



Z • D • C • A • R • T • C • C

ROA ATCT/TRACON SOP

Version E – Effective February 25, 2025

RECORD OF CHANGES

Initial Publication – November 2, 2016

- Initial publication of vZDC ROA ATCT/TRACON SOP

February 12, 2017 (7110.111 Revision)

- Updated formatting

October 10, 2020 (7110.112 Revision)

- Fixed typo on airspace diagram

July 1, 2024 (D Revision)

- Entire Publication:
 - o Formatting changes
- Chapter 1 General:
 - o Added standardized sections and subsections
- Chapter 2 Operations:
 - o Moved the positions table to this chapter
 - o Added Lynchburg South Radar and Satellite Radar positions
 - o Changed East Radar to North/East Radar
 - o Changed West Radar to South/West Radar
 - o Added Section 2 Runway Configurations
- Chapter 3 Clearance Delivery
 - o Added additional information on SIDs and runway assignment
 - o Added more details pertaining to VFR departures
- Chapter 4 Ground Control
 - o Added 4-1-1 establishing responsibilities
 - o Added 4-1-2 runway crossings
 - o Added 4-1-3 runway assignment
- Chapter 5 Local Control
 - o Reformatted departure headings in table 5-2-1.
 - o Added 5-2-2 LUAW
 - o Added more information on departure headings and departure releases
 - o Added section specifying local control's ability to re-sequence props
 - o Added 5-3-2 runway exiting procedures
- Chapter 6 TRACON
 - o Added 6-1-2 TRACON Splits for the ROA Area due to new sectors and positions
 - o Specified overlaying ZDC sector for preapproved coordination
- Appendix
 - o Updated video map and diagrams
 - o Added Surrounding Airspace image
 - o Added sectors map to help with splitting TRACON operations

February 25, 2025 (E Revision)

- Removed ROA/LYH Sectorization
- Added Appendix D – En Route Sectors
- Removed term “Radar” from TRACON positions

Table of Contents

| | |
|---|-----------|
| Chapter 1. General | 6 |
| Section 1. Introduction | 6 |
| 1-1-1. PURPOSE OF THIS ORDER..... | 6 |
| 1-1-2. AUDIENCE | 6 |
| 1-1-3. WHERE TO FIND THIS ORDER | 6 |
| 1-1-4. WHAT THIS ORDER CANCELS..... | 6 |
| 1-1-5. EXPLANATION OF CHANGES | 6 |
| 1-1-6. DENOTATION OF CHANGES | 6 |
| Chapter 2. Operations | 7 |
| Section 1. Operational Positions | 7 |
| 2-1-1. ALL POSITIONS AND FREQUENCIES..... | 7 |
| Section 2. Runway Configurations | 8 |
| 2-2-1. GENERAL | 8 |
| 2-2-2. CHANGE IN RUNWAY CONFIGURATION | 8 |
| Chapter 3. Clearance Delivery | 9 |
| Section 1. Duties | 9 |
| 3-1-1. RESPONSABILITIES | 9 |
| 3-1-2. IFR DEPARTURE INSTRUCTIONS | 9 |
| 3-1-3. VFR DEPARTURE INSTRUCTIONS | 9 |
| 3-1-4. DEPARTURE FREQUENCY ASSIGNMENT | 9 |
| Chapter 4. Ground Control | 10 |
| Section 1. Duties | 10 |
| 4-1-1. RESPONSABILITIES | 10 |
| 4-1-2. RUNWAY CORSSINGS..... | 10 |
| 4-1-3. RUNWAY ASSIGNMENT..... | 10 |
| Chapter 5. Local Control | 11 |
| Section 1. Airspace Utilization | 11 |
| 5-1-1. AIRSPACE | 11 |
| Section 2. Departure Procedures | 12 |
| 5-2-1. DEPARTURE HEADINGS | 12 |
| 5-2-2. LINE UP AND WAIT (LUAW) | 12 |
| 5-2-3. DEPARTURE RELEASES | 12 |

- Section 3. Arrival Procedures 13**
 - 5-3-1. MISSED APPROACH/GO AROUND PROCEDURES 13
 - 5-3-2. RUNWAY EXITING PROCEDURES 13
- Chapter 6. TRACON 14**
 - Section 1. Airspace 14**
 - 6-1-1. ROA TRACON AIRSPACE 14
 - 6-1-2. TRACON SPLITS 14
 - Section 2. Departures 15**
 - 6-2-1. PROCEDURES 15
 - 6-2-2. PREAPPROVED COORDINATION 15
 - Section 3. Arrivals 16**
 - 6-3-1. ROA ARRIVALS 16
- APPENDIX A. AIRSPACE DELEGATION 17**
- APPENDIX B. TRACON SECTORS 18**
- APPENDIX C. SURROUNDING AIRSPACE 19**
- APPENDIX D. EN ROUTE SECTORS 20**

