

Memphis
Air Route Traffic
Control Center



ZME Training Standard Operating Procedures

ZME Training Syllabus

VERSION 9150.35A

**VATSIM NETWORK
UNITED STATES DIVISION
ZME ARTCC**

**ORDER
ZME ARTCC
9150.35A**

SUBJ: Training Procedures and Policies | Training Guidelines

This order prescribes the policies, procedures and guidelines for instructors and students within the Memphis Air Route Traffic Control Center. This Order sets forth the responsibility, privileges, and limitations of students, instructors, or any member of the Training Staff.

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Introduction

Purpose: This document establishes the procedures, policies, and guidelines served within the vZME Training Department.

Cancellation: vZME Documents, *Training Procedures and Guidelines* and *Training Field Policy* Canceled

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 OBS rating, but not higher than an S3 rating.

1-2 Controller. For the purpose of this document, "controller" is referred to a member who holds active status of the ZME roster and holds a rating of at least S1.

1-3 Mentor. For the purpose of this document, "mentor" refers to a controller who has been selected by ZME staff or an instructor to teach student controllers with limitations.

1-4 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.

1-5 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.

1-6 Late cancel. For the purposes of this document, "late cancel" refers to the cancellation within the hour prior to a scheduled training session.

1-7 Missed . For the purposes of this document, "missed", refers to the action of arriving more than 15 minutes past a scheduled training session.

1-8 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.

1-9 Training Staff. For the purpose of this document, "Training Staff" refers to every training team member. Instructors, Mentors, Training Specialist, Training Administrator.

1-10 Trainee Tower Certification (TTC). For the purpose of this document, Trainee Tower Certification is referred to a certification that is given to students who hold a S1 rating and are in tower training.

1-11 Minor. For the purpose of this document, Minor is referred to any Class C or Class D airports.

1-12 Major. For the purpose of this document, Major is referred to any Class B airport.

1-13 Training Field Policy. For the purpose of this document, Training Field Policy is referred to the policy of Solo Certifications and Trainee Tower Certifications.

Chapter 1

Training Field Policy (Solo Certifications)

1. Student Eligibility

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

1-1-1-1 Hold at least an S2 rating but not higher than an S3 rating.

1-1-1-2 Have received the applicable training in accordance to 4-1

2. Student Privileges

1-2-1 Upon the issuance of a TFE, the student may:

1-2-1-1 Without instructor supervision, control a single position at a minor field up to and including those positions which require one rating higher than the student currently holds, as specified in the endorsement.

3. Student Limitations

1-3-1 Upon issuance of a TFE, the student may not:

1-3-1-1 Exercise the privileges of a TFE during an event occurring within the ATCT areas of jurisdiction. Events could include VATSIM, VATUSA sponsored events or VA (Virtual Airline) Fly-In or Fly-Out.

1-3-1-2 Control outside the bounds of the restrictions listed within the TFE.

1-3-2 Solo certifications for S2 controllers working a TRACON position and S3 students working an Enroute position shall be noted on the VATUSA website and on the vZME web site. These solo certifications may not extend beyond thirty

days in length except for a single extension of thirty days which must be approved by the Training Administrator or designee thereof.

4. Student Responsibility

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

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

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

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

1-4-1-2-3 [VATUSA Division Training Policy](#)

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

1-4-1-3 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. Issuing an Endorsement

1-5-1 An instructor may issue a controller who holds at least an S2 rating but not higher than an S3 rating a TFE provided that:

1-5-2 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:

1-5-3 For students that hold an S2 rating:

1-5-3-1 The student has received instruction on all items listed in 4-1-3

1-5-3-2 The student has completed and received a passing grade on the VATUSA Academy Course

1-5-5 For students that hold an S3 rating:

1-5-5-1 The instructor has verified the student is knowledgeable on the items contained in **4-1-4** | **4-1-5**.

1-5-5-2 The student has completed and received a passing grade on the VATUSA C1 Rating Controller Exam. TFEs will expire thirty (30) days after the date of issuance as indicated by the date in which the training evaluation described in 3-10-1 was posted.

6. Procedure

1-6-1 Upon issuing a TFE to a student, the instructor shall do the following:

1-6-1-1 Enter the endorsement in the student's training evaluation using the following guidelines:

1-6-1-2 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):"

1-6-1-3 The endorsement shall be easy to locate and composed in bold type by utilizing the "" and "" HTML tags.

