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10 November 2020

**ORDER  
vZID  
7120.10E**

# *Indianapolis Air Route Traffic Control Center*



## **Administrative Policy**



*Information contained within this document is designed and intended specifically for use in a virtual air traffic control environment. It is not applicable, nor should it be referenced for live operations in the National Airspace System (NAS). This information is for use on the VATSIM Network ONLY.*

### Table of Revisions

<b>Date</b>	<b>Revision</b>	<b>Editor/Revision</b>
17 Apr 2010	Initial Release	BWC/A
1 Jun 2013	Complete Revision	DK/B
1 APR 2016	Complete Revision	DS/C
15 Sept 2018	Complete Revision	DS/D
10 Nov 2020	Complete Revision	DS/E

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### Bulletin Log

<b>Date</b>	<b>Bulletin</b>	<b>Editor</b>

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## Preface

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The vZID ARTCC Administrative Policies Manual is a collection of policies and procedures guiding administrative operations at vZID ARTCC. This manual is mandatory reading for all controllers with privileges to control within vZID airspace, either home or visiting. An overview of this manual, or confirmation of its understanding, will be accomplished in the initial training session of all new hires and prior to the performance of a checkout for any visiting controllers.

The controlling authority of this manual is the vIndianapolis Air Traffic Manager. The Air Traffic Manager may consult other staff members, or delegate the writing of sections of this manual to other personnel but all additions, revisions or bulletins to this manual must be approved by the Air Traffic Manager prior to becoming effective. The Air Traffic Manager must also receive approval from VATSIM or VATUSA as required for certain portions of this manual.

## Revisions and Additions

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Revisions and additions to this document are to be completed in a manner that ensures all required personnel are aware of the changes. This may be accomplished by email to the members, the use of the Official vZID Forum, and/or publication of an item on the front page of the website. Anytime this document is revised or added to, the Air Traffic Manager or his designee will issue notice to all who are affected by this document.

The following are approved methods for providing updates or changes to this document:

**Revision** – From time to time complete revision or review of this document will be required and initiated by the Air Traffic Manager. After a complete revision is completed it will be noted in the update log/revision history.

**Bulletin** – When a complete revision is not necessary, but an update of some sort is needed, bulletins may be added to this manual. Once bulletins are added they will be noted in the bulletin log of the manual.

**Controller Worthiness Directive** – The CWD is the recommended method for simple revision or addition to this manual. vZID members will be notified by email when any CWDs are issued as well as an article posted on the website front page. CWDs will be located in the vZID Policy Documents section of the official vZID website. CWDs are required reading by all controllers manning vZID airspace.



David Stone  
vZID Air Traffic Manager

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## Policy Memorandum

### **POLICY 1:** vZID Controller Currency

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**PURPOSE:** This memorandum establishes policy and procedure for the Currency requirements for vZID Controllers.

**CANCELLATION:** This memorandum cancels all other policies, memorandums, and Controller Worthiness Directives regarding currency dated before this policy's effective date.

### REQUIREMENTS

#### Currency:

1. Newly assigned members must make contact with ARTCC Senior Staff in TeamSpeak within 2 weeks of assignment to initiate training. This can be coordinated by emailing staff [at] zidartcc.org. Senior Staff members are the ATM, DATM and TA.
2. The following currency requirements apply to all vZID members holding the rating of Observer (OBS).
  - a. A minimum of two (2) hours of training must be completed within any calendar month with a certified vZID Instructor or Mentor.
3. The following currency requirements apply to all vZID members holding the ratings of Student 1 (S1) and above.
  - a. A minimum of two (2) hours in any calendar month must be spent actively controlling a facility located within vZID airspace.
  - b. More than fifty percent (50%) of a member's total active controlling time must be spent in their home ARTCC.
4. The Air Traffic Manager, Deputy Air Traffic Manager and Training Administrator reserve the right to monitor controllers manning positions within vZID Airspace. The following actions may be taken to ensure quality service to pilots flying within the vZID Airspace if an area of improvement is observed:
  - a. Additional training may be required of the controller.
  - b. An events restriction may be placed on the controller.
  - c. The controller may be removed from his or her position for additional training.
  - d. A controller may have their solo certification removed pending additional training for the position in question.
  - e. Visiting Controllers may have their visiting privileges revoked. Member's home ARTCC leadership will be notified of action taken and reason for action.
5. vZID Instructors and Mentors may monitor controllers manning positions within vZID Airspace. If an area of improvement is noticed the controller shall be referred to the vZID Air Traffic Manager, Deputy Air Traffic Manager or Training Administrator for further review.

