OAKLAND ARTCC

ATCT Policies and Procedures - CPS-004

Version 1.04

Effective 7//14/2022

1. Airport Control Procedures

1.1. Real World Periods of Operation

1.1.1. For purposes of VATSIM, air traffic control facilities will not be required to conform to real world hours of operation

1.1.1.1. When an air traffic control facility is closed, controllers may inform the pilot of the real world hours of operation and let the pilot decide what is simulated (open or closed).

1.2. Restriction on Operations

1.2.1. No real world published restrictions, such as noise abatement procedures, aircraft class restrictions, or restrictions on type of operations will be applicable, unless they are specifically included in the facilities SOP.

1.2.2. To ensure orderly traffic flow, controllers operating a TWR position may deny requests for training operations including touch and goes and practice instrument approaches to any aircraft. Controllers are encouraged to provide these services when able, however if they are unable controllers should provide suggestions for alternate training locations in the nearby area.

1.3. Tower Airspace Management

1.3.1. Unless otherwise noted in the facility SOP, the TWR position shall own airspace 5 miles in radius from the center of the field, from surface to 2500’ above field elevation.

1.3.2. Certain towers will be given authority to use radar procedures to separate traffic; this authorization will be provided in the facility SOP.

1.3.2.1. Only S2 controllers with major tower certification (SFO), or S3+ controllers may use radar procedures at those minor towers that have radar procedures authorized in their SOP.

1.4. Unmanned ATCT Positions

1.4.1. When a TWR position is unmanned, the overlying approach sector will assume tower management responsibility.

1.4.2. When a TWR lies on the border of multiple approach or center sectors, the jurisdiction will be noted in the applicable LOA.

1.5. Non-movement Areas

1.5.1. As aircraft surface movement operations on VATSIM are monitored from the radar client, and therefore cannot be observed with high precision, ATC shall not be responsible for aircraft push backs unless otherwise stated in the facility SOP.

1.6. Runway Selection

1.6.1. Unless otherwise stated in facility SOP, runway selection is based on the prescribed procedures in FAA Order 7110.65 Section 5 Runway Selection.

1.7. Preferred Departure Routes

1.7.1. Pilots of IFR aircraft filing a flight plan without a SID, or with an inappropriate SID for the active runway plan and/or route, time of day, or aircraft class or equipment shall be asked if they can accept the appropriate SID or departure procedure.

1.7.1.1. If the pilot declines to accept the clearance with the appropriate procedure, or, indicates he/she does not have charts or proper navdata, then the route assigned shall be “via fly heading XXX, expect radar vectors to…”

1.7.1.2. The heading shall align with the heading they would fly when using the SID or as outlined in the applicable LOA.

1.8. Pre-Departure Clearances

1.8.1. Controllers may only issue a Pre-Departure Clearance at these authorized airports:

1.8.1.1. KSFO – San Francisco International Airport

1.8.1.2. KOAK – Oakland International Airport

1.8.1.3. KSJC – Norman Y Mineta San Jose International Airport

1.8.1.4. KSMF – Sacramento International Airport

1.8.1.5. KRNO – Reno/Tahoe International Airport

1.9. Voice ATIS

1.9.1. A manually recorded voice ATIS shall be created using the ATIS recorder in VRC for airports not authorized for D-ATIS use.

1.9.2. Ground (GND) controllers who do not have a Tower (TWR) or higher rated controller above them may create a D-ATIS/ ATIS. When a controller above them signs on it is their discretion to allow GND to create and manage the D-ATIS/ ATIS.

1.10. Digital ATIS use (D-ATIS)

1.10.1. A D-ATIS may only be created at these authorized airports:

1.10.1.1. KSFO – San Francisco International Airport

1.10.1.2. KOAK – Oakland International Airport

1.10.1.3. KSJC – Norman Y Mineta San Jose International Airport

1.10.1.4. KSMF – Sacramento International Airport

1.10.1.5. KRNO – Reno/Tahoe International Airport

1.10.1.6. KSUU – Travis Air Force Base

1.11. Tower Coordination and Departure Releases

1.11.1. TWR shall not use a radar handoff to the departure controller unless otherwise stated in the facility SOP.

1.11.2. TWR shall instruct departing aircraft to contact departure as soon as practical.

1.11.3. At the request of the departure controller, or as specified by facility SOP and/or LOA, tower shall use “Release Procedures”.

1.11.4. Release Procedures are as follows

1.11.4.1. TWR shall obtain a release for each IFR departure by communicating the callsign, route or SID, and runway, to the departure controller.

1.11.4.2. No aircraft may depart until the release is obtained from the departure controller. Once the departure controller has

1.12. Rolling Calls

1.12.1. Rolling calls shall be used when an overlying radar facility is online unless otherwise coordinated.

1.12.2. A rolling call shall be sent when the aircraft is ready for takeoff, however there is no need to wait for a response from the radar controller.

2. Transponder Procedures

2.1. Code Assignment Procedures

2.1.1. Discreet beacon codes shall be assigned by the ATCT in accordance with facility SOP, as applicable.

2.1.2. All aircraft that are assigned a beacon code within ZOA airspace shall be assigned a code utilizing the automatic code assignment feature of their radar software.

2.1.3. ATC shall utilize the following special code assignment procedures

2.1.3.1. 1200 for VFR aircraft not under flight following

2.1.3.2. 1277 for VFR on an active search and rescue mission

2.1.3.3. 4000 for military aircraft conducting operations with military special use airspace or operating VFR

2.1.3.4. 7500 for hijacked aircraft is not authorized per VATSIM policy

2.1.3.5. 7600-7677 for radio failure shall not be used, per VATSIM policy.

2.1.3.6. 7700-7776 for emergencies

2.1.3.7. 7777 for military interception.