

Section 1 - General Operating Agreement

1.0.1 All personnel staffing a controller position within the Miami ARTCC shall be a member-in-good standing of VATUSA.

1.0.2 All personnel staffing a controller position within Miami ARTCC shall be either a member of Miami ARTCC or have been granted Visiting Controller privileges by the ZMA Air Traffic Manager.

1.0.3 All personnel staffing a controller position within Miami ARTCC do so with the implied understanding that they have read and comprehend all of the Standard Operating Agreements and Procedures that apply to the position being staffed, and that they agree to provide ATC service in accordance with the Procedures herein.

1.0.4 All personnel staffing a controller position within Miami ARTCC do so with the implied understanding that they have read and comprehend all of the Service Bulletins posted on the Miami ARTCC web site, and that those Service Bulletins supersede any information contained within these Operating Agreements and Procedures.

§ 1.1.0. Rules of Conduct

1.1.1 All personnel staffing a controller position shall abide by the VATSIM Code of Conduct.

1.1.2 If a controller staffing a position within Miami ARTCC observes or becomes involved in an incident with a pilot or another controller, the following steps shall be taken:

- a. If the conflict begins on a voice channel, immediately switch to text communications so a text record of the interaction can be preserved using the .log feature of ~~ASRC~~/VRC.
- b. When possible, an unedited text transcript of the incident shall be forward to the ZMA Air Traffic Manager.
- c. The names and VATSIM Identification numbers of all parties shall be submitted to the Air Traffic Manager.
- d. The date and specific time of day (UTC preferred) of the incident shall be reported to the Air Traffic Manager.
- e. If a controller becomes directly involved in a conflict with another controller or pilot, the controller should log off immediately and submit a report to the Air Traffic Manager.
- f. If a controller becomes aware of a conflict between two other controllers, or between a controller and a pilot, the controller should submit a report to the Air Traffic Manager.

1.1.3 All controllers must be observant of the Controller List (CL) so that they are aware of which other controllers are available.

1.1.4 If a pilot conducting operations in controlled airspace does not make contact with ATC, a controller shall:

- a. Make no more than (2) attempts initially, then one (1) attempt every 10 minutes to contact the pilot via the .contactme or <HOME> feature of ~~ASRC~~/VRC.
- b. Keep track of the amount of time the pilot remains unresponsive.
- c. Coordinate with other affected controllers with regard to the non-communicative pilot.
- d. If a clear problem exists, seek assistance from a VATSIM Supervisor only if 30 minutes has elapsed since the pilot first fails to respond.
- e. Controllers shall not use private chats to make initial contact with pilots.

1.1.5 If a pilot is observed to be stationary and on the ground, no controller will attempt to contact the pilot.

1.1.6 Controllers shall severely limit the amount of any private text communication with pilots.

1.1.7 All controllers shall remain sensitive to any technical difficulties experienced by another controller or by a pilot.

1.1.8 Controllers shall never insist that communications be conducted via voice.

1.1.9 When a controller must discontinue service for any reason and is able to communicate with pilots, he will provide a minimum of five minutes notice before doing so. Pilots who are receiving the controller's service shall

be informed the controller will discontinue service, and the radio frequency and callsign of the controller (if present) who is able to continue service shall be provided.

1.1.10 Any controller who is a member of Miami ARTCC but is not designated as an Instructor or Mentor shall not provide any form of unsolicited instruction to any other member. Such instruction shall include any form of advice, helpful tip, or correction of an observed error.

1.1.11 No controller may staff a control position within Miami ARTCC without the explicit certification to do so, or with the written permission to do so from either the Air Traffic Manager or Training Administrator. Certifications are published on the Roster Page of this web site, and all position restrictions are published on the Policy Page of this web site.

1.1.12 Controllers with the rating of Student (S1) must have prior permission from the Air Traffic Manager or Deputy Air Traffic Manager to staff any air traffic control position during any VATUSA or Miami ARTCC event.

§ 1.2.0 Observing

1.2.1 If a controller logs on to observe, the following shall apply:

- a. The first three characters (prefix) of the callsign shall be either MIA or ZMA.
- b. The controller will use two (2) letters representing the initials of the observing controller after the prefix, preceded and followed by an underscore (e.g. XX, where XX represents the [operating](#) initials of the observing controller).
- c. The last three characters (suffix) of the callsign shall be OBS.

1.2.2 Controllers using the OBS suffix must limit the amount of observation time to 30 minutes to conserve the resources of the VATSIM servers unless engaged in staff duties as above.

1.2.3 Instructors and Mentors shall observe using the suffixes INS and MTR, respectively, and shall not be time limited IF they are actively engaged in instructing during the time they are observing.

1.2.4 ZMA Staff members logging in to observe, while conducting the business of their staff position, will use the following callsigns:

- a. Air Traffic Manager: ZMA_ATM
- b. Deputy Air Traffic Manager: ZMA_DATM
- c. Training Administrator: ZMA_TA
- d. Events Coordinator: ZMA_EC (During event operations only)

1.2.5 No controller shall monitor the voice channel of another controller unless any of the following conditions exist:

- a. The controller who will monitor is an Instructor or Mentor assigned to Miami ARTCC.
- b. An observing controller has asked the permission of the controller who will be monitored.
- c. Monitoring is agreed to by both controllers as a part of ATC coordination.

§ 1.3.0 Cause for Removal and Leave of Absence

1.3.1 Any controller who is a member of Miami ARTCC and has failed to staff an eligible ATC position within Miami ARTCC for a total of ~~five (5)~~ [three \(3\)](#) hours during the preceding month, shall be considered inactive. The following provisions shall then apply:

- a. An inactive controller may be removed from the roster of the ARTCC without further notice.
- b. If within six (6) months of removal for inactivity the controller requests a transfer back to Miami ARTCC without an intervening assignment at another ARTCC, the controller's transfer request will be accepted and all certifications held by the controller prior to removal shall be restored.
- c. If within six (6) months of removal for inactivity the controller requests a transfer back to Miami ARTCC following an intervening assignment at another ARTCC, the controller's transfer request will be accepted and only those certifications held by the controller prior to removal shall be restored. The following conditions shall also apply:

1. The Air Traffic Manager of any intervening assignment(s) must submit a positive conduct report in support of the controller.
 2. The controller must provide a written statement explaining his/her reasons for leaving any intervening assignment(s), and a reason for wishing to return to Miami ARTCC.
 3. Requests to return to Miami ARTCC within ninety (90) days of removal for inactivity and following an intervening assignment shall be denied.
- d. If more than six (6) months after removal for inactivity, but less than one (1) year, the controller requests a transfer back to Miami ARTCC without an intervening assignment at another ARTCC, the controller's transfer request will be accepted with the following conditions:
1. The controller must undergo an Over-The-Shoulder observation while staffing the highest previously certified position and satisfactorily answer all oral questions posed by the examining instructor.
 2. The controller may be restricted to a position below any previously held certified position upon the recommendation of an examining instructor.
 3. The controller may be asked to retake any local position test prior to occupying any previously certified position upon the recommendation of an examining instructor.
- e. If more than six (6) months after removal for inactivity, but less than one (1) year, the controller requests a transfer back to Miami ARTCC following an intervening assignment at another ARTCC, the controller's transfer request will be accepted with the following conditions:
1. The Air Traffic Manager of any intervening assignment(s) must submit a positive conduct report in support of the controller.
 2. The controller must provide a written statement explaining his/her reasons for leaving any intervening assignment(s), and a reason for wishing to return to Miami ARTCC
 3. The controller must undergo an Over-The-Shoulder observation while staffing the highest previously certified position and satisfactorily answer all oral questions posed by the examining instructor.
 4. The controller may be restricted to a position below any previously held certified position upon the recommendation of an examining instructor.
 5. The controller may be asked to retake any local position test prior to occupying any previously certified position upon the recommendation of an examining instructor.
- f. If more than one (1) year has passed since the controller has been removed for inactivity, the controller's transfer request will be accepted with the following conditions:
1. The Air Traffic Manager of any intervening assignment(s) must submit a positive conduct report in support of the controller.
 2. The controller must provide a written statement explaining his/her reasons for leaving any intervening assignment(s), and a reason for wishing to return to Miami ARTCC
 3. The controller will retain his/her VATUSA rank.
 4. The controller will lose all previously earned position certifications until passing each local position exam that would have normally been taken prior to attaining their current VATUSA rank. All waiting periods between exams shall be waived and the controller shall have the option of taking any and all exams for which they are eligible to take at their leisure.
 5. Any controller returning to Miami ARTCC with a VATUSA rank of C-1 or higher may be asked to submit to an Over-The-Shoulder observation prior to certification to work an Enroute Center position.

