

# GREER TOWER STANDARD OPERATING PROCEDURES



AUGUST 21, 2025

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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 SOP dated 14 December 2021.

### 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 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. The duration of this period is at the controller being relieved.

## Section 3. FLIGHT PROGRESS STRIP MARKINGS

### 1-3-1. FLIGHT PROGRESS STRIP

1		5	8	9	10	11	12
2		6			13	14	15
3					16	17	18
4		7		9A			

### 1-3-2. STRIP MARKING

Block	Information Recorded
9	Filed or amended route in accordance with preferred routings, LOAs, or coordinated TMU or SWAP routings.
9A	Clearance routing type when routing has been amended. ++FRC++ - Full Route Clearance ++FRC/XXX++ - Full Route Clearance issued up to a particular fix (XXX) ++EDCT XXXX++ - EDCT time when issued by ZTL.
10	Letter of reported ATIS
13	“X” to indicate a correct clearance read back
14	The Taxiway designator for intersection departures
16	Departure control position ID (W or E)
17	“HOLD” when a departure release is required

## Chapter 2. TOWER

### Section 1. TOWER POSITIONS

<b>Position</b>	<b>Frequency</b>	<b>Combines to/Decombines from</b>
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

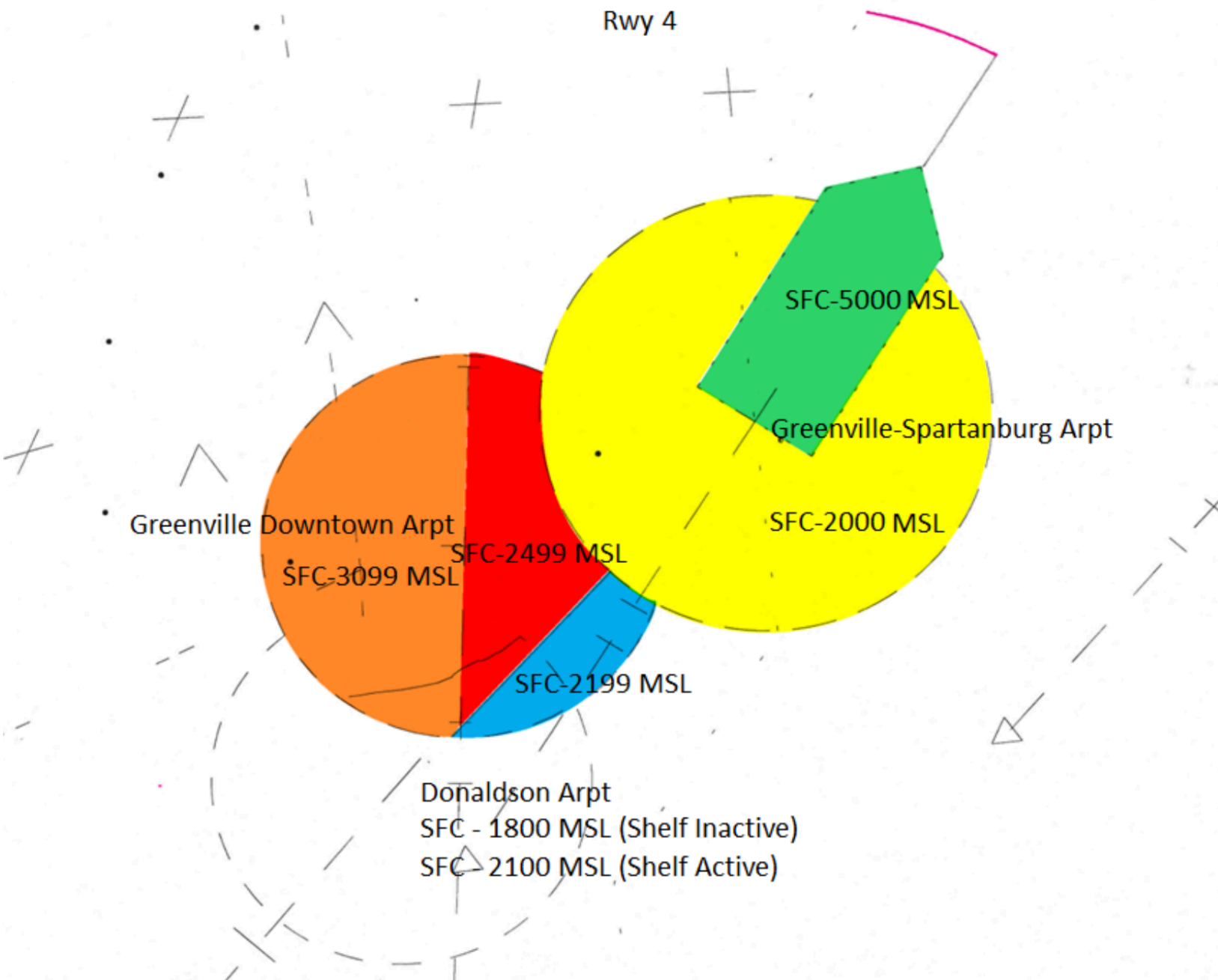
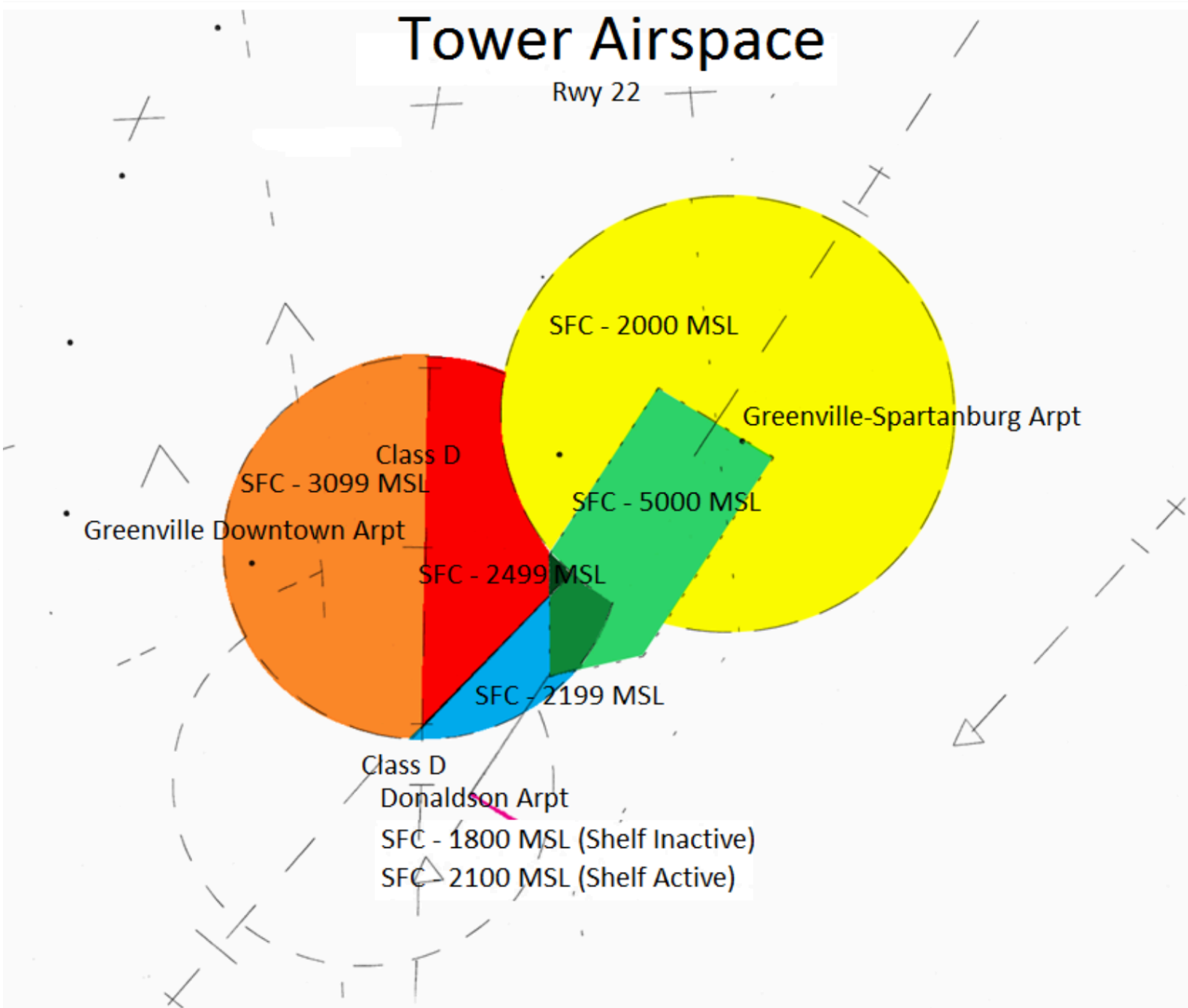


Figure 2-1-2. Tower Airspace (Runway 22 Configuration)





## 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, 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. Refer to Figure 3-2-1.