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6. These currency requirements may be waived by the Air Traffic Manager or the Deputy Air Traffic manager, at their sole discretion, for any controller making other substantial administrative contribution to vZID or the VATSIM community.
7. Any controller currently on an approved Leave of Absence (LOA) will be excused from these requirements for the duration of their LOA. Requests for LOA are subject to the following guidelines:
  - a. Leave of Absence requests must be approved by the Air Traffic Manager or Deputy Air Traffic Manager.
  - b. No request for Leave of Absence will be approved for a time period greater than four (4) months. Exceptions may be made for military deployment.
  - c. Any controller not returning from their Leave of Absence by the agreed upon date will be immediately removed from the roster.
  - d. No Leave of Absence will be approved for members holding the rating of OBS.
8. Communication is important for efficient operations. To this end, members must respond to all email correspondence from vZID Staff or Instructors within (10) calendar days of date sent. This does not include bulk mailings of a general nature unless there is a specific indication in the email that a response is expected.

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## Policy Memorandum

### **POLICY 2: Controller Promotion**

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**PURPOSE:** This memorandum establishes policy and procedure for the promotion of members on the vZID Roster.

**CANCELLATION:** This memorandum cancels all other policies, memorandums, and Controller Worthiness Directives regarding controller promotion dated before this policy's effective date.

### **REQUIREMENTS**

vZID will only submit promotions for regular members on the roster of the vZID ARTCC. Promotion of controllers will be made within the following guidelines:

1. For promotion to the rating of Student 1 (S1) members must meet the following requirements:
  - a. Must have completed the VATUSA CBT and passed the VATUSA Basic Controller Examination.
  - b. Be approved for promotion by a vZID Instructor.
2. For promotion to the rating of Student 2 (S2) members must meet the following requirements:
  - a. Currently hold a Student 1 (S1) rating.
  - b. Pass the VATUSA S2 Written Examination.
  - c. Be approved for promotion by a vZID Instructor.
  - d. Complete an Over the Shoulder (OTS) Examination on the VATSIM network demonstrating the VATSIM S2 GRP competencies.
  - e. A 30 day Solo Certification period may be provided at the vZID Training field.
3. For promotion to the rating of Student 3 (S3) members must meet the following requirements:
  - a. Currently hold a Student 2 (S2) rating.
  - b. Currently hold endorsements to control all positions at major fields within vZID airspace.
  - c. Pass the VATUSA S3 Written Examination.
  - d. Be approved for promotion by a vZID Instructor.
  - e. Complete an Over the Shoulder (OTS) Examination on the VATSIM network demonstrating the VATSIM S3 GRP competencies.
  - f. A 30 day Solo Certification period may be provided at the vZID Training TRACON.
4. For promotion to the rating of Controller (C1) members must meet the following requirements:
  - a. Currently hold a Student 3 (S3) rating.
  - b. Currently hold endorsements to control all positions at major fields within vZID airspace.
  - c. Pass the VATUSA C1 Written Examination.
  - d. Be approved for promotion by a vZID Instructor.
  - e. Complete an Over the Shoulder (OTS) Examination on the VATSIM network demonstrating the VATSIM C1 GRP competencies.
  - f. A thirty (30) day Solo Certification period may be provided.

