ORDER

LCH7210.1S

FACILITY OPERATION AND ADMINISTRATION

STANDARD OPERATING PROCEDURES

October 19, 2015

DEPARTMENT OF TRANSPORTATION

FEDERAL AVIATION ADMINISTRATION

RECORD OF CHANGES

LCH 7210.1S

CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL	CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL

FOREWORD

This handbook prescribes air traffic control and administrative procedures for use by personnel at Lake Charles Air Traffic Control Tower. Guidance contained herein is supplemental to national directives. Personnel are required to be familiar with the provisions of this handbook and to exercise their best judgment when encountering situations not covered

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Air Traffic Manager, Lake Charles ATCT

TABLE OF CONTENTS

Chapter 1. Introduction
Section 1. General

Paragraph **Page**

Chapter 2. Administration
Section 1. Definitions

Section 2. Tours of Duty and Watch Schedule

Section 3. Leave and Overtime

Section 4. Administrative Policies

Paragraph **Page**

Section 5. Records and Duty Familiarization

Chapter 3. Operations

Section 1. Communications, Coordination, and Airspace Delegation

Paragraph **Page**

Section 2. Position Responsibilities

Chapter 4. Operational Equipment
Section 1. Recorders, NAVAIDS, Ten Channel Decoder, and Wind Instruments

Paragraph **Page**

Section 2. ARTS

Chapter 5. Strip Marking
Section 1. Stage III

Section 2. IFR/SVFR

Section 3. Local Identifiers and Abbreviations

Chapter 6. Backup Radar Procedures

Section 1 Radar to Nonradar Transtiion

Paragraph **Page**

Appendices

CHAPTER 1. INTRODUCTION

SECTION 1. GENERAL

1-1. PURPOSE

This order prescribes procedures, guidance, instruction, and standards for the operation of Lake Charles Air Traffic Control Tower. Controllers are required to be familiar with all provisions of this order, and to exercise their best judgment if they encounter situations not covered here within.

1-2. DISTRIBUTION

This order is distributed to personnel at Lake Charles ATCT, The Texana District, and the Air Traffic Division.

1-3. CANCELLATION

Order LCH7210.1R, Facility Operation and Administration, dated May 8, 2014, is cancelled.

1-4 EXPLANATION OF MAJOR CHANGES.

Removed Para 4-7 Opposite Direction Operations and renumbered sections as appropriate.

CHAPTER 2. ADMINISTRATION

SECTION 1. DEFINITIONS

2-1. POSITION ABBREVIATIONS

FD	Flight Data (Tower)
CD	Clearance Delivery
GC	Ground Control
LC	Local Control
CC	Cab Coordinator
AD	Arrival Data (TRACON)
RB	Radar West
RL	Radar East
CI	Coordinator (Radar positions)
RC	TRACON Coordinator

2-2. ADMINISTRATIVE ABBREVIATIONS

FLM	Frontline Manager
CIC	Controller-in-Charge

SECTION 2. TOURS OF DUTY AND WATCH SCHEDULE

2-3. TOURS OF DUTY

a. WMT Scheduler is the official schedule.

Watch Schedule Code	Start Time of Work Shift	End Time
5	0545	1345
5A	0545	1245
6	0600	1400
6A	0600	1300
7*	0700	1500
8**	0800	1600
10*	1000	1800
12*	1200	2000
13*	1300	2100
14	1400	2200
14A	1300	2200
15	1415	2215
15A	1315	2215
ADM (non-operational)	0800	

NOTE: The shift codes described in WMT Scheduler are used in conjunction with shift indicators. The "ADM" shift is normally used for temporary assignment to classroom training or other administrative shifts where the employee is subject to "recall". The "8" shift is used primarily to facilitate OJT training opportunities.

*Flex permitted from 30 minutes prior to 30 minutes after shift start time.

**Flex permitted from 60 minutes prior to actual shift start time.

a. Shifts 5A and 6A are 7 hour shifts. Shifts 14A and 15A are 9 hour shifts. All other shifts are 8 hours after the start time, depending on the type of schedule each individual has selected or been assigned. ADM is an administrative shift and includes a 30 minute meal break.

b. Other shifts may be designated on an individual basis by management as operational needs dictate.

SECTION 3. LEAVE AND OVERTIME

2-4. REQUESTS FOR LEAVE AND ABSENCES FROM WORK

Employees are responsible to know their leave balances. An employee shall not request a type of leave for which they have none available. Request for leave or absences from work shall be specific and in accordance with agency policies.

When an employee temporarily leaves the facility and is not available for recall, they must be on some form of approved leave.

Leave without pay (LWOP) may be requested by the employee and approved or disapproved at the discretion of the facility manager or his/her designee.

CIC's do not have the authority to approve/disapprove leave requests. When a leave request is received by a CIC, he/she shall collect and document sufficient data and forward the leave request information to a supervisor or manager for action.

NOTE: In cases where no FLM is available, the CIC shall have the authority to approve/disapprove leave requests only for the day they are responsible for.

2-5 TIME AND ATTENDANCE

FAA Form SF-71 is required for recording all leave. The employee can submit the SF-71 manually and submit to FLM or enter it electronically in the WMT scheduler.

a. When considering leave types or shift changes of equal priority as determined by the collective bargaining agreement, the time stamp of the request in WMT Scheduler will be used to determine the order of consideration.

b. Short notice sick leave requests require verbal notification and approval.

c. Sick leave requests for future appointments will normally be made through Web Scheduler.

d. Spot leave and non-prime time leave requests made outside of the annual bidding process will normally be made through WMT Scheduler.

e. Short notice spot leave requests may be submitted to the FLM/CIC verbally. When making a short notice leave request through WMT Scheduler, the requestor should notify the FLM/CIC so that the request can be acted on in a timely manner.

f. Shift Swap – A request for a shift swap will normally be made through WMT Scheduler. A short notice shift swap request may be submitted to the FLM/CIC verbally. When a verbal request is made for a short notice shift swap, the FLM/CIC will assume coordination between the concerned parties is complete. When making a short notice shift swap request through WMT Scheduler, the requestor should notify FLM/CIC so that the request can be acted on in a timely manner. Include appropriate comments if a shift swap is facilitated in WMT Scheduler as shift changes.

g. Shift Changes – A request for a shift change will normally be made through WMT Scheduler. A short notice shift change request may be submitted to the FLM/CIC verbally. When making a short notice shift change request through WMT Scheduler, the requestor should notify the FLM/CIC so that the request can be acted on in a timely manner.

h. Cancellation of Leave – A request to cancel approved leave of any kind requires verbal coordination. The request should be made as soon as practical so that the impact on the posted schedule may be evaluated and acted on.

2-6. OVERTIME

a. Authority to assign overtime is limited to ATM. FLMs /CIC shall record and maintain the LCH Overtime software.

1. The assigning FLM/CIC shall enter, date overtime is required, the number of hours assigned.

2. Cumulative total shall be reduced to zero January 1 of each calendar year.

3. New employees shall be given the average cumulative overtime hours for the team to which they are assigned. The FLM is responsible for ensuring the employee's overtime cumulative total is correct.

4. Overtime records shall be retained 12 months.

b. Overtime assignments shall normally be made to the eligible employee with the lowest cumulative total of overtime hours.

1. FLM/CIC shall make overtime assignments from the list of eligible employees who desire to work overtime. Employees who want to change their overtime status must submit a request in writing to the ATM.

2. If an employee assigned to work overtime can secure a replacement that is acceptable to the FLM, he/she will be relieved of the assignment.

3. When overtime is worked by a replacement, both the assigned employee and the replacement are credited with the hours assigned. The FLM/CIC shall record the hours in the LCH Overtime software.

c. An employee is eligible for overtime assignment s once he/she is certified CIC in the tower.

d. FLMs are authorized to excuse employees from overtime assignment in the case of extenuating circumstances. Excused employees shall be credited with the hours of the assignment.

e. FLMs may be assigned overtime for operational coverage if all efforts to assign overtime to eligible bargaining unit employees are unsuccessful.

SECTION 4. ADMINISTRATIVE POLICIES

2-7. TRAVEL

Personnel assigned TDY travel shall make arrangements with the facility secretary to be briefed on travel requirements. Travel vouchers shall be submitted within 5 administrative days of the employee's return to the facility.

2-8. NONOPERATIONAL DUTY ASSIGNMENTS

Nonoperational duties will be assigned in accordance with the current collective bargaining agreement.

2-9. FAMILIARIZATION

Employees, who as a condition of employment are not required to maintain currency, must maintain familiarity with control room operations to perform their required duties in an efficient manner.

2-10. SMOKING

Smoking is permitted only in designated smoking areas.

2-11. RESTRICTED DRUGS

All operational personnel will advise the FLM or ATM when required by a physician to take prescription medication. The FLM or the ATM will consult the Regional Flight Surgeon for a determination on whether or not the medication is prohibitive. This action may not be delegated below the FLM level. The FLM shall advise the ATM of medically disqualified employees and/or potential medical problem areas.

2-12. ACCOUNTABLE PROPERTY

a. Employees entering on duty will be issued a locker and a mail drawer by the facility secretary. A headset will be issued by the employee's immediate supervisor.

b. Employees will be issued keys by the facility secretary at the direction of the ATM on the basis of need. The duplication or loaning of facility keys is prohibited.

c. A master list of all accountable property will be maintained by the facility secretary. He/she will take a semi-annual inventory of accountable property in June and December. Individuals are responsible for the safekeeping of all accountable property. Inform the supervisors of property loss, theft, or destruction.

SECTION 5. RECORDS AND DUTY FAMILIARIZATION

2-13. CRU -X/ART

a. CRU-X/ART is the official time and attendance system for both signing in and out of a shift and on and off all operational positions

b. Duplicate paper logs for sign in and out of a shift and on and off positions shall not be utilized during normal daily operations.

c. Frontline Managers/CIC signed on the 7230-4 should certify T&A's prior to being relieved from position.

d. In the event of electronic system failure, scheduled system outage, or facility evacuation, the paper FAA Form 7230-10 "Position Log" and LCH Form 7230-4 shall be used.

e. Procedures for completing LCH Form 7230-4 are contained in Appendix 5.

2-14. REFRENCE FILES/POSITION BINDERS/READING BINDERS

a. Read and Initial Binders are located in the TRACON. Each individual is responsible for ensuring he/she has met the requirements for each of the binders as described below.

1. Information contained in the “A” Binder must be read and initialed before assuming an operational position. Personnel shall check this binder every day at the beginning of the shift.

2. Information in the “B” Binder must be read and initialed by the last day of the employee’s work week. Personnel shall check this binder on a weekly basis.

3. Information in the “C” Binder is not required reading. Personnel are encouraged to check this binder periodically for information that may be of interest.

4. Individual items in the Briefing Items Binder will have a required completion date on the briefing log attached to the front of the item. Personnel shall check this binder at least once a month to ensure they have completed all required briefing items.

b. Master copies of all directives are kept in the bookcases in the second floor foyer.

2-15. COUNT OPS

a. Count Ops is a FAA developed and supported software program that utilizes the data from National Offload Program (NOP), and Common ARTS to count air traffic activity.

b. In order to count VFR practice approaches scratch pad entries must be entered into the ARTS.

c. In order to count IFR practice approaches and IFR local code and scratch pad entries must be entered into the ARTS.

d. In order to count SVFR operations SVFR must be entered into the FD Information Pad.

e. All aircraft inbound to a secondary airports must remain on assigned beacon code until 2 miles from the airport of intended landing in order to receive a count.

CHAPTER 3. OPERATIONS

SECTION 1. COMMUNCIATIONS, COORDINATION, AND AIRSPACE DELEGATION

3-1 TRANSFER OF COMMUNICATION

a. For aircraft landing Lake Charles Regional Airport , transfer of communication from the approach controller to the tower shall be accomplished:
   1. Aircraft on an ASR approach – upon completion of landing roll.

