

ORDER

**ZDC ORDER
3120.4G**

ZDC ARTCC ORDER 3120.4

TRAINING POLICIES AND PROCEDURES



ZDCARTCC
WASHINGTON DC

January 30, 2018

RECORD OF CHANGES

BULLETIN NUMBER	SUBJECT	AUTHORIZED BY	DATE ENTERED	DATE REMOVED
3120.001	Basic Exam Limits	AM	10/11/12	4/11/13
3120.002	Test Corrections, Solo Endorsements, S1 Training	RG	4/11/13	10/28/13
3120.003	Exam Changes, Training Preparedness, Basic Exam Limits	RG	10/28/13	7/26/16
3120.004	Clarified training progression for new and visitor/transfers	RR	7/26/16	1/13/17
3120.005	Additional information for new controllers Updated training progression, exams	RR	1/13/17	3/15/17
3120.006	Training now begins at ORF (Minor) Test corrections Exams updated to VATUSA exams Added section on myservers.txt Minor formatting changes	RR	3/15/17	7/18/17
3120.007	Changed format and updated policies	RR	7/18/17	8/28/17
3120.008	Updated Policies; added training progression and completion standards	RS	8/28/17	12/16/17
3120.009	Updated training progression & Solo cert policy	RS	1/30/18	



VIRTUAL AIR TRAFFIC SIMULATION NETWORK
VATUSA DIVISION – WASHINGTON ARTCC

SUBJ: WASHINGTON ARTCC AIR TRAFFIC TRAINING

This order prescribes instructions, standards, and guidance for the administration of air traffic technical training. All persons involved in air traffic technical training are required to be familiar with and comply with this order. This document also outlines the general training procedures at the virtual Washington ARTCC. It explains exam policies, test correction, requesting training, training progression, and much more.

This document is only to be used in a simulated environment. This document shall not be referenced or utilized in live operations in the National Airspace System (NAS). The Washington ARTCC, VATUSA, and VATSIM do not take any responsibility for uses of this order outside of the simulation environment.

/Raymond Salvagnini/
Training Administrator
Washington ARTCC

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CHAPTER 1. INTRODUCTION

1-1. PURPOSE.

This document outlines general policies and standard procedures at the Virtual Washington ARTCC (ZDC), as well as training procedures and facility administration. It outlines differences between real world Air Traffic Control and that simulated on the VATSIM network and is required knowledge for all controllers on the Washington ARTCC Home or Visiting Controller Rosters.

1-2. TRAINING PROGRAM.

The Washington ARTCC training program is designed to take new students all the way from Observer (OBS) rating through their Controller (C1) rating and en-route certifications. While there are many staff members here to help with the training process, entry into the Washington ARTCC Training program represents a significant commitment, and it is important that both sides (Mentors/Instructors/Staff and Students) hold up their side of the bargain to ensure everyone has the best time. Students are expected to utilize resources available on the ZDC and VATUSA website, as well as official FAA resources such as the Order 7110.65, to improve their knowledge and skills and come prepared to sessions. Training sessions are typically 60-90 minutes, and it is recommended to do two sweatbox sessions per week to achieve the best results towards a new rating. To progress from an Observer (OBS) to a fully certified TRACON/Approach controller usually takes upwards of a year, and another few months to achieve the Center (C1) rating.

1-3. CONDUCT.

As a controller or student on the Washington ARTCC roster, your actions reflect onto the ARTCC as a whole, particularly while flying in controlled airspace. It is important that members remember to be courteous and respectful at all times, even if in a disagreement with another person on or off VATSIM. Excessive language, disrespectful comments or actions towards mentors or staff members, discussion of piracy or any other conduct deemed inappropriate will not be tolerated by staff.

When controlling on the network, it is also important to keep in mind that a pilot may not understand things from your point of view and may not know as much as you do. New pilots will often interpret your frustration as animosity and will leave bad feedback or spread negative messages. It is important to try and remain helpful even if you're frustrated, and to try and sort out any problem you are having.

When you control within the Washington ARTCC, you are required to be connected to the Teamspeak 3 server. The Teamspeak (often abbreviated TS) information is available on the homepage of the ZDC website once you are logged in. You are more than welcome to connect to the Teamspeak even if you are not controlling, and to talk or fly or play another game with other ZDC members. The Teamspeak server information is private and may not be given out to non-members without explicit permission from a senior staff member.

CHAPTER 2. TRAINING STRUCTURE

2-1. SOFTWARE.

