

Delta Pilots' Scheduling Reference Handbook



Prepared by the Delta MEC Scheduling Committee
Revision 8 | October 2020

UPDATES

Updated October 2020:

- New contact information for the MEC Scheduling Committee
- Reorganized entire document into sequential subject matter chapters
- Added Table of Contents to each chapter
- Added examples of common scenarios to *When Have You Been Contacted?*
- Clarified references to eight-hour uninterrupted sleep opportunity
- Deleted references to Special Incentive Lines (SIL)
- Clarified references to ACARS notification of reroutes
- Added references to ARCOS
- Added references to ACARS notification of FDP extension
- Updated information on fatigue calls and the Fitness Review Board
- Incorporated information from recent *Flight Time Duty Time Updates* and *Scheduling Alerts*
- Moved iCrew User Guide from Appendix to separate file in AeroDocs

Contents

Introduction	1
Can They Do That to Me?	2
When Have You Been Contacted?	4
You Have to Tell Someone	7
Timeline of Scheduling Events	9
Monthly Bidding Process	11
Regular Line Adjustment Process	18
Pilot Change Schedule (PCS), Slip Requests and Pay	19
Reserve	45
Reroute and Recovery Obligations	65
Flight and Duty Time Limits and Rest Requirements	73
Fatigue and the Fitness Review Board	103
Vacation	105
Training	115
Sick Leave	118
Staffing, Vacancies, and Surpluses	124
Odds and Ends	139
Airport Longitude Table	153
Appendix I: FAR 117 & IROPS Information	160
Appendix II: FAR 117 Quick Reference Guide (QRG)	169
Appendix III: FAR Part 117 - An In-Depth Discussion	177

Introduction

The *Scheduling Reference Handbook* has been developed by the MEC Scheduling Committee to provide the line pilot with a quick and easy reference to various scheduling, FAR, and Pilot Working Agreement (PWA) rules and processes. This document has been reviewed for accuracy by Delta Air Lines. This document is for reference only and is not intended to take the place of the PWA or the FARs. Those documents supersede the *Scheduling Reference Handbook* where differences exist.

The Scheduling Committee's primary role is to enforce the contract. *If* there is violation of the PWA, the Scheduling Committee will initiate a review with the Company and, if appropriate, seek a pay treatment.

Using the Scheduling Reference Handbook (SRH)

The *SRH* is a PDF document similar in format to the *Live Contract* and the *PBS Reference Handbook*, and is optimized for use on tablets, smartphones, and computers. The PDF format and bookmarking make it easy to navigate and search. As changes to our PWA and the FARs occur, they will be incorporated into the *SRH* as updates.

Hint! In many PDF reader applications, you can press and hold the CTRL key then press "F" to open a search window that will allow you to search by keywords.

The *SRH* is a compilation of information from *Scheduling Alerts*, the PWA, the FARs, the *PCS Users Guide*, and an *iCrew User's Guide* (Appendix).

It is the responsibility of every Delta pilot to know and understand the PWA under which we work and to make every effort to abide by it.

Delta MEC Scheduling Committee
100 Hartsfield Centre Parkway, Suite 800
Atlanta, GA 30354

Can They Do That to Me?

If you feel that Crew Scheduling or Crew Tracking is dealing with you in a manner that violates the PWA, you should proceed as follows:

1. Discuss the issue with a supervisor in Crew Scheduling and/or Crew Tracking.
2. Contact your chief pilot, Pilot Assist at 877-325-2359, or the OCC duty pilot at 404-715-3552.
3. Contact the ALPA Scheduling Committee at 800-USA-ALPA for imminent FAR violations or via the Pilot Report icon on the home page of the Delta MEC website.

“Fly Now and Grieve Later” Policy

Every Delta pilot needs to understand the phrase “fly now, grieve later.” The principle evolves from the Railway Labor Act of 1926 (RLA), as later amended to cover the airline industry. Like the railroads, airlines are considered vital to our national interest, as they keep commerce moving, and, in light of that, we have certain restrictions placed upon us. Congress has mandated that, when disputes arise involving interpretation or application of contract provisions, airline workers must “fly now, grieve later.”

If you are unable to resolve the issue in time, we recommend that you comply with instructions from the Company and obtain the name of any Company personnel you deal with. Note the exceptions to this recommendation below.

Keep a copy of all paperwork, particularly the rotation before the trip begins, at any significant interval during the trip, and at release.

Contact the ALPA Scheduling Committee when time permits via the Pilot Report icon on the home page of the Delta MEC website. Selecting the Pilot Report icon will take you to the Pilot Report landing page from which you can select “Scheduling” from the list of committees listed.

Exceptions to the “Fly Now and Grieve Later” Policy

- Under the FARs, you may not:
 - o Accept any assignment that you believe to be in violation of the FARs
 - o Accept any assignment for which you are not physically fit
- Under the PWA, you are not required to:
 - o Accept other than Delta One accommodations on an ocean crossing DH (*Section 16 D. 1.*)
 - o Accept a reroute into tag-on flying as a regular pilot (*Section 23 L. 2. b.*)
- You may not be compelled to:
 - o Accept less than contractual report to ensure minimum break (*Section 12 G. 5.*)
 - o Accept a white slip award for same-day flying (*Section 23 P. 8. a.*)
 - o Accept an inverse assignment as a regular line holder for a rotation with a report within 11 hours of your release at your base (*Section 23 R. 7.*)
 - o Accept a yellow slip award for a rotation with a report that is within 12 hours of first attempted contact unless you are on short call (*Section 23 T. 7. a.*)

Note: A pilot bears joint responsibility with the Company for compliance with FARs. Each pilot must ensure that no FAR is violated and must resolve any doubt to his satisfaction prior to proceeding. It is not possible for the Company to indemnify a pilot against all the consequences of an FAR violation. While performing the flying in question, keep in mind your responsibility to your passengers regarding fatigue and adequate rest for yourself and your crew.

How Do I File a Scheduling Grievance?

We hear this question often, but a grievance is rarely the end result. PWA *Section 18* contains all the rules regarding the formal grievance process but the MEC Scheduling Committee has a long-established history of resolving disputes directly with Crew Scheduling, Crew Tracking, or Crew Resources through an informal review process. If you believe the Company has violated a scheduling-related section of the PWA, we

encourage you to follow these steps.

1. Maintain copies of your rotation that reflect significant changes and keep track of when those changes occurred.
2. Read the applicable section of the PWA and the Scheduling Reference Handbook to determine if a violation occurred. If you are unable to understand the terms or language of the PWA, you can contact the scheduling experts at the MEC Scheduling Committee via the Pilot Report icon on the home page of the Delta MEC website. Selecting the Pilot Report icon will take you to the Pilot Report landing page from which you can select “Scheduling” from the list of committees listed.
3. Compile your facts and contact Crew Scheduling or Crew Tracking and ask them to explain what happened and to correct the error, if applicable. Your Scheduling Committee experts can guide you in what the proper correction should be.
4. Ask to speak with a supervisor if necessary. Please remain professional at all times, listen to any explanation given, and keep track of the individual you spoke to and when. Phone calls to Crew Scheduling and Crew Tracking are automatically recorded.
5. If you do not agree with the Company’s explanation or action, contact the MEC Scheduling Committee again via the Pilot Report icon, and we will review the case on your behalf. We will either:
 - a. Determine that the Company was correct and help you to understand what happened, or
 - b. Determine there was a violation of the PWA and initiate a review with the Company.
6. A review with the Company can involve listening to phone recordings, reviewing remarks entered in the computer by Crew Scheduling, reviewing iCrew historical data (rotations or pilot schedules), discussions about PWA language and past practice, comparison to similar disputes that have been resolved, etc.
7. A review with the Company typically results in one side or the other changing its position based upon the facts presented or arguments made. There are three possible outcomes:
 - a. The Company agrees with ALPA and makes the appropriate corrections to the affected pilots’ pay and schedules.
 - b. ALPA agrees with the Company.
 - c. The review ends with the parties still in disagreement.The Scheduling Committee will communicate all the findings via email to the affected pilots.
8. If the review ends with the parties still in disagreement, then a formal grievance process can be entered at the pilot’s discretion. The Scheduling Committee will transfer the handling of the dispute/grievance to the Contract Administration Committee. Other ALPA resources will be utilized as needed, and the process will follow the rules in **Section 18** of the PWA.
9. You have 120 days from the date of the incident to bring the issue to the attention of the Company.

The vast majority of all scheduling-related disputes are resolved through the informal process and do not require a formal grievance. The process is typically much faster and less expensive than a formal grievance. We hope that you never find yourself in a position that would require this process, but the Scheduling Committee stands ready to assist you and defend the contract whenever necessary.

When Have You Been Contacted?

A pilot's contact and response obligations can be broken down into several categories. A pilot has not been contacted concerning his schedule unless he has spoken personally with a Company representative, and/or has acknowledged a message via telephone, IVR, iCrew, ARCOS, or the Crew Auto Notification System (CNO).

A reserve pilot:

- on long call or short call must respond to an attempted contact by the Company as described in **Section 23 S**.
- on a layover has no obligation to respond to an attempted contact by the Company.
- on an X-day has no obligation to respond to an attempted contact by the Company or to be in a position to report for an inverse assignment.
- has an obligation to check his schedule no later than 30 minutes after block-in at the end of his rotation.

A regular pilot:

- has no obligation to respond to an attempted contact by the Company at any time that he is not actually on a duty period (i.e., between report and release) except as described below for recovery obligations.
- on a day off has no obligation to respond to an attempted contact by the Company, or to be in a position to report for an inverse assignment.
- who is subject to a recovery obligation under **Section 23 K. 1** and who has not reported for his original rotation and who has acknowledged his removal from his original rotation must be promptly available for contact from the report time of the original rotation for up to six hours after such report. His contact obligation may end earlier if he is assigned recovery flying or released by Crew Scheduling.
- who is subject to a recovery obligation under **Section 23 K. 1** and who has already reported for his original rotation or has not acknowledged his removal from his original rotation must be immediately available for contact for up to six hours after such report. His contact obligation may end earlier if he is assigned recovery flying or released by Crew Scheduling.
- who is awarded flying as a result of an automated PCS run, a Pilot-to-Pilot Swap Board request or a Swap with Friends request must acknowledge the award and is obligated to fly the rotation. He will not be contacted to inform him of the award.

Messages While Not Working

A pilot who has no contact responsibility has no obligation to respond to any message left with another person, on a communication device or service, via voicemail, or personal electronic device (i.e., text, email, etc.). He has no obligation to come to the phone when someone else answers, even if he is present at the time. He has no obligation to acknowledge any duty placed on his schedule.

Exception: A regular pilot who is awarded flying as a result of an automated PCS run, a Pilot-to-Pilot Swap Board request, or a Swap with Friends request must acknowledge the award and is responsible for such flying.

A pilot who acknowledges an award or assignment, regardless of his response obligation, has been contacted and is responsible for any such award or assignment.

Messages While Working

The Company may attempt to contact a pilot flying a rotation in a variety of ways. The manner used determines the pilot's response obligation.

- A pilot who has received a message in person from a Company employee or a representative of the Company has been contacted and must respond.
- A pilot who acknowledges an award or assignment, regardless of his response obligation, has been contacted and is responsible for any such award or assignment.
- A pilot has no obligation to be available for contact while on layover. Messages left with hotel personnel or hotel room voicemail do not constitute contact. A pilot who is contacted while on a

layover should consider the effect of interrupted rest and fatigue on his next scheduled duty period.

- ACARS messages and radio messages from the Company, if received and acknowledged, constitute contact. A pilot must judge his ability to respond according to operational demands in the cockpit, Company policy, and FARs concerning sterile cockpit procedures. However, if the crew has not acknowledged a message from the Company, a member of the crew must contact Crew Tracking after arrival at the gate. **If you are aware of an ACARS message prior to block-in but unable to view it due to operational demands, the FDP does not automatically end at block-in.**
- Pages in the airport or crew lounge and notes left in lockers or mail folders do not constitute contact.
- A reserve pilot performing his prerelease schedule check may be informed *only* of his next rotation or short-call period following a minimum 12-hour break or rest that begins as early as his release. He may not be informed of a reroute via this check.

What If I Do Answer the Phone on an Off Day?

A pilot's obligation to accept a trip on X-days or regular line off days is not absolute, whether the trip is the result of a white slip (same day or next day), yellow slip, green slip, or inverse assignment. A variety of circumstances might make accepting such a trip impossible. For example:

- Not being physically located so as to be able to report.
- Having consumed alcohol.
- Lack of available child care.
- Lack of available transportation.
- Not being adequately rested. For example:
 - A pilot, not on call, notified of an inverse assignment should consider whether he is sufficiently rested and fit for duty to accept the scheduled rotation.
 - A pilot is not permitted to accept an inverse assignment if he cannot meet the requirements of FAR 117.5 and certify fitness for duty for the assigned rotation.

Be polite but be insistent. If necessary, call your Chief Pilot.

Common Scenarios

A pilot on a layover or between flights becomes aware of Crew Tracking attempting to notify him of a reroute via a telephone call, voicemail, or CNO.

No response or acknowledgment required. A pilot on a layover or between flights has absolutely no obligation to respond to attempted contact.

A pilot is walking through the airport and hears her name paged over the airport PA system.

No response or acknowledgment required. Pages in the airport or crew lounge do not constitute contact.

Upon arrival at the layover hotel, the hotel manager hands the crew a message from Crew Tracking, asking the crew to contact them about a reroute.

No response or acknowledgment required. Messages left with hotel staff or hotel room voicemail do not constitute contact, and a pilot has no obligation to be available for contact while on a layover.

A pilot voluntarily responds to a reroute notification for the next day and notifies her flying partner.

A response or acknowledgment is required. The flying partner became officially notified of the reroute, as pilots are company employees.

A crew on a layover is scheduled for a DH-only duty period the following day. While the crew is in rest, Crew Tracking reroutes them to operate a flight the next morning instead of deadheading. Crew Tracking attempts to notify the pilots via telephone and CNO.

No response or acknowledgment is required. Pilots have no obligation to be available for contact while on a layover. Pilots contacted while on a layover should consider the effect of interrupted rest and fatigue on their next scheduled duty period. As detailed in [MEC Alert 19-33: One Phone Call](#), phone calls can be just as disruptive as fire alarms, loud guests and street noise. It is up to each pilot to determine their fitness for duty before and during every duty period.

Having not been appropriately notified of this reroute, if the crew reports at or after their scheduled

report time, they have reported for a DH-only duty period. It would be an FAR violation for the crew to accept an assignment after reporting for a DH-only duty period if the assignment reroutes them into an FDP. The pilots would need to receive an additional ten hours of rest to be legal to accomplish such an assignment. However, if the crew acknowledges the reroute before their scheduled report time, or if the pilots arrive at the gate before their scheduled report time and a company employee (e.g., the gate agent) notifies them of the reroute before the report time, this would be legal under FAR 117 and response or acknowledgment is required.

You Have to Tell Someone

There are many instances in which a pilot must take a specific action and/or inform the Company in order to avail himself of the provisions of the PWA.

Duty Time/Rest

1. Inform Crew Tracking if arrival at the layover hotel is delayed and the scheduled pickup will not provide the FAR-required eight uninterrupted hours of sleep opportunity.
2. Inform Crew Tracking if unwilling to delay report and reduce time between scheduled report and departure to achieve FAR-required rest.
3. Inform Crew Scheduling if unwilling to accept an IA with less than 11 hours break-in-duty at your base as a regular lineholder.
4. When contacted for an IA with less than ten hours' notice, consider availability and rest status and advise Crew Scheduling if unable to accept the assignment.
5. Inform Crew Tracking or Crew Scheduling if a required DOT drug/alcohol test extends your duty period beyond 30 minutes after block-in.

Lodging

A pilot who desires a hotel room must request one under the following circumstances:

1. A regular pilot assigned a break-in-duty in base as part of a reroute.
2. A regular pilot reporting for duty and assigned recovery flying that departs within the same duty period, but at least five hours after notification.
3. A regular pilot reporting for duty and assigned recovery flying departing the same day but after a break-in-duty.
4. A pilot scheduled for block-in to block-out time of more than five hours (but less than a legal break in duty) at or away from his base.
5. A pilot undergoing qualification or CQ training at his base. Request must be made no later than seven days before the close of initial line bidding for the bid period in which the training is scheduled, or when the pilot is notified of his scheduled training, whichever occurs later.

Note: A pilot undergoing CQ at his base will be provided lodging only if his permanent residence is more than 50 straight line statute miles from the Training Center.

Deviation from Deadhead

1. A reserve pilot must receive permission from Crew Scheduling prior to deviating from DH at the beginning of a rotation.
2. A regular pilot deviating from DH at the beginning of a rotation must inform Crew Scheduling within the 24 hours preceding the report of the scheduled DH segment.
3. A pilot deviating from DH at the end of a rotation must notify Crew Scheduling as soon as possible after the arrival of the pilot's last flying segment prior to his scheduled deadhead. This can be accomplished via a call to the IVR or Crew Scheduling.

Reserve

1. A long-call pilot may call Crew Scheduling to request to be released at 1200 base time on the last on-call day prior to a soft non-fly day (e.g., X-day, regular-line day off), if desired. (A long-call pilot is automatically released at 1200 base time on the last on-call day prior to a hard non-fly day (e.g., vacation, APD day, reserve PD day, ALPA, legal duty, MLOA, or golden X-day).)
2. A long-call pilot must inform Crew Scheduling *at the time he is notified* of a scheduled conversion to short call if he will be unavailable for contact during the first two hours of his short-call period.
3. A regular pilot who flies a rotation into X day(s) as a result of a month-to-month transition may call Crew Scheduling to have the X day(s) moved so as to begin on the first uninterrupted day.
4. A long-call pilot should inform Crew Scheduling if unwilling to accept a YS award with less than 12 hours' notice.

Reroute

1. Advise Crew Tracking if unable to accept a reroute due to an FAR or PWA conflict.
2. Advise Crew Scheduling when a reroute will cause a conflict with a scheduled vacation or other hard

non-fly day (e.g., vacation, APD day, reserve PD day, ALPA, legal duty, MLOA, or golden X-day).

Timeline of Scheduling Events

Current Month Events Affecting Subsequent Bid Period

Day of Calendar Month	Event
At 0800E on the 1st	Vacation move-ups close
Before 1800E on the 4th	Bid packages distributed electronically Vacation move-ups posted Qualification training posted CQ training posted Asterisk rotation changes posted
Before the 5th day of the month that is two months prior to the bid period in which a pilot may be scheduled for qualification training	Pilot requests any desired days free of duty prior to or during his training
Before 1800E on the 11th	Pilot advises Crew Scheduling of known absence (e.g., MLOA, scheduled accident leave, scheduled sick leave) in subsequent bid period Pilot advises Crew Scheduling of his option regarding a vacation move-up award for the subsequent bid period that conflicts with an asterisk rotation originating in the current bid period
On the 11th @ 1800E	Line bidding closes.
On or before the 17th @ 1800E	FAR and PWA time and duty adjustments completed (line adjustment) Adjusted lines made available for viewing in iCrew
On the 19th @ 0800E	Reserve Golden Day bidding closes
Before 1800E on the 19th	Reserve Golden Day award available for viewing in iCrew
Before the 20th	Pilot requests any desired days free of duty during his OE training in the next bid period
On the 20th @ 0700E (and through the end of bid period at all PCS run times)	Daily next bid period PCS process begins
Before the 21st day of the month that is two months prior to the bid period in which a pilot may be scheduled for CQ	Pilot designates CQ golden day(s), if any Pilot advises Crew Resources (via iCrew) of training unavailability in the bid period following the subsequent bid period
Before 1800E on the 24th	Pilot advises Crew Scheduling if he has been awarded an RLL line and desires a line guarantee with recovery obligations
Before 0800E	Available vacation move-ups posted
Before 1800E on the 25th day of the month that is two months prior to the bid period for which CQ training events are being awarded	CQ training events published
At 1800E on the 25th day of the month that is two months prior to the bid period for which CQ training events are being awarded	CQ bidding opens
At 1800E on the last day of the bid period that is two bid periods prior to the bid period for which CQ training events are being awarded	CQ bidding closes
At 2359E on the last day of the bid period	Deadline for submitting bank transactions (for the current bid period)

Daily Events Affecting Current Bid Period

Time of day	Event
No earlier than 0700E	PCS run time for next day APD or PD awards
No earlier than 0700E, 1200E, 1700E, and 2200E	PCS run time for next day (0700E only) and beyond next day flying (recovery slip, white slip, military leave, drop, X-day move, swap with the pot, additional day off)
Between 0800 base time and 2400 base time	Next-day rotation coverage (and rotations with a MED designator scheduled to report the day after next day)
0001E and 1300E	Automated RAW value update
1500 base time	Deadline for placing assignment on the line of a reserve on the last non-fly day (that ends at 2400) prior to an on-call day. (Section 23 S. 2. a. 5) Note one, 2. c. 3) Note one, and 3. d. 2) b))

Note: Current bid period PCS will be run as close as possible to, but not earlier than, scheduled PCS run times and will process all pilot requests submitted prior to the beginning of the run. Subsequent bid period PCS runs will begin as close as possible to, but not before, current bid period PCS runs and will process all pilot requests submitted prior to the beginning of each run.

Monthly Bidding Process

Monthly Bidding Process.....	11
PBS Line Count Calculation	12
Reduced Lower Limit (RLL) Line	12
Benefits of the RLL	12
RLL Eligibility	13
Bidding for an RLL.....	13
Modifying an RLL	14
X Days—How Many Do I Get?.....	14
Reserve Pay for Bid Periods Including Known Absences.....	16

PBS Line Count Calculation

Every month, the Company estimates the number of regular and reserve lines in each category for the subsequent bid period and publishes the number of regular line under “PBS Line Counts” on the Crew Resources and Scheduling page. Each regular line count is a projection based on the following formula:

$$\frac{\text{Block} + \text{Credit} + (\text{VTS} \times 85\%)}{\text{ALV}}$$

- Block plus credit—includes the total amount of scheduled block and credit time in the category
- VTS—represents all known absences
- Regular line pilots typically account for approximately 85% of known absences.
Note: this value may be adjusted in the future if the distribution of known absences shifts.
- The sum is then divided by the ALV to determine the *projected* number of regular lines.

Example:

In a given bid period, a category has an ALV of 75 hours and contains:

- 210 pilots
- 10,000 hours of block
- 2,000 hours of credit
- 1,500 hours of known absences (VTS)

Applying the formula described above, $[10,000 + 2,000 + (1,500 \times .85)] \div 75 = 177$

The formula projects 177 regular lines for the category. With 210 pilots in the category, there are therefore 33 projected reserve lines (16%).

Reduced Lower Limit (RLL) Line

A reduced lower limit (RLL) line is a regular line with a value between zero and the lower limit of a pilot’s line construction window (LCW). An RLL is an option for any pilot in any fleet where a certain number of trips is too few and one additional is too many. RLLs are more common on widebody fleets but can occur on narrowbody fleets with the right set of circumstances.

A pilot who cannot hold a regular line could bid for an RLL as an alternative to bidding for reserve. An RLL will be made up of some combination of trips awarded through PBS, trips picked up from open time, recovery days (which differ somewhat from reserve on-call days), and trips assigned during those recovery days. RLLs are detailed in *Sections 23 D. 10.* and *17.*

Benefits of the RLL

An RLL could be advantageous to a pilot in either a widebody or narrowbody category.

Example 777

DTW 777 has an ALV of 73:00.

The LCW is 65:30 to 80:30.

When PBS gets to Captain Delta the only remaining trips are worth 28:44 each.

Result

Three of these trips would result in a line worth 86:12, over the LCW.

Two of these trips would result in a line worth 57:28, under the LCW.

PBS would be unable to award the pilot a regular line.

Bidding for an RLL

An RLL would allow two trips worth 28:44 to be awarded, resulting in a line worth only 57:28.

The pilot could accept the line worth the lower value and white slip the third trip (the pickup limit is 88:00 [ALV+15] in this case), resulting in a final line value of 86:12.

Example M88

ATL M88 has an ALV of 75:00.

The LCW is 67:30 to 82:30.

When PBS gets to First Officer Junior there are only four-day trips available.

Result

Three four-day trips would result in a line worth 63:00, below the LCW.

Four four-day trips would result in a line worth 84:00, above the LCW.

PBS would be unable to award the pilot a regular line.

Bidding for an RLL

An RLL would allow the three four-day trips to be awarded, resulting in a line worth only 63:00. The pilot could accept the line worth the lower value and use the SWAP board or white slip for additional flying via PCS.

Note: In either example, the pilot could elect to have recovery days added to his schedule instead of picking up additional flying from open time.

RLL Eligibility

Any pilot may bid for an RLL, but only a pilot whose seniority is above a specified minimum seniority within his category will be eligible for an RLL award. Pilots can determine their position within their category from month to month by referencing the category list posted on the Crew Resources and Scheduling page of DeltaNet. A pilot's position on the list may change before PBS bids are processed.

**** RLL and projected regular line count are the same value**

Parameters for February 2017

February 2017 has 30 days

Category	ALV	LCW		RES	RES	EXTRA	RLL
		LOW	HIGH	GUAR	RULE	XDAY	LIM
ATL 777 A	71:00	65:00	78:30	72:00	4-99-3	No	157
ATL 777 B	71:00	65:00	78:30	72:00	4-99-3	Yes	160
ATL 330 A	72:00	65:00	79:30	72:00	4-99-4	Yes	92
ATL 330 B	71:00	65:00	78:30	72:00	4-99-4	Yes	144
ATL 765 A	71:00	65:00	78:30	72:00	4-99-4	Yes	70

You will notice the last column labeled RLL LIM has a value representing the projected regular lines and the cutoff value for RLL. After the category list is published and before PBS bid awards, there is always the possibility of pilots returning to and/or leaving the category. If a pilot is a few numbers above the RLL LIM value, we recommend he include an appropriate reserve bid group in his PBS bid to protect against a number of more senior pilots returning to the category and effectively pushing him below the RLL cutoff.

Alternatively, it is possible that a pilot who finds himself slightly below the RLL cutoff could move up on the category list if more senior pilots leave the category, thereby making the pilot eligible to be awarded an RLL line if PBS is unable to award him a line within his LCW.

Bidding for an RLL

PBS will not automatically award an RLL. The pilot must opt to bid for an RLL, if desired. Only if you are willing to be awarded a line of time that is below normal should you use the RLL option. A pilot may not indicate a minimum line value in an RLL bid group.

You bid for an RLL line of time by entering an RLL bid group. Because PBS will attempt to award you an RLL schedule **only if it cannot award you a line of time within the normal LCW**, it is necessary that you place your RLL bid group below every normal pairings bid group in your bid and only after an unconditional pairings bid group. This ensures that PBS has considered every possible combination of rotations available to you to award you a line of time within the normal LCW before attempting to award you an RLL line.

Please see the PBS Reference Handbook in the ALPA folder on your EFB for details on how to bid for an RLL.

Modifying an RLL

A pilot who has been awarded an RLL line in PBS may begin to modify his line via the SWAP board as soon as schedules are released in iCrew. Starting with the first PCS run on the 20th of the month for the next bid period, a pilot can modify his schedule. Such pilot then has two options:

1. Accept the awarded line and any modifications with no regular line guarantee.
Note: This is the default option. No further action is required by the pilot.
2. No later than 1800E on the 24th, he may **accept the awarded line and any modifications with a regular line guarantee equal to the lower limit of his LCW, and then remain available for assignment to recovery flying.** The number of days of availability will be determined by dividing the difference between the pilot's guarantee and his projection by a reserve pro rata share and rounding up. These days will be placed on his line by mutual consent and in a single group, if possible. If the pilot and the Company cannot agree on placement of the days, the Company may place the days at its discretion.

*After the 2200E PCS run on the 24th of the month, Crew Scheduling will place assigned recovery days on the pilot's schedule and may begin assigning open time per **Section 23 D. 19.***

Recovery flying assignments are different from reserve flying assignments and follow a separate set of rules. Any recovery flying assigned by the Company must meet the following criteria:

- Must report at least 24 hours from initial notification attempt
- Must report on a recovery day
- May release up to three days after the last recovery day
- Is not limited to one rotation

A pilot is obligated to fly an RLL recovery assignment whether he acknowledges the rotation or not.

A pilot whose line contains RLL days of availability may adjust his schedule via PCS and/or the Pilot-to-Pilot Swap Board without regard to his days of availability. An increase in the pilot's projection will trigger a recalculation of the number of days of availability and any excess days will be removed from his schedule, beginning with the earliest of such days. A decrease in the pilot's projection will cause a corresponding decrease in his RLL line guarantee.

Example

Assumptions:

Pilot is awarded an RLL line with a value of 48:00
ALV 78:00 (LCW 70:30 - 85:30)

Result:

If the pilot accepts the awarded line with a line guarantee of 70:30, six days of availability will be placed on his line, calculated as follows:

Reserve guarantee is 76:00 (78:00 - 2:00)

The reserve pro rata share is 4:13 (76:00 ÷ 18)

(70:30 - 48:00) ÷ 4:13 = 5.3, rounded up to six days of recovery obligation

X Days—How Many Do I Get?

The number of X-days a full reserve line will receive in PBS depends upon the reserve guarantee, reserve staffing for the bid period, and the number of reserve days in the bid period. The tables in PWA **Section 12 N. 2.**, repeated below, determine the number of X-days and golden X-days. The number of reserve days is the total number of days in the bid period (30 or 31) minus the total number of days of planned absence (vacation, training other than CQ, MLOA, etc.).

A reserve pilot in a category in which the number of reserve lines is projected to be at least 20 percent of the number of pilots in such category will be awarded one more X-day than the number shown in the above tables.

To determine the number of X-days a pilot is eligible for:

1. Determine the pilot's number of reserve days
2. Use the chart appropriate for the reserve guarantee and the column appropriate for the length of the bid period to determine the number of X-days
3. Add one X-day to the number shown in the table if the projected reserve staffing is at least 20 percent

X-days in a bid period with a reserve guarantee of 72:00-74:59

# of reserve days in a 30-day bid period	# of X days in a 30-day period	# of reserve days in a 31-day bid period	# of X days in a 31-day bid period
1	0	1	0
2-3	1	2-3	1
4-5	2	4-5	2
6-8	3	6-7	3
9-10	4	8-9	4
11-12	5	10-12	5
13-14	6	13-14	6
15-17	7	15-16	7
18-19	8	17-18	8
20-21	9	19-21	9
22-24	10	22-23	10
25-26	11	24-25	11
27-28	12	26-27	12
29-30	13	28-29	13
		30-31	14

X-days in a bid period with a reserve guarantee of 75:00-80:00

# of reserve days in a 30-day bid period	# of X days in a 30-day bid period	# of reserve days in a 31-day bid period	# of X days in a 31-day bid period
1	0	1	0
2-3	1	2-3	1
4-6	2	4-5	2
7-8	3	6-8	3
9-11	4	9-10	4
12-13	5	11-13	5
14-16	6	14-15	6
17-18	7	16-17	7
19-21	8	18-20	8
22-23	9	21-22	9
24-26	10	23-25	10
27-28	11	26-27	11
29-30	12	28-29	12
		30-31	13

Golden Days

Reserve days in a 30-day bid period	Golden X days in a 30-day bid period	Reserve days in a 31-day bid period	Golden X days in a 31-day bid period
1-2	0	1-2	0
3-7	1	3-7	1
8-12	2	8-12	2
13-17	3	13-18	3
18-22	4	19-23	4
23-27	5	24-28	5
28-30	6	29-31	6

Reserve Pay for Bid Periods Including Known Absences

The examples below assume a 30-day bid period, an ALV of 75:00, a reserve guarantee of 73:00, and the following daily rates for absences on a reserve line:

1. Vacation: 3:30 pay (see *Section 7 G. 2.*)
Vacation: 3:45 pay for the first two weeks of vacation and 3:30 for all additional weeks (see *Section 7 G. 2.*)
Note: All vacation time is considered for line construction purposes for PBS.
2. CQ Training: 4:00 pay, no credit (see *Section 11 B. 2. a.*)
3. Qualification training: pro rata portion of the ALV, pay and credit, for all days (including designated off days during the training) that training is on his schedule (see *Section 11 B. 1. b.*)
4. Known sick leave: the greater of a pro rata portion of the reserve guarantee, or a reserve pro rata share for each on-call day during his shadow bid period.
5. Unpaid leave of absence: none (see *Section 13 J. 2. c.*)
6. Jury Duty: 5:15

Example 1—Pilot has seven days of vacation in the bid period.

Results:

1. Pilot receives ten X-days (11 if projected reserve staffing is at least 20 percent), of which five are golden X-days.
2. Pilot's reserve guarantee is reduced by 1/30th for each day of his vacation ($73:00 - [7/30 \times 73:00] = 55:58$ adjusted reserve guarantee for the bid period.
3. Pilot is paid $7 \times 3:30 = 24:30$ for the vacation in addition to any other pay for the bid period.
4. If the pilot does not perform any flying, he will be paid $55:58 + 24:30 = 80:28$.

Example 2—Pilot is scheduled for two days of CQ training.

Results:

1. X-days are not prorated for CQ training. Pilot receives 13 X-days (14 if projected reserve staffing is at least 20 percent), of which 6 are golden X-days.
2. Pilot's reserve guarantee is reduced by 1/30th for each day of his CQ training ($73:00 - [2/30 \times 73:00] = 68:08$ adjusted reserve guarantee for the bid period.
3. Pilot is paid $2 \times 4:00 = 08:00$ for the CQ training in addition to any other pay for the bid period.
4. If the pilot does not perform any flying, he will be paid $68:08 + 8:00 = 76:08$.

Example 3—Pilot is scheduled for 16 days of qualification training.

Results:

1. Pilot receives six X-days (seven if projected reserve staffing is at least 20 percent), of which three are golden X-days.
2. Pilot's reserve guarantee is reduced by 1/30th for each day of his qualification training ($73:00 - [16/30 \times 73:00] = 34:04$ adjusted reserve guarantee for the bid period.
3. Pilot is paid and credited $16/30 \times 75:00 = 40:00$ for the qualification training in addition to any other pay for the bid period based on a pro rata ALV ($75:00/30 = 2:30$).
4. If the pilot does not perform any flying, he will be paid $34:04 + 40:00 = 74:04$.

Example 4—Pilot has 15 days of known sick leave beginning on the 16th day of the bid period.

The pilot will be awarded a normal reserve line of time, and the period of known sick leave will be a shadow period. The pilot will be paid and credited the greater of:

- a. a reserve pro rata share for each on-call day during the known sick period, or
- b. a pro rata portion of the reserve guarantee for each day during the known sick period.

Assume, for example, he is awarded seven X-days before and six X-days during his known sick period. The pilot will retain his normal reserve guarantee, and will be paid and credited 38:39, from his sick bank, which is the greater of:

- a. $9 \times (73:00/17) = 38:39$, or
- b. $15/30 \times 73 = 36:30$.

The pay and credit for the period of known sick will be applied against the pilot's guarantee. If the pilot does not perform any flying, his total pay will be 73:00.

Example 5—Pilot is scheduled for ten days of military leave.

Results:

1. Pilot receives nine X-days (ten if projected reserve staffing is at least 20 percent), of which four are golden X-days.
2. Pilot's reserve guarantee is reduced by 1/30th for each day of his military leave. $(73:00 - [10/30 \times 73:00]) = 48:40$ adjusted reserve guarantee for the bid period.
3. If the pilot does not perform any flying, his total pay will be 48:40.

Regular Line Adjustment Process

FAR and/or PWA conflicts may arise when a pilot's current line of time changes during the period of time between when the PBS bids close, and when the PBS lines are awarded (the bid award window).

Shortly after the PBS bids close, a snapshot of a pilot's current line is taken. This snapshot is taken just prior to the beginning of the PBS processing of that pilot's category and will include the results of any PCS runs that occurred after the bids closed, but prior to the time that the snapshot was taken. A line will then be built that maintains FAR and PWA compliance with the pilot's line as it exists in the snapshot. Any changes to a pilot's line from the "snapshot" line that occur prior to the completion of the PBS award are not accounted for in the pilot's preliminary award. This can create a violation that must be reconciled prior to the pilot's line being released into iCrew. Reconciliation must be completed no later than 1800E on the 17th of each month.

This reconciliation, known as the *line adjustment process*, is defined as: the process by which the Company **removes** a rotation(s) from a regular pilot's line for the next bid period that would otherwise create an FAR and/or PWA conflict(s).

Line Adjustment Pay Guarantee or Lack Thereof

Rotation guarantee for rotations removed during the line adjustment process is driven by whether the conflict was due to an assignment or an award.

If a rotation on a pilot's future month line is removed as a result of the line adjustment process, and the removal was required because, sometime during the time of the bid award process, he:

- was rerouted into additional block or duty,
- was inversely assigned a rotation,
- was assigned a reserve rotation, or
- over flew his block or duty,

that pilot will receive rotation guarantee with a corresponding recovery obligation.

If the line adjustment removal was required as a result of:

- a WS/YS or GS award,
- Swap with the Pot,
- The Pilot-to-Pilot Swap Board, or
- a rotation buy,

then the conflicting trip is removed without pay guarantee. In other words, the pilot requested the additional flying, which is in their control and not the Company's.

After a line of time has been made legal, any later adjustment due to an FAR violation will entitle a pilot to the rotation guarantee and possibly subject him to **Section 23 K.** recovery flying.

Pilot Change Schedule (PCS), Slip Requests and Pay

Definitions	20
The Pilot Change Schedule (PCS) System and Green Slips	21
ARCOS (Scheduling Alert 18-04)	22
Quick Summary	22
ARCOS Elements	22
ARCOS Basics	22
Simplifying Your Response to ARCOS	22
Green Slips and Green Slips with Conflict	24
Processing and Notification.....	24
The Leveling Mechanism.....	26
Inverse Assignment and Inverse Assignment with Conflict (IA and IAWC)	27
Processing and Notification.....	27
GS/IA Pay for Reserve Pilots	28
Pay Back Day Usage	30
Yellow Slips and Reserve Preference Qualifiers	31
Trip Awards and Assignments—Proffer or not?	32
Do I have to accept the trip?	33
Swapping Trips/X-Day Move Formula	35
The Basics.....	35
Non-Holiday (Cumulative) Application.....	35
Holiday (Day-By-Day) Application	36
Thanksgiving/Christmas Exception to Holiday (Day-By-Day) Application.....	36
One Final Thought.....	37
X-Day Move Rules	38
X-Day Moves and the 30/168 Requirement	38
Swapping Carry-Out Rotations (Asterisk Rotation/Transition Rotation)	40
Bidding for Additional On-Call Days	41

See the *iCrew User's Guide* published separately in the ALPA folder of AeroDocs on your EFB for a detailed explanation of how to enter various PCS requests.

Definitions

“Green slip” (GS) means a request by a pilot to be assigned same-day/next-day open time that may generate premium pay:

- on his regular line days off,
- on his reserve line X day(s),
- on reserve line on-call days, while on long-call, with less than 12 hours' notice, or
- on his remaining reserve line on-call days in the current bid period after he has accumulated credit equivalent to the ALV in such bid period.

“Green slip with conflict” (GSWC) means a request by a regular pilot to be assigned same-day/next-day open time that may generate premium pay, and:

- overlaps a scheduled rotation(s) remaining to be flown, or
- creates an FAR or PWA conflict with a scheduled rotation(s) remaining to be flown.

“Inverse assignment (IA)” means the assignment of open time in inverse seniority order under **Section 23 N.** or **O.**

Exception: An assignment to a reserve pilot who is among a group of reserve pilots whose RAW values are in the same RAW value grouping under **Section 23 A. 40.** and **Section 23 S. 1. a. Note two** is not an IA.

“Inverse assignment with conflict” (IAWC) means an IA that:

- overlaps a scheduled rotation(s) remaining to be flown, or
- creates an FAR or PWA conflict with a scheduled rotation(s) remaining to be flown.

“Open time” means a rotation(s) not awarded on a regular line in the initial line awards, or that otherwise becomes available.

“Pilot change schedule” (PCS) means a process for the submission of requests for:

- a. military leave of absence (see **Section 13 D.**)
- b. personal drop (PD), qualified personal drop (QPD), individual vacation day (IVD), and authorized personal drop (APD) (see **Section 23 I.**)
- c. swap with the pot (see **Section 23 H.**)
- d. white slip (see **Section 23 P.**)
- e. yellow slip (see **Section 23 T.**)
- f. GS and GSWC (see **Section 23 Q.**)
- g. X-day move (see **Section 12 M. 8.**)
- h. additional day off (see **Section 23 S. 14.**)
- i. recovery slip (see **Section 23 J.**)

“Premium pay” means pay as set forth in **Section 23 U.** applicable to:

- an inversely assigned rotation or flight segment(s).
- a GS rotation.
- a GSWC rotation.

“White slip” means a request by a regular pilot to be awarded open time under **Section 23 P.**

- A Captain may be awarded a rotation for which he lacks special airport/theater/route qualification via WS, Swap with the Pot, the Swap Board provided it is at least 96 hours prior to the report time.

“Yellow slip” means a request by a reserve pilot to: a. become first in sequence for an assignment to a specific rotation or on a specific date, b. become first in sequence for conversion to short call at a specific time or on a specific date, or c. be awarded up to two additional on-call days. Yellow slips are further outlined in **Section 23 T.**

The Pilot Change Schedule (PCS) System and Green Slips

The PCS system is used to submit GS/GSWC requests and preferences. However, all GS and GSWC awards are processed manually by Crew Scheduling, using the preferences from the PCS system.

Open time awards/assignments are made based on the coverage steps outlined in PWA **Sections 23 E., M., N., and O.** The awards/assignments of rotations under **Section 23 N. and O.** are made in order beginning with step 1. If there are no available pilots in a given step, the coverage will continue with the next subsequent step. During daily trip coverage under **Sections 23 N. and O.**, and at any step in the coverage, the Company may choose to NOOP the rotation and split the flying into separate rotations. Each of the separate rotations must then be awarded/assigned according to the steps of **Sections 23 N. or O.**, as appropriate, starting from step 1.

ARCOS (Scheduling Alert 18-04)

ARCOS is the automated roster callout system that Delta uses for processing of green slips (GS) and green slips with conflict (GSWC).

Quick Summary

- You can choose to receive GS/GSWC awards via phone call from 844-325-5629.
- For a faster and easier experience, download the ARCOS app to your phone or Company-issued iPad and follow instructions to set it up.
- Pilots are given a 15 minute “offer window” to review the rotation in the app or on the phone and decide if they are willing to accept the rotation.
- If you are awarded the rotation, you’ll receive another call back, followed by the PWA-required 10-minute window to acknowledge the rotation on your schedule.

ARCOS Elements

One key aspect of ARCOS is the extended window to review a GS. You have 15 minutes to review a GS, including “critical trip coverage” (departing within three hours from contact).

GS requests are made via iCrew in accordance with PWA **Section 23 Q**. ARCOS will call you instead of Crew Scheduling. You will *always* receive a phone call(s) per PWA **Section 23 Q. 11.**, but with the ARCOS app you can elect to receive email, text and mobile app notifications. You can choose not to answer or hang up the phone and use the app to make your selections.

ARCOS Basics

- To receive GS awards, place your request in iCrew and ARCOS will call the number(s) listed in your phone contact list in iCrew. The phone number for awarding a GS/GSWC is separate and different than any other Delta Crew Scheduling number. Save this number in your phone contacts: 844-325-5629.
- When a GS is processed through ARCOS you will be given 15 minutes to look at the rotation(s), (aka the offer window) determine your availability and then rank order the rotation(s). This will provide time to look at the actual rotation. You can decline any/all rotations.
- When the 15 minutes are up, ARCOS will determine eligibility based on responses and seniority, and provide that information to Crew Scheduling. Crew Scheduling will place the rotation on the schedule of the senior pilot who responded to ARCOS in the affirmative.
- ARCOS will call you back to notify you of the award. You will have the PWA-required 10 minutes to acknowledge the rotation via ARCOS, IVR or iCrew. In the ARCOS app, you can decline the award. Once you acknowledge the rotation, you are obligated to fly it.
- Rotations will only be awarded one at a time so if a senior pilot declines a rotation (or does not acknowledge), the system will re-determine what each pilot’s assignment should be.
- If you want to decline a rotation, you can do that either on the app or award call. Declining a rotation instead of waiting for the 10 minutes to expire will help expedite the award processing.
- With the implementation of ARCOS notification system, GS/GSWC awards are a proffer, meaning you may decline a GS.
- Effectively, this means that any call from Crew Scheduling will be for a WS, IA, IAWC or routine reserve assignments.

Simplifying Your Response to ARCOS

As stated above, a pilot does not have to do anything to receive a GS. However, if you want to simplify the process and make it much quicker and easier to respond to a GS, ALPA strongly recommends you create an ARCOS account by following these steps:

- Create an ARCOS account by calling 844-325-5629
 - Your employee number is your nine-digit PPR number
 - Your initial PIN is 1234 (you’ll change the PIN to any four-digit number)
 - Record your name when prompted
- Download the ARCOS app from either the iTunes Store or the Google Play Store
 - Once downloaded for first time set up, you’ll scroll to the bottom of the app, click First Time Set Up and follow the prompts

- Note that you must set up the four-digit phone PIN *prior* to logging into the ARCOS app
- Enter your contact information and preferences
- You will find your Delta email address is already in the account, though you can change it to your personal email account if you choose
- You can also select to receive text message notifications – the list of cell providers and their text message setup is located on the last page of the user manual which is posted on DeltaNet
- If you have the app and set up email and text notification, when a GS meets your slip requests, you will receive a phone call, email, text message and app notification

There are short ARCOS tutorial videos available on DeltaNet > My Division > Crew Resources, along with a user guide. Pilot Assist can help with most issues including passwords, password resets, etc.

Green Slips and Green Slips with Conflict

GS awards are used to cover rotations when WS requests and available reserve pilots have been exhausted. GSWC requests have a lower priority under **Section 23. N.** and **O.** and are awarded after all options for GS and IA (without conflict) have been exhausted.

A regular pilot who has flown a GS rotation:

- will receive double pay, no credit for the portion of his GS rotation that he flew and that exceeds the lesser of the ALV or 75 hours, and
- may use up to five hours of his bank, prior to accounting for the GS rotation, to bring his projection to the lesser of the ALV or 75 hours.

Note: The pilot's vacation and CQ training in the bid period will be considered as pay and credit for purposes of determining if he has met the lesser of ALV or 75-hour threshold in such bid period.

A reserve pilot who has flown a GS rotation:

- will receive single pay, no credit (above his reserve guarantee) for the portion of a GS rotation that he flew and that interrupted an X day or was flown after his accumulated credit equaled the ALV, and additional time free of duty under **Section 23 S. 14.**
- who is a long-call pilot will receive single pay, no credit (above the reserve guarantee) for the first duty period of a GS rotation flown on an on-call day if the report of the rotation is within 12 hours of the first attempted contact.
- who is awarded a GS rotation in which all duty periods of the rotation are scheduled to operate on on-call days may request one X day that coincides with a day during which the pilot does not have a duty period within the GS rotation be moved to the first day of the GS rotation. (For example, a reserve pilot with one X day on the 12th may be awarded a three-day GS rotation on the 11th which has a 30-hour layover and no duty period touching the 12th. That X day may be moved to the 11th.)

Some of the basic provisions for GS and GSWC awards are:

- A pilot can bid trips in his base (GS or GSWC) or in another base (out-of-base GS or GSWC).
- A pilot must meet any special airport/route qualifications.
- If bidding an out-of-base rotation, the pilot is responsible for commuting to the other base. Transportation, lodging, and per diem are not reimbursed prior to report or after release from the rotation.
- There must be 10 hours of prospective rest prior to the start of an FDP. A regular pilot is always on rest if there are no assignments on their schedule. A reserve pilot is ONLY on rest on an X-day or if on an acknowledged prospective rest period.
- A reserve pilot on a "proactive prospective" rest (not required rest to fly GS rotation) will be considered for the GS.
- A GS rotation may not overlap another rotation or create an FAR and/or PWA conflict.
- Seniority list instructors may submit GS requests, which will be processed under **Section 23 N. 19.** or **O. 13.**
- A GSWC award may not conflict with a previous GSWC award.
- A rotation that conflicts with a GSWC rotation is removed with no recovery obligation.
- A pilot who is awarded a GSWC will receive single pay and credit for the rotation removed *and* single pay, no credit, for the rotation flown. A number of pay examples are included in **Section 23 U.**
- A pilot who is awarded a GSWC will be eligible to be awarded/assigned an additional rotation(s) that operates during the period of the removed rotation.
- A pilot will not be awarded a GSWC or IAWC for a rotation that conflicts with a rotation on his line originating on the same day.
- A pilot will not be awarded a GS or WS if the rotation would create an FAR conflict with a rotation that the pilot missed or will miss due to sick leave, other than under sick leave fly-back, unless there is no other pilot available for that GS or WS.

Processing and Notification

- Green Slips are manually processed by Crew Scheduling according to the limitations and preferences entered into PCS by the pilot.

- A second or subsequent GS will not be awarded to a pilot until all pilots who are legal for the rotation and who have submitted GS requests have had an opportunity to accept a like number of GSs. A similar rule applies to GSWC. If you are awarded a GS and subsequently the rotation is cancelled, make sure the “G” on your line of time is removed. The “G” is how the computer knows whether you have flown a rotation or not for the above leveling mechanism.
- Crew Scheduling will attempt to notify the pilot of a GS/GSWC award. *A GS is not a proffer and the pilot is required to fly the rotation if he acknowledges the award.* If unable to contact the pilot, Crew Scheduling will bypass the pilot and move to the next eligible bidder. Crew Scheduling is required to allow the pilot a minimum of ten minutes to respond if the departure is greater than three hours from first attempted contact. High call volume and long hold times may make it difficult to contact Crew Scheduling by phone. If return contact by phone is not possible, the IVR or iCrew should be considered as alternate methods of acknowledging the award.
- A reserve will be awarded a same day GS without regard to what is already on their schedule for the next day, even if the next day rotation is a GS/YS or reserve assignment. The reserve will be given a nine-hour break in duty followed by replacement of each X-day in accordance with PWA **Section 23 S. 9**. For example, a one-day GS is awarded on the pilot’s last X-day with a legal assignment on their first RES day. The assignment (YS/GS/RES rotation/SC) will be removed in order to provide the RES both a nine-hour break in duty and the pay back day for the one-day GS.

See **Section 23 U.** of the PWA for complete details on GS and GSWC bidding options and restrictions, as well as pay and credit provisions.

