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# 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.

### January 3, 2024 (C Revision)

- Incorporates VATSIM GCAP changes for endorsements, tier facilities, and unrestricted facilities.
- Updates training flows for visitors to incorporate unrestricted and tier facilities.
- Stage 3 for S3 training implemented with established sunset date.
- Software updates incorporated into training policy for vNAS and CRC deployment.
- Clarified trainee, trainer, and solo callsign usage through role selection in CRC connection dialogue.
- Command Quick Reference charts included in appendix.

# Table of Contents

<b>Chapter 1. General</b> .....	<b>8</b>
<b>Section 1. Introduction</b> .....	<b>8</b>
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
<b>Section 2. Terms of Reference</b> .....	<b>10</b>
1-2-1. WORD MEANINGS .....	10
1-2-2. ABBREVIATIONS .....	10
<b>Section 3. Scheduling</b> .....	<b>12</b>
1-3-1. SHARED RESPONSIBILITY FOR TRAINING .....	12
1-3-2. INSTRUCTOR AVAILABILITY .....	12
1-3-3. MENTOR AVAILABILITY .....	12
1-3-4. TRAINEE AVAILABILITY AND BOOKING LIMIT .....	12
1-3-5. IMPROMPTU TRAINING OPPORTUNITIES.....	12
1-3-6. REQUESTING, SCHEDULING, AND CANCELING TRAINING SESSIONS .....	12
1-3-7. TYPES OF TRAINING TO SCHEDULE.....	13
<b>Chapter 2. Training Staff</b> .....	<b>14</b>
<b>Section 1. Appointments</b> .....	<b>14</b>
2-1-1. VACANCY ANNOUNCEMENTS.....	14
2-1-2. APPLICATION SUBMISSION .....	14
2-1-3. PROBATIONARY PERIODS.....	14
2-1-4. PERMANENT APPOINTMENT STATUS .....	14
<b>Section 2. Duties and Responsibilities</b> .....	<b>15</b>
2-2-1. TRAINING ADMINISTRATOR .....	15
2-2-2. ASSISTANT TRAINING ADMINISTRATOR .....	15
2-2-3. INSTRUCTOR .....	15
2-2-4. MENTOR .....	16
2-2-5. TRAINEE .....	16

<b>Section 3. Requirements .....</b>	<b>17</b>
2-3-1. TRAINER ELIGIBILITY .....	17
2-3-2. CONTINUING QUALIFICATION .....	17
2-3-3. MONTHLY SERVICE COMMITMENT .....	17
2-3-4. APPROVAL TO CONDUCT TRAINING .....	17
<b>Chapter 3. Curriculum and Standards.....</b>	<b>18</b>
<b>Section 0. Legacy Training Progression .....</b>	<b>18</b>
3-0-1. EXPLANATION AND SUMMARY .....	18
3-0-2. STAGE IN USE REFERENCE .....	18
3-0-3. APPLICABILITY .....	18
3-0-4. OBS TO S1.....	18
3-0-5. S1 TO S2.....	18
3-0-6. S2 TO S3.....	19
3-0-7. S3 TO C1.....	19
<b>Section 1. vZDC Academy Curriculum .....</b>	<b>20</b>
3-1-1. DEFINITION .....	20
3-1-2. PROGRESSION.....	20
3-1-3. TRANSITIONING TO NEW CURRICULUM .....	20
<b>Section 2. Transferring Controllers .....</b>	<b>21</b>
3-2-1. DEFINITION .....	21
3-2-2. CONSOLIDATION.....	21
3-2-3. PROGRESSION.....	21
<b>Section 3. Visiting Controllers .....</b>	<b>22</b>
3-3-1. DEFINITION .....	22
3-3-2. SCOPE .....	22
3-3-3. LIMITATIONS .....	22
3-3-4. INITIAL TRAINING .....	22
<b>Section 4. Returning Controllers .....</b>	<b>24</b>
3-4-1. DEFINITION .....	24
3-4-2. LESS THAN SIX MONTHS AWAY .....	24
3-4-3. NOT MORE THAN 12 MONTHS AWAY .....	24
3-4-4. MORE THAN 12 MONTHS AWAY .....	24
<b>Section 5. Endorsements .....</b>	<b>25</b>
3-5-1. DEFINITION .....	25
3-5-2. LISTING OF ENDORSEMENTS.....	25
3-5-3. AUTHORIZED SOLO ENDORSEMENTS .....	25

3-5-4. SOLO ENDORSEMENT RESTRICTIONS AND LIMITATIONS .....	26
3-5-5. AUTHORIZATION TO AWARD SOLO ENDORSEMENTS .....	26
3-5-6. RECORDING OF SOLO ENDORSEMENTS .....	26
<b>Section 6. Standards.....</b>	<b>27</b>
3-6-1. PRIMARY TABLE OF STANDARDS .....	27
3-6-2. LOCALLY ADAPTED STANDARDS .....	27
<b>Chapter 4. Controller Applications .....</b>	<b>28</b>
<b>Section 1. Concept of Environment and Use .....</b>	<b>28</b>
4-1-1. OVERVIEW .....	28
4-1-2. TRAINING SESSION REALISM .....	28
<b>Section 2. Consolidated Radar Client (CRC).....</b>	<b>29</b>
4-2-1. OVERVIEW .....	29
4-2-2. CORE FUNCTIONALITY FOR TRAINING .....	29
<b>Section 3. vATIS.....</b>	<b>30</b>
4-3-1. APPLICATION OVERVIEW .....	30
4-3-2. TRAINING APPLICATION .....	30
<b>Section 4. Sweatbox Servers.....</b>	<b>31</b>
4-4-1. DESCRIPTION .....	31
4-4-2. ACCESSING SWEATBOX SERVERS .....	31
4-4-3. AUTHORIZED USE .....	31
4-4-4. TEST SERVER .....	31
<b>Section 5. vTDLS.....</b>	<b>32</b>
4-5-1. OVERVIEW .....	32
4-5-2. TRAINING APPLICATION .....	32
<b>Section 6. vStrips.....</b>	<b>33</b>
4-6-1. OVERVIEW .....	33
4-6-2. TRAINING APPLICATION .....	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 ENDORSEMENT .....	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. PROMOTION TO S3.....	39
5-4-4. PROMOTIONS TO C1 .....	39
<b>Section 5. Global Ratings Policy Checkouts.....</b>	<b>40</b>
5-5-1. CHANGE SUMMARY.....	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 CURRICLUM 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 – Stage 3 ..... 51**

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

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

**Appendix F. ATC Trainer Command Quick Reference (Tower) ..... 54**

**Appendix G. ATC Trainer Command Quick Reference (Radar)..... 55**

# 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

This revision incorporates changes from the VATSIM GCAP changes that become effective in March 2024. Additionally, this revision implements Stage 3, Terminal Radar, of the vZDC Academy for S3 training. Other changes include general updates, and CRC implementation terminology changes.

