NOTICE

VIRTUAL AIR TRAFFIC SIMULATION NETWORK

ATLANTA CENTER

JO 7210.10 B

SUBJ: Training Progression Flow

1. **Purpose of this Notice.** This notice provides procedural guidance and clarification for the Atlanta Center Training Flow Program, and the VATSIM Global Ratings Policy. This document is only pertinent to the Atlanta Center ARTCC under VATUSA.

2. **Audience.** This notice applies to all home and visitor controllers of the Atlanta Center under VATUSA. This order does not discriminate between new hire or transfer controllers.

3. **Effective Date.** This notice is effective February 10th, 2019, and is effective until otherwise over-ruled or cancelled. This notice hereby cancels any orders pertaining to a training flow.

4. **Where Can I Find This Notice?** This notice can be found on the Atlanta Center website. A copy of this notice shall be made available to any Atlanta Center affiliated members upon request. All members of the instructing staff have immediate access to this document in electronic form.

5. **Definitions.**

    a. **AIRMETs.** An AIRMET is a weather forecast.
    b. **APREQs.** An APREQ is an approval request. Use these when you as a controller request something out of the ordinary.
    c. **ARTCC.** ARTCC is Air Route Traffic Control Center.
    d. **ATC.** ATC is Air Traffic Control.
    e. **ATCT.** ATCT is Air Traffic Control Tower.
    f. **ATIS.** ATIS is Automatic Terminal Information System
    g. **CBT.** A CBT is the system used by Atlanta Center and other ARTCCs to teach students. CBTs are Computer Based Training where the student can learn and review new or old material.
    h. **CWAs.** A CWA is a Center Weather Advisory.
    i. **FRC.** FRC is a Full Route Clearance.
    j. **GRP.** Global Ratings Policy.
    k. **IFR.** IFR is Instrument Flight Rules.
    l. **LOA.** LOA is Letter of Agreement.
    m. **MIT.** MIT is Miles in Trail.
    n. **MVA.** MVA is the minimum vectoring altitude
    o. **OBS.** An OBS is the beginning ratings for all new controllers. OBS members are classified as Observers and have not controlling authority over any aircraft on the network.
    p. **PIREPs.** A PIREP is a Pilot Report.

q. PTAC. PTAC is an acronym used for Position Turn Altitude Clearance. Used in approach clearances.

r. RNAV. RNAV is Area-Navigation. GPS based.

s. RVSM. RVSM is Reduced Vertical Separation Minima.

t. SID. SID is Standard Instrument Departure

u. SIGMETs. A SIGMET is a severe weather forecast.

v. TRACON. A TRACON is Terminal Radar Control.

w. TRSA. TRSA is a Terminal Radar Service Area

x. VATUSA. VATUSA is the United States of America division of VATSIM.

y. VFR. VFR is Visual Flight Rules.

z. VOR. VOR is a navigational aid. VOR stands for Very High Frequency Omni-Directional Range.

aa. VRC. VRC is the primary program used for training at Atlanta Center to connect to the VATSIM network and work traffic. VRC is the Virtual Radar Client.

bb. ZTL. ZTL is the ARTCC in which you are a member. All ARTCCs in the nation begin with the country code 'Z' and end with a unique identifier. Atlanta center uses 'TL' since the actual facility in the real world is located in Atlanta, Georgia.

6. Procedures/Flow. (Each Roman Numeral Dictates a Different Training Session)

A. Newly Joined Home Members of Atlanta Center. The following will apply to those members who join the Center, not considered a transferring member, requesting to initiate their Air Traffic Control Career at the Atlanta Center. **ALL lecture based training sessions come with a CBT course. The CBT course *must* be completed *prior* to the associated training session.**

1. S1 Rating

I. New members are welcomed to the Atlanta Center as Observers (OBS) after successfully completing the VATUSA Academy Basic/S1 CBT and taking/passing the VATUSA S1 examination. The first meeting with an Instructor or mentor will involve reviewing the VATSIM Code of Conduct, the Atlanta Center Facilities Operations Policy, and the distribution of the Atlanta Centers VRC files including POF, Alias, and Sector file. **(CLASSROOM AND VRC)**

II. Students will then progress into Clearance Delivery Procedures for the class D (Using KLZU and KTRI) airports and the class C (Using KCHA and KBHM) airports in vZTL. Topics covered here include:
   a. Basic ATC
   b. US Airspace
   c. Basic IFR (CRAFT)
   d. Basic VFR (Difference between Class C and Class D VFR clearances.
   e. Re-Routing
   f. Weather (METARs and TAFs)
   (CLASSROOM/CBT AND VRC)

