GREER TOWER
STANDARD OPERATING PROCEDURES

DECEMBER 14, 2021

TABLE OF CONTENTS

Chapter 1. GENERAL

Section 1. GENERAL

1-1-1. PURPOSE
This Order provides procedures for maintaining a safe and efficient operation at the Greer ATCT.

1-1-2. CANCELLATION
This Order cancels the Greer section of the Minor Field Quick Reference.

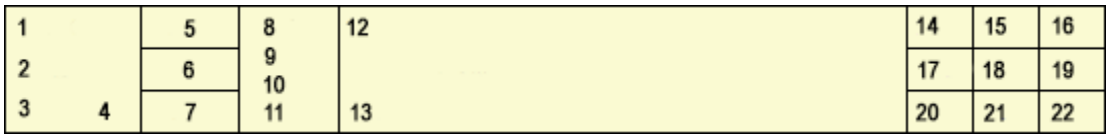
Section 2. DUTY FAMILIARIZATION AND TRANSFER OF POSITION RESPONSIBILITY

1-2-1. DUTY FAMILIARIZATION
Essential operational information is contained in the Facility Directives and Announcements Forum.

1-2-2. POSITION RELIEF BRIEFING
a. All positions require position familiarization prior to assuming the position.
b. Relieved controllers must monitor and observe the position for a minimum of 2 minutes after completion of relief briefing/transfer of control responsibility. This is to ensure that nothing has been overlooked or incorrectly displayed. This may be waived when splitting LC/GC or when splitting any radar positions.

Section 3. FLIGHT PROGRESS STRIP MARKINGS

1-3-1. FLIGHT PROGRESS STRIP



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

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

1-3-3. LOCAL CONTROL STRIP MARKING

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

Chapter 2. TOWER

Section 1. TOWER POSITIONS

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

Section 2. RESPONSIBILITIES

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

Ground Control/Clearance Delivery must:

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

2-2-2. LOCAL CONTROL (LC)

Local Control must:

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

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

j. Transfer VFR helicopters that will enter GMU Class D airspace to GMU (Greenville) Tower.

k. Point out any untagged or primary target operating within LC airspace to the overlying radar sector.

