

Potomac TRACON and Andrews Air Force Base Tower

LETTER OF AGREEMENT

Effective: June 16, 2008

SUBJECT: Interfacility Coordination Procedures

1. PURPOSE. This letter outlines the responsibilities and procedures to be used by Potomac TRACON (TRACON) and Andrews Airport Traffic Control Tower (Tower) for the coordination and control of aircraft at Andrews Air Force Base.

2. CANCELLATION. The Letter of Agreement between Potomac TRACON and Andrews Tower, dated May 7, 2005, is cancelled.

3. SCOPE. The procedures contained in this Letter of Agreement shall apply unless prior coordination is effected.

4. DELEGATION OF AUTHORITY. The Tower is responsible for separating aircraft within delegated airspace as depicted in Attachment 1, Andrews Tower Airspace. This airspace reverts to TRACON control when Tower control is suspended.

5. RESPONSIBILITIES. All references to the Operational Supervisor in Charge's (OSIC) operational responsibilities include the Controller in Charge (CIC) when assigned.

6. PROCEDURES

a. General

(1) Except for surveillance approaches (see paragraph 9), the transfer point for communication and control is the airspace boundary.

(2) The transfer of data to the Tower shall be accomplished by ARTS quick look function on the remote ARTS Color Display (RACD). The Tower OSIC shall determine if the presentation is adequate for the transfer of data.

(3) The Tower shall provide TRACON with the current ATIS code via the ACE-IDS. Each facility shall ensure the accuracy of and update their ACE-IDS status information area as needed.

(4) Each facility shall coordinate with the other regarding conditions that may affect the movement of air traffic.

(5) Combining/De-combining positions. Prior to combining/de-combining pertinent positions at either the TRACON or Tower, the OSIC shall inform the other facility of the positions that will assume responsibility.

(6) The controller receiving a point out shall be responsible to complete all internal coordination.

FOR OFFICIAL USE ONLY

(7) Non-Mode C Aircraft.

(a) Altitude data for non-mode C aircraft shall be displayed, via manual ARTS entries and be the first priority of scratch pad information.

(b) Arrival sectors shall ensure that any altitude information in the scratch pad is removed, and as appropriate, arrival data inserted for that airport prior to frequency change to the Tower.

b. Runway Configuration/Operation

(1) The Tower shall select the runway configuration and coordinate with the TRACON prior to change.

OPERATION	LANDING RWYS	DEPARTING RWYS
NORTH OP	01R, 01L	01R, 01L
SOUTH OP	19R, 19L	19R, 19L

(2) The TRACON area shall select the approach in use and coordinate with Tower prior to change. If an aircraft is conducting other than the advertised approach in use, to the service runway, coordination shall be effected either verbally or through the use of the ARTS quick look function on the RACD.

(3) The TRACON shall coordinate the first and last arrival for each runway whenever a change in traffic flows is coordinated.

(4) The Tower shall forward the identification of the last aircraft that will depart prior to a runway change. For the first aircraft departing after the runway change, the Tower shall obtain a release from TRACON.

(5) The Tower shall coordinate and effect the re-configuration of the Electronic Flight Strip Transmittal System (EFSTS) to align with the operation in use.

7. ARRIVAL PROCEDURES

a. TRACON shall enter approach and runway information on all aircraft landing ADW in accordance with Attachment 2, Authorized Scratch Pad Entries, and amend it as appropriate. Manual coordination shall be initiated for ASR approaches and when situations arise which are not addressed.

b. Scratch pad data shall be entered prior to the arriving aircraft reaching a point ten (10) flying miles from the runway.

c. TRACON may clear aircraft for visual approaches provided the aircraft is north of the ADW 100-280 radials in a south operation and south of the ADW 100-280 radials in a north operation. Aircraft outside this area require manual coordination prior to being cleared for a visual approach.

