



Z • D • C • A • R • T • C • C

# Training Program

Operation and Management

## RECORD OF CHANGES

Initial Publication – October 15, 2022

- Initial publication of vZDC Training Order 3120.4A, *Training Program Operations and Management*.
- Consolidates GOP training policies and miscellaneous guides to combined policy document that defines all training department aspects of operation and conduct.

July 7, 2023 (A Revision)

- Incorporates new controller message process.
- Expands solo certification processing and issuance requirements.
- Defines the process for inbound visiting controllers.
- Provides additional guidance for trainers authorized types of training.
- Creates additional training and retraining guidance.
- Establishes standard operating procedures for use of training tools.
- Updates and incorporates VATUSA Divisional policy changes and references.

September 7, 2023 (B Revision)

- Added flow charts for rating progression and course guidance.
- Incorporates Stage 2 curriculum.
- Revises and clarifies transfer and visiting controller progression.

# Table of Contents

**Chapter 1. General ..... 8**

**Section 1. Introduction ..... 8**

1-1-1. PURPOSE OF THIS ORDER..... 8

1-1-2. AUDIENCE ..... 8

1-1-3. WHERE TO FIND THIS ORDER ..... 8

1-1-4. WHAT THIS ORDER CANCELS..... 8

1-1-5. EXPLANATION OF CHANGES ..... 8

1-1-6. DENOTATION OF CHANGES ..... 8

1-1-7. EFFECTIVE DATES AND SUBMISSIONS FOR CHANGES ..... 8

1-1-8. RECOMMENDATION FOR PROCEDURAL CHANGES..... 9

1-1-9. TRAINING CULTURE ..... 9

**Section 2. Terms of Reference ..... 10**

1-2-1. WORD MEANINGS ..... 10

1-2-2. ABBREVIATIONS ..... 10

**Section 3. Scheduling ..... 11**

1-3-1. SHARED RESPONSIBILITY FOR TRAINING ..... 11

1-3-2. INSTRUCTOR AVAILABILITY ..... 11

1-3-3. MENTOR AVAILABILITY ..... 11

1-3-4. TRAINEE AVAILABILITY AND BOOKING LIMIT ..... 11

1-3-5. IMPROMPTU TRAINING OPPORTUNITIES..... 11

1-3-6. REQUESTING, SCHEDULING, AND CANCELING TRAINING SESSIONS ..... 11

1-3-7. TYPES OF TRAINING TO SCHEDULE..... 12

**Chapter 2. Training Staff ..... 13**

**Section 1. Appointments ..... 13**

2-1-1. VACANCY ANNOUNCEMENTS..... 13

2-1-2. APPLICATION SUBMISSION ..... 13

2-1-3. PROBATIONARY PERIODS..... 13

2-1-4. PERMANENT APPOINTMENT STATUS ..... 13

**Section 2. Duties and Responsibilities ..... 14**

2-2-1. TRAINING ADMINISTRATOR ..... 14

2-2-2. ASSISTANT TRAINING ADMINISTRATOR ..... 14

2-2-3. INSTRUCTOR ..... 14

2-2-4. MENTOR ..... 15

2-2-5. TRAINEE ..... 15

<b>Section 3. Requirements .....</b>	<b>16</b>
2-3-1. TRAINER ELIGIBILITY .....	16
2-3-2. CONTINUING QUALIFICATION .....	16
2-3-3. MONTHLY SERVICE COMMITMENT .....	16
2-3-4. APPROVAL TO CONDUCT TRAINING .....	16
<b>Chapter 3. Curriculum and Standards.....</b>	<b>17</b>
<b>Section 0. Legacy Training Progression .....</b>	<b>17</b>
3-0-1. EXPLANATION AND SUMMARY .....	17
3-0-2. STAGE IN USE REFERENCE .....	17
3-0-3. APPLICABILITY .....	17
3-0-4. OBS TO S1.....	17
3-0-5. S1 TO S2.....	17
3-0-6. S2 TO S3.....	18
3-0-7. S3 TO C1.....	18
<b>Section 1. vZDC Academy Curriculum .....</b>	<b>19</b>
3-1-1. DEFINITION .....	19
3-1-2. PROGRESSION.....	19
3-1-3. TRANSITIONING TO NEW CURRICULUM .....	19
<b>Section 2. Transferring Controllers .....</b>	<b>20</b>
3-2-1. DEFINITION .....	20
3-2-2. PROGRESSION.....	20
<b>Section 3. Visiting Controllers .....</b>	<b>21</b>
3-3-1. DEFINITION .....	21
3-3-2. SCOPE .....	21
3-3-3. LIMITATIONS .....	21
3-3-4. INITIAL CERTIFICATION.....	21
3-3-5. ADDITIONAL CERTIFICATIONS.....	22
<b>Section 4. Returning Controllers .....</b>	<b>23</b>
3-4-1. DEFINITION .....	23
3-4-2. LESS THAN SIX MONTHS AWAY .....	23
3-4-3. NOT MORE THAN 12 MONTHS AWAY .....	23
3-4-4. MORE THAN 12 MONTHS AWAY .....	23
<b>Section 5. Certifications .....</b>	<b>24</b>
3-5-1. DEFINITION .....	24
3-5-2. LISTING OF CERTIFICATIONS .....	24
3-5-3. AUTHORIZED SOLO CERTIFICATIONS.....	24

3-5-4. SOLO CERTIFICATION RESTRICTIONS AND LIMITATIONS .....	25
3-5-5. AUTHORIZATION TO AWARD SOLO CERTIFICATIONS .....	25
3-5-6. RECORDING OF SOLO CERTIFICATIONS .....	25
<b>Section 6. Standards.....</b>	<b>26</b>
3-6-1. PRIMARY TABLE OF STANDARDS .....	26
3-6-2. LOCALLY ADAPTED STANDARDS .....	26
<b>Chapter 4. Controller Applications .....</b>	<b>27</b>
<b>Section 0. Upcoming Application Releases .....</b>	<b>27</b>
4-0-1. TEMPORARY NOTICE .....	27
4-0-2. SUMMARY .....	27
4-0-3. ANTICIPATED SOFTWARE .....	27
<b>Section 1. Concept of Environment and Use .....</b>	<b>28</b>
4-1-1. OVERVIEW .....	28
<b>Section 2. VRC .....</b>	<b>29</b>
4-2-1. APPLICATION OVERVIEW .....	29
<b>Section 3. vSTARS.....</b>	<b>30</b>
4-3-1. APPLICATION OVERVIEW .....	30
<b>Section 4. vERAM.....</b>	<b>31</b>
4-4-1. APPLICATION OVERVIEW .....	31
<b>Section 5. vATIS.....</b>	<b>32</b>
4-5-1. APPLICATION OVERVIEW .....	32
<b>Section 6. Sweatbox Servers.....</b>	<b>33</b>
4-6-1. DESCRIPTION .....	33
4-6-2. ACCESSING SWEATBOX SERVERS .....	33
4-6-3. AUTHORIZED USE.....	33
<b>Chapter 5. Training and Checking Events .....</b>	<b>34</b>
<b>Section 1. Training Sessions.....</b>	<b>34</b>
5-1-1. TYPES OF TRAINING SESSIONS.....	34
5-1-2. REQUIREMENTS TO TRAIN ON THE LIVE NETWORK .....	34
5-1-3. CALLSIGN USAGE WHILE TRAINING ON LIVE NETWORK .....	34
5-1-4. TRAINEE CALLSIGN USAGE WHILE TRAINING ON SWEATBOX.....	34
5-1-5. TRAINER CALLSIGN USAGE WHILE TRAINING ON SWEATBOX .....	35
5-1-6. CALLSIGN WITH SOLO CERTIFICATION.....	35
<b>Section 2. Knowledge Validations .....</b>	<b>36</b>
5-2-1. OVERVIEW .....	36

5-2-2. MINIMUM PASSING SCORE AND REATTEMPTS .....	36
5-2-3. WRITTEN QUESTION BANK AND VALIDATION .....	36
5-2-4. ORAL QUESTION BANK AND VALIDATION .....	36
5-2-5. GETTING STARTED AT ZDC.....	36
5-2-6. VATUSA S2 RATING COURSE .....	36
5-2-7. VATUSA S3 RATING COURSE .....	37
5-2-8. VATUSA C1 RATING COURSE .....	37
<b>Section 3. Skills Validations .....</b>	<b>38</b>
5-3-1. OVERVIEW .....	38
5-3-2. PERFORMANCE STANDARDS .....	38
<b>Section 4. VATSIM Rating Changes.....</b>	<b>39</b>
5-4-1. PROMOTION TO S1 .....	39
5-4-2. PROMOTION TO S2.....	39
5-4-3. PROMOTIONS OTHER THAN TO S1 AND S2.....	39
<b>Section 5. Global Ratings Policy Checkouts.....</b>	<b>40</b>
5-5-1. DEFINITION .....	40
5-5-2. PROCESS.....	40
5-5-3. AUTHORIZED TRAINERS.....	40
<b>Chapter 6. Records and Documentation .....</b>	<b>41</b>
<b>Section 1. Routine Training Feedback.....</b>	<b>41</b>
6-1-1. PURPOSE .....	41
6-1-2. BEST PRACTICES .....	41
6-1-3. NEW CURRICULUM DOCUMENTATION REQUIREMENTS .....	41
<b>Section 2. Dossier Entries .....</b>	<b>42</b>
6-2-1. SYSTEM SUMMARY .....	42
6-2-2. REQUIRED ENTRIES.....	42
<b>Section 3. Master Training Record .....</b>	<b>43</b>
6-3-1. RESERVED.....	43
<b>Section 4. Welcome Letter to New Controllers .....</b>	<b>44</b>
6-4-1. PURPOSE .....	44
6-4-2. LETTER TEMPLATE.....	44
6-4-3. RECORDING COMPLETION.....	44
<b>Chapter 7. Scenario Development and Training Software .....</b>	<b>45</b>
<b>Section 1. Scenario Design Standards .....</b>	<b>45</b>
7-1-1. PRINCIPLES .....	45

**Section 2. ATCTrainer.....46**  
7-2-1. APPLICATION OVERVIEW ..... 46  
7-2-2. ZDC REFERENCE GUIDE ..... 46  
7-2-3. OTHER TRAINING APPLICATIONS ..... 46

**Index .....47**

**Appendix A. Training Flow – Stage 1 ..... 49**

**Appendix B. Training Flow – Stage 2 ..... 50**

**Appendix C. Training Flow – Legacy Path to S3 ..... 51**

**Appendix D. Training Flow – Legacy Path to C1 ..... 52**

**Appendix E. Training Flow – Visiting Controllers ..... 53**

# Chapter 1. General

## Section 1. Introduction

### 1-1-1. PURPOSE OF THIS ORDER

This order prescribes all aspects of the Virtual Washington ARTCC (vZDC) Training Program. The requirements of this publication establish standards used throughout each element of training and codify best practices and established practices for delivering training within vZDC. This order is for use with vZDC, VATUSA, and the VATSIM network and is not associated with or applicable to any facility outside the VATSIM network.

