SEE INSIDE

3 • Guide to Part 117 Flight Time Limitations and Rest Requirements

55 • UPA Next Steps
Welcome to the latest edition of The Leading Edge, the UAL MEC’s quarterly update magazine. As you may have noticed, there is something a little different about this edition. In an effort to provide you with as many tools as possible to ease the transition to the new contract and the new FAR 117 FT/DT regulations, we wanted to provide a Jeppesen-formatted reference document which you should find useful on the line. This Leading Edge is available in printed form and electronically on www.ualmec.org.

Your MEC Negotiating Committee and the Joint Implementation Team worked tirelessly for you over the past year authoring a series of Next Steps updates to highlight each new phase of our contract implementation. This Leading Edge is a compilation of those 10 Next Steps editions, along with the latest ALPA booklet with information on the new FAR 117 rules.

We hope you will take this document with you into the cockpit and use it and the electronic version on your iPads, tablets, or smartphones as tools to help manage these changes.

The Leading Edge is published by the United Master Executive Council of the Air Line Pilots Association, Int’l, 9550 W. Higgins Road, Suite 1000, Rosemont, Illinois 60018.

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This Edition 2 of the Guide to Flight Time Limitations and Rest Requirements addresses the requirements and application of Part 117 to Part 121 passenger operations.

Part 117, effective January 4, 2014, is the first major revision of the flight limitation regulations in 60 years. This new rule is science based and introduces several new concepts such as Flight Duty Period (FDP), Fatigue Risk Management System (FRMS), augmentation limits based on the quality of the on-board rest facility and increased rest requirements. Unfortunately, Part 117 does not yet apply to all- cargo operations. Cargo operations will continue to be governed by Part 121, Subparts Q, R and S, unless the carrier voluntarily opts in to Part 117 which is permitted under the new rules. The Guide to Subparts Q, R and S is available on the ALPA website at the Flight Time/Duty Time Committee page.

This Guide is based on the Final Rule, FAA comments in the Preamble to the Final Rule and FAA clarifications and interpretations. Therefore, this Guide is considered authoritative and is intended to answer anticipated questions regarding the practical application of Part 117 in plain language. However, it is the individual flightcrew member’s responsibility to determine if he/she is in compliance with Part 117. Further, this Guide does not address any collective bargaining agreement (CBA) scheduling limitations. To determine those limitations, flightcrew members must refer to their CBA. As new questions regarding the application of Part 117 arise, ALPA will seek answers from the FAA and update this Guide as necessary.

The most recent Guide is posted on the ALPA website. You should check the ALPA website at the Flight Time/Duty Time Committee page for the current version of the Guide. Should you have a particular question about the application of Part 117 that is not addressed in this Guide, ALPA members may contact the ALPA Legal Department (703-689-4323) who, if appropriate, can seek an interpretation from the FAA as to the application of Part 117 to a specific circumstance.
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I. ACCLIMATED (117.3)

It is important for flightcrew members to know if they are acclimated as that will determine where they enter the FDP Table and whether 30 minutes must be deducted from their maximum FDP.

“Acclimated means 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.”

“Theater means a geographical area in which the distance between the flightcrew member’s flight duty period departure point and arrival point differs by no more than 60 degrees longitude.”

Q-01. I only fly in the continental 48 states. Am I always acclimated?

A-01. Yes. The area between the East and West Coasts of the United States does not exceed 60° longitude.

Q-02. I am acclimated to SFO time and fly SFO-JFK which has a 3-hour time difference. I am then given a 10-hour rest period before reporting for duty at JFK. Do I use local time (JFK) or SFO time to determine my Flight Duty Period (FDP) start time?

A-02. You would calculate your FDP start time based on your last acclimated time zone which is SFO time.

Q-03. In the scenario in Question 2 above, is there ever a circumstance where a different time could be used?

A-03. Yes. If a flightcrew member is acclimated to a theater that encompasses the flightcrew member’s home base, then the certificate holder may designate home base time to determine FDP limits. Once this designation is made, then the FDP limits for the entire FDP series are determined using home base time.

Q-04. A flightcrew member is assigned to operate ATL-CDG. Upon arrival in CDG, the crewmember is released to an 18-hour rest before reporting for the return flight. To determine the FDP start time, what time does the crewmember use, ATL or Paris, to enter the Table?
A-04. The flightcrew member is unacclimated as he/she has traveled more than 60° and has not been in theater for 72 hours or received a 36-hour rest. Therefore, ATL time, which is the crewmember’s last acclimated time, must be used to determine the FDP start time. In this circumstance, 30 minutes will be deducted from the Table C maximum to determine the FDP limit.

Q-05. A flightcrew member operates a series of segments during a single FDP and flies more than 60° longitude from the starting point, but the last leg returns him to a destination that is only 55° from the starting point. Since the flightcrew member had one leg flown more than 60°, is the flightcrew member now unacclimated?

A-05. The determination of whether a flightcrew member entered a new theater is based on the location where the FDP began and where it ends, not including any intermediate stops. In this example, the flightcrew member remains acclimated to the theater where he/she began the FDP as the end point was not more than 60° longitude from the starting point.

Q-06. A flightcrew member is acclimated to a new theater that, like the U.S., has more than one time zone. What time zone is used to determine the FDP start time?

A-06. The flightcrew member would use local time at the acclimation point, which is when a 36-hour rest is given or the flightcrew member is in theater for 72 hours. If the theater encompasses the flightcrew member’s home base, then the carrier could elect to use home base time as discussed in Question 3 above.

Q-07. A flightcrew member who is acclimated to Texas travels to China on vacation, spends 2 days in China, and returns to Texas. When he/she returns, is he/she still acclimated to Texas time for purposes of determining a FDP start time?

A-07. Yes, because the travel to China did not occur as part of a FDP.

Q-08. A flightcrew member travels from Texas to China during a FDP. The crewmember, after arrival in China, is given 2 days off by the certificate holder. The crewmember then returns to Texas to begin a FDP. Is the flightcrew member still acclimated to Texas time?
A-08. No. The flightcrew member changed theaters from Texas to China by flying more than 60° longitude during the FDP and by spending 2 days of rest (more than the required 36 hours). He/she becomes acclimated to China local time, and until he/she receives 36 hours of rest or is in Texas for 72 hours, he/she must utilize China local time to determine the start time of his/her next FDP in Texas.

Q-09. A flightcrew member changes theaters during a single FDP that includes an intermediate stop in the new theater. Since the flightcrew member is not acclimated to this new theater, is a new FDP calculation required before flying the next leg after the intermediate stop to determine if it can be flown?

A-09. No. A flightcrew member’s acclimated status and FDP length is locked in once he/she begins a FDP. A flightcrew member cannot become unacclimated until the FDP ends.

Q-10. A flightcrew member is scheduled to fly to a different theater and released from all duty for 34 hours. He/she would determine the FDP start time and length by using the time where the crewmember was last acclimated. However, due to an early arrival, the actual rest is extended to 36.5 hours. Is the crewmember now acclimated so he/she must determine the FDP by using local time?

A-10. Yes. Since the flightcrew member experienced unanticipated acclimation, he/she would be synchronized with the local time of the new theater and would use that time to determine the FDP start time and length from the appropriate Table. This new acclimation start point must be utilized to determine all future FDP start times until he/she receives either a 36-hour rest period or spends 72 hours in a new theater.
II. FLIGHT DUTY PERIOD (FDP) (117.13)

Q-11. What is a FDP?


Flight Duty Period (FDP) means:

“[A] period that begins when a flightcrew member is required to report for duty with the intention of conducting a flight, a series of flights, or positioning or ferrying flights, and ends when the aircraft is parked after the last flight and there is no intention for further aircraft movement by the same flightcrew member. A flight duty period includes the duties performed by the flightcrew member on behalf of the certificate holder that occur before a flight segment or between flight segments without a required intervening rest period. Examples of tasks that are part of the flight duty period include deadhead transportation, training conducted in an aircraft or flight simulator, and airport/standby reserve, if the above tasks occur before a flight segment or between flight segments without an intervening required rest period.”

Q-12. Is there a difference between a domestic and an international FDP?

A-12. No. Part 117 limits are the same for all Part 121 passenger operations.

Q-13. How do I determine my maximum unaugmented FDP if I am given an assignment for flight duty?

A-13. Using your report time and the number of scheduled flight segments, your maximum unaugmented FDP is determined by the following Table:
### TABLE B TO PART 117—FLIGHT DUTY PERIOD: UNAUGMENTED OPERATIONS

<table>
<thead>
<tr>
<th>Scheduled time of start (acclimated time)</th>
<th>Maximum flight duty period (hours) for lineholders based on number of flight segments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td>0000–0359 ......</td>
<td>9</td>
</tr>
<tr>
<td>0400–0459 ......</td>
<td>10</td>
</tr>
<tr>
<td>0500–0559 ......</td>
<td>12</td>
</tr>
<tr>
<td>0600–0659 ......</td>
<td>13</td>
</tr>
<tr>
<td>0700–1159 ......</td>
<td>14</td>
</tr>
<tr>
<td>1200–1259 ......</td>
<td>13</td>
</tr>
<tr>
<td>1300–1659 ......</td>
<td>12</td>
</tr>
<tr>
<td>1700–2159 ......</td>
<td>12</td>
</tr>
<tr>
<td>2200–2259 ......</td>
<td>11</td>
</tr>
<tr>
<td>2300–2359 ......</td>
<td>10</td>
</tr>
</tbody>
</table>

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

**Q-14.** If you are scheduled to report at 0700 and fly 4 legs, what is the maximum FDP?

**A-14.** Using Table B, your maximum FDP would be 13 hours.

**Q-15.** My carrier provides 15 minutes (30 minutes international) after blocking in to perform post flight duties. Does this time count as part of the FDP?

**A-15.** No. The FDP is defined as the time from when the flightcrew member reports for duty that includes a flight segment until the aircraft is in the “blocks” after the flightcrew member’s last segment with no intention of further aircraft movement by the same flightcrew member.

**Q-16.** Can my scheduled report time be adjusted to change my FDP?

**A-16.** FDP limits are determined by scheduled reporting time and not by actual reporting time (the scheduled reporting time for a FDP is created once that FDP has been assigned to a flightcrew member). In order to change the reporting time, the flightcrew member would have to be shifted to long or short call reserve.

For long call reserve, the flightcrew member would have to be provided notification of the change to the FDP before beginning the rest period specified in Section 117.25. If the flightcrew member is placed on short call reserve, the reserve availability period (RAP) would begin at the originally scheduled report time.
Q-17. I have begun a FDP with four scheduled flight segments. Can the certificate holder adjust the number of flight segments flown either more or less, which could affect the maximum FDP?

A-17. Yes. A certificate holder can change the number of flight segments in a FDP after the FDP has started by assigning additional flight segments or canceling segments. That modification may change the FDP limit. The flightcrew member would have to determine if the FDP is changed by referring to Table B.

Q-18. A flightcrew member is scheduled for 4 flight segments but during the FDP a diversion is necessary, for reasons beyond the control of the air carrier, resulting in 5 flight legs flown rather than 4. Does this require a change in the maximum FDP?

A-18. No. A diversion does not constitute a new flight segment for purposes of Part 117. The FDP limits and flight limits would continue to apply as originally scheduled.

Q-19. A certificate holder cancels a flight before takeoff. Does that segment still count for determining the maximum FDP?

A-19. No. If a flight is canceled before takeoff, it does not count as a flight segment for Part 117 FDP purposes. A flight segment consists of a takeoff and landing.

Q-20. In the above example, if the aircraft is taxied under its own power to a hold area and then canceled, would the taxi time and hold time count as FDP and flight time?

A-20. The time would count as part of a FDP but not flight time since there was no takeoff and landing.

Q-21. A flightcrew is scheduled as unaugmented crew, but once the FDP is in progress, the carrier wants to extend the FDP. Can the carrier augment the crew by adding another flightcrew member and increase the FDP?

A-21. No. An unaugmented flightcrew member’s FDP limit cannot be increased by augmenting the crew once the FDP has started.

Q-22. Can a carrier increase the FDP by augmenting the crew prior to the start time of the FDP?

A-22. Yes. The carrier can increase the FDP limit by augmenting the crew before the start of the FDP.
Q-23. Can a carrier schedule an augmented crew in domestic operations?


Q-24. Can a flightcrew member’s FDP limit be extended; and if so, under what conditions would an extension be allowed?

A-24. There are two ways to extend a flightcrew member’s FDP limit: (1) pre-takeoff extension; and (2) post take-off extension. A pre-takeoff extension, because of unforeseen operational circumstances, of up to 2 hours, can be made if the pilot-in-command and the certificate holder agree that the crew is fit and the flight can be safely operated if the FDP is extended. An extension of more than 30 minutes can be granted only once prior to receiving a 30 consecutive-hour rest. The certificate holder is required to report all extensions over 30 minutes to the FAA Administrator. A post-takeoff FDP may be extended to enable the aircraft to land at the scheduled or alternate airport. The same conditions outlined for a pre-takeoff extension apply. These extension rules also apply to combined reserve availability and FDP limits.

Q-25. Are there any weekly or monthly limits on the number of 30 minute FDP extensions?

A-25. No. The FAA has granted certificate holders freedom to extend the maximum FDP limits up to 30 minutes. However, a flightcrew member always has responsibility to ensure he/she is fit for each individual flight segment during a FDP, including extended FDPs.

Q-26. Is non-flight duty, such as flight training, either before or after a flight segment considered part of the FDP?

A-26. If the non-flight duty occurs prior to a flight segment with no intervening rest it counts as part of the FDP. If it occurs after the flight segment, it is not part of the FDP.

Q-27. A flightcrew member has already used his/her over-30-minute FDP extension during a rolling 168 hour period. After take-off due to unforeseen circumstances, the flightcrew discovers that they will need to extend their FDP more than 30 minutes. Can they legally do so in this circumstance?
A-27. No. The over-30-minute extension applies to each individual flightcrew member and can only be taken once during any rolling 168 hour period without receiving a 30-hour rest (i.e. the 30-hour rest resets the extension provisions). Therefore, to avoid a violation, the FAA strongly recommends that the certificate holders (1) add buffers to the flightcrew member’s schedule to account for possible unexpected events, and (2) provide the flightcrew member with a 30 consecutive-hour rest period as soon as possible in order to reset the FDP extension.

Q-28. Can a FDP be extended if the extension will cause the flightcrew member to exceed a cumulative FDP limit?

A-28. No, with one exception. The cumulative limits are hard limits except for post-takeoff flight extensions when unforeseen operational circumstances arise. A post-takeoff FDP flight extension expires when the aircraft lands.

Q-29. Is the concurrence of the PIC necessary if a FDP extension is required for another flightcrew member, and could the PIC concur to an extension less than 2 hours?

A-29. The PIC must concur in all FDP extensions over 30 minutes even if it is for another flightcrew member. The PIC can also concur to only a shorter extension that he/she believes can safely be carried out even though the certificate holder wants a full 2-hour extension. The certificate holder must keep a record of the PIC’s concurrence.

