

PBS Pairings Basic Bid

Prepared by
AFA PBS REPS
8/2026

WHAT IS PBS?

- PBS stands for Preferential Bidding System.
- Navblue runs the web-based software that builds your individual monthly schedule, known as the Bid Preference System and/or PBS Scheduler.
- Schedule construction is based on your preferences, including both likes and dislikes for flying, specific pairings, and days off. The awards are in seniority order.

Where to find all PBS information?

- Log into <https://www.myenvoyair.com>
- Go to **Departments**
- Click **Flight Service**
- Click **PBS, Bidding, & Seniority Lists**



QUICK LINKS

 IPM & iPhone EFB
Resources

 PBS, Bidding, &
Seniority Lists

 CERS Online Reporting

 CSAP Reporting

 Training

 Inflight Service/Catering

 Crew Hotels /
MyCrewCare

 Sabre View

Everything PBS related can be found here

PBS, Bids, & Seniority Lists

Timeline



Preferential Bidding System (PBS)



Bid Packets



Pre-bid Results



Bid Results



Seniority Lists



All the information is available by clicking on the drop-down menu

Bidding Tools:

Home / Departments / Flight Service / PBS, Bids, & Seniority Lists

PBS, Bids, & Seniority Lists

Timeline

Pre-Bid

- Pre-bid window: 10th – 13th*
- Pre-bid preliminary award: 14th*
- Pre-bid protest: 14th – 15th*
- Pre-bid final award: 15th*

VG, Fly through, and Slide

- VG requests: 10th – 20th*
- Fly Through requests: 10th -20th*
- Pre-bid Vacation slide: 15th – 20th* – RF 200 SLID

Bid

- Bid window: 15th – 20th*
- Bid protest window: 22nd – 23rd*
- Bid preliminary award: 22nd*
- Bid final award: 24th*

FOS lockout: 20th – 23rd*

* noon central time

Preferential Bidding System (PBS)

1. Timeline

Contains contractual month dates, Pre-Bid and Bid dates, and times

Home / Departments / Flight Service / PBS, Bids, & Seniority Lists

PBS, Bids, & Seniority Lists

Timeline

Preferential Bidding System (PBS)

Please remember that when you transfer bases, are awarded TDY, or return from any LOA in which you were inactive the month prior, **you will need to submit a new default bid. *

[Bidding System Login](#)

[PBS News \(updated 10/09/23\)](#)

[PBS Inquiries](#)

[PBS Resources \(updated 3/10/23\)](#)

Bid Packets

2. Preferential Bidding System (PBS)

PBS System Login, news, inquiries, and resources.

Bidding Tools:

Home / Departments / Flight Service / PBS, Bids, & Seniority Lists

PBS, Bids, & Seniority Lists

Timeline



Preferential Bidding System (PBS)



Bid Packets



PBS Monthly Targets

DFW

ORD

MIA

PHX

Pre-bid Results



Bid Results



Seniority Lists



DFW

ORD

MIA

PHX

Flight Attendant Company Seniority List

3. PBS Monthly Targets

Company targets for the upcoming bid month. This will show the number of each pre-bid option available. From here you can get an idea of how many lineholders and reserves are expected. By the **15th** the Company will update the 5% Minimum credit to be awarded.

4. Bid Packets

Each bid packet contains: Bid Timeline, RBLs, RWOs, CDOs, Standby shifts, RAPs, transition trips and all bid month pairings.

5. PBS Seniority Lists

Base seniority lists; this information is updated every month on the **15th**.

Company Seniority List

This seniority list includes all FAs and is updated twice a year (January and July).

PBS Targets

OCT PBS Target Information

PBS TARGETS	DFW	ORD	MIA	PHX
Total FA's	1034	480	248	171
Total RBL's	21	12	9	9
CDO's Lines	0	0	0	0
RWO Lines	7	4	2	0
ZTL	0	5	4	2
Part-time Lines	5	6	15	2
SB Lines	18	14	8	6
PBS FA's	1001	459	233	158
Expected Line Holders	830	369	170	110
Expected PBS RSV	169	87	56	49
Expected Daily RSV	98	51	32	28
RSV %	16.8%	19.0%	23.3%	30.6%
Min Credit Lines Offered (5%)	60	27	14	10
E75 Average DP	4:29	4:39	4:41	4:39

Target Information – Shows per base what is available to pre-bid.

