

Operations Manual

Version 6.0

Effective 08 June 2020

MEMORANDUM

10 February 2014

Fm: President & CEO
To: All United Virtual Airlines Pilots

Subj: UVA Operations Manual

1. Use of this Guide is restricted to UVA Operations.
2. All of us at United Virtual Airlines (UVA) are dedicated to enhancing the enjoyment of flight simulation enthusiasts by providing a hi-fidelity simulation of airline operations as well as resources and opportunities to learn and develop skills, all while enjoying the social aspects of a Virtual Airlines community.
3. This manual gives basic guidance on expected company conduct and flight procedures.
4. Many facets of operations are further expanded in other UVA Aircrew publications.



Orest Skrypuch
President & CEO, UAL001
United Virtual Airlines

Table of Contents

MEMORANDUM..... 2

Table of Contents..... 3

Section One..... 5

 Purpose 5

 Scope..... 5

 Change Summary 5

Section Two..... 6

 Membership Requirements 6

 Privacy Policy 6

 Recruitment Process 6

Section Three 8

 Standards of Conduct..... 8

 General Forum Guidelines 9

 Forum Use Guidelines 9

 Prohibited Conduct in Communications..... 10

 Signatures 10

 Moderation 10

Section Four 12

 Organization..... 12

 The President & CEO 12

 The Flight Operations Division 12

 The Flight Standards and Training Division 12

 The Human Resource Division 13

 The Corporate Communications Division 13

Section Five 14

 Dual Stream..... 14

 Seniority by flight hours 14



Rating Checkrides..... 14

Flight Review (FR-B) 14

Personnel Management..... 14

 Pilot Ranks..... 14

 Aircraft Available by Hours 15

 Aircraft Available by Rating..... 15

Training Routes 16

Currency – Minimum Hours..... 16

Maximum Duty Hours..... 16

Leave of Absence 16

Multiple Currency Dismissals 17

Retirements..... 17

Section Six 18

 Flying 18

 On-line vs. Off-line Flying..... 18

 Flight Reservations and Flight Reports (FlightReps) 18

 Time Acceleration 19

 Aircraft Equipment Type Substitution 19

 Flight Planning..... 20

 Dispatch Procedures/NOTAMS/Preflight Planning..... 20

 Preferred Routes 20

 Standard Operation Procedures 20

 Fuel Planning..... 20

 Chart review 21

 NOTAMs 21

 Flight Execution..... 21

 Time of Flight and Weather 21

 Flight Plan submission guidelines. 21

 Communications procedures and guidelines..... 22

 Voice Communications 22

 UVACARS Express software..... 23

 Flight operations and conduct online. 23

Section One

Purpose

This manual provides guidance to all United Virtual Airlines (UVA) employees, both staff and pilots. It details how United Virtual operates in all matters, except for specific flight operations guidance, which is published in other documents.

Scope

This manual is approved by the United Virtual Airlines Board of Directors. All UVA employees, both staff and pilots, are required to carry out the directives contained herein. Failure to comply may result in penalties and administrative action or dismissal from the airline.

Change Summary

- 6.08 – codified guidelines for multiple currency dismissals, added Discord, minor edits
- 6.07 – changes to privacy policies
- 6.06 – made wording of aircraft availability more explicit
- 6.05 – added EJets to the training routes
- 6.04 – added maximum duty hours
- 6.03 – changes to support the new VATSIM credit hours and some adjustments to aircraft eligibility
- 6.02 – minor wording changes

Section Two

Membership Requirements

- You must be at least sixteen (16) years of age.
- You must have a licensed copy of Flight Simulator software: FS9, FSX, P3D, or XPlane.
- You can be running any operating system: MS Windows, MAC or Linux.
- You must be registered with VATSIM and be a member in good standing.
- You must have an active email address.
- You will be required to maintain flight currency to remain a member.
- You must not have had more than two prior dismissals for currency inactivity.
- You will be bound by the regulations in this Operations Manual, the Standard Operating Procedures and the NOTAMs, and agree to our Privacy Policy.

