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1. MISSION STATEMENT

VATUSA strives to provide a realistic air traffic control simulation for the United States on the VATSIM network, while also providing a fun and welcoming environment for members.

2. PURPOSE


To provide a standard for the general administration of VATUSA Division.

3. APPLICABILITY

This Policy applies to all members of the VATUSA Division to include all Sub-Divisions (ARTCCs)

4. DEFINITIONS

- 4.1. Air Traffic Manager (ATM): Manager of a sub-division (ARTCC)
- 4.2. ARTCC: Air Route Traffic Control Center (sub-division)
- 4.3. CCF: Combined Control Facility
- 4.4. CERAP: Center Radar Approach Control
- 4.5. Designated Airspace: A Major Airport or Special Center where a controller must hold both the appropriate controller rating and an endorsement to work it.
- 4.6. Examination: Process for evaluating a student's training progress to include (OTS) Over the Shoulder Examinations or Competency of skills. Examinations are assigned successful or not successful.
- 4.7. LOA: Letters of Agreements are a form of an SOP where two ARTCCs have collaborated and agreed to follow certain procedures as outlined in the agreement.
- 4.8. NOTAM: Notice to Airmen
- 4.9. Region Manager (RM): Manager of Regional Airspace and Facilities within VATUSA
- 4.10. SOP: Standard Operating Procedures are guides that address procedures or steps for best practices for normal operational purposes. SOP's are not for administrative purposes.
- 4.11. Subdivision: Responsible for provisioning of Air Traffic Control Services for an airspace assigned by the Division.
- 4.12. Test: The written examination of a student's progress and assigned a numbered grade.
- 4.13. TMU: Traffic Management Unit

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5. ORGANIZATIONAL STRUCTURE

5.1. VATUSA is a Division of VATSIM located in the Americas Region.

5.2 The VATUSA Division Director (VATUSA1) is responsible for managing the day to day operations of the Division per VATSIM Code of Regulations Article 2.08 Section B4.


REPORTS TO: VATSIM Vice President of Americas

RESPONSIBLE FOR: Management of the VATUSA Division, including but not limited to, the following duties:

- Provides strong leadership, direction, and vision to Division staff.
- Monitoring, reviewing, and enhancing all existing division programs, including training and membership.
- Inviting applications and appointing qualified personnel to fill vacant staff positions.
- Work to improve the infrastructure of the Division, including the website and social media.
- Regularly reviewing ATC progression, and ensuring that upgrade recommendations for qualified candidates are acted on promptly.
- Ensuring that an online presence of ATC is maintained which encourages maximum coverage, looking for growth opportunities.
- Establish and maintain partnerships with Virtual Airlines, developing relationships for continued collaboration.
- Ensures that events are arranged regularly, both within the Division and in cooperation with adjacent Divisions and Regions.
- Compile quarterly Division reports to Vice President Americas.
- Other tasks and projects assigned by the Region Director.

5.3 VATUSA is comprised of three branches:

- Air Traffic Services: Operational branch of VATUSA consisting of 21 subdivisions.
 - Western Region
 - PCF – Pacific Control Facility
 - ZLA – Los Angeles ARTCC
 - ZLC – Salt Lake ARTCC
 - ZOA – Oakland ARTCC
 - ZSE – Seattle ARTCC
 - South Central Region
 - ZAB – Albuquerque ARTCC
 - ZFW – Fort Worth ARTCC
 - ZHU – Houston ARTCC
 - ZME – Memphis ARTCC

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- Midwest Region
 - ZAU – Chicago ARTCC
 - ZDV – Denver ARTCC
 - ZKC – Kansas City ARTCC
 - ZMP – Minneapolis ARTCC
- Northeastern Region
 - ZBW – Boston ARTCC
 - ZDC – Washington ARTCC
 - ZNY – New York ARTCC
 - ZOB – Cleveland ARTCC
- Southeastern Region
 - ZID – Indianapolis ARTCC
 - ZJX – Jacksonville ARTCC
 - ZMA – Miami ARTCC
 - ZTL – Atlanta ARTCC

- Training Services: Responsible for training, testing, and assessment methods to establish competency at each rating level.
- Support Services: Provides ancillary services to Air Traffic and Training Services.

