

# Reserve Information Booklet

*Revised July 2014*



*Prepared by the Master Executive Council*

AFA-CWA

→ First, it's very important that you **Read and Understand** your AFA contract and the Contract Information Cards! Contract Cards 1, 2, 3 & 16 are dedicated exclusively to Reserve issues. These cards help us to interpret and understand different areas of our contract.

→ Knowing your contract will allow you to challenge Crew Scheduling whenever you believe they're doing something wrong and it's a violation of your contractual rights. Knowledge is power!

→ Remember; when you talk to Crew Scheduling there are certain guidelines you must follow:

- Always, always, always get the name of the person you talk to and the time and date of the call.
- Avoid being disrespectful to the Scheduler. Sometimes they may be disrespectful to you, but remember that all calls are recorded. If they say you were rude and you weren't, AFA can request a copy of the tapes, listen to them, and make a determination about who disrespected whom.
- If you're told to go to the aircraft to do a flight, while on the phone with a Scheduler, be sure the assignment appears in your HI1 & HI3 before proceeding to the aircraft. That is the only proof and documentation you'll have, in the event you have to defend yourself if something goes wrong. Ex. (pay credit, etc.)
- Print and save a new copy of your HI3 each time your schedule is changed. Again, this will serve as proof of the history of your schedule in the event something goes wrong.

The following pages are intended to provide various forms of information to assist you while on Reserve.

**1. "Check out Time" or "Release Time" means the time a F/A is released from duty as set for the in Section 7.B. of the Agreement, which normally will be fifteen minutes (:15) after block-in of a flight or thirty minutes (:30) after block-in of a flight where customs clearance is required. (Section 2.P.)**

Ex. If your flight blocked-in at 15:25, your actual release time is 15:40. If your flight blocked-in at 20:11 and you have to clear customs and immigration, then your actual release time will be 20:41. You must also remember to call crew scheduling to be released.

**2. "Scheduled on Duty" means that you cannot be scheduled to be on duty more than 14 hours per duty period. However, you can be required to remain on duty up to 16 hours if you experience weather or mechanical problems, etc. (Section 7 paragraph C.1.)**

Ex. This means that your schedule, on paper, can never exceed 14 hours however, you may need to exceed the 14 hours in actual practice to accommodate unforeseen circumstances such as weather or mechanical. You **cannot** be on duty for more than 16 hours in actual practice. If a crew and/or Envoy expect, **prior to take-off**, that any contractual or FAR required legalities will be violated or that the required start of a compensatory rest period will be infringed upon, the crew may not legally depart. You should contact Crew Scheduling immediately when you know you're may become illegal for flight. Once you have advised them, they will be the responsible party in the event you go illegal and end up with 16:01 + duty day. Remember the conversations are taped. A detailed duty time and rest chart can be found on the AFA MEC website at: **[www.afa eagle.com](http://www.afa eagle.com)**.

**3. "Days Off" –You are guaranteed 11 days off per month. When you are required to fly on one of your guaranteed days off, the day off will be given back to you in the same month when possible but no later than the following month. You are not required to work more than two of your guaranteed days off in any bid period. (Section 7 paragraph D.5.)**

Ex. Unfortunately the Company may Junior Man you to work on one or two of your guaranteed minimum 11 days off. However, your day(s) off must be given back to you within that same month or no later than the following month. There is an RF entry you must do in DECS to request your payback day or days off (see RF message list on the last page). Additionally, your 11 guaranteed minimum days off must be **in your domicile**.

