Beginning B268 for Pilots and Flight Attendants, SAP bidding will move out of the FLICA system and into the eCrew system.

Once the bids have been awarded, crew members will now be given the option to modify their schedule during the two different phases called SAP1 and SAP2 in eCrew.

SAP has been tested using the Internet Explorer on PC only. Should crew members have issues regarding bidding in eCrew on any other browsers or devices they should report the issue to the First Class "Ask eCrew" email box. This box will be monitored and issues will be submitted over to the vendor for review. We will make every attempt to get any issues fixed as soon as possible. Until such time as the issues are fixed, crew are advised to switch to a PC and use IE browser for processing their bids for SAP.

The following instructions can be found in this document:

Usina eCrew for SAP 1 & SAP 2 Biddina	
Access SAP Options	
SAP 1 Bidding	
Available request options in SAP 1	
Submit a request to drop route	5
Trade route with Open Time route	5
Pick up route[s]	
View submitted SAP 1 request:	7
Delete a SAP 1 request	
Using eCrew for SAP 2	10
SAP 2 Bidding	10
Available request options in SAP 2	10
Reviewing SAP 1 Rejected Requests	10
Understanding Denial Reasons	12
FAR denials.	
CBA Denials	13

# Using eCrew for SAP 1 & SAP 2 Bidding

### **Access SAP Options**

Two new options can now be found in eCrew.

- The first option is the SAP 1 option where crew can submit a request to modify their awarded bidline. This SAP 1 request is submitted and recorded by the system. Once SAP 1 process closes, the Crew Planning Department will use the crew management system to 'award' these requests in order of seniority and by date and time in which each request was recorded into the system.
- 2. The second option is the SAP 2 option where crew can submit a request to modify their bidline after SAP 1 has been awarded. Request submitted during the SAP 2 process will be awarded immediately by the system on a first come, first serve basis. Crew will be notified by the system in real time if a request is accepted or rejected.

In order to access these new features, go to the following location:

#### Main menu > SAP/Trip Trades/Open Time



\*\*Note in the next display that there are now new options at the bottom of the list - SAP 1 & SAP 2. The appropriate option will be displayed and active during the open periods according to the contract.



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	SAP/Trip Trades/Open Time			
		Request a Trip Trade		
		Summary of my requests		
		Summary of my requests		
		View Requests directed to me None so far		
		Personal Settings		
		Open Flight Bidding / Request to Drop		
		Request a Split Trip		
		SAP1		
		SAP2		
				-



# SAP 1 Bidding

#### Available request options in SAP 1

Once in the SAP 1 option, crew member will be able to view:

- 1. credit value of the awarded bid line
- 2. awarded bid line
- 3. open trips
- 4. open reserve duties



In SAP 1, crew will be allowed to submit a request to:

- 1. drop a route
- 2. trade a route on the bid line with a route/reserve duty in open time
- 3. pick up a route or reserve duty



# Submit a request to drop route

A single drop can be requested or multiple drops in a single request can be selected [max 6 drops in any single request]. The drop must not cause a line to drop below the minimum guarantee.

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					Credit
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4270	3 Fri18Jul 4:05	Sun20Jul 11:18	PDX-SEA-BOI-PDX-RDM-PDX-OAK-PDX-RDM-PDX-OAK-PDX	-1 FA	13:48
4119	2 Fri18Jul 12:30	Sat19Jul 16:40	PDX-SEA-YVR-SEA-BOI-SEA-RDM-PDX	-2 FA	08:00
4129	2 Fri18Jul 14:30	Sat19Jul 17:04	PDX-GEG-PDX-BOI-SEA-YKM-SEA-PDX-SEA-PDX	-2 FA	08:32
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# Trade route with Open Time route

A single trade can be requested or multiple trades in a single request can be selected [max 6].