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

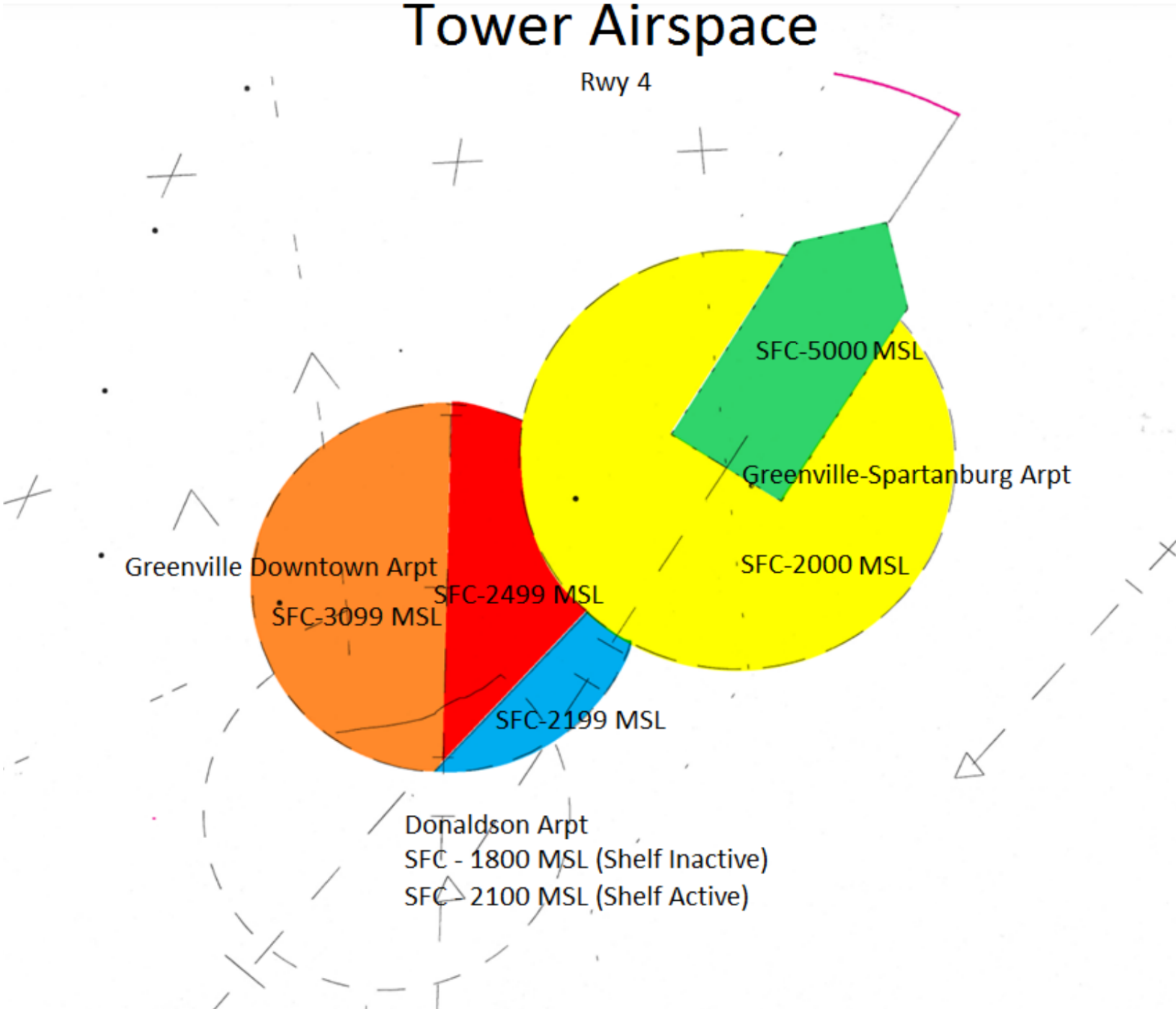
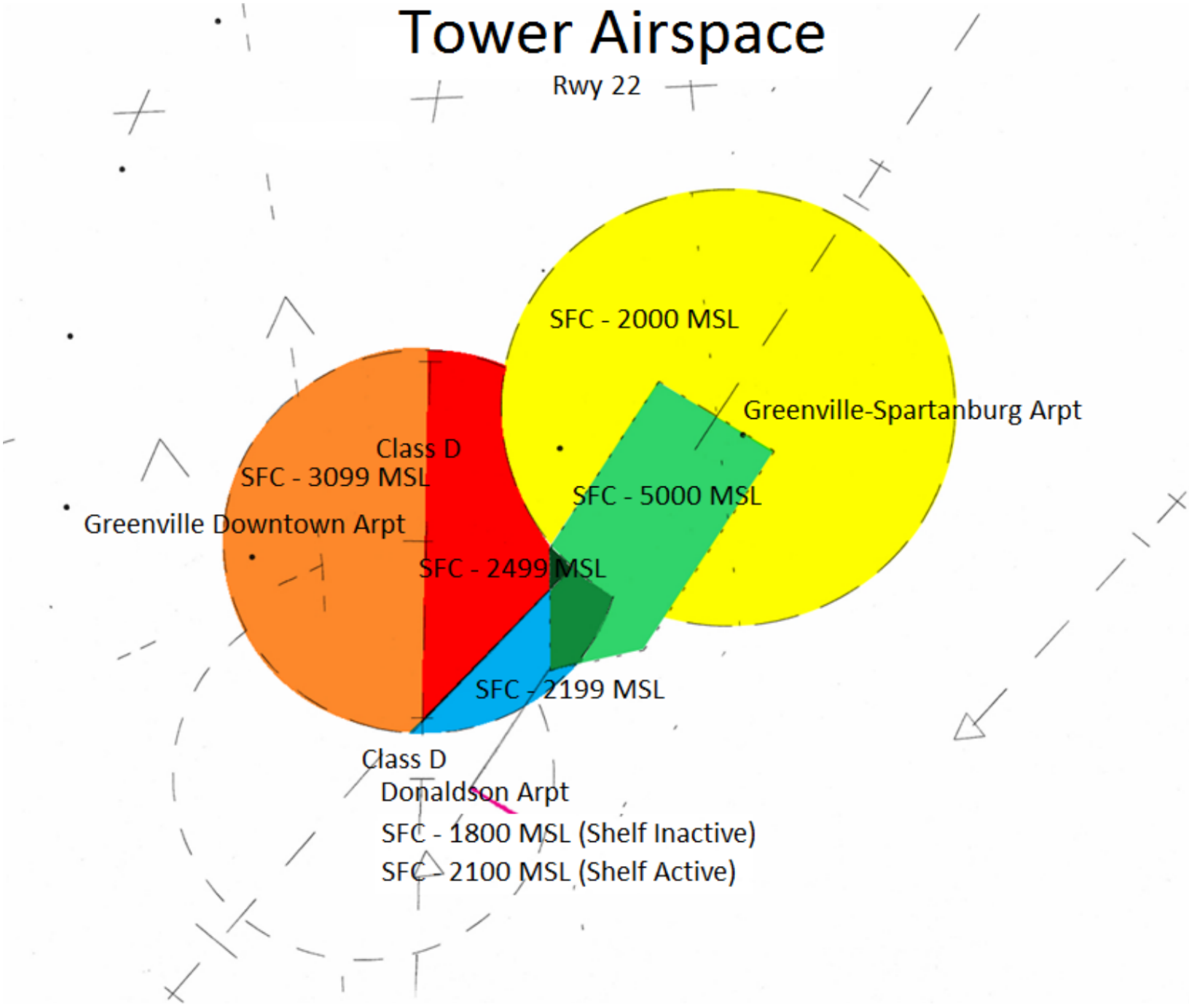


