

Please tear this out of the center section and place it in the inside pocket of your Inflight Safety Manual

### PROCEDURES TO FOLLOW WHEN A FLIGHT IS CANCELLED DURING OFF-SCHEDULE OPERATIONS (OSO)

1. One member of the cabin crew should contact Crew Tracking for the next assignment. Remember, the Hotel/Limo Desk cannot assign rooms until the sequence has been repaired by Tracking.
2. In a base city, the local Flight Service MOD can assist you in contacting Crew Tracking. If you are in a down line city, call your local base MOD.

#### If the cancellation happens at origination:

1. If your trip is not the last trip in the last five (5) days, review page 20 of the On-Duty Contract Guide (or Article 9.P.2) for the MIC options that protect your guarantee.
2. If the trip is your last scheduled trip in the last five (5) days of the month and you wish to protect the actual value of the sequence, you must add yourself to the MU list for all days in the obligation period in the header and make yourself available to fly. If you are at or below guarantee, your guarantee is automatically protected, regardless of the obligation in the header.

Refer to page 23 of the ODCG or Article 9.P.6., for details.

#### If the cancellation is mid-sequence:

1. Crew Tracking may Reschedule crew. Guarantee is protected (Article 9.P.1)

### WHAT STEPS DO I TAKE IF OUR LAYOVER HOTEL TRANSPORTATION HAS NOT ARRIVED, REGARDLESS OF AN OSO?

#### Domestic

Per article 21.E.2., "Should crew transportation to a rest facility not arrive within thirty (30) minutes of actual or scheduled arrival, whichever is later, the FA(s) will be permitted to obtain alternate transportation, the cost of which will be reimbursed by the company (with receipt). Flight Attendants will make reasonable efforts to share transportation arranged under this subparagraph with other crew members."

#### International

Per article 21.E.3., Should crew transportation to a rest facility not arrive within forty-five (45) minutes of actual or scheduled arrival, whichever is later, the FA(s) will be permitted to obtain alternate transportation, the cost of which will be reimbursed by the company (with receipt). Flight Attendants will make reasonable efforts to share transportation arranged under this subparagraph with other crew members."

#### Where do I find reimbursement forms for transportation?

Reimbursement forms can be obtained from your base MOD office or in your base operations area where forms are kept.

### PROCEDURES TO SECURE A HOTEL ROOM IN THE EVENT OF OFF-SCHEDULE OPERATIONS (OSO)

*Remember, your sequence must be altered to indicate an unscheduled layover before contacting the Hotel/Limo desk.*

#### At A Base City

1. Attempt to call the Hotel/Limo desk to request a voucher be sent to your HI6. If you cannot get through to the Hotel/Limo desk, proceed to Step Two.
2. Go to the MOD or other operations personnel and ask them to attempt to get through to the Hotel and Limo desk. If they cannot continue to Step Three.
3. Ask the MOD or other operations personnel to make alternate room reservations and arrange transportation. They are authorized to do this at no cost to you. Proceed to Step Four.
4. Ensure that the MOD or other operations personnel posts a message to the MOD of Crew Scheduling advising them of your location. If you have less than eight (8) hours behind the door, proceed to Step Five.
5. Once you arrive in your hotel room contact Crew Tracking to advise them of your contractual right to eight (8) hours behind the door.

#### At A Non-Base City

1. Attempt to contact the Hotel and Limo desk to have a hotel assigned and a voucher sent to you. If you cannot get through to the Hotel and Limo desk, proceed to Step Two.
2. Have the AA agent or station MOD give each crew member vouchers to the hotel the Company uses for distressed passengers. Proceed to Step Three.
3. Contact your base MOD to request a message be sent to the Crew Scheduling MOD advising them of your location. If you have less than eight (8) hours behind the door, proceed to Step Four.
4. Once you arrive in your hotel room, call Crew Tracking to advise them of your contractual requirement of eight (8) hours behind the door.

### The Wings Foundation, Inc.

Authorization for Payroll Deduction

Name \_\_\_\_\_

Emp # \_\_\_\_\_

#### Donation Amount

(end of the month paycheck only)

\_\_\_ \$2.00 \_\_\_ \$5.00

\_\_\_ \$10.00 \$ \_\_\_ Other

#### Base Code

(Check only one)

\_\_\_ 2822 BOS/BOS-I

\_\_\_ 2825 DFW/IDF

\_\_\_ 2829 JFK/ LGA

\_\_\_ 2832 LAX/LAX-I

\_\_\_ 2831 ORD/IOR

\_\_\_ 2827 MIA/IMA

\_\_\_ 2833 SFO/SFO-I

\_\_\_ 2830 RDU

\_\_\_ 2834 STL

#### This is:

\_\_\_ new deduction \_\_\_ base change

\_\_\_ amount change \_\_\_ stop deduction

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Mail Completed Form to:

The Wings Foundation, Inc.

P.O. Box 610563

DFW Airport, TX 75261-0563

Thank You!

