

GREER TOWER STANDARD OPERATING PROCEDURES



DECEMBER 14, 2021

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Chapter 1. GENERAL

Section 1. GENERAL

1-1-1. PURPOSE

This Order provides procedures for maintaining a safe and efficient operation at the Greer ATCT.

1-1-2. CANCELLATION

This Order cancels the Greer section of the Minor Field Quick Reference.

Section 2. DUTY FAMILIARIZATION AND TRANSFER OF POSITION RESPONSIBILITY

1-2-1. DUTY FAMILIARIZATION

Essential operational information is contained in the Facility Directives and Announcements Forum.

1-2-2. POSITION RELIEF BRIEFING

- a. All positions require position familiarization prior to assuming the position.
- b. Relieved controllers must monitor and observe the position for a minimum of 2 minutes after completion of relief briefing/transfer of control responsibility. This is to ensure that nothing has been overlooked or incorrectly displayed. This may be waived when splitting LC/GC or when splitting any radar positions.

Section 3. FLIGHT PROGRESS STRIP MARKINGS

1-3-1. FLIGHT PROGRESS STRIP

1		5	8	12	14	15	16
2		6	9		17	18	19
3	4	7	10	13	20	21	22
			11				

1-3-2. CLEARANCE DELIVERY/GROUND CONTROL STRIP MARKING

Block	Information Recorded
11	“FF” if a VFR departure is requesting Flight Following
12	Filed or amended route in accordance with preferred routings, LOAs, or coordinated TMU or SWAP routings
13	<p>Clearance routing type when routing has been amended.</p> <p>++FRC++ - Full Route Clearance</p> <p>++FRC XXXXX++ - Full Route Clearance to a particular routing waypoint. Substitute XXXXX with the appropriate fix.</p> <p>++EDCT YYYYz++ - EDCT Time when issued by ZTL</p>
14	Letter of reported ATIS
17	“X” to indicate a correct clearance read back
18	The Taxiway designator for intersection departures
20	Departure control position ID (W or E)
21	“HOLD” when a departure release is required

1-3-3. LOCAL CONTROL STRIP MARKING

Block	Information Recorded
22	Departure time. Minutes only
16	“*” When a departure release has been obtained for aircraft with a EDCT time in box 13

Chapter 2. TOWER

Section 1. TOWER POSITIONS

Position	Frequency	Combines to/Decombines from
Local Control (LC)	120.1	W
Ground Control/Clearance Delivery (GC/CD)	121.9	LC

Section 2. RESPONSIBILITIES

2-2-1. GROUND CONTROL/CLEARANCE DELIVERY (GC/CD)

Ground Control/Clearance Delivery must:

- a. Control all ground traffic operating on the airport movement area, except the runway, unless coordinated crossing. GC must verbally coordinate with LC when a departing aircraft is taxied to a position other than the approach end of the advertised runway.
- b. Prepare departure strips in accordance with Chapter 1 Section 3. Forward departure strip to LC upon taxiing.
- c. Formulate and issue IFR clearances:
 - i. Maintain altitude if at or below 5000. If aircraft is requesting above 5000, advise aircraft to maintain 5000, and expect requested altitude ten minutes after departure.
 - ii. Issue any flow restrictions.
- d. Formulate and issue SVFR clearances restricting aircraft to at or below 2500.
- e. Formulate and issue VFR departure instructions:
 - i. Maintain VFR at requested altitude between 2500 and 5000. If aircraft is requesting above 5000, advise aircraft to maintain VFR at 5000.
 - ii. Maintain VFR at or below 2500 if the requested altitude is below 2500.
EXCEPTION: Helicopters transiting LC Surface Area maintain VFR at or below 2000.

2-2-2. LOCAL CONTROL (LC)

Local Control must:

- a. Provide air traffic services to aircraft operating within LC delegated airspace depicted in Figure 2-1-1 (runway 4 operation) and Figure 2-1-2 (runway 22 operation).
- b. Release SFC-2000 MSL airspace to the appropriate sectors when the GSP weather decreases below VFR Minimums. Release that part of SFC-5000 MSL airspace above 2000 MSL to the appropriate sectors when all departures are stopped.
- c. Control all traffic on the runway.
- d. Assign runway heading and 3000 MSL to any unplanned missed approach or go-around.
- e. By use of radar separation or visual separation, provide initial separation between successive departures, between arrivals and departures, and between overflights and departures in accordance with FAAO 7110.65.
- f. Obtain a release on opposite direction departures from the sequencing controller.
- g. Assign runway heading to all departures. (This does not apply to VFR helicopters assigned at or below 2000 MSL.)
- h. Release all departures for turns and climbs.
- i. Advise the sequencing radar position when traffic enters/exits the pattern. Assign pattern traffic a beacon code (if needed). Assign pattern traffic at or below 2000 MSL. (The preferred pattern is right traffic to runway 4 and left traffic to runway 22.) LC must coordinate with the sequencing radar position for higher traffic pattern altitude or extension outside of tower airspace. Local Control will coordinate with the appropriate radar position for sequencing when traffic dictates or when wake turbulence separation is required. The Local Controller will advise the appropriate radar sector when an aircraft

exits the Tower pattern and is requesting radar services. Notification can be either verbal or flight strip.

