



VATUSA - United States Division ZAB - Albuquerque ARTCC

VATUSA ZAB Order 7210.1014 - ARTCC Staff Positions

Date: 07-13-2011

Version 1.00

1. PURPOSE:

a. This policy establishes the particulars of volunteer staff members at ZAB.

2. DISTRIBUTION:

a. This policy is intended for use by ZAB Administrative staff and also serves as a reference for ZAB Controllers and VATSIM members wishing to apply as staff with the facility.

3. BACKGROUND:

a. The Albuquerque ARTCC is a volunteer sub-division of the VATUSA Division which is a part of the VATSIM Network. In order to facilitate operations at the facility a staff of volunteers is appointed by the Air Traffic Manager. All actions taken in regards to this policy must be in compliance with VATSIM/VATUSA policies.

4. POSITION DEFINITIONS:

a. Air Traffic Manager (ATM)

i. The Air Traffic Manager serves as the leader/director of the facility. He is the highest escalation point at the ARTCC level and reports to the Southern Air Traffic Director at VATUSA.

ii. Qualifications and expectations are determined by VATUSA.

iii. The ATM is the responsible party for hiring/terminating of staff members defined as Deputy Air Traffic Manager, Training Administrator, Events Coordinator, Facility Engineer, and Webmaster.

iv. The ATM is expected to meet the activity requirements as outlined in ZAB ARTCC Policy 7210-1005 section iv. sub section a.i.

b. Deputy Air Traffic Manager (DATM)

i. The DATM serves as the assistant to the Air Traffic Manager and is the next escalation point for concerns at the facility (ARTCC) level.

ii. The DATM serves at the request of the ATM and may be removed from the position at will provided there is ample justification for the decision.

iii. Minimum Requirements for the position include but are not limited to.

Controller 1 Rating or Higher.

Member of ZAB for at least 6 months.

No prior disciplinary actions in past 6 months.

iv. The DATM is expected to meet the activity requirements as outlined in ZAB ARTCC Policy 7210-1005 section iv. sub section a.i.

v. The DATM position is appointed for 1 year from the date of hire as outlined in section 5 of this policy.

c. Training Administrator (TA)

i. The TA serves as the lead instructor and the manager of training at the ARTCC. They are the first escalation point for training matters at the facility.

ii. The TA serves at the request of the ATM and may be removed from the position at will provided there is ample justification for the decision.

- iii. Minimum Requirements for the position include but are not limited to.
 - Instructor 1 Rating or Higher.
 - Previous instructing experience.
 - Member of ZAB for at least 6 months.
 - No prior disciplinary actions in past 6 months.
 - iv. The TA is expected to meet the activity requirements as outlined in ZAB ARTCC Policy 7210-1005 section iv. sub section a.i.
 - v. The TA position is appointed for 1 year from the date of hire as outlined in section 5 of this policy.
- d. Events Coordinator (EC)
- i. The EC serves as the manager of event operations at ZAB ARTCC. This includes planning/organizing events, working with Virtual Airlines and VSOA's, neighboring ARTCC's, and VATUSA/VATSIM to ensure there is staffing..
 - ii. The EC serves at the request of the ATM and may be removed from the position at will provided there is ample justification for the decision.
 - iii. Minimum Requirements for the position include but are not limited to.
 - Student 3 Rating or Higher.
 - Member of ZAB for at least 6 months.
 - No prior disciplinary actions in past 6 months.
 - iv. The EC is expected to meet the activity requirements as outlined in ZAB ARTCC Policy 7210-1005 section iv. sub section a.i.
 - v. The EC position is appointed for 1 year from the date of hire as outlined in section 5 of this policy.
- e. Webmaster (WM)
- i. The WM serves as the manager of the website, databases, and associated applications at ZAB ARTCC. This includes managing backups, implementing new ideas and scripts, organizing content, and working with the other staff to facilitate the operations for their departments (EC/TA/FE).
 - ii. The WM serves at the request of the ATM and may be removed from the position at will provided there is ample justification for the decision.
 - iii. Minimum Requirements for the position include but are not limited to.
 - Student 3 Rating or Higher.
 - Member of ZAB for at least 6 months.
 - No prior disciplinary actions in past 6 months.
 - iv. The WM is expected to meet the activity requirements as outlined in ZAB ARTCC Policy 7210-1005 section iv. sub section a.i.
 - v. The WM position is appointed for 1 year from the date of hire as outlined in section 5 of this policy.
- f. Facility Engineer (FE)
- i. The FE serves as the manager of the sector files and associated controlling client software files at ZAB ARTCC. This includes updating related files as AIRAC's are released, designing files for ease of use, managing training files, and working with other staff members to facility their jobs Emphasis: (Training/Web).
 - ii. The FE serves at the request of the ATM and may be removed from the position at will provided there is ample justification for the decision.
 - iii. Minimum Requirements for the position include but are not limited to.
 - Student 3 Rating or Higher.
 - Member of ZAB for at least 6 months.
 - No prior disciplinary actions in past 6 months.
 - iv. The FE is expected to meet the activity requirements as outlined in ZAB ARTCC Policy 7210-1005 section iv. sub section a.i.

- v. The FE position is appointed for 1 year from the date of hire as outlined in section 5 of this policy.
- e. Assistant/Junior Staff Members.
 - i. TA, EC, FE, and WM staff members may appoint one assistant with ATM approval.
 - ii. Assistants may be removed from their junior staff positions for any reason whatsoever including the elimination of the position at the discretion of the ATM or the senior staff member

5. TERMS OF APPOINTMENT

- a. Exemption.
 - i. Staff members in positions with ZAB prior to 07-13-2011 are exempt from the following provisions with exception to c. and d.
- b. Provisions
 - i. VATSIM Members selected to serve as a staff member at ZAB are selected for a period of at least 365 days (1 calendar year).
 - ii. After 11 months, but no later than 11.5 months, in the position the staff member is requested to e-mail the ATM and re-apply for the position via memorandum. A full resume is not required.
 - iii. An evaluation of the staff members goals and conduct will be reviewed and the ATM will either re-appoint the member as a staff member for another 12 months or opt to open the position to applicants.
 - iv. In the event an existing staff member does not submit a memorandum by via e-mail prior to 30 days of their staff appointment anniversary the ATM will inquire to the member if they wish to remain on staff. If they do not respond or decline to answer the ATM will assume they have resigned and proceed accordingly.
- c. Limits
 - i. There are no defined term-limits that prevent a VATSIM member from 'renewing' their staff position in theory indefinitely.
- d. ATM Replacement
 - i. In the event an Air Traffic Manager resigns from the position, the incoming ATM reserves the right to re-hire all staff within 60 days of appointment.
 - ii. After a period of 61 days the ATM is subject to the staff replacement provisions as outlined in this policy.

6. APPROVALS:

- a. Local
 - i. Brian Pryor, ZAB Air Traffic Manager – July 15th 2011
- b. VATUSA
 - i. - Tom Seeleyn, VATUSA Western ATD (acting Southern ATD) - 07/15/2011