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AIR TRAFFIC OPERATIONS MANUAL

**AIR ROUTE TRAFFIC CONTROL CENTER
ADMINISTRATIVE MANUAL**



August 27, 2010

**VATUSA MINNEAPOLIS ARTCC
VIRTUAL AIR TRAFFIC SIMULATION NETWORK**

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Preface

The Air Route Traffic Control Center Administrative Manual (ARTCCAM) is Volume 1 of the Minneapolis ARTCC Air Traffic Operations Manual – a library of controlled documents which contain all administrative and operational policies and procedures for the Virtual Minneapolis Air Route Traffic Control Center (ZMP).

The ARTCCAM will be used as the sole reference concerning the administration of the Minneapolis Air Route Traffic Control Center. Topics contained herein include general conduct, personnel, staffing, training, events, and facilities subject matter. Oversight of the ARTCCAM is the sole responsibility of the Air Traffic Manager, and his designee(s).

Controlled documents are publications that have certain procedures for distribution and record keeping. The object is to keep all persons who have a copy of this document current with any ongoing changes and revisions. This is accomplished through a revision and bulletin system.

Revisions: Periodically, a number of changes to the document will require the addition, subtraction, or replacement of several sections of the document. To accomplish this, a revision will be issued. With the revision, each person possessing a copy will be given instructions on how to revise their copy. Each person receiving a revision to this controlled document will record the revision in the revision log.

Bulletins: On a regular basis, new information which is of high importance may be added to the document without having to wait for the next revision to be published. Such information will be disseminated with a bulletin which will supplement the document in specific areas or subject matter. With the bulletin, each person possessing a copy will be given instructions on how to insert the bulletin into the document. Each person receiving a bulletin will record the bulletin in the bulletin log.

Logan A. Gloss-Ivory
Air Traffic Manager
Minneapolis ARTCC, VATSIM

SECTION 1

ARTCC Organization

- 1.1 VATSIM**
- 1.2 VATUSA**
- 1.3 Minneapolis ARTCC Airspace**
- 1.4 Minneapolis ARTCC Facilities**

1.1 VATSIM

The VATSIM (Virtual Air Traffic Simulation) network is an online community created for enthusiasts of flight simulation and air traffic control. The VATSIM Board of Governors (BoG), and 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 policies in the ZMP Air Traffic Operations Manual (including the ARTCCAM, the ATCSOP volumes and ATCSTM) shall be in compliance with the VATSIM Code of Conduct (CoC), and the VATSIM Code of Regulations (CoR), in addition to the VATSIM Global Ratings Policy.

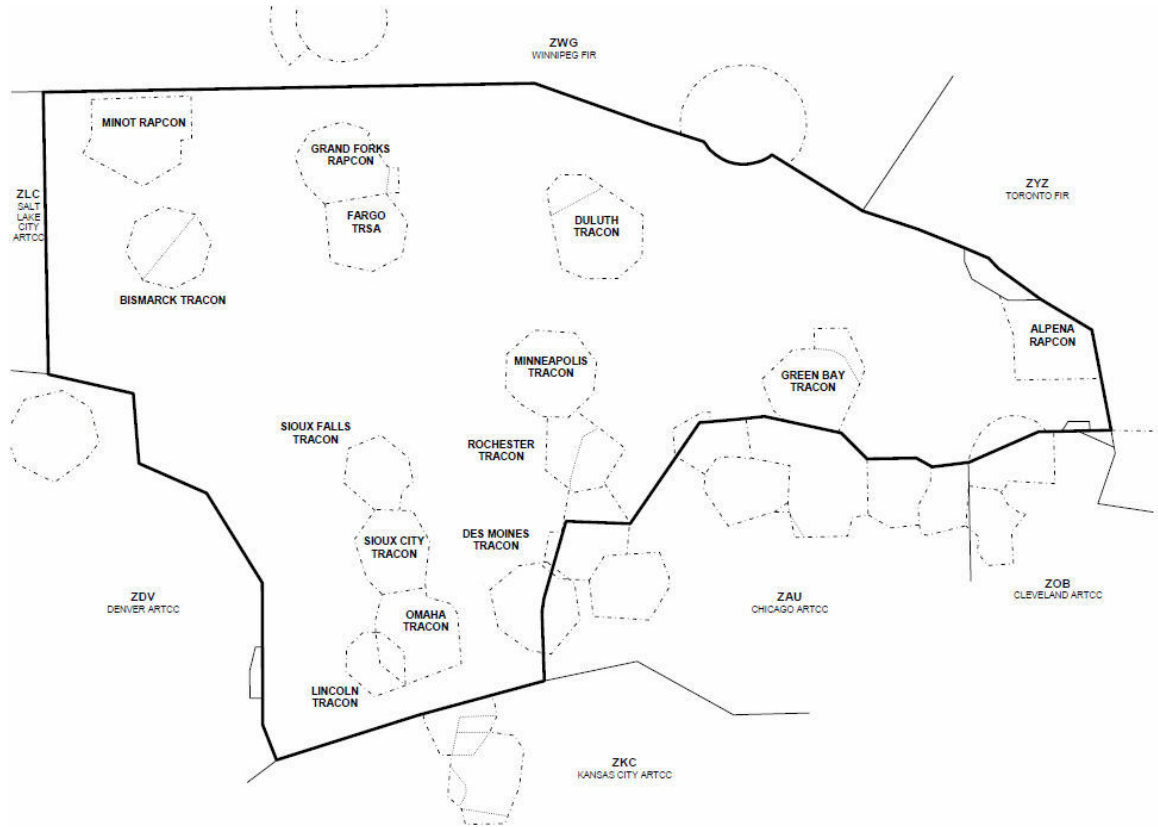
1.2 VATUSA

VATUSA (VATSIM United States) is a division of the VATNA (VATSIM North America) region of the VATSIM network. VATUSA policies govern the day-to-day operation of the United States domestic airspace and associated air traffic facilities.

