



# GLOBAL CONTROLLER ADMINISTRATION POLICY

## WARNING

Information contained in this document is  
intended for flight simulation purposes only.

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# 1 Control Pages

## 1.1 Document Identification

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## 1.2 Revision Records

| Revision Number | Date       | Description of Change | Author |
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## 1.3 Related Documents

| Document Name | Document Identification |
|---------------|-------------------------|
|               |                         |

## 2 Scope and Purpose

- 2.1 The VATSIM Global Controller Administration Policy (GCAP) is established to define access to Air Traffic Control positions for VATSIM account holders, and to maintain a standard of quality Air Traffic Control service.
- 2.2 The Policy:
- outlines the knowledge and competencies required for each Air Traffic Controller Rating
  - guides a Division in setting standards to meet these competencies
  - defines how and when Air Traffic Control Positions may be subject to additional restrictions beyond requiring an Air Traffic Control Rating.
- 2.3 No Region, Division, or Subdivision may apply restrictions to operating an Air Traffic Control position or Air Traffic Control training beyond what is defined within this policy. Restrictions shall only be utilized when necessary to protect the quality of Air Traffic Control on VATSIM.
- 2.4 This policy was approved by the Board of Governors on 01 September 2023 and comes into force at 0001 UTC on 01 March 2024, superseding the Global Ratings Policy. GCAP implementation starts on the 14th of September 2023. Transitional arrangements are set out in Appendix C.

### 3 Definitions and Acronyms

|                                  |                                                                                                                                                                                                                  |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ATC                              | Air Traffic Control                                                                                                                                                                                              |
| Aerodrome                        | A ground location where flight operations take place.                                                                                                                                                            |
| Air Traffic Control (ATC) Rating | The certification that the Air Traffic Controller has the basic competencies and abilities required to operate at a certain level.                                                                               |
| Air Traffic Control (ATC) Roster | A way to determine which account holders are permitted to control associated with a Subdivision or Division airspace. This document defines minimum requirements for a Roster.                                   |
| Airspace                         | A defined volume available for flight, allocated within VATSIM to a Division or Subdivision.                                                                                                                     |
| Controller                       | An account holder whose rating permits them to log on to ATC positions.                                                                                                                                          |
| (Controllable) Position          | A defined area of responsibility that can be operated by a VATSIM Air Traffic Controller. This may be all or part aerodrome, a collection of airspace, an official supporting function or combinations of these. |
| Endorsement                      | The approval to operate a Controllable Position which requires additional competencies or knowledge above that of an ATC Rating.                                                                                 |
| Home Division                    | The Division to which an account holder is assigned. This Division is the only one that can provide training for ATC Rating upgrades.                                                                            |
| Home Region                      | The Region to which an account holder is assigned.                                                                                                                                                               |

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mentor         | A controller authorized by a Subdivision to provide training to students.                                                                                                                                                                                                                                                                                                                                                                    |
| Practical Exam | Any formative or summative test of an account holder's proficiency that involves observing their controlling.                                                                                                                                                                                                                                                                                                                                |
| Subdivision    | <p>The organization within and responsible to a Division that is delegated responsibility for training within a geographical area. Subdivision status under this policy is determined by the relevant Division. Subdivisions may have an alternative name which is more commonly utilized locally.</p> <p>Where this policy references a Subdivision, but no Subdivision exists, the Division holds these responsibilities and mandates.</p> |
| Rating         | The rating associated with a user's account. These include ATC Ratings; but may also be the ratings defined in Appendix B.                                                                                                                                                                                                                                                                                                                   |
| Written Exam   | Any formative or summative test of an account holder's knowledge relating to controlling without including observing their controlling.                                                                                                                                                                                                                                                                                                      |

## 4 Air Traffic Controller Ratings and Positions

4.1 Controllers are certified according to an ATC Rating system. The ATC Ratings are granted sequentially as the account holder demonstrates the required competencies at each level. The ATC Ratings available are:

- Observer (OBS)
- Developing Controller (S1)
- Aerodrome Controller (S2)
- Terminal Controller (S3)
- Enroute Controller (C1)
- Senior Controller (C3)

4.2 New VATSIM account holders are automatically granted the Observer (OBS) rating, which permits the account holder to log on to observe but not to provide ATC services. Subsequent ratings permit the account holder to provide ATC services as defined within this Policy.

4.3 The Senior Controller (C3) rating shall not grant the ability to provide any ATC services beyond that of an Enroute Controller (C1). This rating is further described in Appendix B.

