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Welcome Letter

Dear New Employee,

Welcome to Miami International Air Traffic Control Tower! As one of the busiest towers in the nation and one of the busiest airports in the world, working here will provide you a wealth of knowledge and diverse opportunities. Our experienced team of professionals (Air Traffic Controllers, Staff, Supervisors and Managers) will make your transition to sunny, south Florida seamless.

Miami ATCT is a great place to work because of its people. We have a very intelligent, self-motivated, energized workforce. You have been selected to join the elite and work with the finest Air Traffic professionals in the industry. Congratulations on this accomplishment as we select only the best. You will find your career at Miami ATCT not only challenging but rewarding as well.

We hope this brochure provides you with information that will give you a head start on your first days at Miami tower. You can also find us on Facebook under MIAMI ATCT or the FAA employee website http://atoexperience.faa.gov.

We look forward to working with you and hope that you will find your time at Miami ATCT as enjoyable and rewarding as we do. WELCOME!

Sincerely,

William W. Kribble

Miami Tower/TRACON District Manager
FAA VALUES – Values Miami ATCT Embodies!

Safety is Our Passion.
We are the world leaders in Aerospace Safety.

Quality is Our Trademark.
We serve our country, our stakeholders, our customers, and each other.

Integrity Is Our Character.
We do the right thing, even when no one is looking.

People Are Our Strength.
We treat people as we want to be treated.
Miami Tower - Past & Present

In the early 1940’s, Miami Tower began as a temporary tower erected only for seasonal air shows/air maneuvers. Due to the rapid increase in air traffic, it was commissioned on May 1, 1941 with only light guns available to control air traffic; radios were installed one month later. The Civil Aviation Authority assumed operation of the tower on January 1, 1946.

Miami Tower has evolved to its present state of a combined 24/7 air traffic facility with 368,732 tower operations and 901,270 TRACON operations (as of FY10), and thus classified as an ATC-12. The staffing complement for the facility is roughly 60 CPC’s, and 45 Trainees, in some stage of training, for a complement total of approximately 105 Air Traffic Controllers.

The new, state-of-the-art Miami Tower building was completed in 2002. The tower is nearly twice as tall as its predecessor, approximately 320 feet. STARS, the TRACON’s newest system, can track as many as 1,150 airborne aircraft simultaneously.

Miami International Tower is the nation’s 17th busiest controlled ATCT and the 9th busiest Radar Approach facility. Miami Airport is one of the fastest growing airports in the United States. In 2010, MIA was the number one airport in the United States for international freight and ranked 10th worldwide. American Airlines is the largest user of Miami Airport, with over three hundred departures each day.

Miami International Airport’s (MIA) and the General Aviation Airports’ annual economic impact is $26.7 billion. MIA and related aviation industries contribute 282,043 jobs directly and indirectly to the local economy. That equates to one out of 4.1 jobs.

Currently, Miami’s Class B airspace is being redesigned and is expected to be completed by 2012. The new airspace will enhance the safety of operations within defined airspace by segregating aircraft operations and providing Class B separation standards to traffic operating within proposed Class B airspace.
Miami Air Traffic Control Tower Organizational Chart
Miami Tower Leadership Team

William Kribble and Juan Fuentes head the Miami Tower Leadership Team. Below are their bios that outline career paths of these distinguished individuals and briefly describe their personal interests and hobbies.

William W. Kribble, District Manager/Air Traffic Manager, Miami Tower/TRACON

Bill was born in Moline, Illinois and grew in the Chicago suburb of Des Plaines, Illinois. Bill now lives in Weston, Florida, just west of Fort Lauderdale, Florida. He attended Simpson College and Northeastern Illinois University majoring in business and accounting. Bill served with the United States Navy as an Air Traffic Controller at NAS Atsugi Japan and NAS Oceana in Virginia Beach, VA. Bill hired on with the FAA as an Air Traffic Controller at O’Hare Tower. During his career with the agency, he has been the Manager for both Chicago Midway and Meigs Control Towers and Assistant Manager of Chicago O’Hare TRACON. Bill has also been the acting manager for Milwaukee, Tamiami, and Fort Lauderdale Intl Control Towers as well as serving as the Temporary Air Traffic Manager for both Oshkosh and Sun N’ Fun.

He served as a specialist in the Air Traffic Administration Branch (AGL-540) and a Section Supervisor and Branch Manager in the Operations Branch (AGL-530) of the Great Lakes Region. Bill is presently the District Manager for the South Florida Hub.

Bill’s outside interests include golf and going to automobile shows with his Spiral Gray 50th anniversary Corvette. His other interest is traveling with his wife of 37 years, Mary, and spending time with his two daughters Meg and Beth.
Juan Fuentes, Assistant Air Traffic Manager, Miami Tower

Mr. Fuentes was born and raised in Fajardo, Puerto Rico. He is married with four children and lives in Weston, Florida.