III. Students will then progress into Clearance Delivery Procedures for the class B (Using KCLT) airports in vZTL. Topics covered here include:
   a. Advanced IFR (FRC, Adding/Deleting Waypoints, Variable Top Altitudes)
   b. Advanced VFR (SOP Specific)
   c. Hybrid SID Assignment
   d. PDCs

(CLASSROOM/CBT AND VRC)
IV. Students will then progress into Ground Control Procedures for the class D (Using KLZU and KTRI) airports and the class C (Using KCHA and KBHM) airports in vZTL. Topics covered here include:
    a. Basic Ground Control
    b. Ground Control Designation of Control
    c. Coordinating Runway Crossing Clearances
    d. Active Runway Selection Based on Wind Conditions
(CLASSROOM/CBT AND VRC)
V. Students will then progress into Ground Control Procedures for the class B (Using KCLT) airports in vZTL. Topics covered here include:
    a. Runway selection dependent on the SID
    b. Taxi Sequencing
At the conclusion of this training session, students will be assigned the quiz called *"ZTL Minor Ground/Clearance"*. ___*NOTE:*___ The result of this quiz will *not* cause the students rating to not be processed through VATUSA. **(CLASSROOM/CBT AND VRC)**
VI. Once deemed capable by a member of the instructing staff to work as a Clearance Delivery Controller or Ground Controller at any ZTL airport (Except KATL), the member's S1 promotion will be processed through the VATUSA website and the members roster endorsement will be processed through the Atlanta Centers website at which time the member will be qualified to work either clearance delivery or ground control at any ZTL airport only **EXCEPT** KATL. **(INSTRUCTOR RESPONSIBILITY)**

2. **S2 Rating**

    I. Once the student has decided to begin S2 training, students will progress into Local Control Procedures for the class C and class D airports in vZTL. Topics covered in this training session will include:
        a. Use of and publication of ATIS
        b. Situational Awareness
        c. Departure Releases
        d. Take-off Clearances
        e. Landing Clearances
        f. Missed Approaches
        g. Traffic Pattern
        h. Departure Hand-offs
        i. Runway Selection
        j. Wake Turbulence
    (CLASSROOM/CBT AND VRC)
    II. Students will then progress in Local Control Procedures for the class B airports in vZTL. Topics covered in the training session include:
        a. Same runway separation
        b. Crossing Runway Seperation
        c. Inboard/Outboard Runway selection
        d. Helicopter Procedures
        e. Intersection Departures
        f. Line-Up and Wait (LUAW)
        g. LAHSO
    At the conclusion of this training session, students will be assigned the quiz called *"ZTL Minor Local Control"*. ___*NOTE:*___ The result of this quiz will *not* cause

       the students rating to not be processed through VATUSA. **(CLASSROOM/CBT AND VRC)**

III. Once deemed capable by a member of the instructing staff to work any airport in ZTL (Except KATL) as a local controller, the member will be assigned the VATUSA S2 examination. The student must pass the exam with an 80% or higher. Upon completion of all required VATUSA exams, and once deemed capable by a member of the instructing staff to be examined on a local control position, the student will be presented an S2 OTS rubric. If the student, after reviewing the rubric, feels that they are prepared to take an S2 OTS examination, a member of the ZTL instructing staff will perform the S2 OTS examination at KCLT. Upon successful completion of the S2 OTS examination, the member's S2 rating will be processed through the VATUSA system, and the member's endorsement will be processed through the Atlanta Centers roster at which time the member will be qualified to work local control at any airport in ZTL **EXCEPT** KATL. **(INSTRUCTOR RESPONSIBILITY)**

IV. Students will then progress into Procedures for the major airport in vZTL airspace (KATL). Topics covered in the training session include:
   a. APREQs
   b. Cross Complex Departure Procedures
   c. Side-Step Arrivals
   d. RNAV off the ground procedures
   e. Arrival taxiing procedures

At the conclusion of this training session, students will be assigned the quiz called *"ZTL Major Local Control"*. **(CLASSROOM/CBT AND VRC)**

V. Once deemed capable by a member of the instructing staff to work the major airport as a local controller, the member's endorsement will be processed through the Atlanta Centers roster at which time the member will be qualified to work local control at any airport in the vZTL airspace. **(INSTRUCTOR RESPONSIBILITY)**

