



RESERVE

ROTA & ROTD



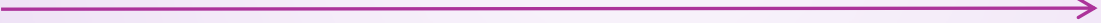
WHAT IS ROTA / ROTD?

- ROTA
 - RESERVE OPEN TIME ASSIGNMENT
 - SYSTEM USED TO ASSIGN *AND AWARD* FOR TOMORROW
- ROTD
 - RESERVE OPEN TIME ASSIGNMENT – DAILY
 - SYSTEM USED TO ASSIGN *AND AWARD* FOR TODAY

AWARD VS. ASSIGN

• **AWARD**

Bid Placed



**Awarded your
bid**

Assign

Bid Placed



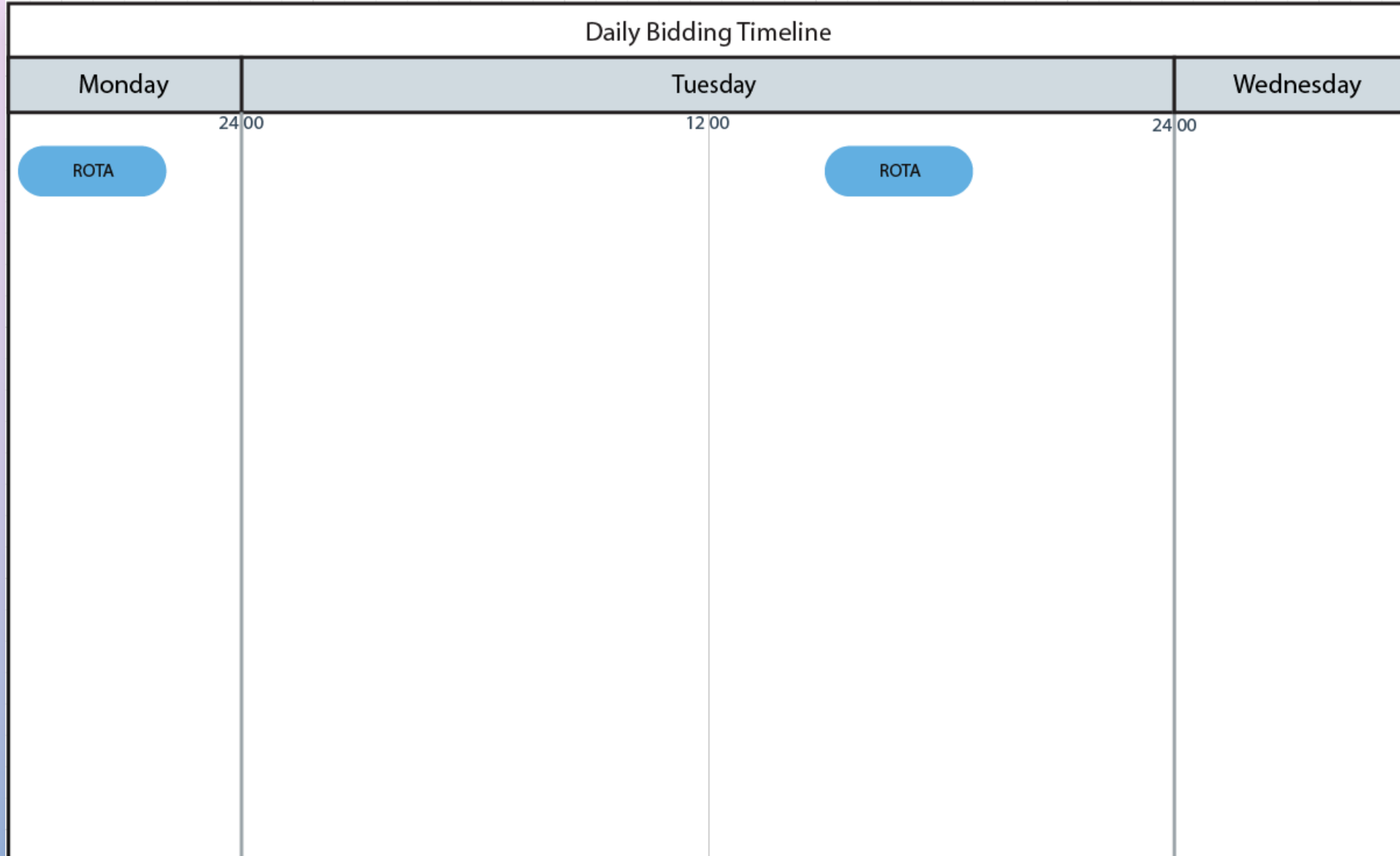
**Assignment
required**

No Bid Placed

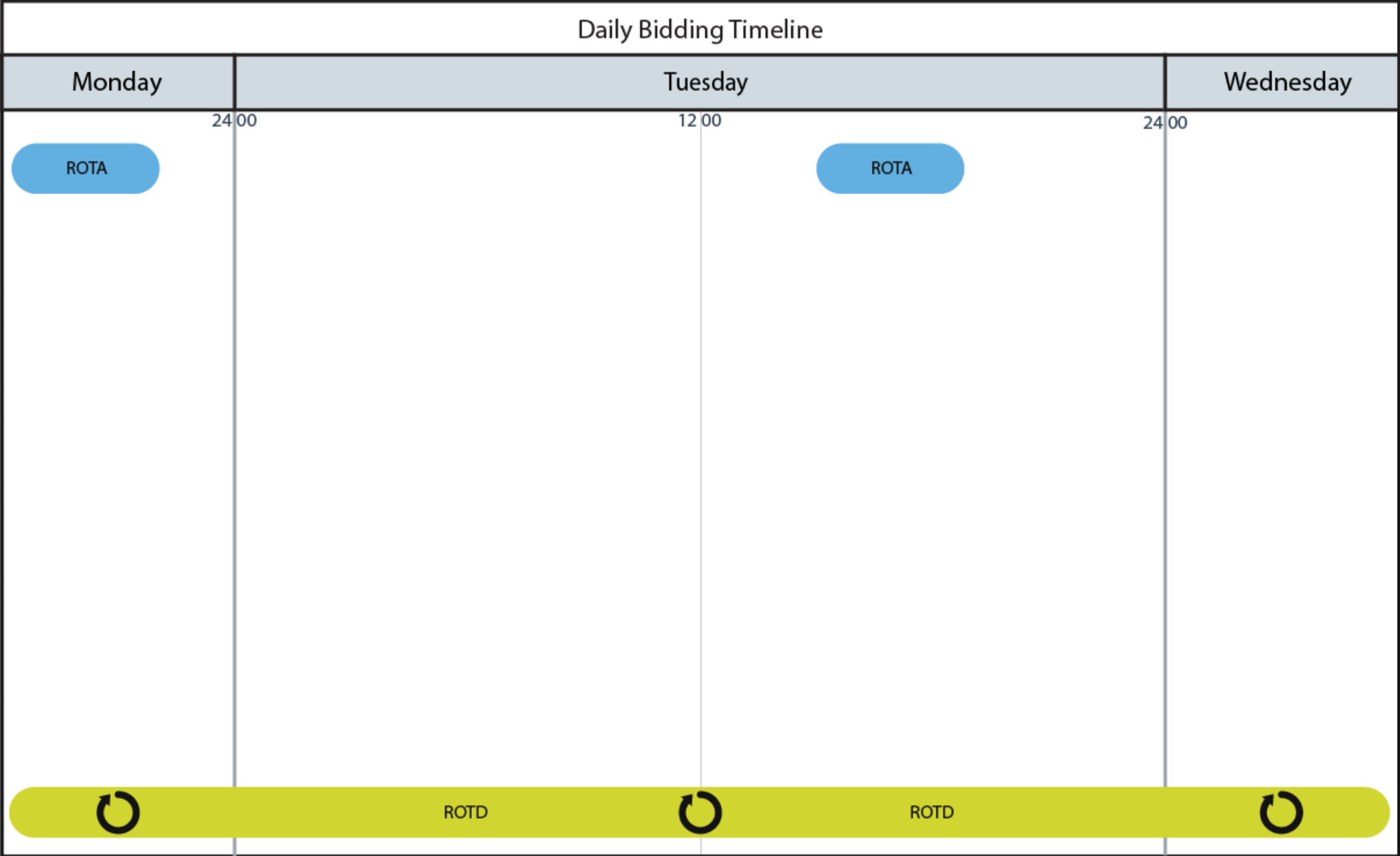
WHAT IS A DAY?



WHEN DOES ROTA PROCESS?



WHEN DOES ROTD PROCESS?



