Chapter 1 Getting Started................................................................. 2
A. Introduction .............................................................................. 2
B. Bidding Overview ................................................................. 2
C. The Bidding Timeline ............................................................. 3
D. Bid Packet Information ............................................................ 5
E. Sub-Bases (FSL/LQ) ............................................................... 7
F. Lines of Flying ....................................................................... 8
G. How to Read Lines of Flying ................................................... 10
H. Pairing Information ............................................................... 12

Chapter 2 Bidding in CCS ............................................................... 18
A. The Primary Bid Process ......................................................... 18
B. Entering Your Line Bids ........................................................... 25
C. Saving and Submitting Your Bids ............................................ 28
D. Emailing Your Bids ............................................................... 33
E. Secondary Bid for Vacation Relief Lines .................................. 34
F. Position Bidding .................................................................... 35
G. Buddy Bidding ...................................................................... 39
H. Reserve Bidding .................................................................... 42
I. Scheduling Timeline ............................................................... 43

Chapter 3 Awards ....................................................................... 44
A. Line Award Process ............................................................... 44
B. Award Considerations ............................................................ 45
C. Reserve Rotation .................................................................... 46
D. Post Award ............................................................................ 47

Chapter 4 Secondary Bid for Vacation Relief Lines ................................. 51
A. Vacation Relief Process .......................................................... 51
B. Vacation Relief Lines Bidding ................................................ 52
C. Vacation Relief Line Awards .................................................. 53

Chapter 5 Reserve Move-Up ............................................................ 56
A. Bidding for Reserve Move-Up .................................................. 56
B. Reserve Move-Up Award Process and Timeline ....................... 57

Chapter 6 Permabid .................................................................... 58

Chapter 7 Other Resources .............................................................. 60

Appendix: New Information for the Bidding & Awards Guide .................. 61
RA Days and Adjustment Request .................................................. 61

Updated July 26, 2018
Chapter 1 Getting Started

A. Introduction

Beginning this October, Flight Attendants from three workgroups will begin flying together using a new bidding and awards process, in accordance with our Joint Collective Bargaining Agreement (JCBA). While some aspects of the bidding process may be familiar, many components will be different as we migrate to a common Crew Management System (CMS).

For all of us, there will be process and system changes. This guide is intended to provide you with an understanding of the bidding and awards changes which include: Vacation Relief Lines, Permabid, Position Bidding, Reserve Rotation and Reserve Move-Up Lines. The information included in this guide will also be in many other forms of education materials, such as an overview, video tutorials and a CCS practice environment. Please review all available education materials to better understand, learn and manage the new bidding and awards processes.

Throughout this document, we will reference other guides created to explain various topics, in addition to this Bidding & Awards Guide. This is the first guide to be distributed in preparation for common metal; additional guides will be deployed at a later date and added on Flying Together > One United.

It is important to understand that the format of pairings, lines, other bidding materials, and CCS screens are going to be new or different than what they are today.

Accessing CCS will be the same as we use today; however, the organization, structure and programming within CCS will be different for all Flight Attendants.

B. Bidding Overview

Bid packets for your Domicile will be accessed in CCS. There are two phases of bidding; the Primary bid and the Secondary bid for Vacation Relief Lines.

A significant change for some of us will be the combination of International, Domestic and Language Qualified (LQ) flying into one Base. Each month, with the exception of Flight Service Leaders (FSLs), you will be able to bid on any type of flying for which you are qualified to fly. The sub-Base structure for LQ and FSL Flight Attendants will be discussed in Chapter 1, Section E of this guide.

Another change for some of us will be the definitions of Domestic and International Flying which are discussed in Chapter 1, Section F of this guide.

In the Primary bid, there are three types of lines: Regular Lines, Reserve Lines and Vacation Relief Lines.
Regular Lines: A Regular Line is a monthly calendar of pairings. These lines contain pairings designated either as Domestic or International.

Reserve Lines: A Reserve Line is a monthly calendar of Reserve days of availability and days off. These lines consist of days of availability, usually built with three to six day blocks, and days off. However, our JCBA allows for longer or shorter blocks of availability days based on the composition of flying in each Base.

Vacation Relief Lines: A Vacation Relief Line is an empty line awarded with no pairings or Reserve days of availability. These lines are empty lines of flying when awarded in the Primary bid. They are considered Regular Lines, but the pairings will be awarded during the Secondary bid process.

In some locations there will be an FSL sub-Base. There will also be sub-Bases for the different types of language flying assigned to the Base. The language lines in these sub-Bases will be filled on a monthly basis by those qualified in the designated languages.

Although this guide includes an overview of Reserve bidding and awards information, including Reserve Move-Up, we have created a comprehensive guide specifically for all Reserve procedures. The Reserve Guide contains detailed information on all issues specific to Reserve Flight Attendants, including scheduling, assignments, legalities, responsibilities, etc.

*The Reserve Guide, when available, can be found on Flying Together > One United.*

**IMPORTANT NOTE:** Depending on your qualifications and preferences, you will be awarded the line that your seniority and qualifications may hold. You have the ability to bid for all types of flying: Domestic, International, Language, Reserve and Vacation Relief.

C. The Bidding Timeline

The bidding and awards process each month follows a timeline with opening and closing times for each specific event.

There are two separate bidding and awards processes:

1. The Primary bid
2. The Secondary bid for Vacation Relief Lines

The entire timeline of events, in chronological order, is displayed in Chapter 2, Section I of this guide.
During the Primary bid period, you will have the opportunity to bid for Regular Lines, Reserve Lines or Vacation Relief Lines.

- The Primary bid period opens at **0800 Home Domicile Time (HDT) on the 12th** of the month.
- The Primary bid period closes at **0800 Home Domicile Time (HDT) on the 17th** of the month.

The first bidding timeline under common CMS for October 2018 is:

<table>
<thead>
<tr>
<th>Primary Bid Period Opens</th>
<th>Primary Bid Period Closes</th>
<th>Primary Line Award Numbers Visible By*</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 12, 2018 0800 HDT</td>
<td>September 17, 2018 0800 HDT</td>
<td>September 18, 2018 0800 HDT</td>
</tr>
</tbody>
</table>

*Primary Line Award numbers are visible by 0800 HDT on the 18th. Finalized primary awards are loaded into the Master Schedule by 1700 HDT on the 18th.

The Secondary bid for Vacation Relief Lines opens on the 20th and closes on the 22nd, following the Primary Line Awards. If you are awarded Vacation Relief Lines during the Primary bid period, you will bid again in the Secondary bid period to receive your Vacation Relief Award.

- The Secondary bid for Vacation Relief Lines opens by **2000 Home Domicile Time (HDT) on the 20th** of the month.
- The Secondary bid for Vacation Relief Lines closes at **0800 Home Domicile Time (HDT) on the 22nd** of the month.

The first bidding timeline for the Secondary bid for Vacation Relief Lines under common CMS for October 2018 is:

<table>
<thead>
<tr>
<th>Secondary Bid for Vacation Relief Lines Opens</th>
<th>Secondary Bid for Vacation Relief Lines Closes</th>
<th>Secondary Bid for Vacation Relief Line Award Number Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 20, 2018 2000 HDT</td>
<td>September 22, 2018 0800 HDT</td>
<td>September 23, 2018 0800 HDT</td>
</tr>
</tbody>
</table>

**IMPORTANT NOTE: BID TO COVER YOURSELF!** Bids are awarded in Flight Attendant seniority order. If you do not bid, or do not bid enough lines, you will be awarded the lowest numerical line and position that is available at that point in the process.

See more about awards in Chapter 3 of this guide.

Additional details about the Secondary bid for Vacation Relief Lines process are outlined in Chapter 4 of this guide.
D. Bid Packet Information

The monthly bid packet will contain:

1. A Cover Letter comprised of the following information:
   - Staffing and bid positions
   - Estimated number of Vacation Relief Lines
   - Training information, Language Incentive Pay information
   - Other information specific to that bid month’s schedule

2. Lines of Flying

3. Key Pages for pairing information

Paper copies of the bid packets will be available in the Domiciles by 1500 HDT of the 14th of the month. You will also be able to access the bid packet electronically via CCS by 0800 HDT of the 12th of the month.

From the CCS home screen, click on “Bidding”. A drop-down menu will appear as shown in Image 1.01. Select “Bid Packets” (1).

![Image 1.01](image)

There are bid packets for each Domicile. Select the bid packet for your Domicile by clicking on the link. Each bid packet contains the following:

- Cover Letter
- Domestic and / or International Key Pages (containing the pairings)
- Domestic and / or International Lines
- Language Qualified Lines
- Reserve Lines
Below in Images 1.02-1.04 are examples of the pairings contained in the Key Pages, Regular Lines and Reserve Lines, which are explained in greater detail in Chapter 1, Sections F, G and H of this guide.

### Example of Key Pages Pairings

**JUNE 02 - JULY 01, 2018**

| 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 |
|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 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 |
| 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 |

**Example of Regular Lines of Flying**

**Example of Reserve Lines of Flying**

**Updated July 26, 2018**
E. Sub-Bases (FSL/LQ)

In each Domicile, there may be sub-Bases for FSL and / or LQ Flight Attendants. FSL and LQ Lines will be included in the monthly bid packets for each Domicile. FSL Lines will share the line number ranges of the Regular Lines, but will be bid by position. FSL Reserve and Vacation Relief Lines will have separate line number ranges. LQ Lines will be identifiable by a pre-determined line number range. To bid for either an FSL or LQ Line, you must select the appropriate line number and position, if applicable. FSL and LQ Lines and positions will be awarded in Flight Attendant bid seniority and will be based on qualifications.

FSL

In Domiciles where the Company determines FSLs are required, an FSL sub-Base will be established. The FSL sub-Base will have both Lineholders and Reserves. FSLs in the sub-Base may only bid on FSL Lines and FSL Reserve Lines, unless they have elected to and been awarded an “Opt-Out” for a bid month.

LQ

LQ Flight Attendants who are awarded an LQ Line or LQ Reserve Line will be included in that specific Language sub-Base for the bid month. An LQ Flight Attendant’s inclusion into a Language sub-Base may vary from month to month, depending on the bidding of other LQ Flight Attendants. For example, a French speaker awarded a French Line or French Reserve Line for the month will be included in the French sub-Base, and a German speaker awarded a German Line or German Reserve Line for the month will be included in the German sub-Base. The two sub-Bases are separate and will not be combined for scheduling purposes.

