

Introduction to Controlling

General Notes:

This document describes the common practices that are used by ALL ZNY ARTCC Controllers. Facility-specific information can be found in the SOP for the facility in question at <http://www.nyartcc.org>

Note: This document is to be used for simulation purposes **ONLY**. It should only be utilized for controlling virtual air traffic on the network that ZNY at <http://www.nyartcc.org> is affiliated with. The Network, Division, and ZNY ARTCC are in no way responsible for the potentially deadly consequences of using this information in any other manner than on a virtual air traffic network.

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Document Notes:

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Initial Release

Common Practices:

Commands to be typed into VRC or VRC areas to click on will be illustrated in **bolded blue text**. Something enclosed in < > indicates that the actual KEY is to be typed. For example, <F3> means to type the **F3** key on the keyboard.

The term **CALL** in bold blue text refers to the full call sign of an aircraft on the network

Things to be typed or stated to an ATC or an aircraft will be written in **green bold text**.

New York ARTCC

Signing On:

1. **ALWAYS** sign on as an observer using a valid OBS callsign first. NY ARTCC Observer call signs use the following format: ZNY_OI_OBS where "OI" are your assigned Operating Initials.
2. Check to see that the desired position is not taken or scheduled to be taken. **DO NOT** rely on ServInfo or VATSPY for this information as they lag behind actual network status.
3. If the position you would like to sign onto is an empty TRACON position, coordinate with existing TRACON controllers and NY Center as to how the airspace will be controlled.
4. Make sure you have what will be your primary frequency configured to utilize a working voice server with the appropriate room name as well. If you are relieving a controller who is logged on, use the same voice server. In addition, set up your ATIS as described later.
5. Set the abbreviated METAR(s) for the field(s) that you will be controlling
 - e.g. <F2> KJFK <enter>, <F2> KEWR <enter>, etc.
6. Disconnect and re-connect using the appropriate PRIM FREQ and callsign. If you are relieving a controller who is still online, amend the callsign so that the two of you may be online at the same time while the transfer is occurring. For example, if JFK_TWR is online, sign on as JFK-TWR. See the section **Transfer of Control** if you are relieving a controller.
7. If you are a Center or TRACON controller inform all controllers that need to know you are online and what area(s) you are covering. This should include Tower and Delivery controllers of all airports you are now covering. In addition, it is **VITAL** to alert Boston and Washington Centers of your coverage area(s) if they will be handing off A/C to you for arrival.

Signing Off:

1. Give **no less than** 10 min notice by typing **.break <enter>**
2. If someone is relieving you of your position, proceed to the section **Transfer of Control (Same Position)**.
3. If you are a Center or TRACON controller, then coordinate with controllers who directly feed you aircraft by informing them who to send A/C to if applicable. This **MUST** include Washington and Boston Centers if they hand off to you.
4. **DO NOT** accept any new handoff requests.
5. Proceed to the section **Transfer of Control (Different Position)** if you are not being relieved.

ATIS:

This is the basic information that pilots need to know. It contains non-control information in high activity terminal areas. For more information see Flash Class 105. Your ATIS should be set BEFORE you log on and be of the format below for your respective position.

The following section represents the VATSIM ATIS rules and the ZNY ATIS Standards:

VATSIM ATIS RULES:

1. **ATIS must be NO MORE than 5 lines long.**
2. **ATIS lines must be LESS than 64 characters (spaces COUNT).**
3. **The first line MUST BE your voice server and room data. NOTE: VRC inserts this information automatically. If you are using VRC, you need only type Lines 2-5**
4. **ATIS must NOT CONTAIN a full "uncoded" METAR — do not use the \$metar(KJFK) command.**
5. **ATIS must NOT CONTAIN the following:**
 - A) YOUR Name - not your position name using \$radioname(), that's OK, but YOUR name is NOT OK...so no more "Bob Smith", "Steve Jones", etc. anywhere in it.
 - B) Your RADIO Frequency - as in 121.90, 125.32, etc.
 - C) Your Rank - no more "Student 1", "S3", "C1", etc.