- j. Transfer VFR helicopters that will enter GMU Class D airspace to GMU (Greenville) Tower.
- k. Point out any untagged or primary target operating within LC airspace to the overlying radar sector.

Figure 2-1-1. Tower Airspace (Runway 4 Configuration)

Tower Airspace

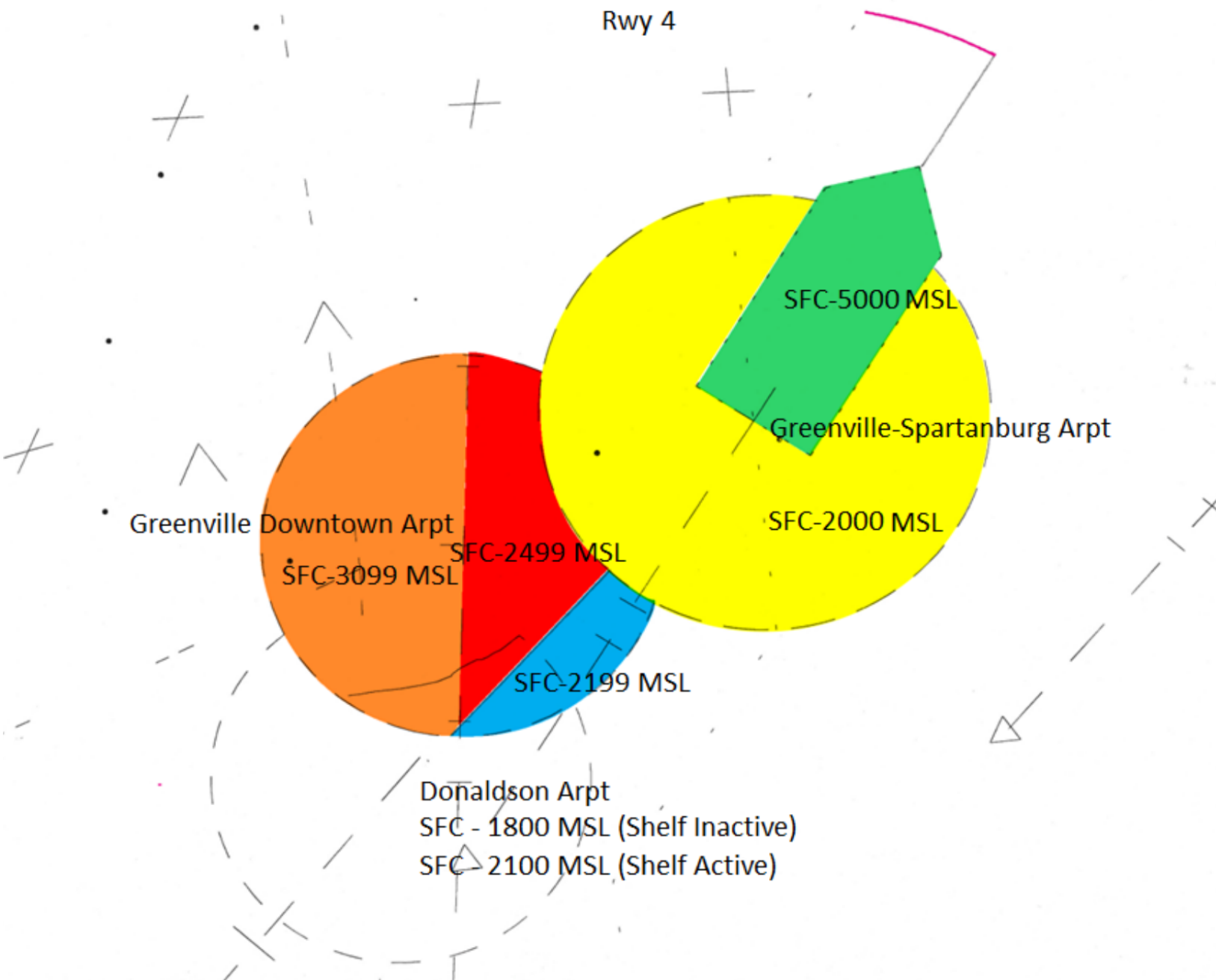
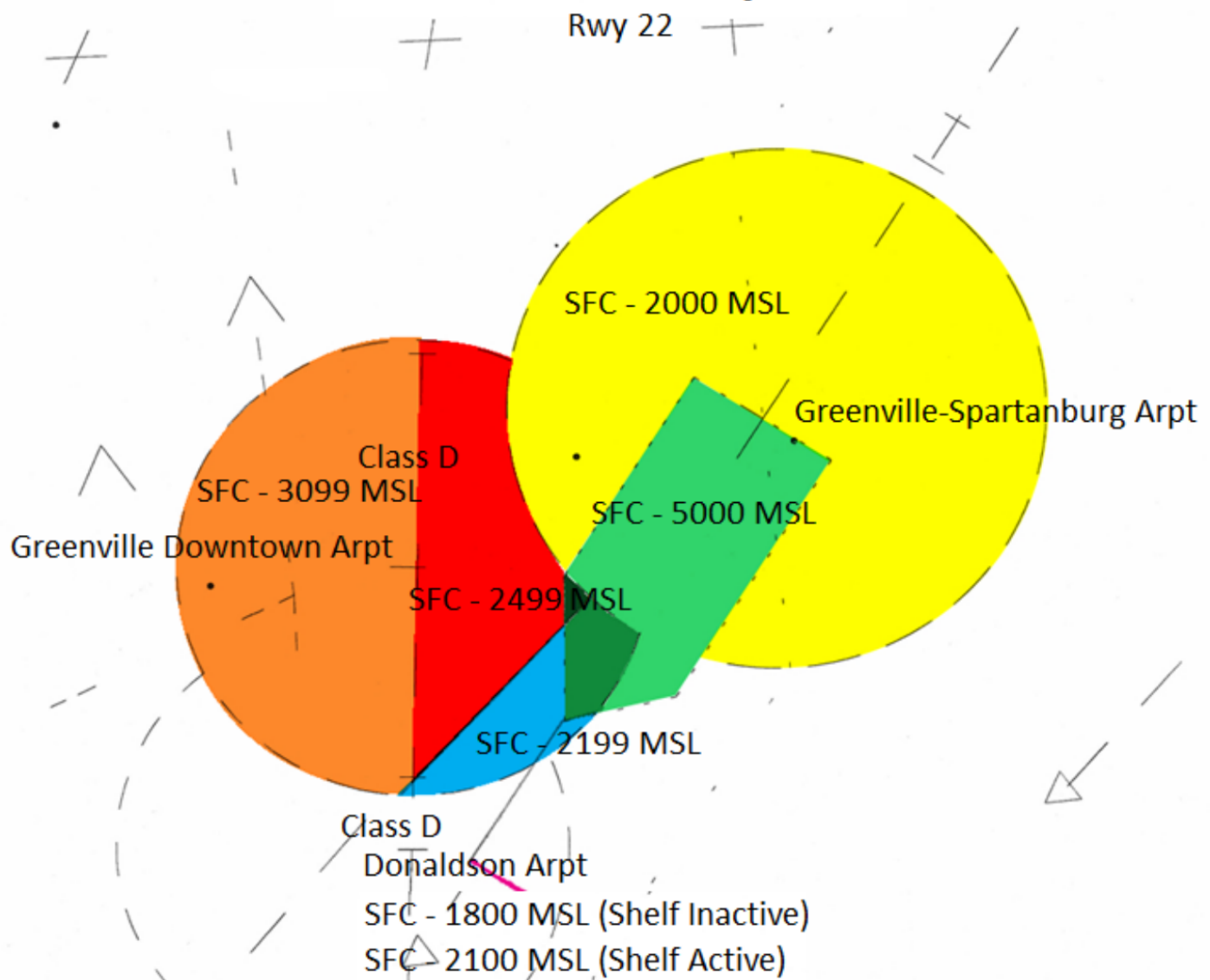