Language Qualified Flight Attendants who are awarded a Regular Line in any given bid month are not included in a sub-Base for that month. For example, a French speaker who is awarded a Regular Line for that month is not part of the French sub-Base.

Language Qualified Lines will be made up of Domestic LQ or International LQ pairings. In some cases, there may be lines with both Domestic and International LQ pairings.

IMPORTANT NOTE: All FSL Flight Attendants, both Lineholders and Reserves, will be in the FSL sub-Base each month (except those who have opted out for the month). All LQ Flight Attendants might not be in an LQ sub-Base for that given month, depending on what they are awarded.
F. Lines of Flying

Our JCBA provides that the Company may have Domestic and International Lines constructed in a Domicile, but the average of all lines at each Domicile may not be more than eighty-eight (88) hours credited flight time per month. This is one of the factors that determines how many lines are built at each Base in any given month. Additionally, the Company may have Domestic and International Lines of Flying constructed so that the average of all lines at each Base is not more than ninety (90) hours credited flight time per month for up three (3) months per calendar year.

While our JCBA does provide a ninety-five (95) hour flight time maximum limitation, this does not apply to Line of Flying construction. If you are awarded a line exceeding 95 hours, our JCBA allows you to reduce your time if you so choose. Refer to the Legalities Guide, when available, for a comprehensive explanation of all Legalities.

The type of pairings, qualification or Reserve days of availability within a Line of Flying determines the line number.

**IMPORTANT NOTE:** Credited flight time means the time which is accumulated towards a Flight Attendant’s monthly credit flight time maximum as described in Section 6 of the JCBA.

*Credited flight time is Block time + RIG(s) + deadhead.*

*Credited flight time may be more than, but cannot be less than, actual flight time.*

**Domestic and International Flying**

Domestic flying is defined as routes or charter operations within the 50 United States, Puerto Rico, Canada, Mexico, Central America and the Caribbean.

International flying is defined as routes or charter operations to and from the continents of South America, Europe, Asia, Africa, Australia, and Antarctica. International flying includes flying to and from Guam and any other island countries and territories outside the Caribbean.
Below are the types of Line of Flying with their respective Line of Flying numbers.

<table>
<thead>
<tr>
<th>Types of Line of Flying</th>
<th>Line of Flying Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Lines</td>
<td>0001-1999</td>
</tr>
<tr>
<td>FSL Vacation Relief Lines (Primary award)</td>
<td>2001-2199</td>
</tr>
<tr>
<td>Non-FSL Vacation Relief Lines (Regular and LQ - Primary award)</td>
<td>2201-2999</td>
</tr>
<tr>
<td>International Lines</td>
<td>3001-4999</td>
</tr>
<tr>
<td>Language Lines</td>
<td>5001-5999</td>
</tr>
<tr>
<td>FSL Reserve Lines</td>
<td>6001-6199</td>
</tr>
<tr>
<td>Non-FSL Reserve Lines</td>
<td>6201-6999</td>
</tr>
<tr>
<td>LQ Reserve Lines</td>
<td>7001-7499</td>
</tr>
<tr>
<td>FSL Vacation Relief Lines (Secondary award)</td>
<td>10001-10199</td>
</tr>
<tr>
<td>Non-FSL Vacation Relief Lines (Regular and LQ - Secondary award)</td>
<td>10201-10999</td>
</tr>
</tbody>
</table>

Lines of Flying are listed in the bid packets. Once your Line of Flying is awarded, the line number will be visible on the Primary Line Bidding screen and the Monthly Line Award screen in CCS by 0800 HDT on the 18th. The details of your line will be populated in your Master Schedule by 1700 HDT on the 18th.

Below is the distinction between Domestic vs. International flying.

<table>
<thead>
<tr>
<th>Market</th>
<th>Type of Flying</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States (including Alaska &amp; Hawaii)</td>
<td>Domestic</td>
</tr>
<tr>
<td>Canada</td>
<td>Domestic</td>
</tr>
<tr>
<td>Mexico</td>
<td>Domestic</td>
</tr>
<tr>
<td>Puerto Rico</td>
<td>Domestic</td>
</tr>
<tr>
<td>Caribbean</td>
<td>Domestic</td>
</tr>
<tr>
<td>Central America</td>
<td>Domestic</td>
</tr>
<tr>
<td>Guam</td>
<td>International</td>
</tr>
<tr>
<td>South America</td>
<td>International</td>
</tr>
<tr>
<td>Europe</td>
<td>International</td>
</tr>
<tr>
<td>Asia</td>
<td>International</td>
</tr>
<tr>
<td>Africa</td>
<td>International</td>
</tr>
<tr>
<td>Australia</td>
<td>International</td>
</tr>
<tr>
<td>Antarctica</td>
<td>International</td>
</tr>
<tr>
<td>Any other island countries and territories outside the Caribbean</td>
<td>International</td>
</tr>
</tbody>
</table>
G. How to Read Lines of Flying

Example of a Regular Line of Flying

| LINE 274 CR. | 71:32 | 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 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |
Reserve Lines have different characteristics than Regular Lines. There are days of availability, Set days off and regular days off in Reserve Lines. It is important to understand these concepts which are explained below.

**Example of a Reserve Line of Flying**

<table>
<thead>
<tr>
<th>JUNE 22, 2018 - JULY 31, 2018 RESERVE LINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>LINE 6201 CR: 78-60</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Off 12</td>
</tr>
</tbody>
</table>

*Image 1.07*

Reserve Lines will be scheduled with a minimum of 12 days off as shown above in *Image 1.07*.

The Company may schedule additional Reserve Lines with up to 16 days off (with a reduction in Line Guarantee). If you are assigned a Reserve Line with more than 12 days off, you may contact the Company to have availability days restored (no later than 3 days prior to the new month). The restorable days off will be indicated by a “+”.

One block of at least 4 days off on a Reserve line will be designated as “Set”. If the line does not have a block of 4 or more days off, then the largest block of days off will be designated as Set. The only exception to the largest block of days off being designated as Set is if the Company builds a line with a block of 7 or more days off, in which case that block would not be considered the Set block and the next largest block would be designated as Set. For example, a line built with a block of 8 days off and a block of 4 days off would have the 4-day block designated as Set. Under no circumstances may a Reserve be assigned into the Set block of days off.

If there are no other Reserves who are legal and available, a Reserve may be assigned into their first day, or their second or third day off in a block of days off that are not designated as Set. Reserves who volunteer are assigned first. Once all volunteers have been exhausted, Reserves will be assigned in time accrued order.

Refer to the *Reserve Guide*, when available, for more information.
Image 1.08 below is a close-up of a Reserve Line, as shown in Image 1.04:

Image 1.08

Reserve Lines of Flying contain:
1. Bid month dates
2. Domicile is SFO
3. Line of Flying number is 6201
4. Total credit time of line (Reserve Guarantee) is 78:00
5. Total number of days off is 12
6. Reserve days of availability indicated by an “R”
7. Set days off are shaded

*Not shown here: In Reserve Lines that have more than 12 days off, the restorable days will be indicated by a “+”.

H. Pairing Information

A pairing is a combination of flying and / or deadheading which is arranged between legal rests at the Flight Attendant’s home Domicile. It will be numbered, dated and will contain the details about the flights, equipment, layover and rest. Pairing numbers begin with an alpha or numerical character that indicates the Domicile out of which it operates.

<table>
<thead>
<tr>
<th>Alpha/Num. Code</th>
<th>B</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>J</th>
<th>L</th>
<th>M</th>
<th>N</th>
<th>O</th>
<th>Q</th>
<th>U</th>
<th>V</th>
<th>W</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domicile</td>
<td>BOS</td>
<td>DEN</td>
<td>EWR</td>
<td>SFO</td>
<td>GUM</td>
<td>IAH</td>
<td>NRT</td>
<td>LAX</td>
<td>HKG</td>
<td>HNL</td>
<td>ORD</td>
<td>FRA</td>
<td>LHR</td>
<td>CLE</td>
<td>IAD</td>
<td>LAS</td>
</tr>
</tbody>
</table>

This is followed by a 4-digit numerical identifier indicating the type of pairing as seen below:

<table>
<thead>
<tr>
<th>Number Range</th>
<th>Type of Pairing</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001-4999</td>
<td>Domestic pre-scheduled</td>
</tr>
<tr>
<td>5001-6999</td>
<td>International pre-scheduled</td>
</tr>
<tr>
<td>7001-7999</td>
<td>Language pre-scheduled</td>
</tr>
<tr>
<td>8001-9999*</td>
<td>Operational</td>
</tr>
</tbody>
</table>

*8000- and 9000- series pairings are reserved for charters and for operational pairings.
Example #1: 2-day pairing

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pairing number is B1060 – reading across line 1:</td>
</tr>
<tr>
<td>2</td>
<td>• B is Domicile code for BOS</td>
</tr>
<tr>
<td>3</td>
<td>• 1060 is within the Domestic pairing range</td>
</tr>
<tr>
<td>4</td>
<td>2. Report Time of first duty period is 04:20</td>
</tr>
<tr>
<td>5</td>
<td>3. Number of Positions in pairing is 3 (FM01, FA01 and FA02)</td>
</tr>
<tr>
<td>6</td>
<td>4. Details for 1st segment in 1st duty period – reading across line 4:</td>
</tr>
<tr>
<td>7</td>
<td>• 1 is day of flight departure</td>
</tr>
<tr>
<td>8</td>
<td>• 73C is aircraft type for this segment</td>
</tr>
<tr>
<td>9</td>
<td>• 304 is flight number (an asterisk * indicates a scheduled plane change following Flight 304)</td>
</tr>
<tr>
<td>10</td>
<td>• BOS is departure station</td>
</tr>
<tr>
<td>11</td>
<td>• IAH is arrival station</td>
</tr>
<tr>
<td>12</td>
<td>• 0520 is local departure time</td>
</tr>
<tr>
<td>13</td>
<td>• 0850 is local arrival time</td>
</tr>
<tr>
<td>14</td>
<td>• M is Crew Meal scheduled for this segment</td>
</tr>
<tr>
<td>15</td>
<td>• 4:30 is scheduled Block time of this flight</td>
</tr>
<tr>
<td>16</td>
<td>• 1:20 is Sit time before the next flight</td>
</tr>
<tr>
<td>17</td>
<td>5. Details for 2nd segment in 1st duty period – reading across line 5:</td>
</tr>
<tr>
<td>18</td>
<td>• 1 is day of flight departure</td>
</tr>
<tr>
<td>19</td>
<td>• 75B is aircraft type for this segment</td>
</tr>
<tr>
<td>20</td>
<td>• 1230 is flight number</td>
</tr>
<tr>
<td>21</td>
<td>• IAH is departure station</td>
</tr>
<tr>
<td>22</td>
<td>• MCO is arrival station</td>
</tr>
<tr>
<td>23</td>
<td>• 1010 is local departure time</td>
</tr>
<tr>
<td>24</td>
<td>• 1330 is local arrival time</td>
</tr>
<tr>
<td>25</td>
<td>• 2:20 is scheduled Block time of this flight</td>
</tr>
<tr>
<td>26</td>
<td>• 6:50 is total Block time of 1st duty period</td>
</tr>
<tr>
<td>27</td>
<td>• 09:25 is total duty time of 1st duty period</td>
</tr>
<tr>
<td>28</td>
<td>• 16:54 is total scheduled layover time</td>
</tr>
</tbody>
</table>
6. Layover details – reading across line 6:
   - Renaissance Airport hotel in MCO
   - Phone number (407) 240-1000
   - F is Field layover (D is Downtown)

