

Alaska Airlines *Virtual*



Pilot Handbook v5.3

Copyright Notice

By joining the Airline you agree to the following rules and regulations:

- 1.) No official Alaska Virtual Airlines document will be publicly released by a member other than an executive team member. Failure to comply with this regulation may result in termination.
- 2.) Alaska Virtual Airlines reserves the right to change any information within the manual. If a change is made, a notice will be emailed to all crewmembers, and will be appended into the manual by means of a revision document, or directly within the manual.
- 3.) Rules regarding behavior and punishments may be amended for certain circumstances i.e. an unprecedented level of abuse. For these circumstances, multiple executive team members will come to a decision on what action to take.
- 4.) The manual is NOT the ultimate ruler within our organization. The members of the executive team have the ultimate decision on what is to happen. The manual serves as a guideline for pilot operations, NOT a guideline to managerial duties.
- 5.) Using any policies from this manual in another document is strictly prohibited. If any such document is found and contains flagrant examples of plagiarism, proper legal action will be taken.

We appreciate your cooperation.

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Welcome Letter

Crew Members:

On behalf of the entire airline, it is our pleasure to welcome you aboard. We strive to create an environment of professionalism and excellence. We have a little saying here, “Nothing but the best will get us higher than the rest.” We exhibit this theory through our realistic simulation of the Alaska Airlines real-world operations. Our high quality fleet, and our realistic operational directives and policies are what help make us better than the rest. You will find a group of enthusiasts at Alaska Virtual that just love flying, especially with the famous Eskimo painted on the vertical stabilizer.

We started our airline as a super realistic organization, requiring endorsements to fly ETOPS flights, and highly regulated rank structures. Our goal is now to maintain the elite crew, but welcome members who are ready and willing to learn.

You will also find that within our realistic route structure, is an intricate selection of real-world Ravn Alaska codeshares. Ravn Alaska is an Alaska Airlines partner that operates flights under their own name. Ravn codeshares are just one of the things that make us unique.

Alaska Virtual Airlines believes that higher quality pilots are better than higher quantity. We forever make our promise to you, that we will treat each and every one of you with the utmost fairness, and equality. Our operations department carefully reviews all complaints and suggestions, ensure that the proper stages of conflict resolution are enacted to ensure the happiness of all crewmembers.

We thank you very much for your interest in Alaska Virtual Airlines. We wish you a happy, long, exceptional virtual career with our wonderful organization!

Jared Quincy
Co-Founder
Alaska Virtual Airlines

Operations Directive

This section of the handbook is to highlight the operational guidelines for our airline.

The following actions will result in PIREP denial:

- 1.) Filing of a DIRECT GPS route. FlightAware.com can be used to obtain real world routings.
 - 2.) Excessive speed (during any portion of flight)
 - 3.) In-flight refueling/slew mode usage
 - 4.) Use of time acceleration
 - 5.) Manual PIREPS will only be accepted when flown on the VATSIM network with a vataware.com link. Offline ACARS flights are permitted; however, there is no way to verify a manual report that wasn't flown on the network, thus resulting in denial.
 - 6.) Landing rate greater than -800 fpm
 - 7.) Incorrect aircraft substitution
- Alaska Virtual Airlines reserves the right to implement any new policy regarding PIREP denial. The notice of a new policy will be released at a minimum of 48 hours prior to becoming an effective policy.
 - If you experience an ACARS glitch, comment the issue you experienced and your PIREP will be accepted on a case-by-case basis.
 - Incoming pilots are welcome to transfer flight hours, but they will not amount to an increase in rank or status at this virtual airline. Alaska Virtual Airlines does not have a rank system. All pilots can fly any aircraft in our fleet.
 - We operate in compliance with all VATSIM.net documents. Please familiarize yourself with the VATSIM Pilot Resource Center.
 - **In order to remain active on the roster, a minimum of 1 flight every calendar month is required.** If you need to be placed on Leave Of Absence, please alert the Chief Human Resources Officer.

Manually adding a route to ACARS

In order to do manually add a route not in the system, navigate to the “My Booked Flights” page in ACARS. Make sure you have at least one booked flight. Then, double-click on the flight number and enter the correct flight number for the route you intend to fly. Repeat this step for the departure and arrival airports as well as the flight duration and select "Fly Flight."

