VATSIM NETWORK
UNITED STATES DIVISION
ZME ARTCC

ORDER
ZME ARTCC
3120.4A

SUBJ: Training Procedures and Guidelines

This Order prescribes the training procedures and guidelines for students and instructors of the Memphis ARTCC.

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RECORD OF CHANGES

Date	Section	Description of Change	Author
06/24/19	-----	Initial Creation	Cardin Pelletier

1. DEFINITIONS

1-1 Instructor. For the purposes of this document, "instructor" refers to a member of the instructor staff. Unless otherwise differentiated in a part of subsection, "instructor" means mentor, instructor or training administrator.

1-2 Late cancel. For the purposes of this document, "late cancel" refers to the cancellation within the hour prior to a scheduled training session.

1-3 Miss. For the purposes of this document, "miss" or tenses thereof, refers to the action of arriving more than 15 minutes past a scheduled training session.

1-4 Network controlling hour. For the purpose of this document, "network controlling hour" refers to time spent on the live Network working an operational position which requires a minimum rating which the controller holds.

1-5 Student. For the purposes of this document, "student" refers to a controller who holds ZME roster status as either a home or visiting controller and who holds at least an OBS rating for a home controller and at least an S1 rating for a visiting controller.

2. TRAINING REQUESTS

2-1 Training requests shall be made either via e-mail request or via verbal request.

2-1-1 Email Request.

The student may e-mail the instructor staff to request training by utilizing the instructors@vzmeartcc.com address. When e-mailing a training request, the student should include the following information.

[1] The intent to request training.
[2] Availability to include date and time range or a combination of both up to 7 days or as far as can be determined, whichever is less.
[3] Full name, as registered on the Network.

2-1-2 Verbal Request.

The student may request training verbally, or "in-person" via the ZME ARTCC Teamspeak server by locating a member of the training staff, designated by an "I" or an "M" designation tag for Instructor or Mentor, respectively, and advising them of the intent to request training.

3. INSTRUCTOR STAFF

3-1 General.

    3-1-1 The Instructor Staff is comprised of training personnel in one of three roles.

        3-1-1-1 Training Administrator. The Training Administrator (TA) provides leadership on all aspects of training and manages training programs, policies and procedures, including development of training materials, selection and oversight of instructional staff and monitoring currency and capabilities of controllers. The TA performs the functions of Instructor, as defined in this part as necessary to meet the training needs of the Facility.

        3-1-1-2 Instructor. The Instructor trains and promotes students through all controller ratings and conducts controller checkouts and issues controller endorsements.

        3-1-1-3 Mentor. The Mentor trains students and recommends controller rating adjustments, endorsement issuance and exam assignment to the TA.

3-2 Eligibility.

    3-2-1 In order to be considered for appointment of mentor or instructor the candidate must meet the following requirements.
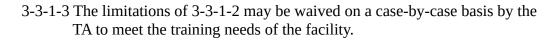
        3-2-1-1 Mentor.

            [1] Must hold home controller status.
            [2] Must be in good standing with VATSIM, VATUSA, and the ZME ARTCC and have no history of disciplinary action by VATSIM, VATUSA, or the ZME ARTCC.
            [3] Must hold at least an S2 rating.

        3-2-1-2 Instructor. Instructors will be considered eligible in accordance with VATUSA Order 3120.311.

3-3 Limitations.

    3-3-1 Instructors and Mentors may train students in accordance with the following limitations.

        3-3-1-1 Instructors may train students holding any controller rating.

        3-3-1-2 Mentors may train students who are compatible as indicated by the shaded areas in the following matrix.

	Student Rating					
Mentor Rating	**OBS**	**S1**	**S2**	**S3**	**S3+**	**C1**
S2	▓					
S3	▓	▓				
S3+	▓	▓	▓			
C1	▓	▓	▓	▓		
C1+	▓	▓	▓	▓	▓	▓

*S3+ indicates S3 rating with Major endorsement. C1+ indicates C1 rating with at least 150 logged hours in-rating.

        3-3-1-3 The limitations of 3-3-1-2 may be waived on a case-by-case basis by the TA to meet the training needs of the facility.

3-4 Currency.

    3-4-1 Instructors and mentors must log a minimum of 3 network controlling hours per 30 days.

    3-4-2 Instructors and mentors must conduct 1 training session per 60 days.

    3-4-3 Instructor and mentor currency requirements may be waived by the TA on a case-by-case basis.

3-5 Termination.

    3-5-1 Mentors may be removed from the instructor staff by the TA at any time and for any reason, without cause. Mentors may be removed if an event occurs which affects eligibility as defined in 3-2-1 or if the mentor does not regain currency as defined in 3-4 after a grace period of 30 days.

    3-5-2 Instructors may be removed from the instructor staff by the TA if an event occurs which affects eligibility as defined in VATUSA Order 3120.311 or if the instructor does not regain currency as defined in 3-4 after a grace period of 30 days.

3-6 Procedure.

    3-6-1 General.

        3-6-1-1 Instructors shall conduct training in accordance with VATUSA Order 3120.4 Division Training Policy.

        3-6-1-1 Instructors should use a combination of classroom, practical training on the Sweatbox Network and on-the-job training (OJT) conducted live on the Network.

        3-6-1-2 It is recommended that a student's training for a particular rating be made up of approximately 70 percent classroom and Sweatbox Network training and 30 percent OJT. This ratio allows for the best use of time and the student can learn the necessary fundamentals in a controlled environment and then practice applying them live on the Network.

