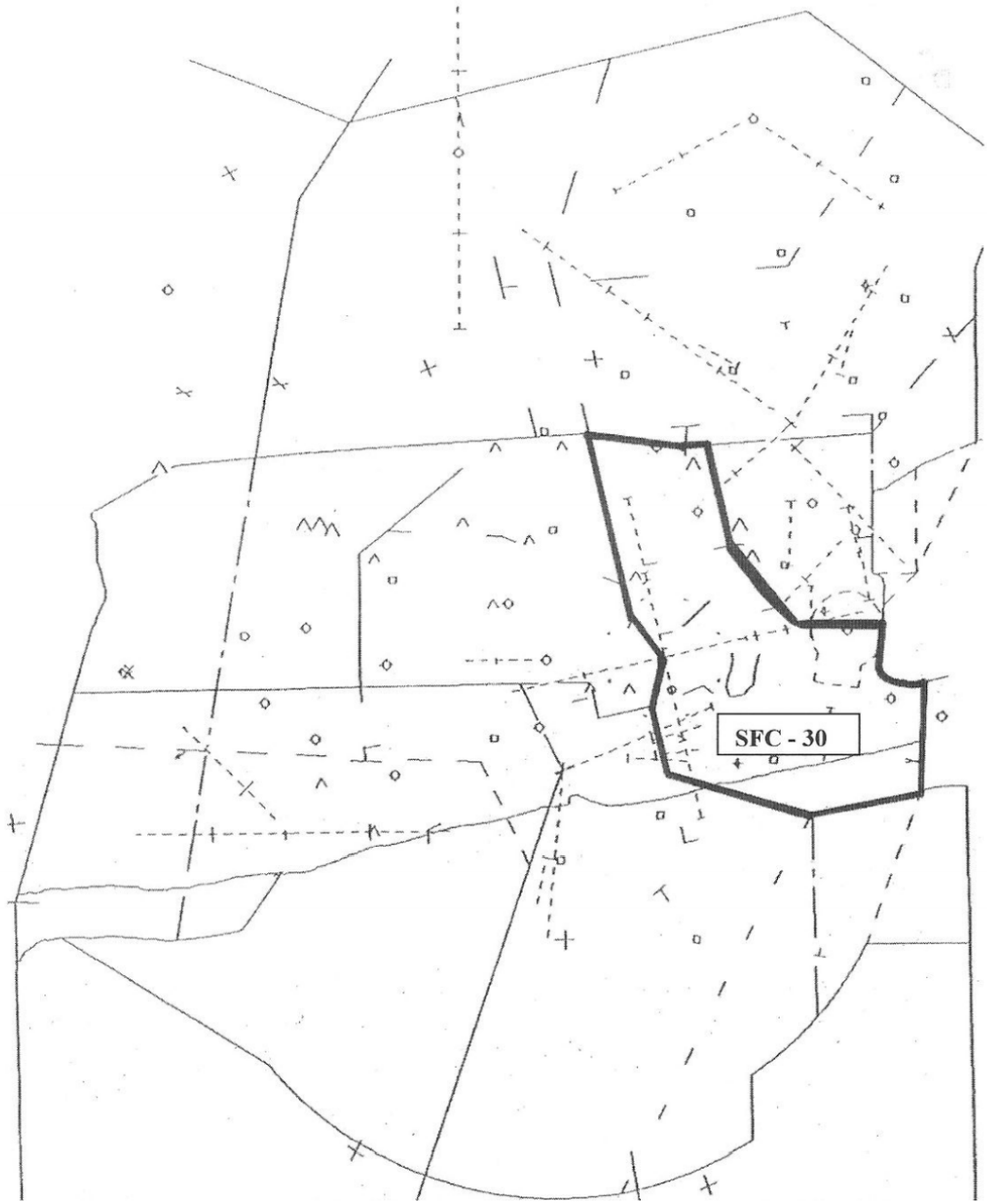
Runway 8



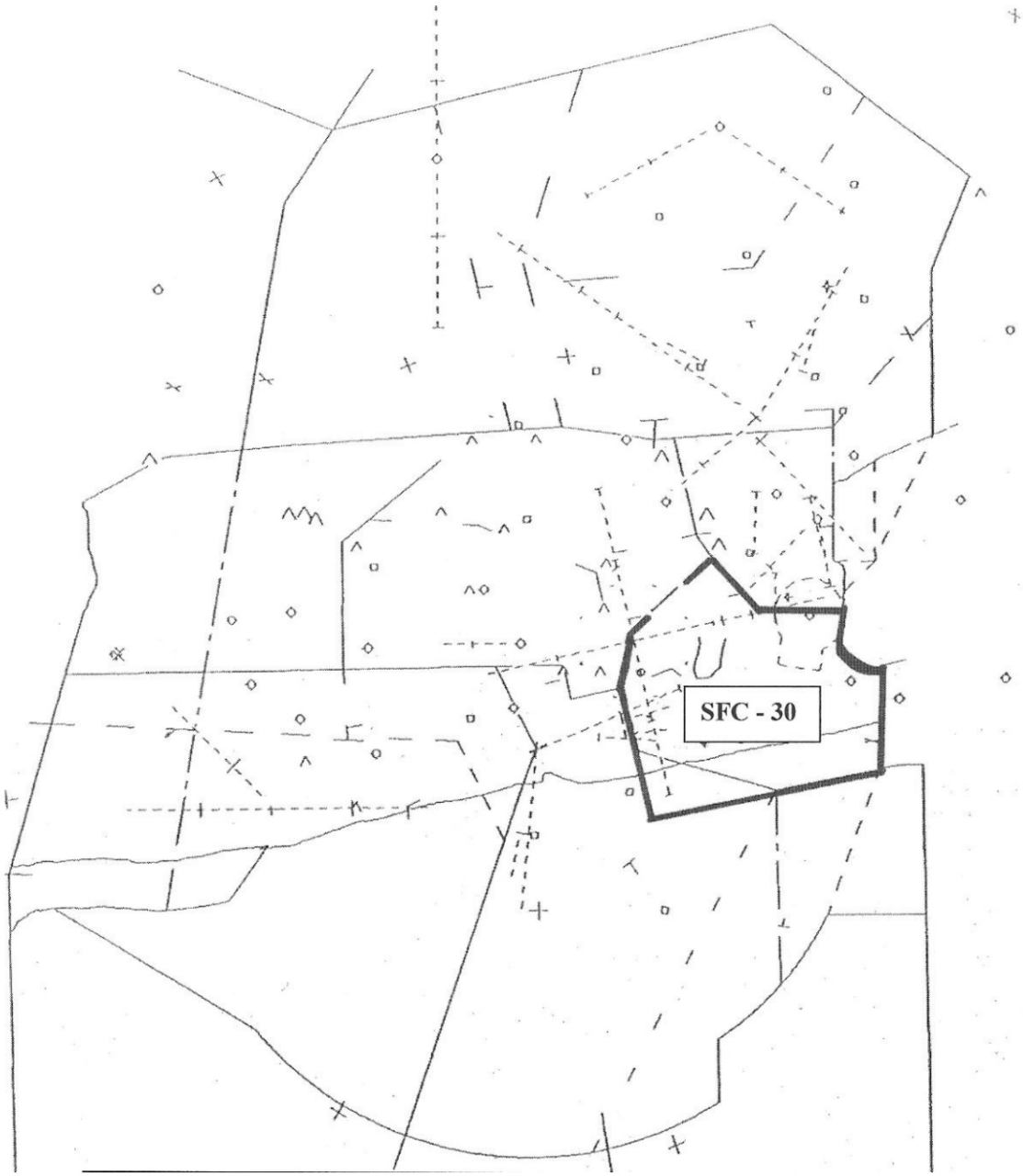
Runway 17



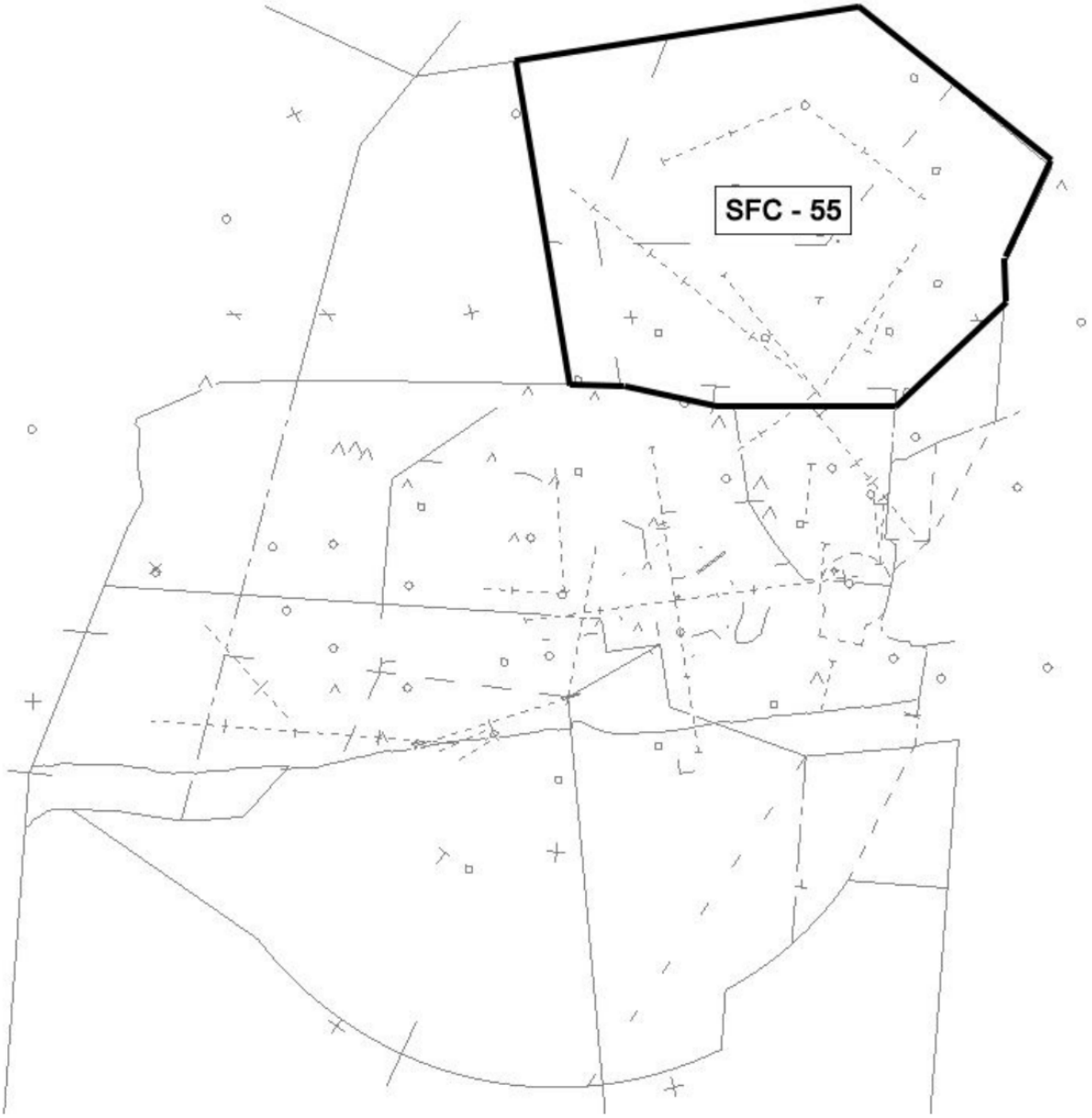
Runway 26



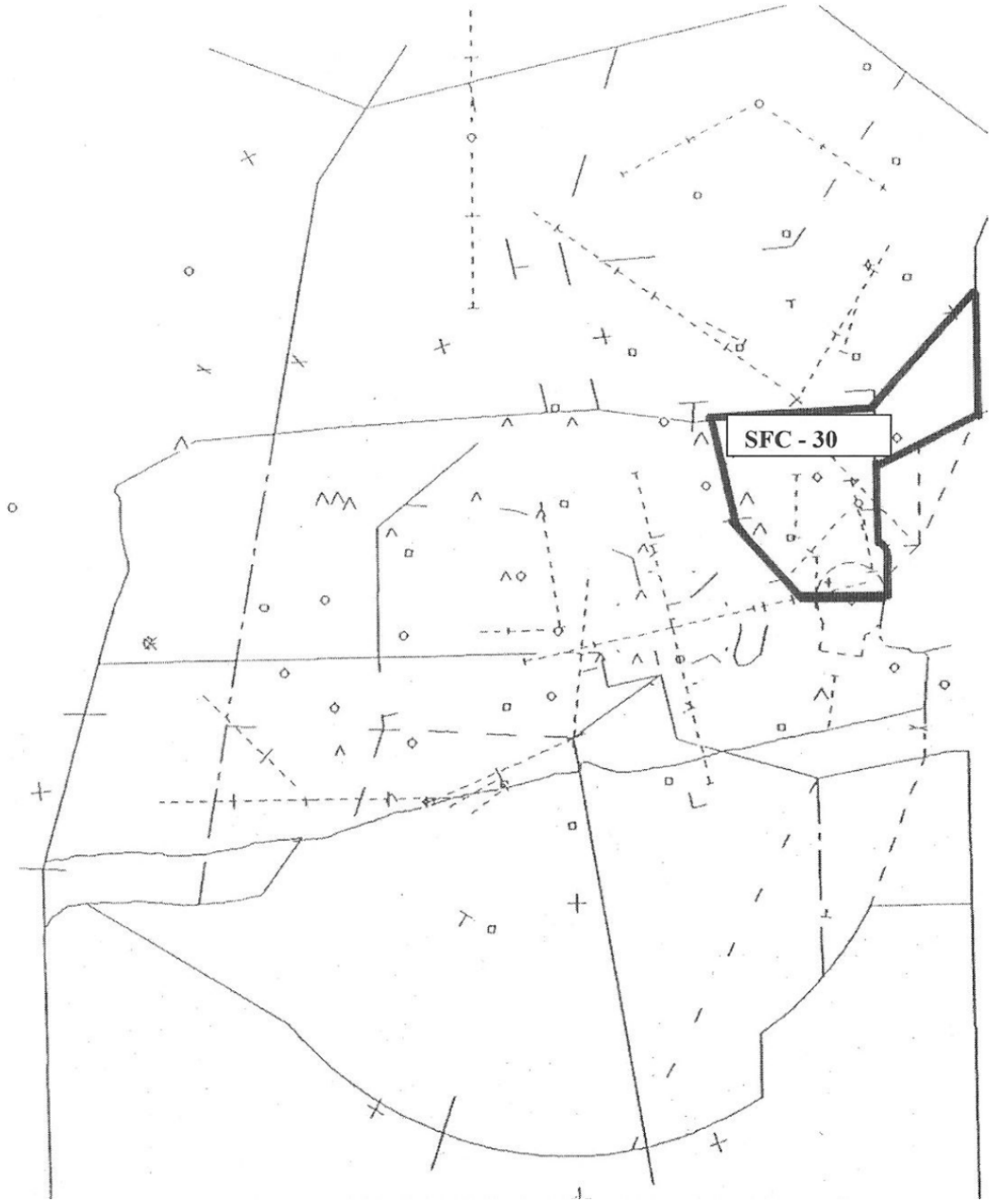
Runway 35



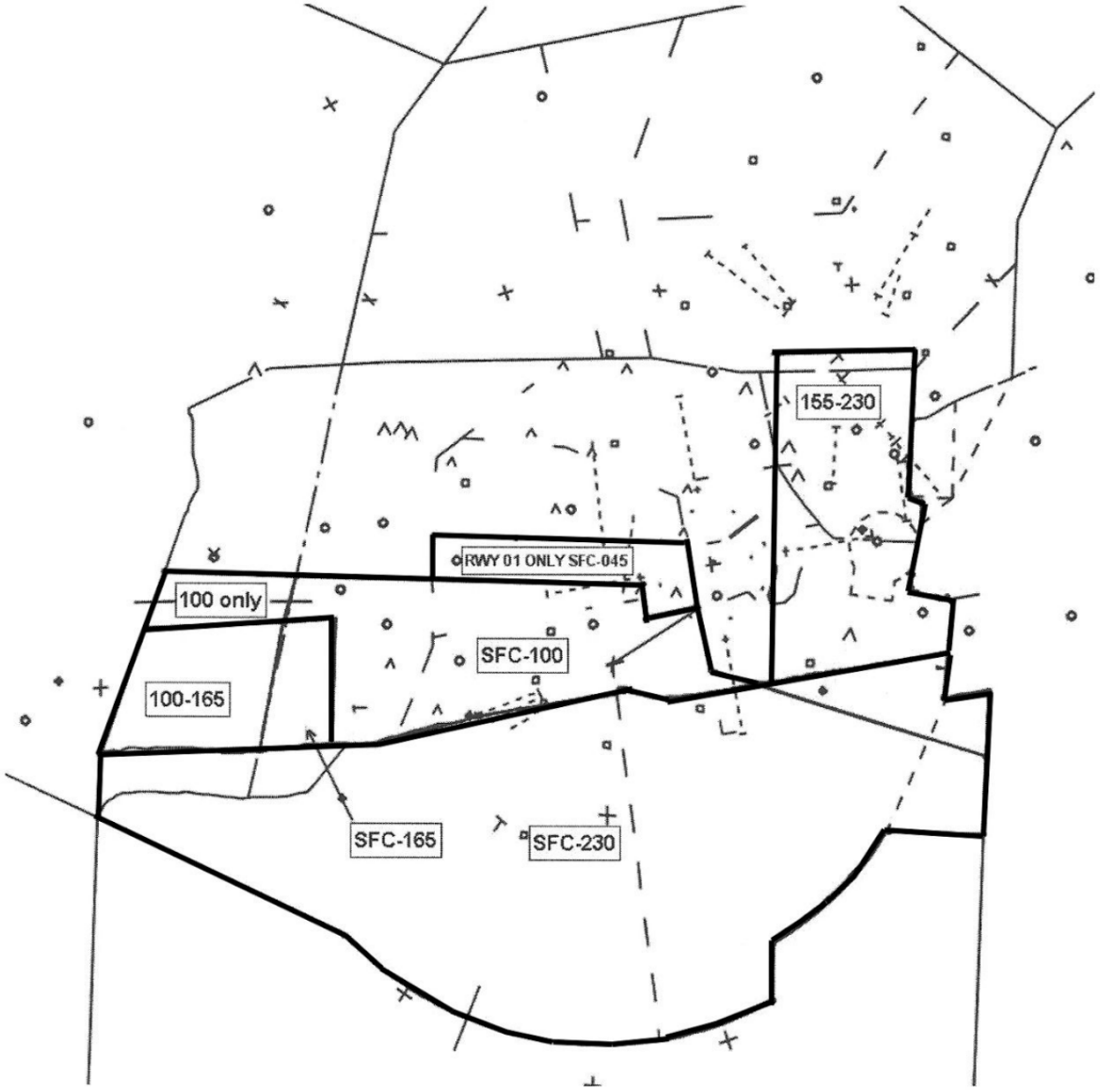
3.5 K-AR



3.6 Z-AR



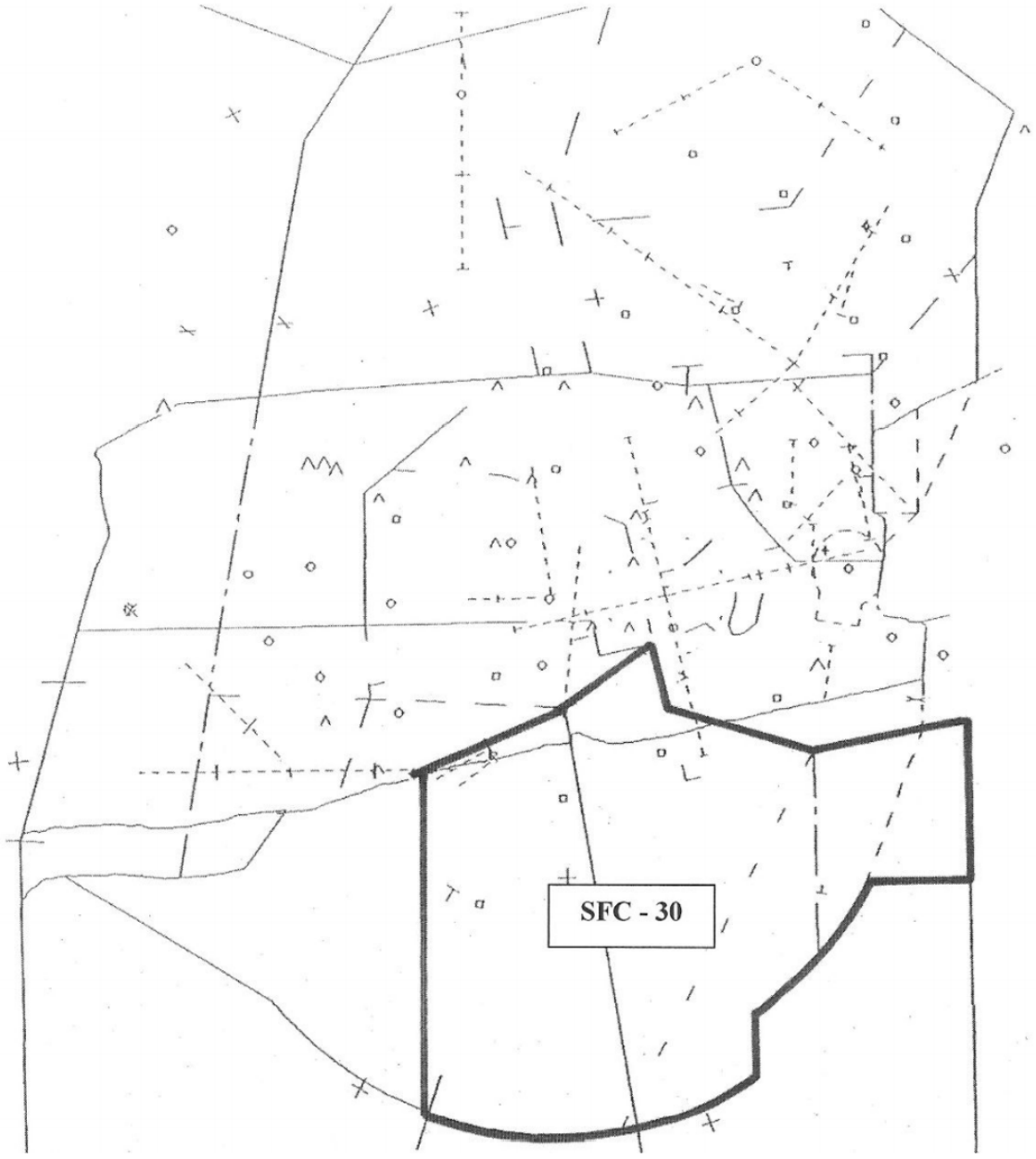
3.7 A-AR



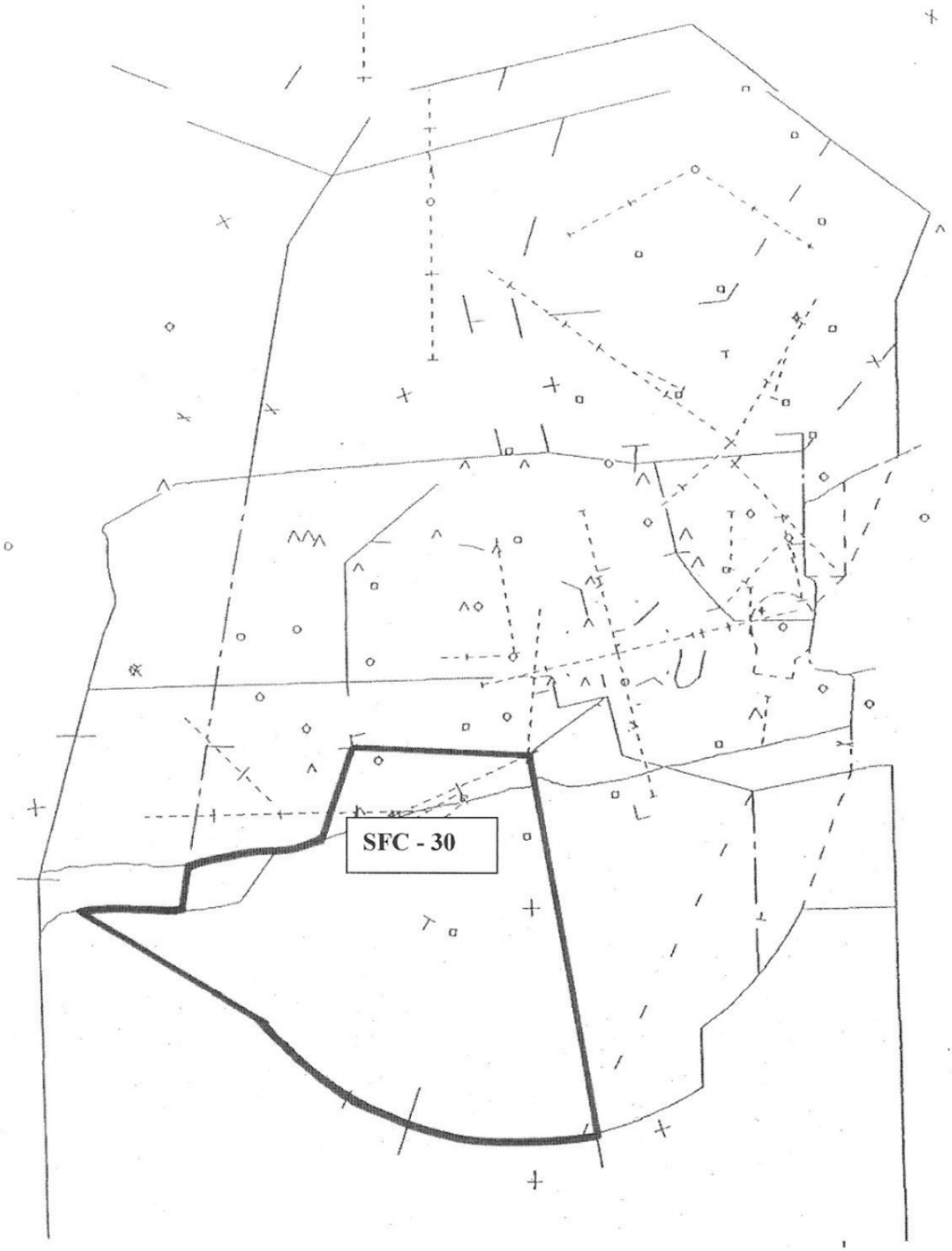
Excludes F-AR, NPA AOR, PNS AOR

3.8 F-AR

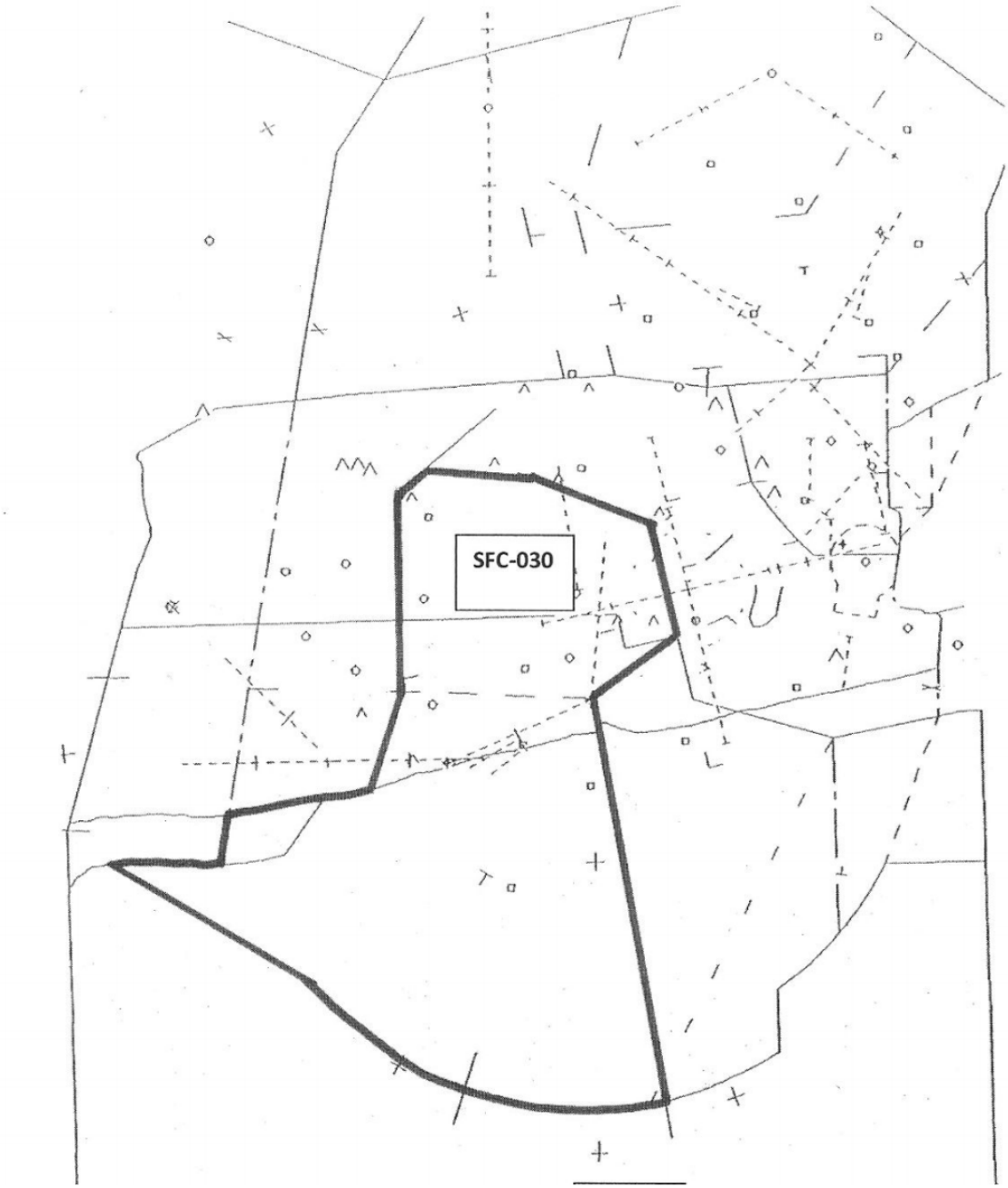
Runway 1



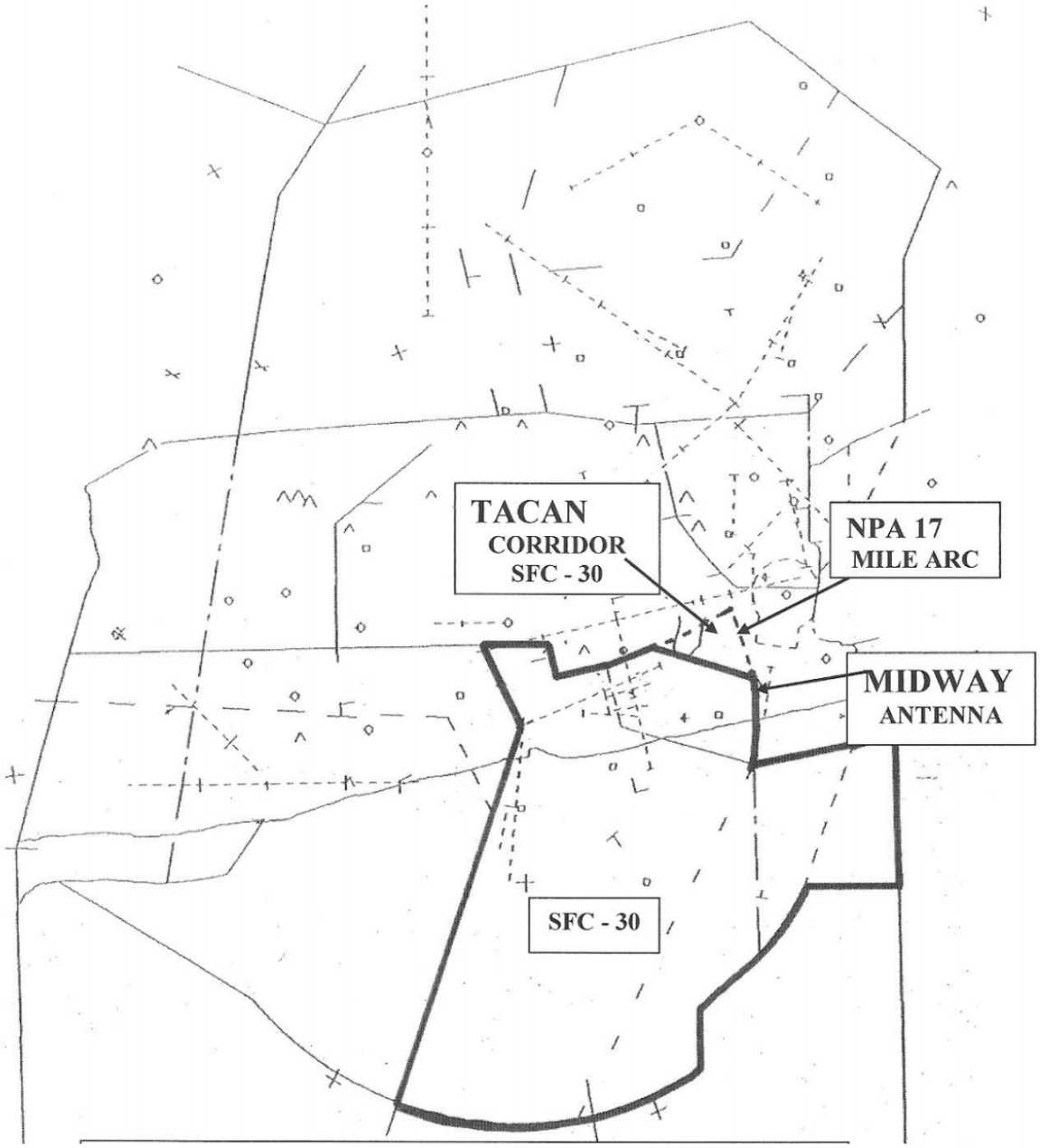
Runway 7



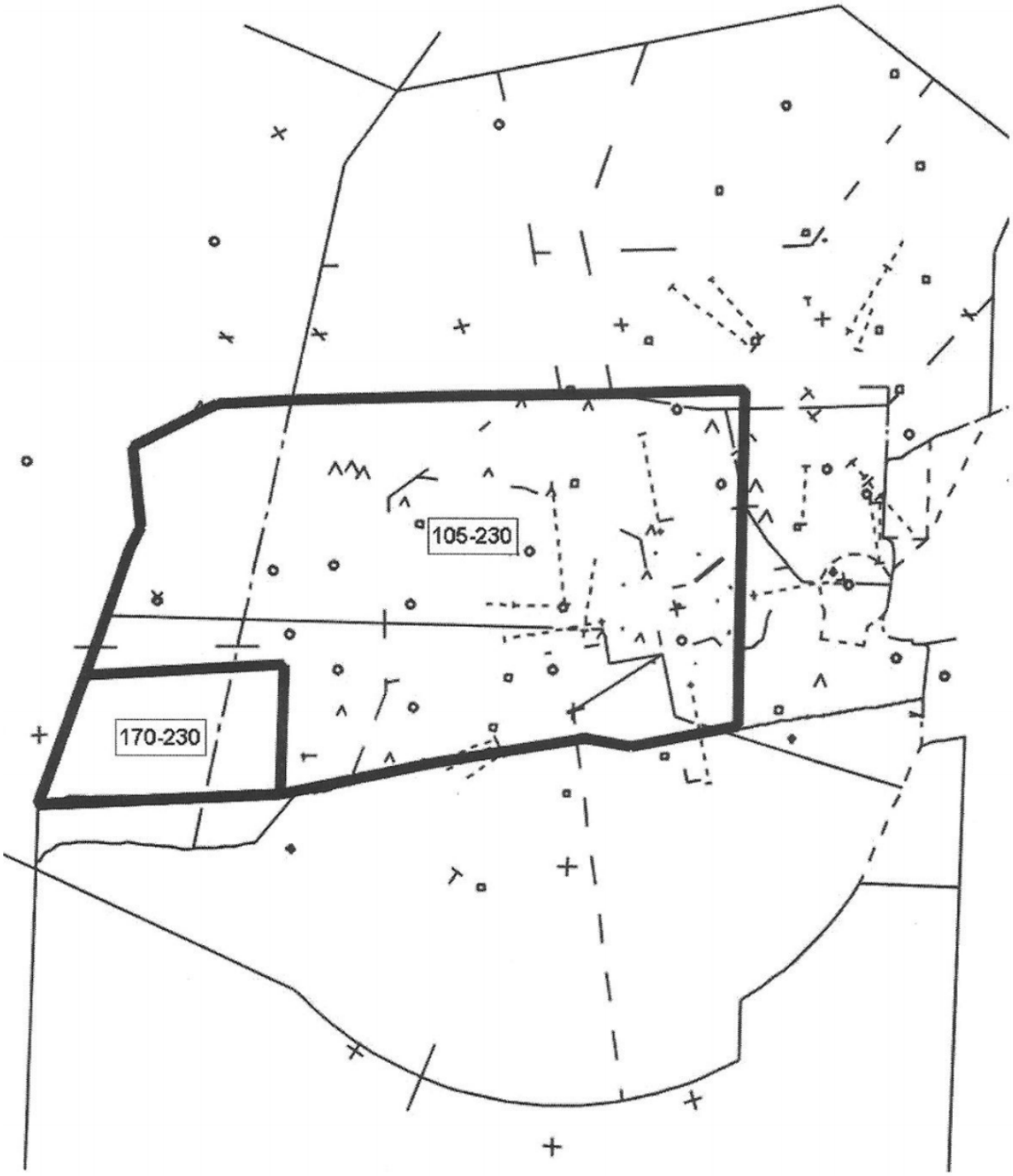
Runway 19



Runway 25



3.8 S-AR



CHAPTER 4. AIRSPACE DESCRIPTIONS

4.1 E-AR, W-AR, P-AR

1. East Arrival or “E” and West Arrival or “W” positions provide service to arrivals and departures to Pensacola International