

ZLC ARTCC (Salt Lake)
Standard Operating Procedures
Currency Removal Policy
Version: 1.50-Update 07-24-08

NEW or TRANSFERRING CONTROLLERS

All new controllers, including transfers will become inactive (IA) on the ZLC ARTCC (Salt Lake) roster if **ANY** of the following conditions are met:

1. Have NOT requested training using the training request form on the website within 30 days of joining ZLC ARTCC (Salt Lake).
2. Have NOT requested the initial 30 question (SOP test) within 30 days of joining ZLC ARTCC (Salt Lake)
3. Have NOT completed the initial 30 questions (SOP test) within 45 days of joining ZLC ARTCC (Salt Lake)
4. Failure to comply with the rules and regulations as outlined in the ZLC ARTCC (Salt Lake) SOP's, or the VATSIM Code of Conduct.
5. Any suspension from VATSIM/VATUSA.

EXISTING CONTROLLERS

All existing controllers will become inactive (IA) status on the ZLC ARTCC (Salt Lake) roster and loss of all controlling privileges at ZLC ARTCC (Salt Lake) under the following conditions:

1. Have NOT controlled a minimum block of 120 minutes (2 hours) at a ZLC ARTCC (Salt Lake) position for which they are qualified as shown on the ZLC ARTCC (Salt Lake) roster within the **month** without written notice of their intended absence.
2. Does NOT reply in writing, specifically asking to remain on the ZLC ARTCC (Salt Lake) roster to a written removal notice within 7 days of it being sent to their current VATSIM/VATUSA email address.
3. Failure to comply with the rules and regulations as outlined in the ZLC ARTCC (Salt Lake) SOP's, or the VATSIM Code of Conduct.
4. Any suspension from VATSIM/VATUSA.

VISITING CONTROLLERS

All visiting controllers will be removed from the authorized visitor list, if any of the following conditions are met:

1. Have NOT controlled a contiguous block of 120 minutes (2 hours) in a ZLC ARTCC (Salt Lake) position within the **month**
2. Have NOT requested ANY of the tests required of them within 30 days of being approved for visitor status.
3. Have NOT completed ANY of the test required of them within 45 days of being approved for visitor status
4. Violate the conditions of any restriction imposed by the ZLC ARTCC (Salt Lake) Visiting Controller Policy, VATSIM Code of Conduct or any suspension from VATSIM/VATUSA.

Ref: **month** is from the 1st day of the month to the last-**Example** Jan 1 to Jan 31 = **month**

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INACTIVITY

All Controllers (new/transfer or existing) will become Inactive (IA) on the roster for any of the above reasons and shall be issued an inactive date. Should the Inactive (IA) controller wish to return to the active roster, the controller must accumulate 4 hours at a controlling position that they were qualified within the proceeding 30 days of their inactive date. Failure to comply will result in removal from ZLC ARTCC (Salt Lake).

Removed controllers may submit a written request for reinstatement for review by the ATM and DATM. If approved, the controller must complete a re-qualifying training course and OTS for each position requested.

LEAVE OF ABSENCE (LOA)

The granting of a LOA is at the sole discretion of the ATM/DATM and cannot be used to just maintain membership at ZLC ARTCC for any reason.

The controller (new/transfer or existing) requesting a LOA must be in good standing, current and active as stated above. No controller who is inactive (IA) will be considered for a LOA.

The controller should:

1. Submit their request for their LOA in writing to the ATM/DATM
2. State the reasons for the request, such as a family medical emergency or military deployment overseas.
3. The dates requested for the LOA (June, 2008 to

CONFLICTS

Any controller, who does any of the following, shall be issued one written notice. Any subsequent offense will result in the instant removal from the roster.

1. Refusal to adhere to ZLC ARTCC (Salt Lake) position restriction policy.
2. Insubordination to an instructor/mentor or VATUSA staff.
3. Disrespectful or offensive behavior towards another ZLC ARTCC (Salt Lake) member.
4. Disrespectful or offensive behavior towards another VATSIM member.

TIMELINES

A request for an extension to any deadline may be made via e-mail to the ATM or DATM. Any deadline decisions will be made on a case by case situation and at the sole discretion of the ATM or DATM.

This policy does not want to inhibit anyone from participating. Each controller is encouraged to remain current with the SOP's/LOA's and any other materials required for currency.

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