



U.S. AIRWAYS



# ELECTRONIC TRADE BOARD

**A Crewmember  
Help Guide for Navigating ETB**

 U.S. AIRWAYS

Welcome,

The intent of this Hub Help Guide is to provide answers to your most often asked questions when using the Electronic Trade Board (by Flightline™). Our goal in developing this product is to provide you the information you need to be able to get to the trade board, navigate around it, place your trade info, and send your requests to crew scheduling.

If you have questions or comments, please click on the Ask Inflight icon (found on each page of the Inflight Services site), fill out the form, and click the **Submit** button at the bottom.

**Electronic Trip Trade Board (ETB):**

Flight attendants may put trips from their primary lines, SAP awards or Trip Trades on the ETB for fellow flight attendants to pick-up on their days off and/or on vacation days. However, per the Agreement the flight attendant dropping the time via the ETB is required to come in with at least 50+00 hours.

Trip-trading, dropping and picking up time from other attendants is as follows:

- 1.. ETB will provide an electronic method of posting pairings to pick-up, drop, and trade. It will also allow you to trade Vacation and Reserve Days Off (RDO). The Trip Trade Desk in Crew Scheduling will be responsible for processing of such request. The Trip Trade Desk will be open from 0700 to 1900. The scheduler will ensure that all legalities are met and may remove the trips from the electronic trade board once the activity has been worked.
- 2.. All trading, dropping, and picking up through the ETB will be awarded in first come first served order, beginning at 0700 on the first day following the awarding of the reserve lines and continuing daily thereafter.
- 3.. Within the same domicile, lineholders may drop trips to other flight attendants, pick up trips from other flight attendants on days off or on vacation days, and/or trade trips with other flight attendants using the ETB subject to the rest requirements of the FARs, but no less than nine hours and forty-five minutes (9:45).
- 4.. Within the same domicile, reserves may utilize the ETB to drop, pick up and/or trade trips on INV days, or on OFF days, or after being released subject to the rest requirements of the FARs, but no less than nine hours and forty-five minutes (9:45).
- 5.. Reserve may utilize the ETB to INV days or OFF with other reserves within the same domicile.
- 6.. Company open time is picked up through the A/IL. A/IL rules and restrictions are unchanged except as provided in the agreement. A flight attendant may pick up or trip improve from the A/IL up to his/her monthly maximum as established by the Director of Crew Scheduling for that month.
- 7.. Lineholder and reserves trade requests will be processed continuously through the ETB on a first come first served basis.
- 8.. Lineholders will be allowed to drop down to forty (40:00) credited hours in a bid period by trading with other flight attendant(s), dropping trips to other flight attendants through the ETB, or dropping trips to Crew Scheduling subject to Crew Scheduling consent (I.e., TWOP). A flight attendant who drops trips in accordance with this paragraph will have his/her monthly obligation adjusted accordingly. If a flight attendant drops down to less than 50 hours

( for example 40 hours) through ETB or TWOP, his/her obligation will be 50 hours. He/she will be required to pick up at least 10 more hours in order to get back to the 50 hour flying minimum requirement. As an exception to the normal ETB rules, a flight attendant that is below the 50 hour floor may use either ETB or A/IL as a means of reaching his/her obligation of 50 hours. In no case will a flight attendant be permitted to reduce through TWO or ETB to less than 40 hours. Crew Scheduling will not split a trip to fulfill this 10 hour obligation.

9.. There is no cap on the number of pay hours a flight attendant may gain through picking up trips from other flight attendants through the ETB. ETB time will not count towards a flight attendant's monthly maximum hours. A flight attendant may pick up or trip improve from the A/IL up to the applicable monthly maximum as established by the Director of Crew Scheduling for that month and domicile.

10.. Lineholders may fly trips picked up from the ETB on days off or on vacation days.

11.. All ETB drops, pick-ups from the ETB trades will be available for processing until 1200 (noon) on the day prior to the trip's origination. This shall not result in any changes to the time requirement made pursuant to Section 9.M. or Section 9.F.6.

12.. It is the flight attendant's responsibility to confirm any trip changes as a result of drops, pick ups or trades.

13.. ETB request to drop, pick up, or trade must be in accordance with the terms of the Agreement and legal under the flight attendant FARs.

14.. Reserves must allow a minimum of ten (10) hours rest between the latest time the reserve could be scheduled to be released in domicile and the scheduled report of the ETB request trip.