Airport. Additionally, it provides landing information and approach requests to other satellite airports and handles overflights.
2. WAR is responsible for precision approach to RWY 18 at Foley Municipal (5R4) and RWY 36 at Atmore Municipal (0R1). The final approach course for RWY 18 at 0R1 lies in ZJX airspace and will need to be coordinated.
3. PAR Arrival “P” provides an arrival sequence into Pensacola International Airport.
    a. Additionally, it provides landing information and approach requests to other satellite airports and handles overflights.
4. WAR departures when PNS RW 35 is active:
    a. WAR is authorized to penetrate EAR during NPA RWY 1 operations or FAR during RWY 19 operations, with aircraft utilizing PNS RWY 35 340° and 320° headings. Aircraft are released for the climb and for turns away from EAR airspace. EAR, AAR and FAR shall ensure appropriate separation from all WAR aircraft utilizing these procedures.

4.2 K-AR, Z-AR

1. KAR position “K” provides services to arrivals and departures to both North and South Whiting Airports. Additionally, it provides landing information and approach requests to other satellite airports and handles overflights.
2. KAR is responsible for the precision and nonprecision approaches at Brewton Municipal Airport (12J).
3. ZAR position “Z” provides services and sequence for arrivals and departures at South Whiting Field (KNDZ), Peter Prince Airport and Navy OLFs (Outlying Landing Fields) within the ZAR Airspace including Santa Rosa and Choctaw. Additionally, it provides landing information and approach requests to other satellite airports and handles overflights.
