Pilot Manual

(PM)

Revision 1H22

Master Table of Contents

Chapter 6: Flight Operations

Chapter 7: Tutorials

Preface

Globe Cargo Virtual Airlines' Mission Statement

Globe Cargo Virtual Airlines' mission is to provide its membership with the highest quality, most realistic representation of cargo operations within the bounds of simulation.

Intentionally Left Blank

Chapter 1: Introduction

Intentionally Left Blank

Chapter 1: Introduction

Manual Scope

This manual is intended for members of Globe Cargo Virtual Airlines. The manual covers important information regarding the operation of and procedures to be used as an active member. Every attempt will be made to include as much information as possible; however it is likely that the document will not contain everything and will develop over time through revisions.

Those who are not members but are interested in joining please read the "Joining Globe Cargo Virtual Airlines" section in Chapter 5 for more information about the process to obtain membership.

Rules of Document Construction

Documents designed by and for GCVA follow specific and consistent rules of construction. *Website: Crew Center➜Requests➜Leave of Absence*

Change Bars

Change bars are an integral part of the manual revision system. Change bars help the reader familiar with the document find what has changed in the most current revision. The bar will appear as a vertical bar, " **|** ", in the left hand margin adjacent to any line that has changed. When viewing a revision, scan the document for these change bars to familiarize you with new information.

Links

When a section corresponds to a website page or other product, the section will begin with a path to access that product or page. The path will be italicized and begin with the location from which the path begins

Example
- *Website: Crew Center➜Requests➜Leave of Absence (*[Link](#)*)*

Following the example above, the member would start at the GC website, hover over the Crew Center menu item to drop-down its contents. Then, hover over the Requests menu and when it opens, click on the Leave of Absence item. Some paths may be dependent on a variable at some point in the chain. The variable in the path will be displayed in all lower case letters, except inside quotation marks, between curly braces, "{ }".

Some links also include a direct link to the location. Simply click the (Link) hyperlink to go directly there.

Example:

- *Website: Aircraft➜Maintenance➜Minimum Equipment List➜{select aircraft type}*

Paths that point to a topic on the GCVA forum will start with the sub forum and include the name of the topic in quotes.

Example:

- *General➜"Captain and FO Banners."*

Other paths may have more than one way to reach the same product or page. All paths will be noted in this case.

Printing

GCVA documents are designed to be printed double sided. Double sided means one page is printed on the front and another page printed on the back of each sheet of paper.

When printing on a single side printer, print first the odd pages and print in reverse order. Printing in reverse order will print the first page last so that the pages don't have to be sorted later. Upon complete printing of the odd pages, place the printed stack of papers back into the paper feed for the printer with the blank side positioned for printing. Lastly, print the even pages, in reverse order.

Revisions

Revisions are issued to keep the manual up-to-date. When a revision is issued, review the manual for changes. Changes are easily found by looking for the Change Bars in the left margin of the page.

Revisions are disseminated electronically and will be published with the entire manual. A NOTAM will be posted on the forum when a new manual revision is issued.

Chapter 2: Abbreviations

A

ALS ....Approach Lighting System
AM..Administrator Manual
AML..Aircraft Maintenance Logbook

B

Bcc.. Blind Carbon Copy

C

CAT .... (Approach) Category
Cc.. Carbon Copy
CS .... Captain Sim

D

DH.. Decision Height
DIS .... Discord
DxM...Dispatcher Manual

E

ELOA...Extended Leave of Absence

F

FCF ....Functional Check Flight
FOM ....Flight Operations Manual
FS ....Flight Simulator
FS9 .... Flight Simulator 9 (2004)
FSFK...FS Flight Keeper
FSX...Flight Simulator X (10)

G

GC.. Globe Cargo (Virtual Airlines)
GCP .... Globe Cargo PIREP
GCVA ....Globe Cargo Virtual Airlines

H

I

ILS..Instrument Landing System
IOE.. Initial Operating Experience
IVAO...International Virtual Aviation Organization

J

K

L

LOA...Leave of Absence
LOC... Localizer

M

MDA .... Minimum Descent Altitude
MEL... Minimum Equipment List
MMEL.. Master Minimum Equipment List

N

O

P

PID ....Pilot ID
PIREP ....Pilot Report
PM...Pilot Manual
PMDG .... Precision Manuals Development Group
PN ....Pilot Number

Q

R

S

T

TS ....TeamSpeak
TR .... Temporary Revision

U

V

VA...Virtual Airline
VATSIM ....Virtual Air Traffic Simulation Network

W

X

Y

Z

Intentionally Left Blank

Chapter 3: General Administration

Intentionally Left Blank

Chapter 3: General Administration

Organization Chart
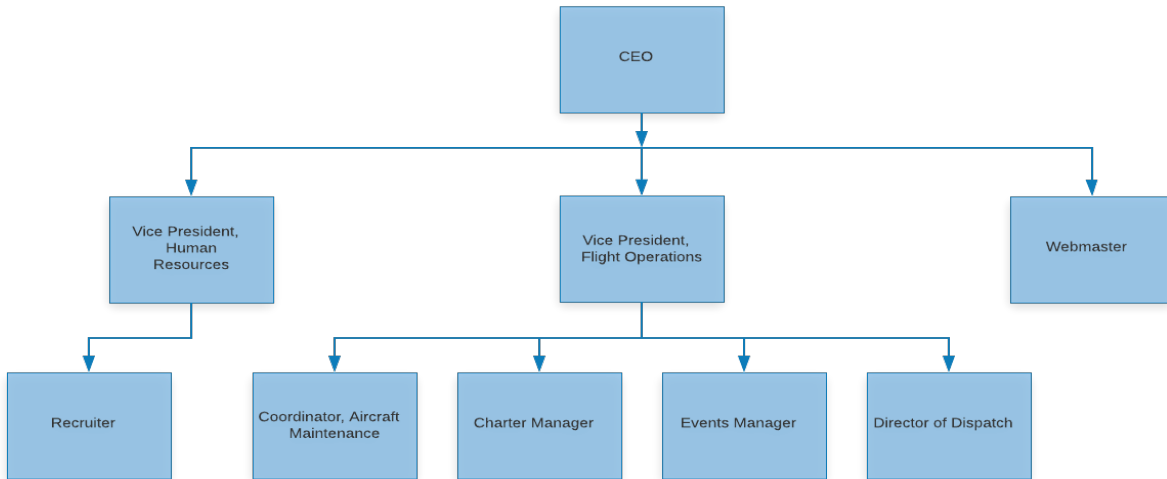
Point of Contact

The primary point of contact for a member regarding all issues, with the exception of members on IOE, is the Vice President, Human Resources at: hr@globecargova.org

Members on IOE will report to the Vice President, Flight Operations at: vp.flightops@globecargova.org.

Administrators are required to respond within 72 hours of receipt of a communication. The response may simply be acknowledgment of the communication and not necessarily a solution to an issue. When no response is received within 72 hours, escalate the issue to the next higher position following the chain of command as outlined in the Organization Chart.

Online Communication

Communicating in an online environment is very challenging. In general, 55/38/7 is the ratio of communication of non-verbal and verbal communication. 55% of communication is body language, 38% tone of voice, and finally only 7% of communication is the words spoken. Inherent to online communication, the body language and tone of voice are lost. Given the amount of lost communication when reading text only, as in online communications, it is easy and not uncommon to misunderstand the mood of the writer. This misunderstanding has led to less than desirable behavior in this organization in the past. Attempting to mitigate these misunderstandings in the future can be done by following these tips:

- Have a strong subject line - it should be clear what the email is regarding.
- Proof read all email before sending; does it convey exactly what you intended?
- Don't respond to emails when upset or mad about the situation. Wait 24 hours before responding to "cool down" and formulate a proper and respectful response.
- Use emoticons to help convey your mood, attitude, or intent.
- If you are requesting more than one person to take action, begin the request with the persons name.

Standard Date and Time

The importance of a common and consistent date and time notation in an organization cannot be overstated. The following are the date and time notations for GCVA and will be used in all aspects of the organization.

Date

The date will be noted as yyyy-mm-dd, that is: year-month-date. For example, January 8th, 2013 would be noted as 2013-01-08.

Time

All times will use UTC, Universal Time, Coordinated. UTC is more commonly known as "Zulu" ("Z") time and is also known as Greenwich Mean Time (GMT). Zulu time is the reference time for many industries including aviation. Zulu time is based on the time of day in Greenwich, United Kingdom (hence, GMT).

UTC, Local Time Conversion

A conversion must take place to determine local time at location in a time zone other than that of GMT or to determine Zulu time from the local time. The conversion requires the use of an offset that is either + or – and the number of hours to adjust. Beware that the number of hour's adjustment can change from the same time zone as a result of Daylight Savings Time.

Simply put, the equations are:
Zulu to Local: Z+ (O) = L
Local to Zulu: L – (O) = Z
Where Z = Zulu time, O = offset, and L = Local time.

When using the offset in the equations above, be certain to use the sign associated with the offset in the full equation. You may be adding a negative number or subtracting a positive number.

Example:
We will use KJFK as our departure airport. Let's get all the numbers we need to complete the conversion first.

Our flight schedule shows that flight GTI4322 to LIBG in Italy is to depart at 08:30. We know that this is the Zulu, Z, time because of GCVA's standard date and time notations. KFJK is located in the Eastern Time Zone with an offset of -4 (-4:00) from Zulu. We will assume that Daylight Savings Time is in effect.

