

# American Airlines®

## Certified Mail Return Receipt Requested

May 7, 2007

First Name Last Name – EMP#  
ADDRESS  
CITY, STATE ZIP

Dear FIRST NAME,

I am very pleased to offer you the opportunity to return to active duty with American Airlines. American is sending recall notices to 200 flight attendants to address projected attrition through the balance of 2007. You are being recalled as an American Airlines flight attendant effective **July 24, 2007**. Please review and complete the information enclosed in this packet as outlined below.

**Return forms must be sent via the enclosed FedEx envelope by May 17, 2007.**

Please read this letter carefully as there is a lot of material that addresses the following issues during the re-employment process:

- Medical Exam
- Fingerprinting
- Training
- Passports
- Travel

Pay special attention to the **Accept or Reject Reemployment and Base Preference form**. This information is time sensitive and must be returned via FedEx by **May 17, 2007 and received by the Company no later than May 18, 2007**. To assist you, we have included a pre-paid FedEx label in this packet for you to use at any authorized FedEx drop-off location.

This recall is governed by Article 16 of the Collective Bargaining Agreement (CBA) between American Airlines and the Association of Professional Flight Attendants. You are being recalled to your former position as a Flight Attendant.

**You will have 10 days after the post date of this letter to notify the Company of your intent to accept or reject reemployment. Additionally, failure to notify the Company or failure to report to your assigned training class will result in forfeiture of your reemployment rights and seniority.** Upon acceptance of this offer, you will be required to complete pre-employment paperwork which includes the Fair Credit Reporting Act (your consent to a criminal background check) and the I9.

**Simply stated, you have until May 17, 2007 to decide if you will accept or reject our offer of re-employment. If you reject this offer or fail to respond by May 17, 2007, and we do not receive it by May 18, 2007, you will lose your right to re-employment and your seniority.**

### **Passport Requirement**

Due to a recent directive from the Transportation Security Administration (TSA), American Airlines requires all flight attendants – domestic and international – to carry a valid passport while on duty. **You will be required to obtain a valid passport before your first day of training. Please ensure that you plan accordingly.**

For your convenience, we are enclosing a letter of introduction that you should take to the passport processing agency that serves your region. **Do not apply for a passport via the mail as you will not receive it in time for your training class. You must make an appointment at a passport office, take the enclosed letter of introduction with you, and request same day service. Please visit [www.travel.state.gov](http://www.travel.state.gov) for details on how to get a passport quickly.**

If your nearest passport office is in a city served by American Airlines or American Eagle, the Company will provide you with positive space roundtrip travel from your home city – provided that American Airlines or American Eagle serves your home city. Otherwise, you will be responsible for arranging travel and will incur any/all costs.

**Please contact Human Resources Talent Services at 1-800-447-2000 (option 3, then option 2) as soon as possible to request travel if needed.**

Once again, **you must bring your passport with you to training** where it will be entered into DECS.

### **Fingerprinting**

All furloughed flight attendants accepting the offer of re-employment must submit to and clear a fingerprint-based Criminal History Records Check. When you take your medical exam, you also may be fingerprinted while at the following AA Medical facilities: Headquarters 2 in Fort Worth near DFW, JFK, LAX, MIA and ORD. You must show two forms of ID – one of which must be government-issued - (i.e. driver's license, passport, etc.) to complete the fingerprinting process. It is strongly recommended that you complete this as soon as possible to allow for receipt of your results.

### **Base Assignment**

Assignments will be based on operational need and awarded according to seniority. We currently forecast openings at LGA, DCA, and BOS. **Please refer to the Accept or Reject Reemployment and Base Preference form to indicate your order of preference.** Base Assignments will be available beginning June 4, 2007. You may contact HR Talent Services beginning Monday, June 4, 2007 to find out which base you were awarded.

**Medical Exam and Travel – Use the Onboarding Tool or call HR Talent Services**

All recalled flight attendants, except those who are currently flying for American Eagle, **must clear medical prior to attending training**. We recommend you complete your medical/drug exam as early as possible to allow time for clearance so that you are able to attend your desired training class. Medical/drug exams will be accomplished at Headquarters 2 in Fort Worth near DFW, as well as AA Medical locations at JFK, LAX, MIA, and ORD.

Once you have completed the enclosed Accept/Reject and Base Preference form and it is received by the Company, HR Talent Services will contact you at the e-mail address you indicate on the form. They will provide specific instructions on how to access the *Onboarding Tool* in their e-mail to you.

