



# TRANSFER AND VISITING CONTROLLERS

## **WARNING**

Information contained in this document is intended for flight simulation purposes only.

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# 1 Control Pages

## 1.1 Document Identification

Document Identification	
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## 1.2 Revision Records

Revision Number	Date	Description of Change	Author
1.0	October 2015	Initial Release	BOG
2.0	March 2024	Major Revision, encompassing rules for transfer and visiting at all levels down to Subdivision. Paired with Global Controller Administration Policy release.	BOG

## 1.3 Related Documents

Document Name	Document Identification
Global Controller Administration Policy	VATSIM-POL-GCAP

## **2 Scope and Purpose**

- 2.1 The Transfer and Visiting Controller Policy (TVCP) is established to govern how controllers may transfer to or visit other areas.
- 2.2 Account holders that do not hold an ATC Rating may transfer without the restrictions specified in this document. An initial Allocation selected by an account holder at registration is not a transfer.
- 2.3 Instructor Ratings are for use within a Home Allocation only. A member requesting a transfer out of the Allocation issuing their Instructor Rating shall have the rating removed.

### 3 Definitions and Acronyms

ATC	Air Traffic Control
Air Traffic Control (ATC) Roster	A way to determine which account holders are permitted to control associated with a Subdivision or Division airspace.
Allocation	A Subdivision, Division and Region to which a member can be assigned.
Home Allocation	The 'Allocation' to which an account holder is assigned.
New Allocation	The 'Allocation' to which a 'Transferring Controller' is attempting to transfer to.
Previous Allocation	The 'Allocation' from which a 'Transferring Controller' previously held 'Home' status.
Designated Position	A Position on the network that requires an Endorsement to control. Types of Designated Position are defined in the Global Controller Administration Policy.
Endorsement	The approval to operate a Controllable Position which requires additional competencies or knowledge above that of a Rating.
Enroute Position	Any Position that the Global Controller Administration Policy (GCAP) or local rules based on GCAP, require a C1 rating to control.
Rating (ATC)	The certification that the Air Traffic Controller has the basic competencies and abilities required to operate at a certain level. Within this policy, Ratings do not include Instructor or Administrative ratings (I1, I3, SUP, ADM).
Subdivision	The organization within and responsible to a Division that is delegated responsibility for training within a

	<p>geographical area. Subdivision status under this policy is determined by the relevant Division. Subdivisions may have an alternative name which is more commonly utilized locally.</p> <p>Where this policy references a Subdivision, but no Subdivision exists, the Division holds these responsibilities.</p>
Tier (1/2)	Tier 1 or Tier 2 airspace is defined in the Global Controller Administration Policy. These are types of Designated Positions.
Transfer Period	The time permitted for a controller to complete their transfer.
Transferring Controller	A person attempting to permanently transfer to another Region / Division / Subdivision so that their relationship with their old assignment ceases and the assignment becomes their registered home.
Unrestricted Position	A Position on the network that does not require an Endorsement to control, i.e. is controllably by any home member with the necessary rating. Position Designations are defined in the Global Controller Administration Policy.
Visiting Applicant	A person that has applied, but is not yet permitted, to control in Division or Subdivision whilst retaining the permanent relationship with their existing home Division or Subdivision.
Visiting Controller	A status granted to a controller that is permitted to control in another Division or Subdivision whilst retaining the permanent relationship with their existing home Division or Subdivision.

