1.   Policy Information

1.1.   Purpose:
To provide a standard for the general administration of the VATUSA division.

1.2.   Applicability:
This policy applies to all members of the VATUSA division and all sub-divisions (ARTCCs).

1.3.   Mission Statement:
VATUSA strives to provide a realistic air traffic control simulation for the United States on the VATSIM network, while also providing a fun and welcoming environment for members.

1.4.   Vision Statement:
To create a more cohesive and collaborative hobby environment wherein its members challenge pre-existing standards, embrace growth, and aim to positively influence the entire VATSIM network.

1.5.   Value Statement:
Through effective communication, collaboration, and empathy, we treat each other with dignity and respect. We are open to various types of members and acknowledge that no one is above the learning process. With each new day, we strive to be better versions of ourselves.

2.   Definitions

2.1. **Air Route Traffic Control Center (ARTCC):** An individual facility responsible for providing Air Traffic Control Services for an airspace assigned by the division. Usually referred to as a sub-division in network policy.

2.2. **Letter of Agreement (LOA):** A joint policy between two or more facilities that sets out standard operating procedures for interactions between the party facilities.

2.3. **Senior Staff:** Air Traffic Manager, Deputy Air Traffic Manager, and Training Administrator

2.4. **Junior Staff:** Event Coordinator, Facility Engineer, Webmaster

2.5. **Standard Operating Procedure (SOP):** A document that establishes procedural requirements and best practices for normal controlling operations.

2.6. **Designated Status:** A Designated Status is a permanent attribution and does not vary depending on time or traffic levels after defined.

2.7. **Tier 1**: Positions with associated high traffic levels and/or highly complex procedures (as compared to Unrestricted Positions) that necessitate an elevated level of competency and training to operate

2.8. **Tier 2:** Positions that have significant differences to standard operational procedures.

2.9. **Unrestricted:** Any Position without another designation

3.   Division Structure

3.1.   The VATUSA division is composed of three branches: Air Traffic Services (ATS), Training Services, and Support Services.

3.2.   Air Traffic Services (ATS) is overseen by the Deputy Director - Air Traffic Services. ATS is the operational branch of the VATUSA division, consisting of a number of subdivisions.

3.3.   Training Services is overseen by the Deputy Director - Training Services. This department is responsible for training, testing, and assessment to establish competency at each rating level as well as certifications for restricted positions.

3.4.   Support Services is overseen by the Deputy Director - Support Services. This department provides ancillary services to air traffic and training services. This department includes events, technology, staff development, and social media.

4.   Divisional Staff Positions

4.1.   Division Director (VATUSA1)

The Division Director is responsible for managing day-to-day operations of the division per VATSIM Code of Regulations Article 2.08 Section B4.

Reports To: VATSIM Regional Vice President, Americas (VATGOV3)
Responsible for: Managing day-to-day operations of the division per VATSIM Code of Regulations Article 2.08 Section B4; including but not limited to the following duties:

4.1.1.   Provides strong leadership, direction, and vision to division Staff.

4.1.2.   Monitoring, reviewing, and enhancing all existing division programs, including training and membership.

4.1.3.   Inviting applications and appointing qualified personnel to fill vacant staff positions.

4.1.4.   Improve the infrastructure of the division, including website and social media.

4.1.5.   Regularly reviewing ATC progression and ensuring that upgrade recommendations for qualified candidates are acted on promptly

4.1.6.   Establish and maintain partnerships with Virtual Airlines, developing relationships for continued collaboration.

4.1.7.   Ensure that events are arranged regularly, both within the division and in cooperation with adjacent divisions and regions

4.1.8.   Compile quarterly reports for the Vice President, Americas

4.1.9.   Other tasks and projects assigned by the Vice President, Americas

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4.2. Deputy Division Director - Air Traffic Services (VATUSA2)

Reports To: VATUSA Division Director

Responsible For: Managing the VATUSA Air Traffic Services department, including but not limited to the following duties:

4.2.1. Assist the Division Director with identifying, developing, and implementing strategic goals and initiatives.

4.2.2. Assist the Division Director with general support and supervision of all Air Traffic Services staff members within VATUSA.

4.2.3. Acts on behalf of the Division Director in their absence.

4.2.4. Deliver the division's goals and objectives to the ARTCCs and execute those objectives through policy, directives, and guidance.