1-6-1-4 The instructor shall enter a Solo Validation for the student in the VATUSA Solo Validations Actions and on the vZME web site page with the correct expiry

date. If the student is being endorsed to exercise S3 privileges, enter "LIT_APP" or "BNA_APP" in the position field.

7. Trainee Tower Certifications

7-1 Trainee Tower Certifications are given to Students who hold an S1 rating. If the student is being endorsed to exercise S2 privileges, enter the desired tower positions in the position field. Tower positions are usually selected from LIT_TWR", "BNA_TWR", "MEM_TWR" and FSM_TWR.

7-2 These Students are given the privilege to work multiple towers for practice before their OTS Exam, only after completing the respected training in 4-1-3.

Note: *Trainee Tower Certifications are **NOT** Solo Certifications or affiliated with VATUSA Solo Certifications. These are not to be displayed on the VATUSA site but are to be displayed on the vZME website.*

8. Amendment and Revocation

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

1-8-1-1 The revocation and/or amendment to the TFE or Tower Trainee Certification is documented in the student's training evaluation in accordance with 3-10-1.

1-8-1-2 The student's VATUSA training records are updated to reflect the revocation and/or amendment of the TFE or Tower Trainee Certification.

1-8-1-3 The student's TFE is removed or amended, as necessary, on the VATUSA solo certifications page and on the ZME website roster in accordance with 6-6 of this document.

Chapter 2

Training Requests

1. Booking a Training Session

2-1 A training session can be booked multiple ways:

2-1-1 vZME Training Request Form [PRIMARY]

2-1-1-1 A student who would like to request training can submit a training request via our [Training Request Form](#). Our Training Team will work together to find the student the best instructor/mentor that fits well with the given information.

2-1-2 Email Request

2-1-2-1 A student may email the training staff to request a training session by utilizing the instructors@vzmeartcc.org address. When emailing a training request, the student should include all the following information.

[1] The intent to request training

[2] Availability; which should include date, time range, or combination of both

[3] Full name, email address, and CID as registered on the VATSIM network

2-1-3 Discord Channel: Spontaneous Training

2-1-3-1 Posted training availability can be a scarce resource, and availability can open at the last second but is too close to be emailed out to students. Home & Visiting controllers can request ad hoc training in this channel. Requests will typically be deleted once every 24 hours or after a request is accepted.

2-1-4 Verbal Request

2-1-4-1 A student may make a verbal request to a member of the training staff if present in TeamSpeak or in a voice channel in the ZME Discord server. These members will have a designated “I” or “M” in the name tag of the instructor or mentor. Ask respectfully and do not beg for training, nor do not ask if an instructor or mentor is actively controlling on the network.

Chapter 3

Training Staff - Procedures

1. Training Staff

3-1-1 Training Staff. The instructing staff is composed of training personnel in one of four roles- Mentor- Instructor-Training Specialist-Training Administrator.

2. Mentor

3-2-1 Mentor. The Mentor trains students and recommends controller rating adjustments, endorsement issuance, and exam assignment to an instructor or the Training Administrator.

3. Instructor

3-3-1 Instructor. The instructor trains and promotes students through all controller ratings and conducts controller checkouts and issues controller endorsements. Instructors also are to seek out future instructors and mentors.

4. Training Specialist

3-4-1 Training Specialist. The Training Specialist (TS) assists with training management of all students within the ARTCC. Helps to maintain sweatbox files and other training documents. He/she reports to the TA. Completes any other duties assigned at the discretion of TA, ATM, and DATM

5. Training Administrator

3-5-1 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.

6. Mentor Hiring Procedure

3-6-1 Newly hired mentors will follow the following process to gain official mentorship in ZME.

1. Take the Pre-Mentorship Exam sent by the TA and pass with an 80% or greater.
2. Have a classroom session with the TA/TS to cover the Pre-Mentorship Development Course slides.
3. Conduct 1 training session teaching the TA on a position chosen by the TA. TA/TS will supply the probationary Mentor tips/tricks and how they can improve their teaching.
4. Conduct a training session with a student with the presence of the TA.
5. Take and pass the final Mentor Checkoff Exam on VATUSA with an 80% or greater.

