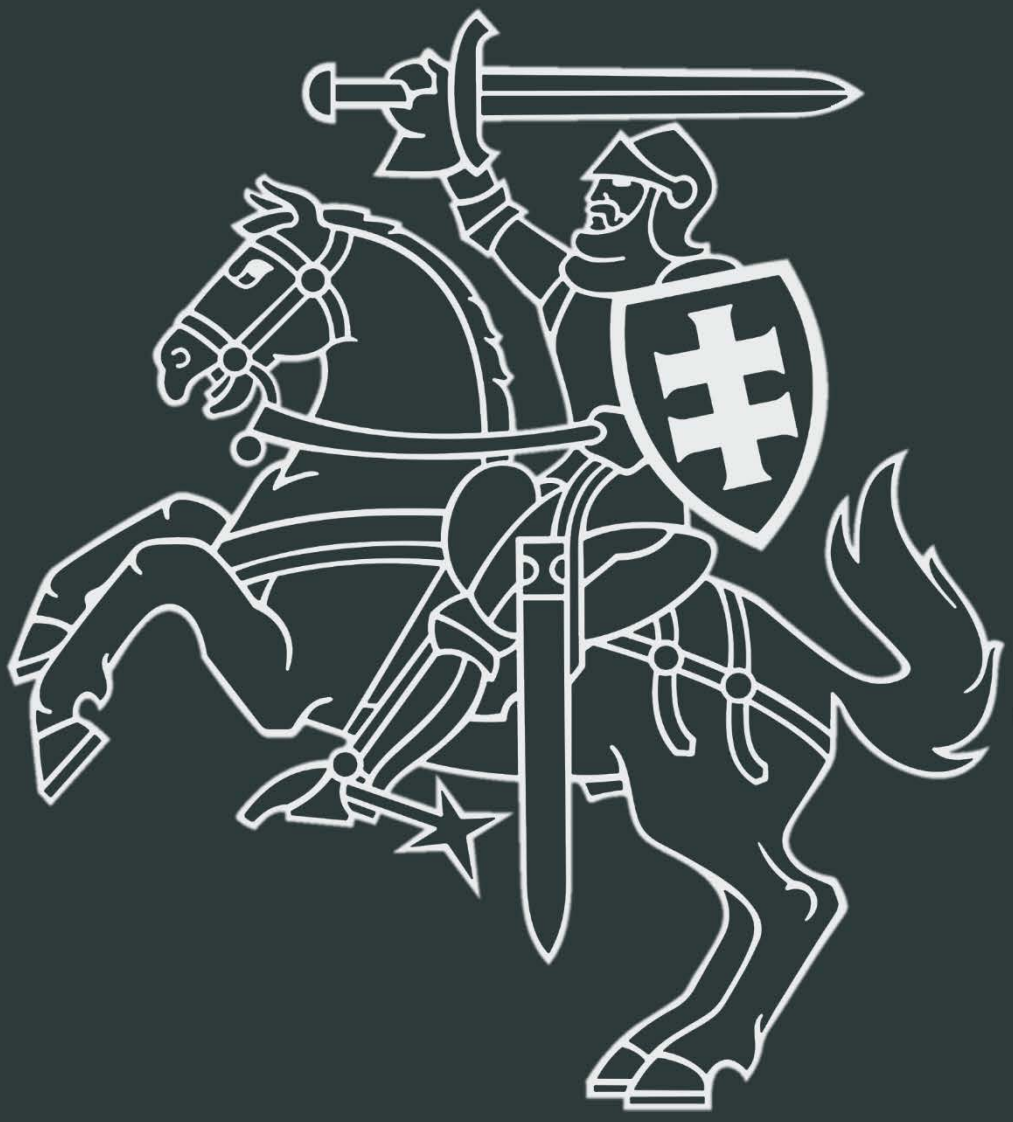
VACC LITHUANIA

Subdivision Policy



Issue 0 | Revision 1

List of Revisions

This section comprises the list of issued Revisions, stating a date of issuance and a reason/brief description of changes made. This section shall be filled in upon preparing each Revision.

