



**SUBJ:** VATUSA ACE Team Policy and Procedures

---

- 1. Purpose of This Notice.** This notice provides temporary guidance for the application process, selection, and usage of the VATUSA ACE team.
- 2. Audience.** This notice applies to all VATUSA controllers and VATUSA facility staff members.
- 3. Where Can I Find This Notice?** This notice can be found on the VATUSA website.
- 4. Cancellation.** This notice supersedes VATUSA DP003 Section 5.6, effective January 1, 2020. It will be effective until cancelled by a permanent Order/policy.
- 5. Explanation of Policy Change.** This policy change was implemented to standardize the ACE team members and the usage of ACE team members during VATUSA events.
- 6. Procedures/Action.** The VATUSA ACE team is made up of controllers who have demonstrated an exemplary ability to perform air traffic control services on the VATSIM network. These controllers are available to help VATUSA facilities with event staffing.
  - a.** VATUSA controllers who seek to join the VATUSA ACE Team must meet the following qualifications:
    - 1.** The controller must have held a Controller 1 (C1) rating for 180 calendar days.
    - 2.** The controller must have 250 hours connected as a C1 controller performing air traffic control services.
    - 3.** The controller must pass the VATUSA ACE Team examination on the VATUSA website.
    - 4.** The controller must have a letter of recommendation from their home Air Traffic Manager and Training Administrator.

- b. VATUSA air traffic facilities seeking to use VATUSA ACE Team members for event support must email the VATUSA Command Center Manager ([vatusa9@vatusa.net](mailto:vatusa9@vatusa.net)) no later than 72 hours prior to the scheduled event start time to allow for ample time to provide staffing. Any rated ACE team controller is eligible to work any position at the facility that is requesting ACE team controllers.
- c. VATUSA ACE Team members are required to attempt to participate in at least two (2) events as a member of the ACE team per calendar year. Failure to do so may result in removal from the ACE team. Tracking of ACE Team member activity will be accomplished by the Command Center Manager.

- 7. **Distribution.** This notice is distributed to all VATUSA facilities via the VATUSA website.
- 8. **Background.** Current ACE team requirements are not being handled by any member of VATUSA staff, and most of the regulations are not being followed in its current form. This notice seeks to provide a temporary solution to the ACE Team.

Ryan Geckler  
VATUSA Command Center Director