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ORF ATCT/TRACON SOP

Version G – Effective July 5, 2024

July 1, 2024

vZDC ORF ATCT/TRACON 7110.65G

RECORD OF CHANGES

Initial Publication – November 29, 2016

- Initial Publication of vZDC ORF ATCT/TRACON SOP

December 31, 2016 (7110.111 Revision)

- Updated procedures

February 21, 2017 (7110.112 Revision)

- Updated TRACON frequencies
- Added more individual sectors
- Added more procedures

March 10, 2017 (7110.113 Revision)

- Typo fixes
- Corrected LAHSO section

March 25, 2017 (7110.114 Revision)

- Minor changes to departure gates
- Removed radar handoffs to local

January 23, 2017 (7110.115 Revision)

- Fixed primary TRACON frequency

July 1, 2024 (G Revision)

- Entire Publication:
 - o Formatting changes
 - o Removed mention of PHF ATCT operations
- Chapter 1 General:
 - o Added standardized sections and subsections
- Chapter 2 Operations:
 - o Moved the positions table to this chapter
 - o Added section 2 “Runway Configurations” and subsequent subsections
- Chapter 3 Clearance Delivery:
 - o Specified KISSR3 SID
 - o Added more details pertaining to VFR departures
- Chapter 4 Ground Control:
 - o Added 4-1-1 responsibilities subsection
 - o Added 4-1-2 runway crossings subsection
- Chapter 5 Local Control:
 - o Reworded LUAW information
 - o Added information to 5-2-3 departure releases
 - o Added 5-3-1 reduced vertical separation minima

- Added ability for local control to re-sequence props in the event of a go around/missed approach
- Chapter 5 TRACON:
 - Simplified information and removed unnecessary details on noise abatement procedures
 - Added section 4 positions and subsections with updated video maps and diagrams of TRACON sectors
- Appendix:
 - Updated video map and diagrams
 - Added Surrounding Airspace image

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Chapter 1. General

Section 1. Introduction

1-1-1. PURPOSE OF THIS ORDER

This order describes the airspace structure, procedures, and relevant control-related policy for all controllers working an operational ORF ATCT/TRACON position on the VATSIM network.

1-1-2. AUDIENCE

This order applies to all vZDC controllers and any non-assigned (i.e., visiting) controller receiving training from the vZDC Training Department to work any facility or airspace delegated to vZDC.

1-1-3. WHERE TO FIND THIS ORDER

This order is available on the vZDC web site at <https://www.vzdc.org/publications/downloads> under the Publications tab.

1-1-4. WHAT THIS ORDER CANCELS

This order cancels the ORF ATCT/TRACON SOP Version 7110.115 document, dated as effective on January 23, 2020. This document is now the sole document outlining standard policy and procedure for ORF ATCT/TRACON.

1-1-5. EXPLANATION OF CHANGES

This change introduces the new SOP formatting across the ARTCC along with updated information, diagrams, and providing clarity in certain areas not covered in the previous version.

1-1-6. DENOTATION OF CHANGES

Changes are indicated via the use of the shading tool. The changed text is highlighted in grey to indicate a change. No indication is made where text was removed from the document. Grammatical revisions and other changes to improve readability without changes in policy will not be marked.

EXAMPLE –

Changed or added text is highlighted in grey.

Chapter 2. Operations

Section 1. Operational Positions

2-1-1. ALL POSITIONS AND FREQUENCIES

TBL 2-1-1

ORF ATCT/TRACON Positions & Frequencies

<u>Identifier</u>	<u>Position</u>	<u>Frequency</u>
Clearance	Clearance Delivery	118.500
Ground	Ground Control	121.900
Local	Local Control	120.800
Departure Radar 1	Departure Control	125.200
East Feeder Radar	Approach East	126.050
Final Radar	Approach Finals	118.900
Peninsula Sector Radar	Approach Peninsula	125.700
South Feeder Radar	Approach South	127.900
West Feeder Radar	Approach West	119.450

NOTE –

Bold text is the primary frequency.

Section 2. Runway Configurations

2-2-1. EAST OPERATION

Runway 5 is the primary arrival and departure runway for all aircraft. Runway 14/32 is considered inactive unless otherwise coordinated. Coordination to utilize runway 14/32 may be initiated by any ORF ATCT/TRACON position. Turbojet or large turboprops may not utilize runway 14/32.

2-2-2. WEST OPERATION

Runway 23 is the primary arrival and departure runway for all aircraft. Runway 14/32 is considered inactive unless otherwise coordinated. Coordination to utilize runway 14/32 may be initiated by any ORF ATCT/TRACON position. Turbojet or large turboprops may not utilize runway 14/32.