VATUSA is broken down into separate airspaces, each having its own staff and membership. These airspaces are known as Air Route Traffic Control Centers (ARTCCs). ARTCCs may be further subdivided to provide service to airports of varying size within the airspace.

All policies in the Minneapolis ARTCC Air Traffic Operations Manual (including the ARTCCAM, the ATCSOP volumes and ATCSTM) shall be in compliance with all VATUSA policies.

1.3 Minneapolis ARTCC Airspace



The geographic area indicated on the map is designated as airspace under the control of Minneapolis ARTCC. Certain sectors of this airspace may be under shared control with Neighboring ARTCC's as contemplated by Letters of Agreement.

1.4 Minneapolis ARTCC Facilities

The following table lists the air traffic control facilities under the administration of the Minneapolis ARTCC:

Facility Name	Unit Number/ICAO	Location
Alpena DoD RAPCON/ATCT	KAPN	Alpena, MI
Anoka ATCT	KANE	Blaine, MN
Appleton ATCT	KATW	Appleton, WI
Bismarck TRACON/ATCT	KBIS	Bismarck, ND
Central Wisconsin ATCT	KCWA	Mosinee, WI
Crystal ATCT	KMIC	Crystal, MN
Des Moines TRACON/ATCT	KDSM	Des Moines, IA
Duluth TRACON/ATCT	KDLH	Duluth, MN
Eau Claire ATCT	KEAU	Eau Claire, WI
Fargo TRACON/ATCT	KFAR	Fargo, ND
Flying Cloud ATCT	KFCM	Eden Prairie, MN
Grand Forks ATCT	KGFK	Grand Forks, ND
Grand Island ATCT	KGRI	Grand Island, NE
Grayling DoD ATCT	KGOV	Grayling, MI
Green Bay TRACON/ATCT	KGRB	Green Bay, WI
La Crosse ATCT	KLSE	La Crosse, WI
Lincoln TRACON/ATCT	KLNK	Lincoln, NE
Minneapolis Center	KZMP	Farmington, MN
Minneapolis TRACON/ATCT	M98/KMSP	Minneapolis, MN
Minot DoD RAPCON/ATCT	KMIB	Minot AFB, ND
Omaha TRACON/ATCT	R90/KOMA/KOFF	Omaha, NE
Ray S Miller DoD ATCT	KRYM	Camp Ripley, MN
Red River DoD RAPCON/ATCT	KRDR	Grand Forks AFB, ND
Rochester TRACON/ATCT	KRST	Rochester, MN
Sawyer ATCT	KSAW	Gwinn, MI
Sioux City TRACON/ATCT	KSUX	Sioux City, IA
Sioux Falls TRACON/ATCT	KFSD	Sioux Falls, SD
Saint Cloud ATCT	KSTC	St. Cloud, MN
Saint Paul ATCT	KSTP	St. Paul, MN
Traverse City ATCT	KTVK	Traverse City, MI

END OF SECTION

SECTION 2

General Conduct

- 2.1 Conduct Policy**
- 2.2 Use of VATSIM Network**
- 2.3 Use of ARTCC website**
- 2.4 Use of TeamSpeak**
- 2.5 Online Web Forums and Message Boards**

2.1 Crew Interaction and Professionalism Conduct Policy

2.1.1 VATSIM Code of Conduct

The VATSIM Code of Conduct (CoC) will apply to all members of the VATSIM network operating within the Minneapolis ARTCC.

2.1.2 VATNA Policies

All VATNA Policies will apply to all members of the VATSIM network operating within the Minneapolis ARTCC.

2.1.3 VATUSA Policies

All VATUSA Policies will apply to all members of the VATSIM network operating within the Minneapolis ARTCC.

2.1.4 Minneapolis ARTCC Code of Conduct

All controllers will follow and adhere to the Minneapolis ARTCC Air Traffic Operations Manual. Failure to do so will result in disciplinary action and/or may result in removal from the Minneapolis ARTCC Roster.

All controllers are expected to give consideration to other ARTCC's Standard Operating Procedures and Policies. If a pilot or controller is new, give him respect, and help him through the process of his flight or session.

2.2 Use of VATSIM Network

The VATSIM Network is made possible by the hard work and resource donation of the VATSIM founders and other volunteers. The structure of VATSIM is a non-profit, hobby organization, and membership does not require monetary consideration. In respect of that, use of the VATSIM network is a *privilege*, not a right granted to members and participants. The Minneapolis ARTCC Code of Conduct requires that this privilege is respected by all members.

2.3 Use of ARTCC Website

Minneapolis ARTCC maintains a website at www.minniecenter.org. This website domain name, the website content, administration, and operation is proprietary to the Minneapolis ARTCC Board of Directors. Use of the website by members on the active and visiting controller rosters is granted by invitation only. Access may be denied or suspended at any time.

www.minniecenter.org is used as a central point for information sharing and administration of the ARTCC. Members of Minneapolis ARTCC are encouraged to log in frequently to check on NOTAMS, announcements, events, etc.

2.4 Use of TeamSpeak 3 (TS3)

Minneapolis ARTCC will maintain access to a TeamSpeak 3 Communications Server. The TeamSpeak 3 server will be administrated by the Air Traffic Manger, or his designee.

All controllers will be required to obtain TeamSpeak 3 client software to participate in TeamSpeak 3 sessions. The software can be found at www.goteamspeak.com. The participation in TeamSpeak 3 sessions are recommended, but not required.

Users of the Minneapolis ARTCC TeamSpeak 3 server will be monitored. The Air Traffic Manager, his designee, or the TeamSpeak 3 server host has the right to block users who do not follow proper rules of conduct. Teamspeak 3 usage and conduct is subject to conditions equal or similar to those of section 2.5 Online Web Forums and Message Boards. Members must access the server using their First and Last name (i.e. John Smith). Visitors must access the server using their First and Last names in addition to home facility 3 letter identifier (i.e. John Smith - ZAB).