### 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. “Endorsement” means approval to operate a controllable position which requires additional competencies or knowledge above that of an ATC Rating. Endorsements are given for Tier 1 and Tier 2 Facilities. Solo Endorsements are given to controllers that meet requirements for solo.

c. “Instructor” means controller holding the VATSIM rating of I1 or I3 and assigned to vZDC.

d. “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.

e. “Senior Staff” refers to the Air Traffic Manager (ATM), Deputy Air Traffic Manager (DATM), and Training Administrator (TA).

f. “Trainee” means any controller that is actively enrolled in or seeking training as offered through the vZDC Training Program.

g. “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. GOAP. General Operating and Administrative Policy for vZDC.

**NOTE –**

*This policy was formerly referred to as “GOP” and was changed when the elements of this order were separated into a stand-alone publication.*

**REFERENCE –**

vZDC 7210.1C, General Operating and Administrative Policy

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.

**NOTE –**

*vERAM is no longer a supported client by vZDC and is not compatible with vNAS.*

**h.** VRC. Virtual Radar Client.

**NOTE –**

*VRC is no longer a supported client by vZDC and is not compatible with vNAS.*

**i.** vSTARS. Virtual Standard Terminal Automation Replacement System.

**NOTE –**

*vSTARS is no longer a supported client by vZDC and is not compatible with vNAS.*

**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).

b. Local Control (TWR Training).

c. Approach Control (APP Training).

d. En Route (CTR Training).

## 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 3120.4C, 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 training events (Over-the-Shoulder) for trainees completing a block or phase of training for award of a new rating.
- 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 completion of training at vZDC towards their desired level of rating or endorsement.
- 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 Tier 1 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 3120.4C, *Para 1-3-2, Instructor Availability.*

vZDC 3120.4C, *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 **Over-the-Shoulder (OTS) training events that result in a new VATSIM Controller Rating.**

b. *Refreshed Training Curriculum* training events may be trained by any member of the training staff that holds the rating and **endorsement** 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)	Not Authorized	Only Training Track
Stage 2 (S1 to S2)	Not Authorized	Only Training Track
Stage 3 (S2 to S3)	Until 12 March 2024	In Use
Stage 4 (S3 to C1)	In Use	On Hold
Transferring & Visiting	In Use	Blended based on rating

#### NOTE –

*Trainees that complete their S3 Rating at either CHP or SHD may continue training within PCT Areas until full Tier 1 – PCT endorsement is obtained. Trainees that have not completed their S3 by the sunset date (12 March 2024) will be placed by the TA in an appropriate block of training in the revised curriculum.*

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

#### 3–0–5. S1 TO S2

Refer to Section 1 of this chapter.

#### REFERENCE –

vZDC 3120.4C, Chapter 3, Section 1, vZDC Academy Curriculum.  
vZDC 3120.4C, Appendix B, Training Flow – Stage 2.

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

Refer to Section 1 of this chapter.

**NOTE –**

*Tier 1 facilities are certified following the legacy path following award of the S3 Rating.*

**REFERENCE –**

*vZDC 3120.4C, Chapter 3, Section 1, vZDC Academy Curriculum.*

*vZDC 3120.4C, Appendix C, Training Flow – Stage 3.*

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

a. Prior to beginning training for C1 the trainee must have received endorsement 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 accomplished utilizing live network monitored sessions, solo endorsements, and simulator sessions.

d. Instructors may grant solo endorsement 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 3120.4C, Para 3-5-2, Listing of Endorsements.*

*vZDC 3120.4C, Para 3-5-3, Authorized Solo Endorsements.*

*vZDC 3120.4C, 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 controllers are assigned “Getting Started” upon transferring to vZDC. This eLearning module provides a quick overview of vZDC policies and overview of the various tools necessary to control at vZDC.

**b.** *Stage 1* results in completion of the S1 Rating and endorsement in all vZDC Tier 1 facilities (delivery/ground). Block 1 of Stage 1 is conducted at RDU. Block 2 of Stage 1 is conducted at the Tier 1 facilities of vZDC. Satisfactory completion of the Stage 1, Block 1, Skills Validation (1-1-SV) results in the trainee receiving their S1 Rating (minor delivery/ground).

**c.** *Stage 2* results in completion of the S2 Rating and endorsement in all vZDC Tier 1 facilities (tower). Block 1 of Stage 2 is conducted at RDU. Block 2 of Stage 2 is conducted at the Tier 1 facilities of vZDC. Satisfactory completion of the Stage 2, Block 1, Skills Validation (2-1-SV) results in the trainee receiving their S2 Rating (minor tower).

**d.** *Stage 3* results in completion of the S3 Rating and endorsement in all vZDC Tier 1 facilities (approach). Blocks 2 through 4 are conducted at RDU. Blocks 5 through 8 are conducted at the respective Tier 1 facility. Satisfactory completion of the Stage 3, Block 4, Over-the-Shoulder (3-4-OTS) results in the trainee receiving their S3 Rating (minor approach).

#### **NOTE –**

*This training progression permits trainees to seek to continue rating advancement following a minor only track without completing the Tier 1 facility endorsements. While this path is not recommended by the training team, it is an available training path for the trainee. This alternate training path ensures compliance with recent VATSIM policy changes.*

#### **REFERENCE –**

vZDC 3120.4C, Appendix A, Training Flow – Stage 1.  
vZDC 3120.4C, Appendix B, Training Flow – Stage 2.  
vZDC 3120.4C, Appendix C, Training Flow – Stage 3.

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

Trainees that have begun training in a PCT area for the purpose of obtaining the S3 Rating may continue training towards that rating at PCT until the legacy path sunset date passes.

#### **REFERENCE –**

vZDC 3120.4C, 3-0-2, Stage In Use Reference.

## 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. CONSOLIDATION

Transfer controllers must perform at least 50 controlling hours at their current rating in the ARTCC where the rating was granted before being eligible to transfer to vZDC.

#### **REFERENCE –**

VATUSA DP-001, General Division Policy, Para 12.2, Transferring Controllers.

### 3-2-3. 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 Tier 1 facility endorsements.

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 Tier 1 facility endorsements.

#### **NOTE –**

Endorsement in Tier 1 local control positions will include endorsement for ground and clearance delivery. GC/CD functions may be incorporated into the training to help familiarize the transferring controller of local vZDC operational policy.

d. Student 3 (S3) controllers that transfer to vZDC seeking Potomac TRACON (Tier 1) endorsement must first complete Tier 1 tower endorsements for BWI, DCA, and IAD by completing the Stage 2 Block 2 course of training.

e. Controller 1 (C1) controllers transferring to vZDC seeking endorsement at Tier 1 facilities will review the Stage 1's and Stage 2's Block 2 content for a knowledge review and overview of the operational requirements of the Tier 1 tower facilities. Endorsement at the Tier 1 air traffic control towers must be received before commencing training at a Tier 1 radar position. Following endorsement at all Tier 1 facilities, controllers may seek training for Washington Center (Tier 1).