**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.*

### 3-2-3. TRACON AIRSPACE

Figure 3-2-1. Internal Radar Airspace

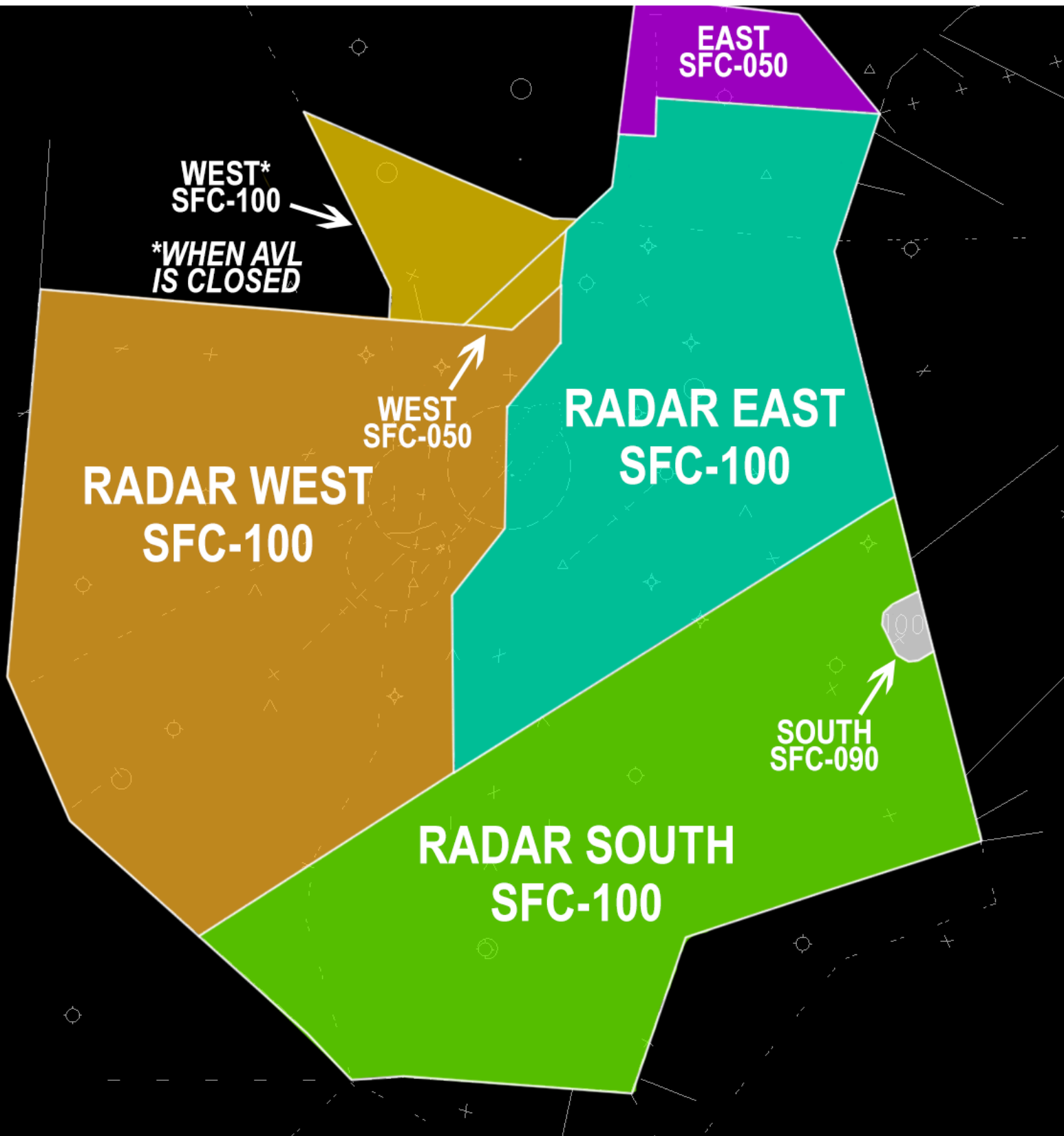
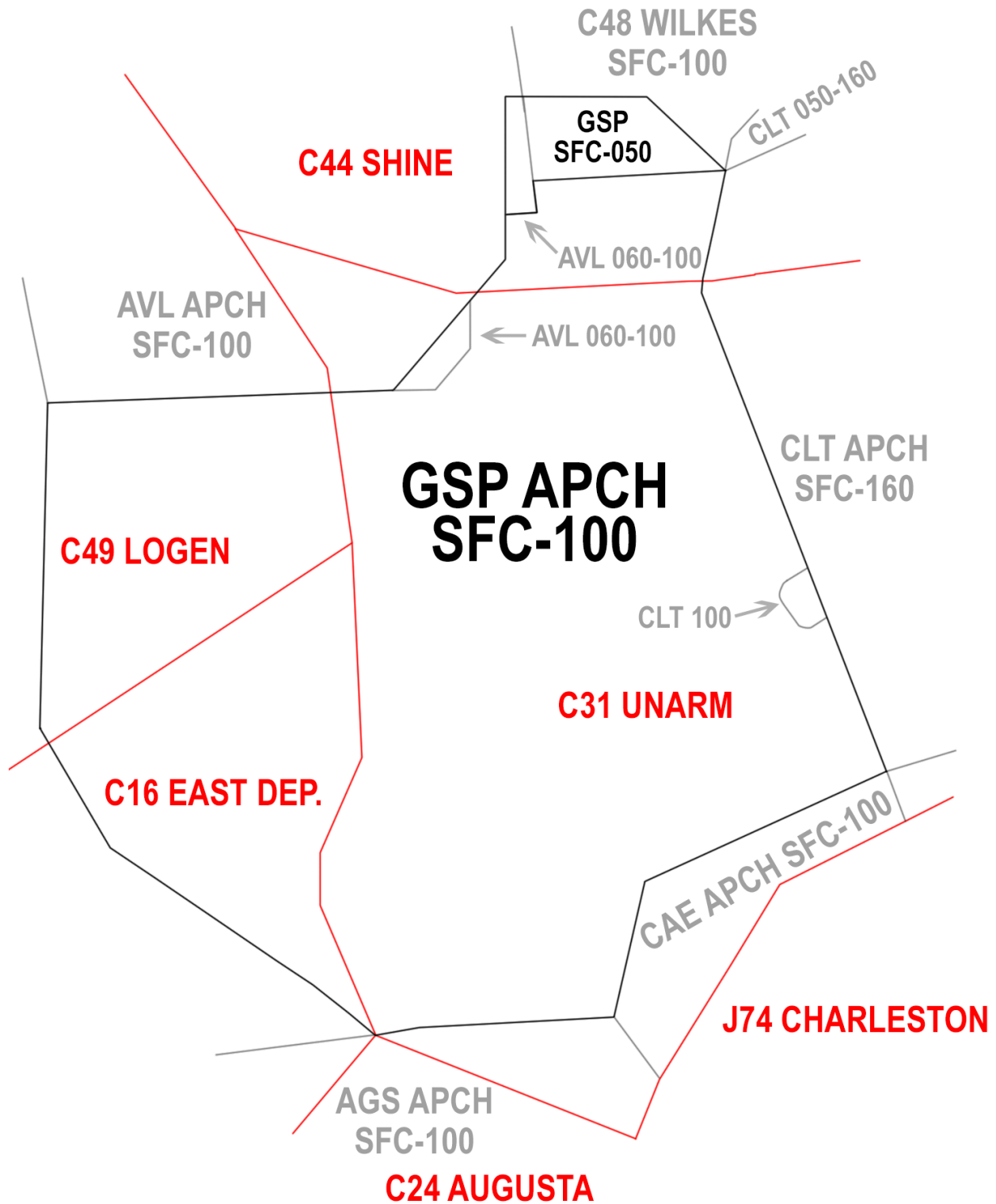