4.2.5. Manage and develop Air Traffic Services staff members and provide guidance to Air Traffic Managers on staff development.

4.2.6. Facilitate two-way communication and collaboration between ARTCC and Division Staff through direct and indirect methods.

4.2.7. Develop policy and procedures to ensure ATC operational integrity and service availability throughout the division.

4.2.8. Maintain a general awareness of all staff appointments and vacancies, ARTCC concerns, complaints, and ideas.

4.2.9. Maintain a general awareness of all staff performance and conduct issues throughout the division.

4.2.10. Coordinate with Air Traffic Managers on member disciplinary issues and provide guidance as necessary.

4.2.11. Schedule, conduct, and attend VATUSA Air Traffic Services meetings as necessary.

4.2.12. Oversee the Air Traffic Manager hiring process, including scheduling and conducting panel interviews for Air Traffic Manager positions.

4.2.13. Review and approve Deputy Air Traffic Manager candidates.

4.3. Deputy Division Director - Training Services (VATUSA3)

Reports To: VATUSA Division Director

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Responsible For: Managing the VATUSA Training Services department, including but not limited to the following duties:

4.3.1.   Develop and deploy effective training programs for the division.

4.3.2.   Manage and oversee the VATUSA training department.

4.3.3.   Manage and lead divisional training programs to ensure an effective and efficient learning environment.

4.3.4.   Monitor the performance, activity, and effectiveness of ARTCC training programs and Training Administrators.

4.3.5.   Review and Approve ARTCC Training policies.

4.3.6.   Ensure all divisional and ARTCC training policies are compliant with VATSIM policies.

4.3.7.   Maintain close communication with the Air Traffic Services department including the Deputy Director - Air Traffic Services and ARTCC Senior Staff on training matters.

4.3.8.   Oversee the Training Administrator hiring process and approve Training Administrator candidates.

4.4.   Deputy Division Director - Support Services (VATUSA4)

Reports To: VATUSA Division Director

Responsible For: Managing the VATUSA Support Services department, including but not limited to the following duties:

4.4.1.   Develop and evaluate programs, policies, and initiatives to support staff and controllers

4.4.2.   Manage and support the VATUSA Events Manager

4.4.3.   Manage and support the VATUSA Staff Development Manager

4.4.4.   Manage and support the VATUSA Technical Manager

4.4.5.   Manage, support, and develop the social media department

4.4.6.   Maintain a general awareness of all staff appointments, staff vacancies, ARTCC concerns, complaints, and ideas.

4.4.7.   Develop and administer the VATUSA Professional Development Program

4.4.8.   Conduct seminars, workshops, and training sessions to mentor and develop staff members.

4.5.   Events Manager (VATUSA5)

Reports To: VATUSA Deputy Director - Support Services
Responsible For: Managing the VATUSA Events department, including but not limited to the following duties:

4.5.1.   Manage and support the VATUSA Command Center (vATCSCC)

4.5.2.   Develop and deploy an effective VATUSA Events program

4.5.3.   Act as the division liaison with Virtual Airlines.

4.5.4.   Monitor performance, activity, and effectiveness of ARTCC events programs

4.5.5.   Coordinate with ARTCC Event Coordinators

4.5.6.   Maintain the Events Calendar and Event Banners on the VATUSA Website

4.5.7.   Ensure that VATUSA Events have visibility on the myVATSIM Portal

4.5.8.   Serve as the point of contact for Inter-divisional events

4.5.9.   Maintain close communication with the Air Traffic Services department on event matters

4.6.   Technical Manager (VATUSA6)

Reports To: VATUSA Deputy Director - Support Services
Responsible For: Managing the VATUSA technical department, including but not limited to the following duties:

4.6.1.   Manages, develops, and oversees the VATUSA Information Technology platform including website, API, email, Discord, and other technical services.