Figure 2-1-2. Tower Airspace (Runway 22 Configuration)



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:

a. 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.

b. W and E have control for climbs and turns into their own airspace within ten miles of the GSP radar antenna.

c. 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.

d. 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.

e. 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

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

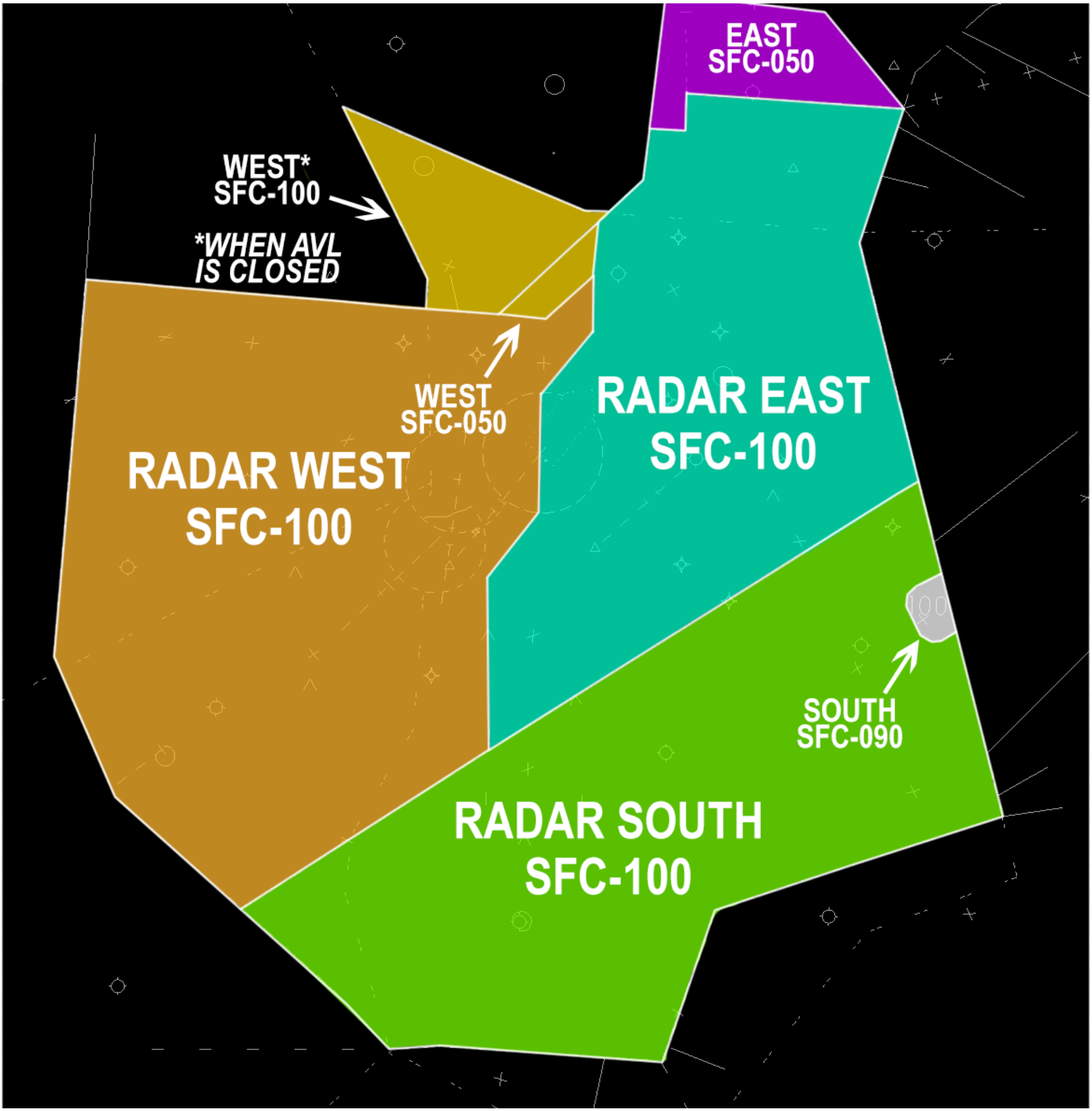
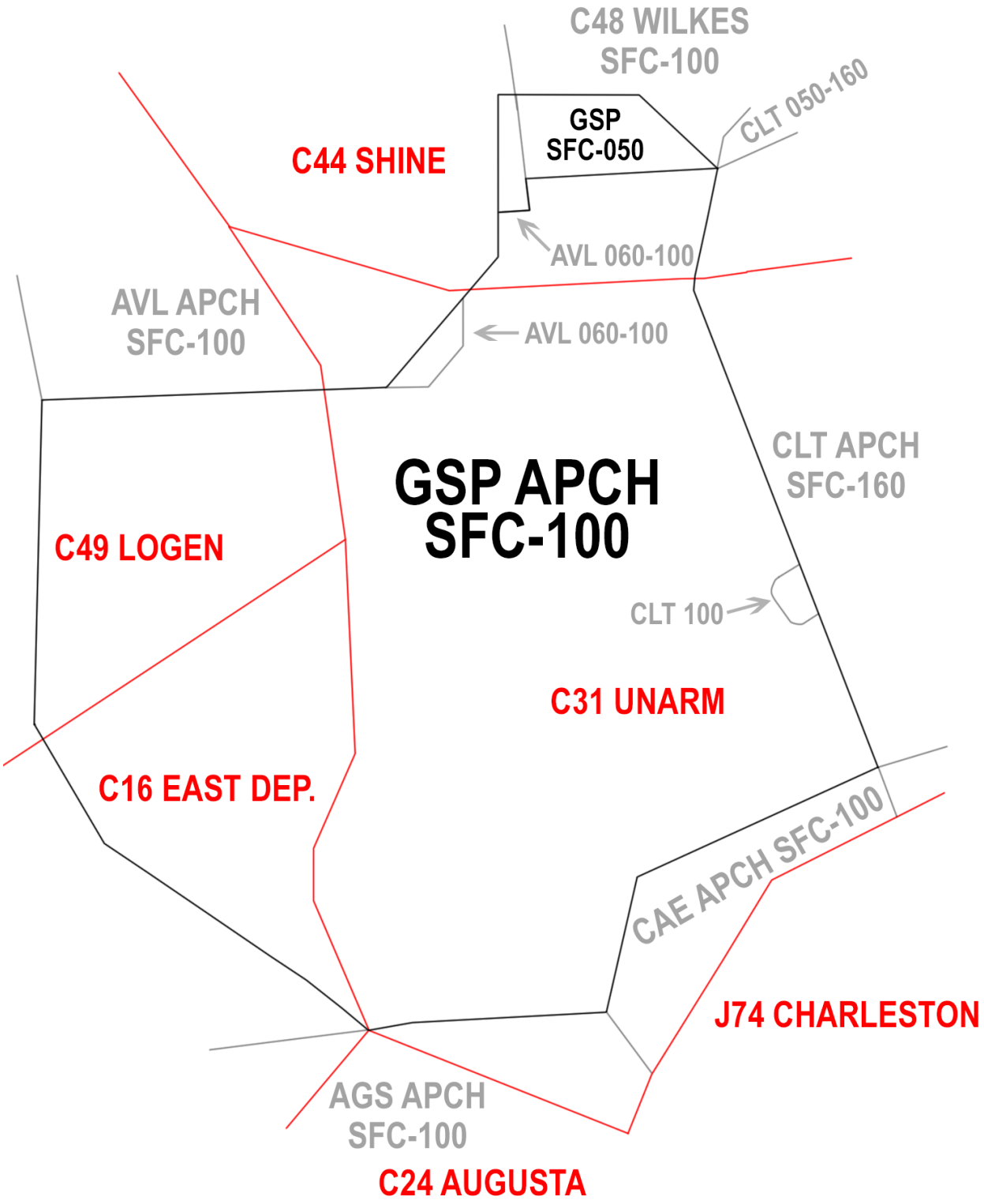