7. Total credit time is 10:36

8. Total Block time is 10:36

9. Total number of days in the pairing is 2

10. Total Time Away From Base is 31:56

11. Total Per Diem is $70.24

12. Date this pairing operates within bid month is March 1st

Example #1: 2-day pairing (repeated for viewing purposes)
Example #2: 2-day pairing with additional features

*Image 1.10* is an example of a 2-day pairing with additional features. This example shows that the total credit time is higher than the total Block time because of the Minimum Duty RIG, minimum average pay and credit for five hours per duty period.

This pairing contains:
1. Indication of a 2-day pairing
2. Total Block time is 08:22
3. Total credit time is 10:00 (because of the minimum average pay and credit of 5:00 average per duty day for pairings with multiple duty periods)
4. Total RIG is 1:38 (difference between Block time and credit time in this example)
Example #3: 4-day pairing

*Image 1.11* shows that multiple RIGs exist, as well as some deadhead flying. To determine the value of the pairing, we must first perform four independent calculations (see next page), and then compare them to determine which value is the highest. The highest value becomes the credit value of the pairing.

![Image 1.11](image-url)
### Calculations for Image 1.11

**Calculation 1:** Determine the sum of the flight time (block (1) and deadhead (2)) of all flights in the pairing.
- Flight time of 19:53 (block) + 1:51 (deadhead) = 21:44

**Calculation 2:** Determine if the 1-for-2 Duty RIG applies to any duty period. If it does, add this value to the Total flight time of that duty period. This is the minimum of 1 hour pay and credit for every 2 hours on duty, within a duty period.
- If half the duty time is *less* than the sum of the flight time in that duty period, the 1-for-2 Duty RIG does not apply.
  - **Duty Period 1:**
    - Duty time of 12:49/2 = 6:24 (rounded)
    - Total flight time of 8:22 (block) + :51 (deadhead) = 9:13
    - Because 6:24 is less than 9:13, the 1-for-2 RIG does not apply
  - **Duty Period 3:**
    - Duty time of 9:27/2 = 4:43 (rounded)
    - Total flight time of 6:34 (block) + :00 (deadhead) = 6:34
    - Because 4:43 is less than 6:34, the 1-for-2 RIG does not apply
- If half the duty time is *greater* than the sum of the flight time in that duty period, the difference will be the value of the 1-for-2 Duty RIG.
  - **Duty Period 2:**
    - Duty time of 12:08/2 = 6:04
    - Total flight time of 4:57 (block) + 1:00 (deadhead) = 5:57
    - Because 6:04 is greater than 5:57, the difference of :07 is the value of the 1-for-2 Duty RIG, and it is applied at the end of this duty period
  - The pairing’s total flight time of 21:44 + :07 = 21:51

**Calculation 3:** Determine the value of the minimum 5 hours per duty period RIG. This is the minimum average pay and credit of 5 hours per duty period for multi-duty-period pairings.
- 3 duty periods x 5 hours per duty period = 15:00

**Calculation 4:** Determine the value of the 1-for-3.5 Trip RIG. This represents 1 hour of pay and credit for every 3.5 hours of time away from Base (TAFB).
- Total Time Away From Base (TAFB) of 79:42/3.5 = 22:46

**Notes:**
- The greater of the four calculated values above becomes the credit value (3) of this pairing: 22:46
- The difference between the credit value (22:46) and the Total flight time (21:44) is the Total RIG (4) : 1:02
- In this example, the 1:02 of Total RIG includes both 1-for-2 duty RIG as well as 1-for-3.5 trip RIG
Chapter 2 Bidding in CCS
A. The Primary Bid Process

Once you have reviewed the bid packet for your Domicile and selected your preferred Lines of Flying, you may enter your bids in CCS.

_IMPORTANT NOTE:_ The most effective way to bid is on a laptop or desktop computer. Using a mobile device such as a cell phone or tablet is not recommended and limits functionality. Mobile friendly applications for these systems will be available at a later time.

To bid using the monthly line bid process in CCS, go to _Bidding > Monthly Line Bid_. Image 2.01 shows the Primary Line Bidding screen with Top (1), Middle (2), and Bottom (3) sections identified.

Image 2.01
Each section from _Image 2.01_ is explained in more detail in _Images 2.02-2.13_.

Updated July 26, 2018
Primary Line Bidding Screen Top Section

Image 2.02
The top section of the Primary Line Bidding screen, as seen in *Image 2.02 above*, contains your profile information and other details relevant to your bidding for the month. At the very top left, is information on when the Primary bid period closes.

*Image 2.03 shows a close-up of the middle part from the top section:

Image 2.03
1. The current bid period
2. Your Base
3. All of your Language Qualifications (if applicable)
4. Your Base Seniority number
5. Your FSL Seniority number (if applicable)

*Not shown here: Your Reserve letter (if applicable)*
**Image 2.04** is a close-up of the right part of the top section:

![Image 2.04](image2.04.png)

1. **Link to Permabid** (explained in Chapter 6)
2. **Category** indicates “Flight Attendant” unless you have a Jobshare or Partnership for the bid period
3. **Link to your Vacation calendar**
4. **Envelope icon** that allows you to email your bids (explained in Chapter 2, Section D)

Note: If you have a Jobshare / Partnership Line, your Partner details will also appear in the top right section of the Primary Line Bidding screen as seen in **Image 2.05** below.

![Image 2.05](image2.05.png)

### Primary Line Bidding Screen Middle Section

![Image 2.06](image2.06.png)

The middle section of the Primary Line Bidding screen, as seen in **Image 2.06**, allows you to indicate Reserve Move-Up options, enter a Buddy Bid, Opt and Waive 35-in-7. More details about Reserve Move-Up can be found in Chapter 5 of this guide. Also shown in **Image 2.06** are “Save” and “Submit” buttons (1). You can use this set - or a similar set of “Save” and “Submit” buttons located in the bottom section - to save your selections and line entries.
Image 2.07 is a close-up of the middle section:

1. Reserve Move-Up “Move-Up Line” (defaults to “yes”)
   - It must be changed to “no” each month if you do not wish to be included in the Reserve Move-Up process
2. Reserve Move-Up Preferences (defaults to “either”)
   - Domestic
   - International
   - Dom --> Intl (Domestic then International)
   - Intl --> Dom (International then Domestic)
   - Either
3. Reserve Move-Up Protected dates – You may choose up to 4 dates you would like as scheduled days off. You will not receive a Move-Up Line unless all protected dates indicated can be accommodated.
Opting to a Higher Monthly Maximum

The “Opt” area allows you to choose between several options for monthly maximums and will apply to the type of line you are awarded. See Image 2.08 below. Refer to the Legalities Guide, when available, for additional details including the definition of Opting and the process involved.

**Opting to a Higher Monthly Maximum**

The “Opt” area allows you to choose between several options for monthly maximums and will apply to the type of line you are awarded. See Image 2.08 below. Refer to the Legalities Guide, when available, for additional details including the definition of Opting and the process involved.

**Image 2.08**

1. Lineholder Opt
   - No Opt is the default (up to 95 hours)
   - Up to 100 Hours
   - Over 100 hours

2. Reserve Opt
   - No Opt is the default (up to 100 hours)
   - Up to 105 Hours
   - Over 105 hours

**Reserve Waiver**

Reserve Waiver – 35 hours in 7 days (default is unchecked - meaning you do not waive). See Image 2.09 below. Refer to the Legalities or Reserve Guides, when available, for additional information on 35-in-7.

**Image 2.09**

**IMPORTANT NOTE:** Both Lineholders and Reserves may opt at any time during the schedule month at their discretion through the Electronic Bulletin Board (refer to the Trip Trades & Adjustments Guide, when available) or by calling either FAST or Crew Scheduling.
**Buddy Bidding**

If you are Buddy Bidding, enter your buddy’s employee ID (1) as seen in Image 2.10. A detailed explanation of Buddy Bidding is in Chapter 2, Section G of this guide.

![Image 2.10](image)

**Long Term Sick Leave Pay**

If you are on sick leave for a full month, your pay is drawn from your Sick or Occupational Leave Bank. As seen in Image 2.11 below, you may choose the value of the Line you bid, 71 hours, or 100 hours. If you select “Bid”, you will receive a “paper award” (the trips will not actually appear on your monthly Line of Flying). You will receive pay equal to the paper award.

After making your selections in this area, select the “Save” button to record these choices. You may also “Submit” at this point or wait to submit until you’ve finished the entire bidding process.

For more information on Sick Leave Pay, refer to the Pay Guide, when available.

![Image 2.11](image)

1. Select Yes or No (No is the default)
2. Bid, 71 hours or 100 hours
Primary Line Bidding Screen Bottom Section

Image 2.12

The Bidding Requests section is located at the bottom of the Primary Line Bidding screen. You may bid by entering specific Line of Flying numbers found in the bid packet. Please note that Image 2.12 above shows 15 empty lines as a sample of how the screen will look. You will see 50 empty lines on this screen as a default.