Mr. Fuentes was a controller in the US Air Force; in Tucson Tower, in Tucson TRACON and San Juan CERAP.

Before becoming the Miami Tower Assistant Air Traffic Manager, Mr. Fuentes was a Facility Management Specialist and Resource Management Specialist, at ASO-540, FAA Southern Region; Area Supervisor, Acting Assistant Manager, Plans and Programs, and Airspace and Procedures Specialist, at San Juan CERAP.

Mr. Fuentes holds a Masters Degree in Aviation Management from Embry-Riddle Aeronautical University.

Juan’s outside interests includes volunteering with the Boy Scouts of America, South Florida Council; Pine Island District Finance Committee Chairman; Troop Committee Chairman; Assistant Scoutmaster and Crew Advisor. Juan also enjoys photography, camping, backpacking and other High Adventure Program activities.

Juan is also a Fourth Degree Member of the Knights of Columbus.
Our Expectations of All Employees

Miami Tower leadership team expects all employees to:

Come to work, be on time
Be prepared – mentally and physically
Understand leave policy and manage your leave appropriately
Be cooperative and professional
Treat people with respect and dignity
Take initiative
Be accountable
Lead by example – be a good role model
Do not tolerate or engage in any form of harassment or discrimination
Actively participate in training
Know your airspace and systems
Know your equipment
Use prescribed phraseology/correct facility and equipment names
Follow rules and procedures, consistently
Be open to feedback – provide honest information
Be an effective team member
Embrace Miami’s enthusiasm and optimism
Facility Policies

The section below presents a sampling of policies and procedures for Miami Tower:

Reporting for Duty

During your first days in the facility, you will meet with the Facility Manager, be introduced to the staff, receive a facility tour and have the opportunity to ask questions. On your first day, report to Mark Scott, Support Manager for Training at extension 404.

Hours of Duty

Administrative personnel work 0700-1530, Monday through Friday. Operational personnel will be part of a rotational schedule designed to provide operational coverage 24 hours a day, seven days a week.

During your first 8 orientation days, you will be working an administrative schedule. Thereafter, you may be working a day shift or evening shift, depending on the training department’s workload.

Parking

All vehicles parked on facility property must display a parking permit. To gain access to the facility parking lot, you must show the security guard your FAA ID badge and the parking permit must be visibly displayed.

FAA ID Cards (PIV) - Building Access

FAA photo ID cards must be worn and visible at all times when on Miami Tower property. ID badges must be worn below the neck and above the waist line.

PIV Cards will grant you access to all facility exterior doors as well as the TRACON, SIM rooms and other restricted areas.
Guests and Visitors

Employees may have family members visit the facility after obtaining approval from management. After obtaining approval, the employee must escort their guests at all times.

Cell Phones

Cellular phones must be turned off prior to entering the TRACON or Tower Cab. This requirement is intended to ensure minimum distraction potential in the operational environment and to prevent radio frequency interference.

Lockers, Mail Boxes, Pre-Duty Binders and Signing on Cru-Art

You will be issued a locker located on the second floor if you’re a B-side Controller or a locker on the 23rd floor, and on the second floor, if you’re an A-side Controller.

Mailboxes are located in the second floor, foyer entrance to the TRACON.

You are required to stay up to date on “Read & Initial” Information on a daily basis located in CEDAR. Ask the Support Specialist to review with you how to use CEDAR software.

Prior to beginning your shift, sign-on the Cru-Art equipment located on the second floor, foyer entrance to the TRACON.

Web Schedule

The schedule is accessible at https://wmtscheduler.faa.gov. Sick leave requests must be made directly to a Frontline Manager. Annual leave requests must be made through Web Schedule.

Smoking

Smoking is prohibited in the building except where designated. The only designated indoor smoking area is a room on the second floor, near the vending machines.
Sporting and Special Events - Local Area Information

Attractions

South Florida is a premiere tropical location. There are some of the nation’s best public beaches, tourist attractions and special events. Whether its South Beach, Monkey Jungle, Miami Seaquarium, Coco walk, Coral Castle, Fairchild Tropical Gardens, Fruit & Spice Park, Metro Zoo, Miami Beach Botanical Gardens, Miami Museum of Science, Parrot Jungle Island, Tropical Audubon Society, Viscaya Museum and Gardens, Weeks Marketplace, Beach Place, River Walk, the Oasis, Water-Taxi, Jungle Queen, Cape Florida, Flamingo Gardens, Butterfly World, or the Everglades, there is plenty to see and do.

Professional Sports - Miami is all about its sports!