   2. Aircraft on a published instrument approach – prior to the Final Approach Fix

   3. All other aircraft – prior to the aircraft reaching a point 6 NM from the airport

b. For aircraft overflying Lake Charles airspace, transfer of communication to adjacent radar positions shall be accomplished prior to the aircraft reaching the common airspace boundary.

c. For aircraft departing Lake Charles Regional Airport, transfer of communication from the tower to the appropriate radar controller shall be accomplished after all conflicts have been resolved, normally within ½ NM of the runway end.

d. Transfer of communications is not required for aircraft in the traffic pattern.

e. For aircraft landing Chennault International Airport, transfer of communication shall be in accordance with the current letter of agreement.

3-2 COORDINATION

a. Radar shall coordinate with Local for all aircraft below 2,500 that will enter the Lake Charles Regional Airport Class D Surface Area prior to 6 NM from the airport. Local shall coordinate any traffic that will travel farther than 3 NM from the airport, or climb higher than 2,000.

b. FD shall coordinate with AD; AD shall coordinate with RL/RB when the ATIS Code is updated.

c. Acquisition of an ARTS data block on the local control DBRITE shall constitute a transfer of aircraft identification data between the radar approach control positions and local control.

d. The FLM/CIC must be advised of all unplanned go-arounds / missed approaches. Coordination should not take priority over issuing control instructions when the traffic situation dictates that immediate control action is necessary.

   (a) Issue control instructions to establish approved separation (i.e. visual, vertical, passing or diverging, or vectors), with other known traffic, as soon as feasible. Where wake turbulence may be a factor, controllers must exercise their best judgment and issue control instructions to minimize its impact.

Note: *This action must be timely, but taken in a reasonable fashion, using the controller's best judgment, as not to reduce safety or the integrity of the traffic situation.*

3-3 AUTOMATIC RELEASES

a. RL/RB/CI as appropriate, shall determine when automatic releases are in use. There shall not be more than one designated automatic release runway.

b. When automatic releases are in use, Local shall:
   1. Obtain a release for all local SVFR operations.

   2. Obtain a release for departures from other than the automatic release runway (excluding helicopters departing helipads or helicopter operations areas).

   3. Automatically release IFR/Stage III/SVFR aircraft departing the automatic release runway on a specific heading as follows:
      (a) Runway 15 120-180 degrees inclusive

      (b) Runway 33 300-360 degrees inclusive

      (c) Runway 05 020-080 degrees inclusive

      (d) Runway 23 200-260 degrees inclusive

   4. Automatically release departing IFR/Stage III/SVFR helicopters on a specific heading appropriate to the automatic release runway as listed in subparagraph 4-3b(3). VFR/SVFR Helicopters may be released on course.

c. Releases are not required for VFR pattern traffic

d. Automatic releases are cancelled when the radar is out of service. When automatic releases are not in use, Local shall obtain a release for all departures except negative Stage III departures.

3-4 OPERATING POSITION IDENTIFIERS AND FREQUENCY ASSIGNMENTS

a. Positions of operation and assigned radio frequencies

Position	Frequencies VHF	UHF	
Radar East (RL)*	119.8	282.3	
Radar West (RB)*	119.35	119.75	353.75
Local Control (LC)*	120.7	257.8	
Ground Control (GC)*	121.8	121.5	243.0
Clearance Delivery (CD)	126.25	118.75 (ATIS)	
Flight Data (FD)	none		
Arrival Data (AD)*	none		
Cab Coordinator (CC)*	none		
Radar Coordinator (CI)	none		
TRACON Coordinator (RC)*	none		

Note * Indicates a critically dependent position.

b. Interphone circuits assignments

Circuit Number	Line Name	Line Type	Position Assignment
MCILP14277	30 Line	Voice Call (LFT App)	Radar East/West
MCILP10082	53 Line	Voice Call (ZHU)	Radar East/West
MCILP02387	66 Line	Voice Call (POE App)	Radar East/West
MCILP02541		Voice Call (CWF)	Radar East
MCILP09834	29 Line	Voice Call (BPT App)	Radar West
MCILP11361	28 Line	Dial Line	Flight Data/Arrival Data
MCILP09816	65 Line	Dial Line	Flight Data/Arrival Data
MCILP09851	39 Line	Dial Line	Flight Data/Arrival Data
MCILP09323		Ring Line (NFLM)	Flight Data
MCILP11853		Voice Call (CWF)	Arrival Data

3-5 AIRSPACE DELEGATION

Airspace is delegated as indicated in Appendix 1, Airspace Delegation.

3-6 STANDARD HOLDING PATTERNS

a. VOR – east on the 080 radial

b. VOR – southeast on the 148 radial

c. KEYLI – northwest on the localizer

d. BROWN – southeast on the localizer

e. SULFY – northwest on the localizer

3-7 TARMAC Delay Operations.

a. When a request is made by the pilot-in-command of an aircraft to return to the ramp, gate, or alternate deplaning area due to the Three/Four Hour TARMAC Rule, apply procedures as identified in FAA Order 7110.65, paragraph 3-1-15 entitled “Ground Operations Related to Three-Hour TARMAC Rule”.

b. Issues that constitute a ‘significant disruption” of service when accommodating a TARMAC delay aircraft’s request include but are not limited to the following:

1. Accommodating a tarmac delay aircraft would require airborne holding that would result in delays of 15 minutes or more.

2. Use of an active runway to taxi a tarmac delay aircraft that would preclude the use of that runway for arrivals or departures and result in arrival/departure delays of 15 minutes or more.

3. Taxi of tarmac delay aircraft would result in placing other aircraft in jeopardy of violating the "Three/Four-Hour Tarmac Rule."

4. Taxi of tarmac delay aircraft would displace departure aircraft already in a reportable delay status and result in delays in excess of an additional 15 minutes.

5. The taxi of a tarmac delay aircraft to the ramp, gate, or alternate deplaning area would result in a diversion or the airborne holding of more than three aircraft.

c, Notify the FLM/CIC of the event as soon as possible.

SECTION 2. POSITION RESPONSIBILITIES

3-8 FLIGHT DATA/CLEARANCE DELIVERY (FD/CD)

Flight Data/Clearance Delivery shall:

a. have full responsibility for FDIO functions for strips sent to the tower printer and enter messages as directed by other positions

b. when the ARTS is not interfaced, enter IFR flight plan information into the ARTS system for aircraft departing LCH.

c. Distribute FDIO data and other information such as SIGMET's, PIREP's, MOA activity, or special information to the appropriate tower position(s) in a timely manner.

d. Monitor the IDS for weather information and forward/input PIREP's received by tower positions to the Aeronautical Information System Replacement (AIS-R) website. If there are any other issues that would preclude a timely entry, forward the PIREP to the Houston ARTCC (ZHU) Flight Data Unit (FDU) for long-line dissemination via landline and disseminate to other positions of operation in a timely manner.

e. Coordinated with other facilities as directed.

f. Advise the FLM of equipment outages.

g. Perform the above duties with the use of landlines during periods of equipment outages or unsuccessful transmission messages (UTM).

h. Prepare and record the ATIS information. During the hours of darkness when visual approaches are in use and on the closing ATIS broadcast, include the following statement: **"Caution, Southland Field Airport located eight miles west and Chennault International Airport six miles northeast may be mistaken for Lake Charles Regional Airport."** Prior to broadcast, monitor the recording to ensure proper content, clarity, rate of speech, and overall quality. Place the time of the observation and the ATIS code on the tower SIA page of the IDS, and enter the ATIS code into the ARTS SDA. When feasible, another specialist or an FLM will monitor the ATIS prior to broadcast. Verbally coordinate the ATIS CODE with AD.

i. Issue IFR/SFVR clearances to aircraft departing Lake Charles Regional Airport. Issue departure frequency and beacon code information to Stage III aircraft departing Lake Charles Regional Airport.

j. Prepare and forward flight progress strips for departure aircraft. Strips for fixed wing departures shall be forwarded to GC. Strips for helicopter departures shall be forwarded to LC.

k. Enter flight plan information into the ARTS on Stage III, SVFR, and local IFR departures.

l. Advise all positions when weather conditions change from IFR to VFR or from VFR to IFR conditions. Advise all radar sectors and the FLM when the ceiling drops below or increases to 2,100.

m. Sign on ASOS and be responsible for weather observations. Disseminate the observation via the OID. The ASOS shall be the official wind source for operational purposes. If the ASOS is out of service, forward the latest observation to the Houston ARTCC (ZHU) Flight Data Unit (FDU) for long-line dissemination via landline and disseminate to other positions of operation in a timely manner. FLM/CIC shall notify AOMC of the ASOS outage. The SAWS shall be the backup wind source for operational purposes.

n. When the VDU's are OTS, transfer weather from the OID to the IDS computer. Include "PRESFR" in the remarks when appropriate.

o. Have full responsibility for maintaining IDS data and when required, Status Information Areas for all tower positions. Make sure information is the most current, i.e. (SPECI observations taken by the ASOS).

p. Have full responsibility for entering TMU messages into the IDS.

q. Have full responsibility for maintaining the LCH Departure Delay Log.

r. Send GI message to ZHU advising of runway in-use.

s. Be responsible for ensuring supply of VFR/IFR strips.

3-9 GROUND CONTROL (GC)

Ground Control shall:

a. Provide airport ground control service to aircraft and vehicles on movement areas of the airport excluding runways.

b. All aircraft or vehicles requesting authorization to taxi/proceed on or along an active runway, for purposes other than crossing, shall be issued a frequency change to LC, provided that the aircraft or vehicle is capable of transmitting and receiving that frequency.

c. When aircraft or vehicles are not capable of transmitting and receiving LC frequency, authorization may be provided on GC frequency after coordination with LC.

d. Ensure all traffic conflictions are resolved and coordination completed with LC prior to clearing an aircraft or vehicle onto or across a runway.

e. Advise LC when an aircraft is taxied to a runway other than the active runway, or is taxied to an intersection for an intersection departure.

f. Visually indicate the presence of vehicles, equipment, personnel, etc., on or near airport movement areas with an appropriate note prominently displayed at the GC position.

g. Ensure coordination is completed with LC prior to approving an operation within the ILS critical area.

h. Release the north/south/west helicopter training area(s) to LC when requested and after traffic conflictions are resolved.

i. Coordinate the movement of emergency equipment, vehicles, and personnel with LC.

j. Assist LC in observing traffic.

k. Forward PIREP's to FD for dissemination.

l. Issue departing aircraft the current departure information unless the pilot states the current ATIS code. Indicate the information on the flight progress strip as appropriate.

m. Advise FLM of equipment outages.

n. Advise LC if an aircraft is negative Stage III or requests to remain in the local traffic pattern.

o. Forward departure strips to LC.

p. Ensure that coordination with radar positions is completed prior to authorizing extended operations in the ILS critical areas.

