

VATSIM SPECIAL OPERATIONS ADMINISTRATION **STANDARD POLICY AND PROCEDURES**

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2.00 PREFACE

Greetings, in keeping with section 1.08 of the VATSIM SPECIAL OPERATIONS POLICY DOCUMENT ratified on 08-AUG-03 by the VATSIM Board of Governors, this document shall serve as the written document of requirements and daily operational procedures for all Virtual Military, Paramilitary, other government agency recreations and V.A. Partners as defined in section 1.02 that wish to use the VATSIM network for online flight simulation.

2.01 DEFINITIONS

AFFILIATE - Virtual organization that is a member of the VSOA

SUA/ASU - Special Use Airspace / Airspace designated for Special Use - Special use airspace consists of that airspace wherein activities must be confined because of their nature, or wherein limitations are imposed upon aircraft operations that are not a part of those activities, or both. Except for controlled firing areas, special use airspace areas are depicted on aeronautical charts.

Standard Operations - Standard operations comprise flying any aircraft within; General Aviation; Private; Corporate; or Commercial operations; but excluding aircraft operated as part of a Recognized Virtual Airline (VA), virtual corporate entities, or government agencies. There are no special requirements imposed by this document when conducting standard operations, and these are therefore NOT subject to these Special Operations Guidelines. At not time shall a virtual Government agency, or any aircraft actively engaged in military, paramilitary or search & rescue activities, be considered as a standard Operation entity or aircraft nor shall said entity or activity be exempt from policy set forth in this document.

Special Operations - Special operations comprise flying any aircraft that is; part of a recognized Virtual Airline s recognized corporate entity; or any military /government agency; or any aircraft engaged in military and/or paramilitary operations. All aircraft within the special operations category are subject to the terms and conditions of the VATSIM Special Operations Guidelines. The term recognized as used in this segment refers to those Virtual corporate entities; Virtual Airline or entity other than military, paramilitary or government agency whereby said virtual corporate entities or virtual airlines have applied and are listed on the VATSIM V.A. PARTNERS segment of the VATSIM SPECIAL OPERATIONS area of the VATSIM website and those sites are displaying the VATSIM website logo per VATSIM policy. It does not in any way reserve call signs for those entities listed as a V.A. Partner. Should include reference to, or list of flying operation s classified as Special Operations.

Special Operations Events & Activities: Special Operations events and activities are defined as the following on-line events and/or activities that are deemed to be within the scope of VATSIM Special Operations (VSOA) and therefore under the jurisdiction of VP-Special Operations:

1. VA registration and VA operations.
2. Simulated online military / Para-military activities such as; Peacetime military exercises, range practice, military transport operations, aircraft escort / intercept operations, any other non-hostile event or activity implied or expressed as military / Para-military in nature.
3. Online aerial refueling.
4. Formation flying expressly for the purpose of simulating any military / Para-military activity permitted under §1.06 B.
5. Search & rescue, fire-fighting and law enforcement operations.
6. The use or acquisition of airspace for military, or paramilitary, related events or activities. The term acquisition refers to the research and development of letters of agreement with local, divisional and regional ATC administrators for the explicit purpose of establishing SPECIAL USE AIRSPACE and AIRSPACE DESIGNATED FOR SPECIAL USE to include supersonic flight operations.
7. Any other event or activity deemed as potentially disruptive by one or more of the following:
 - A. VATSIM Board of Governors
 - B. VP-SPECIAL OPERATIONS
 - C. VATSIM Executive committee
 - D. Regional Directors

In the event that §1.06 B(7) has been invoked, the VP-SPECIAL OPERATIONS will refer the matter for review by the VP-CONFLICT RESOLUTION for independent review. Said review and shall determine if the event or activity in question is within the jurisdiction of the VATSIM SPECIAL OPERATIONS.

V.P. SPEC OPS - Vice President of Special Operations, VATSIM

VSOA or SOA - VATSIM SPECIAL OPERATION ADMINISTRATION

2.02 VSOA AFFILIATE CATEGORIES ESTABLISHED

All virtual organizations affiliated with the VSOA shall be placed into one of the four following categories. No affiliate shall be a member of more than one category at a time. The V.P of SPEC OPS or his / her designate will establish each affiliate s category based on the affiliate s nature of operations and rendition of a real world entity as prescribed within this document. The categories are as follows:

1. **Military** - All virtual organizations recreating a real world Military air force that a majority of its operations are aviation based are listed within this category. Affiliates of this category are required to establish and maintain a pilot training program. Affiliates of this category are eligible for privileges outlined in section 2.03 of this document.
2. **Paramilitary** - All virtual organizations recreating a real world Paramilitary force / entity that a majority of its operations are aviation based are listed within this category. Affiliates of this category are required to establish and maintain a pilot training program. Affiliates of this category are eligible for privileges outlined in section 2.03 of this document.
3. **Civilian Government Agencies** - Affiliates in this category are those organizations that realistically recreate a civilian government agency whose operations are aviation related. Pilot training requirements are established on a case-by-case basis in the petition for affiliation process. SUA / ASU privileges as outlines in section 2.03 are also determined based on operational need in the affiliate petition process.
4. **V.A. Partner's** - Affiliates of this category of the VSOA have no requirements of realism or pilot training as otherwise specified in section 2.05 of this document. Specific Requirements for membership for this category are listed in section 2.09. Affiliates of the category are not permitted the privilege of SUA / ASU as listed in section 2.03 of this document. Affiliates listed in this section are also **PROHIBITED** from performing events or activities listed in section 1.06(b2 thru b7) of the **VATSIM SPECIAL OPERATIONS POLICY DOCUMENT.**

2.03 SPECIAL USE AIRSPACE PRIVILEGES

Virtual organizations affiliated with VATSIM SPECIAL OPERATIONS and are subcategorized as a **MILITARY, PARAMILITARY** or **CIVILIAN GOVERNMENT AGENCY** are eligible to utilize **SPECIAL USE AIRSPACE** and / or **AIRSPACE** designated as **SPECIAL USE** on the VATSIM network. Each affiliate organization acknowledges that the use of SUA / ASU is a privilege and not a right and may be suspended and / or revoked at anytime by the V.P. of SPEC OPS. All affiliates wishing to utilize SUA / ASU shall institute a pilot training policy that meets the requirements set forth in this document.

