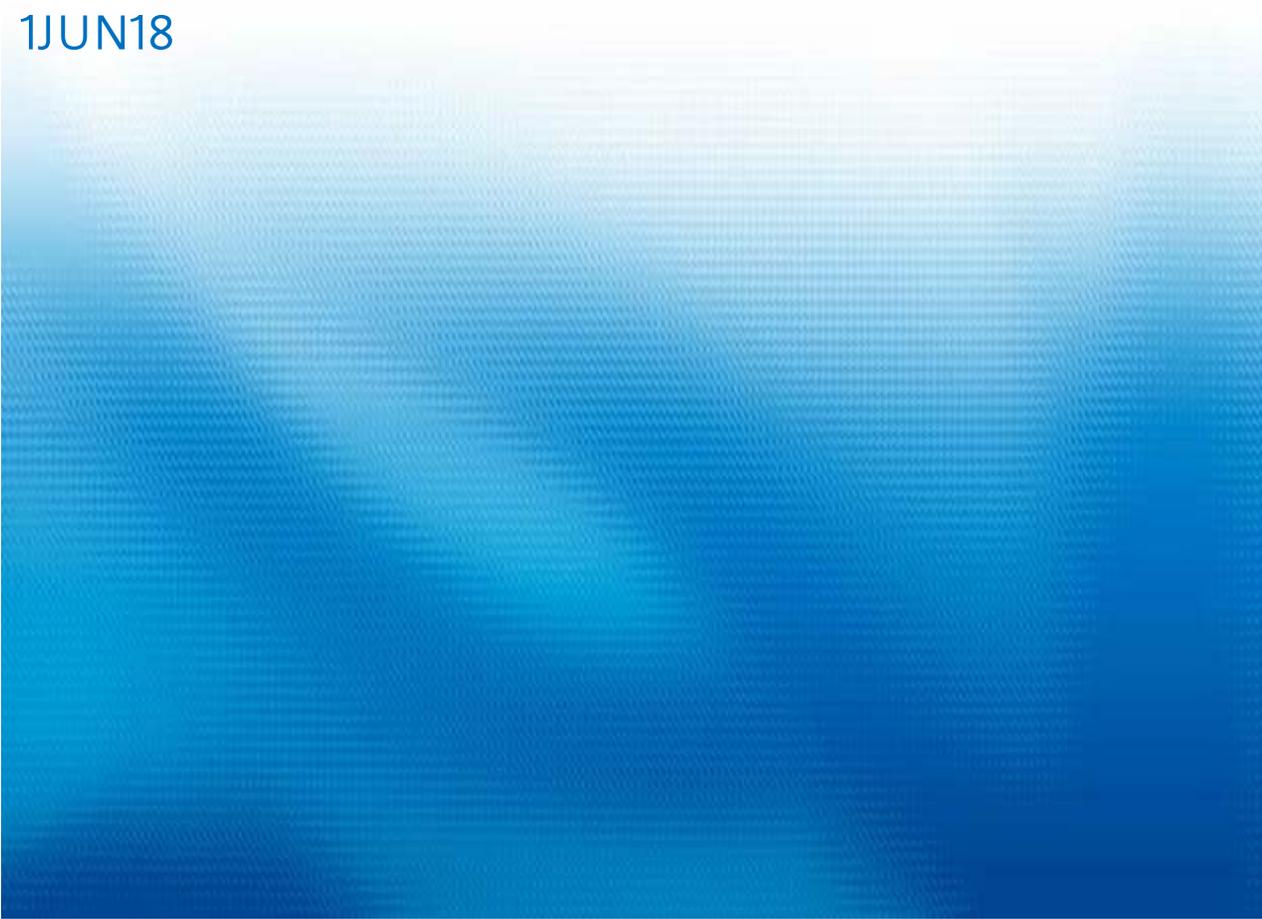


# FLIGHT ATTENDANT TRAINING BIDDING SYSTEM

1JUN18



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## INTRODUCTION

The Training Bidding System (TBS) allows you to express preferences when bidding for continuing qualification (CQ) training. TBS awards CQ training, in seniority order, based on your status (early, base or grace) and the priority of the preferences you've selected.

The purpose of this document is to:

- Provide a basic understanding of how to navigate and bid in TBS
- Provide definitions of terms and bid types
- Provide an explanation of the award process

## DISCLAIMER

This document is not meant to guarantee a specific bid award, but provides (TBS) bidding logic and techniques. Updates will be communicated via CCI messages and/or the Flight Service website.

 *The screenshots in this document are representational; some of the data may change as necessary for requested enhancements.*

## TBS SUPPORT CONTACTS

**Flight Attendant Bidding Resource Center (FABRC):** 1-888-376-5375, 0800-2000 DFW

For questions regarding travel details to/from training, contact the training support desk.

**Training Support Desk:** 1-800-872-7456 option 2, 2, 5, 1

## LIVE BIDDING INFORMATION

The TBS bid opens every month on the **1<sup>st</sup> at 1200 DFW** and closes on the **6<sup>th</sup> at 1200 DFW**. You will bid for training the month prior to your base month. The bid will be awarded and posted in Crew Portal no later than 1200 DFW on the 7<sup>th</sup> of each month.

## ACCESS

TBS is a web-based program which requires internet access and a supported device. All base crew rooms have TBS accessible computers.

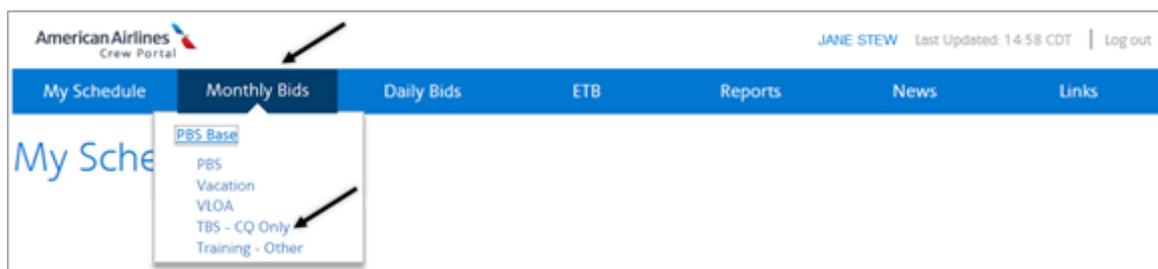
Components	PC	MAC
OS (Operating System)	Windows 7 & above	OS X 10.8 Mountain Lion & above
Browser	Google Chrome Internet Explorer 11 & above	Google Chrome

 *When using Internet Explorer 11 you must **turn off** compatibility view. It is highly recommended to clear your internet browser cache (browsing data) prior to bidding. Instructions can be found in Comply365 on your FA Tablet.*

*If you need further assistance, call the IT Help Desk at 1-866-523-5333.*

You must access TBS through Crew Portal ([www.faportal.aa.com](http://www.faportal.aa.com)). Once logged into Crew Portal, follow these steps:

1. Click on the **Monthly Bids** tab
2. Click **TBS - CQ Only**



## KEY DEFINITIONS

### Base Month

The month designated as your CQ training month. Your base month may only be changed by the company. If you are available for a training class, you cannot bid to defer training to your grace month.