## 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 endorsement 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 Tier 1 and Tier 2 facility endorsement. 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 endorsement at vZDC within their currently held VATSIM rating.

b. An increase in VATSIM rating or additional Tier 1 endorsements at a visiting controller's home facility does not grant Tier 1 (or Tier 2) endorsement at vZDC. Visiting Controllers must complete the required training at vZDC for Tier 1 and Tier 2 endorsements.

### 3-3-4. INITIAL TRAINING

a. Upon acceptance to vZDC as a Visiting Controller, controllers will be assigned the Getting Started course for vZDC found in the VATUSA Academy under Washington ARTCC Courses. This course provides a quick overview of the resources needed to control within vZDC.

b. In accordance with VATSIM policy changes, visiting controllers are permitted to control those facilities not designated as Tier 1 or Tier 2 upon being approved as a visitor.

c. Visiting controllers seeking endorsement at Tier 1 and Tier 2 facilities will schedule the appropriate type of training session following completion of the Getting Started course. Visiting controllers will follow the training path for Tier 1 endorsement for the type of facility endorsement sought (i.e. for Tier 1 ground positions, follow the Stage 1, Block 2 training footprint). For visiting controllers seeking Tier 1 endorsements at Potomac TRACON, endorsement at BWI, DCA, and IAD ATCTs must first be completed.

d. Ground, Tower, and Approach (each PCT area) are classified as individual Tier 1 endorsements. Each must be endorsed before a visitor is authorized to work these control positions. The vZDC Academy Stage 1, 2, and 3 courses and their respective Blocks of instruction towards Tier 1 endorsement are the basis for all Tier 1 training. Trainers have the ability to combine lessons and progress the trainee through the syllabus at a faster rate based on their level of experience, knowledge, and demonstrated technical proficiency.

#### REFERENCE –

*vZDC 3120.4C, 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 endorsements 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 endorsements 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 endorsement(s) sought to renew.

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

Controllers that have not held an active endorsement at vZDC for more than twelve (12) months must complete all VATUSA specific requirements and then rejoin vZDC. Upon rejoining, and upon request of the controller to obtain endorsements for Tier 1 facilities, 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 endorsements are considered void, and the controller must recomplete the training process for the respective endorsement until proficiency is regained for the endorsement to be restored.



## Section 5. Endorsements

### 3-5-1. DEFINITION

Positions designated as Tier 1 or Tier 2 require an endorsement from a trainer to control. Those positions that have not been designated as Tier 1 or Tier 2 are considered “unrestricted” and may be controlled by any controller with the appropriate VATSIM Rating.

### 3-5-2. LISTING OF ENDORSEMENTS

- a. Baltimore (BWI) Ground/Delivery (Tier 1).
- b. Baltimore (BWI) Tower (Tier 1).
- c. Dulles (IAD) Ground/Delivery (Tier 1).
- d. Dulles (IAD) Tower (Tier 1).
- e. Washington (DCA) Ground/Delivery (Tier 1).
- f. Washington (DCA) Tower (Tier 1).
- g. Chesapeake Area (CHP), Potomac TRACON (Tier 1).
- h. Shenandoah Area (SHD), Potomac TRACON (Tier 1).
- i. Mount Vernon Area (MTV), Potomac TRACON (Tier 1).
- j. Washington Center (Tier 1).

#### **NOTE –**

*Endorsements for BWI, DCA, and 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 endorsements have been granted and will document the endorsements awarded accurately in the vZDC training feedback system and dossier entry.*

#### **REFERENCE –**

vZDC 7120.1C, Para 1-3-3, Tier 1 Facilities.  
vZDC 7120.1C, Para 1-3-4, Unrestricted Facilities.

### 3-5-3. AUTHORIZED SOLO ENDORSEMENTS

Trainers may issue trainees “solo endorsements” 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 endorsements may be made for any vZDC facility. The following requirements must be met to grant a solo endorsement:

#### **REFERENCE –**

vZDC 3120.4C, Para 3-5-2, Listing of Endorsements.  
vZDC 3120.4C, Para 3-5-5, Authorization to Award Solo Endorsements.

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

**b.** Solo endorsements will include the specific airport and associated facility the endorsement applies to.

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

**d.** Solo endorsements for Tier 1 or Tier 2 facilities will not be granted unless the trainee has the required VATSIM rating for the type of facility the solo endorsement will be made for.

**EXAMPLE –**

*S2 rated controller may be granted a solo endorsement for RDU APP as it is an unrestricted facility whereas the same S2 may not be granted a solo endorsement for PCT APP as PCT is designated as Tier 1 and thus requires the trainee hold the S3 rating before a solo endorsement is made.*

**3–5–4. SOLO ENDORSEMENT RESTRICTIONS AND LIMITATIONS**

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

**b.** Solo endorsements 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 endorsement extension with a trainer permitted to grant the solo endorsement.

**c.** Extensions beyond 90 days require approval of the Training Administrator, the Deputy Director -Training Services, and the Regional Vice President – Americas, per the VATSIM GCAP.

**NOTE –**

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

**REFERENCE –**

*VATUSA DP0002B, General Training Policy, Para 2.7, Solo Certifications.  
vZDC 3120.4C, Para 0, Callsign with Solo Endorsement.*

**3–5–5. AUTHORIZATION TO AWARD SOLO ENDORSEMENTS**

**a.** Instructors may grant solo endorsements to any trainee for any position at vZDC, subject to the rating and tier restrictions for solo endorsement.

**b.** Mentors may grant solo endorsements to any trainee for any local control position or Tier 1 Ground Control/Clearance Delivery position they are certified for at vZDC.

**3–5–6. RECORDING OF SOLO ENDORSEMENTS**

All solo endorsements will be entered on the VATUSA website and on the vZDC controller roster.

## 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 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.

#### 4-1-2. TRAINING SESSION REALISM

vNAS enables training sessions to maximize realism by incorporating most tools available during live network controlling into the training environment. Trainers are encouraged to utilize all available tools during simulated training events to maximize realism and create the most beneficial training environment.

## **Section 2. Consolidated Radar Client (CRC)**

### **4-2-1. OVERVIEW**

Consolidated Radar Client (CRC) is the replacement controller client for VRC, vSTARS, and vERAM and is the only vNAS compatible controller client available for vZDC. CRC simulates tower cab, ASDE-X, STARS, and ERAM. It introduces numerous new advantages that make controller workflow more efficient, realistic, and functional across all control positions.

### **4-2-2. CORE FUNCTIONALITY FOR TRAINING**

Training is conducted using CRC exclusively. All tools available within CRC may be utilized by the trainee.

## Section 3. vATIS

### 4-3-1. APPLICATION OVERVIEW

Virtual Automated Terminal Information Service (vATIS) is a utility designed to allow controllers to setup and broadcast an ATIS for any airport(s) 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.

