Virtual Jacksonville ARTCC

JAX ATCT

Standard Operating Procedures

Document Number	**vZJX–JAX 7110.65J**
Version	**1.0**
Effective Date	**12/26/2024**

DOCUMENT INFORMATION

Purpose

This SOP defines the duties, responsibilities, and airspace for positions of operation at the Jacksonville ATCT (JAX). These procedures are supplemental to the provisions of FAA Order JO 7110.65. Controllers should be familiar with the sections of the SOP that pertain to operational responsibilities.

Distribution

This order is distributed to all Jacksonville ARTCC personnel.

Responsibility

The ARTCC STAFF 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
12/26/2024	1.0	Michael Knight/Initial Release

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CHAPTER 1: OPERATIONAL POSITIONS

Table 1. Jacksonville CAB Positions

Position	Radio Name	Callsign	Symbol	Frequency
CD	Jacksonville Clearance Delivery	JAX_DEL	1I	119.500
GC	Jacksonville Ground	JAX_GND	N/A	120.150
LC	Jacksonville Tower	JAX_TWR	1T	118.300

Table 2. Jacksonville TRACON Positions

Position	Radio Name	Callsign	Symbol	Frequency
S*	**Radar Satellite**	**JAX_S_APP**	**1S**	**124.900**
N	Radar North	JAX_N_APP	1N	127.000
W	Radar West	JAX_W_APP	1W	127.775
E	Radar East	JAX_E_APP	1E	132.775
R	Radar Arrival	JAX_R_APP	1R	119.000
J	Radar Final	JAX_J_APP	1J	119.850
A	Radar Palatka	JAX_A_APP	1A	121.300
G	Radar Gainesville	JAX_G_APP	1G	118.175
D	Radar Dunnellon	JAX_D_APP	1D	128.675
V	Radar Vitts	JAX_V_APP	1V	118.600

Bold/asterisk designates a primary position.

CHAPTER 2: Sectorization Flow Chart

2.1 JAX TRACON Sectorization Chart

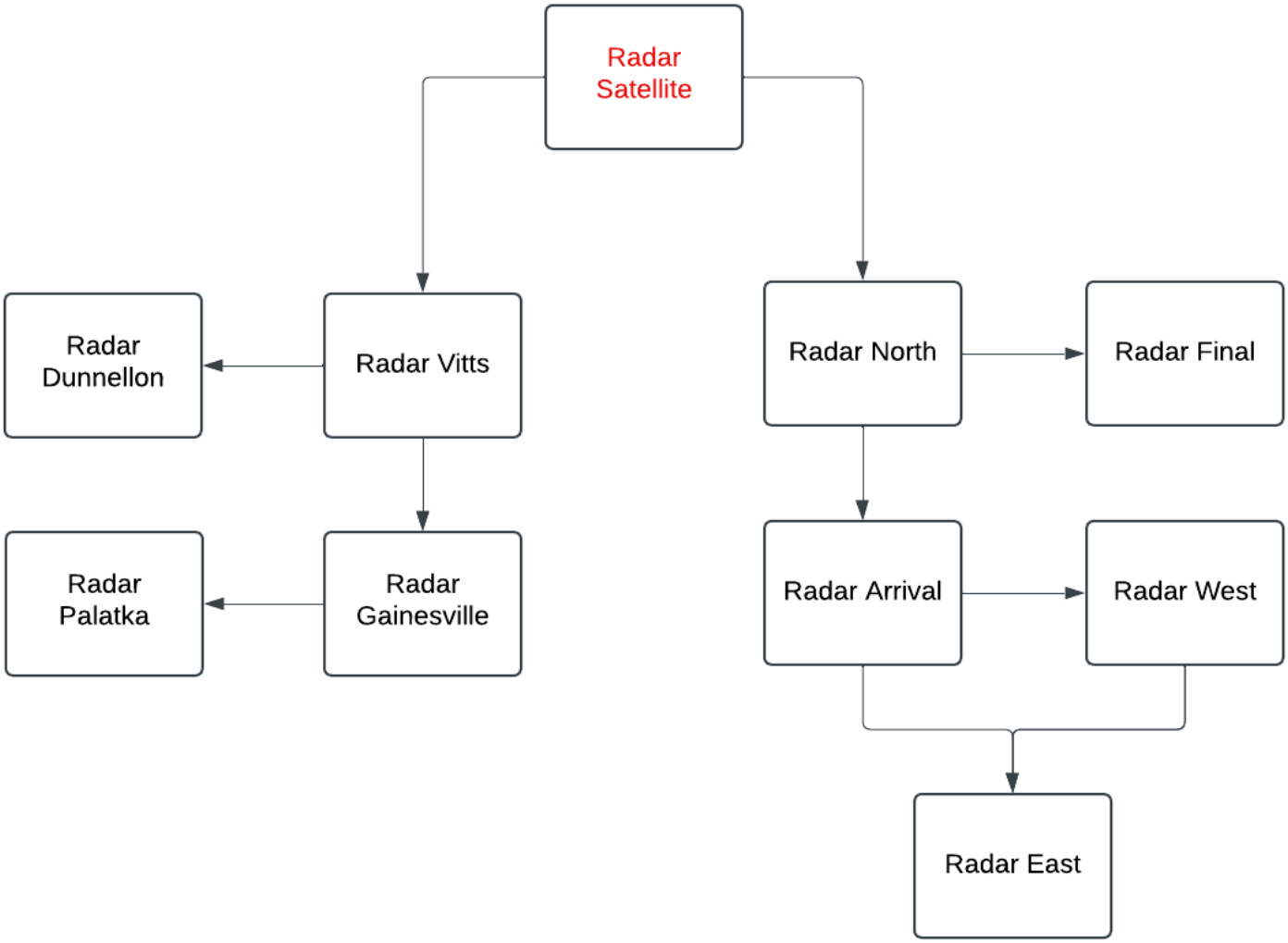


Figure 1. JAX TRACON Sectorization Diagram

CHAPTER 3: Clearance Delivery (CD)

3.1 Responsibilities

Issue ATC clearances for IFR, SVFR, and VFR aircraft.

3.2 IFR Departure Instructions

Aircraft departing Jacksonville should either be issued a voice clearance on frequency or issued a PDC using vTDLS (Virtual Tower Data-Link Services).

3.2.1 IFR Departure Routing

Aircraft not on a SID, with a cruise altitude of 10,000 feet or above, shall be assigned the JAX# Departure.

Aircraft not on a SID, with a cruise altitude below 10,000 feet, shall be assigned radar vectors to their first filed fix.

All RNAV Departure procedures are turbojets only. All Turboprops/Props that have filed RNAV departures should have their flight plan amended.

3.2.2 IFR Departure Altitudes

Instruct all pilots to maintain 3,000 feet and to expect filed cruise altitude (if higher) ten minutes after departure.

All cruise altitudes should abide by direction of flight except:

- ATL/PDK bound traffic should be at an **odd** altitude at or below FL310.

3.3 Departure Frequencies

The table below aids in determining the appropriate departure frequency:

Direction	SID	DTAs	Departure Position (Frequency)
N, NE	CROSB#, JAX#	CROSB, WHITE OAK	JAX_N_APP (127.000)
SE, E, S	EXBOX#, SAWGY#, JAX#	EXBOX	JAX_S_APP (124.900)
NW	BRSTL#, JAX#	ARNEY	JAX_N_APP (127.000)
W	JETIN#, JAX#	JETIN N, JETIN S (East Ops)	JAX_N_APP (127.000)
W	JETIN#, JAX#	JETIN N (West Ops)	JAX_N_APP (127.000)
W, SW	JETIN#.JAYJA	JETIN S (West Ops)	JAX_W_APP (127.775)

Table 3. JAX Departure Frequencies

3.4 VFR Departure Instructions

If the aircraft is **not** remaining in the pattern, issue the instruction “Maintain VFR at or below 3,000 feet”.

If the aircraft is **not** remaining in the pattern, issue a departure frequency based on direction. This shall be determined using Table 2.

If the aircraft is **not** remaining in the pattern, a unique VFR beacon code should be issued.

CHAPTER 4: Ground Control (GC)

4.1 Responsibilities

Ground Control has control of all movement areas except the active runway.

4.2 Pushback and Startup

Ground control does not authorize pushback or startup unless the aircraft pushing back will enter a controlled area during pushback.

If an aircraft requires a pushback clearance the aircraft should be instructed, “Push and Start approved, push facing tail facing (direction).”

4.3 Intersection Departure

Ground control must advise Local Control of all aircraft requesting an intersection departure prior to taxiing.

4.4 ATIS

Ground control must ensure pilots have the current ATIS prior to aircraft being handed off to Local Control.

4.5 Handoffs

Ground control shall instruct aircraft to “Contact Jacksonville Tower 118.300” unless otherwise agreed upon by Local Control.

CHAPTER 5: Local Control (LC)

5.1 Responsibilities

Local Control has responsibility for a five mile radius from the airport from the surface up to and including 3,000 feet.

5.2 Runway Selection

East Ops is designated as the calm wind runway and should be used if the winds are less than 5 knots.

In East Ops, runway 8 and runway 14 should be utilized.

In West Ops, runway 26 and runway 32 should be utilized.

5.3 Runway Change Checklist

When changing runways, LC must verbally coordinate with the appropriate TRACON position(s).

LC shall be responsible for coordinating the last departure off the previously used runway and the first departure off the newly selected active runway(s).

TRACON shall be responsible for coordinating the last arrival on the previously used runway and the first arrival on the newly selected active runway.

Notify TRACON of the new runway configuration and last departure and arrivals.

When notified by TRACON, stop all departures on the present configuration. Notify GC of the new runway configurations and divert all departures to the new runways.

When TRACON is ready for the new configuration, TRACON will notify LC. Upon completion of notification, departures may resume with the new configuration.

5.4 Automatic Releases

LC is authorized automatic releases from the TRACON controller so long as the aircraft departs on the pre-coordinated departure runway(s) on approved departure headings.

5.5 Departure Procedures

LC will provide initial separation for aircraft in the LC airspace.

