



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

**NOTICE
D1021.1B**

DATA SERVICES POLICY

**Effective Date:
July 5, 2019**

SUBJ: Division Staff Email Addressing Scheme

- 1. **PURPOSE OF THIS NOTICE.** This notice prescribes the 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. It also contains information that may be helpful to all members of the Virtual Air Traffic Simulation Network (VATSIM).
- 3. **EXPLANATION.** All staff members are prescribed a forwarding 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 requires no interaction from staff members to use as forwards to their VATSIM-associated email address.

4. 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

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.

4. Configuration.

- a. To configure your email address, login to the VATUSA division website, click on "Facility Management", and then "Email Management".
- b. You may specify your destination email-address on this page.
- c. If an email address is "static", it means that it will not change if the position-holding member is changed. This should be marked "on" for email addresses that are not tied to a specific user, such as events or support email addresses.
- d. 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.

Blake Nahin

Blake Nahin
Data Services Manager
VATSIM, United States of America Division