VIRTUAL AIR TRAFFIC SIMULATION NETWORK
UNITED STATES DIVISION
ALBUQUERQUE ARTCC

ORDER
ELP ATCT
7000.1A

Effective Date:
07/06/2007

SUBJECT: El Paso Air Traffic Control Tower (ELP) Standard Operating Procedures

This order provides the guidance necessary for daily air traffic control operations of the El Paso Air Traffic Control Tower (ELP ATCT). It is emphasized that information contained herein is designed and specifically for use in a virtual controlling environment. It is not applicable, nor should be referenced for live operations in the National Airspace System (NAS). The procedures contained within this order document how control positions are to be operated and, in conjunction with FAA Orders 7110.10, 7110.65, and 7210.3, will be the basis for performance evaluations, training, and certification.

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CHAPTER 1. ATC STANDARD OPERATING PROCEDURES

SECTION 1. GENERAL

1-1-1. OVERVIEW

This order describes local air traffic control operational procedures and policies, including designation of airspace and responsibilities. Controllers are required to be familiar with the provisions of this order that pertain to their operational responsibilities and to exercise good judgment when encountering situations that are not covered. Procedures may be deviated from only after appropriate prior coordination.

1-1-2. OPERATIONAL POSITION DESIGNATIONS

a. Position Details

ELP ATCT is a combined "Up-Down" Tower / TRACON facility, with two separate operational areas. The chart below depicts the facility's designated operating positions and related information:

Table 1-1-1. Position Login and Frequency Assignments

Position	Symbol	Login Callsign	Frequency	Voice Server/Channel
Radar North *	EN	ELP_N_APP	124.25	rw.liveatc.net/ELP_N
Radar South	ES	ELP_S_APP	119.15	rw.liveatc.net/ELP_S
Local Control	ET	ELP_TWR	118.3	rw.liveatc.net/ELP_T
Ground Control	EG	ELP_GND	121.9	rw.liveatc.net/ELP_G
Clearance Delivery	EC	ELP_DEL	125.0	rw.liveatc.net/ELP_C

* Radar North is the default combined ELP ATCT radar position

b. Combining and De-Combining Operating Positions

When consolidating or opening operational positions, perform an appropriate position relief briefing.

1-1-3. AIRSPACE DESIGNATION

a. El Paso Approach Control Airspace

Albuquerque ARTCC (ZAB) delegates airspace to El Paso Approach Control as defined in the ZAB/ELP LOA. Controllers are responsible for ensuring separation from the boundaries of the delegated airspace. The approach control airspace official depiction is located in Appendix 1.

b. El Paso International Airport (ELP) Airspace

The airspace in the vicinity of ELP is designated as Class C airspace. Controllers are responsible for applying the provisions of FAA Order 7110.65 regarding Class C operations. The ELP Class C airspace official depiction is located in Appendix 2. The ELP ATCT airspace is depicted in Appendix 3.

c. Biggs Army Airfield (BIF) Airspace

The airspace in the vicinity of BIF is designated as Class D airspace from the surface to but not including 5,200' MSL, and is located within and encompassed by ELP Class C and ELP Tower airspace. The Preferred BIF Traffic Pattern description is located in Appendix 3.

1-1-4. RADAR MODE

Controllers shall use the radar mode appropriate to the position being staffed (e.g. - Radar North uses STARS or ARTS, Local uses Tower, etc.).

1-1-5. MINIMUM SAFE ALTITUDE WARNING (MSAW) PROCEDURES

a. Controllers shall ensure that aircraft observed operating with an excessive rate of descent, or in unsafe proximity to terrain and obstacles (e.g. - below the MVA) are issued a safety alert as specified in FAA Order 7110.65.

b. Controllers should not assume that because another controller has responsibility for an aircraft that the unsafe situation has been observed, or the safety alert issued. To the extent feasible, they should inform the appropriate controller of the unsafe condition.

SECTION 2. CLEARANCE DELIVERY

1-2-1. GENERAL RESPONSIBILITIES. The CD position shall be responsible for:

a. Compiling and delivering departure clearances to all aircraft departing ELP.

b. Ensuring elements of filed flight plans are correct and formatted properly.

1-2-2. DEPARTURE ROUTING ASSIGNMENT

Route clearances shall be issued similar to "*via radar vectors, direct (fix), then as filed,*" or "*via direct (fix), (arrival route),*" as appropriate.

1-2-3. DEPARTURE ALTITUDE ASSIGNMENT

IFR departures shall be assigned their filed altitude (if appropriate for direction of flight), or 17,000' MSL, whichever is lower.

1-2-4. DEPARTURE FREQUENCY ASSIGNMENT

Departure frequency assignments shall be made according to the Arrival/Departure Flow in use at the time the departure clearance is issued, and what radar positions are staffed.