3-6-2 Once the probationary Mentor has completed steps 1-5 in 3-6-1, the TA will sign the probationary Mentor off, giving the newly hired mentor full capabilities of the mentor position. He/she will then hold an official mentor rating within ZME, and the position will be added into the VATUSA website and the ZME Roster.

3-6-2 Mentors or Instructors who return within 90 days after will **NOT** have to complete the development course.

7. Eligibility

3-7-1 In order to be considered for appointment of a mentor or instructor the candidate must meet the following requirements.

3-7-1-1 Mentor

[1] Must hold home controller status

[2] Must hold at least an S2 rating

3-7-1-2 Instructor. Instructors will be considered eligible in accordance with VATUSA Order 3120.311

8. Limitations

3-8-1 Instructors and mentors may train students in accordance with the following limitations

3-8-1-1 Instructors may train students holding any controller rating.

3-8-1-2 Mentors may train students who are compatible as indicated by the shaded areas in the following matrix. Mentors must have logged the affiliated time on chart before they can teach students of the same rating.

Mentor Rating	Student Rating					
	OBS	S1	S2	S3	S3+	C1
S2			60 hours			
S3				60 hours		
S3+					40 hours	
C1						50 hours
C1+						

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

Note: C1+ does not have any additional privileges

3-8-1-3 The limitations of 3-7-1-2 may be waived on a case-by-case basis by the Training Administrator to meet the training needs of the facility.

9. Currency

3-9-1 Instructors and mentors must log a minimum of 3 network controlling hours per 30 days. Within those 3 hours can include a live network monitoring or training sessions.

3-9-2 Instructors and mentors must conduct 2 training sessions per month.

3-9-3 Instructor and mentor currency requirements may be waived by the TA, ATM, or DATM on a case-by-case basis.

10. Procedure

3-10-1 General

3-10-1-1 Instructors shall conduct training in accordance with VATUSA Order 3120.4 Division Training Policy and this Order

3-10-1-2 Instructors should use a combination of classroom, practical training on the Sweatbox Network and on-the-job training (OJT) conducted live on the Network.

3-10-1-3 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.

11. Documentation

3-11-1 After each training session, the instructor is given up to 24 hours to produce a training evaluation on the ARTCC website and the VATUSA site. 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.
- [5] What the next session will be about and on

12. Expectations

3-12-1 General.

3-12-1-1 A mutual understanding should exist between instructors and students that activities on the Network are a hobby and real-world activities generally will take precedence 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.

3-12-1-2 Training will be provided on a first-come, first-serve basis.

3-12-1-3 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

3-12-2 Student.

3-12-2-1 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 scheduled training session, the student may be asked to reschedule and the session may be considered missed.

3-12-2-2 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 scheduled session may be considered a late cancellation.

3-12-2-3 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.

3-12-3 Instructor | Mentor

3-12-3-1 Instructors and mentors 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.

3-12-3-2 Instructors and mentors 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.

3-12-3-3 Instructors and mentors are subject to student review and may be subject to termination if it is determined that the instructor or mentor consistently performs late cancels or misses scheduled sessions.