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5. Promotion to the Senior Controller (C3) rating is made at the VATUSA Division level. The selection process for this rating is outlined in VATUSA GO 61720.
6. Promotions to the rating of Instructor (I1) are made at the VATUSA Division level. Recommendations will be made in accordance to the vZID Instructor and Mentor Policy. Recommendation for an I1 rating shall be made by the Training Administrator with approval from the Air Traffic Manager. Requirements for promotion to this rating are outlined in the current version of VATUSA 3120.311.
7. Promotions to the rating of Senior Instructor (I3) are made at the VATUSA level. At vZID, this rating is only awarded to the Training Administrator. Recommendations will be made in accordance to the vZID Instructor and Mentor Policy. Recommendation for an I3 rating shall be made by the Air Traffic Manager through the VATUSA Training Director.
8. vZID is not responsible for issuing or maintaining the ratings of Supervisor (SUP) or Administrator (ADM). These ratings are issued and maintained by the VATSIM Board of Governors.

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## Policy Memorandum

### **POLICY 3: Visiting Controllers and Transfers**

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**PURPOSE:** This memorandum establishes policy and procedure for the expectations of visiting and transferring controllers at vZID.

**CANCELLATION:** This memorandum cancels all other policies, memorandums, and Controller Worthiness Directives regarding visiting controllers and transfers dated before this policy's effective date.

### **REQUIREMENTS**

Requests for Transfers or Visiting Controller status will be evaluated for compliance with VATSIM's and VATUSA's Visiting/Transferring Controller policy. Additionally, a review of the controller's disciplinary and training history will also be considered.

### **Visiting Controllers**

1. Members of other ARTCCs within VATUSA or other divisions on the VATSIM network may receive privileges to control at vZID on a visiting basis. The following requirements exist for people wishing to visit at vZID:
  - a. Visiting Controller applicants must hold the rating of Student 1 (S1) or higher.
  - b. Interested persons must complete the Visiting Controller application on the vZID website ([zidartcc.org/visit](http://zidartcc.org/visit)).
  - c. Applicants must successfully pass any exam(s) assigned by the vZID Staff.
  - d. Decisions regarding Visiting Controller status will be made within five (5) days of completion of the above tasks.
2. The controller will be required to complete a Competency Check before controlling any position. This competency Check will include the following:
  - a. Complete a monitored session live on the network. This competency check must be completed by a vZID Instructor or approved Mentor.
  - b. After successful completion of the competency check the visiting controller will be permitted to control at any position commensurate to their rating within vZID Airspace, with the exception of Center and Designated Airspace per the VATSIM Global Ratings Policy.
    - i. In order to work positions designated as major or to work Center, controllers must undergo the same Major Field Certification Training required of regular vZID Members.
3. The Training Administrator is to treat visiting controller training and checkout as a primary duty. Priority will be given to home controllers of vZID at all times.
4. Visiting controllers must comply with the following directives in order to maintain their visiting status. Failure to meet any of these standards may result in immediate removal of visiting status.
  - a. Must control one (1) hour in any calendar month on any vZID position which they are authorized to staff.

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- b. Must inform the vZID Staff within Seventy-two (72) hours of any disciplinary action or rating change by email to staff[at]zidartcc.org.
  - c. Must keep a valid email address on file with vZID.
5. Visiting controllers holding the rating of Instructor (I1) or Senior Instructor (I3) are not permitted to log on to vZID positions using these ratings, instead use the Controller (C1 or C3) rating when manning a vZID facility. This is done in an effort to prevent confusion of new vZID controllers and students as well as VATSIM Supervisors and Administrators.
6. Visiting controllers holding the rating of Supervisor (SUP) and Administrator (ADM) are permitted to log into vZID facilities with these ratings.