- Total number of RBL lines available
- Total number of CDO lines available
- Total number of RWO lines available
- Total number of ZTL lines available
- Total number of Part-time lines available
- Total number of Standby lines available

RBL & Standby Breakdown – The number of each line to be awarded per Base.
*Oct. is used as an example

Pre-Bid Breakdown:

Standby	DFW	ORD	MIA	PHX
S1	2	2	3	2
S2	4	2	2	2
S3	2	2	1	2
S4	2	3	2	-
S5	2	3	-	-
S6	2	2	-	-
S7	4	-	-	-
S8	-	-	-	-
S9	-	-	-	-
S10	-	-	-	-

RBL	DFW	ORD	MIA	PHX
201	7	4	3	3
202	7	4	3	3
203	7	4	3	3

STANDBY TIMES MAY VARY BETWEEN BASES. PLEASE REFER TO BID PACKETS FOR TIMES.

Line Credit:

Target Line Average	75 hrs.
Minimum Credit Range	65 – 91 hrs.
Normal Credit Range	75 – 91 hrs.
Maximum Credit Range	91 – 110 hrs.
Part Time Credit Range	37.5 – 45.5 hrs.

Credit Ranges – total credit hours PBS need to complete a block.

Bid Packets

1 →

PBS - PHX FA – November 2023

Contract Month: November 01, 2023 – December 01, 2023

Pre Bids Open: October 10, 2023 @ 12noon Central
 Pre Bids Close: October 13, 2023 @ 12noon Central
 Bids Open: October 15, 2023 @ 12noon Central
 Bids Close: October 20, 2023 @ 12noon Central
 Schedule Change: November 5, 2023

2 →

PRE BIDS OPEN	PRE BIDS CLOSE	BIDS OPEN	BIDS CLOSE	PRELIM AWARDS	FINAL AWARDS
10 OCT	13 OCT	15 OCT	20 OCT	22 OCT	24 OCT

3 →

NOVEMBER 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	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	1	2

4 →

PHONE NUMBERS:

CREW SCHEDULE, PAYCOMP, & AVRS 888-436-CREW (2739)
 TRAINING CENTER 800-456-8980
 IN-FLIGHT 480-693-1544

AVRS is available to provide your current sequence information with any last minute changes. Reserves can confirm next-day assignments by calling the AVRS direct number **888-436-CREW (2739)**.

FA BID SUMMARY:

RBL	201 – 203
RWO	301
ZTL	-
CDO	-

← 5

FA STANDBY SUMMARY:

STANDBY	TIME	SHIFT CODE
S-1	0700 – 1500	01111
S-2	1500 – 2300	02222
S-3	-	-
S-4	-	-
S-5		
S-6		
S-7		
S-8		
S-9		

← 6

"For standby guidelines please refer to Section 9 F of the current agreement."

FA RAP SUMMARY:

	TIME	SHIFT CODE
RAP 1	0400 – 1800	00001
RAP 2	1000 – 2359	00002
RAP 3	-	

← 7

CREDIT RANGES:

Target Line Average	75 hrs.
Minimum Credit Range	65 – 91 hrs.
Normal Credit Range	75 – 91 hrs.
Maximum Credit Range	91 – 110 hrs.
Part Time Credit Range	37.5 – 45.5 hrs.

← 8

1 Timeline – contains contractual month dates, Pre-Bid and Bid dates and times.

5 FA Bid Summary – Lists lines available for Pre-bidding.

2 Schedule Change – Airline Schedule changes occur on this date

6 FA Standby Summary – Lists the standby shifts available for pre-bidding.

3 Monthly Calendar – not a contractual calendar!

7 FA Rap Summary – Lists reserve availability periods for the bid month.

4 Phone Numbers – Crew Schedule, AVRS, and other important phone numbers.

8 Credit Ranges - total credit hours PBS need to complete a block.

Bid Packets

[illegible]

CDO Lines – Displays the CDO lines available to pre-bid.

