

KEYS TO PROBATION and TOP THINGS TO REMEMBER

Don't forget to Preference for trips, Standby & RAPs

** Check HI33; know where you fall on the HI33:

1. So you can have an idea of what you may or may not get at 1800.
2. To make sure CS is honoring your preference, if it is contractually yours.
3. If you are commuting this will give you a better understanding of what time to commute in.

** The day prior to work from 1000 – 1400 (suggest around 1330, because people can still pick up OT or line holders can trip trade until 1200. Trips might become available before 1400)

** Confirm next day assignment at 1800 the day prior to your workday by calling AVRS 888-436-2739 & follow the prompts to confirm next day Reserve Assignment.

♣ Employee #

♣ 1

♣ First four characters of your DECS password and employee #

♣ 0 for a menu of transactions

If you have an incident while on duty and an EAP Rep does not contact you. Please let us know asap. We want to help and be there for you. Contact an EAP <http://afaeagle.com/eap-committee>

Commuting

** Commute in prior to signing in: Contractually you need 2 flights to get you to the airport PRIOR to the sign-in time of any type of assignment (Trip, Standby or RAP)

** Commuter Policy can be found in your contract: Section 31 and in 31.b. you can find all details regarding eligibility, notification, and failed attempts to commute. Remember it is you that must submit verification to covert MA to CP!

From Sign-In to Sign-Out

** Sign in on time: To Sign In: `##DECS` (enter)

`//MQ` (enter)

BSIP EMP# (enter) DECS Password

** Check HI3 AND HI6 once a day (required)

** On overnights take correct van time, usually CA will tell you the van time, if not ask how often do vans run at the hotel and leave the hotel no later than 1-hour prior to departure time. Always leave your room at least 5-minutes prior to van time.

** For any assignment always call CS to be released. (Don't forget)
** **Remember if you are old enough to drink. FAA rules that you CAN'T consume alcohol less than 8-hours before your duty time.**

HAVE FUN!!

RESERVE PREFERENCE TIMES & GUIDELINES:

How do I submit my preference for the next day's Assignments?

RF 200D RSV = DFW

RF 200C RSV = ORD

RF 200M RSV = MIA

When can I submit my preference?

From the hours of 1000am - 1400pm

What are my preference options?

It will vary from month to month. Make sure you check the front page of the PBS packet on the Flight Service page.

Example:

RAP 1 = 0400 - 1900

RAP 2 = 1000 - 0100

RAP 3 = 1900 - 0100

S1 = 0530- 1330

S2 = 0600- 1400

S3 = 0700- 1500

S4 = 1000- 1800

S5 = 1400- 2200

S6 = 1500- 2300

S7 = 1900 - 2359

S8 = 1900 - 2359

Crew Scheduling will assign all assignments by 1800 CST.

Flight Attendants will confirm their assignments via AVARS, starting at 1800 CST until 2200 CST by calling the number below:

1 (800) 436-2739

USEFUL SABRE CODES ON RSV:

View Base RSV List.....HI33/D/DATE/R
View Open Time.....N4D/BASE//DATE
 - For Exp. 6DF/LGA/DATE/R = LGA
View Standby List.....N6DF/BASE/DATE/S
Swap within your own schedule.....RF 200N SWAP
Trade with another FA.....RF 200N TRAD
Drop a RSV Day.....RF 200D DRSV
Commuter Hotel.....RF 200 HTL
Pick up OT.....RF 200D OPEN
Check FA's current schedule.....HSD/EMP#/C
Check FA's next seq.....HSD/EMP#/N
Check Crew for a flight.....NS/FLIGHT#/DATE
Crew full names.....NST/FLIGHT#/DATE/STATION

Remember to use base code on RF messages: D for DFW, M for MIA and C for ORD. IF YOU HAVE ANY RESERVE QUESTIONS OR CONCERNS, PLEASE CONTACT YOUR LOCAL RESERVE REPRESENTATIVES.



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