



**Knoxville Air Traffic Control Tower
Standard Operating Procedures**

TYS 7110.65E

October 28, 2021

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CHAPTER 1. INTRODUCTION

SECTION 1. INTRODUCTION

1-1-1. Purpose

This Order transmits itself to reflect current procedures in use at the Knoxville Air Traffic Control Tower (TYS ATCT) on the VATSIM network. This order is designed to supplement VATUSA and ZTL directives.

1-1-2. Audience

All operational personnel controlling TYS ATCT.

1-1-3. Distribution

This Order is available in the ZTL Files Library located at <https://www.ztlartcc.org/controllers/files> under SOPs.

1-1-4. Cancellation

The TYS section of the Minor Fields Quick Reference Handbook is cancelled.

1-1-5. Effective Date

This Order is effective as of October 28, 2021.

SECTION 2. AIRSPACE FAMILIARIZATION

1-2-1. Operational Frequencies

Position	Frequency
ATIS	128.35
Clearance Delivery (CD)	121.65
Ground Control (GC)	121.9
Local Control (LC)	121.2
Radar West (RW)	123.9
Radar East (RE)	118.0

1-2-2. Initial Altitudes

Type	Altitude
IFR	6,000
VFR	3,000

1-2-3. Departure Information

All assigned KNOXVILLE 7 departure and radar vectors to first fix.

1-2-4. TRACON Airspace

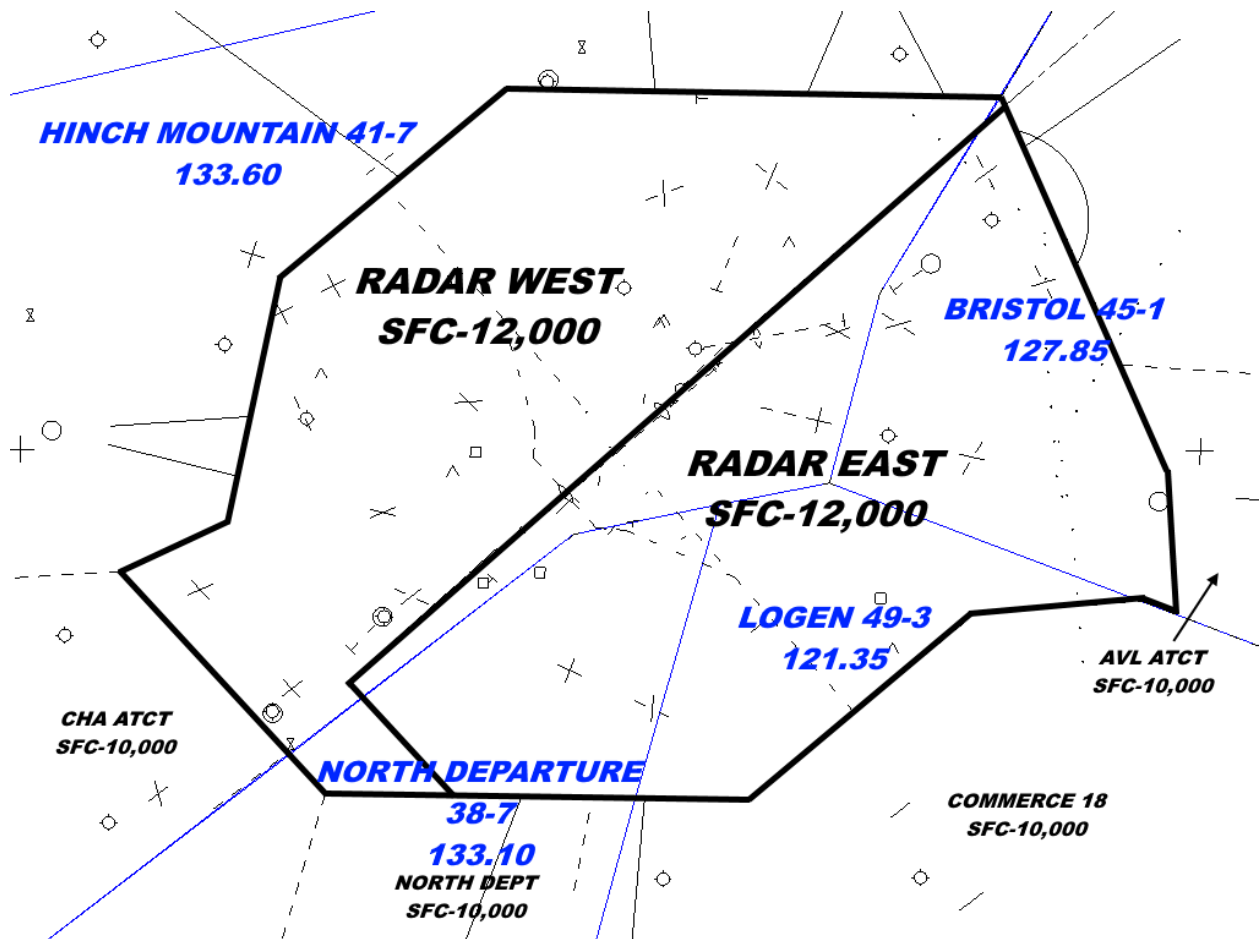
The TYS TRACON is delegated Surface to 12,000ft and can be split into a west and east sector. Refer to 1-3-1.