Line number
used to pre-bid

JULY 2017 EMP FA RBL/RWO LINES																															MICILE: DFW																					
																															RBL 201																					
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	1	2	3	4	5	6	RBL 201																
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU																	
R	R	R	R	R	R										R	R	R	R		X	:	:	X	X	X	X	X	(:	:	X)							BLK NO. 201	DYS OFF	13													
																																					CRD.	75.00	BLK.	0.00												
																																					TAFB	0.00	C/O	0.00												
																															RBL 202																					
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	1	2	3	4	5	6	RBL 202																
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU																	
:	X	X	X	X	X	X	:	:	X	(X	X	X)	R	R	R	R	X							X		R	R	R	R	R							BLK NO. 202	DYS OFF	14													
																																					CRD.	75.00	BLK.	0.00												
																																					TAFB	0.00	C/O	0.00												
																															RBL 203																					
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	1	2	3	4	5	6	RBL 203																
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU																	
R	R	R	R	R	R																																BLK NO. 203	DYS OFF	14													

RBL & RWO – Displays
RBL and RWO lines
available to pre-bid.

R - RSV day

: - Weekend day off

X - Weekday off

HOW TO ACCESS NAVBLUE FROM THE MAIN PBS PAGE?

PBS, Bids, & Seniority Lists

Timeline

▼

Preferential Bidding System (PBS)

➤

****Please remember that when you transfer bases, are awarded TDY, or return from any LOA in which you were inactive the month prior, **you will need to submit a new default bid.** ****

Bidding System Login

PBS News (updated 10/09/23)

PBS Inquiries

PBS Resources (updated 3/10/23)

**CLICK BIDDING SYSTEM
LOGIN**

ON THE MY BIDDING PAGE (PRE-BID PAGE)

envoy Preferential Bidding System

My Bidding

BID Preference System

Bid Protest

Pre-Bid Awarding

CLICK on BID Preference System

SYNCHRONIZATION

Synchronization : Synchronizing person data ...

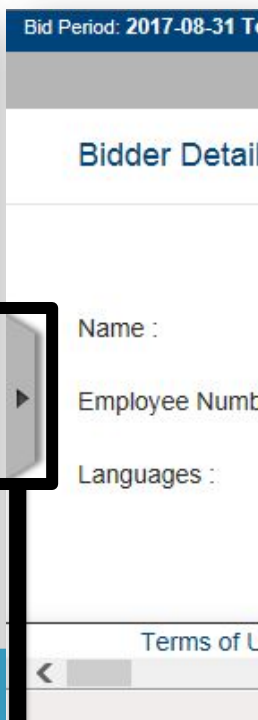
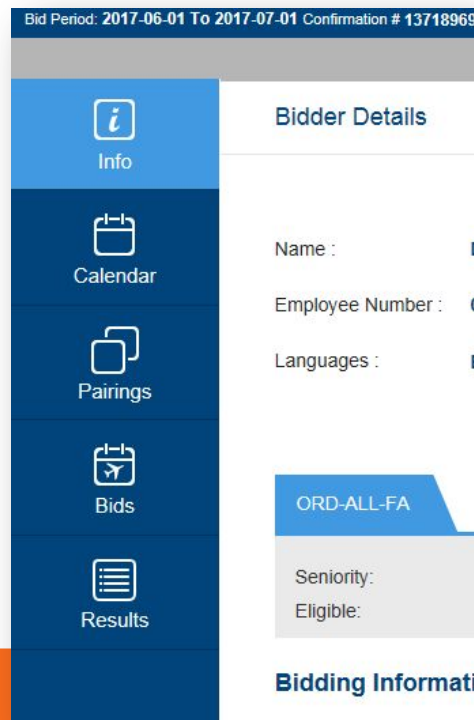
Select Period(s):

(2) ▼

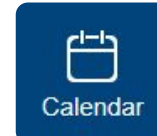
Synchronize

System will automatically start synchronizing, this pop-up window will appear.

NAVIGATION TABS



Contains Bidder Details



Displays Bidder Monthly Calendar



Displays all pairings available to bid



Access to Current or Default Bid



Displays awards and Reasons Report

Click here



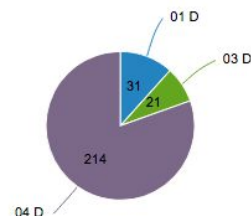
to display the navigation tab if not visible.