4. ZAR is responsible for the precision and nonprecision approaches at Peter Prince Airport (2R4) in Milton, FL.

4.3 A-AR, F-AR

1. AAR arrival position “A” provides services for arrivals and departures at Pensacola Naval Air Station (Forrest Sherman Field). Additionally, it provides landing information and approach requests to other satellite airports and handles overflights.
2. If AAR is opened without SAR, SAR shall be combined into AAR until SAR is activated.
3. FAR arrival position “F” provides the sequence for arrivals to Pensacola Naval Air Station (Forrest Sherman Field). Additionally, it provides landing information and approach requests to other satellite airports and handles overflights.

4.4 S-AR

1. SAR arrival position “S” provides services for arrivals and departures in the Pensacola South MOA (PNSS). Additionally, it provides landing information and approach requests to other satellite airports and handles overflights.
2. SAR shall only be activated if AAR is active.

CHAPTER 5. AIRPORT SPECIFIC OPERATIONS

5.1 Pensacola International (PNS)

5.1.1 Arrivals

1. West arrivals AOA 11000 feet shall cross the TRACON boundary AOB 13000 descending to 11000 and 250 knots. Standard routing should have these aircraft crossing LOXLY on V241/V198 toward PENSI.
2. East arrivals AOA 11000 feet shall cross the TRACON boundary AOB 14000 descending to 11000 and 250 knots. Standard routing should have these aircraft crossing CEW on V241/V198 toward PENSI.