Privacy Policy

Before application you must review our Privacy Policy, it is available for viewing online in the Join | Privacy menu selection. If you do not agree with our Privacy Policy, you cannot participate in our operations.

Recruitment Process

Prospective pilots are required to apply by visiting the UVA website and following links to the online Pilot Application process. Prospective pilots will then be asked to fill out an online application with the following information:

- A VATSIM Pilot ID number. VATSIM is an online flying organization. This is required whether you intend to fly online or offline. A VATSIM pilot ID number can be obtained at no charge by registering at www.vatsim.net.
 - To accelerate your UVA career, on initial application, flight logbook credit will be given for up to one thousand (1000) verified VATSIM flight hours, on a 1:1 basis.
- Your actual First name.
- Your actual Last name, handles, or nicknames or pseudonyms are not allowed.
- A valid email address. While UVA does not prohibit use of secondary email accounts, your



application and much of your United Virtual interaction will be by way of this email address, thus it must be an email address you access regularly.

- Year of Birth, you must be at least sixteen (16) years of age. This, and all other personal information is only accessible to staff.
- Your Time Zone, and the Country you call home.
- Care, use and handling policies for personal information is set out in the Privacy Policy.

Once the application has been submitted, UVA's Human Resources (HR) department will review the application. Processing will include verification to ensure the VATSIM PID number is valid and in good standing.

Submission of an application containing false information is grounds for rejection.

Once the application has been processed, accepted applicants will receive an email informing them of their status and providing Login Credentials.

All new pilots will be issued a temporary Pilot ID (PID) in the 9000 series. To become a permanent member pilots must complete a simple flight review, known as Flight Review–A (FR-A). There is no time limit for completing the FR-A, you could continue as a probationary pilot indefinitely. Once the FR-A is satisfactorily completed, you become a permanent member of UVA and are then authorized for access to larger aircraft and optional type rating checkrides.

If you have not flown and recorded a flight within fifteen (15) days of joining you will automatically be deleted from our roster.

Your Username for the Flight Room (Pilot Center) is your UVA Pilot ID (PID) number comprised of "UAL" and the four-digit number (e.g. "UAL1234"). It is assigned based on the date joined, the earlier you join, the lower your number. It is your seniority number.

Your password is generated by the system and can be changed at any time by logging into the Flight Room (Pilot Center) and selecting the Profile button.

Once accepted by UVA, the pilot also automatically receives an account in the United Virtual Forum (accessible from the main web page).

The forum username consists of the pilot's first and last name, a space, a hyphen, a space and the pilot's PID (i.e., "John Smith – UAL1234"). **Note that there is a space before and after the hyphen.**

The forum password is the same as the Flight Room (Pilot Center) password. Updating the password in the Flight Room (Pilot Center) profile will automatically carry over to the forum as well.

Section Three

Standards of Conduct

We hold ourselves to a high standard of conduct and professionalism, both within the organization and the greater online flying community. One of our core values is the concept of fair, equitable treatment and we strive to provide an environment where everyone is treated with dignity and respect.

Any reported occurrence of inappropriate behavior by our pilots (either online, in the forums, or in interchanges between UVA members) may result in suspension, loss of seniority (to include all logged hours), and/or dismissal from United Virtual.

Falsification of information, especially a name or email address with an attempt to hide one's identity, is grounds for immediate deletion of the offending account(s) and for being banned from UVA.

When using the United Virtual website and forum, as well as when flying online and registered as a UVA flight, all pilots are subject to company standards.

United Virtual's forums exist to support the UVA community. As such, they are designed to serve as an electronic bulletin board for people who share a common love of aviation, flight simulation and United in particular.

United Virtual recognizes every pilot's right to free speech; however the UVA forums and other services are privately owned and controlled. Members' use of these services is provided solely at the discretion of United Virtual Airlines and may be modified or revoked at any time. Further, UVA reserves the right to edit or delete offending forum posts without notification.