**4.** *As a Reserve Flight Attendant you are allowed to trade days off or days of availability with other RSV F/A's, pick up from Open Time, and you can also pick up a trip from a line-holder on your days off and as long as it doesn't create a conflict with your RSV duty. You can also engage in Optional Exchanges.*

Ex. You can swap your days off for another Reserve Flight Attendant's days off or, you can swap your days of availability with another Reserve Flight Attendant's days of availability. This can assist in having the flexibility needed in order to get the day(s) off that you may need. You can also do a one way trade known as an Optional Exchange. This means that you can help a fellow Reserve Flight Attendant by simply picking up one of their days of availability and working for them, thus giving them a day off they may need. Additionally, if you pick up Open Time or a trip from another Flight Attendant, you can still trade it, drop it or get another Flight Attendant to work it for you, if something comes up after you've picked up the time. Such transactions must be done manually through the Swap/Drops department as the automated system is presently unavailable for use by Reserve Flight Attendants. You can send requests using the appropriate RF Message form or by e-mail at: **swap.drop.desk@aa.com**.

**5.** *"Open Time" – Means flying not awarded or assigned to a specific Flight Attendant.*

Ex. Reserve Flight Attendants may manually submit requests to pick up Open Time. You will receive pay and credit above the minimum monthly guarantee for all hours awarded. You will be guaranteed 100% credit for all time picked up, even if it cancels, above the minimum monthly guarantee. (Section 4.F.1.- 4.)

**6.** *"GOLDEN DAYS" means a set of three days off in domicile for Reserve Flight Attendants that cannot be removed or changed by the Company or on which a Flight Attendant cannot be otherwise made available for duty by the Company. A Flight Attendant may choose to "undesignate" a Golden Day and such day shall lose its "Golden Day" designation. (Section 2.HH.)*

Ex. While Golden Days protect you from being involuntarily given an assignment by the Company, you can pick up Open Time, pick up time from another Flight Attendant or trade these days. When trading, keep in mind that once you break up a set of three Golden Days, any single day moved and left ungrouped with other Golden Days will lose its "golden" or protective status. (Section 7.D.2. Once the protective status is gone you may be given additional Reserve flying, Extended or Junior Manned in accordance with Section 8.O. of the agreement.

**7.** *"Junior Manning" is when the company involuntarily assigns you a trip on your days off. You need to challenge Crew Scheduling, if you're Junior Manned and believe you have been incorrectly assigned. Time that becomes available on the day of operation must be filled by Crew Scheduling using a specific "Order of Assignment as listed in Section 8.N:*

*a. The entire group of Flight Attendants who may be available for the assignment is then broken into three groups:*

- i. Lineholder and Reserve Flight Attendants who have "lost" flying in some manner (e.g. downgrade, cancellation, misconnect)*
  - a) Late arriving Flight Attendants using the Commuter Policy who have lost one or more round trips;*
  - b) Flight Attendants who have lost time due to a Downgrade;*
  - c) Flight Attendants who have lost time due to a cancellation or misconnect.*

*ii. Volunteer/Make-up List*

- a) This list consists of Flight Attendants who have called Crew Scheduling to inform that they would like to pick up additional time and are available for assignment on that particular day.*

*iii. Reserve Flight Attendants*

- a) At home Reserve Flight Attendants for whom there is at least two hours call out time available;*

- b) *Reserves already on a trip whose legalities may permit the assignment of additional time;*
- c) *Airport Standby Reserves*

Ex. This one is common sense, if you're on days off and your caller ID shows those notorious words: "call one", "unavailable", etc., DON'T ANSWER YOUR PHONE! When you're on days off, you are not required to answer calls from the company or return calls to Crew Scheduling and they don't have to be aware of your whereabouts. Once you have answered the phone however, and Crew Scheduling has been able to make positive contact, you will have to do the assignment or risk a MA. If you work the Junior Man assignment, you will receive pay and credit at 150% above the minimum monthly guarantee at your applicable hourly rate of pay, for all of the hours as set forth in Section 4. Please reference an article posted on the AFA MEC website entitled, "**Junior Manning**" for a more detailed checklist on this topic.

#### **8. "Full and Partial Releases"**

Ex.- If staffing permits, Crew scheduling may honor your request to be fully or partially released from a day of Reserve availability. Under Section 9.B.4. you may request to be released early while on a reserve duty day. On the day of duty call Crew Scheduling and ask them if you can be released. It may not be approved, but it never hurts to ask. If approved by swaps/drops, your monthly guarantee will **not** be reduced, you can call Crew Scheduling.