3-10 LOCAL CONTROL(LC)

Local Control shall:

a. Provide initial separation between departures and departures, or departures and arrivals, of all IFR/SVFR/Stage III aircraft. NOTE: Line Up and Wait (LUAW) is not authorized.

b. When the radar is operational, provide initial separation (visual or radar) between successive departures and between departures and arrivals. Provide other appropriate radar services, i.e., traffic information, low altitude alerts, etc.

c. When the radar is not operational, provide initial nonradar separation as directed by approach control, or visual separation between successive departures. Provide nonradar or visual separation between departures and arrivals.

d. Forward flight progress strips with departure time to the appropriate approach control position prior to the aircraft beginning departure roll. Verbally advise RL/RB when aircraft not equipped with a transponder begins departure roll.

e. Advise RL/RB when visual separation will be provided.

f. Forward departure time to FD/CD when the ARTS is not interfaced.

g. Enter flight plan information with the proper discrete beacon code into the ARTS and prepare flight progress strips on aircraft that have requested via the radio frequency Stage III, SVFR, or IFR departure from a secondary airport within the Class D Surface Area.

h. Advise RL/RB of unplanned missed approaches.

i. Record all pattern traffic or negative Stage III operations on the counter at the LC position.

j. Indicate the presence of vehicles, equipment, personnel, etc., on or near the runway with the ARTS display or memory aids located on the D-Brite frame.

k. Provide direct communications to all vehicles/aircraft allowed to proceed/taxi on an active runway on the appropriate local control frequency. When aircraft or vehicles are not capable of transmitting and receiving LC frequency, authorization may be provided on GC frequency after coordination with LC.

l. Quick look RL and RB. Advise the FLM and radar positions if the Quick Look function cannot be used for silent hand-off procedures.

m. Broadcast SIGMET's, CWA's, or other hazardous weather information when any part of the area described is within 50 NM of LCH airspace.

n. Operate all airport lighting.

o. Advise the FLM of equipment outages.

p. Complete coordination with GC before allowing any arriving or departing helicopter to overtly, depart, or land a taxiway.

q. Inform radar of inbound flights that will deviate from the assigned route or land other than the assigned runway if it may affect the approach sequence.

r. Accomplish coordination with GC for the use of Taxiway J prior to the time an aircraft landing Runway 5 or 23 leaves the runway if the aircraft will be instructed to report clear of the runway or expedite exiting the runway.

s. Ensure that transponder equipped aircraft auto-acquire within 1 mile of the runway. If aircraft do not auto-acquire, make a radar hand-off to the appropriate position

t. Obtain a release on any IFR, SVFR, or Stage III aircraft departing Lake Charles Regional airport when automatic releases are not in effect.

u. The Certified Tower Radar Display, CTRD, may be used by the local controller for any terminal radar function as determined by the FLM or controller-in-charge.

v. Assist GC in observing traffic.

w. Call I90 TMU for release on all HOU and IAH landers.

3-11 CAB COORDINATOR (CC)

The Cab Coordinator shall:

a. Ensure adequate watch coverage and position staffing for the tower cab.

b. Perform controller functions as required.

c. Ensure tower watch checklist is complete at appropriate times.

d. Ensure solicitation of PIREP's, and dissemination of PIREP's, SIGMET's, and CWA's is accomplished in accordance with applicable directives.

e. Ensure SIGMET's are retained with the daily traffic.

f. Relay any information concerning occurrences which effect facility operations to the FLM. Enter the information into the IDS-4, when appropriate.

g. Notify the FLM of equipment outages.

h. Make the final determination as to the runway in use and advise all positions.

i. Monitor the ATIS prior to transmitting for content, clarity, accuracy and speech rate.

j. Answer all commercial phone lines.

k. Notify the FLM of aircraft delayed 15 minutes due to Ground Stops or local conditions. Keep the FLM advised of all such delays until the aircraft depart, land, or depart holding.

l. Inform the ATM of any unusual situations.

3-12 ARRIVAL DATA (AD)

Arrival Data shall;

a. Have full responsibility for FDIO functions for strips sent to the TRACON printer. Distribute data including CWA's, SIGMETS's, PIREPS's, Forecasted Weather Trends, MOA activity, and special information to the appropriate TRACON position(s) in a timely manner. Enter messages as directed by other positions.

b. Forward flight plan information to adjacent facilities as appropriate when the FDIO is inoperative.

c. Monitor the IDS for weather information and forward/input PIREP's received by TRACON positions to the Aeronautical Information System Replacement (AIS-R) website. If there are any other issues that would preclude a timely entry, forward the PIREP to the Houston ARTCC (ZHU) Flight Data Unit (FDU) for long-line dissemination via landline and disseminate to other positions of operation in a timely manner.

d. Coordinate with other facilities as directed.

e. Verbally coordinate ATIS CODE with RL/RB.

f. During periods of equipment outages or unsuccessful transmission messages, use other means such as landlines or commercial telephones to accomplish required coordination.

g. Advise the FLM of equipment outages

h. After coordination with the appropriate interfacility position and/or ZHU, formulate and deliver IFR clearances to aircraft at secondary airports within the LCH airspace. Prepare flight progress strips and enter ARTS information on CWF VFR departures and CWF IFR practice approaches. Forward flight progress strips to appropriate radar positions.

i. Update IDS data for all TRACON position status information areas.

j. Forward SIGMET's, CWA's, and other hazardous weather information to CWF when any part of the area described is within 50 NM of CWF's airspace.

k. Be responsible for ensuring VRF/IFR strips.

3-13 RADAR COORDINATOR (CI)

The Radar Coordinator shall perform duties as directed by the radar controller(s).

3-14 RADAR EAST (RL)

Radar East shall:

a. Be responsible for operations within the RL airspace indicated in Appendix 4.

b. Be responsible for approach sequences for Runways 15,23, and 33. Obtain a sequence from Radar West for Runway 5.

c. Assign a departure control frequency and climb out instructions to aircraft executing a practice IFR approach under RL control

d. Coordinate all non-transponder equipped arrivals with LC prior to the target reaching a point 6 NM from the airport.

e. Never turn aircraft onto final on opposing bases at the same altitude.

f. Broadcast SIGMET'S , CWA's, or other hazardous weather information when any part of the area described is within 50 NM of LCH airspace.

g. Advise LC when automatic departure procedures are in effect in RL airspace.

h. Update altimeter setting in the ARTS.

i. Add the appropriate special designators and scratch pad data to the ARTS tags as necessary.

j. Advise FLM of equipment outages.

k. Obtain appropriate clearance (landing, touch-and-go, low approach, or stop-and-go) from the appropriate tower controller for aircraft conducting ASR approaches to Lake Charles Regional or Chennault International Airport, prior to the aircraft reaching 6 NM on final.

l. Issue release on IFR/SVFR aircraft departing secondary airports within RL area of jurisdiction.

m. Forward PIREP's and DM messages to AD.

n. Call I90 TMU for all HOU and IAH landers.

3-15 RADAR WEST (RB)

Radar West shall:

a. Be responsible for operations within the RB airspace as indicated in Appendix 4.

b. Be responsible for approach sequences for Runway 5. Obtain a sequence from RL for all other runways.

c. Assign a departure control frequency and climb out instructions to aircraft executing a practice IFR approach under RB control.

d. Coordinate all non-transponder equipped arrivals with LC prior to the target reaching a point 6 NM from the airport.

e. Never turn aircraft onto final on opposing based at the same altitude.

f. Broadcast SIGMET's, CWA's, and other hazardous weather information when any part of the area described is within 50 NM of LCH airspace.

g. Advise LC when automatic departure procedures are in effect in RB airspace.

h. Add the appropriate special designators and scratch pad data to the ARTS tags as necessary.

i. Advise the FLM of equipment outages.

j. Obtain appropriate clearance (landing, touch-and-go, low approach, or stop-and-go) from the appropriate tower controller for aircraft conducting ASR approaches to Lake Charles Regional or Chennault International Airport, prior to the aircraft reaching 6 NM on final.

k. Issue release on IFR/SVFR aircraft departing secondary airports within RB area of jurisdiction.

l. Forward PIREPS's and DM messages to AD.

m. Call I90 TMU for all HOU and IAH landers.

3-16 ASR APPROACHES

Radar East (RL) and Radar West (RB) shall:

a. Conduct ASR approaches to all runways

b. Issue MDA, Missed Approach Point, and lost communications procedures when necessary, to all aircraft under their jurisdiction.

c. Coordinate as appropriate for missed approach instructions for all aircraft conducting ASR approaches. Coordinate with the appropriate controller if for any reason an aircraft must climb above the initial approach altitude for the ASR approach being conducted, or must be vectored off the final approach course.

d. Obtain a sequence as appropriate.

m. Obtain appropriate clearance (landing, touch-and-go, low approach, or stop-and-go) from the appropriate tower controller for aircraft conducting ASR approaches to Lake Charles Regional or Chennault International Airport, prior to the aircraft reaching 6 NM on final.

n. Add the appropriate special designators and scratch pad data to the ARTS tags as necessary

3-17 TRACON COORDINATOR (RC)

The TRACON Coordinator shall:

a. Ensure adequate watch coverage and position staffing for the TRACON.

b. Perform controller functions as required.

c. Ensure TRACON watch checklist is completed at appropriate times.

d. Ensure solicitation of PIREP’s and dissemination of PIREP’s, SIGMET’s AND CWA’S is accomplished in accordance with applicable directives.

e. Ensure SIGMET’s are retained with the daily traffic.

f. Notify the FLM of delays of 15 minutes due to Ground Stops or local conditions. Keep the FLM advised of all such delays in 15 minute increments until the aircraft depart, land, or depart holding.

g. Determine the approach is use.

3-18 FRONTLINE MANAGER (FLM)

The Frontline Manager shall:

a. Provide guidance and goals for the shift.

b. Monitor/manage traffic volume/flow.

c. Position assignments.

d. Position relief.

e. Training assignments.

f. Process leave requests.

g. Configure/monitor/report equipment status.

h. Data collection and reporting.

i. Monitor presidential aircraft movement and report security requirements.

j. Maintain situational awareness. Situational awareness is defined as a continuous extraction of environmental information, integration of this information with previous knowledge to form a coherent mental picture, and the use of that picture in directing further perception and anticipating future events. Simply put, situational awareness mean knowing what is going on around you.

k. Manage the operational environment with a goal towards eliminating distractions.

l. Be responsible for the operation during each assigned shift and have final authority for making on-the-spot decisions pertaining to operational matters.

m. Be responsible for the facility operation in the absence of the Air Traffic Manager.

n. Initiate corrective action to resolve equipment, staffing, and procedural deficiencies.

o. Notify the Tower FLM/CIC of occurrences affecting tower operations.

p. Ensure that the ART duty board is properly maintained.

q. Maintain the Daily Record of Facility Operation (FAA Form 7230-4).

r. Store the previous day's flight progress strips in the designated storage tray.

s. Perform the following administrative duties, these duties should not be performed when the FLM is providing general supervision of the operation:

1. Conduct facility tours.
2. Read/respond to e-mail.
3. Certify T&A's in ART.
4. Check the forms/logs for the previous day's business.
5. Check the completed Training Reports(FAA Form 3120-25).
6. Create watch schedules.
7. Write skill checks or training reports.
8. Conduct in-depth investigations.
9. Conduct "team" meetings.

q. Ensure that all routine equipment checks have been completed and that this information is recorded on the FAA Form 7230-4, Daily Record of Facility Operations.

r. Ensure long-term equipment outages/restorations are recorded on FAA Form 7230-4 as they occur, and display/delete these items on the appropriate SIA page for the duration of the out age.

s. Notify Tech Ops and outside agencies of equipment outages as required.

t. Answer commercial telephone as necessary.

u. Ensure all delay reporting is accomplished.

1. All Ground Stops and delays due to local conditions (weather, disabled aircraft, etc) shall be reported to the appropriate TMU when the delay reaches 15 minutes. The delay must continue to be reported to TMU in fifteen minute increments until the aircraft departs, lands, or departs holding.

2. When delays due to Ground Stops or local conditions reach 30 minutes, the ATM shall be notified.

3. All delays, regardless of cause shall be reported to COUNT OPS. The Delay Reporting Worksheet may be used to aid in the entering of the COUNT OPS data.

v. The Friday closing Frontline Manager shall be responsible for ensuring the preparation of spreaders is completed.

w. Use the CIC/Frontline Manager binder, complete appropriate actions for accidents, incidents, emergencies, or other unusual situations.

x Ensure that notifications regarding Three-Hour/Four-Hour TARMAC Rule aircraft are made as soon as possible to Houston ARTCC (and US Customs or Airport Security as appropri ate) in a timely manner and documented on FAA Form 7230-4 as a QAR event.

y. Eliminate distractions in the operational areas.