ZDC fully supports the use of VRC, vSTARS, or vERAM for controlling at ZDC, and vATIS to create automated ATIS messages and connections. While controllers may utilize Euroscope, ZDC does not provide specific sector files meant for such and cannot provide assistance for Euroscope. Sector files for all of these software's are provided on the website. Controllers may edit their own files (including POF and alias files) if they seem fit, however it is generally better to approach the Facility Engineer (FE) with suggestions. It is also not suggested to share modified files, and worth noting that you will lose any changes if you switch to a new, updated file from the website. Also, it is requested that all controllers use VRC for training purposes on sweatbox, and students should notify their instructor/mentor if they intent on using any other software for training BEFORE the start of the session.

2-2. SERVERS.

All initial delivery/ground training is done on the sweatbox server, a separate server from the live VATSIM network. Mentors/instructors are able to add, delete and manipulate aircraft on the sweatbox server, and it is the only one that OBS' can log in to a controller position (note that they can still log in to observe on the live network, just not to control). Once a controller has an S1 rating or higher they may be monitored on the network be a mentor or instructor. When being monitored on the network, a controller should use an "S" in the middle of their callsign to identify (i.e. DCA_S_GND). The "S" is not required if a controller is certified for the position they are controlling (this does NOT include a solo-cert).

For a student to be able to access the sweatbox, they need to create a myservers.txt file and put it in the correct location. To do this, create a text file (.txt extension) using notepad or another notepad program, called myservers.txt. In that, put the following;

```
Sweatbox.vatsim.net SWEATBOX
```

Save the file, and place it in C://Users/<YOUR USERNAME>/Documents/VRC. When you open VRC, you should now see "SWEATBOX" as a server to connect to.

2-3. SOP's AND RESOURCES.

Standard Operating Procedures (SOPs) and Letters of Agreement (LOAs) can be found on the ZDC website under Controllers -> SOP's/LOA's. These documents prescribe air traffic control procedures for a specific facility (i.e. Raleigh Durham Air Traffic Control Tower). They should be referenced at all times while controlling an appropriate position. This general SOP is NOT airport specific, but encompasses the general procedures for being a controller at Washington ARTCC. Finally, a series of Computer Based Training (CBT) modules are available under the training tab and are meant to assist students learning new material on top of the FAA order 7110.65 and other official documents.

2-4. EXAMS.

All individuals seeking to join the Washington ARTCC must complete the Basic Examination with a minimum grade of 80 percent. Exams are done through the VATUSA website. Requesting the exams remains the same on the forums, however they will be assigned on the VATUSA website by an instructor. To access test, go to "My VATUSA" (in the upper right) and click "Exam Center." On the left, click "View My Assignments." You will be able to take the exams there. The actual exams are the same, either 20 or 25 questions, and all require an 80% or higher score to pass. If you score less than 80% the exam will be re-issued after seventy two (72) hours. Students who fail to pass the Basic Exam with a score greater than 80 percent after three attempts must email the Training Administrator asking for a fourth and final attempt. The

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Training Administrator may request to meet with you. The allowance of this attempt is solely at the discretion of the Training Administrator. Failure to pass the ZDC Basic Exam after a third (or if given, fourth attempt) will result in removal from ZDC.

In order to begin training on a position (Besides S1 which requires the ZDC Basic Exam be passed) a student must score at least an 80% on the Rating Knowledge Exams. (S2, S3 or C1). The exam will automatically be re-assigned after seventy two (72) hours. Should a student fail any exam three times they must meet with the Training Administrator before further attempts will be granted.

Once a student completes training with a mentor/instructor and has passed an OTS or evaluation, he/she will be assigned the relevant VATUSA Rating Exam (This is not the case for S1s there is no longer an S1 Rating Exam). These are general questions, not facility specific SOP items, that the division uses to judge if the student is ready for a rating change. A student must score at least 80% on an exam to pass. If a student passes, their promotion will be processed shortly thereafter (usually within an hour or two) and they will be able to control on the network with the updated rating. The student will receive an email when their rating has changed. If a student scores below 80%, they will have to wait three days to get the exam reassigned. It should reassign automatically, but if you do not have it within four days of the original assignment, email the training administrator.

The above procedure does not apply for S1 promotions, as students will pass that VATUSA exam before being assigned to ZDC. Instead, S1 students will simply have their promotion assigned by an Instructor after successfully completing initial S1 training.