Q-30. If the PIC concurs with the carrier for a 2-hour FDP extension, can the FO refuse the extension?

A-30. Yes. Each individual flightcrew member must “sign off” that they are fit to fly before each segment, i.e., the PIC can accept a 2-hour extension but the FO can independently state he/she is not fit for further duty and could not under the circumstances accept the extension.

Q-31. If a flightcrew member is given a longer rest period than required by Part 117, can that rest be terminated early to assign a new FDP?

A-31. No. A previously scheduled FDP can only be changed by utilizing the reserve provision which requires notice for long call and a 10-hour rest break to be placed on short call reserve. (See the reserve provisions for additional restrictions.)
Q-32. A flightcrew member is on days off. Can the company call him for a flight assignment?

A-32. Yes. If the flightcrew member answers the call, the company can assign him to flight duty. However, the Company must give the flightcrew the required 10-hour rest period and then place the crewmember on short call reserve.

Q-33. Can a flightcrew member who is on days off voluntarily elect to pick up a trip from open time?

A-33. Yes. This is not prohibited by the regulation so long as the flightcrew member is rested, fit for duty, within applicable limits for duty and flight time, and prepared to perform the assigned duties.

Q-34. A flightcrew member, after the passengers deplane, is assigned to move the aircraft from a gate to the hanger or from the customs area to a domestic gate. Is this aircraft movement part of the FDP?

A-34. Yes. Part 117.3 states that a FDP ends “when the aircraft is parked after the last flight and there is no intention for further aircraft movement by the same flightcrew member.” The phrase “further aircraft movement” does not say that the movement must be for the purpose of flight; hence, moving the aircraft to reposition it would be included in a FDP and establish the “FDP end point.”

Q-35. A certificate holder has a high degree of confidence before takeoff that the destination airport will be hit by a typhoon but nevertheless directs that the aircraft take off. Can the certificate holder use a post-takeoff extension to safely land the aircraft at the destination or diversion airport if the typhoon occurs?

A-35. No. The certificate holder and the flightcrew member must have a reasonable expectation that the flight can be completed to the intended destination within the pertinent FDP limit. If this is not the case, the aircraft should not take off or the flight should be planned to land “short” within the FDP limits.

Q-36. If a PIC concurs in an extension of a FDP, must there be a record of the PIC’s concurrence?

A-36. Yes. The PIC could note his/her concurrence with a FDP extension on a flight release, ACARS or some other form as long as there is evidence the PIC concurred with the extension.
III. FLIGHT TIME LIMITATIONS – FLIGHT TIME LIMITATIONS IN PART 117 ARE ACTUAL NOT SCHEDULED (117.11)

Q-37. How do I determine my flight time limitation?

A-37. If you are not assigned to an augmented crew, using your report time, you determine your flight time limit by using the following Table:

**TABLE A TO PART 117 – MAXIMUM FLIGHT TIME LIMITS FOR UNAUGMENTED OPERATIONS TABLE**

<table>
<thead>
<tr>
<th>Time of Report (acclimated)</th>
<th>Maximum flight time (hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000–0459</td>
<td>8</td>
</tr>
<tr>
<td>0500–1959</td>
<td>9</td>
</tr>
<tr>
<td>2000–2359</td>
<td>8</td>
</tr>
</tbody>
</table>

Q-38. A flightcrew member is assigned a “legal” schedule. However, due to weather, the scheduled flight time was exceeded. Before takeoff on the next flight segment, the flightcrew member determines by the time the aircraft is in the blocks it will exceed the flight limitations. Can the flight be flown?

A-38. No. If it is determined before takeoff that the flight cannot be completed within the flight limits, it cannot operate.

Q-39. How is flight time calculated for Part 117?

A-39. From the time the aircraft moves under its own power with the intention of flight and takes off until it is parked (blocks in), flight time is calculated to the nearest minute. For example, if the time the moment the aircraft moved under its own power with the intention of flight and takes off until it is in the blocks of destination was 29 minutes, 29 seconds; it would be 29 minutes of flight time. If it was 29 minutes, 30 seconds; it would be 30 minutes of flight time.
Q-40. The flightcrew is on board the aircraft for a flight. The aircraft is pushed back by a tug and, due to airport congestion, the aircraft has to wait 20 minutes before getting clearance to taxi. Does this time count as flight time?

A-40. No, as the aircraft has not yet moved under its own power with the intention of flight.

Q-41. Due to unforeseen circumstances after takeoff, the aircraft has to land at an alternate airport, while remaining within the flight time limitations. Can the flightcrew proceed to the original destination if the flight time limits would then be exceeded?

A-41. No. Any subsequent flight must remain within the flight time limitations.

Q-42. A flightcrew member exceeds the flight time limits due to unforeseen circumstances that arise after takeoff that results in landing at an alternate airport. Can the flightcrew member perform any further flying?

A-42. No. The flightcrew member has exceeded the flight time limit and cannot perform any further flying under Part 117 until a required rest period is provided.

Q-43. An aircraft taxies to a holding area under its own power and expects an extended delay. The engines are shut down and the aircraft remains in the holding area for an hour. Does all of the taxi and hold time count as flight time?

A-43. Yes. Once the aircraft moves under its own power with the intention of flight, all of the time, until the aircraft lands and is parked at the destination, counts as flight time.

Q-44. Same scenario as in Question 43 above, but the aircraft is towed to the holding area. Does the tow time and hold time count as flight time?

A-44. No, because the aircraft did not move under its own power. That time is not counted as flight time. (This would have no bearing on the FDP limits.)

Q-45. A flight pushes back and taxies to the runway under its own power with the intention of flight. Before taking off, the flight crew is notified that the flight is canceled and the aircraft returns to the gate. Is the taxi time counted as flight time?
A-45. No, because there was no takeoff and landing. However, this could change the FDP since the segment was not flown.

Q-46. An aircraft taxies to the runway with the intention of flight but has to return to the gate for a mechanical reason or to emplane or deplane passengers or freight. The pilots remain on board the aircraft while the required action is taken. The aircraft then departs and lands at the destination. How is flight time counted in this circumstance?

A-46. In this example, the flight time starts when the aircraft first taxies under its own power from the gate, continues through the period of delay when the aircraft returns to the gate and in which the pilot must remain on board, and ends at the moment the aircraft comes to rest at the point of landing at the destination airport.

Q-47. An aircraft moves under its own power with the intention of flight and has to return to the gate for mechanical reasons. The crew is assigned to a replacement aircraft which takes off and lands at the destination airport. How is flight time counted in this circumstance?

A-47. Flight time is counted from the time the first aircraft moves under its own power until the aircraft returns to the gate plus the flight time from the time the replacement aircraft first moves under its own power until it lands and comes to rest at the destination airport.

Q-48. Prior to takeoff an aircraft taxies under its own power to a de-icing pad, shuts down the engines, is deiced and then takes off. Is all of this time counted as flight time?

A-48. Yes. The aircraft moved under its own power with the intention of flight, so all of the time counts.

Q-49. A flightcrew conducts three flight segments under Part 117 followed by a Part 91 ferry flight. Do the limits of Part 117 apply to the ferry flight?

A-49. Yes, a Part 117 flight segment preceded the Part 91 flight operation.
**IV. AUGMENTED FLIGHTCREW (117.11, 117.17)**

**Q-50.** What are the flight time limits for augmented crew?

**A-50.** For a 3 pilot crew, it is 13 hours and for a 4 pilot crew, it is 17 hours.

**Q-51.** How does a flightcrew member determine the FDP if the crew is augmented.

**A-51.** Apply your start time to the following Table to determine your FDP.

**TABLE B TO PART 117—FLIGHT DUTY PERIOD: UNAUGMENTED OPERATIONS**

<table>
<thead>
<tr>
<th>Scheduled time of start (acclimated time)</th>
<th>Maximum flight duty period (hours) ased on rest facility and number of pilots</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Class 1 rest facility</td>
</tr>
<tr>
<td></td>
<td>3 Pilots</td>
</tr>
<tr>
<td>0000-0559 ......</td>
<td>15</td>
</tr>
<tr>
<td>0600-0659 ......</td>
<td>16</td>
</tr>
<tr>
<td>0700-1259 ......</td>
<td>17</td>
</tr>
<tr>
<td>1300-1659 ......</td>
<td>16</td>
</tr>
<tr>
<td>1700-2359 ......</td>
<td>15</td>
</tr>
</tbody>
</table>

*Note: If the flightcrew member is not acclimated, the above maximums are reduced by 30 minutes.

**Q-52.** If a flightcrew member is not acclimated and has traveled to a new theater, for example a JFK to CDG flight, what time zone would the flightcrew member use to determine the FDP for the return flight to JFK?

**A-52.** The flightcrew member would use the time zone where he/she was last acclimated which, in this case, would be JFK time.
Q-53. Augmented flights have a 3 flight segment limit. Can this flight segment limit be extended if a diversion is made necessary by winds or other operational issues beyond the air carrier’s control?

A-53. A diversion is not a flight segment for Part 117 purposes. Therefore, the diversion would not count toward the 3 flight segment limit. This provision also applies even if a planned fuel stop was known prior to departure.

Q-54. A flightcrew member is assigned to an augmented crew of 3 pilots for a 12-hour flight. The crewmember is at the controls for 9 hours. Does he/she count the entire 12-hour flight as flight time?

A-54. Yes. All 3 flightcrew members count the entire 12 hours.

Q-55. Is there any restriction as to the amount of flight time a flightcrew member can be at the controls on an augmented flight?

A-55. Part 117.12(c) requires that the pilot flying the aircraft during landing must be provided a 2 consecutive hour in-flight rest during the second half of his/her FDP. The pilot monitoring during the landing must be provided a 90-consecutive minute in-flight rest. Other than these required rest opportunities, there is no restriction in Part 117 on the amount of flight time a pilot may spend at the controls during an operation that otherwise meets the pertinent FDP, flight time and cumulative limits.

Q-56. How is the class of on-board rest facility determined?

A-56. The FAA must certify each class of on-board rest facility on each carrier’s aircraft that operates with an augmented crew and that designation should be a part of the certificate holder’s operation specifications. An on-board rest facility could be certified in more than one classification. See AC 117-1 for information on the different classes of rest facilities.

Q-57. An aircraft has a designated Class 3 on-board rest facility. The seat for a scheduled flight is inoperable and will not recline 40 degrees. Can the flight operate?

A-57. The Operator’s MEL procedures for an inoperative recline mechanism would govern. The MEL may, or may not, allow continued use as an on-board rest facility. However, if there is no MEL, the flight cannot operate with an augmented crew over 9 hours of flight time until the seat is fully operational and will recline 40°.
Q-58. An aircraft has a designated Class 2 rest facility. On a scheduled flight the privacy curtains are inoperable. Can the flight operate?

A-58. It may operate depending on the Operator’s MEL procedures for an inoperative privacy curtain. The MEL may, or may not, allow continued use as an on-board Class 2 rest facility. However, a Class 3 facility does not require a privacy curtain, so the facility may meet the requirements for a Class 3 facility.

Q-59. Is each member of an augmented crew required to be fully qualified and current?

A-59. At all times during an augmented flight, there must be at least one flightcrew member at the controls who is fully qualified and current. See 121.543(b)(3)(i).
V. CUMULATIVE LIMITS (117.23)

Q-60. Are there cumulative flight time limits?

A-60. Yes. A flightcrew member is limited to 100 hours of flight time in 672 consecutive hours (28 days). This is a “rolling” 672 hours and replaces the former requirements of 100 hours in any calendar month and the former monthly and quarterly limits for international augmented operations. The 30 or 32 hours in 7 days limit has also been eliminated. A flightcrew member is also limited to 1,000 hours in any 365 consecutive day period. This is a rolling 365 days and replaces the 1,000 hours in a calendar year limit.

Q-61. Are there any cumulative FDP limits?

A-61. Yes. A flightcrew member may not exceed 60 FDP hours in any 168 “rolling” consecutive hours (7 days) and 190 FDP hours in any “rolling” 672 consecutive hours (28 days).

Q-62. Can the cumulative limits be extended?

A-62. The cumulative limits are “hard” and cannot be extended except in only one very limited circumstance, which is when an unforeseen event occurs post takeoff. However, once the aircraft is safely on the ground at the next point of landing (including a diversion airport), the flightcrew member cannot operate any Part 117 flight until such time as he/she can do so without exceeding the cumulative limits.

Q-63. If a flightcrew member flies for more than one certificate holder or Part 91K Program Manager, must that time be reported to the applicable operator?

A-63. Yes. The flightcrew member has an obligation to report flying to the certificate holder that counts toward the cumulative limits.
Q-64. How does a flightcrew member determine his/her time for cumulative limit purposes?

A-64. Before each flight, the flightcrew member should look back at the number of flight and FDP hours to the nearest minute he/she has actually accumulated to determine if the flight can be operated within the cumulative limits. If not, the flightcrew member cannot operate the flight.

Q-65. Who is responsible for monitoring the cumulative flight limits?

A-65. This is a joint responsibility placed on both the certificate holder and the flightcrew member.

Q-66. Does personal and military flying time count for cumulative limit purposes?

A-66. No. Only flying performed by the flightcrew member on behalf of a certificate holder or 91K Program Manager during the applicable periods counts for determining the cumulative limit.
VI: REST PERIOD (117.25)

Q-67. What are the rest requirements in Part 117?

A-67. There are three primary rest requirements.

1. Before beginning any reserve or FDP assignment, the flightcrew member must have received a 30 consecutive-hour rest within the past 168 consecutive hours that precedes the beginning of the FDP.

2. Before a flightcrew member may accept any assignment to a FDP or reserve, he/she must have had a 10 consecutive-hour rest period including a minimum 8 uninterrupted hours of sleep opportunity immediately preceding the FDP or reserve assignment.

3. If a flightcrew member travels more than 60 degrees longitude in a FDP or series of FDPs and is away from home base for 168 consecutive hours, the crewmember must be given 56 consecutive hours of rest upon return to home base that must encompass 3 physiological nights based on local time. A physiological night’s rest means 10 hours of rest that encompasses the hours of 0100 and 0700 at the flightcrew member’s home base, unless the individual has acclimated to a different theater.

Q-68. How is the required rest period measured?

A-68. The rest period is measured from release from duty until the flightcrew member starts a FDP or reserve assignment.

Q-69. Does the travel time to and from the hotel count as part of the 10-hour rest period?

A-69. Yes. However, if the travel time would prevent an 8-hour uninterrupted sleep opportunity, the flightcrew member must advise the carrier and ensure they get the required 8-hour sleep opportunity.
Q-70. Who determines if a flightcrew member has received an 8 consecutive-hour sleep opportunity?

A-70. Only the flightcrew member can make this determination because of the many variables involved.

Q-71. When does a sleep opportunity begin so the 8 hours can be determined?