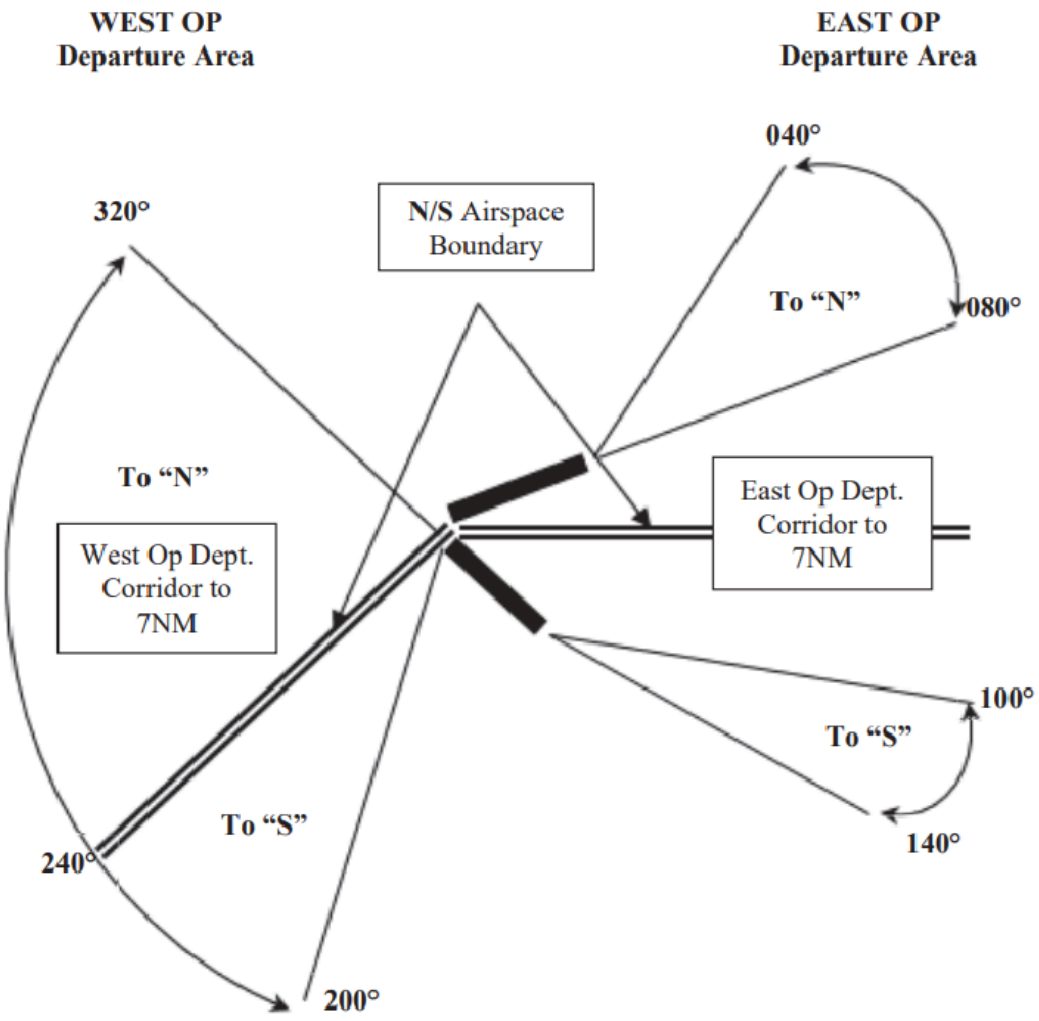
LC shall provide initial separation between successive departures.

TRACON has control for turns leaving the departure portion of the tower operations area.

Departure aircraft shall be assigned headings based on the table below.

<table>
<tr><td colspan="5">JAX Standard Departure Headings</td></tr>
<tr><td></td><td>To “N”</td><td>Heading</td><td>To “S”</td><td>Heading</td></tr>
<tr><td rowspan="2">East OP
(Runways 8/14)</td><td>Runway 8</td><td>080°</td><td rowspan="2">Either
Runway</td><td rowspan="2">140°</td></tr>
<tr><td>Runway 14</td><td>070°</td></tr>
<tr><td rowspan="2">West OP
Runway (26/32)</td><td>West and
Southwest
Bound
departures</td><td>260°</td><td rowspan="2">Either
Runway</td><td rowspan="2">220°</td></tr>
<tr><td>All Others</td><td>320°</td></tr>
</table>

Aircraft are released on the following headings to achieve separation between successive IFR departures and VFR aircraft:



5.6 Arrival Procedures

LC shall be responsible for separation of all arrival aircraft that have been handed off by TRACON from all departing aircraft under LC jurisdiction.

Transfer of communication must be completed at least five nautical miles from the runway.

LC shall not change the approach sequence without coordination with TRACON.

5.7 Missed Approach Procedures

The controller shall assign runway heading and 3,000 feet.

LC must verbally coordinate with departure prior to frequency change.

5.8 Line Up and Wait

Line up and Wait (LUAW) is authorized only in VMC conditions.

LUAW procedures from an intersection are not authorized between sunset and sunrise.

When aircraft are authorized to line up and wait simultaneously on Runway 26 and 32, inform both aircraft of the traffic holding on the other runway.

5.9 CRG Arrival Procedure

Radar Satellite will point out arrivals to CRG RWY 14 to LC. Once the point out is accepted:

- LC must request release from Satellite for all JAX RWY 14 departures and all departures into Satellite's airspace regardless of runway.
- Normal releases may resume once the pointed out aircraft is within 7NM of CRG.

CHAPTER 6: TRACON

6.1 VFR Aircraft

VFR aircraft entering the Class C airspace shall be given a discrete beacon code.

If an aircraft departs from JAX and does not request flight following, the aircraft will be handed off from LC to TRACON and released to UNICOM once clear of the Class C.

6.2 Departure Procedures

During East Flow, Turbojets that are west or southwest bound should be vectored counterclockwise north of Jacksonville Airport.

During West Flow, Turbojets that are northeast bound should be vectored clockwise north of Jacksonville.

Ensure departures are on course as soon as practical, climbing to the top of the airspace before handoff to ZJX En Route unless the aircraft filed a lower cruising altitude.

6.3 Arrival Procedures

Communication transfer of arriving aircraft to LC must be accomplished no later than five nautical miles from the end of the arrival runway.

When simultaneous approaches are being conducted on converging runways, LC is responsible for ensuring runway separation. However, TRACON must provide enough separation to minimize the possibility of a go-around.

Coordinate with LC for any aircraft conducting approaches to other runways than the active arrival runway(s) in use.

6.4 Radar Satellite (S)

Frequency	124.900
Airspace	As defined in section 6.4.6 & 6.4.7

6.4.1 Duties

Provide approach control services within the airspace depicted in accordance with vZJX-JAX 7110.65J, FAA Order 7110.65 and applicable LOAs.

6.4.2 General Procedures

Assign IFR aircraft, which will enter W and G airspace at an even altitude.

Assign IFR aircraft entering N, R, or J an odd altitude.

When JAX is in West Operation, release the “32 final” airspace, as depicted in section 6.4.7., to J when requested.

When NIP is in West Operation, release NIP West Ops airspace, as depicted in section 6.4.7., to W, when requested.

S shall protect the published departure corridor for Jacksonville International.

6.4.3 CRG Arrival Procedure

Point out any CRG arrivals to Runway 14 to JAX LC. Once the point out is accepted:

- Aircraft from the North of JAX are released for descent to 3000 feet until south of JAX RWY 14/32. CRG arrivals from the south must remain AOA 3000 feet until turning base, unless verbally coordinated with LC.
- LC must request release from Satellite for all JAX RWY 14 departures and all departures into Satellite’s airspace regardless of runway.

- Normal releases may resume once the pointed out aircraft is within 7NM of CRG.

6.4.4 JAX West Automated Handoff

For aircraft landing RWY 26, or when the “32 final” airspace has been released to J. S may transfer radar identification of aircraft landing JAX to J without verbal coordinating using the following procedures:

- Aircraft must be on a northbound heading which will pass overhead NIP at 5,000 feet.
- W must initiate an automated handoff to S.
- S, after accepting the automated handoff, may initiate an automated handoff to J.
- If J Accepts the automated handoff prior to the aircraft leaving W airspace, W shall transfer communications to J.
- J has control for turns and descent. The aircraft must remain AOA 3,000 feet until east of the extended centerline of CRG RWY 14/32 unless “32 final” is released to J.

6.4.5 SGJ Shelf

The SGJ Shelf as depicted in sections 6.4.6 and 6.4.7 can be requested from DAB APP.

The airspace can ONLY be requested for SGJ arrivals landing to the north.