Figure 3-2-2. Interfacility Airspace



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*
**Coordinate any non-advertised approach with GMU/GYH tower.*	

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
**Automatic* ***Automatic if first fix is GENOD/SOTHH*	

Appendix A. GSP/ZTL LETTER OF AGREEMENT

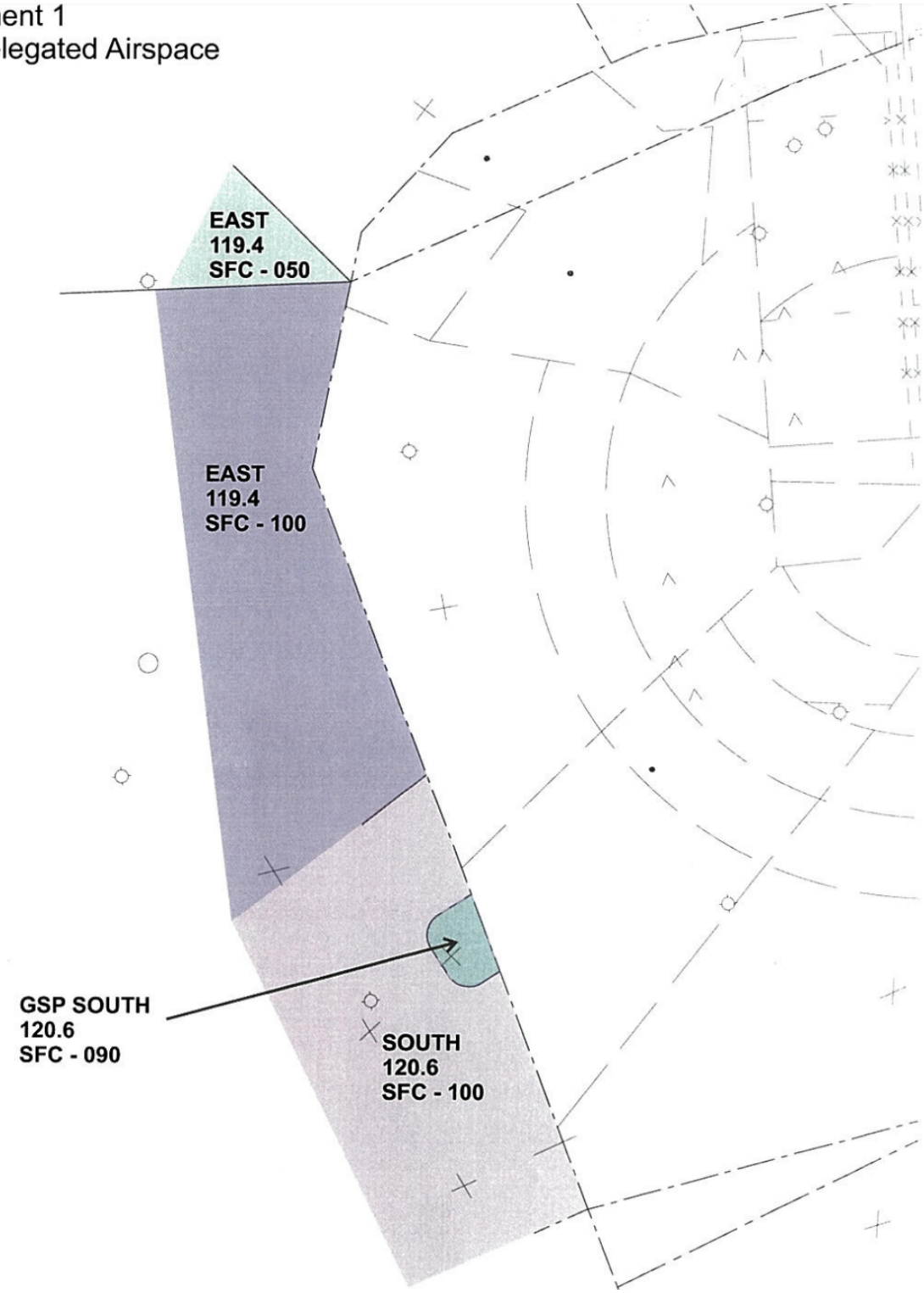
Refer to Greer (GSP) under ZTL - Minor ATCT Letter of Agreement.