## 4 Transferring Controllers

- 4.1 Account holders with an ATC Rating shall follow the procedures listed in this Policy to transfer their Allocation. At the point of approval of a request to transfer, these controllers are termed a 'Transferring Controller' and remain so until their transfer is completed, rejected, or returned to their Previous Allocation.
- 4.2 A transfer request is not permitted until a controller has completed at least 50 hours on Positions that require their current Rating in their Home Allocation.
- 4.3 A transfer request is not permitted until 90 days after:
- A new Rating is awarded.
  - Completing a transfer.
  - Being returned to an Allocation having failed to complete a transfer.
- 4.4 A Transferring Controller will retain their ATC Rating whilst transferring and learning their new ATC environment. They shall be fast-tracked through any administrative or assessment process to complete their transfer as quickly as possible. The transfer is completed when the Transferring Controller can control Unrestricted Positions up to their current Rating.
- 4.5 A New Allocation may require a controller to complete a Local Induction Plan before their transfer is completed.
- 4.5(a) During the period prior to completing their Local Induction Plan, a Transferring Controller may be granted temporary ability to control certain Positions at the discretion of the Subdivision. These temporary controlling permissions can be removed at any time.
- 4.5(b) For a transfer to a new Subdivision whilst remaining in the same Home Division, a Local Induction Plan shall not be more restrictive than familiarization with procedures, reading of documentation, a theory assessment and/or controlling for up to 10 hours unsupervised to obtain familiarity. Practical Training and assessment cannot be required, except practical Familiarization Sessions for Enroute Positions as outlined in Section 7.
- 4.5(c) For a transfer to a new Division or Region, a Local Induction Plan may additionally require a practical assessment, termed a Competency Check, to be performed on the network. The Division is responsible for Local Induction Plans for these transfers; however, they may delegate part or all responsibilities to the Subdivision.
- 4.5(c)(i) The Division may offer or recommend practical training sessions with an approved mentor prior to a Competency Check; however, a Transferring Controller can choose to proceed directly to a Competency Check. The Transferring Controller can also request practical training sessions or request

additional practical training; however, the Division is not obligated to provide them.

- 4.5(c)(ii) Where practical training sessions are offered, a Division can decide that a Transferring Controller has demonstrated sufficient competency during these sessions and waive the need for a separate Competency Check.
- 4.5(c)(iii) A controller that fails a Competency Check may be offered multiple attempts at the discretion of the Division.
- 4.5(c)(iv) Where a Transferring Controller declines practical training sessions recommended by the Division and then fails a Competency Check, the Division is not required to subsequently provide these sessions, nor a second attempt.
- 4.5(c)(v) For ratings up to and including S3, a Competency Check cannot require controlling any airspace with a status other than 'Unrestricted'. For the rating of C1 or C3, Tier 1 or Tier 2 airspace can be included only if there is no alternate Position in the New Allocation to demonstrate competency on. In this situation, the Division is expected to make reasonable allowances to enable transferring controllers to meet the required additional competencies, including offering fast-tracked training on Tier 1 Positions if requested.
- 4.5(c)(vi) A Division can require a Competency Check to be performed between the times of day considered 'normal' for controllers and pilots in that Allocation, so that the Competency Check represents a 'normal' traffic situation.
- 4.6 Upon completion of a Local Induction Plan, a controller shall have completed their transfer and their New Allocation is now their Home Allocation. The Division must make a notation in the member record that the transfer has been completed.
- 4.7 A controller has 90 days to complete their transfer, termed the 'Transfer Period'. If a controller no longer wishes to complete a Local Induction Plan or has not completed it within the Transfer Period, then the controller shall be transferred back to their Previous Allocation and will no longer be a transferring controller.
  - 4.7(a) Where a Competency Check is required on Tier 1 or Tier 2 airspace, as specified in 4.5(c)(v), the Transfer Period is extended by 30 days.
    - 4.7(a)(i) A Transferring Controller and the New Allocation can agree to an extension of the Transfer Period to facilitate attempts at a Competency Check, where the Transferring Controller has previously failed. The Transfer Period may be extended for an additional 30 days for this reason.



