

ZFW ARTCC Training Policy



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Change Log

Date	Explanation of Changes	Initials
6 June 2019	Creation	ND
6 August 2020	Formatting, update to C1 syllabus	ND
27 January 2021	Updated syllabus and teaching hour requirements	CB
7 November 2021	Chapter 2, section 1&2 re-done from scratch. Solo certification process re-done.	CB
2 August 2022	Clarified visiting/transferring checkout process	CB

Chapter 1: General

Section 1: Introduction

1-1-1. Purpose

These guidelines direct the ZFW Training Program and define the standards required to be met for certification of controllers. This document should be the primary reference for all home and visiting controllers to reference regarding training at ZFW.

Section 2. General Operations

1-2-1. Familiarization

All ZFW Controllers, home and visiting, are expected to be familiar with the contents of this document.

1-2-2. Revisions

Revisions to this document may be initiated by the Training Administrator, the Air Traffic Manager, or the Deputy Air Traffic Manager at any point. Revisions must be approved by VATUSA3 or his deputy. When revisions are made, the relevant changes should be disseminated to the controllers of ZFW.

1-2-3. Definitions

Student	Any controller who holds a rating not greater than Senior Student (S3).
Controller	Any member of the ZFW ARTCC, regardless of home or visiting status.
Mentor	A member of the ZFW Training Department that does not hold a rating of I1 or greater.
Instructor	A member of the ZFW Training Department who holds a rating of I1 or greater, including probationary instructors.
Probationary Instructor	A controller who is going through the instructor appointment process as defined by VATUSA Order 3210.311
Division Training Director	VATUSA3 and, unless otherwise specified, VATUSA13
Solo Cert(ification)	Controller Trainee Solo Validation, per GRP
Solo Authorization	An S1 working a local control position solo is working under a solo authorization

1-2-4. Acronyms

ARTCC	Air Route Traffic Control Center
ATD	Air Traffic Director (VATUSA8)
ATM	Air Traffic Manager (ZFW)

ZFW ARTCC Training Policy

DATM	Deputy Air Traffic Manager (ZFW)
GRP	Global Ratings Policy
LOA	Letter(s) of Agreement
OTS	Over-the-shoulder examination
TA	Training Administrator (ZFW)
SOP	Standard Operations Procedures
VATNA	North American region of VATSIM
VATUSA	USA Division of VATNA

Chapter 2: Training Procedures

Section 1: Scheduling

2-1-1. Requesting Training

The primary method of scheduling training is through the ZFW ARTCC Discord. Students shall post what type of training they need (S1, S2, S3, C1) in the #training channel so that an instructor can be assigned to them. At times of high training volume, students will be put on a waitlist. When an instructor becomes available, they will direct message the student on Discord and find a recurring time to meet every week (i.e., Tuesdays at 5PM). The instructor will train the student until they pass the OTS and major endorsement(s) for that rating. After the student has passed the applicable OTS and is major certified for that rating, they will be unassigned from their instructor. When the student is ready to begin training for the next rating, they shall make a post in the #training channel.

2-1-2. Scheduling Training

It is highly preferred that the student/instructor pair find a recurring time to meet 2-3 times week (i.e., Mondays/Wednesdays/Fridays at 7PM). If the student/instructor pair is unable to find a recurring time to meet every week, it is the student's responsibility to reach out to their instructor for training. If the student fails to contact their instructor for more than 2 weeks, the student may be dropped from training and added to the bottom of the waitlist.

2-1-3. Cancelling Training

Students and training staff members are both expected to give reasonable notice through email, text, or other electronic communication when cancelling a session. Reasonable notice is considered greater than 3 hours in advance; however, a 24-hour notice is preferred.

2-1-4. OTS Scheduling

An OTS should be scheduled only after receiving a recommendation from the student's primary instructor. When an instructor becomes available to conduct the OTS, they will direct message the student on Discord and find a time to conduct the OTS.

Section 2: Expectations

2-2-1. Expectations for Students

- Students are expected to come to sessions on time and prepared. This includes completing the required reading assignments for the applicable lesson on the syllabus (Appendix A)
- Students should be receptive to feedback/critique
- Students who do not meet these expectations are liable to have their session cancelled by the mentor or instructor conducting the session.

2-2-2. Expectations for Trainers

- Both mentors and instructors are required to conduct at least 4 training sessions per month. If the trainer is unable to meet this requirement, they shall notify the TA
- Trainers are expected to come to sessions on time and prepared
- Mentors should always seek to be a positive influence on the ARTCC, both in and outside of training sessions.

