



## **Division Training Policy**

USADP-002B

## Record of Changes

- Updated language to refer to GCAP instead of GRP
- Added 2.9 Event Endorsements.

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## Chapter 1 General

### 1.1 Purpose

1.1.1 The purpose of this order is to establish and define the standards and procedures related to the training requirements of developmental (OBS, S1, S2, S3), certified professional controller (C1, C3), instructors (I1, I3) level controllers must meet to progress through VATSIM Controller Ratings.

1.1.2 This order also includes the procedures for all other training related information.

### 1.2 Audience

1.2.1 This policy is for use by the VATUSA Division of VATSIM and all subdivisions within.

### 1.3 Distribution

1.3.1 This policy shall be available on the VATUSA Website under Policies & Downloads.

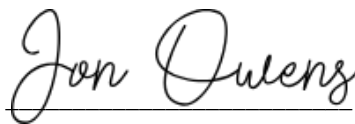
### 1.4 Cancellation

1.4.1 This order cancels and replaces USADP002.

### 1.5 Effective Date

1.5.1 This order is effective as of 03/01/2024.

### 1.6 Signatories



Jon Owens

Deputy Director Training Services



Brin Brody

Training Services Manager

## **Chapter 2 General Policy and Interpretations**

### **2.1 Overview**

- 2.1.1 This order is designed to take a developmental controller from an Observer (OBS) rating to Controller (C1) rating.
- 2.1.2 This order permits the use of multiple types of learning including self-study, interactive programs, simulated traffic scenarios, and monitored live network activities.
- 2.1.3 Students are expected to review all Academy, subdivision training materials, applicable sections of the FAA Order 7110.65, and come fully prepared to any training session.

### **2.2 VATUSA Interpretation of the S1 Rating**

- 2.2.1 This section details the Division's interpretation of VATSIM Global Controller Administration Policy as it pertains to the certification and rating of Tower Trainees (S1).
- 2.2.2 The S1 rating does not automatically authorize a student to control unrestricted Ground, Clearance Delivery, and Ramp positions within their home ARTCC.
- 2.2.3 Subdivisions may allow S1 students to pursue endorsements for Tier 1 and/or Tier 2 Ground, Clearance Delivery, and Ramp positions, but are not required to.
- 2.2.4 Subdivisions in VATUSA will award the S1 rating according to the subdivision's training policy.

### **2.3 Rating Examinations**

- 2.3.1 Students must be assigned the appropriate course on the VATUSA Academy prior to beginning training for that rating.
- 2.3.2 The Rating Examination written test must be passed with a score of at least 80% prior to the Over the Shoulder examination.

### **2.4 Rating Competency Examinations (RCE)**

- 2.4.1 RCEs are comprehensive assessments of all GCAP-required competencies required for the selected rating, and all previous ratings (e.g. the C1 RCE includes S2, S3, and C1 competencies), in accordance with Appendices B, C, and D.
  - a. The S1 RCE includes those competencies listed in Appendix A.
- 2.4.2 Rating Competency Examinations (RCE) exist for each of the three controller ratings for which there are associated GCAP competencies (S2, S3, and C1), and S1.
- 2.4.3 The Rating Competency Examination (RCE) shall be assigned by a VATUSA Training Staff member for:
  - a. Controllers returning from greater than 6 months of inactivity;
  - b. Controllers transferring to a VATUSA subdivision who are not assigned to the VATUSA division (extra-VATUSA transfers);

- c. Controllers visiting one or more VATUSA subdivisions who are not assigned to the VATUSA division (extra-VATUSA visitors);
  - d. And controllers with real world experience, to allow those with the requisite knowledge to bypass the normally-required Academy theory courses. To be eligible, the controller must have been previously certified in the United States by either the Federal Aviation Administration (FAA), any branch of the U.S. Military, or a facility under contract with the U.S. Federal Government. Eligible controllers will be permitted to bypass the Academy courses as follows:
    - i. A terminal controller with no radar training/certification may be exempted from the Basic ATC, S1, and S2 academy courses by completing the S2 RCE.
    - ii. A terminal controller with radar training/certification may be exempted from the Basic ATC, S1, S2, and S3 academy courses by completing the S3 RCE.
    - iii. An enroute (center) controller may be exempted from the C1 academy course by completing the C1 test-out exam. This exam is non-cumulative, and may only be issued to a controller holding an S3 rating or greater.
- 2.4.4 After assignment, controllers may attempt an RCE three times. A passing grade is defined as 80% correctness. Any passing grade is acceptable for satisfactory completion of the RCE.
- 2.4.5 A controller failing the assigned RCE (less than 80%) on all three attempts will be required to complete the academy courses appropriate to their rating (e.g. an S3 will complete the Basic ATC/S1, S2, and S3 courses), and will be allowed an additional three attempts to complete the RCE. Subsequent failures will result in the removal of course progress from the VATUSA Academy, and a requirement that all courses be re-completed, including the course final examinations. Other action may also be taken at the discretion of the Deputy Director Training Services.
- a. Except in the case of real world controllers applying for an exemption from the Academy courses: Following a failure of the initial three attempts, controllers will be ineligible for transfer, and will be required to complete training as normally required for members.
- 2.4.6 Upon successful completion of an RCE, a note shall be added to the controller's VATUSA action log including the name of the RCE and their passing grade. Subdivision staff may request additional RCE records from VATUSA via email to [training@vatusa.net](mailto:training@vatusa.net).
- 2.4.7 Persons required to take an RCE shall make the request via support ticket, submitted on the VATUSA website.