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 ROA 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 ROA ATCT/TRACON SOP Version 7110.112 document dated as effective on October 5, 2020. This document is now the sole document outlining standard policy and procedure for ROA 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

ROA ATCT/TRACON Positions & Frequencies

| <u>Identifier</u> | <u>Position</u> | <u>Frequency</u> |
|-------------------|--------------------|------------------|
| Clearance | Clearance Delivery | 119.700 |
| Ground | Ground Control | 121.900 |
| Local | Local Control | 118.300 |
| Lynchburg | Approach | 135.000 |
| Roanoke | Approach | 118.150 |

NOTE –

1. *Bold text is the primary frequency.*

Section 2. Runway Configurations

2-2-1. GENERAL

Due to the runway layout at ROA, there is no prescribed runway configuration. Controllers shall select a single runway for usage that best aligns with the wind. A second runway may be utilized at the discretion of the controller based on traffic and weather conditions.

NOTE –

IFR departures are not authorized to depart Runway 34.

2-2-2. 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 ROA TRACON with the last departure's identification, its estimated time of departure, and the departure runway.
- 2) Once the last aircraft departs, ensure that no other aircraft departs ROA without a release from ROA TRACON.
- 3) Ensure that departures off the new runway have received the appropriate DP and departure control frequency, as needed.
- 4) ROA 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 ROA. 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 a SID. If an aircraft is unable to fly a SID, they shall be assigned radar vectors to their initial fix. IFR aircraft should be assigned an initial altitude of 5,000 feet and told to expect their filed cruise altitude ten minutes after departure.

Certain SIDs only apply to certain runways at ROA. If an aircraft is filed on a SID that does not utilize the active runway at the time of departure, the aircraft should be cleared via radar vectors to their first fix.

- a. Runway 6 – SCUTA#
- b. Runway 16 – MONAT#, HOKEE#
- c. Runway 24 – BUFIY#, DIXXY#, HOKEE#
- d. Runway 34 – IFR departures not authorized

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 4,500 feet until 5 DME or advised.

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

Blanket crossings are not approved at ROA. Ground control must verbally coordinate with local control for any aircraft that require a runway crossing.

4-1-3. RUNWAY ASSIGNMENT

All aircraft shall be assigned the designated active runway. If more than one runway is in use, ground control may assign a runway most aligned with the aircraft's route of flight or the runway that complies with an aircraft's filed SID.

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 3 NM of KROA and up to 3,000 feet.

Section 2. Departure Procedures

5-2-1. DEPARTURE HEADINGS

Assign headings to IFR and VFR departures in accordance with table 5-2-1 “Departure Headings.” IFR aircraft filed on a SID should not be issued departure headings.

TBL 5-2-1
Departure Headings

| <u>6</u> | | <u>16</u> | | <u>24</u> | | <u>34</u> | |
|-----------|---------|-----------|---------|-----------|---------|-----------|---------|
| Direction | Heading | Direction | Heading | Direction | Heading | Direction | Heading |
| NW | 055 | S | 180 | N/NW | 250* | NE | 030 |
| SE | 070 | Other | 150 | Other | 220* | NW | 250 |
| | | | | All Jet | 235 | SE | 070 |
| | | | | | | SW | 220 |

NOTE –

A * depicts prop heading only.

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

LUAW procedures are authorized at ROA. 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

ROA 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 ROA TRACON.
- b. ROA TRACON cancels automatic releases and local control must call for release.
- c. An aircraft is departing a non-standard departure runway.
- d. An aircraft is departing runway 34.
- e. An aircraft is landing at a ROA TRACON satellite.

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

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

Section 3. Arrival Procedures

5-3-1. MISSED APPROACH/GO AROUND PROCEDURES

Missed approaches or go around instructions are climb and maintain 5,000 and fly runway heading. Local Control shall immediately coordinate with ROA TRACON about the aircraft.

- a. 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.

5-3-2. 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. ROA TRACON AIRSPACE

ROA TRACON is delegated the airspace as seen in [Appendix A](#).

6-1-2. TRACON SPLITS

In the event ROA TRACON is split by controllers, [LYH may be split from ROA as depicted in Appendix B](#).

Section 2. Departures

6-2-1. PROCEDURES

All departures must climb to the top TRACON altitude or lower requested cruise altitude and may be cleared on course if entering ZDC airspace. If entering ZID/ZTL airspace, it requires an APREQ with the receiving ARTCC.

