Anchorage ARTCC
Roster Policy

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Section 1: Objective

This policy/statement is to define and set forth expectations for Anchorage (ZAN) based controllers, visiting controllers, and staff personnel.

Section 2: General

2-1: Staff

All persons holding a ZAN staff position (whether general staff, i.e. Webmaster, Events Coordinator, Instructor, etc) will be expected to remain able to reply to emails in a timely manner. ZAN staff will also be expected to maintain an online presence to the best of their ability, however, it's understood that the performance of their staff role may/will take precedence over general online presence. Training staff members will be required to maintain a minimum 3 hours availability per week on the Setmore booking system.

2-2: ZAN Controllers

All VATSIM members assigned to the Anchorage ARTCC who hold a rating between Student1 up to and including Administrator will be expected to maintain a minimum 2 hours per month, with the starting date being the beginning of the month. Reminders and warnings will be issued on the 25th of the month. If a controller misses two or more consecutive months, they will be removed from the roster. Greater than 50% of controlling time must be done in ZAN airspace.

2-3: Visiting Controllers

All visiting controllers are required to log 1 hour on any ZAN position every month. This will be checked on the first day of every month.

Section 3: Removal

Controllers who have failed to meet activity requirements will be sent an email from a staff member. If the controller fails to meet the requirements for two months in a row, they will be removed from the roster. Controllers who hold the rating of Observer, and fail to train for more than one month will be removed from the roster. If a controller misses their hour requirement for three or more months, they will be removed from the roster without warning.

Section 4: Leave of Absence (LOA)

A controller may request a LOA from the ATM or DATM via email. LOAs will be good for 6 months from the issued date and an extension for 6 more months can be requested but requires approval from the ATM. After 6 months re-training may be required at the TAs discretion.