



VIRTUAL JACKSONVILLE ARTCC

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SUBJ: TRAINING POLICY AND GUIDELINES



This document prescribes the training policies and guidelines for use by ARTCC personnel providing or receiving training at the Virtual Jacksonville ARTCC. Facility personnel are required to be familiar with the provisions of this document and to exercise best judgment if they encounter situations that are not covered by it.

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Air Traffic Manager

RECORD OF CHANGES

Change to BASIC	Supplement	Change to BASIC	Supplement
A	Format, Change to Solo requirements		
B	1-2 Booking		

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Chapter 1

Introduction and Requirements

1-1 Syllabus

The Jacksonville ARTCC Training Program shall follow the approved ZJX Training syllabus that outlines competencies and content needed for each rating, certification, and validation.

1-2 Sessions

- A. Training Sessions shall be scheduled at least twenty-four (24) hours in advance using the mentor/instructors provided link in setmore.
- B. Students are required to complete two (2) training sessions per calendar Month.
- C. Students shall only book one (1) training session at a time with a trainer.

1-3 Expectations

- A. Students shall not, to the best of their ability, cancel a training session within twenty-four (24) hours of their scheduled session.
- B. Students shall come prepared to each training sessions with questions after reviewing relevant assignments, policies, and documents.
- C. Students shall complete all assignments prior to attending their training Schedule.

1-4 Corrective Action

- A. No Show/Cancellations within 24 hours.
 - i. First Offense: Written Warning from A/TA.
 - ii. Second Offense: Removal from training slot
 - iii. Third Offense: Removal of training slot and restricted from submitting a training request without the A/TA approval.
- B. Failure to meet required number of training sessions.
 - i. Observers
 - 1. Removal from training roster and removal from ZJX roster for inactivity.
 - ii. S1-C1
 - 1. Removal from training roster.

- C. Failure to meet training expectations/un-prepared for training.
 - i. First offense: Cancellation of session and written warning from A/TA.
 - ii. Second offense: Removal from training slot and restricted from submitting a training request without the A/TA Approval.

- D. Unacceptable conduct during training.
 - i. Discontinuation of training and referral to the TA for administrative action to include:
 - 1. Change of trainer
 - 2. Restriction from training for no more than 30 days.
 - 3. Removal from training program indefinitely.

Chapter 2 Rating Training

2-1 Requirements

- A. Be an active ZJX ARTCC home controller.
- B. Completed the ZJX SOP Course.
- C. For Non-OBS Controllers
 - i. Completed thirty (30) hours of controller at the highest position rated from any ARTCC.
 - ii. Example: S1 must complete 30 hours of Ground controlling.
- D. Any and all above requirements may be suspended on a case by case basis by the Training Administrator and Air Traffic Manager.

2-2 Training Fields

- A. The following are the active rating training fields:
 - i. Hilton Head, SC (KHXD)
 - ii. Savannah, GA (KSAV)
 - iii. Sanford Orlando, FL (KSFB)
 - iv. Jacksonville, FL (KJAX)
- B. Other minor fields can be used for training to facilitate proper usage of the general procedures or specific competencies.

2-3 Training Flow

- A. OBS to S1

Step 1: Request Training

Step 2: Assigned a mentor

Step 3: Complete ZJX ARTCC S1 Training

Found in the VATUSA Academy

Step 4: Complete ZJX Checkout Exams

ZJX Theory Exam

ZJX Practical Checkout by an Instructor

B. All Other Rating Training

Step 1: Request and complete the VATUSA Academy Training Course

Step 2: Request Training

Step 3: Assigned a mentor

Step 4: Complete ZJX ARTCC Practical Training

Step 5: Complete VATUSA Over the Shoulder Examination

ZJX Theory Exam

ZJX Practical Checkout by an Instructor

Chapter 3

Major Endorsement Training

3-1 Requirements

- A. Be an active ZJX ARTCC home or visiting controller.
- B. Completed the ZJX SOP Course.
- C. Completed thirty (30) hours of controller at the highest position rated from any ARTCC.
 - i. Example: S1 must complete 30 hours of Ground controlling.
- D. Complete twenty (20) hours of controlling the major facility at the following requirements:
 - i. Major Ground students are exempt from any major requirements
 - ii. Major Tower students shall control twenty (20) hours on Orlando Ground.
 - iii. Major TRACON students shall control twenty (20) hours on Orlando Tower.
- E. Any and all above requirements may be suspended on a case by case basis by the Training Administrator and Air Traffic Manager.