Section 3: General Operations

2-3-1. Solo Certifications

1. Solo certifications will only be given to students in the S2, S3 and C1 syllabus.
2. Solo certifications shall only be authorized by an I1+.
3. To be eligible for a solo certification, the student must have:
 - a. Passed the corresponding VATUSA test for the rating being sought.
 - b. Passed the last lesson before the OTS in the corresponding syllabus.
 - c. Been recommended for the solo certification by the primary trainer.
4. Solo certified students shall have the following limitations on their certification:
 - a. The student shall not control more than 10 hours per week on the solo certified position.
 - b. The student must complete the “Solo Student Worksheet” after each controlling session.
 - c. The student shall meet with their primary instructor at least once per week to discuss items on the solo student worksheets.
 - d. The solo certification is valid for one airport only.
 - e. The solo certification may be revoked at any time.
5. Solo certifications should be issued for KOKC ATCT/TRACON. The TA may authorize different facilities on a case-by-case basis.
6. Tower solo certifications shall be posted on the ZFW website only. Approach/Center solo certifications shall be posted both on the ZFW website and VATUSA.

2-3-2. Designated Airspace (Major Airport) Endorsements

1. Designated airspace endorsements shall be authorized pursuant to GRP.
2. Designated airspace endorsements checkouts shall be conducted in accordance with the standards laid out in Appendix B. These checkouts shall be conducted by an instructor following the recommendation of any instructor or mentor.
3. Designated airspace endorsements may be revoked by the TA if they find cause that the student or controller is not meeting the standards in Appendix B.
 - a. In this event, the TA shall make a note in the student or controllers training file recommending further action and debrief the situation with the student or controller.
4. Designated airspace endorsements shall be recorded on the ZFW website.

2-3-3. Training Notes

Training notes shall be completed by the training staff member who conducted or oversaw the training session after completing the session. These notes should include, at minimum, the following:

- Lesson number
- Student strengths/weaknesses
- Further recommendations
- Homework/study material assigned

2-3-4. Initial Rating

1. Students who enter ZFW with the rating of OBS should keep this rating until they have been awarded the S1 rating.
2. The S1 rating can be awarded by any instructor following the recommendation of a mentor or instructor. This rating shall not be awarded prior to completing the entire S1 syllabus.
3. An OTS is not required to receive the S1 rating
4. There will be no solo certifications given to students working on their S1 rating

2-3-5. Over the Shoulder (OTS) Examinations

1. An OTS shall not be required for promotion to S1
2. OTS Exams should be conducted in accordance with VATUSA Order 3120.25

2-3-6. Live Network Training

1. While training on the network, students should connect with the proper callsign for the position they are working. Ie, a student working Love Ground should connect as DAL_GND.
 - a. The mentor or instructor overseeing the session should connect with the appropriate _M_ or _I_ tag.
2. At all times while on the network, the mentor or instructor is responsible for the conduct and controlling of their student. This means the training staff member should be ready to take the frequency to prevent a loss of separation, or to regain control as needed.
3. Only major facility training should be conducted at the major facility while on the network.

2-3-7. Visiting and Transferring Controllers

Per VATUSA General Division Policy (DP001) sections 12.3 and 13.6, both visiting and transferring controllers will be subject to a competency check for each GRP rating they possess (S2, S3, C1). The competency check shall be conducted by an I1+, and will consist of the following process:

1. Visiting Controllers
 - a. Take a written test covering basic 7110.65/ZFW procedures and pass with an 80% or better.

- i. If the visitor fails, they will be referred to their home ARTCC for re-training in the areas that were missed on the written test
 - ii. If the visitor passes, they will be eligible to take the practical test
 - b. Take a practical sweatbox test and pass with VATUSA OTS rubric standards.
 - i. If the visiting controller receives more than two unsatisfactory marks on any VATUSA rubric, they will be referred to their home ARTCC for re-training on the areas that were missed on the practical test
 - ii. If the visitor passes, they will be minor certified through their current rating
 2. Transferring Controllers
 - a. Take a written test covering basic 7110.65/ZFW procedures and pass with an 80% or better.
 - i. If the transfer fails, they will be re-trained in the areas that were missed on the written. Each written question correlates to a lesson in the ZFW Training Syllabus. If the transfer misses 2 or more questions related to the same lesson, they will be required to complete that lesson in the syllabus.
 - ii. After each required lesson has been passed, or if the written was passed with an 80% or better, the transfer is eligible to take the practical test
 - b. Take a practical sweatbox test and pass with VATUSA OTS rubric standards.
 - i. If the transferring controller receives more than two unsatisfactory marks on any VATUSA rubric, they will be re-trained in the areas that were marked un-satisfactory and re-do the checkout problem until it is passed. If the transferring controller fails the practical test 3 times, they shall meet with the TA for further action
 - ii. If the transferring controller passes the practical test, they will be minor certified through their current rating.