1.3.2 Leave of Absence

Any Student, Controller, Mentor or Instructor may request a leave of absence by request in writing to the ZMA ATM and detailing estimated length of leave and a brief reason (the reason need not be so specific that personal information is divulged).

The member must contact the ZMA ATM at the end of the requested leave period if an extension of the leave is required.

Unless specifically authorized by the ZMA Air Traffic Manager, no individual may plug into any control position in ZMA if the ZMA Crew Roster located at www.zmaartcc.org www.zmaartcc.net indicates that the individual is on a leave of absence.

1.3.3 Any member controller found staffing a position for which they have not been certified within Miami ARTCC shall be subject to the following disciplinary actions:

a. The controller will receive a written warning that they have violated §1.1.11 above and any subsequent violation will be cause for immediate removal from the membership of the ARTCC.

b. If the controller is found to have a second violation of §1.1.11 above, the controller shall be immediately removed from the membership roster of the ARTCC.

1.3.4 Any member controller who behaves in an insubordinate manner to the Air Traffic Manager, Deputy Air Traffic Manager, Training Administrator, or any Instructor or Mentor, or who continually demonstrates a disruptive influence or attitude shall be subject to the following actions:

a. The controller will receive a written warning that they have demonstrated an insubordinate or disruptive attitude, and any subsequent conduct of this nature will be cause for immediate removal from the membership of the ARTCC. A copy of this warning shall also be submitted to the VATUSA Conflict Resolution Manager.

b. If the controller is found to persist in an insubordinate or disruptive attitude, the controller shall be immediately removed from the membership roster of the ARTCC and an official report shall be filed with the VATUSA Conflict Resolution Manager.

c. If it is determined by the VATUSA Conflict Resolution Manager that the removal was unwarranted, the controller's membership shall be restored with all former ratings and certifications held at the time of the removal.

1.3.5 Any member controller who, after a careful investigation, admission, or documentation, has been found to have violated any article of the VATSIM Code of Conduct as either a controller or pilot shall be immediately removed from the membership roster of the ARTCC.

1.3.6 All new controllers who have selected Miami ARTCC as their first ATC assignment, and all newly approved Visiting Controllers, shall be placed on probationary status during the first 14 days of their membership with the following conditions:

a. All new and transfer members shall be required to take and pass the Miami ARTCC Basic/SOP exam with a minimum score of 80%. Transfers will not be approved until this test is passed.

b. After successful completion of the Basic/SOP exam, all new members must schedule and complete a training session with a member of the instructional staff during the probationary period.

c. New Visiting Controllers must log a total of 1 hour online an ATC position for which they have been approved within Miami ARTCC during the 14-day probationary period.

d. Any new controller or Visiting Controller not meeting all probationary period requirements may be removed from the membership roster without further notification, or have all Visiting Controller privileges revoked.

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Section 2 - Training Agreement and Procedures

§ 2.1.0 Overview

2.0.1 All training activities conducted within the boundaries of Miami ARTCC shall be conducted in accordance with the Training policies of the VATUSA Training Department.

2.0.2 Only persons possessing the rating of Instructor or Senior Instructor, or who are designated Mentors and such designation is so described on the Miami ARTCC web site, and are members of Miami ARTCC, may act in the capacity of Instructor or offer any form of instruction to another member of Miami ARTCC.

2.0.3 The Training Administrator shall coordinate the activities of all Mentors and Instructors assigned to Miami ARTCC, unless such duties are delegated to another member of the Instruction Staff.

§ 2.1.0 Duties and Responsibilities

2.1.1 All Instructors must be available no less than 10 hours per month to provide instruction.

2.1.2 Mentors will be assigned duties to help specific controllers with a rating no higher than S-3:

2.1.3 Instructors will be assigned duties to help all controllers with a rating no higher than C-1.

2.1.4 Instructors may offer unsolicited instruction under these conditions only:

- a. The Instructor must ask if the controller to receive the comment objects.
- b. The Instructor will withhold any instructive comment if the controller to receive the comment objects.
- c. Any comment made to another controller shall be wholly based on a procedure described by FAA order 7110.65, Miami Standard Operating Agreements and Procedures, or VATSIM/VATUSA policy. The Instructor should be prepared to cite section and paragraph and be able to offer a direct quote from the above named references.
- d. Instructive comments shall never be of a personal nature, and shall be worded as politely as possible.
- e. Instructors shall be respectful at all times.

2.1.5 Instructors and Mentors offering solicited instruction shall:

- a. Base all instruction on those procedures described by FAA order 7110.65, Miami Standard Operating Agreements and Procedures, Miami Tutorials or VATSIM/VATUSA policy.
- b. Instructive comments shall never be of a personal nature, and shall be worded as politely as possible.
- c. Instructors shall be respectful at all times.

2.1.6 Mentors shall make all recommendations regarding promotions to the Training Administrator.

2.1.7 Instructors and Mentors will make frequent training reports for any student they are assigned to work with.

2.1.8 Instructors will make occasional observational reports for all controllers who are members of Miami ARTCC.

- a. The Instructor or Mentor must staff the same position as the student. The Instructor will use the designator _I_ in his callsign, the Mentor will use _M_, and the student will use _S_ in his callsign.

§ 2.2.0 Specific Provisions

2.2.1 If, after a credible and substantiated report, it is determined by the Air Traffic Manager that an Instructor or Mentor has violated a provision of §2.1.4 or §2.1.5:

- a. For a first-time violation, the Instructor or Mentor shall receive a caution for violating the cited Standard Operating Procedure
- b. For a second-time violation, the Instructor shall receive a warning and a notice will be sent to VATUSA training with regard to the infraction. A Mentor will have a 1 month suspension of the Mentor designation.
- c. For a third-time violation, a recommendation will be made to the VATUSA Training Department that the Instructor's rating should be removed for cause. A Mentor will have the Mentor designation permanently removed.

2.2.2 An Instructor or Mentor assigned to a new controller with an OBS rating shall:

- a. Review the VATUSA Basic Air Traffic Control Tutorial with the student.
- b. Review the VATUSA Ground Tutorial with the student.
- c. Review the VATUSA Tower Tutorial with the student.
- d. Review the Miami Quick Start Tutorial with the student.
- e. Prepare the student for the VATUSA S1 exam.
- f. Observe the student provide Tower service on Sweatbox at a facility other than KMIA and KTPA with confidence, efficiency, and few errors, and the student demonstrates a willingness to learn and accept instruction, the Instructor or Mentor will have the VATUSA S1 exam assigned.

2.2.3 An Instructor or Mentor assigned to a controller with an S-1 rating shall:

- a. Observe the student provide Clearance Delivery and offer instructive comments and corrections.
- b. Review the Major Facilities Delivery Tutorial with the student.
- c. Answer any questions posed by the student.
- d. When the student is observed to provide Delivery service with few errors, and the student demonstrates a willingness to learn and accept instruction, the Instructor or Mentor will recommend student level certification for Clearance Delivery.
- e. When the student is observed to provide Delivery service with confidence, efficiency and **very** few errors, and the student demonstrates a willingness to learn and accept instruction, the Instructor or Mentor will recommend full level certification for Clearance Delivery.

2.2.4 An Instructor or Mentor assigned to work with an S-1 student who has received full level Clearance Delivery certification shall:

- a. Observe the student provide Ground and Delivery service and offer instructive comments and corrections.
- b. Review the Major Facilities Ground Tutorial with the student.
- c. Answer any questions posed by the student.
- d. Prepare the student for the Miami Ground exam.
- e. When the student is observed to provide Ground and Delivery service with few errors, and the student demonstrates a willingness to learn and accept instruction, the Instructor or Mentor will recommend student level certification for Ground and assign the Miami Ground Exam.
- f. When the student is observed to provide Ground and Delivery service with confidence,

efficiency, and **very** few errors, and the student continues to demonstrate a willingness to learn and accept instruction, the Instructor or Mentor will recommend full level certification for Ground.

2.2.5 An Instructor or Mentor assigned to work with an S-1 student who has received full level Ground certification shall:

- a. Observe the student provide Tower, Ground and Delivery service and offer instructive comments and corrections.
- b. Review the Major Facilities Tower Tutorial with the student.
- c. Review the Miami VFR Tutorial with the student.
- d. Answer any questions posed by the student.
- e. Prepare the student for the Miami Tower and VFR exam.
- f. When the student is observed to provide Ground and Delivery service with few errors, and the student demonstrates a willingness to learn and accept instruction, the Instructor or Mentor will recommend student level certification for Tower and assign the Miami Tower and VFR Exam.
- g. When the student is observed to provide Tower, Ground and Delivery service with confidence, efficiency and **very** few errors, and the student continues to demonstrate a willingness to learn and accept instruction, the Instructor or Mentor will recommend [the student to the Training Administrator for observation.](#) ~~full level certification for Tower.~~
- h. [An Over-The-Shoulder examination shall be required and all members of the Instructional Staff shall be invited to submit comments with regard to the candidate's performance and suitability for promotion to Tower.](#)

2.2.6 An Instructor or Mentor assigned to work with an S-1 student who has received full level Tower certification shall:

- a. Observe the student provide Approach, Departure, Tower, Ground and Delivery service at a facility other than KMIA and KTPA and offer instructive comments and corrections.
- b. Review the VATUSA Approach/Departure Tutorial with the student.
- c. Answer any questions posed by the student.
- d. Prepare the student for the VATUSA S3 exam.
- e. When the student is observed to provide Approach, Departure, Tower, Ground and Delivery service with few errors, and the student demonstrates a willingness to learn and accept instruction, the Instructor or Mentor assign the VATUSA S3 exam.