## 5 Transfer Process

- 5.1 A controller wishing to transfer Region shall use the 'Change Region' procedure located on the VATSIM.net website to contact the appropriate Region and be assigned to a relevant Division and/or Subdivision. The Region is responsible for ensuring the controller is eligible to transfer. An approved request to change Region shall be notified to the relevant Division and Subdivision so that a Transferring Controller can complete their transfer. The Transfer Period shall begin when the Division or Subdivision is notified.
- 5.2 A controller wishing to transfer Division within their Home Region shall contact the new Division to initiate a transfer. The New Division is responsible for ensuring the controller is eligible to transfer. The Transfer Period shall begin when the transfer is approved. Information on how to request a transfer must be available on a Division website.
- 5.3 A controller wishing to transfer Subdivision within their home Division shall contact the new Subdivision to initiate the transfer. The Subdivision is responsible for ensuring the controller is eligible to transfer. The Transfer Period shall begin when the transfer is approved. Information on how to request a transfer must be available on the Subdivision or Division website.
- 5.4 A transfer request shall be approved unless:
- The member does not meet the requirements to transfer, or
  - There is a disciplinary history within the last year, or
  - The New Allocation has a requirement of a set number of hours for home controllers to remain 'current' that the member has not met. Assessment of this criteria is limited to the preceding two quarters only.
- 5.5 If deciding to reject, the New Allocation must advise a member in writing, highlighting the reason for rejection. These reasons shall also be entered into the member's record by the Division or Region. A Subdivision cannot reject a transfer request without agreement of the Division.
- 5.6 A Division is ultimately responsible for determining Local Induction Plans and Competency Checks for a Region or Division Transfer, though practical aspects of this may be delegated to a Subdivision.
- 5.6(a) If a member requires transfer back to their Previous Region as defined in 4.7, the New Division shall notify the New Region. The New Region is responsible for transferring the controller and notifying the Previous Region.
- 5.6(b) If a member requires transfer back to their Previous Division or Subdivision within the same Region as defined in 4.7, the Division is responsible for notifying the Previous Division or Subdivision.

- 5.7 If Transferring Controllers are assigned on VATSIM.net to their New Allocation, a Subdivision must list on their website/roster what (if any) Positions are permitted to be controlled. Alternately the Division can provide a list/roster, but the Subdivision website must link to it. This list/roster must be available to those with a VATSIM account.

## 6 Visiting

- 6.1 Controllers with a Rating of S3 or higher that are considered 'current' in their Home Allocation are permitted to apply to another Subdivision to control without Transferring. At the point of submitting the application they are termed a Visiting Applicant. Once permitted to control, they are termed a Visiting Controller.
- 6.1(a) A controller's Home Allocation is the only Allocation where training for new Ratings can occur.
- 6.1(b) A Visiting Application is not permitted until a controller has completed at least 50 hours on Positions that require their current rating in their current Home Allocation.
- 6.1(c) A Division may allow members with the S2 rating to visit other Subdivisions within their Division. The criteria for this must be specified in a Division Policy.
- 6.1(d) A Visiting Application can be rejected if:
- The member does not meet the requirements to visit, or
  - There is a disciplinary history within the last year, or
  - The Allocation being visited has a requirement of a set number of hours for home controllers to remain 'current' that the member has not met.  
Assessment of this criteria is limited to the preceding two quarters only.
- 6.1(e) A Visiting Applicant can request to control specific Positions, all Unrestricted Positions, Designated Positions, or combinations of these. A Division or Subdivision can require controllers to gain Visiting Controller status on Unrestricted Positions and up to 10 hours experience on these Positions prior to allowing them to visit Designated Positions.
- 6.1(f) A member cannot hold an official staff post outside of their Home Region, without the approval of both Region Vice Presidents. A member cannot hold an official staff post at another Division within their Home Region, without approval of both Division Directors.
- 6.2 Subdivisions and Divisions are required to permit visiting controllers on Unrestricted and Designated Positions.
- 6.2(a) A Subdivision must provide information on their website on how to apply for visiting status, or otherwise link to the Division website containing this information.
- 6.2(b) A Subdivision is permitted to prioritize their home controllers for Ratings and Endorsements, but not to the point that it becomes impossible to become a Visiting Controller or impossible to visit specific Positions. Subdivisions should therefore endeavour to endorse Visiting Applicants in a short a timeframe as is practical based on demand and training availability.