6.4.6 Satellite (S) Airspace East Operation

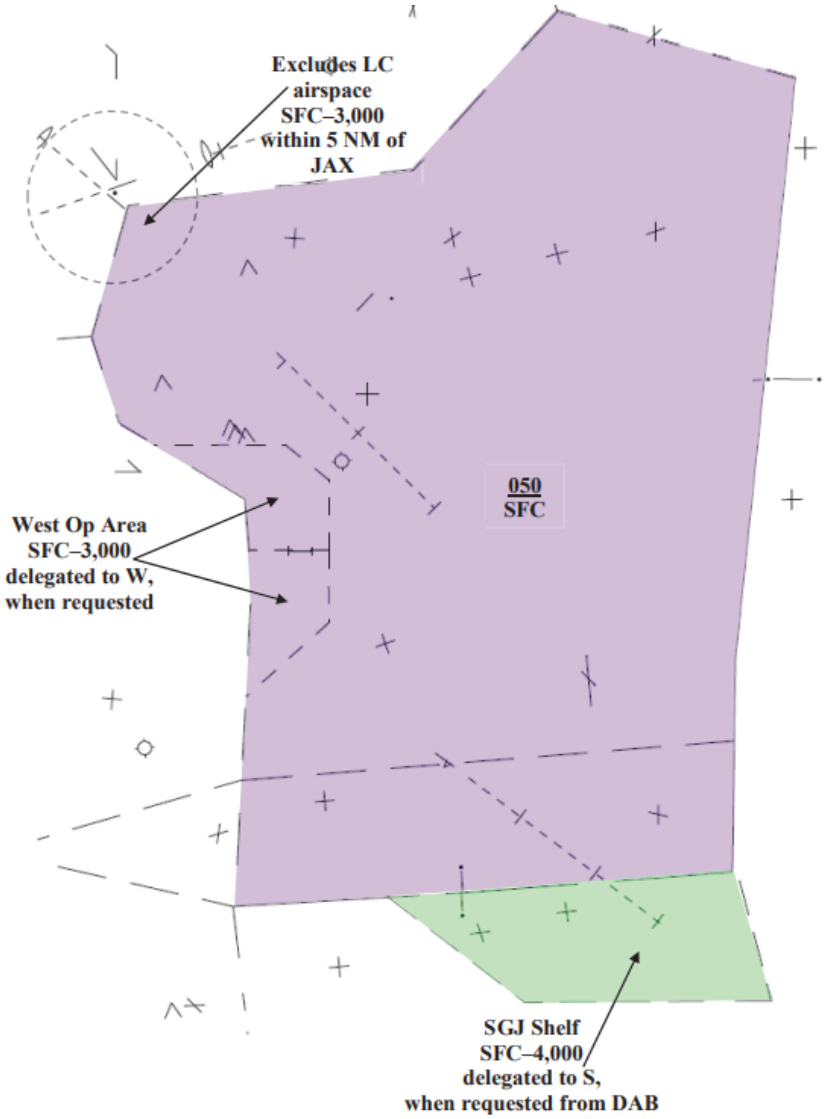


Figure 3. Satellite Radar Airspace East Operation

6.4.7 Satellite (S) Airspace West Operation

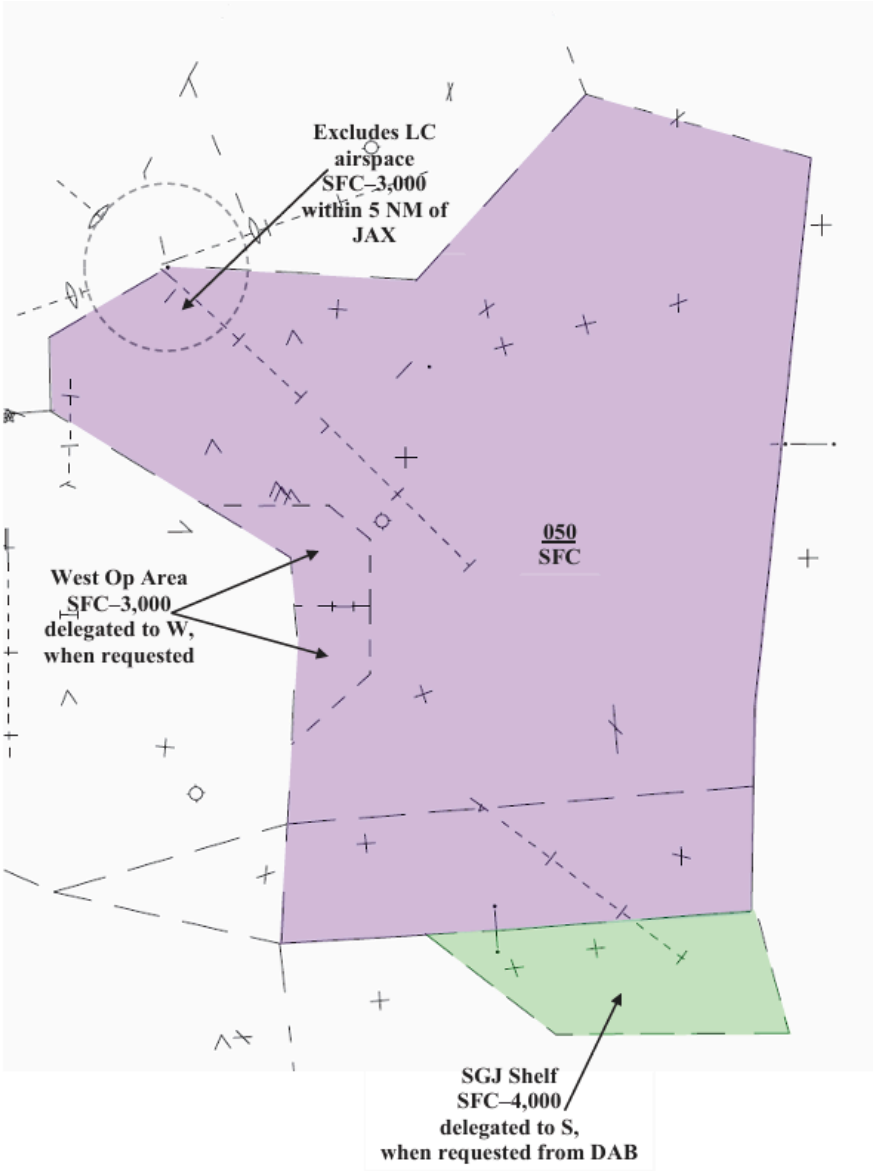


Figure 4. Satellite Radar Airspace West Operation

6.5 Radar North (N)

Frequency	127.000
Airspace	As defined in section 6.5.3 & 6.5.4

6.5.1 Duties

Provide approach control services within the airspace depicted in accordance with vZJX-JAX 7110.65J, FAA Order 7110.65 and applicable LOAs.

6.5.2 General Procedures

N shall assign IFR aircraft that will enter E, S, W, J, or R airspace at even altitude, except as noted below:

- When JAX is in East operation, assign IFR aircraft that will enter R's airspace enroute to ZJX at an odd altitude.

N shall protect the published departure corridor for Jacksonville.

In West Operation, the JETIN North DTA shall be controlled by N. Aircraft remaining a minimum of 2 ½ miles from W airspace required no coordinate with W. JETIN South DTA shall be controlled by W.

Jacksonville International arrival aircraft shall be on a downwind heading, descending to 4,000 feet, and handed off to J unless otherwise coordinated.

6.5.3 North (N) Airspace East Operation

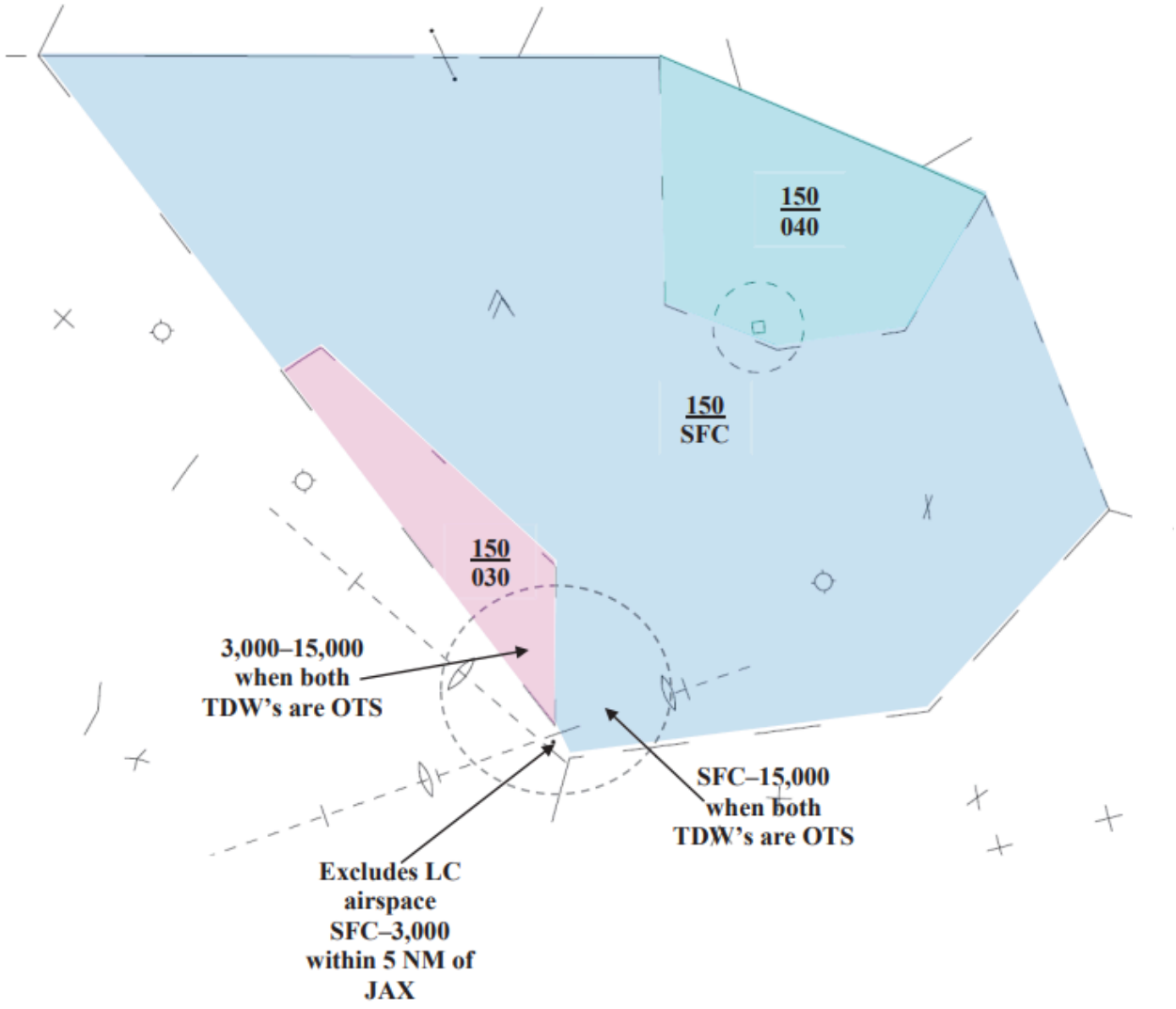


Figure 5. Radar North Airspace East Operation

6.5.4 North (N) Airspace West Operation

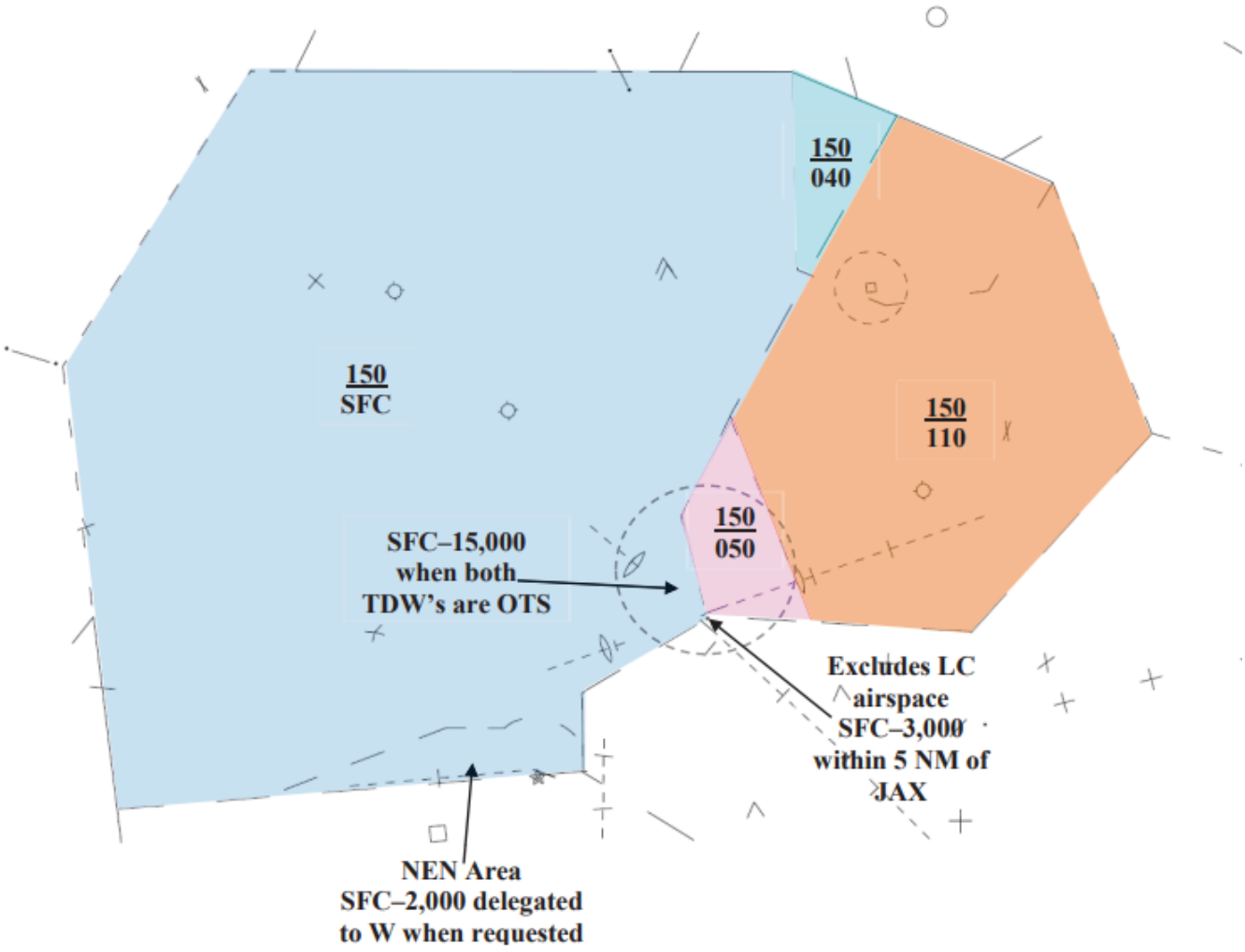


Figure 6. Radar North Airspace West Operation

6.6 Radar Final (J)

Frequency	119.850
Airspace	As defined in section 6.6.6 & 6.6.7

6.6.1 Duties

Provide approach control services within the airspace depicted in accordance with vZJX-JAX 7110.65J, FAA Order 7110.65 and applicable LOAs.

