New York ARTCC

Regulations and Policies

Rev. 16 — 23 Jan 2017

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General Policies

Superseding Local Policy

a. Any provision of this policy that conflicts with a policy which is publicly published at a VATSIM, VATNA, or VATUSA level shall be superseded by the higher document.
b. All controllers and staff shall abide by all the VATSIM, VATNA, or VATUSA policies.

Directives

Any announcement from the Air Traffic Manager, Deputy Air Traffic Manager, or Training Administrator that is located in the Mandatory Briefing Items is considered a directive. Directives shall be followed by all existing controllers, visiting controllers, and new members. Failure to comply with a directive is considered equivalent to failure to comply with any provision of this document.

Rating Progression

The New York ARTCC Rating Progression program operates in accordance with the VATUSA Division policy, VATSIM Global Ratings Policy, and New York ARTCC Training Procedure.

Internal Communication

All New York ARTCC members must maintain a working e-mail address for communication and keep their New York ARTCC profile updated with said e-mail address. In addition, members must comply with the following:

a. The e-mail address provided to the New York ARTCC must be the same as the one used for VATSIM and VATUSA profiles.
b. The e-mail address cannot be a legacy e-mail address such as AOL as these will be rejected by our server.

Discipline

Any existing controller, visiting controller, or new controller is subject to discipline for any of the following:

a. Refusal to adhere to New York ARTCC position restrictions.
b. Violation of any Standard Operating Procedure (SOP), regulation, or policy of the New York ARTCC.
c. Insubordination to any staff member of the New York ARTCC, VATUSA Division, VATSIM Network, or a staff member of any other ARTCC.
d. Violation of any provision of the VATSIM Code of Conduct (CoC), VATSIM Code of Regulations (CoR), or any regional policy.

Controller Callsigns

a. New York ARTCC Observers:
  i. Observers on the VATSIM Network, who are members of the New York ARTCC, shall sign on using the following format:
    1. ZNY_XX_OBS where "XX" are the assigned operating initials. Operating initials are auto-generated by the New York ARTCC website when a user first joins and can be found on the user profile page. If desired, the assigned operating initials can be changed by e-mailing either the Air Traffic Manager or Deputy Air Traffic Manager.
b. New York ARTCC Training Staff:
  i. ZNY_XX_MTR for *Mentors* where "XX" are the assigned operating initials.
  ii. ZNY_XX_INS for *Instructors* where "XX" are the assigned operating initials.
c. New York ARTCC Staff:
  i. ZNY_ATM for the New York ARTCC Air Traffic Manager.
  ii. ZNY_DATM for the New York ARTCC Deputy Air Traffic Manager.
  iii. ZNY_TA for the New York ARTCC Training Administrator.
  iv. ZNY_EC for the New York ARTCC Events Coordinator.
    1. Only to be used during a New York ARTCC or VATUSA Division approved event.
d. Operational position call signs shall be used as directed by Facility SOPs.

e. ZNY_TMU shall be used for the New York ARTCC Traffic Management Coordinator (a certified position).
    i. Only to be used during a New York ARTCC approved event, VATUSA Division approved event, or when authorized by New York ARTCC senior management.

f. Improper use of callsigns is grounds for disconnection, Supervisor notification, and/or disciplinary action.
    i. As directed by VATSIM Code of Conduct (CoC): The last 3 letters of the ICAO code shall be used (e.g. JFK_GND, ISP_TWR, etc.).
        ▪ Exception: Bermuda shall use "BDA".

Controller Feedback

a. No member of New York ARTCC is allowed to leave feedback for another member of New York ARTCC through the online Feedback form on New York ARTCC website. That form is only to be used by pilots that are NOT members of New York ARTCC.

b. No member of New York ARTCC shall solicit pilot feedback, positive or negative, for himself and/or for any other controller at New York ARTCC. The only allowed means of encouraging pilots to leave feedback for New York ARTCC controllers is by including a link to New York ARTCC website in the controller information (see Basic Control Procedures).

Controller Requirements and Coordination Policy

a. All New York ARTCC controllers, including visiting controllers, are required to do the following:
    i. Check the New York ARTCC Publications for pertinent Mandatory Briefing Items and other pertinent policy or discussion prior to any controlling session.
    ii. Utilize the most recent Standard Operating Procedures (SOPs), regulations, and policies.
    iii. Utilize the most recent sector files and the most recent position file.

b. A controller must connect as an Observer prior to staffing any New York ARTCC position. *See Basic Control Procedures*

c. A controller must notify all pertinent controllers prior to staffing any New York ARTCC position.

d. All TRACON controllers must announce their connection via the ATC channel including the applicable configuration (e.g. "New York Approach online, serving LGA and EWR only.")
    i. Tower (local) controllers shall not announce their connection via the ATC channel. Coordination shall be done through private message or TeamSpeak with the pertinent TRACON and local controllers.

e. Controllers must commit at least one (1) hour when staffing any TRACON position as coordination becomes difficult with several position changes.

f. A controller must give a minimum ten (10) minute notice prior to disconnecting from the network.
    i. TRACON Controllers need to announce this notice via the ATC channel.
    ii. Local controllers should advise all pertinent controllers of their disconnection via private message or TeamSpeak.
    iii. All controllers must use the .break command to indicate their intent to leave.

g. Basic Control Procedures shall be followed and utilized at all times.

h. A controller's inability or ability to coordinate directly correlates with the assessment of competency at their current VATSIM rank.

