

# MEC E-NEWSLETTER VOL 2, NO 5

## February 19<sup>th</sup>, 2017

- **NEW-HIRE**
- **DEADHEAD FLIGHTS**
- **CBT & TRAINING**

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### **New-Hire:**

We would like to welcome class 1702 to the Envoy Family, they will graduate on the 20<sup>th</sup> and all will be based in LGA. We have 2 more classes in training and each month we can expect 2 classes joining Envoy.



### **Deadhead flight tip:**

Should you find that you are now scheduled to deadhead when it was not a planned flight. You can use the following to help make that process a little easier:

Once you know what flight you will be scheduled to travel on, go to NTRP and import your sabre PNR. Enter the scheduled flight information and this will allow you to retrieve the needed information.

## Import Sabre PNRs

Input Flight Information

Jul 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Tue-Jul 12

Flight Number:  Departure City:

Passenger Name: ROBERT BARROW

Input Record Locator

Record Locator:

Import Sabre PNR

Once you have your PNR - Do not check in, write down your PNR then go to [www.aa.com](http://www.aa.com) and click on "my trips", enter your first, last name and PNR.

Find flights    My trips / Check-in    Flight status

( \* Required)

Passenger first name \*    Passenger last name \*    Record locator \*

      

Find reservation

Since you are an A1/A3 you can then assign your seat and on certain flights change to a MCE seat. Once you assign your seat, you can go back to NRTP and check in with the option to upgrade if applicable.

## **CBT's & Training:**

As a reminder all CBT's are required to be completed by noon the day prior to your training event. You can find a list of all the required CBT's on the training page on [my.envoyair.com](http://my.envoyair.com), in addition, the amount paid for these lessons will also be found on this site.

In the event you should not attend your scheduled training event (MA, SK & UA) contractually you will be scheduled in the next available class. Should this fall on your day off you will be paid at 3.45 per day of training. If you fall below your guaranteed 11 days off, make sure you send in an RF 200 RTD to have the days returned.