

# Facility Publications Revision

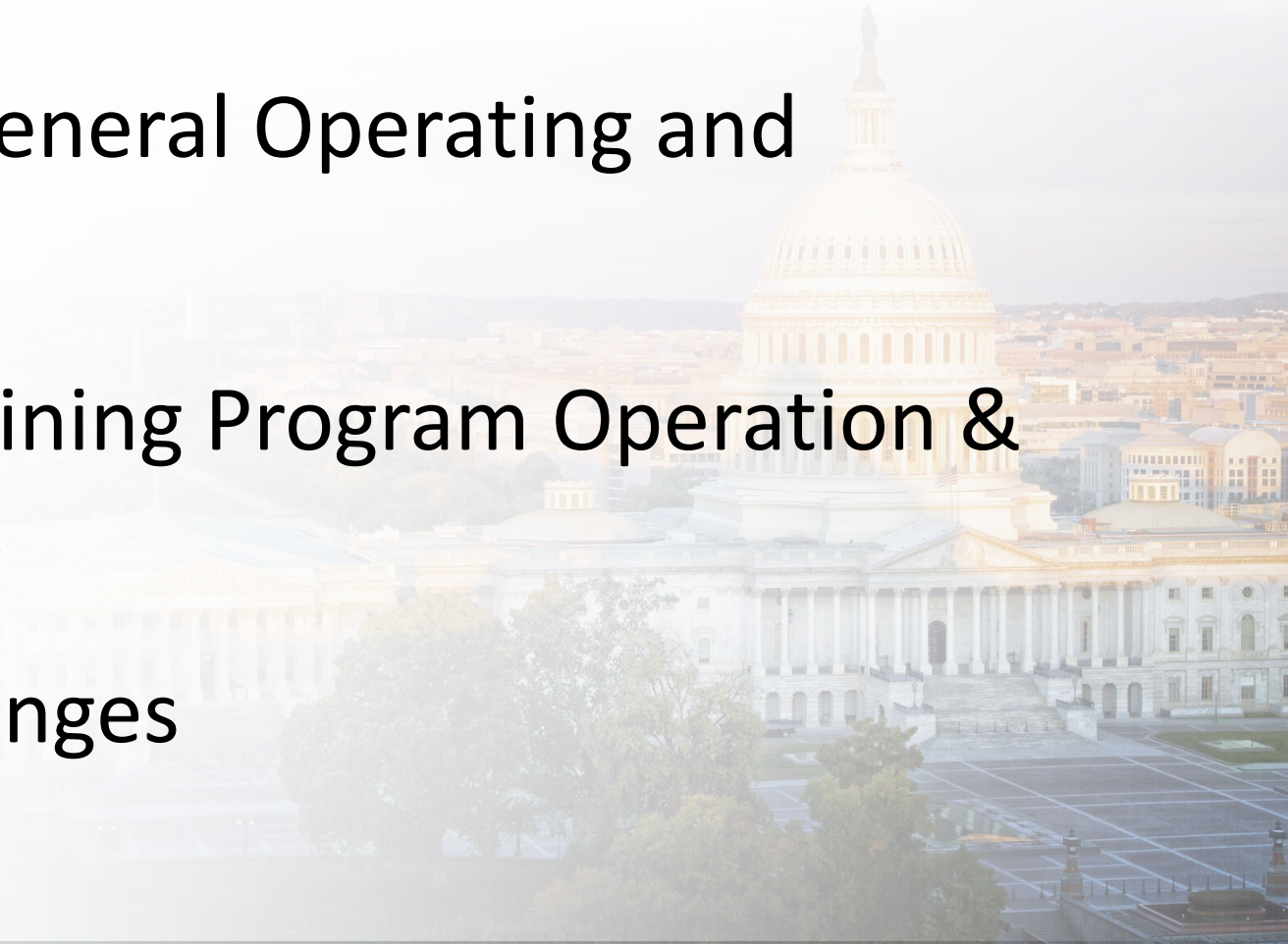
*vZDC 7210.1C, General Operating and Administrative Policy*

