



Flying American Virtual

Operations Manual v2.3

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Table ofContents

- 1.0 - Introduction
 - 1.1 - Purpose
 - 1.2 - Scope
 - 1.3 - Mission Statement
- 2.0 - Membership Requirements
 - 2.1 - Transfer of Hours
 - 2.2 - Rehiring
 - 2.3 - Hub Assignments
 - 2.4 - Leave of Absence
 - 2.5 - Termination
- 3.0 - Flying American Virtual Operations
 - 3.1 - Pilot Ranks
- 4.0 - Minimum Flight Requirements
 - 4.1 - Flight Logs
 - 4.2 - Departure/Arrival Times
 - 4.3 - Diversions | Emergencies
 - 4.4 - Aircraft Substitutions
 - 4.5 - Charter Flights
 - 4.6 - vMoney
 - 4.7 - Guidelines for Flying
- 5.0 - Conduct & Terms of Usage
 - 5.1 - Resource Usage
 - 5.2 - Piracy
 - 5.3 - Conduct Online
- 6.0 - Closing Remarks

1.0 Introduction

Welcome to Flying American Virtual. We're glad you have chosen to be a part of our Aviation family. We are a virtual airline simulating the real-world operations of American Airlines and its One World partners. We utilize Microsoft Flight Simulator, Prepar3d and X-Plane simulators. Flying American Virtual was created in early 2019 in an attempt to give pilots a more realistic virtual airline experience. From SimBrief departure briefings, to allowing our users to stream their live videos right from within the website, we have so many features that we're excited to share with you. Below, in this manual you will find all of the information needed to maintain a membership with Flying American Virtual. Should you have any questions after reviewing the content below, please seek the assistance from a staff member. This document will be updated on a regular basis, and per the airline management, it may be altered, deleted, changed, updated, or discontinued as they see fit.

1.1 Purpose

This manual is designed to provide guidance for all pilots and staff of Flying American Virtual (FAV). It details how FAV operates in all matters, with the exception of specific company flight manuals, which are published separately and may contain more restrictive operations.

1.2 Scope

This manual is approved in accordance of the Chief Executive Officer and Chief Operating Officer. All FAV employees, staff and management are required to carry out operations in accordance with the regulations set forth. Failure to comply may result in penalties, suspension up to and including dismissal from the airline.

1.3 Mission Statement

Flying American Virtual's mission is to create and maintain a realistic virtual airline simulation experience in a responsible and respectful fashion. Our goal is to promote flight simulation and the virtual airline community. In order to uphold our high standards, Flying American Virtual members or "pilots", are required to abide by our codes of conduct outlined in Chapter 3. Failure to do so will result in Disciplinary action up to and including dismissal from the airline.

Operations Manual v2.2

2.0 Membership Requirements

- You must be at least sixteen (16) years of age.
- You must own a licensed copy of a Flight Simulator, we support FSX, P3D and X-Plane.
- You must have an active email account that you can access on a regular basis.
- You agree to be bound by the regulations in this manual plus all NOTAMS, Memo's and other Company provided manuals.
- You will be required to successfully complete and submit a pirep for 1 flight per calendar month.

2.1 Transfer of Hours

Pilots may transfer hours from other virtual airlines, VATSIM, IVAO, or PilotEdge. You may only transfer your hours from one (1) of these outlets. A pilot must be able to provide proof of these hours in the form of a link to an active roster, a screenshot with their name and hours shown, or an email from their previous HR manager. We will accept your hours up to 250 hours. Your transfer hours will count towards your rank here at FAV. For pilots that had transfer hours added prior to the updating of this policy, your hours will be "grandfathered" in.

2.2 Rehiring

Any member who wishes to return to duty with FAV may do so, however if your profile was deleted (90 days) due to inactivity, your previous hours and profile information will not be reused, and you will have to start back at the Regional First Officer rank. The decision to rehire a pilot who has left will be made by the HR Manager if one is present, or the CEO and/or COO in their absence.

2.3 Hub Assignments

All members will be able to pick their hub assignment when they apply with the airline. In some rare cases a pilot may be placed into a hub where it is operationally necessary. Pilots are required to stay at their hub for a minimum of (30) days before requesting a transfer to a new hub. You may request a transfer by contacting your regional, base, or HR manager.