The Leveling Mechanism

The PWA includes a leveling mechanism intended to fairly and impartially spread GS awards throughout a given category. *Section 23 Q. 14.* requires that a pilot already awarded a GS will not be eligible for a second (or third, etc.) GS until all other pilots with a GS request have had an opportunity to accept a like number of GSs, unless there are no other available pilots to fly the GS rotation in question. Since all pilots are eligible for GSs (obviously reserve pilots are not available to fly GSWC rotations), this method allows all pilots, in seniority order, the opportunity to participate in premium pay flying.

Section 23 Q. 15. provides the same leveling mechanism for GSWC requests, which are counted separately from GS requests.

Inverse Assignment and Inverse Assignment with Conflict (IA and IAWC)

IA and IAWC are same-day or next-day assignments made by Crew Scheduling after other options have been exhausted. These rotations are assigned in inverse seniority order without regard for length of rotation among:

- Reserve pilots for whom the rotation would fly into X-days
- Reserve pilots for whom the rotation would begin on X-days
- Regular pilots

A pilot may not be inversely assigned to an out-of-base rotation, except as the last step in rotation coverage, i.e., any available pilot in the system. In that case, the pilot must be provided the necessary deadhead transportation. A pilot who has been inversely assigned in a bid period will not be inversely assigned a second time until all other pilots who are available and can be contacted have been inversely assigned a like number of times in the bid period. A regular pilot will not be inversely assigned to a rotation that reports less than 11 hours after release at his base without his consent.

A regular pilot who has flown an IA rotation will receive double pay, no credit, for the IA rotation as flown.

A reserve pilot:

- will receive single pay, no credit (above the reserve guarantee), for any duty period of an IA rotation that he flies and that interrupts his X-days or after his accumulated credit equals the ALV, and additional time free of duty under **Section 23 S. 11**.
- who is awarded an IA rotation in which all duty periods of the rotation are scheduled to operate on on-call days may request one X day that coincides with a day on which the pilot does not have a duty period within the IA rotation be moved to the first day of the IA rotation. (For example, a reserve pilot with one X day on the 12th may be awarded a three-day IA rotation on the 11th which has a 30-hour layover and no duty period touches the 12th. That X day may be moved to the 11th.)

Some of the basics provisions for IA awards are:

- The pilot must meet any special airport/route qualifications.
- An IAWC award may not conflict with a previous IAWC award.
- There must be ten hours of prospective rest prior to the start of an FDP. A regular pilot is always on rest if there are no assignments on their schedule. A reserve pilot is ONLY on rest on an X-day or if on an acknowledged prospective rest period.
- A rotation that conflicts with an IAWC rotation will be removed (in its entirety) with no recovery obligation.
- A pilot who has flown an IAWC rotation will receive single pay and credit for the rotation removed *and* single pay, no credit, for the rotation flown. A number of pay examples are included in PWA **Section 23. U**.
- A pilot who receives an IAWC will be eligible to be awarded/assigned an additional rotation(s) that operates during the period of the removed rotation.

Processing and Notification

- IA/IAWC are manually processed by Crew Scheduling.
- Crew Scheduling will attempt to notify the pilot of the IA/IAWC assignment.
 - Crew Scheduling may use the Crew Auto Notification System for the attempted notification.
 - *The pilot is required to fly the rotation if he acknowledges the assignment.*
 - If unable to contact the pilot, Crew Scheduling will bypass the pilot and move to the next senior pilot.
- A pilot who does not have a requirement to be available for contact is not required to answer an attempted notification from a Crew Scheduler or respond to or acknowledge an attempted notification from the Crew Auto Notification System. If the pilot does answer an attempted notification from a Crew Scheduler, an IA is not a proffer, except under specific circumstances (see the discussion titled "Proffer or Not" in this document).

GS/IA Pay for Reserve Pilots

Sections 23 U. 1. b. and 3. b. of the PWA state:

A reserve pilot who has flown a GS rotation(s) will receive:

- 1) single pay and credit for the portion of such rotation(s) flown on his reserve on-call days that occurred before the pilot's accumulated credit exceeded the ALV (applied against his reserve guarantee), and
- 2) single pay, no credit (in addition to any other form of pay and credit for the bid period) for the portion of such rotation(s) that:
 - a) interrupted his X day(s), or
 - b) occurred after his accumulated credit equaled the ALV,

Note: A reserve pilot who flies a GS rotation into an X day(s) is entitled to additional time free of duty under Section 23 S. 9.

A reserve pilot who has flown an inversely assigned rotation(s) will receive:

- 1) single pay and credit for the portion of such rotation(s) flown on his reserve on-call days (applied against his reserve guarantee), and
- 2) single pay, no credit for the portion of such rotation(s) that interrupted his X day(s) (in addition to any other pay and credit for the bid period).

Note: A reserve pilot who flies an inverse assignment rotation into an X day(s) is entitled to additional time free of duty under Section 23 S. 9.

To determine the portion of a GS/IA rotation that has been flown on a reserve pilot's X day(s), the rotation is broken down into individual duty periods. Any duty period that touches an X-day will generate single pay, no credit (above the guarantee), while a duty period that does not touch an X -ay will generate single pay and credit (toward the guarantee).

This is an important detail. Consider the following rotation:

```

ATL      PILOT 777      *** ROTATION OPER      13JUL/16:02 GMT
1102     POS-AR/B     EFFECTIVE 03AUG07      CHECK IN AT 9.55
                                     ON DUTY
DAY FLT   DEPARTS ARRIVES   BLK M/U   TURN EQP ACT/MAX
3   91   ATL 1125 ICN 1510   14.45
ICN 72.55/RENAISSANCE SEOUL   14.45BL
                                     14.45TL
7   92   ICN 1805 ATL 1850   13.45
                                     13.45BL
                                     13.45TL
                                     1.37TRP
REGULAR- 30.07TL 28.30BL 1.37CR 0.00MU
RESERVE- 30.07TL 28.30BL 1.37CR 0.00MU
                                     TAFB 105.25CR
                                     TAFB 105.25EX
ROTATION REMARKS NOT SUPPORTED THROUGH THIS OPTION
A
B
END OF DISPLAY

```

A reserve pilot who is on call August 1-4, has X days August 5-6, and is on call again on August 7, will receive no premium pay. Under Section 12 M. 6., a published X-day begins at midnight (pilot base time). The first duty period of this rotation reports on August 3 at 0955E and releases in ICN 14:45 + 2:00 later, on August 4 at 0240E. The second duty period reports on August 7 at 0335E and release 13:45 + 2:00 later, at 1920E.

Because neither of the two duty periods in this rotation interrupts the pilot's X-days on August 5-6, he will receive no premium pay as the rotation currently stands.

The purpose for Note two in both Sections 23 U. 1. b. and 3. b. is to allow a reserve pilot in a case such as this to move one of the X-days within the rotation to the first day of the rotation. This will cause the first duty period of the rotation to generate single pay, no credit (above the guarantee). In the example above, the pilot may move his X-day on August 5 or 6 to August 3, thereby causing the value of that duty period (14.45) to be single pay, no credit (above the guarantee).

In any case, his X-days will be moved (paid back) so as to begin 13 hours after his release on August 7 at 1920E.

PWA **Section 12 G. 2.** determines the minimum break in duty after a non-transoceanic duty period as nine hours. For a trans-oceanic duty period it is 13 hours. Crew Scheduling is required to provide the break in duty prior to starting the X-day. These days are reflected on your line of time with PB (pay back) or PR (partial pay back). A PB day is a full calendar day from midnight to midnight. A PR day is a portion of a calendar day.

Pay Back Day Usage

Banked payback (PB) days are normally the result of a green slip or inverse assignment awarded to a reserve pilot who does not have enough days remaining in the current bid period on which to place the PB days.

Section 23 S. 14. describes the use of PB days as follows:

A reserve pilot who is eligible for an additional day(s) off under Section 23 S. 9. through 12. will:

- a. take such day(s) off in the current or a future bid period, by mutual agreement with Crew Scheduling, or*
- b. have such day(s) added to a current year vacation period(s), by mutual agreement with Vacation Planning, or*
- c. have such day(s) added to his earned vacation for the next vacation year, if not used in the current vacation year.*

Q: Can I use payback days in a regular line month to drop a trip? How will I be paid?

A: Yes, you must enter your request in PCS under “Leave Requests” by selecting “Payback Days.” If there is sufficient reserve availability to drop the rotation it will be awarded via PCS. Your pay will depend on the number of payback days available for use. If the number of days available are sufficient to cover the entire rotation, that number of days will be used, and you will be paid for the entire rotation. If the number of days is not sufficient to cover the entire rotation, all available payback days will be placed on the days of the rotation, beginning with the first of such days, and you will be paid the value of those days only. You will forfeit any pay or guarantee for the remainder of the rotation. Note that credit resulting from application of duty rigs is always tied to the last duty period of the rotation.

Q: Can I use a payback day to drop a reserve on call day? How will I be paid?

A: Yes, you may enter your request in PCS under “Leave Requests” by selecting “Payback Days.” If there is sufficient reserve availability to drop the reserve on call day it will be awarded via PCS. Your reserve guarantee will not be affected by the days awarded. You will be credited a reserve pro rata share for each on-call day dropped. It will show on your schedule as “TOFF.”

Q: Can I have payback days added to my current year vacation? How will I be paid?

A: Yes, by mutual agreement with Vacation Planning. Make this request by contacting the Vacation Planning Office. Your vacation bank will be increased by 3:30 per day added, and the days will subsequently be paid as any other vacation days are paid.

Q: What happens to my payback days if they are not used in the current year?

A: If the days have not been used prior to January 1, they will automatically be converted to supplemental (SUPP) vacation days to be used in the subsequent vacation year. If you wish to use the days in January, February, or March, you may enter a request for a personal drop (PD), or APD and *when awarded via PCS*, contact a Crew Scheduling supervisor to have the days of the personal drop converted to payback days, if desired. This will be shown on your Schedule as TOFF.

Yellow Slips and Reserve Preference Qualifiers

The reserve system assumes a pilot *does not* wish to be assigned any flying or short call if the pilot has not submitted a YS.

A YS request may indicate a reserve pilot's desire to be considered first in sequence for:

- a. flying on on-call days,
- b. conversion to short call,
- c. flying on X days.

A reserve pilot's YS may stipulate:

- a. a rotation(s) and/or date(s) on which he desires to fly,
- b. date(s) and/or start time(s) on which he desires to be converted to short call, and
- c. any of the parameters set forth in the PCS YS template.

A reserve pilot's preference qualifiers may indicate his preferences to be considered only if he is needed:

- a. to fly, or
- b. for short call.

Trip Awards and Assignments—Proffer or not?

The circumstances under which a pilot is awarded or assigned a trip determine whether that award or assignment is a proffer or whether the pilot is required to accept the trip. White slips, yellow slips, and even inverse assignments can all be proffers under certain circumstances. Although the scheduler should always make clear to the pilot when a rotation assignment is a proffer, the lines of communication can sometimes be less than clear. It is therefore incumbent upon each pilot to be aware of his rights and responsibilities under the PWA.

When an award or assignment is a proffer, the pilot is free to accept or turn down the trip for any reason. When it is not a proffer, the pilot is required to accept the award or assignment if he has been contacted and notified of the award **and if he is physically able to report as scheduled**.

The Company may attempt to contact a pilot in a variety of ways. The manner used determines the pilot's obligation in his response.

- A pilot who has received a message in person from a Company employee or a representative of the Company has been contacted and must respond.
- A pilot who has acknowledged an award or assignment via iCrew, the Crew Auto Notification System, ARCOS, or the IVR, regardless of his response obligation, has been contacted and is responsible for such award or assignment.
- A pilot has no obligation to be available for contact while on layover. Messages left with hotel personnel or on a hotel room voice mail do not constitute contact. The FAA has determined that the Company can contact a flight crewmember one time during a required rest period. Once contact is made, it cannot be made again without interrupting the rest period. That interruption would restart the required rest period. However, the flight crewmember is under no obligation to answer the telephone or contact the air carrier during a rest period. In any case, a pilot who is contacted while on layover is required under regulations to consider the effect of interrupted rest on his next scheduled report and duty period.
- ACARS and radio messages (from ATL Radio or Ramp Tower, for example), if received *and* acknowledged, constitute contact. A pilot must judge his ability to respond according to operational demands in the cockpit, Company policy and FARs. If unable to respond during the flight, a member of the crew must contact Crew Tracking after arrival at the gate. ACARS and radio messages may be used by Crew Tracking for reroute notification but will not be used for trip coverage by Crew Scheduling.
- Pages in the airport or crew lounge and notes left in lockers or mail folders do not constitute contact.

A pilot who has no contact responsibility has no obligation to respond to messages left with another person or on voice mail. Furthermore, he has no obligation to acknowledge any change to his schedule, with the following exceptions:

- A regular pilot awarded a swap with the pot (SWP) or white slip (WS) or recovery slip (RS) during an automated PCS run will be responsible for such flying and will not receive telephone notification of the award. This includes all SWP transactions, all WS and RS transactions for beyond next day flying, and WS and RS transactions for next day flying that are awarded during the 0700 PCS run.
- A pilot who is awarded a swap/pick-up via the Pilot-to-Pilot Swap Board is responsible for such flying.

The following tables describe when an award or assignment is or is not a proffer.

White Slip	
Same-day rotation	Proffer
Next-day rotation if first attempted contact is less than 12 hours prior to report	Proffer
Next-day rotation if first attempted contact is 12 or more hours prior to report	Not a proffer
Beyond-next-day rotation (or next-day rotation awarded during the 0700 automated PCS function)	Not a proffer. Pilot is obligated to ascertain whether his WS request has been granted, acknowledge his award and fly the rotation.

Recovery Slip	
Same-day rotation	Proffer
Next-day rotation awarded during manual trip coverage	Not a proffer
Beyond-next-day rotation (or next-day rotation awarded during the 0700 automated PCS function)	Not a proffer. Pilot is obligated to ascertain whether his RS request has been granted, acknowledge his award and fly the rotation.

Swap with the Pot or Pilot-to-Pilot Swap Board
Not a proffer. Pilot is obligated to ascertain whether his request has been granted, acknowledge his award and fly the rotation.

Yellow Slip	
Report 12 hours or less from first attempted contact	Long-call pilot at time of report—proffer Short-call pilot at time of report— not a proffer
Report more than 12 hours from first attempted contact	Not a proffer

Green Slip or Reserve Assignment (other than YS as referenced in above table)
Not a proffer

Inverse Assignment	
Regular pilot for whom the report is within 11 hours of his release at his base	Proffer
Long-call reserve pilot for whom the report is within 12 hours from first attempted contact	Proffer
All others	Not a Proffer

Do I have to accept the trip?

A pilot is considered to have accepted a proffer if he has verbally accepted the assignment from a scheduler or acknowledged the rotation via IVR, the Crew Auto Notification System, ARCOS, or iCrew. When speaking to a scheduler, a pilot should ascertain whether or not the award or assignment is a proffer and, if unsure, should simply ask the scheduler.

A pilot's obligation to accept a trip on X-days or regular line off days is not absolute, regardless of whether the trip is or is not a proffer. A variety of circumstances might prevent a pilot from accepting a trip.

For example:

- Not being physically located so as to be able to report.
- Having recently consumed alcohol.
- Lack of available child care.
- Lack of available transportation.
- Not being adequately rested. For example:
 - A pilot, not on call, notified of a rotation with a report time within ten hours should consider if he is sufficiently rested to accept the scheduled rotation.
 - A pilot is not required to accept an inverse assignment that does not allow for ten hours of rest between acknowledgement and report time for the assigned rotation.

Be polite and professional in your dealings with Delta personnel. If necessary, call your Chief Pilot for assistance.

Swapping Trips/X-Day Move Formula

For a detailed description of how to enter a Swap with the Pot or X-days move request, see the iCrew User's Guide published separately in the ALPA folder of your EFB.

The Basics

If a pilot wishes to swap out of a trip or to move an X-day(s) to a day(s) in which there is sufficient reserve coverage (Reserves Available greater than Reserves Required), the request will be awarded, provided FAR and other PWA requirements have been met. Otherwise, the formula described in **Section 23 V. 5.** is used. This formula serves to allow swapping a trip out of, or moving an X-day(s) into, a day(s) in which Reserves Available (A) is less than Reserves Required (R), so long as the pilot will now be working on a day that is even worse off with respect to reserve coverage.

Days on which A is equal to R do NOT require a day that is worse off with respect to reserve coverage. Note the Thanksgiving/Christmas exception below.

Only the day(s) on which a pilot will be off if the requested transaction is awarded (Day(s) to Be Dropped), and only the day(s) on which a pilot will be working if the requested transaction is awarded (Day(s) to Be Added) are considered. Overlapping days in a SWP or X-day move transaction (days on which a pilot will be working either way) are not considered for purposes of reserves coverage.

For example, assume a pilot wishes to swap a four-day trip reporting on the 15th of the month for a four-day trip reporting on the 17th of the month. The Days to Be Dropped would be the 15th and 16th and the Days to Be Added would be the 19th and 20th. Reserve coverage on the 17th and 18th are neither Days to Be Dropped nor Added and are therefore irrelevant with respect to reserve coverage.

Be aware that a trip that releases after midnight is considered to operate on that following day. This means that the following day would be a Day to Be Dropped when attempting to swap out of that trip. Also, Qualified Open Time, i.e., a trip that is marked with a Q is not actually in open time. To swap into such a trip, reserve coverage on all the days of your current trip would have to be positive (A greater than R).

There are two ways in which the formula is applied:

- Cumulatively, when the pilot is seeking to drop a day(s) that does not fall within an APD holiday period
- Day-by-day, when the pilot is seeking to drop a day(s) that falls with an APD holiday period.

Note: An APD holiday period is defined in PWA **Section 23 I. 10. a. Exception** as the four-day period beginning two day prior to any of the following holidays:

- New Year's Day
- Super Bowl Sunday
- Good Friday
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Day

Non-Holiday (Cumulative) Application

Under the cumulative application, in which no Day to Be Dropped touches an APD holiday period, the total shortage on all Day(s) to Be Dropped on which there is negative reserve coverage (A less than R) will be compared to the total shortage on all Day(s) to Be Added on which there is negative reserve coverage. If the total coverage on the negative Day(s) to Be Added is worse than the coverage on the negative Day(s) to Be Dropped, then the swap or X-day move will be awarded. Day(s) to Be Dropped on which coverage is zero (A equals R) is not considered with respect to reserve coverage.

Examples

Assume a pilot is scheduled to fly rotation 4027 and wishes to swap it for rotation 4029. Assume further that the days to be dropped (13-15) do not touch an APD holiday period. The swap would be granted

because the sum of the negative differences A-R (-4) for the Days to Be Dropped (13-15) is > the sum of the negative differences A-R (-5) for the Days to Be Added (17-19).

Said another way, the negative Days to Be Added are cumulatively worse off than the negative Days to Be Dropped. (The differences A-R on the 13th and 18th are not used in the calculation because they are positive, not negative, differences.)

Day	13	14	15	16	17	18	19
Rotation	4027	4027	4027		4029	4029	4029
A	8	6	3		3	9	5
R	7	7	6		6	7	7
Difference	1	-1	-3		-3	2	-2
			Total = -4				Total = -5

Now assume the following reserve coverage in the same swap scenario as above. The swap would be granted because there are no negative differences A-R for the days to be dropped (13-15). The fact that A is equal to R on a Day to Be Dropped (the 13th) does not require that there be a Day to Be Added that is worse off.

Day	13	14	15	16	17	18	19
Rotation	4027	4027	4027		4029	4029	4029
A	7	8	9		9	9	9
R	7	7	6		6	7	7
Difference	0	1	3		3	2	2

Holiday (Day-By-Day) Application

The holiday application is calculated on a day-by-day basis such that, for every Day to Be Dropped on which reserve coverage is negative (A less than R), there must be a Day to Be Added on which the reserve coverage is worse.

Examples

Assume a pilot is scheduled to fly rotation 4027 and wishes to swap it for rotation 4029. Assume further that one or more of the Days to Be Dropped (13-15) falls within an APD holiday period. The swap would be denied because on the 14th and 15th, A is less than R. While the negative difference A-R on the 19th (-2) < the negative difference A- R (-1), i.e., is worse off with respect to reserve coverage, there is no Day to Be Added (17 - 19) on which reserve coverage is worse than on the 15th (-3).

Day	13	14	15	16	17	18	19
Rotation	4027	4027	4027		4029	4029	4029
A	8	5	3		3	9	5
R	7	6	6		6	7	7
Difference	1	-1	-3		-3	2	-2

Now assume the following reserve coverage in the same swap scenario as above. The swap would be granted because there are no negative differences A-R for the days to be dropped (13-15). The fact that A is equal to R on a Day to Be Dropped (the 14th) does not require that there be a Day to Be Added that is worse off.

Day	13	14	15	16	17	18	19
Rotation	4027	4027	4027		4029	4029	4029
A	8	6	9		9	9	9
R	7	6	6		6	7	7
Difference	1	0	3		3	2	2

Thanksgiving/Christmas Exception to Holiday (Day-By-Day) Application

The Thanksgiving and Christmas APD holiday periods are further restricted. If any Day to Be Dropped within these periods does not have positive coverage (A greater than R), the swap or X-day move will be denied, regardless of whether reserve coverage is even worse on a Day(s) to Be Added. Zero or negative coverage on Days to Be Dropped that fall just outside these two holiday periods are subject to the normal Holiday Application.

Examples

Assume a pilot is scheduled to fly rotation 4027 and wishes to swap it for rotation 4029. Assume further that two of the days to be dropped (23-24) fall within the Christmas Day holiday period (Dec 23-26). The swap would be denied because, on the 23rd, A is equal to or less than R. It does not matter that there are Days to Be Added (the 17th and 19th) that are worse off with respect to reserve coverage.

Day	22	23	24	17	18	19
Rotation	4027	4027	4027	4029	4029	4029
A	6	6	9	3	9	5
R	7	6	6	6	7	7
Difference	-1	0	3	-3	2	-2

Now assume the following reserve coverage in the same swap scenario as above. The swap would be granted because A is greater than R on the 23rd and 24th (Thanksgiving/Christmas exception does not apply), and because the negative difference A-R on a Day to Be Added (the 19th) is < the negative difference A-R on the 22nd, i.e., is worse off with respect to reserve coverage.

Day	22	23	24	17	18	19
Rotation	4027	4027	4027	4029	4029	4029
A	6	7	9	9	9	5
R	7	6	6	6	7	7
Difference	-1	1	3	3	2	-2

One Final Thought

Bear in mind that the system uses the Reserves Required and Available numbers as they exist at the time that your swap or X-day move request is considered. These numbers may have been changed by the preceding awards of other pilots within that PCS run and may change again after your request is considered. That is, they may be different from what you see in iCrew, both before and after that PCS run.

X-Day Move Rules

X-days may be moved, at pilot request, via PCS under “leave requests,” provided:

- the X-day(s) to be moved are:
 - an entire X-day block,
 - the first or last day of an X-day block, or
 - a series of contiguous X days that includes the first or last day of an X-day block, and
- reserve availability in the category is sufficient, and
- movement of the X day(s) does not cause an FAR violation, and
- X-day(s) are not moved into or out of a scheduled vacation, and
- X-day(s) are not moved into or out of the last six days of the current bid period during the PBS bid award process for the subsequent bid period, and
- the X-day(s) to be moved begin at least 72 hours after the award date of the move, and
- X-day(s) are moved to be contiguous with:
 - another X-day block,
 - a training day,
 - a vacation day,
 - a PD/APD day, or
 - a day of legal duty.

Exception one: An entire X-day block may be moved to days that are not contiguous with another X-day block or a day of training, vacation, PD, APD, or legal duty.

Exception two: A portion of an X-day block that contains the first or last day of the block may be moved to days that are not contiguous with another X-day block or a day of training, vacation, PD, APD, or legal duty, provided:

- the total number of X-day blocks after the move does not exceed the max reserve off day block limit for the category as published in the bid package, and
- the move maintains a minimum separation equal to the greater of four days for domestic categories, six days for international categories, or the longest rotation in the bid package between any X-day block and any of the following:
 - another X-day block,
 - a training day,
 - a vacation day,
 - a PD/APD day, or
 - a day of legal duty, and
- the move maintains a minimum separation equal to the lesser of three days for domestic categories, four days for international categories, or the longest rotation in the bid package between any X-day block and any of the following:
 - another X-day block,
 - a training day,
 - a vacation day,
 - a PD/APD day, or
 - a day of legal duty.

Exception: If an international-category pilot’s reserve line contains a contiguous block(s) of nine or more on-call days, and he is in a category in which 20 percent or more of the published rotations in the bid package are scheduled to operate for nine or more days, he may not move an X day(s) if the move would reduce the length of any contiguous block of on-call days below the minimum separation length (MSL) published in the bid package. The MSL will be computed as the weighted average length, rounded to the nearest whole number, of all published rotations in the category that are scheduled to operate for nine or more days.

X-Day Moves and the 30/168 Requirement

FAR 117 requires a pilot to have 30 hours of rest in the 168-hour period immediately preceding an assignment to short call or to a rotation. *PBS awards are not affected by this requirement*, however certain X-day move requests are denied for this reason. The PCS system, in order to ensure compliance with this rule, will deny

an X-day move if it does not provide at least 30 consecutive hours of rest in each 168-hour period, unless that condition already exists as a result of the pilot's PBS award. In most cases, this will require two contiguous X-days in each seven calendar days.

The PCS programming uses the following logic:

- The move cannot create a 30 in 168 violation, if one didn't exist, or
- if a pilot already has seven days on call, then the X-day(s) move cannot create more than 13 days on-call (*This is because one violation already exists and allowing more than 13 contiguous days on-call would create a second violation*).

Examples

```

NAME:RESERVE, JOE                0123456 LOCKER: -           01/01/14  15:00:00
LOT: 0000 DTW 717 A 01JAN14 / 30JAN14  SECND-CAT:           /
MU:
DTE OR DES OFF STAI ROT1 D R1 STAT ROT2 D R2 RPT1 RPT2 E/L R CALL BLKN DTE
01W RES                                01W
02T RES                                02T
03F RES                                03F
04S RES XX                              04S
05S RES XX                              05S
06M RES                                06M
07T RES                                07T
08W RES                                08W
09T RES                                09T
10F RES XX                              10F
11S RES XX                              11S
12S RES XX                              12S
13M RES                                13M

```

This X-day move would be **denied**, as it would result in a 30/168 violation that did not previously exist. The 30-hour rest requirement would not be satisfied with the single X-day remaining on the 4th.

NAME: RESERVE, JOE 0123456 LOCKER: - 01/01/14 15:00:00
LOT: 0000 DTW 717 A 01JAN14 / 30JAN14 SECND-CAT: /
MU:

DTE	OR	DES	OFF	STAT	ROT1	D	R1	STAT	ROT2	D	R2	RPT1	RPT2	E/L	R	CALL	BLKN	DTE
01W		RES	XX															01W
02T		RES	XX															02T
03F		RES	XX															03F
04S		RES																04S
05S		RES																05S
06M		RES																06M
07T		RES																07T
08W		RES																08W
09T		RES																09T
10F		RES																10F
11S		RES																11S
12S		RES																12S
13M		RES																13M
14T		RES																14T
15W		RES																15W
16T		RES	**															16T
17F		RES	**															17F
18S		RES	**															18S
19S		RES	**															19S
20M		RES	**															20M
21T		RES	**															21T
22W		RES	XX															22W
23T		RES	XX															23T
24F		RES	XX															24F
25S		RES	XX															25S
26S		RES																26S
27M		RES																27M
28T		RES																28T

This X-day move could be **approved**. A 30/168 violation already existed, and this move does not result in more than 13 days on call in a row.

Swapping Carry-Out Rotations (Asterisk Rotation/Transition Rotation)

A pilot is allowed to drop or swap a carry-out rotation prior to the close of line bidding for the subsequent bid period if the number of reserves available in the current bid period is sufficient. It will be assumed that the number of reserves available in the subsequent bid period will be sufficient. A carry-out trip drop or swap that drops a day(s) in the subsequent bid period that fall(s) within the period **commencing** two days before and **ending** one day after one of the following holidays will not be eligible for this treatment:

- 1) New Year's Day
- 2) Super Bowl Sunday
- 3) Good Friday
- 4) Easter
- 5) Memorial Day
- 6) Independence Day
- 7) Labor Day
- 8) Thanksgiving Day
- 9) Christmas Day

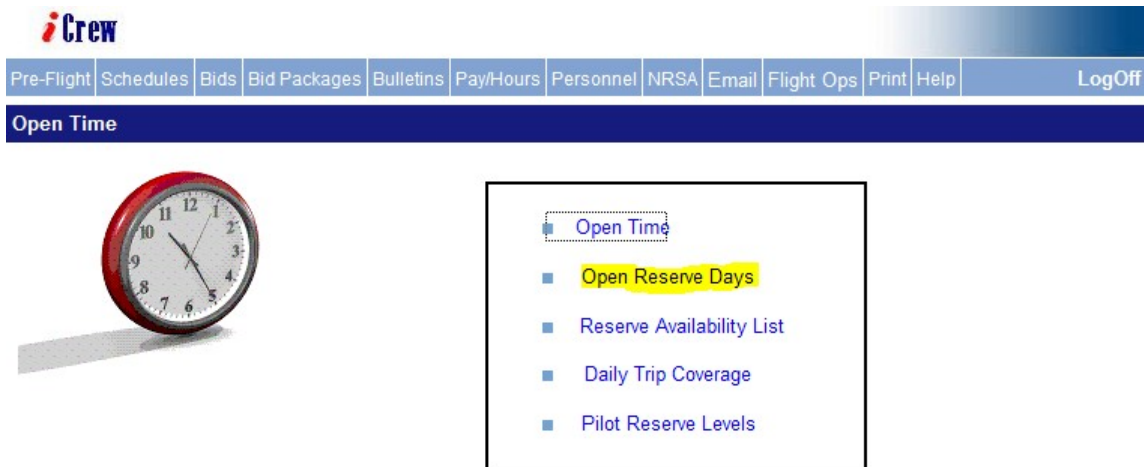
For example, consider a trip that begins on June 29 and ends on July 8. Prior to the close of the PBS bid window for the July bid period, a pilot may swap this trip for another trip that ends on or after July 5, but he may not swap for a trip that ends on or before July 4. Because July 5 is in the Independence Day Authorized Personal Drop (APD) holiday period that covers July 2 through July 5, swapping with the trip that ends on July 4 would cause a day to drop within the holiday period (July 5). A pilot may swap out of a trip that touches an APD holiday period if the added trip covers the days within the APD holiday period.

Bidding for Additional On-Call Days

A reserve pilot may submit a Yellow Slip to be awarded up to two additional on-call days in a bid period. A pilot's reserve line guarantee will be increased by a reserve pro rata share for each additional on-call day awarded.

On-call days available for award will be posted to iCrew in the "Open Reserve Days" table under Open Time.

Note: additional on-call days will be posted for award at the Company's discretion. The Company is not likely to post additional on-call days unless staffing is extremely tight.



iCrew

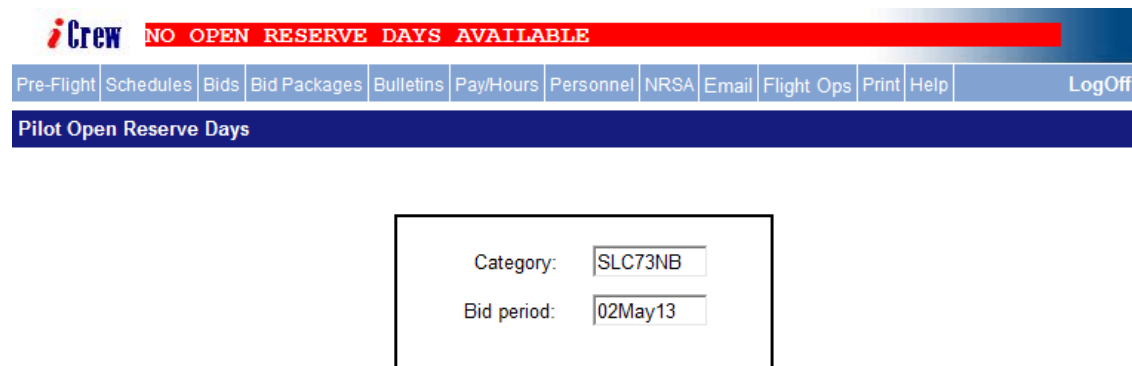
Pre-Flight | Schedules | Bids | Bid Packages | Bulletins | Pay/Hours | Personnel | NRSA | Email | Flight Ops | Print | Help | LogOff

Open Time

Open Time

- Open Reserve Days
- Reserve Availability List
- Daily Trip Coverage
- Pilot Reserve Levels

If there are no days available for award in the pilot's category, the message "NO OPEN RESERVE DAYS AVAILABLE" will be displayed. See next graphic.



iCrew NO OPEN RESERVE DAYS AVAILABLE

Pre-Flight | Schedules | Bids | Bid Packages | Bulletins | Pay/Hours | Personnel | NRSA | Email | Flight Ops | Print | Help | LogOff

Pilot Open Reserve Days

Category: SLC73NB

Bid period: 02May13

If there are days available for award, they will be displayed as follows:



Open Reserve Days

Category DTW777B

Bid period 02May13

Date	Open Reserve Days Available	Date	Open Reserve Days Available	Date	Open Reserve Days Available
02MAY		03MAY		04MAY	
05MAY		06MAY		07MAY	
08MAY		09MAY		10MAY	2
11MAY	2	12MAY	2	13MAY	
14MAY		15MAY		16MAY	
17MAY	1	18MAY	1	19MAY	1
20MAY		21MAY		22MAY	
23MAY		24MAY	1	25MAY	1
26MAY		27MAY		28MAY	
29MAY		30MAY		31MAY	
01JUN					

A pilot may submit a request to be awarded additional on-call days via the Yellow Slip option “SELECT PREFERENCE FOR ADDITIONAL ON-CALL DAYS” in iCrew, see next graphic.



White Slip / Green Slip / Yellow-Slip Requests

Name: Seniority: Category: ATL73NB

Employee number:

Bid period: 02MAY13

- Recovery Preference Qualifiers
- Recovery Slip Request (Pcs)

- White Slip
- In Base
 - Out Of Base

- Green Slip
- In Base Without Conflict
 - In Base With Conflict
 - Out Of Base Without Conflict
 - Out Of Base With Conflict
 - Instructor

- Reserve Preference Qualifiers
- Submit Yellow Slip To Be First For Flying On On-call Days
 - Submit Preference Qualifiers To Be Used Only If Needed To Fly
 - Submit Yellow Slip To Be First In Sequence For Short Call
 - Enter Preferences To Be Used Only If Needed For Short Call
 - Submit Yellow Slip To Be First For Flying On Xday(s)
 - Select Preference For Additional On-call Days**

Please refer to the following examples.

Pref Nbr	Day	Month	Day	Month
1	04	MAY	05	MAY
2	11	MAY	12	MAY
3	04	MAY		MAY
4	05	MAY		MAY
5	12	MAY		MAY
5		MAY		MAY
7		MAY		MAY
8		MAY		MAY

In this example, the pilot has a block of X-days beginning on the 4th and ending on the 12th. His bid would be interpreted as follows:

- Preference 1, “Award the 4th AND the 5th, or neither”
- Preference 2, “Award the 11th AND the 12th, or neither”
- Preference 3, “Award the 4th”
- Preference 4, “Award the 5th” (note that this could not be awarded if the 4th were not awarded because it would be in the middle of an X-day block)
- Preference 5, “Award the 12th”

Note that Crew Scheduling will honor as many preferences as possible, in priority order, to award a maximum of two additional on-call days.

Pref Nbr	Day	Month	Day	Month
1	05	MAY	10	MAY
2		MAY		MAY
3		MAY		MAY
4		MAY		MAY
5		MAY		MAY
5		MAY		MAY
7		MAY		MAY
8		MAY		MAY

In this example bid, Preference 1 is interpreted as “Award the 5th AND the 10th, or neither.”

Requests for additional on-call days will be processed manually by Crew Scheduling daily.

A pilot may be awarded more than one preference for a maximum total of two additional on-call days. Additional on-call days awarded must be the first one or two days of an X-day block, or the last one or two days of an X-day block. Payback days and TOFF days will be considered as X-days and eligible for this treatment. Days marked with PR (partial payback days) are not eligible. Additional on-call days will not be awarded in the middle of an X-day block, which includes X-days that are contiguous with a non-fly status code(s) (e.g., P/DR, APD, MLOA, SVAC, JURY, etc.).

Reserve

General.....	46
Long Call	46
Short Call	46
FDP limit for a short call assignment (RAP + FDP):	48
Short Call Assignment to an FRMS Segment	48
Short Call Groups for Assignment	49
Submitting Preferences for Short Call is “Bidding in the Blind”	49
How to Submit a Request for Conversion to Short Call	50
Required Pre-release Schedule Check	53
Reserve Trip Assignments	54
Reserve Utilization Order	55
Definitions.....	55
Multiple Rotations to Cover	56
RAW Value Bucket System FAQs	56
Yellow Slips and Reserve Preference Qualifiers	57
Reserve “Full”: What Does it Mean?.....	58
Released to Rest No Later than 1200 on the Day Prior to a Hard Non-Fly Day	59
Reserves Transitioning to a Regular Line	61
Reserve Guarantee for Specially Created Reserve Lines.....	64
Reserve-Only Trips	64

General

A reserve pilot is, by default, on call 24 hours a day unless on an X-day, a designated rest period, a duty-free period prior to report or prior to the start of short call, or some other non-flying status.

A reserve pilot who completes a rotation with a duty period that interrupts his WOCL will be moved to the bottom of the coverage list for his days-of-availability grouping for the remainder of that calendar day. He will only be called out to fly again that evening if there is no other reserve pilot available with the same days of availability.

A reserve pilot who calls in well on an on-call day prior to 1200 will not be charged a sick day and will immediately be placed on long call status. If a reserve pilot calls in well after 1201, he will be charged for a sick day and be placed on long call status at 0001 the following day. The logic is that a reserve pilot who calls in well prior to noon can be given an assignment on that day since a long call pilot has a 12-hour leash.

Long Call

A long-call pilot has a “12-hour leash,” as follows. Crew Scheduling will attempt to notify a long-call pilot of a rotation, short-call period, or rest period, and place the assignment on his schedule in iCrew. A long-call pilot has no obligation to check his schedule while on call. A long call pilot can be made to:

- Report no earlier than 12 hours from the first attempted contact by Crew Scheduling.
- Report for a rotation/short call no earlier than ten hours after the end of his last non-fly day, if the rotation/short call was assigned no later than nine hours prior to the end of the non-fly day.
- Report no earlier than 12 hours after the end of a vacation day.
- Convert to short call no earlier than 12 hours from the first attempted contact by Crew Scheduling and will be released from duty during the 12 hours immediately preceding the start of his short call period.

Long call pilots are:

- Notified of assignments by:
 - telephone contact from Crew Scheduling.
 - electronic placement of a rotation or conversion to short call that is placed on his schedule prior to:
 - his release from a rotation, or
 - nine hours before the end of his last non-fly day (other than a vacation day) before an on-call day.
- Not required to be contactable in the 12 hours prior to the report of an assigned rotation.
- Are not required to acknowledge any assignments.
- Must inform Crew Scheduling no later than three hours prior to the scheduled report of a rotation or short call assignment if not fit for duty.
- If assigned a rest period:
 - On the pre-release schedule check - the rest may begin upon release.
 - Via direct telephone contact may be placed on rest immediately.
 - If not contacted directly by Crew Scheduling, the rest period will begin no earlier than two hours following the first attempted contact. In such case, the pilot must inform the Company within nine hours of first attempted contact if he was unable to begin his rest as scheduled.

Note: If you block-in earlier than scheduled and you're going into an X-day, you should verify your rest begins at release and extends to the start of your X-day. Occasionally, if you block-in early, the rest will end a few minutes prior to the X-day start, leaving you on LC status interrupting your continuous rest. This can impact your ability to be awarded a YS on X-days or premium pay rotations.

Short Call

A pilot may be assigned a maximum of seven short-call periods in a bid period if the reserve guarantee for his category is at or above 75:00. He may be assigned a maximum of six short call periods in a bid period if the reserve guarantee for his category is below 75:00. The maximum number of short call periods will be prorated for vacation, training, or absences (other than PD/APD days) that are known prior to the beginning of the bid period, according to the tables in PWA *Section 23 S. 2. c. 2*.

A reserve pilot may be converted to an additional short call period(s), more times than shown in *Section 23 S. 2. c.*, if he is needed for short call and has submitted a Yellow Slip for the additional short call period(s).

A pilot who completes a short call assignment without being assigned to a rotation will receive one hour pay and credit toward his reserve guarantee. This will be notated as SCC (short call credit) on a pilot's schedule and time card.

Short-call periods are limited by the PWA to a maximum duration of 12 hours, although a pilot will normally be scheduled for nine-hour short-call periods.

A one-day pilot who is going into a hard non-fly day, e.g., golden X-day, vacation day, etc., will be moved to the bottom of the list for conversion to short call.

A pilot on short call is required to be within the general area of his base and promptly available for contact by Crew Scheduling and must be able to promptly report for an awarded/assigned rotation. Since each base has its own particular traffic problems, the phrase "promptly report" has never been defined in terms of time or distance and is based upon normal circumstances that can be expected throughout the day or night. Actual realistic response time may vary from base to base and with weather and time of day. It is not possible for a pilot to anticipate and account for abnormal conditions beyond his control, which may extend response time beyond that normally required. For example, a NYC pilot encountering a snowstorm or an LAX pilot caught in rush-hour traffic might each require more time than normal to sign in.

Occasionally SC assignments may report very shortly after the SC begins. As long as the report is at or after SC start it is a legal assignment. A SC pilot must be "promptly available," which is an undefined term. If Crew Scheduling places a rotation on your schedule with limited time to report/pushback, you should provide your best guess as to your arrival time *under normal driving conditions*. With extremely short report/push back situations, the Company has made a business decision and understands you may not be able to report by the Company's posted time. You are not expected to drive excessively fast, for example, simply to make the Company's posted departure. Communication with Crew Scheduling is critical in situations such as these. Once you are in the cockpit, slow down and take your time.

Note: For NYC-based pilots, short-call availability may be measured from the pilot's closest co-terminal (EWR, LGA, JFK), without regard to the actual co-terminal to which he may be required to report. An NYC reserve pilot on short call who is assigned a rotation reporting in EWR will be reimbursed for up to \$100 of actual transportation expenses to EWR. For LAX-based pilots, short-call availability is measured from LAX.

If a pilot anticipates an unusual response time, he should inform Crew Scheduling for their planning purposes. Any discussion of "reasonable" should occur only between the pilot, the chief pilot, and possibly an ALPA representative.

A pilot who is converted to short-call will not be required to be available for contact during the first two hours of his short call period **provided he informs Crew Scheduling** at the time of notification from Scheduling. *The pilot must then be able to report for a rotation no later than two hours after the start of his short-call period.* During his period of unavailability, the pilot assumes responsibility for acknowledging any rotation placed on his line.

Upon arrival at his base, the pilot may inform Crew Scheduling that he has completed his travel or check his schedule and, if no assignment has been made, will then be required to be "promptly available" as described

above.

Immediately upon completing a short-call period, a reserve pilot reverts to long-call status. There is no automatic or routinely required rest following a short-call period.

FDP limit for a short call assignment (RAP + FDP):

- Scheduled FDP must end no later than the earlier of:
 - FDP report time plus FDP limit from FAR Part 117 table B or C.
 - RAP start time plus: FAR part 117 table C value (augmented crew) plus four hours, including FDP extensions.
 - RAP start time plus: FAR part 117 table B value (unaugmented crew) plus four hours, not to exceed 16 hours prior to any extension.

Example of a Rotation Assigned to a Short Call Pilot

```

NYC PILOT 7ER          *** ROTATION OPER
B639 POS-B            EFFECTIVE MAY13          CHECK IN AT 18.28
                                ACTUAL REPORT TIME 1828

DAY FLT T DEPARTS ARRIVES C BLK M/U TURN M EQP 13
410 JFK 1958 FRA 1020 8.22                                M 7ER
FRA 25.25/NOVOTEL MAINZ 8.22BL

                                8.22TL
B- LAST ACCLIMATED CITY-ATL REST CLASS-2 14.00/16.00/13.00
PWA FDP/SKD MAX/ACT MAX                                10.22/11.32/13.32

PAY REPORT TIME 1215/15 ACTUAL REPORT TIME 1215/15
15 107 FRA 1345 JFK 1636 8.51 M                                8.51BL

                                8.51TL
B- LAST ACCLIMATED CITY-LGA REST CLASS-2 14.30/16.30/13.00
PWA FDP/SKD MAX/ACT MAX                                10.51/14.30/16.30
REGULAR--17.13TL 17.13BL 0.00CR 0.00MU
RESERVE- 17.13TL 17.13BL 0.00CR 0.00MU ROT
GUAR POS B - N/A

                                TAFB 46.38CR
                                TAFB 46.38EX
  
```

- SC began at 1200, rotation reported at 1828
- Max scheduled FDP is 14:00 (referencing FAR Table C)
- Max FDP (14:00) plus 4:00 = 18:00
- Rap = 6:28 (SC start time of 12:00 until report of 18:28)
- The max extendable FDP (/13.32) for this pilot is limited due to time spent on SC.

Short Call Assignment to an FRMS Segment

Assigning an FRMS segment to a pilot who is on short call is subject to the following conditions:

- This pilot must have 24 hours of prospective rest immediately preceding the short call start time. This prevents a pilot from being assigned an FRMS FDP while on short-call unless he is first assigned a 24-hour rest period that ends at his short call start time (time spent on long-call is not rest).
- The pilot must be able to complete the assigned FDP within the limits of the FRMS duty day plus a maximum of four hours, including the RAP (time between the short call start time and the report time of the rotation). This limit may NOT be extended.
- A pilot in a widebody category that operates ultra-long haul flying (FRMS rotations) may be assigned short call on the first on-call day following a block of days off. He must be notified of this conversion to short call no later than 1200 (pilot base time) on the last on-call day prior to the beginning of his block of days off. He will be released at the time of notification and will be free from duty until the start of the short call period.

Short Call Groups for Assignment

For a complete guide to entering reserve preferences in PCS, see the iCrew User’s Guide in the ALPA folder on your EFB.

A pilot may submit preferences for short-call periods using his relative seniority. Pilots will be grouped by days of availability. Within each “days of availability” grouping, pilots will be further divided into groups by the number of short-call periods credited in the bid period, as follows:

- Short-Call Group 1 = 0-1 short-call credits
- Short-Call Group 2 = at least 2, but fewer than the maximum permitted number of short-call credits
- Short-Call Group 3 = at least the maximum permitted number of short-call credits

During major IROPS it is possible that a pilot could be given their 2nd (or more) short call assignment while other pilots in the same short-call group have less. As long as ALL reserves are on short call in the same short-call group this is allowed.

Reserve Availability List For Atlm88B For 27Mar12

Your position on this list does not alter your reserve obligation

As of 27Mar12 0835									
Days Avail	Raw Grp	Days Avail	Actl Cred	SC Max	SC Cred	Senr Number	Empl ID Number	Name	
4	1 / 73	4	13:51	6	5	11075			
	SC 0730/27MAR - 1930/27MAR								
4	2 / 113	4	48:51	6	2	11443			
	LC 0000/27MAR - 0030/27MAR								
	SC 1030/27MAR - 2230/27MAR								
4	2 / 87	4	40:00	6	2	11439			
	LC 0000/27MAR - 0330/27MAR								
	SC 1330/27MAR - 0130/28MAR								

Please note that RAW value grouping and short-call group are not the same. RAW value is not considered when assigning short-call periods. Within each short-call group, pilots who have submitted a yellow slip to be first in sequence for short call will be considered first, in seniority order, followed by pilots who have not submitted a yellow slip to be first in sequence for short call, in inverse seniority order. A pilot will only be considered first in sequence for the short-call period(s) that match the stipulations of his yellow slip. He will be considered in inverse seniority order for all other short-call periods. A pilot who has already served the maximum permitted number of short-call periods will be considered for conversion to additional short-call periods only if he has submitted a yellow slip to be first in sequence for short call. If such additional short-call period is awarded, the pilot’s guarantee will be increased by one hour. Please refer to PWA **Section 4 C. 1. Exception four.**

Submitting Preferences for Short Call is “Bidding in the Blind”

The Company publishes, by calendar day for each category, the targeted number and start times of short-call periods based upon historical data and projected requirements. Such targets are pre-month estimates only and operational requirements will determine the actual short-call periods. Further, the Company has the discretion to determine the number of days of availability that will be paired with each short-call period. In effect, a pilot may not know for sure how many short-call periods will be assigned, what time they will start, or which days of availability grouping they will be assigned to. This truly fits the old adage, “bid what you want and want what you bid.”

Crew Resources publishes the recommended Short Call start times each month for each category. It is located on *Deltanet - My Division - Crew Resources/Scheduling*

For example, the January 2017 ATL M88 projected short-call periods were published on the Crew Resources

and Scheduling page as follows:

ATLM88 Jan2017 Short Calls

Fleet	Base	Date	1st Priority	2nd Priority	3rd Priority	4th Priority	5th Priority	6th Priority	7th Priority	8th Priority	9th Priority	CA Target	FO Target
M88	ATL	1/1/2017	13:00	14:30	06:30	10:30						13	10
M88	ATL	1/2/2017	10:30	12:00	13:00	14:30						10	8
M88	ATL	1/3/2017	11:00	12:00	13:00	13:30						7	6
M88	ATL	1/4/2017	13:00	13:30	10:30	12:00						9	7
M88	ATL	1/5/2017	12:00	13:30	13:00	14:30						9	8
M88	ATL	1/6/2017	12:00	10:30	13:00	11:00						8	7

Note: All Targeted Short Call Start Times and Number of Short Calls are based on known rotation start times and historical data. They are subject to change based on IROPs and Operational needs in the system.

Using this projection as a guide and considering all the operational factors for a given day, Crew Scheduling will determine how many SC assignments will be assigned in which days of available groupings. The plan for January 1st is to target 13 total Captains to be placed on SC spread out over the times listed in the table. Note that on January 5, the target is only nine, spread out over the start times above. Crew Scheduling will also spread out the days of available groupings (1-day, 2-day, 3-day and 4 or more days) over the target start times.

