

Endorsement Currency & Competency Policy

Version 4.0

HVACCC
where simulation meets reality



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1. Statement

The Endorsement, Currency & Competency Policy (ECC) is a multi-purpose document to regulate controller standards, activity and authorizations in part with the VATSIM Global Controller Administration Policy (GCAP) and the VATEUD Divisional Training Policy (DTP).

It is important that all controllers are aware of certain rights, responsibilities and limitations as part of the Hellenic vACC, as we strive for a pleasant environment for our controllers.

2. Endorsements

2.1 Definition

An authorization needed for any ATCo to control certain positions. There are two types of endorsements: Tier 1 and Tier 2. In HvACC, Athens LGAV (except from Delivery) is designated as a Tier 1 airport and all Procedural Approach positions combined as Tier 2. For further information refer to the HvACC Endorsement Policy.

2.2 Tier 1 Endorsements

Within the Hellenic vACC, only Athens El. Venizelos airport (LGAV) requires a Tier 1 endorsement to operate all positions, except from Venizelos Delivery (LGAV_DEL).

Tier 1 endorsements are issued for each individual station group. Specifically:

- a) Tier 1 (T1) LGAV Ground, which includes all ground positions,
- b) Tier 1 (T1) LGAV Local, which includes all Local / Tower positions
- c) Tier 1 (T1) LGAV Approach, which includes all Approach positions

To acquire any Tier 1 endorsement, additional training is required, according to the Training Policy.

2.3 Tier 2 Endorsement

Within the Hellenic vACC, a Tier 2 endorsement is required to control all procedural approach positions, which include all the airports listed below:

Athinai East	Athinai West	Makedonia
LGKO	LGAD	LGAL
LGMK	LGIO	LGBL
LGSA	LGKL	LGHI
LGSM	LGPZ	LGKV
LGSR		LGLM
		LGLR
		LGMT
		LGSK
		LGSY
		LGTG

When the Tier 2 endorsement is issued it grants the controller the right to control all the approach positions listed above.

Some positions include multiple airports under the same approach position, such as Andraveda Approach (LGAD_APP), which includes LGAD, LGKF, LGRX and LGZA.

By definition the Tier 2 endorsement is relevant to S3+ controllers.

2.4 Visibility of Endorsements

All controllers can view their endorsements in the HvACC Control Center (CC). Additionally, their CID and relevant endorsements will be visible in the VATEUD Core platform.

If any problem regarding endorsement visibility arises, you are encouraged to contact the Training Staff.

2.5 Removal of Endorsements

All endorsements can be removed due to a lack of currency and competency as outlined later in the policy.

Specifically, Tier 2 endorsements can only be removed due to currency and competency, whereas Tier 1 endorsements can also be removed due to lack of activity.

Regaining an endorsement would include theoretical and practical sessions as outlined in the HvACC Training Policy.

3. Currency

3.1 Definition

The state where a controller in the vACC follows the outlined activity requirements and is well informed of local procedures and policy at all times.

3.2 Activity Requirements

Every controller in HvACC is considered active when at least 10 hours of controlling over a period of 12 months have been achieved.

Not meeting the above criteria will lead to removal of controller privileges. The controller will be informed of such event through the Control Center (CC).

If a controller wishes to regain controlling privileges, after removal linked to activity they should:

- a) Complete theoretical training and exams, based on their absence,

- b) Undergo an oral examination with a vACC mentor and if passed,
- c) Undergo practical training with a vACC mentor.

Only Tier 1 endorsements can be removed due to lack of activity as mentioned above.

3.3 Currency Requirements

A controller is expected to remain current to control the positions they are authorized. A controller connecting to the network should be up to date with revisions to relevant local procedures and/or policy. A controller is only considered out of date if they have not acknowledged changes that are over two months old.

If a controller fails to meet the requirements mentioned above the Training Department will notify the controller to allow them to re-establish currency within one month. In this period the controller should read, acknowledge and respond to the information necessary, which includes procedure, operational and policy changes.

If a controller still fails to meet currency requirements, they will be removed from the vACC's roster, meaning removal of controller privileges.

If a controller wishes to be reinstated, after removal linked to currency they should:

- a) Contact the Training Department to agree on a training plan,
- b) Complete theoretical training and exams, based on their absence,
- c) Undergo practical training with a vACC mentor.

An endorsement can be removed due to lack of currency.

4. Competency

4.1 Definition

The ability of a controller to perform position duties in an orderly and efficient manner on average. Each rating has each own standards which will be mentioned later in this policy.

4.2 Competency Requirements

A controller is expected to be competent to control the positions they connect to.

If a controller fails to remain competent as per GCAP standards they can be warned by the Training Department. At least two training sessions shall be scheduled to resolve the situation. The controller is required to collaborate with the Training Department (otherwise the vACC ATD lead should involve the VATEUD ATD lead).

If competency standards as per GCAP still are not met, the Training Department will contact the VATEUD ATC to inform them of the ongoing situation, with a recommendation of certain actions that could be followed, such as removal of endorsements and restrictions on positions that can be staffed by the controller.

If a controller wishes to regain controlling privileges which were removed due to competency, they should:

- a) Contact the Training Department to agree on a training plan,
- b) Complete theoretical training and exams,
- c) Undergo practical training with a vACC mentor, for each training stage.

Competency related restrictions are usually avoided except from extra-ordinary cases. They should not be used instantly and are the last resort of the vACC Training Department, if a controller does not collaborate with general guidance provided.