A-71. A sleep opportunity generally commences once a flightcrew member is at a location where the flightcrew member can reasonably be expected to go to sleep and not have that sleep interrupted, such as a hotel.

Q-72. What should the flightcrew member do if he/she determines that an 8-hour uninterrupted sleep opportunity can't be achieved for some reason, such as delayed van rides, inability to get a room key, etc.?

A-72. The flightcrew member should advise the certificate holder as soon as possible of the need to delay the next FDP reporting time to allow for an 8-hour uninterrupted sleep opportunity.

Q-73. Will a sleep interruption not caused by the certificate holder such as a fire alarm, construction noise, etc. require the flightcrew member to delay the next reporting time to obtain the required rest?

A-73. The determination whether an interruption has caused a sleep disruption during the 8-hour rest period can only be made by each individual flightcrew member. Consider the fire alarm example. Some flightcrew members may have no problem returning to sleep, with no requirement to delay the report time. Others may find it difficult to get back to sleep even if the interruption was short. In this instance, each flightcrew member individually would have to advise the certificate holder of the need to delay the report time.

Q-74. Can the certificate holder require a flightcrew member to check a computer, email calendar, text or other conversation media to determine assignment, changes, etc. during a rest period?

A-74. No. During a rest period, regardless of length, a flightcrew member must be free from all restraint. If a flightcrew member is required to do something by the certificate holder, he/she is not free from all restraint.
Q-75. Could a flightcrew member on his/her own volition do the tasks in Question 74 above?

A-75. Yes, but the flightcrew member’s decision to perform any task for the certificate holder during a rest period must be entirely voluntary. This could also include voluntarily performing computer based training, monthly schedule bidding, required safety reports, etc.

Q-76. Can the certificate holder make one phone call to a flightcrew member without interrupting his/her rest?

A-76. The FAA has a “one phone call” policy that “generally” allows a certificate holder to initiate one phone call during a crewmember’s rest period. If the crewmember voluntarily chooses to answer the phone call, the FAA does not view the phone call as disruptive and breaking the rest period. However, a flightcrew member may have difficulty getting back to sleep after being woken up by a certificate holder’s phone call. In that situation, a flightcrew member may have his/her sleep opportunity interrupted. Thus, a certificate holder runs the risk of interrupting a flightcrew member’s sleep opportunity during the rest period by making a phone call.

Q-77. How is the 168 consecutive-hour period determined for the 30 consecutive-hour rest requirement?

A-77. The 168 consecutive-hour period is the period that precedes the beginning of any FDP. Therefore, before beginning a FDP, the flightcrew member must look back 168 consecutive hours to ensure during that time he/she has had the 30 consecutive-hour rest.

Q-78. Does the 30 consecutive-hour rest have to be prospectively identified? For example, could a rest less than 30 hours be extended to satisfy the 30-hour requirement?

A-78. No. A rest period must be prospective in nature which means the flightcrew member must be told in advance that he/she will be on a rest period for a specified duration. The flightcrew member must be told before the rest period begins that he/she will be receiving a 30-hour rest to comply with Part 117.
VII: RESERVE STATUS (117.21)

Q-79. Does Part 117 address reserve duty?

A-79. Yes. Part 117 divides reserve duty into three categories; airport/standby, short call and long call reserve. Unless the certificate holder specifically designates the reserve assignment as airport/standby or short call reserve, the flightcrew member is on long call reserve.

Q-80. What is airport/standby reserve?

A-80. The flightcrew member must be required to be on the airport property and his/her reserve duty period would be determined by the time he/she goes on airport duty using the FDP Table.

Q-81. What is short call reserve?

A-81. During the reserve availability period (RAP), the flightcrew member is subject to being assigned flight duty in a short period of time as determined by the certificate holder without receiving a Part 117 rest period before reporting.

Q-82. If a flightcrew member is on short call reserve, what is the maximum length of his/her RAP?

A-82. For an unaugmented operation, the total number of hours a flightcrew member may spend in a flight duty period and a RAP may not exceed the lesser of the FDP from Table B plus 4 hours, or 16 hours, as measured from the beginning of the RAP. The reserve limits are applied to individual flightcrew members. (Examples are provided at the conclusion of this document.)

Q-83. Are the RAP limits different in an augmented operation?

A-83. Yes. The total hours that an augmented flightcrew member may spend in a FDP and RAP is the FDP from Table C (the Augmented Table) plus 4 hours as measured from the beginning of the RAP. (An example is provided at the conclusion of this document.)
Q-84. What are the limits for long call reserve?

A-84. Notwithstanding any collective bargaining provisions, in long call reserve, you are subject to call anytime during any 24-hour time period. However, the certificate holder must give the flightcrew member at least 10 hours’ notice so he/she can get rest prior to starting a FDP. The FDP limit would be determined from the FDP Table depending on the report time for flight duty.

If the flight assignment that begins before and will operate into the window of circadian low (WOCL, which is 0200-0559), the flightcrew member must be given a 12 hour notice of the assignment. This WOCL assignment does not require a 12-hour rest period, the rest requirements remain unchanged (see Question 67).

Q-85. Does a flightcrew member on long call reserve need 12 hours’ notice if he/she is notified of a flight assignment that begins in the WOCL?

A-85. No. The 12 hour notice is only required if the FDP begins before the WOCL and operates into the WOCL.

Q-86. Is the WOCL determined by local time or last acclimated time?

A-86. The WOCL is determined by last acclimated time.

Q-87. What rest is required before a flightcrew member can accept a short call reserve assignment?

A-87. The flightcrew member must receive at least a 10-hour rest break with a minimum of an 8-hour uninterrupted sleep opportunity.

Q-88. Does the 30 consecutive-hour rest in 168 consecutive-hours requirement apply to a flightcrew member given a reserve assignment?

A-88. Yes. Before accepting a reserve assignment (RAP or FDP), a flightcrew member must look back 168 consecutive hours from the beginning of the assignment to determine if the required 30-hour rest has been given.

Q-89. If a flightcrew member is assigned a RAP, can it be terminated early? For example, the crewmember is assigned a RAP of 0700-2100. The certificate holder at 0800 advises the crewmember that
his/her RAP is terminated. The crewmember is then given 10 hours of rest and assigned to a new RAP beginning at 1800. Is this permissible?

A-89. Yes, because Part 117 does not prohibit a certificate holder from early termination of a RAP. This mirrors the rest period required for a long call reserve.

Q-90. A flightcrew member on reserve is assigned a 3-day trip. On day 3, the flightcrew member flies one segment and returns to base. After block-in, the certificate holder assigns 3 additional segments which can be completed within the FDP, flight time and cumulative limits. Is this permissible?

A-90. If the flightcrew member has completed the FDP (blocked in), he/she cannot be placed on a RAP to allow further flight assignments until he/she has received a 10 consecutive-hour rest. However, before the end of the FDP, the certificate holder could reschedule and add the 3 flight segments. In that event, the flightcrew member would have to recalculate the FDP, flight time and cumulative limits to determine if the additional flight segments can be legally flown. The flightcrew member would also have to reaffirm his or her fitness for duty before beginning each flight segment.

Q-91. A flightcrew member has 50 hours of FDP duty in the preceding 5 days (120 hours) and is on a RAP. Three hours into the RAP he/she is given a FDP assignment of 10 hours. Does all of this time (13 hours) count toward the cumulative FDP limits (60 hours in a rolling 168 hours)?

A-91. No. Only the 10-hour FDP would count towards the cumulative FDP limits.

Q-92. Part 117.27 limits consecutive night time operations to three consecutive FDPs that infringe upon the WOCL without a rest break during the duty periods. Does this limitation apply to reserve duty? Can a flightcrew member be scheduled for more than 3 consecutive reserve periods that infringe the WOCL?

A-92. Section 117.27 only applies to an actual FDP. Because a RAP is not a flight duty period, an assignment of three or more RAP’s covering the WOCL would not trigger the limitations of Section 117.27. However, if the crewmember is assigned a FDP that would infringe the WOCL, Section 117.27 would apply if he/she was assigned FDPs that infringed upon the WOCL more than 3 consecutive times.
Q-93. Would the above answer to Question 92 be different if the WOCL reserve duty was airport/standby reserve duty?

A-93. Yes. Time spent on airport/standby reserve counts as a FDP so all time in this status is counted towards the FDP cumulative limits and would trigger the WOCL rest requirements of Section 117.27.
VIII: FLIGHT DUTY PERIOD: SPLIT DUTY (117.15)

Q-94. Does Part 117 address continuous duty overnights/standbys?

A-94. Yes, Section 117.15 permits CDOs that would not otherwise meet Table B FDP limits by imposing several conditions on such scheduling. A mid-duty rest opportunity between the hours of 2200 and 0500 local time must be provided sometime after the completion of the first flight segment of the FDP. The mid-duty rest must also be scheduled before the beginning of the FDP and must consist of not less than 3 hours in a suitable accommodation. Note that some overnight trips will fit the existing Table B FDP limits without the need to use the split duty provisions of Section 117.15.

Q-95. What is the maximum length for a split duty assignment?

A-95. The combined total time of the scheduled FDP and mid-duty rest opportunity cannot exceed 14 hours. A carrier cannot utilize the 30-minute and 2-hour extension provisions of Section 117.19 to extend the total split duty (FDP plus mid-duty rest) beyond 14 hours.

Q-96. What is a suitable accommodation?

A-96. A suitable accommodation means a temperature-controlled facility with sound mitigation and the ability to control light that provides a flightcrew member with the ability to sleep either in a bed, bunk or in a chair that allows for a flat or near flat sleeping position. This definition only includes ground facilities and not aircraft on board rest facilities or passenger seats.

Q-97. Can the suitable accommodation standards be met if there was more than one individual sleeping in the room?

A-97. Yes. Access to a suitable accommodation does not need to limit use to one individual.
Q-98. Can the actual split duty rest be more than scheduled?

A-98. Yes. There is no prohibition in Part 117 against providing more rest than scheduled. If the actual split duty rest exceeds the scheduled rest period, then the portion of the actual rest that exceeds the scheduled rest would be considered part of the FDP. The FDP would remain subject to the 30 minute and 2 hour FDP extension provisions specified in Part 117.19 so long as the total rest and flight duty together are within the 14-hour limit.
IX: DEADHEAD TRANSPORTATION (117.25(g))

Q-99. How does Part 117 treat deadheading?

A-100. Time spent deadheading is considered duty and treated similar to a FDP. However, only Table B is utilized for calculating deadhead FDP limits (for both unaugmented and augmented FDPs). Deadhead transportation is not considered a flight segment. If time spent in deadhead transportation exceeds the applicable Table B FDP limit, a rest equal to the length of the deadhead (but at least 10 hours) must be given. Five examples will show how deadheading is treated.

Example 1: A flightcrew member reports for a FDP at 0430 and flies one segment that concludes at 0800 and he/she is released from duty. The FDP ends at 0800. At 1100, the crewmember begins a series of deadhead flights that terminate at 1530 which would be 4:30 hours of deadhead travel time. Since that time is well within any FDP limit, only 10 hours of rest is required before another FDP can be assigned. The start of the rest period would be 1530.

Example 2: Assume the above facts but that the entire assignment was deadhead transportation from 0430 report – until 1530 release from duty, which is 11 hours. The highest FDP limit (Table B) that begins at 0430 is 10 hours. Therefore, a compensatory rest equal to the length of the deadhead (11 hours) would be required before a new FDP could be assigned. The start of the rest period would be 1530.

Example 3: A flightcrew member reports for a deadhead assignment at 0430 which terminates at 1530. Can the flightcrew member accept a flight assignment beginning at 1545? No. The deadhead assignment was 11 hours which exceeds the Table B FDP limit (10 hours) so the flightcrew member would require an 11 hour rest before beginning a new FDP.
Example 4: A flightcrew member is engaged in deadhead transportation from 0430 to 1100. He/she is given a 2-hour flight assignment beginning at 1130. Can the assignment be accepted? Yes. Since the deadhead occurred prior to a flight assignment, the entire deadhead is counted as part of the FDP. In this example with one segment, the Table B FDP limit starting at 0430 is 10 hours. Since the assigned flight terminates within the 10-hour limit, it can be flown without an intervening rest period.

Example 5: A flightcrew member is engaged in deadhead transportation from EWR to HKG reporting at 2345 and blocking in at 1710 – a total of 17:25 duty. Can he/she be scheduled to depart on a new FDP after a 10-hour rest period? No. The Table B FDP limit when reporting at 2345 is 10 hours. Since the deadhead segment was in excess of this limit, a compensatory rest equal to the length of the deadhead segment (17:25) is required.
**X: FITNESS FOR DUTY (117.5)**

Part 117 requires that each flightcrew member must report for a FDP rested and prepared to perform his/her assigned duties.

**Q-100.** Can the pilot-in-command certify that all flightcrew members are fit for duty?

**A-100.** No. Each individual flightcrew member must certify their fitness for duty and sign a statement to that effect.

**Q-101.** Can this certification be done electronically using ACARS or a smart phone app?

**A-101.** Yes, but the certification must be signed by the flightcrew member; and if that statement is made through electronic means, the flightcrew member would have to electronically sign the statement.

**Q-102.** What should a flightcrew member do in the event that he/she is or becomes too fatigued to safely operate the aircraft?

**A-102.** The flightcrew member is obligated to report that he/she is fatigued pursuant to Section 117.5 and the certificate holder’s Fatigue Risk Management Plan. For example, a flightcrew member reports rested for a FDP with 6 flight segments. After the 4th segment, the crewmember reports that he/she is able to fly the 5th segment but not the last assigned segment. The certificate holder is not required to “second guess” the crewmember and the certificate holder would not violate Section 117.5(c) if the crewmember operates the 5th flight segment.

**Q-103.** Must a flightcrew member sign the dispatch/flight release for each segment during an FDP that they are fit to perform their assigned duties?

**A-103.** Yes, the flightcrew member must sign the dispatch/flight release for each segment.
Q-104. Prior to starting the fourth segment of a five segment FDP, a flightcrew member decides he/she is too fatigued to perform his/her duties. What actions should the flightcrew member take?

A-104. Report the fatigue event to the carrier and do not sign the dispatch/flight release.
XI: FATIGUE RISK MANAGEMENT SYSTEM (FRMS) (117.7)

Q-105. What is a FRMS?

A-105. FRMS is a management system that a certificate holder can use to mitigate the effects of fatigue in its particular operations. It is a data-driven process and a systematic method used to continuously monitor and manage safety risks associated with fatigue-related error.

Q-106. Can FRMS be used as an alternative method of complying with Part 117?

A-106. Yes, however, the certificate holder must gather scientific data to show that the proposed schedule will provide an equivalent level of safety and the FAA must give OpSpec approval. The FAA expects that each FRMS request will be tailored to the requesting certificate holders’ operations, and the FAA has stated that it will not allow multiple certificate holders to operate under the same FRMS OpSpec.

Q-107. Can FRMS be used to avoid large portions of Part 117?