3. S3 Rating

I. Once the student has decided to begin S3 training, students will progress into Terminal Radar Control Procedures for the class C and class D airports in vZTL. There will be THREE (3) different CBT courses covering the fundamentals of radar control.
    a. CBT 1
        a. Radar Identifying Departures/ Radar Identification Methods
        b. MVA/MSA/MEA
        c. Vectoring
        d. Airspace Dimensions
        e. Approach Assignment
        f. Speed Assignments
        g. Vertical and Lateral Separation
    b. CBT 2
        a. Instrument Approaches
        b. PTAC/Intercept Angles
        c. RNAV Intercepts
        d. Procedure Turns
        e. Circle to Land
    c. CBT 3
        a. Uncontrolled Field Operations
        b. Pop-Up IFR
        c. IFR Cancellation
        d. Flight Following
        e. VFR
        f. TRSA
        g. Traffic Advisories
(CLASSROOM/CBT AND VRC)

II. Students will then progress in Terminal Radar Control Procedures for the class B airports in vZTL. Topics covered in the training session include:
    a. Wake Turbulence Separation
    b. Basic Holds
    c. VFR Procedures
    d. Staggered/Simultaneous Approaches
    e. VOR based SID Procedures (Tracking Radials)
At the conclusion of this training session, students will be assigned the quiz called *"ZTL Minor Terminal Radar Control"*. **_NOTE:_** The result of this quiz will *not* cause the students rating to not be processed through VATUSA. **(CLASSROOM/CBT AND VRC)**

III. Once deemed capable by a member of the instructing staff to work any airport as a terminal radar controller, the member will be assigned the VATUSA S3 examination. The student must pass the exam with an 80% or higher. Upon completion of all required VATUSA exams, and once deemed capable by a member of the instructing staff to be examined on a Terminal Radar Approach Control position, the student will be presented an S3 OTS rubric. If the student, after reviewing the rubric, feels that they are prepared to take an S3 OTS examination, a member of the ZTL instructing staff will perform the S3 OTS examination at KCLT. Upon successful completion of the S3 OTS examination, the member's S3 rating will be processed through the VATUSA system, and the member's endorsement will be processed through the Atlanta Centers roster at which time the member will be qualified to work terminal radar

control at any ZTL airport **EXCEPT** KATL. **(INSTRUCTOR RESPONSIBILITY)**

IV. Students will then progress into Terminal Radar Control Procedures for the major airport in vZTL airspace (KATL). Topics covered in the training session include:

   a. Airspace Dimensions
   b. RNAV IAF Approach Procedures
   c. Feeder/Final Procedures
   d. VFR Procedures
   e. Continuous Descent Arrivals

   At the conclusion of this training session, students will be assigned the quiz called *"ZTL Major Terminal Radar Control"*. **(CLASSROOM/CBT AND VRC)**

V. Once deemed capable by a member of the instructing staff to work the major airport as a terminal radar controller, the member's endorsement will be processed through the Atlanta Centers roster at which time the member will be eligible to work terminal radar control at any airport in the vZTL airspace. **(INSTRUCTOR RESPONSIBILITY)**

4. C1 Rating

I. Once the student has decided to begin C1 training, students will progress into En Route Radar Control Procedures for Atlanta Center. Topics covered in this training session will include:
   a. Radar Identification Methods
   b. High and Low Altitude Airways
   c. Altimeter Issuance
   d. Advanced Holds
   e. MIT/RVSM/MACH
   f. LOAs
   g. Advanced En Route Weather
        a. SIGMETs
        b. AIRMETs
        c. CWAs
        d. PIREPs
   h. Route Amendments
   i. Critical Traffic Advisories/Response
   j. Lost Communications Procedures
   k. Emergency Procedures
   l. Descend Via Procedures

At the conclusion of this training session, students will be assigned the quiz called *"ZTL En Route Radar Control"*. **NOTE:** The result of this quiz will *not* cause the students rating to not be processed through VATUSA. **(CLASSROOM/CBT AND VRC)**

II. Once deemed capable by a member of the instructing staff to work Atlanta Center as an en route radar controller, the member will be assigned the VATUSA C1 examination. The student must pass the exam with an 80% or higher. Upon completion of all required exams, and once deemed capable by a member of the instructing staff to be examined on the En Route Control position, the student will be presented a C1 OTS rubric. If the student, after reviewing the rubric, feels that they are prepared to take the C1 OTS examination, a member of the ZTL instructing staff will perform the C1 OTS examination on ATL_CTR. Upon successful completion of the C1 OTS Exam, the member's C1 rating will be processed through the VATUSA system, and the member's endorsement will be processed through the Atlanta Centers roster at which time the member will be eligible to work en route radar control at the Atlanta Center. **(INSTRUCTOR RESPONSIBILITY)**

B. Members Transferring into Atlanta Center. The following will apply to those members who join the Center, considered a transferring member, whether from inactivity or another Center. These members will be expected to possess the proficient knowledge regarding their obtained ratings.

