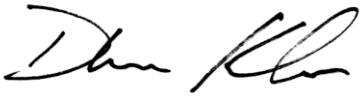**Subject: vZMP Flight Progress Strips SOP – N7110.101**

This policy prescribes general procedures and guidance for flight strip marking for controllers working ATCT positions in vZMP. All controllers providing ATCT services within vZMP airspace must be familiar with and comply with the provisions of this order, and to exercise best judgement when encountering a situation not covered by this order.

It is emphasized that information contained herein is designed and specifically for use in a virtual controlling environment. It is not applicable, nor should it be referenced for operations in the real National Airspace System (NAS). The procedures contained within this order are considered supplemental to FAA Order 7110.65 and other vZMP SOPs.

Dhruv Kalra
Air Traffic Manager
VATSIM Minneapolis ARTCC

Order Record of Changes

Description	Effective Date	Issued By
Original Publication	Nov 02, 2023	DE

TABLE OF CONTENTS

CHAPTER 1. INTRODUCTION

1.1 PURPOSE OF THIS ORDER

This order provides guidance, procedures, instructions, and standards for flight strip marking for controllers working Air Traffic Control Tower (ATCT) positions in vZMP airspace.

1.2 AUDIENCE

This order is intended for use by all VATSIM Minneapolis controllers working ATCT positions.

1.3 WHERE CAN I FIND THIS ORDER

This order is located electronically within the Documents and Procedures section of the VATSIM Minneapolis ARTCC website located at http://www.minniecenter.org.

1.4 CANCELLATION

Initial Release.

1.5 EFFECTIVE DATE

This order is effective November 02, 2023.

1.6 REVISIONS

Revisions to this order will be made on an as needed basis. Any controller with suggestions to this order shall email changes to the ZMP ATM or DATM.

1.7 EXPLANATION OF CHANGES

Initial release.

CHAPTER 2. GENERAL

2.1 TOP-DOWN CONTROLLING EXEMPTION

Controllers working ATCT positions "top-down", that is a center or approach controller working an underlying ATCT, may opt not to make annotations on flight strips for aircraft under their jurisdiction in the interest of lessening controller workload.

2.2 COLOR CODING

The following chapters will contain numbered fields in flight strip fields for referencing in the SOP. The position(s) responsible for annotating each field are listed in tables in every chapter. Additionally, the fields will be color coded to as follows to denote the position(s) responsible for annotating them if not filled by the computer:

1. Blue – Flight Data/Clearance Delivery
2. Purple – Ground Control
3. Red – Local Control
4. Black – Computer-entered/not assigned

CHAPTER 3. ATCT IFR Departures

3.1 FLIGHT PROGRESS STRIP

1 2 3 4	5 6 7	8 9	10 11	12 13 14 15 16 17 18 19 20

1. Aircraft ID
2. Revision Number
3. Aircraft Type/Equipment
4. Computer ID
5. Beacon code
6. Proposed departure time
7. Filed cruise altitude
8. Departure Airport
9. Arrival Airport
10. Route
11. Remarks

3.2 FLIGHT DATA/CLEARANCE DELIVERY STRIP MARKING

BLOCK	INFORMATION
12	Reported ATIS letter/"WX" if local weather reported
13	Pushback time (last two digits, if gate hold/metering procedures in effect)
14	Gate number or Ramp location, if reported
15	"PDC" if PDC issued, or X/Check mark if clearance issued and read back via voice
17	Departure runway (Can be shortened to L/R if parallel runways in use)
18	Departure controller STARS ID

3.3 GROUND CONTROL STRIP MARKING

BLOCK	INFORMATION
12	Reported ATIS letter/"WX" if local weather reported
13	Pushback time (last two digits, if gate hold/metering procedures in effect)
14	Gate number or Ramp location
16	Intersection departure taxiway (if applicable)
17	Departure runway (can be shortened to L/R if parallel runways in use)
19	Wheels up/EDCT time (if applicable, last two digits)

3.4 LOCAL CONTROL STRIP MARKING

BLOCK	INFORMATION
16	Intersection departure taxiway (if applicable)
20	Assigned departure heading

CHAPTER 4. ATCT VFR Departures (vNAS Flightplan)

4.1 FLIGHT PROGRESS STRIP

1 2 3 4	5 6 7	8 9	10 11	12 13 14 15 16 17 18 19 20

NOTE – Only applicable to aircraft with a vNAS flightplan filed/entered. Typically for aircraft exiting B/C/D airspace with flight following.

1. Aircraft ID
2. Revision Number
3. Aircraft Type/Equipment
4. Computer ID
5. Beacon code
6. Proposed departure time
7. VFR/Cruise altitude if entered
8. Departure airport
9. Arrival airport
10. Route
11. Remarks

4.2 FLIGHT DATA/CLEARANCE DELIVERY STRIP MARKING

BLOCK	INFORMATION
12	Reported ATIS letter/"WX" if local weather reported
14	Gate number or ramp location, if reported
15	X/Check mark if clearance issued and read back correctly
17	Departure runway (can be shortened to L/R if parallel runways in use)
18	Departure controller STARS ID

4.3 GROUND CONTROL STRIP MARKING

BLOCK	INFORMATION
12	Reported ATIS letter/"WX" if local weather reported
14	Gate number or ramp location
16	Intersection departure taxiway (if applicable)
17	Departure runway (can be shortened to L/R if parallel runways in use)

4.4 LOCAL CONTROL STRIP MARKING

BLOCK	INFORMATION
16	Intersection departure taxiway (if applicable)
20	Assigned departure heading (if applicable)

Chapter 5. ATCT VFR Departures (No vNAS Flightplan)

5.1 FLIGHT PROGRESS STRIP

1 2 3 4	5	8	9	10		12	13	14
	6					15	16	17
	7			11		18	19	20

NOTE – For aircraft without a vNAS flightplan entered/filed. Typically for aircraft exiting B/C/D airspace without flight following.