1. The operational areas are defined as follows:

a. Tower Cab – The area beginning immediately after entering the door at the base of the tower cab.

b. TRACON – The area beginning immediately after entering the door off the hallway.

2. Ensure that non-operational activities are eliminated, including, but not limited to, scheduling or leave bidding.

3. Eliminate non-operationally needed items and equipment, including, but not limited to, prohibited electronic devices.

4. Take steps to defer or relocate activities or tasks that are not time critical or operationally necessary that become distracting to the operation.

5. Ensure that breaks are not taken in the operational areas and debriefings are conducted in a non-operational setting.

Note: Controller-in-charge (CIC) assignment. When there is no Frontline Manager on duty, qualified CIC's are assigned to manage the shift. When taking an extended break or leave, assign the duties to the next qualified CIC on the shift. CIC is an opportunity for Certified Professional Controllers to demonstrate Leadership skills and abilities.

SECTION 3. DUTY PREPARATION

3-19 OPERATIONAL CONTINUITY

All position identified in Chapter 4, Section 2 require operational continuity. This continuity will be maintained through a transfer of position relief briefing, using status information area and the position relief briefing checklist. The position relief briefing shall be recorded on the ETVS if possible.

3-20 DUTY FAMILIARIZATION

All operational positions require duty familiarization. The length of the position relief briefing shall be sufficient to allow a complete and accurate briefing to the satisfaction of both the relieving controller and the controller being relieved. In addition, all ATC personnel, who as a condition of employment are not required to maintain currency, must maintain familiarity with control room operations to perform their required duties in an efficient manner.

3-21 WATCH CHECKLIST

Complete the following checklist, and indicate checklist completed on FAA Form 7230-4.

a. Each eight hour shift:

1. ALS and SFL check
2. Radar performance check
3. ILS monitor panel check
4. Visual inspection and aural test of the MSAW speakers located in the operational quarters
5. Forecasted Weather Trends
6. Check ASOS, if the ASOS is out of service, forward the latest observation to the Houston ARTCC (ZHU) Flight Data Unit (FDU) for long-line dissemination via landline and disseminate to other positions of operation in a timely manner. FLM/CIC shall notify AOMC of the ASOS outage. The SAWS shall be the backup wind source for operational purposes.

b. Morning shift only

1. Obtain all pertinent NOTAM's, SIGMET's, and PIREP's
2. DASI altimeter check

c. Monday morning shift only

1. Check the backup radios (Pet-2000) on commercial and battery backup power.

2. Check emergency frequencies

3. Run TD on FDIO

d. Weekends and Holidays

1. Validate the Castle Rock SNMPc window for alarms and verify normal operations of the DALR system.

E. The first of each month conduct a currency check on all employees.

3-22 ALTIMETER CORRECTION FACTOR

The ASOS is the pressure standard for the altimeter. The DASI shall be compared daily with the ASOS. When the ASOS fails, compare the DASI with the altimeter setting at the NWS. If the difference exceeds 0.02 in. Hg, remove the instrument from service and notify the FLM. The FLM shall notify AF. When the difference is less that 0.02 in, Hg., post the correction factor in the IDS.

3-23 ASR PERFORMANCE CHECKS

a. Each radar controller is responsible for determining if the quality of the radar display is satisfactory for ATC purposes.

b. Once each watch, the FLM will compare radar returns of small aircraft on final approach to Lake Charles Regional Airport to the commissioning flight check data.

c. Once each watch, the FLM will compare the video map alignment with a known permanent echo.

CHAPER 4. OPERATIONAL EQUIPMENT

SECTION 1. RECORDERS, NAVAIDS, TEN CHANNEL DECODER, AND WIND INSTRUMENTS

4-1 RECORDER

On the Weekends, validate the Castle Rock SNMPc window for alarms and verify normal operations of the DALR system.

4-2 NAVAIDS

a. LC shall monitor the localizer, GS, DME, LOM, and ALS. If the alarm indicates that a system component other than the localizer DME has malfunctioned, discontinue its use and notify the FLM. If the alarm indicates that the localizer DME has malfunctioned, attempt to reset before discontinuing use and notifying the FLM.

b. The FLM shall notify Tech Ops of suspected NAVAID problems or outages, and issue any necessary NOTAM's.

4-3 TEN CHANNEL DECODER

The ten channel decoder shall be set to display the following codes:

Channel	Code
1	77
2	01
3	02
4	03
5	04
6	12
7	Optional
8	75
9	76

4-4. WIND INSTRUMENTS

The ASOS shall be the official wind source for operational purposes. If the ASOS is out of service, the FLM shall notify AOMC. The SAWS shall be the backup wind source for operational purposes.

SECTION 2. ARTS

4-5. SCHEDULED ARTS OUTAGES

There are no specific maintenance down times scheduled for the ARTS. Tech Ops will coordinate prior to taking the ARTS out of service for scheduled or periodic maintenance. The FM has the prerogative to deny or delay the release of the ARTS based on operational requirements.

4-6. OPERATIONAL SPECIFICATIONS

a. Alphanumeric Keyboard (ANK) and Position Entry Module (PEM) entries are contained in the ARTS IIE Controller Quick Reference Card. Other ANK/PEM entries are not authorized unless specified by this directive.

b. NWS ASOS altimeter is the official ARTS altimeter setting for Mode C altitude processing.

c. The operational position that initially identifies and provides radar service to an aircraft will verify the Mode C altitude readout associated with that aircraft.

d. Unless otherwise directed by the FLM, altitude filter limits will be set from the surface to at or above 11,500.

e. In addition to LC Quick-look requirements, other position may use Quick-look as necessary.

f. Assignment of beacon codes:
   1. Use discrete beacon codes assigned by the NAS computer.

   2. Use discrete beacon codes assigned by the ARTS computer on flights that are under the jurisdiction of LCH Approach.

g. Position Configuration shall be accomplished in accordance with the procedures in the ARTS IIE transition guide located in the tower and the TRACON.

h. Monitor code subsets 0400, 4000, and 1200.

4-7. INTERFACILITY DATA SET (IFDS) PARAMETERS

a. NAS to ARTS flight plan transfer time is normally 15 to 20 minutes prior to fix time on the flight progress strip.

b. ARTS will hand-off to the appropriate ZHU sector position or adjacent facility according to procedures listed in Appendix 8.

4-8. DATA BLOCKS

a. ARTS Position Symbols

   1. RL – E

   2. RB – W

   3. LC – T

   4. FD – D

   5. Maintenance – M

b. Letters of ACID in Data Block

   1. N – IFR

2. Z – VFR
3. ZZ – VFR
4. S – SVFR
5. SH – SVFR GA Helicopter
6. ZH – VFR GA Helicopter
7. ERH – ERA Helicopter
8. PHM – PHI Helicopter

c. Special Designator Symbols (SDS)

1. National
   (a) E* – Overflight
   (b) H – Heavy aircraft
   (c) V – VFR
   (d) T – TCAS equipped
   (e) B – TCAS equipped heavy
   (f) P – VFR–On-Top
2. Local
   (a) C – Chennault arrival
   (b) D* – Delta Surface Area arrival
   (c) G *– Touch and go
   (d) J – Jennings arrival
   (e) N – Cameron arrival
   (f) I*– Practice instrument approach
   (g) Q – DeQuincy arrival
   (h) S – Southland arrival
   (i) W – Welsh arrival

*This SDS is required in the Data Block.

d. For NAS generated data blocks, the local SDS is optional if the landing airport is displayed in the Scratch Pad.

4-9. INTERFACILITY STARTUP AND SHUTDOWN PROCEDURES

a. To start up the Interfacility Data Set (IFDS)

1. Ensure the ARTS time is correct

2. Ensure the ARTS altimeter is correct

3. Type “RB (space) ALC (enter)” from the FDIO keyboard

b. To transition to non-IFDS procedures

1. Advise all tower positions

2. Advise adjacent facilities as appropriate

3. Advise ZHU

4-10. FLASHING “DM” MESSAGES

The radar position that observes a flashing “DM” in the data block of a departure will advise FD/CD of the aircraft’s CID and request a DM message be sent. The flashing “DM” may be removed after FD/CD informs the radar position that the “DM” has been accepted.

4-11. FLASHING “IF” MESSAGE

A flashing “IF” in a full data block indicates the IFDS hand-off has failed. A Forced Accept/Recall (OK) of the hand-off will remove the flashing “IF” . Subsequent attempts to hand-off the target through the IFDS may be made. If the IFDS continues to fail, a manual hand-off must be made.

4-12. SCRATCH-PAD COORDINATION PROCEDURES

a. The scratch-pad area of the ARTS data block may be used for:

1. The coordination of approaches/runways not advertised on the ATIS

2. To request and approve point-outs through the Class D Surface Area

3. To indicate practice approach aircraft and missed approach instructions

b. Scratch-pad coordination shall be used to the extent possible by the radar controller. The intent of scratch-pad procedures is to reduce verbal coordination. Scratch pad entries shall be accomplished as soon as possible, but prior to the aircraft reaching a point 10 flying miles from the airport.

c. The following entries are authorized to replace verbal coordination:

1. First Scratch-Pad

(a) A – VOR A Approach

(b) I – ILS Runway 15 Approach

(c) S – ASR Approach

(d) R – RNAV Approach

(e) G – GPS Approach

(f) B – VOR B Approach

(g) L – LOC BC Runway 33 Approach

(h) C – Contact Approach

(i) Z – Stage III operation to other than the coordinated runway

(j) 05 – Runway 05

(k) 23 – Runway 23

(l) 15 – Runway 15

(m) 33 – Runway 33

2. "CC" and runway number entered into the FD Information Pad indicates a circling approach to the runway displayed. Ex. "CC23"

d. When an arriving aircraft will execute an approach to or land on a runway that is not advertised on the ATIS, the radar controller shall enter the type of approach followed by the runway number into the scratch-pad to indicate the approach and runway the aircraft will use.

e. For aircraft executing successive instrument approaches the missed approach heading shall be entered into the scratch-pad in addition to the type of approach. The scratch-pad entry shall be the letter indicating the type of approach, and the first two digits of the missed approach heading.

4-13 ARTS Entries

HAND OFF TO CENTER

C, SLEW, ENTER
OR
DAS LOW = C38
BPT LOW = C36
POE LOW = C40
SBI LOW = C43

HAND OFF TO APPROACH CONTROL IFR/NAS VFR FLIGHT PLAN

LFT= DELTA, 1
I90= DELTA, 2
POE= DELTA, 3

HAND OFF TO APPROACH CONTROL VFR

LFT=AFT, 0 LANDING LFT OR 1 ALL OTHER AIRPORTS
I90 =AIA, 0 LANDING BPT OR 1 ALL OTHER AIRPORTS
POE = APO, 0 LANDING OR 1 ALL OTHER AIRPORTS

POINT OUT TO TOWER

T, *, PEM, ENTER

VFR FLIGHT PLAN, DEPARTURE STATUS (FROM OTHER THAN FD KEYBOARD)

ACID
PL
E
ENTER

TO ENABLE TRUCK ON RWY

TRUCK ON RWY 15/33 = F12, 1A1, SLEW, ENTER
TRUCK ON TWY 5/23 = F12, 2A2, SLEW, ENTER

TO DISABLE TRUCK ON RWY

TRUCK ON RWY 15/33 = F12, 1, ENTER
TRUCK ON RWY 5/23 = F12, 2, ENTER

WARRIOR MOA

WARRIOR MOA ACTIVE = F12, 5A5, ENTER
TO DISABLE WARRIOR MOA ACTIVE = F12, 5, ENTER

CHAPTER 5. STRIP MARKING

SECTION 1. STAGE III

5-1 DEPARTURES

Box 1 – Aircraft identification

2a – ATIS code (if provided by the pilot)

3 – Aircraft type

5 – Beacon code assignment*

6 – Assumed/actual departure time

7 – Requested altitude

8 – For departures off Lake Charles Regional, the runway number including intersection if appropriate. For departures off Chennault International, runway number. For aircraft not on the airport, but within the Class D surface area, a Delta symbol.

