



**VIRTUAL ATLANTA ARTCC
7210.1C
FACILITY ADMINISTRATIVE POLICY**

January 8, 2024



**VIRTUAL AIR TRAFFIC SIMULATION
NETWORK VATUSA DIVISION -
ATLANTA ARTCC**

SUBJ: Atlanta ARTCC Facility Administrative Policy

This order prescribes direction and guidance for the day-to-day administration of facilities under the jurisdiction of the Atlanta ARTCC. All personnel shall familiarize themselves with the provisions about their responsibilities. When a situation arises that is not adequately covered by this order, exercise good judgment in resolving the situation. This document is only to be used in a simulated environment. This document shall not be referenced or utilized in live operations in the National Airspace System (NAS). The Atlanta ARTCC, VATUSA, and VATSIM do not take any responsibility for uses of this order outside of the simulation environment.

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RECORD OF CHANGES

VERSION	DATE	AUTHORIZED BY	DESCRIPTION
ORGNL	1/2019	JQ/MG/VATUSA2	Original Draft
7230.1A	2/2020	MG/VATUSA8	Title changed to Facility Administrative Policy 2-6-3 TA requirements 2-6-7 INS requirements 2-6-8 MTR requirements 3-1 Uncertified controller activity requirements 3-2 Certified controller activity requirements 4-1 Transfer controller policy 4-2 Visiting controller policy 5-1-e Major endorsement revocation procedures 5-4 Position splits 7-6 Voice communications
7230.1B	8/2020	MG/PS/VATUSA8	2-6-7 instructor responsibilities and requirements 2-6-8 mentor responsibilities and requirements 2-6-9 new position "monitoring controller" 3-1 changed heading to refer to OBS and S1 only 3-2 changed heading to refer to S2 and above 5-1.b major airfield training track update
7210.1A	8/2022	MX/KK/VATUSA7	7230.1B -> 7210.1A 2-4 ZTL ARTCC Facilities 2-5 ZTL Staff 2-6 ZTL Training Staff 3-6 Removal for Cause 5-1 Major Airfield/Airspace 5-3 Position Splits 5-5 Approved Callsigns 5-6 Approved Frequencies 5-7 Opening Position 5-8 Closing Position 5-10 ATC Chat 6-2 Controller Conduct
7210.1B	5/2023	MX/KK/VATUSA2	2-5-2 DATM Requirements 6-2 Facility and Position Assignments 6-3 Recurrent Training

7210.1C	1/2024	PS/DF/TBD	2-4. ZTL ARTCC Facilities 2-5-1. Air Traffic Manager (ATM) 2-6-1b. Instructor Requirements 2-7. Additional Staff Positions CHAPTER 3. ACTIVITY POLICY 3-1. Observers (OBS) 3-3. Removal due to Activity 3-4. Reinstatement After Removal for Activity 3-5. Leave of Absence 3-6. Removal for Cause 4-2. Visiting Controllers 5-1. Airspace Certification Requirement 5-7. Opening Position 5-8. Closing Position 5-10. ATC Chat 6-3. Reserved 6-4. Controller Conduct 6-5. Practical Examinations 6-6. Failure to Show for Event
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CHAPTER 1. GENERAL

1-1-1. Purpose

This Order provides instructions, standards, and guidance for operating, managing, and participating in the Atlanta ARTCC.

1-1-2. Audience

This Order applies to all controllers who provide air traffic control services at a ZTL-designated facility.

1-1-3. Location of Order

This Order is available for public viewing in the ZTL files library located at <https://www.ztlartcc.org/controllers/files>.

1-1-4. Cancellation

This Order cancels the previous ZTL ARTCC Facility Administrative Policy dated May 11, 2023.

1-1-5. Effective Date

This Order is effective as of January 8, 2024.

CHAPTER 2. ARTCC ORGANIZATION

2-1. VATSIM

The Virtual Air Traffic Simulation (VATSIM) network is an online community created for enthusiasts of flight simulation and air traffic control. The VATSIM Board of Governors (BoG), and the Executive Directors have governing power of the network and the organization. The VATSIM Founders have ownership rights and operational privileges over the VATSIM network. All ZTL initiated policies shall be in compliance with the VATSIM Code of Conduct (CoC), the VATSIM Code of Regulations (CoR), and the VATSIM Global Rating Policy (GRP).