A-107. FRMS permits the certificate holder to exceed specified provisions of Part 117 to the extent that an equivalent level of safety against the possibility of fatigue-related accidents or incidents is demonstrated. A certificate holder can submit broad requests that seek alternatives to large portions of Part 117. However, broad requests to the FAA for deviation from the requirements of Part 117 will likely be more difficult to obtain than a narrowly drawn request.

Q-108. Can a certificate holder use data from another certificate holder to support a FRMS request?

A-108. Certificate holders are not prohibited from using each other’s data in a FRMS request. The FAA plans to evaluate each FRMS request on an individual basis because of the differences between certificate holders’ operations.
Q-109. What is the Fatigue Education and Awareness Training Program?

A-109. Each certificate holder must develop and implement an education and awareness program that must be approved by the FAA.

Q-110. Who must receive this training?

A-110. All employees responsible for administering Part 117, including flightcrew members, dispatchers, scheduling personnel, persons directly involved in operational control and anyone providing direct management oversight of these areas.

Q-111. What is the purpose of the training?

A-111. It is designed to increase awareness of fatigue, fatigue counter measures, and the effects of fatigue on pilots.

Q-112. Is this training recurring?

A-112. Yes, it must be done annually for all employees identified in Question 110 above.

Q-113. Is the certificate holder required to update the program?

A-113. Yes. The certificate holder must update its awareness training program every two years and must notify the FAA of the update. The FAA will review it and either accept or reject it.
**Q-114.** How does an acclimated unaugmented flightcrew member determine if he/she can accept a flight assignment?

Example: The flightcrew member is scheduled to report at 0900 to fly 5 segments for a total of 7 flight hours and the last segment terminates at 2000. Can the assignment be accepted?

Step 1: Did the crewmember have the required rest? Immediately before the beginning of the FDP, the flightcrew member must determine that he/she has had at least a 10-hour rest break with an 8-hour uninterrupted sleep opportunity and 30 consecutive-hours of rest in the last 168 consecutive hours. If so, proceed to Step 2.

Step 2: Would the assignment exceed the daily FDP or flight time limits? Using the FDP Table B, reporting at 0900 for 5 segments the maximum FDP length is 12.5 hours which means that the FDP must be scheduled to end no later than 2130. Using Flight Time Limit Table A, the maximum flight hours for reporting at 0900 would be 9 hours. This assignment is within these limits. Note: If the flightcrew member is not acclimated, the FDP limits are reduced by 30 minutes (in this example a 12-hour limit or a scheduled end time of 2100).

Step 3: Would the assignment exceed the cumulative limits? The cumulative flight time limits are 100 hours in a 672 consecutive-hour period and 1,000 hours in any 365 consecutive-calendar day period. The cumulative FDP limits are 60 hours in a 168 consecutive-hour period and 190 hours in 672 consecutive-hours. In this example, cumulative limits would not be exceeded and the assignment can be accepted.
Q-115. How does an acclimated augmented flightcrew member determine if he/she can accept a flight assignment?

Example: The flightcrew member is scheduled to fly a multi-day flight JFK-CDG-JFK. The flightcrew member reports for duty at JFK after days off at 1700 and the flight arrives at CDG at 0830 local time. The crewmember is given a 26-hour rest break and reports at 1030 CDG local time for the return flight to JFK which is scheduled for 9:20 of flight time. This is a 3-person flightcrew operating an aircraft with a Class 2 rest facility. Can the flightcrew member accept the assignment?

Step 1: Did the crewmember have the required rest in CDG? Yes, because he/she was off for 26 hours and had an opportunity for 8 hours of uninterrupted sleep prior to reporting. Because the rest opportunity was less than 36 hours, the crewmember is considered not acclimated to CDG time.

Step 2: Using the augmented FDP Table C, the flightcrew member would determine the maximum FDP length by entering the Table using JFK time which would be 0430. The maximum FDP would be 13.5 hours (14 hours Table C limit less 30 minutes since the crew is not acclimated). Assuming the crew reported 2 hours prior to departure since this is an international flight, the scheduled FDP is 11:20 (2:00 pre-flight report and 9:20 flight time), which is within the maximum allowable FDP of 13.5 hours. The maximum flight limit for this crew is 13 hours under Section 117.11(a)(2), so this flight would also be within that limit.

Step 3: Would the assignment exceed the cumulative flight time or FDP limits? The cumulative flight time limits are 100 hours in a 672 consecutive-hour period and 1,000 hours in any 365 consecutive-calendar day period. The cumulative FDP limits are 60 hours in a 168 consecutive period or 190 hours in a 672 consecutive-hour period. In this example, the cumulative limits are not exceeded so the assignment can be accepted.
Q-116. How does an unaugmented reserve pilot determine his/her maximum FDP?

Example 1: An acclimated unaugmented flightcrew member begins a RAP at 0600. That flightcrew member is then assigned to an unaugmented FDP that begins at 1200 and consists of two flight segments. Given that the flightcrew member in this example began his/her RAP at 0600, he/she will have 6 hours of accumulated RAP time by the time his/her FDP will start at 1200. According to Table B, the FDP limit for a two-segment FDP that begins at 1200 is 13 hours. The applicable 13-hour FDP limit plus 4 hours equals 17 hours. Because this is greater than 16 hours, under Section 117.21(c)(3), the pertinent RAP + FDP limit for this unaugmented operation is 16 hours. As a result, to stay within the 16-hour RAP + FDP limit, this flightcrew member’s FDP cannot exceed 10 hours without an extension, as his/her RAP will use up 6 hours of the 16-hour RAP + FDP limit.

Example 2: An acclimated unaugmented flightcrew member begins a RAP at 1100. That flightcrew member is then assigned to an unaugmented FDP consisting of five flight segments that begins at 1500. According to Table B, the FDP limit for a five-segment FDP that begins at 1500 is 11.5 hours. The applicable 11.5-hour FDP limit plus 4 hours equals 15.5 hours. Because this is smaller than 16 hours, under Section 117.21(c)(3), the pertinent FDP + RAP limit for this unaugmented operation is 15.5 hours. Since the flightcrew member in this example began his/her RAP at 1100, he/she will have 4 hours of accumulated RAP time by the time his/her FDP will start at 1500. Consequently, this flightcrew member can take the full 11.5-hour FDP as the 11.5-hour FDP plus the 4 hours of RAP will not exceed the 15.5-hour RAP + FDP limit.

Example 3: An acclimated unaugmented flightcrew member begins a RAP at 0500 and does not receive any FDP assignment. What is the latest time his/her RAP can be scheduled to end? Under Section 117.21(c)(1), the maximum length of a RAP period is 14 hours. In this example, the flightcrew member must be released no later than 1900.
Q-117. How does an augmented reserve pilot determine his/her maximum FDP?

Example: An acclimated augmented flightcrew member begins a RAP at 0600. That flightcrew member is then assigned to an augmented FDP with 3 pilots and a Class 3 rest facility that begins at 1200. According to Table C, the limit for a FDP that begins at 1200 is 15 hours. The applicable 15-hour FDP limit plus 4 hours equals 19 hours (Section 117.21(c)(4) total hours FDP + RAP equals FDP limit + 4 hours). Given that the flightcrew member in this example began his/her RAP at 0600, he/she will have 13 hours remaining by the time his/her FDP starts at 1200. In effect, this flightcrew member’s maximum FDP cannot exceed 13 hours without an extension, as his/her RAP will use up 6 hours of the 19-hour RAP + FDP limit.
APPENDIX A

PART 117—FLIGHT AND DUTY LIMITATIONS AND REST REQUIREMENTS: FLIGHTCREW MEMBERS

Includes FAA Technical Corrections dated May 16, 2012; February 6, 2013; and November 19, 2013.

Sec.
117.1 Applicability.
117.3 Definitions.
117.5 Fitness for duty.
117.7 Fatigue risk management system.
117.9 Fatigue education and awareness training program.
117.11 Flight time limitation.
117.13 Flight duty period: Unaugmented operations.
117.15 Flight duty period: Split duty.
117.17 Flight duty period: Augmented flightcrew.
117.19 Flight duty period extensions.
117.21 Reserve status.
117.23 Cumulative limitations.
117.25 Rest period.
117.27 Consecutive nighttime operations
117.29 Emergency and government sponsored operations.
Table A to Part 117 – Maximum Flight Time Limits for Unaugmented Operations
Table B to Part 117 – Flight Duty Period: Unaugmented Operations
Table C to Part 117 – Flight Duty Period: Augmented Operations

Authority: 49 U.S.C. 106(g), 40113, 40119, 44101, 44701-44702, 44705, 44709-44711, 44713, 44716-44717, 44722, 46901, 44903-44904, 44912, 46105.

§ 117.1 Applicability.
(a) This part prescribes flight and duty limitations and rest requirements for all flightcrew members and certificate holders conducting passenger operations under part 121 of this chapter.
(b) This part applies to all operations directed by part 121 certificate holders under part 91, other than subpart K, of this chapter if any segment is conducted as a domestic passenger, flag passenger, or supplemental passenger operation.
(c) This part applies to all flightcrew members when participating in an operation under part 91, other than subpart K of this chapter, on behalf of the part 121 certificate holder if any flight segment
is conducted as a domestic passenger, flag passenger, or supplemental passenger operation.

(d) Notwithstanding paragraphs (a), (b) and (c) of this section, a certificate holder may conduct under part 117 its part 121 operations pursuant to 121.470, 121.480, or 121.500.

§ 117.3 Definitions.

In addition to the definitions in §§ 1.1 and 110.2 of this chapter, the following definitions apply to this part. In the event there is a conflict in definitions, the definitions in this part control for purposes of the flight and duty limitations and rest requirements of this part.

Acclimated means 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.

Airport/standby reserve means a defined duty period during which a flightcrew member is required by a certificate holder to be at an airport for a possible assignment.

Augmented flightcrew means a flightcrew that has more than the minimum number of flightcrew members required by the airplane type certificate to operate the aircraft to allow a flightcrew member to be replaced by another qualified flightcrew member for in-flight rest.

Calendar day means a 24-hour period from 0000 through 2359 using Coordinated Universal Time or local time.

Certificate holder means a person who holds or is required to hold an air carrier certificate or operating certificate issued under part 119 of this chapter.

Deadhead transportation means transportation of a flightcrew member as a passenger or non-operating flightcrew member, by any mode of transportation, as required by a certificate holder, excluding transportation to or from a suitable accommodation. All time spent in deadhead transportation is duty and is not rest. For purposes of determining the maximum flight duty period in Table B of this part, deadhead transportation is not considered a flight segment.

Duty means any task that a flightcrew member performs as required by the certificate holder, including but not limited to flight duty period, flight duty, pre- and post-flight duties, administrative work, training, deadhead transportation, aircraft positioning on the ground, aircraft loading, and aircraft servicing.

Fatigue means a physiological state of reduced mental or physical performance capability resulting from lack of sleep or increased physical activity that can reduce a flightcrew member’s alertness and ability to safely operate an aircraft or perform safety-related duties.

Fatigue risk management system (FRMS) means a management system for a certificate holder to use to mitigate the effects of fatigue in its particular operations. It is a data-driven process and a systematic method used to continuously monitor and manage safety risks associated with fatigue-related error.
Fit for duty means physiologically and mentally prepared and capable of performing assigned duties at the highest degree of safety.

Flight duty period (FDP) means a period that begins when a flightcrew member is required to report for duty with the intention of conducting a flight, a series of flights, or positioning or ferrying flights, and ends when the aircraft is parked after the last flight and there is no intention for further aircraft movement by the same flightcrew member. A flight duty period includes the duties performed by the flightcrew member on behalf of the certificate holder that occur before a flight segment or between flight segments without a required intervening rest period. Examples of tasks that are part of the flight duty period include deadhead transportation, training conducted in an aircraft or flight simulator, and airport/standby reserve, if the above tasks occur before a flight segment or between flight segments without an intervening required rest period.

Home base means the location designated by a certificate holder where a flightcrew member normally begins and ends his or her duty periods.

Lineholder means a flightcrew member who has an assigned flight duty period and is not acting as a reserve flightcrew member.

Long-call reserve means that, prior to beginning the rest period required by §117.25, the flightcrew member is notified by the certificate holder to report for a flight duty period following the completion of the rest period.

Physiological night’s rest means 10 hours of rest that encompasses the hours of 0100 and 0700 at the flightcrew member’s home base, unless the individual has acclimated to a different theater. If the flightcrew member has acclimated to a different theater, the rest must encompass the hours of 0100 and 0700 at the acclimated location.

Report time means the time that the certificate holder requires a flightcrew member to report for an assignment.

Reserve availability period means a duty period during which a certificate holder requires a flightcrew member on short call reserve to be available to receive an assignment for a flight duty period.

Reserve flightcrew member means a flightcrew member who a certificate holder requires to be available to receive an assignment for duty.

Rest facility means a bunk or seat accommodation installed in an aircraft that provides a flightcrew member with a sleep opportunity.

(1) 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.

(2) 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. Rest period means a continuous period determined prospectively during which the flightcrew member is free from all restraint by the certificate holder, including freedom from present responsibility for work should the occasion arise.

Scheduled means to appoint, assign, or designate for a fixed time. Short-call reserve means a period of time in which a flightcrew member is assigned to a reserve availability period.

Split duty means a flight duty period that has a scheduled break in duty that is less than a required rest period.

Suitable accommodation means a temperature-controlled facility with sound mitigation and the ability to control light that provides a flightcrew member with the ability to sleep either in a bed, bunk or in a chair that allows for flat or near flat sleeping position. Suitable accommodation only applies to ground facilities and does not apply to aircraft onboard rest facilities.

Theater means a geographical area in which the distance between the flightcrew member’s flight duty period departure point and arrival point differs by no more than 60 degrees longitude.

Unforeseen operational circumstance means an unplanned event of insufficient duration to allow for adjustments to schedules, including unforecast weather, equipment malfunction, or air traffic delay that is not reasonably expected.

Window of circadian low means a period of maximum sleepiness that occurs between 0200 and 0559 during a physiological night.

§ 117.5 Fitness for duty.

(a) Each flightcrew member must report for any flight duty period rested and prepared to perform his or her assigned duties.

(b) No certificate holder may assign and no flightcrew member may accept assignment to a flight duty period if the flightcrew member has reported for a flight duty period too fatigued to safely perform his or her assigned duties.

(c) No certificate holder may permit a flightcrew member to continue a flight duty period if the flightcrew member has reported him or herself too fatigued to continue the assigned flight duty period.

(d) As part of the dispatch or flight release, as applicable, each flightcrew member must affirmatively state he or she is fit for duty prior to commencing flight.

§ 117.7 Fatigue risk management system.

(a) No certificate holder may exceed any provision of this part unless approved by the FAA under a Fatigue Risk Management System that provides at least an equivalent level of safety against fatigue-related accidents or incidents as the other provisions of this part.

(b) The Fatigue Risk Management System must include:

(1) A fatigue risk management policy.