INFO TAB

Bidder Details

1
Name : **DERMALY FLORES**
Employee Number : **00432153**
Languages : **EN**

2
Bid Period : **FEB 2020**
Bid Period Start : **2020-01-31**
Bid Period End : **2020-03-01**

3


Total Pairings Day Wise

MIA-ALL-FA

4

Eligible: **Yes**
Seniority: **147**
Category Seniority: **10 of 102 (9.8%)**
Reduced Block: **No**

5

Restricted Equipment:
Restricted Location:
Restricted Positions:

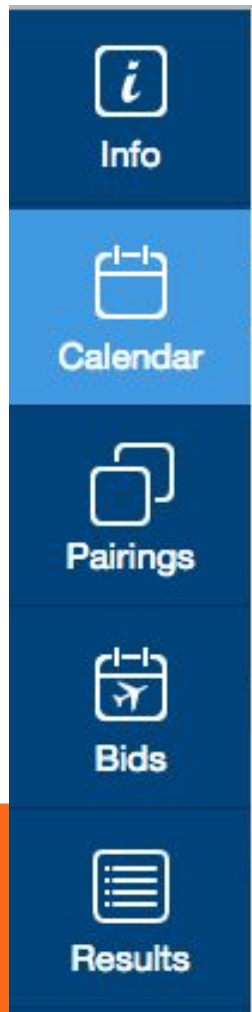
Bidding Information

Posted on 20 Apr, 2018 18:48

Upcoming Activities

1. Bidder Name and Employee Number
2. Bid Period, Bid Period Start and Bid Period End dates
3. Pie Chart with Pairings distribution based on Pairing length
4. Bidding information and Bidder Category Seniority (Bidding Seniority)
5. Displays upcoming activity, transition trips, absences, and restricted locations.

CALENDAR TAB



- The Calendar displays your activities for the month.
- You can toggle between the Horizontal and Vertical view of the Calendar. To switch views, click on the calendar button  on the gray bar.
- This calendar will only display the PBS awards. For schedule updates and changes refer to DECS, FOS, or CCI.

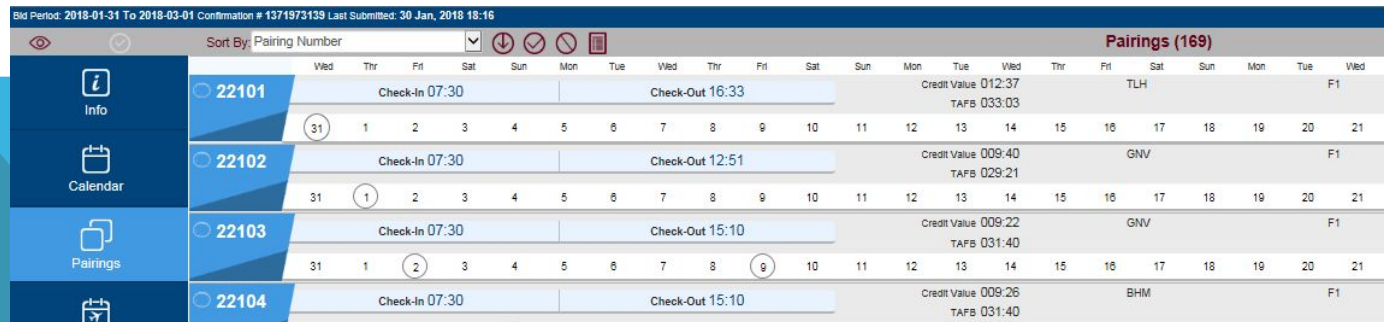
Horizontal

Sat, 04	
Sun, 05	
Mon, 06	
Tue, 07	02223
Wed, 08	02223
Thr, 09	02223
Fri, 10	02223

