

DCA23FA428

AIR TRAFFIC CONTROL

Group Chair's Factual Report - Attachment 7

ZTL ARTCC Procedural Documentation

July 14, 2024

ORDER

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Change 2

ATLANTA AIR ROUTE TRAFFIC CONTROL CENTER

FACILITY OPERATIONS
AND ADMINISTRATION



July 1, 2023

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

FOREWORD

This order provides internal direction and guidance for accomplishing the day to day operational and administrative requirements within Atlanta ARTC Center. This document serves as a supplement to the requirements prescribed in national and regional FAA orders. All personnel must familiarize themselves with the provisions of this order and perform in accordance.



Torrance L. Branch
ZTL Air Traffic Manager

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CHAPTER 1. GENERAL

Section 1. Introduction

1-1-1. PURPOSE OF THIS ORDER

In accordance with FAAO 7230.2, this order provides standard operating procedures (SOP's) for operating and managing Atlanta ARTC Center (ZTL).

- a.** Chapters 2 through 15 contain information related to the air traffic operation at ZTL.
- b.** Chapters 16 through 22 contain information related to the administrative operations of ZTL.

1-1-2. AUDIENCE

This order applies to all AT personnel and anyone using ATO directives within ZTL.

1-1-3. WHERE TO FIND THIS ORDER

A hard copy of this order is distributed to the Air Traffic Manager and the facility Watch Desk. This order is located on the N Drive at public directory/Ops and Admin Order as well as in the Enroute Information Display System (ERIDS). This order is also placed on the FAA Facility Directives Repository at www.loa.faa.gov.

1-1-4. WHAT THIS ORDER CANCELS

ZTL 7230.2Q, Facility Operations and Administration, dated January 1, 2023; and, all changes are cancelled.

1-1-5. EXPLANATION OF CHANGES

This order includes changes that have occurred since the January 1, 2023 publication. Future Quarterly changes for ZTL 7230.2Q, which are submitted by each Office of Primary Interest (OPI), will be noted here.

1-1-6. SUBMISSION CUTOFF AND EFFECTIVE DATES

Each OPI will be notified when to submit future changes to the ZTL-10 Group. All notices pertaining to the subject order must be collocated with the order until incorporated as a change to the document. This order will be published annually on January 1, and changed quarterly on April 1, July 1, and October 1.

Section 2. Order Use

1-2-1. ABBREVIATIONS

As used in this order, the following abbreviations have the meanings indicated: (See TBL 1-2-1.)

TBL 1-2-1

ABBREVIATIONS

ADSB	Automatic Dependent Surveillance Broadcast
AFSS	Automated Flight Service Station
AFRCC	Air Force Rescue and Coordination Center
AID	Aircraft Identification
AIRMET	Airmen's Meteorological Information
AIT	Automated Information Transfer
ALNOT	Alert Notice
APPR	Automated Procedural Problem Report
APREQ	Approval Request
AR	Air Refueling Route
ARTCC	Air Route Traffic Control Center
ART	ATO Resource Tool
ATC	Air Traffic Control
ATCS	Air Traffic Control Specialist
ATCAA	ATC assigned airspace
ATCSCC	Air Traffic Control Systems Command Center
ATCT	Airport Traffic Control Tower
ATL	Atlanta-Hartsfield Airport
ATM	Air Traffic Manager

ATO	Air Traffic Organization
ATSW	Air Traffic Specialist Workstation
BSE	Biennial Skills Evaluations
BUE	Bargaining Unit Employee
BUEC	Backup emergency communication
CAP	Corrective Action Plan
CBA	Collective Bargaining Agreement
CEDAR	Comprehensive Electronic Data Analysis and Reporting Tool
CER	Covered Event Review
CIC	Controller In Charge
CID	Computer identification
C-ROC	Cornerstone Regional Operations Center
CPCIT	Certified Professional Controller In Training
CV	Compliance Verification
CWA	Center Weather Advisory
CWSU	Central Weather Service Unit
EBUS	Enroute Backup System
EDST	Enroute Decision Support Tool
EOPD	En Route Offline Problem Determination
EOR	Electronic Occurrence Report
ERAM	En Route Automation Modernization
ERIDS	En Route Information Display System
ESC	Eastern Service Center
FDB	Full Data Block
FDCS	Flight Data Communication Specialist
FSS	Flight Service Station
FTS	Federal Telecommunications System

G/G	Ground to ground
GENOT	General notice
HIWAS	Hazardous inflight weather advisory service
IAFDOF	Inappropriate Altitude for direction of flight
IAW	In Accordance With
ICAO	International Civil Aviation Organization
ICV	Internal Compliance Verification
IFR	Instrument Flight Rules
IR	IFR military training route
LDB	Limited Data Block
LSC	Local Safety Council
MDM	Main Display Monitor
MOA	Military Operations Area
MOS	Military Operations Specialist
MOR	Mandatory Operational Report
NAS	National Airspace System
NATCA	National Air Traffic Controllers Association
NEXRAD	Next Generation Radar
NNCC	National Network Control Center
NOTAM	Notice to Airmen
NTAP	National Track Analysis Program
NWS	National Weather Service
OJF	On the Job Familiarization
OJT	On-the-job Training
OJTD	On the-job Documentation
OJTI	On-The-Job Training Instructor
OPI	Office of Primary Interest

OM	Operations Manager
OS	Operations Supervisor
OSA	Operational Skills Assessment
OSIC	Operations Supervisor in Charge*
PIREP	Pilot Weather Report
QAR	Quality Assurance Review
QCC	Quality Control Checks
QAG	Quality Assurance Group
QCG	Quality Control Group
RAE	Risk Analysis Events
SAA	Special Activity Airspace
SET	Skill Enhancement Training
SIA	Status Information Area
SIF	Special Interest Flights
SIGMET	Significant Meteorological Information
SOC	Service Operation Center Position
SSC	System Support Center
SSR	Systems Service Review
STMC	Supervisory Traffic Management Coordinator Position*
SYSIR	Systemic Issue Review
TA	Training Administrator
TEAM	Training Enterprise Application and Management
TFR	Temporary flight restriction
TMC	Traffic Management Coordinator
TMI	Traffic Management Initiative
TMR	Traffic Management Review
TMU	Traffic Management Unit

UCR	Unsatisfactory Condition Report
UUA	Urgent Pilot Weather Report
VFR	Visual Flight Rules
VR	VFR military training route
VSCS	Voice Switching and Control System
VTABS	VSCS Training and Backup Switch
VTs	Voice Telecommunication System
WARP	Weather and Radar Processor
WC	Weather Coordinator
WCLC	Watch Check List Completed
WD	Watch Desk Position*
XO	Executive Officer
ZDC	Washington ARTC Center
ZHU	Houston ARTC Center
ZID	Indianapolis ARTC Center
ZJX	Jacksonville ARTC Center
ZME	Memphis ARTC Center
ZTL	Atlanta ARTC Center
ZWB	ZTL Weather Bulletin

***Refers to the position of assignment, not the title of the person staffing the position.**

CHAPTER 2. EQUIPMENT AND AUTOMATION

Section 1. Air Traffic Specialist Workstation (ATSW)

2-1-1. RESPONSIBILITIES CONCERNING EQUIPMENT AND AUTOMATION.

a. All control room personnel have the following responsibilities concerning ZTL equipment and automation.

1. Know the operational capabilities, limitations and setup procedures of the equipment located at the control position, including, but not limited to the Enroute Automation Modernization (ERAM) console, ERIDs, and all communications equipment.

2. Be familiar with the operational status of En Route Decision Support Tool (EDST) and Automated Radar Terminal Systems (ARTS) equipped facilities associated with each control sector.

3. Be capable of transmitting all valid message types from the operational position during automated operations.

4. Report any identified anomaly to the Operations Supervisor In Charge (OSIC) or Watch Desk (WD).

b. The Airspace and Procedures Office Manager (ZTL-530) acts on behalf of the facility manager on all matters concerning automation within ZTL. ZTL-530 provides the automation manager all information required to incorporate local airspace requirements into the NAS program in a timely manner.

c. The Training Program Manager (ZTL520) provides training for control room personnel in the use of the automation equipment.

2-1-2. COMPUTER MESSAGE INPUTS

Personnel entering messages into the operational Enroute Automation Modernization (ERAM) computer system are responsible for the validity of the data entered. Personnel must ensure that the message type is correct for the data being entered and that the data is entered in the proper format. Personnel utilizing the operational ERAM computer system need to be keenly aware of the importance of preserving and maintaining the integrity of the tracking and flight plan databases used by these computers. Safety related functions (i.e., conflict alert, E-MSAW, Mode C Intruder, are totally dependent on tracking and flight plan data for prediction purposes. Personnel who are unsure of proper message types, formats, or the results of messages entered should seek assistance prior to making computer entries.

a. The flight plan database must always reflect the status of the aircraft unless otherwise specified by facility directive.

b. Report suspected computer problems or incorrect computer message entries (which cannot be resolved by the entering position) to the OSIC or WD.

2-1-3. RADAR CONSOLE SETUP

The user must set up the ERAM console in accordance with the standard listed in Appendix 22. Because of the flexibility of the ERAM program, the optional adjustments may be made to certain controls to meet current and changing situations.

a. Altitude limits, displayed on the Main Display Monitor (MDM), must include as a minimum the altitude stratum of the sector plus, 1200 feet above the highest and below the lowest altitude or flight level of the sector when all airspace is at or below FL290, or 2200 feet when sector contains airspace above FL290. The Mode “C” intruder logic was specifically designed as a safety feature to alert the controller that an unexpected aircraft has entered their sector’s airspace.

Examples: Ultra Low Sectors – 000B112 (1200 ft. above), Low Sectors – 098B242 (1200 ft. below and 1200 ft. above), High Sectors – 228B362 (1200 ft. below and 2200 ft. above), Ultra Sectors – 328B999 (2200 ft. below)

b. All sectors that work airspace up to and including FL230 must enable the NON ADS-B button under the DB Fields button of the toolbar. This will display an A on the target symbol to denote a NON ADS-B aircraft on the scope. Additionally at the controllers option the ADS-B button may be displayed on the EDST.

c. All sectors that work airspace outside Class A airspace must enter beacon codes 1200, 1202, 1255, 1277, and 4000 in the sector’s Code Select List (CSL).

d. Display altimeter stations required for your sector.

e. Enter any sector/facility to which you desire to inhibit automatic handoffs.

f. When initially opening or closing a sector, ensure that the appropriate frequencies are turned on in the Voice Switching and Control System (VSCS) and the “call forward” has been disabled.

g. Controllers must ensure that, as a minimum, Weather and Radar Processor (WARP) NEXRAD levels 1, 2, and 3 are selected at all active ERAM positions.

1. WARP NEXRAD settings within Atlanta ARTC Center:

Sector Altitudes	Required WARP Altitude Filter Key Setting	Optional WARP Altitude Filter Key Setting
Any altitude from surface up to FL230	000-240	000-600
Between FL240 through FL340	200-600	000-600
FL350 or higher	300-600	000-600, 200-600
Any altitude from surface to FL350 or higher	000-600	None

2. When advised of NEXRAD outages affecting a particular sector/area, controllers must ensure that the WX1 and WX3 keys are selected.

3. The brightness of the NX and/or WX display(s) must be set to level that is viewable by all members of the sector team and the OSIC.

2-1-4. USER PREFERENCE SETS

a. Changes to existing or establishing new User Profiles must be accomplished utilizing the Watch Desk ERAM Console (Sector 60). The WD must:

1. Ask the Service Operation Center Position (SOC) to enable security for Sector 60 only.

2. LOGIN (not Sign In) at the Sector 60 Workstation or R-side with user profile name:

LI (user profile name [usually operating initials]) <enter>

3. Enter your “strong” password. Ex: RADAR+001 <enter>

If the system asks you to reset password, re-enter the LI command with user profile name (as in step 1). When asked again for a password, type in old password followed by a slant then a new password, another slant, and the new password again. Ex:
RADAR+001/RADAR+002/RADAR+002 <enter>

Asterisks will appear as you enter the passwords. In the example above, the new “strong” password is RADAR+002, and the simple password (used to save/delete preference sets) is RADAR.

4. After login, a security message will be shown. This completes ERAM log-in. Deletions, additions, or changes to the preference settings may now be made using the following guide:

NOTE: __ indicates operating initials. The generic password is RADAR.

(a) ADD A NEW USER: UP A __ R enter, and then enter the user's password.

(b) DELETE AN EXISTING USER: UP D __ enter.

(c) CHANGE AN EXISTING PASSWORD: UP P __ enter, and then enter the new password.

5. After entries are complete, log out of the ERAM system by typing LO (user profile name) <enter>.

6. Advise the SOC to disable security on Sector 60.

b. Changes to preference settings can be made from any ERAM console, and do not require logging into the ERAM system. This includes password changes.

1. If you are logging into the ERAM console initially with the generic password of “RADAR”, it is highly recommended that the controller then create a personal “strong” password that can be easily remembered. A recommended “strong” password consists of operating initials and the last 4 digits of their social security number. Ex: AB1234

2. To invoke an existing preference set: UI __ enter.

3. To save the current settings on the ERAM console for that user: US __ enter, and then enter the user's password.

Section 2. EnRoute Automation Modernization (ERAM)/ EnRoute Decision Support Tool (EDST)

2-2-1. ERAM/EDST PROCEDURES.

The following ERAM Procedures are common to all control sectors/areas of ZTL:

a. Operate on Active Channel unless operational necessity dictates operating on the Backup Channel. Return to Active Channel as quickly as possible.

b. Acknowledge status and outage messages(s). When the RA-Position is combined at the R-Position, these messages must be acknowledged on both positions.

c. All OSIC's and the WD must follow the appropriate outage procedures as specified in facility 811 training.

d. Controllers must use the ERAM Controller Immediate Action Outage quick reference card when responding the following outages:

1. Position display application failure – Large red X or BARCO logo on scope.

2. Not Receiving RADAR Data Banner – Outage button turns yellow and the banner is across the middle of the scope.

3. Flight data down – Outage button turns red.

4. Conflict Alert (CA) down and/or Mode C Intruder (MCI) down and/or E-MSAW (EM) down - Status button turns yellow. CA Down and/or MCI Down and/or EM Down appear in Status View. For CA Down, Conflict Alert View Header coded yellow.

2-2-2. EDST ENTRIES.

a. Controllers must complete EDST entries in the following manner:

1. The EDST aircraft list must be the primary source of flight plan information, and the primary display at the sector. At sectors where automated coordination with an external facility is not available, or when EDST is unusable, the sector team must maintain flight progress strips in accordance with (IAW) Federal Aviation Administration Order (FAAO) 7110.65, Air Traffic Control, and this order.

2. Route Action Notification (RAN) may include embedded route text (preferential routing), ATC preferred routes, and route processing errors (XXX or?). The first sector, which displays Embedded Route Text (ERT) coding, must clear the aircraft via the ERT routing and acknowledge the issuance in EDST. The requirement to issue ERT routings may be suspended on midnight shift operations depending on specific airport requirements. All ERTs must be acknowledged or amended prior to the aircraft departing ZTL airspace. Because of national adaptation, a controller may see XXX or ??? In routes of flight that are well downstream of ZTL airspace. XXX in routes need to be corrected only up to the first fix outside your airspace.

3. Each ZTL sector is authorized to select Drop Track Delete under conditions where Drop Track is not executed until the flight has exited the center or when retention of the flight plan in the Aircraft List is not required for identification purposes. A 'Keep' action can be used for individual flight exceptions.

4. Controllers must display the hold view on the MDM anytime aircraft are in holding.

5. Controllers must complete position relief briefings with the Outage and Status Views displayed and all sub lists expanded to ensure all outages are briefed. When the Radar Associate (RA/D-Side) is combined on the Radar (R) position, views on both positions must be displayed to ensure a complete briefing.

6. Temporary macros (macros not saved to a preference set) must be identified in the position relief briefing.

7. Preference sets should be named to reflect the sector so that any operational personnel can look at a preference set list and invoke the desired sector.

8. When a channel promotion takes place:

(a) Controllers working an active sector must switch to the applicable channel (A or B).

(b) The OSIC must switch all inactive sectors and ATSW's to the applicable channel (A or B).

9. Controllers must coordinate with the affected facility prior to asserting track control (i.e. /OK).

10. Alphanumeric characters in the point-out column, which are displayed in yellow, indicate a data block has been forced to the designated sector. The indicator must not be changed until coordination is complete. Changing these characters to white must indicate that the point-out has been approved by the designated sector.

11. Although the Inappropriate Altitude for Direction of Flight (IAFDOF) Automatic Mode is preferred, the IAFDOF Manual Mode may be utilized at any sector. The use of the IAFDOF Manual Mode must be coordinated with all sector team members.

12. When Atlanta-Hartsfield Airport (ATL) changes to and from an east/west operation, changes also occur to the airspace within ZTL and the controller pref sets are impacted. To ensure the sector airspace maps and pref sets are synchronized with the current direction of operation at ATL, controllers that are impacted by a direction change at ATL must:

(a) Invoke the correct pref set for the current direction of landing when the directional banner changes.

(b) Ensure the correct map is in use when acknowledging the map mismatch banner.

13. A report will be printed on the WD ERAM Support Local Area Network (LAN) printer at 0800 and 2000 local time. The report will detail all flight plans that are stuck in ERAM. Personnel working the WD position when the report is generated must take appropriate action to resolve the issue(s) defined in the report.

14. Stuck flight plans can cause a degradation of ERAM processing. If this degradation occurs, the OM must run a stuck flight plan report to determine whether any flights may be having an impact on the system. To run a report, log onto the offline system, click on “View Stuck Flights”, and then type, “P” and “ENTER”. The report will be generated on the WD printer. The report will display flight plans that have been stuck for at least an hour. The WD must take appropriate action to resolve the issue(s) defined in the report.

15. Military Special Activity Airspace (SAA) Flights:

(a) Flights remaining under ZTL radar control while operating within Special Activity Areas will become a FREE track after passing the delay fix. When the flight recovers, ensure that the tracking mode is returned to FLAT track by updating the flight plan from the "R" or "D" position.

(b) If the flight is under other than En Route Center radar within SAA, ZTL controllers may drop the track after handoff to Air Defense Command (ADC), or radar service termination, as appropriate. When the flight recovers, or is handed off by ADC, start a track and update the flight plan, as appropriate, to ensure FLAT track.

16. Whenever the WD ERAM ATSW indicates there is a Repetitive Application Error (poison pill) flight plan, the WD must

- (a) Record the flight plan data.
- (b) Remove strips on the flight plan.
- (c) Re-enter the flight plan without the elements that created the poison pill.

b. Sector map names:

AREA 1	
42	HIGH
43	HIGH
44	LOW
45	LOW
46	LOW
47	LOW
48	ULOW

AREA 3	
15	UHIGH
16	LOW1E OR LOW1W
17	ULOW
18	ULOW
49	LOW1E OR LOW1W
50	HIGHE OR HIGHW

AREA 2	
28	UHIGH
29	LOW
30	LOW
31	LOW
32	HIGHE OR HIGHW
33	HIGH
34	HIGH

AREA 4	
19	LOW1E OR LOW1W
20	HIGHE OR HIGHW
21	LOW1E OR LOW1W
22	HIGHE OR HIGHW
23	UHIGH
24	LOW
27	UHIGH

AREA 5	
8	UHIGH
9	LOW1E OR LOW1W
10	HIGHE OR HIGHW
11	HIGH
12	LOW
13	LOW
14	LOW

AREA 6	
1	ULOW
2	UHIGH
3	HIGHE OR HIGHW
4	LOW2E OR LOW2W
5	LOW2E OR LOW2W
6	HIGHE OR HIGHW

AREA 7	
36	UHIGH
37	HIGHE OR HIGHW
38	LOW1E OR LOW1W
39	HIGHE OR HIGHW
40	UHIGH
41	LOW

2-2-3. LOGIC CHECK OVERRIDE (/OK)

Use /OK to override sector eligibility only when one of the following conditions is met:

- a. Prior coordination is affected.
- b. The flight is within the control jurisdiction of the sector.

NOTE: Be aware that by entering the wrong aircraft identification (AID) or computer generated identification (CID) in conjunction with the use of /OK, erroneous updates may be sent, the full data block (FDB) may show incorrect information, or the flight plan may be removed from the database.

2-2-4. AIRSPACE CONFIGURATION ELEMENTS

a. The Traffic Management Unit (TMU) must have the primary responsibility to turn on/off restrictions for Atlanta and Charlotte airports and special events (e.g. Masters, Talladega Race, etc.). Controllers may change the status of sector specific Adapted Altitude and Speed Restrictions after coordination with all sector team members and the OSIC.

b. TMU must have the primary responsibility to update the status of Restricted Areas and advise the affected areas.

c. The controlling sector must have the primary responsibility to update the status of Military Operation Areas, Air Traffic Control Alert Areas, and air refueling tracks on a real-time basis. (See Appendix 48, EDST Responsibility for Activation/Deactivation of Special Activity Airspace (SAA), for a listing of the primary and secondary sectors).

d. Airport Stream Filters may be utilized at any sector at which they are adapted. The use of the Airport Stream Filters must be coordinated with all sector team members.

2-2-5. EXCEPTIONS TO COMPUTER ENTRIES OF ASSIGNED ALTITUDE

FAAO 7210.3 authorizes ARTCC Facility Managers to amend the requirements for the use of computer entered interim altitudes where sector conditions warrant and an operational advantage would be gained.

a. The following sectors are exempt from the computer entry of interim altitudes for Atlanta Terminal Area departures with Mode C readout, requesting FL240 and above. The controller must update the interim altitude to reflect the actual assigned altitude of the aircraft in order to prevent conflict alert from activating or if the aircraft is non-mode C.

1. North Departure when initiating handoff to Crossville or Burne Sectors.
2. East Departure when initiating handoff to Spartanburg or Dublin Sectors.
3. South Departure when initiating handoff to Macon Sector.
4. West Departure when initiating handoff to Gadsden Sector.
5. Gadsden Sector when initiating handoff to Gunter Sector.
6. Macon Sector when initiating handoff to Hampton Sector.

b. The following sectors have been identified by facility management to have temporary altitudes automatically generated into the datablock for automation or controller purposes.

1. Sector 30, 31, Aircraft departing KCLT

NOTE: Except for the above-identified situations, the provisions of FAAO 7110.65, par. 5-14-3, requiring the data block to reflect the status of the aircraft must be complied with.

2-2-6. POSITION REPLAY

To request a replay of a control position, submit the request utilizing Appendix 53, ZTL Form 7230-67, and ZTL Transfer Position Recording File Request Form. Position replays are to be used to evaluate specific situations and not for reviewing general air traffic procedures. Requests should be submitted through ZTL-505, ZTL-530, TMU and the ERAM Team.

2-2-7. ERAM ELECTRONIC CHECKLIST CHANGE REQUEST PROCEDURES

- a.** ERAM Electronic Checklist Change Request (Appendix 30) must be submitted with the appropriate Electronic Checklist Change Request. This form may be originated by any employee and must be submitted to the employee's immediate supervisor. After coordination with the second level supervisor and appropriate employee groups, the form must be submitted to the ZTL 530 Office.
- b.** The Checklist Tab Name, the Line Number and Description of the Change(s) for each line to be changed should be noted on the form. A copy of the current Electronic Checklist can be found at N:\Public Directory\ERAM Electronic Checklist\Master Electronic Checklist.
- c.** The WD must ensure that all appropriate personnel and employee groups have approved the request prior to forwarding to the ZTL 530 Office.
- d.** Coordination with Operations Managers/Supervisors or appropriate employee groups must be recorded in the approvals area by affixing signatures.
- e.** Upon receipt by the ZTL 530 Office, an initial analysis/review of the request must be conducted. The analysis review must determine the action to be taken.
- f.** If the requested change can be implemented an AIMS ticket will be opened for the requested change. If the requested change cannot be implemented, the request must be returned to the Operations Manager with an explanation as to why not.
- g.** The changes will be brought on-line with the next available ERAM system update.

Section 3. En Route Information Display System (ERIDS)

2-3-1. ERIDS DESCRIPTION

- a.** ERIDS is the primary source of the following information at the sector:
 - 1.** Sector Binder Information
 - 2.** Notices to Air Missions (NOTAMs)
 - 3.** National Directives
 - 4.** Civil and DOD Flight Information Publications
 - 5.** Local Directives and other Air Traffic information, as identified by ZTL-530.

b. The primary backup for ERIDS information is on the administrative LAN. A hyperlink index of all information normally available through ERIDS is available in the file N:\Public Directory\ERIDS.

2-3-2. ERIDS PROBLEMS

a. Procedures for outages of the ERIDS NOTAM Distribution System are contained in para. 3-5-2.

b. Unscheduled outages of ERIDS must be reported to the SOC through the OSIC, Supervisor TMU Coordinator (STMC) or WD as appropriate.

c. Problems and inconsistencies with ERIDS information or presentation should be recorded on Form ZTL 7210-44, Automated Procedural Problem Report (APPR) {Appendix 29} and forwarded to ZTL-530.

Section 4. Communications Equipment

2-4-1. EMERGENCY FREQUENCY MONITORING

a. The following sectors must monitor the frequencies listed below and serve as the primary controller sectors:

SECTOR	FREQUENCIES	SITE
R14	243.0	Pine Level, AL
R24	121.5/243.0	Hampton, GA
R45	121.5/243.0	Sugarloaf, NC

b. Other sectors, which have emergency frequencies, may still use them when a requirement for immediate use exists. Coordination with the primary controlling sectors must be accomplished as soon as practical. The usable range of our guard frequencies is limited and we are not expected to cover the entire ZTL area. Areas outside of our coverage are monitored by various Air Traffic Control Towers.

c. As a minimum, the primary controlling sector must conduct a two-way radio check as stated below on these frequencies during low activity periods:

- 1.** Each Tuesday
- 2.** Following equipment repairs
- 3.** Following the monthly SSC maintenance check.

d. Operations Supervisors must ensure that these checks are performed and logged on FAA Form 7230-4, Daily Record of Facility Operation. Additionally, OSIC must notify WD when check is completed. WD will log on FAA Form 7230-4.

2-4-2. OTHER FREQUENCY MONITORING

a. All frequencies allocated to the facility must be continuously monitored.

b. All sector discrete frequencies must follow the assigned sector during times of combining and decombining. For sectors that underlie or overlay multiple sectors, frequency-monitoring requirements must be defined in the sector chapters.

c. When a frequency is released to another area the receiving area assumes the responsibility for monitoring the frequency.

d. The following sectors must monitor the military and workload frequencies listed below and serve as the primary controlling sector:

<u>SECTOR</u>	<u>FREQUENCIES</u>	<u>SITE</u>
04	135.0/317.7	ATL-A
10	134.6/292.2	MGM
19	127.125/363.25	ZTL
38	127.05/282.35	QRP
41	132.675/279.5	HCH
15	123.725/327.0	QMN
48	124.25	HKY RCAG

<u>SECTOR</u>	<u>FREQUENCIES</u>	<u>SITE</u>
13	343.72	QRN
13	335.6	MGM
14	252.9	QRN
23	263.075	MCN

2-4-3. VSCS OPERATING PROCEDURES

The following procedures must be utilized during VSCS operations:

a. Requests for new maps must be submitted IAW procedures outlined in VSCS Map Change Request Procedures (par 2-5-5).

b. Normal communication outage procedures must be followed; i.e., ZTL SOC Supervisor. Supervisors and controllers must not use the FAIL TEST procedure to log communication outages. The FAIL TEST procedure must not be used to log or report problems/outages of physical VSCS equipment, i.e., VSCS Display Modules foot switch, etc.

c. Security.

1. Authorized Air Traffic VSCS users must be assigned a login profile consisting of a user name, password, and appropriate class marks. This login profile must be requested through the Plans and Programs Support Office (ZTL-510). User names and passwords must be personally unique.

2. Each supervisor/manager must be class marked so as to be able to utilize his/her login when conducting any assigned control room duties.

3. Each user, with the exception of the Database Manager (DEO), must be assigned one, and only one, unique login. Each individual must use his/her individual login when accessing VSCS. Each individual must be responsible for maintaining security of their user name and password and must report any suspected compromise of that integrity to the ZTL-510 Office and receive another login.

d. Temporary Modifications.

1. A relieving supervisor must be briefed on the current VSCS configuration, map in use, temporary/logical-to-physical modifications, etc., by the relieved supervisor.

2. Temporary modifications that need to become permanent changes must be submitted to the ZTL-510 Office following the procedures outlined in VSCS Map Change Request Procedures (par 2-5-5). Temporary modifications that need to be repeated on a regular basis should be added to the VSCS database.

3. Temporary modifications must not be used for moving circuits or radio frequencies to accommodate individual personal preferences.

e. Reconfigurations/Sector Combining/Call Forwarding.

1. Reconfigurations need not be logged on the Daily Record of Facility Operations Form (FAA Form 7230-4).

2. Database Alternate and Database Copy will be performed by the Air Traffic DEO or the WD.

3. When not in use, the tracker position must be call forwarded to the D-side. The D-side, when not in use, must be call forwarded to the R-side.

4. When a sector is combined, without a reconfiguration, the transferring sector will call forward the R-side to the receiving sector D-side and deselect the frequency receivers.

5. When an OSIC performs a reconfiguration, that supervisor must ensure that all positions that are affected are call forwarded correctly and receivers are deselected, as appropriate.

6. When conducting position relief complete the following:

(a) When being relieved, the relieved supervisor must log off the VSCS workstation and the relieving supervisor must, if appropriate, log on. At the end of each evening shift, the departing supervisor must forward all calls to the WD position and log off the VSCS workstation.

(b) The controller being relieved should identify any problems or unusual conditions associated with VSCS.

2-4-4. VSCS TRAINING AND BACKUP SWITCH (VTABS)

a. General.

1. VTABS will support fifty (50) positions. Forty eight (48) are located in the control room, one at the SOC and one at the maintainer's workstation. The VTABS PEM's are located at the data positions and utilize the same peripheral equipment (i.e., VDM's, speakers, VIK, etc.) as the VSCS. A sector cannot be transitioned to VTABS independently. It requires all VTABS positions to be transitioned simultaneously via a Bulk Transfer Switch located at the SOC desk.

2. There are four workstations provided with VTABS. They are located at the DEO Office, WD desk, SOC desk and the Maintainer workstation. Any modifications (i.e. temporary modifications) to a sector map must be done from one of these workstations.

3. VTABS configuration mapping should be defined to include all available resources for the area at each position. The VTABS maps should be updated whenever there are changes to the VSCS configuration maps. Any requests for changes to the VTABS maps must be submitted in accordance with procedures outlined in VSCS/VTABS Map Change Request Procedures (par. 2-4-5).

b. Normal communication outage procedures must be followed; i.e., OSIC notifies the SOC. Supervisors and controllers must not use the FAIL TEST procedure to log communication outages. The FAIL TEST procedure must not be used to log or report problems/outages of physical VTABS equipment, i.e., VDM's, foot switches, etc.

c. Security.

1. Authorized Air Traffic VTABS users must be assigned a logic profile consisting of a user name, password, and appropriate class marks. This login profile must be requested through the ZTL-510 Office. User names and passwords must be personally unique.

2. Each supervisor/manager must utilize his/her login when conducting any assigned control room duties.

3. Each user, with the exception of the DEO, must be assigned one, and only one, unique login. Each individual must use his/her individual login when accessing VTABS. Each individual must be responsible for maintaining security of their user name and password and must report any suspected compromise of that integrity to the ZTL-510 Office and receive another login.

d. Equipment Verification. The monthly VTABS preventative maintenance (PM) must be performed on the midnight shift. The date and time will be coordinated through the SOC. The SOC will confirm the transition with the WD prior to transition. During the PM, the control room must operate utilizing VTABS as the primary communications system for a minimum of one hour.

Note: Verify all sectors are using main or standby transmitters/receivers instead of BUEC transmitters/receivers. If unable to transition to main/standby transmitters/receivers advise Tech Ops that we will be unable to transition to VTABS. This is because VTABS does not support the use of BUECs.

e. Transition.

1. In the event a problem occurs with VSCS, the controller must notify the supervisor and exhaust all resources through VSCS (i.e., main/standby, backup emergency communication (BUEC), reconfigurations, etc.) to resolve the problem. The supervisor must notify the WD of the situation.

2. The WD must coordinate with the SOC to determine if a transition to VTABS is necessary. When a determination is made to transition to VTABS, the WD must notify the TMU, Flight Data, and the other supervisors of the transition time.

3. After transition to VTABS, a pink banner will be displayed at all D-position VDMs. The message "VTABS PEM now operational" will not time out after 30 seconds like other system messages. This message must be acknowledged by the CPC, and until acknowledged, will prevent any other message from being received at that position.

4. Once operational on VTABS, only the D-side will have communication capability. Therefore, if the sector requires two controllers, it will be necessary to operate the position in the Split Mode configuration.

(a) To enable Split Mode, you must have a headset/handset plugged into each Dual Jack Module (DJM). Once both DJMs have a headset/handset plugged in, Split Mode may be enabled from the Utility Screen or by entering *7 on the VIK.

(b) Once Split Mode is enabled, the DJM located adjacent to the R-side will have control of the air-to-ground (A/G) frequencies only. The DJM furthest away from the R-side will have control of the ground-to-ground (G/G) only.

5. The controllers must ensure the VTABS maps are configured correctly. That includes setting up the correct call forward, selecting the appropriate A/G frequencies and ensuring the appropriate G/G type 9 holler lines are enabled.

6. Because VTABS saves the last configuration settings the WD must advise the supervisors and STMC to ensure that the Call Forwarding is off prior to transitioning back to VSCS.

f. Transition to VTABS Check List

1. Plug into the D-side DJM(s)
2. If two controllers are required, enable Split Mode.
3. Verify the correct map settings are selected. If a frequency is on backup emergency communication (BUEC) on VSCS, BUEC will need to be enabled on VTABS. If there are temporary modifications to the VSCS maps, they will need to be added to the VTABS maps from one of the workstations.
4. Supervisors report the status of their area to the WD.

g. Transition Back to VSCS Checklist

1. Disable call forward prior to transitioning.
2. R-side controller must unplug from the D-side DJM and plug into the R-side DJM. Split Mode will be automatically disabled when both DJMs at the D-side no longer have a headset/handset plugged into them.
3. Verify the correct VSCS map settings are selected. If a frequency is on BUEC on VTABS, BUEC will need to be enabled on VSCS. If there are temporary modifications to the VTABS maps, they will need to be added to the VSCS maps from the supervisor's workstation.

2-4-5. VSCS MAP CHANGE REQUEST PROCEDURES

a. ZTL Form 7910-1, VSCS Map Change Request (Appendix 12) must be submitted with the appropriate Map Change Request(s) - ZTL Form 7910-2, VSCS Map Change Request A/G (Appendix 13) and/or ZTL Form 7910-3, VSCS Map Change Request G/G (Appendix 14). These forms may be originated by any employee and must be submitted to the employee's immediate supervisor. After coordination with the second level supervisor and appropriate employee groups, the form must be submitted to the ZTL-510 Office.

b. The facility map designator, the area map designator, the sector number, and the area number should be noted on all forms.

c. The WD must ensure that all appropriate personnel and employee groups have approved the request prior to forwarding to the ZTL-510 Office.

d. Coordination with Operations Managers/Supervisors or appropriate employee groups must be recorded in the approvals area by affixing signatures.

e. Upon receipt by the ZTL-510 Office, an initial analysis/review of the request must be conducted. The analysis review must determine the action to be taken.

f. If the requested change will not violate system restraints or VSCS operational limitations, it will be entered into the database. If the requested change cannot be implemented, the request must be returned to the Operations Manager.

g. The changes will be brought on-line with the next data base update.

Section 5. Care and Maintenance of Operational Equipment

2-5-1. CARE OF OPERATIONAL EQUIPMENT

All personnel have the responsibility to ensure that operational equipment is not damaged or degraded. For the purposes of this paragraph “operational equipment” is defined as ERAM consoles, supervisor workstations, and controller chairs. In addition to the specific requirements found in paragraph b below regarding drinks in the control room, sector equipment must not be abused in any physical manner. This would include placing ones feet or sitting on the equipment or using the equipment in a manner for which it was not intended. Any equipment malfunctions or problems must be reported to the STMC/OSIC/WD. Other than authorized Atlanta Center Facility Office personnel, no one must make repairs or replacements to sector equipment.

2-5-2. DRINKS IN THE CONTROL ROOM

a. Drinks, in spill-proof containers only, will be permitted in the control room. Screw-on-tops are permitted as long as the top can be tightly secured.

b. Containers must be in good repair.

c. Due to the potential damage to sensitive components, only plastic bottles with the screw-on tops secured may be placed on sector equipment. These bottles may have no straws or openings through the top. If an individual chooses to exercise this privilege and place their bottle on sector equipment, it is the individual’s responsibility to ensure that no liquid damages any sector equipment. If any sector equipment needs to be repaired or replaced due to damage from liquid, the first offense is a suspension of the privilege for 3 months and possible disciplinary action in accordance with HRPm ER-4.1, Standards of Conduct. The second offense would invoke a 12-month suspension of the privilege and additional disciplinary action in accordance with HRPm ER-4.1, Standards of Conduct.

d. Anyone with a container that, in the judgment of the WD, does not meet the criteria above will be directed to remove the container from the control room.

2-5-3. FOOD IN THE CONTROL ROOM.

a. An area may be allowed to have an “area celebration” when special events occur. That area would be allowed to bring food in the area.

b. The WD will make the determination for an “area celebration”. The WD will also determine the period of time in which the celebration will occur. The WD will be responsible for informing the Operations Supervisor of any such celebration. On a case-by-case basis, the WD may make the determination to have food in the control room on a given shift if circumstances warrant.

c. Food and drinks are authorized in the control room on the midnight shifts in accordance with paragraph b above. During the transition to the ERAM control room, two tables were purchased for each area to be used for placing food and drinks. These tables should be used in lieu of placing food and drinks on the operational equipment.

Section 6. Outages/Problem Reporting

There are two types of radar problem reporting. One concerns radar coverage/outage issues (hardware) and the other concerns automation issues (software).

2-6-1. RADAR COVERAGE/OUTAGE PROBLEM REPORTING

Proper identification of radar problems is somewhat complex and require that specific information be supplied at the time the malfunction is first noted. This information will provide SSC and Automation personnel the necessary data to determine system performance and reliability. The following procedures must apply:

a. Control personnel, upon observing a radar malfunction, must:

1. Report the problem to the OSIC.

2. Provide information as required by the Radar Trouble Report, ZTL SSC Form 7210-32 (Appendix 15).

b. The OSIC must:

1. Report the radar problem to the SOC and log on FAA Form 7230-4.

2. Complete ZTL SSC Form 7210- 32 and route form to the SOC.

c. The SOC must:

1. Advise the OSIC of action taken and results of same.
2. If unable to resolve the problem, route the information to the Manager for Technical Support (MTS).

Results derived from the analysis will be coordinated with the ZTL-510 Office, who will advise the Operations Manager/Operations Supervisor (OM/OS) of resolution or assignment to a work group.

2-6-2. AUTOMATION AND PROCEDURAL PROBLEM REPORTING.

The Automated Procedural Problem Report (APPR), ZTL Form 7210-44, is used to report all automation and procedural issues. Blank APPR forms are available from the WD. A sample APPR form, as completed by the originator, is attached as Appendix 29. Corrections of ERAM automation deficiencies and other changes to the local adaptation database must be made through the Airspace and Procedures office via the automated AIMS program.

a. REPORT ORIGINATOR:

1. Fill in all applicable items on the APPR form, describing the problem as thoroughly as possible.

2. Forward the APPR to the OSIC

b. OSIC:

1. Review the APPR for completeness.
2. Provide additional information or other comments if appropriate.
3. Forward the APPR to the Airspace and Procedures Office (ZTL-530).

c. Airspace and Procedures Office (ZTL-530):

1. Review the APPR for completeness.
2. Investigate issue to determine resolution, or forward to the appropriate office.
3. When appropriate, enter an AIMS ticket at aims.faa.gov.

4. When the APPR has been closed, notify the originator and the OSIC of the response.

All requests for automation changes must be made through the ZTL-530 office via the AIMS with the exception of TBFM entries made by the TMU.

2-6-3. PLANNED AND UNPLANNED EQUIPMENT OUTAGES

a. The STMC/WD and SOC must:

1. Coordinate for the status and planned equipment outages at the beginning of each shift.
2. Follow-up after a reasonable period to ensure that reported outages or malfunctions have been or are in the process of being corrected.
3. Coordinate/advise all affected facilities prior to releasing any landline circuit. The WD must advise the SOC when circuit can be released for repair and advise the OSIC of action taken.
4. Review FAA Form 7230-4 from each area on the midnight shift for accuracy and completeness. The SOC must review each entry accompanied by an E and place his/her initials opposite the entry with the letters SOC to differentiate those initials from those of the supervisor. The SOC must enter any pertinent remarks at the bottom of the form and initial and date. The WD must initial in the "Checked By" section to indicate review.

b. The OSIC must:

1. Ascertain the operational status of all equipment in his/her area at the beginning of the shift.
2. Assess any reported outage so that a complete report may be made to the WD and/or the SOC.
3. Provide the controllers with standby equipment if available and establish alternate procedures.
4. Report all equipment outages, malfunctions, or substandard performances to the WD and/or the SOC and log as appropriate. VSCS problems requiring line release will be coordinated with the WD prior to release. The WD must be informed of malfunctions that significantly affect the operation of the sector.
5. Log the time on FAA Form 7230-4 when equipment is returned to service.
6. Review each area's FAA Form 7230-4 for unresolved problems before closing out at the end of the day. Coordinate with the SOC to verify the status of the outage.

c. The control personnel must:

1. Perform an equipment check prior to opening a sector.
2. Ascertain that equipment settings are correct prior to reporting outages, malfunctions, or substandard performances.
3. Report all outages, malfunctions, and substandard performances to the OSIC.
4. Utilize alternate equipment and/or procedures while equipment is released for maintenance.

2-6-4. NATIONAL NETWORK CONTROL CENTER (NNCC) OUTAGE PROCEDURES

National Network Control Center (NNCC) provides flight plan processing between the National Airspace System (NAS) customer and air traffic. Loss of the NNCC system can adversely impact the air traffic system on a national scale.

When NNCC is unable to provide flight plan processing due to emergency or temporary outage situations, the following procedures apply:

a. ZTL Watch Desk will act as the focal point for flight plan input strategies. During an NNCC outage, ZTL Flight Data will assume responsibility for ensuring the manual input of flight plan information, for flights originating in ZTL airspace, into the ERAM computer system for electronic dissemination to the common underlying air traffic control facilities. ZTL Flight Data will collect flight information provided by the users and distribute the information for manual input into ERAM.

b. Input of flight information into ERAM will begin in the ZTL Flight Data using available Flight Data personnel and ERAM ATSW. If the workload exceeds the capabilities of ZTL Flight Data, then the workload will be divided and distributed under the direction of the OMIC as necessary.

2-6-5. SUBMITTING AN UNFAVORABLE CONDITION REPORT (UCR)

a. The Originator must submit the UCR to their supervisor. When submitting a UCR, if possible, offer a proposed solution.

b. The Immediate Supervisor must:

1. Determine if the reported condition is covered under established guidelines in JO 1800.6. If the condition is not covered, the supervisor should assist the originator, through other means, in addressing the concern.

2. Notify their Area OM that a UCR has been received.

3. Either log the UCR into the Safety Management Information System (SMIS) or Hand carry the UCR report to the ZTL-510 Office for logging.

4. Ensure a copy of the submitted UCR record has been provided to the originator.

c. ZTL-510 must:

1. Input the UCR and the response into the SMIS. Assign the UCR to the appropriate staff office when necessary.

2. Track the progress of the UCR to ensure timely handling of the report.

3. Forward UCR's to the next higher level when control of the problem or ability to resolve the issue does not reside at a specific level.

4. Administratively close all invalid UCR's in SMIS.

5. Ensure that each UCR is objectively evaluated and acted upon within the required timeframe.

d. The Assigned Support Manager's Office must:

1. Investigate and complete a response to the UCR report.

2. Be the focal for all communications with the originator regarding updates, status, resolution and/or closure of the UCR.

3. Either input the information into SMIS or prepare a response on plain white bond paper. The response must include the UCR number, the facility name, the name and title of the supervisor, and the date of the evaluation. This supplemental response must become part of the UCR report and must be completed within 10 calendar days. If a response cannot be made within the 10 calendar days, the originator must be notified.

NOTE: Provide ZTL-510 with copies of any interim responses or additional information.

2-6-6 OPERATIONAL RISK MANAGEMENT PLAN

In accordance with JO 7210.3, 2-1-7, the Air Traffic Manager must develop and maintain guidelines to provide continuity of required services during planned and, to the degree possible, during unplanned outages. To accomplish this, a collaboration between Air Traffic Services and Technical Operations (Tech Ops) must occur utilizing an Operational Risk Management Plan (ORMP). An ORMP consists of formal documentation submitted for review and approval that includes the plan for ATC to protect continuity of service.

A. ORMP Process. The ORMP Process is outlined and detailed in FAA Order 6000.15 *General Maintenance Handbook for National Airspace System (NAS) Facilities*. Any task that has the potential for local operational consequences, as identified by Air Traffic and Tech Ops, should go through the ORMP process, including but not limited to: ERAM Services, VSCS work, power/electrical work, HVAC work, construction projects, frequency outages, FDIO outages, radar and FTI work, etc. The website for creating and documenting each ORMP is <https://ormp.faa.gov>.

1. Initiate an ORMP.
 - a. Any employee can initiate an ORMP; however, usually Tech Ops personnel will initiate an ORMP.
2. Complete Activity Information.
 - a. The Activity Information should include activity type, such as Corrective Maintenance, Preventative Maintenance, Modification, Project, or Other.
 - b. Include the activity date and time. This can be a window of time or a specific time (recorded in Zulu time).
3. Complete Plan Title.
 - a. The Plan Title should be descriptive and should convey enough information to make sense on its own.
4. Propose Meeting Date/Time for the ORMP Meeting.
5. Add Team Members.
 - a. Individuals identified in the ORMP are considered Team Members and should include Air Traffic and Tech Ops employees.
 - b. There should be an established Point of Contact (POC) for Air Traffic and Tech Ops.
6. Meet and Complete Plan Elements.
 - a. The ORMP Team Members participate in the ORMP meeting and must effectively communicate in order to maintain situational awareness throughout the process. Team Members must plan each action and develop a method to complete each action. During this process, Team Members must identify the operational consequences and develop and implement mitigation strategies to reduce the risk of those consequences. Each task should be able to be accomplished safely.
 - b. The POCs will enter mitigation documentation on the ORMP website for each plan. The POCs may also submit the ORMP to the Approver.
7. Review by Air Traffic and Tech Ops.
 - a. Authorized ORMP Reviewers and Approvers for the facility are identified by office. Reviewers can be employees from the ZTL-510 Office, ZTL-530 Office, the SOC, COMM, Automation, Environmental Services, and FAST.
 - b. Reviewers should ensure appropriate Team Members have been assigned.
 - c. Reviewers must participate in the ORMP Meeting.
 - d. Review the ORMP to ensure understanding of the scope and impact of the event, and ensure the ORMP will effectively mitigate identified risks.
 - e. Reviewers submit the ORMP to the Approver for review and approval/disapproval.

Note: *At least one Reviewer is necessary; however, the Approver (Air Traffic Manager and/or District Facility Manager) has the final authority to review. At any point after a POC has entered Mitigations into the ORMP website, the Approver can approve a plan.*

8. Air Traffic and Tech Ops Approval
 - a. Approvers should be listed as the Air Traffic Manager (ATM)/designee or District Facility Manager (DFM)/designee
 - b. Approvers must review all information submitted in the ORMP.

- i. If Approved, the process is complete.
 - ii. If Not Approved, the Approver will return the ORMP to the initiator with comments for additional consideration or follow-up. The Approver may utilize the “Take 5” button on the ORMP website. The ORMP will be in “Open” status until a decision has been reached. An additional ORMP meeting may be needed.
- B. **Take Five.** During review, if more information is required, or after approval, if new information needs to be assessed, the ORMP Team Members will “Take 5” until all issues can be addressed. “Take 5” provides an opportunity to stop an action, share concerns, and gather additional information that may be critical to protecting yourself, others, and the NAS services that we provide.
 - a. **Stop** – Step back and observe the situation.
 - b. **Think** – Contemplate your plan of action.
 - c. **Assess** – Assess the hazards or operational risks.
 - d. **Manage** – Talk about the issue, mitigate it, and share it.
 - e. **Proceed** – Safely complete the task.
- C. ORMP documentation must be completed and submitted for approval in a timely enough manner to allow for prompt notification/briefing of affected Operational Areas, surrounding facilities, airports, airlines, etc.
- D. For unplanned outages, the ORMP may or may not be utilized depending on the extent dictated by the outage. The facility will defer to the appropriate coordination and/or Contingency Plan initiatives set forth by JO 1900.47.

SECTION 7. Additional Equipment/Automation Procedures

2-7-1. SEARCH AND RESCUE PROCEDURES.

System Analysis Recording tape data must be made available at all times to support the National Track Analysis Program (NTAP). When computer data searches for lost or downed aircraft are requested from the AFRCC, the NTAP must be used to extract data from the System Analysis Recording tape.

- a. The WD, or his/her designee, must be responsible for:

- 1. Initial coordination with the Air Force Rescue and Coordination Center (AFRCC) when requests are made for computer data searches concerning lost or downed aircraft. Obtain as much of the following data as possible from the AFRCC to facilitate the computer data search and record the:

- (a) AFRCC Incident/Mission Number;
 - (b) AFRCC Contact Person;
 - (c) Aircraft identification;
 - (d) Date of incident;
 - (e) Time (either departure time or reported position);
 - (f) Route of flight (include departure point and destination);
 - (g) Type of aircraft;
 - (h) Transponder equipment (4096, mode C, etc.);
 - (i) Code aircraft was assigned or squawking; and
 - (j) Flight status information (IFR, VFR, flight plan filed, etc.).
2. Initial execution of the "EZ NTAP exec" by using the Enroute Offline Problem Determination (EOPD). Initial NTAP should request the following data as a minimum: need check sheet of how to do an EZ NTAP

- (a) A START and STOP time to include 30 minutes of flying time;
- (b) Discrete code, if known, otherwise VFR code (1200)
- (c) Emergency code (7700);
- (d) Radio failure code (7600);
- (e) Plot size at equal 1:60; and
- (f) Ten minutes of data per page.

2-7-2. AIRCRAFT ALERT PROGRAM

a. The WD must:

1. Receive all Air Traffic Supervisory, Special Interest, and U.S. Customs Interest alert messages. Flight plans of subject aircraft input into the NAS ERAM will generate computer-warning messages accompanied with aural tones. These messages and tones are programmed for output at the WD ATSW. The WD may suppress the tone by pressing the Dup/PA1 key acknowledging the alert.

2. Investigate alert messages and report findings to the appropriate authorities. For U.S. Customs Alert Aircraft contact the Domestic Air Interdiction Coordination Center (DAICC). For all other suspect or stolen aircraft, contact the El Paso Intelligence Center (EPIC).

3. Notify the TMU Staff Office whenever an identifier/designator is to be revised, added, or deleted in the Air Traffic Supervisory List (ATSL).

b. If FDCS receives a U.S. Customs Alert Notices thru the HSDN-Homeland Security Data Network, they will pass that info to TMU.

c. The Military Operations Specialist (MOS) must:

1. Ensure all requested flight AID's, 3-letter company designators, and U.S. Customs interest aircraft are input into their proper alert program list (Customs Alert Patch Program, Appendix 20).

2. Be responsible for the addition and deletion of AID's and 3-letter company designators in the alert lists as directed. The MOS must keep the U.S. Customs interest list current through the use of an Alert Notice file.

2-7-3. Approved See All (SA) Function Usage

The See All (SA) is adapted at specific operational positions, however, its usage is only approved under the following conditions:

- a. Traffic Management, System Operations Center, and Watch Desk may use as necessary.
- b. Areas 1-7 may only use for monitoring a remote sector during OJTI, skill checks, or certifications after FLM/CIC obtains approval from the Watch Supervisor. After completion of the session the FLM/CIC must advise the Watch Supervisor that the session has been terminated. Monitoring may only occur from a non-operational position.
- c. Area 8 may use for monitoring sectors when the facility is certifying new operational capabilities (ex. – Datacom Implementation).

CHAPTER 3. FACILITY OPERATIONS

Section 1. Operational Positions

3-1-1. RESPONSIBILITIES

In addition to this order, each Air Traffic Control Specialist (ATCS) is responsible for a working knowledge of the following documents:

- a.** FAA Order 7110.65 including supplements, changes, and notices, plus all other national and Eastern En Route Service Area 7000 series orders, supplements, changes, and notices.
- b.** FAR 91 including amendments.
- c.** Sector binders, LOAs, arrival and departure procedures, and operational data appropriate to their area of specialization.
- d.** All ZTL orders and notices.

3-1-2. DUTY FAMILIARIZATION

Upon reporting to the area for duty, all operational personnel must check for any training assignments and for their currency status in the Training Enterprise Application and Management (TEAM) tool or electronic equivalent, unless directed to do otherwise by the Operations Supervisor in Charge (OSIC) or Facility Watch Desk (WD). Training items that are in the Pre-duty Items list will be completed and acknowledged prior to assuming an operational position. Training Assignment items may also be completed at that time. The “Daily Weather Brief” will be provided electronically. The link for the briefing is located on the facility’s CEDAR page. The briefing can be found on the left side of the page in the column titled “Daily Weather Brief”. This link updates continuously and will provide the most accurate weather forecast for Atlanta Center’s operation. If any of the above items require an employee to leave the area, coordination must be completed with the OSIC prior to leaving.

3-1-3. STATUS INFORMATION AREAS

a. Status Information Area (SIA) is defined as manual and/or automatic displays of the status of position-related equipment and operational conditions or procedures related to the operational area. Sectors may utilize a strip to indicate direction of landing and miles-in-trail requirements.

- 1.** The OSIC for each shift is responsible to obtain, review, and update information pertinent to the SIA.

2. Controllers must inform the OSIC of information they receive which is pertinent to the SIA, and which may require further action or dissemination. Controllers are responsible for the accuracy of written notes at the position and posting pertinent information received via the Flight Strip Printer (FSP). Controllers must review the information received via the FSP and from other sources and, if applicable to the operational position, place it in the SIA

3. The WD must inform the appropriate area(s) of information received at the WD position that is pertinent to any area's SIA. During day or evening watches, the WD must communicate with the OSIC for the affected area. On the midnight shift, the WD must communicate pertinent information directly to the affected operating position.

b. The following is the minimum required information to be displayed in the SIA:

1. Equipment Outages
2. Traffic Management Initiatives (TMI)
3. Airport Closures/Restrictions
4. NOTAMs
5. SAA Usage

6. UAS activity (UAS Checklist available in ERIDS on ZTL main page. Printable version available in N:\Public Directory\ERIDS\Local Documents\misc\UAS_checklist)

3-1-4. POSITION RELIEF BRIEFING

Operational personnel must conduct recorded position relief briefings utilizing the checklists identified below:

- a. R/D/T Air Traffic Control Specialist (ATCS) Position Relief Briefing Checklist (Appendix 1)
- b. A-Side Position Relief Briefing Checklist (Appendix 2)
- c. Transfer of Approach Control Airspace Briefing Checklist (Appendix 3)
- d. WD Position Relief Briefing Checklist (Appendix 4)
- e. STMC Position Relief Briefing Checklist (Appendix 5)
- f. Traffic Management Coordinator (TMC) Briefing Checklist (Appendix 6)
- g. OSIC Position Relief Briefing Checklist (Appendix 7).

3-1-5. COMBINING OR DECOMBINING SECTORS

a. OSIC's

- 1.** Determine when to combine sectors within his/her area of jurisdiction.
- 2.** When decombining a sector, the OSIC must activate the receiving controller's sector only after being advised that the receiving controller is ready to assume sector responsibility.
- 3.** When combining a sector, the OSIC must deactivate the transferring controller's sector only after being advised by the transferring controller that sector responsibility have been transferred.

b. Radar Team

- 1.** When decombining a sector, the receiving controller must perform the radar console setup check as described in Appendix 22 prior to receiving a sector briefing. The receiving controller must advise the OSIC and the transferring controller when ready to accept a sector briefing. During the position briefing, when the transferring controller identifies a potential confliction to the receiving controller, and the receiving controller accepts the position, the receiving controller assumes responsibility for resolution of the identified confliction. When decombining sectors, the receiving sector must ensure the VSCS is properly configured and the "call forward" is disabled. The receiving controller must notify surrounding sectors/facilities that the position is opened.
- 2.** When combining a sector, the transferring controller must transfer control responsibility using the Position Relief Checklist. During the position briefing, when the transferring controller identifies a potential confliction to the receiving controller, and the receiving controller accepts the position, the receiving controller assumes responsibility for resolution of the identified confliction. Upon acceptance of the airspace by the receiving controller, the transferring controller must ensure that the Voice Switching and Control System (VSCS) has been properly configured for a closed position and "call forwarded" to the receiving sector's radar position.

NOTE: Completeness and Accuracy of Briefings: The receiving and transferring controllers have a shared responsibility to ensure the completeness and accuracy of briefings.

- 3.** The following is responsible for notifying affected sectors and facilities of sector reconfiguration:
 - (a)** Opening sector when decombining.
 - (b)** Closing sector when combining.

3-1-6. DELEGATED APPROACH CONTROL AIRSPACE

a. Several approach control facilities under ZTL's area of jurisdiction do not operate 24 hours a day. During these non-operational periods, the delegated airspace is returned to ZTL. ZTL Form 7230-52 (Appendix 3) Transfer of Approach Control Airspace Briefing Checklist must be used to insure proper coordination.

b. When approach control facilities are unable to provide radar services due to emergency or temporary situations, each sector must, after proper coordination, assume control jurisdiction of the airspace as specified in the appropriate Letter of Agreement within the confines of the lateral sector boundary.

c. When an approach control facility is unable to provide approach control services (closed or otherwise), appropriate Contingency Plan initiatives will be followed.

d. Approach controls not divided along ZTL sector boundary lines:

1. Chattanooga Approach Control - When unable to provide approach control services, ZTL and Memphis ARTCC (ZME) delegated airspace returns solely to the Dalas Low Sector.

2. Augusta Approach Control- When unable to provide approach control services, ZTL delegated airspace returns solely to the Augusta Low Sector. Jacksonville ARTCC (ZJX) and Columbia Approach retain their portions of Augusta Approach airspace.

e. Deviation from the above may be made for operational requirements through proper coordination with all affected sectors/facilities.

Example: Rome Ultra Low Sector abuts Chattanooga Approach Control airspace. When Chattanooga Approach Control returns 7,000 feet through 10,000 feet to ZTL, the WD may assign the airspace within the Dalas Low Sector boundary to the Rome Ultra Low Sector

3-1-7. MONITORING ALTIMETER SETTINGS AND LOWEST USABLE FLIGHT LEVELS

a. An altimeter reporting station is associated with each radar sort box in the NAS Computer System to provide for Mode C correction. The lowest altimeter setting of the stations adapted for each sector is used to determine the lowest usable flight level within that sector.

b. The Flight Data Communications Specialist (FDSCS) must ensure that current altimeter data is maintained in the NAS Computer System. The FDSCS must monitor each hourly weather sequence from Weather Message Switching Center (WMSC) for missing altimeters pertinent to ZTL. The FDSCS must, as soon as possible, obtain and manually enter current altimeter data into the ERAM Computer System. Mode C correction altimeter stations are: CSV, TYS, CHA, ATL HSV, BNA, ROA, TRI, GSO, CLT, GSP, AGS, AVL, CAE, MCN, CSG, MGM, BHM, MOB and AHN.

c. D-side controllers are responsible for ensuring that adjacent centers/sectors are informed of the lowest usable flight level within their sector.

d. R-side controllers must monitor appropriate altimeters and determine the lowest usable flight level within their sector. The R-side controller must immediately report any error detected by comparison of two or more settings to the OSIC.

Note: If a Mode C correction altimeter setting is missing (M), the adapted radar sort box will default to the standard setting of 29.92 and Mode C displays may be incorrect.

e. The following is a list of sectors and their associated altimeter reporting stations adapted for Mode C correction. These altimeter settings must be monitored at all times. Additional altimeters may be monitored at the controller's discretion.

Altimeter Stations:

SECTOR	ALTIMETER STATION	SECTOR	ALTIMETER STATION
01	HSV CHA ATL	24	AGS MCN
04	ATL BHM	29	GSO CLT
05	HSV CHA ATL	30	GSO CLT
09	ATL BHM CSG MGM	31	GSP CLT AGS AVL CAE
12	HSV BHM	38	ATL CHA TYS
13	MGM MOB	41	CSV TYS CHA TRI
14	BHM MGM	44	TRI AVL GSP CLT
16	ATL AHN GSP AGS	45	TRI TYS AVL GSO ROA
18	TYS AVL AHN ATL GSP	47	TRI ROA GSO CLT
19	ATL AGS MCN	48	TRI AVL GSP CLT
21	ATL MCN CSG	49	TYS AVL AHN ATL GSP

3-1-8. Z-POD COVERAGE REQUIREMENTS

- a.** Cross aisle/Z-pod coverage is possible between the hours of 0530-0800 and 2100-2300 local time. OMIC notification must be accomplished prior to cross aisle coverage.
- b.** The OSIC of the Z-Pod is responsible for all needs of both areas during periods of cross-aisle coverage. If workload does not permit cross-aisle coverage, a CIC must be assigned.

Section 2. Flight Plan Processing

3-2-1. INTERNATIONAL FLIGHT PLAN PROCESSING

- a.** The Flight Data Communications Specialist (FDCS) must ensure that International flight plans departing airports within ZTL's airspace have been entered into Service B. Flights between

conterminous United States, Canada (except Gander Oceanic), Alaska, Hawaii, Puerto Rico, and Caribbean flights within ZMA airspace do not require departure messages.

b. The FDCS must be responsible for transmitting departure/destination change messages IAW established procedures.

3-2-2. STRIP MARKING

a. Electronic Strip Marking and Flight Strip Posting Requirements

1. Data Block Procedure. Via the Data Block, entries must be made in accordance with FAAO 7110.65 and 7210.3. Accordingly, only abbreviations listed under Section 13-1-8. Recording or Control Data, of FAAO 7110.65 are authorized to be used.

a. For arrivals to non-towered airports, the controller must enter the type of approach the aircraft has been cleared into Line 4.

b. For arrivals to towered airports, the controller must enter the type of approach the aircraft has been cleared into Line 4 unless the type of approach issued by the controller does *not* differ from the active runway/approach advertised on the sector Status Information Area (SIA).

2. EDST Procedure. Via EDST, electronic strip marking must be conducted in accordance with FAAO 7110.65 and 7210.3. Accordingly, only abbreviations listed under Section 13-1-8. Recording or Control Data of FAAO 7110.65 are authorized to be used.

a. For arrivals the controller must ensure the Free Text Area remains open, and:

- (1) enter the radar service termination time at all non-towered airports, including those airports whose tower has closed beyond normal service hours and
- (2) enter any significant special annotations.

Example: R/1345 MULTIPLES

b. For departures the controller will, upon request for clearance, highlight the flight plan and enter the release and/or clearance void time into the Free Text Area of EDST or if tracking is activated, the release/clearance void time may be noted in line 4 of the data block. Subsequently the controller will have the use of option (1) or (2) below.

- (1) Upon release, use the *exact* ACID only and activate tracking on the aircraft. Upon initial contact enter the departure message (DM).

Note: Entering DM will change the Flight plan back to the aircraft's originally assigned CID. Once radar contact has been established and the target tracked, Flight data processing will be activated.

Example: QT //(FIX) N 1234 (a different and temporary CTD will be assigned).

(2) DM the aircraft and activate tracking. Upon radar contact ensure EDST probing, aircraft tracking, and flight data processing have been enabled.

3. Strip Posting Requirement. Paper flight progress strips must be posted, marked, and retained in accordance with FAAO 7110.65 and 7210.3. Accordingly, only abbreviations listed under Section 13-1-8, Recording of Control Data, of FAAO 7110.65 are authorized to be used for the following:

- a. Any flight requiring special handling, i.e., emergency aircraft, special interest flight, ALTRV, MOAs, ATCAAs etc.;
- b. any flight where a loss of radar will occur, and reporting points are required;
- c. any flight where EDST has been degraded or deemed non-operational;
- d. any Flight not contained in the ERAM computer system,
- e. any flight deemed appropriate by the sector team.
- f. any flight from a non-towered airport that has been issued an IFR departure clearance, unless conducting procedures in accordance with paragraph 2b above. Otherwise, flight progress strips must be posted until radio communications have been established and the aircraft has been radar identified: and
- g. any flight to a non-towered airport that has been issued an IFR approach unless the required entry has been entered into EDST in accordance with paragraph 1a, 1b, and 2a, or the controller has made a Data Block entry into Line 4 in accordance with paragraph 2b above.

Note: During EDST outages, flight progress strips are required to be posted, marked and retained for all aircraft in accordance with paragraph 4 below.

4. Paper Flight Progress Strip Marking Symbols. Personnel must use the following symbols and procedures in addition to those contained in FAAO 7110.65 (See TBL 2-2-1). These symbols and procedures must be entered in the proper spaces on the flight progress strips as specified.

TBL 2-2-1
ZTL STRIP MARKING SYMBOLS

SYMBOL OR EXAMPLE	COLOR/ DESCRIPTION	LOCATION OF ENTRY	DEFINITION
250K	BLACK	BOX 14a	Indicates speed restriction given to aircraft.
P32	RED	BOX 22 or 23	Indicates a data block has been forced to a specific sector. Circle in red when point out is approved.
	BLACK R IN A RED CIRCLE	BOX 23 or 24	Indicates that a handoff has been attempted and that nonradar entry has been approved until a handoff is complete.
R	BLACK	BOX 23 or 24	Indicates aircraft is under radar control. Circle in black when handoff is completed.
NR	RED	BOX 23 or 24	Indicates aircraft is not under radar control. Circle in red to indicate approval by next sector/facility.
x	RED	BOX 28	Indicates initial flight plan data (including UTM's) requires verbal/manual coordination with another Center. A red dissecting horizontal line (~~x~~) indicates required coordination has been completed.
Z	RED	BOX 28	Indicates initial flight plan data (including UTM's) requires verbal/manual coordination with an approach control or tower. A red dissecting horizontal line (~~Z~~) indicates required coordination has been completed.
FSS	RED	BOX 28	Indicates initial flight plan data requires verbal/manual coordination with the appropriate Flight Service Station. A red circle indicates required coordination has been completed.

3-2-3. STRIP FILING AND RETENTION

a. Controllers must file the strips in the bins located at the D-side for collection.

b. At the end of each shift, the strips must be bundled, placing a face strip on top of the bundle identifying the sector, date, and shift. At the end of the day, the strips must be taken to the strip bins adjacent to the FDCCS area. This is necessary to meet the 15-day retention requirement of all flight progress strips.

3-2-4. FLIGHT PLAN PROCESSING

a. In order of priority, the following types of flight data require expeditious handling:

1. Active Flight Plans
2. Amendments
3. Hazardous Inflight Weather Advisory Service (HIWAS)
4. Traffic Management Initiatives
5. Other Messages

b. The following procedures must be used when manually processing flight data:

1. During an NNCC outage, ZTL Flight Data will assume responsibility for ensuring the manual input of flight plan information of flights originating in ZTL airspace. ZTL Flight Data will collect flight information provided by the users and distribute the information for manual input into the ERAM computer system for electronic dissemination to the common underlying air traffic control facilities.

2. The first ZTL sector that receives flight plan information must create a strip for that sector and the next applicable sector. The second strip must be passed to the next sector prior to handoff. That receiving sector must create a new strip for the next sector and pass it on prior to handoff, continuing this pattern as the aircraft transitions ZTL airspace.

3. Unused strip bays are stored in the black file cabinets located in the spill-out area.

Section 3. Weather Operations

3-3-1. CENTER WEATHER RESPONSIBILITIES

Correct and timely weather dissemination is the responsibility of all operational personnel. The Center Weather Service Unit (CWSU) will normally be staffed with a National Weather Service Meteorologist from 0530 local to 2115 local. Weather Coordinator (WC) is a position designated

to act as the air traffic liaison with the CWSU as well as accomplish other duties involving weather dissemination. A WC must be designated at all times whether staffed by TMU personnel or combined at the WD.

During normal duty hours, if the ZTL CWSU is not staffed, ZME meteorologists (901-368-8167) will provide weather support...this is not to be used if ZTL CWSU is staffed.

Outside normal duty hours, support can be obtained from the National Forecast Office at 770-486-1133, ext., 242.

a. The on-duty Meteorologists must:

1. Prepare a ZTL Weather Bulletin (ZWB) by 0700L, 1400L, and 2100L. Distribute paper copies to the WC, STMC, WD, and OSIC's. An online version must be saved at www.sih.noaa.gov/ztl.

2. Prepare a TRACON Internet Briefing (bulletin) by 0700L, 1400L, and 2100L.

3. Prepare and conduct weather briefings for the WD, STMC, and Area OSIC's during the morning and evening operational briefings. The WD and STMC must also be briefed prior to the meteorologist's position closing for the night.

4. Any time changing weather conditions warrant, brief affected facilities underlying ZTL, affected areas within ZTL, and the WD/STMC. Include information on significant convective activity contained within ZTL airspace, forecasted Atlanta, Ga. (ATL) and Charlotte, N.C. (CLT) Terminal Area Forecasts, ATL and CLT vertical winds to 120, and any meteorological hazards to flight.

5. Solicit Pilot Weather Reports (PIREP's), through OSIC, for known or suspected areas where conditions meet or approach advisory criteria. Immediately relay to the WC solicited or unsolicited PIREP's meeting urgent PIREP criteria within 150 nautical miles outside of ZTL for input into the local system.

6. Ensure that reports of conditions meeting urgent PIREP criteria (including wind shear) reach the appropriate National Weather Service Forecast Office and/or the Aviation Weather Center via the NWSCHAT or by telephone.

7. Provide ZTL OSIC's and WD weather information, via the ZWB, on areas of forecasted ceilings below 050 and altimeter settings below 29.92.

8. Conduct weather training sessions for ZTL controllers upon Request.

9. Coordinate with the Air Traffic Control System Command Center (ATCSCC) meteorologist or act as consultants to the ATCSCC in situations where weather conditions impede the normal flow of traffic in ZTL's area.

10. Issue verbal forecasts, now-casts (current weather), and Center Weather Advisories (CWA) when conditions warrant.

11. Provide weather consultation and advice to airborne pilots in contact with ZTL, through appropriate ZTL personnel, during weather-related emergencies. Any other “pilot weather briefing” duties are not the function of the CWSU and will be referred to a flight service station.

b. Refer to Chapter 14-7 for WC responsibilities.

c. If EDST is not processing PIREP and HIWAS information the OSIC of each area must:

1. Ensure that PIREP and HIWAS information strips are delivered to active sectors in a timely manner.

2. Ensure that the information is broadcast as appropriate and retained on the sector until such time as the information expires or is cancelled.

3. Ensure that the information, when no longer needed, is filed with the “other” flight progress strips.

d. Individual Controllers must:

1. If EDST is not processing PIREP and HIWAS information, A-sides must deliver PIREP and HIWAS information received from the flight strip printer to the OSIC and active sectors and receive verbal acknowledgement from the sector controller of the HIWAS message. If EDST is processing normally, A-sides must place all PIREP and HIWAS information into the 45-day file for retention.

2. R-sides must:

(a) Upon receipt of Significant Meteorological Information (SIGMET), Convective SIGMET, CWA, Airmen’s Meteorological Information (AIRMET), or Urgent Pilot Weather Report (UUA) that pertains to any portion of the airspace within 150NM of their area of jurisdiction broadcast a HIWAS-ALERT at least once on all frequencies except emergency frequencies.

(b) Transfer aircraft requesting additional details or advisories to en route flight advisory or a FSS as soon as traffic conditions permit.

(c) Ensure the relieving controller is briefed on the SIGMET/CWA/AWW information.

(d) When the SIGMET/CWA/AWW message has been revised or expired, file with the “others” flight progress strips.

(e) Upon receipt of a solicited or unsolicited operationally significant PIREP, the controller must forward this report to the FDCCS or OSIC. If forwarding the information to FDCCS or OSIC is not possible, the controller must supply the data to the WC. ERIDs is the preferred method of forwarding PIREPs to the FDCCS followed by VSCS, land line, or hand delivery.

Section 4. Special Operations

3-4-1. OPERATION “BUGGY RIDE”

a. Air Mobility Command Operation “Buggy Ride” is a procedure for the emergency evacuation of aircraft from military/civil airports during or in anticipation of the following:

- 1.** Severe weather situations (flood, hurricane, tornadoes)
- 2.** Uncontrolled disasters (Broken Arrow, explosion, fire, inadvertent missile launch)
- 3.** Civil disturbances

b. The AMC Command Post must notify the ZTL WS that “Buggy Ride” has been implemented.

c. The Military Operations Specialist (MOS) must provide the appropriate sectors with necessary information and associated Buggy Ride flight plan data. If the MOS is not on duty, obtain information from the flight data Security Control point.

d. Central Altitude Reservation Function (CARF) must be advised whenever “Buggy Ride” is implemented. “Buggy Ride” aircraft will request clearance via the preplanned routes.

e. Aircraft will normally be under air traffic control; however, for reasons of safety and survival, may take an immediate departure.

f. Departures will normally use the MARSA concept. If MARSA is not desired, the phrase “request standard ATC (air traffic control) separation” will be stated when requesting clearance or specified by the AMC Command Post.

g. When MARSA is not applicable, controllers must apply standard departure separation between “Buggy Ride” aircraft and provide priority handling over other non-participating aircraft.

h. In order to assist “Buggy Ride” aircraft, ATC may, as its option or on the request of the pilot, vector or adjust the altitude of each aircraft as necessary.

i. Under emergency conditions, if “Buggy Ride” aircraft depart with less than standard ATC separation, aircraft will proceed along the preplanned routes. In this case, MARSA must apply between “Buggy Ride” aircraft from point of departure, via the approved route, until approved separation is established by the aircraft and acknowledged by ATC.

j. Aircraft will orbit in the maneuver area until appropriate instructions are received. Each aircraft will obtain individual clearances from ATC prior to departing the “Buggy Ride” route.

k. Individual clearances must be used to recover “Buggy Ride” aircraft.

l. “Buggy Ride” aircraft may return to their departure base (when a normal condition is attained) or they may be ordered to an alternate recovery location.

3-4-2. ELECTRONIC COUNTER MEASURES

When the WD approves a chaff drop, he/she will advise the CWSU of the time, position, and altitude as soon as practical.

3-4-3. SPECIAL INTEREST FLIGHTS (SIF)

When the WD ATSW alerts and highlights a SIF, the following internal action must be taken.

- a.** The WD must call the OSIC of the first area through which the SIF will transit and advise of the flight.
- b.** The area OSIC must notify each sector through which the SIF will transit, and;
- c.** Notify the OSIC of the next area through which the SIF will transit.
- d.** Items (2) and (3) must be repeated until the flight leaves the confines of ZTL airspace.

Section 5. Operational Data/Information

3-5-1. GENERAL NOTICES (GENOTS)

a. The FDACS must prepare at least three copies of each GENOT as soon as possible after receipt. The FDACS must deliver one of these copies to the WD, one to TMU and one must be placed in ZTL-530 distribution box located at the WD desk. If the GENOT is determined by FDACS to be related to equipment availability or performance, another copy must be prepared and delivered to the SOC desk. The original GENOT must be retained by the FDACS. FDACS must also fax copies of GENOTs to CLT and ATL.

b. If the GENOT requires immediate attention, the WD will provide a paper copy of the GENOT to each area.

c. If immediate attention is not required, ZTL-530 will process all GENOTs utilizing the mandatory briefing item steps in paragraph 17-3-2.

3-5-2. NOTAM INFORMATION

a. Definitions:

1. NOTAM D – A notice containing non-regulatory information concerning the establishment, condition, or change in any component (facility, service, procedure, or hazard) in the National Airspace System.

2. FDC NOTAM – A notice that generally contains regulatory information pertaining to changes in charts, procedures and airspace usage that is not known sufficiently in advance to publicize by other means.

3. Underlying Facilities – For the purpose of FDC NOTAM dissemination, ATC facilities that partially or completely underlie Atlanta Center except Cairns, Columbia, Fayetteville, Meridian, and Roanoke approach controls (whose NOTAMs are coordinated by adjacent centers).

b. NOTAMS must be reviewed and disseminated within ZTL and underlying facilities as follows.

1. ZTL-530 must develop and maintain ERIDS NOTAM distribution for the Watch Desk, Flight Data, and each Atlanta Center sector.

2. FDCS must:

(a) Monitor ERIDS for unprocessed FDC NOTAMs and process them as needed. (If necessary, consult with the WS to determine appropriate distribution.)

(b) Log the following NOTAMs on the electronic FDC NOTAM:

(1) FDC NOTAMs (and NOTAM cancellations) that affect one or more underlying facilities, and

(2) FDC NOTAMs (and NOTAM cancellations) that have a Location ID other than an airport or NAVAID (TRET, ZZZ, FDC, etc.) and that affect one or more areas of operation in Atlanta Center (including airspace assumed by ZTL on the midnight shift).

(c) For FDC NOTAMs (and NOTAM cancellations) that affect one or more underlying facilities: fax the NOTAM to each facility, then verify via fax report that each facility has received the fax. If the report shows the fax to be unsuccessful, then call the facility for verification/coordination.

(d) For NOTAMs (but *not* cancellations) that have a Location ID other than an airport or NAVAID (ZTL, ZZZ, FDC, etc.) and that affect one or more areas in Atlanta Center (including approach control areas assumed by ZTL on the midnight shift):

(e) Distribute the NOTAM via ERIDS to the Supervisory (Supv) workstation for each affected area.

NOTE: NOTAM cancellations are automatically received by ERIDS at all positions that received the original NOTAM, so no manual dissemination of cancellations is needed to Atlanta Center ERIDS positions.

3. The area OSIC's must:

(a) Monitor ERIDS to ensure that new NOTAMs are reviewed in a timely manner, including pertinent NOTAMs for part-time approach controls.

(b) When notified by Flight Data of a new NOTAM, review the NOTAM at the area's ERIDS supervisor workstation. Using the ERIDS Messages function, disseminate the NOTAM to appropriate ERIDS sectors (including sectors overlying part-time approach control airspace).

NOTE: Avoid distributing NOTAMs to sectors where they are not needed; once distributed, NOTAMs cannot be deleted from an ERIDS sector until the US NOTAM Office cancels them.

4. ATCS's must:

(a) Monitor ERIDS to ensure that new NOTAMs are reviewed in a timely manner.

(b) When assuming additional airspace, resector ERIDS to ensure that all pertinent NOTAMs are displayed on the ERIDS home page.

(c) Ensure that all pertinent NOTAM information is reviewed during each Transfer of Position Responsibility, including when airspace is transferred to or received from another sector or facility.

(d) Before issuing an approach clearance, review the NOTAMs on the airport's NOTAMs tab and the NOTAMs for any NAVAIDs that are used in completing the approach procedure. Ensure that the aircraft is aware of any abnormal operation of approach and landing aids, and of destination airport conditions that might restrict an approach or landing.

c. Procedures to be used during an ERIDS NOTAM system outage:

1. When advised by the SOC of an ERIDS outage affecting NOTAM distribution, the WD must advise Flight Data and each area OSIC.

2. FDCS must:

(a) Monitor AISR for all new FDC NOTAMs and NOTAM cancellations applicable to Atlanta Center areas of operation (including approach control areas assumed by Atlanta Center on the midnight shift), and

(b) Deliver a copy of the FDC NOTAM or NOTAM cancellation to the OSIC of each affected area; and log the NOTAM or NOTAM cancellation on the FDC NOTAM Log. (On the midnight shift, deliver a copy for each affected area to the WD.)

3. Operations Supervisor must:

(a) Advise controllers of an ERIDS NOTAM system outage.

(b) Obtain an area specific NOTAM summary from AISR, and post pertinent NOTAM information on each active sector in the area. Repeat this process at the beginning of each shift until advised that the ERIDS NOTAM system has returned to service. Maintain a record of the NOTAM information posted in the area. (This may be accomplished by retaining a copy of a NOTAM GI message posted in the area.)

(c) When advised by Flight Data of a new FDC NOTAM or NOTAM cancellation, update any pertinent information on the record of NOTAM information and on active sectors in the area.

d. Recovering from an ERIDS NOTAM system outage:

1. WD advises Flight Data and each area's OSIC that the ERIDS NOTAM system is operational.

2. FDCS checks ERIDS for unprocessed FDC NOTAMs that have a Location ID other than an airport or NAVAID (ZTL, ZZZ, FDC, etc.) and distribute them to the ERIDS Supervisory workstations as needed. Advise the OSIC in each affected area.

3. Operations Supervisors advise controllers that the ERIDS NOTAM system has returned to service, and remove printed NOTAM information from each sector.

3-5-3. NOTAM OUTAGE PROCEDURES

1. GENERAL

A. The Candidate NOTAM System (<https://notambackup.faa.gov>) will function as the backup NOTAM contingency tool to be implemented when the NAS Aeronautical Information Management Enterprise System (NAIMES) has identified a complete outage of the U.S. NOTAM System (USNS).

B. To search for NOTAMs via the Candidate NOTAM System, enter the location in the Location Search bar at the top of the screen and then press Enter or click the Search Icon. If an ARTCC ID is entered (e.g., ZTL), the NOTAMs displayed will include any facilities within the boundary of that ARTCC.