(2) An education and awareness training program.
1. A fatigue reporting system.
2. A system for monitoring flightcrew fatigue.
3. An incident reporting process.

§ 117.9 Fatigue education and awareness training program.
(a) Each certificate holder must develop and implement an education and awareness training program, approved by the Administrator. This program must provide annual education and awareness training to all employees of the certificate holder responsible for administering the provisions of this rule including flightcrew members, dispatchers, individuals directly involved in the scheduling of flightcrew members, individuals directly involved in operational control, and any employee providing direct management oversight of those areas.

(b) The fatigue education and awareness training program must be designed to increase awareness of:
(1) Fatigue;
(2) The effects of fatigue on pilots; and
(3) Fatigue countermeasures.

(c) (1) Each certificate holder must update its fatigue education and awareness training program every two years and submit the update to the Administrator for review and acceptance.

(2) Not later than 12 months after the date of submission of the fatigue education and awareness training program required by (c) (1) of this section, the Administrator shall review and accept or reject the update. If the Administrator rejects an update, the Administrator shall provide suggested modifications for resubmission of the update.

§ 117.11 Flight time limitation.
(a) No certificate holder may schedule and no flightcrew member may accept an assignment or continue an assigned flight duty period if the total flight time:

(1) Will exceed the limits specified in Table A of this part if the operation is conducted with the minimum required flightcrew.
(2) Will exceed 13 hours if the operation is conducted with a 3-pilot flightcrew.
(3) Will exceed 17 hours if the operation is conducted with a 4-pilot flightcrew.

(b) If unforeseen operational circumstances arise after takeoff that are beyond the certificate holder's control, a flightcrew member may exceed the maximum flight time specified in paragraph (a) of this section and the cumulative flight time limits in 117.23(b) to the extent necessary to safely land the aircraft at the next destination airport or alternate, as appropriate.

(c) Each certificate holder must report to the Administrator within 10 days any flight time that exceeded the maximum flight time limits permitted by this section or § 117.23(b). The report must contain a description of the extended flight time limitation and the circumstances surrounding the need for the extension.
§ 117.13 Flight duty period: Unaugmented operations.
   (a) Except as provided for in § 117.15, no certificate holder may assign and no flightcrew member may accept an assignment for an unaugmented flight operation if the scheduled flight duty period will exceed the limits in Table B of this part.
   (b) If the flightcrew member is not acclimated:
      (1) The maximum flight duty period in Table B of this part is reduced by 30 minutes.
      (2) The applicable flight duty period is based on the local time at the theater in which the flightcrew member was last acclimated.

§ 117.15 Flight duty period: Split duty.
   For an unaugmented operation only, if a flightcrew member is provided with a rest opportunity (an opportunity to sleep) in a suitable accommodation during his or her flight duty period, the time that the flightcrew member spends in the suitable accommodation is not part of that flightcrew member’s flight duty period if all of the following conditions are met:
   (a) The rest opportunity is provided between the hours of 22:00 and 05:00 local time.
   (b) The time spent in the suitable accommodation is at least 3 hours, measured from the time that the flightcrew member reaches the suitable accommodation.
   (c) The rest opportunity is scheduled before the beginning of the flight duty period in which that rest opportunity is taken.
   (d) The rest opportunity that the flightcrew member is actually provided may not be less than the rest opportunity that was scheduled.
   (e) The rest opportunity is not provided until the first segment of the flight duty period has been completed.
   (f) The combined time of the flight duty period and the rest opportunity provided in this section does not exceed 14 hours.

§ 117.17 Flight duty period: Augmented flightcrew.
   (a) For flight operations conducted with an acclimated augmented flightcrew, no certificate holder may assign and no flightcrew member may accept an assignment if the scheduled flight duty period will exceed the limits specified in Table C of this part.
   (b) If the flightcrew member is not acclimated:
      (1) The maximum flight duty period in Table C of this part is reduced by 30 minutes.
      (2) The applicable flight duty period is based on the local time at the theater in which the flightcrew member was last acclimated.
   (c) No certificate holder may assign and no flightcrew member may accept an assignment under this section unless during the flight duty period:
      (1) Two consecutive hours in the second half of the flight duty period are available for in-flight rest for the pilot flying the aircraft during landing.
 Ninety consecutive minutes are available for in-flight rest for
the pilot performing monitoring duties during landing.
(d) No certificate holder may assign and no flightcrew member
may accept an assignment involving more than three flight segments
under this section.
(e) At all times during flight, at least one flightcrew member
qualified in accordance with § 121.543(b)(3)(i) of this chapter must be at the
flight controls.

§ 117.19 Flight duty period extensions.
(a) For augmented and unaugmented operations, if unforeseen
operational circumstances arise prior to takeoff:
(1) The pilot in command and the certificate holder may extend
the maximum flight duty period permitted in Tables B or C of this part
up to 2 hours. The pilot in command and the certificate holder may also
extend the maximum combined flight duty period and reserve availability
period limits specified in § 117.21(c)(3) and (4) of this part up to 2 hours.
(2) An extension in the flight duty period under paragraph (a)
(1) of this section of more than 30 minutes may occur only once prior to
receiving a rest period described in § 117.25(b).
(3) A flight duty period cannot be extended under paragraph (a)
(1) of this section if it causes a flightcrew member to exceed the cumulative
flight duty period limits specified in § 117.23(c).
(4) Each certificate holder must report to the Administrator
within 10 days any flight duty period that exceeded the maximum flight
duty period permitted in Tables B or C of this part by more than 30
minutes. The report must contain the following:
(i) A description of the extended flight duty period and the
circumstances surrounding the need for the extension; and
(ii) If the circumstances giving rise to the extension were within
the certificate holder’s control, the corrective action(s) that the certificate
holder intends to take to minimize the need for future extensions.
(5) Each certificate holder must implement the corrective action(s)
reported in paragraph (a)(4) of this section within 30 days from the date of
the extended flight duty period.
(b) For augmented and unaugmented operations, if unforeseen
operational circumstances arise after takeoff:
(1) The pilot in command and the certificate holder may extend
maximum flight duty periods specified in Tables B or C of this part to the
extent necessary to safely land the aircraft at the next destination airport
or alternate airport, as appropriate.
(2) An extension of the flight duty period under paragraph (b)
(1) of this section of more than 30 minutes may occur only once prior to
receiving a rest period described in § 117.25(b).
(3) An extension taken under paragraph (b) of this section may
exceed the cumulative flight duty period limits specified in §117.23(c).
(4) Each certificate holder must report to the Administrator
within 10 days any flight duty period that either exceeded the cumulative
flight duty periods specified in § 117.23(c), or exceeded the maximum flight duty period limits permitted by Tables B or C of this part by more than 30 minutes. The report must contain a description of the circumstances surrounding the affected flight duty period.

§ 117.21 Reserve status.
(a) Unless specifically designated as airport/standby or short-call reserve by the certificate holder, all reserve is considered long-call reserve.
(b) Any reserve that meets the definition of airport/standby reserve must be designated as airport/standby reserve. For airport/standby reserve, all time spent in a reserve status is part of the flightcrew member's flight duty period.
(c) For short call reserve:
   (1) The reserve availability period may not exceed 14 hours.
   (2) For a flightcrew member who has completed a reserve availability period, no certificate holder may schedule and no flightcrew member may accept an assignment of a reserve availability period unless the flightcrew member receives the required rest in § 117.25(e).
   (3) For an unaugmented operation, the total number of hours a flightcrew member may spend in a flight duty period and a reserve availability period may not exceed the lesser of the maximum applicable flight duty period in Table B of this part plus 4 hours, or 16 hours, as measured from the beginning of the reserve availability period.
   (4) For an augmented operation, the total number of hours a flightcrew member may spend in a flight duty period and a reserve availability period may not exceed the flight duty period in Table C of this part plus 4 hours, as measured from the beginning of the reserve availability period.
(d) For long call reserve, if a certificate holder contacts a flightcrew member to assign him or her to a flight duty period that will begin before and operate into the flightcrew member's window of circadian low, the flightcrew member must receive a 12 hour notice of report time from the certificate holder.
(e) A certificate holder may shift a reserve flightcrew member's reserve status from long-call to short-call only if the flightcrew member receives a rest period as provided in § 117.25(e).

§ 117.23 Cumulative limitations.
(a) The limitations of this section include all flying by flightcrew members on behalf of any certificate holder or 91K Program Manager during the applicable periods.
(b) No certificate holder may schedule and no flightcrew member may accept an assignment if the flightcrew member's total flight time will exceed the following:
   (1) 100 hours in any 672 consecutive hours or
   (2) 1,000 hours in any 365 consecutive calendar day period.
   (c) No certificate holder may schedule and no flightcrew member may accept an assignment if the flightcrew member's total Flight Duty Period will exceed:
§ 117.25 Rest period.

(a) No certificate holder may assign and no flightcrew member may accept assignment to any reserve or duty with the certificate holder during any required rest period.

(b) Before beginning any reserve or flight duty period a flightcrew member must be given at least 30 consecutive hours free from all duty within the past 168 consecutive hour period.

(c) If a flightcrew member operating in a new theater has received 36 consecutive hours of rest, that flightcrew member is acclimated and the rest period meets the requirements of paragraph (b) of this section.

(d) A flightcrew member must be given a minimum of 56 consecutive hours rest upon return to home base if the flightcrew member: (1) Travels more than 60º longitude during a flight duty period or a series of flight duty period, and (2) is away from home base for more than 168 consecutive hours during this travel. The 56 hours of rest specified in this section must encompass three physiological nights’ rest based on local time.

(e) No certificate holder may schedule and no flightcrew member may accept an assignment for any reserve or flight duty period unless the flightcrew member is given a rest period of at least 10 consecutive hours immediately before beginning the reserve or flight duty period measured from the time the flightcrew member is released from duty. The 10 hour rest period must provide the flightcrew member with a minimum of 8 uninterrupted hours of sleep opportunity.

(f) If a flightcrew member determines that a rest period under paragraph (e) of this section will not provide eight uninterrupted hours of sleep opportunity, the flightcrew member must notify the certificate holder. The flightcrew member cannot report for the assigned flight duty period until he or she receives a rest period specified in paragraph (e) of this section.

(g) If a flightcrew member engaged in deadhead transportation exceeds the applicable flight duty period in Table B of this part, the flightcrew member must be given a rest period equal to the length of the deadhead transportation but not less than the required rest in paragraph (e) of this section before beginning a flight duty period.

§ 117.27 Consecutive nighttime operations.

A certificate holder may schedule and a flightcrew member may accept up to five consecutive flight duty periods that infringe on the window of circadian low if the certificate holder provides the flightcrew member with an opportunity to rest in a suitable accommodation during each of the consecutive nighttime flight duty periods. The rest opportunity must be at least 2 hours, measured from the time that the flightcrew member reaches the suitable accommodation, and must comply with the conditions specified in §117.15(a), (c), (d), and (e). Otherwise, no
certificate holder may schedule and no flightcrew member may accept more than three consecutive flight duty periods that infringe on the window of circadian low. For purposes of this section, any split duty rest that is provided in accordance with § 117.15 counts as part of a flight duty period.

§ 117.29 Emergency and government sponsored operations.

(a) This section applies to operations conducted pursuant to contracts with the U.S. Government and operations conducted pursuant to a deviation under § 119.57 of this chapter that cannot otherwise be conducted under this part because of circumstances that could prevent flightcrew members from being relieved by another crew or safely provided with the rest required under § 117.25 at the end of the applicable flight duty period.

(b) The pilot-in-command may determine that the maximum applicable flight duty period, flight time, and/or combined flight duty period and reserve availability period limits must be exceeded to the extent necessary to allow the flightcrew to fly to the closest destination where they can safely be relieved from duty by another flightcrew or can receive the requisite amount of rest prior to commencing their next flight duty period.

(c) A flight duty period may not be extended for an operation conducted pursuant to a contract with the U.S. Government if it causes a flightcrew member to exceed the cumulative flight time limits in § 117.23(b) and the cumulative flight duty period limits in § 117.23(c).

(d) The flightcrew shall be given a rest period immediately after reaching the destination described in paragraph (b) of this section equal to the length of the actual flight duty period or 24 hours, whichever is less.

(e) Each certificate holder must report within 10 days:

(1) Any flight duty period that exceeded the maximum flight duty period permitted in Tables B or C of this part, as applicable, by more than 30 minutes;

(2) Any flight time that exceeded the maximum flight time limits permitted in Table A of this part and § 117.11, as applicable; and

(3) Any flight duty period or flight time that exceeded the cumulative limits specified in § 117.23.

(f) The report must contain the following:

(1) A description of the extended flight duty period and flight time limitation, and the circumstances surrounding the need for the extension; and

(2) If the circumstances giving rise to the extension(s) were within the certificate holder’s control, the corrective action(s) that the certificate holder intends to take to minimize the need for future extensions.

(g) Each certificate holder must implement the corrective action(s) reported pursuant to paragraph (f)(2) of this section within 30 days from the date of the extended flight duty period and/or the extended flight time.
### TABLE A TO PART 117 – MAXIMUM FLIGHT TIME LIMITS FOR UNAUGMENTED OPERATIONS

<table>
<thead>
<tr>
<th>Time of report (acclimated)</th>
<th>Maximum flight time (hours)</th>
</tr>
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<tbody>
<tr>
<td>0000–0459</td>
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<tr>
<td>0500–1959</td>
<td>9</td>
</tr>
<tr>
<td>2000–2359</td>
<td>8</td>
</tr>
</tbody>
</table>

### TABLE B TO PART 117—FLIGHT DUTY PERIOD: UNAUGMENTED OPERATIONS

<table>
<thead>
<tr>
<th>Scheduled time of start (acclimated time)</th>
<th>Maximum flight duty period (hours) for lineholders based on number of flight segments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td>0000–0359</td>
<td>9</td>
</tr>
<tr>
<td>0400–0459</td>
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<td>0500–0559</td>
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<td>0700–1159</td>
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<tr>
<td>1200–1259</td>
<td>13</td>
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<tr>
<td>1300–1659</td>
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<td>1700–2159</td>
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<td>2200–2259</td>
<td>11</td>
</tr>
<tr>
<td>2300–2359</td>
<td>10</td>
</tr>
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</table>

### TABLE C TO PART 117 - FLIGHT DUTY PERIOD: AUGMENTED OPERATIONS

<table>
<thead>
<tr>
<th>Scheduled time of start (acclimated time)</th>
<th>Maximum flight duty period (hours) based on rest facility and number of pilots</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Class 1 rest facility</td>
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<tr>
<td></td>
<td>3 Pilots</td>
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<tr>
<td>0000–0559</td>
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<td>0600–0659</td>
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<td>0700–1259</td>
<td>17</td>
</tr>
<tr>
<td>1300–1659</td>
<td>16</td>
</tr>
<tr>
<td>1700–2359</td>
<td>15</td>
</tr>
</tbody>
</table>
United Pilot Agreement
Next Steps

Update 1: December 26, 2012

Inside this issue
- The contract is ratified. What’s next?
- General announcements: Upcoming benefits enrollment, LTD plan
- Notable contractual changes effective Day 1 of January Bid Period
The contract is ratified. What’s next?

