s-UA Ready Reserve Preferencing Training Packet
for Flight Attendants

In accordance with the s-UA Flight Attendant Agreement, the Company and the Association of Flight Attendants (AFA) have agreed to implement a Ready Reserve Preference Assignment system, in conjunction with Call-in Reserve Preferencing (Letter Of Agreement page 310). This new procedure allows Ready Reserve Flight Attendants and converted Call In Reserve Flight Attendants the opportunity to express preferences for one of the following:

1. **Field Standby (ONSB)**
2. **Maximum Flying (HIGH)**
3. **Minimum Flying (LOW)**

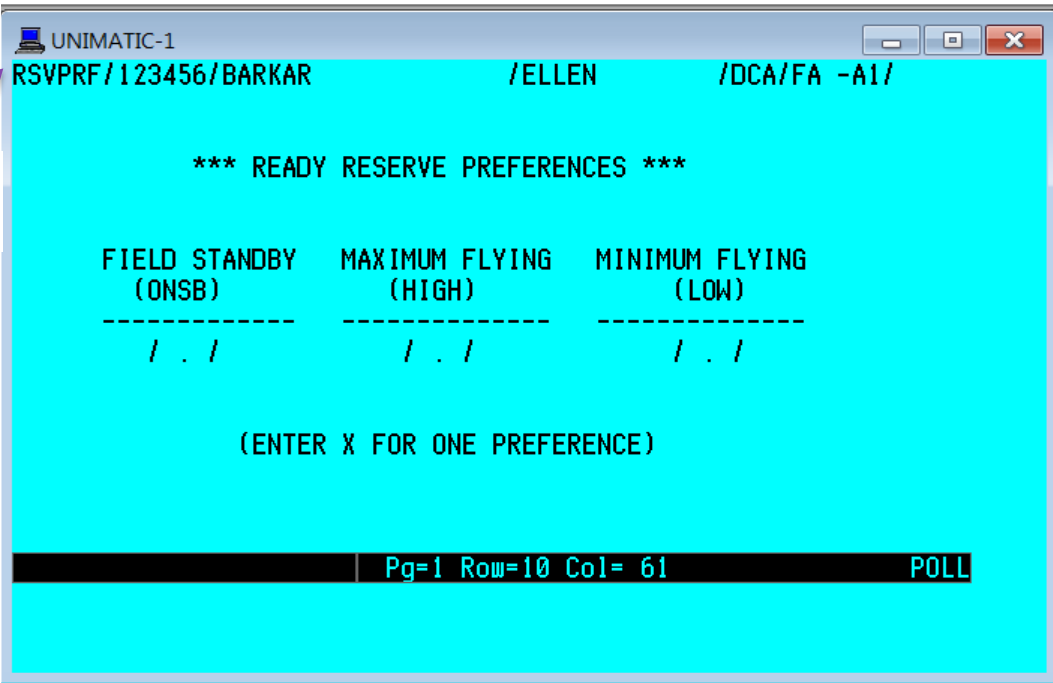The company will honor Ready Reserve preferences subject to:
1. The application of all other reserve assignment rules (e.g., within classification, time accrued within preference)
2. The preferences not creating a time accrued imbalance problem.

** In the event of a system failure or a major disruption to the operation of the airline, the company will process Ready Reserve assignments in accordance with section 10.C. of the UAL/AFA Agreement.**

READY RESERVE PREFERENCING PROCEDURES

1. Log into Unimatic
2. From a blank screen, enter **RSVPRF**
3. Enter file number into a fill-in format. It will display as shown below:

Enter RSVPRF

```
UNIMATIC-1                                               _  □  ✕
RSVPRF/123456/BARKAR              /ELLEN         /DCA/FA -A1/


           *** READY RESERVE PREFERENCES ***


      FIELD STANDBY    MAXIMUM FLYING   MINIMUM FLYING
         (ONSB)           (HIGH)            (LOW)
      --------------   --------------   --------------
         / . /            / . /            / . /


          (ENTER X FOR ONE PREFERENCE)



                    │ Pg=1 Row=10 Col= 61            POLL
```
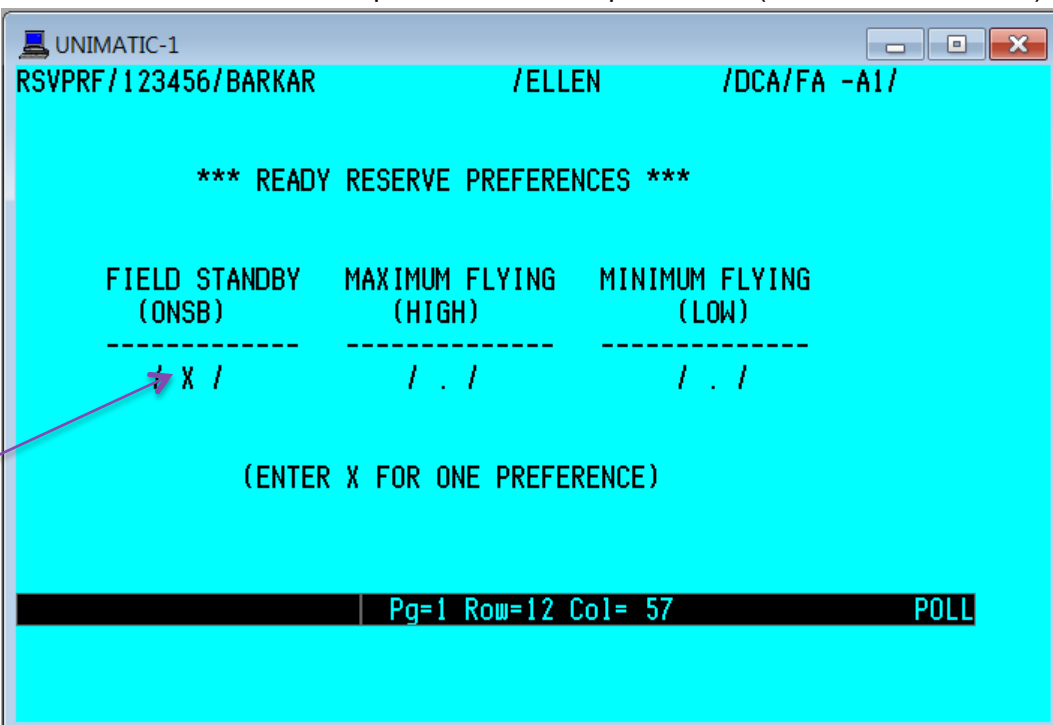
4. To make selection, an "X" is placed under one preference (between the slashes)

Enter X under preference

```
UNIMATIC-1                                               _  □  ✕
RSVPRF/123456/BARKAR              /ELLEN         /DCA/FA -A1/


           *** READY RESERVE PREFERENCES ***


      FIELD STANDBY    MAXIMUM FLYING   MINIMUM FLYING
         (ONSB)           (HIGH)            (LOW)
      --------------   --------------   --------------
         / X /            / . /            / . /


          (ENTER X FOR ONE PREFERENCE)



                    │ Pg=1 Row=12 Col= 57            POLL
```
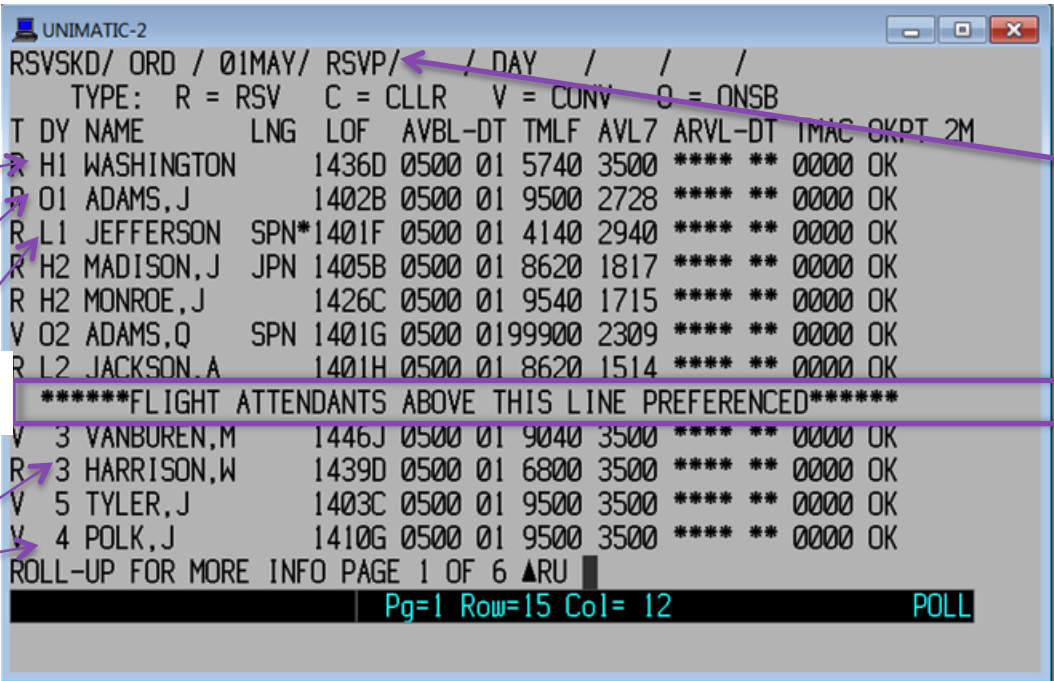
5. After making selection, arrow to bottom of screen and then Enter.
This action places the preference on file.