2.2.7 An Instructor assigned to work with a S-3 who has received full level Tower certification and passed the S3 exam shall:

- a. Observe the student provide Approach, Departure, Tower, Ground and Delivery service and offer instructive comments and corrections.
- b. Review the Major Facilities Approach and Departure Tutorials with the student.
- c. Review all Standard Operating Procedures with the student.
- d. Answer any questions posed by the student.
- e. Prepare the student for the Miami Approach exam.
- f. When the student is observed to provide Approach, Departure, Tower, Ground and Delivery service with few errors, and the student demonstrates a willingness to learn and accept instruction, the Instructor or Mentor will recommend student level certification for Approach and Departure and assign the Miami Approach exam.
- g. When the student is observed to provide Approach, Departure, Tower, Ground and

Delivery service using both voice and text with confidence, efficiency and **very** few errors, and the student exhibits maturity and has throughout training demonstrated a willingness to learn and accept instruction, the Instructor will recommend the student to the Training Administrator for observation.

h. An Over-The-Shoulder examination shall be required and all members of the Instruction Staff shall be invited to submit comments with regard to the candidate's performance and suitability for promotion to Approach.

2.2.8 An Instructor assigned to prepare an S-3 student for promotion to Full Level Controller (C-1) shall:

a. Observe the student provide Enroute Center, Approach, Departure, Tower, Ground and Delivery service and offer instructive comments and corrections.

b. Review the Miami Enroute Center Tutorial with the student.

c. Review the VATUSA Enroute Center Tutorial with the student.

d. When the student is observed to provide Enroute Center, Approach, Departure, Tower, Ground and Delivery service with few errors, and the student demonstrates a willingness to learn and accept instruction, the Instructor or Mentor will assign the VATUSA C-1 and Miami Center exams.

e. When the student is observed to provide Enroute Center, Approach, Departure, Tower, Ground and Delivery service using both voice and text with confidence, efficiency and **very** few errors, and the student exhibits maturity and has throughout training demonstrated a willingness to learn and accept instruction, the Instructor will recommend the student to the Training Administrator for observation.

f. An Over-The-Shoulder examination shall be required and all members of the Instruction Staff shall be invited to submit comments with regard to the candidate's performance and suitability for promotion to Center.

2.2.9 Controllers seeking the Senior Controller rating must follow the VATUSA Policy to obtain the higher rating.

2.2.10 Any controller who fails a VATUSA exam must wait no less than 14 days to retake the exam, with the exception of the VATUSA S-1 exam, which may be taken after a wait of 7 days.

2.2.11 Any controller who fails a Miami ARTCC exam must wait no less than 7 days to retake the exam, [with the exception of the Miami Basic/SOP exam, which may be assigned once per day, or as seen fit by Training Administrator or Air Traffic Manager.](#)

2.2.12 Any controller who 'accidentally' closes the browser, submits before the test is complete, or otherwise interrupts a Miami ARTCC exam once it has begun, must wait no less than 7 days to have the test reassigned. The Miami Basic/SOP test does not apply to this restriction because it can be taken once per day. This restriction may be waved if both the Air Traffic Manager/Deputy Air Traffic Manager and Training Administrator approve.

2.2.13 A controller must wait no less than 14 days between promotions in rating (S-1 to S-3, S-3 to C-1, etc).

2.2.14 Any controller who demonstrates an unwillingness to accept instruction or who demonstrates an insubordinate attitude to any member of the Instruction or Administrative Staff shall:

a. For a first-time incident, receive a caution from the Air Traffic Manager.

b. For a second-time incident, be restricted to current rating and any position restriction imposed by the Air Traffic Manager until such time as the controller demonstrates a change in behavior and attitude to the satisfaction of the Air Traffic Manager and Instruction Staff.

c. For a third-time incident, be permanently restricted to current rating and any position restriction within the Miami ARTCC.

d. Further incidents of insubordination or disruptive attitude will result in removal from the membership of the Miami ARTCC. A report will be filed with the VATUSA Conflict Resolution Manager

2.2.15 Any new controller or Visiting Controller not meeting all probationary period requirements may be removed from the membership roster without further notification, or have all Visiting Controller privileges revoked.

2.2.16 Instructors or Mentors will log in as ZMA_XX_INS or ZMA_XX_MTR (where XX is the controller's [operating](#) initials) when looking to train students online. Students are not to ask any member of instructional staff for instruction unless they are signed on as specified above. (Note: Staff members logged in as ZMA_ATM, ZMA_DATM, or ZMA_TA **ARE NOT** instructional staff callsigns)

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Section 3 - Clearance Delivery Agreement and Procedures

3.0.1 All personnel staffing the position of Clearance Delivery within the Miami ARTCC shall abide by and conform to all rules and regulations applying to ATC within the VATSIM and VATUSA environments.

3.0.2. ATC personnel will use the standard callsign format for controllers within VATUSA airspace.

a. The first three (3) characters of the callsign (prefix) represent the airport at which Clearance Delivery services are offered. Example: TPA

b. The last three (3) characters of the callsign (suffix) shall be DEL i.e.: TPA_DEL

3.0.3 ATC service is confined to Clearance Delivery and shall not include any service normally provided by any other personnel.

3.0.4 In order to staff a Clearance Delivery position at a Minor Facility within the Miami ARTCC, a VATUSA S-1 rating or higher and passing scores on the ZMA Basic/SOP exam, as well as certification by the Air Traffic Manager or the Training Administrator are required.

3.0.5 In order to staff a Clearance Delivery position at a Major Facility within the Miami ARTCC, a VATUSA S-1 rating or higher and passing scores on the ZMA Basic/SOP exam, as well as certification by the Air Traffic Manager or the Training Administrator are required.

§ 3.1.0 Duties and Responsibilities

3.1.1 The controller staffing the Delivery position (herein "Delivery") shall provide Clearance Delivery only to pilots on the ground at the airport served by the Delivery Controller in accordance with FAA 7110.65, except as provided in this document.

3.1.2 Delivery is not a radar position and will not track or "claim ownership" using the F3 key in VRC.

3.1.3 Delivery will amend flight strips to reflect correct and accurate information pertaining to each flight including:

- a. Aircraft type using the abbreviations provided by the FAA, including the current proper equipment suffix to reflect RVSM capability for any aircraft that has filed a cruising altitude between FL290 and FL410.
- b. Airport of Departure in 4-letter ICAO format
- c. Airport of Destination in 4-letter ICAO format
- d. Requested Cruise Altitude
- e. Initial Assigned Altitude (use as described in the VRC manual or the Delivery Tutorial)
- f. Route of flight to begin with either a current Departure Procedure, or one of the designated transition fixes associated with the Airport of Departure.
- g. Transponder Beacon Code (assigned using the F9 key as described in the VRC manual or the Delivery Tutorial)

3.1.4 Delivery will issue an abbreviated IFR departure clearance, when appropriate, to pilots requesting such service as per FAA 7110.65, including no less than the following items:

- a. The Airport of Destination.
- b. Departure Procedure (if applicable) and Transition (if applicable)
- c. In the absence of a Departure Procedure, the first fix on the flight plan that is also a designated transition fix associated with the Airport of Departure.
- d. Any route restriction known to Delivery upon issuance of the clearance.
- e. Initial altitude after departure.
- f. Assigned cruise altitude.

g. If the initial altitude is different than the assigned cruise altitude, the amount of time after departure that the pilot can expect clearance to final cruise altitude.

h. Radio frequency to which the pilot should switch following departure. This will be UNICOM (122.800) if no other controller will be providing departure service.

i. Transponder Beacon Code. (Squawk)

3.1.5 Delivery will issue a VFR departure clearance, when appropriate, to pilots requesting such service, as per FAA 7110.65, including no less than the following items:

a. The Airport of Departure.

b. Type of airspace in which the flight will commence when the departure will occur within Class B or C airspace.

c. The cardinal direction the pilot is expected to fly in order to expedite exit of the departure airspace.

d. Any altitude restriction when the flight will operate within Class B or C airspace.

e. Direction of the standard traffic pattern applicable to a known runway for departure.

f. Radio frequency to which the pilot should switch following departure. This will be UNICOM (122.800) if no other controller will be providing departure service.

g. A discreet Transponder Beacon Code when the flight will occur within Class B or C airspace. Otherwise the pilot will be instructed to set the transponder to 1-2-0-0.