15.. Reserves must allow a minimum of ten (10) hours rest between the scheduled release of the ETB requested trip and the earliest time a reserve could be required to report for duty on her/his first day of availability following the INV day, the OFF day or the vacation day. The ETB requested trip must be scheduled to release no later than 1800 on the last INV, OFF or vacation day so as to have at least ten hours (10:00) rest prior to 0400 on the first day of availability.

16.. Time picked up through the ETB will not count towards thirty or thirty-five in seven; however, FARs such as twenty-four in seven still apply.

17.. A flight attendant requesting to drop or trade a trip remains responsible for that trip until the drop or trade has been processed. Once a request is awarded or processed, it becomes part of the flight attendant's regular line and conversely once a trip is dropped or traded away, it is no longer part of the flight attendant's line.

18.. A reserve picking up a trip through the ETB on an INV, OFF day or on a vacation day will receive pay no credit for such time above his/her minimum guarantee, and the hours of such trip will not be included for LTO purposes.

19.. Trading vacation days will be done on a first-come-/first-served basis prior to the beginning of the month in which the vacation occurs.

### **Important Points About The ETB:**

Trip drops via the ETB reduce your monthly flying obligation. For example, if a flight attendant with a line worth 90 hours drops a 20 hour trip to another flight attendant via the ETB, his/her flying obligation for the month decreases to 70 hours.

If you pick up a trip from another flight attendant using the ETB, that increases your flying obligation. Example: If the same flight attendant started the month with a line worth 90 hours and picked up an additional 20 hours via the ETB, his/her flying obligation would increase to 110 hours.

Reserve flight attendant who pick up trips via the ETB on days off/vacation days will be paid for such trips over and above their reserve guarantee (if they do not break guarantee that month). If they do break guarantee, they will be paid over and above whatever time they flew on their scheduled reserve days on duty.

Example: A reserve who only flew 60 hours during the month on his/her scheduled days of availability and flew a trip worth 15 hours on his/her days off/vacation days would be paid for 86 hours. If the same reserve flew 82 hours on his/her scheduled days of availability and flew a 15 hour trip on his/her off days/vacation days, he/she would be paid for 97 hours.

### **ETB Time Does Not Help If You Owe Company Time Because Of AIL Activity:**

It is important to understand the difference between time picked up via the ETB and the AIL, and how they affect a flight attendant's ability to meet his/her obligation.

Example, John starts his month with a line worth 90 hours. If John uses the AIL to give up a 20 hour trip and replace it with a 10 hour trip, John will owe the Company 10 hours at the end of that transaction. John cannot satisfy that 10 hours by picking up a trip from the ETB. In fact, if John does pick up a trip from the ETB worth 10 hours, he will still owe the Company 10 additional hours which would bring him to 100 hours for the month.

Another Example: Sally begins her month with a post-augmentation

secondary line worth 82 hours. The monthly maximum in her base for the month is 90 hours. During the first week of the month, Sally picks up a trip worth 5 hours from the ETB. The next week, Sally uses the AIL and trip improves down from a 20 hour trip to a 5 hour trip. Sally's obligation to the Company is still 87 hours at this point. She now owes the Company 15 hours because of her AIL activity. She cannot make up that time by picking up another trip/trips via the ETB. Doing so will increase her flying obligation, but will not satisfy the requirement that she pick up an additional 15 hours from the AIL.

There is also a difference in how a flight attendant's obligation will be affected depending on how they trade/swap a trip - ETB or by calling Crew Scheduling to do the swap. The examples below assume the maximum for the month is 90 hours of Company time and neither flight attendant is on the new high option.

Trip Swap Example: If a flight attendant uses CREW SCHEDULING to swap trips from their block with another flight attendant just as they have been able to do for years, neither flight attendant's obligation will be changed. Jane and Audrey both have post-SAP lines worth 80+00, if Jane swaps her 20 hour trip with Audrey for her 5 hour trip, neither Jane nor Audrey's obligation will change as a result of the transaction. The exception is if one of the flight attendants is swapping an ETB trip, in which case their obligation may change.

As a result of the trade, Jane is projected at 65 hours of Company time; therefore, if she has no other swapping activity she must upward project herself via the AIL to get back to at least 80+00. On the other hand, Audrey is projected at 95+00, which is over the maximum of 90+00 of Company time for the month; therefore she must downward project herself via the AIL by the end of the bid period to 90 hours.