3. Arrivals AOB 10000 shall be descended to 9000 or appropriate altitude correct for direction of flight and routed PNS direct.
4. EAR and WAR shall work together to coordinate and determine the arrival sequence for all aircraft arriving PNS unless PAR is active.
5. When RWY 35 is in use, all west arrivals shall be vectored to a right downwind as to avoid the NPA airspace.
6. When PAR is active aircraft should be descending to 4000 feet prior to handoff.
7. PAR airspace will vary and will be activated based on the active runways selected by PNS ATCT.
8. PAR has control for descents in the transferring position's airspace and any airspace combined with that position.
9. Unless otherwise coordinated, in a PNS runway 35 /NPA runway 25 airspace configuration, PNS runway 35 arrivals shall be handed off to FAR for final sequence.
10. Coordinate with LC for any aircraft conducting approaches to other than the designated runway(s) in use.
11. Practice Instrument Approaches. Climb out/missed approach instructions shall be assigned by the initial P31 TRACON controller and must be verbally coordinated with local control. P31 may conduct simultaneous practice approaches to 2 runways during VFR conditions and provided PNS is able to apply visual separation. Ensure that aircraft on simultaneous approaches are not assigned the same climb out.
12. Simultaneous approaches or simultaneous practice approaches means that PNS will lose radar separation resulting in a need for PNS to apply visual separation.
13. Arrivals to RWY 26 are for emergencies only.

