



VATUSA - United States Division ZAB - Albuquerque ARTCC

VATUSA ZAB Order 7210.1009 - Instructors

Date: 03-10-2011

Version 1.0

1. PURPOSE:

a. This policy establishes criteria for staff instructors.

2. DISTRIBUTION:

a. This policy is intended for use by ZAB Administrative staff and also serves as a reference for ZAB Controllers.

3. BACKGROUND:

a. The Albuquerque ARTCC wishes to maintain an active, concise and current roster of instructors in order to provide high-quality service, and an experienced controller staff.

4. REQUIREMENTS:

- a. Applicants wishing to be an instructor shall meet the following requirements.
- i. Instructor applicants shall hold as a minimum a Controller 1 rating on the VATSIM Network.
 - ii. The controller must have no major disciplinary issues with VATSIM within the last year.
 - iii. The controller must have been with ZAB for a minimum of 60 days prior to application.
 - iv. The controller must have served as an approved mentor or instructor previously for a period of at least 30 days.
 - v. Instructor applicants if approved must be able to perform at least 2 training sessions per calendar month.
 - vi. Instructor applicants must maintain a good working knowledge of all ATC knowledge through the enroute control (Center) position, including ZAB policies and procedures.
 - vii. Exceptions can be made at the discretion of the ATM or TA concerning instructor applications. Applicants meeting the above qualifications may apply by sending an e-mail to the TA outlining their experience and CID.
 - viii. All Instructor applicants shall be approved only after an interview/review process by the ATM or TA.

5. INSTRUCTOR RESPONSIBILITIES

- a. Instructor responsibilities at ZAB
- i. Instructors shall conduct a minimum of 2 training sessions (live server, sweatbox, or ATC theory) per calendar month.
 - ii. Instructors developing training material, policy re-writes, or documentation may receive credit for a training session per hour of work documented.
 - iii. Instructors shall upon completion of all sessions document thoroughly in the trainees Training Note file on the ZAB website. Instructors working on projects in section ii. may submit an e-mail in place of a training note.
 - iv. Instructors may be periodically asked to conduct special theory training sessions on ATC specific topics, example: VFR traffic.

v. Instructors may be called on to perform the duties of a Controller in Charge only during ZAB Events.

vi. Instructors not meeting the responsibilities and/or requirements of this policy, in addition to those set forth by VATSIM and VATUSA, shall have their Instructor 1 rating revoked by the ATM/TA with or without prior notice.

6. APPROVALS:

a. Local

i. Brian Pryor, ZAB Air Traffic Manager – March 10th 2011

b. VATUSA

i. - David Jedrejic, VATUSA Southern ATD - March 10th 2011