ETB Trade Example: Conversely, when Jane and Audrey trade the same trips via the ETB both of their obligations will change. If Jane trades one of her 20 hour trips for one of Audrey's 5 hour trips, Jane will then have an obligation of 65 hours (starts at 80 hours - 20 hours +5 hours = 65 hours). Note: At this point, if no other activity via the ETB is exercised, Jane has to come in with 65 hours for the bid period. On the other hand, Audrey will have an obligation of 95 hours (starts at 80 hours - 5 hours + 20 hours = 95 hours). Note: At this point, if no other activity via the ETB is exercised, Audrey must come in with 95 hours for the bid period.

**No Split to Reach 50 Hours:**

Keep in mind that although the Company will allow you to go as low as 40 hours in some situations, your obligation remains at 50 hours. If you are at 40 hours due to dropping, you must come in with no less than 50 hours and such time must be picked up using the AIL or ETB. If you are at 40 hours and via the A/IL or ETB cannot hold a 10 hour trip, the Company will NOT split a trip for you. Why? Because May's maximum is 90 hours - not 50 hours. If you are unable to get a trip worth 10 hours, you may have to fly a trip worth more time in order to meet the minimum of your obligation. If you fail to reach the minimum of 50 hours, you will be cited for low block.

**LODOs and ETB:**

LODOs can only DROP or TRADE a LODO trip with another LODO (who speaks the same language) via the ETB. However, when picking up additional trips on days off via ETB, LODOs may pickup any trip they are qualified to fly.

**SAP Window:**

The SAP window is 60 hours, up to the monthly maximum as established on a monthly basis by the Director of Crew Scheduling. The SAP window for flight attendants on the "high option" is 75 hours, up to the max of 105 hours.

**TWOP:**

Dropping time via TWOP (Time Off Without Pay) will decrease your flying obligation in a given month. This time may not be made up. TWOPs are granted based on coverage at the discretion of Crew Scheduling. Therefore, if you reduced your obligation to 61 hours via the ETB and the Scheduler approves a TWOP for 10 hours, you would be at 51 hours. If however you have dropped below 50 hours as a result of ETB or TWOP, you must still make up the difference in the time between that value and 50 hours. For Example: You are at 51 hours due to ETB and you are granted a drop via TWOP worth 10 hours. You are now at 41 hours. You owe the Company 9 hours and at the end of the month must come in with a minimum of 50 hours (the same as with ETB). You may pick up that time either through AIL or ETB.




US Airways selected Flightline as it's preferred vendor to supply the electronic trade board as required by the Agreement. Flightline has worked with US Airways extensively in the past to provide crew member access to CATS.

This section of the manual is dedicated to walking you through the process of entering and submitting trade requests using the Flightline web site. You can access it from the link on the Inflight Home Page of theHub or by accessing their web site directly at: [www.flica.net](http://www.flica.net). You may do either, whether you are at home or in the crew rooms.

**The Welcome page**

Once you are on the FLiCA.Net screen, click on the LOGON icon in the top blue bar .



 **Whenever you see a blue ? In the top right corner of a FLiCA or popup window, click for context sensitive help!!**

The LOGON page will allow you to do one of several things:

1. You may click on the HELP button at the top of the page to get information you need on this page, password information, contact information for Flightline, etc.
2. Click in the UserID: field and enter your ID (USA0xxxxx), then tab down to the Password: field where you would enter your password (minimum of 4 characters up to a max of 20). You would then click the "Logon" button and be in the system
3. Click the "First Time User Account Activation" button at the bottom of the window. You would select this button if you do not currently have a Flightline account and are logging on for the first time.

First time users please see the following section. If you already have a Flightline account, please skip to the section called "Using the Trade Board."

**First Time users:**

Once you select the "First Time User Account Activation" button, you will go to the "Select Your Airline" page. Click in the drop down box and select "US Airways" as your airline.



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Once you have selected your airline, please click on the "Continue" button. That will take you to the Agreement page. Please read the agreement and click on the "Agree" check box.



Once you have agreed, you will be taken to the page to activate your account. (below) Please fill in all of the information requested. Once you have filled out the information requested, click the "Activate Account" button.

The only time you will see this screen is the first time you sign in. After that, you will simply enter your UserID and password. You will then be taken to the main FLICA (Flightline) Welcome page.



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## Using the Trade Board

Once you have logged in to the FLICA site, you will see a "Welcome" page.



On the left hand side will be a blue menu with several options available while the right hand side of the screen provides you with important information and recent updates from Flightline.