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₩ 4408	Dur         Report           4         Mon14Jul 13:30           1         Tue15Jul 10:55	Release Thu17Jul 23:59 Tue15Jul 22:59	Routing PDX-SEA-GEG-SEA-BII-PDX-SEA-PDX-BLI-SEA-YVR-SEA-BDI-SEA-PSC-SEA- BOI-PDX-SEA-FDX PDX-BDI-PDX-SEA-GEG-SEA-PDX	Open Position -1 FA -1 FA	Hours 20:37 06:02
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Imp No           14408           1028           4240           4243           4269           4270           4119	Dur         Report           4         Mon14Jul 13:30           1         Tue15Jul 10:55           2.         Select route[s] to be tr           3         Wed16Jul 7:40           3         Thul1Jul 15:30           3         Frul1Jul 14:30           3         Frul1Jul 12:30	Kelease Thu17Jul 23:59 Tue15Jul 22:59 raded in Open Time Fri18Jul 12:29 Fri18Jul 23:59 Sat19Jul 16:40 Sun20Jul 11:18 Sat19Jul 16:40	Routing           PXM = SEA_BEG_SEA_BELF_PXM_SEA_FOX_BELF_SEA_FOYTH_SEA_BOT_SEA_FOX           BOT_PDXM_SEA_FOX           BOT_PDXM_SEA_FOX           PXM_SEA_FOX           BOT_PDX_SEA_FOX           PXM_SEA_FOX           PXM_SEA_FOX           PXM_SEA_FOX           BOT_PDX_SEA_FOX           PXM_SEA_FOX_SEA_FOX           PXM_SEA_FOX_SEA_SEA_FOX           PXM_SEA_FOX_SEA_FOX_V7R_FOX_SEA_FOX_V7R_FOX_SEA_FOX           PXX_SEA_SEA_SEA_SEA_FOX_V7R_FOX_SEA_FOX_V7R_FOX_SEA_FOX           PXX_SEA_SEA_SEA_SEA_FOX_SEA_FOX_SEA_FOX_SEA_FOX           PXX_SEA_SEA_SEA_SEA_FOX_SEA_FOX_SEA_FOX_SEA_FOX           PXX_SEA_SEA_SEA_SEA_SEA_FOX_FOX_SEA_FOX_SEA_FOX           PXX_SEA_SEA_SEA_SEA_SEA_FOX_FOX           PXX_SEA_SEA_SEA_SEA_SEA_FOX_FOX	Open Position -1 FA -2 FA -1 FA -1 FA -2 FA -1 FA -2 FA -2 FA	Hours 06:02 04:59 14:11 14:23 12:18 13:48 08:00
Imp NO           4408           3028           4240           4243           4243           4270           4119           4129	Dur         Report           4         Mon14Jul 13:30           1         Tuei5Jul 10:55           2.         Selectroute[s] to be tr           3         Wed16Jul 7:40           3         Wed16Jul 7:40           3         ThuiTyJul 15:30           3         FrilBJul 4:05           2         FrilBJul 12:30           2         FrilBJul 12:30	Release           Thu17Jul 23:59           Tue15Jul 22:59           aded in Open Time           Fri15Jul 12:29           Fri15Jul 12:29           Fri15Jul 23:59           Sat19Jul 16:40           Sat19Jul 16:40           Sat19Jul 16:40           Sat19Jul 16:40	Routing           FXX-SEA-685-582-511-FXX-582A-FXX-581-582A-501-382A-500-382A-50	Open Position           -1 FA           -1 FA           -2 FA           -1 FA           -1 FA           -2 FA           -1 FA           -2 FA           -2 FA           -2 FA           -2 FA	Hours 20:37 06:02 04:59 14:11 14:23 12:18 13:48 08:00 08:32
Hip No           4408           5028           4240           4240           4243           4269           4270           4119           4129	Dur         Report           4         Mon14Jul 13:30           1         Tue15Jul 10:55           2.         Select route[s] to be tr           3         Wed16Jul 7:40           3         Tue15Jul 4:30           3         Frili3Jul 4:530           3         Frili3Jul 4:33           2         Frili3Jul 12:30           2         Frili3Jul 4:35	Release           Thu17Jul 23:59           Tu215Jul 22:59           aded in Open Time           Fri18Jul 12:29           Fri18Jul 12:29           Fri18Jul 12:29           Sat19Jul 16:40           Sat19Jul 16:40           Sat19Jul 16:40           Sat19Jul 16:40	Routing           PXM = SEA_BELSEA_BELL=PDX_SEA_PDX_BELL=SEA_PV7R=SEA_BOL           