The process of implementing the United Pilot Agreement (UPA) begins immediately, and both United and ALPA are committed to quickly and correctly transitioning to the new provisions of the agreement.

The composition of the Joint Implementation Team (JIT) and expected implementation dates are in the Implementation Letter of Agreement, LOA 26.

Some of the items (mostly related to pay) are retroactive to the first day of the December Bid Period (Nov. 30 for s-UA, Dec. 1 for s-CO); many other items take effect the first day of the January Bid Period (Dec. 30 for s-UA, Jan. 1 for s-CO). The remaining items will take more time to implement due to technical programming and training requirements resulting from numerous JCBA provisions.

Following is a list of notable changes that take effect with the January Bid Period. Some of them require United to develop supportive processes and infrastructure to manage going forward, which could not begin before the contract was ratified. The JIT will work diligently to meet the requirements of LOA 26, but in the beginning the process may be manual and slightly cumbersome until the final, streamlined or automated approach is executed. We appreciate your patience as the JIT works through this in a collaborative manner.

If you find there is a provision that you do not believe is being properly implemented, or if you have any questions regarding the contract, please contact your Chief Pilot’s Office or your LEC representatives.

The JIT will provide regular progress reports and updates via these United Pilot Agreement “Next Steps” updates, which are available on your iPad, the MEC websites, and summarized in future issues of the Flight Operations Update.

General Announcements

Pilots’ special benefits enrollment coming soon

Due to the contract ratification, eligible pilots will now have an opportunity to enroll in additional medical and dental plans for 2013. Monthly contribution costs may have changed, so please be sure to review your options on Your Benefits Resources (YBR) during the special enrollment period. Here are some key dates to remember:

- Enrollment packets and instructions will be mailed the week of January 7
- Special Benefits Enrollment period runs from January 18 through February 1
- Effective date for the Special Enrollment is March 1

During the Special Benefits Enrollment, you may enroll online at YBR (http://benefits.ual.com) or by calling the United Benefits Center (“Contact Us” at the YBR site).
All pilots will be enrolled in LTD plan; think twice before opting out

As of the first day of the January Bid Period, all pilots will be automatically enrolled into the Long Term Disability (LTD) Plan. Because you must pay 35 percent of the monthly premium (the company pays the other 65 percent), there will be a 90-day period for you to opt out.

LTD, which replaces PDI, can be valuable insurance – it’s a safety net provided in the event you lose your FAA medical. It pays a tax-free benefit of 50 percent of monthly income (capped at $8,000 per month) – and unlike PDI, you do not need to be permanently grounded to receive the benefit. Please be aware that if you opt out of LTD now, there are significant “proof of insurability” thresholds required to get back in. Historically, we have seen many pilots who initially opted out, and later were unable to meet these thresholds and denied re-entry into the LTD plan. Ultimately, it’s your choice but you shouldn’t opt out unless you fully understand the implications. In fact, the JIT feels so strongly that you should make a completely informed choice that you will have to call and talk to a benefits representative to opt out rather than simply doing so via a selection on a website. If you have questions, contact the United Benefits Center or the MEC Retirement & Insurance representatives at cal.ri@alpa.org or ulmecri@alpa.org.

Contractual Changes effective Day 1 of January Bid Period

Below is a list of changes that take effect as of the first day of the January Bid Period (Dec. 30 for s-UA; Jan. 1 for s-CO).

Jump to sections:
- Section 3: Compensation
- Section 4: Travel and Expenses
- Section 5: Hours of Service
- Section 9: Training
- Section 10: Moving
- Section 12: Leaves of Absence
- Section 13: Sick Leave
- Section 20: Scheduling
- Section 21: General
- Section 23: Flight Instructors and Evaluators
- Section 24: Insurance
## Section 3: Compensation

<table>
<thead>
<tr>
<th>Section/Change</th>
<th>New to s-CO</th>
<th>New to s-UA</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sec. 3-C-1-b-(1)-(a) and (b) Unused short call and field standby assignments</td>
<td>✗ Does not apply</td>
<td>✓ reserves only</td>
<td>Reserve MPG will increase by one hour for each unused Short Call or Field Standby assignment beyond two unused, subject to certain limitations. Until permanent programming is completed, this additional pay will appear as a separate line item on a pilot’s paycheck, with the label ‘Unused SC.’ In addition, a summary report will be published on Flying Together.</td>
</tr>
<tr>
<td>Sec. 3-C-3-c-(1) Leg-by-Leg Overs</td>
<td>no change</td>
<td>✓</td>
<td>Beginning with trips that start in the January Bid Month, pilots will be paid the greater of scheduled or actual on a leg basis, rather than on today’s trip basis. Until permanent programming is complete, this additional pay will appear as a separate line item on a pilot’s paycheck, with the label ‘Leg Overs.’ In addition, a summary report will be published on Flying Together.</td>
</tr>
<tr>
<td>Elimination of Bank (Sec. 3-I of s-UA CBA)</td>
<td>✗ Does not apply</td>
<td>✓</td>
<td>The bank program is eliminated. If you have a bank now, it will be paid out and no further bank hours will be accumulated.</td>
</tr>
</tbody>
</table>

## Section 4: Travel and Expenses

<table>
<thead>
<tr>
<th>Section</th>
<th>New to s-CO</th>
<th>New to s-UA</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sec. 4-A-3 Energy Food</td>
<td>✓</td>
<td>no change</td>
<td>The company shall provide a supply of <em>energy</em> food to pilots on all flights (the granola bars currently available in the crew rooms satisfy this provision).</td>
</tr>
<tr>
<td>Sec. 4-A-4 Buy on board</td>
<td>✓</td>
<td>no change</td>
<td>s-CO deadheading pilots reimbursed for buy-on-board food (this already applies to s-UA pilots).</td>
</tr>
<tr>
<td>Sec. 4-F-1 Dry cleaning</td>
<td>✓</td>
<td>no change</td>
<td>Company reimburses uniform dry cleaning expense.</td>
</tr>
<tr>
<td>Section 4-H-1</td>
<td>✓</td>
<td>✓</td>
<td>If the issuing authority for a passport or required visa mandates that a Pilot appear in person to obtain or renew such document, the Pilot shall receive one (1) hour of Add Pay.</td>
</tr>
<tr>
<td>Section/Change</td>
<td>New to s-CO</td>
<td>New to s-UA</td>
<td>Notes</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
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<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Sec. 4-H-3 Global Entry</td>
<td>✔</td>
<td>✔</td>
<td>Company reimburses for fees related to this program.</td>
</tr>
<tr>
<td>Sec. 4-H-5 Inflight entertainment</td>
<td>✔</td>
<td>✔</td>
<td>Company reimburses deadheading pilots for inflight entertainment (i.e. DirecTV, internet).</td>
</tr>
<tr>
<td><strong>Section 5: Hours of Service</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sec. 5-D Deadhead Deviation</td>
<td>✔</td>
<td>✔</td>
<td>Must comply with newly prescribed time limitations prior to deviating from scheduled deadhead. May transfer PS travel authorization from scheduled deadhead to the ‘deviation’ city pair.</td>
</tr>
<tr>
<td>Sec. 5-F-8 Operational Integrity</td>
<td>✔</td>
<td>✔</td>
<td>Voluntary reduction of layover minimum contractual rest. (Now includes Global layovers.)</td>
</tr>
<tr>
<td>Section 5-H Field Standby Assignments</td>
<td>✔</td>
<td>✔</td>
<td>Unused Field Standby Assignments do not have pay and credit associated. Pilots may get an MPG increase (see Sec. 3-C-1-b-(1)-(a) and (b) bullet points.</td>
</tr>
<tr>
<td>Sections 5-I-2 and 5-I-3 Crew Composition</td>
<td>✔</td>
<td>✔</td>
<td>At company discretion, single-augmented crew may consist of CA and 2 FO or 2 CA and FO; double-augmented crew may consist of CA and 3 FO, 2 CA and 2 FO, or 3 CA and FO. (May require training before L-UAL CAs can be used on flights requiring that they occupy the right seat in cruise.)</td>
</tr>
<tr>
<td><strong>Section 9: Training</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section 9-C-2-d Training Credit Days</td>
<td>✔</td>
<td></td>
<td>A Lineholder who loses days off due to a post-PBS training assignment shall receive training credit days, which are converted to vacation days to be used in the subsequent vacation year.</td>
</tr>
<tr>
<td>Section 9-D-1-b Travel associated with non-recurrent training</td>
<td>✔</td>
<td>✔</td>
<td>A pilot shall be seated in Economy Plus if available at time of booking (otherwise, Economy Class) with a priority of aisle, window, middle seat.</td>
</tr>
<tr>
<td>Section/Change</td>
<td>New to s-CO</td>
<td>New to s-UA</td>
<td>Notes</td>
</tr>
<tr>
<td>----------------------------------------</td>
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<td>-------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Section 9-D-3 15-minute report for travel to training</td>
<td>✔️</td>
<td>✔️</td>
<td>When a pilot is traveling to training from his base on a company-designated flight, the training duty period limitations shall include a 15-minute report time, except if the pilot is seated in First Class.</td>
</tr>
<tr>
<td>Section 9-E-4 Allowance in lieu of lodging</td>
<td>✔️</td>
<td>no change</td>
<td>A pilot in initial, transition or requalification training at his base may, at his option and in lieu of lodging, receive an allowance of $15 per day for each day the pilot is required to report for training.</td>
</tr>
<tr>
<td>Section 9-F-12 Days off after training</td>
<td>✔️</td>
<td>no change</td>
<td>Upon completion of scheduled training of more than seven days, a pilot must have at least three days free of all duty at his base. Such days off may be taken immediately upon completion of either formal training or OE, at the pilot’s option. The pilot shall select his option within 48 hours of receiving his training schedule. If he fails to indicate his option, the placement of the days off shall be determined by the company.</td>
</tr>
<tr>
<td>Section 9-G-2 Request to change instructor</td>
<td>no change</td>
<td>✔️</td>
<td>A pilot may request up to two changes of instructor. While the request may be made orally, a written request must follow and must include the reason(s) for the request.</td>
</tr>
</tbody>
</table>

**Section 10: Moving**

| Section 10-B One paid career move and all associated benefits | ✔️          | ✔️          | One career move provided pilot moves within 200 miles of any airport serving the pilot’s base and 50 miles closer than his or her old residence. |

**Section 12: Leaves of Absence**

| Section 12-D-2 Military Leave | no change | ✔️          | s-UA pilots on MLOA accrue vacation for first 90 days. |
| Section 12-H-2-a | ✔️          | ✔️          | Pilot who notifies company he is ready to return from LOA immediately begins accruing minimum pay guarantee (MPG). |
## Section 12: Notice of Training

<table>
<thead>
<tr>
<th>Section/Change</th>
<th>New to s-CO</th>
<th>New to s-UA</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 12-H-2-a-(2)</td>
<td>✅</td>
<td></td>
<td>31 days after such notification above, pilot is paid 2.8 hours per day if he has not yet started training because it was not available.</td>
</tr>
<tr>
<td>Section 12-J</td>
<td>Improved benefits</td>
<td>✅</td>
<td>Improved LOA benefits in accordance with chart in section 12 (see chart in contract document).</td>
</tr>
</tbody>
</table>

## Section 13: Sick Leave

<table>
<thead>
<tr>
<th>Section 13-A-1</th>
<th>Sick bank</th>
<th>no change</th>
<th>✅</th>
<th>Increase sick leave bank to max 1300 hours.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 13-A-1-a</td>
<td>Re-accrual of sick leave</td>
<td>no change</td>
<td>✅</td>
<td>Rapid re-accrual of 7 hours sick leave per bid period for 255 hours of sick leave, illness or injury.</td>
</tr>
<tr>
<td>Section 13-A-3-a-1 and 13-A-3-b-1</td>
<td>RSV and LH</td>
<td>✅</td>
<td>✅</td>
<td>RSV and LH, preloaded sick pay 3.0 per day and sick bank debited 3.0 per day (also credit per 5-B-1-c-(2))</td>
</tr>
<tr>
<td>Section 13-A-3-b-3</td>
<td>LC RSV</td>
<td>no change</td>
<td>✅</td>
<td>LC RSV not charged sick for first day under certain circumstances</td>
</tr>
<tr>
<td>Section 13-A-3-b-6</td>
<td>RSV</td>
<td>no change</td>
<td>✅</td>
<td>RSV no sick charge if any flying or duty perform on same day as sick</td>
</tr>
</tbody>
</table>

## Section 20: Scheduling

<table>
<thead>
<tr>
<th>Section 20-F</th>
<th>SRM/J RM (s-UA) and VJM/IJM (s-CO)</th>
<th>Lineholders</th>
<th>Lineholders</th>
<th>The existing s-UA CBA (Section 3-B-10-b) and the existing s-CO CBA (Section 3 Part B Paragraph A) are changed to provide 100 percent premium pay for SRM/J RM and VJM/IJM. Further, SRM and VJM opportunities must be advertised before J RM or IJM can be undertaken (unless trip opens within six hours of report). Involuntary assignments for s-UA pilots to be implemented by the JIT at a later date.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 20-F</td>
<td>Inverse Assignment</td>
<td>Lineholders</td>
<td>✅</td>
<td>Not yet effective</td>
</tr>
<tr>
<td>Section/Change</td>
<td>New to s-CO</td>
<td>New to s-UA</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>-------------</td>
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<td>---------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Section 20-K-3-c-(6) Short call assignments</td>
<td>✔</td>
<td>✔</td>
<td>One Short Call assignment per day. Applies to all Reserves. Without his concurrence, a Reserve can start only one Short Call or Field Standby assignment per day, except that a Short Call Reserve may be assigned to Field Standby that starts on the same day provided he does not receive an intervening Off-Duty Period.</td>
<td></td>
</tr>
<tr>
<td>Section 20-A-4 Call-out time</td>
<td>✔</td>
<td>✔</td>
<td>A Reserve in a Short Call window or a Lineholder in a telephone availability window must be able to report for duty (call-out time) no more than 2h30m after the company's initial attempt at contact. When the call-out time is less than three hours, to effectuate an on-time departure the pilot may elect to pay for parking closer to the terminal and shall be reimbursed for such expense. Add Pay if a pilot accepts and fulfills a call-out time requirement that is less than 2h15m.</td>
<td></td>
</tr>
<tr>
<td>Sections 20-A-6 and 20-A-7 Lineholder and Reserve Bypass</td>
<td>✔</td>
<td>✔</td>
<td>The Company may bypass a pilot for assignment, or in the case of a reserve, remove the reserve from an assignment, if another pilot can protect an on-time departure or reduce a delay. A reserve who is removed from an assignment is entitled to call-out pay whether he reports or not.</td>
<td></td>
</tr>
<tr>
<td>Section 20-Q-2 Fuel stops</td>
<td>✔</td>
<td>no change</td>
<td>A pilot will receive one hour of Add Pay for a fuel stop.</td>
<td></td>
</tr>
<tr>
<td>Section 20-Q-6 Natural Disaster Absence Policy</td>
<td>✔</td>
<td>no change</td>
<td>The provisions of Section 20-Q-6 will apply when invoked by the Chief Pilot.</td>
<td></td>
</tr>
<tr>
<td>Section 20-Q-14 Emergency Drops</td>
<td>no change</td>
<td>✔</td>
<td>If a pilot’s immediate family member dies or suffers a life-threatening illness or injury, the pilot shall be released with an Emergency Drop for up to four consecutive work days with pay. See Section 20-Q-14 for details.</td>
<td></td>
</tr>
</tbody>
</table>
### Section 21: General