3.1.6 Delivery will provide aircraft with current observed barometric pressure and wind conditions.

3.1.7 Delivery will advise pilots to contact the controller providing Ground service after receiving an acceptable readback of the clearance. If no further ATC personnel are available, then a pilot will be instructed to self-announce taxi and takeoff on UNICOM (122.800).

§ 3.2.0 Specific Provisions

3.2.1 Delivery will issue the following Initial Altitudes for IFR departures from these airports:

Airport of Departure	Initial Assigned Altitude
KMIA	5,000 ft.
KFLL	3,000 ft.
KPBI	4,000 ft.
KTPA	6,000 ft.
KRSW	4,000 ft.
KSRQ	3,000 ft.

3.2.2 At all other airports within Miami ARTCC that do not have an associated Departure Procedure, an initial altitude of 3,000 ft. shall be assigned to IFR departures unless an agreed upon higher altitude is coordinated with the controller providing Departure or Enroute (Center) services.

3.2.3 IFR departures from KMIA (Miami International Airport), not flying a Departure Procedure, will receive a clearance to one of the following fixes as the first waypoint on their route of flight: WINCO, HEDLY, VALLY, PADUS, BEECH, SKIPS, EONNS and MNATE.

3.2.4 IFR departures from KTPA (Tampa International Airport), not flying a Departure Procedure, will receive a clearance to one of the following VOR stations as the first waypoint on the route of flight: CTY, GNV, LAL, OCF, ORL, PHK, PIE, RSW, SRQ, SZW, or TAY. Departures to the west may also file COVIA as the first waypoint on the route of flight.

3.2.5 IFR departures from KFLL (Ft. Lauderdale/Hollywood International Airport), not flying a Departure Procedure, will receive a clearance to one of the following fixes as the first waypoint on the route of flight: THNDR, ARKES, PREDA, ZAPPA, BEECH or MNATE

3.2.6 Departing flights that will remain inside the **Miami** TRACON will be cleared direct to the Navigation Aid (VOR or NDB) nearest to their destination and the flight strip shall be amended accordingly.

§ 3.3.0 Radio Frequencies

3.3.1 Delivery will use the radio frequency for the airport for which service is provided as published on the Miami ARTCC website, or as published in most current publication of the Airport Facility Directory that lists information on the airport served.

3.3.2 The following airports in the Miami ARTCC are served by Clearance Delivery on these radio frequencies:

Airport	Radio Frequency
KMIA	135.350
KFLL	128.400
KFXE	127.950
KOPF	119.200
KPBI	121.600
KRSW	132.075
KTPA	133.600
KSRQ	118.250
KTMB	133.000

3.3.3 Other airports within Miami ARTCC that have Clearance Delivery combined with Ground Control or Tower, or do not have a separate radio frequency published for Delivery, should not be staff by a separate Delivery controller.

§ 3.4.0 Transponder Mode

3.4.1 As a DEL controller, there is never a circumstance when you will mention the transponder status of any aircraft. Do not ask a pilot to "squawk standby" OR "squawk normal".

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Section 4 - Ground Control Agreement and Procedures

4.0.1 All personnel staffing the position of Ground Control within the Miami ARTCC shall abide by and conform to all rules and regulations applying to ATC within the VATSIM and VATUSA environments.

4.0.2 ATC personnel will use the standard callsign format for controllers within VATUSA airspace:

- a. The first three (3) characters of the callsign (prefix) represent the airport at which Ground Control services are offered.
- b. The last three (3) character of the callsign (suffix) shall be: GND

4.0.3 The controller will provide the following ATC services:

- a. Ground Control services at the airport represented by the controller's callsign.
- b. Clearance Delivery services at the airport represented by the controller's callsign when Delivery services are not being provided by a Delivery controller.

4.0.4 In order to staff a Ground position at a Minor Facility within the Miami ARTCC, a VATUSA S-1 rating or higher and passing scores on the ZMA Basic/SOP exam, as well as certification by the Air Traffic Manager or the Training Administrator are required.

4.0.5 In order to staff a Ground position at a Major Facility within the Miami ARTCC, a VATUSA S-1 rating or higher and passing scores on the ZMA Basic/SOP exam and the ZMA Ground exam, as well as certification by the Air Traffic Manager or the Training Administrator are required.

§ 4.1.0 Duties and Responsibilities

4.1.1 The controller staffing the Ground Control position (herein "Ground") shall provide, when required in the absence of a Delivery controller at the airport represented by the controller's callsign, Clearance Delivery to pilots who are not yet airborne as per the Miami ARTCC Standard Operating Procedures for Clearance Delivery.

4.1.2 Ground shall provide Ground Control services to all aircraft requesting such services, but only at the airport represented by the controller's callsign.

4.1.3 Ground is not a radar position and will not track or "claim ownership" of any aircraft using the key in ~~ASRC~~ ~~or~~ VRC.

4.1.4 Ground will issue all taxi and movement instructions to aircraft in accordance with FAA 7110.65.

4.1.5 Ground will coordinate with the Tower Controller (when present) with regard to the use of runways for departure and the direction of traffic flow. The Tower Controller, at his discretion, may delegate departure runway selection to Ground.

4.1.6 Final runway selection for all arrivals and departures shall be at the discretion of the Tower Controller, or the controller who will issue takeoff and landing clearances.

4.1.7 Ground is responsible for aircraft movement on taxiways only.

4.1.8 Ground is not responsible for aircraft movement on any non-movement area as described by FAA 7110.65, nor on any active runway.

4.1.9 If Ground observes a change in color from black to pink of the Tower controller's callsign in the Controller List (CL) of VRC, or the callsign of any other controller providing Tower services at the airport served by Ground, the Ground controller will hold all aircraft not taxiing to a runway at their current position until such time as the Tower Controller's callsign reverts to black.

4.1.10 Ground will transfer communications as follows:

- a. To the Tower Controller (when available) before an aircraft crosses any active runway.
- b. In the absence of Tower, to the controller handling takeoff clearance before the aircraft is holding short of the assigned takeoff runway.
- c. In the absence of any further ATC, to UNICOM (122.800) before the aircraft is holding short of the assigned takeoff runway.

4.1.11 Ground will issue a Progressive Taxi instruction to any aircraft requesting this service only when it will not interfere with providing timely service to other aircraft.

4.1.12 Until such time as Runway 8L/26R of Miami International Airport is included in the default scenery of Microsoft Flight Simulator™, Runway 8L/26R shall be considered closed, unless specifically requested by the pilot. Prior permission from the Tower controller is also required.

4.1.14 If Ground will instruct the pilot to switch to UNICOM because of an absence of further ATC, Ground will clear any temporary altitude assignment in the flight strip.

§ 4.2.0 Radio Frequencies

4.2.1 Ground will use the radio frequency for the airport for which service is provided as published on the Miami ARTCC website, or as published in the most current publication of the Airport Facility Directory that lists information on the airport served.

4.2.2 The following airports in the Miami ARTCC are served by Ground Control on these radio frequencies:

Airport	Radio Frequency
KMIA	121.800
KFLL	121.400
KFXE	121.750
KOPF	121.900
KPBI	121.900
KRSW	121.900
KTPA	121.700
KSRQ	121.900

4.2.3 Other airports within Miami ARTCC that do not have a separate radio frequency published for Ground Control, should not be staff by a separate Ground Controller.

§ 4.3.0 Transponder Mode

4.3.1 The only time you need to mention the transponder status is when all of the following conditions are true:

- a. In your judgment, the pilot seems oblivious with regard to proper procedures. Generally, these are the pilots who seem new to aviation and/or online flying. It may also include pilots who take a long time to set their transponders to the assigned code, or continue to squawk an incorrect code.
- b. You have observed the pilot squawking standby on the ground after taxi prior to his departure.

4.3.2 Ground will instruct pilots arriving or departing airports with ASDE-X to squawk normal during taxi.

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Section 5 - Tower Agreement and Procedures

5.0.1 All personnel staffing the position of Tower Controller (herein "Tower") within the Miami ARTCC shall abide by and conform to all rules and regulations applying to ATC within the VATSIM and VATUSA environments.