NBA Champions, the Miami Heat. The Miami Heat is a professional basketball team based in Miami, Florida. The team consists of members of the Southeast Division in the Eastern Conference of the National Basketball Association (NBA). They play their home games at the American Airlines Arena. The team is owned by Micky Arison and is coached by Erik Spoelstra. The Heat was formed in 1988 as an expansion franchise experiment along with the Orlando Magic. Since then, Miami has fielded squads that have made the playoffs 12 out of the 20 seasons, captured seven division titles and won the 2006 NBA Finals against the Dallas Mavericks 4-2.
Super Bowl Champions, the Miami Dolphins are the professional American football team based in the Miami, Florida metropolitan area. They play home games at the Dolphin Stadium, in the suburb of Miami Gardens. The Dolphins belong to the Eastern Division of the American Football Conference (AFC) in the National Football League (NFL). The Dolphins were founded by Joe Robbie, began play in the American Football League as an expansion team in 1966, and joined the NFL as part of the AFL-NFL merger. The Dolphins are the oldest major-league professional sports franchise in the state of Florida.

The team made its first Super Bowl appearance following the 1971 season in Super Bowl VI, but lost to the Dallas Cowboys. In 1972, the Dolphins completed the NFL’s first perfect season culminating in a Super Bowl win, winning all 14 regular season games, two playoff games and Super Bowl VII. To date, they are the only team to have done so.

The 1972 Dolphins held the fourth perfect regular season in NFL history. The team also won Super Bowl VIII, becoming the first team to appear in three consecutive Super Bowls, and the second team (first AFL/AFC team) to win back-to-back championships. Miami also appeared in Super Bowl XVII and Super Bowl XIX, losing both games.

For most of their history, the Dolphins were coached by Don Shula, the most successful head coach in professional football history. His Dolphins teams posted losing records in only two of his 26 seasons with the club. Six future Hall of Fame members played for Miami during the 1970s, including running back Larry Csonka and quarterback Bob Griese. During the 1980s and 1990s quarterback Dan Marino became the most prolific passer in NFL history, breaking numerous league passing records. He led the Dolphins to five division titles, 10 playoff appearances and Super Bowl XIX before retiring after the 1999 season. The Miami Dolphins clinched the AFC East on December 28, 2008 to win their first division title since 2000.
World Series Champions, the Florida Marlins are a professional baseball team based in Miami Gardens, Florida. The Marlins are a member of the Eastern Division of Major League Baseball’s National League. The Marlins are notable for winning the World Series twice (1997, 2003) during the only two times they've made it to the postseason. They won despite never winning first place in their division, advancing to the playoffs both times as the National League Wild Card winner. They are the only team to have won all of their postseason series to date. After the 2011 season, the Florida Marlins will become the “Miami Marlins” and play in a $515 million ballpark on the site of the legendary Miami Orange Bowl. The team is casually nicknamed “The Fish”.

Bank Atlantic Center is the home of the NHL Florida Panthers. The Florida Panthers are a professional ice hockey team based in Sunrise, Florida, a suburb of Ft. Lauderdale, Florida. The Panthers are members of the Southeast Division of the Eastern Conference of the National Hockey League (NHL). As of 2008, the Florida Panthers are the only team in the NHL to have a lifetime winning percentage of .500 or better over the Montreal Canadiens, the team with the most wins in NHL history, with 24 Staley Cup titles. The 2008 season marked the seventh straight season that the Panthers have missed the playoffs. Be sure to take a rubber rat to the hockey games for good luck!

The PGA Tour comes to the Doral Resort and Spa “Blue Monster” each year. The Blue Monster, home of the World Golf Championships-CA Championships, has hosted prestigious PGA Tour events for the past 45 years. Virtually every great name in golf has had a moment of glorious personal triumph on
this world-class track. The Blue Monster features long fairways, undulating green, a deep Bermuda rough and a unique assortment of water hazards. The famous 18th hole, with its signature fountain, was ranked by GOLF Magazine as one of the Top 100 Holes in the world.

The Homestead-Miami Speedway sees competition from both the Indy Car and NASCAR circuits. The Homestead-Miami Speedway sponsors the Championship finales of the NASCAR, Indy Car and Grand-Am Sports cars. Homestead-Miami Speedway is a race track in Homestead, Florida, southwest of Miami. It plays host to Ford Championship Weekend, the final races of the season in the NASCAR Sprint Cup Series, Nationwide Series, and the Craftsman Truck Series. These races are currently all sponsored by Ford Motor Company. Beginning in 2009 Homestead will be home to four season-ending racing series events, with the GAINSCO Auto Insurance Indy 300 for the IRL Indy Car Series moving to October from its traditional early season slot.