Keep in mind that all manually added flights must be or have been an Alaska, Horizon, Pen Air, or Ravn flight at some point in the specific airline’s history for the respective flight. All flights must be operated in compliance with the “Aircraft Substitution Policy” below.

Aircraft Substitution Policy:

Aircraft substitutions are only available for flights with the same airline as listed below. For example Horizon Air aircraft (Q400, etc.) may not operate a flight normally operated by Alaska Airlines (737, etc.).

Alaska flights can ONLY be substituted by the:

- Curtiss C-46
- Douglas DC-4
- Douglas DC-6A
- Boeing 727-100
- Boeing 727-200
- Convair CV-240
- Convair CV-990
- Lockheed L-100 Hercules
- Lockheed L-1649 Starliner
- Boeing 737-200
- Boeing 737-400/700/800/900
- McDonnell Douglas MD-82
- McDonnell Douglas MD-83

Horizon flights can ONLY be substituted by the:

- De Havilland Dash 8-100
- Bombardier Q200/Q400
- Bombardier (Canadair) CRJ-700
- Dornier 328

- Douglas DC-9-10
- Fairchild F-27
- Fairchild Metroliner
- Fokker F28 Fellowship

SkyWest flights can ONLY be substituted by the:

- Bombardier (Canadair) CRJ-700
- Embraer E175 (if you do not have this aircraft, the E170 and E190 are suitable)

A plane can only be substituted if the replacing aircraft has adequate range for the scheduled flight. All current Alaska 737 models can be used interchangeably under the same range policy. ETOPS (Hawaii) flights may not be substituted and must be flown using the 737-800/900 ETOPS certified aircraft exclusively.

When flying an aircraft other than what the route is scheduled with, be sure to make a note in the comments section of the PIREP indicating the aircraft change.

Call Sign Use Policy:

Alaska Virtual Airlines operates in compliance with ICAO and IATA code usage. This means all flight operations must use the correct codes.

These codes are:

Operator	IATA code	ICAO code	Callsign
Alaska Airlines	AS	ASA	“Alaska”
Ravn Alaska	7H	ERR	“Ravn Flight”
Horizon Air	QX	QXE	“Horizon”
SkyWest Airlines	OO	SKW	“SkyWest”

IATA codes are to be used for filing flight plans inside the Alaska Virtual website. ICAO codes are to be used for logging in to the VATSIM Network.



TeamSpeak Server Policies

Disclaimer: If at least two staff members are present, they will have the final say on any rules being enforced provided that at least one is an executive member.

Rules

1. No disrespect of any kind will be tolerated.
2. All conversation and language will be appropriate for ages 13+.
3. Vulgar, sexist, racist, or other foul remarks will not be tolerated. No cussing will be permitted if a member under 16 is present.
4. You must sign in with your real name and Alaska Virtual Airlines call sign in English. Your information should be formatted as follows: ASA0000 First Last. Guests will use the same format for their own respective VA's.
5. Quickly switching in and out of the channels multiple times is very immature and disciplinary action will be taken.
6. Talking or sharing information about pirated software will not be allowed.

Disciplinary Procedures

If a pilot is misbehaving or not complying with these rules, a staff member or moderator will take correct action. A first warning will be given. At this point all misbehavior shall stop. If there continues to be an issue, the staff member will ban the pilot for 6 hours. If a certain user has been banned multiple times and persists at being a problem, they will be permanently banned from the server and never asked to return.

Server address: ts.flyalaskava.org:7250

Crew Bases

Seattle-Tacoma International Airport (SEA/KSEA):

The Seattle-Tacoma Int'l Airport or "Sea-Tac" is our headquarters. Sea-Tac handles the largest amount of Alaska and Horizon operations every day. We also cover nearly 60% of all KSEA operations with an average of 234 departures every day! Seattle is also our most popular hub among the crews. Sea-Tac lies within the Seattle Air Route Traffic Control Center (KZSE). The airport has three runways for operation, 16L/C/R, and 34 L/C/R.

Portland International Airport (PDX/KPDX):

The Portland Int'l Airport lies within the Seattle Air Route Traffic Control Center (KZSE). Portland is our second busiest hub with over 93 daily departures! Portland also provides the most operations with our contractor SkyWest. The airport has three usable runways, 3/21, 28L/R, and 10L/R.