ZNY ATIS STANDARDS:

General:

The ONLY acceptable abbreviations are:

- A) All METAR abbreviations for cloud layers and "weather phenomena" (SCT, BKN, -RA, BR, etc.)
- B) Dep = Departure or Departing; Ldg = Landing; App = Approach; Rwy = runway; Vis = visual; A = altimeter; Info = Information

Specific Position Rules are on as follows:

Clearance Delivery/Ground/Tower:

- Line 1: voice room data as per VATSIM NOTAM (inserted automatically by VRC)
Line 2: ATIS Code and Weather Data
Line 3: Runway Information (including intersection runway length if used)
Line 4: The feedback reminder - "Feedback at www.nyartcc.org"

PLEASE use the EXACT phraseology indicated here.

Notes:

TOWER sets the ATIS and field details. Whatever letter code TWR is on is what DEL and GND will use.

If DEL and/or GND is staffed and TWR comes online, please use the letter code ALREADY IN USE by DEL and/or GND. Updating the letter code will then be TWR's decision.

ATIS Identifier updates should occur when...

1. Field METAR changes via VATSIM server
2. Runway change occurs with or w/o a wx change.

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For Line 2:

1. USE the METAR abbreviations to save space (-RA, OVC, etc.) but you will have to HAND ENTER it.
2. Do not report ANY clouds above 18,000 and only the LOWEST ceiling below 18,000 should be reported with the exception of cumulonimbus (CB) clouds. ALL CB cloud layers should be reported due to their reputation for T-storm activity. The ceiling MUST be indicated with the word "Ceiling" 3) Prefix the wx data with "Info CODE" where CODE is the letter designator "A, B, C, D, etc." 4) DO NOT include Temp/Dew. We have to shave things here and there to stay under 64.

For Line 3:

The order should be Departure Rwy(s) @ intersection if applicable, Landing Rwy(s), Approaches in use using this phraseology:

"Dep Rwy XXX @ intersection, ##### feet available, Ldg Rwy XXX, YYY approaches in use"

For Line 4:

"Feedback at www.nyartcc.org/feedback"

Examples:

Voice.nyartcc.org/zny_2b

Info A 22012 5SM TS BR FEW020 Ceiling BKN050 OVC200CB A2998

Dep Rwy 22R @ Kilo-Kilo, 10,700' available, Ldg Rwy 22L ILS approaches in use

"Feedback at www.nyartcc.org/feedback"

TRACON Controllers:

Every situation can't be addressed. However, use the following guides as best you can.

TRACON Departure (KEN, NWK, LSO, Philly, etc.):

Line 1: voice room data as per VASIM NOTAM

Line 2: areas covered by your services

Line 3: area details [see note]

Line 4: Feedback at www.nyartcc.org/feedback

Notes:

If you are covering ONE facility, and TWR is NOT online, your ATIS should look EXACTLY like a TWR ATIS. DEL and GND will format to yours.

For Line 2:

Please use airport abbreviations for description of areas. MANY pilots have NO IDEA what N90 is. Sub with "EWR JFK LGA". Please use the phraseology "Dep services at"

For Line 3:

- If you are covering multiple fields as departure and a TWR is NOT ONLINE, please indicate the appropriate runway configurations in this line at fields with no TWR controller if time and workload permit.
- This will help pilots with flight planning and orientation. Use "XXX Dep YY Ldg ZZ" where XXX is the airport, YY is the runway designation and ZZ is the runway designation

Examples:

KEN_DEP covering Dep at JFK ONLY - TWR online

rw.liveatc.net/zny_2j

Dep services at JFK and Satellites

Feedback at www.nyartcc.org/feedback

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LSO_DEP covering Dep at LGA/EWR - TWR's online

\$myRW

Dep services at EWR LGA and Satellites

Feedback at www.nyartcc.org/feedback

NWK_DEP covering Dep at all N90 - NO TWR's online

\$mypvtRW

Dep services at EWR JFK LGA and Satellites

EWR Dep 22R Ldg 22L JFK Dep 31L/R Ldg 31R LGA Dep 13 Ldg 22

Feedback at www.nyartcc.org/feedback

LSO_DEP covering Dep at JFK, LGA - LGA_TWR online, JFK_TWR offline

\$myRW \$radioname()

Dep services at JFK LGA and Satellites

JFK Dep 31L/R Ldg 31R

Feedback at www.nyartcc.org/feedback

Liberty Departure:

Line 1: voice room data as per VATSIM NOTAM

Line 2: New York Departure

Line 3: Feedback at www.nyartcc.org/feedback

Approach:

Line 1: voice room data as per VATSIM NOTAM

Line 2-3: areas covering as approach and/or departure and/or area details.