6-2-2. PREAPPROVED COORDINATION

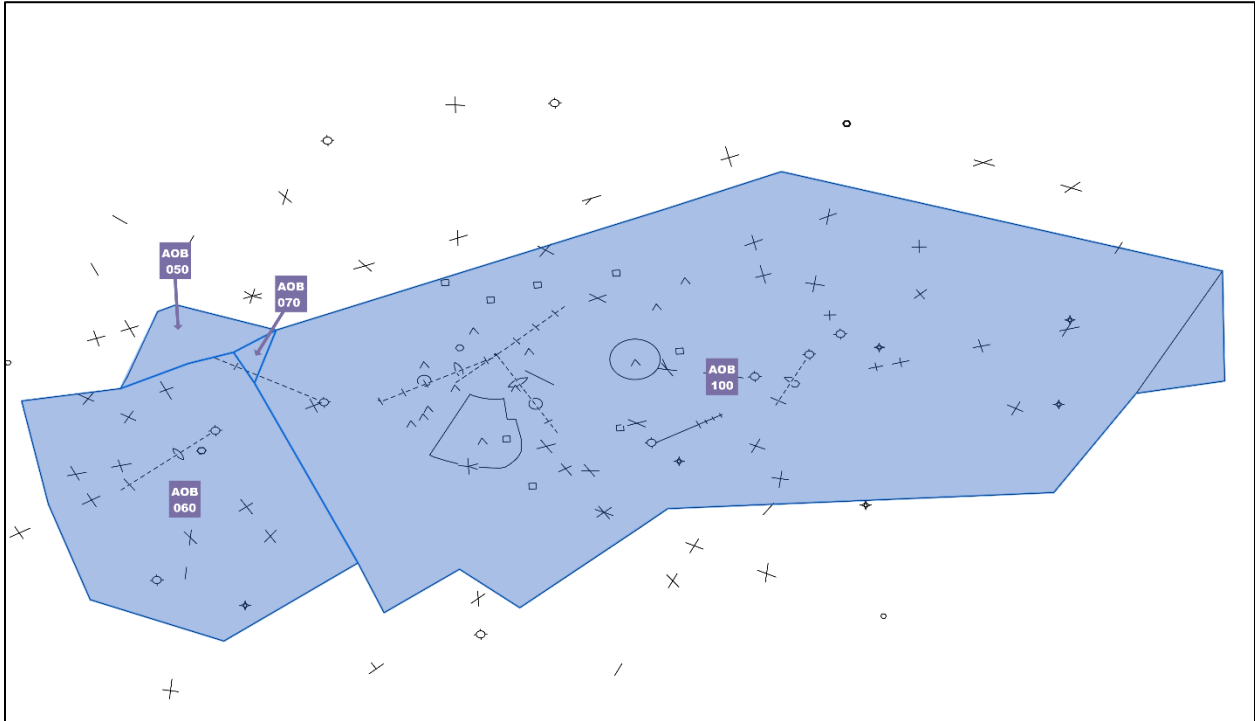
Aircraft entering ZID/ZTL may be pointed out to ZDC 52 TECH and, if approved, may be handed off directly to ZID/ZTL.