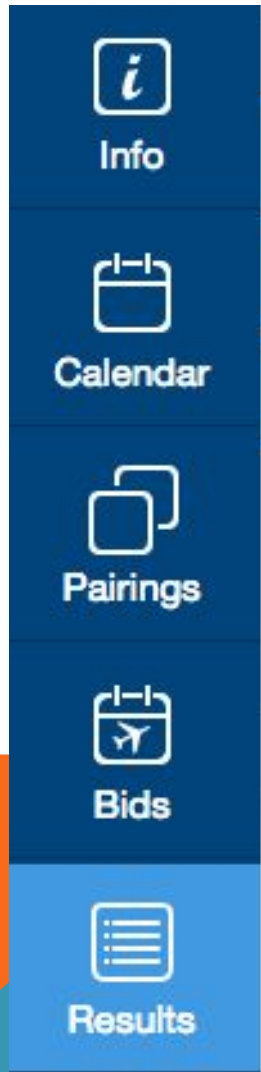
Square

Thr	Fri
02	03
09	10
✈ 02223	✈ 02223 C/O : 15:59 Total Credit: 023:56
16	17

- In this tab you can view all the pairings available for the bid month.
- You can filter the pairings to narrow the search for specific pairings.
- For now, you will not use this tab, but if you want to learn more refer to the full PBS presentation on afaeagle.com



RESULTS TAB



Results For:

Nov2014

Sort By:

Start Time

Results

Total In-Period Credit: 068.28

Nov2014

Start Time

End Time

Results

Total In-Period Credit: 068.28

Asset ID	Start Date	End Date	Total Credit	In-Period Credit	Position
60	2014-11-09 00:00	2014-11-09 23:59	000.00	015.22	AA
Q6677	2014-11-10 00:00	2014-11-10 02:00	000.01	000.01	AA
N7660	2014-11-17 07:12	2014-11-17 17:42	000.25	000.25	AA
N7596	2014-11-19 00:00	2014-11-19 14:55	004.03	004.03	AA

Periodic

Account Report

Period: NOV2014

Acc: P2D_Nov_2014

Summary

Period: 2014-11-01 to 2014-11-30

Category: P2D-2014

Symbol: DOWJONES

Position: 0000.0000

Asset Details

Asset ID	Start Date	End Date	Total Credit	In-Period Credit	Position
60	2014-11-09 00:00	2014-11-09 23:59	000.00	015.22	AA
Q6677	2014-11-10 00:00	2014-11-10 02:00	000.01	000.01	AA
N7660	2014-11-17 07:12	2014-11-17 17:42	000.25	000.25	AA
N7596	2014-11-19 00:00	2014-11-19 14:55	004.03	004.03	AA