2-5. OVER THE SHOULDER EXAMS (OTS)

Over the Shoulder Exams (OTS) are practical exams designed to evaluate the student's ability to work a position. OTS's for S1-S3 are done on sweatbox while C1 OTS's are done on the VATUSA network.

OTS's are Sat/Unsatisfactory and are at the discretion of the Instructor. Students are held to the standards per the Global Ratings Policy. Unsatisfactory performance is characterized by continual deviation from the standard.

2-6. CERTIFICATION STRUCTURE.

Ratings are given by the VATUSA division and represent the highest position you can control. They go in the order of OBS, S1, S2, S3, C1, I1, I3. Promotions are handled through the VATUSA website.

Certifications are given by individual ARTCC to control a position in their airspace. An S2 rating does not mean you can control any tower position, you must first be certified for the specific airport you wish to control. Additional certifications include major fields, in ZDC's case KBWI, KDCA and KIAD. Below is a list of all certifications at the Washington ARTCC.

- Minor Ground/Delivery
- Minor Local Control
- Minor TRACON
- Chesapeake Area Potomac TRACON (CHP)
- Major Ground/Delivery
- Major Local Control

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- Shenandoah Area Potomac TRACON (SHD) (Includes James River (JRV) Area)
- Mount Vernon Area Potomac TRACON (MTV)
- Washington Center

2-7. OBSERVING.

Any observer, student or controller is welcome to connect to the live network and observe at any time. When connecting as an observer, use the prefix form of ZDC_XX_OBS, where XX are the controller's operating initials (ex. ZDC_RS_OBS). Observers are limited to a visibility range of 150 nm and may not prime up on a frequency. However, they are more than welcome to monitor and listen in to better understand what is going on. Controllers are also not limited to where they observe.

2-8. SOLO CERTIFICATION.

An Instructor may issue a student a “solo certification.” These allow students to gain experience on the network by controlling by themselves, but are restricted slightly by times. The only major restriction is that these positions may not be worked during ZDC events or as otherwise restricted by the ZDC ATM, DATM, TA or EC. Solo certs are valid for 30 days, although the Training Administrator may add an extra 30 days, but not to exceed 90 days. Students operating with a solo certification must use an “s” in their callsign (ex. IAD_S_TWR), the same as being monitored, unless the sector already has an ‘s’ in it, in which case the student must use a double ‘s’ (ex. BWI_SS_APP). Students also must include the following in their controller information if they are operating under a solo cert;

“Solo Certification for [POSITION] valid until [DATE]. Visit <https://www.vatusa.net/mgt/solo>”

Below are a list of possible solo certs at vZDC.

S2 Controllers.

- S2 Controllers, at the discretion of their Mentor/Instructor, will be given a solo certification for CHP APP.
 - o S2 controllers with CHP APP solo permissions may control CHP APP or any minor TRACON facility within ZDC.

S3 Controllers.

- Fully PCT certified S3 controllers, at the discretion of their Instructor, will be given a solo certification for DC_CTR.

2-9. SOLO AUTHORIZATIONS.

An instructor may issue a student a “solo authorization”. Not to be confused with solo certifications solo authorizations allow certified students the ability to control designated airspace per VATSIM Global Ratings Policy Appendix B. Similar to Solo Certifications controllers using the privileges of solo authorizations may not control during ZDC events or other times restricted by the ZDC ATM, DATM, TA, or EC. Solo authorizations are valid for 30 days, although the Training Administrator may add an extra 30 days upon receipt of written request by the student.

Below are a list of possible solo authorizations at vZDC.

S1 Controllers.

- S1 Controllers, at the discretion of their Mentor/Instructor, and after a minimum of two (2) hours of Delivery and Ground training will be given Solo Authorization for IAD_GND
- S1 Controllers, at the discretion of their Mentor/Instructor, and after a minimum of three (3) hours of tower training will be given Solo Authorization for IAD_TWR.

S3 Controllers.

- S3 Controllers, at the discretion of their Mentor/Instructor, will be given solo authorization for IAD_APP and DCA_APP.

2-10. TRAINING REQUESTS.

All training requests should be made through the training request section of the website. Requests shall include the position (airport and level), times you are available, and any other pertinent information or requests. Times must be in 15-minute increments and it is suggested to put as much time availability as you can. Session requests must be made at least 24 hours prior to the requested session start date/time unless previous coordination with a mentor/instructor is in place. When a member of the training staff picks up your session you will receive an email and will have the option of adding it to your Google calendar. If you are unable to make a session or will be late for any reason, it is very important that you contact your mentor/instructor and let them know.