8. DEPARTURE PROCEDURES

a. TRACON shall:

- (1) Determine in trail spacing and departure flow rates after coordination with the Tower OSIC.
- (2) Issue departure releases predicated on departure instructions contained in Attachment 3, Initial Departure Instructions.
- (3) Advise Tower of an expected departure release time when an immediate release cannot be authorized.
- (4) Assume control for turns upon initial contact.

b. Tower shall:

- (1) For practice approach traffic, ensure practice approach information is in the FDIO.
- (2) Call Washington ARTCC (ZDC) departure sector for a discrete code when non-discrete codes are being assigned by the HOST computer.
- (3) Clear ADW departures via ZDC preferential routings.
- (4) Request release on all ADW departures that will enter PCT airspace. For Air Force One departures, ADW shall also notify PCT/MTV Area when the aircraft begins taxiing.
- (5) Scan a departure strip within 5 minutes of the estimated time of departure call for release is required, if aircraft is not airborne within 3 minutes of the release time, a boundary check is required.
- (6) Utilize the EFSTS to generate a departure strip at the appropriate sector. Ensure the departure strip reflects the departure runway and the heading, if non-standard.
- (7) EFSTS OUT OF SERVICE. If the EFSTS is out of service, TOWER shall:
 - (a) Forward the departure sequence to TRACON (Mount Vernon Flight Data) in the following order:
 - 1 Call sign.
 - 2 Departure runway.
 - 3 IFR departure fix, initial route, or name of local airport/destination, and the term "VFR" if appropriate.
 - 4 Heading if non-standard or additional information as needed/required.
 - (b) Call the departure sector with a boundary call prior to switching the aircraft to the departure frequency.

(8) Advise the TRACON STMC when departure delays reach 10 minutes to avoid reportable delays.

9. SURVEILLANCE APPROACHES

a. General

(1) ASR approaches are available between 0700 and 2130 local.

(2) As soon as practical, requests for surveillance approaches shall be coordinated, to allow for position configuration and staffing.

(3) Tower shall use one discrete frequency (125.35 or 379.2) to conduct surveillance approaches.

(4) Potential conflicts with other aircraft shall be resolved (or pointouts of other aircraft effected), prior to transferring control and communications.

(5) The missed approach point (MAP) for all runways has been established as one half (1/2) mile from the the runway threshold. Approach guidance will terminate at that point.

b. TRACON shall:

(1) Issue the following approach information:

(a) Type of approach and runway.

(b) Current weather (may be omitted if pilot has current ATIS information) and altimeter setting.

(c) Missed approach point and published minimum descent altitude (MDA).

(d) Lost communications (as appropriate), and climbout procedures as specified in paragraph 10 of this LOA.

(2) Coordinate the specific runway via scratch pad entry.

(3) Vector aircraft to intercept the final approach course no closer than 10 nm from ADW VORTAC, with an intercept angle not greater than 30 degrees.

(4) Complete a manual handoff, and transfer communications to Tower prior to the aircraft reaching 10 nm on the final. Assigned heading, no gyro status (if applicable), and other pertinent remarks (e.g.: pilot requesting recommended altitude each mile of descent) shall be included in handoff coordination.

c. Tower shall:

(1) After accepting handoff, have control for descent and turn onto final.

(2) If the aircraft is flying multiple approaches, after completion of approach, turn the aircraft to a heading of 090 degrees as specified in paragraph 10.c., and transfer communications to the TRACON, ADW position.

(3) Coordinate with the TRACON if the scratch pad entry indicates other than RO/LO, and the aircraft is requesting another approach. Provide a boundary call to the TRACON when the aircraft is turned to the 090 heading.

10. PRACTICE INSTRUMENT APPROACHES

- a. Tower shall issue an initial climb of "fly runway heading, maintain 2,000."
- b. TRACON shall issue missed approach instructions "fly runway heading, maintain 2,000."

c. On initial departure and for each subsequent approach, Tower shall turn the aircraft to a heading of 090 degrees and transfer communications to TRACON. This turn may be issued at any point from 1 NM prior to the approach end of the runway to 2 NM beyond the departure end of the runway unless otherwise coordinated. Tower shall retain the aircraft on tower frequency until all conflicts with tower traffic have been resolved.