## **2.5 Over-The-Shoulder (OTS) Examinations**

- 2.5.1 OTS Examinations test students on either a simulated or live basis on practical applications for the purpose of rating promotions (not including OBS to S1).
- 2.5.2 While not all domain areas listed in Chapter 3 need to be explicitly tested, subdivisions are required to ensure the student has demonstrated a satisfactory competency level prior to rating issuance. Subdivisions must utilize previous training records as evidence of competency for a standard not explicitly listed on the OTS rubric.
- 2.5.3 All OTS examinations must be completed and documented on the VATUSA website utilizing the appropriate form.
- 2.5.4 Subdivisions may utilize additional rubrics and documentation for OTS examinations with the approval of the VATUSA Deputy Director Training Services, provided they also complete the required VATUSA OTS form.
- 2.5.5 All performance indicators, except those which are marked as optional, are to be met with at least an 80% pass level to be considered satisfactory. Subdivisions are encouraged to utilize best judgment when determining satisfactory levels for complex situations including but not limited to loss of separation and airspace violations.
- 2.5.6 Required practical standards that were not observed during an OTS may, at the TA's discretion, be tested in theory, including the appropriate phraseology. The subdivision shall make a comment on any topic covered by theory instead of practical examination.

## **2.6 Designated Airspace Endorsements**

- 2.6.1 Subdivisions may create a separate training program and examination rubric for Designated Airspace.
- 2.6.2 Designated Airspace endorsement criteria must be defined and be publicly available on the subdivision's website.
- 2.6.3 Designated Airspace endorsements are separate from VATSIM ratings. Rating Examinations and Rating Competency Examinations are NOT applicable to Designated Airspace endorsements.

## **2.7 Solo Certifications**

- 2.7.1 Solo certifications for S1 controllers working a Tower position, S2 controllers working a TRACON position, and S3 students working an en-route position shall be noted on the VATUSA website.
- 2.7.2 Solo certifications may only be issued for a single position at a time.
- 2.7.3 Solo certification duration is thirty days in length and may be renewable up to two times for a total duration of ninety days. Any extension of a solo certification beyond 90 days must be approved by the Deputy Director - Training Services.



## **2.8 Monitoring**

- 2.8.1 Mentors/Instructors may not monitor a student/non-certified controller from a lower position (i.e., a mentor working ground cannot monitor a non-certified controller working tower or higher - This is known as down-up monitoring).
- 2.8.2 The monitoring mentor/instructor is responsible for the monitored position at all times and must intervene, including over frequency, to provide for all air traffic services if necessary.
- 2.8.3 A mentor/instructor must never permit one holding an OBS (Observer) rating to transmit on their frequency and provide control instructions.
- 2.8.4 A controller undergoing rating/certification training who does not hold a solo certification for the position must be monitored by a subdivision training staff member approved to monitor that position per subdivision policy.
- 2.8.5 The mentor/instructor monitoring may only monitor one student/controller.

## **2.9 Event Endorsements**

- 2.9.1 Subdivisions may utilize event endorsements to determine which controllers are authorized to control positions during an event. Subdivisions using event endorsements must specify this in policy.
- 2.9.2 Each Tier 1 and Tier 2 endorsement has a corresponding event endorsement. Unrestricted positions shall be grouped together into one endorsement per position type (i.e. Delivery, Ground, Local, Approach, Center).
- 2.9.3 Subdivisions may require currency for event endorsements. Such currency requirements cannot be more restrictive than controlling one event or completing one recurrent training session every 6 months.
- 2.9.4 Subdivisions choosing to use event endorsements shall display those endorsements on their website.
- 2.9.5 Scenarios used for assessing event endorsements shall utilize splits as would be realistic for an event and shall contain a volume of traffic that would be expected in an event. Event Endorsements shall not be assessed top-down unless the related positions are regularly staffed top-down in an event.

## **Chapter 3 Training Standards**

### **3.1 General**

- 3.1.1 This section serves as VATUSA's decomposition and understanding of the competencies as outlined in Appendix A of the VATSIM Global Controller Administration Policy ("GCAP").
- 3.1.2 VATUSA provides the training materials for the VATSIM Controller Global Ratings.
- 3.1.3 Subdivisions may provide additional training materials for their designated airspace and specific minor field operations.
- 3.1.4 The below training standards are delineated by Domain Identification (DID). Each DID has a Domain (The basic concept being standardized); Base competency standard (Satisfactory) and inadequate competency (Unsatisfactory) standard (Textual descriptions of when the competency is met and not met).
- 3.1.5 Training standards are to be met with at least an 80% satisfactory level to be considered satisfactory. Instructors are encouraged to utilize their best judgment when determining satisfactory levels for complex situations including but not limited to loss of separation and airspace violations.

### **3.2 Delivery/Ground Competencies**

- 3.2.1 Competencies are listed in Appendix A.
- 3.2.2 Competencies listed in Appendix A must be demonstrated prior to the issuance of Minor Delivery/Ground Certification.

### **3.3 S2 Competencies**

- 3.3.1 Competencies are listed in Appendix B.
- 3.3.2 Competencies listed in Appendix B must be demonstrated successfully and recorded to VATUSA utilizing the appropriate form on the VATUSA website.
- 3.3.3 Upon successful completion of all S2 and previous competencies, a passing VATUSA Rating Examination, and a passing OTS completed by a VATUSA Instructor, the S2 rating shall be issued.

