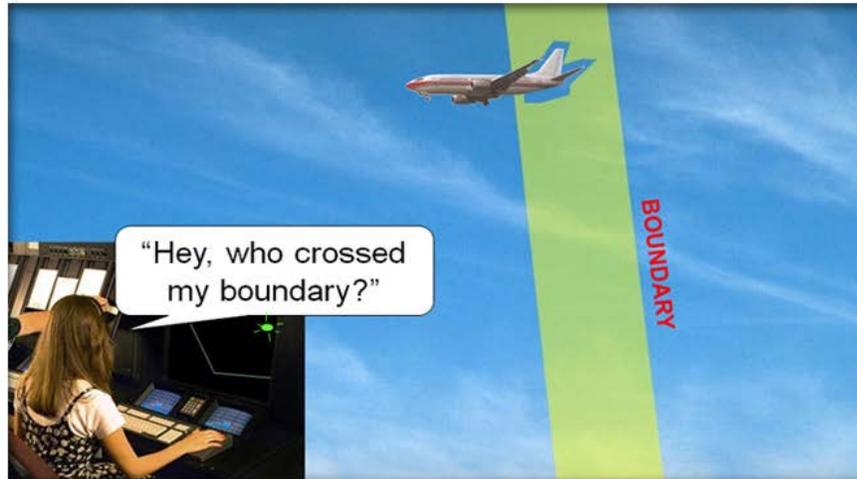




# Letters of Agreement and Standard Operating Procedures

NEXT



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.



## Purpose

BACK

NEXT

This lesson describes the purpose and content of LOAs between air traffic facilities and other government/nongovernment entities and the purpose and content of SOPs within air traffic facilities.



## Objectives

BACK

NEXT

You will be able to indentify the purpose and content of:

1. Letters of Agreement (LOAs)
2. Standard Operating Procedures (SOPs)

You will meet the objectives in accordance with the following references:

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





# Letters of Agreement (LOAs)

BACK

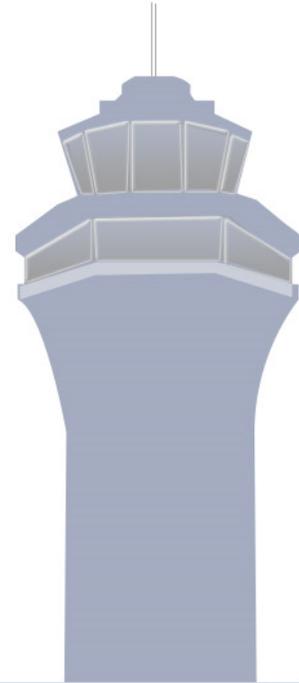
NEXT

## Purpose

The purpose of a LOA is to supplement established operational procedural instructions when operational or procedural needs require the cooperation and concurrence of other persons, facilities, or organizations.

LOAs are designed to minimize manual coordination and are for interfacility use.

JO 7210.3, Chap. 4





# Letters of Agreement (LOAs)

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## LOA Participants

Some examples of facilities/organizations participating in a LOA include, but are not limited to:

- Air traffic facilities
- Air traffic facility and the airport manager
- Air traffic facility and an adjacent land owner(s)





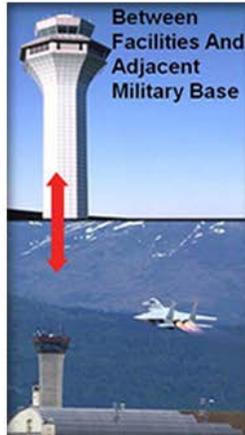
# Letters of Agreement (LOAs)

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NEXT

## LOA Participants

- Air traffic facility and fixed base operator(s)
- Air traffic facility and aircraft owner(s)/operator(s)
- Air traffic facility and an adjacent military base



JO 7210.3, Chap. 4



## Letters of Agreement (LOAs)

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NEXT

### Review and Approval

The review and approval authority for LOAs is the Service Area Office, but may be delegated to:

- Air Traffic Representative (ATREP)
- Air Traffic Manager or designee

JO 7210.3, Chap. 4





AIR TRAFFIC BASICS | Lesson 8: Letters of Agreement and Standard Operating Procedures

## Letters of Agreement (LOAs)

ALL LESSONS    FRAME: 8

BACK    NEXT

This item contains the responsibility and describes the necessary conditions.

