

vZFW ARTCC

Training Policy

FORTWORTH

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Changes

1. Rev.1
 - a. Comprehensive rewrite replacing existing Fort Worth ARTCC Training Standard Operating Procedures published 01 APR 2017.
 - b. Eliminated duplication of VATUSA and VATSIM policies.

1. General

1.1. Purpose of this Policy

This document establishes and provides the formal rules, regulations, procedures and guidelines which govern training operations within the vZFW ARTCC.

This document is considered a supplement to any VATSIM, Executive Committee, VATNA, VATUSA, and vZFW policies, procedures, and controlled documentation.

1.2. Audience

All vZFW controllers and visitors.

1.3. Distribution

This document is authorized for unrestricted public release.

1.4. Effective

This policy is effective immediately and cancels any previous revisions. This document cancels the Fort Worth ARTCC Training Standard Operating Procedures published 01 APR 2017.

1.5. Cancellation

This policy is effective until superseded by a newer revision.

2. Definitions

2.1. Student

Any controller who holds a controller rating not greater than Senior Student (S3).

2.2. Instructor

A controller who holds an Instructor (I1) or Senior Instructor (I3) controller rating.

3. Acronyms

3.1.	ARTCC	Air Route Traffic Control Center
3.2.	ATD	Air Traffic Director (VATUSA)
3.3.	ATM	Air Traffic Manager (vZFW)
3.4.	DATM	Deputy Air Traffic Manager (vZFW)
3.5.	GRP	Global Ratings Policy (VATSIM)
3.6.	LOA	Letter of Agreement
3.7.	OTS	Over-the-Shoulder practical examination, pursuant to GRP.
3.8.	TA	Training Administrator (vZFW)
3.9.	TD	Training Director (VATUSA)
3.10.	SOP	Standard Operating Procedures
3.11.	VATNA	North American region of VATSIM
3.12.	VATUSA	USA Division of VATNA

4. Training Operations

4.1. General

- 4.1.1. The primary objective of the training department is to train and qualify controllers to actively participate as a controller on the VATSIM network. The training department shall seek to train and qualify competent controllers as quickly as practical.
- 4.1.2. Nothing within this document is intended to conflict with the VATSIM GRP. Any conflict between this document and GRP is resolved by GRP.

4.1.3. Controller Trainee Solo Validations

- 4.1.3.1. Controller Trainee Solo Validations shall be authorized pursuant to GRP.
- 4.1.3.2. Controller Trainee Solo Validations may be authorized by any member of the training staff with privileges to instruct or mentor the position.
- 4.1.3.3. Controller Trainee Solo Validations may be revoked by an instructor if the instructor finds cause that the student is unable to successfully act as a solo student.
- 4.1.3.3.1. Upon revocation of a Controller Trainee Solo Validation, the instructor shall make a training note documenting the just cause for revocation and disseminate the decision, with the justification, to the student, mentor or instructor who issued the solo validation, and the TA.
- 4.1.3.4. Controller Trainee Solo Validations for Approach Controller Trainees may be authorized at the following facility:
 - Oklahoma City Approach
- 4.1.3.5. Controller Trainee Solo Validations for Approach Controller Trainees may be authorized at other airfields with prior permission from the TA or ATM.
- 4.1.3.6. Tower solo validations shall be recorded on the ZFW website.
- 4.1.3.7. Approach and Center solo validations shall be recorded on the ZFW and VATUSA websites.
- 4.1.3.8. Training staff without the ability to record solo validations on the VATUSA website shall make a written request for publication on VATUSA to the TA immediately upon validation.

4.1.4. Designated Airspace (Major Airport) Endorsements

- 4.1.4.1. Designated Airspace Endorsements shall be authorized pursuant to GRP.
- 4.1.4.2. Designated Airspace Endorsement Checkouts shall not consist of unnecessary requirements in order to earn the Endorsement, such as time requirements.
- 4.1.4.3. Designated Airspace Endorsements may be authorized by any member of the training staff with privileges to instruct or mentor the position.
- 4.1.4.4. Designated Airspace Endorsements may be revoked by an instructor if the instructor finds cause that the student is unable to successfully act as a solo student.
- 4.1.4.5. Upon revocation of a Designated Airspace Endorsements, the instructor shall make a training note documenting the just cause for revocation and disseminate the decision, with the justification, to the student, mentor or instructor who issued the solo validation, and the TA.
- 4.1.4.6. Designated Airspace Endorsements shall be recorded on the ZFW website.

