

vZJX Order 7210.1A | General Operating Procedures & Administrative Policy

Changelog

1. Formatting overhaul

- a. Revised numbering and lettering system.

2. Added organization section.

- a. Covers what VATSIM, VATUSA, & ZJX are.

3. Added Chapter 1, Section 2, Facilities.

- a. Explains what facilities are, what we control in vZJX.
- b. Covers what Tier 1 and Tier 2 airspaces are within vZJX.

4. Changed rating requirements for EC, FE, and WM to S2 from S3.

5. Revised Chapter 1, Section 5, Department Teams.

- a. Changed limits to how many event staff, web master, and facility staff assistant positions are allowed.
- b. The Events department requested an increase to four (4) from three (3) to accommodate two (2) Assistant Event Coordinators (AEC), one (1) TMU Supervisor, and one (1) Media Division Director.
- c. Reduced Web Team and Facilities Department from three (3) to (two) assistant positions.

6. Revised Chapter 1, Section 5, 4: Appointment to ARTCC Staff.

- a. Recommendation process is clarified and better defined that assistant positions are not considered "ARTCC Staff" but rather staff of their respective sub-division.

7. Added Chapter 2 Operational Policy

- a. Includes Controller Application Files and Preferred Routes.

8. Added Chapter 2, Section 2: Session Standards.

- a. Includes:
 - i. Position Brief & Sign On Procedures.
 - ii. Post Briefing Requirements.
 - iii. Sign Off Procedures.
 - iv. Combining And Decombining Airspace And Positions.
 - v. Controller Information
 - vi. Observing.

9. Added Chapter 2, Section 3: Special Activities

- a. Includes:
 - i. Notice To Airmen (NOTAM).
 - ii. Temporary Flight Restrictions (TFR).
 - iii. Simulated Emergencies.
 - iv. Virtual Special Operations Association (VSOA).
 - v. Special Use Airspace & Scheduling.

10. Added Chapter 2, Section 4: Controller In Charge.

- a. Includes:
 - i. Designation.
 - ii. Responsibilities.

11. Revised Chapter 2, Section 5: Communications

- a. Revised:
 - i. Operational Callsigns.
 - ii. Training Callsigns.
 - iii. Solo Endorsement.
 - iv. Observer Callsigns.
- b. Added:
 - i. Staff Callsigns.
 - ii. Frequencies.
 - iii. Intrafacility Communications.
 - iv. Interfacility Communications.

12. Added Chapter 2, Section 6: Flight Strip Marking

- a. Includes:
 - i. FAA Terminal Flight Progress Strip (FAA JO7110.65BB).
 - ii. Terminal IFR Strip.
 - iii. Blank Strip for VFR.
 - iv. Half Strip.

13. Revised Chapter 3: Administrative Policy, Section 1 Controller Roster

- a. Added:
 - i. How to join vZJX.
 - ii. Operating Initials.
 - iii. Retired Operating Initials.
 - iv. Removal For Cause.
- b. Changed: Removal For Inactivity.

14. Revised Chapter 3: Section 2

- a. Revised:
 - i. Minimum Quarterly Activity.
- b. Added:
 - i. Minimum Session Length.
 - ii. Lack Of Activity.

15. Revised Chapter 3, Section 3: Member Conduct

- a. Includes:
 - i. Controller Expectations.
 - ii. Reporting Violations.

16. Revised Chapter 3 Section 4: Conflict Resolution

17. Revised Section 5: Leave Of Absence

- a. Revised:
 - i. 3.5.2 Duration: Increase maximum LOA length from 90 days to six (6) months.
 - 1. Also added a requirement for LOA's to be no less than thirty (30) days.
- b. Added:
 - i. Ending Leave Of Absence.

18. Revised Chapter 3, Section 6: Visiting Controller Program

- a. Includes:
 - i. Application changes.
 - ii. Eligibility.
 - iii. Majority Time Limit Rule.
 - iv. Training

19. Revised Chapter 3, Section 7: Transferring Controllers

20. Added Chapter 3, Section 8: Collaboration & File Management

- a. Includes:
 - i. Project Management.
 - ii. File Management & Storage.

21. Added Chapter 3, Section 9: Resource Ownership, Oversight, & Control

- a. Includes:
 - i. General Account Ownership.
 - ii. Shared Account Credentials.
 - iii. Discord Server Ownership.
 - iv. Checking & Savings Account Access.
 - v. Duty Assignment Changes.

22. Added Chapter 3, Section 10: Financial Management

- a. Includes:
 - i. Finance Committee.
 - ii. Finance Committee Meetings.
 - iii. Reports To The Membership.
 - iv. Donation Acceptance.
 - v. Fundraising.

23. Added Chapter 4 Controller Applications

- a. Includes:
 - i. Consolidated Radar Client (CRC).
 - ii. Virtual ATIS (vATIS).
 - iii. Virtual National Airspace System (vNAS).
 - iv. Virtual Tower Data Link System (vTDLS).

24. Added Chapter 4, Section 2: Miscellaneous Applications

- a. Includes:
 - i. Discord.

25. Added Chapter 5, Section 1: Publications Management

- a. Includes:
 - i. Administrative Order.
 - ii. Charts.
 - iii. Controller Bulletin.
 - iv. Quick Reference Job Aids.
 - v. Standard Operating Procedures.
 - vi. Letter Of Agreement.
 - vii. Template.

26. Added Chapter 5, Section 2: Label and Naming Convention

- a. Includes:
 - i. Label.
 - ii. Long Title.

27. Added Chapter 5, Section 3:

- a. Includes:
 - i. Template.
 - ii. Basic Style Standards.