



Position Briefing

Philippines vACC

Version 1.0 – September 9, 2016

Distribution and Scope

This document outlines the procedures for conducting position briefing between controllers within the Philippines Vacc.

Exclusion of Liability

This manual is for use on the VATSIM Network only and should never be adopted for real world use.

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Amendment History

Version	Author	Date	Affected Pages	Changes
1.0	Darl Reyes	September 9, 2016	All	Initial Release under new Admin

General

- A vACC Controller on the active roster may open an active position matching his/her current ratings.
- Active positions shall be opened on a first-come-first-serve basis. A controller's rank shall not influence the ability of any controller to open a desired position so long as his/her ratings allow it.

Opening an Active Position

- A controller wanting to open an active position shall first log in as an Observer with the callsign RPHI_<Operating Initials> and inform the Shift Supervisor (if online) of the desired position with the phrase "<Operating Initials>, Request to open <position>." (Ex: MM, request to open RPLL_TWR)
- Alternatively, incoming controller can inform the Shift Supervisor through other available media (i.e. Facebook Chat, Teamspeak, etc.)
- Once set up/connection to the network is complete, briefing completed, and controller is ready to accept traffic, he/she must broadcast the same in the ATC channel (Ex. RPLL_TWR is now online.)

Position Briefing

- Briefing shall be conducted using means mutually agreed upon by both controllers EXCEPT on the ATC Channel.
- Briefings must include all pertinent information such as, but not limited to, Active Runways, Current Traffic Situation, Pilots needing special attentions, Special Procedures in effect, and Airspace/Airway Restrictions.