

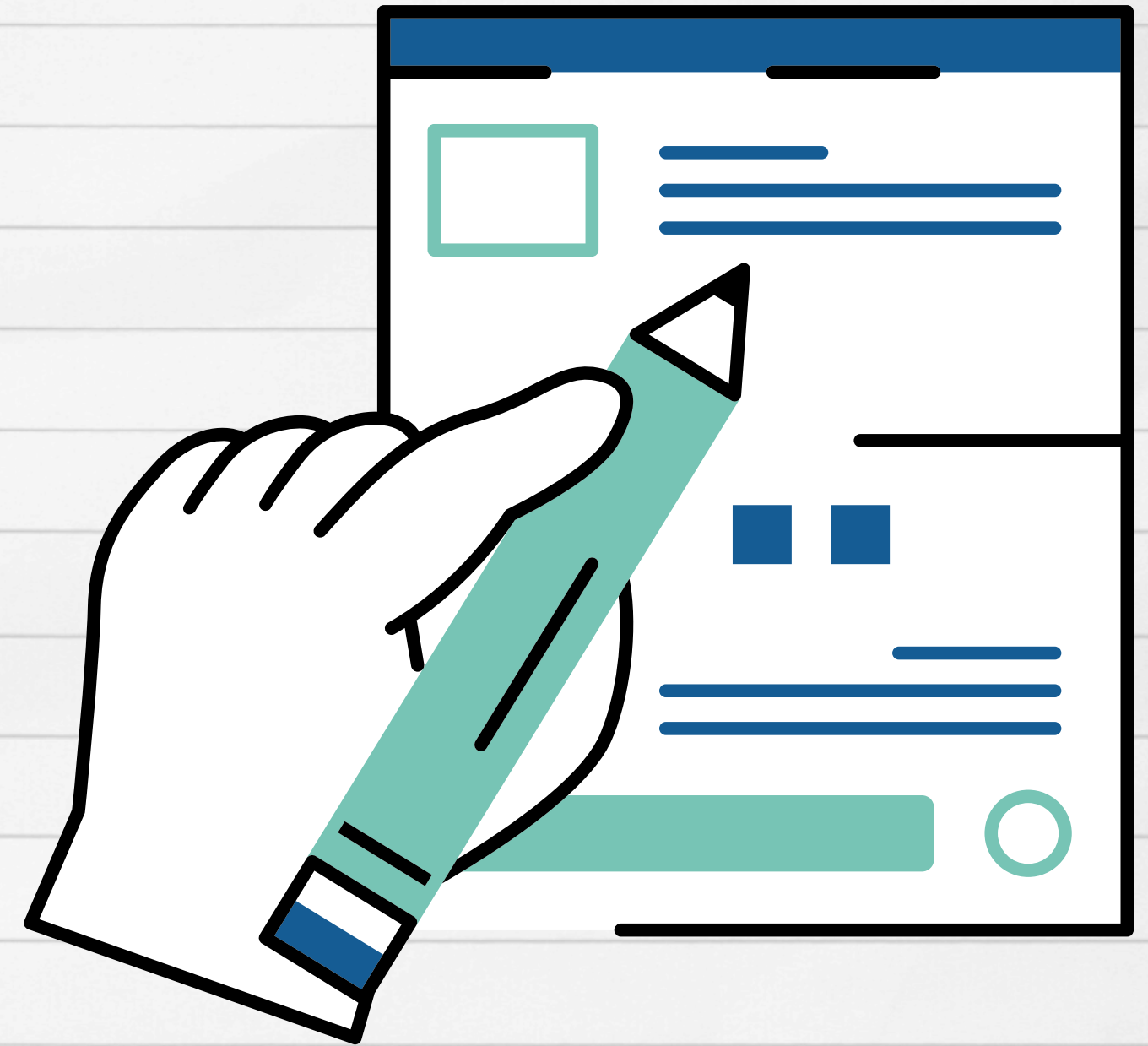


RESERVE SURVIVAL GUIDE

WWW.AFAEAGLE.COM

USEFUL SABRE CODES

View RSV List : HI33/BASE/DATE/R or
N6DF/(B)/(date)/R
View Open Time : N4D/BASE//DATE
View Standby List : N6F/BASE/DATE/S
Swap within your own schedule : RF 200D SWAP
Trade with another FA: RF 200D 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



**FOR RF CODES USE
YOUR BASE CODE
D=DFW C=ORD M=MIA P=PHX**

RESERVE PREFERENCE TIMES AND GUIDLINES

HOW TO SUBMIT MY PREFERENCE FOR NEXT DAY ASSIGNMENTS

RF 200D RSV FOR DFW

RF 200C RSV FOR ORD

RF 200M RSV FOR MIA

RF 200P RSV FOR PHX

WHEN CAN I SUBMIT MY PREFERENCE

DAILY

1000-1400 CST

AIRPORT STANDBY AND RAP CODES

DFW

S1 0500-1300 CODE 01111
S2 0600-1400 CODE 02222
S3 0900-1700 CODE 03333
S4 1200-2000 CODE 04444
S5 1500-2300 CODE 05555
S6 1600-2400 CODE 06666
S7 1700-0100 CODE 07777