4.6.2.   Maintain and develop the VATUSA server architecture

4.6.3.   Ensure appropriate data security procedures are in place for the VATUSA division and all ARTCCs

4.6.4.   Conduct routine backups of crucial VATUSA data

4.6.5. Comply with data erasure requests as assigned by the Division Director or VATSIM management staff.

4.6.6. Manage the VATUSA Developer Team

4.6.7. Perform regular and necessary maintenance to the VATUSA Information Technology platform

4.6.8. Guide and mentor the ARTCC Web Masters as necessary

4.7. Staff Development Manager (VATUSA7)

Reports To: VATUSA Deputy Director - Support Services
Responsible For: Managing the VATUSA staff development program, including but not limited to the following duties:

4.7.1. Work closely with VATUSA Staff to enhance current practices and policies to best serve the division

4.7.2. Create staff manuals for each ARTCC staff position

4.7.3. Create a Division Staff manual for VATUSA Staff

4.7.4. Conduct polls, surveys, and working groups as necessary

4.7.5. Evaluate ARTCC staff performance and provide feedback as necessary

4.7.6. Conduct seminars, workshops, and training sessions to further mentor and train staff members

4.7.7. Complete other tasks as assigned by the Deputy Director - Support Services

4.8. Training Services Manager (VATUSA8)

Reports To: VATUSA Deputy Director - Training Services
Responsible For: Managing the VATUSA Support Services department, including but not limited to the following duties:

4.8.1. Assist with the development of effective training programs for VATUSA

4.8.2. Assist in the oversight of ARTCC training programs

4.8.3. Monitor and evaluate training goals for ARTCCs

4.8.4. Assist with the creation of VATUSA training reports

4.8.5.   Assist with the onboarding of new training staff members

4.8.6.   Provide support to VATUSA members and visitors requiring assistance

4.8.7.   Other duties as assigned by the Deputy Director - Training Services

4.9.   Training Content and Curriculum Manager (VATUSA9)

Reports To: VATUSA Deputy Director - Training Services

Responsible For: Managing the VATUSA Support Services department, including but not limited to the following duties:

4.9.1.   Assist with the development of effective training programs for VATUSA

4.9.2.   Assist with the creation of VATUSA training reports

4.9.3.   Oversee VATUSA training programs and projects

4.9.4.   Monitor and evaluate VATUSA training programs

4.9.5.   Recruit and onboard contributors to VATUSA training programs and projects

4.9.6.   Other duties as assigned by the Deputy Director - Training Services

4.10.   Expectations of VATUSA Staff Members

4.10.1.   Function as a VATUSA staff member and attend meetings as necessary

4.10.2.   Maintain an active online presence within the VATUSA division and on the VATSIM Network as defined by the Division Director

4.10.3.   Uphold and enforce the VATSIM Code of Conduct and other Network policies.

5.   Sub-Division (ARTCC) Staff Positions

5.1.   Air Traffic Manager (ATM)

Reports To: VATUSA Deputy Director - Air Traffic Services

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Responsible For: Managing the assigned ARTCC, including but not limited to the following duties:

5.1.1. Execute division objectives in their assigned ARTCC

5.1.2. Oversee all aspects of the ARTCC

5.1.3. Ensure ARTCC culture is aligned with the VATSIM Code of Conduct and division standards

5.1.4. Address disciplinary issues with the Deputy Director - Air Traffic Services

5.1.5. Manage and oversee the Deputy Air Traffic Manager

5.1.6. Conduct interviews for Deputy Air Traffic Manager vacancies and send a nominee to the Deputy Director - Air Traffic Services for approval

5.1.7. Manage and oversee the Training Administrator, in collaboration with the Deputy Director - Air Traffic Services.

5.1.8. Conduct interviews for Training Administrator vacancies and send a nominee to the Deputy Director - Training Services for approval

5.1.9. Interview and hire Junior Staff members as necessary

5.1.10. Maintain ARTCC website and other communication channels (such as Discord, TeamSpeak, and Social Media)

5.1.11. Maintain the ARTCC controlling roster, and handle visiting and transfer requests per this policy

5.1.12. Develop and maintain ARTCC SOPs and LOAs

5.1.13. Ensure ARTCC SOPs, LOAs and other documents are accessible by all VATSIM members upon login

5.1.14. Maintain an online presence on the VATSIM network and within their ARTCC

5.1.15. Provide guidance and assistance to ARTCC controllers and visitors

5.1.16. Collaborate with the division on events

5.1.17. Attend meetings as required by the Deputy Director - Air Traffic Services

5.1.18. Conduct ARTCC Staff meetings as necessary

5.1.19. Manage and oversee Junior Staff and their departments

5.1.20. Delegate responsibilities to ARTCC staff as appropriate

5.1.21. Assume responsibilities of Senior Staff positions in the event of a vacancy

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5.2. Deputy Air Traffic Manager (DATM)