5.4. The Division Director may delegate day to day operation to divisional staff members. Divisional staff members may be assigned to the Administrative ARTCC, ZHQ – Headquarters. Current divisional staff members are as follows:


Air Traffic Services

5.4.1 Division General Manager (VATUSA2)

REPORTS TO: VATUSA Division Director

RESPONSIBLE FOR: Managing VATUSA Air Traffic Services

- Assists the Division Director with identifying, developing, and implementing strategic goals and initiatives, and general support and supervision of all staff members within VATUSA.
- Acts on behalf of the Division Director in their absence.
- Delivers the Division Director’s goals and objectives to the Air Traffic Services Group, and executes those objectives through policy, directives, and/or mentorship.
- Manages and develops Air Traffic Services staff members through appropriate Region Managers, facilitates effective communication with the same.

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- Utilizes Region Managers and various staff members to facilitate two-way communication and collaboration between ARTCCs and ZHQ through direct and indirect methods.
- Develops policy and procedures to ensure ATC operational integrity and service availability throughout the division.
- Maintains general awareness of all staff appointments and vacancies, ARTCC concerns, complaints, and ideas.
- Maintains general awareness of all performance and conduct issues throughout the division, working with Region Managers when necessary to address and resolve said issues.
- Maintains an active online presence within the division on the VATSIM network.
- Maintains controller currency within the division by establishing Visiting Controller status at one or more facilities within the division.
- Schedules, conducts, and attends VATUSA, Air Traffic Services Group, and region meetings as necessary.

5.4.2. Region Manager (VATUSA4-8)

REPORTS TO: VATUSA Division General Manager, VATUSA2

RESPONSIBLE FOR: Management of the <region name> Region consisting of <ARTCC names>

- Directs the Division's objectives within their respective Region.
- Maintains an active online presence within the Division, Region, and on the VATSIM network.
- Guides and mentors the subordinate ARTCC ATMs (and staff, if necessary).
- Approves ARTCC SOPs and LOAs.
- Addresses disciplinary situations with the Division General Manager.
- Administers the selection of ARTCC ATM candidates using established guidelines.
- Approves the selection of ARTCC DATM candidates.
- Approves the selection of ARTCC Webmaster candidates.
- Coordinates with adjacent Region Managers on inter-regional operations and issues.
- Coordinates with subordinate Air Traffic Managers on intra-regional operations and issues.
- Prepares and analyzes relevant data and/or reports.
- Functions as VATUSA staff member and attends meetings as necessary.
- Reviews the VATUSA Forums, VATUSA Discord, and VATUSA Social Media Channels regularly.

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5.4.3 Command Center Manager (VATUSA9)

REPORTS TO: VATUSA Division General Manager, VATUSA2

RESPONSIBLE FOR: Overseeing general Command Center operations and ensuring Division expectations are being met.

- Be the final approving authority regarding all required interfacility traffic management.
- Evaluates proposed traffic management initiatives to ensure appropriateness.
- Manages ACE Team.

5.4.4 National Operations Manager (VATUSA14)


REPORTS TO: VATUSA Command Center Manager

RESPONSIBLE FOR: Managing the Command Center at the operational level.

- Implement national traffic management programs (i.e., NRP, HAR, etc.).
- Monitor and analyze system components and weather patterns for potential system impact.
- Be the focal point for regulating the daily traffic management functions.
- Determine when NAS capacity is or will likely be reduced to the extent that the implementation of a traffic management initiative is required.
- Recommend and approve traffic management alternatives when national initiatives are not appropriate.

5.4.5. Events Manager

- Reports to the Command Center Manager.
- Develops and deploys effective VATUSA Events program.
- Acts as the Division liaison with Virtual Airlines.
- Maintains an active online presence within the Division and on the VATSIM network.
- Functions as VATUSA staff member and attends meetings as necessary.
- Monitors the performance and activity of ARTCC events programs and their effectiveness.
- Maintains the Events Calendar and Events Banners on the VATUSA website.
- Ensures that VATUSA events have visibility on myVATSIM Portal.
- Serves as Point of Contact for VATSIM Inter-Divisional events.
- Maintains close communication with Region Managers and ARTCC ATMs on event matters.

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5.4.6. Air Traffic Manager

REPORTS TO: Region Manager for respective Region

RESPONSIBLE FOR: Managing day to day operations of assigned ARTCC.