## Transfers

1. Controllers who wish to transfer into vZID must request their transfer through the VATUSA Member Management System.
  - a. Transfer requests will be processed by the Air Traffic Manager or Deputy Air Traffic Manager within 3 days of receipt of request.
  - b. Transfer requests must include a clear reason for the transfer request.
2. Before being allowed to control a vZID facility the controller will be required to complete a Competency Check based on the VATSIM Global Ratings Policy.
  - a. Successfully pass any exam(s) assigned by the vZID Staff.
  - b. Complete a monitored session live on the network. This competency check must be completed by a vZID Instructor or approved Mentor.
  - c. After successful completion of the competency checks the controller will be permitted to control at any position commensurate to their rating within vZID Airspace, with the exception of Center and Designated Airspace per the VATSIM Global Ratings Policy.
  - d. In order to work positions designated as Major or to work Center, controllers must complete the vZID Major Field Certification Training.
3. Transferring controllers who have held the rating of Instructor (I1) or have been a Mentor and wish to regain this rating may make requests after 3 months with the ARTCC Training Administrator. Requests must follow the guidelines set forth in the vZID Instructor and Mentor Policy.

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## Policy Memorandum

### **POLICY 4: Roster Removal/Suspension**

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**PURPOSE:** This memorandum establishes policy and procedure for the removal of members from the vZID roster as well general expectations.

**CANCELLATION:** This memorandum cancels all other policies, memorandums, and Controller Worthiness Directives regarding roster removal dated before this policy's effective date.

### **REQUIREMENTS**

1. The following actions may result in suspension or immediate roster removal:
  - a. Any violation of the currency requirements listed in paragraphs 1, 2, 3, 7 or 8 of the vZID Currency Policy (Policy 1) above.
  - b. Suspension from the VATSIM network
2. The following actions may result in referral to the VATUSA DCRM which may result in further disciplinary action:
  - a. Failure to comply with any VATSIM Policy
  - b. Disrespectful behavior towards other controllers or pilots while utilizing a vZID Facility to include TeamSpeak Servers, vZID Forums, vZID controlling positions or while representing vZID.
3. The following actions may result in suspension of privileges on the vZID Website, TeamSpeak Server or other vZID sponsored resource:
  - a. Any violation listed in paragraphs 1 or 2 of this policy.
  - b. Violation of the vZID TeamSpeak Use Policy (Appendix A)

## Policy Memorandum

### **POLICY 5: Frequency Use and Call Signs**

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**PURPOSE:** This memorandum establishes policy and procedure for the use of frequencies and call signs associated with vZID facilities.

**CANCELLATION:** This memorandum cancels all other policies, memorandums, and Controller Worthiness Directives regarding frequency use and call signs dated before this policy's effective date.

### **REQUIREMENTS**

#### 1. Frequency Use and Call Signs

- a. All controllers staffing vZID facilities will use the frequencies and call signs for the appropriate position as shown in the vZID Position Table.
- b. Only frequencies listed in this document may be used without prior approval.
- c. Controllers shall not activate frequencies for positions not currently staffed, vertically or laterally, except as follows.
  1. A controller staffing a position may utilize the frequency of an adjoining position for the purpose of providing relief for periods not to exceed 15 minutes.
  2. Aircraft will be advised to switch frequency to the appropriate controller's frequency on the expectation this controller will be returning and will need to communicate with that aircraft.

#### 2. Position relief

- a. When relieving a controller, the relieving controller will add a '1' as the middle designator of the call sign, but continue to use the frequency of the controller being relieved. For example if you are relieving IND\_APP, you will use the call sign IND\_1\_APP as the relief call sign.
- b. If the position being relieved is already using the relief call sign the relieving controller will revert back to the original position call sign. But again, continue to use the frequency of the controller being relieved.

#### 3. Radar Client Support Files

- a. Files needed for the Radar Clients are stored in the File Browser of Larry's Lobby in the vZID TeamSpeak.
- b. Ensure you have the current version of the Sector file, Alias file and POF file loaded prior to connecting to the network.

## Policy Memorandum

### **POLICY 6: Position Sign On**

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**PURPOSE:** This memorandum establishes policy and procedure for controllers when logging onto vZID facilities.