3-2 Training Fields

- A. Orlando, FL (KMCO)
- B. F11 TRACON

3-3 Training Flow

- A. Request Training
- B. Complete ZJX ARTCC Major Examination with a grade of 90% or better for the level requested.
- C. Upon being assigned a mentor, complete practical training.
- D. Upon completion of practical training, the student may be assigned a solo endorsement.
- E. Complete Practical Examination
 - i. Can be completed by an Instructor or Mentor.
 - ii. ZJX Endorsement form is the grading criteria.
 - iii. Practical examinations can be completed on the live network or in the sweatbox.
- F. Upon completion of all requirements, student shall be granted appropriate major endorsement.

Chapter 4

Visiting Controller Requirements/Training

4-1 Requirements for certification

- A. ZJX SOP Course
- B. Knowledge/GRP Examination
 - i. S1 Students
 - 1. Request and complete the ZJX ARTCC Minor/Ground Exam
 - 2. Request and complete an observation session with a mentor/instructor.
 - ii. S2 Students
 - 1. Request and complete the ZJX ARTCC Minor/Ground Exam and the ZJX ARTCC Minor Tower Exam.
 - 2. Request and complete a S2 GRP Checkout using the VATUSA Competency Review and Certification Form.
 - iii. S3 and above students
 - 1. Request and complete the ZJX ARTCC Minor/Ground Exam, ZJX ARTCC Minor Tower Exam, and the ZJX ARTCC Minor Approach Exam.
 - 2. Request and complete a S3 GRP Checkout using the VATUSA Competency Review and Certification Form.
- C. If any of the above items are failed upon the first try, the students' visiting request will be rescinded and a note will be placed in the controllers vatusa record of the failure.

4-2 Major Endorsement

- A. Requirements
 - i. Complete all GRP requirements for the controller's current rating and have received all endorsements.
 - ii. Controlled within the ZJX Airspace for fifteen (15) hours since acceptance in the ARTCC.
- B. Training Flow
 - i. S1 and S2 Students will request training for major ground first. S2 Students will be required to complete the requirements set further in Chapter 3-1 before requesting major tower training.
 - ii. S3 Students will request major tower training after completing all the requirements in 4-2 A. It is a requirement that the controller have knowledge of Major Ground requirements.
 - iii. C1 Controller will request major TRACON training after completing all the requirements in 4-2 A. It is required that the controller have knowledge of Major Tower requirement.

Chapter 5

Transferring Controller Requirements/Training

5-1 Requirements for certification

- A. ZJX SOP Course
- B. Knowledge/GRP Examination
 - i. S1 Students
 - 1. Request and complete the ZJX ARTCC Minor/Ground Exam
 - 2. Request and complete an observation session with a mentor/instructor.
 - ii. S2 Students
 - 1. Request and complete the ZJX ARTCC Minor/Ground Exam and the ZJX ARTCC Minor Tower Exam.
 - 2. Request and complete a S2 GRP Checkout using the VATUSA Competency Review and Certification Form.
 - iii. S3 and above students
 - 1. Request and complete the ZJX ARTCC Minor/Ground Exam, ZJX ARTCC Minor Tower Exam, and the ZJX ARTCC Minor Approach Exam.
 - 2. Request and complete a S3 GRP Checkout using the VATUSA Competency Review and Certification Form.
- C. If any of the above items are failed upon the first try, the controller will be required to complete the training courses for the rating level they failed. No certification on any level will be awarded.