11. FREQUENCY, POSITION SYMBOL, AND LAND LINE USE

a. TOWER

POSITION	ARTS SYMBOL	FREQUENCIES	
LOCAL CONTROL NORTH	7	118.4	349.0
LOCAL CONTROL SOUTH	8	118.4	349.0
LIGHT DATA	71	127.55	285.475
ASR FINAL	8	125.35	379.2

b. TRACON

POSITION	ARTS SYMBOL	FREQUENCIES	
ADW ARRIVAL	A	119.3	360.8
TYSON	Y	118.95	257.2
KRANT	K	125.65	348.725
MTV FLIGHT DATA	N/A	N/A	N/A
SUPERVISOR	N/A	N/A	N/A
OMIC	N/A	N/A	N/A
TMU	N/A	N/A	N/A

12. ATTACHMENTS

- a. Attachment 1. Andrews Tower Airspace
- b. Attachment 2. Authorized Scratch Pad Entries
- c. Attachment 3. Initial Departure Instructions
- d. Attachment 4. TRACON Sectorization

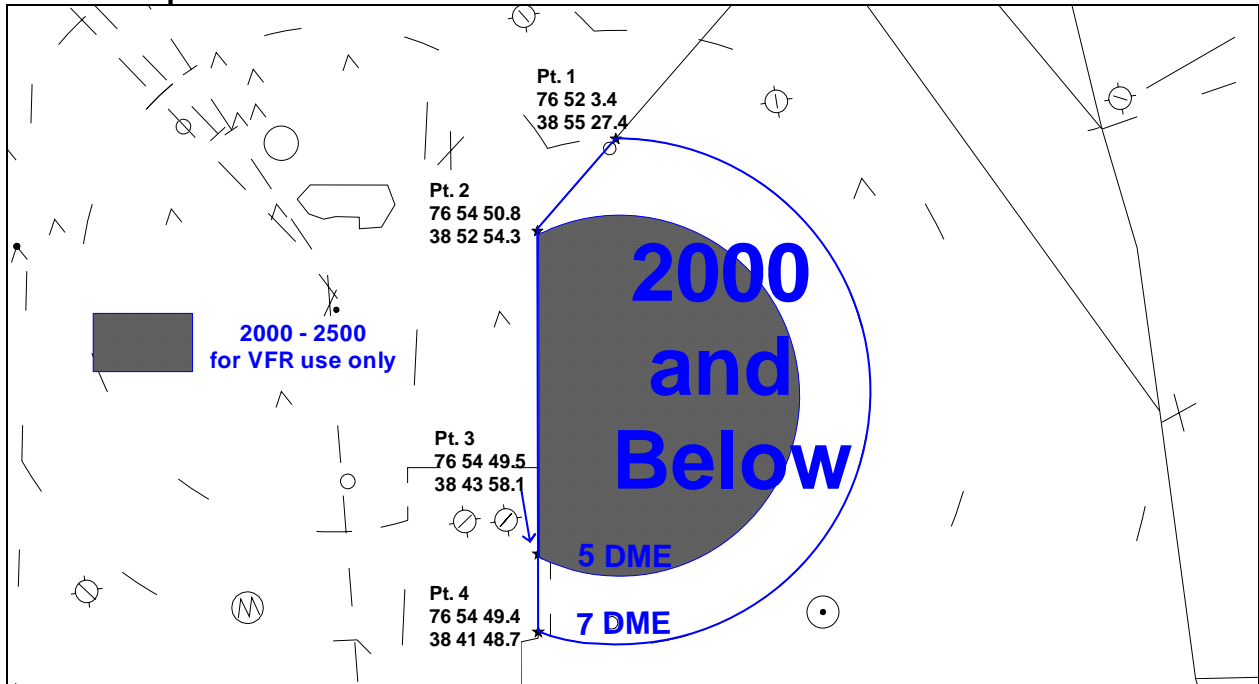
Barbara J. Cogliandro
District Manager
Potomac TRACON