2-2. VATUSA

VATSIM United States (VATUSA) is a division of the VATSIM Americas Region. VATUSA policies govern the day-to-day operations of the United States domestic airspace and associated air traffic facilities.

2-3. ZTL

The Atlanta Air Route Traffic Control Center (ZTL ARTCC) is a division of VATUSA and operates in accordance with VATUSA policies. ZTL policies are required to meet, but may exceed minimum requirements of VATUSA policies.

2-4. ZTL ARTCC Facilities

ZTL recognizes the following air traffic control facilities as ZTL ARTCC sanctioned and controlled facilities:

Facility Name	Facility Identifier	Hours of Operation (Local)
Augusta ATCT	AGS	0645-2300
Athens ATCT	AHN	0800-2000
Atlanta ATCT*	ATL	Continuous
Atlanta TRACON*	A80	Continuous
Atlanta ARTCC**	ZTL	Continuous
Asheville ATCT	AVL	0630-2300
Birmingham ATCT	BHM	Continuous
Chattanooga ATCT	CHA	0600-2350
Charlotte ATCT*	CLT	Continuous

Facility Name	Facility Identifier	Hours of Operation (Local)
Columbus ATCT	CSG	0900-2100
Fulton County ATCT	FTY	Continuous
Greensboro ATCT	GSO	Continuous
Greer ATCT	GSP	0600-2345
Greenville Downtown ATCT	GMU	0700-2200
Donaldson ATCT	GYH	0700-2100
Hickory ATCT	HKY	0700-2100
Winston-Salem ATCT	INT	0645 - 2130
Concord ATCT	JQF	0700-2300
Lawson ATCT	LSF	MON-FRI 0830-2359 EXCLUDING HOLIDAYS
Gwinnett ATCT	LZU	0700-2100
Macon ATCT	MCN	0800-2000
Dobbins ATCT	MGE	0800-2359
Dannelly ATCT	MGM	0600-2300
Maxwell ATCT	MXF	MON-FRI 1000-2359 SAT-SUN 1200-2359 EXCLUDING HOLIDAYS
Peachtree ATCT	PDK	MON-FRI 0630-2300 SAT-SUN 0700-2300
McCollum ATCT	RYY	0700-2300
Tuscaloosa ATCT	TCL	0700-2000
Tri-Cities ATCT	TRI	0600-2359
Knoxville ATCT	TYS	Continuous
Stanly ATCT	VUJ	0900-1830
Warner Robbins ATCT	WRB	Continuous

*Designates Tier 1 Facility

**Designates Tier 2 Facility

SECTION 5. STAFF

2-5-1. Air Traffic Manager (ATM)

a. Responsibilities:

- Reports to the Deputy Division Director - Air Traffic Services and directs the operations and management of the assigned facility.
- Maintain an active online presence on the website, TeamSpeak, forums, email, and network.
- Maintains facility website.
- Functions as VATUSA staff member and attends meetings as necessary to discuss and stay abreast of VATUSA issues and policies.
- Initiates and obtains Deputy Division Director (DDD) approval for ARTCC SOP, LOA, and other appropriate documentation.
- Review and take action on all visiting controller requests, controller transfer requests and leave of absence requests.
- Establishes and defines the duties of the DATM position; submits selection to the DDD for approval.
- Establishes and defines the duties of the Training Administrator position; submits selection to DDD and VATUSA Training Director for final approval.
- Provides guidance and help to assigned controllers; may establish a staff of "Mentors" to assist with training.
- Works with or delegates a liaison to work with Regional and Division-level Events Coordinators on events as necessary.
- Addresses disciplinary situations with the DDD when appropriate.

b. Requirements:

- Must have at least a Controller (C1) rating.
- Must be an active member of the network in good standing.
- Must be able to work in a team environment.
- Have no significant disciplinary record, no history of unprofessional behavior.

2-5-2. Deputy Air Traffic Manager (DATM)

a. Responsibilities:

- Reports to the ATM.
- Maintain an active online presence on the website, TeamSpeak, forums, email, and network.
- Acts as a senior staff member, leading and supporting ARTCC members
- Attends staff meetings as called by the ATM.
- Acts as the acting ATM at request, or in the absence of the ATM.
- Helps develop new members and ensures they have the resources to succeed at ZTL.
- Assists the ATM in management of the roster.