At no time shall a virtual organization listed under VA PARTNERS or any group or individual categorized as Standard Operations as defined within the **SPECIAL OPERATIONS POLICY** document section 1.02 be authorized to exercise SUA/ASU privileges or permitted to author agreements to establish SUA or ASU for events or activities.

2.04 VATSIM SPECIAL OPERATIONS ADMINISTRATION ADMINISTRATIVE CHAIN OF COMMAND

Like any other segment of VATSIM, the VSOA has a specified chain of command, with the VICE PRESIDENT of SPECIAL OPERATIONS, VATSIM being the top executive position. All positions below the V.P. SPEC OPS may be filled as needed by appointment of the V.P. SPEC OPS. The following positions are created within the VSOA:

- A. MILITARY LIAISON
- B. PARAMILITARY LIAISON
- C. CIVILIAN GOVERNMENT LIAISON
- D. V.A. PARTNERS LIAISON

All virtual organizations falling under the jurisdiction of the VSOA as per sections 1.02(b)(c) and 1.06 of the VATSIM SPECIAL OPERATIONS POLICY DOCUMENT, shall be subdivided into the following categories:

- A. MILITARY
- B. PARAMILITARY
- C. CIVILIAN GOVERNMENT AGENCIES
- D. V.A. PARTNERS

Each category shall have a Liaison person appointed by the VP of SPEC OPS. The Liaison shall then be responsible for overseeing affiliate groups for their particular segment, to include but not limited to processing of petitions for new organizations, maintaining oversight for compliance with VSOA and VATSIM policies and serve as a liaison and assistant to affiliate groups when planning and holding online events and activities. Each liaison shall also keep the VP of SPEC OPS apprised of their respective areas and work with the VP of SPEC OPS.

2.05 PETITION FOR AFFILIATION INTO THE VATSIM SPECIAL OPERATIONS: MILITARY, PARAMILITARY & CIVILIAN GOVERNMENT AGENCY ORGANIZATIONS

The VATSIM SOA has made policy and allowances to accommodate a verifiable Military, Paramilitary or Civilian Government Agency belonging to a geographical country that exists in reality anywhere in the world. No partial recreations of an agency or any sort of alliance organizations or fantasy entities will be permitted within the SPECIAL CATEGORY as defined in the VATSIM SPECIAL OPERATIONS POLICY DOCUMENT section 1.02B.

The petition for membership shall include:

1. A petitioning virtual organization must provide the following verifiable information with an email request for affiliation:
2. Provide verifiable proof that the petitioner has successfully recreated a significant portion the agency they have selected (significant portion shall be the discretion of the VP SPEC OPS or his / her designee)
3. Provide proof that the operational policies, goals, etc. are realistic in nature for the agency being modeled
4. For military agencies, the organization shall provide information on a pilot training program to ensure minimal VSOA standards are maintained as required in section 2.06 of this document. If such is not in existence, the petitioning organization shall be required to create one, or model one based upon an existing

VSOA training program standards as outlined in this document. The training program will be subject to VP SPEC OPS or his / her designee approval.

5. Submit in an email addressed to the VP SPEC OPS or his/ her designee, the above-mentioned information, along with a list of email contacts, web page addresses, references, and any other material the VP SPEC OPS or his / her designee may require or request.

6. Indicate within the petition if the use of SPECIAL USE AIRSPACE or AIRSPACE designated for SPECIAL USE will be needed to carry out the goals of your virtual organization. *NOTE* virtual organizations requesting SUA/ASU privileges shall be required to institute and maintain a pilot training program as indicated in section 2.06 of this document.

Once the above information has been received, the VP SPEC OPS or his / her designee, will review all documents as well as web pages, and contact the petitioner if any further information is required.

After all of the submitted information has been verified, and the research performed satisfies the requirements for VSOA affiliation. The VP SPEC OPS or his / her designee shall reach a decision within two (2) weeks from the date of the initial application. Within this period of time, the VP SPEC OPS or his / her designee will review the petition and all information and then render a decision to accept or deny the application.

If accepted, the VP SPEC OPS or his / her designee will forward the acceptance to the Chairman and the petitioning organization. The applying agency shall become a Probationary Member, and shall be eligible for all VATSIM VSOA operations.

The probationary period for all new affiliates is six months. The VP SPEC OPS or his / her designee can set forth any additional criteria for the new affiliate to adhere to prior to commencing the probationary period. After six months has elapsed, the affiliate will petition the VP SPEC OPS or his / her designee for upgrade to full affiliate status. The VP SPEC OPS or his / her designee will determine if the request is valid, based on activity with the VSOA and exemplary conduct of their organization.

If the request is approved, the probationary period will be lifted and the affiliate upgraded to status. If the request is denied, documentation supporting the denial will be given to the affiliate in question and the affiliate will remain on probation for an additional 90 days. In no case will an affiliate remain in a probationary status longer than 9 months cumulative. If, after the 9 months has elapsed, the affiliate still does not meet the requirements as set forth by this document, the affiliate will be removed from the VSOA, and all documentation concerning the dismissal retained in VSOA archives.