Summary

Period: 2014-11-01 to 2014-11-30

Category: P2D-2014

Symbol: DOWJONES

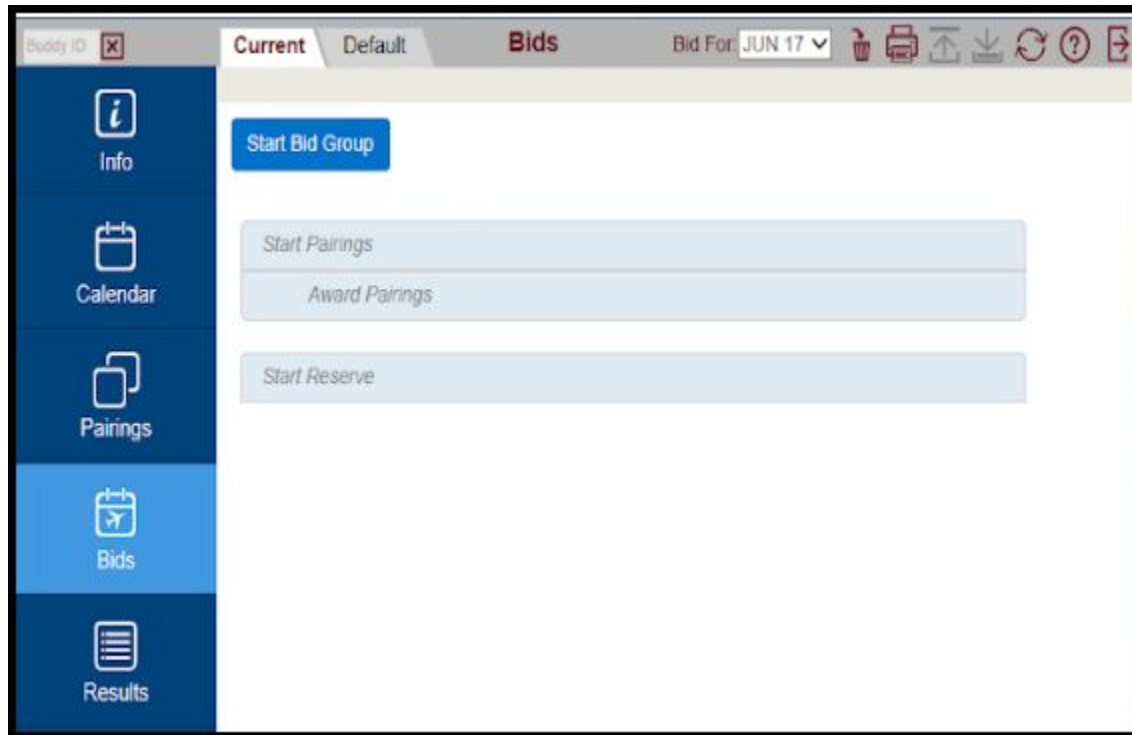
Position: 0000.0000

Asset Details

Asset ID	Start Date	End Date	Total Credit	In-Period Credit	Position
60	2014-11-09 00:00	2014-11-09 23:59	000.00	015.22	AA
Q6677	2014-11-10 00:00	2014-11-10 02:00	000.01	000.01	AA
N7660	2014-11-17 07:12	2014-11-17 17:42	000.25	000.25	AA
N7596	2014-11-19 00:00	2014-11-19 14:55	004.03	004.03	AA

- The Results Tab has two sections, **Awards** and **Reasons**
- **Awards** will display a list of your awards for the bid period.
- **Reasons Report** explains how PBS handled each of your bid preferences. For details on the reasons report, review the full PBS guide online.

BIDS TAB



Here you will enter, edit, and submit your Monthly Bid using either the Current or Default bid.
Click on the tab with the name of the bid to start adding or editing your preferences.

BID TYPES

CURRENT BID

- Can be submitted only between the 15th and 20th of the month (1200 CST)
- Does not carry over. It **will** erase each month
- If created, it will always be read; **even** if a default bid exists
- White Background

DEFAULT BID

- Can be submitted at any time
- Carries over from month to month **unless** the FA transfers, goes on a leave, or on TDY
- **Will only be used if no current bid exists**
- Yellow background



The screenshot shows a web interface with three tabs: 'Current', 'Default', and 'Bids'. The 'Current' tab is active. Below the tabs is a blue button labeled 'Start Bid Group'. A red arrow points from the 'Default' tab to the 'Current' tab, indicating a transition or comparison between the two bid types.

NOTE: PBS does not read both bids and does not jump from one bid to the other. Default bid will be used only if no Current bid exists.

USE YOUR DEFAULT BID !!!

YOU WILL BE USING YOUR
DEFAULT BID, BECAUSE YOU
WILL MAKE VERY FEW
CHANGES TO IT DURING THE
FIRST MONTHS



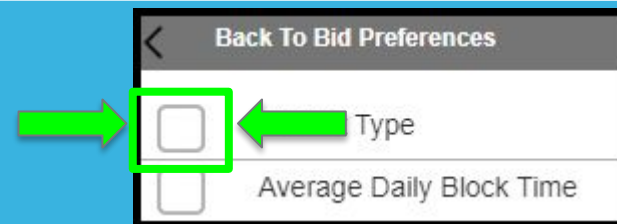
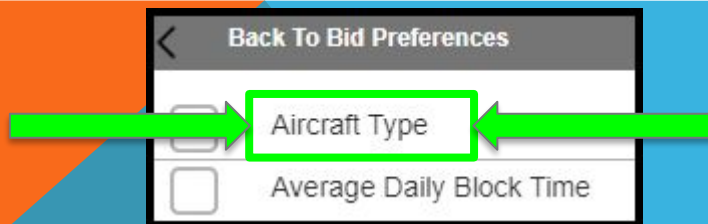
IMPORTANT!!!

TO ADD

ALWAYS CLICK
ON THE **WORDS**

TO REMOVE

CLICK ON THE
CHECKBOX

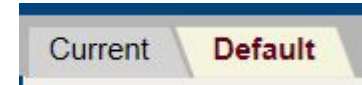


STARTING A PAIRINGS BID GROUP

1. Click the **Bids** Tab



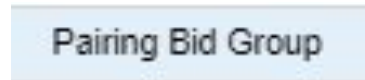
2. Select Bid Type – **Default Tab**



3. Click Add Bid Group



4. Click



5. Click



WAIVE BID PREFERENCES

Waivers are used to allow certain pairing combinations that otherwise would be not possible due to contractual restrictions. Their use is optional and it is the bidder's choice to use some or all of them.