**IMPORTANT NOTE: DO NOT click the “BACK” button or refresh your browser while you are entering your bids. These actions will result in all of your work being discarded.**

If you want to bid a Vacation Relief Line, you may enter “RLF” to bid all Vacation Relief Lines (Domestic and International) or you may enter the line numbers, or line number ranges, assigned to Vacation Relief Lines. More information about Vacation Relief Lines bidding is found in Chapter 4, Section B of this guide.
Image 2.13 shows the column headers that are found at the top of the Bidding Requests section:

Image 2.13

1. The order in which your bids will be considered for award
2. The line number from the bid packet (or RLF)
3. The toggle to select Block bid
4. The ending line number of the Block bid
5. The bid position on the line

**B. Entering Your Line Bids**

To enter a bid number, click in the white box of the “Line” field (1) to place your cursor in the box, as shown in *Image 2.14*. Next, enter your desired line number (2) as seen in *Image 2.15*. In order to enter a line number, you must have a blinking cursor in the white box of the “Line” field. You can use the Tab key or click in the gray box in the “Position” field (3) to select a bid position from the drop-down menu. If a position is not selected, it will default to “Any”. After you enter the line number, click anywhere on the screen outside of the row. More information about Position Bidding is found in Chapter 2, Section F of this guide.

*Image 2.14*

*Image 2.15*

Make sure to bid to cover your seniority. Bidding the number of positions equal to, or greater than, your Domicile seniority number covers you (i.e., if you are number 231 in your Domicile, a sufficient bid would be at least 231 bid positions).
Block Bid

You may also bid a “block” or range of line numbers. There is no minimum, so you can block bid as few or as many lines as you want. After you enter a line number in the white box of the “Line” field (1), simply switch the toggle button (2) in the “Block Bid” field from “No” to “Yes” as seen in Image 2.16. Once switched to “Yes”, a white box will appear in the “End Line” field so you can enter the ending line number (3) of your block bid. You can block bid in ascending or descending order. In the example below, the Flight Attendant is bidding for all line numbers between 0123 and 324 in ascending order, and no specific position (i.e., first 0123, then 0124, then 0125, etc.).

![](image1.png)

Image 2.16

Image 2.17 shows that the Flight Attendant is bidding for all line numbers between 0324 and 123 in descending order (i.e. first 0324, then 0323, then 0322, etc.).

![](image2.png)

Image 2.17

When doing a block bid, if a line contains more than one position, the system will consider positions in the following order, for example: FM01 [PUR01], followed by FA01 and the FA02 on a 3 position line.

Deleting, Adding or Reordering Bids

If you enter a line number and determine that you made an error or no longer want to bid that line, simply select the trash can icon (1) to delete it, as seen below in Image 2.18.

![](image3.png)

Image 2.18
Once you confirm that you want to delete the line, a message will appear (2) confirming the row has been deleted as shown in Image 2.19.

Once you confirm that you want to delete the line, a message will appear (2) confirming the row has been deleted as shown in Image 2.19.

<table>
<thead>
<tr>
<th>Bid Order</th>
<th>Line</th>
<th>Block Bid</th>
<th>End Line</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>454</td>
<td>No</td>
<td></td>
<td>ANY</td>
</tr>
<tr>
<td>2</td>
<td>457</td>
<td>No</td>
<td></td>
<td>ANY</td>
</tr>
<tr>
<td>3</td>
<td>731</td>
<td>No</td>
<td>730</td>
<td>ANY</td>
</tr>
<tr>
<td>4</td>
<td>576</td>
<td>No</td>
<td></td>
<td>ANY</td>
</tr>
</tbody>
</table>

Image 2.19

If you want to add a line number, select the “+” icon (3) to add a new row, as shown in Image 2.20 below. The new line number will appear below. Make sure a blinking cursor is in the white box of the line field (4) to enter your new bid line number.

If you want to add a line number, select the “+” icon (3) to add a new row, as shown in Image 2.20 below. The new line number will appear below. Make sure a blinking cursor is in the white box of the line field (4) to enter your new bid line number.

<table>
<thead>
<tr>
<th>Bid Order</th>
<th>Line</th>
<th>Block Bid</th>
<th>End Line</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>454</td>
<td>No</td>
<td></td>
<td>ANY</td>
</tr>
<tr>
<td>2</td>
<td>457</td>
<td>No</td>
<td></td>
<td>ANY</td>
</tr>
<tr>
<td>3</td>
<td>731</td>
<td>No</td>
<td>730</td>
<td>ANY</td>
</tr>
<tr>
<td>4</td>
<td>576</td>
<td>No</td>
<td></td>
<td>ANY</td>
</tr>
<tr>
<td>5</td>
<td>576</td>
<td>No</td>
<td></td>
<td>ANY</td>
</tr>
</tbody>
</table>

Image 2.20

If you want to reorder your entered bids, insert a new bid line by selecting the “+” icon, where applicable, and a new line will appear below as shown in Image 2.20 above. Next, insert the desired placement of your bid line number (5) as shown in Image 2.21 below. Delete the previous line by selecting the trash can icon (6), where applicable.

If you want to reorder your entered bids, insert a new bid line by selecting the “+” icon, where applicable, and a new line will appear below as shown in Image 2.20 above. Next, insert the desired placement of your bid line number (5) as shown in Image 2.21 below. Delete the previous line by selecting the trash can icon (6), where applicable.

<table>
<thead>
<tr>
<th>Line</th>
<th>Block Bid</th>
<th>End Line</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>454</td>
<td>No</td>
<td></td>
<td>FA09</td>
</tr>
<tr>
<td>457</td>
<td>No</td>
<td></td>
<td>ANY</td>
</tr>
<tr>
<td>731</td>
<td>No</td>
<td>730</td>
<td>ANY</td>
</tr>
<tr>
<td>1740</td>
<td>No</td>
<td></td>
<td>ANY</td>
</tr>
<tr>
<td>576</td>
<td>No</td>
<td></td>
<td>ANY</td>
</tr>
<tr>
<td>576</td>
<td>No</td>
<td></td>
<td>ANY</td>
</tr>
</tbody>
</table>
C. Saving and Submitting Your Bids

**IMPORTANT NOTE**: While entering, you may “Save” your bids as often as you like. If you are entering several bids, “Save” frequently to avoid losing your work as the system will “time out” after 20 minutes of inactivity (you will receive a 5 min. warning before you are “timed out”).

*A saved bid is NOT necessarily a submitted bid unless you have clicked the Submit button. You must Save AND Submit your bid to complete the bidding process.*

The “Save” button (1) is at the bottom of the screen, as seen in *Image 2.22.*

![Image 2.22](image)

When the system is about to timeout, you will receive a warning message with a countdown of the time remaining as seen in *Image 2.23.*

![Image 2.23](image)
Should the system timeout you will see a message, as shown in Image 2.24.

![Image 2.24]

Once you save your bids, you will see a confirmation that says “Saved Successfully!!” (1) as seen in Image 2.25.

![Image 2.25]

**IMPORTANT NOTE**: After you have finished entering your bids, you must click “Submit”. The “Submit” button has a built-in “Save” functionality. Therefore, if you just click “Submit” without clicking “Save” first, the system will automatically save and submit them.

You may submit your bids at any time while the bid period is open and you are able to revise or add to any previous submission by resubmitting. Only the last submitted bid will be considered.
Once you hit the “Submit” button, if you have not entered any protected dates in the Move-Up Line section, you will receive a pop-up reminder as seen in *Image 2.26*.

![Image 2.26](image)

*Image 2.26*

You can select “No” to change your Move-Up options and / or select your Move-Up Protected dates, or you can select “Yes” to submit your bid.

**IMPORTANT NOTE**: After you successfully “Submit” (1) your bids, you will see a confirmation that says “Bids Submitted!!” as seen in *Image 2.27* below. Please note that once you have successfully submitted your bids, the “Save” (2) button will no longer be visible. However, you can still change and resubmit your bids while the bid period is open which will automatically save and submit your changes.

![Image 2.27](image)
After you submit your bids, a date and time stamp (Home Domicile Time) (1) will appear in the upper right-hand corner of the Primary Line Bidding screen, next to the envelope icon, as seen in Image 2.28 below.

![Image 2.28](image_url)

Until you have submitted your bids, you will see the following message in the same area shown in Image 2.29 below.

![Image 2.29](image_url)

After bids are submitted, all of your bids will remain displayed in the bottom section of the Primary Line Bidding screen.

You may also view specific bids by filtering them by the columns in the Bidding Requests section. Each column you select will display a second field to enter your filtering criteria:

- The Line field asks for specific line numbers and allows you to view a single line number entered
- The Block Bid field asks for “Yes” or “No” and allows you to view all block bids by selecting “Yes” or all bids except block bids by selecting “No”
- The End Line field asks for the End Line number in a block bid – You can view a specific block bid by the end line number entered
- The Position field asks for a specific position – You can view all bids lines where a position is specified

See the drop-down menu (1) in Image 2.30:

![Image 2.30](image_url)
*Image 2.31* shows that “Block Bid” (2) was selected from the drop-down menu and “Yes” was selected. Therefore, the Bidding Requests section shows the only block bid (3) that was entered. To see your bids in the Bidding Requests section, select the “Clear Filter” (4) button and your bids will reappear in the order that you entered them.

**Reminders About Bidding**

- You can save your bids and come back to them at any time while the bid period is open.
- Remember that saving your bids does not submit them. You must use the “Submit” button to ensure your bids are on file. The absences of the “Save” button and the notification in the top right-hand corner of the Primary Line Bidding screen are indicators that your bids have been submitted.
- Once you submit your bids, you will receive a “Bids Submitted!!” message indicating that they are now on file.
- You can make changes to your bids as many times as you wish while the bid period is open and resubmit your bids by pressing the “Submit” button. However, only your last submitted bids will be considered.
- **DO NOT** click the “BACK” button or refresh your browser while you are entering your bids. These actions will result in all your unsaved work being discarded. The Primary Line Bidding screen is a separate browser window. Therefore, if you need to return to the CCS home screen, save your work and select the CCS home screen tab in your web browser.
- After submitting your bids, verify that the bids displayed are the bids desired. If you need to make changes, you will need to make changes and re-submit your bids.
- CCS will allow you to enter and submit bids that you may not be qualified for; however, those specific line bids will not be considered during the awarding process.
D. Emailing Your Bids

You may email a copy of your submitted or unsubmitted bids to any email address. Just click on the envelope icon that appears in two locations on the Primary Line Bidding screen; (1) in the top section of the screen on the right side as seen in Image 2.32 or (2) in the middle right section of the screen, just below the filter drop-down as seen in Image 2.33.