9 – Destination or direction of flight

5-2 ARRIVALS

Box 1 – Aircraft identification

3 – Aircraft type

6 – Location of initial contact

8 – Time of initial contact

9 – Destination

5-3. OVERFLIGHTS

Box 1 – Aircraft identification

3 – Aircraft type

6 – Location of initial contact

8 – Time of initial contact, and "V" to indicate overflight

9 – Destination or direction of flight

SECTION 2. IFR/SVFR

5-4. DEPARTURE

Box 1 – Aircraft Identification

2a – ATIS code (if provided by pilot)

3 – Aircraft type

5 – Beacon code assignment*

8 – For departures off Lake Charles Regional, the runway number including intersection if appropriate. For departures off Chennault International, runway number. For aircraft not on the airport, but within the Class D surface area, a Delta symbol

9 – Clearance limit and route. Altitude if different from requested altitude in box 7, or from LOA requirements.

12 – Checkmark to indicate clearance was issued

15 – Checkmark to indicate coordination was completed with TRACON* (required when vacuum tube is out of service)

16 – Assumed/actual departure time (4 digits)

18 – Checkmark to indicate "DM" was sent (when required)

5-5 ARRIVAL

Box 1 – Aircraft identification

3 – Aircraft type

5 – Beacon code assignment*

6 – Previous fix or inbound routing**

7 – Coordination fix**

8 – ETA at coordination fix, or 4-digit time aircraft was radar identified

9a – Destination for arrivals to Chennault International or Delta symbol for arrivals to landing areas within the Class D surface area

10 – Time of transfer of control**

11 – Type of approach**

12 – Time cleared for approach**

13, 14 ,16 ,17 – position reports**

15 – Time aircraft was FAF inbound**

18 – Time aircraft lands or misses approach**

5-6. OVERFLIGHT

Box 1 – Aircraft identification

3 – Aircraft type

6 – Coordination fix**

8 – ETA at coordination fix or time aircraft was radar identified

9 – Route and altitude

10 – Time of transfer of control**

11-15 – Position reports**

18 –Time aircraft departs Lake Charles Approach airspace**

* Entry is optional

** Entry is not required unless recorder or radar is out of service

5-7. MULTIPLE OPERATIONS

a. Write and circle "DEP" in box 9 to indicate a missed approach at the initial airport when no computer generated departure strip is provided. (This entry takes the place of a hand written departure strip).

b. An arrival strip must be made for the initial approach to a new destination following a missed approach if no computer generated strip is provided.

c. For aircraft doing successive approaches, enter type of approach for the first approach in box 9 successive approaches in boxes 10 –18.

SECTION 3. LOCAL IDENTIFIERS AND ABBREVIATIONS

5-8. AIRPORTS AND FIXES

The following local identifiers are authorized for strip marking:

C – Chennault
L – Lake Charles
J – Jennings
– Class D arrivals/departures
AR – ARTEL
BR – BROWN
CA – CAGES
CO – COMEX WYPT
DR – DRIED
FE – FENTO
FR – FRETO WYPT
GB – GIBBSTOWN BRIDGE
GI – GIZER
GU – GUSTI
HA – HATHA
HY HAYES
HR – HERBY
KA – KAPLN
KE – KEYLI
M – Cameron
Q – Dequincy
LV – LCH VORTAC
MA – MARSA
MX – MAXON
MI – MICRO
MO – MOSSY
OA – OATEN
OF – OFERS
PO – POPEY
PZ – PORTZ
RA – RAYNE
SM – SMITH
ST – STRUT
SU – SUGGA
TE- TEMCO
WA – WASPY

5-9. AIRCRAFT TYPES

The following local identifiers are authorized for strip marking:

AC – Aero Commander
BA – Baron
BE – All Single Engine Beechcraft Except Bonanza
CM – Commanche
CT – Citation
CS – Single Engine Cessna
CK – Cherokee
DU – Duke or Duchess
FA – Falcon
JC – Jet Commander
JS – Jet Star
M - Mitsubishi
KA – King Air
NJ – Navajo
QA – Queen Air
SE – Seneca
TC – Twin Cessna
TCM – Twin Commanche
WW – West Wind
PA – Single Engine Piper

5-10. AIRCRAFT COMPANIES

The following local identifiers are authorized for strip marking:

ERH – ERA Helicopter

PHM – Petroleum Helicopter

CHAPTER 6. BACKUP RADAR PROCEDURES

SECTION 1. CENRAP AND CENRAP PLUS

6-1 INITIATION/TERMINATION OF CENRAP PLUS

a. To Initiate CENRAP Plus:

1. Request ZHU Systems Engineer activate CENRAP with beacon only
2. Make the following entry at any keyboard: "MULTI FUNC 6, CP, E, ENTER"
3. Leave the CENRAP Remote Unit set to the "live" position.
4. Advise ZHU and adjacent approach control facilities that Lake Charles Approach is CENRAP Plus.

b. To Terminate CENRAP Plus:

1. Make the following entry at any keyboard: "MULTI FUNC 6, CP, I, ENTER"
2. Request ZHU Systems Engineer deactivate CENRAP Plus.
3. Advise ZHU and adjacent approach control facilities.

6-2 INITIATION/TERMINATION OF CENRAP

a. To Initiate CENRAP:

1. Request ZHU System Engineer activate CENRAP with beacon only
2. Make the following entry from any keyboard: "MULTI FUNC 6, C, E, ENTER"
3. Set the toggle switch for the CENRAP Remote Unit to the "CENRAP" position
4. Turn radar video down.
5. Advise ZHU and adjacent approach control facilities that Lake Charles Approach is CENRAP

b. To Terminate CENRAP:

1. Set the toggle switch on the CENRAP Remote Unit to the "live" position
2. Make the following entry from any keyboard: "MULTI FUNC 6, C, I, ENTER"
3. Turn up radar video
4. Request ZHU Systems Engineer deactivate CENRAP
5. Advise ZHU and adjacent approach control facilities

6-3 POSITION RESPONSIBILITIES

a. Radar East/West shall:

1. Perform an alignment check before using CENRAP or CENRAP Plus in accordance with FAAO 7110.65.

Position reports from targets of opportunity shall be used if unable to comply with FAAO 7110.65

2. Ensure the SYM inhibit switch on the ARTS IIE is in the "Off" position when using CENRAP to prevent the loss of the virgule during CENRAP operations.

3. Advise pilots when the primary radar is out of service and CENRAP is in operation. This advisory may be omitted if it is included on the ATIS and the pilot reports receiving the current ATIS. Issue aircraft overflying the Lake Charles Approach airspace the advisory on initial contact.

b. Local Control shall:

1. Advise pilots when the primary radar is out of service and CENRAP is in operation. This advisory may be omitted if it included on the ATIS and the pilot reports receiving the current ATIS.

2. Sequence all non-participating VFR aircraft inbound to Lake Charles Regional Airport when CENRAP is in use.

Note- PHRASEOLOGY - "Primary radar out of service. Radar traffic advisories available on transponder equipped aircraft only. VFR services are available to transponder equipped aircraft only, and are limited to safety alerts, traffic advisories, separation and sequencing to Lake Charles Regional Airport. VFR aircraft without transponders inbound to Lake Charles Airport contact tower on 120.7 not less than 6 miles from the airport."

c. The FLM shall have a NOTAM issued that states that Lake Charles primary radar is out of service, TRSA service is not available, and CENRAP is in use.

6-4 SEPARATION STANDARDS FOR CENRAP PLUS

All standard terminal primary target radar separation standards shall apply when in CENRAP Plus except the use of Mode C altitude readout for vertical separation purposes.

6-5 SEPARATION STANDARDS FOR CENRAP

a. Use vertical separation of 1,000 feet between IFR aircraft and between VFR aircraft when passing below or behind a heavy aircraft. Use 500 feet vertical separation between VFR aircraft and other VFR or IFR aircraft when no heavy aircraft are involved. The use of Mode C altitude readout for vertical separation purposes is not authorized.

b. Five miles lateral radar separation may be used in lieu of vertical separation. Apply all appropriate wake turbulence separation criteria prescribed in FAAO 7110.65.

c. Standard non radar separation

d. Visual separation as prescribed in FAAO 7110.65.

e. Separate aircraft from obstructions by 5 miles.

f. Separate aircraft from the edge of the scope by 5 miles.

g. Separate aircraft from adjacent airspace in which radar separation is being used by 2 ½ miles.

h. Separate aircraft from adjacent airspace in which non radar separation is being used by 5 miles.

6-6 SERVICE LIMITATIONS

a. Minimum Safe Altitude Warning (MSAW) and Conflict Alert are not available with CENRAP or CENRAP Plus.

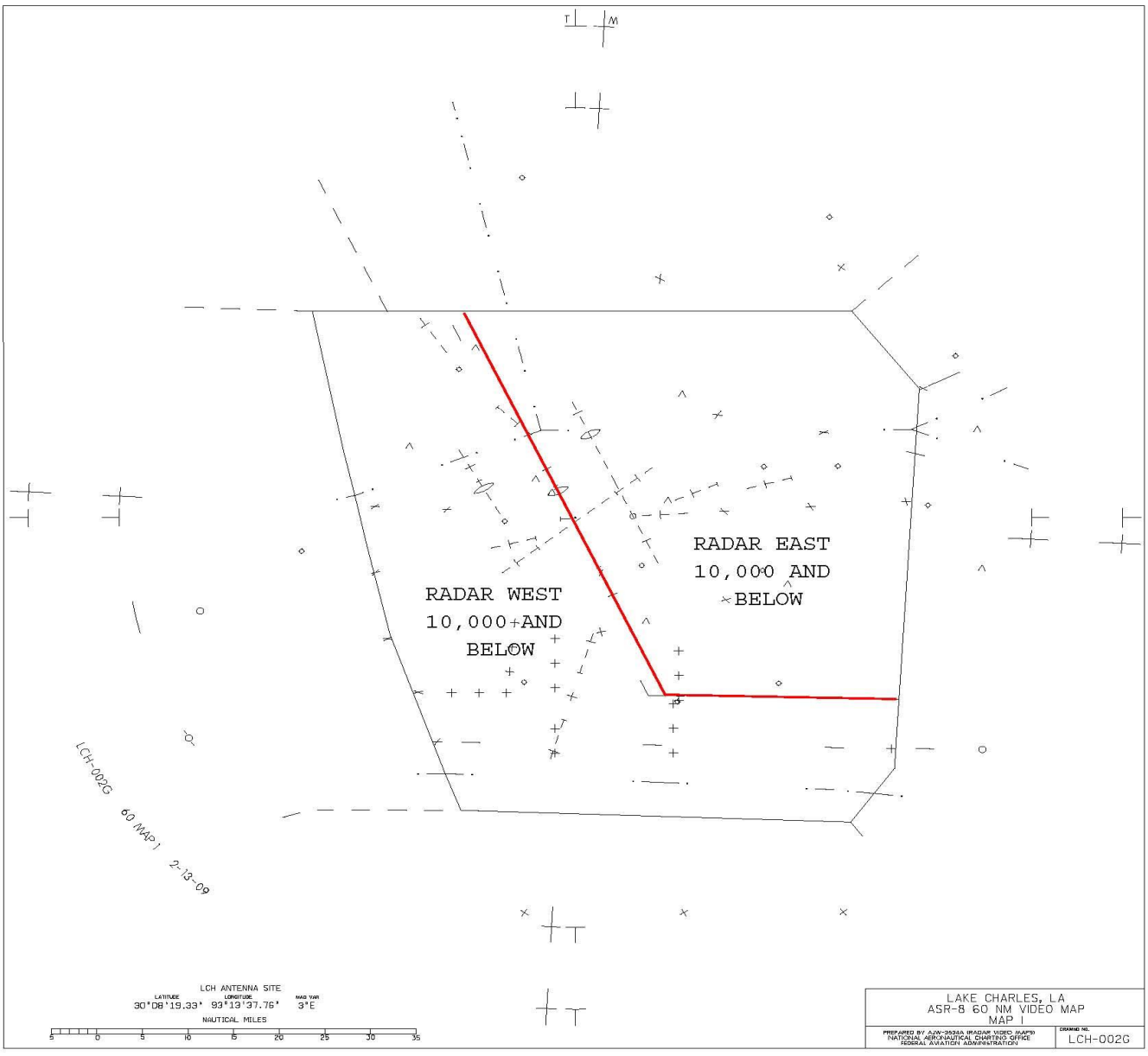
b. Surveillance approaches shall not be conducted when using CENRAP.

c. The minimum altitude for tracking CENRAP and CENRAP Plus targets within terminal airspace is 500 MSL.