2-2-3. CHANGE IN RUNWAY CONFIGURATION

The CIC must determine the need for making any active runway changes. A routine runway change occurs when traffic and/or weather conditions are such that the change can be made with little or no degradation in service. In this instance, departures are allowed to depart from the runway originally assigned. Use the following procedures to complete a routine runway change:

- 1) Provide ORF TRACON with the last departure's identification, its estimated time of departure, and the departure runway.

- 2) Once the last aircraft departures, ensure that no other aircraft departs ORF without a release from ORF TRACON.
- 3) Ensure that departures off the new runway have received the appropriate DP and departure control frequency, as needed.
- 4) ORF TRACON shall inform the CIC when the sector reconfiguration has been completed.
- 5) Ensure the ATIS has been updated and reflects the proper status.

Chapter 3. Clearance Delivery

Section 1. Duties

3-1-1. RESPONSABILITIES

Clearance Delivery must:

- a. Formulate and issue IFR and VFR clearances to aircraft departing ORF. This does not include aircraft wishing to conduct pattern work.
- b. Review proposed flight plan information received and verify for accuracy and amend routings and altitudes, as necessary, in accordance with appropriate LOA's.

3-1-2. IFR DEPARTURE INSTRUCTIONS

All IFR aircraft should be assigned the KISRR3 departure, radar vectors to an appropriate route or depicted fix. If an aircraft is unable to fly the KISRR3 departure, they shall be assigned radar vectors to their initial fix. IFR aircraft should be assigned an initial altitude of 4,000 feet and told to expect their filed cruise altitude ten minutes after departure.

3-1-3. VFR DEPARTURE INSTRUCTIONS

VFR aircraft requesting flight following shall have the following in their VFR flight plan prior to departure:

- a. Destination airport
- b. Aircraft type
- c. Requested VFR altitude

VFR aircraft remaining in the pattern require a squawk code assigned to them. VFR aircraft requesting flight following shall be told to maintain VFR at or below 2,500 feet.

NOTE –

VFR aircraft remaining in the pattern do not require an altitude restriction.

3-1-4. DEPARTURE FREQUENCY ASSIGNMENT

Assign departure frequencies in accordance with an aircraft's route of flight.

Chapter 4. Ground Control

Section 1. Duties

4-1-1. RESPONSABILITIES

Ground Control must:

- a. Sequence aircraft that have the same first fix or direction of departure with other aircraft.
- b. Keep runway exits clear for landing aircraft.

4-1-2. RUNWAY CROSSINGS

Runway 14/32:

- a. When inactive, Ground Control may taxi aircraft across runway 14/32 without approval from Local Control.
- b. When active, Ground Control shall verbally coordinate with Local Control for any aircraft required to cross runway 14/32.

Runway 05/23:

- a. Ground Control shall always verbally coordinate with Local Control for any aircraft required to cross runway 05/23.

4-1-3. RUNWAY ASSIGNMENT

Turbojet and large prop aircraft must be assigned runway 05/23, whichever is active. All other aircraft should also be assigned runway 05/23, whichever is active, unless runway 14/32 is active.

NOTE –

Assigning an aircraft a non-standard runway requires coordination with local control via verbal or nonverbal methods.

Chapter 5. Local Control

Section 1. Airspace Utilization

5-1-1. AIRSPACE

Local Control assumes responsibility for the airspace within 5 NM of KORF up to 3,000 feet.

Section 2. Departure Procedures

5-2-1. DEPARTURE HEADINGS

All aircraft departing runway 05/23 shall be assigned runway heading, unless otherwise coordinated. Aircraft departing runway 14/32 should be assigned a heading coordinated with Departure Control when obtaining release.

5-2-2. LINE UP AND WAIT (LUAW)

LUAW procedures are authorized at ORF. Such operations are generally viewed as necessary to maintain airport efficiency. Use LUAW when it is expected the aircraft will depart after conflicting traffic is clear of the runway/ intersection. Utilize good operating practices and memory aids as needed when using LUAW procedures.

- a. Do not clear an aircraft to land, touch-and-go, option, or low approach on the same runway with an aircraft that has been cleared to line up and wait until the aircraft starts takeoff roll.

5-2-3. DEPARTURE RELEASES

ORF has blanket IFR releases unless one of the following conditions is met:

- a. There was a previous missed approach/go around and the automatic departure releases have not been given back by ORF TRACON.
- b. ORF TRACON cancels automatic releases and local control must call for release.
- c. An aircraft is departing a non-standard runway.
- d. An aircraft is departing runway 14/32
- e. An aircraft will be landing at an ORF satellite airport.