5.0.2 ATC personnel will use the standard callsign format for controllers within VATUSA airspace.

- a. The first three (3) characters of the callsign (prefix) represent the airport at which Tower Control services are offered.
- b. The last three (3) character of the callsign (suffix) shall be: TWR

5.0.3 The controller will provide the following ATC services:

- a. Tower services at the airport represented by the controller's callsign.
- b. Ground Control services at the airport represented by the controller's callsign when ground services are not being provided by a Ground controller.
- c. Clearance Delivery services at the airport represented by the controller's callsign when delivery services are not being provided by a Ground controller or Delivery controller.

5.0.4 In order to staff a Tower position at a Minor Facility within the Miami ARTCC, a VATUSA S-1 rating or higher and passing scores on the ZMA Basic/SOP exam, as well as certification by the Air Traffic Manager or the Training Administrator are required.

5.0.5 In order to staff a Tower position at a Major Facility within the Miami ARTCC, a VATUSA S-1 rating or higher and passing scores on the ZMA Basic/SOP exam, ZMA Ground exam and the ZMA Tower exam, as well as certification by the Air Traffic Manager or the Training Administrator are required.

§ 5.1.0 Duties and Responsibilities

5.1.1 The controller staffing Tower shall provide, when required in the absence of a Delivery controller and Ground controller at the airport represented by the controller's callsign, Clearance Delivery to pilots who are not yet airborne as per the Miami ARTCC Standard Operating Procedures for Clearance Delivery.

5.0.4 Tower shall provide, when required in the absence of a Ground controller at the airport represented by the controller's callsign, Ground Control services to all aircraft requesting such services, but only at the airport represented by the controller's callsign.

5.1.3 Tower shall provide Tower services at the airport represented by the controller's callsign.

5.1.4 Tower is not a radar position and will not track or "claim ownership" of an aircraft using the F3 key of \oplus VRC.

5.1.5 Tower shall provide Tower services in accordance with FAA 7110.65 in as much as it is possible given the limitations of the virtual environment, including but not limited to:

- a. All Separation minimums.
- b. Wake Turbulence Separation Procedures and Advisories.

5.1.6 Tower has the final authority to declare runways in use and the direction of traffic flow at the airport represented by the Tower Controller's callsign.

5.1.7 Tower shall coordinate arrival runways with the controller providing Approach Control service (when present).

5.1.8 Tower shall coordinate departure runways and departure headings with the controller providing Departure Control service (when present).

- a. Tower shall be responsible for the initial separation between departing aircraft.
- b. Tower must keep in mind aircraft performance capabilities and how a departure heading will affect a departing aircraft's subsequent course to its initial departure fix.

5.1.9 Tower will coordinate with the Ground Controller (when present) with regard to the use of runways for departure and the direction of traffic flow. The Tower Controller, at his discretion, may delegate departure runway selection to Ground.

5.1.10 Tower is responsible for aircraft ground movement on all active runways.

5.1.11 Tower may initiate Gate-Hold Procedures by using the .break feature of VRC.

5.1.12 Tower may cancel Gate-Hold Procedures by using the .nobreak feature of VRC.

5.1.13 Tower will obtain one of the following release agreements with the Departure Controller (when present):

- a. A blanket release subject to suspension as described in 5.1.14 below
- b. Individual departure releases for each aircraft via text or voice.

5.1.14 If Tower observes a change in color from black to pink of the Departure Controller's callsign in the Controller List (CL) of VRC, or the callsign of any other controller providing Departure services at the airport served by Tower, Tower will withhold takeoff clearances until such time as the Departure Controller's callsign reverts to black.

5.1.15 If an aircraft executes a missed approach, or is instructed by either Tower or the controller providing Arrival services to execute a missed approach or go-around, any blanket departure release in effect is immediately cancelled and a new agreement must be made between Tower and the controller providing Departure service.

5.1.16 Tower will transfer communications as follows:

- a. To the Ground Controller (when available) after an aircraft is clear of an active runway and no other active runways will be crossed as the aircraft taxis to parking.
- b. To the controller providing Departure Control services when Tower observes a positive rate of climb and before the aircraft reaches 1,000 ft. Above Ground Level (AGL).
- c. In the absence of any further ATC, to UNICOM (122.800) as soon as practical after the aircraft becomes airborne. Aircraft will be instructed to resume their own navigation at this time.

5.1.17 Tower may, at its discretion, coordinate the use of any active runway with Ground as follows:

- a. So that Ground may retain communication with an aircraft to facilitate taxiing an aircraft for departure, or to taxi an aircraft to parking.
- b. So that Ground may accept a transfer of communication to taxi an aircraft to parking before it has crossed all runways in use.

5.1.18. Until such time as Runway 8L/26R at Miami International Airport is included in the default scenery of Microsoft Flight Simulator™, Runway 8L/26R shall be considered closed unless a pilot indicates it is present in his scenery and requests its use.

5.1.19 If Tower will be instructing a pilot to switch to UNICOM because no further ATC is available, Tower will clear any temporary altitude assignment from the flight strip and reset the scratchpad to its default condition to reflect the destination airport.

§ 5.2.0 Specific Provisions

5.2.1 Tower will apply a minimum time interval of one (1) minute between successive departures using the same runway. The beginning of the interval shall be measured from the time the preceding aircraft begins its takeoff roll, to the takeoff clearance of the succeeding aircraft. All provisions of FAA order 7110.65 with regard to Same-Runway-Separation shall also apply.

5.2.2 VFR operations outside of Class B or Class C airspace:

- a. Tower will advise all VFR aircraft of wind direction and velocity, and of runways in use.
- b. Tower will advise VFR traffic remaining in the pattern of the traffic pattern direction of the runway for takeoff and landing (left traffic or right traffic).
- c. Tower will advise all VFR traffic of any other aircraft operating in the traffic pattern, making a published approach for landing, or intending to takeoff, including the traffic leg that defines the position of the other aircraft in the pattern.
- d. VFR departures will be instructed to switch to UNICOM (122.800) as they are departing, unless a request is made for Flight Following, in which case they will be instructed to contact the controller providing Departure services (when present).

- e. VFR arrivals will be asked to state the runway they intend to land on.
- f. VFR arrivals will be instructed to report turning base for final if applicable.

5.2.3 VFR operations within Class B or Class C airspace:

- a. Tower will advise all VFR aircraft of wind direction and velocity, and of runways in use.
- b. All VFR aircraft will be issued a discreet transponder code.
- c. All VFR departures from Class B or C airspace will be instructed to maintain an altitude at or below 2,500 ft. until clear of Class B or C airspace, unless:
 - i. The measured ceiling observation is lower than the recommended assigned altitude and more than 1,000 ft., in which case the controller will issue an assigned altitude below the measured ceiling and issue a departure heading which will expedite the VFR departure from Class B or C airspace.
 - ii. The measured ceiling observation is below 1,000 ft., in which case the airport will be closed for VFR operations due to weather.
- d. All VFR departures from Class B or C airspace will be issued takeoff clearance with the following headings:
 - i. If the departing aircraft will be transferred to a controller providing Departure service, the pilot will be instructed to maintain runway heading.
 - ii. If the departing aircraft will be switching to UNICOM (on 122.800) after takeoff, the pilot will be issued a departure heading in a cardinal direction appropriate to the direction of the destination (i.e. NORTH, NORTHWEST, SOUTH, SOUTHEAST, etc.), and which will expedite an exit of Class B or C airspace.
- e. All VFR arrivals will be asked to report traffic pattern entry and/or position in the traffic pattern.
- f. In the absence of further ATC, departing VFR aircraft will be instructed to squawk 1-2-0-0 and informed that no further ATC service is available.

5.2.4 When calm-wind conditions exist, (less than 5 knots) use a designated "calm wind" operation as follows: It should be noted that the "calm wind runway" does not mean that the winds are calm. When the winds are less than three knots, it is considered "calm." Therefore, "Calm Winds" and "Calm Wind Runway" are two separate terms.

Calm Wind Direction of Operation

KMIA	East Ops
KFLL	East Ops
KFXE	East Ops
KOPF	East Ops
KPBI	East Ops
KRSW	East Ops
KTPA	North Ops
KSRQ	North Ops
KTMB	East Ops

5.2.5 As a part of all landing clearances, Tower will issue current winds for the arrival airport.

§ 5.3.0 Radio Frequencies

5.3.1 Tower will use the radio frequency for the airport for which service is provided as published on the Miami ARTCC website, or as published in the most current publication of the Airport Facility Directory that lists information on the airport served.

5.3.2 The following airports in the Miami ARTCC are served by Tower on these radio frequencies:

Airport	Radio Frequency
KMIA	118.300
KFLL	119.300
KFXE	120.900

KOPF	120.700
KPBI	119.100
KRSW	128.750
KTPA	119.500
KSRQ	120.100
KTMB	118.900

5.3.3 Other airports within Miami ARTCC that do not have a separate radio frequency published for Tower are considered Non-Tower airports and should not be staffed by a Tower Controller.