### 1-1-2. AUDIENCE

This order applies to all vZDC controllers and any non-assigned (i.e., visiting) controller receiving training from the vZDC Training Department to work any facility or airspace delegated to vZDC.

### 1-1-3. WHERE TO FIND THIS ORDER

This order is available on the vZDC web site at <https://www.vzdc.org/controllers/files> under the SOPs tab.

### 1-1-4. WHAT THIS ORDER CANCELS

This order cancels Chapter 6, *Training Policies*, and Chapter 7, *Training Standards*, from the vZDC General Operating Policy. Additionally, this publication consolidates the retained elements of the vZDC Training Staff Guide.

### 1-1-5. EXPLANATION OF CHANGES

Flow charts have been added to help summarize progression through each phase of training. Policy regarding Stage 2's implementation has been incorporated. GRP related processes have been clarified or expanded throughout the publication where necessary. Transferring and Visiting Controllers training process has been combined to a consolidated track regardless of status.

### 1-1-6. DENOTATION OF CHANGES

Changes are indicated via the use of the shading tool. The changed text is highlighted in grey to indicate a change. No indication is made where text was removed from the document. Grammatical revisions and other changes to improve readability without changes in policy will not be marked.

#### **EXAMPLE –**

*Changed or added text is highlighted grey.*

### 1-1-7. EFFECTIVE DATES AND SUBMISSIONS FOR CHANGES

This publication is independent of normal publication cycles and will be revised when changes are determined necessary. When this document is under revision, notification will be made through normal facility notification methods to communicate to all controllers for solicitation of



feedback. Feedback will be submitted in accordance with the prescribed instructions at the time of notification and along the timeline announced.

### **1–1–8. RECOMMENDATION FOR PROCEDURAL CHANGES**

During published revision periods recommendations will be submitted in accordance with the process prescribed in paragraph 1-1-7 of this section. Outside published revision periods, send recommendations for change to [ta@vzdc.org](mailto:ta@vzdc.org) with any supporting documents and additional information.

#### **REFERENCE –**

*vZDC 3120.1B, Para 1–1–7, Effective Dates and Submissions for Changes*

### **1–1–9. TRAINING CULTURE**

**a.** Aviation is inherently complex and is always undergoing change. To manage change, training is tailored to provide what is needed for the controller to adjust to and learn from the change. The willingness to embrace change, learn from it, and communicate it fairly and in its proper context is a core element in successfully navigating change. It is this leadership that drives the culture desired at vZDC.

**b.** Respect is the most important tenant in a positive training culture. Treating everyone with respect is always paramount. Training can present challenging scenarios and feedback that is intended to be constructive can be perceived as pointed. It is each controller's responsibility to always remain calm, professional, and respectful.

**c.** Learning the right way from the beginning and avoiding bad habits or incorrect technique early provides a foundation that will set the controller up for success in subsequent training. For this reason, all training events will be conducted in a manner that would be acceptable on the live network.

**d.** Good communication between trainers and trainees is vital to effective training. This includes communicating during training events by asking questions, seeking feedback, and ensuring an open dialogue is maintained. Good communication beyond formal training events is also important. Trainers and trainees are expected to respond to communications outside of training events in a reasonable amount of time. Lastly, anytime someone is running late or needs to reschedule, communicating this as early as possible shows respect for the others time and is expected.

## Section 2. Terms of Reference

### 1-2-1. WORD MEANINGS

As used in this order:

- a. "Controller" means any person of any rating, including Observer (OBS), regardless of their assigned facility.
- b. "Instructor" means controller holding the VATSIM rating of I1 or I3 and assigned to vZDC.
- c. "Mentor" means controller designated by the vZDC Training Administrator, and assigned to vZDC, to serve as a mentor within vZDC and perform training as authorized by this instruction.
- d. "Senior Staff" refers to the Air Traffic Manager (ATM), Deputy Air Traffic Manager (DATM), and Training Administrator (TA).
- e. "Trainee" means any controller that is actively enrolled in or seeking training as offered through the vZDC Training Program.
- f. "Trainer" means any person, either instructor or mentor, authorized to conduct a training event under the provisions of this instruction.

### 1-2-2. ABBREVIATIONS

As used in this order, the abbreviations listed below have the following meanings:

- a. CRC. Consolidated Radar Client.
- b. GOP. General Operating Policy for vZDC.
- c. GRP. Global Ratings Policy.

#### **REFERENCE –**

VATSIM Global Ratings Policy, <https://vatsim.net/docs/policy/global-ratings-policy>

- d. TA. Training Administrator.
- e. VATSIM. Virtual Air Traffic Simulation Network.
- f. VATUSA. United States Division of VATSIM Network.
- g. vERAM. Virtual En Route Automation Modernization.
- h. VRC. Virtual Radar Client.
- i. vSTARS. Virtual Standard Terminal Automation Replacement System.
- j. vZDC. Virtual Washington Air Route Traffic Control Center.

## Section 3. Scheduling

### 1-3-1. SHARED RESPONSIBILITY FOR TRAINING

Trainees must be active in pursuing their training goals. This includes coordinating training events with their training team. Trainers are responsible for engaging with trainees regularly and providing time monthly to offer training. Both trainees and trainers will work to ensure that each trainee is progressing in the vZDC Training Program.

### 1-3-2. INSTRUCTOR AVAILABILITY

Instructors should make available a minimum of two training sessions per month. These sessions should be made available in the vZDC designated scheduling program. Impromptu training session offerings that result in a completed training event count towards this total.

### 1-3-3. MENTOR AVAILABILITY

Mentors should make available a minimum of two training sessions per month. These sessions should be made available in the vZDC designated scheduling program. Impromptu training session offerings that result in a completed training event count towards this total.

### 1-3-4. TRAINEE AVAILABILITY AND BOOKING LIMIT

Controllers actively seeking to increase their current qualification should strive to schedule one training session weekly. Controllers may have no more than two sessions scheduled at any given time. If a controller has been assigned to a formal training team, the controller may communicate availability directly with the training team for targeted impromptu training opportunities.

### 1-3-5. IMPROMPTU TRAINING OPPORTUNITIES

a. Impromptu training opportunities occur when a trainer has unplanned availability to offer a training session and an available trainee responds to the offering. Trainees will not solicit trainers for impromptu training sessions. Impromptu training opportunities will be posted on the respective Discord channel.

b. If a training session is scheduled within 24 hours, trainees will advise the advertising trainer of the scheduled session so that a trainee without a session scheduled may take advantage first. If no other trainee takes the impromptu offering, the trainee with a scheduled session may take the impromptu session offering.

### 1-3-6. REQUESTING, SCHEDULING, AND CANCELING TRAINING SESSIONS

a. Requests for training are made using the appointment scheduling tool on the vZDC website. To access the scheduling tool from the vZDC website, select "Controller Dashboard", select "Training", then select "Schedule a Training Session."

b. Impromptu training events should be placed on the trainer's schedule for record-keeping purposes when possible.

c. Available sessions are made available up to three weeks in advance and reflect availability as set by trainers. Sessions are available first come, first serve.

d. Trainees will have no more than two scheduled training sessions at any given time.

e. When booking a session less than 24 hours from its start time, the trainee will confirm with the trainer following the booking to verify the trainer is still available for the selected session.

f. Training sessions may be canceled up to four (4) hours prior to the scheduled start time via the provided link in the confirmation email or training calendar. If the session is scheduled to begin in four hours or less, the controller must notify the other controller via email of the cancelation and courtesy copy (cc) the Training Administrator ([ta@vzdc.org](mailto:ta@vzdc.org)).

### **1–3–7. TYPES OF TRAINING TO SCHEDULE**

a. Clearance Delivery and Ground (DEL/GND Training).

**NOTE –**

*Used for scheduling Stage 1 Training Events.*

b. Local Control (TWR Training).

**NOTE –**

*Used for scheduling Stage 2 Training Events.*

c. Approach Control (APP Training).

d. En Route (CTR Training).

e. Over-the-Shoulder (OTS).

f. Visitor/Transfer GRP.

## Chapter 2. Training Staff

### Section 1. Appointments

#### 2-1-1. VACANCY ANNOUNCEMENTS

The Training Administrator (TA) will publish an announcement anytime a position within the training department becomes available. Vacancy announcements are intended to ensure the widest distribution of the announcement and ensure all members interested in filling the position can express their interest.

#### 2-1-2. APPLICATION SUBMISSION

The vacancy announcement will include specific instructions for submission. At a minimum, this will include deadline for submission, required elements of the application, and any minimum eligibility requirements to be appointed to the position sought.

**REFERENCE –**

*vZDC 3120.4B, Para 2-3-1, Trainer Eligibility.*

#### 2-1-3. PROBATIONARY PERIODS

**a.** All training department positions incur a three-month probationary period. During this period the newly appointed trainer will be evaluated to ensure they are meeting the standards required for the position and that the role is a good fit for them.

**b.** Appointments to instructor ratings are made by VATUSA and additional instructor rating probationary requirements are established by VATUSA.

**NOTE –**

*The vZDC established probationary requirements exceed the minimum probationary period established by VATUSA.*

**REFERENCE–**

*VATUSA DP0002B, General Training Policy, Para 5.2, Probationary Instructor Appointment.*

#### 2-1-4. PERMANENT APPOINTMENT STATUS

**a.** Upon completion of the probationary period, the appointment will be considered permanent, and the trainer will hold the role until they choose to vacate the position, it is determined no longer necessary by the TA, or are removed from the position for cause.