1. Transferred from other ARTCC – ACTIVE

I. Members who transfer from another ARTCC, <u>NOT</u> from inactivity, will be started at their obtained ratings level. For example, if a member transfers in from an ARTCC with obtained ratings S2, they are expected to hold the competencies associated with S2 per the GRP.

II. Any member of the instructing staff may conduct a check-out at any training level listed in Section A which the Instructor deems appropriate given the member's VATUSA ratings. If the member performs in a satisfactory manner, the member will be roster endorsed at the appropriate level. E.g., if a member joins as an S2, the instructing staff member can do a check-out with the student according to 6 A 2 II. This check-out will include the relevant CBT, ZTL exam, and practical exam. If the member performs satisfactorily at the indicated level of Section/Subsection 6(A), the student will be roster endorsed up to that level and will carry-on their training from that point under Section A.

2. Transferred from another ARTCC – INACTIVE

I. Members who transfer from inactivity or another ARTCC and was marked inactive at that ARTCC should use their best judgment in determining where they should be placed on the training progression according to Section A.

II. Members should, after determining how much material they remember regarding ATC, should advise a member of the instructing staff where they would like to begin their training according to Section A. If a member is placed at a point where the instructor decides remediation is needed, the member can at any time, at the discretion of the instructing staff member, be re-placed on the progression according to Section A. _Please note: Transfer controllers are not required to re-take the VATUSA rating exams for ratings already obtained – only ZTL endorsement exams will be required according to Section A based on placement._

III. Once a member has been placed on the training progression and has retained all previous competencies, their training will continue according to Section A of this order.

C. **Controllers Visiting Atlanta Center.** The following shall apply to those members of any ARTCC/FIR or other flight control center who have been granted "visitor" status at Atlanta Center. These members will be expected to possess the proficient knowledge regarding their obtained rating. Subsection 1 hereof shall apply to visitors from within VATUSA and subsection 2 hereof shall apply to visitors from a division outside VATUSA.

1. Visiting Controllers – Domestic

I. These visiting controllers are expected to arrive at the Atlanta center with a firm competency regarding their obtained ratings. This will be verified by a member of the instructing staff via a check-out at the visiting controllers highest earned rating. This check-out should be completed after the visiting controller has been given all required information regarding local policies and procedures.

II. If the visitor passes the check-out, the member will be roster endorsed up to the level of the check-out. From that point forward, the member will progress according to Section A of this order. However, the visitor will not be required to take local examinations. The visitor will only be offered check-outs on positions based on local policies and procedures as covered by the instructing staff. _Please note: The_ Atlanta _Center is NOT responsible for teaching visiting controllers the basics of ATC. That is the job of the members home ARTCC/FIR._ Atlanta _Center expects its visiting controllers to enter training with a firm grasp of basic procedures._ Atlanta _Center will_

strive to teach local policies and procedures to its visitors in order to advance endorsement acquisition.

III. If the visitor does not perform at a satisfactory level according to the VATSIM GRP, the member will be referred back to their home ARTCC for re-training on ratings obtained. The Atlanta Center is not responsible for teaching any basic ATC procedures to visitors, yet holds a standard of minima for controllers to abide by on the network while working its positions. Once the member has demonstrated both general procedure and local policy mastery, the member will continue training according to paragraph II of this subsection.

2. **Visiting Controller – Foreign**

I. These visitors are not expected to arrive at Atlanta Center with a firm competency regarding their obtained ratings. Phraseology differs greatly between the VATUSA and other Divisions such as Europe where hPa is used for altimetry, or Asia where meters is used for altitudes.

II. These visitors will be placed under the authority of Section A of this order to ensure full clarity and mastery of the required general procedures and local polices according to the VATSIM GRP, FAA 7110.65X Phraseology, and vZTL FOP/Procedures.

III. These visitors will be subject to local exams, however, there will be no general check-outs for rapid progression of endorsements solely on the basis of obtained VATSIM ratings. These visitors will follow Section A of this order to ensure that they are in line with all VATUSA phraseology to be used at the Atlanta Center.

(x) Original Signature

_____   _____

Josh Burr (JQ) – Training   Meg Bruck (MG) – Air Traffic
                 Administrator   Manager

_____

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Record of Changes

Date	Changes Made	Made By
10-Feb 2018	Original Document	Josh Burr - JQ