

# **RESERVE PREFERENCE TIMES AND GUIDELINES**

## ***How do I submit my preference for the next day Assignments ?***

RF 200D RSV = DFW

RF 200C RSV = ORD

RF 200N RSV = LGA

RF 200M RSV = MIA

## ***When can I submit my preference ?***

From the hours of 1000 – 1400 CST

## ***What are my preference options?***

It will vary from month to month. So make sure you check the front page of the BID packet on the Flight Service page.

### ***DFW/ORD***

RAP 1 = 0400 – 1900 CODE = 00001

RAP 2 = 1000 – 0100 CODE = 00002

RAP 3 = 1900 – 0100 CODE = 00003

### ***LGA/JFK/MIA***

RAP 1 = 0400 – 1900 CODE = 00001

RAP 2 = 1000 – 0100 CODE = 00002

### **DFW STANDBY**

#### **TERMINAL B**

S1 = 0500- 1300 CODE = 01111

S2 = 0600- 1400 CODE = 02222

S3 = 0700- 1500 CODE = 03333

S4 = 1000- 1800 CODE = 04444

S5 = 1400- 2200 CODE = 05555

S6 = 1500- 2300 CODE = 06666

#### **TERMINAL E**

S7 = 0530- 1330 CODE = 11111

S8 = 0630- 1430 CODE = 22222

S9 = 0730- 1530 CODE = 33333

S10 = 1030- 1830 CODE = 44444

S11 = 1430- 2230 CODE = 55555

S12 = 1530- 2330 CODE = 66666

S13 = 1900- 2359 CODE = 77777

## **ORD STANDBY**

S1 = 0500- 1300 CODE = 01111  
S2 = 0530- 1330 CODE = 02222  
S3 = 0600- 1400 CODE = 03333  
S4 = 0700- 1500 CODE = 04444  
S5 = 1000- 1800 CODE = 05555  
S6 = 1500- 2300 CODE = 06666

## **LGA/JFK STANDBY**

LGA

S1 = 0530- 1330 CODE = 01111  
S2 = 0600- 1400 CODE = 02222  
S3 = 0730- 1530 CODE = 03333  
S4 = 1000- 1800 CODE = 04444  
S5 = 1430- 2230 CODE = 05555  
S6 = 1500- 2300 CODE = 06666

JFK

S7 = 0600- 1200 CODE = 07777  
S7 = 1400- 2200 CODE = 08888

## **MIA STANDBY**

S1 = 0600- 1400 CODE = 01111  
S2 = 1000- 1800 CODE = 02222  
S3 = 1400- 2200 CODE = 03333

CREW SCHEDULING WILL ASSIGN ALL CREDITED ASSIGNMENTS BY 1800 CT.

FLIGHT ATTENDANTS WILL CONFIRM THEIR ASSIGNMENTS VIA AVARS,  
STARTING AT 1800 CT UNTIL 2200 CT BY CALLING THE PHONE NUMBER BELOW.

**1 (800)- 288-0885**

## **USEFUL SABRE CODES ON RSV:**

*View RSV List* : HI33/BASE/DATE/R

*View Open Time* : N4D/BASE//DATE

*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

*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: N for LGA, D for DFW, C for ORD and M for MIA.

IF YOU HAVE ANY RESERVE QUESTIONS OR CONCERNS, PLEASE CONTACT YOUR LOCAL RESERVE REPRESENTATIVES.

## **KEYS TO SURVIVING PROBATION & 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 & employee #

>0 for a menu of transactions

## **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 has to submit verification to covert MA to CP!

## **From Sign In to Sign Out**

\*\*Sign in on time: To Sign In: {{DEC, //MQ, BSIP EMP#, 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!!**