5-2 Major Endorsement

- C. Requirements
 - i. Complete all GRP requirements for the controller's current rating and have received all endorsements.
 - ii. Controlled within the ZJX Airspace for fifteen (15) hours since acceptance in the ARTCC.
- D. Training Flow
 - i. S1 and S2 Students will request training for major ground first. S2 Students will be required to complete the requirements set further in Chapter 3-1 before requesting major tower training.
 - ii. S3 Students will request major tower training after completing all the requirements in 4-2 A. It is a requirement that the controller have knowledge of Major Ground requirements.
 - iii. C1 Controller will request major TRACON training after completing all the requirements in 4-2 A. It is required that the controller have knowledge of the Major Tower requirement.

Chapter 6

Solo Endorsement

6-1 Effective

- A. Solo Endorsements are restricted during the following times:
 - i. Friday, Saturday, and Sunday between 2300z-0300z when the following ARTCCs have announced events.
 - 1. Miami
 - 2. Houston
 - 3. Atlanta
 - 4. Washington
 - 5. Jacksonville
 - ii. Permission must be granted by the Event Coordinator and the Training Administrator prior to signing up for an event using your solo endorsement.
 - iii. A mentor/instructor is required to observe the session. This requirement can be waived at the discretion of the TA with EC approval.
- b. Solo Endorsements are only issued for a period of thirty (30) days and are NOT extended.
- c. Rating Solo Endorsements must be posted on the VATUSA website by an instructor or the training administrator, and the ZJX Website.
- d. Major airport solo endorsements can be posted by either a mentor or instructor on the ZJX website.

Chapter 7

Mentor and Instructor Appointment Procedures

7.1 Requirements

- A. Mentor
 - a. Must be a home controller.
 - b. Must hold a rating of at least S2 with a major endorsement.
 - c. No disciplinary actions taken within the last two (2) years by any VATUSA ARTCC or VATSIM.
- B. Instructor
 - a. Must be a home controller.
 - b. Mentor for a minimum ninety (90) days and have completed a full course of training sessions with students for S1, S2 and S3.
 - c. Must hold a rating of at C1 for ninety (90) days with all major endorsements.
 - d. Written (Email) recommendation from the following:
 - i. Mentor/Instructor
 - ii. Training Administrator
 - iii. Air Traffic Manager
 - e. No disciplinary actions taken within the last two (2) years by any VATUSA ARTCC or VATSIM.
 - f. Approval from the VATUSA training staff.

7.2 Process to request

- A. Mentor
 - a. Submit a formal request to become a mentor to training@zjxartcc.org with the following information
 - i. Name and CID
 - ii. Reason for wanting to be a mentor
 - iii. Real World training experience
 - iv. VATSIM training experience (if any)
 - b. Recommendations for new Mentors in Training will be required from the following:
 - i. Training Administrator
 - ii. Deputy Air Traffic Manager
 - iii. Air Traffic Manager
 - iv. The recommendations shall be noted in the training profile of each prospective mentor in training.
- B. Instructor

- a. Submit a formal request to become an instructor to training@zjxartcc.org with the following information
 - i. Name and CID
 - ii. Reason for wanting to be an instructor
 - iii. Real World training experience
 - iv. VATSIM training experience (if any)
- b. Recommendations for new Probational Instructors will be required from the following:
 - i. Training Administrator
 - ii. Deputy Air Traffic Manager
 - iii. Air Traffic Manager
 - iv. VATUSA training staff
 - v. The recommendations shall be noted in the training profile of each prospective probational instructor.

7.3 Training Requirements

A. 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.
 - iv. Any and all training requirements may be suspended or amended with the approval of the Training Administrator, Deputy Air Traffic Manager, and Air Traffic Manager. This shall be noted in the mentor in training ZJX training record.
- d. Upon successful completion of the Mentor In Training Program, the MIT shall be reviewed by the Training Administrator, Deputy Air Traffic Manager and Air Traffic Manager 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.
- A. Probationary Instructor
- a. All training requirements of a probationary instructor are assigned by VATUSA.