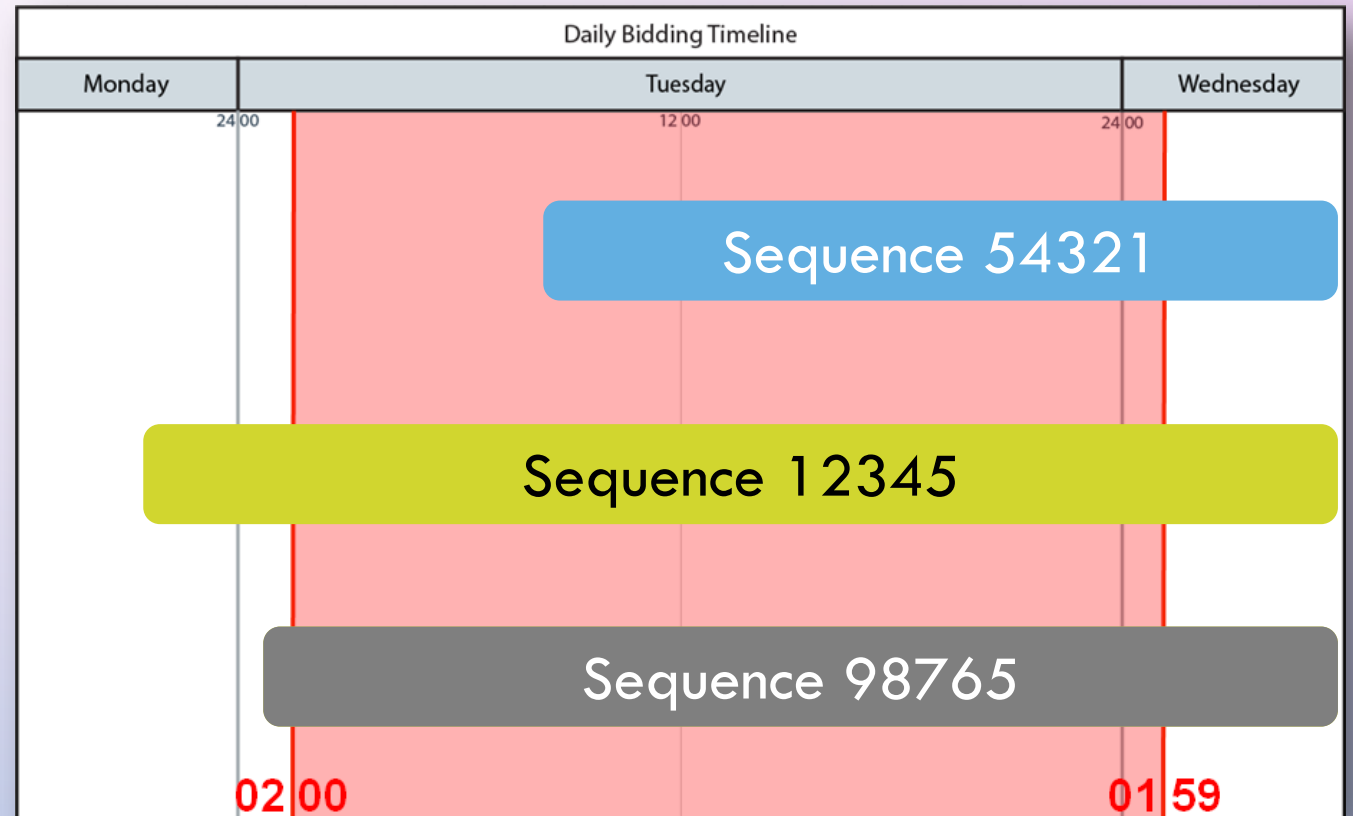
THE DIFFERENCE BETWEEN TODAY & TOMORROW

- ROTA PROCESSES FOR TOMORROW:

- SEQUENCES
- STANDBYS
- RAPS

ROTD processes for today:

- Sequences
- Standbys



HOW TO ACCESS THE SYSTEM

American Airlines
Crew Portal

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My Schedule

Monthly Bids

Daily Bids

ETB

Reports

News

Links

My Schedule

TTS/UBL
Reserves

←

AUGUST 2017

→

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1 19732	2	3	4 22385	5
6	7 GD	8 GD	9 GD	10 GD	11 18642	12
13	14 FD	15 FD	16 GD	17 GD	18 RAP B	19 RAP A
20 22466	21 FD	22 FD	23 GD	24 GD	25 RAP D	26 RAP B
27 RAP B	28	29	30	31	1	2

Projected Monthly Credit

50:45

FOS Screens

⌵

WHAT DOES ROTA / ROTD LOOK LIKE?