C. The Candidate NOTAM System will provide *only* NOTAM information *that is obtained during the NOTAM outage*. The published NOTAMs prior to the outage are available on ERIDs or can be accessed via the NOTAM Search website (<https://notams.aim.faa.gov/notamSearch>) or on the Federal NOTAM System (FNS) website (<https://notams.aim.faa.gov>). Facilities must utilize ERIDs candidate NOTAM System webpage for the most accurate NOTAM information.

D. The facility is responsible to monitor the Candidate NOTAM webpage for new or cancelled NOTAMs during an outage of the primary NOTAM system. NOTAMs going active

eight (8) hours or more from the start of use of the Candidate NOTAM System will not be processed on the Candidate NOTAM System webpage. The requestor must process the NOTAM once NAIMES to normal operation.

E. Operational Contingency Level (ATC Zero/ATC Limited) NOTAMs must still be processed through a Flight Service Station and the U.S. NOTAM Office (USNOF). If a NOTAM needs to be submitted to USNOF, please email USNOF at 9-AWA-NOTAMS@faa.gov or phone at (540) 422-4987. Otherwise, facilities should coordinate ATC Zero/ATC Limited NOTAMs in the same manner that the facility currently coordinates those NOTAMs.

2. RESPONSIBILITIES

A. ATMs must:

- (1)** Ensure notification procedures to FDC and underlying facilities are documented.
- (2)** Establish a shared email box for positions that create TFRs. This email will be utilized for the appropriate Coordination Center(s) to submit TFR requests to the ARTCC when the NES is unavailable. Phone contact information must be provided to the local Coordination Center(s) so they can confirm email receipt.
- (3)** Identify additional air traffic personnel that can assist FDC and the OS/CICs during a NOTAM outage.
- (4)** Ensure an annual refresher training on the Candidate NOTAM System is conducted by December 31st each year.
- (5)** Ensure post-event analysis is conducted and a report of the lessons learned is compiled. Implement modifications and improvements to local procedures as necessary.

B. OMs must:

- (1)** Notify all ZTL operational personnel and all underlying facilities of the outage and advise them to utilize the Candidate NOTAM System webpage.
- (2)** Document on FAA Form 7230-4, Daily Record of Facility Operation, the start and end time of the outage and notification.
- (3)** Ensure contingency procedures are being followed by FDC, TMU, OS/CICs, and any additional air traffic personnel.
- (4)** Monitor NOTAM workload for FDC, TMU and OS/CICs. Provide assistance as necessary to ensure all NOTAMS are coordinated, and utilize ATC personnel as necessary to assist.
- (5)** Upon notification that the NOTAM system is operational and use of the Candidate NOTAM System is discontinued, notify all internal and external positions/facilities listed above.

C. TMU must:

(1) Log the time the initial notification is received from the Air Traffic Control System Command Center (ATCSCC) and the end time of the NOTAM outage on the daily National Traffic Management Log (NTML).

(2) Retrieve military NOTAMs from the Special Use Airspace Management System (SAMS) NOTAM Log. Download to an Excel spreadsheet and distribute to appropriate specialties. Monitor the SAMS NOTAM Log for any new/cancelled NOTAMs.

(3) Submit TFR NOTAM requests. (See Section 3. TFR NOTAM SUBMISSION DURING A NOTAM OUTAGE below.)

D. OS/CICs must:

(1) Upon notification of the NOTAM system outage, open the Candidate NOTAM System webpage and monitor the alternative methods to obtain published NOTAMS. Use the Candidate NOTAM System for distribution and dissemination of all NOTAMs not available on ERIDS.

(2) Advise controllers of the NOTAM system outage. Advise them to request updated NOTAM information from the OS/CIC when providing services to uncontrolled airports. Provide controllers with updated NOTAMs for uncontrolled airports when requested.

E. FDC must:

(1) Upon notification of the NOTAM system outage, transition to the Candidate NOTAM System webpage, and monitor the alternative methods to obtain published NOTAMS.

(2) Notify underlying facilities when a new NOTAM is available on the Candidate NOTAM System webpage.

(3) Provide assistance to the area OS/CICs with NOTAMS on the Candidate NOTAM site.

3. TFR NOTAM SUBMISSION DURING A NOTAM OUTAGE

A. TFR NOTAM submission requests must be sent to the System Operations Support Center (SOSC) via email (9-ATOR-HQ-SOSC@faa.gov). The SOSC will confirm receipt of the NOTAM request via email, and enter it into the Candidate NOTAM System website.

B. After restoration of the USNS, the SOSC will notify the ARTCCs via email of the active and cancelled NOTAMs that now need to be processed through the normal NOTAM distribution applications.

C. After a NOTAM is entered by the ARTCC into the appropriate application, email the SOSC (9-ATOR-HQ-SOSC@faa.gov) the new NOTAM number.

D. After a NOTAM is cancelled by the ARTCC in the appropriate application, email the SOSC and advise that the cancellation has been completed.

3-5-4. RECORDING OF AIRBORNE DELAYS

- a.** National directives require the reporting of all air traffic delays in increments of 15 minutes.
- b.** The Traffic Management Officer (TMO), Atlanta ARTCC Air Traffic Management Unit (TMU) is responsible for reviewing all current and future automated delay reporting products. After coordination with the ATM, the AJR16-ZTL may modify the delay report used to secure airborne delay data.
- c.** When conducting airborne holding, the OSIC will ensure delayed aircraft are managed in the ERAM system.
- d.** In all cases, the OSIC must ensure that ZTL TMU is advised when en route holding has commenced.
- e.** ZTL TMU will monitor available information sources (MDM, TMA, etc.) and advise the ATCSCC when delays reach 15 minutes and each 15-minute increment increase or decrease thereafter.
- f.** Sector controllers must advise OSIC when arrival or en route delays reach 15 minutes. Each 15-minute increment increase or decrease in delays must be reported thereafter.
- g.** OSIC's must advise TMU, in a timely manner, when arrival or en route delays reach 15 minutes and each 15-minute increment increase or decrease thereafter.

3-5-5. RECORDING OF TARMAC DELAYS

FAA Order JO7210.3 requires procedures be in place to handle air traffic notification, investigation, and retention requirements for the "Three/Four-Hour Tarmac Rule". The following procedures must be in effect:

- a.** The Air Traffic Manager (ATM) must ensure that the following procedures are briefed annually.
- b.** TMU must:
 - 1.** Upon notification from Tower/TRACON of a three/four-hour tarmac delay request from an airport within ZTL's jurisdiction, advise the ATCSCC verbally and via the NTML.
 - 2.** Verbally notify the WD when an airport within ZTL's geographic jurisdiction has received a tarmac delay request.
- c.** The WD must:
 - 1.** Verbally notify the Cornerstone Regional Operations Center (C-ROC) as soon as possible; the C-ROC must then notify the Washington Operations Center (WOC) as soon as

possible. Notification should include the date, time, and location of the occurrence, as well as the identification of the aircraft involved.

2. Document on FAA Form 7230-4 as a Quality Assurance Review (QAR), indicating the time the request was made. NOTE: The QAR should be comprehensive and include, but is not limited to flight progress strips, voice replay, etc.

d. Quality Control (ZTL-505) must: When a facility is notified that an aircraft has exceeded the “Three/Four-Hour Tarmac Rule,” all available records pertinent to that event will be retained in accordance with FAA Order 8020.16, paragraph 119g.

Section 6. Miscellaneous ZTL Procedures

3-6-1. REPORTING ACCIDENTS/INCIDENTS

Air traffic incidents and aircraft accidents/incidents are investigated and reported IAW national directives. The WD is the initial Investigator-In-Charge for all incidents and accidents occurring within ZTL airspace.

3-6-2. SIMILAR SOUNDING CALL SIGNS

Operations Supervisors must enter similar sounding call signs (SSCS) into the following website <https://ksn2.faa.gov/ATO/AJT-BURST-Team-Tools/SSCS/SitePages/Home.aspx>. A link is provided in CEDAR for easy access. Alternatively, SSCS may be submitted to ZTL530 office via ZTL Form 7210-43, Similar Sounding Call Sign Incident Reporting Worksheet, Appendix 28. The associated flight progress strips or copies denoting the aircraft involved must be attached to the form for processing and/or information purposes. ZTL530 tracks SSCS incidents via the local access network database and provides processing progress and airline responses as appropriate.

3-6-3. AUTOMATION / PROCEDURAL PROBLEM REPORT (APPR)

ZTL Form 7210-44, Automation / Procedural Problem Report, Appendix 29, should be used to report suspected problems with ERAM automation, ERIDS information or operational problems of an airspace, procedural, and/or military nature. Blank APPR forms are available at the Watch Desk (WD) and an automated copy is located in the Forms section of the N Drive. When completing an APPR, the originator should fill in all applicable items on the form describing the problem with as much detail as possible. The form should then be forwarded to the OSIC who will review the issue, ensuring it is not an operational issue that requires immediate attention. If there is a question as to whether or not the issue is an operational one, the WD should be consulted to ensure appropriate and timely investigation and reporting of suspected events. The OSIC should fill in their portion of the form and forward to ZTL-530. ZTL-530 will investigate the reported problem. If appropriate,

ZTL-530 will transmit the APPR to the Field Automation Support Team (FAST) via the Automation Information Management System (AIMS). ZTL-530 will route findings through the Operations Supervisor (OS) whose name is on the form.

3-6-4. AIRSPACE INTRUSIONS.

a. Airspace Intrusion results when an aircraft enters Class A and B airspace without authorization, or Class C or Class D airspace without establishing communications with ATC, or Special Use Airspace.

b. WD personnel must complete a MOR, and make the necessary log entries, if an airspace intrusion is identified and ZTL is the controlling agency. The entry must include, as a minimum, the sector/facility from which a handoff was received, method of identification, if any, and landing point or subsequent sector/facility if a handoff was made.

c. In the event that an aircraft violates Class B airspace, Class C airspace, Class D airspace, or a restricted area and the affected facility is unable to identify the aircraft, assistance will be requested from other facilities through which the aircraft flies.

d. When a target is identified as a possible violator, control personnel must start tracking the aircraft using the aircraft call sign, if known.

e. If the call sign is not known, start a track using an acronym for the facility that observed the violation, the type of airspace violated, plus the number of the ZTL sector initiating the track. As an example:

1. Charlotte Tower advises Sector 31 of Class B violator = CLTB31

2. Atlanta ARTCC Sector 21 observes a Restricted Area violator = ZTLR21

3. Montgomery Tower advises Sector 13 of a Class D violator = MGMD13

f. Continue to monitor the aircraft on radar and attempt to determine the aircraft's identification, if unknown, and destination. Notify the OSIC/CIC as soon as practicable.

g. The aircraft's target must be continuously monitored while within ZTL's airspace by passing the target identity from sector to sector. If the target appears to be entering an adjacent facility's airspace, a radar handoff must be accomplished to that facility. An advisory must be given each facility regarding the violation in question.

3-6-5. TEMPORARY FLIGHT RESTRICTIONS (TFR)

ZTL Forms 7230-29-1, 7230-29-2, and 7230-29-3, Temporary Flight Restriction Worksheets, Appendixes 23, 24, and 25, should be used to report temporary flight restrictions. There has been a number of TFR's posted in ZTL airspace recently due to the increased security measures

implemented in response to terrorist threats. The following is an attempt to explain the different types of TFR's and to clarify our coordination responsibilities.

TFR's are defined in Title 14 Code of Federal Regulations (FAR's) Part 91, Section 137, and are posted by NOTAM's and designated an (a)(1), (a)(2), or (a)(3) TFR as follows:

a. The Administrator will issue a NOTAM designating an area within which temporary flight restrictions apply and specifying the hazard or condition requiring their imposition, whenever deemed necessary in order to;

- 1.** Protect persons and property on the surface or in the air from a hazard associated with an incident on the surface;
- 2.** Provide a safe environment for the operation of disaster relief aircraft; or
- 3.** Prevent an unsafe congestion of sightseeing and other aircraft above an incident or event, which may generate a high degree of public interest.

b. The NOTAM will specify the hazard or condition that requires the imposition of temporary flight restrictions."

c. Generally, (a)(1) TFR's are so designated for areas where a risk to the flying public may exist due to explosive devices, or other such dangers. When an (a) (1) TFR is issued, the area is sterilized of all flights other than those with explicit permission to operate within the area. ATC has no authority to allow aircraft to transit the area without expressed consent from the using agency.

d. An (a)(2) TFR generally is so designated to prevent an unsafe congestion of sightseeing aircraft over an incident or event, which may generate a high degree of public interest. FAR Part 91.137, paragraph 3(c): "When a NOTAM has been issued under paragraph (a) (2) of this section, no person may operate an aircraft within the designated area unless at least one of the following conditions is met:

- 1.** The aircraft is participating in hazard relief activities and is being operated under the direction of the official in charge of on scene emergency response activities.
- 2.** The aircraft is carrying law enforcement officials.
- 3.** The aircraft is operating under the ATC approved IFR flight plan.
- 4.** The operation is conducted directly to or from an airport within the area, or is necessitated by the impracticability of VFR flight above or around the area due to weather, or terrain; notification is given to the Flight Service Station (FSS) or ATC facility specified in the NOTAM to receive advisories concerning disaster relief aircraft operations; and the operation does not hamper or endanger relief activities and is not conducted for the purpose of observing the disaster.

5. The aircraft is carrying properly accredited news representatives, and prior to entering the area, a flight plan is filed with the appropriate FAA or ATC Facility specified in the NOTAM and the operation is conducted above the altitude used by the disaster relief aircraft, unless otherwise authorized by the official in charge of on scene emergency response activities."

e. An (a) (3) TFR generally is so designated to prevent an unsafe congestion of sightseeing aircraft over an incident or event, which may generate a high degree of public interest. FAR Part 91.137, paragraph 3(d): "When a NOTAM has been issued under paragraph (a) (3) of this section, no person may operate an aircraft within the designated area unless at least one of the following conditions is met:

1. The operation is conducted directly to or from an airport within the area, or is necessitated by the impracticability of VFR flight above or around the area due to weather or terrain, and the operation is not conducted for the purpose of observing the incident or event.

2. The aircraft is operating under an ATC approved IFR flight plan.

3. The aircraft is carrying incident or event personnel, or law enforcement officials.

4. The aircraft is carrying properly accredited news representatives, and prior to entering that area, a flight plan is filed with the appropriate FSS or ATC facility specified in the NOTAM.

f. Flight plans filed and notifications made with an FSS or ATC facility under this section must include the following information:

1. Aircraft identification, type and color.

2. Radio communications frequencies to be used.

3. Proposed times of entry into, and exit from, the designated area.

4. Name of news media or organization and purpose of flight.

5. Any other information requested by "ATC."

TFR's are designated by NOTAM's, and as such, compliance is the pilot's responsibility. Except for TFR's designated as (a) (1), ATC maintains the authority to authorize operations with TFR's, provided the operations do not hamper or interfere with the event for which the TFR was implemented.

Other flight restrictions concerning Hawaiian airspace, the movement of the President, Vice President, other public figures, and providing security for space agency operations are covered under FAR Part 91, Sections 138, 141, and 143 respectively.

3-6-6. 3 MILE SEPARATION AREAS

The entirety of ZTL is adapted for reduced separation at and below FL230, using RADAR + ADSB, and ADSB only sensors. Lincolnton Long Range, Marietta Long Range, Maiden Long Range, Augusta Airport Surveillance, Charlotte Airport Surveillance, Greensboro Airport Surveillance, Macon Airport Surveillance, Lawrenceville Surveillance, Greer Airport Surveillance, Tri-City Airport Surveillance, Lynch Long Range, Crossville Long Range, and Montgomery Long Range Radars are adapted as Single Sensor Sites for ZTL. To supplement cones of silence, and areas outside of RADAR coverage, ADSB has been adapted within ZTL for reduced separation to fill gaps. Coverage areas are defined per figure 1, 2 and 3.

Figure 1.
RADAR + ADSB 3-Mile Separation Areas

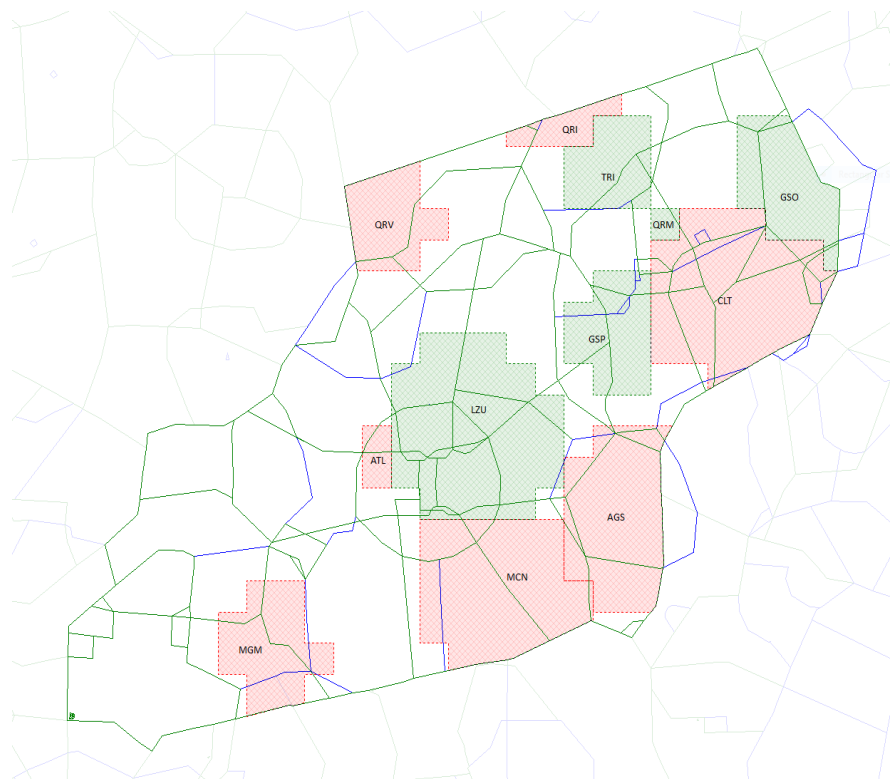


Figure 2.
ADSB Only 3-Mile Separation Areas

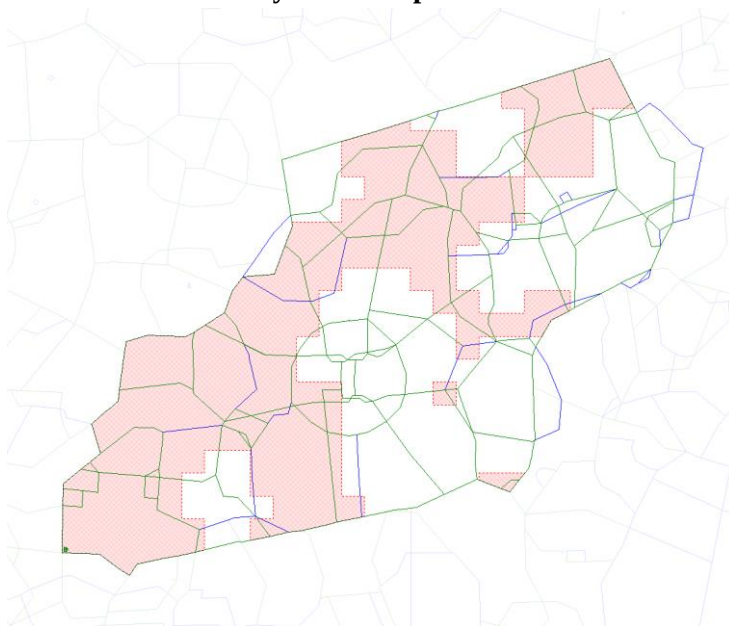
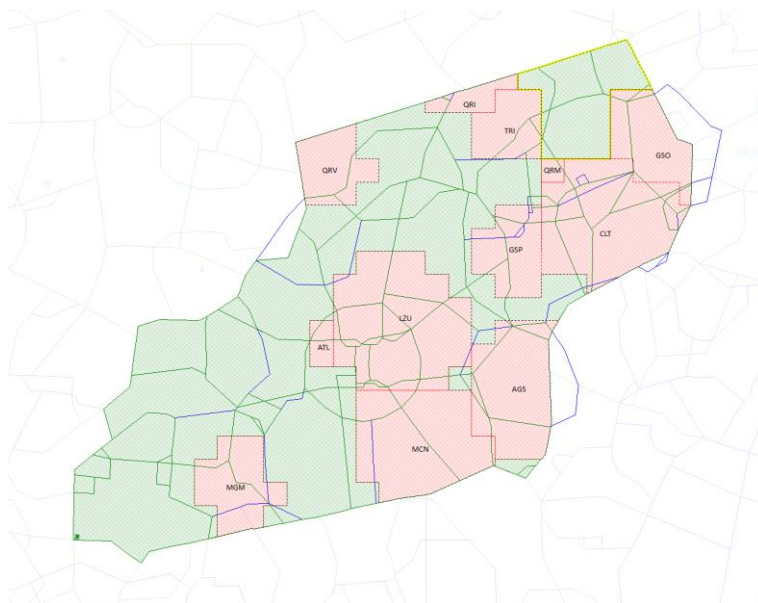


Figure 3.
RADAR + ADSB and ADSB Only 3-Mile Separation Areas



3-6-7. FLAT/FREE TRACK STATUS.

When a tracked aircraft is vectored off-course or deviates, for any reason, the track may enter free track status. Automatic time updates and automatic handoffs are inhibited when an aircraft is in free track status. Additionally, strip generation to proper sectors may be affected by a track in free track status. Therefore, controllers should update the route of flight in the ERAM computer to ensure flat track mode of operation. Unless an operational advantage is gained and coordination is accomplished, the ERAM computer data base must be correct before handoff or control transfer of an aircraft to an adjacent sector/facility.

3-6-8. COORDINATION PROCEDURES FOR FLIP-FLOP AIRSPACE

a. There are several areas inside ZTL where airspace is assigned to a particular sector depending on the direction of takeoff and landing at Atlanta/Hartsfield and Charlotte/Douglas Airports. These areas include the low altitude airspace overlying the Atlanta/Hartsfield Airport, the Athens West Departure Area, and the Gadsden East Area.

b. The transferring controller must ensure that the receiving controller has a handoff or point out on all affected aircraft. When the airspace is transferred to another position, using the Position Relief Checklist, the controllers affected must ensure that all pertinent flight plan and sector information has been coordinated.

3-6-9. SECTOR BINDERS

a. It is the responsibility of the WD, Supervisor's Committee (SUPCOM), TMU, and the FDCS Supervisor to develop and maintain Sector/Position Binders containing SOP's specific to their positions of operation.

b. It is the responsibility of the ZTL-530 Office to develop and maintain Sector/Position Binders containing SOP's specific to each control sector/position of operation.

c. Master files of each binder must be maintained by each office or group responsible for maintaining the binders.

d. Each binder must be updated as changes occur and should be reviewed at least annually to ensure compliance with facility, regional, and national policy/directives.

3-6-10. ALTITUDE ASSIGNMENTS

Except as covered by a LOA or facility directive, do not clear aircraft to an altitude above or below the vertical limits of the transferring sector without verbal approval from the receiving sector.

Note: The intent of this paragraph is to preclude aircraft from penetrating the ceiling/floor of airspace without prior verbal approval.

3-6-11. INAPPROPRIATE ALTITUDE FOR DIRECTION OF FLIGHT (IAFDOF)

When both the transferring and receiving sectors are within ZTL, “inappropriate altitude for direction of flight” need not be coordinated when:

- a. The aircraft’s assigned altitude is above or below the altitude limits of the receiving sector, or
- b. The aircraft is climbing to an interim altitude which is the highest altitude of either the transferring or receiving sector, or
- c. The aircraft is descending to an interim altitude, which is the lowest altitude of either the transferring or receiving sector.

3-6-12. TIME-BASED FLOW MANAGEMENT

The use of time-based flow management in the NAS allows for the precise metering of aircraft to the airport. In order to distribute the delay across multiple sectors, it is necessary to define the maximum number of delay minutes an area or sector can pass to the next controller. Controllers must comply with the time restrictions defined by Appendix 52, Time-Based Flow Management (TBFM) Delay Values.

3-6-13. PRE-ARRANGED COORDINATION PROCEDURES (P-ACP)

1. In order to utilize pre-arranged coordination procedures identified in #3, the following conditions must be met:

- a. ERAM must be fully operational.
 - b. The authorized sector must “quick look” the owning sector and maintain display of the owning sector’s data blocks while utilizing the airspace.
 - c. The authorized sector is responsible to provide radar separation, including wake turbulence separation, from all applicable traffic when utilizing this procedure.
 - d. The authorized sector must PVD the data block of the aircraft transitioning the airspace to the owning sector.
2. If any of the above requirements are not met or at the request of either sector controller or area supervisor, this procedure is cancelled and individual coordination is required.
3. The following pre-arranged coordination procedures are approved within ZTL:

a. Sector 44 is authorized to control CLT departures assigned the JOJJO SID within the confines of Sector 47 airspace in that area above CLT ATCT airspace without individual coordination.

b. Sector 21 is authorized to control ATL departures assigned the SMLTZ and VRSTY SIDs within the confines of Sector 16 airspace without individual coordination.

c. Sector 41 is authorized to control CHA departures within the confines of Sector 05 airspace without individual coordination.

d. Sector 39 is authorized to control ATL departures assigned the PADGT SID within the confines of Sector 37 airspace without individual coordination.

3-6-14. ELIMINATION OF DISTRACTIONS

In a collaborative effort to reduce distractions in the operational area, the following initiatives were established. The operational area encompasses the space beginning at the watch supervisor's desk and ends at the outer wall of the area/unit.

a. canvassing of the overtime list will be conducted at the Watch Desk.

b. Area bidding activities and the schedule will be moved to the area across from the Watch Desk informally known as the "Peach Pit".

3-6-15. CHARLOTTE, NC (CLT) DEPARTURE SPEEDS

The CLT SIDs contain a 280K published speed for all turbojet aircraft. Unless otherwise coordinated, sectors 31, 44, and 47 will delete the published speed prior to communications transfer to the next ZTL sector.

3-6-16. ABRR/PDRR

(1) ABRR/PDRR functionality gives local TMCs the ability to send route amendments from TFMS directly to ERAM. ERAM then forwards the amendment to the controlling sector for airborne aircraft or departure facility for flight plan proposals, as appropriate.

(2) The ABRR/PDRR protected segment:

- (a) is the portion of the reroute that is important for achieving the goal of the TMI,
- (b) is protected from automation processing for adapted routings,
- (c) should not be amended by the sector controller, if possible,
- (d) does not prevent a controller from executing a route amendment that would alter the protected segment or any other portion of the route, when necessary.

(3) TMU responsibilities:

- (a) Use ABRR/PDRR to send TMI reroutes to ERAM, whenever feasible.
- (b) Utilize protected segments as much as practical, so as to provide datablock/EDST indications of reroutes as often as possible.

(4) Communication responsibilities:

- (a) TMU must advise OSIC/CIC verbally that an ABRR has been sent.

NOTE: When an ABRR is required of a sector in red alert status, the ABRR will be sent after coordination with OSIC/CIC.

- (b) When a national reroute is cancelled, TMU must notify the affected areas/facilities.
- (c) If a controller rejects a reroute for any reason, this information, including the reason, must be coordinated with TMU.
- (d) When an ABRR is required, TMU must ensure the sector team has a reasonable opportunity to issue the route prior to handoff. If a short notice ABRR is required, and the aircraft is in close proximity to the normal handoff point, TMU will verbally coordinate with the OSIC/CIC prior to sending the ABRR.

CHAPTER 4. FACILITY WATCH DESK

Section 1. Watch Desk (WD) Overview

4-1-1. POSITION NARRATIVE

a. The WD is ultimately responsible for the administration of the control room. The WD must rely on other facility positions for advice, information, assistance, and support in order to accomplish this task. The WD position may be staffed by an Operations Manager (OM), a Supervisor Traffic Management Coordinator (STMC), or an Operations Supervisor (OS). Regardless of who is staffing the position, in this directive, WD will be utilized to identify the position. When the STMC position is not staffed, it is combined at the WD.

b. The WD is the second level of operational supervision for the Controller Work Force. In most cases, the WD is directly involved with controller or controller family emergencies, deaths, and possible illnesses.

c. If the FDCS is not available due to an authorized break or unforeseen reason, the position is combined with the STMC or the WD. During those times that the position is combined, the STMC/WD must answer phones, address questions, and amend flight plans to the extent available at the ATSW. STMC/WD are not expected to complete all FDCS assigned responsibilities. FDCS are always subject to recall when on break.

4-1-2. GENERAL DUTIES

a. The WD is the initial Investigator-In-Charge for all incidents and accidents occurring within ZTL airspace.

b. The WD acts as the liaison between Air Traffic and the SOC. These duties include planning equipment outages, planning equipment changes and other functions related to equipment.

c. The WD must determine when the automated system performance is satisfactory/unsatisfactory for ATC utilization.

d. The WD is the control room focal for forwarding non-critical ERAM program problems to the ZTL-530 office.

e. The WD is the control room focal for resolving time critical ERAM program problems by coordinating with the responsible party using the 811 Outage Job Aid located at the WD desk

f. Randomly remote monitor sectors where PIREPs are required to be solicited. Any identified deficiencies will be immediately addressed with the OS/CIC. For additional information on equipment use and setup, refer to Chapter 2.

Section 2. WD Equipment

4-2-1. AIR TRAFFIC SPECIALIST WORKSTATION (ATSW)

a. The ATSW, the MDM, and the ERIDS are used along with other equipment to provide the WD with instant access to a multitude of information. This data ranges from obtaining weather and flight plan information to monitoring radar positions within the control room.

b. When there is a requirement (usually search and rescue) to determine from what source a flight plan was entered into the system, the following messages should be entered into the ATSW:

Open Search, type aircraft callsign and start/stop times.

4-2-2. COMMUNICATION CAPABILITIES

a. The WD console is equipped with different types of communication systems. These different systems include, but are not limited to, the Avaya FAVES Administrative Phones, Fixed Satellite Telephones, VSCS, and portable radios.

b. The following are general guidelines when utilizing some of these different communication systems.

1. Extension 7622 on the Avaya FAVES Administrative Phones are recorded. In the event you receive a bomb threat or hostile/threatening calls, utilize the call trace capabilities posted on each telephone.

2. Three-way conversations may be accomplished by utilizing the Avaya FAVES Administrative Phones (Refer to the User's Guide).

3. The paging system available on the WS console through the Avaya FAVES Administrative Phones can be utilized as follows:

a) "Normal Page" (accessible through Avaya FAVES Administrative Phone). Press button labeled "Page", wait for two beeps, dial *293, wait until you hear three beeps, then enter 02). This provides loudspeaker announcement capability to all parts of the center building except the control room.

4. A quick reference sheet for operating The Fixed Satellite Telephone is located at the front of the Air Traffic Contingency Plan binder.

5. The VSCS equipment at the WD console is classmarked for incoming and outgoing PABX calls. This PABX line is recorded and may assist with record keeping when making commercial calls concerning incidents or accidents. Utilize 9 when dialing an outside line.

6. The portable radios provide communications between the WD, TMU, CWSU, and the OSIC, and are used primarily to regulate traffic flows and pass urgent messages to the appropriate areas.

Section 3. WD Procedures

4-3-1. EQUIPMENT OUTAGES

a. During outages of NAS components, the WD must coordinate with the SOC to determine exact status and keep the control room work force well informed. Refer to the ERAM 811 Outage Job Aid.

b. Prior to approving scheduled equipment outages, determine the overall effect on the control room operation and the ATC system.

c. When notified of an unscheduled equipment outage or equipment malfunction, notify the affected areas and adjacent facilities as soon as practical.

d. When reestablishing EDST, instruct all OSIC's to advise the WD when all flight plans have been re-entered into ERAM. After all the OSIC's report are ready, instruct the SOC to reestablish the ERAM interface.

e. During an NNCC outage, ZTL WD will act as the focal point for flight plan input strategies. ZTL Flight Data will collect flight information provided by the users and distribute the information for manual input into the ERAM computer system for electronic dissemination to the common underlying air traffic control facilities. The OMIC will oversee and direct this function (see 2-6-4).

4-3-2. OPERATIONAL BRIEFING

The WD conducts operational briefings twice daily; one in the a.m. and one in the p.m. The WD must ensure that the following are present at these briefings and call upon them for their appropriate input:

- a.** An OSIC representing each area
- b.** The STMC
- c.** The CWSU

Facility Managers and Staff Managers may also participate in the daily briefings if they have information to share with the control room personnel.

4-3-3. FACILITY EMERGENCY SITUATIONS

In many cases, the WD is the sole decision point for emergency situations. Although it is impossible to list actions for every conceivable emergency, enlist the services of available FAA facilities, military services, or other governmental or emergency facilities as needed.

a. Utilize the Facility Security Plan to determine actions concerning weather emergencies or building evacuation.

b. Utilize the Contingency Binder to initiate ATC Zero/Alert/Limited plans.

c. The CWSU will normally be staffed with a National Weather Service Meteorologist from 0530 local to 2115 local. During normal duty hours, if the ZTL CWSU is not staffed, ZME meteorologists (901-368-8167) will provide weather support. Outside normal duty hours, support can be obtained from the National Forecast Office at 770-486-1133, ext, 242. These options are not to be used if ZTL CWSU is staffed.

4-3-4. AIR TRAFFIC AND AIRCRAFT INCIDENTS AND ACCIDENTS.

a. The WD is the initial Investigator-In-Charge for all incidents and accidents occurring within ZTL airspace; use references JO 7210.634, JO 8020.16, JO 7200.20, and JO 1030.3.

b. Incident/accident packages containing checklists and all required forms are located in the file cabinet at the WD position.

c. Thorough preparation and documentation of incident/accident packages is extremely important. When in doubt as to whether an incident/accident has occurred, begin to obtain the required data and perform the required actions in a timely manner. If later investigation reveals that an incident or accident has not occurred, then simply cancel any action that has already been completed.

d. WD personnel must make immediate notification to the Eastern En Route and Oceanic Service Center, through the E-ROC, within 3 hours of notification of an aircraft accident/incident or any occurrence deemed significant or noteworthy. Document the incident, including the notification of E-ROC, as a Mandatory Operational Report (MOR) on the Facility Operations Log (7230-4).

NOTE: When in doubt whether to make notification, notify C-ROC.

e. In attempting to locate a suspected downed aircraft, utilize the CEDAR aircraft search feature and the EOPD for requesting NTAP data. Obtain the track ball coordinates of the last known radar position, if available, and forward this information to appropriate personnel. When using the EOPD, depict a local geographical position if able; i.e., local airport, NAVAID, etc

NOTE: AFRCC may request assistance in locating a target of interest. If so, obtain the following,

f. Ensure all personnel involved in a known accident remain on duty until accurate controller statements are obtained and individuals are released by the facility ATM.

g. Use the Search function of the ATWS to determine the aircraft's route/flight path. Use this information to identify which facilities to request search and rescue information from.

h. Activate Alert Notices (ALNOT) via Flight Data/Service B:

1. Utilize ZTL Form 7230-62 (ALNOT Submission Form), Appendix 11 to request distribution of an ALNOT. Complete the form with as much information as possible and submit to FDACS for distribution through AISR Service B.

2. After sending the Service B message, the FDACS on position will deliver a hard copy of the sent message back to the WD and retain original for the 15-day file.

3. The FDACS will deliver hard copies of Service B response messages received pertaining to open ALNOT to the WD as soon as practical.

4. The WD may cancel ALNOT or widen search parameters as necessary through verbal coordination with the FDACS.

5. The FDACS will deliver hard copies of cancelation messages to the WD.

4-3-5. WD MIDNIGHT SHIFT DUTIES

During the midnight shift operation, The WD has the following additional responsibilities:

a. WD assumes the WC duties from 0000 to 0500 local. Among other duties, the WC is tasked to monitor messages printed at their position and take appropriate action to reenter unsuccessful SIGMET and CWA information via GI message "HIWAS." If automated means are unsuccessful, forward SIGMET and CWA information via interphone or GI message to any sector/facility, which is affected, by the information. See Chapter 14-7 for a full listing of WC duties.

b. WD is responsible for making EDST and Special use airspace entries when TMU positions are combined with the WD.

c. WD must complete the Watch Desk Midnight Shift Checklist, ZTL Form 7210-4 (Appendix 19), located at the desk.

4-3-6. CHAFF DROP

When the WD approves a chaff drop, he/she will advise the CWSU of the time, position, and altitude as soon as practical.

4-3-7. ADSB MISMATCH ALERT

When an ADSB Callsign Mismatch Referred Message is received, silence the alarm and no further action is required at this time.

4-3-8. D NOTAMs

During times of low Flight Data staffing (i.e. midnight shift operations) D NOTAM coordination responsibility may be shifted to the WD. To transfer responsibility to the WD:

- i. Flight Data Specialist (FDCS) must log in to the AIS-R at the WD.
- ii. FDCS must open the D NOTAM Non-Manager. This mailbox should be empty prior to the WD accepting responsibility for D NOTAMs.
- iii. WD must monitor messages arriving in the D NOTAM Non-Manager mailbox, and coordinate any safety critical NOTAMs to the appropriate facility. All other D NOTAMs will be handled by the FDCS upon return for duty.

4-3-9. LOST AND FOUND

All found objects must be turned in to the Watch Desk OMIC. If you have lost an item, check with the WD to see if it was turned in. Found items will be kept at the WD no more than thirty days.

CHAPTER 5. OPERATIONS SUPERVISOR IN CHARGE (OSIC)

Section 1. Area Supervision Objectives

5-1-1. POSITION NARRATIVE

a. The OSIC is responsible for maintaining awareness of traffic activity and operational conditions in order to provide timely assistance to ATC Specialists and ensure that available resources are deployed for optimal efficiency. The OSIC must rely on other facility positions for advice, information, assistance and support in order to accomplish this task. The OSIC should provide the WD and TMU with technical insight on decisions affecting their area of responsibility and inform of unique situations/problems affecting the area.

b. The OSIC position may be staffed by an OS or a Controller-in-Charge (CIC) (with certain restrictions listed in below). Regardless of who is staffing the position, in this directive the position will be identified as OSIC. Each area OSIC position may be combined with the adjacent area OSIC or with the WD.

c. CIC'S must NOT do the following (see SECTION 2. DUTIES FULFILLED BY OPERATIONS SUPERVISORS ONLY):

- 1.** Change break/lunch expectations set by the supervisor of the shift.
- 2.** Make any schedule changes.
- 3.** Make any shift swaps.
- 4.** Make any shift moves or changes for controllers.
- 5.** Approve leave of any kind.
- 6.** Certify ART entries.
- 7.** Approve overtime.

d. OSIC should put special emphasis on eliminating distraction within the operations area.

5-1-2. STATUS INFORMATION AREA (SIA)

The OSIC must develop and distribute the "Status Information" for the area each morning. Develop the SIA IAW paragraph 3-1-3. Relieving OSIC's must review the SIA to insure the posted information is valid, and make corrections as needed. Any additional NOTAM's or special activities throughout the day and/or evening shift must be posted on ACTIVE affected sectors.

5-1-3. PRE-DUTY/RETURN FROM BREAK BRIEFING

Operation Supervisors (OS)/Controllers-in-Charge (CIC) will brief controllers on the solicitation of PIREPS, current weather and equipment outages.

5-1-4. AIR TRAFFIC WORKSTATION AND WEATHER EQUIPMENT

OS/CICs will monitor his equipment as it pertains to weather within the assigned Area.

5-1-5. CORDLESS HEADSETS

OS/CICs will use cordless headsets during weather days to monitor the solicitation of PIREPs.

5-1-6. VISUAL AID

A visual aid will be placed in each area as a reminder of when PIREPs must be solicited.

5-1-7. OPERATIONAL BRIEFINGS

Attend, or designate another OSIC to attend, the a.m. and p.m. operational briefings. Disseminate pertinent weather and operational information to controllers.

5-1-8. POSITION ASSIGNMENTS

OSIC is responsible for knowing the whereabouts of area controllers on duty to ensure their availability for position assignments. Assign personnel to positions as required by activity, equipment, and facility function. Consolidate positions in consideration of activity and qualification of the personnel involved. To the extent traffic volume and staffing levels on a given day permit, position assignments must be rotated among the qualified employees and relief periods must be given. Ensure breaks are equitable and of a reasonable duration.

5-1-9. TRAINING ASSIGNMENTS

The OSIC is responsible for directing the training of ATCS's on duty. Specific duties include but are not limited to:

- a. Assign and monitor On the Job Training (OJT).
- b. Coordinate proficiency/currency training.

- c. Ensure that OJT is productive and commensurate with the developmental's level of experience.
- d. Ensure the On the Job Training Instructor (OJTI) is given time to prepare OJT training reports.
- e. Allow the OJTI and the student sufficient time for meaningful performance feedback on the same day training is conducted.
- f. Ensure training time is logged as required.
- g. At a minimum of once per shift, OSICs will verify that all operational personnel on duty have completed and acknowledged receipt for all TEAM (or electronic equivalent) items identified as Due Today".

5-1-10. EQUIPMENT

- a. OSIC must determine what equipment configuration is needed and be able to assign that configuration to the automation. This includes combining/decombining positions and reconfiguring VSCS. OSIC must maintain awareness of equipment malfunctions and take action to have these issues resolved as quickly as possible. OSIC is responsible for ensuring scheduled equipment checks are preformed and logged appropriately.
- b. Areas 1, 4, and 5 must conduct an air-to-ground frequency check on 121.5 and 243.0 on Tuesdays.
- c. For additional information on equipment use and setup, refer to Chapter 2.

5-1-11. DATA RECORDING

A Daily Record of Facility Operation Form (FAA Form 7230-4) is maintained for each area of operation. OSIC is responsible for ensuring appropriate entries are made in a timely manner.

5-1-12. MONITORING PRESIDENTIAL AIRCRAFT

Personnel performing area supervision duties are responsible for ensuring that presidential aircraft movement is monitored visually and aurally from departure to arrival. The person responsible for monitoring this flight cannot also be the person responsible for area supervision duties.

5-1-13. COMPLETING WATCH CHECKLISTS

- a. **Dayshift Watch Checklist**

1. Sign on the Area Daily Record of Facility Operations (FAA Form 7230-4) utilizing UTC time. (Example: 2000 J. SMITH ON.)
2. Develop and distribute Status Information for the area (Include pertinent information from the day shift outages, NOTAMs, and the ZTL Daily Operations Page.)
3. Attend, or designate another OSIC/CIC to attend the a.m. Operations Briefing (Disseminate pertinent weather and operational information to controllers).
4. Areas 1, 4, and 5 conduct an air-to-ground frequency check on 121.5 and 243.0 on Tuesdays
5. Upon completion of items 1-4 above, annotate the UTC time and “WCLC” (Watch Checklist Complete) on the Area FAA Form 7230-4.

b. Evening Shift Watch Checklist

1. Sign on the Area Daily Record of Facility Operations (FAA Form 7230-4) utilizing UTC time. (Example: 2000 J. SMITH ON.)
2. Review the evening shift NOTAMs and the ZTL Daily Operations Page. Update the “Status Information” with all pertinent new information, if necessary.
3. Attend, or designate another OSIC/CIC to attend, the p.m. operational briefing. Disseminate pertinent weather and operational information to controllers.
4. Upon completion of items 1-3 above, annotate the UTC time and “WCLC” (Watch Checklist Complete) on the Area FAA Form 7230-4.

5-1-14. CIC ASSIGNMENTS

All qualified CICs will be placed in a binder in each of the areas. An updated list will be added to the binders every Sunday, accounting for all CIC time. Assignments to the CIC position will be completed as follows:

- a. A roster must be maintained by each Area of Specialization (Area) and the Traffic Management Unit (TMU) at the respective Operations Supervisor (OSIC) and STMC desk. A printed roster will be given to each Area every Sunday and must contain the total cumulative amount of CIC worked for each eligible employee. Each Area’s printed roster will be kept in chronological order in a CIC binder within each Area and may be reviewed by Bargaining Unit Employees. This data will be archived within the Area binder for a period of not less than 12 months.
- b. Assignments to the CIC position will be made to the controller with the least hours worked, subject to staffing and workload. In the case of a tie in hours worked, NATCA seniority will be

used with the most senior controller being assigned the CIC opportunity. Every reasonable effort will be used to assign the CIC position to the controller with the least hours worked; however, this is not meant to disrupt current operational position assignments or On-the-Job Training. Consideration should be given to both high and low volume sessions and meeting the intent of least hours worked. CIC time must be tracked by the total hours and minutes worked. All hours will zero out at the start of pay period 1 of each year.

c. Newly qualified CICs must be placed in the CIC roster with a zero balance.

d. Any CPC transferring from on Area to another, once paneled and approved for CIC duties, will have their previous Area balance forwarded to the new Area.

Section 2. Duties Fulfilled by Operations Supervisors Only

The following items must be completed by an Operations Supervisor. CIC's are mandated NOT to perform these duties, even if acting as the OSIC.

5-2-1. MANAGE RESOURCES

Set break/meal time expectations and post in the area.

5-2-2. STAFFING AND LEAVE REVIEW

a. As soon as practical after beginning shift, Day Shift OSIC must:

1. Check three days into the future on all shifts to insure that all short-term and long-term medically restricted personnel, as well as operationally restricted personnel; have been removed from the schedule. Once this has been done, if a staffing shortage exists that can be remedied by moving an employee from one shift to another, move the employee(s) in accordance with Article 32, Section 4, and the local Article 32 MOU, and notify the effected employee(s). If a CIC is required either to open or close the area, ensure a CIC has been identified and notified.

2. Check ten days into the future on all shifts to insure that all long-term medically restricted personnel have been removed from the schedule. Once this has been done, if a staffing shortage exists that can be remedied by moving an employee from one shift to another, move the employee(s) in accordance with Article 32, Section 4, and the local Article 32 MOU, and notify the effected employee(s). If a CIC is required to either open or close the area, identify a CIC in accordance with Article 18 section 8 of the Collective Bargaining Agreement and notify the effected employee(s). When assigning a full shift CIC, the shift will be assigned in accordance with Article 18 section 8 of the Collective Bargaining Agreement to available CIC's on the identified shift with the lowest hour balance and notify the effected employee(s).

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3. Requested Changes by an employee to their schedule or assigned shift will be handled utilizing the Priority System: The priority system will be utilized solely for shift changes and will not supersede leave requests. Priority is set according to the normal team schedule rotation (i.e. first work day has priority of 1, second work day has a priority of 2, fifth work day has a priority of 5). Overtime has a priority of 1. Any 10-hour flexible work schedules will have a priority of 1, 1, 1, 2 beginning with the first day. A BUE who changes RDOs will have a priority of 0. Whoever has the higher priority number will receive first consideration for shift change requests and assignments, subject to workload of staffing. The parties agree that any alleged violations of the priority system will be addressed in accordance with the 2016 Collective Bargaining Agreement, beginning with Article 8 - Problem Solving.

b. Day Shift OSIC must make an entry into FAA Form 7230-4 to indicate “Staffing Review Complete (SRC)”.

5-2-3. CERTIFY FAA FORM 7230-4

Evening Shift OSIC must print and certify the Area FAA Form 7230-4 and deliver form to WD.

5-2-4. CERTIFY ART

Each Area Day shift OS must:

- a. Validate ALL Time Outside Shift for the Day shift and preceding Midnight shift.
- b. Correlate all Overtime worked with Web scheduler to ensure codes match in CruART.
- c. Certify all timecards for the day shift and preceding midnight shift.

Each Area Evening Shift OS must:

- a. Validate ALL Time Outside Shift for the Evening shift and uncertified TOS remaining from the day shift.
- b. Correlate all Overtime worked with Web scheduler to ensure codes match in CruART.
- c. Certify all timecards remaining from the day shift and for the evening shift.

The Midnight Shift OS must:

- a. Certify any leftover Evening shift timecards for ALL Areas, including Flight Data, TMU, and Training.

5-2-5. SUPERVISOR TRANSFER OF EMPLOYEE RECORDS AND INFORMATION

a. When transferring operational personnel from one supervisor of record to another (i.e. team or area change), it is necessary that all information pertaining to the transferring employee be passed to the new supervisor of record via an employee briefing.

b. The briefing should include performance issues, discipline, Individual Development Plans (IDP's), collateral duties, awards, leave and medical information, qualifications, and required/completed training. ZTL Form 7210-51 must be used to complete the employee briefing. (See Appendix 18).

7/1/2023

ZTL 7230.2Q CHANGE 2

CHAPTER 6. FLIGHT DATA COMMUNICATION SPECIALIST (FDCS)

Section 1. Position Description

6-1-1. POSITON NARRATIVE

The FDCS position is a central monitor position for automated input/output routines of the ATSW computer, which require action to ensure prompt, accurate dissemination of flight plan data as well as pertinent weather information. FDCS is responsible for knowing the operational capabilities, limitations and set up procedures of the ATSW. FDCS is required to monitor the Primary “A” and Supervisory “A” ATSW and take proper action to ensure data is not lost. The Flight Data Unit (FDU) is responsible for processing and disseminating operational information necessary for NAS operations. The FDU must provide system support during outage(s) of critical systems and/or software; these responsibilities include data recovery, manual processing, and disseminating information or data products as necessary for safe and efficient operations.

6-1-2. ASSIGNMENT OF DUTIES.

The FDCS position is staffed continuously, but is normally staffed by one individual. If the FDCS is not available due to an authorized break or unforeseen reason, the position is combined with the STMC or the WD. During those times that the position is combined, the STMC/WD must answer phones, address questions, and amend flight plans to the extent available at the ATSW. STMC/WD are not expected to complete all FDCS assigned responsibilities. FDCS are always subject to recall when on break.

Orders governing FDU (Flight Data Units) are covered by the following and available locally on ERIDs to all FDCSs.

- (a) FAA Order JO 7110.10, Flight Services.
- (b) FAA Order JO 7110.65, Air Traffic Control.
- (c) FAA Order JO 7900.5, Surface Weather Observing-METAR.
- (d) FAA Order JO 7930.2, Notice to Air Missions (NOTAM).

6-1-3. ANNUAL TRAINING REQUIREMENTS

All FDCSs must complete annual training on International Flight Plan Departure Messages. This training must be administered and recorded using the TEAM program.

Section 2. Flight Data Position

6-2-1. RESPONSIBILITIES

- a.** Processes and monitors the input of proposed and active flight plans from military base operations, Air Route Traffic Control Centers (ARTCC) sectors and adjacent ARTCC's, flight service stations and all air carrier offices. Recognizes incorrect flight plan entries into the NAS and makes corrections as required. Assists customers in amending flight plan data, correcting flight plan formatting and route errors.
- b.** Transmits and coordinates NOTICES TO AIR MISSIONS (NOTAMs), Alert Notices (ALNOTs), Information Request (INREQS), Airmen's Meteorological Information (AIRMETs), Pilot Reports (PIREPs), and administrative messages.
- c.** Processes messages received over Service A and B.
 - 1. Service A messages contain weather products for long line dissemination to Weather Message Switching Center Replacement (WMSCR), including but not limited to:
 - a)** PIREPs
 - b)** METARs
 - c)** AIRMETs
 - d)** Military/SUA
 - 2. Service B messages are all other messages received by flight data, not pertaining to weather or WMSCR.
 - a)** Train developmentals as required.
 - b)** Relay pilot requests for Instrument Flight Rule (IFR) clearances to the appropriate control position.
 - c)** Enter TFR information into the NOTAM ENTRY SYSTEM (NES) as requested. See NES binder for further guidance.
 - d)** Process international flight plans.
 - e)** Performs other duties as assigned.

6-2-2. DUTIES

Flight Data staffing will determine how the positions are split. Below is the position configuration for assignment of duties to the FDA and SUA positions. When closed, all positions will be assigned to FDA. The FDA position is clearly marked on the VSCS and will be physically worked from that

location when combined. Each position will aid the other as needed to ensure that flight data's job requirements are met. It is required that before the relieving specialist can work the position, he/she will get a relief briefing from the current specialist on duty.

NOTE: Position configuration will be determined by the SFDCS.

- a. FDA POSITION**– Service B data is automatically received via email and stored into the appropriate folder in the AISR. Each folder needs to be checked for applicable messages. Any relevant messages must be processed as required and any irrelevant messages must be discarded.

1. ERAM

- a.** Equipment outages: when numerous reject messages are received for the same facility, the specialist will report those observations to the SOC.

- b.** Specialist will enter messages via ERAM for, but not limited to:

1. Dissemination of Urgent (UUA) PIREPs received via AISR and ERIDS.
2. Search for aircraft departure times.
3. Entering and amending flight plans.
4. Enter METARS and/or PIREPs received from towers.
5. Send a GI Message to each specialty when they are new or updated.
6. Process text files.
7. AIRMETs.

2. AISR

Monitor and process messages received via AISR including but not limited to:

- (a)** FDC NOTAMS

- (b)** ALTRVS

- a. Receive messages from AISR
 - b. Print and deliver the copy to the TMU operational inbox.

3. GENOTS

4. Receive and disseminate PIREPs as required via:

a. ERIDS

b. ERAM

5. ICAO departures.

b. SUA POSITION- The following duties are assigned to the SUA position but are not limited to these duties in extenuating circumstances (i.e., Service B failure, etc.). The SUA position is staffed to assist the FDA position once all of SUA duties are complete. The SUA position will be staffed if there is an operational need. Saturdays, Sundays and holidays will not be staffed with a SUA position unless there is an operational need but the second specialist will be recallable if needed.

(1) Process Urgent (UUA) PIREPs and Routine (UA) PIREPs received via ERIDS and disseminate. The SUA position is responsible for entering the PIREPs received on ERIDS into the AISR and ERAM. If an Urgent (UUA) PIREP is received from ERIDS, it will be disseminated on ERAM using the preset F5 key.

(2) IFR Clearance Relay: See Chapter 9 for specific procedures.

(3) Use the VSCS and landline systems to make and receive phone calls concerning the day-to-day operations of flight data to assist the FDA position.

6-2-3. EQUIPMENT

The flight data position utilizes the AT Workstation (ERAM), ERIDS, AISR, and VSCS at the flight data position to accomplish the responsibilities of this position.

6-2-4. COMMUNICATIONS

a. The flight data position is responsible for answering all incoming landline communication for the unit.

b. The VSCS is the FDCU's primary means of voice communications. All communication made through the VSCS are recorded.

c. Commercial telephones- The primary outside telephone line is (770) 210-7692 and the secondary line is (770) 210-7696. These lines are recorded lines. The third telephone line located on the right side of the VSCS, (770) 210-7660 is not recorded.

6-2-5. PROCEDURES

a. Input Sources.

Air traffic control information is entered into ERAM via four acceptable sources:

1. AT Workstation (ERAM)
2. Local computer update equipment (AISR)
3. Remotely via NADIN (FSS, Base Operations, Air Carriers, AISR)
4. Flight Data Input/Output (FDIO)

b. GENOT.

When a GENOT is received, log and place a copy of the GENOT in the GENOT binder, fax a copy to CLT and A80. Deliver a copy to the OMIC, SOC, TMU and ZTL-530. If the GENOT is security related fax to 7100.

Use the following format when requesting a RESEND OF GENOT via Service B:

FF
KZTLZRZX KRWAYAYX
SERVICE REQUEST....GENOT (A OR B)
(NUMBER). THIS FACILITY IS NON-RECEIPT
OF ABOVE MENTIONED GENOT. PLEASE RESEND. THANKS.

c. Alert Notice (ALNOT/INREQ).

An ALNOT is an alert notification sent when an aircraft is overdue. When an aircraft disappears from a controller's screen or never cancels their flight plan, an Information Request (INREQ) is issued. If no response is received after 30 minutes, then an ALNOT is issued. Flight data handles ALNOT and INREQ issuances.

d. International Civil Aviation Organization (ICAO) Flights.

In the event an ICAO flight plan for an air carrier or military aircraft is not received via AISR and a request is received to manually enter the Flight Plan, the FDCCS must verify that the originator has addressed the flight plan to ZTLZRZX and KZTLZQZX. If the flight plan is located on AISR, inform the originator that Flight Data will retransmit the flight plan from AISR to the AT Workstation (ERAM). If the flight plan still isn't in ERAM once retransmitted, notify the caller that it has been rejected and give the caller the reason. When you retransmit the flight plan, if there is an error and it is rejected, search the call sign on AISR and it will state the reason for the error. The originator is responsible for ensuring that a copy of the entire flight plan is transmitted to the last U.S. Center and all International Flight Information Regions (FIRs) whose airspace that flight will transit.

e. Flight Plan Amendments.

a. Amending Flight Plans- Proposed flight plans may be amended if the request is received from a Flight Service Station (FSS), Direct User Access Terminal Service (DUATS), Base Operations, airlines or other flight plan filing service, or an ATC facility.

b. Proposed Flight Plan (FP). Any amendment may be made to a proposed FP. The FDCCS must not remove a flight plan within 30 minutes prior to or after its P-time unless it has coordinated with the control tower. (ATL and CLT). Make an approval request with CLT and ATL to remove a FLT PLAN if proposed time is within 30 minutes.

c. Full Route Clearance (FRC).

(1) The use of FRC is for issuing corrections to routes only. Specialists are reminded that FRC should only be used when correcting a fix or route element filed in error.

(2) When FRC is used, specialists are required to enter "FRC" as the first element in the remarks section preceded by a clear-weather symbol. This will prompt departure controllers to issue corrected routings.

(3) When processing international flight plans, specialists should not change route elements outside of U.S. controlled airspace. Assist dispatchers in identifying the specific route element problem, then request that they correct and re-submit the flight plan.

(4) When entering latitude and longitude coordinates, specialists must enter degrees or degrees and minutes. Either entry method will process correctly, but a combination of methods will not.

EXAMPLES:

- 50N040W or 5036N04023W will process correctly

- 5036N040W will not process correctly

f. Flight Plan-related AT Workstation (ERAM) Entries.

(a) Flight Plan (FP) - Used to input Domestic/ICAO proposed FP into the AT Workstation.

(b) Flight Plan Readout (FR) - Used to display readout of a FP on the AT Workstation.

(c) Strip Request (SR) - Used to print a FP strip in FD or another NAS position/facility.

EXAMPLE: SR SODA81 TYS TYST

SR (call sign or CID) (Field 06 or strip number (x2 digits) (Requested for)

(d) Amendment Message (AM) - Used to amend an active or proposed FP

(e) Remove Strip (RS) - Used to remove a FP

g. Removing a Flight Plan (RS Messages).

(a) Do not remove a FP within 30 minutes prior to or after its P-time unless you have permission from the control tower (i.e. ATL or CLT). Coordinate with CLT and ATL to remove the flight plan.

(b) Before attempting to remove a FP, request an FR on the call sign or computer identification code (CID) to ensure the FP is not active, or to determine which duplicate to remove. A safe technique is the following: FR (Call sign), FR CID, (which brings up the FR CID again), change the FR to RS WITHOUT CHANGING the CID.

(c) If the flight is active, the FDCS **MUST NEVER** remove the FP unless requested by the controller. If an active flight plan is accidentally removed, NOTIFY THE OMIC IMMEDIATELY!

(d) If the flight is a proposal (and not within 30 minutes of proposed departure time), the RS message may be entered by the FDCS.

i. Forcing a Flight Strip to an Approach or Tower.

Use the following addresses and formats to force a strip to a specific tower or approach.

FORMAT: SR <space> (CID) <space> (DEP POINT) <space> (FACILITY ADDRESS)

EXAMPLE: SR 435 TYS TYST

j. Adding Remarks to a Flight Plan.

FORMAT: AM <space> (CID) <space> 11 or RMK <space> (Clear-Weather Symbol) <space> REMARK(S)

EXAMPLE: AM 435 11(RMK) ○ TCAS INOP

k. Reduced Vertical Separation Minimum (RVSM).

a. Flights with proper equipment and certifications may utilize RVSM airspace (FL290-FL410) standard separation (1,000 foot separation). Negative-RVSM (or non-RVSM) aircraft must use 2,000 foot separation.

b. If a request is received to show the aircraft RVSM or Non-RVSM in remarks, DO NOT make this change. Tell the caller to re-file their flight plan with the correct information, or transfer the caller to the Traffic Management Unit (TMU) for assistance.

Section 3. NOTAMS**6-3-1. PROCEDURES****a. Flight Data Center Notices to Air Missions (FDC NOTAMS)**

FDC NOTAMs are regulatory in nature, transmitted by the U.S. NOTAM Office (USNOF) and given system wide dissemination. They are received at ZTL through AISR and are sequentially numbered (YY/0001).

- (1) After receiving a FDC NOTAM, log it into the NOTAM word document.
- (2) When applicable, fax to the correct approach controls and/or forward to the correct areas via ERIDS.
- (3) A copy of all FDC NOTAMs that are processed must be maintained in the FD NOTAM word document until they are cancelled.
- (4) When a cancellation is received for NOTAMs that are kept in the NOTAM word document, the FDCS will notate the cancellation date with their operating initials and the cancellation number on the log and affix a copy of the cancellation message to the original NOTAM. After faxing and verifying its receipt, put it in Flight Data Bin.
- (5) Cancellation of FDC NOTAMs should happen during the mid-shift, the FDCS must remove “8th day” NOTAMs from the cancellation word document, ensuring that there are only 7 days of canceled NOTAMs remaining in the NOTAM document.
- (6) The information in the FDC NOTAM file should indicate when the NOTAM was issued and/or cancelled, which applicable approach controls and/or areas of specialty they are faxed/forwarded to and the FDCS operating initials.

b. Distance NOTAMs (D-NOTAMs)

D-NOTAMs are filtered through AISR. AISR places D-NOTAMs into folders based on whether the location is or isn't covered by a NOTAM MANAGER. AISR will chime when a new D-NOTAM is received. The following D-NOTAMS must be coordinated on a recorded communication line with the appropriate ATC facilities:

- (1) **OBST TOWER LGT/CRANE NOTAMs:** All OBST TOWER LGT/CRANE NOTAMs must be coordinated with the appropriate facility except those that are located more than 6 NM from the airport AND are 400 feet AGL or less.
- (2) **Airspace NOTAMs:** Notably PJE (Parachute Jumping Exercises), airdrops, UAS activity (Drones), aerobatic exercises, VIP movement, etc.
- (3) Any NOTAMs dealing with airport surface conditions for facilities that are not located in the NOTAM MANAGER folder.
- (4) All NOTAMs in the NON-MANAGER folder except OBST TOWER LGT/CRANE NOTAMs that meet the above criteria.

Once each NOTAM is coordinated, move it the appropriate folder (D-NOTAMS coordinated.) If nothing needs to be coordinated, move to the folder (D-NOTAMS not coordinated).

Do not coordinate ZTL NOTAMs with keywords CARF, GPS, SUAC, ALTRV, MOA, NAV, ROUTE, and SVC.

c. ERIDS Outage

In the event of an ERIDS failure, FD must immediately print NOTAM collective lists and deliver to the areas, including cancellations. This task must be repeated every 2 hours until ERIDS is returned to service.

d. NOTAM Website

In the event an alternative source for NOTAMs is required, use the following steps to obtain current NOTAMs:

1. On the computer, navigate to notams.aim.faa.gov/notamSearch/nsapp.html#/
2. When the website loads, in the top left drop down menu, select archive search.
3. A pop up will appear asking if you wish to continue, select “Yes.” Type in the correct date and location and hit “Search.” This will produce a report for all D and FDC NOTAMs for that location(s).

Section 4. WEATHER

6-4-1. PROCEDURES

a. Weather/Altimeters

Once an hour all the weather sequences utilized in ZTL are received via Service A. It is imperative for computer certification that the pre-determined altimeter settings are kept current at all times.

1. The FDCS position will enter an altimeter request (AR) on the AT Workstation for the facility altimeters no later than 15-20 minutes past each hour. Verify that the altimeters have been received and accepted.

NOTE: Before using the alternate, all available avenues should be exhausted in obtaining the mandatory station’s altimeter (phone call, etc.) In the event that the alternate station’s weather is also unusable, contact the OMIC to determine another alternate to use.

b. Weather Message Switching Center Replacement (WMSCR) Outage

ERAM will no longer receive weather messages during a WMSCR outage (weather/altimeters will be missing). Use one of the following methods to obtain the weather for mandatory reporting stations:

(a) Call the station directly.

(b) Navigate to the website: aviationweather.gov

1. Select the METARs button.

2. Scroll down to “Request METAR data” and enter the desired station(s) in the “IDs” box using the ICAO format, i.e., KMCJ KSTL. (No comma between IDs is required.)

3. Click on “Get METAR data” button.

NOTE: AIRMETs, PIREPs and other weather related products are also available on this website, if needed.

c. PIREPs

PIREPs are received via ERIDS and AISR. Flight Data is responsible for the entry/dissemination of PIREPs inside the ZTL airspace boundary as well as 30 nautical miles (NM) outside of the boundary for routine PIREPs (UA) and 150 NM for Urgent PIREPs (UUA).

d. Meteorological Aerodrome Reports (METARs) and PIREPs received from towers

Flight Data is responsible for the input of METARs, per FAA Order 7900.5, and PIREPs that are received from Towers.

(1) The FDCCS will input received METAR information into ERAM and AISR.

(2) PIREPs received from a tower must be processed and disseminated.

e. Airman’s Meteorological Information (AIRMET) Procedures

1. AIRMETs are received via AISR at 6-hour intervals; 1500Z, 2100Z, 0300Z and 0900Z.

2. Disseminate the AIRMET via GI message to operational areas using the preset F8 (located on ERAM) that contain the applicable states for each area.

3. ZTL uses the AIRMETs for LA, MS, AL, KY, TN, WV, VA, NC, SC, GA, FL, and CSTL WATERS.

Section 5. AERONAUTICAL INFORMATION SYSTEM REPLACEMENT (AISR)

6-5-1. OVERVIEW

AISR is a PC workstation/server based replacement system for the Aeronautical Information System. Access to the AISR network at an ARTCC is via a dedicated cable connection. All messages, templates, collectives and filters are maintained at the central server, where the incoming messages are also archived for 45 days. These messages can be directly accessed at any time the connection and server are operational. None of this data is stored locally.

AISR is the primary source of flight plan (FP) and weather data when the AT Workstation (ERAM) is off line.

6-5-2. RESPONSIBILITIES

FDCS must monitor AISR Service A (WX) and B (aircraft movement and general messages) data.

6-5-3. EQUIPMENT

There are two AISR computers located in the FDCU and one in the Center Weather Service Unit (CWSU).

NOTE: The AISR computer displays (e-mail folders/ filters, background colors, font size, etc.) have been adjusted to the most optimal, as well as aesthetic settings for the majority of the flight data personnel. The settings are NOT to be adjusted without the express authorization of the SFDCS.

6-5-4. GENERAL

a. When not actively being used, the incoming messages window is to be left maximized and visible on BOTH of the AISR computers at all times.

b. Filters-

(1) Both PCs have been set up to automatically filter as many messages as possible out of the inbox.

(2) DO NOT rely on the filters to automatically notify the FDCS when important messages have arrived. It is impossible to foresee every type of important message and set up appropriate filters. FDCS are expected to monitor AISR.

6-5-5. PROCEDURES

a. AIS “A” DATA

The FDC Section has one AISR computer and printer, which is used primarily for weather related data. The following message types are commonly received on this computer with the following distribution procedures:

1. CONVECTIVE SIGMET - Deliver to WC or TMU when requested.

2. AIRMETS (Airmen’s Meteorological Information). If located within 150 NM of Atlanta Center boundary, input into ATSWS.

3. D NOTAMs

- a. D NOTAMs are normally disseminated within Atlanta Center via ERIDS. Procedures for NOTAM dissemination and ERIDS outages are contained in paragraph 2-7-4. Individual areas retrieve NOTAMs. If areas are unable to retrieve NOTAMs, make copies for the affected areas and distribute them as needed.
- b. D NOTAMs must be coordinated with any open approach controls/terminal facilities underlying ZTL.
- c. Coordinate D NOTAMs received via AIS-R as follows:
 - i. Coordination must take place over a recorded line.
 - ii. Non-NOTAM Manager airports: coordinate all NOTAMs with the affected ATCT or approach control
 - iii. NOTAM Manager airports: coordinate only those NOTAMs with the keyword OBST or AIRSPACE with the affected ATCT or approach control.
 - iv. Coordinate all ZTL NOTAMs with the keyword OBST or AIRSPACE only if they affect the airspace of an approach control or terminal facility.
- d. During times of low Flight Data staffing (i.e. midnight shift operations), D NOTAM coordination responsibility may be shifted to the WD. To transfer responsibility to the WD:
 - i. Flight Data Specialist (FDCS) must log in to the AIS-R at the WD.
 - ii. FDCS must open the D NOTAM Non-Manager. This mailbox should be empty prior to the WD accepting responsibility for D NOTAMs.
 - iii. WD must monitor messages arriving in the D NOTAM Non-Manager mailbox, and coordinate any safety critical NOTAMs to the appropriate facility. All other D NOTAMs will be handled by the FDCS upon return for duty.

4. FDC NOTAMs – FDC NOTAMs are normally disseminated within Atlanta Center via ERIDS. Log FDC NOTAMs affecting underlying facilities on line in NOTAM tracker; fax a copy to underlying facilities. Verify receipt by fax report or phone call.

b. AIS “B” MESSAGES

The FDC Section has one AIS computer and printer, which is used primarily for Service “B” messages, which are directly related to air traffic control. The following is a list of the most common messages received and a brief description of the distribution procedures:

1. GENOTS SVC B - Make five copies. Hand deliver one copy to Watch Desk, TMU, 530, SMIC and log and file one copy in the Flight Data folder. If the subject of the GENOT is security, an extra copy must be given to the SMIC for AF-1. Fax copies to ATL and CLT.
2. ALNOTS - “Roger” message, and hand deliver printed copies from AISR to WD. Retain canceled ALNOTs in 45-day file.
3. ALERT NOTICE - FDACS files
4. ALTRV’s - Place in TMU’s traffic box.
5. MOA’s - Place in TMU’s traffic box.
6. CIRNOTs- Will be received and hand delivered to the WD. A copy will be retained for 120 days in the GENOT folder.

Section 6. COMMUNICATIONS SECURITY (COMSEC)

6-6-1. OVERVIEW

The FDC Section is responsible for sending and receiving traffic via the HSDN (Homeland Security Data Network) located in the Secure Room (#1058) in the Flight Data area. The traffic is received in code and ranges from unclassified to secret.

6-6-2. PROCEDURES

a. Secure Vault

1. The COMSEC secure vault must be checked by the midnight shift specialist. If there is not a certified specialist on the midnight shift, the evening shift specialist, if certified to enter the enclosure, will complete the task. If there isn’t an evening specialist, it will be checked at the beginning of the morning shift.

2. Only those personnel who are listed on the Formal Cryptographic Access (FCA) list are authorized to enter the COMSEC secure vault. Individuals not on the FCA list will not be left unattended and must also sign the visitor log located in the blue binder.

b. Receiving Classified Documents

1. All classified documents received in the COMSEC vault must be listed in the message delivery register on ZTL Form 1600-2.
2. Follow the procedure from the COMSEC SOP that is stored in the secure vault.
3. Check secure vault for classified messages. Process the messages in accordance with the COMSEC SOP.

NOTE: Because of the nature of COMSEC operations, refer to the COMSEC SOP located in the secure vault for the handling of material and day-to-day operations. If you have any questions, contact the COMSEC Responsible Officer (CRO), or the Alternate COMSEC Responsible Officer (A-CRO) for guidance.

Section 7. MID-SHIFT OPERATIONS

6-7-1. OVERVIEW

In addition to the normal duties of the unit, the midnight shift has some unique duties and functions.

6-7-2. PROCEDURES

- a. GENOT Verification-** At approximately 12am, there will be a verification message received that verifies the last GENOT transmitted. Compare this information to the GENOT binder.

EXAMPLE: CURRENT SVC B TRANSMITTED 11/29

- b. Traffic Count-** Check your FAA email around 2am for the traffic count email. Update the date and traffic count on the dry erase board located in front of the OMIC.

- c. Secure Vault Check-** The COMSEC secure vault must be checked by the midnight shift specialist. If there is not a certified specialist on the midnight shift, the evening shift specialist, if certified to enter the enclosure, will complete the task. If there isn't an evening

specialist, it will be checked at the beginning of the morning shift. Once checked, fill out the sheets hanging up on the front of the door with your initials, date and time.

d. Safe #1- The safe needs to be checked daily on the midnight shift. Once checked, fill out the sheet on top of the safe with your initials, date and time.

Section 8. IFR CLEARANCE RELAY

6-8-1. OVERVIEW

Flight Data has the responsibility of handling phone calls from pilots seeking a clearance. They coordinate IFR clearances with sectors within ZTL's airspace. Flight Data will determine the appropriate facility or sector from which to request clearances. The departure airport will be used to verify which facility or sector to contact.

6-8-2. PROCEDURES

a. Receiving a clearance request-

1. Note the aircraft call sign, departure airport and departure runway. Verify that there is a flight plan in ERAM.
2. Utilize the flight data unit clearance worksheet to notate the pilot's information.
3. Call the appropriate sector via the VSCS to coordinate an IFR clearance.
4. Relay the clearance verbatim to the pilot.
5. File the flight data unit clearance worksheet in the FD bin.

b. In the event FD receives a down time or IFR cancellation-

1. Note the aircraft call sign, down time, destination and the CID.
2. Advise the appropriate sector of the cancellation. In the event the sector does not respond, call the area supervisor with the information.

CHAPTER 7. AREA OF SPECIALIZATION 1

Section 1. Salem Sector 42

7-1-1. SECTOR NARRATIVE

The Salem Sector is a high sector with altitude limits from FL240 to FL340. This sector serves as a transition sector for departing air traffic from the Charlotte Douglas (CLT) airport as well as providing spacing for aircraft arriving to the Atlanta Hartsfield Jackson (ATL) and CLT airports.

7-1-2. ASSIGNMENT OF AIRSPACE

Salem is open on Sector 42 continuously. During the midnight configuration, Pulaski sector is combined with Salem at Sector 42.

7-1-3. PROCEDURES

a. Arrivals

1. CLT:

(a) CLT and CLT Satellite Airports turbojet arrivals from the Burne Sector must be released to Salem east of VXX for speed control and turns and

- i. CLT North Operation: Cross the Salem/Burne boundary at or below FL330
- ii. CLT South Operation: Cross the Salem/Burne boundary at or below FL290, or lowest available altitude FL330 and below

(b) Arrivals to CLT and CLT Satellite Airports are released for turns up to 20 degrees from the Salem Sector. Point outs to adjacent sectors are the responsibility of the Shine Sector. The Shine Sector may issue a pilot's discretion clearance (this includes crossing restriction clearances) from FL240 or above without first coordinating with Salem Sector.

c. Traffic permitting, Salem must issue the descend via clearance to aircraft on the FILPZ arrivals. For aircraft issued the descend via clearance, Sector 42 must enter an appropriate altitude and initiate a hand-off to Shine. The CLT altimeter must be issued with the descend via clearance.

Either Shine or Salem may choose to suspend descend via operations. For aircraft not descending via, Salem must descend aircraft to FL240 and initiate a hand-off to Shine.

2. BNA/MQY/JWN/MBT. Arrivals to the Nashville Terminal Area from the Salem Sector must cross the Salem/Burne boundary at or below FL300 traffic permitting. The Baden Sector must hand these aircraft off to the Salem Sector in sufficient time for this to be accomplished.

3. CHA. Aircraft inbound to CHA, operating on or north of a line from PSK to KCHA, must be descended to FL350 and handed off to the SALEM Sector in sufficient time for the aircraft to cross the Salem/Burne boundary at or below FL300.

4. ATL. Upon completion of radar handoff and communications transfer, Salem Sector must have control for speed adjustment on all ATL arrivals within 20 miles of the Salem boundary from Pulaski.

5. ATL. Upon completion of radar handoff and communications transfer, Lanier Sector must have control for turns direct to OZZZI/ONDRE intersection and speed control for all ATL arrivals within 15NM of the Lanier boundary from Salem.

6. The Bristol Sector may issue a pilot's discretion clearance (this includes crossing restriction clearances) to aircraft on the RCTOR STAR from FL240 or above without first coordinating with Salem Sector.

b. Departures

CLT departures are released for turns up to 20 degrees from the Shine/Moped Sectors to the Salem/Pulaski sectors. Salem/Pulaski are responsible for point outs to adjacent sectors if they turn the aircraft.

c. Additional Procedures

No additional procedures have been identified for this sector.

d. Automated Information Transfers

1. Aircraft inbound to either GSP, SPA, GMU, or GYH that are transitioning to Area 1 from Area 7 in the high stratum must be handled as follows:

(a) Aircraft must be descended by the Burne Sector to FL240, without pilot's discretion, and handed off to the Salem Sector.

(b) The Salem Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to the Bristol Sector.

(c) After observation by the Burne Sector that the Bristol Sector has accepted the handoff, the Burne Sector must transfer communication and pertinent control information to the Bristol Sector.

2. Turboprop arrivals inbound to CLT and CLT satellites that are transitioning to Area 1 from Area 7 in the high stratum must be handled as follows:

(a) Aircraft must be descended by the Burne Sector so as to cross the Burne/Salem boundary at FL240.

(b) The Salem sector, traffic permitting must accept the handoff and immediately initiate a handoff to the Bristol sector.

(c) After observation by the Burne sector that Bristol sector has accepted the handoff, the Burne sector must transfer communications and pertinent control information to the Bristol sector.

3. KATL arrivals transitioning from Sector 43 through Sector 42 to Sector 50 must be handled as follows:

(a) Sector 43 will initiate a handoff to Sector 42. If 42 requires communication with the aircraft, they will request it prior to accepting the handoff.

(b) If Sector 42 does not require communication, they will accept the handoff and immediately initiate a handoff to Sector 50. When Sector 50 accepts the handoff, Sector 43 will transfer communications and pertinent information to Sector 50.

(c) If Sector 50 does not accept the handoff by abeam the SCHUL Waypoint, Sector 43 will transfer communications to Sector 42.

7-1-4. MILITARY OPERATIONS

Aerial Refueling Route

AR216

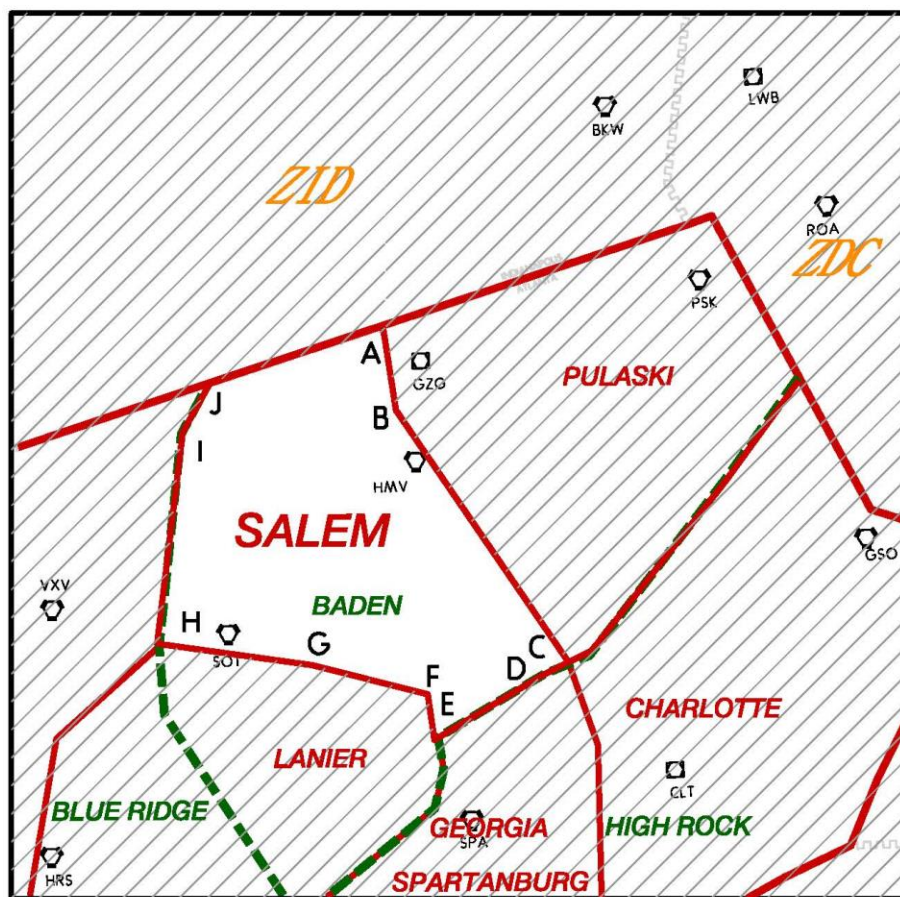
SOT MOA

FIGURE 7-1

ATLANTA ARTC CENTER**SECTOR 42****SALEM HIGH****FL240 - FL340***Effective: October 15, 2015*

A	36	57	35/82	15	20	F	35	31	47/82	05	57
B	36	38	10/82	12	34	G	35	39	20/82	38	50
C	35	37	45/81	26	10	H	35	45	00/83	23	00
D	35	35	10/81	33	15	I	36	34	18/83	14	58
E	35	21	30/82	04	15	J	36	45	53/83	06	43

to point of beginning



Section 2. Pulaski Sector 43

7-2-1. SECTOR NARRATIVE

The Pulaski Sector is a high sector with altitude limits from FL240 to FL340. This sector serves as a transition sector for the Charlotte and Greensboro airports. There are a number of other smaller airports underlying the Pulaski Sector that transition to create traffic conflicts. Pulaski also provides spacing for traffic arriving at Atlanta airport.

The Pulaski Sector is required to continuously monitor frequency 121.5/243.0.

7-2-2. ASSIGNMENT OF AIRSPACE

Pulaski is open on Sector 43 from 0645 - 2215 local. During the midnight configuration, Pulaski is combined with Salem at Sector 42.

7-2-3. PROCEDURES

a. Arrivals.