§ 5.4.0 Transponder Mode

5.4.1 If, in your judgment, a pilot seems new to aviation and/or online flying and you observe the pilot squawking standby prior to issuance of a takeoff clearance, you might want to include a reminder to squawk normal as a part of the takeoff clearance. This can be something simple like, "Runway 9L, cleared for takeoff. Squawk normal on your takeoff roll, sir."

~~5.4.2 There is normally NO NEED to mention the transponder while the pilot is on the ground. The assumption is that he will switch to ALT mode after his takeoff clearance when he is rolling on the runway.~~

5.4.2 If you observe that a pilot has become airborne with the transponder still in standby mode, a polite reminder to squawk normal should occur DURING your transfer of communication to the controller providing departure service, or when instructing the pilot to switch to UNICOM. Something simple like: "Squawk normal, contact Departure on 124.85."

5.4.3 If you observe that a pilot is inbound with a transponder in standby mode, politely request that he recycle and "squawk normal".

5.4.4 If you are working Tower, use the Tower Display setting so you can check that aircraft have the proper code dialed into the transponder and that tags and scratchpads are all set up correctly.

5.4.5 UNDER NO CIRCUMSTANCE WILL THE PHRASE "SQUAWK STANDBY ON THE GROUND" BE INCLUDED IN ANY ATIS. In addition, under normal conditions, there is absolutely no reason to direct a pilot to squawk standby while on the ground.

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Section 6 - Departure Agreement and Procedures

6.0.1 All personnel staffing the position of Departure Controller (herein "Departure") within the Miami ARTCC shall abide by and conform to all rules and regulations applying to ATC within the VATSIM and VATUSA environments.

6.0.2 ATC personnel will use the standard callsign format for controllers within VATUSA airspace.

a. The first three (3) characters of the callsign (prefix) represent the major facility at which Departure Control services are offered. See §6.0.4.

b. The last three (3) character of the callsign (suffix) shall be: DEP

6.0.3 The controller will provide the following ATC services:

a. Departure services for all airports within the airspace served by the controller.

b. Tower services for those airports within the airspace served by the controller when those airports are designated as eligible for additional service in §6.0.4, and Tower services are not being provided by a Tower Controller.

c. Ground services for those airports within the airspace served by the controller when those airports are designated as eligible for additional service below in §6.0.4, and Ground services are not being provided by a Ground Controller or Tower Controller.

d. Clearance Delivery for those airports within the airspace served by the controller when those airports are designated as eligible for additional service below in §6.0.4, and Delivery services are not being provided by a Delivery Controller, Ground Controller or Tower Controller.

e. Departure will provide IFR clearances and departure releases to IFR flights which request such clearances within the airspace served by the controller, and that plan to depart from an airport not eligible for additional service when those services are not being provided by a Tower, Ground or Delivery controller.

6.0.4 The Departure positions that may be staffed within Miami ARTCC, and a list of airports eligible for additional service by that position are:

Position	Airports Eligible for Additional Service
MIA_DEP	KMIA KFLI
PBI_DEP	KPBI

6.0.5 Departure will provide Tower services to airports within Delta Airspace on a workload permitting basis from ~~1100Z to 0100Z~~ 0600 to 0000 Eastern.

Airports Eligible for Additional Services:

PBI_DEP:

F45 - North Palm Beach CO
KBCT - Boca Raton
KSUA - Witham

MIA_DEP:

KPMP - Pompano Beach
KFXE - Ft. Lauderdale Exec
KHWO - North Perry
KTMB - Kendall-Tamiami Exec

6.0.6 Miami Departure (MIA_DEP) serves the airspace within the boundaries of Miami TRACON as depicted in the current sector file from the surface to 16,000 ft.

6.0.7 Palm Beach Departure (PBI_DEP) serves the airspace within the boundaries of Palm Beach TRACON as depicted in the current sector file from the surface to 12,000 ft.

6.0.8 In order to staff a Departure position at a Minor Facility within the Miami ARTCC, a VATUSA S-3 rating or higher and passing scores on the ZMA Basic/SOP exam, as well as certification by the Air Traffic Manager or the Training Administrator are required.

6.0.8 In order to staff a Departure position at a Major Facility within the Miami ARTCC, a VATUSA S-3 rating or higher and passing scores on the ZMA Basic/SOP exam, ZMA Ground exam and the ZMA Tower exam, as well as certification by the Air Traffic Manager or the Training Administrator are required.

§ 6 .1.0 Duties and Responsibilities

6.1.1. Departure shall provide Departure services at all airports within the controller's designated airspace in accordance with FAA 7110.65 except as described in this document.

6.1.2. Departure will use the **F3** key to track and "claim ownership" of all aircraft being provided with Departure services by the controller.

6.1.3 Departure shall coordinate departure runways and departure headings with the controller providing Tower service (when present). The Tower Controller shall have final authority of the choice of runways for departure.

6.1.4 Departure will make one of the following release agreements with the controller providing Tower services (when present):

- a. A blanket release subject to suspension as described in 6.1.5 below.
- b. Individual departure releases for each aircraft via text or voice.

6.1.5 Departure may suspend any previous agreed to blanket departure release by using the .break feature of VRC.

6.1.6 Departure may re-instate any suspended blanket departure releases by using the .nobreak feature of VRC.

6.1.7 If an aircraft executes a missed approach, or is instructed by either Tower or the controller providing Arrival services to execute a missed approach or go-around, any blanket departure release in effect is immediately cancelled and a new agreement must be made between Tower and Departure as per 6.1.4 above.

6.1.8 Departure will coordinate with the controller providing Approach service to ensure a smooth flow of arriving and departing traffic, and to avoid any violation of separation minima.

6.1.9 Departure will transfer control as follows:

- a. A Transfer of Radar Identification and Transfer of Communications must be completed to a Center Controller (when available) before the aircraft reaches either the vertical or horizontal limit of the Departure Controller's airspace.
- b. A Transfer of Radar Identification and Transfer of Communications must be completed to an Approach Controller (when available) before the aircraft must begin a normal descent to the destination served by the Approach Controller.
- c. When transferring control to either Center or Approach, Departure will use the key as described in the VRC manual.

6.1.10 If Departure will be terminating radar service because no further ATC is available, the controller will remove any temporary altitude restrictions from the flight strip and the scratchpad will be set to reflect the default condition to display the destination.

§ 6 .2.0 Specific Provisions

6.2.1 Departure will ensure that all aircraft handed off to Center are separated by five (5) miles or more at the completion of the handoff.

6.2.2 Departure will provide vectors to aircraft as follows:

- a. So that the aircraft may intercept a filed transition of a Departure Procedure before hand off to Center.
- b. So that the aircraft is on a heading to the first waypoint of the filed route of flight before hand off to Center.

6.2.3 Departure will issue a "Climb and Maintain" instruction to either the final cruise altitude, or the ceiling of the airspace controlled by Departure, whichever is lower.

6.2.4 Departure will ensure that any aircraft to be handed off will not conflict with any aircraft being tracked by another controller.

6.2.5 With regard to VFR operations:

- a. VFR departures remaining within Class B airspace will be issued a heading that will expedite their ability to join the pattern altitude and pattern direction of their destination, then the aircraft will be handed off the controller providing Approach services (when present).
- b. VFR departures that will exit any Class B airspace will be issued a cardinal heading appropriate to their direction of flight that will expedite their departure from Class B airspace (i.e. NORTH, NORTHWEST, SOUTH, SOUTHEAST, etc.).
- c. VFR departures exiting Class B or C airspace will be instructed to switch to UNICOM (122.800), unless a request is made for Flight Following, in which case they will be instructed to contact the controller providing Enroute services (when present).
- d. VFR aircraft shall be informed when radar service is terminated and their transponder should be set to 1-2-0-0.

§ 6.3.0 Radio Frequencies

6.3.1. The following radio frequencies shall be used:

Callsign	Radio Frequency
MIA_DEP	119.450
PBI_DEP	128.300

§ 6.4.0 Transponder Mode

6.4.1 All airborne aircraft that are observed to be squawking standby shall be asked to "squawk normal".

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Section 7 - Approach Agreement and Procedures

7.0.1 All personnel staffing the position of Approach Controller (herein "Approach") within the Miami ARTCC shall abide by and conform to all rules and regulations applying to ATC within the VATSIM and VATUSA environments.