When one or more of the above conditions are met, Local Control must call ORF TRACON for release stating the following information:

- a. ACID
- b. Runway and departure heading
- c. Initial routing

Section 3. Arrival Procedures

5-3-1. REDUCED SEPARATION MINIMA

Separation of IFR arrivals may be reduced to 2.5 NM within 10 NM of the runway on the final approach course for runway 05/23 providing that wake turbulence is not a factor.

5-3-2. MISSED APPROACH/GO AROUND PROCEDURES

Missed approaches or go around instructions are climb and maintain 2,000 feet and fly runway heading. Local control shall immediately coordinate with ORF TRACON about the aircraft. Automatic departure releases are suspended following a missed approach/go around until ORF TRACON releases them to local control.

- a. After a missed approach/go around automatic releases are suspended until released by ORF TRACON.
- b. Tower may re-sequence props providing the Tower ensures separation between the go around and all other pertinent traffic and does not affect the sequence of other IFR arrivals sequenced by the TRACON.

5-3-3. LAND AND HOLD SHORT OPERATIONS (LAHSO)

LAHSO is authorized at KORF. Reference table 5-3-3 "LAHSO Distance Available" for details on the runways and distance available for each runway.

TBL 5-3-3
LAHSO Distance Available

<u>Landing Runway</u>	<u>Hold Short Runway</u>	<u>Distance Available</u>
14	05/23	2,850 feet
23	14/32	6,300 feet

5-3-4. RUNWAY EXITING PROCEDURES

Once aircraft are clear of the runway they shall be transferred to ground control

Chapter 6. TRACON

Section 1. Airspace

6-1-1. ORF TRACON AIRSPACE

ORF TRACON is delegated the airspace as seen in Appendix A.

Section 2. Departures

6-2-1. PROCEDURES

Departures to the North and South should be climbed to FL230 or lower requested cruise altitude. Departures to the west should be climbed to 16,000 or lower requested cruise altitude. Departures routed via fixes or airways depicted on the KISRR3 may be cleared on course without coordination. All other routes require an APREQ to the next facility direct to their first filed fix prior to being cleared on course and handed off.