SECTION 3. GROUND CONTROL

1-3-1. GENERAL RESPONSIBILITIES

The Ground Control position (GC) is responsible for all operations conducted on any designated movement areas, not designated as runways, which are located upon El Paso International Airport, which includes all taxiways and helipads. GC is responsible for maintaining vigilance of all movement areas of the airport and ensuring separation between all aircraft maneuvering in designated movement areas, coordinating all runway crossings, and ensuring that all aircraft taxiing for departure are in receipt of the current ATIS, if available. To the maximum extent feasible, GC should perform as a team member by assisting the Local Control (LC) position with spotting aircraft and reviewing flight progress strips for accuracy and completeness.

1-3-2. RUNWAY / RUNWAY SAFETY AREA (RSA) CROSSINGS

GC has control jurisdiction over all taxiways unless otherwise coordinated with LC. GC shall coordinate active runway and RSA crossings with LC. Except for active runways, GC is responsible for all movement areas on the airport.

a. All crossings shall be completed in a timely manner (i.e. within about 30 seconds).

b. GC shall specify the following when coordinating runway or RSA crossings with LC:

Phraseology:
CROSS RUNWAY *(RWY number)* AT *(Taxiway)* WITH *(description of traffic).*

and

CROSSING AT (*Taxiway)* COMPLETE.

1-3-3. TURBOJET FORMATION TAKEOFFS

Turbojet formation takeoffs should normally be assigned Runway 4/22 for departure. Requests for Runway 8R/26L departure should be discouraged when possible.

1-3-4. REVISED CLEARANCE DELIVERY INSTRUCTIONS

If a clearance is revised, or taxi instructions are provided that change the route of flight and/or departure frequency, GC shall be responsible to issue revised information to the pilot.

SECTION 4. LOCAL CONTROL

1-4-1. GENERAL RESPONSIBILITIES

LC is responsible for all operations conducted on any active runway at ELP, and within the tower airspace defined herein. LC shall ensure the resolution of any conflicts prior to transfer of communications.

a. Runways 8L/8R and 26L/26R

Despite the angular difference of the runway centerlines, runways 8L/8R and 26L/26R are considered parallel runways. When conducting simultaneous operations with these runways, controllers should exercise extreme caution since the extended centerlines of these runways intersect approximately 1.5 NM west of the approach end of runway 8R.

b. LC/GC Coordination

LC shall coordinate with GC if an aircraft exiting a runway will encroach upon another taxiway or ramp area, other than the one used to exit, to clear the runway. GC has control jurisdiction over all taxiway unless otherwise coordinated with LC.

1-4-2. ELP TOWER AIRSPACE

LC is responsible for ensuring the appropriate separation of all traffic within the ELP Tower Airspace, including all ELP and BIF arrivals and departures. Visual separation shall be provided between all aircraft, as appropriate. When visual separation cannot be applied between aircraft, LC shall immediately notify the TRACON. ELP Tower Airspace is defined as a 5 NM radius of the ELP ASR-9 Radar Site, at and below 7,000' MSL, excluding Mexican airspace. The ELP Tower Airspace is depicted in Appendix 3, and the "ATCT Airspace" Video Map within the ELP ATCT/TRACON sector file.

1-4-3. TRAFFIC PATTERN

Table 1-4-1. ELP Local Traffic Pattern Information

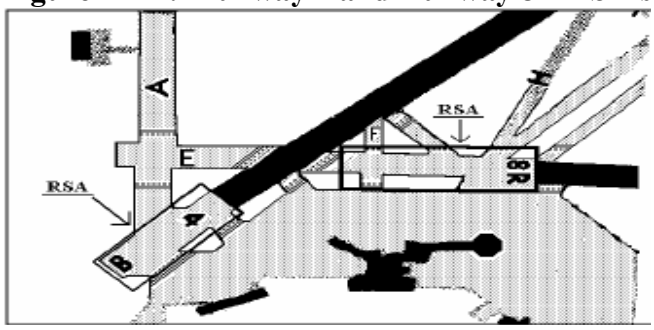
Runway	Direction	Runway	Direction
4 8L 26L	Left Turns	22 8R 26R	Right Turns

Aircraft Type	Altitude
Small	4,800'
Large / Turbojet	5,500'
Overhead Approach	6,000'

1-4-4. RUNWAY SAFETY AREAS (RSA)

Specific areas adjacent to ELP runways are to be protected from any intrusion by aircraft prior to conducting operations on that runway. RSA's are identified on the airport surface by hold short lines at taxiway intersections, and controllers may identify them as a "(*runway*) approach area." ELP RSA's are depicted in the figure below:

Figure 1-4-1. Runway 4 and Runway 8R RSA's



1-4-5. RUNWAY SELECTION / FLOW

a. Active Runways and Automatic Releases. Active runways at ELP are designated in the following table according to the flow in use. Automatic releases are authorized for the designated departure runway(s). Runways other than those designated below may be used for any reason, provided coordination is accomplished between involved controllers.