Figure 2-1-2. Tower Airspace (Runway 22 Configuration)

Tower Airspace



Chapter 3. RADAR

Section 1. RADAR POSITIONS

Position	Frequency	Combines to/Decombines from
Arrival/Departure Radar West (W)	118.8	N/A
Arrival/Departure Radar East (E)	119.4	W
Arrival/Departure Radar South (S)	120.6	E

Section 2. RESPONSIBILITIES

3-2-1. ARRIVAL/DEPARTURE RADAR WEST/EAST/SOUTH

Arrival/Departure Radar West (W), East (E), and South (S) must:

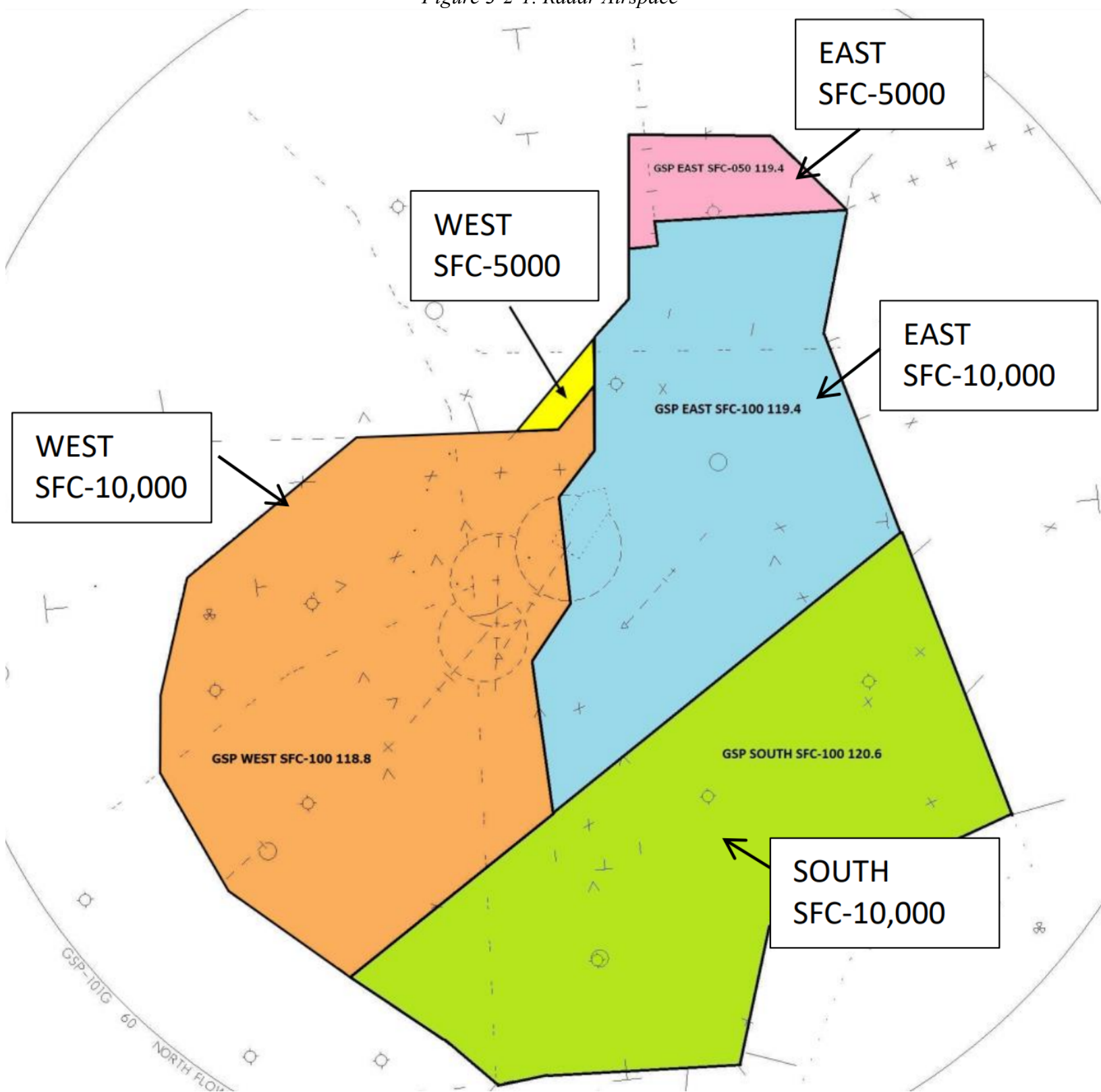
- Provide air traffic services to aircraft operating within delegated airspace depicted in Figure 3-2-1. Issue advance approach information to all arrivals upon interfacility handoff unless otherwise coordinated.
- W and E have control for climbs and turns into their own airspace within ten miles of the GSP radar antenna.
- Transfer arriving aircraft to LC, in order of approach sequence, prior to 5 flying miles from the runway and prior to entering LC airspace, but not farther than 15 miles from the airport. Unless LC has agreed to provide visual separation, retain responsibility for separation of successive arrivals.
- When runway 4 is in use, W shall establish the approach sequence. When runway 22 is in use, E shall establish the approach sequence. The sequencing controller should advise the other when the traffic pattern is active.
- It is not a good operating practice for E or S to be vectoring aircraft to final for GYH Runway 5.

3-2-2. ASSUMPTION OF AVL APPROACH CONTROL AIRSPACE

- In accordance with the ZTL/GSP Letter of Agreement (Appendix A), Greer ATCT shall assume control of the airspace delegated to Asheville ATCT (AVL) that underlies the ZTL UNARM sector whenever AVL ATCT is not open.