Image 2.32  Image 2.33

Image 2.34 shows the location to enter any email address (3):

Image 2.34

The “Subject” field is populated with a file name which is assigned automatically. In Image 2.34 above, the system named the file “0218_Bidding Request” because it is referencing the bids for the February 2018 bid month. Once you enter the email address and change the Subject (4), if desired, click “Send” (5) as seen in Image 2.35.

Image 2.35
Once you select “Send”, a confirmation appears advising the email has been sent successfully, as seen in Image 2.36.

![Image 2.36](image.png)

**IMPORTANT NOTE: Emailing your bids does not submit your bids. To have your bids on file you must follow the steps necessary to submit your bids.**

A file showing all your bids will be attached to the email sent to the address you entered. It will appear as shown in Image 2.37.

![Image 2.37](image.png)

**IMPORTANT NOTE: Keep in mind, you can only email your bids while the bid period is open. When the bid period closes, this feature is no longer available.**

E. Secondary Bid for Vacation Relief Lines

If you are awarded a Vacation Relief Line in the Primary bid process, you will bid again during the Secondary bid for Vacation Relief Lines. Your Primary bid award will initially be an empty Line of Flying, until the Secondary bid for Vacation Relief Lines has concluded. The awarded line number in the Primary bid will determine your new bidding rank during the secondary process which is explained in more detail in Chapter 4 of this guide.
F. Position Bidding

When bidding a line, you have the ability to specify a bid position, which will determine the type of work you will do on the aircraft. These positions include: Flight Service Leader (FSL), Purser (PUR), Language Qualified (LQ), galley and aisle. These positions will vary depending on the type of aircraft and market. Each bid position will carry with it all assigned duties for each aircraft, such as: which jumpseat you will occupy, what your responsibilities will be during boarding or whether you will work in the aisle or galley, etc. The Cover Letter will provide your location-specific work assignment and position details to the bid positions for each aircraft.

**IMPORTANT NOTE:** There are Lines of Flying and pairings with mixed equipment. Therefore, work positions associated with your bid position may not always be the same. It is important that you review Lines of Flying and corresponding pairing numbers in the bid packet closely to determine if work positions change.

You also have the ability to bid a Line of Flying without specifying a specific position by selecting “any”, indicating you are willing to work whichever position is available to your seniority / qualification during the bid award process. The Cover Letter in the bid packet for your Domicile will contain the positions available to bid, depending on aircraft type.

Below is the list of positions you may bid and a description for each:

<table>
<thead>
<tr>
<th>Position (as applicable)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any</td>
<td>No qualification unless FSL or LQ</td>
</tr>
<tr>
<td>FSL01</td>
<td>FSL qualification</td>
</tr>
<tr>
<td>PUR01</td>
<td>Purser Flight Attendant – No special qualifications</td>
</tr>
<tr>
<td>FA01 through FA15</td>
<td>Remaining crew – no special qualifications</td>
</tr>
<tr>
<td>LS01, 02, 03</td>
<td>Language qualification</td>
</tr>
</tbody>
</table>
Our JCBA specifies only the **minimum** number of Flight Attendant bid positions on each aircraft, including those placed in Open Time at the start of the Trip Trading process. See the table below:

<table>
<thead>
<tr>
<th>Fleet</th>
<th>Minimum FA Bid Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-767-300</td>
<td>5</td>
</tr>
<tr>
<td>B-767-400</td>
<td>6</td>
</tr>
<tr>
<td>B-757-200</td>
<td>4</td>
</tr>
<tr>
<td>B-757-300</td>
<td>5</td>
</tr>
<tr>
<td>B-737-700</td>
<td>3</td>
</tr>
<tr>
<td>B-737-800/900</td>
<td>4</td>
</tr>
<tr>
<td>B-777-200</td>
<td>8</td>
</tr>
<tr>
<td>B-777-300</td>
<td>9</td>
</tr>
<tr>
<td>B-787-8/9</td>
<td>7</td>
</tr>
<tr>
<td>B-787-10</td>
<td>TBD</td>
</tr>
<tr>
<td>A320</td>
<td>3</td>
</tr>
<tr>
<td>A319</td>
<td>3</td>
</tr>
</tbody>
</table>

The number of Domestic and International positions for bid may fluctuate each month. Information specific to the current month’s positions can be found in the Cover Letter.

**Notes About Staffing**

- Designated Domestic segments on all aircraft will be staffed with one PUR position (FM on Key Pages) unless the Company designates a specific Domestic segment(s) as requiring an FSL.

- Designated Domestic and International segments may contain LS position(s). Maximum contractual LS positions per aircraft are as follows:
  - A319, A320, 737-700, 737-800, 737-900 – 1 LS position
  - 757-200, 757-300 – 2 LS positions
  - 767, 777-200/300, 787-8/9/10, A350 – 3 LS positions
**Image 2.38** below is an example of a bid matrix, which shows the bid positions and corresponding work positions for each aircraft. See the Cover Letter for the exact bid and work positions for the current bid month.

**INTERNATIONAL**

<table>
<thead>
<tr>
<th>PARKING RANGE</th>
<th>NO. POSITION</th>
<th>27/01/01</th>
<th>37/01/01</th>
<th>47/01/01</th>
<th>57/01/01</th>
<th>67/01/01</th>
<th>77/01/01</th>
<th>87/01/01</th>
<th>97/01/01</th>
<th>69/01/01</th>
<th>79/01/01</th>
<th>69/01/02</th>
<th>79/01/02</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000-5999</td>
<td>FS1/01</td>
<td>PA</td>
<td>PA</td>
<td>PA</td>
<td>PA</td>
<td>PA</td>
<td>PA</td>
<td>PA</td>
<td>PA</td>
<td>PA</td>
<td>PA</td>
<td>PA</td>
<td>PA</td>
</tr>
<tr>
<td></td>
<td>FS2/01</td>
<td>AG</td>
<td>AG</td>
<td>AG</td>
<td>AG</td>
<td>AG</td>
<td>AG</td>
<td>AG</td>
<td>AG</td>
<td>AG</td>
<td>AG</td>
<td>AG</td>
<td>AG</td>
</tr>
<tr>
<td></td>
<td>FS4/01</td>
<td>VL</td>
<td>VL</td>
<td>VL</td>
<td>VL</td>
<td>VL</td>
<td>VL</td>
<td>VL</td>
<td>VL</td>
<td>VL</td>
<td>VL</td>
<td>VL</td>
<td>VL</td>
</tr>
<tr>
<td>6500-6999</td>
<td>FA6/L501</td>
<td>YB</td>
<td>YB</td>
<td>YB</td>
<td>YB</td>
<td>YB</td>
<td>YB</td>
<td>YB</td>
<td>YB</td>
<td>YB</td>
<td>YB</td>
<td>YB</td>
<td>YB</td>
</tr>
<tr>
<td></td>
<td>FA6/L501</td>
<td>YB</td>
<td>YB</td>
<td>YB</td>
<td>YB</td>
<td>YB</td>
<td>YB</td>
<td>YB</td>
<td>YB</td>
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**DOMESTIC: Widebody**

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**DOMESTIC: Narrow body**

<table>
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<tr>
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<th>37/01/01</th>
<th>47/01/01</th>
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<th>69/01/02</th>
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</thead>
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</tbody>
</table>

**Responsibilities**

- Light service, male
- Light service, female
- Premium service, male
- Premium service, female
- Galley
- Forward galley, male
- Forward galley, female
- AFT galley, male
- AFT galley, female
- Premium cabin, male
- Premium cabin, female
- Economy cabin, male
- Economy cabin, female
- Economic service, male
- Economic service, female
- No cabin

**Legend**

- No: Male flight attendant
- F: Female flight attendant
- FSL: Flight service manager, female
- FSL/M: Flight service manager (male or female)
- FSL: Flight service manager, female
- FSL/M: Flight service manager (male or female)

* BI = Bi-Weekly, FSL = Flight Service Manager

**Image 2.38**
To bid by position, simply select the position from the drop-down menu for the line you are requesting in the bottom section of the Primary Line Bidding screen. As seen in Image 2.39, all the various bid positions (1) are listed. Select the one you want, then click anywhere on the screen. When you are done bidding, click the “Save” button. Make sure to “Submit” when you have entered all the lines you want to bid.

![Image 2.39](image)

**IMPORTANT NOTE:** The drop-down menu of positions on the Primary Line Bidding screen is fixed and always shows every position possible, although not every position is available for each line or aircraft. For example, if a Line of Flying is built with only three positions – the FA01, FA02 and FA03, you will see and select from an entire list of all positions (including LQ and FSL). Therefore, if you were to select FA05 for example, and the line only has 3 positions, that bid would be bypassed.

Make sure to pay close attention to the lines and the bid position matrices in the bid packet and become familiar with the positions built for each specific line so you can bid accurately.
G. Buddy Bidding

You may also choose to bid a Line of Flying to fly with another Flight Attendant.

To place a Buddy Bid on file, both you and your buddy must indicate this on the Primary Line Bidding screen by including the buddy’s employee ID in the Buddy Bidding section. You must also submit identical line numbers but different positions (or “Any”).

You may also submit mirrored line numbers (lines having the exact same flying but different line numbers) with different positions (or “Any”). An example would be an LQ Flight Attendant bidding on an LQ line that mirrors the same pairings as a non-LQ line. There will be different line numbers bid for each Flight Attendant, but the lines are “mirrored” and would be considered a valid buddy bid. The bids of both Flight Attendants will be awarded according to the seniority of the junior Flight Attendant.

**IMPORTANT NOTE:** Mirrored Line numbers are two different numerical lines within the bid packet that are identical (same pairing dates, segments, layovers, etc.). The only difference between the two lines are positions and pairing numbers.

Buddy Bid – Your screen

In the Middle section under “Buddy Bidding”, enter the employee ID (1) of your “buddy” with the preceding “U” as seen in Image 2.40. Press the Enter key on your keyboard. If you are eligible for buddy bidding with the employee that you entered, the Flight Attendant’s name will appear to the right of the employee ID field after you press the Enter key. In the Bidding Requests section, select the line number (2) and the position (3) you want to bid. As seen in Image 2.40, the employee ID is u111113, bid line number is 5003, and position is FSL01.