- Assists the EC in the coordination of events that may affect the ARTCC's airspace.
- Assists the FE in overseeing facility files.
- Assists in development and execution of ARTCC projects.
- Any other duty assigned by the ATM.

b. Requirements:

- Must have at least a Senior Student (S3) Rating.
- Must be an active member of the network in good standing.
- Be a member of ZTL, or willing to transfer upon selection.
- Must be able to work in a team environment.
- Must have excellent written and oral communication skills.

2-5-3. Training Administrator (TA)

a. Responsibilities:

- Reports to the ATM; VATUSA3 as necessary.
- Maintain an active online presence on the website, TeamSpeak, forums, email, and network.
- Acts as a senior staff member, leading and supporting ARTCC members.
- Attends staff meetings as called by the ATM.
- Maintains, updates, and manages the training program, lessons, sweatbox scenarios and exam rubrics.
- Abides by the requirements of the VATSIM Global Ratings Policy.
- Oversees the quality of the training program.
- Responsible for seeking out, appointing, and managing ZTL Instructors and Mentors.
- Hold periodic training meetings to discuss changes and updates.
- Creatively designs training resources to help controllers progress through the training program more efficiently.
- Approves exam assignment for students and finalizes promotions
- Any other duty assigned by the ATM.

b. Requirements:

- Be an active member of the network in good standing.
- Be a member of ZTL, or willing to transfer upon selection.
- Currently holding a C1 rating or above.
- Currently holding or have previously held an I1 in VATUSA for more than 90 days.
- Be able to work well in a team-oriented environment.
- Have excellent written and oral communication skills.

2-5-4. Events Coordinator (EC)

a. Responsibilities:

- Reports to the DATM; ATM and VATUSA5 as necessary.
- Maintain an active online presence on the website, TeamSpeak, forums, email, and network.
- Attends staff meetings as called by the ATM.
- Plans, schedules, and executes at a minimum, one ZTL sponsor event each quarter.
- Promotes ZTL events via all communication methods available to ensure active participation.
- Develops and distributes marketing material (graphics, news posts, forum posts, etc) to promote events and the ARTCC.
- Coordinates with divisional and neighboring ARTCC's for event support and planning purposes.
- Acts as the primary liaison between virtual aviation organizations and the ARTCC.
- Supervises events by having an online presence, or by assigning an appropriate Controller in Charge (CIC) for events.
- Ensure events are appropriately staffed.
- Any other duty assigned.

b. Requirements:

- Must have at least a Senior Student (S3) rating
- Must be an active member of the network in good standing
- Be a member of ZTL, or willing to transfer upon selection
- Must be able to work in a team environment
- Must have excellent written and oral communication skills

2-5-5. Facility Engineer (FE)

a. Responsibilities:

- Reports to the DATM; ATM as necessary.
- Maintain an active online presence on the website, TeamSpeak, forums, email, and network.
- Attends staff meetings as called by the ATM.
- Creates, maintains, and updates ZTL sector files, alias files, POF files, and vATIS config files.
- Coordinates with ZTL and other ARTCC staff to mitigate and manage frequency and automation problems.
- Maintains approved facility Orders, SOPs and LOAs, ensuring they are electronically available through the website.
- Develops and maintains Quick Reference Cards.
- Review and recommend the use of other controller tools for implementation within the ARTCC.
- Any other duty assigned.

b. Requirements:

- Must have at least a Senior Student (S3) rating.
- Must be an active member of the network in good standing.
- Be a member of ZTL, or willing to transfer upon selection.
- Be skilled with VATSIM ATC Client software and software involved in technical file creation/manipulation.
- Must be able to work in a team environment.
- Must have excellent written and oral communication skills.

2-5-6. Webmaster (WM)

a. Responsibilities:

- Reports to the ATM regarding website and TeamSpeak matters.
- Maintain active online presence on the website, TeamSpeak, forums, email, and network.
- Manages and oversees the ARTCCs data services including web content and delivery, web services, email systems, data storage systems, etc.
- Must respond quickly to website and data system needs.
- Develops and implements policies and procedures for operation and maintenance of the ARTCC web and data systems.
- Maintains the ZTL TeamSpeak server.
- Attends staff meetings as called by the ATM.
- Any other duty assigned.

b. Requirements:

- Must be an active member of the network in good standing.
- Be a member of ZTL, or willing to transfer upon selection.
- Must be proficient with modern web programming languages and techniques, including PHP, HTML, MySQL, and CSS.
- Must be able to work in a team environment.
- Must have excellent written and oral communication skills.

