

# Virtual Jacksonville ARTCC

## Training Policy and Guidelines



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This handbook establishes and provides formal rules, regulations, procedures, and guidelines which govern the training operations within the Jacksonville ARTCC. This code applies equally to staff, controllers, and VATSIM members. This document is considered a supplement to any VATSIM and VATSIM United States (VATUSA) policies, procedures, and documents. This document cancels all previous publications and policies and remains in effect until canceled VATSIM, VATUSA, or a subsequent publication of the administrative policy. This document's updates and modifications are published after the appropriate approval process and announcement to the Virtual Jacksonville ARTCC. The ATM, DATM, or their designee(s) will complete all updates and changes to this document.

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## **Explanation of Changes**

04/16/2022	1-1	Revised Edition from ZJX-1002.F
04/21/2022	1-2	Minor Training Field Change
		Added: KSFB Removed: KOMN
04/30/2022	1-3	Clarification of OTS/Checkout
5/4/2022	1-4	Reorganization of Major Training Procedures

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## **CHAPTER 1: INTRODUCTION**

### **1.1 Syllabus**

1. Jacksonville ARTCC's Training Program shall follow the approved ZJX Training Syllabus
  - a. The syllabus shall outline competencies and content needed for each rating, certification, and validation.

## **CHAPTER 2: REQUESTING TRAINING**

### **2.1 Requirement**

#### **2.1.1 Rating Requested Training:**

1. Be a home controller of the ZJX ARTCC.
2. Completed the appropriate VATUSA Academy courses for their next rating prior to submitting a training request.
3. Completed the ZJX ARTCC SOP Examination before requesting training.
4. If a student is not an OBS, they must complete thirty (30) hours of controlling at current rating/endorsement before requesting training.

#### **2.1.2 Major Endorsement Training:**

1. Be a home or visiting controller of the ZJX ARTCC.
2. Complete thirty (30) hours of controlling at current rating/endorsement before requesting training.

### **2.2 Processes**

#### **2.2.1 Training Requests:**

1. To request training, a student must submit the ZJX Training Request Form. Separate training queues exist for each level of training, populated automatically by the system on a first come, first served basis.
2. After requesting training, student shall wait to be assigned to an available trainer.
  - a. Students are encouraged to observe active network positions and continue to self-study material.
3. Once assigned a trainer, students shall request training with their specific trainer through the ZJX Setmore.
  - a. ONLY students who have been assigned a trainer may book sessions via Setmore. All other sessions will be canceled.
  - b. Students may, with approval from the Training Administrator, elect to remain at the top of the queue if they wish to wait for availability from a specific trainer. As soon as this trainer becomes available, their slot will be assigned.
  - c. Students shall schedule a training session within seven (7) days of being assigned a trainer.

#### **2.2.2 Examination Request:**

1. To request an examination, a student must submit the ZJX VATUSA Academy Course Request Form.

## CHAPTER 3: TRAINING REQUIREMENTS

### 3.1 Sessions

1. Training sessions shall be scheduled at least twenty-four (24) hours in advance.
  - a. Sessions scheduled within twenty-four (24) hours are not guaranteed.
2. Students shall not, to the best of their ability, cancel training sessions within 24 hours of the session.
  - a. Sessions canceled within twenty-four (24) hours are considered no-shows. Some exceptions apply.
3. Students are required to complete one (1) training session per calendar month until the completion of their training.

### 3.2 Expectations

1. Students should come prepared to each training session with questions after reviewing relevant assignments, policies, and documents prior to the session.

### 3.3 Disciplinary Action

#### 3.2.1 No-show/Lateness.

1. First No Show: Written warning from the A/TA.
2. Second No Show: Forfeiture of training slot.
3. Third No Show: Forfeiture of training slot and restricted from submitting new training requests without the approval from the TA.

3.2.2 Failure to reach the required number of training sessions in a month will result in forfeiture of the training slot.

#### 3.2.3 Failure to meet training expectation/un-prepared for training

1. First Offense: Cancellation of session and written warning from A/TA.
2. Second Offense: Forfeiture of training slot.

#### 3.2.4 Unacceptable conduct during training.

1. Discontinuation of training and referral to the TA for administrative actions to include
  - a. Change of trainer.
  - b. Restriction from training for 30 days.
  - c. Removal from training program.

## **CHAPTER 4: TRAINING FIELDS**

### **4.1 Minor Training Fields**

1. Hilton Head, SC (KHXD)
2. Savannah, GA (KSAV)
3. Sanford Orlando, FL (KSFB)
4. Jacksonville, FL (KJAX)
5. Other minor fields can be used for training to facilitate proper usage of the general procedures or specific competencies difficult to practice at the above fields.
  - a. Training in other fields must be approved by the Training Administrator.