Table 1-4-2. Runway Selection

Flow:	South/East (S/E)*	South/West (S/W)	North/East (N/E)
Arrival Runway(s):	22	22 & 26L / 26R	4 & 8L / 8R
Departure Runway(s):	22 & 8L / 8R	22	4 & 8L / 8R

* S/E Flow is the preferred calm wind flow.

b. IFR Departure Headings and BIF Airport Releases. Assign IFR departure headings for ELP departures and BIF airport releases as indicated in the table below:

Table 1-4-3. ELP and BIF Departure Headings

Departure Runways:	ELP 4 / 8L / 8R & BIF 3	ELP 22 / 26L / 26R	BIF 21
Departure Heading:	Runway Heading	Between 120° and 200°	190°

1-4-6. DEPARTURE COORDINATION

a. Rolling Notification. LC shall notify the departure radar controller via chat message when any departing aircraft begins their takeoff roll. The message shall include aircraft callsign, departure runway, and first fix. No approval or reply is required for designated departure runways. Notification may be suspended with coordination between LC and the departure radar controller.

EXAMPLE – (*Callsign*), (*Departure Runway*), (*First Fix*)

SWA978, 8R, FST

b. Visual Separation By Pilots. When pilots are instructed to maintain visual separation from other successive departing aircraft, coordinate with the departure radar controller.

c. Targets Without Data Blocks. LC shall coordinate with the departure radar controller any departing IFR aircraft not aircraft displaying a data block prior to the aircraft leaving tower airspace.

1-4-7. OPPOSITE DIRECTION OPERATIONS

Opposite direction operations shall not be initiated unless an operational advantage will be gained and other aircraft will not be delayed. If approved, the following applies:

a. Radar Sequence. ELP TRACON is responsible for establishing the arrival sequence to, and the departure sequence from all airports within approach control airspace.

b. Landing Sequence. ELP Tower (LC) and BIF Tower are responsible for establishing the landing and takeoff sequence to their respective airports.

c. Departure Releases. When any aircraft will be departing opposite to the arrival radar sequence established by ELP TRACON, LC shall coordinate prior to release.

d. Special Requests. Opposite direction departure requests because of weight, company restrictions, wind, or pilot insistence should be approved as soon as practical.

SECTION 5. RADAR OPERATIONS

1-5-1. GENERAL PROCEDURES

a. Control Positions. The ELP TRACON radar control positions are designated as Radar North (RN) and Radar South (RS).

b. Duty Responsibility. Controllers assuming radar control position duties are responsible for direct communication with and control of aircraft within their delegated airspace, including providing appropriate separation between all aircraft and airspace boundaries delegated to other TRACON control positions or adjacent to approach control airspace.

c. Tower Handoff. TRACON controllers shall initiate a radar handoff, or coordinate with ELP or BIF Tower, regarding arrival aircraft or aircraft transiting ELP Tower Airspace. The TRACON shall transfer communications of arriving or overflight aircraft prior to 5 NM from ELP or BIF airport, unless otherwise coordinated.

1-5-2. TRACON CONTROL POSITION RESPONSIBILITIES

The airspace and duties delegated to a specific radar control position are determined by the runway flow in use at ELP, and whether one or two TRACON positions are active. The appropriate runway flow diagram shall be displayed when two TRACON positions are active to display airspace delegated to each controller.

a. South/East (S/E) Flow. Runway 22 is the designated arrival runway. Runways 22, 8L, and 8R are the designated departure runways. Other runways may be used provided prior coordination is effected with LC. This is the preferred calm wind flow.

(1) RN. RN is delegated airspace north of the line depicted in Appendix 4. RN is responsible for all aircraft operations within RN delegated airspace, including ELP RWY 22 and BIF RWY 21 arrivals, and BIF RWY 3 departures.

(2) RS. RS is delegated airspace south of the line depicted in Appendix 4. RS is responsible for all aircraft operations within RS delegated airspace, including ELP RWY 22/8L/8R and BIF RWY 21 departures, and BIF RWY 3 arrivals.

b. South/West (S/W) Flow. Runways 22, 26L, and 26R are the designated arrival runways. Runway 22 is the designated departure runway. Other runways may be used provided coordination is effected with LC.

(1) RN. RN is delegated airspace north of the line depicted in Appendix 4. RN is responsible for all aircraft operations within RN delegated airspace, including ELP RWY 22 and BIF RWY 21 arrivals, and BIF RWY 3 departures.

(2) RS. RS is delegated airspace south of the line depicted in Appendix 4. RS is responsible for all aircraft operations within RS delegated airspace, including ELP RWY 26L/26R and BIF RWY 3 arrivals, and ELP RWY 22 and BIF RWY 21 departures.

c. North/East (N/E) Flow. Runways 4, 8L, and 8R are the designated arrival and departure runways. Other runways may be used provided coordination is effected with LC.