**b.** Instructor ratings may also be removed by VATUSA in accordance with division policy.

**REFERENCE–**

*VATUSA DP0002B, General Training Policy, Para 5.2, Probationary Instructor Appointment.*

## Section 2. Duties and Responsibilities

### 2-2-1. TRAINING ADMINISTRATOR

Duties and responsibilities for the Training Administrator (TA) are contained in the vZDC General Operating and Administrative Policy.

**REFERENCE –**

VATUSA DP0002B, *General Training Policy, Para 4.2, Training Administrator.*  
vZDC 7210.1C, *Para 1-4-3, Training Administrator.*

### 2-2-2. ASSISTANT TRAINING ADMINISTRATOR

The Assistant Training Administrator position may be filled at the discretion of the TA with the approval of the Air Traffic Manager (ATM). Duties and responsibilities are those listed in the GOP and as delegated or assigned by the TA.

**REFERENCE –**

vZDC 7210.1C, *Para 1-4-3, Training Administrator.*

### 2-2-3. INSTRUCTOR

Instructor duties and responsibilities include:

- a. The primary duty of providing training to controllers seeking training at vZDC.
- b. Administer all knowledge validations and skills validations for controllers completing training under the Refreshed Curriculum.
- c. Approve S1 promotions for controllers completing training under the Legacy training program upon recommendation by a mentor at their discretion. Instructors should review the most recent three training feedbacks before approving the S1 rating.
- d. Administer certification events (Over-the-Shoulder) for trainees completing a block or phase of training.
- e. Enroll trainees in the respective rating course in the VATUSA Academy.
- f. Verify trainees are enrolled in the respective vZDC course for their current rating in the VATUSA Academy.

**NOTE –**

*Lesson plans and associated curriculum are under development and courses are not available for all tracks of training.*

- g. Complete training feedback documentation following each training session in a timely manner and in a way that provides constructive feedback for reference by the trainee in self-study.
- h. Instructors are encouraged to contact trainees after receiving a scheduling notification message, so the trainee knows who the session is scheduled with. Due to a software limitation, this information is no longer communicated to the trainee in their confirmation message.

**REFERENCE –**

VATUSA DP0002B, *General Training Policy, Para 4.4, Instructor.*

**2-2-4. MENTOR**

- a. Augment the instructor group by providing training sessions for controllers for initial and recurrent training programs.
- b. Engaging with trainees to understand their training progress and help guide them through the training program to achieve successful certification at vZDC.
- c. Run simulator sessions for trainees to teach fundamental air traffic control concepts and techniques and evaluate trainee performance based on applicable publications and guidance.
- d. Complete training feedback documentation following each training session in a timely manner and in a way that provides constructive feedback for reference by the trainee in self-study.
- e. Mentors are encouraged to contact trainees after receiving a scheduling notification message, so the trainee knows who the session is scheduled with. Due to a software limitation, this information is no longer communicated to the trainee in their confirmation message.

**REFERENCE –**

*VATUSA DP0002B, General Training Policy, Para 4.6, Mentor.*

**2-2-5. TRAINEE**

- a. Studying all available training materials to be prepared for the next lesson or block of training. Primary reference publications include FAAO 7110.65, *Air Traffic Control*, Standard Operating Procedures (SOP) for the facility in training at and adjacent vZDC facilities and airspace, and Letters of Agreement (LOA) for all facilities with an LOA with the facility in training.
- b. Scheduling training on a regular basis. Trainees should strive for at least one session per week when training team availability permits.
- c. Training with a positive attitude that is receptive to feedback. Feedback provides a critical piece of the training program and allows progression and improvement when it is accepted and applied.

## Section 3. Requirements

### 2-3-1. TRAINER ELIGIBILITY

a. Instructors must hold a C1 or higher rating, be fully certified in vZDC, currently serving as mentor with vZDC, and not have had any recent unprofessional activity or suspension. Instructor candidates must have a demonstrated record of strong technical knowledge and skill while also maintaining excellent interpersonal skills.

**REFERENCE –**

*VATUSA DP0002B, General Training Policy, Para 5.1, Instructor Nomination.*

b. Mentors must hold S2 or higher and be certified in all vZDC major facilities. Mentors will have logged at least 30 hours in a control position in vZDC as a certified S2 before being eligible to apply to become a mentor.

### 2-3-2. CONTINUING QUALIFICATION

Trainers are expected to remain current on all changes that effect operations at vZDC. This includes changes to applicable FAA Orders, VATSIM, VATUSA, and vZDC publications (i.e., SOP, LOA, etc.). Trainers will ensure that changes are communicated with trainees, that trainees are aware of changes, and that trainees are using the current publication.

### 2-3-3. MONTHLY SERVICE COMMITMENT

Trainers should conduct two training sessions per calendar month. Sessions may be scheduled Sweatbox sessions, impromptu sessions on either Sweatbox or live traffic, or formal training sessions where a trainee is monitored working on the live network. Training team members performing additional duties for the training department unable to provide two training sessions will have their monthly service commitment recognized complete assuming the additional duties have been completed in a timely manner and an attempt to offer at least one training session was made.

**REFERENCE –**

*vZDC 3120.4B, Para 1-3-2, Instructor Availability.*

*vZDC 3120.4B, Para 1-3-3, Mentor Availability.*

### 2-3-4. APPROVAL TO CONDUCT TRAINING

a. *Legacy Training Events* may be conducted to the level approved for the individual trainer by the Training Administrator. The term “trainer” as used in this order refers to an instructor or mentor. Any trainer may conduct any training event except for rating certification events (i.e., OTS).

b. *Refreshed Training Curriculum* training events may be trained by any member of the training staff that holds the rating and certification that the training event is preparing the trainee to achieve.



## Chapter 3. Curriculum and Standards

### Section 0. Legacy Training Progression

#### 3–0–1. EXPLANATION AND SUMMARY

This section is included in this publication for the purpose of maintaining continuity between the “legacy” vZDC Training Progression plan and the new Curriculum and Standards established in this order in subsequent sections. This section will be removed upon full implementation of the new curriculum. This section will establish the transitional stage for each element in development.

#### 3–0–2. STAGE IN USE REFERENCE

TBL 3-0-2  
Stage In Use Status

Training Path	Legacy Status	Revised Status
Stage 1 (OBS to S1)	Until 14 October 2023	In Use
Stage 2 (S1 to S2)	Until 5 December 2023	In Use
Stage 3 (S2 to S3)	In Use	On Hold
Stage 4 (S3 to C1)	In Use	On Hold
Transferring & Visiting	In Use	Blended based on rating

#### NOTE –

*Trainees that have begun training as an OBS or S1 at vZDC may continue to receive training at IAD under the legacy training format until the sunset date is reached. Upon completing the S1 rating, or S2 if S1 in training for S2, the training will fall under the active training plan in use as described in Table 3-0-2.*

#### 3–0–3. APPLICABILITY

Unless specifically excepted in this section, the training progression established in the following paragraphs is applicable to all new trainees (OBS) to vZDC as well as transfer and visiting controllers, unless excepted by the ATM, DATM, or TA.

#### 3–0–4. OBS TO S1

Refer to Section 1 of this chapter.

#### REFERENCE –

vZDC 3120.4B, Chapter 3, **Error! Reference source not found.**, vZDC Academy Curriculum.  
vZDC 3120.4B, Appendix A, Training Flow – Stage 1.

#### 3–0–5. S1 TO S2

Refer to Section 1 of this chapter.

#### REFERENCE –

vZDC 3120.4B, Chapter 3, **Error! Reference source not found.**, vZDC Academy Curriculum.  
vZDC 3120.4B, Appendix B, Training Flow – Stage 2.

**3-0-6. S2 TO S3**

- a. Enroll in and complete the VATUSA S3 Course (or equivalent named course, i.e., Approach Control). Request enrollment from any vZDC Instructor.
- b. Training for approach will begin with either Chesapeake (CHP) or Shenandoah (SHD) within Potomac Approach airspace at the discretion of the Training Administrator. Trainees will complete CHP and SHD before progressing to MTV.
- c. Instructors may grant solo certification in accordance with this order.
- d. When initial training in either CHP or SHD is complete, the trainee will be recommended for the S3 Over-the-Shoulder (OTS).
- e. Following a satisfactory S3 OTS, the trainee will be promoted to S3, certified in the area they trained in (either CHP or SHD), and granted Minor Approach certification in vZDC.

**NOTE –**

*vZDC does not offer a path to S3 Minor Certification only. All approach training currently for S2 trainees is conducted at a major facility for major certification which grants minor facility approval upon completion.*

- f. Training will continue in either SHD, or CHP, and then conclude with MTV.

**REFERENCE –**

*vZDC 3120.4B, Para 3-5-2, Listing of Certifications.*  
*vZDC 3120.4B, Para 3-5-3, Authorized Solo Certifications.*  
*vZDC 3120.4B, Appendix C, Training Flow – Legacy Path to S3.*

**3-0-7. S3 TO C1**

- a. Prior to beginning training for C1 the trainee must have received certification in CHP, SHD, and MTV.
- b. Enroll in and complete the VATUSA C1 Course (or equivalent named course, i.e., En Route). Request enrollment from any vZDC Instructor.
- c. Center training is utilizing live network monitored sessions and simulator sessions.
- d. Instructors may grant solo certification for the center in accordance with this order.
- e. The training team will recommend the trainee for OTS.
- f. Following a satisfactory OTS, the controller will be awarded C1 and certified for Washington Center.

**REFERENCE –**

*vZDC 3120.4B, Para 3-5-2, Listing of Certifications.*  
*vZDC 3120.4B, Para 3-5-3, Authorized Solo Certifications.*  
*vZDC 3120.4B, Appendix D, Training Flow – Legacy Path to C1.*

## Section 1. vZDC Academy Curriculum

### 3-1-1. DEFINITION

The vZDC Academy Curriculum consists of stages of training that are published, administered, and maintained on the VATUSA Academy eLearning system. This curriculum is the primary means of maintaining lesson plans, knowledge validation questions, and delivering training to all trainees at vZDC.

### 3-1-2. PROGRESSION

a. All new controllers transferring as Observers (OBS) to vZDC, upon completion of the VATUSA Academy, are enrolled in the Stage 1 Course. Stage 1 takes the trainee from the first lesson through the S1 Rating and finishes by certifying the trainee in all three major airports within vZDC. Prior to each lesson, the trainee will review the lesson contents and complete any assigned pre-session preparation activities.

b. Block 1 of training will be conducted at RDU for Stage 1 and Stage 2. Training during each lesson will follow specific training objectives and completion standards. Each lesson has an accessible lesson plan and associated references that must be reviewed and completed by the trainee prior to each training session. Following completion of the Block 1 Skills Validation, trainees will be awarded their next respective rating.

c. Block 2 of training will be conducted across the major vZDC airports (BWI, DCA, IAD). Following completion of the Block 2 Skills Validation, trainees will be certified to work all major airports.