7.0.2 ATC personnel will use the standard callsign format for controllers within VATUSA airspace.

a. The first three (3) characters of the callsign (prefix) represent the major facility at which Approach Control services are offered. See §7.0.4.

b. The last three (3) character of the callsign (suffix) shall be APP

7.0.3 The controller will provide the following ATC services:

a. Approach services for all airports within the airspace served by the controller.

b. Departure services for all airports within the airspace served by the controller when those services are not being provided by a Departure Controller and when certified to do so by the Facility Chief.

c. Tower services for those airports within the airspace served by the controller when those airports are designated as eligible for additional service in §7.0.4, and Tower services are not being provided by a Tower Controller.

d. Ground services for those airports within the airspace served by the controller when those airports are designated as eligible for additional service in §7.0.4, and Ground services are not being provided by a Ground Controller or Tower Controller.

e. Clearance Delivery for those airports within the airspace served by the controller when those airports are designated as eligible for additional service in §7.0.4, and Delivery services are not being provided by a Delivery Controller, Ground Controller or Tower Controller.

f. Approach will provide IFR clearances and departure releases to IFR flights which request such clearances within the airspace served by the controller, and that plan to depart from an airport not eligible for additional service when those services are not being provided by a Departure controller or by a Tower, Ground or Delivery controller serving that airport.

7.0.4 The Approach positions that may be staffed within Miami ARTCC, and a list of airports eligible for additional service by that position are:

Approach Position	Airports Eligible for Additional Service
MIA_APP	KMIA KFLL
TPA_APP	KTPA KSRQ
PBI_APP	KPBI
RSW_APP	KRSW
NQX_APP	KEYW

7.0.5 Approach will provide Tower services to airports within Delta Airspace on a workload permitting basis from ~~1100Z to 0100Z~~ 0600 to 0000 Eastern.

Airports eligible for additional services:

PBI_APP:
F45 - North Palm Beach CO
KBCT - Boca Raton
KSUA - Witham

MIA_APP:
KPMP - Pompano Beach
KFXE - Ft. Lauderdale Exec.
KHWO - North Perry
KTMB - Kendall-Tamiami Exec

TPA_APP:
KPIE - St. Petersburg Int'l
KSPG - Albert Whitted
KLAL - Lakeland Linder Rgnl

RSW_APP:
KAPF - Naples

7.0.6 Miami Approach (MIA_APP) serves the airspace within the boundaries of Miami TRACON as depicted in the current sector file from the surface to 16,000 ft.

7.0.7 Tampa Approach (TPA_APP) serves the airspace within the boundaries of Tampa TRACON as depicted in the current sector file from the surface to 12,000 ft.

7.0.8 Palm Beach Approach (PBI_APP) serves the airspace within the boundaries of Palm Beach TRACON as depicted in the current sector file from the surface to 12,000 ft.

7.0.9 Fort Myers Approach (RSW_APP) serves the airspace within the boundaries of Fort Myers TRACON as depicted in the current sector file from the surface to 10,000 ft.

7.0.10 Key West Approach (NQX_APP) serves the airspace within the boundaries of Key West RAPCON as depicted in the current sector file from the surface to 10,000 ft.

7.0.11 In order to staff an Approach position at a Minor Facility within the Miami ARTCC, a VATUSA S-3 rating or higher and passing scores on the ZMA Basic/SOP exam, as well as certification by the Air Traffic Manager or the Training Administrator are required.

7.0.12 In order to staff an Approach position at a Major Facility within the Miami ARTCC, a VATUSA S-3 rating or higher and passing scores on the ZMA Basic/SOP exam, ZMA Ground exam, ZMA Tower exam, and the ZMA Approach exam, as well as certification by the Air Traffic Manager or the Training Administrator are required.

§ 7 .1.0 Duties and Responsibilities

7.1.1 Approach shall provide Approach services at all airports within the controller's designated airspace in accordance with FAA 7110.65 except as described in this document.

7.1.2 Approach shall provide Clearance Delivery services at any airport within the jurisdiction of the Approach Controller when those services are not being provided by a Tower, Ground or Delivery Controller at that airport.

7.1.3 Approach will use the F3 key to track and "claim ownership" of all aircraft being provided with Approach or Departure services by the controller.

7.1.4 Approach shall coordinate arrival runways with the controller providing Tower service (when present). The Tower Controller shall have final authority of the choice of runways for arrival.

a. If not already entered by Center, Approach will enter a scratchpad entry using the key as described in the ~~ASRC~~/VRC manual to indicate the runway for landing.

b. Approach will confirm the runway for landing with the aircraft upon initial contact.

7.1.5 Approach will coordinate with the controller providing Departure service to ensure a smooth flow of arriving and departing traffic, and to avoid any violation of separation minima.

7.1.6 Approach will transfer communications as follows:

a. To Tower for arriving VFR traffic as it enters a standard traffic pattern at the destination airport, or to UNICOM (122.800) as it enters a standard traffic pattern at the destination airport when no further ATC is available.

b. To Tower (when present) for arriving IFR traffic as soon as practical after issuance of any approach clearance, and before the aircraft reaches the Final Approach Fix of the runway for landing.

c. To UNICOM (122.800) for any IFR traffic arriving at an airport within the airspace controlled by Approach and not eligible for additional service, nor staffed by a Tower Controller, as soon as practical after the pilot receives any instrument approach clearance.

7.1.7 Approach will "drop track" on any landing aircraft as soon as practical after a transfer of communication.

§ 7 .2.0 Specific Provisions

7.2.1 All aircraft entering the airspace of the Approach Controller that are not on a Standard Arrival Route associated with the destination airport, will be vectored on a course which will intercept and overlay an appropriate Standard Arrival Route associated with the destination, unless:

a. Traffic is at a level which will ensure that the Approach controller may allow the arriving flight to proceed on course as filed, up to a point where a vector must be issued for the aircraft to intercept the final approach course.

b. Prior coordination with any controller providing Departure services within the airspace of the Approach Controller has occurred, and both controllers agree to allow the aircraft to proceed on course as filed up to a point where a vector must be issued for the aircraft to intercept the final approach course.

7.2.2 Approach will ensure that any aircraft to be handed off, or where a transfer of communication will occur, will not conflict with any aircraft being tracked by another controller.

7.2.3 VFR operations outside Class B or C airspace:

a. VFR arrivals to airports outside of Class B or C airspace will be provided with Approach service only when it is requested by the pilot.

b. VFR arrivals to airports within airspace designated as Class D need only establish communication with Approach. A discreet transponder code may be issued if the arriving aircraft requests Approach service.

c. VFR arrivals receiving Approach service outside Class B or C airspace will be issued a vector that will allow the arriving aircraft to join the traffic pattern at the established altitude and direction of the pattern. Once the aircraft has entered the traffic pattern, Approach will transfer communication to Tower (when present) or to UNICOM (122.800).

d. VFR aircraft shall be informed when radar service is terminated and their transponder should be set to 1-2-0-0.

7.2.4 VFR operation within Class B or C airspace:

a. VFR arrivals within Class B or C airspace will be issued a discreet transponder code if not already receiving Flight Following from an en route Controller.

b. VFR arrivals to the primary airport within Class B or C airspace will be handled the same as an IFR arrival on a visual approach.

c. VFR arrivals to secondary airports within Class B or C airspace, or underlying such airspace, will be issued a vector that will allow the arriving aircraft to join the traffic pattern at the established altitude and direction of the pattern. Once the aircraft either descends below the Class B or C floor, or enters the traffic pattern, Approach will transfer communication to Tower (when present) or to UNICOM (122.80).

§ 7.3.0 Radio Frequencies

7.3.1 The following radio frequencies shall be used:

Callsign	Radio Frequency
MIA_APP	124.850
TPA_APP	135.500
PBI_APP	124.600
RSW_APP	126.800
NQX_APP	124.450

§ 7.4.0 Transponder Mode

7.4.1 All airborne aircraft that are observed to be squawking standby shall be asked to "squawk normal".

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Section 8 - En Route Center Agreement and Procedures

8.0.1 All personnel staffing a position of Enroute Center Controller (herein "Center") within the Miami ARTCC shall abide by and conform to all rules and regulations applying to ATC within the VATSIM and VATUSA environments.

8.0.2 Miami ARTCC airspace is divided into two distinct areas; Miami Center and Miami Oceanic Center.

8.0.3 ATC personnel will use the standard callsign format for controllers within VATUSA airspace.

- a. The first three (3) characters of the callsign (prefix) of a controller staffing Miami Center will be MIA.
- b. The first three (3) characters of the callsign (prefix) of a controller staffing Miami Oceanic will be ZMA.
- c. Controllers providing ATC service within the Miami Oceanic Center airspace of Miami ARTCC over The Bahamas shall use the designation _O_ after the callsign prefix.
- d. The last three (3) character of the callsign (suffix) shall be: CTR i.e.: ZMA_O_CTR

8.0.4 The controller will provide the following ATC services:

- a. Enroute services within the boundaries of the Miami ARTCC as defined by VATUSA and depicted in the current sector file.
- b. Approach services for all airports within the boundaries of the Miami ARTCC when those services are not being provided by an Approach Controller.
- c. Departure services for all airports within the boundaries of the Miami ARTCC when those services are not being provided by a Departure Controller.
- d. Tower services for those airports within the Miami ARTCC that are designated as eligible for additional service below, and Tower services are not being provided by a Tower Controller.
- e. Ground services for those airports within the Miami ARTCC that are designated as eligible for additional service below, and Ground services are not being provided by a Ground Controller or Tower Controller.
- f. Clearance Delivery for those airports within the airspace served by the controller when those airports are designated as eligible for additional service below (8.0.5), and Delivery services are not being provided by a Delivery Controller, Ground Controller or Tower Controller.
- g. Center will provide IFR clearances and departure releases to IFR flights which request such clearances within the Miami ARTCC, and that plan to depart from an airport not eligible for additional service when those services are not being provided by an Approach or Departure controller.