### **3.4 S3 Competencies**

- 3.4.1 Competencies are listed in Appendix C.
- 3.4.2 Competencies listed in Appendix C must be demonstrated successfully and recorded to VATUSA utilizing the appropriate form on the VATUSA website.
- 3.4.3 Upon successful completion of all S3 and previous competencies, a passing VATUSA Rating Examination, and a passing OTS completed by a VATUSA Instructor, the S3 rating shall be issued.

### **3.5 C1 Competencies**

- 3.5.1 Competencies are listed in Appendix D.

3.5.2 Competencies listed in Appendix D must be passed successfully and recorded to VATUSA utilizing the appropriate form on the VATUSA website.

3.5.3 Upon successful completion of all C1 and previous competencies, a passing VATUSA Rating Examination, and a passing OTS completed by a VATUSA Instructor, the C1 rating shall be issued.

## **Chapter 4 Training Staff Job Descriptions**

### **4.1 VATUSA Training Staff**

4.1.1 Deputy Director Training Services. Role Defined in DP-001.

4.1.2 Training Services Manager. Role Defined in DP-001.

4.1.3 Assistant Training Services Manager. Role Defined in DP-001.

### **4.2 Training Administrator**

4.2.1 The Training Administrator (TA) is a subdivision training staff role that:

- a. Leads a subdivision training department.
- b. Recommends Instructor candidates to VATUSA.
- c. May appoint a staff of mentors to assist in training.
- d. Creates and approves training materials.
- e. Maintains responsibility for all ratings and endorsements awarded within the subdivision.
- f. Serves as a VATUSA Instructor (Rating - I3).
  - i. Must hold, or have previously held, a non-probationary (full) instructor rating at the time of appointment
- g. Ensures that subdivision training policy is consistent with and supports subdivision training standards.
- h. Ensures that subdivision training policy is consistent with and supports division training standards.
- i. Reports to the subdivision ATM as well as VATUSA Training Staff. The Deputy Director Training Services serves as the primary point of contact for VATUSA Training Staff.
- j. Is subject to Chapter 5 of this order.

### **4.3 DICE Instructor**

4.3.1 The DICE Instructor is a VATUSA instructor role that:

- a. Serves as a VATUSA Instructor (Rating - I1).
- b. Reports to the VATUSA training staff.
- c. Is subject to Chapter 5 of this order.

### **4.4 Instructor**

4.3.1 The Instructor is a subdivision training staff role that:

- d. Serves as a VATUSA Instructor (Rating - I1).
- e. Reports to the subdivision TA.
- f. Has successfully completed their Probationary Instructor requirements
- g. Is subject to Chapter 5 of this order.

#### **4.5 Probationary Instructor**

- 4.4.1 The Probationary Instructor is a role that serves as a VATUSA Instructor (Rating - II) prior to receiving full Instructor privileges.
- 4.4.2 Probationary Instructors report to the subdivision TA.
- 4.4.3 Additional requirements for Probationary Instructors are found in Chapter 5.

#### **4.6 Mentor**

- 4.5.1 The Mentor is a subdivision training staff role that:
  - a. May conduct training within the subdivision (including transferring or visiting controllers) according to the subdivision's policies.
  - b. May create training materials subject to the subdivision's policies.
  - c. May train up to the level of their rating as specified by the subdivision TA.
  - d. Reports to the subdivision TA.
  - e. Complies with the subdivision specific training minimums.

## **Chapter 5 VATUSA Instructors**

### **5.1 Instructor Nomination**

5.1.1 The Training Administrator, or Acting Training Administrator, may nominate any home controller provided they meet these minimum qualifications:

- a. Hold a C1 rating or greater.
- b. Hold all certifications in the subdivision, except special centers as defined in the VATSIM Global Controller Administration Policy.
- c. Hold a mentor position in the subdivision.
- d. Have not had any recent unprofessional activity or network suspensions.

5.1.2 The Training Administrator shall submit to the Division Training Manager the name, e-mail address, and controller ID of the nominee.

5.1.2 A Training Administrator, or Acting Training Administrator, wishing to nominate a home controller not meeting the minimum qualifications listed in 5.1.1 of this document may submit a request for an exemption to the VATUSA Deputy Director Training Services.

5.1.3 Upon acceptance of the nomination, the VATUSA Deputy Director Training Services (or their designee) shall provide a link to this Order to the nominated controller and the Probationary Instructor Feedback Survey.

### **5.2 Probationary Instructor Appointment**

5.2.1 Upon acceptance of the nomination, the nominee will be made a Probationary Instructor and will receive the rating of I1 for a period of forty-five (45) days (extendable at the discretion of the VATUSA Deputy Director Training Services).

5.2.2 Over the probationary period the Training Administrator is required to ensure the Probationary Instructor complete the following:

- a. Training reports made by the Probationary Instructor (at least three).
- b. OTS Report (at least one)
- c. Instructor Review Form to be filled out by the student without any assistance from the TA or Probationary Instructor.
- d. Complete VATUSA Academy training for new Instructors.

5.2.3 At the end of the probationary period the VATUSA Deputy Director Training Services and VATUSA Training Services Manager will review the above documentation looking for professionalism, proper training technique, adherence to standards, adherence to VATUSA and subdivision OTS requirements, and other facets to determine suitability for making the Instructor rating permanent.

5.2.4 Any concerns, deficits or issues should be brought to the attention of the Training Administrator who, in agreement with VATUSA Training Staff, will decide on the appropriate course of action for the probationary instructor. Possible actions include counseling of the probationary instructor and continuation of the probationary period, counseling of the probationary instructor and issuance of the

permanent rating, or removal of the Instructor Rating (discontinuing the probationary period).