What we have so far:
- Departure time, ZULU: 08:30
- ZULU time offset: -4:00

Local time is calculated as follows:
- 08:30 + (-4:00) = 04:30 local time.

Determine Z time from the local time such as using L – (O) = Z:

- Departure time, Local: 08:30
- Z time offset: -4:00
- Zulu time: ?

Apply the math: 08:30 – (-4:00) = 12:30z

Notice how we "reversed the math" simply by changing the sign on the hour offset from minus to plus and applied it to local time rather than Zulu time.

If Daylight Savings Time was not in effect, the offset from Zulu would be -5 hours.

The offset can be found on any airport database website as well as on aviation charts. A product that notes the offset as "-4/-5" means the offset is -4 when Daylight Savings Time is in effect and -5 when it is not.

A free website with an easy to use interface can also be used, found here:

- http://www.timezoneconverter.com/cgi-bin/tzc.tzc

This is a fool proof method to figure out both local and UTC and updates all areas based on their individual DST laws.

Company NOTAMs

Company NOTAMs are used to disseminate important information between manual revisions. Generally, a NOTAM contains information or a new or changed procedure that's important enough to warrant immediate dissemination.

The company NOTAMs will be issued via the NOTAMS section of the website.

Chapter 4: Information Technology

Intentionally Left Blank

Chapter 4: Information Technology

Website

Access the GCVA website at www.globecargova.org

The website contains many items and tools available to members and administrators. Throughout this manual, details relating to specific website menu items will be covered in terms of the web page's function rather than location on the website.

As described in the Rules of Document Construction, Formatting section, a topic in this manual that relates directly to a web page will have a menu path displayed at the beginning of the topic section.

Company Email Address List

Executive

Recipient	Address
Chief Executive Officer	ceo@globecargova.org

Human Resources

Recipient	Address
Vice President, Human Resources	hr@globecargova.org
Recruiter	recruit@globecargova.org

Flight Operations

Recipient	Address
Vice President, Flight Operations	vp.flightops@globecargova.org
Coordinator, Aircraft Maintenance	mx@globecargova.org
Events Coordinator	events@globecargova.org
Charter Manager	charters@globecargova.org

Site Administration

Recipient	Address
Site Administrator	site_admin@globecargova.org
Human Resources	info@globecargova.org
Site Administrators	globecargo@globecargova.org
Human Resources	apply@globecargova.org
Site Administrator	forum@globecargova.org

Miscellaneous

Recipient	Address
GCP Developer	gcp@globecargova.org

Forum

Website: GC Online➔Forums➔Globe Cargo ([Link](#)*)*

The forum is a very important communication tool. Much of the overall communication between members and administration occurs on the forum. The forum contains many sub forums organized by topic and/or department.

Accounts

Members must create an account on the forum before participating in topics. Many of the sub forums are hidden from view to unregistered users.

In order to create an account, a user must have a "VIP code", which is an anti-spam feature. Information to obtain the VIP code will be issued when the application to join the VA is accepted.

Signatures

Include at a minimum your real name and Pilot Number in your signature. Signatures may otherwise be up to the members' choosing.

Banners

Banners shall be of reasonable size and content. Official GCVA banners are provided but are not required. Find the official GCVA banners on the forum: *General➔"Captain and FO Forum Banners." (*[Link](#)*)*

Administration

Administrators of the forum appear in red text. An Administrator is one who can help with account data as well as moderate all topics and sub forums.

Global Moderators of the forum appear in green text. Global Moderators are able to moderate topics. Moderation of the forum is relaxed; however poor behavior or topics that get out of hand will not be tolerated.

Subscribing to Forums

When a user is subscribed to a forum, an email will automatically be sent to the address on file in the forum database when there is a new posting to that forum. The automated email includes links directly to the topic or post as well as to the sub forum containing the topic or post.

To subscribe to a forum, open the sub forum and located the "eye icon" near the top of the page. Click the link to complete the process. Do this for each sub forum you would like to subscribe to. Below is an image highlighting the "eye icon."

If the "eye icon" has a line through it, you are already subscribed to the sub forum. The image below indicates the user is already subscribed to the sub-forum.

All members are recommended to subscribe to the News and NOTAMs sub forums to automatically be notified of the most important information.

Discord

Voice and text communication is accomplished via Discord. The latest Discord client may be downloaded from http://www.discordapp.com. Once Discord is installed, users will be automatically notified of software updates.

Invite Link

An invite link to the Discord server is required to join. This link is included in the Welcome email sent by the Vice President, Human Resources when you join GC. If you joined GC before the switch to Discord, send an email to hr@globecargova.org to obtain an invite link.

Roles

There are a number of different roles - or permissions levels - on the server. Upon logging into the server for the first time, go to this link and give it a "thumbs up": Message Link. The "Members" role will automatically be applied. You can find the message manually by going to the WELCOME! category, #new-member-welcome channel.
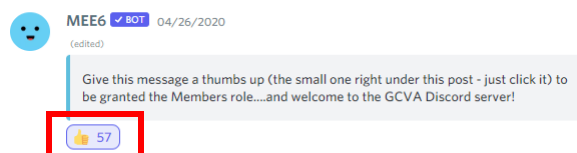
Nickname

Set your Discord server Nickname to Your Name - Pilot Number. For example, John Doe - 1234 or John - 1234. Staff members will also have their staff position noted in their Nickname.

To change your nickname on our server right click on the GCVA Discord server icon then select "Edit Server Profile. Then, edit the "Nickname" field appropriately.

Globe Cargo PIREP

Website: Crew Center➜Downloads (Link)

Globe Cargo PIREP is required for all members to submit their flight PIREPs.

FSUIPC/XPUIPC - The Link to Flight Simulator

GCP cannot retrieve data from your flight simulator on its own. FSUIPC is required for FSX/P3D and can be purchased and downloaded following the appropriate links here: Peter Dowson's FS Modules

For X-Plane, use XPUIPC. XPUIPC emulates FSUIPC and sends out the same data from X-Plane as FSUIPC does for FSX/P3D. Obtain XUIPC here: XPUIPC

X-Plane requires additional setup to accommodate some FSUIPC offsets. This additional setup is simple and can be found in Chapter 7: Tutorials.

Setup

Upon running GCP for the first time, a pop-up will open asking if you want to go to User Setup, click Yes. The User Setup screen may also be accessed via Tools➜User Setup... Enter your GCVA account information and click Validate to verify the information was entered correctly. Finally, point the appropriate Main Directory and Flights Directories to those folder locations on your system.

The Main Directory is the top level of your flight simulator folder, for example: C:\Program Files\Prepar3D v4. The Flights Directory is the folder your flight simulator saves its flight save data, for example: C:\Users\[your user]\Documents\Prepar3D v4 Files. X-Plane Main Directory example: C:\X-Plane 11. X-Plane Flights directory example: C:\X-Plane 11\Output\situations.

Additional information is available in Chapter 7: Tutorials, GCP Permissions Tutorial. GCP **must** be set to Run As Administrator or it will produce many errors and not function. Instructions on how to set that is in the same GCP Permissions Tutorial in Chapter 7.

Finding Help

GCP has a help file that can be accessed via Help➜Help...
Additional help can be obtained via the Forum: Globe Cargo PIREP and also on the Discord server in the #gcp_support channel. Support is also available via email: gcp@globecargova.org

Manual PIREP Submission

When the automatic PIREP submission system fails or other event preventing the automatic submission, a member may submit a PIREP manually.

When the flight is logged properly but the PIREP upload fails, follow these steps to send the PIREP file to HR:
- Open the GCP folder in Windows Explorer
- Navigate to the "Logs" folder
- Email the appropriate .csv file to hr@globecargova.org

The .csv file contains all of the same information as the automatically uploaded PIREP data. This means the ground track and all other detailed information about your flight will be available in the displayed PIREP on the website.

Occasionally GCP or your flight sim doesn't cooperate and some data is lost. In these cases, provide as much information as possible to HR who can submit a more basic version of your PIREP. The following information is requested in order for HR to submit the PIREP:
- Date of flight in flight sim: yyyy-mm-dd format
- Callsign
- Origin ICAO
- Destination ICAO
- Registration
- Aircraft Type
- Duration (Out to In, or Block Time)
- Fuel Used
- Distance flown

Some of the above information may be omitted. At the very minimum, HR needs the highlighted items.

Finally, if the above aren't options, we will accept other forms of proof of completion. Provide a screen shot of the PMDG ACARS page with the block times, the link to the VATSIM, or other online network, page showing the flight, or other proof of completion on a case-by-case basis. GCVA doesn't want members to have wasted their time completing a flight and not getting credit. With this in mind, we will do everything we can to find a solution to proof needed to credit the flight. However, if not enough proof can be found, the member may not get credit for the flight.

FSCloud

FSCloud is a 3rd party multiplayer server. The FSCloud allows FSX, P3D, and XPL users to connect to a common multiplayer session. The program will be used for GC events that are not held on VATSIM. Download FSCloud from https://fsc24.org/

Intentionally Left Blank

# Chapter 5: Member Administration

Intentionally Left Blank

Chapter 5: Member Administration

Joining Globe Cargo Virtual Airlines

Any person who would like to join GCVA must do so by the following process. The only exception is a former member who would like to rejoin. This process is largely overseen manually by staff, patience is appreciated. However, if you haven't heard from a staff member for more than 2 days, please reach out to one of the staff emails.