SECTION 3. Airspace

1-3-1. TRACON Airspace Jurisdiction

TYS TRACON is delegated that airspace from the surface up to and including 12,000 feet (see figure 1-3-1).

Figure 1-3-1. Knoxville TRACON Airspace

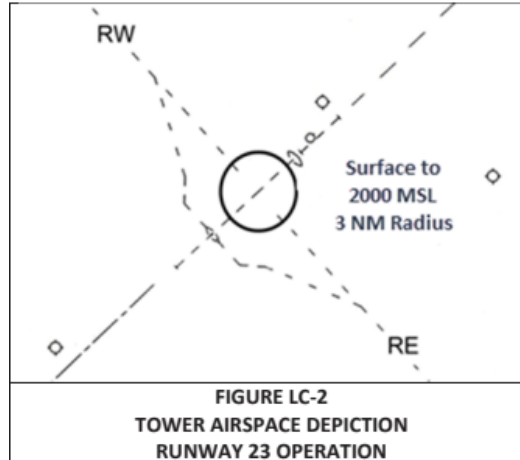
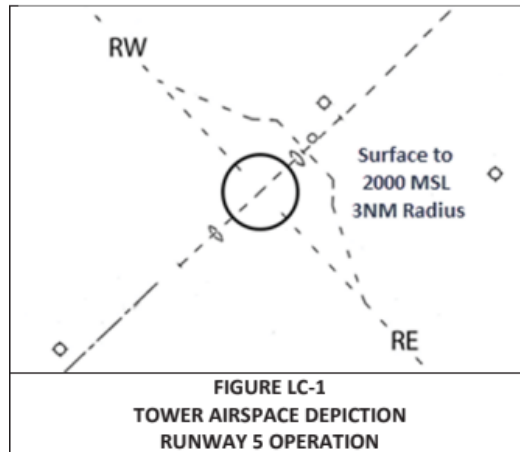


1-3-2. Local Control Airspace Jurisdiction

The TYS Local Control airspace is designated as the area located within 3nm of the McGhee Tyson airport up to and including 2000 feet (see figure 1-3-2) and the Automatic Release Area to 6000 feet when used in accordance with this order (section 1-3-3).