8.0.5 The following is a list of airports within Miami ARTCC that are eligible for additional services:

Airports Eligible for Additional Service

KTPA
KMIA
KFLI
KPBI
KRSW
KSRQ

8.0.6 Center will provide Tower services to airports within Delta Airspace on a workload permitting basis from ~~1100Z to 0100Z~~ 0600 to 0000 Eastern.

Airports Eligible for Additional Services:

KPIE - St. Petersburg Int'l
KSPG - Albert Whitted
KLAL - Lakeland Linder Rgnl
KAPF - Naples
KEYW - Key West
KTMB - Kendall-Tamiami Executive
KVRB - Vero Beach
KFPR - Ft. Pierce

KSUA - Witham
F45 - North Palm Beach CO
KBCT - Boca Raton
KPMP - Pompano Beach
KFXE - Ft. Lauderdale Exec
KHOW - North Perry
KOPF - Opa Locka

8.0.7 In order to staff a Center position within the Miami ARTCC, a VATUSA C-1 rating or higher and passing scores on the ZMA Basic/SOP exam, ZMA Ground exam, ZMA Tower exam, ZMA Approach exam, and the ZMA Center exam, as well as certification by the Air Traffic Manager or the Training Administrator are required.

§ 8.1.0 Duties and Responsibilities

8.1.1 Center shall provide Enroute services within the Miami ARTCC in accordance with FAA 7110.65 except as described in this document.

8.1.2 Center will use the F3 key to track and "claim ownership" of all aircraft being provided with Enroute, Approach or Departure services by the controller.

8.1.3 Center shall coordinate arrival runways with the controller providing Tower service (when present). The Tower Controller shall have final authority of the choice of runways for arrival.

- a. Center will enter a scratchpad entry using the key as described in the VRC manual to indicate the runway for landing.
- b. Center will inform the pilot of the runway for landing when the runway has been determined.

8.1.4 Center will issue the current barometric pressure available, from the nearest reporting station, to any aircraft beginning a descent to any altitude below FL180.

8.1.5 Center will vector or provide a route clearance to any IFR aircraft that will enter the Miami TRACON as follows:

- a. To cross the intersection specified in the appropriate arrivals for airports within the TRACON
- b. At an altitude at or below 16,000 ft. for an aircraft landing at an airport within the boundaries of the Miami TRACON, or at the published crossing altitude of any applicable Standard Terminal Arrival Route being flown by an arriving aircraft or other such altitude as coordinated with the controller providing Approach services.

8.1.6 Center will vector or provide a route clearance to any IFR aircraft which will enter the Tampa TRACON as follows:

- a. To cross BRDGE or BLOND intersection, or any other point agreed to through prior coordination with a controller providing Approach Service within the Tampa TRACON
- b. At an altitude at or below 11,000 ft. for an aircraft landing at an airport within the boundaries of the Tampa TRACON, or at the published crossing altitude of any applicable Standard Terminal Arrival Route being flown by an arriving aircraft.

8.1.7 Center will vector or provide route clearance to any IFR aircraft that will land at an airport receiving arrival services of an Approach Controller as published on any applicable Standard Arrival Route.

8.1.8 Center will coordinate with any controller providing Approach or Departure service to ensure a smooth flow of arriving and departing traffic, and to avoid any violation of separation minima.

8.1.9 Center will coordinate with any controller in an adjacent control facility (ARTCC or FIR) to ensure a smooth flow of traffic which will enter either airspace, and to avoid any violation of separation minima.

8.1.10 Center will transfer control as follows:

- a. To a Center Controller (when present) of an adjacent ARTCC or FIR such that the transfer of control is complete before an aircraft under the control of Center enters the airspace of the adjacent ARTCC or FIR.
- b. To a controller providing Approach services within a TRACON (when present) such that the transfer of control is complete before an aircraft under the control of Center enters the airspace of the TRACON.

- c. To a controller providing Approach services to an airport not within a TRACON (when present) such that the transfer of control is complete before the aircraft is within 30 miles of the airport.
- d. Such that no separation conflict exists or will exist between the aircraft being handed off and any aircraft within the airspace of the receiving controller.
- e. Such that any two aircraft that are established on the same Standard Arrival Route or airway, traveling in the same direction, and will be handed-off to a controller providing Approach service, are no less than 10 nautical miles in trail, unless the receiving controller agrees to a closer in-trail separation distance.
- f. Such that any two aircraft that are established on the same airway, traveling in the same direction, and will be handed-off to a controller providing Enroute service, are no less than 20 nautical miles in trail, unless the receiving controller agrees to a closer in-trail separation distance.

8.1.11 Center will transfer communications as follows:

- a. To Tower (when present) of arriving VFR traffic that is receiving Flight Following as it enters a standard traffic pattern at the destination airport, or to UNICOM (122.800) as it enters a standard traffic pattern at the destination airport when no further ATC is available.
- b. To Tower (when present) of arriving IFR traffic as soon as practical after issuance of any approach clearance, and before the aircraft reaches the Final Approach Fix of the runway for landing.
- c. To UNICOM (122.800) of any IFR traffic arriving at an airport within the airspace controlled by Approach and not eligible for additional service, nor staffed by a Tower Controller, as soon as practical after the pilot receives any instrument approach clearance.

8.1.12 Center will provide Flight Following service to VFR aircraft requesting such service on a workload permitting basis only.

- a. If Center is unable to provide Flight Following, the VFR pilot will be informed that Center is "unable at this time".
- b. All VFR aircraft receiving Flight Following will be issued a discreet transponder code until Flight Following is discontinued. VFR aircraft no longer receiving Flight Following will be instructed to squawk 1-2-0-0.

8.1.13 Center will terminate radar service when no further ATC is available to any aircraft departing Miami ARTCC and inform the pilot of service termination.

- a. IFR aircraft will not be asked to change transponder code.
- b. VFR aircraft will be instructed to squawk 1-2-0-0.

8.1.14 Center will "drop track" on any landing aircraft as soon as practical after a transfer of communication as described in 8.1.10 above.

8.1.15 Center will reset the scratchpad of any aircraft departing Miami ARTCC so that the scratchpad is in the default condition and displays the destination airport.

§ 8.2.0 Special Provisions for Miami Oceanic Operations

8.2.1 Miami ARTCC shall administer all functions pertaining to Miami Oceanic airspace as this airspace is considered a part of Miami ARTCC. These functions include the training of personnel approved to staff Miami Oceanic, overseeing that all VATSIM and VATUSA Rules and Regulations are complied with, and all other administrative duties as a part of the regular operation of Miami ARTCC.

8.2.2 A controller staffing MIA_CTR will not provide ATC service in the area depicted as Miami Oceanic airspace.

8.2.3 A controller staffing ZMA_O_CTR will not provide ATC service in the area depicted as Miami Center airspace.

8.2.4 A controller staffing ZMA_O_CTR will center his radar position at approximately N024.00.000.000, W074.00.00.000 and set his radar range to no more than 450 miles.

8.2.5 When a controller is staffing ZMA_O_CTR, the Voice Room used by the controller on one of the VATSIM approved voice servers shall also be ZMA_O_CTR.

8.2.7 Only members of Miami ARTCC or approved Visiting Controllers of Miami ARTCC shall provide ATC service for Miami Oceanic operations.

8.2.8 Miami Oceanic operations shall only be authorized for VATUSA controllers who possess a controller rating of C-1 or higher and have taken and passed a ZMA exam which demonstrates knowledge of the airspace and the procedures of all surrounding control facilities, including any handoff points subsequently agreed to by and between Miami ARTCC and Nassau CTR, San Juan CTR, or any other bordering control facility.

§ 8.3.0 Radio Frequencies

8.3.1. The following radio frequencies shall be used:

Controller Callsign	Radio Frequency
MIA_CTR	132.250
ZMA_O_CTR	134.200

§ 8.4.0 Transponder Mode

8.4.1 All airborne aircraft that are observed to be squawking standby shall be asked to "squawk normal".