2.4 Leave of Absence

A leave of absence (LOA) is available for pilots who do not believe they will be able to meet the (1) pirep per (30) day requirement, but would like to remain on the roster list with full access to the iCrew center. You may file for a LOA by visiting iCrew, clicking on the menu drop down button in the upper left-hand side of the screen, clicking on "Flight Operations" and then click on "LOA Request". You may remain on a LOA for up to 10 years before being removed from the system. Once on a leave, a pilot may fly at any time, however their LOA will remain in effect until the designated time frame has been completed. Pilots may not extend their leave, however they can request a new leave once their current one is finished. During your LOA you may visit the iCrew center at your convenience.

2.5 Termination

Pilots can be terminated for failure to submit the required monthly pireps or failure to submit an LOA form and then go inactive. Pilots may also be terminated based on reports of bad behavior by other pilots or staff members. Our guidelines in this manual extend to our discord, and social media accounts. Pilots can be terminated without warning at the discretion of the CEO, COO or HR.

3.0 Flying American Virtual Operations

Chain of Command

Chief Executive Officer Chief Operating Officer

Staff

Human Resources Manager

Flight Operations Manager (x2 North and South)

Chief Pilot

Hub Managers(x10)

3.1 Pilot Ranks

*Please note that these ranks include all of our partner airlines, not just American.

Regional First Officer	1	
Regional Captain	26	
Narrowbody First Officer	51	
Narrowbody Captain	101	
Widebody First Officer	151	
Widebody Captain	201	
Hub Manager	600	
Airline Staff	601	
Flight Operations	700	
Top Brass	10000	

4.0 Minimum Flight Requirements

All new hire pilots must complete their first flight within (14) days of receiving their acceptance email. Thereafter, pilots must submit (1) pilot report (pirep) every 30 days to remain as an active member. Flights completed but were rejected during the approval process will not count as a completed flight. We have a minimum flight per month policy to help us maintain a clean roster. Every so often we will go through and clean our rosters of inactive pilots. If your account becomes inactive due to inactivity, a member from the HR department or your Hub manager will contact you via email. If you do not respond within (30) days of that email being sent, you will be removed from our system. Should a pilot be terminated and wish to return, they will be subjected to our rehire policies stated above.

****New Pilots****

737 and 717 are no non ranked aircraft to help new and low ranked airmen fly longer flights and get to the widebody's a little faster.

4.1 Flight Logs

Pilots will only receive credit for flights completed using our smartCars ACARS system or by submitting a manual PIREP. Pilots may only fly scheduled routes found within our Flight Operations center, or by completing a charter flight. The submission of illegal manual PIREPs to gain hours and increase your vMoney will result in termination, immediately. Manual PIREPs will be approved on a one by one basis. Flights that have been bid on by a pilot will remain on the upcoming departures board for 48 hours. If a pilot has not started the flight within 48 hours, the bid will be place back into open time for others to bid on.

4.2 Departure/Arrival Times

Please note that all of our scheduled flights operate using UTC time. The times that you see listed on the schedules are not local times. Departure times are the times in which a flight pushes back from the gate. (if you wish to be realistic) Flights are to leave the gate no earlier than (10) ten minutes before scheduled departure time. Should you run into a maintenance delay, ATC delay, or a weather delay that prevents you from departing on time, please list that in the comments section of smartCars. The flight times are for scheduling purposes ONLY.

4.3 Diversions | Emergencies

Pilots may divert to another airport if they feel it is no longer safe to continue to their scheduled arrival airport. Reasons for a diversion may include an aircraft problem, low fuel, medical emergency on board, etc. Should you have to divert to another airport other than the one on your scheduled flight, please list the reason in the comments section of your pirep. Our pirep system at FAV is automated, so if for whatever reason the system were to deny your pirep due to your diversion, please contact your base manager to get it reviewed and approved.