Figure 1-3-2. Tower Airspace Depictions

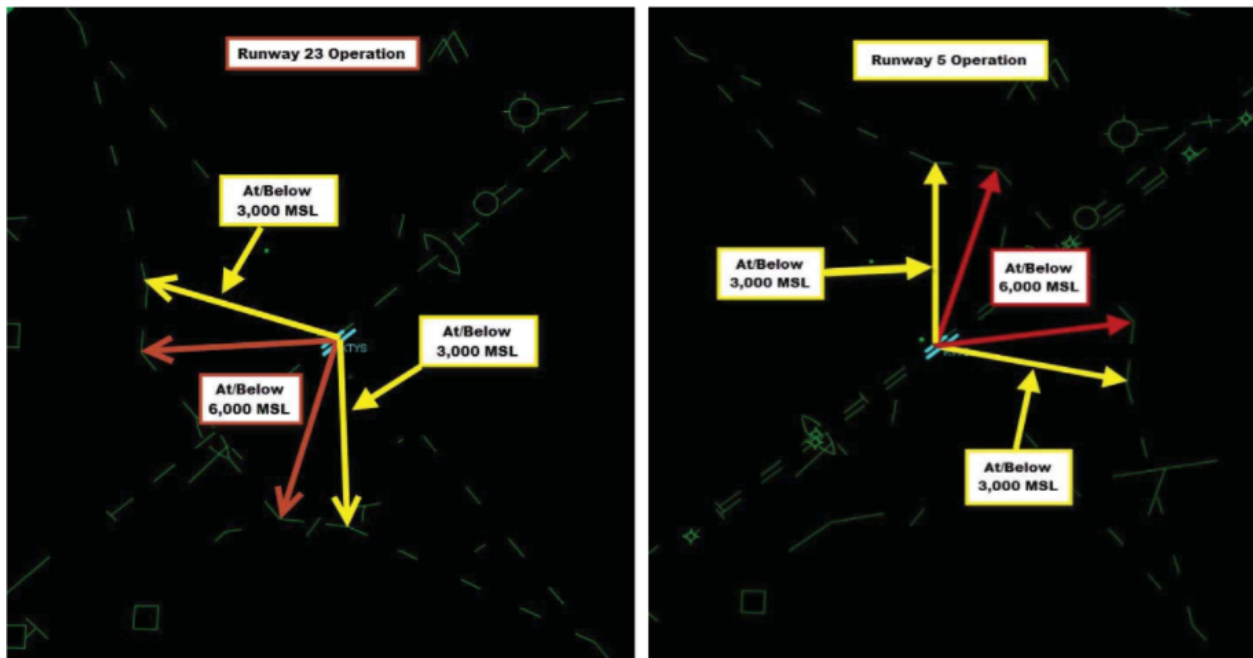
TOWER AIRSPACE DEPICTIONS



1-3-3. Automatic Release Area (The Shelf)

- a. From a degree bearing from the center of the airport, the Automatic Release Area boundaries are as follows:
- b. Runway 23 configuration:
 - i. 170 degrees to 270 degrees, 3000 feet and below. (VFR)
 - ii. 200 degree to 250 degree, 6000 feet and below. (IFR)
- c. Runway 5 configuration:
 - i. 350 degrees to 090 degrees, 3000 feet and below. (VFR)
 - ii. 020 degrees to 070 degrees, 6000 feet and below. (IFR)
- d. The automatic release area extends laterally to the boundary depicted in Figure 1-3-3.

Figure 1-3-3. Automatic Release Area



SECTION 4. DUTY FAMILIARIZATION AND TRANSFER OF POSITION RESPONSIBILITY

1-4-1. Introduction

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

1-4-2. Position Relief Briefing

Conduct a position relief briefing and transfer of position responsibility in accordance with FAAO 7110.65 using the appropriate position relief checklist.

SECTION 5. FLIGHT PROGRESS STRIPS

1-5-1. 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					

1-5-2. Clearance Delivery Strip Marking

Clearance Delivery shall be responsible for receiving the initial flight strip for departing aircraft and pass to the appropriate control position.