6. In Unimatic on the RSVSKD/RSVFLY pages, Ready Reserves who place preferences on file will be categorized and indicated as shown below:

7. You can also access a single group of reserves by type of preference, In the TYPE field, enter RSVH (HIGH), RSVO (STANDBY) or RSVL (LOW):

UNIMATIC-2
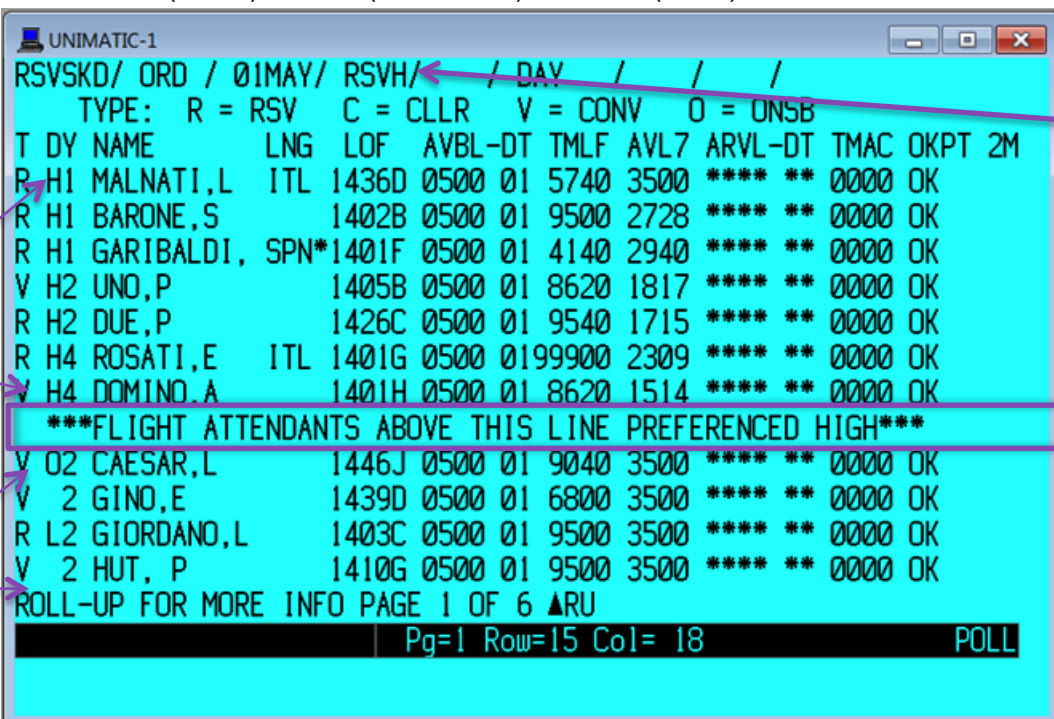
```
RSVSKD/ ORD / 01MAY/ RSVO/      /  DAY    /    /    /
     TYPE:  R = RSV   C = CLLR    V = CONV    O = ONSB
T DY NAME        LNG  LOF  AVBL-DT TMLF AVL7 ARVL-DT TMAC OKPT 2M
R 01 WASHINGTON       1436D 0500 01 5740 3500 **** ** 0000 OK
R 01 ADAMS,J          1402B 0500 01 9500 2728 **** ** 0000 OK
R 01 JEFFERSON   SPN*1401F 0500 01 4140 2940 **** ** 0000 OK
R 02 MADISON,J   JPN 1405B 0500 01 8620 1817 **** ** 0000 OK
R 02 MONROE,J        1426C 0500 01 9540 1715 **** ** 0000 OK
V 02 ADAMS,Q     SPN 1401G 0500 0199900 2309 **** ** 0000 OK
R 02 JACKSON,A       1401H 0500 01 8620 1514 **** ** 0000 OK
   ***FLIGHT ATTENDANTS ABOVE THIS LINE PREFERENCED ONSB***
V  3 VANBUREN,M       1446J 0500 01 9040 3500 **** ** 0000 OK
R L3 HARRISON,W       1439D 0500 01 6800 3500 **** ** 0000 OK
V  5 TYLER,J          1403C 0500 01 9500 3500 **** ** 0000 OK
V H4 POLK,J           1410G 0500 01 9500 3500 **** ** 0000 OK
ROLL-UP FOR MORE INFO PAGE 1 OF 6 ▲RU
                        | Pg=1 Row=16 Col= 38              POLL
```

