

**ZLC ARTCC (Salt Lake)**  
**Standard Operating Procedures**  
**Visiting Controllers**  
**Version: 1.45**

Visiting Controllers are controllers not assigned to the ZLC ARTCC (Salt Lake) roster and are prohibited from staffing any positions under the ZLC ARTCC (Salt Lake) umbrella without *prior* written permission from the ZLC ARTCC (Salt Lake) Air Traffic Manager (ATM) or ZLC ARTCC (Salt Lake) Deputy Air Traffic Manager (DATM). This written permission may be made on a "one-time" only basis or for an extended period as determined by the ATM / DATM at their sole discretion.

Visiting Controllers who wish to control in ZLC ARTCC (Salt Lake) airspace on a regular basis, but choose not to transfer to the ZLC ARTCC (Salt Lake), must complete the following procedure:

1. Contact, in writing, the ZLC ARTCC (Salt Lake) [Air Traffic Manager](#) or [Deputy Air Traffic Manager](#) with a letter of intent detailing the expected period of time wishing to control at the ZLC ARTCC (Salt Lake). Include your CID #, current rating(s), position hours and current ARTCC that you are assigned.
2. Complete a practical written examination covering our ARTCC SOP's, LOA's and local operating policies and procedures for those positions in which the visiting controller desires to control.
3. Complete localized online OTS examination(s) for each position he/she wishes to control.

In the event that the Air Traffic Manager or Deputy Air Traffic Manager finds that a visiting controller is not in compliance at the position(s) requested, they will contact the visiting controller in writing about this issue immediately.

The visiting controller permission(s) will be removed until a review is completed. If additional training is needed, the visiting controller will be referred to the Training Department and will be required to complete whatever training, written tests and OTS is required.

Failure to comply with this policy, even after being directed to the policy will not be tolerated. The visiting controller will be terminated immediately from any and all position(s) of the ZLC ARTCC (Salt Lake) and may result in disciplinary action by VATUSA/ VATSIM directors.

The ZLC ARTCC (Salt Lake) Air Traffic Manager shall handle any disputes arising from this policy. In the event that the dispute cannot be handled at this level, it shall be forwarded to Director Air Traffic - Western Region (VATUSA7) for final resolution.

**Copyright © zlcartcc.org 2008.** The information contained on all pages of this manual is to be used for flight simulation purposes only on the VATSIM network. It is not intended nor should it be used for real world navigation. This site is not affiliated with the FAA, the actual Salt Lake ARTCC or any governing aviation body. All content contained herein is approved only for use on the VATSIM network.