4.4 VATSIM also recognizes the following Instructor ratings, the requirements for which are outlined in Appendix B:

- Instructor (I1)
- Senior Instructor (I3)

4.5 VATSIM allows for the simulation of the following Controllable Positions. It is recognized that there may be some variation in the role definition and exact names of these positions in different geographical locations, to reflect realistic simulation.

### 4.5(a) Approach Control

An approach controller provides lateral and vertical control instructions to aircraft leaving the enroute environment and guides them to their arrival aerodrome. The approach controller ensures separation between aircraft, sequence arrivals and issue approach instructions.

**4.5(b) Clearance Delivery**

A clearance delivery controller provides clearances after verifying the validity of a requested flight plan route. This role includes adjusting flight plans where appropriate.

**4.5(c) Departure Control**

A departure controller provides lateral and vertical control instructions to create a sequence and ensure separation for aircraft departing an aerodrome and joining the enroute environment.

**4.5(d) Enroute Control**

An enroute controller monitors and separates aircraft during any portion of flight not otherwise referenced in this document.

**4.5(e) Flight Service Station**

A Flight Service Station (FSS) controller provides information and advisory or planning services. This information includes weather, NOTAMs, active runway and other pertinent aeronautical information.

The phrase “Flight Service Station” is used in other VATSIM documents relating to a facility type selected at login, which gives the controller access to large visibility ranges. This facility type is not related to the FSS Position.

**4.5(f) Ground Control**

A ground controller is tasked with providing control instructions to aircraft operating on movement areas, such as taxiways, to and from runways and parking positions.

**4.5(g) Ground Sequencing**

A ground sequencing controller is involved in strategic sequencing of departing traffic (on the ground), planning delays and meeting restrictions set on departures. Such controllers are known by many names globally such as Metering, Planner or Coordinator. The way these controllers interact on the network is highly variable and defined locally. Due to this variation, this policy uses the phrase ‘Ground Sequencing’.

**4.5(h) Tower Control**

A tower controller provides instructions relating to movements on or near runways, including take-off and landing clearances and managing the separation of local visual traffic.

**4.5(i) Oceanic Control**

An oceanic controller provides separation services via radar, surveillance or procedural techniques to aircraft operating exclusively in defined Oceanic Control Areas. A single controller on the VATSIM network may be both an enroute controller and an oceanic controller simultaneously depending on sectorization.

**4.5(j) Radio Operator**

A radio operator works in conjunction with a controller to take position reports and relay control instructions to and from aircraft. This position is typically used in areas with remote enroute control or in Oceanic Control Areas.

**4.5(k) Ramp Control**

A ramp controller may issue pushback clearances and taxi instructions for defined aprons or ramps. Subdivisions may create these positions and permit VATSIM partnered Virtual Airlines to operate them.

Ramp positions are only suitable for implementation in this manner where they exist in the real world.

**4.5(l) Traffic Flow Position**

A traffic flow position does not provide any control instructions for pilots. It manages the traffic flow inbound to an airport or control sector. The name and operation of these positions varies globally and so the term 'traffic flow position' is used in this document.

4.6 VATSIM positions shall cover the airspace and Positions underlying them when the lower Positions are not staffed. This is known as the 'top-down' principle.

4.6(a) The top-down principle applies to Positions providing control services. A Division or Subdivision may expand top-down coverage to further positions.

4.6(b) Where local factors make top-down coverage ambiguous or illogical, such as sharing or overlapping airspace, a Division or Subdivision shall decide which positions are 'underlying' others.

4.6(c) A Position that does not provide top-down service to underlying positions can be defined but shall only be controlled alongside a position providing that top-down or as authorized in 5.6(d). A Subdivision may authorize the independent use of such a position for a short period to facilitate an event or other time-limited traffic situation.

## **5 Position Designations**

5.1 All positions are either 'Unrestricted' or hold a type of 'Designated Status' as defined in this chapter. It may be convenient for a Division or Subdivision to list any Designated Status as relating to aerodromes (applying to all Positions covering that aerodrome) or airspace (applying to any Position covering that airspace) instead.

5.2 A Designated Status is a permanent attribution and does not vary depending on time or traffic levels.

### **5.3 Unrestricted Positions**

5.3(a) Any Position without another designation is defined as 'Unrestricted'.

5.3(b) A controller listed on the Roster of a Division or Subdivision that possesses the required ATC Rating may operate any Unrestricted Position within that Subdivision.

### **5.4 Tier 1 Designation**

5.4(a) 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 may be designated as Tier 1. This designation must only be used if failure to operate the Position correctly and efficiently has a significant and noticeable impact on the experience of pilots or adjacent controllers.

5.4(b) A specific 'Tier 1 Endorsement' is required to operate a position with Tier 1 Designation.