The TeamSpeak 3 server is be broken down into several Lounge, Operational, Administrative, and Training channels. Controllers actively logged onto the VATSIM network in any ZMP enroute or terminal position and/or while actively monitoring a student on a live network position will retain control over their operations channel. Controllers who are conducting sweatbox/training sessions will retain control over their training channel. Staff and Training members will retain control of their respective administrative channels. All other channels not listed herein are referred to a lounge channels and may be used as such for general discussion.

Any conduct violations on the TeamSpeak 3 server will result in disciplinary action. First infraction, 48 hour suspension. Second Infraction, 7 day suspension. Third/Final infraction, indefinite removal.

Connections to the Primary Minneapolis ARTCC TeamSpeak 3 server shall be made to ts.minniecenter.org:9987

Connections to the Secondary/Backup Minneapolis ARTCC TeamSpeak 3 server shall be made to ts2.minniecenter.org:9989

2.5 Online Web Forums and Message Boards

Minneapolis ARTCC members are provided access to computer message bulletin boards sponsored by the Minneapolis ARTCC Board of Directors,

VATUSA, VATSIM, and their respective structures of governance. Member access to message bulletin boards is contingent upon your acceptance of the following terms and conditions:

1. Users of web forums and message boards should be governed by their obligations under the VATSIM Code of Conduct. In keeping with that Code, users should ensure that their participation at all times brings credit to the hobby of online flight and ATC simulation and to VATSIM/VATUSA and Minneapolis ARTCC as well as to themselves, and users should neither falsely nor maliciously injure the professional reputation, prospects, or job security of any other member.
2. Material placed on Minneapolis ARTCC's Web Forum shall:
 - A. not include any political, religious, or other propaganda literature;
 - B. not be obscene or use profanity;
 - C. be consistent with VATSIM/VATUSA's legal obligations, including statutory obligations, court orders and contractual agreements;
 - D. not be used for commercial purposes;
 - E. not include personal threats.
3. Copyrighted material may not be placed on Minneapolis ARTCC Web Forum without the permission of the owner(s).
4. A Minneapolis ARTCC Member who places material on any Message Bulletin Board is individually responsible for that material. Accordingly, the views expressed in any messages are solely those of the individual writers, and are not necessarily the views of the ARTCC, VATUSA, or VATSIM.
5. Material that does not conform to these terms and conditions may be removed, and the individuals who place such non-conforming material on Minneapolis ARTCC's Web Forum may be subject to discipline under VATSIM's disciplinary procedures.
6. Information that is posted on Minneapolis ARTCC, VATUSA, and VATSIM Message Bulletin Boards is not secure, and may be viewed by persons who are not VATSIM members.
7. All members must register to the Minneapolis ARTCC forum using their First and Last names. Accounts not utilizing this format will be subject to immediate removal. (i.e. John Smith)

2.6 Crew Interaction and Professionalism

In order to preserve the safety of all operations, all controllers are responsible for conducting their duties on the scopes with the utmost professionalism. This includes interactions with fellow controllers as well as the interactions with the pilots we serve.

Controllers are highly encouraged to reach out to neighboring controllers who are online and active, not only to coordinate operations, but also to develop a sense of rapport, teamwork, and camaraderie.

Any controller or pilot operating within the Minneapolis ARTCC's jurisdiction who does not conform with proper etiquette, respect, and professionalism standards

as determined by the Air Traffic Manager or his designee may be subject to discipline under VATSIM's disciplinary procedures.

2.6.1 Position Notification

All controllers shall, prior to logging onto and/or off of any position, contact the CIC or most senior ZMP controller online or staff member on VATSIM and/or TeamSpeak to see where needed staffing requirements exist and/or to notify them of a pending position opening and/or closing.

2.6.2 Position Relief Briefings

All controllers must utilize Position Relief Briefings as written into the appropriate facility Standard Operating Procedures.

END OF SECTION

SECTION 3

Administration and Personnel

- 3.1 Administrative Positions**
 - 3.1.1 Air Traffic Manager
 - 3.1.2 Deputy Air Traffic Manager
 - 3.1.3 Training Administrator
 - 3.1.4 Events Coordinator
 - 3.1.5 Facility Engineer
 - 3.1.6 Webmaster
 - 3.1.7 TeamSpeak Server Administrator
- 3.2 Chain of Command**
- 3.3 Staff Positions**
 - 3.3.1 Facilities Leads
 - 3.3.1.1 M98
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 - 3.3.1.3 Dakota
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 - 3.3.2 Instructors
 - 3.3.3 Mentors
- 3.4 Board of Directors**
- 3.5 Administrative Vacancies**
- 3.6 Staff Vacancies**
- 3.7 New Controllers – Admission**
- 3.8 Visiting Controllers – Admission**

3.1 Administrative Positions

3.1.1 Air Traffic Manager

The Air Traffic Manager (ATM) is the Chief Executive and in charge of all oversight and administration of the ARTCC. Per VATUSA policy, the ATM's duties and responsibilities include, but are not limited to the following:

- Reports to the VATUSA Central Region Air Traffic Director and oversees operations and management for the ARTCC.
- Maintains an on line presence on the VATSIM server.
- Functions as VATUSA HQ staff member. Attends periodic meetings

to report on ARTCC activities and to stay abreast of VATUSA issues and policies.

- Establishes an ARTCC web page and oversees its maintenance.
- Initiates, obtains Air Traffic Director approval for, and maintains ARTCC Standard Operating Procedures.
- Provides for coordination of position assignments and position restrictions when necessary.
- Provides guidance and help to assigned controllers or guests. Optionally, establishes a staff of "Mentors" to assist new controllers and guests.
- Works with Region Events Coordinator on events that may affect the ARTCC's operations.
- Conducts testing and training as defined, and in accordance with, the VATUSA Training SOP.
- Optionally, conducts additional training and testing on area-specific subjects.
- Establishes an Assistant ATM position and defines the duties of that position.
- Submits selection of Assistant ATM to the region Air Traffic Director for final approval and announcement.
- Nominates Center Instructor candidates to the ATM Instructor or Training Director for Training Department approval and announcement
- Recommends disciplinary actions to the region Air Traffic Director.