- Executes the Division's objectives in their assigned ARTCC.
- Ensures ARTCC's culture is in alignment with VATSIM Code of Conduct and Division standards.
 - Addresses disciplinary issues with respective Region Manager.
- Manages and defines the duties of ARTCC staff.
 - Submits selection of Deputy ATM and Webmaster to their respective Region Manager for Division confirmation.
 - Submits selection of Training Administrator to the Division Training Manager and respective Region Manager for Division confirmation.
- Maintains facility website and other communication channels (i.e., TeamSpeak, Discord, Social Media).
- Drafts ARTCC SOPs, LOAs and other appropriate documents; submits to respective Region Manager for approval.
- Ensures ARTCC SOPs, LOAs and other appropriate documents are readily available for viewing and downloading per VATSIM Global Ratings Policy.
- Maintains online presence on VATSIM network.
- Provides guidance and help to assigned controllers; may establish a staff of "Mentors" to assist with training.
- Works with or delegates a liaison to work with Division on events.
- Functions as VATUSA staff member and attends meetings as necessary to discuss and stay current with region and division issues, policies, and initiatives.


Training Services

5.4.7. Division Training Manager (VATUSA3)

REPORTS TO: VATUSA Division Director

RESPONSIBLE FOR: Managing VATUSA Training Services

- Develops and deploys effective training programs for VATUSA air traffic.
- Develops and deploys effective training programs for VATUSA that enhance and support the Vision of VATUSA.
- Manages and leads the training programs to make it effective and efficient for all ARTCC controllers.

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- Maintains an active online presence within the Division and on the VATSIM network.
- Functions as VATUSA staff member and attends meetings as necessary.
- Monitors the performance and activity of ARTCC training programs and their effectiveness.
- Monitors the performance and activity of ARTCC training programs to ensure compliance with the Global Ratings Policy and other VATSIM policies.
- Maintains close communication with RMs, ARTCC ATMs, and ARTCC TAs on training matters.

5.4.8. Division Deputy Training Manager (VATUSA13)

REPORTS TO: VATUSA Division Training Manager

Same responsibilities as Division Training Manager.

Support Services

5.4.9. Team Development Manager (VATUSA10)

REPORTS TO: VATUSA Division Director

RESPONSIBLE FOR:


- Develops and evaluates programs, policies, and initiatives to support staff and controllers.
- Develops and administers the VATUSA Professional Development Program
- Conducts seminars, workshops, and training sessions to mentor staff members.
- Monitor staff evaluation program and provide feedback as appropriate.
- Functions as VATUSA Staff member and attends meetings as necessary.
- Any other duties as assigned.

5.2.10 Communications and Marketing Manager (VATUSA11)

REPORTS TO: VATUSA Division Director

RESPONSIBLE FOR:

- Works with ARTCC Staff with marketing and external communication plans.
- Coordinates with all areas of VATUSA to ensure proper external communication.
- Implements VATUSA's Social Media strategies on multiple Social Media platforms including Twitter, Facebook, and Instagram.

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- Answer general questions regarding VATUSA that are submitted by followers on various Social Media platforms.
- Assist with moderating the Official VATUSA Discord Server, VATUSA Forums, and VATUSA Social Media sites.
- Maintains an active online presence within the Division, Region, and on the VATSIM network.
- Functions as an interactive VATUSA staff member and attends meetings as necessary.
- Other duties as assigned.

5.4.11. Data Services Manager (VATUSA12)

REPORTS TO: VATUSA Division Director
RESPONSIBLE FOR:

- Functions as an interactive VATUSA staff member and attends meetings as necessary.
- Manages the Division's web and data services including web content and delivery, web services and scripts, network and infrastructure services including email systems, data storage systems.
- Interface with VATSIM data systems, and network, systems, and data security, etc.
- Guides and mentors the subordinate ARTCC Web Masters as required.
- Prepares and analyzes relevant data and/or reports.
- Provides maintenance and updates to our web system as required.
- Updates functionality of our website as needed or directed by the Division Director.


5.4.12. Pilot Community Manager

Duties and responsibilities TBD

5.5. VATUSA Staff Members must spend 9 hours minimum per calendar quarter connected to the live network in any capacity as a Pilot, Controller, Mentor, Instructor, Supervisor, or as an Observer with their VATUSA callsign while working on other VATUSA related projects. At least 1 hour minimum per month should be online in an active controller position. Region Managers are encouraged to establish an active online presence in their Region.

