



Pacific Control Facility

Training Department Policy

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DOCUMENT INFORMATION

Purpose

This document prescribes the procedures to be utilized for the day-to-day training operations of the Pacific Control Facility. This document serves to create and implement policies to govern PCF training procedures, training staff abilities, and training standards. All additional PCF, HCF, or ZAN documentation is subject to the content within this policy.

Distribution

This order is distributed to all Pacific Control Facility personnel.

Responsibility

The Air Traffic Manager or their designee shall be responsible for the maintenance of this document and any policies that deviate from it.

Procedural Deviations

Exceptional or unusual requirements may dictate procedural deviations or supplementary procedures to this order. A situation may arise that is not adequately covered herein; in such an event use good judgment to effectively resolve the problem.

Updates and Changes

The Air Traffic Manager or their designee may post interim changes to this document in the form of notices via the PCF website and discord. Controllers are requested to check for any notices prior to controlling for changes in procedures.

Cancellation

This document cancels any relevant procedures or agreements previous to this one, beginning on the date of effectiveness of this document.

TABLE OF REVISIONS

DATE	REVISION	EDITOR/VERSION
04/01/2020	Initial Release	Ashar Hussain / PCF-2.A
05/01/2020	Grammatical and Procedural Changes	Jordan Rash / PCF-2.B
06/01/2020	Add recertification requirement	Jordan Rash / PCF-2.C
06/08/2020	Home and Visiting Controller Training Flow	Jordan Rash / PCF-2.D

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CHAPTER 1. TRAINING STAFF

1.1 Training Administrator (TA)

The Training Administrator (TA) is responsible for the development and implementation of the PCF training program. The TA ensures all training staff members, as well as policies and procedures, comply with PCF, VATUSA, and VATSIM policies. The TA shall oversee the PCF Training Staff, including the hiring of mentors and carrying out the instructor hiring process. The TA reports jointly to the ATM and VATUSA3. The TA is also responsible for ensuring that training staff recertify as outlined in this policy.

1.2 Instructor (INS)

Instructors (INS) shall instruct for all ratings and certify on all positions within PCF. INS shall work alongside MTR and the TA in recommending the promotion of MIT to a certified MTR. All other responsibilities and requirements are defined in VATUSA JO 3120.311 Change 1. They also shall under-go a recertification every year.

1.3 Mentor (MTR)

Mentors (MTR) may provide training to students up to the level for which they are certified to train by the TA. Mentors may conduct training on Sweatbox or the live network. Mentors may not conduct major endorsement checkouts for home and visiting controllers. Mentors may not conduct OTS examinations but can provide controllers with an OTS recommendation when deemed ready according to the VATSIM GRP. Mentors are equally responsible for MIT alongside Instructors. They also shall under-go a recertification every 6 months.

1.4 Mentor in Training (MIT)

Mentors in Training (MIT) may not conduct training sessions without the oversight of an established Instructor or Mentor with the approval of the TA. MIT may conduct sessions via Sweatbox or the live network with a certified Mentor or Instructor on their highest endorsed rating/endorsement, or as deemed otherwise by the TA. They are able to train students by themselves with TA approval.

1.5 Training Staff Recertification

All mentors shall under-go an OTS style recertification exam every six months. All instructors shall under-go an OTS style recertification exam every year on the sixth month of the year. The Training Administrator reserves the right to require training staff to recertify if found to be necessary to ensure the quality of our training staff, the ATM or their designee must provide approval for this to happen.

CHAPTER 1. TRAINING PROCEDURES

2.1 Training Flow

2.1.1 General

Students are expected to begin training after reviewing the applicable Facility Operating Policy (FOP), Standard Operating Procedures (SOPs), PCF CBTs, and additional training documentation as well as any materials suggested by the facility training staff.

Students may request training on the Pacific Control Facility website at the “Schedule a Training Session” tab on the controller dashboard. No additional accounts are required, and our schedule is managed through Setmore. Students may also ‘unofficially’ request on the spot training from either a mentor or instructor using the PCF Discord or email.

Training Sessions can be requested up to 7 (seven) days in advance, based on instructor/mentor availability.

Cancellations can be executed by the student or instructor by canceling via Setmore or sending an email to the instructor/mentor or student. Cancellations should be received no less than 6 hours in advance, unless in event of an emergency.

Students are strongly encouraged to log into the network as an OBS to observe controllers and instructors/mentors working air traffic, especially for preparing to train on a position.

VATUSA Exams that are not passed will be automatically reassigned in 3 (three) days.

Students who fail an Over the Shoulder (OTS) examination must request another session from a training staff member, they will be required to receive another OTS recommendation in order to complete their OTS.

2.1.2 Home Controller Flow

Observers are expected to review PCF's CBTs available on the VATUSA website, VATUSA training material, the General Operations Policy and Training Department Policy, training syllables, and any additional training material provided by the PCF training staff. Observers are expected to self-study basic concepts provided on their first few training sessions and will be promoted to S1 when deemed competent according to PCF documents.

Students with a rating of S1+ and major certifications on either HNL or ANC up to their current rating, will then continue with the next rating training when they feel that they are ready to move on.

It is suggested that students log at least 20+ hours on the VATSIM network and wait for one (1) month prior to starting training on their next rating. This is to ensure that the student has a great grasp on the material they have learned to date, and are now ready to continue with their VATSIM training.

Students training for their S1, S2, or S3 will choose to receive training at one of the following airfields of their choice:

- Maui ATCT / TRACON (OGG)
- Fairbanks ATCT / TRSA (FAI)

Students training for their initial Major Certification will choose to receive training at one of the following airfields of their choice:

- Honolulu ATCT / TRACON (HNL)
- Anchorage ATCT / TRACON (ANC)

Students training for their C1 will choose to receive training at one of the following facilities of their choice:

- Honolulu Control Facility (HCF)
- Anchorage ARTCC (ZAN)

It is recommended that the student sticks to one facility for the entirety of their VATSIM rating training at PCF. (OGG or FAI)

2.1.3 Visiting Controller Flow

Visiting controllers gain automatic minor privileges up to and including their current VATSIM rating. Visiting controllers may be subject to VATUSA exams for competency check purposes. Visiting controllers are required to conduct at least one training session on a Major Field and must receive a checkout recommendation from a PCF training staff member.

Visiting controllers are required to be competent according to the VATSIM GRP competencies and any existing VATUSA competencies. If the visiting controller is found to not be competent up to their rating, a referral may be sent for further evaluation and training at their home facility. Additional action may be taken as outlined in the GOP.

2.2 Late + No-Show Policy

2.2.1 Late Policy

Students should be ready to go for scheduled training at least five (5) minutes prior to their scheduled time. Students should make themselves available by being present in the PCF Discord Training Waiting Lounge.

If the student knows that they will be late for their scheduled training, the training staff member should be informed as soon as possible.

If the training staff member knows that they will be late for their scheduled training, the student should be informed as soon as possible.

2.2.2 No-Show Policy

No-Shows will be recorded by training staff members on the student's profile for future recognition. After two (2) No-Shows, the Training Administrator can take disciplinary action with approval from the ATM.

It is suggested for both parties, students or MTR/INS, to wait at least 15 minutes after the scheduled training time, in case the other party is running late.

If a MTR/INS no-shows, it is suggested that the Student sends an email to the Training Administrator to report the no-show so further action can be taken if necessary.