From this screen, you may update your account, change passwords, change billing information (if you are signed up to use CATCREW), etc. To access the Trade Board, under the "Bidding" section on the left hand panel of the Welcome screen, click on the month of the desired trade to be processed.

While this manual deals almost totally with Pairing trades, vacation trades and Reserve Days Off (RDO) trades are almost identical.

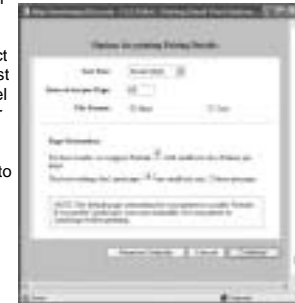
## View or Print Pairings

Select "View or Print Pairings" to view the pairing detail for your base. You may choose to view it either by typing in the specific pairing number and date, by selecting the specific pairings and date from a list (click on a pairing to see it, or hold down on the "Ctrl" key while you select multiple pairings from the list), or by

"View All Pairings". Decide what it is you want to view and then click either "View Details" (if you have selected a specific pairing(s)) or "View All Pairings" to see all of the pairings listed in your base.



In the right hand panel you may select from various settings as well. The first button is "Print Options". On this panel you may select the text size, lines per page and what type of file format you wish to use. Normally you will leave the defaults as they are. If you want to reset your printer settings back to the way they were originally, simply click the "Restore Defaults" button. Once you have made any changes you desire to the print page, click the "Continue" button. The most likely thing you will want to change on this page is the text size if you want to make it bigger (easier to read, uses more paper!)



The next button below the Print Options is the "Sort All Pairings" button. This button provides you a way to sort the pairings (when you select multiple pairings in the left hand panel.) You may drop down the Sort Options and choose from the list of possibilities. You have numerous options to select



from. First choose the dates you wish to see (at the top of the window.)

Choose the sort options you desire and click apply. You may select as many sort items as you desire. Remember that by adding sort criteria, you are reducing the number of pairings that will appear in the list.



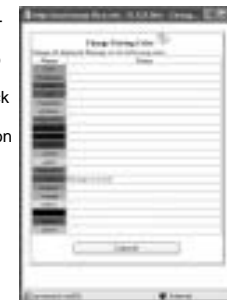
When you finish selecting all of the criteria you wish to apply to the sort, click the "Apply" button to see the list of pairings you have selected.



The final sort will appear in the right hand pane. You may scroll up and down through the listings to see all of the pairings, sorted in the order requested. If you do not like the sort order or want to see different pairings, simply redo the sort criteria and re-apply! You can do it as often as you wish. Remember, this is showing you a list of all of the pairings in your base, sorted by the criteria you have entered.



If you would like to color these pairings for future reference, you can select "Color All". When you select this option, you are taken to a color selection page. Select the color you would like to use. You may either double click on the color to use it, or you may click to the right of the color swatch (in the "Notes" section of the color) and it will allow you to note what that color stands for. You may type free flow text into this field.



Type in the text you desire and then click the "Save" button. Your text will now be saved with the color for future reference.



Once you save your text and select your color, you will be given one more opportunity to decide if you really want to save all the pairings with that color. Click "OK" to save or "Cancel" to back out of saving the color. All of the pairing numbers in the list will now appear in the color you have selected.



You may also select "Clear Colors" which will reset all of the pairing number colors back to the default color you have selected (the default is blue.) If you wish to change the default blue color to another, click on the "Default Color" button and select the color you desire.

The final option on this page is the ability to select a "Quick Color" which allows you to change the pairing number to that color by simply pointing to the pairing! When you click on the "Quick Color" button, the color pallet will open and you may select any color you desire!

When you are finished sorting and/or printing your pairings, you may return to the Main Menu or Logoff of FLICA.

## TradeBoard

TradeBoard provides you with several tabs to choose from.

### All Requests

The "All Requests" tab will provide you a list of all of the trades currently posted for your base. You may scroll through them or sort them in various ways: type of posting and/or LODO (when applicable). Pairing information, RDO, VAC, or Pickup shown in **BOLD** blue letters are actually links that you may click on to go to the data detail. If you want to see what the pairing does, click on the Blue pairing info. If Flightline has the pairing info available, you will find the most important pieces of that info in the next section of the page (Pairing Detail). This section shows how many days the pairing is, Report, Departure, and Arrival (from and to your Base), how many Block Hours the pairing pays, and where the layovers are.