**Image 2.40**

1. Buddy Employee ID
2. Line or mirrored line number
3. Position – “Any” or different position from buddy (unless mirrored line)
Buddy Bid – Buddy’s screen

As seen in Image 2.41, your buddy entered your employee ID in the “Buddy Employee ID” field (1), the same line number 5003 (or it can also be a mirrored line) (2), and selected “Any” as the position (3). Make sure to “Save” and “Submit” when you are done.

Breaking the Buddy Bid

If there are not two bid positions available on a matching or mirrored buddy bid, the bid will be rejected and the next bid will be evaluated. After all bids have been evaluated and no two bid positions are available on any matching or mirrored bids, the system will look for the lowest numerical line with two positions available or the two lowest numerical Vacation Relief Lines. If no lines can be found, the buddy bid will break. The system will re-evaluate bids as individuals from the first bid at the current adjusted seniority level. The senior buddy will be awarded first.
Buddy Bid Rules

- Each buddy must be assigned to the same geographical Domicile
- Each buddy must declare the other as their buddy by indicating this on their respective Primary Line Bidding screens
- FSL Flight Attendants may buddy bid with non-FSL Flight Attendants; FSL Flight Attendants may buddy bid with other FSL Flight Attendants but only for Vacation Relief Lines in the Primary bid or matching Reserve Lines
- The FSL must bid the FSL position or “ANY”, with the line numbers in the same sequence as the buddy; the FSL may only be awarded an FSL line
- The non-FSL must bid the same line sequence as the buddy, and can bid any other position or “ANY”
- LQ Flight Attendants may buddy bid with non-LQ Flight Attendants; LQ Flight Attendants may buddy bid with other LQ Flight Attendants but only for Vacation Relief Lines in the Primary bid or matching Reserve Lines.
- Buddy bids are awarded at the junior Flight Attendant seniority level
- The line numbers must be exactly the same unless lines are mirrored (same flying but different line numbers) and in the same sequence
- Flight Attendants may also buddy bid for Reserve Lines with the same day off patterns
- The positions on identical line numbers must be different or one or both of the Flight Attendants may select position “Any”
- Only 2 Flight Attendants may buddy bid
H. Reserve Bidding

Enter your Reserve bids the same way you would bid for a Regular Line by choosing your preferred day on / off pattern from the Reserve Lines in the bid packet and entering those lines in order of preference. **There is no Position Bidding on Reserve Lines, so if you enter a position, the line bid will be considered but the position will be disregarded.**

If you are awarded a Reserve Line, the maximum number of credited flight time hours you will be scheduled in the bid period is one hundred (100). However, at the time you bid, you may indicate if you would like to opt to one hundred and five (105) hours or over one hundred and five (105) hours (unlimited) for the month. You may also opt at any time during the month by accessing the feature on the Electronic Bulletin Board or by calling either FAST or Crew Scheduling. **Once you have opted, you remain opted for the entire month; you may not “opt down.”**

Image 2.42, as seen below, is an example of a Reserve Bid:

**Image 2.42**

In the above example, the Reserve has:
1. Submitted a block bid for lines 6100 through 6150
2. Preferred an International Move-Up line (and if one is not available, then a Domestic Line)
3. Submitted 4 Move-Up protected dates
4. Opted up to 105 hours and did not waive the 35-in-7 legality
I. Scheduling Timeline

There are various activities that take place surrounding the bidding and awards process so it is important to know these timelines. Below is the bidding, awarding and post-awards timeline and events that take place each month, in chronological order:

<table>
<thead>
<tr>
<th>Calendar day</th>
<th>HDT or Central Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>0800 HDT</td>
<td>Primary bid packets uploaded in CCS</td>
</tr>
<tr>
<td>12</td>
<td>0800 HDT</td>
<td>Primary bid period opens</td>
</tr>
<tr>
<td>17</td>
<td>0800 HDT</td>
<td>Primary bid period closes / award begins</td>
</tr>
<tr>
<td>18</td>
<td>0800 HDT</td>
<td>Primary award line numbers visible</td>
</tr>
<tr>
<td>18</td>
<td>1700 HDT</td>
<td>Finalized primary award loaded</td>
</tr>
<tr>
<td>18</td>
<td>1700 HDT</td>
<td>Mutual trading begins</td>
</tr>
<tr>
<td>19</td>
<td>2359 Central</td>
<td>EOM conflicts dropped / EOM mutual trades suspended*</td>
</tr>
<tr>
<td>20</td>
<td>0600 Central</td>
<td>Self-adjustments begin</td>
</tr>
<tr>
<td>20</td>
<td>No later than 2000 HDT</td>
<td>Vacation Relief bid packets uploaded</td>
</tr>
<tr>
<td>20</td>
<td>No later than 2000 HDT</td>
<td>Vacation Relief bid period opens</td>
</tr>
<tr>
<td>21</td>
<td>0600 Central</td>
<td>Self-adjustments end</td>
</tr>
<tr>
<td>22</td>
<td>0800 HDT</td>
<td>Vacation Relief bid period closes / award begins</td>
</tr>
<tr>
<td>23</td>
<td>Stagger / brackets</td>
<td>Real-time trading begins</td>
</tr>
<tr>
<td>27</td>
<td>0700 HDT</td>
<td>Real-time trading closes</td>
</tr>
<tr>
<td>27</td>
<td>1500 HDT</td>
<td>Seniority trading begins</td>
</tr>
<tr>
<td>27</td>
<td>2100 HDT</td>
<td>Real-time trading re-starts</td>
</tr>
</tbody>
</table>

**Bid month**

| 1st day      | 0001 HDT            | Move-Up line building window starts          |
| 5th day      | 2359 HDT            | Move-Up line building window ends            |

*Only for Flight Attendants who have an EOM conflict remaining*
Chapter 3 Awards

A. Line Award Process

The Primary Line of Flying awards are finalized by 0800 HDT on the 18th of the month. Your awarded line number will be displayed on the Primary Line Bidding screen or in the CCS Award list, as seen in Image 3.01. Your full schedule with pairing details for the new month will appear in your Master Schedule by 1700 HDT on the 18th of the month.

Image 3.01

After your award is posted on the 18th of the month, it may be necessary to make adjustments to your schedule to resolve conflicts resulting from the award of the new line. You may resolve these conflicts by trading trips in either the current or new month, through mutual trades with other Flight Attendants or through the Self-Adjustment process. For additional information about the Adjustment process, refer to the Trip Trades & Adjustments Guide, when available.

During the award process, depending on your bid preferences, you will be awarded:

- A Regular Line,
- A Reserve Line, or
- A Vacation Relief Line

If awarded a Regular Line, your Master Schedule will contain the pairings listed in the line from the Key Pages. If awarded a Reserve Line, you will receive a schedule with days of availability and days off, and will receive your pairing assignments through the Reserve Preferencing system or Crew Scheduling. If awarded a Vacation Relief Line, your schedule will be empty until you are awarded during the Secondary bid for Vacation Relief Lines process.
IMPORTANT NOTE: MAKE SURE YOU BID TO COVER YOURSELF!! Bids are awarded in Flight Attendant seniority order. If you do not bid or do not bid enough, you will be awarded the lowest numerical line and position that is available at that point in the process.

B. Award Considerations

- Bids will be awarded in seniority order
- You must be qualified for the line and position (i.e., LQ, FSL)
- You must be CQ current on the day of the award
- You must be available for 15 or more consecutive days in the bid month

To be awarded a Line of Flying you must be available for 15 or more consecutive days. If you do not meet this criteria, then you may be awarded a “paper award” which will be used to calculate any applicable pay options. If you return to work during the month, you should contact FAST to have them construct a line for you. The pairings used will be made up of trips from open flying and will reflect pay / credit and minimum days off prorated for the number of days remaining in the month, following your return to work. If your seniority does not allow you to hold a Regular Line, then a Reserve Line will be constructed for you.

IMPORTANT NOTE: If you are an LQ Flight Attendant, depending on your seniority and qualifications, you may be involuntarily assigned into a Language Line if an insufficient number of LQ Flight Attendants senior to you bid for those lines in any given month. When the required number of Language positions have not been met, those with the Language Qualification needed will be involuntarily assigned into those Language / Reserve Lines in inverse seniority order and assigned the lowest numerical Line / Reserve Line available.

Given that LQ Flight Attendants are combined in the general Base population, and that the LQ sub-Base is dynamic each month based on the needs of scheduling, it is recommended that you bid LQ Lines / LQ Reserve Lines within your monthly bidding to cover yourself in the event you are involuntarily assigned an LQ Line or Reserve Line.
C. Reserve Rotation

If you are based in FRA, HKG, HNL, LHR, or NRT, you will serve Reserve status in accordance with your seniority on a rotating basis, with the exception of the top twenty-five percent (25%) of Flight Attendants of each Domicile who are exempt from Reserve rotation and those with five years of seniority or less who are designated Reserve. In these locations, you will be assigned a letter designation that will be indicated on your Primary Line Bidding screen. The letter designations are as follows:

- “L” = Lineholder – Top 25% of Flight Attendants of each Domicile
- “R” = Reserve – Any Flight Attendant with five years of seniority or less of each Domicile
- “A” or “B” = Reserve rotation – All remaining Flight Attendants of each Domicile

“A”, “B”, or “R” designation does not necessarily place you on Reserve or Reserve rotation, but this does mean that the most junior Flight Attendant upward will be subject to serving Reserve, if needed. In an “A” bid month, “A” designated Flight Attendants will be in their Reserve month and “B” designated Flight Attendants will be in their Lineholder month. In a “B” bid month, “B” designated Flight Attendants will be in their Reserve month and “A” designated Flight Attendants will be in their Lineholder month. Flight Attendants in their Reserve month will be subject to Reserve unless your seniority allows you to hold a Regular Line in your Domicile in any given month. If you bid Reserve, you may be awarded the Reserve Line according to your seniority.

The Reserve rotation months are designated as follows:

<table>
<thead>
<tr>
<th>Month</th>
<th>Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>February</td>
</tr>
<tr>
<td>March</td>
<td>April</td>
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<tr>
<td>May</td>
<td>June</td>
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<td>July</td>
<td>August</td>
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<tr>
<td>September</td>
<td>October</td>
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<tr>
<td>November</td>
<td>December</td>
</tr>
</tbody>
</table>

If you are in your Lineholder month on rotation and you preference a Reserve assignment during your Lineholder month, it will not affect your assignment to Reserve the following month.