2-11. TRAINING PROGRESSION.

New OBS students will begin and follow the ZDC Training Program as prescribed in this chapter. Transfer and visiting controllers are subject to the same training progression unless otherwise approved by the ATM, DATM, TA, or designee thereof

2-11a OBS->S1.

- Take the ZDC Basic Exam
- Upon successful completion of the exam you may request DEL/GND training through the ZDC website
- Training will begin at Washington-Dulles (KIAD)
 - S1 and S2 training is combined at KIAD. You will begin S1 training and move to S2 training at the discretion of your Instructor/Mentor
 - At the discretion of your Instructor/Mentor you will be given Solo Authorization to control DEL/GND at the designated airport. Solo Authorization is subject to ZDC 3120.4E Chapter 2 Section 9
- Upon completion of your training at KIAD and at the discretion of your mentor/instructor you will be given your full S1 major certification allowing you to control any DEL/GND position within ZDC

2-11b S1->S2

- Take the S2 Knowledge Exam
- Upon successful completion of this exam you may request TWR training through the ZDC website
- Training will begin at Washington-Dulles (KIAD)
 - After successful completion of S1 and S2 training at KIAD you will be given familiarization training on KDCA and KBWI for S1 and S2 privileges
 - At the discretion of your Instructor/Mentor you will be given Solo Authorization to control TWR at the designated airport. Solo Authorization is subject to ZDC 3120.4E Chapter 2 Section 9
- Upon completion of your training at KIAD and at the discretion of your Instructor/Mentor you will be endorsed for the TWR OTS
 - Prior to your TWR OTS you must complete the S2 Major Facilities Exam and VATUSA S2 rating exam
 - Upon completion of the TWR OTS you will be promoted to S2

2-11c S2->S3

- Take the S3 Knowledge Exam
- Upon successful completion of this exam you may request APP training through the ZDC website
- Training will begin at Chesapeake (CHP), move to Shenandoah (SHD), and lastly Mount Vernon (MTV)
 - At the discretion of your Instructor/Mentor you will be given Solo Authorization to control APP at the designated TRACON position. Solo Certifications are subject to ZDC 3120.4E Chapter 2 Section 8
- Upon completion of your training at CHP and at the discretion of your Instructor/Mentor you will be endorsed for the CHP APP OTS
 - Prior to the CHP OTS you must take the VATUSA S3 rating exam
 - The instructor proctoring your OTS will promote you to S3
 - Upon completion of your CHP APP OTS you will be fully certified for CHP APP and All ZDC Minor TRACON Facilities
- You may now begin training on SHD
- Upon completion of your training at SHD and at the discretion of your Instructor/Mentor you will be endorsed for the SHD APP OTS
 - Upon completion of your SHD APP OTS you will be fully certified for SHD APP, CHP APP, and All ZDC Minor TRACON Facilities
- You may now begin training on MTV

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- Upon completion of your training at MTV and at the discretion of your Instructor/Mentor you will be endorsed for the MTV APP OTS
 - Upon completion of your MTV APP OTS you will be fully certified for All ZDC TRACON positions

2-11d S3->C1

- Take the C1 Knowledge Exam
- Upon successful completion of the exam you may request CTR training on the ZDC website
- CTR Training will be completed live on the network
 - At the discretion of your Instructor/Mentor you will be given Solo Certification to control CTR. Solo Certifications are subject to ZDC 3120.4E Chapter 2 Section 8
- Upon completion of your CTR training and at the discretion of your Instructor/Mentor you will be endorsed for the CTR OTS
 - CTR OTS's are completed live on the network and will be scheduled at the discretion of the ATM, DATM, TA, or designee thereof

CHAPTER 3. RESOURCES.

3-1. SECTOR FILES.

Sector files for use with VRC, vSTARS and vERAM can be found on the Washington ARTCC website (vzdc.org) under controller downloads. VRC users must make sure they download the sector files (.sct2 extension) as well as POF (.pof extension) and alias files (.txt extension). POF files provide the correct information for squawk codes, frequencies and STARS ID's, and alias files provide a list of alias commands for use with text pilots. vSTARS and vERAM files come in the .gz zipped format and have the POF and alias files included in them. These facility files can be simply imported into vSTARS and vERAM.