(1) RN. RN is delegated airspace north of the line depicted in Appendix 5. RN is responsible for all aircraft operations within RN delegated airspace, including ELP RWY 4/8L/8R and BIF RWY 3 departures, and BIF RWY 21 arrivals.

(2) RS. RS is delegated airspace south of the line depicted in Appendix 5. RS is responsible for all aircraft operations within RS delegated airspace, including ELP RWY 4 and BIF RWY 3 arrivals, and BIF RWY 21 departures.

1-5-3. RADAR IDENTIFICATION RESPONSIBILITIES

a. Departure Identification. Unless otherwise coordinated, the first radar controller to communicate with a departing aircraft shall be responsible for radar identification.

b. Targets Without Data Blocks. LC shall coordinate, as described in Section 4-6, any departing IFR aircraft not displaying a data block.

c. Full Data Block. A full data block shall be displayed until, at a minimum:

(1) Arriving aircraft are within 1 NM of the landing runway.

(2) VFR departures receiving radar service are clear of Class C airspace

(3) IFR departures, overflights, or point outs exit approach control airspace.

d. Rolling Notification. After a rolling notification message is received by LC, as described in section 4-6, the designated departure radar controller shall observe the target depart and radar identify the departing aircraft in accordance with FAA Order 7110.65.

e. Transfer of Control. The departure controller shall have control to turn and climb departing aircraft upon initial contact.

1-5-4. MISSED APPROACHES

The departure radar controller shall issue all missed approach instructions as follows:

Table 1-5-1. Missed Approach Instructions

Airport:	**ELP**	**BIF**	
Runway(s):	**All**	**3**	**21**
Assigned Heading:	120°	360°	190°
Assigned Altitude:	7,000'	7,000'	

1-5-5. BIF OPERATIONS

a. Releases. ELP LC shall release all departures from BIF airport.

b. RWY 21 Departures. Due to terrain, IFR aircraft departing BIF RWY 21 shall not be authorized an initial right turn after departure unless the pilot requests a VFR climb.

1-5-6. SCRATCH PAD ENTRIES

For BIF and ELP arrival aircraft, approach information shall be indicated in the data block scratch pad as noted in the table below. Other airports shall display their airport identifier.

Table 1-5-2. ELP / BIF Scratch Pad Entries

Apch Identifier	**Definition**	**Rwy Identifier**	**Definition**	**Example**	**Definition**
C	Circling Apch	**04**	ELP RWY 4	**L04**	LOC Apch RWY 4
G	GPS Apch	**8L**	ELP RWY 8L	**R8L**	Vis Apch RWY 8L
I	ILS Apch	**8R**	ELP RWY 8R	**X8R**	Overhead Apch RWY 8R
L	LOC Apch	**22**	ELP RWY 22	**I22**	ILS Apch RWY 22
N	NDB Apch	**6L**	ELP RWY 26L	**V6L**	VOR Apch RWY 26L
R	Visual Apch	**6R**	ELP RWY 26R	**G6R**	GPS Apch RWY 26R
V	VOR Apch	**03**	BIF RWY 3	**C03**	Circling Apch RWY 3
X	Overhead Apch	**21**	BIF RWY 21	**V21**	VOR Apch RWY 21

1-5-7. MEXICAN AIRSPACE PROCEDURES

To the extent practical, aircraft arriving ELP RWY 4 or BIF RWY 3 shall remain within Zone A or Zone B airspace depicted in Appendix 1 and on the primary radar video map. In addition, the RS controller shall coordinate or request with CJS or MMTY (when open) the following:

a. The use of Zone A or Zone B airspace, especially with aircraft in the vicinity of CJS.

b. CJS Arrivals:

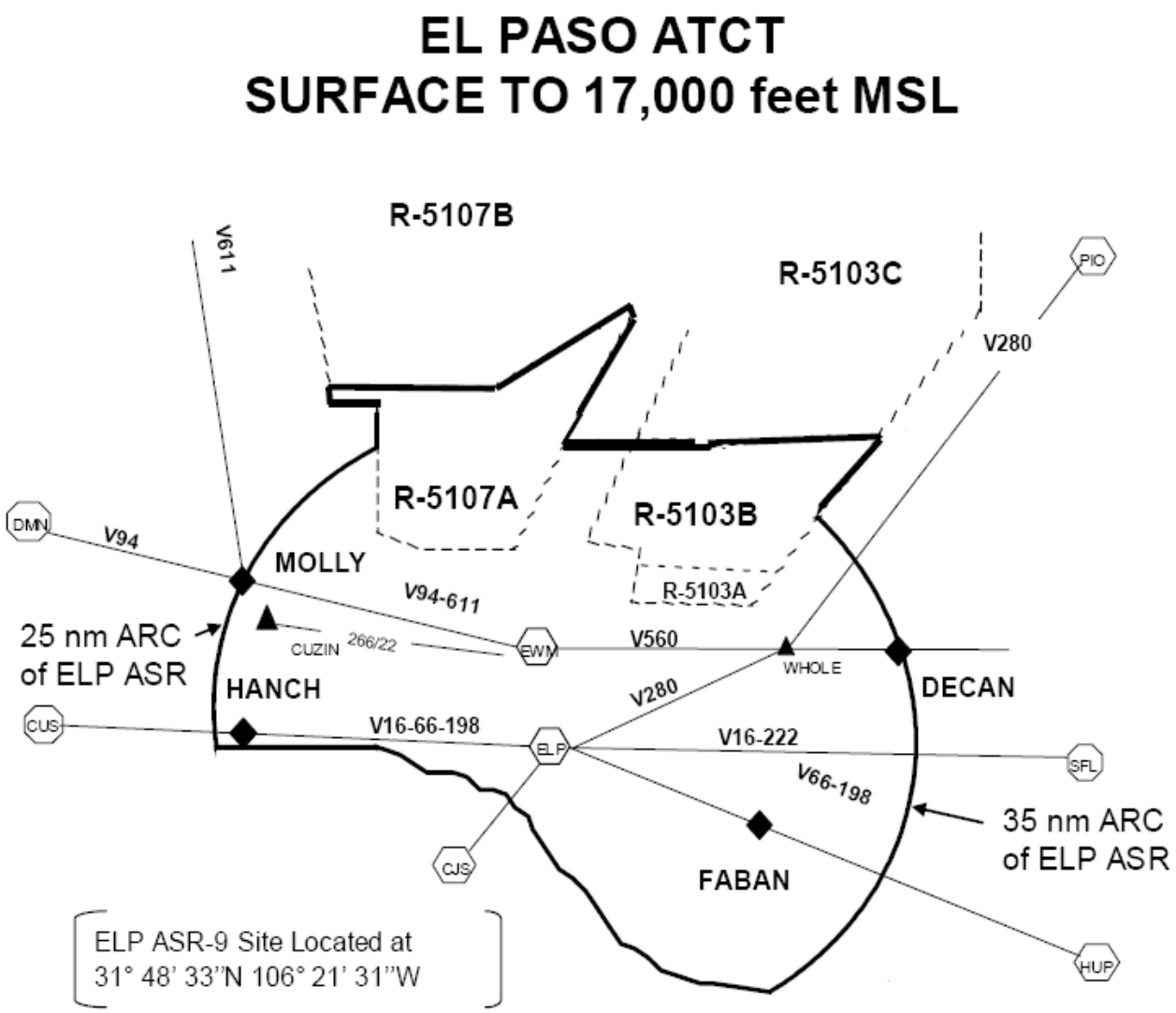
(1) An altitude for IFR arrivals departing U.S. airspace, landing CJS.

(2) ELP TRACON shall issue the type of approach to expect, the landing runway, and current CJS altimeter to aircraft landing CJS.