Appendix B. GSP/CLT LETTER OF AGREEMENT

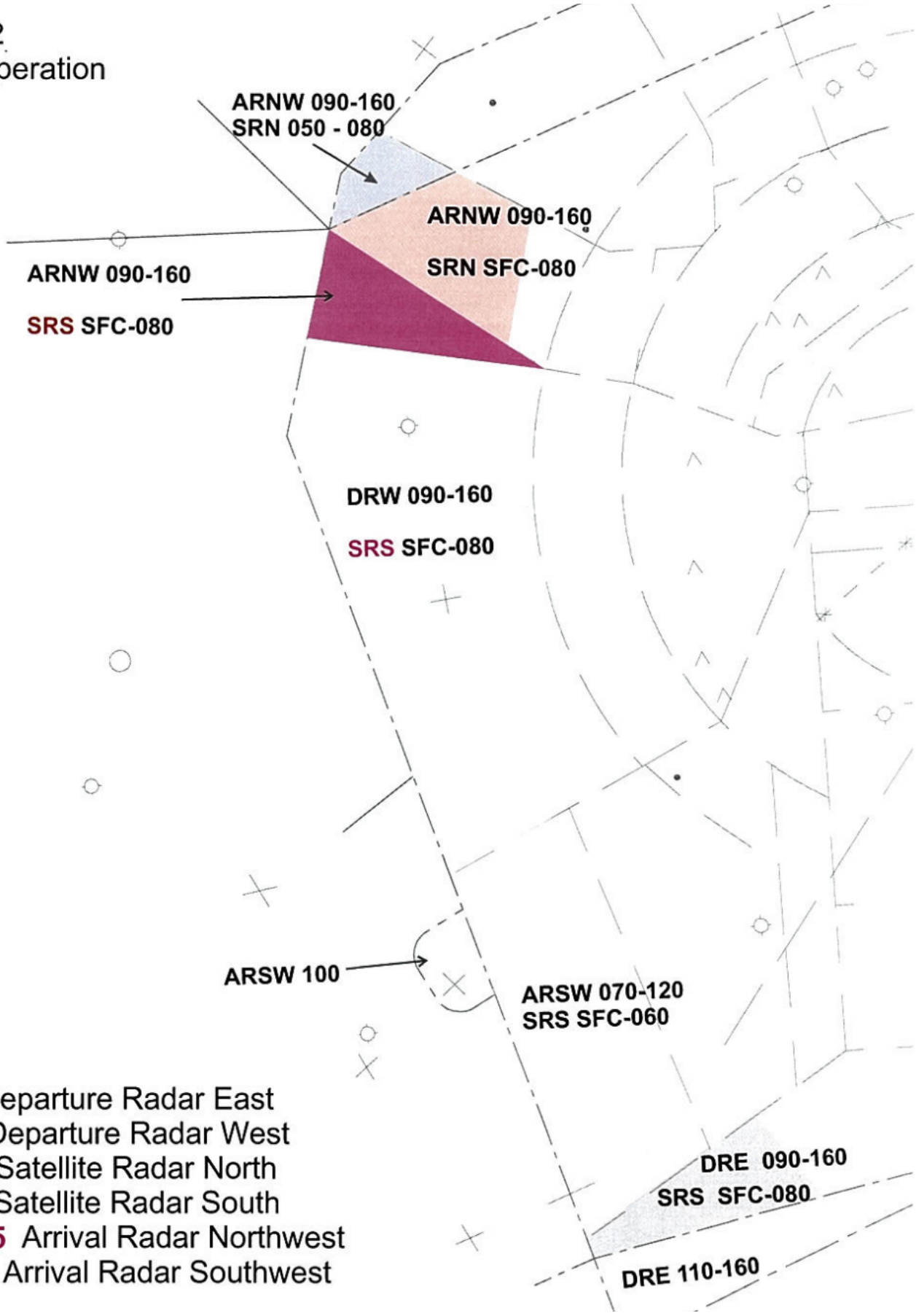
1. **RESPONSIBILITIES.** Transfer of control must be accomplished at the Transfer Control Point (TCP) unless otherwise coordinated. The TCP is defined as the common airspace boundary between the facilities. The minimum radar separation between successive aircraft at the same altitude must be 5 miles,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