The Sony Ericsson Open is the fifth-largest tennis tournament in the world, held at the Tennis Center in Crandon Park every year. Top players in the world including Roger Federer, Rafael Nadal, Andy Roddick, James Blake, Novak Djokovic, Maria Sharapova, Serena Williams and Venus Williams descend on Miami to compete for one of the most prestigious titles in tennis. The tournament is usually held during the March-April timeframe.
Developmental Pathway to Success

Expectations

Developmental Expectations:

1. Be prepared to train each day of your watch schedule.
2. Utilize assigned study time to enhance your learning process and document study time on FAA Form 3120-25.
3. Keep your supervisor apprised of any situation(s) that may compromise your ability to learn.
4. Ask questions when you do not understand the material being presented or the expectation being levied upon you.
5. If you choose to express a difference of opinion, it should be done during the debriefing session. Having a difference of opinion while OJT, or a performance assessment is being conducted, is always unacceptable.
6. It is more productive to learn the required information and/or the expected application than to make excuses for why your performance did not meet expectations. Being able to work with others is a condition of employment.
7. Keep track of your daily training times.
8. Fill out a training sheet (FAA Form 3120-25), blocks 1, 2, 3, 7, and 8 for each training session and present it to your OJTI for completion and comments. Training sessions conducted during the same day and on the same position may be combined on a single training form, for cumulative time for that day listed in block 7 of the form.
9. Sign and date each training sheet in block 12. If you disagree with the write up, you may record your comments in the space provided in block 12 and attach a continuation sheet, if required.
10. Exercise a professional demeanor at all times.
11. Ask the watch supervisor for a “be back” time for subsequent training sessions after the assigned break period.
12. Expect skill enhancement training if the learning process becomes stalled. Skill enhancement training may consist of, but is not limited to, one or any combination of the following: CBI training, classroom training, self-study assignments, ETGs, or supervisory skill checks.
13. When traffic is light, you should monitor operations in your own area, or in one of the other areas in the facility, to familiarize yourself with all operations.
14. Business casual attire is the mark of a true professional.
15. Ensure your personal hygiene habits are consistent with a professional work environment.
Developmental Pathway to Success

Terms of Reference

Terms of Reference: The developmental should be familiar with the following terms:

1. **Certification Skill Check** — an assessment used to determine if an individual demonstrates the knowledge and skill level necessary to certify on an operational position.
2. **Classroom Training** — Instructional presentations administered away from operational positions.
3. **Computer Based Instruction (CBI)** — Instructional delivery method using interactive computer technology.
4. **Combined Positions** — those operational positions of the same nature which are routinely combined.
5. **CPCIT/Developmental** — Certified Professional Controller in Training or developmental - an air traffic control specialist (ATCS) who has not achieved certified professional controller (CPC) level in any facility/area.
6. **Developmental’s Supervisor** — The supervisor of record for the developmental.
7. **Discontinuation of Training** — A recommendation from a training review board to the Air Traffic Manager that no further training be conducted.
8. **Early Stage of Learning** — this is defined as the period in which the developmental relies heavily on the input of the OJTI. At this stage of training, the developmental begins to have a clear understanding of what is to be learned. The early stage of learning typically occurs within the first 30 percent of the allotted target hours.
9. **Intermediate Stage of Learning** — In this stage of learning, the developmental knows the expectation and skill but still requires practice to eliminate excess verbiage and apply the proper procedure. The intermediate stage of learning typically occurs at or prior to 50-60 percent of the allotted target hours.
10. **Late Stage of Learning** — In the late stage of learning, a skill set becomes habit or second nature. The developmental executes a procedure because she or he knows this is the correct action for the situation without thinking or hesitation. The late stage of learning typically occurs at some point after 60 percent of the allotted target hours have been utilized.
11. **Minimum certification hours** — the number of training hours required before becoming eligible for certification on any given operational position.

12. **Needs Improvement** — (Pertains to FAA Form 3120-25) A mark in this column indicates that the CPC in training/Developmental observed performance is acceptable at this stage of training, but must improve in order to meet certification requirements.

13. **On the Job Familiarization (OJF) Hours** — Time that a developmental is assigned direct monitoring of an operational position.

14. **On-the-Job-Training (OJT)** — Training conducted by a Supervisor or an OJTI that provides direct experience in the work environment.

15. **On-the-Job-Training Instructor (OJTI)** — an individual who instructs the developmental during OJT.

16. **Performance Skill Check** — an assessment used to evaluate training progress by comparing a developmental knowledge and skill levels to those required for certification.

17. **Proficiency** — knowing, understanding, and applying air traffic procedures in a safe and efficient manner.

18. **Proficiency Training** — Training conducted to maintain and update the knowledge and skills necessary to apply air traffic procedures in a safe and efficient manner.

19. **Refresher training** — Training conducted to maintain and update previously learned knowledge and skills.

20. **Remedial Training** — Training provided to correct specific identified operational deficiencies.

21. **Satisfactory** — (Pertains to FAA Form 3120-25)
   a. **Performance Skill Check**. A mark in this column indicates the CPC in training. Dev/CPCIT observed performance in the session meets expected level of performance for this stage of training.
   b. **Certification Skill Check**. A mark in this column indicates the CPC in training. Dev/CPCIT observed performance in the session meets expected CPC performance requirements and indicates the CPC in training/developmental demonstrates the ability to work independently for this performance item.
   c. **Performance Skill Check for CPC**. A mark in this column indicates that the observed performance in the session meets expected CPC performance requirements to work independently for this performance item.