If you will be on vacation during the bid month, you may not bid for a Vacation Relief Line but may be assigned a Vacation Relief Line in your Lineholder month, provided no other line is available and you have not bid for an available Reserve Line.
D. Post Award

Once the award process is complete, the top section of your profile on the Primary Line Bidding screen will display your Awarded Qualification, your Awarded Line and Position as seen in Image 3.02.

![Image 3.02](image)

Below is a complete list of all award messages and explanations that may be displayed in each field:

<table>
<thead>
<tr>
<th>Award Qualification</th>
<th>Line Award</th>
<th>Position</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>REG</td>
<td>[Line number]</td>
<td>PUR01, FA01-06 (may vary by the bid matrix in the Cover Letter)</td>
<td>A Regular Line awarded</td>
</tr>
<tr>
<td>RSV</td>
<td>[Line number]</td>
<td>PUR##, FA01-## (## is the sequence number among Flight Attendant awarded this RSV line)</td>
<td>A regular Reserve Line awarded</td>
</tr>
<tr>
<td>FSL</td>
<td>[Line number]</td>
<td>FSL01</td>
<td>An FSL Line awarded</td>
</tr>
<tr>
<td>FSL</td>
<td>[Line number]</td>
<td>FSL-## (## is the sequence number among Flight Attendant awarded this RSV line)</td>
<td>An FSL Reserve Line awarded</td>
</tr>
<tr>
<td>[Language]</td>
<td>[Line number]</td>
<td>LS01-03</td>
<td>A Language Line awarded</td>
</tr>
<tr>
<td>[Language]</td>
<td>[Line number]</td>
<td>LS01-## (## is the sequence number among Flight Attendant awarded this RSV line)</td>
<td>A Language Reserve Line awarded</td>
</tr>
<tr>
<td>FSL or Non-FSL</td>
<td>[Line number] -VRL</td>
<td></td>
<td>A Vacation Relief Line</td>
</tr>
<tr>
<td>MIN</td>
<td>[empty]</td>
<td></td>
<td>On a paid absence awarded 71 hours of pay deducted from the sick leave bank</td>
</tr>
<tr>
<td>MAX</td>
<td>[empty]</td>
<td></td>
<td>On a paid absence awarded 100 hours of pay deducted from the sick leave bank</td>
</tr>
<tr>
<td>Inactive at time of award</td>
<td>Inactive at time of award</td>
<td>Inactive at time of award</td>
<td>Not available for 15 or more days or is not CQ qualified on the day of the award</td>
</tr>
</tbody>
</table>

The Bidding Requests section at the bottom of the Primary Line Bidding screen will display every bid entry you made, in addition to the reasons they were or were not awarded to you.
Image 3.03 shows the Flight Attendant was awarded Line 40 and position FA02 as indicated on the bottom section of the Bidding Requests screen.

<table>
<thead>
<tr>
<th>Bid Order</th>
<th>Line</th>
<th>Position</th>
<th>Bid Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>201</td>
<td>FA01</td>
<td>Already awarded</td>
</tr>
<tr>
<td>2</td>
<td>204</td>
<td>FA01</td>
<td>Already awarded</td>
</tr>
<tr>
<td>3</td>
<td>6001</td>
<td>FSL01</td>
<td>Not FSL qualified</td>
</tr>
<tr>
<td>4</td>
<td>203</td>
<td>FA02</td>
<td>Already awarded</td>
</tr>
<tr>
<td>5</td>
<td>40</td>
<td>FA02</td>
<td>Bid awarded</td>
</tr>
</tbody>
</table>

Image 3.03

Below is a list of all possible bid results:

<table>
<thead>
<tr>
<th>Award Reasons</th>
<th>Non-Award Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forced to relief line due to language qualification</td>
<td>Already awarded</td>
</tr>
<tr>
<td>System awarded relief with vacation, insufficient bids</td>
<td>Not FSL qualified</td>
</tr>
<tr>
<td>Insufficient bids, system awarded</td>
<td>Invalid bid due to vacation</td>
</tr>
<tr>
<td>Bid awarded</td>
<td>Forced to FSL reserve</td>
</tr>
<tr>
<td>Bid assigned</td>
<td>Not enough positions for buddies</td>
</tr>
<tr>
<td></td>
<td>Not Language Qualified</td>
</tr>
<tr>
<td></td>
<td>Forced to language line</td>
</tr>
<tr>
<td></td>
<td>Mismatch Buddy Bids</td>
</tr>
<tr>
<td></td>
<td>Invalid line bid</td>
</tr>
<tr>
<td></td>
<td>Invalid position bid</td>
</tr>
<tr>
<td></td>
<td>Forced to language reserve</td>
</tr>
<tr>
<td></td>
<td>Forced to regular reserve</td>
</tr>
<tr>
<td></td>
<td>Invalid bid due to FSL qualification</td>
</tr>
</tbody>
</table>
Image 3.04 indicates the Flight Attendant bid various lines, but did not bid sufficiently for their seniority and was awarded the lowest numerical line available at their seniority and for which they were qualified.

The lines that were bid were “already awarded” to more senior Flight Attendants. The line the Flight Attendant was awarded has a Bid Order of “0” because they did not bid this line. Again, because they did not bid sufficiently, this was the lowest numerical available line the Flight Attendant was senior enough and qualified to hold.
Image 3.05 indicates the Flight Attendant was not available for more than 15 days during the bid month; therefore, they were not awarded a line. The details are shown in the top section of the screen under the Flight Attendant’s name.
Chapter 4 Secondary Bid for Vacation Relief Lines

A. Vacation Relief Process

Vacation Relief is a two-step process. If you wish to bid for a Vacation Relief Line, you must first do so in the Primary bid. Your Cover Letter will give an estimated number and type (Domestic or International, LQ, and FSL) of anticipated Vacation Relief Lines available each month. You may bid by line number, a block bid of line numbers or just RLF, which covers all Vacation Relief Lines.

<table>
<thead>
<tr>
<th></th>
<th>INT’L</th>
<th>DOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total # Lineholders (FSL)</td>
<td>100</td>
<td>0</td>
</tr>
<tr>
<td>Total # Lineholders (Regular)</td>
<td>700</td>
<td>600</td>
</tr>
<tr>
<td>Total # Lineholders (LQ)</td>
<td>125</td>
<td>0</td>
</tr>
<tr>
<td>Approx # Vacation Relief (FSL)</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Approx # Vacation Relief (Regular)</td>
<td>85</td>
<td>41</td>
</tr>
<tr>
<td>Approx # Vacation Relief (LQ)</td>
<td>Approx 1-2 per LQ in your base</td>
<td></td>
</tr>
</tbody>
</table>

Using the example information in Image 4.01 above:

- If you choose to maximize your chances of being awarded an International Vacation Relief (non-FSL) Lines, you could bid for lines 2201 – 2285 (the projected number of International Vacation Relief Lines that will available). This assumes:
  - You are senior enough to be awarded one of the first 85 primary Vacation Relief Lines
  - 85 International Lines are built in the Vacation Relief Process
  - International Relief Lines are more desirable to the top 85 Flight Attendants than Domestic Relief Lines

- If you choose to bid for any / all Vacation Relief Lines, you would enter a bid of “RLF”, which means if awarded, you would be assigned the lowest numerical Vacation Relief Line for which you qualify at your seniority.

When deciding whether or not to bid for Vacation Relief Lines, it is important to remember that the number of Relief Lineholders published in the Primary bid Cover Letter is an estimate only, and may change. When Vacation Relief Lines are awarded in the Primary Award, the number awarded will be based on how many complete lines can be built from the parings dropped due to vacation. If you are awarded a Vacation Relief Line in the Primary Award, you are considered a Lineholder for that month. There are no Reserve Lines associated with the Vacation Relief Process. There is also no Position Bidding during the Vacation Relief process.
IMPORTANT NOTE: You may block bid for Vacation Relief Lines but there is no Position Bidding as Vacation Relief Lines (with the exception of FSL Lines) contain pairings with a variety of work and bid positions. Therefore, if you enter a position during the Primary bid, the line or line ranges will be considered but the position will be disregarded.

B. Vacation Relief Lines Bidding

The Secondary bid for Vacation Relief Lines process begins on the 20th of the month after the Primary bid and award window closes. A second set of lines, called Vacation Relief Lines, are constructed from the pairings that have dropped out of the Regular Lines due to Flight Attendants being on vacation. If you are on vacation one or more days for the bid month, you may not bid for a Vacation Relief Line. This may or may not result in you being awarded a Reserve Line depending on your seniority and bids. However, if you elect to fly-through your vacation in advance, then you are eligible to receive a Vacation Relief Line (this must be done by 1000 HDT on the 5th day of the bid month before the month in which the vacation is scheduled).

If awarded a Vacation Relief Line in the Primary bid, you will receive an empty Line of Flying numbered 2001-2999. The line number determines the order in which the Vacation Relief Lines will be awarded for the secondary award. For example, if awarded line 2001, you will receive your first choice of Vacation Relief Lines. You will then bid again, during a condensed bid period in the Secondary bid for Vacation Relief Lines process from a new set of Vacation Relief Lines.

Vacation Relief Lines of Flying are designated as follows:

- FSL Vacation Relief Lines (during Primary bid) 2001-2199
- Non-FSL Vacation Relief Lines (during Primary bid) 2201-2999
- FSL Vacation Relief Lines (during Vacation Relief process) 10001-10199
- Non-FSL Vacation Relief Lines (during Vacation Relief process) 10201-10999

Vacation Relief bid packets will be available electronically no later 2000 HDT on the 20th of the month prior to the bid period. To access the Vacation Relief bid packets, go to CCS > Bidding > Bid Packets.
C. Vacation Relief Line Awards

The Vacation Relief bid period closes at 0800 HDT on the 22nd and lines are awarded and published by 0800 HDT on the 23rd. There is no self-adjustment on the Vacation Relief Line award. Any month-end schedule conflicts will be handled by Crew Scheduling. Once the line is awarded it is considered a Regular Line of Flying for trading, scheduling and legality purposes.

