



**Bulgaria vACC Transfer & Visiting
Controller Policy**

September 2026

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1. Purposes and scope

- 1.1. The Bulgaria vACC Transfer & Visiting Controller Policy is established to clarify VATSIM and VATEUD policies and procedures for controllers wishing to transfer to or visit Bulgaria vACC.
- 1.2. The transfer requirements and process described in this policy only apply to members with an ATC rating. Members with the OBS rating may transfer freely as per division policies.
- 1.3. The policy:
 - Defines the minimum requirements for visiting and transferring controllers.
 - Outlines the application and training process.
 - Defines activity and currency requirements.
- 1.4. All matters not explicitly addressed in this particular policy will be addressed through additional amendments to this document. VATSIM TVCP and VATEUD DTP take precedence and are always applicable.
- 1.5. All relevant matters addressed in the Bulgaria vACC Training Policy but not in the Transfer & Visiting Controller Policy are still applicable.
- 1.6. All definitions from global VATSIM and local BGvACC policies apply.
- 1.7. This policy comes into force at 0001 UTC on 1st September 2026.
- 1.8. Record of amendments:

Date	Revision number	Changes/affected sections
01 September 2026	3.0	Full policy update and rewrite

2. Transfer requirements and application

- 2.1.** A controller must meet all of the following requirements to transfer to Bulgaria vACC:
- At least 90 days have passed since the last permanent rating upgrade and last recorded transfer of home facilities
 - At least 50 hours have been controlled on positions that require their current ATC Rating in their Home Allocation
 - At least 5 hours of controlling have been completed in the preceding 6 months on positions that require their current ATC Rating or one ATC Rating below
 - No disciplinary history within the last year
- 2.2.** Controllers wishing to transfer subdivisions from within VATEUD or the EMEA region shall do so via the VATEUD Core platform: <https://core.vateud.net/my/transfer>
- 2.3.** Controllers wishing to transfer subdivisions from outside the EMEA region must first change their region via myVATSIM: <https://my.vatsim.net/user/region>

3. Transfer process

- 3.1.** Once a transfer request is approved, the controller will be placed on the training waiting list for their current rating. The transferring controller will not be prioritised in the training queue.
- 3.2.** Transferring controllers will undergo a local induction plan once it is their turn for training.
- 3.3.** For a transfer from within VATEUD, the local induction plan is as follows:
1. Theoretical familiarisation with local airspace structure, SOPs, CDM, and software.
 2. Theoretical assessment, which must be passed before further steps.
 3. 10 hours of unsupervised controlling.
 4. Standard Tier 2 endorsement (if requested/required) training.
 5. Enroute familiarisation training as per TVCP section 7 (if relevant).

- 3.4.** For a transfer from outside of VATEUD, the local induction plan is as follows:
1. Theoretical familiarisation with local airspace structure, SOPs, CDM, and software.
 2. Theoretical assessment, which must be passed before further steps.
 3. Up to 3 practical training sessions with a mentor, either on Sweatbox or online. A controller can choose to proceed directly to a competency check. In doing so, they forfeit any further training sessions.
 4. Standard Tier 2 endorsement training (if required), which can be completed either during or after step 3.
 5. Competency check completed online during normal evening hours, with a vACC examiner. This can be waived if sufficient competency is demonstrated during the practical training sessions. A controller that fails a competency check may be offered multiple attempts at the discretion of the vACC ATD lead.
- 3.5.** Any part of the local induction plan outlined in sections 3.3. and 3.4. may be waived at the discretion of the Bulgaria vACC ATD lead.
- 3.6.** A controller transferring to a new allocation remains a transferring controller until they have completed the required local induction plan, or until they notify the new allocation that they no longer wish to complete the transfer.
- 3.7.** If the transferring controller no longer wishes to complete the local induction plan, fails to engage with the local induction plan, or does not complete the local induction plan to the satisfaction of the new allocation, they shall be transferred back to their previous allocation and will no longer be a transferring controller.

4. Visiting requirements and application

- 4.1.** A member must meet all of the following requirements to become a visiting controller in Bulgaria vACC:
- Must hold a minimum controller rating of S3 and be considered “current” in their Home Allocation
 - At least 90 days have passed since the last permanent rating upgrade and last recorded transfer of home facilities

- At least 50 hours have been controlled on positions that require their current ATC Rating in their Home Allocation
 - No disciplinary history within the last year
- 4.2.** All controllers wishing to visit Bulgaria vACC shall submit an application via the VATEUD Core platform: <https://core.vateud.net/my/visit>
- 4.3.** Members who submit an application while S3 and are subsequently upgraded to C1 will only be eligible for CTR training once the 90 day and 50 hour requirements have been met for the new rating. Visiting applicants will still be eligible for training up to S3.

5. Visiting process

- 5.1.** A visiting request will be accepted on VATEUD Core as soon as the Bulgaria vACC ATD lead verifies that the controller meets all of the requirements listed in 4.1. Acceptance of the visiting request does not automatically grant any controlling privileges.
- 5.2.** Accepted visiting applicants will be placed on a waiting list for training. Visiting applicants will not be prioritised over home controllers.
- 5.3.** Once a mentor is assigned, the visiting applicant will receive training as per the following standard steps:
1. Theoretical familiarisation with local airspace structure, SOPs, CDM, and software.
 2. Sweatbox training session(s) on LBSF_APP.
 3. Online training session(s) on LBSF_APP.
 4. Theoretical and practical training for Tier 2 procedural positions (*see point 5.4*)
 5. Online training session(s) on LBSR_CTR.
- 5.4.** Tier 2 procedural training is only required if requested, or if the visiting applicant wants to control positions up to CTR.
- 5.5.** Ideally a maximum of 2 training sessions should be completed for each step. One online training session is mandatory, all others may be waived at the mentor's discretion.
- 5.6.** If, after a minimum of two Sweatbox training sessions, a visiting applicant's skill level is significantly below what is expected of their rating and required to control within

Bulgaria vACC, the visiting applicant may be rejected and removed from the training process.

6. Activity, currency, and competency requirements

- 6.1.** Controllers who successfully transfer to Bulgaria vACC become home controllers, and as such the currency and competency requirements outlined in the Bulgaria vACC Training Policy apply.
- 6.2.** Visiting controllers must meet a minimum activity requirement of 5 hours per rolling 6 month period. Failure to meet this activity requirement will result in a written warning to the controller. Controllers have 30 days to meet the activity requirement from the date of the warning before removal from the vACC roster.
- 6.3.** Only hours completed on positions requiring a controller's current ATC Rating or one ATC rating below count towards the above activity requirement.
- 6.4.** A visiting controller will be removed for "currency" if they are no longer considered "current" in their Home Allocation.
- 6.5.** All controllers must perform at least half of their controlling in their Home Allocation in any given quarter. Failure to do so will result in a written warning. Subsequent breaches of this rule will result in VATEUD being informed.
- 6.6.** Where a visiting controller is consistently below the required standard to the point that it causes disruption to other account holders, Bulgaria vACC may petition VATEUD to place restrictions on the controller until the problem is resolved.
- 6.7.** A visiting controller can be removed by the Region Vice President where disciplinary action is taken in their Home or Visiting Allocation.