(Name) Air Route Traffic Control Center and (Name) Air Division

**LETTER OF AGREEMENT**

EFFECTIVE: \_\_\_\_\_

SUBJECT: Inter-Facility Coordination for the Control of Aerospace Defense Command Interceptor Aircraft

1. **PURPOSE:** (List responsibility and describe necessary coordination.)
2. **CANCELLATION:** (As required.)
3. **SCOPE:** (Specify area, names, and types of facilities involved.)
4. **RESPONSIBILITIES:** (Specify.)
5. **PROCEDURES:**
  - a. ATC Assigned Airspace. (List procedures to be followed for requesting and authorizing airspace, handling aircraft to and from the airspace, and notifying when no longer required.)
  - b. Transfer of Control. (Specify transfer procedures.)
  - c. Departure. (Specify required advanced time for filing flight plans. Outline additional items required in the flight plan; e.g., type of departure, CONAD control facility, and IND position number.)
  - d. En Route. (including information that ATC is responsible for effecting separation in assigned airspace whenever nonparticipating aircraft are cleared to operate within such airspace.)
  - e. Arrivals. (Outline handoff procedures and special instructions.)
  - f. General. (Self-explanatory.)
6. **ATTACHMENTS** (List, as required, items such as chart of ATC-assigned airspace areas, common reference/handoff points, etc.)

\_\_\_\_\_  
Air Traffic Manager, (Name) ARTCC

\_\_\_\_\_  
Commander, (Name) Air Division

\_\_\_\_\_  
(Title of other appropriate authority)

Format

As required.

This item contains the specific area, names, and types of facilities involved.

This item contains specific responsibilities.

This item contains all the information and instructions necessary to accomplish the subject.

This item contains pertinent items such as maps, charts, etc.

[LEARN MORE](#)

LOAs will normally have six major items, as follows:

- Purpose
- Cancellation
- Scope
- Responsibility
- Procedures
- Attachments
  - Any or all of these items may be used.

Reference: JO 7210.3; Chap. 4

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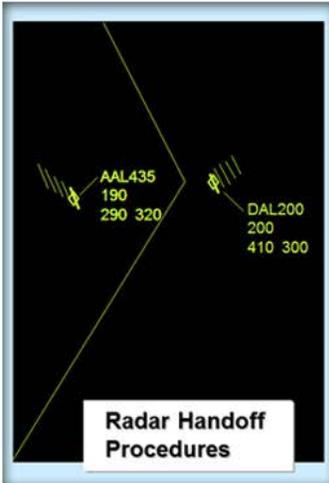
Page 8 of 16



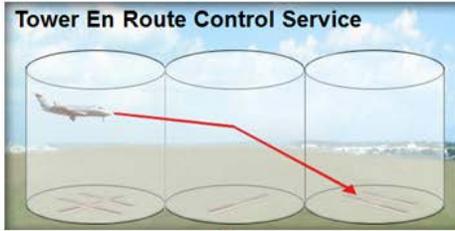
# Letters of Agreement (LOAs)

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NEXT



A



B



C

### Content

Subject material and content of LOAs may include, but is not limited to, the following:

- Radar handoff procedures
- Tower En Route control service
- Approach control service

JO 7210.3, Chap. 4



# Letters of Agreement (LOAs)

BACK

NEXT

## Special VFR Operations

**B, C, D and E  
Surface Areas**



**Content**

Special VFR operations  
Delegation of responsibility  
for IFR control jurisdiction

JO 7210.3, Chap. 4

**Kansas City  
Center**

## Delegation of Airspace

**Fort Worth  
Center**





# Letters of Agreement (LOAs)

BACK

NEXT

## Delegation of Responsibility For ATC Service



## Interfacility Coordination

### Content

- Delegation of responsibility for Air Traffic Control (ATC) Service
- Interfacility coordination

JO 7210.3, Chap. 4



FEDERAL AVIATION ADMINISTRATION AIR TRAFFIC BASICS | Lesson 8: Letters of Agreement and Standard Operating Procedures

ALL LESSONS FRAME: 12

## Standard Operating Procedures (SOPs)

BACK NEXT



Purpose

LEARN MORE

The purpose of Standard Operating Procedures (SOPs) is to supplement other orders and directives and to provide guidelines for intra-facility use.

- SOPs provide the “how-to” on a local level.

The Air Traffic Manager shall issue a SOPs directive. The directive shall specify, as a minimum, the:

- Required procedures for maintaining safe and efficient operations, such as position relief briefings
- Jurisdictional boundaries of each operational position/sector

SOPs are for intra-facility use, while LOAs are for intra-facility use.

Reference: JO 7210.3, Chap. 2



# Standard Operating Procedures (SOPs)

BACK

NEXT

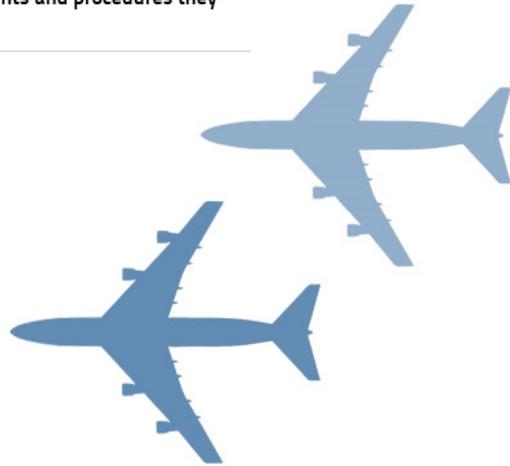
## Format

Most SOPs contain the same major elements common to directives:

- Introduction
- Content
- Administration information

Because SOPs are issued and used internally at facilities, the requirements and procedures they specify may vary at each facility.