Reports To: Air Traffic Manager
Responsible For: Managing the assigned ARTCC, including but not limited to the following duties:

5.2.1. Execute division objectives in their assigned ARTCC

5.2.2. Act on behalf of the ATM as directed by the ATM or Deputy Director - Air Traffic Services

5.2.3. Assume responsibility of Junior Staff positions in the event of a vacancy.

5.2.4. Ensure ARTCC culture is aligned with the VATSIM Code of Conduct and division standards

5.2.5. Address disciplinary issues with the Deputy Director - Air Traffic Services

5.2.6. Ensure ARTCC SOPs, LOAs and other documents are accessible by all VATSIM members upon login

5.2.7. Maintain an online presence on the VATSIM network and within their ARTCC

5.2.8. Attend meetings as required by the Deputy Director - Air Traffic Services

5.2.9. Other duties as defined by ARTCC policy or assigned by the ATM

5.3. Training Administrator (TA)

Reports To: Air Traffic Manager and Deputy Director - Training Services
Responsible For: Managing the training program for their assigned ARTCC, including but not limited to the following duties:

5.3.1. Create and maintain ARTCC Training Policy.

5.3.2. Create, develop, and maintain the ARTCC training program.

5.3.3. Communicate regularly with the VATUSA training department

5.3.4. Maintain a staff of mentors.

5.3.5. Nominate I1 candidates to the VATUSA training department per training policy

5.3.6. Provide guidance and assistance to home controllers and visitors

5.3.7. Maintain an online presence on the VATSIM network and within their ARTCC

5.3.8. Manage and oversee the ARTCC training department

5.3.9.   Ensure high-quality training in accordance with VATUSA and VATSIM standards

5.3.10.   Create and maintain an enjoyable and comfortable learning environment to ensure student success

5.3.11.   Meet training objectives and satisfy division requirements

5.3.12.   Escalate to Training Services Manager and Deputy Director - Training Services as necessary

5.3.13.   Collaborate with other Training Administrators to establish and meet division training goals and standards

5.4.   ARTCC Junior Staff Members

5.4.1.   The following positions are recognized junior staff positions:
Events Coordinator (EC)
Facility Engineer (FE)
Webmaster (WM)

5.4.2.   Duties and responsibilities for junior staff positions shall be specified in ARTCC policy

5.4.3.   Unless otherwise specified in ARTCC policy, junior staff members report to the Deputy Air Traffic Manager

5.4.4.   ARTCCs are authorized to create teams for junior staff roles.

5.4.4.1.   If teams are in use, one member of the team shall be designated the Point of Contact for VATUSA purposes and shall be designated with the associated staff role.

6.   Staff Callsign Use

6.1.   VATUSA Staff may, when operating in an official capacity, use their staff callsign when logged into the network. When logged in using a staff callsign, staff members are expected to provide any assistance to members or pilots as requested.

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6.2. ARTCC staff members may use the following callsigns when operating in an official capacity. These callsigns may only be used for observing or performing administrative duties and are not authorized when performing any air traffic control services.

6.2.1. Air Traffic Managers may use _ATM (i.e. ZXX_ATM)

6.2.2. Deputy Air Traffic Managers may use _DATM (i.e. ZXX_DATM)

6.2.3. Training Administrators may use _TA (i.e. ZXX_TA)

6.2.4. Event Coordinators may use _EC (i.e. ZXX_EC)

6.2.5. Facility Engineers may use _FE (i.e. ZXX_FE)

6.2.6. Webmasters may use _WM (i.e. ZXX_WM)

6.2.7. Instructors who are not monitoring a control position and without the need to be ready to take over any control position may use _INS with their operating initials (i.e. ZXX_OI_INS)

6.3. USA_XY_CTR and USA_XY_APP call signs may be used only with the approval of the Events Manager per VATUSA events policy.

6.4. Staff callsigns defined within this chapter may only be used by the individuals authorized under this chapter.

7. Designated Airspace

7.1. Designated airspace is defined under the VATSIM Global Controller Administration Policy. Designated airspace requires review by the United States Division Director and submission to the Vice President of Americas for approval.