In addition to VATUSA policy, the following Minneapolis ARTCC ARTCC-specific duties are charged to the ATM:

- Management and maintenance of the Air Traffic Operations Manual
- Overall promotion of the ARTCC and VATSIM
- Strategic planning for the ARTCC
- The ATM will strive to be available on the network either as a staff observer or in an ATC position for no less than 15 hours per month.
- The ATM will use the callsign ZMP_ATM when on the VATSIM network as an observer, or while conducting staff duties.

3.1.2 Deputy Air Traffic Manager

The Deputy Air Traffic Manager (DATM) is Second in Command of the oversight and administration of the ARTCC. The DATM shall take over operation of the ARTCC in the absence of the ATM.

In addition, the DATM is the direct supervisor of all Facilities and Facility Groups, and web site. The DATM shall be responsible for operational oversight at the facility level.

The DATM will report directly to the ATM on a regular basis.

The DATM will strive to be available on the network either as a staff observer or in an ATC position for no less than 15 hours per month.

The DATM will use the callsign ZMP_DATM when on the VATSIM network as an observer, or while conducting staff duties.

3.1.3 Training Administrator

The Training Administrator (TA) is responsible for overseeing the development of Training Procedures and Instructor/Mentor core of the facility. Per VATUSA policy, duties and responsibilities include, but are not limited to the following:

- Reports to the facility's assigned Air Traffic Manger; collaterally responsible to the VATUSA Training Director and is responsible for the efficiency and effectiveness of the Center's individual training program.
- Functions as a VATUSA Training staff member. Attends periodic meetings to report on training activities and issues and to stay abreast of issues which may involve VATUSA Training.
- Provides the VATUSA Training Director with reports on the general state of the training department of the ARTCC.
- Establishes a Training web page for the ARTCC and oversees its maintenance.
- Recruits and nominates Center Instructor candidates to the VATUSA Training Department.
- Assists the VATUSA Training Director in monitoring the performance and activity of Center Instructors.
- Conducts controller testing and training as defined, and in accordance with, the VATUSA Training Department.
- Works in conjunction with the Air Traffic Manger to establish a staff of "Mentors" to assist new controllers and guests, and to monitor their performance.
- Maintains close communication with the VATUSA Training Director on all training matters.
- Performs Center Instructor duties when necessary.
- Maintains an on line presence on the VATSIM Network.

- File a departmental monthly report to the ATM or upon request
- The Training Administrator will use the callsign ZMP_TA when on the VATSIM network as an observer, or while conducting staff duties.

3.1.4 Events Coordinator

The Events Coordinator is primarily responsible for scheduling and promoting events at the ARTCC. The duties and responsibilities include, but are not limited to the following:

- Reports directly to the ATM on a regular basis
- Administrate events on a regular basis under the following structure:

- A. ARTCC-sponsored events
 1. Recurring single facility events
 2. Recurring multi facility events
 3. Special "feature" or "themed" events
- B. VATUSA-sponsored events
 1. Friday Night Ops
 2. Other VATUSA events as needed
- C. Virtual Airlines-sponsored events
- D. Neighboring ARTCC-sponsored events
- E. Events which aid the Training Department

- Promote events via all communications methods available, including, but not limited to:

- A. www.minniecenter.org (internal/external ARTCC website)
- B. VATUSA Website
- C. VATUSA Events Calendar**
- D. VATSIM Website
- E. Web forums

*** Posting of events on the VATUSA events calendar is required and is governed by VATUSA events policy*

- Supervise events by having online presence, or by assigning appropriate Controllers-In-Charge for events as needed
- Ensure events are appropriately staffed
- File a departmental monthly report to the ATM or upon request
- The Events Coordinator will use the callsign ZMP_EC when on the VATSIM network for event duties. The Events Coordinator shall use the normal observation callsign (ZMP_XX_OBS) when online for observation.

3.1.5 Facility Engineer

The Facility Engineer is responsible for the upkeep and maintenance of the following technical resources for the ARTCC:

- Sector files for use in approved VATSIM radar controller clients and associated Alias and Position (POF) files.

- The Facility Engineer shall work closely with the ATM and DATM to ensure that the needs of all facilities are met in order to provide ATC services per standard operating procedures.

- The Facility Engineer will use the callsign ZMP_FE when on the VATSIM network conducting facility work (i.e. testing sector files, etc). The Facility Engineer shall use the normal observation callsign (ZMP_XX_OBS) when online for observation.

3.1.6 Webmaster

The Air Traffic Manager or designee shall either serve as, or appoint and supervise the webmaster under the direction of the ATM and shall be responsible for:

- The external/internal website for the ARTCC

- The Webmaster will use the normal observation callsign (ZMP_XX_OBS) when online.

3.1.7 TeamSpeak Server Administrator

The Air Traffic Manager or designee shall either serve as, or appoint and supervise the webmaster under the direction of the ATM and shall be responsible for:

- TeamSpeak 3 server access

- The TeamSpeak Server Administrator will use the normal observation callsign (ZMP_XX_OBS) when online.

3.2 Chain of Command

The ARTCC shall always employ a chain of command hierarchy of administrative positions. All personnel shall be familiar with and abide by the established chain of command to allow the ARTCC to operate efficiently while building an organization that can meet the needs of the VATSIM environment.

6. Facilities Leads
5. Deputy Air Traffic Manager
4. Air Traffic Manager
3. VATUSA
2. VATNA
1. VATSIM

It should be understood that other administrative positions on the Board of Directors do not have operational or administrative control per this chain of command.

The chain is listed in “inverse seniority order” in this manual to illustrate the use of the chain. Should an operational control question arise, a controller’s first point of contact is a facilities lead.

