



VIRTUAL AIR TRAFFIC SIMULATION NETWORK  
NORTH AMERICA REGION - USA DIVISION  
**vZKC – KANSAS CITY ARTCC**

**ZKC ORDER  
01.110B**

Effective Date:  
October 1, 2018

**SUBJECT: ZKC Center – Standard Operating Procedures**

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This order prescribes general standard operating procedures for use by individuals providing ATC services on the VATSIM network as any ENROUTE sector of the Kansas City ARTCC (KC\_CTR). All controllers- whether assigned to the Kansas City ARTCC or with visiting status- must be familiar and comply with the provisions of this order that pertain to their operational responsibilities, and use their best judgment when encountering situations not covered by it.

Please note, this order is intended for use on the VATSIM network and only applies in a virtual environment simulated on the VATSIM network. It is not applicable for live operations in the National Airspace System.

The procedures contained within this order prescribe how the ATC facilities/positions are to be operated and-- in conjunction with FAA Orders 7110.10, 7110.65, 7210.3 and various vZKC Orders-- will be the basis for performance evaluation, training and certifications.

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## Chapter 1. Introduction

### 1-1. Purpose of this Order

This order establishes standard operating procedures for the enroute sectors (KC\_CTR) of the VATSIM Kansas City ARTCC-- referenced as the ATC facility-- and supplements FAA 7110.65, Air Traffic Control.

### 1-2. Audience

All VATSIM Kansas City ARTCC personnel, as well as those with a visiting status. Anyone providing ATC services as KC Center must be familiar and comply with the provisions of this order.

### 1-3. Where Can I Find This Order?

This order is stored electronically on the vZKC website: [www.kcartcc.com](http://www.kcartcc.com)

### 1-4. What This Order Cancels

The following Orders/Notices are cancelled and superseded; their content has been added to this Order:

- a. ZKC Center - Standard Operating Procedures, dated 9/1/16

### 1-5. Explanation of Changes

- a. This is the second version of this Order.

### 1-6. Managing Agent

- a. This Order shall be managed, updated, issued and cancelled by the Air Traffic Manager (ATM), his designee or any entity that supersedes, replaces or assumes the ATM responsibilities. Any suggestions for modification/amendment to this Order should be sent to the ATM and/or his designee.
- b. The following are identified as designee(s) for managing this Order with their respective permissions:
  - Deputy Air Traffic Manager - draft changes

### 1-7. Annotations

Revised, new, or reprinted pages will be marked as follows:

- c. The change number and the effective date are printed on each revised or additional page.
- d. A reprinted page not requiring a change is reprinted in its original form with original effective date.
- e. Bold vertical lines in the margin of the text mark the location of substantive changes; e.g., when material affecting the performance of duty is added, revised, or deleted.
- f. Statements of fact of a prefatory or explanatory nature relating to directive material are set forth as notes.

## 1-8. Word Meanings

As used in this Order:

- g. *Must*, or an action verb in the imperative sense, means mandatory.
- h. *Should* means recommended
- i. *May* and *need not* mean optional
- j. *Will* indicates futurity

## 1-9. Abbreviations and References

This Order uses abbreviations and refers to words/phrases as defined in the following tables:

*TBL 1-9-1*  
**Abbreviations**

ABBR / REFERENCE	DESCRIPTION
ATM	Air Traffic Manager
DATM	Deputy Air Traffic Manager
CIC	Controller In Charge
IAW	in accordance with
SOP	Standard Operating Procedures
LOA	Letter Of Agreement
CTR	En-route Control / Center (Kansas City Center may be assumed unless otherwise indicated)
APP	Approach Control
DEP	Departure Control
TWR	Tower (Cab)
GND	Ground Control
DEL	Clearance Delivery

*TBL 1-9-2*  
**Word/Phrase References**

WORD/PHRASE	DESCRIPTION
The Facility	VATSIM Kansas City ARTCC, as an organization
Controller(s)	any individual(s) providing ATC services within the ZKC ARTCC (unless otherwise indicated)
The Network	any VATSIM server
ZKC airspace	all airspace within the lateral boundaries of Kansas City ARTCC
Terminal airspace	the airspace allocated to a TRACON/RAPCON and its associated Class B or C, and all Class D
Primary airport	the main airport hosting Class B or C airspace
the website	<a href="http://www.kcartcc.com">http://www.kcartcc.com</a> and any/all associated features/programs