5.2.5 If at any time during the probationary period VATUSA becomes aware of misconduct or suspensions on the Probationary Instructor, the rating shall be removed.

5.2.6 Any Probationary Instructor whose Instructor Rating has been removed may not be re-submitted for nomination for a period of at least 120 days without a waiver from the VATUSA Deputy Director Training Services.

5.2.7 All rating OTS examinations conducted by the probationary Instructor must also be supervised and cosigned by an Instructor at the subdivision.

5.2.8 If at any time during the probationary period the Probationary Instructor elects to transfer to a different facility, the probationary period will be immediately terminated, and the Probationary Instructor's Instructor Rating shall be removed.

### **5.3 Returning Instructor Appointment**

5.3.1 The Training Administrator may request a probationary period waiver for Instructor nominees who previously held an Instructor Rating or previously served as a Training Administrator within the Division and who meet the minimum qualifications.

5.3.2 A request should be made via email to VATUSA Deputy Director Training Services that explains the justification for the waiver including when the nominee last served as an Instructor and a rationale for why or how they have maintained their currency as a teacher.

5.3.3 VATUSA Deputy Director Training Services may waive the probationary period in its entirety or may require a modified probationary period.

### **5.4 DICE Instructor Appointment**

5.1.1 The VATUSA Training Staff may appoint any VATUSA controller to the DICE Instructor role provided they meet these minimum qualifications:

- a. Hold a C1 rating or greater.
- b. Hold all certifications in their home subdivision, except special centers as defined in the VATSIM Global Controller Administration Policy.
- c. Hold or have previously held a mentor or instructor position in a VATUSA subdivision.
- d. Have not had any recent unprofessional activity or network suspensions.

### **5.5 Removal of Instructor Appointment**

5.4.1 VATUSA Staff may remove an Instructor Rating for the following reasons:

- a. Violation of VATSIM CoC or VATUSA policies.
- b. Removal from the Division.
- c. Removal or transfer from a facility (unless prior permission is received)

- d. Long-term suspension from the network after consultation with the DCRM
  - e. Awarding ratings that are not in accordance with the VATUSA Training Standard/VATSIM Global Controller Administration Policy.
  - f. Inactivity for more than 90 days in a training capacity.
  - g. At the request of subdivision senior staff (TA, ATM, DATM) for cause.
  - h. At the request of the instructor.
  - i. Any other reason at the discretion of the Deputy Director Training Services.
- 5.4.2 Appeals of removals must be submitted to the Deputy Director Training Services within seven (7) days with detailed reasoning for why the removal was improper.

## **5.6 VATUSA Instructor Responsibilities**

5.5.1 All VATUSA Instructors shall be responsible for:

- a. Creating training materials subject to the subdivision's policies.
- b. Administering Over-the-Shoulder examinations for the subdivision.
- c. Approving Solo Certifications for TRACON and En-Route control positions.
- d. Assigning appropriate rating courses in the VATUSA Academy.
- e. Maintaining activity in their subdivision by completing subdivision required training minima.
- f. Completing other tasks as assigned by the subdivision training program.

*NOTE: Any instructor that is maintaining training currency by the completion of other tasks for the subdivision training program must have the subdivision TA request an exemption from the VATUSA Training Staff.*



## **Chapter 6 VATUSA Division Trial Training Programs**

### **6.1 General**

- 6.1.1 VATUSA Training Staff may create division trial training programs.
- 6.1.2 These programs are experimental in nature and will be subject to restrictions contained within the programs documentation.
- 6.1.3 The goal of these programs will be to enhance the division and/or subdivision's training program as defined within the programs documentation.

### **6.2 Records and Changes**

- 6.2.1 VATUSA Training Staff will maintain the records of the respective trial programs and notify all affected facilities when a change is to occur.
- 6.2.3 VATUSA Training Staff will monitor and review the Trial Program.

## Appendix A Delivery/Ground Competencies

DID:	GRP:	Academy Course	7110.65 Citation:	Domain:	Completion Standard:
<b>1.1</b>	<b>II A2</b>		<b>NONE</b>	<b>Introduction to VATSIM</b>	
<b>1.1.1</b>	A1.1	VRC / vSTARS / vERAM	VATSIM	Setting Up ATC Client	Can connect using an approved ATC Client on an active or sweatbox position and set up primary frequency and voice requirements.
<b>1.2</b>	<b>II A2</b>		<b>Various</b>	<b>Introduction to ATC</b>	
1.2.1	II A2	Trainee Orientation	NONE	Discussion of FAA 7110.65	NONE
1.2.2	II A2		2-1-2 and 2-1-3	Duty & Priority of ATC	Demonstrates understanding of ATC's roles in providing the safe and expeditious flow of traffic
<b>1.2.3</b>	<b>II A2</b>	<b>Basics of ATC, 1.4 NAS</b>	<b>2-4-22</b>	<b>National Airspace System</b>	
<b>1.2.3a</b>	II A2	1.4	2-4-22	Airspace Classes	Demonstrates knowledge of class G, E, D, C, B, A, and TRSA airspace including operating requirements, and airspace dimensions. Provides working knowledge of local airspaces.