### 4-3-2. TRAINING APPLICATION

vATIS is only usable when connected to the live VATSIM network. vATIS functionality should be discussed by the trainer during the appropriate phase of training.

## Section 4. Sweatbox Servers

### 4-4-1. 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.

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

Sweatbox or Sweatbox-2 may be selected when connecting to a controller client/tool that is supported in the simulated (not live network) environment.

### 4-4-3. 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.

### 4-4-4. TEST SERVER

The Test Server is available for testing purposes and should not be used for routine training activities.

## **Section 5. vTDLS**

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

vTDLS (Tower Data-Link Services) is the system that allows controllers to send pre-departure clearances (PDC) to aircraft. vTDLS only simulates the PDC functionality and is only available at those airports that have TDLS available (ADW, BWI, DCA, IAD, RDU).

### **4-5-2. TRAINING APPLICATION**

vTDLS supports Sweatbox server connections. As such, vTDLS is incorporated into lessons and trainers should encourage its use throughout all training.



## Section 6. vStrips

### 4-6-1. OVERVIEW

vStrips is a web-based simulation of paper flight strips used in many FAA terminal facilities. vStrips is intended to be utilized in air traffic control tower (ATCT) facilities only and offers minimal support to terminal radar positions.

### 4-6-2. TRAINING APPLICATION

vStrips may be utilized with Sweatbox scenarios. Use of flight strips is encouraged and trainees and trainers may utilize vStrips at their discretion.

#### **NOTE –**

*When vZDC policy is published regarding use of vStrips in control positions, that policy will be applied during training.*

# 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. In most instances, trainers monitoring a trainee will connect to the same position the trainee will work by selecting the *same position as the trainee in the CRC connection dialog window*. Trainers will select “Instructor” from the role dropdown.

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

While being monitored during training on the live network, *trainees will select “Student” from the role dropdown in the CRC connection dialog window.*

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

*Trainees must connect to the Sweatbox server by selecting the correct position for the training file that will be run. For trainees conducting a vZDC Academy lesson, the lesson plan scenario information section specifies the position that must be used. Failure to correct to the correct position will result in application and server errors while the scenario is running.*

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

Trainers will connect to Sweatbox using the same position the trainee is connected as. This will enable the trainer to actively monitor the trainee during the scenario. The instructor role should be selected. Trainers will avoid connecting to positions other than the trainee's position to ensure errors are not caused with the scenario file.

**5-1-6. CALLSIGN WITH SOLO ENDORSEMENT**

CRC callsigns are not changeable by the controller. Controllers with a solo endorsement will connect with the role selection of "Student."

## 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. Trainees will email [ta@vzdc.org](mailto:ta@vzdc.org) when they are ready to enroll in the course.

#### **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. Trainees will email [ta@vzdc.org](mailto:ta@vzdc.org) when they are ready to enroll in the course.

#### **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. Trainees will email [ta@vzdc.org](mailto:ta@vzdc.org) when they are ready to enroll in the course.

## 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 **endorsement** 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. PROMOTION TO S3

The Stage 3 Block 4 OTS event is the “Over-the-Shoulder” training event for the S3 Rating 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.

### 5-4-4. PROMOTIONS TO C1

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

## Section 5. Global Ratings Policy Checkouts

### 5-5-1. CHANGE SUMMARY

Based on the VATSIM GCAP change effective March 2024, GRP Checkouts are no longer conducted. Controllers rostered at vZDC may control any unrestricted facility up to their current rating. Endorsements are required to control at any Tier 1 or Tier 2 facility.



## 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 endorsement 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 endorsements.
- c. Solo Endorsements, 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 can 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>L</b>	
ASSISTANT TRAINING ADMINISTRATOR ....	15	LIVE SESSIONS.....	33
ATCTRAINER .....	45		
AVAILABILITY.....	12		
<b>B</b>		<b>M</b>	
BEST PRACTICES .....	40	MENTOR .....	10
BOOKING LIMIT .....	12	MONTHLY SERVICE COMMITMENT.....	17
<b>C</b>		<b>O</b>	
CALLSIGN USAGE.....	33	ORAL EXAM.....	35
CALLSIGN WITH SOLO .....	34	OVER-THE-SHOULDER.....	37
CONTINUING QUALIFICATION.....	17		
CONTROLLER.....	10		
<b>D</b>		<b>P</b>	
DOSSIER ENTRIES .....	41	PROBATIONARY PERIODS .....	14
DOSSIER ENTRIES .....	41	PROMOTIONS .....	38
<b>E</b>		<b>R</b>	
ENDORSEMENTS.....	24	RATING CHANGES.....	<i>SEE</i>
ENDORSEMENTS.....	24	REQUESTS FOR TRAINING .....	12
		RESPONSIBILITY FOR TRAINING .....	12
		RETURNING CONTROLLERS .....	23
<b>G</b>		<b>S</b>	
GOP .....	<i>SEE GENERAL OPERATING POLICY</i>	SCENARIO DESIGN STANDARDS .....	44
		SCHEDULING .....	12
		<i>SECTOR SATURATION</i> .....	44
		SENIOR STAFF .....	10
		SKILLS VALIDATIONS .....	37
		SOLO ENDORSEMENTS .....	24
		SOLO ENDORSEMENTS .....	24
		<i>STAGE CHECKS</i> .....	37
		STAGE IN USE REFERENCE .....	18
		STUDENT .....	10
		SWEATBOX SERVER.....	30
		SWEATBOX SESSIONS .....	33
<b>I</b>			
IMPROMPTU TRAINING .....	12		
INSTRUCTOR.....	10		
INSTRUCTOR DUTIES .....	15		
<b>K</b>			
KNOWLEDGE VALIDATIONS .....	35		

**T**

TA..... *SEE* TRAINING ADMINISTRATOR  
 TRAINER.....10  
 TRAINER ELIGIBILITY .....17  
 TRAINING ADMINISTRATOR .....15  
 TRAINING CULTURE .....9  
 TRANSFERRING CONTROLLERS.....21