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	Clearance routing type when routing has been amended. ++FRC++ - Full Route Clearance ++FRC XXXXX++ - Full Route Clearance to a particular routing waypoint. Substitute XXXXX with the appropriate fix. ++EDCT YYYYz++ - EDCT Time when issued by ZTL
14	Letter of reported ATIS
17	“X” to indicate a correct clearance read back
20	Departure control position ID (RE or RW)
21	“HOLD” when a departure release is required

1-5-4. Ground Control Strip Marking

Block	Information Recorded
14	Letter of reported ATIS
18	The Taxiway designator for intersection departures except for standard A8

1-5-5. Local Control Strip Marking

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

SECTION 6. GENERAL OPERATING PROCEDURES

1-6-1. Traffic Management

Comply with Traffic Management initiatives coordinated with ZTL or CIC. Specific traffic management initiatives will be provided by the TMC. Do not change routes or proposal times for aircraft participating in Traffic Management programs without prior coordination with the CIC/TMU.

1-6-2. Runway Utilization

The normal runway configuration at TYS is Runway 23L/R. This the "calm wind urnway" and preferred operation when winds are less than 5 knots. Runway 23L/R maximizes the availability of instrument approaches and minimizes ground complexity.

1-6-3. Midnight Operations

- a. When single person midnight operations are in effect, including during meals or breaks, coordination must be accomplished with an adjacent facility before the operational person can leave the operational quarters for physiological breaks.
- b. All coordination must be accomplished in accordance with JO 7110.65, appropriate LOAs, and JO 7210.3.

1-6-4. Overhead Maneuvers

- a. The Overhead Maneuver:
 - i. In addition to the provisions of the 7110.65 radar must:
 1. Inform the aircraft that the break altitude is 3000.
 2. VFR aircraft may be at any altitude at or below 3000 at the initial
 3. Vector or clear IFR aircraft to a 3-7 mile straight in final (the Initial) at 3000.
NOTE: The IFR portion of the flight plan terminates at the Initial so NO approach clearance is required.
 4. Ensure all conflicts are resolved and issues frequency change in a timely manner
 5. Issue pertinent traffic information.
 - ii. In addition to the provisions of the 7110.65 Tower must:
 1. Assign appropriate break point as required (i.e., Mid-field, Upwind Numbers) and direction of break.
 2. Issue pertinent traffic information.

CHAPTER 2. CLEARANCE DELIVERY

SECTION 1. INTRODUCTION

2-1-1. Position

Position	Frequency
ATIS	128.35
Clearance Delivery (CD)	121.65

2-1-2. Combining/Decombining Positions

CD combines to and de-combines from GC.

SECTION 2. RESPONSIBILITIES

2-2-1. General Responsibilities

- a. Disseminate weather and other information through ATIS. See Appendix A "ATIS Broadcast Format".
 - i. Ensure accurate ATIS broadcast; the voice/text should be cross checked to ensure the message content is the same.
 - ii. Coordinate with TRACON for approach to be advertised. If the ceiling is less than 4,000 feet and/or the visibility is less than 7 miles an instrument approach (ILS, RNAV...) must be included on the ATIS.
- b. Receive pertinent weather information and disseminate it to the CIC and other control positions.
- c. Verbally advise both Tower and TRACON of current ATIS code and changes to "Tower Visual" status.

NOTE — "Tower Visual" is when weather permits tower-applied visual separation and is defined as 5sm+ visibility and 2,500ft+ AGL ceiling.
- d. Call ZTL for release times when traffic management call for release is in effect.

2-3-2. Flight Progress Strip Processing

- a. CD shall initially receive IFR departure flight progress strips.
- b. Review IFR flight progress strips for complete and correct information and amend the routing as necessary to ensure it meets preferred routings and coordinated TMU or SWAP routing requirements.
 - (a) Make the appropriate flight strip markings. After a clearance is issued, forward the appropriate strip to GC.