#### REFERENCE –

vZDC 3120.4B, Appendix A, Training Flow – Stage 1.  
vZDC 3120.4B, Appendix B, Training Flow – Stage 2.

### 3-1-3. TRANSITIONING TO NEW CURRICULUM

a. Trainees that have completed one or more training sessions under the legacy training path (i.e., training began at IAD), may elect to continue training under the legacy training path or choose to train under the new curriculum. For those trainees electing to transition to the new curriculum, training will begin with Block 1 Lesson 1; however, trainers may elect to advance the student to a lesson that matches the trainee's current knowledge and demonstrated skill level.

b. Trainees that have begun training for S1 or S2 under the legacy training path may continue training under the legacy training path until the sunset date prescribed in Table 3-0-2. After the sunset date, trainees must complete training through the vZDC Academy, and the appropriate Stage and Block of training as determined by their trainer.

## Section 2. Transferring Controllers

### 3–2–1. DEFINITION

A transferring controller is any controller that transfers their home facility to vZDC from any facility other than the VATUSA Academy and holds a rating of other than Observer (OBS).

### 3–2–2. PROGRESSION

a. Observers (OBS) that transfer to vZDC will complete Stage 1 of the vZDC Training Program Curriculum as defined in Section 1 of this Chapter.

b. Student 1 (S1) controllers that transfer to vZDC will begin training with the Stage 1 Block 1 Skills Validation training event. Following the successful 1-1-SV, the trainee will complete Stage 1 Block 2 to receive all major facility certifications.

c. Student 2 (S2) controllers that transfer to vZDC will begin training with the Stage 2 Block 1 Skills Validation training event. Following the successful 2-1-SV, the trainee will complete Stage 2 Block 2 to receive all major facility certifications.

d. Controllers holding all other ratings will follow the legacy training path as described in this order.

#### **REFERENCE –**

*vZDC 3120.4B, Para 3–1–2, Progression.*

*vZDC 3120.4B, Para 3–0–6, S2 to S3.*

*vZDC 3120.4B, Para 3–0–7, S3 to C1.*

## Section 3. Visiting Controllers

### 3-3-1. DEFINITION

Any controller not assigned to vZDC as their home facility is a visiting controller to vZDC and subject to the requirements of this section.

### 3-3-2. SCOPE

This order provides policy for training and certification only. Administrative policy regarding visiting controllers is contained in vZDC 7210.1C, *General Operating & Administrative Policy*, Chapter 3, Section 5, *Visiting Controllers*. Visiting controllers are provided training as necessary for major facility certification. Fundamental air traffic control principles are expected to be learned from the home facility.

#### **REFERENCE –**

vZDC 7210.1C, Ch 3, Sec 5, *Visiting Controllers*.

### 3-3-3. LIMITATIONS

a. Visiting controllers will not receive training towards a rating. Training is limited to that training required to obtain a specific certification at vZDC within their currently held VATSIM rating.

b. To receive a major certification at vZDC, the trainee must hold a major certification for the facility type sought at their home facility.

#### **EXAMPLE –**

*An S3 visiting controller holds a major tower rating at their home facility but only minor approach may only be certified to work minor approach at vZDC.*

c. An increase in VATSIM rating does not automatically grant the visiting controller increased privileges at vZDC. Following VATSIM rating promotion, the visiting controller will request check out to receive the minor certification. Visiting controller certifications as granted at vZDC are reflected on the controller roster on the vZDC website.

### 3-3-4. INITIAL CERTIFICATION

a. Upon acceptance to vZDC as a Visiting Controller, the controller will complete the Getting Started course for vZDC found in the VATUSA Academy under Washington ARTCC Courses.

b. Visiting Controller GRP Checkouts for minor facility privileges will be accomplished at RDU.

c. Visiting controllers will schedule a check out session for a Visitor/GRP session after completing the Getting Started course. The trainer will validate knowledge and practical skills during the GRP to ensure the trainee meets the appropriate standard as defined in VATUSA and VATSIM policy. Additionally, the trainer will review vZDC specific topics of discussion. The Visitor/GRP session will have one of two outcomes:

1. A *Satisfactory* grade from the Visitor/GRP checkout will result in minor facility certification for the equivalent VATSIM rating held.

#### **EXAMPLE –**

*Satisfactory S2 Visitor/GRP validation receives Minor Local certification.*

*or*

*Satisfactory S3 Visitor/GRP validation receives Minor Approach certification.*

2. An *Unsatisfactory* grade from the Visitor/GRP checkout will result in denial of authorization to work any vZDC control position and notification of the vZDC Training Administrator. The TA will notify the visiting controller's home facility and VATUSA3 and include the competencies graded unsatisfactory.

**REFERENCE –**

*vZDC 3120.4B, Para 1–3–6, Requesting, Scheduling, and Canceling Training Sessions*

*vZDC 3120.4B, Appendix E, Training Flow – Visiting Controllers.*

### **3–3–5. ADDITIONAL CERTIFICATIONS**

After completing a GRP Checkout for minor facility privileges, visiting controllers may schedule sessions (local, approach, etc.) for training at the major facility(s) they seek to gain certification at. For tracks of training with a published curriculum, Stage 2 of the published curriculum will be used to complete major facility certifications.

**REFERENCE –**

*vZDC 3120.4B, Para 3–3–3, Limitations.*

*vZDC 3120.4B, Para 3–5–2, Listing of Certifications.*

*vZDC 3120.4B, Appendix E, Training Flow – Visiting Controllers.*

## Section 4. Returning Controllers

### 3-4-1. DEFINITION

As used in this order, a “Returning Controller” refers to any controller returning to vZDC following removal from the active roster for any reason.

### 3-4-2. LESS THAN SIX MONTHS AWAY

Upon completion of the following requirements, the TA may reinstate appropriate certifications at vZDC. Controllers removed from the active roster for less than six months will:

- a. Rejoin vZDC.
- b. Complete familiarization and refresh on all SOP, LOA, and FAAO 7110.65 changes through self-study.
- c. Notify TA via [ta@vzdc.org](mailto:ta@vzdc.org) that the required publications have been reviewed and that they are ready to resume active controlling status.

### 3-4-3. NOT MORE THAN 12 MONTHS AWAY

Upon completion of the following requirements, the TA will reinstate appropriate certifications at vZDC. Controllers removed from the active roster for not more than twelve (12) months will:

- a. Complete VATUSA specific requirements for returning to active status.
- b. Rejoin vZDC.
- c. Complete familiarization and refresh on all SOP, LOA, and FAAO 7110.65 changes through self-study and complete a knowledge validation with an approved trainer.
- d. Complete a familiarization session via simulator or live network with an approved trainer and receive a satisfactory skills validation. The skills validation may be conducted as the familiarization session at the discretion of the trainer.
- e. The trainee must inform the trainer of the certification(s) sought to renew.

### 3-4-4. MORE THAN 12 MONTHS AWAY

Controllers that have not held an active qualification at vZDC for more than twelve (12) months must complete all VATUSA specific requirements and then rejoin vZDC. Upon rejoining, the controller will be placed in the appropriate training pathway based on assessed proficiency, knowledge, and experience. Until demonstrated and validated by the TA otherwise, all prior certifications are considered void, and the controller must recomplete the certification process.

## Section 5. Certifications

### 3–5–1. DEFINITION

Certifications are awarded for specific control positions or categorizations of control positions in vZDC and are independent of the VATSIM controller rating. The VATSIM Rating determines eligibility to obtain a certification.

### 3–5–2. LISTING OF CERTIFICATIONS

- a. Minor Ground/Delivery.
- b. Minor Local Control.
- c. Minor Approach Control.
- d. Baltimore (BWI) Ground/Delivery (Major).
- e. Baltimore (BWI) Tower (Major).
- f. Dulles (IAD) Ground/Delivery (Major).
- g. Dulles (IAD) Tower (Major).
- h. Washington (DCA) Ground/Delivery (Major).
- i. Washington (DCA) Tower (Major).
- j. Chesapeake Area, Potomac TRACON (CHP).
- k. Shenandoah Area, Potomac TRACON (SHD), including James River Area (JRV).
- l. Mount Vernon Area, Potomac TRACON (MTV).
- m. Washington Center.

#### **NOTE –**

*Certifications for all three major facilities (BWI, DCA, IAD) may be given individually or during a single session based on the training received, performance evaluated, and instructor discretion. Trainers will ensure trainees are fully aware of what certifications have been granted and will document the certifications awarded accurately in the vZDC training feedback system and dossier entry.*

#### **REFERENCE –**

vZDC 7120.1C, Para 1-3-3, Major Facilities.  
vZDC 7120.1C, Para 1-3-4, Minor Facilities.

### 3–5–3. AUTHORIZED SOLO CERTIFICATIONS

Trainers may issue trainees “solo certifications” to obtain experience on the network by controlling without a monitor. Trainers granting the solo may apply additional restrictions to the solo endorsement as determined necessary by the authorizing trainer. Solo certifications may be made for any vZDC certification. The following requirements must be met to grant a solo certification:

#### **REFERENCE –**



*vZDC 3120.4B, Para 3-5-2, Listing of Certifications.*

*vZDC 3120.4B, Para 3-5-5, Authorization to Award Solo Certifications.*

**a.** Three training sessions must be documented for the specific facility that a solo certification will be granted for.

**b.** Solo certifications will include the specific airport and associated facility the certification applies to.

**c.** Only one solo certification may be active at any given time, and it will only be for the position the trainee is actively in training for.

### **3-5-4. SOLO CERTIFICATION RESTRICTIONS AND LIMITATIONS**

**a.** Trainees may not work at events in a position where only a solo certification has been made unless waived by a member of the vZDC Senior Staff.

**b.** Solo certifications are valid for thirty (30) days and may be extended for two additional 30-day periods for a total duration of ninety (90) days. One monitored live session, or one simulated training session must be completed prior to each solo certification extension with a trainer permitted to grant the solo certification.

