

Administrative Policies

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Requirements

In order to become a Company Pilot and remain on **Active** status, you must:

- meet the minimum age requirement;
- own a licensed copy of:
 - Laminar Research X-Plane;
 - Lockheed Martin Prepar3D[®]; and/or,
 - Microsoft[®] Flight Simulator 2020 (MSFS2020);
- have an active email account you can access on a regular basis;
- agree to be bound by the *Policies* and *Procedures* in this Document, along with any/all others that may be communicated and/or distributed separately; and,
- complete *at least* one (1) flight every thirty (30) days.

Transfer of Hours

We do **not** set restrictions on aircraft types by Pilot rank; therefore, we do **not** transfer hours from another Virtual Airline or VATSIM.

Everyone begins their career with us as a **Flight Student** with 00:00 hours of flight time.

Home Assignment

You selected your Home Airport ('**Home**') when you completed our *Application Form*.

It's from this assigned location you must make your *first* **Cargo** or **Scheduled** flight. Thereafter, your assigned Home Airport doesn't factor into your flying *unless* that's what you want to do.

*If your Home does **not** have any Cargo or Scheduled flights and you desire to fly them, you must enable **Worldwide Persistence (WWP)** to fly to an airport that does have Cargo and/or Scheduled flights. Learn more about WWP [here](#).*

*For Charter operations, your Home will **not** be a factor at all.*

If you wish to change your **Home**, you can do so on your own anytime – and as many times as you desire; however, be aware of the fact there **is** a fee involved **each time** you do so.

That fee will be deducted from your Ledger (**Pilot Profile > Ledger**).

As long as your balance is *greater than* the fee for the Transfer, your Home will be changed.

If your Ledger balance is *less than* the fee for the Transfer, your Home will **not** be changed..

To initiate a Home Transfer, go to **Settings > My Information > My Home** in the *Navigation Bar* of the *Crew Operations* website. Follow the prompts.

You may also click [here](#) to learn how to change your **Home**.

Pilot Status & Flight Requirements

Every pilot maintains a status based on the frequency of their flight activity.

| Status | Description |
|-----------------|--|
| New Hire | Must complete first flight within fourteen (14) days after receiving <i>Acceptance Email</i> . |
| Active | <i>At least</i> one (1) completed flight/PIREP in the past thirty (30) days. |
| On Leave | No completed flight/PIREP in the past thirty (30) days. |
| Retired | No completed flight/PIREP in the past ninety (90) days. |

You'll be placed **On Leave** if you do **not** complete a flight in the last **thirty** (30) days.

You'll be **Retired** if you do **not** complete a flight in the last **ninety** (90) days.

There is no consequence to being tagged as **Retired** or **On Leave** - you simply come back to the CrewOps site, login, and once you file another PIREP, your status will revert from **Retired** or **On Leave** to Active.

We do not delete pilot accounts unless specifically requested.

If you find yourself retired, simply log in to CrewOps and follow the automated reactivation process. Our staff does not reactivate accounts manually unless there is a specific issue such as "no access to the email on file."

Rehire Eligibility

We do **not** remove Pilot records, unless it is requested by the pilot.

If you wish to have your data removed from our system, please email removeme@walkerair.us.

If you were:

| Retired | Terminated |
|---|-------------------------------------|
| ... for failing to complete one (1) flight every ninety (90) days – or by personal request – you may be rehired. Your statistics will be restored to the values they were at the time you were Retired. | ... you will not be rehired. |

To be considered for rehire, post your request in the **#support** channel in the Company *Discord* – **or** – submit a **Help Ticket**.

Termination

You can be terminated if it's determined you've failed to adhere to our:

- **Code of Conduct**; and/or,
- **Policies** and **Procedures**, along with those that may be communicated and/or distributed separately.

If you think you were unjustly terminated, contact help@walkerair.us.

Membership in Other VA(s)

Walker pilots are not restricted in any way to join other virtual airlines, up to and including logging flights for Walker and the other VA. Do note that this is Walker policy and you must check with the other airline if you are allowed to double log on their end.

Walker pilots may hold leadership or staff status in other virtual airlines or other flight simulation organizations with no effect, positive or negative, to their standing in Walker.

Walker staff, both Business Office and Marshalls, **may not** hold a staff position of any capacity in another virtual airline.