**CANCELLATION:** This memorandum cancels all other policies, memorandums, and Controller Worthiness Directives regarding position sign on dated before this policy's effective date.

### **REQUIREMENTS**

All vZID Positions will be manned for a minimum of 1 hour from the time it was first opened. This will be done as a courtesy to pilots deciding to fly into the airspace because of an open position. If a controller must close a facility prior to reaching the 1 hour mark they must justify the occurrence.

1. All members wishing to staff a position will follow the following procedure:
  - a. All members currently manning a position must be logged into the vZID TeamSpeak (TS) server.
  - b. If the position desired falls within the tiered control of another controller, the member shall make request to staff the position from the overlying controller.
  - c. If the desired position is above the tiered control of another controller, the member shall state intentions to open the position above the other controller's airspace.
  - d. When there is an overlying position manned, the higher controller should not deny the request to open the lower position, but may ask for a delay while he works a specific aircraft. This is simply a courtesy and must be followed at all times.
  - e. Controllers staffing a position which has the ability to be de-combined may, but shall not be required to, split the position if requested.
2. The following steps will be completed when opening a position at vZID:
  - a. Open your controller client and AFV.
  - b. Set up the Communications panel per the vZID Position Table.
  - c. Log on to the network, but do not prime on frequency.
  - d. Ask for a position brief (if applicable).
  - e. After the position brief is completed the controller holding responsibility for the position will relinquish control to the new controller.
  - f. Prime on frequency.
  - g. When opening a CTR position, if there is a neighboring CTR position staffed, announce on the ATC Chat the position is open. If splitting the position announce the split information on ATC Chat. Lower positions will not announce on the ATC Chat. Exceptions to this step will be indicated in individual facilities SOPs.
3. When closing a facility the following procedure shall be followed:
  - a. Ask other controllers in TS if anyone is interested in relieving your position. If not then continue to step b.
  - b. At least 10 minutes prior to closing the facility controllers will notify other controllers and pilots of their intentions by accomplishing the following:

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- i. Initiate the .break command
  - ii. Notify controllers one tier above and below you through the vZID TeamSpeak.
  - iii. If the facility closing is a Center sector notify other controllers by using the ATC channel (/ command)
  - iv. Announce the facility is closing in ## minutes on frequency by text and voice. Text notification should use the alias file command .notam1 ##. Voice should use the following phrase:  
“Attention all aircraft this frequency, [position name] will be closing in ## minutes.”
4. At the time of closing the facility, the controller must:
  - a. Notify controllers one tier above and below that the facility is closed. Provide position briefing as appropriate.
  - b. Notify pilots of the facility closing by text and voice on frequency by use of the alias file command .notam2 and with the following phrase:  
“Attention all aircraft this frequency, [position name] is closed, monitor the advisory frequency 122.80” (or other frequency as appropriate), with any additional ‘niceties’.
    - i. If possible, notify pilots if they will be approaching other control sectors (if online) in the near future by providing an estimated time of arrival into their airspace in either nautical miles or minutes.
  - c. If the closing facility is a Center sector, announce the position closing through the ATC channel (/ command)

#### **Use of the ATC Channel (/ Command)**

1. Because of the sometimes very congested nature of the ATC Communications Channel (/ command) the following guidelines have been instituted regarding its use at vZID:
  - a. Center Controllers shall utilize the ATC Channel to announce their intentions for opening and closing a Center sector when neighboring ARTCCs are actively online.
  - b. Center Controllers shall utilize the ATC Channel to announce changes in sectors receiving hand offs, or other mass coordination requirements.
  - c. Any controller may use the ATC Channel when operational necessity requires expedited communications with multiple sectors to ensure efficient operations.
  - d. All other intra-ARTCC communications shall be accomplished through the vZID TS.

#### **Visibility Range Setting**

1. All controllers will set their visibility range according to the following chart while staffing any position in vZID. The ranges selected here are intended to be good stewards of the network resources, using only what is needed for the position being staffed. If you find these ranges to be impractical, present your argument to the Air Traffic Manager for consideration of modification.