6. STAFF CALLSIGN USE

6.1. VATUSA staff members, when operating in an official capacity, may use their staff callsign when logged into the network. When logged on using a staff callsign, staff members must be expected to provide any assistance to members or pilots as requested.

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6.2. The following VATUSA staff callsigns are the ONLY VATUSA related staff callsigns that are recognized within VATUSA. These callsigns are intended for use when staff are either observing or performing administrative duties and are not authorized when performing any air traffic control services.

- VATUSA HQ staff may use their official VATUSA staff number i.e. VATUSA1, VATUSA2.
- ARTCC Air Traffic Managers may use their official sign in as _ATM i.e. ZXX_ATM.
- ARTCC Deputy Air Traffic Managers _DATM
- ARTCC Training Administrators _TA
- ARTCC Facility Engineers _FE
- ARTCC Webmasters _WM
- ARTCC Event Coordinators _EC
- Instructors, not monitoring a control position and without the need to be ready to take over any control position, may sign in as _INS.
- Instructors and Mentors that are actively instructing and/or monitoring a control position, and who may need to take over that control position should place that information in the controller information section of their radar client.
- The following callsigns (USA_xy_CTR or USA_xy_APP) may be used with the approval of Command Center Manager or National Operations Manager see VATUSA Policy 7210.351 for additional details:
 - X is 9 for a single NTMO/NTMS covering a region.
 - X is 8, 7, ..., 3 if multiple NTMOs/NTMS' are covering a region.
 - Y is the respective region number (e.g., 4 for West)

7. DESIGNATED AIRSPACE

Western	South Central	Midwest	Northeastern	Southeastern
KLAS	KDFW	KDEN	KBOS	KATL
KLAX	KIAH	KMCI	KBWI	KCVG
KSAN	KMEM	KMSP	KDCA	KMCO
KSEA	KPHX	KORD	KDTW	KMIA
KSFO			KEWR	
KSLC			KIAD	
PANC			KJFK	
PHNL			KLGA	
			KPHL	

7.1. The Terminal Airspace serviced by the Major Airport's ICAO _APP and _DEP callsigns is a Designated Airspace. These callsigns' service, depending on local rules may extend to APP and DEP responsibilities for other Regular Airports within its Terminal Airspace.

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- 7.2. There may be cases where the Terminal Airspace overlying a Major Airport, plus one or more other regular local airports, is identified with a callsign different from the usual airport's ICAO prefix _APP and _DEP. According to local rules the terminal area airspace served by these APP and DEP positions will also be considered Designated Airspace and must require a controller endorsement to provide ATC services at that facility. The TWR and lower position of other regular underlying airports remain unaffected and not in need of endorsement.

8. ADMINISTRATIVE

- 8.1. Sub-Divisions (ARTCCs) are permitted to develop Standard Operating Procedures with regards to operations or facility specific items. These must be approved by their respective RM.
- 8.2. Sub-Divisions may institute a written policy concerning minimum controller activity for roster management purposes, provided that:
- The policy does not require more than three (3) hours per month on an operational position.
 - The policy outlines a reasonable Leave of Absence procedure.
- 8.3. Sub-Divisions are permitted to create policies and procedures relating to Air Traffic Control operations including, Airport (Cab), TRACON, Center, and Oceanic operations. Sub-Divisions are permitted to create administrative and training policies, provided that:
- The policies are in alignment with Division, Region, or Network policy
 - No unnecessary boundaries are included.
 - No restrictions are placed upon Transfer or Visiting Controllers outside those outlined by Region, Division, and Network policy

9. COMMUNICATIONS

- 9.1. The VATUSA Forum, VATUSA Broadcast email (transmitted via email) and email are the primary means of communications.
- 9.1.1. The VATUSA Forum should be used for communications where the audience is a larger group.
- 9.1.2. Broadcast Email is used primarily by VATUSA Staff for NOTAMs and as a secondary means in addition to the forum to ensure that the message is seen.
- 9.1.3. Email should be used for messages to individuals or for messages where information is confidential.
- 9.2. The VATUSA Official Discord should be used as a secondary means of communication and as a means of collaboration.
- 9.3. VATUSA Staff and approved moderators reserve the right to move forum posts that are deemed inappropriate, vulgar and/or offensive to another location in the forum where it is


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not viewable by the general membership. The Division Director is to be notified in these situations.