Revision	Published	Reason for Revision
0	09.04.2023	Initial issue
1	17.05.2023	• Title page, Footer has been edited – Issue number added • Section A Item 6 added • Section B Item 3.1. has been changed • Section C Items 6.1, 6.2, 6.3 has been changed • Section C Item 7 added • Section D Guest Controller Authorization Procedure has been added

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Section A – General

1. Subdivision Policy

1.1.Purpose

The purpose of this document is to determine the principles and the rules under which Virtual Area Control Center Lithuania (hereafter vACC Lithuania) perform.

In terms of operation vACC Lithuania complies with all the related VATSIM and VATEUD policies and regulations.

1.2. Definitions

Within the Subdivision Policy the following verbs are used and shall be clarified:

- Shall – determines the mandatory item, action or statement;
- Shall not – determines a prohibition;
- Should – determines the item, action or statement that are considered to be a good practice;
- May – determines the item, action or statement that are recommended or optional.

2. Organization

vACC Lithuania is a non-profit organization, sub-division of VATEUD within VATSIM network, it is a community for pilots and controllers who partake in the VATSIM network within Lithuania.

The purpose of vACC is to provide a qualified and friendly ATC service with compliance to the local requirements, regulations and procedures as well as offer a formal or informal training for air traffic controllers and pilots, distribute additional resources needed for all the members who is willing to fly or provide Air Traffic Service in Lithuania.

3. Area of Responsibility

The Area of Responsibility of vACC Lithuania is a Lithuanian airspace, within VATSIM network, in compliance with real-life defined borders.

4. Membership

Any member of VATSIM network registered under location of Europe, Middle East and Africa - Europe (except UK) - Lithuania (ref. personal VATSIM account – Profile page) is considered to be a member of vACC Lithuania.

There is no obligation to any member of VATSIM, regardless of his/her registered location to refer to himself/herself as a member or not a member of vACC Lithuania, therefore any registered in network user may at their own will relate to himself/herself as a member of vACC, with no prior approval required.

As an exemption of the stated above, any Air Traffic Controller operating within vACC Lithuania on permanent basis shall be registered under location of Lithuania or at least Europe (except UK), this doesn't apply to Visiting Controllers (ref. Section C – item 6.2).

5. Documents Control

5.1. Policies Review

In order to maintain an appropriate quality of service provided by vACC Lithuania, the major policies such as Subdivision Policy and Training Policy shall be reviewed on annual basis by the vACC Lithuania Staff Members,

and in case of any accepted to this document changes, issue a revision of the document with the appropriate changes added to the document.

Additionally, new revision shall be issued if there is a need to document and implement new or reviewed policy procedure or practice beyond the Annual Review process.

While issuing a new revision, the proper changes should be made in the List of Revisions section of this Policy, the reviewed paragraph shall be marked with vertical line next to the changes inserted.

Members of vACC should be notified of issuing a new Revision by means of announcement through the appropriate means of social networking.

Director bears final responsibility for maintaining Subdivision Policy valid and hold Subdivision Policy Review meeting on annual basis.

The ATC Training Manager bears final responsibility for maintaining the Training Policy valid and holding Training Policy Review meeting on an annual basis.

5.2. Aeronautical Publications Review

Due to a constant update of Aeronautical Information Publications according to issued AIRACs, Staff members shall review all the Aeronautical Publications that are distributed through official vACC resources (such as website and Discord Server) to maintain them in valid state.

Such a review shall be accomplished on a monthly basis within 7 days from the new AIRAC issue.

In case there are any changes present, the staff members should remove the invalid document or pages of such a document and insert a valid document or pages of such a document.

The final responsibility for maintaining the Aeronautical Publications valid lies with the ATC Training Manager.

6. Language

In accordance with VATSIM Code of Regulations - Section 1.01 (A) members should be able to converse and/or provide air traffic control services in English, the internationally accepted official language for air traffic control.

In accordance with the mentioned regulations and due to multinational nature of vACC Lithuania the primary language to be used within vACC is set to be English.

Therefore, members of vACC Lithuania shall use English language as primary language of communication within vACC Lithuania resources (including official mailing, website, Discord server etc.) at all times. Additionally, members shall communicate in any language convenient to them providing that all parties of communication can clearly understand each other.

Any violation of stated in this item shall be a subject for an internal and/or external proceedings in compliance with regulatory requirements.