While controllers may modify sector files as they see fit, ZDC does not encourage this practice. Our sector files are routinely updated and are designed to be realistic and up to date. As well, local edits can be easy to lose when you update to a new ZDC sector file, and they may cause issues with controlling as they have not been looked over by a ZDC staff member. Any controller with ideas or suggestions for sector files is encouraged to voice that opinion on the ZDC forum thread [here](#).

3-2. ROUTES.

Preferred routes are an essential part of air traffic control because it ensures that there are common flows of traffic and aircraft will not be going opposite directions against each other. All controllers should have links to preferred routes handy and should be checking routes, particularly to neighboring ARTCC's (such as ZNY, ZBY, ZTL, ZOB or ZID) and major airports (such as JFK, ATL and BOS). The [NFDC Preferred Route Database](#) and [FlightAware](#) links are both great resources for finding good routes.

Any non-preferred routes need to get approved to make sure they will not conflict with other traffic. If an aircraft is taking the non-preferred route, it must get approved by;

- Washington Center
- Departure control (if it will be going to a non-standard departure fix)
- Other affected neighboring ARTCC, if applicable

This includes GPS direct routings, they need to be approved before an aircraft can be given them.

APPENDIX A. TRAINING STANDARDS

A-1. CLEARANCE DELIVERY.

The purpose of this stage of training is to prepare the developmental/CPC-IT to perform independently all duties of the Clearance Delivery position within the Air Traffic Control Tower (ATCT).

This stage of training is administered in four parts: self-study, instructor-led training, simulation (if available and is optional), and on-the-job training (OJT). When training Certified Professional Controllers (CPC) who have lost operational currency or have transferred from another facility, the Training Administrator (TA) must decide which portions of the stage will be administered based on the needs of the specialist. Pass/fail criteria must apply in this stage of training. This portion of training may be combined with Ground Control Position Training.

The individual must successfully demonstrate the skills listed below in accordance with FAAO 7110.65, FAAO 7210.3, and local directives, and must pass an examination with a score of 80% or higher on the material.

- General
 - State the functions of the clearance delivery position.
 - List the conditions for which departure clearances or departure instructions would be issued.
 - List IFR departure clearance items in sequence.
 - Define clearance limit.
 - Describe a NAVAID fix, as determined by reference to a radial and distance from VORTAC when the fix is not named.
 - State when the directions of a takeoff/turn or initial heading to be flown may be specified.
 - State the standard phraseology used when necessary to assign a crossing altitude that differs from the SID altitude.
 - State the standard phraseology used to assign frequency and beacon code information to departing IFR aircraft.
 - List the conditions that must be met in order to issue an abbreviated departure clearance.
 - State the conditions and standard phraseology used to issue SVFR clearances.
 - State the conditions and standard phraseology used to issue a VFR/OTP clearance.
- Site Specific
 - Describe the procedures and phraseology pertaining to the delivery of clearances.
 - Explain the procedures and coordination requirements for:
 - Processing flight progress strips;
 - Processing flight plans (jet routes, prop routes, etc.);
 - Processing clearance requests.
 - Explain the application of all position-related items in:
 - Letters of Agreement (LOA);
 - Local directives.
 - Describe the procedures for conducting/receiving position relief briefings.

A-2. GROUND CONTROL

The purpose of this stage is to prepare the developmental/CPC-IT to perform independently all duties of the Ground Control (GC) position within the Air Traffic Control Tower (ATCT) and to obtain certification on those positions.

This stage of training is administered in four parts: self-study, instructor-led training, simulation (if available and is optional), and on-the-job training (OJT). When training Certified Professional Controllers (CPC) who have lost operational currency or have transferred from another facility, the Training Administrator (TA) must decide which portions of the stage will be administered based on the needs of the specialist. Pass/fail criteria must apply in this stage of training. This portion of training may be combined with Clearance Delivery Position Training.

The individual must successfully demonstrate the skills listed below in accordance with JO 7110.65, JO 7210.3, and local directives, and must pass an examination with a score of 80% or higher on the material.

- General
 - Aircraft recognition and characteristics.
 - Airport utilization.
 - Ground control procedures.
 - Taxi information and clearances.
 - Emergency procedures and unusual situations.
- Site Specific
 - Position-associated equipment.
 - Airport Diagram. The individual must be able to:
 - Indicate airport elevation.
 - Identify runways, including:
 - Number and magnetic heading.
 - Marking special or restrictive use.
 - Length and width.
 - Identify the following areas and indicate whether or not they are movement areas or non-movement areas:
 - Taxiways.
 - Ramp and gate locations:
 - Itinerant.
 - Air taxi.
 - Fixed-Base Operations (FBO).
 - Air carrier.
 - Military.
 - Cargo.
 - Special taxi routes.
 - Preferred taxi routes.
 - Inbound.
 - Outbound.