Correspondence and Representation

a. General Correspondence:
   i. No member shall make any communication or correspondence that will reflect the ARTCC in a negative way or could be detrimental to the image of the ARTCC.
b. Pilot Feedback:
   i. No member of the New York ARTCC, with the exception of the Air Traffic Manager, Deputy Air Traffic Manager, and Training Administrator, will contact any pilot or virtual airline on behalf of the New York ARTCC without prior approval from the Air Traffic Manager, Deputy Air Traffic Manager, or Training Administrator for the purpose of providing pilot feedback or any other related discussion.
c. VATUSA / VATSIM Correspondence:
   i. No member of the New York ARTCC, with the exception of the Air Traffic Manager, Deputy Air Traffic Manager, and Training Administrator, will contact any VATUSA or VATSIM staff member on behalf of the New York ARTCC without prior approval from the Air Traffic Manager, Deputy Air Traffic Manager, or Training Administrator for the purpose of discussing New York ARTCC related matters unless it is required by a staff position.
d. Media Relations:
   i. All requests from any media for comment, interviews, screen shots, photos, ARTCC documentation or information, or anything relating to the ARTCC or VATUSA or VATSIM, shall be referred to the Air Traffic Manager.
   ii. No member of the New York ARTCC shall represent the ARTCC in the media or with any other related agency without prior authorization from the Air Traffic Manger.
   iii. The Air Traffic Manager shall ensure that VATSIM policies are followed.

Facility Designation and Definition

a. New York ARTCC **Major Facilities** are defined as the four Class Bravo airports within ZNY airspace.
   i. Major facilities require a level specific major certification to control on the VATSIM network.
   ii. The following facilities are designated as "major facilities":
      1. KEWR – Newark Liberty International Airport
      2. KLGA – LaGuardia Airport
      3. KJFK – John F. Kennedy International Airport
      4. KPHL – Philadelphia International Airport
b. New York ARTCC **Non-Major Facilities**, also known as "minor facilities," are defined as any airport located within the lateral boundaries of the New York ARTCC not identified as a major facility or satellite facility.
   i. Minor facilities only require a level specific ZNY certification to control on the VATSIM network (e.g. ZNY S1, S2, S3, etc.).
c. New York ARTCC **Non-Major Training Facilities** are defined as airports recommended to be staffed by new controllers or controllers struggling with their assigned major facility in

order to learn the basics of air traffic control. Non-major training facilities do not require any facility specific certification.

      i. The following facilities are designated as "non-major training facilities":

            1. KISP – Long Island Mac Arthur Airport

      ii. Notwithstanding the above, any facility within the bounds of the ARTCC may be designated as a non-major training facility at the discretion of the Training Administrator.

Facility Coverage Chart

- Hours of operation can only be simulated if the pilot agrees.
- OT = Other Times
- BDA = Bermuda or TXKF
- LIB = Liberty Departure
- CSK = Liberty Catskill
- ATCT = Air Traffic Control Tower (DEL-TWR)
- TRACON = Terminal Radar Approach Control (DEP-APP)
- ARTCC = Air Route Traffic Control Center (CTR)
- FIR = Flight Information Region (FSS and Non-Radar Positions)
- Coverage hierarchy found here is general. Specific position hierarchy can be found in facility SOPs.

