

1. PURPOSE

This Policy establishes the general requirements to which controllers must adhere when plugging into any control position within the Los Angeles ARTCC (ZLA).

2. ROLES AND RESPONSIBILITIES

The Office of Primary Responsibility (OPR) for this Policy is the ZLA Senior Staff. This Policy was originally drafted by David Hendleman, ZLA Facility Chief, on November 27, 2002, and approved by Dane Penington, VATUSA Western Regional Director. This Policy shall be maintained, revised, updated or canceled by the ZLA Senior Staff or any organization that supersedes it. Any suggestions for modification/amendment to this Policy should be sent to the Staff for review.

3. DISTRIBUTION

All active controllers on the ZLA ARTCC Roster.

4. BACKGROUND

Controlling on the network and within ZLA requires a framework for equitable and enjoyable participation, and to ensure all members of the facility have a common understanding of expectations.

5. VERSION

List of Changes

Version	Date	Explanation of Changes
6.00	5FEB24	Moved to PDF format. Minor verbiage changes. Adjusted for GCAP.

6. REQUIREMENTS

a. General Requirements

1. Individuals plugging into ZLA positions:
 - i. Must have been issued Operating Initials (OIs)
 - ii. Must comply with the Position Restrictions Policy
 - iii. Must comply with all published VATSIM and ZLA policies and procedures
 - iv. May only control traffic within the vertical and lateral boundaries of their airspace

b. Position Relief

1. Prior to relieving any position, controllers must coordinate with the relieved controller through the network, discord, or other mutually agreed upon means
2. When logging on to relieve a controller working a current position, the control transfer should occur as per the [Position Relief Briefing SOP](#).

c. Leaving a Position

1. If no controller will be assuming the duties of your position, try to give pilots at least five minutes notice before leaving your position.
2. If another controller will be assuming the responsibilities of your position, you must complete a position relief briefing with that controller in accordance with the Position Relief Briefing SOP before leaving the position.

d. Minimum Time Requirements

1. To the extent possible, controllers shall devote a minimum of 30 consecutive minutes to controlling per session.
2. Exceptions to the minimum time requirement may be made for providing temporary relief during unanticipated heavy traffic situations (eg. logging on as LAX_GND to assist an overworked LAX_TWR).

e. Recent Experience and Currency

1. Home and Visiting controllers shall be considered current when they meet the following criteria:
 - i. Have controlled any ZLA position for which they are certified for a minimum of 1 hour during the VATUSA defined calendar quarter (JAN-MAR, APR-JUN, etc), and;
 - ii. Acknowledge SOP changes on the ZLA website within 2 months of the change.
 1. If the controller acknowledges the change within one month of removal, they shall retain all previously held certifications and endorsements.
2. To maintain Tier 1 and 2 endorsement currency, Home and Visiting controller must meet the following criteria:
 - i. For Tier 1 facilities, have controlled for a minimum of 1 hour on any Tier 1 facility within the previous 90 days, and;
 - ii. For Tier 1 and Tier 2 facilities, acknowledge SOP changes on the ZLA website within 2 months of the change.

3. If the requirements in item 6(e)(1) or (2) have not been met, the person must receive and pass recertification training administered by the ZLA ATM, DATM, TA, or Staff Instructor prior to plugging into any ZLA position.
 4. Failure to pass the practical exam outlined in 6(e)(3) shall result in mandatory additional training and consultation with VATUSA prior to plugging into any ZLA position.
- f. Controlling Software
1. Controllers are expected to use CRC, available at <https://vnas.vatsim.net/crc>.
 2. Use of vStrips and vTDLS is at controller discretion, and should be coordinated with other online controllers.
 3. Controllers shall refer to the [Coordination and Scratchpad Information](#) SOP for more information.
- g. Training Solicitation
1. All requests for training must be made through the ZLA Website. A mentor or instructor will be assigned to you for the duration of a rating or position.
 2. Students should coordinate directly with their assigned mentors or instructors for additional training scheduling. Refer to the [ZLA Training Summary](#).
 3. Conflicts or concerns shall be brought to the TA, ATA, ATM, or DATM for resolution. Solicitation outside of the website or directly with an assigned mentor/instructor is not allowed.
- h. Unless operationally viable, deemed necessary by the ATM, DATM, or TA, or ATA, or during events, controllers shall not split:
1. Ground positions into ground and delivery positions.
 2. Ground positions into more than one ground position.
 3. Tower positions into more than one tower position.
 4. Approach into "Radar Assist"
 5. Center into "R-side" and "D-side" except:
 - i. Fully center certified home and visiting controllers may elect to split LA Center as an R-Side and D-Side. Controllers already on position may deny the split request for any reason.
 - ii. Center-students with a solo endorsement may only split R-Side/D-Side if the controller they are splitting with is a Center-certified mentor or Instructor.
- i. Frequency Usage and Beacon Code Assignment
1. Beacon codes and position frequencies are automatically applied while using CRC and set by the Facility Engineer in conjunction with the senior staff. Refer to a facility specific SOP for additional information.
- j. Training Sessions
1. Students should be in the ZLA Discord server at least 5 minutes prior to the scheduled start time of their session.
 2. If a student is more than 15 minutes late for their session without informing a training staff member, then the student will be considered a no-show.
- k. Controller Sign Ups

1. The controller sign up page indicates a controller's intent to control a position at a specific time with the intent to advertise coverage to pilots. The scheduled position shall be ceded to the controller with the sign up at the time they have specified. Controllers not signed up may work the position until the scheduled controller arrives.
2. A controller will be considered a no-show after 15 minutes past the scheduled start time and will forfeit their priority.
3. Controllers shall not use the sign ups page to circumvent the "first come, first served" doctrine, also known as "sniping." Controllers shall not book more time than they intend to control. Those who abuse sign up privileges may have them suspended by the ZLA Staff.
4. Training sessions on the live network are automatically scheduled, and supersede all other controller sign ups. It shall be assumed that the student will be working top-down and require control of all lower level positions.
 - i. Lower level positions may remain online or be requested at the discretion of the instructor or mentor running the session.