How to Submit a Request for Conversion to Short Call

The templates for bidding for conversion to short call can be accessed in iCrew via the White Slip/Green Slip/Yellow Slip Requests page, pictured below. There are two options on this page for short call:

- Enter Preferences to be First in Sequence for Short Call
- Enter Preferences to be Used Only If Needed for Short Call

When a pilot selects *Enter Preferences to be First in Sequence for Short Call*, he will see the screen pictured above. On this screen, a pilot can enter as many as eight different date ranges for the bid period. For each date range, he can enter a range of desired short-call period start times.

If a pilot's range of dates includes any X-days, he is *not* volunteering for short call on his X-days. A pilot may not be assigned a short-call period on his X-days. A pilot may enter one range of dates for the entire bid period (May 2 through June 1, for example) and will only be considered for short-call conversion on his on-call days. He does not have to enter a separate date range for each set of on-call days.

At the bottom of the template, a pilot can indicate a desire for the request to expire after a certain number of short-call periods have been credited. The default value for this entry is six. A pilot can indicate a number smaller or larger than six in this field. If he enters a number larger than the maximum number of short-call periods permitted, he will be considered to have volunteered for conversion to more than the maximum number of short-call periods in the bid period, as described below.

PWA **Sections 23 S 2. c. 2. a)** and **b)** of the contract specify the maximum number of times a pilot may be converted to short call in relation to the number of reserve days on his schedule in a given month. A pilot may volunteer to be awarded short-call periods in excess of the maximum number specified in those tables. He will receive one additional hour of reserve guarantee for each additional short-call period served.

The additional short-call periods will be awarded in the order prescribed in **Section 23 S. 1. f.**, to pilots who have submitted a yellow slip requesting to be first in sequence for conversion to short call. A pilot will not be converted to a short-call period in excess of the number specified in **Sections 23 S. 2. c. 2) a)** and **b)** unless the short-call period matches the stipulations of his yellow-slip request to be first in sequence for short call. A pilot may indicate a desire for his yellow slip request to expire after a desired number of short-call periods have been credited. See the example below. Note that a short-call period that has been assigned but has not yet begun will be considered credited for the purposes of **Sections 23 S. 1. f.** and **2. c. 2)**. Also note that a pilot who calls in sick partway through a short-call period will not receive credit for that short-call period.

Employee Number: ATL 767 A
Name: Bid Period: 01Apr12

Enter date ranges: To be first for short call

Pref Number	Day	Mon	Thru	Day	Mon	Earliest Start time	Latest Start time
1:		Apr	Thru:		Apr		
2:		Apr	Thru:		Apr		
3:		Apr	Thru:		Apr		
4:		Apr	Thru:		Apr		
5:		Apr	Thru:		Apr		
6:		Apr	Thru:		Apr		
7:		Apr	Thru:		Apr		
8:		Apr	Thru:		Apr		

Expire request after i receive 6 Short call credits

When a pilot selects *Enter Preferences to be Used Only If Needed for Short Call*, he will see the screen pictured below. This screen is similar to the *First in Sequence* screen and will be used only if Crew Scheduling has determined that the pilot will be needed for short call. These preferences will not increase a pilot’s chances of being “needed” for or assigned a short-call period.

If there are not enough pilots within a given short-call group who have submitted preferences to be first in sequence for short call, Crew Scheduling will determine the pilots needed for short call using inverse seniority order. Pilot preferences will be considered in seniority order among those pilots.

Employee Number: ATL 767 A
Name: Bid Period: 01Apr12

Enter date ranges: If needed for short call

Pref Number	Day	Mon	Thru	Day	Mon	Earliest Start time	Latest Start time
1:		Apr	Thru:		Apr		
2:		Apr	Thru:		Apr		
3:		Apr	Thru:		Apr		
4:		Apr	Thru:		Apr		
5:		Apr	Thru:		Apr		
6:		Apr	Thru:		Apr		
7:		Apr	Thru:		Apr		
8:		Apr	Thru:		Apr		

Multiple Short Call Periods in Succession

In order for a pilot to be awarded multiple short-call periods in succession, each short-call period must be preceded by the FAR-required 10-hour rest prior to the start of short call. The Company may, at its discretion, truncate a short-call period in order to accommodate a subsequent short-call period.

Required Pre-release Schedule Check

Reserve pilots are required to check their schedule via iCrew or the IVR prior to release of their rotation. They can be assigned:

1. A rotation reporting as soon as 12 hours after release
2. Short call beginning as soon as 12 hours, or
3. Rest beginning immediately upon release

Reserve Trip Assignments

The assignment of rotations to reserve pilots is a manual process which follows the steps of coverage listed in **Section 23 N.** (for rotations reporting 12 or more hours after the initial attempt to contact (the long notice ladder) and **Section 23 O.** (for rotations reporting less than 12 hours after the initial attempt to contact (the short notice ladder). Rotations for the next day are covered between 0800 and 2400 pilot base time. Rotations for the same day are covered as they become known.

Exception: Rotations with a MED designator in open time will be covered on the second day prior to the rotation (e.g., a MED rotation that departs at 1600 on the 5th will be covered under **Section 23 N.** between 0800 and 2400 on the 3rd). MED rotations that appear in open time the day prior to departure will be processed immediately.

Exception: Rotations with report times between 0000 and 0400 will be covered by scheduling on the second day prior to the day of report.

Exception: MAC rotations that begin with an off-line deadhead will be covered up to three days prior to the rotation, so long as the rotation has been available for at least four PCS runs.

Reserve Utilization Order

Reserve Utilization Order (RUO) is an order of assigning open time to reserve pilots, within days-of-availability groupings, which is based upon a comparison of Reserve Assignment Weighting (RAW) value groupings (“buckets”), seniority, and pilot preferences.

Open time is awarded/assigned to reserve pilots within the days-of-availability grouping that matches the length of the rotation(s) being covered, beginning with the lowest RAW bucket and then progressing to higher RAW buckets. Within each RAW bucket, pilots who have submitted yellow slips (YS) are considered first, in seniority order. If there are insufficient pilots who have submitted a YS, then the remaining pilots are considered in inverse seniority order. If there are still insufficient pilots, then pilots in the next higher days-of-availability grouping are considered.

Definitions

“Credited reserve on-call (CROC) day” means a day on which a reserve pilot:

- a. is on a rotation,
- b. receives pay and credit under **Section 4 H.**,
- c. is on sick leave on an on-call day.

“Days-of-availability groupings” means, for:

- Narrowbody categories
 - o One day
 - o Two days
 - o Three days
 - o Four or more days
- Widebody categories:
 - o One day
 - o Two days
 - o Three days
 - o Four days
 - o Five or more days

“Reserve Assignment Weighting” (RAW) means a value assigned to a reserve pilot that is based on his accumulated credit in a bid period, his CROC days in a bid period, and his number of short-call credits in a bid period. A reserve pilot’s RAW is used to sequence him for assignment to open time. Such value will be calculated using the following formula, rounded to the nearest integer:

Reserve Assignment Weighting = $[(A \div C) \times 75] + [(B \div D) \times 100] + (E \times 5)$, where:

A = the reserve pilot's credit hours accumulated in the bid period plus prorated credit hours associated with his period of unpaid absence and/or vacation and/or training (other than qualification or distributed training), if any. The number of prorated hours associated with his period of unpaid absence and/or vacation and/or training (other than qualification or distributed training) will be determined by multiplying the number of days of his unpaid absence and/or vacation and/or training (other than qualification or distributed training) by the reserve guarantee and then dividing that product by 30 or 31 (days of the bid period).

B = the reserve pilot's CROC days plus prorated CROC days associated with his period of absence other than sick leave, if any (e.g., vacation, training, MLOA, PLOA). The number of prorated CROC days associated with his period of absence other than sick leave will be determined by multiplying the number of days of his absence by 16, 17, or 18 (on-call days per bid period) and then dividing that product by 30 or 31 (days of the bid period).

C = the reserve guarantee.

D = number of on-call days in a full month of reserve.

E = the number of short-call periods for which the pilot has been credited in the bid period.

Multiple Rotations to Cover

When Crew Scheduling has multiple trips to cover and not enough pilots in a particular RAW value bucket to cover the known open rotations, they will first draw pilots from other RAW value buckets in the same days of availability and then move to days of availability that exceed the length of the rotation in the lowest RAW value bucket. Once Crew Scheduling has identified which pilots are required to fly the open rotations, then seniority and YS (among those pilots) requests are used for the actual assignment of rotations. In other words, the 'group of pilots' identified and required to fly the open rotations (from whatever RAW group & days of availability), all become equal for rotation assignments and will be assigned rotations based on YS requests and seniority.

There is a possible situation where a YS of a senior pilot could be denied. For example, if there were 2 rotations to cover one checking in at 1400 and the other at 0800. The senior pilot of the two pilots identified and required to fly has placed a YS for the 1400 report rotation and the other pilot who has been identified and required to fly is coming off X-days and did not place a YS request in the iCrew. The senior pilot is a long call pilot and not on an X-day. The junior pilot coming off X-days cannot be required to report prior to 1000 per **Section 23 S. 2. a. 5**). If the senior pilot's YS is awarded, Crew Scheduling would be required to identify another pilot who otherwise was not required to fly and be given the 0800 report. Since the YS required another pilot to fly, it can be denied and the senior pilot given the 0800 report and the junior pilot given the 1400 report. A YS cannot force another pilot to be assigned a rotation that otherwise was not required to fly.

Crew Scheduling will use a pilot's projected status at the time of report for the rotation being covered to determine if he is a long-call or short-call pilot in the coverage ladders. The pilot's status at the time of coverage is not considered.

Example: Rotation 1234 reports at 1200 on the 5th and is being covered at 1300 on the 4th. Pilot A is on short call between 1000 on the 4th and 2200 on the 4th. Pilot B is on short call between 1000 on the 5th and 2200 on the 5th. Pilot A would be considered under the long-call pilot steps of coverage and Pilot B would be considered under the short-call pilot steps of coverage during the coverage of rotation 1234.

RAW Value Bucket System FAQs

Q: Does a pilot get "credit" for short call?

A: A pilot's RAW value will increase by five for each short-call period credited to the pilot in the bid period. In order to be credited for a short-call period, a pilot must have actually begun the short-call period. Note: A pilot who calls in sick during a short-call period will not be credited for that short-call period.

Q: The RAW buckets (RAW value groupings) are too big/small. Can they be changed?

A: The number and size of RAW buckets will be set for a given bid period and made available on the Crew Resources and Scheduling page of DeltaNet no later than the last day of the prior bid period. The current RAW buckets are:

Equipment	# of Buckets	Bucket 1 RAW value range	Bucket 2 RAW value range	Bucket 3 RAW value range	Bucket 4 RAW value range
717, M88, 320, 737, 7ER	4	0-80	81-129	130-162	163 or more
330, 765, 777, 747	3	0-80	81-161	162 or more	

The system is designed to allow a pilot to exercise his seniority, up to a point. The ranges can be changed by mutual agreement between the chairman of the Scheduling Committee and the director of Crew Resources and Scheduling. However, polling data indicates that the current ranges are consistent with the desires of the pilot group.

Q: Why don't I get RAW credit for my vacation that is scheduled for the end of the month?

A: Absences are not included in the RAW calculation until they actually begin. RAW value is intended to be a measure of the amount of work already performed in the bid period. As an extreme example, a pilot with three weeks of vacation at the end of the month would start the bid period in RAW Bucket 2 if his vacation were counted toward his RAW value and would likely not be used for any flying even though he has on-call days at the beginning of the bid period.

Q: How do various activities on my schedule affect my RAW value?

A: Several factors contribute to a pilot's RAW value. The formula can be found in **Section 23 A. 46**. The chart below has some common examples.

Schedule Activity	Amount Added to RAW Value
One short-call period	5.00
One day/week of vacation	5.83/40.83
Five hours of accumulated credit	5.36
One day on a rotation (CROC day)	5.56 (in addition to the amount added for the credit of that day)
One day of MLOA	5.83

Q: Why was I assigned a trip when I'm in Bucket 2 and there are pilots in Bucket 1?

A: The most common reason is that the pilots in Bucket 1 do not have the same days of availability. Pilots are divided first by days of availability, and then by RAW bucket. It is also possible that the pilots in Bucket 1 are not legal for the trip due to FAR or PWA restrictions.

Yellow Slips and Reserve Preference Qualifiers

The reserve system assumes a pilot *does not* wish to be assigned any flying or short call if the pilot has not submitted a YS.

A YS request may indicate a reserve pilot's desire to be considered first in sequence for:

- a. flying on on-call days,
- b. conversion to short call,
- c. flying on X days.

A reserve pilot's YS may stipulate:

- a. a rotation(s) and/or date(s) on which he desires to fly,
- b. date(s) and/or start time(s) on which he desires to be converted to short call, and
- c. any of the parameters set forth in the PCS YS template.

A reserve pilot's preference qualifiers may indicate his preferences to be considered only if he is needed:

- a. to fly, or
- b. for short call.

Reserve “Full”: What Does it Mean?

PWA *Section 23 S. 2. d.* states:

“A reserve pilot will not be required to remain on call after his accumulated credit equals or exceeds his reserve guarantee.”

Example 1:

- Category ALV is 78 hours and reserve guarantee is 76 hours
- Once a reserve pilot has accumulated at least 76 hours of credit, he is considered full and will not be required to remain on call for the remainder of the bid period

Example 2:

- Category ALV is 78 hours and reserve guarantee is 76 hours
- There are 30 days in the bid period
- Reserve pilot has 14 days of training in the bid period
- The pilot’s reserve guarantee is 40:32 (prorated due to the training, $16/30 \times 76$)
- Once the pilot has accumulated credit equal to or exceeding 40:32, he is considered full and will not be required to remain on call for the remainder of the bid period. The credit for his training will not be counted toward his accumulated credit for the purpose of determining if he is full.

For the purpose of determining if a reserve pilot is full per *Section 23 S. 2. d.*, the credit of a scheduled rotation on a reserve pilot’s line of time will be considered to be accumulated credit if the rotation is scheduled to report today, but not if it is scheduled to report tomorrow or later.

Once a reserve pilot is full, he is not required to remain on call through the end of the bid period. He may be awarded or assigned additional flying according to the following rules:

1. A reserve pilot who is full will be considered at rest for FAR legalities unless he is performing duty for the Company.
2. A reserve pilot who is full cannot be converted to short call during the remainder of the bid period.
3. A reserve pilot who is full will remain eligible for yellow slip (YS) and green slip (GS) awards for rotations that match the stipulations of his request.
 - a. Crew Scheduling will attempt to contact him for such rotations.
 - b. He is not required to answer or reply to an attempted contact by the Company.
4. A reserve pilot who is full will not be contacted for a rotation that does not match the stipulations of his YS or GS request unless Crew Scheduling has reached an inverse assignment (IA) step of coverage. He is not required to answer or reply to an attempted contact by the Company.
5. A reserve pilot who is full will retain his status (on-call days or X-days) on the remaining days of his reserve schedule for the purposes of determining steps of coverage and pay treatment for awarded or as- signed rotations.
 - a. He will be considered in RUO as a long-call pilot for any rotation that matches the stipulations of his YS request to be first in sequence for flying on on-call days.
 - b. He will be considered in RUO for any rotation that interrupts his X-days and matches the stipulations of his YS request to be first in sequence for flying on X days.
6. A reserve pilot who is full will retain the ability to move X-days in accordance with the rules in *Section 12 N. 9.*
7. The days of the bid period remaining after the pilot is full are soft non-fly days (see *Section 23 A. 50.*). If the first day of the subsequent bid period is an on-call day, he may be assigned a rotation or short call reporting as early as 1000 on that day, so long as the assignment is placed on his schedule NLT 1500 on the last day of the bid period. Crew Scheduling will not notify him of such an assignment (see *Section 23 S. 2. a. 5*)).

Released to Rest No Later than 1200 on the Day Prior to a Hard Non-Fly Day

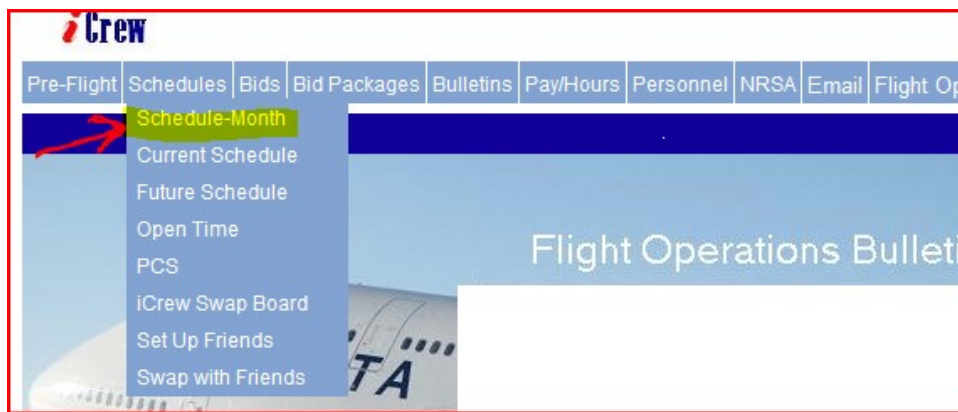
Section 23 S. 6. states “A long call pilot will be released from on-call duty at 1200 base time on his last on-call day prior to a hard non-fly day.”

Section 23 S. 7. f. states “A short call pilot will be released from on-call duty not later than 1200 base time on his last on-call day prior to a hard non-fly day.”

A hard non-fly day is defined as “a non-fly day on which a pilot may not be inversely assigned to a rotation (e.g., vacation, APD day, reserve PD day, ALPA, legal duty, MLOA, or golden X-day).”

This states that a reserve pilot who has no trip assignment will be released. You can verify your rest status in iCrew. If you do not have the proper rest history on file, you may be ineligible for extra flying when Crew Scheduling awards flying (GS, WS, YS) after your release.

You may check your rest history by following these steps:



iCrew


Pre-Flight | Schedules | Bids | Bid Packages | Bulletins | Pay/Hours | Personnel | NRSA | Email | Flight Ops | Print | Help

Display Pilot Schedule

Employee # or Category/LOT: (Examples: ATL767B1234 -or-
 Select Bid Period: or type it in: (ddmmmyy)

Lot: 0521 ATL 73N B
 Bid period: 01Apr14

- [Display/Print Entire Pilot Schedule](#)
- [Display Spot Period on Schedule](#)
- [Display Training / Misc. Report And Release Times](#)
- [Display Reserve Call Status Information](#)
- [Display Leave Request Status](#)
- [Display Reserve Rest Period Info.](#)
- [Display Partial X Day End Time](#)

 [DisplayTraining Codes Legend](#)

Start		End	
Date	/ Time	Date	/ Time
15Apr	/ 1800	16Apr	/ 1215
20Apr	/ 1846	21Apr	/ 0446
21Apr	/ 1200	22Apr	/ 0000

A one-day pilot who is going into a hard non-fly day, e.g., golden X-day, vacation day, etc., will be moved to the bottom of the list for conversion to short call on one remaining-on-call day. However, if there are multiple pilots who meet this criteria and additional need for short-call pilots, short call will be assigned in inverse seniority order.

It is important to note that a reserve pilot who is assigned and flies a rotation that releases after 1200 on the day prior to a hard non-fly day, is released from on-call duty at the release of that rotation. His rest history should reflect that his rest began at that time. If you block-in early on the last flight segment, a reserve pilot should make sure the rest continues to the start of the hard non fly day (early arrival can cause the rest to leave a gap between the end of the rest and start of X day). Any gap can impact required rest necessary for a rotation award (YS on X days or GS),

Reserves Transitioning to a Regular Line

Reserve pilots flown into regular line off days when transitioning from a reserve bid period to a regular bid period may be compensated with premium pay. A pilot transitioning from being a reserve pilot in the current bid period to a regular pilot in a subsequent bid period and is assigned a rotation as a reserve pilot that conflicts with his regular line days off, will receive premium pay for all duty periods flown into his regular line by more than one day, or more than three days if the rotation contains an ocean crossing.

Example one:

Day	Reserve Line			Regular Line				
	29	30	31	1	2	3	4	5
Schedule	Res	Res	Res	Off	Off	Off	A	B
Reserve Rotation	A	B	C	D				

Result: The pilot will receive single pay and credit of the value of A, B, and C days of his reserve rotation applied toward his guarantee in the first bid period and single pay and credit for the value of D day in the second bid period. He will receive no premium pay because his reserve rotation did not interrupt more than one regular line day off.

Example two:

Day	Reserve			Regular				
	29	30	31	1	2	3	4	5
Schedule	Res	Res	Res	Off	Off	Off	A	B
Reserve Rotation*		A	B	C	D			

*Does not contain an ocean crossing

Result: The pilot will receive single pay and credit of the value of A and B days of his reserve rotation applied toward his guarantee in the first bid period and single pay and credit for the value of C and D days in the second bid period. He will also receive single pay, no credit for the value of D day.

Example three:

Day	Reserve			Regular				
	29	30	31	1	2	3	4	5
Schedule	Res	Res	Res	Off	A	B	C	D
Reserve Rotation*		A	B	C	D			

*Does not contain an ocean crossing

Result: The pilot will receive single pay and credit of the value of A and B days of his reserve rotation applied toward his guarantee in the first bid period and single pay and credit for the greater of the value of his regular line rotation (from which he is removed entirely) or C and D days of his reserve rotation in the second bid period. He will receive no premium pay because his reserve rotation did not interrupt more than one regular line day off.

Example four:

Day	Reserve			Regular				
	29	30	31	1	2	3	4	5
Schedule	Res	Res	Res	Off	Off	A	B	C
Reserve Rotation			A	B	C	D		

Result: The pilot will receive single pay and credit of the value of A day of his reserve rotation applied toward his guarantee in the first bid period and single pay and credit of the greater of the value of his regular line rotation or B, C, and D days of his reserve rotation. He will also receive single pay, no credit for the value of C day of his reserve rotation.

Reserve Guarantee for Specially Created Reserve Lines

A pilot who is assigned a specially created reserve line will receive a pro rata portion of the reserve guarantee for each on-call day and X-day on his schedule.

Please see Monthly Bidding Process for a complete discussion of the number of X-days a reserve line will contain and how a pilot's reserve guarantee is determined.

Reserve-Only Trips

The following remark is sometimes added at the bottom of a rotation: "rotation must go to a reserve," or "reserve only." This type of remark indicates that the rotation was moved from another domicile that did not have adequate reserves to cover the rotation to a domicile that does have adequate reserves to fly the rotation.

For example, suppose there is a trip in open time in the SLC base that is being covered by Crew Scheduling more than 12 hours prior to report. As the scheduler goes through the trip coverage process, he follows the trip coverage steps in **Section 23 N**. If he reaches step seven (no available pilots in steps one through six), he looks for an available reserve pilot in the same position at another base. If he finds an available reserve pilot in another base, he adds/removes deadhead legs on each end of the trip as needed and awards it to that pilot as an out-of-base reserve. He also adds the remark "reserve only" to the bottom of the rotation.

The trip coverage process causes these rotations to be temporarily added to the list of open time for the base which has the available reserve, with the comment that it must go to a reserve pilot. A regular lineholder in that base may see the trip and wonder why he may not be awarded the flying on a white slip. Regular lineholders in that base had their shot at this trip via step six— "out-of-base regular pilots who have submitted white slips (in seniority order)." Although it may be a good-looking trip, it is actually a SLC trip that is being assigned at step seven and it must go to a reserve pilot.

Reroute and Recovery Obligations

General.....	66
Regular Pilots Removed for IROPS	66
Severe IROPS and Double Recovery	67
Recovery Slips	68
Recovery Flying PCS Preferences	69
Swapping of Recovery Assignments.....	70
Reroute	70
Reroute—Regular Pilots	71
Reroute—Reserve Pilots	71
Reroute Pay—When Is It Due?.....	71
23 L. 4. Note.....	72

General

By definition, a reroute is an alteration of a pilot's rotation that occurs after the airborne departure of the first flight of the rotation, and of which the pilot is notified, with one exception: should a pilot's rotation begin with a roundtrip contained within a single FDP that is delayed, he may be rerouted into a different round trip, so long as he is returned to the remainder of his rotation immediately thereafter.

When a reserve pilot is removed from his rotation prior to report, he will be returned to normal reserve on call status.

When a reserve pilot's rotation is canceled after report and before the airborne departure of the first segment, he may be given other flying as long as the new flying is within **Section 12** duty time limits. If he has not been given other flying, he should contact Crew Scheduling to coordinate a release. Once released, he will be returned to the normal reserve on call status after receiving the required break in duty (nine hours).

When Crew Tracking reroutes a pilot, they will use:

- Actual block times for completed flights.
- Flight plan block and taxi times for a flight currently in progress.
- Published times for the city pair, if available, for flights yet to be flown.
- Reasonable flight, taxi, and turn times for flights yet to be flown.

A reroute must comply with all applicable FAR and PWA limits at the time the rerouted duty period(s) is built and also at the time the pilot is notified of the reroute. You cannot be re-routed into an extension. Informing the pilot of a reroute after it is already obvious that the new schedule will exceed the FARs with the explanation, "It was legal when we built it," does not satisfy the FAR requirement for joint responsibility.

Crew Tracking will send a complete revised rotation via ACARS to an in-flight crew when such rotation is created. The crew will be expected to acknowledge this message promptly, workload permitting. Otherwise, a crewmember must acknowledge the message or contact Crew Tracking after arrival at the gate. A crew that is unable to accept a reroute due to an FAR or PWA conflict must contact Crew Tracking and so advise.

Each pilot has the responsibility to judge his own fitness for duty to determine whether he is able to accept a reroute.

Note: Crew Tracking is UNAWARE of a pilot's future schedule when they construct reroutes. If a reroute conflicts with your vacation or other hard non-fly day (MLOA, Golden X day, JURY, PD, APD etc.), you must contact Crew Scheduling, who will make every reasonable effort to resolve such a conflict.

Regular Pilots Removed for IROPS

When a regular pilot is removed from a rotation due to IROPS affecting his rotation and he is notified before the airborne departure of the first flight segment, **Section 23 K.** recovery rules apply.

Exception: A pilot who is removed from a rotation will have no recovery obligation under **Section 23 K. 1.** if he is removed due to cancellation or equipment substitution that occurs prior to either:

- the close of line bidding for the bid period in which the rotation is scheduled, or
- the addition of the rotation to the pilot's line.

A pilot may submit a recovery slip (RS) under **Section 23 J.** in an attempt to satisfy his **Section 23 K.** recovery obligation. If no RS is awarded, the Company may assign recovery flying under **Section 23 K.** If there are two pilots with the exact same recovery window, Crew Scheduling will assign recovery rotations based on inverse seniority order. If a pilot is subsequently removed from an assigned recovery rotation, he can only be assigned a second recovery rotation under limited circumstances (see below for explanation).

1. If a pilot is removed from the first leg of a rotation, he must remain available for recovery flying as follows:
 - a. If he is notified of the removal before reporting for the original rotation but has not been assigned any recovery flying:
 - 1) He is essentially on short call for six hours beginning at the originally scheduled report time, unless assigned a rotation or released by Crew Scheduling. He has no obligation to remain available for contact prior to that time. The time beginning at report and ending with the assignment of an FDP is considered a RAP for purposes of determining the maximum duty period.
 - 2) He can be assigned flying that reports on any day of the original rotation but not earlier than his originally scheduled report and releases no later than four hours after his originally scheduled release. A pilot may be assigned recovery flying scheduled to release no later than four hours after his originally scheduled release, or the same calendar day, whichever is later, provided the last duty period of the recovery flying is a transoceanic duty period.
 - 3) Recovery flying must be assigned (notification) no later than six hours after the originally scheduled report time.
 - b. If he is notified of the removal after reporting for the original rotation,
 - 1) He must remain immediately available for a period of up to six hours after the originally scheduled report time and be prepared to depart immediately on recovery flying unless released. The FDP will begin at sign in.
 - 2) He can be assigned flying that reports on any day of the original rotation, and that releases no more than four hours after the originally scheduled release. A pilot may be assigned recovery flying scheduled to release no more than four hours after the originally scheduled release, or the same calendar day, whichever is later, provided the last duty period of the recovery flying is a transoceanic duty period.
 - 3) If he is assigned recovery flying that:
 - a) reports at least five hours after notification and in the same duty period, or
 - b) reports after a break in duty and in the same calendar day, he is entitled to a hotel room.
 - 4) Recovery flying must be assigned no later than six hours after the originally scheduled report time.
2. If he is removed from a leg other than the first:
 - a. At his base, he may only be assigned to deadhead to and/or fly the balance of his original rotation.
 - 1) This may occur before or after a break in duty at his base.
 - 2) He is entitled to a hotel room if he receives a break in duty at his base.
 - b. Away from his base, he may be assigned recovery flying that is scheduled to release no later than four hours after his originally scheduled release.

A pilot may be released from **Section 23 K.** recovery obligation if he waives his rotation guarantee and Crew Scheduling agrees.

Severe IROPS and Double Recovery

If a pilot's original rotation or his recovery rotation is scheduled to operate at an airport with an IROP so severe that Delta has publicly announced a waiver of passenger change fees due to the disruption, and he is removed from his recovery rotation, then he may be assigned a second recovery rotation. This second recovery assignment will be limited by the same constraints as any other recovery assignment as outlined above.

A pilot who has been assigned a second recovery rotation under the rules above will be paid as follows:

If his original rotation was awarded via a WS, swap with the pot, or from the Swap Board:

- o Single pay and credit for the greater of the pilot's original rotation or the rotation flown, plus
- o Single pay, no credit for the rotation flown

If his original rotation was awarded via a GS or IA:

- o Single pay and credit for the pilot's original rotation, plus
- o Double pay, no credit for the rotation flown

If his original rotation was awarded via a GSWC or IAWC:

- o Single pay and credit for the rotation from which the pilot was removed pursuant to his GSWC or IAWC, plus
- o Single pay and credit for the rotation from which the pilot was removed under **Section 23 K.**, plus
- o Double pay, no credit for the rotation flown

Recovery Slips

For a complete explanation of how to enter a Recovery Slip, see the iCrew User's Guide in the ALPA folder of AeroDocs on your EFB.

Under **Section 23 J.**, if a regular pilot has been removed from a rotation due to irregular operations (IROPS) and is subject to recovery flying under **Section 23 K.**, he may submit a recovery slip (RS) to be awarded open time to satisfy his recovery obligation. RS awards are in seniority order if two or more pilots are using a RS for the same rotation. RS slips are the first step of coverage prior to WS's. This awarded open time must be a single rotation with a value of at least 50 percent of the value of the pilot's original rotation and may be scheduled to operate on any available days in the current or subsequent bid period, including the days of the original rotation. A pilot who is awarded an RS rotation will be paid and credited the greater of the value of the rotation from which he was removed or the RS rotation. A pilot may still indicate his recovery flying preferences to be used by the Company when assigning recovery flying under **Section 23 K.**

An RS for beyond-next-day flying (and next-day flying at the pilot's request) will be processed in each automated PCS run (only the 0700 PCS run for next-day flying) and will have the same notification and acknowledgement requirements as any other beyond-next-day transaction. An RS for same/next-day flying will be awarded by Crew Scheduling and will have the same notification and acknowledgement requirements as any other same/next-day transaction. In both cases, RS requests will be processed prior to WS requests.

A pilot who has been removed from a rotation and is subject to recovery obligation has no requirement to submit an RS. If he doesn't, recovery flying may be assigned earlier under **Section 23 K.:**

- A pilot who has not submitted an RS may be assigned recovery flying under **Section 23 K. 1.** after the earlier of:
 - a. 24 hours after first attempted notification of his removal from his originally scheduled rotation, or
 - b. 0700E two days prior to the day of his originally scheduled report.
- A pilot who has submitted an RS may not be assigned recovery flying under **Section 23 K. 1.** until:
 - a. 0700E two days prior to the day of his originally scheduled report, if the RS has been processed by at least one PCS run, or
 - b. 0700E one day prior to the day of his originally scheduled report.

An RS will not be awarded if:

- The pilot was not removed from his entire original rotation
- The value of the RS requested rotation is less than 50 percent of the value of the original rotation
- The RS requested rotation is not in the current or next bid period

- The pilot will not be in the category of the rotation on the day it originates
- The value of the RS requested rotation is greater than the value of the original rotation and would cause the pilot's projection to exceed the ALV plus 15 hours
- The RS requested rotation would cause the pilot to exceed his block hour limit
- The RS requested rotation would cause the pairing of two low-time pilots
- The pilot has not completed OE
 - Exception: If the pilot is converting to a 7ER category, has not completed TOE, and is either converting from the same status in a 767 category or has completed the domestic portion of his OE, he may be awarded an RS if the requested rotation does not conflict with his OE shadow period or scheduled TOE and does not contain an ocean crossing.
- The RS requested rotation creates a conflict with another rotation and/or is within 30 minutes of creating an FAR and/or PWA conflict
- The RS requested rotation conflicts with an APD or conflicts with a reserve day on which PD appears on his schedule
- The RS requested rotation does not conform to the stipulations of the RS request
- The RS requested rotation is scheduled to operate during a period of his absence due to sick leave

Example: Assume a pilot is removed from rotation 1234, a domestic 4-day trip that reports at 1200 on August 15, releases at 1200 on August 18, and is worth 22:00. Assume further that the following rotations are in open time, and that the pilot is not scheduled to fly on any of the days of this open time:

Rotation 2345—reports at 0900 August 5, releases at 2100 August 6 worth 10:30
 Rotation 3456—reports at 0900 August 15, releases at 2100 August 16 worth 11:30
 Rotation 4567—reports at 0900 August 16, releases at 2100 August 17 worth 10:30
 Rotation 5678—reports at 0900 August 16, releases at 2100 August 18 worth 15:30
 Rotation 6789—reports at 0900 August 31, releases at 2100 September 6 worth 42:30

The pilot may be awarded an RS for rotations, 3456, 5678, or 6789 since all three operate on days off (including the days of rotation 1234, his original rotation) and all three are worth at least 50 percent of rotation 1234. Because rotation 6789 is worth more than rotation 1234, adding this rotation to his line cannot cause his projection to exceed the WS pickup limit for his category in the August bid period, and he will not be awarded 6789 if his projection is already above the WS pickup limit. He may not be awarded an RS for rotations 2345 or 4567 because each is worth less than 50 percent of rotation 1234, his original rotation.

The pilot may be assigned rotations 4567 or 5678 as recovery flying under **Section 23 K**, because each rotation reports at or after his originally scheduled report and releases within four hours of his originally scheduled release. He may not be assigned any of the other rotations as recovery flying under **Section 23 K**, because each reports and/or releases outside the required timeframe.

Provided the first attempt to notify the pilot of his removal occurs prior to 0700E on August 12, he will have at least 24 hours to submit an RS, if he so desires, before the Company may assign him recovery flying under **Section 23 K**. If the first attempt to notify the pilot of his removal occurs after 0700E on August 12, then the Company may assign him recovery flying under **Section 23 K**, as early as 0700E on August 13 if he has not submitted an RS.

If he submits an RS prior to being assigned recovery flying, then he may be assigned recovery flying under **Section 23 K**, after 0700E on August 13, provided his RS has been processed in at least one PCS run, and after 0700E on August 14 in any case.

If the pilot is not awarded an RS by the time that he may be assigned recovery flying under **Section 23 K**, his RS request (if any) will be used as his Recovery Flying Preference Qualifiers to determine which rotation he will be assigned as recovery flying, in the same way that such qualifiers have been used in the past.

Recovery Flying PCS Preferences

For a complete explanation of how to enter a Recovery Flying Preferences, see the iCrew User's Guide in the ALPA folder of AeroDocs on your EFB.

We highly recommend that a pilot always indicate his recovery flying preferences in the PCS Standing Request

Qualifiers template in iCrew. When applicable, these preferences will be used by the Company in the event a pilot is assigned recovery flying under **Section 23 K**. If a **Section 23 J** recovery slip is not awarded, then PCS preferences in iCrew will be the only way to potentially affect a possible **Section 23 K** recovery flying assignment.

Swapping of Recovery Assignments

A pilot who is removed from a rotation due to irregular operations (IROPS) under **Section 23 K** may incur contractual recovery obligations to the Company. The pilot may request to be released from any recovery obligations if he is willing to forfeit his rotation guarantee. Such a request will be approved if the reserve levels are at least 50 percent of the required reserves on the first day of the original rotation and the request is made at least 24 hours prior to the originally scheduled report time.

If the pilot has not been released from his recovery obligations, the Company may assign recovery flying in accordance with the restrictions in **Section 23 K**. The pilot flies the recovery flying but retains the rotation guarantee of the original trip. The pilot will receive the greater of the rotation guarantee or the value of the recovery flying.

Pilots retain the contractual right to swap or drop any assigned recovery flying using normal PCS transactions. However, swapping out of recovery flying or dropping recovery flying will result in the loss of rotation guarantee for the original trip. If a pilot swaps or drops his recovery flying, he is considered to have voluntarily forfeited his rotation guarantee.

Reroute

When a pilot's rotation is altered and he is notified of that alteration after the airborne departure of the first segment (including deadhead), **Section 23 L.** reroute rules apply.

Reroute—Regular Pilots

1. A regular pilot may not be rerouted into more than one duty period that originates after the end of his originally scheduled rotation, with the following exceptions. He may be rerouted into more than one duty period that originates after the end of his originally scheduled rotation due to the Company's:
 - a. inability to return him to his base (on-line) due to weather on a pilot's routing, pilot's origin or destination airport closed, in which case he must be returned to base by a direct routing, either flying or deadhead, and released upon arrival.
 - b. decision (within the Company's control) to cancel his flight, in which case he must be returned to his base on the first available on-line or off-line flight and released upon arrival.
2. A regular pilot whose reroute includes a break in duty at his base is entitled to a hotel room, provided he requests one at the time he is notified.
3. A regular pilot whose reroute is scheduled to release more than four hours after his originally scheduled release (25 hours for transoceanic duty periods) is eligible for reroute pay except if the reroute was due to his origin or destination airport being closed or weather on his route of flight. (See **Sections 23 L. 8.** and **14.**)
4. A regular pilot may not be rerouted into a flight that departs after the arrival of the last segment of his rotation, as it currently exists, i.e., tag-on flying, unless the flight had previously been removed from his rotation.

Reroute—Reserve Pilots

When a pilot's rotation is altered and he is notified of that alteration after the airborne departure of the first segment (including deadhead), **Section 23 L.** reroute rules apply. A reserve pilot may be rerouted prior to his first airborne departure. *A reserve pilot may be rerouted into numerous additional duty periods during on-call days without receiving reroute pay.*

1. A reserve pilot who is rerouted into a rotation that contains a break in duty at his base (domicile layover) will be removed from his rotation upon such break in duty.
2. A reserve pilot may not be notified of a reroute during or after his prerelease schedule check.
3. A reserve pilot may be rerouted within FAR and PWA limits during on call days.
4. A reserve pilot will not be rerouted into more than one duty period that originates after the end of his originally scheduled rotation and extends into either an X day or a regular line day-off, with the following exceptions. He may be rerouted into more than one duty period that originates after the end of his originally scheduled rotation and extends into either an X day or a regular line day-off due to the Company's:
 - a. inability to return him to his base due to the pilot's origin or destination airport closed, weather on pilot's routing, in which case he must be returned to base by a direct routing, either flying or deadhead, and released upon arrival.
 - b. decision (within the Company's control) to cancel the pilot's flight segment (e.g., use of his assigned aircraft on another routing), in which case he must be returned to his base on the first available on-line or off-line flight, and released upon arrival.
5. A reserve pilot whose reroute is scheduled to release more than four hours after his originally scheduled release (25 hours for transoceanic duty periods) is eligible for reroute pay for any duty period that extends into either an X day or a regular line day off except if the reroute was due to his origin or destination airport being closed or weather on his route of flight. (See **Sections 23 L. 9.** and **14.**)

Reroute Pay—When Is It Due?

Sections 23 L. 8. and **9.** describe reroute pay and the circumstances under which it is due. Reroutes that qualify for reroute pay are applied slightly differently depending on if the rerouted duty period is flown by a regular or reserve pilot. A rerouted regular pilot will receive single pay and credit for the rotation as flown, plus single pay no credit for any qualifying rerouted duty period. A rerouted reserve pilot will receive single

pay and credit for the rotation as flown, plus single pay no credit for any qualifying rerouted duty period that extends into either an X day or a regular line day-off.

If a regular or reserve pilot is rerouted and is not scheduled to release within four hours of the scheduled release of his original rotation (the time limitation) he will be due reroute pay unless one of the following exceptions applies:

1. If the rerouted pilot is not scheduled to release at his base within the time limitation due to his origin or destination airport being closed or weather on his routing.
2. The time limitation will be within 25 hours for a pilot when rerouted into, or while in, trans-oceanic operations.
3. The rerouted pilot is rerouted again for the purpose of releasing him at his base within the time limitation.

The only situations in which a pilot whose reroute is scheduled to release beyond the time limitation will NOT receive reroute pay is when the late release is due to the closure of the pilot's departure or arrival airport or weather along the pilot's route.

A reserve pilot may be rerouted into numerous additional duty periods during on-call days without receiving reroute pay. Excluding the two exceptions discussed above, a reserve pilot will not be rerouted into more than one additional duty period extending into an X-day or regular line day off.

23 L. 4. Note

Section 23 L. 4. Note states: *An uncovered flight segment(s) will be placed in open time if, in doing so, the resulting rotation reports 14 or more hours from the time the flight segment(s) first became uncovered.*

A pilot will receive additional pay for any leg added to a rotation that could have been built into a rotation that would allow a pilot to report after 14 hours *and be legal for the leg*. If the leg was from a rotation that was run through the steps of trip coverage (outlined in **Section 23 N.** and **O.**), no additional pay is due. Deadhead legs qualify for payment if they are outside of 14 hours and are caused by a leg that came from open time. If the DH is to return the pilot to his rotation, no additional pay is due. Once rerouted, subsequent reroutes don't restart the clock. You are paid reroute pay until you return to your original rotation.

Rerouted rotations are reviewed by Crew Scheduling, generally within a few days after completion of the rotation. The presence of reroute pay on a pilot's time card during the rotation or immediately after the end of the rotation does not indicate that a final determination has been made. Reroute pay may be added or removed after completion of the review.

If you believe you are due reroute pay, contact Crew Scheduling with an explanation of your situation for their review. Normally, reroute pay will be reviewed within seven business days. If not satisfied with the response, please contact the MEC Scheduling Committee via the Pilot Report icon on the home page of the Delta MEC website with all the details. Selecting the Pilot Report icon will take you to the Pilot Report landing page from which you can select "Scheduling" from the list of committees listed.

Flight and Duty Time Limits and Rest Requirements

FAR Flight Duty Period (FDP) Limits	74
FDP Limits—Unaugmented Crew	74
FDP Limits—Augmented Crew	75
330 and 767-400 TOE and Rest Class Change with Four Pilots.....	76
FDP Examples	77
Cumulative FDP Limits	78
Comprehensive Examples.....	78
FDP Limit Extensions	80
Reserve Rules	80
Report Time Changes	81
PWA FDP Limits (Section 12 D.)	83
PWA Max Scheduled FDP	83
PWA Max Actual FDP	83
PWA Max Actual FDP Without Extension	83
Max Scheduled Duty Period for an FDP Followed by a DH	83
Max Scheduled Duty Period for DH Only Duty Periods.....	83
FRMS Duty Period Limits	83
Max Duty during Reroute and Delays	83
Section 12 D. 5.....	84
Rest Requirements and Break in Duty Requirements	85
FAR Rest Requirements	85
Reserve Rest	86
Required Rest after Deadhead	86
In-Flight Rest Requirements—Augmented Operations	87
777/350 FRMS Rest Requirements	88
PWA Break in Duty Requirements	90
Contractual Break in Duty Table.....	91
Flight Time Limits	92
FAR Flight Time Limits	92
FAR Flight-Time Limit Examples.....	92
PWA Flight Time Limits.....	93
Rotation Display Example	95
Latest Allowable Takeoff Time (LATT).....	96
Max FDP LATT Included in the Flight Plan Addendum Example.....	96
Max Block LATT, Included with Updated Weather Example	96
ACARS Notification of FDP Extensions (FTDT Update 19-04).....	97
Window of Circadian Low (WOCL) Operations (Scheduling Alert 20-03).....	98
FAR WOCL Limitations.....	98
PWA WOCL Limitations	98
Fatigue Risk Management System (FRMS) Operations (FTDT Update 19-01)	100
FAR Flight Duty Period (FDP) and Flight Time Limits	100
PWA FDP Limits and Contractual Considerations	100
Duty and Rest Provisions.....	100
Short Call Reserve Coverage for FRMS Flights.....	102
FRMS Flight Delays	102
Flight Cancellations and Diverts	102

There are two sets of rules to consider regarding flight and duty time limits and rest requirements:

- FAR limits
- PWA limits

In every case, the most restrictive rules apply.

FAR Flight Duty Period (FDP) Limits

FAR Part 117 limits the total time in a Flight Duty Period, ending at block-in of the last flying segment. Post-flight duties and deadhead segments at the end of a pilot's duty period do not count as part of the FDP.

The FAR limits the length of time a pilot may be scheduled and required to remain on duty when performing flying. It distinguishes between duty (time that a pilot is required to perform a task for the Company other than flying) and flight duty (the time between report for duty involving flying and the block-in of the last flying segment).

A flight duty period (FDP) is a duty period during which a pilot reports to perform flying. It begins when the pilot reports for duty with the intention of performing flying and **ends when the aircraft is parked after the last flight segment (block-in) and there is no intention for further aircraft movement by the same pilot.** An FDP includes deadhead transportation, training and preflight duties, if they occur before a flight segment without an intervening required rest period. An FDP also includes any other required tasks performed by the pilot, such as reporting to the CPO, or performing alcohol testing prior to flying.

The maximum length of an FDP depends upon a number of factors, including time of report, crew complement (2, 3, or 4 pilots), number of legs scheduled to be flown (for an unaugmented crew), the pilot's acclimation status, and the type of on-board rest facility (for an augmented crew). It does NOT depend upon whether the operation is domestic or international.

FDP limits are both scheduling limits and actual limits. A pilot may not depart on a flight if it will cause him to exceed his FDP limit (as extended, if applicable).

Note: An FDP limit may be extended under certain circumstances. Please refer to the section titled "FDP Limit Extensions" below for the conditions under which the limits may be extended.

FDP Limits—Unaugmented Crew

To determine the FDP limit for an unaugmented operation, a pilot enters Table B (see below) at the time of report, using the local time as follows (for FDPs remaining in the continental United States, use reporting domicile time):

- A pilot who is acclimated to a theater encompassing that FDP starting point should use the local time of that FDP starting point.
Exception: If that FDP starting point is within 60 degrees longitude of his base, he should use base time.
- A pilot who is not acclimated to a theater encompassing that FDP starting point should use the local time at the location where he most recently became acclimated.

He then moves to the column corresponding to the number of scheduled flight segments in that FDP to determine his FDP limit. Scheduled deadhead segments are not counted in the number of segments. If he is not acclimated to a theater encompassing that FDP starting point, he subtracts 30 minutes from the FDP limit shown. **Remember, the FDP ends at block-in, not release.**

If a pilot is rerouted to remove or add flying segments to his FDP, the rerouted schedule must comply with the limitations in Table B as if it were an original schedule. The new number of flight segments and the original report time will be used to determine the new FDP limit.

TABLE B TO PART 117: Flight Duty Period: Unaugmented Operations

Scheduled Time of Start (Acclimated Time)	Maximum Flight Duty Period (Hours) for Lineholders Based on Number of Flight Segments						
	1	2	3	4	5	6	7+
	0000-0359	9	9	9	9	9	9
0400-0459	10	10	10	10	9	9	9
0500-0559	12	12	12	12	11.5	11	10.5
0600-0659	13	13	12	12	11.5	11	10.5
0700-1159	14	14	13	13	12.5	12	11.5
1200-1259	13	13	13	13	12.5	12	11.5
1300-1659	12	12	12	12	11.5	11	10.5
1700-2159	12	12	11	11	10	9	9
2200-2259	11	11	10	10	9	9	9
2300-2359	10	10	10	9	9	9	9

Note: If you are not acclimated, the above times are reduced by 30 minutes.

FDP Limits—Augmented Crew

To determine the FDP limit for an augmented operation, a pilot enters Table C (see below) at the time of report, using the local time as follows (unless you have had a 36-hour or longer layover or have been in theater for 72 hours—use reporting domicile time):

- A pilot who is acclimated to a theater encompassing that FDP starting point should use the local time of that FDP starting point.
Exception: If that FDP starting point is within 60 degrees longitude of his base, he should use base time.
- A pilot who is not acclimated to a theater encompassing that FDP starting point should use the local time at the location where he most recently became acclimated.

He then moves to the column corresponding to the type of rest facility and number of pilots scheduled in that FDP to determine his FDP limit. If the FDP includes flight segments with different crew complements and/or types of rest facility, he uses the most restrictive FDP limit. If he is not acclimated to a theater encompassing that FDP starting point, he subtracts 30 minutes from the FDP limit shown. Remember, the FDP ends at block-in, not release.

Note: Delta received from the FAA an FRMS for certain 4-pilot 777/350 operations. The FRMS became part of Delta’s Ops Specs. The FRMS is regulatory. If Delta has designated an FDP to be operated under the FRMS, the FAR FDP limit for that FDP is 20.5 hours. This limit may be extended up to two hours by mutual concurrence between the pilots and the dispatcher.

TABLE C TO PART 117: Maximum Flight Duty Period Limits for Augmented Operations

Scheduled Time of Start (Acclimated Time)	Maximum Flight Duty Period (Hours) Based on Rest Facility and Number of Pilots					
	Class 1 Rest Facility		Class 2 Rest Facility		Class 3 Rest Facility	
	3 Pilots	4 Pilots	3 Pilots	4 Pilots	3 Pilots	4 Pilots
0000-0559	15	17	14	15.5	13	13.5
0600-0659	16	18.5	15	16.5	14	14.5
0700-1259	17	19	16.5	18	15	15.5
1300-1659	16	18.5	15	16.5	14	14.5
1700-2159	15	17	14	15.5	13	13.5

The A330-300/900 may operate up to 13 hours with a four-man crew using the installed Class 1 rest facility and a Class 2 rest facility—a Delta One seat equipped with the same noise and light protective curtain previously used on the A330-300. For these operations, crews will be limited to the applicable FDP limit for a four-man crew and Class 2 rest facility. If there is a fourth pilot completing OE on a 330 with a single bunk no

class 2 seat, use four pilot class 3 rest for all duty period calculations.