Facility	Type	Airspace Class	GRP Designation	Hours of Operation	Coverage Hierarchy
ABE	ATCT / TRACON	C	Minor	-	ZNY > ABE APP > ABE
AVP	ATCT / TRACON	TSRA / D	Minor	-	ZNY > AVP APP > AVP
BDA	ATCT / TRACON	E	Minor	1100-0300Z	ZWY > ZNY > BDA
BDR	ATCT	D (Class E OT)	Minor	0630-2200	ZNY > N90 JFK > N90 ISP > BDR
BGM	ATCT / TRACON	TRSA / D (Class E OT)	Minor	0600-0000	ZNY > BGM APP > BGM
CDW	ATCT	D (Class E OT)	Minor	0700-2300	ZNY > N90 EWR > CDW
CXY	ATCT	D (Class E OT)	Minor	0700-2100	ZNY > MDT APP > CXY
DXR	ATCT	D (Class E OT)	Minor	0700-2200	ZNY > N90 LGA > DXR
ELM	ATCT / TRACON	TRSA / D (Class E OT)	Minor	0600-0000	ZNY > ELM APP > ELM
EWR	ATCT	B	**Major**	-	ZNY > N90 EWR > EWR
FOK	ATCT	D (Class E OT)	Minor	0700-2300	ZNY > N90 JFK > N90 ISP > FOK
FRG	ATCT	D (Class E OT)	Minor	0700-2300	ZNY > N90 JFK > FRG
HPN	ATCT	D (Class E OT)	Minor	0600-2300	ZNY > N90 LGA > HPN
HTO	ATCT	D (Class E OT)	Minor	0800-2000 (5/23-9/11)	ZNY > N90 JFK > N90 ISP > HTO
HVN	ATCT	D (Class E OT)	Minor	0600-2200	ZNY > N90 JFK > N90 ISP > HVN
ILG	ATCT	D (Class E OT)	Minor	0630-2300	ZNY > PHL APP > ILG

IPT	ATCT	D (Class E OT)	Minor	0630-2230	ZNY > IPT
ISP	ATCT	C (Class D OT)	Minor	0600-0000	ZNY > N90 JFK > N90 ISP > ISP
ITH	ATCT	D (Class E OT)	Minor	0630-2200	ZNY > ELM APP > ITH
JFK	ATCT	B	**Major**	-	ZNY > N90 JFK > JFK
LGA	ATCT	B	**Major**	0600-2400 (Fixed Wing)	ZNY > N90 LGA > LGA
LNS	ATCT	D (Class E OT)	Minor	0600-2300	ZNY > MDT APP > LNS
MDT	ATCT	TRSA / D	Minor	-	ZNY > MDT APP > MDT
MMU	ATCT	D (Class E OT)	Minor	0645-2230	ZNY > N90 EWR > MMU
MUI	ATCT	D (Class E OT)		1200-0500Z (M-F; Jun-Aug) 1300-0500Z (M-F; Sep-May)	ZNY > MDT APP > MUI
NEL	ATCT	D	Minor	1300-1700Z (M-W) 1300-0100Z (T-F)	ZNY > WRI APP > NEL
N90 JFK	TRACON	B	**Major**	-	ZNY > N90 JFK
N90 LGA	TRACON	B	**Major**	-	ZNY > N90 LGA
N90 EWR	TRACON	B	**Major**	-	ZNY > N90 EWR
N90 LIB	TRACON	B	**Major**	-	ZNY > N90 LIB
N90 ISP	TRACON	C	Minor	-	ZNY > N90 JFK > N90 ISP
N90 CSK	TRACON	D	Minor	-	ZNY > N90 LIB > N90 CSK

OXC	ATCT	D (Class E OT)	Minor	0600-2100	ZNY > N90 JFK > N90 ISP > OXC
PHL	ATCT / TRACON	B	**Major**	-	ZNY > PHL APP > PHL
PNE	ATCT	D (Class E OT)	Minor	0600-2300	ZNY > PHL APP > PNE
POU	ATCT	D	Minor	0700-2200 (5/15-9/14) 0700-2100 (9/15-5/14)	ZNY > N90 LIB > N90 CSK > POU
RDG	ATCT / TRACON	D (Class E OT)	Minor	0600-0000	ZNY > MDT APP > RDG APP > RDG
SWF	ATCT	D	Minor	-	ZNY > N90 LIB > N90 CSK > SWF
TEB	ATCT	D	Minor	-	ZNY > N90 EWR > TEB
TTN	ATCT	D (Class E OT)	Minor	0600-2200	ZNY > PHL APP > TTN
UNV	ATCT	D (Class E OT)	Minor	0600-2200	ZNY > UNV
WRI	ATCT / RAPCON	D	Minor	-	ZNY > WRI APP > WRI
ZNY	ARTCC	-	**Major**	-	-
ZWY	FIR	-	**Major**	-	-

NOTE: Missing data or errors in this table should be forwarded to the ATM or DATM as appropriate.

Member Conduct

General

a. Members and visitors must comply with VATSIM's Code of Conduct at all times while holding membership with the New York ARTCC. In addition to the VATSIM Code of Conduct, users shall comply with the additional policies below.
b. The use of the New York ARTCC TeamSpeak Server (located at ts3.nyartcc.org) and the New York ARTCC Forum (located at http://www.nyartcc.org/forum) is a privilege, not a right. Violation of either the New York ARTCC TeamSpeak Server or New York ARTCC Forum policies is grounds for disciplinary action.