6.6.2 General Procedures

J shall assign IFR aircraft that will enter W/S airspace at an even altitude.

J shall protect the published departure corridor for Jacksonville International.

6.6.3 Departures

J shall issue a 360 heading and 2000 feet for aircraft conducting multiple practice approaches at JAX or, for aircraft departing the multiple approach pattern, issue standard departure headings and 3,000 feet for N or S, as appropriate. J must ensure that the handoff to N or S is complete prior to the aircraft reaching a 3-mile final.

6.6.4 Arrival Procedures

J shall retain the responsibility for separation between successive instrument approaches unless visual separation is provided by tower.

When JAX is on a West Operation J may coordinate with S for the “32 final” airspace as depicted in section 6.6.7.

6.6.5 JAX International Automated Handoff

S and R may transfer the radar identification of aircraft landing JAX to J without verbal coordination using the following procedure:

- JAX West: For aircraft worked by W, landing RWY 26 or, when the “32 final” airspace has been released to J:
    - Aircraft must be on a northbound heading which will pass over NIP at 5,000 feet.
    - W must initiate an automated handoff to S.
    - S after accepting the automated handoff, S may initiate an automated handoff to J.
    - If J accepts the automated handoff prior to the aircraft leaving W airspace, W must transfer communications to J.
    - J has control for turns and descent. The aircraft must remain AOA 3,000 feet until east of the extended centerline of CRG RWY 14/32 unless “32 final” is released to J.
- JAX East:
    - Aircraft landing JAX must be on a heading to pass over or west of NEN at 5,000 feet.
    - W must initiate an automated handoff to R.
    - R, after accepting the automated hand off, R may initiate an automated handoff to J.
    - If J accepts the automated prior to the aircraft leaving W airspace, W must transfer communications to J.
    - J has control for turns and descent to 3,000 feet in W’s airspace.

6.6.6 Final (J) Airspace East Operation

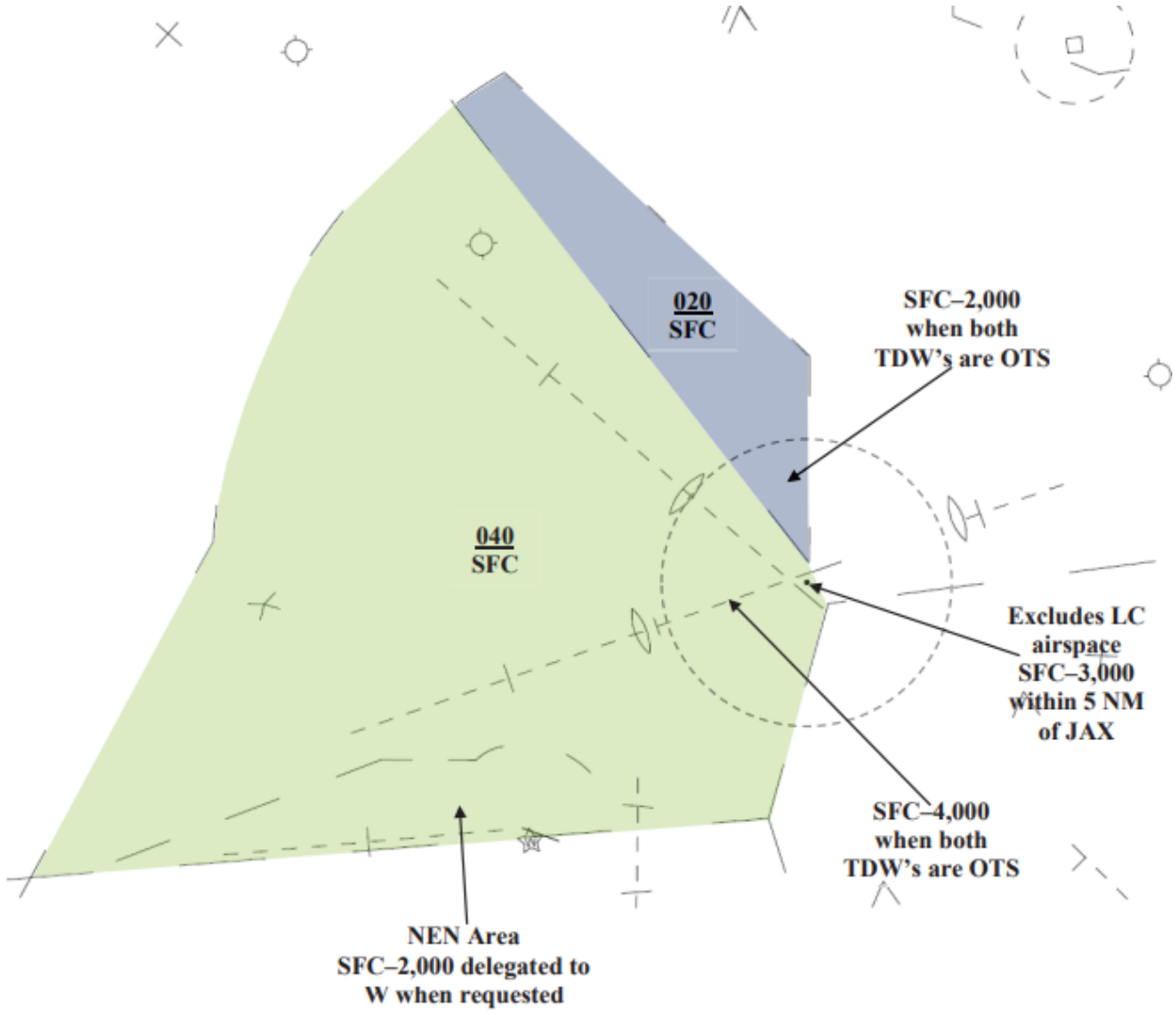


Figure 7. Radar Final Airspace East Operation

6.6.7 Final (J) Airspace West Operation

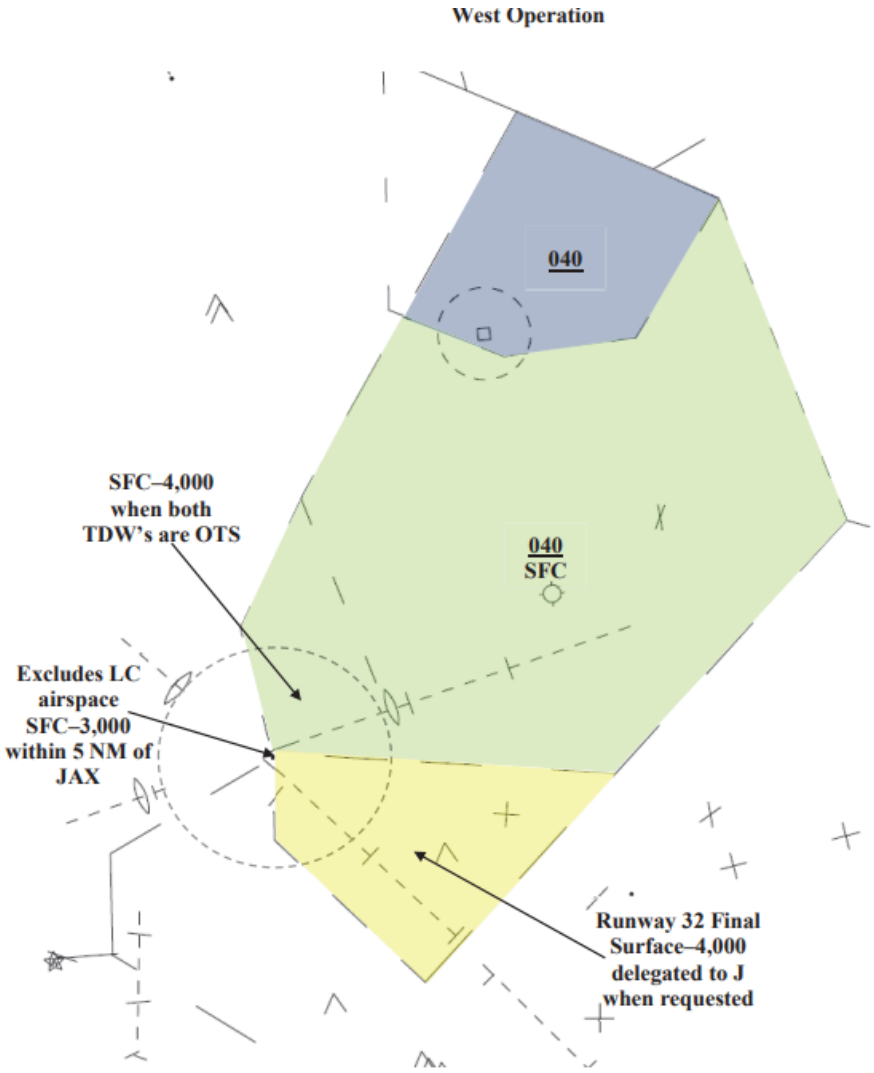


Figure 8. Radar Final Airspace West Operation

6.7 Radar Arrival (R)

Frequency	119.0
Airspace	As defined in section 6.7.5 & 6.7.6

6.7.1 Duties

Provide approach control services within the airspace depicted in accordance with vZJX-JAX 7110.65J, FAA Order 7110.65 and applicable LOAs.

6.7.2 General Procedures

Assign IFR aircraft that will enter E, S, or W airspace at an event altitude.

6.7.3 Departure Procedures (JAX East)

JETIN North DTA shall be controlled by R. Aircraft remaining a minimum of 2 ½ miles from W airspace require no coordination with W.

JETIN South DTA shall be controlled by W.

6.7.4 JAX East Automated Handoff

R may transfer radar identification of aircraft landing JAX to J without verbal coordination using the following procedure:

- Aircraft landing JAX must be on a heading to pass over or west of NEN at 5,000 feet.
- W must initiate an automated handoff to R.
- R, after accepting the automated handoff, may initiate an automated handoff to J.
- If J accepts the automated handoff prior to the aircraft leaving W airspace, W must transfer communications to J.
- R and J have control for turns and descent to 3,000 feet in W's airspace.