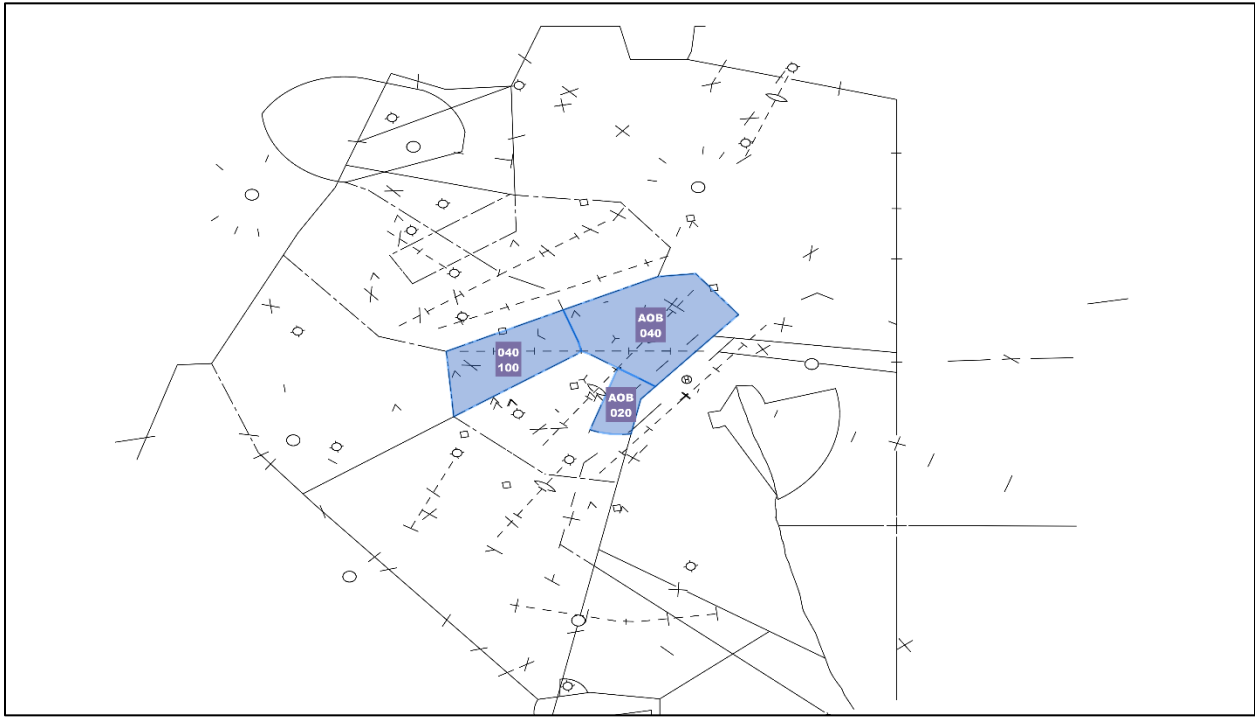
Section 3. Arrivals

6-3-1. ORF AREA ARRIVALS

Arrivals via the DRONE STAR shall be descending to cross DRONE at 11,000 feet. Arrivals via the TERKS STAR will be descending to cross TERKS at 14,000 feet. ORF TRACON has control for turns up to 30 degrees on initial contact.

Section 4. Positions

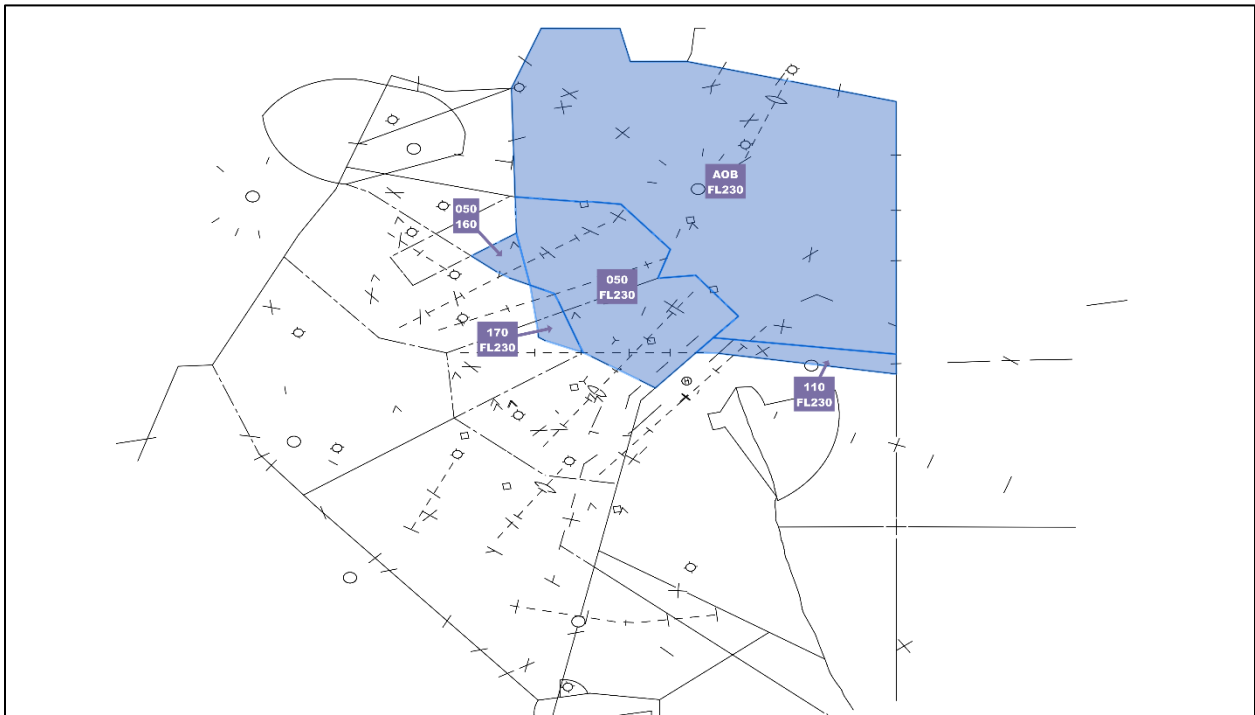
6-4-1. DEPARTURE RADAR 1 - NORTHEAST OPERATIONS



