



Administrative Policy

NDB AIR Administrative Policy - Version 1.1

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Introduction

This document outlines administrative policies in effect within NDB Air. Changes & updates will be published via Notices to Airman (NOTAMs) in the relevant section of the NDB Air forum.

About NDB Air

NDB Air was founded as a concept to return to the fundamentals of what makes a solid Virtual Airline. The airline was founded by a group of like-minded pilots who desired to return to basics, realizing that a virtual airline is more about the community created by its pilots rather than another iteration of an online electronic logbook.

With this philosophy in mind, the airline has a very specific focus which drives administrative and operational policies. NDB Air is not, and was never meant to be, all things to all pilots. While the airline possesses many common features found within typical virtual airlines, there are carefully thought out departures from common features and policies as well.

Above all else, NDB Air is about camaraderie, professionalism, a desire to learn, and have fun together.

Purpose

Rather than simulating a particular real world airline, or airline alliance, NDB Air maintains a comprehensive online database of several hundred real-world airlines and routes. This provides a high level of flexibility of where, when, and what to fly throughout the world. With offered airlines and routes changing on a periodic basis, NDB Air will always offer something new to try for pilots.

Whether it's a solo flight across the pond, group flight during an online event, or a couple of pilots exploring an area while flying VFR, the purpose of NDB Air is to provide the experience of a shared vision of what flight simulation and fun should be.

Organization

Founders – Founders are members whose common, shared vision, resulted in the creation of NDB Air. The Founder's sole responsibility is to provide guidance to staff ensuring the VA continues to move forward in the direction of the ideals of what NDB Air represents.

NDB Air employs a board of directors to govern operations and policy. The Board consists of:

Chief Executive Officer (CEO) - The CEO is the chair of the board of directors, and is responsible for the overall airline vision and direction.

Chief Operations Officer (COO) - The COO is responsible for overall operations of the VA.

Chief Information Officer (CIO) - The CIO is responsible for establishment & maintenance of all information technology aspects of the airline.

Director of Human Relations (DHR) - The DHR is responsible for all Human Relations activities within the airline, including (but not limited to) recruitment, hiring, conflict resolution, and terminations.

Chief Pilot - The Chief Pilot is responsible for all flight operations (PIREPS, complaints of pilot quality, etc).

Regional Managers – Responsible for day-to-day operations of their respective regions, serving as the primary point of contact for pilots.

Additional Staff Positions

Additional staff positions and responsibilities may be created/deleted as needed by the Board of Directors.

Installation and Removal of Staff Positions

Founders: Founder status is permanent and may not be rescinded except by direct request of a specific Founder to remove their designation as a Founder.

Board Members: Board of Directors positions are specifically approved by the Founders. Any member of the Board of Directors may be removed from their position by unanimous vote of the remainder of the Board, and with the approval of the Founders.

Other Staff Positions: All other staff positions are approved by the Board of Directors. Pilots serving in a staff capacity in any of these roles may be removed from their position by majority vote of the Board of Directors.

Pilot Cap

NDB Air is not about becoming the largest VA, or have the biggest roster. It is about every pilot on the roster sharing the same vision on which the airline is based.

In order to reduce administrative and management overhead, NDB Air will employ a pilot cap at all times. The current number cap will be maintained on the recruitment page.

Pilot Ranks & Promotions

All pilots start as either a Second Officer or First Officer within the airline. Due to NDB Air's philosophy of education through experience, pilot advancement/promotion is achieved by a combination of hours, flights, and time in grade.

Upon completion of the required number of flight hours, flights, and time in grade, a pilot may request promotion, through their Regional Manager, to the next pilot rank. Promotion/Advancement will be approved at the discretion of the cognizant approval authority listed.

| From | To | Hours | Flights | TIG* | Approval |
|------------------------|------------------------|---------------------|---------|------|-------------|
| Second Officer | First Officer | 50 | 25 | 1 | Regional |
| First Officer | Senior First Officer | 100 | 50 | 2 | Regional |
| Senior First Officer | Captain | 100 | 75 | 2 | Regional |
| Captain | Senior Captain | 250 | 50 | 3 | Chief Pilot |
| Senior Captain | Line Captain | 500 | 100 | 6 | Chief Pilot |
| Line Captain | Senior Line Captain | 500 | 200 | 6 | Chief Pilot |
| Senior Line Captain | Command Captain | 500 | 300 | 6 | Chief Pilot |
| Command Captain | Senior Command Captain | 500 | 400 | 12 | BOD |
| Senior Command Captain | ATP Captain | 1000 | 500 | 12 | BOD |
| ATP Captain | Senior ATP Captain | Awarded by Founders | | | |

Table 1: Pilot Promotion Schedule

(* TIG is Time In Grade in number of months)

Pilot Hire Requirements

In order to be considered for hire by NDB Air, pilot candidates shall meet the following requirements:

1. Be at least 18 years of age.
2. Possess a VATSIM ID. (Note: While NDB Air does not require flights to be conducted online, a valid VATSIM ID is still required).
3. Agree to file first Plot report (PIREP) within 14 (fourteen) days of being accepted.
4. Agree to abide by pilot currency policy and NDB Air Code of Conduct.

