

# Login Procedures

## Empty Position

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Whenever logging onto a position that **no one else is covering** (directly or top-down), always inform adjacent and overlying controllers via the ATC chat (and also following up via private message if appropriate.)

## Handing Over/Relieving a Position

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Whenever logging onto a position that is being **covered by someone else** (directly or top-down), controllers should first:

- **Ideally log on as an observer (OBS)** for 5-10 minutes before connecting, to observe the traffic situation.
- **Check with the other controller**, to make sure they are okay with being relieved, and to agree on the time for the position handover.
  - The controller taking over the position is the *relieving controller* and the controller who is handing over the position is the *relieved controller*.

Then, during the position handover:

1. **The relieving controller logs onto VATSIM on Euroscope and AFV using an appropriate relief callsign.** Generally, one should add an extra underscore before the facility suffix (after the FIR and sector identifier) — for example, `BIKF_TWR` may be relieved by `BIKF__TWR`, and `BIRD_S1_CTR` may be relieved by `BIRD_S1__CTR`.
  - Sometimes, AFV may not properly detect relief callsigns, especially for `_CTR` positions. In this case, one should manually add the original callsign/frequency of the position and XC on the original callsign, to allow access to the correct transceivers for the position.
  - If the other controller is already using a relief callsign, then one may log on with the original position callsign.

2. **The relieved controller shall brief the relieving controller on the current situation regarding the position.** This shall include, at minimum:
  - **Traffic** information for all aircraft under the position's area of responsibility, particularly those which are unusual or coordinated differently than usual.
    - For normal aircraft without any special notes, the relieved controller may simply transfer tags individually to the relieving controller.
  - **Aerodrome** information for all airports under the position's area of responsibility — active/preferred runways, latest ATIS letter if applicable, whether the airport is in IMC/VMC, etc.
  - **Airspace** information about any relevant active airspace area (danger, warning, etc.)
  - **Coordination** agreed with neighboring sectors.
  - Any other relevant information necessary to control the position.
3. **Once the briefing is complete, the relieving controller shall verify that:**
  - They have all tags assumed & all aircraft on frequency.
  - They have connected all ATISes.
  - They have all the information required to control their position.

Once all the above is complete, the relieved controller may disconnect, and the handover is complete.

## Mentoring

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Whenever a mentor and a student are logging on, the guidelines in the VATSCA Student & Mentor SOP shall be followed. The following should be noted in particular:

- **The student shall log on before the mentor.** This reduces the likelihood that Euroscope will get "confused" and mistake the mentor connection as the primary controller.
- **The mentor shall log on with the midfix `_M_` in their callsign** (e.g., `BIKF_TWR`'s mentor should have the mentor callsign `BIKF_M_TWR`.) The student may log on with the usual callsign of the position.
- **The mentor should verify that the student has the correct Euroscope sector ID in their controller list.** E.g., `BIKF_TWR` should have sector ID "KFT."
- If the sector ID is displaying as simply numbers (10, 11, etc.), then the mentor may try the following steps:

- Log off & on again
  - Use the midfix  instead of
  - Deselect the primary frequency of the position in Euroscope (and accept that Euroscope will not highlight the correct area of responsibility)
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Revision #1

Created 17 July 2024 15:26:19 by Jonathan Fong (1308253)

Updated 17 July 2024 15:29:14 by Jonathan Fong (1308253)