If the pairing is shown in normal black print, there is no detail available for that pairing.

That means that Flightline does not know anything about that specific pairing (often times a good indicator that the pairing information may not have been entered into the TradeBoard correctly.)

You will see a place for comments in each Trade request posed. These are visible to anyone who looks at that request and should convey any special information that you wish to provide.



Name	Type	Pairing	Report	Arrival
Drop	01212445	<b>01212445</b>		
Drop	01212445	<b>01212445</b>		
Drop	01212445	<b>01212445</b>		
Drop	01212445	<b>01212445</b>		
Drop	01212445	<b>01212445</b>		
Drop	01212445	<b>01212445</b>		
Drop	01212445	<b>01212445</b>		
Drop	01212445	<b>01212445</b>		
Drop	01212445	<b>01212445</b>		
Drop	01212445	<b>01212445</b>		

The "Name" column is filled in automatically when the trade is posted to the board and includes the employee number of the posting employee as well as the date posted.

"Response Methods" will provide you information you may use in order to consummate the trade. The f/a may post an email address or a phone number. FLICA will allow for several different response methods:

For a Drop, the option will only be to "Pickup Trip".

For a Trade/Drop the options will be to "Pickup Trip" or "Propose Trade"

For a Trade the option will be to propose a "Trade"

For a "Pickup Trip" the only option is to "Offer a Trip"

For an "RDO" and "Vacation" the only option is to "Propose Trade"

This page may be filtered two ways: type of posting and LODO (when applicable).

At the top of the "All Requests" page you will see a "Display Options" link.

This window will allow you to select the number of requests shown per page. The higher the number of requests you select, the slower the page will display.



You may also choose to "Only show new requests" which will also reduce the number of requests that will be displayed. Only the new requests that have been posted since you last logged on will be displayed. (A time saving feature!!)

### My Requests

The "My Requests" page will show you all the requests that you currently have posted. On the left side of the window you have the option to Edit/Delete your posted request.

On the far right hand side of this screen, you will see any responses that have been provided. In this case, the first request has had no response, the second two the time has expired (due to the date you put on it when you posted the request, or the day the pairing begins), and the third was denied/removed (by airline admin - due to the fact that once the trip(s) have been traded, Crew Scheduling may remove them so that no further trade for that pairing is submitted.)

If you click on Edit, you will have the opportunity make any changes you desire to the request. Once you have made all of the changes you desire, click "Update Request Info". If you do not want to make any changes or decide that the changes you have begun to enter are not what you want, simply click the "Cancel" button.

If you click on the Delete option on the "My Requests" screen, you will see a confirmation window pop up to verify that you do indeed wish to delete this entire posted request. If you do, simply press the "Yes" button. If not, press "No". When you select to Delete a trade from this screen, it is only deleting the Trade Posting, not the request sent to Crew Scheduling (see the "Submit or View Requests" section for further information.) If you select the pairing number/RDO info listed in blue (as on the first line of the screen above - 13010:27Apr) you will get a detailed listing of the pairing with all the pertinent information for that pairing or RDO.



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### Post A Request

Posting a request is similar to putting a classified add in your newspaper. It simply advertises the fact that you would like to Drop/Trade/Pickup a pairing/vacation/RDO. This is your way of alerting fellow crew members in your base that you want to give up or pick up. It is simply an advertisement!!!

To begin, on the "Post A Request" screen, select what you would like to do (for example, Drop Trip, Trade/Drop Trip, Trade Trip, Pickup Trip, Trade Reserve Days Off).

If you are a LODO, you will also see a box where you can check if the pairing you are Dropping/Picking up is a LODO pairing. (If you are NOT a LODO, you will not see this option!) If you are a LODO and you select RDO, you will not be able to select which language you are going to drop/pickup.

You may enter comments in the "Comments" box, but please remember that these must comply with US Airways conduct rules. Inappropriate comments will NOT be tolerated. Please use good judgment. Select the type of response you desire. "FLICA Response" is the default and will allow you to communicate without giving out your email address or phone number. You may choose however to provide an email or



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phone contact to speed up the process. The FLiCA Response may also include the "Open Dialog" option. This will allow you to send an internal "FLiCA" message to the other crew member as your vehicle of communication.

The "Submit Method" will allow you to select whether or not you would like to require that the Drop request be "Approved" by you before it is sent to Crew Scheduling (not applicable for DROP ONLY requests), or if you simply want it to be automatically approved with out asking you. If you check the "Allow anyone to pickup without my approval" box, then when someone selects your submission and says that they want to pick up this pairing or RDO, the request will go directly to Crew Scheduling.