### Duty Period

A period of time spent working that includes all flight segments, ground time between flight segments, deadhead segments, SA days and/or training. A duty period is calculated from report time to release time and can overlap more than one calendar day.

### Early Bid/Award

TBS allows you to bid to attend training one month prior to your base month. Any bid entered the month prior to your base month is a request for an early award. An early award is subject to availability. You will never be assigned in your early month, only awarded if a bid can be satisfied. Early month CQ attendance does not change your base month.



*Any standing bid preferences, **without** the Do Not Allow Early Award option selected, will be recognized as a bid for an early award and the system will award you accordingly.*

### Grace Month

This is the month following your base month in which recurrent training can still be completed. You may be required to attend training in your grace month due to a leave of absence, lack of training space, or inability to attend a training class in your base month. Grace month CQ attendance does not change your base month.

### Home Domicile

The location designated where your pairings normally begin/end, also known as your base.

### No Bid

If you fail to bid, or bid insufficiently for your base or grace month, your training will be assigned in seniority order starting with the first available class you are legal for, on the earliest date of the bid month.

### Planned Absences

All known absences or preplanned activities in a bid month. Some examples include:

- Jury duty [JD]
- Special assignment [SA]
- Vacation [VC]
- Vacation extension day [VEX]
- Voluntary leave of absence [VL]



*Planned absences that have not been submitted prior to the TBS bid period will not display. If you are aware of an upcoming planned absence, be sure to adjust your bidding to avoid a possible conflict.*

### Preferences

Bid choices which allow you to select days off and generic training class parameters: day of week and report before/release after times.

### Report/Release

In TBS report and release times refer to class start/end times or deadhead departure/arrival times, if applicable.

### Standing Bid

A set of generic preferences you select (not containing date-specific entries) to be stored by TBS from month-to-month. This bid is used to award a training class when a monthly bid is not entered.

**Station Time**

Displays time based on the local time of the destination. In TBS, all training times including report/release and departure/arrival are indicated in station time.

**Training Class ID**

System generated sequence number assigned to each training class. Each class ID begins with a letter; your base identifier (see pg. 6 for more information).

**VLOA**

Acronym for voluntary leave of absence; an unpaid absence you may choose to bid for if offered to your base for the bid month. If awarded a VLOA you may still bid to attend training by selecting the Waive VLOA option (see pg. 9 for more information).

**Waiver**

An option used to waive a contractual default; FAR limitations cannot be waived. The waivers in TBS include waive to FAR rest, waive vacation, and waive VLOA.

## BID TYPES

In TBS, you may create two bid types:

- Monthly bid
- Standing bid

TBS will never use a combination of bid types. Only one bid type will be used: monthly or standing.

### Monthly Bid

A monthly bid must be entered when opting to bid for specific classes, specific dates off, and/or generic class preferences. A monthly bid may also contain desired waivers and an election to buddy bid. You may only select monthly bid options when the bid period is open. TBS provides two tabs to create your monthly bid.



### Classes

When bidding for specific classes, you can choose:

- Date (and if applicable, the start time: early or late)

### Preferences

When bidding generic preferences, you can choose:

- Dates off
- Report /release parameters
- Waivers
- Buddy With

### Bidding Classes *and* Preferences

Specific classes may be bid along with generic preferences. When both are used, the bid will be processed in the following order:

1. Buddy With
2. Waivers (Waive to FAR Rest, Waive Vacation and Waive VLOA)
3. Specific classes in priority order
4. Specific date off requests
5. Generic Travel On preferences in priority order
6. Assignment of a class (if you did not bid in your base or grace month, or if you failed to select Do Not Allow Early Award in your standing bid)



*If any bids are entered in the classes or preferences tab the month prior to your base month, it is **an automatic bid for an early award**.*

### Standing Bid

A standing bid is designed to act as a backup if you are unable to, or have not entered a monthly bid. Standing bid preferences may be entered or updated at any time from the standing bids tab, even if the bid period is closed. Bidding for specific classes or dates off are not options in your standing bid.



When creating standing bids, you can choose:

- Day of the week: report/release on
- Time: report before/release after
- Waivers (Waive to FAR Rest, Waive Vacation and Waive VLOA)
- Option to *not* allow an early award



*To avoid being awarded a class during the month prior to your base month (early), ensure you have selected the Do Not Allow Early Award option. If you have **ANY** standing bid preferences entered without selecting this option, it is considered a bid for an early award and the system will award you accordingly.*

**DASHBOARD TAB**

The dashboard is the default screen upon entering TBS; it displays the following information:

- **FA Info** – Employee number, name, and status: *Early, Base* or *Grace* (when applicable)
- **Bid Info** – Bid start, bid end and date/time of your last login (times displayed will be specific to the time zone set on the device you are using)
- **Tabs** – TBS is divided into 6 tabs which are used to navigate the system
- **Message Board** – Information from the TBS admin specific to the bid period
- **Monthly Calendar** – Displays carry-in trips and planned absences. Months displayed are calendar months; not contractual bid months. The arrows allow you to click through the months as a reference. Bids for specific training classes will also appear on the calendar with numbers indicating the priority of the bid.



Pairing or planned absence



Specific training class bid

**American Airlines**  
200000, Jane Stew, Base

Dashboard | Classes | Bids | Preferences | Award | Standing Bids

**FA Info**

**Bid Package Information**  
Inflight Training  
Bid Start: Jun 1, 2017 12:00:00 PM  
Bid End: Jun 6, 2017 12:00:00 PM  
Last Login: Jun 5, 2017 9:35:06 AM

**Message Board**  
No message

**Messages**

**July 2017**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
		87703				
2	3	4	5	6	7	8
			C11801 (1)			
9	10	11	12	13	14	15
		JD				
16	17	18	19	20	21	22
		VC				
23	24	25	26	27	28	29
C11913 (2)						
C11801 (3)						
30	31	1	2	3	4	5

**Tax Note** If your planned absences or personal information on the dashboard is incorrect, contact your Flight Service Manager or Crew Scheduling.