The joining process:
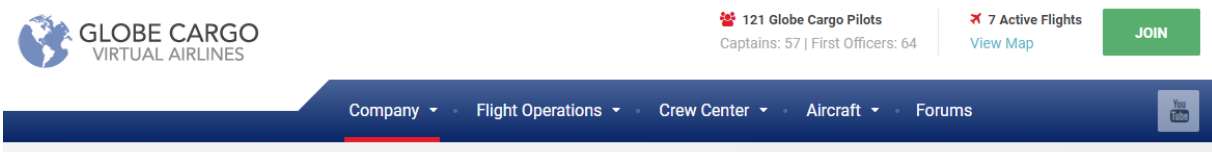
1. Complete the application form (*Website: JOIN button*)
   a. When completing the application form, please properly capitalize your name.
2. Take and pass the Entrance Exam within 7 days. The user is directed to this exam after the application form is completed.
3. Wait for the Vice President, Human Resources to accept or reject your application. The remainder of this process assumes the application was accepted.
4. A Welcome Letter which includes your Pilot Number as well as further instructions regarding the Provisional (14 days to complete both exams and the first flight), and the Initial Operating Experience (IOE) procedures.
   a. The Vice Presidents, Flight Operations and Human Resources will be available for any assistance an IOE member needs. Don't hesitate to ask questions, we are here to help.
5. Complete the IOE requirements (within 90 days) to become an Active member and gain access to the aircraft repaint hangar.
   a. See the "Initial Operating Experience" section of this chapter for complete details.

Maintaining Your Membership

Keeping your membership at GCVA active requires one of the following:
- Fly and submit a PIREP for at least 1 flight in the previous 60 days; or
- Certified Dispatchers, in lieu of the above requirement, dispatch 3 flights for other members in the previous 60 days.

When you find yourself unable to comply with one of the above requirements, consider requesting a LOA. See the "Leave of Absences" section of this manual for more information.

Web-based Exam System

Website: Crew Center➜Training Center (Link)

A web-based exam system is utilized for all exams.

Each user must be registered on the exam system for access. All members are automatically registered in the exam system. The login is the same as that for the website, however it's technically a separate login system and therefore a member must login separately between the website and the Training Center

Exams

Exams may be variable in number of questions and time limit to complete.
- **All exams require 70% score to pass.**
- **All exams offer at least 2 attempts.**

Initial Operating Experience

Initial Operating Experience (IOE) is designed to aid the new member in completing the initial requirements while confirming that the member is serious about being a part of the organization.

The IOE is comprised of 2 parts:
1. Pass the Indoctrination Exam **within 14 days** of date of hire;
2. Accumulate 25 logged flight hours.
   a. The first 25 hours must be completed **within 90 days**.

When the two requirements are met, your status will change from IOE to Active. The change from IOE to Active **is not automatic**. Human Resources must manually verify both requirements are met before changing your status. If your status hasn't been updated within 2 days of completing the requirements, contact the Vice President, Human Resources.

Upon completion of IOE, the requirements set forth in the "Maintaining Your Membership" section will apply.

Repaint access will not be granted until IOE is complete and the member is shown as Active in status.

PIREP Systems

Our proprietary ACARS system allows for automatic PIREP submission. Additionally, a PIREP may be manually submitted to the Vice President, Human Resources.

Globe Cargo PIREP

Globe Cargo PIREP (GCP) is a program developed in-house. As such, GCP features greater integration with VA systems than does other PIREP software. GCP is for GC members only and is free of charge.

Manual Submission

A backup is provided to members when an automatic PIREP submission has failed. Manually submitting a PIREP is not to be used as the members' primary method of submission. Manually submit a PIREP by sending the Vice President, Human Resources the necessary data. The data is produced by GCP in the form of a file to be sent via email. The file to send is a .csv file. Open the GCP folder then go to Logs and send the appropriate .csv file. Send this file to hr@globecargova.org. Reference the Manual PIREP Submission section of Chapter 4 of this manual for additional options for obtaining credit for a flight that can't be automatically submitted.

Leave of Absences

Website: Crew Center➔Crew Requests➔Leave of Absence (Link)

A Leave of Absence (LOA) may be requested at any time if the member determines that they will be unable to complete the requirements contained in the "Maintaining Your Membership" section of this chapter.

A LOA is requested by completing the Request LOA form available online. All LOAs are accepted and are required to avoid termination.

All LOA's are automatically granted for 90 days. If a member is able to return to active status before the 90 days as passed they may do so. Notify the Vice President, Human Resources upon your return.

When a member determines that longer than 90 days is required, that member must fill out the LOA form again. The second LOA request will again be automatically granted, bringing the total length of the LOA to 180 days.

LOA's longer than 180 days will be accommodated on a case-by-case basis.

Members on IOE are not normally entitled to any LOAs, however individual circumstances will be considered.

Rank & Seniority

There are two ranks, Captain (CA) and First Officer (FO). All new members join with a rank of First Officer.

When available in the aircraft model, CA's shall fly from the left seat view and FO's shall fly from the right seat view. If a model does not have a right seat view then the FO will fly from the left seat view.

Captain Upgrade

Website: Crew Center➔Crew Requests➔Request Captain Upgrade (Link)

The number of Captain positions available is limited. The number of Captains will be equal to or less than the number of First Officers, in other words not more than 50% of the membership. Existing Captains will not be downgraded to First Officer in the event that the number of First Officers becomes less than the number of Captains due to attrition.

First Officers will have an opportunity to upgrade to Captain via a Vacancy Bid. The Vacancy Bid is a process to fill open positions. Vacancies aren't always open. When the Vacancy Bid opens, a notice will be posted in the News forum and on Discord. The notice will include the number of open positions to be filled. For example, if there are 20 open positions the 20 most senior and eligible members will be awarded the opportunity to upgrade to Captain.

A First Officer who would like to upgrade to Captain must have accumulated a minimum of 150 hours at GCVA. This does not preclude a First Officer with less than 150 hours from completing the Captain Upgrade Request form.

To initiate the upgrade to Captain, a First Officer will submit the Captain Upgrade Request form. The member will be added to a list and as Captain slots are available, the Upgrade Exam will be unlocked in order of seniority.

When a member is notified that they have been added to an "upgrade class", the Upgrade Exam is available to that member and the member will have **30 days** to attempt the exam. After 30 days without an attempt, the member will be removed from the Upgrade list and will need to re-apply for upgrade.

The member has two attempts to complete the exam with at least 70% correct answers. A member who has passed the exam will have their rank changed to Captain. Those who do not pass the exam in two attempts will remain at the First Officer rank and will not be eligible to upgrade to Captain for at least 3 months.

Seniority

Seniority is the order the members are organized by priority for automated systems such as schedule bidding and for Captain Upgrade eligibility. Seniority, in nearly all cases, is based on date of hire. A member with a date of hire before another members' is more senior and therefore has first pick of schedules and is able to upgrade to Captain before the second member.

Circumstances may arise that dictates a member with a newer date of hire in the system retains a higher seniority than a member with an older date of hire.

The Pilot Roster (*Website: Crew Center→Roster*) is organized by seniority

Password Reset

Contact a Human Resources staff member to reset your website password if you have forgotten it. The members' password is able to be reset to a randomly generated password. An automated email containing the new password will be sent to the email address on file for your account.

The Vice President, Human Resources or other members of administration with the proper privileges to reset passwords do not have access to the generated password.

A password may be changed by the member when logged in on the website via My Account/Change Password.

My Account

Website: My Account ([Link](#))
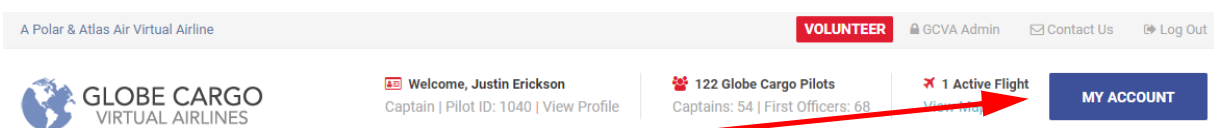
My Account contains a number of useful functions. This is where you can update information related to your account.

MY ACCOUNT

UPDATE INFORMATION

CHANGE PASSWORD

BID PREFERENCES

PIREPS

FLIGHT STATS

POINT DETAILS
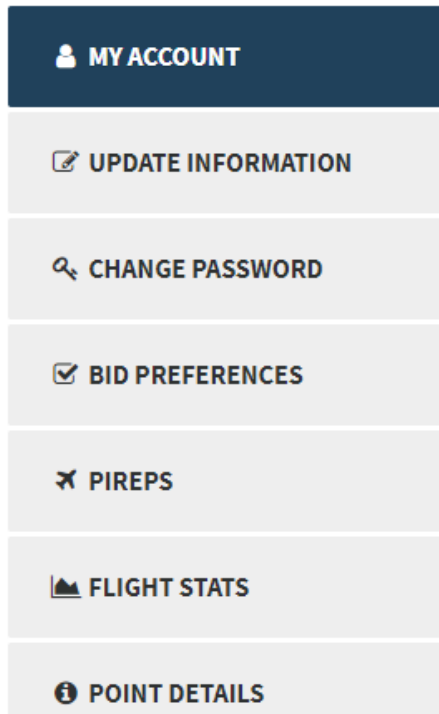
My Account contains the data and information currently on file for your account. The forum VIP Code is also found here.

