

RETURN-TO-FLYING CHECKLIST

DONE?	ITEM	DUE DATE
	Complete the enclosed Accept/Reject and Base Preference Form and <u>provide an e-mail address and phone number</u>	ASAP (see below due date)
	FedEx the Accept/Reject and Base Preference Form back AA	May 17, 2007 is the <u>last</u> day to FedEx
	Obtain a valid passport as soon as possible and bring it with me to training. Use the enclosed letter of introduction if necessary in order to get <u>same-day</u> expedited service. (Do <u>not</u> mail in your passport application.)	ASAP <i>...and must have this with me on 1st day of training</i>
	Call HR Talent Services to arrange travel to get a passport	ASAP (if you do not have a valid passport)
	Have I received instructions for <i>Onboarding</i> ?	If no e-mail received by May 17 th , call HR Talent Services 1-800-447-2000
	Schedule my Medical Exam & Fingerprinting	May 14 th – 23 rd
	Bring two (2) forms of ID (at least 1 must be government issued to fingerprinting/medical exam)	Day of medical exam
	Complete my Medical Exam and Fingerprinting	ASAP (after May 14 th) and <u>before training</u>
	Attend Training	June 4 June 11 June 18 June 25
	Bring my passport <u>and</u> at least 1 other govt. issued photo ID with me to training	June 4 June 11 June 18 June 25