SECTION 6. TRAINING STAFF

2-6-1. Instructors (INS)

a. Responsibilities:

- Reports to the TA regarding students and training matters.
- Work with any student progressing toward any rating at ZTL, according to the ZTL training program.
- Document all training notes in student training files after each session, monitoring or promotion as required by VATUSA and ZTL.
- Perform Over the Shoulder (OTS) exams for rating upgrades.
- Perform Checkout Sessions at any training airport for certifications.
- Assign and review written exams with students.
- Must conduct a minimum of three (3) training sessions per calendar month or advise the TA of an inability to do so.
- Attends training meetings as called by the TA.
- Maintain active online presence on the website, TeamSpeak, network and email.
- Ensure all prerequisites are complete prior to beginning a new training session with a student.

b. Requirements:

- Must be an active member of the network in good standing with no recent unprofessional activity or long-term suspensions.
- Be a member of ZTL, or willing to transfer upon selection.
- Must be Atlanta Center certified for a minimum of 90 days.
- Must have held a C1 rating at least 90 days, prior to taking the position.
- Held a mentor position in ZTL for the previous 90 days or in a separate facility/sub-division for at least 90 days.
- Must be able to work in a team environment.
- Willing to undergo a ninety (90) day probationary period as an instructor, complying with all VATUSA probationary instructor guidelines in accordance with VATUSA DP-002B.
- Must have excellent written and oral communication skills.

2-6-8. Mentors (MTR)

a. Responsibilities:

- Reports to the TA regarding students and training matters.
- Work with students on positions approved by the TA, according to the ZTL training program.
- Document all training notes in student training files after each session, monitoring or promotion as required by VATUSA and ZTL.
- Perform Checkout Sessions for certifications, only on positions approved by the TA.
- Recommend an Over the Shoulder exam (OTS) or a written exam assignment to an Instructor (INS).

- Review written exams with students.
- Must conduct a minimum of three (3) training sessions per calendar month or advise the TA of an inability to do so.
- Attends training meetings as called by the TA.
- Maintain active online presence on the website, TeamSpeak, network and email.

b. Requirements:

- Must be an active member of the network in good standing with no recent unprofessional activity or long-term suspensions.
- Be a member of ZTL.
- Must hold S2 rating or above prior to taking the position.
- Must be able to work in a team environment.
- Must have excellent written and oral communication skills.

2-7. Additional Staff Positions

The ATM, or designee, may, as necessary, create and appoint controllers to additional staff positions to assist in the day-to-day administration/operation or to assist with special projects of the ARTCC, such as an event planning team.

CHAPTER 3. ACTIVITY POLICY

3-1. Observers (OBS)

- a. All Observers must request training within thirty (30) days of joining the ARTCC.
- b. All Observers must complete at least sixty (60) minutes of training each thirty (30) days.
- c. Observers unable to comply with paragraphs (a) and/or (b) of this subsection must notify both the DATM and TA prior to removal from the ZTL controller roster.

3-2. Certified Controllers (S1, S2, S3, C1, C3)

- a. All certified controllers must control on the network for a minimum of three (3) hours per quarter on position at a ZTL facility.
 - i. For purposes of meeting the activity requirement, a controller may work any position within the ZTL ARTCC for which the controller is certified for.

3-3. Removal due to Activity

Controllers who do not meet the activity requirements laid out in **Chapter 3-1 and 3-2(a)** may be removed from the ZTL roster at any time by the DATM or ATM.

3-4. Reinstatement After Removal for Activity

A controller who is removed from the ZTL roster due to inactivity may reapply without prejudice by submitting a transfer request on VATUSA's website. Requests shall be made to the DATM.