If you select "Wait for my approval", (not applicable for Drop Only requests) the request will be sent back to you and you will need to "Approve" any "Trade/Drop" before they are submitted to Crew Scheduling for processing.

You may also select "Include Additional Pairing". This would allow you to build a trade with multiple pairings (an example of which would be trading a group of pairings for another group with a friend).

The "Trade Notification" popup will automatically open when you enter the FLiCA site or any time you return to the Main Menu or select "Bid or View Requests". You will then have the option to Accept, Decline, or "Remind me Later". If you accept, the request is sent to Crew Scheduling to process. If you select "Decline", then the trade would not be processed and the other flight attendant would be notified by seeing a "Denied" in their "My Requests" window.



If you press the "Accept" button, you will get a response that the request was accepted and submitted. Click "OK".



If you press the "Decline" button, you will get a response that the request has been permanently declined. Click "OK".



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## My Responses

The "My Responses" page will show all of your responses to any one else's posted requests (found on the "All Requests" tab).



When you select to Delete a trade from this screen, it is only deleting the Trade Posting, not the request sent to Crew Scheduling (see "Submit or View Requests" section for further information.)

You may also see an "Expired" request saying that the posted request has expired.



If you point to the "Trade Notification Sent" you will get a fly-out explaining that once the other crew member approves the trade, there will automatically be a request generated and sent to Crew Scheduling.

When the other crew member approves the trade, the response in the right column will change to "Check Request Status". If you click on that, you will get the screen showing the status of all of your REQUESTS that have been sent to Crew Scheduling to be processed. This screen is similar to the one you will see if you select "Submit or View Requests" from the Main Menu (see that



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### Submit or View Requests

**This is the only place in the ETB that you can actually go to delete a request that has been sent to Crew Scheduling. Any other place that you "Delete" a request is simply deleting the posting so that other crew members can not respond any more.**

The best way to look at this is to once again use the example of a "Classified Ad". When you delete a posting on any other page, you are simply removing the "advertisement" of the trade you wanted to make. Once that "request" has been sent to Crew Scheduling, removing the "advertisement" does not remove the "request"!!!!!! They are TWO DIFFERENT PROCESSES!

If you simply remove the posting (advertisement), the request to Crew Scheduling is still out there to be processed. If you want to stop the request, you must "Delete" the actual request before it is processed by Crew Scheduling.



To delete a request(s) that is/are "Pending", click on the check box after the word "Pending" (for all requests you wish to delete). Once you have selected all of the requests, press the "Del" button at the top of the column. A new window will open allowing you to verify that you do want to delete the request(s).

You may also click on any highlighted pairing to see the detail for the requested date.

This screen also allows you to manually submit "Requests" to Crew Scheduling. Click on the "TRADE" button at the top of the screen.



If you wish to Trade something (pairing/RDP/VAC) from your schedule to another crewmember, you will be able to enter that information next to the "Trade" button above the gray box. After you enter the appropriate pairing# & Date, or RDO/VAC & date, click the "Trade" button to move it to the "Trade" box in Step 1.

Fill in the in the segment for LODO (if applicable).

Select "NEXT"

You will see the second screen (Request: Part 2 of 2)

Go to the step to select the employee with whom you want to trade. You can either type in the employee number of the person, or select the "..." button to find the person with whom you've arranged to trade (will show everyone in your own base). You can type in a name and click "Find", or click the scroll bar on the right to find the correct person. Once you have found the person with whom you wish to make the trade, click on their name and click the "Apply" button.



The number on the form will now be filled in with the employee number you have chosen from the list.

Proceed to the next step and select the pairing/RDO you want to pick up. Once you enter the pairing/RDO, click the "Trade" button on the left and it will fill in the pertinent box (For).

Go to the next step and fill in any special handling instructions you have (keep them short and concise).

The final step will be to click on the "Submit Request" which will begin the process to make this trade happen!

Once you submit the request, you will be taken back to the "Submit or View Requests" screen.

## CATCREW

As part of the changes that have come about for the electronic trade board, CATCREW has also changed. There have been a number of additions to several screens. The following section will provide you with an overview of those changes and what each means.