Jane StewUpdated: 14:59 EDT | [Log out](#) [og out](#)

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Reserve Bidding Summary

All bids originating on :
Friday, November 3, 2017 

Add New Bid

☒ Future Bids (ROTA)

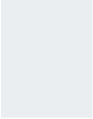
☒ Aggressive Bids (Daily)

☒ Standing Future Bids (ROTA)

☒ Standing Aggressive Bids (Daily)

Bid Item *
Select One
Generic Sequence
Remain on Call
Specific Sequence
Standby
RAP

ds (ROTA)


Delete


Delete

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ROTA: WHAT CAN I BID FOR?

- RESERVE AVAILABILITY PERIODS (RAPS)
- STANDBY SHIFTS
- SEQUENCES
- REMAIN ON CALL (ROC)

Reserve Bid Entry

* Required Field

Future Bids

Aggressive Bids

Standing Future Bids

This bid is only used during the ROTA run based on the origination date selected.

Add bids originating on *

Saturday, November 4, 2017

Speaker Bid ☐

Language

Bid Name/Description *

Bid Item *

Select One

Select One

Generic Sequence

Remain on Call

Specific Sequence

Standby

RAP

RESERVE AVAILABILITY PERIOD (RAP)

- TWELVE-HOUR WINDOW OF AVAILABILITY
- NO MORE THAN FOUR RAPS IN A BASE
- START AND END TIMES VARY
- PUBLISHED IN BID PACKET / BID SHEET

	A	B	C	D
Start Time	03:00	06:00	11:00	15:00
End Time	15:00	18:00	23:00	03:00

RESERVE AVAILABILITY PERIOD (RAP) CONTINUED

Reserve Bid Entry

* Required Field

Future Bids

Aggressive Bids

Standing Future Bids

Standing Aggressive Bids

Pick Up on FD/GD Bids

This bid is only used during the ROTA run based on the origination date selected.

Add bids originating on *

Saturday, November 4, 2017

	A	B	C	D
Start Time	03:00	06:00	11:00	15:00
End Time	15:00	18:00	23:00	03:00

Bid Name/Description *

Bid Item *

RAP

Preference:

#1

B

#2

A

#3

D

#4

C

« Back to Summary Page

Save Bid

- MAY ONLY BE CONTACTED DURING RAP
- TWO HOURS REQUIRED CALL OUT TIME (THREE HOURS FOR CO-TERMINALS)
- MAY BE CALLED FOR REPORT NO MORE THAN TWO HOURS AFTER RAP ENDS

STANDBY

- FOUR OR SIX HOUR PERIOD SERVING RESERVE, IN UNIFORM, AT THE AIRPORT
- NUMBER OF SHIFTS MAY VARY BY BASE
- START AND END TIMES MAY VARY BY BASE
- CREW SCHEDULE MAY CHANGE STANDBYS BASED ON OPERATIONAL NEED

Add bids originating on *
Saturday, November 4, 2017 

Speaker Bid ☐

Language

Bid Name/Description * 

Bid Item *

Standby ▼

Add Criteria * 

Select One ▼

Select One

Start Time

Report Before

Report After

Release Before

Release After

Shift Duration

Co-Terminals

Save Bid

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SEQUENCES

- OPTION TO BID FOR GENERIC OR SPECIFIC SEQUENCES
- GENERIC SEQUENCE
 - BID TYPE USED TO INCLUDE A BROAD RANGE OF SEQUENCES
 - EXAMPLE CRITERIA:
 - NUMBER OF CALENDAR DAYS
 - POSITION
- SPECIFIC SEQUENCE
 - A SEQUENCE WITH A UNIQUE NUMBER PUBLISHED IN THE BID PACKET / BID SHEET
 - EXAMPLE:
 - 23456 – 3 DAY REPORTING ON NOVEMBER 17 (*MAY BID FOR SPECIFIC POSITIONS*)

GENERIC SEQUENCE

Future Bids	Aggressive Bids	Standing Future Bids	Standing Aggressive Bids	Pick Up on FD/GD Bids
-------------	-----------------	----------------------	--------------------------	-----------------------

This bid is only used during the ROTA run based on the origination date selected.