NDB Air Staff Requirements

In addition to being a pilot in good standing within the VA, listed below are minimum requirements to be considered for, or hold, a staff position within NDB Air.

1. Be at least 21 years of age.
2. Have been a member of NDB Air for minimum of 6 months.
3. Not serve in a staff capacity whatsoever of any other Virtual Airline.

Transfer Hours

As described earlier NDB Air is about the community of pilots that compose its ranks. It is not about amassing the most number of hours, or most number of flights. However, in order to recognize an already established commitment to the hobby, NDB Air will allow pilot's to carry up to fifty (50) hours into the VA, allowing them to be hired directly as a First Officer.

Verification of hours will be conducted at time of application processing. Hours need to be easily verifiable by the staff. Any questions on the integrity of the hours being transferred will be directed to the Chief Pilot, who will make the final determination on whether the hours are accepted.

Activity Policy

In order to remain in an “active” status within NDB Air, pilots must complete 01 flight every 30 days. This period is based upon the time of the pilot’s last approved PIREP.

Failure to complete 1 flight within 30 days, a pilot may be automatically placed in an “inactive” status. A pilot may or may not receive a notification of being placed inactive.

After 30 days in an “inactive” status, if a pilot fails to complete a flight, the pilot may be terminated for inactivity. A pilot will receive a notification of termination due to inactivity.

If a pilot is terminated for inactivity, they may re-apply to NDB Air, with full restoration of their previous hours and rank. However, their application will be processed in the order received.

If a pilot is terminated for inactivity for a second time, they shall be placed in a permanent "do not hire" status.

Due to the amount of administrative and technical work required to sustain NDB Air, Founders and the Board of Directors are exempt from the above activity policy.

Leave of Absence

NDB Air recognizes that flight simulation is a hobby, and not a job. As such, real-world commitments will always take precedence over commitments to the airline. In order to facilitate pilots being able to step away from the VA while being temporarily exempt from the above activity policy, the following Leave of Absence (LOA) policy applies:

Pilots may elect to go on a one-month Leave of Absence (LOA) twice per 365-day period through, and with approval of, their respective Regional Manager. The 2 one-month LOA periods may be combined.

Pilots may request an extended LOA through their respective Regional Manager. These requests will be handled on a case by case basis with approval resting with the DHR.

Training Philosophy

The largest factor of aviation learning and training is the individual desire to learn, commitment to getting things correct, and a dedication to continual improvement. This is a tried and true concept which has its foundation in self-analysis and self-discipline. As such, NDB Air does not have a formal training program.

There are numerous training resources available to the public, and the NDB Air staff will make every effort to point any pilot in the right direction. While staff will always be available to answer specific questions, pilots are encouraged to help each other with learning particular facets of aviation (both real world and virtual). However, the expectation is that each pilot takes the time, and makes the effort to researching the problem on their own. The process of looking for an answer is just as valuable as the solution itself.

Regions / Focus Cities

Due to the global nature of NDB Air, the airline is divided into regions, each of which are led by a regional manager. Regional managers may, with approval of the BOD, establish Focus cities within their respective regions. Focus cities serve as airports of interest from which pilots may choose to base out of, providing a large number of flights, with all airport information readily available in one place.

Conflict Resolution

While NDB Air strives to be a community of pilots who conduct themselves in a professional manner, it is expected that any conflicts are attempted to be worked out, at the lowest level possible. However, in the event that a conflict arises that either requires any level of disciplinary action, or resolution at a staff level, the following conflict resolution policy applies:

Other than dismissal due to inactivity (whose authority rests with Regional Managers), only the Board of Directors has the authority to dismiss a pilot for any other reason, including disciplinary actions.

A pilot who has been dismissed, suspended, or disciplined for any reason is afforded the opportunity to have the issue reviewed by the Founders.

The pilot shall make the request for review through the Director of Human Relations, who will coordinate a review by the Founders. Any decision made by the Founders is final and not subject to appeal.

Where possible, Founders Review will be completed within 7 days. Where circumstances prevent review in that time frame, the Director of Human Relations will notify, in writing, all parties about the delay, and a reasonable estimate as to when the review will be complete.

The CEO will notify the pilot being dismissed in writing as to why he/she is being dismissed and send a copy of the dismissal to the Founders and Board of Directors.