**V**

VACANCY ANNOUNCEMENTS.....14

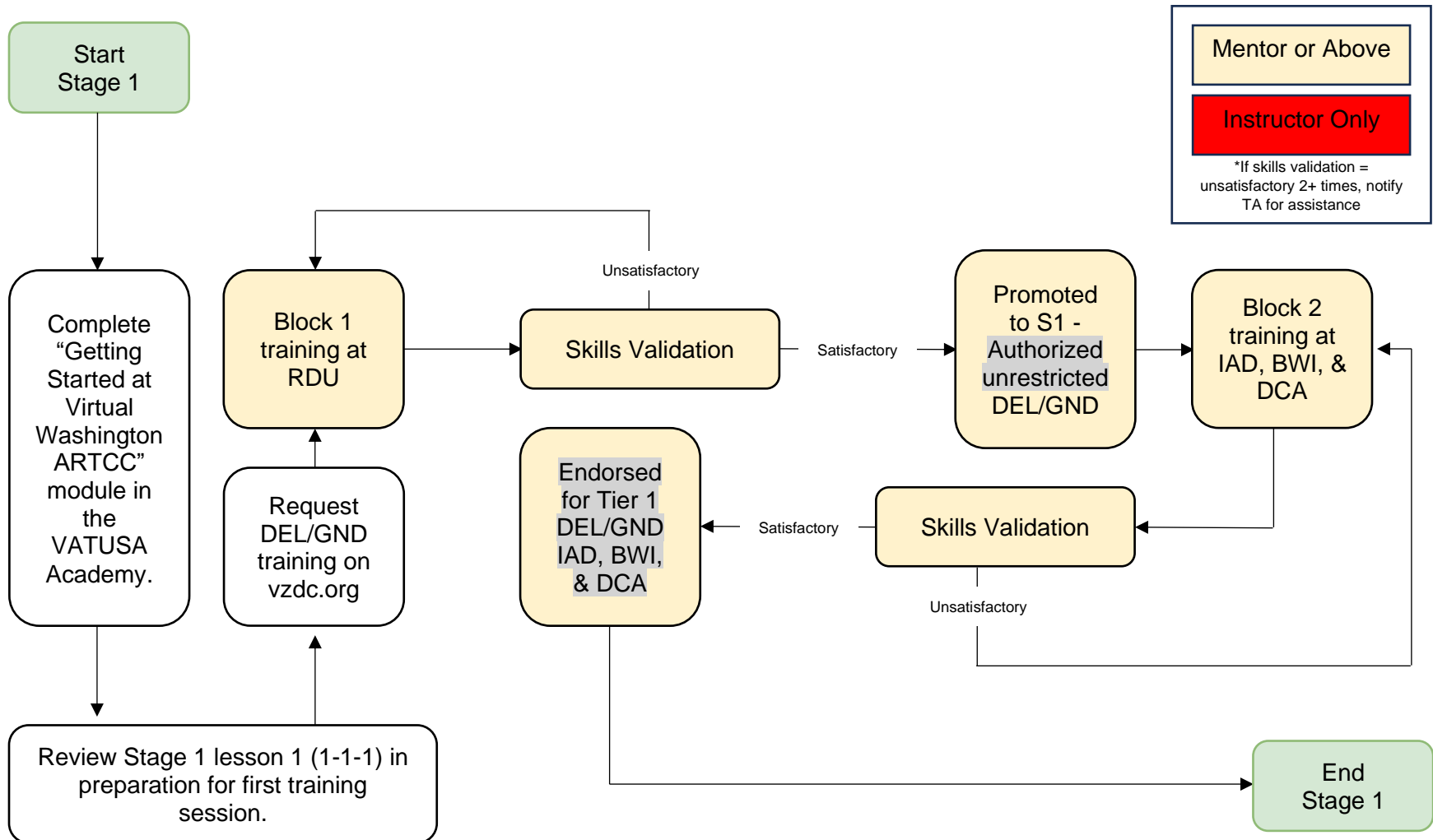
VATIS.....29  
 VATSIM.....10  
 VATUSA.....10  
 VATUSA ACADEMY GRADUATE.....20  
 VISITING CONTROLLERS .....22  
 VZDC .....11