John Broderick
Air Traffic Manager
Andrews Tower

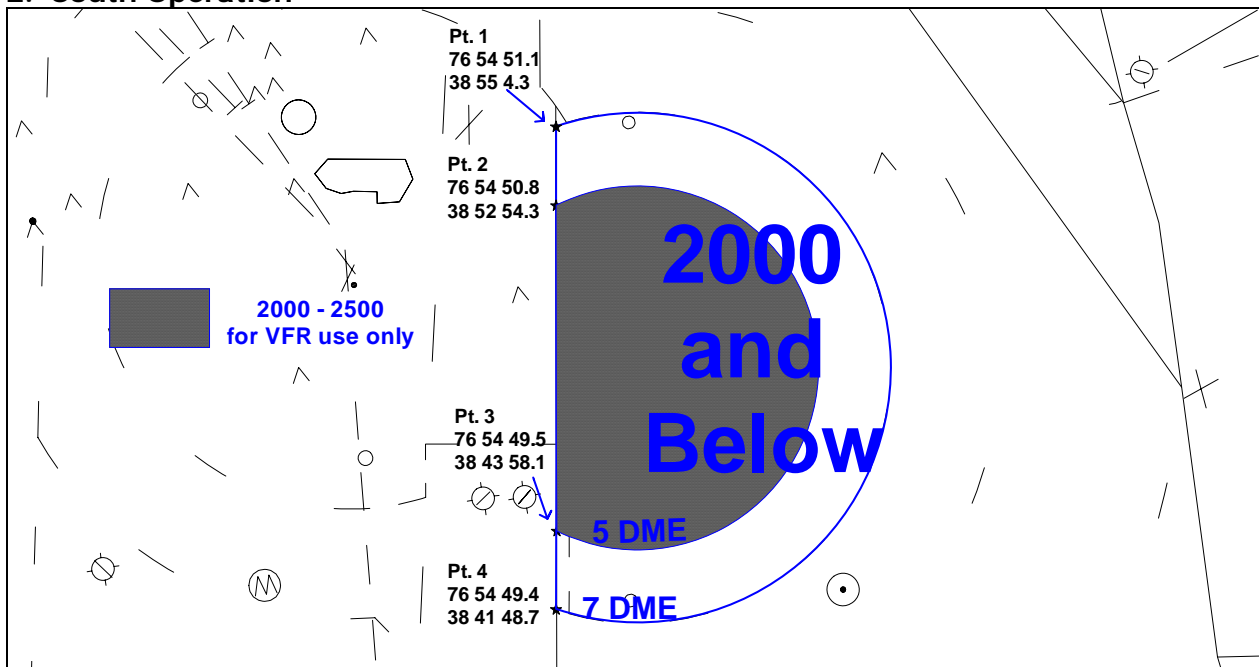
ATTACHMENT 1. ANDREWS TOWER AIRSPACE

Andrews Tower is delegated control of that airspace within seven (7) DME of the Class B Surface Area 2000 feet and below, and that airspace within five (5) DME of the ADW VORTAC 2500 feet and below. The shaded airspace between 2000 feet and 2500 feet is for VFR use only.

1. North Operation.



2. South Operation



ATTACHMENT 2. AUTHORIZED SCRATCH PAD ENTRIES

ARRIVAL AIRCRAFT	
LF	1L/19L Full Stop
RF	1R/19R Full Stop
LV	1L/19L Visual Approach
RV	1R/19R Visual Approach
LO	1L/19L Option Back to Radar
RO	1R/19R Option Back to Radar
LZ	1L/19L Approach, stay with Tower
RZ	1R/19R Approach, stay with Tower
LI	1L/19L Option Depart IFR
RI	1R/19R Option Depart IFR
LB	1L/19L Overhead maneuver
RB	1R/19R Overhead maneuver
TA	TACAN – A approach
SFO	Simulated Flameout Pattern