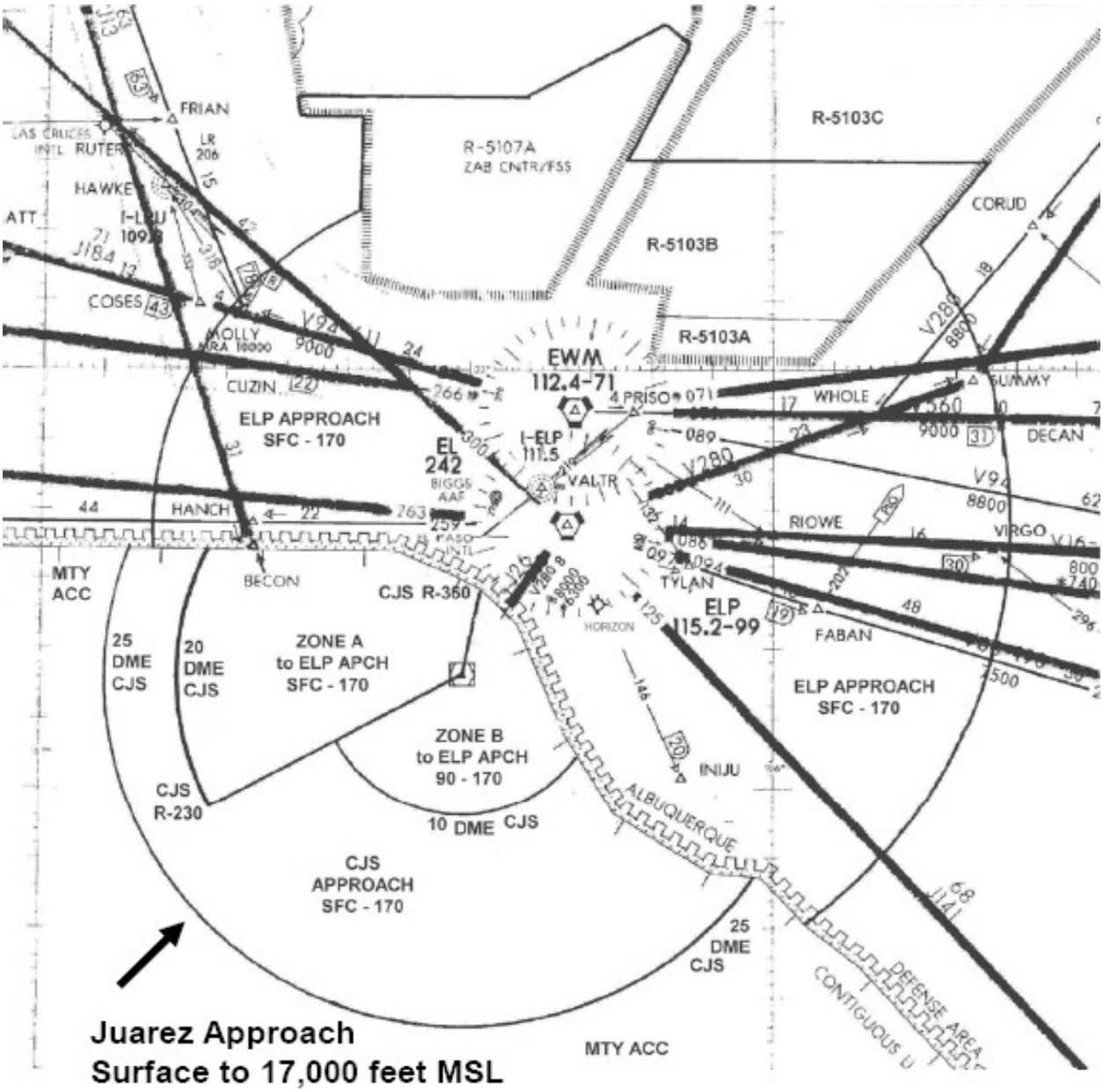
(3) When CJS approves a visual approach to CJS by ELP TRACON, the aircraft shall be provided service as any IFR aircraft arriving at an ELP area secondary airport.

APPENDIX 1. ELP and CJS DELEGATED AIRSPACE

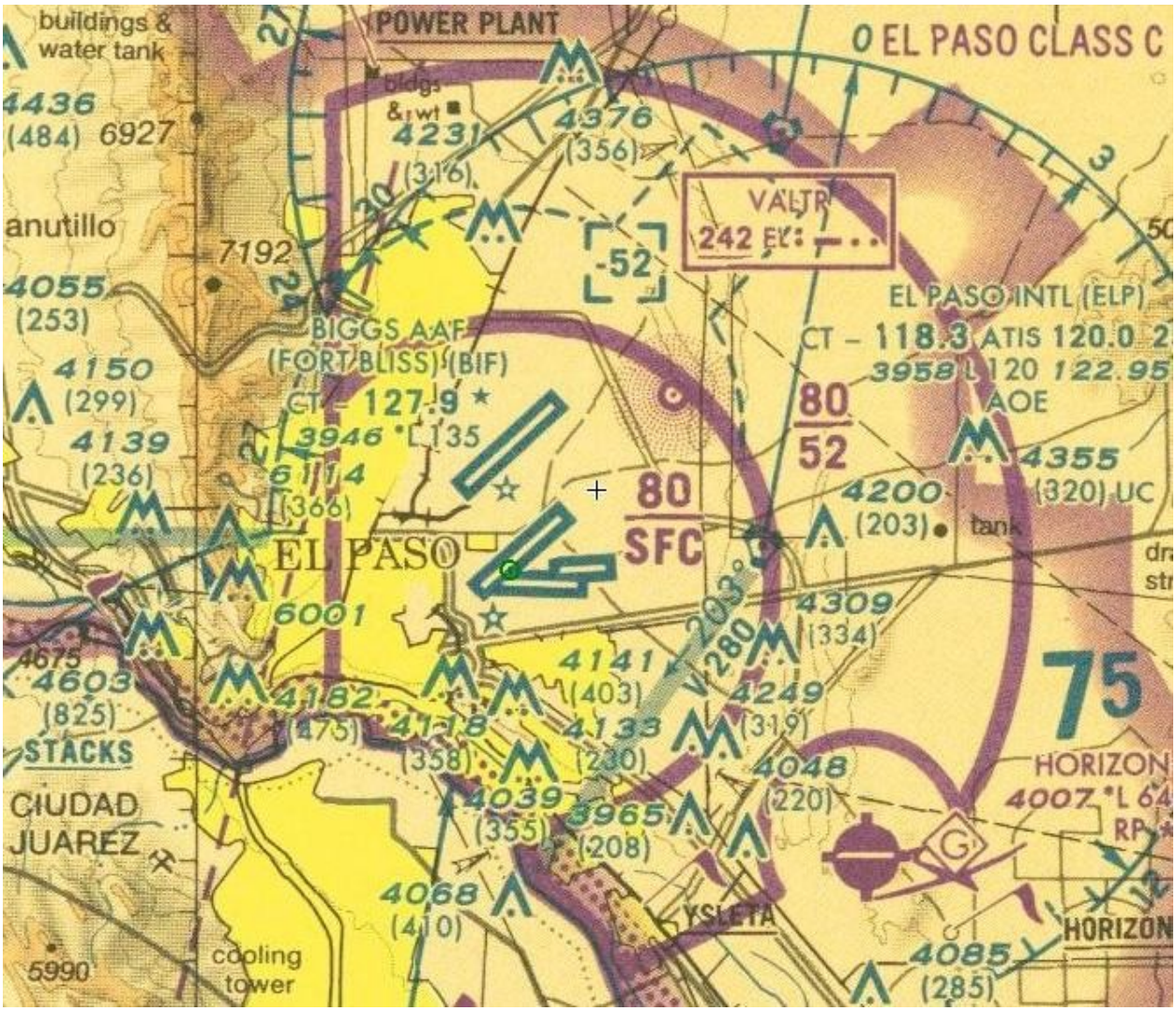
ELP Approach Control Airspace
(As depicted in the ZAB / ELP Letter of Agreement)