Whether called manners, standards of conduct, or forum etiquette, a certain level of decorum is expected at UVA. The membership is comprised of a large group of pilots who came to UVA with varied backgrounds and perspectives. It encompasses literally everything from youngsters to seventy-year-old retirees, across the U.S. and from around the world. Also, while the majority of our members are native English speakers and writers, English is a second or third language with varying levels of fluency for a significant percentage of the membership. All are welcome at UVA.

Posting in UVA forums means a member accepts the policies articulated in this code of conduct without question or reservation, and that the member agrees that violation of these standards may result in removal and/or modification of posts and threads by designated moderators and possible further disciplinary action by the Board of Directors.

General Forum Guidelines

The forums are for the use and enjoyment of UVA members and prospective members.

Any behavior that infringes upon the use or enjoyment of any other member will be considered to be unacceptable behavior. Users will refrain from attacking one another or otherwise posting in a manner so as to incite anger, discontent or other behaviors that are not considered by the moderators to be acceptable.

Members may use UVA forums to discuss matters related to flight simulation, aviation in general, UVA or United Airlines. Off-topic posts are permitted only in the designated section.

Forum Use Guidelines

- You may not post anything about another Virtual Airline.
- You may not post any advertisements for other VA's, or events primarily sponsored by other VA's.
- You may not post anything not related to aviation in the general forum sections.
- General non-aviation topics, except as otherwise restricted here, will be posted in the designated off-topic section.
- Sensational posting about real-world aviation accidents is not permitted. Participating in early speculation about an aircraft accident is also generally to be avoided. However, technical discussions of aviation accidents or incidents, based on factual NTSB reports or other credible source, for the purpose of education is generally permitted.
- If a UVA member is also a member of a VATSIM ARTCC or FIR and wishes to advertise an ARTCC or FIR event, it will generally be welcomed.
- Announcements for general events with wide participation are generally permitted, but pre-clearing such announcements with Staff is preferred.
- You may not post or link to any kind of copyrighted material without obtaining permission from the copyright holder. This includes music.
- You may not post advertisements for merchandise for commercial sale or trade. This restriction does not include non-commercial single or small quantity offers to resell personally owned items.
- You may not make posts critical of United Airlines.
- You may not make posts that knowingly contain information that is not factual.
- You may not make posts that are not in the spirit of the regulations and mission of United Virtual Airlines.

Prohibited Conduct in Communications

- Offensive language directed at staff or other pilots.
- Pornographic links or material.
- Posts deemed to represent an advertisement for a product. This does not prohibit a review or comment on a specific piece of flight simulation or software, but those deemed to be advertisements by the staff will be deleted.
- Any debates or remarks that may offend pilots' religious or local customs.
- References, or links, to illegal software or cracks/patches that permit use of software not obtained legally.
- Any posts of a political nature.
- Posts that are considered non-contributory to the general well-being of the United Virtual community.

When flying online, communications with controllers and other pilots will be in a professional, courteous manner. Reports of behavior which does not meet these standards or detracts from UVA's reputation may result in disciplinary action, to include dismissal.

Communication with any member of UVA's staff is subject to the same standards applied to forum posts. Emails or instant messages deemed to violate those standards, or any attempt to "spam" any UVA email account, will result in immediate dismissal.

United Virtual is committed to equal treatment without regard to race, color, gender, religious preference or country of origin. Any person found harassing another member of the United Virtual community is subject to immediate dismissal.

Signatures

United Virtual Airlines recognizes that signatures are a method of personalizing one's posts and sharing information. Official United Virtual Airlines signature images can be generated by our system and are hosted on our servers. Members are free to link to those images from other forums and are as well encouraged to use them in our forum.

Pilots wishing to use another signature image must adhere to the following requirements:

- Signatures that advertise/publicize other Virtual Airlines are not permitted.
- Signatures should be kept to a reasonable size (no larger than 400 pixels high or 650 pixels wide)
- Signatures must comply with the same requirements as forum posts (listed above) with regard to appropriate content.

Moderation

United Virtual Airlines' forums are moderated. These are not "open" forums where members have the right to post or say anything they wish.



Posts that are removed by forum moderators may be removed without comment or explanation. Posters who continue to re-post items that are considered outside of forum guidelines will be referred to the Board of Directors for further action.