Chapter 4

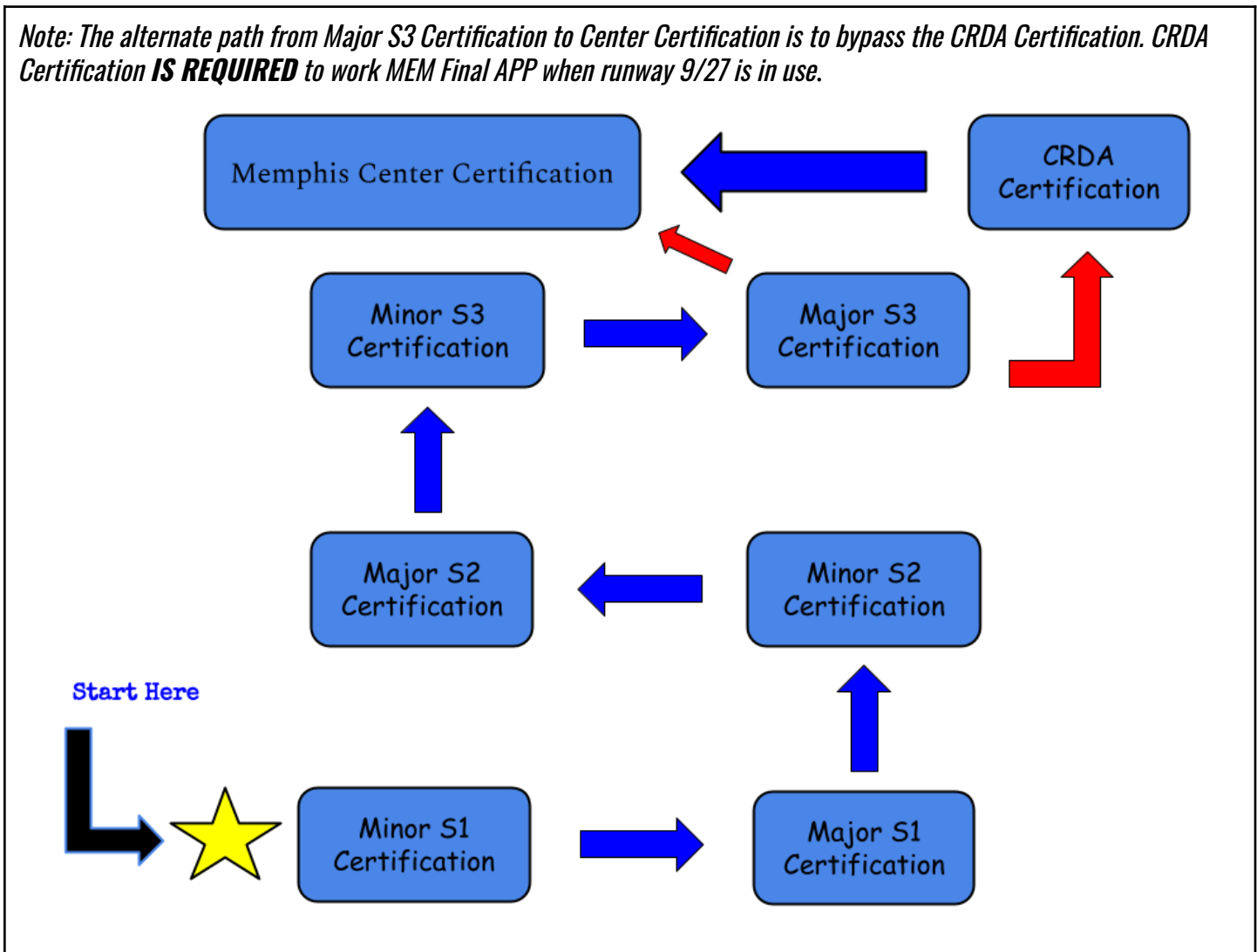
Certification Routing

1. Certification Route

4-1-1 As students progress through their training and Virtual Air Traffic Control career within the vZME ARTCC, the route of certification shall follow diagram 1 in 4-2.

4-2 Certification Routing Diagram.

Diagram 1



Chapter 5

Course Content

1. Course Content

5-1-1 Notice.

5-1-1-1 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

5-1-2 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.

5-1-3 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. Students 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. During S2, you will also start to transition in vSTARS. It is **NOT** required but is highly recommended. This will save the lesson of learning it when you decide to move into S3. Memphis is a radar tower, meaning you can use vSTARS to control MEM TWR Once proficient, students will be able to control all tower/local control positions within the airspace. Average training time is 5-10 hours.

5-1-4 S3 Rating. The student will learn phraseology and procedure associated with controlling an approach control position. Students 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. Students will learn the methods of speed control, sequencing and vectoring in order to develop an 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. Average training time 10-16 hours.

5-1-5 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.

5-1-6 CRDA. Converging Runway Display Aid, CRDA is used to increase the arrival rate into your airport. It supplies you with ghost targets for your runways in use, allowing you to separate aircraft on both 27 and 18L or 9 and 18R for example. When CRDA is in use, the Memphis ATIS will state "Dependent Converging Approaches to Runway 18L/18C and Runway 27 in use. Students will be receiving extra training for this skill. This certification is required to work Memphis Final Approach unless runways 9/27 are NOT in use. Average training time 8-10 hour

5-1-7 C1 Rating. Students 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 use 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 5-10 hours.

