
	VATSIM Network North America Region	<b>Directive</b>	2018-001
	<b>Policy Creation</b>	<b>Revision #</b>	3
		<b>Implementation Date</b>	02/27/2018
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<b>Superseded Directive</b>	RESCINDS 2013-001 Structure and Policy	<b>Approval</b>	



## Directive

### **1. Purpose**

Provide a standard for policy creation below the Region level and reduce redundant and/or overly-restrictive policies.

### **2. Procedure**

- A. Division Directors are permitted to create policy, which must be approved by the Region Director. Compliance by all sub-Divisions is mandatory.
- B. Sub-Divisions are permitted to create policies and procedures relating to Air Traffic Control operations including, airport (Cab), TRACON, Center, and Oceanic operations. Sub-Divisions are permitted to create training guidelines, provided that:
  1. The guidelines do not reiterate, restrict, or otherwise alter any Division, Region, or Network policy
  2. No unnecessary boundaries are included
  3. No restrictions are placed upon Transfer or Visiting Controllers outside those outlined by Region, Division, and Network policy
  4. The guidelines serve to assist membership with the training process
  5. The guideline does not include removal of any ratings or endorsements
- C. Sub-Divisions are not permitted to create or maintain any policy, procedure, regulation, or directive, not listed in Section 2, sub-section B or sub-section C, without written authorization from the Region Director.

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D. Sub-Divisions may institute a written policy concerning minimum controller activity for roster management purposes, provided that:

1. The policy does not require more than three (3) hours per month on an operational position
2. The policy outlines a reasonable Leave of Absence procedure

E. Division Directors are responsible for routinely auditing sub-Division polices to ensure compliance.

F. Any sub-Division policy, except those covered in Section 2, sub-section B, in existence prior to the implementation of this policy, is vacated

### **3. References**

VATSIM Code of Regulations §3.05 et seq.

### **4. Definitions**

Sub-division – any unit below the Division level, including, but not limited to, ARTCCs, FIRs, Oceanic Sectors