**CLASSES TAB**

The classes tab contains a list of all training classes available to bid. Currently, all CQ training classes are two days in length and have a layover in DFW (if applicable). The classes are organized numerically by class ID. Each class ID will begin with your base identifier:

Base Identifiers						
BOS – B	CLT – C	DCA – N	DFW – D	LAX – X	LGA – L	MIA – M
ORD – R	PHL – H	PHX – P	RDU – Q	SFO – G	STL – S	UDC – N

**American Airlines**  
200000, Jane Stew, Base

Dashboard **Classes** Bids Preferences Award Standing Bids

3 available classes:

Su	M	T	W	Th	F	Sa	Class ID	DAY	DH	FLTN	DPS	ARS	DEPL	ARRL	BLKT	GRNT	EQP
					6	8	C11801	1	DH	9999	CLT	DFW	0925	1212	247	133	
								1	5001	DFW	DFW	1345	1815	430			DFW
								2	4011	DFW	DFW	0830	1215	345	100		DFW
								2	DH	9998	DFW	CLT	1315	1554	239		
					6		C11909	TH	DH	9987	CLT	DFW	1324	1609	245	121	
								TH	6021	DFW	DFW	1730	2200	430			DFW
								FR	4031	DFW	DFW	1245	1630	345	215		DFW
								FR	DH	9986	DFW	CLT	1845	2123	238		
						8	C11913	1	DH	9987	CLT	DFW	1324	1609	245	121	
								1	6021	DFW	DFW	1730	2200	430			
								2	4031	DFW	DFW	1245	1630	345	215		DFW
								2	DH	9986	DFW	CLT	1845	2123	238		

The training class details include accurate deadhead flight times to/from your base and DFW; however the flight numbers displayed are simply placeholders and not actual flight numbers. If you are DFW based, you will only see class times. Pay close attention to the class times shown. Your preference for the early or late class is based on these start times. Times are displayed in **station time**.

**Take Note** If you're a commuter and need assistance scheduling flights to/from your commuter city contact the Training Support Desk: 1-800-872-7456 option 2, 2, 5, 1, **after your training class has been awarded.**

The mini-calendar next to the class details shows all available start dates for the class. A start date indicates the first day of training (CQ classes are two days in length). To bid for a training class on a particular start date, select the date on the mini-calendar. The selected start date will highlight blue. Classes will be prioritized in the order in which they are selected. To delete a class, un-click the highlighted class date.

The screenshot shows the American Airlines Training Bidding System interface. At the top, there is a navigation bar with tabs for Dashboard, Classes (selected), Bids, Preferences, Award, and Standing Bids. Below the navigation bar, the user's name and base are displayed: "200000, Jane Stew, Base".

Under the heading "3 available classes:", there are three class listings. Each listing includes a mini-calendar on the left and a table of class details on the right. A callout box with the text "Click on dates to bid" points to the date 23 on the first mini-calendar.

**Class 1: C11801**

DAY	DH	FLTN	DPS	ARS	DEPL	ARRL	BLKT	GRNT	EQP
1	DH 9999	CLT	DFW	0925	1212	247	133		
1	5001	DFW	DFW	1345	1815	430		DFW	
2	4011	DFW	DFW	0830	1215	345	100	DFW	
2	DH 9998	DFW	CLT	1315	1554	239			

**Class 2:**

DAY	DH	FLTN	DPS	ARS	DEPL	ARRL	BLKT	GRNT	EQP
	DH 9987	CLT	DFW	1324	1609	245	121		
	6021	DFW	DFW	1730	2200	430		DFW	
FR	4031	DFW	DFW	1245	1630	345	215	DFW	
FR	DH 9986	DFW	CLT	1845	2123	238			

**Class 3: C11913**

DAY	DH	FLTN	DPS	ARS	DEPL	ARRL	BLKT	GRNT	EQP
1	DH 9987	CLT	DFW	1324	1609	245	121		
1	6021	DFW	DFW	1730	2200	430		DFW	
2	4031	DFW	DFW	1245	1630	345	215	DFW	
2	DH 9986	DFW	CLT	1845	2123	238			

If the class is offered on multiple dates during the month, the number under "DAY" indicates the duty day of the training class. If the class operates on only one day during the month, the day of week will be reflected.

If you want to bid a specific class on top of a vacation day, you are not required to select the Waive Vacation option. The system can award a training class on top of a vacation day if you bid specifically for the class. This **does not** include VEX days; the system cannot award training on a VEX day.

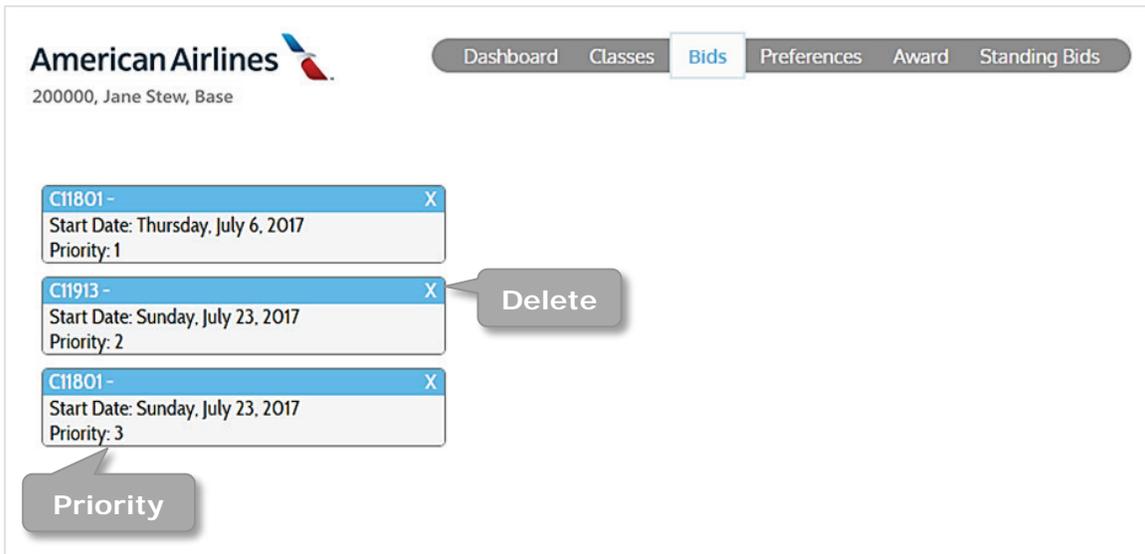
Similarly, if you want to bid a specific class in a month you may be awarded a VLOA, you do not need to select the Waive VLOA option. The system can award a training class on top of VLOA if you bid specifically for the class in your early or base month.