TeamSpeak Server

a. Use
    i. Any member or visitor that is controlling the New York ARTCC airspace on the VATSIM Network is strongly encouraged to use TeamSpeak to allow for better coordination with other controllers. *(Recommended)*
    ii. Hanging out and playing other games while in the New York ARTCC TeamSpeak is allowed, so long as it does not become a distraction to those controlling on the VATSIM Network. If it does, you need to switch rooms or sign off immediately. *(Mandatory)*
    iii. Duplicate privilege keys are not authorized. If you want to use TeamSpeak on multiple computers, you need to copy the identity under "settings" and import it to the new computer. *(Mandatory)*
b. Manners
    i. All users shall be courteous at all times. No rude behavior, rude comments, or vulgar language will be tolerated if any member in the channel is offended by it. *(Mandatory)*
    ii. Harassment or abuse of any kind will not tolerated. *(Mandatory)*
    iii. First offences will be treated as a warning. Subsequent offences will result in being kicked from the server and possible revocation of TeamSpeak privileges.
c. Voice Activation
    i. Voice activation is allowed, but please ensure you have a way to easily mute your mic and ensure your voice activation gate is set correctly. We appreciated that mistakes happen and you may forget to mute your mic while on voice activation, but please be considerate of others. *(Recommended)*
    ii. If asked by a member of staff or a senior member, you must switch back to push to talk. *(Mandatory)*
d. Discussion Topics
    i. Politics, religion, and other potentially confrontational topics are allowed, but if any member or visitor asks you to change topics, you must comply or move your discussion to a different channel. *(Mandatory)*
e. Nicknames
    i. All members and visitors must use their first and last names as well as their operating initials on TeamSpeak. *(Mandatory)*
        ▪ Example: Andrew Heath (AJ)
    ii. Changing nicknames, claiming certification you have not earned, or using aliases is not allowed. *(Mandatory)*

iii. Staff members will indicate their status using a dash after their name and operating initials. *(Mandatory)*
- Example: Andrew Heath (AJ) - DATM

f. Guests

i. The TeamSpeak server address name can be handed out to anyone who wishes to join the server, but do not post it anywhere such as public forums or social media. *(Mandatory)*

ii. When bringing guests into member channels on TeamSpeak, you must ensure that any and all other members in that channel have been consulted first. *(Mandatory)*

g. Abuse of Power

i. Abuse of power will not be tolerated by the New York ARTCC Senior Staff. This includes, but is not limited to, excessive moving of users, taking away user permissions, force muting clients, sticking clients, kicking users from channel and the server. If you believe you have been a victim of abuse of power, please contact members of the New York ARTCC Senior Staff. *(Mandatory)*

Forum

a. Manners

i. All users shall be courteous at all times. No rude behavior, rude comments, or vulgar language will be tolerated. *(Mandatory)*

ii. Harassment or abuse of any kind will not tolerated. *(Mandatory)*

iii. First offences will be treated as a warning. Subsequent offences will result in possible revocation of Forum privileges.

b. Discussion Topics

i. Forum topics should be kept to either aviation related or ARTCC related only. *(Mandatory)*

ii. Politics, religion, and other potentially confrontational topics are not allowed on the New York ARTCC Forum. *(Mandatory)*

Online Communications

a. Private messages in your chosen radar client and/or TeamSpeak are to be used for controller coordination when controlling.

b. No controller may use the .busyall command at any time while controlling. The .busy command may be used by controllers to block non-pertinent private messages from pilots.

c. Please limit unsolicited conversation in any manner (TeamSpeak or other) to a minimum when controlling or speaking to someone who is controlling.

d. The ATC channel should be used at a bare minimum to advise all those within range of necessary information.

i. The following are examples of information that is not necessary:

1. Runway changes.
2. Announcement of breaks.
3. Announcement that you have to restart.
4. Conversation not related to operations.
5. Any unprofessional remark or other non-necessary information.

e. Remember that all communication methods and services including any and all non-VATSIM owned or maintained methods or services are subject to all VATSIM/VATUSA rules, regulations, or policies on conduct or any other pertinent topic when used in any relation to

the VATSIM Network and may be monitored and recorded at any time by a number of sources. A basic rule to live by is, <u>if it's questionable, don't say it</u>.

    f. Misuse of any form of communication as described above is grounds for disciplinary action.