3.3 Staff Positions

3.3.1 Facilities Leads

Facilities Lead positions are granted to controllers who possess a rating of with a C1 or higher, who are specifically familiar with the operation of facilities within their group. Each Facility Lead will be responsible for the following:

- Keeping up-to-date on real-world operational changes at their facilities and passing on that information to Minneapolis ARTCC controllers, modifying specific facility SOP with oversight from the DATM, and ATM as needed.
- Development and enforcement of SOP for their facilities
- Answering operational control questions for their facilities group and the ARTCC as a whole
- Regular reporting to the DATM, or ATM

Facilities Leads may have oversight of more than one facilities group, as listed below:

3.3.1.1 M98 Facility Group

M98 TRACON/ATCT (KMSP)
KMIC ATCT
KSTP ATCT
KFCM ATCT
KANE ATCT

- 3.3.1.1.1** The M98 facility group is to be overseen by the Minneapolis ARTCC Board of Directors and shall have not appointed lead position.

3.3.1.2 Sioux Empire Facility Group

R90 TRACON and ATCT's (KOMA, KOFF, KLNK)
KDSM TRACON/ATCT
KFSD TRACON/ATCT
KGRI ATCT
KSUX TRACON/ATCT

3.3.1.3 Dakota Facility Group

KBIS TRACON/ATCT
KFAR TRACON/ATCT
KGFK ATCT
KMIB RAPCON/ATCT
KMOT ATCT
KRDR RAPCON/ATCT

3.3.1.4 Gopher State Facility Group

KDLH TRACON/ATCT
 KRST TRACON/ATCT
 KSTC ATCT
 KRYM ATCT

3.3.1.5 Badger State Facility Group

KCWA ATCT
 KEAU ATCT
 KGRB TRACON/ATCT
 KLSE ATCT

3.3.1.6 Wolverine State Facility Group

KAPN RAPCON/ATCT
 KSAW ATCT
 KTVC ATCT
 KGOV ATCT

3.3.2 Instructors

Controllers appropriately granted an instructor rating by VATUSA and who are assigned to Minneapolis ARTCC by VATUSA shall be part of the Training Department as staff members. They shall report directly to the Training Administrator and the ATM. All appropriate policies regarding instructor duties and responsibilities under VATUSA and VATSIM policy shall apply to Minneapolis ARTCC Staff Instructors, including:

- * Reports to the assigned Training Administrator; collaterally responsible to the VATUSA Training Director and is responsible for the assistance in the development and maintenance of the Center's Training Program.
- * Establishes a training syllabus for each student in the ARTCC in conjunction with the Training Administrator.
- * Conducts controller testing and training as defined, and in accordance with, the VATUSA Training Department.
- * Assess controllers' abilities and makes recommendations for promotions as necessary.
- * Provides the Training Administrator with reports on the performance of controller training and development when requested.
- * Maintains an on line and active presence on the VATSIM Network.
- * Provides a minimum 5 hours of student instruction per month unless arrangements are made with the Training Administrator.
- * Must have previously held a position of Minneapolis ARTCC Mentor for 30 calendar days.

3.3.3 Mentors

Controllers appropriately granted as a Mentor by Minneapolis ARTCC shall be part of the Training Department as staff members. They shall report directly to the Training Administrator. All appropriate policies regarding mentor duties and responsibilities under VATUSA and VATSIM policy shall apply to Minneapolis ARTCC Mentors, including:

- * Conducts controller training as defined, and in accordance with, the VATUSA and Minneapolis ARTCC Training Department.
- * Assess controllers' abilities and makes recommendations to Staff Instructors as necessary.
- * Provides the Training Administrator with reports on the performance of controller training and development when requested.
- * Maintains an on line and active presence on the VATSIM Network.

Requirements for controllers becoming a Mentor are:

- * Must be rated S3 for 30 calendar days.
- * Must be recommended to the Training Administrator by a Staff Instructor.

3.4 Board of Directors

The Minneapolis ARTCC Board of Directors (BOD) is an advisory board of administrative personnel who are charged with overall policy making decisions.

They also set the Mission and Strategic Plan goals and initiatives for the ARTCC.

*The BOD will serve as an appeal board of review for any disciplinary measures taken by the administration.

The composition of the BOD is as follows:

Air Traffic Manager
Deputy Air Traffic Manager
Training Administrator
Events Coordinator
Facility Engineer
Webmaster

Each member of the BOD (with the exception of the Air Traffic Manager) has one vote to cast in matters before the board requiring a vote.

Three members present at any meeting of the BOD shall constitute a quorum.

In the event of a tie vote, the Air Traffic Manager will cast one vote.

Advisory members to the BOD may be appointed by the Air Traffic Manager at his discretion and a Bulletin shall be issued.

All communications between the BOD members will be done on the Minneapolis ARTCC TeamSpeak 3 server.

All meetings completed on the TeamSpeak 3 server will be memorialized into meeting minutes, and will be posted on the Minneapolis ARTCC Website.

3.5 Administrative Vacancies

Once an administrative position becomes available, internal application will be accepted before external applications. A vacancy message will be posted in the Minneapolis ARTCC Forums and on the News Section of the website. The message shall include job description, requirements, and request applications. The deadline for applications shall not be any earlier than seven (7) calendar days from post date.

When the deadline passes, the Air Traffic Manager will have fourteen (14) calendar days to recommend his choice for the position to the BOD. The BOD will convene and vote to confirm the ATM's appointment. For the purposes of the confirmation, the ATM will not vote. This confirmation vote will take place no later than seven (7) calendar days after the ATM indicates his choice

In any event of a tie vote among members of the BOD, the BOD will re-ballot until a confirmation is made. If no confirmation can be made within thirty (30) calendar days of the initial vacancy posting, the vacancy will be posted externally to the VATUSA community.

Once a confirmation has been made, an announcement on the forum and the website shall be posted stating who was selected for the position.

3.6 Staff Vacancies

The Air Traffic Manager will have full authority to fill staff position vacancies. Any decision made by the ATM in this regard can be appealed to the BOD.