5.2 FLIGHT DATA/CLEARANCE DELIVERY STRIP MARKING

BLOCK	INFORMATION
1	Aircraft ID
2	Aircraft type (equipment optional)
10	"VFR" and direction of flight (e.g. "VFR N" for northbound VFR)
12	Reported ATIS letter or "WX" if local weather reported
14	Gate/ramp location, if reported
15	X/Check mark if clearance issued and read back correctly
17	Departure runway (can be shorted to L/R if parallel runways in use)

5.3 GROUND CONTROL STRIP MARKING

BLOCK	INFORMATION
12	Reported ATIS letter or "WX" if local weather reported
14	Gate/ramp location
16	Intersection departure taxiway (if applicable)
17	Departure runway (can be shorted to L/R if parallel runways in use)

5.4 LOCAL CONTROL STRIP MARKING

BLOCK	INFORMATION
16	Intersection departure taxiway (if applicable)
17	Departure runway (can be shorted to L/R if parallel runways in use)
20	Assigned departure heading (if applicable)

CHAPTER 6. ATCT Local VFR Aircraft

6.1 FLIGHT PROGRESS STRIP

NOTE – *For aircraft not leaving ATCT airspace, e.g. aircraft in the pattern. Obtain a half strip by right clicking the vStrips flight strip bay and selecting "Add half-strip."*

6.2 STRIP MARKING

NOTE – *Not specific to controller position. Some pilots may skip calling clearance and call ground for taxi for pattern work.*

BLOCK	INFORMATION
1	Aircraft ID – Aircraft Type (e.g. N167DP – PRM1)
2	Intentions (e.g. Pattern work)
3	Remarks (any extra information deemed necessary e.g. intersection departure, runway, special requests)

CHAPTER 7. ATCT Arrival Aircraft

7.1 FLIGHT PROGRESS STRIP

1 2 3 4	5 6 7	8 9	10 11	12 13 14 15 16 17 18 19 20

NOTE – Applies to both IFR and VFR aircraft with a vNAS flightplan entered.

1. Aircraft ID
2. Revision number
3. Aircraft type/equipment
4. CID
5. Beacon code
6. Previous fix
7. Coordination fix
8. Estimated arrival time
10. Flight rules
11. Destination and remarks

7.2 LOCAL CONTROL STRIP MARKING

BLOCK	INFORMATION
14	Gate number/parking location (if reported)
20	"L" if the pilot accepts a LAHSO clearance

7.3 GROUND CONTROL STRIP MARKING

BLOCK	INFORMATION
14	Gate number/parking location (if reported)

CHAPTER 8. FLIGHT STRIP EXAMPLES

8.1 IFR DEPARTURES

UAL2159 2 B39M/L	6745	KMSP KORD	KMSP RST1 RST ZZIPR FYTTE7	W		E6
	P0000		KORD	PDC		17
399 ‖‖‖‖‖‖‖‖	310		∘TCAS SIMBRIEF	R		140

UAL2159 has ATIS W, was located at gate E6, received a PDC, departed runway 17, was assigned R's frequency as their departure frequency, and was assigned heading 140 on departure.

SKW3869	5265	KMSP KGRB	KMSP WLSTN7 GRB KGRB	X	45	C13
E75L/L	P0000			PDC		L
124 ‖‖‖‖‖‖‖‖	230			R		090

SKW3869 has ATIS X, was assigned a pushback time of 45 minutes past the hour, was parked at C13, was assigned a PDC, departed runway 12L, was assigned R's frequency as their departure frequency, and was assigned heading 090 on departure.

SKW3979	4220	KBIS	KBIS TTAIL BAINY3 KMSP	G		2
	P0000			X		31
784 ‖‖‖‖‖‖‖‖	330				15	

SKW3979 has ATIS G, was parked at gate 2, was issued and read back their clearance, departed runway 31, and had an EDCT time of 15 minutes past the hour.

8.2 VFR DEPARTURE (vNAS FLIGHTPLAN)

N795HG 1 C337/G	4605	KMSP KDLH	KMSP VFR DIRECT KDLH	B		SIG
	P0000			✓	W5	L
708 ‖‖‖‖‖‖‖‖	VFR/075		∘CHARTS	E		

N795HG has ATIS B, was parked at Signature, was issued and read back their clearance, departed runway 30L at W5, and was assigned E's frequency as their departure frequency.

8.3 VFR DEPARTURE (NO vNAS FLIGHTPLAN)

N172SP			VFR E		P		THU
C172					X	A3	L

N172SP, a C172, is an eastbound VFR departure with ATIS P. They were parked at Thunderbird Aviation, received their clearance, and departed from intersection A3 on runway 10L.

8.4 LOCAL VFR

N484TR – PA24	
PATTERN	
STUDENT PILOT	

N484TR is a Piper Comanche doing pattern work. They are a student pilot.

8.5 ARRIVAL AIRCRAFT

SKW3892	5731	A0500	IFR				C15
E75L/L	ROKKK						
506	KMSP		KMSP				L

SKW3892 is parking at gate C15 and accepted a LAHSO clearance to hold short of taxiway K on runway 22.