ATTACHMENT 3. INITIAL DEPARTURE INSTRUCTIONS

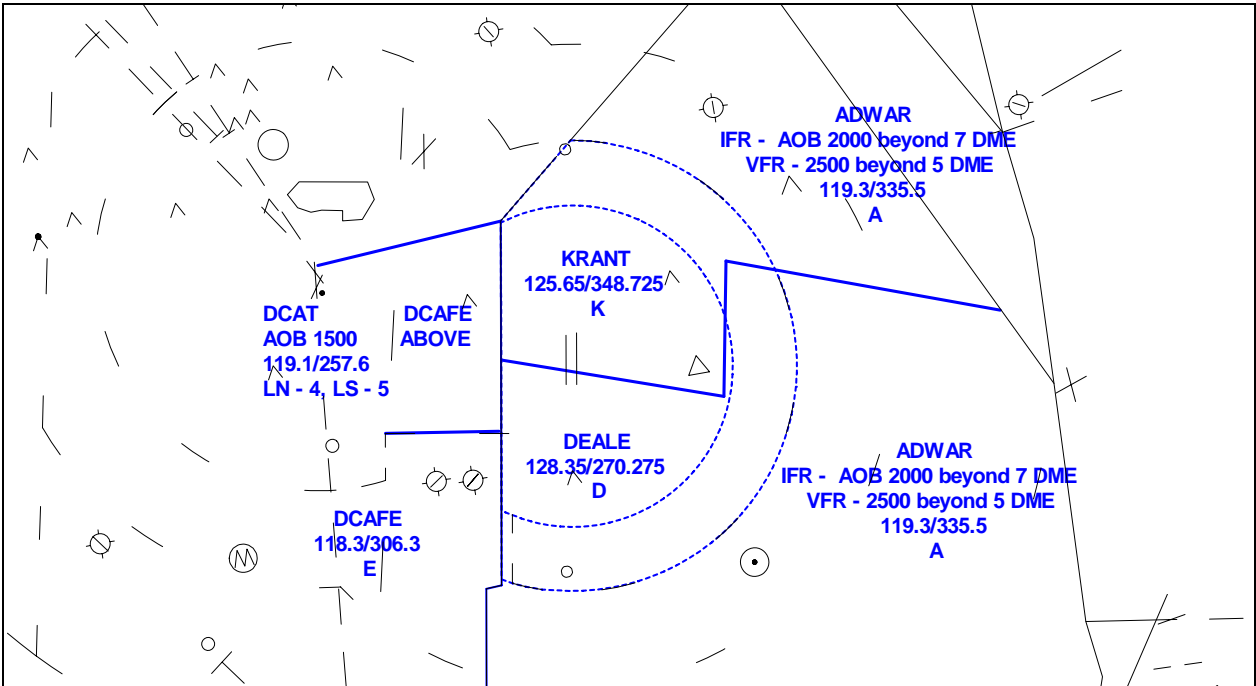
NORTH OPERATION	
FIX/FREQUENCY	DEPARTURE INSTRUCTIONS
GVE/MOL/LDN/IAD/CSN/ JERES/BUFFR/AML 118.95 / 257.2	Left turn heading 270, maintain 3,000, expect vectors (assigned route/fix), expect (filed altitude) 10 minutes after departure.
EMI/WOOLY 125.65 / 348.725	Runway heading, maintain 3,000, expect vectors (assigned route/fix), expect (filed altitude) 10 minutes after departure.
OTT/DAILY 125.65 / 348.725	Turn right heading 050, maintain 3,000, expect vectors (assigned route/fix), expect (filed altitude) 10 minutes after departure.
PALEO 125.65 / 348.725	Turn right heading 050, maintain 3,000, expect vectors ADW070R..PALEO, expect (filed altitude) 10 minutes after departure.
NOTE: Aircraft assigned a 270 heading shall be instructed by Tower to complete the turn within 3 DME of ADW VORTAC and cross the 180 radial of DCA VOR or a point 8 DME west of ADW VORTAC at 3,000 feet.	