Moderators have final say in all matters related to UVA forums. UVA will delete and remove all posts that are considered to be inflammatory, untruthful, insulting to other readers of the forum or otherwise outside of the desired tone and rules of the forum.

Section Four

Organization

The Board of Directors serves the general membership and is the senior decision-making body at United Virtual Airlines. Members of the board may include:

- The President & CEO
- The Senior VP, Operations (COO)
- The Chief Pilot, Senior VP, Flight Standards and Training
- The Senior VP, Human Resources (HR)
- The Senior VP, Corporate Communications
- Any at-large members appointed by the board

The President & CEO

The President is responsible for coordinating support and liaison with United Airlines and other outside agencies. He is also the senior member of the Board of Directors, provides guidance to the divisions at UVA and exercises ultimate decision-making authority for the day-to-day operations of UVA.

The Flight Operations Division

The Operations Division is responsible for all flight operations and Regional/Domicile management. All pilots are assigned to the Flight Operations Division. The Chief Operations Officer (COO) is head of Operations, assisted by two Regional Managers. The Flight Operations Division is organized into two regions. EASTFO includes the domiciles DCAFO, ORDFO and DENFO. WESTFO includes SFOFO and LAXFO.

The Flight Standards and Training Division

The Training Division is responsible for pilot training, fleet development and administration of flight reviews (FR) and type rating checkrides (RC). The Chief Pilot is head of The Training Division and responsible for developing UVA aircrew Standard Operating Procedures (SOPs), training pilots, developing checkride scenarios, and ensuring standardization of checkride evaluation criteria. The following personnel report to the Chief Pilot:

- The Assistant Chief Pilot assists the Chief Pilot in running the Training Division.
- The Fleet Manager is responsible for identifying and evaluating freeware aircraft models that provide a quality flight simulation experience for UVA pilots.
- The Check Pilots are responsible for assisting in training activities, evaluating check rides, and

any other duties assigned by the Chief Pilot.

The Human Resource Division

Human Resources is responsible for processing pilot applications and promotions, filling UVA staff positions, and maintaining pilots' database records. The Senior Vice President, Human Resources is head of Human Resources.

The Corporate Communications Division

Corporate Communications is responsible for internal and external communications, to include information announcements, press releases, publicity for UVA activities, and enhancing UVA's image in the virtual airline world. The Senior Vice President, Corporate Communications is head of Corporate Communications. Reporting to him are:

- The Group Event Manager, who is responsible for arranging special events and coordinating ATC support.
- The Art Director, who is responsible for preparing graphics used in UVA publications, the website, or other venues. He is also responsible for ensuring all graphics, artwork, logos and fonts comply with United Airlines' graphic standards.

Section Five

Dual Stream

UVA employs a Dual Stream construct, two complementary ways that you can advance in your career. It is your choice; you can participate in just one, or both.

Seniority by flight hours

As in most virtual airlines, you can advance through the ranks by building seniority by simply accruing flight hours. The more hours you accrue the larger and heavier aircraft you can fly, and the more destinations you can access.

Rating Checkrides

The optional Rating stream makes UVA unique. It provides high-end rating checkrides that will tutor and test your mettle to real world standards. You have entire control over when, or if, you decide to participate in rating checkrides. Besides the challenge and educational value, obtaining ratings also allows you to rapidly advance into heavy aircraft, as there is no flight hour prerequisite for submitting these.

Flight Review (FR-B)

All permanent pilots have access to this special Flight Review. There is no passing or failing grade. It is comprehensive and detailed assessment of your flying, as measured against a real-world standard. What you do with the results is up to you, but we hope you will take it into your flying. These flight reviews are a truly unique and valuable benefit of UVA.

Personnel Management

Pilot Ranks

All new pilots start out with an empty Logbook. Credit is given for verified VATSIM hours, on a 1:1 basis, up to a maximum of one thousand (1000) hours. This is a one-time credit, available only at the time of initial application. Otherwise there is no credit available for flight hours transfer from virtual airlines, or other organizations.