1. Charlotte:

(a) Turbojet arrivals to CLT and CLT satellite airports must be cleared via the appropriate routings as described in the Atlanta ARTCC and Charlotte ATCT LOA. CLT arrivals from ZID must be cleared via the PARQR or the BTSEY STAR and delivered at or below FL330.

(b) Traffic permitting, Pulaski must issue the descend via clearance to aircraft on the PARQR arrivals. For aircraft issued the descend via clearance, Sector 43 must enter an appropriate altitude and initiate a hand-off to Moped. The CLT altimeter must be issued with the descend via clearance.

Either Moped or Pulaski may choose to suspend descend via operations. For aircraft not descending via, Pulaski must descend aircraft to FL240 and initiate a hand-off to Moped.

(c) Arrivals to CLT and CLT Satellite Airports are released for turns up to 20 degrees from the Pulaski Sector. Point outs to adjacent sectors are the responsibility of the Moped Sector. The Moped Sector may issue a pilots discretion clearance (this includes crossing restriction clearances) from FL240 or above without first coordinating with Pulaski Sector.

(d) CLT arrivals are released to ZTL Pulaski sector for speed control 10 miles north of the ZID/ZTL boundary.

2. Upon completion of radar handoff and communications transfer, Salem Sector must have control for speed adjustment on all ATL arrivals within 20 miles of the Salem boundary from Pulaski.

b. Departures

CLT departures are released for turns up to 20 degrees from the Shine/Moped Sectors to the Salem/Pulaski sectors. Salem/Pulaski are responsible for point outs to adjacent sectors if they turn the aircraft.

c. Additional Procedures

No additional procedures have been identified for this sector.

d. Automated Information Transfers

1. Aircraft transitioning from Area 2 through the Pulaski or Baden Sector to ZDC whose projected route of flight will remain within the lateral confines of that airspace between 5 miles west of the centerline of Q69 and the ZTL/ZDC center boundary will be handled as follows:

(a) High Rock or Charlotte Sector will initiate handoff to Pulaski or Baden Sector.

(b) Pulaski or Baden will accept handoff and immediately initiate handoff to ZDC.

(c) When High Rock or Charlotte Sector observe ZDC has accepted the handoff, High Rock or Charlotte Sector will transfer communications to ZDC and coordinate pertinent flight plan information with ZDC.

(d) If ZDC has not accepted the handoff prior to the aircraft reaching the High Rock or Charlotte Sector boundary, Area 2 will transfer communications to the Pulaski, Salem or Baden Sector frequency.

(e) If Pulaski or Baden Sector requires communications with the aircraft, they will request communications from High Rock or Charlotte Sector prior to accepting the handoff and the High Rock or Charlotte Sector will coordinate pertinent flight plan information with the Pulaski, Salem or Baden Sector.

(f) Aircraft involved must remain within appropriate sector stratum at level flight.

2. GSO arrivals at or above FL240 must be handled as follows:

(a) Sector 43 will descend aircraft to FL240 and initiate a handoff to Sector 45. If Sector 45 requires communication, they will request it prior to accepting the handoff.

(b) If Sector 45 does not require communication, they will accept the handoff and enter an altitude in the data block that they can approve and will initiate a handoff to Sector 47.

(c) Sector 43 will assign the altitude in the data block to the aircraft.

(d) When sector 47 accepts the handoff, Sector 43 will transfer communications and pertinent information to Sector 47.

3. KATL arrivals transitioning from Sector 43 through Sector 42 to Sector 50 must be handled as follows:

(a) Sector 43 will initiate a handoff to Sector 42. If 42 requires communication with the aircraft, they will request it prior to accepting the handoff.

(b) If Sector 42 does not require communication, they will accept the handoff and immediately initiate a handoff to Sector 50. When Sector 50 accepts the handoff, Sector 43 will transfer communications and pertinent information to Sector 50.

(c) If Sector 50 does not accept the handoff by abeam the SCHUL Waypoint, Sector 43 will transfer communications to Sector 42.

e. Pre-Arranged Coordination

Sector 43 is authorized to climb and turn, up to 15 degrees left or right of course, CLT and CLT satellite departures within the confines of Sector 33 airspace in that area above 47/MOPED airspace without individual coordination provided the following requirements are met.

1. ERAM must be fully operational.
2. The authorized sector must “quick look” the owning sector and maintain display of the owning sector’s data blocks while utilizing the airspace.
3. The authorized sector is responsible to provide radar separation, including wake turbulence separation, from all applicable traffic when utilizing this procedure.
4. The authorized sector must PVD the data block of the aircraft transitioning the airspace to the owning sector.

If any of the above requirements are not met or at the request of either sector controller or area supervisor, this procedure is canceled and individual coordination is required.

7-2-4. MILITARY OPERATIONS

Aerial Refueling Routes: AR216

FIGURE 7-2

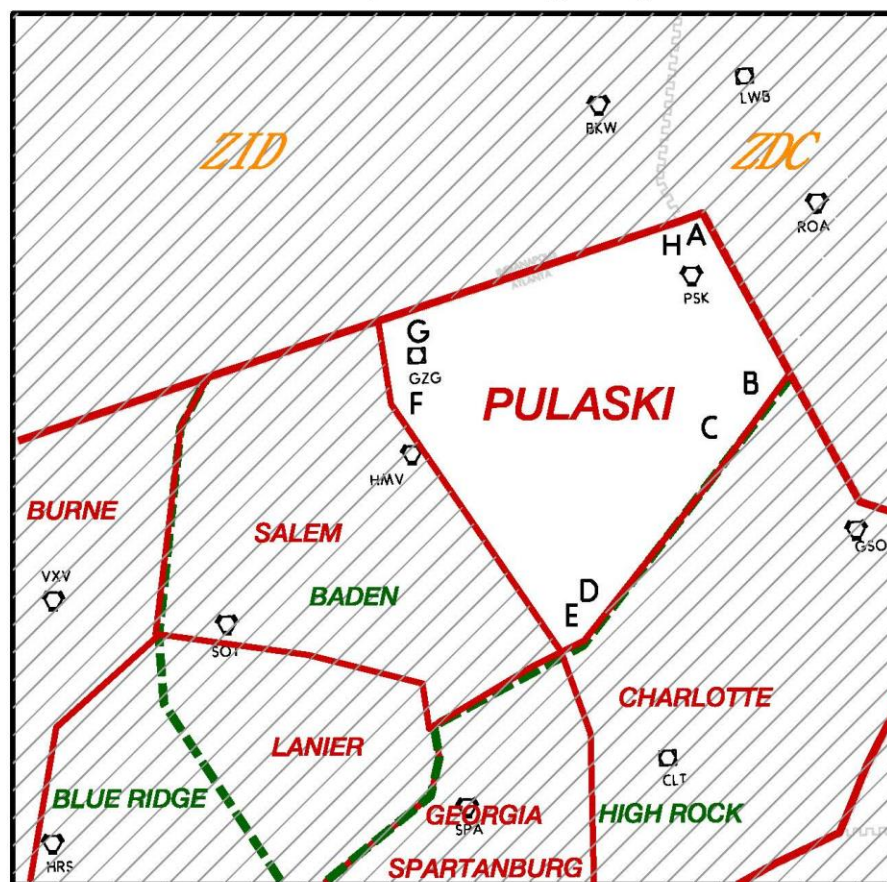
ATLANTA ARTC CENTER

SECTOR 43
PULASKI HIGH
FL240 - FL340

Effective: October 15, 2015

A	37	19	55/80	38	00
B	36	40	00/80	15	00
C	36	18	41/80	38	01
D	35	40	30/81	18	40
E	35	37	45/81	26	10
F	36	38	10/82	12	34
G	36	37	35/82	15	20
H	37	18	15/80	44	45

to point of beginning



Section 3. Shine Sector 44

7-3-1. SECTOR NARRATIVE

The Shine Sector is a low sector with altitude limits from 17,000 feet to FL230 for the airspace overlying Charlotte ATCT (CLT), 11,000 feet to FL230 for the remainder of the airspace. This sector serves as an arrival sector for aircraft landing Charlotte airport as well as, surrounding approach control facilities.

The Shine Sector is required to continuously monitor frequency 121.5/243.0 (SUG and HKY RCAG).

7-3-2. ASSIGNMENT OF AIRSPACE

Shine is open on Sector 44 continuously. When traffic volume dictates, Moped sector is combined with Shine at Sector 44. During the midnight configuration Moped, Bristol and Wilkes are combined with Shine at Sector 44.

7-3-3. PROCEDURES

a. Arrivals

1. Charlotte:

a. Arrivals to CLT and CLT Satellite Airports are released for turns up to 20 degrees from the Salem Sector. Point outs to adjacent sectors are the responsibility of the Shine Sector. The Shine Sector may issue a pilots discretion clearance (this includes crossing restriction clearances) from FL240 or above without first coordinating with Salem Sector.

b. Traffic permitting, Salem must issue the descend via clearance to aircraft on the FILPZ arrivals. For aircraft issued the descend via clearance, Sector 42 must enter an appropriate altitude and initiate a hand-off to Shine. The CLT altimeter must be issued with the descend via clearance.

Either Shine or Salem may choose to suspend descend via operations. For aircraft not descending via, Salem must descend aircraft to FL240 and initiate a hand-off to Shine.

c. Turboprop arrivals to the CLT Terminal Area, above 13,000 feet, must cross the Bristol/Shine sector boundary, at or below 17,000 feet descending to 13,000 feet. Pilot's discretion descent need not be coordinated on these aircraft.

2. Arrivals to GSO/INT must be descended to at least FL210. Arrivals from over SPA are released for right turns to the Moped Sector.

3. Hickory (HKY) and Statesville (SVH) arrivals must be cleared via GENOD. destination, descended to 110 and handed off to SHINE sector.

b. Departures

(1) Unarm must clear GSP area departures to an altitude of 17,000 or lower and initiate a handoff to Shine. Upon handoff and transfer of communications, GSP area departures must be released for climb and left turns or right turns no further than a 010 heading by the Unarm Sector.

(2) CLT departures are released for turns up to 20 degrees from the Shine/Moped Sectors to the Salem/Pulaski sectors. Salem/Pulaski are responsible for point outs to adjacent sectors if they turn the acft.

(3) Shine releases control of KAVL departures entering the UNARM Sector. Unarm is responsible for any point outs to any other adjacent sectors or facilities if they issue control instructions to the aircraft.

c. Additional Procedures

No additional procedures have been identified for this sector.

d. Automated Information Transfers

1. Aircraft landing GSP, GMU, SPA and GYH on the RCTOR STAR from the Bristol Sector to the Shine Sector must be handled as follows:

(a) Bristol Sector, traffic permitting, must clear aircraft to cross the LUVTT intersection at 11,000.

(b) Bristol Sector must initiate a handoff to the Shine Sector.

(c) Shine Sector must accept the handoff and immediately initiate a handoff to AVL Approach.

(d) When AVL approach accepts the handoff, Bristol Sector must transfer communications to AVL Approach.

(e) If Shine Sector requires communication with the aircraft, Shine Sector must request communications from the Bristol Sector prior to accepting the handoff.

(f) If AVL Approach has not accepted the handoff prior to the aircraft crossing the Bristol/Shine boundary, Bristol will transfer communications to the Shine Sector.

e. Pre-Arranged Coordination

Sector 44 is authorized to control CLT departures assigned the JOJJO SID within the confines of Sector 47 airspace in that area above CLT ATCT airspace without individual coordination provided the following requirements are met.

1. ERAM must be fully operational.
2. The authorized sector must “quick look” the owning sector and maintain display of the owning sector’s data blocks while utilizing the airspace.
3. The authorized sector is responsible to provide radar separation, including wake turbulence separation, from all applicable traffic when utilizing this procedure.
4. The authorized sector must PVD the data block of the aircraft transitioning the airspace to the owning sector.

If any of the above requirements are not met or at the request of either sector controller or area supervisor, this procedure is cancelled and individual coordination is required.

7-3-4. MILITARY OPERATIONS

Aerial Refueling Routes:

AR633/Ridge ATCAA
AR328

IR Routes:

IR 081
IR 723
IR 080
IR 079
IR 083
IR 726
IR 022

Figure 7-3

ATLANTA ARTC CENTER

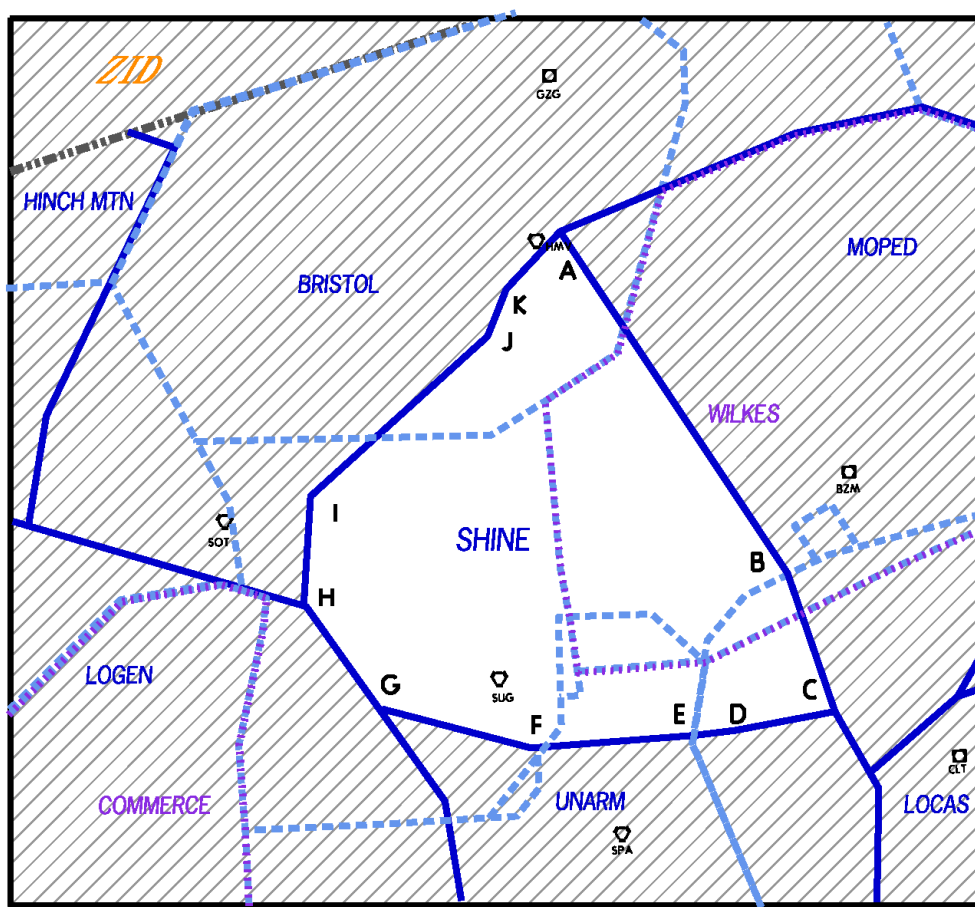
SECTOR 44

SHINE LOW

11,000 - FL230

Effective: April 1, 2020

A	36	27	10/82	03	53	G	35	20	17/82	37	00
B	35	37	45/81	26	10	H	35	35	00/82	49	45
C	35	18	00/81	18	50	I	35	50	45/82	48	10
D	35	16	08/81	35	46	J	36	12	50/82	16	45
E	35	15	18/81	43	16	K	36	19	30/82	13	15
F	35	14	13/82	11	26						to point of beginning



Section 4. Bristol Sector 45

7-4-1. SECTOR NARRATIVE

The Bristol Sector is a low sector with altitude limits from 11,000 feet to FL230 for the airspace overlying Asheville ATCT (AVL) and Tri-cities ATCT (TRI), from 13,000 feet to FL230 for the airspace overlying Knoxville ATCT (TYS), and from 7,000 feet to FL230 for the airspace overlying Roanoke ATCT (ROA). Elsewhere within the sector, the Bristol Sector altitude limits are from the surface to FL230. This sector has no predominant traffic flow, but is comprised of numerous aircraft traversing to and from approach control facilities. Bristol also contains several air refueling tracks and military training routes.

The Bristol Sector is required to continuously monitor frequency 121.5/243.0 (SUG RCAG).

7-4-2. ASSIGNMENT OF AIRSPACE

Bristol is open on Sector 45 from approximately 0900-2230 local. When traffic volume dictates, Wilkes sector is combined with Bristol. During the midnight configuration, Bristol is combined with Shine, Moped, and Wilkes sectors at Sector 44.

7-4-3. PROCEDURES

a. Arrivals.

1. Turboprop arrivals to the CLT Terminal Area must cross the Bristol/Shine boundary at or below 17,000 feet descending to 13,000 feet.

2. Aircraft within 15 miles of the common sector boundary, transitioning to the Logen sector from the Unarm Sector and landing KATL are released for speed control without back coordination.

3. All Tri-City (TRI) arrivals from the Logen Sector must be descending to 17,000 feet, traffic permitting, or at filed altitude, if lower. These aircraft must be released for turns up to 15 degrees to the Bristol Sector upon receipt of communications transfer.

4. GSO Terminal Arrivals entering the Moped Sector must be descended to FL210 or requested lower.

5. Aircraft executing instrument approach procedures at MKJ must be coordinated with ROA ATCT, non-radar sector.

6. Arrivals to Southern Pines, NC (SOP) must cross the Bristol/Lecon boundary at or below FL210, traffic permitting.

7. Arrivals to Pope AFB, NC (POB) must cross the Bristol/Leeon boundary at or below FL230, traffic permitting.

8. Aircraft landing ROA from the Moped Sector must be descended to 11,000 feet or the lowest available altitude and handed off to the Bristol Sector. Bristol Sector will have control for right turns.

9. The Bristol Sector may issue a pilot's discretion clearance (this includes crossing restriction clearances) to aircraft on the RCTOR STAR from FL240 or above without first coordinating with Salem Sector.

b. Departures

When SOT MOA is activated, TYS will assign VXV184 radial or VXV102 radial to remain clear of the MOA. Sector 45 is responsible for turning the aircraft on course.

c. Additional Procedures

No additional procedures have been identified for this sector.

d. Automated Information Transfers

1. Aircraft inbound to either GSP, GYH, GMU, or SPA that are transitioning to Area 1 from Area 7 in the high stratum must be handled as follows:

(a) Aircraft must be descended by the Burne Sector to FL240, without pilot's discretion, and handed off to the Salem Sector.

(b) The Salem Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to the Bristol Sector.

(c) After observation by the Burne Sector that the Bristol Sector has accepted the handoff, the Burne Sector must transfer communications and pertinent control information to the Bristol Sector.

2. Turboprop arrivals inbound to CLT and CLT satellites that are transitioning to Area 1 from Area 7 in the high stratum must be handled as follows:

(a) Aircraft must be descended by the Burne Sector so as to cross the Burne/Salem boundary at FL240.

(b) The Salem sector, traffic permitting must accept the handoff and immediately initiate a handoff to the Bristol sector.

(c) After observation by the Burne sector that Bristol sector has accepted the handoff, the Burne sector must transfer communications and pertinent control information to the Bristol sector.

3. Aircraft landing GSP, GMU, SPA and GYH on the RCTOR STAR from the Bristol Sector to the Shine Sector must be handled as follows:

(a) Bristol Sector, traffic permitting, must clear aircraft to cross the LUVTT intersection at 11,000.

(b) Bristol Sector must initiate a handoff to the Shine Sector.

(c) Shine Sector must accept the handoff and immediately initiate a handoff to AVL Approach.

(d) When AVL approach accepts the handoff, Bristol Sector must transfer communications to AVL Approach.

(e) If Shine Sector requires communication with the aircraft, Shine Sector must request communications from the Bristol Sector prior to accepting the handoff.

(f) If AVL Approach has not accepted the handoff prior to the aircraft crossing the Bristol/Shine boundary, Bristol will transfer communications to the Shine Sector.

4. GSO arrivals at or above FL240 must be handled as follows:

(a) Sector 43 will descend aircraft to FL240 and initiate a handoff to Sector 45. If Sector 45 requires communication, they will request it prior to accepting the handoff.

(b) If Sector 45 does not require communication, they will accept the handoff and enter an altitude in the data block that they can approve and will initiate a handoff to Sector 47.

(c) Sector 43 will assign the altitude in the data block to the aircraft.

(d) When sector 47 accepts the handoff, Sector 43 will transfer communications and pertinent information to Sector 47.

7-4-4. MILITARY OPERATIONS

Aerial Refueling Routes:

AR633/Ridge ATCAA

AR328

Military Operating Areas: When SOT MOA is activated, TYS will assign VXV184 radial or VXV102 radial to remain clear of the MOA. Sector 45 is responsible for turning the aircraft on course.

SECTOR 45

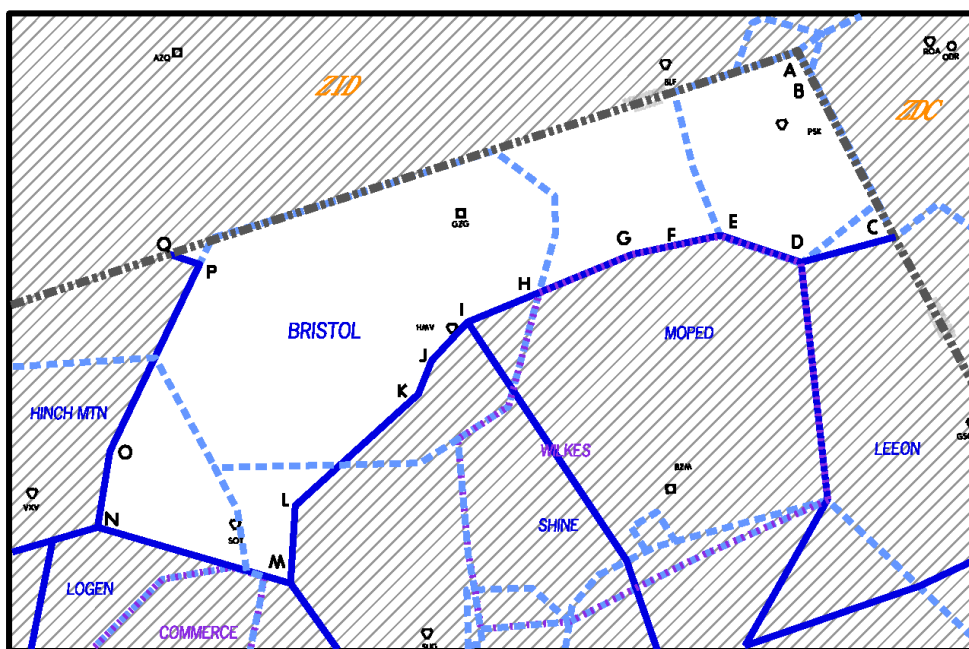
BRISTOL LOW

SURFACE - FL230

Effective: April 1, 2020

A	37	19	55/80	38	00
B	37	15	20/80	34	52
C	36	41	05/80	15	34
D	36	36	50/80	39	30
E	36	43	00/80	59	30
F	36	41	10/81	14	00
G	36	40	00/81	22	00
H	36	32	47/81	45	41
I	36	27	10/82	03	53

J 36 19 30/82 13 15
K 36 12 50/82 16 45
L 35 50 45/82 48 10
M 35 35 00/82 49 45
N 35 47 00/83 37 30
O 36 03 45/83 33 38
P 36 40 20/83 11 00
Q 36 42 40/83 19 10
to point of beginning



Section 5. Moped Sector 47

7-5-1. SECTOR NARRATIVE

The Moped Sector is a low sector with altitude limits from 17,000 feet to FL 230 in the airspace overlying Charlotte ATCT (CLT) and 11,000 to FL 230 in the remainder of the airspace. Moped serves as a north departure sector for Charlotte airport and an arriving sector for Greensboro airport and Hickory Regional Airport.

7-5-2. ASSIGNMENT OF AIRSPACE

Moped is open on Sector 47 from approximately 0700-1900 local. When traffic dictates, Moped is combined with Shine at Sector 44. During the midnight configuration, Moped, Shine, Bristol, and Wilkes are combined at Sector 44.

7-5-3. PROCEDURES

a. Arrivals.

1. Arrivals to the GSP Terminal Area, operating at 17,000 feet or above, must be routed via the SPA 080 radial to SPA then direct destination airport or via the JUNNR RNAV STAR. These aircraft must cross the SPA 080039 fix or OPENS Waypoint at 17,000 feet, handed off and communications transferred to CLT Approach.

NOTE: Upon handoff and communications transfer from Leeon Sector to the Moped Sector, turboprop and turbojet aircraft inbound to GSP, GMU, SPA, and GYH are released for right turns and descent at or below FL230.

2. Arrivals, operating 12,000 feet and below, to the GSP Terminal Area must be routed via BZM.V20.GENOD..SPA..DESTINATION. These aircraft must be descended to 11,000 feet and handed off to Sector 48.

3. Aircraft landing ROA must be descended to 11,000 feet or the lowest available altitude and handed off to the Bristol Sector. Bristol Sector will have control for right turns.

4. Arrivals to GSO/INT from over SPA are released for right turns from the Shine Sector.

5. Arrivals to CLT and CLT Satellite Airports are released for turns up to 20 degrees from the Pulaski Sector. Point outs to adjacent sectors are the responsibility of the Moped Sector. The Moped Sector may issue a pilots discretion clearance (this includes crossing restriction clearances) from FL240 or above without first coordinating with Pulaski Sector.

6. Traffic permitting, Pulaski must issue the descend via clearance to aircraft on the PARQR arrivals. For aircraft issued the descend via clearance, Sector 43 must enter an appropriate

altitude and initiate a hand-off to Moped. The CLT altimeter must be issued with the descend via clearance. Either Moped or Pulaski may choose to suspend descend via operations. For aircraft not descending via, Pulaski must descend aircraft to FL240 and initiate a hand-off to Moped.

b. Departures

1. CLT departures enroute to LYH and CHO, departing the KRITR gate will not be turned on course until the aircraft has passed the CLT TCP.

2. Non-advanced NAV Turboprop and turbojet aircraft departing the GSO Terminal Area, filed north of the BOTTM DTA must be cleared on course by the Leeon Sector.

3. Turboprop and turbojet aircraft departing the GSO Terminal Area, routed out the BOTTM DTA entering the MOPED sector must be released for turns on course by the Leeon Sector.

Exception: GSO turboprop departures destined the GSP Terminal Area must be the Moped Sector's control for a left turn not to exceed a 270 degree heading.

4. Departures from HKY and SVH that will enter Sector 29 (Leeon) airspace must be assigned a heading to enter Sector 29 north of TRAKS intersection with heading entry into 4th line. Sector 29 must have control for turns on course.

5. CLT departures are released for turns up to 20 degrees from the Shine/Moped Sectors to the Salem/Pulaski sectors. Salem/Pulaski are responsible for point outs to adjacent sectors if they turn the aircraft.

c. Additional Procedures.

1. Arrivals to Southern Pines, NC (SOP) must cross the Area 1/Leeon boundary at or below FL210, traffic permitting.

2. Arrivals to Pope AFB, NC (POB) must cross the Area 1/Locas boundary at or

d. Automated Information Transfers

GSO arrivals at or above FL240 must be handled as follows:

(1) Sector 43 will descend aircraft to FL240 and initiate a handoff to Sector 45. If Sector 45 requires communication, they will request it prior to accepting the handoff.

(2) If Sector 45 does not require communication, they will accept the handoff and enter an altitude in the data block that they can approve and will initiate a handoff to Sector 47.

(3) Sector 43 will assign the altitude in the data block to the aircraft.

(4) When sector 47 accepts the handoff, Sector 43 will transfer communications and pertinent information to Sector 47.

7-5-4. MILITARY OPERATIONS

IR Routes:

IR 719

IR 721

IR 723

IR 081

IR 080

IR 082/083

IR 022

IR 726

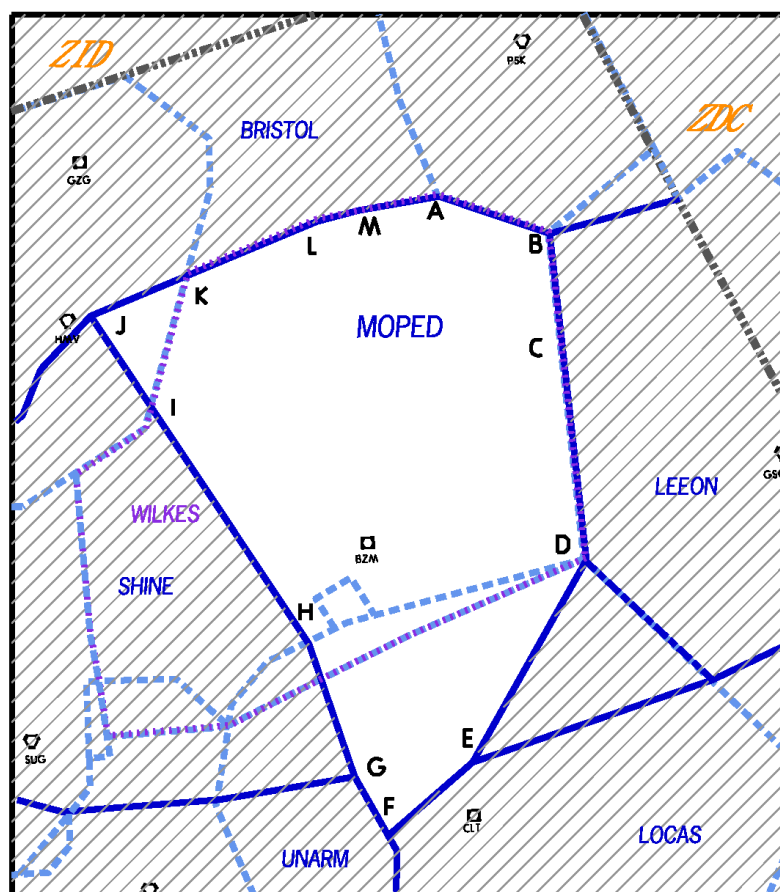
FIGURE 7-5

ATLANTA ARTC CENTER

SECTOR 47
MOPED LOW
11,000 - FL230

Effective: April 1, 2020

A	36	43	00/80	59	30	H	35	37	45/81	26	10
B	36	36	50/80	39	30	I	36	13	08/81	53	04
C	36	18	41/80	38	01	J	36	27	10/82	03	53
D	35	48	30/80	35	30	K	36	32	47/81	45	41
E	35	19	27/80	57	34	L	36	40	00/81	22	00
F	35	09	09/81	13	13	M	36	41	10/81	14	00
G	35	18	00/81	18	50						to point of beginning



Section 6. Wilkes Sector 48

7-6-1. SECTOR NARRATIVE

The Wilkes Sector is an ultra-low sector with altitude limits from the surface to 10,000 feet. Wilkes complexity is increased because of the mountainous terrain and multiple airports it provides approach control service to. Wilkes also controls traffic arriving into the Charlotte Terminal area and numerous military training routes. The majority of the traffic in the Wilkes Sector is non-scheduled.

Wilkes must continuously monitor the Hickory Clearance Delivery frequency, 124.25.

7-6-2. ASSIGNMENT OF AIRSPACE

Wilkes is open on Sector 48 from approximately 0900-1900 local. When traffic volume dictates, Wilkes is combined with Bristol at Sector 45. During the midnight configuration, Wilkes is combined with Bristol, Shine, and Moped Sectors at Sector 44.

7-6-3. PROCEDURES

a. Arrivals.

Arrivals to the GSP Terminal Area must be routed clear of CLT ATCT delegated airspace.

b. Departures.

No departure procedures have been identified for this sector.

c. Additional Procedures.

1. AVL ATCT. Aircraft entering AVL ATCT delegated airspace at or below 6,000 feet must be coordinated and non-radar approval obtained prior to entry.

2. ROA ATCT. Aircraft entering ROA ATCT Non-Radar Airspace, 6,000 feet and below, must be coordinated non-radar prior to entry.

3. HKY. At Wilkes (Sector 48) where automated coordination with Hickory Tower is not available, the EDST Coordination Menu or Flight Progress Strips must be used to annotate the status of manual coordination.

d. Automated Information Transfers.

No AIT procedures have been identified for this sector.

7-6-4 MILITARY OPERATIONS

IR Routes:

IR 719

IR 721

IR 723

IR 081

IR 080

IR 082/083

IR 022

IR 726

IR726 - Be aware that the exit altitude is 10,000 feet.

IR082 - (Alternate Entry Fix at Point Charlie) - Obtain verbal approval from Asheville ATCT prior to entry clearance. (Since this is a radar following route, only the first facility/sector the route will enter is required for coordination.)

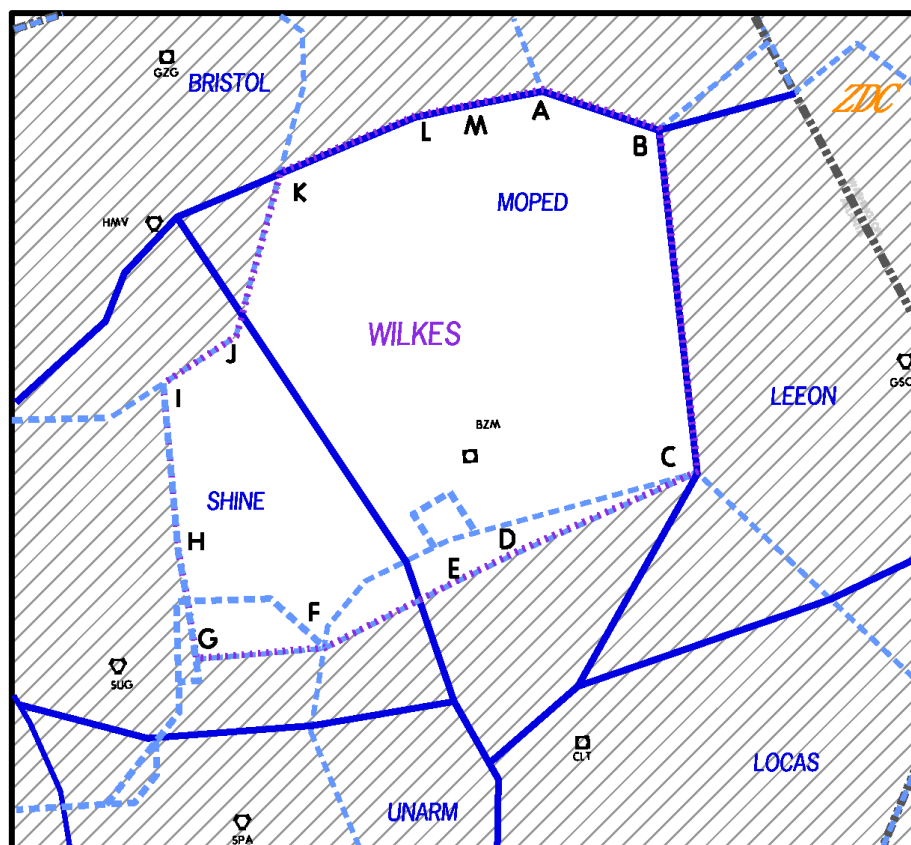
FIGURE 7-6

ATLANTA ARTC CENTER

SECTOR 48
WILKES ULTRA LOW
10,000 AND BELOW

Effective: April 1, 2020

A	36	43	00/80	59	30	H	35	33	00/82	04	00
B	36	36	50/80	39	30	I	36	03	33/82	07	23
C	35	48	30/80	35	30	J	36	10	00/81	54	15
D	35	38	15/81	07	40	K	36	32	47/81	45	41
E	35	35	30/81	18	00	L	36	40	00/81	22	00
F	35	25	54/81	40	45	M	36	41	10/81	14	00
G	35	24	57/82	02	47						to point of beginning



CHAPTER 8. AREA OF SPECIALIZATION 2

Section 1. High Rock Sector 28

8-1-1. SECTOR NARRATIVE

The High Rock sector is an ultra-high sector with altitude limits from FL350 and above. The main traffic flow is south and southwest bound from Indianapolis and Washington Center. Special care should be exercised when vectoring aircraft. The jet stream can exceed 200 knots from the west and increase/decrease aircraft speed dramatically.

The High Rock sector is required to continuously monitor frequency 121.5/243.0.

8-1-2. ASSIGNMENT OF AIRSPACE

High Rock is open on sector 28 from approximately 0830-2100 local. When traffic volume dictates, the western portion of High Rock combines with Georgia sector at Sector 34 (or Sector 32 if applicable) and the eastern portion combines with Charlotte sector at Sector 33. Charlotte will assume the High Rock frequencies 125.02/291.75; all aircraft in the western portion of the airspace will be transferred to the appropriate frequency. During the midnight configuration, High Rock is combined with Spartanburg, Georgia, and Charlotte sectors at Sector 32.

8-1-3. PROCEDURES

a. Arrivals

1. High Rock will descend aircraft inbound to Washington Dulles INTL (IAD) to FL350 and initiate a handoff to the Charlotte High sector in time to allow the aircraft to cross the Atlanta/Washington Center boundary at FL330.

2. High Rock will descend aircraft landing the Atlanta Terminal Area via the DEHAN STAR, to FL350 and initiate a handoff to the Charlotte sector in time to allow the aircraft to cross the Lanier/Spartanburg sector boundary at or below FL260.

3. High Rock will descend aircraft landing Atlanta Hartsfield to FL350 and initiate a handoff to the Georgia High sector in time to allow the aircraft to cross the Lanier/Georgia High sector boundary at or below FL340.

4. High Rock will descend aircraft inbound to Richmond (RIC) to FL350 and initiate a handoff to the Charlotte High sector in time to allow the aircraft to cross the Atlanta/Washington Center boundary at FL290.

5. Aircraft landing at KTYS airport must cross the Lanier, High Rock, Georgia High common boundary at or below FL300.

6. Arrivals to SAV, CHS, JZI, and HXD from the Baden sector must cross the High Rock boundary at or below FL370.

b. Departures

No departure procedures have been identified for this sector.

c. Additional Procedures

No additional procedures have been identified for this sector.

d. Automated Information Transfer:

1. Aircraft transitioning from Area 2 through the Pulaski or Baden Sector to ZDC whose projected route of flight will remain within the lateral confines of that airspace between 5 miles west of the centerline of Q69 and the ZTL/ZDC center boundary will be handled as follows:

(a) High Rock or Charlotte Sector will initiate handoff to Pulaski or Baden Sector.

(b) Pulaski or Baden will accept handoff and immediately initiate handoff to ZDC.

(c) When High Rock or Charlotte Sector observe ZDC has accepted the handoff, High Rock or Charlotte Sector will transfer communications to ZDC and coordinate pertinent flight plan information with ZDC.

(d) If ZDC has not accepted the handoff prior to the aircraft reaching the High Rock or Charlotte Sector boundary, Area 2 will transfer communications to the Pulaski or Baden Sector frequency.

(e) If Pulaski or Baden Sector requires communications with the aircraft, they will request communications from High Rock or Charlotte Sector prior to accepting the handoff and the High Rock or Charlotte Sector will coordinate pertinent flight plan information with the Pulaski, Salem or Baden Sector.

(f) Aircraft involved must remain within appropriate sector stratum at level flight.

8-1-4. MILITARY OPERATIONS

a. TIGER ATCAA – May only be used between 0930L – 1030L.

TIGER LOW ATCAA – FL300B3300

TIGER HIGH ATCAA – FL390B430

1. Lockheed Martin will request use of TIGER Airspace with ZTL TMU 2 hours prior to departure and ZTL Area 2 Supervisor 1 hour prior to departure. The Area 2 Supervisor must collaborate with UNARM Sector (R31), SPARTANBURG Sector (R32), GEORGIA Sector (R34) and HIGH ROCK Sector (R28) after approving use of TIGER ATCAA.
2. GSP Approach will coordinate with UNARM Sector (R31) 5 minutes prior to taxi. GSP must coordinate an unrestricted climb with EAST DEPARTURE Sector (R16) and R31 prior to aircraft release.
3. UNARM Sector must input necessary EDST inputs to show airspace activated and facilitate probing.

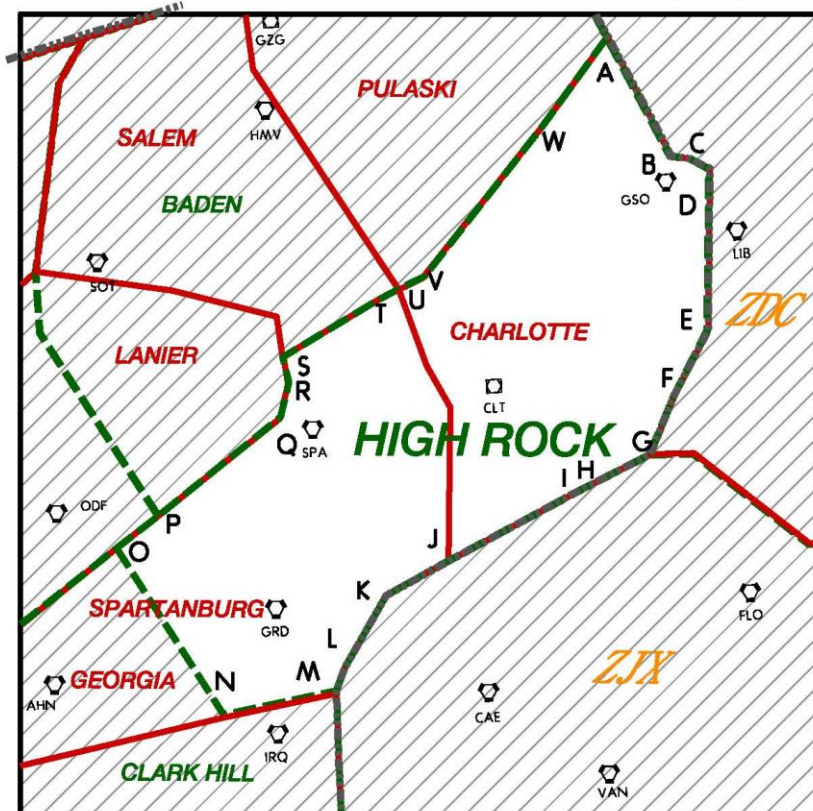
4. UNARM Sector must coordinate with EAST DEPARTURE Sector, SPARTANBURG Sector, GEORGIA Sector, HIGH ROCK Sector and CLARK HILL Sector (R23).
5. TIGER ATCAA must not be utilized during the Masters.

FIGURE 8-1

ATLANTA ARTC CENTER**SECTOR 28**
HIGH ROCK ULTRA HIGH
FL350 AND ABOVE*Effective: May 26, 2016*

A	36	41	05/80	15	34
B	36	09	15/79	57	00
C	36	08	00/79	52	00
D	36	05	20/79	44	40
E	35	23	00/79	48	15
F	35	06	30/80	00	00
G	34	51	20/80	08	50
H	34	43	30/80	31	00
I	34	42	11/80	34	41
J	34	26	00/81	14	30
K	34	17	37/81	34	28
L	33	59	07/81	48	16
M	33	53	20/81	51	00
N	33	47	53/82	26	26
O	34	32	50/82	59	23
P	34	40	58/82	45	57
Q	35	05	00/82	06	00
R	35	14	00/82	03	00
S	35	21	30/82	04	15
T	35	35	10/81	33	15
U	35	37	45/81	26	10
V	35	40	30/81	18	40
W	36	18	41/80	38	01

to point of beginning



Section 2. Leeon Sector 29

8-2-1. SECTOR NARRATIVE

The Leeon Sector is a low sector with altitude limits from 13,000 feet to FL230 in the airspace overlying Greensboro ATCT (GSO), 13,000 feet to FL270 underlying the CHSLY Shelf, 17,000 feet to FL 230 for the airspace overlying Charlotte ATCT (CLT). Leeon provides air traffic service primarily to arrivals into CLT and departures from GSO and Raleigh ATCT (RDU).

8-2-2. ASSIGNMENT OF AIRSPACE

Leeon is open on Sector 29 from approximately 0730-2130 local. When traffic volume dictates, Locus sector is combined with Leeon at Sector 29. During the midnight configuration, Leeon is combined with Locas and Unarm sectors at Sector 31.

8-2-3. PROCEDURES

a. Arrivals.

1. Turbojet and turboprop aircraft inbound to GSP, GMU, SPA and GYH at or above 17,000 feet must be placed on a heading that will intercept the SPA080 radial prior to the Leeon/Moped sector boundary or cleared via the JUNNR RNAV STAR. Leeon will descend the aircraft to FL200 or below and hand off to the Moped Sector. Upon handoff and communications transfer to the Moped Sector, these aircraft are released for right turns and descent at or below FL230.

2. Arrivals to Southern Pines, NC (SOP) must cross the Area 1/Leeon boundary at or below FL210, traffic permitting.

3. Arrivals to Pope AFB, NC (POB) must cross the Area 1/Leeon boundary at or below FL230, traffic permitting.

b. Departures.

1. Departures from HKY and SVH that will enter Sector 29 (Leeon) airspace must be assigned a heading to enter Sector 29 north of TRAKS intersection with heading entry into 4th line. Sector 29 must have control for turns on course.

2. GSO Terminal Area departures entering the Moped/Bristol Sectors:

(a) Non-advanced NAV Turbojet and turboprop aircraft departing the GSO Terminal Area routed out the BOTTM DTA proceeding northbound must be cleared on course by the Leeon Sector.

(b) Turbojet and turboprop aircraft departing the GSO Terminal Area routed out the BOTTM DTA entering the MOPED sector must be released for turns on course by the Leeon Sector.

Exception: GSO turboprop departures destined the GSP Terminal Area must be the Moped Sector's control for left turns not to exceed a 270 degree heading.

c. Additional Procedures.

No additional procedures have been identified for this sector.

d. Automated Information Transfers

1. Overflight aircraft transitioning through the CHSLY Shelf must be handled as follows:

(a) The Charlotte Sector will initiate a handoff to the LEEON sector.

(b) Leeon, traffic permitting, must accept the handoff and immediately initiate a handoff to the subsequent sector.

(c) When Charlotte Sector observes the subsequent sector has accepted the handoff, Charlotte Sector will transfer communications to the subsequent sector and coordinate pertinent flight plan information with the subsequent sector.

(d) If Leeon Sector requires communications with the aircraft, they will request communications from Charlotte Sector prior to accepting the handoff and the Charlotte Sector will coordinate pertinent flight plan information with Leeon.

2. Greer Terminal arrivals at or above FL240 assigned the JUNNR STAR must be handled as follows:

(a) Charlotte Sector will initiate a handoff to the Leeon sector.

(b) The Leeon Sector will accept the handoff, enter an altitude in the datablock that they can approve and immediately initiate a handoff to the Moped Sector.

(c) The Charlotte Sector will assign the altitude entered into the datablock by the Leeon Sector, and when the handoff has been accepted by the Moped Sector, transfer communications to the Moped Sector.

(d) If Leeon Sector requires communication with the aircraft, Leeon Sector must request communications from the Charlotte Sector prior to accepting the handoff.

8-2-4. MILITARY OPERATIONS

IR Routes:

IR 721

IR 719

IR 082/083

IR 022

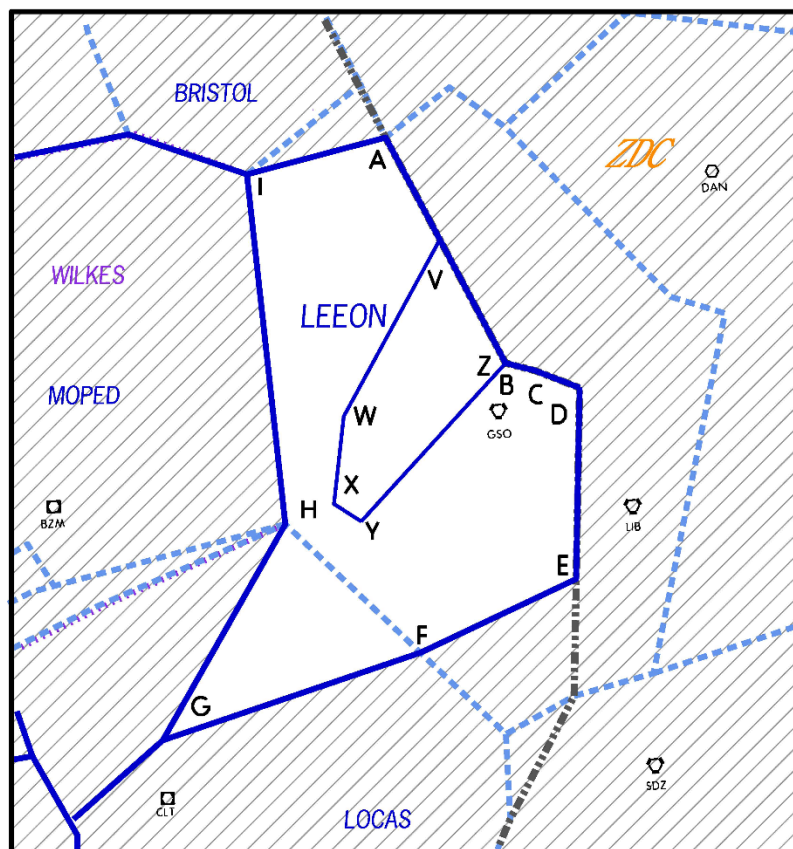
Figure 8-2

ATLANTA ARTC CENTER

SECTOR 29
LEEON LOW
13,000 - FL230

Effective: April 1, 2020

A	36 41 05/80 15 34	
B	36 09 15/79 57 00	
C	36 08 00/79 52 00	
D	36 05 20/79 44 40	CHSLY SHELF (FL240-270):
E	35 39 00/79 47 00	V 36 26 37/80 07 10
F	35 30 00/80 13 45	W 36 03 04/80 24 49
G	35 19 27/80 57 34	X 35 51 04/80 27 10
H	35 48 30/80 35 30	Y 35 48 32/80 22 41
I	36 36 50/80 39 30	Z 36 09 15/79 57 00
to point of beginning		



Section 3. Locas Sector 30

8-3-1. SECTOR NARRATIVE

The Locas Sector is a low sector with altitude limits from 13,000 feet overlying Greensboro ATCT (GSO) and from 17,000 feet overlying Charlotte ATCT (CLT) to FL 230 under Charlotte High (33), from 13,000 feet to FL230 over GSO and under the CLT Shelf and from 17,000 to FL230 over CLT ATCT and the Gipper shelf. Locas provides air traffic service primarily to CLT departures.

8-3-2. ASSIGNMENT OF AIRSPACE

Locas is open on Sector 30 from approximately 0730-2130 local. When traffic volume dictates, Locas is combined with Leeson sector at Sector 29. During the midnight configuration, Locas is combined with Leeson and Unarm Sectors at Sector 31.

8-3-3. PROCEDURES

a. Arrivals

1. Arrivals to Pope AFB, NC (POB) must cross the Moped/Locas boundary at or below FL230, traffic permitting.

2. Arrivals to Southern Pines, NC (SOP) must cross the Moped/Locas boundary at or below FL210, traffic permitting.

b. Departures

An interim altitude of FL230, or the requested altitude if lower than FL230, will be displayed on all Charlotte Douglas International Airport Turbojet departures except departures on LILLS SID will display FL190 or requested altitude if lower.

c. Additional Procedures

No departure procedures have been identified for this sector.

d. Automated Information Transfers

1. BIMMR departures transitioning from Unarm through Locas to the Charlotte sector must be handled as follows:

(a) The Unarm Sector will initiate a handoff to the Locas sector.

(b) Locas, traffic permitting, must accept the handoff and immediately initiate a handoff to Charlotte.

(c) When Unarm Sector observes Charlotte has accepted the handoff, Unarm Sector will transfer communications to Charlotte and coordinate pertinent flight plan information with Charlotte.

(d) If Locas Sector requires communications with the aircraft, they will request communications from Unarm Sector prior to accepting the handoff and the Unarm Sector will coordinate pertinent flight plan information with Locas.

2. Aircraft departing CLT terminal area transitioning from Locas sector through Columbia Low to Aiken sector filed at or above FL240 will be handled as follows:

(a) Locas Sector will initiate handoff to Columbia Low Sector.

(b) Columbia Low sector will accept handoff and immediately initiate handoff to Aiken sector.

(c) When Locas Sector observes Aiken sector has accepted the handoff, Locas Sector will transfer communications to Aiken Sector and coordinate pertinent flight plan information with ZJX.

(d) If Aiken sector has not accepted the handoff prior to the aircraft reaching the Locas Sector boundary, Locas will transfer communications to the Columbia Low Sector frequency.

(e) If Columbia Low Sector requires communications with the aircraft, they will request communications from Locas Sector prior to accepting the handoff and the Locas Sector will coordinate pertinent flight plan information with the Columbia Low Sector.

8-3-4. MILITARY OPERATIONS

IR Routes:

IR 721

IR 718

IR 082/083

IR022

Military Operating Areas:

Gamecock MOA

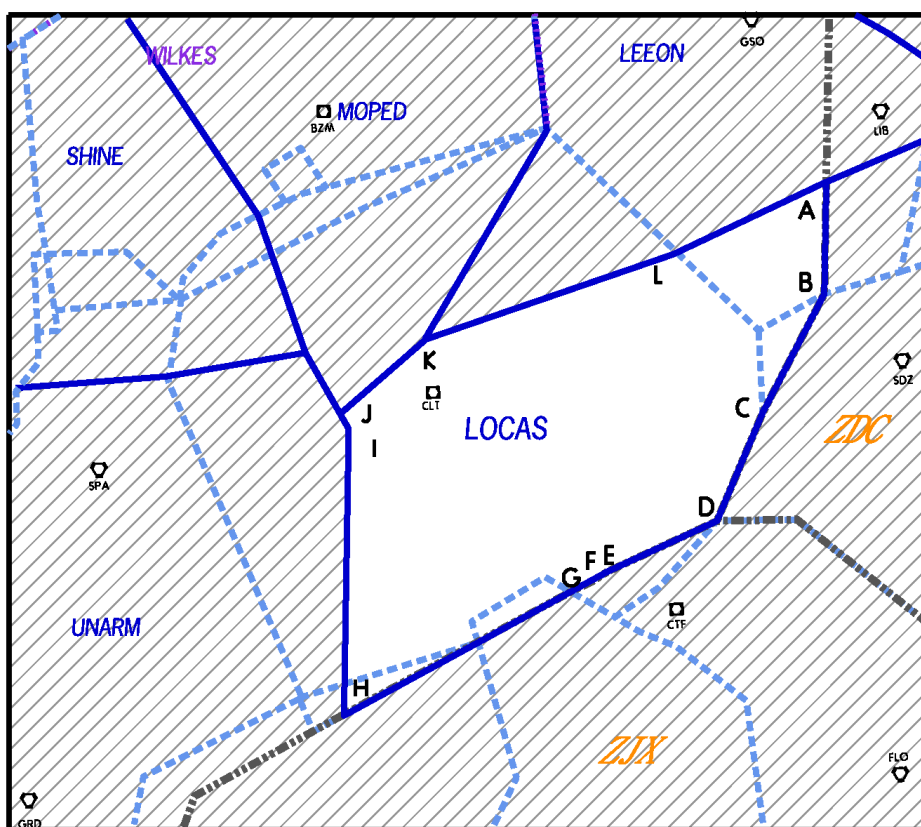
ATLANTA ARTC CENTER

SECTOR 30
LOCAS LOW
13,000 - FL230

Effective: April 1, 2020

A	35	39	00/79	47	00	G	34	42	11/80	34	41
B	35	23	00/79	48	15	H	34	26	00/81	14	30
C	35	06	30/80	00	00	I	35	06	52/81	11	47
D	34	51	20/80	08	50	J	35	09	09/81	13	13
E	34	44	51/80	28	08	K	35	19	27/80	57	34
F	34	43	30/80	31	00	L	35	30	00/80	13	45

to point of beginning



Section 4. Unarm Sector 31

8-4-1. SECTOR NARRATIVE

The Unarm Sector is a low sector with altitude limits from 17,000 feet to FL230 overlying Charlotte ATCT (CLT) and 11,000 feet to FL230 overlying Greer ATCT (GSP) and Ashville ATCT (AVL). This sector provides air traffic service primarily to CLT arrivals and departures. Complexity is high due to limited airspace capacity, high traffic volume and required spacing into the Charlotte Douglas Airport.

The Unarm Sector is required to continuously monitor frequencies 121.5/243.0 and 317.8.

8-4-2. ASSIGNMENT OF AIRSPACE

Unarm is open on Sector 31 continuously. When AVL closes at 2300 local, GSP assumes control of the AVL airspace underlying Unarm. When GSP closes at 2345 local, Unarm assumes control of the airspace delegated to GSP and the underlying AVL airspace. During the midnight operation, Leon and Locas sectors combine with Unarm at Sector 31.

8-4-3. PROCEDURES

a. Arrivals

1. Hickory (KHKY) and Statesville (KSVH) arrivals must be cleared via:

- (a) GENOD. destination, descended to 110 and handed off to SHINE sector, or
- (b) UNARM direct CLT VOR direct destination, descended to 17,000 feet and handed off to CLT Approach.

2. Augusta Terminal Area arrivals must be cleared direct to the COLLIERS VORTAC (IRQ) direct destination airport and descended to cross 15 miles north of IRQ at 11,000 feet.

3. From Augusta and East Departure, props and turboprops inbound to the Charlotte Terminal Area must be issued a restriction to cross HRTWL at 11,000 feet and handed off to Unarm Sector.

4. Charlotte Arrivals:

(a) Pilot's discretion descents resulting from the issuance of a crossing restriction or a descend via clearance may be issued by Unarm Sector for aircraft landing within the CLT Terminal Area, which are transitioning from the Spartanburg Sector, without back coordination.

(b) At or north of J4/52 must be released for speed control and turns up to 30 degrees left or right to DEBBT by sector 24.

(c) Spartanburg must issue the descend via clearance to aircraft on the JONZE and BANKR arrivals. For aircraft issued the descend via clearance, Sector 32 must enter an appropriate altitude and initiate a hand-off to Unarm. The CLT altimeter must be issued with the descend via clearance.

Either Unarm or Spartanburg may choose to suspend descend via operations. For aircraft not descending via, Spartanburg must descend aircraft to FL240 and initiate a hand-off to Unarm.

5. Arrivals to GSP Terminal Area via the MCHLN STAR; Augusta Low must clear the aircraft to cross MCHLN at 11,000 feet. Aircraft not on MCHLN STAR must cross the GSP boundary at 11,000 feet in accordance with the GSP LOA.

6. Aircraft within 15 miles of the common sector boundary, transitioning to the Logen sector from the Unarm Sector and landing KATL are released for speed control without back coordination.

b. Departures.

1. Unarm must clear GSP area departures to an altitude of 17,000 or lower and initiate a handoff to Shine. Upon handoff and transfer of communications, GSP area departures must be released for climb and left turns or right turns no further than a 010 heading by the Unarm Sector.

2. An interim altitude of FL230, or the requested altitude if lower than FL230, will be displayed on all Charlotte Douglas International Airport turbojet departures.

3. When Snowbird MOA is active, Logen must advise Unarm. CLT departures over BRAYN must be assigned a heading of 260 degrees, except the aircraft that are filed over HRS, and the heading will be in the 4th line of the data block.

4. Shine releases control of KAVL departures entering the UNARM Sector. Unarm is responsible for any point outs to any other adjacent sectors or facilities if issue control instructions to the aircraft.

c. Additional Procedures

No additional procedures have been identified for this sector.

d. Automated Information Transfers

1. BIMMR departures transitioning from Unarm through the Locas to the Charlotte sector must be handled as follows:

- (a) The Unarm Sector will initiate a handoff to the Locas sector.
- (b) Locas, traffic permitting, must accept the handoff and immediately initiate a handoff to Charlotte.
- (c) When Unarm Sector observes Charlotte has accepted the handoff, Unarm Sector will transfer communications to Charlotte and coordinate pertinent flight plan information with Charlotte.
- (d) If Locas Sector requires communications with the aircraft, they will request communications from Unarm Sector prior to accepting the handoff and the Unarm Sector will coordinate pertinent flight plan information with Locas.

2. Augusta Terminal arrivals from Unarm Sector through Augusta Sector must be handled as follows:

- (a)** The Unarm Sector will clear the aircraft to descend to 11,000.
- (b)** The Unarm Sector will initiate a handoff to the Augusta Sector.
- (c)** The Augusta Sector will accept the handoff and immediately initiate a handoff to AGS Approach.
- (d)** When AGS Approach accepts the handoff, Unarm Sector will transfer communications to AGS Approach.
- (e)** If Augusta Sector requires communication with the aircraft, Augusta Sector must request communications from Unarm Sector prior to accepting the handoff.
- (f)** If AGS Approach has not accepted the handoff prior to the aircraft crossing the Unarm/Augusta boundary, Unarm must transfer communications to the Augusta Sector.

8-4-4. MILITARY OPERATIONS

IR Routes: IR082

Military Operating Areas:

- a. SNOWBIRD MOA** - When Snowbird MOA is active, Logen must advise Unarm. CLT departures over BRAYN must be assigned a heading of 260 degrees, except the aircraft that are filed over HRS, and the heading will be in the 4th line of the data block.
- b. TIGER ATCAA** – May only be used between 0930L – 1030L.
TIGER LOW ATCAA – FL300B3300
TIGER HIGH ATCAA – FL390B430

1. Lockheed Martin will request use of TIGER Airspace with ZTL TMU 2 hours prior to departure and ZTL Area 2 Supervisor 1 hour prior to departure. The Area 2 Supervisor must collaborate with UNARM Sector (R31), SPARTANBURG Sector (R32), GEORGIA Sector (R34) and HIGH ROCK Sector (R28) after approving use of TIGER ATCAA.
2. GSP Approach will coordinate with UNARM Sector (R31) 5 minutes prior to taxi. GSP must coordinate an unrestricted climb with EAST DEPARTURE Sector (R16) and R31 prior to aircraft release.
3. UNARM Sector must input necessary EDST inputs to show airspace activated and facilitate probing.
4. UNARM Sector must coordinate with EAST DEPARTURE Sector, SPARTANBURG Sector, GEORGIA Sector, HIGH ROCK Sector and CLARK HILL Sector (R23).
5. TIGER ATCAA must not be utilized during the Masters.

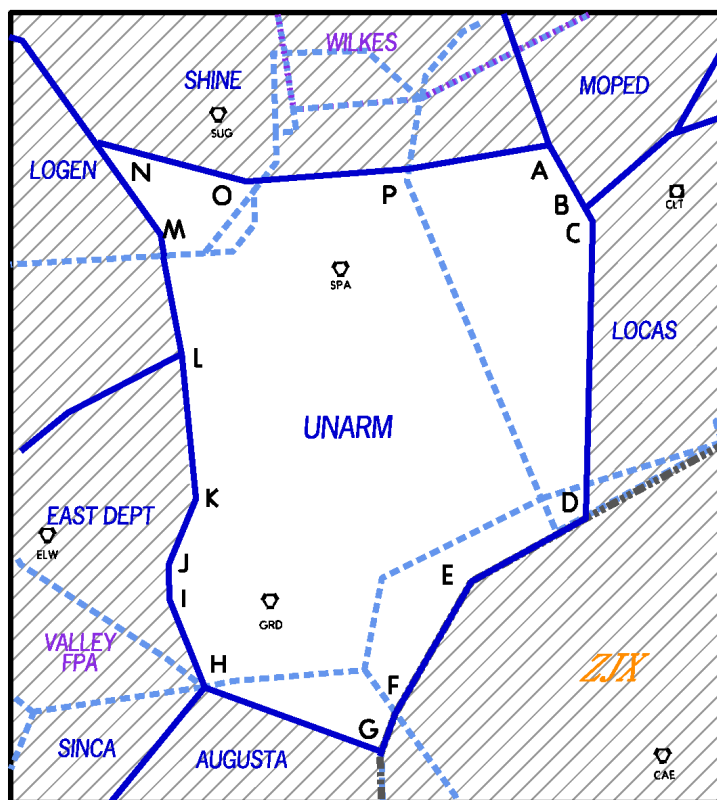
ATLANTA ARTC CENTER

SECTOR 31
UNARM LOW
11,000 - FL230

Effective: April 1, 2020

A	35	18	00/81	18	50	I	34	15	43/82	27	22
B	35	09	09/81	13	13	J	34	20	41/82	27	19
C	35	06	52/81	11	47	K	34	29	53/82	22	27
D	34	26	00/81	14	30	L	34	50	20/82	23	40
E	34	17	37/81	34	28	M	35	07	00/82	26	30
F	33	59	07/81	48	16	N	35	20	17/82	37	00
G	33	53	20/81	51	00	O	35	14	13/82	11	26
H	34	03	15/82	21	00	P	35	15	18/81	43	16

to point of beginning



Section 5. Spartanburg High Sector 32

8-5-1. SECTOR NARRATIVE

The Spartanburg sector is a high sector with altitude limits from FL240 to FL290. Traffic is comprised of an overflight flow and departures from Atlanta and Charlotte transitioning into the enroute environment. The initial sequencing into the Charlotte Terminal Area is accomplished by this sector.

8-5-2. ASSIGNMENT OF AIRSPACE

Spartanburg is open on Sector 32 continuously. When traffic volume dictates, Georgia sector is combined with Spartanburg at Sector 32. During the midnight configuration, High Rock, Charlotte and Georgia Sectors combine with Spartanburg at Sector 32.

When A80-Atlanta Sector is on a West operation, the airspace overlying J14/37, designated as the Athens West Area FL240 to FL290, is assigned to Spartanburg sector and is depicted on the HIGHW map. Because Athens West Area is temporary, strips are not generated to Spartanburg for aircraft traversing this area. Dublin and Macon sectors must point-out aircraft that will enter this area.

8-5-3. PROCEDURES

a. Arrivals.

1. Turboprop and turbojet aircraft inbound to GSO/INT must be cleared via the appropriate arrival. These aircraft must cross 30 miles northeast of SPA at FL240.

2. CAE terminal area arrivals (CAE/CUB/CDN)

(a) Arrivals to the CAE terminal area from Lanier, J99 and east, must cross the Lanier/Spartanburg boundary at or below FL250.

(b) Arrivals to the CAE terminal area from Lanier, west of J99, must cross the Lanier/Spartanburg boundary at or below FL290.

3. GSO/INT. Arrivals to GSO and INT, south of a line GSO to GQO must cross the Lanier/Spartanburg boundary at or below FL290.

4. AGS. Arrivals to the Augusta Terminal Area (AGS, AIK, DNL, and HQU) at or above FL250 must cross the Lanier/Spartanburg boundary at FL250.

5. CLT Arrivals:

(a) At or north of J4/52 must be released for speed control and turns up to 30 degrees left or right to BANKR/DEBBT by sector 20.

(b) Pilot's discretion descents resulting from the issuance of a crossing restriction or descend via clearance may be issued by Unarm Sector for aircraft landing within CLT Terminal Area, which are transitioning from the SPA Sector, without back coordination.

(c) Charlotte (CLT) arrivals transitioning through the Dublin Sector must be handled as follows:

- (1) Aircraft on the BANKR STAR and must cross PONZE at or below FL270. Spartanburg sector must have control to issue the descend via clearance on aircraft assigned FL270. Spartanburg Sector must have control for descent at (and north of) PONZE.
- (2) Aircraft on the CHPTR Star must cross the Spartanburg boundary at or below FL270. Spartanburg Sector must have control for descent north of PONZE.
- (3) Dublin sector will normally ensure at least 5 miles in-trail spacing between subsequent CHPTR and BANKR arrivals.

(d) Spartanburg must issue the descend via clearance to aircraft on the JONZE and BANKR arrivals. For aircraft issued the descend via clearance, Sector 32 must enter an appropriate altitude and initiate a hand-off to Unarm. The CLT altimeter must be issued with the descend via clearance.

Either Unarm or Spartanburg may choose to suspend descend via operations. For aircraft not descending via, Spartanburg must descend aircraft to FL240 and initiate a hand-off to Unarm.

6. Aircraft landing GSP overflying the Macon Sector must cross the Macon/Spartanburg Sector boundary at or below FL270.

7. Aircraft over TWINS must be cleared via PLYRR..KAVL to cross PLYRR at or below FL240. All other KAVL arrivals at or above FL250 from DBN sector must cross 95 miles south of KAVL at or below FL240.

8. Non-advanced NAV CHS arrivals must cross the ZTL/ZJX common boundary at or below FL270. Advanced NAV CHS arrivals must cross WBODY at or below FL270.

9. Aircraft within 15 miles of the common sector boundary, transitioning to the Lanier sector from the Spartanburg or Georgia High Sector and landing KATL are released for speed control without back coordination.

10. Aircraft landing at KTYS airport must cross the Lanier, High Rock, Georgia High common boundary at or below FL300.

11. Aircraft landing the Atlanta Terminal Area via the DEHAN STAR must cross the Lanier/Spartanburg sector boundary at or below FL260.

b. Departures

No departure procedures have been identified for this sector.

c. Additional Procedures.

No additional procedures have been identified for this sector.

d. Automated Information Transfers.

No AIT procedures have been identified for this sector.

8-5-4. MILITARY OPERATIONS

Military Operating Areas:

(a) TIGER ATCAA – May only be used between 0930L – 1030L.

TIGER LOW ATCAA – FL300B3300

TIGER HIGH ATCAA – FL390B430

- 1) Lockheed Martin will request use of TIGER Airspace with ZTL TMU 2 hours prior to departure and ZTL Area 2 Supervisor 1 hour prior to departure. The Area 2 Supervisor must collaborate with UNARM Sector (R31), SPARTANBURG Sector (R32), GEORGIA Sector (R34) and HIGH ROCK Sector (R28) after approving use of TIGER ATCAA.
- 2) GSP Approach will coordinate with UNARM Sector (R31) 5 minutes prior to taxi. GSP must coordinate an unrestricted climb with EAST DEPARTURE Sector (R16) and R31 prior to aircraft release.
- 3) UNARM Sector must input necessary EDST inputs to show airspace activated and facilitate probing.
- 4) UNARM Sector must coordinate with EAST DEPARTURE Sector, SPARTANBURG Sector, GEORGIA Sector, HIGH ROCK Sector and CLARK HILL Sector (R23).
- 5) TIGER ATCAA must not be utilized during the Masters.

ATLANTA ARTC CENTER

SECTOR 32
SPARTANBURG HIGH
FL240 - FL290

Effective: May 26, 2016

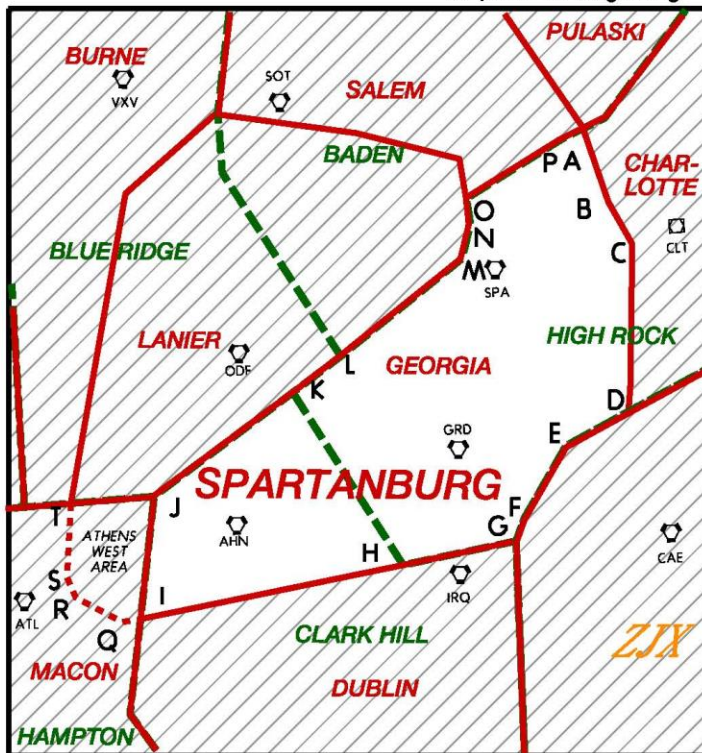
A 35 37 45/81 26 10	I 33 32 33/83 50 01
B 35 18 00/81 13 13	J 34 04 35/83 45 15
C 35 06 52/81 11 47	K 34 32 50/82 59 23
D 34 26 00/81 14 30	L 34 40 58/82 45 57
E 34 17 37/81 34 28	M 35 05 00/82 06 00
F 33 59 07/81 48 16	N 35 14 00/82 03 00
G 33 53 20/81 51 00	O 35 21 30/82 04 15
H 33 47 53/82 26 26	P 35 35 10/81 33 15

to point of beginning

ATHENS WEST AREA

J 34 04 35/83 45 15	R 33 38 25/84 10 14
I 33 32 33/83 50 01	S 33 43 38/84 12 51
Q 33 31 49/83 55 48	T 34 03 00/84 11 30

to point of beginning



Section 6. Charlotte High Sector 33

8-6-1. SECTOR NARRATIVE

The Charlotte sector is a high sector with altitude limits from FL 240 to FL340, from FL280 to FL340 over the RDU Climb Shelf, and FL290 to FL340 over the ZJX Climb Shelf. Traffic is comprised of a heavy en route flow with departures and arrivals from Atlanta, Columbia, Greenville-Spartanburg, Greensboro, Raleigh-Durham and Charlotte airports. This sector serves as the primary feeder for the East Coast Plan Routes into Washington Center. Charlotte monitors frequency 369.9.

8-6-2. ASSIGNMENT OF AIRSPACE

Charlotte is open on Sector 33 from approximately 0730-2200 local. When traffic volume dictates, the eastern side of High Rock sector combines with Charlotte and Charlotte assumes the High Rock frequencies 125.02/291.75. During the midnight configuration, Charlotte is combined with Spartanburg, Georgia, and High Rock at Sector 32.

8-6-3. PROCEDURES

a. Arrivals.

1. Turboprop and turbojet aircraft inbound to GSP, GMU, SPA, GYH must be placed on a heading that will intercept the SPA 080 radial prior to the Leon/Moped Sector Boundary or cleared via the JUNNR RNAV STAR and handed off to Leon for descent.

2. CHS arrivals must cross the common center boundary at or below FL280.

3. Charlotte Sector will descend aircraft landing the Atlanta Terminal Area via the DEHAN STAR to an altitude that will allow for enough time to cross the Lanier/Spartanburg sector boundary at or below FL260.

b. Departures.

No departure procedures have been identified for this sector.

c. Additional Procedures.

1. Procedures for conducting operations in the Raleigh/Charlotte shelves are found in the ZDC/ZTL Letter of Agreement.

d. Automated Information Transfers.

1. Aircraft transitioning from Area 2 through the Pulaski, or Baden Sector to ZDC whose projected route of flight will remain within the lateral confines of that airspace between 5 miles west of the centerline of Q69 and the ZTL/ZDC center boundary will be handled as follows:

(a) High Rock or Charlotte Sector will initiate handoff to Pulaski or Baden Sector.

(b) Pulaski or Baden will accept handoff and immediately initiate handoff to ZDC.

(c) When High Rock or Charlotte Sector observe ZDC has accepted the handoff, High Rock or Charlotte Sector will transfer communications to ZDC and coordinate pertinent flight plan information with ZDC.

(d) If ZDC has not accepted the handoff prior to the aircraft reaching the High Rock or Charlotte Sector boundary, Area 2 will transfer communications to the Pulaski or Baden Sector frequency.

(e) If Pulaski or Baden Sector requires communications with the aircraft, they will request communications from High Rock or Charlotte Sector prior to accepting the handoff and the High Rock or Charlotte Sector will coordinate pertinent flight plan information with the Pulaski or Baden Sector.

(f) Aircraft involved must remain within appropriate sector stratum at level flight.

2. BIMMR departures transitioning from Unarm through the Locas to the Charlotte sector must be handled as follows:

(a) The Unarm Sector will initiate a handoff to the Locas sector.

(b) Locas, traffic permitting, must accept the handoff and immediately initiate a handoff to Charlotte.

(c) When Unarm Sector observes Charlotte has accepted the handoff, Unarm Sector will transfer communications to Charlotte and coordinate pertinent flight plan information with Charlotte.

(d) If Locas Sector requires communications with the aircraft, they will request communications from Unarm Sector prior to accepting the handoff and the Unarm Sector will coordinate pertinent flight plan information with Locas.

3. Overflight aircraft transitioning through the CHSLY Shelf must be handled as follows:

(a) The Charlotte Sector will initiate a handoff to the LEEON sector.

(b) Leeon, traffic permitting, must accept the handoff and immediately initiate a handoff to the subsequent sector.

(c) When Charlotte Sector observes the subsequent sector has accepted the handoff, Charlotte Sector will transfer communications to the subsequent sector and coordinate pertinent flight plan information with the subsequent sector.

(c) If Leeon Sector requires communications with the aircraft, they will request communications from Charlotte Sector prior to accepting the handoff and the Charlotte Sector will coordinate pertinent flight plan information with Leeon.

4. Greer Terminal arrivals at or above FL240 assigned the JUNNR STAR must be handled as follows:

(a) Charlotte Sector will initiate a handoff to the Leeon sector.

(b) The Leeon Sector will accept the handoff, enter an altitude in the datablock that they can approve and immediately initiate a handoff to the Moped Sector.

(c) The Charlotte Sector will assign the altitude entered into the datablock by the Leeon Sector, and when the handoff has been accepted by the Moped Sector, transfer communications to the Moped Sector.

(d) If Leeon Sector requires communication with the aircraft, Leeon Sector must request communications from the Charlotte Sector prior to accepting the handoff.

e. Pre-Arranged Coordination

Sector 43 is authorized to climb and turn, up to 15 degrees left or right of course, CLT and CLT satellite departures within the confines of Sector 33 airspace in that area above 47/MOPED airspace without individual coordination provided the following requirements are met.

1. ERAM must be fully operational.

2. The authorized sector must “quick look” the owning sector and maintain display of the owning sector’s data blocks while utilizing the airspace.

3. The authorized sector is responsible to provide radar separation, including wake turbulence separation, from all applicable traffic when utilizing this procedure.

4. The authorized sector must PVD the data block of the aircraft transitioning the airspace to the owning sector.

If any of the above requirements are not met or at the request of either sector controller or area supervisor, this procedure is canceled and individual coordination is required.

8-6-4. MILITARY OPERATIONS

No military procedures have been identified for this sector.

ATLANTA ARTC CENTER

SECTOR 33
CHARLOTTE HIGH
FL240 - FL340

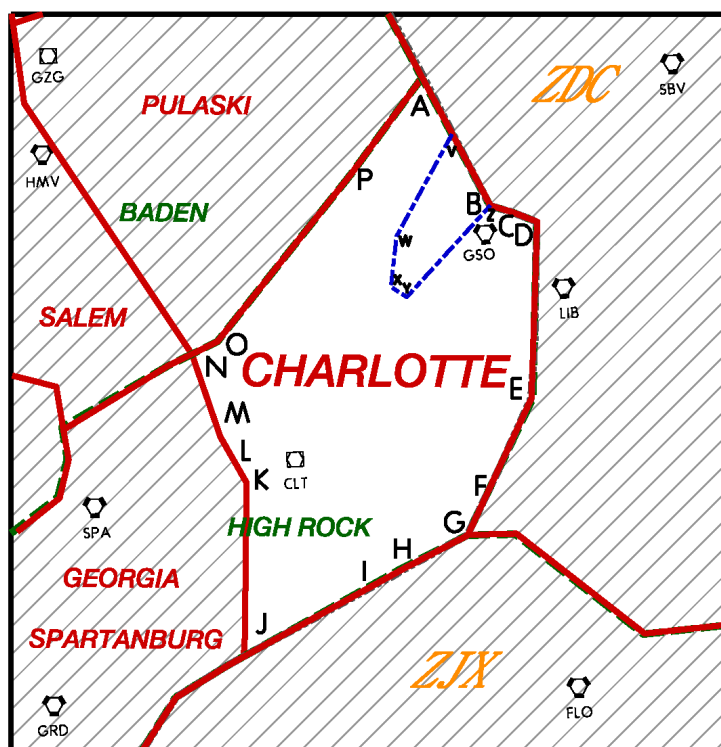
A 36 41 15/80 15 34
 B 36 09 15/79 57 00
 C 36 08 00/79 52 00
 D 36 05 20/79 44 40
 E 35 23 00/79 48 15
 F 35 07 00/79 59 39
 G 34 51 20/80 08 50
 H 34 43 30/80 31 00
 I 34 42 11/80 34 41
 J 34 26 00/81 14 30
 K 35 06 52/81 11 47
 L 35 09 09/81 13 13
 M 35 18 00/81 18 50
 N 35 37 45/81 26 10
 O 35 40 30/81 18 40
 P 36 18 41/80 38 01

Effective: April 1, 2020

CHSLY SHELF (FL240-270):

V 36 26 37/80 07 10
 W 36 03 04/80 24 49
 X 35 51 04/80 27 10
 Y 35 48 32/80 22 41
 Z 36 09 15/79 57 00

to point of beginning



Section 7. Georgia High Sector 34

8-7-1. SECTOR NARRATIVE

The Georgia sector is a high sector with altitude limits from FL300 to FL340. This is a workload sector serving to alleviate traffic volume and complexity at the Spartanburg sector. Traffic is comprised of a heavy en route flow and departures from Atlanta and Charlotte airports, transitioning into the en route environment.

8-7-2. ASSIGNMENT OF AIRSPACE

Georgia is open on sector 34 from approximately 0900-2100 local. When traffic volume dictates, Georgia is combined on Spartanburg sector at Sector 32. During the midnight configuration, Georgia is combined with High Rock, Spartanburg, and Charlotte at Sector 32.

8-7-3. PROCEDURES

a. Arrivals.

- 1.** Turboprop and turbojet aircraft inbound to GSO/INT must be cleared via the appropriate arrival. These aircraft must cross 30 miles northeast of SPA at FL240.
- 2.** Georgia High Sector will descend aircraft landing the Atlanta Terminal Area via the DEHAN STAR to an altitude that will allow for enough time to cross the Lanier/Spartanburg sector boundary at or below FL260.
- 3.** High Rock will descend aircraft landing Atlanta Hartsfield to FL350 and initiate a handoff to the Georgia High sector in time to allow the aircraft to cross the Lanier/Georgia High sector boundary at or below FL340.