7.2. The following airspaces are designated as Tier 1:

See Appendix A. All facility-specific documentation is approved by VATUSA and provides further detail on that facility's tier 1 airspace designation.

7.3. The following positions are designated as Tier 2:

See Appendix A. All en route airspace is Tier 2. Facility-specific documentation is approved by VATUSA and provides further detail on that facility's tier 2 airspace designations.

7.4. The following classifications will be used to determine the different types of tier 2 endorsements. Tier 2 airspace is grouped within each subdivision. A tier 2 endorsement in one subdivision will not transfer over to another subdivision. All

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tier 2 classifications are top-down (ceiling of the approach sector to ground control of the main airport). All other airports that are not the main airport for the approach sectors are considered unrestricted unless otherwise specified:

Complex Terrain: Airspace or airports with complex procedures regarding terrain avoidance.
Complex Airspace: Airspace or airports that have multiple positions defined and simulated by subdivisions such as multiple satellites, multiple towers, multiple sectors, or multiple different shelves within each sector.
Complex Procedures: Airspace or airports or consolidated TRACON's with TEC routes or specific complex standard operating procedures or letters of agreement between different ARTCCs, sectors, and or adjacent divisions.
Complex Instrument Approach: Airspace or airports with 2 or more non-precision instrument approach types. For example, NDB, VOR, GPS, LDA, SDF, or any military type of approach. This requires extensive knowledge that may not be taught elsewhere in the world or within parts of the US airspace.
Military: Airspace or airports with frequent military traffic that contains military procedures. For example, military approaches or unrestricted climb-outs. These facilities require extensive knowledge beyond the standard rating requirements that could impact other controllers or pilots.

8. Administrative

8.1.   ARTCCs are authorized to develop Standard Operating Procedures regarding air traffic control operations.

    8.1.1.   Policies related only to air traffic control procedures do not need division approval.

    8.1.2.   These policies must align with Division, Region, and Network policies.

    8.1.3.   No ATC SOP may restrict who can provide Air Traffic Control services.

8.2.   ARTCCs are authorized to develop training policies that serve as the rules and procedures for training. All training-related policies must be approved by the Deputy Director - Training Services.

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8.3.   ARTCCs are authorized to develop administrative policies that serve as the operational rules and procedures for the ARTCC. Administrative policies must be approved by the Deputy Director - Air Traffic Services.

8.4.   All ARTCC policies must be publicly posted and readily visible.

8.5.   ARTCCs may institute a written policy requiring minimum controller activity.

    8.5.1.   Such policy shall not require more than 3 hours per calendar quarter (January - March, April - June, July - September, October - December)

    8.5.2.   ARTCCs may establish activity requirements for currency on Tier 1 positions.

        8.5.2.1.   Such policy shall not require more than 3 hours per calendar quarter (January - March, April - June, July - September, October - December)

        8.5.2.2.   Hours controlled on Tier 1 positions count both towards the ARTCC activity requirement and any Tier 1 requirement.

        8.5.2.3.   Positions which control a Tier 1 position "top-down" shall be counted towards the Tier 1 activity requirements.

        8.5.2.4.   Tier 1 endorsements may be revoked if established activity requirements are not met.

        8.5.2.5.   Members may not be removed from the ARTCC roster for failure to meet Tier 1 requirements, as long as they meet the general ARTCC activity requirements.

    8.5.3.   ARTCCs shall not establish activity requirements for currency on Tier 2 positions.

    8.5.4.   ARTCCs may establish separate activity requirements for visitors.

        8.5.4.1.   These requirements shall not be more restrictive than the requirements for home controllers.

8.6.   Each ARTCC shall maintain a roster of home and visiting controllers. This roster shall be maintained on the VATUSA website, though a copy may be displayed on the ARTCC website. In the event of a discrepancy between the VATUSA website and the ARTCC website, the VATUSA website shall be considered the official source.

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9. Communications

9.1.   The VATUSA Discord and Email are the primary methods of communication.

    9.1.1.   Email shall be used for messages to individuals and where confidential information is being communicated.

9.2.   Divisional and ARTCC Discord and TeamSpeak servers are provided as a privilege for members to use for operational and routine communications. All members are required to abide by the VATSIM Code of Conduct and Code of Regulations as well as the user agreement.