6.7.5 Radar Arrival (R) Airspace East Operation

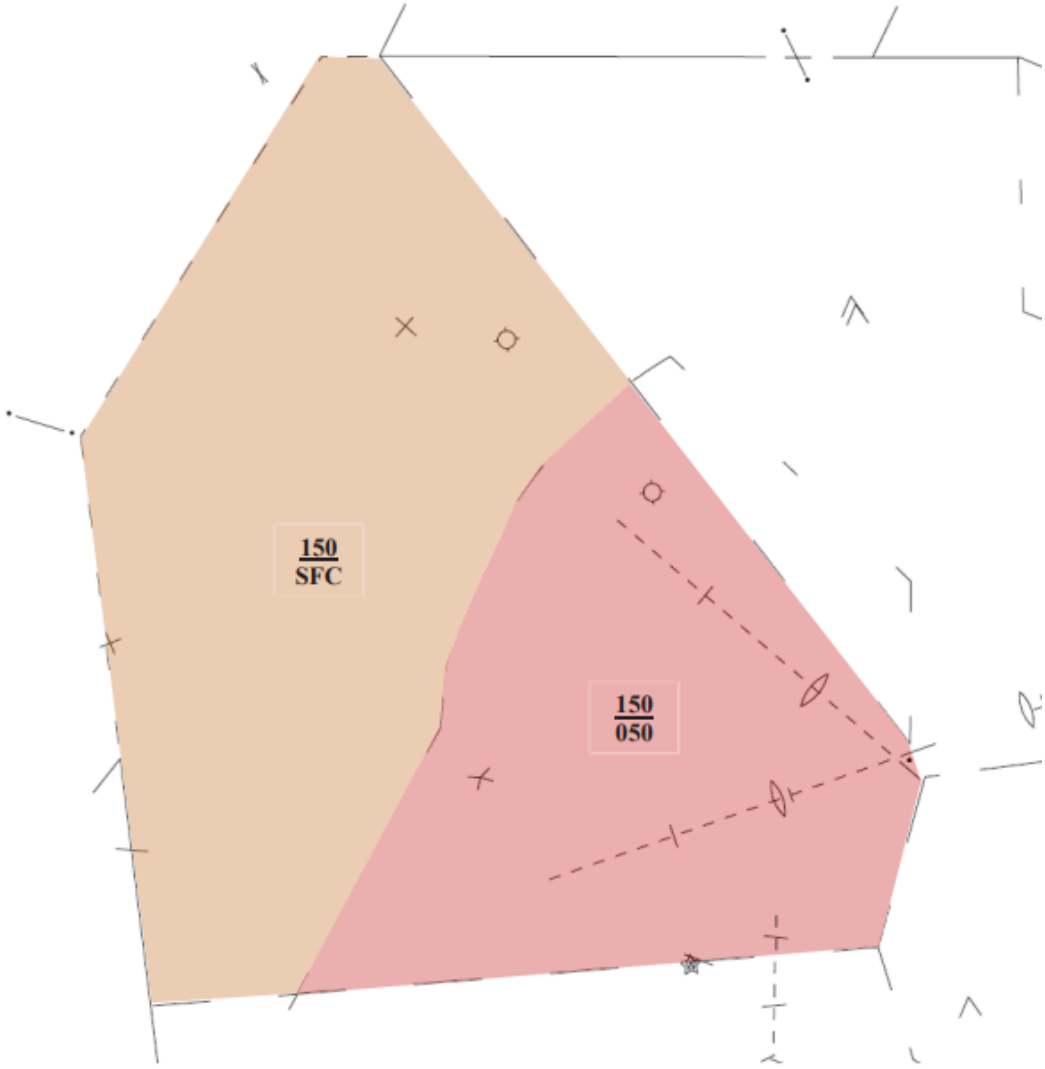


Figure 9. Radar Arrival Airspace East Operation

6.7.6 Radar Arrival (R) Airspace West Operation

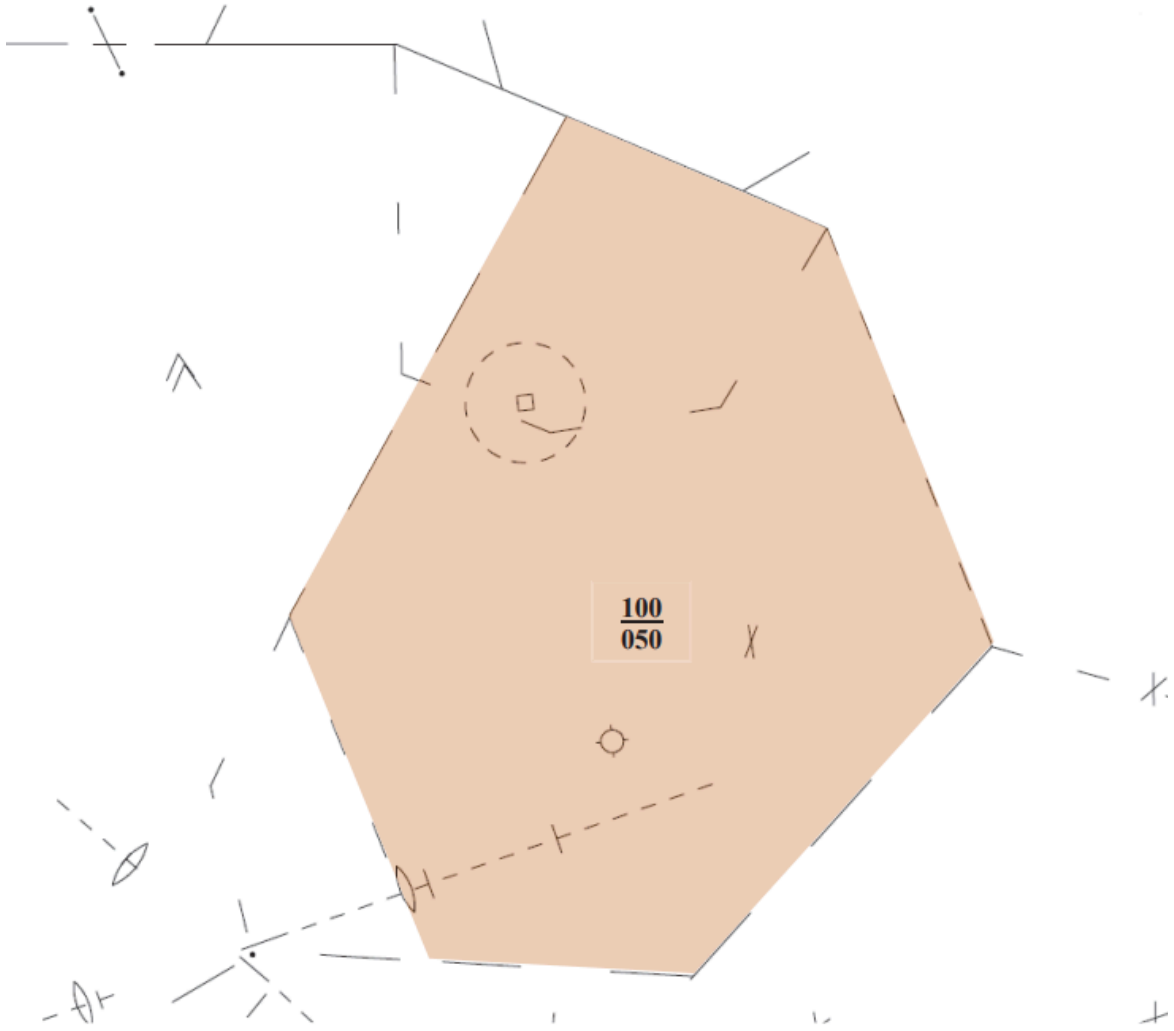


Figure 10. Radar Arrival Airspace West Operation

6.8 Radar East (E)

Frequency	132.77
Airspace	As defined in section 6.8.3 & 6.8.4

6.8.1 Duties

Provide approach control services within the airspace depicted in accordance with vZJX-JAX 7110.65J, FAA Order 7110.65 and applicable LOAs.

6.8.2 General Procedures

Assign IFR aircraft that will enter W, G, or A airspace even altitudes.

Assign IFR aircraft entering N or R airspace at an odd altitude.

Provide S in-trail spacing on aircraft landing NIP and VQQ.

