

# BASICS FOR AIR TRAFFIC CONTROL – INTRODUCTION TO LETTERS OF AGREEMENT (LOAs) AND STANDARD OPERATING PROCEDURES (SOPs)

## MODULE OVERVIEW

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**Purpose:** This module describes Letters of Agreement (LOAs) between air traffic facilities and other government/nongovernment entities and Standard Operating Procedures (SOPs) within air traffic facilities.

## MODULE OUTLINE

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### **Lesson: Introduction to Letters of Agreements (LOAs) and Standard Operating Procedures (SOPs)**

**Purpose:** This lesson explains the purpose and content of LOAs and SOPs.

#### **Objectives:**

- Define purposes of LOAs and SOPs
- Identify content of LOAs and SOPs

#### **Topics:**

- Letters of Agreement (LOAs)
- ATCT
  - Military Facilities
  - Local Owners/Operators
  - Other ATC Facilities
  - Airport Management
- ARTCC /TRACON
  - Military Facilities
  - Other ATC Facilities
- Review and Approval
- LOA Format
- Knowledge Check
- Standard Operating Procedures (SOPs)
- Knowledge Check
- Review/Summary

**Question and Answer Session – *Parking Lot***

**End-of-Module (EOM) Test**

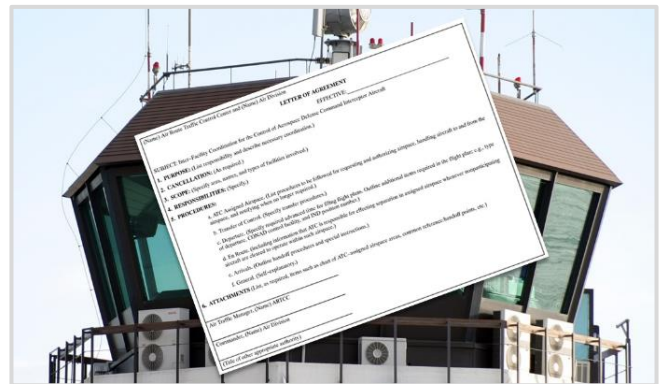
## INTRODUCTION

LESSON	<ul style="list-style-type: none"> <li>■ Introduction to Letters of Agreement (LOAs) and Standard Operating Procedures (SOPs)</li> </ul>
TOTAL ESTIMATED RUN TIME	1 hr. 02 mins.
MODULE CONTENT	<ul style="list-style-type: none"> <li>■ Module Overview</li> <li>■ Lesson: Introduction to Letters of Agreement (LOAs) and Standard Operating Procedures (SOPs)</li> <li>■ Q&amp;A Session – Parking Lot</li> <li>■ End-of-Module Test</li> </ul>

FACILITATOR INSTRUCTIONS	DELIVERY METHOD
<ul style="list-style-type: none"> <li>■ Instruct students to select <b>Introduction to Letters of Agreement (LOAs) and Standard Operating Procedures (SOPs)</b> module within Blackboard</li> <li>■ Instruct students to read the module introduction and then wait quietly for additional instructions</li> </ul>	Blackboard
	EST. RUN TIME
	2 mins.

Letters of Agreement (LOAs) and Standard Operating Procedures (SOPs) define specific agreements and operating procedures established between your facility and other persons, facilities, and organizations or operational procedures within your facility. To do your job effectively, you will need to know what these documents are and how they affect your work.

This module describes LOAs between air traffic facilities and other government/nongovernment entities and SOPs within air traffic facilities.



FACILITATOR INSTRUCTIONS	DELIVERY METHOD
<ul style="list-style-type: none"> <li>■ <b>ENABLE</b> <b>Introduction to Letters of Agreement (LOAs) and Standard Operating Procedures (SOPs)</b> lesson in Blackboard</li> <li>■ Instruct students to navigate to the <b>Introduction to Letters of Agreement (LOAs) and Standard Operating Procedures (SOPs)</b> lesson in Blackboard</li> <li>■ Instruct students to work individually through the lesson content</li> <li>■ Upon completion of the lesson, students should review previously introduced content or wait quietly until other students have completed</li> </ul>	Blackboard
	EST. RUN TIME
	20 mins.

# INTRODUCTION TO LETTERS OF AGREEMENT (LOAs) AND STANDARD OPERATING PROCEDURES (SOPs)

**Purpose:** This lesson explains the purpose and content of LOAs and SOPs.

**Objectives:**

- Define purposes of LOAs and SOPs
- Identify content of LOAs and SOPs

References for this lesson are as follows:

- FAA Order JO 7210.3, Facility Operation and Administration
- FAA Order 1320.1, FAA Directives Management



## Letters of Agreement

Facilities use LOAs to standardize operations or procedures that require the cooperation of other entities, such as airport management, local communities, and other ATC facilities.