NOTE – *This necessitates that GSP will generally work aircraft inbound to AVL runway 35 when AVL is not open. Appropriate coordination with ZTL must be accomplished.*

Figure 3-2-1. Radar Airspace



Appendix A. GSP/ZTL LETTER OF AGREEMENT

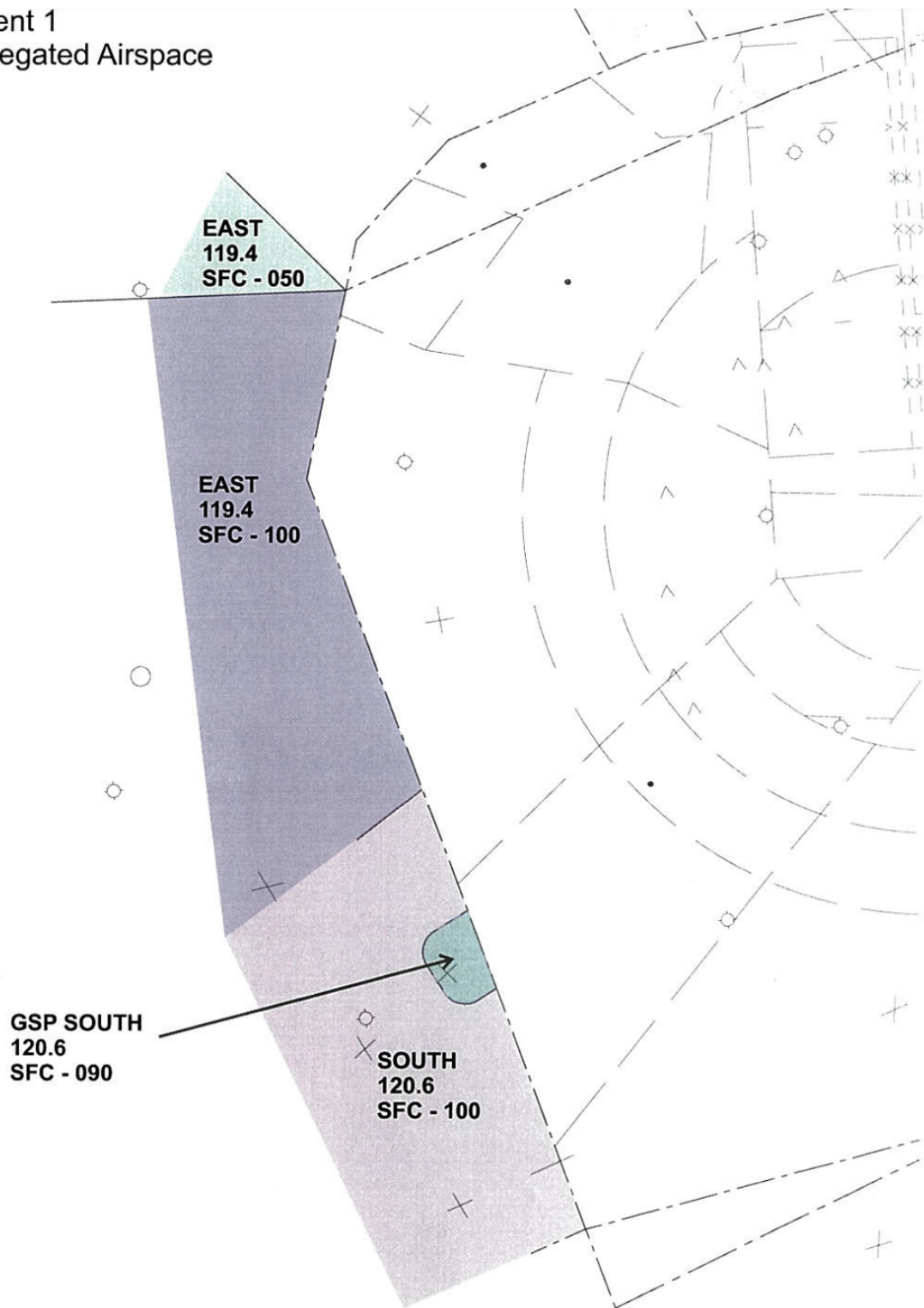
Refer to Greer (GSP) under [ZTL - Minor ATCT Letter of Agreement](#).