1. Click **Waive**
2. Select the waiver you want to use, one at a time
3. Each time clicking 

☐

Minimum 2 Days Off In A Row

Waive the required 2 days off every time you are awarded a day off. This reduces the minimum days off from 2 to 1.

☐

No Same Day Pairings

Allows PBS to award a pairing beginning the same day another pairing ends, providing you meet all legalities.

☐

1 Day Off in 7

Allow 24 hours free from duty in lieu of a calendar day in domicile per 7-day period.

WAIVERS

**MINIMUM 2 DAYS OFF
IN A ROW**

AEX 12:21	GCK	TYR 11:43		ABI 13:35	SPS	ABI 14:02		ELP 14:43	RDU 21:31
013:19				016:29				004:00	
28285				28307				02548	
F1				F1				F1	

**NO SAME DAY
PAIRING**

GRK 14:44	SGF 07:43				
013:56					
02549					
F2					
		SPS 21:45	RPT 17:41	SP1	
		010:26			
		28425			
		F1			

1 DAY OFF IN 7

DSM 07:50	AVI	CAE 09:41	LIT 11:40	ROC	AVI 11:55	SGF 15:27	DAY 09:43
013:07			011:25			012:20	
02166			02401			02583	
F1			F1			F2	

SET CONDITION

1. Select Set Condition

Home	Close
Apply	Reset All
Start Bid Group	
Prefer Off	
Award Pairings	
Avoid Pairings	
Instruction	
✓	Set Condition
Waive	

1. Select Minimum Credit Window

1. Click

Apply

- PBS has three credit targets: Minimum credit (65), Normal Credit (75), and Maximum Credit (91)
- The credit window is the target of hours PBS must reach to complete your pairings block
- The lowest number of minimum credit lines awarded will never be less than 5% of the domicile population. But depending on the targets it may be awarded to more than 5%.
- That is why it is so important to include Set Condition Minimum Credit in your pairings bid group.
- This will not guarantee that you will hold a line, but it does increase the chances.

AWARD PAIRINGS

1. Select Award Pairings

	Start Bid Group
	Prefer Off
✓	Award Pairings
	Avoid Pairings
	Instruction
	Set Condition
	Waive

3. Click –Select–

4. Select:

Greater Than >

3. On:

^	^
000	00
▼	▼

1. Then Select Average Daily Credit (average of hours per day on a pairing)

3. Change the credit hours 000 to 004

4. Click Apply

5. Change 004 to 003 and Apply

	Aircraft Type
	Average Daily Block Time
✓	Average Daily Credit

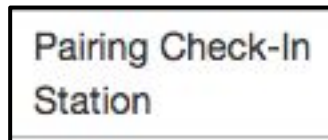
AWARD PAIRINGS

9. Click on



10. Then Click on the check mark ☒ on Average Daily Credit to deselect it

11. Scroll down to



and click

12. Click on



13. Click on the base so it turns dark gray, with a check mark

**Example:



14. Click apply

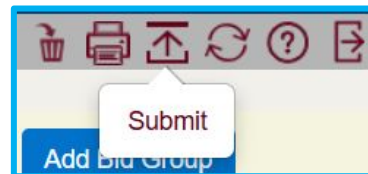


- This is how your bid should look if you used all waivers

1	Pairing Bid Group
2	Waive Minimum 2 Days Off In A Row
3	Waive No Same Day Pairings
4	Waive 1 Day Off in 7
5	Set Condition Minimum Credit Window
6	Award Pairings If Average Daily Credit > 004:00
7	Award Pairings If Average Daily Credit > 003:00
8	Award Pairings If Pairing Check-In Station ORD
Award Pairings	

1	Pairing Bid Group
2	Set Condition Minimum Credit Window
3	Award Pairings If Average Daily Credit > 004:00
4	Award Pairings If Average Daily Credit > 003:00
5	Award Pairings If Pairing Check-In Station ORD
Award Pairings	

- If you did not use all the waivers, it should be similar but without 2, 3, and 4
- Your Pairings Bid is complete, let's Submit so we do not lose the work done
- Click on the Submit symbol



Now, your Pairings Bid is ready...