Update Information is where you can update your email address, Discord name, VATSIM ID, Country, State (if applicable), and your Bio. Your Bio is visible to the public.

Change Password is where you can edit your password. If you have forgotten your password, contact the Vice President, Human Resources.

Bid Preferences is a filter system to display only flights you are interested in when completing the monthly bid. The auto bid system will take these preferences into account when automatically assigning a flight when you don't manually submit a bid.

PIREPS displays your last 10 PIREPs.

Flight Stats shows a number of statistical data based on your PIREPs.

Point Details will display the details of penalty points accumulated. For more information regarding Penalty Points, reference the Penalty Points section of this Chapter.

Privacy Settings provides and overview of when you accepted the Privacy Policy, consented to use of cookies, and provides the ability to revoke those permissions.

Revoking the permissions will result in immediate removal from GCVA. This action is not reversible. A checkbox must be checked and your account password must be entered so-as to prevent accidental activation of the consent withdrawal.

Email Address

Website: My Account➜Update Information➜Email (Link)

Members shall keep their email address up-to-date. Failure to maintain a current email address may result in termination.

Use the Update Information form in the My Account menu to update your email address.

Technical Issues

Problems with technology are inherent to a hobby based on the web and computer software like ours. At some point in your GCVA career you will likely encounter some sort of technical problem that prevents you from completing the requirements to maintain an active status or complete an assignment.

When encountering a technical problem, notify the Vice President, Human Resources as soon as practical with the nature of the problem. Management is quite lenient on the activity requirements when it is known that you are having technical difficulties.

If the problem persists beyond a reasonable length of time you will be placed on a LOA with an expected date of return. If the expected date of return passes without a fix, your account may be subject to termination. Generally, termination will be a last resort to remedy the situation in terms of maintaining an active roster.

If you are having an issue with GCP, reference the "GCP Permissions Tutorial" in Chapter 7 of this manual. Still having issues? Go to the #gcp-support channel on Discord.

Penalty Points

Atlas Charter flights selected from the charter board must be completed within 48 hours of their selection. A flight that is not completed within the time limit will automatically be reset, becoming available for another member to select, and the first member will be assessed penalty points.

Penalty points are intended to prevent "squatters", members who select a popular flight while it's available but have no intention of flying it until some days later. Sometimes, however, circumstances prevent a member from completing the selected flight within the time limit. Considering these circumstances, there are two types of Penalty Points:
- Automatic
- Manual

Automatic resets are those which the server detects an overdue flight completion and will reset the flight and asses 2 penalty points to the members' account.

A Manual reset is one which the member, realizing the flight can't be completed within the time limit, will click the reset button next to the flight on the charter board to trigger the flight reset. A manual reset assesses 1 penalty point with the intent that it's better to manually reset the flight early than wait the full time limit to have the system reset it automatically.

A maximum of 6 penalty points may be accrued on a members' account. The points may be 3 automatic resets, 6 manual resets, or any combination thereof. Upon reaching 6 penalty points, the member is automatically restricted from selecting any charter board flights.

Each penalty point remains on the members' account for 3 months at which time the points drop off.

Penalty Points are able to be removed by the Vice President, Human Resources or the Charter Manager if a reasonable explanation is provided.

View a description of accrued penalty points at My Account/Point Details. Here you can see the details of the points accrued such as number of points per event, the reason, and when those particular points expire.

Termination

Termination due to inactivity

Any pilot who has not completed one of the requirements in the "Maintaining Your Membership" section of this manual and has not accomplished one of the following will be considered as inactive:
- Requested to the Vice President, Human Resources a Leave of Absence; or
- Furnished an acceptable reason for failure to fly to the Vice President, Human Resources upon request.

Upon no flight logged within the previous 60 days, the Vice President, Human Resources will contact you inquiring about your inactivity. Respond within 14 days and explain the reason for your inactivity. If no response is received by the Vice President, Human Resources, the pilot may be terminated without any further notice.

Provisional pilots who have not flown at least one flight and have not passed the Indoctrination Test within the required time, may be terminated by the Vice President, Human Resources without any notice.

Members who hold management positions at GCVA are temporarily exempt from the monthly flight requirements in consideration for their time investment in the management of the VA.

Termination due to poor behavior

Poor/excessive behavior is not tolerated at GCVA. Poor behavior exhibited by a member, as judged by the Management, will result in immediate termination. Reinstatement is not possible.

Retirement

An Active member may request retirement without stating the reason. A retired member has resigned in good standing and requested such status.

Retired members will always be reinstated with original Rank and Seniority.

Reinstating Former Members (Re-Hire)

Terminated members may be reinstated at managements discretion. The old records need to be present in the GCVA database. If the relevant historic data is not available, or the member was reinstated previously, the returning member will need to complete the Indoc Exam again.

To initiate the reinstatement process a former member shall submit a written request to the Vice President, Human Resources. The request is then processed and a decision is made within the next 14 days. If the request is accepted the member returns as an IOE member and all of the provisions IOE carries with it. See the "Initial Operating Experience" section of this chapter for complete details. A summary of the requirements are below. When there is a discrepancy between the listed requirements here and those contained in the "Initial Operating Experience" section supersede those contained here.

- Within 14 days, complete the following:
  - Fly and log 1 flight
  - Pass the Indoc. Exam
- Within 90 days, complete the following:
  - Log 25 hours.

Returning members will have their seniority reset. Rank, however, will be restored. The returning member will be ineligible for access to the aircraft repaints until IOE is completed.

Achievements

Website: Crew Center➜Hours Club ([Link](link)*)*
Website: Crew Center➜Hall of Fame ([Link](link)*)*

GCVA recognizes its members for reaching milestones through Achievements. The two types of Achievements are the Hours Clubs and the Hall of Fame.

The Achievements awarded to the member are displayed publicly on the Roster and in the members Profile. New members to the Hours Clubs are also listed on the front page of the website. Finally, all members of the Hours Clubs are listed along with their date of achievement and certificate download link on the Hours Club page.

Hours Clubs

A member reaching flight hour milestones are automatically placed into the appropriate Hours Club. There are three Hours Clubs:

- 250 hours
- 500 hours
- 1,000 hours
- 5,000 hours
- 10,000 hours

When the member passes the next Hours Club minimum, a certificate becomes available for download and printing by the member on the Hours Club page.

Silver wings are displayed on the Roster and in the members' Profile for members with Hours Club achievements.

Hall of Fame

The Hall of Fame (HOF) is a prestigious award given to very few. The HOF is awarded to members who have demonstrated their dedication to the VA through support in various ways that go above and beyond what is expected of members. There is an administrator series of the HOF which recognizes a member of administration who has held an administrative position for at least 3 consecutive years.

View the "hall" on the Hall of Fame page under Crew Center. The Hall of Fame page shows all of the members inducted into the Hall of Fame including a portrait when available. Read a few words by the inductee and by management by clicking on the members' portrait (or portrait place holder).

Gold wings are displayed on the Roster and in the members' Profile for members with a Hall of Fame achievement.

Pay Scale

Effective 04-30-2020

Month	All Captains	All First Officers
23	$213.00	$149.00
21	$207.00	$145.00
19	$201.00	$141.00
17	$195.00	$137.00

Effective 04-30-2020

Month	All Captains	All First Officers
15	$190.00	$133.00
13	$184.00	$129.00
11	$179.00	$123.00
9	$173.00	$117.00
7	$168.00	$111.00
5	$163.00	$105.00
3	$159.00	$100.00
1	$154.00	$80.00

All pay rate increases are accomplished automatically by the system.

Intentionally Left Blank

Chapter 6: Flight Operations

Intentionally Left Blank

Chapter 6: Flight Operations

Fleet

GCVA offers a variety aircraft types, all of which have gone through testing to verify each model reaches a minimum level of realism.

Terminology

- Authorized: the aircraft model is approved for operations at GCVA.
- Supported: GCVA will provide repaints, maintenance tracking, and other support of the aircraft model. All Supported models are Authorized.

All aircraft models in the lists below are authorized. If a specific model is not in the lists then it is not authorized to be used on GCVA flights. When an unauthorized aircraft model is detected, the PIREP may be deleted.

All aircraft models in the lists below are supported unless noted with an asterisk (*). The unsupported aircraft models are still authorized but GCVA will not provide guaranteed support items.

At least one of the aircraft models noted as required must be legally owned and used by each member. These are the aircraft that are used for the required bi-monthly flight in the monthly bid system. To reiterate, not all of the Required models must be owned. Only one of them at minimum.

Any of the aircraft models noted as optional are for flights that use the charter system. Because the flights in the charter system are not required flights, neither are the aircraft that are used only in that system.

FSX/P3D: Required

- PMDG 747-400
- PMDG 747-400F
- PMDG 747-8F
- PMDG 777-200
- PMDG 777-200F
- PMDG 737-800
- PMDG 737-800F
- *LDS 767
- *CS 767
- *CS 777

X-Plane: Required

- *B737-800X ZIBO Mod
- VMAX 767 Pro
- *VMAX 777 Pro

FSX/P3D: Optional

- *iFLY 747
- *iFLY 737

X-Plane: Optional

-

Most models are supported beyond simply being authorized. Other areas of support include but may not be limited to:
- Repaints
- Maintenance

Repaints are offered for most models with an individual repaint for every tail number registration. Repaints are separated by those for FSX/P3D and those for XPL when available.