An Air Traffic Control Tower (ATCT) Facility will normally have LOAs with the entities shown here.

## LOAs Between ATCT(s) and Other Entities

<b>Military Facilities</b>	<ul style="list-style-type: none"><li>■ Describe procedures to satisfy requirements in support of a branch of military service</li><li>■ Define stereotyped flight plans used for special operations, including:<ul style="list-style-type: none"><li>• Training flights</li><li>• Flight test programs</li></ul></li><li>■ Describe airspace areas required to segregate special operations</li></ul>
<b>Local Owners/Operators</b>	<ul style="list-style-type: none"><li>■ Establish aircraft call signs to be used in radiotelephony communications between ATC and the local operators</li><li>■ Describe airspace areas required to segregate special operations</li></ul>
<b>Other ATC Facilities (Interfacility Coordination)</b>	<ul style="list-style-type: none"><li>■ Supplement established operational/procedural instructions</li><li>■ Define radar handoff procedures and Transfer of Control/Communications Points (TCPs)</li><li>■ Define responsibilities and coordination requirements for tower en route control service</li><li>■ Delegate responsibility for ATC service, including:<ul style="list-style-type: none"><li>• Approach control service</li><li>• Control boundary jurisdiction</li><li>• Procedures for coordinating and controlling aircraft where two or more airports have conflicting traffic patterns</li><li>• Responsibility for IFR controlled jurisdiction</li></ul></li><li>■ Establish or standardize operating methods for special VFR operations</li><li>■ Specify special operating conditions or specific air traffic control procedures</li></ul>

<b>Airport Management</b>	<ul style="list-style-type: none"> <li>■ Establish responsibilities for: <ul style="list-style-type: none"> <li>• Operating airport equipment</li> <li>• Providing emergency services</li> <li>• Providing braking action reports</li> <li>• Reporting operating limitations</li> <li>• Reporting hazards</li> </ul> </li> <li>■ Define movement and non-movement areas and associated responsibilities</li> </ul>
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An Air Traffic Control Facility/Terminal Radar Approach Control (ARTCC/TRACON) will normally have LOAs with the entities shown here.

### LOAs Between ARTCC/TRACON and Other Facilities

<b>Military Facilities</b>	<ul style="list-style-type: none"> <li>■ Describe procedures to satisfy requirements in support of a branch of military service contained in FAA JO 7110.65 or FAA JO 7110.10</li> <li>■ Define stereotyped flight plans used for special operations, including: <ul style="list-style-type: none"> <li>• Training flights</li> <li>• Flight test programs</li> </ul> </li> <li>■ Describe airspace areas required to segregate special operations</li> </ul>
<b>Other ATC Facilities (Interfacility Coordination)</b>	<ul style="list-style-type: none"> <li>■ Supplement established operational/procedural instructions</li> <li>■ Define radar handoff procedures and Transfer of Control/Communications Points (TCPs)</li> <li>■ Define responsibilities and coordination requirements for tower en route control service</li> <li>■ Delegate responsibility for ATC service, including: <ul style="list-style-type: none"> <li>• Approach control service</li> <li>• Control boundary jurisdiction</li> <li>• Procedures for coordinating and controlling aircraft where two or more airports have conflicting traffic patterns</li> <li>• Responsibility for IFR controlled jurisdiction</li> </ul> </li> <li>■ Establish or standardize operating methods for special VFR operations</li> <li>■ Specify special operating conditions or specific air traffic control procedures</li> </ul>

### Review and Approval

The reviewing and approving authority for LOAs is the Service Area Office but may be delegated to:

- Air Traffic Representative (ATREP)
- Air Traffic Manager (ATM) or designee
- Region Air Defense Liaison Officer (RADLO)



## LOA Format

ACADEMY ATCT AND ACADEMY CITY

### LETTER OF AGREEMENT

EFFECTIVE: October 1, 2016

SUBJECT: Airport Operations (Informal Noise Abatement Requirements and Recommendations, and Recommended Arrival and Departure Procedures)

1. **PURPOSE:** To establish noise abatement procedures used on or in the vicinity of the Academy Airport.

*Contains the responsibility and describes the necessary conditions*

2. **CANCELLATION:** Cancels previous agreement dated October 1, 1993

*As required*

3. **SCOPE:** The procedures outlined herein are for use in the conduct of arriving and departing aircraft in conjunction with the informal noise abatement agreement.

*Contains the specific area, names, and types of facilities involved*

4. **RESPONSIBILITIES:** The Academy Airport ATCT shall use the procedures outlined herein, weather and safety permitting.