<b>1.2.3b</b>	II A2	1.4	2-4-22	Mode C Veil	Explains when Mode C is required to be on (ASDE-X/ASSC compliance facility specific). <u>Utilizes appropriate phraseology to ensure pilot compliance with Mode C Requirements.</u>
<b>1.2.3c</b>	II A2	1.4	2-4-22	Special Use Airspace (SUA): Warning areas, Restricted Areas, and Prohibited Areas	Identifies three types of SUAs. <u>Identifies local examples when necessary.</u>
<b>1.2.2</b>	<b>II A2</b>	<b>1.3</b>	<b>2-6, 4-5-4</b>	<b>Weather</b>	
<b>1.2.2a</b>	II A2	1.3	2-6	METAR	Can fully decode a METAR including: Station Identification, Time Observation was made, Wind (including variable, gusts) Altimeter setting, Temperature & Dewpoint (and explains relationship), Identified cloud types and when a ceiling is present and common local visibility obscuring phenomena such as rain, mist, fog etc.

<b>1.2.2b</b>	II A2	1.3	2-6	Terminal Aerodrome Forecast (TAF)	Can fully decode a TAF including: Period of validity, when forecast was made, From period including forecasted conditions.
<b>1.2.2c</b>	II A2	3	4-5-4	Lowest Usable Flight Level	Adequately lists the flight level that is usable at given altimeter settings.
<b>1.2.3</b>	<b>II A5 &amp; 6</b>	<b>Basics 1.2</b>	<b>2-4-8 and 3-1- 13</b>	<b>Radio Telephony</b>	
<b>1.2.3a</b>	II A5	1.2	2-4-8 and 3-1- 13	Two-way radio communication	Properly establish two-way radio communication
<b>1.2.3b</b>	II A5 & 6	1.2	2-4-16	NATO Phonetic	Can pronounce letters in accordance with NATO phonetic alphabet.
<b>1.2.3c</b>	II A5 & 6	1.2	2-4-17	Number Groupings	Can pronounce zero to niner and properly groups numbers as appropriate
<b>1.2.3d</b>	II A5 & 6		2-3-5	Special Callsigns	Can identify Branch of Service callsigns by designation/name <u>for the most common services found in the local area</u>
<b>2.1</b>	<b>Vario us</b>		<b>Various</b>	<b>Flight Data</b>	
<b>2.1.1</b>	II C1	<b>Clearance Delivery 2.2-2.7</b>		<b>&gt;IFR Flight Plans</b>	<b>Can explain the parts of a flight plan</b>

<b>2.1.1a</b>	II C1	2.4	2-3-1	Route of Flight	Issues clearance using prescribed phraseology, <u>and if locally permitted abbreviated clearances and/or pre-departure clearances</u>
<b>2.1.1b</b>	II C1	2.5	4-5-2	Proper Altitude for Direction of Flight	Identifies and corrects flight plan altitudes which do not correspond with NEODD/SWEVEN or local SOP.
<b>2.1.1c</b>	II C1	2.5	2-1-29	Reduced Vertical Separation Minima (RVSM)	Identifies RVSM rules/airspace and its application on VATSIM as all aircraft are RVSM capable.
<b>2.1.1d</b>	II A7	2.1	2-3-8	Equipment Suffix	Identifies, compares and contrasts at minimal the differences between VOR and aRea NAVigation, and Ensures flight plans are in compliance with restrictions regarding navigation type by identifying /A, /G, and /L
<b>2.1.2</b>	II C3		3-9-1	Departure Procedures	Identifies four types of departure procedures and defines pilot nav, radar nav, and hybrid departures <u>as they are applicable to local airspace.</u>

<b>2.1.3</b>	II C3	2.10	3-9-1	Departure Procedures	Issues clearances with appropriate altitude or crossing restrictions including if different than that on the departure procedure.
<b>2.1.4</b>	<b>II A2</b>	<b>CD 2.10</b>	<b>Chap 7</b>	<b>VFR Flight Plans</b>	
<b>2.1.4a</b>	II A2	2.10	Chap 7	VFR Clearances	Identifies VFR Entry requirements into the various airspace classes and issues an appropriate VFR clearance.
<b>2.1.4b</b>	II A2	2.12	7-6	Flight Following	Identifies Flight Following requirements and what services are provided to pilots
<b>2.2</b>	<b>II C3</b>		<b>Various</b>	<b>Clearance Delivery</b>	
<b>2.2.1</b>	II C3	CD 2.2-2.7	2-5, 4-2-1, 4-2-3, and 4-2-5	Issuing Clearances	Issues clearance using prescribed phraseology
<b>2.3</b>	<b>Various</b>		<b>Various</b>	<b>Ground Control</b>	
<b>2.3.1</b>	II A2	Ground Control 3.2	3-7-2	Airport Layout	Defines movement and non-movement areas and identifies at local airport(s)
<b>2.3.2</b>	<b>II A2</b>	<b>GC 3.3</b>	<b>3-7-2</b>	<b>Taxi Instructions</b>	
<b>2.3.2a</b>	II A2	3.3	3-7-2	Taxis to runway	Issues taxi instructions to an active runway utilizing prescribed phraseology

<b>2.3.2b</b>	II A2	3.3	3-7-2	Intersection departure	Issues taxi to a runway for an intersection departure using prescribed phraseology.
<b>2.3.2c</b>	II A2	3.3	3-7-2	Taxi to gate	Issues taxi instructions to a gate/ramp using prescribed phraseology.
<b>2.3.2d</b>	II A2	3.5	3-7-2	Progressive taxi	Issues progressive taxi in a professional manner utilizing prescribed phraseology.
<b>2.3.2e</b>	II D1	3.4	3-11-1	Helicopter ground movement	Identifies and defines the three movement types <u>and explains the difference between hover and air taxi.</u>
<b>2.3.2f</b>	II A2	3.3	3-7-2	Hold short	Issues hold short instructions utilizing prescribed phraseology.
<b>2.3.2g</b>	II D1 and A3	3.7	3-7-2	Ground sequencing	Sequences ground traffic including the proper utilization of "follow," "behind," and "without delay" instructions
<b>2.3.3h</b>	II A2	3.6	3-7-2	Coordinating Crossings	Properly coordinates runway crossings including requests for such from tower utilizing prescribed phraseology.
<b>3.1</b>	<b>Various</b>		<b>Various</b>	<b>General Control</b>	

