



vZAU Staff Organization

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Article I. Air Traffic Manager – ATM

The following are the duties and responsibilities of the ATM:

The Air Traffic Manager must hold a minimum rating of C1

- Oversee all operations of the vZAU ARTCC
- Reports Directly to the Northeastern Regional Director (VATUSA10)
- Recommend applicants for the dATM and TA to VATUSA10 for approval and appointment
- Maintain an online presence on the network as per the vZAU Roster Management Policy
- Establish local staff meetings
- Stay abreast of VATUSA issues and policies
- Maintain ARTCC Standard Operating Procedures and relevant documents
- Maintain the vZAU Roster and Forums
- Maintain vZAU's Visiting Controller Roster and requests
- Provide guidance and help to assigned controllers or guests
- Establish and define the duties and responsibilities of a Deputy Air Traffic Manager, Training Administrator, Events Coordinator, Facility Engineer and Webmaster
- Maintain an online presence on the network as per the vZAU Roster Management Policy
- Appoints Events Coordinator, Facility Engineer and Webmaster

Article II. Deputy Air Traffic Manager - DATM

The following are the duties and responsibilities of the DATM:

The Deputy Air Traffic Manager must hold a minimum rating of C1

- Reports directly to the Air Traffic Manager
- Assume the duties of the Air Traffic Manager in their absence
- Assist in the development and implementation of ARTCC projects
- Maintain an online presence on the network as per the vZAU Roster Management Policy
- Attend local staff meetings
- Stay abreast of VATUSA issues and policies
- Provides guidance and help to assigned controllers or guests
- Serve as the Board Chairman of the vZAU Facility Advisory Board
- Oversee the Events Department and Engineering Department

Article III. Training Administrator – TA

The following are the duties and responsibilities of the TA:

The Training Administrator must hold a minimum rating of C1

- Reports directly to the Air Traffic Manager and the VATUSA Training Director
- Assume responsibility of the entire Training Department of vZAU
- Oversees and implement the local training program
- Responsible for the quality of the staff instructors and mentors
- Maintains, develops and implements training-related material and projects including the vZAU Training Module powered by Moodle
- Maintain the vZAU Mentor Program as they see fit
- Finalizes all vZAU Student Promotions



- Manage and maintain training personnel. Recruits new instructors and recommends appointment to the ATM
- Collaborate with instructors and mentors to develop their knowledge and to ensure that training standards are being uniformly applied to all students
- Serve as member of the vZAU Facility Advisory Board
- Attend local staff meetings
- Maintain an online presence on the network as per the vZAU Roster Management Policy

Article IV. Events Coordinator – EC

The following are the duties and responsibilities of the EC:

The Events Coordinator must hold a minimum rating of S3

- Reports directly to the DATM
- Leads and manage the Events Department of vZAU
- Develop events to generate traffic and to promote the ARTCC
- Coordinate with neighboring ARTCCs to arrange support for vZAU sponsored event, and arranges vZAU support for neighboring events
- Maintain relationship with virtual airlines, coordinates support for VA-hosted events affecting the vZAU airspace
- Develop and distributes marketing materials (graphics, news posts, forum posts, etc) to promote events and the ARTCC
- Serve as member of the vZAU Facility Advisory Board
- Attend local staff meetings
- Maintain an online presence on the network as per the vZAU Roster Management Policy

Article V. Facility Engineer - FE

The following are the duties and responsibilities of the FE:

The Facility Engineer must hold a minimum rating of C1

- Reports directly to the DATM
- Maintains vZAU sector files, POF and other relevant files
- Manage the vZAU Engineering Division
- Serve as member of the vZAU Facility Advisory Board
- Attend local staff meetings
- Maintain an online presence on the network as per the vZAU Roster Management Policy

Article VI. Webmaster – WM

The following are the duties and responsibilities of the WM:

The Webmaster must hold a minimum rating of S2

- Reports directly to the DATM
- Maintains, updates and manages the vZAU ARTCC website
- Technical advisor to the ATM
- Serve as member of the vZAU Facility Advisory Board
- Attend local staff meetings
- Maintain an online presence on the network as per the vZAU Roster Management Policy



Article VII. Staff Instructor – INS

The following are the duties and responsibilities of an INS:

An Instructor must hold a minimum rating of C1 before being promoted to I1.

- Reports directly to the TA
- Responsible for the assistance in the development and maintenance of the ARTCCs Training Program
- Apply official training syllabus for each student in the ARTCC in conjunction with the Training Administrator
- Conducts controller testing and training as defined, and in accordance with the local testing and training policy
- Assess controllers' abilities and makes recommendation for promotion to the Training Administrator
- Provide the Training Administrator with reports on the performance of controller training and development at the end of each session via the training admin function located on the vZAU Website
- Maintains an online presence on the network as per the vZAU Roster Management Policy
- Serve as consultant to the Training Administrator

Article VIII. Staff Mentor – MTR

The following are the duties and responsibilities of a MTR:

A Mentor must hold a minimum rating of S1.

- Reports directly to the TA
- Responsible for the assistance in the development and maintenance of the ARTCCs Training Program
- Apply official training syllabus for each student in the ARTCC in conjunction with the Training Administrator
- Conducts controller training with in their assigned rating or below
- Assess controllers' abilities and makes recommendation for exam assignments to the Training Administrator
- Provide the Training Administrator with reports on the performance of controller training and development at the end of each session via the training admin function located on the vZAU Website
- Maintains an online presence on the network as per the vZAU Roster Management Policy

Article IX. Facility Advisory Board Member (FAB)

The following are the duties and responsibilities of an FAB member

- Monitor the FAB Discussion area of the vZAU Forums daily or bi-daily
- Partake in discussion contained in the FAB Discussion
- Cast votes on facility issues when they arise
- Attend periodic meetings

Above outline may change at any time at the discretion of the vZAU ATM

Signed:

Nate Coffield

vZAU ATM

07/03/2011

Revised 01/08/2012



Revisions

Revisions to date:

1. Added Vice Chairman of FAB to dATM Duties (08/02/2011)
2. Added FAB Member duties and responsibilities (08/02/2011)
3. Added Board Chairman of FAB to DATM Duties (01/08/2012)
4. Removed "Serve as the Chairperson of the vZAU Facility Advisory Board" from the ATM Duties (01/08/2012)
5. Changed wording of "vZAU Activity Policy" to "vZAU Roster Management Policy" (01/08/2012)