**2.06 VATSIM SPECIAL OPERATIONS: MILITARY, PARAMILITARY & CIVILIAN
GOVERNMENT AGENCY ORGANIZATIONS REQUIREMENTS**

When an organization petitions for affiliation, it is assumed that the petitioner has reviewed the following and agrees to adhere to the below requirements:

- a. Have a minimum of ten (10) VATSIM members with verifiable VATSIM ID numbers posted in a conspicuous place for review at all times (membership rosters etc.).
- b. Acknowledge and adhere to the respective administrative chain of command as outlined in this manual
- c. Acknowledge the authority given to the VSOA as outlined in this manual
- d. Upon request of the VP SPEC OPS or his / her designee, submit all information requested that pertains to the affiliate organization in a timely manner, and if requested, in the first person original documents immediately.
- e. Acknowledge and uphold ALL VATSIM code of Conduct and Operational Polices, VATSIM – VSOA policies and Regional Policies. Each affiliate and their subsequent membership shall be made aware that violations of said regulations may have substantial consequences to include but not limited to suspensions, or permanent removal from the VATSIM network for individuals as well as whole affiliates.
- f. Understand that at the end of their probationary period, the VSOA may decline the petition for membership based on inadequate performance of the petitioning organization; it's membership, or staff, and / or overall realism.
- g. Acknowledge that affiliation with the VATSIM SOA is a privilege, and not a right, and membership may be revoked at any time.
- h. Support VATSIM and encourage you members to use approved client software for flying on the VATSIM network.
- i. No affiliate website will attempt to install or alter any software on a client user's system.
- j. All affiliates must maintain an active email address with the VSOA leadership.
- k. All military Affiliate s plan and conduct at least one event every year, online at VATSIM that involves co-operation with that Affiliate s local Division.
- l. All affiliates are required to maintain realism of their operations in respect to the selection and use of aircraft, installations (locations), and peacetime operations (events and activities). Affiliates are expected to regularly research their real life counterpart and compare organizations to ensure that realism is maintained.
- m. All VSOA affiliates are prohibited in engaging in any operation that portray past or current real world operations whereby loss of life and/or property has resulted to further political, social, or religious objectives. I.e. WWI, WWII, Korea, Vietnam, Iraq, Afghanistan, Bosnia, etc.

- n. Three or more consecutive disciplinary issues involving members of an affiliate in one calendar year (Jan thru Dec) shall result in the loss of that affiliate's VSOA membership for a period of one year.

All organizations must meet and maintain the requirements otherwise revocation of VSOA membership privileges and / or petition for affiliations will be denied. Any affiliate admitted to the VSOA, that has successfully completed probation, then fails to maintain these standards are considered delinquent and shall be placed on probation for up to (90) ninety days. Additionally, the V.P. of Spec Ops or his designee shall immediately suspend VSOA privileges of delinquent affiliates until such time that the affiliate has remedied the delinquency. Any affiliate that fails to remedy a delinquency as directed within an allotted time established by the V.P. of Spec. Ops. or his designee shall have their membership from the VSOA revoked.

2.07 VSOA PILOT TRAINING COURSE MINIMUM STANDARDS

Due to the unique nature of operations and the degree of control required, all VSOA military and paramilitary affiliates and any other affiliate so designated by the V.P. of Special Operations or his designee, are required by this policy to have a functioning pilot training program that meets the following standards:

Pilot Training programs shall include the following criteria:

1. Completion of the VATSIM PRC courses in their entirety.
2. Online study and testing on VATSIM, VSOA and affiliate policies governing Special Operations. (Cover CoC, UA, Spec Ops Doc, Spec Ops SOP, and Affiliate policies)
3. Affiliates shall utilize prototypical aircraft in their respective training programs when such models are available to fulfill section 2.06(O).
4. (3) Three hours of prototypical aircraft familiarization (using prototypical high performance / complex training aircraft) in VFR conditions that verify that a pilot can maintain control of an aircraft within the following tolerances:
 - a. +/- 5kts airspeed
 - b. +/- 5 deg heading
 - c. +/- 50 Ft altitude
5. (6) Six hours covering navigation exercises involving the use of one or more of the following: VOR/NDB/DME/GPS radio systems in high performance aircraft.
6. (6) Six hours covering navigation exercises involving the use the use of one or more of the following: VOR/NDB/DME/GPS radio systems in high performance aircraft in IFR conditions to include completing (3) three non-precision approaches of one or more of the following: (VOR, GPS, TACAN, ASR/PAR, etc).
7. (10) Hours of advanced online flight training experience in utilizing aircraft for their designed purpose. I.e. fighter, bomber, tanker, cargo, surveillance, etc. Training must be with another pilot who has met the requirements of this program and for the airframe/mission covered.
8. ***Affiliates that perform formation flight maneuvers to include aerial refueling, shall then include (15) Fifteen hours of online formation flight training / experience to their training program with another pilot who has met the requirements of this program. This portion of the program shall cover MARSAs, communications, common 2 & 4 ship maneuvers etc.

All affiliates so designated by the VSOA to have a training program shall meet the above standards. New potential affiliates shall have a complete program ready for use before applying for affiliation and said program shall meet the above minimum standards.

Affiliates that are required by this policy or by direction of the V.P. of Special Operations to have a pilot training program, are expected to ensure that their members complete their training programs and demonstrate knowledge and skill with their aircraft. Lastly, each affiliate shall include specialized and realistic training on the proper employment of their aircraft. Any affiliate failing to maintain training may be subject to dismissal from affiliation with the VSOA.