6.1. Provision for Air Traffic Service

While providing Air Traffic Service vACC Lithuania controllers shall use English language only. This provision may be revised according to operational needs.

6.2. Provision for Training

While performing training process all the parties shall use English language as primary language, nonetheless any other language shall be used for training purposes providing that all parties of such a process can clearly understand each other.

6.3. Provision for Documentation

Any documentation regarding vACC Lithuania activities shall be published using English language only.

Section B – Staff

1. Structure

The General Staff of vACC Lithuania consists of the following positions:

- Director
- Deputy Director*
- ATC Training Manager
- Pilot Training Manager
- Event Manager
- Technical Manager

*The Deputy Director position may be combined with any other Staff Member position except of Director if required.

2. Positions Description

2.1. Director

Shall hold at least a Controller 1 rating within VATSIM network. The activity of vACC is led by the Director. He represents the organization towards its parent and other organizations. The Director's main responsibility is to ensure that other staff positions are adequately manned, to oversee day-to-day operations, produce and maintain a general Strategy for vACC's development.

2.2. Deputy Director

Shall hold at least a Student 3 rating within VATSIM network. A Deputy Director is a position of second in command after the Director and responsible for managing and overseeing the operations of the Staff Members as well as organization in general.

2.3. ATC Training Manager

Shall hold at least a Controller 1 rating within VATSIM network. The ATC Training Director has overall responsibility for the vACC's Training and Air Traffic Service Department.

ATC Training Director is also responsible for:

- providing vACC ATC members training,

- issuing a rating upgrade,

- reporting relevant Training/upgrading issues to the vACC staff and VATEUD,

- maintaining ATC manuals, documentation and procedures regarding training and operations,

- recruitment of new mentors and termination of the inactive ones.

2.4. Pilot Training Manager

The Pilot Training Manager is responsible for introducing a good practice of operating airplanes in the airspace of vACC Lithuania. To reach this goal the Manager may use any means possible such as publishing manuals, agitating in professional and realistic ways of operating the aircraft etc.

2.5. Event Manager

Organizes and publishes events in coordination with foreign vACC, provides evaluation of available controllers for staffing ATC positions, publishes notices about events on the vACC resources, such as Forum, Discord Server etc. and is responsible for external communications on behalf of vACC Lithuania.

2.6. Technical Manager

The Technical Manager is responsible for maintaining the proper functioning of vACC resources such as website, Discord Server etc.

3. Staff Members Changes

3.1. Staff Members assignment

All the staff positions are assigned on volunteer basis, none of the Staff are allowed to receive any kind of profit by anyone.

The Director shall be assigned based on vACC Lithuania members will and accepted by VATEUD management. Such an assignment shall be accomplished by the candidate sending an official request to VATEUD Director in accordance with VATEUD Policies and therefore appointed after successful assessment by VATEUD Director.

The ATC Training Manager position may be occupied by a person complying with the requirements stated in item 2.3 of this Policy. The candidate for this position is appointed by Director based on the experience of the candidate, his/her knowledge, skills and personal features. The appointment for the position requires VATEUD to be informed about changes taking place.

All non-mentioned above Staff positions are assigned by Director based on actual needs of vACC Lithuania, vacant positions, availability of candidates for a purpose of occupying any of the appropriate position. When appointing a person to a Staff Member position, Director shall make sure that:

- A candidate meets the requirements if any present (see item 2. of this Policy);
- vACC Lithuania will benefit on appointing the candidate on a position;
- A candidate has the appropriate to a position knowledge, skills and experience.

3.2. Resigning from duties

Any staff member may resign from fulfillment of his or her duties at any time by sending a formal or informal request to the vACC Lithuania Director.