- 6.2(c) A Subdivision must provide a list/roster on their website of Visiting Controllers permitted to operate in their airspace. Alternately the Division can provide a list/roster, but the Subdivision website must link to it. This list/roster must be available to those with a VATSIM account.
- 6.3 A Division can determine what training or assessment is required for visitors and can delegate this to their Subdivisions.
- 6.3(a) The training course requirements shall not exceed the minimum standard required to operate the control Position(s) during normal VATSIM operations.
- 6.3(b) Where a member wishes to visit their Previous Allocation to control Positions they were previously permitted to and makes this request within 3 months of requesting the transfer, no training or assessment can be required.
- 6.4 All controllers must perform at least half of their controlling in their Home Allocation in any given quarter.
- 6.5 A Division or Subdivision can specify conditions under which a Visiting Controller is removed for lack of 'currency', in line with the Global Controller Administration Policy Section 9.
- 6.5(a) The requirements for visitors can be no more restrictive than for home members of the equivalent rating (per GCAP Section 9.4(c)). A Division or Subdivision has the same requirements to give notice to Visiting Controllers as their Home Members.
- 6.5(b) A Visiting Controller can be removed for lack of 'currency' in their Visiting Allocation if they are no longer considered 'current' in their Home Allocation.
- 6.5(c) Before being considered for reinstatement on a Visiting roster, a controller must be 'current' in their Home Allocation. When a visiting controller removed from the roster due to reasons of 'currency' wishes to be reinstated for the first time, a Subdivision shall follow the same process for home members (per GCAP Section 9.4(d)). However, if a visitor loses currency within 2 years of being returned to the roster, or has not requested to be returned to the roster after 6 months then they can be removed completely and required to re-apply for visiting status.
- 6.6 Where a Visiting Controller is consistently below the required standard to the point that it causes disruption to other account holders, a Subdivision may petition a Division to place restrictions on the controller until the problem is resolved.
- 6.6(a) The Subdivision must attempt to resolve the situation with the Visiting Controller. Ideally this should take place before restrictions are applied.
- 6.6(b) Where attempts to resolve the situation have been unsuccessful, a Subdivision can request the Division remove a Visiting Controller.
- 6.7 A Visiting Controller can be removed by the Region Vice President where Disciplinary action is taken in their Home or Visiting Allocation.

## 7 Enroute Positions

- 7.1(a) Lack of knowledge of local procedures when controlling Enroute Positions has a higher impact than other Position types. Due to the potential impact on other users, additional rules apply to any Visitor or Transferring Controller aiming to control Enroute Positions. The rules in this section do not nullify or override the requirements of Endorsements for Designated Airspace specified in GCAP.
- 7.1(b) A Subdivision can require 'Familiarization Training' on any new Enroute Position that a visitor or transferee wishes to control, even if the Positions are Unrestricted.
- 7.1(b)(i) Familiarization Training may include a short theory course, a theory exam (based on appropriate local documentation) or limited practical training. The purpose of this training is only to ensure local procedures are understood and is not an assessment of rating competency; therefore, any theory exams or courses must be specific to this aim.
- 7.1(b)(ii) Familiarization Training shall only be conducted for Enroute Positions that are typically controlled in normal traffic levels. Therefore where a group of Enroute Positions are usually controlled together, the Familiarization Training shall cover the entire group and the controller shall not be required to do sequential training on each Position.
- 7.1(b)(iii) Familiarization training for one Enroute Position or Group can be required as part of a Local Induction Plan (4.5) or visitor assessment methods (6.3) prior to granting Home or Visiting status. After the status is granted, the controller may be restricted to one or more Enroute Position(s) that they have familiarized.
- 7.1(b)(iv) Access to further Familiarization Training must be available to controllers, though Subdivisions are permitted to require up to 10 hours of controlling on the previously Familiarized Position(s) prior to granting access to another Familiarization Training.
- 7.1(b)(v) A Subdivision can, at any time, waive the requirement of Familiarization Training for a specific controller. As Familiarization Training is not an assessment, Subdivisions are encouraged to waive requirements where controllers have demonstrated good self-directed learning.
- 7.1(b)(vi) A Subdivision cannot require a controller to repeat Familiarization Training for a Position they have previously been allowed to control. Where Enroute Positions are re-sectorized, a controller shall not be disadvantaged by that re-sectorization. Controllers thought to have lost currency or competency on Positions must be handled according to GCAP Section 9.
- 7.1(c) The Region Vice President can, at their discretion, divide a Subdivision's Enroute Positions into Airspace Groups. In this situation each Airspace Group can apply the rules of Familiarization Training to its airspace specified in 7.1(b).

- 7.1(c)(i) An Airspace Group shall not have its own visiting/transferring application or approval process. Any existing Visitor, Transferring Controller or Home Controller can request familiarization training in any Airspace Group.
- 7.1(c)(ii) Home members that gained their C1 in the Subdivision can be required to undergo Familiarization Training for Enroute Positions in other Airspace Groups but must always be allowed to control within one Airspace Group without Familiarization Training.