Line 4: Feedback at www.nyartcc.org/feedback

Notes:

If time and workload permit and you are covering fields with no TWR, please put your App/Dep services all on Line 2 and the area details on Line 3. If all your TWR's are covered. Use Line 2 for "Dep services at" and Line 3 for "App services at".

Examples:

CAM_APP covering all N90 Dep/App

\$myRW

Dep and App services at EWR JFK LGA and Satellites

EWR Dep 22R Ldg 22L JFK Dep 31L/R Ldg 31R LGA Dep 31 Ldg 22

Feedback at www.nyartcc.org/feedback

HRP_APP covering all N90 APP, Dep at LGA, NWK with ALL TWR's online

\$mypvtRW

Dep services at EWR LGA and Satellites

App services at EWR JFK LGA and Satellites

Feedback at www.nyartcc.org/feedback

RBV_APP covering EWR Dep/App, LSO App, JFK App/Dep - NO TWR's online

\$myRW

Dep services at EWR, JFK App services at EWR, JFK, LGA and Satellites

EWR Dep 4L Ldg 4R JFK Dep 13L/R Ldg 13L LGA Dep 31 Ldg 4

Feedback at www.nyartcc.org/feedback

New York ARTCC

Center:

Line 1: voice room data as per VATSIM NOTAM

Line 2-3: Coverage Information (use "Serving ZNY ARTCC")

Feedback at www.nyartcc.org/feedback

Example:

\$mypvtRW

Serving ZNY ARTCC SFC-FL240

Feedback at www.nyartcc.org/feedback

Updated ATIS Broadcast on Frequency

Whenever a new ATIS recording is made, a one-time broadcast shall be made on all frequencies.

PHRASEOLOGY – (options)

“Attention all aircraft, LaGuardia ATIS has changed to (phonetic letter).”

“Attention all aircraft, LaGuardia ATIS has changed, ATIS (phonetic letter) is now current.”

“Attention all aircraft, LaGuardia ATIS has changed, the current ATIS is now (phonetic letter).”

Problem Pilots

Should you deem that a pilot has become a real problem AFTER you have tried to contact them and correct the problem using private messaging through the **.msg** command, summon a SUPervisor using the “wallop” command. **.wallop SUP needed in NY ASAP please <enter>**

Time Online

Please, do not connect to a position unless you have an hour to spare. Signing on for 15 min is annoying to ATC and pilots who re-work their procedures to incorporate you into the mix. There WILL be times where no A/C is in the area for you to work. This is a good time to show online presence, re-read procedures, discuss things with INS/ MEN that you need clarification on, etc.

Consistency online attracts pilots...“if you staff it, they will come”. Pilots often depart planning to arrive in areas where ATC is usually online at a fairly consistent time. Conversely, lack of ATC leads to lack of pilots. Online presence also attracts INS/MEN who may be willing to monitor you on voice, at a higher position, test you, or even promote you.

Flight Strips, Scratchpads, Remarks, and Data Tag

All scratchpad entries of departure and arrival information should be cleared when they are no longer needed to service the aircraft.

For the Exit and Climb Codes in Appendix C, they are to be cleared after the pilot has been told to proceed direct to his exit point.

If the voice communication type is non-existent or incorrect, set it appropriately. If it is “hard coded” in the pilot’s flight plan and keeps reverting back to the incorrect type, you may request that the pilot reset it should you want to. Use of the remarks area is up to your discretion to enter additional information in order to expedite or better process the aircraft. If you are terminating service due to no online ATC then you **MUST** drop the track on the data tag.

Runway Selection Notes:

Magnetic vs. True Winds:

- a. METAR and TAF winds are reported in relation to true north. This is utterly useless to flight crews that do all calculations in relation to magnetic north. As air traffic controllers, we are required to convert from true to magnetic in order to calculate runways in use as well as issue landing and takeoff clearances.
- b. Although magnetic variation differs from airport to airport, for simplicity sake it has been determined that the average magnetic variation at ZNY is 10 degrees west. To any wind read on the METAR or TAF, add 10 degrees. Example: Wind at JFK is reporting 330 at 13. True wind direction is 330, thus magnetic is $330+10=340$ and shall be read as such. The same wind is to be included in the Voice ATIS (text ATIS information is automatically retrieved by the METAR and thus we cannot convert it).
- c. Runway selection shall be made after converting the METAR wind from true to magnetic. The runway selection table contained in this section has already been converted from true to magnetic. *Do not make any conversions to the runway selection table, only convert the METAR wind and use that value to determine the active runways.* Example: Wind at JFK is reporting 250 at 15. The true wind direction is 250, thus magnetic is $250+10=260$. In the runway selection table above, notice that wind from 260 at 15 knots would make 31L/R active.