4. Aircraft within 15 miles of the common sector boundary, transitioning to the Lanier sector from the Spartanburg or Georgia High Sector and landing KATL are released for speed control without back coordination.

5. Aircraft landing at KTYS airport must cross the Lanier, High Rock, Georgia High common boundary at or below FL300.

b. Departures.

No departure procedures have been identified for this sector.

c. Additional Procedures.

No additional procedures have been identified for this sector.

d. Automated Information Transfers.

No AIT procedures have been identified for this sector.

8-7-4. MILITARY OPERATIONS

Military Operating Areas:

- a. **TIGER ATCAA** – May only be used between 0930L – 1030L.
TIGER LOW ATCAA – FL300B3300

TIGER HIGH ATCAA – FL390B430

1. Lockheed Martin will request use of TIGER Airspace with ZTL TMU 2 hours prior to departure and ZTL Area 2 Supervisor 1 hour prior to departure. The Area 2 Supervisor must collaborate with UNARM Sector

(R31), SPARTANBURG Sector (R32), GEORGIA Sector (R34) and HIGH ROCK Sector (R28) after approving use of TIGER ATCAA.

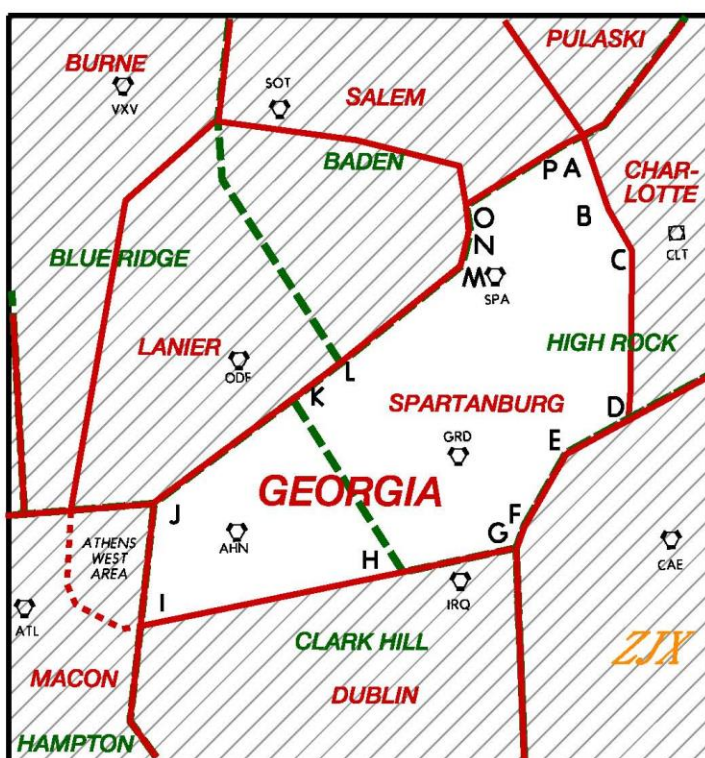
2. GSP Approach will coordinate with UNARM Sector (R31) 5 minutes prior to taxi. GSP must coordinate an unrestricted climb with EAST DEPARTURE Sector (R16) and R31 prior to aircraft release.
3. UNARM Sector must input necessary EDST inputs to show airspace activated and facilitate probing.
4. UNARM Sector must coordinate with EAST DEPARTURE Sector, SPARTANBURG Sector, GEORGIA Sector, HIGH ROCK Sector and CLARK HILL Sector (R23).
5. TIGER ATCAA must not be utilized during the Masters.

ATLANTA ARTC CENTER
SECTOR 34
GEORGIA HIGH
FL300 - FL340

Effective: May 26, 2016

A	35	37	45/81	26	10	I	33	32	33/83	50	01
B	35	18	00/81	13	13	J	34	04	35/83	45	15
C	35	06	52/81	11	47	K	34	32	50/82	59	23
D	34	26	00/81	14	30	L	34	40	58/82	45	57
E	34	17	37/81	34	28	M	35	05	00/82	06	00
F	33	59	07/81	48	16	N	35	14	00/82	03	00
G	33	53	20/81	51	00	O	35	21	30/82	04	15
H	33	47	53/82	26	26	P	35	35	10/81	33	15

to point of beginning



CHAPTER 9. AREA OF SPECIALIZATION 3

Section 1. Baden Sector 15

9-1-1. SECTOR NARRATIVE

The Baden Sector is an ultra-high sector with altitude limits from FL350 and above. The normal traffic flow is from northeast to southwest and inbounds into the Atlanta Terminal Area from the northeast. There are multiple crossing points within the airspace and opposite direction traffic is an issue.

Baden Sector is required to continuously monitor frequencies 123.725 and 327.0.

9-1-2. ASSIGNMENT OF AIRSPACE

Baden is open on sector 15 from approximately 0630-2230 local. During the midnight configuration, Baden is combined with Lanier sector at Sector 50.

9-1-3. PROCEDURES

a. Arrivals

1. Arrivals into Atlanta Terminal area:

(a) Upon completion of radar handoff and communications transfer, Lanier Sector must have control for left or right turns up to 15 degrees and speed control for all ATL arrivals within 15NM of the Lanier boundary from Baden.

(b) All aircraft landing in the Atlanta Terminal Area - must be cleared to cross the 50 nm arc of ODF at FL350.

(c) High Rock will descend aircraft landing Atlanta Hartsfield to FL350 and initiate a handoff to the Georgia High sector in time to allow the aircraft to cross the Lanier/Georgia High sector boundary at or below FL340.

2. Aircraft inbound to Chattanooga (CHA), operating on or north of a line from Pulaski (PSK) to KCHA, must be descended to FL350 and handed off to the Salem Sector in sufficient time for the aircraft to cross the Salem/Burne boundary at or below FL300.

3. Arrivals to the Nashville Terminal Area (BNA, MQY, JWN, MBT) must be descended to FL350 and handed off to the Lanier or Salem Sectors in sufficient time for the aircraft to cross the Burne boundary at or below FL300.

4. Arrivals to GSO and INT, north of a line GSO to KCHA must be handed off to BADEN at or descending to FL350.

5. Arrivals to SAV, CHS, JZI, and HXD from the Baden sector must cross the High Rock boundary at or below FL370.

b. Departures.

No departure procedures have been identified for this sector.

c. Additional Procedures.

No additional procedures have been identified for this sector.

d. Automated Information Transfers.

1. Aircraft landing GSO AOA FL350 must be handled as follows:

(a) Traffic permitting, BUU Sector must clear aircraft to FL350 and initiate a handoff to the BADEN Sector.

(b) Traffic permitting, BADEN Sector must accept the handoff and immediately initiate a handoff to the SALEM Sector.

(c) When BUU Sector observes that the SALEM Sector has accepted the handoff, the BUU Sector - must transfer communications to the SALEM Sector.

2. Aircraft transitioning from Area 2 through the Pulaski or Baden Sector to ZDC whose projected route of flight will remain within the lateral confines of that airspace between 5 miles west of the centerline of Q69 and the ZTL/ZDC center boundary will be handled as follows:

(a) High Rock or Charlotte Sector will initiate handoff to Pulaski or Baden Sector.

(b) Pulaski or Baden will accept handoff and immediately initiate handoff to ZDC.

(c) When High Rock or Charlotte Sector observe ZDC has accepted the handoff, High Rock or Charlotte Sector will transfer communications to ZDC and coordinate pertinent flight plan information with ZDC.

(d) If ZDC has not accepted the handoff prior to the aircraft reaching the High Rock or Charlotte Sector boundary, Area 2 will transfer communications to the Pulaski or Baden Sector frequency.

(e) If Pulaski or Baden Sector requires communications with the aircraft, they will request communications from High Rock or Charlotte Sector prior to accepting the handoff and the High Rock or Charlotte Sector will coordinate pertinent flight plan information with the Pulaski or Baden Sector.

- (f) Aircraft involved must remain within appropriate sector stratum at level flight.

9-1-4. MILITARY OPERATIONS

No military procedures have been identified for this sector.

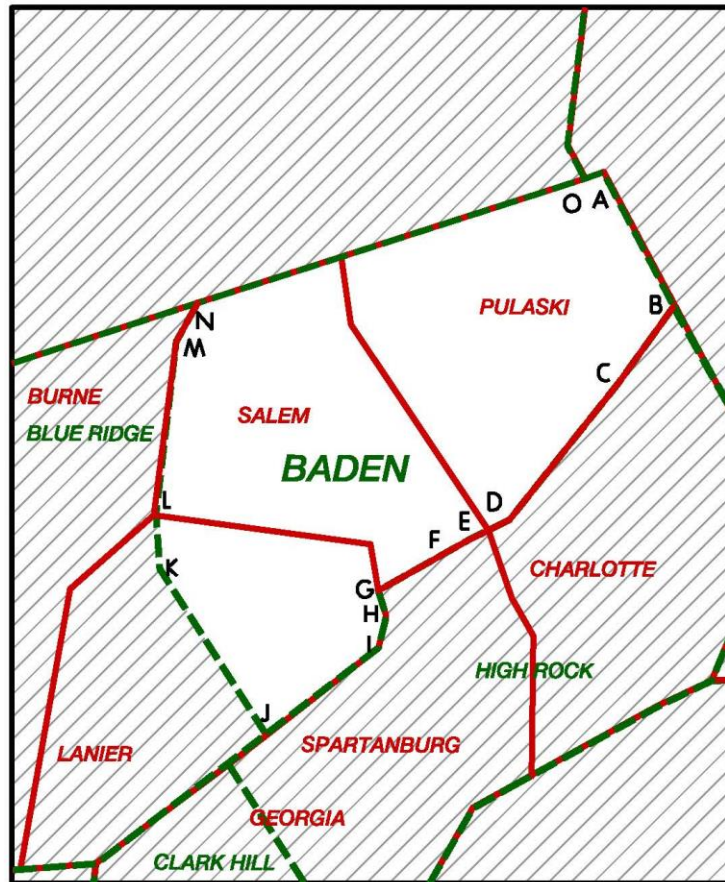
FIGURE 9-1

ATLANTA ARTC CENTER

SECTOR 15
 BADEN ULTRA HIGH
 FL350 AND ABOVE

Effective: May 26, 2016

A	37	19	55/80	38	00	I	35	05	00/82	06	00
B	36	41	05/80	15	34	J	34	40	58/82	45	57
C	36	18	41/80	38	01	K	35	29	00/83	22	00
D	35	40	30/81	18	40	L	35	45	00/83	23	00
E	35	37	45/81	26	10	M	36	34	18/83	14	58
F	35	35	10/81	33	15	N	36	45	53/83	06	43
G	35	21	30/82	04	15	O	37	18	15/80	44	45
H	35	14	00/82	03	00						to point of beginning



Section 2. East Departure Sector 16

9-2-1. SECTOR NARRATIVE

The East Departure Sector is a low sector with altitude limits from 15,000 feet to FL230 for the airspace overlying A80-Atlanta Sector airspace, and 11,000 feet to FL230 for the remainder of the airspace. The primary traffic flow is west to east and consist of jet and turbojet departures climbing away from the Atlanta Terminal Area. There are major crossing points in the vicinity of Athens and ELW VORTACs.

9-2-2. ASSIGNMENT OF AIRSPACE

East Departure is open on 16 from approximately 0630-2230 LCL. The Valley FPA is normally assigned to East Departure, but can be assigned to Commerce sector. On the midnight shift, East Departure is combined with A80-Athens, Commerce, and Logen sectors on Sector 49.

The West Departure/East Departure boundary moves East of T319 when A80-Atlanta Sector is on an East operation, and West of T319 when A80 Atlanta Sector is on a West operation.

9-2-3. PROCEDURES

a. Arrivals

1. Aircraft landing the Augusta Terminal Area must be cleared direct destination airport, and descend to 11,000 feet.
2. Arrivals to SAV, CHS, JZI, AGS, DNL, HQU, HXD, and AIK - must be released to Augusta Sector for control for right turns. Augusta Sector - must ensure point-out to Sinca Sector.
3. Turboprops inbound to the Charlotte Terminal Area must be issued a restriction to cross HRTWL at 11,000 feet and handed off to Unarm Sector.

b. Departures

1. Atlanta Departures:
 - (a) Aircraft departing the Atlanta Terminal Area and landing CHS/JZI/SAV/HXD/CAE requesting at or above FL230 must be assigned FL230 as a final altitude.
 - (b) Departures from the Atlanta Terminal Area via East Departure Sector that will next enter the Sinca Sector must be assigned a heading to remain clear of Sinca airspace and handed off to Sinca. Aircraft are released for turns to the south. Sinca - must be responsible for point outs to the Augusta Sector.

c. Additional Procedures

The “Athens West Area” is a portion of airspace delegated to SPA HI Sector from MCN HI Sector. The airspace is only released to SPA HI when Atlanta Hartsfield is on a west operation to allow for the continued climb of departing aircraft. The vertical limits of the “Athens West Area” are from FL240 - FL290. The lateral limits are depicted on the HIGH Filter Button by a dashed line from the southwestern corner of the Lanier Sector to the northwestern corner of the DBN HI sector.

d. Automated Information Transfers**1. Aircraft departing A80 via GAIRY SID over-flying IRQ.**

(a) For aircraft requesting FL240 and above that would reasonably enter Augusta Low’s airspace, East Departure will clear the aircraft to FL230 when traffic permits, and initiate a handoff to the Augusta Low Sector.

(b) Augusta Low Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to Dublin Sector. If Augusta Low Sector requires communication with the aircraft, they must request communications from East Departure Sector prior to accepting the handoff.

(c) When East Departure Sector observes that Dublin Sector has accepted the handoff, East Departure Sector must transfer communications and any pertinent flight plan information to Dublin.

e. Pre-Arranged Coordination

Sector 21 is authorized to control ATL departures assigned the SMLTZ and VRSTY SIDs within the confines of Sector 16 without individual coordination provided the following requirements are met.

1. ERAM must be fully operational.

2. The authorized sector must “quick look” the owning sector and maintain display of the owning sector’s data blocks while utilizing the airspace.

3. The authorized sector is responsible to provide radar separation, including wake turbulence separation, from all applicable traffic when utilizing this procedure.

4. The authorized sector must PVD the data block of the aircraft transitioning the airspace to the owning sector.

If any of the above requirements are not met or at the request of either sector controller or area supervisor, this procedure is cancelled and individual coordination is required.

9-2-4. MILITARY OPERATIONS

IR Routes:
IR 022

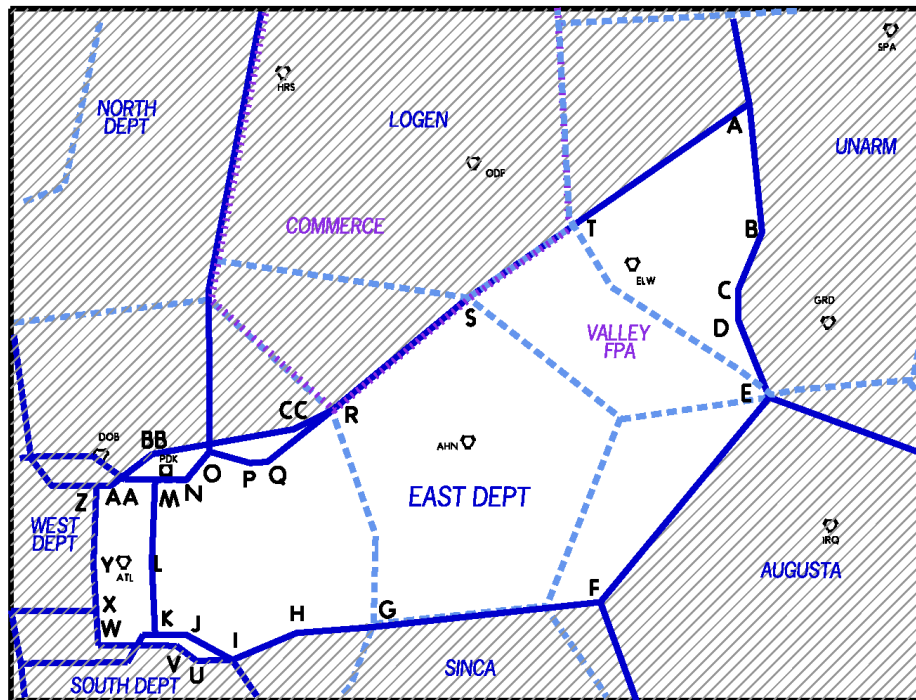
FIGURE 9-2

ATLANTA ARTC CENTER**SECTOR 16****EAST DEPARTURE LOW****11,000 - FL230***Effective: April 1, 2020*

EAST CONFIGURATION: A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T to A

WEST CONFIGURATION: A,B,C,D,E,F,U,V,W,X,Y,Z,AA,BB,CC,R,S,T to A

A 34 50 20/82 23 40	K 33 26 00/84 20 00	U 33 21 50/84 12 02
B 34 29 53/82 22 27	L 33 37 40/84 20 40	V 33 24 15/84 15 53
C 34 20 41/82 27 19	M 33 51 00/84 20 00	W 33 24 21/84 30 57
D 34 15 43/82 27 22	N 33 51 00/84 14 00	X 33 29 52/84 31 21
E 34 03 15/82 21 00	O 33 55 30/84 09 30	Y 33 37 30/84 32 00
F 33 30 30/82 54 30	P 33 53 39/84 01 40	Z 33 50 00/84 31 38
G 33 27 02/83 38 21	Q 33 53 49/83 58 19	AA 33 50 00/84 28 36
H 33 26 12/83 53 00	R 34 02 00/83 45 45	BB 33 55 11/84 20 30
I 33 22 00/84 05 15	S 34 19 51/83 19 02	CC 33 59 01/83 53 13
J 33 26 00/84 14 00	T 34 31 06/82 58 35	



Section 3. Commerce Sector 18

9-3-1. SECTOR NARRATIVE

The Commerce Sector is an ultra-low sector with altitude limits from 8,000 to 10,000 for the airspace overlying the A80-Gainesville Shelf, and the surface to 10,000 feet over the remaining airspace. The sector primarily controls general aviation aircraft entering or exiting the Atlanta, Knoxville, Greer, and Asheville Terminal Areas. Major crossing points occur at Foothills and Harris VORTACs and the SUNET intersection. Potential instrument approach conflicts and mountainous terrain increases sector complexity.

9-3-2. ASSIGNMENT OF AIRSPACE

Commerce is open on Sector 18 at the Supervisors discretion. Commerce is combined with the overlying Logen Sector during periods of reduced traffic volume. Valley FPA is generally assigned to Commerce, but can be assigned to East Departure sector. On the midnight shift Commerce is combined with East Departure, Logen, and the A80-Athens sectors on Sector 49.

9-3-3. PROCEDURES

a. Arrivals

(a) Arrivals to GVL from south of V415 from North Departure must be routed via EUGNE..GVL and handed off to A80 at 7,000 feet.

(b) Arrivals to GVL crossing the Commerce/North Departure boundary from north of V415 to south of T398 must cross the boundary at or below 6,000 7,000 feet.

(c) Arrivals to GVL from Sector 18 to A80 must cross the TCP at 6,000 feet. Upon completion of the radar handoff, A80 will have control for turns of not more than 30 degrees and descent.

(d) Arrivals to AJR crossing the Commerce/North Departure boundary south of T398 must cross the boundary at or below 7,000 feet.

2. Arrivals to Gwinnett County/Briscoe Field (KLZU) from ZTL18 must be cleared direct KLZU or direct the GWNET waypoint/Gwinnett LOM (TX, NDB/Outer Compass Locator), descending to 8000 feet. Upon completion of the radar hand-off, A80 will have control for turns of not more than 30 degrees and descent.

b. Departures

1. Departures off of KGVV and KJCA, handed off to ZTL18, must be climbing to 5,000 feet. Commerce Sector will have control for climb.

c. Additional Procedures

No additional procedures have been identified for this sector.

d. Automated Information Transfers.

No AIT procedures have been identified for this sector.

9-3-4. MILITARY OPERATIONS**IR Routes:**

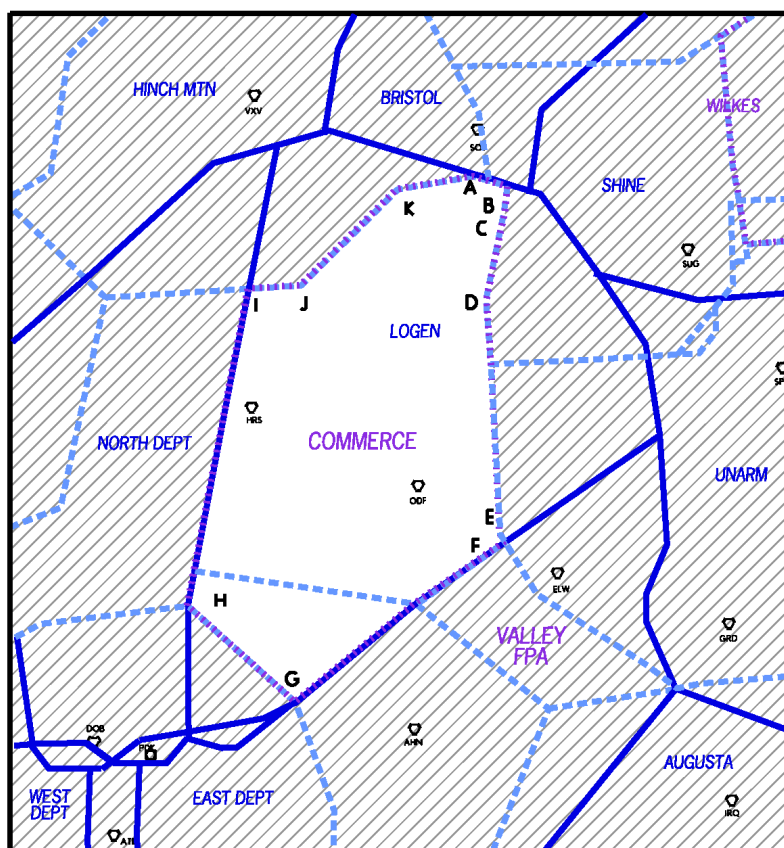
IR002
IR079/080
IR 082/083
IR022
IR743

IR743 and IR002 will not be scheduled concurrently. Aircraft will recover climbing to 9,000 feet.

ATLANTA ARIC CENTER**SECTOR 18
COMMERCE ULTRA LOW
10,000 AND BELOW**

Effective: April 1, 2020

A	35	38	40/83	04	15	G	34	02	00/83	45	45
B	35	36	40/82	56	20	H	34	20	00/84	09	30
C	35	31	45/82	57	15	I	35	18	28/83	55	24
D	35	15	45/83	01	40	J	35	19	00/83	43	30
E	34	32	24/82	59	30	K	35	36	30/83	21	30
F	34	31	06/82	58	35						to point of beginning



Section 4. Logen Sector 49

9-4-1. SECTOR NARRATIVE

The Logen Sector is a low sector with altitude limits from 15,000 feet to FL230 for the airspace overlying A80-Atlanta sector, from 13,000 feet to FL230 for the airspace overlying Knoxville ATCT (TYS), and 11,000 feet to FL230 for the remaining airspace. Logen is an inbound sector for Atlanta Terminal area arrivals from the northeast and is responsible for final spacing of aircraft to A80. Secondary traffic flows include Knoxville, Greer and Ashville arrivals and departures. Logen is also responsible for the Snowbird MOA.

9-4-2. ASSIGNMENT OF AIRSPACE

Logen is open on Sector 49 continuously. When traffic volume dictates, Commerce sector is combined with Logen. During the midnight configuration, East Departure, Commerce and A80-Athens Sector are combined with Logen at Sector 49.

9-4-3. PROCEDURES

a. Arrivals

1. Atlanta arrivals:

(a) Aircraft transitioning from the Lanier Sector landing in the Atlanta Terminal Area, may remain in the Lanier Sector airspace after communication transfer without back coordination.

(b) Upon completion of radar handoff and communications transfer, Logen Sector will have control from Bristol for speed control for all ATL arrivals within 15NM of the Logen boundary.

(c) Aircraft within 15 miles of the common sector boundary, transitioning to the Logen sector from the Unarm Sector and landing KATL are released for speed control without back coordination.

2. TRI. All Tri-City (TRI) arrivals must be cleared to 17,000 feet, traffic permitting, or at filed altitude, if lower. These aircraft must be released for turns up to 15 degrees to the Bristol Sector upon receipt of communications transfer.

3. GSP/GMU/GYH/LQK. Arrivals to GSP, GMU, GYH, and LQK from Area 7 - must cross the Logen boundary at or below FL210 or assigned one of the following routes:

(a) V XV..SOT..SUG..UNMAN..destination (nonadvanced nav); or
V XV.UNMAN1.destination (advanced nav); or

(b) THRSR..AHN.V20.ELW.V266.PELZE..destination

4. **AND/CEU.** Arrivals to AND and CEU from Area 7 must cross the Logen boundary at or below FL210 or assigned one of the following routes:

(a) VXV..PUPDG..STYLZ.T209.UNMAN. destination; or

(b) THRSR..AHN.V20.ELW.V266.PELZE..destination

5. Arrivals to GVL/AJR: Arrivals to GVL or AJR crossing the Logen/North Departure boundary on or north of T398 at or above 13,000 feet, must cross the boundary descending to or at 13,000 feet and handed off to Logen. Logen Sector has control for turns to the east concurrent with communications transfer.

6. **CHA.** Arrivals to Chattanooga (CHA) north of the Foothills VORTAC (ODF) - must enter the North Departure Sector at or below FL180.

7. **WDR/AHN/JCA.** Arrivals to WDR, AHN, or JCA, south of BALNN, must cross the Logen/North Departure boundary at or below FL230, descending to 11,000 and handed off to Logen.

b. Departures.

1. Atlanta Terminal area departures:

(a) Hartsfield-Jackson Non-RNAV and Atlanta Satellite departures that will next enter the Logen Sector requesting 11,000 feet through FL230, must be assigned a heading to remain clear of the Logen Sector airspace and handed off to the Logen Sector. After Logen accepts the handoff, North Departure must clear the aircraft direct BALNN and effect communications transfer. The Logen Sector has control for additional turns to the east. If the Logen Sector has not accepted the handoff prior to the aircraft crossing T398, verbal coordination will be required by the transferring controller.

(b) Hartsfield-Jackson RNAV departures that will enter the Logen Sector requesting 11,000 feet through FL230, - must be routed via the SMKEY SID, then direct to HUCHH RNAV fix, and then via flight plan route. The Logen Sector has control for turns to the east.

NOTE: Unless the Logen Sector coordinates otherwise, all Hartsfield-Jackson RNAV departures will proceed on course.

(c) Atlanta Terminal Area departures to TRI or AVL, requesting FL240 or higher, must be assigned FL230 as a final altitude.

c. Additional Procedures.

The "Athens West Area" is a portion of airspace delegated to SPA HI Sector from MCN HI Sector. The airspace is only released to SPA HI when Atlanta Hartsfield is on a west operation to allow for the continued climb of departing aircraft. The vertical limits of the "Athens West Area" are from FL240 - FL290. The lateral limits are depicted on the HIGH Filter Button by a dashed line from the southwestern corner of the Lanier HI Sector to the northwestern corner of the DBN HI sector.

d. Automated Information Transfers.

1. Aircraft inbound to Asheville, North Carolina (AVL), through the Lanier Sector, must be handled as follows:

(a) The Burne Sector must clear the aircraft to FL240, without pilot's discretion descent, and initiate a handoff to the Lanier Sector.

(b) The Lanier Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to the Logen Sector.

(c) When the Burne Sector observes that the Logen Sector has accepted the handoff, the Burne Sector must transfer communications and any pertinent control information to the Logen Sector.

2. Atlanta Satellite arrivals entering the Lanier Sector from the Burne Sector must be handled as follows:

(a) Traffic permitting, the Burne Sector - must clear the aircraft to FL240, without pilot's discretion descent, and initiate a handoff to the Lanier Sector.

(b) The Lanier Sector, traffic permitting, - must accept the handoff and immediately initiate a handoff to the Logen Sector.

(c) When the Burne Sector observes that the Logen Sector has accepted the handoff, the Burne Sector - must transfer communications and any pertinent control information to the Logen Sector.

9-4-4. MILITARY OPERATIONS**Aerial Refueling Routes:**

AR216

IR Routes:

IR002

IR079/080

IR 082/083

IR022

IR743

Military Operating Areas:

Snowbird MOA

a. Before clearing aircraft to operate in the Snowbird MOA, coordination/notification is required with the following sectors/facilities: 18, 31, 38, 39, 41, 42, 44, 45, 50, TYS Approach and AVL Approach. Logen must make appropriate EDST entries to show activation.

b. When Snowbird MOA is active, Logen must advise Unarm. CLT departures over BRAYN must be assigned a heading of 260 degrees, except the aircraft that are filed over BALNN, and the heading will be in the 4th line of the data block.

c. When SOT MOA is activated, TYS will assign VXV184 radial or VXV102 radial to remain clear of the moa. Sector 49 is responsible for turning the aircraft on course.

ATLANTA ARTC CENTER

SECTOR 49

LOGEN LOW

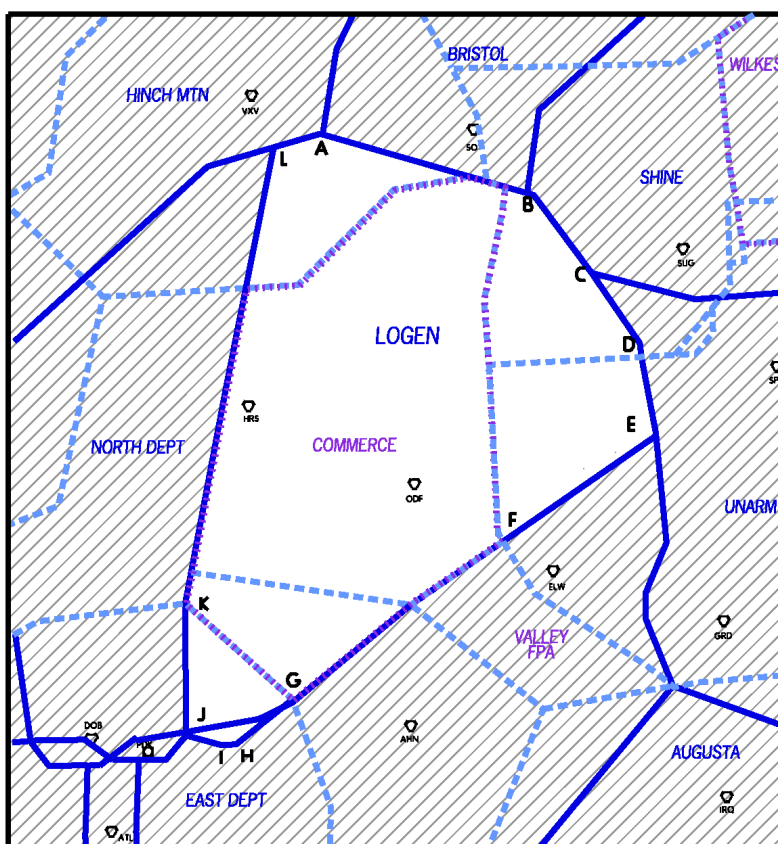
11,000 - FL230

Effective: April 1, 2020

EAST OPERATION

A 35 47 00/83 37 30	G 34 02 00/83 45 45
B 35 35 00/82 49 45	H 33 53 49/83 58 19
C 35 20 17/82 37 00	I 33 53 39/84 01 41
D 35 07 00/82 26 30	J 33 55 30/84 09 30
E 34 50 20/82 23 40	K 34 20 00/84 09 30
F 34 31 06/82 58 35	L 35 44 29/83 48 45

to point of beginning



Section 5. Lanier Sector 50

9-5-1. SECTOR NARRATIVE

The Lanier Sector is a high sector with altitude limits from FL240 to FL340. Lanier provides preliminary sequencing for Atlanta Terminal area arrivals from the northeast. Lanier complexity is increased by crossing enroute traffic and aircraft departing Charlotte Terminal area proceeding northwest bound.

9-5-2. ASSIGNMENT OF AIRSPACE

Lanier is open on Sector 50 continuously. During the midnight shift, Baden sector is combined with Lanier at Sector 50.

9-5-3. PROCEDURES

a. Arrivals.

1. Atlanta Terminal area:

(a) Aircraft transitioning from the Lanier Sector to the Logen Sector landing in the Atlanta Terminal Area, may remain in the Lanier Sector airspace after communication transfer without back coordination.

(b) Upon completion of radar handoff and communications transfer, Lanier Sector must have control for left or right turns up to 15 degrees and speed control for all ATL arrivals within 15NM of the Lanier boundary from Baden.

(c) Upon completion of radar handoff and communications transfer, Lanier Sector must have control for turns direct to OZZZI/ONDRE waypoint and speed control for all ATL arrivals within 15NM of the Lanier boundary from Salem.

(d) Atlanta Terminal Area arrivals via the DEHAN STAR from Spartanburg/Georgia High must cross the Lanier/Spartanburg-Georgia High boundary at or below FL260.

(e) High Rock will descend aircraft landing ATL to FL350 and initiate a handoff to the Georgia High sector in time to allow the aircraft to cross the Lanier/Georgia High sector boundary at or below FL340.

(f) Aircraft within 15 miles of the common sector boundary, transitioning to the Lanier sector from the Spartanburg or Georgia High Sector and landing KATL are released for speed control without back coordination.

2. Arrivals to Chattanooga (CHA) north of ODF must be descended to FL240 and handed off to the Logen Sector in sufficient time for the aircraft to cross the Logen/North Departure boundary at or below FL180.

3. Arrivals to GSO and INT:

(a) GSO/INT arrivals from south of a line GSO to KCHA must be descended to cross 85 miles west of SPA at FL350 and handed off to Lanier Sector.

(b) Lanier must clear these aircraft to cross the Lanier/Spartanburg boundary at or below FL290.

4. **HSV.** Arrivals to the Huntsville (HSV) or to the Nashville Terminal Area (BNA, MQY, JWN and MBT) must cross the Lanier/Burne boundary at or below FL300.

5. **AGS.** Arrivals to the Augusta Terminal Area (AGS, AIK, DNL, HQU) at or above FL250 must cross the Lanier/Spartanburg boundary at FL250.

6. CAE Terminal area arrivals:

(a) Arrivals to the CAE terminal area (CAE/CUB/CDN) from Lanier, J99 and east, must cross the Lanier/Spartanburg boundary at or below FL250.

(b) Arrivals to the CAE terminal area (CAE/CUB/CDN) from Lanier, west of J99, must cross the Lanier/Spartanburg boundary at or below FL290.

7. Aircraft landing at KTYS airport must cross the Lanier, High Rock, Georgia High common boundary at or below FL300.

b. Departures.

No departure procedures have been identified for this sector.

c. Additional Procedures.

The "Athens West Area" is a portion of airspace delegated to SPA HI Sector from MCN HI Sector. The airspace is only released to SPA HI when Atlanta Hartsfield is on a west operation to allow for the continued climb of departing aircraft. The vertical limits of the "Athens West Area" are from FL240- FL290. The lateral limits are depicted on the HIGHE and HIGHW maps by a dashed line from the southwestern corner of the Lanier HI Sector to the northwestern corner of the DBN HI Sector.

d. Automated Information Transfers.

1. Aircraft inbound to Asheville, North Carolina (AVL from the BURNE Sector, must be handled as follows:

(a) The Burne Sector must clear the aircraft to FL240, without pilot's discretion descent, and initiate a handoff to the Lanier Sector.

(b) The Lanier Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to the Logen Sector.

(c) When the Burne Sector observes that the Logen Sector has accepted the handoff, the Burne Sector must transfer communications and any pertinent control information to the Logen Sector.

2. Aircraft departing CLT requesting AOA FL350 must be handled as follows:

(a) LANIER Sector climbs aircraft to FL340 and flashes handoff to BURNE Sector.

(b) BURNE Sector immediately flashes handoff to the BUU Sector.

(c) Once BUU Sector takes the handoff, LANIER sector transfers communications to the BUU Sector.

3. Atlanta Satellite arrivals entering the Lanier Sector from the Burne Sector - must be handled as follows:

(a) Traffic permitting, the Burne Sector must clear the aircraft to FL240, without pilot's discretion descent, and initiate a handoff to the Lanier Sector.

(b) The Lanier Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to the Logen Sector.

(c) When the Burne Sector observes that the Logen Sector has accepted the handoff, the Burne Sector must transfer communications and any pertinent control information to the Logen Sector.

9-5-4 MILITARY OPERATIONS

Military Operating Areas:

a. When Snowbird MOA is active, Logen must advise Unarm. CLT departures over BRAYN must be assigned a heading of 260 degrees, except the aircraft that are filed over HRS, and the heading will be in the 4th line of the data block.

b. When SOT MOA is activated, TYS will assign VXV184 radial or VXV102 radial to remain clear of the moa. Sector 49 is responsible for turning the aircraft on course.

FIGURE 9-5

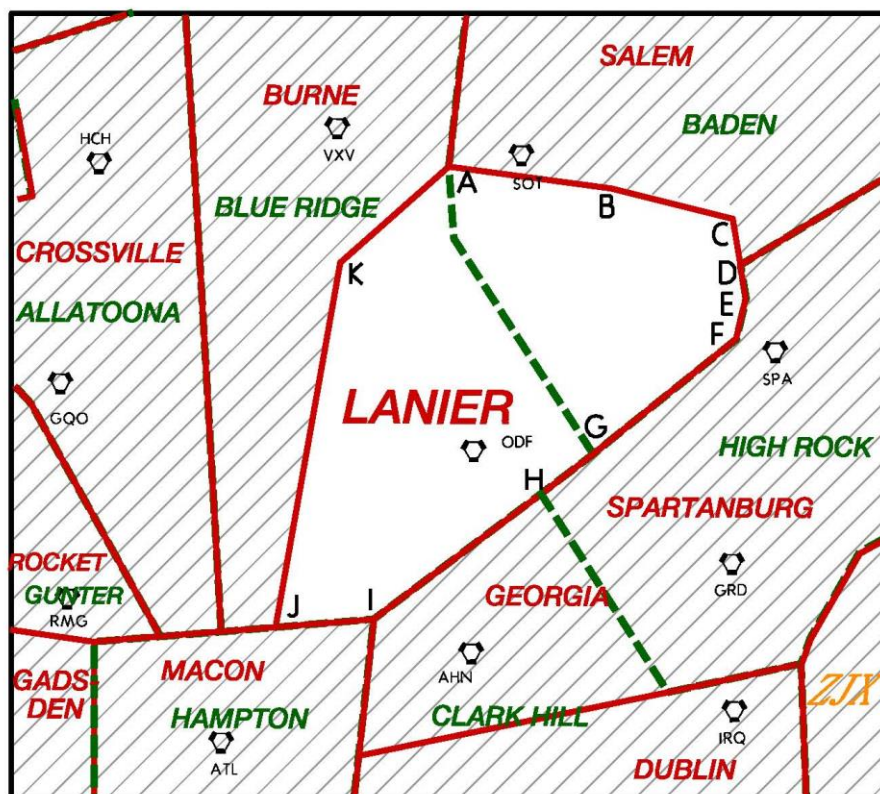
ATLANTA ARTC CENTER

SECTOR 50
LANIER HIGH
FL240 - FL340

Effective: October 15, 2015
 Revised: May 26, 2016

A 35 45 00/83 23 00
 B 35 39 20/82 38 50
 C 35 31 47/82 05 57
 D 35 21 30/82 04 15
 E 35 14 00/82 03 00
 F 35 05 00/82 06 00

G 34 40 58/82 45 57
 H 34 32 50/82 59 23
 I 34 04 35/83 45 15
 J 34 03 00/84 11 30
 K 35 24 00/83 53 00
 to point of beginning



Section 6. Valley FPA

9-6-1. SECTOR NARRATIVE

The VALLEY FPA is an assignable Fix Posting Area, surface to 10,000' MSL, created to accommodate limited ASR radar coverage that exists between A80, GSP and AGS Approach Controls. The VALLEY FPA is a very small piece of airspace and its geography and traffic flows often may not be common with the sector where it is assigned.

The major traffic flow is northeast and southwest and consists primarily of traffic from the Atlanta Terminal Area, including the Athens Airport with a VFR Tower. Due to the geographic configuration of the VALLEY FPA (narrow east/west) and HOST/ARTS automation parameters, controllers should be aware the timelines of automated flight plan amendments is crucial. It is possible that automation entries made prior to an aircraft entering the VALLEY FPA may fail to an adjacent ARTS facility. College football games and the Masters tournament which can create high demand in brief time periods. Valley requires non radar coordination with AGS Approach for southbound traffic at or below 7,000.

9-6-2. ASSIGNMENT OF AIRSPACE

VALLEY FPA is normally assigned to Sector 16, but based on traffic/workload it may be assigned to Sectors 18 or 49.

9-6-3. PROCEDURES

a. Arrivals.

No arrival procedures have been identified for this fpa.

b. Departures

No departure procedures have been identified for this fpa.

c. Additional Procedures

No additional procedures have been identified for this fpa.

d. Automated Information Transfers

No automated information transfers have been identified for this fpa.

9-6-4. MILITARY OPERATIONS

IR Routes:

IR022

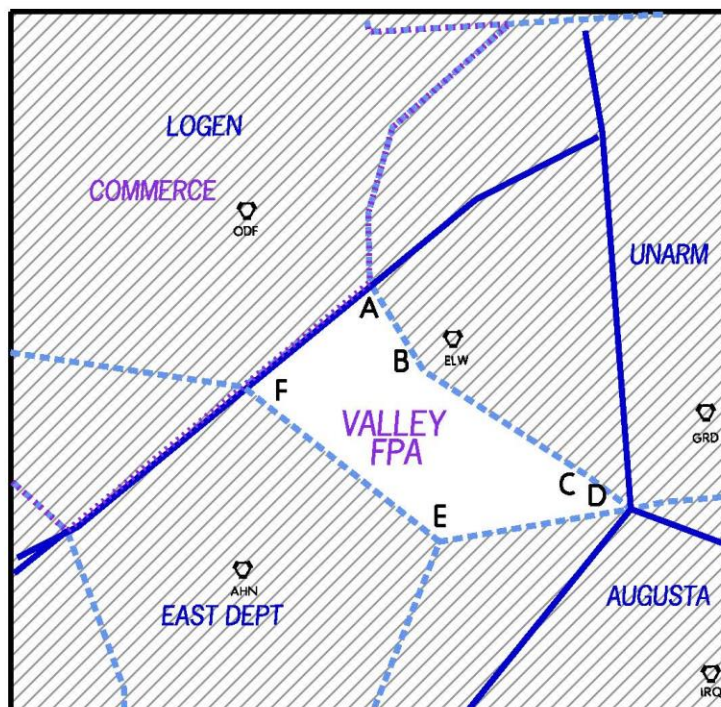
FIGURE 9-6

ATLANTA ARTC CENTER

SECTOR °
 VALLEY FPA
 10,000 AND BELOW

Effective: July 1, 2011
 Revised: May 26, 2016

A 34 31 06/82 58 35
 B 34 21 14/82 51 39
 C 34 07 30/82 27 15
 D 34 03 15/82 21 00
 E 34 00 23/82 49 39
 F 34 19 51/83 19 02
 to point of beginning



CHAPTER 10. AREA OF SPECIALIZATION 4

Section 1. Sinca Sector 19

10-1-1. SECTOR NARRATIVE

The Sinca Sector is a low sector with altitude limits from 15,000 feet to FL230 for the airspace overlying A80-Atlanta sector, and 11,000 feet to FL230 for the remainder of the airspace. Sinca is an inbound sector for Atlanta Terminal area arrivals from the southeast and is responsible for final spacing of aircraft to A80. Sinca complexity is increased by military operations from Robins AFB and functional check flights requiring multiple altitude changes for F15's, F16's, and KR35's.

R24 is required to monitor 121.5/243.0. In addition, Sinca Sector is required to continuously monitor frequencies 127.125 and 363.25.

10-1-2. ASSIGNMENT OF AIRSPACE

Sinca is open on Sector 19 until the midnight configuration. During the midnight configuration, Sinca is combined with Augusta, Clark Hill, and Dublin sectors at Sector 20.

10-1-3. PROCEDURES

a. Arrivals

1. Arrival aircraft inbound to WRB requesting a high instrument approach must be cleared direct to the appropriate holding fix and handed off to South Departure Sector, or pointed out to South Departure Sector and handed off to Atlanta Large TRACON Macon Sector.

2. Pilot's discretion descents resulting from the issuance of a crossing restriction may be issued by Sinca Sector for aircraft landing within the Atlanta Terminal Area, which are transitioning from the Dublin Sector, without back coordination.

3. Dublin Sector must coordinate speed and heading changes with Sinca Sector manually or through 4th line data block capabilities.

4. Atlanta Hartsfield arrivals are released to Sinca Sector 19 for turns up to 40 degrees and speed changes from Sector 20 without back coordination. Sector 19 will be responsible for point outs and other coordination with adjacent high sectors. Atlanta Hartsfield and Atlanta Satellite arrivals left on a heading for spacing by Sector 20 are released to Sector 19 for turns to join the arrival and speed changes without back coordination.

b. Departures

1. Departures from the Atlanta Terminal Area via East Departure Sector that will next enter the Sinca Sector must be assigned a heading to remain clear of Sinca airspace and handed off to Sinca. Aircraft are released for turns to the south. Sinca must be responsible for point outs to the Augusta Sector.

2. Functional check flights departing WRB requesting unrestricted climb to 15,000 feet MSL must be handled IAW Annex 1 of the ZTL/A80/78TH ABW/339TH FTS/19TH ARG/116th ACW Letter of Agreement.

3. Aircraft departing A80's airspace that enter Sinca Sector after MCN (i.e. MCN DBN SAV or MCN DBN HXD) must be released for left turns to Sinca Sector.

c. Additional Procedures

No additional procedures have been identified for this sector.

d. Automated Information Transfers.

No AITs have been identified for this sector.

e. Pre-Arranged Coordination.

Sector 19 is authorized to control ATL ARRIVALS assigned the JJEDI and SITHH STARSS within 10 NM of the Sinca/Augusta Low common boundary without individual coordination provided the following requirements are met:

1. ERAM must be fully operational.

2. The authorized sector must "quick look" the owning sector and maintain display of the owning sector's data blocks while utilizing the airspace.

3. The authorized sector is responsible to provide radar separation, including wake turbulence separation, from all applicable traffic when utilizing this procedure.

4. The authorized sector must PVD the data block of the aircraft transitioning the airspace to the owning sector.

If any of the above requirements are not met or at the request of either sector controller or area supervisor, this procedure is cancelled and individual coordination is required.

10-1-4. MILITARY OPERATIONS

Military Operating Areas:

Bulldog MOA

ATLANTA ARTC CENTER

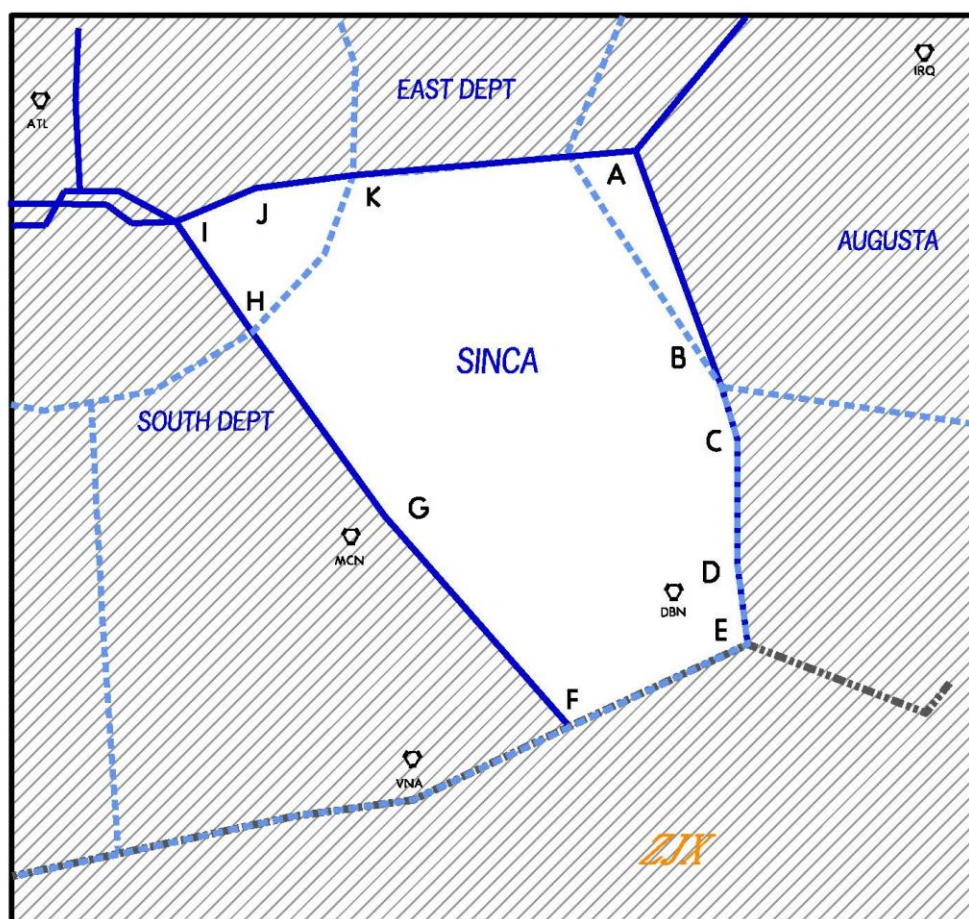
SECTOR 19

SINCA LOW

11,000 - FL230

Effective: July 26, 2011

A 33 30 30/82 54 30
 B 33 00 00/82 42 00
 C 32 53 15/82 39 45
 D 32 37 15/82 40 07
 E 32 26 50/82 38 45
 F 32 16 40/83 06 00
 G 32 44 00/83 33 00
 H 33 07 45/83 53 40
 I 33 22 00/84 05 15
 J 33 26 15/83 53 00
 K 33 27 50/83 38 00
 to point of beginning



Section 2. Dublin Sector 20

10-2-1. SECTOR NARRATIVE

Dublin Sector is a high sector with altitude limits from FL240-FL340. Dublin provides preliminary sequencing for Atlanta Terminal area arrivals from the southeast and Charlotte Terminal area arrivals from the southwest. Cross-overs between the two airports increases Dublin complexity.

10-2-2. ASSIGNMENT OF AIRSPACE

Dublin is open on Sector 20 continuously. During the midnight configuration, Sinca, Clark Hill, and Augusta sectors are combined with Dublin at Sector 20.

When ATL is on a west operation, the ATHENS WEST AREA, FL240 through FL290, is released to Spartanburg Sector and is depicted on the HIGHW map. Any aircraft that will transition this airspace must be pointed out to Spartanburg Sector.

10-2-3. PROCEDURES

a. Arrivals.

1. Charlotte (CLT) arrivals transitioning through the Dublin Sector must be handled as follows:

- (a)** Aircraft on the BANKR STAR and must cross PONZE at or below FL270. Spartanburg sector must have control to issue the descend via clearance on aircraft assigned FL270. Spartanburg Sector must have control for descent at (and north of) PONZE.
- (b)** Aircraft on the CHPTR Star must cross the Spartanburg boundary at or below FL270. Spartanburg Sector must have control for descent north of PONZE.
- (c)** Dublin sector will normally ensure at least 5 miles in-trail spacing between subsequent CHPTR and BANKR arrivals.
- (d)** Charlotte (CLT) arrivals at or north of J4/52 must be released for speed control and turns up to 30 degrees left or right to BANKR/DEBBT.

2. Raleigh-Durham (RDU) arrivals must be cleared via IRQ PYRES DMSTR STAR or IRQ CAE BUZZY STAR. Enroute aircraft at or below FL330, ATL departures at or below FL290.

3. Greer Spartanburg International (GSP), Donaldson Field (GYH), and Greenville Downtown (GMU) arrivals overflying IRQ must be descended to FL240 and handed off to the Augusta Sector.

4. Pilot's discretion descents resulting from the issuance of a crossing restriction may be issued by Sinca Sector for aircraft landing with the Atlanta Terminal Area, which are transitioning from the Dublin Sector, without back coordination.

5. Aircraft landing Atlanta Hartsfield (ATL) must be released to the Dublin Sector from the Clark Hill Sector for left turns direct SIITH/JJEDI.

6. ATL arrivals are released to Sinca Sector 19 for turns up to 40 degrees and speed changes from Sector 20 without back coordination. Sector 19 will be responsible for point outs and other coordination with adjacent high sectors. Atlanta Hartsfield and Atlanta Satellite arrivals left on a heading for spacing by Sector 20 are released to Sector 19 for turns to join the arrival and speed changes without back coordination.

7. AVL. Aircraft over TWINS must be cleared via PLYRR..KAVL to cross PLYRR at or below FL240. All other KAVL arrivals at or above FL250 from DBN sector must cross 95 miles south of KAVL at or below FL240.

b. Departures

No departure procedures have been identified for this sector.

c. Additional Procedures.

Dublin Sector must coordinate speed and heading changes with Sinca Sector manually or through 4th line data block capabilities.

d. Automated Information Transfers.

No Automated Information Transfer (AIT) procedures have been identified for this sector.

10-2-4. MILITARY OPERATIONS

a. Military Operating Areas

Bulldog MOA

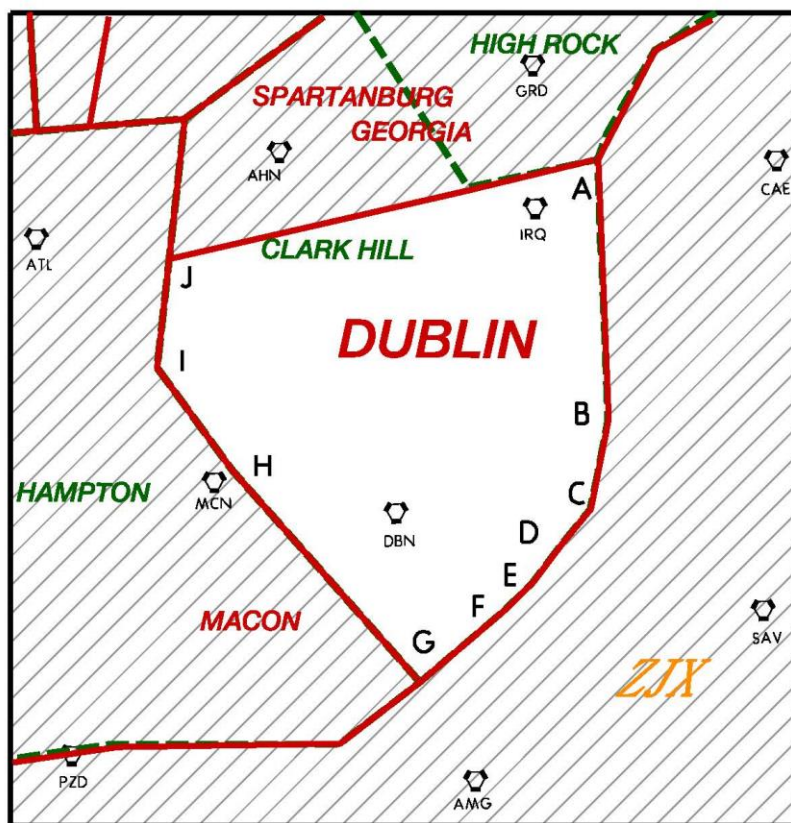
FIGURE 10-2

ATLANTA ARTC CENTER

SECTOR 20
DUBLIN HIGH
FL240 - FL340

Effective: May 26, 2016

A	33	53	20/81	51	00	G	31	45	50/82	44	30
B	32	53	30/81	50	37	H	32	44	00/83	33	40
C	32	33	45/81	56	00	I	33	07	45/83	53	40
D	32	26	00/82	04	00	J	33	32	33/83	50	01
E	32	17	30/82	12	00						to point of beginning
F	32	10	00/82	20	00						



Section 3. South Departure Sector 21

10-3-1. SECTOR NARRATIVE

The South Departure Sector is a low sector with altitude limits from 15,000 feet to FL230 for the airspace overlying A80-Atlanta sector, and 11,000 feet to FL230 for the remaining airspace. The main traffic flow is out of A80 airspace, southbound. South Departure also provides IFR arrival and departure services to the Macon, Warner Robins (WRB), LaGrange (LGC), Columbus (CSG) and Lawson (LSF) areas. South Departure must also ensure aircraft remain clear of R3002 at Fort Benning and the Moody MOA's just south of the airspace.

10-3-2. ASSIGNMENT OF AIRSPACE

South Departure is open on Sector 21 from approximately 0615-2300 local. During the midnight configuration, South Departure, Hampton, and Macon sectors are combined at sector 19.

The northern boundary of South Departure changes dependent on whether A80-Atlanta Sector is operating on an east or west configuration.

10-3-3. PROCEDURES

The following procedures apply specifically to the South Departure Sector.

a. Arrivals

LGC, CSG, PIM arrivals transitioning South Departure Sector must be cleared by South Departure Sector to maintain 11,000 feet MSL and handed off to Atlanta Large TRACON Columbus Sector.

b. Departures

1. Atlanta Terminal Area South Departures which will enter the Tiroe Sector:

(a) Hartsfield-Jackson Non-RNAV and Atlanta Satellite Departures via South Departure Sector requesting at or below FL230 that will enter Tiroe Sector must be assigned a heading to remain clear of Tiroe Sector. Tiroe Sector has control for turns to the west. Tiroe Sector must ensure the aircraft enters their airspace prior to V323.

(b) Hartsfield-Jackson RNAV Departures:

Hartsfield-Jackson RNAV Departures equipped and capable of flying the RNAV SIDs, must be cleared on the SIDs. Tiroe Sector will have control for right turns.

NOTE: If Tiroe Sector does not turn these aircraft, they will proceed on course.

2. Aircraft departing A80's airspace that enter Sinca Sector after MCN. (i.e. MCN DBN SAV or MCN DBN HXD) must be released for left turns to Sinca Sector.

3. South Departure is exempt from the computer entry of interim altitudes for Atlanta Terminal Area departures with Mode C readout, requesting FL240 and above when initiating a handoff to Macon Sector.

c. Additional Procedures

No additional procedures have been identified for this sector.

d. Automated Information Transfers

1. Atlanta Terminal Area South Departures that will enter LaGrange Sector:

(a) Hartsfield-Jackson RNAV Departures:

(1) Hartsfield-Jackson RNAV departures requesting FL240 and above, South Departure will clear the aircraft to FL230 when traffic permits, and initiate a handoff to the Macon High Sector.

(2) Traffic permitting, the Macon High sector must accept the handoff, enter an altitude they can approve at or below FL280 in the data block and immediately initiate a handoff to the appropriate sector.

NOTE: If the LaGrange Sector does not turn these aircraft, they will proceed on course.

(3) South Departure Sector must assign the altitude entered into the data block by the Macon High Sector, and when the handoff is accepted, transfer communications to the appropriate sector.

(4) LaGrange Sector must have control for right turns from both South Departure and Macon High Sectors and must be responsible for point outs to Tiroe Sector on aircraft that are turned by LaGrange.

(b) Hartsfield-Jackson Non-RNAV and Atlanta Satellite Departures that will enter LaGrange Sector:

(1) South Departure Sector must assign the aircraft a heading to remain clear of Tiroe and LaGrange Sectors, climb the aircraft to FL230 when traffic permits, and initiate a hand off to Macon High Sector.

(2) Traffic permitting, the Macon High Sector must accept the handoff, enter an altitude they can approve at or below FL280 in the data block and immediately initiate a handoff to the appropriate sector.

(3) The South Departure Sector must assign the altitude entered into the data block by the Macon High Sector, and when the handoff is accepted, transfer communications to the appropriate sector.

(4) LaGrange Sector must have control for right turns from both South Departure and Macon High Sectors and must be responsible for point outs to Tiroe Sector.

2. Arrival aircraft to Macon (MCN), Robins AFB (WRB), Herbert Smart (MAC) and Perry (PXE), Georgia airports, operating at FL240 or above, must be handled as follows.

(a) Traffic permitting, LaGrange Sector must descend the aircraft to FL240, and initiate a handoff to Macon High Sector.

(b) Traffic permitting, Macon High Sector must accept the handoff and initiate a handoff to South Departure Sector.

(c) If Macon High Sector requires communications with the aircraft, Macon High Sector must request communications from LaGrange Sector prior to accepting the handoff.

(d) When LaGrange Sector observes that South Departure Sector has accepted the handoff, LaGrange Sector must transfer communications to the South Departure Sector.

(e) LaGrange Sector must coordinate pertinent flight plan information with Macon High Sector.

e. Pre-Arranged Coordination

Sector 21 is authorized to control ATL departures assigned the SMLTZ and VRSTY SIDs within the confines of Sector 16 without individual coordination provided the following requirements are met.

1. ERAM must be fully operational.

2. The authorized sector must “quick look” the owning sector and maintain display of the owning sector’s data blocks while utilizing the airspace.

3. The authorized sector is responsible to provide radar separation, including wake turbulence separation, from all applicable traffic when utilizing this procedure.

4. The authorized sector must PVD the data block of the aircraft transitioning the airspace to the owning sector.

If any of the above requirements are not met or at the request of either sector controller or area supervisor, this procedure is cancelled and individual coordination is required.

10-3-4. Restricted Area

R3002

Military Operating Areas

Benning MOA

Moody MOA

FIGURE 10-3

ATLANTA ARTC CENTER

SECTOR 21

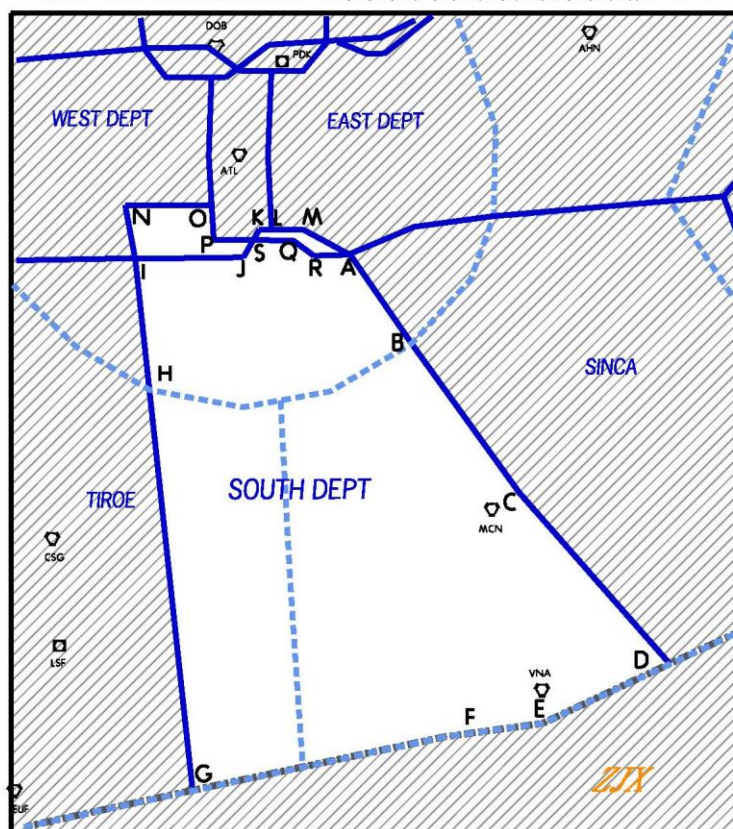
SOUTH DEPARTURE LOW

11,000 - FL230

Effective: May 1, 2014
Revised: June 25, 2015

A	33 22 00/84 05 15	K	33 25 58/84 22 22
B	33 07 45/83 53 40	L	33 26 00/84 20 00
C	32 44 00/83 33 40	M	33 26 00/84 14 00
D	32 16 40/83 06 00	N	33 29 49/84 47 41
E	32 07 30/83 29 45	O	33 29 52/84 31 21
F	32 05 30/83 48 00	P	33 24 21/84 30 57
G	31 57 10/84 34 45	Q	33 24 15/84 15 53
H	33 00 30/84 43 00	R	33 21 50/84 12 02
I	33 21 20/84 45 45	S	33 24 21/84 23 27
J	33 21 36/84 25 19		to point of beginning

EAST CONFIGURATION: A,B,C,D,E,F,G,H,I,J,S,K,L,M to A
 WEST CONFIGURATION: A,B,C,D,E,F,G,H,I,N,O,P,S,Q,R to A



Section 4. Macon Sector 22

10-4-1. SECTOR NARRATIVE

The Macon Sector is a high sector with altitude limits from FL300-FL340 over the “Athens West Area” and FL240-FL340 over the remainder of the sector. Macon controls Atlanta Terminal Area Departures climbing into the en route stream and overflight en route traffic. Traffic complexity is increased because controllers are required to change altitudes on all en route traffic to and from Jacksonville Center, Alma and Moultrie Sectors on J45 to comply with the Atlanta ARTCC and Jacksonville ARTCC Letter of Agreement.

Macon Sector is required to continuously monitor frequencies 119.575 and 257.9.

10-4-2. ASSIGNMENT OF AIRSPACE

Macon is open on Sector 22 from approximately 0800-2300 local. During the midnight configuration, Macon, Hampton, and South Departure are combined at Sector 19.

10-4-3. PROCEDURES

a. Arrivals.

1. GSP. Aircraft landing Greer (GSP) Terminal Area, overflying the Macon Sector, must cross the Macon/Spartanburg Sector boundary at or below FL270.

2. JAX. JAX arrivals from Area 5 must be cleared to an altitude below FL350 appropriate for direction of flight prior to the Martin Lake/Hampton Sector boundary.

3. BHM. BHM arrivals above FL320 must be at FL320, prior to the LaGrange/Hampton Sector boundary.

4. MGM/MXF. MGM and MXF arrivals at or above FL260 from Macon Sector must cross the LGC/MCN common boundary at or descending to FL260 and are released to LGC Sector for descent and left turns up to 15 degrees.

5. AHN. AHN arrivals at or above FL240 from LGC/Martin Lake sectors must cross the LGC/MCN sectors common boundary at or below FL340 descending to FL240.

b. Departures.

No additional procedures have been identified for this sector.

c. Additional Procedures.

1. Aircraft entering the Burne Sector from the Macon Sector must be assigned westbound altitudes. Aircraft entering the Macon Sector from the Burne Sector must be assigned eastbound altitudes.

2. When ATL is on a west operation, the ATHENS WEST AREA, FL240 through FL290, is released to Spartanburg Sector and is depicted on the HIGHE and HIGHW maps. Any aircraft that will transition this airspace must be pointed out to Spartanburg Sector.

3. When ATL is on an east operation, the GADSDEN EAST AREA, FL240 through FL270, is released to Gadsden Sector and is depicted on the HIGHE and HIGHW maps. Any aircraft that will transition this airspace must be pointed out to Gadsden Sector.

d. Automated Information Transfers.

1. Atlanta Terminal Area South Departures that will enter LaGrange Sector, must be handled as follows.

(a) Hartsfield-Jackson RNAV Departures that will enter LaGrange Sector:

(1) Hartsfield-Jackson RNAV departures requesting FL240 and above, South Departure will clear the aircraft to FL230 when traffic permits, and initiate a handoff to the Macon High Sector.

(2) Traffic permitting, the Macon High sector must accept the handoff, enter an altitude they can approve at or below FL280 in the data block and immediately initiate a handoff to the appropriate sector.

NOTE: If the LaGrange Sector does not turn these aircraft, they will proceed on course.

(3) South Departure Sector must assign the altitude entered into the data block by the Macon High Sector, and when the handoff is accepted, transfer communications to the appropriate sector.

(4) LaGrange Sector must have control for right turns from both South Departure and Macon High Sectors and must be responsible for point outs to Tiroe Sector on aircraft that are turned by LaGrange.

(b) Hartsfield-Jackson Non-RNAV and Atlanta Satellite Departures that will enter LaGrange Sector:

(1) South Departure Sector must assign the aircraft a heading to remain clear of Tiroe and LaGrange Sectors, climb the aircraft to FL230 when traffic permits, and initiate a hand off to Macon High Sector.

(2) Traffic permitting, the Macon High Sector must accept the handoff, enter an altitude they can approve at or below FL280 in the data block and immediately initiate a handoff to the appropriate Sector.

(3) The South Departure Sector must assign the altitude entered into the data block by the Macon High Sector, and when the handoff is accepted, transfer communications to the appropriate sector.

(4) LaGrange Sector must have control for right turns from both South Departure and Macon High Sectors and must be responsible for all point outs to Tiroe Sector.

2. Arrival aircraft to Macon (MCN), Robins AFB (WRB), Herbert Smart (MAC) and Perry (PXE), Georgia airports, operating at FL240 or above, must be handled as follows.

(a) LaGrange Sector must descend the aircraft to FL240, and initiate a handoff to Macon High Sector.

(b) Macon High Sector must accept the handoff and initiate a handoff to South Departure Sector.

(c) When LaGrange Sector observes that South Departure Sector has accepted the handoff, LaGrange Sector must transfer communications to South Departure Sector.

(d) If Macon High Sector requires communications with the aircraft, Macon High Sector must request communications from LaGrange Sector prior to accepting the handoff.

(e) LaGrange Sector must coordinate pertinent flight plan information with Macon High Sector.

3. Atlanta Terminal Area south departures, requesting FL350 or above, which will enter Jacksonville ARTCC, must be handled as follows:

(a) Macon High Sector must:

(1) traffic permitting, climb departures which will enter the Seminole or Geneva Sectors to FL330 and initiate a hand off to the Hampton Sector.

(2) traffic permitting, climb departures which will enter the Alma or Moultrie Sectors to FL340, ensure the requested westbound final altitude is entered as an assigned altitude into the computer, and initiate a handoff to Hampton Sector.

(3) Hampton Sector must accept the handoff, and:

(a) enter an interim altitude of FL330 or FL340, as appropriate, and initiate a handoff to the appropriate ZJX sector if higher altitude is not available, or

(b) enter an altitude appropriate for direction of flight (interim or assigned) which can be approved and initiate a handoff to the appropriate ZJX sector, or

(c) enter an interim altitude of FL340 and retain track control if communications with the aircraft is desired.

(4) If Hampton Sector retains track control, Macon Sector must climb aircraft to FL340 and transfer communication to the Hampton Sector.

(5) When Macon Sector observes that Hampton Sector has initiated a handoff to ZJX, Macon Sector must climb the aircraft to the altitude displayed in the data block.

(6) The sector in communication with the aircraft is responsible for handoffs and coordination of altitudes other than the altitudes displayed in the data block prior to handoff to ZJX.

(7) When Macon Sector observes that ZJX has accepted the handoff, Macon Sector must transfer communications to the appropriate ZJX Sector.

4. Birmingham arrivals operating at FL240 or above must be handled as follows:

(a) Macon High Sector must descend the aircraft to FL240 and initiate a handoff to the Gadsen Sector.

(b) The Gadsen High Sector must accept the handoff and initiate a handoff to the West Departure Sector.

(c) When the Macon High Sector observes the West Departure Sector has accepted the handoff, Macon must transfer communications to the West Departure Sector.

(d) If the Gadsen Sector requires communications with the aircraft, Gadsen Sector must request communications from the Macon Sector prior to accepting the handoff.

(e) Macon Sector must coordinate pertinent flight plan information with the Gadsen High Sector.

5. Aircraft which enter Jacksonville's Seminole Sector (J34) that transition through Macon/Hampton Sector from LaGrange/Martin Lake Sector, excluding aircraft that will next enter Jacksonville's Geneva Sector (J33).

(a) LaGrange/Martin Lake Sector must initiate a handoff to the Macon/Hampton Sector as appropriate.

(b) Macon/Hampton Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to Jacksonville's Seminole Sector. If Macon/Hampton requires communication with the aircraft, they must request communications from LaGrange/Martin Lake Sector prior to accepting the handoff.

(c) When LaGrange/Martin Lake Sector observe that Jacksonville's Seminole Sector has accepted the handoff, LaGrange/Martin Lake must transfer communications and any pertinent flight plan information to Jacksonville's Seminole Sector.

6. JAX arrivals transitioning between Area 5 sector 08 Martin Lake, and Area 4 sectors 27 Hampton and 22 Macon must be handled as follows:

(a) Martin Lake Sector must, traffic permitting, descend aircraft to FL350 and initiate handoff to Hampton Sector.

(b) Hampton Sector, traffic permitting, must accept handoff and initiate handoff to Macon Sector.

(c) When Martin Lake Sector observes Macon Sector has accepted the handoff, Martin Lake Sector must transfer communications to Macon Sector.

(d) If Hampton Sector requires communications with the aircraft, they must request communications from Martin Lake Sector prior to accepting the handoff.

(e) Martin Lake Sector must coordinate pertinent flight plan information with Macon Sector.

(f) If the Macon Sector has not accepted the handoff by the common boundary, Martin Lake Sector must switch the aircraft to the Hampton Sector.

10-4-4. MILITARY OPERATIONS

No military procedures have been identified for this sector.

FIGURE 10-4

ATLANTA ARTC CENTER

SECTOR 22

MACON HIGH

FL240 - FL340

Effective: May 26, 2016
 Revised: July 1, 2021

A 34 00 00/85 00 00	H 32 44 00/83 33 40
B 34 01 06/84 42 12	I 31 54 50/82 44 30
C 34 02 06/84 26 00	J 31 41 00/83 06 45
D 34 03 00/84 11 30	K 31 41 00/84 06 00
E 34 04 35/83 45 15	L 31 37 40/84 32 15
F 33 32 33/83 50 01	M 33 00 30/84 43 00
G 33 07 45/83 53 40	N 33 22 00/85 00 00

to point of beginning

GADSDEN EAST AREA

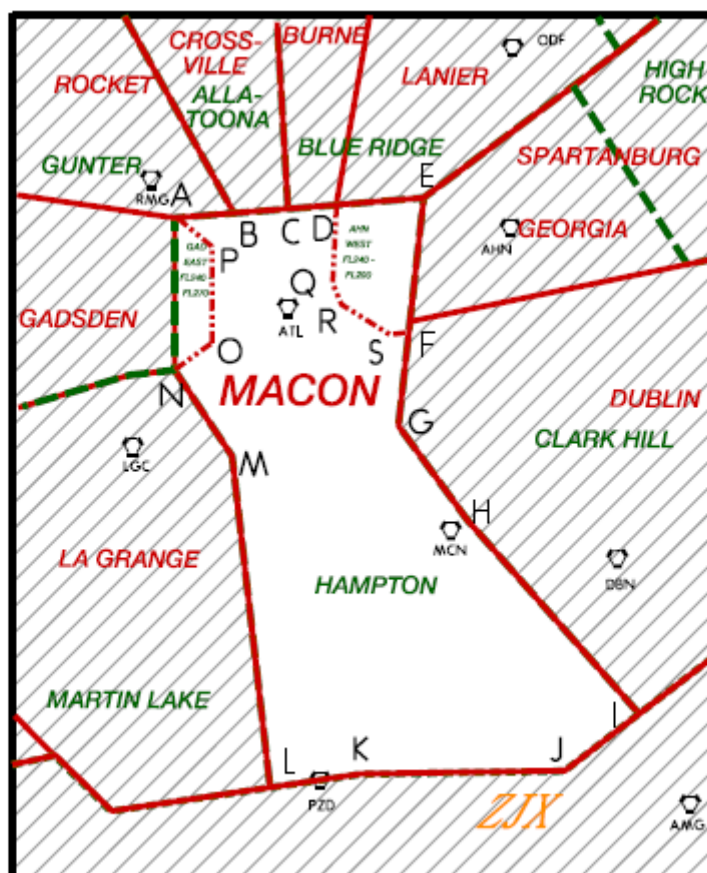
A 34 00 00/85 00 00
P 33 48 00/84 44 00
O 33 32 00/84 44 00
N 33 22 00/85 00 00

to point of beginning

ATHENS WEST AREA

D 34 03 00/84 11 30
Q 33 43 38/84 12 51
R 33 38 25/84 10 14
S 33 31 49/83 55 48
F 33 32 33/83 50 01

to point of beginning



Section 5. Clark Hill Sector 23

10-5-1. SECTOR NARRATIVE

The Clark Hill Sector is an ultra-high sector with altitude limits from FL350 and above. Traffic flow is predominantly north/south, consisting of overflight traffic. Traffic complexity is increased because controllers are required to change altitudes on all en route traffic to and from Jacksonville Center to comply with the Atlanta ARTCC and Jacksonville ARTCC Letter of Agreement.

Clark Hill Sector is required to continuously monitor frequency 263.075.

10-5-2. ASSIGNMENT OF AIRSPACE

Clark Hill is open on Sector 23 from approximately 0800-2300 local. During the midnight configuration, Clark Hill, Sinca, and Augusta sectors are combined with Dublin sector at Sector 20.

10-5-3. PROCEDURES

a. Arrivals.

1. CLT arrivals from the west must be cleared to maintain FL350 and handed off to Georgia High.

2. Atlanta Arrivals:

(a) Aircraft landing Atlanta Hartsfield (ATL) must be released to the Dublin Sector from the Clark Hill Sector for left turns direct SIITH/JJEDI.

(b) Aircraft landing ATL be released to the Dublin Sector from the Clark Hill Sector for left turns direct SIITH/JJEDI.

3. AVL arrivals at or above FL250 from DBN sector must cross 95 miles south of KAVL at or below FL240.

4. CHS/JZI/SAV/SVN/HXD Arrivals to CHS, JZI, SAV, SVN, and HXD must be descended to cross the Clark Hill/Blue Ridge common boundary at FL350.

b. Departures.

No additional procedures have been identified for this sector.

c. Additional Procedures.

Wrong altitude for direction of flight approval is not required for:

1. Aircraft northbound from the Clark Hill Sector into the Blue Ridge Sector.
2. Aircraft southbound from the Blue Ridge Sector into the Clark Hill Sector.

d. Automated Information Transfers.

No additional procedures have been identified for this sector.

10-5-4. MILITARY OPERATIONS

No military procedures have been identified for this sector.

FIGURE 10-5

ATLANTA ARTC CENTER

SECTOR 23

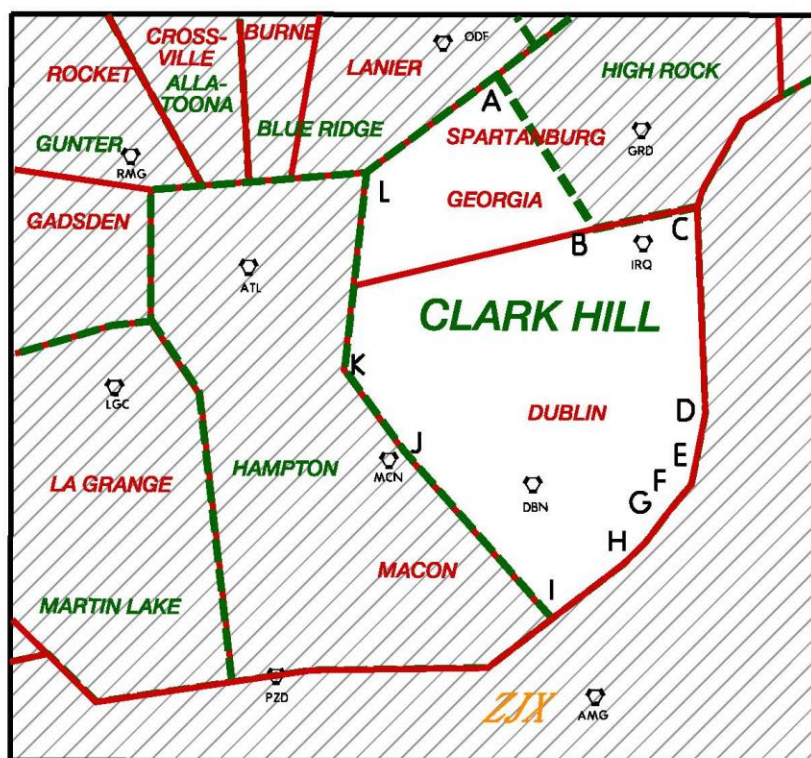
CLARK HILL ULTRA HIGH

FL350 AND ABOVE

Effective: May 26, 2016

A	34	32	50/82	59	23	G	32	17	30/82	12	00
B	33	47	53/82	26	26	H	32	10	00/82	20	00
C	33	53	20/81	51	00	I	31	54	50/82	44	30
D	32	53	30/81	50	37	J	32	44	00/83	33	40
E	32	33	45/81	56	00	K	33	07	45/83	53	40
F	32	26	00/82	04	00	L	34	04	35/83	45	15

to point of beginning



Section 6. Augusta Sector 24

10-6-1. SECTOR NARRATIVE

The Augusta Sector is a low sector with altitude limits from surface to FL230. Augusta's main traffic flow is aircraft transitioning to and from airports within or adjacent to the airspace, including turboprop arrivals into Atlanta. Augusta works a high volume of military traffic and is responsible for controlling the Bulldog MOA/ATCAA.

R24 is required to monitor 121.5/243.0

10-6-2. ASSIGNMENT OF AIRSPACE

Augusta Sector is open on Sector 24 from approximately 0630-2100 local. During periods of slow traffic, Augusta can be combined with Sinca sector at Sector 19. During the midnight configuration, Augusta is combined with Dublin, Sinca and Clark Hill sectors at Sector 20.

10-6-3. PROCEDURES

a. Arrivals.

1. Arrivals to ATL must be cleared via the appropriate STAR. Prop arrivals to ATL must be cleared via V155 SINCA V179 HUSKY ATL. When ATL is on a west operation, Augusta Sector must clear turboprop arrivals to cross BEYLO or 70 DME west of IRQ at 11,000 feet.