### **4.2 Major Training Fields**

1. Orlando, FL (KMCO)
2. F11 TRACON



## CHAPTER 5: TRAINING FLOW

### 5.1 All ZJX Controllers

1. All Controllers are required to complete the ZJX SOP Examination prior to requesting training.

### 5.2 OBS Rated Controllers

1. Request training
2. Complete ZJX ARTCC Minor Delivery/Ground Exam with a grade of 90% or better.
3. Complete Assigned Practical Training
4. Completion of ZJX Practical Examination
  - a. Practical Exam is completed by the assigned trainer.
  - b. Practical Exam can only be performed in the sweatbox.
5. Upon completion of all requirements, students shall be promoted to the rank of S1 and granted minor ground certification on the ZJX website.

### 5.3 S1 Controller requesting S2

1. Complete the VATUSA Academy S2 Course
2. Request training
3. Complete Assigned Practical Training.
4. Complete ZJX ARTCC Minor Tower Exam with a grade of 90% or better.
5. Complete S2 Practical Examination
  - a. Practical Examination is completed by an Instructor, which can be the student's assigned Instructor.
  - b. Practical Examinations can be completed on the live network or in the sweatbox.
  - c. The VATUSA Competency Review and Certification form shall be used.
    - i. Per the Rating Review Form, students must achieve satisfactory in all sections.
    - ii. Theory portions are considered satisfactory if student has passed the ZJX ARTCC Minor Tower Exam
6. Upon completion of all requirements, students shall be promoted the rating of S2 and granted minor tower certification on the ZJX website.

### 5.4 S2 Controller requesting S3

1. Complete the VATUSA Academy S3 Course
2. Request training
3. Complete Assigned Practical Training
4. Complete ZJX ARTCC Minor Approach Exam with a grade of 90% or better.

- a. Upon completion of assigned practical training, and minor approach exam, students could be granted a solo endorsement for Jacksonville TRACON.
5. Complete S3 Practical Examination
  - a. Practical Examination is completed by an Instructor, which can be the student's assigned Instructor.
  - b. Practical Examinations can be completed on the live network or in the sweatbox.
  - c. The VATUSA Competency Review and Certification form shall be used.
    - i. Per the Rating Review Form, students must achieve satisfactory in all sections.
    - ii. Theory portions are considered satisfactory if student has passed the ZJX ARTCC Minor Approach Exam
6. Upon completion of all requirements, students shall be promoted the rating of S3 and granted minor approach certification on the ZJX website.

## 5.5 Major Endorsement

1. Request training.
2. Complete ZJX ARTCC Major Examination with a grade of 90% or better for the level requested (Major GND, Major TWR, Major APP)
3. Complete Assigned Practical Training
  - a. Upon completion of assigned practical training, students will be granted a solo endorsement.
4. Complete Practical Examination
  - a. Practical Examination is completed by an Instructor or Mentor. The assigned trainer shall complete the practical examination.
  - b. The ZJX Endorsement form shall be used.
  - c. Practical Examinations can be completed on the live network or in the sweatbox.
5. Upon completion of all requirements, students shall be granted appropriate major endorsement (Major GND, Major TWR, Major APP).

## 5.6 S3 Controller requesting C1

*Prior to beginning, students must have completed all Major Endorsements.*

1. Complete the VATUSA Academy C1 Course
2. Request training
3. Complete Assigned Practical Training
  - a. Upon completion of assigned practical training, students will be granted a solo endorsement for a period of no longer than 30 days.
  - b. No extensions will be granted on solo endorsement
4. Complete ZJX ARTCC C1 Exam with a grade of 90% or better.
5. Complete C1 Practical Examination

- a. Practical Examination is completed by an Instructor, which can be the student's assigned Instructor.
  - b. Practical Examinations will be completed on the live network.
  - c. The VATUSA Competency Review and Certification form shall be used.
    - i. Per the Rating Review Form, students must achieve satisfactory in all sections.
    - ii. Theory portions are considered satisfactory if student has passed the ZJX ARTCC C1 Exam
6. Upon completion of all requirements, students shall be promoted the rating of C1 and granted center certification on the ZJX website.

## CHAPTER 6: SOLO ENDORSEMENT

### 6.1 Effective

1. Solo Endorsement are restricted during the following times:
  - a. Any ARTCC Specific Event (Events at an airport within the ARTCC)
  - b. Any supporting events except with the permission of the events coordinator and the Training Administrator.
  - c. Friday, Saturday, and Sunday between 2300z-0400z unless actively observed by a Mentor or Instructor.
    - i. The Mentor or Instructor does not need to be the Mentor or Instructor assigned to the student.
2. Solo Endorsements are only issued for a period of thirty (30) days and are not extended.
3. Rating Solo Endorsements must be posted on the VATUSA website by an Instructor or the Training Administrator, and on the ZJX Website.
4. Major Airport Solo Endorsement can be posted by either a Mentor or Instructor on the ZJX Website.

## CHAPTER 7: VISITING CONTROLLER FLOW

### 7.1 S1 Controller

1. Complete ZJX SOP Examination with a grade of 90% or better.
2. Pass the ZJX ARTCC Minor Delivery/Ground Exam with a grade of 90% or better.
3. Upon passing the exam, the S1 controller will be awarded minor certification for clearance delivery and ground.