5.1.2 Departures

1. Ensure that all departures are on course as soon as practical. Civilian Aircraft should vectored to join V241/V198 or J2 via PENSI unless northbound. All departures should be on course before handoff to Enroute Control unless otherwise coordinated. Civilian Aircraft shall be climbed to 10000 or less if filed as such.
2. RWY 17 departures shall be vectored east of Pensacola International Airport to join the airways.
3. RWY 28 departures should be turned northbound as soon as practical.

5.1.3 Airspace Consolidations

1. PAR RWY 17 shall be consolidated into WAR and EAR.
2. PAR RWY 8 shall be consolidated into WAR and EAR.
3. PAR RWY 35 shall be consolidated into EAR.
4. PAR RWY 26 shall be consolidated into EAR.
5. WAR shall be combined into EAR.

5.2 North and South Whiting Field (NSE/NDZ)

5.2.1 Arrivals

1. North Whiting Field (KNSE). KAR is responsible for precision and non precision approaches into RWY 05, 14 and 23.
2. South Whiting Field (KNDZ). ZAR is responsible for precision and non precision approaches into RWY 04 and 32.
3. NSE arrival enroute or PNS north MOA participants shall be at 4000 feet via direct.
4. NDZ arrivals should be at 4000 feet from CEW direct NDZ.
5. Coordinate with LC for any aircraft conducting approaches to other than the designated runway(s) in use.
6. Practice Instrument Approaches. Climb out/missed approach instructions shall be assigned by the initial P31 TRACON controller and must be verbally coordinated with local control.
7. NSE and NDZ are VFR towers. Pointouts shall be issued for arriving aircraft. No radar handoffs shall be used.
8. Approach sectors shall not drop track on any arriving aircraft as they drop automatically. This allows a controller to maintain radar identification in the instance of a missed approach without having to use a radar identification method.

5.2.2 Departures

1. The Initial Departure Altitude for NDZ and NSE is 3000 feet.
2. KAR and ZAR are responsible for departures from North and South Whiting Fields. In general, departures should be vectored to the north and west for the initial climb to avoid PNS and NPA arrivals from the east.
3. South and Southeast low level helicopters from South Whiting shall be managed by ZAR. All other departures shall be managed by KAR climbing westbound and placed on course as soon as possible climbing to 10000 feet.

5.2.3 Airspace Consolidations

1. KAR shall be consolidated into WAR and EAR.
2. ZAR shall be consolidated into EAR.

5.3 Navy Pensacola (NPA)

5.3.1 Arrivals

1. NPA Arrivals below 10000 feet MSL, from the north shall be routed over NPA direct to the appropriate fix for the runway in use or vectored to enter the appropriate arrival side airspace. Verbal coordination is required for a right base feed to NPA RWY 25 arrivals.
2. Prior to issuing approach clearance to a HI altitude approach, AAR shall handoff the aircraft to FAR. After acceptance of the handoff to FAR, AAR shall issue approach clearance. Special attention should be paid to the scratchpad entry for the assigned approach.
3. All NPA jet arrivals over JERYS at 9000 feet or above should be issued a vector over the gulf and remain above 9000 feet until “feet wet” (Over Gulf).
4. IFR/VFR Saufley (NUN) climbouts are not authorized when Runway 8 is the primary advertised runway at PNS.
5. When PNS is advertising RWY 8 as the secondary, IFR/VFR Saufley climbouts are authorized with prior coordination. The FAR shall coordinate with the appropriate PNS sector responsible for PNS RWY 8 operation.
6. When FAR is active aircraft should be descending to 4000 feet prior to handoff.
7. FAR airspace will vary and will be activated based on the active runways selected by NPA Local Control.
8. Unless otherwise coordinated, in a PNS runway 35 /NPA runway 25 airspace configuration, PNS runway 35 arrivals shall be handed off to FAR for final sequence.
9. FAR has control for descents in the transferring position’s airspace and any airspace combined with that position.
10. NPA is a VFR tower. No radar handoffs shall be initiated. Approach sectors shall not drop track on any arriving aircraft as they drop automatically. This allows a controller to maintain radar identification in the instance of a missed approach without having to use a radar identification method.
11. Coordinate with LC for any aircraft conducting approaches to other than the designated runway(s) in use.
12. Break altitude for all aircraft is 1300’. Expected break direction is away from control tower (ex. Right break for RWY 07R) or as directed by tower.

5.3.2 Departures

1. The Initial Departure Altitude for NPA is 3000 feet.
2. PNSS departures shall be climbed to 10000 feet and handed off to SAR. Requested working blocks will be forwarded to SAR.
3. Ensure that all departures are on course as soon as practical.
4. NPA standard departure headings are as follows:

Runway	Heading
7L/7R	150
25L/25R	220
19	160
01	010

5.3.3 Airspace Consolidations

1. If AAR has been activated, all FAR sectors shall consolidate into AAR. If AAR has not been activated then it shall be assumed that the “Weekend Split” is operational. If “Weekend Split” operations are in use, then FAR shall be consolidated as follows:
    a. FAR RWY 07 shall be consolidated into WAR.
    b. FAR RWY 19 shall be consolidated into WAR.
    c. FAR RWY 25 shall be consolidated into EAR.
    d. FAR RWY 01 shall be consolidated into EAR.