2. Arrivals to Atlanta Terminal Area satellite airports must be cleared via WRGNZ STAR.

3. Augusta Arrivals:

(a) Unarm Sectors must clear AGS Terminal Area arrivals direct IRQ direct destination airport to cross 15 miles from IRQ at 11,000 feet.

(b) East Departure Sector must clear AGS Terminal Area arrivals direct destination airport, and descend to 11,000 feet.

4. Turboprop aircraft inbound to the Charlotte Terminal Area must cross HRTWL at 11,000 feet and hand off to Sector 31.

5. Charlotte (CLT) arrivals at or north of J4/52 must be released for speed control and turns up to 30 degrees left or right to CHPTR/DEBBT.

6. Arrivals to SAV, CHS, JZI, AGS, DNL, HQU, HXD, and AIK must be released from East Departure for control for right turns. Augusta Sector must ensure point-out to Sinca Sector.

7. Aircraft departing the Atlanta Terminal Area and landing CHS/JZI/SAV/HXD/CAE requesting at or above FL230 must be assigned FL230 as a final altitude.

8. Arrivals to CAE must cross 35 miles west at 11,000 feet.

9. Arrivals to GSP Terminal Area via the MCHLN STAR; Augusta Low must clear the aircraft to cross MCHLN at 11,000 feet. Aircraft not on MCHLN STAR must cross the GSP boundary at 11,000 feet in accordance with the GSP LOA.

10. Arrivals to SAV must be cleared LOTTs SAV KSAV, cross LOTTs at 110, or FIBRO FLYNT PLZZZ KSAV, cross PLZZZ at or below FL230 descending to FL190.

b. Departures.

No departure procedures have been identified for this sector.

c. Additional Procedures.

No additional procedures have been identified for this sector.

d. Automated Information Transfers.

1. Aircraft departing A80 via GAIRY SID over-flying IRQ.

(a) For aircraft requesting FL240 and above that would reasonably enter Augusta Lows airspace, East Departure will clear the aircraft to FL230 when traffic permits, and initiate a handoff to the Augusta Low Sector.

(b) Augusta Low Sector, traffic permitting, accept the handoff and immediately initiate a handoff to Dublin Sector. If Augusta Low Sector requires communication with the aircraft, they request communications from East Departure Sector prior to accepting the handoff.

(c) When East Departure Sector observes that Dublin Sector has accepted the handoff, East Departure Sector transfer communications and any pertinent flight plan information to Dublin.

2. Augusta Terminal arrivals from Unarm Sector through Augusta Sector must be handled as follows:

(g) The Unarm Sector will clear the aircraft to descend to 11,000.

(h) The Unarm Sector will initiate a handoff to the Augusta Sector.

(i) The Augusta Sector will accept the handoff and immediately initiate a handoff to AGS Approach.

- (j) When AGS Approach accepts the handoff, Unarm Sector will transfer communications to AGS Approach.
- (k) If Augusta Sector requires communication with the aircraft, Augusta Sector must request communications from Unarm Sector prior to accepting the handoff.
- (l) If AGS Approach has not accepted the handoff prior to the aircraft crossing the Unarm/Augusta boundary, Unarm must transfer communications to the Augusta Sector.

3. Pre-Arranged Coordination.

Sector 19 is authorized to control ATL ARRIVALS assigned the JJEDI and SITHH STARSS within 10 NM of the Sinca/Augusta Low common boundary without individual coordination provided the following requirements are met:

- (a). ERAM must be fully operational.
- (b). The authorized sector must “quick look” the owning sector and maintain display of the owning sector’s data blocks while utilizing the airspace.
- (c). The authorized sector is responsible to provide radar separation, including wake turbulence separation, from all applicable traffic when utilizing this procedure.
- (d). The authorized sector must PVD the data block of the aircraft transitioning the airspace to the owning sector.

If any of the above requirements are not met or at the request of either sector controller or area supervisor, this procedure is cancelled and individual coordination is required.

10-6-4. MILITARY OPERATIONS

Restricted Areas:
R3004A and B

Military Operating Areas:
Bulldog MOA

ATLANTA ARTC CENTER

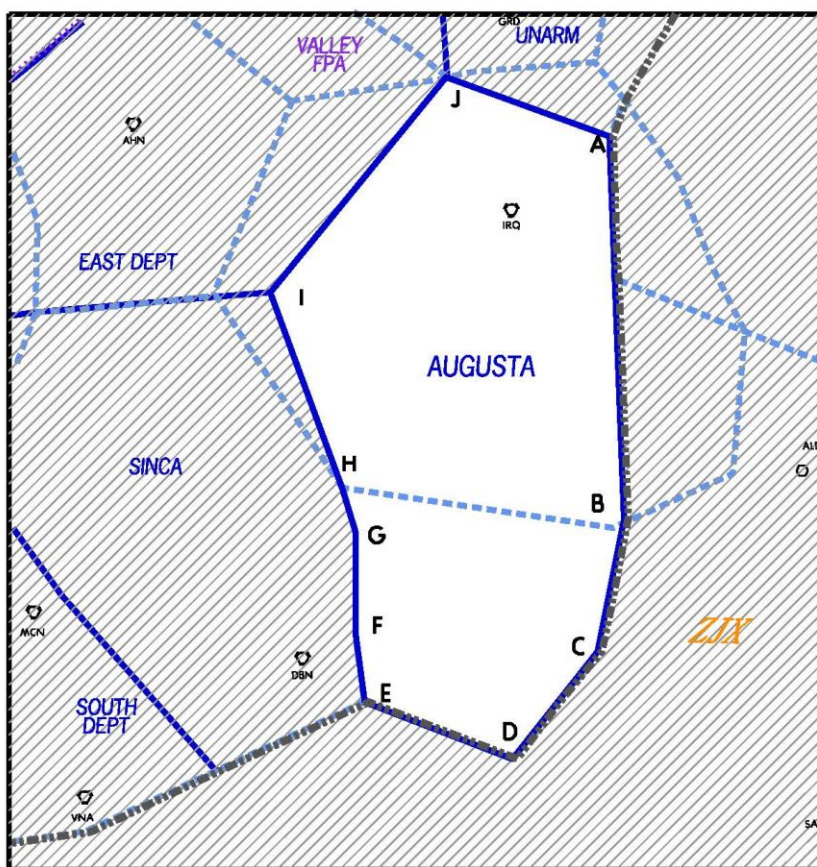
SECTOR 24

AUGUSTA LOW

SURFACE - FL230

Effective: May 26, 2016

A	33	53	20/81	51	00	G	32	53	15/82	39	45
B	32	54	01/81	50	29	H	33	00	00/82	42	00
C	32	33	45/81	56	00	I	33	30	30/82	54	30
D	32	17	30/82	12	00	J	34	03	15/82	21	00
E	32	26	50/82	38	45						to point of beginning
F	32	37	15/82	40	07						



Section 7. Hampton Sector 27

10-7-1. SECTOR NARRATIVE

The Hampton Sector is an ultra-high sector with altitude limits from FL350 and above. This sector primarily works en route traffic. A limited amount of departures and arrivals are transitioned to and from adjacent airports. Traffic flow is predominantly north/south; however, a large number of aircraft cross in the vicinity of the THRSR waypoint northeast/southwest bound. Traffic complexity is increased because controllers are required to change altitudes on en route traffic to and from Jacksonville Center to comply with the Atlanta ARTCC and Jacksonville ARTCC Letter of Agreement.

10-7-2. ASSIGNMENT OF AIRSPACE

Hampton is open on Sector 27 from approximately 0830 until 2200 local. During the midnight configuration, Hampton is combined with Macon and South Departure sectors at Sector 19.

10-7-3. PROCEDURES

a. Arrivals.

1. CLT arrivals from the west must be cleared to maintain FL350, pointed out to Clark Hill and handed off to Georgia High.
2. JAX arrivals from Area 5 must be cleared to prior to the Martin Lake/Hampton Sector boundary.
3. BHM arrivals above FL320 must be at FL320, prior to the LaGrange/ Hampton Sector boundary.
4. Aircraft inbound to GSP, GMU, SPA, AND GYH from Areas 5 and 6 must be descended to cross the Hampton/Gunter or Hampton/Martin Lake common boundary at FL350.
5. Augusta Terminal area arrivals (AGS, AIK, DNL, and HQU) from Area 6 Gunter Sector must cross the Hampton/Gunter boundary at or below FL350.
6. BNA/MQY/JWN/XNX/M54. BNA terminal area arrivals must be cleared over WESSN or KAILL (if West of ATL) and descended to an altitude appropriate for direction of flight AOB FL400.
7. SAV arrivals from South of the LGC VOR must be descended to cross the Hampton/Martin Lake common boundary at FL350.

8. AVL arrivals must cross the Hampton/Gunter common boundary at FL350.

9. SSI arrivals from Area5 must be cleared to cross the Martin Lake/Hampton common boundary at FL350.

b. Departures.

No additional procedures have been identified for this sector.

c. Additional Procedures.

1. Wrong altitude for direction of flight approval is not required for:

(a) Aircraft northbound from the Hampton Sector into the Blue Ridge Sector.

(b) Aircraft southbound from the Blue Ridge Sector into the Hampton Sector.

d. Automated Information Transfers.

1. Atlanta Terminal Area south departures, requesting FL350 or above, which will enter Jacksonville ARTCC, must be handled as follows:

(a) Macon High Sector must:

(1) Traffic permitting, climb departures which will enter the Seminole or Geneva Sectors to FL330 and initiate a hand off to the Hampton Sector.

(2) Traffic permitting, climb departures which will enter the Alma or Moultrie Sectors to FL340, ensure the requested westbound final altitude is entered as an assigned altitude into the computer, and initiate a handoff to Hampton Sector.

(b) Hampton Sector must accept the handoff, and:

(1) enter an interim altitude of FL330 or FL340, as appropriate, and initiate a handoff to the appropriate ZJX sector if higher altitude is not available, or

(2) enter an altitude appropriate for direction of flight (interim or assigned) which can be approved and initiate a handoff to the appropriate ZJX sector, or

(3) enter an interim altitude of FL340 and retain track control if communications with the aircraft is desired.

(c) If Hampton Sector retains track control, Macon Sector must climb the aircraft to FL340 and transfer communication to the Hampton Sector.

(d) When Macon Sector observes that Hampton Sector has initiated a handoff to ZJX, Macon Sector must climb the aircraft to the altitude displayed in the data block.

(e) The sector in communication with the aircraft is responsible for handoffs and coordination of altitudes other than the altitudes displayed in the data block prior to handoff to ZJX.

(f) When Macon Sector observes that ZJX has accepted the handoff, Macon Sector must transfer communications to the appropriate ZJX Sector.

2. Aircraft which enter Jacksonville Seminole Sector (J34) that transition through Macon/Hampton Sector from LaGrange/Martin Lake Sector, excluding aircraft that will next enter Jacksonville's Geneva Sector (J33).

(a) LaGrange/Martin Lake Sector must initiate a handoff to the Macon/Hampton Sector as appropriate

(b) Macon/Hampton Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to Jacksonville's Seminole Sector. If Macon/Hampton requires communication with the aircraft, they must request communications from LaGrange/Martin Lake Sector prior to accepting the handoff.

(c) When LaGrange/Martin Lake Sector observe that Jacksonville's Seminole Sector has accepted that handoff, LaGrange/Martin Lake must transfer communications and any pertinent flight plan information to Jacksonville's Seminole Sector.

3. Aircraft at or above FL350 transitioning from ZME eastbound over THRSR waypoint or south must be handled as follows:

(a) Martin Lake Sector must initiate handoff to Gunter Sector.

(b) Gunter must accept handoff and initiate handoff to Hampton Sector.

(c) When Martin Lake observes Hampton has accepted the handoff, Martin Lake must transfer communications to Hampton.

(d) If Hampton has not accepted the handoff prior to the aircraft reaching the Area 5/6 boundary, Area 5 will put the aircraft on the Area 6 frequency.

(e) If Gunter requires communications with the aircraft, they must request communications from Martin Lake prior to accepting the handoff.

(f) Martin Lake must coordinate pertinent flight plan information with the Gunter Sector.

4. Augusta Terminal area arrivals (AGS, AIK, DNL, and HQU) transitioning from Gunter Sector must be handled as follows:

- (a) Gunter must, traffic permitting, initiate handoff to Hampton Sector.
 - (b) Hampton Sector, traffic permitting, must accept handoff and initiate handoff to Macon Sector.
 - (c) When Gunter Sector observes Macon Sector has accepted the handoff, Gunter Sector must transfer communications to Macon Sector.
 - (d) If Hampton Sector requires communications with the aircraft, they must request communications from Gunter Sector prior to accepting the handoff.
 - (e) Gunter Sector must coordinate pertinent flight plan information with Macon Sector.
5. Greer Terminal area arrivals (GSP, GMU, SPA, and GYH) transitioning from Gunter Sector must be handled as follows:
- (a) Gunter must, traffic permitting, descend aircraft to FL350 and initiate handoff to Hampton Sector.
 - (b) Hampton Sector, traffic permitting, must accept handoff and initiate handoff to Macon Sector.
 - (c) When Gunter Sector observes Macon Sector has accepted the handoff, Gunter Sector must transfer communications to Macon Sector.
 - (d) If Hampton Sector requires communications with the aircraft, they must request communications from Gunter Sector prior to accepting the handoff.
 - (e) Gunter Sector must coordinate pertinent flight plan information with Macon Sector.
6. Greer Terminal area arrivals (GSP, GMU, SPA, and GYH) transitioning from Martin Lake Sector must be handled as follows:
- (a) Martin Lake must, traffic permitting, descend aircraft to FL350 and initiate handoff to Hampton Sector.
 - (b) Hampton Sector, traffic permitting, must accept handoff and initiate handoff to Macon Sector.
 - (c) When Martin Lake Sector observes Macon Sector has accepted the handoff, Martin Lake Sector must transfer communications to Macon Sector.
 - (d) If Hampton Sector requires communications with the aircraft, they must request communications from Martin Lake Sector prior to accepting the handoff.

(e) Martin Lake Sector must coordinate pertinent flight plan information with Macon Sector.

7. JAX arrivals transitioning between Area 5 sector 08 Martin Lake, and Area 4 sectors 27 Hampton and 22 Macon must be handled as follows:

(a) Martin Lake Sector must, traffic permitting, descend aircraft to FL350 and initiate handoff to Hampton Sector.

(b) Hampton Sector, traffic permitting, must accept handoff and initiate handoff to Macon Sector.

(c) When Martin Lake Sector observes Macon Sector has accepted the handoff, Martin Lake Sector must transfer communications to Macon Sector.

(d) If Hampton Sector requires communications with the aircraft, they must request communications from Martin Lake Sector prior to accepting the handoff.

(e) Martin Lake Sector must coordinate pertinent flight plan information with Macon Sector.

(f) If the Macon Sector has not accepted the handoff by the common boundary, Martin Lake Sector must switch the aircraft to the Hampton Sector.

10-7-4. MILITARY OPERATIONS

No military procedures have been identified for this sector.

FIGURE 10-7

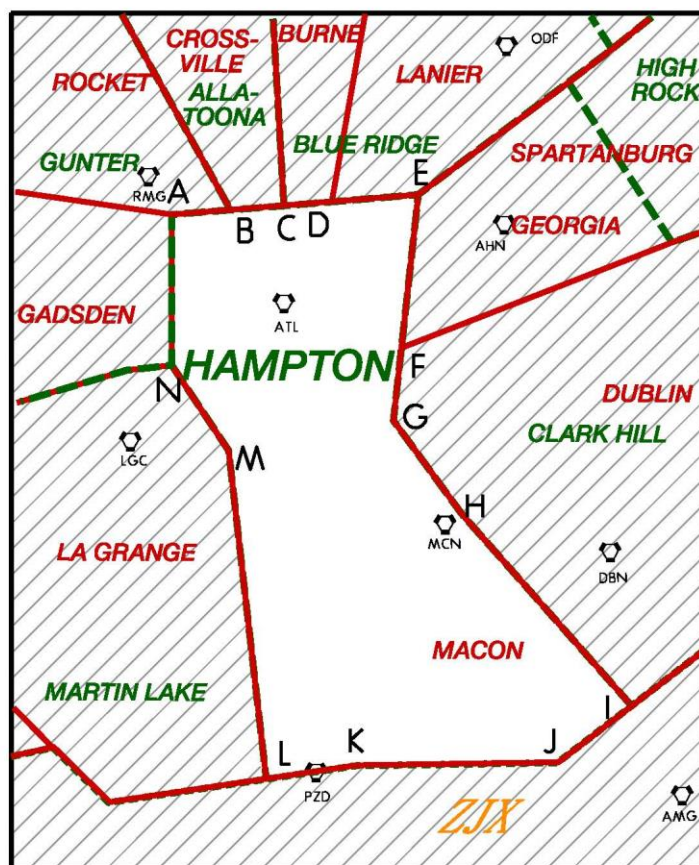
ATLANTA ARTC CENTER

SECTOR 27
HAMPTON ULTRA HIGH
FL350 AND ABOVE

Effective: February 8, 2005
 Revised: June 25, 2015

A 34 00 00/85 00 00	H 32 44 00/83 33 40
B 34 01 06/84 42 12	I 31 54 50/82 44 30
C 34 02 06/84 26 00	J 31 41 00/83 06 45
D 34 03 00/84 11 30	K 31 41 00/84 06 00
E 34 04 35/83 45 15	L 31 37 40/84 32 15
F 33 26 00/83 51 00	M 33 00 30/84 43 00
G 33 07 45/83 53 40	N 33 22 00/85 00 00

to point of beginning



CHAPTER 11. AREA OF SPECIALIZATION 5

Section 1. Martin Lake Sector 08

11-1-1. SECTOR NARRATIVE

The Martin Lake Sector is an ultra-high sector with altitude limits from FL350 and above. There are three predominant north/south traffic flows within this sector which are created by traffic on J41, J151, and J73. These three routes are intersected by east/west traffic on J4, J37, and J40. Martin Lake begins the transition of ultra-high arrivals into the Atlanta terminal area from the southwest.

11-1-2. ASSIGNMENT OF AIRSPACE

Martin Lake is open on Sector 08 from approximately 0800-2000 local. When traffic volume dictates, the western portion of Martin Lake is combined with Monroeville at Sector 11 and the eastern portion of Martin Lake is combined with LaGrange at Sector 10. On the midnight configuration, Martin Lake is combined with LaGrange, Monroeville, and Tiroe sectors at Sector 09.

11-1-3. PROCEDURES

a. Arrivals.

1. Atlanta Terminal Area arrivals

(a) ATL arrivals are released to Sector 11 for turns up to 15 degrees. Sector 11 must be responsible for point outs and coordination with adjacent sectors.

(b) Atlanta Terminal Area arrivals must cross the Monroeville/LaGrange (MVC/LGC) Sector boundary at or below FL290 then traffic permitting, pilot's discretion descent to FL240 or lowest altitude traffic permits. Sector 08 must descend these aircraft in a timely manner to allow Sector 11 to meet above restriction.

2. Arrivals to Columbus AFB (CBM) routed other than VUZ VORTAC, filed at or above FL330, must be at or below FL280 prior to the MVC/GAD boundary. Sector 08 must descend these aircraft in a timely manner to allow Sector 11 to meet above restriction. Sector 08 must descend these aircraft in a timely manner to allow Sector 11 to meet above restriction.

3. JAX arrivals from Area 5 must be cleared to an altitude of FL350 prior to the Martin Lake/Hampton Sector boundary.

4. BHM arrivals from Area 4 must be cleared to an altitude below FL350 appropriate for direction of flight prior to the Martin Lake/Hampton Sector boundary.

5. Aircraft inbound to GSP, GMU, SPA, ~~and~~ GYH, SSI from Area 5 must be descended to cross the Hampton/Martin Lake common boundary at FL350.

6. AHN arrivals at or above FL240 from LGC/Martin Lake sectors must cross the LGC/MCN sectors common boundary at or below FL340 descending to FL240.

7. **SAV.** SAV arrivals from South of the LGC VOR must be descended to cross the Hampton/Martin Lake common boundary at FL350.

b. Departures.

Hartsfield-Jackson Atlanta International Airport and Atlanta Satellite Jet Departures.

Martin Lake Sector has control for turns to the south from Gunter Sector. Martin Lake Sector must ensure the aircraft enters their airspace prior to J69.

c. Additional Procedures.

No additional procedures have been identified for this sector.

d. Automated Information Transfers.

1. Aircraft transitioning from Area 5 to ZME southwest of CRMSN Waypoint must be handled as follows:

(a) Monroeville or Martin Lake Sector must initiate handoff to Gadsden or Gunter Sector.

(b) Gadsden or Gunter must accept handoff and initiate handoff to ZME Meridian or Greenwood Sector.

(c) When Monroeville or Martin Lake observe Meridian or Greenwood has accepted the handoff, Monroeville or Martin Lake must transfer communications to Meridian or Greenwood.

(d) If ZME has not accepted the handoff prior to the aircraft reaching the Area 5/6 boundary, Area 5 will put the aircraft on the Area 6 frequency.

(e) If Gadsden or Gunter requires communications with the aircraft, they must request communications from Monroeville or Martin Lake prior to accepting the handoff.

(f) Monroeville or Martin Lake must coordinate pertinent flight plan information with the Gadsden or Gunter Sector.

(g) Aircraft involved must remain within stratum at level flight.

2. Aircraft which enter Jacksonville's Seminole Sector (J34) that transition through Macon/Hampton Sector from LaGrange/Martin Lake Sector, excluding aircraft that will next enter Jacksonville's Geneva Sector (J33).

(a) LaGrange/Martin Lake Sector must initiate a handoff to the Macon/Hampton Sector as appropriate.

(b) Macon/Hampton Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to Jacksonville's Seminole Sector. If Macon/Hampton requires communication with the aircraft, they must request communications from LaGrange/Martin Lake Sector prior to accepting the handoff.

(c) When LaGrange/Martin Lake Sector observe that Jacksonville's Seminole Sector has accepted the handoff, LaGrange/Martin Lake must transfer communications and any pertinent flight plan information to Jacksonville's Seminole Sector.

3. Aircraft at or above FL350 transitioning from ZME eastbound over THRSR Waypoint or south must be handled as follows:

(a) Martin Lake Sector must initiate handoff to Gunter Sector.

(b) Gunter must accept handoff and initiate handoff to Hampton Sector.

(c) When Martin Lake observes Hampton has accepted the handoff, Martin Lake must transfer communications to Hampton.

(d) If Hampton has not accepted the handoff prior to the aircraft reaching the Area 5/6 boundary, Area 5 will put the aircraft on the Area 6 frequency.

(e) If Gunter requires communications with the aircraft, they must request communications from Martin Lake prior to accepting the handoff.

(f) Martin Lake must coordinate pertinent flight plan information with the Gunter Sector.

4. Aircraft transitioning from Gunter through Martin Lake east of the point where J73 crosses the Martin Lake/Gunter sector boundary into Hampton:

(a) Gunter must initiate handoff to Martin Lake Sector.

(b) Martin Lake must accept handoff and initiate handoff to Hampton Sector.

(c) When Gunter observes Hampton has accepted the handoff, Gunter must transfer communications to Hampton.

(d) If Hampton has not accepted the handoff prior to the aircraft reaching the Area 5/6 boundary, Area 6 will put the aircraft on the Area 5 frequency.

(e) If Martin Lake requires communications with the aircraft, they must request communications from Gunter prior to accepting the handoff.

(f) Gunter must coordinate pertinent flight plan information with the Martin Lake Sector.

5. Greer Terminal area arrivals (GSP, GMU, SPA, and GYH) transitioning from Martin Lake Sector must be handled as follows:

(a) Martin Lake must, traffic permitting, descend aircraft to FL350 and initiate handoff to Hampton Sector.

(b) Hampton Sector, traffic permitting, must accept handoff and initiate handoff to Macon Sector.

(c) When Martin Lake Sector observes Macon Sector has accepted the handoff, Martin Lake Sector must transfer communications to Macon Sector.

(d) If Hampton Sector requires communications with the aircraft, they must request communications from Martin Lake Sector prior to accepting the handoff.

(e) Martin Lake Sector must coordinate pertinent flight plan information with Macon Sector.

(f) If the Macon Sector has not accepted the handoff by the common boundary, Martin Lake Sector switch the aircraft to the Hampton Sector.

6. A80 West Departures filed via the POUNC SID requesting AOA FL360.

(a) Gadsden Sector will clear the aircraft to FL340, enter a temporary altitude of FL340, and initiate a handoff to the Gunter sector.

(b) Traffic permitting, the Gunter sector must accept the handoff, enter an altitude they can approve in the data block and immediately initiate a handoff to Martin Lake Sector.

(c) When the handoff is accepted, the Gadsden Sector must assign the altitude entered into the data block by the Gunter Sector, and transfer communications to Martin Lake Sector.

7. JAX arrivals transitioning between Area 5 sector 08 Martin Lake, and Area 4 sectors 27 Hampton and 22 Macon must be handled as follows:

(a) Martin Lake Sector must, traffic permitting, descend aircraft to FL350 and initiate handoff to Hampton Sector.

(b) Hampton Sector, traffic permitting, must accept handoff and initiate handoff to Macon Sector.

(c) When Martin Lake Sector observes Macon Sector has accepted the handoff, Martin Lake Sector must transfer communications to Macon Sector.

(d) If Hampton Sector requires communications with the aircraft, they must request communications from Martin Lake Sector prior to accepting the handoff.

(e) Martin Lake Sector must coordinate pertinent flight plan information with Macon Sector.

(f) If the Macon Sector has not accepted the handoff by the common boundary, Martin Lake Sector must switch the aircraft to the Hampton Sector.

11-1-4. MILITARY OPERATIONS

a. Military Operating Areas:

1. USE OF GROVE HILL MOA/Red Tail MOA/Tuskegee MOA

(a) When the Military Flying Officer notifies Area 5 Supervisor of intended use of Grove Hill ATCAA/Red Tail MOA/Tuskegee MOA, the Area 5 Supervisor must collaborate with Martin Lake (R08), Monroeville (R11) and Montgomery (R13) Sectors before approving use of the Grove Hill ATCAA/ Red Tail MOA/Tuskegee MOA. Area 5 Supervisor must then notify adjacent Area Supervisors at ZTL Area 6, ZME, ZHU and ZJX.

(b) The Montgomery Sector is the controlling sector for the use of Grove Hill ATCAA/Red Tail MOA/Tuskegee MOA and must coordinate with Martin Lake Monroeville, Meridian, and Greenwood Sectors prior to issuing a clearance into the airspace. Montgomery Sector must input necessary EDST inputs to show airspace activated and facilitate probing.

(c) The Monroeville Sector is responsible for advising Brewton, Mobile, and Gadsden Sectors on the status of Grove Hill ATCAA/Red Tail MOA/Tuskegee MOA.

(d) The Martin Lake Sector is responsible for advising Hattiesburg and Gunter Sectors on the status of Grove Hill ATCAA/Red Tail MOA/Tuskegee MOA.

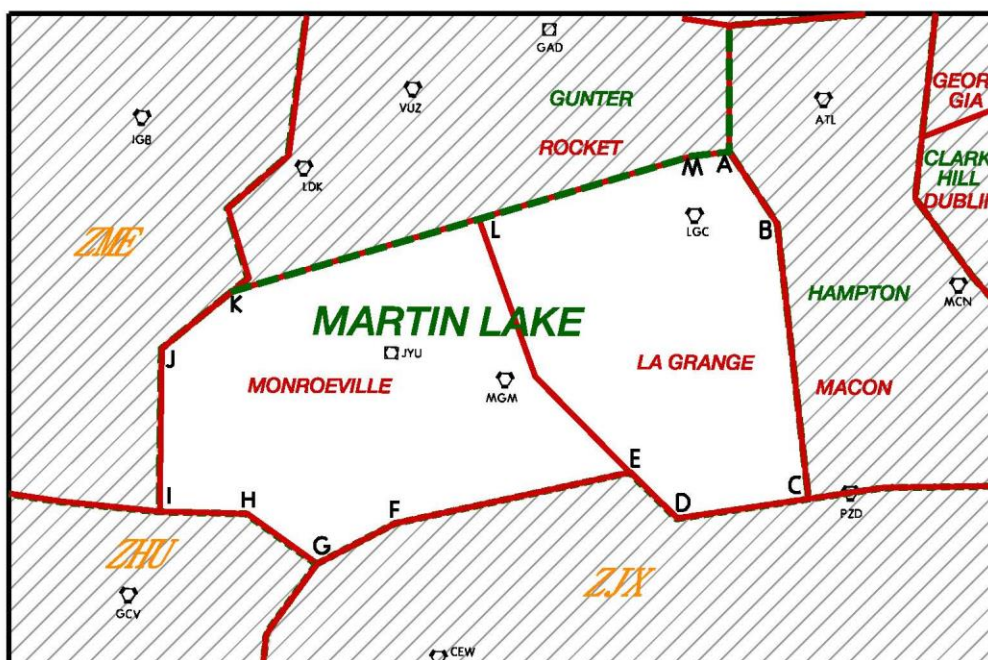
FIGURE 11-1

ATLANTA ARTC CENTER

SECTOR 08
MARTIN LAKE ULTRA HIGH
FL350 AND ABOVE

Effective: February 8, 2005
Revised: June 25, 2015

A	33	22	00/85	00	00	H	31	31	15/87	49	00
B	33	00	30/84	43	00	I	31	31	00/88	19	30
C	31	37	40/84	32	15	J	32	19	50/88	20	50
D	31	32	00/85	18	30	K	32	37	40/87	56	45
E	31	45	45/85	35	00	L	33	01	20/86	29	20
F	31	29	30/86	57	00	M	33	20	45/85	13	30
G	31	16	50/87	24	00						to point of beginning



Section 2. Tiroe Sector 09

11-2-1. SECTOR NARRATIVE

The Tiroe Sector is a low sector with altitude limits from 15,000 feet to FL230 for the airspace overlying A80-Atlanta Sector, from 11,000 to FL230 for the airspace overlying A80-Columbus Sector, Montgomery ATCT, Carnes ATCT, and ZTL Rome sector, and surface to FL230 for the remaining airspace. Tiroe is an inbound sector for Atlanta Terminal area arrivals from the southwest and is responsible for final spacing of aircraft to A80. Tiroe complexity is increased because of crossing traffic to/from Birmingham (BHM), Montgomery (MGM), Columbus (CSG), and smaller airports.

Tiroe Sector is required to continuously monitor frequency 369.9.

11-2-2. ASSIGNMENT OF AIRSPACE

Tiroe Sector is open on Sector 09 continuously. On the midnight configuration, LaGrange, Monroeville, and Martin Lake sectors are combined with Sector 09.

11-2-3. PROCEDURES

a. Arrivals.

1. ATL Arrivals:

(a) Pilot's discretion descents resulting from the issuance of a crossing restriction may be issued by Tiroe Sector for aircraft landing in the Atlanta Terminal Area, that are transitioning from LaGrange and Monroeville Sectors, without back coordination.

(b) Atlanta Hartsfield arrivals are released to Tiroe Sector for turns up to 40 degrees and speed changes from Sector 11 and Sector 10 without back coordination. Sector 09 will be responsible for point outs and other coordination with adjacent high sectors. Hartsfield arrivals left on a heading for spacing by Sector 11 or 10 are released to Sector 10 or 09 for turns to join the arrival and speed changes without back coordination.

(c) Atlanta Hartsfield arrivals are released to Tiroe Sector for turns up to 15 degrees and speed changes from Sector 13 and Sector 14 without back coordination. Sector 09 will be responsible for point outs and other coordination with adjacent low sectors. Hartsfield arrivals left on a heading for spacing by Sector 13 or 14 are released to Sector 09 for turns to join the arrival and speed changes without back coordination.

(d) Atlanta Hartsfield arrivals from the LaGrange Sector must not be cleared beyond SMAWG.

2. Aircraft transitioning the Tiroe Sector inbound to the Birmingham Airport must be issued a restriction by the Tiroe Sector, traffic permitting, to cross the transition area described in Annex 1 of the Atlanta ARTC Center and Birmingham ATC Tower Letter of Agreement at 11,000 feet and handed off to the Maxwell Sector.

3. LGC, PIM, CSG, LSF Arrivals:

(a) Aircraft transitioning the South Departure Sector inbound to the LGC, PIM, or CSG Airports must be cleared by the South Departure Sector to 11,000 feet and handed off to A80 Columbus Sector.

(b) Aircraft landing CSG/PIM/LSF from Gadsden/West Departure Sector must cross the West Departure/Tiroe common sector boundary at or below FL190 descending to 11,000 feet or lowest altitude available. If the aircraft's course will not keep the aircraft west of LGC VORTAC, assign the aircraft a coordinated vector heading which will keep the aircraft on such a course.

(c) Aircraft landing LGC from West Departure Sector should not enter Tiroe Sector.

b. Departures.

1. Atlanta Terminal Departures transitioning West Departure Sector:

(a) Hartsfield-Jackson Atlanta International Airport and Atlanta Satellite Jet Departures must be assigned WEONE GRGIA filed route or RNAV SID GRGIA. Aircraft incapable of flying direct GRGIA must be assigned a heading to remain clear of Tiroe with heading assigned in Fourth Line of data block.

(b) Hartsfield-Jackson Non-RNAV and Atlanta Satellite Jet Departures via West Departure Sector requesting at or below FL230 that will enter Tiroe Sector must be assigned a heading to remain clear of Tiroe Sector. Tiroe Sector has control for turns to the south. Tiroe Sector must ensure the aircraft enters their airspace prior to PNTHA. If Tiroe is unable to turn prior to PNTHA they will ensure point outs or handoffs to Maxwell Sector.

(c) A80 West Departures with destination Montgomery, AL (MGM): Aircraft that are capable of flying the RNAV SIDs must be assigned the SID. West Departure must assign all other aircraft a heading to remain clear of Tiroe Sector and initiate a handoff to Tiroe. Tiroe must have control for left turns. These aircraft must be assigned an altitude AOB FL230. Tiroe Sector is responsible for point outs or handoffs to Maxwell Sector.

(d) Hartsfield-Jackson Atlanta International Airport and Atlanta Satellite Prop/Turboprop Departures requesting at or below FL230 must be assigned WEONE PNTHA filed route or a heading to remain clear of Tiroe with heading assigned in Fourth Line of datablock. West Departure releases control for left turns to Tiroe. Tiroe Sector must ensure the aircraft enters their airspace prior to PNTHA. If Tiroe is unable to turn prior to PNTHA they will ensure point outs or handoffs to Maxwell Sector.

2. Atlanta Terminal Area South Departures which will enter the Tiroe Sector:

(a) Hartsfield-Jackson Non-RNAV and Atlanta Satellite Departures via South Departure Sector requesting at or below FL230 that will enter Tiroe Sector must be assigned a heading to remain clear of Tiroe Sector. Tiroe Sector has control for turns to the west. Tiroe Sector must ensure the aircraft enters their airspace prior to V323.

(b) Hartsfield-Jackson RNAV Departures:

Hartsfield-Jackson RNAV Departures equipped and capable of flying the RNAV SIDs, must be cleared on the SIDs. Tiroe Sector will have control for right turns.

NOTE: If Tiroe Sector does not turn these aircraft, they will proceed on course.

c. Additional Procedures

1. 4th line data block changes may be made by the receiving controller after handoff has been initiated or received without verbal coordination between sectors 11, 10, and 09 for Atlanta Terminal Area arrivals only.
2. When R09 and R10 are in a combined status, utilize frequency 120.45/298.05 for all arrivals to KATL and ATL Satellite Airports.

d. Automated Information Transfers.

1. Southwest bound aircraft traversing from the Tiroe Sector to the Montgomery Sector operating southeast of a line extending from KCSG to KTOI must be handed off as follows:

(a) Tiroe Sector must initiate a handoff to Montgomery Sector.

(b) Montgomery Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to Jacksonville ARTC Center.

(c) When Jacksonville Center accepts the handoff, Tiroe Sector must transfer communications to Jacksonville Center.

(d) If Montgomery Sector requires communications with the aircraft, Montgomery Sector must request communications from the Tiroe Sector prior to accepting the handoff.

11-2-4. MILITARY OPERATIONS

a. IR Routes:
IR021

7/1/2023

ZTL 7230.2Q CHANGE 2

IR017
IR057/059

b. Restricted Area: R3002

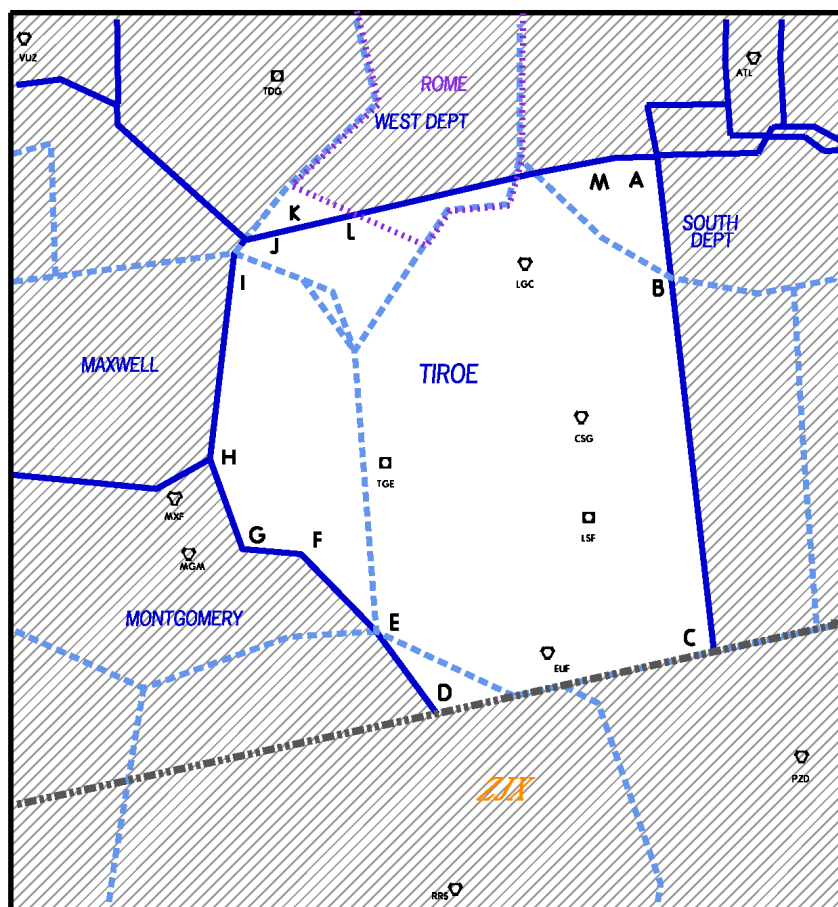
c. Military Operating Areas:

Benning MOA
Moody MOA

FIGURE 11-2

ATLANTA ARIC CENTER**SECTOR 09****TIROE LOW****SURFACE - FL230***Effective June 22, 2017*

A	33	21	20/84	45	45	H	32	29	25/86	15	10
B	33	00	30/84	43	00	I	33	04	20/86	10	50
C	31	57	10/84	34	45	J	33	06	38/86	08	56
D	31	46	40/85	29	40	K	33	16	00/86	00	15
E	32	00	30/85	41	45	L	33	11	09/85	46	51
F	32	13	30/85	56	50	M	33	21	09/84	54	42
G	32	14	15/86	08	30						to point of beginning



Section 3. Lagrange Sector 10

11-3-1. SECTOR NARRATIVE

The LaGrange Sector is a high sector with altitude limits from FL240 to FL340. LaGrange provides preliminary sequencing for Atlanta Terminal area arrivals from the southwest. LaGrange complexity is increased by enroute crossing traffic.

LaGrange Sector is required to continuously monitor frequencies 134.6 and 292.2.

11-3-2. ASSIGNMENT OF AIRSPACE

LaGrange is open on Sector 10 from approximately 0700-2300 local. When traffic volume dictates, the east side of Martin Lake (08) is combined with LaGrange. On the midnight configuration, LaGrange, Martin Lake, Tiroe, and Monroeville sectors are combined on Sector 09.

11-3-3. PROCEDURES

a. Arrivals.

1. Atlanta Terminal Area arrivals:

(a) Atlanta Terminal Area arrivals are released to LaGrange Sector by Martin Lake Sector for turns up to 15 degrees. LaGrange Sector must be responsible for point outs and coordination with adjacent sectors.

(b) Atlanta Terminal Area arrivals are released to LaGrange Sector by Monroeville Sector for turns up to 40 degrees. LaGrange Sector must be responsible for point outs and coordination with adjacent high sectors.

(c) Atlanta arrival traffic must cross the MVC/LGC Sector boundary established on the appropriate STAR unless coordinated verbally or via 4th line data. Aircraft must not be cleared beyond NZGUL, FNLEY, BGGNS, or GONDR without prior approval from the LaGrange sector. Vectors away from the arrival for spacing are allowed.

(d) Atlanta Hartsfield arrivals are released to Tiroe Sector for turns up to 40 degrees and speed changes from Sector 11 and Sector 10 without back coordination. Sector 09 will be responsible for point outs and other coordination with adjacent high sectors. Hartsfield arrivals left on a heading for spacing by Sector 11 or 10 are released to Sector 10 or 09 for turns to join the arrival and speed changes without back coordination.

(e) Atlanta Terminal Area arrivals must cross the Monroeville/LaGrange (MVC/LGC) Sector boundary at or below FL 290, then traffic permitting, pilot's

discretion descent to FL240 or lowest altitude traffic permits. Sector 08 must descend these aircraft in a timely manner to allow Sector 11 to meet above restriction.

(f) Pilot's Discretion descents resulting from the issuance of a crossing restriction may be issued by Tiroe Sector for aircraft landing in the Atlanta Terminal Area, that are transitioning from LaGrange and Monroeville Sectors, without back coordination.

(g) Atlanta Hartsfield arrivals from the LaGrange Sector must not be cleared beyond SMAWG.

2. JAX arrivals from Area 5 must be cleared to an altitude below FL350 appropriate for direction of flight prior to the Martin Lake/Hampton Sector boundary.

3. BHM arrivals above FL320 from Area 4 (to Area 5) must be at FL320, prior to the LaGrange/Hampton Sector boundary.

4. MGM and MXF arrivals at or above FL260 from Macon Sector must cross the LGC/MCN common boundary at or descending to FL260 and are released to LGC Sector for descent and left turns up to 15 degrees.

5. AHN arrivals at or above FL240 from LGC/Martin Lake sectors must cross the LGC/MCN sectors common boundary at or below FL340 descending to FL240.

6. Huntsville (HSV) arrivals must cross the Gadsen/LaGrange boundary at or below FL300. The Gadsen Sector has control for descent from the LaGrange Sector.

b. Departures.

No departure procedures have been identified for this sector.

c. Additional Procedures.

1. 4th line data block changes may be made by the receiving controller after handoff has been initiated or received without verbal coordination between sectors 11, 10, and 09 for Atlanta Terminal Area arrivals only.
2. When R09 and R10 are in a combined status, utilize frequency 120.45/298.05 for all arrivals to KATL and ATL Satellite Airports.

d. Automated Information Transfers.

1. Southwest bound aircraft traversing LaGrange Sector operating southeast of a line extending from KCSG to KTOI must be handled as follows:

- (a) LaGrange Sector must initiate a handoff to Monroeville Sector.

(b) Monroeville Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to Jacksonville ARTCC.

(c) When Jacksonville ARTCC accepts the handoff, LaGrange Sector must transfer communications to Jacksonville ARTCC.

(d) If Monroeville Sector requires communication with the aircraft, Monroeville Sector must request communications from LaGrange Sector prior to accepting handoff.

2. Aircraft which enter Jacksonville's Seminole Sector (J34) that transition through Macon/Hampton Sector from LaGrange/Martin Lake Sector, excluding aircraft that will next enter Jacksonville's Geneva Sector (J33).

(a) LaGrange/Martin Lake Sector must initiate a handoff to the Macon/Hampton Sector as appropriate.

(b) Macon/Hampton Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to Jacksonville's Seminole Sector. If Macon/Hampton requires communication with the aircraft, they must request communications from LaGrange/Martin Lake Sector prior to accepting the handoff.

(c) When LaGrange/Martin Lake Sector observe that Jacksonville's Seminole Sector has accepted the handoff, LaGrange/Martin Lake must transfer communications and any pertinent flight plan information to Jacksonville's Seminole Sector.

3. Aircraft between FL240 and FL330, transitioning from ZME eastbound over CRMSN Waypoint or south must be handled as follows:

(a) LaGrange must initiate handoff to Gadsden Sector.

(b) Gadsden must accept handoff and initiate handoff to Macon Sector.

(c) When LaGrange observes Macon has accepted the handoff, LaGrange must transfer communications to Macon.

(d) If Macon has not accepted the handoff prior to the aircraft reaching the Area 5/6 boundary, Area 5 will put the aircraft on the Area 6 frequency.

(e) If Gadsden requires communications with the aircraft, they must request communications from LaGrange prior to accepting the handoff.

(f) LaGrange must coordinate pertinent flight plan information with the Gadsden Sector.

4. Atlanta Terminal Area South Departures

(a) Hartsfield-Jackson RNAV Departures:

(1) Hartsfield-Jackson RNAV departures equipped and capable of flying the RNAV SIDs must be assigned the SIDs. For aircraft requesting FL240 and above, South Departure will clear the aircraft to FL230 when traffic permits, and initiate a handoff to the Macon High Sector.

(2) Traffic permitting, the Macon High sector must accept the handoff, enter an altitude they can approve at or below FL280 in the data block and immediately initiate a handoff to the appropriate sector.

NOTE: If the LaGrange Sector does not turn these aircraft, they will proceed on course.

(3) South Departure Sector must assign the altitude entered into the data block by the Macon High Sector, and when the handoff is accepted, transfer communications to the appropriate sector.

(4) LaGrange Sector must have control for right turns from both South Departure and Macon High Sectors and must be responsible for point outs to Tiroe Sector on aircraft that are turned by LaGrange.

(b) Hartsfield-Jackson Non-RNAV and Atlanta Satellite Departures:

(1) South Departure Sector must assign the aircraft a heading to remain clear of Tiroe and LaGrange Sectors, climb the aircraft to FL230 when traffic permits, and initiate a handoff to the Macon High Sector.

(2) Traffic permitting, the Macon High Sector must accept the handoff, enter an altitude they can approve at or below FL280 in the data block and immediately initiate a handoff to the appropriate Sector.

(3) The South Departure Sector must assign the altitude entered into the data block by the Macon High Sector, and when the handoff is accepted, transfer communications to the appropriate sector.

(4) LaGrange Sector must have control for right turns from both South Departure and Macon High Sectors and must be responsible for all point outs to Tiroe Sector.

5. Arrival aircraft to Macon (MCN), Robins AFB (WRB), Herbert Smart (MAC) and Perry (PXE), Georgia airports, operating at FL240 or above, must be handled as follows.

(a) Traffic permitting, LaGrange Sector must descend the aircraft to FL240, and initiate a handoff to Macon High Sector.

(b) Traffic permitting, Macon High Sector must accept the handoff and initiate a handoff to South Departure Sector.

(c) If Macon High Sector requires communications with the aircraft, Macon High Sector must request communications from LaGrange Sector prior to accepting the handoff.

(d) When LaGrange Sector observes that South Departure Sector has accepted the handoff, LaGrange Sector must transfer communications to the South Departure Sector.

(e) LaGrange Sector must coordinate pertinent flight plan information with Macon High Sector.

(f) If the South Departure Sector does not take the handoff by the common sector boundary, the Lagrange Sector switch the aircraft to the Macon Sector.

6. Aircraft transitioning from Gadsden through LaGrange east of the point where J73 crosses the LaGrange/Gadsden sector boundary into Macon:

(a) Gadsden must initiate handoff to LaGrange Sector.

(b) LaGrange must accept handoff and initiate handoff to Macon Sector.

(c) When Gadsden observes Macon has accepted the handoff, Gadsden must transfer communications to Macon.

(d) If Macon has not accepted the handoff prior to the aircraft reaching the Area 5/6 boundary, Area 6 will put the aircraft on the Area 5 frequency.

(e) If LaGrange requires communications with the aircraft, they must request communications from Gadsden prior to accepting the handoff.

(f) Gadsden must coordinate pertinent flight plan information with the LaGrange Sector.

11-3-4. MILITARY PROCEDURES

a. Restricted Area: R3002

b. AR Routes: AR200

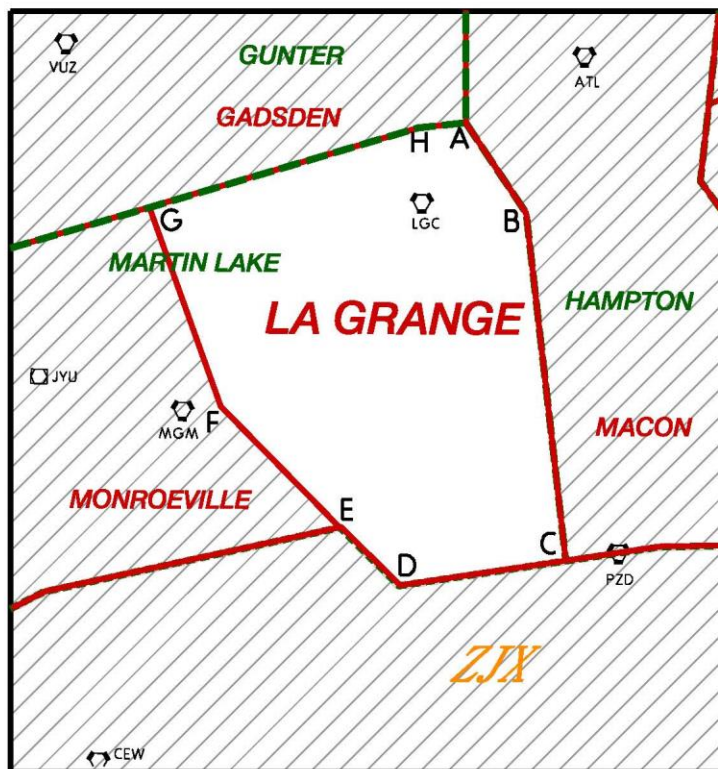
FIGURE 11-3

ATLANTA ARTC CENTER

SECTOR 10
LA GRANGE HIGH
FL240 - FL340

Effective: February 8, 2005
 Revised: June 25, 2015

A 33 22 00/85 00 00
 B 33 00 30/84 43 00
 C 31 37 40/84 32 15
 D 31 32 00/85 18 30
 E 31 45 45/85 35 00
 F 32 14 15/86 08 30
 G 33 01 20/86 29 20
 H 33 20 45/85 13 30
 to point of beginning



Section 4. Monroeville Sector 11

11-4-1. SECTOR NARRATIVE

The Monroeville Sector is a high sector with altitude limits from FL240 to FL340. Monroeville has four predominant traffic flows; en route traffic transitioning along J37, en route traffic transitioning along J4/20, J41 north and southbound en route traffic, and inbounds to Atlanta from the southwest.

11-4-2. ASSIGNMENT OF AIRSPACE

Monroeville is open on Sector 11 from approximately 0700-2330 UTC. When traffic volume dictates, the west side of Martin Lake Sector is combined with Monroeville. During the midnight configuration, Monroeville is combined with Martin Lake, Lagrange, and Tiroe sectors on Sector 09.

11-4-3. PROCEDURES

a. Arrivals.

1. Atlanta Terminal Area arrivals:

(a) Atlanta Terminal Area arrivals are released by Martin Lake Sector 08 to Monroeville Sector 11 for turns up to 15 degrees. Monroeville Sector must be responsible for point outs and coordination with adjacent high sectors.

(b) Atlanta landing traffic must cross the MVC/LGC Sector boundary established on the appropriate STAR unless coordinated verbally or via 4th line data. Aircraft must not be cleared beyond NZGUL, FNLEY, BGGNS, or GONDR without prior approval from the LaGrange sector. Vectors away from the arrival for spacing are allowed.

(c) Atlanta Terminal Area arrivals must cross the Monroeville/LaGrange (MVC/LGC) Sector boundary at or below FL290, then traffic permitting, pilot's discretion descent to FL240 or lowest altitude traffic permits. Sector 08 must descend these aircraft in a timely manner to allow Sector 11 to meet above restriction.

(d) Atlanta Terminal Area arrivals are released to LaGrange Sector for turns up to 40 degrees from Monroeville Sector. LaGrange Sector must be responsible for point outs and coordination with adjacent high sectors.

(e) Atlanta Hartsfield arrivals are released to Tiroe Sector for turns up to 40 degrees and speed changes from Sector 11 and Sector 10 without back coordination. Sector 09 will be responsible for point outs and other coordination with adjacent high sectors. Hartsfield arrivals left on a heading for spacing by Sector 11 or 10 are released

to Sector 10 or 09 for turns to join the arrival and speed changes without back coordination.

(f) Pilot's Discretion descents resulting from the issuance of a crossing restriction may be issued by Tiroe Sector for aircraft landing in the Atlanta Terminal Area, that are transitioning from LaGrange and Monroeville Sectors, without back coordination.

(g) Turboprop, Atlanta Terminal Area arrivals, must be descended to FL240 and handed off to the MGM/MXF Sector as appropriate for transition into the Tiroe Sector.

(h) A80 Atlanta Sector Satellite airports south of V18, all aircraft must be descended to FL240 and handed off to the MGM/MXF Sector as appropriate for transition into the Tiroe Sector.

2. Arrivals to Columbus AFB (CBM) routed other than VUZ VORTAC, filed at or above FL330, must be at or below FL280 prior to the MVC/GAD boundary.

b. Departures.

1. Atlanta Terminal Area West Departures which will enter the Monroeville Sector:

(a) Hartsfield-Jackson Atlanta International Airport and Atlanta Satellite Jet Departures via West Departure Sector requesting at or above FL240 must be assigned WEONE GRGIA filed route. Aircraft incapable of flying direct GRGIA must be assigned a heading to remain clear of Tiroe/LaGrange with heading assigned in Fourth Line of datablock. Monroeville Sector has control for turns to the south from Gadsden Sector. Monroeville Sector must ensure the aircraft enters their airspace prior to J69. Monroeville Sector must point out aircraft it turns.

(b) Hartsfield-Jackson Atlanta International Airport and Atlanta Satellite Prop/Turboprop Departures requesting at or above FL240 must be assigned WEONE PNTHA filed route. Aircraft incapable of flying direct PNTHA must be assigned a heading to remain clear of Tiroe/LaGrange with heading assigned in Fourth Line of datablock. Monroeville Sector has control for turns to the south from Gadsden Sector. Monroeville Sector must ensure the aircraft enters their airspace prior to J69. Monroeville Sector must point out aircraft it turns.

c. Additional Procedures.

1. 4th line data block changes may be made by the receiving controller after handoff has been initiated or received without verbal coordination between sectors 11, 10, and 09 for Atlanta Terminal Area arrivals only.
2. When R09 and R10 are in a combined status, utilize frequency 120.45/298.05 for all arrivals to KATL and ATL Satellite Airports.

d. Automated Information Transfers.

1. Southwest bound aircraft traversing LaGrange Sector operating southeast of a line extending from KCSG to KTOI must be handled as follows:

- (a)** LaGrange Sector must initiate a handoff to Monroeville Sector.
 - (b)** Monroeville Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to Jacksonville ARTCC.
 - (c)** When Jacksonville ARTCC accepts the handoff, LaGrange Sector must transfer communications to Jacksonville ARTCC.
 - (d)** If Monroeville Sector requires communication with the aircraft, Monroeville Sector must request communications from LaGrange Sector prior to accepting handoff.
- 2.** Aircraft transitioning from Area 5 to ZME southwest of CRMSN Waypoint must be handled as follows:
- (a)** Monroeville or Martin Lake Sector must initiate handoff to Gadsden or Gunter Sector.
 - (b)** Gadsden or Gunter must accept handoff and initiate handoff to ZME Meridian or Greenwood Sector.
 - (c)** When Monroeville or Martin Lake observe Meridian or Greenwood has accepted the handoff, Monroeville or Martin Lake must transfer communications to Meridian or Greenwood.
 - (d)** If Gadsden or Gunter requires communications with the aircraft, they must request communications from Monroeville or Martin Lake prior to accepting the handoff.
 - (e)** Monroeville or Martin Lake must coordinate pertinent flight plan information with the Gadsden or Gunter Sector.
 - (f)** Aircraft involved must remain within stratum at level flight.
- 3.** Aircraft transitioning from ZTL through ZME to the Houston ARTCC (ZHU) Mobile High Sector (MOB-H, ZHU 63) or Hattiesburg Ultra High Sector (HBG-UH, ZHU 37), will be handled as follows:
- (a)** The Monroeville High Sector (MVC-H, ZTL 11) or Martin Lake Ultra High Sector (MRU-UH, ZTL08) will initiate handoff to Meridian High Sector (MEI-H, ZME 46) or Greenwood Ultra High Sector (GWO-UH, ZME 43).
 - (b)** The MEI-H or GWO-UH will accept handoff and immediately initiate handoff to MOB-H or HBG-UH.
 - (c)** When MVC-H or MRU-UH observes MOB-H or HBG-UH has accepted the handoff, MVC-H or MRU-UH will coordinate pertinent flight plan information and transfer communications to MOB-H or HBG-UH.

- (d) If MOB-H or HBG-UH has not accepted the handoff prior to the aircraft reaching the ZTL-ZME center boundary, MVC-h or MRU-UH will coordinate pertinent flight plan information and transfer communications to MEI-h or GWO-UH.
 - (e) If MEI-H or GWO-UH requires communications with the aircraft, they must request communications from MVC-H or MRU-UH prior to accepting the handoff and MVC-H or MRU-UH will coordinate pertinent flight plan information with MEI-H or GWO-UH.
4. Panhandle Arrivals Prearranged Coordination Procedures:
- (a) Monroeville Sector will initiate a handoff to Brewton Sector.
 - (b) Brewton Sector will initiate a handoff to Crestview Sector.
 - (c) When Crestview accepts the handoff, Monroeville Sector will transfer communications directly to the Crestview Sector.
 - (d) The Crestview Sector may update the altitude field of the data block to reflect a lower requested altitude at or above FL200. The Crestview Sector may then send an automated point out to the Montgomery Sector.
 - (e) Upon acceptance of the automated point out from the Montgomery Sector, the Crestview Sector may descend the aircraft to the altitude in the data block.
 - (f) If the Crestview Sector has not accepted handoff prior to the ZTL/ZJX boundary, ZTL must transfer communications to Brewton Sector.

11-4-4. MILITARY OPERATIONS

a. Military Operating Areas:

1. USE OF GROVE HILL MOA/Red Tail MOA/Tuskegee MOA

- (a) When the Military Flying Officer notifies Area 5 Supervisor of intended use of Grove Hill ATCAA/Red Tail MOA/Tuskegee MOA, the Area 5 Supervisor must collaborate with Martin Lake (R08), Monroeville (R11) and Montgomery (R13) Sectors before approving use of the Grove Hill ATCAA/ Red Tail MOA/Tuskegee MOA. Area 5 Supervisor must then notify adjacent Area Supervisors at ZTL Area 6, ZME, ZHU and ZJX.
- (b) The Montgomery Sector is the controlling sector for the use of Grove Hill ATCAA/Red Tail MOA/Tuskegee MOA and must coordinate with, Martin Lake, Monroeville, Meridian, and Greenwood Sectors prior to issuing a clearance into the airspace. Montgomery Sector must input necessary EDST inputs to show airspace activated and facilitate probing.

(c) The Monroeville Sector is responsible for advising Brewton, Mobile, and Gadsden Sectors on the status of Grove Hill ATCAA/Red Tail MOA/Tuskegee MOA.

(d) The Martin Lake Sector is responsible for advising Hattiesburg and Gunter Sectors on the status of Grove Hill ATCAA/Red Tail MOA/Tuskegee MOA.

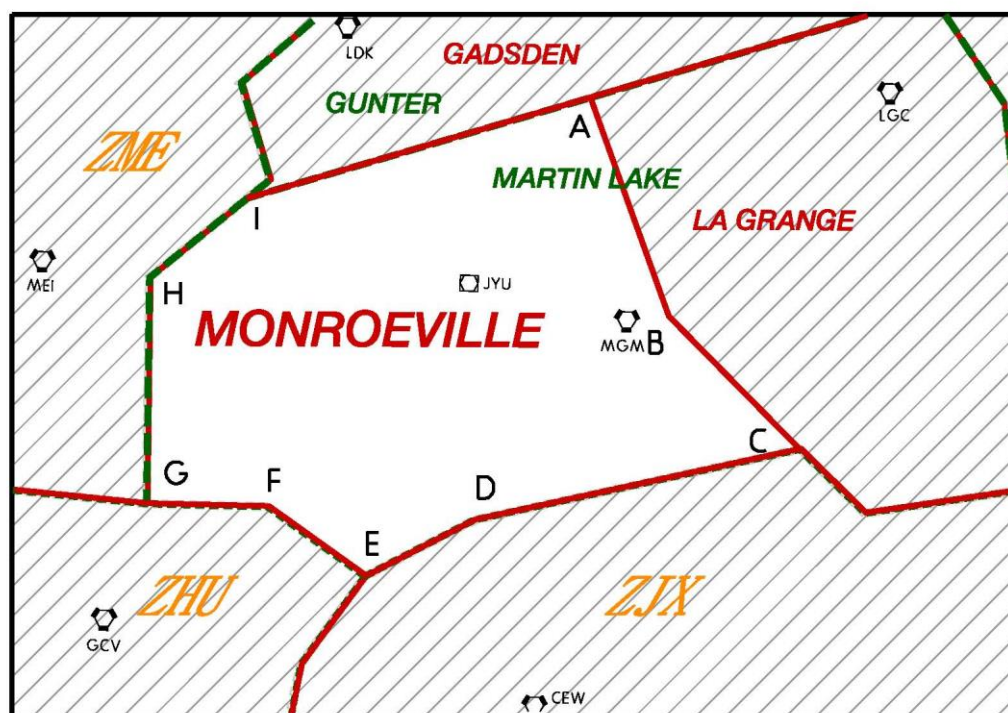
FIGURE 11-4

ATLANTA ARTC CENTER

SECTOR II
MONROEVILLE HIGH
FL240 - FL340

Effective: February 8, 2005
 Revised: June 25, 2015

A 33 01 20/86 29 20
 B 32 14 15/86 08 30
 C 31 45 45/85 35 00
 D 31 29 30/86 57 00
 E 31 16 50/87 24 00
 F 31 31 15/87 49 00
 G 31 31 00/88 19 30
 H 32 19 50/88 20 50
 I 32 37 40/87 56 45
 to point of beginning



Section 5. Birmingham Sector 12

11-5-1. SECTOR NARRATIVE

The Birmingham sector is a low sector with altitude limits from 11,000 feet to FL230. This sector is a workload sector and is only opened when traffic dictates. Birmingham is normally combined Maxwell on Sector 14. Birmingham sector is responsible for Birmingham airport arrivals and departures and en route traffic transitioning via the VUZ VORTAC.

11-5-2. ASSIGNMENT OF AIRSPACE

Birmingham is open on Sector 12 at the discretion of the Area Supervisor. Birmingham is normally combined with Maxwell at Sector 14. When Maxwell is combined with Monroeville at Sector 13, Birmingham will also be moved to Sector 13. During the midnight configuration, Birmingham is combined with Maxwell and Montgomery sectors at Sector 10.

11-5-3. PROCEDURES

a. Arrivals.

No arrival procedures have been identified for this sector.

b. Departures.

No departure procedures have been identified for this sector.

c. Additional Procedures.

Aircraft cleared via J39, V115, V115.MGM.V7 or V7.MGM.V115, at altitudes that are wrong for direction of flight, do not require verbal altitude approval of the receiving controller between Birmingham, Montgomery, and Maxwell Sectors.

d. Automated Information Transfers.

1. Atlanta Terminal Area West Departures

(a) Low performance turboprops and turbojets requesting FL240 and above, whose route of flight overlies the Maxwell (14) or Birmingham (12) Sector must be stopped by West Departure (04) at FL230 and handed off to the corresponding sector.

(b) Sector 12/14 will accept the handoff. If they do not need to work the aircraft, they will hand the aircraft off to Gadsden (03).

(c) When 03 takes the handoff, 04 will switch the aircraft to 03.

11-5-4. MILITARY OPERATIONS

a. Restricted Area: R2102

b. IR Routes:

IR 066

IR 067

IR 077

IR 078

Figure 11-5

ATLANTA ARTC CENTER

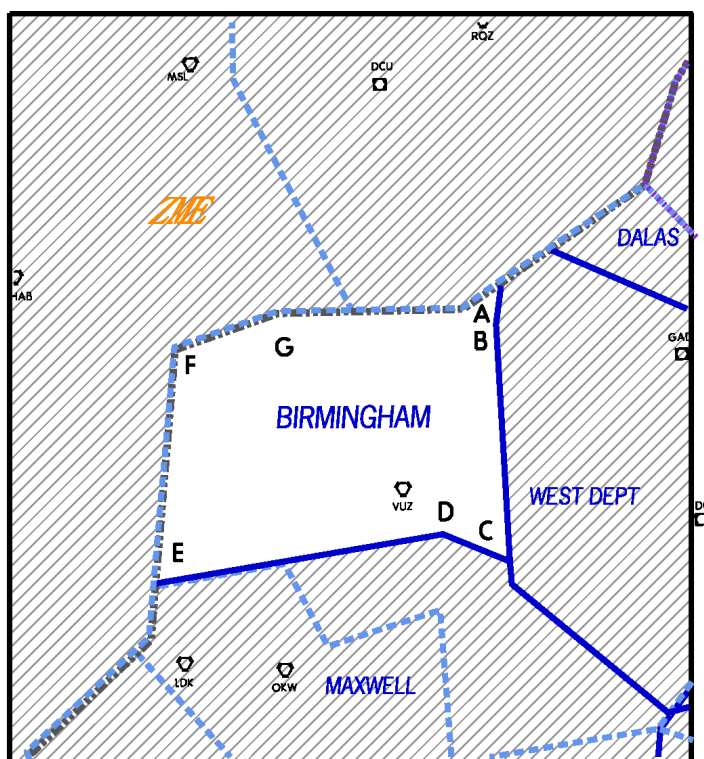
SECTOR 12

BIRMINGHAM LOW

11,000 - FL230

Effective: June 22, 2017

A 34 09 00/86 36 00
 B 34 03 30/86 37 00
 C 33 29 05/86 35 31
 D 33 33 15/86 47 00
 E 33 26 45/87 37 00
 F 34 01 00/87 33 00
 G 36 06 00/87 15 00
 to point of beginning



Section 6. Montgomery Sector 13

11-6-1. SECTOR NARRATIVE

The Montgomery Sector is a low sector with altitude limits from 11,000 to FL230 for the airspace overlying Montgomery ATCT and Cairns ATCT, 13,000 to FL230 and 9000 to FL230 for the airspace overlying Meridian ATCT, and the surface to FL230 for the remaining airspace.

Montgomery's main crossing point is the Montgomery VORTAC (MGM) with a north-south and an east-west flow meeting at MGM. The Montgomery Sector is responsible for military operations conducted in the Pine Hill, Camden Ridge, and Grove Hill MOA's.

Montgomery Sector is required to continuously monitor frequencies 118.55, 267.9, 339.1, and 280.1.

11-6-2. ASSIGNMENT OF AIRSPACE

Montgomery is open on Sector 13 from approximately 0700 until 2300 local. When traffic volume dictates, Maxwell and Birmingham sectors may be combined at Montgomery. During the midnight configuration, Montgomery is combined with Maxwell and Birmingham sectors at Sector 10.

11-6-3. PROCEDURES

a. Arrivals.

1. ATL Arrivals:

(a) Turboprop aircraft at or above FL240 landing Atlanta Terminal Airspace will be descended to FL240 and handed off to MGM/MXF Sector. MGM/MXF Sector must descend these aircraft to keep them below the high volume of jet and turbojet aircraft inbound to the Atlanta Terminal Area.

(b) Atlanta Hartsfield arrivals are released to Tiroe Sector for turns up to 15 degrees and speed changes from Sector 13 and Sector 14 without back coordination. Sector 09 will be responsible for point outs and other coordination with adjacent low sectors. Hartsfield arrivals left on a heading for spacing by Sector 13 or 14 are released to Sector 09 for turns to join the arrival and speed changes without back coordination.

b. Departures.

No departure procedures have been identified for this sector.

c. Additional Procedures.

Aircraft cleared via J39, V115, V115.MGM.V7 or V7.MGM.V115, at altitudes that are wrong for direction of flight, do not require verbal altitude approval of the receiving controller between Birmingham, Montgomery, and Maxwell Sectors.

d. Automated Information Transfers.

1. Southwest bound aircraft traversing Montgomery Sector operating southeast of a line extending from KCSG to KTOI must be handed off as follows.

(a) Tiroe Sector must initiate a handoff to Montgomery Sector.

(b) Montgomery Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to Jacksonville ARTC Center.

(c) When Jacksonville Center accepts the handoff, Tiroe Sector must transfer communications to Jacksonville Center.

(d) If Montgomery Sector requires communications with the aircraft, Montgomery Sector must request communications from Tiroe Sector prior to accepting the handoff.

2. Panhandle Arrivals Prearranged Coordination Procedures:

(a) Monroeville Sector will initiate a handoff to Brewton Sector.

(b) Brewton Sector will initiate a handoff to Crestview Sector.

(c) When Crestview accepts the handoff, Monroeville Sector will transfer communications directly to the Crestview Sector.

(d) The Crestview Sector may update the altitude field of the data block to reflect a lower requested altitude at or above FL200. The Crestview Sector may then send an automated point out to the Montgomery Sector.

(e) Upon acceptance of the automated point out from the Montgomery Sector, the Crestview Sector may descend the aircraft to the altitude in the data block.

(f) If the Crestview Sector has not accepted handoff prior to the ZTL/ZJX boundary, ZTL must transfer communications to Brewton Sector.

11-6-4. MILITARY OPERATIONS**a. IR Routes:**

IR021

b. Military Operating Areas:

1. Pine Hill MOA
2. Camden Ridge MOA
3. USE OF GROVE HILL MOA/Red Tail MOA/Tuskegee MOA

(a) When the Military Flying Officer notifies Area 5 Supervisor of intended use of Grove Hill ATCAA/Red Tail MOA/Tuskegee MOA, the Area 5 Supervisor must collaborate with Martin Lake (R08), Monroeville (R11) and Montgomery (R13) Sectors before approving use of the Grove Hill ATCAA/ Red Tail MOA/Tuskegee MOA. Area 5 Supervisor must then notify adjacent Area Supervisors at ZTL Area 6, ZME, ZHU and ZJX.

(b) The Montgomery Sector is the controlling sector for the use of Camden Ridge East and West, Pine Hill East and West, Red Tail MOA, Tuskegee MOA and Grove Hill ATCAAs. Montgomery Sector must coordinate with, Martin Lake, Monroeville, Meridian, and Greenwood Sectors prior to issuing a clearance into the Red Tail MOA/Grove Hill/Tuskegee MOA airspace. When Sector 13 clears any aircraft in or out of the MOA's, it is their responsibility to notify the adjacent sectors and approach controls of the status. Montgomery Sector must input necessary EDST inputs to show airspace activated and facilitate probing.

(c) The Monroeville Sector is responsible for advising Brewton, Mobile, and Gadsden Sectors on the status of Grove Hill ATCAA/ Red Tail MOA/Tuskegee MOA.

(d) The Martin Lake Sector is responsible for advising Hattiesburg and Gunter Sectors of the status of Grove Hill ATCAA Red Tail MOA/Tuskegee MOA.

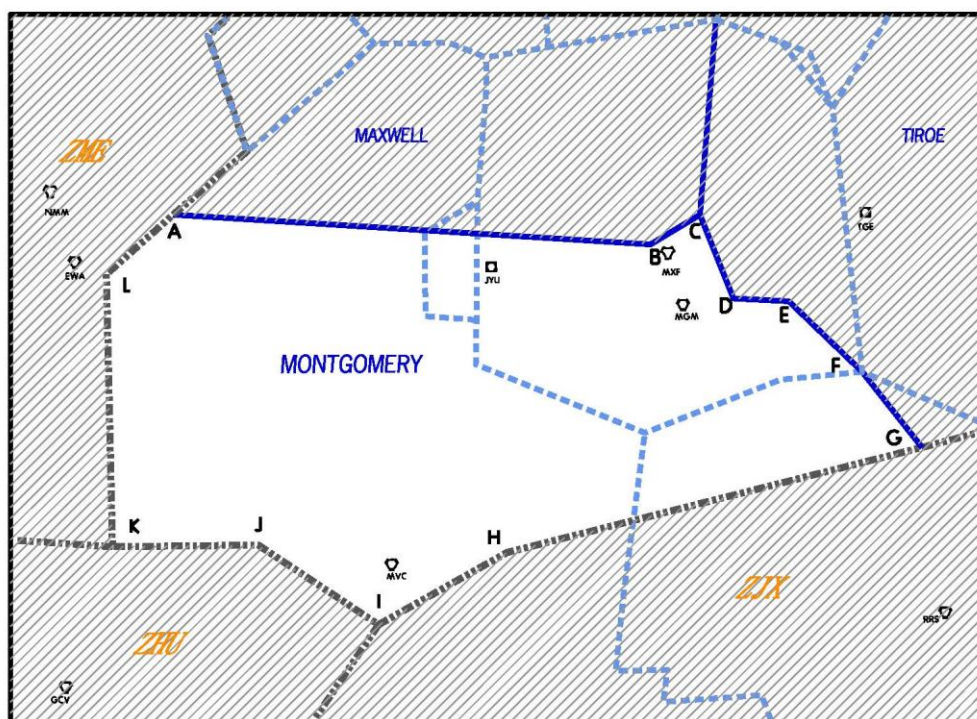
FIGURE 11-6

ATLANTA ARTC CENTER**SECTOR 13****MONTGOMERY LOW****SURFACE - FL230**

Effective: September 11, 1997
 Revised: June 25, 2015

A	32	30	30/88	06	40
B	32	24	15/86	25	45
C	32	29	25/86	15	10
D	32	14	15/86	08	30
E	32	13	30/85	56	50
F	32	00	30/85	41	45
G	31	46	40/85	29	40
H	31	29	30/86	57	00
I	31	16	50/87	24	00
J	31	31	15/87	49	00
K	31	31	00/88	19	30
L	32	19	50/88	20	50

to point of beginning



Section 7. Maxwell Sector 14

11-7-1. SECTOR NARRATIVE

The Maxwell Sector is a low sector with altitude limits from 11,000 to FL230 for the airspace overlying Birmingham ATCT and Montgomery ATCT, from 13,000 to FL230 for the airspace overlying Meridian ATCT, and from the surface to FL230 for the remaining airspace. Maxwell is responsible for departures and arrivals to Birmingham, Montgomery, Tuscaloosa, and Meridian airports. Maxwell must also route traffic around the Birmingham, Columbus, Pine Hill and Camden Ridge MOA's.

Maxwell Sector is required to continuously monitor frequency 121.5/243.0 and 252.9.

11-7-2. ASSIGNMENT OF AIRSPACE

Maxwell is open on Sector 14 from approximately 1000-2000 local daily. Birmingham sector is normally combined at Maxwell. When traffic volume dictates, Maxwell is combined with Montgomery at Sector 13. During the midnight configuration, Maxwell is combined with Birmingham and Montgomery sectors at Sector 10.

11-7-3. PROCEDURES

a. Arrivals.

1. Aircraft transitioning Tiroe Sector inbound to the Birmingham Airport must be issued a restriction by Tiroe Sector, traffic permitting, to cross the transition area described in Annex 1 of the Atlanta ARTC Center and Birmingham ATC Tower Letter of Agreement at 11,000 feet and handed off to the Maxwell Sector.

2. Turboprop aircraft at or above FL240 landing Atlanta Terminal Airspace will be descended to FL240 and handed off to MGM/MXF Sector. MGM/MXF Sector must descend these aircraft to keep them below the high volume of jet and turbojet aircraft inbound to the Atlanta Terminal Area.

3. Turboprops and turbojets departing GTR and landing ATL Terminal Area requesting FL240 or above will be capped at or below FL230.

4. Atlanta Hartsfield arrivals are released to Tiroe Sector for turns up to 15 degrees and speed changes from Sector 13 and Sector 14 without back coordination. Sector 09 will be responsible for point outs and other coordination with adjacent low sectors. Hartsfield arrivals left on a heading for spacing by Sector 13 or 14 are released to Sector 09 for turns to join the arrival and speed changes without back coordination.

b. Departures.

1. Departures off Birmingham Airport overflying SZW via MGM SZW or MGM J41 SZW must not be rerouted in Tiroe Sector or LaGrange Sector airspace without prior coordination.

2. A80 West Departures with destination Montgomery, AL (MGM): Aircraft that are capable of flying the RNAV SIDs must be assigned the SID. West Departure must assign all other aircraft a heading to remain clear of Tiroe Sector and initiate a handoff to Tiroe. Tiroe must have control for left turns. These aircraft must be assigned an altitude AOB FL230. Tiroe Sector is responsible for point outs or handoffs to Maxwell Sector.

c. Additional Procedures.

Aircraft cleared via J39, V115, V115.MGM.V7 or V7.MGM.V115, at altitudes that are wrong for direction of flight, do not require verbal altitude approval of the receiving controller between Birmingham, Montgomery, and Maxwell Sectors.

d. Automated Information Transfers.

1. Atlanta Terminal Area West Departures

(a) Low performance turboprops and turbojets requesting FL240 and above, whose route of flight overlies the Maxwell (14) or Birmingham (12) Sector must be stopped by West Departure (04) at FL230 and handed off to the corresponding sector.

(b) Sector 12/14 will accept the handoff. If they do not need to work the aircraft, they will hand the aircraft off to Gadsden (03).

(c) When 03 takes the handoff, 04 will switch the aircraft to 03.

11-7-4. MILITARY OPERATIONS**a. IR Routes:**

IR021
IR057/059
IR030/031

b. Military Operating Areas:

Birmingham MOA
Pensacola MOA

Sector 14 is the controlling sector for the BHM and BHM2 MOA's.

When Sector 14 clears any aircraft in or out of the MOA's, it is their responsibility to notify the adjacent sectors and approach controls of the status. When Sector 14 is notified that Red Tail MOA is active, Sector 14 must notify Birmingham ATCT.

NOTE: "Red Tail MOA" airspace includes: Birmingham and Birmingham 2 MOAs, Pine Hill East and West MOAs, Camden Ridge MOA, Birmingham and Birmingham 2 ATCAAs, Montgomery West ATCAA, Pine Hill East and West ATCAAs, Grove Hill ATCAA, Grove Hill Bridge ATCAA, Grove Hill West ATCAA, and Grove Hill North ATCAA SAAs.

FIGURE 11-7

ATLANTA ARTC CENTER

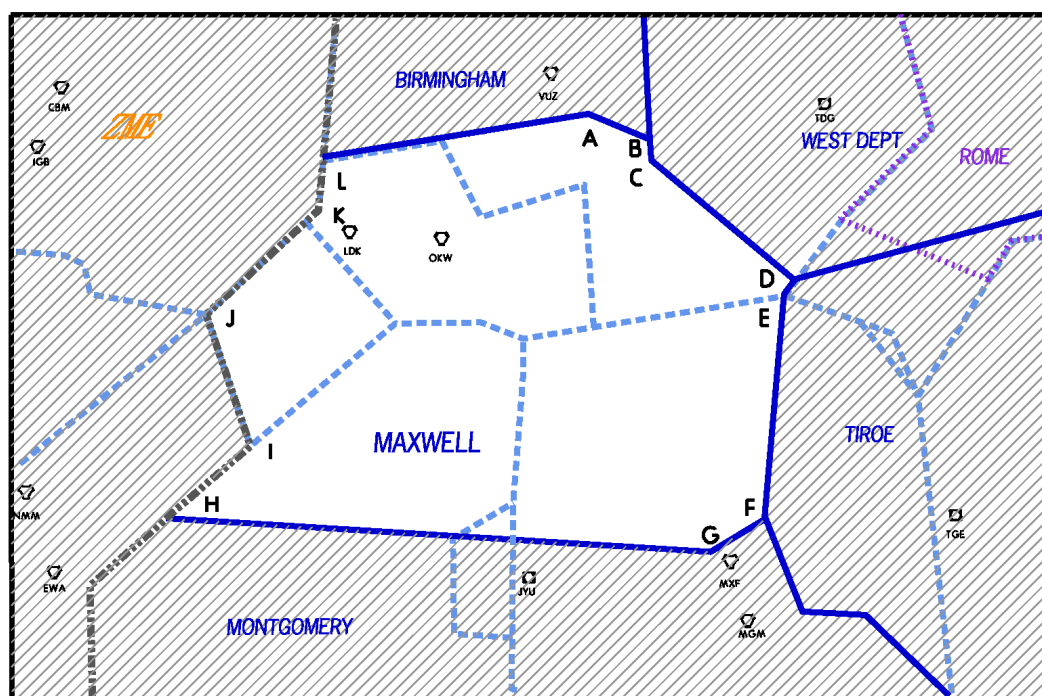
SECTOR 14

MAXWELL LOW

SURFACE - FL230

Effective: June 22, 2017

A 33 33 15/86 47 00
 B 33 29 05/86 35 31
 C 33 25 48/86 35 17
 D 33 06 38/86 08 56
 E 33 04 20/86 10 50
 F 32 29 25/86 15 10
 G 32 24 15/86 25 45
 H 32 30 30/88 06 40
 I 32 41 50/87 51 00
 J 33 02 35/87 59 10
 K 33 19 00/87 38 00
 L 33 26 45/87 37 00
 to point of beginning



CHAPTER 12. AREA OF SPECIALIZATION 6

Section 1. Rome Sector 01

12-1-1. SECTOR NARRATIVE

The Rome sector is an ultra-low sector with altitude limits from 6,000 to 10,000 feet for the airspace overlying Birmingham ATCT-East Satellite, and from the surface to 10,000 feet for the remaining airspace. This sector is a workload sector and is only opened when traffic dictates. Rome is responsible for general aviation and commuter traffic arriving and departing the Atlanta Terminal area. Rome also provides approach information and clearances to aircraft landing at multiple airports within the airspace.