*Contains specific responsibilities*

5. **PROCEDURES:**

**A. INFORMAL NOISE ABATEMENT REQUIREMENTS AND RECOMMENDATIONS**

- (1) Runway 16/34 closed to all heavy jet operations.
- (2) Runway 16/34 closed to all operations daily between the hours 2300 and 0700 local time.

**B. RECOMMENDED ARRIVAL AND DEPARTURE PROCEDURES**

- (1) Weather and safety permitting, aircraft should not descend below pattern altitudes for the particular runways until further descent is required for landing.
- (2) Large and heavy departures maintain runway heading until reaching 1,500 feet MSL before starting turns.
- (3) Turbojets and aircraft in excess of 12,500 lb GWT are requested to fly at least a three (3) mile final to the parallel runways.
- (4) When approving deviations from published patterns, consider these deviations first from a safety standpoint and second from a noise standpoint.

*Contains pertinent items such as maps, charts, etc.*

6. **ATTACHMENTS:** None

*Contains all the information and instructions necessary to accomplish the subject*



## Knowledge Check A

REVIEW what you have learned so far about LOAs. ANSWER the questions below.

1. The responsibility for approval of an LOA rests with the \_\_\_\_\_. (Select the correct answer.)
  - ☐ **Service Area Office**
  - ☐ Flight Inspection Field Office
  - ☐ General Aviation District Office
2. Which of the following may be delegated the authority to approve an LOA? (Select all correct answers that apply.)
  - ☐ **Air Traffic Representatives**
  - ☐ **Air Traffic Managers**
  - ☐ **Region Air Defense Liaison Officer**

## SOP Elements

While LOAs are for **interfacility** use (between facilities), SOPs are for **intrafacility** use (within the same facility). Facility SOPs specify, at minimum:

- The required procedures for maintaining a safe and efficient operation
- The jurisdictional boundaries for each operational position/sector

## SOP Format

Most SOPs contain the same major elements common to directives:

- Introduction
- Content
- Administration information





## SOP Content

SOPs are usually located in facility directives. In addition to defining operating position responsibilities and sector boundaries, SOPs may specify procedures for:



### Knowledge Check B

REVIEW what you have learned so far about SOPs. ANSWER the questions below.

- What is the purpose for having an SOP? (Select the correct answer.)
  - ☐ **Specify jurisdictional boundaries for each position/sector**
  - ☐ Establish coordination between facilities
  - ☐ Coordinate between government and nongovernment facilities
- Which of the following would **NOT** require the development of an LOA? (Select the correct answer.)
  - ☐ Interfacility coordination
  - ☐ **Intrafacility coordination**
  - ☐ Airport emergency services
- Which of the following examples would **NOT** be contained in an SOP? (Select all correct answers that apply.)
  - ☐ Local procedures for food and beverages
  - ☐ Equipment usage
  - ☐ **Define roles and responsibilities with airport management**
  - ☐ Position/Sector descriptions
  - ☐ Internal coordination procedures between positions
  - ☐ **Approach control services**
  - ☐ Position relief briefing
- Which of the following material or content would appear as part of an LOA? (Select all correct answers that apply.)
  - ☐ Equipment usage
  - ☐ **Tower en route control service**
  - ☐ Position/Sector descriptions
  - ☐ Internal coordination procedures between positions
  - ☐ **Special VFR operations**
  - ☐ Position relief briefing

## SUMMARY

This module explained the purpose and content of LOAs and SOPs.

In accordance with FAA Order JO 7210.3, Facility Operation and Administration and FAA Order 1320.1, FAA Directives Management, you should now be able to:

- Define purposes of Letters of Agreement (LOAs) and Standard Operating Procedures (SOPs)
- Identify content of Letters of Agreement (LOAs) and Standard Operating Procedures (SOPs)

FACILITATOR INSTRUCTIONS	DELIVERY METHOD
<ul style="list-style-type: none"><li>■ Review content presented in <b>Introduction to LOAs and SOPs</b> lesson</li><li>■ Navigate to the <b>Parking Lot</b> link within Blackboard and review any student questions.</li><li>■ Address <b>Parking Lot</b> questions and facilitate a brief discussion of the lesson content</li><li>■ Instruct students to prepare for the End-of-Module test by putting away their Student Guides.</li></ul>	Facilitated Discussion
	EST. RUN TIME
	20 mins.