**W**

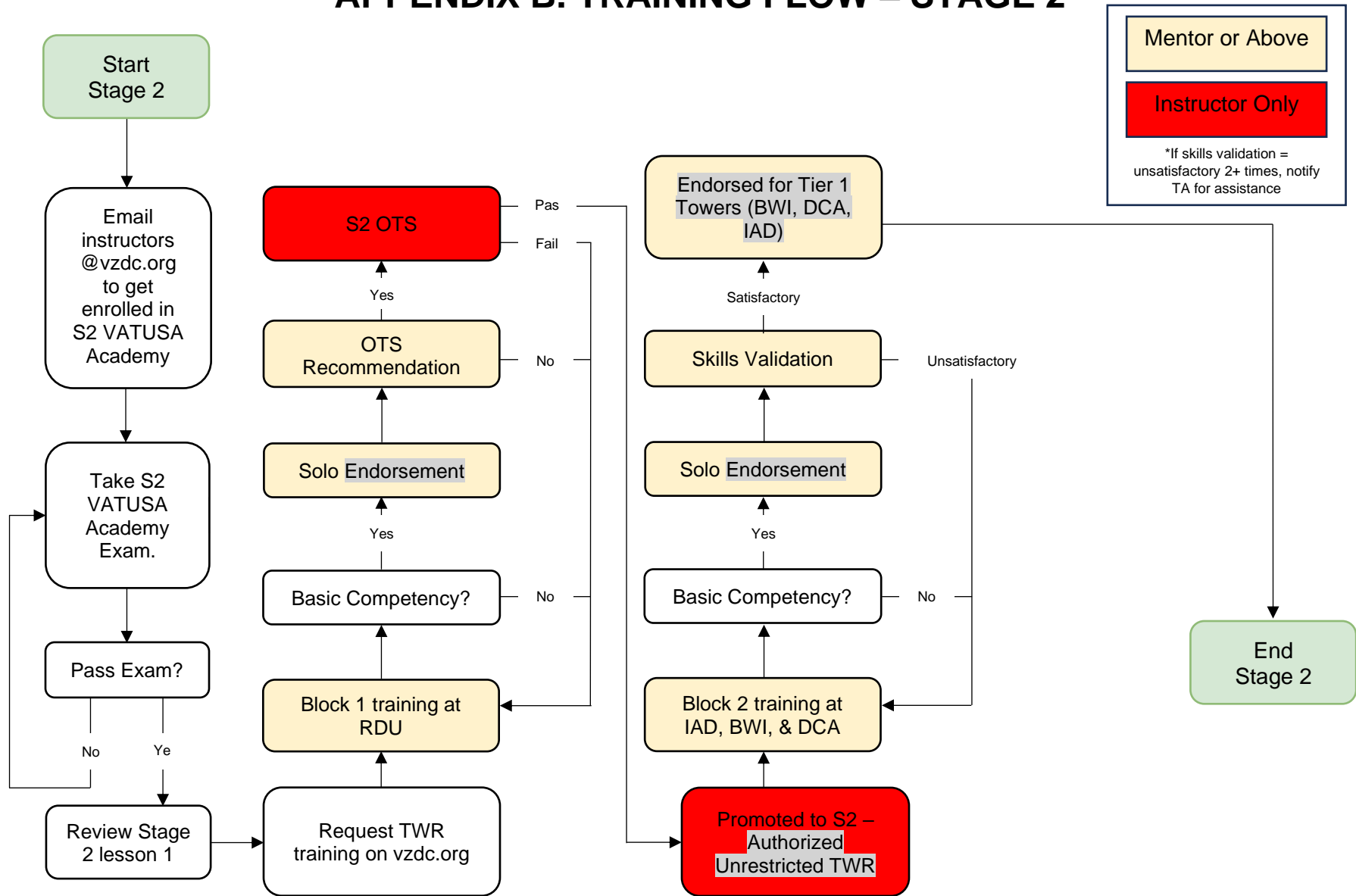
*WRITTEN EXAM* .....35



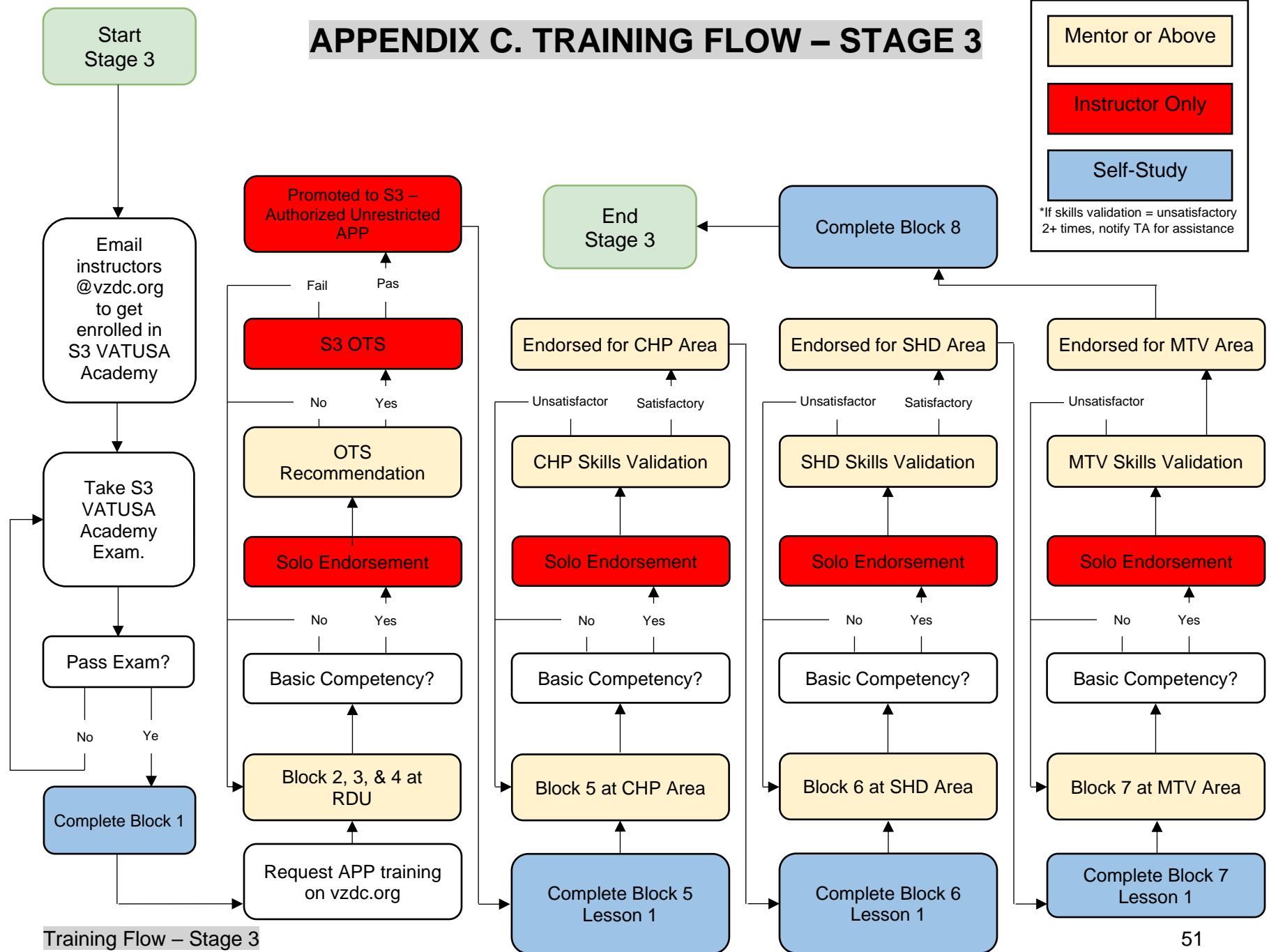
## APPENDIX A. TRAINING FLOW – STAGE 1



## APPENDIX B. TRAINING FLOW – STAGE 2



# APPENDIX C. TRAINING FLOW – STAGE 3



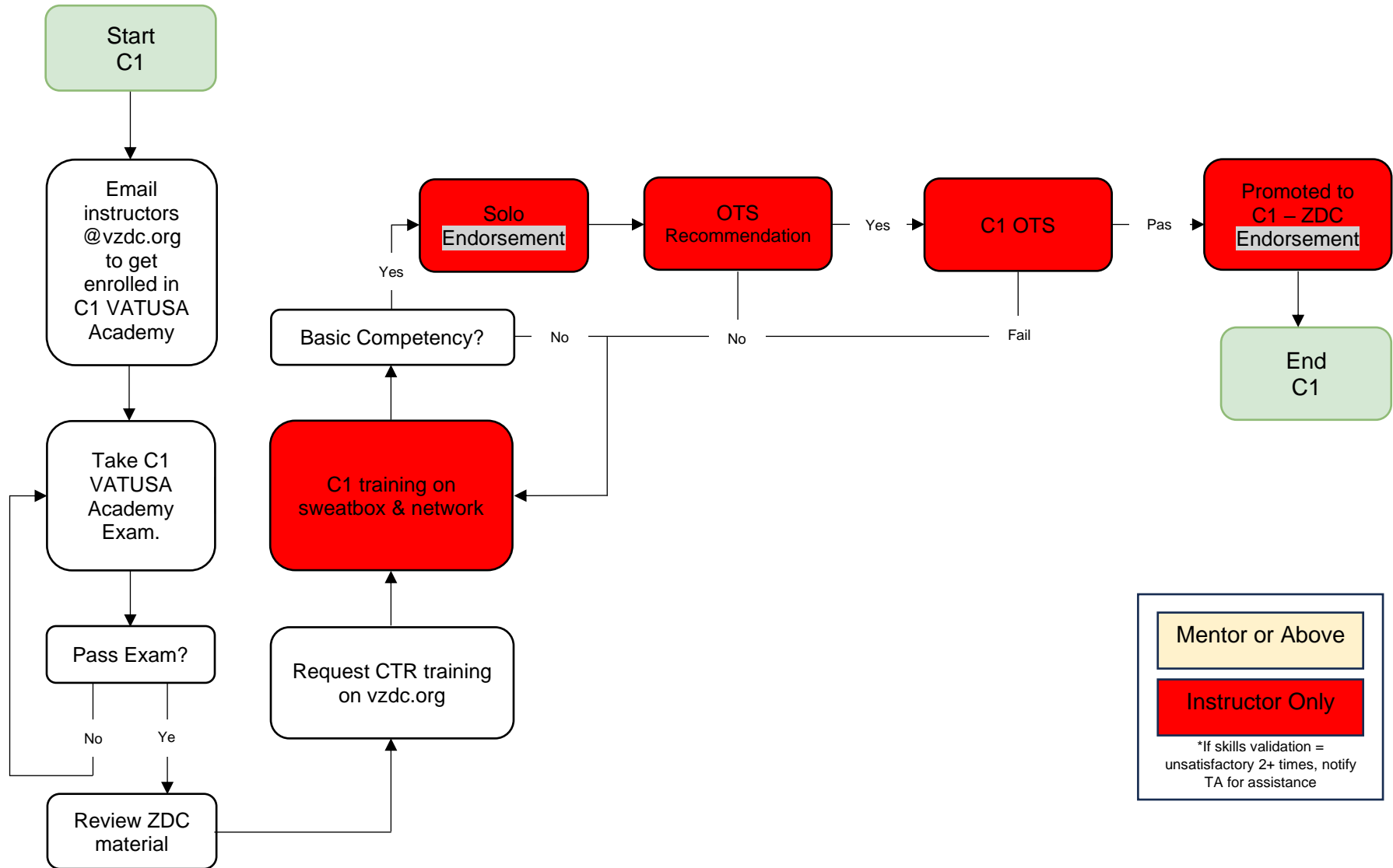
Mentor or Above

Instructor Only

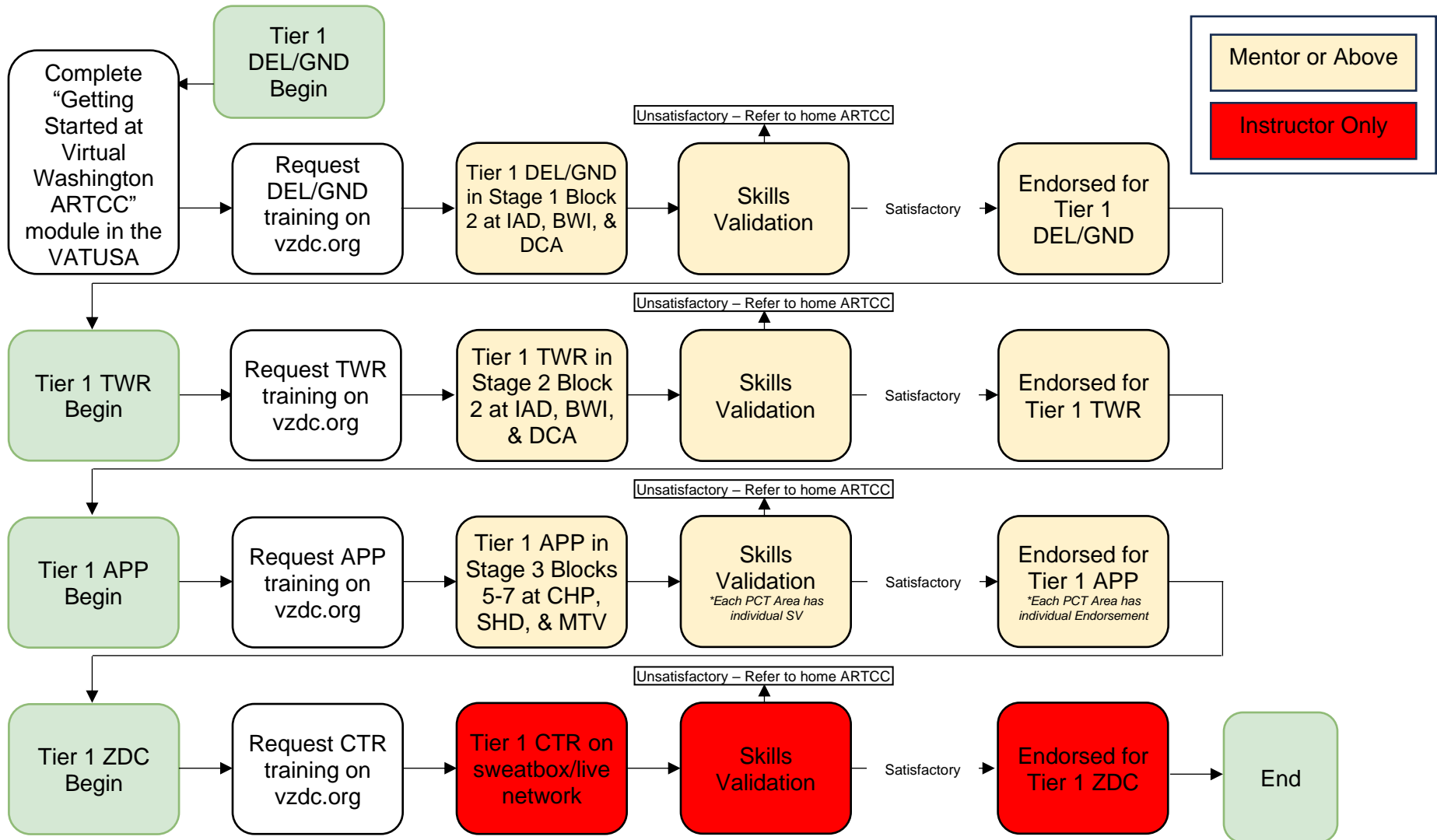
Self-Study

\*If skills validation = unsatisfactory 2+ times, notify TA for assistance

# APPENDIX D. TRAINING FLOW – LEGACY PATH TO C1



## APPENDIX E. TRAINING FLOW – VISITING CONTROLLERS



## APPENDIX F. ATC TRAINER COMMAND QUICK REFERENCE (TOWER)

BASIC AIRCRAFT CONTROL	
<b>GROUND</b>	
Pushback	PUSH {taxiway}
Taxi (old, still works)	TAXI {path} [hold-short-list]
Taxi (new)	RWY {runway} TAXI {path} [hold-short-list]
Hold position	HOLD
Hold short	ES {taxiway/runway}
Resume taxi	RES
Cross	CROSS {runway/taxiway}
Cleared A/C	CLRD
<b>LOCAL</b>	
Takeoff	CTO [heading]
Takeoff (helicopter)	CTOPP
Land (helicopter)	LAND {parking-spot}
Line up and wait	LUAW
Cancel takeoff	CTOC
Go around	GA
<b>LANDING TYPES</b>	
Full stop	FS
Stop and go	SG {seconds}
Low approach	LA
Touch and go	TG
<b>TRANSPONDER</b>	
Squawk Ident	ID
Assign All A/C Codes	RANDSQ
Squawk Normal	SN
All A/C Squawk Mode C	SNALL
Squawk Code	SQ {code}
Squawk Code & Ident	SQI {code}
Squawk VFR	SQV
Squawk Standby	SS