330 and 767-400 TOE and Rest Class Change with Four Pilots

The 330-300 series and 765 crews face a unique situation when OE/TOE is being conducted because the OE pilot is not fully qualified and cannot sit in a control seat without an LCP in the other control seat. As a result, Training Planning cannot release the senior relief pilot for a transoceanic flight segment(s). Other fleets have OE on domestic prior to conducting TOE or have two bunks retaining the FAR 117 Rest Classification. Since the 330-300 and 765 do not have dual bunks, the Rest Facility Class changes for transoceanic flight segments with four pilots.

WARNING:

Having a fourth pilot changes *which* FAR 117 Table C column to use and changes the Rest Facility Class available for the 765 and 330-300 series. *With four pilots, all pilots are reduced to the lowest class of rest available.* It is critical that prior to departure the proper rest class and duty limits are referenced so that individual LATT times are accurate. Listed below are the aircraft and rest Class for TOE. Compare your rotation at sign in against the descriptions below and make sure they match. *If there is a discrepancy someone on the crew **MUST Contact Crew Scheduling and request the 'pilot count' be updated on the specific flight segment(s).***

The new 330-302 (with the center fuel tank) has an additional rest facility designated (Seat 2A) with a curtain in addition to the below deck bunk.

What are the effects on FDP Limits when TOE is being conducted?

765

The designated Crew Rest Facility is a Delta One seat (9A) with a curtain, making it a Class 2 rest facility. With the addition of a TOE pilot, the additional rest facility is a Delta One seat (9D) without a curtain, which constitutes a Class 3 Rest Facility. As a result, all pilots are reduced to Class 3 FDP limits when TOE is being conducted. This will reduce pilot FDP limits and should be carefully monitored during delays or divers. *If TOE is being conducted and the rest class on your rotation reflects Class 2 with a fourth pilot on board - the FDP limits are incorrect.*

330-200

If the Bulk Cargo Crew Rest (BCCR) is fully operable, the 330-200 always has a Class 1 Rest Facility because of the dual bunks contained in the BCCR. Conducting TOE does not affect the FDP limits of a flight segment. Your rotation should reflect Class 1.

330-323

The Lower Deck Mobile Crew Rest (LDMCR) has a bunk making it a single pilot Class 1 Rest Facility. With the additional TOE pilot, the additional rest facility is a Delta One seat (2A) without a curtain, which constitutes a Class 3 rest facility. As a result, all pilots are reduced to Class 3 FDP limits when TOE is being conducted. Changing from a Class 1 rest facility to a Class 3 facility will have a significant impact on FDP limits and **MUST** be monitored carefully, particularly during delays or divers! *IF TOE is being conducted and the rest class on your rotation reflects Class 1 - the rotation FDP limits are incorrect.*

330-302 (center tank)

The LDMCR has a bunk making it a *single pilot* Class 1 rest facility. A curtain has been installed around seat 2A for use when a relief crew is required on flight segments between 12-13 hours. If the aircraft is used with 3 pilots the FDP limits will be based on a Class 1 rest facility. When TOE is being conducted on a 330-302 with four pilots, the FDP limits will be operated as a Class 2 rest facility. *IF TOE is being conducted and the rest class on your rotation reflects Class 1 - the rotation FDP limits are incorrect.*

Conclusion

The automation updating rest class is a two-step process. The first step is having the proper pilot count for

the flight segment(s) and the second occurs when an aircraft is assigned to a specific flight segment. The computer knows the rest class available for every ship in the system and will then automatically update the rotation based on the available rest facility including an inoperative rest facility.

The computer is *not* programmed to recognize the TOE pilot as a qualified pilot working the transoceanic flight segment(s) which would automatically update the pilot count. This is a manual process within Flight Operations. When TOE is being conducted on transoceanic flight segments, it is critical the 'pilot count' is updated to reflect 4 pilots. With the change in pilot count, the computer will update to reflect the proper rest class. You know this has been completed with the change in rest class as described above.

Maintenance only assigns ships to a specific flight segment approximately three days in advance. This means on rotations greater than three days you will need to review your rotation on day four (and beyond) in iCrew to make sure the rest class status is accurate.

WARNING:

When you are a crew member operating with TOE being conducted, it is **critical** the rotation reflects the proper rest class and duty limits. All of the computer driven LATT times will **ONLY** be accurate if the rest class is accurate. This becomes extremely important when encountering delays or diversions. ALPA strongly recommends, prior to departure, to make sure the rotation information is accurate so the computer generated LATT times are correct. **Contact Crew Scheduling to update the pilot count.**

FDP Examples

Example 1: A DTW based pilot is acclimated to DTW when he reports for an unaugmented rotation at 0800E. His first duty period includes two flying legs followed by one deadhead segment.

Result: The pilot's maximum FDP, per Table B, is 14 hours and he must be scheduled to block-in from the second flying leg not later than 2200E. The pilot's actual block-in time may not be later than 2200E unless the FDP limit is extended by mutual consent between the Company and the pilots. (Please refer to the section below titled FDP Limit Extensions.) The FAR does not consider or limit the deadhead segment or any other duty after block-in of the second flying segment.

Example 2: After the first flying segment in Example 1, the pilot is rerouted and the new schedule replaces the deadhead segment with three flying segments, for a total of five flying segments.

Result: The new FDP limit is 12.5 hours, based on the original report time of 0800E and five flying segments. The pilot must be scheduled to block-in on the fifth flying segment no later than 2030E.

Example 3: A SEA based pilot flies from SEA to NRT as part of an FDP and then receives 24 hours of rest in NRT. After his rest, he reports at 1200 local time for an unaugmented FDP containing two segments of inter-Asia flying.

Result: The pilot changed theaters upon arrival in NRT. He was not in NRT for 72 hours and did not receive 36 consecutive hours free from duty, so he is not acclimated in NRT. He must use SEA local time to determine the FDP limit for the inter-Asia FDP, and subtract 30 minutes from the value in Table B. He would enter the chart with a report time of 2000 (SEA time). For two flight segments, his FDP limit would be 11.5 hours.

Example 4: After block-in of a pilot's last flight segment, the station manager asks him to reposition the aircraft to another gate.

Result: The time spent in repositioning counts as part of the FDP. The FDP ends when the aircraft stops with no further intention of movement by the pilot.

Example 5: A pilot is scheduled for four flight segments, but during the FDP a diversion is necessary on the fourth segment. After the diversion, he continues to his original destination.

Result: The continuation flight to the original destination is not considered to change the number of flight segments and does not change the FDP limit. The continuation flight must be completed within the original FDP limit from Table B.

Example 6: A pilot's flight is cancelled before takeoff and he returns to the gate.

Result: That segment does not count as a flight segment.

Example 7: A pilot is scheduled for an unaugmented FDP. After the FDP has begun, the Company wishes to extend the FDP limit by adding an additional pilot to the crew to the last flight segment and changing the crew complement to 3 pilots.

Result: The FDP limit cannot be increased by augmenting the crew after the FDP has begun.

Example 8: The Company wishes to change the report time after a scheduled layover due to a delayed inbound aircraft.

Result: FDP limits are determined by scheduled reporting time and not by actual reporting time. If the Company can give a pilot at least 10 hours' notice of the change to his report time, then his FDP limit will be based upon his new scheduled report time. Otherwise, he will be treated as though he began a short call period at his original report time (for FAR purposes only). The time between his original report time and his new report time will be considered a RAP. FAR Part 117 limits the combined total number of hours that the pilot may spend in a RAP and his first FDP to the lesser of:

- Report time plus FDP limit from Table B or Table C, OR
- The start of the RAP, plus Table B value plus four hours not to exceed 16 hours (unaugmented crew) Table C value plus four hours (augmented crew).

Cumulative FDP Limits

Delta may not schedule, and a pilot may not accept an assignment if it will cause his total FDP hours to exceed:

- 60 FDP hours in any 168 consecutive hours (this is a rolling 168 hours, which is equivalent to seven 24-hour periods), or
- 190 FDP hours in any 672 consecutive hours (this is a rolling 672 hours, which is equivalent to 28 24-hour periods).

These cumulative FDP limits apply to all operations, augmented and unaugmented. These are both scheduling and actual limits that cannot be exceeded. Prior to takeoff, if the flight will cause the cumulative FDP limits to be exceeded, the takeoff is not permitted. After takeoff, the cumulative FDP limits may be exceeded only to the extent necessary to enable an aircraft to land at the destination or alternate airport. Please refer to the section titled "FDP Limit Extensions" below for the conditions under which an FDP limit may be extended.

Comprehensive Examples

Example 1: An ATL based pilot is acclimated to ATL and flies the following rotation:

#P575 WE		EFFECTIVE JAN. 01 ONLY					CHECK-IN AT 15.35			
POS - A,B							SKED ON-DUTY			
DAY	FLIGHT T	DEPARTS	ARRIVES	C	BLK.	TURN	BLK/MAX	FDP/MAX	PWA	DTY/MAX
A DH	2055	ATL 1635	LAX 1840	5.05		76S	0.00/0.00	6.35/11.43		
		LAX 15.19/WESTIN BONAVENTURE					.00/17.00	.00CRD	5.05TL	
B	283	LAX 1159	NRT 1655	11.56		777 M	13.26/16.00	13.56/14.00		
		NRT 24.15/RADISSON HOTEL NRT					11.56/13.00	.00CRD	11.56TL	
D	283	NRT 1840	BKK 2355	7.15		M	8.15/8.30	8.45/10.40		
		BKK 52.05/HOLIDAY INN BANGKOK					7.15/8.00	.00CRD	7.15TL	
G	284	BKK 0530	NRT 1305	5.35		M	6.35/10.00	7.05/10.30		
		NRT 24.05/RADISSON HOTEL NRT					5.35/8.00	.00CRD	5.35TL	
H	622	NRT 1510	MSP 1110	11.00		M	12.30/20.30	13.00/16.00		
		MSP 16.50/AT PILOT REQUEST					11.00/99.59	.00CRD	11.00TL	
I DH	1991	MSP 0530	ATL 0903	2.33		75X	0.00/0.00	4.03/12.15		
								2.33DHD		
							.00/17.00	.00CRD	2.33TL	
							9.44TRP	.00DPA	.00ADG	
TOTALS---		53.08TL	35.46BL	17.22CR	40.46FDP				TAFB	185.58

Result:

- The pilot remains acclimated to ATL and uses ATL local time to determine his limits for B-day from LAX to NRT. The FDP limit for B-day is 16 hours (based on a report time of 1329E, a three-pilot crew and a Class I facility.)
- The pilot changes theatre upon arrival in NRT.
- The pilot is unacclimated in NRT on D-day. He uses ATL local time to determine his FDP limit for D-day because ATL was the location where he most recently became acclimated. He subtracts 30 minutes from the charted limit because he is not acclimated in NRT. The pilot does not change theater on arrival in BKK, because BKK is within 60 degrees longitude of NRT.
- Upon receiving 36 hours free of duty in BKK, the pilot becomes acclimated to BKK.
- The pilot starts his FDP on G-day using BKK local time to determine his FDP limits for G-day, and does not subtract 30 minutes from the charted limit because he is now acclimated.
- The pilot continues on H-day, using BKK local time to determine his FDP limits for H-day. However, H-day is an FRMS flight and the FDP limit is 20.5 hours, regardless of start time.
- The pilot changes theatre upon arrival in MSP.
- I-day of this rotation is not an FDP and is not limited by the FARs. On arrival in ATL, the pilot must receive a minimum of 56 hours of rest, and the rest must be extended to 0700 to encompass three physiological nights referenced to ATL time. The total rest required is 69:27. Upon completion of the rest, the pilot will be acclimated to ATL.

Example 2: A SEA-based pilot is acclimated to SEA and flies the following rotation:

#A008 TU		EFFECTIVE JAN. 07 ONLY					CHECK-IN AT 6.20			
POS - B							SKED ON-DUTY			
DAY	FLIGHT T	DEPARTS	ARRIVES	C	BLK.	TURN	BLK/MAX	FDP/MAX	PWA	DTY/MAX
A DH	418	SEA 0720	JFK 1527	5.07		757	0.00/0.00	6.37/12.40		
		EWR 24.58/ROOSEVELT HOTEL					.00/17.00	.00CRD	5.07TL	
B	078	EWR 1825	AMS 0750	7.25		332 M	8.55/15.00	9.25/14.00		
		AMS 24.10/NH GALAXY					7.25/13.00	.00CRD	7.25TL	
D	179	AMS 1000	PDX 1120	10.20		M	11.50/13.30	12.20/14.00		
		PDX 24.05/HILTON DTWN PDX					10.20/13.00	.00CRD	10.20TL	
E	178	PDX 1325	AMS 0830	10.05		M	11.35/16.30	12.05/14.00		
		AMS 48.40/NH GALAXY					10.05/13.00	.00CRD	10.05TL	
H	231	AMS 1110	BOS 1320	8.10		3L3 M	9.40/16.30	10.10/14.00		
		BOS 27.20/PARK PLAZA					8.10/13.00	.00CRD	8.10TL	
I	230	BOS 1840	AMS 0740	7.00		M	8.30/13.30	9.00/14.00		
		AMS 27.25/NH GALAXY					7.00/13.00	.00CRD	7.00TL	
K	033	AMS 1305	ATL 1658	9.53		332 M	11.23/16.30	11.53/14.00		
		ATL 15.18/AT PILOT REQUEST					9.53/13.00	.00CRD	9.53TL	
L DH	1929	ATL 0946	SEA 1219	5.33		739	0.00/0.00	7.03/12.23		

Result:

- The duty period on B-day uses SEA local time to determine the FDP limits and not subtracting 30 minutes from the Table C Values. For Table C, use 3 pilots, Class 2 rest facility, and 1355 report (SEA time).
- Because the pilot is not acclimated in AMS on D-day, he must use SEA local time (the location at which he most recently became acclimated) to determine his FDP limits and subtract 30 minutes from the value in Table C.
- On E-day, because the pilot never became acclimated to a new theater and returned to a theater in which he was already acclimated, and because the starting point is within 60 degrees of SEA, he uses SEA local time to determine his FDP limit and does not subtract 30 minutes from the Table C value.
- On H-day, the pilot is acclimated to AMS because he received a minimum of 36 consecutive hours free from duty. The pilot uses AMS local time to determine his FDP limit and does not subtract 30 minutes from the Table C value.
- On I-day, because the pilot is not acclimated to BOS, he uses AMS local time (the location at which he most recently became acclimated) to determine his FDP limit and subtracts 30 minutes from the Table C value.
- On K-day, because the pilot never became acclimated to a new theater and returned to a theater in which he was already acclimated, he uses AMS local time to determine his FDP limits. He does not subtract 30 minutes from the Table C value.
- The deadhead only duty period on L-day is not an FDP and not limited by the FARs. On arrival in SEA, because the pilot traveled more than 60 degrees longitude and was away from base for more than 168 hours, the pilot must receive a minimum of 56 hours of rest, and the rest must be extended to 0700 to encompass three physiological nights referenced to SEA time. The total rest required is 66:11. Upon completion of the rest, the pilot will be acclimated to SEA.

FDP Limit Extensions

There are two types of FDP limit extensions permitted:

- A pre-takeoff extension of up to two hours due to unforeseen operational circumstances that arise prior to takeoff can be made if the Captain and the dispatcher agree that the crew is fit and the flight can be safely operated if the FDP is extended. A pre-takeoff extension of more than 30 minutes can be granted only once before a pilot receives a 30-hour rest period. A pre-takeoff FDP limit extension may not exceed two hours and may not cause a pilot to exceed his cumulative FDP limits.
- A post-takeoff extension of a pilot's FDP limit is allowed when unforeseen operational circumstances arise after takeoff, if the Captain and the dispatcher agree. The limit may be extended to the extent necessary to safely land the aircraft at the next destination or alternate airport, as appropriate. A post-takeoff extension may exceed a pilot's cumulative FDP limits. However, once the aircraft has landed at its destination or alternate airport, the same conditions outlined above for a pre-takeoff extension apply to any subsequent flying. That is, once on the ground, the applicable FDP limits (including cumulative limits) apply. A post-takeoff extension of more than 30 minutes can be granted only once before a pilot receives a 30-hour rest period.

Pilot concurrence is required by the FARs for all FDP limit extensions, even if the FDP limit extension is only for another pilot on the crew. The PWA requires concurrence from all crewmembers. Pre-takeoff FDP limit extensions can be for any specific amount of time up to two hours. Delta must keep a record of the pilot's concurrence and report all FDP limit extensions over 30 minutes to the FAA. The FOM will contain specific details on the acceptance of an extension.

Note: If Delta has designated an FDP to be operated under the FRMS, the FDP limit is 20.5 hours. The FDP may be extended up to two hours by mutual concurrence between the pilots and the dispatcher.

Reserve Rules

A RAP is the period of time a reserve pilot spends on short call (SC) prior to report of an assigned FDP. This time must be accounted for when determining the reserve's maximum flight duty period.

When a short call reserve pilot is assigned a rotation, he does not accrue FDP hours until he reports for the

FDP. The time spent during his RAP does not count as FDP time. FAR Part 117 limits the combined total number of hours that the pilot may spend in a RAP and his first FDP *to the lesser of*:

- Report time plus FDP limit from Table B or Table C, OR
- The start of the short call, plus Table B value plus four hours not to exceed 16 hours (unaugmented crew) Table C value plus four hours (augmented crew)

The limit of the combined RAP plus FDP time can be extended but cannot exceed the limits set forth above. Any such extension requires concurrence of the pilots and the dispatcher.

Reserve Examples

Example 1: An M88 pilot begins a RAP at 0900, is called at 1030 and assigned a rotation. The rotation begins with a three-segment FDP and a report time of 1230.

Result: The pilot's RAP begins at 0900 and ends at 1230 when he reports for the FDP. The pilot's FDP begins at 1230 and he begins accruing FDP time at 1230. Per Table B, the maximum FDP is 13 hours. The maximum combined RAP + FDP is the lesser of Table B plus four hours (17 hours) or 16 hours. Thus, the FDP must end (block-in) no later than 0100 (16 hours after the RAP began at 0900). This pilot requires 30 continuous hours free of duty during the 168 hours preceding 0900 and also during the 168 hours preceding 1230. He also requires 10 hours of rest immediately preceding 0900.

Example 2: An ATL 7ER pilot begins a RAP at 1200, is called at 1500 and assigned a rotation. The rotation report time is 1800. The first FDP includes one segment, ATL-MUC, scheduled to depart at 1930 with a scheduled block-in time of 0500 (ATL time).

Result: The pilot's RAP begins at 1200 and ends at 1800 when he reports for the FDP. The pilot's FDP begins at 1800 and he begins accruing FDP time at 1800. Per Table C, the maximum FDP is 14 hours. Adding four hours to this number determines the maximum combined RAP + FDP. The maximum combined RAP plus FDP is 18 hours, thus, the FDP must end (block-in) no later than 0600 ATL time (18 hours after the RAP began.) This pilot requires 30 continuous hours free of duty during the 168 hours preceding 1200 and also during the 168 hours preceding 1800. He also requires 10 hours of rest immediately preceding 1200.

Example 3: The flight segment in Example 2 is scheduled to block-in at 0500 (ATL time). Due to a 1:30 maintenance delay prior to pushback, the new anticipated block-in time is 0630 (ATL time).

Result: The flight may not take off because the pilot in Example 3 will exceed the maximum FDP plus RAP limit.

Report Time Changes

If you are notified prior to report that your departure time and your report time are delayed, you will be in one of three situations.

1. You do not acknowledge the notification until at or after the original report time. In this case, you have reported and begun your FDP. The Company cannot change the report time. They could end the FDP, give you another 10-hour rest period, and schedule you for a new FDP. If the new FDP infringes on your WOCL, the FAR requires 12 hours' notice. Your WOCL is defined as 0200-0559 acclimated time. **Note: PWA break in duty requirements may be more restrictive and would apply prior to any new duty period. (Refer to PWA Section 12 G.)**
2. You acknowledge the new report time 10 hours or more prior to the new report time. In this case, you will use the new report time as the start of your FDP and you will be in rest for a minimum of ten hours prior to the new report time. Apply Table B or Table C using the new report time to determine your FDP limit. If the new FDP infringes on your WOCL, the FAR requires 12 hours' notice.
3. You acknowledge the new report time prior to the original report time and less than ten hours prior to the new report time. If, in your opinion, your sleep opportunity was interrupted, notify the Company. You will need an additional 10 hours of rest prior to beginning any FDP. If your sleep opportunity was not interrupted, you will treat the original report time as if it were the start of a short call period, for FAR purposes only. The time between the original report time and the new report time will be considered a RAP under the FAR. You will use the new report time as the start of your FDP, and you will use that time to enter Table B or Table C. Your FDP must end no later than the

earlier of:

- New report time plus FDP limit from Table B or Table C
- Original report time plus:
 - Table C value plus four hours, including extensions (augmented crew)
 - Table B value plus four hours, including extensions, not to exceed 16 hours max (unaugmented crew)

Example 1: A pilot on an unaugmented crew is scheduled for an FDP reporting at 1000 with two flight segments. His FDP limit per Table B is 14 hours. He is contacted by the Company at his scheduled pickup time at the hotel and told his flight is delayed, his new report time is 1230, and the new departure time is 1330.

Result: The pilot did not receive 10 hours of rest between the acknowledgement of the change and the new report time, so he is treated as if he began a short call period at the original report time of 1000. His FDP begins at 1230. His FDP must end no later than the earliest of:

1. his new report time plus his new FDP limit
 - (13 hours after 1230 = 0130), or
2. his original report time plus his new FDP limit plus four hours (including extensions)
 - (17 hours after 1000 = 0300), or
3. his original report time plus 16 hours (applies to unaugmented operations only)
 - (16 hours after 1000 = 0200).

The earliest of these three times is 0130 and this FDP must be scheduled to end no later than 0130.

Example 2: The crew in Example 1 reports per the amended schedule at 1230. They discover a mechanical on the aircraft that will cause a delay.

Result: By concurrence between the dispatcher and the pilots, the no later than limits from bullets 1 and 2 above may be extended up to two hours, not to exceed the 16-hour limitation in bullet 3 above or the FDP + 4 in bullet 2 above. The FDP must now end no later than 0200.

PWA FDP Limits (Section 12 D.)

PWA Max Scheduled FDP

- 30 minutes less than the value derived from FAR Tables B and C
- Deadhead legs that are followed by a flying leg count toward the number of flight segments when entering Table B or C, as appropriate

PWA Max Actual FDP

The value derived from the FAR Table B or C

- For report time use the local time for the city to which the pilot is acclimated.
- If pilot is not acclimated to a theater encompassing that FDP starting point, he subtracts 30 minutes from the FDP limit shown.
- If a pilot is rerouted to remove or add flying segments to his FDP, the rerouted schedule must comply with the limitations in the tables.
- If a flight diverts prior to reaching its destination, the continuation flight to the original destination is not considered to change the number of flight segments and does not change the FDP limit.

PWA Max Actual FDP Without Extension

A pilot will not be rerouted to remain on an FDP in excess of the applicable limit in Table B or C

Max Scheduled Duty Period for an FDP Followed by a DH

Scheduled: 30 minutes less than the time shown in FAR Table B or C

Actual: one hour beyond the scheduled limit.

Note: A deadhead flight segment(s) that is scheduled to operate after the last non-deadhead flight segment in an FDP will not be included in the number of flight segments in such FDP under Table B.

Max Scheduled Duty Period for DH Only Duty Periods

Scheduled: one hour beyond the least restrictive limit shown in FAR Table B or C appropriate to the crew(s) operating the deadhead flight(s)

Actual: one hour beyond the scheduled limit. DH only duty periods may be extended indefinitely with pilot concurrence.

FRMS Duty Period Limits

An FRMS duty period may be scheduled to the FAR FRMS FDP limit of 20:30. A pilot will not be rerouted or required to remain on duty more than two hours longer than originally scheduled. If his flight is delayed beyond the two-hour point, he may remove himself from the FDP for any reason.

Max Duty during Reroute and Delays

Pilots may not be rerouted beyond their applicable FDP limit. If the crew and the dispatcher agree, they may be extended due to a rolling delay (but not rerouted) up to two hours beyond such limit.

In a reroute situation, Crew Tracking will use the best times available to construct revised schedules. For flights that have been completed, the actual times will be used. For a flight currently being flown, the enroute times will include known delays forwarded by Flight Control to Crew Tracking. Bid package scheduled times will be used for future flights.

However, if the dispatch release has been issued for a future flight and total block time has been determined to be *greater* than that of the bid package block time, then that increased block time will be used for the flight segment. While minutes under schedule may appear for a future leg(s) after a flight plan is filed, the *greater* of the scheduled time or the dispatch release block time (if known) will be used to compute the scheduled duty time. Reasonable turn times between future flight segments, not to be less than 30 minutes, shall also be used in determining the scheduled duty time.

During an active RR situation, Tracking may use the full FDP limit contained in **Section 12 D. 2**. The limitation to schedule rotations 30 minutes less than FDP limits is for rotation construction and does not apply during RRs.

Section 12 D. 5.

It is within the sole discretion of each individual pilot to decide in any given situation whether he is fit for duty and will remain on duty beyond his applicable FDP or duty period limit. A pilot's decision not to remain on duty beyond such limit will be accepted without challenge by Crew Tracking.

Rest Requirements and Break in Duty Requirements

There are two sets of rules to consider regarding time between duty periods:

- PWA Break in Duty Requirements
- FAR Rest Requirements

In every case, the most restrictive rules apply.

Rest, as defined by the FAA, means having no present responsibility for work. Time spent on long or short call or performing any duty for Delta (e.g., DH) is not rest. A pilot cannot be made to call the Company or answer a phone call during a rest period, although he can voluntarily answer a call or make contact with the Company. Also, a pilot on a layover is not required to respond to an attempted contact by the Company.

A break in duty for PWA purposes is the time between release from one duty period and report for the subsequent duty period.

It is up to each individual pilot to judge his need for rest and inform Crew Tracking of his decision concerning the rest he requires.

FAR Rest Requirements

This section describes FAR rest requirements. Please also refer to the section labeled “PWA Break in Duty Requirements” and remember that the most restrictive rules apply.

FAR Part 117 includes four rest requirements:

1. **“30-in-168”** Before beginning any reserve availability period (RAP) or FDP, a pilot must have received at least 30 consecutive hours free of duty within the 168 consecutive hours (seven 24-hour periods) immediately preceding the start of the RAP or FDP.
2. **“10 before beginning”** Before beginning any RAP or FDP, a pilot must have received at least ten hours of rest with a minimum of eight uninterrupted hours of sleep opportunity. A sleep opportunity generally commences once the pilot is at a location where he can reasonably be expected to go to sleep and not have that sleep interrupted, such as a hotel.
Exception: A pilot who is on short call does not have to receive ten hours of rest prior to beginning an FDP that starts during his short call period.
3. **“56 upon release”** If a pilot travels more than 60 degrees longitude in a rotation that requires him to be away from base for 168 hours or more, he must be given at least 56 consecutive hours of rest upon his release from the rotation. This rest must encompass three physiological nights based on local time (i.e., the hours of 0100 and 0700 pilot base time) and must be extended as necessary to encompass the three nights.
4. **“Rest after Deadhead”** If a pilot is engaged in deadhead transportation that exceeds the applicable FDP limit in Table B of FAR Part 117, using the column in the chart that corresponds to the number of deadhead segments, the pilot must be given a rest period equal to the length of the deadhead transportation (but not less than ten hours) before beginning an FDP. (See Table B, and the explanation in the section titled “Required Rest after Deadhead” below.)

Although an FDP ends at block-in of the last flying segment, a pilot’s rest does not begin until he is released from duty, which is normally 30 minutes after block-in of the last segment, flying or deadhead.

During each required ten-hour rest period (#2 above), a pilot must determine whether he has received a minimum of eight consecutive hours of sleep opportunity. Any disturbance, such as a fire alarm, phone call from the Company, etc., requires him to determine whether his sleep opportunity has been interrupted. For example, some pilots may have no problem returning to sleep after hearing a fire alarm, while others may find it difficult to get back to sleep even if the interruption was short. A pilot who is unable to get back to sleep would be required to advise Crew Tracking or Crew Scheduling that his sleep opportunity was interrupted. The rest period would no longer satisfy the requirement for ten hours of rest with eight hours of uninterrupted sleep opportunity, and the pilot’s schedule would have to be adjusted as necessary.

The ten-hour rest period immediately prior to the start of an FDP or RAP cannot be reduced for any

reason. A pilot may not be required to perform any task for the Company (including a schedule check, distributed training, phone obligation, etc.) during any required rest period. A pilot may voluntarily perform such tasks without interrupting the rest period. For example, a pilot may choose to perform his quarterly CQ distributed training during one of his layovers and it would not interrupt his rest.

The Company may attempt to call a pilot during a rest period. If the pilot voluntarily chooses to answer a phone call, the FAA does not view the phone call as disruptive and interrupting the rest period. However, the pilot's sleep opportunity may be interrupted. If the pilot determines that the phone call has interrupted his required sleep opportunity (i.e., he cannot get back to sleep), the pilot has an obligation to report this to the Company and his schedule must be adjusted as necessary. If multiple calls are made in attempt to contact a pilot, the pilot's sleep opportunity may be interrupted even if he does not answer the phone. Thus, Delta runs the risk of interrupting a pilot's sleep opportunity by making a phone call during a required rest period.

Rest must be prospectively known and assigned, which means the pilot must be notified of both the start time and duration of a scheduled rest period before the rest period begins. After a pilot begins an assigned rest period, that rest period cannot be extended by notification from the Company. For example, if the Company calls a pilot ten hours after he started a rest period originally scheduled for 24 hours to tell him his rest will end ten hours later than originally scheduled, that pilot is not considered to have received 34 hours of continuous rest. Instead, he is considered to have received 24 hours of continuous rest following the acknowledgement of the change. This requirement places certain restrictions on the Company's ability to change the start time of an FDP because a pilot must receive at least ten hours of rest immediately prior to the start of an FDP.

Reserve Rest

FAR Part 117 divides reserve duty into three categories - airport standby, short call reserve, and long call reserve. Unless the certificate holder specifically designates the reserve assignment as airport standby or short call, a pilot on call is a long call reserve pilot.

Rest Required Prior to Reserve

FAR Part 117 requires two basic rest periods for reserve pilots:

- A minimum of ten hours of rest immediately prior to the start of an FDP or RAP. The ten hours of rest must provide a minimum of eight hours of uninterrupted sleep opportunity.
Note: The ten hours of rest prior to the start of an FDP is not required for an FDP that begins during a RAP.
- 30 consecutive hours of rest (free of duty) in the 168 hours immediately preceding the start of any FDP, RAP or airport standby reserve.

Long Call Reserve

FAR Part 117 requires that a long call reserve pilot must be given at least ten hours of rest prior to starting an assigned FDP or reserve availability period (RAP). The rest must be prospective in nature and begin no later than ten hours prior to the start of the FDP or RAP. If an FDP begins before and will intrude into a long call reserve pilot's WOCL (0200-0559 acclimated time), then the pilot must be given notice of the assignment at least 12 hours prior to report. The pilot's FDP limit is determined from the applicable FDP limit table (B or C) based on the report time for the rotation.

Short Call Reserve

A short call reserve pilot may be assigned an FDP without receiving 10 hours of rest immediately preceding the start of the FDP.

Required Rest after Deadhead

If a pilot is engaged in deadhead transportation that exceeds the applicable FDP limit in Table B (using the column in the chart that corresponds to the number of deadhead segments) the pilot must be given a rest period equal to the length of the deadhead transportation, but not less than ten hours, before beginning an FDP or a RAP. For the purposes of determining if this rest is required, a pilot's deadhead transportation should always be compared against the limit in Table B, even if it is part of an augmented duty period, and will be calculated as follows:

- For a deadhead segment or segments following a flying segment in the same duty period, the dead-

head transportation will begin at the departure time of the first deadhead segment and end at the arrival time of the last deadhead segment.

- For a deadhead only duty period, the deadhead transportation will begin when the pilot is required to report for the first deadhead segment and end at the arrival time of the last deadhead segment.

Note that a pilot's rest does not begin until he is released from all duty, typically 30 minutes after block-in of the last segment (flying or deadhead.)

Example 1:

#8578 WE	EFFECTIVE JAN. 01 ONLY		CHECK-IN AT 7.35						
POS - A,B			SKED ON-DUTY						
DAY	FLIGHT T	DEPARTS	ARRIVES C	BLK.	TURN	BLK/MAX	FDP/MAX	PWA	DTY/MAX
A	1959	DTW 0835	TPA 1117	2.42	75X	3.42/14.00	4.12/13.00		
		TPA 18.43/WILL ADVISE			2.42/	9.00	.00CRD	2.42TL	
B	1872	TPA 0730	ATL 0908	1.38	1.57				
DH	1458	ATL 1105	RSW 1250	1.45	.50	757			
	1458	RSW 1340	ATL 1528	1.48	.57				
DH	2525	ATL 1625	JAX 1737	1.12			8.58/13.00	11.37/12.45	
							2.57DHD		
		JAX 11.23/CROWNE PLAZA APT				3.26/	9.00	.00CRD	6.23TL
C	732	JAX 0630	ATL 0740	1.10	1.15				
	1601	ATL 0855	MCO 1026	1.31	1.19				
	331	MCO 1145	DTW 1429	2.44		75X	8.59/12.00	9.29/12.15	
						5.25/	9.00	.00CRD	5.25TL
							1.20TRP	.00DPA	.00ADG
TOTALS---	15.50TL	11.33BL	4.17CR	21.39FDP					TAFB 55.24

Result: On B-day, this pilot's FDP ends at 1528. His deadhead transportation begins at 1625 (departure time of the first DH segment after the FDP) and ends at 1737 (arrival time of the last DH segment) for a total of 1:12. This does not exceed the limit in Table B for an FDP beginning at 1625 with one segment (12 hours), and does not trigger an additional rest requirement.

Note that the DH segment on flight 1458 is part of the pilot's FDP and not part of his "deadhead transportation" for this rule.

Example 2:

#A005 TU	EFFECTIVE JAN. 07 ONLY		CHECK-IN AT 16.15						
POS - A,B			SKED ON-DUTY						
DAY	FLIGHT T	DEPARTS	ARRIVES C	BLK.	TURN	BLK/MAX	FDP/MAX	PWA	DTY/MAX
A	050	ATL 1745	AMS 0815	8.30	333 M	10.00/15.00	10.30/14.00		
		AMS 24.15/NH GALAXY			8.30/13.00		.00CRD	8.30TL	
C	DH	049	AMS 1030	ATL 1433	10.03		0.00/	0.00	12.03/15.00
							10.03DHD		
							.00/17.00	.00CRD	10.03TL
							.00TRP	.00DPA	.00ADG
TOTALS---	18.33TL	8.30BL	10.03CR	10.00FDP					TAFB 46.48

Result: On C-day, this pilot's deadhead transportation begins at 0900L (report time of the DH only duty period) and ends at 1433L (arrival time of the last DH segment) for a total of 11:33. This exceeds the limit in Table B for an FDP beginning at 0300 (ATL time), unacclimated, with one segment (8.5 hours), and triggers an additional rest requirement of 11:33, to begin at 1503L (release time).

Note that the required rest is equal to the length of the "deadhead transportation," but not less than ten hours.

In-Flight Rest Requirements—Augmented Operations

Requirements for in-flight rest for augmented crews.

- Two consecutive hours must be available in the second half of the flight duty period (not the second

- half of the flight) for in-flight rest for the pilot flying the aircraft during landing, and
- Ninety consecutive minutes must be available for in-flight rest for the pilot performing monitoring duties during landing.

For a three-pilot crew, the standard “middle break” may not meet the requirements of this rule. For a four-pilot crew, the strategy of resting for the first half and flying for the second half will not meet the requirements of this rule.

To determine the midpoint of an FDP with one flying segment, add the time from report to takeoff to the planned flight time plus the planned taxi-in time to determine the length of the FDP. Add half of that time to the report time to determine the midpoint of the FDP. The pilot landing should plan for a minimum of two consecutive hours of in-flight rest after that point. The pilot monitoring during landing should plan for a minimum of ninety consecutive minutes of in-flight rest any time during the flight. There are no FAR requirements for in-flight rest for the relief pilot (crew).

Delta has authorization to operate under Exemption 11093, which allows a three-man crew to use the standard “middle break” rest plan, provided:

- The crew’s FDP limit is no more than 14 hours
- The landing pilot takes either the second or the third rest break
- The rest break taken by the landing pilot is at least 1:45 in length

Each crew must determine the best strategy for in-flight rest in order to comply with the regulations and ensure an alert and rested crew is operating the aircraft during landing.

Rest Facilities

FAR Part 117 provides specific requirements for the type of on-board rest facility used during augmented operations. The FAA certified the class of on-board rest facility on each of Delta’s aircraft. The MEL for each aircraft has been modified to include on-board rest facilities and the procedures to be followed if a rest facility or one of its components is inoperative.

Rest facilities are certified by the FAA with three classifications:

- *Class 1 rest facility* means a bunk or other surface that allows for a flat sleeping position and is located separate from both the flight deck and passenger cabin in an area that is temperature-controlled, allows the flightcrew member to control light, and provides isolation from noise and disturbance.
- *Class 2 rest facility* means a seat in an aircraft cabin that allows for a flat or near flat sleeping position; is separated from passengers by a minimum of a curtain to provide darkness and some sound mitigation; and is reasonably free from disturbance by passengers or flightcrew members.
- *Class 3 rest facility* means a seat in an aircraft cabin or flight deck that reclines at least 40 degrees and provides leg and foot support.

777/350 FRMS Rest Requirements

If Delta has designated an FDP to be operated under the FRMS, there are additional planned and minimum pre-duty rest requirements, according to the following table.

FRMS Operation	Planned/Minimum Pre Duty Rest
ATL-JNB	24/18
JNB-ATL	48/40
0700-1659L from the U.S.	24/13
1700-0659L from the U.S.	24/20
Anytime to the U.S. (except from JNB)	24/20

The FRMS FDP must be scheduled to provide the planned pre-duty rest. If delays are encountered on the previous rotation or on the FDP prior to the layover, the rest may be reduced to the minimum pre-duty rest.

If any FDP in a rotation is operated under the FRMS, the pilot must receive a minimum of 56 hours of rest upon return to base, and the rest must include three physiological nights referenced to base time. In most

cases, the rest will be greater than 56 hours and will end at 0700 at the end of the third physiological night.

PWA Break in Duty Requirements

There are two sets of contractual minimum break in duty criteria the Company must follow—one is for *scheduling* purposes (i.e., creating rotations and reroutes for pilots) and the other is for *actual* use once a rotation is under way. The required break varies according to the type of flying being performed and the combined length of the duty periods on either side of the break.

Note: The applicable break in duty may be higher for line construction purposes. (See **Section 23 D. 11.**)

Reroutes into revised layovers must be scheduled with the applicable contractual minimum *scheduled* break in duty. Upon arrival at the layover, *actual* minimum break-in-duty times apply. Under some circumstances, FAR required rest may exceed contractual minimum break.

A pilot's duty period will continue until he has received a break-in-duty as specified below. This may generate additional duty period credit ("1 for 2").

Co-terminal layovers in which a crew arrives at one co-terminal and leaves from another (e.g., EWR arrival with a JFK departure) require the ground travel time listed in **Section 8 B. 3** to be added to the applicable minimum scheduled and minimum actual break in duty. The transportation to and from the layover hotel is not a deadhead and the pilot does not receive the pay described in **Section 8 B. 3**.

Contractual Break in Duty Table

Duty Period Type	Minimum Scheduled Break	Minimum Actual Break
Non-Trans-Oceanic	<ul style="list-style-type: none"> • Nine hours prior to duty period (if the two duty periods surrounding break are scheduled for a total of 20 hours or less) • Ten hours prior to duty period (if the two duty periods surrounding break are scheduled for a total of more than 20 hours) • 13 hours prior to duty period if reporting in: <ul style="list-style-type: none"> ◦ EWR after arriving in JFK or LGA at the end of the prior duty period, or ◦ JFK or LGA after arriving in EWR at the end of the prior duty period 	<ul style="list-style-type: none"> • Eight hours fifteen minutes prior to duty period (if the two duty periods surrounding break are scheduled for a total of 20 hours or less) • Nine hours prior to duty period (if the two duty periods surrounding break are scheduled for a total of more than 20 hours) • 13 hours prior to duty period if reporting in: <ul style="list-style-type: none"> ◦ EWR after arriving in JFK or LGA at the end of the prior duty period, or ◦ JFK or LGA after arriving in EWR at the end of the prior duty period
Trans-Oceanic (Away From Base)	<ul style="list-style-type: none"> • 13 hours prior to duty period • 13 hours after duty period scheduled for 13 hours or less • 18 hours after duty period scheduled for more than 13 hours 	<ul style="list-style-type: none"> • 11 hours prior to duty period (eight hours after non-ocean-crossing deadhead duty period) • 11 hours after duty period scheduled for 13 hours or less • 14 hours after duty period scheduled for more than 13 hours
Trans-Oceanic (In Base)	<ul style="list-style-type: none"> • 13 hours prior to duty period • 13 hours after duty period 	<ul style="list-style-type: none"> • 11 hours prior to duty period (eight hours after non-ocean-crossing deadhead duty period) • 13 hours after duty period

“1 for 2” In order to achieve an FAR-required rest period on a layover, Crew Tracking may delay a pilot’s scheduled report time and reduce the time between the pilot’s scheduled report and scheduled departure, *with the pilot’s concurrence*, by up to 30 minutes without changing the departure time. However, the contractual break in duty for duty period credit purposes (“1 for 2”) will be based on an unreduced time. If the 30-minute slide will not achieve an FAR-required rest, then the departure must be delayed or the crew replaced.

It is up to each individual pilot to judge his need for rest and inform Crew Tracking of his decision concerning the rest he requires.

Flight Time Limits

Flight time commences when an aircraft moves under its own power for the purpose of flight and ends when the aircraft comes to rest after landing. Delta Air Lines has always applied a slightly different definition, approved by the FAA, which mirrors the PWA definition of block time. At Delta, flight time is the time beginning when an aircraft first moves for the purpose of flight or repositioning and ending when the aircraft comes to a stop at the next destination or at the point of departure.

FAR Flight Time Limits

FAR flight-time limits are hard limits, not just scheduling limits.

All pilots are limited to:

- 100 hours in any 672 consecutive hours (this is a rolling 672 hours, which is equivalent to 28 24-hour periods)
- 1,000 hours in any 365 consecutive calendar day period (this is a rolling 365 days)

FAR Flight Time Limit—Unaugmented Crew

To determine his flight time limit within an FDP for unaugmented operations, a pilot should enter Table A below with his report time, using the local time as follows:

- A pilot who is acclimated to a theater encompassing that FDP starting point should use the local time of that FDP starting point.
Exception: If that FDP starting point is within 60 degrees longitude of his base, he should use base time.
- A pilot who is not acclimated to a theater encompassing that FDP starting point should use the local time at the location where he most recently became acclimated to a theater encompassing the FDP starting point of that series.

Table A to Part 117: Unaugmented Operations
Maximum Flight Time Limits

Time of Report (Acclimated)	Maximum Flight Time (hours)
0000-0459	8
0500-1959	9
2000-2359	8

FAR Flight Time Limit—Augmented Crew

A pilot's FAR Part 117 flight time limit within an FDP for augmented operations is:

- 13 hours for a 3-pilot crew
- 17 hours for a 4-pilot crew
- IF Delta has designated an FDP to be operated under the FRMS, there is no FAR flight time limit for that FDP.

FAR Flight-Time Limit Examples

Example 1: A pilot in unaugmented operations is assigned an FDP reporting at 0700 with three flight segments and a total of 7:40 flight time. However, due to weather, the combined flight time of the first two segments is 1:30 greater than scheduled.

Result: The pilot's flight time limit is 9:00 based on his report time of 0700. The pilot determines that the flight time of the third segment will cause him to exceed his flight time limits. He may not depart on the third segment.

Example 2: The aircraft is pushed back from the gate by a tug, but due to airport congestion there is a 20-minute delay waiting for taxi clearance.

Result: The time from pushback counts as flight time because the aircraft has moved for the purpose of

flight or repositioning.

Example 3: Due to unforeseen circumstances that arise after takeoff, a pilot has to land at an alternate airport. While on the ground, he determines that continuing to his original destination airport will cause him to exceed his FAR Part 117 flight time limit.

Result: The pilot cannot continue as scheduled and cannot commence any flight segment that would cause him to exceed his FAR Part 117 flight time limit.

Example 4: A crew taxis an aircraft to a holding area and is told to expect an extended delay before takeoff. The engines are shut down and the aircraft remains in the holding area for an hour before departing.

Result: All of the taxi and hold time is counted as flight time.

Example 5: Same scenario as Example 4 above, but the aircraft is towed to the holding area, sits for an hour before the engines are started and the flight takes off.

Result: All of the time beginning from pushback is counted as flight time. Note: this is the current Delta method of tracking flight time and is not consistent with the literal interpretation of FAR flight time.

Example 6: A flight pushes back and the crew taxis to the runway with the intention of flight. Before taking off the crew is notified that the flight is canceled, and the aircraft is returned to the gate.

Result: Under the current Delta method of tracking flight time, all of the taxi time is counted as flight time, but the cancelled segment no longer counts as a flight segment for the purpose of determining the number of flight segments in the FDP.

Example 7: Prior to takeoff, a crew taxis an aircraft to a deicing pad and shuts down the engines. The aircraft is deiced and the crew restarts the engines and departs.

Result: All of the time spent during taxi and deice counts as flight time.

Example 8: A pilot performs flying as part of his military duty or personal flying.

Result: Military and personal flying are flight time, but do not count toward the FAR Part 117 cumulative flight time limits. Flying performed by the pilot on behalf of Delta Air Lines and any other commercial flying during the applicable period is the only flight time counted toward the cumulative limit.

PWA Flight Time Limits

PWA Flight Time Limit—Unaugmented Crew

PWA scheduled flight-time limit for an unaugmented duty period is:

- Transoceanic = eight hours
- Non-transoceanic = FAR 117 table A

PWA Flight-Time Limit—Augmented Crew

PWA scheduled flight-time limit for an augmented duty period is:

- 12 hours for a 3-pilot crew
- Not restricted for a 4-pilot crew

PWA Annual Block Hour Limit (BHL)

In order to make every pilot available for flying throughout the year, the PWA limits the amount of block time for which a pilot may be scheduled in a bid period. The formula for determining a pilot's BHL may be found in **Section 12 B.** of the PWA. A pilot can view his BHL for the current or subsequent bid period in iCrew. Go to Personnel->Qualifications->Block Hours Flown.

A pilot's monthly block hour limit is just that—a limit. A pilot may not be awarded a line of time exceeding his BHL. A pilot may not be awarded or assigned any trip or pick up any trip from the Pilot-to-Pilot Swap Board that will cause him to exceed his BHL.

There are three instances in which a pilot may exceed his BHL:

- A pilot may be awarded a WS or YS in the current bid period without regard to his BHL in the subsequent bid period. If the award causes him to exceed his BHL for the subsequent bid period, a conflicting rotation(s) in the subsequent bid period will be dropped to resolve the conflict. The pilot will not be entitled to the guarantee for the dropped rotation.
- A pilot may be awarded or assigned flying in the current bid period, after the closing of the bid window for the subsequent bid period and before the line awards for the subsequent bid period, which will reduce his BHL for the subsequent bid period. His line award for the subsequent bid period is based on the BHL calculated at the time the bid window closed and will not be adjusted.
- If a pilot exceeds his BHL due to overflying or reroute, his line will not be adjusted, although there will be a negative effect on his BHL in subsequent bid periods.

Rotation Display Example

Rotation Number and Base → **ATL C314**
Report Time → ***** ROTATION OPER**
PILOT 73N POS-AB **EFFECTIVE DEC22** **CHECK IN AT 6.26**
ACTUAL REPORT TIME 0626

DAY	FLT	T	DEPARTS	ARRIVES	C	BLK	M/U	TURN	M	EQP
22	1204		ATL 0726	LAX 0940		5.14				738
LAX			13.45/WESTIN BONAVENTURE			5.14BL				
Layover Duration and Hotel Name → A- PWA FDP/SKD MAX/ACT MAX 6.14/12.30/15.00 Total Credit for Day → 5.14TL An * in this column means a meal will be served										
PWA limits for each pilot → LAST ACCLIMATED CITY-ATL REST CLASS- 13.00/15.00/ 9.00 PWA FDP/SKD MAX/ACT MAX 6.14/12.30/15.00										
B- LAST ACCLIMATED CITY-ATL REST CLASS- 13.00/15.00/ 9.00 PAY REPORT TIME 2355/22 ACTUAL REPORT TIME 2355/22										
23	573		LAX 0055	GDL 0601		3.06				739
GDL			23.33/GDL APT HOL INN			3.06BL				
An * indicates the flight number has an inbound segment → A- PWA FDP/SKD MAX/ACT MAX 4.06/ 8.30/11.00 Scheduled FDP time → 3.06TL Scheduled Max → 4.06/ 8.30/11.00 FDP Max including Max FDP Extension → 9.00/11.00/ 8.00										
Schedulded Equip type → 738 PWA FDP/SKD MAX/ACT MAX 4.06/ 8.30/11.00 B- LAST ACCLIMATED CITY-ATL REST CLASS- 9.00/11.00/ 8.00 PAY REPORT TIME 0604/24 ACTUAL REPORT TIME 0604/24										
24	574		GDL 0704	LAX 0830		3.26		1.55		
			1097 LAX 1025 RDU 1804			4.39				
RDU			10.26/HOTEL INDIGO RTP			8.05BL				
FAR Limits for Each Pilot → A- PWA FDP/SKD MAX/ACT MAX 11.00/13.30/16.00 FAR Block time limit → 14.00/16.00/ 9.00 PWA FDP/SKD MAX/ACT MAX 11.00/13.30/16.00 B- LAST ACCLIMATED CITY-ATL REST CLASS- 14.00/16.00/ 9.00 FAR Limit Un-extended and with max allowable extension → 9.00 PAY REPORT TIME 0500/25 ACTUAL REPORT TIME 0500/25										
25	1966		RDU 0600	ATL 0726		1.26				739
						1.26BL		0.34DPM		
A (.) prior to the time, indicates the flight has blocked in. → 2.00TL PWA FDP/SKD MAX/ACT MAX 2.26/11.30/14.00 A- LAST ACCLIMATED CITY-ATL REST CLASS- 12.00/14.00/ 9.00 PWA FDP/SKD MAX/ACT MAX 2.26/11.30/14.00 B- LAST ACCLIMATED CITY-ATL REST CLASS- 12.00/14.00/ 9.00 Time used for trip calculating trip credit → REGULAR--21.00TL 17.51BL 3.09CR 0.00MU RESERVE- 21.00TL 17.51BL 3.09CR 0.00MU ROT GUAR POS A - N/A POS B - N/A										
Pilots time in type → PIC-38:07 738A-38:07 738B-33:40 Pilots Status, Reg/Res/LCA → REG NR A REG TIME FOR ROTS COMPLETED: PIC-38:07 738A-38:07 738B-33:40 B REG TIME FOR ROTS COMPLETED: 738B-208:04 Same as above, except if pilot deviates from deadhead. → TAFB 73.30CR TAFB 73.30EX										

Latest Allowable Takeoff Time (LATT)

FAR Part 117 flight time limits and FDP limits are hard limits. Pilots need to be aware of the latest time that they are allowed to take off and remain under their FDP and flight time limits. We refer to this as the Latest Allowable Takeoff Time and it is calculated to prevent exceedance of any of the following limits:

- Cumulative FDP limit
- Cumulative block hour limit
- Daily FDP limit
- Daily block hour limit

Currently, we are presented with two separate LATTs. The Duty LATT and the Block LATT depending on each pilot's status as a reserve or regular pilot and the amount of flying or on-call obligation performed, the times may not be the same for all crewmembers. Delta provides us with the compliance data in the following ways:

Max FDP LATT Included in the Flight Plan Addendum Example

```

                                FAR 117 LATEST ALLOWABLE
TAKEOFF TIMES DL/1234/01/RLS 01 ATL-DTW 01JAN14
*****
**** LATEST ALLOWABLE TAKEOFF TIME                               ****
**** DUE MAXIMUM FLIGHT DUTY PERIOD LIMIT                       ****

CAPTAIN                      ROTATION ID/DATE ATL 0001/01JAN
                              DUTY LATT DUE MAX FDP LIMIT
                              0
1/2300Z DUTY LATT DUE MAX FDP WITH EXTENSION APPLIED
                              0
                              2/0100Z

FIRST OFFICER                 ROTATION ID/DATE ATL 0001/01JAN
                              DUTY LATT DUE MAX FDP LIMIT:
                              0
1/2300Z DUTY LATT DUE MAX FDP WITH EXTENSION APPLIED:
                              0
                              1/2330Z
  
```

In this example, due to a previous extension, the first officer is only extendable by 30 minutes.