SOUTH OPERATION	
FIX/FREQUENCY	DEPARTURE INSTRUCTIONS
GVE/MOL/LDN/IAD/CSN/ JERES/BUFFR/AML 118.95 / 257.2	Runway heading, maintain 3,000, expect vectors (assigned route/fix), expect (filed altitude) 10 minutes after departure.
PALEO 125.65 / 348.725	Runway heading, maintain 3,000, expect vectors ADW070R..PALEO, expect (filed altitude) 10 minutes after departure.
EMI/WOOLY/OTT/DAILY 125.65 / 348.725	Runway heading, maintain 3,000, expect vectors (assigned route/fix), expect (filed altitude) 10 minutes after departure.

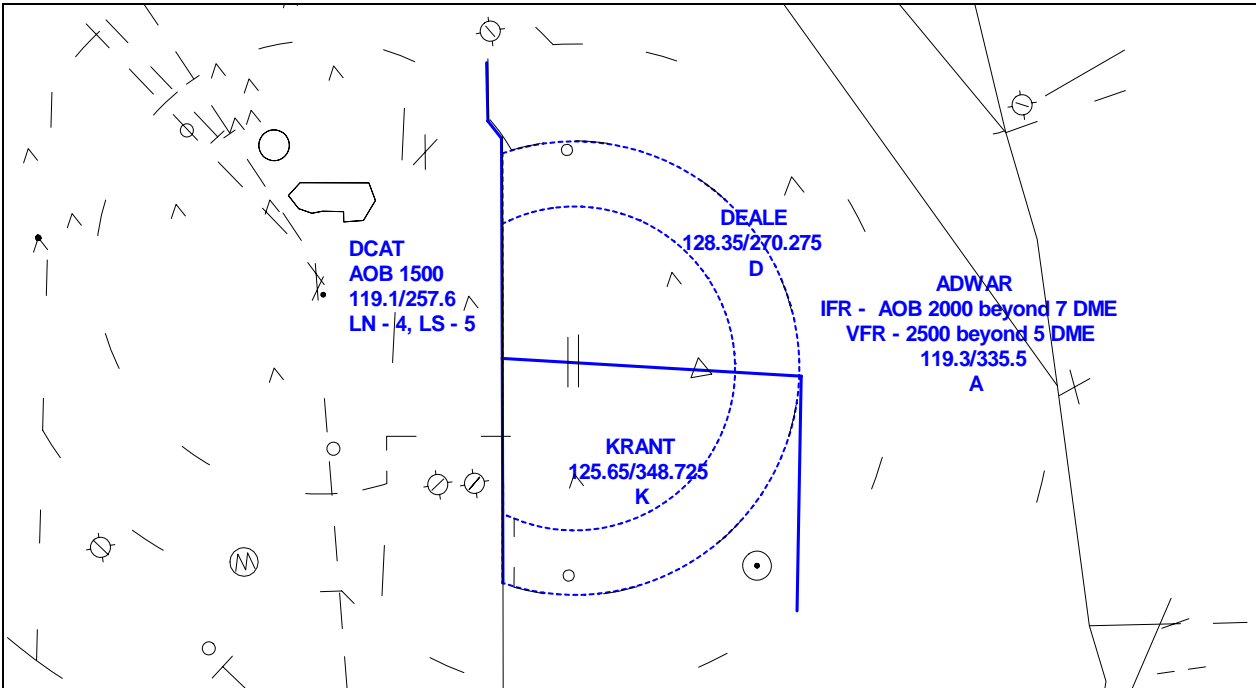
EXCEPTION for A1: Unless otherwise coordinated, ADW Tower shall issue Air Force One departure instructions of, "fly runway heading, maintain 9,000, expect vectors (assigned route/fix), expect (filed altitude) 10 minutes after departure."

ATTACHMENT 4. TRACON SECTORIZATION

ADW NORTH



ADW SOUTH



BRIEFING SHEET

SUBJECT: PCT/ADW LOA: Interfacility Coordination Procedures

This revision incorporates the November 8, 2007 "pen and ink" change to paragraph 10, Practice Instrument Approaches.

No other changes have been made.