12-1-2. ASSIGNMENT OF AIRSPACE

Rome is open on Sector 01 at the discretion of the Area Supervisor. The north portion of Rome is normally combined with Dalas at Sector 05. The south portion of Rome is normally combined with West Departure at Sector 04. During the midnight configuration, Rome is combined with Dalas and West Departure sectors at Sector 04.

12-1-3. PROCEDURES

a. Arrivals.

1. Aircraft landing LGC from West Departure should not enter Tiroe (09) airspace.

2. Calhoun (CZL) arrivals via North Departure (38) For KCZL arrivals via North Departure, North Departure must ask for the aircraft's approach request then this will be added to the 4th line of the data block. If a visual approach is requested, North Departure must send a point out to Rome. Acceptance of the point out is a release of control to issue the visual approach, which North Departure must issue. If an instrument approach is requested, North Departure must descend the arrival to the lowest altitude and concurrent with communication transfer, control will be released to Rome sector for turns and issuance of the approach.

East bound KCZL arrivals, Rome will put requested approach in the 4th line, then point out the arrival to North Departure. Acceptance of the point out is a release of control for issuance of the approach

3. Gadsden (GAD) arrivals via the Rome Sector must be coordinated with Birmingham Approach Satellite and/or BHM Sector.

4. Dalas (PUJ), Villa Rica (20GA), Cartersville (VPC) and Carrollton (CTJ) Arrivals. Rome Sector is responsible for coordination with A80 Satellite. After coordination Rome Sector may either release aircraft to A80 for clearance or issue clearance with their approval. Rome Sector must block airspace until advised by A80 no longer in use.

5. A80 Atlanta Sector Satellite Airports. Turbojets and turboprops landing south of V18: Established on the appropriate STAR cross TCP at 8,000 feet: or V333 DALAS direct, or HEFIN TIROE direct, cross TCP at 7,000 feet.

b. Departures.

No departure procedures have been identified for this sector.

c. Additional Procedures.

1. Aircraft at 5,000 feet must be apreq'ed with A80 CSG Sector.

2. Authorized Parachute Jump Areas

(a) Richard B. Russell Airport, Rome, Georgia - within a 5NM radius of the RMG349011.

(b) Cornelius-Moore Field Airport (4A4), Cedartown, Georgia - within a 3NM radius of the RMG188009.

(c) Rockmart, Georgia- Skydive Spaceland- within a 3NM radius of the RMG190011.

3. ZTL and ZME must release control for 15 degree turns on aircraft 15 NM on either side of the ZTL/ZME boundary.

12-1-4. MILITARY OPERATIONS

IR Routes:

IR077

IR078

Restricted Area: R2102

ATLANTA ARTC CENTER

SECTOR 01

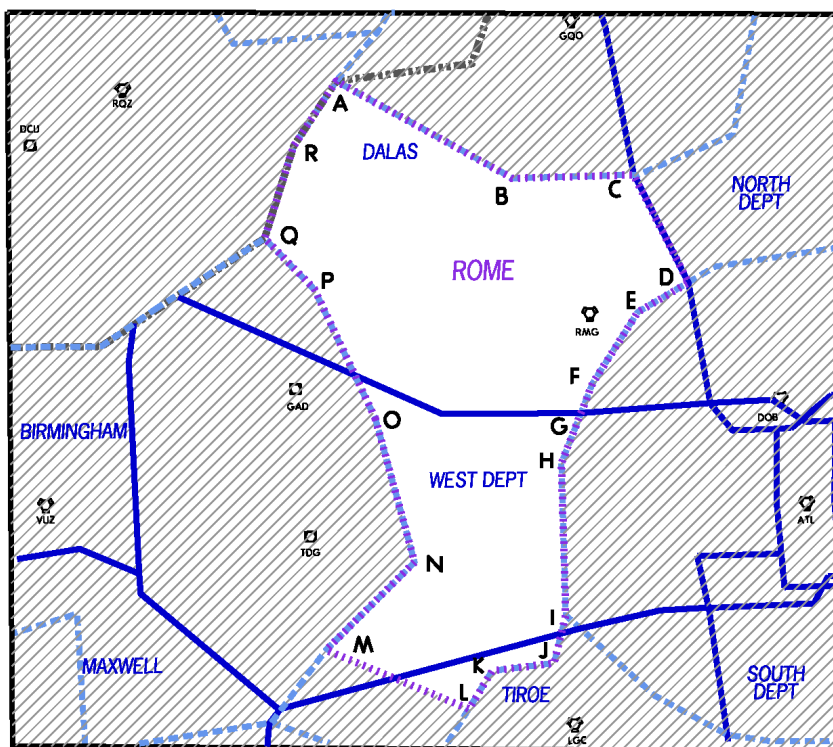
ROME ULTRA LOW

10,000 AND BELOW

Effective: June 22, 2017

A	34	48	40/85	55	50	J	33	13	00/85	16	00
B	34	32	10/85	21	30	K	33	12	00/85	28	00
C	34	32	10/84	58	20	L	33	06	00/85	32	40
D	34	14	20/84	47	30	M	33	16	00/86	00	15
E	34	09	45/84	57	00	N	33	00	00/85	42	30
F	33	58	20/85	07	00	O	33	51	40/85	49	00
G	33	53	39/85	09	22	P	34	14	40/86	01	00
H	33	45	30/85	13	30	Q	34	23	15/86	10	30
I	33	20	45/85	13	30	R	34	38	10/86	04	30

to point of beginning



Section 2. Gunter Sector 02

12-2-1. SECTOR NARRATIVE

The Gunter sector is an ultra-high sector with altitude limits from FL350 and above. Gunter is the transition sector for initial sequencing of arrivals into Atlanta Terminal area from the northwest and into the Nashville and Memphis Terminal areas from the east. Gunter is also the high altitude sector for departures out of Atlanta westbound and out of Memphis and Nashville southeast bound. In addition, Gunter controls enroute traffic crossing the arrival and departure corridors.

12-2-2. ASSIGNMENT OF AIRSPACE

Gunter is open on Sector 02 from approximately 0800-1900 local. When traffic volume dictates, the north portion of Gunter is combined with Rocket at Sector 06 and the south portion is combined with Gadsden at Sector 03. During the midnight configuration, Gunter is combined with Rocket and Gadsden sectors at Sector 03.

12-2-3. PROCEDURES

a. Arrivals.

1. Aircraft inbound to GSP, GMU, SPA, and GYH from Area 6 must be descended to cross the Hampton/Gunter common boundary at FL350.

2. AVL Arrivals from Area 6 south of JILIS must cross the Crossville boundary at or below FL330.

3. Augusta Terminal area arrivals (AGS, AIK, DNL, and HQU) from Area 6 Gunter Sector must cross the Hampton/Gunter boundary at or below FL350.

4. **AHN/3J7/AND/CEU.** Aircraft inbound to AHN, 3J7, AND, and CEU from Area 6 must cross the Sector 37 (Crossville) boundary as follows:

(a) On or south of JILIS, at or below FL290 descending to FL240.

(b) North of JILIS, at or below FL330 descending to lowest practicable altitude.

5. **CBM/GTR/UBS.**

(a) Arrivals via routes within the confines of J31 and J151-must be cleared via direct BESOM direct IGB, J52/V278 or V245 IGB, whichever is appropriate.

(b) Descend to FL350 and hand off to Sector 03.

6. . **MEM.** Arrivals operating at or above FL240 via routes within the confines of MGM and SYI must be cleared via WASER/TALLO transition VANZE (RNAV) STAR. ATL terminal departures must be cleared direct WASER..VANZE (RNAV) STAR.

(a) Aircraft overflying JILIS to the VANZE must join the STAR no later than TALLO/MSL.

(b) Aircraft overflying VUZ to the VANZE must join the STAR no later than WASER/HAB.

(c) Any aircraft not overflying JILIS or VUZ for the VANZE must be assigned to join at the appropriate fix (TALLO /WASER).

(d) Non Advance NAV aircraft will be cleared direct TALLO/WASER..KMEM

7. . **MEI/NMM.** Arrivals from the northeast and east must cross the ZTL/ZME boundary AOB FL230. Descend to FL350 and hand off to Sector 03 in sufficient time to meet ZTL/ZME LOA restrictions.

8. **TYS/GKT/MOR/DKX.** Aircraft landing TYS, GKT, MOR, and DKX from Area 6 must cross the Sector 37 (Crossville) boundary at or below FL330 and descending to the lowest practicable altitude. Traffic permitting, aircraft are released for further descent on contact

b. Departures.

1.Hartsfield-Jackson Atlanta International Airport and Atlanta Satellite Jet Departures. Martin Lake Sector has control for turns to the south from Gunter Sector. Martin Lake Sector must ensure the aircraft enters their airspace prior to J69.

c. Additional Procedures.

1. Clear aircraft via routes, or altitudes, that remains clear of the Birmingham 2 SAA, Red Tail MOA and all Grove Hill SAAs when active.

2. ZTL and ZME must release control for 15 degree turns on aircraft 15 NM on either side of the ZTL/ZME boundary.

d. Automated Information Transfers.

1. Aircraft inbound to Birmingham (BHM) from over or north of Choo Choo (GQO), at or above FL350, must be handled as follows.

(a) The Allatoona Sector must clear the aircraft to FL350 and initiate a handoff to the Gunter Sector.

(b) The Gunter Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to the Rocket Sector.

(c) When the Allatoona Sector observes that the Rocket Sector has accepted the handoff, the Allatoona Sector must transfer communications and any pertinent control information to the Rocket Sector.

2. Aircraft transitioning from Area 5 to ZME southwest of CRMSN must be handled as follows:

(a) Monroeville or Martin Lake Sector must initiate handoff to Gadsden or Gunter Sector.

(b) Gadsden or Gunter must accept handoff and initiate handoff to ZME Meridian or Greenwood Sector.

(c) When Monroeville or Martin Lake observes Meridian or Greenwood has accepted the handoff, Monroeville or Martin Lake must transfer communications to Meridian or Greenwood.

(d) If ZME has not accepted the handoff prior to the aircraft reaching the Area 5/6 boundary, Area 5 will put the aircraft on the Area 6 frequency.

(e) If Gadsden or Gunter requires communications with the aircraft, they must request communications from Monroeville or Martin Lake prior to accepting the handoff.

(f) Monroeville or Martin Lake must coordinate pertinent flight plan information with the Gadsden or Gunter Sector.

(g) Aircraft involved must remain within stratum at level flight.

3. Aircraft at or above FL350 transitioning from ZME eastbound over THRSR or south must be handled as follows:

(a) Martin Lake Sector must initiate handoff to Gunter Sector.

(b) Gunter must accept handoff and initiate handoff to Hampton Sector.

(c) When Martin Lake observes Hampton has accepted the handoff, Martin Lake must transfer communications to Hampton.

(d) If Hampton has not accepted the handoff prior to the aircraft reaching the Area 5/6 boundary, Area 5 will put the aircraft on the Area 6 frequency.

(e) If Gunter requires communications with the aircraft, they must request communications from Martin Lake prior to accepting the handoff.

(f) Martin Lake must coordinate pertinent flight plan information with the Gunter Sector.

4. Augusta Terminal area arrivals (AGS, AIK, DNL, and HQU) transitioning from Gunter Sector must be handled as follows:

(a) Gunter must, traffic permitting, initiate handoff to Hampton Sector.

(b) Hampton Sector, traffic permitting, must accept handoff and initiate handoff to Macon Sector.

(c) When Gunter Sector observes Macon Sector has accepted the handoff, Gunter Sector must transfer communications to Macon Sector.

(d) If Hampton Sector requires communications with the aircraft, they must request communications from Gunter Sector prior to accepting the handoff.

(e) Gunter Sector must coordinate pertinent flight plan information with Macon Sector.

5. Greer Terminal area arrivals (GSP, GMU, SPA, and GYH) transitioning from Gunter Sector must be handled as follows:

(a) Gunter must, traffic permitting, descend aircraft to FL350 and initiate handoff to Hampton Sector.

(b) Hampton Sector, traffic permitting, must accept handoff and initiate handoff to Macon Sector.

(c) When Gunter Sector observes Macon Sector has accepted the handoff, Gunter Sector must transfer communications to Macon Sector.

(d) If Hampton Sector requires communications with the aircraft, they must request communications from Gunter Sector prior to accepting the handoff.

(e) Gunter Sector must coordinate pertinent flight plan information with Macon Sector.

6. Aircraft transitioning from Gunter through Martin Lake east of the point where J73 crosses the Martin Lake/Gunter sector boundary into Hampton:

(a) Gunter must initiate handoff to Martin Lake Sector.

(b) Martin Lake must accept handoff and initiate handoff to Hampton Sector.

(c) When Gunter observes Hampton has accepted the handoff, Gunter must transfer communications to Hampton.

(d) If Hampton has not accepted the handoff prior to the aircraft reaching the Area 5/6 boundary, Area 6 will put the aircraft on the Area 5 frequency.

(e) If Martin Lake requires communications with the aircraft, they must request communications from Gunter prior to accepting the handoff.

(f) Gunter must coordinate pertinent flight plan information with the Martin Lake Sector.

7. A80 West Departures filed via the POUNC SID requesting AOA FL360.

(a) Gadsden Sector will clear the aircraft to FL340, enter a temporary altitude of FL340, and initiate a handoff to the Gunter sector.

(b) Traffic permitting, the Gunter sector must accept the handoff, enter an altitude they can approve in the data block and immediately initiate a handoff to Martin Lake Sector.

(c) When the handoff is accepted, the Gadsden Sector must assign the altitude entered into the data block by the Gunter Sector, and transfer communications to Martin Lake Sector.

12-2-4. MILITARY OPERATIONS

NOTE: “Red Tail MOA” airspace includes: Birmingham and Birmingham 2 MOAs, Pine Hill East and West MOAs, Camden Ridge MOA, Birmingham and Birmingham 2 ATCAAs, Pine Hill East and West ATCAAs, Grove Hill ATCAA, Grove Hill Bridge ATCAA and Grove Hill North ATCAA SAAs.

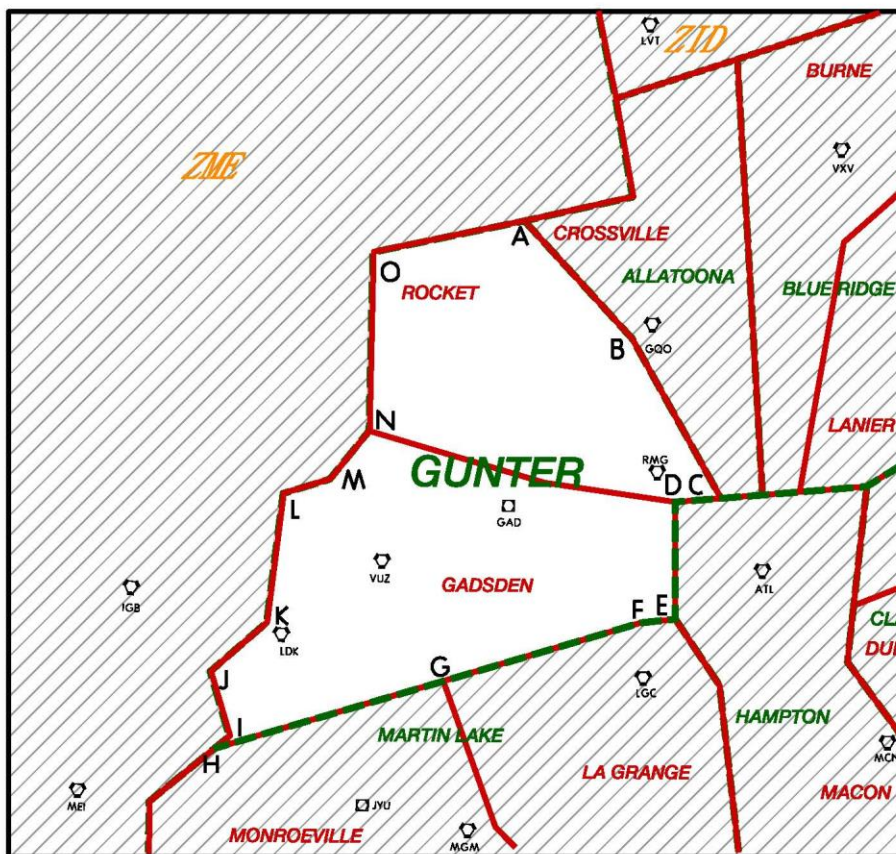
Clear aircraft via routes, or altitudes, that remains clear of the Birmingham 2 SAA, Red Tail MOA and all Grove Hill SAAs when active.

FIGURE 12-2

ATLANTA ARTC CENTER
SECTOR 02
GUNTER ULTRA HIGH
FL350 AND ABOVE

Effective: February 8, 2005
 Revised: June 25, 2015

A	35	31	00/86	00	00	I	32	41	50/87	51	00
B	34	53	00/85	17	00	J	33	02	35/87	59	10
C	34	01	06/84	42	12	K	33	19	00/87	38	00
D	34	00	00/85	00	00	L	34	01	00/87	33	00
E	33	22	00/85	00	00	M	34	06	00/87	15	00
F	33	20	45/85	13	30	N	34	22	00/87	00	00
G	33	01	20/86	29	20	O	35	20	00/87	00	00
H	32	37	40/87	56	45						to point of beginning



Section 3. Gadsden Sector 03

12-3-1. SECTOR NARRATIVE

The Gadsden sector is a high sector with altitude limits from FL240 to FL340. Gadsden controls departures out of the Atlanta Terminal area westbound as well as enroute traffic. Complex crossing points occur at the VUZ VORTAC and with traffic proceeding along J73.

12-3-2. ASSIGNMENT OF AIRSPACE

Gadsden is open on Sector 03 continuously. When traffic volume dictates, the south portion of Gunter is combined with Gadsden. During the midnight configuration, Gunter and Rocket sectors are combined with Gadsden at Sector 03.

When A80-Atlanta Sector is on an East operation, the airspace designated as "GADSDEN EAST AREA" FL240 through FL270, is released to GADSDEN Sector and is depicted on the HIGHE and HIGHW maps. Because Gadsden East Area is temporary, strips are not generated to Gadsden for aircraft traversing this area. Rocket, Macon, and LaGrange sectors must point out aircraft that will enter area.

12-3-3. PROCEDURES

a. Arrivals.

1. Columbus (CBM) AFB, MS (including GTR/UBS):

(a) Arrivals via routes within the confines of J31 and J151 must be cleared via direct BESOM direct IGB, J52/V278 or V245 IGB, whichever is appropriate.

NOTE: Military aircraft operating above FL240 requesting a high altitude approach must cross the ZTL/ZME boundary at FL240.

(b) Descend to FL240 and hand off to Birmingham Sector.

(c) Arrivals to CBM not routed via VUZ VORTAC filed AOA FL290 must be cleared to cross the Monroeville/Gadsden boundary AOB FL280 and handed off to GAD Sector.

2. Meridian (MEI) (including NMM) arrivals from the northeast and east must cross the ZTL/ZME boundary at or below FL230. Sector 03 must descend the aircraft to FL240 and hand off to Sector 12 or Sector 14 as appropriate.

3. CSG/PIM/LSF Turbojet Arrivals:

(a) If the aircraft's course will not keep the aircraft west of the LGC VORTAC, assign the aircraft a coordinated vector heading which will keep the arrival on such a course.

(b) Descend to FL240 and hand off to Sector 04 in sufficient time to meet Inter-Area restrictions.

4. Huntsville (HSV) arrivals must cross the Gadsden/LaGrange boundary at or below FL300. The Gadsden Sector has control for descent from the LaGrange Sector.

5. MEM. Arrivals operating at or above FL240 via routes within the confines of J31 and J118 be cleared via WASER/TALLO transition VANZE (RNAV) STAR. ATL terminal departures be cleared direct WASER..VANZE (RNAV) STAR.

(a) Aircraft overflying JILIS to the VANZE must join the STAR no later than TALLO.

(b) Aircraft overflying VUZ to the VANZE must join the STAR no later than WASER.

(c) Any aircraft not overflying JILIS or VUZ for the VANZE must be assigned to join at the appropriate fix (TALLO/WASER)

(d) Non Advance NAV aircraft will be cleared direct TALLO/WASER..KMEM

b. Departures.

1. Atlanta Terminal Area West Departures which will enter the Monroeville Sector:

(a) Hartsfield-Jackson Atlanta International Airport and Atlanta Satellite Jet Departures via West Departure Sector requesting at or above FL240 must be assigned WEONE GRGIA filed route. Aircraft incapable of flying direct GRGIA must be assigned a heading to remain clear of Tiroe/LaGrange with heading assigned in Fourth Line of datablock. Monroeville Sector has control for turns to the south from Gadsden Sector. Monroeville Sector must ensure the aircraft enters their airspace prior to J69. Monroeville Sector must point out aircraft it turns.

(b) Hartsfield-Jackson Atlanta International Airport and Atlanta Satellite Prop/Turboprop Departures requesting at or above FL240 must be assigned WEONE PNTHA filed route. Aircraft incapable of flying direct PNTHA must be assigned a heading to remain clear of Tiroe/LaGrange with heading assigned in Fourth Line of datablock. Monroeville Sector has control for turns to the south from Gadsden Sector. Monroeville Sector must ensure the aircraft enters their airspace prior to J69. Monroeville Sector must point out aircraft it turns.

c. Additional Procedures.

1. Clear aircraft via routes, or altitudes, that remains clear of the Birmingham 2 SAA, Red Tail MOA and all Grove Hill SAAs when active.

2. ZTL and ZME must release control for 15 degree turns on aircraft 15 NM on either side of the ZTL/ZME boundary.

d. Automated Information Transfers.

1. Birmingham arrivals operating at FL240 or above must be handled as follows:

(a) Macon High Sector must descend the aircraft to FL240 and initiate a handoff to the Gadsen Sector.

(b) The Gadsen High Sector must accept the handoff and initiate a handoff to the West Departure Sector.

(c) When the Macon High Sector observes the West Departure Sector has accepted the handoff, Macon must transfer communications to the West Departure Sector.

(d) If the Gadsen Sector requires communications with the aircraft, Gadsen Sector must request communications from the Macon Sector prior to accepting the handoff.

(e) Macon Sector must coordinate pertinent flight plan information with the Gadsen High Sector.

2. Eastbound departures from the Birmingham Terminal Area requesting at or above FL240 must be handled as follows.

(a) The West Departure Sector must clear the aircraft to FL230 and initiate a handoff to the Gadsden Sector.

(b) Traffic permitting, the Gadsden Sector must accept the handoff, enter an altitude they can approve in the data block and immediately initiate a handoff to the appropriate sector.

(c) The West Departure Sector must assign the altitude entered into the data block by the Gadsden Sector, and when the handoff is accepted, transfer communications to the appropriate sector.

3. A80 West Departures filed via the POUNC SID requesting AOA FL360.

(a) Gadsden Sector will clear the aircraft to FL340, enter a temporary altitude of FL340, and initiate a handoff to the Gunter sector.

(b) Traffic permitting, the Gunter sector must accept the handoff, enter an altitude they can approve in the data block and immediately initiate a handoff to Martin Lake Sector.

(c) When the handoff is accepted, the Gadsden Sector must assign the altitude entered into the data block by the Gunter Sector, and transfer communications to Martin Lake Sector.

4. Aircraft transitioning from Area 5 to ZME southwest of CRMSN must be handled as follows:

(a) Monroeville or Martin Lake Sector must initiate handoff to Gadsden or Gunter Sector.

(b) Gadsden or Gunter must accept handoff and initiate handoff to ZME Meridian or Greenwood Sector.

(c) When Monroeville or Martin Lake observes Meridian or Greenwood has accepted the handoff, Monroeville or Martin Lake must transfer communications to Meridian or Greenwood.

(d) If ZME has not accepted the handoff prior to the aircraft reaching the Area 5/6 boundary, Area 5 will put the aircraft on the Area 6 frequency.

(e) If Gadsden or Gunter requires communications with the aircraft, they must request communications from Monroeville or Martin Lake prior to accepting the handoff.

(f) Monroeville or Martin Lake must coordinate pertinent flight plan information with the Gadsden or Gunter Sector.

(g) Aircraft involved must remain within stratum at level flight.

5. Aircraft between FL240 and FL330, transitioning from ZME eastbound over THRSR or south must be handled as follows:

(a) LaGrange must initiate handoff to Gadsden Sector.

(b) Gadsden must accept handoff and initiate handoff to Macon Sector.

(c) When LaGrange observes Macon has accepted the handoff, LaGrange must transfer communications to Macon.

(d) If Macon has not accepted the handoff prior to the aircraft reaching the Area 5/6 boundary, Area 5 will put the aircraft on the Area 6 frequency.

(e) If Gadsden requires communications with the aircraft, they must request communications from LaGrange prior to accepting the handoff.

(f) LaGrange must coordinate pertinent flight plan information with the Gadsden Sector.

6. Aircraft transitioning from Gadsden through LaGrange east of the point where J73 crosses the LaGrange/Gadsden sector boundary into Macon:

(a) Gadsden must initiate handoff to LaGrange Sector.

(b) LaGrange must accept handoff and initiate handoff to Macon Sector.

(c) When Gadsden observes Macon has accepted the handoff, Gadsden must transfer communications to Macon.

(d) If Macon has not accepted the handoff prior to the aircraft reaching the Area 5/6 boundary, Area 6 will put the aircraft on the Area 5 frequency.

(e) If LaGrange requires communications with the aircraft, they must request communications from Gadsden prior to accepting the handoff.

(f) Gadsden must coordinate pertinent flight plan information with the LaGrange Sector.

12-3-4. MILITARY OPERATIONS

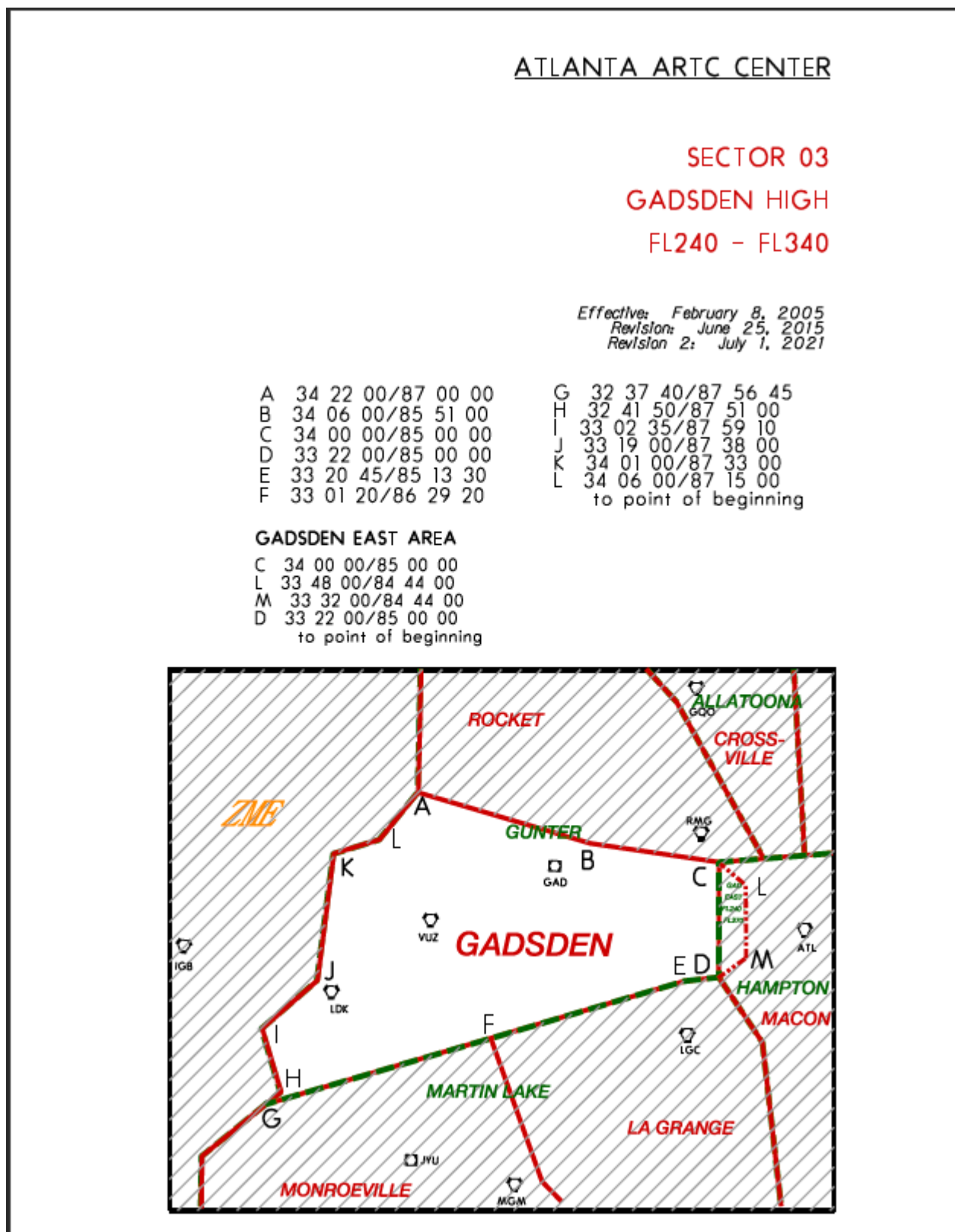
Air Refueling Routes: AR216

Restricted Areas: R2102

Military Operating Areas: “Red Tail MOA” airspace includes: Birmingham and Birmingham 2 MOAs, Pine Hill East and West MOAs, Camden Ridge MOA, Birmingham and Birmingham 2 ATCAAs, Pine Hill East and West ATCAAs, Grove Hill ATCAA, Grove Hill Bridge ATCAA and Grove Hill North ATCAA SAAs.

Clear aircraft via routes, or altitudes, that remains clear of the Birmingham 2 SAA, Red Tail MOA and all Grove Hill SAAs when active.

FIGURE 12-3



Section 4. West Departure Sector 04

12-4-1. SECTOR NARRATIVE

The West Departure sector is a low sector with altitude limits from 15,000 feet to FL230 for the airspace overlying A80-Atlanta Sector and 11,000 feet to FL240 for the remaining airspace. Traffic is comprised of departures from the Atlanta Terminal area westbound, transitioning into the enroute structure. Complexity is increased by overflow traffic on north/south routes.

West Departure Sector is required to continuously monitor frequencies 135.0 and 317.7.

12-4-2. ASSIGNMENT OF AIRSPACE

West Departure is open on Sector 04 continuously. When traffic volume dictates, the southern portion of Rome sector is combined with West Departure. During the midnight configuration, Rome and Dalas sectors are combined with West Departure at Sector 04.

The West Departure/East Departure boundary moves East of V97 when A80-Atlanta Sector is on an East operation and West of V97 when A80 Atlanta Sector is on a West operation.

12-4-3. PROCEDURES

a. Arrivals.

1. Aircraft landing CSG/PIM/LSF from Gadsden/West Departure Sectors must cross the West Departure/Tiroe Sector common boundary at or below FL190 descending to 11,000 feet or lowest available altitude. If the aircraft's course will not keep the aircraft west of the LGC VORTAC, assign the aircraft a coordinated vector heading which will keep the arrival on such a course.

2. Aircraft landing LGC from West Departure Sector should not enter Tiroe Sector. Descend to 11,000 feet and hand off to Sector 01 in sufficient time to allow descent at or below 10,000 feet prior to the West Departure/Tiroe common boundary.

3. A80 Atlanta Satellite Sector Arrivals.

(a) Landing north of V18: West Departure Sector must clear A80 Atlanta Satellite Sector arrivals via the SWTEE arrival or direct RMG.V333.DALAS and then handled in accordance with 12-4-3 (d) (2).

- (b) Landing south of V18: Turbojets and turboprops landing south of V18: Established on the appropriate STAR cross TCP at 8,000 feet: or V333 DALAS direct, or HEFIN TIROE direct, cross TCP at 7,000 feet.

4. **CTJ/ANB/ASN/GAD/PUJ/20GA.** Descend aircraft to 11,000 feet and complete a hand-off to Rome Sector.

b. Departures.

1. Atlanta Terminal Departures transitioning West Departure Sector:

(a) Hartsfield-Jackson Atlanta International Airport and Atlanta Satellite Jet Departures must be assigned WEONE GRGIA filed route or RNAV SID GRGIA. Aircraft incapable of flying direct GRGIA must be assigned a heading to remain clear of Tiroe with heading assigned in Fourth Line of datablock.

(b) Hartsfield-Jackson Non-RNAV and Atlanta Satellite Jet Departures via West Departure Sector requesting at or below FL230 that will enter Tiroe Sector must be assigned a heading to remain clear of Tiroe Sector. Tiroe Sector has control for turns to the south. Tiroe Sector must ensure the aircraft enters their airspace prior to PNTHA. If Tiroe is unable to turn prior to PNTHA they will ensure point outs or handoffs to Maxwell Sector.

(c) A80 West Departures with destination Montgomery, AL (MGM): Aircraft that are capable of flying the RNAV SIDs must be assigned the SID. West Departure must assign all other aircraft a heading to remain clear of Tiroe Sector and initiate a handoff to Tiroe. Tiroe must have control for left turns. These aircraft must be assigned an altitude AOB FL230. Tiroe Sector is responsible for point outs or handoffs to Maxwell Sector.

(d) Hartsfield-Jackson Atlanta International Airport and Atlanta Satellite Prop/Turboprop Departures requesting at or below FL230 must be assigned WEONE PNTHA filed route or a heading to remain clear of Tiroe with heading assigned in Fourth Line of datablock. West Departure releases control for left turns to Tiroe. Tiroe Sector must ensure the aircraft enters their airspace prior to PNTHA. If Tiroe is unable to turn prior to PNTHA they will ensure point outs or handoffs to Maxwell Sector.

c. Additional Procedures.

No Additional Procedures for this sector.

d. Automated Information Transfers.

1. Eastbound departures from the Birmingham Terminal Area requesting at or above FL240 must be handled as follows:

(a) The West Departure Sector must clear the aircraft to FL230 and initiate a handoff to the Gadsden Sector.

(b) Traffic permitting, the Gadsden sector must accept the handoff, enter an altitude they can approve in the data block and immediately initiate a handoff to the appropriate sector.

(c) The West Departure Sector must assign the altitude entered into the data block by the Gadsden Sector, and when the handoff is accepted, transfer communications to the appropriate sector.

2. Arrivals to Birmingham (BHM) operating at or above FL240 that will transition the Dalas Sector must be handled as follows:

(a) The Rocket Sector must clear the aircraft to FL240 and initiate a radar handoff to the Dalas Sector.

(b) The Dalas Sector must accept the handoff and enter a temporary altitude as traffic permits, then immediately initiate a handoff to the West Departure Sector.

(c) The Rocket Sector must issue the altitude displayed in the data block, then transfer communications to the West Departure sector after observing they have accepted the handoff.

12-4-4. MILITARY OPERATIONS

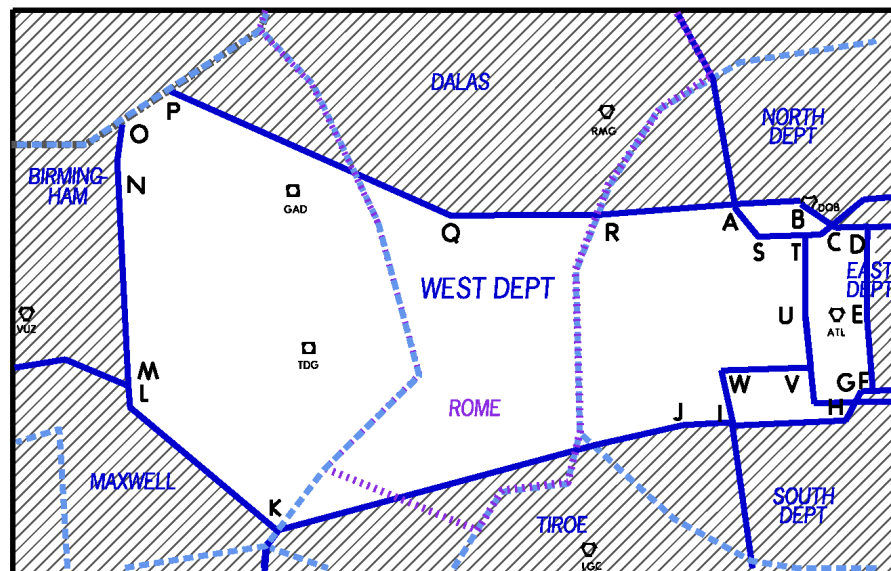
Restricted Areas: R2102

FIGURE 12-4

ATLANTA ARTC CENTER**SECTOR 04****WEST DEPARTURE LOW****11,000 - FL230***Effective: June 22, 2017*

A 33 54 20/84 44 00	M 33 29 05/86 35 31
B 33 54 44/84 32 00	N 34 03 30/86 37 00
C 33 51 00/84 25 49	O 34 09 00/86 36 00
D 33 51 00/84 20 00	P 34 14 02/86 27 00
E 33 37 40/84 20 40	Q 33 54 12/85 36 10
F 33 26 00/84 20 00	R 33 53 39/85 09 22
G 33 25 58/84 22 22	S 33 50 00/84 40 00
H 33 21 36/84 25 19	T 33 50 00/84 31 38
I 33 21 20/84 45 45	U 33 37 30/84 32 00
J 33 21 09/84 54 42	V 33 29 52/84 31 21
K 33 06 38/86 08 56	W 33 29 49/84 47 41
L 33 25 48/86 35 17	to point of beginning

EAST CONFIGURATION: A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R to A
 WEST CONFIGURATION: A,S,T,U,V,W,I,J,K,L,M,N,O,P,Q,R to A



Section 5. Dalas Sector 05

12-5-1. SECTOR NARRATIVE

The Dalas sector is a low sector with altitude limits from 15,000 feet to FL230 for the airspace overlying A80-Atlanta Sector and 11,000 feet to FL230 for the remaining airspace. Dalas is an inbound sector for Atlanta Terminal area arrivals from the northwest and is responsible for final spacing of aircraft to A80. Dalas also controls arrivals into Chattanooga, Birmingham, and Huntsville airports.

Dalas Sector is required to continuously monitor frequencies 369.9.

12-5-2. ASSIGNMENT OF AIRSPACE

Dalas is open on sector 05 from approximately 0700-2300 local. When traffic volume dictates, the northern portion of Rome sector is combined with Dalas. During the midnight configuration, Dalas is combined with West Departure and Rome sectors at Sector 04.

12-5-3. PROCEDURES

a. Arrivals.

1. ATL/ATL Satellite Arrivals:

(a) Pilot's Discretion descents resulting from the issuance of a crossing restriction, and release for turns direct RMG, CHPPR or GLAVN on aircraft landing within the A80 Atlanta Sector may be issued without back coordination between sectors 5 and 6.

(b) A80 Atlanta Satellite Sector Arrivals filed AOB FL230 - Provide RQZ Sector with a PVD data block to assist in arrival planning.

2. LGC Arrivals operating AOA 15,000 feet should be descended to 15,000 feet to allow Sector 04 and Sector 01 sufficient time to comply with inter area procedures.

3. Nashville (BNA) area arrivals: Props and turboprops operating at or above 11,000 feet and landing in the BNA terminal area, whose route of flight is south of JILIS and transitions North Departure (ZTL-38) or Crossville sectors (ZTL-37), must be cleared direct JILIS then direct destination.

4. **GVL/WDR/JCA/TOC.** Arrivals to GVL, WDR, JCA, and TOC from Area 6 on or south of JILIS must enter Area 7 at or below FL230 descending to FL210.

b. Departures.

No Departure Procedures for this sector.

c. Additional Procedures.**1. Parachute Areas:**

(a) Richard B. Russell Airport (RMG ARPT), Rome, Georgia - within a 5NM radius of the RMG349011.

(b) Cornelius-Moore Field Airport (4A4), Cedartown, Georgia - within a 3NM radius of the RMG188009.

(c) Rockmart, Georgia- Skydive Spaceland- within a 5NM radius of the RMG190011.

2. ZTL and ZME must release control for 15 degree turns on aircraft 15 NM on either side of the ZTL/ZME boundary.

d. Automated Information Transfers.

1. Arrivals to Birmingham (BHM) operating at or above FL240 that will transition the Dalas Sector must be handled as follows:

(a) The Rocket Sector must clear the aircraft to FL240 and initiate a radar handoff to the Dalas Sector.

(b) The Dalas Sector must accept the handoff and enter a temporary altitude as traffic permits, then immediately initiate a handoff to the West Departure Sector.

(c) The Rocket Sector must issue the altitude displayed in the data block, then transfer communications to the West Departure sector after observing they have accepted the handoff.

2. Arrivals to Huntsville (HSV) that will enter the DALAS Sector north of MDTWN must be handled as follows:

(a) The North Departure/Hinch Mountain Sector must clear the aircraft to cross the ZTL/ZME boundary at or below FL230, descending to 16,000 and initiate a handoff to the Dalas Sector.

(b) The Dalas Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to the appropriate Memphis ARTCC sector.

(c) When North Departure/Hinch Mountain Sector observes that the appropriate Memphis ARTCC Sector has accepted the handoff, North Departure/Hinch Mountain Sector must transfer communications and any pertinent control information to the appropriate Memphis ARTCC sector.

e. Pre-Arranged Coordination

Sector 41 is authorized to control CHA departures within the confines of Sector 05 without individual coordination provided the following requirements are met.

1. ERAM must be fully operational.
2. The authorized sector must “quick look” the owning sector and maintain display of the owning sector’s data blocks while utilizing the airspace.
3. The authorized sector is responsible to provide radar separation, including wake turbulence separation, from all applicable traffic when utilizing this procedure.
4. The authorized sector must PVD the data block of the aircraft transitioning the airspace to the owning sector.

If any of the above requirements are not met or at the request of either sector controller or area supervisor, this procedure is cancelled and individual coordination is required.

12-5-4. MILITARY OPERATIONS

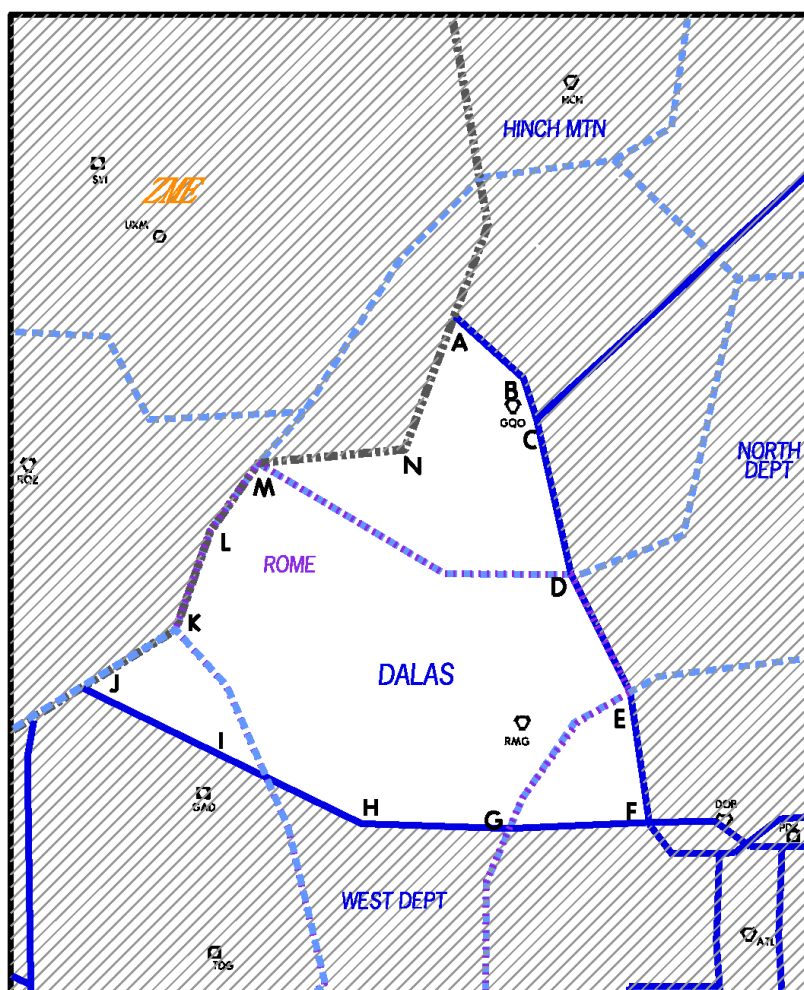
No military procedures have been identified for this sector.

FIGURE 12-5

ATLANTA ARTC CENTER**SECTOR 05****DALAS LOW****11,000 - FL230***Effective June 22, 2017*

A 35 11 18/85 20 04	H 33 54 12/85 36 10
B 35 01 54/85 07 16	I 34 04 14/86 01 54
C 34 55 45/85 04 48	J 34 14 02/86 27 00
D 34 32 10/84 58 20	K 34 23 15/86 10 30
E 34 14 20/84 47 30	L 34 38 10/86 04 30
F 33 54 20/84 44 00	M 34 48 40/85 55 50
G 33 53 39/85 09 22	N 34 51 00/85 29 00

to point of beginning



Section 6. Rocket Sector 06

12-6-1. SECTOR NARRATIVE

The Rocket sector is a high sector with altitude limits from FL240 to FL340. Rocket provides preliminary sequencing for Atlanta Terminal area arrivals from the northwest. Rocket complexity is increased by crossing enroute traffic, and Nashville airport arrival and departure traffic.

12-6-2. ASSIGNMENT OF AIRSPACE

Rocket is open on Sector 06 from approximately 0800L-2300L. When traffic volume dictates, the northern portion of Gunter is combined at Rocket. During the midnight configuration, Rocket is combined with Gunter and Gadsden at Sector 03.

12-6-3. PROCEDURES

a. Arrivals.

1. Atlanta (ATL) arrivals:

(a) Do not issue pilot discretion descents to Atlanta (ATL) Inbounds when ATL is on an East operation.

(b) Pilot's Discretion descents resulting from the issuance of a crossing restriction, and release for turns direct RMG, GLAVN, or CHPPR on aircraft landing within the A80 Atlanta Sector may be issued without back coordination between sectors 5 and 6.

2. Atlanta Satellite Arrivals:

(a) Atlanta satellite arrivals, at or above FL240 and cleared via BUKHD STAR, must cross HAVVE at or below FL240 and be handed off to DALAS Sector.

3. Birmingham (BHM) Arrivals: When KBHM arrival and departure fixes are active: Arrivals to KBHM traversing the ZTL Rocket Sector into the ZME Hamilton Sector must be cleared over RQZ VORTAC, then via direct NULLS direct KBHM.

4. AHN/3J7/AND/CEU. Aircraft inbound to AHN, 3J7, AND, and CEU from Area 6 must cross the Sector 37 (Crossville) boundary as follows:

(a) On or south of JILIS, at or below FL290 descending to FL240.

(b) North of JILIS, at or below FL330 descending to lowest practicable altitude.

5. GVL/WDR/JCA/TOC. Arrivals to GVL, WDR, JCA, and TOC from Area 6 must enter Area 7 as follows:

(a) On or south of JILIS at or below FL230 descending to FL210.

(b) North of JILIS at or below FL290 descending to FL240.

6. TYS/GKT/MOR/DKX. Aircraft landing TYS, GKT, MOR, and DKX from Area 6 must cross the Sector 37 (Crossville) boundary at or below FL330 and descending to the lowest practicable altitude. Traffic permitting, aircraft are released for further descent on contact.

7. AVL: Asheville (AVL) arrivals from Area 6 south of JILIS must cross the Crossville boundary at or below FL330.

8. AGS: Augusta Terminal Area Arrivals (AGS, DNL, AIK, and HQU) arrivals from Area 6 must cross the Macon Sector boundary at or below FL330.

9. Huntsville (HSV) and Huntsville Satellite Arrivals: Descend to FL240 and hand-off to DALAS Sector in sufficient time to meet ZTL/ZME LOA restrictions.

10. Memphis (MEM) Arrivals: Arrivals operating at or above FL240 via routes within the confines of RMG to SYI must be cleared via WASER/TALLO transition VANZE (RNAV) STAR. ATL terminal departures must be cleared direct WASER..VANZE (RNAV) STAR.

(a) Aircraft overflying GQO to the VANZE/LUGOH STAR must join the STAR no later than TALLO/MSL.

(b) Aircraft overflying VUZ to the VANZE/LUGOH STAR must join the STAR no later than WASER/HAB.

(c) Any aircraft not overflying JILIS or VUZ for the VANZE must be assigned to join at the appropriate fix (TALLO/WASER.)

11. Nashville (BNA) Arrivals: Arrivals operating above FL240 on the ZANZA transition of the SWFFT arrival, between 1300Z and 0400Z, must cross 15 SW of YUUNS intersection at FL240.

b. Departures

Huntsville (HSV) departures should normally be handed off to the CROSSVILLE, HINCH MOUNTAIN, or DALAS Sectors. If, however, Rocket (RQZ) Sector accepts a handoff on Huntsville (HSV) departures requesting FL240 or above which will proceed over or north of JILIS,

RQZ Sector must climb HSV departures requesting FL240 or above to FL270 or correct altitude for direction of flight if lower without prior coordination with the Crossville (CSV) Sector.

c. Additional Procedures.

ZTL and ZME must release control for 15 degree turns on aircraft 15 NM on either side of the ZTL/ZME boundary.

d. Automated Information Transfers.

1. Aircraft inbound to Birmingham (BHM) from over or north of Choo Choo (GQO), at or above FL350, must be handled as follows.

(a) The Allatoona Sector must clear the aircraft to FL350 and initiate a handoff to the Gunter Sector.

(b) The Gunter Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to the Rocket Sector.

(c) When the Allatoona Sector observes that the Rocket Sector has accepted the handoff, the Allatoona Sector must transfer communications and any pertinent control information to the Rocket Sector.

2. Arrivals to Birmingham (BHM) operating at or above FL240 that will transition the Dalas Sector must be handled as follows:

(a) The Rocket Sector must clear the aircraft to FL240 and initiate a radar handoff to the Dalas Sector.

(b) The Dalas Sector must accept the handoff and enter a temporary altitude as traffic permits, then immediately initiate a handoff to the West Departure Sector.

(c) The Rocket Sector must issue the altitude displayed in the data block, then transfer communications to the West Departure sector after observing they have accepted the handoff.

12-6-4. MILITARY OPERATIONS

Air Refueling Routes:

AR216

Restricted Area: R2102

7/1/2023

ZTL 7230.2Q CHANGE 2

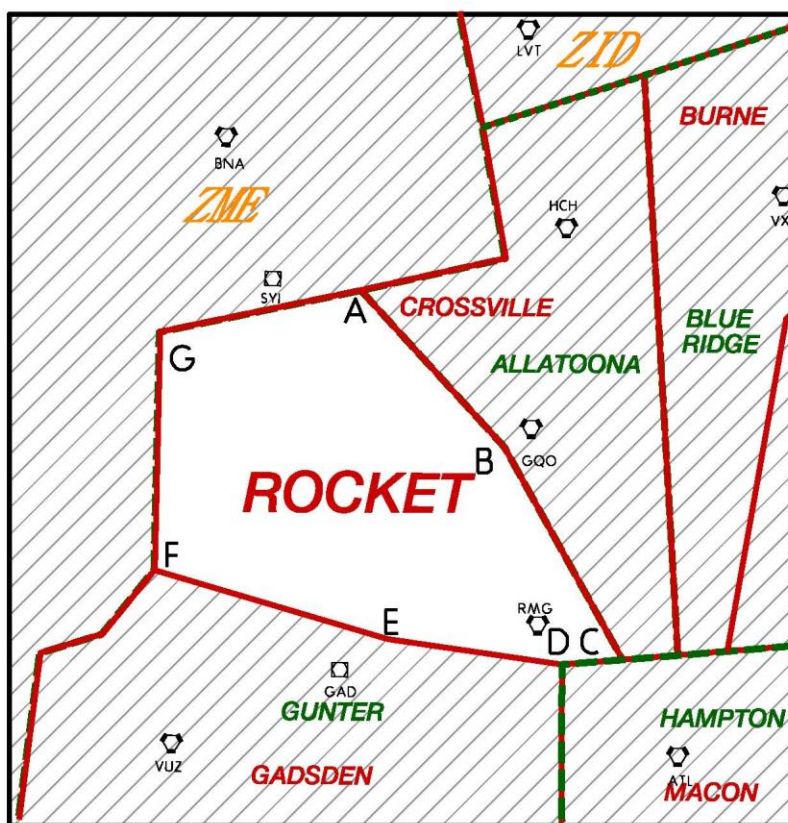
FIGURE 12-6

ATLANTA ARTC CENTER

SECTOR 06
ROCKET HIGH
FL240 - FL340

Effective: February 8, 2005
Revised: June 25, 2015

A 35 31 00/86 00 00
 B 34 53 00/85 17 00
 C 34 01 06/84 42 12
 D 34 00 00/85 00 00
 E 34 06 00/85 51 00
 F 34 22 00/87 00 00
 G 35 20 00/87 00 00
 to point of beginning



CHAPTER 13. AREA OF SPECIALIZATION 7

Section 1. Allatoona Sector 36

13-1-1. SECTOR NARRATIVE

The Allatoona sector is an ultra-high sector with altitude limits from FL350 and above. Allatoona works aircraft south-westbound from the eastern and northeastern states to airports in Texas and Louisiana, and northbound from Florida and Atlanta to airports north and northwest of Atlanta. Significant secondary flows of air traffic include departures over Nashville to Charlotte and Atlanta airports and arrivals from over Nashville to Charlotte airport.

13-1-2. ASSIGNMENT OF AIRSPACE

Allatoona is open on Sector 36 at the discretion of the Area Supervisor. When traffic volume dictates, Allatoona is combined with Blue Ridge sector at Sector 40. When traffic volume at Crossville and Burne sectors is reduced, Allatoona will be split from Blue Ridge and moved to the Crossville sector at Sector 37. During midnight configuration, Allatoona is combined with Blue Ridge, Burne, and Crossville sectors at Sector 37.

13-1-3. PROCEDURES

a. Arrivals.

1. Arrivals to GSP, GMU, GYH, and LQK from Area 7 must cross the Logen boundary at or below FL210 or assigned one of the following routes:

(a) V XV. SOT..SUG..UNMAN.destination (non-advanced nav); or
V XV.UNMAN1.destination (advanced nav); or

(b) THRSR..AHN.V20.ELW.V266.PELZE..destination

2. Arrivals to AND and CEU from Area 7 must cross the Logen boundary at or below FL210 or assigned one of the following routes:

- (a)** VXV.. PUPDG..STYLZ.T209.UNMAN.destination; or
- (b)** THRSR..AHN.V20.ELW.V266.PELZE..destination

3. ATL Terminal Area Arrivals (Includes KATL, RYY, PDK, FTY, MGE, VPC, FFC, LZU, CTJ, 6A2, 4A7, PUJ, 9A1, and CCO), that will be on or north of J52 must cross the center boundary AOB FL330.

4. KBNA. Arrivals to BNA from Area 7 must be handled as follows:

(a) RNAV equipped Jets inbound to KBNA must be routed via SWFFT- STAR; Non-RNAV Jets must be routed direct BNA direct KBNA.

(b) Arrivals operating above FL240 on the JAGIR OR LENSE transition of the SWFFT arrival must cross LENSE at FL240.

(c) Turbojet arrivals traversing the Hinch Mountain Sector must be routed via SWFFT STAR (RNAV) or direct BNA direct KBNA (Non-RNAV) and cross the ZTL/ZME boundary AOB FL200.

5. KBNA Terminal Area Arrivals (Includes 3M7, 1M5, M91, KXNX, M54, KMQY, KMBT, and KJWN) must be handled as follows:

(a) RNAV equipped Jets must be routed via either direct LENSE or BAMMA then direct SWFFT direct destination

(b) Non-RNAV equipped JETS must be routed direct BNA then direct destination

(c) Turboprop aircraft must be routed direct destination

6. KBHM. Arrivals traversing the ZTL Rocket (06) Sector to ZME Hamilton Sector must be cleared over RQZ then direct NULLS direct KBHM; All other arrivals must be cleared via direct an arrival fix (ex. DIODE) then direct KBHM.

7. KMEM. Arrivals to KMEM must be cleared via the appropriate STAR. Aircraft overflying JILIS to the VANZE must join the STAR no later than TALLO. Aircraft not overflying JILIS or VUZ for the VANZE STAR must be assigned to join at the appropriate fix (TALLO/WASER). Non Advance NAV aircraft must be cleared TALLO/WASER..KMEM.

8. KHSV. Arrivals operating over and north of MDTWN must cross the ZTL/ZME boundary AOB FL230 descending to 160. Aircraft south of MDTWN must cross the ZTL/ZME boundary at 110.

9. KORD. Arrivals to KORD must be handled as follows:

- (a) **KORD** Arrivals entering REBEL/SOMERSET Sectors must be routed ...GLAZR.Q118. HEVAN..BONNT...
- (b) ...DOOGE.Q93.HEVAN..BONNT...

10. KCMH, KOSU, KLCK. Arrivals entering the BKW/BLF must be routed via ...TASKE..BREMN STAR... and AOB FL390

11. KCRW. Arrivals between J43 and J83 must be AOB FL310

12. KCVG. Arrivals entering RBL/SME Sectors must be routed over the HARDU or JAKIE STAR and AOB FL360; Arrivals entering BKW/BLF Sectors must be routed over the HARDY or JAKIE STAR cleared no further than CHEDA and AOB FL340.

13. KHTS. Arrivals on or east of J91 must be AOB FL260 descending to FL240

14. KLEX. Arrivals must be AOB FL280 descending to FL240, except Arrivals that Departed KATL must cross the ZID boundary AOB FL240

15. KLUK. Arrivals must be handled as follows:

- (a) Arrivals that Departed KCLT must be cleared
...CUBIM..CHEDA..TAYOS..HARDU..HARDU STAR...
- (b) Arrivals that Departed KATL must be cleared
...ARTUR..TAYOS..HARDU..HARDU STAR...
- (c) All other Arrivals must be cleared via the HARDU STAR

16. KMDW. Arrivals entering RBL/SME Sectors must be cleared no further than IIU and the appropriate STAR

17. KSDF & KLOU. Arrivals entering the RBL/SME Sectors must be cleared via the MAUDD or DARBY STAR and AOB FL300; Arrivals entering BKW/BLF Sectors must be cleared via CUBIM..LAFOX.MAUDD STAR... or CUBIM..LOZ.DARBY STAR...

18. BNA/MQY/JWN/XNX/M54. BNA terminal area arrivals from Area 4 must be cleared over WESSN or KAILL (if West of ATL) and descended to an altitude appropriate for direction of flight AOB FL400.

b. Departures.

No departure procedures have been identified for this sector.

c. Additional Procedures.

No additional procedures have been identified for this sector.

d. Automated Information Transfers.

1. Aircraft inbound to Birmingham (BHM) from over or north of JILIS, at or above FL350, must be handled as follows.

(a) The Allatoona Sector must clear the aircraft to FL350 and initiate a handoff to the Gunter Sector.

(b) The Gunter Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to the Rocket Sector.

(c) When the Allatoona Sector observes that the Rocket Sector has accepted the handoff, the Allatoona Sector must transfer communications and any pertinent control information to the Rocket Sector.

2. Aircraft inbound to Charlotte (CLT) at or above FL350 must be handled as follows:

(a) The Allatoona Sector, traffic permitting must clear the aircraft to FL350 and initiate a handoff to the Blue Ridge Sector.

(b) The Blue Ridge Sector, traffic permitting must accept the handoff and immediately initiate a handoff to the Burne Sector.

(c) When Allatoona Sector observes that Burne has accepted the handoff, the Allatoona Sector must transfer communications to the Burne Sector.

13-1-4. MILITARY OPERATIONS

No military procedures have been identified for this sector.

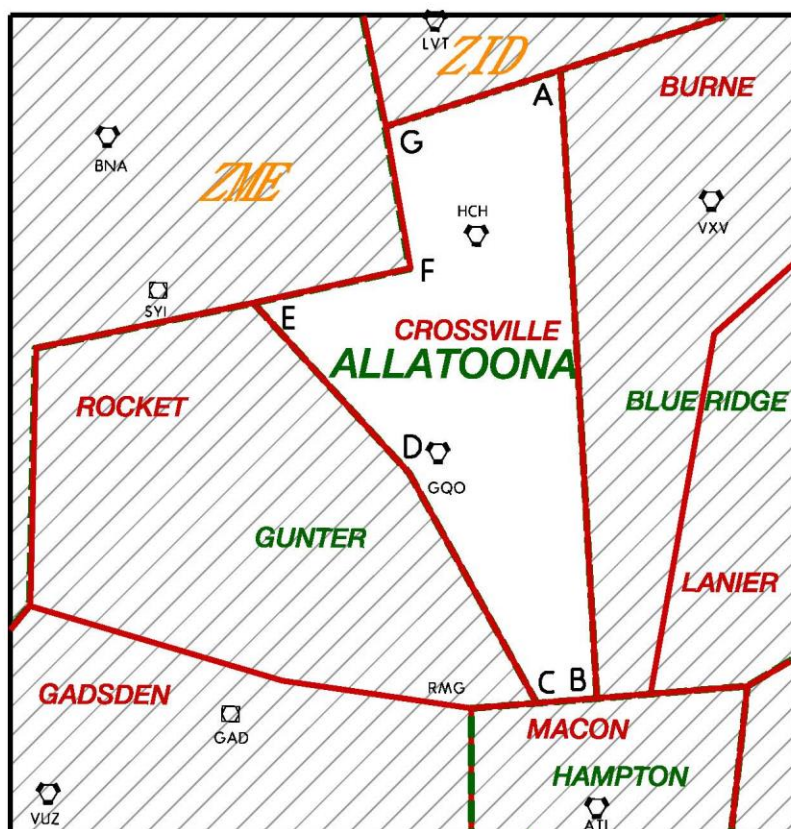
FIGURE 13-1

ATLANTA ARTC CENTER

SECTOR 36
ALLATOONA ULTRA HIGH
FL350 AND ABOVE

Effective: February 8, 2005
Revised: June 25, 2015

A 36 23 45/84 35 00
B 34 02 06/84 26 00
C 34 01 06/84 42 12
D 34 53 00/85 17 00
E 35 31 00/86 00 00
F 35 39 00/85 17 00
G 36 11 00/85 24 00
to point of beginning



Section 2. Crossville Sector 37

13-2-1. SECTOR NARRATIVE

The Crossville Sector is a high sector with altitude limits from FL240 to FL340. Crossville controls departures out of the Atlanta, Nashville, and Charlotte Terminal areas climbing into the enroute environment. Crossville also controls enroute aircraft from the Eastern and Northeastern States to airports in Texas and Louisiana, and from Florida to airports north of Atlanta.

13-2-2. ASSIGNMENT OF AIRSPACE

Crossville is open on Sector 37 continuously. When traffic volume dictates, Allatoona sector is combined with Crossville. During the midnight configuration, Allatoona, Blue Ridge, and Burne sectors are combined with Crossville at Sector 37.

13-2-3. PROCEDURES

a. Arrivals.

1. ATL Arrivals:

(a) Atlanta satellite arrivals, at or above FL240 and cleared via BUKHD STAR must cross HAVVE AOB FL240 and be handed off to DALAS Sector.

(d) ATL Terminal Area Arrivals (Includes ATL, RYY, PDK, FTY, MGE, VPC, FFC, LZU, and CTJ, 6A2, 4A7, PUJ, 9A1, and CCO), that will descend through the Gadsden or Crossville Sectors must cross the ZME/ZTL center boundary AOB FL330.

2. AVL arrivals from Area 6 south of JILIS must cross the Crossville boundary AOB FL330.

3. Arrivals to GSP, GMU, GYH, and LQK from Area 7 must cross the Logen boundary AOB FL210 or assigned one of the following routes:

- (a)** VXV. SOT. SUG..UNMAN.destination (non-advanced nav); or
VXV.DAJPL.RCTOR STAR. destination (advanced nav); or
- (b)** THRSR..AHN.V20.ELW.V266.PELZE..destination

4. AHN/3J7/AND/CEU (Arrivals from AREA 6). Aircraft inbound to AHN, 3J7, AND, and CEU from Area 6 must cross the Sector 37 (Crossville) boundary as follows:

- (a)** On or south of JILIS, at or below FL290 descending to FL240.
- (b)** North of JILIS, at or below FL330 descending to lowest practicable altitude.

5. Arrivals to AND and CEU from Area 7 must cross the Logen boundary AOB FL210 or assigned one of the following routes:

- (a)** VXV.. PUPDG..STYLZ.T209.UNMAN..destination; or
- (b)** THRSR..AHN.V20.ELW.V266.PELZE..destination

6. AVL. Arrivals to AVL-must cross the ZTL/ZID boundary AOB FL230.

7. Arrivals to BNA from Area 7 must be handled as follows:

(a) RNAV equipped Jets inbound to KBNA must be routed via SWFFT- STAR; Non-RNAV Jets must be routed direct BNA direct KBNA.

(b) Arrivals operating above FL240 on the JAGIR OR LENSE transition of the SWFFT arrival must cross LENSE at FL240.

(c) Turbojet arrivals traversing the Hinch Mountain Sector must be routed via SWFFT STAR (RNAV) or direct BNA direct KBNA (Non-RNAV) and cross the ZTL/ZME boundary AOB FL200.

(d) The Shelbyville sector will have control on communication transfer for assignment of the “descend via” clearance on all aircraft that check in on a discretionary descent clearance. Aircraft not on a discretionary descent clearance from ZTL may remain at FL240 until it is necessary to descend to meet the next altitude constraint. The Shelbyville Sector must ensure the arrivals are transitioned into the low stratum prior to the Smyrna boundary.

8. Aircraft landing KTYS, KGKT, KMOR, and KDKX from Area 6 must cross the Sector 37 (Crossville) boundary at or below FL330 and descending to the lowest practicable altitude. Traffic permitting, aircraft are released for further descent on contact.

9. **KBNA Terminal Area Arrivals** (Includes 3M7, 1M5, M91, KXNX, M54, KMQY, KMBT, and KJWN) must be handled as follows:

(d) RNAV equipped Jets must be routed via either direct LENSE or BAMMA then direct SWFFT direct destination.

(e) Non-RNAV equipped JETS must be routed direct BNA then direct destination.

(f) Turboprop aircraft must be routed direct destination.

10. **KBHM.** Arrivals traversing the ZTL Rocket (06) Sector to ZME Hamilton Sector must be cleared over RQZ then direct NULLS direct KBHM; All other arrivals must be cleared via direct an arrival fix (ex. DIODE) then direct KBHM.

11. KMEM. Arrivals to KMEM must be cleared via the appropriate STAR. Aircraft overflying JILIS to the VANZE STAR must join the STAR no later than TALLO. Aircraft not overflying JILIS or VUZ for the VANZE STAR must be assigned to join at the appropriate fix (TALLO/WASER). Non Advance NAV aircraft must be cleared TALLO/WASER..KMEM.

12. KHSV. Arrivals operating over and north of MDTWN must cross the ZTL/ZME boundary AOB FL230 descending to 160. Aircraft south of MDTWN must cross the ZTL/ZME boundary at 110.

13. KORD. Arrivals to KORD must be handled as follows:

(c) **KORD** Arrivals entering REBEL/SOMERSET Sectors must be routed
...GLAZR.Q118..HEVAN..BONNT...

(d) ...DOOGE.Q93.HEVAN..BONNT

14. KCMH, KOSU, KLCK. Arrivals entering the BKW/BLF must be routed via
...TASKE..BREMN STAR... and AOB FL390.

15. KCRW. Arrivals between J43 and J83 must be AOB FL310.

16. KCVG. Arrivals entering RBL/SME Sectors must be routed over the HARDU or JAKIE STAR and AOB FL360; Arrivals entering BKW/BLF Sectors must be routed over the HARDY or JAKIE STAR cleared no further than CHEDA and AOB FL340.

17. KGVL/KWDR/KJCA/TOC. Arrivals to KGVL, KWDR, KJCA, and KTOC from Area 6 must enter Area 7 as follows:

(a) On or south of JILIS, at or below FL230 descending to FL210.

(b) North of JILIS, at or below FL290 descending to FL240.

18. KHTS. Arrivals on or east of J91 must be AOB FL260 descending to FL240.

19. KLEX. Arrivals-must be AOB FL280 descending to FL240, except Arrivals that Departed KATL must cross the ZID boundary AOB FL240.

20. KLUK. Arrivals must be handled as follows:

- (d) Arrivals that Departed KCLT must be cleared
...CUBIM..CHEDA..TAYOS..HARDU..HARDU STAR...
- (e) Arrivals that Departed KATL must be cleared
...ARTUR..TAYOS..HARDU..HARDU STAR...
- (f) All other Arrivals must be cleared via the HARDU STAR

21. KMDW. Arrivals entering RBL/SME Sectors must be cleared no further than IIU and the appropriate STAR

22. KSDF & KLOU. Arrivals entering the RBL/SME Sectors-must be cleared via the MAUDD or DARBY STAR and AOB FL300; Arrivals entering BKW/BLF Sectors must be cleared via CUBIM..LAFOX.MAUDD STAR... or CUBIM..LOZ.DARBY STAR...

b. Departures.

1. HSV departures should normally be handed off to the Crossville, Hinch Mountain, or Dalas Sectors. If, however, Rocket Sector accepts a handoff on HSV departures requesting FL240 or above which will proceed over or north of JILIS, Rocket Sector must climb KHSV departures requesting FL240 or above to FL270 or correct altitude for direction of flight if lower without prior coordination with the Crossville (CSV) Sector.

c. Additional Restrictions

No additional procedures have been identified for this sector.

d. Automated Information Transfers.

1. Aircraft inbound to HSV, BNA, JWN, MBT, and MQY that will enter the Hinch Mountain Sector, must be handled as follows:

(a) The Burne Sector must clear the aircraft to FL240 and initiate a handoff to the Crossville Sector.

(b) The Crossville Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to the Hinch Mountain Sector.

(c) When the Burne Sector observes that the Hinch Mountain Sector has accepted the handoff, prior to the aircraft crossing the Burne/Crossville Sector boundary, the Burne Sector must transfer communications and any pertinent control information to the Hinch Mountain Sector.

e. Pre-Arranged Coordination

Sector 39 is authorized to control ATL departures assigned the PADGT SID within the confines of Sector 37 without individual coordination provided the following requirements are met.

1. ERAM must be fully operational.

2. The authorized sector must “quick look” the owning sector and maintain display of the owning sector’s data blocks while utilizing the airspace.

3. The authorized sector is responsible to provide radar separation, including wake turbulence separation, from all applicable traffic when utilizing this procedure.

4. The authorized sector must PVD the data block of the aircraft transitioning the airspace to the owning sector.

If any of the above requirements are not met or at the request of either sector controller or area supervisor, this procedure is cancelled and individual coordination is required.

13-2-4. MILITARY OPERATIONS

Air Refueling Routes:

AR216

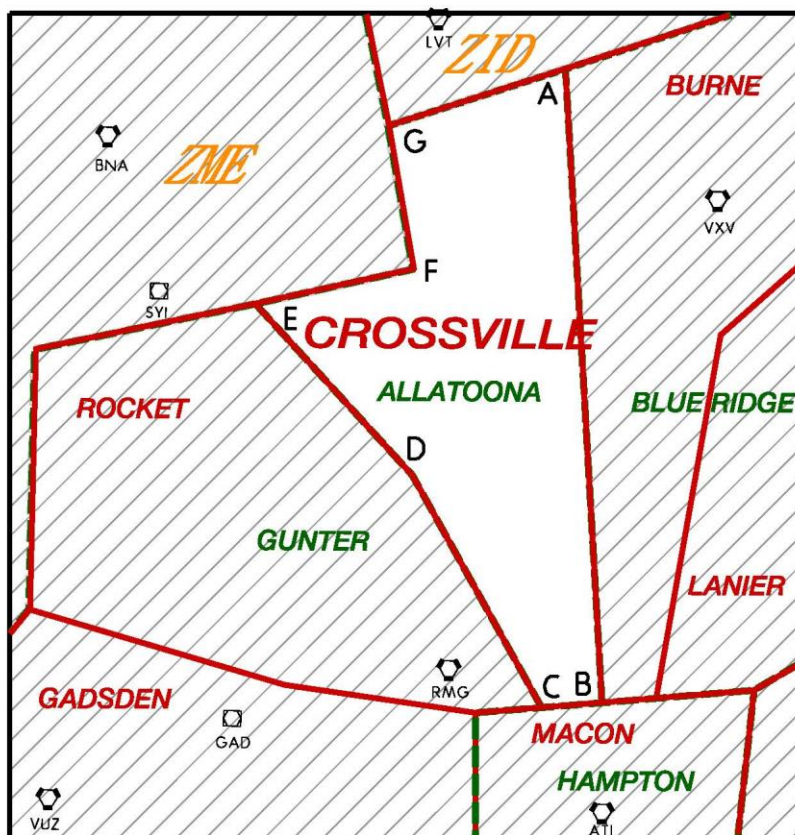
FIGURE 13-2

ATLANTA ARTC CENTER

SECTOR 37
CROSSVILLE HIGH
FL240 - FL340

Effective: February 8, 2005
Revised: June 25, 2015

A 36 23 45/84 35 00
 B 34 02 06/84 26 00
 C 34 01 06/84 42 12
 D 34 53 00/85 17 00
 E 35 31 00/86 00 00
 F 35 39 00/85 17 00
 G 36 11 00/85 24 00
 to point of beginning



Section 3. North Departure Sector 38

13-3-1. SECTOR NARRATIVE

The North Departure Sector is a low sector with altitude limits from 15,000 feet to FL230 for the airspace overlying A80-Atlanta Sector, from 11,000 feet to FL230 for the airspace overlying Chattanooga ATCT, from 13,000 feet to FL230 for the airspace overlying Knoxville ATCT, and from the surface to FL230 for the remaining airspace. North Departure controls departures out of the Atlanta Terminal area northbound, departures and arrivals into Chattanooga and Knoxville Terminal areas, and general aviation aircraft landing at airports outside the approach control airspaces.

North Departure Sector is required to continuously monitor frequencies 127.05 and 282.35.

13-3-2. ASSIGNMENT OF AIRSPACE

a. North Departure is open on Sector 38 continuously. When traffic volume dictates and during midnight configuration, Hinch Mountain sector is combined with North Departure.

The southern boundary of North Departure changes dependent on whether A80-Atlanta Sector is operating on an east or west configuration.

b. Approach Control Airspace. Adjacent/underlying approach control areas (A80, CHA, and TYS) are open continuously except for CHA Approach Control, which is closed from 2350 local until 0600 local. During periods when CHA Approach Control is closed the approach control airspace is combined onto the Rome Sector.

13-3-3. PROCEDURES

a. Arrivals.

1. Arrivals to GVL/AJR:

(a) Arrivals to GVL south of V415 from North Departure Sector must be routed via EUGNE..GVL and handed off to A80 at 7,000 feet. Athens A80 Sector will have control for turns of not more than 30 degrees and control for descent.

(b) Arrivals to GVL crossing the Commerce/North Departure boundary from north of V415 to south of T398 must cross the boundary at or below 7,000 feet.

(c) Arrivals to AJR crossing the Commerce/North Departure boundary south of T398 must cross the boundary at or below 7,000 feet.

(d) Arrivals to GVL or AJR crossing the Logen/North Departure boundary on or north of T398, at or above 13,000 feet must cross the boundary at or descending to 13,000 feet and handed off to Logen Sector. Logen Sector has control for turns to the east concurrent with communications transfer.

2. Arrivals to Calhoun (CZL) For KCZL arrivals via North Departure, North Departure must ask for the aircraft's approach request then this will be added to the 4th line of the data block. If a visual approach is requested, North Departure must send a point out to Rome. Acceptance of the point out is a release of control to issue the visual approach, which North Departure must issue. If an instrument approach is requested, North Departure will descend the arrival to the lowest altitude and concurrent with communication transfer, control will be released to Rome sector for turns and issuance of the approach.

For east bound KCZL arrivals, Rome will put requested approach in the 4th line, then point out the arrival to North Departure. Acceptance of the point out is a release of control for issuance of the approach.

3. Arrivals to WDR, AHN, or KJCA crossing the North Departure/Logen boundary south of T398 at or above 11,000 feet must cross the boundary at or below FL230, descending to 11,000 feet, and be handed off to Logen Sector.

4. Arrivals to AVL or TRI departing the Atlanta Terminal Area and requesting FL240 or higher must be assigned FL230 as a final altitude.

5. Arrivals to CHA north of ODF must enter the North Departure Sector at or below FL180.

6. Arrivals to GSP, GMU, GYH, and LQK from Area 7 must cross the Logen Boundary at or below FL210 or assigned one of the following routes:

(a) VXV..SOT..SUG..UNMAN..destination (non-advanced nav); or
VXV.DAJPL.RCTOR STAR. destination (advanced nav); or

(b) THRSR..AHN.V20.ELW.V266.PELZE..destination

7. Arrivals to AND and CEU from Area 7 must cross the Logen boundary at or below FL210 or assigned one of the following routes:

(a) VXV..PUPDG..STYLZ.T209.UNMAN..destination; or

(b) THRSR..AHN.V20.ELW.V266.PELZE..destination

8. Arrivals to BNA from Area 7 must be handled as follows:

(a) RNAV equipped Jets inbound to KBNA must be routed via SWFFT- STAR; Non-RNAV Jets must be routed direct BNA direct KBNA.

(b) Arrivals operating above FL240 on the JAGIR OR LENSE transition of the SWFFT arrival must cross LENSE at FL240.

(c) Turbojet arrivals traversing the Hinch Mountain Sector must be routed via SWFFT STAR (RNAV) or direct BNA direct KBNA (Non-RNAV) and cross the ZTL/ZME boundary at or below FL200.

(d) Turboprop arrivals must be routed direct KBNA and at or below 12,000 feet.

(e) The Shelbyville sector will have control on communication transfer for assignment of the “descend via” clearance on all aircraft that check in on a discretionary descent clearance. Aircraft not on a discretionary descent clearance from ZTL may remain at FL240 until it is necessary to descend to meet the next altitude constraint.

8. KBNA Terminal Area Arrivals (Includes 3M7, 1M5, M91, KXNX, M54, KMQY, KMBT, and KJWN) must be handled as follows:

- (a) RNAV equipped Jets must be routed via either direct LENSE or BAMMA then direct SWFFT direct destination.
- (b) Non-RNAV equipped JETS must be routed direct BNA then direct destination.
- (c) Turboprop aircraft must be routed direct destination and cross the ZME boundary at 12,000 feet.

9. KHSV. Arrivals must be handled as follows:

- (a) Arrivals operating over and north of MDTWN must cross the ZME boundary AOB FL230, descending to 160.
- (b) Arrivals operating south of MDTWN must cross the ZME boundary at 110.

10. KTYL. Arrivals operating 13,000 feet and above, west of V267 and clockwise to V16 are to cross the VXV 40 DME at 13,000 feet and no greater than 250 knots. Arrivals operating at 13,000 feet and above north of V16 and/or east of V267 must cross the VXV 35 DME at 13,000 feet and no greater than 250 knots.

11. KCHA. Arrivals must be handled as follows:

- (a) Arrivals that will overfly TYS Approach Control airspace operating at or above 13,000 feet must be cleared to the destination airport via KCHA, to cross 20 DME of KCHA at 11,000 feet.
- (b) Arrivals not overflying the TYS Approach Control airspace at or above 11,000 must be cleared to the destination airport via KCHA and must cross 25 DME of KCHA at 11,000 feet.
- (c) Arrivals operating 10,000 feet and below must be cleared to the destination airport to cross the boundary at an altitude appropriate for direction of flight (except V243 northbound at an even altitude).

12. KCHA Satellite Airports. Aircraft operating at 11,000 feet or above must be routed direct to the destination airport descending to 11,000 feet; Aircraft operating at 10,000 feet or below must be cleared to the destination airport to cross the boundary at an altitude appropriate for direction of flight (except V243 northbound at an even altitude).

13. KATL Arrivals (Between 0000 and 0500 Local). Turbojets must be cleared direct THRSR descending to 15,000 feet; High performance Turboprops must be cleared direct THRSR descending to 11,000 feet; All other aircraft must be cleared direct THRSR to cross the boundary AOB 10,000 feet at an altitude appropriate for direction of flight; All aircraft will be released for turns to A80 for up to 15 degrees after completion of handoff.

14. A80 Satellite Arrivals. must be handled as follows:

- (a) Between 0000 and 0500 Local, A80 Satellite arrivals may be cleared direct destination airport to enter A80 airspace AOB 11,000 feet at an altitude appropriate for direction of flight.
- (b) During 0500 and 0000 Local, A80 Satellite arrivals must be on the appropriate STAR or routing.

15. GVL/WDR/JCA/TOC. Arrivals to GVL, WDR, JCA, and TOC from Area 6 on or south of JILIS must enter Area 7 at or below FL230 descending to FL210.

b. Departures.

1. Non-RNAV Departures. Departures from the Atlanta Terminal Area that will enter the Logen Sector, requesting 11,000 feet through FL230, must be assigned a heading to remain clear of the Logen Sector airspace and handed off to the Logen Sector. After Logen Sector accepts the handoff, North Departure must clear the aircraft direct HRS and transfer communications. The Logen Sector has control for additional turns to the east. If the Logen Sector has not accepted the handoff prior to the aircraft crossing T398 verbal coordination by the transferring controller is required.

2. RNAV Departures. ATL RNAV departures that will next enter the Logen Sector requesting 11,000 feet through FL230 must be routed via the SMKEY SID to HUCHH Waypoint and then via flight plan route. The Logen Sector has control for turns to the east.

c. Additional Restrictions.