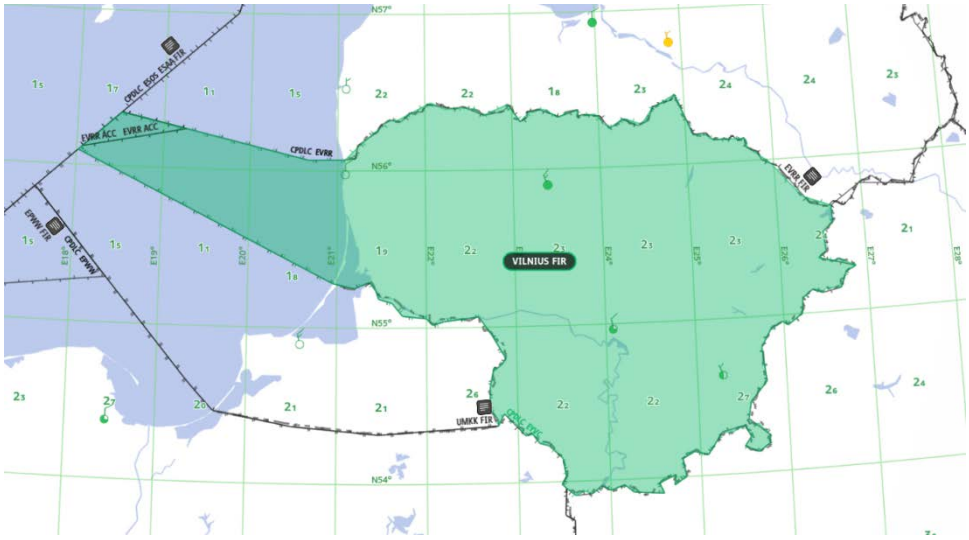
Such a request should be made at least 7 days prior to actual resignment in order to find a temporary or permanent substitute for a vacant Staff position.

According to VATEUD Division Policy – Section 4 Subdivisions, there are two Staff Member positions that are not permitted to be resigned, unless they are substituted by other candidate, they are Director and ATC Training Manager. Also, the candidates for one of these two positions shall comply with item 2.1 and 2.3 of this Policy respectively.

Section C – Air Traffic Control

1. Lateral Borders

The vACC Lithuania is providing Air Traffic Control within Vilius FIR over the international recognized borders of Republic of Lithuania. The airspace is designated as follows:



2. Rules of Air

Within the airspace of vACC Lithuania the Air Traffic Control Service is provided according to real life policies and procedures.

In terms of rules and regulations the vACC refers to the following documentation.

2.1. European Regulatory Documents

- Regulation of the European Parliament and the Council (EU) No. 2018/1139
- Easy Access Rules for the Basic Regulation (Regulation (EU) 2018/1139)
- Commission Implementing Regulation (EU) 2017/373
- Easy Access Rules for Air Traffic Management/Air Navigation Services Regulation (Regulation (EU) 2017/373) (consolidated version with AMC/GM)
- Commission Implementing Regulation (EU) No. 923/2012
- Easy Access Rules for Standardized European Rules of the Air (SERA) (consolidated version with AMC/GM)
- Commission Implementing Regulation (EU) 2018/1048
- Commission Regulation (EU) No. 255/2010
- Commission Regulation (EU) No. 2150/2005
- Commission Regulation (EU) No. 1032/2006
- Commission Regulation (EU) No. 633/2007
- Commission Regulation (EU) No. 1033/2006
- Commission Regulation (EU) No. 262/2009
- Commission Regulation (EU) No. 1206/2011
- Commission Regulation (EU) No. 1079/2012
- Commission Regulation (EU) No. 29/2009

2.2. Local Regulatory Documents

- Aviation Law
- Description of the procedure for providing air navigation information services
- Description of the procedure for providing meteorological information

3. Local Regulations

Due to the real-life structure of airspace and it's features the following Local Regulations are established.

3.1. List of Approved Positions

The following positions are used within vACC Lithuania:

Position	Frequency	Callsign
Tower Positions		
EYVI_TWR	118.200	Vilnius Tower
EYKA_TWR	124.200	Kaunas Tower
EYPA_TWR	124.300	Palanga Tower
EYSA_TWR	120.400	Siauliai Tower
Approach Positions		
EYVI_APP	120.700	Vilnius Approach
Control Positions		
EYVL_E_CTR	135.380	Vilnius Control
EYVL_CTR	133.300	Vilnius Control
ATIS		
EYVI_ATIS	125.800	Vilnius ATIS
EYKA_ATIS	129.050	Kaunas ATIS
EYPA_ATIS	127.800	Palanga ATIS
EYSA_ATIS	120.750	Siauliai ATIS

3.2. ATC Rating Local Limitations

According to the airspace structure of Vilnius FIR, there are no Ground ATC positions available.