**c.** Extensions beyond 90 days require approval of the Training Administrator.

#### **NOTE –**

*Solo certifications are granted for trainees nearing completion of training and are intended to give the trainee an opportunity to put everything together in preparation for certification. Solo certifications are not intended to be a substitute for regular training progression.*

#### **REFERENCE –**

*VATUSA DP0002B, General Training Policy, Para 2.7, Solo Certifications.*

*vZDC 3120.4B, Para 5-1-6, Callsign with Solo Certification.*

### **3-5-5. AUTHORIZATION TO AWARD SOLO CERTIFICATIONS**

**a.** Instructors may grant solo certifications to any trainee for any position at vZDC.

**b.** Mentors may grant solo certifications to any trainee for any local control position at vZDC.

### **3-5-6. RECORDING OF SOLO CERTIFICATIONS**

**a.** Solo certifications for S2 trainees working a TRACON position and S3 trainees working an enroute position will be recorded on the VATUSA website and indicated on the vZDC controller roster.

**b.** Solo certifications for S1 trainees working ground or local positions will be recorded on the vZDC controller roster only.

## Section 6. Standards

### 3-6-1. PRIMARY TABLE OF STANDARDS

VATUSA Division Training Policy, Chapter 2, *Training Standards*, is a complete listing of each standard established for each rating based on the VATSIM Global Ratings Policy (GRP) and adopted to the standards applicable to air traffic control in the National Airspace System and VATUSA's, and vZDC's, area of operations.

**REFERENCE –**

*VATUSA DP0002B, General Training Policy, Chapter 3, Training Standards.*

*VATUSA DP0002B, General Training Policy, Para 3.2, Delivery/Ground (S1) Competencies.*

*VATUSA DP0002B, General Training Policy, Para 3.3, Local Control (S2) Competencies.*

*VATUSA DP0002B, General Training Policy, Para 3.4, Approach Control (S3) Competencies*

*VATUSA DP0002B, General Training Policy, Para 3.5, En Route (C1) Competencies.*

### 3-6-2. LOCALLY ADAPTED STANDARDS

Standards requiring additional training or emphasis for vZDC specific operation types are presented here and require additional review and study for proficiency.

**NOTE –**

*Local standards will be added in future updates of this policy. No local standards are included currently.*

## Chapter 4. Controller Applications

### Section 0. Upcoming Application Releases

#### 4-0-1. TEMPORARY NOTICE

This section is temporary and will be maintained while application transition is planned for, executed, and completed over the next year.

#### 4-0-2. SUMMARY

Following the release of the next generation of air traffic control software (Virtual NAS and CRC), VRC will no longer be supported and will ultimately not be able to connect to the VATSIM network. For this reason, controllers utilizing VRC will be required to transition to CRC. CRC will include Tower Cab mode, ASDE-X, STARS, and ERAM modes. For this reason, vZDC encourages controllers and trainers, including during training events, to begin the transition to vSTARS and vERAM to ensure a quicker and smoother transition to CRC.

#### 4-0-3. ANTICIPATED SOFTWARE

The following is a general listing of anticipated software that will form the complete suite of tools utilized to control traffic at vZDC:

**a.** Consolidated Radar Client (CRC). CRC will include tower cab modes, ASDE-X for available airports, and STARS and ERAM, all in a single application.

**b.** Virtual En Route Decision Support Tool (vEDST). vEDST is a flight data management and conflict probing tool. vEDST is expected to work closely with CRC (vERAM) and provide accurate simulation of the associate controller (D/A-Side). vEDST will facilitate preferred route application, identification of needed routing corrections, and make managing an en route sector more efficient. As a vNAS client, a vNAS connection (i.e., CRC) is required for use.

**c.** Virtual Tower Data Link Services (vTDLS). vTDLS is a web-based application that simulates the real-world system used by controllers to issue pre-departure clearances (PDCs). vTDLS will be used in conjunction with CRC. As a vNAS client, a vNAS connection (i.e., CRC) is required for use.

**d.** Virtual Strips (vSTRIPS). vStrips provides the flight strip functionality for vNAS clients. As a vNAS client, a vNAS connection (i.e., CRC) is required for use.

## **Section 1. Concept of Environment and Use**

### **4-1-1. OVERVIEW**

This chapter is provided to establish guidelines and general operating practices regarding the various applications available for use to control on the VATSIM network and in vZDC with a narrowed focus on training specific areas of emphasis. As new applications are made available this chapter will be updated to best incorporate the changes and provide a standardized approach to training with these new tools.

## Section 2. VRC

### 4-2-1. APPLICATION OVERVIEW

Virtual Radar Client (VRC) is an end-of-life application used to connect to the VATSIM network and provide air traffic control service. VRC simulates multiple forms of radar systems and provides simplified modes of operation that are effective in training environments or working cab positions. VRC is supported by vZDC Facilities Engineering. Sector files, position files, and alias files are available for download from the vZDC website.

**NOTE –**

*The vZDC Training Department highly encourages all controllers to begin working with vSTARS and vERAM to ease the transition period into CRC when it becomes available.*

## **Section 3. vSTARS**

### **4-3-1. APPLICATION OVERVIEW**

Virtual Standard Terminal Automation Replacement System (vSTARS) is a stand-alone application that simulates the real-world STARS used in all terminal radar facilities, FAA and DOD, in the National Airspace System. The application is a realistic representation and does require some adjustment when transitioning from VRC as there are some differences in its operation that must be learned to be effective using to control.

## **Section 4. vERAM**

### **4-4-1. APPLICATION OVERVIEW**

Virtual En Route Automation Modernization (ERAM) is a stand-alone application that simulates the real-world ERAM system used in all Air Route Traffic Control Centers (ARTCC) in the United States. Due to the accuracy in simulating the real-world application, ERAM requires training and active learning to fully understand its principles and utilize it effectively on VATSIM.

## **Section 5. vATIS**

### **4-5-1. APPLICATION OVERVIEW**

Virtual Automated Terminal Information Service (vATIS) is a utility designed to allow controllers to setup and broadcast an ATIS for any airport under their control. vATIS uses the currently published weather observation and maintains profiles for standard airport configurations. The system will notify the controller when a new observation is available, and the controller can release the new ATIS.



## Section 6. Sweatbox Servers

### 4-6-1. DESCRIPTION

VATSIM operates two servers not connected to the live network. These networks are called the Sweatbox servers. These servers allow trainers to run simulation software that enables adding, deleting, and manipulating aircraft to simulate air traffic for trainees to practice and develop their skills as controllers.

### 4-6-2. ACCESSING SWEATBOX SERVERS

In the client being used to control, select Sweatbox or Sweatbox 2 for the server to connect to. If using VRC, the following additional steps may be necessary to connect to a Sweatbox server:

- a. Create a text file and save the file as:

```
myservers.txt.
```

- b. Place the file in the following location: C:\Users\<<YOUR USERNAME>\Documents\VRC.  
*Note: the directory is the default Documents folder in Windows, not the VRC installation directory.*

- c. Open the file that was created and add the following text:

```
sweatbox.vatsim.net SWEATBOX  
sweatbox-2.vatsim.net SWEATBOX-2
```

### 4-6-3. AUTHORIZED USE

Use of the Sweatbox server is restricted to members of the training team and vZDC staff members. Trainee use without a training team member is not permitted.

# Chapter 5. Training and Checking Events

## Section 1. Training Sessions

### 5-1-1. TYPES OF TRAINING SESSIONS

Regular training sessions are categorized into two formats of training:

- a. “Live Sessions” are those training sessions where a trainee is logged in on the VATSIM network and provides real time air traffic service to other users connected to the network.
- b. “Sweatbox Sessions” or “Sim Sessions” are training sessions where the trainee is logged in on a Sweatbox server and controls simulated traffic that is controlled by a trainer.

### 5-1-2. REQUIREMENTS TO TRAIN ON THE LIVE NETWORK

- a. Trainees that have earned the S1 rating, or higher, may be monitored by a trainer on the network. Trainees will only be monitored on live traffic in positions they are actively in training for. Trainees may work combined airspace if all combined airspace is collectively either certified or in training.

**EXAMPLE-**

*Trainee is certified in CHP and in training for SHD, the trainee could be monitored working CHP and SHD combined but not CHP, SHD, and MTV since MTV has not been trained.*

or

*Trainee is certified in CHP and SHD and in training for MTV, the trainee may be monitored in PCT combined as the trainee is either certified in or in training for all airspace to be controlled.*

**REFERENCE-**

*VATUSA DP0002B, General Training Policy, Para 2.8, Monitoring.*

- b. Trainers monitoring trainees must be able to assume control of the position from the trainee if traffic or complexity becomes beyond the ability of the trainee. Normally, trainers will login with the same callsign as the trainee but include “M” in the callsign and *not* select a prime frequency.

### 5-1-3. CALLSIGN USAGE WHILE TRAINING ON LIVE NETWORK

While being monitored during training on the live network, trainees will use an “T” in the sector field of their call sign to identify they are a trainee. The trainer monitoring the trainee will use an “M” in the sector field of their callsign to identify they are the monitor.

**EXAMPLE-**

*Washington Tower callsign “DCA\_TWR” would be modified when monitored by the trainee to “DCA\_T\_TWR” and the trainer would use the callsign “DCA\_M\_TWR.”*

### 5-1-4. TRAINEE CALLSIGN USAGE WHILE TRAINING ON SWEATBOX

The standard callsign (with no sectorization designation) for the position being trained will be used when logging on the Sweatbox servers. The trainee designation will not be used. Use of the standard callsign format is necessary to ensure the scenario handoffs process correctly. If the

scenario guide requires a callsign to be used contrary to this instruction, then the required callsign as defined in the scenario guide will be used.

**EXAMPLE –**

*BWI\_S\_APP (1S) connects as “BWI\_APP.”*

**5–1–5. TRAINER CALLSIGN USAGE WHILE TRAINING ON SWEATBOX**

The following callsign usage table should be followed by all trainers regardless of the position being trained. This standardization plan will ensure no conflicts arise between the automation in the scenario file and the pseudo controller sectors active in the problem.

*TBL 5-1-5*

Trainer Callsign and Command Frequency Pairing

Trainer Callsign	Command Frequency
DC_97_CTR	199.997
DC_96_CTR	199.996
DC_95_CTR	199.995
DC_94_CTR	199.994

**5–1–6. CALLSIGN WITH SOLO CERTIFICATION**

Controller exercising a solo certification will connect with an “S” in the sector field of the callsign. If the callsign used has an “S” then an additional “S” will be included.