3.7 New Controllers – Admission

New controllers will be admitted to become members of Minneapolis ARTCC under applicable and current VATSIM/VATUSA policies.

3.8 Visiting Controllers – Admission

The Minneapolis ARTCC Air Traffic Manager and Webmaster shall maintain a list of visiting controllers on the Minneapolis ARTCC Website.

If a controller wishes to become a Minneapolis ARTCC visiting controller, they must send an **email to the Air Traffic Manager with their request of visiting status (include name, rating, home ARTCC and CID).

***The Minneapolis ARTCC Website shall waive this step if an application is available to visitors.*

The controller must not have a negative disciplinary record within VATSIM within the last six (6) months. Disciplinary records include the following:

- ✓ Suspension by VATSIM or VATUSA for 1 month or more.
- ✓ Banned from an ARTCC/FIR
- ✓ More than 3 conflict resolution submissions within a 1 year period.

Additionally, the Air Traffic Manager or his designee may accept or reject applicants at his own discretion, subject to VATSIM and VATUSA policies.

Once listed on the Minneapolis ARTCC Visiting Controller Roster, the visiting controller must undergo a competency evaluation. The evaluation will be to judge the visiting controller's adherence to standards as set forth in the VATUSA Controller Rating Guidelines and Standards. The visiting controller will be removed from the roster if they are unable to pass the evaluation at the level they are rated for, and referred back to their home ARTCC for retraining.

Any active visiting controller shall comply with "*Section 5 – Positions and Staffing*" of this volume in determining which positions they are eligible to staff at Minneapolis ARTCC.

The following special rules of conduct apply to all visiting controllers:

- All visiting controllers must abide to all Minneapolis ARTCC SOPs.
- The visiting controller must relinquish his logged in ATC position to any Minneapolis ARTCC "home controller" member as soon as practical if
 1. the Minneapolis ARTCC member has equal or higher rank;
 2. when requested by a Facility Lead, DATM, or ATM;
 3. when requested by a Minneapolis ARTCC Staff Instructor for the purposes of training
- All visiting controllers that hold the rank of Staff Instructor (I-1) or Senior Instructor (I-3) at their respective "home" ARTCC are required to login under the Senior Controller (C3) rank while controlling in Minneapolis ARTCC.

END OF SECTION

SECTION 4

Crew Rosters

4.1 Roster Status Designations

4.2 Currency Requirements

- 4.2.1 All Controllers
- 4.2.2 Administration and Staff

4.3 Removal from Roster

- 4.3.1 Inactivity
- 4.3.2 Disciplinary

4.4 Leaves of Absence (LOA)

4.5 Transfer Requests

4.1 Roster Status Designations

Controllers, listed on either the member roster or visiting roster, shall be denoted with one of the following status designations:

Active – the controller has met currency requirements for active status membership.

Inactive – the controller has not met currency requirements for active status membership.

LOA – the controller is on an approved leave of absence.

4.2 Currency Requirements

4.2.1 Students (OBS thru S3)

In order to maintain an active status designation on the crew roster, student controllers must log 5.0 hours per month on the VATSIM network with an ATC callsign. Hours logged in observer positions (OBS) may only be counted towards 2.0 hours out of the 5.0 hour requirements. (i.e. 3.0 hours must be logged in an actual ATC position).

4.2.2 Controllers (C1+)

In order to maintain an active status designation on the crew roster, controllers must log 3.0 hours per month on the VATSIM network with an ATC callsign. Hours logged in observer positions (OBS) will not be counted.

4.2.3 Administration and Staff

Controllers holding administration or staff positions are required to have a heightened online presence in order to carry out their duties. To that

end, such controllers shall be required to log a total of 15.0 hours per month on the VATSIM network with an ATC callsign. No more than 5.0 hours of the 15.0 hour requirement may be logged under administrative callsigns (eg. ZMP_ATM, ZMP_FE, etc).

Staff instructors may be required to have additional time logged, either per this manual or per VATUSA policy.

4.3 Removal from Roster

Minneapolis ARTCC will follow the overall VATUSA policy, and remove controllers from the Minneapolis ARTCC membership roster under the following situations:

4.3.1 Inactivity

A controller's status is designated "inactive" when the controller fails to meet the appropriate hour requirements for three (3) months, the controller will be notified by the ATM or his designee, and placed on a probationary status. If the controller does not regain "Active" status in the next six (6) months, the controller will be removed from the VATUSA Minneapolis ARTCC roster.

4.3.2 Disciplinary

If a controller does not comply with standard operating procedure(s), or any policy as contemplated by this manual, or does not comply with any order given by the administration, they may be subject to disciplinary action up to and including removal from the roster.

4.4 Leaves of Absence (LOAs)

A Leave Of Absence (LOA) may be granted by the Air Traffic Manager or Deputy Air Traffic Manager to any member on the crew roster for a defined amount of time. If a LOA is in effect for that controller, all currency requirements are waived until the specified date of the LOA expires.

Should an LOA be requested for more than 90 calendar days, the controller will be removed from the crew roster unless extreme unforeseen circumstances are the reason for the request. In such extreme cases, the LOA will be subject to approval by a vote of the BOD.

4.5 Transfer Requests

Transfer requests will be handled by the Air Traffic Manager per VATUSA policy. In accordance with the VATUSA ARTCC policy, the Minneapolis ARTCC ATM reserves the right to refuse transfer requests with cause. Such cause may include but is not limited to:

- Disciplinary record
- Activity (hours logged) history
- Recommendation by past ARTCC ATMs
- Recommendation by VATUSA Staff
- Recommendation by the Minneapolis ARTCC BOD

END OF SECTION

SECTION 5

Positions and Staffing

5.1 Positions – General

- 5.1.1 Delivery
- 5.1.2 Ground
- 5.1.3 Tower
- 5.1.4 Departure
- 5.1.5 Approach
- 5.1.6 Center
- 5.1.7 TMU
- 5.1.8 Observation

5.2 Position Restrictions

- 5.2.1 Application of VATSIM/VATUSA Global Ratings Policy
- 5.2.2 Major and Local Competency Training Plan Facilities
- 5.2.3 Local Competency Training Plans - Standards

5.3 Staffing Requirements

- 5.3.1 General/Non-Event Staffing
- 5.3.2 ARTCC Sponsored Events
- 5.3.3 Neighboring ARTCC Events
- 5.3.4 VA Events

5.1 Positions – General

Note: In all position callsign examples contained herein, "XXX" will stand for the location identifier

5.1.1 Delivery

Minimum Rating Required: S1 (Student)

Delivery positions will be established at any facility where Clearance Delivery services are required. The callsign XXX_DEL will be utilized. Delivery positions may not be required when adequate staffing is established with either Ground or Tower positions at the facility. SOP for Delivery positions will be contained within a facility or facilities group Tower Cab (ATCT) SOP.