All pilots are authorized to fly aircraft types based on the hours they have earned or have been credited.

Aircraft Available by Hours

Minimum Requirements	Aircraft Level Available
No minimum hours	Turboprop (T) and Regional Jets (R)
No minimum hours; Without FR-A, without hours credit	Narrow-body Jets (N) Restricted to training routes
No minimum hours; Without FR-A, w/ 500hr VATSIM initial credit Or with FR-A completed	Narrow-body jets (N) Unrestricted
FR-A required, 100 – 149 hours	Wide-body Class 1 Jets (W1)
FR-A required, 150 – 249 hours	Wide-body Class 2 Jets (W2)
FR-A required, 250 plus hours	Wide-body Class 3 Jets (W3)

Aircraft Available by Rating

E170 Rating (N)	Embraer EJets
737 Rating (N)	B737
A320 Rating (N)	A319, A320, A321
767 Rating (W1)	B757, B767
777 Rating (W2)	B777
747 Rating (W3)	B747

UVA also has a classic division, which currently allows the use of airliners once used by United Airlines. These classics follow the same levels as the mainline division, here are some of the aircraft.

T, R, N Level	Trimotor, DC-3, CV-340, DC-4, DC-6, F-27, EMB-120, MD-80, DC-9, 727, 737 Classic, JS41
W1 Level	B-377, A300
W2 Level	DC-10, MD-11
W3 level	B747-100/200/SP

Flying an aircraft, the pilot is not authorized to fly is expressly prohibited when earning hours for UVA and our automated system prevents pilots from flying aircraft not eligible for their rank.

Aircraft and Checkride Eligibility is detailed in the pilot's Flight Room (Pilot Center). Specific details about advancement, hours eligibility, flight reviews and checkrides are available in the Aircrew Flight Review and Rating Checkrides Procedures (AFRP) document and its supplement (AFRPS).

Training Routes

Before flying the FR-A review, you remain a probationary pilot.

Probationary pilots will be allowed to fly all Turboprop (T) & Regional Jets (R) aircraft routes. In addition, they will also be granted 737, A32x and EJet Narrowbody Jets (N) aircraft privileges on a set of training routes. These training routes are a subset of our general schedule, utilizing smaller regional airports, and generally shorter flights. But, this training venue has some very interesting and challenging airports included, and some quite scenic flights.

Probationary pilots who have more than 500 hours credit in their logbooks, whether obtained by VATSIM hours credit, or by accumulating hours as a probationary pilot with UVA, will be allowed to fly all N Level aircraft routes, even before an FR-A in flown.

Currency – Minimum Hours

To remain "current" a pilot must fly and file a Flight Report (FlightRep) at least once every thirty (30) days. New pilots are no exception; they must fly and file a FlightRep within fifteen (15) days of joining UVA. Pilots not respecting currency rules will be subject to removal from the roster, with loss of status and hours. All pilots receive abundant and timely notices of their obligation.

If a pilot is unable to remain current, after ninety days membership, he may request a leave of absence.

Maximum Duty Hours

To allow for appropriate rest periods, and a balanced approach to flight operations, no pilot may reserve, and no pilot may take command of a flight if:

1. they have in the last thirty (30) consecutive recordable days, accrued 135 or more flight hours
2. they have in the last thirty (30) consecutive recordable days, flown 45 or more flights

This will be enforced by the flight reservation system. Your flight duty hours are listed in the Flight Room.

Leave of Absence

Leaves of Absence (LOA) are available for up to a total of 90 days per calendar year. An LOA is requested directly in the Flight Room (Pilot Center). The LOA can be automatically terminated by the pilot at any time by filing a Flight Report. If a FlightRep is not filed by the 90th day the pilot will be considered

“inactive” and will be subject to removal from the active roster. Unused LOA days are not carried over to the next year.

Longer term LOAs may be requested from the Human Resources Division for active military service or other extenuating circumstances.

Multiple Currency Dismissals

Should a pilot fail to request an LOA, or exhausts their LOA time, and is not a senior pilot and eligible for retirement, and is dismissed more than twice for not maintaining flight currency, HR reserves the right to decline any future applications.

