

KEYS TO A SUCCESSFUL PREFERENCE BID

1. Know how many bids you need to put in.
2. Be mindful of availability. How many days are you good for? What is the availability of those FA's above you?
3. Know how many standbys are needed daily and how many are open for the date you are preferencing for.
4. Clear screen before the RF entry
5. Always REMEMBER - home-esc-esc-tab
6. If you have any questions, reach out to an AFA rep.
7. If you have assigned flying for the following day, you do not need to preference for the next day.

For more reserve resources go to [Reserve Committee | AFA Envoy](#)



RESERVE PREFERENCING GUIDE



Every month, take a screenshot of:

- a. The standby shifts distribution found on the bid targets
- b. Standby shifts and RAP codes found on the bid packets

These codes are used to navigate any list on FOS.

MD - Moves down the list

MU - Moves up the list

MT - Moves to the top of the list

MB - Moves to the bottom of the list

MD/last name - Searches for a specific FA

Follow the steps below:

1. N4D/BASE//DATE

This code is to view the open sequences. Take note of how many sequences there are and how many days each one is to determine which ones you are legal and available for. Save the total number of open sequences.

2. N6DF/BASE/DATE/S

This code is to view which standby shifts are already covered. From the total of standbys needed (found on the screenshots you should have saved) subtract the number of already covered standbys. Save the total number of standby shifts that still need to be covered.

Note: Add Standbys to be covered + total of pairings on open time

3. N6DF/BASE/DATE/R or HI33/D/DATE/R

This list shows all RSVS in base. You need to determine the odds of being assigned a pairing or a Standby shift by finding your position on the list. This will tell you how many bids you will need to include in your preference ballot.

After you have collected all of this information you are ready to submit your preference. Preferencing is done from 10 am - 2 pm CST every day before each RSV day. Sign in on DECS, be sure to clear your screen and follow these steps:

4. RF 200D RSV, RF 200C RSV, RF 200P RSV, or RF 200M RSV
This entry is base specific (D-DFW, C-ORD, P-PHX, M-MIA)
 - Type the entry that corresponds with your base
 - Press the **HOME** key
 - Press the **ESCAPE** key twice
 - Press the **TAB** key to fill out the form
 - Once you have filled the form **TAB** to the word send
 - Press **ENTER**
 - If it reads **DONE** then your preference bid has been submitted. If it does not say **DONE** then you will need to clear your screen and try again.
5. At 1800 CST you have to call CS at 888-436-2739 to confirm your assignment. There are two methods of confirming: through AVRS or talking to a crew scheduler

Important notes:

- You may submit more than one preference bid, but only the last one submitted before the deadline (1400 CST) will be the one used to determine your award.
- The **N6DF/DEPSTATION/DEPDATE/R** is available on CCI under *Input required*. Input base and date and then click view to display the list. You can scroll up and down but it does not have a search option.
- If by 1800 you do not have an assignment, wait until 1830 and check again. Fill an I Need a Rep form if either time there was no assignment listed.