### **5.5 Tier 2 Designation**

5.5(a) Positions that have significant differences to standard operational procedures may be designated as Tier 2. This designation may be used if failure to adhere to certain (atypical) procedures negatively affects either the experience of pilots or adjacent controllers.

5.5(b) A 'Tier 2 Endorsement' is required to operate a position grouped under a Tier 2 Designation.

5.5(b)(i) Each Subdivision shall group positions with the Tier 2 Designation with a unifying characteristic of having the same atypical procedure. All positions within this group shall be covered by one Tier 2 endorsement.

- 5.5(b)(ii) Where appropriate, a Division may waive the requirement of any Tier 2 Endorsement for all controllers that have attained a higher rating.

## **5.6 Super Center Designation**

- 5.6(a) An exceptionally large enroute airspace extending across a geographical extent of multiple Divisions or Subdivisions may be designated as a Super Center.
- 5.6(b) In some areas of the world, due to low traffic levels or unique division of airspace it may be in the best interest of pilots and Air Traffic Controllers to make available larger than normal airspace in the form of a Super Center. A Super Center is individually tailored to the VATSIM context and may have different procedures for both pilots and Air Traffic Controllers outside of real-world and typical VATSIM operations.
- 5.6(c) A 'Super Center Endorsement' is required to operate each Super Center.
- 5.6(d) A Super Center may be exempt from providing top-down services depending on its configuration and activity of the airspace.

## **5.7 Approval of Tier 1 or Tier 2 Status**

- 5.7(a) A Subdivision shall petition their Division for any positions to be designated as Tier 1 or Tier 2. This petition must show justification for the need for this designation and how it meets the definition and requirements of this document.
- 5.7(b) A Division shall present a proposal for Tier 1 or Tier 2 Designation to the Region Vice President for approval, or review. The Region Vice President must ultimately decide on the creation of new Tier 1 or Tier 2 designations; however, this authority may be partially delegated.
- 5.7(c) The approval must be clear to all parties exactly whether an airport, airspace or position list is to be given a designated status and from what date.
- 5.7(d) Where minor changes are made (for example to the callsign or airspace boundaries), a Subdivision can continue a Tier 1 or Tier 2 designated status where it is reasonable to claim that the same positions are being restricted as were originally approved.
- 5.7(e) Where alterations are made that changes the definition of the Tier 1 or Tier 2 status, or it becomes necessary to add additional positions to the same status, the Division must trigger a review by the Region Vice President. This review may be partially delegated.

## **5.8 Approval of Super Center Status**

- 5.8(a) A Division shall petition the Region Vice President for any airspace identified as favorable for a Super Center. This petition must show justification for the need for this designation and how it meets the definition and requirements of this document.
- 5.8(b) The Region Vice President, after discussion with the affected Division and Subdivision leadership, may approve or deny this request. Approval will involve a trial period of 90 days or less to establish the impact upon pilots, adjacent controllers and the network as a whole.
- 5.8(c) Upon completion of the trial period, the Region Vice President shall gather feedback on the trial and will decide on the permanent designation of the Super Center. This authority may be partially delegated.
- 5.8(d) The approval must be clear to all parties exactly whether airspace or position list is to be given a designated status and from what date.
- 5.8(e) Where alterations are made that changes the definition of a Super Center, the Division must trigger a review by the Region Vice President. This review may be partially delegated. The Region Vice President may decide an alteration is significant enough that it constitutes a new Super Center and therefore must follow the approval process defined above.

## **5.9 Visibility of Status**

- 5.9(a) Any position with a designated status must be clearly listed on a Subdivision or Division website.
- 5.9(b) A Subdivision or Division that has positions with a designated status must publish a form of 'ATC Roster' that states whether a member is authorized to control those positions. This list must be available to those with a VATSIM account.

## **5.10 Removal of Designated Status**

- 5.10(a) The Region Vice President may remove any designated status under their remit. A Region Vice President will initiate conversation with the relevant Division leadership to address any issues with positions in advance of a decision to change their designation.
- 5.10(b) A Division may remove any Tier 1 or Tier 2 status under their remit. A Division will initiate conversation with the relevant Subdivision and Region leadership prior to removal. The Region Vice President must be notified of any removed designation.

- 5.10(c) A participating Division may recommend the removal of a Super Center Designation to the Region Vice President.

## 6 Individual Authorization to Operate ATC Positions

6.1 An account holder is authorized to operate a Position provided they:

- are listed on an ATC Roster for a Subdivision or Division; and
- possess the appropriate ATC Rating; and
- if applicable, hold the Endorsement(s) for the specific Position(s).