<table>
<thead>
<tr>
<th>Section/Change</th>
<th>New to s-CO</th>
<th>New to s-UA</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 21-H-2 Parking credit</td>
<td>yes</td>
<td>no change</td>
<td>Pilot may elect: 1) parking in his Base, 2) parking at another UAL airport if available or 3) $35 per month</td>
</tr>
<tr>
<td>Section 21-J-4 Jumpseat</td>
<td>yes</td>
<td>no change</td>
<td>Jumpseat on weight restricted flight</td>
</tr>
<tr>
<td>Section 21-P Commuter policy</td>
<td>yes</td>
<td>no change</td>
<td>New commuter policy for s-CO - no need for open seats 24 hours prior and may use off-line carriers</td>
</tr>
<tr>
<td>Section 21-Q FFDO recurrent training</td>
<td>no change</td>
<td>yes</td>
<td>PSI travel and use vacation pay for FFDO recurrent training.</td>
</tr>
<tr>
<td>Section 21-S Order to Fly</td>
<td>yes</td>
<td>no change</td>
<td>Request management pilot to review assignment pilot feels is improper and issue an order to fly if in disagreement</td>
</tr>
<tr>
<td>Section 21-V Supplemental water</td>
<td>yes</td>
<td>no change</td>
<td>Supplemental water for flight/layovers to/from/at certain locationsategy for flight/layovers to/from/at certain locations</td>
</tr>
<tr>
<td>Section 21-BB Notice of required waivers</td>
<td>yes</td>
<td>no change</td>
<td>Positive notice that scheduling waiver is required for assignments.</td>
</tr>
</tbody>
</table>

### Section 23: Flight Instructors and Evaluators

<p>| Section 23-A-5 Use line seniority within position | yes         | no change   | Use line seniority in lieu of training department seniority.                                                                          |
| Section 23-D-2 Free from Duty | yes         | yes         | 13 immovable days free from duty per Bid Period. Apply proration chart for absences other than sick leave and vacation.               |
| Section 23-H-3-c Inverse assignments | yes         | yes         | Inverse assignment paid at 5.3 times 225% of best held and lost day is restored                                                      |
| Section 23-K-1 | yes         | yes         | Only an I/E who holds a Captain bid and is qualified may fly as Captain                                                             |
| Section 23-S-3 | yes         | yes         | LCAs receive $27/hour for pay value hours of trip.                                                                                  |</p>
<table>
<thead>
<tr>
<th>Section/Change</th>
<th>New to s-CO</th>
<th>New to s-UA</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 23-S-8</td>
<td>✓</td>
<td>✓</td>
<td>An additional relief Pilot shall be provided on flights that normally require single augmentation when OE is conducted on such flights.</td>
</tr>
<tr>
<td><strong>Section 24: Insurance</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section 24-H LTD plan</td>
<td>✓</td>
<td>✓</td>
<td>All pilots enrolled in the LTD plan as of first day of January Bid Period. Because you must pay 35 percent of the monthly premium (the company pays the remaining 65 percent), there will be a 90-day period for you to opt out. See full information on Page 3 of this document.</td>
</tr>
<tr>
<td>Section 24-B-8 Company-provided EKG</td>
<td>✓</td>
<td>no change</td>
<td>Company-provided EKG at Bases—through Corp Med or vendor; otherwise $50 annual reimbursement</td>
</tr>
</tbody>
</table>
United Pilot Agreement

Next Steps

Update 2: January 24, 2013

Inside this issue

- Message from the JIT
- Notable contractual changes effective Day 1 of February Bid Period
- Frequently asked questions
February contract implementation summary and FAQs

There are nine United Pilot Agreement provisions that take effect with the February Bid Period (“second full Bid Period after effective date”).

A summary of those items and how they impact pilots is included below. As a reminder, you can find a full list of contract implementation items in the “Letters of Agreement” section of the contract (LOA 26 – Implementation).

In addition to these nine items, a number of other UPA provisions that became effective in January will see practical application for the first time.

We also included a list of frequently asked questions in this UPA update, which address both February and previous implementation provisions. We encourage you to read the entire FAQ, as it will help you understand various applications of the contract.

Our next “Next Steps” update covering March contract provisions is scheduled for release in early February. You’ll see a great deal of change for March, which may impact how you plan your schedule, so our goal is to release a summary to you as early as possible. You may also want to familiarize yourself with these provisions in advance by reading through LOA 26-D, items 19-47.

If you have questions, please contact your Chief Pilot’s Office or local council representatives.
February contract implementation summary

Below are changes that take effect as of the first day of the February Bid Period (Jan. 29 for L-UAL; Jan. 31 for L-CAL).

<table>
<thead>
<tr>
<th>Section/Change</th>
<th>New to L-CAL</th>
<th>New to L-UAL</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 3: Compensation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sec. 3-B-3 Longevity During Furlough</td>
<td>✅</td>
<td>✅</td>
<td>Restoration of Longevity was implemented early, retroactive to first day of the December Bid Period. See FAQ #4 for more detail.</td>
</tr>
<tr>
<td><strong>Section 9: Training</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sec. 9-D-1 CQ Travel Booking</td>
<td></td>
<td>No Change</td>
<td>L-CAL implemented early on Jan. 8, 2013. See Pilot Bulletin I-13-008 for more info.</td>
</tr>
<tr>
<td><strong>Section 11: Vacations</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sec. 11-E-4-b Monthly Vacation w/ OE Blocker Days</td>
<td>Not yet in effect</td>
<td>✅</td>
<td>Implemented in February for bidding of monthly vacations, starting with the May 2013 Bid Period. L-CAL: New provision regarding monthly vacation bidding in months following training. This provision will not be in effect until the 2014 vacation year. L-UAL: Pilots no longer restricted from being awarded monthly vacation the two Bid Periods after OE days if consolidation is not required.</td>
</tr>
<tr>
<td>Sec. 11-G Vacation Trip Drop</td>
<td>✅</td>
<td></td>
<td>L-CAL: A new feature. A pilot may choose to receive the pay value of a dropped trip using 3.25 hours per vacation day from the subsequent vacation year's accrual. This does not reduce the current year's awarded or un-awarded vacation balance. L-CAL pilots must call Crew Scheduling to request a Vacation Trip Drop and such request will be granted if CMPOOL is above minimums. L-UAL: Vacation Trip Drops executed in the February Bid Period (which starts Jan. 30) and beyond will be paid on an hour-for-hour basis instead of a day-for-day basis. Vacation Trip Drops executed in the Jan. 2013 Bid Period (date trip is dropped, not date of trip) will be handled on a day for day basis per the contract 2003 provision. Process for requesting a Vacation Trip Drop remains unchanged for L-UAL pilots. UPA: End-state process for requesting a Vacation Trip Drop to be developed as part of the new trip-trading system. See FAQ #14 for more detail.</td>
</tr>
</tbody>
</table>

UPA: End-state process for requesting a Vacation Trip Drop to be developed as part of the new trip-trading system.

See FAQ #14 for more detail.
### Section 20: Scheduling

<table>
<thead>
<tr>
<th>Section/Change</th>
<th>New to L-CAL</th>
<th>New to L-UAL</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 20-B Preparing for Monthly Schedule Preferencing</td>
<td>✓</td>
<td>✗</td>
<td><strong>Bidding in February for your March Line</strong>&lt;br&gt; L-CAL will implement new absence submission deadline of 44 hours prior to bid close. Trips used in PBS may only be changed up to 72 hours prior to the bid close.&lt;br&gt; L-UAL will continue to use status quo PBS process.</td>
</tr>
<tr>
<td>Section 20-C-1 and 20-C-5-c Line Production Average Tolerances</td>
<td>✓</td>
<td>✗</td>
<td><strong>Bidding in February for your March Line</strong>&lt;br&gt; L-CAL will implement the UPA bidding timeline, which has earlier dates for the open, close and award of PBS bidding. Bidding for the March 2013 Bid Period will open on Feb. 6 at 1700 CT and close on Feb. 12 at 1000 CT. Awards will be published no later than Feb. 15 and 17 for Captains and FOs respectively. Another notable change in the timeline will be the resetting of the LPA and line credit ranges at 42 hours prior to bid close. This may result in changes to the initial G-line and line credit range. Pilots are encouraged to verify the compatibility of their bids with the final G-line setting and line credit range.&lt;br&gt; L-UAL will continue to use status quo PBS process.</td>
</tr>
<tr>
<td>Section 20-H-4 Lineholder Premium Pay</td>
<td>✓</td>
<td></td>
<td>Company can offer premium pay of 50%, 75% or 100% for open trips.&lt;br&gt; Offers for trips with premium pay will be made via CCS message for L-CAL and Unimatic eNote for L-UAL.</td>
</tr>
</tbody>
</table>

### Section 23: Flight Instructors and Evaluators

| Section 23-P-5-b I/E Vacation Slide | ✓ | ✓ | New provision starting in Feb. 2013 for I/E vacations affecting March 2013 and beyond.<br>Note: LOA 26 incorrectly cited 23-Q for this provision. |
Section 3: Compensation

1. **How are Blended Rates calculated, to which fleets do they apply, and when?**

Blended rates can be found at [Flying Together > Flight Operations > J CBA Updates](#) (under “Easy Links”) for the 737, Airbus, and 756 fleets. The pay rate for the actual aircraft type flown on a trip is paid when you are the operating crew, and the blended pay rate is used for all other time such as vacation awards (not vacation drops), training, and deadheading (see notes below). The pay value of a trip that is dropped with pay (e.g., due to sick leave, training not included in Monthly Schedule Preferencing, etc.) will be the dollar value of the dropped trip.

L-CAL: Please note that a limitation in number of pay bands available in CMS is causing an incorrect rate for the 757-300 and 767-200 to be displayed on the pay register for L-CAL 756 pilots. The company has worked around this issue and there is a “true-up” process, which ensures the correct rate is used for all pay hours and any corrected amount will show up on the pilot’s check stub titled “RETRO” (this should not be confused with the Lump Sum payment due per LOA 24). CMS will be programmed in the near future with the functionality to recognize additional pay bands and once accomplished all pay rates will display properly.

L-UAL: Please note that all 319/320 and 757/767 flying is being paid at the blended rate until such time that L-UAL pilots are migrated to CMS.
2. **Is the provision for increasing Reserve MPG for unused short calls in effect?**

   **L-CAL:** No. This provision will not be in effect until later this year as determined by the JIT; however, the current 76-hour MPG will remain in effect until that time.

   **L-UAL:** Yes. This provision is currently in effect for L-UAL and is found in Section 3-C-1-b. There are two ways a reserve can have their MPG increased: 1. The third through fifth unused Short call or Field Standby (SC/FSB) will increase MPG by one hour each regardless of whether they were assigned or picked up by the pilot; and 2. After the fifth unused SC/FSB, which is assigned (not picked up), each additional instance will increase MPG by one hour.

   To clarify, a used Short Call assignment is one in which a pilot is assigned to a Trip scheduled to depart within 13 hours of the time the Trip assignment is made, or is assigned a Field Standby without an intervening Off-Duty Period. A used Field Standby assignment is one in which a pilot is given a Trip that is scheduled to depart prior to an intervening Off-Duty Period.

   Until permanent programming is completed, this additional pay will appear as a separate line item on a pilot’s paycheck, with the label “Unused SC.” In addition, a summary report will be published on the Flying Together website.

3. **How is International Override paid?**

   **L-CAL:** International Override was initially incorrectly coded to be included as Line Pay Value rather than Add Pay for L-CAL pilots. A manual adjustment was performed during the December pay close to ensure that International Override was paid correctly for December on the Jan. 16 paycheck. CMS has been reprogrammed to properly reflect International Override as Add Pay going forward.

   **L-UAL** pilots will see International Override paid as a separate line item on their paychecks; however, it may not be labeled as Add Pay initially.
4. Has the methodology for determining longevity increases (e.g. when you jump from year five pay to year six) changed with the UPA?

Yes. It's a noteworthy change for L-CAL, but only minor for L-UAL. Starting in January, Section 3-B-2 covers the new method for making annual longevity increases for pay.

The first time a pilot should see this change is in the Feb. 16 paycheck.

5. Some furloughed L-UAL pilots who accepted new-hire positions at L-CAL are getting paid $750 for their first paycheck of the month. When will this change?

Longevity changes for some of these individuals were made too late for the January advance check. February advance checks will reflect adjusted pay longevity in accordance with the L-CAL pay advance system. This will continue until we convert to the new UPA advance system, expected in April.

Section 4: Travel & Expenses

6. What is the Expense Reimbursement Procedure (ERP)?

Pilots should submit expense reports directly to their base Chief Pilot Office.

Expense forms (“Pilot Expense Form” and “Pilot Dry Cleaning Reimbursement Form”) are available in all bases, or you may download them online at Flying Together > Flight Operations > J CBA Updates (under “Easy Links”). Fill out the appropriate form and include all supporting documents to complete your report.

To view or update your direct deposit information, go to Flying Together > All About Me > Direct Deposit. You may have several options to choose from (Payroll, On-Time Incentive, Expenses), so be sure to select “Expense Account Direct Deposit Information” when updating direct deposit information related to expenses.

We are working on an electronic solution for this expense reporting; however, this development is in the very early stages. We will keep you updated on our progress and will let you know when you can start filing expenses online.
7. How does Uniform Cleaning reimbursement work per 4-F-1?
Receipts should include the word “uniform” and be submitted for reimbursement using the ‘laundry expense’ form as outlined in the Expense Reimbursement Policy noted above.

8. How does reimbursement work for the other items in Section 4?
The ERP can be used for reimbursement of your inflight entertainment, inflight Internet, “buy on board” food (if deadheading), passport/Visa (per Flight Ops policy), Global Entry fee, and CrewPass. Receipts must be provided; for inflight entertainment you can provide a redacted copy of your credit card bill showing only the DirectTV line item. Please note that none of these expenses will be reimbursed if the expense occurred before Dec. 30, 2012, for L-UAL and Jan. 1, 2013, for L-CAL (the effective date of the UPA).