Add bids originating on *
Saturday, November 4, 2017 

Speaker Bid ☐

Language

Bid Name/Description * 

Bid Item *
Generic Sequence ▼

Bid Criteria *
Number of Calendar Days ▼

*
1
2
3
4
5
Select one or more

Remove

Add Criteria 
Select One ▼
Select One
Report Before
Report After
Release Before
Release After
Number of Calendar Days
Position
RON
Credit Minimum
Credit Maximum
Equipment
Red Eye
ODAN
Co-Terminals
Domestic/NIPD/IPD

Save Bid

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REMAIN ON CALL (ROC)

- ALLOWS YOU TO REMAIN ON CALL AND BE PLACED ON A RAP
 - YOU WILL BE PLACED ON A RAP IF YOU ARE AFFORDED THE OPTION TO ROC
-
- **TRAINING TIP: BID FOR A RAP WHEN BIDDING FOR A ROC**

⤴ Future Bids (ROTA)

⚠ Award Waivers : Chosen waivers will apply to all specific and generic bids

☐ Waive 35/7

☐ Waive Home Base Rest

☐ Award into FD/GD

☐ Allow Multiple Sequence Award

Bid Name/Description	Orig Dt	Bid Item	Priority			
ROC	04Nov	Remain on Call	⬆	⬇	Edit	Delete
RAP BADC	04Nov	RAP			Edit	Delete

ROTD: WHAT CAN I BID FOR?

Reserve Bid Entry

* Required Field

Future Bids	Aggressive Bids	Standing Future Bids	Standing Aggressive Bids
-------------	-----------------	----------------------	--------------------------

This bid is only used in the Daily process based on the origination date selected.

Add bids originating on *
Saturday, November 4, 2017 

Speaker Bid ☐

Language

Bid Name/Description * 

Bid Item *
Select One ▼
Select One
Generic Sequence
Specific Sequence
Standby

- SEQUENCES
- STANDBY

A bid in ROTD is an aggressive bid

WHAT'S AN AGGRESSIVE RESERVE?

- A RESERVE WHO PLACES A BID IN ROTD
- PROCESSED BEFORE “NON-AGGRESSIVE RESERVES” IN SENIORITY ORDER WITHIN RAP
- NO CREDIT TOWARDS CALLING OUT OF TIME (PAST 40 HOURS)



CALLING OUT OF TIME

- RESERVES HAVE A MONTHLY MAXIMUM CONSISTENT WITH LINEHOLDER FLIGHT ATTENDANTS OF 90 HOURS*
- CALLING OUT OF TIME IS THE TIME AT WHICH A RESERVE IS ABLE TO BE RELEASED FROM RESERVE DUTY FOR THE REMAINDER OF THE CONTRACT MONTH
- YOU MAY CALL OUT OF TIME WHEN YOU REACH THE MONTHLY MAXIMUM MINUS THE VALUE OF A MINIMUM DAY

$$\text{MONTHLY MAX} - \text{VALUE OF MINIMUM DAY} = \text{CALLING OUT OF TIME}$$

A RESERVE IS NOT REQUIRED TO ACCEPT AN ASSIGNMENT THAT WOULD EXCEED THE MONTHLY MAXIMUM

Reserve FA	Monthly Maximum	Projected Hours	Hours FA can be assigned	Can FA call out of time?
Kevin	90	85:01	0:00	Yes
James	90	83	7:00	No
Keesha	90	75	15	No

*The company may “flex” the monthly maximum by no more than 5 hours in a contract month and no more than 25 hours annually

ACCESSING RSV COT

American Airlines
Crew Portal

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My Schedule

Links

My Schedule

Monthly Credit

Pay - (H11)
h Pay - (H12)
age - (HISK)
sage - (HISK/L)

X

MONTH ENDING 30SEP17 AS OF
01SEP17/1748 SC-Y
STEW J 55893 654321 LAX 457-04
ASG 0 N W A V
H 8179631234 B 8179631234
T 8179631234
RSVCOT 40.00 PNC 0.00
PROJ 50.00 GTD 50.00 PPROJ 50.00
REDFLAG 0.00
PMAX 90.00 TTS MMAX 90.00 MTHLY FLEX
0.00
GUAR ORIG 75.00 ADJ 75.00 PENDING N