Position Staffing Policy

a. A cab controller (defined as Clearance Delivery, Ground, or Tower) cannot simultaneously control any other position at another airport.
- <u>Example</u>: EWR_TWR cannot provide tower services (LGA_TWR) at KLGA.

b. No controller currently staffing a position may simultaneously control any other position *above* their current active position, regardless of said controller's certifications.
- <u>Example</u>: EWR_TWR cannot provide departure services (NY_NWK_DEP) at KEWR and NY_NWK_DEP cannot provide approach services (NY_ARD_APP) at KEWR, even if the controller is certified for both positions.

c. All primary positions at a facility (DEL through APP) must be staffed prior to any secondary position or sub-sector position may be staffed. This rule may be waived during events, training sessions on the network, or any other high traffic volume period at the sole discretion of the TMU or senior staff members (ATM, DATM, or TA).
- <u>Example</u>: NY_CAM_APP only is currently staffed. The only remaining available positions to be controlled at KJFK are JFK_DEL, JFK_GND, JFK_TWR, and NY_KEN_DEP. Until those remaining positions are staffed, a position such as NY_RBR_APP cannot be opened.
- <u>Example</u>: EWR_GND, EWR_TWR, NY_NWK_DEP, and NY_ARD_APP are currently staffed. The only remaining available position to be controlled at KEWR is EWR_DEL. Until that remaining position is staffed, a position such as NY_NOA_APP cannot be opened.
- <u>Example</u>: LGA_DEL, LGA_GND, LGA_TWR, NY_LSO_DEP, and NY_HRP_APP are currently staffed. There are no remaining primary positions available to control at KLGA. At this point, the next person to control at KLGA may staff a secondary or sub-sector type of position such as NY_EMP_APP, NY_LNO_DEP, etc.

d. A TRACON controller can combine two or more N90 TRACON positions only if the following conditions are met:
    i. The controller must be certified to control every one of the combined sectors. At a minimum, you have to be DEP certified in every N90 Area for which you wish to combine.
- <u>Example</u>: If logged on as NY_CAM_APP and only certified up to Tower at KLGA, you may not provide any services at KLGA.

    i. The controller must reflect which facilities he or she is covering by appropriately editing his Controller Information. If the combination of sectors is changed at any time, the controller must update his or her Controller Information accordingly.
- <u>Example</u>: If you are controlling LSO DEP and KEN DEP combined and another controller logs in as KEN DEP (after coordinating with you), you must change your controller information to indicate that you are only covering services for the LGA Area.

e. The primary TRACON controller of a facility is solely responsible to provide top-down service for all positions at that specific facility. No other adjacent TRACON controller is permitted to offer services below or equal to an actively staffed primary TRACON position.
- <u>Example</u>: If NY_CAM_APP is covering KJFK and KLGA simultaneously, and NY_HRP_APP comes online, then NY_CAM_APP may not continue provide any services at KLGA.

f. When two or more controllers who are fully certified for two or more N90 facilities are online, then it is at their discretion as to which N90 facilities they each will cover so as long as all other policies of this section are met. If there is a disagreement, the controller who was online first will make the final decision.

g. If an N90 Departure controller and N90 Approach controller (both certified for two or more N90 facilities) are online, then the N90 Approach controller is only entitled to those departures out of his or her primary Area. The N90 Departure controller is entitled to all remaining departure sectors.

- Example If NY_CAM_APP is online and is certified for all of N90 and NY_LSO_DEP is online and is also certified for all of N90, then NY_CAM_APP will have rights to KJFK Area departures only and NY_LSO_DEP will have rights to KLGA and KEWR Area departures unless coordinated otherwise.

h. If staffing a secondary or sub-sector TRACON position of an N90 Area, that position is limited to the services provided by that position only.

- Example: A controller cannot control NY_NBI_APP from NY_RBR_APP.

i. NY_CAM_APP shall provide service for the N90 ISP airspace and facilities at all times, when ISP (NY_ISP_APP) is not staffed. If

j. All three (3) primary N90 departure positions (KJFK, KLGA, and KEWR) must be covered by a TRACON controller or multiple TRACON controllers BEFORE Liberty Departure can be staffed.

k. NY_CTR shall cover Liberty Departure/Catskill when not manned.

l. It is strictly prohibited for any controller working a position at KPHL to simultaneously cover any N90 position including local control, and vice versa.

Radar Client Usage

a. The New York ARTCC does not produce or distribute vSTARS or vERAM configuration files. Users wishing to use these products while controlling the New York ARTCC airspace are free to do so, but are subject to the following restrictions:

i. Controllers are responsible for obtaining the sector data and producing these files on their own. Permission to use sector data from the official New York ARTCC VRC or Euroscope files must first be obtained prior to creating files using said data. Controllers must ensure the configuration files are always up-to-date as set forth in Controller Requirements and Coordination Policy.
NOTE: Upon request, users of vSTARS or vERAM shall send their configuration files to the New York ARTCC Staff for inspection to ensure compliance with Controller Requirements and Coordination Policy.

ii. vSTARS and vERAM shall not be used during training sessions.

iii. Distribution of configuration files is strongly discouraged as it could inadvertently put multiple users in violation of the Controller Requirements and Coordination Policy.

iv. The use of vSTARS or vERAM during events is strongly discouraged. If the use of vSTARS or vERAM is determined to be the cause of poor controlling during an event, then the user will be asked to either switch clients or sign off.