Tower positions are divided into two types:

- Not Providing Radar Service;
- Providing Radar Service.

Therefore, according to VATSIM GRP to provide Air Traffic Service on the position of Tower (Providing Radar Service) the ATC is obligated to hold at least Student 3 (APP) rating.

The only Tower position (Not Providing Radar Service) is Vilnius Tower (EYVI_TWR), an ATC providing service on this position shall hold at least Student 2 (TWR) rating.

Due to the limitations listed above the following procedure is applied to newcomer ATC students:

- Newcomers shall obtain Student 1 (GND) rating as a part of initial preparation for Student 2 (TWR) rating after the theoretical part of such a training has been completed;
- An ATC holding Student 1 (GND) rating will be given permission to perform practical training sessions as Vilius Tower (EYVI_TWR) controller after receiving the proper training by certified vACC Instructor;

- After passing theoretical and practical exams to achieve Student 2 (TWR) rating, an ATC is allowed to provide limitless control on Vilnius Tower (EYVI_TWR) position only;
- To obtain permission to perform service on any other than Vilnius (EYVI_TWR) Tower position or any Approach position, ATC shall previously obtain a student 3 (APP) rating.

4. Training Provision

Since one of the major tasks of vACC Lithuania is to provide Air Traffic Service within the area of responsibility, vACC incorporates a training facility to provide proper training for controllers (members of vACC Lithuania).

All the related to Training Provision policies and procedures are described in the separate document (*ref. Training Policy*).

5. Rating Issue

In order to obtain an appropriate rating, the following procedure is put in place.

5.1. Requirements

Before initiating a Rating Change the candidate shall complete a theoretical and practical training (where applicable) and successfully pass the respective theoretical and practical (when applicable) exams.

5.2. Rating Upgrade

Upon passing the exams by a candidate requiring a Rating Upgrade, ATC Training Manager shall make sure all the requirements have been met.

When it is confirmed, the ATC Training Manager shall make the appropriate Rating Change request to VATSIM/VATEUD system according to the valid rules and policies set by VATSIM/VATEUD.

5.3. Rating Upgrade Confirmation

Before the candidate is allowed to perform his duties according to a new Rating, the candidate shall receive a formal confirmation of his Rating Upgrade by receiving an email connected to his personal VATSIM account stating the Rating Upgrade.

6. External Relations

6.1. VATEUD Air Traffic Controllers

In case a person holding an ATC rating issued within VATEUD but not by vACC Lithuania, such a person shall familiarize himself/herself with local procedures, regulations and policies used within vACC Lithuania before commencing service on any ATC position related to vACC Lithuania.

To meet this regulation such a person shall contact any appropriate vACC Lithuania instructor or ATC Training Manager to get all the required information and corresponding training (if needed) on Air Traffic Service provision within Lithuania.

For application procedure refer to Section D – Item 1. Guest Controller Authorization Procedure.

vACC Lithuania maintains appropriate records regarding VATEUD Controllers in Guest Controllers Authorization Database.

6.2. Visiting Controllers

A person holding a valid ATC Rating within VATSIM network that was issued by other than VATEUD division is prohibited to provide ATC Service within vACC Lithuania without a previous authorization as a Visiting Controller.

In order to obtain such an authorization such a person has to meet the requirements described in VATEUD Policy – Section 6.2, in precise:

To become a visitor within VATEUD a member shall meet the following requirements:

- 90 days shall have passed since the last permanent rating upgrade;
- 90 days shall have passed since the last recorded transfer of home facilities;
- 50 hours shall have been controlled with the last awarded permanent controller rating.

When the requirements are met, such a person shall contact vACC Lithuania Staff for establishing a proper demand for a person to be authorized as a Visiting Controller depending on actual rating, knowledge and experience.

The person responsible for authorizing the Visiting Controller shall be either Director or ATC Training Manager, who may delegate the preliminary testing of candidate to any vACC ATC Instructor.

To authorize the Visiting Controller a person responsible shall:

- Make sure that the candidate meets the requirements set by VATEUD;
- Perform a preliminary test of a candidate in terms of knowledge and experience as an ATC (may be delegated to any vACC Lithuania ATC Instructor);
- Provide a required training theoretical and/or practical (if needed) to comply with the rules and regulations in use within vACC Lithuania;
- Upon successful completion of the previous steps the candidate may be authorized as a Visiting Controller and the corresponding record should be made on the list of Visiting Controllers.

vACC Lithuania reserves the right to revoke Visiting Controller authorization in case of violation of vACC Lithuania, VATEUD or VATSIM policies and regulations.