<b>3.1.1</b>	II C3		2-1-17, 2-4-12, 2-4-13	Coordination	Coordinates flight plan changes with other facilities including proper usage of scratchpads.
<b>3.1.2</b>	II C3		2-1-17	Transfer of communication	Transfers communications using prescribed phraseology.
<b>3.1.3</b>	II C3		2-1-18	Operational Requests	Ensures operational requests are understood and acknowledged and provides appropriate additional services.
<b>3.1.4</b>	II B1	ATC Basics 1.5		Position Briefing	Properly briefs relieving controller on necessary information
<b>3.1.5</b>	II A5	CD 2.8	2-4-3	Ensure proper readback	Ensures readback is correct with prescribed phraseology.
<b>3.1.6</b>	II A4		3-7-2 & 2-1-4	Abnormalities	Adequately modifies flow of traffic due to emergencies or other abnormal situations
<b>3.1.7</b>	II A2		2-1-19	Aircraft categories and classes.	Explains special significance of heavy/super.



## Appendix B S2 Competencies

DID:	GRP:	Academy Course	7110.65 Citation:	Domain:	Completion Standard:
<b>4.1</b>	<b>II A2</b>		<b>Chap 3</b>	<b>Introduction to Local Control</b>	
<b>4.1.1</b>	II A2	LC 4.1	Chap 3	Role of a Local Controller	Can explain the role of the Local controller.
<b>4.1.2</b>	II E1	4.2	3-1-3	Selection of Active Runway	Gives criteria for selection of active runway and identifies active runway currently in use.
<b>4.1.3</b>	II E2		3-9-3	ATIS Issuance & Content	Lists the portions of an ATIS and ensures AITS is up to date and transmitted appropriately.
<b>4.2</b>	<b>II E8</b>			<b>Local Control Instructions</b>	
<b>4.2.1</b>	II E8	4.5	3-10-1	Traffic Pattern	Identifies all segments of the VFR traffic pattern.
<b>4.2.1a</b>	II E8	4.5	3-10-1	Entry Instructions	Identifies and utilizes prescribed phraseology to issue entries into the pattern.
<b>4.2.2</b>	II E8	4.5	3-8-1	Sequencing	Identifies and utilizes prescribed phraseology for sequencing methodology including S-Turns, 270s, 360s, Follow, and Visual Holding

<b>4.2.3</b>	II E8	4.5	3-8-1	Option	Defines each area in the option and uses prescribed phraseology to clear aircraft for the option or only approve parts of the option.
<b>4.2.4</b>	II E8	4.5	3-8-1	Transitioning	Utilizes prescribed phraseology for aircraft transitioning the local controller's airspace.
<b>4.2.5</b>	II E8		3-8-1	Flight-Following	Ensures VFR aircraft are properly radar identified and informed of traffic according to local SOP.
<b>4.2.6</b>	<b>II E4</b>	<b>4.6</b>	<b>3-8-1</b>	<b>Take-off clearance</b>	<b>Issues take-off clearance with prescribed phraseology.</b>
<b>4.2.6a</b>	II E4		3-9-4	Line-up and wait (LUAW)	Lists criteria for LUAW and utilizes prescribed phraseology including required reasons and/or traffic information.
<b>4.2.6b</b>	II E4		3-9-10	Intersection Departure	Utilizes prescribed phraseology for aircraft departing from an intersection including "full length" if necessary.
<b>4.2.6c</b>	II E4	4.6	3-9-11	Cancellation of Take-off Clearance	Utilizes prescribed phraseology to cancel a take-off.

<b>4.2.6d</b>	II E4	4.6	3-10-1	Departure Instructions	Utilizes prescribed phraseology to aircraft including appropriate RNAV, Heading, or VFR departure instructions as necessary.
<b>4.2.7</b>	II E5	<b>4.6</b>	<b>3-10-1</b>	<b>Landing Clearance</b>	<b>Issues landing clearance (including advisories) using prescribed phraseology.</b>
<b>4.2.7a</b>	II E5		3-10-4	Land and Hold Short Operations (LAHSO)	Defines land and hold short operations and utilizes prescribed phraseology to issue one.
<b>4.2.7b</b>	II E3	4.6	3-8-1	Go-Arounds	Issues go-around only when necessary utilizing prescribed phraseology.
<b>4.2.7c</b>	II E5		4-8-7	Change runway	Utilizes prescribed phraseology.
<b>4.2.7d</b>	II E5	4.?	4-8-6	Circle-to-land	Utilizes prescribed phraseology.
<b>4.2.8</b>	II E6	4.3	3-9-6	Same Runway Separation (SRS)	Demonstrates a basic understanding of SRS <u>including the separation between different aircraft categories.</u>
<b>4.8.9</b>	II E6	4.4	3-9-8	Wake Turbulence Separation	Defines and applies appropriate wake turbulence separation standards.
<b>4.8.10</b>	II E5	4.7	4-10-12	Overhead	Defines the overhead maneuver.