6.1(a) Where underlying or adjacent controllers are covering positions requiring an endorsement, a (potential) top-down controller does not need to hold the same endorsements. However, if the said underlying or adjacent controller logs off, the top-down controller must immediately log off if they do not hold the relevant endorsements.

6.2 Assignment to a Subdivision on VATSIM fulfils the rostering requirement for Subdivisions or Divisions that do not publish controller rosters.

6.3 The following table defines the minimum ATC Rating required to operate ATC Positions independently:

| Rating | ATC Position Type  | Position Callsign Suffix |
|--------|--------------------|--------------------------|
| S1     | Ramp Control       | _RMP                     |
|        | Clearance Delivery | _DEL                     |
|        | Ground Sequencing  | _DEL or _GND             |
|        | Ground Control     | _GND                     |
| S2     | Tower Control      | _TWR                     |
| S3     | Approach Control   | _APP                     |
|        | Departure Control  | _DEP                     |
| C1     | Enroute Control    | _CTR or _FSS             |

|                      |                        |              |
|----------------------|------------------------|--------------|
|                      | Oceanic Control        | _CTR or _FSS |
|                      | Flight Service Station | _CTR or _FSS |
| <i>Defined below</i> | Radio Operator         | _RDO         |
|                      | Traffic Flow Position  | _TMU or _FMP |

- 6.4 When receiving training to obtain an endorsement or rating, a controller may log in with an approved mentor. A mentor must be connected to the network to supervise this controller and observing relevant communications.
- 6.5 Where approved by a Division, a Subdivision may allow all their Developing Controllers (S1) to control specified Tower Control positions before upgrade to Aerodrome Controller (S2).
  - 6.5(a) The specified Tower Control positions must be clearly defined and published on the Subdivision or Division website.
  - 6.5(b) Developing Controllers (S1) can be permitted to control Tower Control positions that are designated as Tier 2 only if this is a part of the approval of the Tier 2 Designation.
  - 6.5(c) Developing Controllers (S1) are only permitted to control Tier 1 Tower Control positions as part of a solo endorsement as defined in 6.3 or when supervised by a mentor as defined in 6.4.
  - 6.5(d) Subject to the rules above, the Division has the authority to determine which positions, if any, are appropriate for Developing Controllers (S1) to operate independently.
- 6.6 Radio Operator positions must be defined by the Division or Subdivision and online with an associated controller. The rating required to operate such a position is the same as the associated controller position, unless using a lower rating for the Radio Operator position is approved as part of a Tier 1 or Tier 2 Designation. In those cases, the Radio Operator may hold one rating lower than would be required to operate the controller position.
- 6.7 Traffic Flow Positions are not controller positions. Permissions to operate these positions are determined by Division or Subdivision policy. The use of such positions is at the discretion of a Division.

## **7 Endorsements**

7.1 Endorsements are privileges that allow for the operation of ATC Positions.

7.2 A Subdivision or Division must make clear which controllers are permitted to operate Positions that require endorsements. Expiry dates of solo endorsements must be available. This list must be available to those with a VATSIM account.

### **7.3 Solo Endorsement**

7.3(a) A Solo Endorsement allows for a controller, rated Developing Controller (S1) or higher, training for their next ATC Rating to independently operate a specific Position (or smaller parts of that position) one rating above their current. A controller shall be able to receive a new solo endorsement at each new rating they are training for.

7.3(b) The Solo Endorsement must not be issued due to lack of available practical training.

7.3(c) A Subdivision shall issue solo endorsements for a continuous period with a duration of between 7 and 90 days. The maximum duration of all solo endorsements at a rating is 90 days.

7.3(d) Notwithstanding the above, the 90-day limit shall be reset if a controller transfers Division and restarts training in their new Division or if a controller re-enters training having not received any training or a solo endorsement for a period of 1 year or greater.

7.3(e) In exceptional circumstances, a Region Vice President may approve a 30-day extension to a solo endorsement.

7.3(f) Solo Endorsements may be issued for a Position that requires a Tier 1 or Tier 2 Endorsement, if approved by the Division. Such a solo endorsement implicitly includes permission to control the specific position until it expires and can be renewed after an ATC Rating is granted as outlined in 8.5(e).

### **7.4 Tier 2 Endorsement**

7.4(a) A Tier 2 Endorsement allows a rated controller to operate all Tier 2 Positions of the type to which the endorsement applies. A Tier 2 Endorsement does not have an expiry date except when issued as part of a solo endorsement, specified in 7.3(f).

7.4(b) Training for a Tier 2 Endorsement may include self-study methods, a limited amount of simulated or live training and a written exam. A practical exam is not permitted.