6.8.3 Radar East (E) Airspace East Operation

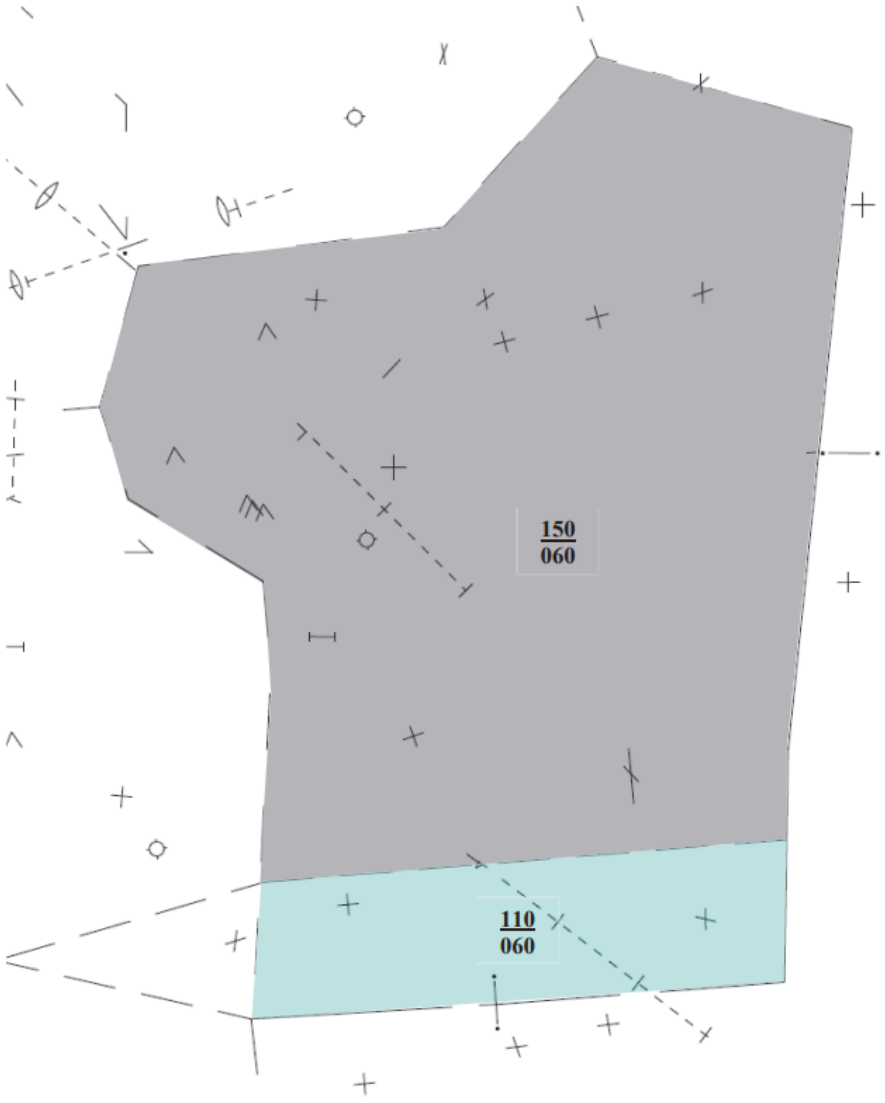


Figure 11. Radar East Airspace East Operation

6.8.4 Radar East (E) Airspace West Operation

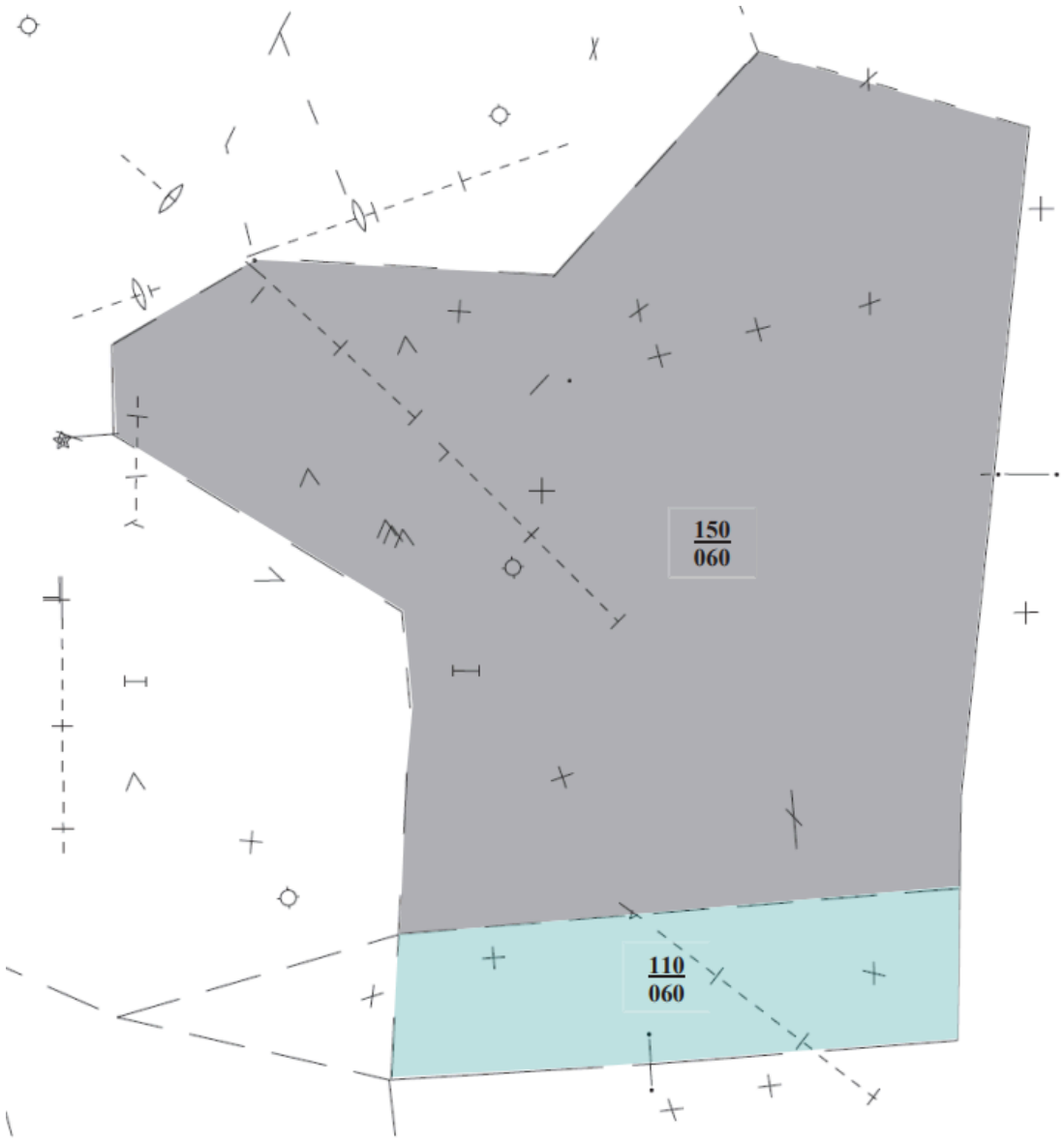


Figure 12. Radar East Airspace West Operation

6.9 Radar West (W)

Frequency	127.77
Airspace	As defined in section 6.9.5 & 6.9.6

6.9.1 Duties

Provide approach control services within the airspace depicted in accordance with vZJX-JAX 7110.65J, FAA Order 7110.65 and applicable LOAs.

6.9.2 General Procedures

Assign IFR aircraft that will enter N, R, J, S, E, G, or A at an odd altitude, except those transitioning to DAB's airspace must be at an even altitude.

When NIP is landing west, W may coordinate with S for NIP West Op Airspace, as depicted in Sections 6.9.5 & 6.9.6.

Coordinate with J and S if in East Ops, or N and S if in West OPs, for NEN Area, as depicted in Section x.

6.9.3 Departure Procedures

JETIN South DTA shall be controlled by W.

JETIN North DTA shall be controlled by N in JAX West Operation and R in JAX East Operation.

6.9.4 JAX International Automated Handoff

S or R may transfer radar identification of aircraft landing JAX to J without verbal coordination using the following procedure:

- JAX West: For aircraft landing RWY 26 or when the “32 final” airspace has been released to J.
    - Aircraft must be on a northbound heading that will pass overhead NIP at 5,000 feet.
    - W must initiate an automated handoff to S.
    - S, after accepting the automated handoff, may initiate an automated handoff to J.
    - If J accepts the automated handoff for S prior to the aircraft leaving W airspace, W must transfer communications to J.
    - J has control for turns and descent. The aircraft must remain AOA 3,000 feet until east of the extended centerline of CRG RWY 14/32 unless “32 final” is released to J.
- JAX East:
    - Aircraft landing JAX must be on a head to pass over or west of NEN at 5,000 feet.
    - W must initiate an automated handoff to R.
    - R, after accepting the automated handoff, may initiate an automated handoff to J.
    - If J accepts the automated handoff prior to the aircraft leaving W airspace, W must transfer communications to J.
    - R and/or J have control for turns and descent to 3,000 feet in W’s airspace.

6.9.5 Radar West (W) Airspace East Operation

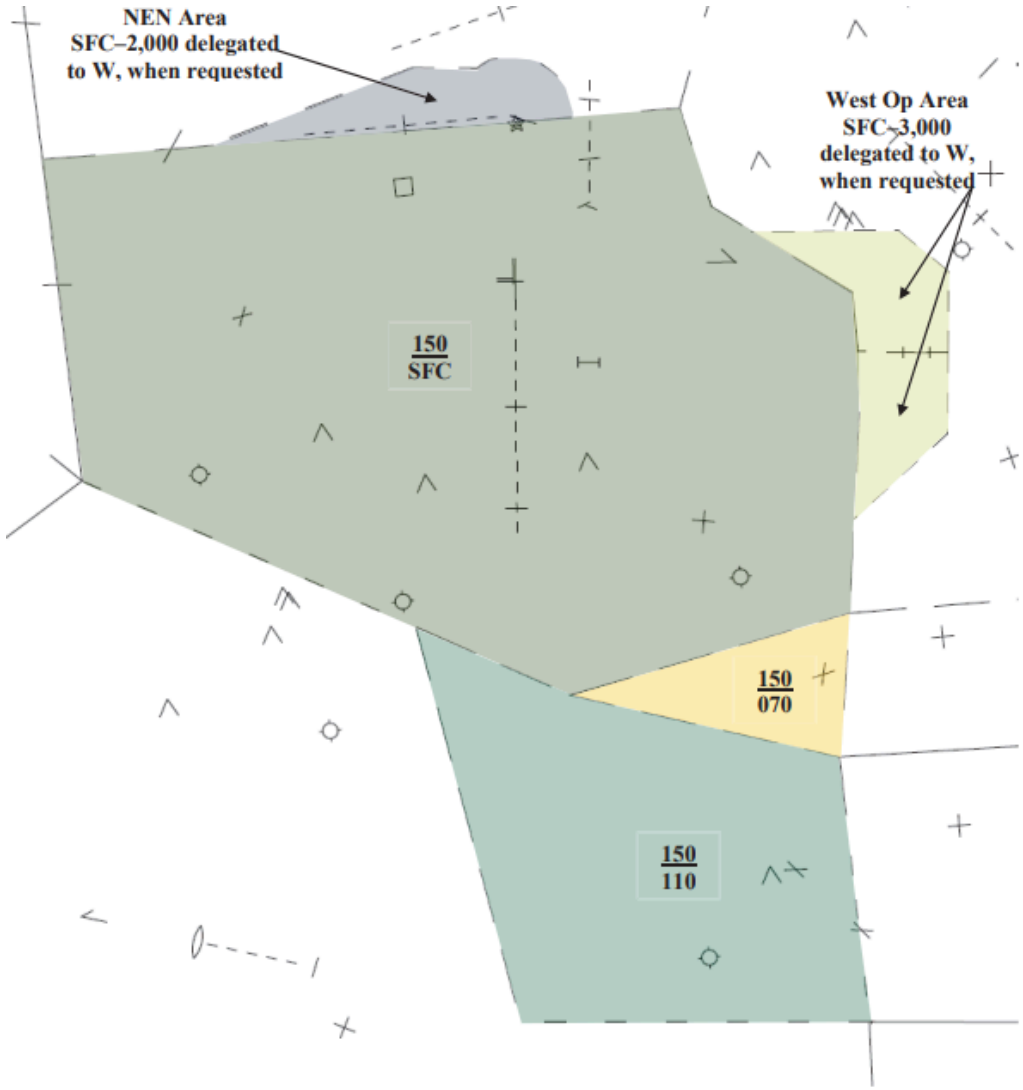


Figure 13. Radar West Airspace East Operation

6.9.6 Radar West (W) Airspace West Operation

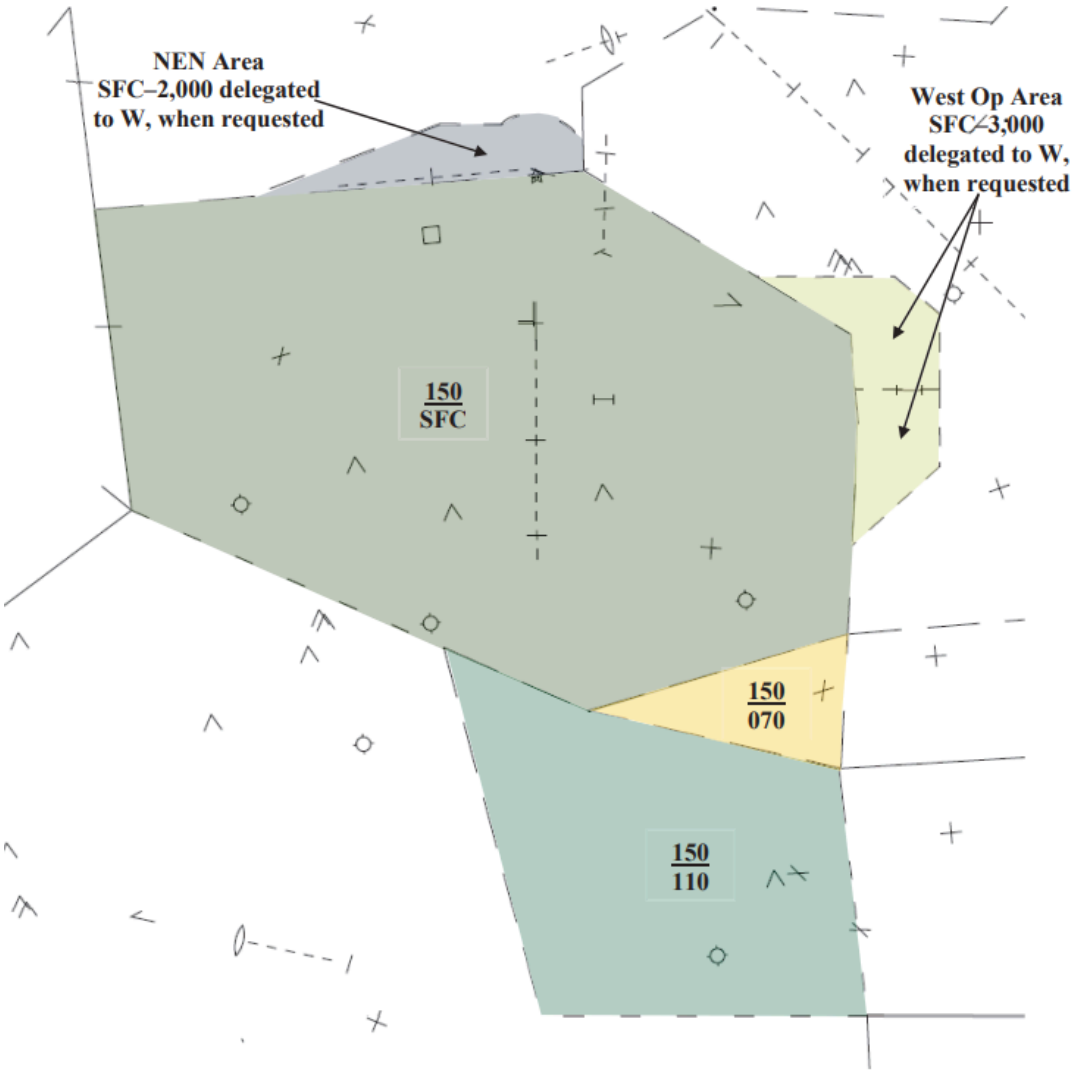


Figure 14. Radar West Airspace West Operation

6.10 Radar Vitts (V)

Frequency	118.600
Airspace	As defined in section 6.10.3

6.10.1 Duties

Provide approach control services within the airspace depicted in accordance with vZJX-JAX 7110.65J, FAA Order 7110.65 and applicable LOAs.