You can also submit a request to drop an entire day of reserve duty. Under Section 8.L.2. you can send an RF 200 DRSV message to Scheduling. The request will be processed no more than forty-eight (48:00) hours prior to the start of the reserve duty day for which the drop is requested. Should the request be granted, your minimum monthly guarantee will be under-timed 3:45 hours for each day of reserve duty dropped.

**9. Reserve Day Slide – Section 9.K. allows you to "slide" the beginning or end of a block of reserve days.**

Ex.- Your slide request should be granted so long as reserve coverage is not comprised on the days you will now be off. If you are scheduled to be on availability Tues. – Sat. in a given week, you can request to slide the block of days to cover Sun. – Mon. If the slide is granted you will now be on availability Sun. – Thurs. and you will have Fri. – Sat. off. You will need to submit your request for reserve slide with an RF 200(base) Swap message.

**10. Time Balancing – Section 9.C. references time balancing. It tells us that with the exception of the first day of each bid period, Reserve Flight Attendants will be placed on one list in inverse seniority order or accumulated credited hours (i.e. least time flown is first on the list).**

Ex – We do not have a system of issuing assignments based on seniority or by submitting proffers, unlike some Reserve systems you may have worked under previously. Assignments are made based on least amount of credited hours accumulated. You may however, enter certain "preferences" of assignments.

**11. Preferencing - We operate under a system in which, Reserve Flight Attendants may submit a preference for either flight assignments, Airport Standby Shifts or Reserve Availability Periods. Preferences will be submitted each day between 1000 and 1400 CST. Crew Scheduling will process reserve assignments in least time accrued order assigning issuing assignments based on Flight Attendant preferences while also taking your days of availability into account. If you have preferenced for all three-day trips and you only have two days of availability left, your preference will be passed over. Scheduling fills the credited assignments of trips and airport standby shifts first as these are the most important to the operation. (\*note-Airport Standby Shift carry credit for time balancing purposes only and not for pay credit)**

While the contract does not require the Company to absolutely grant each Flight Attendant's preference it does require them to use their **best efforts**. For example, if you are the Flight Attendant with the least time accrued, thereby placing you first on the time balancing list, and you preference for three different trips all of which you are legal and available for, and do not receive any of them, you may be able to show that crew scheduling did not use their best efforts to honor your preference. For a more detailed explanation of the preferencing and awarding system, please reference an article posted on the AFA MEC Website entitled "**Reserve -Preferencing of Assignments**".

**12. "Call Out Time" - The minimum call-out period will be two (2) hours prior to check-in time. (Section 9.E.)**

Ex. Remember, the call out time for all domiciles is **2 hours**. The only exception is New York because there are co-domiciles in that location. Flight Attendants based in New York will have a 2-hour call out to LGA and will have a 3-hour call out to JFK. You will have a maximum of 2 hours to prior to check-in within which to report for our assignment. Don't let Crew Scheduling tell you otherwise! The Union has received reports of Schedulers calling Reserve Flight Attendants for example, at 12:00 PM for a flight scheduled to depart at 2:00 PM. Scheduling then advises the Flight Attendant that he/she has to sign in by 1:00 PM. When the Flight Attendant objects, the scheduler claims that this was in accordance with the contract since it was now 12:00 and this is two (2) hours prior to departure. **THIS IS NOT CORRECT!** AFA has discussed this thoroughly with the Company and you have **2 hours to get to the airport and sign in after you have been contacted by crew scheduling**. If you are able to make it to the airport before the two hours that is great, but you are not required to. The Company has two choices, they can delay the departure time in order to provide you your contractually required right to a 2-hour call out or they can assign someone else who is legal to work the flight. Make sure you perform your required safety checks prior to boarding, even if you find yourself in this position and rushed.

