

# VATUSA DIVISION POLICY



		Document Number:	<b>DP002</b>
Title:	<b>Transferring and Visiting Controllers</b>	Effective Date:	<b>11/01/2015</b>

## 1. Status

- 1.1. This policy supersedes VATUSA Visiting Controller Policy 09/06, dated 09/01/2009.
- 1.2. The following changes were incorporated in this revision:
  - 1.2.1. Migrated to new standard format
  - 1.2.2. Incorporated Transfer Policy from the former VATUSA General Division Policy
  - 1.2.3. Updated policies to reflect changes to the VATSIM Global Ratings Policy (GRP)
  - 1.2.4. Clarified levels that transferring and visiting controllers are immediately authorized to control upon acceptance as a transferring or visiting controller
  - 1.2.5. Clarified expectations of GRP competency checks

## 2. Purpose

- 2.1. To establish division-wide clarification and standardization on the acceptance, evaluation and authorizations for controllers wishing to transfer or become a visiting controller within VATUSA.

## 3. Applicability

- 3.1. This policy applies to all members of VATSIM who wish controlling privileges within VATUSA.

## 4. References

- 4.1. VATSIM Transfer and Visiting Controller Policy
- 4.2. VATSIM Global Ratings Policy (GRP)
- 4.3. VATNA Policy 002: Visiting and Transfer Controllers

## 5. Definitions

- 5.1. Major Facility: A designation for airport facilities that have significantly high traffic levels and/or airspace complexity that require additional training and certification to be effectively controlled and/or managed.
- 5.2. Visiting Controller: A VATSIM -rated controller who requests, and is approved, to provide ATC services at a particular facility who is not otherwise affiliated with that particular facility.
- 5.3. Air Traffic Director (ATD): Manager of a regional grouping of ARTCCs
- 5.4. Air Traffic Manager (ATM): Manager of an ARTCC
- 5.5. ARTCC: Air Route Traffic Control Center<sup>1</sup>
- 5.6. CCF: Combined Control Facility
- 5.7. CERAP: Center Radar Approach Control

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<sup>1</sup> Note: In the context of this policy, the use of ARTCC refers to VATUSA ARTCCs, CCFs and CERAPs

## 6. Policy/Procedure

### 6.1. Transferring Controllers

- 6.1.1. Any VATUSA controller may request a transfer either from their existing ARTCC to another ARTCC, or from VATUSA Inactive status to an ARTCC, using the VATUSA Transfer Request Form on the VATUSA website.
- 6.1.2. The ARTCC ATM of the requested ARTCC reserves the right to accept or refuse (with cause) any and all transfers to his ARTCC from any outside ARTCC, VATSIM Division, or VATSIM Region. Air Traffic Managers (ATMs) are authorized to deny a transfer for applicants who have created past significant discipline issues where the transfer would, in the ATM's opinion, have a detrimental effect to the good order and discipline within the ARTCC.
- 6.1.3. The ARTCC ATM shall document the approval/denial of the transfer via the VATUS A Roster Management system.
- 6.1.4. In order to refuse a transfer with cause, an ARTCC must have a posted, approved, ARTCC policy published on the ARTCC website in a publicly-accessible location addressing controller transfer requirements and procedures. Those ARTCCs not wishing to establish an ARTCC Transfer Policy shall be considered "open to transfers", thus having no right of refusal.
- 6.1.5. No individual may transfer ARTCCs more than once within a contiguous 90-day period. This excludes new controllers that opt to leave an ARTCC that they selected when first joining VATUSA. In such cases, the request must be made within 30 days of initial ARTCC assignment and subsequent transfers may not be requested for 90 days.
- 6.1.6. All transfer refusals shall be sent to the appropriate VATUSA Air Traffic Director (by the automated system) to insure that the refusal is in compliance with published transfer policies.
- 6.1.7. ATMs are encouraged to discuss transfer requests amongst themselves to evaluate a request before approving or refusing with cause.
- 6.1.8. All transfer requests will be processed as expeditiously as possible. At the discretion of the appropriate Air Traffic Director, transfer requests may be approved or denied by the Air Traffic Director if the ARTCC ATM has not processed a decision within 10 days of the original request submission date.
- 6.1.9. Transfer requests not processed within 14 days may be approved or denied by the Division Director (or his designee).
- 6.1.10. Controllers who are within the 90 day transfer window are not eligible to apply for Visiting Controller privileges at the ARTCC to which they wish to transfer, with the exception of controllers who applied to be a visiting controller at that facility at least 30 days prior to the transfer request. Any other exceptions may only be made in written form by an Air Traffic Director and the receiving Air Traffic Manager. In the event of such a written exception, the Division Director and/or Deputy Director shall be notified.
- 6.1.11. Appeals
  - 6.1.11.1. Appeals of denied transfer requests shall be filed with the appropriate Air Traffic Director within 14 days of the denial. Appeals will generally be adjudicated within 30 days of the appeal.
  - 6.1.11.2. Appeals of the ATD's decision may be filed with the Division Director within 14 days of the denial. Appeals will generally be adjudicated within 30 days of the appeal. The Division Director's decision shall be final.

## 6.2. Visiting Controllers

- 6.2.1. Visiting controller is a status granted by an ARTCC to permit occasional controlling for a controller from another ARTCC (or equivalent or higher organizational level, if from outside of VATUSA).
- 6.2.2. Controllers applying for visiting controller status must complete all visiting controller applicant requirements of the ARTCC prior to being granted authorization to control within the ARTCC.
- 6.2.3. The ARTCC to which a controller has applied for visiting status may provide training and assessment for the purpose of granting visiting controller status, but is not permitted to alter a controller's rating. Only the home ARTCC can alter a controller's rating.
  - 6.2.3.1. If the controller is found lacking in GRP competency, he/she may be denied visiting controller status. Such determination, including specific details of the evaluation and deficiency, shall be reported to the ATM and Training Administrator (TA) of the applicant's home facility, with a copy to the Division Training Director AND the Division Director (or his designee).
  - 6.2.3.2. For non-GRP deficiencies (or GRP-related deficiencies deemed to be so minor that minor retraining can be accomplished by the receiving ARTCC), the ARTCC is strongly encouraged to debrief the applicant and provide additional training and assessment to close any gaps.
- 6.2.4. Air Traffic Managers (ATMs) are authorized to deny visiting status for applicants who have created past significant discipline issues where the visiting status would, in the ATM's opinion, have a detrimental effect to the good order and discipline within the ARTCC.
- 6.2.5. Visiting controllers shall not control more than 50% of their controlling time at facilities outside of their home ARTCC.
- 6.2.6. Appeals
  - 6.2.6.1. Appeals of denied visiting controller requests shall be filed with the appropriate Air Traffic Director within 14 days of the denial. Appeals will generally be adjudicated within 30 days of the appeal.
  - 6.2.6.2. Appeals of the ATD's decision may be filed with the Division Director within 14 days of the denial. Appeals will generally be adjudicated within 30 days of the appeal. The Division Director's decision shall be final.