Position Relief Briefings:

Whenever a controller needs to sign offline and another controller wants to assume the position being vacated, the following must be accomplished.

- 1) The relieving controller must conduct a “self-briefing” of the following items:
 - a. The vIDS (Information Display System) software located at www.nyartcc.org/ids for the latest weather information and airport special activities.
 - b. The respective ATIS (Automatic Terminal Information System) on VATSIM for the approaches in use, runways in use, etc.
 - c. Any NOTAMs (Notices to Airmen) or MBIs (Mandatory Briefing Items) located at <http://www.nyartcc.org/bigapple/forumdisplay.php?f=28> for current ZNY policy or procedural changes.
 - d. The OIS (Operational Information System) software located at <http://www.nyartcc.org/ois> for any flow restrictions instituted by the ZNY TMU.

- 2) After the relieving controller has conducted the self-briefing, then he or she must obtain a verbal briefing from the active controller which shall include:
 - a. Runway status (active, unavailable, closed, occupied).
 - b. Current traffic and approaches in progress.
 - c. Special considerations and/or emergencies.

- 3) During times of heavy traffic volume, the relieving controller shall observe traffic flow (unprimed) at the position for a minimum of two minutes prior to assuming control. After the transfer of control is completed, the relieved controller shall remain online (unprimed) for minimum of two minutes to answer any questions.
 - a. Example of how the controllers should be set up during the two minutes prior to the shift change.

AA	NY-CAM_APP	199.998	(relieving controller, unprimed)
2G	NY_CAM_APP	127.400	(active controller, primed)
 - b. After all the necessary items have been verbally briefed and the shift change is ready to commence, the relieving controller shall prime his or her frequency. Make sure both controllers are using the same voice server (nyartcc.org) and room. The active controller shall then type “.transfer sectorID” where sectorID is the code located to the left of the controller login such as “AA” or “2G.”
 - c. Example of how the controllers should be set up after the shift change and during the two minute question period.

2G	NY-CAM_APP	127.400	(new active controller, primed)
AA	NY_CAM_APP	199.998	(relieved controller, unprimed)

- 4) The relieving controller and the controller being relieved shall share equal responsibility for the completeness and accuracy of the position relief briefing.

Transfer of Control (Same Position):

Purpose:

This describes the steps for a controller to relieve another controller and assume the same position and airspace.

Procedure:

1. A controller looking to leave will indicate this by issuing a ".break" command approximately **10** minutes before disconnecting.
2. A controller looking to takeover from the outgoing controller shall indicate this via a chat box message. A specific time shall be agreed upon for the switch to take place.
3. An incoming **radar** controller shall sign on using the same callsign, replacing the first underscore with a dash or vice versa depending on what the outgoing controller is using.
4. The incoming controller shall use the same voice server.
5. The incoming controller shall start monitoring the frequency to get the picture.
6. The outgoing controller shall advise the incoming controller of the aircraft in his pushed list via a chat box message. The incoming controller shall add them to his own pushed list.
7. The outgoing controller shall advise the incoming controller of any aircraft that are in a position not covered by SOP.
8. An outgoing **radar** controller shall indicate via a chat box message how many planes are being transferred. This can be done by clicking on "**CODE**" in the "**CRD**" and counting how many planes are owned. Be advised that this will include any squawk codes given to aircraft that are departing non-towered airports and have yet to be tracked.
9. An outgoing **radar** controller shall transfer all his tracked aircraft to the incoming controller by issuing ".transfer /ok xx" where **xx** is the controller ID. The transfer instruction does a bulk handoff and the incoming controller must accept each aircraft. Although the incoming controller shows correctly on the outgoing controllers CL, for others it will be a random generated code and will not assume the SOP code until the outgoing controller has logged out.
10. The incoming controller shall indicate that he is "**ready**", whereby the outgoing controller shall relinquish all control by stating "**go go go**" via chat box and immediately disconnect.

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Transfer of Control (Different Position):

Purpose:

This document describes the steps for a controller to relieve another controller and assume control of the traffic and airspace using a different callsign.