Keep in mind, planned absences that have not been submitted prior to the TBS bid period will not display. Therefore, it is possible to bid and be awarded training on top of a planned absence. If you have a planned absence in Crew Portal (e.g. SA days), **be sure to adjust your bidding to avoid a possible conflict.**

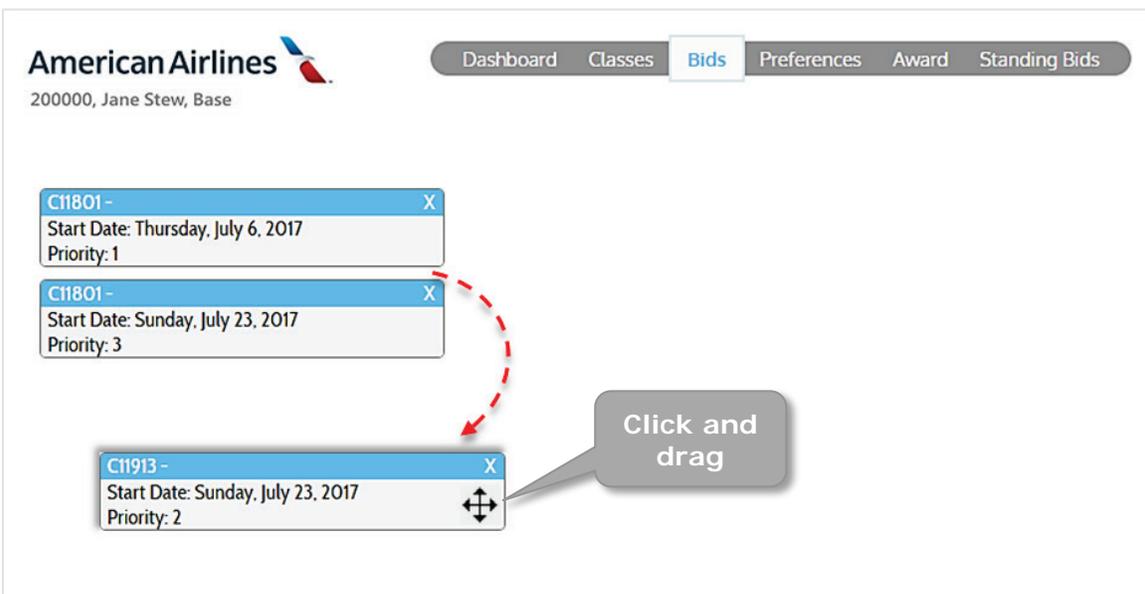
Once you have made your selections, you may review the priority order of classes from the dashboard or bids tab. To change the priority order, you must go to the bids tab.

### BIDS TAB

From the bids tab, you may review, delete and/or re-order specific classes that were selected from the classes tab. The specific classes will appear in the order in which they were selected. Notice the priority number in the bottom of each class detail box indicating the bid order. To delete a specific class, simply click the (X) in the upper right corner of the class detail box.



You can easily change the order the system processes your bids for classes. To re-order your bids, click and drag the class detail box and move it to where you would like it placed. Your class priority order will automatically be renumbered.



Only specific classes will appear in the bids tab; it will not display generic preference bids. To save a copy of your bid details, type "Ctrl P" to print, or simply take a screenshot.

## PREFERENCES TAB

The preferences tab allows you to build a bid using generic preferences. Preferences may be used independently or in conjunction with a bid for specific classes.

There are four categories to designate preferences from:

- Waivers
- Buddy With
- Specific date(s) off
- Travel on preferences

### Global Waivers

There are three waivers available in the preferences tab and one indicator. Desired waivers are only necessary when bidding generic preferences – *not* specific classes. When selected, a checkmark will appear. To unselect, click on the checked box and verify that it is no longer checked.

#### Waive To FAR Rest

This waiver allows you to reduce contractual domicile rest, down to FAR required rest, plus one hour and thirty minutes (01:30). The reduced rest could potentially occur prior to, or following your awarded training class and a duty period. Once this waiver is used, it can be applied to your award if you bid insufficiently causing the system to assign you a class.

#### Waive Vacation

This waiver allows the system to award a training class on vacation day(s). This **does not include VEX days**; the system cannot award training on a VEX day. Once this waiver is used, it can be applied to your award if you bid insufficiently causing the system to assign you a class.

#### Waive VLOA

This waiver allows the system to award a training class in a month you have been awarded a voluntary leave of absence (VLOA). Once this waiver is used, it can be applied to your award if you bid insufficiently causing the system to assign you a class. Regardless of the waiver being selected, you can be assigned a class in your grace month, if necessary.

#### Do Not Allow Early Award

This is not a bid option in the preferences tab, just an indicator. The indicator will display a checkmark after awards are closed only if you have this option selected in your standing bid. This option is *only* selectable from the standing bids tab.

### Buddy With

This preference allows you to bid for a training class with up to three other flight attendants. All flight attendants in a buddy group must have the **same status** (i.e., base month, grace month or early month). The system will award the group at the seniority level of the most junior person in the buddy bid.

When initiating a buddy bid, click the Buddy With button from the preferences tab.

American Airlines  
200000, Jane Stew, Base

Dashboard Classes Bids **Preferences** Award Standing Bids

Global:  
 Waive To FAR Rest  Waive Vacation  
 Waive VLOA  Do Not Allow Early Award  
**Buddy With**

Travel On:  
 New Preference

Dates off:  
 July, 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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					

A box will appear prompting you to enter the **six-digit** badge number of the flight attendant(s) you wish to buddy with. If your buddy has less than a six-digit number, include leading zeros. Up to four people can be in a buddy group (one initiator and three followers).

American Airlines  
200000, Jane Stew, Base

Dashboard Classes Bids **Preferences** Award Standing Bids

Global:  
 Waive To FAR Rest  Waive Vacation  
 Waive VLOA  Do Not Allow Early Award  
 Buddy With

**Add Buddy With** X

Enter username  
 Enter username  
 Enter username

Add Buddies

Travel On:  
 New Preference

Dates off:  
 July, 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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					

The username will be considered invalid if:

- Initiator enters their own badge number
- Initiator enters incorrect badge number for follower(s)
- Initiator enters duplicate badge numbers
- One of the buddy bidders has a different base or status
- One of the buddy bidders has already accepted another buddy bid

Once a valid a badge number has been entered in the username field(s), the system will confirm the followers are eligible. If so, "Available" will be indicated next to their name and the Add Buddies button will be enabled. Click the Add Buddies button.