Chapter 6

M03 TRACON Endorsement

1. M03 Endorsement

6-1 Eligibility

6-1-1 Students who hold at least an S3 rating, have received training and have passed the written and practical exam will receive an endorsement to work the operational positions of the M03 Terminal Radar Approach Control (TRACON) facility.

6-1-2 Written Exam

6-1-2-1 Prior to being eligible to take the practical exam, students must pass the written exam with a minimum score of 80%.

6-1-2-2 The written test is not timed and students shall be allowed to use any resources available to them, excluding other controllers and training staff.

6-1-2-3 The written test consists of a bank of questions of which 30 will be asked. The test covers the following subject matter:

6-1-2-3-1 [FAA JO 7110.65](#)

- 2-1 General Control
- 4-6 Holding Aircraft
- 4-8 Approach Clearance Procedures
- 5-6 Vectoring
- 5-7 Speed Adjustment
- 5-9 Radar Arrivals
- 7-4 Approaches
- 7-9 Class B Service Area- Terminal

6-1-2-4 [Aeronautical Information Manual \(AIM\)](#)

6-5-12 Visual Separation

6-1-2-5 [M03 TRACON Standard Operating Procedures](#)

6-1-2-6 [Local area knowledge VFR sectional charts](#)

6-1-3 Practical Exam

6-1-3-1 The practical exam is pass/fail and is either conducted live on the Network or in the simulated environment using the Sweatbox server.

6-1-3-2 The exam is graded using the criteria in the following rubric on the next page.

M03 TRACON INSTRUCTOR'S EXAM REPORT							
1. Trainee Name & CID		2. Date		3. Scenario/Position(s)			
4. Weather [] VFR [] MVFR [] IFR [] Other _____		5. Workload [] Light [] Moderate [] Heavy		6. Complexity [] Not Difficult [] Occasionally Difficult [] Mostly Difficult [] Very Difficult			
				7. Hours			
8. Performance	Job Task/ Operational Position	Job Subtask	NOT OBSERVED	COMMENT	SATISFACTORY	UNSATISFACTORY	
	A. Separation	1. Separation is ensured.					
		2. Safety alerts are provided.					
	B. Coordination	3. Performs handoffs/pointouts.					
		4. Required coordination is performed.					
	C. Control Judgment	5. Good control judgment is applied.					
		6. Priority of duties is understood.					
		7. Positive control is provided.					
		8. Effective traffic flow is maintained.					
	D. Methods and Procedures	9. LOAs/directives are adhered to.					
10. Appropriate scratchpad entries are used.							
11. Maintains awareness of the control environment.							
12. Effective working speed is maintained.							
E. Communication	13. Uses prescribed phraseology.						
	14. Makes only necessary transmissions.						
	15. Communication is clear and concise.						
	16. Relief briefings are complete and accurate.						
F. DR-A/V	17. Vectors ELVIS DPs to the filed transition.						
	18. Vectors ELVIS DPs to be established prior to the boundary.						
	19. Effectively manages successive prop/jet departures.						
	20. Demonstrates understanding of P-ACP airspace.						
G. AR-E/W	21. Utilizes appropriate scratchpad entries.						
	22. Assigns appropriate altitudes and speeds						
	23. Releases control of aircraft to AR-F/M/N within 30 DME.						
H. AR-F/M/N	24. Assumes control of aircraft within 30DME.						
	25. Correctly applies wake turbulence separation.						
	26. Correctly applies separation of aircraft on adjacent localizers.						
	27. Maintains efficient spacing of aircraft on the final approach.						
	28. Does not turn opposite bases at the same altitude.						
	29. Issues speed restrictions to manage compression and spacing.						
	30. Provides required separation on converging approach courses.						

6-1-4 CRDA. To be considered CRDA (Converging Runway Display Aid) certified, the student must have received additional training from a mentor or instructor. Receiving and holding a CRDA certification means the student has been signed off by a mentor or instructor.

6-1-5 Procedure.

6-1-5-1 Prior to conducting the practical exam, the student must have taken and passed the M03 TRACON Endorsement written exam which may be assigned and taken using the VATUSA Exam Center.

6-1-5-2 The student should receive training on each or a combination of each operational position within the facility and the instructor shall make a determination of when the student is adequately prepared to take the written and practical exam.