Procedure:

1. A controller looking to leave will indicate this by issuing a **".break"** command approximately **10** minutes before disconnecting.
2. A controller looking to take control of traffic from the outgoing controller shall indicate this via a chat box message.
3. The outgoing controller shall advise all bordering controllers of the new frequency and callsign.
4. The outgoing controller shall advise the relieving controller of the aircraft in his pushed list via a chat box message. The relieving controller shall add them to his own pushed list.
5. The outgoing controller shall advise the relieving controller of any aircraft that are in a position not covered by SOP.
6. The outgoing controller shall indicate via a chat box message how many planes are being transferred. This can be done by clicking on **"CODE"** in the **"CRD"** and counting how many planes are owned. Be advised that this will include any squawk codes given to aircraft that are departing non-towered airports and have yet to be tracked.
7. The outgoing controller shall transfer all his tracked aircraft to the relieving controller by issuing **".transfer /ok xx"** where **xx** is the controller ID. The transfer instruction does a bulk handoff and the relieving controller must accept each aircraft. The outgoing controller must instruct each aircraft to contact the relieving controller on the appropriate frequency.

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Basic Delivery Procedures

Setup:

1. Ensure your airport is **IN** the DEP/ARR list in the Settings Page
2. Ensure your DEP/ARR list is **ON**
3. Set Radar Type to **DSR** which shows a 3-line display.

Operational Guidelines:

DEL controllers will clear all **IFR AND VFR** aircraft from their field. While VFR craft do not need a specific flight plan one will make it easier to make notes about aircraft. Please ask if the pilot would file one or create a new one for him (See **Appendix B**).

EVERY AIRCRAFT that is cleared needs to have certain values set. **ALL** VFR craft should have the clearance altitude set. This can be done by typing **<F5> ### CALL <enter>** where **###** is the altitude such as 015 = 1,500, 110 = 11,000, and **CALL** is the callsign of the aircraft. Clicking the A/C symbol can replace typing **CALL <enter>** below.

1. Once the A/C appears in your DEP/ARR list, assign a squawk code by typing
<F9> CALL<enter> for IFR flights to auto assign code from the POF
<F9> XXXX CALL <enter> for VFR flights to assign code **XXXX**
2. When the pilot calls, reply as soon as possible
3. Set the communication type of the A/C if it is not present or different than noticed
<F9> L CALL <enter> with **L** = **V** = voice, **T** = text only, **R** = receive voice
4. Bring up and examine the flight strip and make changes if necessary.
Display Strip: **<F6> CALL <enter>** or **.ss CALL <enter>**
Amend Cruise: **<F5> ### CALL <enter>**, or **.am alt ### <enter>**
Amend Route: **.am rte <amendments> <enter>**, see **Appendix B**
5. Insert the appropriate exit point or climb the pilot is flying into the scratchpad.
<Insert> XXX CALL <enter> Where **XXX** is the code in **Appendix C**
6. Read/text the clearance to the pilot and correct if the read back is incorrect.

UAL1182, clear to Chicago O'Hare Airport radar vectors COATE then as filed, maintain 5000, expect flight level 340 in one zero minutes after departure, departure 135.9, squawk 1501.

7. After a proper read back "Push" the strip to the next controller and inform the pilot who to contact next if ATC is available, otherwise, send the pilot to Unicom and wish a good flight.

UAL1182, read back is correct, push & start at your discretion, ATIS DELTA is current, contact Kennedy GND on 121.9 for taxi, have a good flight.

New York ARTCC

Basic Ground Control

Setup:

1. Ensure your airport is **NOT IN** the DEP/ARR list in the Settings Page
2. Ensure your DEP/ARR list is **ON**

Operational Guidelines:

1. DEPs will be placed in your list by Delivery. If an A/C contacts you and is NOT in your DEP list, send back to Delivery for clearance.
2. Issue appropriate taxi instructions.
3. Check to make sure that the A/C has the correct squawk code set
4. Once the A/C has been sequenced, push the A/C to the Tower controller
5. Inform A/C to contact or monitor the Tower (or whomever it taking Tower position if not manned). If no further ATC is available, advise pilot of this and advise a switch to Unicom and wish a good flight.

