

Transfer

Introduction

The global [VATSIM Transfer and Visiting Controllers Policy \(TVCP\)](#) defines global requirements and rules for controllers who would like to transfer or visit another Region, Division, and Subdivision. Any controller at VATSIM may transfer to a new Region, Division, and Subdivision provided certain requirements are fulfilled.

The VATSIM Scandinavia **Transfer Policy** is based on the **TVCP** to ensure compliance with the global VATSIM policies. This policy establishes requirements, procedures and rules for controllers that would like to **permanently** transfer from another Region, Division, and Subdivision to one of VATSIM Scandinavia's FIR:

1. **Helsinki FIR** (Finland)
2. **Sweden FIR** (Sweden)
3. **Copenhagen FIR** (Denmark)
4. **Polaris FIR** (Norway)
5. **Reykjavik FIR** (Iceland)

Note: The five FIRs within VATSIM Scandinavia are considered to be different subdivisions with respect to training.

Thus, the **Transfer Policy** also covers internal transfers within VATSIM Scandinavia.

Controllers in queue for training, active and inactive controllers are assigned to a home Region, Division, Subdivision, and FIR. Pilots and observers will be assigned a home Region, Division, Subdivision, and FIR if they apply for training.

Requirements

A VATSIM controller who would like to transfer to in VATSIM Scandinavia must fulfil the following requirements:

1. **Rating**

a. **Time**

At least 90 days has passed since a new rating was awarded.

b. **Experience**

Have provided at least 50 hours of active ATC after passing the check for their current rating in their home Region, Division, and Subdivision.

2. **Current**

Be considered a current ATC in their home Region, Division, and Subdivision.

3. **Active**

The controller fulfill VATSIM Scandinavia's requirement of having provided at least 5 hours ATC during the last 6 months to be considered an active controller.

4. **Behaviour**

The controller is in good standing with VATSIM. No history of disciplinary issues within the last 12 months.

5. **Other Training**

Is not waiting for or has ongoing training in another Region, Division, Subdivision, and FIR.

6. **Previous transfer**

At least 90 days has passed since:

a. **Completing** any previous transfer

b. **Failed** to complete any transfer and having been returned to their home allocation

Procedure

A controller that would like to transfer to one of the FIRs in VATSIM Scandinavia should proceed according to the following procedure:

1. Requirements

The controller should make sure **all** the requirements are fulfilled.

2. Application

The controller apply for transfer:

- a. If the controller's home Region, Division, Subdivision is **outside** VATSIM Scandinavia the controller apply for transfer via [VATEUD](#) webpage.
- b. If the controller already is assigned to one of the **VATSIM Scandinavia FIRs** the controller should send an email to VATSIM Scandinavia Training Director (*training-director@vatsim-scandinavia.org*) and request transfer.

3. Select VATSIM Scandinavia FIR

Once the application for transfer has been approved the transfer period begin and the controller should send an email to VATSIM Scandinavia Training Director (*training-director@vatsim-scandinavia.org*) and select one (1) of the five FIRs:

- **Helsinki FIR** (Finland)
- **Sweden FIR** (Sweden)
- **Copenhagen FIR** (Denmark)
- **Polaris FIR** (Norway)
- **Reykjavik FIR** (Iceland)

as new home Region, Division, Subdivision, and FIR.

4. Transfer Training Plan

The Training Director and the Training Lead collaborate to create an individual practical transfer training plan for the controller based on previous rating and experience.

5. Theoretical and Practical Training

During the practical training the controller may be granted to temporarily individually control certain positions to gain experience applying local procedures. The temporary controlling permissions can be removed at any time.

Example)

A transferring controller with S3 rating that has completed transfer training at a Tower position may be temporarily allowed to provide ATC at that Tower

position independently. Thereafter, the training may proceed at an Approach position.

Practical online training would realistically always be needed and is highly encouraged, though it cannot be enforced and be mandatory according to the current TVCP except for familiarisation sessions at Enroute positions.

It is technically possible for the transferring controller to immediately request a *Competency Check* without any training, but it is not recommended since it will most probably result in a failed check and rejection of the transfer.

6. Enroute Positions

For C1 practical transfer training, familiarization training is required for each new Enroute position that is controlled during normal traffic levels. The controller is required to provide ATC independently at each new Enroute position for at least **10 hours** before proceeding with further training on additional Enroute positions.

7. Timeframe

Theory tests and practical training according to the individual practical transfer training plan should be completed within 90 days, otherwise the transfer will be rejected.

8. New Region, Division, Subdivision and FIR

Once the theoretical and practical training has been successfully completed the controller's home Region, Division, Subdivision and FIR is officially changed.

- a. If the controller made an internal transfer from one FIR to another FIR within VATSIM Scandinavia and fulfill the requirements for Visiting controller, the controller will remain a Visiting Controller in the previous FIR.

9. Positions

The controller is granted approval to control **unrestricted** positions.

10. Further Training

After having completed at least **10 hours** of independent ATC, the controller may apply for further rating and endorsement training (Tier 1 and Tier 2) by registering a Training Request in Control Center (CC). The Training Request will put in the normal queue for regular home controllers.

Rules

1. Rating

The transferring controller:

- a. retain the controller rating (S1, S2, S3, C1 or C3)
- b. is downgraded from any Instructor rating (I1 or I3) to the highest controller rating the controller had before being awarded the instructor rating.

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