A-3. LOCAL CONTROL

The purpose of this stage is to prepare the developmental/CPC-IT to perform independently all duties of the Local Control (LC) position within the Air Traffic Control Tower (ATCT) and to attain certification on those positions.

This stage of training is administered in four parts: self-study, instructor-led training, simulation (if available and is optional), and on-the-job training (OJT). When training Certified Professional Controllers (CPC) who have lost operational currency or have transferred from another facility, the Training Administrator (TA) must decide which portions of the stage will be administered based on the needs of the specialist. Pass/fail criteria must apply in this stage of training.

The individual must successfully demonstrate the skills listed below in accordance with JO 7110.65, JO 7210.3, and local directives, and must pass an examination on the material.

- General
 - General Control.
 - Local Control Duties and Responsibilities.
 - Wake Turbulence.
 - VFR Arrival Procedures.
 - VFR Departure Procedures.
 - IFR Arrival and Departure Procedures.
 - Visual Separation, VFR-on-Top, and Special VFR.
 - Helicopter Operations.
 - Special Operations.
 - Wind Effects.
 - Hazardous Weather.
- Site Specific
 - Introduction/Overview. The individual must be provided pertinent information concerning and must explain the correct application of procedures contained in the following as they pertain to the position
 - Terminal area local procedures.
 - LOAs, facility directives, orders, notices, and position description and responsibilities.
 - Separation minimums.
 - Heavy jet/wake turbulence separation procedures.
 - Control Procedures.
 - Runway Use.
 - Helicopter Operations.
 - SVFR/VFR-on-Top.
 - Missed approach procedures and altitudes.

A-4. RADAR CONTROL

The purpose of this stage is to prepare the developmental/CPC-IT to perform independently all duties of the Radar Controller (RC) within the Terminal Radar Approach Control (TRACON) and to attain certification on those positions.

This stage of training is administered in four parts: self-study, instructor-led training, simulation (if available and is optional), and on-the-job training (OJT). When training Certified Professional Controllers (CPC) who have lost operational currency or have transferred from another facility, the Training Administrator (TA) must decide which portions of the stage will be administered based on the needs of the specialist. Pass/fail criteria must apply in this stage of training.

The individual must successfully demonstrate the skills listed below in accordance with JO 7110.65, JO 7210.3, and local directives, and must pass an examination on the material.

- General
 - Describe primary and secondary surveillance radar.
 - Identify radar operations.
 - Describe radar identification, handoffs, and beacon code assignment procedures.
 - Explain radar separation.
 - Explain departure/arrival procedures.
 - Describe radar additional procedures.
- Site Specific
 - Position-Associated Equipment. The individual must use and apply procedures for:
 - Automation equipment (STARS).
 - Intrafacility communication software.
 - Procedures. The individual must:
 - Explain the application of procedures contained in the following publications as they pertain to the radar control positions:
 - FAA Orders and/or handbooks.
 - Facility directives.
 - LOAs.
 - Position SOPs.

A-5. ENROUTE CONTROLLER

The purpose of this stage is to qualify the developmental/CPC-IT to perform the full range of duties and attain certification on all radar positions of operation in an area of specialization.

This stage of training is administered in four parts: self-study, instructor-led training, simulation (if available and is optional), and on-the-job training (OJT). When training Certified Professional Controllers (CPC) who have lost operational currency or have transferred from another facility, the Training Administrator (TA) must decide which portions of the stage will be administered based on the needs of the specialist. Pass/fail criteria must apply in this stage of training.

The individual must successfully demonstrate the skills listed below in accordance with JO 7110.65, JO 7210.3, and local directives, and must pass an examination on the material.

- Given job-like situations pertaining to the operation of the radar approach control position, the individual must successfully demonstrate the skills listed below in accordance with JO 7110.65, JO 7210.3 and local directives.
 - Describe primary and secondary surveillance radar.
 - Identify radar operations.
 - Describe radar identification, handoffs, and beacon code assignment procedures.
 - Explain radar separation.
 - Explain departure/arrival procedures.
- Explain the application of procedures contained in the following publications as they pertain to the radar control positions:
 - FAA Orders and/or handbooks.
 - Facility directives.
 - LOAs.
 - Position SOPs.