4.1.5. Training Notes

- 4.1.5.1. Training notes shall be completed by any training staff member upon completion of a training session.
- 4.1.5.2. Training notes shall describe the following:
 - Session start/stop times.
 - Session description.
 - Student strengths/weaknesses.
 - Student recommendations.
- 4.1.5.3. Training notes may contain staff-confidential notes. Staff-confidential training notes shall be restricted to notes exclusively relevant to the training staff.
- 4.1.5.4. Staff-confidential training notes shall not contain anything that would benefit the student in their development.
- 4.1.5.5. Training notes shall be stored in a shared location defined by the ATM.
- 4.1.5.6. Training notes describing a session shall be disseminated to the student upon completion. The copy disseminated to the student shall not contain any staff-confidential notes. Dissemination may occur through the verbal debrief or by email.
- 4.1.5.7. A student may request a copy of staff-confidential notes regarding themselves with a written request to the TA. The TA may deny the request if the release of the notes would be detrimental to the student..

4.1.6. Initial Rating

- 4.1.6.1. A student shall be promoted to Tower Trainee (S1) during their initial training session. There are no competency requirements for S1. If a mentor conducts the initial training session, they shall request that an instructor promote the student as soon as practical.
- 4.1.6.2. Training staff shall endorse S1 students to work clearance delivery and ground positions as soon as they're competent to successfully execute the positions on the network.
- 4.1.6.3. Training staff may also solo certify students on positions during their S1 in order to aid in the training process.
- 4.1.6.4. An OTS is not required to receive the Tower Trainee (S1) rating. Mentors are allowed to endorse the positions.

4.2. Instruction Positions

4.2.1. Instructor

4.2.1.1. Instructors are appointed by the TD at the recommendation of the TA.

4.2.1.1.1. The TA shall make recommendations at the request of the ATM.

4.2.1.2. **Responsibilities**

- Reports to the TA and ATM.
- Maintains an online presence within the facility and on the VATSIM network.
- Functions as vZFW staff member and attends meetings as necessary to discuss and stay abreast of vZFW issues and policies.
- Ensures availability to train vZFW students and controllers.
- Conduct OTS examinations and certify student competency.
- Provide mentoring and supervision for students, Mentors, and Mentors in Training.

4.2.1.3. **Requirements**

- Must have at least a Controller (C1) rating and be eligible to hold an Instructor (I1) rating.
- Must be an active member of the network in good standing.

4.2.2. Mentor

4.2.2.1. Mentors are appointed by the TA or ATM.

4.2.2.2. **Responsibilities**

- Reports to the TA and ATM.
- Maintains an online presence within the facility and on the VATSIM network.
- Ensures availability to train vZFW students and controllers.
- Provide mentoring and supervision for students and Mentors in Training.

4.2.3. **Requirements**

- Must have at least a Student 2 (S2) rating.
- Must be an active member of the network in good standing.

4.2.3.1. **Limitations**

- May not provide mentoring for training beyond the mentor's current rating.
- May be restricted from mentoring specific ratings at the discretion of the TA.

4.2.4. Mentor in Training

4.2.4.1. Any vZFW home student or controller may apply to be a Mentor in Training.

4.2.4.2. Responsibilities

- Reports to the TA and ATM.
- Maintains an online presence within the facility and on the VATSIM network.
- Ensures availability to train vZFW students and controllers.
- Provide mentoring and supervision for students.

4.2.4.3. Requirements

- Must have at least a Student 2 (S2) rating.
- Must be an active member of the network in good standing.

4.2.4.4. Limitations

- May not provide mentoring for training beyond the mentor's current rating.
- Restricted to mentoring of OBS and S1 students unless otherwise notified by the TA.
- Restricted to provide training sessions under supervision by an existing member of the vZFW training staff unless otherwise notified by the TA.
- May not issue endorsements for designated airspace or major airports.

4.3. Over the Shoulder (OTS) Examinations

4.3.1. OTS shall be conducted live-network, unless approved by the TA or ATM in advance.

4.3.2. OTS shall not be required for promotion to S1.

4.3.3. OTS may only be failed if a student fails a competency pursuant to GRP.

4.3.4. Instructors shall only promote students if they have personally conducted or overseen the OTS examination.

5. Activity

5.1. All instructional staff members are expected to conduct at least 2 hours of training duties per calendar month.

5.2. Training staff members shall not be in violation of this activity policy if there are insufficient students available for training. Student availability exceptions are determined by the TA or ATM.

6. Conduct

- 6.1. Training staff members shall be courteous.
- 6.2. Training staff members shall act with professionalism.
- 6.3. Training staff members shall provide at least two-hours notice in order to postpone or cancel a training session. Extenuating circumstances may excuse this requirement, subject to the discretion of the TA or ATM.
- 6.4. Training staff members shall not refuse to train or instruct any specific student without prior permission from the TA or ATM. Permission shall only be granted if there is personal conflict that will impact the enjoyment of the network for either party or third-parties.
- 6.5. Training staff can be removed from their roles if found in violation of the conduct stated above or the VATSIM Code of Conduct or at the discretion of the TA or the ATM.

7. References

7.1. VATSIM

- 7.1.1. [Code of Conduct](#)
- 7.1.2. [Global Ratings Policy](#)

7.2. VATUSA

- 7.2.1. [Procedures for Selection, Submission, and Appointment of Instructors \(3120.311\)](#)

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