Download repaints at *Website: Aircraft➜Repaints* for P3D/FSX ([Link](#)) or *Aircraft➜Repaints* for X-Plane ([Link](#)). Repaints for all models available for the select FS version are listed on the appropriate page.

Basic maintenance functions are available for all aircraft. This includes monitoring of discrepancies by the Coordinator, Aircraft Maintenance and publishing and utilization of Minimum Equipment Lists (MEL). Reference the Maintenance section of this Chapter for more information.

Aircraft Type Substitution

Flight should be flown with the aircraft type assigned to the extent possible. There are occasions that may require an aircraft type substitution. These situations should be limited to:

- a member who was assigned a flight during the monthly bid with an aircraft type assigned for which the member does not own;
- the assigned aircraft is not capable of completing the flight segment in one leg.
  - *Note: it is not unheard of for real world flights to require a tech stop (fuel stop.) These flights will take more than one leg to complete a flight segment and this alone does not create an unrealistic operation.*

Your First Flight

This section is for our newest members of Globe Cargo Virtual Airlines. Welcome aboard! You may be wondering, "Where do I start"? Here you will find step-by-step instructions for selecting and completing your very first official Globe Cargo flight.

The instructions assume you have already received your welcome letter from the Vice President, Human Resources and that you have successfully setup Globe Cargo PIREP (GCP). GCP can be downloaded from *Website: Crew Center➔Downloads (*Link*)*.

Select a Polar Open Flights Board flight or Atlas charter flight

- Polar Open Flights Board: Login to the GC website and navigate to *Website: Flight Operations➔Scheduled Operations➔Open Flights Board (*Link*)*. Select an open flight by clicking on "AVAILABLE" and your name will appear as assigned to that flight. Click on the flight number to view the flight details including legs, flight times, ICAO codes, etc. The Open Flights Board only displays flights for the current and next day.
- Atlas Charter: Login to the GC website and navigate to *Website: Flight Operations➔Charter Operations➔Atlas Air (*Link*)*.

Prepare for your flight

- Load your cargo via the aircraft loading method for the selected model. Load your plane with at least 23,000 Kgs (50,000 lbs) of cargo, unless otherwise stated on the charter flight details. Typically, around 45,500 Kgs (100,000lbs), +14-23,000 Kgs / -9,000 Kgs (+30-50,000 lbs /-20,000 lbs) is a good average to maintain on Polar flights and Atlas charters with no cargo load noted. PMDG Cargo Load function does not allow the exact cargo weight as assigned to be loaded onto the airplane. For this program, adjust the cargo weight to reach the cargo load closest to the chosen or assigned cargo weight. It's rare that your

assigned cargo will be achievable using the PMDG Load function.

Review maintenance by checking *Website: Aircraft➜Aircraft List and Logbooks (*[Link]*)* or clicking the Open Logbook button in GCP. Make sure the assigned aircraft is in service, logbook entries are complete, and review any conditions associated with active MEL items. Information about specific MEL items can be found in the Master MEL documents at *Website: Aircraft➜Maintenance➜Maintenance MELs & Instructions➜*{Aircraft Type}.

Obtain Your Dispatch Release

- Access the Flight Dashboard from the website. The dashboard contains a "Flight Dispatch" section with a button to request the dispatch release. The button is in the same location regardless of dispatch method but will have different wording depending on if a live Dispatcher is online or not. When requesting a simBrief dispatch, you must have a Navigraph account. The simBrief dispatch will prompt you to login with your Navigraph account when you make the release request.
  - See the "Dispatch Flight Release" section of this chapter for more information.
- If a dispatch desk is staffed with a Certified Dispatcher, you may utilize our Dispatch Department to generate the dispatch release and flight package.
  - See the "Dispatch Flight Release" section of this chapter for more information.
- When flying a long flight and heavy cargo load, a fuel stop may be required. You are the Pilot in Command and you may make the decision to stop short of your final destination to refuel then continue to the final destination. This is perfectly acceptable and no notification to management is required.

Commence the flight

- Be sure to start and setup GCP prior to releasing the parking brake before pushing back for your flight.

Completing the flight

- Send the PIREP electronically via GCP. You may select another Open Flights Board flight or Atlas charter until your first bid takes effect. At the completion of a flight split into more than two legs the system should automatically recognize the completion of the multi-leg flight. Flights completed within one or two legs should be automatically confirmed by the charter board system. In the event

the flight isn't removed from your assigned flights list, notify Management for assistance.

Scheduled Flights & Monthly Bidding

Website: Flight Operations➜Scheduled Operations➜Bid Board

Scheduled Operations flights contain all scheduled flying. Flights operated by Polar Air, Atlas Air, and Southern Air which are scheduled will appear in the list and be available to bid on during the monthly bid cycle.

Bid Process

The process by which bidding takes place for the following month is completely automated and flights shown are based on the real world Polar/Atlas/Southern schedule. Bidding will open on the 17th and close on the 22nd of each month.

A flight will be randomly assigned to a member who has not submitted a bid. The random assignment system may be used intentionally by a member if they have no preference in flights. Some preferences can be set by the member in *My Account➜Bid Preferences*. When a preference(s) is set, the random flight assignment will attempt to fulfill the preferences.

Bidding is separated between Captains and First Officers, which each group bids separately.This is to allow Captains and First Officers to successfully bid on the same flight.

The system reserves a block of several hours per pilot, sorted by seniority, for bidding – called the members' Bid Slot. After time runs out, that pilot's bid slot is no longer reserved and the next lower pilot in seniority may bid for the same flights. When a member misses their bid slot, they may still bid until the bidding window is closed. However, a lower seniority pilot is no longer restricted from waiting on you to bid.

When bidding is open, a green link in your [Month] Bids section of the website will appear. Clicking this link will take you to the Bid Board. *Website: Flight Operations➜Scheduled Operations➜Bid Board (*[Link](#)*)*.

- The bid form consists of five weeks and within each week you may select one flight (a flight may include more than one leg).
- Only available flights will show in the drop-down box. Flights previously selected by other members are no longer available for selection.
- Flights appearing in the list are filtered based on your Bid Preferences. To see the complete list of available flights, clear all preferences in your Bid Preferences.
- Select at least one flight per month or none at all. If no flights were selected by the time the bids close, an automated email will be sent to you with a randomly assigned flight from the remaining available flights.
  - When Bid Preferences are set, the randomly assigned flight will attempt to adhere to your set preferences.

A member may bid a maximum of 100 hours in one calendar month per 14 CFR 121.481 which applies to scheduled operations.

Bid slots are awarded in order from highest seniority bidding first to lowest seniority bidding last.

Open Flights Board

Open Flights Board are those flights that are not selected by pilots during the bidding process.

Flights are available to all pilots who have:
- Completed their bid flights for that week;
- New hire pilots who joined and missed the bidding window.
- Returned to active status from LOA and missed the last bidding window.

Open Flights Board flights are only shown for the current and next day. For example, when looking at the Open board on a Wednesday, only flights departing on Wednesdays and Thursdays (UTC time) are shown.

Do not select an Open Flights Board flight unless you are certain it will be completed.

Charter Flights

Website: Flight Operations➜Charter Operations➜Atlas Air

Charter flights are operated by Atlas Air and are posted on the Atlas Air charter board.

Highlight Charter Flights

Highlight Charter Flights are displayed on the charter board with a red-orange background. Flights designated as a Highlight flight are those that have something special about them such as high priority flights or unique maintenance Functional Check Flights.

Selection

The charter board lists the flights and flight details available for the selected airline. Select a flight by clicking the "Book Flight" button adjacent to the flight desired. Then, click the Confirm Flight Booking button.

After confirming the selection, the system will automatically send an email that includes the flight details. Members using GCP will have the flight available for selection on the Flight dropdown box, which auto-fills nearly all of the flight information the next time GCP starts. If GCP is already running when the flight is selected, go to *GCP: Tools➜Download AC/Flight Lists* to download the flight data.
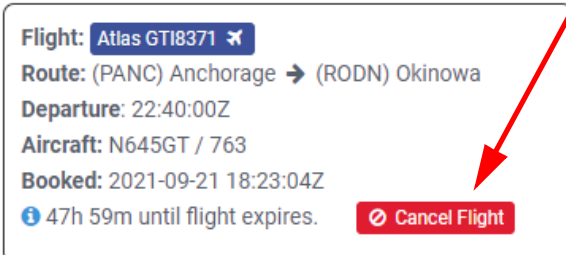
Completing

When a flight is selected, the member has 48 hours to complete the flight. When a flight is complete it is "confirmed". Normally, the system automatically confirms the flight is complete by analyzing the submitted PIREP to match the flight number, departure station, and destination station. A confirmed flight is then shown as complete and the next leg for that aircraft becomes available for selection and terminates the 48 hours completion clock.

If the flight did not automatically confirm complete, it must be manually confirmed by the Charter Manager. Notify the Charter Manager of the situation and he will trigger the confirmation.

A member who does not complete the flight within the 48 hour time limit will be assessed 2 penalty points automatically.

Charter Flight

> Flight: Atlas GTI8371 ✈
> Route: (PANC) Anchorage ➜ (RODN) Okinowa
> Departure: 22:40:00Z
> Aircraft: N645GT / 763
> Booked: 2021-09-21 18:23:04Z
> ℹ 47h 59m until flight expires.   ⊘ Cancel Flight

Members have the ability to reset their own flight before the 48 hour limit.