Appendix B. GSP/CLT LETTER OF AGREEMENT

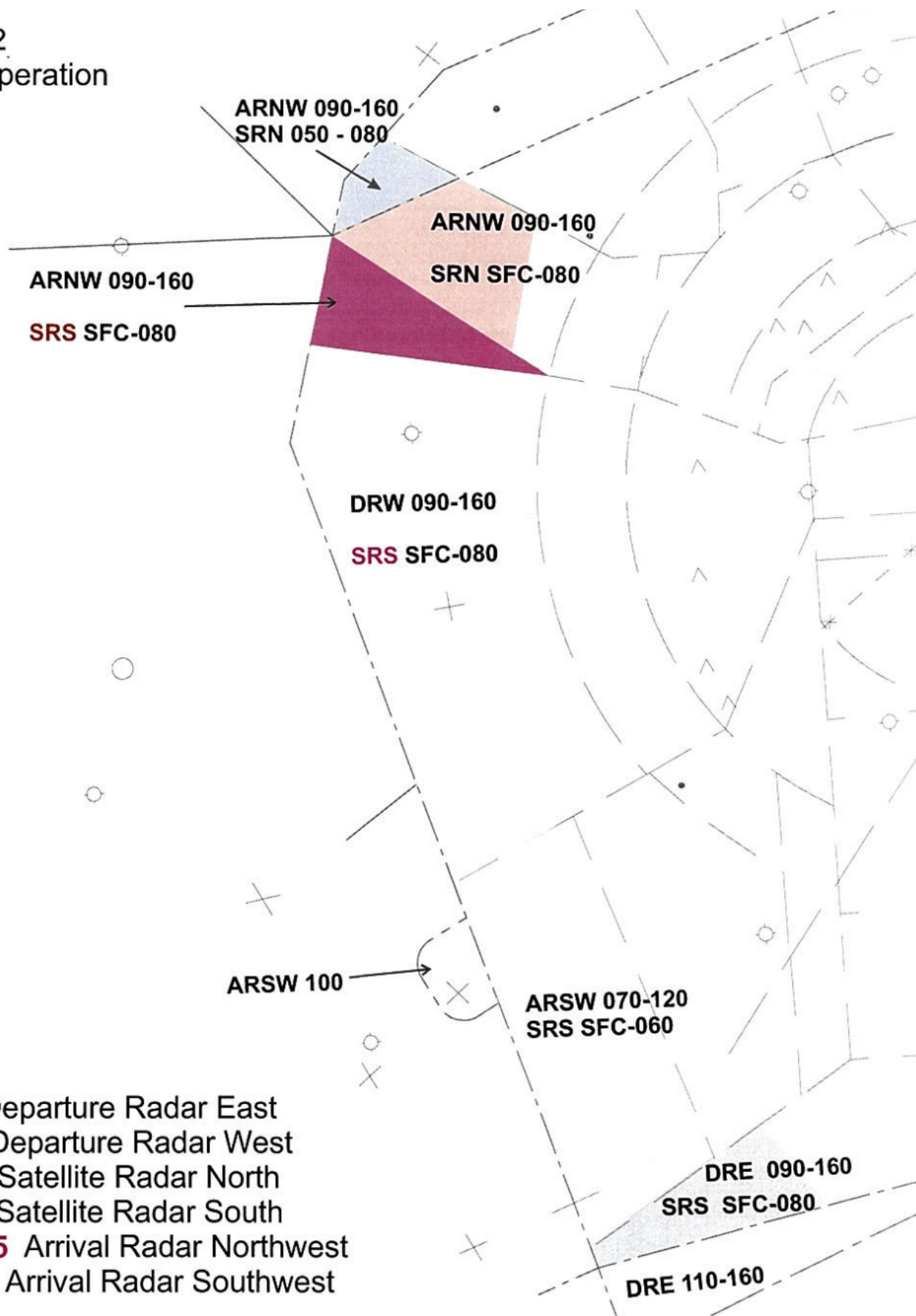
- 1. RESPONSIBILITIES.** Transfer of control must be accomplished at the Transfer Control Point (TCP) unless otherwise coordinated. The TCP is defined as the common airspace boundary between the facilities. The minimum radar separation between successive aircraft at the same altitude must be 5 miles, constant or increasing.
- 2. PROCEDURES.**
 - a. **Coordination.** CLT must keep GSP informed of any changes in landing direction at Charlotte Airport.
 - b. **Arrivals, Departures, and Overflights**
 - i. All turbojet aircraft landing KCLT must be routed through ZTL for sequencing.
 - ii. Turboprop aircraft landing CLT that are capable of 180 knots or more must be on vectors within the confines of the Arrival Corridor, assigned to join the appropriate STAR, and level at 9,000 feet on a south operation and level at 7,000 feet on a north operation. All other aircraft landing CLT must be cleared as filed or direct CLT, at 5,000 feet.
 - iii. All other aircraft landing within Charlotte airspace must be cleared as filed or direct destination airport, at or below 5,000 feet. Exception: When CLT is on a north operation, turboprop arrivals to JQF must be on vectors within the confines of the Arrival Corridor, assigned to join the appropriate STAR, and level at 9,000 feet.
 - iv. Turbojet aircraft landing within the Greer airspace must be cleared direct SPA VORTAC (or HARAY) at 8,000 feet or 10,000 feet.
 - v. Greer must have control for the issuance of speed restrictions, turns not to exceed 30 degrees, and descents from 10,000 feet to 9,000 feet upon radar handoff and communications transfer. If turned, Greer must be responsible for any point-outs these aircraft generate.
 - vi. Unless otherwise approved by CLT, all overflight traffic transitioning the CLT delegated airspace must be routed via one of the following:
 1. South Operation
 - a. Any routing on or north of a SPA-BZM line at 5,000 feet.
 - b. Any routing on or south of a SPA-RICHE line at 5,000 feet.
 - c. On a heading/track that will join V66 or T202 at or west of RICHE at 5,000 feet.
 - d. V66 at 5,000 or 7,000 feet.
 2. North Operation
 - a. Any routing on or north of T206 at 5,000 feet.
 - b. V66 and T202 traffic must be rerouted south of the CLT terminal area.