Enter RSVO for only ONSB preferences

Preferenced ONSB

All others

UNIMATIC-1

```
RSVSKD/ ORD / 01MAY/ RSVL      /  DAY    /    /    /
     TYPE:  R = RSV   C = CLLR    V = CONV    O = ONSB
T DY NAME        LNG  LOF  AVBL-DT TMLF AVL7 ARVL-DT TMAC OKPT 2M
R L1 MALNATI,L   ITL 1436D 0500 01 5740 3500 **** ** 0000 OK
R L1 BARONE,S        1402B 0500 01 9500 2728 **** ** 0000 OK
R L2 GARIBALDI, SPN*1401F 0500 01 4140 2940 **** ** 0000 OK
V L3 UNO,P           1405B 0500 01 8620 1817 **** ** 0000 OK
   ****FLIGHT ATTENDANTS ABOVE THIS LINE PREFERENCED LOW****
R H1 ROSATI,E    ITL 1401G 0500 0199900 2309 **** ** 0000 OK
V H1 DOMINO,A        1401H 0500 01 8620 1514 **** ** 0000 OK
R  2 DUE,P           1410D 0500 01 8500 1510 **** ** 0000 OK
V 02 CAESAR,L        1446J 0500 01 9040 3500 **** ** 0000 OK
V  2 GINO,E          1439D 0500 01 6800 3500 **** ** 0000 OK
R H3 GIORDANO,L      1403C 0500 01 9500 3500 **** ** 0000 OK
V  3 HUT,P           1410G 0500 01 9500 3500 **** ** 0000 OK
ROLL-UP FOR MORE INFO PAGE 1 OF 6 ▲RU
                        | Pg=1 Row=14 Col=  4              POLL
```
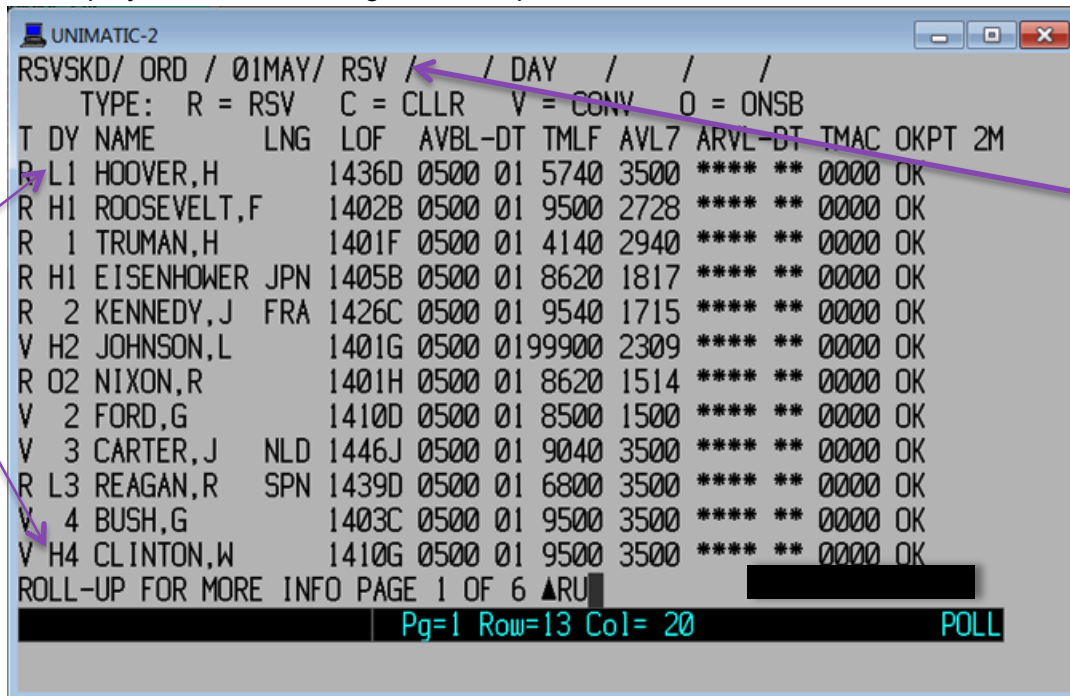
Enter RSVL for only LOW preferences