APPENDICES

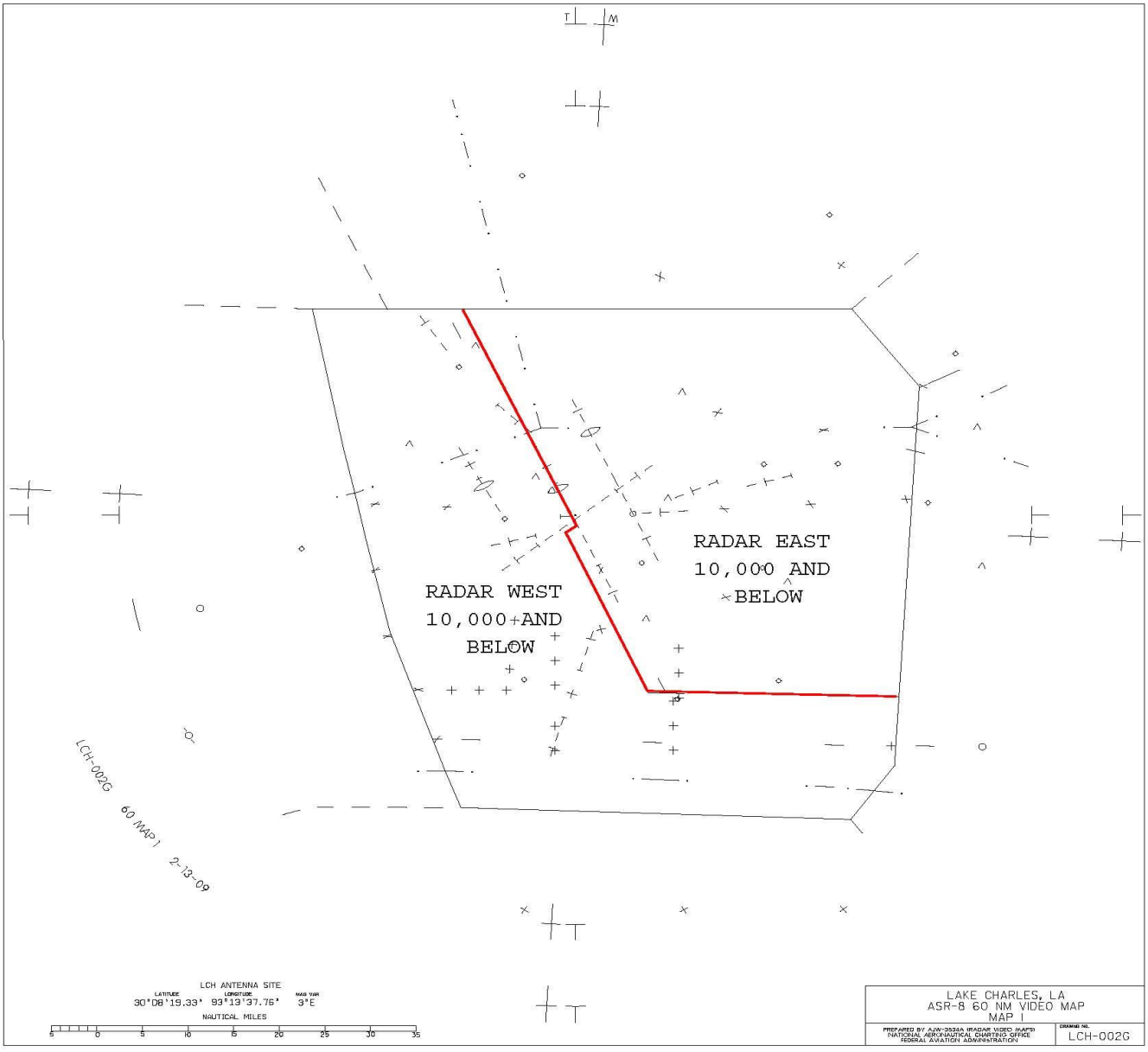
APPENDIX 1

DELEGATION OF AIRSPACE – RUNWAY 5/23 CONFIGURATION



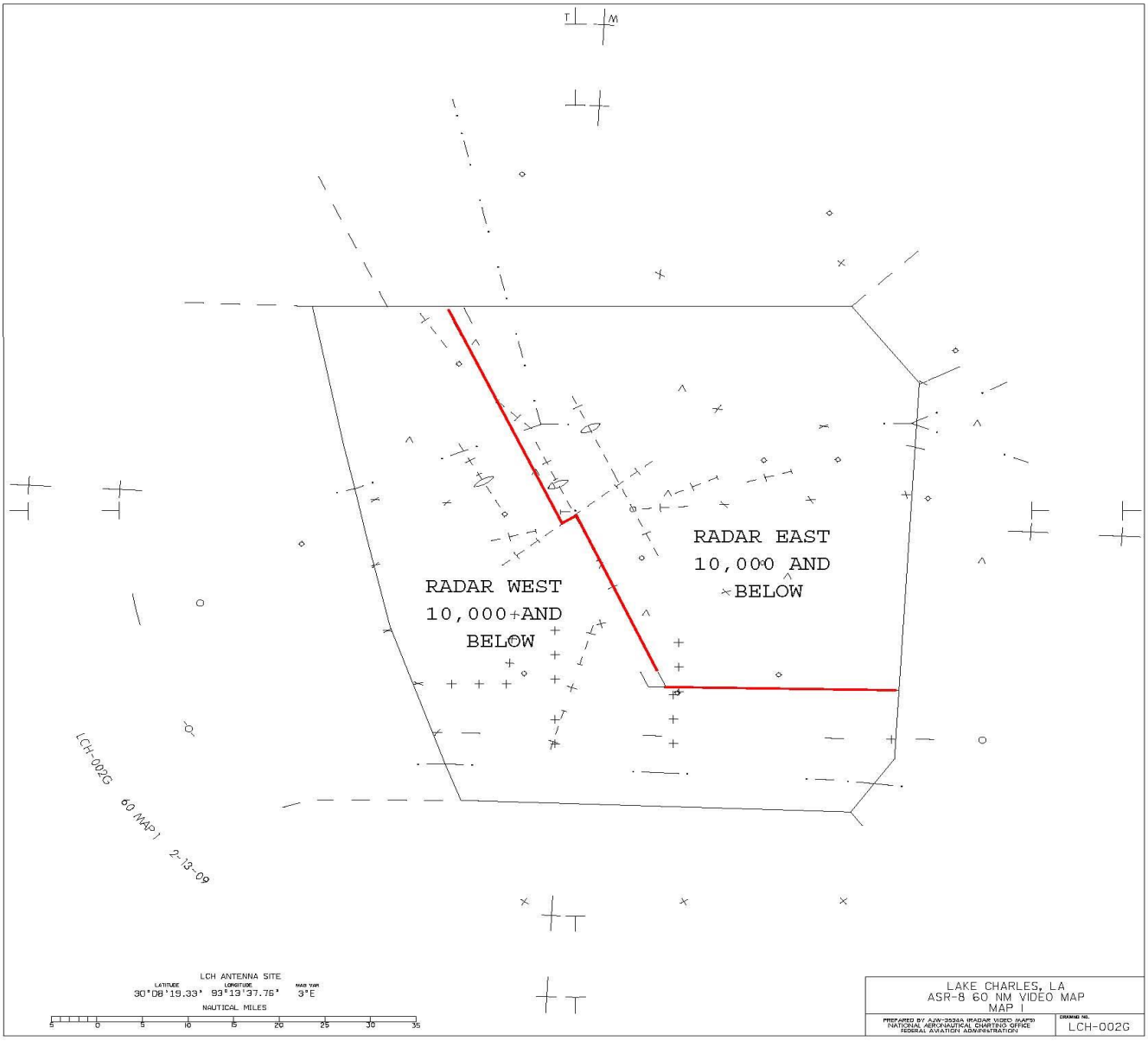
APPENDIX 1

DELEGATION OF AIRSPACE – RUNWAY 33 CONFIGURATION



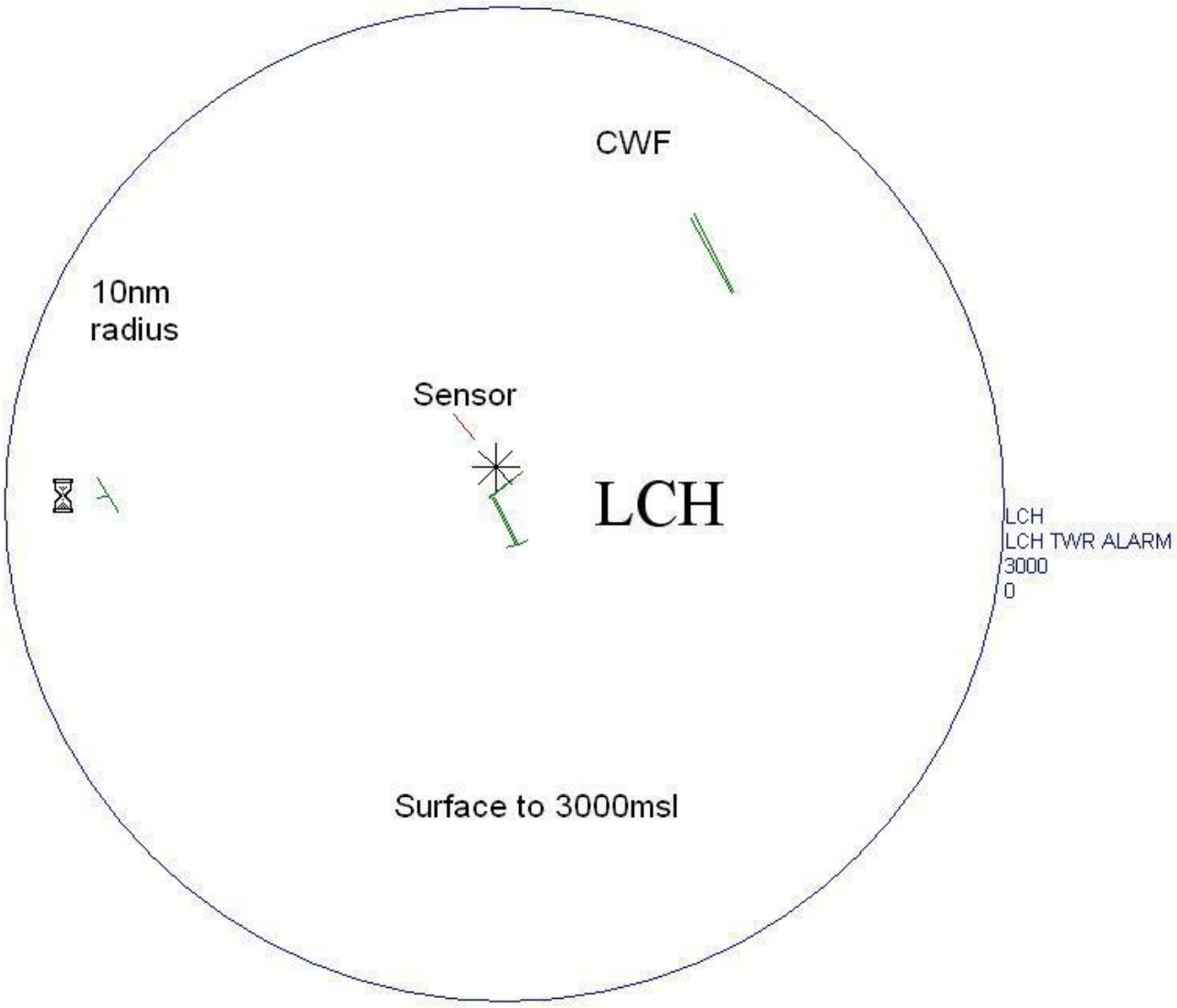
APPENDIX 1

DELEGATION OF AIRSPACE – RUNWAY 15 CONFIGURATION



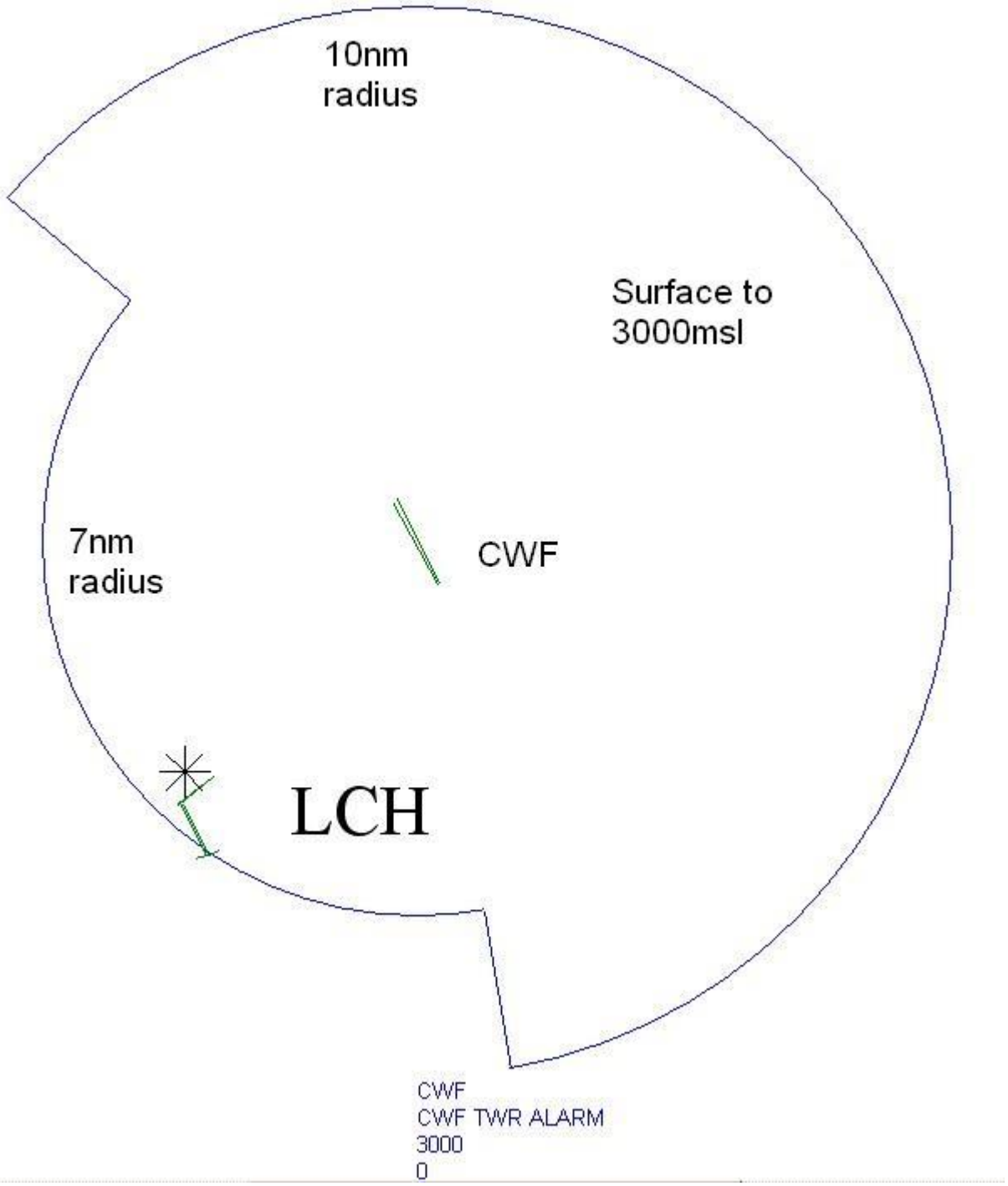
APPENDIX 2

LCH ATCT MSAW AURAL ALARM MAP



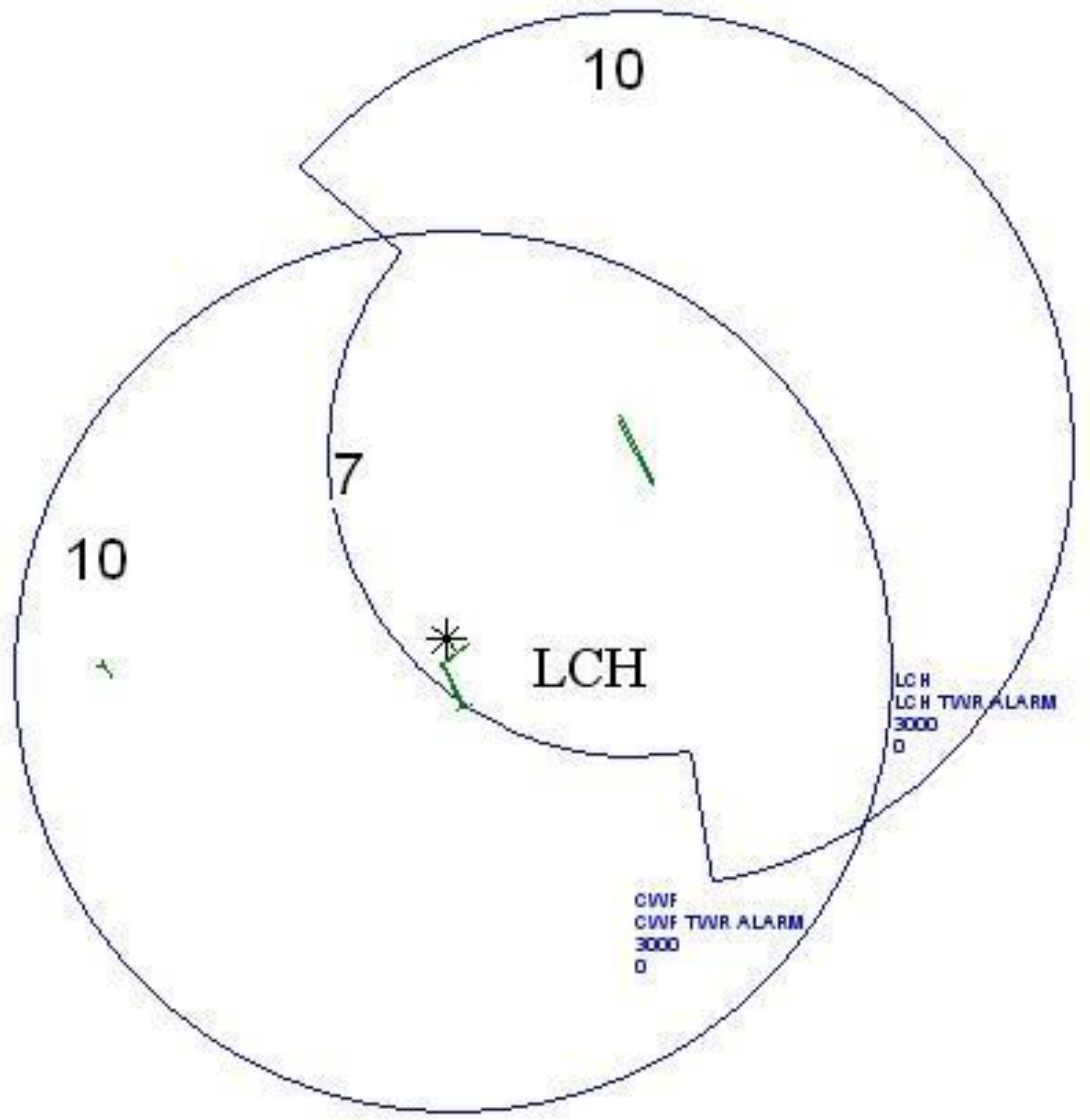
APPENDIX 2

CWF ATCT MSAW AURAL ALARM MAP



APPENDIX 2

COMBINED MSAW AURAL ALARM MAP



APPENDIX 3

POSITION RELIEF BRIEFING CHECKLIST

Note: Do not simultaneously relieve critically dependent positions (RL, RB, AD, RC AND LC, GC, CC) unless the positions are already combined.

SECTION 1. RADAR/COORDINATOR

2. STATUS INFORMATION AREA (SIA).

3. VERBALLY STATE RUNWAYS IN USE / STATUS

4. EQUIPMENT: NAVAID's, RADAR(s), Radios, Automated Weather Observing Systems, etc.

5. WEATHER/TRENDS.

6. FLOW CONTROL

7. AIRPORT CONDITIONS / STATUS / ACTIVITIES, SPECIAL ACTIVITIES; e.g., restricted/ warning areas in use, air shows, etc.