				Maneuver	
<b>4.9</b>	<b>Various</b>		<b>Various</b>	<b>General Control</b>	
<b>4.9.1</b>	II E9		2-1-15 & 2-1-17	Transfer of communications	Transfers communications using prescribed phraseology.
<b>4.9.2</b>	II E9	4.6	2-1-15	Rolling Calls	Issues rolling calls as necessary.

### Appendix C S3 Competencies

DID:	GRP:	Academy Course	7110.65 Citation:	Domain:	Completion Standard:
<b>5.1</b>	<b>III B1</b>	<b>5.1</b>	<b>Chap 5</b>	<b>Introduction to Terminal Radar Control (TRACON)</b>	
<b>5.1.1</b>	III B1		Chap 5	Role of a Radar Controller	Can explain role of radar controller.
<b>5.1.2</b>	III B1	5.9?	Chap 5	SID / STAR / Approach symbology	Explains the symbolism and meaning on departures, arrivals, and approach charts/plates.
<b>5.1.3</b>	III B1		4-3-3	Amendments	Amends flight plan properly for changes in altitude and flight plan route.
<b>5.2</b>	<b>Vario us</b>	5.7	<b>Various</b>	<b>Coordination</b>	<b>Utilizes coordination as necessary.</b>
<b>5.2.1</b>	III B1	5.7	5-4-5	Hand-offs	Hands off traffic before entering another controller's airspace via automated and/or manual means.
<b>5.2.2</b>	III B1	5.7	5-4-7	Point-Outs	Utilizes prescribed phraseology for a point-out.
<b>5.2.3</b>	III B1		5-4-10	Pre-arranged coordination (PAC)	Demonstrates understanding of PAC procedures according to local procedures.

<b>5.2.4</b>	III B1	5.7	2-4-12	APREQ	Receives approval requests with the affected controllers prior to deviating from the local SOP or LOA.
<b>5.2.5</b>	III D7	5.7	5-4-3	Airspace	Transfers aircraft to other facilities utilizing prescribed phraseology after appropriate transfer of radar identification has been completed.
<b>5.2.6</b>	III E2	5.3	5-6-1	Minimum Vectoring Altitude (MVA)	Defines and follows the MVA.
<b>5.2.7</b>	III E2	5.6	2-1-6	Safety Alerts	Issues safety alerts as required utilizing prescribed phraseology.
<b>5.2.8</b>	III E5	5.3	5-7-2	Speed Limits	States prescribed limits for speed in reference to airport/aircraft type.
<b>5.3</b>	<b>Vari- ous</b>		<b>Various</b>	<b>Terminal Radar Control</b>	
<b>5.3.1</b>	III G1 & 5		4-3-4	Uncontrolled field operations.	Can explain and complies with the one-in/one-out rule.
<b>5.3.2</b>	III G1	5.3	4-2-8	Pop-up IFR	Properly clears pop-up IFR traffic using prescribed phraseology with respect to the appropriate MVA / MIA / MEA / etc.

<b>5.3.3</b>	III G1		4-2-8	Flight Following	Establishes aircraft on flight following using prescribed phraseology.
<b>5.3.4</b>	III G1		4-3-4	Release	Issues a clearance followed by a proper release request or hold for release using prescribed phraseology.
<b>5.3.4</b>	III D1		4-3-4	Handling arrivals	Ensures arriving IFR aircraft are informed of any traffic in vicinity using prescribed phraseology.
<b>5.3.5</b>	III C1	5.2	5-3-2 & 5-3-3	Radar Identification	Identifies all primary and secondary methods of radar identification.
<b>5.3.6</b>	III C1		5-10-5	Radar Contact Lost	Utilizes prescribed phraseology to inform an aircraft of loss of radar identification.
<b>5.3.7</b>	III E1		5-2-17	Verify Mode C Altitude	Verifies mode C altitude of aircraft prior to utilizing for separation.
<b>5.3.8</b>	III C1		5-1-13	Radar Termination	Terminates radar service utilizing prescribed phraseology.

<b>5.3.9</b>	III G1		2-7-2	Altimeter Issuance	Issue altimeter when aircraft will be descending below the lowest usable flight level or when below such every fifty flying miles and identifying the source of the altimeter.
<b>5.3.10</b>	III C3		5-8-1	Climb-out	Issues climb-out or climbing instructions utilizing prescribed phraseology as appropriate.
<b>5.3.11</b>	III D2 & 3	5.8	4-5-7	STAR	Utilizes prescribed phraseology for STARs including issuing hard altitudes for aircraft being vectored off a STAR.
<b>5.3.12</b>	III E2	5.3	5-6-1	Vectoring	Gives reason for vector.
<b>5.3.13</b>	III E5	5.3	5-7-1 through 5-7-3	Speed Adjustment	Utilizes prescribed phraseology for all speed adjustments including increasing, maintaining, and reducing speed and terminating speed restrictions. If required, Mach transition is utilized correctly.
<b>5.3.14</b>	III E5	5.3	5-7-2	Altitude and Speed Adjustment	Issues one of altitude or speed adjustment to do first then which to do second.