En Route ..... 300nm  
TRACON ..... 100nm  
TWR ..... 30nm  
GND ..... 10nm  
DEL ..... 5nm

## Policy Memorandum

### **POLICY 7: Instructor and Mentor Policy**

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**PURPOSE:** This memorandum establishes policy and procedure for the requirements and expectations of Instructors and Mentors at vZID.

**CANCELLATION:** This memorandum cancels all other policies, memorandums, and Controller Worthiness Directives regarding Instructors and Mentors dated before this policy's effective date.

### REQUIREMENTS

#### Selection

1. In order to be selected as a Mentor, members must:
  - a. Hold the rating of Student 2 (S2) or higher.
  - b. Be an active member of vZID ARTCC in good standing.
  - c. Be a team player and able to provide input to advance the training department.
  - d. Have a thorough understanding of vZID Policies and Procedures and the airspace.
  - e. Have held current rating for a minimum of 90 days.
  - f. Have a consistent online presence.
  - g. Be approved by the vZID Training Administrator.
2. Instructor selection is in accordance with VATUSA policy. In addition to that standard, members must:
  - a. Hold a rating of Controller (C1) or higher.
  - b. Be an active member of vZID ARTCC in good standing.
  - c. Have a consistent online presence.
  - d. Have advanced knowledge and understanding of vZID Policies and Procedures and the airspace.
  - e. Be a team player and able to provide input to advance the training department.
  - f. Be approved by the Air Traffic Manager and Training Administrator.

#### Responsibilities

1. Mentors perform the following:
  - a. Reports to the Training Administrator.
  - b. Must complete a minimum of 2 training sessions or 4 hours of training department functions per calendar month or receive other approval from the Training Administrator.
  - c. Teach new students the policies and procedures of the ratings of which they are authorized to instruct and assist the student in preparing for their Rating Examination.
  - d. Monitor Students as outlined below in the 'Monitoring' section of this policy
  - e. Must follow all training outlines and documents in accordance with vZID Procedures.
  - f. Will be certified to train members at ratings below their current rating. May be authorized to instruct students equal to current rating after holding that rating for ninety (90) days.

2. Instructors will perform the following:
  - a. Reports to the Training Administrator
  - b. Train new and advanced students in all rating levels.
  - c. Train new Mentors for their duties.
  - d. Must follow all training outlines and documents in accordance with vZID Procedure.
  - e. Monitor students training on vZID facilities.
  - f. Perform Over the Shoulder (OTS) Examinations.
  - g. Must complete a minimum of 2 training sessions or 4 hours of training department functions per calendar month or receive other approval from the Training Administrator.
  - h. Assist the Training Administrator in the development and upkeep of training content and material.

### **Monitoring of Students**

1. The following conditions apply to all Instructors or Mentors monitoring students on a position unless otherwise approved by the Air Traffic Manager or Training Administrator.
  - a. Mentors:
    - i. Must be authorized to instruct the position that they are monitoring.
    - ii. Must be logged onto a position that is able to assume control of the position being monitored.
    - iii. Must be able to give instruction to the student they are monitoring.
    - iv. Must only be monitoring one student at any given time.
    - v. If the position being monitored is servicing an event, the Mentor must not be actively controlling another position.
    - vi. Student being monitored must have completed at least one sweatbox training session related to the position they are controlling.
  - b. Instructors:
    - i. May monitor students on any position.
    - ii. Must be logged onto a position that is able to assume control of the position being monitored.
    - iii. Must be able to give instruction to the student they are monitoring.
    - iv. If the position being monitored is servicing an event, the Instructor must monitor one on one, and not be actively controlling another position.
  - c. While a student is being monitored, complete discretion as to the appropriateness of the student's behavior lies with the controller monitoring the position. In all cases of disagreement the student shall do as instructed and ask for explanation when time and workload permits.