[www.wingsfoundation.com](http://www.wingsfoundation.com)

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## APFA EXECUTIVE COMMITTEE

- EXT.#**  
**8101 PRESIDENT** - Tommie Hutto-Blake  
**8111 VICE PRESIDENT** - Brett Durkin  
**8121 SECRETARY** - Greg Hildreth  
**8131 TREASURER** - Cathy Lukensmeyer

### Ad Hoc Members

- 8480 PLACE 1** - Lenny Aurigemma  
**8481 PLACE 2** - Steve Watson  
**8483 PLACE 3** - Tim Weston  
**8485 PLACE 4** - Anne Loew  
**8484 PLACE 5** - Laura Glading

04.07

## DIVISION REPRESENTATIVES

- EXT.#**  
**8207 DIVISION ONE**  
**Jeff Crecelius**  
*LAX, LAXI, SFO, SFOI*  
**8205 DIVISION TWO**  
**Kim Boyett**  
*DFW, IDF, STL*  
**8208 DIVISION THREE**  
**Mario St. Michel**  
*BOS, BOSI, ORD, IOR*  
**8209 DIVISION FOUR**  
**Barbara Rives**  
*DCA, DCAI, IMA, MIA, RDUI*  
**8203 DIVISION FIVE**  
**Cindi Simpson**  
*JFK, LGA*

06.07

## APFA TELEPHONE EXTENSIONS

### APFA HEADQUARTERS 817-540-0108

[www.apfa.org](http://www.apfa.org)

When you hear the greeting, simply dial the extension number you want. Then follow the automated voice instructions.

- 8152** Dues Department .....Rosemary Cooper  
**8153** Membership Department .....Debbie Jones  
**8171** Contract Rep-On-Duty  
**8161** Scheduling Rep-On-Duty  
**8303** Injury-On-Duty Rep  
**8308** Communications Coordinator .....Leslie Mayo  
**8271** Contract Coordinator .....Brent Peterson  
**8301** Health Coordinator .....Patty French  
**8306** Hotel Coordinator.....Dane Townsend  
**8302** Safety Coordinator .....Lonny Glover  
**8261** Scheduling Coordinator .....Jaimie McNeice  
**8311** National Ballot Committee .....Leatha Harding-Berry  
**8101** President's Office.....Tommie Hutto-Blake  
**8111** Vice President's Office.....Brett Durkin  
**8121** Secretary's Office .....Greg Hildreth  
**8131** Treasurer's Office.....Cathy Lukensmeyer  
**8110** System Board of Adjustment .....Susie Johnson  
**8490** Retirement Specialist.....Jena Hopkins

06.07

## BASE CHAIRPERSONS/BASE VICE CHAIRPERSONS

APFA HEADQUARTERS (800)395-APFA DFW Metro (817)540-0108

BASE	CHAIRPERSONS	EXT.#	PHONE	BASE	VICE CHAIRPERSONS	EXT.#	PHONE
BOS	McCauley, Jennifer	8432	617-539-3246	BOS	Bartholomew, Denise	8452	781-334-2933
BOSI	Vargas, Eugenio	8433	617-859-8656	BOSI	Mitchell, Meghan	8453	508-644-2115
DCA	Prayon, Heidi	8434	703-263-7113	DCA	Valenta, Robert	8454	703-644-0267
DCAI	Horan, Cindy	8435	703-568-1791	DCAI	Harrison, Paul	8455	703-867-1449
DFW	O'Kelley, Chris	8281	940-321-8039	DFW	Stewart, Margaret	8181	817-545-7460
IDF	Masterson, Judy	8291	817-485-5967	IDF	Walsh-Martin, Maureen	8191	817-739-5202
JFK	Edwards, Suzanne	8437	860-663-0582	JFK	Casadey, Christian	8457	347-598-0950
LAX	Nikides, John	8438	310-822-7476	LAX	McCullor, Kristin	8458	949-646-2361
LAXI	Ransom, David	8439	310-427-7853	LAXI	Leonhardt, Tony	8459	310-289-8337
LGA	Hodgson, Eric	8440	718-474-4205	LGA	Montana, Alan	8460	718-846-2753
MIA	Washbish, Cheri	8441	407-876-6975	MIA	Pharr, Jeffery	8461	954-938-3494
IMA	Trautman, Randy	8442	954-924-4774	IMA	Barrera, Juan	8462	352-797-6355
ORD	Mallon, Liz	8443	847-695-5346	ORD	Breckenridge, Todd	8463	773-425-8556
IOR	Moehring, Nancy	8444	847-604-3278	IOR	Meyer, Michael	8464	773-205-2564
RDUI	Turley, Peggy	8446	919-847-2404	RDUI	MacPherson-Bowers, Fiona	8466	919-554-3251
SFO	Salas, Lawrence	8448	925-813-2612	SFO	Hedrick, Julie	8468	925-813-2614
SFOI	LeWinter, Arlene	8449	707-226-9766	SFOI	Linn, Gerrie	8469	650-954-8762
STL	Daniels, Dixie	8445	435-640-5606	STL	Hunter, Timothy	8465	816-916-5310

You can e-mail your Base Chair and your Vice Chair by using the following e-mail format:  
 chxxx@apfa.org for Chairs and vcxxx@apfa.org for Vice Chairs. For example, chlax@apfa.org or vclaxi@apfa.org.