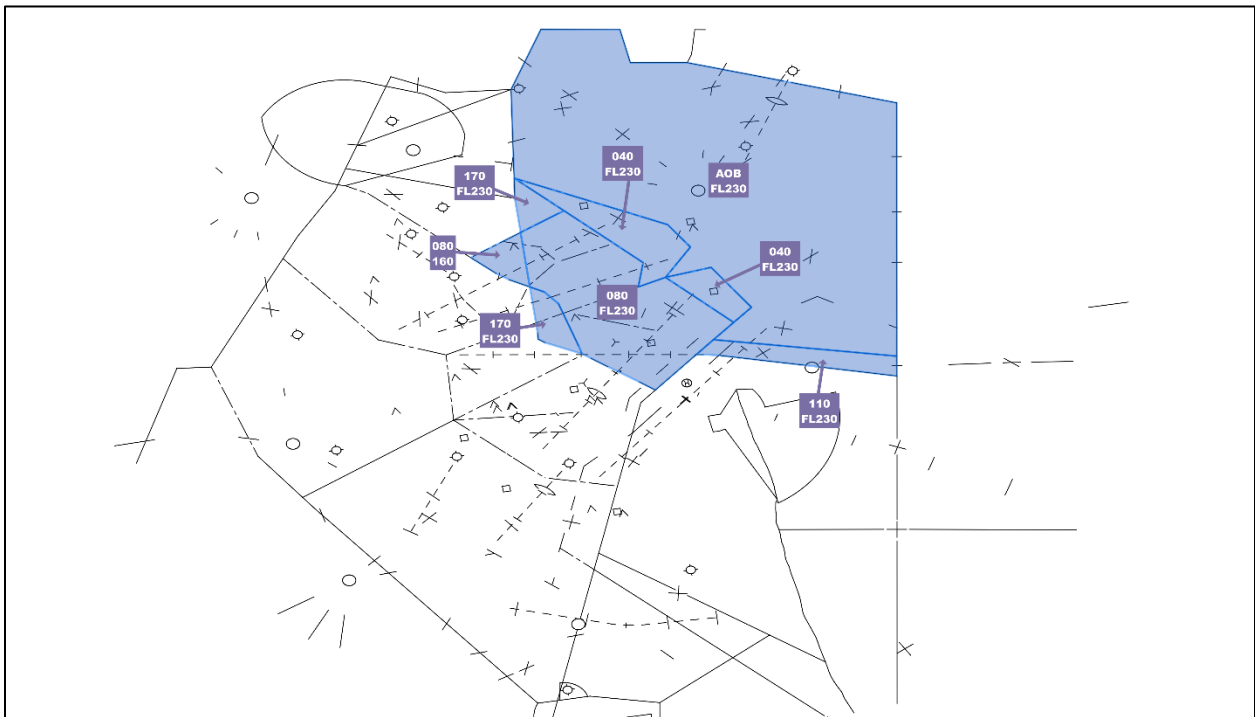
6-4-2. DEPARTURE RADAR 1 - SOUTHWEST OPERATIONS



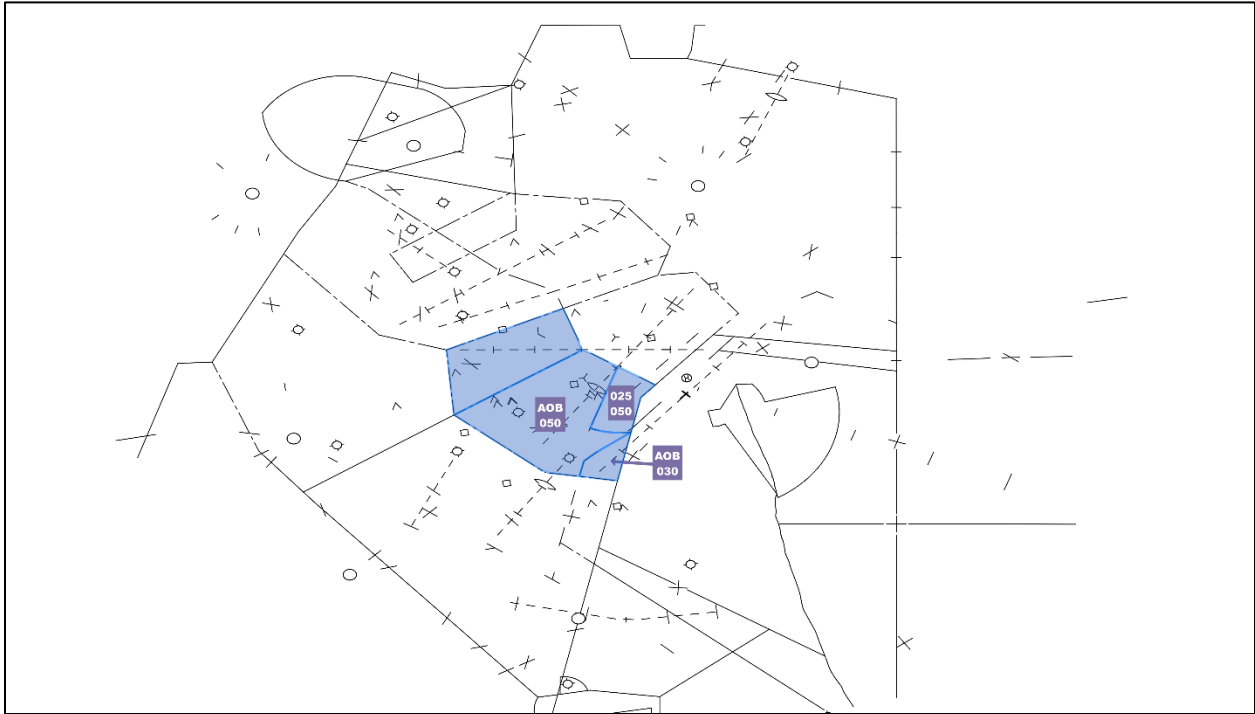
6-4-3. EAST FEEDER RADAR – NORTHEAST OPERATIONS



