

VATSIM NETWORK
UNITED STATES DIVISION
ZME ARTCC

ORDER
ZME ARTCC
0915.1B

SUBJ: Training Field Policy and Procedure

This order prescribes the policy and procedure for instructors and students with regards to the Little Rock and Nashville Training Fields. This order sets forth the procedures for the certification of student controllers by an instructor to control live traffic on the VATSIM network at the Little Rock ATCT and the Nashville ATCT prior to receiving the rating for which the student is being certified to work solo as well as the policy for students controlling at these training fields.

(SIGNED)

Richard Sill
Air Traffic Manager
Memphis ARTCC

(SIGNED)

Jeffrey Sydenham
Former Deputy Air Traffic Manager
Memphis ARTCC

(SIGNED)

Brogan Lopez
Training Administrator
Memphis ARTCC

Date: 10/15/2019

1. DEFINITIONS

1-1 Student. For the purpose of this document, "student" refers to a controller who holds ZME roster status and holds at least an S1 rating, but not higher than an S3 rating.

1-2 Instructor. For the purpose of this document, "instructor" refers to a controller who has been designated by ZME and approved by VATUSA to instruct and who holds at least an I1 or I3 rating or a controller who has been designated by ZME as a mentor.

1-3 ATCT. Air Traffic Control Tower. For the purpose of this document, "ATCT" refers to the terminal facility which provides air traffic services. It refers to both the Tower and Approach Control facility.

1-4 Event. For the purposes of this document, "event" refers to an activity sanctioned by ZME, VATUSA, VATSIM or any other division therein that is advertised as an event and attempts to increase arriving, departing, or transitioning traffic to, from, or within an airspace. Does not include events sanctioned by virtual airlines, unless it is a jointly sanctioned event between a virtual airline and ZME, VATUSA, VATSIM or any other division therein.

1-5 Webmaster. For the purposes of this document, "webmaster" refers to the staff member officially designated as Webmaster by the ZME ARTCC. If no webmaster is appointed, the person officially designated by VATUSA as the Air Traffic Manager, or the person officially designated by the ZME ARTCC as the Deputy Air Traffic Manager, or the person which exercises control over the ZME ARTCC website, in that order.

1-6 Training Administrator. For the purposes of this document, "training administrator" refers to the person officially designated as Training Administrator by VATUSA and the ZME ARTCC. If no training administrator is appointed, the person officially designated by VATUSA as the Air Traffic Manager, or the person officially designated by the ZME ARTCC as the Deputy Air Traffic Manager, or the most senior instructor-rated controller of the ZME ARTCC who maintains controller currency, in that order.

2. STUDENT ELIGIBILITY

2-1 In order for a student to be eligible for a Training Field Endorsement (TFE), he or she must:

2-1-1 Hold at least an S1 rating but not higher than an S3 rating.

2-1-2 Have received the applicable training referenced in Chapter 6 of this Order.

2-1-3 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. STUDENT PRIVILEGES

3-1 Upon the issuance of a TFE, the student may:

3-1-1 Without instructor supervision, control the positions at the Little Rock ATCT and the Nashville ATCT up to and including those positions which require one rating higher than the student currently holds, as specified in the endorsement.

4. STUDENT RESPONSIBILITY

4-1 While exercising the privileges of a TFE, the student shall:

4-1-2 Adhere to VATSIM, VATUSA and ZME policy which includes, but is not limited to:

4-1-2-1 [VATSIM Code of Conduct \(CoC\)](#)

4-1-2-2 [VATSIM Global Ratings Policy](#)

4-1-2-3 [VATSIM Global Controller/ATIS Information Policy](#)

4-1-2-4 [VATUSA Division Training Policy](#)

4-1-2-5 [ZME Standard Operating Procedures](#)

4-1-3 Comply with all restrictions listed within the TFE, including the date at which the TFE expires. Upon the expiry of the TFE, the student is responsible for refraining from exercising the privileges of the TFE.

5. STUDENT LIMITATIONS

5-1 Upon issuance of a TFE, the student may not:

5-1-1 Exercise the privileges of a TFE during an event occurring within the ATCT areas of jurisdiction.

5-1-2 Control outside the bounds of the restrictions listed within the TFE.

6. ISSUING AN ENDORSEMENT

6-1 An instructor may issue a controller who holds at least an S1 rating but not higher than an S3 rating a TFE provided that:

6-1-1 The instructor deems the student proficient to control the positions he or she may control under the rating in which the student will be exercising the privileges of under normal, non-event level traffic periods and the following is met:

6-1-1-1 For students that hold an S1 rating:

6-1-1-1-1 The student has received instruction on all items listed in the [ZME 3120.4A Training Procedures and Guidelines](#) under the "5-3" section.

6-1-1-1-2 The student has completed and received a passing grade on the VATUSA S2 Rating Controller Exam.

6-1-1-2 For students that hold an S2 rating:

6-1-1-2-1 The student has received instruction on all items listed in the [ZME 3120.4A Training Procedures and Guidelines](#) under the "5-4" section.

6-1-1-2-2 The student has completed and received a passing grade on the VATUSA S3 Rating Controller Exam.

6-1-1-3 For students that hold an S3 rating:

6-1-1-3-1 The instructor has verified the student is knowledgeable on the items contained in the [ZME 3120.4A Training Procedures and Guidelines](#) under the "5-6" section.

6-1-1-3-2 The student has completed and received a passing grade on the VATUSA C1 Rating Controller Exam.

6-2 TFEs will expire thirty (30) days after the date of issuance as indicated by the date in which the training evaluation described in 7-1-1 was posted. Subsequent TFEs may be issued to the student provided that:

6-2-1 The student receives training and the instructor has verified the student is proficient as described in Chapter 6 of this Order.

7. PROCEDURE

7-1 Upon issuing a TFE to a student, the instructor shall do the following:

7-1-1 Enter the endorsement in the student's training evaluation using the following guidelines:

7-1-1-1 The endorsement shall be in the following form and utilize the following English:

"I have verified <controller first and last name> has met the requirements of ZME Order 0915.1 and hereby endorse <controller first name> to exercise the privileges of an <S2/S3> rating at the <training field name> as outlined in ZME Order 0915.1 with the following additional restrictions <restrictions> (as applicable):"

7-1-1-2 The endorsement shall be easy to locate and composed in bold type by utilizing the "" and "" HTML tags.

7-1-1-3 The instructor shall enter a Solo Validation for the student in the VATUSA Solo Validations Actions page with the correct expiry date. If the student is being endorsed to exercise S2 privileges, enter "LIT_TWR" and "BNA_TWR" in the position field. If the student is being endorsed to exercise S3 privileges, enter "LIT_APP" and "BNA_APP" in the position field.

7-1-1-4 The instructor shall make a request to the Webmaster to show the student's solo certification on the ZME website roster.

7-1-1-5 Instructors that do not have access to the VATUSA system as described in 7-1-1-3 of this Order shall make a request to the Training Administrator to carry out the requirement outlined in said section immediately upon publishing the training evaluation which contains the TFE.

8. AMENDMENT AND REVOCATION

8-1 Instructors may revoke and/or amend a TFE at any time as they see necessary on a case-by-case basis, provided that:

8-1-1 The revocation and/or amendment to the TFE is documented in the student's training evaluation in accordance with 7-1-1 thru 7-1-1-2 of this Order.

8-1-2 The student's VATUSA records are updated to reflect the revocation and/or amendment of the TFE in accordance with 7-1-1-3 of this Order.

8-1-3 The student's solo certification is removed or amended, as necessary, on the ZME website roster in accordance with 7-1-1-4 of this Order.