b. Small modifications to the official New York ARTCC VRC or Eurocope files are allowed, but for personal use only.

i. This shall not be used to contradict the policy set forth in Letter A of this section. Permission always has to be obtained to use sector data for other purposes.

ii. Do not distribute your personal modifications to other controllers.

c. VATSIM directs that controllers set their radar visibility range as follows:

    i. Observer – 300nm or less

    ii. Clearance Delivery and Ground – 20nm or less

    iii. Tower – 50nm or less

    iv. Departure / Approach – 150nm or less

    v. Center – 250nm to 300nm

Roster Removal for Inactivity / Leave of Absence (LOA)

a. Controller Inactivity:

    i. Around the 15th of each month, the ATM or DATM will run the New York ARTCC Axe list which will auto-populate those controllers who have not yet met the hour requirements for the month. If you are on this list, you may receive an e-mail advising you of pending removal due to inactivity. From this point, you have until the end of the month to get your hours in.

    ii. Any new controller, visiting controller, or existing controller is subject to removal from the New York ARTCC for any of the following reasons:

        1. Fails to complete any of the Level 1 online training classes within 30 days of becoming a new member or visiting controller.

        2. Failure to connect to the VATSIM Network as an operational New York ARTCC position for a combined total of 2 hours each calendar month.

            a. An Observer, Supervisor, or Training Staff callsign is **not** an operational position.

b. Leave of Absence (LOA):

    i. An eligible controller may change their status to Leave of Absence (LOA) by accessing the Controller Panel.

        1. An eligible controller is anyone who has attained a minimum of ZNY Level 1.

            a. LOA status prevents the controller from being removed for inactivity.

    ii. The LOA is automatically assigned for the maximum 90 day period, at which time it expires and subjects the controller to removal for any of the reasons listed above.

    iii. A controller may request a LOA extension by making application to the Air Traffic Manager or Deputy Air Traffic Manager via e-mail.

        1. An extension may not exceed 90 days.

            a. No more than one (1) extension shall be issued without the approval of the Air Traffic Manager.

        2. The extension length shall be determined by the Air Traffic Manager or Deputy Air Traffic Manager (not to exceed 90 days).

    iv. LOA Controllers shall be returned to active controller / visitor status upon LOA expiration.

    v. LOA controller may change his/her status from LOA to active member / visitor status by accessing the Controller Panel (prior to 90 days).

    vi. An LOA controller shall receive notification via e-mail alerting them to their LOA expiration.

    vii. LOA status is subject to removal if a controller is found to be actively controlling during their LOA.

    viii. LOA status is subject to removal if a controller is found to have greater than two hours logged as a *pilot* in any 30 day period while on LOA (controller activity requirement).

Training Department Policies

a. Identification and Usage:
    i. New York ARTCC Training Staff can be recognized by their distinct callsigns outlined in Section 11b. When those individuals are not working an operational position, feel free to ask them questions as they are here to help.
    ii. New York ARTCC Training Staff are not to be used in lieu of reading required materials, etc.
    iii. While controlling, New York ARTCC Training Staff are controllers first and staff members second. If you ask a question while they are controlling, a response might not be possible.

b. Students:
    i. <u>Limitations</u>: Students are subject to the following...
        1. Students are not permitted to provide isolated training to other students.
        2. Students are not permitted to log on to the sweat-box server without the attendance of a mentor or instructor.

c. Mentors:
    i. <u>Definition</u>: A training staff member who's sole purpose is to relieve the workload of Instructors in the early stages of training.
    ii. <u>Responsibilities</u>: Mentor responsibilities include, but are not limited to, the following...
        1. MONITORING of students on a regular basis and assessing progress.
        2. Remaining current on changes to facility policies, procedures, and SOPs.
        3. Representing the ARTCC in a professional manner at all times.
        4. Maintaining an online presence on the VATSIM network.
    iii. <u>Limitations</u>: Mentors are subject to the following limitations...
        1. Mentors can train on positions as outlined by the Mentor Restrictions document in the Training Wiki.
            a. Exception: Mentors cannot provide training for Level 6, 7 or 8 unless permission is granted by the Training Administrator. Mentors can never cert for Level 6 or 8.
        2. Mentors can grade only those tests for the facility they are assigned.
            a. Exception: The Training Administrator or the respective Facility Coordinator can waive this rule on a case by case basis. Documentation is required.
        3. Mentors can certify/signoff according to the Mentor Restrictions document in the Training Wiki.
            a. Exception: The Training Administrator ONLY can waive this rule. Documentation is retained on file with the Training Administrator. As a courtesy, the "outside" Mentor shall inform the respective Facility Coordinator that he or she is certifying within the Facility Coordinator's facility. This notification is a courtesy only and requires no response.
        4. Mentors can only provide training for the facility they are assigned to.
            a. Exception: The Training Administrator ONLY can waive this rule. Documentation is retained on the file with the Training Administrator. As a courtesy, the "outside" Mentor shall inform the respective Facility Coordinator that he or she is training within the Facility Coordinator's facility. This notification is a courtesy only and requires no response.