American Airlines  
200000, Jane Stew, Base

Dashboard Classes Bids **Preferences** Award Standing Bids

Global:  
 Waive To FAR Rest  Waive Vacation  
 Waive VLOA  Do Not Allow Early Award

Buddy With

Add Buddy With X

300000	John Crew (Available)
400000	Debbie Dant (Available)
	Enter username

Add Buddies

Travel On:  
New Preference

Dates off: July, 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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					

After the buddy bid is created, the leader will show as accepted, and the follower(s) will be pending.

American Airlines  
200000, Jane Stew, Base

Dashboard Classes Bids **Preferences** Award Standing Bids

Global:  
 Waive To FAR Rest  Waive Vacation  
 Waive VLOA  Do Not Allow Early Award

Buddy With

Buddy With X

200000, Jane Stew (Accepted-Leader)
300000, John Crew (Pending)
400000, Debbie Dant (Pending)

Travel On:  
New Preference

Dates off: July, 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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					

If you are invited to join a buddy bid, from the preferences tab you will see two options: accept or reject. The followers will see all pending group members in the box. To accept a request, click the Accept button. To reject a request, click the Reject button. You can only be in one buddy bid group per bid month.

**American Airlines**  
200000, Jane Stew, Base

Dashboard Classes Bids **Preferences** Award Standing Bids

Global:  
 Waive To FAR Rest  Waive Vacation  
 Waive VLOA  Do Not Allow Early Award

Buddy With

Pending Buddy With Requests:

**Buddy With Request** X

Leader: 200000, Jane Stew

Members:  
 300000, John Crew (Pending)  
 400000, Debbie Dant (Pending)

Accept Reject

Travel On:  
 New Preference

Dates off: July, 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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					

Upon clicking the Accept button, your status will change from pending to accepted. If you fail to accept the request prior to the bid closing, the system will not include you in the buddy group. Clicking the Reject button will deny the request.

The leader will bid for the entire buddy group. Keep in mind, when you accept a buddy bid as a follower, the system will automatically include Waive To FAR Rest, Waive Vacation and Waive VLOA in your bid (even if the leader does not include these waivers). In the event the group cannot be awarded the same class, the follower(s) should have their own bid entered as a backup.

After accepting a buddy bid, anyone in the group can cancel it by clicking the (X) on the upper right corner of the "Buddy With" box.

**American Airlines**  
200000, Jane Stew, Base

Dashboard Classes Bids **Preferences** Award Standing Bids

Global:  
 Waive To FAR Rest  Waive Vacation  
 Waive VLOA  Do Not Allow Early Award

Buddy With

**Buddy With** X

200000, Jane Stew (Accepted-Leader)  
 300000, John Crew (Accepted)  
 400000, Debbie Dant (Accepted)

Travel On:  
 New Preference

Dates off: July, 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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					

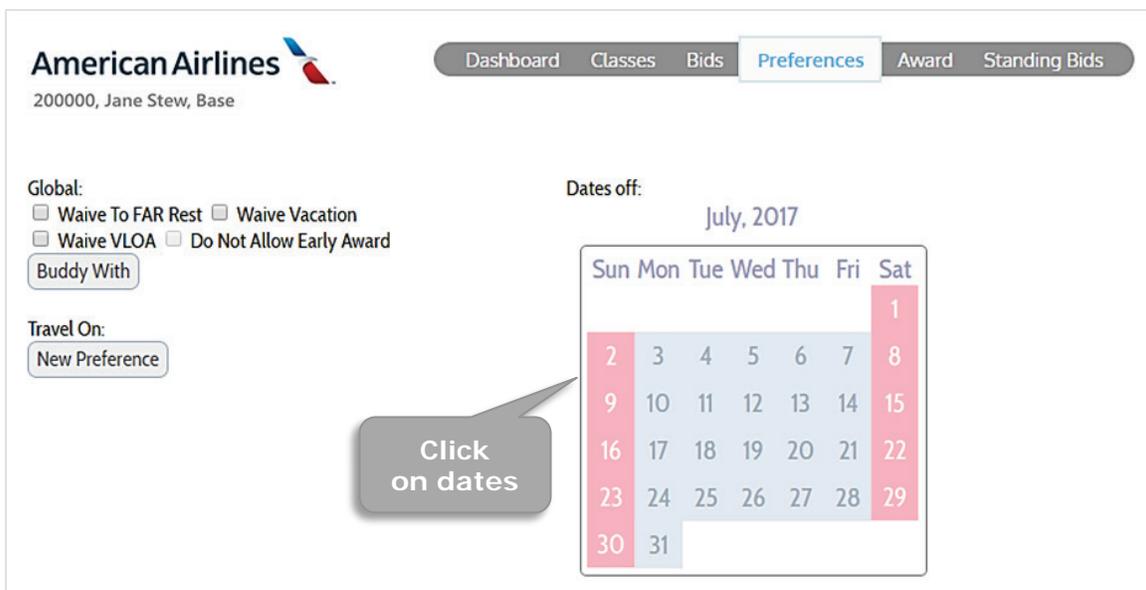
Remember the following when buddy bidding:

- The initiator will bid for the entire buddy group
- The follower(s) may also create a bid in the event the same class cannot be awarded to the buddy group
- The follower(s) will automatically have Waive To FAR Rest, Waive Vacation and Waive VLOA applied
- Buddy bidding works best when all buddies have similar planned absences (e.g. same vacation days)
- You can only create or accept one buddy bid per bid period
- If the follower is not legal for a class, but the class has openings, the buddy bid will be broken

**Dates Off**

A mini-calendar is located in the preferences tab which allows you to bid for specific dates off. Click on the date you would like to bid off and it will turn red. To unselect, click on the date again.

Dates requested will be processed after all specific class bids have been processed. A specific class that touches a date off request will have priority over the date off request.



**Take Note** *The mini-calendar does not display planned absences; go to the dashboard tab to view any planned absences.*

### Travel On

This option allows you to bid generic preferences to indicate when you would like your training class assigned. To create a general preference, click the New Preference button.

American Airlines  
200000, Jane Stew, Base

Dashboard Classes Bids **Preferences** Award Standing Bids

Global:  
 Waive To FAR Rest  Waive Vacation  
 Waive VLOA  Do Not Allow Early Award  
Buddy With

**Travel On:**  
New Preference

Dates off:  
July, 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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					

The general preference box will appear with four selectable options:

- Report on day of week
- Release on day of week
- Report before time
- Release after time

At least one option must be selected from the general preference box. Up to all four options can be used together in one general preference, if desired. However, keep in mind the classes or deadhead flights, if applicable must meet all of your general preference selections to be awarded (assuming a class is available). You may create as many general preference bids as you would like.