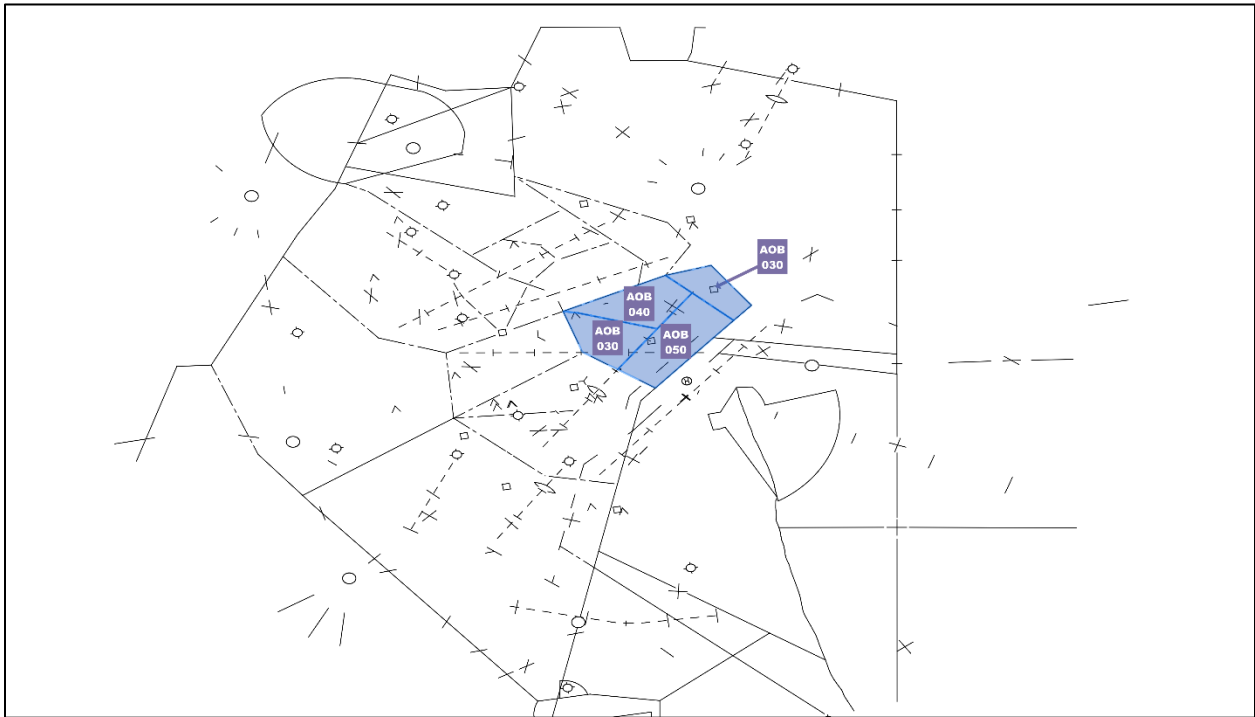
6-4-4. EAST FEEDER RADAR – SOUTHWEST OPERATIONS