For application procedure refer to Section D – Item 1. Guest Controller Authorization Procedure.

vACC Lithuania maintains appropriate records regarding Visiting Controllers in Guest Controllers Authorization Database.

6.3. Transferring Controllers

If a person holding a valid ATC Rating within VATSIM network that was issued by other than VATEUD division is willing to be transferred to vACC Lithuania, he or she has to comply with further regulation.

In order to be able to transfer such a person shall meet the requirements described in VATEUD Policy – Section 6.2, in precise:

To become a visitor within VATEUD a member shall meet the following requirements:

- 90 days shall have passed since the last permanent rating upgrade;
- 90 days shall have passed since the last recorded transfer of home facilities;
- 50 hours shall have been controlled with the last awarded permanent controller rating.

When the requirements are met, such a person shall contact vACC Lithuania Staff for establishing a proper demand for a person to be transferred to vACC Lithuania depending on actual rating, knowledge and experience.

The person responsible for the transferring process is the Director, who may delegate the preliminary testing of candidate to any vACC ATC Instructor.

To transfer an ATC from other division a person responsible shall:

- Make sure that the candidate meets the requirements set by VATEUD;
- Perform a preliminary test of a candidate in terms of knowledge and experience as an ATC (may be delegated to any vACC Lithuania ATC Instructor);
- Ensure a required theoretical and/or practical (if needed) training is provided by vACC Lithuania ATC Instructor to comply with the rules and regulations in use within vACC Lithuania;
- Upon successful completion of previous steps, the candidate may be transferred to vACC Lithuania, and the corresponding request should be filled using VATSIM/VATEUD system according to the valid rules and policies set by VATSIM/VATEUD.

For application procedure refer to Section D – Item 1. Guest Controller Authorization Procedure.

vACC Lithuania maintains appropriate records regarding Transferred Controllers in Guest Controllers Authorization Database.

6.4. Letter of Agreement

When in order to provide Air Traffic Service it is required to establish proper interaction and/or communication procedures with other than vACC Lithuania Air Traffic Service provider the Letter of Agreement (hereafter LoA) should be established.

The LoA shall establish the rules and general principles on how to interact with the external service provider, limitations and responsibilities of the sides of such an agreement.

7. Special Operations

In compliance with VATSIM Special Operations, Policy & Procedures, any kind of special operation is subject to the mentioned Policy. The list of special operation that is permitted within VATSIM Network goes as follows:

- Conducting joint training exercises with other approved VSO organizations;
- War games;
- Air to air refueling;
- Carrier operations;
- Flying low level military routes;
- Flying escort missions;
- Executing air combat maneuvers;
- Interception/scramble of other aircraft #;
- Having access to special use airspace;
- Search & Rescue Operations**;
- Firefighting Operations**;
- Launch and Recovery of Space Vehicles;
- Air Displays (Flying Displays, Races) ***.

- ATC staff can in special circumstances request an intercept or scramble by an approved Special Operations Partner Pilot when they are unable to contact an aircraft within their airspace or at the request of the pilot should all pilots agree, Due regard is to be taken into consideration of all users experience on the network.

** - Individual Organization can apply to be a Special Operations Organization for the specific purpose of these activities and as such would be approved under a restricted status whereby, they only have authority to conduct flight that they have been endorsed to conduct.

*** - Dispensation can be afforded to individuals on a case-by-case basis by the VPVASO or their delegate.

VATSIM does not allow civilian airlines or pilots who do not belong to a VSO organization to perform the above operations. Any pilot wishing to take part in the activities is required to join a VSO organization and complete the required training. Any pilot found online and not complying with the rules may be subject to disciplinary actions in accordance with VATSIM Code of Regulations and Code of Conduct.

Moreover, vACC Lithuania while providing Air Traffic Service, shall consider any traffic using a special or military callsigns and/or military type of aircraft as a subject to regulations mentioned in VATSIM Special Operations, Policy & Procedures.