6.10.2 General Procedures

Assign IFR aircraft, which will enter G's airspace at an even altitude, except aircraft that will enter ZJX airspace, which shall be assigned an odd altitude.

IFR departures from CGC, INF, and X35 filed above TPA airspace shall be leveled at 10,000 and handed off to TPA approach.

6.10.3 Radar Vitts (V) Airspace

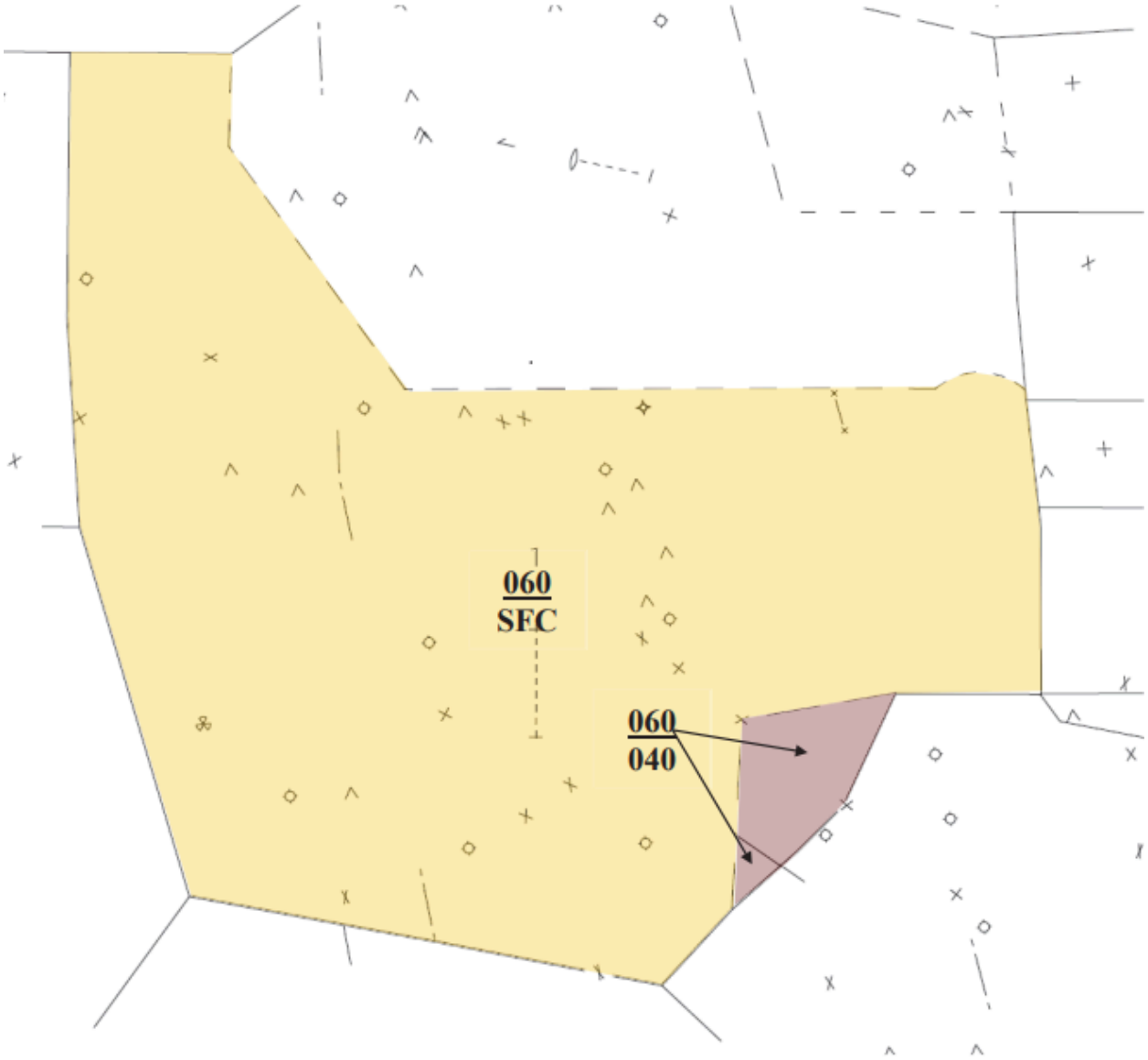


Figure 15. Radar Vitts Airspace

6.11 Radar Gainesville (G)

Frequency	118.175
Airspace	As defined in section 6.11.3

6.11.1 Duties

Provide approach control services within the airspace depicted in accordance with vZJX-JAX 7110.65J, FAA Order 7110.65 and applicable LOAs.

6.11.2 General Procedures

Assign IFR aircraft, which will enter W airspace at an even altitude, except North/Northwest bound traffic from DAB approach must remain at an odd altitude.

Assign IFR aircraft, which will enter S airspace at odd altitudes.

Assign IFR aircraft, which will enter V airspace at an odd altitude, except aircraft that will enter ZJX must be at even altitudes.

6.11.3 Radar Gainesville (G) Airspace

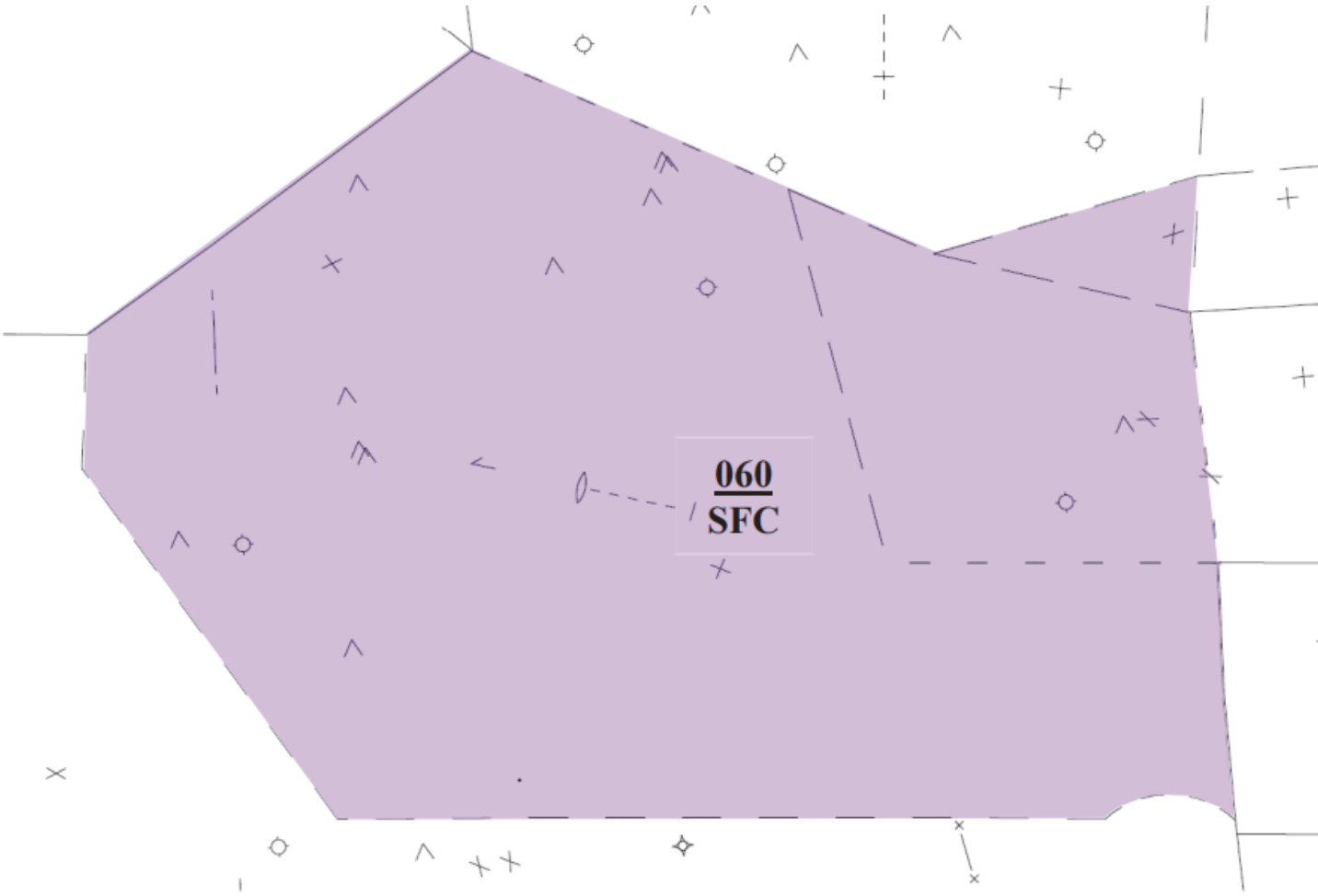


Figure 16. Radar Gainesville Airspace

6.12 Radar Palatka (A)

Frequency	121.300
Airspace	As defined in section 6.12.2

6.12.1 Duties

Provide approach control services within the airspace depicted in accordance with vZJX-JAX 7110.65J, FAA Order 7110.65 and applicable LOAs.

6.12.2 General Procedures

Assign IFR aircraft, which will enter D's airspace at an odd altitude, except aircraft that will enter ZJX must be at an even altitude.

Assign IFR aircraft, which will enter W airspace at even altitudes, except North/Northwest bound traffic from DAB approach must remain at an odd altitude.

Assign G area arrivals 7,000 feet and hand off to the G sector.