3-5. Leave of Absence

- a. Any member who will be unable to meet the activity requirements in **Chapter 3-1** or **Chapter 3-2(a)** for multiple consecutive months must request a Leave of Absence (LOA) in order to remain on the roster.
- b. Members seeking an LOA should send an email to the DATM including a reason for the LOA, the start date of the LOA, and the approximate end date of the LOA (or a duration).
- c. If an LOA duration exceeds ninety (90) days, the controller under LOA may be subject to recurrent training or exams prior to being allowed on position.
- d. To end the LOA, the controller should send an email to the DATM. Otherwise, the LOA will end on the date provided in the LOA request. An LOA can be extended upon request.
- e. Controllers are not permitted to control on the network while under LOA without the express consent of the DATM or ATM.

3-6. Removal for Cause

Barring any activity removals outlined in **Chapter 3-3**, controllers may be removed from the ZTL roster for any of the following reasons:

- a. The controller fails to abide by VATSIM, VATUSA, or ZTL policies.
- b. The controller is insubordinate to ZTL, VATUSA, or VATSIM staff members.
- c. The controller provides falsified information or cheats on any practical or written examinations
- d. The controller comes unprepared to training sessions multiple times.
- e. The controller is suspended by VATSIM for any duration.

CHAPTER 4. TRANSFERS AND VISITORS

4-1. Transferring Controllers

- a. All transfer requests shall be submitted on VATUSA's website.
- b. Any controller requesting a transfer to Atlanta ARTCC will be subject to the VATUSA [DP001 — General Division Policy](#).
- c. Upon transfer acceptance, the controller will receive a welcome email and be added to the ZTL roster. The controller will be required to follow transferring controller training procedures which are outlined in the ZTL Training Flow.

4-2. Visiting Controllers

- a. A controller desiring visiting controller status is required to complete a visiting controller request form which can be found on the ZTL website.
- b. Any controller requesting visiting status at Atlanta ARTCC will be subject to the VATUSA [DP001 — General Division Policy](#).
- c. Upon visitor acceptance, the controller will receive a welcome email and be added to the ZTL visiting controller roster. The controller will be required to follow visiting controller training procedures which are outlined in the ZTL Training Flow.
- d. Visiting Controller Agreements between ZTL ARTCC and other sub-divisions of VATUSA may supersede the requirements outlined above.
- e. Visiting controllers with I1 or I3 instructor ratings shall log in with their previous non-Instructor rating (C1 or C3) while operating any position within ZTL.

CHAPTER 5. NETWORK & POSITION RESTRICTIONS

5-1. Airspace Certification Requirement

- a. The Atlanta Hartsfield-Jackson International Airport ATCT (KATL), the Atlanta Large TRACON (A80), and the Charlotte ATCT (KCLT) are considered to be Tier 1 facilities as defined by VATSIM and VATUSA. Atlanta ARTCC (ZTL) is considered to be a Tier 2 facility as defined by VATSIM and VATUSA.
 - a. A80 Outers (Macon, Columbus, and Athens) are designated as unrestricted airspace.
- b. All controllers wishing to control any Tier 1 or Tier 2 Facility must complete the appropriate training as described in the ZTL Training Order (ZTL 3120.4).
- c. Controllers completing and receiving their Tier 1 endorsement for a Tier 1 facility will be permitted to control that position unsupervised.
- d. At the discretion of the ATM, a temporary waiver of the above requirements may be granted to non-ZTL members for the purpose of assisting with a ZTL event.
- e. The Tier 1 endorsement for any Tier 1 facility may be revoked at the discretion of the TA, ATM or DATM and the controller will be notified of the reasons by email.

5-2. Not Controlling at Certification Level

- a. Any controller found controlling a position within ZTL that he/she is not certified for will be immediately asked to disconnect, and a written warning will be issued by the ATM. Refusal to immediately disconnect will result in reporting the incident to a VATSIM Supervisor, and your connection will be forcefully terminated.
- b. Controllers found repeatedly in violation of this policy will be referred to the ATM. As a result, a referral to the DCRM (Division Conflict Resolution Manager) may take place with the possibility of removal from the ARTCC and/or the VATSIM network.