*vZDC 3120.4, Training Program Operation and Management*

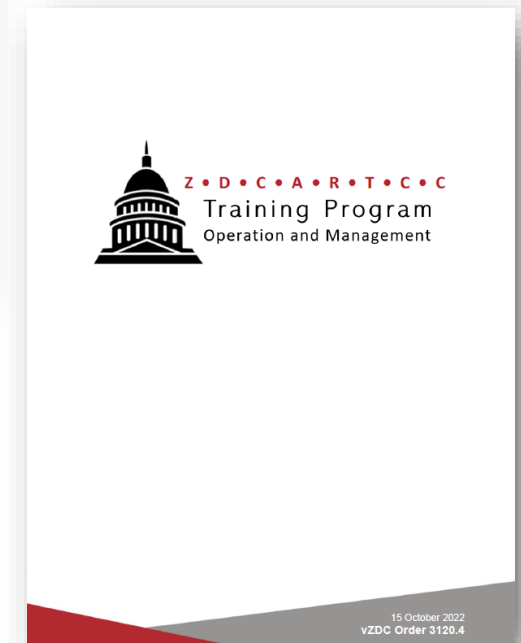
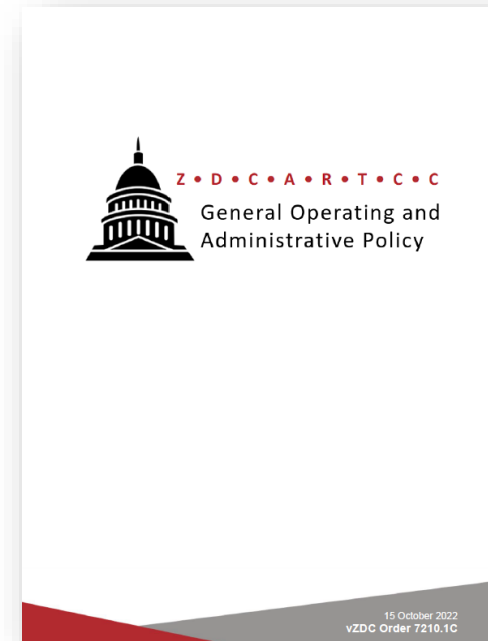
Effective Date: 15 October 2022



- What documents changed
- Why the change
- Summary of vZDC 7210.1C, General Operating and Administrative Policy
- Summary of vZDC 3120.1, Training Program Operation & Management
- Feedback and Submitting Changes



- **ZDC General Operating Policy** is superseded by **vZDC 7210.1C**, ***General Operating & Administrative Policy***
- All training program related policy and guidance has been removed from the general policy document and relocated to a stand-alone training publication, **vZDC 3120.1**, ***Training Program Operation & Management***
- The effective date for both publications is **15 October 2022**