iv. <u>Hiring Requirements</u>:
1. Facility Coordinators can recommend applicants, but the New York Training Administrator is the sole authority with regards to the hiring and terminating of Mentors; Mentors serve at the pleasure of the Training Administrator.
2. *Mentor Hiring <u>Minimum</u> Requirements*
   a. Controller must have completed training at their initial facility.
   b. Controller must be in good standing with the New York ARTCC Staff.
   c. Controller must demonstrate considerable skill and ability at working their certified positions.
   d. Controller must express eagerness and willingness to learn new material.
   e. Controller must be accepting of criticism and eager to gain further knowledge and expertise.
   f. Controller must have excellent oral and written communication skills.
   g. Controller must show great patience during adverse and difficult situations.
   h. Controller is well respected among his or her peers.
   i. Controller expresses leadership qualities.
   j. Controller must be able to follow directions and respect the rules that govern teaching positions.
3. Applications should be directed to the New York ARTCC Training Administrator via e-mail.

d. Instructors:
   i. <u>Definition</u>: A training staff member who's sole purpose is to relieve the workload of the Training Administrator in ensuring QUALITY air traffic control services are provided by controllers at the New York ARTCC.
   ii. <u>Responsibilities</u>: Instructor responsibilities include, but are not limited to, the following...
   1. Practice clearance and local control scenario grading.
   2. MONITORING of students on a regular basis and assessing progress.
   3. Representing the ARTCC in a professional manner at all times.
   4. Remaining current on changes to facility policies, procedures, and SOPs.
   5. Training of primary and advanced students.
   6. VATUSA rating advancement (except C1 rating).
   7. Maintaining an online presence on the VATSIM network.
   iii. <u>Limitations</u>: Instructors are subject to the following limitations...
   1. Instructors can certify for any position at any facility EXCEPT Level 6. For Level 6, the Instructor shall seek the Training Administrator's approval.
      a. As a courtesy, the "outside" Instructor shall inform the respective Facility Coordinator that he or she is certifying within the Facility Coordinator's facility. This notification is a courtesy only and requires no response.
   iv. <u>Hiring Requirements</u>:
   1. The New York Training Administrator is the sole authority with regards to the hiring and terminating of Instructors; Instructors serve at the pleasure of the Training Administrator.
   2. *Instructor Hiring <u>Minimum</u> Requirements*
      a. Controller must be at least ZNY Level 6 certified.
      b. Controller must be in good standing with the New York ARTCC Staff.

  c. Controller must demonstrate considerable skill and ability at working their certified positions.

  d. Controller must express eagerness and willingness to learn new material.

  e. Controller must be accepting of criticism and eager to gain further knowledge and expertise.

  f. Controller must have excellent oral and written communication skills.

  g. Controller must show great patience during adverse and difficult situations.

  h. Controller is well respected among his or her peers.

  i. Controller expresses leadership qualities.

  j. Controller must be able to follow directions and respect the rules that govern teaching positions.

 3. Applications should be directed to the New York ARTCC Training Administrator via e-mail.

e. Facility Coordinators:

 i. <u>Definition</u>: A training staff member who serves as the "lead" for a particular major facility (JFK, EWR, LGA, PHL). Facility Coordinators are responsible for day-to-day training operations at their assigned facility.

 ii. <u>Responsibilities</u>: Facility Coordinator responsibilities include, but are not limited to, the following...

  1. Monitoring student progress through the training program.

  2. Event help and preparation.

  3. Ensuring facility documentation, quizzes, videos, and local control scenarios are up-to-date.

  4. Recommending mentors.

  5. Student cross training approval.

  6. Training quality assurance.

  7. Maintaining an online presence on the VATSIM network.

f. Activity Requirements and Evaluation:

 i. New York ARTCC Training Staff (defined as Mentors and Instructors) are required to control a minimum of 2 hours a month AND periodically check the "pending training requests" page and the "pending observation request" page.

  1. If a training staff member cannot take a training/observation request for their facility, they must inform the Training Administrator and the respective facility coordinator.

  2. Failure to complete the above step is grounds for a written reprimand from the training department.

  3. The respective Facility Coordinator is responsible for monitoring this activity and reporting deficiencies to the Training Administrator who shall determine the best course of action.

  4. In the rare case that there are no training requests or observation requests during a month to fulfill the requirement above, then training staff member is responsible for informing the Training Administrator via e-mail.

 ii. New York ARTCC Training Staff (defined as Mentors and Instructors) are required to answer a minimum of 6 training events per month.