5.1.2 Ground

Minimum Rating Required: S1 (Student 2)

Ground positions will be established at all ATCT facilities. The callsign designator XXX_GND will be utilized. For multiple Ground positions at a single ATCT facility, unique callsigns will be added for each position, or combined position per the facility's SOP (i.e. XXX_S_GND). SOP for Ground positions will be contained within a facility or facilities group Tower Cab (ATCT) SOP.

5.1.3 Tower

Minimum Rating Required: S2 (Student 2)

Tower positions will be established at all ATCT facilities. The callsign designator XXX_TWR will be utilized. For multiple Tower positions at a single ATCT facility, unique callsigns will be added for each position, or combined position per the facility's SOP (i.e. XXX_S_TWR). SOP for Tower positions will be contained within a facility or facilities group Tower Cab (ATCT) SOP.

5.1.4 Departure

Minimum Rating Required: S3 (Senior Student)

Departure positions will be established at TRACON and RAPCON facilities. The callsign designator XXX_DEP will be utilized. For multiple Departure positions at a single TRACON or RAPCON facility, unique callsigns will be added for each position, or combined position per the facility's SOP (i.e. XXX_N_DEP). SOP for Departure positions will be contained within a facility or facilities group TRACON or RAPCON SOP.

5.1.5 Approach

Minimum Rating Required: S3 (Senior Student)

Approach positions will be established at TRACON and RAPCON facilities. The callsign designator XXX_APP will be utilized. For multiple Approach positions at a single TRACON or RAPCON facility, unique callsigns will be added for each position, or combined position per the facility's SOP (i.e. XXX_N_APP). SOP for Approach positions will be contained within a facility or facilities group TRACON or RAPCON SOP.

5.1.6 Center

Minimum Rating Required: C1 (Controller)

Center positions will be established for the ARTCC utilizing the callsign designator MSP_NN_CTR where "NN" indicates the airspace sector number the controller is controlling. When all of the Minneapolis ARTCC ARTCC airspace is under the control of a combined center position, the callsign MSP_11_CTR will be used (primary combined position). SOP for Center positions will be contained within the ARTCC Center Operations SOP.

5.1.7 TMU

Minimum Rating Required: C1 (Controller)

A Traffic Management Unit position or positions will be established during events where high volumes of traffic flow necessitate a TMU. The callsign ZMP_TMU will be utilized. The TMU is only to be used per approval by VATUSA.

5.1.8 Observation

Observation positions are governed by VATSIM policy. Any controller on the Minneapolis ARTCC controller roster who logs onto the VATSIM network in an Observation position shall use the callsign ZMP_II_OBS, where "II" are the controller's operating initials.

5.2 Position Restrictions

5.2.1 Application of VATSIM/VATUSA Global Ratings Policy

The VATSIM Global Ratings Policy, vis-à-vis the VATUSA Global Ratings Policy is applied to the Minneapolis ARTCC in the following manner:

Ratings

Observer (OBS) – A member with no ATC ratings or certifications
Student (S1) – Delivery and Ground Controller
Student (S2) – Tower Controller
Senior Student (S3) – APP/DEP Controller
Controller (C1) – Center Controller
Senior Controller (C3) (available per VATSIM/VATUSA guidelines)

Restrictions

1. No controller shall be permitted to operate/control at a facility position for which he is not rated without the supervision of a mentor or instructor.
2. No controller shall be permitted to operate/control at a Major Facility without first completing the requirements and evaluations necessary.

5.2.2 Major Facilities

Facility Name	Unit Number/ICAO	Major
Alpena DoD RAPCON/ATCT	KAPN	
Anoka ATCT	KANE	
Appleton ATCT	KAPN	
Bismarck TRACON/ATCT	KBIS	
Central Wisconsin ATCT	KCWA	
Crystal ATCT	KMIC	
Des Moines TRACON/ATCT	KDSM	
Duluth TRACON/ATCT	KDLH	
Eau Claire ATCT	KEAU	
Fargo TRACON/ATCT	KFAR	
Flying Cloud ATCT	KFCM	
Grand Forks ATCT	KGFK	
Grand Island ATCT	KGRI	
Grayling DoD ATCT	KGOV	
Green Bay TRACON/ATCT	KGRB	
La Crosse ATCT	KLSE	
Lincoln TRACON/ATCT	KLNK	
Minneapolis Center	KZMP	
Minneapolis TRACON/ATCT	M98/KMSP	Yes
Minot DoD RAPCON/ATCT	KMIB	
Omaha TRACON/ATCT	R90/KOMA	
Red River DoD RAPCON/ATCT	KRDR	
Rochester TRACON/ATCT	KRST	
Ray S. Miller DoD ATCT	KRYM	
Sawyer ATCT	KSAW	
Sioux City TRACON/ATCT	KSUX	
Sioux Falls TRACON/ATCT	KFSD	
Saint Cloud ATCT	KSTC	
Saint Paul ATCT	KSTP	
Traverse City ATCT	KTVC	

5.2.3 Major Fields - Standards

Each facility designated as “Major” utilizes the following standards:

1. The training on, and evaluation of knowledge and performance using, standard operating procedures for the facility as outlined in appropriate sections of the Air Traffic Control Procedures volume of this manual.
2. The observation of VATUSA Controller Rating Guidelines and the Global Ratings Policy.
3. Final certification evaluation utilizing a written test or quiz, and an online over-the-shoulder evaluation. Evaluation may be done in a live VATSIM environment or in a simulated “Sweatbox” environment. Sweatbox evaluations shall be done only with prior permission from the Minneapolis ARTCC Training Administrator.

