

## **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.
KTMB	2,000 ft.
KOPF	2,000 ft.
KHWO	2,000 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 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".