- 9.4. Moderators and Staff may elect to lock a topic if a forum post is off topic or unprofessional. It is preferred that the moderator makes a post to attempt to steer the topic in a positive direction before locking the topic. The Division Director may elect at his discretion to unlock the topic.
- 9.5. Staff members are expected to check their email daily and respond within 48 hours. Staff members are expected to read the forums weekly at a minimum; daily is preferred. The use of auto respond is highly encouraged in the event a staff member knows they will be unavailable for an extended period. Notification of extended unavailability is also highly encouraged.
- 9.6. Proper Chain of Command must always be utilized for communicating issues, concerns and complaints. A copy of the VATUSA Organization Chart can be found on the VATUSA Website.

10. STAFF APPOINTMENTS

- 10.1. Staff vacancies must be advertised in the VATUSA forum unless otherwise approved by the Division Director.
- 10.2. Staff vacancies are appointed at the discretion of the Division Director. The Division Director maintains the right to delegate this responsibility.
- 10.3. ATMs must submit DATM and WM selections to their respective Region Manager for Division confirmation.
- 10.4. All staff members serve at the discretion of the Division Director.
- 10.5. Staff members are not permitted to serve as staff members with other online ATC organizations without the express written permission of the Division Director.
- 10.6. An outgoing ATM may recommend a replacement to their RM for consideration. This does not guarantee that the position will be filled by the recommended individual, but the RM must provide justification to the Division Director why the recommended individual was not selected.
- 10.7. Training Staff members include Instructors. They serve at the discretion of the Division Director but are designated to the Training Director. The Division Director can delegate authority to remove and appoint training staff members.
- 10.8. Training Administrators are designated to appoint Mentors without approval of the Training Director.


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11. TRAINING

- 11.1. Assessment of a student for a rating must include both a theory test and a practical examination of the competencies as listed in Appendix A of The VATSIM Global Ratings Policy. Training materials and test must be provided by VATUSA.
- 11.2. Training and assessment methods must be of efficient design to minimize delays, particularly for new controllers.
- 11.3. An important objective is to make it easier to become a controller by removing unnecessary local rules and restrictions without adversely affecting controller standards.
- 11.4. The minimal standards for a rating are derived from the VATUSA training materials and test for theory coupled with the competencies listed in Appendix A of the VATSIM Global Ratings Policy.
- 11.5. Sub-Divisions can create Facility Specific Standard Operating Procedures to provide guidance to Controllers with respect to local procedures such as runway configurations, clearance altitudes, handoff procedures etc. Such SOPs must be approved by the Division Director or their designee. These SOP's must be published on the Sub-Divisions websites and be publicly accessible.
- 11.6. Sub-Divisions may require training of their Facility Specific SOP's. The requirements of this training must be documented and approved by the Division Training Director.
- 11.7. During Training for Facility Specific SOP's Sub-Divisions may assess a student/controller's competency for GRP related competencies.
- 11.8. Competency Checks for GRP Competency (as outlined in the Global Ratings Policy Appendix A) are permitted so long as the process is not exclusive to allowing a member to join the facility.
- 11.9. Sub-Divisions may offer additional/advanced training to students designed to increase knowledge and/or experience. This training cannot restrict the student from obtaining their basic rating and must not be a requirement. This training is for those students who seek to gain additional knowledge or experience.
- 11.10. Sub-Divisions are responsible for the training materials for their designated airspace and evaluation processes.
- 11.11. Training Administrators are responsible to ensure that a student's training progress is properly documented.

12. TRANSFERRING CONTROLLERS


- 12.1. 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.