Reset the flight with the red "Cancel Flight" button in the Charter Flight section.

A flight reset manually by the member will accrue 1 penalty point. Reference the Penalty Points section of this chapter for more information.

Events

Website: Crew Center➜Events Calendar ([Link](#))
Website: Upcoming Events section of homepage

Official GCVA Events that are conducted on the VATSIM network and require an account on the network and client software to connect to the network. A headset is not required but is recommended. Events utilize our Discord server concurrently with VATSIM for private communication amongst ourselves. Reference the Online ATC Network Operations section of this manual for more information regarding GCVA's use of VATSIM.

Some events may be conducted off an Online ATC Network through the use of FSCloud or MSFS2020 built in multiplayer function.

Globe Cargo Events

Events will occasionally be organized as a way to enjoy flying with fellow GCVA members. The events are organized by the Events Coordinator and will vary in aircraft, routes, and/or type of operations. The Events Coordinator will publish all details regarding the event on the Events forum.

A Globe Cargo Events function will be operated with one of the approved types of aircraft.

UPCOMING EVENTS

GLOBE CARGO VA's NEW WEBSITE DEBUT EVENT!

📅 October 10, 2021 09:30Z

ⓘ View Details   **✈ Book Flight**

Details about the event can be viewed by clicking the View Details button. These details are also viewable when you are booking your flight.

To book a flight, begin by click the Book Flight button. The Select Booking Options form will appear. Here you will select from the available options. The Events Coordinator is able to define the options for departure time including number of slots per time, departure airport, destination airport, and aircraft type. You will also be able to select your tail number for your flight.

When booking a flight with this system, the options you have selected will create a flight Dashboard from which you can view the flight details and request a dispatch release.

The flight number for these flights will be the airline callsign and your pilot number as the flight number. For example, if you are flying a Polar flight and your Pilot Number is 5555, the flight generated would be PAC5555.

The event sign-up confirmation includes a quick link to the flight Dashboard as well as a button to cancel your flight booking for this event.

The flight Dashboard is also accessible from the Upcoming Events section of the homepage.

Finally, if available, the forum post with more details regarding the event is provided by the Event Link button.

Globe Cargo Events: Adventures

GCEvents: Adventures flights are designed to be "just for fun", to get away from typical line flying. These flights may use any aircraft category and class. Look for these events for an opportunity to fly anything from a float plane to helicopters for GCVA credit.

ATC Network Sponsored Events

Forum: Flight Operations➔Online Flying➔Online Events ([Link](#))

The Events Coordinator often receives advertisements from VATSIM, IVAO, or other virtual airlines for events being held on the applicable ATC network. The Events Coordinator posts these advertisements in the Online Events forum.

While GCVA, in most cases, does not actively participate in the advertised event, this does not preclude any member from participating in such an event for GC credit.

When a member participates in one of these events, follow the guidance in the Online ATC Network Operations section regarding certain remarks to be entered in the flight plan. Additionally, include in the comments box of GCP that the PIREP is for a particular event.

Maintenance

Website: Aircraft➜Maintenance
Website: Aircraft➜Aircraft List & Logbooks➜{Logbook}

During your operating day, you as the Pilot –in-Command will go through several routines during the pre-operational, operational, and post-operational day. It is imperative that these actions are followed through using the utmost diligence and attention to detail, as skipping a step now may lead to issues later on. Besides the normal flight crew preflight actions such as weather, routing and other dispatch related items, the most overlooked, or least seriously taken, is the maintenance logbook. I will guide you through some steps to commit to memory in order to keep your flight comfortable, within operating regulations, and most of all, safe.

When you enter the cockpit, one of the first things you should be aware of is whether or not maintenance is being performed. In a company operating tighter turn schedules than normal, it is likely that a switch, lever, etc., could be out of place because of maintenance being performed on that particular system. You should always take care to note if there are any warning tags clarifying that maintenance is being performed and that you should stay clear. The next step once you are settled is to review the aircraft maintenance logbook. There are several parts to the Atlas/Polar Air Cargo logbook. It should be mentioned that the maintenance logbook is not like the logbook you will use when flight training. Hours and crew data entered in the logbook are not intended for use in which to pay the crew for their time. It is used for aircraft hours and cycle counts in order to keep the Maintenance Planning department in the loop as to what scheduled maintenance checks will come due. With that being said, let's review the five part aircraft maintenance logbook for your familiarization:

1. the aircraft maintenance discrepancy log- used to write up known issues that occur when operating that particular aircraft.
2. The MEL list- used to list the systems currently inoperative AND placed on MEL. This is very useful for crew awareness as several MELs require flight operations, crew and or maintenance actions.
3. The Open Item List, or OIL- Used to defer non-airworthy items, such as missing seat trims or dirty carpets, for example.
4. The CAT III log- Used to record date, time and result of an attempted CAT III landing. Also included is a picture of a scaled down runway, where the flight

crew is required to draw a plus (+) sign to the best of their ability where the aircraft landed on the runway during an auto land.

5. finally, there is a spare aircraft discrepancy logbook, for use in case the maintenance discrepancy log in use is full. The first step in the aircraft maintenance logbook review would be to ensure, by looking at the bottom of the last maintenance discrepancy logbook page and verifying the last transit and base/transit check are completed. Be sure to flip back as many pages as it takes to ensure that there is one Transit Check completed within the last 72 hours, and one Base/Transit Check accomplished within the last 9 days. All times for these signed off checks will be in UTC. Be sure to notify maintenance control if either of the checks are due within 12 hours. These checks are not modeled as of yet here at Globe Cargo, but it is good information. Next review the MEL list, and cross check the open MELs on the MEL list with your flight release, or for now in our case, just look at the MEL section of GC PIREP. It is at this time that you would look up any of these open MELs with the MMEL (available on the Globe Cargo home page under Fleet and then Maintenance) and see if there are any operational, crew or maintenance actions. Some MELs require crew intervention, such as automatic cabin pressurization systems on MEL, where the PNF would need to manually operate the outflow valves to maintain cabin pressurization. An operational restriction may also be with one pack inoperative, for example. This will limit the aircraft to a lower than normal cruise altitude, as one pack will not be working. Finally, an example of a maintenance action required would be for an inoperative engine oil quantity indication. Maintenance would have to verify engine oil level to be full prior to each departure. It is up to the flight crew to ensure that any restrictions are complied with and all applicable paperwork completed. The open item list is for non-operational items, and should be reviewed, but keep in mind that there are no crew, ops., or maintenance restrictions involved here. The CAT III log is only used to record the results of a CATIII auto land, regardless of whether or not it was successful. At Globe Cargo, the OIL and CAT III log will not be modeled.

Now that we have reviewed what a pilot in command is responsible for in real life, let's touch on the things that you will be required to do as a virtual pilot. Checking your logbook is as simple as going to the GC Home page, and then on to the Fleet menu and then to Aircraft List and Logbooks. There you'll see a link to the aircraft logbook for your review, as well as a list of any MELs applicable to your aircraft. Also, when using the GC PIREP program, if there are any applicable MELs to your aircraft you will see them on the MEL section of the preflight page. Be sure to check the MMELs for any restrictions that you will be responsible for. Be sure to review this and your aircraft operating manual for the correct procedures. After completion of your flight, you are now required to report any maintenance issues. Anything to be entered in the logbook should be done by going to Fleet>Maintenance>Report a MX Issue and completing the form provided. From there items will be entered in the logbook, addressed, and then completed.

Dispatch Flight Release

GCVA offers dispatch services through our Dispatch Department. The Dispatch Department is maintained by our staff of Certified Dispatchers who have gone through training and passed an exam.

All dispatch releases are generated using Aerosoft's PFPX flight planning tool. PFPX offers a very realistic experience for the dispatcher as well as the release and flight plan output for the pilot. The release and flight plan package format is based on the real world Atlas Air format.

Any GCVA member is able to become a Certified Dispatcher to provide this service to fellow members. Those interested, contact the Director of Dispatch, director.dispatch@globecargova.org, and let them know you'd like to take the course.

A Certified Dispatcher is also able to maintain activity currency for the VA. View the "Maintaining Your Membership" section in Chapter 5 for details.

Requesting a Dispatch Flight Release

Request will be made on Discord. Expand the "Dispatch" category to find multiple desk channels. When a dispatcher is online, they will be logged into the associated voice channel for that desk. For example, if Desk 1 is staffed, the dispatcher would appear in the Desk 1 - voice channel. Only Certified Dispatchers will have "(DX)" precede their Discord nickname such as "(DX) Joe Pollock".

When a desk is staffed, post a request to the desk text channel with the following information:
- Flight Number
- Aircraft Tail Number
- Departure station
- Arrival station
- Estimated Time of Departure (real world, UTC)
- Payload

The on duty dispatcher for that desk will then generate the flight release and flight plan/ weather package. The flight package will be sent in one of two ways:
- Via PDF file uploaded to the dispatch desk text channel, or
- for those members who own PFPX, you can log in with the GCVA Pilot credentials of - Airline Code: GCA, Password: globe_pilot. Once logged in you can find your flight and obtain the flight package.

Flight Following

This is not to be confused with ATC's VFR Flight Following.