Max Block LATT, Included with Updated Weather Example

```

****                      LATEST ALLOWABLE TAKEOFF TIME          ****
****                      DUE MAXIMUM FLIGHT TIME LIMIT          ****

    18:15                18:35
    _____ PLUS 00:20 EQUALS _____

OUT                      MAX TAXI                      BLOCK LATT

    _____ PLUS 00:20 EQUALS _____

OUT                      MAX TAXI                      BLOCK LATT
  
```

In this example, based on previous block hours flown during this duty period, taxi time in excess of 20 minutes will result in a planned exceedance of the block hour limit.

ACARS Notification of FDP Extensions (FTDT Update 19-04)

Delta uses an ACARS notification process for FDP extensions.

There are three possible messages that a pilot will receive. Pilots must choose to accept or decline the extension and send that information *prior to block in* at the destination:

- Five minutes prior to the pilot's unextended LATT and after ACARS is initialized, a non-chimed ACARS message will be uplinked advising the pilot(s) that the need for an FDP extension might exist.
- Upon reaching the pilot's unextended LATT and after ACARS is initialized, a non-chimed ACARS message will be uplinked advising the pilot(s) that the need for an FDP extension might exist.
- OFF + 20 minutes if FDP extension was needed but not acknowledged a chimed ACARS message will be uplinked advising the pilot(s) of the need to acknowledge an FDP extension. This will be the last message uplinked.

ACKNOWLEDGEMENT IS NOT REQUIRED BEFORE THE OFF EVENT, BUT MUST BE SENT PRIOR TO THE IN EVENT.

If a pilot accepts an FDP extension, the pilot must submit an ACARS FDP ACCEPT message along with the code prior to block-in. If they decline an FDP extension, or initially accept and then decide to decline an extension, the pilot must submit an ACARS FDP DECLINE message along with the code. After declining an FDP extension, the pilot should contact the Duty Pilot.

Each ACARS message will be sent with a unique response code. This unique response code should always be submitted when acknowledging an extension, acceptance or refusal. If all pilots listed on the ACARS message are replying with the same response, only either FDP ACCEPT or FDP DECLINE and the code need to be submitted. Crews should always be aware of their unextended LATT regardless of ACARS FDP notification. However, should you receive a notification before takeoff, ALPA strongly encourages all crews to use this as a time to assess all pilots' fitness for duty. Things can change between blocking out and taking off, and this notification is a good time to do one last assessment before takeoff. The safety of our crews, passengers and our airline is paramount. **At no time should a pilot feel pressured to fly when not properly rested.**

In the event ACARS is inoperative, refer to your aircraft's MEL for the procedures to follow in order to acknowledge acceptance or decline an FDP extension.

Window of Circadian Low (WOCL) Operations (Scheduling Alert 20-03)

A pilot's WOCL is defined as the period between 0200 and 0559, pilot acclimated time. Both FAR 117 and the PWA limit the amount of flying a pilot may perform within his WOCL.

FAR WOCL Limitations

A pilot may not be scheduled for, or rerouted into, FDPs that infringe upon more than three consecutive WOCLs unless he is provided an opportunity to rest for at least two hours in a "suitable location" during each of the nighttime FDPs, as in split duty periods. Note that a DH-only duty period is NOT an FDP.

A WOCL is infringed upon if any part of the FDP touches any part of the WOCL. For example, an FDP that reports at 0600 does not infringe upon the WOCL, but an FDP that reports at 0559 does infringe upon the WOCL. An FDP that releases at 0159 does not infringe upon the WOCL, but an FDP that releases at 0200 does infringe upon the WOCL.

PWA WOCL Limitations

The PWA contains several WOCLs limitations that are more restrictive than FAR 117. Some apply only to initial line construction, while others apply throughout the month.

Initial Line Construction (applies only to non-trans-oceanic operations within North America and/or Latin America)

- A line may not contain consecutive duty periods that intrude into the WOCL unless the intervening break-in duty is at least 21 hours OR includes the period from 0000 to 0759 (pilot acclimated time).
- A single rotation may not contain more than two duty periods that intrude into a WOCL.
- If a duty period is scheduled to intrude into a WOCL, it will contain no more than two landings within the WOCL and will not contain a flight segment(s) originating after the WOCL.
- For an LAX, SEA, or SLC category, no flight segment will be scheduled with a departure between 0000 and 0500 pilot base time when the departure point is in the Central or Eastern time zone.

Note: A duty period intrudes into the WOCL if it reports prior to the WOCL and releases either inside or after the WOCL.

All Operations

A pilot who is scheduled to fly in three consecutive WOCLs will not fly in the subsequent consecutive WOCL other than as late operations, i.e., a rolling delay. He may only be scheduled to fly in the fifth consecutive WOCL as a voluntary award, e.g., specific request in PBS, WS, YS, GS, etc.

Example 1: The Company intends to schedule a pilot for FDPs on four consecutive days that each have a report time of 0500 pilot acclimated time.

Result: That schedule is not permitted by FAR Part 117 because it infringes upon more than three consecutive WOCLs and the FDPs do not provide rest opportunities that meet the requirements to extend the limit to five consecutive WOCLs. It is also not permitted by the PWA.

Example 2: One of the FDPs from Example 1 is replaced by a deadhead only duty period.

Result: That schedule would be permitted under FAR 117 because a deadhead only duty period is not an FDP and no more than three consecutive WOCLs are infringed upon by an FDP, but is still not permitted by the PWA because a deadhead-only duty period is still considered to infringe upon the WOCL.

Example 3: An ATL pilot is scheduled for back-to-back three-day trips to Europe.

Result: The schedule is permitted even though each trip has FDPs that infringe upon two consecutive WOCLs because the pilot is not on an FDP during a WOCL between the trips.

Example 4: A pilot's last flight segment blocks in at 0100 but is followed by a deadhead segment that blocks in at 0230.

Result: The FDP ends at block-in of the last flying segment. Thus, the duty infringes upon the WOCL, but the FDP does not. At Delta, this scenario will be treated as if the FDP did infringe upon the WOCL.

Fatigue Risk Management System (FRMS) Operations (FTDT Update 19-01)

The FAA has approved Delta Air Lines to operate certain B-777 or A350 four-pilot operations under an FRMS using an operable Class 1 rest facility. The purpose of this FRMS is to allow these operations to exceed the normal flight/duty time limits of FAR 117.

Rotations operating under the FRMS in any given bid period are listed in the monthly bid package and indicated by 4* on the righthand side of the rotation display by each applicable leg.

FAR Flight Duty Period (FDP) and Flight Time Limits

An FRMS FDP will not be scheduled to exceed 20:30 and may be extended up to a maximum of 22:30 with the concurrence of the Company and the PIC. There is no flight time limit in an FRMS FDP other than that which is limited by the FDP itself.

PWA FDP Limits and Contractual Considerations

A pilot will not be required to remain on an FRMS FDP more than two hours beyond its scheduled length. Prior to pushback, any individual member(s) of the crew can remove him or herself from the flight if the flight plan shows the FDP to be more than two hours longer than originally scheduled. A pilot's decision not to remain on his or her FDP beyond this point will be accepted without question by Crew Tracking. No reason need be given by the pilot when exercising this option as it is not a fatigue related provision and he or she will retain full rotation guarantee.

A pilot can recognize that an FDP will be operated under an FRMS by checking the FDP and/or flight time limits on the rotation display. The FAR FDP limit will be shown as 20:30, the flight time limit as 99:59 (i.e., no practical limit), and the PWA FDP limit will be equal to the scheduled FDP.

DAY	FLIGHT T	DEPARTS	ARRIVES	C	BLK.	TURN	BLK/MAX	FDP/MAX	PWA	FDP/MAX					
A	200	ATL 1821	JNB 1640	15.19		777 M	16.49	20.30	16.49	16.49					
		JNB 50.15/HILTON	SANDTON				15.19/99.59	.00CRD	15.19	TL					
D	201	JNB 2055	ATL 0645	16.50		M	18.20/20.30	18.20/18.20							
							16.50/99.59	.00CRD	16.50	TL					
								.00TRP	.00DPA	.00ADG					
TOTALS---										32.09TL	32.09BL	.00CR	35.09FDP	TAFB	86.24

Annotations:

- Max FAR FDP set at 20:30 (points to FDP/MAX 20.30)
- Pilot option to remain on FDP after 18:49 (points to FDP/MAX 16.49)
- Max block set at 99:59 to signify no block limit (points to BLK/MAX 99.59)

Duty and Rest Provisions

Before reporting for duty at the departure city of an FRMS operation, a pilot must have been scheduled for the pre-duty or layover rest period (if applicable) as shown in the table below. The pre-duty rest period must be scheduled to occur in the originating domestic city. For a flight where the first flight duty period is a deadhead flight to the originating domestic city, the reduced actual rest period is only permitted if the flight from the deadheading airport to the originating domestic city (that the pilot was on the previous day, as a deadheading pilot or as a pilot positioning the aircraft) was delayed due to a mechanical problem, weather or air traffic delay.

Departure City Local Time	Arrival City Local Time	Pre Duty Rest Planned/Min	Layover Rest Planned/Min
ATL 19:10	JNB 17:00	24/18	48/40
JNB 20:20	ATL 6:45		
FDP Start Local Time	Time of Day & Direction	Pre Duty Rest Planned/Min	Layover Rest Planned/Min
07:00 – 16:59	Day Westbound	24/13	24/20
07:00 – 16:59	Day Eastbound	24/13	24/20
17:00 – 06:59	Night Westbound	24/20	24/20
17:00 – 06:59	Night Eastbound	24/20	24/20

Upon returning to a domestic city from an FRMS operation, a pilot must receive at least 56 hours of rest, including three physiological nights (0100 - 0700 pilot acclimated time). A pilot may not be assigned any duty during this time, and this rest may not be reduced under any circumstance.

In the rotation below, the layover in ATL must be at least 56 hours in length, including three physiological nights. If the inbound flight 26 ICN - ATL is delayed for any reason such that the layover is reduced below this minimum, the subsequent outbound flight 27 ATL - ICN must be delayed to provide at least the minimum required rest.

Upon release from the rotation, the crew must also be provided at least 56 hours of rest, including three physiological nights. If the last flight of the rotation is delayed such that a pilot will not receive this minimum required rest, e.g., a scheduled rotation, training event, etc., then his or her schedule must be adjusted to provide at least the minimum required rest.

Cannot be less than 56:00, including 3 physiological nights

#P133 TH	EFFECTIVE JAN. 31 ONLY				CHECK-IN AT 10.49				
POS - A,B									
DAY	FLIGHT T	DEPARTS	ARRIVES C	BLK.	TURN	BLK/MAX	FDP/MAX	PWA	FDP/MAX
A	159	DTW 1219	ICN 1630	14.11	350 M	15.41/20.30	15.41/15.41		
		ICN 24.00/SHERATON	GRAND		14.11/99.59	.00CRD	14.11TL		
C	026	ICN 1830	ATL 1759	13.29	M	14.59/20.30	14.59/14.59		
		ATL 76.54/MARRIOTT	MARQUIS		13.29/99.59	.00CRD	13.29TL		
G	027	ATL 0053	ICN 0545	14.52	M	16.22/20.30	16.22/16.22		
		ICN 27.05/SHERATON	GRAND		14.52/99.59	.00CRD	14.52TL		
I	158	ICN 1050	DTW 0956	13.06	M	14.36/20.30	14.36/14.36		
					13.06/99.59	.00CRD	13.06TL		
					.00TRP	.00DPA	.00ADG		
TOTALS---	55.38TL	55.38BL	.00CR	61.38FDP				TAFB	191.37

Pilot cannot have any duty until receiving 56:00 hours' rest, including 3 physiological nights, beginning :30 after actual block in

Short Call Reserve Coverage for FRMS Flights

To provide reserve coverage for last-minute FRMS flights, Crew Scheduling will notify reserve pilots in B-777 and A350 categories of their conversion to short call 24 hours in advance, placing them into rest at the time of notification. A reserve pilot in a B-777 or A350 category may be converted to short call on his or her first on-call day following a non-fly day(s) by being notified of the conversion to short call no later than 1200 (pilot base time) on his or her last on-call day prior to the non-fly day(s). Such pilot will be free from duty from the time he or she is notified of the conversion to short call until the start of the short call period.

The total number of hours a pilot may spend in a flight duty period and short call is 24:30 (20:30 plus four hours) as measured from the beginning of his or her short call period. This limit may NOT be extended.

Example one:

A B-777 pilot is notified at 1200 of his conversion to short call at 1200 the following day. He is placed on rest from that point until the start of the short call period. After he has begun his short call, he is notified of a 1651 report to fly ATL - JNB. His FDP is limited to 20:30 plus 4:00, measured from 1200, the start of his short call period. This limit may NOT be extended.

Example two:

A A350 pilot is notified prior to noon on her last on-call day prior to a block of X-days of her conversion to short call at 1200 on her first on-call days following that block of X-days. She is placed on rest from that point, through her X-days, until the start of the short call period.

FRMS Flight Delays

The FRMS provides that, should such a flight be delayed such that it cannot be completed within the allowable FDP limit of 20:30 (extendable up to 22:30), the crew may be reassigned to depart after receiving at least 10 hours of rest. This allows a new FDP report time to be set if the notification of the delay to the pilots is at least 10 hours before this new report time.

If the anticipated delay is short enough for the crew to remain within the allowable FDP limit, notification of a delayed report may be made to the crew within 10 hours of report. In this case, the initial report time cannot be adjusted for FAR purposes, and the FDP must be completed within the maximum 20:30 FDP (extendable up to 22:30), measured from the original report time. However, the pilot option to remove him or herself from the flight prior to pushback if the flight plan shows the FDP to be more than two hours longer than scheduled is based upon the crew's actual report.

In either case, each pilot should carefully consider his or her fitness to perform the newly assigned duty.

Example:

A crew with a scheduled report of 1200 is notified at 0900 that their report has been delayed until 1500. Their FDP limit remains 20:30 (extendable up to 22:30), measured from 1200, their original report time. A pilot's contractual option to remove him or herself from this FDP prior to pushback if the flight plan shows the FDP to be more than two hours longer than scheduled is measured from 1500, their actual report time.

Flight Cancellations and Diverts

If the crew reports for duty and the flight is cancelled, that crew must be given no less than 10 hours of rest before reporting for an FRMS FDP again. If the crew reports back for duty and the flight is cancelled again, each crewmember must be given 24 hours of rest before being required to report for FRMS duty again.

If an FRMS flight experiences a divert, or a return to the departure airport, and the flight to the destination can be completed within the FDP limit of 20:30 (extendable up to 22:30), the crew is permitted to remain on duty. However, any pilot retains the contractual option of removing him or herself from the FDP if the new flight plan now shows the total FDP to be more than two hours longer than originally scheduled.

In either case, each pilot should carefully consider his or her fitness to perform the newly assigned duty.

Fatigue and the Fitness Review Board (FRB)

As pilots, our first responsibility is to ensure the safety of our passengers and crew. Any decision regarding fatigue should be based solely on this issue. Passenger inconvenience and other factors are secondary and must not be allowed to outweigh safety. If it's not safe, do not fly.

A pilot will never lose pay guarantee as the result of a fatigue call. Note that removal from a rotation for reasons other than fatigue, e.g., sick, personal issues, etc., or because the pilot is unable to extend his FDP beyond its limit under FAR 117 or beyond approved limits under FRMS is not covered by the FRB process.

“Fatigue” means a physiological state of reduced mental or physical performance capability resulting from sleep loss, extended wakefulness, circadian phase, and/or workload (mental and/or physical activity) that can impair a person’s alertness and ability to perform safety related operational duties. A pilot who is fatigued is too tired to remain on duty and will be immediately placed into rest.

“Unfit for duty” means you are not fatigued now, but looking forward, you anticipate a lack of fitness. This allows the Company to reschedule you to something else.

Any number of physical or mental issues could cause you to be unfit for duty.

Assessment of fatigue is an individual decision; it is not a decision made by the captain on behalf of his crew. Each pilot must consider his own fatigue levels for all phases of flight, including landing and taxi-in, before agreeing to fly and before signing the release.

According to FAR Part 117 each flight crew member must report for any flight duty period rested and prepared to perform his or her duties. No certificate holder may assign, and no flight crew member may accept assignment to, a flight duty period if the flight crew member has reported for a flight duty period too fatigued to safely perform his or her duties. A pilot cannot accept an assignment for a flight duty period unless that pilot deems himself fit for duty.

A pilot should make every effort to be properly rested prior to the start of any duty period. There are, however, circumstances beyond a pilot’s control that can prevent adequate rest prior to flight. For example, fire alarms or hotel guest noise may interrupt or prevent sleep. Such events are beyond a pilot’s control and can contribute to fatigue.

If a pilot is unfit or fatigued to the point of being concerned about safety, he should call the Duty Pilot as soon as possible and provide him with an expected time that the pilot will be rested and ready to report for duty. The Duty Pilot will ensure that Crew Tracking and Crew Accommodations are notified of the pilot’s needs, the event is flagged for future FRB processing, and undue operational pressure is not placed on the pilot. The pilot will be returned to his original rotation following the expected time that the pilot declares he will be rested and ready to report for duty, with minimal disruption to the originally scheduled rotation. If it is not possible or practical to return the pilot to his original rotation, he will be released from any further obligation.

Within 48 hours of removing himself from duty due to fatigue, either prior to reporting for his rotation or within his FDP limit, the pilot must submit to the Company a Fitness for Duty Report (FFDR). This report should state the circumstances that led to him not being fit for duty due to fatigue, and therefore unable to complete his Flight Duty Period (FDP) as scheduled. If the report has sufficient information for the FRB to make an informed decision on whether or not to debit a pilot’s sick bank, no further contact with the pilot is required. If insufficient information was provided in the initial report, the pilot will be contacted by an FRB representative and provided an opportunity to add additional information.

A pilot who determines that he is unable to extend his FDP beyond its limit under FAR 117 or beyond approved limits under FRMS will not be required to submit an FFDR or any other form.

FFDRs will be reviewed by the FRB, which is comprised of two ALPA and two Company representatives and meets on a monthly basis to review these reports. The FRB will not consider cases where the pilot calls in unfit for reasons other than fatigue (e.g., sickness or personal issues), or is unable to extend his FDP beyond its limit under FAR 117 or beyond approved limits under FRMS.

When a pilot is unable to complete any portion of a rotation (or reserve day) due to fatigue, pay for the rotation (or reserve day) is guaranteed with no pay loss to the pilot. If a pilot removes himself prior to the start of his rotation (i.e., pre-report time) due to being unfit for duty for reasons where the operation was not a contributing factor to the pilot's fatigue as determined by the FRB, the scheduled block time of the segment(s), or the value of the reserve day(s), missed will be debited from the pilot's sick bank. Any such sick hours deducted from a pilot's bank will be excluded for purposes of sick leave verification lookback.

If the FRB is unable to reach a consensus on whether the operation was a contributing factor in the case of a removal prior to the start of a pilot's rotation, the matter will be referred to the MEC Chairman and the Senior Vice President of Flight Operations for final resolution.

The Fitness for Duty Report is located on Delta Net - My Division (Flight Operations) - Administration - Forms & Reports - Fitness for Duty Report

Vacation

Definitions	106
Vacation Bidding.....	107
Bid Deadlines	108
Weeks Available for Bid in a Category	108
Numbered Vacation Weeks.....	108
Weeks of Availability	108
Vacation Bid Entry	109
Vacation Periods	109
Less Than a Full Week of Vacation	109
What Happens If You Fail to Put in a Vacation Bid?	109
Purchased and Supplemental Vacation Days	109
Purchasing Vacation Days	110
Placement of Purchased or Supplemental Vacation Days.....	110
Vacation Move-Up	111
Move-Up Bid Entry.....	112
Individual Vacation Days	112
Qualification Training that Conflicts with an Awarded Vacation	113
Reroute or Late Operations into Vacation.....	113
Vacation Rebid Entry.....	114
Vacation Swaps	114
Vacation Contacts and Resources.....	114

Under the terms of the PWA, the vacation year is April 1 to March 31. See the chart under Vacation Bidding for the vacation bidding timeline. A pilot may use the vacation move-up process to move an awarded vacation period to a more desirable period, if available. Vacation periods may be augmented by days purchased through the full service bank or the conversion of payback days into supplemental vacation days.

Also, “Vacation Slide” and “Vacation Any” may be utilized in PBS bidding to modify a vacation within a given bid period. For additional information, see the PBS Reference Handbook, available on the PBS Help & Resources website.

<http://www.alpa.org/dal/Committees/PBS/PBSHelp>

Definitions

“**Accrued vacation**” means the vacation time (i.e., the number of weeks or days) a pilot is accumulating in a vacation year for use in the next vacation year. The accrual rate for such vacation is determined by the number of years of continuous employment the pilot completed before April 1 of the vacation year.

“**Earned vacation**” means the vacation time (i.e., the number of weeks or days) a pilot is entitled to use in a vacation year.

“**Individual Vacation Days**” (IVDs) are a total of four vacation days from a future vacation period (i.e., a vacation period that has not had the PBS bid package for that bid period published in iCrew) that can be used all together or split into two separate IVD periods (3/1 or 2/2) each vacation year. The rules related to awarding of IVDs are identical to those for APDs but will be awarded prior to APDs. If a pilot were to choose to use his IVDs to drop a trip, he will receive vacation pay for each IVD just like he would have had he taken those vacation days with his regular vacation period.

“**Purchased vacation**” means the vacation days that a pilot receives as a result of a full-service bank transaction.

“**Supplemental vacation**” means the vacation days that a pilot receives (for use in the current or following vacation year) due to being inversely assigned into an X day(s) (**Section 23 S. 9.**).

“**Vacation bank hours**” means the hours in a pilot’s vacation bank. A pilot will receive 3:45 per day for the first 14 awarded days of his vacation and 3:30 for the remainder. A pilot’s vacation bank will be credited with the following number of hours:

Years of Continuous Employment Completed before April 1st of Vacation Year	Earned Vacation	Vacation Bank Hours
1-5	2 weeks	52:30
6-11	3 weeks	77:00
12-18	4 weeks	101:30
19 or more	5 weeks	126:00

This allotment is proportionately reduced if you:

- Are furloughed or on a leave of absence (other than a known personal leave) in excess of 30 *aggregate* days, or
- Have a military leave of absence in excess of 30 *consecutive* days.

All vacation time is considered for line construction purposes in PBS. Additional vacation days that a pilot chooses to purchase from his full-service bank will also have a value of 3:30, with a corresponding “debit” to his full-service bank.

“**Vacation period**” means a portion(s) of the combination of a pilot’s earned, purchased, and supplemental vacation that is designated by the pilot as:

- a. primary
- b. secondary
- c. tertiary

d. quaternary

e. quinary

“Vacation year” means the period that begins on April 1 each year and ends on the following March 31.

Vacation Bidding

A pilot bids for vacation based on the category he holds on January 31 of the year the vacation year begins or the category he is scheduled to be converted to on or before January 31 of the year the vacation year begins.

Bid Deadlines

There are five rounds of bidding: primary, secondary, tertiary, quaternary, and quinary. Vacations awarded during each round are also labeled and prioritized as primary, secondary, tertiary, quaternary, and quinary.

Bid	Available Weeks Posted by:	Bidding Close Date (@2359E)	Award Posting Date
Primary	January 1	January 8	January 12
Secondary	January 12	January 19	January 23
Tertiary	January 23	January 30	February 3
Quaternary	February 3	February 10	February 14
Quinary	February 14	February 21	February 25

You can view your vacation days available for bidding in iCrew. From the **Main Menu** (iCrew) click on:

- ⇒ **Bids**
- ⇒ **Vacation**
- ⇒ **Initial Vacation Bids**
- ⇒ **Display Individual Vacation Days To Bid**

Helpful Hint!

The “help” function (PF5 key) is available on many pages. This feature is helpful in filling out the bid information on that particular page.

Weeks Available for Bid in a Category

A vacation week begins on Sunday and runs through the following Saturday. Weeks in the vacation year are numbered consecutively, starting with the first Sunday in April. The actual number of vacation slots available for each numbered vacation week in a category is determined by the Company and posted in iCrew no later than January 1 of each year. You can reference the available slots when you structure your bid. The number of vacation slots in a week is reduced after the processing of each bid run based on the slots awarded from that run.

Numbered Vacation Weeks

To view the numbered vacation weeks for the following vacation year:

- ⇒ Main Menu (iCrew)
- ⇒ Bids
- ⇒ Vacation
- ⇒ Display Vacation Start Date Selection Numbers for Initial Vacation

To view the numbered vacation weeks for the current vacation year:

- ⇒ Main Menu (iCrew)
- ⇒ Bids
- ⇒ Vacation
- ⇒ Display Vacation Start Date Selection numbers for Move-up/Rebid Vacations

Weeks of Availability

To view the available slots for each numbered week in your category:

- ⇒ Main Menu (iCrew)

- ⇒ Bids
 - ⇒ Vacation
 - ⇒ Initial Vacation Bids
 - ⇒ Display Vacation Weeks Available in Category

Vacation Bid Entry

Vacation bids are entered in iCrew and processed in seniority order. To enter a bid:

- ⇒ Main Menu (iCrew)
 - ⇒ Bids
 - ⇒ Vacation
 - ⇒ Initial Vacation Bids

On this page, click on the appropriate vacation period via the Select Vacation Type (primary, secondary, tertiary, quaternary or quinary) and then Add Bids to enter your bid preferences.

Although the published weeks available to bid for primary vacations may not be available until January 1 vacation bidding opens November 1 of the previous year.

Vacation Periods

You may bid your entire allotted vacation in one period or split it into multiple vacation periods. The following restrictions apply:

- The maximum number of vacation periods is five.
- Each vacation period must be at least seven days long. *This means you must have at least 14 days of earned vacation in order to split it into two periods (SUPP days do not apply).*
- All vacation weeks within a single period must be available for bid. For example, if you bid two weeks of vacation starting with week 10, both week 10 and 11 must be available to be awarded.
- Vacation periods may be bid back to back. For example, in the primary bid you may bid and be awarded two weeks starting with vacation week 10. Then, in the secondary bid you may bid week 12. If awarded, this would constitute two separate vacation periods (weeks 10-11, and week 12).

Less Than a Full Week of Vacation

If a pilot's accrued vacation is reduced for the time of a leave of absence or if he has worked less than a full year of employment in the previous year, he may have a number of vacation days that creates a "partial week" of vacation. This partial week of vacation will be bid as part of his *last* vacation bid. Additionally, the vacation period that his partial week touches must be available.

Example 1: A pilot has accrued 17 days of vacation. His primary vacation bid may be for seven days and his secondary vacation bid will then be 10 days. If he chooses to bid week 25 as the start week for his secondary vacation bid, both weeks 25 and 26 must be available for the bid to be awarded.

Example 2: A pilot has accrued 17 days of vacation. He decides to bid all 17 days as his primary vacation starting on week 38. Weeks 38, 39, and 40 must be available for the bid to be awarded.

What Happens If You Fail to Put in a Vacation Bid?

If a pilot fails to bid in one of the vacation bidding periods, the system will attempt to award an available vacation week in the following order:

- One of the last two weeks of December
- Thanksgiving week
- A summer week
- Any available week

Purchased and Supplemental Vacation Days

A pilot may purchase up to ten vacation days per vacation year from the full-service bank. When vacation days are purchased, 3:30 per day purchased is deducted from the Full Service Bank and deposited into the Vacation Bank. Available purchased days are listed on the VTS (Vacation/Training/Sick) page in iCrew.

If a pilot is eligible for any additional days off under **Section 23 S. 9.** through **12.** as of December 31, those days are automatically converted to Supplemental Vacation Days for use in the subsequent vacation year. Available Supplemental Days are listed on the VTS (Vacation/Training/Sick) page in iCrew.

Purchasing Vacation Days

A pilot may indicate the number of vacation days he wishes to purchase, and for which vacation year, in iCrew. If he is attempting to purchase vacation days for the current vacation year, he must also indicate the specific vacation period to which he would like the purchased days to be attached. To enter a bid:

⇒ Main Menu (iCrew)

⇒ Pay/Hours

⇒ Bank

⇒ Add/Update Bank Request

On this page, a pilot may enter the appropriate option (Option 3 to purchase vacation days for the next vacation year and Option 4 to purchase vacation days for the current vacation year) and the number of vacation days desired. If the purchase is for the current vacation year, the subsequent screen will show the pilot's remaining vacation periods so that he may indicate to which period the purchased days are to be attached.

Placement of Purchased or Supplemental Vacation Days

Purchased and supplemental vacation days may be placed at the beginning or end of any vacation period for the subsequent vacation year. Two exceptions apply:

1. A vacation period may only be expanded by a block of seven consecutive purchased or supplemental vacation days in the month of December or the first ten days of January. Such an expansion constitutes the bidding and awarding of a posted vacation week, and that week must be available for award.
2. April and May vacation periods may be subject to a limited number of purchased vacation days to be set by the Company. This limitation is designed to allow the Company to remain in compliance with the staffing requirements under **Section 22 C.**

A pilot's placement options vary slightly depending on the timing of the request.

- **During Initial Vacation Bidding (prior to February 21)**—A pilot may indicate the number of purchased or supplemental vacation days he wishes to place at the beginning or end of a particular vacation period at the time he bids for that vacation period. If he does not designate where the purchased or supplemental vacation days are to be added, they will automatically be added to the beginning or end of his last awarded vacation week.

Note: If a pilot wishes to place additional vacation days at the beginning or end of a vacation period in December or the first ten days of January, but does not meet the exception requirements for placing additional vacation days, and:

1. He is not bidding his last vacation period, the vacation will be awarded but the additional days will not be awarded.
 2. He is bidding his last vacation period, the vacation and additional days will be awarded together, but not in December or the first ten days of January.
- **After Initial Vacation Bidding Closes (February 21 to March 31)** — Any vacation days purchased after vacation bidding closes must be placed at the beginning or end of an awarded vacation period. A pilot may also request to move any previously awarded purchased or supplemental vacation days to the beginning or end of any other awarded vacation period. This does not require Company agreement, but Exceptions 1 and 2 above still apply.
 - **After the Vacation Year Begins (April 1)**—After the beginning of the new vacation year, a pilot may purchase vacation days for the current year. The days must be placed at the beginning or end of a

vacation period for the current vacation year by mutual agreement with the Company. A pilot may also purchase vacation days for the subsequent vacation year.

Vacation Move-Up

After the quinary vacations are awarded, a pilot may bid to change an awarded vacation period through the vacation move-up bidding process in iCrew. Projected vacation periods will be available for move up before 0800E on the 25th day of the month that is two months prior to the bid period of the vacation.

Vacation move-ups are awarded according to the priority of the vacation and the pilot's seniority in his category. The primary vacation has the highest priority, followed by the secondary, tertiary, quaternary and quinary.

There are four different options that may be utilized for a vacation move-up bid:

- Move Entire Primary/Secondary/Tertiary/Quaternary/Quinary Vacation
- Split Off to Create a New Lower Priority Vacation
- Split Off to Combine with Another Vacation
- Move Any Part/All of a Vacation to a Specific Period

Clicking on the **F5 = Help** button will explain these options in more detail. Moving an entire vacation week from one week to another week is the most common bid and the most likely vacation move-up bid to be awarded. To split a vacation during the Move-Up process, a pilot must have at least 14 days in that vacation period.

Please see *Section 7 D.* of the PWA for more details on vacation move-ups.

Move-Up Bid Entry

Move-Up Bids are entered and processed via iCrew.

- ⇒ Main Menu
- ⇒ Bids
- ⇒ Vacation
- ⇒ Move-up Vacation Bids

Bids close at 0800E on the 1st of each month and awards are posted before 1800E on the 4th of each month. A move-up request will not be granted for a vacation week that begins in the current bid period. For example, a move-up request for a vacation week that begins on October 28 must be entered prior to 0800E on September 1.

When a move-up request is entered in iCrew, it will remain active until the move-up has been awarded or the month of the requested vacation period has passed. If a pilot decides he no longer desires the move-up, he must delete the move-up request. If awarded a vacation move-up, a pilot will receive a pop-up message in iCrew.

Individual Vacation Days

IVDs are a total of four vacation days from a future vacation period (i.e., a vacation period that has not had the PBS bid package for that bid period published in iCrew) that can be used all together or split into two separate IVD periods (3/1 or 2/2) each vacation year. The rules related to awarding of IVDs are identical to those for APDs but will be awarded prior to APDs. If a pilot uses an IVD(s) to drop a trip(s) or on-call day(s), he will receive vacation pay for each IVD.

For example, assume that a pilot has a 4-day rotation reporting July 10. So long as the reserves available number for each day of the rotation is at least 25 percent of the number of reserves required, he may use an IVD(s) to drop the rotation. He may use anywhere from one to four of his IVDs to drop the rotation, which will drop with no pay. He will then be paid 3:30 or 3:45 for each IVD used, depending upon the value of the vacation from which he draws the IVD.

To submit an IVD request, log into iCrew and select PCS → Leave Requests → Individual Vacation Days → Add Update Leave Request. Enter the date(s) on which you would like to place an IVD and indicate the vacation from which you would like the IVD(s) to be taken, and from which end. Note that, as with an APD, a day on which you have been awarded an IVD becomes a hard non-fly day on which you can neither be awarded nor assigned flying. As with an APD, the Company may deny an IVD request regardless of the number of reserves available during the period commencing two days before and ending one day after APD holidays. For a list of those holidays see *Section 23 I. 10*.

Qualification Training that Conflicts with an Awarded Vacation

If a pilot is awarded an advance entitlement or voluntary displacement that requires qualification training and that training conflicts with an awarded vacation, the pilot may, at his option:

- Rebid the conflicting vacation period through the vacation move-up process. The pilot must notify Crew Resources of his desire to rebid the vacation within ten days of the first notice of a vacation conflict.
- Receive pay in lieu of taking the vacation period (paid out on the April 15th paycheck at the end of the vacation year).
- Request to retain the vacation period by entering such a request when entering his advance entitlement and voluntary displacement preferences in iCrew. Crew Resources will process such requests in seniority order and will attempt to schedule training that does not conflict with the vacation period. By requesting to retain a vacation period, a pilot agrees that a more junior pilot may be trained and/ or converted ahead of him with no pay protection provided.

A pilot who is assigned a mandatory displacement will not be scheduled for qualification training that conflicts with a previously awarded vacation period.

Please see *Section 7 C. 7.* of the PWA for more detailed contractual language.

Reroute or Late Operations into Vacation

A pilot who flies into a vacation day(s), either due to late operations or a reroute is entitled to move that day(s), either to the end of that vacation period or to the beginning or end of a subsequent vacation period. If he chooses to move the interrupted day(s) to the end of his current vacation period, he receives full pay and credit for the value of any rotation that is dropped as a result.

If a pilot who is flying on the last day prior to his vacation is delayed such that he flies into the first day of that vacation by up to two hours, he may only place the interrupted day at the end of the current vacation if it would not cause a rotation conflict or if he has no other remaining vacation periods in that vacation year. He can move the day to the beginning or end of any subsequent vacation period in the current vacation year that is not already on a schedule that is in iCrew.

If the interruption is caused by a reroute or he has no remaining vacations in that vacation year, he may continue to place the day at the end of the current vacation.

Vacation Rebid Entry

Vacation rebids are accomplished through iCrew.

- ⇒ Main Menu
- ⇒ Bids
- ⇒ Vacation
- ⇒ Rebid Vacation Bids

The **F5 = Help** button will provide additional guidance for entering your vacation rebid preferences.

Vacation Swaps

A pilot may swap an awarded vacation(s) with another pilot in his category by submitting a request via e-mail to crewresources@delta.com. To identify which pilot has a specific vacation period, the following options are available:

- The “Assigned Vacations” link on the bottom right side of the Crew Resources and Scheduling website.
- The Vacation Swap Forum, available on the “Forums” section of the Delta MEC website. This forum works like a “classified” section in that pilots may post a vacation period that they would like to swap along with the periods they would like to swap into.

Please see *Section 7 H.* for steps required to execute a swap, and the conditions that apply.

Vacation Contacts and Resources

If you have questions about your vacation bid, you may contact the following:

Delta Crew Resources Vacation Office (ATL)

E-mail: crewresources@delta.com

Phone: (800) 852-7817 or (404) 715-1096

FAX: (404) 773-7074

Delta ALPA MEC Scheduling Committee

E-mail: DALContractQuestions@alpa.org Phone: (800)

USA-ALPA (800-872-2572)

Training

Scheduling of Qualification Training.....	115
Prior to 1800E on the 4 th of the Previous Month	116
After 1800E on the 4 th of the Previous Month.....	116
Summary	116
Pre-training Period	116

Scheduling of Qualification Training

The manner in which the scheduling of qualification training is processed depends upon when the pilot is scheduled for such training.

Prior to 1800E on the 4th of the Previous Month

All qualification training that has been entered into a pilot's VTS file in DBMS will be loaded into PBS when line bidding opens for the subsequent bid period. PBS will process this training as a known absence, in accordance with *Section 23 Y. Miscellaneous, PBS Pay and Scheduling Examples*.

After 1800E on the 4th of the Previous Month

After the PBS bid window for the subsequent bid period opens at 1800E on the 4th of the prior month, any new or altered qualification training will not be utilized in PBS without the pilot's consent. If the pilot consents to pre-posting, they will be paid a pro-rata of the ALV for each training day as described in *Section 11 B. 1. a. 1) b)*. If the pilot does not consent to pre-posting, they will be paid for any conflicting trips that are dropped to accommodate the training as described in *Section 11 B. 1. a. 1) a)*.

Section 11 F. 2. a. of the PWA provides that the minimum time between the posting of qualification training on a pilot's line and the commencement of such training will be 15 days if the training is a result of an AE or VD award, or 25 days if the training is a result of an MD award. For example, if a pilot is to be scheduled for a qualification training event that begins on August 10, the deadline for posting such an event is July 26 if the training is a result of an AE or VD award and July 16 if the training is a result of an MD award.

Note that initial line awards for August will have been completed by either of these dates. Any training that is now assigned to the pilot will cause conflicting trips or on-call days to drop. The pilot, if awarded a regular line for August, will be paid and credited the greater of conflicting trips dropped or a pro-rata portion of the ALV per day for the period of his training.

For example, if the pilot's qualification training is scheduled to occur August 10-20, any trips on his line that are scheduled to operate on or after August 10 will be dropped. The pilot will be paid the greater of the value of any dropped trips touching August 10-20 or 1/30 of the ALV for each day August 10-20. Any dropped trips later in the month, i.e., that do not touch August 10-20 will be paid as though they were dropped due to an OE shadow period. That is, the pilot will be paid for any dropped trips that do not conflict with their OE, plus the greater dollar value of any dropped trips that do conflict with their OE or their OE itself.

Summary

The training planner has three deadlines to keep in mind, each of which affects his ability to schedule a pilot for training:

- Before 1800E on the 4th of the prior month - a pilot may be scheduled for qualification training that honors his requested days off in seniority order to the extent the Company is able; such training may be pre-posted in PBS
- After 1800E on the 4th but before 1800E on the 11th - a pilot may have qualification training pre-posted in PBS only if he is contacted and consents to such pre-posting; otherwise, the training can only be overlaid onto his initial line award after line bidding is complete
- After 1800E on the 11th - a pilot's qualification training may only be overlaid on onto his line award; such training must be posted by the 15- or 25-day deadline, as applicable

A pilot may *only* be scheduled for qualification training inside the 15- or 25-day deadline, as applicable, by proffer.

Pre-training Period

A pilot will be afforded the option of designating two days free of duty immediately prior to the commencement of any qualification training (including initial, transition, upgrade, and requalification training) or the travel to such training. The days will be referred to as a pre-training period (PTP). A pilot may select this option on the "add/update advance entitlement/displacement preferences" template on the iCrew advance entitlement page by selecting Option G, Two Days Off Before Training. See the example

below.

A pilot may also request PTP days no later than 0800E on the 5th of the month prior to the earliest of such days. PTP days will not be paid and credited as training days and will have no value for line construction purposes. For a reserve pilot, such days will constitute two of the X-days allotted to his line under **Section 12 M**. A PTP will not be considered an absence for the purpose of prorating reserve guarantee.

Sick Leave

Annual Allotment of Sick Leave Hours	119
Notification of Sickness	119
Notification of “Well”	119
Shadow Bidding for Known Sick or Known Accident Leave.....	119
Sick Leave Verification	120
What is Verification?.....	120
Sick Scenarios	122
Unanticipated Sick Leave - Regular Pilot.....	122
Partial Rotation Sick Leave - Regular or Reserve Pilot	122
Calling in Well Mid-Rotation and Replenishing Sick Bank - Regular Pilot	122
Known Sick Leave - Regular or Reserve Pilot	123
Early Return from Known Sick Leave	123

Annual Allotment of Sick Leave Hours

The annual allotments of sick leave hours in the chart below are based on what year of employment a pilot is in on June 1st of any given year. (Example: A pilot who had his 6th anniversary with Delta in May 2013 would be in his 7th year of employment on June 1, 2013 and would receive 195 Sick Leave Credit Hours.) All pilots with greater than 19 years of employment receive an annual allotment of 270 sick leave hours.

Year of Employment	Sick Leave Credit Hours
1st	50
2nd	75
3rd	100
4th	125
5th	145
6th	170
7th	195
8th	220
9th-19th	240
20th and thereafter	270

Notification of Sickness

A pilot is required to inform Crew Scheduling upon becoming aware that he will be unable to perform duty or be available on an on-call day due to sickness. Moreover, this includes notifying Crew Scheduling of periods of known sick or known accident leave as soon as pilots become aware of them. This will allow Crew Scheduling to pre-post any known periods of sick or accident leave in PBS. As always, a pilot is not required to state the nature of his illness to Crew Scheduling. A pilot is also required to notify Crew Scheduling when he is well.

Notification of “Well”

A pilot will remain on sick leave until they notify Crew Scheduling they are “well.”

- A regular pilot’s rotation will normally be removed from their line of time 12 hours prior to report unless they notify Crew Scheduling of their intention to fly the rotation (calling in well).
- A reserve pilot who calls in well on an on-call day prior to 1200 will not be charged a sick day and will immediately be placed on long call status. If a reserve calls in well after 1201 on an on-call day, they will be charged for a sick day. The logic is that a reserve pilot who calls in well prior to noon can be given an assignment on that day since a long call pilot has a 12-hour leash.

Shadow Bidding for Known Sick or Known Accident Leave

A pilot will shadow bid in PBS for periods of known sick or known accident leave in the subsequent bid period that are known by the Company before the close of line bidding. This is similar in application to the OE shadow bidding process.

Trips or on-call days that conflict with a shadow period are awarded for pay calculations only and will not actually be placed on the pilot’s line. A regular pilot’s pay for periods of known sick or known accident leave will be the greater of the scheduled value of rotations awarded that conflict with the shadow period or a pro rata portion of the ALV for each day of known sick or known accident leave. A reserve pilot’s pay for periods of known sick or known accident leave will be the greater of a reserve pro rata share for each on call day during his shadow period or a pro rata portion of the reserve guarantee for each day of known sick or known accident leave.

Sick Leave Verification

The trigger for required verification is calling in sick *after* having exceeded 100 hours of sick leave in the preceding 12 bid periods. So long as he has not used more than 100 hours of sick leave in the preceding 12 bid periods, a pilot who calls in sick will not be subject to the verification requirement in that bid period, regardless of the amount of sick leave he uses before calling well.

For example, assume a pilot uses no sick leave September through May, uses 30 hours of sick leave in June, and uses 60 more in August. Suppose he now uses 75 hours in September. Because he did not use more than 100 hours in the 12 bid periods preceding September, he is not required to verify his sick leave in September, even though he has now used 165 hours in the prior 12 bid periods. However, if he now calls in sick in October, verification will be required, as he will have exceeded 100 hours in the prior 12 bid periods (October of the previous year through September of the current year).

There are two ways to verify a sickness -- a Qualified Health Care Professional (QHCP) certificate and a doctor's certificate. A QHCP can be an R.N., a certified Physician's Assistant, a Chiropractor, or a licensed clinical psychologist. Similar to a doctor's certificate, a QHCP certificate is written verification from a QHCP indicating in general terms the nature of the pilot's sickness.

A pilot who is required to verify a sick occurrence because he used more than 100 hours of sick leave in the prior 12 bid periods has the option of providing either a QHCP or a doctor's certificate as verification. The Company has the option of requiring that he provide a doctor's certificate for verification, in which case he will be reimbursed for any reasonable expense incurred in obtaining such verification.

If a pilot has used more than 160 hours of sick leave in the 12 bid periods prior to calling in sick, the only acceptable form of verification will be a doctor's certificate. In this case, the expense of obtaining the verification is not reimbursable.

SUMMARY OF SICK LEAVE VERIFICATION REQUIREMENTS

	Verification Required	Type of Verification	Reimbursable
0-50 hours in both of 2 prior sick leave years	No	None	N/A
0-100 hours in prior 12 bid periods	No	None	N/A
100:01-160:00 in prior 12 bid periods	Yes (unless pilot used 50 hours or less in both of 2 prior sick leave years)	QHCP or Doctor's Certificate (Company option to require Doctor's Certificate)	Only if Company requires Doctor's Certificate
More than 160 hours in prior 12 bid periods	Yes (unless pilot used 50 hours or less in both of 2 prior sick leave years)	Doctor's Certificate	No
Greater than 14 consecutive days	No	None	N/A
Good faith basis	Company option (regardless of the number of sick hours used in the prior 12 bid periods)	Doctor's Certificate	Yes

What is Verification?

Depending on the amount of sick leave used in the prior 12 bid periods, verification may be accomplished by submitting a doctor's certificate or a QHCP certificate. Both certificates require written verification from the doctor or QHCP indicating in general terms the nature of the pilot's sickness.

The pilot must have a bona fide patient relationship with the QHCP or doctor who provides the certificate. That is, the pilot must be examined and/or treated by the medical professional in a manner consistent with his medical circumstances, irrespective of the pilot's relationship with that QHCP or doctor. A pilot's familial or social relationship with his doctor or QHCP does not preclude the establishment of a bona fide patient relationship. Typical indications of whether a bona fide relationship exists may include:

- Medical records normally kept in the course of treatment for any patient
- The pilot normally sees the QHCP or doctor professionally, absent any verification requirement
- The pilot's sickness is not inconsistent with the QHCP or doctor's area of practice

There is no requirement for a QHCP or doctor to provide a specific diagnosis of a pilot's medical condition. While a pilot may choose to provide a diagnosis, it is sufficient for the QHCP/doctor certificate simply to indicate - in general terms - the nature of the sickness. The following are some commonly used general descriptions of the nature of a sickness, though by no means intended to be comprehensive: cold, stomach bug, headache, back pain, broken leg, allergies, sinus congestion, type of surgery (e.g. shoulder surgery, cancer surgery), and oral/facial pain.

The QHCP/doctor certificate may provide the name of the disabling medication and cite the nature of the underlying medical condition in general terms.

Sick Scenarios

Unanticipated Sick Leave - Regular Pilot

A regular pilot notifies Crew Scheduling on the 9th that he is sick for his four-day rotation scheduled to report on the 10th. The pilot notifies Crew Scheduling that he is well and available for duty beginning on the 14th. The pilot is paid for the full value of the originally scheduled rotation for which he was sick, and that value is charged against his sick bank.

Partial Rotation Sick Leave - Regular or Reserve Pilot

A pilot reports for a rotation on the 10th. On the second day of the rotation, he notifies Crew Tracking he is sick. The pilot returns to his base and recuperates. The pilot notifies Crew Scheduling he is well after the end of the rotation. If the pilot is a regular pilot, he is paid for the full value of the originally scheduled rotation with the portion of the rotation after he called in sick being charged against his sick bank. If the pilot is a reserve pilot, he is paid and credited for the portion of the rotation before he called in sick and paid and credited from his sick bank a reserve pro rata share for each on-call day after he calls in sick.