PDX = SEA_BOL=SEA_BOL=SEA_BOL=SEA_BOL=SEA_BOL=SEA_BOL         SEA_BOL=SEA_BOL=SEA_BOL=SEA_BOL=SEA_BOL=SEA_BOL           PDX = SEA_BOL=SEA_BOL=SEA_BOL=SEA_BOL=SEA_BOL         SEA_BOL=SEA_BOL=SEA_BOL=SEA_BOL           PDX = SEA_BOL=SEA_BOL=SEA_BOL=SEA_BOL=SEA_BOL         SEA_BOL=SEA_BOL=SEA_BOL           PDX = SEA_BOL=SEA_BOL=SEA_BOL=SEA_BOL         SEA_BOL=SEA_BOL=SEA_BOL           PDX = SEA_BOL=SEA_BOL=SEA_BOL=SEA_BOL         SEA_BOL=SEA_BOL=SEA_BOL           PDX = SEA_BOL=SEA_SEA_BOL=SEA_BOL         SEA_BOL=SEA_BOL           PDX = SEA_BOL=SEA_SEA_BOL=SEA_BOL         SEA_BOL	Open Position -1 FA -2 FA -1 FA -1 FA -1 FA -2 FA -1 FA -2 FA -2 FA -2 FA -2 FA -2 FA	Hours 20:37 06:02 04:59 14:11 14:23 12:18 13:48 08:00 06:32
Hip No           4408           5028           4240           4243           4269           4270           4119           4129           4136	Dur         Report           4         Mon14Jul 13:30           1         TueiSJul 10:55           5         Select route[s] to be tr           3         Wed16Jul 7:40           3         Wed16Jul 7:40           3         Thui/Jul 14:30           3         FrillSJul 4:30           3         FrillSJul 4:05           2         FrillSJul 14:30           2         FrillSJul 14:30           2         SeilSJul 20:25	Rolease           Thu17Jul 23:59           Tu215Jul 22:59           added in Open Time           Fri18Jul 12:29           Fil8Jul 12:29           Sat19Jul 16:40           Sun20Jul 11:18           Sat19Jul 16:40           Sat19Jul 16:40           Sun20Jul 11:18           Sat19Jul 16:40           Sun20Jul 11:18	Routing           FXX-SEA-SEG-SEA-BIL-FCX-SEA-FXX-BLI-SEA-FYYR-SEA-BOI-SEA-PSC-SEA- BOI-PDX-SEA-FDX           BOI-PDX-SEA-BIL-SEA-FDX           BOI-PDX-SEA-BIL-SEA-FDX           PDX-MER-PDX-SEA-BIL-SEA-FXX-BOI-FDX-SEA-FCA-SEA-BOI-SEA-FDX           PDX-MER-PDX-SEA-BIL-SEA-FXX-BOI-FDX-FYR-PDX-MER-PDX-SEA-FDX           PDX-SEA-BIL-SEA-FXX-FXX-FXX-FXX-FXX-FXX-SEA-CG-SEA-FDX           PDX-SEA-BIL-SEA-FXX-FXX-FXX-FXX-SEA-CX-SEA-FXX           PDX-SEA-BIL-SEA-FXX-FXX-FXX-FXX-SEA-FXX           PDX-SEA-BIL-SEA-FXX-FXX-FXX-FXX-SEA-FXX           PDX-SEA-FXX-SEA-FXX-FXX-FXX-FXX           PDX-SEA-FXX-SEA-FXX-FXX-FXX           PDX-SEA-FXX-SEA-FXX-FXX           PDX-SEA-FXX-SEA-FXX-FXX           PDX-SEA-FXX-SEA-FXX-FXX           PXX-SEA-FXX-SEA-FXX-SEA-FXX	Open Position -1 FA -2 FA -1 FA -1 FA -2 FA -1 FA -2 FA -2 FA -1 FA -1 FA	Hours 20:37 06:02 04:59 14:11 14:23 12:18 13:48 08:00 06:02 08:00
Hip No           1028           1028           4240           4243           4269           4270           4119           4129           4136	Dur         Report           4         Mon14Jul 13:30           1         TuelSJul 10:55           2.         Select route[s] to be tr           3         Wed16Jul 17:40           3         Wed16Jul 14:30           3         Fril8Jul 14:30           3         Fril8Jul 4:05           2         Fril8Jul 12:30           2         Fril8Jul 14:50           3         Sat19Jul 4:05           2         Sat19Jul 12:30	Release           Thu17Jul 23:59           Tu215Jul 22:59           aded in Open Time           Fri18Jul 12:29           Fri18Jul 12:29           Sat19Jul 16:40           Sat19Jul 16:40           Sat19Jul 16:40           Sat19Jul 16:10           Sat19Jul 16:13           Sat19Jul 16:13	Routing           PXM-SEA-REG-SEA-BIL-EDX-SEA-PDX-BLI-SEA-WYR-SEA-BOI	Open Position -1 FA -1 FA -2 FA -1 FA -1 FA -2 FA -1 F	Hours 20:37 06:02 04:59 14:11 14:23 12:18 13:48 08:00 08:32 08:00 08:32 08:00
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#### The system will then record the request:

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	4136	2	Sat19Jul 20:25	Sun20Jul 21:33	PDX-YVR-SEA-PDX-OAK-PDX	-1 FA	08:00
	4129	2	Fri18Jul 14:30	Sat19Jul 17:04	PDX-GEG-PDX-BOI-SEA-YKM-SEA-PDX-SEA-PDX	-2 FA	08:32
	4119	2	Fri18Jul 12:30	Sat19Jul 16:40	PDX-SEA-YVR-SEA-BOI-SEA-RDM-PDX	-2 FA	08:00
	4270	3	Fri18Jul 4:05	Sun20Jul 11:18	PDX-SEA-BOI-PDX-RDM-PDX-OAK-PDX-RDM-PDX-OAK-PDX	-1 FA	13:48
	4269	3	Thu17Jul 15:30	Sat19Jul 16:40	PDX-SEA-BLI-SEA-BIL-PDX-SEA-YYJ-SEA-PDX-MSO-PDX	-2 FA	12:18
	4243	3	Wed16Jul 14:30	Fri18Jul 23:59	PDX-GEG-PDX-BOI SEA-WVR-PDX-MFR-PDX-YVR-PDX-MFR-PDX-SEA-PDX	-1 FA	14:23
	4240	3	Wed16Jul 7:40	Fri18Jul 12:29	PDX-MFR-PDX-SEA. C. SEA-EAT-SEA-BOI-PDX-SEA-FCA-SEA-GEG-SEA-PDX	-1 FA	14:11
	4030	1	Tue15Jul 14:25	Tue15Jul 23:59	PDX-BOI-PDX-PSC-SEA-PDX	-2 FA	04:59