4.4 Aircraft Substitutions

The backbone of our virtual airline is built on the economics of ticket prices, fuel prices, and fuel efficiency. Due to the very technical backend of the system, we cannot allow aircraft substitutions, unless otherwise directed to do so via a NOTAM or announcement made by a member of staff. Please use the aircraft type that is assigned to your specific route. If you would like to fly an aircraft of your choice on a route of your choice, please feel free to visit the charter ops center and create your own charter flight from our list of aircraft.

4.5 Charter Flights/ Create Button

Pilots may visit the Charter Ops section on iCrew to perform charter missions. These flights are open to all pilots, regardless of rank, however your rank does still impact the type of aircraft you may fly. Pilots can choose from a list of auto-generated charters, or can create their own. These flights will be completed in the same manner as a scheduled flight, using smartCars to record their progress and submit the pirep. Optionally, our smartcars has a create flight button that allows you to create your own flight. Only aircrafts that are listed as part of the Charter fleet may be used. Please see the Charter Ops section on iCrew for more information regarding our charter fleet.

4.6 vMoney

Each flight that you complete will earn you vMoney. The amount of money you make will vary depending on your pilot rank. Please see the above section titled "Pilot Ranks" to view the hourly pay per rank.

The vMoney that you accrue is to solely be used for paying the cost of a jumpseat ticket. The cost of these tickets varies based on distance. Once you have requested a jumpseat to another airport, you will receive an iMail message in iCrew confirming your jumpseat. Pilots may jumpseat anywhere they would like as long as they have the vMoney to be able to do so.

Operations Manual v2.2

4.7 Guidelines for Flying

Flying American Virtual does not require its pilots to fly online but we do strongly encourage it. We ask that when you do fly using an online network such as PilotEdge, VATSIM or IVAO, please place our website address in your remarks section. <http://www.flyingamericanvirtual.com>

Pilots may fly up to 4x simulation rate for no more than (30) minutes per Scheduled international flight. Flight must be minimum of 6 hours scheduled time... but please be aware that this may affect the economics of your flight, such as fuel consumption vs flight time, etc... **if a pilot is found to increase simulation rate on a non-qualifying scheduled flight, warnings will be issued and documented. Pirep will be subject to rejection.** Pilots must use proper fuel loads when flying. The dispatch center will give you a suggested amount of fuel to use, or you can visit <http://www.fuelplanner.com> Failure to use proper fuel loads will result in a **rejected** pirep. Increasing fuel quantity during flight will result in a **rejection** of your filed pirep. **ALL** pilots must fly the one of the One-World Airlines liveries at **all times**. Preferably the livery of the airline you scheduled.

5.0 Conduct and Terms of Usage

Direct and Question or comments to: help@flyingamericanvirtual.com

5.1 Resource Usage

The following rules apply to our website, forums, discord server, WhatsApp group, and all social media accounts. Failure to abide by these guidelines will result in immediate termination from Flying American Virtual.

- Violates or infringes the rights of another (such as the unauthorized posting of trademarks, Copyrighted material, and the like);
- Threatens, abuses, defames, or otherwise attacks another (such as through sociological, geographical, Political, financial, or religious attacks);
- Contains profanity, vulgarity, or other obscenities;
- Contains pornography or pornographic language; OR

- Spams or otherwise has the effect of a mass advertisement or mailing.

This is a free to use virtual airline, but is not free for the owner. Please be kind to one another. Should a pilot be seen abusing any of our policies or guidelines they will be terminated and their IP address will be blocked from future visits to our website.

5.2 Piracy

We do not condone the use of pirated software here at FAV. If you are known to be using pirated software, discussing the use of pirated software in our forums, social media, or discord servers you will be terminated and the details of your conversation will be forwarded to the distributor of said software.

5.3 Conduct Online

As always, our rules and guidelines outline in this manual extend to the online networks that our pilots use. Any departure from these guidelines when flying on VATSIM, IVAO, or PilotEdge will result in your termination from FAV. Any disruptions caused by our pilots utilizing these online networks will be reported to the respective network for further review.

6.0 Closing Remarks

Thank you again for choosing to fly with Flying American Virtual. If after reading this manual you still have questions regarding our operations, please contact a member of staff for further help. You can always find us on discord for quick responses.

Welcome to Flying American Virtual!!!

Have Fun!!!

Fly Friendly,

Johnny Bell - CEO



Tony Pace - COO