American Airlines  
200000, Jane Stew, Base

Dashboard Classes Bids **Preferences** Award Standing Bids

Global:  
 Waive To FAR Rest  Waive Vacation  
 Waive VLOA  Do Not Allow Early Award  
Buddy With

**Travel On:**  
New Preference

General Preference X

Report: -- No Preference -- -- No Preference --  
Release: -- No Preference -- -- No Preference --  
Add Preference

Dates off:  
July, 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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					

Selecting a day of the week allows you to choose which day you would like your training to begin or end. Your options should match an existing class. For example, classes are two days long which means a class on Monday will always end on Tuesday. Do not create a bid for a class beginning on Monday and ending on Friday.

You may also select a preference to report before or release after a specific time (this includes deadhead **departure** and/or **arrival** time, if applicable). To save your selections, click the Add Preference button in the bottom of the general preference box.

Keep in mind; a bid for a specific class will be prioritized before any general preference bids.

Once added, the top of the general preference box will turn blue and it will be labeled in priority order.

The screenshot shows the 'Preferences' tab in the American Airlines bidding system. On the left, there are sections for 'Global' (with checkboxes for 'Waive To FAR Rest', 'Waive Vacation', 'Waive VLOA', and 'Do Not Allow Early Award'), 'Buddy With', and 'Travel On: New Preference'. Below these are two 'General Preference' boxes. The top box is highlighted in blue and has 'Priority: 1'. The bottom box is also highlighted in blue and has 'Priority: 2'. A callout bubble labeled 'Priority' points to the priority numbers. On the right, there is a 'Dates off:' section with a calendar for July 2017. The calendar shows dates from 1 to 31, with the 1st through 8th highlighted in blue.

General preferences are prioritized in order of creation, but can easily be re-prioritized by clicking and dragging the general preference box to where you would like it placed. Upon doing so, your general preference priority will automatically renumber.

This screenshot is similar to the previous one, but it illustrates how to re-prioritize a preference. A callout bubble labeled 'Click and drag' points to a four-way arrow icon on the right side of the top 'General Preference' box. A red dashed arrow indicates the box being moved to the position of the bottom 'General Preference' box. The rest of the interface, including the 'Global' settings, 'Travel On' section, and the July 2017 calendar, remains the same.

General preference bids will not appear in the bids tab; only the preferences tab. To save a copy of your bid details, type "Ctrl P" to print, or simply take a screenshot.

To delete a general preference, simply click the (X) in the upper right corner of the box.

American Airlines  
200000, Jane Stew, Base

Dashboard Classes Bids **Preferences** Award Standing Bids

Global:  
 Waive To FAR Rest  Waive Vacation  
 Waive VLOA  Do Not Allow Early Award  
Buddy With

Travel On:  
New Preference

General Preference X  
Report: Tuesday 08:00 AM  
Release:  
Priority: 1

General Preference X  
Report:  
Release: Wednesday 08:00 AM  
Priority: 2

Dates off:  
July, 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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					

Delete

**AWARD TAB**

**Award Process**

During the award process, TBS looks at the following information:

- Available classes
- Planned absences/activities
- Flight attendant preferences
- Flight attendant status (early, base or grace)

If you fail to bid and do not have a standing bid, TBS will assign based on planned absences and classroom seats available at your seniority within your status. A class will be assigned starting with the first available class you are legal for, on the earliest date of the bid month. The same applies if you bid insufficiently.

TBS will award/assign classes in this order:

<b>1<sup>st</sup></b>	<b>AWARD</b>	<b>Base Month Bidders</b>
<b>2<sup>nd</sup></b>	<b>AWARD</b>	<b>Grace Month Bidders</b>
<b>3<sup>rd</sup></b>	<b>ASSIGN</b>	<b>Grace Month Non-Bidders</b>
<b>4<sup>th</sup></b>	<b>ASSIGN</b>	<b>Base Month Non-Bidders</b>
<b>5<sup>th</sup></b>	<b>AWARD</b>	<b>Early Month Bidders</b>

As listed, training awards are not simply based on seniority amongst all bidders, rather, seniority within your group/status.

The outcome of your award is a result of:

- Class size
- Seniority within your status (early, base or grace)
- Bidding satisfaction based on preferences

**How to View Your Award**

Your training bid will be awarded no later than 1200 DFW on the 7<sup>th</sup> of each month. Log into TBS and you will see the awarded class on the dashboard calendar.



Specific training class bid



Awarded class



200000, Jane Stew, Base

Dashboard
Classes
Bids
Preferences
Award
Standing Bids

### Bid Package Information

Inflight Training

Bid Start: Jun 1, 2017 12:00:00 PM

Bid End: Jun 6, 2017 12:00:00 PM

Last Login: Jun 5, 2017 9:35:06 AM

### Message Board

No message

### July 2017

<
>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
		87703				
2	3	4	5	6	7	8
				CT1801 (1)		
9	10	11	12	13	14	15
		JD				
16	17	18	19	20	21	22
		VC				
23	24	25	26	27	28	29
	CT1913 (Awarded)					
	CT1801 (3)					
30	31	1	2	3	4	5

Next, click on the award tab at the top. Here you will see the details of your awarded class: date, flight and class times. If you are DFW based, you will only see class times. In the example below, the flight attendant was awarded the late training class on the 23<sup>rd</sup> -24<sup>th</sup>.

American Airlines  
200000, Jane Stew, Base

Dashboard Classes Bids Preferences **Award** Standing Bids

The Report and Release times are not displayed below. Please refer to My Schedule in Crew Portal for these times.

Su	M	T	W	Th	F	Sa	C11913	DAY	DH	FLTN	DPS	ARS	DEPL	ARRL	BLKT	GRNT	EQP
							1	DH	9987	CLT	DFW	1324	1609	245	121		
							1		6021	DFW	DFW	1730	2200	430			DFW
							2		4031	DFW	DFW	1245	1630	345	215		DFW
							2	DH	9986	DFW	CLT	1845	2123	238			

Reasons Report  
C11801-20170706 awarded to senior.  
C11913-20170723 awarded to you.

Flight times & Class times

**Take Note** If you need assistance scheduling flights to/from your commuter city, contact the Training Support Desk: 1-800-872-7456 option 2, 2, 5, 1.

The reasons report will display the class ID and date followed by if it was awarded senior, or to you. In the example below the flight attendant's first choice was awarded senior and she was awarded her second choice.