If you do not receive an e-mail or otherwise have difficulty with *Onboarding*, then you may contact Human Resources – Talent Services **beginning May 14, 2007 and no later than May 23, 2007** to schedule your medical examination, enroll in a required training class, and make travel arrangements. They can be reached at **1-800-447-2000 from 0700 to 1830 Central Time**. *Please note that Human Resources – Talent Services is closed on weekends.*

### **Travel to/from Medical and Training**

Travel will require a government-issued photo ID. **U.S. citizens should bring their passport and/or birth certificate.** Non-U.S. citizens will need to bring their foreign passport, alien registration card and documentation of their ability to freely travel in and out of the United States.

### **Training**

<p><b>In order to attend training, you will need to bring a valid passport <u>and</u> one other form of government issued photo ID.</b></p>
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**Enrollment for training and scheduling medical exams/fingerprinting will not begin until May 14, 2007. HR Talent Services will contact you at the e-mail address you provide on your Accept/Reject form. Once this is received by the Company, you will be sent an e-mail with instructions on how to begin the *Onboarding* process.**

You are required to attend a mandatory three and a half (3.5) week training program to be held at Flagship University (FSU) and the Flight Academy prior to returning to active duty. You must successfully complete training in order to be returned to payroll. Failure to report to your assigned training class will result in forfeiture of all recall rights and your permanent removal from the flight attendant seniority list.

We will be offering four (4) training options.

- Class 1: **Start training on June 4, 2007 and end on June 27, 2007.**
- Class 2: **Start training on June 11, 2007 and end on July 4, 2007.**
- Class 3: **Start training on June 18, 2007 and end on July 11, 2007.**
- Class 4: **Start Training on June 25, 2007 and end on July 18, 2007.**

Note: If you were formerly qualified on either the A300 or 777 upon being furloughed, you will be required to attend additional days of training (one for each aircraft for which you were qualified) **immediately following** the dates mentioned above.

**Training classes are awarded on a first-come, first-served basis.**

You will need to use the *Onboarding* Tool or contact HR Talent Services to schedule your required training. **Enrollment for training will not begin until May 14, 2007.** Dress for the training sessions is business casual with no open toe shoes allowed on simulators and/or equipment.

### **Report to Base Date**

You will need to be prepared to fly as early as 0001 Hours local base time on July 24, 2007. An optional/unpaid base indoctrination/orientation will be held on July 23, 2007. Transportation and hotel information will be provided during your training.

### **Uniform, In-Flight Manual, Company Keys and Company ID**

You will receive your required equipment at Flagship University. Please ensure you have your complete uniform (including wings and nametag, flashlight, luggage, flex cuffs and pocket mask if you have one), which was issued by the Company. Upon acceptance of re-employment, you will receive 36 uniform points to purchase additional uniform items. Any purchases beyond the 36-point allowance may be purchased using your personal credit card or by payroll deduction beginning with your first payroll check. To order uniform items please visit [www.vfsolutions.com](http://www.vfsolutions.com). **You will not be able to start ordering items until May 25, 2007.**

### **July/August Schedule**

You will be given an Availability schedule for the end of July. Because you will have completed training by the August bidding period that occurs in July, you will be eligible to bid for August. **Regardless of your previous reserve rotation, you should plan to serve reserve for the month of August.**

### **2007 Benefits Enrollment**

You will have the opportunity to enroll for benefits upon return to active status. Additional information will be provided to you during training.

### ***Prefunding***

If you received a prefunding refund after your furlough, and you wish to re-enter prefunding for retiree medical, you must return the full amount refunded back to American Airlines within **90** days of returning to work. Your contributions will resume at the same rate which applied before the furlough, subject to any table adjustments.

If you do not return the funds within **90** days of returning to work, you may enter the prefunding program after satisfying a one year waiting period and will be required to pay the applicable age based rates. In addition, you will be required to prefund for a minimum of 10 years prior to being eligible for retiree medical.

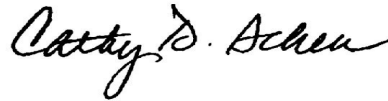
If you were not refunded your prefunding, because you met the requirements of the 50+ rule, *please contact Employee Services at 800-447-2000, option 5, by **May 17, 2007**, to obtain details regarding reinstatement of prefunding for Retiree Medical.*

**Questions?**

Please send any questions you may have to [FAQQuestions@AAFlightService.com](mailto:FAQQuestions@AAFlightService.com) or contact HR Talent Services at 1-800-447-2000.

We look forward to your acceptance and base preference listing. Please remember that **this information must be sent via FedEx by May 17, 2007** and received by the Company by May 18, 2007. Again, welcome back!

Sincerely,

A handwritten signature in black ink that reads "Cathy D. Scheu". The signature is written in a cursive style with a large, stylized initial "C".

Cathy D. Scheu  
Managing Director, Flight Service

Enclosures: Base Preference Form  
Letter of Introduction for Passports  
Return to Flying Checklist