  1. "Training events" include, training requests, evaluations, or on-the-job training. This criteria does NOT include grading quizzes or tests.

2. The respective Facility Coordinator is responsible for monitoring this activity and reporting deficiencies to the Training Administrator who shall determine the best course of action.
3. In the rare case that there are not enough training events during a month to fulfill the requirement of Section 11ei, then training staff member is responsible for informing the Training Administrator via e-mail.

iii. All training staff members may be re-evaluated from time to time in order to maintain proficiency. Internal education and training shall serve to ensure staff competency in the areas of teaching skills, ZNY procedures, and techniques.

g. Mentor Rating Progression Policy

i. Mentors shall continue their own rating and certification progression, without significant delay, until they reach ZNY Level 6 (Center) or they shall be subject to removal.

1. The Training Administrator, or the ATM in the TA's absence, is the sole authority in determining if a Mentor has become stagnant in his or her own training progression.

ii. The purpose for this policy is as follows:

1. To ensure being a member of the Training Department does not adversely effect the Mentor's own advancement.
2. To ensure the accuracy of the subjects taught by increasing overall Training Staff knowledge.
3. To ensure Instructor staffing requirements are met for the future.

Transferring Controllers

Inter-ARTCC / FIR

a. The New York ARTCC operates in accordance with the following policies:
   i. *VATSIM Executive Committee Policy Transfer and Visiting Controller Global Policy*
   ii. *VATSIM North American Region Visiting and Transferring Controller Policy (NARP-03-005)*
   iii. *VATUSA Transferring and Visiting Controllers Policy*
b. The appropriate VATSIM website application should be used to initiate a transfer when the requirements set forth in the above policies are met.
c. Applicants meeting the requirements set forth in the above policies shall be required to prove competency at their current VATSIM rank.
   i. Applicants who pass all competency assessments shall be notified of their acceptance to the New York ARTCC via e-mail.
   ii. Applicants who fail any portion of the competency assessments shall be notified via e-mail.
      1. Notification shall also be made to the appropriate staff members.
d. See the above VATSIM, VATNA, and VATUSA documents for topics not covered by this policy.

Intra-ARTCC

a. A New York ARTCC controller or visiting controller may request a transfer from one major facility (JFK, EWR, LGA, PHL) to another major facility if:
   i. They have not transferred or requested to transfer major facilities within the past 6 months; this requirement shall be reviewed on a case by case basis.

      ii. There is an additional staffing need at the desired major facility; this requirement shall be reviewed on a case by case basis.

  b. Application for an intra-ARTCC transfer shall be made by e-mail to the Air Traffic Manager or Deputy Air Traffic Manager.

  c. The Air Traffic Manager and/or Deputy Air Traffic Manger shall have the final decision on all intra-ARTCC transfer requests.

Visiting Controllers

  a. The New York ARTCC operates in accordance with the *VATSIM Executive Committee Policy Transfer and Visiting Controller Global Policy*.

  b. The New York ARTCC operates in accordance with the *VATSIM North American Region Visiting and Transferring Controller Policy (NARP-03-005)*.

  c. A controller meeting the requirements set forth in the above two policies may make application to become a visiting controller at New York ARTCC by completing the form published on the website.

  d. Notification will not be made to an applicant who fails to meet the requirements set forth in the above two policies.

  e. Applicants meeting the requirements set forth in the above two policies shall be required to prove competency at their current VATSIM rank.

      i. Applicants who pass all competency assessments shall be notified of their acceptance to the New York ARTCC via e-mail.

      ii. Applicants who fail any portion of the competency assessments shall be notified via e-mail.

         1. Notification shall also be made to the appropriate staff members.

  f. See the above two VATSIM and VATNA documents for topics not covered by this policy.

Appendix

Changelog

Change	Date	Description
NOTE: Change notices 1-9 were archived on NYARTCC forums		
CHG10	17 Sep 2014	**Major revision.** Converted to Wiki format.
CHG11	24 Mar 2015	Mentors cannot train for Level 6 without prior approval.
CHG12	11 Jul 2015	Mentors cannot certify for level 6 or 8; minimum online presence for mentors and instructors is defined; minimum training activities for mentors and instructors is defined.
CHG13	05 Dec 2015	Mentors can only train at the facility they are assigned to, unless given permission by the TA.
CHG14	11 Jan 2016	Changed references to the Big Apple forums.
CHG15	08 Oct 2016	Various changes made to training policies by the Training Department.
CHG16	23 Jan 2017	Reorganized and fixed broken links; revised Conflict and Discipline section; removed TEB restrictions; member conduct section added; revised position staffing policy; incorporated vSTARS and vERAM MBI; removed Mentor responsibility to grade tests; clarified controller inactivity policy; added reference to inter-ARTCC / FIR transferring controller policy.