## Chapter 2. Designated Airspace

### 2-1. High / Low Divide

- a. HIGH SECTORS own the airspace from FL240 to FL600 within ZKC airspace.
- b. LOW SECTORS own the airspace from the surface to FL230 within ZKC airspace, **excluding any open (staffed) terminal airspace.**

### 2-2. High Sectors

High airspace is divided into the following sectors:

- a. KC 94 CTR – VLA HIGH
  - Eastern half of ZKC airspace
- b. KC 20 CTR – HUT HIGH
  - Western half of ZKC airspace

### 2-3. Low Sectors

Low airspace is divided into the following sectors:

- a. KC 62 CTR – PER LOW
  - Western third of ZKC airspace
- b. KC 48 CTR – EMP LOW
  - Central third of ZKC airspace
  - Not normally open: used only when directed by CIC for high volume or staffing
  - When closed, airspace is divided among Sectors 62 and 54 in an east/west split
- c. KC 54 CTR – FAM LOW
  - Eastern third of ZKC airspace

## Chapter 3. Combined Airspace

### 3-1. Terminal Airspace

- a. Low sectors absorb underlying closed terminal airspace within their lateral boundaries and release terminal airspace to appropriate controllers when opened.
- b. Control of terminal airspace reverts to the Low sector whose airspace overlies the airport proper, or the primary airport proper if a TRACON/RAPCON with the following exception:
  1. When Sector 48 (EMP Low) is closed, SGF TRACON airspace reverts to Sector 62 (PER Low)

### 3-2. Low Airspace

- a. Low sectors combine to Sector 54 (FAM Low). As such, **KC\_54\_CTR is the default low sector when one high and one low sector are open.**
  1. A high sector **MUST** be opened prior to a low sector being opened.
  2. When another low sector is opened, KC\_54\_CTR will de-combine and assume associated airspace as depicted in Appendices A-2 and A-3.

*NOTE-- This means Sector 54 absorbs all low airspace unless otherwise coordinated or directed by CIC.*

- b. High sectors absorb low sector airspace within their lateral boundaries.

### 3-3. High Airspace

- a. High sectors combine to Sector 94 (VLA High). As such, **KC\_94\_CTR is the default high sector when one high sector is open, or when only one CTR sector is staffed.**
  1. When another high sector is opened, KC\_94\_CTR will de-combine and assume associated airspace as depicted in Appendix A-1.

*NOTE-- This means Sector 94 absorbs all high airspace unless otherwise coordinated or directed by CIC, and all ZKC airspace if the only sector open.*

## Chapter 4. General

### 4-1. Sector Opening & Closing

- a. Opening and closing of CTR sectors will be conducted at the direction of the CIC. If a CIC is not present, controllers may open CTR sectors at their discretion IAW Chapter 3 of this Order.
- b. Changes to CTR sector staffing must be broadcast through the ATC Messaging feature of the RADAR client. This should be done by a CIC, or a single CTR controller if no CIC is available. This broadcast must include:
  1. Sector number and high/low designation being opened or closed
  2. Sector absorbing the closed airspace if applicable
  3. Handoff information to adjacent affected facilities/sectors.

### 4-2. Controller ATIS/Information Field

Controller ATIS Information field must contain information to aid pilots in identifying the controller's area of control jurisdiction. This information includes:

- Sector Name *ie: "FAM Low"*
- List of airports within the sector airspace

*NOTE-- High sectors should include airport list when controlling underlying low airspace. When a low sector is opened, this list should be removed as it will be included in the low sector's information.*



## Chapter 5. STARS

### 5-1. High Sector with Low Sector Open

- a. The high sector must initiate handoff to low sector no later than the time aircraft starts descent.