**EXAMPLE –**

*IAD\_TWR with a solo certification exercised would use IAD\_S\_TWR.*

*or*

*BWI\_S\_APP with a solo certification exercised would use BWI\_SS\_APP.*

## Section 2. Knowledge Validations

### 5–2–1. OVERVIEW

Knowledge validations (KV) are those training events that validate the trainee’s knowledge level is satisfactory for continued progression in the training program. An unsatisfactory result from a knowledge validation provides areas to focus training on so the trainee can reattempt the KV with a successful outcome. KVs are categorized as either “written” or “oral.”

a. *Written Exam* requires the trainee to answer questions from a test bank and receive a passing score.

b. *Oral Exam* requires the trainee to answer questions given from the trainer and the trainer determines whether the provided explanation is satisfactory or unsatisfactory based on the context of the question.

### 5–2–2. MINIMUM PASSING SCORE AND REATTEMPTS

All written exams require a minimum grade of 80% to receive a passing score. VATUSA Course retake processes are managed by the VATUSA Academy. vZDC Courses with knowledge validation events are graded within the course content and will guide any corrective action as necessary.

#### **REFERENCE –**

*VATUSA DP0002B, General Training Policy, Para 2.3, Rating Examinations.*

### 5–2–3. WRITTEN QUESTION BANK AND VALIDATION

The VATUSA Academy learning management system is the primary platform for written testing in vZDC. Any written exams authorized for use at vZDC will be administered through the VATUSA Academy and the Washington ARTCC Course content.

### 5–2–4. ORAL QUESTION BANK AND VALIDATION

The oral question bank is a question bank of standardized and validated oral questions with associated references for evaluating an accurate and correct answer. This question bank should be used by trainers to ensure relevant and technically correct questions are being presented to the trainee during knowledge evaluations.

### 5–2–5. GETTING STARTED AT ZDC

All controllers must complete the Getting Started at Virtual Washington ARTCC course found in the VATUSA Academy system. This self-paced course guides the trainee through the key elements of administrative and operational policy that is applicable at vZDC. No training will be conducted until this course requirement has been completed.

### 5–2–6. VATUSA S2 RATING COURSE

Trainees will be enrolled in the VATUSA Academy S2 Course by an instructor when they commence training towards the S2 Rating. The Academy course facilitates all general knowledge

learning and validation requirements for the rating. This course replaces the legacy rating exam system. This course must be completed prior to beginning training.

#### **5-2-7. VATUSA S3 RATING COURSE**

Trainees will be enrolled in the VATUSA Academy S3 Course by an instructor when they commence training towards the S3 Rating. The Academy course facilitates all general knowledge learning and validation requirements for the rating. This course replaces the legacy rating exam system. This course must be completed prior to beginning training.

#### **5-2-8. VATUSA C1 RATING COURSE**

Trainees will be enrolled in the VATUSA Academy C1 Course by an instructor when they commence training towards the C1 Rating. The Academy course facilitates all general knowledge learning and validation requirements for the rating. This course replaces the legacy rating exam system. This course must be completed prior to beginning training.

## Section 3. Skills Validations

### 5-3-1. OVERVIEW

Skills Validations (SV) are those training events that validate the trainee's technical and practical proficiency level is satisfactory for continued progression in the training program. An unsatisfactory result from a skills validation provides areas to focus training on so the trainee can reattempt the SV with a successful outcome. There are two forms of skill validations:

a. *Over-the-Shoulder* (OTS) validations are used to validate the trainee's ability to meet vZDC, VATUSA, and VATSIM standards. A satisfactory OTS results in advancement in rating or additional certification within vZDC. OTS must be conducted by an instructor.

**REFERENCE –**

*VATUSA DP0002B, General Training Policy, Para 2.5, Over-The-Shoulder (OTS) Examinations.*

b. *Stage Checks* are skills validations within the vZDC curriculum to verify the trainee's progression matches the expected performance level for the current stage of training. A satisfactory stage check results in continued progression in the trainee's current curriculum. An unsatisfactory result provides the trainee and the training team focus areas to improve so the trainee can reattempt the stage check with a satisfactory result.

### 5-3-2. PERFORMANCE STANDARDS

The grading standard for validation events is established by VATUSA and based on VATSIM's Global Rating Policy (GRP) Appendix A. The competencies and criteria for satisfactory or unsatisfactory grading are defined in the VATUSA Division Training Policy and are the primary source for referencing performance standards for each rating.

**REFERENCE –**

*VATUSA DP0002B, General Training Policy, Chapter 3, Training Standards.*

## Section 4. VATSIM Rating Changes

### 5-4-1. PROMOTION TO S1

Trainees will be promoted to S1 upon successful completion of their Stage 1 Block 1 Skills Validation (1-1-SV). Instructors administering the 1-1-SV will promote the trainee to S1 upon successful completion of the validation event. Mentors will utilize the Training Discussion Discord channel to request rating advancement be completed for the trainee. Instructors will respond to the Discord posting *first* to indicate they are responding, then update the promotion through the VATUSA website.

#### **REFERENCE –**

*VATUSA DP0002B, General Training Policy, Para 2.2, VATUSA Interpretation of the S1 Rating.*

### 5-4-2. PROMOTION TO S2

The Stage 2 Block 1 Skills Validation event (2-1-SV) is an “Over-the-Shoulder” training event and therefore requires an Instructor (I1) to administer the event. The rating change is entered following satisfactory completion of this event by the instructor in the VATUSA system.

### 5-4-3. PROMOTIONS OTHER THAN TO S1 AND S2

Upon completion of a satisfactory OTS evaluation, instructors will process the VATSIM rating promotion.

## **Section 5. Global Ratings Policy Checkouts**

### **5-5-1. DEFINITION**

Global Ratings Policy (GRP) is defined by VATSIM. The standards of the GRP are adopted, interpreted, and applied by VATUSA. Those standards are utilized by vZDC Trainers to fairly evaluate all controller's level of knowledge and practical ability.

### **5-5-2. PROCESS**

The GRP Checkout is given to visiting controllers to ensure their earned VATSIM Rating matches the VATUSA and vZDC recognized level of proficiency and knowledge to work minor airspace at vZDC. The below references provide guidance to controllers seeking to complete a GRP checkout for minor facility permissions at vZDC.

#### **REFERENCE –**

*vZDC 3120.4B, Para 3-3-4, Initial Certification.*

*vZDC 3120.4B, Appendix E, Training Flow – Visiting Controllers.*

### **5-5-3. AUTHORIZED TRAINERS**

Instructors (I1/I3) must administer all GRP Checkouts.



## Chapter 6. Records and Documentation

### Section 1. Routine Training Feedback

#### 6-1-1. PURPOSE

Training feedback is formally provided to the trainee through submission of a training ticket on the vZDC website. The training ticket collects important information about the session and provides a way to record for the trainee and subsequent trainers progress and notes about a completed session.

#### 6-1-2. BEST PRACTICES

The following are considered best practices and should be considered when completing the training ticket:

**a.** If the session included a sweatbox scenario, include the scenario file that was ran, and any additional details about the scenario (weather, complexity, traffic volume, airport configuration, etc.).

**b.** Briefly summarize any topics that were discussed or that additional focus was given during the session.

**c.** Include references to the appropriate publication (i.e. .65 para 2-3-4) to help focus the trainee's study following a session.

**d.** Recognize performance areas that were demonstrated as meeting the standard for the rating or certification in training for.

**e.** Include in the trainer comments field recommend next steps or focus areas for the next training session.

#### 6-1-3. NEW CURRICLUM DOCUMENTATION REQUIREMENTS

Trainers will include in the trainee feedback section (visible to the trainee) the lesson number and its completion status. The following outcomes will be used to determine the lesson outcome:

**a. Complete.** Indicates all lesson objectives were met and the completion standards for the lesson were satisfied successfully.

**b. Incomplete.** Indicates not all lesson objectives were met. Potential reasons for an incomplete include technical issues, unforeseen early completion of the lesson due to outside factors, or just more time was needed to focus on specific areas of the lesson.

**c. Additional Training Required.** If the trainee struggles with the lesson content and is unlikely to successfully complete the lesson by simply recompleting the lesson, additional training required should be indicated. When additional training required is noted, the trainer will email [ta@vzdc.org](mailto:ta@vzdc.org) with additional information so a tailored plan of action can be determined.

## Section 2. Dossier Entries

### 6-2-1. SYSTEM SUMMARY

Dossier entries on the vZDC website controller profile provide a written log of administrative actions associated with the controller. These entries are not exclusive to training program milestones. Entries in the Member Dossier provide a log for referencing which staff or training team member made a change in a controller's status.

### 6-2-2. REQUIRED ENTRIES

The following actions requiring the trainer to make an entry in the controller's dossier:

- a. Any change in a controller's VATSIM rating.
- b. Any change made to a controller's certifications.
- c. Solo Certifications, including those recorded in the VATUSA system.
- d. Appointments to training team roles.
- e. Training or other accomplishments not recorded in another system.

## **Section 3. Master Training Record**

### **6-3-1. RESERVED**

The Master Training Record will be incorporated in a future training order revision.

## **Section 4. Welcome Letter to New Controllers**

### **6-4-1. PURPOSE**

New controllers that transfer to vZDC will be sent a welcome message by a member of the training team. The letter is intended to firstly welcome the new controller and secondly, pass on important information and other details necessary to begin training at vZDC.

### **6-4-2. LETTER TEMPLATE**

Form letters containing the required information will be maintained by the TA. These letters may be adapted by trainers so long as the content of the welcome message and the specific information passed remains unchanged.

### **6-4-3. RECORDING COMPLETION**

Discord is the primary method for recording completion of the welcome message. Before sending the welcome, mark the member's "New Member" notification to indicate the message is being responded to. If you are unable to then complete sending the message, ensure the Discord marking is removed so another trainer is able to complete the task.

# Chapter 7. Scenario Development and Training Software

## Section 1. Scenario Design Standards

### 7-1-1. PRINCIPLES

For sim scenario development, three areas of consideration must be applied:

**a. *Lesson Plan Objectives*** are the core driver for what is programmed in any sim. Understanding the objectives and the specific “take-aways” the trainee should have following the sim are critical while designing a scenario. The events that will be programmed to teach the specific lesson objectives must be considered and implemented in the problem first.

