

# Pilot Requirements

## Pilot Requirements:

### 1. **Monthly PIREP Submission:**

- Pilots are required to submit at least one (1) Pilot Report (PIREP) per month. The submission must be made using the smartCARS flight logging and monitoring software provided by United Virtual. If unable to comply, pilots may submit a manual PIREP through the Crew Center website, with a link from an approved source (VATSIM, ProjectFLY, etc.) to verify the flight's completion.

### 2. **Responsibility for Compliance:**

- It is the pilot's responsibility to ensure they fly at least one (1) flight every 30 days to remain active.

## Pilot Inactivity Warnings:

### 1. **Warning Emails:**

- United Virtual will send warning emails at 30 days and 90 days if a pilot becomes inactive.

### 2. **Inactivity Periods:**

- Pilots are required to complete one (1) flight every thirty (30) days to remain active.
- After 30 days of inactivity, a pilot will be placed on a leave of absence.
- After 90 days of inactivity, a pilot will be retired, losing access to the Crew Center.

### 3. **Return from Retirement:**

- Pilots retired after 90 days of inactivity may request a return to active status by contacting their Hub Manager (HM) or [dpo@flyuva.org](mailto:dpo@flyuva.org).
- If the HM or DPO is unavailable, pilots may contact any member of the staff team via email or Discord message to make this request.

### 4. **Leave of Absence Requests:**

- Pilots can request a leave of absence through the Crew Center, which will be submitted to HR, Executive, or Administrative staff.
- Leaves of absence must be between 30 and 90 days and not repeated more than twice per calendar year.

### 5. **Return from Leave of Absence:**

- Upon return from a leave of absence, pilots have fourteen (14) days to submit an ACCEPTED PIREP to avoid being marked as retired due to inactivity.
- The PIREP submitted upon return cannot be a manual PIREP.

## Roster Purges:

- **First PIREP Approval:**

- Roster purges occur daily for pilots who do not get their first PIREP approved within 30 days of joining UVA.
- **12-Month Inactivity Purge:**
  - After 12 months (365 days) of inactivity, pilots will be removed from the roster, deleted from the database, and their previous profile cannot be retrieved.

For additional details, refer to [Pilot Requirements and Inactivity Policy Document](#).



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