*NOTE-- The low sector does not need to accept the handoff at this time, but the handoff must be initiated as early as possible to allow low sector to plan a smooth descent on the arrival corridor.*

- b. The appropriate high sector will clear aircraft to descend (pilot's discretion where applicable) to the airspace floor (FL240) in ample time.
  1. If traffic does not permit clearance to the airspace floor, aircraft will be cleared to the lowest practical altitude. High sector controller should make every reasonable effort to clear traffic conflicts to allow further descent clearance as soon as possible

*NOTE-- Aircraft on STARS are afforded descent priority over other general traffic*

- c. High sector must transfer communication to low sector as soon as practical after aircraft **starts descent to airspace floor** and handoff has been accepted

### 5-2. Low Sector

- a. After observing a STAR handoff from high sector, low sector should plan actions to allow a smooth descent on the arrival corridor as soon as practical.
- b. Low sector has control for descent and speed on contact.
- c. Low sector controller must not stop a descent above assigned altitude without approval of the affected high sector.

### 5-3. Control of Arrivals In Terminal Airspace

If a STAR enters terminal airspace by the lateral boundary or coordination fix and APP does not accept a STAR handoff, the CTR controller may enter terminal airspace only if immediate instructions will be issued which facilitate the aircraft directly exiting terminal airspace.

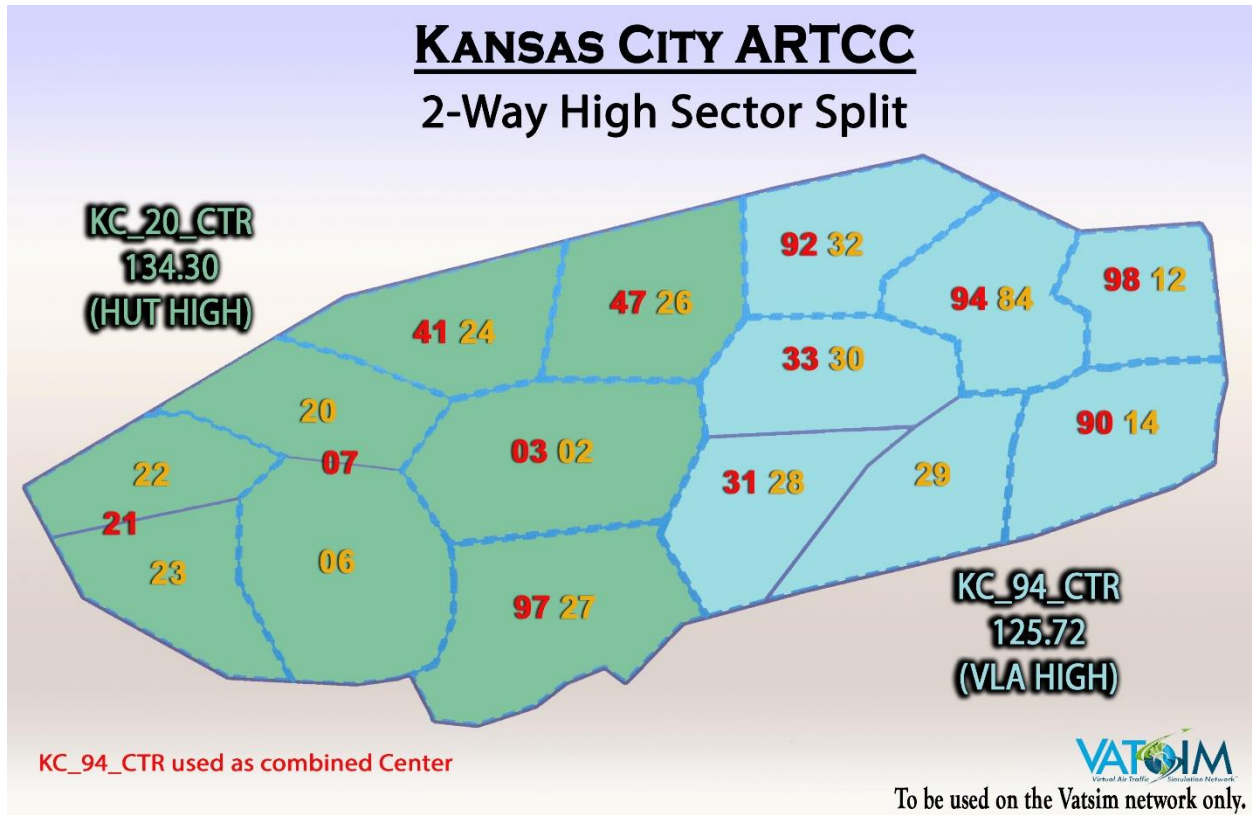
*NOTE-- Clearance off a STAR requires course and altitude instructions.*