5-3. Position Splits

- a. Split positions shall only occur after all other intra-facility positions are staffed and/or when warranted by higher traffic loads and/or training/certification purposes.
 - i. Positions may only be split if appropriate controllers are signed on below the position that is split.
 - a. Example: 2 ground controllers without a clearance controller are not permitted

5-4. Observer Callsigns

- a. The Atlanta Air Traffic Manager may sign in as ZTL_ATM
- b. The Atlanta Deputy Air Traffic Manager may sign in as ZTL_DATM
- c. The Atlanta Training Administrator may sign in as ZTL_TA
- d. The Atlanta Event Coordinator may sign in as ZTL_EC
- e. The Atlanta Facility Engineer may sign in as ZTL_FE
- f. The Atlanta Webmaster may sign in as ZTL_WM
- g. Observers on the VATSIM Network, who are members of the Atlanta ARTCC, shall sign on using the callsign [CID]_OBS, i.e. "123456_OBS".
- h. Instructors, not monitoring a control position and without the need to be ready to take over any control position, may sign in as ZTL_XX_INS where XX is the controller's assigned operating initials. Instructors that are actively instructing and/or monitoring a

control position, and who may need to take over that control position, may sign in using the _I_ designation in the callsign (e.g., ATL_I_GND).

- i. Mentors, not monitoring a control position and without the need to be ready to take over any control position, may sign in as ZTL_XX_MTR where XX is the controller's assigned operating initials. Mentors that are actively instructing and/or monitoring a control position, and who may need to take over that control position, may sign in using the _M_ designation in the callsign (e.g., ATL_M_GND).

5-5. Approved Callsigns

- a. Controllers shall sign on to the network with the facility identifier assigned by CRC.
- b. When controllers are working A80 Outers (CSG/MCN/AHN) sectors while not combined with A80 Atlanta, controllers shall sign on with the appropriate outer facility identifier.
 - i. Example: MCN_1_APP

5-6. Approved Frequencies

- a. Controllers shall follow all ZTL SOPs for position frequencies.
- b. If a ZTL SOP is not available, real-world frequencies shall be used.

5-7. Opening Position

- a. Controllers shall not sign on unless they are planning to control for a minimum of 30 minutes.
- b. Controllers shall receive a briefing prior to assuming responsibility for the position, if applicable.
- c. Controllers should log in to the TeamSpeak server whenever practical while controlling online.
- d. Where applicable, controllers must ensure that the applicable Information Display System (IDS) pages, including the Airspace Explorer Tool (ASX), are current and correct.

5-8. Closing Position

- a. Controllers shall provide at least five (5) minutes notice prior to logging off whenever possible.
- b. Controllers shall brief their relief and/or overlying/underlying controllers prior to signing off with a proper and thorough position relief briefing.
- c. When consolidating control positions, the relieving controller should monitor the relieved controller's frequencies to allow for a smooth transfer of control.
- d. Where applicable, controllers must ensure that the applicable Information Display System (IDS) pages, including the Airspace Explorer Tool (ASX), are current and correct.

5-9. ATC Voice Communication

- a. Controllers shall provide voice ATC services when practical. Text-only controlling is authorized when a controller is unable to provide voice services.
- b. Controllers shall use the Audio For VATSIM client for all voice communications.
- c. Controllers shall use the defined stations in AFV. If no defined station is available, controllers shall use the login callsign and frequency from the facility SOP.

5-10. ATC Chat

- a. Controllers can use the ATC chat by typing "/" followed by the message (e.g., "/A80 online").
- b. The ATC Chat shall only be utilized when:
 - i. Opening or closing an ATC service position (**only TRACON and Center**).
 - ii. Coordination messages that need to be viewed by multiple nearby controllers, for which coordination via private message is impractical.
 - iii. In an urgent or emergency situation where a private message may not be received by the intended recipient(s) quickly enough (e.g., large events or inoperable inter-ARTCC coordination).

CHAPTER 6. EVENT POLICIES

6-1. Position Sign Up

- a. All controllers shall sign up for an ARTCC-designated event through the appropriate section on the ZTL website. Signing up for a position does not guarantee you will be controlling this position during an event; the position you sign up for is your requested position. Controllers may be moved to other positions for operational necessity as designated by the ARTCC Events Coordinator (EC) and/or Controller in Charge (CIC).
- b. All controllers signing up for an ARTCC-designated event must have the certification for the position they are signing up for. Anticipated certifications will not count as actual certification, and the signup request will be deleted.
- c. Except when required for operational necessity, the EC, or ATM/DATM, will make initial position assignments no sooner than 48 hours before event start time and no later than 24 hours before event start time. An adapted schedule for position assignment must be made available on the event page as soon as possible.
- d. If you find you are not able to show for an event, you must withdraw your request if assignments have not been made. If assignments have been made, you must email the EC with the reason you are unable to fulfill your position.
- e. Event signups are tentative until event end and may be changed at any time at the discretion of the Events Coordinator (EC) or the designated Controller in Charge (CIC).