5.3 Staffing Requirements

5.3.1 General/Non-Event Staffing

General staffing for the ARTCC promotes the following staffing philosophy:

- Staff CTR positions first if certified
- Staff ATCT positions after CTR positions are adequately staffed
- Staff TRACON positions only if CTR positions feel the need for local Approach and Departure control assistance
- A controller who is not certified for Center should work the highest possible position available to them.

A Minneapolis ARTCC controller in any Center position may treat Class C and Class D facilities as uncontrolled (except when staffed) when it is not operationally practical to do so.

5.3.2 ARTCC Sponsored Events

For ARTCC Sponsored events, the Events Coordinator, ATM, or the Controller-in-Charge for the event shall determine staffing requirements for the event.

5.3.3 Neighboring ARTCC Events

The Events Coordinator or ATM will strive to fill all requested staffing requirements for events hosted by neighboring ARTCC's. At the minimum, Minneapolis ARTCC will staff a CTR position in support of a neighboring ARTCC event and will staff up additional positions at the request of the Air Traffic Manager, Events Coordinator, a VATUSA administrator, or the neighboring ARTCC administration.

5.3.4 VA Events

The Events Coordinator or ATM will strive to fill all requested staffing requirements for events hosted or sponsored by virtual airlines. At the minimum, Minneapolis ARTCC will staff a TWR position in support of VA events.

END OF SECTION

SECTION 6

Training

6.1 General

- 6.1.1 Oversight and Responsibility
- 6.1.2 Controller Training Progression

6.2 Instructors

- 6.2.1 Assignments
- 6.2.2 Student Evaluations
- 6.2.3 Instructor Evaluations

6.3 Mentors

6.4 Promotions

6.1 General

The purpose of the Training Department is to:

1. Provide a welcoming, fostering environment for new students and transfers. Respecting, professional, and fun-loving instructors are the key to the training department. Instructor ratings are not given in Minneapolis ARTCC to anybody; they are hand selected to be teachers, friends, and leaders.
2. Retain professionalism in Minneapolis ARTCC airspace and ensure that professionalism is achieved at all times in new and old controllers alike.

6.1.1 Oversight and Responsibility

It is the responsibility of all instructors and mentors to provide for the care of the student – again, *respect is key*. Instructors are one of the key representatives of an ARTCC. They are expected to know their policies and procedures and help new controllers get started. Instructors and mentors are expected to provide students with a resource for learning and reference in times of question.

6.1.2 Controller Training Progression

Controller training, while completely in the hands of the controller himself, must continuously be challenged. The training staff will see that no student becomes inactive due to lack of instruction or motivation to be trained.

6.2 Instructors

Instructors at Minneapolis ARTCC must retain the highest standards of excellence and professionalism. Minneapolis ARTCC requires that all Instructors follow the process set in place by VATUSA and fulfill the VATUSA-endorsed requirement.

In addition:

- Instructor candidates are recommended to have at least 45 days of prior experience in Minneapolis ARTCC.
- Instructor candidates must have at least 30 calendar days as a Minneapolis ARTCC mentor.
- Instructors will have been verified to have no inexplicable disciplinary action against them within the last six months.
- Instructors will have been verified to have controlled an active position no less than an average of 15.0 hours in the previous three months.
- Instructors shall conduct a minimum of five training sessions every month lasting a minimum of one hour or enough to be considered sufficient traffic-level wise.

6.2.1 Assignments

Instructors must make available to their students available time slots in the TDSS (Training Department Scheduling System) in which they are available for training each week. In addition, Instructors will be assigned Over-The-Shoulder exams for each rating on a rotating basis. Acceptance of these assignments is required unless a formal Leave of Absence is on file with the Air Traffic Manager.

6.2.2 Student Evaluations

Instructors are required to record an evaluation for each session with a student that lasts 1.0 hours or enough to be considered sufficient traffic-level wise. Each OTS and position certification must be verifiable by a corresponding Evaluation posted on the website.

Each evaluation must be filled to include:

- ✓ Basic information in the top of the evaluation form.
- ✓ Observed, Satisfactory, etc., as needed for all prompts except in cases where quality was clearly not present in training session.
- ✓ A grade in the box. Each percent must be between 50% and 100%
- ✓ SOP/7110.65 references with explanations based on Controller's experience in the Comments section
- ✓ At least two good and two bad situations that occurred in the course of the training session. For each bad situation, describe what would make it better.

6.2.3 Instructor Evaluations

Instructors are encouraged to continuously challenge their own procedures and policies in their airspace while controlling or observing. The Training Administrator shall conduct periodic evaluations of instructors to ensure instructional technique and policy is within standards.

6.2.4 Instructor Monthly Responsibility

It is the responsibility of each Instructor to:

- ✓ Make a full attempt at assuming their job for being assigned and signing up for everyday training sessions (see 6.2.1)
- ✓ Maintain an online presence of at least twenty (20.0) hours per month controlling an active position or actively instructing/observing.

6.3 Mentors

The primary purpose of the mentor system is to provide a "big brother controller" for incoming pupils and elsewhere.

Requirements for mentor roles are:

- Senior Student (S3) rating or higher.
- At least 30 days experience in Minneapolis (need not be consecutive)
- Recommended by a current Instructor

The following restrictions apply:

- Mentors shall conduct a minimum of one training session per month.

6.4 Promotions

Instructors can recommend controllers for a promotion in an evaluation or a personal email to another instructor.

The students' primary Instructor shall not be the evaluator of any OTS.

END OF SECTION

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/s/

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