**13. Confused about RAPs and NAPs? A RAP is known as a "Reserve Availability Period".** Although you are on-call and must remain available to the Company to receive assignment, it is not considered "duty time." RAPS may not exceed 15 hours in duration per Section 9.B.1. A NAP is known as a "Non-Availability Period". These non-availability periods are generally a rest period and you need not be available to the Company during these periods. Sometimes you can be given a trip while on a RAP and it can be difficult to determine whether or not it may be legal especially when you factor in the idea that you cannot be scheduled to be on duty more than 14 hours. We recommend you reference a more detailed explanation of RAPs and NAPs by going to the AFA MEC website and reviewing the article entitled **"RAPS & NAPs"**.

**14. To protect yourself in the event you are improperly assigned flying, during or immediately after a 7-day conflict, please review the following:**

You cannot fly 7 days in a row. You must be given **one calendar** (not a 24 hour duty free period) off **in domicile** after working 6 consecutive days.(Section 7.C.2.)

If you are unable to be returned to domicile and are placed into rest on the 7<sup>th</sup> day in an outstation, due to cancellation, bad weather, mechanical or a duty time limitation - it is considered just that: rest and not a day off. Per section 2.W. of the collective bargaining agreement "Day Off" *means a period of time between the hours of 0001 and 2400 based on local time at a Flight Attendants **domicile**, when a Flight Attendant shall be free of all duty with the Company.*

Your "Day Off" will commence upon return to your domicile the following day, regardless of any previously existing flying or duty obligations. Follow up with crew scheduling to ensure you have been given your required "Day Off".

All of your 11 minimum days off must be given at your domicile.

The removal code for a 7-day conflict is 7D. Reserve Flight Attendants, please be sure to count any 7D codes in your HI1 as an off day; If you are junior manned you may not qualify for a payback day.

Remember pursuant to Section 7.E.1.a. you must be provided with prior knowledge of the start and end point of rest periods. This means that Crew Scheduling cannot tell you after the fact that a certain period of time was considered as rest.

**15. Sick Time Pay – Paid sick time for Reserve Flight Attendants is treated in the following manner:**

**Calling in Sick Prior to beginning any trip**

A Reserve Flight Attendant who calls in sick prior to beginning any flying assignment will be paid and credited with three hours forty-five minutes (3:45) per day and this amount will be deducted from her/his sick bank. The pay and credit calculation will be the same whether or not a Reserve has received any assignment from Crew Scheduling.

For time balancing purposes, a Reserve will be credited with 3:45 for each paid sick days. Unpaid sick days will receive no credit towards time balancing.

### **Calling in Sick after Commencing a Trip Assignment**

Once a trip assignment has begun, how much pay and what effect the sick call will have on time balancing, will depend upon how much time the Reserve Flight Attendant has flown within that particular trip prior to the sick call.

#### ***→ Calling in Sick during First day of Trip***

If a Reserve calls in sick during Day One of a trip assignment, and if the time flown is less than 3:45, the reserve flight attendant will be paid for the time flown and have the appropriate amount of time deducted from her/his sick bank to make up the difference between the time already flown and 3:45. For the remaining days of the trip, the Reserve will be paid (from her/his sick bank) and credited 3:45 per day. Such credit will also be applied for time balancing purposes.

If a Reserve calls in sick during Day One of a trip assignment, and the time already flown is greater than 3:45, the reserve will receive pay and credit equal to the amount of time flown. If there is additional flying to be performed on Day One, the reserve will receive no pay or credit for the remaining time scheduled on the Day One flying. For the remaining days of the trip, the Reserve will be paid (from her/his sick bank) and credited 3:45 per day. Such credit will also be applied for time balancing purposes.

#### ***→ Calling in Sick after the First Day of a Multi-Day Trip***

If a Reserve calls in sick after the first day of a multi-day trip, the Reserve will receive flight pay and credit for any full days already flown. For the day of the sick call, depending on how much time she/he flew on that day, she/he will receive 3:45 pay and credit (a mix of pay for time flown and deduction from sick bank to equal 3:45) or pay for the appropriate amount of time flown (if in excess of 3:45).