FAA 1320.1, Apps. A-1, A-2

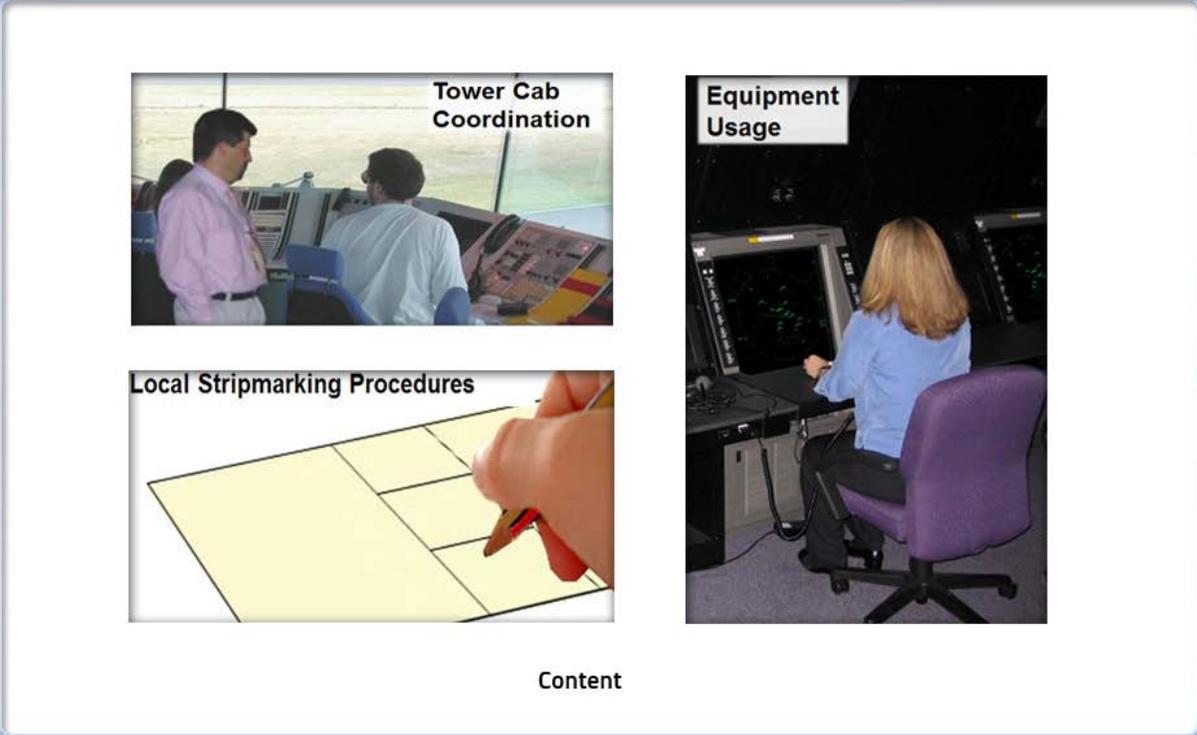


AIR TRAFFIC BASICS | Lesson 8: Letters of Agreement and Standard Operating Procedures

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## Standard Operating Procedures (SOPs)

BACK NEXT



The screenshot displays a web interface for 'Standard Operating Procedures (SOPs)'. It features three image-based examples of SOP content:

- Tower Cab Coordination:** A photograph showing two pilots in a cockpit, one in a pink shirt and one in a white shirt, looking out the window.
- Equipment Usage:** A photograph of a person with long blonde hair sitting in a purple office chair, operating a control panel with multiple screens.
- Local Stripmarking Procedures:** A close-up photograph of a hand using a red marker to draw lines on a yellow grid.

Content

LEARN MORE

SOPs are usually located in facility directives.

The following are examples that may be contained in a SOP:

- Position relief briefing
- Local strip marking procedures
- Equipment usage

Reference: JO 7210.3, Chap. 2



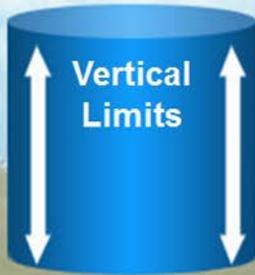
# Standard Operating Procedures (SOPs)

BACK

NEXT



## Position / Sector Descriptions



## Procedures for Food and Beverages



LEARN MORE

### Content

- Internal coordination procedures between positions
- Position/Sector descriptions
- Local procedures for food and beverage in control areas

Reference: JO 7210.3, Chap. 2



# Conclusion

BACK

## Lesson Summary



**This lesson covered:**

- Letters of Agreement (LOAs)
- Standard Operating Procedures (SOPs)