PATTERN ENTRY	
Enter base	ELB / ERB
Enter final	EF {runway}
Enter downwind	ELD / ERD
Enter crossing	ELC / ERC

PATTERN SEQUENCING	
Extend current leg	EXT
270° turn	M2
360° turn	ML3 {number} / MR3 {number}
S turns	MLS [turn-count]
Make left/right traffic	MLT / MRT
Make short approach	MSA
Make normal approach	MNA
Turn base	TB
Turn crosswind	TC
Turn downwind	TD
Fly heading	FH {heading}

SIMULATOR COMMANDS	
Pause	P
Unpause	U
Show Statistics	OPS
Scenario Speed (1, 2, 4, 8, 16)	SIMRATE {rate}
Disable Individual Auto A/C Delete	DELAT

AIR TRAFFIC CONTROL COMMANDS	
Accept Handoff	ACCEPT {callsign}
Reject Handoff	DENY {callsign}
Initiate Handoff	HO {controller}
Drop Track	DROP {callsign}
Track Aircraft with controller	TRACK {controller}
Automated Point Out	PO {controller}

Adding Aircraft	
Add on final	ADD {I/V} {WT} {ENG}{RWY} {DIST} {TYPE}
Add elsewhere (VFR)	ADD {I/V} {WT} {ENG} -{BEARING} {DIST} {ALT} {TYPE}

AIRPORT SPECIFIC NOTES & EXAMPLES	
<b>KIAD</b>	
Pushback (terminals)	PUSH A/B/C/D/E
Taxi to RWY 30 (old)	TAXI B Z Y11 30
Taxi to RWY 30 (new)	RWY 30 TAXI B Z Y11
Taxi w/ hold short	TAXI B Z Y11 30 HS Z
Taxi to spot	TAXI B \$72
<b>KDCA</b>	
Pushback (gates against N/K)	PUSH N/K
Taxi to RWY 19 (old)	TAXI K K2 J 19 HS 15
Taxi to RWY 19 (new)	RWY 19 TAXI K K2 J HS 15
Taxi to RWY 1 (old)	TAXI K F J 1 HS 4
Taxi to RWY 1 (new)	RWY 1 TAXI K F J HS 4
Taxi to spot	TAXI \$3
<b>KBWI</b>	
Pushback (gates against T)	PUSH T
Taxi to RWY 28 (old)	TAXI T U U1 28
Taxi to RWY 28 (new)	RWY 28 TAXI T U U1
Taxi to RWY 15R (old)	TAXI 15R T H P
Taxi to RWY 15R (new)	RWY 15R TAXI T H P
<b>KRDU</b>	
Pushback (gates against F/A)	PUSH F/A
Taxi to RWY 23R (old)	TAXI F B9 23R
Taxi to RWY 23R (new)	RWY 23R F B9 23R
Taxi to RWY 5R (old)	TAXI A A1 5R
Taxi to RWY 5R (new)	RWY 5R TAXI A A1
Taxi to spot	TAXI \$67

# APPENDIX G. ATC TRAINER COMMAND QUICK REFERENCE (RADAR)

BASIC AIRCRAFT CONTROL	
VERTICAL	
Climb	CM {altitude}
Descend	DM {altitude}
Expedite Alt	EXP {altitude}
Instant Altitude	CMN {altitude}
LATERAL	
Direct to	DCT {waypoint(s)}
Depart fix	DEPART {waypoint} {heading}
Fly Heading	FH {heading}
Fly Present Heading	FPH
Turn Left #Degs	LT {degrees}
Turn right #Degs	RT {degrees}
Turn Left to Heading	TL {heading}
Turn Right to Heading	TR {heading}
Instant Heading	FHN {heading}
SPEED	
Speed (mach)	MACH {mach}
Speed (knots)	SPD {SPD}
Slow to Final App Speed	FAS
Normal Speed	NS
Instant Speed	SLN {speed}
TRANSPONDER	
Squawk Ident	ID
Assign All A/C Codes	RANDSQ
Squawk Normal	SN
All A/C Squawk Mode C	SNALL
Squawk Code	SQ {code}
Squawk Code & Ident	SQI {code}
Squawk VFR	SQV
Squawk Standby	SS

PROCEDURAL AIRCRAFT CONTROL	
Approach Clearance	CAPP {approach}
Join Final (NOT cleared app)	JFAC {approach}
Climb via	CVIA
Descend via	DVIA
Change/Fly Transition	JARR {STAR} {RWY TRANSITION}

COMPLEX AIRCRAFT CONTROL INSTRUCTIONS	
Add Aircraft	ADD {I/V} {WT} {ENG} -{BEARING} {DIST} {ALT} {TYPE}
Create Flight Plan (after adding a/c)	FP {type} {altitude} {route}
Cross Fix	CFIX {waypoint} {altitude} {speed}
Holding (unpublished)	HOLD {waypoint} {course} {distance} {direction}
Holding (published)	HOLD {fix/waypoint}
At Fix, Do This	AT {location} {command}
Release Departures	CTO {heading, i.e. RWY HDG}

SIMULATOR COMMANDS	
Pause	P
Unpause	U
Show Statistics	OPS
Scenario Speed (1, 2, 4, 8, 16)	SIMRATE {rate}
Disable Individual Auto A/C Delete	DELAT

AIR TRAFFIC CONTROL COMMANDS	
Accept Handoff	ACCEPT {callsign}
Reject Handoff	DENY {callsign}
Initiate Handoff	HO {controller}
Drop Track	DROP {callsign}
Track Aircraft with controller	TRACK {controller}
Automated Point Out	PO {controller}

COMMON APPROACH CODES	
CHESAPEAKE	
BWI ILS RWY 10	I10
BWI ILS RWY 33L	I33L
ESN ILS RWY 4	I04
MTN ILS RWY 33	I33
MTN RNAV RWY 15	R15
OW3 RNAV B	RB
W29 RNAV RWY 11	R11
W29 RNAV RWY 29	R29
DMW RNAV RWY 16	R16
DMW RNAV RWY 34	R34
ANP RNAV A	RA
GAI RNAV RWY 14	R14
GAI RNAV A	RA
SHENANDOAH	
IAD ILS RWY 1L	I01L
IAD ILS RWY 1C	I01C
IAD ILS RWY 1R	I01R
IAD ILS RWY 19L	I19L
IAD ILS RWY 19C	I19C
IAD ILS RWY 19R	I19R
HEF ILS RWY 16L	I16L
HEF RNAV RWY 34L	R34L
JYO ILS RWY 17	I17
MOUNT VERNON	
DCA RNAV (RNP) RWY 1	H01
DCA RNAV (RNP) RWY 19	H19
DCA ILS RWY 1	I01
DCA LDA Y RWY 19	X19Y
DCA LDA Z RWY 19	X19Z
DCA RNAV RWY 33	R33
MT VERNON VISUAL RWY 1	MV01
RIVER VISUAL RWY 19	RV19