Section 4: Instruction Positions

2-4-1. Instructor

1. Instructors are appointed by the Division Training Director at the recommendation of the TA or ATM, pursuant to VATUSA Order 3210.311
2. Responsibilities:
 - a. Reports to the TA and ATM
 - b. Maintains an online presence within the facility and on the VATSIM network
 - c. Functions as a ZFW staff member and attends meetings as necessary to discuss and stay informed with ZFW issues and policies
 - d. Ensures availability to train ZFW students and controllers
 - e. Conduct OTS examinations and certify student competency
 - f. Provide mentoring and supervision for students, mentors
 - g. Create and develop training material and lessons to be shared with the training staff
3. The requirements to become an instructor are laid out in VATUSA Order 3210.311

2-4-2. Mentor

1. Mentors are appointed by the TA or ATM
2. Responsibilities:
 - a. Reports to the TA and ATM
 - b. Maintains an online presence within the facility and on the VATSIM network
 - c. Ensures availability to train ZFW students and controllers
 - d. Provide mentoring and supervision for students
3. Requirements:
 - a. Must have at least a Student 3 (S3) rating. This requirement may be waived at the discretion of the TA or ATM
 - b. Must be an active member of the network in good standing with ZFW
 - c. Contribute positively to ZFW and the training culture here.
4. Limitations:
 - a. Except for Controller 1 (C1) mentors, mentors may not provide training at or beyond their current rating
 - i. Ie, S3 mentors may mentor to a maximum of S2

Appendix A: Training Syllabus

S1		
Lesson #	Title	Required Reading
1	Intro to ZFW/VRC	U1
2	IFR Clearances (No SIDs)	U2L1 / U2L2
3	Class D VFR/Taxi Ops	U2L3 / U3
4	IFR Clearances (SIDs)/Class C VFR/Heli Ops	OKC SOP
5	Complex IFR Clearances/Class B VFR	DAL SOP
6	S1 Competency Check	-
7	DFW DEL	DFW SOP
8	DFW GND	DFW SOP

S2		
Lesson #	Title	Required Reading
1	VFR Tower	U1 / U2L1&2
2	IFR Tower	U2L3
3	Helicopter/Military Ops	U3
4	Class C	OKC SOP
5	Class B	DAL SOP
6	S2 OTS	-
7	DFW TWR	DFW SOP

S3		
Lesson #	Title	Required Reading
1	Radar Identification	U1L1
2	Separation Basics & Visual Approaches	U1L2&3
3	Instrument Approaches	U2L1
4	Simultaneous Approaches	U2L2 & OKC SOP
5	Complex IFR Operations	U2L3
6	Complex VFR Operations	U3L1
7	S3 OTS	-
8	D10 Departure	D10 SOP CH1&4
9	D10 Feeder/Final	D10 SOP CH3
10	D10 Satellite	D10 SOP CH2

C1		
Lesson #	Title	Required Reading
1	Live Training	U1L1 & LOAs
2	Sweatbox Training	U1L2
3	C1 OTS	-

Appendix B: Designated Airspace Standards

Completion Standards for CD/GND

1. Individual IFR/VFR clearances contained 90% correct phraseology.
2. IFR/VFR departures were cleared as per the SOP 90% of the time.
3. All other elements of the SOP were followed 90% of the time.

Completion Standards for TWR

1. All VATUSA/GRP competencies were met.
2. Departure spacing was efficient.
3. Elements of the SOP were followed 90% of the time.

Completion Standards for APP/DEP

1. Departure
 - a. Aircraft did not lose separation, and SOP was followed.
 - b. Departure gate spacing to Enroute was at least 5MIT and increasing.
 - c. Aircraft stayed within DR airspace, unless proper coordination was utilized.
 - d. Overall phraseology was 90% correct.
2. Feeder/Final
 - a. Aircraft did not lose separation, and SOP was followed.
 - b. Aircraft were no less than 2.5MIT over the threshold (4MIT if compression was not simulated).
 - c. Aircraft stayed within FED/AR airspace, unless proper coordination was utilized.
 - d. Overall phraseology was 90% correct.
3. Satellite
 - a. Aircraft did not lose separation, and SOP was followed.
 - b. Aircraft stayed within SAT airspace, unless proper coordination was utilized.
 - c. Overall phraseology was 90% correct.