4.3 ATC Rating Competencies

Due to the top-down model of VATSIM, all ATC rating competencies of the lower rating are considered graduated. This section is written in accordance with GCAP Appendix A, and is a copy of the global VATSIM Rating Competencies.

4.3.1 Developing Controller (S1)

- a) General
 - i. Demonstrates an understanding of the Clearance Delivery and Ground Controller.
 - ii. Uses prescribed phraseology with allowable local variances.
 - iii. Shows an understanding of flight strips (if used) and radar data blocks.
 - iv. Demonstrates situational awareness and basic scan techniques.
 - v. Demonstrates an understanding of weather conditions.
 - vi. Demonstrates ability to read METARs and TAFs
 - vii. Demonstrates an understanding of different Airspace Classes.
 - viii. Demonstrates an understanding of the role of each Air Traffic Control Position plays in the Air Traffic System.
 - ix. Ability to connect to the network and configure the controlling and audio client to work Clearance Delivery and Ground positions.
- b) Clearance Delivery Concepts
 - i. Defines all parts of a clearance
 - ii. Demonstrates a basic understanding of:
 - a. Altimetry
 - b. Navigation and Equipment Codes
 - c. Types of Navigational Aids
 - iii. Ability to issue a clearance correctly
 - iv. Ability to edit flight plans and issue reroutes to pilots.
- c) Ground Control Concepts
 - i. Define and give examples of movement and non-movement areas.
 - ii. Ensure aircraft have proper weather information.
 - iii. Issue ground movement instructions efficiently and correctly
 - iv. Sequence aircraft on the ground for efficient departure flow.
 - v. Correctly transfer aircraft to Local (Tower) Control.
- d) Coordination

- i. Coordination with tower for crossing active runways.
- ii. Coordination with other controllers for pushback sequencing.
- iii. Coordination with other parties as necessary.

4.3.2 Aerodrome Controller (S2)

a) General

- i. Demonstrates an understanding of the role of the local (tower) controller.
- ii. Selects the appropriate runway configuration based on weather, procedure, and operational requirements.
- iii. Issues appropriate takeoff and departure instructions as needed.
- iv. Uses prescribed phraseology for takeoff and landing clearances.
- v. Defines all parts of a VFR traffic pattern (circuit).
- vi. Ensures aircraft are separated as required.
- vii. Issues missed approach / go around instructions using prescribed phraseology.
- viii. Ensures adequate wake turbulence and departure separation exists.
- ix. Correctly transfers aircraft to the next controller.
- x. Demonstrates a basic level of scan.

b) Coordination

- i. Coordinates missed approaches / go arounds with the appropriate controller.
- ii. Coordinates changes in runway configurations with the appropriate controllers.
- iii. Coordinates other elements as required with the appropriate controller.

4.3.3 Terminal Controller (S3)

a) General

- i. Understands the role of the arrival and departure controller.
- ii. Understands horizontal and vertical airspace boundaries.
- iii. Ensures aircraft are properly transferred to the next controller.
- iv. Handles uncontrolled field operations in accordance with policy.
- v. Shows intermediate scan techniques.
- vi. Verifies mode C altitude of aircraft
- vii. Issues alerts / traffic information to aircraft using prescribed phraseology as required.
- viii. Adjusts aircraft speed, heading, and altitude as needed to achieve required separation.
- ix. Correctly transfer radar tag ownership and communication to the next controller.
- x. Ability to utilize the approved ATC client to work the control position.

b) Approach Controller

- i. Issues approach clearances using prescribed phraseology.
- ii. Applies separation minima as required by airspace class.
- iii. Ensures pilots have current weather.
- iv. Provides runway and approach information as soon as practical to pilots.
- v. Demonstrates an understanding of the different types of approaches.
- vi. Issues holding instructions using prescribed phraseology.
- vii. Correctly transfers radar identification and communication to the next controller.

- c) Departure Controller
 - i. Ability to cancel departure procedures and apply vectors or additional instructions as necessary to transition aircraft from the terminal to the Enroute environment.
- d) Coordination
 - i. Ability to coordinate missed approaches and runway changes with the local controller.
 - ii. Ability to coordinate exceptions to local standard operating procedures.

4.3.4 Enroute Controller (C1)

- a) General
 - i. Demonstrates an understanding of the enroute environment and role of the enroute controller.
 - ii. Ability to connect to the network utilizing an approved enroute controller client and manage multiple frequencies / transceivers within the audio client.
 - iii. Demonstrates an advanced level of situational awareness and scan.
- b) Coordination
 - i. Coordinates with other Air Traffic Controllers, when necessary, to ensure traffic is adequately spaced and sequenced.
- c) Traffic Management
 - i. Using prescribed phraseology, provides necessary vectors to aircraft in a manner consistent with the expeditious flow of traffic.
 - ii. Adjusts aircraft speed or track to achieve initial sequencing for arrival.
 - iii. Provides appropriate lateral and vertical separation to aircraft in a surveillance / non-surveillance environment.
 - iv. Demonstrates the concept of positive control by avoiding issuing control instructions that could cause conflict.
- d) Airspace Services
 - i. Provides traffic services as appropriate to the class of airspace.
 - ii. Provides weather, traffic, and any other information to pilots using prescribed phraseology.
 - iii. Issues descent and STAR clearances / instructions in a timely manner using prescribed phraseology.
 - iv. Understands and approves route deviation requests by pilots when able.

5. Amendments

Version	Date	Author	Changes
V4.0	1/3/2024	Spyros Stavrakis	Merged Endorsement and Currency Policy Compliance with GCAP / DTP (all) Endorsement analysis (2) ATC Rating Competencies analysis (4.3)