    9.2.1.   Access to VATUSA Discord and TeamSpeak servers may be restricted or revoked by VATUSA Staff for violation of Network, Region, or Division policy.

    9.2.2.   Access to ARTCC Discord or TeamSpeak servers may be restricted or revoked by ARTCC staff members as defined in ARTCC policy or as designated by the Air Traffic Manager for violation of Network, Region, or Division policy.

    9.2.3.   Any access restriction or revocation shall be documented in the user's VATUSA Action Log.

9.3.   VATUSA Staff and approved moderators reserve the right to remove forum posts or discord messages that are deemed inappropriate, vulgar, offensive, or combative.

9.4.   Staff members are expected to check their email regularly and respond within 48 hours. Staff members are encouraged to use auto-reply if they know they will be unavailable for an extended period.

9.5.   All staff members including VATUSA staff members are expected to join, remain active, and actively engaged in the VATUSA discord.

9.6.   Staff members shall notify their manager before any planned unavailability of more than 48 hours. Staff members shall notify their manager as soon as possible in the event of any unplanned unavailability of more than 48 hours.

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10. Staff Appointments

10.1.   All VATUSA Staff members serve at the discretion of the Division Director.

10.2.   Senior Staff vacancies (ATM, DATM, and TA) must be advertised publicly for at least 7 days.

10.3.   Panel Interviews may be conducted for staff vacancies within the division.

    10.3.1.   Panel interviews are required for ATM and VATUSA Staff vacancies. Panel interviews are optional for all other vacancies.

    10.3.2.   Care should be taken to ensure selected panelists do not have a conflict of interest with any candidate.

    10.3.3.   The same panel and questions shall be used for all candidates for a given vacancy.

    10.3.4.   The panel shall consist of four (or more) members. Hiring Managers are discouraged from making substantially large panels.

    10.3.5.   ATM panels shall be composed of:

        A VATUSA Staff member (other than the hiring manager)
        An ATM from another ARTCC
        A member from the hiring ARTCC rated S2 or higher
        An Instructor or Mentor

    10.3.6.   VATUSA Staff panels shall be composed of:

        A VATUSA Staff member (other than the hiring manager)
        Two Senior Staff members (not from the same ARTCC)
        A VATUSA member rated S2 or higher

    10.3.7.   Other panels are encouraged to use a staff member holding the same position in another ARTCC.

    10.3.8.   The Hiring Manager shall be responsible for making the final hiring decision, with input from the panel.

10.4.   Air Traffic Managers shall submit Deputy Air Traffic Manager nominees and application packets to the Deputy Director - Air Traffic Services for approval.

10.5.   Air Traffic Managers shall submit Training Administrator nominees and application packets to the Deputy Director - Training Services for approval.

10.6.   Instructors are delegated to the Deputy Director - Training Services. The Deputy Director - Training Services may appoint and remove Instructors.

10.7. Mentors are delegated to ARTCC Training Administrators. Training Administrators may appoint and remove Mentors without approval from the Deputy Director - Training Services.

11. Training

11.1. Assessment for a rating must include both a theory exam and a practical evaluation of the competencies listed in the Global Controller Administration Policy. Exams and evaluation rubrics are provided by VATUSA.

11.2. Training and assessment methods must be efficient to minimize delays for new and returning controllers.

11.3. Training standards and policies are established by the VATUSA Division Training Policy.

11.4. ARTCCs are responsible for training materials and evaluations for their designated airspace.

11.5. Training Administrators are responsible for ensuring that every student's training progress is properly documented.

11.6. Any serious issues or deficiencies in competency must be documented. The Training Administrator shall notify the Deputy Director - Training Services when a controller can not demonstrate competencies for a rating they already hold.

12. Transferring Controllers

12.1. Any VATUSA controller may request a transfer either from their current ARTCC or from inactive status to an ARTCC using the transfer request form on the VATUSA website.

12.2. Controllers are required to consolidate their current rating by performing at least 50 controlling hours at their current rating in the ARTCC where the rating was granted, before any transfer is permitted.

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12.3. Transfer controllers must wait at least 90 days after any rating change (promotion) and any previous ARTCC transfer before any further ARTCC transfer is permitted.