The system will notify the crew member with a pop-up to inform user that the request has been recorded. In SAP 1, this message is not intended to inform user that the roster has been changed or accepted. It is only to let the user know that the request was received by the system and has been recorded.

Message	from webpage 🔀
⚠	Your request has been finalized.
	ОК

#### Pick up route[s]

Select the open time route or standby duty by checking the box next to the route to be picked up and select "Request". A single pick up can be requested or multiple pick up in a single request can be selected [max 6]

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			DAD4 Conditi Value 04:00		
			SAP1 Credit Value 81:22		
ed Jul 2 Thu Jul	13 Fri Jul 4 Sat Jul 5 Sun 3	ful 6 Mon Jul 7 Tue Jul 8	Wed Jul 9         Thu Jul 10         Fri Jul 11         Sat Jul 12         Sun Jul 13         Mon Jul 14         Tue Jul 15         Wed	Jul 16 Thu Jul 17 Fri Ju	al 18 🛛 Sat Jul 19 📥
6122		OFF OFF	OFF OFF OFF OFF OFF OFF OFF	6131 ==>	
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Trip No	Dur Report	Release	Routing	Open Position	Credit
6121	4 Tue01Jul 11:45	Fri04Jul 18:10		-1 FA	Hours
			SEA-GEG GEG-PDX-SEA-PSC-SEA-FCA-SEA-PDX-SEA-RDM-SEA-SIS-LAX-SIS-PDX-SEA-		
6122	4 Thu03Jul 5:00	Sun06Jul 23:11	RNO-PDX-GEG	-1 FA	22:33
6034	2 Sat05Jul 5:00	Sun06Jul 16:10	GEG-PDX-SEA-EAT-SEA-YYJ-SEA-RNO-SEA-GEG	-2 FA	09:43
6124	4 Sate 6.00	Triane.Tri1 11+10	GEG-SEA-KNU-SEA-IEG-SEA-ERI-SEA-ALW-SEA-IVK-SEA-GIE-BLN-GIE-SEA-	-1 FA	19:18
6076	. Select trip to be pic	ked up from Open 1	SEA-EAT-SEA-BIL-SEA-YKM-SEA-ALW-SEA-EUG-SEA-YVR-SEA-GEG	-1 FA	14:34
	3 Tue08Jul 6:00	Thu10Jul 16:10	GEG-SEA-EAT-SEA-BIL-SEA-YKM-SEA-ALW-SEA-EUG-SEA-YVR-SEA-GEG	-1 FA	14:34
6009	1 Thu10Jul 5:00	Thu10Jul 14:40	GEG-PDX-SEA-GEG-SEA-GEG	-2 FA	04:50
6091	3 Sat12Jul 6:00	Mon14Jul 12:26	GEG-SEA-MSO-SEA-YEG-SEA-YYC-SEA-PSC-PDX-GEG	-2 FA	13:59
0092	3 Sun13001 6:00	Iue15001 13:26	GEG-SEA-GEG-SEA-GIF-HLN-GIF-SEA-GEG-SEA-BLI-FDX-MFK-FDX-GEG GEG-SEA-PDX-SEA-FCA-SEA-FUG-SEA-PUW-LWS-BOT-LWS-SEA-YYC-SEA-GEG-	-2 FA	13:52
6126	4 Sun13Jul 15:30	Wed16Jul 21:10	SEA-PDX-SEA-GEG	-1 FA	19:25
6094	3 Mon14Jul 6:00	Wed16Jul 16:10	GEG-SEA-EAT-SEA-BIL-SEA-PSC-SEA-ALW-SEA-EUG-SEA-YVR-SEA-GEG	-1 FA	14:49 🔽
	-				<u> </u>
Tick here	to activate the "Drop Duty" option	n and receive nothing in retu	um. Then select the trip you wish to drop from your roster and press Request	2. Press submit/s	"Requst" to ave request
	Trip	Details in UTC Trip Det	tails in Local Times Crew On Flight Summary of my requests Request		

Crew member will again be presented with the pop-up to indicate the system is recording the request.

Evaluating	your request, please wait
Message from webpage	
Your request has been finalized.	
ОК	

### View submitted SAP 1 request:

A crewmember may review all request submitted into the system for SAP 1 by going to the "Summary of my requests" option while in the SAP 1 display screen.