8. PERTINENT OPERATIONAL NOTAMs, UNLESS PREVIOUSLY COVERED.

9. TRAFFIC.

- **a) SPECIAL ACTIVITY AIRCRAFT; E.G., FLIGHT CHECK, AIRCRAFT OPERATING IN A SPECIAL USE AREA/AIRSPACE, HELICOPTERS ON PRESCRIBED ROUTES, ETC.**
- **b) POINT OUT AIRCRAFT.**
- **c) HOLDING AIRCRAFT.**
- **d) PRIMARY TARGETS WITH NO ASSOCIATED ALPHANUMERIC.**
- **e) AIRCRAFT HANDED OFF BUT STILL IN THE AIRSPACE.**
- **f) AIRCRAFT RELEASED BUT NOT YET AIRBORNE.**
- **g) NONRADAR OPERATIONS**
- **h) VFR ADVISORY AIRCRAFT.**
- **i) AIRCRAFT STANDING BY FOR SERVICE.**
- **j) COORDINATION AGREEMENTS WITH OTHER POSITIONS.**
- **k) SPECIAL PROBLEMS, REQUESTS, OR INSTRUCTIONS.**

Note: Monitor position for a minimum of 2 minutes after completion of the position relief briefing. Indicate the completion of the 2 minute interval by engaging the briefing button on the ETVS and stating monitoring complete and your initials, then release the briefing button.

APPENDIX 3

POSITION RELIEF BRIEFING CHECKLIST

Note: Do not simultaneously relieve critically dependent positions (RL, RB, AD, RC and LC, GC, CC) unless the positions are already combined.