### **General**

- Deduction from a Reserve Flight Attendant's sick bank will never exceed 3:45 per day.
- Time Balancing Credit for sick time for Reserve Flight Attendants will be posted after 6:00 PM Central Time.
- Reserve Flight Attendants may elect to take sick time unpaid.

**16. Assignments While on Airport Standby** – Section 9.F.6. states that assignments among Airport Reserves will be made in least time accrued order. However, if there are two overlapping shifts of standby, which of the lowest time Flight Attendants will be given the next available assignment, assuming all are legal and available? For example, there are two Flight Attendants sitting S-1 and two sitting S-2. A round trip becomes available and is scheduled to depart at 12:00 Noon. Which of the four Flight Attendants should receive the assignment? The Flight Attendant, of the four, with

the lowest time from both shifts? The one with the lowest time from only the S-1 shift? The one with the lowest time from only the S-2 shift?

Answer: Also found in Section 9.F.6. is language that tells us the assignment will be given to the Flight Attendant with the least amount of accrued hours (provided they are legal and available) from the earlier shift. Using the scenario listed above, the Flight Attendant with the lowest amount of flight time on the S-1 shift would be given the assignment. Crew Scheduling should look at each shift separately when determining who has fewer flight hours. Next, they should look at who is on the earliest shift and if there is a Flight Attendant who is legal and available, then she/he will be given the flight assignment. In the example above, if a two-day trip became available and was scheduled to depart at 12:00 Noon; and if one S-1 was good for one day and the other S-1 was good for two days; and if the S-1 who was good for one day had less hours; the S-1 who was good for two days should still be given the trip (even though he/she has more hours) because they were legal and available. The S-1 good for only one day is not considered to be legal and available for a two-day trip. If neither of the S-1 Flight Attendants were legal and/or available, then Crew Scheduling will start looking at the S-2 Flight Attendants to determine who is legal and available to receive the assignment.

**17. The interpretation of what constitutes a legal "Assignment Past Standby Reserve" was reached following the filing of an MEC Grievance by AFA. Please refer to Section 9.F. of the contract as well as Sideletter J of the Contract.**

The Grievance arose as a result of the Company's action of assigning flying to Airport Standby Reserves which departed more than forty-five minutes past the end of their assigned Standby Reserve period. The Association maintained this was in violation of Section 9, Paragraph F., of the Collective Bargaining Agreement.

Prior to the actual arbitration of the case, the parties were able to reach a settlement. To better assist you in understanding the terms of the settlement, we offer the following examples of legal and illegal assignments. It is also important to remember that Section 9.F.3. requires assignments among Airport Reserve's to be made in least time accrued order.

**Examples of Legal Assignments For an Airport Reserve Shift Beginning at 0530 and Ending at 1330**

1. Flight Attendant is signed in for his/her Airport Reserve shift, is contacted by crew scheduling and receives the following two day trip in its entirety:

```
SEQ 8190   BASE ORD SEL 233 ORG SCH DOM EMJ
FA1 SMITH M      EMP NBR 123456
  DT EQ FLT STA DEP  STA ARR AC FLY  GTR GRD  ACT
SKD 04 EB 4159 ORD 0810  GSP 1053  1.43   0.34
SKD 04 EB 4362 GSP 1127  ORD 1217  1.50   1.05
SKD 04 EB 4261 ORD 1322  PIT 1548  1.26   0.33
SKD 04 EB 4344 PIT 1621  ORD 1655  1.34   0.42
SKD 04 EB 4217 ORD 1737  CMI 1830  0.53
D/P SKD 7.26    P/C 0.00 TL 7.26
HALF DAY COUNT CMI 4
      SKD TL 7.26 ACT TL 0.00
SKD ONDUTY 11.35 ODL 13.12
SKD 05 EB 4401 CMI 0842  ORD 0934  0.52   0.45
SKD 05 EB 4201 ORD 1019  LSE 1117  0.58   0.33
SKD 05 EB 4202 LSE 1150  ORD 1246  0.56
D/P SKD 2.46    P/C 0.00 TL 2.46
      SKD TL 2.46 ACT TL 0.00
SKD ONDUTY 5.04
SEQ SKD 10.12    P/C 0.00 TL 10.12 TAFB 29.51
```