Retirements

Should a senior pilot in good standing feel he can no longer continue flying with UVA, he may ask to be retired by contacting Human Resources or his Regional Manager.

Once placed on the retired list, the pilot will no longer be required to remain current and will retain his date of joining for seniority purposes. He will still have access to the UVA forums.

If restored to active status, the pilot will retain his original join date for seniority purposes and may request assignment to the domicile of his choice.

Retirements are conferred only on senior pilots, who have accumulated significant logbook time and/or higher rank (minimum 300 hours or at least a W-1 rating).

Section Six

Flying

On-line vs. Off-line Flying

While not mandatory, pilots are encouraged to fly online using the VATSIM network (www.vatsim.net). This enhances the realism and social aspects of flight simulation through interaction with controllers, other pilots, and your fellow United Virtual pilots.

When flying online, pilots are reminded that they represent UVA to the online community and must strictly adhere to the UVA standards of conduct.

Regardless of it being a question of procedures or hardware/software setup, assistance is available from your Regional Manager and the Flight Training forums. In addition, materials are available from the UVA Pilot Library and VATSIM Pilot Resource Center.

Flight Reservations and Flight Reports (FlightReps)

Bidding for flights is not required, the choice from the available eligible flights is not dictated by pilot seniority. Pilots may reserve a flight at any time but are expected to complete the flight report within two days of the proposed reservation date, otherwise the reservation will be deleted. Pilots reserve a flight through their Flight Room (Pilot Center). Once a destination, flight number, aircraft type and tail number have been selected, the pilot is eligible to complete the flight. Note that to reserve a flight, the pilot must meet the minimum pilot category requirements for the assigned aircraft equipment.

If the required equipment type is not present at the departure airport, an unreserved aircraft will be located, dispatched and repositioned, allowing the pilot to then reserve the flight.

In the unlikely event every aircraft of that type is reserved and none can be repositioned, the pilot should reserve a flight using another type of aircraft, or fly from another airport, or contact his regional manager for assistance.

Once a flight is completed, a flight report (FlightRep) must be submitted to add the flight to your Logbook, and thereby to attain flight credit. There are two options for FlightRep submission: automatic submission by United Virtual's proprietary UVACARS Express software or manually through the Flight Room (Pilot Center), selecting the FlightRep option.

You will need to note flight data during the flight, to FlightRep the flight. You will need the: Departure Gate, Pushback Time (defined as the Zulu time the parking brake is released prior to push back from the

gate), Arrival Time (defined as the Zulu time the parking brake was applied once in position at the gate), Arrival Gate, and fuel quantity used, expressed in pounds of fuel.

Note that the arrival and departure times must be submitted using the 24-hour military clock and will include all four digits (i.e., 0100 is 1 am, 1545 is 3:45 pm). Failure to enter times correctly will cause your flight time to be incorrectly calculated. If this occurs, pilots must contact their Regional Manager to resolve the discrepancy.

Though United Virtual's system automatically tracks flight hours based on FlightReps, all pilots are encouraged to keep a personal logbook. This would be useful in reconstructing what occurred should there be a database disagreement, or if a FlightRep is not processed correctly.

Time Acceleration

Time Acceleration (TA) is permitted only on N Level flights and above. There is no practical need for TA on shorter flights, such as typically served by T & R Level aircraft.

If flying with active ATC, in all cases ATC clearance must be received before flying TA.

TA is for primary use during cruise. TA is not permitted during active flight segments, and in particular TA may not be used during departure, climb, descent/arrival and approach phases.

TA use must be notated in the flight report for each flight where it is used. Logbook flight reports through UVACARS, will automatically record use of TA.

Only the real time actually spent may be logged for the flight, there is no flight time credit for the excess accelerated virtual time.

Aircraft Equipment Type Substitution

In all instances the Flight Reservation process will cue you as to all the possible, and allowed, aircraft substitutions. Some of these are listed below.