Calling in Well Mid-Rotation and Replenishing Sick Bank - Regular Pilot

A regular pilot notifies Crew Scheduling on the 9th that he is sick for his four-day rotation scheduled to report on the 10th. The pilot notifies Crew Scheduling that he is well and available for duty beginning on the 12th. Understanding that his sick leave bank has been debited for the full value of the original rotation, he picks up flying which conflicts with his original rotation via PCS, daily trip coverage, and/or the pilot-to-pilot swap board. The value of the conflicting trip will automatically be used to replenish the pilot's sick leave bank for the amount of sick leave used after the pilot called in well, and he will receive pay and credit for any remaining amount.

Example One:

- Regular pilot calls in sick for a four-day rotation (A, B, C, and D) with a value of 24 hours
- Pilot advises the Company on A day that he will be well for B day
- Pilot is paid 24 hours of sick leave for original rotation
- A day has a value of seven hours and remaining rotation has a value of 17 hours
- On C day, pilot is awarded and flies a three-day white slip with a value of 18 hours
- 17 hours will be used to replenish the pilot's available sick leave hours
- Pilot receives pay and credit for the remaining one hour of pay due for the white slip rotation

Example Two:

- Regular pilot calls in sick for a four-day rotation (A, B, C, and D) with a value of 20 hours
- Pilot advises the Company on B day that he will be well for C day
- Pilot is paid 20 hours of sick leave for original rotation
- A and B days have a value of nine hours and remaining rotation has a value of 11 hours
- On C day, pilot is awarded and flies a one-day white slip with a value of seven hours
- All seven hours will be used to replenish the pilot's available sick leave hours and the remaining four hours from the 11 original hours are paid from his sick leave bank
- Pilot receives no other pay and credit

Example Three:

- Regular pilot calls in sick for a four-day rotation (A, B, C, and D) with a value of 21 hours
- Pilot advises the Company on A day that he will be well on B day
- Pilot is paid 21 hours of sick leave for original rotation
- A day has a value of six hours and remaining rotation has a value of 15 hours
- On B day, pilot is awarded and flies a two-day green slip with a value of 11 hours
- 11 hours will be used to replenish the pilot's available sick leave hours
- In addition, pilot receives single pay, no credit for the portion of the GS that exceeds the lesser of the ALV or 75 hours

Example Four:

- Regular pilot calls in sick for a four-day rotation (A, B, C, and D) with a value of 22 hours that includes a duty period that begins on B day and releases on C day

- Pilot advises the Company on A day that he will be well on C day
- Pilot is paid 22 hours of sick leave for original rotation, of which 15 hours were attributable to A and B day
- Pilot picks up a three-day rotation with a value of 18 hours that reports on C day
- Seven hours will go to replenish the pilot's sick leave credit hours
- Pilot receives 11 hours pay and credit

Known Sick Leave - Regular or Reserve Pilot

On the first day of the month, a pilot is advised by his doctor and AME that, while he can still currently exercise the privileges of his First Class Medical certificate, he requires surgery and that recovery will likely take eight weeks. The first available appointment for the surgery is over six weeks away on the 15th of the subsequent month and surgery is scheduled for that date. The pilot notifies Crew Scheduling of this upcoming eight-week period of known sick leave.

When PBS bidding opens for the subsequent month, the period of known sick leave starting on the 15th will be shown as a sick leave shadow period on the pilot's PBS calendar. The pilot will bid normally as if he did not have sick leave scheduled. Any flying or reserve on-call days awarded by PBS that conflict with the known sick leave shadow period will be awarded for pay purposes only and will:

- **For a regular pilot**, be compared to a pro rata portion of the ALV for that same period, and the pilot will be paid the greater of the two.
- **For a reserve pilot**, be compared to a pro rata portion of the reserve guarantee for that same period, and the pilot will be paid the greater of the two.

This will continue in subsequent bid periods containing the period of known sick leave until the pilot has recovered and called in well or exhausted his sick leave credit hours and transitioned to disability.

Early Return from Known Sick Leave

Six weeks after surgery the pilot from the **example above** has recovered and calls in well. The pilot has several options:

- retain the full value of his period of known sick leave and return to work after that period, or
- retain the full value of his period of known sick leave, and
 - **for a regular pilot**, construct a line from open time available at the time of assignment without regard to **Section 23 P.**, in order to replenish sick leave credit hours used after calling in well,
 - **For a reserve pilot**, be assigned a specially created reserve line covering the balance of the schedule sick period, or
- **for a regular pilot**, not be guaranteed pay and credit for the value of the known sick leave period and accept either:
 - a blank regular line for the balance of the period of known sick leave (having the ability to construct a line from open time available at the time of assignment without regard to **Section 23 P.**, or
 - a specially created reserve line for the balance of the period of known sick leave and be guaranteed pay and credit for no less than a pro rata portion of the reserve guarantee for each day on his specially created reserve line.
- **for a reserve pilot**, accept a specially created reserve line for the balance of the period of known sick leave and be guaranteed pay and credit for no less than a pro rata portion of the reserve guarantee for each day on his specially created reserve line.

Staffing, Vacancies, and Surpluses

Targeted Line Value (TLV) and Average Line Value (ALV)	124
Definitions.....	125
Tracking and Monitoring of the TLV	125
Vacancies and Surpluses.....	126
Definitions.....	126
Process Overview	126
Posting of Vacancies and/or Surpluses	126
Bidding for Vacancies or Surpluses	127
How to Enter a Standing Bid	128
Vacation Retention	128
Request for Hotel During Training	128
Pre-Training Period (PTP) Days.....	128
Other Advance Entitlement/Displacement Preferences Page Options.....	129
Reinstatement Rights	129
Training Assignments.....	129
Category Freeze	130
New or Reestablished Category	130
Training Bypass.....	130
Closing Categories	130
New Aircraft Type	130
Processing and Awards/Assignments	130
Bid Results	131
Conversion	132
Removal of Standing Bid.....	132
PBS Bidding	133
Frequently Asked Questions	133
Example Bids.....	135

Targeted Line Value (TLV) and Average Line Value (ALV)

Definitions

“Average line value” (ALV) means a number of hours established by the Company that is the projected average of all regular line values, for a position, for a bid period. That number of hours is between 72 and 84 (inclusive) for all narrowbody and 7ER positions, and between 71 and 85 (inclusive) for the 777, 330, 350, and 765.

“Targeted line value” (TLV) means a 12-bid period rolling average of the ALV for a position that will be between 75 and 80 hours (inclusive).

“Position” means the combination of a pilot’s aircraft type and status.

Tracking and Monitoring of the TLV

The ALV is established by the Company for each category in a given bid period. The TLV, a 12-month inclusive “look-back” of ALV, ensures that the ALV does not remain consistently too high or too low. ALPA tracks and monitors the TLV and publishes a TLV average sheet on the MEC website. (See example below.) Please refer to the Library section of the MEC home page, then select “Committees,” “Contract Administration,” and “Bid Monitor.” Referencing the TLV average sheet below, you will notice the 12-month rolling average for each position in the far-right column. This average must fall between 75:00 and 80:00.

	TLV												
	2016											2017	
	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	AVG
744A	72.00	72.00	73.00	84.00	84.00	84.00	84.00	80.00	80.00	72.00	76.00	72.00	77.75
777A	73.50	72.00	76.00	79.25	84.00	84.00	82.00	82.00	72.00	72.00	76.00	72.00	77.06
765A	72.00	72.00	77.00	76.00	82.00	80.00	80.00	82.00	84.00	72.00	72.00	72.00	76.75
330A	72.00	72.00	72.00	76.00	77.00	80.00	78.00	81.00	76.00	72.00	72.00	72.00	75.00
7ERA	72.00	77.00	78.00	79.50	84.00	84.00	83.00	75.00	75.00	72.00	72.00	72.00	76.96
73NA	72.00	75.00	78.00	76.75	81.00	84.00	80.50	73.00	74.00	72.00	79.00	75.00	76.69
320A	73.00	76.00	76.00	75.00	84.00	84.00	80.00	76.00	80.00	72.00	74.00	72.00	76.83
M88A	79.00	78.00	79.00	77.00	84.00	82.00	80.00	76.00	77.00	74.00	78.00	74.00	78.17
717A	75.00	73.50	77.75	79.50	84.00	84.00	80.00	81.50	84.00	76.75	81.00	78.50	79.63
744B	74.00	72.00	72.00	84.00	84.00	84.00	84.00	80.00	74.00	72.00	72.00	72.00	77.00
777B	72.00	72.00	74.00	75.00	84.00	84.00	84.00	83.00	72.00	72.00	72.00	72.00	76.33
765B	72.00	72.00	76.00	75.00	78.00	76.00	79.00	84.00	82.50	72.00	72.00	72.00	75.88
330B	72.00	72.00	79.00	79.00	78.50	82.25	83.00	80.00	76.00	72.00	72.00	72.00	76.48
7ERB	72.50	76.50	78.00	78.50	84.00	84.00	84.00	76.00	73.00	72.00	72.00	72.00	76.88
73NB	74.00	76.00	78.00	73.00	80.00	80.00	77.00	72.00	72.00	72.00	74.00	74.00	75.17
320B	81.00	82.50	82.00	79.00	84.00	84.00	84.00	81.00	81.50	72.00	75.25	72.00	79.85
M88B	81.50	83.00	83.00	79.00	84.00	84.00	81.00	76.75	77.50	72.00	75.00	72.00	79.06
717B	81.00	80.00	80.50	74.00	80.00	79.00	79.00	79.50	78.00	72.00	75.00	77.00	77.92

Vacancies and Surpluses

PWA **Section 22** contains the contractual provisions by which a pilot may bid for and be awarded or assigned a different category when vacancies and/or surpluses are posted.

Definitions

“*Advance entitlement*” (AE) means an award (or, with respect to an entry-level pilot, an award or assignment) to a category that is anticipated to become effective on a subsequent conversion date.

“*Category*” means the combination of a pilot’s position and base (e.g., SEA 7ER A = SEA 757/767 captain).

“*Category freeze*” means a period of time that is determined under **Section 22 G.**, that commences on the date of a pilot’s award of an AE or voluntary displacement (VD) for which qualification training is required or on an entry-level pilot’s date of employment with the Company as a pilot, and during which the pilot will (unless declared eligible by the Company) be ineligible to be awarded another AE with an earliest conversion date falling within the freeze period (other than to a new or reestablished category) for which qualification training is required.

“*Contingent displacement*” means a displacement from a pilot’s new category that is caused by his displacement into that category.

“*Contingent vacancy*” means a vacancy in a pilot’s former category that is caused by his award to a different category pursuant to an advance entitlement.

“*Conversion date*” means the date on which the award or assignment of a pilot to a different category becomes effective.

“*Displacement*” means an award (voluntary displacement or VD) or assignment (mandatory displacement or MD) that is anticipated to become effective on a later conversion date to eliminate a surplus from a category.

“*Position*” means the combination of a pilot’s aircraft type and status (e.g., 7ER A = 757/767 captain).

“*Status*” means a pilot’s rank as captain or first officer (A = captain, B = first officer).

Process Overview

The process of filling vacancies starts when the Company publishes an advance entitlement or displacement bid posting. The bid posting may be a notice of vacancies, surpluses, or a combination of both. There is no defined schedule for the publishing of bid postings; the Company posts bids as needed.

Standing bids must be entered in iCrew no later than the closing date/time published in the bid posting. A pilot may enter three separate bids:

AE: a bid for a posted or contingent vacancy.

MD: a bid to indicate preferences to be used only if a pilot is mandatorily displaced from his category.

VD: a bid to be voluntarily displaced in lieu of a more junior pilot in the same category. This bid is only processed if a junior pilot would otherwise be mandatorily displaced from his category.

Crew Resources will post the bid results, a projected training/conversion list, and a projected category list on the “Crew Resources and Scheduling” page of DeltaNet.

Posting of Vacancies and/or Surpluses

The closing date/time will be at least 10 days after publication of a bid posting.

The latest conversion date must be no more than 210 days from the publishing date of the bid posting, with one exception. Once per calendar year, the Company may publish a bid posting in which the latest conversion date is no more than 365 days from the publishing date of the bid posting.

Each bid posting will include the planned number of vacancies or surpluses. The actual number may be higher or lower due to contingent vacancies or surpluses. Therefore, a pilot's standing bids should always reflect what he wants to be awarded (AE or VD) or the category he would like to hold if involuntarily displaced (MD) and should not be limited by the published number of vacancies or surpluses.

Bidding for Vacancies or Surpluses

Standing bids are entered in iCrew. A standing bid may consist of up to three separate bid entries (AE, MD, and VD). For each preference, a pilot may specify one of three optional seniority restrictions on the award to that category:

LOW NBR—You are awarded the category only if you are projected to be at or above your specified minimum number in the category at the end of the conversion window. For example, if you enter a LOW NBR of 25, you will be awarded the category only if you are *projected to be* within the 25 most senior pilots in the category *at the end of the conversion window*.

LOW %—You are awarded the category only if you are projected to be at or above your specified minimum percentage of the category at the end of the conversion window. For example, if you enter a LOW % of 25, you will be awarded the category only if you are within the most senior 25 percent of the pilots *projected to be* in the category *at the end of the conversion window*.

REG ONLY—You are awarded the category only if you are projected to be a regular lineholder at the end of the conversion window.

Caution! A preference that specifies “regular line only” does not guarantee that you will be a regular pilot in the bid period of your conversion or any subsequent bid periods. The Company will make its best estimate of where the cutoff of regular lines for your desired category will be by the end of the conversion window, but this cutoff will likely vary throughout the year and is subject to change at any time, based upon the Company's operational staffing requirements.

A commonly used technique is for a pilot to include his current category with seniority restrictions. This allows a pilot to bid for several categories, including his current one, and to be awarded the category in which he will be the most senior. (See Example Bids #2 and #5.)

A pilot is not required to have a standing bid on file. However, we strongly recommend maintaining a standing MD bid at all times. Without a standing MD bid, if displaced, a pilot will be assigned a category under the provisions of **Section 22 F. 14.**, which may be at a different base.

A pilot's standing bid will remain active until one of the following occurs:

- he is awarded an AE or VD,
- he is assigned an MD,
- he is reinstated to a previous category, or
- he removes or changes the standing bid.

The following table provides a summary of the several contractual provisions that apply to the awarding/assigning of a new category under the three different types of bids.

	AE	MD	VD
Keep Awarded Vacation	Yes	Yes	Yes
Eligible for Paid Move?	No (unless it is a newly established base)	Yes	Yes
Will Award Incur a Freeze? (Refer to <i>Section 22 A. 7.</i> and <i>22 G.</i>)	Yes (if qualification training is required)	No	Yes (if qualification training is required)
Eligible for Award If under a Freeze?	No (unless it is a new or reestablished category or a first-time captain position or the Company releases you from your freeze)	Yes	Yes
Seniority Used for Award	Use your seniority	Use your seniority	Use your seniority: <ul style="list-style-type: none"> • open vacancy or • same position at a different base Use junior pilot's seniority: <ul style="list-style-type: none"> • other position, no vacancy

How to Enter a Standing Bid

Please see the iCrew User Guide in the ALPA folder on your EFB.

Vacation Retention

Option E allows a pilot to enter preferences to retain a scheduled vacation period that conflicts with qualification training required due to the award of an AE, VD, or reinstatement. (A pilot will automatically retain all scheduled vacations that do not conflict with his qualification training.) The Company will honor such requests, as follows:

- The vacation retention requests of pilots awarded the same position with the same award date, who entered such requests as part of their standing bids for such AE or VD (using Option E), will be granted in seniority order to the extent that the Company is able to assign another pilot(s) to the available training period(s) by a date certain, which is seven days prior to the award of lines for the bid period in which the training is scheduled to commence.
- The vacation retention requests of pilots that are made after such award date, may, at the discretion of the Company, be granted.

Note: In either case, if the pilot's request is granted, he will not receive pay protection if he is converted out of seniority order (see *Section 22 E. 9. Exception*).

Request for Hotel During Training

Option F allows a pilot to indicate his need for a hotel during training, if training is required as a result of a bid award/assignment. *Sections 5 E. 1. a.* and *b.* entitle a pilot to a hotel room during qualification training, either at or away from base. If a pilot does not indicate a need for a hotel on this template and later changes his mind, he may indicate a need for a hotel by informing Flight Training Planning no later than the fifth day of the month prior to the bid period in which the training is scheduled to occur (e.g., by January 5 if training is scheduled any time in February).

Pre-Training Period (PTP) Days

Option G allows a pilot to designate two days free of duty immediately prior to the commencement of his initial qualification training or the travel to such training. Such designated days will not be paid and credited as training days or have a value for line construction purposes. For a reserve pilot, such designated days will constitute two of the X days allotted to his line under *Section 12 M. 2.*

Note: A pilot who does not choose this option in his standing bid may request such days no later than 1800E on the fourth day of the month prior to the earliest bid period that contains such designated days by contacting Flight Training Planning. For example, a pilot who is scheduled to begin qualification training on

April 2 may designate two days free of duty (March 31 and April 1) provided he makes such request no later than 1800E on February 4. A pilot who is scheduled to begin qualification training on April 3 may designate two days free of duty (April 1 and 2) provided he makes such request no later than 1800E on March 4.

Other Advance Entitlement/Displacement Preferences Page Options

The Advance Entitlement/Displacement Preferences page provides five additional options.

Posting of Pilots Vacancies and Surplus Positions

All bid postings will appear on the Crew Resources and Scheduling page of DeltaNet.

Count Pilots Holding a Preference for a Specific Category

A pilot can use this page to determine the total number of pilots senior to him who have submitted an AE bid preference for a specific category, and the number of pilots for whom this category is their first, second, or third choice. This information is updated in real time but does not specify any optional seniority restrictions that other pilots may have included in their preferences.

Display Pilot Vacancy Awards or Temporary Information

This page lists any AE or VD award or MD assignment a pilot received if he has not yet been converted to his new category.

Conversion/Base Assignment Information

This page lists a pilot's past category assignments and conversion dates and can be used to determine when reinstatement rights expire under *Section 22 F. 12*.

Relative Position Within Category for Next Bid Period

A pilot can use this page to determine the number of pilots in any specific category who will be bidding senior to him for the next bid period.

Reinstatement Rights

A pilot who has been mandatorily displaced (MD) will be reinstated to the category from which he was displaced, without regard to the standing bids of more senior pilots, if:

- a. a vacancy is posted in that category, and
- b. the earliest conversion date stated in the posting is within the six bid periods following the conversion date of the pilot's MD, and
- c. his standing bid indicates a request for reinstatement and includes a preference for that category, and
- d. the vacancy has not been filled by reinstatement of a pilot senior to him who was also awarded an MD from the same category.

Note: If a pilot's preferences include a higher-priority AE preference for a different category, and that category has a vacancy that his seniority will allow him to hold, he will be awarded the higher-priority AE and not reinstated to the lower-priority category from which he was displaced.

Reinstatements to a category will be awarded in seniority order and are processed as part of the AE bid awards. Available reinstatement rights are shown in iCrew under AE bid preferences.

Training Assignments

A Projected Training Report will be posted on the Crew Resources & Scheduling page of DeltaNet a few weeks after the bid results are posted. It is similar to the Vacancy/Surplus Award Report, but contains additional columns showing the month training is projected to occur (if required) and the month the pilot is projected to convert to his new category. Both dates are *projections* only.

The *actual* training assignment is made by Crew Resources. *Section 22* of the PWA governs assignments to training. In general, the order for training is as follows:

- Pilots awarded reinstatements/AEs to a category, in seniority order.
- Pilots assigned VDs from a category, in seniority order, followed by pilots assigned MDs from that category, in inverse seniority order.
- If there are multiple categories to which pilots have been awarded AEs and/or from which pilots are

awarded VDs and/or assigned MDs, the Company determines which category to train to or from first.

Note: Training order is independent of previous or subsequent bid postings. Pilots from the *same* posting are trained in the order above.

Pilots will be notified in several ways when training is scheduled:

- Pop-up message in iCrew
- Letter to their residence
- The addition of training to their Vacation/Training/Sick (VTS) record in iCrew

Category Freeze

The category freeze for a new hire is 24 months, with an exception after the first 12 months for a pilot who wishes to change bases and can only do so by changing aircraft. For example, a new hire who is assigned NYC 7ER B and can be awarded an AE for SLC 320 B with an earliest conversion date that falls at least 12 months after his hire date, provided he is unable to be awarded SLC 7ER B from that posting.

A pilot who is awarded an AE or VD in which qualification training is required will incur a 24-month category freeze, during which time he may not be awarded another AE for which qualification training is required (other than to a new or reestablished category), except at the Company's discretion.

A pilot who is awarded an AE or VD *in which the pilot requires training consisting of less than 13 scheduled curriculum days* will incur a 12-month category freeze. A 7ER pilot who is awarded an AE or VD in the same status for the 765 or vice versa and undergoes the appropriate qualification training will incur a nine-month category freeze.

New or Reestablished Category

A new or reestablished category means a category that has not been in existence for 60 days since the date of the first opportunity for the first conversion. A pilot who is currently under a category freeze may be awarded a new or reestablished category even if qualification training is required. If the new or reestablished category is awarded as an AE or VD for which qualification training is required, a new category freeze will be incurred.

Note: There are exceptions to the conversion rules for a new or reestablished category. Specific details about the exceptions and the order of conversions may be found in PWA **Section 22 E.** and **22 F.**

Training Bypass

A pilot may be bypassed on an AE by mutual agreement between the pilot and Company at age 60. The Company may bypass a pilot at its discretion at age 63.

Closing Categories

It is highly recommended that all pilots in those categories submit MD standing bids only.

New Aircraft Type

Specific details for pay and credit while in qualification training are covered in PWA **Section 11 B. 1.**

Note: There are exceptions to the conversion rules for a new aircraft type. Specific details about the exceptions and the order of conversions may be found in PWA **Sections 22 E.** and **22 F.**

Processing and Awards/Assignments

AEs and VDs to a category are awarded in seniority order among pilots whose standing bid contains a preference for the category.

MDs are assigned in inverse seniority order. A pilot who is being mandatorily displaced may be displaced, according to his preferences, to any category in which there is a pilot junior to him. A pilot whose standing bid does not contain sufficient MD preferences as of the closing date and time of the posting and is displaced will be assigned the next lower position at his base. If such pilot lacks sufficient seniority to hold a lower

position at his base, he will, at Company option, be assigned into any position at another base that his seniority would permit him to hold.

A senior pilot may volunteer to be displaced (VD) in lieu of a junior pilot in his current category. A pilot who is being voluntarily displaced may:

- a. displace into a category to fill a vacancy existing at the time that the MD he is replacing is processed, and that his seniority entitles him to hold,
- b. displace into a category in the same position in a different base in which there is a pilot junior to him, or
- c. displace into any category in which there is a pilot junior to the pilot whose displacement he has volunteered to take.

A pilot's bid preference for an AE will not be awarded if the award, together with any VD/MD(s) to the same category, would create a surplus and cause a displacement from the category. In other words, a pilot's MD assignment (or VD award in lieu of a junior pilot's MD) into a category will supersede a more senior pilot's AE bid to that category. Please refer to PWA **Section 22 E 1**.

A pilot who is awarded an AE or VD may be bypassed, and pay protected at the higher composite hourly rate for the hours paid to him in his current category, if the commencement of his qualification training would be within:

- a. Five years of the date he reaches the regulatory age limit for pilots, and the pilot and the Company mutually agree to the bypass, or
- b. Two years of the date he reaches the regulatory age limit for pilots and the Company exercises its discretion to bypass. Specific details for AE/VD bypass provisions are covered in PWA **Section 22 E. 13**.

Bid Results

The bid results are posted on the Crew Resources and Scheduling page of DeltaNet. The Results link in the Advance Entitlements Displacements box on the right side of the page will bring up the Vacancy/Surplus Award Report. The report contains the following sections:

- Cover Page
- Advance Entitlement Awards
- Displacements (organized in two separate sections)
 - o Displacing to Category (VD first, in seniority order. MD second, in inverse seniority order.)
 - o Previous Category (VD first, in seniority order. MD second, in inverse seniority order.)
- Reinstatement

A pilot's individual award or assignment is posted in iCrew. Click on:

- ⇒ Bids
- ⇒ Advance Entitlement
- ⇒ Display Pilot Vacancy Awards or Temporary Information



Advance Entitlement/Displacement Preferences



Conversion

The conversion order for awarded AEs and VDs and assigned MDs will be determined by seniority:

1. Pilots who hold an AE from the same posting and to the same category will be converted in seniority order.
2. Pilots who hold a VD from the same posting and from the same category will be converted in seniority order.
3. Pilots who hold an MD from the same category will be converted in inverse seniority order.

Exception one: A pilot may indicate in his standing bid a desire to be converted among pilots who hold an award from the same posting, if:

1. Awarded an AE, after more junior pilots holding an AE to the same category.
2. Awarded a VD, after more junior pilots holding a VD from the same category.
3. Assigned an MD, before more junior pilots holding an MD from the same category.

Exception two: A pilot who is awarded an AE or VD and does not require training may be converted (in seniority order among other pilots not requiring training) in advance of a senior pilot who requires training.

Conversions always occur on the first day of a bid period. Monthly conversion lists are posted on the “Crew Resources and Scheduling” page of DeltaNet.

If training is required, the scheduled completion date of simulator training determines a pilot’s conversion date. If projected to complete simulator training on or before the 16th day of a bid period, a pilot will be converted no later than the first day of that bid period. If projected to complete training after the 16th day of a bid period, a pilot will be converted no later than the first day of the following bid period.

Note: There are exceptions to the conversion rules for a new aircraft type and a new or reestablished category. Specific details about the exceptions and order of conversions may be found in **Sections 22 E.** and **22 F.**

Removal of Standing Bid

If a pilot is awarded an AE, VD, or reinstatement, or assigned an MD, his standing bids are removed (**Section 22 D. 10.**). We recommend that each pilot submit at least an MD bid prior to the closing of the next bid posting.

PBS Bidding

A pilot's conversion date will determine his category for PBS bidding. Please refer to the *PBS Reference Handbook* for insights into line bidding around qualification training.

Frequently Asked Questions

Q: My category is closing and I am being displaced. Which preferences should I submit?

- A: We recommend that pilots submit only an MD bid. A VD bid will not be awarded to a pilot in a closing category because he cannot "save" a junior pilot from MD. Submitting an AE bid could result in:
- award to a category lower on your preference list than your seniority would otherwise allow
 - loss of rights to retain an awarded vacation that conflicts with required qualification training
 - loss of paid move eligibility
 - a category freeze

Q: Should I list my current category in my AE/MD/VD bid?

- A: While not necessary, listing current category *with* seniority restrictions (e.g., Low Nbr, Low %, or Reg Only) is part of an effective strategy to attempt to remain at a desired seniority level within a category. A quick review on bid processing will highlight the impact of listing current category with *no* limitations. A pilot's AE preferences are processed first. If a pilot's AE preferences include his current category with no limitations, his AE bid will stop the processing at that point (provided he isn't being mandatorily displaced from his category). The MD bid is processed only if a pilot is being displaced from his category. Therefore, listing current category on the MD won't hurt, but it won't prevent an MD. A pilot's VD bid is processed only if someone junior in his category is being displaced. Like the AE, current category with no limitations on a VD bid would cause the bid to stop processing at that point.

Q: Do I need to submit an AE preference if I am happy with my current category?

- A: No. AE and VD bids are for categories a pilot desires *instead* of his current category. If a pilot doesn't wish to leave his current category, he should not submit an AE or VD bid. *However, we strongly recommend that all pilots have an MD bid on file at all times!*

Q: Do I need to submit an MD bid or will my AE bid be processed if I am displaced?

- A: Every pilot *absolutely* should have an MD bid in place. An AE bid will not be processed in place of an MD bid; an AE bid is only used to award a category with a vacancy. If a pilot's seniority does not allow the award of an AE, he would have *no* bid in place for displacement. At that point, he would be awarded a category under **Section 22 F. 14.**, which reads:

A pilot whose standing bid does not contain sufficient MD preferences as of the closing date and time of the posting and is displaced will be assigned the next lower position at his base. If such pilot lacks sufficient seniority to hold a lower position at his base, he will, at Company option, be assigned into any position at another base that his seniority would permit him to hold.

Q: When should I submit a VD bid?

- A: A pilot should submit a VD bid when he desires a new category. A pilot with a VD bid is volunteering to be displaced in lieu of a more junior pilot in his category. The VD bid is used in the same manner as an AE bid and usually should mirror a pilot's AE bid. That is, both the AE and VD bid should list categories which the pilot would like to be awarded. A VD bid may allow a pilot to be awarded a category that his seniority will not permit him to hold using an AE bid. A VD will also allow a pilot to be awarded a new category even if he is currently under a category freeze.

Q: How do I ensure that I will not be awarded a category in which I will end up on reserve?

- A: There are no guarantees against being awarded a reserve line during PBS bidding. Generally, a pilot with lower relative seniority is more likely to be awarded a reserve line. A pilot can minimize the possibility by specifying seniority restrictions (Low Nbr, Low %, or Reg Only) for categories he is bidding (including his own category). There is no specific low number or percentage that will guarantee a regular line. All seniority restrictions, including Reg Only, are *based on the projected category list at the end of the published conversion window.*

Q: What freeze applies if reinstated to a previously held category?

A: If a pilot was subject to a freeze when displaced, that “clock” continues to run and will apply when reinstated. For example, an MSP 320 B pilot is subject to a freeze that started February 1, 2012. That freeze will expire on January 31, 2014. In June 2012, the pilot was mandatorily displaced to MSP M88 B. If reinstated as part of a 2013 bid posting, the pilot would return to the MSP 320 B and would be subject to a freeze through January 31, 2014. If the pilot was *not* subject to a freeze when displaced, or if his freeze expired prior to his reinstatement, he will not be subject to a freeze when he is reinstated.

Q: How can I structure my bid to ensure I am displaced?

A: It isn’t possible to ensure a displacement unless the category is closing. A pilot’s MD bid will only be processed if, at the time his bids are being processed, the Company determines that due to surpluses there aren’t enough positions for the pilot to remain in his category. A VD bid will only be processed if a more junior pilot would otherwise be mandatorily displaced from the pilot’s category. If a pilot desires to be displaced, he should submit a VD bid with preferences/seniority restrictions he believes his seniority will allow him to hold, in addition to his MD bid.

Q: If I submit a VD bid and more junior pilots in my category are displaced, whose seniority is used to determine if I am eligible for another category?

A: It depends. If a pilot submits a VD bid, *his seniority* will apply to be awarded a category in which a vacancy exists at the time of processing his preferences or to be awarded the same position in a different base (e.g., displacing from MSP 320 A to DTW 320 A). The *junior pilot’s seniority* will apply to be awarded a category with no vacancy or to be awarded a different position in a category with no vacancy (e.g., displacing from MSP 320 A to MSP M88 A or to MSP 320 B).

Q: On the Add/Update Advanced Entitlement, Displacement, and Voluntary Displacement Preferences pages, what should be entered in the Pos column?

A: “Pos” stands for position. The only acceptable entries in this column are:
A = Captain
B = First Officer

Q: I am trying to enter mandatory displacement preferences, but I cannot find a mandatory displacement option. Where is it?

A: On the Add/Update Advance Entitlement/Displacement Preferences page, select option B, Displacement Preferences.

Q: I’ve been out sick for a year. Do I need to put in a bid?

A: If a pilot is using sick leave, his present category should be listed in iCrew (e.g., DTW 330 A), and he is eligible to participate in vacancy/surplus bidding. If a pilot is on a medical leave of absence, he should be listed as “NBC SIC” and is not eligible to participate. Please refer to **Section 13 C.** of the PWA for specifics about returning from a medical leave of absence.

Q: I am currently a SEA 330 B. I wish to remain in my category, but only if I can stay in the top 50 percent of the category. How do I bid?

A: Enter both an AE bid preference and a VD bid preference that contain the SEA 330 B category with a Low % seniority restriction of 50 percent. Next, enter lower-priority AE and VD bid preferences for desired categories. *We strongly recommend that all pilots have an MD bid on file at all times.*

Q: What am I paid while undergoing qualification training?

A: During qualification training, a pilot is paid for rotations removed to accommodate the training or a pro rata portion of the ALV, whichever is greater. The hourly rate is based on the pilot’s assigned category for the bid period. Refer to **Section 11 B. 1.**

Q: How am I paid if I am not finished with training prior to my conversion date?

A: At the conversion date, your hourly rate changes to the hourly rate of your new category. You continue to receive a pro rata portion of the ALV for each training day.

Q: I am a SEA 330 B who is scheduled for conversion to SEA 330 A on December 1, 2013. However, I am not scheduled to begin qualification training until January 1, 2014. How will I be paid in December and January?

A: You will be paid the ALV at the 330 A rate for December. You will bid for a line of time in PBS for January. PBS will not award anything that conflicts with your scheduled training. You will be paid a pro rata portion of the ALV for each day of training in January, exclusive of OE. Your pay for the remainder of January will depend on your PBS award and OE rotations flown. Please refer to **Section 11 B. 5.** for a complete explanation and examples of pay after completion of training and during OE.

Example Bids

At all times, a pilot should bid for what he wants and want what he bids. If a bid posting indicates a surplus in one or more categories, it is always a good idea to enter displacement preferences—just in case—even if there is no posted surplus in your category. You may also wish to enter a bid indicating that you desire a different category if your seniority in your current category falls below a certain level. The following five examples highlight different situations.

Example Bid #1—Vacancy Announcement

First Officer Fly A. Broad is in the ATL 7ER B category and lives in Atlanta. He would like to bid the highest-paying international position that he can hold in ATL and is willing to be on reserve to do so. He is not willing to commute to any other base.

A bid is posted that contains vacancies and no surpluses. First Officer Broad might submit bids as follows:

AE	MD	VD
1. ATL 777 A	1. ATL 330 B	None
2. ATL 330 A	2. ATL 73N B	
3. ATL 765 A		
4. ATL 7ER A		
5. ATL 777 B		
6. ATL 330 B		
7. ATL 765 B		

This is a simple bid that reflects only vacancies. With this bid, the system will process through each AE preference and award the first category, if any, for which there is a vacancy at First Officer Broad’s seniority. He does not submit a VD bid since no one is being displaced on this bid. However, he subscribes to the highly recommended technique of maintaining a basic MD bid at all times.

Example Bid #2—Vacancy and Surplus Announcement

First Officer Ima Gator is a commuter from Florida. She can barely hold a regular line in her ATL 7ER B category and is trying to avoid commuting to reserve. She does not desire for her relative seniority to fall below 75 percent. She would prefer instead to move to any first officer category in ATL in which she can hold a regular line.

A bid is posted with a number of vacancies and surpluses. First Officer Gator recognizes that she could lose relative seniority in her category, either by senior pilots converting to her category or by junior pilots converting from her category. Therefore, she might submit bids as follows:

AE	MD	VD
1. ATL 777 B 75%	1. ATL 777 B 75%	1. ATL 777 B 75%
2. ATL 765 B 75%	2. ATL 765 B 75%	2. ATL 765 B 75%
3. ATL 330 B 75%	3. ATL 330 B 75%	3. ATL 330 B 75%
4. ATL 7ER B 75%	4. ATL 7ER B 75%	4. ATL 7ER B 75%
5. ATL 73N B 75%	5. ATL 73N B 75%	5. ATL 73N B 75%
6. ATL 320 B 75%	6. ATL M88 B 75%	6. ATL 320 B 75%
7. ATL M88 B 75%	7. ATL 717 B 75%	7. ATL M88 B 75%
8. ATL 717 B 75%	8. ATL 777 B	8. ATL 717 B 75%
	9. ATL 765 B	
	10. ATL 330 B	
	11. ATL 7ER B	
	12. ATL 73N B	
	13. ATL 320 B	
	14. ATL M88 B	
	15. ATL 717 B	

With AE, VD, and MD preferences submitted, the system begins by processing the AE bid first.

AE—This AE bid indicates a preference for the highest-paying first officer category in ATL in which First Officer Gator can be 75 percent relative seniority or higher. If she is projected to be at or above the 75 percent relative seniority level on the 777, 765, or 330, she may be awarded an AE to fill an existing vacancy. If not, and she is projected to be at or above the 75 percent relative seniority level in her own category, the system will stop at preference #4 and move on to the next pilot, leaving her in the ATL 7ER B category. If not, it will continue with the last four preferences and award an AE to fill an existing vacancy. If her seniority will not allow her to hold any of her seven AE preferences with 75 percent relative seniority, the system will not award an AE.

MD—If First Officer Gator was not awarded an AE and she is being displaced due to a surplus in her category, the system will process her MD bids. It will assign her the first category (even a higher one) in which, at the time of processing, there is a more junior pilot and for which any seniority restrictions are satisfied.

Her MD bid indicates a preference for the highest-paying first officer category in ATL in which she is at or above the 75 percent relative seniority level, if possible, followed by the highest-paying first officer category at any relative seniority.

VD—If First Officer Gator is not awarded a category from her AE bid *and* she is not being mandatorily displaced, but there is a junior pilot in her category that is a surplus and there are no senior pilot VD bids that can be awarded, the system will process her VD bids. The system will assign VDs from her category in seniority order to the extent that junior pilots would otherwise be mandatorily displaced. Seniority permitting, she will be assigned the first category which meets her seniority restrictions and in which there is either a vacancy or a pilot who is junior to the pilot whose displacement she is attempting to take.

Notice again that the system will stop at VD preference #4 if her seniority restrictions are met. If not, it will continue with the remaining preferences. If none of her preferences can be awarded, she will remain in her current category.

Example Bid #3—Surplus Announcement

Captain J. “Bull” Moose is in the DTW DC-9 A category, which is closing. Bull is currently senior enough to hold either 777 B or 320 A in DTW (his two preferred categories) and 7ER B in MSP. The DTW 320 A is his top preference, but he doesn’t know how his seniority will shake out with all of the displacements. Bull’s standing bid might look like this:

AE	MD	VD
None	1. DTW 320 A 80% 2. DTW 777 B 80% 3. MSP 7ER B 85% 4. DTW 320 A 5. DTW 777 B 6. MSP 7ER B	None

While Captain Moose could submit an AE or VD bid, there is no question he will be displaced on this bid because his category is closing. Keeping in mind that AE bids are processed ahead of an MD bid, Captain Moose realizes that if he submits the same preferences under an AE bid, he may be awarded the MSP 7ER B category via the AE bid if that is his only preference with a vacancy, while his MD bid will likely result in an assignment to the DTW 320 A category. In addition, being assigned an MD rather than awarded an AE allows him to avoid a category freeze and receive relocation benefits.

There is no need for a VD bid since his MD bid will be processed first.

Example Bid #4—More Complex Bid to Maximize Seniority

Captain Hedley “Head” Honcho is in the DTW 320 A category and lives in Chicago. Being centrally located between DTW and MSP, he finds either base to be equally commutable. He likes being senior in the left seat, prefers to fly the 7ER or 320, and wants to be in whichever captain category will give him the most relative seniority. He is slightly above 50 percent relative seniority in his current category.

Captain Honcho’s bids reflect his desire to maintain as much relative seniority as possible.

AE	MD	VD
1. DTW 7ER A 25%	1. DTW 744 B 50%	1. DTW 7ER A 25%
2. MSP 7ER A 25%	2. DTW 330 B 50%	2. MSP 7ER A 25%
3. DTW 320 A 25%	3. MSP 7ER B	3. DTW 320 A 25%
4. MSP 320 A 25%	4. DTW 7ER B	4. MSP 320 A 25%
5. DTW 7ER A 50%		5. DTW 7ER A 50%
6. MSP 7ER A 50%		6. MSP 7ER A 50%
7. DTW 320 A 50%		7. DTW 320 A 50%
8. MSP 320 a 50%		8. MSP 320 A 50%

These AE and VD bids are more complex and indicate preferences for gradually lower relative seniority in his preferred categories. By including VD bids, Hedley ensures he will be considered for positions in the event pilots are displaced from his category and there are no vacancies in his preferred categories. While he is not likely to be in danger of mandatory displacement, Hedley always has MD bids entered.

Example Bid #5—Don’t Let This Happen to You!

First Officer I. B. Sleepen is a SEA 330 B and really enjoys living in base. The latest bid posting includes surpluses in other bases, but he figures that 22 pilots below him in category are enough to prevent his displacement. First Officer Sleepen hasn’t submitted any bids since he doesn’t want to fly out of another base and knows his seniority won’t allow him to hold a captain category in SEA. His bids reflect his low level of concern.

AE	MD	VD
None	None	None

Unfortunately, Sleepen didn't correctly analyze the impact of those other surpluses. Twenty-three pilots were displaced into the SEA 330 B category, creating contingent surpluses, and he was mandatorily displaced. Without any MD bids submitted, he was treated under the provisions of **Section 22 F. 14.**:

A pilot whose standing bid does not contain sufficient MD preferences as of the closing date and time of the posting and is displaced will be assigned the next lower position at his base. If such pilot lacks sufficient seniority to hold a lower position at his base, he will, at Company option, be assigned into any position at another base that his seniority would permit him to hold.

Since First Officer Sleepen can no longer hold a position in SEA, the Company assigns him to DTW 744 B, where he is two from the bottom of the category. To rub salt in the wound, he could have held MSP 7ER B with enough seniority to hold a regular line. The moral of the story—**Always enter MD bid preferences!**

Odds and Ends

Asterisk Rotations	139
FAR Violation Caused by Asterisk Rotation Change	140
FAR Violation Caused by Daily Trip Coverage	140
Commuting Policy (PWA)	142
Unable to Commute Policy (FOM 3.3.1 December 30, 2016)	142
Deadheading	144
General	144
Deviating from Scheduled Deadhead	144
Deviating from Scheduled Deadhead at the Beginning of a Rotation	145
Deviating from Scheduled Deadhead at the End of a Rotation	145
Regular First Officers Removed for OE, and Regular Pilots Removed for Theater Qualification or Special Airport Qualification	147
Section 23 G.5.—First Officer Removal for OE, Augmented Crew	147
Rotation Construction Committee	150
The Structure and Purpose of the RCC	150
The Process	150
Rotation Pay Calculation	151

Asterisk Rotations

“Asterisk rotation” means a rotation that is published in the bid package, is scheduled to begin in one bid period and end in another, and includes:

1. A duty period that begins in the second bid period, and/or
2. A flight segment in the second bid period with a different flight number than the last flight segment in the first bid period and is subject to change or removal from a pilot’s line.

Note: An asterisk rotation may not be changed such that it is scheduled to release more than one day after its originally scheduled release.

An asterisk trip can only be extended by one day in the following month’s bid package. If the trip is on a regular line pilot’s schedule and is so extended in the next month’s bid package, that pilot will receive single pay and credit for the rotation as flown, plus single pay, no credit for the additional duty period that the modification created. Since the additional duty period is the last duty period of the rotation, this additional pay will include any TAFB, ADG, and any other credit earned on the rotation.

Note that this added pay applies only to the regular pilot on whose schedule the rotation is at the time that it is modified. If another pilot picks up this trip after it has been so modified, he will not be eligible for the additional pay.

FAR Violation Caused by Asterisk Rotation Change

If an asterisk rotation is changed such that it creates an FAR/PWA conflict with a rotation scheduled to report prior to the asterisk rotation, an adjustment to the asterisk rotation will be made to correct the violation. The adjustment will not entitle a pilot to the rotation guarantee for the portion of the original asterisk rotation that was scheduled to operate in the subsequent month. The pilot’s guarantee in the current month will not be affected by any such adjustment.

FAR Violation Caused by Daily Trip Coverage

If a pilot is awarded a WS/YS that creates an FAR/PWA conflict with a rotation in the subsequent bid period, the rotation in the subsequent bid period will be dropped without pay. *A pilot may be awarded a white slip or yellow slip in the current bid period that will create an FAR and/or PWA conflict with a rotation in the next bid period. The conflicting rotation in the next bid period will be removed from the pilot’s line. The pilot’s projection/line guarantee will be reduced by the credit of the removed rotation (PWA Sections 23 P. 5. f. Exception two and 23 T. 3. a. 1. Exception two).*

The PCS templates contain a check box to allow a pilot to avoid an award that would result in a rotation being dropped from his subsequent bid period line. Shown next is the screen applicable for white slip requests:

Crew

Pre-Flight | Schedules | Bids | Bid Packages | Bulletins | Pay/Hours | Personnel | NRSA | Email | Flight Ops | Print | Help | LogOff

White Slip Request **In Base**

Employee: _____ Seniority: _____ Bid period: _____ Category: _____

Process this request until [] (mm/dd/yyyy) @ 23:59E

Award next-day flying on 0700E PCS run? [No]

Award even if it requires dropping a rotation next Bid Period for NO PAY: []

If On Duty or in Sim Period acknowledge awarded rotation: []

A. Specific Rotations:

Rot #	dd	mmm	AND	Rot #	dd	mmm	AND	Rot #	dd	mmm
1.		APR		2.		APR		3.		APR

----- OF -----

B. Enter all flying days for award:

dd	mmm	dd	mmm	dd	mmm	dd	mmm	dd	mmm	dd	mmm
	APR		APR		APR		APR		APR		APR
	APR		APR		APR		APR		APR		APR
	APR		APR		APR		APR		APR		APR

Do not award any of these rotations: (rot nbr) [] [] [] [] [] [] [] []

Minimum time from award to report: [] : [] (hhh:mm)

Do not call me between: [] : [] E (hh:mm) and [] : [] E (hh:mm)

F4 = Sched F5 = Help F1 = Main Menu F2 = Previous OK

Last date you want your request to be processed

During bid periods that cross calendar months, adjust the month box to the appropriate calendar month

All times are in Eastern, based on when scheduling begins covering the rotation. This only applies for same day/next day white slips that are manually covered.

Must select yes or no to all

Below, the screen as it appears for yellow slip requests:

Crew

Pre-Flight | Schedules | Bids | Bid Packages | Bulletins | Pay/Hours | Personnel | NRSA | Email | Flight Ops | Print | Help | LogOff

Select Preference Qualifiers **To Be First For Flying**

Employee: 0323261 Seniority: 02971 Category: ATLM88A Bid period: 31Aug14

Award if it causes a conflict with a rotation in next bid period: [Yes]

Enter Specific Rotations (Rotation # / dd mmm)

1: [] / [] Sep and/or 2: [] / [] Sep and/or 3: [] / [] Sep

And/Or

Enter Date Ranges:

[] Sep	Thru:	[] Sep	[] Sep	Thru:	[] Sep	[] Sep	Thru:	[] Sep
[] Sep	Thru:	[] Sep	[] Sep	Thru:	[] Sep	[] Sep	Thru:	[] Sep
[] Sep	Thru:	[] Sep	[] Sep	Thru:	[] Sep	[] Sep	Thru:	[] Sep

F4 = Sched F5 = Help F1 = Main Menu F2 = Previous OK

The default selection is "Yes." To avoid an award that would drop a conflicting rotation simply use the drop down arrow to select "No."

Award even if it conflicts w/ rotn next Bid Period? [No]

Commuting Policy (PWA)

A commuting pilot is expected to arrive at his base with sufficient time and with adequate rest prior to beginning scheduled duty. A pilot will notify Crew Scheduling ASAP if he is unable to report as scheduled. Crew Scheduling will have the option of deadheading the pilot into his scheduled rotation, placing the pilot back on his scheduled rotation when it transits his base, removing the pilot from his scheduled rotation, or removing a reserve pilot from his on-call days. There is no rotation guarantee or reserve guarantee associated with any removal. To qualify for the treatments listed above, the pilot must have attempted to travel by air on at least two flights (on-line or off-line), as follows:

- The flights must be at least two hours apart and scheduled to arrive at his base at a reasonable time before his scheduled report, and
- The flights must show adequate actual seat availability within 24 hours of the departure, considering the pilot's seniority and normal load factor, or the pilot must have a jumpseat reservation.

Please note that the Company has an Unable to Commute policy, defined in the FOM and copied below, which is intended to recognize that prudent planning can, on rare occasions, be overcome by unforeseen circumstances. The policy was implemented to provide assurance of positive-space transportation to a pilot's scheduled or assigned duty. Please familiarize yourself with the entire policy from the FOM if you intend to avail yourself of this process. Please be aware that compliance with the PWA requirements outlined above will not necessarily make a pilot eligible for positive-space transportation under the Company's Unable to Commute Policy. The Company's policy requires an earlier notification from the pilot to Crew Scheduling.

Unable to Commute (UTC) Policy (FOM 3.3.1 December 30, 2016)

Background

The UTC policy recognizes that prudent planning for a commute can sometimes be negated by unforeseen circumstances. As a result, Delta developed UTC to maintain schedule integrity by assuring positive space transportation to a pilot's scheduled or assigned duty, including seniority list instructor pilots who are commuting to a scheduled training event at the Training Center in Atlanta, if they are UTC due to operational difficulties, such as weight-restricted flights, cancellations, mechanical delays, IROPS, etc. It is not intended to remedy the consequences of poor planning.

Definition

- Prudent planning is defined as having allowed for both a primary and a back-up flight that are scheduled to arrive at the pilot's base within a reasonable time prior to scheduled report.
- Prudent planning also requires that a pilot consider cabin/jumpseat availability, weather, and any special events that may impact load factor.

Requirements

- Pilot remains responsible to arrive at their base prior to duty with sufficient time and adequate rest, in accordance with governing rules and regulations.
- In order to utilize this policy, the pilot must have listed and checked-in for either a jumpseat or cabin seat on their primary flight.
- The primary flight can be on a Delta mainline, DCI, or OAL. The back-up flight must be on a Delta Mainline or DCI.

Procedure

If a pilot is not successful in boarding their primary flight:

- The pilot will notify Crew Scheduling.
- The pilot will provide the scheduler with the flight numbers of the primary and back-up flights.
- The scheduler will verify:
 - o that the pilot was listed for the primary flight, and
 - o that both flights were scheduled to have arrived within a reasonable time prior to scheduled report.
- Once verified, the scheduler will create a positive space reservation (or a jumpseat reservation, if available) on a flight that is scheduled to arrive prior to the pilot's scheduled report.
- Delta will provide positive space transportation only to the airport of a pilot's assigned duty.
- The scheduler must be able to make a positive space reservation prior to actual boarding of the intended flight.
- Positive space transportation will be provided regardless of reserve coverage.

Contingency

In the event that the back-up flight will not arrive prior to the pilot's scheduled report and the scheduler cannot find another suitable flight:

- The scheduler may make a reasonable attempt to deadhead the pilot (no pay or credit) to join their rotation with no rotation guarantee. Pilots who deadhead to join a rotation as a benefit of this policy are not subject to **Sections 8 F.** and **16 D. 1.**
- If the scheduler does not elect to deadhead the pilot, they will be removed from the rotation via personal drop (no pay or credit). Once released, the pilot is free to pick up a trip through the normal PCS process.