***NOTE** – Any questionable clearances should be presented to the FLM/CIC or TMC for clarification.*

2-2-3. Clearances and Instructions

- a. Issue clearances or routing changes to individual aircraft as required complying with preferred routings, letters of agreement, traffic management initiatives and/or weather avoidance.
- b. Ensure pilot receipt of the ATIS. Indicate the ATIS letter in box 14 of the strip.
- c. Verbally issue IFR clearances and VFR instructions.
 - i. **IFR.** Via Knoxville 7 departure (radar vectors to first fix), maintain 6,000 (or lower if requested), expect filed altitude 10 minutes after departure.
 - ii. **SVFR.** Maintain SVFR conditions at or below 3000 while in Class C Surface Area.
 - iii. **VFR.** Maintain VFR at or below 3000.
 - iv. **TRAFFIC PATTERN.** Maintain at or below 2000. At or below 2500 for high performance aircraft.

CHAPTER 3. GROUND CONTROL

SECTION 1. INTRODUCTION

3-1-1. Position

Position	Frequency
Ground Control (GC)	121.9

3-1-2. Combining/Decombining Positions

GC combines to and de-combines from LC.

SECTION 2. RESPONSIBILITIES

3-2-1. Area of Jurisdiction

- a. Ground Control jurisdiction is all movement areas except active runways.

3-2-2. General Responsibilities

- a. Ensure departing aircraft receive the current departure ATIS prior to taxi. Ensure the ATIS code is in box 14 of the flight progress strip.
- b. Plan ground traffic movements and issue control instructions.
- c. Consider aircraft performance characteristics. Examples:
 - i. Reciprocating engine aircraft may require a runup.
 - ii. Turbojet and Turboprop aircraft are usually ready for departure upon reaching the end of the runway.
 - iii. Formation flights.
 - iv. Lesser performing aircraft blending with higher performing aircraft.

3-2-3. Intersection A8 Departures

- a. General Aviation and Military aircraft taxiing from the general aviation ramp to RWY 23L must be issued A8 intersection as the point of departure. Requests to deviate from this procedure may be approved on an individual basis.
 - i. For internal coordination purposes, intersection A8 is considered the normal point of departure for these aircraft.
 - ii. For LUAW Purposes, consider this an intersection departure.
 - iii. For Wake Turbulence purposes do not consider this an intersection departure.

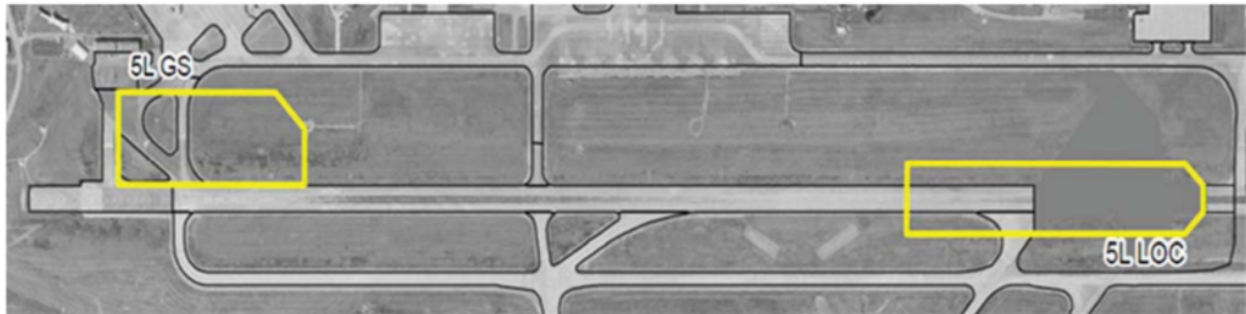
3-2-4. ILS Critical Areas

- a. Hold departure aircraft short of ILS critical areas and change to tower frequency when visibility is less than 2 miles and/or the ceiling is less than 800 feet.