FACILITATOR INSTRUCTIONS	DELIVERY METHOD
<ul style="list-style-type: none"><li>■ <b>ENABLE <i>Introduction to LOAs and SOPs End-of-Module Test</i></b> link in Blackboard</li><li>■ Instruct students:<ul style="list-style-type: none"><li>○ Clear desks</li><li>○ Do not write anything during or after the test</li><li>○ Navigate to the <b>Introduction to LOAs and SOPs End-of-Module Test</b> link in Blackboard</li><li>○ Once they are satisfied with their responses, click “Save and Submit;” do not click “OK” to review results until directed to do so</li><li>○ Choose “Cancel” if they receive a warning message that the test has unanswered questions; choosing OK will submit the test and not allow them to go back and answer the questions</li><li>○ Leave the room after submitting the test and return at the “Be Back” time</li></ul></li><li>■ <b>Note:</b> <i>This test is scored but not graded</i></li><li>■ During test, monitor students to ensure a secure testing environment</li><li>■ Identify the most commonly missed questions by reviewing student statistics in Blackboard</li><li>■ Instruct students to click “View Results” when ready to review commonly missed questions</li><li>■ Review commonly missed questions with students</li></ul>	Blackboard Assessment
	EST. RUN TIME
	10 mins.



## END-OF-MODULE TEST (ANSWER KEY)

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**Note:** Test questions in Blackboard are presented to the students in random order. Please be aware the test key question order will not match the student version.

1. Facilities use \_\_\_\_\_ to standardize operations or procedures that require the cooperation of other entities, such as airport management, local communities, and other ATC facilities. *(Select the correct answer.)*
- ☐ **LOAs**
  - ☐ SOPs
  - ☐ Joint Orders
  - ☐ LOAs and SOPs

*Reference(s): JO 7210.3, Facility Operation and Administration, Chap. 4*

2. At a minimum, which of the following requirements must an Air Traffic Manager include when issuing an SOP? *(Select all correct answers that apply.)*
- ☐ **Required procedures for maintaining a safe and efficient operation**
  - ☐ **Jurisdictional boundaries for each operational position/sector**
  - ☐ Establish responsibilities for controlling two or more conflicting traffic patterns
  - ☐ Define responsibilities for airport management for movement

*Reference(s): JO 7210.3, Facility Operation and Administration, Chap. 2*

3. Which of the following content/procedures defines coordination procedures between two air traffic facilities? *(Select the correct answer.)*
- ☐ **LOA**
  - ☐ SOP

*Reference(s): JO 7210.3, Facility Operation and Administration, Chap. 4*

4. Which of the following content/procedures defines coordination procedures between FSS Inflight and ARTCC Radar Associate positions? *(Select the correct answer.)*
- ☐ **LOA**
  - ☐ SOP

*Reference(s): JO 7210.3, Facility Operation and Administration, Chap. 4*

5. Which of the following content/procedures defines responsibilities between an air traffic control facility and the Airport Manager? *(Select the correct answer.)*
- ☐ **LOA**
  - ☐ SOP

*Reference(s): JO 7210.3, Facility Operation and Administration, Chap. 4*

6. Which of the following content/procedures describes operating position/sector? *(Select the correct answer.)*
- ☐ **SOP**
  - ☐ LOA

*Reference(s): JO 7210.3, Facility Operation and Administration, Chap. 2*

7. Which of the following content/procedures establishes local stripmarking procedures? (*Select the correct answer.*)
- ☐ **SOP**
  - ☐ LOA

*Reference(s): JO 7210.3, Facility Operation and Administration, Chap. 2*

8. Which of the following content/procedures delegates the responsibility for ATC services to the tower, approach control, and the ARTCC? (*Select the correct answer.*)
- ☐ **LOA**
  - ☐ SOP

*Reference(s): JO 7210.3, Facility Operation and Administration, Chap. 4*

FACILITATOR INSTRUCTIONS	DELIVERY METHOD
<ul style="list-style-type: none"> <li>■ <b>ENABLE <i>End-of-Block 1 Test</i></b> link in Blackboard</li> <li>■ Instruct students:               <ul style="list-style-type: none"> <li>○ Clear desks</li> <li>○ Do not write anything during or after the test</li> <li>○ Navigate to the <b><i>End-of-Block 1 Test</i></b> link in Blackboard</li> <li>○ Once they are satisfied with their responses, click “Save and Submit;” do not click “OK” to review results until directed to do so</li> <li>○ Choose “Cancel” if they receive a warning message that the test has unanswered questions; choosing OK will submit the test and not allow them to go back and answer the questions</li> <li>○ The test will auto-submit when the time limit is reached</li> <li>○ Leave the room after submitting the test and return at the “Be Back” time</li> </ul> </li> <li>■ <b>Note:</b> <i>This test is scored but not graded</i></li> <li>■ During test, monitor students to ensure a secure testing environment</li> <li>■ Instruct students to click “View Results” when ready to review results; do not review commonly missed questions</li> </ul>	Blackboard Assessment
	<div data-bbox="1092 321 1450 390" style="background-color: #005596; color: white; padding: 5px;"><b>EST. RUN TIME</b></div> <div data-bbox="1092 390 1450 835" style="padding: 10px;">60 mins.</div>