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2		Summary of my	requests	📑 🕐 🕞		
				SAP1 Credit Value 93:54		
Sun Jun 15 Mon J	un 16	Tue Jun 17 Wed Jun 18 Th	u Jun 19 Fri Jun 20 Set Jun	121 Sun Jun 22 Mon Jun 23 Tue Jun 24 Wed Jun 25 Thu Jun 26 Fri Jun 27 Sat Jun 28	Sun Jun 29 Mon Jun 30 Tue	- Jul 1 Wed Jul 2 📥
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<u>' </u>	_					Credit
Trip No	Dur	Report	Release	Routing	Open Position	Hours
☐ 4041	2	Sun15Jun 5:10	Mon16Jun 15:04	PDX-MFR-PDX-SEA-YVR-PDX-GEG-PDX-SEA-PDX	-1 FA	08:28
4042	2	Sun15Jun 5:25	Mon16Jun 12:29	PDX-SMF-PDX-EUG-PDX-BOI-SEA-PDX	-2 FA	08:04
4043	2	Sun15Jun 6:10	Mon16Jun 10:21	PDX-GEG-PDX-SEA-FCA-SEA-PSC-PDX	-1 FA	08:00
4001	1	Sun15Jun 7:30	Sun15Jun 15:19	PDX-SEA-PDX-BOI-PDX	-1 FA	04:06
4284	4	Sun15Jun 8:40	Wed18Jun 11:59	PDX-OAK-PDX-SEA-PSC-SEA-RNO-PDX-SEA-BLI-SEA-PDX-SEA-PDX-YVR-SEA- GEG-SEA-PDX	-1 FA	18:50
4285	4	Sun15Jun 9:45	Wed18Jun 21:07	PDX-SMF-PDX-MFR-PDX-EUG-SEA-PUW-LWS-BOI-LWS-SEA-YYC-SEA-PDX-SEA- RNO-PDX	-1 FA	20:50
4002	1	Sun15Jun 13:15	Sun15Jun 22:29	PDX-GEG-SEA-PDX-SEA-PDX	-1 FA	04:37
4004	1	Sun15Jun 14:55	Sun15Jun 23:59	PDX-FCA-PDX-SEA-PDX	-2 FA	04:32
4044	2	Sun15Jun 16:35	Mon16Jun 22:59	PDX-BOI-PDX-BLI-SEA-EAT-SEA-YVR-SEA-PDX	-1 FA	08:00
4045	2	Sun15Jun 16:40	Mon16Jun 21:33	PDX-MFR-PDX-EUG-PDX-OAK-PDX	-1 FA	08:00
4143	3	Mon16Jun 5:10	Wed18Jun 12:02	PDX-MFR-PDX-STS-LAX-STS-SEA-PSC-SEA-RNO-PDX	-1 FA	13:43
त						
Color Legend	1					
	l o octivo	te the "Drop Duty" option	and receive nothing in retu	rn. Then select the trip you wish to drop from your roster and press Request		

The summary will display in order all submitted requests and the status. Until all SAP 1 bids have been awarded - requests submitted will show as "Pending". *Note: SAP 1 requests can not be re-ordered. You must submit your requests in the sequential order that you want them processed.* 



### Delete a SAP 1 request

In order to delete a request from the list of request submitted, crew member should select SAP 1>Summary of my requests.

At the bottom of the page there are two options activated -

- 1. Denial Reason
- 2. Delete Selected Request

Click on the request that is to be deleted by crewmember and then select the option "Delete Selected Request". This will remove the request from SAP 1.



#### Crew member request will refresh and show new bid request list - minus the deleted request.

 Summary of my requests

 My Request(s)
 Status
 Finalized on 

 Trade for open trip 6009 on 07/10,drop trip 6122 on 07/03
 Pending

 Drop 6102 on 06/26, into open trime
 Pending
 Pending

 Trade for open trip 6027 on 06/24
 Pending
 Pending

 My Schedule:
 Schedule of other crew: Contact details
 E

# Using eCrew for SAP 2

## SAP 2 Bidding

#### Available request options in SAP 2

Once in the SAP 2 option, crew member will be able to:

- 1. view credit value of the bid line, as adjusted following SAP 1
  - a. in SAP 2, as crew member makes changes to his/her bid line, this credit value will adjust in real-time and show the new value.
- 2. view bid line
- 3. view open trips
- 4. view open reserve duties

In SAP 2 option crew will be allowed to submit a request to:

- 1. drop a route
- 2. trade a route on the bid line with a route/reserve duty in open time
- 3. pick up a route or reserve duty
- 4. drop a reserve duty
- 5. trade a route with a reserve duty
- 6. trade a reserve duty with a route
- 7. trade reserve duty with reserve duty

The process to drop, trade or pick up a route or reserve in SAP 2 is the same process as it is in SAP 1. Refer to SAP 1 instruction.

One additional option is available to the crew member in SAP 2 option.

#### **Reviewing SAP 1 Rejected Requests**

Once the SAP 2 bidding opens, crew may log into eCrew and go to SAP 2 option to review his/her SAP 1 summary and the associated denial reasons for any rejected SAP 1 requests.

