
Bulletin: vZDC-B-20250125

Applicability: ZDC Controllers (S2 and higher)

Effective: 26 January 2025

Expiration: 31 August 2025

Reference: N/A

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Subject: Facility Advocate Program

PURPOSE: The Facility Advocate Program is established to provide better facilitation of feedback, improvements, and tracking of issues for the facilities within ZDC. Assigned facility advocates will serve as the primary point of contact for their respective facility and serve as the focal point for all aspects of their facility.

ELIGIBILITY: Controllers must hold the VATSIM Rating of S2 or higher and be a home controller at ZDC. To serve as the facility advocate for a facility that requires an endorsement, the controller must hold the endorsement for that facility at the S2 level. *Note: at combined facilities (ATCT/TRACON) S2 controllers may still serve as the facility advocate if no S3+ controllers have volunteered for the facility.*

APPLICATION: To express interest in serving as a facility advocate, complete the ZDC Volunteer Application form: <https://wkf.ms/3WxKHla>

RESPONSIBILITIES: Facility Advocates report to the DATM and advise the DATM on current issues for their respective facility. Duties include:

1. Review navigation cycle changes and monitor for any changes or updates to procedures or airspace. When changes are observed, complete the appropriate facility feedback form.
2. Report any observed abnormalities to vNAS related systems (i.e. CRC, TDLS, etc.).
3. Serve as the subject matter expert for their facility and make themselves available to controllers with questions about the facility and its associated policies/procedures.
4. Assist the staff in accomplishing SOP reviews and updates in accordance with the publications review timeline.
5. Utilize the project management platform to record feedback and issues.

TRIAL PERIOD. This program will be tested effective immediately and will remain in effect until 31 August 2025 unless extended. Based on the performance and effectiveness of this program, the DATM will make a determination and provide a recommendation of one of the following courses of action to the ATM: 1) incorporate the program into permanent policy, 2) extend the trail period for continued evaluation, 3) end the program effective 31 August 2025.