3. HKY and SVH arrivals must be cleared direct destination airport at or below 5,000 feet.

Attachment 1
GSP Delegated Airspace



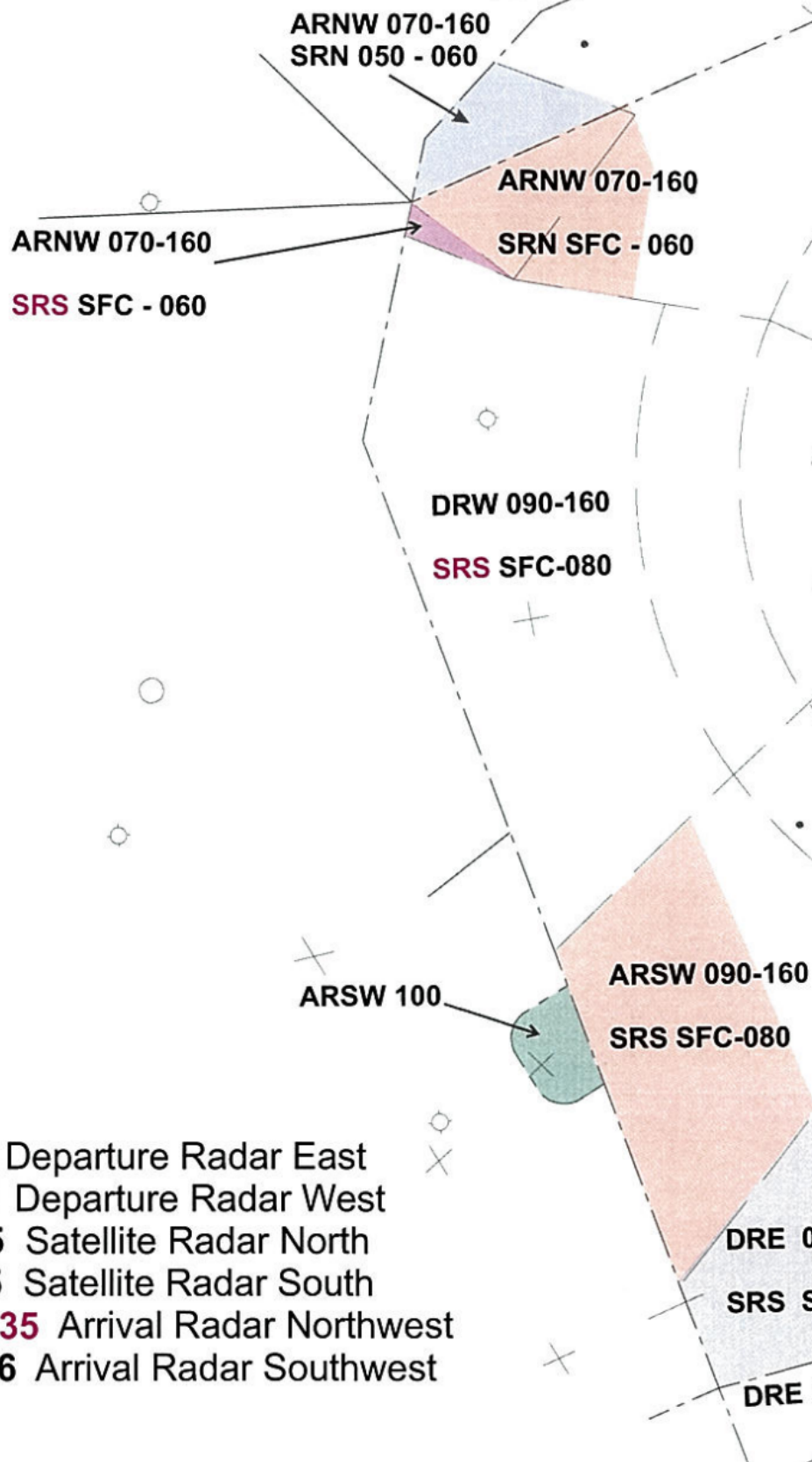
Attachment 2 CLT North Operation



Key:

- DRE - 124.0 Departure Radar East
- DRW - 120.5 Departure Radar West
- SRN - 134.75 Satellite Radar North
- SRS - 120.05 Satellite Radar South
- ARNW - 125.35 Arrival Radar Northwest
- ARSW - 135.6 Arrival Radar Southwest

Attachment 3 CLT South Operation



Key:

- DRE - 124.0 Departure Radar East
- DRW - 120.5 Departure Radar West
- SRN - 134.75 Satellite Radar North
- SRS - 120.05 Satellite Radar South
- ARNW - 125.35 Arrival Radar Northwest
- ARSW - 135.6 Arrival Radar Southwest

Appendix C. POSITION RELIEF CHECKLIST

Appendix C-1. GC/CD CHECKLIST

- 1) Status Information Areas: Applicable IDS and PIREP page, etc.
- 2) Equipment Status: Radios (proper frequencies (de)selected), Visibility Range and Center, ATIS, RADAR(s), etc.
- 3) Staffing: Adjacent and inter-facility staffing.
- 4) Airport Conditions/Status: Airspace configuration, Runway(s) in use, Runway and taxiway closures, etc.
- 5) Airport Activities: Gate hold procedures, Braking action reports, etc.
- 6) Weather: Trends, Windshear, ATIS, PIREPs, SIGMETs, AIRMETs, etc.
- 7) Flow Control: Special programs, Reportable ATL delays, etc.
- 8) Special Activities: Events, Evaluations, Emergency, etc.
- 9) Special Instructions: Coordination, CIC instructions, etc.
- 10) Training in Progress.
- 11) Traffic information:
 - a) Status of each aircraft.
 - b) Aircraft standing by for clearance or TMU release, etc.
 - c) Coordination agreements with other positions.
 - d) Ground Stop or Ground Delay Program information.

Appendix C-2. LC CHECKLIST

- 1) Status Information Areas: Applicable IDS and PIREP page, etc.
- 2) Equipment Status: Radios (proper frequencies (de)selected), Visibility Range and Center, ATIS, RADAR(s), etc.
- 3) Staffing: Adjacent and inter-facility staffing.
- 4) Airport Conditions/Status: Airspace configuration, Runway(s) in use, Runway and taxiway closures, etc.
- 5) Weather: Trends, Windshear, ATIS, PIREP, SIGMETs, AIRMETs, etc.
- 6) Flow Control: Special programs, Reportable ATL delays, etc.
- 7) Special Activities: Events, Evaluations, Emergency, etc.
- 8) Special Instructions: Coordination, CIC instructions, etc.
- 9) Training in Progress.
- 10) Traffic Information:
 - a) Status of each aircraft.
 - b) Point-outs and approvals.
 - c) Primary targets. Non-radar operations. VFR advisory aircraft.

Appendix C-3. RADAR CHECKLIST

- 1) Status Information Areas: Applicable IDS and PIREP page, etc.
- 2) Equipment Status: Radios (proper frequencies (de)selected), Visibility Range and Center, ATIS, RADAR(s), etc.
- 3) Staffing: Adjacent and inter-facility staffing.
- 4) Airport Conditions/Status: Airspace configuration, Runway(s) in use, Runway and taxiway closures, etc.
- 5) Airport Activities: Gate hold procedures, Braking Action reports, etc.
- 6) Weather: Trends, Windshear, ATIS, PIREP, SIGMETs, AIRMETs, etc.
- 7) Flow Control: Special programs, Reportable ATL delays, etc.
- 8) Special Activities: Events, Evaluations, Emergency, etc.
- 9) Special Instructions: Coordination, CIC instructions, etc.
- 10) Training in Progress.
- 11) Verbally State Runway Status: Unavailable, closed or occupied.
- 12) Traffic Information:
 - a) Status of each aircraft and/or vehicle.
 - b) Point-outs.
 - c) Primary targets. Non-radar operations. VFR advisory aircraft.
 - d) Aircraft affected by TMU initiatives.
 - e) Coordination agreements with other positions.
 - f) Aircraft holding or standing by for service.

Appendix D. CLOSING/OPENING FACILITY

- a. When the facility closes, make an announcement.
 - i. EXAMPLE (Local): "Greer Tower closed. Greer Tower is terminating Class C services. Class E airspace is now in effect. Approach Control service will be provided by Atlanta Center on (frequency)."
 - ii. EXAMPLE (Radar): "Greer Approach Control closed. Greer Tower is terminating Class C services. Class E airspace is now in effect. Approach control service will be provided by Atlanta Center on (frequency)."
- b. When the facility opens, make an announcement.
 - i. EXAMPLE (Local): "Greer Tower is open at (time UTC). Class C services are now in effect."
 - ii. Example (Radar): "Greer Approach Control open at (time UTC). Class C services are now in effect."