22. **Self-Study** — Training situation wherein the study/learning is accomplished by the individual.

23. **Skill Enhancement Training** — Training used to improve knowledge level or skill performance.
24. **Supplemental Training**—Training conducted when changes occur pertaining to new/revised procedures, regulations or equipment.

25. **Suspension of On-the-Job Training (OJT)**—An action taken by the developmental supervisor to temporarily stop OJT, when the developmental has exhausted 100 percent of target hours or extension hours and the observed performance during a certification skill check does not meet expected CPC performance requirements. A certification skill check is mandatory whenever target hours have been exhausted.

26. **Termination of Training**—An action taken by the Air Traffic Manager determining that no further training shall be conducted.

27. **Target Hours**—The training hours normally required for certification on a position.

28. **Training Review Process**—The purpose of the training review process is to ensure that opportunities for training success were utilized while maintaining the integrity of the training program. Training reviews shall be conducted when requested by the ATM or when training has been suspended due to the CPC in-Training or developmental performance.

29. **Training Team**—Designated individuals who facilitate the training of a developmental.

30. **Unsatisfactory**—(Pertains to FAA Form 3120-25).
   a. **Performance Skill Check for CPC in Training/Developmental.** A mark in this column indicates that the CPC in Training/Developmental observed performance is unsatisfactory at this stage of training.
   b. **Performance Skill Check for CPC.** A mark in this column indicates that the observed performance in the session fails to meet expected CPC performance requirements to work independently for this performance item.
Developmental Pathway to Success

**Assessment Milestones:** You will be provided every opportunity to become fully successful. You are expected to have a satisfactory working knowledge of the subject areas listed below. Failure to complete these tasks in a timely manner may adversely affect the learning process.

**Early Stage of Learning: (examples)**

- Phraseology
- Airspace
- LOA/SOP
- Equipment position relief briefings

**Intermediate Stage of Learning: (examples)**

- Special Use Airspace
- Adjacent sector airspace
- Offshore/Oceanic procedures

**Late Stage of Learning: (examples)**

- Multi-tasking
- Controlling vs. putting-out fires
- Timely execution
- Combining transmissions
- Traffic awareness in other sectors
- Not thinking while transmitting over the frequency
- Ability to filter out superfluous conversation
- Ability to adapt to changing situations/traffic scenarios
- Full realization of priority of duties from adjacent positions
Best Operating Practices

OVERALL GUIDELINES FOR ALL POSITIONS

1. Anticipate sector capacity (including adjacent areas) when high volume or severe weather is likely.

2. Request assistance early during adverse weather conditions or during unusual situations such as FLL east / MIA west configuration or special events (request staffing for a handoff position or an additional radar position, increased flow constraints, etc.).

3. Communicate approval for weather deviations clearly and precisely. Make sure pilots understand limits of approval to deviate.

4. Recognize that traffic other than yours may be deviating through the same break in the weather, and coordinate positively with the appropriate position(s).

5. Restrict traffic appropriately so that your ability to provide separation is not compromised i.e., stop departures, request flow restrictions, terminate additional services, etc.

6. Ensure that instructions are read back correctly.

7. Consider aircraft performance characteristics as you work.

8. Use landlines to reduce room noise and the possibility of a miscommunication.

9. Don’t be complacent during periods of light traffic. Many operational errors occur when traffic is light or moderate.

10. Use positive control (don't bet on the come). Issue control instructions early enough to be effective.

11. Be cautious after assuming position responsibilities. Errors often occur during the first few minutes after taking position.
12. Avoid vectoring too close to adjacent airspace when it is not necessary including the boundaries within Miami Approach airspace.

13. Use the STARS TPA function or other STARS distance-detection features to monitor required spacing on final and for passing behind wake turbulence and opposite direction lateral separation.

14. Use available STARS maps to ensure Class B airspace, noise abatement, and MVA requirements are met.

**MIAMI ARRIVAL POSITION**

1. Keep FLL arrival traffic over WEAVR above MIA and OPF arrivals.

2. Maintain vertical separation between base leg traffic and those established on final until in-trail spacing is positively achieved.

3. Set/coordinate arrival sequence as soon as possible.

4. When vectoring an aircraft that will cross the airport on the departure side, ensure that you force the data block to the departure sectors. This is especially important when aircraft have been handed off to another sector; i.e., HEATT arrival landing TMB or 07FA.

5. Sequence slow traffic by vectoring to the shortest possible final.


7. Be cognizant of wind direction and speed when conducting LASHO operations.

8. Consider compression on final and assign speeds as necessary.

9. Ensure that two non-LAHSO aircraft are not vectored to RY12 or RY9 simultaneously.
MIAMI NORTH AND SOUTH DEPARTURE POSITIONS

1. Vector Runway 9L jet arrivals over DEKAL (MIA/FLL east) for left traffic, and hand them off to FLL arrival at 6,000 and force (back splat) the arrival data block to the FLL north departure position.