When the dispatch release is agreed upon by the pilot, the dispatch will provide flight following services to the pilot, making the pilot aware of issues that may be presented to the pilot. Examples include but are not limited to enroute weather that may be encountered by the flight, air traffic delays, changes to destination weather that may now require an alternate, etc.

Reach out to your dispatcher via Hoppie ACARS or the Discord desk channel when you need more information. Dispatchers will have access to the "big picture" when it comes to distant weather, for example, and can give you suggestions to navigate the area. They can offer suggestions in the event of a diversion for any reason. There are many scenarios that would warrant a conversation with your dispatcher. The dispatcher is a tool in your toolbox to help you complete your flight safely.

Online ATC Network Operations

One attribute that this organization prides itself on is the extent of realism that it applies to its day-to-day operations. One of the most realistic applications for FS is participation in an online ATC network.

The two major organizations at this time are VATSIM and IVAO. Both use proprietary software for both pilot and ATC members, with support and tutorials on their installation and upkeep. While use of either, or both, networks is encouraged, none are required to maintain your membership at Globe Cargo.

If you choose to take part in the online aspect, please be aware that each organization has its own set of rules which must be adhered to at all times. Be aware of these rules before logging on, and remember that with your participation as a Globe Cargo pilot in an online network, you not only represent yourself, but the VA as a whole.

You may use the scheduled flight number or your GCVA Pilot Number as your callsign. If using the scheduled flight number and there is already the same callsign on the network, append it to drop the last digit and add "A" in its place. Continue increasing the letter for multiple identical callsigns. For example, GTI3230 would be changed to GTI323A ("Giant 323 Alpha"), GTI323B and so on.

Members shall add the website link, WWW.GLOBECARGOVA.ORG, in the comments section of your flight plan.

Intentionally Left Blank

Chapter 7: Tutorials

Intentionally Left Blank

GCP Permissions Tutorial

This tutorial is for those who are having permissions issues with GCP. Symptoms of an improper permissions that GCP will display include, but not limited to:

- an FSYear Out of Range error
- Object reference not set to an instance of an object errors
- errors loading GCP.ini
- Logbook.dat loading errors
- Access Denied errors when GCP opens any file.
- FSTime errors

Follow the options in order, after each step test GCP. If GCP works normal, discontinue the procedures.

These instructions and screenshots are based on Windows 10. Windows 7 should be the same or very similar.

All users must complete at least Step 1!

1. Set GCP to "Run as Administrator"

a. Right click on GCP icon.
b. Select "Properties"
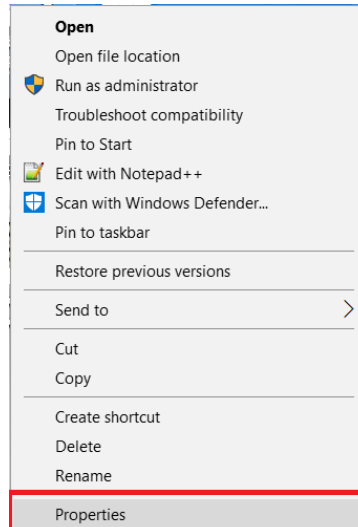
c. Select "Compatibility" tab
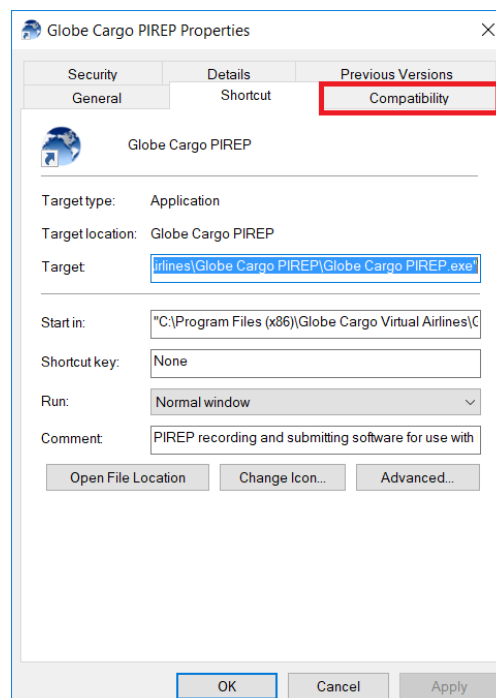
d. Click the "Change settings for all users" button
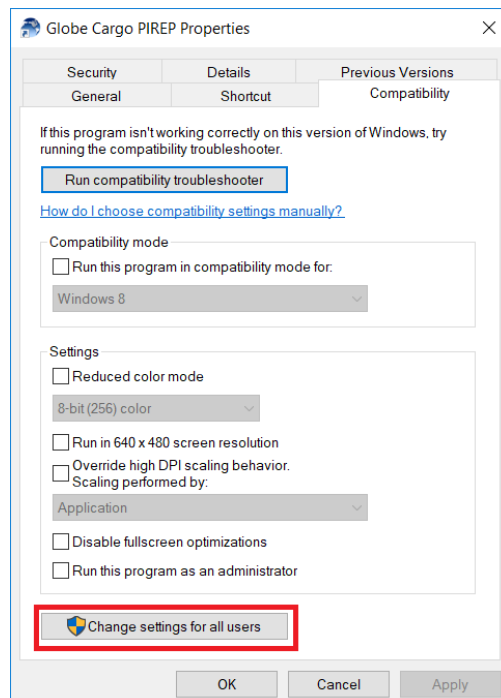
e. Check the "Run this program as an administrator" box
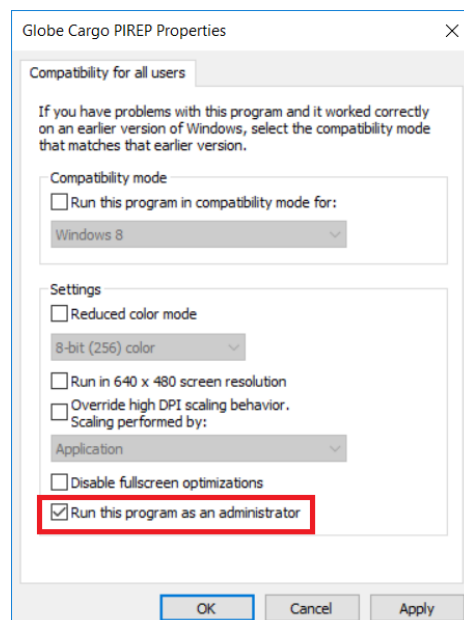
f. Click Apply, then OK and close all properties popup windows.

2. Verify FSUIPC is installed.

a. GCP will not function without FSUIPC as it's the gateway to access FSX/P3D data. If it is installed, reinstall it. FSUIPC has become corrupted for users in the past and simply reinstalling has fixed the issue.

3. Edit security permissions of your hard drive that GCP is stored on.

a. Open File Explorer
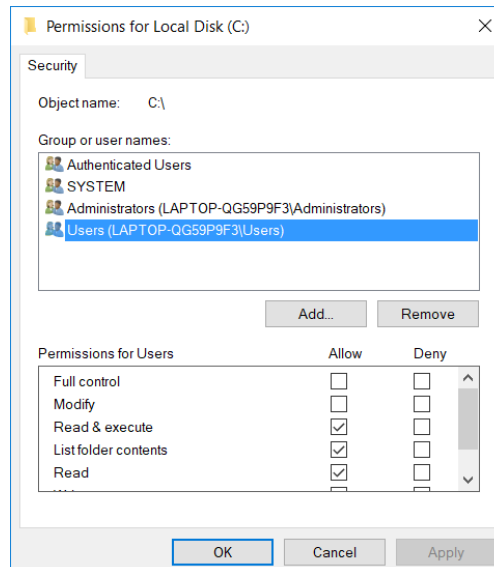b. Right click on the Local Disk drive GCP is stored on.
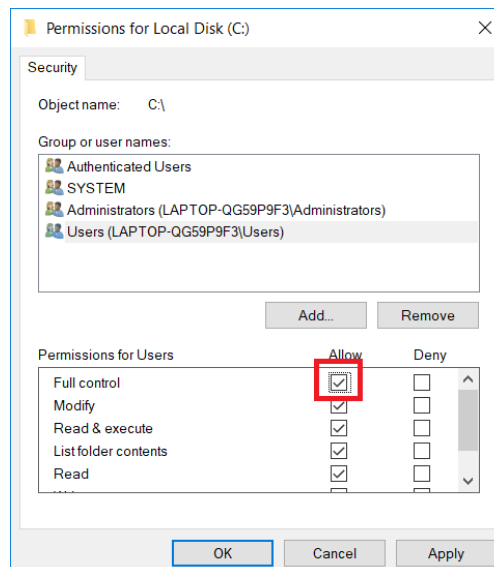i. Select Properties
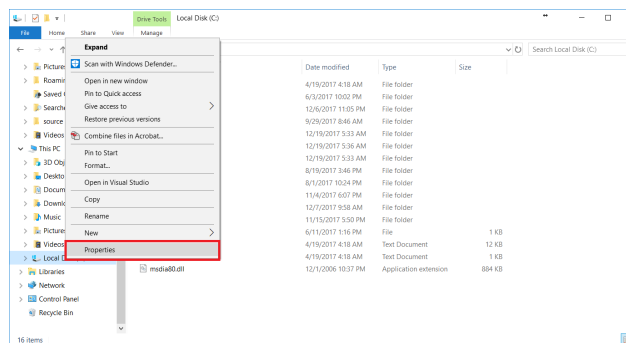
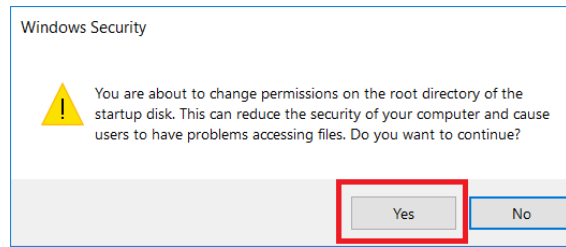d. Select the Security tab
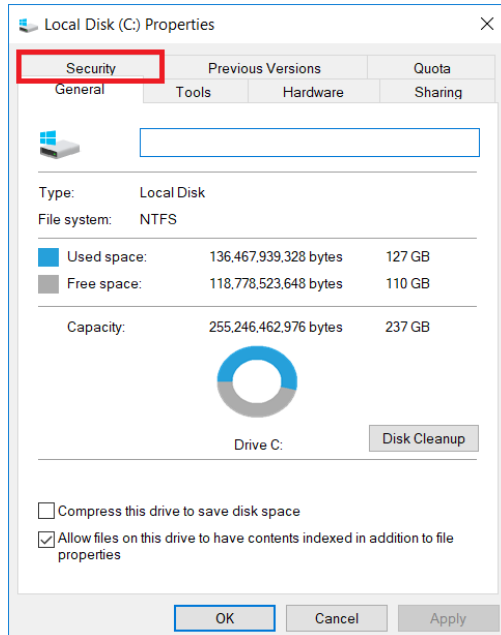
e. Click the Edit button
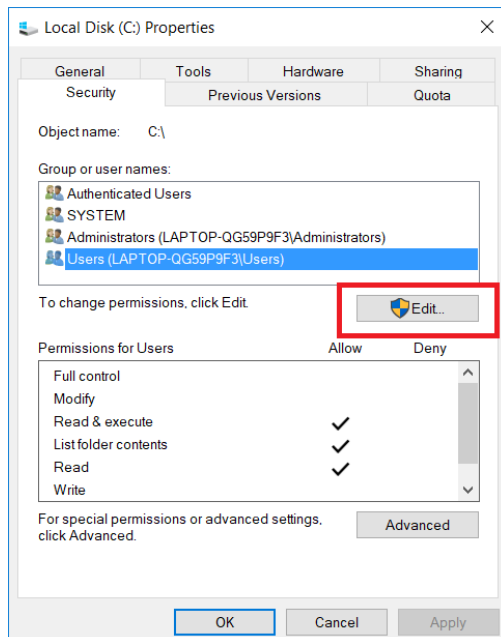
g. From Group or user names select Users.