MANAGING BIDS

Reserve Bidding Summary

All bids originating on :

Saturday, November 4, 2017



Add New Bid

Future Bids (ROTA)

⚠ Award Waivers : Chosen waivers will apply to all specific and generic bids

☐ Waive 3 5/7

☐ Waive Home Base Rest

☐ Award into FD/GD

☐ Allow Multiple Sequence Award

Bid Name/Description	Orig Dt	Bid Item	Priority
PUJ Turn	04Nov	Specific Sequence	↑ ↓ Edit Delete
TPA RON	04Nov	Specific Sequence	↑ ↓ Edit Delete

Aggressive Bids (Daily)

⚠ Award Waivers : Chosen waivers will apply to all specific and generic bids

☐ Waive 3 5/7

☐ Waive Home Base Rest

☐ Award into FD/GD

☐ Allow Multiple Sequence Award

☐ Allow Double Up

Bid Name/Description	Orig Dt	Bid Item	Priority
3 Day	04Nov	Generic Sequence	↑ ↓ Edit Delete

WAIVERS: ROTA

- AVAILABLE WAIVERS:
- WAIVE 35/7
- WAIVE HOME BASE REST
- AWARD INTO FD/GD
- ALLOW MULTIPLE SEQUENCE AWARD

⤴ Future Bids (ROTA)

⚠ Award Waivers : Chosen waivers will apply to all specific and generic bids

☐ Waive 35/7

☐ Waive Home Base Rest

☐ Award into FD/GD

☐ Allow Multiple Sequence Award

Bid Name/Description	Orig Dt	Bid Item	Priority			
PUJ Turn	04Nov	Specific Sequence	⬆	⬇	Edit	Delete
TPA RON	04Nov	Specific Sequence	⬆	⬇	Edit	Delete

ROTA / ROTD OVERVIEW

1. WHAT IS ROTA / ROTD?
2. WHAT CAN YOU BID FOR?
3. ALL ABOUT AGGRESSIVE
4. MANAGING BIDS
5. WAIVERS
6. REPORTS

WAIVERS: ROTD

- AVAILABLE WAIVERS:
- WAIVE 35/7
- WAIVE HOME BASE REST
- **AWARD INTO FD/GD**
- ALLOW MULTIPLE SEQUENCE AWARD
- **Allow Double Up**

⤴ Aggressive Bids (Daily)

⚠ Award Waivers : Chosen waivers will apply to all specific and generic bids

☐ Waive 35/7

☐ Waive Home Base Rest

☐ Award into FD/GD

☐ Allow Multiple Sequence Award

☐ Allow Double Up

Bid Name/Description	Orig Dt	Bid Item	Priority			
3 Day	04Nov	Generic Sequence	⬆	⬇	Edit	Delete

PICK UP ON FD/GD BIDS



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My ScheduleMonthly BidsDaily BidsETBReportsNewsLinks

Reserve Bidding Summary

All bids originating on :

Friday, November 3, 2017

Add New Bid

- ✓ Future Bids (ROTA)
- ✓ Aggressive Bids (Daily)
- ✓ Standing Future Bids (ROTA)
- ✓ Standing Aggressive Bids (Daily)
- ✓ Pick Up on FD/GD Bids (ROTA)

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HOW TO ACCESS REPORTS

The screenshot shows the American Airlines Crew Portal interface. At the top, the logo and 'Crew Portal' text are on the left, while the user name 'Jane Stew' and 'Last Updated: 14:59 EDT | Log out' are on the right. A blue navigation bar contains links for 'My Schedule', 'Monthly Bids', 'Daily Bids', 'ETB', 'Reports' (which is highlighted), 'News', and 'Links'. Below the navigation bar, the main heading is 'Reserve Bidding Summary'. Under this heading, it says 'All bids originating on : Friday, November 3, 2017' with a calendar icon. To the right of this is a blue button labeled 'Add New Bid'. A dropdown menu is open from the 'Reports' link, showing three options: 'ROTA Future process', 'ROTD Daily process', and 'Daily Call Out Report'. Below the date and button, there is a list of five items, each with a dropdown arrow icon: 'Future Bids (ROTA)', 'Aggressive Bids (Daily)', 'Standing Future Bids (ROTA)', 'Standing Aggressive Bids (Daily)', and 'Pick Up on FD/GD Bids (ROTA)'. At the bottom of the page, a dark blue footer bar contains the text '© 2017 American Airlines, Inc. All Rights Reserved'.