7.1. Pilots performing Special Operations

Before commencing any kind of special operations and/or using special or military callsign/aircraft type while flying within designated airspace of vACC Lithuania a pilot shall be sure and be able to provide evidence that he or she is an active member of VSO.

The pilot shall establish preliminary contact with at least one controller providing service within designated airspace stating that he or she operates under Special Operation procedures, inform ATC of his or her intensions and coordinate his or her actions while maintaining in controlled airspace.

Any pilot performing special operations within controlled airspace without proper coordination and/or permission of an active ATC shall be a subject to disciplinary actions as stated above.

7.2. Providing Air Traffic Service for Special Operations

Any active ATC within vACC Lithuania shall monitor the activities regarding any kind of special operations and has the right to demand a pilot of evidence that he or she is allowed to perform special operations.

A controller shall assist by any means possible a pilot that performs special operations as long as his or her activities lies within the VATSIM and vACC Lithuania regulations.

If a controller has reasons to believe that pilot operates under special operation without the proper permission and he or she does not comply with VATSIM Special Operations, Policy & Procedures, a controller shall immediately report this issue to an active Supervisor within VATSIM network.

Section D – Annexes

1. Guest Controller Authorization Procedure

In order for a VATSIM ATC rating holder to apply for authorization to perform ATC sessions within vACC Lithuania, if this person have received his/her ATC rating not within vACC Lithuania, the following procedure has been established.

1.1. Applicant

The applicant shall make sure that he/she complies with the regulations described in Section C – Item 6 of this Policy.

The applicant shall contact vACC Lithuania staff by any means of communication (via email/Discord) and receive the appropriate VACCLT-FORM-GCA (see Item 1.3 of this Section).

In the VACCLT-FORM-GCA the applicant shall fill in all the data required under section 1. Applicant Information of the respective form. When the form is filled in, it should be sent via email to vACC Lithuania Director acclt1@lithuania-vacc.org and ATC Training Manager acclt3@lithuania-vacc.org.

1.2. Staff

When the application is received by vACC Lithuania staff it shall be assessed either by Staff Members or delegated to any vACC Lithuania Instructor. Upon assessment the person responsible shall make sure that applicant has provided the correct information as well as he is actually meet the requirements according to the type of his application.

After the information check-up the person responsible shall provide the appropriate familiarization and/or training to the applicant as needed.

While performing his/her duties regarding handling of an application, a person responsible shall fill in the appropriate section 2. Application Assessment of VACCLT-FORM-GCA. When the whole assessment process is completed, the person responsible shall come up with a final decision, fill it in the form and sign off on it, the remarks section of the form shall be used if the application has been declined, stating the reason of such a decision. The appropriate record should be noted in Outsourced Controllers Database.

Upon completion of application, the applicant shall receive the completed and signed VACCLT-FORM-GCA, in case of application approval this form shall be used as proof of applicant to be authorized to perform ATC sessions within vACC Lithuania.

1.3. Form

The VACCLT-FORM-GCA goes as follows:

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VACCLT-FORM-GCA
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Guest Controller Authorization Application

1. Applicant Information

1.1. General Information	
VATSIM ID	
Full Name (Given and Surname)	
Country of registration	
Assigned Region	
Assigned Division	
Assigned vACC (if applicable)	

1.2. Previous Experience	
Current ATC Rating	
Total Time logged as an ATC within VATSIM	
Time logged as an ATC since the last rating update	
Date of last permanent rating update	
Date of last recorded transfer of home facility (Region/Division/vACC)	

1.3. Application	
Application Type (VATEUD/Transfer/Visiting)	

I hereby verify the data provided, acknowledge that I'm familiar with the vACC Lithuania Subdivision Policy and agree on terms settled by the Policy in terms of VATEUD/Transferring/Visiting Controllers.			
Full Name		Date	

1.4. Authorization Termination

vACC Lithuania maintains the rights to terminate the Guest Controller Authorization at any time for the following reasons:

- If controller provided false information;
- If controller is inactive within vACC Lithuania for more than 3 consecutive months;
- If controller violates any VATSIM or vACC Lithuania policies or regulations;
- If controller shows poor performance while holding live ATC sessions.

In the event of termination, the subject to such actions shall be informed by any means of communication and the appropriate note should be made in Guest Controllers Database.