COM19, contact Kennedy Tower on 119.10, have a nice flight
UPS520, monitor Kennedy Tower on 119.10, have a nice flight
AAL553, contact New York Approach on 120.80 for departure, have a nice flight
UAL1182, no further ATC is available, switch to Unicom 122.8, advise departing
and have a nice flight

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Basic Tower Control

Setup:

1. Ensure your airport is **NOT IN** the DEP/ARR list in the Settings Page
2. Ensure your DEP/ARR list is **ON**

Operational Guidelines:

A. Departures:

1. DEPs will be placed in your DEP list by Ground. If an A/C contacts you and is NOT in your DEP list, send back to Delivery/Ground for Clearance/Taxi.
2. If you are on release request then push the strip or use chat to request release.
3. Once the release has been granted or if blanket release is in effect, push the A/C to the next controller.
4. Issue appropriate t/o instructions. If you see a published DP abbreviation in the flight plan then the pilot is probably flying a climb out. If you would normally be using a climb out procedure and only the exit code is displayed, then issue the init hdg as per your SOP.
5. **IFR** A/C should be told to contact departure and are **NOT** “tracked” so no formal handoff is necessary. Try to do this **AS SOON AS** you see the A/C start his climb and begin making his initial turn. It’s important for Dep to get control rather quickly due to tight airspace.
UPS520, contact NY Departure on 135.90, have a nice flight.
6. **VFR** aircraft should be radar identified “tracked” while in Tower airspace and handed off to next ATC as needed. If you cannot track them, ensure they are squawking normal (mode C).

<F3> CALL <return> - tracks A/C with callsign CALL

<F4> CC CALL <return> - initiates handoff to controller CC in CL list.

N521MK, for further advisories, contact NY Departure on 120.40.

7. **VFR** aircraft that no longer require radar services should be dropped and advised as such

<F4> CALL <enter> - drops track of A/C with callsign CALL

N521MK, leaving the BRAVO airspace 9 miles SW of KEWR. Squawk VFR (1200). Radar services are terminated, freq. change to Unicom approved have a nice flight.

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B. Arrivals:

Accept handoffs from approach controller by tracking the aircraft.

<F3> CALL <enter>

Issue appropriate landing instructions.

VRC will automatically drop track when the speed drops below 60 kts.

Issue appropriate post-landing instructions. NO formal handoff to Ground is necessary as Ground does not "track" aircraft.

UPS520, Welcome to Newark-Liberty Airport, squawk standby, cross 22R, hold short BRAVO and contact Newark Ground on 121.80, c'ya later.

COM19, Welcome to Kennedy International, squawk standby, cross 22R and taxi to parking via Juliet

In the event of a missed approach the appropriate missed app hdg and altitude. If traffic and pilot ability permit, issue instructions to make a visual approach for landing.

If pilot or traffic cannot allow this, then hand off the A/C to appropriate Departure controller

<F4> CC CALL <enter> - hands CALL to ATC CC in CL list

UAL1182, contact NY Departure on 120.40

C. Transitions:

1. Accept handoffs from other controller by tracking.

<F3> CALL <return> - tracks A/C with callsign CALL

2. Issue appropriate traffic advisories and altimeter setting.

3. If any temporary altitude settings were made, clear **BEFORE** handing off if the pilot has been released from the temporary altitude.

<F4> CC CALL <enter> - hands CALL to ATC CC in CL list.

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Basic Departure Control

Setup:

1. Ensure staffed towered airports are **NOT** in your Dep/Arr list.
2. Ensure that the Dep/Arr list is **ON**.

Operational Guidelines:

A. Departures:

1. IFR departures will be placed in your Dep/Arr list by Tower
2. No handoff will occur. Tower will release all A/C unless advised not to do so by you.
3. Radar identify A/C using normal procedures and track the A/C
<F3> CALL <enter> - tracks A/C CALL
4. The abbreviated FP should appear in the RA box. If it does not, clicking on the callsign of the data tag will display it.
5. Vector A/C as necessary and clear the scratchpad entry when no longer needed
6. If a temporary altitude needs to be set then it **MUST** be cleared **PRIOR** to handing the A/C off **UNLESS** the alt is **NOT** part of an SOP. If the SOP contains a range of altitudes to climb to, issue the higher altitude unless traffic doesn't permit.
7. Initiate handoff request early so that A/C will not exit your airspace or reach top of climb (traffic permitting) before the h/o has been completed.
<F4> CC CALL <enter> - hands CALL to ATC CC in CL list.

B. Missed Approaches:

1. These will **NOT** appear in your Dep list and will be handed off to you by Tower.
2. Issue vectors and instructions and return control to approach controller.