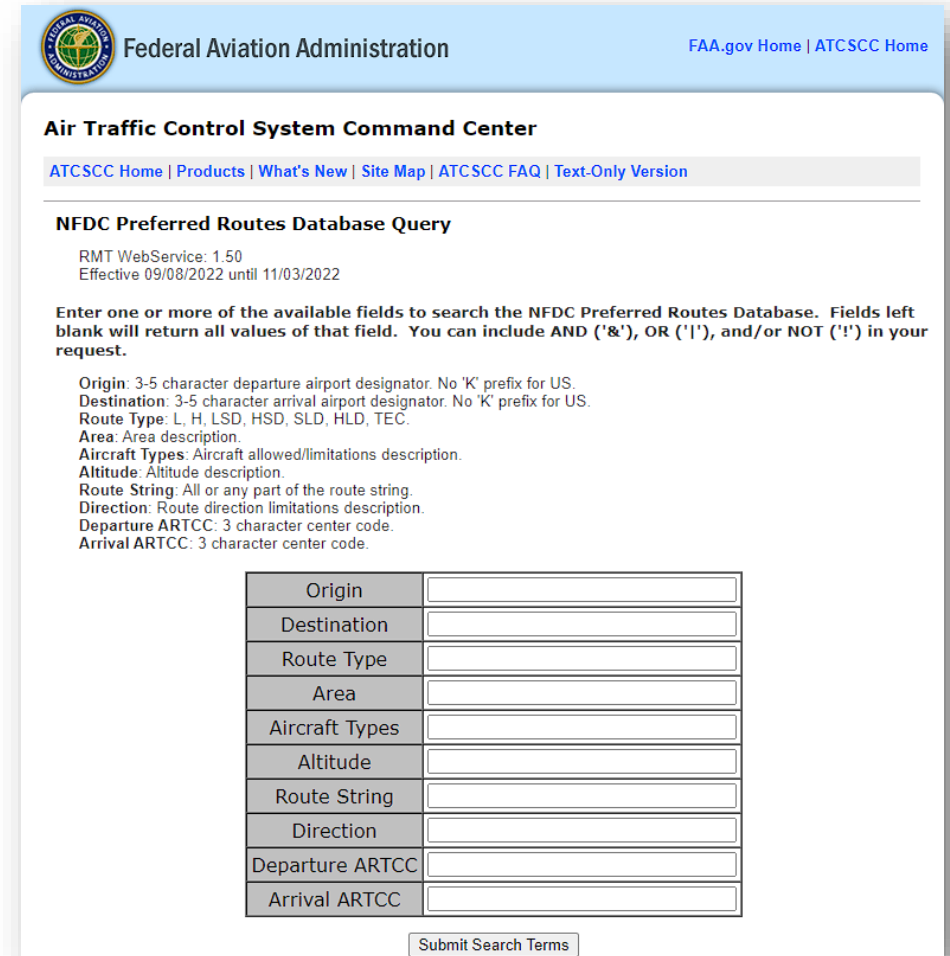


# Why were there changes?

- To accommodate the large-scale changes planned, and in development, for the entire training program, it made more sense to consolidate everything training related to a single policy document.
- This consolidation will make the document more user friendly for training staff and trainees alike and allows for a more detailed level of organization within the document which helps find what you are looking for much quicker.
- By removing significant portions of the old “GOP” it presented an excellent opportunity to complete a refresh of that document and make some updates where necessary that improved its usability as well.
- Collectively, making these changes provide us a more complete policy structure that will serve as a framework for future changes and updates.

- *Organization.* The General Operating Policy format is replaced with the standard Chapter, Section, Paragraph format for ease of use and better searchability.
- **Chapter 1 – General:** Provides summative information about the organization, vZDC, our facilities, and staff responsibilities.
- **Chapter 2 – Operational Policy:** Operational requirements applicable to all control positions and the policy that applies while connected to the network.
- **Chapter 3 – Administrative Policy:** Personnel related policy such as activity requirements, leave of absence, conduct, and visiting controllers.
- **Chapter 4 – Controller Applications:** Software requirements and vZDC specific use standards.
- **Chapter 5 – Events:** All policy concerning events, to include sign ups, scheduling, and management.

- **Routing.** Clarification to our standard for application of routing.
- Creates the following application criteria:
  - *Mandatory Routing*
    - Departures from airports underlying Potomac TRACON
    - Arrivals to Potomac TRACON
    - Aircraft with destinations of BOS, EWR, JFK, LGA, CLT, and ATL.
  - *Recommended Routing*
    - Offered when filed route differs from PRD (when pref routing is adapted for the city pair)



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**NFDC Preferred Routes Database Query**

RMT Webservice: 1.50  
Effective 09/08/2022 until 11/03/2022

Enter one or more of the available fields to search the NFDC Preferred Routes Database. Fields left blank will return all values of that field. You can include AND ('&'), OR ('|'), and/or NOT ('!') in your request.

Origin: 3-5 character departure airport designator. No 'K' prefix for US.  
 Destination: 3-5 character arrival airport designator. No 'K' prefix for US.  
 Route Type: L, H, LSD, HSD, SLD, HLD, TEC.  
 Area: Area description.  
 Aircraft Types: Aircraft allowed/limitations description.  
 Altitude: Altitude description.  
 Route String: All or any part of the route string.  
 Direction: Route direction limitations description.  
 Departure ARTCC: 3 character center code.  
 Arrival ARTCC: 3 character center code.

