



**VIRTUAL AIR TRAFFIC SIMULATION NETWORK
UNITED STATES OF AMERICA DIVISION**

**NOTICE
N D1021.1B**

DATA SERVICES POLICY

**Effective Date:
February 26, 2017**

SUBJ: Division Staff Email Addressing Scheme

1. PURPOSE OF THIS NOTICE. This notice prescribes the new division-wide staff email addressing scheme that is available to all staff positioned members of the division. This notice prescribes the requirements, standards and establishes policies of use.

2. AUDIENCE. This notice applies to all position holding staff members of the division, but contains information that may be helpful to all members of the Virtual Air Traffic Simulation Network (VATSIM).

3. EXPLANATION. Effective immediately, all staff members will be prescribed either a forward, or email account utilizing the division’s domain name. This will aid in communications to, from and between all staff members of the division. The system defaults to forwards and require no interaction from staff members to use as forwards to their VATSIM-associated email address.

5. PROCEDURES.

1. Address assignments.

a. By default, all position holding staff members will be assigned an email address associated with their facility and position.

b. Facilities are designated by their FAA designation as follows:

HCF – Honolulu Control Facility	ZKC – Kansas City
ZAB – Albuquerque	ZLA – Los Angeles
ZAN – Anchorage	ZLC – Salt Lake City
ZAU – Chicago	ZMA – Miami
ZBW – Boston	ZME – Memphis
ZDC – Washington, D.C.	ZMP – Minneapolis
ZDV – Denver	ZNY – New York
ZFW – Fort Worth	ZOA – Oakland
ZHU – Houston	ZOB – Cleveland
ZID – Indianapolis	ZTL – Atlanta
ZJX – Jacksonville	ZSE – Seattle

c. Staff positions are defined as: ATM, DATM, TA, EC, FE and WM.

d. Addresses will be formatted (facility)-(position)@vatusa.net and will not be case sensitive.

EXAMPLE-

zmp-atm@vatusa.net, zmp-datm@vatusa.net, hcf-fe@vatusa.net, zoa-ta@vatusa.net

2. Limitations.

a. Emails sent to the above email addresses that are not setup as full email accounts, are not able to receive Blind Carbon Copy (BCC) emails due to protocol limitations.

3. Acceptable Usage Policy.

- a. Use of the division email addresses marks agreement with the regulations contained within this document and all related notices.
- b. VATSIM Code of Conduct and Code of Regulations are in full effect with all emails in and out.
- c. Emails shall be for official use only. Please refrain from signing up for unrelated mailing lists, eCommerce websites, etc.
- d. Failure to follow policy can result in restriction of email use, to include but not limited to, a restriction to forward only to VATSIM associated account.

4. Configuration.

- a. To configure your email address, login to the VATUSA division website, hover over “My VATUSA”, and click the “Staff Email Config” link.
- b. Here you can opt in for “Forward” or “Full Account”. Forward will allow you to enter your desired receive address. Full account will allow you to enter a password. If you submit with an empty receive address, your VATSIM associated email address will be used.
- c. To change your Full Account password, simply repeat step a. and fill in the “Password” box and hit Submit. Do not change your account type.
- d. If you change from Full Account to Forward, the second you hit submit your full account email will be deleted, including all received and sent emails. This step is irreversible!
- e. Mail servers: IMAP/POP3: mail.vatusa.net, SMTP: mail.vatusa.net.
- f. For ISPs that block port 25 for SMTP, port 26 is usable as well.

6. DISTRIBUTION. This notice shall be distributed to all position holding staff members of VATUSA, VATUSA division-level staff, and all divisional controllers.

Daniel A. Hawton

Daniel A. Hawton
Data Services
VATSIM, United States of America Division