### Catcrew Option #2 (for B/H)

EMPLOYEE	SCHEDULED	ACTUAL	SCHEDULED	ACTUAL
01	27	27		
02	28	28		
03	28	28		
04	28	28		
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### Monthly Schedule vs. Actual (B/H):

Option #2 has changed to add several new fields.

MAX - Director of Crew Scheduling will establish the monthly maximum of company time at 85, 90, or 95 hours, for each domicile. Such monthly maximum may be exceeded by underfly or by pairings picked up from other flight attendants via the ETB.

OBL - The monthly obligation for a flight attendant shall be his or her primary line value, post SAP line value, Secondary Line Value, or Augmented Secondary Line value, whichever is greater, but in no case greater than the monthly MAX (or 105 for those on the "High flying option").

UND - The amount of time that you owe to the Company towards your monthly obligation (Company Time)

### Catcrew Option #2 (for RSV)

```
UCP11165 1.6 US AIRWAYS CATS CREW SCHEDULED VS ACTUAL 04/18/05 08:32:53
ALC USA EMPL 84139 MTH APR05 BLOCK R0028 DIPESA BONITA MAXHRS 90:00
SENUM 06495 BASE BOS POS F/A EQ MIX STS AVL CLS RSV LTO 37:22
DAY SCHEDULED ACTUAL (ORIG DP 00 ) DAY SCHEDULED ACTUAL
01 G06065 06065/1 17 06033/1
02 G06065 06065/2 SF S0060 18 06033/2
03 G06065 06065/3 19
04 BPR 20
05 INV AVL 21
06 INV INV 22
07 INV INV 23 OFF OFF
08 24 OFF OFF
09 25 OFF OFF
10 26
11 27
12 28 OFF
13 29 INV INV
14 INV INV 30 INV INV
15 INV INV
16 INV INV REL UF 0111
PROJ ACT 3611 PAY 3722 MTD BLK 3611 PAY 3722 SCH BLK 3245 PAY 3245
NEXT OPTION == >
MSG: MSI:
```

### Monthly Schedule vs. Actual (RSV):

Option #2 has also changed for RSV flight attendants! Rather than showing the UND column as in the screen for line holders, it will show your actual LTO hours! This will make it easy for you to see where you stand for the month (your LTO) each time you check your schedule! It will also help you determine when you will be able to call out of time, since Option 18 will only show you by LTO group (and once you go past 71:01, everyone over 72 hours will be lumped together.)

Options #2 and #5 will show actual LTO hours. Option 18 will show LTO by what "group" you are in. (See Option 18 for more information on LTO grouping)

### Catcrew Option #5 (B/H)

The screenshot shows a terminal window titled 'UCP11165 1.6 US AIRWAYS CATS CREW PAY SUMMARY 04/18/05 12:37:33'. It displays a detailed pay summary for a flight attendant. The main table has columns for DATE, ACTIVITY, ACT, PPR, DND, RND, STY, PMS, I/O, LND, ABL, INV, MED, DND, and WTD. Below this, there are several rows of summary data for different dates and activities, including totals for 'ACT', 'MED', 'DND', and 'WTD'. At the bottom, there are fields for 'MSGNO', 'MSG', and 'NEXT OPTION'.

### Pay Summary (B/H):

Option #5 has changed to add several new fields: MAX, OBL and UND

MAX - Director of Crew Scheduling will establish the monthly maximum of company time at 85, 90, or 95 hours, for each domicile. Such monthly maximum may be exceeded by underfly or by pairings picked up from other flight attendants via the ETB.

OBL - The monthly obligation for a flight attendant shall be his or her primary line value, post SAP line value, Secondary Line Value, or Augmented Secondary Line value, whichever is greater, but in no case greater than the monthly MAX (or 105 for those on the "High flying option").

UND - The amount of time that you owe to the Company towards your monthly obligation (Company Time)



(Continued from page 28)

C/F days you were able to use in the re-bid of the 2005 vacation (and any days already used from January 2005 - April 2005.