American Airlines  
200000, Jane Stew, Base

Dashboard Classes Bids Preferences **Award** Standing Bids

The Report and Release times are not displayed below. Please refer to My Schedule in Crew Portal for these times.

Su	M	T	W	Th	F	Sa	C11913	DAY	DH	FLTN	DPS	ARS	DEPL	ARRL	BLKT	GRNT	EQP
							1	DH	9987	CLT	DFW	1324	1609	245	121		
							1		6021	DFW	DFW	1730	2200	430			DFW
							2		4031	DFW	DFW	1245	1630	345	215		DFW
							2	DH	9986	DFW	CLT	1845	2123	238			

Reasons Report  
C11801-20170706 awarded to senior.  
C11913-20170723 awarded to you.

**STANDING BIDS TAB**

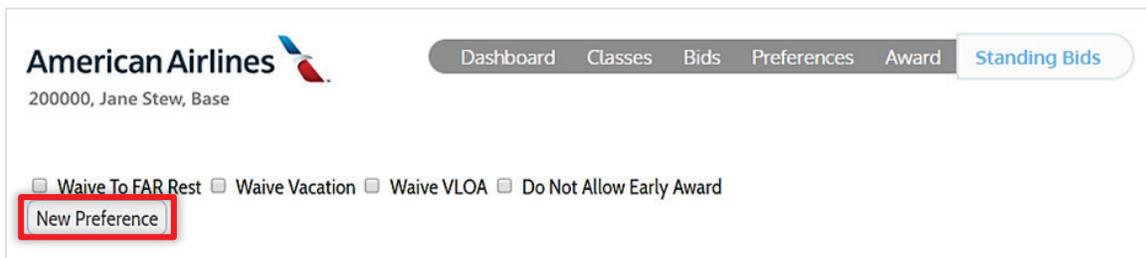
By selecting the standing bids tab, you have the option to choose general preferences and/or waivers that will be used **only** in the event no monthly bids have been entered. Standing bid preferences may be entered or updated any time from the standing bids tab, even when the bid period is closed.

When creating a standing bid, you may choose:

- Travel on preferences
- Waivers (Waive to FAR Rest, Waive Vacation and Waive VLOA)
- Not to allow an early award

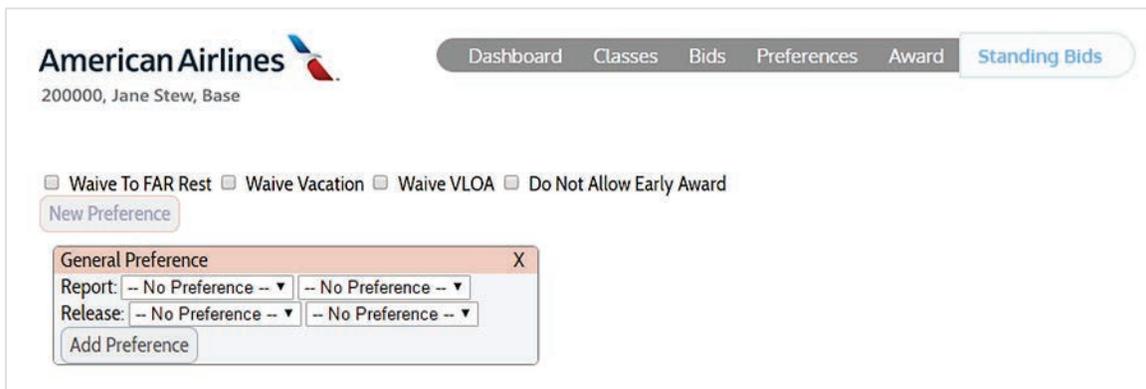
**Take Note** Any standing bid preferences, **without** the Do Not Allow Early Award option selected, will be recognized as a bid for an early award and the system will award you accordingly.

Bids for specific classes, specific dates off, or buddy bids are not available options for your standing bid. To begin creating a standing bid, click the New Preference button.



The general preference box will appear with four selectable options:

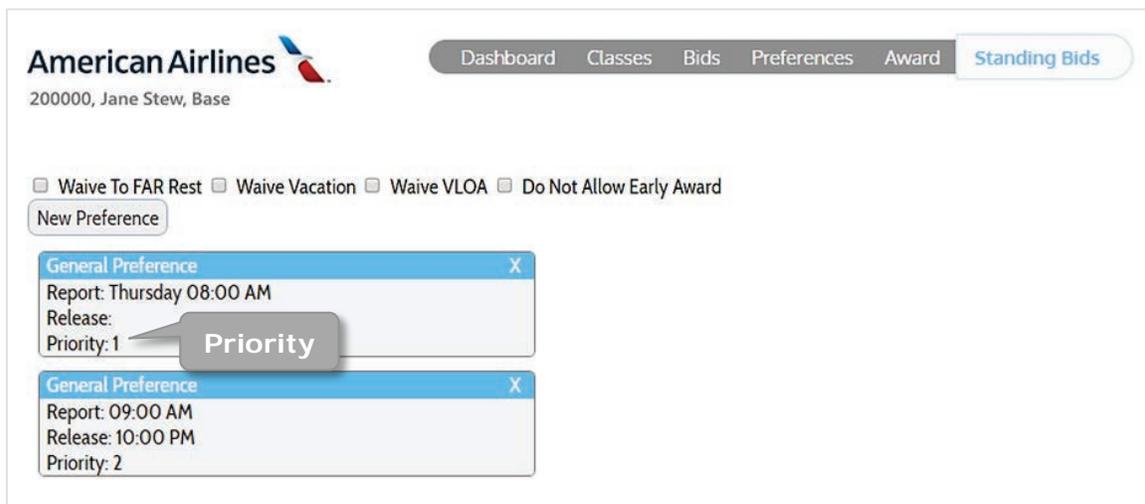
- Report – day of week and/or time
- Release – day of week and/or time