This is a legal assignment. The Flight Attendant's duty day began at 0530 and was scheduled to end at 1845 for a total scheduled duty time of 13 hours 45 minutes. The "assigned trip" was scheduled to depart no later than forty-five minutes (:45) after the end of the Airport Reserve period. Remember, we look at the departure time of the trip as a whole and not the individual legs contained within sequence in this case to determine if the "assigned trip" was given within the (:45) legal assignment window.

2. The Flight Attendant is signed in for his/her Airport Reserve shift, is contacted by crew scheduling and receives the following work assignment:

```
SEQ 28217   BASE DFW           DOM EMJ
FA1 SMITH M       EMP NBR 123456
  DT EQ FLT STA DEP  STA ARR AC FLY  GTR GRD  ACT
SKD 02 E5 3533 DFW 0645  LIT 0754  1.09   0.31
SKD 02 E5 3534 LIT 0825  DFW 0944  1.19   1.16
```

The Flight Attendant completes this assignment and returns to domicile to sit the remainder of the Airport Reserve shift. At 1230 he/she is contacted by crew scheduling and receives the following new/additional work assignment:

```
SEQ 6506   BASE DFW           DOM EMJ
FA1 SMITH M       EMP NBR 123456
  DT EQ FLT STA DEP  STA ARR AC FLY  GTR GRD  ACT
SKD 01 E5 3621 DFW 1410  LBB 1518  1.08   0.41
SKD 01 E5 3620 LBB 1610  DFW 1715  1.05   1.31
```

This is a legal assignment. The Flight Attendant's duty day began at 0530 and is scheduled to end at 1730 for a total scheduled duty time of 12 hours. The additional/last flight assignment departs 40 minutes after the scheduled end time of the Airport Reserve shift, therefore it is within the (:45) legal assignment window.

**Examples of Illegal Assignments For an Airport Reserve Shift Beginning at 0530 and Ending at 1330**

1. Flight Attendant is signed in for his/her Airport reserve shift and is contacted by crew scheduling and receives the following work assignment:

```
DT EQ FLT STA DEP  STA ARR AC FLY  GTR GRD  ACT
SKD 05 E5 3992 ORD 1410  ROC 1645  1.35   0.30
SKD 05 E5 4292 ROC 1715  ORD 1820  2.05   1.15
SKD 05 E5 4035 ORD 1935  MQT 2145  1.10
D/P SKD 4.50    P/C 0.00 TL 4.50
HALF DAY COUNT MQT 3
  SKD TL 4.50 ACT TL 0.00
SKD ONDUTY 7.50 ODL 9.40
```

The assignment is not legal. Although it's scheduled depart 40 minutes after the scheduled end time of the Airport Reserve shift which of course, is within the (:45) assignment window, the Flight Attendant's duty day is scheduled for over 14 hours. The Flight Attendant's duty day began when he/she signed in at 0530 and would be scheduled to end at 22:00. This would be a total scheduled duty time of 16 hours and 30 minutes and would therefore not be legally assigned trip.