    3-6-2 Documentation

        3-6-2-1 After each training session, the instructor shall produce a training evaluation on the ARTCC website. The training evaluation should include at least the following:

            [1] session type (classroom, sweatbox, OJT)
            [2] items/concepts discussed, referencing specific domain IDs in the VATUSA 3120.4
            [3] any practical training or practice that was performed
            [4] any additional notes, such as deficiencies or suggested additional practice on certain areas or concepts.

        3-6-2-2 When conducting an over-the-shoulder (OTS) exam for a controller rating, VATUSA form 3120-25 must be completed and sent to the TA for filing.

        3-6-2-3 When conducting a practical exam for a major endorsement, the ZME form 3120-25 must be completed and sent to the TA for filing.

4. EXPECTATIONS

4-1 General.

    4-1-1 A mutual understanding should exist between instructors and students that activities on the Network are a hobby and real-world activities generally will take precedent over Network activities. Real-world obligations may arise with short or no notice that may require activities to be canceled or rescheduled with little or no advanced notice. Students and instructors should, however, be respectful of each other's time and understand that instructors are volunteering their time and that students are also volunteering their time. Discretion will be given in this part with these principles in mind.

4-1-2 Training will be provided on a first-come, first-serve basis.

4-1-3 Students who are active should expect a minimum of 1 training session per week. Training frequency may vary depending on instructor availability and training demand. Reasonably accommodations will be provided by the ARTCC to ensure each student is receiving adequate training.

4-2 Student.

4-2-1 Students shall make reasonable efforts to be connected to the ZME Teamspeak server and be prepared for training on-time. If a student arrives more than 15 minutes late for a schedule training session, the student may be asked to reschedule and the session may be considered missed.

4-2-2 Students shall advise their instructor as soon as possible, but no later than 1 hour prior to the scheduled training session of a need to reschedule. Canceling or rescheduling within the hour prior to the schedule session may be considered a late cancel.

4-2-3 Students will be given 1 grace missed training session or late cancel per rating. After 3 missed training sessions or 3 late cancels, or a combination thereof, a recommendation may be given by the TA to remove the student from the roster on the basis of inactivity or a waiting period of up to 30 days may be enacted before the student can again obtain training.

4-3 Instructor.

4-3-1 Instructors shall make reasonable efforts to be connected to the ZME Teamspeak server and be prepared for training on-time. It is recommended that an additional 20 minutes be allotted per scheduled training session to review student training records and to set up simulator scenarios or training materials.

4-3-2 Instructors shall advise the student as soon as possible of a need to reschedule a training session, but no later than 1 hour prior to the scheduled session.

4-3-3 Instructors are subject to student review and may be subject to termination if it is determined that the instructor consistently performs late cancels or misses scheduled sessions.

4-4 Instructor Review.

[RESERVED]

5. COURSE CONTENT

5-1 Notice.

    5-1-1 This part includes general course descriptions for each controller rating. Outside of the required items for each rating as indicated in VATUSA Order 3120.4, additional topics may be covered at the discretion of the student and instructor. Additionally, average training times for each rating are approximate and may be longer or shorter depending on how long the student takes to reach proficiency.

5-2 S1 Rating. The student will learn phraseology and procedure associated with controlling the clearance delivery and ground control positions. Additionally, students will learn local procedure and understand how to apply learned phraseology and procedure to various facilities within the ZME area of operation. Once all required items have been covered and the student demonstrates proficiency, they will be awarded the S1 rating and will be allowed to control positions at all terminal facilities within the ARTCC. This rating does not require a formal practical (OTS) exam. Average training time is 4-8 hours.

5-3 S2 Rating. The student will learn phraseology and procedure associated with controlling the local control position. Students will be able to issue landing and takeoff clearances, lineup and wait instructions, work pattern traffic and apply approved methods of separation to aircraft. Student will become proficient at applying fundamentals to the various facilities within the airspace. Students will learn local procedure and the differences in local procedure between the various terminal facilities. Once proficient, students will be able to control all tower/local control positions within the airspace. Students will be eligible for solo certification in accordance with the ZME Training Field [Policy](). Average training time 5-10 hours.

5-4 S3 Rating. The student will learn phraseology and procedure associated with controlling an approach control position. Student will learn the principles of working in a radar environment and learn the methods, procedures and techniques necessary to move traffic efficiently and safely using approved means of separation. Student will learn the methods of speed control, sequencing and vectoring in order to develop and efficient flow of traffic. The student will be able to adapt this knowledge to various radar facilities within the airspace. Once certified, students will be able to control all minor approach control positions within the ARTCC. Students will be eligible for solo certification in accordance with the ZME Training Field Policy. Average training time 10-16 hours.

5-5 S3 Rating Major Endorsement. Students will learn the intricacies of working approach control positions at the M03 Memphis TRACON. Students will undergo training on specific positions and learn to master the procedures and responsibilities of those positions. Students will learn to work a higher volume of traffic with more precision while separating aircraft from each other and adjacent airspace. Students will be introduced to more advanced traffic management and control techniques to achieve desired results. Average training time 4-8 hours.

5-6 C1 Rating. Student will learn the phraseology, procedure and techniques associated with controlling traffic in the enroute environment. Students will become knowledgeable on Letters of Agreement between adjacent facilities and how to apply them. Students will develop traffic flow sequences into airports and learn to manage multiple terminal facilities at a time. Students will learn spacing techniques and using basic time/distance/speed calculations to achieve desired spacing into an airport or over a fix. Students will be eligible for solo certification in accordance with the ZME SOP. Average training time 8-15 hours.