2. Do not vector through the main bang when handing off traffic to the L and R positions.

3. Consider restricting the altitude of PADUS propeller aircraft in order to allow the earliest possible turn for WINCO and HEDLY jet traffic.

4. Consider possible SFO and skydive traffic in the Homestead area when issuing clearances to MNATE traffic direct MTH or EYW.

5. When MIA is west, ensure that jet departure traffic routed VALLY and SKIPS are afforded sufficient mileage to cross the HEATT and JUNUR arrival corridors at or above 11,000.

6. Ensure northbound transitioning a/c that are routed east of MIA at 6000 or 7000 feet are descended in a timely manner to avoid “R” airspace; i.e. jet a/c that departed TMB landing PBI.

FLL SOUTH ARRIVAL/ DEPARTURE OPF ARRIVAL/ DEPARTURE (Z/ Q)

1. Ensure that VFR aircraft receiving advisories remain in your area of jurisdiction, clear of Class B airspace and the Miami finals.

2. Do not vector through the main bang when handing off traffic to the R and L positions.

3. Ensure that traffic arriving from the southeast landing FXE, PMP, or BCT remains clear of “L” airspace.
4. Be aware of the proximity of the HWO traffic pattern and the FLL runway 9R final for IFR operations.

5. Vector visual approach aircraft to FLL Runway 9R/27L to join the final no further than a 10NM final.

**FLL NORTH DEPARTURE, FLL ARRIVAL, FXE ARRIVAL/DEPARTURE (L, R/ F, G)**

**L Position**

1. When utilizing pre-arranged coordination procedures, be aware of traffic in the MRLIN arrival corridor handed off by R to other positions.

2. Be aware of DEKAL “R” arrivals.

3. Watch for slow climbing aircraft conflicting with “G” airspace.

4. Be alert for aircraft navigating off the wrong NAVAID. They may select VKZ instead of DHP.

**R/ F Position**

1. Force (back splat) the data block of traffic in the MRLIN arrival corridor to L if the aircraft will be handed off to another position.

2. Use vertical separation between base leg traffic and those established on final until longitudinal separation is positively achieved.

3. Exercise extra caution when turning downwind five miles northeast of FLL-- this is the point where the majority of L departures turn on course and commence their climb.
4. Traffic arriving over GISHH landing FLL runway 9R, OPF, or HWO should be vectored so as to remain outside 20 miles east of FLL, handed off to “L” for FLL runway 9R; or be vectored to enter “Z” airspace in the vicinity of HOLID intersection southbound.

**G Position**

1. Be alert for conflicts between traffic on the approach to PMP and FXE departures.
2. Use the 2500-foot corridor over FXE for FLL Class C arrivals and over-flights.
3. Be alert for conflicts between PMP and FXE departures.
4. Remember, WINCO departures @ 4000’ require either a handoff or a point out to “Z”.
5. Due to the proximity of airports in “G” airspace. Always make sure that all point-outs are made, and/or that appropriate instructions are given to remain clear of different airspace.
6. Always ensure that boundary integrity is maintained when vectoring southwest bound near the Boca Raton (BCT) airspace. Don’t forget that PBI owns 3000’ and below in the BCT airspace cutout.
7. If transitioning over FLL at 3,000 IFR, the aircraft should be on the arrival side of the airport and be pointed out to the “R” or “F” controller. You should not transition over the departure side at 3,000 or below to avoid conflicts with aircraft in the departure dispersal area.

**LOCAL CONTROL**

1. **SCAN, SCAN, SCAN.** Be vigilant of the surroundings. *You could make the difference.*
2. Consider aircraft performance for successive departures.
3. Do not overload the departure controllers.

4. Be aware of aircraft performance, language problems, etc. when arriving and departing from the same or intersecting runways with minimal separation.

5. Ensure traffic is issued to aircraft departing 8R when there is traffic on the AA taxiway.

6. If you intend to change an assigned departure runway, make sure you inform the crew as soon as possible so they can make computer changes in time to be ready upon reaching the runway.

7. Use “Memory Aids”

8. Local control should always check for ground traffic before exiting or crossing runways.

9. When possible check for timed out flight plans and compliance with flow control initiatives.

GROUND CONTROL

1. **SCAN, SCAN, SCAN.** Be vigilant of the surroundings. *You could make the difference.*

2. Ensure that taxi and tow operations do not block intersections for traffic crossing or clearing the runway. Do not block taxiway “Z” when MIA is west.

3. Inform the appropriate Local Controller and/or CC, of the intersection or intersections, you will be blocking.

4. Be alert for push-back traffic entering the movement area without authorization.

5. To the extent practicable, hold tow traffic at the departure end of the runway rather than the approach end or a midfield intersection.

6. Advise Local Control/CC of traffic that will use the AA taxiway.
7. Transfer communications to LC/GCW early enough to allow re-sequencing at the run-up pad.