C. Transitions:

- Follow instructions for Tower

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Basic Approach Control

Setup :

1. Setting of the arrival airports list on the configuration page is optional.
2. The ARR/DEP list is optional.

Operation :

1. Be sure to check the scratchpad for any entry entered by the previous radar controller.
2. Set the scratchpad as required. Do **NOT** set the scratchpad for the normal approach in use. If this entry is no longer needed then clear it if there is another radar controller who will work with the aircraft or if the aircraft will be sent to Unicom after you have handled it.
3. Issue the descent altitudes to incoming A/C,. This is done before issuing the descent...
.am alt YYY CALL <enter>
OR
<F8> YYY CALL <enter> - changes data tag to read "YYC".
4. Set the voice communication type if non-existent or incorrect.
5. Handoff to the next controller in plenty of time.
6. If you are terminating service due to no online ATC then you **MUST** drop the track.

Basic Center Control

Setup :

1. Setting of the arrival airports list on the configuration page is optional.
2. The ARR/DEP list is optional.

Operation :

1. Be sure to check the scratchpad for any entry entered by the previous radar controller.
2. Set the scratchpad as required. Do **NOT** set the scratchpad for the normal approach in use. If this entry is no longer needed then clear it if there is another radar controller who will work with the aircraft.
3. Use hard cruise setting from Approach guidelines for descending aircraft.
4. If the aircraft is on an approximate heading towards an entry fix then set the scratchpad with "**hdg**" where "hdg" is 040, 220, etc. You may also use a VOR, NDB, etc. if that was the instruction given.
<ins> hdg CALL <enter>
5. If the pilot's entry point is invalid then adjust the flight plan accordingly, whether on an assigned heading or not.

New York ARTCC

Appendix A: VFR Beacon Codes

EWR Area = 0301 series

JFK Area = 0301 series

LGA Area = 0201 series

PHL Area = 0601 series

LIB Area = 0301 series

ISP Area = 0101 series

Appendix B: VRC Route Amendment Commands

Erase everything UP TO an existing point

Old FP: "TELEX CRI RBV J230"

To Fix: ".am rte ..RBV"

New FP: "RBV J230"

The fix you specify **must** be in the original FP and you **must** precede by 2 dots

Erase everything AFTER an existing point

Old FP: "HOGGS CAMRN CHANT ZACHS MEALS"

To Fix: ".am rte CAMRN.."

New FP: "HOGGS CAMRN"

The fix you specify **must** be in the original FP and you **must** follow by 2 dots.

Delete a portion of a plan

Old FP: "MERIT NEWES HFD PUT BOS"

To Fix: ".am rte MERIT.HFD"

New FP: "MERIT HFD PUT BOS"

Basically says "Kill everything between these two points"

Replace a portion of a plan

Old FP: "RBV J64 J6 LIT"

To Fix: ".am rte RBV.J230.SAAME.J6"

New FP: "RBV J230 SAAME J6 LIT"

Basically saying "I want to replace everything between RBV and J6 with J230 SAAME"

Put fixes at the **front** of the plan (useful for putting in proper exits and DPs)

Old FP: "CHAMP A300 DDP"

To Fix: ".am rte ..SHIPP.CHAMP"

New FP: "SHIPP CHAMP A300 DDP"

Here you place dot dot followed by the fix(es) to insert followed by the fix in the FP.

Put fixes on the end of the plan

Old FP: "BGR J581 ENE"

To Fix: ".am rte ENE.BOS.PVD.CCC.ROBER"

New FP: "BGR J581 ENE BOS PVD CCC ROBER"

To replace a whole plan

Old FP: "NEWES RAALF OFMTT"

To Fix: ".am rte ..MERIT.ORW.PVD.INNDY.."

Appendix C: Exit Scratchpad Guide

EXIT	Scratchpad Code
BAYYS	BAY
BETTE	BET
BIGGY	BIG
BREZY	BRE
COATE	COA
DITCH	DIT
DIXIE	DIX
ELIOT	ELI
GAYEL	GAY
GREKI	GRE
HAAYS	HAA
HAPIE	HAP
LANNA	LAN
MERIT	MER
NEION	NEI
PARKE	PAR
RNGRR	RNG
RUUTH	RUU
SHIPP	SHI
STOEN	STO
WAVEY	WAV
WHITE	WHI