<b>5.3.15</b>	III G4	5.3	4-6-1 through 4-6-4	Holds	Identifies the difference between published and unpublished holds. Utilizes prescribed phraseology for issuing holding instructions and for aircraft exiting holding.
<b>5.3.16</b>	III D7		5-9-4	Transfer to tower	Hands aircraft off to tower in an adequate time/distance from airport.
<b>5.4</b>	<b>III F1 &amp; 2</b>		<b>5-1 &amp; 5-5</b>	<b>Separation</b>	<b>Identifies vertical and horizontal separation in airspace classes.</b>
<b>5.4.1</b>	III F1 & 2	5.5	5-1-8 & 5-5-2	Merging Targets	Demonstrates understanding of merging target procedures.
<b>5.4.2</b>	III F1 & 2	5.6	2-1-21	Traffic calls and alerts	Issues traffic calls and alerts utilizing prescribed phraseology.
<b>5.4.3</b>	III F1 & 2		2-1-21	Visual	Applies visual separation and does not use it to absolve controller of positive separation requirements.
<b>5.4.4</b>	III F1 & 2		5-5	Positive Separation	Demonstrates knowledge of positive separation.

<b>5.4.5</b>	III G2		3-8-1	Sequencing	Sequences aircraft in a manner that maintains positive separation <u>and in a manner that is orderly and expeditious to the flow of traffic.</u>
<b>5.5</b>	<b>Vario us</b>		<b>4-8-1</b>	<b>Approaches</b>	<b>Defines precision vs non-precision approaches.</b>
<b>5.5.1</b>	III D6	5.9	4-8-1	Approach Types	Identifies restrictions and requirements for the following approach types: visual , charted visual, ILS/GLS, VOR/DME, LOC/LDA, NDB, and RNAV (RNP/GPS).
<b>5.5.2</b>	III D6	5.10	4-8-1	Approach Clearances	Utilizes prescribed phraseology to clear an aircraft for an approach.
<b>5.5.3</b>	III D6		4-8-1	Cancel Approach Clearance	Cancels approach clearance utilizing prescribed phraseology.
<b>5.5.4</b>	III G2	5.10	4-8-11	Practice Approach	Utilizes prescribed phraseology for practice approaches.
<b>5.5.5</b>	III D6	5.10	4-8-7	Side Step	Issues side-step maneuver clearances when necessary and utilizes prescribed phraseology.



## Appendix D C1 Competencies

DID:	GRP:	Academy Course	7110.65 Citation:	Domain:	Completion Standard:
<b>6.1</b>	<b>Variou us</b>		<b>Various</b>	<b>Introduction to En-Route</b>	
<b>6.1.1</b>	IV A2	6.1	Chap 5	Role of a En-Route Controller	Can explain role of an en-route controller.
<b>6.1.2</b>	IV C-E	6.1	5-5-4	En-route Separation	Ensures en-route separation is maintained.
<b>6.1.2a</b>	IV D1		P-2	Positive Control	Ensures positive control is maintained.
<b>6.1.3</b>	IV E1	6.1	2-6-2	Hazardous Weather Information	Issues hazardous weather information utilizing prescribed phraseology and provides necessary deviation assistance.
<b>6.2</b>	<b>II A2</b>		<b>2-1-17</b>	<b>Coordination</b>	<b>Utilizes coordination as necessary.</b>
<b>6.2.1</b>	II E9		2-1-15 & 2-1-17	Transfer of communications	Transfers communications using prescribed phraseology.
<b>6.3</b>	<b>IV C1</b>		<b>4-5-7</b>	<b>Altitude Changes</b>	<b>Issues altitude changes as necessary utilizing prescribed phraseology.</b>
<b>6.3.1</b>	IV C1	6.3	4-5-7	Crossing Restrictions	Issues descent instructions to cross/meet an altitude as necessary using prescribed phraseology.

<b>6.3.2</b>	IV E5	6.3	N/A	Basic Descent Math	Defines and completes appropriate descent math to allow aircraft to meet descent/crossing restrictions.
<b>6.3.3</b>	ADV		4-5-7	Cruise Clearance	Defines cruise clearance including utilizing prescribed phraseology.
<b>6.4</b>	<b>Various</b>		<b>Various</b>	<b>En-Route Control</b>	
<b>6.4.1</b>	IV D1		2-1-21	Crossing Traffic	Utilizes prescribed phraseology to alert crossing traffic of each other.
<b>6.4.2</b>	IV D4		Chap 6	Non-Radar	Demonstrates basic knowledge of time-based and other non-radar based separation standards.
<b>6.4.3</b>	ADV		Chap 8	Oceanic	Provides oceanic services according to local procedures.
<b>6.4.4</b>	ADV		2-1-11, 9-2-14	Military Operations	Defines relevant military operations to include in-air refueling and MARSAs.

## **Appendix E Delivery and Ground Certification Statement**

I certify that via observations of the student/developmental controller's training that they meet the required standards for Delivery/Ground certification as outlined in USADP-002.

Controller Name and CID: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Instructor Name and CID: \_\_\_\_\_

## **Appendix F SAMPLE S2 OTS Form**

Please place your specific comments in the appropriate form. All forms will be required to be completed on the VATUSA Website so these serve as a preview only. We will add them to the final document before upload.

<https://drive.google.com/file/d/1uG-F1RDZKxcAJ88yNqxx6b2o9l11WGWm/view?usp=sharing>

## **Appendix G SAMPLE S3 OTS Form**

Please place your specific comments in the appropriate form. All forms will be required to be completed on the VATUSA Website so these serve as a preview only. We will add them to the final document before upload.

<https://drive.google.com/file/d/11wtVlhaYq1g4yHikcD1xAqlavDk7DbnJ/view?usp=sharing>



## **Appendix H SAMPLE C1 OTS Form**

Please place your specific comments in the appropriate form. All forms will be required to be completed on the VATUSA Website so these serve as a preview only. We will add them to the final document before upload.

<https://drive.google.com/file/d/18jVFgxZ-R9pZNejcvlhqWEju3OwBWLWO/view?usp=sharing>