Change Summary

vZDC-B-20250108
General Operating & Administrative Policy

8 January 2025

ZDCARTCC
WASHINGTON DC

- Tier 1 Facilities Clarification

- Administrative Position Descriptions

- Mandatory Routing Requirements Change

- #breakboard Discord Channel

- Activity Requirement

- vATIS Profile Requirement Change

- Teamspeak Position Identifier

- Events

- Publications Management

- Miscellaneous

- BWI/DCA/IAD ATCTs are Tier 1 Facilities (no change)

- CHP/SHD/MTV are Tier 1 (no change)

- JRV is *unrestricted* and may be worked as a stand-alone position without combining to another PCT area

Administrative Position Descriptions

- ATM/DATM/TA position descriptions were removed and direct to the VATUSA DP001. This removes duplication and eliminates potential conflict.

- Expanded EC duties to incorporate roles established in refreshed events chapter.

- FE responsibilities aligned with current practice. FE manages technical elements of facility and vNAS "touching" systems.

- WM role updated to match current duties. Expands responsibility for overseeing all web services and servers

- Assigns IDS management to WM.

Mandatory Routing Requirements

- PHL has been added to the mandatory routing list.

- PRD routing must be issued to aircraft destined to PHL (in addition to current requirement for BOS, EWR, JFK, LGA, CLT, and ATL).

Chapter 2. Operational Policy

Section 1. Resources

2–1–1. STANDARD OPERATING PROCEDURES (SOP)

Standard Operating Procedures (SOP) are technical documents that prescribe operational policy and standards for the respective facility. Compliance with SOP is required by all controllers operating any position at vZDC.

2–1–2. LETTERS OF AGREEMENT (LOA)

Letters of Agreement (LOA) define agreed upon procedures between vZDC and other facilities that a common boundary or overlapping airspace exists. LOA compliance is required by all controllers operating any position at vZDC.

2–1–3. FILES

All files needed for controlling are maintained via the vNAS and Consolidated Radar Client program. These files are updated by our Facility Engineer and their delegates and will automatically update within the controller client each time the client is launched.

2–1–4. ROUTES

The following standards provide a baseline for acceptable routing and will be used to determine when amended routing must be issued to aircraft departing, arriving, or transiting vZDC airports or airspace.

a. The *Preferred Route Database* is an official source for currently adapted preferential routing based on a qualifying element (i.e. destination airport, departure airport, etc.). The PRD is accessed via http://www.fly.faa.gov/rmt/nfdc_preferred_routes_database.jsp and is also provided within the vZDC IDS. Controllers may also use FlightAware, https://www.flightaware.com, for routing information.

b. *Mandatory Routing* will be issued by the first vZDC controller to provide air traffic control service to the aircraft in accordance with the following standards:

1. *Departures from airports underlying Potomac TRACON* will be cleared via the appropriate SID. For aircraft unable to fly RNAV SIDs aircraft will be assigned the vector departure procedure with the appropriate departure fix (gate).

2. *Arrivals to Potomac TRACON served airports* will be cleared via the appropriate RNAV STAR. For aircraft unable to fly an RNAV STAR clear aircraft via a STAR appropriate for arrival direction.

3. *Aircraft with destinations of BOS, EWR, JFK, LGA, PHL, CLT, and ATL* will be assigned routing in accordance with the PRD or respective LOA.

c. *Recommended Routing* will be offered to pilots when their filed route does not comply with a published route for the city pair filed and is not subject to the restrictions of *Mandatory Routing*.

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Creation of #breakboard Channel

- A new channel will be available in Discord: #breakboard

- This channel will permit users to subscribe to a role in a way similar to the impromptu training channel.

- The intent of #breakboard is to be used as part of any controllers closing checklist.

- Approximately 15 minutes before closing, post in #breakboard and tag as appropriate so that a potential relief controller can be notified and come relieve you from the position instead of closing.

Activity Requirement Update

- Clarifies that 3 hours of controlling in highest Tier 1 position is required to retain endorsement.

- 3 hours quarterly still the minimum activity requirement.

3–2–1. MINIMUM QUARTERLY ACTIVITY

Home and visiting controllers, other than Observer (OBS) rated controllers, must control for a minimum of 3 hours per calendar quarter (Jan-Mar, Apr-Jun, etc.).

    a. Any home or visiting controller with a Tier 1 endorsement must complete at least 3 hours of controlling time per quarter on the highest Tier 1 facility that they hold an endorsement.

NOTE –
Controlling hours working center top down satisfy the Tier 1 hourly requirement.

    b. Failure to meet the required activity time may result in the removal of a Tier 1 endorsement.

- Controllers must use the facility provided vATIS profile.

- The new profile is designed to ensure integration with vZDC IDS

- Failure to use the correct vATIS profile will result in IDS not properly recognizing airport configuration.

- Controllers *should* add the position they are working to their TeamSpeak name.
- This is to help everyone maintain situational awareness and find the person they are looking for based on the position being staffed.

Para 4-2-1...

> **5.** Controllers actively working a position should update their display name to include the position being worked prior to their name.
>
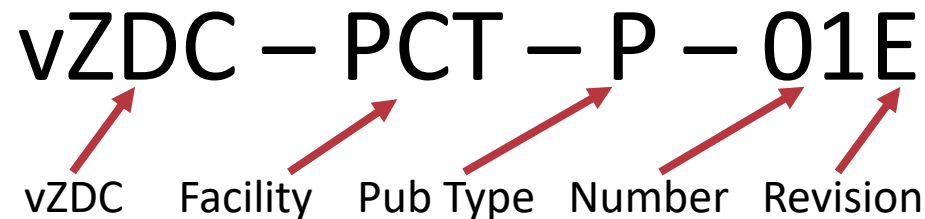> **EXAMPLE –**
> IAD_TWR: [IAD TWR] John Doe (JD)
>
> PCT_APP: [PCT] John Doe (JD)
>
> DCA_J_APP: [PCT 1J] John Doe (JD)

- The entire events chapter has been significantly expanded.

- Preplanning timeline driven planning points have been established.

- Recurring events have been incorporated into policy to facilitate better long range calendar planning.

- Creates the role of "event planner" – the EP is the person responsible for all planning functions of a specific event. The EC may serve as the EP or another controller (i.e. Asst EC, etc.) may be designated EP.

Publications Management

- Numbering/Labeling system adopted to provide a consistent facility wide scheme for numbering and labeling all vZDC related publications

- Creates the following types of publications:
  - Administrative Order (A)
  - Chart (C)
  - Controller Bulletin (B)
  - Quick Reference Job Aids (Q)
  - Standard Operating Procedure (P)

- Publication number follows the following format:

vZDC – PCT – P – 01E

vZDC   Facility   Pub Type   Number   Revision

Miscellaneous Changes

- Changes are noted in grey highlighting throughout the publication

- Made GCAP related corrections and updates

- Provided changes for consistency in current practice to match written policy

- Added a "TOC" hyperlink to the top left of all pages to quickly return to the table of contents at any point throughout the document.

Questions / Comments / Feedback

- Please submit all feedback for this publication via the vZDC Publications Feedback Form:

https://wkf.ms/3C3CEpl