**b. *Traffic Volume and Sector Saturation*** is determined based on the stage in training. Over saturating airspace defeats the purpose of the scenario and results in the trainee not benefiting from the session. When developing scenarios, care should be given to ensure that the active traffic count (aircraft under the control of the trainee) does not exceed a defined traffic standard for the position and phase of training.

**c. *Factors Impacting Complexity*** are added to scenarios for trainees who’ve mastered the fundamental elements and are ready to apply their knowledge and experience to nonstandard or undefined areas of operations. Simulated runway closures, changing of airport configuration (changing from landing west to landing east during a scenario), holding, emergencies, and special use airspace activation are examples of events that can increase complexity. As a general rule, assume any single complexity factor introduced should count as three active aircraft when factoring sector saturation.

## Section 2. ATCTrainer

### 7-2-1. APPLICATION OVERVIEW

a. ATCTrainer is part of the Virtual National Airspace System (VNAS) project and suite of new applications for use with VATSIM. ATCTrainer replaces TowerTrainer, EuroScope, ESKey, and Aircraft Situation Editor (ASE). ATCTrainer is cloud based and stores all scenario files remotely. This ensures trainers are always using only the approved and current training files. ATCTrainer and provides a realistic training simulation in the terminal, TRACON and en route environments. With an easy-to-use interface and simple commands compatible with any ATC client, ATCTrainer is simple to set up and easy to use. ATCTrainer supports VATSIM Velocity allowing for fast position updates for supported ATC clients.

b. ATCTrainer information is accessible from the <https://virtualnas.net/atctrainer> website.

### 7-2-2. ZDC REFERENCE GUIDE

A reference guide for ATCTrainer has been created for vZDC specifically. This guide provides supplemental information for trainers in how to utilize ATCTrainer within the context of the vZDC Training Program. It is maintained separately from this order to ensure it is easily updated and always contains the most current and relevant guidance. Use of this guide is required by all trainers, and it must be referenced for all vZDC training events.

### 7-2-3. OTHER TRAINING APPLICATIONS

ATCTrainer is the only authorized training tool permitted for use for training at vZDC. All legacy training products are no longer supported, updated, or permitted for use. Trainers will utilize only the training files available for selection in the ATCTrainer drop down menu.

# INDEX

<b>A</b>		<b>M</b>	
ASSISTANT TRAINING ADMINISTRATOR ....	14	MENTOR .....	10
ATCTRAINER .....	44	MONTHLY SERVICE COMMITMENT.....	16
AVAILABILITY.....	11		
<b>B</b>		<b>O</b>	
BEST PRACTICES .....	40	ORAL EXAM.....	36
BOOKING LIMIT .....	11	OVER-THE-SHOULDER.....	38
<b>C</b>		<b>P</b>	
CALLSIGN USAGE.....	34	PROBATIONARY PERIODS .....	13
CALLSIGN WITH SOLO .....	35	PROMOTIONS .....	39
CERTIFICATIONS .....	24		
CONTINUING QUALIFICATION.....	16	<b>R</b>	
CONTROLLER.....	10	RATING CHANGES.....	<i>SEE</i>
<b>D</b>		REQUESTS FOR TRAINING .....	11
DOSSIER ENTRIES .....	41	RESPONSIBILITY FOR TRAINING .....	11
DOSSIER ENTRIES .....	41	RETURNING CONTROLLERS .....	23
<b>G</b>		<b>S</b>	
GOP .....	<i>SEE</i> GENERAL OPERATING POLICY	SCENARIO DESIGN STANDARDS .....	43
<b>I</b>		SCHEDULING .....	11
IMPROMPTU TRAINING .....	11	<i>SECTOR SATURATION</i> .....	43
INSTRUCTOR.....	10	SENIOR STAFF .....	10
INSTRUCTOR DUTIES .....	14	SKILLS VALIDATIONS .....	38
<b>K</b>		SOLO CERTIFICATIONS .....	24
KNOWLEDGE VALIDATIONS .....	36	<i>STAGE CHECKS</i> .....	38
<b>L</b>		STAGE IN USE REFERENCE .....	17
LIVE SESSIONS .....	34	STUDENT .....	10
		SWEATBOX SERVER.....	33
		SWEATBOX SESSIONS .....	34
<b>T</b>		<b>T</b>	
		TA.....	<i>SEE</i> TRAINING ADMINISTRATOR
		TRAINER .....	10
		TRAINER ELIGIBILITY .....	16
		TRAINING ADMINISTRATOR.....	14
		TRAINING CULTURE.....	9

TRANSFERRING CONTROLLERS.....20

**V**

VACANCY ANNOUNCEMENTS.....13  
VATIS.....32  
VATSIM.....10  
VATUSA.....10  
VATUSA ACADEMY GRADUATE.....19  
VERAM.....31

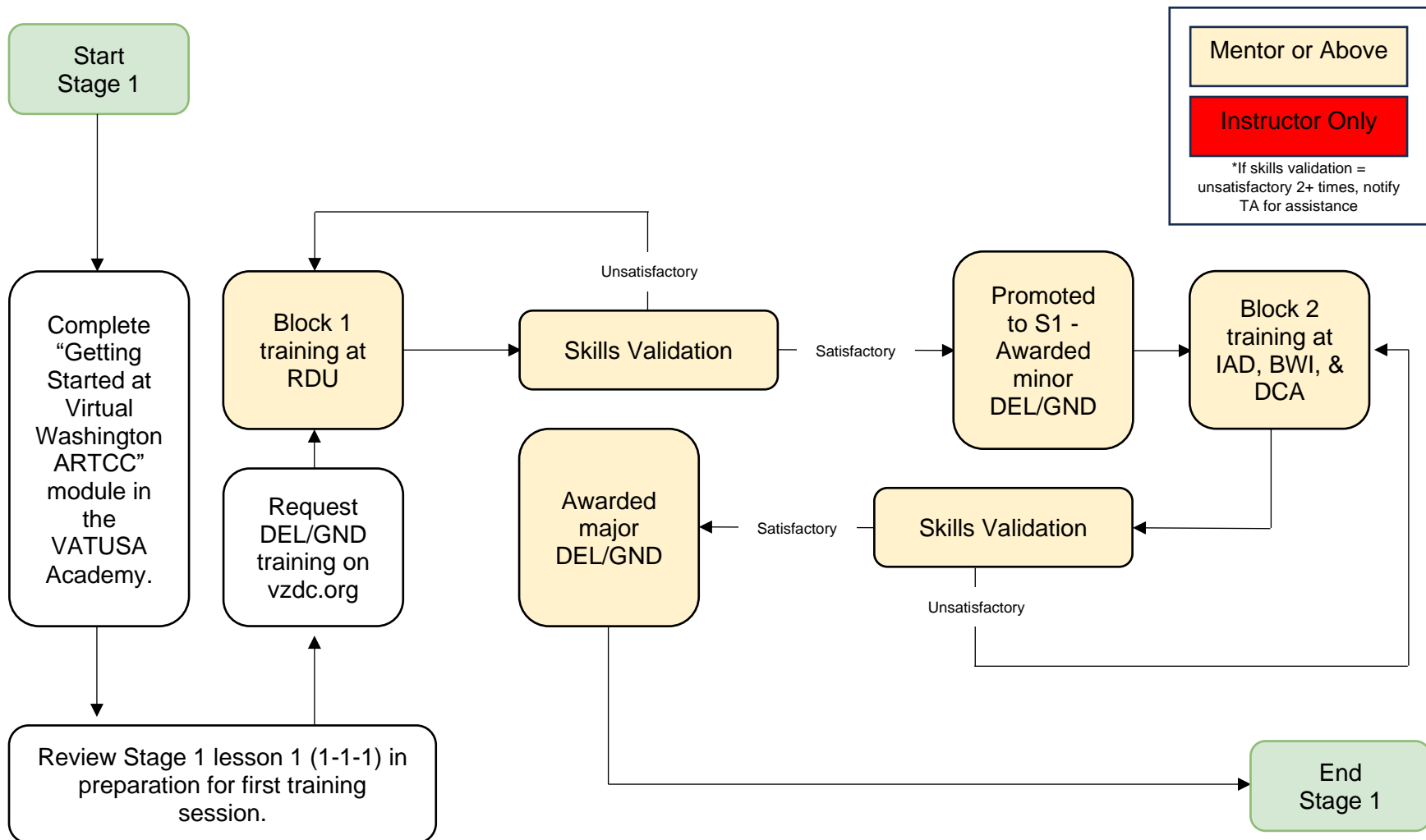
VIRTUAL NAS .....27  
VISITING CONTROLLERS .....21  
VRC .....29  
VSTARS.....30  
VZDC .....10