    12.3.1. Initial ARTCC selection is not considered a transfer and is not subject to this rule.

12.4. A transfer controller will automatically be subject to any local policies.

12.5. Transfer controllers will retain their current rating.

12.6. Transfer controllers are required to familiarize themselves with local policies and procedures before controlling.

12.7. Transfer controllers who were previously visiting their new ARTCC will retain any endorsements earned as a visitor, if any.

12.8. Controllers from outside the VATUSA division will be required to complete FAA familiarization and pass an exam before transferring to an ARTCC.

12.9. A transfer request may be rejected:

    12.9.1. By the Air Traffic Manager, if the member does not meet the requirements listed in this Chapter, or

    12.9.2. With approval from the Deputy Director - Air Traffic Services, if the member has any disciplinary history within the last year, or

    12.9.3. Under extenuating circumstances as approved by the Deputy Director - Air Traffic Services

12.10. Transfer requests shall be processed within 7 days. Transfer requests still pending after 7 days may be processed by the Deputy Director - Air Traffic Services.

12.11. Transfer controllers from within the VATUSA Division are not subject to a competency check.

12.12. Transfer controllers from outside the VATUSA Division are subject to FAA familiarization and a competency check.

    12.12.1. Transfer controllers who do not successfully complete these requirements will be returned to their previous Division at the discretion of the Deputy Director - Training Services.

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13. Visiting Controllers

13.1.   No restrictions can be placed on visiting controllers outside those defined by Network, Region, and Division policy.

13.2.   Prospective visitors are required to consolidate their current rating by performing at least 50 controlling hours at their current rating in the ARTCC where the rating was granted prior to visiting.

    13.2.1.   Existing visitors who gain a new rating must complete the consolidation period for their new rating before utilizing that new rating as a visitor.

13.3.   Prospective visitors must wait at least 90 days after any rating change (promotion) before visiting a new ARTCC.

13.4.   Prospective visitors must hold at least an S3 rating.

    13.4.1.   In rare circumstances, controllers within the VATUSA Division who hold an S2 rating may be authorized to visit a single ARTCC within VATUSA at the discretion of the Deputy Director - Air Traffic Services.

13.5.   Prospective visitors must wait at least 60 days after joining a visiting roster before visiting a new ARTCC.

    13.5.1.   Exceptions to this limit may be granted at the discretion of the Deputy Director - Air Traffic Services.

13.6.   ARTCCs may require self-paced learning (that may include an automatically graded, written exam) as a prerequisite for visiting. Such requirements must be completed by the prospective visitor BEFORE the visiting request is accepted and the prospective visitor is listed on the ARTCC roster.

13.7.   All controllers must perform at least half of their controlling in their home ARTCC.

    13.7.1.   Visitors from outside VATUSA must perform at least half of their controlling in their home division.

13.8.   Visiting controllers are required to familiarize themselves with local policies and procedures before controlling.

13.9.   New visitors must control a minimum of 10 hours on Unrestricted positions within that ARTCC before pursuing endorsements.

13.10.   Visiting requests shall be processed within 7 days. Visiting requests still pending after 7 days may be processed by the Deputy Director - Air Traffic Services.

13.11.   A visiting application may be rejected:

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13.11.1. By the Air Traffic Manager, if the member does not meet the requirements listed in this Chapter, or

13.11.2. With approval from the Deputy Director - Air Traffic Services, if the member has any disciplinary history within the last year, or

13.11.3. By the Air Traffic Manager, if the member was removed from any ARTCC roster within VATUSA pursuant to section 8.5 within the last two calendar quarters, or

13.11.4. Under extenuating circumstances as approved by the Deputy Director - Air Traffic Services

13.12. Controllers who transfer between VATUSA facilities may elect to visit their old ARTCC. Transfer controllers who make this request within 90 days of the transfer retain their endorsements and are not subject to any additional training or assessment.

13.13. Visitors from within the VATUSA Division are not subject to a competency check.

13.14. Visitors from outside the VATUSA Division are subject to FAA familiarization and a competency check. Standards and procedures are defined in DP-002.

13.15. Controllers subject to restrictions under GCAP 9.5 are not authorized to visit within VATUSA. Such controllers may be removed from visiting rosters at the discretion of the Deputy Director - Air Traffic Services or the Deputy Director - Training Services.

14. Behavior / Discipline

14.1. All violations of Network, Region, or Division policy shall be reported to the Deputy Director - Air Traffic Services along with relevant evidence.