To review denial reasons:

- 1. log onto ecrew and go to SAP 2>Summary of my requests
- select the request that is to be reviewed by clicking on the request

   a. crew member should note that the text turns to a blue color when selected
- 3. click on the "Denial Reason" option at the bottom of the displayed page
  - a. the system will display the reason for the rejection

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e		Summa	ry of m	y reque	ests	-	-	-		_	_	
							5	Summary	of my requests			-
		My Schee	dule:						Schedule of other crew: Contact details			<u> </u>
		Sun Jun 15	Mon Jun 16	Tue Jun 17	Wed Jun 18	Thu Jun 19	Fri Jun 20	Sat Jun 21				
		Sun Jun 22	Mon Jun 23	Tue Jun 24	Wed Jun 25	Thu Jun 26	Fri Jun 27	Sat Jun 28				
		Sun Jun 29	Mon Jun 30	Tue Jul 1	Wed Jul 2	Thu Jul 3	Fri Jul 4	Sat Jul 5				
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		Sun Jul 6	Mon Jul 7	Tue Jul 8	Wed Jul 9	Thu Jul 10	Fri Jul 11	Sat Jul 12				
		VA	VA	VA	VA	VA	VA	VA				
Trip De	etails in UTC	Trip Det	ails in Loca	l Times	Crew O	n Flight	Re-eva	luate Requ	St Denial Reasons Accept at	nd Finalize Trade	Delete Selected Request	

Select the request to be reviewed

	Summary of my requests		
My Request(s)		Status	Finalized on 🔺
Trade for open trip 4169 on 06/26,drop trip 4162 on 06/25 Trade for open trip 4200 on 06/30,drop trip 4216 on 07/02	Note: text is blue when request is selected	Finalized Denied	06/25/2014
Trade for open trip 4155 on 06/18, drop trip 4161 on 06/18		Denied	

The system will display the reason that the request was rejected.

[In this case the crew member was attempting to trade a route which worked over a CBA blackout date [July 4] for a route in open time which did not work over the blackout date]



#### **Understanding Denial Reasons**

As a general rule, the system will review each request in the following order in most cases:

- 1. [If reserve request] Check if Reserve duty to pickup, is available
- 2. Line Type Restrictions
- 3. Min/Max Credit limits
- 4. Blackout Periods
- 5. Selected Duties to keep on the roster, are violated by the request [duty which cannot be dropped]
- 6. FAR Limitations
- 7. CBA Rules
- 8. Transition threshold rules
- 9. Crew route complement check

If a crew member is presented with a denial that they do not understand then they should contact their ACP, Supervisor or a Union Rep for follow up. A detailed description of the submitted request along with a print out or screen shot of the denial is required in order to follow up.

#### **FAR denials**

Below are a few of the most common FAR rejection reasons that a crew member may see and why they may be presented.

FAR 117.25(e) - NOT ENOUGH POST FLIGHT REST after the duty

ending on Jul17,23:59. Required 10:00 hours, Attempt 8:26 When presented with this denial – Crew are attempting to add a route which does not provide FAR required rest of 10:00 minimum rest between duties. This is a POST FLIGHT warning which means if duty was added there would be inadequate rest following the trip being added to schedule and the next duty scheduled on roster.

FAR 117.25(e) - NOT ENOUGH PRE FLIGHT\_REST before the duty starting on Jun16,05:10. Required 10:00 hours , Attempt 9:36

starting on Jun16,05:10. Required 10:00 hours, Attempt 9:36 When presented with this denial – Crew are attempting to add a route which does not provide FAR required rest of 10:00 minimum rest between duties. This is a PRE FLIGHT warning which means if duty was added there would be inadequate rest between the end of a duty already scheduled on the crew member's schedule and the report time of the duty being added to the schedule in the request.

FAR 117.25(b) NOT ENOUGH REST in the 168:00 hours period ending on Jun17,05:25. Required 30:00 hours, Attempt 29:11 [Rule:3760c Line:3]

FAR 117.25[b] requires that each crew member

must have a minimum of 30:00 rest in each consecutive 168:00 hours. If the request was approved – crew member would be short the required 30:00 hours.

FAR 117.23(c) FDP EXCEEDED in the 168 hour period ending on Jul08,15:07. Required 60:00 hours, Attempt 60:09 [Rule:2226 Line:1]

FAR 117.23[c] limits a crew member to no more than 60:00 Flight Duty hours in any consecutive 168:00 hours. If the request was approved – crew member would be exceeding this limitation.