No additional procedures have been identified for this sector.

d. Automated Information Transfer.

1. Arrivals to Huntsville (HSV), that will enter the DALAS Sector north of MDTWN, must be handled as follows:

(a) The North Departure/Hinch Mountain Sector must clear the aircraft to cross the ZTL/ZME boundary AOB FL230, descending to 16,000 and initiate a handoff to the Dalas Sector.

(b) The Dalas Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to the appropriate Memphis ARTCC sector.

(c) When North Departure/Hinch Mountain Sector observes that the appropriate Memphis ARTCC Sector has accepted the handoff, North Departure/Hinch Mountain Sector must transfer communications and any pertinent control information to the appropriate Memphis ARTCC sector.

13-3-4. MILITARY OPERATIONS

No military procedures have been identified for this sector.

FIGURE 13-3

ATLANTA ARTC CENTER

SECTOR 38

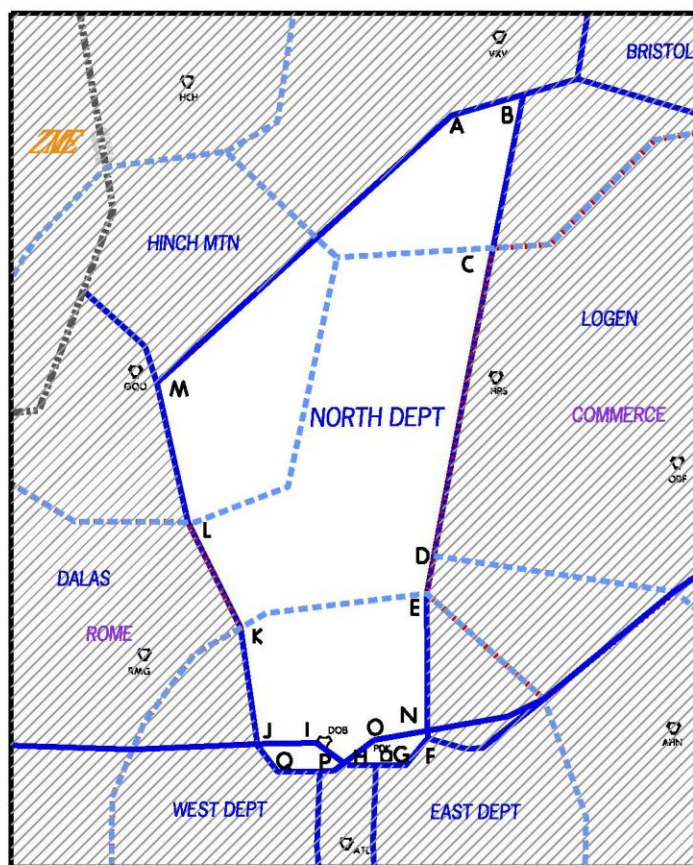
NORTH DEPARTURE LOW

SURFACE - FL230

Effective December 10, 2015

A 35 41 00/84 03 45	J 33 54 20/84 44 00
B 35 44 29/83 48 45	K 34 14 20/84 47 30
C 35 18 28/83 55 24	L 34 32 10/84 58 20
D 34 26 18/84 08 00	M 34 55 45/85 04 48
E 34 20 00/84 09 30	N 33 56 43/84 09 30
F 33 55 30/84 09 30	O 33 55 11/84 20 30
G 33 51 00/84 14 00	P 33 50 00/84 28 36
H 33 51 00/84 25 49	Q 33 50 00/84 40 00
I 33 54 44/84 32 00	to point of beginning

EAST OP: A,B,C,D,E,F,G,H,I,J,K,L,M, to A
 WEST OP: A,B,C,D,E,N,O,P,Q,J,K,L,M, to A



Section 4. Burne Sector 39

13-4-1. SECTOR NARRATIVE

The Burne Sector is a high sector with altitude limits from FL240 to FL340. Burne controls Atlanta Terminal area departures climbing into the enroute stream. Traffic complexity is increased because of crossing enroute traffic and departures climbing off Charlotte, Knoxville, Chattanooga, and Ashville Terminal areas. Additional traffic complexities include arrival aircraft to Charlotte and Atlanta Terminal areas which must be descended thru the enroute and climbing traffic.

13-4-2. ASSIGNMENT OF AIRSPACE

Burne is open on Sector 39 from approximately 0730 - 2300. When traffic volume at Crossville and Burne sectors has reduced, Blue Ridge sector is combined with Burne. During the midnight configuration, Burne is combined with Blue Ridge, Crossville, and Allatoona sectors at Sector 37.

13-4-3. PROCEDURES

a. Arrivals.

1. CLT and CLT Satellite Airports arrivals from the Burne Sector arrivals are released to Salem east of VXX for speed control and turns.

- i. CLT North Operation: Cross the Salem/Burne boundary at or below FL330
- ii. CLT South Operation: Cross the Salem/Burne boundary at or below FL290, or lowest available altitude FL330 and below

2. Arrivals to HSV or to the Nashville Terminal Area (BNA, MQY, JWN and MBT) must cross the Lanier/Burne boundary at or below FL300.

3. Arrivals to the Nashville Terminal Area (BNA, MQY, JWN, MBT) from the Salem Sector must enter the Burne Sector at or below FL300, traffic permitting.

4. Aircraft inbound to CHA, operating on or north of a line from PSK to KCHA, be must descended to FL350 and handed off to the SALEM Sector in sufficient time for the aircraft to cross the SALEM/BURNE boundary at or below FL300.

5. Arrivals to GSP, GMU, GYH, and LQK from Area 7 must cross the Logen boundary at or below FL210 or assigned one of the following routes:

(a) VXV..SOT..SUG..UNMAN..destination (non-advanced nav); or
VXV.UNMAN1.destination (advanced nav); or

(b) THRSR..AHN.V20.ELW.V266.PELZE..destination

6. Arrivals to AND and CEU from Area 7 must cross the Logen boundary at or below FL210 or assigned one of the following routes:

(a) VXV..PUPDG..STYLZ.T209.UNMAN..destination; or

(b) THRSR..AHN.V20.ELW.V266.PELZE..destination

7. **KBNA.** Arrivals to BNA from Area 7 must be handled as follows:

(a) RNAV equipped Jets inbound to KBNA must be routed via SWFFT- STAR; Non-RNAV Jets must be routed direct BNA direct KBNA.

(b) Arrivals operating above FL240 on the JAGIR OR LENSE transition of the SWFFT arrival must cross LENSE at FL240.

(c) Turbojet arrivals traversing the Hinch Mountain Sector must be routed via SWFFT STAR (RNAV) or direct BNA direct KBNA (Non-RNAV) and cross the ZTL/ZME boundary AOB FL200.

(d) The Shelbyville sector will have control on communication transfer for assignment of the “descend via” clearance on all aircraft that check in on a discretionary descent clearance. Aircraft not on a discretionary descent clearance from ZTL may remain at FL240 until it is necessary to descend to meet the next altitude constraint.

8. KBNA Terminal Area Arrivals (Includes 3M7, 1M5, M91, KXNX, M54, KMQY, KMBT, and KJWN) must be handled as follows:

(g) RNAV equipped Jets must be routed via either direct LENSE or BAMMA then direct SWFFT direct destination

(h) Non-RNAV equipped JETS must be routed direct BNA then direct destination

(i) Turboprop aircraft must be routed direct destination

9. KBHM. Arrivals traversing the ZTL Rocket (06) Sector to ZME Hamilton Sector must be cleared over RQZ then direct NULLS direct KBHM; All other arrivals must be cleared via direct an arrival fix (ex. DIODE) then direct KBHM.

10. KMEM. Arrivals to KMEM must be cleared via the appropriate STAR. Aircraft overflying JILIS to the VANZE-STAR must join the STAR no later than TALLO. Aircraft not overflying JILIS or VUZ for the VANZE STAR must be assigned to join at the appropriate fix (TALLO/WASER). Non Advance NAV aircraft must be cleared TALLO/WASER..KMEM.

11. KHSV. Arrivals operating over and north of MDTWN must cross the ZTL/ZME boundary AOB FL230 descending to 160. Aircraft south of MDTWN must cross the ZTL/ZME boundary at 110.

12. KORD. Arrivals to KORD must be handled as follows:

- (e) **KORD** Arrivals entering REBEL/SOMERSET Sectors must be routed
...GLAZR.Q118..HEVAN..BONNT...
- (f) ...DOOGE.Q93.HEVAN.. BONNT...

13. KCMH, KOSU, KLCK. Arrivals entering the BKW/BLF must be routed via
...TASKE..BREMN STAR... and AOB FL390.

14. KCRW. Arrivals between J43 and J83 must be AOB FL310.

15. KCVG. Arrivals entering RBL/SME Sectors must be routed over the HARDU or JAKIE STAR and AOB FL360; Arrivals entering BKW/BLF Sectors must be routed over the HARDY or JAKIE STAR cleared no further than CHEDA and AOB FL340.

16. KHTS. Arrivals on or east of J91 must be AOB FL260 descending to FL240.

17. KLEX. Arrivals must be AOB FL280 descending to FL240, except Arrivals that Departed KATL must cross the ZID boundary AOB FL240.

18. KLUK. Arrivals must be handled as follows:

- (g) Arrivals that Departed KCLT must be cleared
...CUBIM..CHEDA..TAYOS..HARDU..HARDU STAR...
- (h) Arrivals that Departed KATL must be cleared
...ARTUR..TAYOS..HARDU..HARDU STAR...
- (i) All other Arrivals must be cleared via the HARDU STAR

19. KMDW. Arrivals entering RBL/SME Sectors must be cleared no further than IIU and the appropriate STAR

20. KSDF & KLOU. Arrivals entering the RBL/SME Sectors must be cleared via the MAUDD or DARBY STAR and AOB FL300; Arrivals entering BKW/BLF Sectors must be cleared via CUBIM..LAFOX.MAUDD STAR... or CUBIM..LOZ.DARBY STAR...

b. Departures.

No departure procedures have been identified for this sector.

c. Additional Restrictions.

1. Aircraft entering the Macon Sector from Burne must be assigned eastbound altitudes.
2. Aircraft entering the Burne Sector from Macon must be assigned westbound altitudes.
3. The “Athens West Area” is a portion of airspace delegated to SPA HI Sector from MCN HI Sector. The airspace is only released to SPA HI when Atlanta Hartsfield is on a west operation to allow for the continued climb of departing aircraft. The vertical limits of the “Athens West Area” are from FL240 -FL290. The lateral limits are depicted on the HIGHW maps by a dashed line from the southwestern corner of the Lanier Hi Sector to the northwestern corner of the DBN HI sector.

d. Automated Information Transfers.

1. Atlanta Satellite arrivals entering the Lanier Sector from the Burne Sector must be handled as follows:

(a) Traffic permitting, the Burne Sector must clear the aircraft to FL240, without pilot’s discretion descent, and initiate a handoff to the Lanier Sector.

(b) The Lanier Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to the Logen Sector.

(c) When the Burne Sector observes that the Logen Sector has accepted the handoff, the Burne Sector must transfer communications and any pertinent control information to the Logen Sector.

2. Aircraft inbound to HSV, BNA, JWN, MBT, and MQY that will enter the Hinch Mountain Sector, must be handled as follows:

(a) The Burne Sector must clear the aircraft to FL240 and initiate a handoff to the Crossville Sector.

(b) The Crossville Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to the Hinch Mountain Sector.

(c) When the Burne Sector observes that the Hinch Mountain Sector has accepted the handoff, prior to the aircraft crossing the Burne/Crossville Sector boundary, the Burne Sector must transfer communications and any pertinent control information to the Hinch Mountain Sector.

3. Aircraft in the high stratum that are inbound to AVL, GSP, GYH, GMU, or SPA, that will traverse Area 1 airspace must be handled as follows:

(a) Aircraft must be descended by the Burne Sector to FL240, without pilot's discretion, and handed off to the Salem Sector.

(b) The Salem Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to the Bristol Sector.

(c) After observation by the Burne Sector that the Bristol Sector has accepted the handoff, the Burne Sector must transfer communications and pertinent control information to the Bristol Sector.

4. Aircraft inbound to Charlotte (CLT) at or above FL350 must be handled as follows:

(a) The Allatoona Sector, traffic permitting must clear the aircraft to FL350 and initiate a handoff to the Blue Ridge Sector.

(b) The Blue Ridge Sector, traffic permitting must accept the handoff and immediately initiate a handoff to the Burne Sector.

(c) When Allatoona Sector observes that Burne has accepted the handoff, the Allatoona

Sector must transfer communications to the Burne Sector.

5. Turboprop arrivals inbound to CLT and CLT satellites that are transitioning to Area 1 from Area 7 in the high stratum must be handled as follows:

(a) Aircraft must be descended by the Burne Sector so as to cross the Burne/Salem boundary at FL240.

(b) The Salem sector, traffic permitting must accept the handoff and immediately initiate a handoff to the Bristol sector.

(c) After observation by the Burne sector that Bristol sector has accepted the handoff, the Burne sector must transfer communications and pertinent control information to the Bristol sector

6. Aircraft inbound to Asheville, North Carolina (AVL) from the BURNE Sector, must be handled as follows:

(a) The Burne Sector must clear the aircraft to FL240, without pilot's discretion descent, and initiate a handoff to the Lanier Sector.

(b) The Lanier Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to the Logen Sector.

(c) When the Burne Sector observes that the Logen Sector has accepted the handoff, the Burne Sector must transfer communications and any pertinent control information to the Logen Sector.

7. CLT departures requesting AOA FL350 must be handled as follows:

(a) LANIER Sector climbs aircraft to FL340 and flashes handoff to BURNE Sector.

(b) BURNE Sector immediately flashes handoff to the BUU Sector.

(c) Once BUU Sector takes the handoff, LANIER sector transfers communications to the BUU Sector

e. Pre-Arranged Coordination

Sector 39 is authorized to control ATL departures assigned the PADGT SID within the confines of Sector 37 without individual coordination provided the following requirements are met.

1. ERAM must be fully operational.
2. The authorized sector must “quick look” the owning sector and maintain display of the owning sector’s data blocks while utilizing the airspace.
3. The authorized sector is responsible to provide radar separation, including wake turbulence separation, from all applicable traffic when utilizing this procedure.
4. The authorized sector must PVD the data block of the aircraft transitioning the airspace to the owning sector.

If any of the above requirements are not met or at the request of either sector controller or area supervisor, this procedure is cancelled and individual coordination is required.

13-4-4. MILITARY OPERATIONS

Air Refueling Routes:

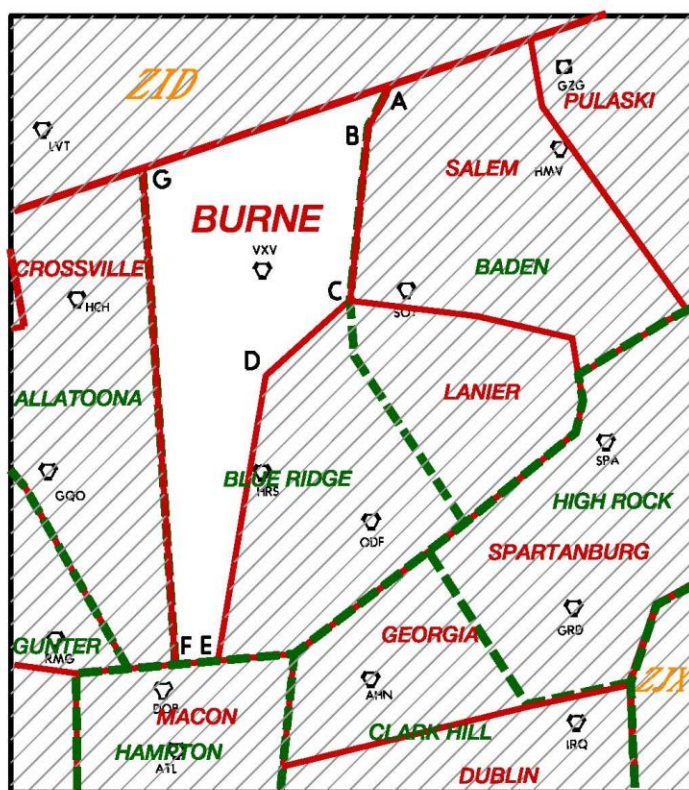
AR216

ATLANTA ARTC CENTER

SECTOR 39
BURNE HIGH
FL240 - FL340

Effective: October 15, 2015
 Revised: May 26, 2016

A 36 45 53/83 06 43
 B 36 34 18/83 14 58
 C 35 45 00/83 23 00
 D 35 24 00/83 53 00
 E 34 03 00/84 11 30
 F 34 02 06/84 26 00
 G 36 23 45/84 35 00
 to point of beginning



Section 5. Blue Ridge Sector 40

13-5-1. SECTOR NARRATIVE

The Blue Ridge Sector is an ultra-high sector with altitude limits from FL350 and above.

Blue Ridge controls enroute traffic, departures off Atlanta, Nashville, and Charlotte Terminal areas entering the ultra-high stream and arrivals into Atlanta and Charlotte Terminal areas.

13-5-2. ASSIGNMENT OF AIRSPACE

Blue Ridge is open on Sector 40 from approximately 0800 to 2100 local. When traffic volume dictates Allatoona sector is combined with Blue Ridge. When traffic volume at both Crossville and Burne sectors is reduced, Allatoona is combined to Crossville and Blue Ridge is combined at Sector 39. During the midnight configuration, Blue Ridge, Burne, Allatoona and Crossville sectors are combined at Sector 37.

13-5-3. PROCEDURES

a. Arrivals.

- 1. ATL Satellite.** Atlanta satellite airport arrivals must cross the Burne/Lanier Sector boundary AOB FL340; descending to the lowest practical altitude. Verbal approval is not required for aircraft descending to an altitude which is wrong for the direction of flight.

ATL Terminal Area Arrivals (Includes KATL, RYY, PDK, FTY, MGE, VPC, FFC, LZU, CTJ, 6A2, 4A7, PUJ, 9A1, and CCO), that will be on or north of J52 must cross the center boundary AOB FL330.

- 2. KBNA.** Arrivals to BNA from Area 7 must be handled as follows:

(a) RNAV equipped Jets inbound to KBNA must be routed via SWFFT- STAR; Non-RNAV Jets must be routed direct BNA direct KBNA.

(b) Arrivals operating above FL240 on the JAGIR OR LENSE transition of the SWFFT arrival must cross LENSE at FL240.

(c) Turbojet arrivals traversing the Hinch Mountain Sector must be routed via SWFFT STAR (RNAV) or direct BNA direct KBNA (Non-RNAV) and cross the ZTL/ZME boundary AOB FL200.

3. KBNA Terminal Area Arrivals (Includes 3M7, 1M5, M91, KXNX, M54, KMQY, KMBT, and KJWN) must be handled as follows:

(j) RNAV equipped Jets must be routed via either direct LENSE or BAMMA then direct SWFFT direct destination.

(k) Non-RNAV equipped JETS must be routed direct BNA then direct destination.

(l) Turboprop aircraft must be routed direct destination.

4. GSP/GMU/GYH/LQK. Arrivals to GSP, GMU, GYH, and LQK from Area 7 must cross the Logen boundary AOB FL210 or assigned one of the following routes:

(a) VXV..SOT..SUG..UNMAN..destination (non-advanced nav); or
VXV.DAJPL.RCTOR STAR. destination (advanced nav); or

(b) THRSR..AHN.V20.ELW.V266.PELZE..destination

5. AND/CEU. Arrivals to AND and CEU from Area 7 must cross the Logen boundary AOB FL210 or assigned one of the following routes:

(a) VXV..PUPDG..STYLZ.T209.UNMAN..destination; or

(b) THRSR..AHN.V20.ELW.V266.PELZE..destination

6. GSO/INT.

(a) Arrivals to GSO and INT, south of a line GSO to KCHA and overfly SPA, must be descended to cross 85 miles west of SPA at FL350 and handed off to Lanier Sector.

(b) Arrivals to GSO and INT, north of a line GSO to KCHA must be handed off to BADEN at or descending to FL350.

7. KBHM. Arrivals traversing the ZTL Rocket (06) Sector to ZME Hamilton Sector must be cleared over RQZ then direct NULLS direct KBHM; All other arrivals must be cleared via direct an arrival fix (ex. DIODE) then direct KBHM.

8. KMEM. Arrivals to KMEM must be cleared via the appropriate STAR. Aircraft overflying JILIS to the VANZE STAR must join the STAR no later than TALLO. Aircraft not overflying JILIS or VUZ for the VANZE STAR must be assigned to join at the appropriate fix (TALLO/WASER). Non Advance NAV aircraft must be cleared TALLO/WASER..KMEM.

9. KHSV. Arrivals operating over and north of MDTWN must cross the ZTL/ZME boundary AOB FL230 descending to 160. Aircraft south of MDTWN must cross the ZTL/ZME boundary at 110.

10. KORD. Arrivals to KORD must be handled as follows:

(g) **KORD** Arrivals entering REBEL/SOMERSET Sectors must be routed

...GLAZR.Q118.. HEVAN..BONNT...

(h) ...DOOGE.Q93.HEVAN.. BONNT...

11. KCMH, KOSU, KLCK. Arrivals entering the BKW/BLF must be routed via ...TASKE..BREMN STAR... and AOB FL390.

12. KCRW. Arrivals between J43 and J83 must be AOB FL310.

13. KCVG. Arrivals entering RBL/SME Sectors must be routed over the HARDU or JAKIE STAR and AOB FL360; Arrivals entering BKW/BLF Sectors must be routed over the HARDY or JAKIE STAR cleared no further than CHEDA and AOB FL340.

14. KHTS. Arrivals on or east of J91 must be AOB FL260 descending to FL240.

15. KLEX. Arrivals must be AOB FL280 descending to FL240, except Arrivals that Departed KATL must cross the ZID boundary AOB FL240.

16. KLUK. Arrivals must be handled as follows:

- (j) Arrivals that Departed KCLT must be cleared
...CUBIM..CHEDA..TAYOS..HARDU..HARDU STAR...
- (k) Arrivals that Departed KATL must be cleared
...ARTUR..TAYOS..HARDU..HARDU STAR...
- (l) All other Arrivals must be cleared via the HARDU STAR

17. KMDW. Arrivals entering RBL/SME Sectors must be cleared no further than IIU and the appropriate STAR.

18. KSDF & KLOU. Arrivals entering the RBL/SME Sectors must be cleared via the MAUDD or DARBY STAR and AOB FL300; Arrivals entering BKW/BLF Sectors must be cleared via CUBIM..LAFOX.MAUDD STAR... or CUBIM..LOZ.DARBY STAR...

19. CHS/JZI/SAV/SVN/HXD. Arrivals to CHS, JZI, SAV, SVN, and HXD must be descended to cross the Clark Hill/Blue Ridge common boundary at FL350.

b. Departures.

No departure procedures have been identified for this sector.

c. Additional Restrictions.

From and to Clark Hill/Hampton. Approval is not required for aircraft at the wrong altitude for direction of flight.

d. Automated Information Transfers.

1. Aircraft inbound to Charlotte (CLT) at or above FL350 must be handled as follows:

(a) The Allatoona Sector, traffic permitting must clear the aircraft to FL350 and initiate a handoff to the Blue Ridge Sector.

(b) The Blue Ridge Sector, traffic permitting must accept the handoff and immediately initiate a handoff to the Burne Sector.

(c) When Allatoona Sector observes that Burne has accepted the handoff, the Allatoona Sector must transfer communications to the Burne Sector.

2. GSO Arrivals AOA FL350 must be handled as follows;

(a) Traffic permitting, BUU Sector must descend aircraft to FL350 and initiate a handoff to the BADEN Sector,

(b) Traffic permitting, BADEN Sector must accept the handoff and immediately initiate a handoff to SALEM Sector,

(c) When BUU observes SALEM has accepted the handoff, the BUU Sector must transfer communications to the SALEM Sector.

3. Aircraft inbound to Birmingham (BHM) from over or north of JILIS, at or above FL350, must be handled as follows.

(a) The Blue Ridge/Allatoona Sector must clear the aircraft to FL350 and initiate a handoff to the Gunter Sector.

(b) The Gunter Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to the Rocket Sector.

(c) When the Blue Ridge/Allatoona Sector observes that the Rocket Sector has accepted the handoff, the Allatoona Sector must transfer communications and any pertinent control information to the Rocket Sector.

13-5-4. MILITARY OPERATIONS

No additional procedures have been identified for this sector.

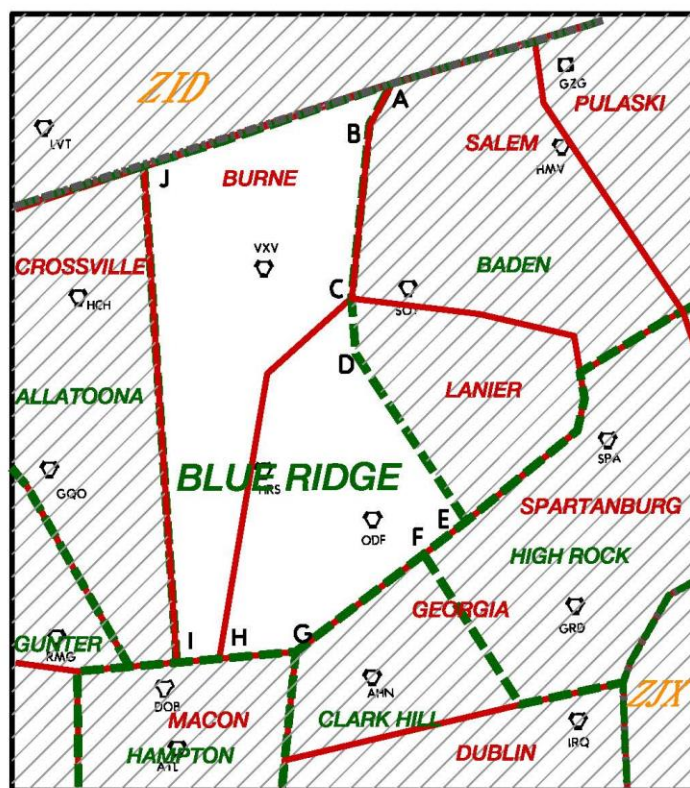
FIGURE 13-5

ATLANTA ARTC CENTER**SECTOR 40****BLUE RIDGE ULTRA HIGH****FL350 AND ABOVE**

Effective: October 15, 2015
 Revised: May 26, 2016

A	36	45	53/83	06	43
B	36	34	18/83	14	58
C	35	45	00/83	23	00
D	35	29	00/83	22	00
E	34	40	58/82	45	57
F	34	32	50/82	59	23
G	34	04	35/83	45	15
H	34	03	00/84	11	30
I	34	02	06/84	26	00
J	36	23	45/84	35	00

to point of beginning



Section 6. Hinch Mountain Sector 41

13-6-1. SECTOR NARRATIVE

The Hinch Mountain Sector is a low sector with altitude limits from 11,000 feet to FL230 for the airspace overlying Chattanooga ATCT, 13,000 to FL230 for the airspace overlying Knoxville ATCT, and the surface to FL230 for the remaining airspace. Hinch Mountain controls arrivals into Nashville Terminal area, departures off Atlanta Terminal area airports climbing northwest bound, and arrivals and departures off Chattanooga and Knoxville airports.

Hinch Mountain Sector is required to continuously monitor frequencies 132.675/279.5 and 127.55/269.5.

13-6-2. ASSIGNMENT OF AIRSPACE

a. Hinch Mountain is open on Sector 41 from approximately 0900 to 1700 local. When traffic volume dictates and during the midnight configuration, Hinch Mountain is combined on North Departure sector at Sector 38.

b. Approach Control Airspace. Knoxville (TYS) and Chattanooga (CHA) Approach controls partially underlie Hinch Mountain. TYS is open continuously. CHA is closed from 2350 local to 0600 local. During periods when CHA Approach Control is closed, the approach control airspace is combined onto Dalas Sector.

13-6-3. PROCEDURES

a. Arrivals.

1. Arrivals to GSP, GMU, GYH, and LQK from Area 7 must cross the Logen boundary at or below FL210 or assigned one of the following routes:

(a) V XV..SOT..SUG..UNMAN..destination (non-advanced nav); or
V XV.UNMAN1.destination (advanced nav); or

(b) THRSR..AHN.V20.ELW.V266.PELZE..destination

2. Arrivals to AND and CEU from Area 7 must cross the Logen boundary at or below FL210 or assigned one of the following routes:

(a) VXV..PUPDG..STYLZ.T209.UNMAN..destination; or

(b) THRSR..AHN.V20.ELW.V266.PELZE..destination

3. KBNA. Arrivals to BNA from Area 7 must be handled as follows:

(a) RNAV equipped Jets inbound to KBNA must be routed via SWFFT- STAR; Non-RNAV Jets must be routed direct BNA direct KBNA.

(b) Arrivals operating above FL240 on the JAGIR OR LENSE transition of the SWFFT arrival must cross LENSE at FL240.

(c) Turbojet arrivals traversing the Hinch Mountain Sector must be routed via SWFFT STAR (RNAV) or direct BNA direct KBNA (Non-RNAV) and cross the ZTL/ZME boundary AOB FL200.

(d) Turboprop arrivals must be routed direct KBNA and AOB 12,000 feet.

(e) The Shelbyville sector will have control on communication transfer for assignment of the “descend via” clearance on all aircraft that check in on a discretionary descent clearance. Aircraft not on a discretionary descent clearance from ZTL may remain at FL240 until it is necessary to descend to meet the next altitude constraint.

4. KBNA Terminal Area Arrivals (Includes 3M7, 1M5, M91, KXNX, M54, KMQY, KMBT, and KJWN) must be handled as follows:

(a) RNAV equipped Jets must be routed via either direct LENSE or BAMMA then direct SWFFT direct destination.

(b) Non-RNAV equipped JETS must be routed direct BNA then direct destination.

(c) Turboprop aircraft must be routed direct destination and cross the ZME boundary at 12,000 feet.

5. KHSV. Arrivals must be handled as follows:

(a) Arrivals operating over and north of MDTWN must cross the ZME boundary AOB FL230, descending to 160.

(b) Arrivals operating south of MDTWN must cross the ZME boundary at 110.

6. KTYS. Arrivals operating 13,000 feet and above, west of V267 and clockwise to V16 are to cross the VXV 40 DME at 13,000 feet and no greater than 250 knots. Arrivals operating at 13,000 feet and above north of V16 and/or east of V267 must cross the VXV 35 DME at 13,000 feet and no greater than 250 knots.

7. KCHA. Arrivals must be handled as follows:

(a) Arrivals that will overfly TYS Approach Control airspace operating at or above 13,000 feet must be cleared to the destination airport via direct KCHA, to cross 20 DME of GQO at 11,000 feet.

(b) Arrivals not overflying the TYS Approach Control airspace at or above 11,000 must be cleared to the destination airport via direct KCHA and must cross 25 DME of KCHA at 11,000 feet.

(c) Arrivals operating 10,000 feet and below must be cleared to the destination airport to cross the boundary at an altitude appropriate for direction of flight (except V243 northbound at an even altitude).

8. KCHA Satellite Airports. Aircraft operating at 11,000 feet or above must be routed direct to the destination airport descending to 11,000 feet; Aircraft operating at 10,000 feet or

below must be cleared to the destination airport to cross the boundary at an altitude appropriate for direction of flight (except V243 northbound at an even altitude).

b. Departures.

No departure procedures have been identified for this sector.

c. Additional Restrictions.

No additional procedures have been identified for this sector.

d. Automated Information Transfers.

1. Arrivals to Huntsville (HSV), Nashville (BNA), John C. Tune (JWN), Murfreesboro (MBT), and Smyrna (MQY), that will enter the Hinch Mountain Sector, must be handled as follows:

(a) The Burne Sector must clear the aircraft to FL240 and initiate a handoff to the Crossville Sector.

(b) The Crossville Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to the Hinch Mountain Sector.

(c) When the Burne Sector observes that the Hinch Mountain Sector has accepted the handoff, prior to the aircraft crossing the Burne/Crossville Sector boundary, the Burne Sector must transfer communications and any pertinent control information to the Hinch Mountain Sector.

2. Arrivals to Huntsville (HSV) that will overfly CHA Approach and enter the DALAS Sector must be handled as follows:

(a) The North Departure/Hinch Mountain Sector must clear the aircraft to cross the ZTL/ZME boundary AOB FL230, descending to 16,000 and initiate a handoff to the Dalas Sector.

(b) The Dalas Sector, traffic permitting, must accept the handoff and immediately initiate a handoff to the appropriate Memphis ARTCC sector.

(c) When North Departure/Hinch Mountain Sector observes that the appropriate Memphis ARTCC Sector has accepted the handoff, North Departure/Hinch Mountain Sector must transfer communications and any pertinent control information to the appropriate Memphis ARTCC sector.

13-6-4 MILITARY OPERATIONS

IR Routes:

IR 002

Coordination procedures for **IR-002**: Prior to clearing an aircraft into IR-002, the Hinch Mountain Sector effect verbal coordination with ZID/London Sector, Knoxville (TYS) ATC Tower, the Commerce Sector, Asheville (AVL) ATC Tower, and Tri-City (TRI) ATC Tower. As a minimum, this coordination include the exit fix estimate, requested altitude after exit and other information as may be deemed applicable. Hinch Mountain Sector advise when the aircraft is clear of Indianapolis Center.

Aerial Refueling Routes:

AR 633/Ridge ATCAA

Prior to clearing an aircraft into AR-633 A or B, the Hinch Mountain Sector **must** effect verbal coordination with **BRISTOL** Sector, and **ZID/London** Sector. Hinch Mountain **MUST** make appropriate EDST entries to show activation.

FIGURE 13-6

ATLANTA ARTC CENTER

SECTOR 4I

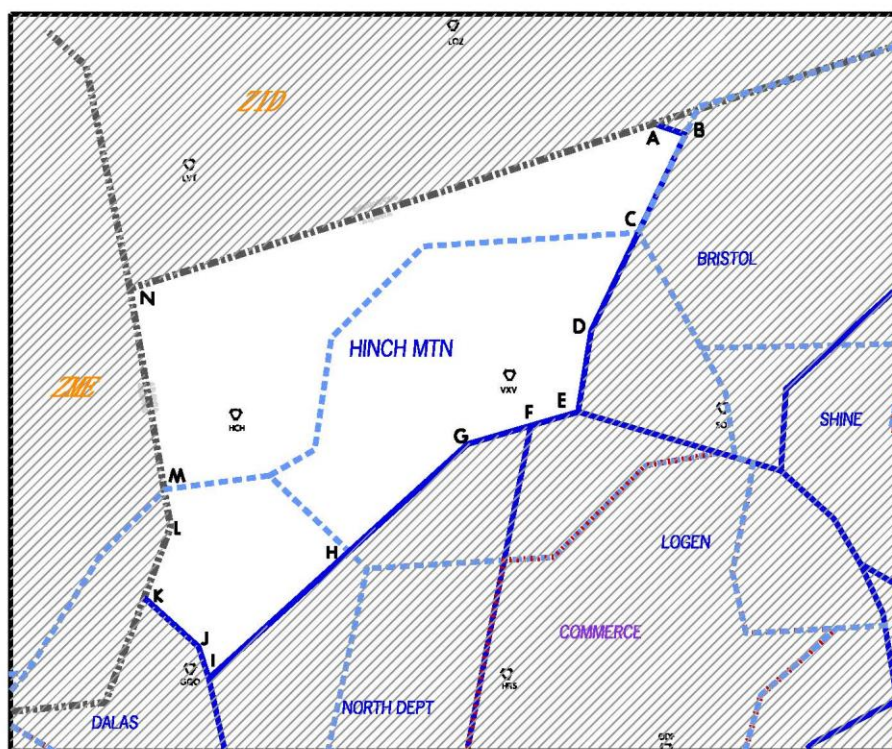
HINCH MOUNTAIN LOW

SURFACE - FL230

Effective: June 25, 2015

A	36	42	40/83	19	10	H	35	20	10/84	31	40
B	36	40	20/83	11	00	I	34	55	45/85	04	48
C	36	21	30/83	22	30	J	35	01	54/85	07	16
D	36	03	45/83	33	38	K	35	11	18/85	20	04
E	35	47	00/83	37	30	L	35	25	00/85	14	00
F	35	44	29/83	48	45	M	35	32	15/85	15	30
G	35	41	00/84	03	45	N	36	11	00/85	24	00

to point of beginning



CHAPTER 14. TRAFFIC MANAGEMENT UNIT

Section 1. Supervisory Traffic Management Coordinator (STMC)

14-1-1. POSITION NARRATIVE

The Supervisory Traffic Management Coordinator (STMC) position is responsible for the daily operation of the Traffic Management Unit. The STMC position must be staffed by either a Traffic Management Supervisor or a Traffic Management Controller-In-Charge (TMCIC). Regardless of who is staffing the position, in this directive, STMC will be utilized to identify the position. When the STMC position is not staffed, it is combined at the WD.

STMC is responsible for monitoring traffic flows and weather movements, determining impacting elements, and developing action plans necessary to maintain air traffic system integrity. STMC is responsible for the Traffic Management Unit and its personnel.

14-1-2. POSITION ASSIGNMENT

The STMC position is operational daily from approximately 0515-2230 local. During the midnight configuration, STMC is combined with the WD position.

14-1-3. PROCEDURES

Responsibilities of the STMC include:

Communicate frequently with ATL ATCT, A80, CLT, and the CWSU to confirm runway configuration, type approaches in use, Airport Acceptance Rate (AAR), weather problems, airport gridlock, or any other factors affecting the operation.

Between the hours of 0715L and 2115L on every odd-hour, participate in a TELCON concerning NAS Operations. TELCON access number is 540-359-3300. TELCON code is 96374#.

Inform WD of Traffic Management Initiatives being utilized including any unusual situations which require additional action. Be especially aware of those situations which may require Domestic Events Network notification.

Provide technical insight to the WD pertaining to TFMS or Time Based Flow Management (TBFM) computer equipment outages or problems.

After coordination with the WD, modify parameter PFDI, as necessary, to preserve flight plan proposal strips.

Oversee all TMU equipment, report outages a necessary.

Develop and manage personnel - STMC provides direction and acts as focal point for operational and performance issues.

Section 2. En Route Coordinator (TMEC)

14-2-1. POSITION NARRATIVE

The En Route Coordinator Position is designed to regulate the overhead stream through the National Airspace System. It is the responsibility of the En Route Coordinator to monitor and ensure Severe Weather Avoidance Programs (SWAP), Miles In Trail applications, Severe Weather Playbook Routes, etc., as necessary to maintain traffic flows through the NAS. The position may be split into two positions (TMEC1 and TMEC2) as necessary to accommodate increased volume and workload. For the purpose of this order, this position will be identified as TMEC whether it is staffed by one individual or two.

14-2-2. POSITION ASSIGNMENT

The TMEC position is staffed daily from approximately 0600-2300 local. During periods of reduced volume En Route Coordinator may be combined with other operational positions at the discretion of the STMC.

14-2-3. PROCEDURES

Responsibilities of the TMEC include:

Evaluate TMI's to ensure they are appropriate and efficient for ZTL. Ensure these initiatives are being implemented by control room personnel as appropriate. Coordinate and amend these initiatives through the ATCSCC as the traffic situation dictates.

Verbally advise STMC of real-time delay information, Tarmac Delay taxi/deplacement requests and when that aircraft actually exceeds the "Three/Four Hour Tarmac Rule". Make all required NTML entries.

Coordinate enroute mile-in-trail restriction.

Section 3. Atlanta Arrival Coordinator (TMAC1)

14-3-1. POSITON NARRATIVE

The Atlanta Arrival Coordinator Position (TMAC1) maximizes system capacity for Atlanta terminal arrivals through close coordination with ATCSCC, the ZTL STMC and the Atlanta

TRACON Traffic Management Coordinator (A80 TMC). TMAC1 is responsible for optimum arrival flow into the Atlanta terminal area resulting in maximum landing capacity. TFMS, Time-Based Flow Management (TBFM) and Airspace Resources Management Tool (ARMT) equipment are associated with the position.

14-3-2. POSITION ASSIGNMENT

TMAC1 is open from approximately 0545 - 2200 local. When it is necessary to combine TMAC1 on another position, it is normally combined on the STMC position. The STMC will determine the combined configuration based on operational need.

14-3-3. PROCEDURES

Responsibilities of the TMAC1 include:

Cooperate and coordinate with A80 TMC, ZTL STMC, ZTL OSIC's, and other involved facilities to ensure an optimum arrival flow is provided into the Atlanta (ATL) terminal area, maximizing landing capacity.

Utilize TMI's to include Ground Delay Programs (GDP), Ground Stops (GS), Airborne holding, Airspace Flow Program (AFP), Miles-In-Trail (MIT), and Time Based Flow Management (TBFM) to manage the ATL arrival flow. Consider current and forecast weather during all inter and intra-facility actions and initiatives.

Monitor the ATL airport acceptance rate (AAR) to ensure it is consistent with weather reports.

Coordinate alternative arrival routes for fix balancing. When it is necessary, reroute/fix balance aircraft departing BHM, CHA, TYS, AVL, GSP, CLT, and GSO.

Change the TBFM runway configuration as necessary after communications with A80 TMC, and notification of affected first tier facilities, affected ZTL TMU Positions, and if necessary (ex. full metering in the Areas) affected ZTL Areas.

Advise all concerned entities of any unusual arrival procedures; these include but are not limited to, emergency aircraft, weather phenomenon affecting arrival gates/departure gates, triple departure implementation, equipment abnormalities, runway/airspace abnormalities, military/VIP movement, etc.

Advise STMC of real-time delay in information.

Section 4. Charlotte Arrival Coordinator (TMAC2)

14-4-1. POSITION NARRATIVE

The Charlotte Arrival Coordinator Position (TMAC2) maximizes system capacity for Charlotte Douglas terminal arrivals through close coordination with ATCSCC, the ZTL STMC and the Charlotte TRACON Traffic Management Coordinator (CLT TMC).

TMAC2 is responsible for optimum arrival flow into the Atlanta terminal area resulting in maximum landing capacity. TFMS, Time-Based Flow Management (TBFM) and Airspace Resources Management Tool (ARMT) equipment are associated with the position.

14-4-2. POSITION ASSIGNMENT

The TMAC2 position is open from approximately 0500 - 2200 local. When it is necessary to combine the Charlotte Arrival Coordinator Position (TMAC2) another position, it is normally combined on the STMC position. The STMC will determine the combined configuration based on operational need.

14-4-3. PROCEDURES

Responsibilities of the TMAC2 include:

- Cooperate/coordinate with CLT TMC, ZTL STMC, ZTL OSIC's, and other involved facilities to ensure an optimum arrival flow is provided into the Charlotte- Douglas (CLT) terminal area, maximizing landing capacity.

- Utilize TMI's to include Ground Delay Programs (GDP), Ground Stops (GS), Airborne holding, Airspace Flow Program (AFP), Miles-In-Trail (MIT), and TBFM to manage CLT arrival flow. Consider current and forecast weather during all inter and intra-facility actions/initiatives.

- Monitor the CLT airport acceptance rate (AAR) to ensure it is consistent with weather reports.

- Coordinate alternative arrival routes for fix balancing. When it is necessary, reroute/fix balance aircraft departing BHM, CHA, TYS, AVL, GSP, ATL or GSO.

- Change the TBFM runway configuration as necessary after communications with CLT TMC, and notification of affected first tier facilities, affected ZTL TMU Positions, and if necessary (ex. Full metering in the Areas) affected ZTL Areas.

- Advise all concerned entities of any unusual arrival procedures; these include but are not limited to emergency aircraft, weather phenomenon affecting arrival gates /departures gates equipment abnormalities, runway/airspace abnormalities, military VIP/movement etc.

Section 5. NAS Coordinator (TMNC)

14-5-1. POSITION NARRATIVE

TMNC directs the dynamic operation of the TMU in accordance with the STMC. TMNC is staffed when workload, traffic, and complexity are high. TMNC acts as an assistant to the STMC position.

14-5-2. Position Assignment

The NAS Coordinator position is operational daily from approximately 0700-2200 local. When it is necessary to combine the NAS Coordinator position (TMNC) on another position. It is normally combined on the STMC.

NOTE: The NAS Coordinator position will normally have the departure Coordinator (TMNC), Weather Coordinator (TMWC) and Military/Security Coordinator (TMML) positions assigned to it. When necessary, the TMDC and TMNC will be split and the TMDC will become a stand-alone function.

14-5-3. PROCEDURES

Responsibilities of the TMNC include:

Monitor in-trail restrictions to maintain AT system integrity.

Utilize TFMS Reroute Monitor to the extent possible. When necessary, coordinate with STMC to ensure routes are available through the Reroute Monitor. If unable to utilize Reroute Monitor, create Dynamic list or pull list as necessary.

Inform ZTL OMIC/affected OS of any unusual situations or situations which require additional action. Be especially ware of those situations which may require Domestic Events Network (DEN) notification.

Maintain NTML and ESIS coordination changes and direct activity to ensure through put of information to all affected parties. Ensure data correctly passed and recorded.

When delegated from the STMC, the TMNC will monitor Customer Lot lines to ensure consistency/validity of traffic management actions through the AT System. Notify the appropriate position STMC/OS/ATC facility of pending actions.

Monitor Alert Functions- Use Monitor Alert (MA) information, TFMS current and forecast weather information, TBFM etc., to maintain awareness of capacity and system demand, create equitable delay and mitigate/regulate sector/airspace/airport load issues. When conditions warrant, MA may be assigned to TMDC to manage internal position volume, capacity, functionality and demand.

Section 6. Departure Coordinator (TMDC)

14-6-1. POSITION NARRATIVE

The Departure Coordinator Position (TMDC1/TMDC2) is responsible for ensuring airport departure demand meets system capacity, coordination and implementation of Traffic Management Initiatives (TMI), National Airspace System (NAS) reroutes, Severe Weather Avoidance Plan (SWAP) routes, Playbook routes, and Coded Departure Routes (CDR). For the purpose of this order, this position will be identified as TMDC whether it is staffed by one individual or two.

14-6-2. POSITION ASSIGNMENT

The TMDC position is normally operational daily from 0700-2200 local. TMDC1 is normally combined with the NAS Coordinator Position (TMNC), but may be opened as a stand-alone position. TMDC1/TMDC2 may be configured as necessary to accommodate increased volume and varied departure flows affected by volume/weather. TMDC2 is normally combined at TMDC1. The STMC will determine the combined configuration based on operational need.

14-6-3. PROCEDURES

Responsibilities of the TMDC include:

Manage departure capacity from airport surface to departure fix.

Coordinate alternative departure routes. Coordinate reroutes through ATCSCC and the affected ARTCC/ATCT(s)/TRACON(s)/OS/CIC.

Ensure throughput – balancing departures; TMA, Flight Schedule Monitor. Utilize data available through the TFMS. Monitor Alert (MA) information, TBFM, weather data and any associated verbal communication to determine departure initiatives necessary to maintain AT system integrity

Ensure Traffic Management Initiatives are appropriate, efficient, and implemented. Address area/facility concerns regarding external Traffic Management Initiatives (TMI's). Advise all concerned entities of any unusual procedures. These include but are not limited to emergency aircraft, weather phenomenon affecting departure gates, triple departure implementation, equipment abnormalities, runway/airspace abnormalities, military/VIP movement, etc. Implement and monitor

Coded Departure Routes (CDR's), Severe Weather Avoidance Plan (SWAP), AFP/Playbook route/dynamic weather routes

Section 7. Weather Coordinator (WC)

14-7-1. POSITION NARRATIVE

The TMWC functions as the primary interface between the ATC operational personnel and the CWSU. TMWC assumes the duties of the CWSU when a meteorologist is not on duty.

14-7-2. POSITION ASSIGNMENT

The WC position is staffed 24 hours a day. The TMWC is normally combined with the NAS Coordinator Position, but may be combined at other positions including STMC, as determined by the STMC. The WD assumes the duties of TMWC during the midnight shift.

14-7-3. PROCEDURES

The TMWC duties include, but are not limited to:

Functions as the primary interface between the ATC operational personnel and the CWSU.

Ensures weather related products (PIREP, Center Weather Advisories, Convective SIGMET, MIS, etc.) entered into AISR are disseminated to the control room floor correctly.

Answers CWSU phone lines when meteorologist is on a break.

Notifies the FDCCS when the ERAM NOTAM (D) distribution system is not operational.

Disseminates urgent PIREP/UUA's through ERAM computer and ensure that such reports are relayed to the CWSU meteorologist for AIS distribution or called to AFSS nearest to the repo.

Section 8. Military/Security Coordinator (TMML)

14-8-1. POSITION NARRATIVE

The Military/Security Coordinator (TMML) functions as the primary interface between the military and the Traffic Management Unit (TMU)/Control Room personnel. The TMML duties include, but are not limited to:

14-8-2. POSITION ASSIGNMENT

The Military/Security Coordinator (TMML) position is open from approximately 0700- 2200 and it is collocated with and combined on the NAS Coordinator Position (TMNC1). The TMML position is normally combined with the TMNC1. When it is necessary to combine the TMML on another position, the STMC will determine the combined configuration based on operational need.

14-8-3. PROCEDURES

Responsibilities of the TMML include:

Utilize Special Use Airspace Management System (SAMS) equipment to approve, log and track NOTAM SAA/military activity.

Coordinate the use of Special Activity Airspace (SAA). Interact with the areas and the military to facilitate opening/closing/operation of SAA. The opening STMC/Military Coordinator must print out the approved SAA schedule from SAMS and distribute to the area OS(s) a copy of the SAA schedule with activation times each morning, (to be accomplished via either automation or paper as the situation warrants). This will constitute approval from the affected ZTL area(s) that the airspace can be released to the military customer at those times. Any changes to the opening/closing/operation of SAA after initial approval will require a verbal notification to the affected areas prior to releasing the airspace to the military customer.

NOTAM responsibility lies with the Controlling Agency (ZTL) of the SAA per FAAO 7930.2 (6-1-2) for times outside of those published in FAAO 7400.10 except for:

R3004 – Fort Gordon, GA responsibility

Birmingham MOA – 187th Fighter Wing responsibility

Camden Ridge MOA – 187th Fighter Wing responsibility

ZTL is responsible for entering AR routes into SAMS. ZTL is also responsible for entering into SAMS any scheduling requests made by the Using Agency via telephone to the Mission Desk.

Note: Special Use Airspace (SUA) Notices to Air Missions (NOTAMs) are created for airspace schedules when a NOTAM is required for the Time of Use (TOU) scheduled as defined in the airspace legal description. The generation of SUA NOTAMs is automated via the Special Use Airspace Management System (SAMS).

Coordinate with Military customers about tactical situations-such as recall of airspace/aircraft, spill-out, frequency use, etc.

The overall development of a TFR remains a Watch Desk/facility function but TMML can assist with execution of the TFR.

If the Military Liaison Officer (MLO) is not available, TMML must assist with Special Operations, VIP movement.

When the MLO is unavailable the TMML will process/analyze/coordinate same day Altitude Reservations, Military training routes and same day tactical coordination by copying and distributing the teletype data transmitted by Central Altitude Reservation Function (CARF).

Section 9. Special Events Coordinator Function (SEC)

14-9-1. FUNCTION NARRATIVE

The SEC function facilitates and manages additional arrival/departure air traffic generated by one-time/annual events-such as, but not limited to The Masters Golf Tournament, NASCAR, and NBAA. These specialized events generate volume which requires special attention. This function is not considered an operational position. The responsibilities of the SEC can be accomplished inside the Traffic Management Unit or at a remote location.

14-9-2. ASSIGNMENT

Assignment to SEC functions will be limited to currently certified Traffic Management Specialist or MSS-1 Traffic Support Staff. Depending on the event being managed, assignment may be accomplished via volunteer list or assignment by Traffic Management Officer. In addition, of bargaining unit personnel to functions outside of ZTL will be handled in accordance with the Collective Bargaining Unit agreement.

14-9-3. RESPONSIBILITIES

Reduce/Simplify sector/facility controller's roll in sequencing arrivals/departures into/out of the Special Event airport/airspace.

Assist sector/facility Controller to achieve required in-trail spacing for the event airpo, 1 through the use of the APREQ/Controlled Release procedures. STMP/GDP, and additional dynamic Traffic Management Initiatives.

Increase system capacity/efficiency. Reduce departure delays.

Decrease system capacity Maintain system safety/integrity

Monitor, accommodate, and mitigate the following: Sector/Facility Load/Complexity Issues.

Special Event generated Customer needs. Airpo, 1 Load/Gridlock/Parking Issues.

CHAPTER 15. SAFETY

Section 1. General

15-1-1. PARTNERSHIP FOR SAFETY

The Partnership for Safety Program (PFS) is designed to bring a collaborative approach to safety issues in the best interest of the flying public and will assist in the overall goal of identifying and mitigating risks before an incident or accident occurs.

a. In accordance with JO 7200.21, ZTL will establish a Local Safety Council (LSC).

b. All members of the team will be provided training on the use of the PFS data portal and the Best Practices/Lessons Learned database.

c. All union representatives must be provided the same level of access to the information provided on PFS Portal as their Agency counterpart.

15-1-2. LOCAL SAFETY COUNCIL AND FACILITY EVALUATION TEAM

a. The ATM and NATCA facility representative will act as the reviewers of identified issues and forward to the appropriate committee or department(s) as necessary for resolution(s) to meet National and Local requirements.

b. NATCA Bargaining Unit Members will serve on both teams. In the event of a Local Safety Council or Facility Evaluations Team vacancy or shortage, Management / NATCA may provide a replacement or designee. NATCA will appoint the bargaining unit members. Management will appoint a management representative.

c. The members of the LSC must also serve on the facility evaluation team in conjunction with the QC liaison supervisors. No set term must be established for members serving the LSC and/or Facility Evaluation Team.

Note: The team will need to become familiar and knowledgeable on appropriate Agency directives regarding evaluations and any other training items determined necessary by the team leads to help the team be successful.

Section 2. Local Safety Council

15-2-1. LOCAL SAFETY COUNCIL MEMBERS

The local safety council will consist of the following:

- a.** One Co-Lead from FAA Management
- b.** One Co-Lead from NATCA
- c.** Management representative (MSS-2 or MSS-3)
- d.** NATCA Bargaining Unit Members
- e.** Quality Control Specialists from the Operations Oversight Program Support Office (505)
- f.** Ad Hoc members from staff office (ZTL 510/520/505) or NATCA Liaison as needed.

15-2-2. LOCAL SAFETY COUNCIL/FACILITY EVALUATION PROCEDURES

- a.** The Local Safety Council must convene regularly to review, discuss, and mitigate safety issues and concerns affecting ZTL and the National Airspace System.
- b.** A schedule can be assigned and amended as necessary to ensure that meetings are held.
 - 1.** All Local Safety Council business must be considered duty time.
- c.** Review any additional findings, or items identified by other sources such as the Area Technical Team (ATT), Air Traffic Safety Action Program (ATSAP), etc.
- d.** The Local Safety Council meeting minutes must be documented in writing. The meeting minutes will be provided to the ATM / NATCA FACREP and made available to facility personnel.
- e.** The LSC/Facility Evaluations Team must determine the meeting / evaluations schedule and submit them to the appropriate scheduling authority. When operationally feasible, team members must be scheduled a “U” day to attend meetings and/or conduct Internal Compliance Verification (ICV) monitoring.
- f.** The LSC/Facility Evaluations Team and/or designees must be provided the opportunity to brief the facility of any identified issues and mitigation plans.
- g.** The team leads will provide updates to facility management and NATCA officials or designees.
 - 1.** Updates are to provide the meeting participants with identified potential Non-Compliant issues. The ATM and the Facility Representative must then determine the appropriate department and/or committee to mitigate the identified issues if warranted.

2. Within 30 days, the department and/or committee assigned action must report back to the ATM, the facility representative and the Operations Oversight Program Support Manager to see if the issue has been mitigated or is progressing toward compliance with national and local requirements.

3. All items, including mitigation plans and updates, must be forwarded to the Operations Oversight Program Support Office for input into the Compliance Verification Tool (CVT).

15-2-3. CONDUCTING AN EVALUATION

a. Evaluations must be accomplished utilizing the objectives and procedures outlined in JO 7210.634 (chapter 4) Internal Compliance Verification. Any issues that a team member may have observed must be recorded generically without reference to an individual or individuals. A synopsis of observations can be recorded with sufficient information to help the team leads explain an identified issue to the ATM and Facility Representative.

b. Evaluations may be conducted in the operational areas including the Traffic Management Unit (TMU), the Watch Desk (WD), and other departments within the facility.

c. Team members will normally monitor in their operational area, at least one other area, and perform any related support function.

d. Upon completion of an evaluation, team members must submit the completed checklist and a synopsis of their observations to ZTL-505.

CHAPTER 16. GENERAL FACILITY ADMINISTRATION

Section 1. Facility Organization

16-1-1. FACILITY ORGANIZATION.

In order for ZTL to function effectively, it not only takes the efforts of the operational personnel, but a complement of support personnel as well. The following lists responsibility for specific programs and functions. A ZTL organization chart is located at Appendix 09.

a. Air Traffic Manager (ATM). (ZTL-1)

1. Provides leadership to assure agency mission and customer needs are met.
2. Determines facility goals and objectives.
3. Manages the labor/management process.
4. Supports Equal Employment Opportunity (EEO) policies and programs.
5. Oversees functions of Staff Offices
6. Coordinates facility maintenance with Tech Ops

b. Executive Officer (XO)

1. Oversees control room functions
2. Liaisons with users
3. Manages the labor/management process.
4. Supports Equal Employment Opportunity (EEO) policies and programs

c. Managers Assistant (ZTL-3)

1. Schedules ATM, Room 2020, and East/West conference rooms.
2. Manages correspondence and facility forms, including assignment of facility notice numbers and facility form numbers.
3. Maintains facility master directives file and manages facility inputs into the National Facility Directives Repository.

4. Distributes facility mail, retains one copy of all orders for facility master file.
5. Coordinates visitor's requests.
6. Maintains ATM scheduling.
7. Maintains, updates, and distributes Atlanta ARTCC Operations and Administration Order ZTL 7230.2.
8. Maintains facility email address listings.
9. Acts as Alternate GI Bill Certifying Official.

d. Administrative Support Group (ZTL-10)

1. Processes personnel actions.
2. Coordinates conduct and discipline actions, appeals, and grievances.
3. Coordinates Performance Appraisal Program.
4. Coordinates employee benefits, recognitions, and awards.
5. Maintains Air Traffic Control Specialist (ATCS) Medical Program, including pre-employment examinations and interviews.
6. Coordinates Merit Promotion/Employee Relocation Request Programs.
7. Coordinates Office of Worker's Compensation Program (OWCP) Process.
8. Coordinates Equal Employment Opportunity (EEO) Program.
9. Coordinates vacancy announcements posted on USAJOBS.gov
10. Coordinates employment verifications.
11. Coordinates facility employee reports.
12. Coordinates the employee Leave Share Program and Emergency Leave Share Program.
13. Oversees CRU-SUPPORT system.
14. Prepares the facility budget and tracks all financial management costs.

15. Coordinates facility purchases of supplies and equipment.
16. Tracks time and attendance (T&A) for operational personnel integrating CRU-X/ART to CRU-Support.
17. Tracks facility travel and resolves GOV trip problems.
18. Posts the T&A's of academy students.
19. Assigns facility-operating initials.
20. Coordinates facility locker assignments.
21. Maintains facility email address listings.

e. Operations Oversight Program Support Office. (ZTL-505)

1. Evaluates internal air traffic service program efficiency and effectiveness.
2. Maintains accidents and incidents packages.
3. Acts as point of contact for Quality Assurance processes and requests for operational information.
4. Coordinates pilot deviations.
5. Coordinates Freedom of Information Act (FOIA) requests.
6. Serves as Safety Management System (SMS) Focal.
7. Reviews all computer data generated for Search and Rescue missions.
8. Ensures computer generated data pertaining to accidents/incidents are retained in accordance with agency directives.
9. Coordinates with the Automation Manager to ensure that all computer generated data has been validated prior to being released from the facility.

f. Plans & Program Support Office. (ZTL-510)

1. Coordinates administrative telephone changes.
2. Coordinates sustain (construction) projects.
3. Coordinates National Change Proposals (NCP).

4. Coordinates Air Traffic Security Program:
 - (a) Keys/key cores
 - (b) Personal Identity Verification (PIV) card access level
 - (c) Clearances
 5. Investigates and processes Incident reports
 6. Coordinates Equipment issues:
 - (a) Leased services and frequency management.
 - (b) VSCS/VTABS – passwords, updates, configuration maps.
 7. Acts as focal for Occupational Safety and Health Administration (OSHA).
 8. Maintains headset inventory.
 9. Coordinates facilities and equipment (F&E) and sole source budgets.
 10. Maintains controller chair inventory.
 11. Acts as liaison with Technical Operations.
 12. Processes VSCS map change requests.
 13. Coordinates with ZTL-530 to accomplish the automation portion of sectorization changes.
 14. Coordinates Facility Security Plan
- g. Flight Data Communication Support Office. (ZTL-512)**
1. Falls under the jurisdiction of the TMO.
 2. Ensures compliance with order 7110.10 specific to Flight Data and Air Traffic Assistance.
 3. Responsible for personnel supervision, scheduling, and training for FDCS (Flight Data Communication Specialists).
 4. Coordinates with other facility offices to develop and maintain local procedures.

5. Maintains the facilities COMSEC and Classified programs.
6. Selects the CRO (COMSEC responsible Officer), CISM (Classified Information Security Manager), and alternates then refers those selections to the ATM for approval.
7. Maintains a list of all secured facility personnel.
8. Signs for all certified and/or registered mail.

h. Training Program Support Office. (ZTL-520)

1. Responsible for Training program development/conduct/administration /evaluation.
2. Administers Training contract.
3. Coordinates Cooperative Education and Pre-Developmental Programs.
4. Coordinates classroom scheduling.

i. Airspace and Procedures Support Office. (ZTL-530)

1. Coordinates all necessary information with Facility Automation Support Team (FAST) to incorporate local airspace requirements into the NAS program.
2. Coordinates Letters of Agreement (LOA) and Procedure (LOP).
3. Coordinates departure procedures/standard terminal arrivals.
4. Provides cartographic charts, maps and services.
5. Coordinates Unsatisfactory Condition Reports (UCR).
6. Coordinates Facility Contingency Plans.
7. Coordinates waivers.
8. Coordinates air carrier computer interface program.
9. Coordinates with Military Operations Specialist (MOS) on:
 - (a) Creating or changing Procedures and LOA's.
 - (b) Creating or publishing military routes.

10. Complies with SMS requirements and maintains the SMS directory on the N-drive.

11. Acts as the Alternate POC for the SMS Program.

12. Responsible for the Similar Sounding Callsign Program.

13. Ensures that national and local documents available in ERIDS are current.

14. Develops and maintains NOTAM subscriptions for each ERIDS position.

15. Develops and maintains backups for ERIDS information.

16. Utilizes AIMS for automation changes.

j. Operations Manager (OM). (ZTL-540)

1. Responsible for personnel supervision.

2. Responsible for facility air traffic operations from WD position.

3. Responsible for operational schedules.

4. Responsible for overtime usage.

5. Responsible for performance management of operational supervisors and controllers.

k. Traffic Management Unit/Office. (ZTL-541)

1. Conducts Traffic Management Reviews (TMR)

2. Coordinates same day mission and altitude reservation (ALTRV) briefings and changes.

3. Provides traffic analysis.

4. Supports Center Weather Service Unit (CWSU).

5. Develops and coordinates coded departure routes (CDRs).

6. Coordinates SAA scheduling.

7. Develops TMU Mission plans and operational plans.

8. Administers Time Based Flow Management (TBFM).

- 10. Coordinates user meetings.
- 11. Maintains air carrier liaisons.
- 12. Coordinates with military personnel regarding Spill-in/spill-out incidents.

Section 2. Publications, Forms, and Distribution Codes

16-2-1. PROCEDURES FOR HANDLING PUBLICATIONS

a. ZTL-530 is responsible for the administration of distributing national publications. ZTL-530 will maintain a publication control spreadsheet for each national, regional, and local publication identifying the quantity and distribution of the publication in question. This information must be updated periodically after soliciting input from each staff office.

b. Each SM must be responsible for the various tasks associated with each publication for which his/her office is assigned as Office of Primary Interest (OPI). Each SM must assign a person within their office to serve as the point of contact (POC) regarding publications. The OPI is identified as follows:

OFFICE	ORDER	TITLE
510	ZTL ORDER 1600.69	ATLANTA ARTCC FACILITY SECURITY PLAN
	FAA ORDER 1600.1	PERSONNEL SECURITY PROGRAM
	FAA ORDER 1600.69	FACILITY SECURITY MANAGEMENT PROGRAM
505	JO 7210.632	AIR TRAFFIC ORGANIZATION OCCURRENCE REPORTING
	JO 7210.633	AIR TRAFFIC ORGANIZATION QUALITY ASSURANCE PROGRAM
	JO 7210.634	AIR TRAFFIC ORGANIZATION (ATO) QUALITY CONTROL
	JO 8020.16	AIR TRAFFIC ORGANIZATION AIRCRAFT ACCIDENT AND INCIDENT NOTIFICATION, INVESTIGATION, AND REPORTING
	JO 1030.3	INITIAL EVENT RESPONSE
	JO 7210.3	FACILITY OPERATION AND ADMINISTRATION
520	JO 3120.4	AIR TRAFFIC TECHNICAL TRAINING
	ZTL ORDER 3120.4	ATLANTA ARTCC FACILITY TRAINING
530	JO 7110.65	AIR TRAFFIC CONTROL
541	JO 7610.4	SPECIAL OPERATIONS
10	ZTL ORDER 7230.2	ATLANTA ARTCC FACILITY OPERATIONS AND ADMINISTRATION

c. Distribution of new publications and changes.

1. When publications arrive in the facility, ZTL-530 must distribute and stockpile publications according to the publication control spreadsheets. Items that require facility wide verbal briefings will be the responsibility of the OPI's SM. The briefer will document and forward completed ZTL Form 3000-7(Appendix 17) to ZTL-520.

2. The original of all directives issued in ZTL must be filed in the case file and a copy will be placed in the master reference file, both maintained by the ATM's secretary.

16-2-2. FORMS MANAGEMENT.

A master Functional Forms Binder is maintained in the ZTL-3 office. All new, revised, and canceled ZTL forms must be coordinated through ZTL-3.

Section 3. Facility Publications

16-3-1. UPDATING CONTROL ROOM BINDERS/PUBLICATIONS.

a. Sector Information Binders:

1. It is the responsibility of the WD, Supervisor's Committee (SUPCOM), TMU, and the FDCS Supervisor to develop and maintain Sector/Position Binders containing SOP's specific to their positions of operation.

2. It is the responsibility of the ZTL-530 Office to develop and maintain Area Information Binders containing information specific to each control sector of operation within the area.

3. Master files of each binder must be maintained by each office or group responsible for maintaining the binders.

4. Each binder must be updated as changes occur and should be reviewed at least annually to ensure compliance with facility, regional, and national policy/directives.

b. ZTL-530 must maintain the following publications in the operational areas:

1. ERIDs Backup Binder must be maintained at the WD in the event that both ERIDs and the facility share drive (N-drive) are disabled. This binder must include a copy of information pertinent to each sector within the area, including applicable LOA's and facility SOPs.

2. A red Contingency Binder is prepared for each area and the WD. This binder contains a hard copy of the applicable ACT2 plans.

3. One hard bound copy of FAA Order 7110.65-Air Traffic Control (ATC) Procedures is provided to each area and the WD.
 4. Applicable IFR Supplements containing IFR airport information are provided to each area.
 5. A copy of the applicable DOD FLIPs containing approach plate information are provided to each area.
 6. Applicable Sectionals commensurate with the national charting are provided to each area.
 7. A copy of the AP/1B (Military Training Routes) is provided to the Watch Desk and the MOS.
- c. ZTL-10 must maintain the following publications in the operational areas:
1. A copy of the current ZTL Order 7230.2 is provided to the Watch Desk.

16-3-2. BRIEFING ITEMS

All briefing items must be displayed in TEAM or electronic equivalent. The following procedures must be used for the dissemination of briefing items:

- a. Any office needing to disseminate information to operational personnel must complete the **Flowchart for Mandatory Briefing Items and Informational Bulletins** (Appendix 26)-which is located at N:\Public Directory\FORMS and is entitled **MBI-IB Request Form.xls**. Each item must have a separate MBI-IB Request Form.
- b. The item to be briefed must be in either PDF (.pdf) or Microsoft Power Point (.ppt) format as a single file and must, along with the completed MBI-IB form be attached to an email addressed to 'AJT-ZTL-MBI'. The email from an OM/SM must constitute approval for dissemination.
- c. Mandatory Briefing items that meet the criteria set forth in FAA Order 3120.4, Air Traffic Technical Training, must be assigned an (MB) number by the ZTL-520 office. Items assigned a number must be logged in the employee's training record. Items which do not meet the criteria to obtain a mandatory briefing number, but require tracking, (i.e., Standards of Conduct, Drug Awareness, etc.), may be included in TEAM (or electronic equivalent) for tracking purposes but must not be recorded in the employee's training record.
- d. The OSIC of each shift must be responsible for ensuring all employees in their area of responsibility remain current on the items listed in his/her individual TEAM (or electronic equivalent) account.

16-3-3. RECORDED TELEPHONE LINES

In accordance with FAA JO 7210.3 (3-3-2e), the following telephone lines are recorded:

Watch Desk—770-210-7622
770-210-7322
770-707-7923
770-946-8929

SOC—770-210-7695

Flight Data—770-210-7692
770-210-7696
770-946-4035

TMU—770-210-7697
770-210-7698
770-210-7005
770-707-1635

Area 1—770-210-7131
770-707-0426

Area 2—770-210-7132
770-707-2427

Area 3—770-210-7133
770-707-0940

Area 4—770-210-7134
770-707-1539

Area 5—770-210-7135
770-707-2027

Area 6—770-210-7136
770-707-0850

Area 7—770-210-7137
770-707-9459

CHAPTER 17. FACILITY VISITS/TOURS

17-1-1. FACILITY TOURS

ZTL-3 has initial coordination responsibility for the tour program, including proper coordination with security and the responsibility of conducting tours. The person assigned to conduct the tour will coordinate with the WD prior to a tour group entering the control room. Any questions concerning tours should be directed to either ZTL-3 or the WD. An official Visitor Announcement Form (Appendix 54) must be completed and submitted with manager approval to the Guard House at least 24 hours prior to visits. Visits with less than 24-hour notice must be verbally coordinated with the Guard House for approval.

17-1-2. GUIDELINES

a. All tours and foreign nationals must have prior approval from the appropriate level of management as described in FAA Order 1600.69, Visitor Procedures for FAA Facilities.

b. Non-FAA badged visitors must be escorted at all times and conduct themselves in a manner that does not interfere, distract or adversely affect operations.

c. Children must be in the company of an adult.

d. The size of a tour group should not exceed ten persons per escort.

e. It is strongly encouraged that coordinated facility visits and tours for the purposes of general awareness of family members and acquaintances are done during non-duty hours of the requesting employee.

f. Tours/visitors for all but family or personal acquaintances of facility personnel will generally be conducted during administrative hours. Tours outside administrative hours must be coordinated with facility management.

g. Tours and visitors during mid-shift hours are not authorized.

h. No photographs, video, or audio recording will be allowed in the facility without prior approval of the facility manager and/or his or her designee

i. Tours may be disapproved prior to or upon arrival due to unforeseen circumstances such as weather, traffic volume, staffing, or heightened security.

17-1-3. OPERATIONAL/RESTRICTED AREAS

In addition to the guidelines listed above, the following apply to tours and visitors in operational/restricted areas:

a. Visitors must not carry any equipment, packages, or luggage deemed inappropriate into operational areas.

b. Visitors in these areas, other than evaluators, may monitor at control positions only with the approval of the appropriate management official, and the concurrence of the Air Traffic Control Specialist.

NOTE: Relatives and friends of employees must be permitted to access facility property after coordination with appropriate facility management. This excludes operational/restricted areas unless other tour/visitor requirements are met.

CHAPTER 18. TRAVEL PROCEDURES AND RESPONSIBILITIES

18-1-1. TRAVEL PROCEDURES AND RESPONSIBILITIES

a. The ATM/XO will approve all required travel in advance of a trip and will approve travel orders/vouchers. In their absence, travel will be approved by an employee's designated SM/OM.

b. Once travel is approved, all travel orders/vouchers will be entered into E2 Travel Management. Step-by-step instructions are given once you login to E2. On the Internet Explorer browser go to the website portal www.e2.gov.cwtsatottravel.com. Select green **Log-In** button under "Login to E2 Travel Management." Read and select **accept** to the Warning and Privacy Act Statement. When login screen appears enter your Username and Password. Click the **Login** button. First time users go to "**Please click here to create your account first time**" and follow instructions.

c. Assistance with preparing travel vouchers and authorization in E2 Solutions can be requested through ZTL-10.

d. All permanent change of station (PCS) travel is handled by a central office in Oklahoma City. Employees will be mailed a packet of information including a travel questionnaire and point of contact to assist in the process.

CHAPTER 19. PAY ADMINISTRATION

19-1-1. ELECTRONIC TIME AND ATTENDANCE PROCEDURES

a. ZTL-3 must be primarily responsible for overseeing the automated Time and Attendance (T&A) System and for coordination and transmission of T&A data. CRU system support is available by calling the Help Desk at (800) 404-1159. ZTL-10 will assist with technical support for CRU-ATO Resource Tool (ART)/CRU-Support.

b. ZTL-3 must be responsible for maintaining T&As for all operational personnel assigned to the watch schedule in the control room.

c. Individual support offices must be responsible for posting and maintaining T&As for the individuals assigned to their office including medically restricted/disqualified personnel who are officially assigned to that office and those assigned to ZTL-520 for training classes.

d. OM/OS must be responsible for posting and maintaining T&As for ZTL students while assigned to the FAA Academy.

e. OM/OS is responsible for maintaining an accurate control room roster and must notify ZTL-3/510/520 of any team/area changes and the effective dates, and any other personnel actions of which they are aware that might have an effect on the T&A or work schedule data.

f. All employees are responsible for electronic recording of T&A information via CRU Support/ART in accordance with FAA Order 7210.3 paragraph 2-2-6. Those using CRU Support must transmit their Labor Distributing Reporting (LDR) on the last day worked in the pay period.

g. All employees responsible for posting administrative time and attendance data must close out T&As for the pay period by 12:00 p.m. on the Monday after the pay period ends.

1. Amendments can be made on Monday through Thursday of the second week of the pay period. All data must be entered and amendments posted for prior pay periods by 12:00 p.m. on Thursday.

2. New employees reporting to ZTL for operational positions must be assigned to their area of specialization in the automated T&A system. OMs must provide ZTL-3/510/520 an appropriate area/team before ZTL EOD.

19-1-2. COMPUTATION OF ON-THE-JOB TRAINING (OJT) FOR PAYROLL PURPOSES

a. OJT time for payroll purposes must be captured via the ART system in accordance with 7210.3 Section 2-2-6. The paid OJT time must be in accordance with the OJT time recorded by the ART system and displayed in the “OJT” box on the T&A certification sheet.

b. In the event of electronic system outage, or facility evacuation, the Paper FAA form 7230-10 “Position Log” must be used to indicate OJT position time.

19-1-3. MID SHIFT DUTY FAMILIARIZATION

The following procedures must be used for compliance with requirements for duty familiarization for those shifts where there is no overlap provided; i.e., midnight Saturday/Sunday morning.

a. All bargaining unit employees, when assigned to a 0000 to 0800 shift, must report at 2354 local to accomplish a position relief briefing. This applies to all areas of specialization. This shift must be entered into the ART system as 0000 to 0800 core hours with 2354 to 0000 entered as overtime (time outside of shift) added to the front side of the shift.

b. The actual shift begins at 0000 Sunday morning. The shift ends eight hours later at 0800. Any leave taken must be charged in relation to the beginning and ending time of the shift. The 6-minute position relief briefing time is not to be considered in the calculation of leave; it is considered overtime. In accordance with applicable regulations, employees will be paid Fair Labor Standards Act (FLSA) overtime, regardless of the total number of hours worked during the week, for the 6-minute position relief briefing period.

19-1-4. FAMILIARIZATION/CURRENCY REQUIREMENTS

a. The Air Traffic Manager, Executive Officer, Operations Managers, Support Managers and Traffic Management Officer, must maintain familiarity with control room operations.

Examples of methods used are:

- 1.** Live / Remote Monitors.
- 2.** Stand Up Operational Briefings.
- 3.** Remote Pilot Operator / Ghost Pilot Duties.
- 4.** Replay – FALCON, SATORI, PDARS.
- 5.** ERAM Support Workstations.
- 6.** DALR voice replay.
- 7.** Tools used in Operational positions (Frequencies, VSCS, EDST, MDM, TSD, NEXRAD / WARP, ASDE – X).

8. Watch supervision.

b. Each Support Specialist (SP) who maintains operational currency must, at a minimum, certify and maintain currency on a Radar position and a Radar Associate position. Minimum total time, 8 hours. SP that do not maintain currency must maintain 8 hours of operational familiarization each month.

c. Each Operations Supervisor (OS) must obtain operational certification on a minimum of two (2) positions. Operations Supervisors must maintain currency as described in JO 7210.3 Facility Operation Administration.

d. Tracking and Reporting.

1. The management team must ensure that operational currency is achieved through each designated position, for no less than the minimum required total time, for the following groups:

(a) Operations Supervisors

(b) ATCS including developmentals (CPC, DEV1, DEV2 and DEV3)

(c) Support Specialists maintaining currency.

(d) Traffic Management Coordinators (TMC)

2. Beginning no later than the 20th day of each month, the OM/OSIC/STMC must review the Operational Currency Dashboard prior to each shift to ensure employees who have not yet met their currency requirements are notified and given an opportunity to obtain their currency for the month.

3. On the first of each month, the OM/STMC assigned the “day-shift” must pull the currency data for the previous month. If the data indicates, a loss of currency by any of the individuals listed in groups (a) thru (c) above:

(a) The OM/STMC will compile a list of those individuals.

(b) The OM will forward the list via email to each OM and the XO. The OM will also notify the applicable Area OSIC.

(c) The STMC will forward the TMC listing to each STMC and the TMO.

4. Each OM must provide the XO, via email, an explanation for each of their employees that did not maintain currency, including the date or expected date of recertification.

Each OM must maintain a working knowledge of which operational positions their respective Supervisors utilize to maintain currency.

CHAPTER 20. ATTENDANCE AND LEAVE

20-1-1. ABSENCE AND LEAVE

All OSs have authority to approve sick leave, annual leave, compensatory time and credit hours used for employees under their supervision for the normal tour of duty. It is the employee's responsibility to ensure they have an adequate leave balance to cover leave requested. All other requests for leave must be coordinated with the appropriate OM/SM.

20-1-2. BASIC HOURS IN WORK DAY

Administrative personnel are required to work an administrative shift consistent with specific office practices consisting of 8, 9, or 10 hours of work and a 30-minute meal period. This includes those employees who are medically restricted or disqualified and are assigned to a staff office. All employees assigned to classroom training must work the assigned shift of the class including a 30-minute meal period.

20-1-3. DUTY REPORTING/EXCUSED HAZARDOUS GEOLOGICAL WEATHER AND EMERGENCY SITUATIONS

a. Control Room Personnel. Regardless of weather or other conditions (i.e., massive power failures, fires, and serious disruptions of public transportation), all scheduled bargaining unit and management personnel are considered essential to the operation of this facility. Control room personnel are expected to make every reasonable effort to be at work when these situations exist or appear imminent. However, employees are not expected to disregard personal safety or that of one's family. In the event an employee is unable to report for work as assigned, call and advise the WD.

b. Support Personnel and Students in Stage Training. When hazardous geological weather and/or emergency conditions exist or appear imminent, support personnel and students in classroom/simulation Stage Training should call 770-210-7965 each day during such conditions to hear a recorded message advising whether non-essential personnel will be excused from work. The recorded announcement will be available on this line no later than 0500 hours (5 a.m.) each day during such conditions.

20-1-4. SIGN OUT/IN PROCEDURE FOR MEDICAL EXAMINATIONS

When an employee leaves for an FAA medical examination, they will move their name in CRU-ART to Other Duties/Aviation Medical. When they return they will place their name back to duty as appropriate. Employees are allowed up to 2-½ hours round trip.

20-1-5. INQUIRIES REGARDING PAY AND LEAVE

In order to adhere to prescribed Privacy Act regulations, all Air Traffic personnel with questions/problems concerning pay and leave must contact their OS for resolution. Individuals should provide a copy of their Statement of Earnings and Leave to their OS when questions arise. If the OS needs assistance, i.e., review of logs, T&As, leave balances, etc., ZTL-10 will assist in providing the needed data.

20-1-6. ADMINISTRATIVE DUTIES

Operational personnel who are medically restricted and desire to work in an administrative capacity must make a request via the following procedures:

a. For long term restrictions, make the request in writing to ZTL-3. The request should indicate the circumstances for the request and anticipated length of time. ZTL-3 will keep a list based on the order requested. Administrative offices must advise ZTL-3 when work is available. A determination must be made as to suitability of the employee and the work needing to be accomplished. ZTL-3 must advise the employee and the staff office when work assignments have been made.

b. For daily restrictions, requests must be made through the WD. The WD will determine whether A-side duties are available for the day requested.

c. OSs requesting administrative duties should be made through their OM of record along with any task (s) they need to accomplish. The OM will be responsible for approving the administrative duties. The OM will coordinate with ZTL-2 to determine if the Support Managers have administrative work that can be accomplished by an OS. Duties are not automatic and should not be controller/support specialist duties. They will be assigned on a first come first serve basis.