Ted Stevens Anchorage International Airport (ANC/PANC):

The Ted Stevens-Anchorage Int'l airport serves as our gateway to the wilderness. From Anchorage, we serve several destinations throughout untamed, wild Alaska, as well as the more civilized, modern Alaska. From Anchorage, we offer a variety of codeshares along with the main lines, operated by Ravn Alaska and Pen Air. The airport lies within the Anchorage Air Route Traffic Control Center (PAZA). The airport has three runways for operation, 7L/R, 25L/R, and 33/15.

Los Angeles International Airport (LAX/KLAX):

The Los Angeles Int'l airport serves as our gateway to and from Mexico! From Los Angeles, we serve 8 destinations throughout the scenic country. We serve a total of 19 non-stop destinations from LAX to all 3 countries in North America. The Los Angeles airport lies within the Los Angeles Air Route Traffic Control Center (KZLA). Most of our international codeshares take place from here. The airport has four operating runways, 24L/R, 25L/R, 6L/R, and 7L/R.

Staff Positions

Chief Executive Officer – Executive Position:

Responsible for overseeing airline operations. Directs the airline and staff with assistance from the COO. Approves final policies.

Chief Operations Officer – Executive Position:

Oversees all aspects of the airline’s operation in cooperation with the CEO.

Chief Human Resources Officer – Executive Position:

In charge of roster cleanups, pilot relations, and website troubleshooting.

Airline Marketing Officer – Executive Position:

Manages communications between the airline, staff, pilots, and the public. Responsible for the VA Facebook page and group.

Events Coordinator:

Creates group flights that pilots can enjoy together.

If you are interested in joining the Alaska Virtual Airlines staff team, please contact COO Aaron O’Brien. Email: coo@flyalaska.org

Staff Members

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Closing Letter

Dear Pilots,

Here at Alaska, we strive to lead the way in the VA community by fostering a rich environment geared towards real-world aviation professionals and enthusiasts alike. Whether you're just getting into the groove of flight simulation or have enjoyed this great hobby for upwards of a decade, this VA is conducive to all enthusiasts and interest levels.

Since taking over this VA, it has been my priority to tear down a lot of the barriers traditionally associated with the presence of VAs to create a more open and collaborative environment. As such, we've formed partnerships with multiple other virtual airlines, which have allowed us to diversify our group flights, expand our community, and enrich the flight simulation experience for our pilots.

Here at Alaska Virtual Airlines, our pilots come first above all else and every attempt is made to accommodate pilot needs and requests. Only in the absence of feedback does our staff proceed to elect policy and guide the organization forward. Pilots at this organization are always entitled and encouraged to share their insight on VA matters since we strive to maintain a democratic decision making process.

On behalf of the staff here at Alaska Virtual Airlines, we are proud that you chose us to continue or start your virtual airline career. We are sure that you will be impressed with all that we offer and will likewise continue to contribute to the further development and advancement of this flight simulation community. If you have any problems, please feel free to contact us and we will get back to you as soon as we can.

Sincerely,

Shawn Meacham
Chief Executive Officer
Alaska Virtual Airlines

Index of Revisions

1. May 30th, 2011 - Release V.3.0 - No new content.
2. December 17th, 2011 - Release V.3.0.1 - Call sign use information added. ETOPS routes and Staff information updated.
3. February 28th, 2012 - Release V.3.0.2 - Overall review. Staff information updated. Fleet information updated. PANC hub runway information updated.
4. November 18th, 2012 - Release V.4.0 - Overall review. Staff info updated.
5. January 1st, 2013 - Release V.4.1 - Rank structures no longer apply. Staff info updated.
6. May 8th, 2013 - Release V.4.2 - Overall review and update. Staff info updated.
7. February 13th, 2014 - Release V.5.0 - Design changes and a significant overhaul including the new aircraft substitution page. Crew Base and Staff info updated.
8. March 4th, 2014 - Release V.5.1 - Quick review. Staff info updated.
9. August 31st, 2014 - Release V.5.2 - TeamSpeak policies added. Staff info updated.
10. June 30th, 2015 - Release V.5.3 - Quick overview. SkyWest substitution policy added. Call sign names added. Staff info updated.