8. Scan the appropriate final and runway prior to asking Local Control for permission to cross the runway.

9. Ensure that you place the visual aid (towing across runway) strip in the LC bay.

10. Check flight progress strips to ensure proper marking for flow control initiatives and current proposed times.

11. Be aware of the hot spots on the airport. (i.e. M4, M5, S and T east of Runway 12, Runway 8R and Runway 12 run-up pad [corral area] and Q8).

**CLEARANCE DELIVERY/ FLIGHT DATA**

1. **SCAN, SCAN, SCAN.** Be vigilant of the surroundings. You could make the difference.

2. Scan proposed departure times to allow for updating prior to timeout.

3. Ensure that TNT departures are in the correct tab list and have the correct frequency.

4. Offer pilots of aircraft with destination APF or MKY direct routing at 4000 so that the departure controller will not have to process a possible later request.

5. Use the F9 feature for VFR flight plans.

6. Review the changes and restrictions throughout the day. Ensure that they are updated in the STARS Systems Area and the IDS-4.
Online Resources

Work Related Resources

Mandatory Reading Material before reporting for duty:
http://www.faa.gov/about/office_org/headquarters_offices/ahr/new_employee_onboard/required_reading_material/
All Miami Tower facility directives:  https://loa.faa.gov
FAA credit union:  https://www.faacuhb.org
My FAA Employee Site:  https://employees.faa.gov
Thrift Savings Plan:  www.tsp.gov
Federal Employees Health Benefits:  www.opm.gov/insure
Miami Airport Information:  http://www.miami-airport.com/

Miami Attractions

http://www.miamiandbeaches.com/
http://www.hellomiami.com/Attractions.cfm
http://www.miamigov.com/cms/visitor.asp
http://www.gomiamicard.com/

Chamber of Commerce

http://www.greatermiami.com/
http://www.chambersouth.com/

Miami-Dade County Schools

http://www.dadeschools.net/
http://miamidade.expertreality.com/miami-dade-county-schools
Miami Tower & Airport Information

Shipping and Mailing Address
Miami Air Traffic Control Tower
6400 NW 22 Street
Miami, FL  33122-2239

Phone Numbers & Email

*305-869-5400 Admin
*305-869-5477 TRACON (24/7)
*305-869-5404 Mark Scott, Training Manager, Mark.Scott@faa.gov

*South Florida requires 10 digit dialing for all local calls.

DIRECTIONS to MIA ATCT…

Miami Tower is located on the west side of the airport.

* From North or South via Florida’s turnpike to S.R. 836 East. Exit at NW 87th AV North to NW 12 ST East. Turn North on NW 72 AV to NW 25 ST East to NW 67 AV South to NW 22 ST East to parking lot.

* From North or South via S.R. 826 (Palmetto Expressway). Exit at NW 25 ST East to NW 67 AV South to NW 22 ST East to parking lot.

* From North or South via I-95 to SR 112 West (Airport Expressway). Exit NWW 36 ST West. Turn left at NW 67 AV South to NW 22 ST East to parking lot.

The following pages contain maps of the Tower location, the Miami Airport concourses, the airport layout, pushback gates, airlines serving Miami Airport and the TRACON airspace.
Directions to:

MIAMI AIR TRAFFIC CONTROL TOWER

From Palmetto:
East on N.W. 25 St.
Right on N.W. 67 Ave.
Left on N.W. 22 Ave. to Parking Lot on East Side of Tower.

From Dolphin:
North on Milam Dairy Road.
East on N.W. 16 St.
Right on N.W. 22 Ave. to Parking Lot on East Side of Tower.

305-869-5400
MIA control tower and TRACON is co-located. The tower is home to over 100 FAA controllers and staff.
# Airlines Serving Miami International Airport
## June 2010
### 68 Scheduled Carriers

#### 12 US Scheduled Passenger/Cargo Carriers Including Commuters
- Air Tran
- Alaska Airlines
- American Airlines
- American Eagle
- Continental Airlines
- Delta Air Lines
- Gulfstream International (Continental Connection)
- InAir
- Sun Country (United Express)
- United Airlines
- US Airways

#### 8 US Scheduled All-Cargo Carriers
- ABX Air
- Amerijet
- Arrow Cargo
- Centurion Air Cargo
- DHL Express
- FedEx Express
- Mountain Air Cargo (FedEx Feeder)
- United Parcel Service (UPS)