Origin	<input type="text"/>
Destination	<input type="text"/>
Route Type	<input type="text"/>
Area	<input type="text"/>
Aircraft Types	<input type="text"/>
Altitude	<input type="text"/>
Route String	<input type="text"/>
Direction	<input type="text"/>
Departure ARTCC	<input type="text"/>
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Submit Search Terms

**NFDC Preferred Routes Database Query**

[https://www.fly.faa.gov/rmt/nfdc\\_preferred\\_routes\\_database.jsp](https://www.fly.faa.gov/rmt/nfdc_preferred_routes_database.jsp)

- Position Relief Briefings

- Appendix A – Transfer of Position Responsibility

- Adapts FAAO 7110.65 transfer guide for vZDC.
- Establishes the standards and flow of a transfer briefing.

- Appendix B – Position Briefing Checklists

- Creates three stand alone briefing checklists
- Intended to be used as quick reference checklists and talking points for every relief briefing

STEP 1 – PREVIEW THE POSITION	
Relieving Controller (Opening)	Controller Being Relieved (Closing)
<ol style="list-style-type: none"> <li>1. Review current weather and posted ATIS.</li> <li>2. Monitor the controller that will provide the relief briefing's frequency and observe current traffic.</li> <li>3. Advise the controller that will provide the briefing you have previewed the position and are ready for a briefing.</li> </ol>	
STEP 2 – VERBAL BRIEFING (REF APPENDIX B BRIEFING CHECKLIST)	
<ol style="list-style-type: none"> <li>4. Ask questions necessary to ensure a complete understanding of the operational situation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Brief the relieving controller on any non-normal conditions or special procedures (non-standard frequencies, airspace configuration/sectorizations, etc.)</li> <li>2. Brief current weather conditions and impacting NOTAMs at any Major facility the relieving controller will assume responsibility for and any other airports determined necessary.</li> <li>3. Brief on all traffic that will be the responsibility of the relieving controller.</li> <li>5. Completely answer any questions asked.</li> </ol>
STEP 3 – ASSUMPTION OF POSITION RESPONSIBILITY	
<ol style="list-style-type: none"> <li>1. Make a statement or otherwise indicate to the controller being relieved that position responsibility has been assumed. <i>Example: "No questions, I have the airspace."</i></li> <li>3. "Prime" the frequency for the position responsibility has been assumed for.</li> </ol>	<ol style="list-style-type: none"> <li>2. Acknowledge that the relieving controller is now responsible and has the airspace or frequency. <i>Example: "You have the airspace."</i></li> <li>4. Un-prime the frequency, if applicable. Continue to monitor the relieving controller when possible.</li> </ol>
STEP 4 – REVIEW THE POSITION	
<ol style="list-style-type: none"> <li>2. Verify client configuration is correct and that frequencies are functioning.</li> <li>3. If aircraft may be on the briefing controller's frequency verify they make the switch. Request the relieved controller to switch any aircraft that you are not able to contact.</li> </ol>	<ol style="list-style-type: none"> <li>1. If applicable, switch any aircraft on your frequency to the relieving controller's frequency.</li> <li>4. Switch aircraft to the relieving controller's frequency as requested and as applicable.</li> </ol>

## • Position Relief Briefings

- Appendix A – Transfer of Position Responsibility
  - Adapts FAAO 7110.65 transfer guide for vZDC.
  - Establishes the standards and flow of a transfer briefing.
- Appendix B – Position Briefing Checklists
  - Creates three stand alone briefing checklists
  - Intended to be used as quick reference checklists and talking points for every relief briefing