CHAPTER 21. HUMAN RESOURCES AND SERVICES

21-1-1. TRAUMATIC INJURIES

For the protection of the employee, all injuries, regardless of severity, should be reported. An injury may appear minor at the time of occurrence but later develop into a more serious condition. Unless the procedures outlined here are followed, compensation may be denied. OWCP is the authority over all claims. In order to expedite the processing of on-the-job injuries, the following procedures must be followed.

a. Notification of Injury. Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, is to be completed promptly. In addition, a memorandum will be given to the employee addressing his/her responsibilities.

1. Employee Responsibilities. The employee should notify his immediate supervisor, or the supervisor-in-charge, at the time an on-the-job injury occurs and written notification should be accomplished within 24 hours, or as soon as possible. Obtain Form CA-1 from the supervisor and complete Items 1 through 16.

2. Supervisor Responsibilities. The supervisor is responsible for assisting the injured employee in completing the form. The supervisor must complete the "Receipt of Notice of Injury" on the instruction sheet attached to the CA-1, and give it to the employee. Obtain a statement from the witness, if any, in Item 16 and complete the back of Form CA-1, Items 17 through 38. Have the injured employee, or his representative, and the witness sign the CA-1 and forward it to ZTL-10 within 2 days.

b. Immediate Medical Treatment.

1. If immediate medical treatment is needed, the employee may go to any physician or hospital within 25 miles of the facility or his/her home. If necessary, the supervisor should arrange for transportation to receive emergency medical treatment.

2. The supervisor will issue Form CA-16, Request for Examination and Treatment, and complete Part A. (If there is doubt the injury is job connected and caused by accident, Form CA-16 must be issued with an indication in Block 6B). If impractical to complete this form at the time of injury, it must be completed no later than 48 hours following the injury. After the supervisor completes Part A, a copy of the CA-16 (both sides) should be made before it is given to the employee. The copy should be forwarded to ZTL-10.

3. The employee will either take these forms with him/her to obtain treatment or he/she will mail them to the appropriate physician or hospital. Form HCFA-1500 must also be issued with the CA-16 to be completed by physician. The employee should be advised that bills not submitted on Form HCFA-1500, or its equivalent, will be returned

to the physician for resubmission. The physician or hospital must sign the form with their Employee Identification Number or Tax Identification Number shown in Item 33. It is the employee's responsibility to submit sufficient medical evidence (CA-16) within 10 workdays after starting Continuation of Pay (COP), or COP may be terminated.

c. Continuation of Pay.

1. If an employee is disabled for work as a result of a work-related injury and filed a CA-1 within 30 days of the injury, they may be entitled to receive COP. COP is paid for up to 45 calendar days of disability and is not charged against sick or annual leave. It is the employee's responsibility to submit sufficient medical evidence within 10 workdays after starting COP, or COP may be terminated. Time taken as COP must be medically justified, in writing, by their physician and medical documentation must be submitted on an on-going basis as COP is being used.

2. COP will not be granted, or will be stopped, if the employee does not report the injury on a CA-1 form within 30 days, and/or if the agency has not received medical evidence of the injury within 10 workdays of the injury or after the employee claims COP, whichever is later.

3. The claimant's entitlement to COP may be used for up to 45 calendar days due to the disability and/or medical treatment after a traumatic injury. The supervisor is responsible for keeping a record of the number of calendar days and/or hours the injured employee is in COP status. If the employee is still expected to be absent from work (due to this injury), after completion/termination of COP, any lost time will be charged to sick leave, annual leave, or leave without pay (LWOP).

4. There are two definitions of controverting the claim. The first is to deny a person's right to COP based on one of nine reasons listed on the CA-1 form. The second is to dispute the claim based on questionable circumstances.

(a) Denying COP Payments. There are nine legally authorized reasons for which the FAA can deny COP when a CA-1 claim is filed. This should be indicated in Item 35 on the CA-1. COP can also be terminated if the employee does not provide sufficient medical documentation within 10 working days and COP or excused time granted converted to the employee's leave. Also, all COP and excused leave on the date of injury must be withdrawn if a claim is denied.

(b) Disputing the Claim. The agency may dispute any claim until it is adjudicated by OWCP. The claim might be disputed on the basis that the employee was not performing an assigned duty when the injury occurred, or that the condition claimed is not the result of a work-related injury. Any claim for workers' compensation may be controverted if the supervisor, or other agency official, believes the circumstances surrounding the claim are of a questionable nature, or the claim does not meet one of the five conditions of coverage: time, civil employee (FAA government employee); fact of

injury; performance of duty, and causal relationship. If disputing the claim, indicate in

Item 34 on the CA-1, and provide evidence/justification to OWCP in writing signed by the supervisor, a manager, the OWCP specialist, or other agency official. If disputing the claim, the employee is authorized COP, if he/she meets eligibility requirements, until OWCP adjudicates the claim.

(c) The CA-1 form clearly states that if the employee's claim is denied, all time taken for COP must be converted at the employee's option to sick leave, annual leave, or LWOP. Additionally, excused leave taken on the day of the injury will be converted.

21-1-2. MEDICATION REPORT

Each controller/ operational supervisor must submit a request for a clearance to work while taking medication. The following procedures will apply:

- a. The OSIC receiving information over the phone concerning medication should forward the call to the WD. This allows the OSIC to focus on the area instead of an administrative task.
- b. The WD will complete ZTL Form 3900.1 (Appendix 08-- located on the N drive, public directory, Forms Folder).
- c. During administrative hours, the WD will normally forward the form to ZTL-10 for a medical determination. This allows the WD to focus on the control room instead of an administrative task.
- d. ZTL-10 will coordinate with ASO-300 for a medical determination.
- e. After administrative hours, the WD will contact the Regional Flight Surgeon (RFS) through the C-ROC for a medical determination. If the medical determination is needed after 8:00 PM on a weekday, or anytime during the weekend, the WD must first coordinate with either the ATM or XO prior to calling the RFS.
- f. Ensure the ATCS is notified of the medical determination, and completes the remainder of the form as a matter of facility record. (Forward all forms to ZTL-10 for retention.)

21-1-3. MEDICAL EXAMINATIONS FOR ATC PERSONNEL

a. ZTL-10 Responsibilities. ZTL-10 will distribute the roster of employees due a medical examination each month.

1. This roster will normally be distributed 6 weeks prior to the month in which the medical clearance is due.

2. Each area and office, as appropriate, will be given a copy of the roster.

b. OS Responsibilities. OSs will check the roster for their employees' names.

1. OSs must notify their employees they are due a medical examination. The employee should check the list of authorized Aviation Medical Examiners (AME), provided in each area/Watch Desk and call to make an appointment. Control room personnel should be notified no later than ten days after the watch schedule is posted. Any operational constraints making certain days unavailable should be discussed at this time. This notification should normally occur during administrative hours so employees can immediately make their appointments.

2. OSs must collect from their employees the scheduled date, time, and AME for the examination.

3. OSs will ensure this information is reported to ZTL-10 so proper authorization forms can be prepared.

4. OSs must indicate on the watch schedule, next to the employee's name, the time of the physical and the AME's name.

5. OSs are encouraged to remind employees they must take the proper forms with them to the physical.

c. Employee Responsibilities. Employees are responsible for contacting an AME on the authorized list provided in each area and scheduling their medical examination.

1. Employees must schedule the medical examination to be during their scheduled shifts. The employee will notify their OS of any scheduling problems encountered.

2. Employees must schedule the medical examination as soon as they are notified, and as early in the month as operational needs will permit.

3. Employees must obtain the necessary paperwork from ZTL-10 prior to leaving for the medical examination (two required forms: (1) AAM-RFS-300-002-F4, which the AME keeps; (2) FAA Form 3900-7, ATCS Health Program Report by Examining Physician, which the employee will return to ZTL-10.)

d. If there is no G-car available, the employee may claim mileage by filing a local voucher in E2.

e. The total time allotted for the medical examination, and round trip travel, is 2-½ hours. Medical examinations at the beginning or end of the shift may not require round trip travel.

f. If the medical examination is canceled or missed for any reason, the employee must reschedule for the same month to avoid losing their medical clearance.

21-1-4. AWARDS

Order JO3450.1H, dated July 24, 2012, Air Traffic Organization's ATO Awards Program, covers all employees. Prior to the beginning of each fiscal year, OSs will receive local guidance.

21-1-5. CHANGES TO EMPLOYEE'S OS OF RECORD

In order to ensure the accuracy of the various database systems in use at the facility, whenever there is a change to an employee's OS of record, the OS in charge of the schedule for that area must make an email notification to the outlook mailing group "AJE-EE-ZTL-FLM-of-Record. If an employee changes areas, the gaining area scheduling supervisor must make notification.

21-1-6. EMPLOYEE EXIT CHECKLIST AND CLOSEOUT

When an employee or contractor departs ZTL for reasons including, but not limited to, details or transfers to another facility/office/agency outside of ZTL, retirement, or separation, the employee must complete certain forms and turn in items prior to his or her departure.

An Employee Exit Checklist can be found in Appendix 40 of this order, as well as in the shared drive in the Forms folder. Utilize the Employee Exit Checklist to finalize any employee's departure from ZTL.

Note: It is important to complete the checklist in order to account for ZTL property and to ensure that the employee's retirement pay is not delayed.

21-1-7. TONE INCIDENTS

Unexpected noises of increased volume over land lines or radio frequencies, known as "tones," can be encountered during air traffic control duties. These tones can be heard over headsets, handsets, or speaker systems. Incidents of tones can be distracting or even temporarily painful to experience. Procedures for reporting and handling tone incidents are outlined in this section.

1. Roles and Responsibilities.

- a. **Employees.** Employees subjected to tones should report these events to their immediate supervisor as soon as possible after the incident. This reporting is necessary to determine the source of the tone and to ensure that all technical safeguards are functional.

- b. Supervisors.** Supervisors advised of a tone incident must follow the steps as outlined in Section 2 below. These responsibilities include receiving reports of tone incidents from operational employees, securing operational positions and equipment for testing, notifying Technical Operations personnel of the need for equipment evaluation, making appropriate entries in the facility log, and ensuring that FAA Form 3900-5, Tone Incident Report, is completed and routed in accordance with this guidance.
- c. Air Traffic Manager.** Air Traffic Managers are responsible for tracking and processing tone incident reports and ensuring that technical safeguards are in place to protect their employees. Air Traffic Managers must also follow the steps outlined in Section 2, coordinating with Technical Operations personnel for equipment evaluation, ensuring headset systems are tested (if applicable), monitoring tone incident investigations, and completing necessary reports.

2. Tone Incident Reporting and Processing.

a. Employee Reports a Tone Incident.

1. When an employee reports a tone incident, secure the employee's headset for testing as soon as it is operationally feasible to do so. Ensure that Technical Operations is notified to evaluate the affected operational position and associated NAS equipment for normal operations as soon as possible. Air Traffic Management will ensure that the employee's headset acoustic limiting circuits are functioning properly by using a Plantronics Varistor check box in accordance with the Plantronics Varistor Check Box User Guide. Air Traffic Management will also give the affected employee the opportunity to observe the headset testing. If a Technical Operations employee was involved with the tone incident, that employee's manager must also be notified and appropriate actions taken.

2. Make an "E" entry in the facility log and carry entry forward until:

(a) Technical Operations tests console/voice switch/NAS equipment,
and

(b) Air Traffic Manager confirms headset testing (if applicable).

3. In order to facilitate equipment checks, Tech Ops needs to understand what was going on at the time of the tone incident. Record this information on FAA Form 3900-5, Tone Incident Report, and forward for action and processing.

4. Secure the recording of the tone incident (usually obtained by the SOC). A copy of the reported tone incident will be provided to the Air Traffic Manager.

5. When equipment testing is complete and cleared, annotate facility log with the statement, "Tests complete. Equipment operating normally." Report an abnormal test results and annotate log appropriately.

6. Complete FAA Form 3900-5. If the employee files Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, retain original FAA Form 3900-5 in a designated facility file for five years. If the employee

does not file Form CA-1, retain the original FAA Form 3900-5 for two years. During the first week of October, report the total number of tone incidents for the fiscal year at your facility, along with the number of CA-1 tone cases, to AJW-232 at 701-792-4303.

7. Determine if the employee intends to file Form CA-1 and mark Form 3900-5 appropriately. If employee is filing Form CA-1, follow guidance below.

b. Employee Files Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.

1. Follow procedures outlined in 21-1-1a of this order.

2. Advise the employee that the Agency's position is that our equipment is designed not to exceed OSHA standards for occupational noise exposure as outlined in 29 CFR 1910.95. If an employee files a claim of permanent injury due to a tone, the FAA will ensure that the Department of Labor is fully informed of the technical safeguards and agency's position.

3. Complete Supervisor's portion of the CA-1.

(a) Include the statement, "Equipment to be tested to ensure acoustic limiters are working."

(b) Include any known information about employee's hobbies or activities that could contribute to hearing loss.

4. Attach "Tone Incident CA-1 Supplemental Information" sheet to the CA-1.

5. Immediately upon completion, forward Form CA-1 and any attachments through your Air Traffic Manager to your Service Area Human Resources contact. *NOTE: CA-1 forms must be processed by the Agency and forwarded to the Department of Labor within ten days of being filed by the employee.*

6. Fill out FAA Form 3900-6, Mishap Report, and enter the data into the Safety Management Information System (SMIS). Provide detailed documentation of the tone incident and the operational conditions at the time of the incident.

c. Employee Requests Medical Attention Due to a Tone Incident.

1. Follow procedures outlined in 21-1-1b of this order.

2. If the employee requests leave or Continuation of Pay (COP) as a result of the tone incident, approve absence in accordance with the Federal Employee's Compensation Act (FECA) and all applicable collective bargaining agreements.

3. Forward the employee's claim for reimbursement for medical expenses to the appropriate Service Area Human Resources office for processing.

3. Tone Incident Reporting Package

Tone Incident Reporting Packages will be located at the Watch Desk. The ZTL-10 Administrative Support Group will be responsible for composing Tone Incident Reporting Packages and replenishing the packages when inventory is depleted.

Tone Incident Reporting Packages will consist of a manila envelope with a label affixed to the outside. The contents of the Tone Incident Reporting Package are as follows:

- **ZTL Tone Incident Reporting Package Check List**
- **FAA Memorandum June 14, 2007—Guidance for Handling and Processing Tone Incidents**
- **FAA Form 3900-5, Tone Incident Report**
- **Instructions for Completing Form 3900-5**
- **Employee Notification of Headset Test**
- **Plantronics Headset Model Identification Guide**
- **CA-1 Attachment – Tone Incident Supplemental Information**

CHAPTER 22. PROPERTY MANAGEMENT

22-1-1. LOCKER ASSIGNMENT

The ZTL-10 (Administrative Support Group) Office must have the responsibility for the records, which assign and track lockers. Individual employees must be responsible for ensuring they utilize the locker assigned to them.

Control room personnel must be afforded priority for locker assignments. Other personnel will be assigned a locker upon request, if available. Only one locker will be assigned per employee. Requests for an additional locker for meritorious reasons will be considered on a case-by-case basis.

22-1-2. HEADSET ASSIGNMENT

The ZTL-510 office must have the responsibility for headset assignments. Each employee who has an operational need will be issued a headset. Headsets must be surrendered when permanently leaving the facility, i.e., transfer, retirement, resignation, etc., or when receiving a permanent assignment to a position which does not require the use of a headset.

a. Defective Headsets/Handsets. For defective headsets/handsets, controllers must determine which part (upper or lower) of the headset is inoperable. During business hours see 510 Office for a replacement; controller must turn in original part to receive a replacement. On nights and weekends check out a loaner headset from the Watch Desk and see a 510 Office employee as soon as possible to replace the defective part.

b. Spare Headsets/Handsets. Spare headsets and handsets are available at the Watch Desk. Headsets/handsets will be kept in the Watch Desk and issued by the OMIC.

c. Headset Parts. Plastic earplugs, acoustical tubes, and eyeglass clips will be kept at the WS desk and the ZTL-510 Office.

22-1-3. FAA PERSONAL IDENTITY VERIFICATION (PIV) MEDIA AND ACCESS CARDS

The PIV office must be responsible for issuing and tracking all FAA PIV media. The employee must be responsible for ensuring that their PIV does not expire.

Identification media/access cards are accountable property. In the event the media is lost or stolen, the employee must report it to their supervisor within 24 hours and complete an Incident report at <https://incidentreporting.faa.gov/>. Employees will forward the four-

digit incident number to the ZTL-510 Office in order to receive a temporary PIV. No request for media replacement will be processed without a completed Incident Report.

22-1-4. KEYS

The ZTL-510 Office must be responsible for issuing and tracking all keys and door cores issued to Air Traffic offices.

Keys are accountable property. In the event a key is lost or stolen, the employee must report it to their supervisor within 24 hours and complete an Incident report at <https://incidentreporting.faa.gov/>. Employees will forward the four-digit incident number to the ZTL-510 Office in order to receive a replacement decal. No request for a key replacement will be processed without a completed Incident Report request.

22-1-5. PARKING DECALS

The ZTL-510 Office is responsible for issuing and keeping record of all Parking Decals issued to ZTL employees. Each employee is allowed 2 vehicle decals and 1 motorcycle decal.

Parking Decals are accountable property. In the event a parking decal is lost or stolen, the employee must report it to their supervisor within 24 hours and complete an Incident report at <https://incidentreporting.faa.gov/>. Employees will forward the four-digit incident number to the ZTL-510 Office in order to receive a replacement decal. No request for a replacement parking decal will be processed without a completed Incident Report request.

CHAPTER 23. OPERATIONS OVERSIGHT

Section 1. Quality Control (QC) Program

23-1-1. OVERVIEW.

The Air Traffic Organization (ATO) has moved to a more systemic view of safety within the National Airspace System (NAS). This view places more value on discovering why adverse safety occurrences happen and in identifying risks, rather than determining who was at fault. The ZTL QC Program establishes facility policies to support the suite of safety orders supporting the ATO's Proactive Safety Management Program. These safety orders cover quality control initiatives, reporting requirements, and performance management tools.

These programs facilitate the delivery of air traffic services at their highest levels of safety within the NAS at Atlanta ARTCC. This order conveys requirements for ZTL QC and audit processes. It is focused on the identification of system risks within and the development and tracking of mitigation plans to eliminate, or reduce to acceptable levels, identified risks. ZTL QC Program is designed to advance a safety culture, a pervasive type of safety thinking that promotes an inherently questioning attitude, resistance to complacency, a commitment to excellence, and the fostering of both personal accountability and incorporate self-regulation in safety matters.

23-1-2. AIR TRAFFIC ORGANIZATION OCCURRENCE REPORTING.

It is the responsibility of all ATO employees who are engaged in and support air traffic services to report all suspected unsafe air traffic occurrences. Sharing of this information allows the ATO to more effectively and safely manage operations within the NAS.

Mandatory Occurrence Report (MOR) - Management personnel/CIC must ensure all conveyed or observed occurrences are reported in accordance with (IAW) FAA JO 7210.632, *Air Traffic Organization Occurrence Reporting*. ZTL-505 will review the previous day(s) MOR(s) to determine if a System Service Review (SSR) would be appropriate to review the air traffic services provided. ZTL-505 will prepare a Falcon replay as requested by operations management. (1) The Operations Manager (OM) or Operations Supervisor In-Charge (OSIC) of the watch shall be responsible for ensuring an MOR is entered into the Comprehensive Electronic Data Analysis and Reporting (CEDAR) system IAW FAA JO 7210.632. Additionally, if the event is marked "Potentially Significant" then the OM shall request an ERAM replay immediately. There may also be a requirement to fill out the "Initial Event Checklist" to submit for further review.

23-1-3. QUALITY CONTROL OPERATIONAL SKILLS ASSESSMENT (QC OSA) PLAN.

The following plan establishes scheduled quality control monitoring activities and indicates the minimum number of QC OSAs that must be completed on a random basis IAW FAA Order JO 7210.634. **Note:** *These assessments are conducted with emphasis on the position or function, not as a measurement of individual performance.*

1. ZTL ARTCC will complete a minimum of **175 QC OSAs** on all types of operational positions (e.g., CPC, OS/CIC, and STMC/TMC) per quarter as prescribed in FAA Order JO 7210.634, ATO Quality Control.
2. QC OSAs will be conducted by operational management, support management and support staff personnel. The ZTL-505 Support Manager will work together with the Operations Managers (OMs) and Executive Officer (XO) to ensure the accomplishment of the required Operations supervisor (OS)/Supervisor Traffic Management Coordinator (STMC) QC OSAs.
3. Random QC OSAs must be conducted on all operational positions throughout the year with special emphasis during peak traffic periods.
4. Each OS should complete a minimum of one (1) QC OSA per month; Direct monitor on odd months (Jan, Mar, May, July, Sep, Nov) and Indirect monitor on even months (Feb, Apr, Jun, Aug, Oct, Dec). QC OSAs will be no less than fifteen (15) minutes in duration. Exceptions are made at the discretion of ZTL-505 Support Manager due to individual performance.
5. Each STMC should complete a minimum of one QC OSA per month via direct monitoring. QC OSAs will be no less than fifteen (15) minutes in duration.
6. Each OM/TMO should complete a minimum of one QC OSA per quarterly on the OS/CIC positions. (1) QC OSAs (FAA 3120-36) will be no less than thirty (30) minutes in duration.
7. QC OSAs may be conducted via live monitoring, remote monitoring, or utilizing playback tools. Note: OS/STMC QC OSAs will be via direct monitoring.
8. All QC OSA results must be entered into the Atlanta ARTCC's CEDAR database. ZTL-505 will attach Falcon (if applicable) and voice data to each QC OSA.
9. Additional QC OSAs may be conducted at the discretion of the Air Traffic Manager (ATM) or ZTL-505 Support Manager. The ZTL-505 Support Manager is responsible for ensuring quarterly targets are met.
10. Any reportable occurrence identified through OSAs must be reported as soon as possible through the MOR process IAW FAA JO 7210.632 using CEDAR.

23-1-4. INTERNAL COMPLIANCE VERIFICATION (ICV).

1. ZTL ARTCC must conduct an ICV annually, during the fiscal year.
2. The ICV will be conducted by a team designated by the ATM. The principle facility union representative may designate one (1) member to serve on the team along with other individuals designated by ZTL 505 Manager. The desired minimum ICV team composition is a representative from each of the following areas:
 - a. Management
 - b. Quality Control, Support Specialist (normally the ICV Lead)
 - c. A designated local facility union representative
 - d. Local Safety Council member(s)
3. Schedules for conducting the ICV will be divided quarterly to ensure seasonal items are covered. The ZTL-505 Support Manager will coordinate the specific dates to produce the most comprehensive evaluation results within the annual timeframe.
4. The ZTL-505 Support Manager, in collaboration with the ZTL LSC, will designate two (2) days per quarter for ICV team members to meet. The purpose of the meeting will include an in-brief/out-brief by the ICV team lead, conduct ICV monitoring, and discussion of ratings.
5. The ZTL-505 Support Manager will compile the findings in a memorandum to the ATM at the conclusion of each quarter. This memorandum should include discovered deficiencies and areas of commendable activities.
6. The ICV must be completed and certified in the Air Traffic Organization (ATO) Portal, Compliance Verification (CV) Tool no later than Septemberth 30 each year. The ZTL-505 Support Manager is responsible for ensuring completion.

23-1-5. SERVICE REVIEWS.

ZTL must conduct reviews in accordance with FAA JO 7210.634. Service reviews are a tool to be utilized for on-going evaluation of air traffic services as well as a method to improve services. There are four types of service reviews applicable to Atlanta ARTCC: System

Service Review (SSR), Traffic Management Review (TMR), Covered Event Review (CER), and Systemic Issue Review (SYSIR).

1. **System Service Reviews (SSR).** An SSR randomly assesses air traffic services to ensure comprehensive reviews are conducted on all aspects of facility operations. SSRs may be requested by any personnel performing watch supervision, OM, OS, CIC, or the ATM. The Support Manager, Quality Control must review each request to determine whether the circumstances warrant a review. When the request is prompted by a user complaint or public inquiry, each must be promptly and thoroughly investigated. Whenever possible, a personal response shall be delivered to the originator. All SSR's that result from SRT must be sent to QCG prior to closing. ZTL 505 staff will delegate the SSR to the ZTL 505 Manager for the proper routing.
 - a. SSRs are not a mechanism for individual performance management; however, if performance is notable (exemplary and/or needing improvement), it must be documented in an SSR OSA.
 - b. SSRs may be conducted in response to potential compliance issues associated with a reported safety occurrence. The ATM and/or ZTL-505 Support Manager will determine when to conduct post-event SSRs.
 - c. SSRs must be conducted outside of the operation and documented in CEDAR.
 - d. The principal facility union representative (or designee) must be afforded the opportunity to participate in SSRs.
 - e. The collaborative team must thoroughly consider each of the required topics in the CEDAR SSR question tree (including the possibility of any systemic issues).
 - f. SSRs must be conducted after any non-accident safety occurrence color-coded red or yellow by ATO Safety and Technical Training's Compliance Services Group.
 - g. SSRs must be conducted to validate and understand a suspected facility systemic issue initially identified through a review of facility data (e.g., OSA, Emphasis Item, MOR, or Risk Analysis data).
 - h. The SSR Team may conduct interviews and/or include personnel involved. Interviews will be conducted in an atmosphere of shared concern designed to gain multiple perspectives and a better understanding of the operational environment.
 - i. ZTL must conduct a minimum of two SSR's per quarter. SSRs conducted post-event or triggered by potential systemic issues may

satisfy this requirement. The ZTL-505 Support Manager is responsible for ensuring that these requirements are met and will direct random SSRs as necessary.

2. **Traffic Management Reviews.** TMRs identify active and latent factors that are causal to a significant delay, special event, and to randomly assess traffic management services. TMRs ensure comprehensive reviews are conducted on facility operations that may impact system efficiency.
 - a. TMRs must be conducted outside of the operation and documented in CEDAR with supporting documentation.
 - b. The principal facility union representative (or designee) must be afforded the opportunity to participate in TMRs.
 - c. A suggested schedule of TMRs include: Master's Golf Tournament; Talladega NASCAR Race; and other special events such as the NBAA
 - d. The primary triggers for conducting a TMR are after significant delay events (e.g., due to weather, equipment outages, TMIs, etc.), after special event activities (e.g., sporting events, fly-ins, TFRs, etc.), and at the request of operational management.
 - e. TMO or designee must conduct a minimum of one TMR per quarter. TMRs conducted post-delay or special event may satisfy this requirement.
3. **Covered Event Review (CER).** The intent of a CER is to supplement and document the existing required review of air traffic services rendered during an aircraft accident.
 - a. A CER requires a review of each accident in depth, looking beyond the areas of individual performance. A CER must include a review of all aspects of service (individual performance, equipment, weather, etc.) and identify any issues that cannot be ruled out as potentially contributing to the accident.
 - b. Instances of exemplary performance should be identified and documented.

Note: SSR is not required in conjunction with a CER, however it may be required if a SRT is color coded yellow or higher.
4. **Systemic Issue Reviews (SYSIR).** SYSIRs are a method for those conducting an OSA, SSR, TMR, or CER to identify areas that have potential system impact. If a potential system impact is identified, it

should be explained in the comments section of the OSA, SSR, TMR, or CER. SYSIRs can also be generated directly through the Air Traffic SYSIR function in CEDAR if a suspected systemic issue is found outside of the OSA, SSR, CSBR, or CER process. The SYSIR will then be forwarded to the ATM and ZTL-505 Support Manager for review and possible elevation to the ESC QCG.

Note: If elevated to ESC QCG, an e-mail notification is required. CEDAR does not automatically notify them.

- a. ZTL Management Lead for initially reviewing potential systemic issues:
 - Training - Support Manager, Training (ZTL-520)
 - Directives – Support Manager, Airspace and Procedures (ZTL-530)
 - Efficiency - Traffic Management Officer (ZTL-541)
 - Airspace and Procedures - Support Manager, Airspace and Procedures (ZTL-530)
 - Equipment - Support Manager, Plans and Programs (ZTL-510)
 - Resource Management – Executive Officer (XO)

23-1-6. QUALITY CONTROL VALIDATIONS (QCVs)

The Support Manager for Quality Control is responsible for ensuring all QC Validations are conducted under the following requirements.

1. **OSA Validations.** Every quarter, ZTL-505 Support Specialists will randomly validate a minimum of 15% of completed OSAs as identified in the FAA Order JO 7210.634, ATO Quality Control.
 - a. Feedback: Findings identified through validations of OSAs will be forwarded to the Support Manager for Quality Control for dissemination to personnel conducting OSAs.
 - b. Follow-up. The Support Manager for Quality Control must review OSA Validation findings for a period to be defined to determine if previously identified systemic issues/trends have been resolved.
 - c. Needs Improvement/Exemplary items identified will be delegated to the ZTL-505 Support Manager. ZTL-505 Support Manager will send information to the OM or TMO for personnel they supervise.

- d. The ZTL-505 Support Manager must review OSA validation findings every quarter to determine if previously identified systemic issues/trends have been resolved.
2. **Certification and Performance Skill Check (CSC) Validations.** Every quarter, ZTL-505 Support Specialists will validate a minimum of 15% of all certification skill checks. **Note:** When available, ZTL-505 QC should review, using replay and voice, one CSC, per area, per month.
3. **On-the-Job Training Documentation (OJTD) Validations.**
 - a. Annually, 15% of all active OJT Instructor's (OJTI's) from the previous year will have a sample of their OJT documents reviewed IAW FAA JO 7210.634. These validation samples must be randomly selected. **Note:** A portion of these (25%) should be completed quarterly to ensure radar and audio data is available.
 - b. Each October, the number of active OJTIs will be assessed by ZTL-520. ZTL-520 will provide this number to ZTL-505. This will ensure that the percentage requirement will be met by the end of the fiscal year.
 - c. Based on validations supplied by ZTL-505, ZTL-520 will provide facility refresher training if appropriate. Refresher training must be documented in accordance with FAA JO 3120.4
 - d. The ZTL-505 Support Manager will review OJT documentation validation findings every six (6) months to determine if previously identified systemic issues/trends have been resolved.

23-1-7. CORRECTIVE ACTION PLANS

Finding and fixing problems is the fundamental purpose of our safety management system and the quality control process. CAPs are the method ZTL must use to document implemented corrections to validated systemic non-compliance or identified risk. CAPs are actions taken by ZTL to correct non-compliance or risk, which has been properly identified, validated, and understood through data collection and analysis. Once a problem is understood (in scope and causal factors), ZTL must develop corrective actions to address the identified issue(s). CAPs must be designed to correct the specific problem, and then implemented throughout the applicable area.

1. CAPs may be generated from any of the following.
 - a. Service Reviews (SSR, TMR, CER, SYSIR)
 - b. Compliance Verifications
 - c. QC Validations

- d. Significant events/investigations (require a System Service Review (SSR) to validate the issue, possibly at a later date)
 - e. LSC analysis (validation of issues through SSRs is encouraged)
 - f. For issues identified externally such as; AOV audits, NTSB investigations, and/or AJI audits.
2. Facilities must monitor all implemented CAPs in order to determine their effectiveness. Monitoring will result in CAP closure or a revised CAP if effectiveness targets are not met. CAP monitoring is primarily accomplished by assessing collected/reported data.

23-1-8. AIR TRAFFIC OVERSIGHT SERVICE (AOV) CREDENTIALING

All operational personnel who perform direct safety-related air traffic control services must hold an AOV credential. The ATM shall act as the Proficiency Manager. ZTL 505 Manager and an OM shall act as Co-Proficiency Manager. All OS's shall act as the Designated Examiner. <https://aov.faa.gov/credentialing>

1. ZTL-505 shall be responsible for the capture and retention of the auditable recording of the skill check (initial certification or biennial), along with the FAA Form 3120-25 BSE, for 24 months.
2. The OM/OS shall ensure operational positions are staffed by appropriately credentialed personnel at all times.
3. The Designated Examiner shall notify, via email, their OM, ZTL-520, ZTL-505, when a developmental has completed initial certification on their first two Radar Associate positions. At a minimum, the message must include the Specialist's name, position, UTC date, and UTC time period for the entire skill check.
4. The Designated Examiner shall submit a request for temporary credentialing via the AOV credentialing web site.
5. The Designated Examiner must include a confirmation statement in Block 12 of the certification FAA Form 3120-25 that the AOV credentialing for the specialist was requested."
6. **Biennial Skills Evaluations (BSE).** Each AOV credential holder must have a biennial skills evaluation to perform air traffic services.
 - a. The Designated Examiner shall perform a BSE for each employee certified on at least one operational position, IAW JO 8000.90. The BSE must be a minimum of 30-minutes in duration. Upon completion of the biennial, the OS shall notify, via email, their OM, ZTL-505. The subject line must include the wording, "Biennial Skill Evaluation" or "BSE".

23-1-9. ZTL LOCAL SAFETY COUNCIL (LSC).

1. LSC provides a collaborative method for ZTL to mitigate hazards and participate in lessons learned from other facilities through sharing valuable ATO safety information.
2. When requested by the ZTL-505 Support Manager, the LSC will assist the Quality Control Staff with the performance and documentation of SSRs, TMRs, CERs, SYSIRs, and ICVs. The LSC is comprised of subject-matter experts who can provide valuable input.

23-1-10. Quarterly Requirements.

Quarter	
1 st Quarter	Conduct a minimum of two SSR per quarter TMO or designee, may as necessary, conduct a random/scheduled TMR after significant delay &/or special events (minimum of four TMRs per year). Validate a minimum of 15% of completed QC OSAs Validate a minimum of 15% of completed Certification Skill Checks (CSC) Validate 25% of the total number (see Chapter 23) of OJTI Documentation Complete one Performance Assessment Validation per quarter. Conduct 25% of ICV
2 nd Quarter	Conduct a minimum of two SSR per quarter TMO or designee, may as necessary, conduct a random/scheduled TMR after significant delay &/or special events (minimum of four TMRs per year). Validate a minimum of 15% of completed QC OSAs Validate a minimum of 15% of completed Certification Skill Checks (CSC) Validate 25% of the total number (see Chapter 23) of OJTI Documentation Complete one Performance Assessment Validation per quarter. Conduct 25% of ICV
3 rd Quarter	Conduct a minimum of two SSR per quarter TMO or designee, may as necessary, conduct a random/scheduled TMR after significant delay &/or special events (minimum of four TMRs per year). Validate a minimum of 15% of completed QC OSAs Validate a minimum of 15% of completed Certification Skill Checks (CSC) Validate 25% of the total number (see Chapter 23) of OJTI Documentation Complete one Performance Assessment Validation per quarter. Conduct 25% of ICV

4 th Quarter	Conduct a minimum of two SSR per quarter TMO or designee, may as necessary, conduct a random/scheduled TMR after significant delay &/or special events (minimum of four TMRs per year). Validate a minimum of 15% of completed QC OSAs Validate a minimum of 15% of completed Certification Skill Checks (CSC) Validate 25% of the total number (see Chapter 23) of OJTI Documentation Complete one Performance Assessment Validation per quarter. Conduct 25% of ICV
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APPENDICES

APPENDIX 1

R/D/T ATCS POSITION RELIEF BRIEFING CHECKLIST

STATUS INFORMATION AREA

SECTOR CONFIGURATIONS

SPECIAL USE AIRSPACE

TMU RESTRICTIONS/NOTAMS

NAVAIDS/FREQ'S/VSCS/EDST

NON-RVSM TRANSIT/PENDING

RADAR /DISPLAY SETUP/BACKUP

WEATHER/ALTIMETER/PIREP

SIGMETS/AIRPORT COND'S

TFC CPDLC/CURRENT/PENDING

APPENDIX 2

A-SIDE POSITION RELIEF BRIEFING CHECKLIST

POSITION RELIEF CHECKLIST

STATUS INFORMATION AREA

SECTOR CONFIGURATION

SPECIAL USE AIRSPACE

TMU RESTRICTIONS – NOTAMS

NAVAIDS/FREQS/VSCS

EDST

RADAR/DISPLAY SETUP/BACKUP CHANNEL

WEATHER/ALTIMETER/PIREP

SIGMETS

TRAFFIC/CURRENT/PENDING

APPENDIX 3

TRANSFER OF APPROACH CONTROL AIRSPACE BRIEFING CHECKLIST

AIRPORT INFORMATION

Last Active Runway/Favored Runway
Approach Configuration
NOTAM's

EQUIPMENT

NAVAID's
Flight Data Strip Output
Frequencies

WEATHER

Airport Conditions
Unusual Weather Conditions
PIREP's

TRAFFIC

Current
Pending
Special Activities
Comm Status

APPENDIX 4

WATCH DESK POSITION RELIEF BRIEFING CHECKLIST

EQUIPMENT

ERAM/RADAR/Major NAVAID outages

Check Stuck Flight Plans

Other NAS Equipment Outages (VSCS/EDST/DALR)

Tuesday Only-Emergency Frequency Check-Areas 1, 4, & 5

DEN Phone

STAFFING

Operational Supervisor (OS)/CIC

Overtime

1st (monthly) - Operational Currency Dashboard review

Safety Awareness Discussions (Primary and/or Secondary Lead availability)

WEATHER

Current and Forecast

PIREP's and SIGMET's

SPECIAL OPERATIONS

NORAC's

Emergencies

ALNOT's

Military Missions

VIP Movement

TFR's

OPERATIONAL STATUS

Traffic Management Initiatives

MASTER KEY

RELIEVED WS

Log Off Computer

Retrieve Flash Drive

APPENDIX 5**SUPERVISORY TRAFFIC MANAGEMENT COORDINATOR POSITION
RELIEF BRIEFING CHECKLIST**STATUS INFORMATION AREAEQUIPMENT STATUSAIRPORT CONDITIONS/INFORMATION

Active Runway (ATL/CLT)
Approaches in Use (Visual/Instrument) (ATL/CLT)
Arrival Rate, In-Trail Spacing (ATL/CLT)

AIRPORT ACTIVITIES

Snow Removal, Vehicles on Runway, Deicing (ATL/CLT)

WEATHER/TRENDS

PIREP, SIGMET, Unusual Weather Conditions, (ATL/CLT)

FLOW CONTROLSPECIAL ACTIVITIES

TFR Activity, Restricted/Warning Area Use
VIP Movement, Air Show, Flight Check, New Procedures, etc

SPECIAL INSTRUCTIONS/RESTRICTIONS

Adjacent Position Training, Non-Standard Staffing
Non-Standard Configuration, etc

OPERATIONAL/RUNWAY STATUS, INCLUDING

Runway Availability/Closed/Occupied, In-trail Spacing, Nat'l TMI's,
Departure Initiatives/Triple Departures, Ground Delay Programs/ Ground Stops,
Monitor Alert Initiatives/Planning TELCON Activity/NTML/ Local TMI's

STAFFING

(Include Unusual Sector Combinations)

TRAINING IN PROGRESSPERTINENT OPERATIONAL NOTAMSNon-RVSM OPERATIONSTRAFFIC

APPENDIX 6

TRAFFIC MANAGEMENT COORDINATOR (TMC) POSITION RELIEF BRIEFING CHECKLIST

STATUS INFORMATION AREA

ESIS

EQUIPMENT STATUS

AIRPORT CONDITIONS/INFORMATION

Active Runways/ Availability/ Occupied/ Closed
Approaches in Use (Visual/Instrument)
Arrival Rate

AIRPORT ACTIVITIES

Emergencies/ Runway Construction/ De-icing, etc

FLOW CONTROL/TMI'S

In-Trail Spacing/ ESP
TBFM/EDC Configuration
Departure Initiatives/ Triple Departures/ CDR's
Ground Delay Programs/ Ground Stops / Reroutes/ Playbooks

SPECIAL ACTIVITIES

Military Activity, TFR Activity, VIP Movement
Air Show, Flight Check, New Procedures
ELT's/ Monitor Alert

WEATHER/TRENDS

PIREP, SIGMET, Significant Weather Affecting Traffic Flows, etc.

TRAFFIC

APPENDIX 7**OPERATIONS SUPERVISOR IN CHARGE
POSITION RELIEF BRIEFING CHECKLIST****EQUIPMENT STATUS**

BUEC Check
V-TABS Check
VSCS (Configuration in Use, Classmark)
NOTAMs
EDST

STAFFING STATUS

Include unusual sector combinations.

TRAINING IN PROGRESS**WEATHER**

Current and Forecast
PIREP's
SIGMET's

SPECIAL OPERATIONS

New Procedures
Military Missions
Emergency Situations

OPERATIONAL STATUS, INCLUDING

Traffic Management Initiatives
FLMIC/CIC Mandatory Briefing Items
Pre-Position Read Binder Briefings

SECURITY

Suspicious Aircraft/Pilot Activities/NORDO's

RVSM

Active or pending non-RVSM aircraft
Transitioning through RVSM airspace
Active or pending non-RVSM aircraft in RVSM airspace
Status of supervisory coordination

T&A STATUS

Other Duties
TOS Request/Approvals
Leave Request/Approvals

SIGN OFF CEDAR**SIGN-ON**

Appendix 8
CHANGE 2

ZTL 7230.2Q

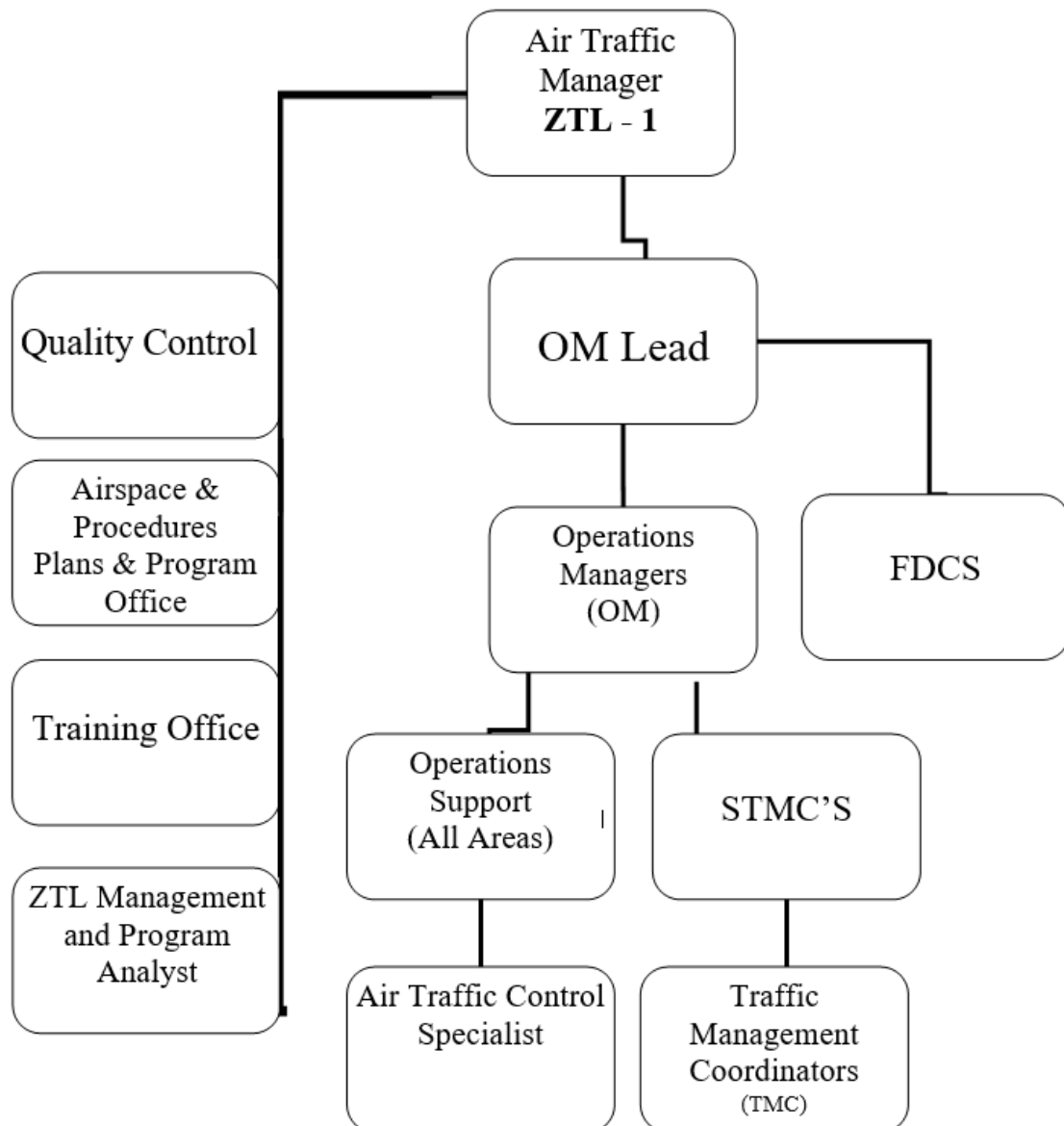
MEDICATION REPORT

FOR: Any medication (prescription or over-the-counter) which might affect alertness, judgment, vision, equilibrium, or state of consciousness. **THE NAME OF THE MEDICATION MUST BE SPELLED CORRECTLY.**

Name:		Report Received by:		FLM/CIC Notified of Determination:
Phone:				
Date:	Area:	Contacted:	Forwarded to:	
Position: ☐ ATCS ☐ TMC ☐ FLM ☐ STMC		☐ Sanner	☐ ZTL-10	
		☐ Northrup		
		☐ Davis		
		☐ Barson		
When was the last dose taken?				Notified By:
Anticipated length of time medication will be taken?				Phone:
				Date:

Name of Medication	Dosage/Frequency	Reason for Taking	Determination

☐ **EMPLOYEE IS MEDICALLY RESTRICTED**
ADDITIONAL REPORTS REQUIRED FOR CLEARANCE

APPENDIX 9

Appendix 11

ZTL ALNOT Submission Form

Date: _____ Time: _____ z Initials: _____ Callsign: _____

Last Known Position (Lat/Long): _____

Beacon Code: _____

Flight Rules: _____

Aircraft Type: _____

Number of Aircraft: _____

Color of Aircraft: _____

Equipment: _____

Airspeed: _____

Departure Point: _____

Departure Time: _____ z _____

Altitude: _____

Loss of Radar/Communication/Time: _____

Route: _____

Destination: _____ ETA: _____ Fuel On Board: _____

Souls On Board: _____ Pilot's Name: _____

Remarks/Additional Info (ELT, last frequency, etc.)

Circle desired adjacent centers to send initial message:

ZTL-XXN ZDC-XXQ ZME-XXM ZHU-XXH ZJX-XXK ZID-XXA

WATCH DESK NOTIFICATION TO ROC/QCG: _____

APPENDIX 12

[illegible]

APPROVAL:

NATCA _____

SUPCOM _____

OM _____

APPENDIX 13

VSCS MAP CHANGE REQUEST A/G

DATE INITIATED _____ ORIGINATOR _____

FAC MAP _____ AREA MAP _____ SECTOR _____ AREA _____

Screen 1

				R/T OFF				
						PTT UHF	PTT BOTH	PTT VHF
SCRN ALT	FUNC ALT	A/G ALT	AUTO VOICE RTE	MAIN STBY	BUEC	XCPL	REM MUTE	

4

Screen 2

				R/T OFF				
						PTT UHF	PTT BOTH	PTT VHF
SCRN ALT	FUNC ALT	A/G ALT	AUTO VOICE RTE	MAIN STBY	BUEC	XCPL	REM MUTE	

APPROVAL:

NATCA _____
SUPCOM _____
OM _____

VSCS MAP CHANGE REQUEST G/G

DATE INITIATED _____ ORIGINATOR _____
 FAC MAP _____ AREA MAP _____ SECTOR _____ AREA _____

Screen 1

							MAN RING	PROG CONF
						CALL ANS	VOICE MON	
							1	
							2	
							3	
							4	
							5	
						HOLD		
SCRN ALT	FUNC ALT	G/G ALT	PSN REL	G/G	OVR	CALL FWD	RLS	

Screen 2

							MAN RING	PROG CONF
						CALL ANS	VOICE MON	
							1	
							2	
							3	
							4	
							5	
						HOLD		
SCRN ALT	FUNC ALT	G/G ALT	PSN REL	G/G	OVR	CALL FWD	RLS	

APPROVAL:

NATCA _____

SUPCOM _____

OM _____

RADAR TROUBLE REPORT

Reported by: _____ Area: _____ Sector: _____

Supervisor: _____ Telephone #: _____

Verified by Supervisor: ☐ Yes ☐ No Other: _____

Date: _____ Time of Occurrence: _____ Duration: _____

A/C ID: _____ CID: _____ A/C Type: _____ Military: ☐ Yes ☐ No

Beacon Code: _____ Altitude: _____ RSB: _____ Radar Site: _____

Display Coordinates: X: _____ Y: _____ Indicate Range: _____

Complaint: ☐ False Target ☐ Beacon Split ☐ Ring-A-Round ☐ Jump

☐ Stitching ☐ Missing ☐ Poor Weather Presentation ☐ Track went to coast

☐ Incorrect Altitude ☐ Incorrect Speed

Additional information that may be helpful in analyzing the problem:

NAS Operations Manager (NOM) reported to:

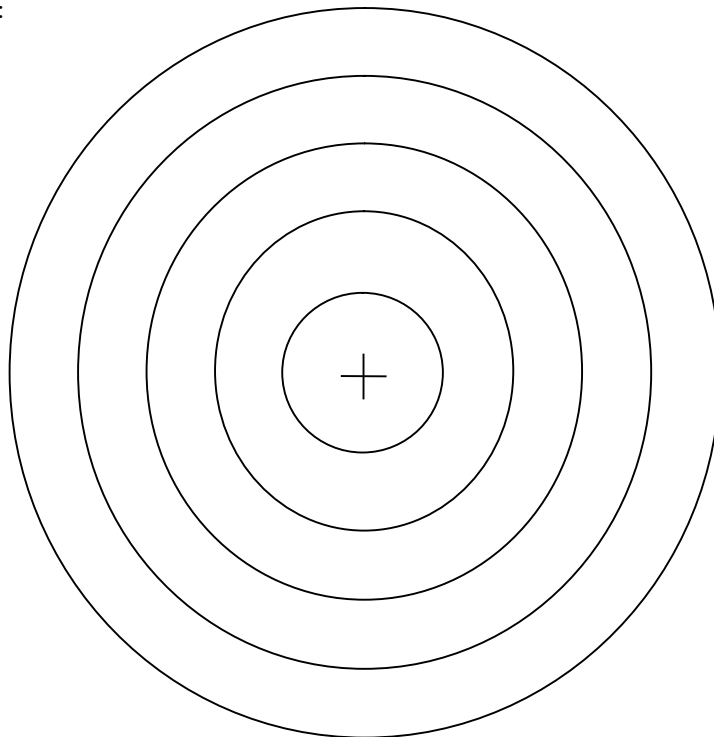
Action taken by the NOM:

Date forwarded to CDC/Radar Engineer:

+ Site Location:

- Radar Site ☐
- VORTAC ☐
- Intersection ☐
- Airport ☐

- 1 Mile Range Marks ☐
- 5 Mile Range Marks ☐
- 10 Mile Range Marks ☐
- 20 Mile Range Marks ☐



ZTL CENTERWIDE BRIEFINGS

Briefing Name:

Briefer:**Date:**[illegible]

TRANSFER OF EMPLOYEE SUPERVISOR of RECORD

EMPLOYEE NAME _____

_____ **GPAD**

_____ **Performance review (Include all documentation)**

_____ PMT Current

_____ PMT Past. Include documentation to date

_____ Collaborative Performance Initiative (CPI) Coach _____

_____ CPI Coach (check if employee is a coach)

_____ **IPM (Include all documentation)**

_____ Current Status

_____ Skill Enhancement Training (SET)

_____ Follow-up Requirements

_____ ERC Recommendations

_____ **OJTI Status**

_____ Current

_____ Not Current

_____ Next Evaluation Due Date _____

_____ **CIC Status**

_____ Volunteer

_____ Non Volunteer

_____ **Required Training Status (Include all documentation)**

_____ MBs

_____ CEDAR, CBIs, eLMS

_____ Refresher Training

_____ Skill Check Due Date _____

_____ Benchmark Reviews

_____ **Collateral Duties (i.e. Article 17, EEO Counselor, etc.)**

_____ **Employee Conduct (Include all pertinent documentation)**

_____ Counseling Session(s)

_____ Informal Discipline

_____ Formal Discipline

_____ **Employee Leave Balances**

_____ FMLA/FFLA totals

_____ Sick Leave Abuse Letter(s)

_____ **Individual Development Plan(s) Status and Documentation**

Signature certifies above
checked items discussed and
all pertinent documentation
was provided.

Date

Signature certifies receipt of
discussion and all pertinent
documentation.

Date

Appendix 19 Watch Desk Midnight Shift Checklist

ZTL 7230.2Q

Date ____ / ____ / ____

WD DAILY RECORD OF FACILITY OPERATION, FAA FORM 7230-4 (CEDAR)

- ☐ 1. Log on (using initial of 1st name and full last name) when assuming responsibility for position.
- ☐ 2. At 0359 UTC (DST) or 0459 UTC (EST), close out current day 7230-4 (Daily Record of Facility Operations) with “COB” entry.
- ☐ 3. Print and certify by signature at bottom of record.
- ☐ 4. Open (0400 UTC or 0500 UTC) next day’s 7230-4 and log on. Ensure carryovers, if any, from previous record are entered.
NOTE: Carryovers do NOT require an “E” entry in left margin.
- ☐ 5. Enter “WCLC” when all area personnel have completed BUEC and speaker equipment checks.
- ☐ 6. Enter “NAS certified” when advised by the SOC that the NAS has been certified. This is a daily requirement.

OPERATIONS

- ☐ 1. Have ATCS’s check BUEC and speaker equipment. Advise them of any scheduled NAS outages.
- ☐ 2. VTABS transition request: Record time on WD Daily Record of Facility Operations, Form 7230-4.
- ☐ 3. Receive briefing from TMU and review checklist.
- ☐ 4. Check each area Pre-Duty Weather Briefing Completion Form.
- ☐ 5. Ensure Restricted Airspace (R2102, R3002, R3004) is updated in EDST when changes occur. Verbally coordinate those changes with the affected Area(s).
NOTE: You may receive a call from Ft. McClellan, AL advising that R2102A is going active. Ensure you pass the active times to Area’s 5 & 6, BHM Approach, and Flight Service.
- ☐ 6. Periodically walk through the operation and record the time of the walk through on the 7230-4. Also, periodically check each areas ART to verify position records are correct.
- ☐ 7. If a channel promotion occurs during the mid-shift, ensure that all control positions and AT workstations (including those in TMU and Flight Data) are reset to operate on the newly promoted active channel. Channel promotion can occur at any time, however one will be routinely scheduled for the midnight shift on Sunday morning.

ADMINISTRATIVE.

- ☐ 1. Wrap all documents in 15-day file basket, annotate date on outside of bundle and place in flight progress strip bin with previous day’s strips.
- ☐ 2. Check each area’s and the Watch Desk previous day Daily Record of Facility Operations for accuracy and OSIC signature, and initial the “Checked By” box. Forward the Daily Record of Facility Operation Forms for the WD and Areas to the SOC. The SOC will return these records to you for inclusion in distribution packages.
- ☐ 3. **AFTER 0100 LOCAL: Certify ALL Area, Supervisor, Flight Data, and TMU CRU-ART entries for the previous day.**

Appendix 19

Watch Desk Midnight Shift Checklist

ZTL 7230.2Q

FORMS DISTRIBUTION

- ☐ 1. **ZTL-510 Plans & Procedures Office Mail Slot:**
- Area Daily Record of Facility Operation.
- ☐ 2. **Air Traffic Manager: (Arrange top to bottom as listed below)**
- WD Daily Record of Facility Operation.
 - CWSU log.
 - Appropriate GENOT's and other newsworthy items.
 - WD midnight shift checklist.

NOTE: Leave Air Traffic Manager's package in the OM outbox (bottom right mail slot) at Watch desk. ZTL-10 will be responsible for taking the package to the XO.

Printed Name _____ Signature _____

Midnight shift supervisors must coordinate landing direction changes at ATL and CLT utilizing the following checklist:

ATL

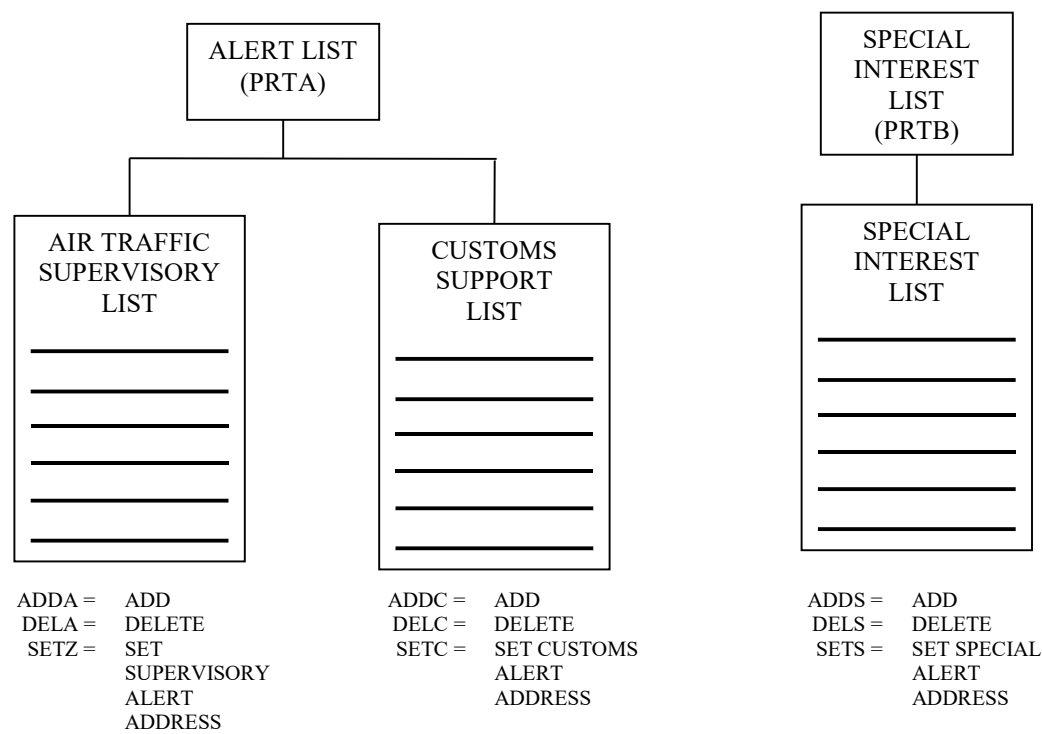
- Advise all Areas of the landing direction change.
- Advise ZJX Watch Desk of the direction change via the VSCS ATCSCC FLOW line or 540.422.4100. When ATCSCC answers the line, ask them to bring up ZJX and then share the landing direction information.
- Call Flight Data and ask them to read the appropriate text file – provide the landing direction at both ATL and CLT.
- Notate the change of direction on the TMU Briefing sheet.

CLT

- Advise Areas 1 and 2.
- Advise ZJX Watch Desk of the direction change via the VSCS ATCSCC FLOW line or 540.422.4100. When ATCSCC answers the line, ask them to bring up ZJX and then share the landing direction information.
- Call Flight Data and ask them to read the appropriate text file – provide the landing direction at both ATL and CLT.
- Notate the change of direction on the TMU Briefing sheet.

APPENDIX 20

CUSTOMS ALERT PATCH PROGRAM



CUSTOMS ALERT PATCH PROGRAM
AND ASSOCITED MESSAGES

ALL MESSAGES ARE INPUT AT A NAS ATSW POSITION
AND ARE PREFIXED WITH "CF".

	FORMAT	RESULT
EXAMPLES:	1) CF PRTA	DISPLAYS THE AIR TRAFFIC SUPERVISORY AND CUSTOMS ALERT LISTS AT THE INPUT KVDI.
	2) CF ADDA/N6567U/	ADDS THE AIRCRAFT OF N6567U TO THE AIR TRAFFIC SUPERVISORY LIST.
	3) CF DELA/EXEC2F/	REMOVES/DELETES THE AIRCRAFT OF EXEC2F FROM THE AIR TRAFFIC SUPERVISORY LIST.
	4) CF SETZ/E2/	PRINTS ALL AIR TRAFFIC SUPERVISORY ALERT OUTPUT MESSAGES AT THE WS KVDI (E2).
	5) CF ADDS/AFL/	ADDS THE 3-LETTER CALL DESIGNATOR OF AEROFLOT TO THE SPECIAL INTEREST LIST.

APPENDIX 21
SNOWBIRD MOA / ATCAA SCHEDULE
AVAILABLE 11,000 THRU FL 250

DATE:**Area 3 Sector 49 / Area 7 Sector 39**

SCHEDULED TIME (ZULU)		ALTITUDES REQUESTED	TIME USED (ZULU)		AIRCRAFT CALL SIGNS	INITIALS		SAMS / NOTAM Y/N	AREAS
IN	OUT		IN	OUT		FAA	USER		

SCHEDULING AGENCY: Seymour Johnson AFB

DSN # (44) 722-2129/2124 Commercial # 919-722-2129/2124

REQUESTS FOR SCHEDULING OF SNOWBIRD SHALL BE SUBMITTED BY SEYMOUR JOHNSON AFB TO THE ATLANTA CENTER WEATHER COORDINATOR AT LEAST 2 HOURS AND 15 MINUTES IN ADVANCE OF THE USE TIME REQUESTED, TO ALLOW ADEQUATE TIME FOR NOTAM ISSUANCE.

SNOWBIRD MUST ALWAYS BE NOTAMED!

ZTL IS RESPONSIBLE FOR ENTRY INTO SAMS/NOTAM!

TIME PERIODS THAT SNOWBIRD MAY BE SCHEDULED ARE:

USE TIMES: (EST)

0900-1000 local	1115-1215 local	1915-2030 local
(1400-1500 UTC)	(1615-1715 UTC)	(0015-0130 UTC)

USE TIMES: (EDT)

0900-1000 local	1115-1215 local	1915-2030 local
(1300-1400 UTC)	(1515-1615 UTC)	(2315-0030 UTC)

ERAM Sector Configuration

Appendix 22 - ULTRA LOW ALTITUDE

Sector XX
XXXXX

Mandatory
Optional

Note: An asterisk (*) indicates facility minimum for setting the associated item.

DRAW	ATC TOOLS	AB SETTING	RANGE XXX	CURSOR	BRIGHT	FONT	DB FIELDS	VECTOR 0*
VIEWS	CHECK LISTS	COMMAND MENUS	ULOW MAP	ALT LIM XXXBXXX	RADAR FILTER	PREFSET (INIT)	DELETE TEAROFF	

DB FIELDS	NON RVSM	VRI	CODE	SPEED	DEST	TYPE	FDB LDR 0*	BCAST FLID	PORTAL FENCE
	NON ADS-B	NONADSB 40	SAT COMM	TRM REROUTE	CRR RDB	STA RDB	DELAY RDB	DELAY FORMAT	

RADAR FILTER	ALL LDBS	PR LDB	UNP LDB	ALL PRIM	NON MODE-C
	SELECT BEACON	PERM ECHO	STROBE LINES	HISTORY 1*	

ATC TOOLS	CRR FIX	SPEED ADVISORY	WX	NX 000B240	NX LVL 123	
				WX1	WX2	WX3

	SECTOR SAA's	LOW	HIGH	ULTRA LOW	APCH CONTROL	MISC AIRSPACE
ULOW	FACILITY SAA's	AIRWAYS	JET/Q ROUTES	EMER AIRPORT	AIRPORT	ALL AIRPORT

MISC	3MI AAV CLASS D	K4	RESRVD	K6
MIA	APCHS	LAND MARKS	RESRVD	RESRVD

Note: When NEXRAD is unavailable WX1 and WX3 are required. At all other times WX1 and WX3 are optional to supplement NEXRAD.

Note: NEXRAD altitude limits are the required settings. The optional settings in the table from paragraph 2-1-3 may also be used.

ERAM Sector Configuration

Appendix 22 - LOW ALTITUDE

Sector XX
XXXXX

Mandatory
Optional

Note: An asterisk (*) indicates facility minimum for setting the associated item.

DRAW	ATC TOOLS	AB SETTING	RANGE XXX	CURSOR	BRIGHT	FONT	DB FIELDS	VECTOR 0*
VIEWS	CHECK LISTS	COMMAND MENUS	XXXXX MAP	ALT LIM XXXBXXX	RADAR FILTER	PREFSET (INIT)	DELETE TEAROFF	

DB FIELDS	NON RVSM	VRI	CODE	SPEED	DEST	TYPE	FDB LDR 0*	BCAST FLID	PORTAL FENCE
	NON ADS-B	NONADSB 40	SAT COMM	TRM REROUTE	CRR RDB	STA RDB	DELAY RDB	DELAY FORMAT	

RADAR FILTER	ALL LDBS	PR LDB	UNP LDB	ALL PRIM	NON MODE-C
	SELECT BEACON	PERM ECHO	STROBE LINES	HISTORY 1*	

ATC TOOLS	CRR FIX	SPEED ADVISORY	WX	NX 000B240	NX LVL 123	
				WX1	WX2	WX3

	SECTOR SAAs	LOW	HIGH	ULTRA LOW	APCH CONTROL	MISC AIRSPACE
ULOW	FACILITY SAAs	AIRWAYS	JET/Q ROUTES	EMER AIRPORT	AIRPORT	ALL AIRPORT

MISC	3MI AAV CLASS D	K4	RESRVD	K6
MIA	APCHS	LAND MARKS	RESRVD	RESRVD

Note: When NEXRAD is unavailable WX1 and WX3 are required. At all other times WX1 and WX3 are optional to supplement NEXRAD.

Note: NEXRAD altitude limits are the required settings. The optional settings in the table from paragraph 2-1-3 may also be used.

ERAM Sector Configuration

Appendix 22 - HIGH ALTITUDE

Sector XX
XXXXX

Mandatory
Optional

Note: An asterisk (*) indicates facility minimum for setting the associated item.

DRAW	ATC TOOLS	AB SETTING	RANGE XXX	CURSOR	BRIGHT	FONT	DB FIELDS	VECTOR 0*
VIEWS	CHECK LISTS	COMMAND MENUS	XXXXX MAP	ALT LIM XXXBXXX	RADAR FILTER	PREFSET (INIT)	DELETE TEAROFF	

DB FIELDS	NON RVSM	VRI	CODE	SPEED	DEST	TYPE	FDB LDR 0*	BCAST FLID	PORTAL FENCE
	NON ADS-B	NONADSB 40	SAT COMM	TRM REROUTE	CRR RDB	STA RDB	DELAY RDB	DELAY FORMAT	

RADAR FILTER	ALL LDBS	PR LDB	UNP LDB	ALL PRIM	NON MODE-C
	SELECT BEACON	PERM ECHO	STROBE LINES	HISTORY 1*	

ATC TOOLS	CRR FIX	SPEED ADVISORY	WX	NX 200B600	NX LVL 123	
				WX1	WX2	WX3

	SECTOR SAA's	LOW	HIGH	ULTRA HIGH	APCH CONTROL	MISC AIRSPACE
ULOW	FACILITY SAA's	AIRWAYS	JET ROUTES	EMER AIRPORT	AIRPORT	ALL AIRPORT

MISC	3MI AAV CLASS D	K4	RESRVD	K6
MIA	APCHS	LAND MARKS	Q ROUTES	RESRVD

Note: When NEXRAD is unavailable WX1 and WX3 are required. At all other times WX1 and WX3 are optional to supplement NEXRAD.

Note: NEXRAD altitude limits are the required settings. The optional settings in the table from paragraph 2-1-3 may also be used.

ERAM Sector Configuration

Appendix 22 – ULTRA HIGH ALTITUDE

Sector XX
XXXXX

Mandatory
Optional

Note: An asterisk (*) indicates facility minimum for setting the associated item.

DRAW	ATC TOOLS	AB SETTING	RANGE XXX	CURSOR	BRIGHT	FONT	DB FIELDS	VECTOR 0*
VIEWS	CHECK LISTS	COMMAND MENUS	UHIGH MAP	ALT LIM XXXBXXX	RADAR FILTER	PREFSET (INIT)	DELETE TEAROFF	

DB FIELDS	NON RVSM	VRI	CODE	SPEED	DEST	TYPE	FDB LDR 0*	BCAST FLID	PORTAL FENCE
	NON ADS- B	NONADSB 40	SAT COMM	TRM REROUTE	CRR RDB	STA RDB	DELAY RDB	DELAY FORMAT	

RADAR FILTER	ALL LDBS	PR LDB	UNP LDB	ALL PRIM	NON MODE-C
	SELECT BEACON	PERM ECHO	STROBE LINES	HISTORY 1*	

ATC TOOLS	CRR FIX	SPEED ADVISORY	WX	NX 300B600	NX LVL 123	
				WX1	WX2	WX3

	SECTOR SAAs	LOW	HIGH	ULTRA HIGH	APCH CONTROL	MISC AIRSPACE
ULOW	FACILITY SAAs	AIRWAYS	JET ROUTES	EMER AIRPORT	AIRPORT	ALL AIRPORT

MISC	3MI AAV CLASS D	K4	RESRVD	K6
MIA	APCHS	LAND MARKS	Q ROUTES	RESRVD

Note: When NEXRAD is unavailable WX1 and WX3 are required. At all other times WX1 and WX3 are optional to supplement NEXRAD.

Note: NEXRAD altitude limits are the required settings. The optional settings in the table from paragraph 2-1-3 may also be used.

Flowchart for Mandatory Briefing Items and Informational Bulletins	
ALL ITEMS ARE MANDATORY	
Approved By:	-- SELECT --
TYPE of Item:	Mandatory Briefing Item
Title of Item:	
	EXAMPLE Changes to the 7110.65
Additional Information:	
	EXAMPLE Effective 5/5/2011
Briefing Type:	-- SELECT --
Verbal Briefing Required:	-- SELECT --
Training Type:	-- SELECT --
Training Time Required:	-- SELECT --
If Other:	
Submitted by:	
	EXAMPLE: John D Smith
Originator:	-- SELECT --
TEAM Display Date:	-- SELECT --
If Other:	
Due Date:	
	EXAMPLE: dd/dd/dd
Expiration Date:	
THIS IS THE DATE THE ITEM IS REMOVED FROM EMPLOYEE NOTIFICATION PAGE	
Audience:	
	EXAMPLE Area's?, OS's, OM's, CIC, TMU, WCG, Support Staff

APPENDIX 28

**Similar Sounding Call Sign
Incident Reporting Worksheet**

Instructions: Please attach the strips (or copies) from this incident.
Please use a new form for each set of similar sounding call signs.
Date of Incident:
Controllers:
Operations Supervisor(s):
Area(s) where incident occurred:
Sector(s) where incident occurred:

Comments: These will be recorded verbatim in the database and subsequent reports.

Please route this worksheet to the Airspace and Procedures Office, ZTL-530.

AUTOMATION / PROCEDURAL PROBLEM REPORT

APPENDIX 29

Date Submitted _____	
Date of Occurrence (UTC) _____	Time of Occurrence (UTC) _____
Submitter's Name _____	Front Line Manager's Name _____
Area _____ Sector _____	ERAM Automation ☐ ERIDS ☐ EDST ☐ OTHER ☐
Aircraft Identification and CID (Attach Flight Progress Strip(s)) _____	
Detailed description of problem	

ATTACH STRIPS HERE

ZTL-530 USE

Entered into Tracker ☐	
Date Received _____	AIMS Problem Title _____
Date to AIMS _____	AIMS Ticket Number _____
22 Specialist Response	Specialist Name _____

APPENDIX 30

[illegible]

APPROVAL:

NATCA _____

OM _____

ZTL FORM 7230-68

Appendix 40
Employee Exit checklist

ZTL 7230.2Q

To be used when an employee or contractor is leaving ZTL

Instructions to the FAA official completing this form:

Please review each item in the checklist and acknowledge that the item has been completed with your initials or mark it as "NA" if not applicable to the employee. When the checklist is completed sign and date at the bottom of the form and turn the package in to the Plans and Programs office (510).

As an employee prepares to leave Atlanta ARTCC please have them do the following with personnel from each of the listed offices or with the Watch Supervisor In Charge:

Employee name: _____

Plans and Programs 510 office

_____ Turn in headset.

_____ Turn in parking decal(s). Decal number(s): _____

_____ Have badge set to not open ZTL doors.

_____ If employee is leaving the FAA collect their badge.

_____ If the employee is leaving the FAA have them sign the security clearance non-disclosure form SF-312 on file in the Plans and Programs office. If outside of administrative hours have them sign a blank SF-312 in the presence of a management official or support specialist and have a FAA official sign it as a witness.

If the employee has been working in an office:

_____ Reset phone voicemail password to 123456. Extension # _____
You can dial 7400 on any phone in the building and do this.

_____ Sign in FAA office key(s). Key number/type: _____

If the employee has a VSCS account:

_____ Have VSCS account removed from the system.

VSCS user name: _____

Training department office

_____ Turn in iPad and/or accessories assigned to the employee.

Admin/HR office

_____ Clean out locker so it can be reassigned. Locker number: _____

_____ Turn in laptop and any other mobile devices assigned to them.

Computer/devices turned in to: _____

_____ If the employee is leaving the FAA cut up and/or shred gov't travel card.

Note: Employee's gov't travel card account will be closed after the 3370-5 Employee Clearance Form is processed in Oklahoma City.

Area Supervisor or Operations/Support Manager

_____ If the employee is leaving the FAA, review and sign a 3370-5 Employee Clearance and Close-out form with the employee.

Note: This is required in order for HR to process their final payment. Form must be sent to AMK-322 in Oklahoma City. This will be done by the Plans and Programs Support Manager.

_____ If the employee is leaving the FAA, submit an "Employee offboarding" request to IT at <https://myit.faa.gov>

Note: This is required to get IT to lock their account and preserve their electronic records. To learn more see FAAO 3370.5 Employee Closeout and Clearance Procedures

https://employees.faa.gov/tools_resources/orders_notices/index.cfm/go/document.information/documentid/1031533

Front office

If the employee is leaving during administrative hours (7:30am – 4:00pm) take the employee to check out with the ATM or XO. If the ATM and XO are not available or it is after administrative hours have them check out with the Watch Desk.

Checklist completed by:

FAA official

Print name: _____

Date completed:

Turn in this checklist, remaining completed forms, and anything turned in after hours in the package envelope to the Plans and Programs 510 office.

Appendix 48

EDST RESPONSIBILITY FOR ACTIVATION/DEACTIVATION OF SPECIAL ACTIVITY AIRSPACE (SAA)

SAA ID	PRIMARY & SECONDARY UPDATE SECTOR(S)	BACKUP SECTOR(S)
A-685	18, 38	W2, 51, 58, S7, E3, G2, W1
BENNING	W2, 51, 58, E3, W1	S4, 7002, 7003
BIRMINGHAM	14	W2, 51, 58, S5, E3, G2, W1
BIRMINGHAM TWO	14	W2, 51, 58, S5, E3, G2, W1
BULLDOG A	24	W2, 51, 58, S4, E3, G2, W1
BULLDOG B	24	W2, 51, 58, S4, E3, G2, W1
BULLDOG B ATCAA	24	W2, 51, 58, S4, E3, G2, W1
BULLDOG C	24	W2, 51, 58, S4, E3, G2, W1
BULLDOG D	24	W2, 51, 58, S4, E3, G2, W1
BULLDOG E	24	W2, 51, 58, S4, E3, G2, W1
CAMDEN RIDGE	13	W2, 51, 58, S5, E3, G2, W1
GROVE HILL ATCAA	11, 13	W2, 51, 58, S5, E3, G2, W1
HAYES 1 FCF	12, 14	51, 58
HAYES 2 FCF	12, 14	51, 58
MONTGOMERY RUN ATCAA	13, 14	W2, 51, 58, S5, E3, G2, W1
PINE HILL EAST	12, 13	51, 58
PINE HILL WEST	12, 13	51, 58
R-2101	W2, 51, 58, E3, W1	01
R-2102A	W2, 51, 58, E3, W1	01
R-2102B	W2, 51, 58, E3, W1	01, 04
R-2102C	W2, 51, 58, E3, W1	01, 03, 04
R-3002A	W2, 51, 58, E3, W1	S5, 7002, 7003
R-3002B	W2, 51, 58, E3, W1	S5, 7002, 7003
R-3002C	W2, 51, 58, E3, W1	S5, 09, 21, 7002, 7003
R-3002D	W2, 51, 58, E3, W1	S5, 7002, 7003
R-3002E	W2, 51, 58, E3, W1	S5, 09, 21, 7002, 7003
R-3002F	W2, 51, 58, E3, W1	S5, 09, 10, 21, 22
R-3002G	W2, 51, 58, E3, W1	S5, 09, 21, 7002, 7003
R-3004A	W2, 51, 58, E3, W1	S4, 24
R-3004B	W2, 51, 58, E3, W1	S4, 24
RIDGE ATCAA	41	W2, 51, 58, S7, E3, G2, W1
SNOWBIRD	49	W2, 51, 58, S3, E3, G2, W1
SNOWBIRD ATCAA	49	W2, 51, 58, S3, E3, G2, W1

APPENDIX 52

Time-Based Flow Management (TBFM) Delay Values

Arrival Airport	Area		Area	Sector	Sector	Maximum Delay Time Passed
ATL	1	to	3			3
ATL	2	to	3			2
ATL	3			Baden (15)	Lanier (50)	3
CLT	7	to	1			3
CLT	6	to	4			4
CLT	5	to	4			4
CLT	4	to	2	22/23/27	32/34	3
CLT	4	to	2	20/24	31/32	1

ZTL Position Replay Request Form

Channel: A ☐ B ☐ State: (Active /Backup)

1st Sector:
(i.e. R-16/117R) R-Side ☐ D-Side ☐ ATS ☐ MnC ☐

2nd Sector:
(i.e. D-16/117D) R-Side ☐ D-Side ☐ ATS ☐ MnC ☐

1st Processor ERAM Name (i.e. tlrrbb120):
(Highlight PROC, then launch XTERM Window)

2nd Processor ERAM Name (i.e. tlrrbb120):
(Highlight PROC, then launch XTERM Window)

Start Date:

UTC Time: Start End

Requestor: _____ ERAM SOC OP: _____

Today's Date:

FAA Atlanta (ARTCC)
Hampton, GA
Request Visitor Access Form

To: Security Guards	Fax: 770-210-7100	Main Line: 770-210-7683
From (Manager):	Ext.:	Division:
Visitor access is restricted to FAA sanctioned visits only. Visitors must be escorted by an FAA employee/contractor with valid FAA ID at all times. *** If you have any questions, please call the visitors contact listed above. ***		

DATE OF VISIT:	TIME OF VISIT:
POC:	POC Telephone:

Purpose of Visit:

Visitor Names	Company	U.S. Citizen: Y/N	Unofficial Visit: Y/N

<u>Normal Business Hours 8:00 am-4:30 pm</u>	
Manager/Supervisor:	Phone:
	<u>Outside Business Hours</u>
Office Manager:	Phone:
*Unofficial Visitors' are not allowed in Critical Areas (i. e; Control room & Technical Operations space, etc)	

GUARD USE ONLY:
Non-U.S. Citizen Clearance given by ASO-700
Continued for larger groups

Unofficial Visit: Y/N

[illegible]

APPENDIX 55. ZTL OSA Sampling Plan.

Months	Positions Reviewed
January	One radar position and one radar associate position in each area of specialization One area midnight position during mid-shift (2300-0530L) One position in the Traffic Management Unit Two OSIC/CIC/STMC positions
February	One Radar position and one radar associate position in each area of specialization One area midnight position during the midnight shift (2300-0530 LCL) One position in the Traffic Management Unit Two OSIC/CIC/STMC positions
March	One Radar position and one radar associate position in each area of specialization One area midnight position during the midnight shift (2300-0530 LCL) One position in the Traffic Management Unit Two OSIC/CIC/STMC positions
April	One radar position and one radar associate position in each area of specialization One area midnight position during the midnight shift (2300-0530 LCL) One position in the Traffic Management Unit Two OSIC/CIC/STMC positions
May	One radar position and one radar associate position in each area of specialization One area midnight position during the midnight shift (2300-0530 LCL) One position in the Traffic Management Unit Two OSIC/CIC/STMC positions Two radar positions each month (Issuing Weather and Chaff Areas)

June	One radar position and one radar associate position in each area of specialization One area midnight position during the midnight shift (2300-0530 LCL) One position in the Traffic Management Unit Two OSIC/CIC/STMC positions Two radar positions each month (Issuing Weather and Chaff Areas)
July	One radar position and one radar associate position in each area of specialization One area midnight position during the midnight shift (2300-0530 LCL) One position in the Traffic Management Unit Two OSIC/CIC/STMC positions Two radar positions each month (Issuing Weather and Chaff Areas)
August	One radar position and one radar associate position in each area of specialization One area midnight position during the midnight shift (2300-0530 LCL) One position in the Traffic Management Unit Two OSIC/CIC/STMC positions Two radar positions each month (Issuing Weather and Chaff Areas)
September	One radar position and one radar associate position in each area of specialization One area midnight position during the midnight shift (2300-0530 LCL) One position in the Traffic Management Unit Two OSIC/CIC/STMC positions Two radar positions each month (Issuing Weather and Chaff Areas)

October	One radar position and one radar associate position in each area of specialization One area midnight position during the midnight shift (2300-0530 LCL) One position in the Traffic Management Unit Two OSIC/CIC/STMC positions
November	One radar position and one radar associate position in each area of specialization One area midnight position during the midnight shift (2300-0530 LCL) One position in the Traffic Management Unit Two OSIC/CIC/STMC positions
December	One radar position and one radar associate position in each area of specialization One area midnight position during the midnight shift (2300-0530 LCL) One position in the Traffic Management Unit Two OSIC/CIC/STMC positions

This schedule is for planning purposes to ensure each position is observed throughout the year. It is understood that the facility may focus on other positions throughout the year.

A total of 175 QC OSA's are required each Quarter.