## **7.5 Tier 1 Endorsement**

- 7.5(a) A Tier 1 Endorsement allows a rated Air Traffic Controller to operate the relevant Positions specified in the endorsement. A Tier 1 Endorsement does not have an expiry date except when issued as part of a solo endorsement, specified in 7.3(f).
- 7.5(b) A Tier 1 Endorsement shall be issued when the Air Traffic Controller has demonstrated they can operate the Tier 1 position(s) during normal VATSIM operations.
- 7.5(c) Any appropriate training and assessment method is permitted for a Tier 1 Endorsement, including both written and practical exams.

## **7.6 Super Center Endorsement**

- 7.6(a) A Super Center Endorsement allows a properly rated controller to operate the Super Center to which the endorsement applies. A Super Center Endorsement does not have an expiry date.
- 7.6(b) Any appropriate training and assessment method is permitted for a Super Center Endorsement, including both written and practical exams.
- 7.6(c) Where a Subdivision's airspace contributes to a Super Center, controllers permitted to control that airspace shall have equal access to attain the Super Center Endorsement.

## **8 ATC Standards and Training**

8.1 VATSIM account holders may request the requisite training to provide Air Traffic Control Services in their assigned Division or Subdivision.

8.2 Each ATC Rating has an associated core set of competencies defined in Appendix A of this Policy. These must be demonstrated by the account holder prior to the award of each ATC Rating.

### **8.3 Graduated Controller Ratings**

8.3(a) Due to the requirement to provide top-down services, no air traffic controller may receive a higher ATC Rating without first having completed the requirements for the lower ATC Rating(s).

8.3(b) Full assessment of the Developing Controller (S1) criteria may be bypassed by a Division's training program. However, the Aerodrome Controller (S2) candidate in such a case is still responsible for providing the services required by a Developing Controller (S1), therefore testing must cover competencies for both ratings during their examinations.

### **8.4 Training Requirement – Designated Positions**

8.4(a) A Subdivision is responsible for determining the training and testing methods (in accordance with Sections 7.4, 7.5 and 7.6) for a Tier 1, Tier 2 or Super Center Endorsement. The training course requirements shall not exceed the minimum standard required to operate the control position during normal VATSIM operations.

8.4(b) A Division is responsible for review and approval of a Subdivision's Tier 1 or Super Center Endorsement training program including the assessment criteria used in determining the outcome of a practical exam.

8.4(c) The Region Vice President may specify that any Tier 1 or Super Center Endorsement training program requires review by the Region.

### **8.5 Air Traffic Controller Assessment and Rating Progression**

8.5(a) The requirements to achieve an ATC Rating shall not exceed what is required to meet the competencies (as defined in Appendix A) for an Unrestricted Position.

8.5(b) Each Division is given freedom to determine the training and testing method(s) for evaluating their students so long as these comply with this policy.

- 8.5(c) Before awarding an ATC Rating above Developing Controller (S2, S3, and C1), a Division shall ensure that each competency is met. This shall be achieved through a minimum of a written examination and a practical examination.
- 8.5(d) The Developing Controller (S1) rating shall be assessed through a minimum of a written examination.
- 8.5(e) A Subdivision must provide a route for account holders to achieve up to the S3 Rating that does not require them to also obtain endorsements. Although this should be the default training pathway, where this is not practical, then training for ratings may be conducted on positions requiring endorsements to control. If a Subdivision intends to conduct training towards ATC Ratings on these positions, it should be documented in their application defined in Section 5 and may be grounds for rejection of the application.
- 8.5(e)(i) If a Division chooses to allow practical examination on a position designated as Tier 1 or Tier 2, the candidate must be given the opportunity to undertake a practical examination for their Rating once they meet the competencies for an Unrestricted Position and shall be eligible to receive the rating even if they do not demonstrate the requirements of the relevant endorsement(s).
- 8.5(e)(ii) Candidates who successfully complete an examination in the manner defined in 8.5(e)(i) may be assessed in the appropriate method (defined in Section 7). For practical assessments, this shall be second to the examination for the ATC Rating.
- 8.5(e)(iii) Candidates that receive a rating but not an endorsement to control the position they had a solo endorsement for may have that solo endorsement continued and renewed up to the time limits defined in 7.3.
- 8.5(e)(iv) Training and written assessment for endorsements may be conducted at any time. However, this must not delay training or assessment for ATC Rating upgrades.
- 8.5(f) Written Examination**
- 8.5(f)(i) The written examination shall contain questions to test the knowledge of the rating competencies. There must be enough questions to cover an appropriate breadth of the competencies and a score not less than 80% shall be required to pass.
- 8.5(f)(ii) Should a candidate fail a written examination, that candidate may be subject to a “cooling off” period. If such a period is imposed, it must not exceed 72 hours from the scoring of the exam. Following a second failure of the same written exam by the candidate then a Division may extend the cooling off period to enable further study.

