

IVAO Special Operations Department

External Circular N2
19 August, 2019



Special Operations Department
International Virtual Aviation Organisation



SUBJECT

Clarification on divisional Special Operations Advisors (SOAs) appointments

APPLICABILITY

Divisional Special Operations Departments

STATUS

Mandatory

ISSUE DATE

19 August, 2019

EFFECTIVE DATE AND TIME

19 August, 2019 12:00Z

SUPERSEDES

None

CIRCULAR TEXT

IVAO divisional Special Operations Departments typically consist of Special Operations Coordinator (SOC), in some cases Special Operations Assistant Coordinators (SOAC) are also appointed to balance workload when there is an increased SO activity within the concerned division; IVAO HQ Special Operations Department is not involved in divisional recruitment process of these positions and it is an internal affair of each division; at the same time it shall be noted that divisional SOC, SOAC, and SOA (Divisional Special Operations Advisor) have certain specific duties as defined by SO Regulations, in addition to any other division-specific work agenda.

HQ-SOD would like to clarify that under typical workload, divisional Special Operations Departments do not need a third SO staff member. Therefore, to avoid misuse of appointments, divisional Special Operations Coordinator shall provide a valid reasoning when intending to appoint a third SO staff member – divisional Special Operations Advisor (divisional SOA).

It shall be noted that approvals for each appointment of [new, another] divisional SOAs are granted by HQ-SOD in special circumstances, when divisional SO department is able to demonstrate its superior recent performance with verifiable results, solid and reasonable future plans, and is able to demonstrate that current workload of both SOC and SOAC, as well as projected workload, indeed require introduction of a third divisional SO staff member.

When intending to introduce a divisional SOA position or to replace already appointed SOA with another person, divisional SOC shall first file a request to HQ-SOD and receive an explicit approval from HQ-SOD, before advertising this vacancy (before appointing divisional SOA).

Requests shall be filed with the form *SODF5*. The questions listed in this form are intended as a reasonableness test and provided answers are used by HQ-SOD for evaluation.

Should an approval be granted by HQ-SOD, it shall only be considered valid for 1 (one) SOA appointment, within 3 months from the approval date by HQ-SOD.

Form *SODF-5* is available at <http://sod.ivao.aero/pf/documents/SODF5.docx>

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