### 5-4. RNAV STARS

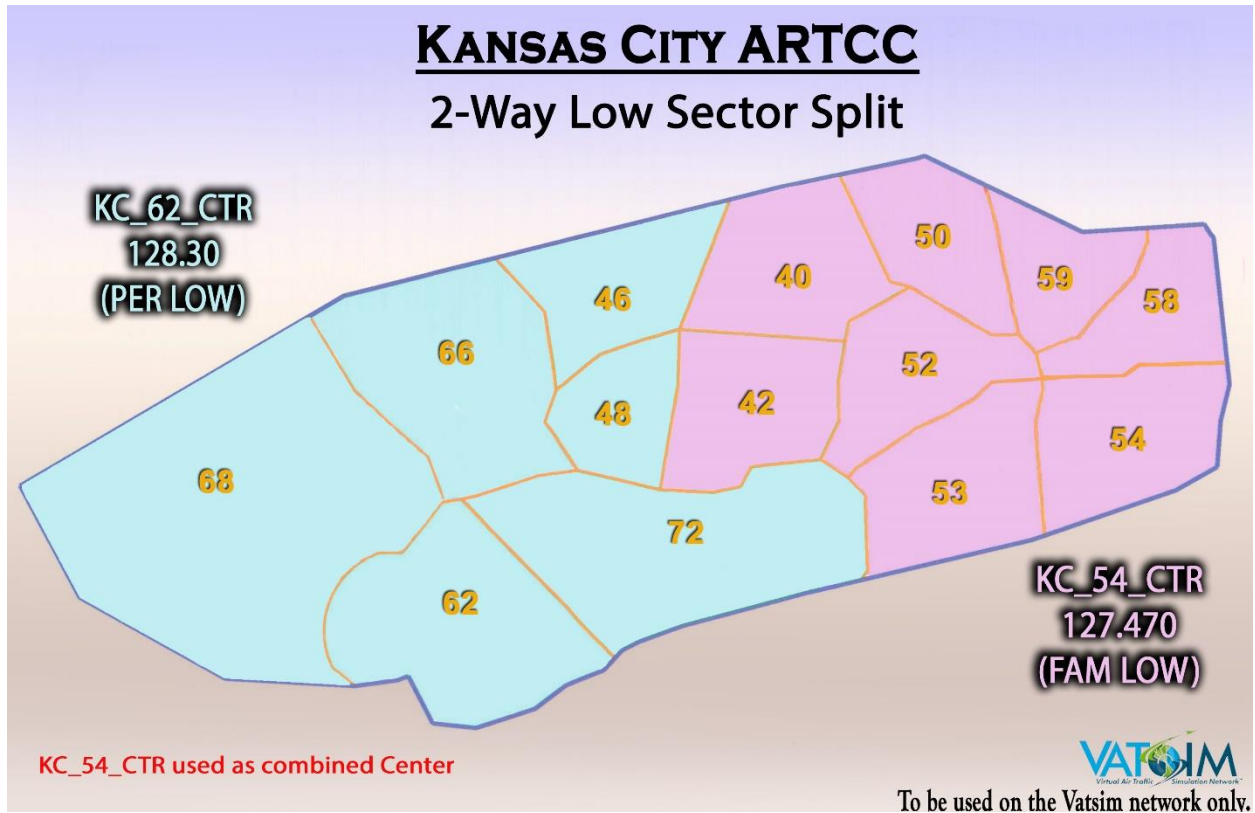
- a. High sector will issue arrival airport flow direction to RNAV STAR aircraft with descent clearance.
- b. Low sector will clear aircraft to "descend via the arrival" as soon as practical and issue the altimeter setting.

### Appendix

#### A-1. High Sectors



A-2. Low Sectors – East/West Split



A-3. Low Sectors – East/Central/West Split