6-1-5-3 Any Job Subtask items not observed shall be marked as "not observed" and shall be verbally tested and marked as "satisfactory" or "unsatisfactory" as appropriate.

6-1-5-4 Instructors should use their best judgment on whether or not a student satisfactorily or unsatisfactorily performs a job subtask based on all of the circumstances. In general, a practical exam with over 3 job subtasks marked as "unsatisfactory" should be considered failed. However, any exam with an unsatisfactory marking can be considered failed if the instructor deems the error to be egregious, such as a loss of separation which causes a near miss or TCAS RA.

Chapter 7

Certification Revocation

NOTE: VATSIM ratings **CANNOT** be revoked. A controllers' **certification for a position within the vZME ARTCC** is what is revoked.

1. Student 1 Revocation

7-1 A controller affiliated with the Memphis Air Route Traffic Control Center holding a S1 rating, may have their certification revoked if:

[1] Shows deficiencies in either ground control or clearance delivery areas

2. Student 2 Revocation

7-2 A controller affiliated with the Memphis Air Route Traffic Control Center holding a S2 rating, may have their certification revoked if:

[1] Shows multiple or major deficiencies in the tower/local control position in accordance with the 3120.25B

3. Student 3 Revocation

7-3 A controller affiliated with the Memphis Air Route Traffic Control Center holding a S3 rating, may have their certification revoked if:

[1] Shows multiple or major deficiencies in accordance to the 3120.25C

4. Student 3 M03 Endor. Revocation

7-4 A controller affiliated with the Memphis Air Route Traffic Control Center holding a S3 rating with a M03 Endorsement, may have their endorsement revoked if:

- [1] Shows multiple deficiencies in Memphis approach sector
- [2] Shows multiple or major deficiencies in knowledge of Approach Control in Class Bravo airspace

5. Controller 1 Revocation

7-5 A controller affiliated with the Memphis Air Route Traffic Control Center holding a C1 rating, may have their certification revoked if:

- [1] Shows any deficiencies in the enroute position
- [2] Lack of knowledge in certain areas in accordance to 3120.25D

6. Solo Certification/Tower Trainee Certification Revocation

7-6 A controller affiliated with the Memphis Air Route Traffic Control Center holding a Solo Certification or Tower Trainee Certification, may have their Solo Certification or Tower Trainee Certification revoked if:

- [1] Mentor or instructor feels the student is no longer prepared
- [2] Mentor or instructor feels the student is unsatisfactory or lacks knowledge in multiple areas in accordance to the correct corresponding 3120.25 document

7. Professionalism

7-7 Remember to also keep professionalism in mind when controlling. This is how you handle certain events or scenarios. Think of how real world ATC would handle it or put yourself in the pilot's shoes. What would you think?

Chapter 8

Remedial Training

1. Remedial Training

8-1 Remedial Training. Remedial training is used when multiple deficiencies have been reported and an instructor wants to make sure that you're competent enough to work that position on your own.

8-2 A student may require remedial training if:

[1] OTS examination for rating sought is failed

[2] A member of Memphis ARTCC holding a S1 rating thru C1 rating proves to lack of knowledge or proficiencies in areas

Chapter 9

Hour Requirements

1. Hour Requirements

9-1 Hour requirement. You must have a certain amount of hours on a rating before you start training for a new one. These hour requirements are in accordance with Diagram 2.

Example: An Minor S1 seeking S1 Major training must have 15 hours total working any Minor GND positions within vZME prior to requesting Major S1 training.

Diagram 2

Minor S1 → Major S1	15 Hours
Major S1 → Minor S2	20 Hours
Minor S2 → Major S2	15 Hours
Major S2 → Minor S3	25 Hours
Minor S3 → Major S3	25 Hours
Major S3 → Center	30 Hours

NOTE: *No hour requirements for CRDA. **MUST** hold Major S3 Certification in order to receive CRDA training.*

2. Transfer Policy

9-2 Students who have logged hours in a different VATUSA ARTCC or in a division outside of VATUSA should contact the ZME TA regarding the acceptability of those hours for the purposes of this chapter. Non-ZME hours will be handled on a case by case basis and may or may not be accepted, depending on a number of factors

Disclaimer

Information contained within this document is designed and intended specifically for use in a virtual air traffic control environment. It is not applicable to, nor should it be referenced for, live operations in the National Airspace System (NAS).

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