2.08 VSOA ADVISORY COUNCIL

Effective 15-JUL-06 an advisory council is established by the V.P. of Spec. Ops. The advisory council shall consist of each chief executive or their designee from each affiliate within the VSOA that have successfully completed probation and are affiliates in good standing. The advisory council tasks may include but are not limited to the following objectives:

1. Review petitions for affiliation from perspective virtual flight organizations to ensure that VATSIM and VSOA policies are met. Then make recommendations as to the council's findings and a suggested course of action to the V.P. of Spec. Ops.
2. Shall regularly review all VSOA affiliates to ensure that VSOA standards concerning website maintenance, activity levels, realism requirements, etc are maintained and report those who are not.
3. Regularly review VSOA policy and procedure and make suggestion towards revision as needed.
4. May be tasked with any other objective as assigned by the V.P. of Spec. Ops or his designee.

The advisory council shall not retain authority rather, serve as a support / advisory role to the V.P. of Spec. Ops. The V.P. of Spec. Ops shall be the determining and final authority on all issues concerning the VSOA, issues brought forth by this advisory council and VA PARTNERS. The advisory board may supplement or replace staff positions listed in section 2.03 of this document at the discretion of the V.P. of Spec Ops. The V.P. of Spec Ops reserves the right to disband the advisory board at anytime for any reason.

2.09 ACQUIRING / AUTHORIZING AGREEMENTS & USE OF SPECIAL USE AIRSPACE

PURPOSE AND DEFINITIONS

The purpose of this section is to provide a basic understanding of special use airspace. Many of the operations performed by affiliates are contained within these types of areas. A basic understanding of the

elements involved in special use airspace, and the administrative procedures that apply to it, will afford VSOA affiliates increased opportunities to perform operations and functions as it applies to the nature of their organization. In addition to the definitions used in Section 2.01 of this document, there are some additional definitions as it relates to special use airspace:

a. CONTROLLING AGENCY - The controlling agency is the ATC facility (Such as LAX CENTER) that exercises control of the airspace when an SUA area is not activated. A military ATC facility may be assigned as the controlling agency, subject to the concurrence of the regional Air Traffic Division and the concerned Air Route Traffic Control Center. A controlling agency shall be designated for each joint-use SUA area.

b. USING AGENCY - The using agency is the military unit or other organization whose activity established the requirement for the SUA. An ATC facility may be designated as the using agency for joint-use areas when that facility has been granted priority for use of the airspace in a joint-use letter of procedure or letter of agreement.

(b. Using Agency Continued)

The using agency is responsible for ensuring that:

1. The airspace is used only for its designated purpose.
2. Proper scheduling procedures are established and utilized.
3. The controlling agency is kept informed of changes in scheduled activity, to include the completion of activities for the day.
4. A point of contact is made available to enable the controlling agency to verify schedules, and to coordinate access for emergencies, weather diversions, etc.

c. JOINT-USE - Under the "joint-use" concept:

1. SUA is released to the controlling agency and becomes available for access by nonparticipating aircraft during periods when the airspace is not needed by the using agency for its designated purpose.
2. Restricted areas, warning areas, and Military Operations Areas (MOAs) shall be designated as "joint-use" unless it is demonstrated that this would result in derogation to the using agency's mission. For certain SUA areas, joint use may be impractical because of the area's small size, geographic location, or high level of use in such areas. In these cases, the airspace proposal package must include specific justification of why joint-use is not appropriate.
3. Joint-use does not apply to prohibited areas. Alert areas and CFAs are essentially joint-use because nonparticipating aircraft may transit these areas without limitation.
4. Joint-use procedures shall be specified in a joint use "Letter of Procedure" or "Letter of Agreement" between the using agency and the controlling agency. These letters should include provisions for the real-time activation/deactivation of the airspace, where such capabilities exist. They should also provide for the timely notification to the controlling agency when the scheduled activity has changed, been canceled, or was completed for the day.
5. Using agencies shall ensure that joint-use SUA is returned to the controlling agency during periods when the airspace is not needed nor being used for its designated purpose.

AUTHORING OF AGREEMENTS

Another area to assist affiliates are tools that are commonly used in the creation of agreements between organizations and other agencies when applying for the use of special use areas, ATC facilities, or special operations and events. There are four (4) basic tools that are used:

a. LETTERS OF AGREEMENT (LOA) - Letters of Agreement are used between different agencies, both domestic and foreign, both governmental and non-governmental when it is necessary to:

1. Delegate areas of control jurisdiction and conditions of use
2. Define interagency and interfacility responsibilities and coordination requirements
3. Describe special operating conditions or specific air traffic control procedures
4. Describe procedures or deviations from procedures as in contained in regulatory directives.

In its basic sense, a LOA outlines control procedures and responsibilities applicable to each facility and organization involved. A Letter of Agreement Checklist and example letter are contained in section 2.08 of this document.

b. LETTERS OF PROCEDURE (LOP) - Letters of Procedures are normally used for stating specific terms regarding the release by the using agency of restricted areas. It provides for the operation of nonparticipating IFR and/or VFR flight within the area. They also used for establishing procedures within a facility or unit. An example of a Letter of Procedure is contained in section 2.08 of this document.

c. MEMORANDUM OF AGREEMENT (MOA) - Memorandums of Agreement are prepared when it is necessary to regulate and standardize the internal operations of a facility. They contain instructions pertaining to administrative or operational practices and procedures, either temporary or permanent. They may also be used when necessary to prescribe procedures with other departments or commands or agencies aboard the same base.

d. MEMORANDUMS OF UNDERSTANDINGS (MOU) - Memorandums of Understandings are used to define relationships, outline roles, functions, and responsibilities of the participating organizations involved with the MOU. It defines the principles of a working relationship, resolving disputes, confidentiality and even terminations of such agreements. The most important thing about a MOU is that it places on paper the relationships between organizations or agencies based on mutually agreed ideas and processes.