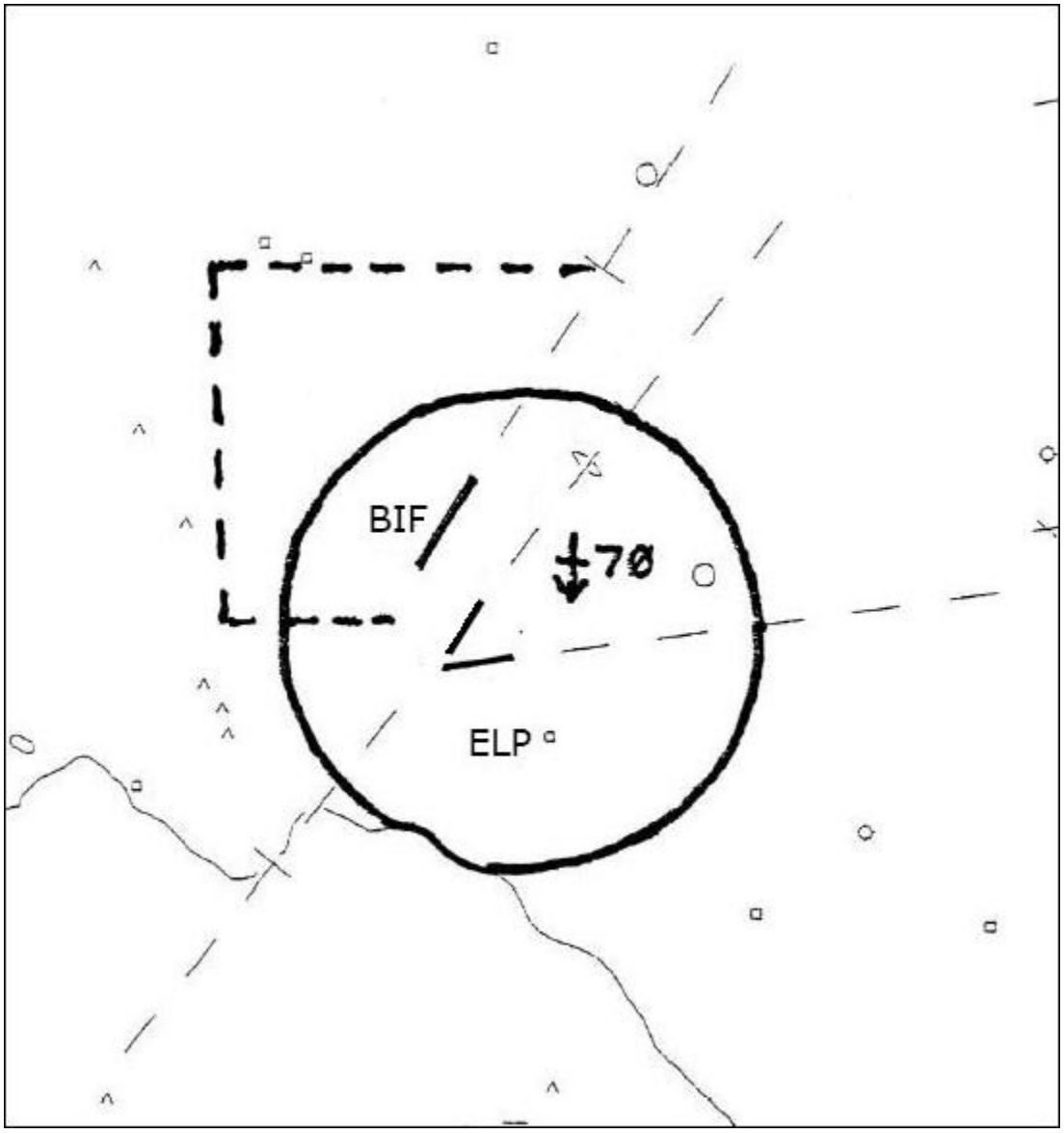
CJS Approach Control Airspace and ELP Control Zones in CJS Airspace