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- 12.1.1. A Transfer Controller is required to first consolidate their current rating by satisfactorily performing online for at least 50 hours at their current rating, and in the ARTCC where the rating was granted.
- 12.1.2. In addition to the consolidation requirement detailed in 10.1.1, a Transfer Controller must wait 90 days after any rating change (promotion) and from any previous ARTCC transfer, before any further ARTCC transfer will be considered.
- 12.2. A Transfer Controller will automatically be subject to any local Standard Operating Procedures, but will retain his or her current rating, whilst learning the new ATC environment.
- 12.3. Sub-Divisions may require transferring controllers to undergo a GRP competency check as outlined in Appendix A of the VATSIM Global Ratings Policy.
- 12.4. Sub-Divisions may require controllers who have been inactive (6 months inactive or more) to undergo a GRP competency check as outlined in Appendix A of the VATSIM Global Ratings Policy.
- 12.5. When a Transfer Controller has not satisfactorily passed a GRP competency check in accordance with his or her rating, the local sub-division may impose a remedial training plan with approval of the Training Director and place a temporary restriction until such time that the Transfer Controller is able to demonstrate full competency. If the Transfer Controller does not accept the proposed remedial plan, or the Transfer Controller does not attain full competency within 90 days of the transfer, then the transfer will become void and the Region Manager will arrange to transfer the member back to their previous Sub-Division without any loss of ATC rating.
- 12.6. Transfer requests not processed within 14 days may be approved or denied by the Division Director and/or his designee.

13. VISITING CONTROLLERS

- 13.1. No restrictions are placed upon Visiting Controllers outside those outlined by Network, Region, and Division policy.
- 13.2. The requirements detailed in Section 12.1 must equally apply to a Visiting Controller.
- 13.3. Local rules cannot restrict who can provide ATC services on any position that is not approved as Designated Airspace in accordance with the students rating.
- 13.4. Sub-Divisions may require a visiting controller to undergo training on Facility Specific Standard Operating Procedures.
- 13.5. GRP Competency Checks; as outlined in the VATSIM Global Ratings Policy Appendix A, are permitted. If a visiting controller cannot demonstrate competency, it must be documented, and the Training Director must be notified as well as the Home ARTCC staff.
- 13.6. Any serious deficiency in competencies noted during training must be documented. The training administrator may elect to communicate the deficiencies with the controllers Home

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ARTCC to develop a remedial training plan with the approval of the Training Director VATUSA. At the discretion of the visiting subdivision, the visiting controller may be removed from the roster.

- 13.7. Greater than half of a controller's monthly cumulative controlling hours must be at the controller's home ARTCC.

14. BEHAVIORAL ISSUE MITIGATION


- 14.1. Any negative behaviors that are in violation of VATSIM Code of Conduct should be reported via proper chain of command along with evidence to the appropriate Region Manager.
- 14.2. For negative behaviors that do not fall under VATSIM Code of Conduct, the appropriate Region Manager must be consulted.
- 14.3. Members cannot be removed from a facility for behavioral issues without the approval of the Division Director.

15. DATA SERVICES

- 15.1. Any software and files developed or derived from those works written not under an open-source license is released for use without royalties or restrictions to the facility and division.
- 15.2. Open-source code written and published on a repository site that is public and licensed through a license that is recognized by the Open-Source Initiative is accepted by the division under the terms of the prescribed license.
- 15.3. Sub-Divisions that are not hosted by VATUSA must be required to provide the Data Services Manager a backup of their data no less than once a quarter.
- 15.4. Sub-Divisions must be required to allow front end system access to all data pertaining to the facility at the request of the Regional Vice President - Americas, Division Director or their designee.

16. WEBSITE AND FORUM USAGE

- 16.1. Access and use of the VATUSA website and forum are a privilege extended to members in good standing of the VATUSA/VATSIM network. All members are required to abide by all currently applicable requirements of the VATSIM Codes of Regulation and Conduct as well as the User Agreement in exercising their privileges of use.
- 16.2. Your VATUSA credentials are your exclusive VATUSA membership identification. You may not give permission or knowingly allow your identification and password to be used by anyone else.

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- 16.3. The VATUSA Website contains several secure areas to which access is restricted to certain individuals. You may not attempt to gain access to these areas without specific authorization to do so. Any attempt to gain access without such authorization will be viewed as a malicious act and will be dealt with in accordance with all applicable VATSIM/VATUSA disciplinary authority up to and including permanent suspension from the VATSIM network.
- 16.4. All files and information contained in a Secure Area of this website are considered confidential in nature and as such, may not knowingly be transferred, shared or otherwise made known to any person or persons not authorized to view such. Examples of secure files would include but are not limited to website software, code segments, personnel files, documents, email message, forum posts, etc. designated as Secured Material or otherwise located in a Secure Area. Knowingly transferring or sharing these materials without specific authorization to do so will be viewed as a malicious act and will be dealt with in accordance with all applicable. VATSIM/VATUSA disciplinary measures up to and including permanent suspension from the VATSIM net.