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## Appendix A

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### vZID TeamSpeak Use Policy

1. **Terms** - For the purpose of communication and coordination, vZID maintains an active TeamSpeak 3 server. This server is provided by the staff members of vZID ARTCC and is in no way funded by VATSIM or VATUSA. vZID retains all rights for the use and regulation of this server at all times. By accessing the vZID TeamSpeak Server you agree to be bound by this document in its entirety and that you understand and agree to abide by all applicable laws and regulations.
2. **Conduct** – All users will abide by these general conduct guidelines and maintain appropriate and courteous behavior at all times.
  - a. Users will abide by the VATSIM Code of Conduct at all times while using the server.
  - b. Users will treat other users with respect and refrain from inappropriate language while using the server.
  - c. Users will not commit any act which is against the laws of the area of their location or of the location of the server.
  - d. Users will not disrupt active virtual Air Traffic Control Operations being coordinated through the server.
  - e. Users will not disrupt active training sessions occurring on the server. Trainers will have sole discretion in these matters and may remove the offender for the duration of their training session without appeal.
  - f. Users will follow the guidance of staff and Server Administrators regarding behavior and use of the server.
3. **Revocation of Privileges** - The use of this server is granted to the members of vZID and authorized guests and may be revoked by anyone possessing a Server Administrator status at any time without explanation or immediate recourse.
  - a. Anytime someone is removed from the server it will be immediately reported by the Server Administrator revoking the privileges to the Air Traffic Manager.
  - b. All instances of a Server Administrator revoking a user's privileges will be considered in just cause at the time of the revocation.
  - c. Members arguing their revocation of privileges upon return are subject to additional bans at the discretion of the Server Administrators present.
4. **Appeal Rights** - Members who believe they have been removed from the server without just cause may petition the Air Traffic Manager upon their removal who will make a determination on the question of if or when the ban should be removed.
  - a. The Air Traffic Manager's disposition of the matter will be final.
  - b. In instances where the Air Traffic Manager is also the Server Administrator revoking the rights, the Air Traffic Manager may, at his discretion, delegate his appellate jurisdiction to any senior staff member of vZID.
  - c. If the Air Traffic Manager chooses to dispose of the case personally his disposition will still be final.
  - d. Persons who are not members of vZID ARTCC have no guaranteed rights of appeal.

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- e. No user will have recourse involving sanctions against the Server Administrator revoking their privileges, only the right to appeal for reinstatement.
5. If the Air Traffic Manager, or his delegated appellate, finds there is just cause to uphold the ban from the TeamSpeak server, the member may be removed from the roster for unacceptable conduct.

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## **Appendix B**

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### **Position Relief Briefing Guide**

1. **Airport Conditions and Status**
  - a. Airspace Configuration (i.e., Runways in use)
  - b. NOTAMs being simulated (i.e., Runway/Taxiway Closures, etc.)
2. **Staffing**
  - a. Adjacent airspace staffing
  - b. Positions staffed above and/or below
  - c. Identify positions for Hand Offs
3. **Airport Activities**
  - a. Gate Hold procedures
  - b. Braking Action reports
  - c. Events
  - d. TFRs in place
4. **Weather**
  - a. Current trends
  - b. Any PIREPs
  - c. Known SIGMETs and AIRMETs
  - d. Current ATIS
5. **Flow Control**
  - a. Flow considerations
  - b. Controller Coordination
  - c. Delays, Gate Holds or Ground Stops
  - d. Divergent Runway Headings
6. **Training**
  - a. Known pilot or controller training
  - b. OTS in progress
7. **Traffic Information**
  - a. Status of all aircraft located in airspace
  - b. Point-outs
  - c. Status of Primary Only targets, VFR Operations and Mode C Intruders
  - d. Aircraft Released but not airborne
  - e. Aircraft handed off but still in airspace
  - f. Coordination agreements with adjacent facilities or controllers
  - g. Aircraft holding or standing by for service

**B-1**

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