h. Check the box in the Full Control row under the Allow column.

j. Click the Apply button i. The system will ask if you are sure, click Yes

ii. The system will take a few minutes to set the permissions on all the folders on your system. When it is complete, test GCP for proper function.

k. If GCP still does not run properly, repeat this step except in item "e" select Administrators from the Group or user names list and continue through the completion of Step 3.

Help others by sending the results of these procedures to gcp@globecargova.org. Please report which step got GCP to work properly or if after completing all steps GCP still fails.

HOPPIE ACARS Setup

Today's technology has evolved from a simple radio to advanced computer calculations to ensure better navigation, communication, and efficiencies. One of those technologies is CPDLC and ACARS. CPDLC is Controller Pilot Datalink, which allows us to have streamlined text communications with enabled air traffic controllers, but not all stations may be equipped. Second is ACARS or Aircraft Communication and Reporting System, which is built under the same principle as CPDLC expect it is designed to communication with Airline Operation Centers, receive Weather or Airport ATIS information. Some automation has been built in for some Airlines to incorporate OOOI times and fuel data.

Jeroen Hoppenbrouwer designed such a system for use in flight simulators, designed to communication with specific ATC or Dispatch software (in-house applications to the ARCARS design, but also includes communication with TOPCAT for FlightSimSoft). A connection is required via FSUIPC, WideFS or XUPIC for the MCDU to fully operate correctly.

For GCVA, it will be utilized to communication with Dispatch for Loadsheet, Takeoff and Landing data, as well as other open text communication. Below will be the setup sets to get this running.

For Pilots, we will need to download this client: https://www.hoppie.nl/acars/prg/acars-msfs/

For Dispatchers, we will need to download this client: https://www.hoppie.nl/acars/prg/dispatch/ (Optional, view Appendix A in the DxM for setup instructions.)

In order to utilize this application, you will need to register for a logon code. The logon code will need to be entered into either application in order to connect to the network. You can get a logon code here: https://www.hoppie.nl/acars/system/register.html

Setup Instructions (Pilots)

1. You can run through the setup wizard, and it should install all applications necessary to run the ACARS MCDU.

2. You can choose to run the applications from the setup, but it is also accessible from the start menu.
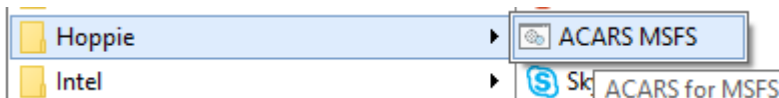
3. Once you start the application, you will get 3 application applications open, which will normally connect the entire network locally. You can just minimize those additional applications, there is no need to keep them up. After everything starts up for the first time, the windows firewall or similar window may popup. This is just for the broker application to communicate with the MCDU and ACARS network. Just allow it, and all should connect.

4. Last thing is to configure the application.
   a. In the ACARS Airborne Station, click File then Setup. Enter the logon code and click Ok.
   b. The other options are for you to explore, which includes printing. But you will need a printer on an LPT port.
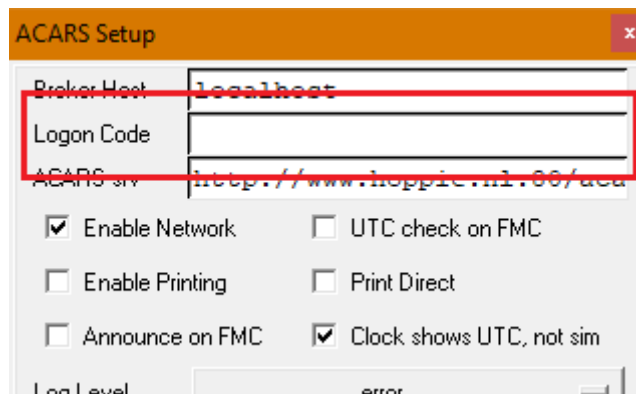
c. On the MCDU, click LSKL1 or ACARS line. Out of all the fields, the most important is Company. This field is what allows message to be sent and received to dispatch, as the dispatch software will be using the same code. Company code will be GCA.

5. The smaller window '>CDU' was designed to change color if that status changes or a message comes in. This window will always be open on top of other windows, and just a click on it will open the MCDU. You can also right-click this to shut down the MCDU.

6. To change any additional options, you can go into Menu then click Config on LSK6R. The last option regarding computer shutdown, be careful that will actually shut down the computer not just the MCDU.
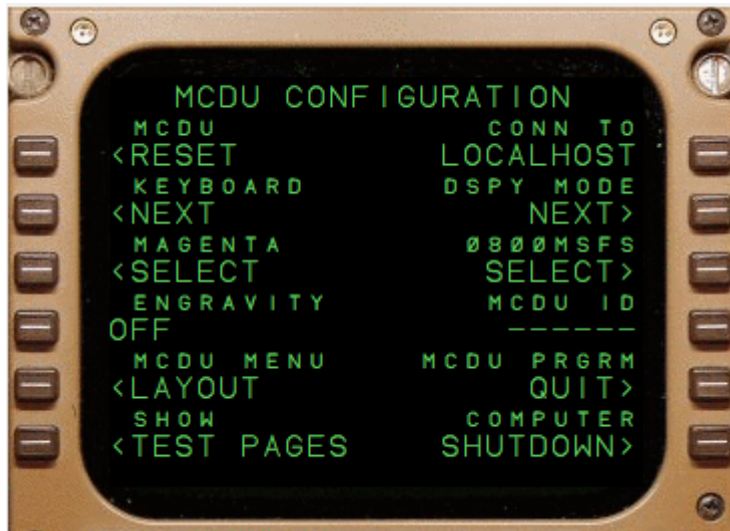
7. Most options are open to other third-party software and hardware, so I will not have the necessary resource to explain those options. One you can explore are DSPY MODE (LSK2R) and the one just below it. LSK2R will allow you to change the display size and window mode of no window mode. LSK3R will allow you to apply those display settings.

8. LSK1L will reset the MCDU if you have completed the flight. One click will arm, and a second click will re-initialize and clear the Preflight, and message data. The Company Code will stay.

XPUIPC Setup

Download

Download XPUIPC here: [XPUIPC Link](#)
http://www.tosi-online.de/XPUIPC/XPUIPC.html

Download the XPUIPC configuration file here: [XPUIPC Config](#)

Installation

1. Drop the XPUIPC plugin in your \X-Plane 11\Resources\plugins\
2. Edit the XPUIPC config file and the server ip must match as this: Server Address = 127.0.0.2

Aircraft Tested

- Flight Factor 747 passenger and 747F, 767, Freighter, 777 passenger and 777F, 757 passenger and 757F.
- FJS Dash Q400
- Jar design A320, A330
- Zibo mode 737 800x

Intentionally Left Blank