#### FAR 117.27 TOO MANY CONSEC NIGHT

FDP'S INFRINGING THE WOCL in the period starting on Jun13,05

WOCL [Window of circadian low] means a period of maximum sleepiness that occurs between 0200 and 0559. When a crew member receives this denial it means that they are attempting to adjust the schedule to have more than 3 duty periods which infringe on the WOCL window [0200 - 0559].

### **CBA** Denials

Based on most recent contracts for both Pilot and Flight Attendants, the following are the most commonly seen denial reasons for both SAP requests.

Request rejected due to Blackout working day's principle

A crew member may see this denial reason if they attempt to submit a request which leaves an open duty on any date which is defined in their CBA as a black out date:

For Pilots those dates are:

- ~ Julv 4
- ~ Thanksgiving Day and day after Thanksgiving
- $\sim$  December 24, 25
- ~ December 31
- ~ January 01

For Flight Attendants those dates are:

- ~ First three days of a new bid period
- ~ Mothers Day
- ~ Thanksgiving Day and day after Thanksgiving
- $\sim$  December 24, 25
- ~ December 31
- ~ January 01

Request rejected. Transition threshold numbers exceeded.

[Pilots] The pilot group is prohibited from dropping any duty into open time during the first three days if the request results in open duty periods exceeding the following:

3 open duty periods in PDX 2 open duty periods in SEA 1 open duty periods in GEG 1 open duty periods in BOI 1 open duty periods in MFR 1 open duty periods in ANC

FLIGHT TIME EXCEEDED in the 7 day period ending on Jul12. Maximum 30:00 hours, Attempt 33:19 [Rule:3300 Line:2]

[FA CBA] Crew member is attempting to schedule more than 30:00 hours of block time on his/her schedule during a consecutive 7 day period. [Refer to CBA Article 5, Hours of Service]

FLIGHT TIME EXCEEDED in the 7 day period ending on Jun22. Maximum 28:30 hours, Attempt 29:09 [Rule:3300A Line:2]

[Pilot CBA] Crew member is attempting to

schedule more than 28:30 hours of block time on his/her schedule during a consecutive 7 day period. [Refer to CBA Section 7, Hours of Service]

Request rejected due to the minimum / maximum hour requirements in the bid period

The request may be rejected if the crew member is attempting to modify schedule that results in falling below:

<u>Pilot</u>

- ~ Regular Line: minimum of 80.5 credit hours
- Part Time Line: minimum of 56.0 credit hours or attempting to exceed maximum 80.5 credit hours
- ~ Maximum of 105 block hours in bid period

#### Flight Attendant

- ~ Regular Line: minimum of 80.8 [80:48]credit hours
- ~ Part Time Line: minimum of 40.4 [40:24] credit hours
- ~ Part Time Line: maximum of 11 duty periods allowed in bid period

Request denied due to conflict with vacation Crew member is attempting to modify schedule with a duty period that encroaches on scheduled vacation. During the bidding process, this is not allowed.

#### MINIMUM DAYS OFF VIOLATION in the 7 day period ending on

Jun 18. Required 1 OFF, Attempt 0 [Rule:4400 A Line:19] [Pilot only] Each crew member is required to have 1 calendar day off in any 7 consecutive day period. Crew member is attempting to modify schedule which does not allow for a calendar day off. Calendar day off = 0001 - 2359.

Trip no longer available Crew member is attempting to request a modification that involves a duty with is no longer available in the open time list. Crew member should exit ecrew SAP and refresh the open time list to see most current list of duties available.

Request denied. Duty is no longer available on the roster. Crew member is attempting to modify schedule that involves a duty with is no longer on his/her schedule. This is a denial which may show up only in SAP 1 history and is presented to crew member when a previous request was approved.

 DUTY OVERLAPPING on day Juli2. [Line:10]
 This denial will be presented when crew member

 has attempted to place multiple duties on a single day during a straight pick up request.

Unable to perform swap operation due to overlapping. This denial will be presented when crew member has attempted to place multiple duties on a single day during a swap request.