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**8.5(g) Practical Examination**

- 8.5(g)(i) The practical examination must follow specific criteria approved by the Division which allows an examiner to determine whether the controller demonstrates an acceptable level of understanding of the competencies and meets the minimum standard set by this policy.
- 8.5(g)(ii) Should a candidate fail any practical examination, that candidate shall be informed about which of the specific criteria are deemed to be deficient.

**8.5(h) Successful Candidates and Training Consolidation**

- 8.5(h)(i) A successful candidate for a Rating or Endorsement shall be processed as soon as possible upon completion of their training program with the goal of processing this within 48 hours.
- 8.5(h)(ii) A Division may require a training consolidation period after a rating upgrade before a controller may request training for a new rating. A consolidation period specified by a Division shall not be greater than 50 hours or limited to an area smaller than a Subdivision. These hours shall only be counted when the rating being consolidated is required to control those positions. Except as defined in Section 9, no other restrictions may be placed on the controller to be eligible for training.

## **9 Air Traffic Controller Standards**

- 9.1 It is in the interest of all parties that suitably rated controllers are permitted to control. Under some circumstances a controller may be restricted in controlling certain positions or prevented from controlling entirely. Removal of controlling privileges must be a last resort.
- 9.2 Subdivisions and Divisions are not required to place any restrictions on controllers as outlined in this section. However, any Subdivision or Division that wishes to restrict controllers in accordance with this section must publish a form of 'ATC Roster' that allows the status of any controller to be determined by other account holders.
- 9.3 Any requirement of a controller to remain on the roster must be clearly published and applied uniformly to all controllers of the same rating.
- 9.4 A controller is expected to remain current to control the positions they are authorized.
- 9.4(a) A controller connecting to the network should be up to date with revisions to relevant local procedures and/or policy.
- 9.4(b) A Subdivision has the responsibility of highlighting any revisions to policies or procedures they consider relevant to this section.
- 9.4(c) A Subdivision may choose to utilize any of the following three requirements for a controller to remain on the ATC roster based on 'currency':
- 9.4(c)(i) The controller meets an activity requirement which shall not exceed three hours on any controllable positions within the Subdivision or Division in a three-month period.
- 9.4(c)(ii) The account holder connects to the network as a controller once within a period of 12 months.
- 9.4(c)(iii) The controller acknowledges changes to local procedures. A controller is only considered out of date if they have not acknowledged changes that are over two months old. Prior to removing a controller from the roster a Subdivision shall notify the controller to allow them to re-establish currency within a one month period. Acknowledging changes to procedures may only consist of reading, accepting and responding to information.

- 9.4(d) When a controller previously removed from the roster due to 'currency' wishes to be reinstated, the Subdivision may allow the controller to be reinstated immediately or otherwise will define a training plan. This can include written courses, self-study materials and/or one practical session with a suitable controller. All training must be relevant to the controller's currency and cannot require the controller to undergo a course designed for controllers training for a rating. No training plan may be more extensive than this, unless explicitly requested by the returning controller.
- 9.4(e) A controller can be made ineligible for training for an ATC Rating or Endorsement if removed from the roster due to 'currency'.
- 9.4(f) An endorsement can be removed due to lack of currency.
- 9.4(f)(i) A Subdivision may utilize any of the requirements in 9.4(c) in relation to positions covered by Tier 1 or Super Center endorsements to retain currency for those endorsements. Activity requirements shall always include the positions that could control the endorsed airspace top-down.
- 9.4(f)(ii) To retain currency for a Tier 2 endorsement, a Subdivision may only utilize the criteria in 9.4(c)(iii).
- 9.4(f)(iii) When a controller wishes to reinstate an endorsement removed due to lack of 'currency' a Subdivision may allow the controller to be reinstated immediately or otherwise will define a training plan. This plan can be together or separate to any plan to return to 'currency' on the roster. The plan can be no more restrictive than as defined in 9.4(d) or the original requirement for the endorsement.
- 9.5 A controller is expected to be competent to control the positions they connect to.
- 9.5(a) Where a controller is consistently below the required standard as defined within this document to the point that it causes disruption to other account holders, a Subdivision may petition their Division to place restrictions on this controller until the problem is resolved. The requested restrictions could include the removal of endorsement(s) and removal of eligibility to receive training for a higher ATC rating.
- 9.5(b) Such a petition must show reliable and sustained evidence of the controller's impact. When a Division receives a petition, it shall notify the Region Vice President. If a Division considers this petition to be appropriate, it shall be presented to the Region Vice President for a decision.
- 9.5(c) Placing restrictions on a controller shall only be considered following attempts to resolve the situation by the Subdivision.
- 9.5(d) The Region Vice President may partially delegate their responsibilities for reviewing and actioning these petitions but must be notified prior to restrictions being imposed.

