| **NOTICE** | vZTL AIR ROUTE TRAFFIC CONTROL CENTER | **vZTL 7230.01** |

vZTL: ATLANTA DIVISION VATUSA

Air Traffic Organization Directive

Effective Date:
September 20, 2012

Cancellation Date:
October 20, 2012

SUBJ: Position Staffing

1. **Purpose**. This announcement notifies vZTL members of the upcoming change to the the Position staffing section of the vZTL Policies and Guidelines Binder dated January 5, 2010.

2. **Audience**. All vZTL Member and vZTL Visiting Members.

3. **Action**. For vZTL air traffic specialist to be familiar with upcoming changes to the Policies and Guideline Binder.

4. **Background**. Wording within The Policies and Guidelines Binder as well as additional information will be amended and added to provide vZTL controllers with a better understanding of their responsibilities when logging onto the VATSIM network as a vZTL member.

5. **Content** Change the Policies and Guideline binder section E. Position staffing to the following.

CHAPTER 4. POSITION STAFFING

Section 1. INTRODUCTION

4-1-1 PURPOSE.

When manning an air traffic control position on the VATSIM network, Controller software settings shall be set properly to insure the accurate and normal operations of multiple network resources.

4-1-2 COMPLIANCE.

The Position Staffing Policy is in accordance with the VATSIM C.O.C and the VATSIM User Agreement.

Section 2. APPROVED SOFTWARE

4-2-1 SOFTWARE

The following software coupled with approved and current vZTL Sector files shall be used for providing air traffic services on the VATSIM network.

    a. Virtual Radar Client (VRC)

   b.   vSTARS
   c.   Microsoft Flight Simulator
            1.   Only when coupled with VRC

Euroscope, while not specifically prohibited from use, may only be used with vZTL approved sector file. Euroscope has not been included in this list as there is not current vZTL approved Euroscope sector file.

4-2-1 SECTOR FILES

Approved sector files are found previously loaded within vZTL approved software downloads. Non approved sector files may be used for the purpose of test when approved by vZTL Staff.

Section 3. NETWORK CALLSIGNS

4-3-1 STAFF CALLSIGNS.

In accordance with the VATUSA Staff Callsign Policy the following network callsigns are reserved for vZTL staff and shall not be used by any other members. These shall only be used for observing or event coordination.

   a.   ZTL_ATM
   b.   ZTL_DATM
   c.   ZTL_TA
   d.   ZTL_EC – This callsign shall only be used for VATUSA and/or vZTL endorsed events.
   e.   ZTL_TMU - This callsign shall only be used for VATUSA endorsed events.

4-3-2 OBSERVING CALLSIGNS.

While observing the network as a vZTL Member with vZTL Approved Software, users shall use the following callsign format.

   a.   ZTL_XX_OBS
            1.   vZTL Member shall substitute the XX with their controller operating initials.

4-3-3 CONTROLLING CALLSIGNS.

Controllers shall use the following format: XXX_YY_ZZZ

   a.   XXX Shall be substituted for the three letter primary airport/facility ID (CLT, ATL, AVL, BHM, etc).
   b.   YY Shall be substituted for the controllers Sequence Number starting at 1. (1, 2, 3, etc.).
   c.   ZZZ Shall be substituted for your position identification (DEL, GND, TWR, DEP, APP, or CTR).

NOTE - Improper use of call signs is grounds for disconnection, supervisor notification, and/or disciplinary action

4-3-4 CONTROLLING CALLSIGNS.

Facility Coordinators shall use the following callsigns. These callsigns are reserved for only controllers designated by vZTL Staff.

   a.   ATL_CC_TWR (Atlanta ATCT Coordinator)
   b.   ATL_CC_APP (Atlanta TRACON Coordinator)

Section 3. SOFTWARE SETTINGS

4-3-1 VISIBILITY RANGE.

Visibility ranges shall be set in accordance with the VATISM C.O.C.

4-3-2 AIRCRAFT COMMUNICATION SETTINGS.

Frequencies published in a facilities SOP shall be used while controlling such procedures. In cases where no facility SOP is published, Frequencies published on an airport's airport facility directory (AFD) shall be used. Any frequency with a thousand of five shall be rounded down to zero (126.225 round to 126.220)

Any voice server may be used, but liveatc.net shall be used as primary and aircharts.org used as secondary.

VOX Channels shall use the following format.

   a.   XXX-YY
       1.   XXX shall be substituted for the facility identification (AVL, ATL, A80, ZTL, etc.)
       2.   YY shall be substituted for the position or sector identification (LC, LC1, H, 43, etc.)

4-3-3 CONTROLLER COMMUNICATION SETTINGS.

Controller Software features for providing communication between controller such as Intercom, Override, or private message may be used although Teamspeak shall serve as a primary method.

Section 4. ADDITIONAL REQUIREMENTS

4-4-1 CONNECTION TIME.

An open air traffic control facility shall remain open for at least 45 minutes. This requires a single controller shall control for a minimum of 45 minutes or two or more controllers may split controlling time so all positions within the facility remain open for a minimum of 45 minutes. A facility is still considered to be open if an overlying facility is online.

4-4-2 CONTROLLER COMMUNICATION

A controller shall log on and available on the vZTL Teamspeak for controller communications while staffing a vZTL ATC position.

4-4-3 POSITION CLOSING

Controllers with the intent to close an air traffic facility shall provide intent to close notification to all pilots on frequency and all controllers controlling within the same and adjacent ATC facilities at least 5 minutes prior to closing an air traffic facility. In order to reach all pilots both a verbal and text notification shall be sent over the controller primary frequency. If known, a logoff time may be enter in the controller information but does not satisfy the above requirements.

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