Possible Follow Up

- A pilot may be contacted by their CPO, or a seniority list instructor pilot may be contacted by their Fleet Captain, to discuss commuting strategies if their use of this benefit appears to have been excessive or inappropriate.
- If it is determined that the benefit has been misused, a pilot's future participation in the program may be reconsidered.

Deadheading

General

- Deadhead transportation will not be booked on the jumpseat.
- Deadhead transportation for a pilot who:
 - *Is scheduled to deadhead at the end of a rotation*, will be booked on the flight(s) scheduled to return to base as soon as possible. (**Section 8 D. 3.**)
 - *Is scheduled to deadhead to a layover at the conclusion of a duty period*, will be booked on the flight(s) scheduled to reach the layover as soon as possible. (**Section 8 D. 4.**)
 - *Is scheduled to deadhead on an ocean crossing flight*, will be in a Delta One accommodations (**Section 16 D. 1.**).
- On a non-ocean-crossing flight with a scheduled block time of 3:45 or more during a duty period scheduled for more than 10:00 duty time will be assigned an available seat in the following order (**Section 8 F. 3.**) at the time the rotation is created or the deadhead leg is added to the rotation:
 - An aisle seat in an exit row
 - A window seat in an exit row
 - An aisle seat elsewhere in the coach cabin
 - A window seat elsewhere in the coach cabin
 - A middle seat in an exit row
 - Any seat in the coach cabin
- Report Time (**Section 2 A. 242.**)
 - The report time for a duty period that begins with an on-line deadhead or Delta Connection deadhead will be 60 minutes prior to departure time.
 - The report time for a duty period that begins with an off-line deadhead other than a Delta Connection deadhead will be 90 minutes prior to departure time.
 - The report time for a duty period that begins with an ocean-crossing deadhead that originates outside the continental U.S. will be 90 minutes prior to departure time.
 - The report time for a duty period that begins with a deadhead to or from Hawaii will be 60 minutes prior to departure time.
- Deadhead prior to ocean crossing (**Section 8 D. 5** and **8 D. 6.**)
 - Bid package rotations
 - A DH flight segment in the same duty period as an ocean crossing, will be scheduled to arrive 90 minutes prior to departure of the ocean crossing.
 - Rotations created after the publication of the bid package (rotation number usually starts with a zero) may, under certain circumstances, contain less than 90 minutes between the DH flight segment arrival and the departure of the ocean crossing flight segment. See **Section 8 D. 6.** for specific exceptions.

Deviating from Scheduled Deadhead

- Permission Required
 - A regular pilot does not need permission to deviate from a scheduled deadhead at the beginning or end of a rotation.
 - A reserve pilot must receive permission from Crew Scheduling to deviate from a scheduled deadhead at the beginning of a rotation.
 - A reserve pilot does not need permission to deviate from a scheduled deadhead at the end of a rotation.
- Effect on FARs
 - For the purposes of FAR Part 117, a pilot who deviates from a scheduled deadhead will be treated as if he had actually travelled on the scheduled deadhead segment(s).
- Effect on per diem
 - When a pilot utilizes an off-rotation deadhead at the beginning of a rotation, his time away from base begins at his scheduled report of the original rotation under **Section 2 A. 242.**
 - When a pilot utilizes an off-rotation deadhead at the end of a rotation, his time away from base for the purpose of calculating per diem ends upon his release from his last non-deadhead segment.
- Effect on pay
 - The pay and credit of a rotation will not be affected by a pilot's decision to deviate from his scheduled deadhead.

- Lodging
 - A pilot who utilizes an off-rotation deadhead will be provided lodging as shown on his rotation, provided he notifies Crew Scheduling of his desire to utilize such lodging.
 - A pilot is responsible for his transportation to the lodging as shown on his rotation if his arrival time is different than the original DH flight's actual arrival time.
- Special considerations for MAC rotations.
 - A pilot deviating from deadhead on a MAC rotation will, upon his request, and provided that sales are authorized at the time of attempted booking, be provided positive space on-line transportation (including DCI) between a domestic airport in the vicinity of his permanent residence and:
 - the location (other than his base and subject to maximum scheduled duty time limits) where he joins his rotation, and/or
 - the location from where he is scheduled to deadhead back to his base.

Deviating from Scheduled Deadhead at the Beginning of a Rotation

- A regular pilot must notify Crew Scheduling of his intention to deviate during the 24 hours immediately preceding the report time for the originally scheduled deadhead segment.
- A reserve pilot must receive permission from Crew Scheduling to deviate at the beginning of a rotation.
- Positive Space Transportation (**Section 8 E. 8.**): A pilot who utilizes an off-rotation deadhead to travel from his base, or from a domestic airport or an airport in the Hawaiian Islands (other than his base) in the vicinity of his permanent residence, at the beginning of a rotation will be provided positive space on-line transportation if:
 - Company Business travel can be booked in TravelNet without overbooking,
 - the routing does not pass through the pilot's base,
 - the routing does not exceed the number of deadhead segments originally scheduled,
 - the routing is scheduled to arrive at a reasonable time before his required report under **Section 8 E. 5.**, and
 - the routing provides for a subsequent flight that is scheduled to arrive at a reasonable time before his required report under **Section 8 E. 5.** if the pilot's originally scheduled routing provided for such a subsequent flight.

Note one: A pilot who utilizes an off-rotation deadhead under **Section 8 E. 8.** may attempt his booking at any time within 14 days of the report of his rotation.

Note two: A pilot who utilizes an off-rotation deadhead at the beginning of a rotation that does not satisfy the requirements of **Section 8 E.8.** will be responsible for his transportation.

Note three: A pilot who is provided a positive space reservation for an off-rotation deadhead under **Section 8 E. 8.** will make every effort to cancel such reservation in TravelNet if the pilot no longer requires or intends to use the reservation.

Deviating from Scheduled Deadhead at the End of a Rotation

- No permission is required for a regular or reserve pilot to deviate, but Crew Scheduling must be notified as soon as possible after the arrival of the last non-deadhead segment. This notification may be accomplished via a call to the scheduler or the IVR.
- Contractual break in duty and rest for FAR purposes will begin at the originally scheduled release time.
- Positive-space transportation (**Section 8 E. 9.**) - A pilot who utilizes an off-rotation deadhead at the end of a rotation to travel to:
 - his base prior to his scheduled deadhead will be provided positive-space on-line transportation if sales are authorized at the time of his attempted booking.
 - a domestic airport or an airport in the Hawaiian Islands (other than his base) in the vicinity of his permanent residence will be provided positive space on-line transportation if:
 - sales are authorized at the time of the attempted booking,
 - the routing does not pass through the pilot's base,

- the routing does not exceed the number of deadhead segments scheduled, and
- the flight segment(s) departs:
 - prior to the originally scheduled deadhead, or
 - on the same day as the originally scheduled deadhead.

Note one: A pilot deadheading under **Section 8 E. 9.** may attempt his booking at any time after the report of his rotation.

Note two: A pilot who utilizes an off-rotation deadhead at the end of a rotation that does not satisfy the requirements of **Section 8 E. 9.** will be responsible for his transportation.

Note three: A pilot who is provided a positive space reservation for an off-rotation deadhead under **Section 8 E. 9.** will make every effort to cancel such reservation in TravelNet if the pilot no longer requires or intends to use the reservation.

Regular First Officers Removed for OE, and Regular Pilots Removed for Theater Qualification or Special Airport Qualification

A regular first officer *may be* removed from his rotation or a portion of his rotation for the purposes of conducting another pilot's OE, and a regular pilot *may be* removed from his rotation or a portion of his rotation for the purposes of conducting another pilot's TQ or SAQ. In either case, the removed pilot will receive rotation guarantee and will not be subject to recovery flying. A pilot viewing a future rotation may see that it is scheduled for OE, TQ or SAQ, but he remains obligated to fly that rotation until he has been officially notified of his removal. The removal may occur at any time prior to or after the pilot has reported for the rotation, at the Company's discretion.

Section 23 G.5.—First Officer Removal for OE, Augmented Crew

When a first officer is to be removed from an augmented crew for another pilot's OE, the senior first officer will be afforded the option of being removed or flying, even when one or both first officers are not on the identical rotation as the LCP, provided doing so does not increase the number of deadhead segment(s) or hotel requirements beyond those that existed in the original first officer rotations. If it is not possible to remove a first officer without creating an additional deadhead segment(s) or hotel requirement(s), and the removal of either first officer would create an equal amount of total additional deadhead segments and hotel requirements, then the senior first officer will be afforded his option.

If the senior first officer is unavailable for contact, it will be assumed that he desires to be removed, unless he has indicated his preference not to be removed in the Comments section of the Telephone Information screen in iCrew.

Example 1: 7ER; OE Flights 196/06 & 197/08:

```
ATL 2395 7ER POS-A/B EFFECTIVE APR05
DAY FLT DEPARTS ARRIVES
05 2394 ATL 1750 PHL 2005
PHL 20.05/HOLIDAY INN HISTORIC
06 L 196 PHL 1810 CDG 0825
CDG 27.00/NOVOTEL
08 L 197 CDG 1325 PHL 1610
DH 1594 PHL 1745 ATL 2017
CAPT LCA
FIRST OFFICER SMITH
```

```
ATL 2502 7ER POS-B EFFECTIVE APR05
DAY FLT DEPARTS ARRIVES
05 DH 2394 ATL 1750 PHL 2005
PHL 20.05/HOLIDAY INN HISTORIC
06 L 196 PHL 1810 CDG 0825
CDG 27.00/NOVOTEL
08 L 197 CDG 1325 PHL 1610
PHL 24.00/HOLIDAY INN HISTORIC
09 196 PHL 1810 CDG 0825
CDG 27.00/NOVOTEL
11 197 CDG 1325 PHL 1610
DH 1594 PHL 1745 ATL 2017
FIRST OFFICER JONES
```

Result: The senior first officer will be given the option of being removed from the OE legs or flying them.

Note: If OE was also being conducted on Flight 2394, then only First Officer Smith could be removed because removing First Officer Jones would require both first officers to deadhead to PHL, which would be one more deadhead segment than the original rotations.

Example 2: 765; OE Flights 94/03 & 95/05; First Officers from Different Bases:

ATL 1529 765 POS-A/B EFFECTIVE OCT02
 DAY FLT DEPARTS ARRIVES
 02 DH 1154 ATL 2130 JFK 2348
 JFK 16.12/ROOSEVELT HOTEL
 03 L 94 JFK 1800 BCN 0755
 BCN 25.25/MELIA BARCELONA
 05 L 95 BCN 1120 JFK 1420
 DH 1292 JFK 1525 ATL 1810
 CAPT LCA
 FIRST OFFICER SMITH

NYC 1539 765 POS-B EFFECTIVE OCT03
 DAY FLT DEPARTS ARRIVES
 03 L 94 JFK 1800 BCN 0755
 BCN 25.25/MELIA BARCELONA
 05 L 95 BCN 1120 JFK 1420
 FIRST OFFICER JONES

Result: The senior first officer will be given the option of being removed from the OE legs or flying them.
 Note: In this example, the result would be the same if the LCA was on NYC 1539.

Example 3: 765; OE Flights 1/04 & 41/06; Three First Officers:

NYC 1524 765 POS-A/B EFFECTIVE SEP04
 DAY FLT DEPARTS ARRIVES
 04 L 001 JFK 2100 LHR 0925
 LHR 27.00/HOL INN KENSINGTON
 06 L 41 LHR 1425 MSP 1725
 MSP 26.15/CROWNE ST PAUL
 07 40 MSP 2140 LHR 1200
 LHR 19.40/HOL INN KENSINGTON
 09 004 LHR 0940 JFK 1240
 CAPT LCA
 FIRST OFFICER SMITH

ATL 1902 765 POS-B EFFECTIVE SEP04
 DAY FLT DEPARTS ARRIVES
 04 10 ATL 2255 LHR 1215
 LHR 24.10/HOL INN KENSINGTON
 06 L 41 LHR 1425 MSP 1725
 MSP 26.15/CROWNE ST PAUL
 07 40 MSP 2140 LHR 1200
 LHR 23.20/HOL INN KENSINGTON
 09 9 LHR 1320 ATL 1800
 FIRST OFFICER JONES

NYC 4251 765 POS-B EFFECTIVE SEP04
 DAY FLT DEPARTS ARRIVES
 04 L 1 JFK 2100 LHR 0925
 LHR 22.15/HOL INN KENSINGTON
 06 4 LHR 0940 JFK
 FIRST OFFICER DOE

Result: Only First Officer Smith could be removed. This will result in one additional deadhead segment.
 Removal of First Officer Doe from Flight 1 would also require removal of another first officer from Flight 41,

resulting in two additional deadhead segments. Similarly, removal of First Officer Jones from Flight 41 would also require the removal of another first officer from Flight 1, resulting in two additional deadhead segments.

Rotation Construction Committee

The Rotation Construction Committee (RCC) is the primary conduit of rotation and bid package information between the pilot group and the Company. The RCC works closely with Company Crew Planners to review trip quality and trip mix for each category and will communicate any changes, improvements or modifications to the pilot group.

The Structure and Purpose of the RCC

The RCC is a subcommittee of the MEC Scheduling Committee and is staffed by pilot volunteers. The RCC chairman oversees RCC base volunteers from each base. The base volunteers are the conduits between the pilots, their LECs, and the RCC chairman regarding rotation construction. The RCC chairman in turn works directly with Crew Planning to address the issues brought to the committee's attention.

The purpose of the RCC is to review trip quality and mix for each category and communicate with the pilot group any information that affects trip mix or quality. The committee serves as the line pilot's primary point of contact for any rotation construction questions or concerns.

The Process

An important tool for the RCC is the Company's rotation optimizing program. It is a Jeppesen-Sanderson product which has been in use by Delta Crew Planning for many years. It is a common software tool in the global airline industry, and its primary purpose is to minimize synthetic credit (credit that is not block time). The program optimizes flight segments throughout an entire fleet, not any particular category. Since the program considers all flight segments system wide, the testing of a bid package improvement in one base must be thoroughly examined for any negative unintended consequences in another.

Rotation Pay Calculation

Per **Section 12 L.1.**, when a rotation is constructed, its value is the greater of the pay applications described below:

- ADG (**Section 12 I.**), if applicable,
- Rotation credit (**Section 12 K.**), or
- The sum, on a duty period basis, of the greater of the duty period credit (**Section 12 J.**), DPM (**Section 12 H.**), or scheduled flight time for each duty period in the rotation.

Per **Section 12 L. 2.**, when a rotation is completed, its value is the greater of the pay applications described below:

- Rotation credit—also known as “trip credit” or “1 for 3.5.” Take the time away from base (TAFB) and divide it by 3.5 to get rotation credit.
- The sum of his duty period credits—this is also known as “1 for 2.” Take the duty time and divide it either by 2 or by 1.5, depending on the time of day, to get your duty credit (**Section 12 K.**).
- The sum of his DPMs—a pilot who reports for a rotation is guaranteed a minimum pay and credit of two hours for each duty period.
- His flight time—includes minutes under and deadhead time.
- Average daily guarantee—the number of calendar days in the rotation multiplied by 5:15. If the last duty period releases at or before 0200, that day does not count.
- The pay and credit determined under **Section 12 L. 1.** (i.e., as constructed)—this is the value of the rotation as it was awarded/assigned to your line of time.

These values are calculated for you and shown at the bottom of your rotation in iCrew.

Example rotation as published:

#2421 TH		EFFECTIVE NOV. 06 ONLY						CHECK-IN AT 13.15			
DAY	FLIGHT T	DEPARTS	ARRIVES	C	BLK.	TURN	BLK/MAX	FDP/MAX	PWA	FDP/MAX	
A	2632	DTW 1415	PVD 1559	1.44	.46	717					
		PVD 1645	DTW 1855	2.10	1.22						
	1993	DTW 2017	MCI 2124	2.07			9.09/12.00		9.09/11.30		
	MCI 33.17/MCI MARRIOTT	DWTN				6.01	9.00	.00CRD	6.01TL		
C	2068	MCI 0811	DTW 1103	1.52			2.52/14.00		2.52/13.30		
						1.52/	9.00	.08DPM	2.00TL		
							5.13TRP	.00DPA	2.31ADG		
TOTALS--		15.45TL	7.53BL	7.52CR	12.01FDP				TAPB	46.18	

Rotation as flown:

DTW PILOT 717 *** ROTATION OPER
 2421 POS-AB EFFECTIVE NOV06 CHECK IN AT 13.15
 ACTUAL REPORT TIME 1315

DAY	FLT	T	DEPARTS	ARRIVES	C	BLK	M/U	TURN	M	EQP
6	2632	DTW	1415	PVD 1559	*	1.44		0.46		717
			*PVD 1645	DTW 1845		2.00	.10	1.32		
	1993	DTW	2017	MCI 2124		2.07				
MCI	33.17/MCI	MARRIOTT	DWTN			5.51BL				
								6.01TL		
A-	LAST ACCLIMATED CITY-DTW			REST CLASS-		12.00/14.00/		9.00		
	PWA	FDP/SKD	MAX/ACT	MAX		9.09/11.30/14.00				
B-	LAST ACCLIMATED CITY-DTW			REST CLASS-		12.00/14.00/		9.00		
	PWA	FDP/SKD	MAX/ACT	MAX		9.09/11.30/14.00				
PAY REPORT TIME 0711/08					ACTUAL REPORT TIME 0711/08					
8	2068	MCI	0811	DTW 1103		1.52				
						1.52BL		0.08DPM		
								2.00TT		
								5.13TRP		
A-	LAST ACCLIMATED CITY-DTW			REST CLASS-		14.00/16.00/		9.00		
	PWA	FDP/SKD	MAX/ACT	MAX		2.52/13.30/16.00				
B-	LAST ACCLIMATED CITY-DTW			REST CLASS-		14.00/16.00/		9.00		
	PWA	FDP/SKD	MAX/ACT	MAX		2.52/13.30/16.00				
REGULAR	-15.45TL		7.43BL	7.52CR		0.10MU				
RESERVE	15.45TL		7.43BL	7.52CR		0.10MU				
ROT GUAR	POS A - N/A		POS B - N/A							
								TAFB 46.18CR		
								TAFB 46.18EX		

Let's break down the rotation using the seven areas mentioned in **Section 12 L. 2**. At the bottom of the rotation these are listed and can be seen in the red boxes above.

- Rotation credit—TAFB 46.3 divided by 3.5 to get rotation credit of **13:14**.
- The sum of his duty period credits—Duty credit is listed day-by-day to the right of the layover hotel block. In this case we add 4:35+ 1:26 to get **6:01**.
- The sum of his duty period minimums (DPMs)—2:00 for each duty period yields **4:00**.
- His flight time—for this rotation the block time is 7:43 plus 0:10 minutes under (TBMU) yields **7:53**.
- The average daily guarantee (ADG)—5:15 for each calendar day yields **15:45**.
- The pay and credit determined in **Section 12 L. 1**. (i.e., as constructed)—this is the value of the rotation as it was awarded/assigned. In this case, it was **15:45**.

As you can see from the calculations above, the greater of these is tied: e. and f. yield the same result - **15:45**. The rotation will pay **15:45**.

Airport Longitude Table

To determine the difference in longitude between two airports, use the following guidance:

- If both longitudes are West (W), simply subtract the smaller longitude from the larger
- If both longitudes are East (E), simply subtract the smaller longitude from the larger
- If one longitude is West (W) and the other is East (E), add the two together. If the result is less than 180, that is the difference. If it is greater than 180, subtract it from 360 to determine the difference.

IATA	ICAO	LONGITUDE	CITY
ABE	KABA	75.44 W	Allentown, PA
ABV	DNAA	7.26 E	Abuja, Nigeria
ACA	MMAA	99.75 W	Acapulco, Mexico
ACC	DGAA	0.17 W	Accra, Ghana
ABQ	KABQ	106.61 W	Albuquerque, NM
AGP	LEMG	4.50 W	Malaga, Spain
AGS	KAGS	81.96 W	Augusta, GA
ALA	UAAA	77.04 E	Almaty, Kazakhstan
ALB	KALB	73.80 W	Albany, NY
AMA	KAMA	101.70 W	Amarillo, TX
AMM	OJAI	35.99 E	Amman, Jordan
AMS	EHAM	4.76 E	Amsterdam, Netherlands
ANC	PANC	150.00 W	Anchorage, AK
ANF	SCFA	70.45 W	Antofagasta, Chile
ANU	TAPA	61.79 W	St. Johns, Antigua
ARN	ESSA	17.92 E	Stockholm, Sweden
ASB	UTAA	58.36 E	Ashgabat, Turkmenistan
ATH	LGAV	23.94 E	Athens, Greece
ATL	KATL	84.43 W	Atlanta, GA
ATW	KATW	88.52 W	Appleton, WI
AUA	TNCA	70.02 W	Aruba, Aruba
AUS	KAUS	97.67 W	Austin, TX
AVL	KAVL	82.54 W	Asheville, NC
AZO	KAZO	85.55 W	Kalamazoo, MI
BCN	LEBL	2.08 E	Barcelona, Spain
BDA	TXKF	64.68 W	Bermuda, Bermuda
BDL	KBDL	72.68 W	Windsor Locks, CT
BFM	KBFM	88.07 W	Mobile, AL
BGI	TBPB	59.49 W	Barbados (Bridgetown)
BHM	KBHM	86.75 W	Birmingham, AL
BIL	KBIL	108.54 W	Billings, MT
BIS	KBIS	100.75 W	Bismarck, ND
BJX	MMLO	101.48 W	Leon, Mexico
BKK	VTBS	100.75 E	Bangkok, Thailand
BMI	KBMI	88.92 W	Bloomington/Normal, IL
BNA	KBNA	86.68 W	Nashville, TN
BOG	SKBO	74.15 W	Bogota, Colombia
BOI	KBOI	116.22 W	Boise, ID
BOM	VABB	72.87 E	Mumbai, India

IATA	ICAO	LONGITUDE	CITY
BON	TNCB	68.27 W	Kralendijk, Bonaire
BOS	KBOS	71.01 W	Boston, MA
BRU	EBBR	4.48 E	Brussels, Belgium
BSB	SBBR	47.92 W	Brasilia, Brazil
BTK	UIBB	101.70 E	Bratsk, Russia
BTR	KBTR	91.15 W	Baton Rouge, LA
BTV	KBTV	73.15 W	Burlington, VT
BUD	LHBP	19.26 E	Budapest, Hungary
BUF	KBUF	78.73 W	Buffalo, NY
BUR	KBUR	118.36 W	Burbank, CA
BUS	UGSB	41.60 E	Batumi, Georgia
BWI	KBWI	76.67 W	Baltimore, MD
BYH	KBYH	89.94 W	Blytheville, AR
BZE	MZBZ	88.31 W	Belize City, Belize
BZN	KBZN	111.15 W	Bozeman, MT
CAE	KCAE	81.12 W	Columbia, SC
CAI	HECA	31.41 E	Cairo, Egypt
CAK	KCAK	81.44 W	Akron, OH
CAN	ZGGG	113.30 E	Guangzhou, China
CCP	SCIE	73.06 W	Concepcion, Chile
CCS	SVMI	66.99 W	Caracas, Venezuela
CDG	LFPG	2.55 E	Paris, France
CHA	KCHA	85.20 W	Chattanooga, TN
CHS	KCHS	80.04 W	Charleston, SC
CIT	UAII	69.48 E	Shymkent, Kazakhstan
CLE	KCLE	81.85 W	Cleveland, OH
CLO	SKCL	76.38 W	Cali, Colombia
CLT	KCLT	80.94 W	Charlotte, NC
CMH	KCMH	82.89 W	Columbus, OH
CMW	MUCM	77.85 W	Camaguey, Cuba
CNX	VTCC	98.96 E	Chiang Mai, Thailand
COS	KCOS	104.70 W	Colorado Springs, CO
CPH	EKCH	12.66 E	Copenhagen, Denmark
CPR	KCPR	106.46 W	Casper, WY
CPT	FACT	18.60 E	Cape Town, South Africa
CRK	RPLC	120.56 e	Angeles City, Philippines
CRW	KCRW	81.59 W	Charleston, WV
CUN	MMUN	86.88 W	Cancun, Mexico
CUR	TNCC	68.96 W	Curacao I, Neth Antilles

IATA	ICAO	LONGITUDE	CITY
CVG	KCVG	84.67 W	Cincinnati, OH
CZM	MM CZ	86.93 W	Cozumel, Mexico
DAB	KDAB	81.06 W	Daytona Beach, FL
DAY	KDAY	84.22 W	Dayton, OH
DCA	KDCA	77.04 W	Washington, D.C. (Reagan Natl)
DEN	KDEN	104.67 W	Denver, CO
DFW	KDFW	97.04 W	Dallas/Ft. Worth, TX
DHN	KDHN	85.45 W	Dothan, AL
DKR	GOOY	17.49 W	Dakar, Senegal
DLH	KDLH	92.19 W	Duluth, MN
DSM	KDSM	93.66 W	Des Moines, IA
DTW	KDTW	83.35 W	Detroit, MI
DUB	EIDW	6.27 W	Dublin, Ireland
DUS	EDDL	6.77 E	Dusseldorf, Germany
DXB	OMDB	55.36 E	Dubai, UAE
DYU	UTDD	68.82 E	Dushanbe, Tajikistan
ECP	KECP	85.80 W	Panama City, FL
EDI	EGPH	3.37 W	Edinburgh, United Kingdom
EGE	KEGE	106.92 W	Eagle, CO
ELP	KELP	106.38 W	El Paso, TX
EUG	KEUG	123.21 W	Eugene, OR
EW R	KEWR	74.17 W	Newark, NJ
EYW	KEYW	81.76 W	Key West, FL
EZE	SAEZ	58.54 W	Buenos Aires, Argentina
FAI	PAFA	147.86 W	Fairbanks, AK
FAR	KFAR	96.82 W	Fargo, ND
FAY	KFAY	78.88 W	Fayetteville, NC
FCA	KGPI	114.26 W	Kalispell, MT
FCO	LIRF	12.25 E	Rome, Italy
FDF	TFFF	61.00 W	Martinique, Martinique
FLL	KFLL	80.15 W	Ft. Lauderdale, FL
FNT	KFLNT	83.74 W	Flint, MI
FOR	SBFZ	38.53 W	Fortaleza, Brazil

IATA	ICAO	LONGITUDE	CITY
GFK	LGFK	97.18 W	Grand Forks, ND
GIG	SBGL	43.25 W	Rio de Janeiro, Brazil
GJT	KGJT	108.53 W	Grand Junction, CO
GLH	KGLH	90.98 W	Greenville, MS
GND	TGPY	61.79 W	St. Georges, Grenada
GOA	LIMJ	8.84 E	Genoa, Italy
GPT	KGPT	89.07 W	Gulfport, MS
GRB	KGRB	88.13 W	Green Bay, WI
GRR	KGRR	85.52 W	Grand Rapids, MI
GRU	SBGR	46.47 W	Sao Paulo, Brazil
GSO	KGSO	79.94 W	Greensboro, NC
GSP	KGSP	82.22 W	Greer, Greenville, SC
GTF	KGTF	111.37 W	Great Falls, MT
GUA	MGGT	90.53 W	Guatemala City, Guatemala
GUC	KGUC	106.93 W	Gunnison, CO
GUM	PGUM	144.80 E	Agana, Guam
GVA	LSGG	6.11 E	Geneva, Switzerland
GYD	UBBB	50.05 E	Baku, Azerbaijan
GYE	SEGU	79.88 W	Guayaquil, Ecuador
HAV	MUHA	82.41 W	Havana, Cuba
HDN	KHDN	107.22 W	Hayden, CO
HDY	VTSS	100.39 E	Songkhla, Thailand
HET	ZBHH	111.82 E	Hohhot, China
HFE	ZSOF	117.29 E	Hefei, China
HGH	ZSHC	120.43 E	Hangzhou, China
HHN	EDFH	7.26 E	Frankfurt-Hahn, Germany
HKG	VHHX	114.19 E	Hong Kong, China
HND	RJTT	139.78 E	Tokyo, Japan
HNL	PHNL	157.92 W	Honolulu, HI
HOU	KHOU	95.28 W	Houston, TX (Hobby)
HPN	KHPN	73.71 W	White Plains, NY
HSV	KHSV	86.78 W	Huntsville, AL
IAD	KIAD	77.46 W	Washington, D.C. (Dulles Intl.)

FPO	MYGF	78.69 W	Freeport, Bahamas
FRA	EDDF	8.54 E	Frankfurt, Germany
FRU	UAFM	74.48 E	Bishkek, Kyrgyzstan
FSD	KFSD	96.74 W	Sioux Falls, SD
FUK	RJFF	130.45 E	Fukuoka, Japan
GCM	MWCR	81.36 W	Grand Cayman, Cayman Islands
GDL	MMGL	103.31 W	Guadalajara, Mexico
GDX	UHMM	150.72 E	Magadan, Russia
GEG	KGEG	117.53 W	Spokane, WA
GEO	SYCJ	58.25 W	Georgetown, Guyana

IAH	KIAH	95.34 W	Houston, TX (Intcont.)
ICN	RKSI	126.45 E	Seoul/Incheon, Korea
ICT	WICT	97.43 W	Wichita, KS
IDA	KIDA	112.07 W	Idaho Falls, ID
IKT	UIII	104.38 E	Irkutsk, Russia
ILM	KILM	77.90 W	Wilmington, NC
IND	KIND	86.29 W	Indianapolis, IN
IST	LTBA	28.81 E	Istanbul, Turkey
ITO	PHTO	155.04 W	Hilo, HI
JAC	KJAC	81.69 W	Jackson Hole, WY

IATA	ICAO	LONGITUDE	CITY
JAN	KJAN	90.07 W	Jackson, MS
JAX	KJAX	81.69 W	Jacksonville, FL
JFK	KJFK	73.78 W	New York, NY (Kennedy)
JNB	FAOR	28.25 E	Johannesburg, South Africa
KBP	UKBB	30.89 E	Kyiv, Ukraine
KEF	BIKF	22.61 W	Keflavik, Iceland
KIN	MKJP	76.78 W	Kingston, Jamaica
KIX	RJBB	135.24 E	Osaka, Japan
KOA	PHKO	156.05 W	Kailua-Kona, HI
KWI	OKBK	47.97 E	Kuwait, Kuwait
LAD	FNLU	13.23 E	Luanda, Angola
LAS	KLAS	115.15 W	Las Vegas, NV
LAN	KLAN	84.59 W	Lansing, MI
LAX	KLAX	118.41 W	Los Angeles, CA
LEX	KLEX	84.61 W	Lexington, KY
LGA	KLGA	73.87 W	New York, NY (LaGuardia)
LGB	KLGB	118.15 W	Long Beach, CA
LGW	EGKK	00.19 W	London, U.K. (Gatwick)
LHR	EGLL	00.46 W	London, U. K (Heathrow)
LIH	PHLI	159.34 W	Lihue, HI
LIM	SPLP	77.00 W	Lima, Peru
LIR	MRLB	85.54 W	Liberia, Costa Rica
LIT	KLIT	92.22 W	Little Rock, AR
LMT	KLMT	121.73 W	Klamath Falls, OR
LOS	DNMM	3.32 E	Lagos, Nigeria
LWO	UKLL	23.96 W	L'viv, Ukraine
LYR	ENSB	15.46 E	Svalbard, Norway
LYS	LFLF	5.09 E	Lyon, France
MAD	LEMD	3.57 W	Madrid, Spain
MAN	EGCC	2.27 W	Manchester, U.K.
MAO	SBEG	60.04 W	Manaus, Brazil
MBJ	MKJS	77.91 W	Montego Bay, Jamaica
MBS	KMBS	84.07 W	Saginaw, MI
MCI	KMCI	94.71 W	Kansas City, MO
MCO	KMCO	81.31 W	Orlando, FL
MDT	KMDT	76.76 W	Harrisburg, PA
MDW	KMDW	87.75 W	Chicago, IL (Midway)
MEM	KMEM	98.98 W	Memphis, TN
MEX	MMMX	99.07 W	Mexico City, Mexico
MFM	VMMC	113.59 E	Macao, China
MGA	MNMG	86.17 W	Managua, Nicaragua
MGM	KMGM	86.39 W	Montgomery, AL
MHT	KMHT	71.44 W	Manchester, NH
MIA	KMIA	80.29 W	Miami, FL

IATA	ICAO	LONGITUDE	CITY
MKE	KMKE	87.89 W	Milwaukee, WI
MLB	KMLB	80.64 W	Melbourne, FL
MLI	KMLI	90.57 W	Moline, IL
MNL	RPLL	121.02 W	Manila, PHIL
MOB	KMOB	88.24 W	Mobile, AL
MOT	KMOT	101.28 W	Minot, ND
MSO	KMSO	114.09 W	Missoula, MT
MSN	KMSN	89.34 W	Madison, WI
MSP	KMSP	93.22 W	Minneapolis, MN
MSQ	UMMS	28.03 E	Minsk, Belarus
MSY	KMSY	90.26 W	New Orleans, LA
MTJ	KMTJ	107.89 W	Montrose, CO
MTY	MMMY	100.11 W	Monterrey, Mexico
MUC	EDDM	11.78 E	Munich, Germany
MXP	LIMC	8.73 E	Milan, Italy
MYR	KMYR	78.92 W	Myrtle Beach, SC
MZJ	KMZJ	111.32 W	Marana, AZ
MZT	MMMZ	106.26 W	Mazatlan, Mexico
NAP	LIRN	14.29 E	Naples, Italy
NAS	MYNN	77.47 W	Nassau, Bahamas
NBO	HKJK	36.92 E	Nairobi, Kenya
NBW	MUGM	75.20 W	Guantanamo Bay NAS, Cuba
NCE	LGMN	7.22 E	Nice, France
NGO	RJGG	136.80 E	Nagoya, Japan
NRT	RJAA	140.39 E	Narita, Japan
OAK	KOAK	122.22 W	Oakland, CA
OGG	PHOG	156.43 W	Kahului, HI
OKC	KOKC	97.60 W	Oklahoma City, OK
OMA	KOMA	95.89 W	Omaha, NE
ONT	KONT	117.60 W	Ontario, CA
ORD	KORD	87.90 W	Chicago, IL (O'Hare)
ORF	KORF	76.20 W	Norfolk, VA
OSL	ENGM	11.10 E	Oslo, Norway
OSN	RKSO	127.02 E	Osan, Korea
OTP	LROP	26.10 E	Bucharest, Romania
PAE	KPAE	122.28 W	Everett, WA
PAK	PHPA	159.60 W	King Salmon, AK
PAP	MTPP	72.29 W	Port-Au-Prince, Haiti
PBI	KPBI	80.10 W	West Palm Beach, FL
PDX	KPDX	122.60 W	Portland, OR
PEK	ZBAA	116.58 E	Beijing, China
PHF	KPHF	76.49 W	Newport News, VA
PHL	KPHL	75.24 W	Philadelphia, PA
PHX	KPHX	112.41 W	Phoenix, AZ

IATA	ICAO	LONGITUDE	CITY
PIH	KPIH	112.59 W	Pocatello, ID
PIT	KPIT	80.23 W	Pittsburgh, PA
PKC	UHPP	158.45 E	Petropavlovsk Kamchatsky, Russia
PLS	MBPV	72.27 W	Providenciales, Caicos Islands
PNS	KPNS	87.19 W	Pensacola, FL
POP	MDPP	70.56 W	Puerto Plata, Dom Rep.
POS	TTPP	61.33 W	Piarco, Trinidad
PPG	NSTU	170.71 W	Pago Pago, Amer. Samoa
PRG	LKPR	14.26 E	Prague, Czech Republic
PSA	LIRP	10.39 E	Pisa, Italy
PSP	KPSP	116.50 W	Palm Springs, CA
PTP	TFFR	61.53 W	Point-A-Pitre, Guadeloupe
PTY	MPTO	79.38 W	Panama City, Panama
PUJ	MDPC	68.36 W	Higüey, Dom Republic (Punta Cana)
PUS	RKPK	128.93 E	Busan, Korea
PVD	KPVD	71.42 W	Providence, RI
PVG	ZSPD	121.81 E	Shanghai, China
PVR	MMPR	105.25 W	Puerto Vallarta, Mexico
PWM	KPWM	70.31 W	Portland, ME
QPG	WSAP	103.91 E	Paya Lebar, Singapore
RAP	KRAP	103.06	Rapid City, SD
RDU	KRDU	78.79 W	Raleigh, NC
REC	SBRF	34.92 W	Recife, Brazil
RIC	KRIC	77.31 W	Richmond, VA
RNO	KRNO	119.76 W	Reno, NV
ROA	KROA	79.98 W	Roanoke, VA
ROB	GLRB	10.36 W	Monrovia, Liberia
ROC	KROC	77.67 W	Rochester, NY
ROR	PTRO	134.54 E	Palau, Micronesia
RSW	KRSW	81.36 W	Ft. Myers, FL
RTB	MHRO	86.52 W	Roatan, Honduras
SAL	MSLP	89.06 W	San Salvador, El Salvador

IATA	ICAO	LONGITUDE	CITY
SFJ	BGSF	50.71 W	Kangerlussuaq, Greenland
SFO	KSFO	122.38	San Francisco, CA
SGN	V V T S	106.65 E	(Saigon) Ho Chim Inh, Viet Nam
SIP	UKFF	33.97 E	Simferopol', Ukraine
SIN	WSSS	103.99 E	Singapore
SJC	KSJC	121.93 W	San Jose, CA
SJD	MMSD	109.72 W	San Jose del Cabo, Mexico
SJO	MROC	84.21 W	San Jose, Costa Rica
SJU	TJSJ	66.00 W	San Juan, Puerto Rico
SKB	TKPK	62.72 W	St. Kitts I, St. Kitts
SLC	KSLC	119.97 W	Salt Lake City, UT
SMF	KSMF	121.59 W	Sacramento, CA
SNA	KSNA	117.87 W	Santa Ana, CA
SNN	EINN	8.92 W	Shannon, Ireland
SPN	PGSN	145.73 E	Saipan, N. Mariana Islands
SRQ	KSRQ	82.55 W	Sarasota, FL
STI	MDST	70.60 W	Santiago, Dominican Republic
STL	KSTL	90.37 W	St. Louis, MO
STR	EDDS	9.22 E	Stuttgart, Germany
STT	TIST	64.97 W	St. Thomas, Virgin Islands
STX	TISX	64.80 W	St. Croix I, Virgin Islands
SVO	UUEE	37.41 E	Moscow, Russia
SXM	TNCM	63.11 W	St. Maarten, Neth Antilles
SYD	YSSY	151.18 E	Sydney, NSW, Australia
SYR	KSYR	76.10 W	Syracuse, NY
SZX	ZGSZ	113.81 E	Shenzen, China
TAB	TTCP	60.83 W	Scarborough, Tabago I
TAS	UTTT	69.28 E	Tashkent, Uzbekistan
TBS	UGTB	44.95 E	Tbilisi, Georgia
TGU	MHTG	87.22 W	Tegucigalpa, Honduras
TLH	KTLH	84.35 W	Tallahassee, FL
TLV	LLBG	34.89 E	Tel Aviv, Israel
TPA	KTPA	82.53 W	Tampa, FL

SAN	KSAN	117.19 W	San Diego, CA
SAP	MHLM	87.92 W	San Pedro Sula, Honduras
SAT	KSAT	98.47 W	San Antonio, TX
SAV	KSAV	81.20 W	Savannah, GA
SBN	KSBN	86.31 W	South Bend, IN
SCL	SCEL	70.78 W	Santiago, Chile
SDF	KSDF	85.74 W	Louisville, KY
SDQ	MDSO	69.67 W	Santo Domingo, Dominican Republic
SEA	KSEA	122.31 W	Seattle, WA
SFB	KSFB	81.23 W	Sanford, FL

TPE	RCTP	121.23 E	Taipei, Taiwan
TSE	UACC	71.46 E	Astana, Kazakhstan
TRI	KTRI	82.40 W	Bristol/Johnso/Kingsport, TN
TUS	KTUS	110.94 W	Tucson, AZ
TUL	KTUL	95.89 W	Tulsa, OK
TVC	KTVC	85.58 W	Traverse City, MI
TWF	KTWF	114.48 W	Twin Falls, ID
TXL	EDDT	13.28 E	Berlin, Germany
TYN	ZBYN	112.62 E	Taiyuan, China
TYS	KTYS	83.99 W	Knoxville, TN

IATA	ICAO	LONGITUDE	CITY
UIO	SEQM	78.36 W	Quito, Ecuador (New Airport)
UTP	VTBU	101.00 E	Rayong, Thailand
UUS	UHSS	142.71 E	Yuzhno-Sakh., Russia
UVF	TLPL	60.95 W	St. Lucia
VCE	LIPZ	12.35 E	Venice, Italy
VCV	KVCV	117.38 W	Victorville, CA
VIE	LOWW	16.56 E	Vienna, Austria
VLC	LEVC	0.48 W	Valencia, Spain
VPS	KVPS	86.53 W	Valparaiso, FL - Eglin AFB
VQQ	KVQQ	81.87 W	Cecil Field, Jacksonville, FL
YEG	CYEG	113.58 W	Edmonton, Canada
YLW	CYLW	119.37 W	Kelowna, BC
YQR	CYQR	104.66 W	Regina, Saskatchewan
YVR	CYVR	123.18 W	Vancouver, British Columbia
YUL	CYUL	73.74 W	Montreal, Quebec (Dorval)
YWG	CYWG	97.23 W	Winnipeg, Man
YXE	CYXE	106.69 W	Saskatoon, Saskatchewan
YYC	CYVR	114.01 W	Calgary, Alberta
YYZ	CYYZ	79.63 W	Toronto, Ontario
ZIH	MMZH	101.46 W	Zihuatanejo, Mexico
ZLO	MMZO	104.55 W	Manzanillo, Mexico
ZRH	LSZH	8.55 E	Zurich, Switzerland

Appendix I: FAR 117 & IROPS Information

General.....	160
Flight Duty Period (FDP)—117.3.....	161
Rest—117.25.....	161
Reserve Availability Period (RAP).....	161
FDP Extension.....	161
Flight Dispatch Release Acknowledgement (FDRA) Update?.....	161
Fatigue.....	162
Unfit for Duty.....	162
Delta Rotation Explanation.....	162
Specific Examples of How Delta and the FARs Interact.....	163
Report Time Changes.....	164
Keeping It Legal During Major IROPS.....	165

General

Flight Duty Period (FDP)—117.3

- Begins when you report for duty with the intent to fly.
- Ends when the parking brake is set after the last flying segment **with no further expectation to fly.** (*Understanding when an FDP ends is critical because if you accept additional flying after block-in without the required ten-hour prospective rest you are violating the FARs.*)

Rest—117.25

- Rest must be known and prospective in nature—you must “*know you are on rest to be considered at rest.*” (See examples below.)
- Measured from release (30 minutes after block-in) to report.
- You must have ten hours free of all duty and it must include a minimum of eight uninterrupted hours of sleep opportunity prior to starting an FDP or short call.
- All pilots (RES or REG) must have a 30-hour break in a rolling 168-hour period measured from the **start** of a flight duty period (FDP).
- Regular pilots on a scheduled off day are considered at rest unless they are performing duty for the Company.
- Reserve pilots are **only** at rest on X-days or when notified of designated rest.
 - RES will automatically be placed on rest 12 hours prior to a short call or rotation.
 - Crew Scheduling can designate 30 hours of rest at any time. They must notify you of the rest for it to be prospective.
 - A RES is automatically placed on rest 12 hours prior to a Golden X-day or other “hard non-fly” day (see PWA **Section 2 A. 132.** for list).
- A RES pilot can see his rest status in iCrew (SRH pages 123-124).

Reserve Availability Period (RAP)

- The term RAP technically refers to “Reserve Availability Period.” FAR 117 uses this term to account for duty time but not flight duty period time. This is an FAR term and has no impact on PWA definitions of reserve or regular pilot.
- Reserve—the time spent on short call before reporting for a rotation which begins an FDP is a RAP
- Delayed Reports for all pilots—the time spent between “pay/actual report” and “airport report” while at a hotel. On a rotation, you will see “pay report time,” “actual report time,” and “airport report time.” Your FDP starts at the airport report time. The time between “actual/pay report” and “airport report” is a RAP. Time spent during the **Section 23 K.** recovery window (six hours) is also considered a RAP.

FDP Extension

- Means an unforeseen operational circumstance or an unplanned event with insufficient duration to allow for adjustments to schedules. These can include un-forecast weather, equipment malfunction, or air traffic delay that is not reasonably expected.
- You cannot be re-routed (RR) into an extension. ***The RR must not require an FDP extension to be considered legal at the time you are notified, NOT when Crew Tracking makes the changes to the rotation.*** (**Section 23 L. 12.** is the controlling language, and FAR 117 requires it to be legal at the time of notification.)
 - If you were given a legal RR, as described above, and then delayed into an extension, that is not considered a RR into an extension; you were *delayed* into an extension.
- If you are fatigued, or otherwise determine yourself unfit for duty, you may refuse the extension. If you do not extend, you will be expected to tell the Company why—fatigue or fitness for duty.

Flight Dispatch Release Acknowledgement (FDRA)

- By signing the FDRA, each pilot is stating they are fit for duty for that flight segment.
- If your fitness for duty changes any time after signing the FDRA (whether in an extension or not), you are required to notify Delta as soon as possible. If you are fatigued, expect to be placed into rest immediately.

Note: It is within the sole discretion of each individual pilot to decide in any given situation whether he is fit for duty and will remain on duty beyond his applicable (un-extended) FDP or duty period limit. A pilot’s

decision not to remain on duty beyond such limit will be accepted without challenge by Crew Tracking. (PWA *Section 12 G. 5.*)

Fatigue

- Fatigue means you are unable to perform any additional duty. You will immediately be placed in rest wherever you are. There is no provision to call in “pre-fatigued” meaning “I will fly to XXX but then I will be calling in fatigued.” Fatigue is considered as of “right now.” It is acceptable (encouraged) to send an ACARS message in route to advise that when you land you will be unable to continue.

Unfit for Duty

- Unfit for Duty means based on your current rotation, you anticipate being unable to complete the scheduled flight segments. The Company may modify your rotation by reducing the number and/or length of flight segments or place you in rest.

If you are unable to complete your scheduled FDP due to Fatigue or a Fitness for Duty issues, you must fill out a Fitness for Duty Report (FFDR) located on DeltaNet > Our Company > Flight Operations > Administration > Fitness for Duty Report within 48 hours. See PWA *MOU 16-04* for details.

Delta Rotation Explanation

The Scheduling Committee has never seen an FDP error on a rotation in which the information is correct in terms of report and release. *The key, however, is accuracy of the information.* During the IROP in early April 2017, there were errors on rotations due to report/release times that had not been corrected. ***Accuracy of rotations is critical, as iCrew is the official record for duty and block time required by FAR 121 and 117.*** Having the automation back you up is critical to maintaining FAR 117 limitations. Simply stated, if your rotation does not accurately reflect what you actually did, the limitations on the rotation will not be correct.

DAY	FLT	T	DEPARTS	ARRIVES	C	BLK	M/U	TURN	M	EQP
7	421	JFK	0554	ATL.0813		2.19	0.23	1.26	6801	
	1409	ATL	0939	LAS.1114		4.35			691	
	LAS	18.16	SIGNATURE AT MGM		GRA	6.54	BL			
								4.57	DC	

PWA	FDP/SKD	MAX/ACT	MAX
A- LAST ACCLIMATED CITY-JFK	REST	CLASS-	12.00/14.00/ 9.00
B- LAST ACCLIMATED CITY-JFK	REST	CLASS-	12.00/14.00/ 9.00

PAY REPORT TIME	ACTUAL REPORT TIME
0600/08	0600/08
8 1550 LAS 0707 MSP.1216	3.09 0.02 1.59 5642
990 MSP 1415 LAX.1634	4.19 4.03
004920 LAX 2037 SFO.2202	1.25 0.06

PWA Limits (each pilot)
scheduled / MAX scheduled / PWA MAX
9.14/11.30/14.00
PWA 12 D.1 - scheduled to be 30 minutes less than max

FAR Limit (specific to each pilot, cumulative)
max un-extended / max extended / block limit
12.00/14.00/9.00

The PWA Limits (9.14/11.30/14.00) are determined using the charts in PWA *Section 12 D. 2.* and *3.*

- 9.14 represents the scheduled duty day (report to block-in) and will be updated as the duty day progresses in iCrew. The time is based on the last acclimated city time zone. The acclimated city will remain the same as the start of the rotation unless you change theaters and meet the FAR requirements to “re-acclimate.”
- 11.30 represents the maximum scheduled duty period at the time the rotation is built. It will be 30 minutes less than the FAR maximum un-extended number. This is only considered at time of rotation build and not considered during re-routes.
 - o During RRs, tracking uses the FAR maximum un-extended time, not the PWA scheduled limit. This does allow an additional 30 minutes of duty time.
 - o Exceeding the PWA max scheduled limit DOES NOT represent an FAR extension.
- 14.00 represents the maximum extension allowed by the PWA

The FAR limits (12.00/14.00/9.00 above) are determined using the rules set forth in FAR 117.

- 12.00 represents the maximum flight duty period measured from report to block in for each pilot. It takes into account the last acclimated city time zone and block-in time zone.
 - o This number will be adjusted for each pilot depending on individual circumstances (e.g., RES short-call RAP)
 - o **Exceeding this number by one minute is an extension**
 - There are no limits to the number of 1-30 minute extensions
 - An extension of more than 30 minutes, up to two hours, is only allowed once prior to a 30-hour break
 - Tracking cannot RR you into an extension. In this example, the RR must be at or under 12.00 at time of notification. It is an FAR violation to RR into the extension.
- 14.00 represents the maximum extension allowed for each pilot. This number will be customized for each pilot as required. For example, one pilot may have had a 45-minute extension the day prior which would limit their maximum extension to 30 minutes until they receive a 30-hour break.
- 9.00 represents the maximum block hours allowed during the FDP.
- “Last Acclimated City” is the time zone to use to determine the max FDP limit in **Section 12 D. 2.** and **3.**, which is the same as FAR 117 Table B and C. Scheduled report time is stated in local time
- Pay Report Time and Actual Report Time represent the time that duty period begins and normally will be the same. IF you are in delayed report situation, you will see a third comment added “Airport Report Time” which is the start of the FDP. While on an active rotation, the Pay & Actual report time represent the start of your RAP.