6-4-5. FINAL RADAR - NORTHEAST OPERATIONS



6-4-6. FINAL RADAR - SOUTHWEST OPERATIONS



6-4-7. PENINSULA SECTOR RADAR – NORTHEAST OPERATIONS



6-4-8. PENINSULA SECTOR RADAR – SOUTHWEST OPERATIONS



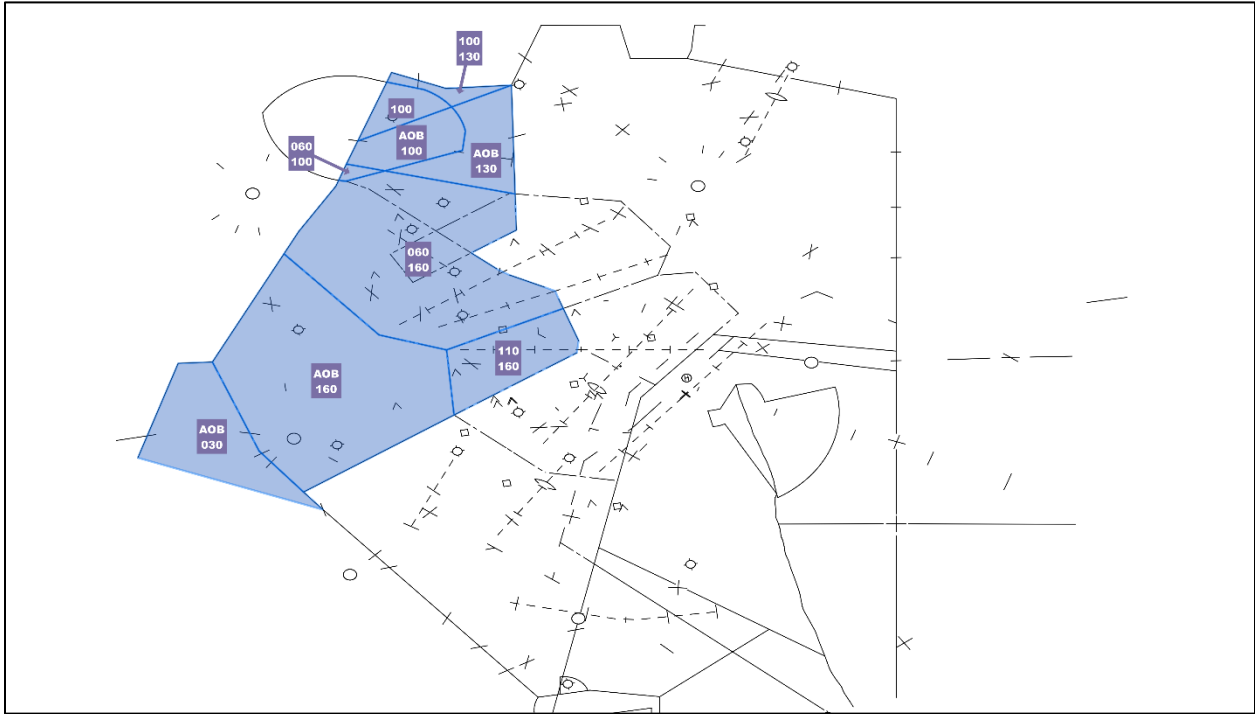
6-4-9. SOUTH FEEDER RADAR – NORTHEAST OPERATIONS



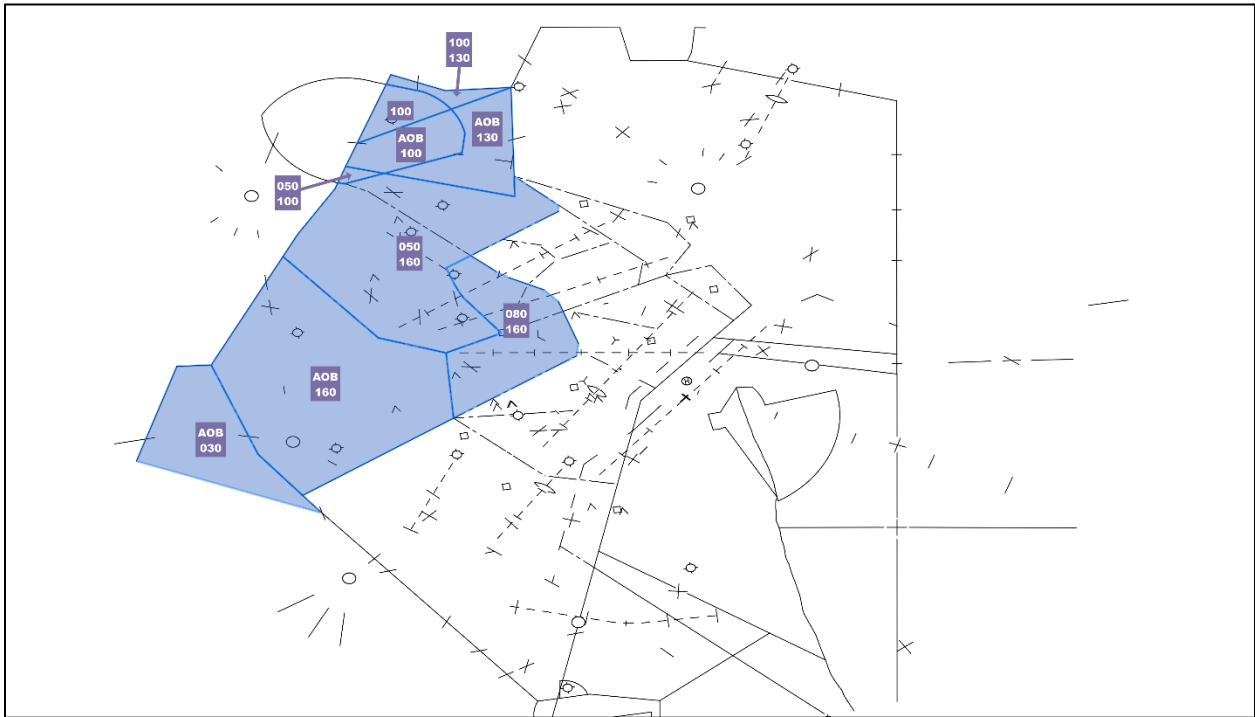
6-4-10. SOUTH FEEDER RADAR – SOUTHWEST OPERATIONS