2. Flight Attendant is signed in for his/her Airport Reserve shift, is contacted by crew scheduling and receives the following work assignment:



SEQ 14104    BASE JFK            DOM EMJ  
 FA1 SMITH M        EMP NBR 123456  
 DT EQ FLT STA DEP    STA ARR AC FLY    GTR GRD    ACT  
 SKD 04 EB 4638 JFK 0656    DCA 0830    1.34    2.30  
 SKD 04 E4 4546 DCA 1100    JFK 1215    1.15  
 D/P SKD 2.49        P/C 0.00 TL 2.49  
                       SKD TL 2.49 ACT TL 0.00  
 SKD ONDUTY 6.34  
 SEQ SKD 2.49        P/C 0.00 TL 2.49 TAFB 6.34

The Flight Attendant completes this assignment and returns to domicile to sit the remainder of the Airport Reserve shift. At 1300 he/she is contacted by crew scheduling and receives the following new/additional work assignment:

SEQ 14036/15227 BASE BOS        DOM EMJ  
 FA1 SMITH M        EMP NBR 123456  
 DT EQ FLT STA DEP    STA ARR AC FLY    GTR GRD    ACT  
 SKD 04 E4 4644 JFK 1420    RDU 1550 CH 1.30    0.30  
 SKD 04 E4 4649 RDU 1620    JFK 1750 CH 1.30

The assignment is not legal. Although the Flight Attendant's total scheduled duty time for the day is at legal at 12 hours and 20 minutes, the additional/last flight assignment is scheduled to depart 50 minutes past the end of the scheduled Airport Reserve shift and has therefore exceeded the (: 45) legal assignment window.

The following are some codes you'll need while on Reserve that you should keep with you as reference.

**DECS codes:**

- HI1.....To see your current months schedule.**
- HI2.....To see your last months schedule prior to the opening of the monthly schedule bid for the next month bidding, once bids for the next month are final and closed this entry (HI2) will show you your next month schedule.**
- HI3.....To see your current or last assignment.**
- HI4 .....To see your last assignment, only works once you have begun or signed in for your current assignment.**
- HI5.....To see your next assignment (only works after you confirm your next day assignment).**
- HI6.....To retrieve your messages (HI6A & HI6P to print).**
- HI16.....To retrieve your already read messages for that day.**
- HI\*9.....To retrieve your qualifications record (after IOE).**
- HI12/month.....To retrieve your actual monthly up to date per diem.**
- HI33/D/date/R .....To view RSV list**
- NS/flight# .....To view who your flight crew is**
- B\*(employee #).....Fist Name for Employee #**
- NST/flight#/date/base .....To view your crew with their nicknames**
- N3DO/base//date .....To view available open trips**
- N3DR/base//date .....To view at what time a particular trip opened and why the trip became open.**

**N3D/base//date .....**To see what individuals were awarded available open time on any given day.

**N4D/base/aircraft type/date ....**Open time that includes the number of days of scheduled flying, number of legs scheduled each day, and overnight city.

**RF 200 RSV ....**To submit your reserve preferences for the next day coverage.

**RF 200 DTT ....**To submit when you want to drop a trip or RSV day prior to recurrent training.

**RF 200 GOLD .....**To submit when training conflicts during your Golden Days off.

**RF 200 OUT....**To submit to pick up a sequence out of your base/domicile, regardless of full or partial pick up.

**The Following RF Entries us a Base Designator. DFW=D, ORD=C, New York=N, and MIA=M. (Example for an ORD Flight Attendant trading; RF 200C TRAD)**

**RF 200(base designator) TRAD ....**To swap days off with another F/A (both F/A's must do the same entry in their individual personal mode).

**RF 200(base designator) RTD ....**To submit a request for a payback day.

**RF 200(base designator) DROP ....**To submit a request to drop a whole RSV day (comes out of your guarantee 75 hrs.)

**RF 200(base designator) SWAP....**To submit a reserve swap within your own schedule or to slide your block of reserve days.

**RF 200(base designator) FULL....** To submit a request, for a full open time sequence pick up.

**RF 200(base designator) PART....**To submit a request, for a partial open time sequence pick up.

**HIPH/H/home number...**To add your home phone number (substitute the /H/ for /B/ to add business phone number and /T/ to add temporary phone number)

AFA hopes this packet will be of some help to you. The key to avoiding stress while on RSV is to know your contract, know your rights and know what Crew Scheduling can and can't do.

AFA Welcomes you.

**Stay Educated, Stay Informed, Wear Your Union Pin!**