### 7.2 S2 Controller

1. Complete ZJX SOP Examination with a grade of 90% or better.
2. Complete ZJX ARTCC Minor Delivery/Ground Exam and the ZJX ARTCC Minor Tower Exam with a grade of 90% or better.
3. Upon passing the exam, the S2 controller will be awarded minor certification for clearance delivery and ground.
4. Complete an S2 GRP Checkout using the VATUSA Competency Review and Certification form.
5. Upon passing the GRP Checkout, the S2 controller will be awarded minor certification for tower.

### 7.2 S3 and C1 Controller

1. Complete ZJX SOP Examination with a grade of 90% or better.
2. Complete ZJX ARTCC Minor Delivery/Ground Exam, the ZJX ARTCC Minor Tower Exam, and the ZJX ARTCC Minor Approach Exam with a grade of 90% or better.
3. Upon passing the exam, the S3 controller will be awarded minor certification for clearance delivery and ground.
4. Complete an S2 and S3 GRP Checkout using the VATUSA Competency Review and Certification form.
5. Upon passing the GRP Checkouts, the controller will be awarded minor certification for tower and approach.

### 7.3 Major Certification

1. All visiting controllers will complete major endorsement training requirements as found in chapter 5-5.

## CHAPTER 8: TRANSFERRING CONTROLLER FLOW

### 8.1 S1 Controller

1. Complete ZJX SOP Examination with a grade of 90% or better.
2. Pass the ZJX ARTCC Minor Delivery/Ground Exam with a grade of 90% or better.
3. Upon passing the exam, the S1 controller will be awarded minor certification for clearance delivery and ground.

### 8.2 S2 Controller

1. Complete ZJX SOP Examination with a grade of 90% or better.
2. Complete ZJX ARTCC Minor Delivery/Ground Exam and the ZJX ARTCC Minor Tower Exam with a grade of 90% or better.
3. Upon passing the exam, the S2 controller will be awarded minor certification for clearance delivery and ground.
4. Complete an S2 GRP Checkout using the VATUSA Competency Review and Certification form.
5. Upon passing the GRP Checkout, the S2 controller will be awarded minor certification for tower.

### 8.2 S3 and C1 Controller

1. Complete ZJX SOP Examination with a grade of 90% or better.
2. Complete ZJX ARTCC Minor Delivery/Ground Exam, the ZJX ARTCC Minor Tower Exam, and the ZJX ARTCC Minor Approach Exam with a grade of 90% or better.
3. Upon passing the exam, the S3 controller will be awarded minor certification for clearance delivery and ground.
4. Complete an S2 and S3 GRP Checkout using the VATUSA Competency Review and Certification form.
5. Upon passing the GRP Checkouts, the controller will be awarded minor certification for tower and approach.

### 8.3 Major Certification

1. All transferring controllers will complete major endorsement training requirements as found in chapter 5-5.

## CHAPTER 9: MENTOR AND INSTRUCTOR APPOINTMENT PROCEDURES

### 9.1 Requirements

1. Must hold a rating of at least S2 with a major endorsement to be a Mentor.
2. Must hold a rating of at C1 to be an Instructor.
3. Recommendation from a Mentor or Instructor
4. Recommendation from the TA.
  - a. In the absence of a TA, this recommendation may be given by the ATM.
5. Recommendation from the ATM.
6. All recommendations shall be completed as a controller's training record.

### 9.2 Process

1. Mentor in Training
  - a. Lasting a period no longer than 90 days.
  - b. Entry into the Mentor-in-Training Program does not guarantee a Mentor position nor is considered as part of the Training Staff.
  - c. Training to be completed
    - i. Meeting with trainer to install required software
      1. TWR Trainer
      2. ESKEY
        - a. Only if the Mentor is instructing S3 rating or above.
      3. Euroscope 3.1D
        - a. Only if the Mentor is instructing S3 rating or above.
    - ii. Shadow/Observe three (3) sessions with an assigned trainer.
      1. The trainer shall be teaching a course that the MIT will eventually teach.
      2. This time includes any necessary preparation the trainer conducts.
    - iii. Conducts at least 6 training sessions.
      1. The trainer shall observe and review the individual's performance and constructive feedback on improvement.
      2. Training records shall be submitted for these sessions for the observation of the MIT.
  - d. Upon successful completion of the Mentor In Training Program, the MIT shall be reviewed by the Training Administrator for full Mentor status consideration.
  - e. The Mentor in Training may be terminated from the program at the discretion of the Training Administrator if they are placed under any VATSIM/VATUSA/ZJX Disciplinary Policies.

2. Probationary Instructor
  - a. Must be a Mentor for a minimum ninety (90) days and have completed a full course of training sessions with students for S1, S2 and S3.
  - b. Requests to be an Instructor require approval from the ATM, DATM, and TA prior to being submitted to VATUSA. The approval should be noted in the controllers training record.
  - c. Once approved by VATUSA, the Instructor will be considered probationary and is required to complete all VATUSA requirements for full certification.