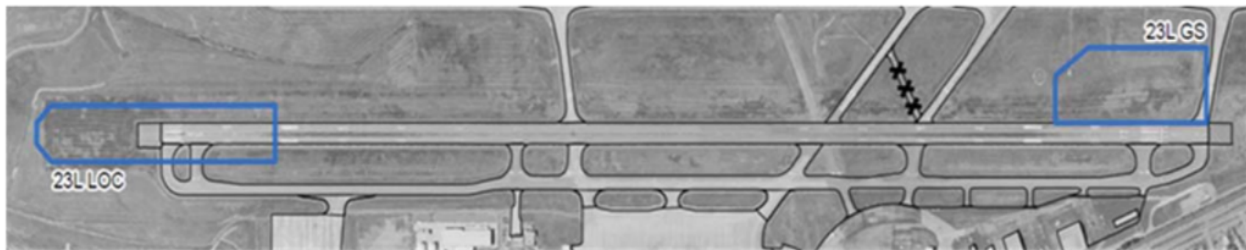
- b. Ensure aircraft or vehicles are clear of ILS critical areas before arriving aircraft read the outer marker when visibility is less than 2 miles and/or the ceiling is less than 800 feet.

Figure 3-2-1. ILS Critical Areas

ILS Critical Areas



Runway 5L ILS Critical Areas



Runway 23L ILS Critical Areas

3-2-5. Taxi Restrictions

- a. Simultaneous operations of aircraft on RWY 5R/23L and aircraft taxiing on parallel TWY A northeast of TWY A3 IS PROHIBITED when BOTH aircraft have a wingspan of 170 feet or greater (MKAA Engineers). Commonly seen aircraft with wingspans over 170 feet include: AN124, C17, B747, C5, B777, A350, A340, A330, B787, E4, B2, MD11, and 767-400ER.
- b. High power engine runups (Atlantic Southeast/Expressjet and Endeavor) must be conducted on Taxiway B between Taxiways B6 and B7.

CHAPTER 4. LOCAL CONTROL

SECTION 1. INTRODUCTION

4-1-1. Position

Position	Frequency
Local Control (LC)	121.2

4-1-2. Combining/Decombining Positions

LC combines to and de-combines from RE.

4-1-3. Area of Jurisdiction

Local Control area of jurisdiction is defined as the active runways and the TYS Local Control airspace. TYS Local Control airspace is designated as the area located within 3nm of the McGhee Tyson airport up to and including 2000 feet (see 1-3-2) and the Automatic Release Area to 6000 feet when used in accordance with this order (see 1-3-3 and 4-2-4).

SECTION 2. POSITION OPERATING PROCEDURES

4-2-1. General Responsibilities

- a. Certified Tower Radar Displays (CTRD) may be used by local controllers for any terminal radar function.
- b. Pass the departure strip to the appropriate Radar Controller when the aircraft is cleared for takeoff.
- c. Provide visual separation on all arriving aircraft within 5 miles when the weather is at least 5 miles visibility and 2500' ceiling ("Tower Visual" conditions). Local must advise TRACON if there is any restriction to visibility which prevents them from providing visual separation. Visual separation by the tower may not be used for wake turbulence separation, nor does it relieve the TRACON from providing appropriate sequence to the runways.
- d. Initiate or approve intersection departures after considering the following:
 - i. RWY length remaining.
 - ii. Impact on traffic.
 - iii. Pilot request.
 - iv. De-icing of aircraft. Keep delays to a minimum after aircraft has been de-iced.
- e. Obtain releases for:
 - i. Opposite direction operations.
 - ii. Non-standard headings.
 - iii. All SVFR aircraft.

- f. Coordinate as appropriate:
 - i. All high performance requesting to remain in the tower pattern. These aircraft must be STARS tagged. Verbally coordinate with the TRACON when the "tower pattern is hot". This signifies that both east and west patterns are available to the tower. Radar West is the sequencing sector. Local must call RW for a sequence on large and heavy aircraft, if wake turbulence may be a factor.
 - ii. Pilot-applied visual separation must be coordinated with the appropriate sector when used between successive departures.
 - iii. Headings other than in the Automatic Release Area.

4-2-2. Line Up And Wait (LUAW) Operations

- a. LUAW operations are approved at TYS.
- b. LUAW is not authorized from an intersection between sunset and sunrise.
- c. Do not permit more than one aircraft at a time to line up and wait on the same RWY.
- d. Do not issue a landing clearance to an aircraft on the same runway with an aircraft that is holding in position or taxiing to line up and wait until the aircraft in position starts takeoff roll.