#### 33 Foreign Scheduled Passenger/Cargo Carriers
- Aerolíneas Argentinas (Argentina)
- Aeroméxico (Mexico)
- Air Baltic (Latvia)
- Air Berlin (Germany)
- Air Canada (Canada)
- Air Europa (Spain)
- Air France (France)
- Alitalia (Italy)
- Amawing (Colombia)
- Avianca (Colombia)
- Bahamas Air (Bahamas)
- British Airways (UK)
- Caribbean Airlines (Trinidad & Tobago)
- Cayman Airways (Cayman Islands)
- Copa (Panama)
- Corsair (France)
- Finnair (Finland)
- Iberia (Spain)
- Insel Air International (Curacao)
- Laker (Cuba)
- LAN Argentina (Argentina)
- LAN Ecuador (Ecuador)
- LAN Colombia (Colombia)
- LAN Peru (Peru)
- Lufthansa (Germany)
- Qantas Airways (Australia)
- Santa Barbara Airlines (Venezuela)
- Surinam Airways (Suriname)
- Swiss Intl Airlines (Switzerland)
- Taca (El Salvador)
- Tam (Brazil)
- Virgin Atlantic (UK)
- WestJet (Canada)

*Carrier provides separate freighter service at MIA*

#### 14 Foreign Scheduled All-Cargo Carriers
- Air Jamaica Cargo (Jamaica)
- Cargolux Airlines Intl (Luxembourg)
- Cathay Pacific Airways (Hong Kong)
- China Airlines (Taiwan)
- Cielo S Del Peru (Peru)
- DHL Air Express (Panama)
- Estafeta (Mexico)
- Korean Air (Korea)
- LAN Cargo (Chile)
- LAN Cargo (Colombia)
- Martinair Cargo (Holland)
- Mas Air (Mexico)
- Tampa Cargo (Colombia)
- Transportes Aereos Bolivianos (Bolivia)
# Airlines Serving Miami International Airport
## June 2010
### 20 Charter Carriers

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<tr>
<th>US Passenger/Cargo Carriers</th>
<th>Sky King (Seasonal)</th>
<th>Vision Airlines</th>
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<tr>
<td>Falcon Air Express</td>
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<td>Gulfstream Air Charter</td>
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<td>Miami Air International</td>
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<tr>
<th>US All Cargo Carriers</th>
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<td>Atlas Air Airlines</td>
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<td>Capital Cargo International</td>
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<td>Florida West</td>
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<td>IFL Group</td>
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<thead>
<tr>
<th>Foreign All Cargo Carriers</th>
<th>MTA Cargo (Brazil)</th>
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<tr>
<td>Aeroflot (Mexico)</td>
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<tr>
<td>AWA Leasing (Uzbekistan)</td>
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For more information about Miami International Airport, please contact
Miami-Dade Aviation Department
Marketing Division
P.O. Box 925804
Miami, FL 33192-5804
Phone: 305-876-7662 - Fax: 305-876-7395
Web Site: www.miami-airport.com
MIAMI TRACON – *Delegated Airspace* - The Miami TRACON is a combined TRACON and ATCT facility located at Miami International Airport (MIA), with TRACON control room in the building at the base of the MIA Tower. The TRACON airspace is a 40-nm radius area around MIA, the main body of the airspace extends from surface to 16,000 ft, with low altitude airspace in the south as shown. The east half of the TRACON airspace is over the water.
MIAMI TRACON - Radar display
MIAMI TRACON – BACKGROUND INFORMATION

MIA is the busiest airport in the Miami TRACON. The MIA airport covers an area of 3,300 acres. Its surface is comprised of runway 8L-26R (8,600 x 150 ft), parallel runway 8R-26L (10,506 x 200 ft), nearly parallel runway 9-27 (13,000 x 150 ft), and diagonal runway 12-30 (9,354 x 150 ft) which crosses 9-27 and nearly crosses 8R-26L.

MIA is a hub for passenger airlines: American Airlines, American Eagle, Gulfstream International Airlines under the Continental Connection name, and Executive Air under the American Eagle name; cargo airlines Arrow Air, Fine Air, UPS Airlines and FedEx Express; and charter airline Miami Air. MIA handles flights to cities throughout the Americas and Europe, as well as cargo flights to Asia, and is South Florida’s main airport for long-haul international flights, although most domestic and low-cost carriers use Fort Lauderdale-Hollywood International Airport and Palm Beach International Airport, which charge significantly lower fees to tenant airlines.

MIA is a major gateway between the United States and Latin America, and, along with Atlanta's Hartsfield-Jackson Airport, Miami is one of the largest aerial gateways into the American South, owing to its proximity to tourist attractions, local economic growth, large local Latin American and European populations, and strategic location to handle connecting traffic between North America, Latin America, and Europe.

As of 2008, MIA is the twenty-third largest airport in the world in terms of passenger traffic. As an international gateway to the United States it ranks third, it is behind JFK in New York City and LAX in Los Angeles. Miami is also the proposed hub of two new start-up airlines, one of which hopes to use the Eastern Airlines name.

PHOTOS OF MIAMI TOWER/TRACON, AIRPORT AND ITS PEOPLE.

Jon Ross, local Airway Transportation Systems Specialist (ATSS) and national FAA/ATO Photographer, provided the following images of the Miami Tower/TRACON, Airport and people that work here.
WELCOME TO MIAMI ATCT!
[Please do not delete the “end page” section, as it is required to maintain section definitions within the document. You may discard this page once the document is printed.]