Specific Examples of How Delta and the FARs Interact

Example 1: A crew is scheduled to work from MIA-ATL and then deadhead (DH) to SDF and layover. Upon arrival at the gate of their DH flight, they realize there is no crew available to fly to SDF. Can they be re-routed (RR) to operate the flight to SDF instead of DH?

Answer: No, their FDP ended when they blocked-in to ATL with no further expectation to fly. If they accept the additional flight segment, they are in violation of FAR 117.25 (e) requiring a ten-hour rest prior to an FDP.

Example 2: A RES F/O is scheduled to DH from LGA-ATL and work a flight segment ATL-DTW and layover. After check-in, he receives a message to now work the LGA-ATL flight and then pick up the remainder of the rotation. Is this legal?

Answer: Yes. The pilot had an expectation to fly after the DH so working prior to the DH does not require any additional rest because it is all part of the same FDP.

Example 3: After arrival in MSP, the crew is in the terminal walking toward the exit of the airport for a scheduled layover. They receive a message (airport page, phone call, CNO message) to contact Crew Tracking. Crew Tracking informs them they have been re-routed to now work MSP-DTW and layover. The crew advises Crew Tracking their FDP has ended, however, Tracking explains they sent an ACARS message to the aircraft, and a CNO to their phones, therefore the FDP did not end when they arrived. No ACARS message was received nor were any messages to their phones (text, e-mail, VM). Is this RR legal?

Answer: No. Both the FARs and PWA **Section 23 L. 12.** require the RR to be legal at the time of notification to the pilot—not when Tracking made the changes.

Example 4: A crew was inbound to LAX for a layover. When they contacted ramp for a gate assignment, they were advised to contact Crew Tracking. After completing all checklists and other required duty, they departed the aircraft for the terminal. Once in the terminal, they contact Crew Tracking who advises them they have been rerouted to now fly LAX-SFO and layover. Is this a legal RR?

Answer: Yes. While the crew had no expectation to fly after arrival, they were notified to contact Crew Tracking prior to setting the brake so there was an expectation of a change to their rotation prior to completing the flight segment.

Example 5: A crew is flying from MSP-DTW and expecting to layover in DTW. In the descent, an ACARS message arrives along with the required full rotation being sent to the printer. The crew sees it is a RR message but elects to ignore the RR and not send the acknowledgement since this is considered administrative in nature and the Delta FOM prohibits administrative duties after the top of descent. The crew sets the brakes, completes the shutdown checklist and then reviews the RR information. Has their FDP ended or can they be rerouted?

Answer: They can be rerouted. An ACARS message was received prior to setting the brakes. Once the ACARS message arrived, there was an expectation of a change to the rotation. The FDP does not end until there is no expectation to fly.

Example 6: A crew arrives at the hotel with a planned layover of 21:00. Due to weather events the next day, their flight is canceled just prior to pick up. Crew Tracking advises them they are to remain at the hotel and now depart ten hours later. Does this 31-hour layover create the 30-in-168 rest required under FAR 117?

Answer: NO. All rest must be prospective in nature; this crew did not know they were going to have a 31-hour rest period until after the rest period (layover) had already begun.

Example 7: A crew has a planned 29:50 layover in NRT. Due to favorable winds, they block in 45 minutes early (release is 30 minutes after arrival). Their rotation now shows a layover of 30:05. Does this 30:05 layover constitute a 30-in-168 rest?

Answer: Yes. The crew knew they were released with a 30:05 layover, therefore they knew they were going to be on rest for at least 30 hours. This “extended layover” does constitute a prospective 30-hour period free from all duty and therefore does create the 30-in-168 required rest.

Example 8: A crew in NYC is scheduled to fly JFK-SXM-JFK in a single duty period. The push back from JFK and taxi for 30 minutes and then return to the gate because of maintenance. The FDP does not end because there is an expectation to fly. After a lengthy delay, they depart for SXM. With the accumulated taxi time plus the block time in both directions, the crew would exceed the 9-hour block limit. To solve this problem, the Company plans the return flight with a maximum cost index to minimize block time. Is this legal?

Answer: Yes. However, the PIC must evaluate the flight plan and agree with the Dispatch release. The Company can choose to increase the speed to keep it legal. If the flight down included turbulence and you believe you cannot operate the return flight at the flight planned speed, you must request an appropriate change to the flight plan. If the new flight plan times exceed the FAR maximums, the Company may choose to “flag stop” you in a city short of JFK for a crew change.

Report Time Changes

If you have any questions about report time changes prior to report (pick-up time changes) please refer to the SRH pages 78-79 for a full explanation with examples. If the Company delays the report time you will see three comments on your rotation they are:

- Pay Report Time (start of duty—NOT FDP-RAP start time): this remark is always present
- Actual Report Time (same as above): this remark is always present
- Airport Report Time (starts your FDP): this remark only present with delayed reports.

Keeping It Legal During Major IROPS

In most IROPS situations, one or more of the following three scenarios are likely to present themselves:

1. You report for a rotation and your first flight segment is canceled
2. You have completed a flight segment(s), and your next flight segment canceled with no contact from the Company (in the middle of an FDP)
3. You are at the hotel, have no “flight assignment(s)” or your outbound flight was canceled and are unable to contact the Company

There is clear guidance regarding the first scenario, but the other two create serious issues that *pilots must understand to remain legal under FAR 117*. Below are each of the scenarios and how to stay “FAR legal” in each one.

Any of the times/recommendations/suggestions listed in Scenario 2 or 3 are merely suggestions and are not explicitly delineated in the PWA (for example, waiting on hold for 30 minutes). The discussion below tries to provide some guidance where there is none. Following the rest suggestions below will keep you FAR legal during severe IROPS.

Scenario 1—You report for rotation and your first flight segment has canceled

In this scenario, *Section 23 K. 1. c.* applies, and you are required to be immediately available for contact by Crew Scheduling for six hours after sign-in or until released by Crew Scheduling. **Only Crew Scheduling or a chief pilot can release you from a rotation**—no one else. Crew Tracking may “release you to rest” but not from recovery obligations. You must be immediately available for recovery flying.

Your FDP begins at sign-in and ends at the completion of the six-hour recovery window if no recovery flying is assigned *or* at the end of the last flight segment with no further expectation to fly. If you have not been assigned recovery flying at the end of the six-hour window, you have no further obligation to be contactable and you are pay protected to the scheduled credit of the rotation. Remember they only have one opportunity for recovery with *limited* ability for a second recovery.

To stay FAR 117 compliant:

- The next legal opportunity to fly (WS/GS) is ten hours after the end of your recovery window since you completed an FDP.
- If you did not report, you must be promptly available for six hours beginning at your original sign-in time. The time spent during the six-hour window is considered a RAP and therefore your next opportunity to WS/GS would be ten hours after the recovery window ends.

Scenario 2—You have completed a flight segment(s), and your next flight segment canceled with no contact from the Company (in the middle of an FDP) and/or you have no further flying scheduled during that FDP

In this scenario, at some point you must comply with the rest requirements of FAR 117. To protect yourself from an FAR violation, you need to place yourself in rest. Under FAR 117, rest must be prospective in nature and have a defined start and finish. **FAR 117 REQUIRES ten hours free of duty with at least eight hours of uninterrupted sleep opportunity prior to the start of an FDP.** While “self-release” to rest is not specifically found in FAR 117, if the pilot and the certificate holder both agree on the start and end time of required rest, that would be consistent with FAR rest requirements.

FAR 117 prohibits a re-route (RR) into an extension. An extension occurs when your FDP exceeds the first number on your rotation display on the “FAR” line, for example, “A- Last Acclimated City- DTW Rest Class- 12.00/14.00/9.00.” In this example, a violation would occur if your FDP exceeds (even by one minute) and your current flying assignment is different than your original flight segments scheduled for the day (i.e., an RR).

If you are unable to contact anyone at Delta to determine what your next flight segment is, it is ALPA’s recommendation to accomplish the following to stay FAR 117 legal:

- When you are within 30 minutes of the un-extended limit, contact Crew Accommodations for a

hotel. Do not wait on hold for more than 30 minutes.

- If no contact is possible, contact the Pilot Support Center or utilize Roll Call, if activated. If all else fails, find your own hotel for yourself and crew. When you get to the hotel, determine when your rest begins and ends.
- Contact Crew Tracking, Crew Scheduling, Pilot Support Center, Duty Pilot, and/or your CPO if possible and notify them of the start and stop time of your rest period. If unable, leave a message with the Duty Pilot at **888-676-7737**. Another option is to utilize Roll Call, if activated, or send an email to Pilot Assist at PilotAssist@delta.com with the release/report.
- Turn off your phone for ten hours and rest. See below regarding what to do after your rest period ends.
- While waiting to get within 30 minutes of the un-extended FDP limit, if want, you can check your schedule in iCrew for updates.

Scenario 3—You are at the hotel, have no current “flight assignment(s)” or your outbound flight was canceled, and you are unable to contact the Company

Again, there is no PWA language for this situation; however, a thorough understanding of FAR 117 is critical. If you find yourself in the situation of being unable to contact Delta while on a layover, common sense must apply. You should not leave the hotel to report for duty at the airport. You should also not leave the hotel to return home without telling someone and receiving permission to do so. PWA **Section 8 E. 4.** explains the process to get permission through the VRU or by calling Crew Scheduling if you want to deviate DH. ALPA recommends you do not give up your hotel room until you have your next flight assignment. While waiting for your next flight assignment, if want, you can check your schedule in iCrew for updates.

You *must* plan your rest with a known start and stop time. Use the same steps delineated above to both determine your rest and notify Delta of your planned rest start and end time. Once you have completed 10 hours free of all duty, including eight hours of uninterrupted sleep opportunity, you begin a RAP. This is the time between the end of the rest period and the start of an FDP. Please see SRH pages 29-30 for a full explanation of delayed reports with examples. The [ALPA smartphone app](#) is very helpful with this exercise.

ALPA’s Recommendations to Stay FAR 117 Legal in all Scenarios

- At the end of your predetermined rest period, turn on the phone and wait for contact from Crew Tracking. If you want, check iCrew for updated information.
- FAR 117 provides for “delayed reports” called a RAP. Your RAP will begin at the end of your rest period. When Crew Tracking contacts you with a flight assignment, ***it is critical they reflect the start of the RAP*** (end of rest period). Make sure it is correctly notated on your rotation. The rotation must show a pay report time XX.XX/actual report time XX.XX, with another line added in saying airport report time XX.XX. The airport report time starts your FDP.
- If you see your schedule in iCrew and it does not reflect the proper “pay report time,” then it will be incumbent upon you to review the SRH to determine your maximum duty day. **The ALPA app can be helpful with these calculations.** See below for examples.
- Once you have reported, with a flight assignment, use ACARS or direct dial to Dispatch and get the proper release/report and RAP start time into iCrew.

The [ALPA app](#) has a FAR 117 calculator that is very easy to use when you are dealing with delayed reports. Below are screen shots that show examples of how easy it is to determine your maximum duty period. All you have to do is put in the start of the RAP (when rest ends), the airport report time and the appropriate information for augmented or un-augmented operations.

The term RAP technically refers to “Reserve Availability Period,” though the term is also used for delayed reports for all pilots that are on an active rotation. The process is the same and does not change a REG pilot into RES. Using the reserve RAP portion of the ALPA app is how to determine your maximum duty time.

In the example below, for an un-augmented operation, the rest ended at 07:30 and the airport report time was 11:40 with three flight segments. **In this example, the duty period must end by**

23:30 so your maximum FDP is 11:50 measured from the airport report time of 11:40.

In the next example, we are using an augmented operation based in JFK with no acclimation. All times must be converted to JFK local time, which in this example is 05:00 from GMT. The original report was 05:10 (JFK time) with an airport report of 10:05 (JFK time). In this example, the duty period must end by 01:40 so the max FDP is 15:35 measured from airport report time of 10:05. This app will show all times based on the acclimated city.

Final things to note during a severe IROP to ensure FAR 117 legality:

- All of the FAR 117 legalities are programed into iCrew.
- It is absolutely critical the correct times are on your rotation in order to back stop your personal calculations of duty time.
- During severe IROPS, a pilot has no obligation to hold for more than 30 minutes attempting to make contact with the company. Hang up and either wait for notification or go to the hotel at the

appropriate time.

- When severe IROPS begin, trying to use a rotation printed at sign-in is nearly impossible. You must use an updated rotation showing the pay report/actual report, and the airport report times.
- Using a hotel business center to print a new rotation is an option. If you have a smart phone, bookmark [iCrew.delta.com](https://www.delta.com/crew) - this is a direct link to iCrew without having to go through DeltaNet.
- To comply with FAR 117 duty times, carefully review and calculate your LATT times printed with the flight plan and given to you with your final paper work. You can double check the times using the ALPA app as described above.

Waiting on hold for hours is most likely a waste of time. Both Crew Tracking and Pilot Assist are 24/7/365 operations.

Appendix II: FAR 117 Quick Reference Guide (QRG)

DUTY TIME

DEFINITIONS:

Flight Duty Period (FDP): the time between report for duty involving flying and the block in of the last flying segment

Theater: a geographical area in which the distance between the flightcrew member's FDP departure point (or the departure point for the first in a series of FDPs) and arrival point differ by no more than 60 degrees longitude.

Acclimated: a condition in which a flightcrew member has been in a theater for 72 hours or has been given at least 36 consecutive hours free from duty.

LIMITS:

PWA Max Scheduled FDP:

30 minutes less than the value derived from FAR Tables B and C (refer to PWA *Section 12 D. 1.*)

Max Actual FDP: The value derived from the FAR Table B or C

- For report time use the local time for the city to which the pilot is acclimated.
- If pilot is not acclimated to a theater encompassing that FDP starting point, he subtracts 30 minutes from the FDP limit shown.
- If a pilot is rerouted to remove or add flying segments to his FDP, the rerouted schedule must comply with the limitations in the tables as if it were an original schedule.
- If a flight diverts prior to reaching its destination, the continuation flight to the original destination is not considered to change the number of flight segments and does not change the FDP limit.

Max Actual FDP Without Extension

A pilot will not be rerouted to remain on an FDP in excess the applicable limit in Table B or C

FDP Extensions

- An FDP limit may be extended up to two hours with pilot concurrence.
 - An extension of a pilot's actual FDP limit beyond 30 minutes is allowed only once between 30-hour rest breaks
 - A pilot's FDP limit extension cannot cause an exceedance of that pilot's cumulative duty limits
 - An FDP that is assigned to a pilot during a short call period must be completed within the FDP limit plus four hours as measured from the start of the short call period, not to exceed 16 hours for an unaugmented crew

Table B Unaugmented FDP Limits

Scheduled Time of Report (Acclimated Time)	Maximum Flight Duty Period - Unaugmented Operations Based on Number of Flight Segments						
	1	2	3	4	5	6	7+
00:00 - 03:59	9:00	9:00	9:00	9:00	9:00	9:00	9:00
04:00 - 04:59	10:00	10:00	10:00	10:00	9:00	9:00	9:00
05:00 - 05:59	12:00	12:00	12:00	12:00	11:30	11:00	10:30
06:00 - 06:59	13:00	13:00	12:00	12:00	11:30	11:00	10:30
07:00 - 11:59	14:00	14:00	13:00	13:00	12:30	12:00	11:30
12:00 - 12:59	13:00	13:00	13:00	13:00	12:30	12:00	11:30
13:00 - 16:59	12:00	12:00	12:00	12:00	11:30	11:00	10:30
17:00 - 21:59	12:00	12:00	11:00	11:00	10:00	9:00	9:00
22:00 - 22:59	11:00	11:00	10:00	10:00	9:00	9:00	9:00
23:00 - 23:59	10:00	10:00	10:00	9:00	9:00	9:00	9:00

Table C Augmented FDP Limits

Scheduled Time of Report (Acclimated Time)	Maximum Flight Duty Period - Augmented Operations Based on Rest Facility and Number of Pilots					
	Class 1 Rest Facility		Class 2 Rest Facility		Class 3 Rest Facility	
	3 Pilots	4 Pilots	3 Pilots	4 Pilots	3 Pilots	4 Pilots
00:00 - 05:59	15:00	17:00	14:00	15:30	13:00	13:30
06:00 - 06:59	16:00	18:30	15:00	16:30	14:00	14:30
07:00 - 12:59	17:00	19:00	16:30	18:00	15:00	15:30
13:00 - 16:59	16:00	18:30	15:00	16:30	14:00	14:30
17:00 - 23:59	15:00	17:00	14:00	15:30	13:00	13:30

PWA Max Scheduled Duty Period for an FDP Followed by a DH (Section 12 D. 4.):

Scheduled: 30 minutes less than the time shown in FAR Table B or C

Actual: 1 hour beyond the scheduled limit

Note: A deadhead flight segment(s) that is scheduled to operate after the last non-deadhead flight segment in an FDP will not be included in the number of flight segments in such FDP under Table B.

PWA Max Scheduled Duty Period for DH Only Duty Periods (Section 12 D. 4.):

Scheduled: 1 hour beyond the least restrictive limit shown in FAR Table B or C appropriate to the crew(s) operating the deadhead flight(s)

Actual: 1 hour beyond the scheduled limit. DH only duty periods may be extended indefinitely with pilot concurrence.

Section 12 D. 5.

it is within the sole discretion of each individual pilot to decide in any given situation whether he is fit for duty and will remain on duty beyond his applicable fdp or duty period limit. a pilot's decision not to remain on duty beyond such limit will be accepted without challenge by crew tracking.

Latest Allowable Takeoff Time (LATT) to remain within FDP limits (Max Duty Time LATT),

A pilot is not allowed to take off unless the planned flight time plus taxi time at destination will allow him to block in prior to exceeding his applicable FDP limit. The Flight Plan Addendum includes the LATT to remain within duty limits for all pilots assigned to the flight.

Duty time LATT example:

```

                FAR 117 LATEST ALLOWABLE TAKEOFF TIMES
DL/1234/01/RLS 01   ATL-DTW 01JAN14
*****
**** LATEST ALLOWABLE TAKEOFF TIME                ****
**** DUE MAXIMUM FLIGHT DUTY PERIOD LIMIT        ****

CAPTAIN           ROTATION ID/DATE ATL 0001/01JAN
DUTY LATT DUE MAX FDP LIMIT                01/2300Z
DUTY LATT DUE MAX FDP WITH EXTENSION APPLIED: 02/0100Z
FIRST OFFICER     ROTATION ID/DATE ATL 0001/01JAN
DUTY LATT DUE MAX FDP LIMIT:                01/2300Z
DUTY LATT DUE MAX FDP WITH EXTENSION APPLIED: 01/2330Z
    
```

In this example, due to a previous extension, the First Officer is only extendable by 30 minutes.

ROTATION DISPLAY EXAMPLE

```

ATL   PILOT 7ER           *** ROTATION OPER
U367  POS-AB             EFFECTIVE NOV16           CHECK IN AT 20.46
                                           ACTUAL REPORT TIME 2046

DAY  FLT  T DEPARTS  ARRIVES C BLK  M/U  TURN M EQP
 16  147 *ATL 2216  SCL 0940  9.24                M 7ER
SCL  34.10/INTERCONTINENTAL SCL 9.24BL
                                           9.24TL
A-          PWA FDP/SKD MAX/ACT MAX           10.54/13.30/16.00
  LAST ACCLIMATED CITY-ATL  REST CLASS-2    14.00/16.00/13.00
B-          PWA FDP/SKD MAX/ACT MAX           10.54/13.30/16.00
  LAST ACCLIMATED CITY-ATL  REST CLASS-2    14.00/16.00/13.00

PAY REPORT TIME 2020/18   ACTUAL REPORT TIME 2020/18
18  146  SCL 2150 ATL 0543  9.53                M
                                           9.53BL
                                           9.53TL

A-          PWA FDP/SKD MAX/ACT MAX           11.23/13.30/16.00
  LAST ACCLIMATED CITY-ATL  REST CLASS-2    14.00/16.00/13.00
B-          PWA FDP/SKD MAX/ACT MAX           11.23/13.30/16.00
  LAST ACCLIMATED CITY-ATL  REST CLASS-2    14.00/16.00/13.00
REGULAR--21.00TL 19.17BL 1.43CR 0.00MU
RESERVE- 21.00TL 19.17BL 1.43CR 0.00MU ROT
GUAR POS A - N/A POS B - N/A

                                           TAFB 57.27CR
                                           TAFB 57.27EX
    
```

11.23/13.30/16.00 actual scheduled duty time/Max scheduled duty time/ Max FDP with Max allowable extension

- This FDP is scheduled for 11:23.
- The maximum permitted by **Section 12 D. 1.** is 13:30
- Maximum FDP with extension for this pilot is 16:00

14.00/16.00/13.00 Max FDP without extension/Max FDP with max allowable extension/block time limit

- This pilot’s actual max FDP is 14:00 without any extension

- This pilot’s FDP is extendable to 16:00
- This pilot’s max FAR flight time is 13:00 (Note that his max contractual flight time is 12:00, which is not displayed - reference **Section 12 E. 2.**)

FLIGHT TIME

DEFINITION:

Flight time is the time beginning when an aircraft first moves for the purpose of flight or repositioning and ending when the aircraft comes to a stop at the next destination or at the point of departure.

LIMITATIONS:

Cumulative Flight Time Limits:

- 100 hours in any 672 consecutive hours (twenty-eight 24-hour periods)
- 1,000 hours in any 365 consecutive calendar days

Maximum Flight Time in an FDP:

- 4-pilot crew = 17 hours (FAR); no PWA limit
- 3-pilot crew = 13 hours (FAR); 12 hours (PWA)
- 2-pilot crew = Table A (FAR); eight hours if trans-oceanic (PWA)

Flight time limit as displayed on a rotation:

Table A to Part 117 Unaugmented Operations Maximum Flight Time Limits		1188	POS-A	EFFECTIVE JUL10	CHECK IN AT 14:20	ACTUAL REPORT TIME 1420	ON DUTY						
Time of Report (Acclimated)	Maximum Flight Time (hours)	DAY	FLT	T	DEPARTS	ARRIVES	C	BLK	M/U	TURN	M	EQP	ACT/MAX
0000-0459	8	10	X2038	ATL	1559	DCA.1806	2.07			1.54		980	
0500-1959	9		X1739	DCA	2000	ATL.2145	1.45	0.11	0.48				
2000-2359	8		X1571	ATL	2233	CAK.0002	1.29	0.15		970	10.12/12.20		
		AK	29.28/COURTYARD CANTON		1 ROOM		ORIGINALLY BOOKED FOR PLT 1571/10JUL		5.21BL		5.25DC		
		A- LAST ACCLIMATED CITY-ATL		REST CLASS-		12.00/14.00/		9.00					

BLOCK LATT: FAR 117 does not allow pre-takeoff extensions of the flight time limit. Therefore a “block” latest allowable takeoff time (LATT) worksheet is provided with the updated weather paperwork. The block LATT is calculated based on previous block hours flown during the duty period, the pushback time and the ETE from takeoff to block-in.

Block LATT Example:

****	LATEST ALLOWABLE TAKEOFF TIME		
****	DUE MAXIMUM FLIGHT TIME LIMIT		
****	<u>18:15</u>	PLUS	00:20
****		EQUALS	<u>18:35</u>
	OUT		BLOCK LATT
			MAX TAXI

In this example, taxi time in excess of 20 minutes will result in a planned exceedance of the block hour limit. If the block out time is 1815, the pilot **cannot** takeoff after 18:35.

REST

DEFINITION: Rest means having no present responsibility for work.

- Time spent on long or short call or performing any duty for Delta (e.g., DH) is not rest.
- A pilot cannot be made to call the company or answer a phone call during rest; he can **voluntarily** answer a call or make contact with the Company.
- A pilot on a layover is not required to respond to an attempted contact by the Company.
- **Rest must be prospectively known and assigned**, which means the pilot must be notified of both the start time and duration of a scheduled rest period before the rest period begins.
- The Company may restart a rest period by notifying the pilot of the new rest period begin and end time which cannot include any rest prior to the notification.
- The Company may attempt to call a pilot during a rest period. If the pilot voluntarily chooses to answer a phone call, the FAA does not view the phone call as disruptive and interrupting the rest period. However, the pilot’s sleep opportunity may be interrupted. If the pilot determines that the phone call has interrupted his required sleep opportunity (i.e., he cannot get back to sleep), the pilot has an obligation to report this to the company and his schedule must be adjusted as necessary.

REST REQUIREMENTS

Prior to the start of any FDP or short call period:

- 30 hours in the preceding 168 consecutive hours (seven 24-hour periods)
- 10 hours immediately preceding the FDP or short call with at least eight hours uninterrupted sleep opportunity

After traveling more than 60° longitude during an FDP or series of FDPs and being away from base for more than 168 consecutive hours

- A minimum of 56 hours, which must include 3 physiological nights (the time period including both 1am and 7am, pilot's base time), upon return to base

IROP PROCEDURE:

If the end of a duty period is delayed sufficiently to reduce a scheduled rest period to less than ten hours preceding an FDP, contact Crew Tracking (CT) via phone to establish a new report time for the next duty period. If CT is unavailable, send an ACARS message to dispatch and Crew Tracking informing them of your new earliest report time, with the following considerations:

- Report time will be no earlier than block-in plus ten hours and 30 minutes
- Transportation should be planned to arrive at the airport at the new report time
- Pilots must receive an eight-hour uninterrupted sleep opportunity in their hotel room
- Pilots may agree to a departure time no earlier than 30 minutes after report

RESERVE

PRE-RELEASE SCHEDULE CHECK: Reserve pilots are required to check their schedule via iCrew or IVR after block in and prior to release of their current rotation. They can be assigned:

1. A rotation reporting as soon as 12 hours after release,
2. Short call beginning as soon as 12 hours after release, and/or
3. Rest beginning as early as release time.

Note: In the absence of any of these assignments, the pilot transitions to Long Call status upon release.

LONG CALL LEASH: long call pilots have a "12-hour leash," as follows:

- Crew Scheduling will attempt to notify a long call pilot of a rotation, short call period, or rest period, and place the assignment on his schedule in iCrew
- A long call pilot has no obligation to check his schedule while on call
- A long call pilot is not required to report for a rotation or begin short call earlier than:
 - 12 hours after the first attempted contact by Crew Scheduling
 - 10 hours after the end of his last non-fly day, if the assignment was made no later than 9 hours prior to the end of the non-fly day
 - 12 hours after the end of a vacation day
- A long call pilot will be released from duty during the 12 hours immediately preceding the start of a short call period or assigned rotation

LONG CALL PILOTS:

- **Are not required to acknowledge** any assignments.
- **Are notified of assignments by:**
 - telephone contact from Crew Scheduling, and/or
 - electronic placement of rotations or short call periods on their schedules prior to release from a rotation, or prior to nine hours before the end of the last non-fly day (other than a vacation day) before an on-call day.
- Are not required to be contactable in the 12 hours prior to the report of an assigned rotation.
- **Must inform** Crew Scheduling no later than 3 hours prior to the scheduled report of a rotation or short call assignment, if not fit for duty.
- **If assigned a rest period:**
 - On the pre-release schedule check may begin rest upon release, or
 - Via direct telephone contact may be placed on rest immediately, or
 - if not contacted directly by Crew Scheduling, may have such rest period begin no earlier than 2 hours following the first attempted contact. In such case, the pilot must inform the Company no later than 9 hours after first attempted contact if he was unable to begin his rest as scheduled.

SHORT CALL

LIMITS AND REQUIREMENTS:

- Short call periods are limited by the PWA to a maximum duration of 12 hours.
- A pilot on short call is required to be within the general area of his base and promptly available for

- contact by Crew Scheduling, and must be able to promptly report for an awarded/assigned rotation.
- A pilot may inform Crew Scheduling at the time he becomes aware of his conversion to short call that he will not be available for contact during the first two hours of his short call period, with the following limitation:
 - If a pilot exercises this option, he must be able to report for a rotation as early as two hours after the start of his short call period.
- Immediately upon completing a short call period, a reserve pilot reverts to long call status.

FDP LIMIT FOR A SHORT CALL ASSIGNMENT:

- Scheduled FDP must end no later than the earlier of:
 - FDP report time plus FDP limit from FAR Table B or C, or
 - RAP start time plus FAR Table C value (augmented crew) plus 4 hours, including FDP extensions, or
 - RAP start time plus FAR Table B value (unaugmented crew) plus 4 hours, including FDP extensions.

EXAMPLE OF A ROTATION ASSIGNED TO A SHORT CALL PILOT

NYC	PILOT 7ER	*** ROTATION OPER								
B639	POS-B	EFFECTIVE MAY13					CHECK IN AT 18.28			
							ACTUAL REPORT TIME 1828			
DAY	FLT	T	DEPARTS	ARRIVES	C	BLK	M/U	TURN	M	EQP
13	410	JFK	1958	FRA 1020		8.22			M	7ER
FRA	25.25/NOVOTEL		MAINZ			8.22BL				
										8.22TL
	B-	PWA	FDP/SKD	MAX/ACT	MAX					10.22/13.30/16.00
		LAST	ACCLIMATED	CITY-ATL		REST	CLASS-2			11.32/11.32/13.00
		PAY	REPORT	TIME	1215/15			ACTUAL	REPORT	TIME 1215/15
15	107	FRA	1345	JFK 1636		8.51		M		8.51BL
										8.51TL
	B-	PWA	FDP/SKD	MAX/ACT	MAX					10.51/14.30/16.30
		LAST	ACCLIMATED	CITY-ATL		REST	CLASS-2			14.30/16.30/13.00
REGULAR--	17.13TL		17.13BL		0.00CR		0.00MU			
RESERVE-	17.13TL		17.13BL		0.00CR		0.00MU			
ROT GUAR	POS B		-	N/A						
								TAFB		46.38CR
								TAFB		46.38EX

- SC began at 1200, rotation reported at 1828
- Max scheduled FDP is 14:00 (referencing FAR Table C)
- Max FDP (14:00) plus 4:00 = 18:00
- Rap = 6:28 (SC start time of 12:00 until report of 18:28)
- Maximum time from start of SC (12:00) to release is 12.00+18.00=0600. The difference between 18:28 and 0600 = 11:32.
- Max actual and max extendable FDP are the same 11.32/11.32. This pilot's FDP limits are affected by the time spent on SC.
- Duty LATT from the Flight Plan Addendum for this example (assuming :30 departure taxi time, 7:42 ETE and :10 arrival taxi time):

FAR 117 LATEST ALLOWABLE TAKEOFF TIMES

DL/410/13/RLS 01 JFK_FRA 13MAY14

 **** LATEST ALLOWABLE TAKEOFF TIME ****
 **** DUE MAXIMUM FLIGHT DUTY PERIOD LIMIT ****

CAPTAIN ROTATION ID/DATE NYC B639/13MAY
 DUTY LATT DUE MAX FDP LIMIT 14/0434Z
 DUTY LATT DUE MAX FDP WITH EXTENSION APPLIED: 14/0634Z
 FIRST OFFICER ROTATION ID/DATE NYC B639/13MAY

DUTY LATT DUE MAX FDP LIMIT: 14/0208Z
 DUTY LATT DUE MAX FDP WITH EXTENSION APPLIED: 14/0208Z
 FIRST OFFICER ROTATION ID/DATE NYC B649/13MAY
 DUTY LATT DUE MAX FDP LIMIT 14/0434Z
 DUTY LATT DUE MAX FDP WITH EXTENSION APPLIED: 14/0634Z

FATIGUE RISK MANAGEMENT SYSTEM FOR 777/350

Delta has an approved FRMS for four-man operations on the Boeing 777/350. This FRMS increases the FAR FDP limit for designated operations and removes the block time limit with the following conditions:

- **PWA Max Scheduled duty time=** Report to release
- **Max Actual FDP (FAR) =** 20:30 (extendable to 22:30)
- **Max Actual FDP (PWA) =** scheduled FDP plus 2:00 (pilot may volunteer to remain on duty beyond this point)
- **No limit on flight time (shown on rotation display as 99.59)**
- **Pre-duty rest of at least 24 hours scheduled (48 hours for JNB-ATL) in accordance with the following table:**

Departure City Local Time	Arrival City Local Time	Pre Duty Rest Planned/Min	Layover Rest Planned/Min
ATL 19:10	JNB 17:00	24/18	48/40
JNB 20:20	ATL 06:45		
FDP Start Local Time	Time of Day & Direction	Pre Duty Rest Planned/Min	Layover Rest Planned/Min
07:00 – 16:59	Day Westbound	24/13	24/20
07:00 – 16:59	Day Eastbound	24/13	24/20
17:00 – 06:59	Night Westbound	24/20	24/20
17:00 – 06:59	Night Eastbound	24/20	24/20
<p style="text-align: center;">Notes:</p> <ul style="list-style-type: none"> • Departure/Arrival and planned Layover times are approximate based on time of year and Network schedule. • Pre duty minimum rest allows a sleep opportunity during the home base WOCL prior to report. • Reference recovery rest requirements in the previous section. 			

Note: The pre-duty rest can be reduced to the minimum due to late completion of prior duty periods only, not for short notice trip assignments

- **56 hours minimum rest, including three physiological nights, required upon return.**

SHORT CALL ASSIGNMENT TO AN FRMS SEGMENT

Assigning an FRMS segment to a pilot who is on short call is subject to both of the following conditions:

- The pilot must have 24 hours of prospective rest immediately preceding the short call start time. This prevents a pilot from being assigned an FRMS while on short call unless he is first assigned a 24-hour rest period that ends at his short call start time (time spent on long call is not rest).
- The pilot must be able to complete the assigned FDP within the limits of the FRMS duty time plus a maximum of four hours, including the RAP (time between the short call start time and the report time of the rotation). This limit may NOT be extended.

FRMS ROTATION EXAMPLE

%%

% 1 ATL B029 %

%%

ATL PILOT 777 *** ROTATION OPER
 B029 POS-AB EFFECTIVE NOV14 CHECK IN AT 20.30
 ACTUAL REPORT TIME 2030

DAY	FLT	T	DEPARTS	ARRIVES	C	BLK	M/U	TURN	M	EQP
14	8	*ATL	2200	DXB	2020	14.20				M 777
DXB	23.39	/JW	MARRIOTT	DXB		14.08	BL			9.35

A- PWA FDP/SKD MAX/ACT MAX 15.50/15.50/17.50
 LAST ACCLIMATED CITY-ATL REST CLASS-1 20.30/22.30/99.59

B- PWA FDP/SKD MAX/ACT MAX 15.50/15.50/17.50
 LAST ACCLIMATED CITY-ATL REST CLASS-1 20.30/22.30/99.59

PAY	REPORT	TIME	2055/16	ACTUAL	REPORT	TIME	2055/16
16	7	DXB	2225	ATL	0546	*15.21	M 777
						15.21	BL
							9.16

A- PWA FDP/SKD MAX/ACT MAX 16.51/16.51/18.51
 LAST ACCLIMATED CITY-ATL REST CLASS-1 20.30/22.30/99.59

B- PWA FDP/SKD MAX/ACT MAX 16.51/16.51/18.51
 LAST ACCLIMATED CITY-ATL REST CLASS-1 20.30/22.30/99.59

- **FRMS max scheduled duty limit (PWA):** This is the time from scheduled report to scheduled block-in. It is calculated as follows:
 - 1:30 from scheduled report time to scheduled push, plus
 - Scheduled Block time (i.e. 14.20 on the 14th and 15.21 on the 16th),
 - Results in 15.50 on the 14th and 16.51 on the 16th.
- A pilot may give his concurrence to continue to the FRMS limit of 20.30, extendable to 22.30. However, a pilot will not be rerouted or required to remain on an FRMS FDP more than two hours beyond his **MAX scheduled limit (17.50 / 18.51 as shown above)**. A pilot's decision not to continue beyond this time for any reason will be accepted without question by Crew Tracking.

Appendix III: FAR Part 117 - An In-Depth Discussion

Theater and Acclimation	178
What is a “Series of FDPs?”	178
Which Time Zone Do I Use? (Look at your Rotation)	178
Consecutive Night Operations	180
Fatigue Risk Management System (FRMS)	181
Fatigue Risk Management System for 777/350	181

Theater and Acclimation

FAR Part 117 includes two fundamental concepts - theater and acclimation.

Important: “Theater,” in this context, is unrelated to Delta’s definition of theater and Delta’s theater qualification program.

The FARs define “theater” as “a geographical area in which the distance between a flight crew member’s flight duty period (FDP) departure point and arrival point differ by no more than 60 degrees longitude.” The FAA defines “FDP departure point” as the starting point of a series of FDPs.

What is a “Series of FDPs?”

The FAA further explains that an FDP will commence a new series of FDPs if any of these three triggers is met:

- it is the first FDP to take place after the pilot’s arrival in a theater to which he is not acclimated,
- it is the first FDP to take place after the pilot becomes acclimated to a new theater or reenters a theater to which he is already acclimated, or
- the pilot remains acclimated and receives 30 consecutive hours of rest.

An individual FDP begins when a flight crew member is required to report for duty and ends at **block-in of the last flight segment with no expectation to fly. Once you have blocked in, you cannot be re-routed into additional working flight segments without an FAR required rest period of at least ten hours.** At Delta Air Lines, a typical domestic rotation (no layover 30 hours or longer) contains one series of FDPs, while many international rotations contain more than one series of FDPs. A deadhead only duty period is not an FDP, by FAA definition.

A pilot is acclimated to an entire theater, and not to a specific time zone within that theater. A pilot will most often be acclimated to the theater that encompasses his home base when he begins a rotation. A pilot changes theater if the ending point of an FDP is more than 60 degrees of longitude from the FDP departure point for that series of FDPs.

Some examples illustrate the theater concept in the FAR:

- A pilot who reports for a series of FDPs in Boston and ends an FDP in San Diego does not change theater (BOS and SAN differ by less than 60 degrees of longitude).
- A pilot who reports for a series of FDPs in New York and ends an FDP in Keflavik, Iceland or Dakar, Senegal does not change theater (DKR and KEF are both less than 60 degrees of longitude from JFK).
- A pilot who reports for a series of FDPs in New York and ends an FDP in Shannon, Ireland, or Istanbul, Turkey, changes theater upon ending the FDP (SNN and IST are both more than 60 degrees longitude from JFK).
- An ATL pilot who reports for a series of FDPs in ATL and ends an FDP in Anchorage changes theater upon ending the FDP in ANC (ANC is more than 60 degrees from ATL).
- An LAX based pilot who reports for a series of FDPs in LAX, ends an FDP in ATL, has an 18-hour layover, and then ends his next FDP in ANC does not change theater (ATL and ANC are both less than 60 degrees of longitude from LAX, and the FDP departure point was LAX).
- An LAX based pilot who reports for a series of FDPs in LAX, ends an FDP in ATL, has a 48-hour layover, and then ends his next FDP in ANC does change theater (the FDP from ATL began a new series of FDPs because the layover was longer than 30 hours. The new FDP departure point was ATL, and ANC is more than 60 degrees from ATL).

A pilot must compare the longitude of the FDP end point to the longitude of the FDP departure point to determine if he is traveling to a different theater.

The FARs define “acclimated” as “a condition in which a pilot has been in a theater for 72 hours or has been given at least 36 consecutive hours free from duty.” A pilot remains acclimated to a theater until he meets the conditions to become acclimated to a new theater.

Which Time Zone Do I Use? (Look at your Rotation)

A pilot’s FDP limits and flight time limits are determined from FAR Part 117.11 and Tables A, B and C of FAR Part 117. Tables A, B and C are based upon a specific local time. The simplest and most accurate way to ascertain a pilot’s limitations and acclimation status is to refer to a **current copy of the rotation**. Pilots

should enter Tables A, B and C using local time as follows:

- A pilot beginning a new series of FDPs who is acclimated to a theater encompassing that FDP starting point should use the local time of that FDP starting point.
Exception: If that FDP starting point is within 60 degrees longitude of his home base, he should use home base time.
- A pilot beginning a new series of FDPs who is not acclimated to a theater encompassing that FDP starting point should use the local time at the location where he most recently began a series of FDPs while acclimated to a theater encompassing the FDP starting point of that series.
- A pilot continuing a series of FDPs should use the local time at the location where he most recently began a series of FDPs while acclimated to a theater encompassing the FDP starting point of that series.

A pilot who is acclimated to his base when he reports for a rotation and does not change theaters during the rotation will remain acclimated and continue to use the local time at his base to determine his limits throughout the rotation. A domestic category pilot is not likely to change theaters because none of the 48 contiguous states are separated by more than 60 degrees of longitude.

The FDP limitations in Tables B and C must be reduced by 30 minutes if the pilot is not acclimated to a theater that encompasses that individual FDP starting point.

A pilot can only change theaters as a result of travel during an FDP. A pilot who travels more than 60 degrees of longitude while not on duty (e.g., for vacation) is not considered to have changed theaters.

Note one: The FAR definition of an FDP does not include a deadhead only duty period.

Note two: A pilot who is awarded an out-of-base rotation will be treated for FAR purposes as if he were based at that location through the end of that rotation.

Some examples will help illustrate the concepts:

Example 1: An LAX based pilot is acclimated to LAX when he reports for a rotation. He flies LAX-JFK, is given a 10-hour rest period before reporting for duty at JFK, and then flies back to LAX.

Result: The two FDPs are contained in one series of FDPs. The pilot remains in the same theater, remains acclimated, and uses LAX local time to determine his flight time and FDP limits for both FDPs.

Example 2: An ATL based pilot is acclimated to ATL when he reports for a rotation. He flies ATL to CDG, is given a 24-hour rest period before reporting for duty at CDG, and then flies back to ATL.

Result: The pilot uses ATL local time to determine the limits for the FDP from ATL to CDG. He changes theater upon arrival in CDG because his FDP ended more than 60 degrees of longitude from ATL. Because the return FDP is the first FDP to occur after his arrival in a theater to which he is not acclimated, he begins a new series of FDPs from CDG. Because he is not acclimated to a theater that encompasses CDG (he has not been in the theater for 72 hours and has not received 36 continuous hours free from duty), he must use ATL local time to determine his FDP limits for the return FDP. He must also subtract 30 minutes from the applicable limits in Table C because he is not acclimated at CDG.

Example 3: A pilot flies more than 60 degrees longitude from his FDP departure point on one leg, but then flies another leg in the same FDP to a destination that is only 55 degrees from his FDP departure point.

Result: Because the FDP departure point and FDP arrival point are not more than 60 degrees apart, the pilot ends the FDP in the same theater as he started.

Example 4: A NYC based pilot is acclimated to NYC when he reports for his rotation. He flies JFK to CDG, is given a 48-hour rest period, and then reports for a subsequent FDP and flies CDG to LAX. After a 48-hour rest, he is scheduled to fly LAX to JFK to end his rotation.

Result: The pilot changes theater upon arrival in CDG. He becomes acclimated to the new theater after 36 consecutive hours free from duty. His new theater (CDG plus/minus 60 degrees of longitude) encompasses several time zones, but not his pilot base. The pilot must use the local time at the point where he became acclimated (CDG local time) to determine the FDP limits for the subsequent FDP. Also, the subsequent FDP begins a new series of FDPs. The pilot changes theater again upon arrival in LAX. After 36 hours of rest, he becomes acclimated to his new theater (LAX plus/minus 60 degrees of longitude). Because his new theater encompasses his pilot base, he must use his pilot base time (NYC local time) to determine his flight time and FDP limits for the final FDP LAX to JFK. The final FDP also begins a new series of FDPs.

Example 5: A pilot is acclimated to ATL when he travels to China for vacation. He remains in China for a week and returns to ATL.

Result: The pilot remains acclimated to ATL and does not change theater because the travel to China did not occur as part of an FDP.

Example 6: A pilot is scheduled to fly to a different theater as part of an FDP and be released from duty for 34 hours. However, due to an early arrival, he is free from duty for 36.5 hours.

Result: The pilot acclimates to the new theater.

Example 7: A pilot is scheduled to fly to a different theater as part of an FDP and be released from duty for 34 hours. He arrives in the new theater as scheduled. However, after 10 hours of rest he is notified that the scheduled departure time of his return flight has been delayed by three hours and his layover is extended to 37 hours.

Result: Because the pilot received 36 consecutive hours free from duty the pilot becomes acclimated to the new theater.

Delta pilots who deviate from a scheduled deadhead segment(s) will be considered to have traveled as scheduled.

Consecutive Night Operations

FAR Part 117 does not permit the scheduling of FDPs that infringe upon more than three consecutive windows of circadian low (WOCLs; 0200-0559 pilot acclimated time). A pilot who is scheduled to fly in three consecutive WOCLs will not fly in the subsequent two consecutive WOCLs, other than as late operations.

Exception: A pilot who is scheduled to fly in three consecutive WOCLs and who is not scheduled to fly in the fourth consecutive WOCL may be awarded flying in the fifth consecutive WOCL if he requests such duty.

A WOCL is considered to be infringed upon if any part of the FDP touches any part of the WOCL. For example, an FDP that reports at 0600 does not infringe upon the WOCL, but an FDP that reports at 0559 does infringe upon the WOCL. An FDP that releases at 0159 does not infringe upon the WOCL, but an FDP that releases at 0200 does infringe upon the WOCL.

Example 1: The Company intends to schedule a pilot for FDPs on four consecutive days that each have a report time of 0500 pilot acclimated time.

Result: That schedule is not permitted by FAR Part 117 because it infringes upon more than three consecutive WOCLs and the FDPs do not provide rest opportunities that meet the requirements to extend the limit to five consecutive WOCLs.

Example 2: One of the FDPs from Example 1 is replaced by a deadhead only duty period.

Result: That schedule is permitted because a deadhead only duty period is not an FDP and no more than three consecutive WOCLs are infringed upon by an FDP.

Example 3: An ATL pilot is scheduled for back to back three-day trips to Europe.

Result: The schedule is permitted even though each trip has FDPs that infringe upon two consecutive WOCLs because the pilot is not on an FDP during a WOCL between the trips.

Example 4: A pilot's last flight segment blocks in at 0100, but is followed by a deadhead segment that blocks in at 0230.

Result: The FDP ends at block-in of the last flying segment. Thus, the duty infringes upon the WOCL, but the FDP does not. At Delta, this scenario will be treated as if the FDP did infringe upon the WOCL.

Fatigue Risk Management System (FRMS)

An FAA approved FRMS can be used by a certificate holder to mitigate the effects of fatigue in its particular operations. The FRMS allows the certificate holder and its pilots to exceed specific provisions of FAR Part 117 because the certificate holder has proven to the FAA that the operation provides at least an equivalent level of safety against fatigue-related accidents or incidents. This is a data driven process and a systematic method used to continuously monitor and manage safety risks associated with fatigue related error.

To obtain approval for an FRMS, the certificate holder must gather scientific data to show the proposed operation will provide an equivalent level of safety. Each FRMS request will be tailored to the requesting certificate holders' operations and the FAA will not allow multiple certificate holders to operate under the same FRMS.

The FAA may approve an FRMS that permits the certificate holder to exceed any of the provisions of FAR Part 117 to the extent that an equivalent level of safety against fatigue-related accidents or incidents is achieved. A certificate holder may request an FRMS for a very specific set of operations, or an FRMS that covers a broad range of operations. However, approval of broad FRMS requests will likely be more difficult to obtain from the FAA.

Fatigue Risk Management System for 777/350

Delta has an approved FRMS for four-man operations on the Boeing 777 and Airbus 350. This FRMS increases the FAR FDP limit for designated operations and removes the block time limit with the following conditions:

- Max scheduled duty day= Report to release
- Max actual FDP = 20:30 (extendable to 22:30)
- No limit on block time
- Pre-rotation rest of at least 24 hours scheduled
- If an FRMS duty period follows a delayed or cancelled FRMS duty period the minimum break-in-duty is 10 hours.
- Layover rest minimum of 24 hours scheduled (48 hours for JNB)
- 56-hour, including three physiological nights, rest required upon return

Delta currently operates a number of flights under the FRMS. These flight segments must be approved on a case by case basis.

FRMS Rotation Example

%%

% 1 ATL B029 %

%%

ATL PILOT 777 *** ROTATION OPER
B029 POS-AB EFFECTIVE NOV14 CHECK IN AT 20.30
ACTUAL REPORT TIME 2030

DAY FLT T DEPARTS ARRIVES C BLK M/U TURN M EQP
14 8 *ATL 2200 DXB 2020 14.20 M 777
DXB 23.39/JW MARRIOTT DXB 14.08BL 9.35DC
A- LAST ACCLIMATED CITY-ATL REST CLASS-1 20.30/22.30/99.59
PWA FDP/SKD MAX/ACT MAX 16.20/16.20/18.20
B- LAST ACCLIMATED CITY-ATL REST CLASS-1 20.30/22.30/99.59

PWA FDP/SKD MAX/ACT MAX 16.20/16.20/18.20
PAY REPORT TIME 2055/16 ACTUAL REPORT TIME 2055/16
16 7 DXB 2225 ATL 0546 *15.21 M 777
15.21BL 9.16DC

A- LAST ACCLIMATED CITY-ATL REST CLASS-1 20.30/22.30/99.59
PWA FDP/SKD MAX/ACT MAX 17.21/17.21/19.21
B- LAST ACCLIMATED CITY-ATL REST CLASS-1 20.30/22.30/99.59
PWA FDP/SKD MAX/ACT MAX 17.21/17.21/19.21

- **FRMS max scheduled duty limit (PWA): This is the time from scheduled report to scheduled release.** It is calculated as follows:
 - o 1:30 from scheduled report time to scheduled push, plus
 - o Scheduled Block time (i.e., 14.20 on the 14th and 15.21 on the 16th), plus
 - o :30 from block-in to release.
 - o Results in 16.20 on the 14th and 17.21 on the 16th.
- **A pilot may give his concurrence to continue to the FRMS limit of 20.30, extendable to 22.30. However, a pilot will not be rerouted or required to remain on an FRMS FDP more than two hours beyond his MAX scheduled limit (18.20 / 19.21 as shown above). A pilot's decision not to continue beyond this time for any reason will be accepted without question by Crew Tracking.**

FAR Part 117 requires each pilot to report for an FDP rested and prepared to perform his assigned duties. It also requires that each individual pilot must certify his fitness for duty prior to each flight as part of the dispatch or flight release. At Delta, this means each pilot must sign the flight release to certify his fitness for duty.

Under FAR Part 117, a pilot is obligated to notify the Company if he is too fatigued to perform his assigned duties. Further, the certificate holder is prohibited from requiring a pilot to continue if the pilot has reported himself too fatigued to continue the FDP.