CAB	TRACON	CENTER
REVIEW CAB STAFFING	REVIEW STAFFED ATC ABOVE/BELOW	ADJACENT ARTCCS ON AND SECTORIZATION
REVIEW STAFFED ATC ABOVE THE TOWER	STATUS OF AUTOMATIC DEPARTURES	UNDERLYING TRACON AND ATCT STAFFING
STATUS OF AUTOMATIC DEPARTURES	TRAFFIC MGMT INITIATIVES	TRAFFIC MGMT INITIATIVES
TRAFFIC MGMT INITIATIVES	NOTAMS & SAA/SUA	NOTAMS & SAA/SUA
NOTAMS & SAA/SUA	LANDING DIRECTION AT CONTROLLED AIRPORTS	LANDING DIRECTION AT BWI, DCA, IAD, RIC, RDU
CURRENT ATIS, OBSERVATION AND SPECIAL AIRFIELD NOTES	WEATHER (VFR/MVFR/IFR) & VISUAL APPROACH USE	WEATHER (VFR/MVFR/IFR)
NON-STD CONDITIONS	LOW ALTIMETER AT FACILITIES OWNING FL180/ABV AIRSPACE	LOW ALTIMETER AREAS
NOTE AIRCRAFT WITH CLEARANCES	NON-STD CONDITIONS	NON-STD CONDITIONS
REVIEW ALL TRAFFIC	NOTE AIRCRAFT WITH CLEARANCES ON GROUND	NOTE AIRCRAFT WITH CLEARANCES ON GROUND
	NOTE ANY ACTIVE POINT OUTS	NOTE ANY ACTIVE POINT OUTS
	REVIEW ALL AIRBORNE TRAFFIC.	REVIEW ALL AIRBORNE TRAFFIC



- The Training Order is organized into the following chapters:
- **Chapter 1 – General:** Contains basic program overviews, terms, and establishes the training scheduling procedures and limitations.
- **Chapter 2 – Training Staff:** Establishes criteria for appointment to a trainer position, and the required service requirements to be a trainer.
- **Chapter 3 – Curriculum and Standards:** Ultimately the home to the standards and progression for the new curriculum for certification paths. Includes information for incoming visiting and transferring controllers, as well as those controllers returning from an extended absence.
- **Chapter 4 – Controller Applications:** Just like Ch 4 in the 7210.1C, this chapter addresses software implementation in a training environment context.
- **Chapter 5 – Training and Checking Events:** Incorporates “validations” as an element in checking and certification. Includes skills and knowledge validations that are incorporated to the training path.
- **Chapter 6 – Records and Documentation:** Provides guidance to staff on how to properly document and log training events and progression.
- **Chapter 7 – Scenario Development and Software:** Establishes basic guidelines to be used by training staff in the development of future scenario problems.

## Terminology introduced in this order:

- *Trainee* – Any controller that is actively enrolled in or seeking training through the vZDC Training Program.
- *Trainer* – Any person authorized to conduct a training event at vZDC. The term “trainer” includes mentors and instructors.
- *Legacy Training Progression* – This refers to the training and certification program and processes in effect today.
- *VATUSA Academy Graduate* – New controllers who’ve completed the VATUSA Academy and transfer directly to vZDC.
- *Checking Events*
  - *Knowledge Validations* – Training events that are part of a curriculum that ensure the trainee has the requisite knowledge to continue training. KV’s may be written or oral.
  - *Skills Validations* – Similar to the traditional “Over-the-Shoulder,” an SV is a practical training event that validates the trainee's performance meets the standards for the current phase of training.

## Training Standards

- VATUSA establishes training standards in its division training policy.
- Instead of vZDC training staff also maintaining a separate set of standards, all training materials will be developed using the standards established and maintained by VATUSA.
- This change ensures continued compliance with the VATSIM GRP as well as changes at the VATUSA level.
- Lesson plans in the new vZDC certification path curriculums will incorporate the core learning areas as listed by the division.

## Planning Ahead for Application Changes

- Chapter 4 provides policy guidance on incorporating current and planned application releases.
- Serves as a framework to add policy as it becomes necessary to standardize and direct the implementation of new applications at vZDC.
- As part of the anticipated change to CRC in the coming months, the prohibition on training exclusively on VRC has been lifted. Trainees must coordinate with their trainers when they are not using VRC and should ensure they are familiar with vSTARS and vERAM before using them during a Sweatbox session.

- While the policy and overall intent in how we do our day-to-day business has not changed, these documents both represent a complete rewrite of our policy. As such, there are certainly going to be mistakes, errors, and areas where the intent does not necessarily match what was written.
- Help improve our publications. Complete the publications feedback form so we can track your feedback and improve our documents:

<https://forms.gle/HboXfSi49Ypznq1d8>