



**VATUSA**  
Air Traffic Control System  
**Command Center**



## Flight Notification and Staffing Request Guide

The VATUSA Command Center (vATCSCC) is making available to all Virtual Airline (VA), Virtual Special Operations (VSO), group flights, and streamers operating in VATUSA airspace a way to request staffing or make group flight notifications through the **NTML Protocol** form. This document is a detailed guide to using the form for these notifications, according to the user's role. In lieu of reading this guide, you may simply navigate to the link provided at the end of this document and follow the form to the end.

The form is simple and straightforward. It is designed to be completed by the user in minimal time—for these types of notifications, no more than two minutes. It consists of a number of **Key Questions** and **Answers** (provided by the user). On form submission, it automatically forwards the request to the vATCSCC National Traffic Management Log (NTML) and the VA Hotline, both channels in the vATCSCC Discord.

The **Entry Screen** consists of two questions: one for timeframe and one for the type of entry.

1. **When is this restriction valid?**
  - a. **(ATC or TMU personnel)** Enter the period or time that for which the request is valid.
  - b. **(Everyone else)** Type 'N'.
2. **What kind of entry is this?**
  - a. **(Group Flight Notification)** Either of these:
    - i. Type in 'notif' and select "Group Flight Notification" or
    - ii. Manually select "Group Flight Notification"
  - b. **(Staffing Request)** Either of these:
    - i. Type in 'staffi' and select "Request for Staffing" or
    - ii. Manually select "Request for Staffing / ACE Team Request (VA/VSOA/Group Flight/Streamer)"
  - c. **(ATC or TMU personnel)** Any of these:
    - i. Step 2.a
    - ii. Step 2.b
    - iii. Type in 'misc' and select "Miscellaneous / Other Coordination"
    - iv. Manually select "Miscellaneous / Other Coordination"

Step 2 should take you to the "Miscellaneous / Other Coordination" Protocol. Once on this Protocol, your answers will determine exactly which pathway you go down. At the end, you will end up at a selection screen that shows your answers and four different codes. Pick the appropriate code and submit the form.

Pay attention that your answers are logical (e.g., if you select "Virtual Airline", make sure your answer "Who is flying?" with a VA name and not a streamer).



The following table shows the corresponding Determinant Codes depending on what your answers are.

Restriction Type Code	Restriction Type (description)	Level Code	#	Determinant Descriptor	Codes
7	Miscellaneous / Other Coordination	D	1	Not applicable	7-D-1
		C	1-2	Not applicable	7-C-1-2
		B	1-3	Not applicable	7-B-1-3
			4	ACE Team request (event)	7-B-4
			5	Large Flight notification (≥30 flights)	7-B-5
		A	1-3	Not applicable	7-A-1-3
			4	ACE Team request (non-event)	7-A-4
5	Small Flight notification (<30 flights)		7-A-5		
Ω	1-3	Not applicable	7-Ω-1-3		
X	1	Not applicable	7-X-1		
	Definitions (Not applicable for this document)			<p><b>PRIORITY</b> Severe, long-lasting, widespread, or unrecoverable delays <b>will be</b> incurred in the NAS if coordination is not effected <b>within fifteen minutes.</b></p> <p><b>URGENT</b> The <b>potential</b> exists for severe, long-lasting, widespread, or unrecoverable delays to be incurred in the NAS if coordination is not effected <b>within one hour.</b></p> <p><b>ROUTINE</b> Coordination of this nature is important to the requestor, but its delay is <b>not expected</b> to cause a <b>serious burden</b> on the NAS.</p> <p><b>JUST OCCURRED</b> Coordination is <b>not ongoing</b>, but <b>less than one hour</b> has passed (without further/renewed coordination)</p>	
	Miscellaneous / Other Coordination Suffixes	G	Group flight	7-?-#G	
		M	Virtual Special Operations	7-?-#M	
		S	Streamer	7-?-#S	
		V	Virtual Airline operator	7-?-#V	

By submitting the form, the request gets automatically pushed to the vATCSCC Discord, VA Hotline.

3. (Not ATC or TMU personnel) You are all finished at this point.
4. (ATC or TMU personnel) If you need the request published to the VATUSA Discord, #aceteam-requests, reach out to the VATUSA NOM or OP (VATUSA9 or 14). They will publish the request.

The form can be found at any of these links:

- [https://bit.ly/NTML\\_Entry](https://bit.ly/NTML_Entry)
- <https://form.typeform.com/to/g9hLuhX>