APPLICABILITY AND DURATION OF APPROVED AGREEMENTS

All letters of agreement (LOA), letters of procedure (LOP) authored by one affiliate of special operations shall be available for use by all VSOA affiliates, VSOA affiliates shall be required to adhere to the documents establishing SUA / ASU airspace.

REQUIREMENT TO DISCLOSE SUA / ASU AGREEMENTS & RELATED DOCUMENTS

Any affiliate obtaining SUA / ASU in accordance to this policy shall immediately notify the V.P. of SPEC OPS and / or his/her designee of the agreement and forward all applicable documentation and charts of the SUA / ASU in question for immediate posting and display within the VSOA SUA / ASU airspace library. All applicable credit will be given to the author(s) of the information provided. Unless specifically stated in the documents, all agreements shall be considered indefinite and without expiration. The V.P. of SPEC OPS reserves the authority to cancel or otherwise dissolve any agreement.

SUA / ASU AGREEMENTS SUBJECT TO APPROVAL

All agreements generated authored in accordance to this section are required to be approved by the V.P. of SPEC OPS or his / her designee

2.10 LETTER OF AGREEMENT CHECKLIST

The purpose of this section is to provide a basic checklist for the development of Letters of Agreement (LOA). It is provided to help all VSOA affiliates and other organizations in the preparation of such letters and to describe basic contents to be contained in such letters.

1. LOAs are used when operational/procedural needs require the cooperation and concurrence of other persons/facilities/organizations. A LOA should be prepared when it is necessary to:
 - a. Supplement established operational/procedural instructions.
 - b. Define responsibilities and coordination requirements.
 - c. Establish or standardize operating methods.
 - d. Specify special operating conditions or specific air traffic control procedures.
 - e. Delegate responsibility for ATC service; e.g., approach control service, control boundary jurisdiction, and procedures for coordinating and controlling aircraft where two or more airports have conflicting traffic patterns or overlapping conflicting traffic patterns.
 - f. Define stereotyped flight plans used for special operations, such as training flights or flight test activities.
 - g. Describe airspace areas required to segregate special operations.
 - h. Establish aircraft radiotelephony call signs to be used by the tower and the local operators.

2. When drafting and developing Letters of Agreement, use the following guidelines:
 - a. Confine the material in each letter to a single subject or purpose.
 - b. Describe the responsibilities and procedures applicable to each facility and organization involved.
 - c. Attach charts or other visual presentations, when appropriate, to depict the conditions of the agreement.
 - d. Delegate responsibility for control of aircraft, when necessary, by describing the area within which the responsibility is delegated, defining the conditions governing the use of the area specifying the details of control procedures to be used, and specifying communications and control procedures.

EXAMPLE LETTER OF AGREEMENT

**LETTER OF AGREEMENT EXAMPLE
JACKSONVILLE ATC TOWER
and CAIRNS AAF ATC TOWER
LETTER OF AGREEMENT**

EFFECTIVE DATE:

SUBJECT: COORDINATION OF IFR/SVFR CONTROL PROCEDURES

1. PURPOSE. This agreement between Jacksonville ATC Tower (hereafter called TRACON) and the CAIRNS AAF (hereafter called OZR Radar/Tower) covers the coordination and control procedures for IFR and Special VFR (SVFR) aircraft arriving and departing Cairns AAF. These procedures are supplementary to those contained applicable VATSIM, Regional, and IAMPSSO documents.

2. CANCELLATION. Used if required.

3. SCOPE. The procedures outlined herein are for use in controlling IFR and SVFR aircraft arriving or departing Cairns AAF. Separation responsibility and control of aircraft within specific areas is delegated to OZR Radar/Tower.

4. RESPONSIBILITIES. TRACON is responsible for the separation of IFR and SVFR aircraft arriving and/or departing Cairns AAF, except as otherwise agreed upon herein. OZR Radar/Tower is delegated the separation responsibility and control of IFR and SVFR aircraft within the areas depicted in Attachments 1 through 3 and within the Cairns Class D Surface Area. OZR Radar/Tower shall receive approval from TRACON prior to operating outside those areas depicted in Attachments 1 through 3. TRACON is authorized to use Cairns AAF Class D airspace at or above 2,000 feet MSL. The Class D airspace at or above 2,000 feet MSL is subject to recall by OZR Tower. When Cairns AAF is inactive, Cairns Airspace shall revert to Class E Airspace and can be utilized by TRACON for separation and sequencing of IFR traffic until Cairns AAF reopens.

Special procedures are described or depicted in the following Attachments:

Attachment 1 Cairns AAF Radar Area and Handoff Reference Points.

Attachment 2 - Special VFR Helicopter Operating Area.

Attachment 3 Helicopter Training Areas and Arrival and Departure Routes.

EXAMPLE LETTER OF PROCEDURE

LETTER OF PROCEDURE EXAMPLE

JOINT USE RESTRICTED AREA LETTER OF PROCEDURE

SUBJECT: Joint Use Letter of Procedure for use of Restricted Area R-XXXX

EFFECTIVE: January 1, 2003

In accordance with applicable VATSIM, VATSIM Special Operations Administration regulations, the following letter establishes procedures for use of Restricted Area R-XXXX , by Los Angeles Center, the Controlling Agency, and by Virtual United States Air Force, the Using Agency.