American Airlines
Crew Portal

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My Schedule Monthly Bids Daily Bids ETB **Reports** News Links

Reserve Bidding Summary

All bids originating on :
Friday, November 3, 2017

Add New Bid

- Future Bids (ROTA)
- Aggressive Bids (Daily)
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- Standing Aggressive Bids (Daily)
- Pick Up on FD/GD Bids (ROTA)

ROTA Future process
ROTD Daily process
Daily Call Out Report

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DAILY CALL OUT REPORT

- SORTED FIRST BY RAP
- THEN GROUPED BY DAYS AVAILABLE (ASCENDING)
- THEN GROUPED BY CLICK COUNT (ASCENDING)
 - 1 CLICK FOR EVERY CALENDAR DAY **ASSIGNED** A SEQUENCE IN ROTD
- THEN SORTED BY INVERSE ORDER OF SENIORITY

RAP	# Days Available	Clicks	Seniority	Name
A	1	1	9445	Stacey
A	2	2	9456	Casey
A	3	1	9327	Lexi
A	3	1	9325	Michelle
A	4	2	9468	Shelly
B	1	1	9568	Bella

ASG CLICKS

How did I get the sequence?	Click(s)
Award through ROTA processing	No
Assignment through ROTA processing	No
Award through ROTD processing (Aggressive)	No
Assignment through ROTD processing	Yes
Assignment during standby shift	Yes

- YOU RECEIVE 1 CLICK FOR EACH CALENDAR DAY A SEQUENCE TOUCHES FROM AN ASSIGNMENT WHILE YOU ARE ON YOUR RAP (ROTD)
- YOU RECEIVE 1 CLICK FOR EACH CALENDAR DAY A SEQUENCE TOUCHES FROM AN ASSIGNMENT WHILE ON A STANDBY SHIFT
- EXAMPLE: LORI IS **ASSIGNED** A 3-DAY SEQUENCE WHILE SHE IS ON RAP B. SHE WILL RECEIVE 3 ASG CLICKS FOR THAT SEQUENCE.

ACKNOWLEDGMENT OF ASSIGNMENT / AWARD

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My ScheduleMonthly BidsDaily BidsETBReportsNewsLinks

My Schedule

← AUGUST 2017 →

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1 19732	2	3	4 22385	5
6	7 GD	8 GD	9 GD	10 GD	11 18642	12
13	14 FD	15 FD	16 GD	17 GD	18 RAP B	19 RAP A
20 22466	21 FD	22 FD	23 GD	24 GD	25 RAP D	26 RAP B
27 17643	28	29	30	31	1	2

Projected Monthly Credit

50:45

FOS Screens

⌵

Reserve Assignment

You have been scheduled for sequence 17643, position 03, on 27AUG report at 14:30.

Acknowledge

PAY AND CREDIT VS. PAY NO CREDIT

	What Happened?	Sequence Origination	Sequence Termination	Pay and Credit or Pay no Credit
	Worked into FD/GD in actual operations	RSV Day	FD/GD	Starting at 0000 Pay no Credit
	ETB pick-up	FD/GD	FD/GD	Pay no Credit
ROTA	"Pick up on FD/GD Bids (ROTA)" bid tab	FD/GD	FD/GD	Pay no Credit
	"Award into FD/GD" waiver	RSV Day	FD/GD	Pay and Credit
	Sequence assignment / award	RSV Day	RSV Day	Pay and Credit
	Sequence assignment into FD	RSV Day	FD	Pay and Credit
ROTD	"Award into FD/GD" waiver (Aggressive)	RSV Day	FD/GD	Pay and Credit*
	"Award into FD/GD" waiver (Aggressive on FD/GD)	FD/GD	FD/GD	Pay no Credit
	Aggressive award on RSV days	RSV Day	RSV Day	Pay and Credit*
	Sequence assignment	RSV Day	RSV Day	Pay and Credit

*Any aggressive hours flown above 40 hours do not count towards calling out of time

Pay no credit and pay with credit assumptions:

Pay and Credit means the pay for the sequence goes towards your monthly guarantee and the time (credit) goes towards your monthly maximum / calling out of time

Pay no Credit means the pay for the sequence goes above your monthly guarantee while the time (credit) does not go towards your monthly maximum / calling out of time