## Appendix A ATC Rating Competencies

- A.1 Due to the requirement to provide top-down services (4.6), the ATC Rating competencies are graduated.
- A.2 **Developing Controller (S1)**
- a. General
    - i. Demonstrates an understanding of the Clearance Delivery and Ground Controller.
    - ii. Uses prescribed phraseology with allowable local variances.
    - iii. Shows an understanding of flight strips (if used) and radar data blocks.
    - iv. Demonstrates situational awareness and basic scan techniques.
    - v. Demonstrates an understanding of weather conditions.
    - vi. Demonstrates ability to read METARs and TAFs
    - vii. Demonstrates an understanding of different Airspace Classes.
    - viii. Demonstrates an understanding of the role of each Air Traffic Control Position plays in the Air Traffic System.
    - ix. Ability to connect to the network and configure the controlling and audio client to work Clearance Delivery and Ground positions.
  - b. Clearance Delivery Concepts
    - i. Defines all parts of a clearance
    - ii. Demonstrates a basic understanding of:
      - i. Altimetry
      - ii. Navigation and Equipment Codes
      - iii. Types of Navigational Aids
    - iii. Ability to issue a clearance correctly
    - iv. Ability to edit flight plans and issue reroutes to pilots.
  - c. Ground Control Concepts
    - i. Define and give examples of movement and non-movement areas.
    - ii. Ensure aircraft have proper weather information.
    - iii. Issue ground movement instructions efficiently and correctly
    - iv. Sequence aircraft on the ground for efficient departure flow.
    - v. Correctly transfer aircraft to Local (Tower) Control.
  - d. Coordination
    - i. Coordination with tower for crossing active runways.
    - ii. Coordination with other controllers for pushback sequencing.
    - iii. Coordination with other parties as necessary
- A.3 **Aerodrome Controller (S2)**
- a. General
    - i. Demonstrates an understanding of the role of the local (tower) controller.
    - ii. Selects the appropriate runway configuration based on weather, procedure, and operational requirements.
    - iii. Issues appropriate takeoff and departure instructions as needed.

- iv. Uses prescribed phraseology for takeoff and landing clearances.
- v. Defines all parts of a VFR traffic pattern (circuit).
- vi. Ensures aircraft are separated as required.
- vii. Issues missed approach / go around instructions using prescribed phraseology.
- viii. Ensures adequate wake turbulence and departure separation exists.
- ix. Correctly transfers aircraft to the next controller
- x. Demonstrates a basic level of scan
- b. Coordination
  - i. Coordinates missed approaches / go arounds with the appropriate controller.
  - ii. Coordinates changes in runway configurations with the appropriate controllers.
  - iii. Coordinates other elements as required with the appropriate controller.

#### A.4 **Terminal Controller (S3)**

- a. General
  - i. Understands the role of the arrival and departure controller.
  - ii. Understands horizontal and vertical airspace boundaries.
  - iii. Ensures aircraft are properly transferred to the next controller.
  - iv. Handles uncontrolled field operations in accordance with policy.
  - v. Shows intermediate scan techniques.
  - vi. Verifies mode C altitude of aircraft
  - vii. Issues alerts / traffic information to aircraft using prescribed phraseology as required.
  - viii. Adjusts aircraft speed, heading, and altitude as needed to achieve required separation.
  - ix. Correctly transfer radar tag ownership and communication to the next controller.
  - x. Ability to utilize the approved ATC client to work the control position.
- b. Approach Controller
  - i. Issues approach clearances using prescribed phraseology.
  - ii. Applies separation minima as required by airspace class.
  - iii. Ensures pilots have current weather.
  - iv. Provides runway and approach information as soon as practical to pilots.
  - v. Demonstrates an understanding of the different types of approaches.
  - vi. Issues holding instructions using prescribed phraseology.
  - vii. Correctly transfers radar identification and communication to the next controller.
- c. Departure Controller
  - i. Ability to cancel departure procedures and apply vectors or additional instructions as necessary to transition aircraft from the terminal to the Enroute environment.
- d. Coordination

- i. Ability to coordinate missed approaches and runway changes with the local controller.
- ii. Ability to coordinate exceptions to local standard operating procedures.