1. The Using Agency shall release R-XXXX to the Controlling Agency when not in use for the purpose designated
2. During the time when the airspace is released to the Controlling Agency, ZLA may clear IFR traffic and authorize VFR traffic into R-XXXX
3. The Controlling Agency shall return the use of R-XXXX to the Using Agency upon request. Such request shall be made at least XXXX (hours/minutes/days where applicable) prior to use by the Using Agency.
4. XXXX (the designated ATC Facility) is designated as the liaison station for relaying information concerning the release of the area between the Controlling Agency and the Using Agency. (This statement is to be used only when required).

EXECUTED:

For the Controlling
Agency
For the Using Agency

HONOLULU CERAP

LETTER OF PROCEDURE

EFFECTIVE DATE: DRAFT

SUBJECT: ALLOCATION AND USE OF RADAR BEACON CODES

1. PURPOSE. This letter covers the use of radar beacon codes and allocates specific codes for use at specified terminal facilities.

2. DISTRIBUTION. This letter is distributed to each regional Air Traffic Division; and to other ATC facilities at the discretion of CERAP

3. POLICY. The primary purpose of the PC-ATC system is to prevent a collision between aircraft operating in the system and to organize and expedite the flow of traffic. The following radar beacon code assignments shall be used for arriving, departing, and en route aircraft based on the area providing ATC service:

HONOLULU CERAP (HNL_CTR)

2000-2077	ISSUED TO ALL EN ROUTE/OVERFLIGHTS
2100-2177	ISSUED TO ALL ARR/DEP ENROUTE HNL_APP
2200-2277	ISSUED TO ALL ARR/DEP ENROUTE HOG_APP
2300-2377	ISSUED TO ALL ARR/DEP ENROUTE HTO_APP
3000-3777	ISSUED TO ALL MILITARY FLIGHTS ENROUTE
4000-4077	ISSUED TO ALL MIL FLIGHTS THAT TERMINATE OVER OCEAN
5000-6777	RESERVED
7000	ISSUED TO ALL OFFICIAL/VIP FLIGHTS ENROUTE

HAWAII AREA TRACONS (HNL_APP, HOG_APP, HTO_APP)

0100-0177	ARR/DEP WITHIN AIRSPACE	HNL_APP
0200-0277	ARR/DEP WITHIN AIRSPACE	HOG_APP
0300-0377	ARR/DEP WITHIN AIRSPACE	HTO_APP
0400-0477/1200	VFR TERMINAL FLTS WITHIN AIRSPACE	ALL
0500-0777	RESERVED	RESERVED
7700	EMERGENCY	ALL

1255	ACTIVE FIRE FIGHTING MISSION	ALL
1277	ACTIVE SEARCH AND RESCUE (SAR) MISSION	ALL
7100	OFFICIAL/VIP FLTS TO HONOLULU INTL	HNL_APP
7200	OFFICIAL/VIP FLTS TO KAHULUI	HOG_APP
7300	OFFICIAL/VIP FLTS TO HILO INTL	HTO_APP

4. PROCEDURES. The following procedure shall be utilized:

a. All aircraft under CERAP control shall be issued the appropriate squawks based upon flight routings as shown above.

HNL-LOP1

PROCEDURES CONT:

b. All aircraft under the assigned TRACON area of jurisdiction shall be issued the appropriate squawks for all routings underneath the floor of CERAP airspace.

c. Military flights shall be issued 3000 codes regardless of routings. Military aircraft flights that will **terminate over ocean** shall be issued 4000-4077.

d. Aircraft will be changed to appropriate squawks based upon flight area, after communications transfer from one facility to another.

e. OFFICIAL/VIP aircraft shall be issued appropriate squawks with information passed to the receiving facility in regards to special handling. This includes all FLIGHT CHECK aircraft.

5. MISCELLANEOUS. Additional procedures shall be incorporated into this letter based upon facility requirements.

2.11 V.A. PARTNERS AFFILIATION REQUIREMENTS

All airlines listed in the VATSIM database must meet seven (7) basic requirements:

(1) The airline management supports VATSIM and encourages their pilots to use Squawk Box for flying on the VATSIM network.

(2) Many of their pilots regularly fly online, giving the airline a presence on the VATSIM network.

(3) The airline must have been in existence for at least three months.

(4) Each airline has 10 or more pilots with a verified VATSIM PID/CID, listed in an easy to find roster or rosters (if hub based), who fly actively on the VATSIM Network.

(5) No VA website will attempt to install or alter any software on a client user's system.

(6) All VAs must maintain an active email address in which they can be reached.

ALSO NOTE

A) VA's, when applying for partnership, must include all the requested information from above to help the application be processed promptly. To apply for affiliation, use the form below.

B) An airline may be removed from the database at any time for any reason. Reasons may include, but are not limited to: Dead links, bad email addresses, continuous misbehavior by pilots on the network, or lack of following the above stated affiliation requirements.

2.12 CALL SIGN POLICY

VATSIM and VATSIM SPECIAL OPERATIONS will not in any way reserve call signs for any individual or organization outside of VATSIM administrative call signs as addressed in the VATSIM CODE OF REGULATIONS sections 2.05 and 4.04.

The VSOA will make available, a location accessible to the general public, a listing of known call sign commonly used on the VATSIM network. Call signs listed on the public list shall be on a first come, first serve basis. Virtual organizations found to be ineligible for affiliation with the VSOA and removed from the VSOA will also have their call sign if listed, removed from the public listing.