**W**

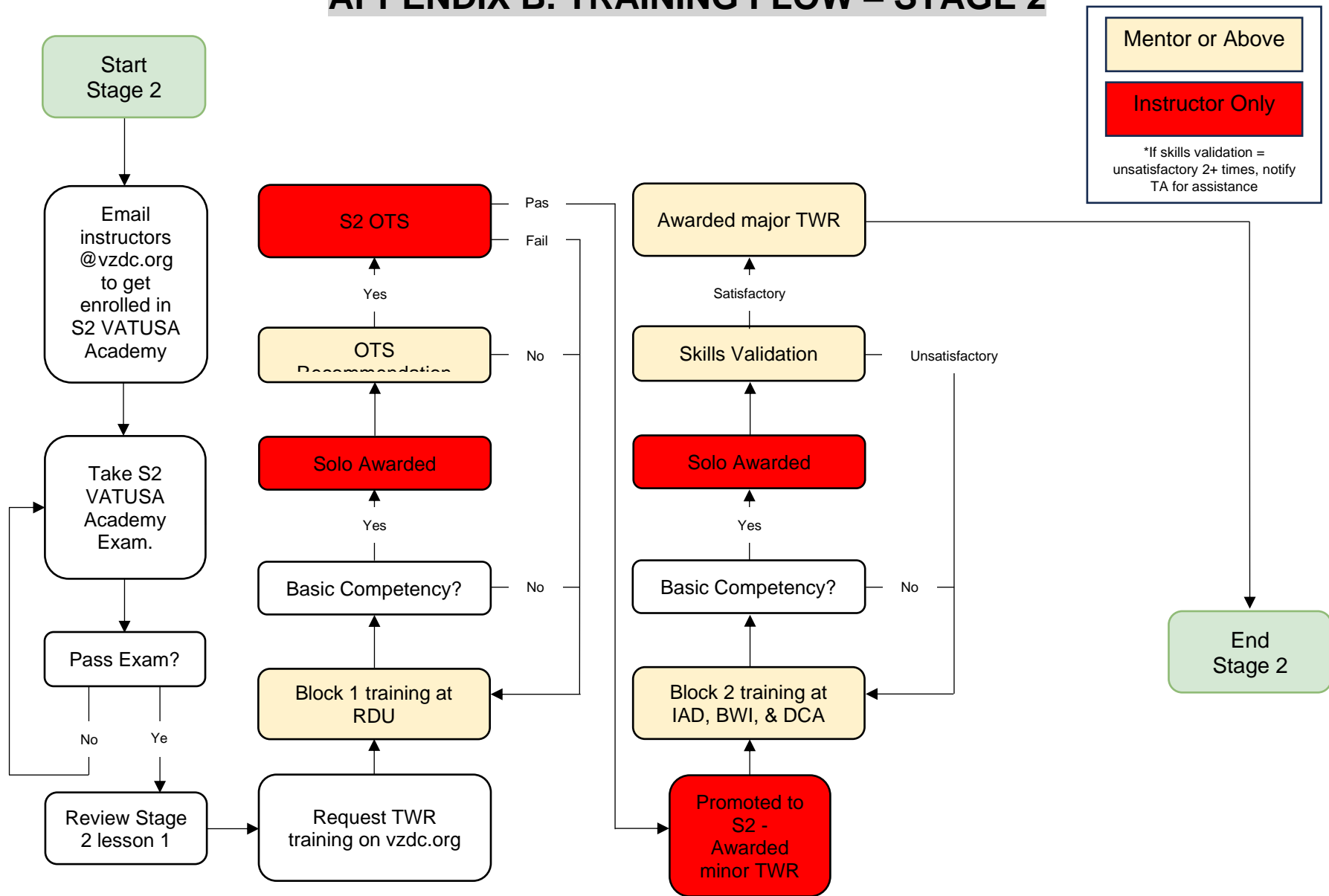
*WRITTEN EXAM* .....36



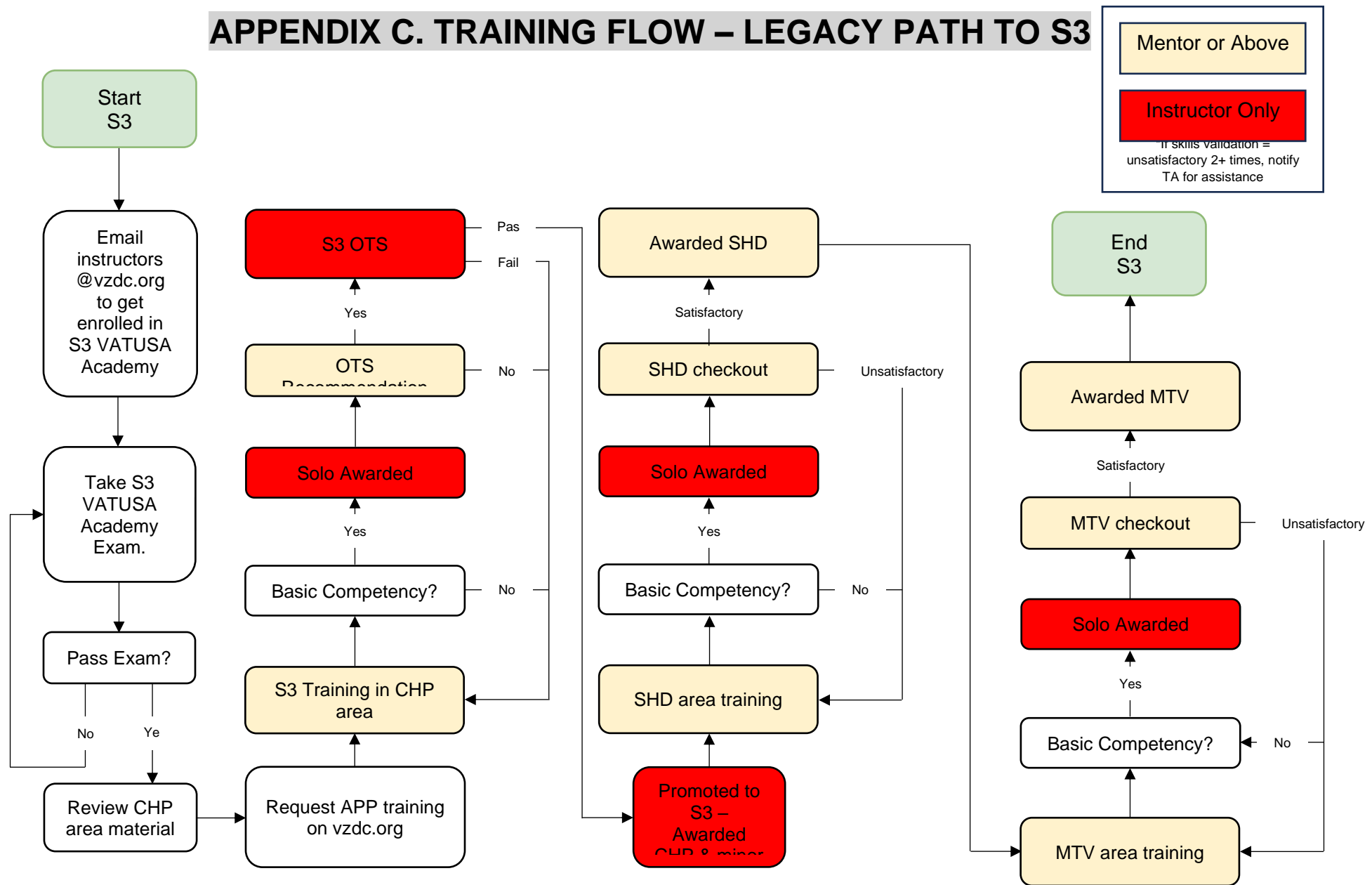
## APPENDIX A. TRAINING FLOW – STAGE 1



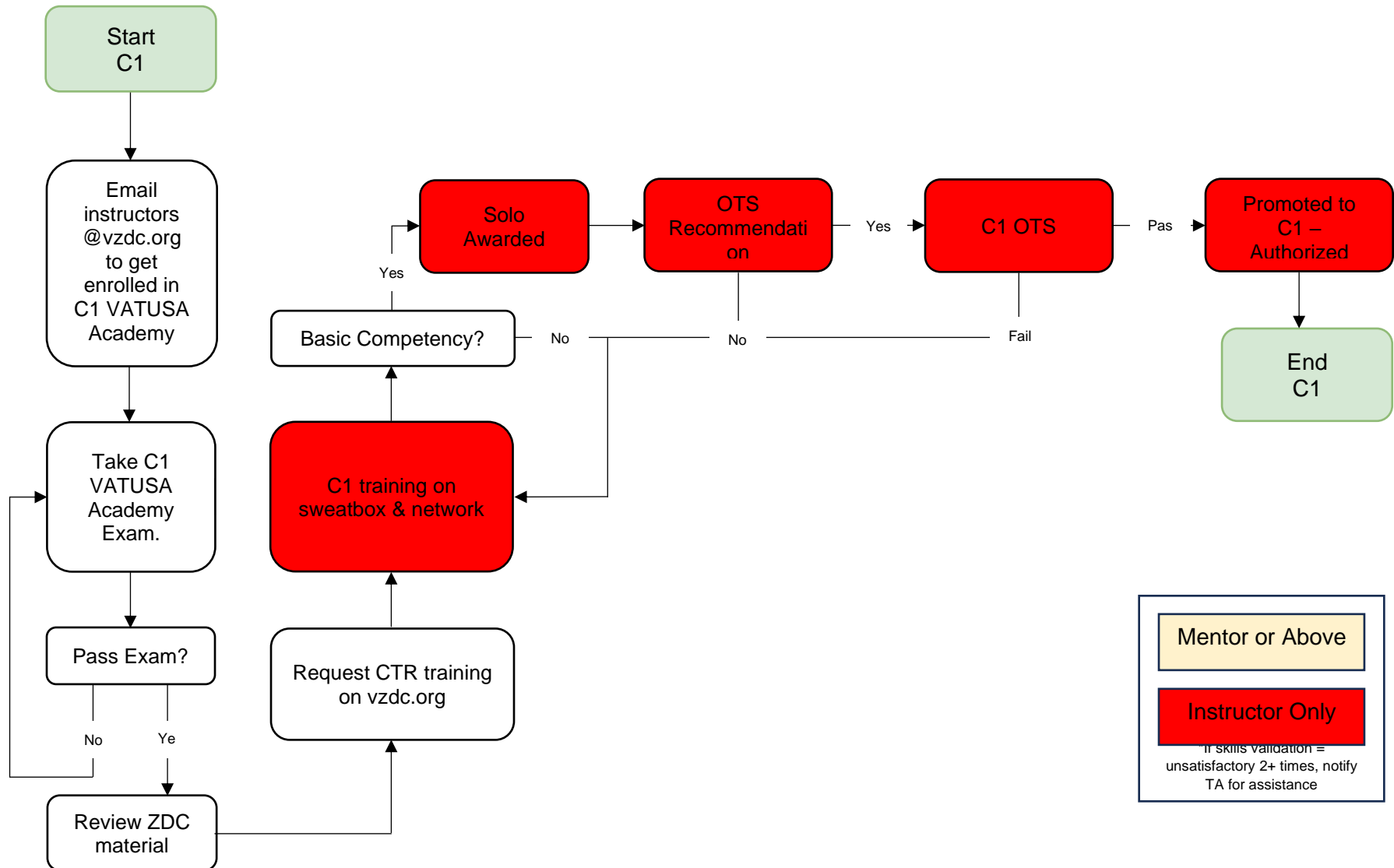
## APPENDIX B. TRAINING FLOW – STAGE 2



## APPENDIX C. TRAINING FLOW – LEGACY PATH TO S3



# APPENDIX D. TRAINING FLOW – LEGACY PATH TO C1



# APPENDIX E. TRAINING FLOW – VISITING CONTROLLERS