ORD

S1 0500-1300 CODE 01111
S2 0600-1400 CODE 02222
S3 0900-1700 CODE 03333
S4 1400-2200 CODE 04444
S5 1500-2300 CODE 05555
S6 1600-2400 CODE 06666

RAP PHX/MIA/DFW

RAP 1 400-1800 CODE 00001
RAP 2 1000-2359 CODE 00002
RAP 3 1200-2359 CODE 00003

PHX

S1 0600-1200 CODE 01111
S2 1200-1800 CODE 02222
S3 1800-0200 CODE 03333

MIA

S1 0600-1300 CODE 01111
S2 1100-1900 CODE 02222
S3 1500-2300 CODE 03333
S4 1600-2400 CODE 04444

RAP ORD

RAP 1 400-1800 CODE 00001
RAP 2 1000-2359 CODE 00002

**These times will vary month to month. So make sure to check the front page of your bases monthly bid packet.
Located under Flight Service/PBS,Bids, & Seniority List/Bid Packets**

CREW SCHEDULING WILL ASSIGN ALL ASSIGNMENTS BY 1800 CST

FLIGHT ATTENDANTS WILL CONFIRM THEIR ASSIGNMENTS VIA AVRS
STARTING AT 1800 CST UNTIL 2200 CST BY CALLING CREW SCHEDULING
ENTER THE FIRST 4 DIGITS OF YOUR DECS PASSWORD PLUS EMPLOYEE NUMBER
PRESS 3 FOR FLIGHT ATTENDANTS
PRESS 1 FOR AVRS
PRESS 1 FOR RESERVE ASSIGNMENTS
PRESS 1 FOR NEXT DAY ASSIGNMENT

Your assignment can be changed, if you do not confirm your assignment!

LATE RSV NEXT DAY ASSIGNMENTS

CBA SECTION 9.C.4
BY 1800 CT, CREW
SCHEDULING WILL
ASSIGN ALL KNOWN
AIRPORT RESERVE
PERIODS, RAPS AND
OPEN TIME PAIRINGS
THAT ARE
SCHEDULED TO
DEPART THE NEXT
DAY.

In the event C.4. is not completed, the following provisions shall apply: i. If the assignments are made between 1801 and 1815, the affected Flight Attendants will be paid thirty minutes (:30) of flight pay at the rate they would earn on the affected day. These monies will be paid above guarantee. ii. If the assignments are made at 1816 or later, the Flight Attendants will be paid one (1) hour of flight pay at the rate they would earn on the affected day. These monies will be paid above guarantee.

COMMUTING!

YOU MUST HAVE 2 FLIGHTS THAT GET YOU INTO BASE
PRIOR TO SIGN IN TIME, FOR ANY ASSIGNMENT
(TRIP,STANDBY SHIFT, OR THE START OF YOUR RAP)

COMMUTER POLICY CAN BE FOUND IN YOUR CONTRACT SECTION
31 AND 31.B THESE SECTIONS COVER, ELIGIBILITY, NOTIFICATION,
AND FAILED ATTEMPTS TO COMMUTE. REMINDER TO USE THE
COMMUTER POLICY, YOU MUST SUBMIT AN ABSENCE CHANGE
FORM WITH INFLIGHT IN ORDER TO GET YOUR
MA CONVERTED TO CP

SIGN IN TO SIGN OUT

TO SIGN IN FOR TRIPS USING DECS. SIGN IN USING PERSONAL MODE ON A COMPUTER IN YOUR CREW ROOM . YOU CANNOT USE MOBILE FOS TO SIGN IN.
SIGN IN CAN BE DONE UP TO 2 HOURS BEFORE YOUR SIGN IN TIME.

YOU MAY ALSO USE MOBILE CCI TO SIGN IN DIRECTLY FROM YOUR MOBILE DEVICE

TO SIGN IN FOR A SEQUENCE ONCE YOU'RE IN PERSONAL MODE
HIS/EMPLOYEE NUMBER
FOLLOW WITH YOUR DECS PASSWORD

TO SIGN IN FOR YOUR STANBY AFTER YOU'RE IN PERSONAL MODE
HISS/EMPLOYEE NUMBER
FOLLOW WITH YOUR DECS PASSWORD



YOU MUST CHECK YOUR HI6 AND HI3 ONCE A DAY
YOU MUST CALL TO BE RELEASED AT THE END OF ANY RESERVE ASSIGNMENT

**GOOD
LUCK**