**A.5 Enroute Controller (C1)**

- a. General
  - i. Demonstrates an understanding of the enroute environment and role of the enroute controller.
  - ii. Ability to connect to the network utilizing an approved enroute controller client and manage multiple frequencies / transceivers within the audio client.
  - iii. Demonstrates an advanced level of situational awareness and scan.
- b. Coordination
  - i. Coordinates with other Air Traffic Controllers when necessary, to ensure traffic is adequately spaced and sequenced.
- c. Traffic Management
  - i. Using prescribed phraseology, provides necessary vectors to aircraft in a manner consistent with the expeditious flow of traffic.
  - ii. Adjusts aircraft speed or track to achieve initial sequencing for arrival.
  - iii. Provides appropriate lateral and vertical separation to aircraft in a surveillance / non-surveillance environment.
  - iv. Demonstrates the concept of positive control by avoiding issuing control instructions that could cause conflict.
- d. Airspace Services
  - i. Provides traffic services as appropriate to the class of airspace.
  - ii. Provides weather, traffic, and any other information to pilots using prescribed phraseology.
  - iii. Issues descent and STAR clearances / instructions in a timely manner using prescribed phraseology.
  - iv. Understands and approves route deviation requests by pilots when able.

## Appendix B Additional Ratings

- B.1 VATSIM defines three additional ratings granted to controllers that are not subject to the assessment conditions of Section 8. These ratings are awarded for recognition of exceptional contribution as a VATSIM Air Traffic Controller or while serving in select staff roles on VATSIM.
- B.2 **Senior Controller (C3)**
- B.2(i) The Senior Controller (C3) rating is awarded for exceptional service to VATSIM as an Air Traffic Controller.
- B.2(ii) The C3 rating shall only be awarded to controllers who have already been granted the Controller (C1) rating.
- B.2(iii) Requirements for awarding the Senior Controller rating shall be defined and published by each Division.
- B.3 **Instructor (I1) & Senior Instructor (I3)**
- B.3(i) An account holder of a Division or Subdivision's training staff specifically tasked towards training of controllers may be awarded the rating of Instructor (I1) or Senior Instructor (I3).
- B.3(ii) Members with these ratings shall only use the rating within the Subdivisions where they are appointed and only for the duration of their appointment.
- B.3(iii) At the end of their appointment, an account holder shall be returned to their highest achieved ATC rating.
- B.3(iv) The process of assigning Instructor and Senior Instructor ratings shall be defined and published by each Division.

## Appendix C Transitional Arrangements

- C.1 All Major Airports and Special Centers, as defined in Appendix B of the Global Ratings Policy are temporarily given Tier 1 designation.
- C.2 All Overland FSS positions defined in Appendix B of the Global Ratings Policy are given temporary designation as a Super Center.
- C.3 These temporary statuses shall expire at the enforcement date of this policy, after which they will hold no status unless an application is submitted and approved.
- C.4 Where substantive changes to local procedures are required due to this policy, the transition period allows continuity of training in this intervening period. Divisions and Subdivisions shall aim to become compliant as soon as possible.
- C.5 No controller shall be disadvantaged in their ability to control endorsed positions because of this policy's introduction.
  - C.5(i) This requires existing GRP endorsements for major airports, special centers and overland FSS positions to be re-issued without any form of re-training or re-assessment. This includes re-issuing of endorsements after approved applications (Appendix C.3) are submitted for Tier 1, Tier 2 or Super Center positions that are mostly the same as previous major airports, special centers or overland FSS positions.
  - C.5(ii) New Tier 1, Tier 2 or Super Centre applications during and after the transition period (Appendix C.3) that are completely or mostly different to previous GRP endorsements may require training or assessment.

## Appendix D    Approved Local Alterations

- D.1        A Region Vice President may approve an alteration to this policy to apply to a specific area, such as a Subdivision. Alterations are allowable where geographical, organizational, or other factors out of the control of a Division/Subdivision make compliance with this policy unreasonable or create unfair disadvantage. They are not permitted to provide desirable alterations in policy that could be equally utilized in other areas.
- D.2        The details of a Local Alteration must be declared in writing, including justification of why this alteration is necessary and only applicable to the selected area. Prior to approval, the Local Alteration shall be sent to the Board of Governors and a period of at least 7 days is provided for comment. If a majority of other Region Vice Presidents object to the Local Alteration, it cannot be approved.
- D.3        All Approved Local Alterations must be published on the VATSIM.net website to be valid. A Division or Subdivision to which it applies shall provide a link or copy of the relevant document on their website.
- D.4        It is the responsibility of the Region Vice President to review Approved Local Alterations once a calendar year to consider whether it should be re-approved or removed. Re-approval shall follow the same comment process with the Board of Governors.