

1. PURPOSE

This Policy establishes criteria for removal of individuals from the Los Angeles ARTCC (“ZLA”) and establishes the requirements to maintain roster, Tier 1, and Tier 2 currency.

2. ROLES AND RESPONSIBILITIES.

The Office of Primary Responsibility 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, and was substantially amended on December 1st, 2023 by Nick Christopher and Matthew Kramer. This Policy shall be maintained, revised, updated or canceled by the ZLA Senior Staff or any organization that supersedes, replaces or assumes those responsibilities. Any suggestions for modification/amendment to this Policy should be sent to the Staff for review.

3. DISTRIBUTION.

This Policy is intended for use by ZLA administrative staff.

4. BACKGROUND.

ZLA wishes to maintain a concise roster of respectful, highly-motivated, well-trained, and experienced controllers.

5. VERSION

List of Changes

Version	Date	Explanation of Changes
3.00	5FEB24	Moved to PDF format. Adjusted currency requirements for GCAP. Added currency requirements for Tier 1 and Tier 2 facilities. Cleaned up language.

6. REQUIREMENTS

In order to control positions in ZLA, Home and Visiting controllers must be on the ZLA roster. Additionally, certain positions require a current Tier 1 or Tier 2 endorsement. Failure to maintain roster currency will result in removal from the ZLA roster and loss of all controlling privileges and endorsements. Any controller who fails to meet currency requirements for an endorsement will have that endorsement removed. Unless coordinated and approved by the ATM, DATM, TA, or ATA, controllers must undergo additional training to regain an endorsement. Controllers who are removed from the roster must undergo similar training after submitting a new transfer or visiting controller application.

a. Currency and Activity Requirements

1. Home and Visiting controllers shall be considered current when they have met the following criteria:
 - i. 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. Acknowledged 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 controllers 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, have acknowledged SOP changes on the ZLA website within 2 months of the change.

b. Requirements to Remain on the Roster other than Currency

1. Unless otherwise coordinated with the Senior Staff, new controllers with an OBS rating must achieve a rating of S1 within 90 days of joining ZLA.
 - i. Home Controllers must successfully complete the ZLA Basic Examination with a score of 80 percent or higher in three or fewer attempts.
 - ii. Home Controllers must successfully complete the ZLA Clearance Examination with a score of 80 percent or higher in three or fewer attempts
 - iii. Controllers removed under 6(b)(1)(i) and (ii) are eligible to rejoin the roster six months from the date of the last failure.
2. All controllers must
 - i. Be an active VATSIM Member in good standing.
 1. Network suspension or other VATSIM disciplinary actions may result in removal from the roster.
 - ii. Comply with ZLA Policies and Procedures.
 - iii. Model good behavior at all times.
 - iv. Comply with all VATSIM Regulations, Policies, and the Code of Conduct.