Pilots may substitute for any aircraft type, with another that shares the same pilot type rating. For example, a 737-800 may be used where a 737-700 is scheduled, and a 757 may be used where a 767 is specified.

Pilots may also substitute for any aircraft type within a UVA type Level. For example, for a flight where a 737-700 is scheduled, an N (Narrow-body) Level aircraft, other N Level aircraft may be used, such as an A320 or E170.

As special provisions, pilots may substitute 777 aircraft on flights where a 767/757 is scheduled, and a 747 aircraft where a 777 is scheduled. Substitutions are also allowed with aircraft types that are no longer current at United, but are available as higher quality payware models and that have similar flight and mission characteristics – specifically the Q400 or JS41 for TurboProp aircraft, and the BAE146 for Regional Jet aircraft.

Flight Planning

Dispatch Procedures/NOTAMS/Preflight Planning

Prior to flying, pilots are required to review the Notice to Airmen (NOTAM) file to ensure they are familiar with all current United Virtual procedures.

The NOTAM file is accessible to all registered users in the United Virtual forum, under the flight operations forum section. NOTAMs are numbered sequentially, and all active NOTAMs are categorized as "announcements" and displayed at the top of the forum for ease of identification.

Temporary alterations to these SOPs or other items of critical information will be detailed in the NOTAM file.

All UVA pilots must perform preflight planning before each flight, consisting of at least:

- **Weather review.** A thorough review of the departure, enroute, and destination weather is essential to the safe completion of a flight. Pilots are encouraged to use real-world weather through Flight Simulator weather controls or add-on software such as ActiveSky. While modern airliners are capable of flying above most weather, during departure and arrival they cannot avoid it. Particular attention should be paid to current and predicted weather at the destination airport. The United Virtual Airlines Weather Center provides real-world aviation weather reports for every airport United flies to.
- **Navigation.** Calculating the route of flight is key. This process can be completed manually or through the assistance of numerous websites and programs such as Flightaware, Simbrief, or PFPX.

Preferred Routes

Throughout the world, there are numerous preferred routes used by the air traffic control system for traffic flow purposes. These routes are coordinated between various ATC/ATS agencies (centers, towers, etc.) to allow for smooth handover between facilities.

Preferred routes can be obtained from various ARTCC or FIR websites, as well as through a variety of other Internet resources.

Failure to submit a preferred route in a filed flight plan may lead to a complicated rerouting to a preferred route when obtaining the IFR clearance prior to departure.

Standard Operation Procedures

UVA has detailed standard operating procedures (SOP) outlined in the Flight Operations Manual (FOM). These should be studied and executed on every flight.

Fuel Planning

Proper fuel planning is critical to the safe completion of a flight.



Fuel load is critical as too much fuel increases aircraft weight, fuel burn, and the cost of a flight. Too little fuel can obviously have disastrous consequences.

All United Virtual flights operate under Part 121 of the Federal Aviation Regulations (FARS) and are flown under Instrument Flight Rules (IFR). For flight safety purposes, UVA SOPS exceed the minimum fuel reserves defined in the FARS.

Details for required fuel reserves are outlined in the ASOPS. A variety of flight planners, including the UVA FPD, can assist in fuel planning.

Chart review

A thorough understanding of the route of flight will enhance situational awareness.

Pilots are encouraged to obtain and use airport taxi charts. At large airports with multiple taxiways, they are essential for safe navigation around the facility and may be required to complete a taxi clearance provided by a ground controller. These charts may be downloaded free of charge from numerous sites on the Internet.

Navigation and approach charts are also critical when flying online. Charts may be downloaded from numerous sites on the Internet. VATSIM ARTCC/FIR websites typically provide approach and departure charts for the facilities they service.

NOTAMS

Once the NOTAM file has been reviewed, pilots are in compliance with all NOTAMS, and flight planning is complete, the flight may be flown.

Flight Execution

Time of Flight and Weather

We do not require that you fly your flight at the actual time, but you are free to adjust your flight simulator's time to match the scheduled departure time to enhance the realism of your flight simulation experience. But be careful in doing so, as it may confuse the simulated weather picture, depending on your source of weather.