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

Attachment 1
GSP Delegated Airspace



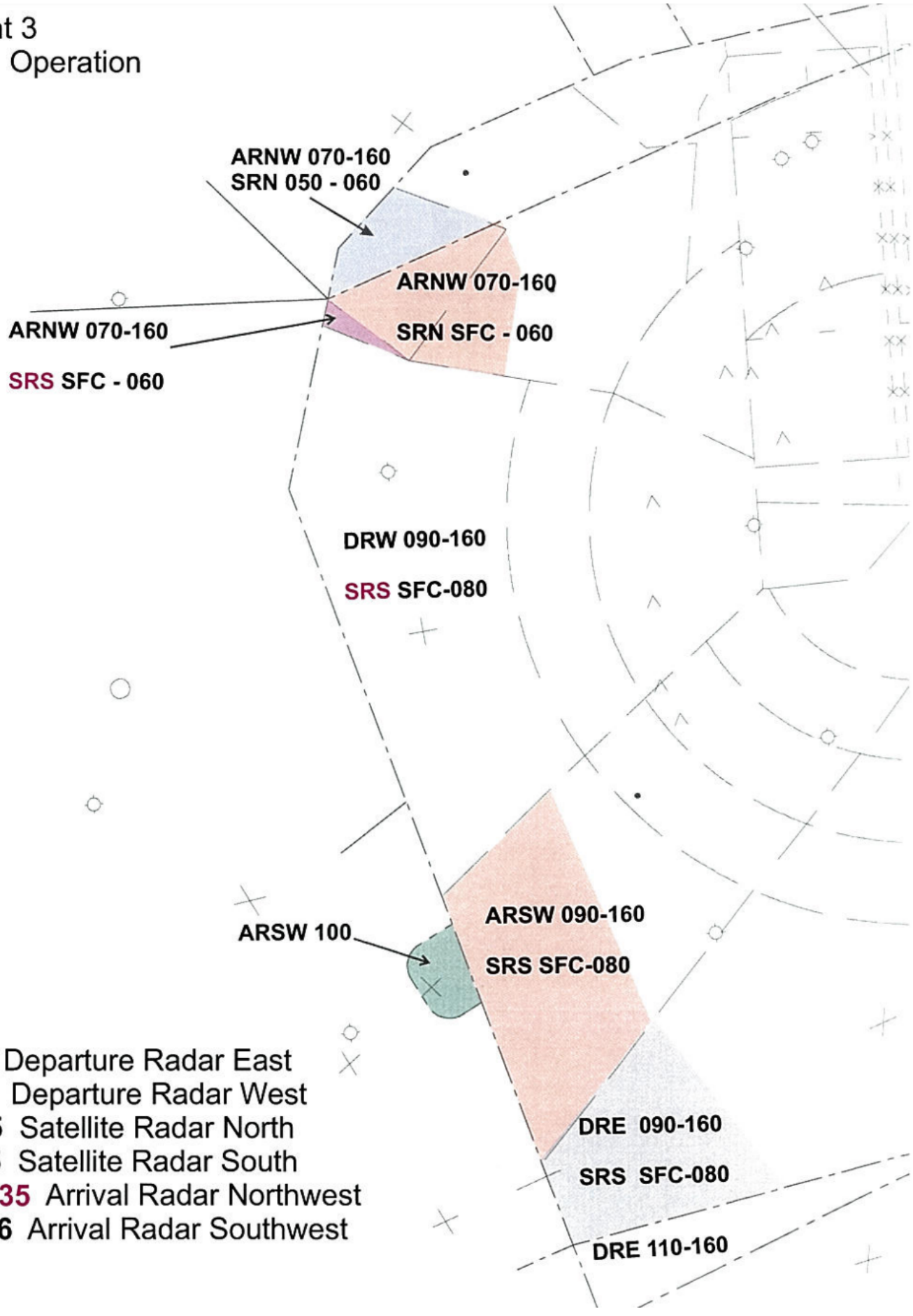
Attachment 2
CLT North Operation



Key:

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

Attachment 3
CLT South Operation



Key:

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

Appendix C. GSP/AVL LETTER OF AGREEMENT

1. **RESPONSIBILITIES.** Transfer of control between facilities will be accomplished at the Transfer Control Point (TCP) unless otherwise coordinated. The Transfer Control Point is defined as the airspace boundary of each facility. Should circumstances prevent a communications changeover prior to a flight reaching the TCP, the receiving facility must assume responsibility of the flight at the TCP with regard to other traffic under the receiving facility's jurisdiction. After accepting a hand-off/point-out the receiving controller must be responsible for all intra-facility coordination.

2. **PROCEDURES:**
    a. Asheville Approach must:
        i. Assign GSP, GMU, SPA, GYH, and LQK arrivals 7,000ft and a heading direct to the airport of intended landing.
    b. Greer Approach must:
        i. Assign AVL and 0A7 arrivals 6,000ft.
        ii. Assign AVL arrivals from the north of the 33A airport 8,000ft.
        iii. Have control for descent and turns between 110 degrees to 210 degrees, for aircraft landing GSP, GMU, SPA, and GYH, once a hand-off/communications transfer is complete.
    c. Unless otherwise coordinated, all aircraft must be the receiving facility's control for descent, heading changes up to 30 degrees, speed adjustment, and VFR beacon code changes once a hand-off/communications transfer is completed.

Appendix D. POSITION RELIEF CHECKLIST

Appendix D-1. GC/CD CHECKLIST

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

Appendix D-2. LC CHECKLIST

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

Appendix D-3. RADAR CHECKLIST

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

Appendix E. 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."