



Honolulu Control Facility

HCF GENERAL PROCEDURES

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DOCUMENT INFORMATION

Purpose

This document prescribes the procedures to be utilized for the general controlling in the Honolulu Control Facility. This document serves to create and implement standardized procedures for the controllers to follow in certain situations.

Distribution

This document is distributed to all Honolulu Control Facility personnel.

Responsibility

The Air Traffic Manager or their designee shall be responsible for the maintenance of this document and any policies that deviate from it.

Procedural Deviations

Exceptional or unusual requirements may dictate procedural deviations or supplementary procedures to this order. A situation may arise that is not adequately covered herein; in such an event use good judgment to effectively resolve the problem.

Updates and Changes

The Air Traffic Manager or their designee may post interim changes to this document in the form of notices via the HCF website and discord. Controllers are requested to check for any notices prior to controlling for changes in procedures.

Cancellation

This document cancels any relevant procedures or agreements previous to this one, beginning on the date of effectiveness of this document.

TABLE OF REVISIONS

DATE	REVISION	EDITOR/VERSION
02 Feb 2024	Initial Release	Dirk Thorben Kottenhahn HCF 7110.4A

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1 Relieve Briefings

- (a) The controller being relieved should follow the relief checklist at the position and include at least:
1. Current Traffic Situation
 2. Configuration of airspace and runway
 3. ATIS if applicable
 4. Other controllers in the vicinity
- (b) Further examples of what can be added:
1. Pre-Approved Coordination
 2. NOTAMs
 3. ODOs
- (c) When completed, the controller being relieved and the relieving controller must state their operating initials.

2 Controlled Area Intrusion

- (a) The following procedures for tracking and identification of any aircraft that enters Class B, C, or D airspace without authorization.
- (b) The Controller shall:
1. Verify that the aircraft is not in communication with another sector.
 2. To the extent possible, attempt to contact aircraft via normal control frequencies
 3. Send a contact me if unable to reach aircraft using methods above
 4. Advise other sectors of intruder, as necessary.
 5. Identify and track apparent violators handed off or pointed out to you
 6. Notify the receiving controller of apparent violators when handing off/pointing out subject aircraft.
 7. Provide information to other facilities as requested.