*Image 4.02* indicates the Vacation Relief Line Award timeline:

<table>
<thead>
<tr>
<th>1.</th>
<th>2.</th>
<th>3.</th>
<th>4.</th>
<th>5.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Award Complete and Vacation Relief Lines Awarded</td>
<td>Vacation Relief Bid Packets Available and Vacation Relief Bid Period Opens</td>
<td>Vacation Relief Bid Period Closes</td>
<td>Vacation Relief Line Awards Posted</td>
<td>Adjustment Process for Vacation Relief Lines Complete (No Self-Adjustments)</td>
</tr>
</tbody>
</table>

**Image 4.02**

1. Primary award completed and Vacation Relief Lines awarded
2. Vacation Relief bid packets available and Vacation Relief bid period opens
3. Vacation Relief bid period closes
4. Vacation Relief Line awards complete and published
5. Adjustment process for Vacation Relief Lines complete (no self-adjustments)

For the October 2018 schedule month, the bidding occurs in September 2018:

<table>
<thead>
<tr>
<th>Primary Award Complete and Vacation Relief Lines Awarded</th>
<th>Vacation Relief Bid Packets Available and Vacation Relief Bid Period Opens</th>
<th>Vacation Relief Bid Period Closes</th>
<th>Vacation Relief Line Awards Posted</th>
<th>Adjustment Process for Vacation Relief Lines Complete (No Self-Adjustments)</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 18, 2018 at 0800 HDT</td>
<td>September 20, 2018 by 2000 HDT</td>
<td>September 22, 2018 at 0800 HDT</td>
<td>September 23, 2018 at 0800 HDT</td>
<td>September 23, 2018 at 0800 HDT</td>
</tr>
</tbody>
</table>
If you are awarded a Vacation Relief Line during the Primary bid, you will have the opportunity to bid for your line during the Secondary bid for Vacation Relief Lines. When the Vacation Relief bid period opens, a Vacation Relief Line Bidding screen will appear as seen in Image 4.03.

You can return to the Primary Line Bidding screen to review the Vacation Relief award ranking by clicking on the menu button (1) located on the top left of the Vacation Relief Line Bidding screen as seen in Image 4.03.

From the drop-down menu you can switch between the Primary Line Bidding screen and the Vacation Relief Line Bidding screen (1) as seen in Image 4.04. The Primary Line Bidding screen will be inactive and you will not be able to make any adjustments to your other selected preferences. Click on the X button (2) to close the menu and to view your award on the inactive Primary Line Bidding screen.

Image 4.05 shows that the Awarded Line in the Primary bid is a Vacation Relief Line. The Awarded Line 2201 VRL indicates that the Flight Attendant is now the first in line for the Secondary bid.
Once you return to the Vacation Relief Line Bidding screen, you can select Vacation Relief Lines from the Vacation Relief bid packet. The steps to enter line bids are identical to those you perform in the Primary bid with the exception of selecting a position. As noted before, Vacation Relief Line pairings (with the exception of FSL Lines) contain mixed positions and therefore the “Position” column to select positions is not visible or applicable in the Vacation Relief Line Bidding screen.

When the Vacation Relief bid period closes and you are awarded a line, your Awarded Line will appear in the top left corner of the Vacation Relief Line Bidding screen.

Image 4.06 indicates the Flight Attendant was awarded their first bid choice. The bid position awarded is FA01 although the work positions will vary.
Chapter 5 Reserve Move-Up

A. Bidding for Reserve Move-Up

During the Primary bid process, you will have the ability to bid for Reserve Lines of Flying. As part of the bid process, you may opt out of participating in the Move-Up Line process (the default in the bid is to participate). You may also specify up to 4 protected days in the Move-Up Line process. A protected date is a requested off day should you receive a Move-Up Line. You may also indicate one of the following options for the type of line:

1. Domestic
2. International
3. Domestic then International
4. International then Domestic
5. Either

Instructions on how to bid Reserve Lines are in Chapter 2, Section H of this guide.

The Company can begin building Move-Up Lines on the first day of the new bid month from pairings in open time and to the extent they can maintain adequate Reserve coverage. Move-Up Lines will be constructed for you, taking into account the type of line you indicated from the list above, as well as any protected days.

IMPORTANT NOTE: If your protected dates cannot be accommodated, you will remain on the Move-Up list in seniority order until your protected dates can be accommodated. However, this may prevent you from receiving a Move-Up Line for the month.
B. Reserve Move-Up Award Process and Timeline

Move-Up Lines will be constructed and awarded by FAST between the 1st and 5th day of the bid month. Reserves who serve at least 1 day of Reserve in a schedule month and are then moved into a Move-Up Line of Flying, will be guaranteed the greater of the value of any Reserve availability days and / or the value of any pairings flown as a Reserve, plus the credited value of the Move-Up Line.

Once assigned a Move-Up Line, you now become a Lineholder for trading, scheduling and legality purposes. Please note that once you are awarded a Move-Up Line, you must accept it and it cannot be changed or reversed, except through normal trading and pick up procedures. The system will automatically update your line with your new pay guarantee.

If you did not elect to have a Move-Up Line during the Primary bid period, you are able to request a Move-Up Line after the bid award by going to the General Settings page of your profile in CCS. From the CCS home screen, select your name in the upper right-hand corner, select General Settings from the drop-down menu, and select Move-Up Line Elections. This process will place a request on file for you, but your name will be added to the bottom of the list. In the Move-Up Line Elections screen, you may also request that your name be removed from the Move-Up Line list post-bid award, but before a Move-Up Line has been constructed for you. If you are awarded a Move-Up Line, you will be notified by FAST. This contact may be made through CCS, Help Hub email to your United email, or by phone.
Chapter 6 Permabid

The Bidding menu on the CCS home screen has a Permabid option that you can use in place of normal bidding procedures. Instead of entering your bid lines manually on the Primary Line Bidding screen, Permabid will automatically bid for you based on a set of criteria that you select. With Permabid, you are able to select bid preferences that will remain on file for a single bid month or permanently.

For example, rather than entering specific lines on the Primary Line Bidding screen, you can go to Permabid and specify that you would like the system to automatically bid for you any lines that have Domestic vs. International flying, a specific day off, or day off pattern, layover locations, layover length, equipment type, segments per duty period, and other criteria.

**IMPORTANT NOTE:** Your Permabid will not be considered if you have already submitted information using the Primary Line Bidding screen. This includes entering lines, Opting, 35-in-7 waiver, selecting Reserve move up preferences or dates, a buddy employee number, etc.

There are 2 bid categories in Permabid: 1) Primary and 2) Vacation Relief, which would apply either in the Primary bid or Secondary bid for Vacation Relief Lines process. Within each bid category, there are two additional options of “Standing” or “Current Month”.

There are many ways Permabid may be useful, category and sub-category definitions along with examples of its functionality and application are described below:

- **Primary Standing:** These are permanent preferences on file and are reviewed by the bidding system each month when information has not been submitted on the Primary Line Bidding screen. These remain on file unless you delete them.
  - In the event that you forget or are unable to bid for specific lines, you can set basic criteria that will be automatically submitted. Basic criteria can be that the system bids for only International Lines with weekends off. You can also request that the lines have either 3- or 4-day pairings, with 4-day pairings preferred. Once you set this criteria as a Primary Standing Permabid, it would remain in the Permabid system indefinitely unless you delete it and would be considered in any month you did not enter information on the Primary Line Bidding screen or enter a Primary (current month) preference in Permabid.

- **Primary (Bid Month):** These are preferences that you set during the Primary bid period for the upcoming month and will take precedence over any Primary Standing criteria. They do not carry over month-to-month and would constitute a one-time bid for the current bid month. They are automatically erased following the bid award and will ONLY be considered if no information was entered on the Primary Line Bidding screen.
Instead of bidding individual lines during a specific bid month, you want any line with the most 737 equipment, 4-day pairings and check-in time after 0800 with Thursdays off.

- **Vacation Relief Standing**: These are permanent preferences on file and are reviewed by the bidding system each month during the Secondary bid for Vacation Relief Lines process. They are used to generate a bid if you are eligible to bid for Vacation Relief Lines and no information was entered in the Vacation Relief Bidding screen.

- In the event that you forget or are unable to bid for specific lines, you can set basic criteria that will be automatically submitted for Vacation Relief.

- **Vacation Relief (Bid Month)**: These are preferences that you set either during the Primary or the Secondary bid period for the upcoming bid month and will take precedence over any Vacation Relief Standing criteria. They are applied when you are eligible to bid for Vacation Relief and no information was entered in the Vacation Relief Line Bidding screen. They are also automatically erased following the bid award; and will ONLY be considered if no information was entered on the Primary Line Bidding screen.

- If you bid for and were awarded a Vacation Relief Line in the Primary award process, you have the ability to place a one-time Permabid on file for your Vacation Relief Line in the secondary award process. The same options, with different criteria could be applied to the Vacation Relief Standing and (month), for the same purposes during the Secondary bid for Vacation Relief Lines process.

With Permabid during the Primary bid, the system will review and award lines in the order outlined in Image 6.01.

**Image 6.01**

**Image 6.02** below indicates how the system considers your Vacation Relief bids:

**Image 6.02**

For more information on the Permabid process, refer to the *Permabid Guide*.
Chapter 7 Other Resources

This guide covers the bidding and awards process. Refer to other guides and education materials, when available, on this and other topics, which are listed below:

- Legalities
- Trip Trades & Adjustments
- Reserve
- Permabid
- Pay

This concludes the Bidding & Awards Guide. Additional tools such as video tutorials, overviews and other education materials will be available on Flying Together > One United. We encourage you to review all of these materials to prepare for upcoming changes.
Appendix: New Information for the Bidding & Awards Guide

RA Days and Adjustment Request

If you do not wish Crew Scheduling to have the option to assign you RA days during the adjustment process, you must specify so during the bidding process, each month.

In CCS, under the Schedule tab, select the Adjustment Request screen. There is a difference between the Adjustment Request screen and the Self Adjustment screen. Please see image to the right.

You must select this option during the bidding process, before you know if you have an End of Month (EOM) conflict that will require an adjustment. If you select the “Do Not Use” for the “RA Days for adjustment” option, Crew Scheduling will still have the ability to adjust your schedule with available pairings, but will not be able to use RA days as an option. Please see image below.

It’s important to understand, that if you select “Do Not Use” for the RA days option, and if there is no pairing available to satisfy your EOM conflict, your guarantee will be reduced by the value of the pairing that is dropped out of your new month’s schedule, which is causing the EOM conflict.
For a full explanation on adjustments, including how to specify “Do Not Use” for the RA days option during bidding, see the Trip Trades & Adjustments Guide, once available.