6.12.3 Radar Palatka (A) Airspace

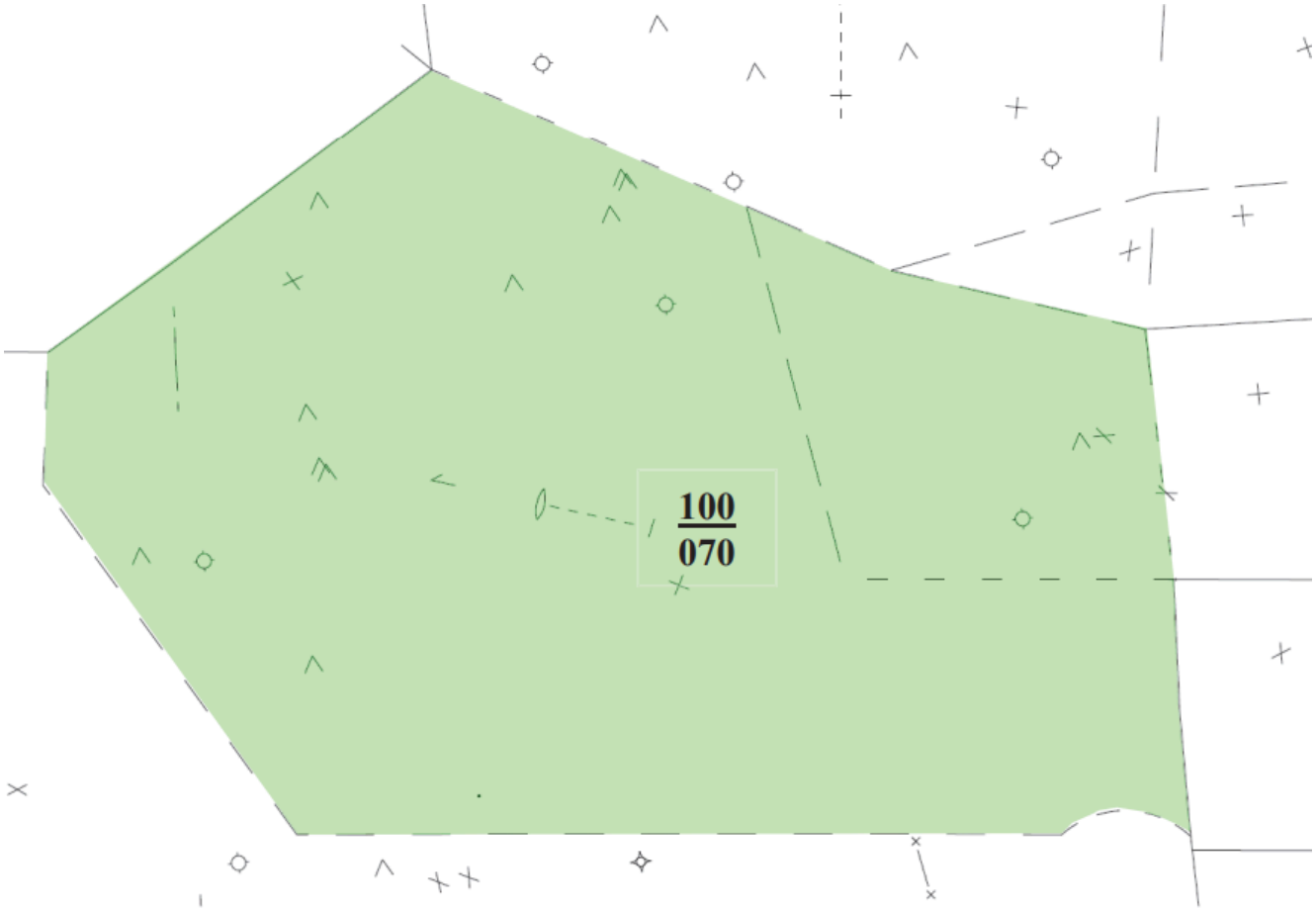


Figure 17. Radar Palatka Airspace

6.13 Radar Dunnellon (D)

Frequency	128.67
Airspace	As defined in section 6.13.3

6.13.1 Duties

Provide approach control services within the airspace depicted in accordance with vZJX-JAX 7110.65J, FAA Order 7110.65 and applicable LOAs.

6.13.2 General Procedures

Assign IFR Aircraft, which will enter A's airspace at even altitude, except aircraft from ZJX, shall be at odd altitudes.

IFR departures from CGC, INF, and X35 filed above TPA airspace shall be leveled at 10,000 and handed off to TPA approach.

6.13.3 Radar Dunnellon (D) Airspace

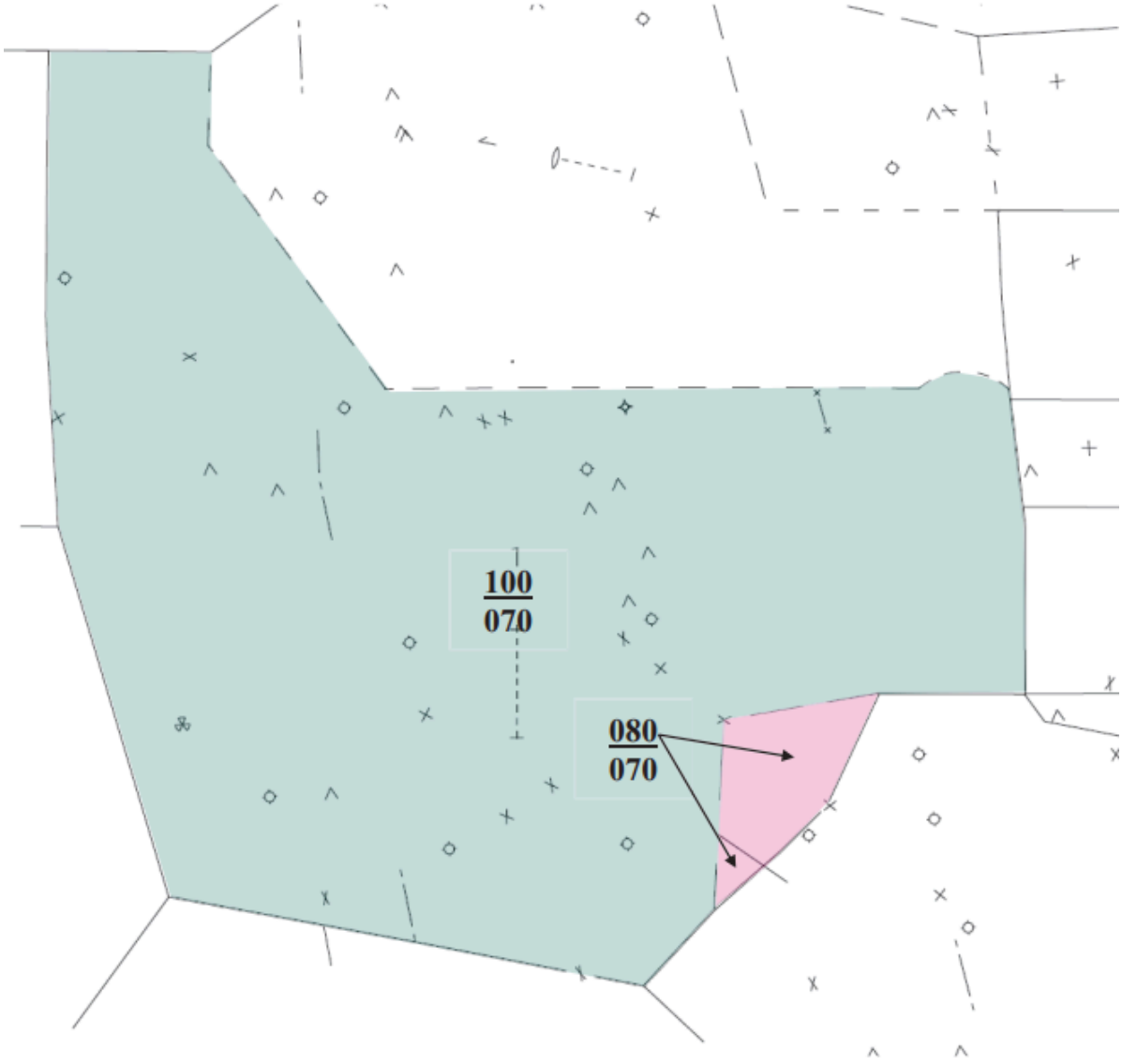


Figure 18. Radar Dunnellon Airspace

Appendix A. JAX DTA/ATA

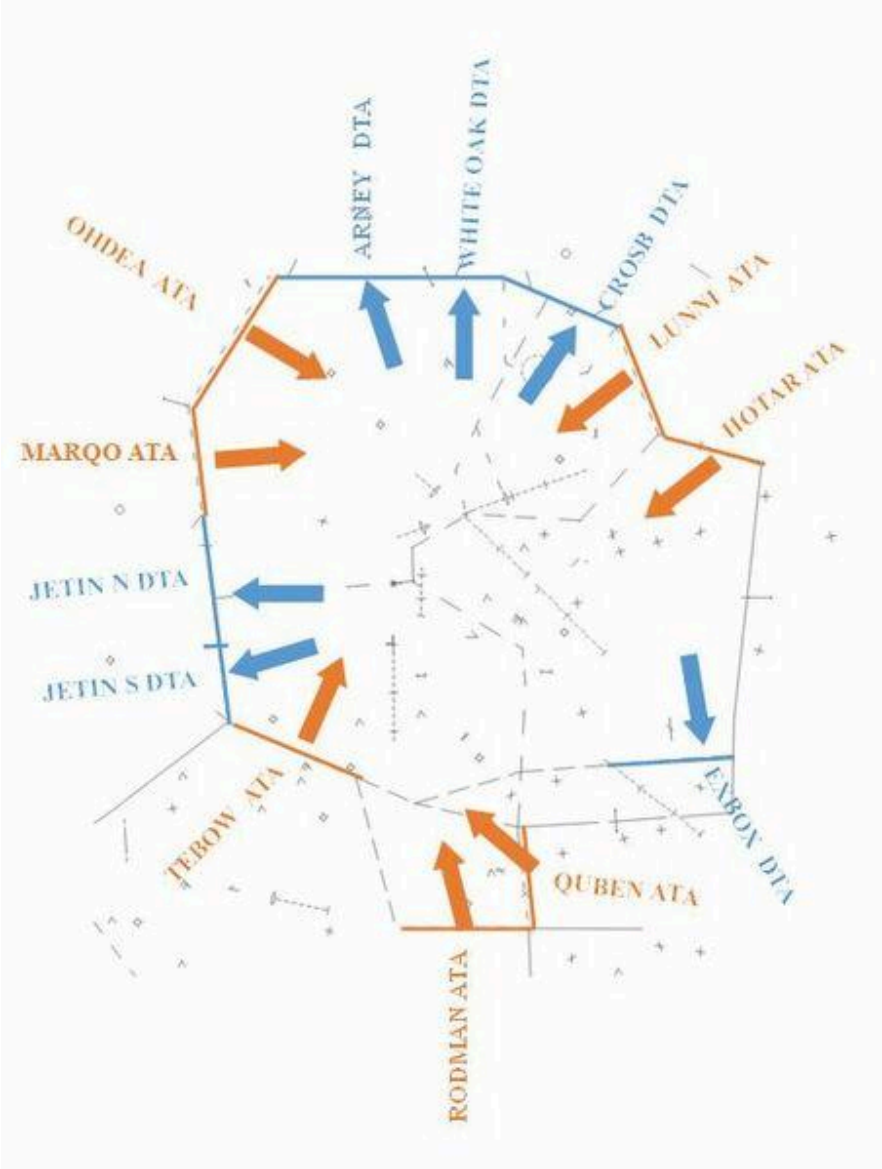


Figure 19. JAX TRACON DTA/ATA Diagram