SECTION 2. ARRIVAL DATA / CLEARANCE DELIVERY / FLIGHT DATA

1) **STATUS INFORMATION AREA (SIA).**
2) **Verbally state the runway in use/status.**
3) **EQUIPMENT: NAVAIDs, RADAR, Radios, ASOS, etc.**
4) **WEATHER/TRENDS.**
5) **FLOW CONTROL**
6) **AIRPORT CONDITIONS / STATUS / AIRPORT ACTIVITIES, e.g. vehicles on runway, rubber removal, restricted/ warning areas in use, air shows, flight checks, etc.**
7) **TRAFFIC**
   a) **SATELLITE AIRPORT OPERATIONS**
   b) **AIRCRAFT STANDING BY FOR SERVICE**

Note: Monitor position for a minimum of 2 minutes after completion of the position relief briefing. Indicate the completion of the 2 minute interval by engaging the briefing button on the ETVS and stating monitoring complete and your initials, then release the briefing button.

APPENDIX 3

POSITION RELIEF BRIEFING CHECKLIST

Note: Do not simultaneously relieve critically dependent positions (RL, RB, AD, RC and LC, GC, CC) unless the positions are already combined.

SECTION 3. FRONTLINE MANAGER / CIC

1) STATUS INFORMATION AREA (SIA) / DAILY LOG (7210-4).

2) Verbally state the runway in use/status.

3) EQUIPMENT STATUS

4) AVAILABILITY OF PERSONNEL / REVIEW CRU-ART DUTY BOARD, e.g. review position rotation, staffing, leave requests, etc.

5) WEATHER/TRENDS

6) SPECIAL ACTIVITIES/INSTRUCTIONS/RESTRICTIONS

7) PERTINENT OPERATIONAL NOTAMs, UNLESS PREVIOUSLY COVERED.

8) T&A STATUS

9) OTHER DUTIES

10) TIME OUTSIDE SHIFT (TOS) REQUESTS / APPROVAL

11) LEAVE REQUESTS / APPROVAL

NOTE – UPON SIGNING ON POSITION, THE OS/CIC ASSUMES FULL RESPONSIBILITY OF ALL CHECKLIST ITEMS INCLUDING THOSE IDENTIFIED ABOVE

12) TRAFFIC.

- **l)** SPECIAL ACTIVITY AIRCRAFT; E.G., FLIGHT CHECK, AIRCRAFT OPERATING IN A SPECIAL USE AREA/AIRSPACE, HELICOPTERS ON PRESCRIBED ROUTES, ETC
- **m) POINT OUT AIRCRAFT.**
- **n) HOLDING AIRCRAFT.**
- **o) PRIMARY TARGETS WITH NO ASSOCIATED ALPHANUMERIC.**
- **p) AIRCRAFT HANDED OFF BUT STILL IN THE AIRSPACE.**
- **q) AIRCRAFT RELEASED BUT NOT YET AIRBORNE.**
- **r) NONRADAR OPERATIONS**
- **s) VFR ADVISORY AIRCRAFT.**
- **t) AIRCRAFT STANDING BY FOR SERVICE.**
- **u) COORDINATION AGREEMENTS WITH OTHER POSITIONS.**
- **v) SPECIAL PROBLEMS, REQUESTS, OR INSTRUCTIONS.**

Note: Monitor position for a minimum of 2 minutes after completion of the position relief briefing.

Indicate the completion of the 2 minute interval by engaging the briefing button on the ETVS and stating monitoring complete and your initials, then release the briefing button.

APPENDIX 3

POSITION RELIEF BRIEFING CHECKLIST

Note: Do not simultaneously relieve critically dependent positions (RL, RB, AD, RC and LC, GC, CC) unless the positions are already combined.

SECTION 4 . LOCAL CONTROL / GROUND CONTROL

1) **STATUS INFORMATION AREA (SIA).**
2) **VERBALLY STATE RUNWAY IN USE / STATUS**
3) **EQUIPMENT: NAVAIDs, RADAR, Radios, ASOS, etc.**
4) **STATUS of ASDE/ASDE/AMASS**
5) **AIRPORT CONDITIONS / STATUS / AIRPORT ACTIVITIES, e.g. VEHICLES ON RUNWAY, RUBBER REMOVAL, ETC.**
6) **WEATHER TRENDS**
7) **FLOW CONTROL**
8) **SPECIAL ACTIVITIES; e.g., flight check, TFR, etc.**
9) **PERTINENT OPERATIONAL NOTAMs, UNLESS PREVIOUSLY COVERED.**
10) **TRAFFIC**
    a) **SPECIAL ACTIVITY AIRCRAFT; E.G., AIRCRAFT OPERATING IN A SPECIAL USE AREA/AIRSPACE, HELICOPTERS ON PRESCRIBED ROUTES, ETC.**
    b) **POINT OUT AIRCRAFT.**
    c) **PRIMARY TARGETS WITH NO ASSOCIATED ALPHANUMERIC.**
    d) **AIRCRAFT HANDED OFF BUT STILL IN THE AIRSPACE**
    e) **AIRCRAFT RELEASED BUT NOT YET AIRBORNE.**
    f) **VFR ADVISORY AIRCRAFT.**
    g) **AIRCRAFT STANDING BY FOR SERVICE.**
    h) **COORDINATION AGREEMENTS WITH OTHER POSITIONS.**
    i) **SPECIAL PROBLEMS, REQUESTS, OR INSTRUCTIONS.**

Note: Monitor position for a minimum of 2 minutes after completion of the position relief briefing.

Indicate the completion of the 2 minute interval by engaging the briefing button on the ETVS and stating monitoring complete and your initials, then release the briefing button.

APPENDIX 4

LAKE CHARLES ATCT LOCALLY DEVELOPED FORMS

LCH FORM 7110-5	**LCH DEPARTURE DELAY LOG**
LCH FORM 7230-4	**PERSONNEL LOG**

LCH DEPARTURE DELAY LOG

DATE: ____ / ____ / ____

TMU FLOW CONTROL
(Delay information taken from TMU Flow Message)

PAGE ___ OF ___ PAGES

EFFECTED AIRPORT OR LOCATION	TMU PROGRAM TIME		TYPE	REASON FOR DELAY				TYPE WEATHER IF APPLICABLE								RUNWAY or TAXIWAY IF APPLICABLE						
	TMU PROGRAM START	TMU PROGRAM STOP	ESP EDCT STOP	WEATHER	EQUIPMENT	RWY / TXY	VOLUME	SNOW / ICE	THUNDERSTORM	WIND	RAIN	LOW CIG	LOW VSBY	FOG	TORNADO HURRICANE	OTHER	DISABLED AIRCRAFT	RWY CHG SELECTION	OBSTRUCTION	CONSTRUCTION	MAINTENANCE	SECURITY	OTHER

AIRCRAFT DELAYS

AIRCRAFT CALL SIGN	PROPOSED DEPTURE TIME	PROPOSED DEPTURE TIME + 15	RELEASE TIME	TMU PROGRAM AIRPORT	AIRCRAFT CALL SIGN	PROPOSED DEPTURE TIME	PROPOSED DEPTURE TIME + 15	RELEASE TIME	TMU PROGRAM AIRPORT

LCH FORM 7110-5 (08/1999)

INSTRUCTIONS FOR COMPLETING LCH FORM 7230-4, PERSONNEL LOG

COLUMN	ENTRY
1	ASW
2	LCH
3	TRACON
4	Leave blank
5	Month, day, year
6	Signature of person signing on
7	"C" for CPC, "F" for FLM
8	Operating initials
9	Time shift starts
10	Time shift ends
11	Total hours worked
12	Initials
13	Code for any hours worked over assigned shift (See "Other Codes" section of form)
14	Hours on leave
15	Leave code (See "Leave Codes" section of form) if leave not documented on SF-71
16	Shift assigned
17	OJT and CIC time, non position duty time, and any other information that may be needed when completing time and attendance records.
18	Initials of Watch Supervisor
19	Signature of Watch Supervisor
20	Time signed on as Watch Supervisor in Local time
21	Time signed off as Watch Supervisor in Local time

PROCEDURES FOR DOCUMENTING OJT AND CIC TIME

1. Each OJT Instructor and Controller in Charge is responsible for recording the appropriate times in Column 17, Remarks of the LCH Form 7230-4.

2. OJT and CIC time shall be recorded in the same manner. Each entry will be indicated by "OJT" or "CIC" written in front of the recorded times.

3. If only one qualifying period of OJT or CIC time is worked during an assigned shift, record the local time the training started and the local time the qualified period ended preceded by either "OJT" or "CIC" as appropriate. The local stop and start time must fall between the local start and stop times for the individual's shift.

4. If more than one qualifying period is worked, add the total number of hours and minutes of OJT time or the total hours and minutes of CIC time. Record the start time in column 17 of LCH Form 7230-4 as the local start time of the assigned shift, preceded by "OJT" or "CIC" as appropriate, and the stop time as the total hours and minutes of each type of time worked added to the local start time of the shift. This is the case regardless of when the actual OJT or CIC periods were worked. All times entered for OJT or CIC periods in Column 17 must fall within the confines of the time of the shift worked.

EXAMPLE:

Employee signs on at 0700 Local, and works two OJT sessions for a total of 2 hours, and 2 CIC sessions for a total of 1 ½ hours. The entries would be as follows:

Column 9	Column 17
TIME ON	REMARKS
0700	OJT 0700 – 0900 CIC 0700 – 0830

LCH 7230-4, PERSONNEL LOG

PERSONNEL LOG	REGION	FACILTIY	AREA IDENTIFICATION		DATE
	ASW 1	**LCH 2**	***TRACON 3***	4	**5**

OTHER CODES
CHE-CREDIT HOURS EARNED OT-OVERTIME ADM-ADMINISTRATIVE
F-FAMILIARIZATION TRIP RDO-REGULAR DAY OFF

LEAVE CODES
A-ANNUAL S-SICK O-ALL OTHER

NAME	PSN	INIT	TIME ON	TIME OFF	HOURS ON DUTY	SIGN OFF INIT	EXTRA HOURS CODE	HOURS ON LEAVE	LEAVE CODE	PSN ASSGN	REMARKS
6	7	8	9	10	11	12	13	14	15	16	17

I certify all entries on this log are accurate for the time I had watch responsibilities as Operational Supervisor or Controller-In-Charge.

Initials		On	Off
18	19	20	21

LCH Form 7230-4 (3-99)

APPENDIX 5

LAKE CHARLES ATCT OPENING AND CLOSING PROCEDURES

TOWER OPENING CHECKLIST

1. Set Transmitters/Receivers
2. Sign on ASOS
3. Record and Broadcast ATIS
4. Adjust Airport and Approach Lighting/Tower Control
5. Make Resumption of Service Broadcast
6. Send Active Runway GI message to ZHU

TOWER CLOSING CHECKLIST

1. Give Aircraft Frequency Change
2. Make Termination of Service Broadcast
3. Turn Off Coffee Pot
4. Set Airport Lighting IAW Local Directives
5. Set ODALS/ALS to Air to Ground
6. Record and Broadcast Closing ATIS
7. Sign off ASOS/OID
8. Check Logs and Record Local Traffic Count
9. Set Thermostat to 74 Degrees/Lock Catwalk Door
10. Take Delay Log, if any, to TRACON

TRACON OPENING CHECKLIST

1. Service DALR if required.
2. RB ALC (FDIO)
3. Adjust Scope
4. Set Transmitters/Receivers
5. Obtain Traffic/Assume Airspace from Houston ARCC
6. Make Resumption of Service Broadcast

TRACON CLOSING CHECKLIST

1. Call Houston ARTCC with Traffic/Release Airspace
2. Give Aircraft Frequency Change
3. Make Termination of Service Broadcast
4. Turn Off Coffee Pot
5. Check Logs
6. Enter OPSNET Data/Computer Traffic Count
7. Certify ARTS
8. Close Facility Log