2.13 OPERATIONAL REQUIREMENT

All aircraft operating in SUA / ASU are responsible for separation from surrounding participating and non-participating traffic. At no time shall aircraft utilizing SUA / ASU be considered as a MANDATORY priority over another aircraft on the network. It is the discretion of the CONTROLLING AGENCY the option of routing non-participating traffic around aircraft using SUA / ASU. In the event of an incursion by non-participating aircraft into SUA / ASU, all aircraft using the SUA / ASU shall halt their operations and maintain separation till it is safe to resume their operations within the SUA /ASU.

Unless otherwise agreed upon and allowed in a LOA or LOP with the local VATSIM Division, it is required that an ATC controller holding at least a SENIOR STUDENT rating,

be present as W_ALERT_CTR, or realistic local equivalent alert (range) control , when a SUA / ASU is utilized for combat operations. SUA / ASU may be utilized for non-combat operations without the presence of an alert (range) control however, participating aircraft are responsible for separation from all aircraft in the SUA / ASU. A local CONTROLLING AGENCY controller holding a rating of SENIOR STUDENT or higher AND is manning another ATC position, may perform the duties of an alert (range) controller for combat operations within SUA / ASU within that controller s area of responsibility.

The function of the alert (range) controller is to ensure separation between aircraft using SUA/ ASU and those who are not. The alert (range) controller or the local controller substituting for an alert control (range) facility, shall issue traffic advisories and locations, and give vectors for separation in the event of a conflict due to an incursion by a non-participating aircraft. The alert (range) controller will also be responsible for

advising participating aircraft when they are about to or have left the boundaries of the SUA / ASU and provide vectors back to or handoffs to the next local and active controller of jurisdiction.

APPENDIX A

REVISION HISTORY

This appendix shows the changes and amendments made to the Special Operations Operational Policy. Code Section numbers and/or paragraphs are shown to allow for quick reference.

Conventions: Amendments are numbered sequentially based on the effective date of the amendment. Amendments and additions appear in **blue**. Deletions appear as **red strikethroughs**.

Changes made on 15-JUL-06:

Amendment One:

**2.05 PETITION FOR AFFILIATION INTO THE VATSIM SPECIAL OPERATIONS:
MILITARY, PARAMILITARY & CIVILIAN GOVERNMENT AGENCY
ORGANIZATIONS**

The VATSIM SOA has made policy and allowances to accommodate ~~one (1) complete and accurate rendition of~~ a verifiable Military, Paramilitary or Civilian Government Agency belonging to a geographical country that exists in reality anywhere in the world. No ~~duplications of agencies, partial recreations of an agency, nor~~ partial recreations of an agency or any sort of alliance organizations or fantasy entities will be permitted within the SPECIAL CATEGORY as defined in the VATSIM SPECIAL OPERATIONS POLICY DOCUMENT section 1.02B. ~~Any group wishing to create an existing agency will have the option to either join the existing agency, or create an agency not already in existence within the VSOA...~~

[The probationary period for all new affiliates is ~~120 days~~ **six months**. The VP SPEC OPS or his / her designee can set forth any additional criteria for the new affiliate to adhere to prior to commencing the probationary period. After ~~120 days~~ **six months** has elapsed, the affiliate will petition the VP SPEC OPS or his / her designee for upgrade to full affiliate status. The VP SPEC OPS or his / her designee will determine if the request is valid, based on activity with the VSOA and exemplary conduct of their organization.

If the request is approved, the probationary period will be lifted and the affiliate upgraded to status. If the request is denied, documentation supporting the denial will be given to the affiliate in question and the affiliate will remain on probation for an additional ~~60-90~~ days. In no case will an affiliate remain in a probationary status longer than ~~180 days~~ **9 months** cumulative. If, after the ~~180 days~~ **9 months** has elapsed, the affiliate still does not meet the requirements as set forth by this document, the affiliate will be removed from the VSOA, and all documentation concerning the dismissal retained in VSOA archives.]

Amendment Two:

**2.06 VATSIM SPECIAL OPERATIONS: MILITARY, PARAMILITARY & CIVILIAN
GOVERNMENT AGENCY ORGANIZATIONS REQUIREMENTS**

[~~o. —Each Affiliate may display a VATSIM logo, with link, on their website homepage, preferably in a conspicuous location. Get logos here.~~

- p. No ~~V/A~~[affiliate](#) website will attempt to install or alter any software on a client user's system.
- q. All ~~VAs~~ affiliates must maintain an active email address ~~in which they can be reached~~ with the [VSOA leadership](#).
- r. All military Affiliates plan and conduct at least one event every year, online at VATSIM that involves co-operation with that Affiliates local Division.
- s. Your organization will submit a written summary of membership and activity to the V.P. of VATSIM SPECIAL OPERATIONS and / or his appointed designee by the 10th day of each calendar month.
- t. All affiliates are required to maintain realism of their operations in respect to the selection and use of aircraft, installations (locations), and peacetime operations (events and activities). Affiliates are expected to regularly research their real life counterpart and compare organizations to ensure that realism is maintained.
- u. All VSOA affiliates are prohibited in engaging in any operation that portray past or current real world operations whereby loss of life and/or property has resulted to further political, social, or religious objectives. I.e. WWI, WWII, Korea, Vietnam, Iraq, Afghanistan, Bosnia, etc.
- v. Three or more consecutive disciplinary issues involving members of an affiliate in one calendar year (Jan thru Dec) shall result in the loss of that affiliate's VSOA membership for a period of one year.