Preferenced LOW

All others

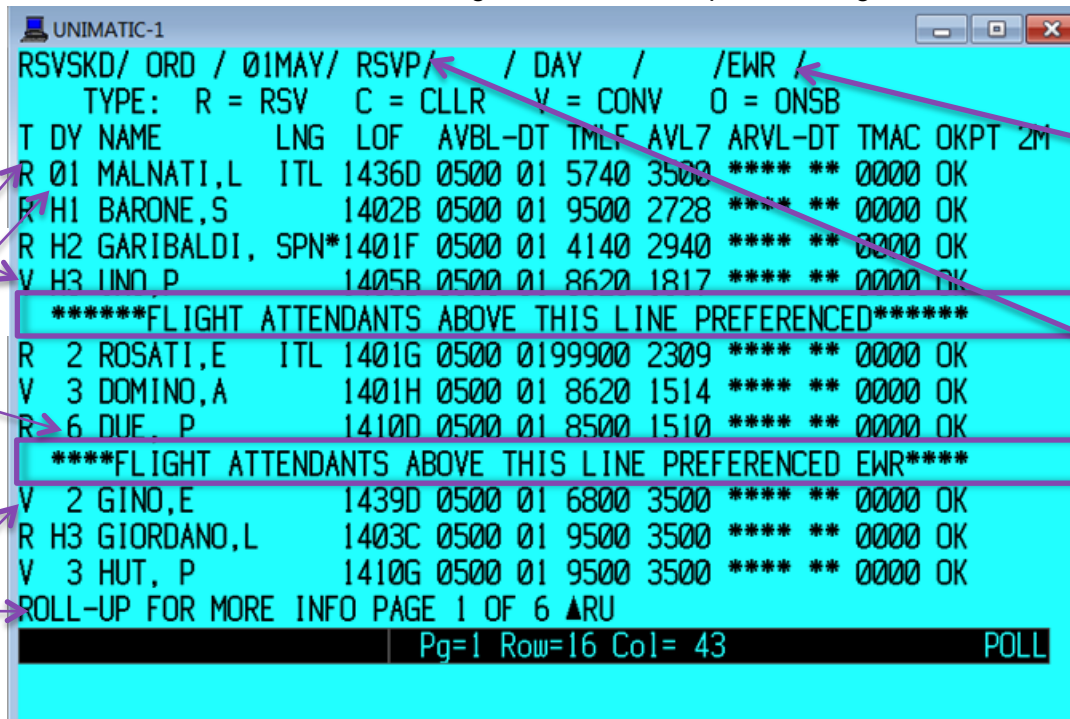8. To display ALL reserves, regardless of preference:

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UNIMATIC-2                                          _ □ ✕
RSVSKD/ ORD / 01MAY/ RSV /     / DAY   /   /   /
       TYPE:  R = RSV   C = CLLR    V = CONV    O = ONSB
T DY NAME         LNG  LOF  AVBL-DT TMLF AVL7 ARVL-DT TMAC OKPT 2M
R L1 HOOVER,H          1436D 0500 01 5740 3500 **** ** 0000 OK
R H1 ROOSEVELT,F       1402B 0500 01 9500 2728 **** ** 0000 OK
R  1 TRUMAN,H          1401F 0500 01 4140 2940 **** ** 0000 OK
R H1 EISENHOWER JPN    1405B 0500 01 8620 1817 **** ** 0000 OK
R  2 KENNEDY,J   FRA   1426C 0500 01 9540 1715 **** ** 0000 OK
V H2 JOHNSON,L         1401G 0500 0199900 2309 **** ** 0000 OK
R O2 NIXON,R           1401H 0500 01 8620 1514 **** ** 0000 OK
V  2 FORD,G            1410D 0500 01 8500 1500 **** ** 0000 OK
V  3 CARTER,J    NLD   1446J 0500 01 9040 3500 **** ** 0000 OK
R L3 REAGAN,R    SPN   1439D 0500 01 6800 3500 **** ** 0000 OK
V  4 BUSH,G            1403C 0500 01 9500 3500 **** ** 0000 OK
V H4 CLINTON,W         1410G 0500 01 9500 3500 **** ** 0000 OK
ROLL-UP FOR MORE INFO PAGE 1 OF 6 ▲RU
                    | Pg=1 Row=13 Col= 20           POLL
```

All Ready Reserves in DAY order

Enter RSV to display all reserves, regardless of preferences

9. **Co-terminal –** Reserve Preferencing with co-terminal preferencing

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UNIMATIC-1                                          _ □ ✕
RSVSKD/ ORD / 01MAY/ RSVP/     / DAY   /     /EWR /
       TYPE:  R = RSV   C = CLLR    V = CONV    O = ONSB
T DY NAME         LNG  LOF  AVBL-DT TMLF AVL7 ARVL-DT TMAC OKPT 2M
R 01 MALNATI,L   ITL   1436D 0500 01 5740 3500 **** ** 0000 OK
R H1 BARONE,S          1402B 0500 01 9500 2728 **** ** 0000 OK
R H2 GARIBALDI, SPN*   1401F 0500 01 4140 2940 **** ** 0000 OK
V H3 LINO,P            1405B 0500 01 8620 1817 **** ** 0000 OK
  ******FLIGHT ATTENDANTS ABOVE THIS LINE PREFERENCED******
R  2 ROSATI,E    ITL   1401G 0500 0199900 2309 **** ** 0000 OK
V  3 DOMINO,A          1401H 0500 01 8620 1514 **** ** 0000 OK
R  6 DUE, P            1410D 0500 01 8500 1510 **** ** 0000 OK
  ****FLIGHT ATTENDANTS ABOVE THIS LINE PREFERENCED EWR****
V  2 GINO,E            1439D 0500 01 6800 3500 **** ** 0000 OK
R H3 GIORDANO,L        1403C 0500 01 9500 3500 **** ** 0000 OK
V  3 HUT, P            1410G 0500 01 9500 3500 **** ** 0000 OK
ROLL-UP FOR MORE INFO PAGE 1 OF 6 ▲RU
                    | Pg=1 Row=16 Col= 43           POLL
```

RSV Pref on file

Preferenced CO-TERM EWR

All others

Enter EWR to display those who preferenced EWR co-term

Enter RSVP for all preferences

System Highlights:
- Trips will be assigned to Ready Reserves in the following priority order:
  - When assigning Open Trips:
    - Maximum flying
    - No preferences
    - Field standby (ONSB)
    - Low flying
  - When assigning Open Field Standby:
    - Field Standby (ONSB)
    - Maximum flying
    - No preferences
    - Low flying

- Reserves will continue to be grouped based on their number of days of availability. For example: if a Reserve who is available for 4 days preferences "Field Standby" and there are both 2-day and 4-day assignments as well as a 3-day ONSB in the open trip file, the Reserve will most likely be assigned to the 4-day ID if they are the only 4-day Reserve available.

- The Call-in and Ready Reserve Preference systems are two different preferencing systems and operate independently of each other.
  - Call-in Reserves are able to place both Call-in and Ready Reserve preference requests on file simultaneously, ensuring that the Ready preference is considered in case they are converted to Ready Reserve. The Call-in preference is done through the Interface and the Ready preference is done through Unimatic.
  - If a Call-in Reserve places a request on file (i.e. Standby), but instead is converted to a Ready Reserve, the CLLR Standby preference will not be reconsidered in the Ready Reserve preferencing assignments. He/she must place a Ready Reserve Standby request on file.
  - Similarly, if a Call-in Reserve requests a specific co-terminal assignment, but instead is converted to a Ready Reserve, the CLLR co-terminal preference will not be considered in the Ready Reserve Preferencing assignments. He/she must place a separate co-terminal preference request on file through the REQCOT screen in Unimatic.

- If Ready Reserves preference "Maximum flying", once they receive first assignment, their line of flying will automatically opt to *Unlimited* for the month.

- Please know that Co-terminal preferences are assigned as a higher priority and prior to the Ready Reserve preferences.