As mentioned in the flight planning section, use of real weather through the "real world weather" functionality in MS Flight Simulator or any of the various add-on programs will enhance your flight.

Flight Plan submission guidelines.

Flight plans for on-line flights can be submitted either through the VATSIM web page, various VATSIM ARTCC/FIR web pages, or the pilot client program (vPilot, FSInn, XSquawkbox or Squawkbox). Plans should generally be submitted no later than fifteen (15) minutes prior to expected departure time.

When submitting a flight plan to the VATSIM Network, the following guidance is provided:

Block 1 – All United Virtual flights are filed and flown as IFR flights.

Block 2 – United Virtual call signs are the pilot's UVA pilot ID # (i.e., UAL1234). You may also use the flight number.

Block 3 – Aircraft type. Ensure you scroll down and select a "United Airlines" aircraft – this will ensure other pilots see you flying the United colors.

All UVA aircraft are "/L" for equipment type. Select "Advanced RNAV with RNP and RVSM" from the dropdown menu, this will make you "/L".

Blocks 4-10 – self explanatory

Block 11 – The remarks field must contain the phrase "united-virtual.com". If using a pilot client to submit the flight plan, select the appropriate communications capability option. Otherwise, follow the guidance provided below.

If voice capable, the remarks should be preceded by "/V/".

If only capable of receiving voice transmissions, the remarks should be preceded by "/R/".

If only capable of communicating via text messages, the remarks should be preceded by "/T/".

Blocks 12-13 – self explanatory

Block 14 – Pilot's name is your name (no rank, just "John Smith"). For aircraft home base, enter the ICAO identifier of your assigned United Virtual Domicile (KORD, KLAX, etc.)

Proper submission of the flight plan, especially the remarks field (Block 11) is key to identifying your flight as a United Virtual flight to all VATSIM controllers.

Communications procedures and guidelines

For communications, the proper way to identify yourself is with *UNITED*, followed by your filed flight number, for example *UNITED 1278*. The number may be your UVA PID, or at your option the flight number of the flight from our database. When participating in VA events, you must use your UVA PID for the flight number. When flying regional routes, or code-share flights, you may use the respective airline callsign.

Voice Communications

Most ATC facilities are also voice capable. The VATSIM network pilot clients (vPilot, Squawkbox, FSInn and XSquawkbox) all support voice communications. Their specific sites as well as the VATSIM assistance forums provide guidance on configuring the software for voice communications. Voice communications are easier to conduct while flying the aircraft and enhance the flight simulation experience.

When connecting to the network, a call sign must be entered which identifies you to the VATSIM server. The approved format for the written call sign is your United call sign (for example, "UAL1234").

When not talking to ATC, all United Virtual pilots are encouraged to come up on the company channel and talk to other airborne UVA flights. United Virtual has a dedicated Discord server for this purpose. Instructions on how to get online with Discord is in the Operations | Discord page.

UVACARS Express software

UVA employs software called "UVACARS Express" (UX) to simulate the ACARS units installed on real United aircraft. The software download, installation instructions, and an operations guide is available in the Operations menu.

Flight operations and conduct online.

We require all pilots to demonstrate professional and courteous behavior while on the VATSIM network. Be respectful to Air Traffic Controllers and other pilots. We must live up to the highest standards of professionalism set by real world United Airlines. Any reported occurrence of inappropriate behavior may result in immediate suspension of a pilot with loss of seniority and all logged hours and even a permanent ban from membership at our UVA. Violations will also be reported through the "Pilot Watch" program.

We expect all pilots to fly in a professional, courteous manner. Specifically:

- While pilots never relinquish the ultimate authority they possess as pilot in command, instructions from ATC will be followed unless they jeopardize flight safety. Should this be the case, the pilot is expected to report "unable" and resolve the conflict with the controller in a courteous manner.
- Disrupting VATSIM operations, simulating emergencies without prior permission or deliberately crashing into buildings or other aircraft is specifically prohibited.
- Abusive or insulting language (either in voice or text communications) is specifically prohibited.