6-2. Facility and Position Assignments

- a. The ZTL Events Coordinator, or their designee, has the final authority, discretion, and direction to assign facilities and positions for ZTL Events.
- b. The Events Coordinator shall make a good-faith effort to award event position assignments in accordance with a controller's request on the sign-up page.
- c. If a controller is not awarded the position that they requested during the sign-up period, the EC shall maintain a record of this occurrence and make a good-faith attempt to prioritize that the controller in question receives their preference during a subsequent event.
- d. Controllers who have participated in an event within the last 6 months are more likely to be prioritized for their requested/preferred position.
- e. Operational necessity, as determined by the ZTL EC or their designated representative(s), shall always be prioritized over the provisions established in this policy when issuing facility and position assignments.

6-3. Reserved

6-4. Controller Conduct

- a. The EC will designate event facilities and individual positions during the sign-up phase through the event page on the ZTL website. These positions are to be worked by the controller designated by the EC or CIC.
- b. The EC, facility CIC's, or their designee(s) may conduct event briefings. The start time for the event briefings, if applicable, will be available in the description of the "Briefing Room" channel in the ZTL TeamSpeak prior to the event. Attendance at the briefing is mandatory for controllers assigned a position.

- i. Event briefings at earliest shall begin 60 minutes prior to event time. If a briefing is applicable, event briefing times will be specified in the channel description of “Briefing Channel” in the ZTL TeamSpeak under the relevant event or support event. Large-scale events may have event briefings conducted separately at a date/time prior to the event.
 - ii. Event briefings may be conducted at dates and/or times earlier than specified above if the EC deems it necessary. Under such conditions, all relevant controllers shall be informed through email about the scheduled set date and/or time of the briefing. Controllers shall not be expected to sign on to position for the purpose of controlling the specified event until 60 minutes prior to the event start time.
 - iii. Controllers that sign up for a fraction of an event, such as starting thirty minutes after the published start time, should contact the EC or CIC when arriving to begin controlling the event in order to obtain a shortened briefing. If there is a published briefing document, the controller should review the document prior to arriving for the event.
- c. Controllers may not sign on to positions within an event facility without the express permission of the EC and/or the applicable CIC. If additional staffing is deemed necessary, the EC or CIC may authorize additional controllers to sign on. Controllers who were not assigned a position should advise their interest to be on standby with the EC.
- i. An event facility is defined as a position that is posted on the ZTL Website under the event page.
- d. Controllers should not sign off during an event without the permission of the EC and/or CIC. This excludes controllers who sign up for a limited time period within the event duration. Controllers also may not change positions with other controllers mid-event without permission of the EC and/or CIC, if applicable.
- e. The EC may advise during the event briefing that controlling channels are limited to controller coordination only, and thus all members must avoid extraneous conversation while in these rooms during the event. Failure to comply may result in revocation of talk privileges, removal from the TeamSpeak channel or server, and temporary suspension from participation in events.
- f. Controllers **shall not** mute their Teamspeak audio during events. If there is too much noise, controllers should briefly relocate channels in order to remain available for coordination.
- g. Insubordination to the EC, CIC, or senior staff during events, including failure to follow the rules set forth in **Chapter 6** may result in a temporary suspension from participation in events.

6-5. Practical Examinations

- a. Practical examinations during ZTL events shall generally not be allowed, but may be administered only with the express consent of the ATM, DATM, TA, or EC.
- b. The staff shall take into consideration if the student will be able to handle the event traffic level.

6-6. Failure to Show for Event

- a. Controllers who signed up for a position but failed to appear at the event (without prior notice) will be marked as a no-show and will be issued a written warning unless sufficient reasoning can be obtained from the controller in question. After two written warnings, the controller may not be issued an event position during their subsequent event and may be limited to non-event positions only..
- b. Repeated no-shows as defined above or any other violations of chapter 6 may result in a suspension to sign up for events at the discretion of the EC or the senior staff. The suspension may remain in effect until a reasonable expectation of compliance is observed by the EC and/or the senior staff.