Section 3. Arrivals

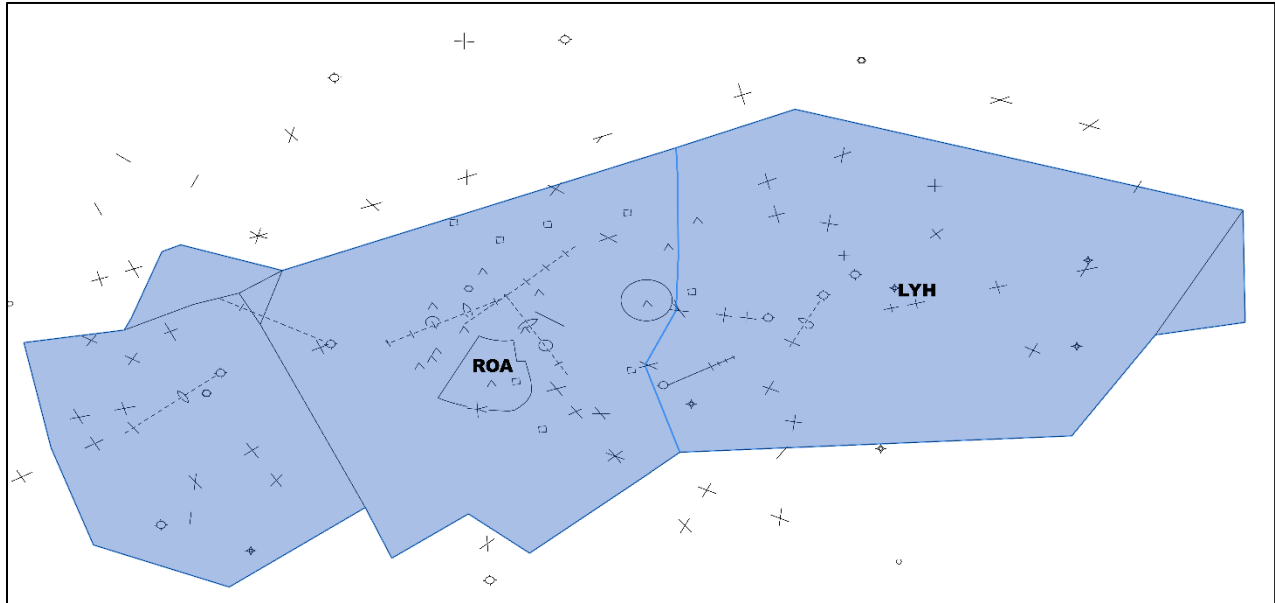
6-3-1. ROA ARRIVALS

ROA TRACON has control for turns up to 30 degrees and descent on initial contact. Arrivals will be handed off at or descending to 11,000 feet.

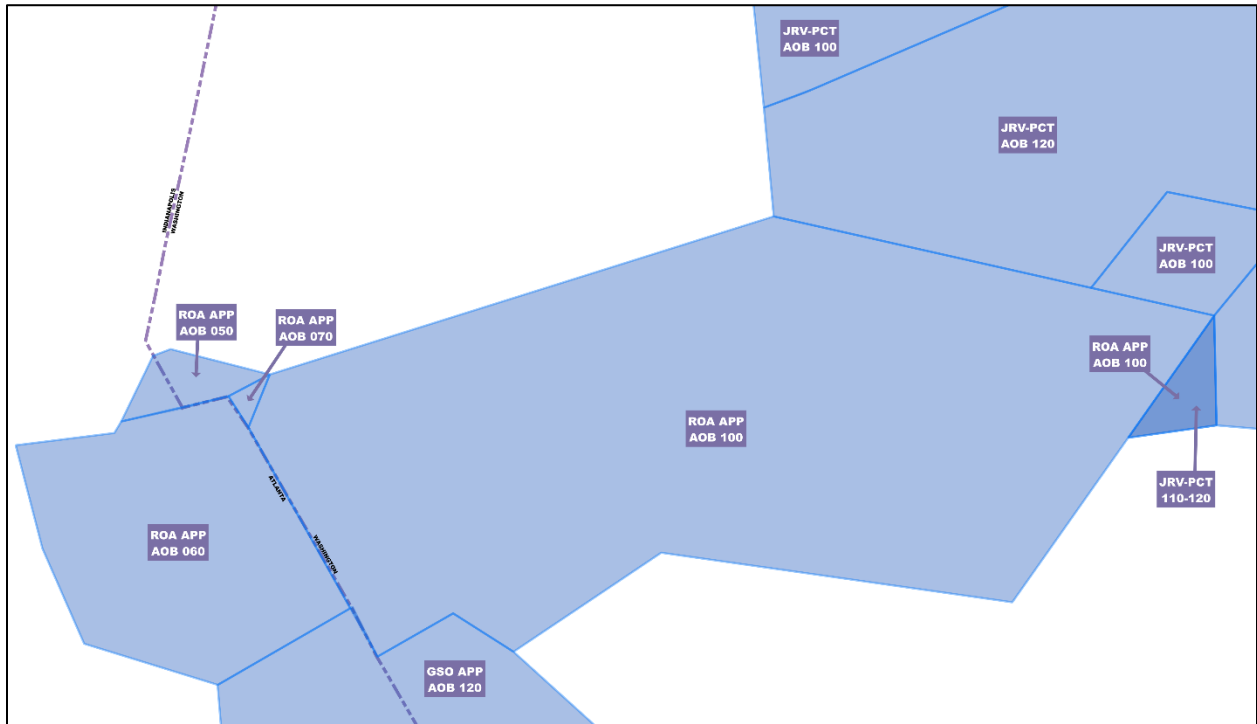
APPENDIX A. AIRSPACE DELEGATION



APPENDIX B. TRACON SECTORS



APPENDIX C. SURROUNDING AIRSPACE



APPENDIX D. EN ROUTE SECTORS