- Original Accrual - shows your original (pre-contract change) accrual in CATS for 2005.
- Excess Days - The excess amount of days between your Original Accrual and your accrual based on the new Agreement. If you have days in this field, they have already been reduced by the 3 days that you were allowed to use as part of the 2005 re-bid process.
- 2004 C/F Bank - Field shows how many Carry Forward (CF) days you had from 2004 to 2005. As per the Agreement, these will be used in 4 equal increments. The first increment has been included in the field labeled "Accrual"

## RESERVES and ETB

In accordance with the new Agreement, the following sections will apply:

- d. Within the same domicile, Reserves may utilize the ETB to drop, pick up and/or trade trips on INV days, or on OFF days once released into such days off, and/or on vacation days, or after being released subject to the rest requirements of the FARs, but no less than nine hours and forty-five minutes (9:45).
- n. Reserves must allow a minimum of ten (10) hours rest between the latest time the Reserve could be scheduled to be released in domicile and the scheduled report of the ETB requested trip.
- o. Reserves must allow a minimum of ten (10) hours rest between the scheduled release of the ETB requested trip and the earliest time a Reserve could be required to report for duty on her/his first day of availability following the INV day, the OFF day or the vacation day. The ETB requested trip must be scheduled to release no later than 1800 on the last INV, OFF or vacation day so as to have at least ten hours (10:00) rest prior to 0400 on the first day of availability should a twenty-four hour (24:00) reserve period be introduced.

EXAMPLE 1: Tim picks up pairing 23456, a 4-day trip, via the ETB. Tim could pick up this particular trip as soon as Reserve lines are awarded for the month in which the trip operate, or he could have picked it up after he was awarded pairing 12345 by crew scheduling on the 11<sup>th</sup>. The request to pick up this trip via the ETB would be honored in either scenario.

12 AVL Awarded pairing 12345/3-day  
13 AVL 12345/2  
14 AVL 12345/3 checking out at 1400  
15 INV ETB trip 23456/4-day checking in at 1000  
16 INV 23456/2

(Continued from page 29)

17 INV 23456/3  
18 INV 23456/4 checking out at 1800  
19 AVL

EXAMPLE 2: Tim puts in a request to pick up pairing 34567, a 4-day trip via the ETB. This request is denied because the trip checks out after 1800 on day 4 and the Agreement does not allow Tim to pick up a trip that checks out after 1800 on the last INV, OFF, or vacation day.

12 AVL  
13 AVL  
14 AVL  
15 INV Requests 34567/4-day checking out after 1800 on the 18<sup>th</sup> - DENIED  
16 INV  
17 INV  
18 INV  
19 AVL

EXAMPLE 3: Susan wants to pick up pairing 78999/3-day, on the 13<sup>th</sup> after she has been awarded 12777 (a red-eye checking out at 0700 on the 12<sup>th</sup>). Pairing 78999 has a check in time of 0600. She first contacts crew scheduling and asks to be released upon check-out of trip 12777. Crew scheduling releases Susan. The request is honored since Susan has been released.

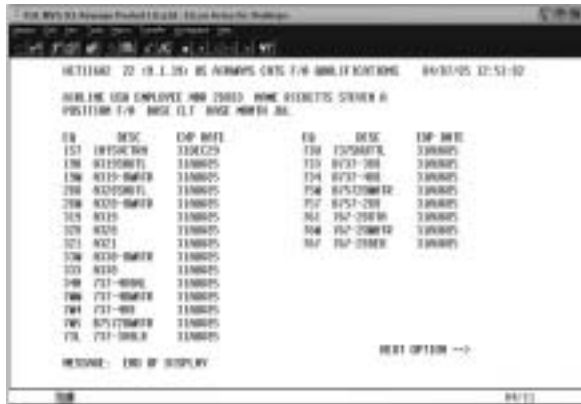
10 AVL Awarded 12777/3-day red-eye with a check-out of 0700 on the 12<sup>th</sup>  
11 AVL 12777/2  
12 AVL 12777 checking out at 0700  
13 INV 78999/1 checking in at 0600  
14 INV 78999/2  
15 INV 78999/3  
16 INV  
17 AVL

EXAMPLE 4: Mike wants to pick up pairing 77777/3-day, checking in at 0900 on the 24<sup>th</sup>. His request will be denied since he cannot pick up a trip that checks in prior to 1000 unless he has been released by crew scheduling. In this example, Mike is attempting to pick up this trip several weeks in advance of its origination. Since Mike has no idea what trip he may be awarded by crew scheduling on the AVL days prior to this trip, he cannot ask to be released since he has not trip to be released from.

21 AVL  
22 AVL  
23 AVL



**Catcrew Option #22**



**F/A Qualifications:**

Option #22 has changed to add a new qualification called IST. This indicates that you have completed the International Training and are qualified to fly Transoceanic pairings. You may see a date of 31DEC29. That date is considered by CATCREW as the "infinity" date, meaning that the training qualification will not expire.

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