4-2-3. Helicopter Operations

- a. With coordination, general aviation helicopters and transit military helicopter operations using other than the active Runways may use Taxiways.
- b. Helipad "A" is located on TWY G south of the Army Aviation Support Facility (AASF). Helipad "B" is located on TWY G abeam TWY G7.

4-2-4. Using the Automatic Release Area (The Shelf)

- a. Local control must issue all departures a heading.
- b. Transfer communication ½ mile from departure end of runway, or as soon as all conflicts are resolved.
- c. LC must ensure that when using divergence separation between successive departures, divergence is taking place prior to radio transfer of the aircraft to the departure controller.
- d. Pre-designated departure headings:

IFR		
Runway	Normal headings	Local may issue range of headings and coordinate by placing it in box 21 of the flight progress strip
23L/R	200 to Radar East 250 to Radar West 230 to either	Between 200–250
5L/R	020 to Radar West 070 to Radar East 050 to either	Between 020–070
VFR		
Runway	Normal headings	Local may issue range of headings and coordinate by placing it in box 21 of the flight progress strip
23L/R	IFR normal headings 270 to Radar West 170 to Radar East	Between 170–270
5L/R	IFR normal headings 350 to Radar West 090 to Radar East	Between 350–090

4-2-5. Go ArounDs

- a. Issue headings and altitudes in accordance with the table except as permitted in subparagraph b.

IFR		
Runway	Heading	Altitude
23L/R	250 to Radar West 230 to Radar East	4,000
5L/R	020 to Radar West 070 to Radar East	4,000
VFR		
Runway	Heading	Altitude
23L/R	270 to Radar West 230 to Radar East	At or below 3,000
5L/R	250 to Radar West 230 to Radar East	At or below 3,000

- b. If the aircraft is on a visual approach, determine if the pilot wants to remain in the tower traffic pattern; if so, assign left or right traffic (IFR separation is required, unless tower or pilot applied visual separation). If not, assign normal IFR missed approach headings and altitude. In either instance, advise the TRACON. Separate unplanned go-arounds from known tower traffic via visual separation or divergence.
- c. Transfer communications to TRACON as soon as clear of tower traffic and separation is established.
- d. In low IFR weather conditions, allow aircraft to fly the published missed approach or ensure go-arounds have reached sufficient altitude and airspeed before issuing turns.

4-2-6. Practice Approaches

- a. Aircraft executing practice approaches which will return to radar control will be issued IFR go around headings described in 4-2-5.

CHAPTER 5. TRACON

SECTION 1. INTRODUCTION

5-1-1. Positions

Position	Frequency
Radar West (RW)	123.9
Radar East (RE)	118.0

5-1-2. Combining/Decombining Positions

RE combines to and de-combines from RW.

5-1-3. Area of Jurisdiction

The TYS TRACON is delegated that airspace from the surface up to and including 12,000 feet (see figure 1-3-1 for specific TYS airspace delegation).

SECTION 2. POSITION OPERATING PROCEDURES

5-2-1. General Responsibilities

- Duties and responsibilities are in accordance with FAAO 7110.65, Terminal Radar/Nonradar Team Position Responsibilities.
- Scratchpad entries shall be used in accordance with Appendix D.
- Verbally coordinate with LC RWY/approach assignment changes that are made within 10 miles of the airport.
- Ensure that high performance practice approaches terminating into the tower traffic pattern are coordinated with all other radar sectors.
- The radar controller must not turn a departing aircraft back toward runway heading until the aircraft is outside of the shelf, without coordination.
- Do not climb aircraft on published missed approaches climbing to an altitude below the MVA. Ensure a climb has been issued above the MVA prior to giving a vector.

NOTE — Numerous published missed approach altitudes in TYS airspace are below the MVA. A vector is legal as long as a climb above the MVA has been issued (JO 7110.65 5-6-3).