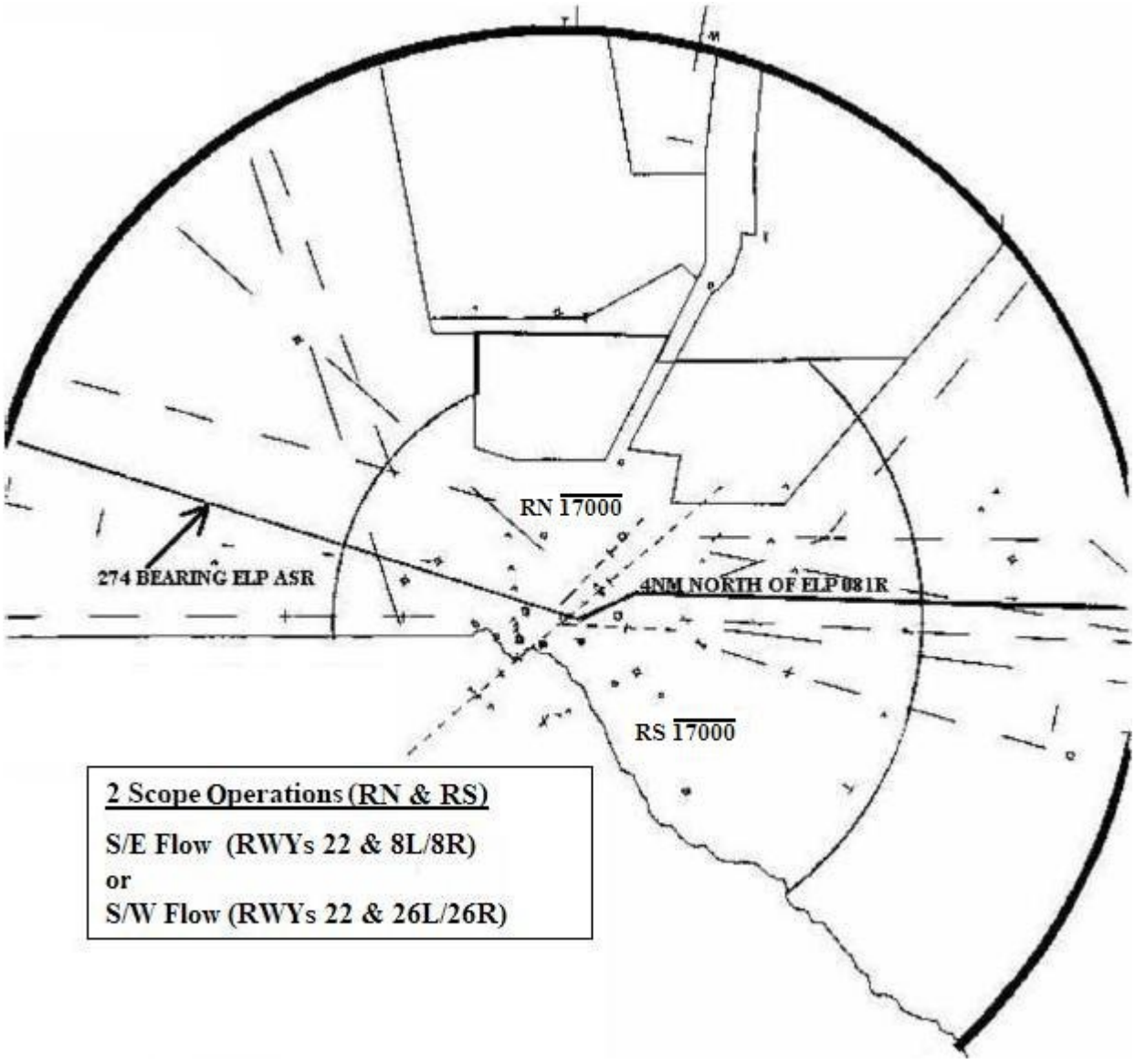
APPENDIX 2. ELP Class C Airspace



APPENDIX 3. ELP Tower Airspace and Preferred BIF Traffic Pattern Area



APPENDIX 4. South/East (S/E) & South/West (S/W) Flow Airspace Delegation



APPENDIX 5. North/East (N/E) Flow Airspace Delegation