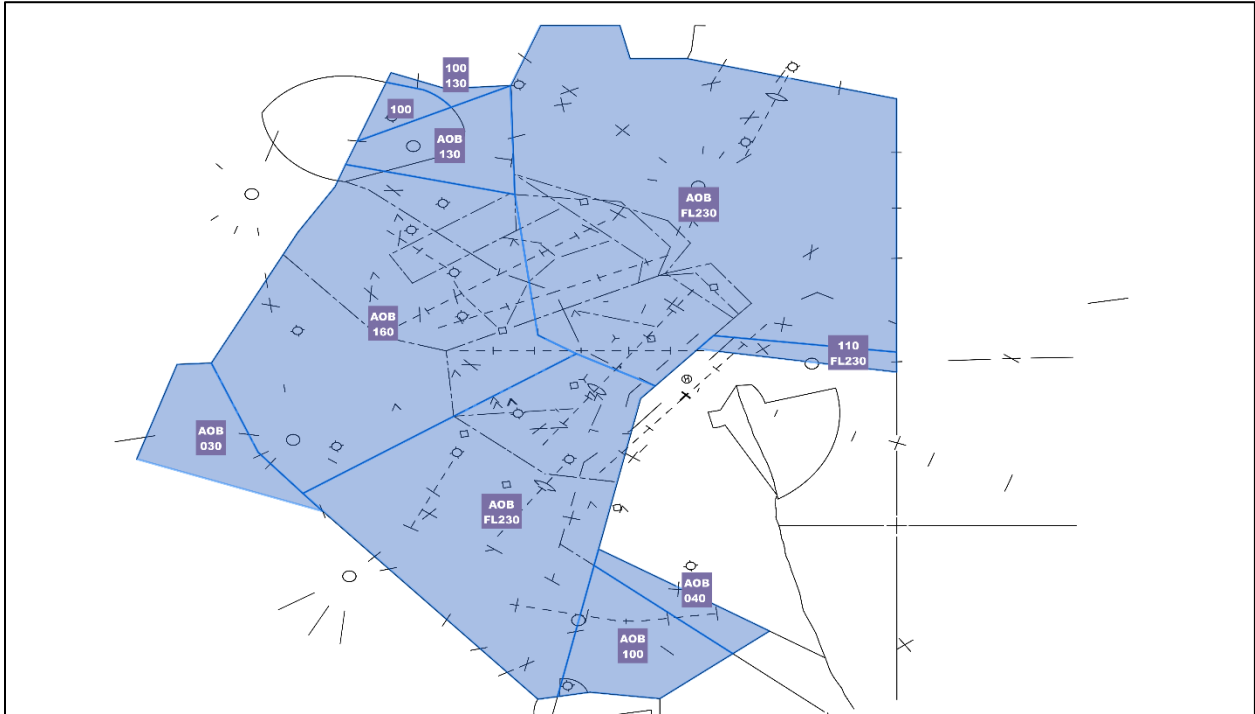
6-4-11. WEST FEEDER RADAR – NORTHEAST OPERATIONS



6-4-12. WEST FEEDER RADAR – SOUTHWEST OPERATIONS



APPENDIX A. AIRSPACE DELEGATION



APPENDIX B. SURROUNDING AIRSPACE