Figure 3-2-2. Interfacility Airspace



## Chapter 4. MISCELLANEOUS

### Section 1. TOWER/RADAR COORDINATION

#### 4-1-1. ARRIVAL INFORMATION TRANSFER TO LOCAL

GSP arrivals tagged with full data blocks shall be coordinated between radar and Local Control (LC) via STARS data block.

- a. **STARS handoff.** The position symbol must be changed to LC (T tag) prior to 10 miles from the airport.
- b. **Scratchpad.** The type of approach must be included in the scratch pad if the aircraft is not executing the advertised approach. Opposite direction arrivals (after verbal coordination) must have the type approach and runway in the scratchpad. Refer to 4-1-2.
- c. **Communications transfer.**
  - i. Transfer communications to LC, in order of approach sequence, prior to five (5) flying miles from the runway and prior to entering LC airspace, but not farther than fifteen (15) miles from the airport.
  - ii. If the sequence is questionable, radar must verbally coordinate with LC before communications transfer.
- d. **Quick Look (QL).** W, E, and S shall QL the LC tag (T). LC shall QL the W and E tags.

#### 4-1-2. ARRIVAL SCRATCH PADS

Arrival scratch pads are optional unless required by 4-1-1b or 4-1-4.

Scratchpad	Meaning
GSP	Advertised approach
I	ILS approach
R	RNAV (GPS) approach
V	Visual approach

#### 4-1-3. PRE-ARRANGED COORDINATION

- a. Radar positions may transition aircraft through LC SFC-050 airspace, provided separation on same courses or crossing courses is ensured from all departures. All aircraft shall pass north of the runway 22 threshold on a 22 operation or south of the runway 04 threshold on a 04 operation.

**NOTE** - All IFR/fixed wing VFR departures are runway heading by default.
- b. Radar positions may transition aircraft tagged with full data blocks through LC SFC-020 airspace, provided separation is ensured from VFR aircraft operating within that airspace. These aircraft shall be pointed out to the adjacent radar position if they will operate below that position's airspace.
- c. LC shall verbally coordinate any untagged or primary target operating within the LC SFC-020 airspace to the overlying sector.

**EXAMPLE** - Aircraft in the pattern.

#### **4-1-4. OPPOSITE DIRECTION OPERATIONS**

- a. Applicable between any IFR and/or VFR practice approach aircraft.
- b. **Opposite Direction Departure.**
  - i. LC must receive a release from the sequencing controller for all opposite direction departures.
  - ii. The sequencing controller will coordinate with all affected sectors.
  - iii. Radar must keep all arrivals outside of a 10 mile final until the opposite direction departure is airborne, turned to avoid conflict, and appropriate separation is established.
- c. **Opposite Direction Arrival.**
  - i. The sequencing controller must APREQ opposite direction arrivals with LC.
  - ii. The sequencing controller will coordinate with all affected sectors.
  - iii. Radar must not allow the opposite direction arrival closer than a 10 mile final until LC advises that the last regular arrival has landed, when applicable.
  - iv. Automatic releases shall be suspended upon approval of the operation. Automatic releases are resumed once all approved opposite direction arrivals have landed. Radar shall NOT release any departures when the opposite direction arrival is inside of a 10 mile final.
  - v. Radar shall indicate the type approach AND runway assignment in the scratch pad.

***EXAMPLE - I22 for ILS RWY 22, R04 for RNAV (GPS) RWY 04.***

## Section 2. RADAR/RADAR COORDINATION

### 4-2-1. SCRATCH PADS

- a. **Mandatory scratchpads.** The following scratchpads are mandatory to avoid confusion between radar sectors.

Scratchpad	Meaning
GMU	Landing GMU*
GYH	Landing GYH*
<i>*Coordinate any non-advertised approach with GMU/GYH tower.</i>	

- b. **Optional scratchpads.**

Scratchpad	Meaning
HLD	Aircraft in holding pattern
XXX*	Any destination
GEE**	CARTT DTA (GENOD)
SOO**	SOTHH DTA
BIM*	BIMMR SID
BWA*	BWALL SID
IPT	IPTAY
COP	Any helicopter
<i>*Automatic</i>	
<i>**Automatic if first fix is GENOD/SOTHH</i>	

## Appendix A. POSITION RELIEF CHECKLIST

### Appendix A-1. GC/CD CHECKLIST

- 1) Status Information Areas: Applicable IDS and PIREP page, etc.
- 2) Equipment Status: Radios (proper frequencies (de)selected), ATIS, 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 A-2. LC CHECKLIST

- 1) Status Information Areas: Applicable IDS and PIREP page, etc.
- 2) Equipment Status: Radios (proper frequencies (de)selected), ATIS, 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 A-3. RADAR CHECKLIST

- 1) Status Information Areas: Applicable IDS and PIREP page, etc.
- 2) Equipment Status: Radios (proper frequencies (de)selected), ATIS, 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 B. 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."