14.1.1. This rule does not restrict staff member's ability to report violations of network policy to network staff (such as supervisors).

14.2. All private behavioral discussions with a VATUSA home controller or visitor must be documented in the user's action log. All action log entries are automatically reported to the Division Director and Deputy Director - Air Traffic Services.

14.3. For negative behaviors that are not violations of the VATSIM Code of Conduct, the Deputy Director - Air Traffic Services must be consulted.

14.4.   Members cannot be removed from an ARTCC for behavioral issues without proper documentation showing recurring misbehavior and the approval of the Deputy Director - Air Traffic Services.

15.   Technology

15.1.   Any software developed or derived from those works not written under an open-source license is released for use without royalties or restrictions to the ARTCC and division.

15.2.   Open source code written and published on a repository is accepted by the division under the terms of the prescribed license.

15.3.   ARTCCs are required to allow front-end system access to all data pertaining to the ARTCC at the request of the Regional Vice President - Americas, Division Director, or their designee.

Appendix A: Tier 1 and Tier 2 Designated Airspace

Assumptions:

For airspace that is listed by airport identifier (e.g. KABC) the designation applies to all positions at that airport including position splits. For Approach airspace (e.g. N90, GJT_APP) the designation applies to that position and includes position splits and departure splits.
For example, ABC_APP is listed as Tier 2. ABC_APP, ABC_A_APP, and ABC_DEP are all tier 2 approach positions, but ABC_TWR would remain unrestricted unless it is specified.

For large combined TRACONS, all sectors are the same designation unless otherwise specified in the table below.

Oceanic Airspace Designations:
ZAN - Tier 2
ZAK - Tier 2
ZMO - Super Center
ZWY - Tier 2

ARTCC	Airspace/Airport	Tier 1	Tier 2	ARTCC	Airspace/Airport	Tier 1	Tier 2
HCF	PHNL		X	ZLA	SCT-CMB	X	
ZAB	P50	X		ZLA	KLAX	X	
ZAB	KPHX	X		ZLA	KSAN	X	
ZAB	KFLG		X	ZLA	L30	X	
ZAB	KLUF		X	ZLA	KLAS	X	
ZAB	KSAF		X	ZLA	BUR_APP		X
ZAB	KABQ		X	ZLA	ONT_APP		X
ZAU	C90	X		ZLA	PSP_APP		X
ZAU	KORD	X		ZLA	SNA_APP		X
ZAU	KMDW		X	ZLA	SBA_APP		X
ZBW	A90	X		ZLA	PMD_APP		X
ZBW	KBOS	X		ZLA	NTD_APP		X
ZBW	Y90		X	ZLA	EDW_APP		X
ZBW	KBDL		X	ZLA	LSV_APP		X
ZDC	PCT-CMB	X		ZLA	TEC TWRS		X
ZDC	KDCA	X		ZLC	S56		X
ZDC	KIAD	X		ZLC	KSLC		X
ZDC	KBWI	X		ZMA	KMIA	X	
ZDV	D01	X		ZMA	KTPA		X
ZDV	KDEN	X		ZMA	KFLL		X
ZDV	KASE		X	ZME	M03		X
ZDV	KEGE		X	ZME	KMEM		X
ZDV	GJT_APP		X	ZMP	M98	X	
ZFW	D10	X		ZMP	KMSP	X	
ZFW	KDFW	X		ZMP	R90		X

ZFW	KDAL		X		ZNY	N90-CMB	X	
ZHU	I90	X			ZNY	KJFK	X	
ZHU	KIAH	X			ZNY	KLGA	X	
ZHU	KHOU	X			ZNY	KEWR	X	
ZJX	F11	X			ZNY	KPHL		X
ZJX	KMCO	X			ZOA	NCT-CMB	X	
ZJX	JAX_APP		X		ZOA	KSFO	X	
					ZOA	KSJC		X
					ZOA	OAK_APP		X
					ZOA	KOAK		X
					ZOA	SMF_APP		X
					ZOA	KSUU		X
					ZOA	KRNO		X
					ZOB	D21		X
					ZOB	KDTW		X
					ZSE	S46		X
					ZSE	KSEA		X
					ZSE	P80		X
					ZTL	A80	X	
					ZTL	KATL	X	
					ZTL	KCLT	X	