



**VATUSA (VATSIM – United States Division)**

**POLICY NUMBER: 09/06**

**DATE ISSUED: 09/01/2009**

**SUBJECT: VATUSA VISITING CONTROLLER POLICY**

**PURPOSE:** To clarify policy regarding visiting controllers within VATUSA.

**DEFINITIONS:**

Controller Rating Guidelines – A VATUSA Division developed and administered inventory of core competencies in which a controller should show proficiency before receiving the following ratings: Ground Controller, Tower Controller, TMA/Approach Controller, Enroute/Center Controller.

Certification – An ARTCC assigned endorsement of a controller’s proficiency toward additional expertise that must be demonstrated for operations at facilities requiring controller competencies beyond those required for the basic ratings (e.g. MAJOR facilities).

MAJOR Facility – A designation for airport facilities that have significantly high traffic levels or airspace complexity that requires additional training and certification to be effectively managed.

Visiting Controller – A VATSIM-rated member who requests, and is approved, to provide ATC services at a particular facility who is not otherwise affiliated with that particular facility.

**POLICY:**

- 1) Visiting controller is a status granted by an ARTCC to permit occasional controlling for a controller from another ARTCC who is operating outside of their home ARTCC.
- 2) ARTCCs shall approve all visiting controller requests with the following exception. An ARTCC whose training department cannot adequately and efficiently handle new visiting controllers may apply to temporarily suspend the acceptance of all applicants for a specified period of time. The application must be submitted to the Region Air Traffic Director and be approved by the Division Director or his designee.
- 3) Visiting controllers may control up to 50% of their time at facilities outside of their home ARTCC.

4) Controllers must apply for Visiting Controller status and must be accepted before they can provide ATC services within the ARTCC to which application for visiting status has been made.

A. 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. If the controller is found lacking in proficiency, he/she may be refused visiting status. Such determination shall be reported to the Training Services Administrator AND the Division Director (or his designee).

B. Visiting controllers wishing to provide ATC services at any MAJOR facility or Enroute Center positions must successfully complete the visiting ARTCC's established certification training courses and assessment procedures for the appropriate MAJOR facility. In the case of the Enroute Center positions, this shall include all MAJOR facility certification training courses and assessment procedures.

C. Visiting controllers will be expected to read, understand and follow all local operating procedures established for the facilities in which they provide ATC services.

5) All local operating procedures (LoAs, SOPs, Major facilities, etc.) and other pertinent documents shall be publicly available on each ARTCC's website.

6) For the purpose of network supervision, an ARTCC should make available a list of visiting controllers on its website.