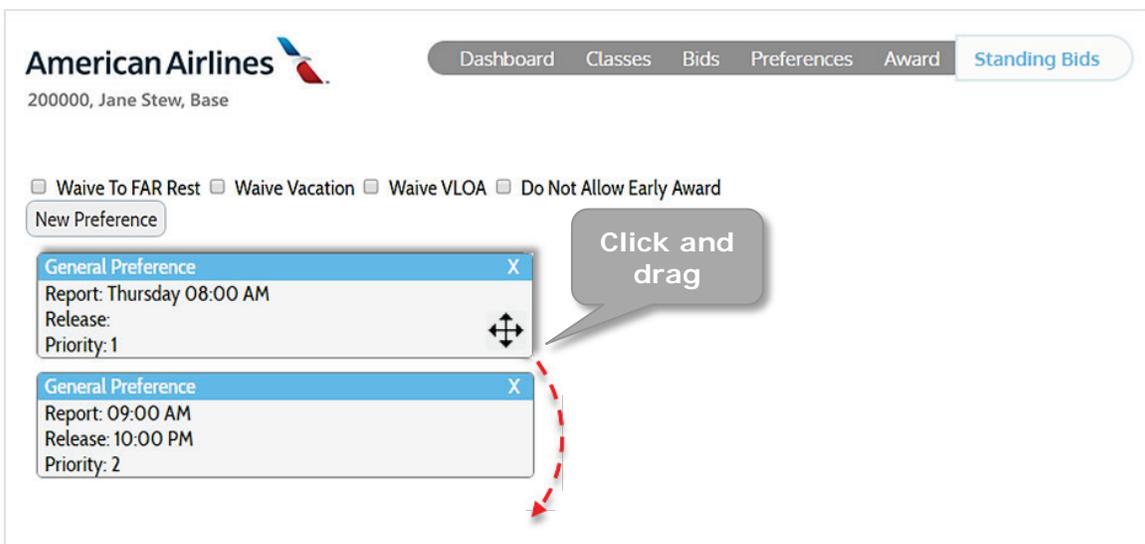
Selecting a day of the week allows you to choose which day you would like your training to begin or end. You may also select a preference to report before or release after a specific time (this includes deadhead **departure** and/or **arrival** time, if applicable).

At least one option must be selected from the general preference box. Up to all four options can be used together in one general preference, if desired. However, keep in mind the class must meet all of your general preference selections to be awarded (assuming a class is available). To save your selections, click the Add Preference button in the bottom of the general preference box.

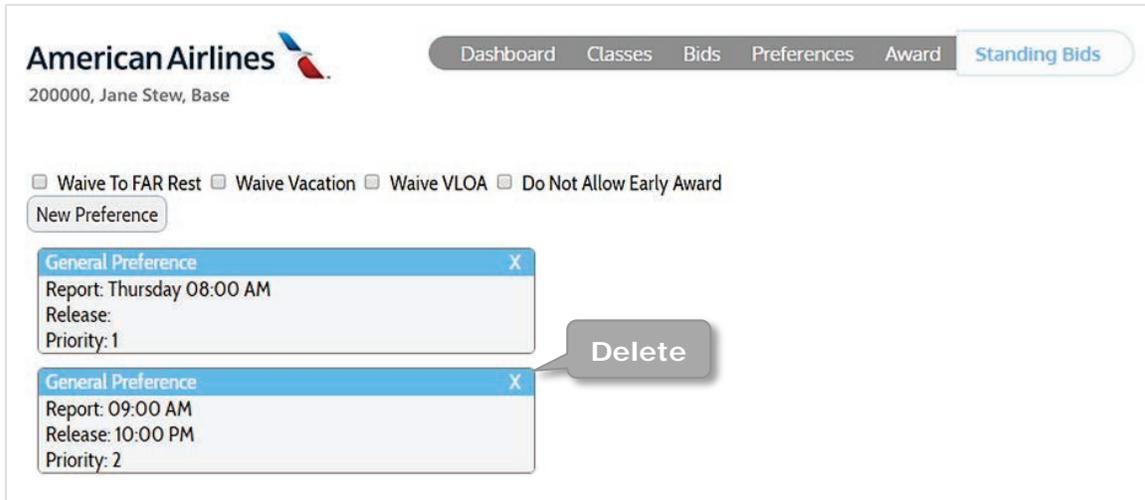
Once added, the top of the general preference box will turn blue and it will be labeled in priority order. You may create as many general preference standing bids as you would like.



General preferences are prioritized in order of creation, but can easily be re-prioritized by clicking and dragging the general preference box to where you would like it placed. Upon doing so, your general preference priority will automatically renumber.



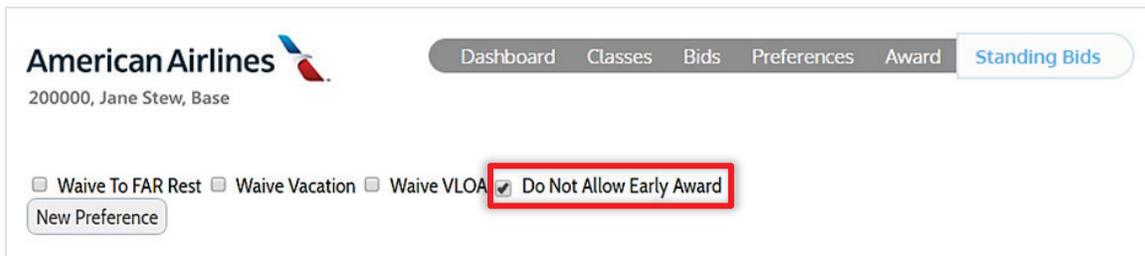
To delete a general preference, simply click the (X) in the upper right corner of the box.



The screenshot shows the American Airlines Standing Bids interface. At the top, there is a navigation bar with tabs for Dashboard, Classes, Bids, Preferences, Award, and Standing Bids. Below the navigation bar, the user's name and base are displayed: "200000, Jane Stew, Base". There are four checkboxes for preferences: "Waive To FAR Rest", "Waive Vacation", "Waive VLOA", and "Do Not Allow Early Award". A "New Preference" button is located below these checkboxes. Two "General Preference" boxes are listed, each with a delete button (X) in the top right corner. The first preference has a report time of Thursday 08:00 AM, a release time, and a priority of 1. The second preference has a report time of 09:00 AM, a release time of 10:00 PM, and a priority of 2. A "Delete" button is shown pointing to the delete button of the second preference.

### Do Not Allow Early Award Option

The only option exclusive to the standing bids tab is *Do Not Allow Early Award*; all other options in the standing bids tab are described in the preferences tab section of this guide (pg. 9). Selecting this option allows you to have a standing bid, but prevents the system from using your standing bid to award a training class in your early month. This option remains checked until you unselect it.



The screenshot shows the American Airlines Standing Bids interface. At the top, there is a navigation bar with tabs for Dashboard, Classes, Bids, Preferences, Award, and Standing Bids. Below the navigation bar, the user's name and base are displayed: "200000, Jane Stew, Base". There are four checkboxes for preferences: "Waive To FAR Rest", "Waive Vacation", "Waive VLOA", and "Do Not Allow Early Award". The "Do Not Allow Early Award" checkbox is checked and highlighted with a red box. A "New Preference" button is located below these checkboxes.



Remember to double-check your standing bid to make sure you are not inadvertently awarded an early training class based on failing to select this option.