All organizations must meet and maintain ~~these~~[the](#) requirements otherwise revocation of VSOA membership privileges and / or petition for affiliations will be denied. [Any affiliate admitted to the VSOA, that has successfully completed probation, then fails to maintain these standards are considered delinquent and shall be placed on probation for up to \(90\) ninety days. Additionally, the V.P. of Spec Ops or his designee shall immediately suspend VSOA privileges of delinquent affiliates until such time that the affiliate has remedied the delinquency. Any affiliate that fails to remedy a delinquency as directed within an allotted time established by the V.P. of Spec. Ops. or his designee shall have their membership from the VSOA revoked. \]](#)

Amendment Three:

2.07 VSOA PILOT TRAINING COURSE MINIMUM STANDARDS

Due to the unique nature of operations and the degree of control required, all VSOA military and paramilitary affiliates [and any other affiliate so designated by the V.P. of Special Operations or his designee](#), are required by this policy to have a functioning pilot training program that meets the following standards:

[Pilot Training programs shall include the following criteria:](#)

9. Completion of the VATSIM PRC courses in their entirety.
10. Online study and testing on VATSIM, VSOA and affiliate policies governing Special Operations. (Cover CoC, UA, Spec Ops Doc, Spec Ops SOP, and Affiliate policies)
11. Affiliates shall utilize prototypical aircraft in their respective training programs when such models are available to fulfill section 2.06(O).
12. (3) Three hours of prototypical aircraft familiarization (using prototypical high performance / complex training aircraft) in VFR conditions that verify that a pilot can maintain control of an aircraft within the following tolerances:
 - a. +/- 5kts airspeed
 - b. +/- 5 deg heading
 - c. +/- 50 Ft altitude
13. (6) Six hours covering navigation exercises involving the use the use of one or more of the following: VOR/NDB/DME/GPS radio systems in high performance aircraft.
14. (6) Six hours covering navigation exercises involving the use the use of one or more of the following: VOR/NDB/DME/GPS radio systems in high performance aircraft in IFR conditions to include completing (3) three non-precision approaches (VOR, GPS, TACAN, ASR/PAR, etc).
15. (10) Hours of advanced online flight training experience in utilizing aircraft for their designed purpose. I.e. fighter, bomber, tanker, cargo, surveillance, etc. Training must be with another pilot who has met the requirements of this program and for the airframe/mission covered.
16. ***Affiliates that perform formation flight maneuvers to include aerial refueling, shall then include (15) Fifteen hours of online formation flight training / experience to their training program with another pilot who has met the requirements of this program. This portion of the program shall cover MARSAs, communications, common 2 & 4 ship maneuvers etc.

All affiliates so designated by the VSOA to have a training program shall meet the above standards. New potential affiliates shall have a complete program ready for use before applying for affiliation and said program shall meet the above minimum standards.

Affiliates that are required by this policy or by direction of the V.P. of Special Operations to have a pilot training program, are expected to ensure that their members complete their training programs and demonstrate knowledge and skill with their aircraft. Lastly, each affiliate shall include specialized and realistic training on the proper employment of their aircraft. Any affiliate failing to maintain training may be subject to dismissal from affiliation with the VSOA.

~~Manual control of high performance aircraft within the following tolerances:~~

- ~~Heading control: +/- 5 degrees~~
- ~~Speed control: +/- 5 Kias~~
- ~~Altitude control: +/- 50 Ft.~~

~~All training programs shall verify or train a student to be or become proficient in the following areas:~~

- ~~VFR/IFR flight rules~~
- ~~Navigation (IFR/VFR)(VOR/NDB/GPS/FMS)~~

- ~~☐ Communications~~
- ~~☐ Airspace classifications, rules and operations~~
- ~~☐ Emergency Procedures.~~

~~Military Pilot training programs shall include a minimum of (5) five hours of formation flight experience without the use of an autopilot. The candidate will be knowledgeable of MARSAs, Communications, and formation flight standards as specified within this document. All training programs shall incorporate an intermediate or advanced course of study in the application of specific airframes in which the proper use of an airframe is demonstrated and evaluated for competency for participation of online events and activities where airframes are used for their designed purposes. During the affiliation process of Pilot orientated organizations, the VP SPEC OPS or his / her designee may mandate that petitioning organizations to adhere to this policy and that such mandate are considered on a case by case basis.~~

Amendment Four:

2.08 VSOA ADVISORY COUNCIL

Effective **_**_** an advisory council is established by the V.P. of Spec. Ops. The advisory council shall be made up of each chief executive or their designee from each affiliate within the VSOA that have successfully completed probation and are affiliates in good standing. The advisory council tasks may include but are not limited to the following objectives:

5. Review petitions for affiliation from perspective virtual flight organizations to ensure that VATSIM and VSOA policies are met. Then make recommendations as to the council's findings and a suggested course of action to the V.P. of Spec. Ops.
6. Shall regularly review all VSOA affiliates to ensure that VSOA standards concerning website maintenance, activity levels, realism requirements, etc are maintained and report those who are not.
7. Regularly review VSOA policy and procedure and make suggestion towards revision as needed.
8. May be tasked with any other objective as assigned by the V.P. of Spec. Ops or his designee.

The advisory council shall not retain authority over any affiliate rather, serve as a support / advisory role to the V.P. of Spec. Ops. The V.P. of Spec. Ops shall be the determining and final authority on any and all issues concerning the VSOA, issues brought forth by this advisory council and VA PARTNERS. The advisory board may supplement or replace staff positions listed in section 2.03 of this document at the discretion of the V.P. of Spec Ops. The V.P. of Spec Ops reserves the right to disband the advisory board at anytime for any reason.