5-2-2. Approaches in Use

- Determine the appropriate approaches to use at Knoxville. Inform the Clearance Delivery controller of any changes that should be indicated in the ATIS.

5-2-3. Arrival Sequencing

- a. Radar West is the primary radar position and establishes the arrival sequence of all TYS arriving traffic to include tower large/heavy pattern traffic if wake turbulence separation is required.

APPENDIX A. ATIS MESSAGE FORMAT

KNOXVILLE TOWER INFORMATION _ _ ZULU. WIND _ . VISIBILITY _ .
SKY CONDITIONS _ . TEMPERATURE _ , DEWPOINT _ . ALTIMETER _ .
REMARKS. ARRIVING AIRCRAFT EXPECT _ . *As required,*
SIMULTANEOUS APPROACHES IN USE. LANDING AND DEPARTING
RUNWAY(S) _ . NOTICE TO AIR MISSIONS, _ (*pertinent NOTAMs, advisories,*
etc). ALL AIRCRAFT READ BACK ALL HOLD SHORT INSTRUCTIONS
AND ASSIGNED ALTITUDES. ADVISE ON INITIAL CONTACT YOU HAVE
_ .

Example ATIS:

Knoxville Tower information Echo. 2-0-5-5 Zulu. Wind 0-2-0 at 4. Visibility greater than 1-0. Sky conditions, few clouds at 4-thousand, ceiling 2-5-thousand broken. Temperature 2-4, dewpoint 1-9, altimeter 3-0-0-1. Remarks, arriving aircraft expect visual approach. Landing and departing runway 5 right. Notice to air missions, runway 5 left, 23 right closed. All aircraft read back all hold short instructions and assigned altitudes. Advise on initial contact you have Echo.

APPENDIX B-1. POSITION RELIEF CHECKLIST

Flight Data and Clearance Delivery

POSITION RELIEF 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) Aircraft standing by for clearance or TMU release, etc.
 - b) Coordination agreements with other positions.
 - c) Ground Stop or Ground Delay Program information.

NOTE- There must be at least a 4 minute overlap during each position relief briefing as follows: A minimum of 2 minutes prior to receiving the briefing and a minimum of 2 minutes at the end of the briefing. The relieving specialist and the specialist being relieved are responsible for the completeness and accuracy of the position relief briefing.

APPENDIX B-2. POSITION RELIEF CHECKLIST

Ground and Local Control

POSITION RELIEF 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, Taxi pattern (Taxi Easy, Correct or Quiet), 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, LUAW, LAHSO, 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.

NOTE- There must be at least a 4 minute overlap during each position relief briefing as follows: A minimum of 2 minutes prior to receiving the briefing and a minimum of 2 minutes at the end of the briefing. The relieving specialist and the specialist being relieved are responsible for the completeness and accuracy of the position relief briefing.

APPENDIX C. SCRATCH PAD PROCEDURES

All aircraft inbound to TYS shall display the type approach and / or assigned runway / request in the scratchpad. Coordination is required if the scratch pad is left blank or opposite direction arrival information is included. ALL missed / low / option approaches SHALL be coordinated with the Local Controller.

Entry	Definition
[##]	Approach Advertised in ATIS to the runway entry [##].
L[##]	ILS or Localizer Approach to runway [##]
G[##]	RNAV or RNAV Y approach to runway [##]
Z[##]	RNAV Z approach to runway [##]
V[##]	Visual approach to runway [##] with preceding traffic in sight
N[##]	Visual approach to runway [##] with preceding traffic NOT in sight
SDF	SDF approach
T[##]	TACAN Approach to runway [##]
OHL or OHR	Overhead Maneuver Left runway or Overhead Maneuver Right runway
FBO	Helicopter landing at an FBO
ANG	Military Helicopter landing at an Air National Guard Ramp
PTN	Aircraft requesting pattern work
OPT	Aircraft is requesting the Option
JFA	Just Flying Around

APPENDIX D. TYS/ZTL LETTER OF AGREEMENT

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