9. How does parking reimbursement work?
There are three types of parking reimbursements:

- **20-A-4-a**: Covers parking for any reserve callout less than three hours because the pilot will be reimbursed for parking at the airport. Please print a copy of the trip and attach it to the receipt, which must be submitted using the Expense Reimbursement Procedure (ERP) above.

- **21-H-1**: Covers parking not provided by the company for trips that begin or end at an airport other than the primary airport serving your base, such as SNA for LAX based pilots. Print a copy of the Trip and attach it to the receipt, which must be submitted within 10 days using the ERP.

- **21-H-2**: Applies to pilots that elect not to have in-base parking, and in the event parking facilities are not available for employees at an off-base airport location. Pilots who do not get parking for either of these reasons will be reimbursed up to $35 per month by submitting receipts using the ERP.

10. Please explain the Energy Food provisions of Section 4-A-3.
“Energy” food in the form of granola bars is provided in the crew rooms or operations in the base and a pilot may carry a supply with him or her as needed. Pilots may stock up on these items at each base they transit.
Section 5: Hours of Service

11. Is the provision to extend your duty day and receive five hours of Add Pay in effect per Section 5-F-1-h?

Yes.

Section 9: Training

12. How can I receive the $15 allowance instead of hotel rooms when I’m in training at my base per 9-E-4?

L-UAL pilots based in DEN should continue to use the existing process for obtaining the $15 per day in lieu of a company-provided hotel room. L-CAL pilots based in IAH should notify Training Scheduling via email at TrainingHotels@united.com that they do not require a hotel room while in training. The notification must be made for the entire training period (i.e. choosing a combination of hotel rooms some days and $15 allowance on others is not an option) and must be made not less than two days before the check-in date. This notification will trigger the payment of $15 per day in lieu of a company-provided hotel room to be included in the normal paycheck at the conclusion of training.

Section 11: Vacations

13. Can I fly on my vacation days?

No. However, Section 11-F-3 is in effect at both subsidiaries, which provides that vacation that occurs in a Bid Period in which schedule awards have been made may be split up and moved in that Bid Period, or moved (part or all) to the next Bid Period, if schedule awards have been made for that next Bid Period. Proration of days off will be recalculated, if necessary. Vacation may not be moved retroactively (i.e., to days that have already passed).
14. **How will Vacation Trip Drops work?**

Starting in February, the vacation trip-drop provisions of Section 11-G will be in effect. Vacation Trip drops will pay the full pay value of the trip with an equal number of hours being deducted from the pilot's vacation for the subsequent vacation year.

Future-year vacation balances will be maintained in hours, and that balance will be reduced by the number of hours in a vacation trip drop. Prior to bidding for annual vacation, the number of vacation hours remaining will be converted to vacation days at a rate of 3.25 hours per vacation day (using normal rounding for partial days). For example, if a pilot vacation trip drops a 32.5-hour trip this year, he will have 10 fewer vacation days to bid in the next vacation year.

15. **Are the new 11-H vacation forfeiture rules in effect?**

Both L-CAL and L-UAL will use their respective prior contracts (i.e., old rules) for the 2013 vacation year.

L-CAL pilots may forfeit vacation in accordance with the provisions of Contract '02.

L-UAL pilots will not be able to forfeit vacation to the 401(k) or HRA.

### Section 13: Sick Leave

16. **How does the doctor’s note provision in Section 13-A-3-a-(3) and 13-A-3-b-(2) work?**

If a pilot calls in sick for a trip or other event that takes a Lineholder's pay for the month above 92 hours, or takes a reserve's pay above MPG, the pilot must provide a copy of a doctor’s note to their Chief Pilot Office within 48 hours of returning to work (to include reserve) if he wishes to use sick time to be paid the time above 92 hours or MPG as applicable. The CPO will contact payroll to ensure the pilot is paid from his sick bank.
Section 20: Scheduling

17. Are the new callout times for short call reserves in effect per 20-A-4?
Yes. Callout time for short call (including L-CAL B reserves and RX days) reserves is 2.5 hours prior to report (i.e., 4 hours to departure for L-UAL Global, 3.5 hours to departure all Basic and L-CAL Global until May). Consideration will be given for heavy traffic, construction and similar circumstances. For any callout less than three hours, the pilot will be reimbursed for curbside or close-in parking at the airport (see 20-A-4-a). “A” reserves at L-CAL remain subject to the nine-hour callout time until combined CMS.

In addition, in cases where the crew desk needs a pilot to report with less than the normal short callout time to protect an on-time flight or minimize a delay, pilots may have the opportunity to earn add pay for accepting and fulfilling such a shorter callout. For callouts of 2:15-1:30, pilots will receive one hour of add pay, and for callouts less than 1:30 pilots will receive two hours of add pay. L-UAL pilots should ensure that a meter is sent to the Pay Desk. L-CAL pilots should see this add pay in your pay register; if not, file a pay claim.

18. Are the new provisions for picking up trips with Premium Pay in effect?
Yes. The premium pay rules in Section 20-H-4 and only the Senior Man/VJM 100 percent premium pay in Section 20-H-5-a are in effect. Initially, pilots will be notified that there are premium pay trips available through CCS message/announcement (L-UAL will use ENoteas an interim measure until it is replaced by CCS). Premium pay trips can pay up to 100 percent Add Pay.

19. How do I protect the days off before a vacation so I do not get reassigned into them?
Per Section 20-D-5, a pilot may protect days off which precede or follow a vacation provided he does so within 72 hours of the PBS awards being published. As an interim measure, the following procedures should be used:

L-CAL: Call Crew Scheduling and designate the days you wish to protect in accordance with the 20-D-5 provisions.

L-UAL: Call the Futures Desk and designate the days you wish to protect in accordance with the 20-D-5 provisions.

Example: A lineholder with four days off on Feb. 10,11,12,13 preceding a vacation starting on Feb 14 may designate Feb. 11, 12, and 13 as protected days (the first day off, Feb. 10, cannot be protected per 20-D-5-a).
Section 24: Insurance

20. How do I sign up for the new Medical/Dental/Vision insurance and Long Term Disability (LTD)?

The open enrollment window for all insurance benefits is from Jan. 18 to Feb. 1, 2013. With the new agreement, all pilots have been automatically enrolled in the pilot LTD plan (even if you have opted out in the past). Remember, if you chose to opt out of LTD and would like to re-enroll later, you will be required to meet the Evidence of Insurability (EOI) standards. Meeting these standards has proven to be difficult in the past for some pilots; therefore, the decision to opt out of LTD should be weighed carefully.

21. How do I get the company-provided EKG?

United has contracted with outside vendors as a means of complying with Section 24-B-8. Our onsite clinics at EWR, IAH, GUM and CLE airports now have the ability to perform an EKG. EKGs will also be available at our new clinic at ORD soon. The onsite clinics in EWR, IAH, GUM and CLE will perform the EKG and send the results to the ORD onsite clinic doctor, who will review and transmit it to the FAA Medical department in OKC. Separately, Concentra is available in all of our hub cities (except for CLE and SEA) to perform an EKG and directly submit the results to the FAA Medical department in OKC. Pilots in SEA can go to US Healthworks for their free EKG. Pilots should download and complete the ‘EKG form’ which can be found at Flying Together > Flight Operations > JCBA Updates (under “Easy Links”). You must present the completed form to Concentra or they will not perform the EKG.

General:

22. Many implementation items are tied to “combined CMS.” What is CMS?

The Crew Management System (CMS) will be the end-state replacement of UNIMATIC used by L-UAL pilots in the daily operation. All actions currently handled by UNIMATIC will be migrated to CMS. L-CAL is currently using CMS and the process of transitioning L-UAL has already begun. L-UAL pilots will begin to see this in the day-to-day operation in the coming months when the old eNote system is replaced by the new Crew Communication System (CCS), which is a web-based system used by pilots to access CMS functions.
United Pilot Agreement

Next Steps

Update 3: February 7, 2013

Inside this issue

- Message from the JIT
- Notable contractual changes effective Day 1 of March Bid Period
- Frequently asked questions
March contract implementation

There are 29 new contract provisions (LOA 26-D, items 19-46) that are scheduled for implementation in March (the third full Bid Period after the effective date of the UPA).

Three of the 29 items will significantly impact both L-CAL and L-UAL pilots:

- Introduction of pay for the UPA 5-G-2 daily pay rig (five hours per day average)
- Training pay and credit increases, and
- Implementation of UPA 5-J crew rest facility provisions.

For L-CAL pilots, some of the most notable changes in this transition step will occur in the March Bid Period PBS bidding process. As a reminder, bidding for March schedules opens on Feb. 6 at 1700 CT and closes on Feb. 12 at 1000 CT. The majority of the L-CAL PBS changes involve the introduction or increase of PBS build credit for various bidding scenarios (e.g., credit first ten hours of DHD on an awarded line, 1-for-4 trip rig, 1-for-2 duty rig). In addition, L-CAL pilots will no longer be able to waive non-flying credit as a preference in PBS. L-CAL pilots are strongly advised to familiarize themselves with the upcoming PBS changes prior to finalizing their bid groups, and to use the Bid Analysis Tool to examine how these changes will affect their PBS bid. Pilots should also take time to update their standing bid groups to incorporate necessary bid strategy adjustments as a result of the newly implemented UPA provisions. L-CAL pilots can send questions about PBS bidding to cal.pbs@alpa.org.

For all L-UAL pilots, please note the new requirement to verify your intent to operate trips appearing on your schedule (VERID/FN). This requirement is similar to the existing process for verifying Global (International) trips today, but must take place between 36 and 15 hours prior to the report of your trip.
The crew rest facility provisions in UPA 5-J modify crew rest facility entitlements for most aircraft in the L-CAL operation and some aircraft in L-UAL operation. L-CAL pilots should note that, for the interim, L-CAL 767-400 aircraft will not have sound deadening curtains installed around the crew rest seat. The Joint Implementation Team (JIT) is working on a timeline for 767-400 curtain installation and we will publish more information as it becomes available. The Crew Rest Oversight Committee (formed as a result of the UPA and consisting of two ALPA and two company members) is tasked with examining and resolving issues related to the adequacy of any future crew rest facilities or changes to existing crew rest facilities in accordance with Section 5-J. They have been working since last month to manage issues associated with modifications to existing crew rest/break facilities and configurations. This committee will also use fatigue and safety related feedback concerning crew rest/break facilities that is provided through FSAP reports from operating crew members.

The grid and Q&A below contain a more detailed explanation of various implementation items. Please take the time to read the entire document before submitting questions to your local council representatives or base Chief Pilot Office.

Looking ahead, there are fewer changes scheduled for April (only items 47 through 49 of LOA 26-D). As a reminder, the JIT is working to implement provisions ahead of the published schedule when feasible. Please watch for continued updates from the JIT to ensure that you are informed about UPA implementation.
March contract implementation summary

Below are changes that take effect as of the first day of the March Bid Period.

<table>
<thead>
<tr>
<th>Section 3: Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>New to L-CAL</td>
</tr>
<tr>
<td>Section 3-C-3-a Deadhead to Line Pay Value</td>
</tr>
<tr>
<td>L-CAL: Unlike Contract '02 where the first ten hours of deadhead did not count towards PBS Line Credit Value – all deadhead now counts toward PBS Line Credit Value. Further, this deadhead credit may not be waived.</td>
</tr>
<tr>
<td>L-UAL: No change</td>
</tr>
</tbody>
</table>

<p>| Section 3-E-1-a Training ≥ 5 Days 3.0 Hours Pay and Credit | ✓ | ✓ |
| L-CAL: Training ≥ 5 days increases to 3.0 pay and PBS credit per calendar day (including days off within the training footprint); previously 2.4 pay, 2.75 PBS credit. |
| L-UAL: Training ≥ 5 days increases to 3.0 pay and PBS credit per calendar day (including days off within the training footprint); previously 2.8 pay and PBS credit |
| Note: Duty days comprised exclusively of travel to/from out-of-base training are considered training days in accordance with 9-D-1. |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3-E-1-b</strong>&lt;br&gt;Training &lt;5 Days &amp; Recurrent Training of Any Length&lt;br&gt;3.75 Hours Pay and Credit</td>
<td><strong>L-CAL</strong>: Training &lt; 5 days and recurrent training of any length increases to 3.75 pay and PBS credit per day of training; previously 2.4 pay, 2.75 PBS credit.&lt;br&gt;&lt;br&gt;<strong>L-UAL</strong>: Training &lt; 5 days and recurrent training of any length increases to 3.75 pay and PBS credit per day of actual training; previously 2.8 pay and PBS credit.&lt;br&gt;&lt;br&gt;Note: Duty days comprised exclusively of travel to/from out-of-base training are considered training days in accordance with 9-D-1.</td>
</tr>
<tr>
<td><strong>3-F</strong>&lt;br&gt;Vacation Pay Value 3.25 per Day</td>
<td><strong>L-UAL</strong>: Pay increases to 3.25 from 2.8. Credit will still show as 2.8 in PBS and Trip Trade until August. Until then, the incremental 0.45 vacation pay increase will appear as a separate line item on a pilot's paycheck.</td>
</tr>
</tbody>
</table>

**Section 4: Expenses, Lodging, and Transportation**

<table>
<thead>
<tr>
<th>Section</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td><strong>4-A-2</strong>&lt;br&gt;Crew Meals - Published Pairings</td>
<td>Due to a number of logistical issues, the full implementation of the crew meal provisions is proving to be difficult. The JIT continues to work through those issues while simultaneously exploring possible interim measures should they become necessary. Whether an interim, or a final UPA solution, additional information will be forthcoming prior to the March 2013 Bid Period.</td>
</tr>
<tr>
<td><strong>4-B</strong>&lt;br&gt;Hotel Guidelines</td>
<td>New hotel guidelines are in effect.</td>
</tr>
</tbody>
</table>

**Section 5: Hours of Service**

<table>
<thead>
<tr>
<th>Section</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5-E-1-h</strong>&lt;br&gt;Surface Deadhead</td>
<td><strong>L-CAL</strong>: In effect&lt;br&gt;&lt;br&gt;<strong>L-UAL</strong>: No change except for nomenclature; formerly known as double town/cross town.</td>
</tr>
<tr>
<td><strong>5-E-1-i</strong>&lt;br&gt;Co-Terminals</td>
<td><strong>L-CAL</strong>: The potential for the use of Co-Terminals now exists.&lt;br&gt;&lt;br&gt;<strong>L-UAL</strong>: No change</td>
</tr>
<tr>
<td>Section</td>
<td>New to L-CAL</td>
</tr>
<tr>
<td>---------</td>
<td>--------------</td>
</tr>
<tr>
<td>5-E-2-a</td>
<td>✓</td>
</tr>
</tbody>
</table>
|         |              |              | **L-CAL:** Process unchanged, time window is new.  
|         |              |              | **L-UAL:** Entirely new for Basic, window change for Global.  
|         |              |              | See FAQ below for additional information. |
| 5-E-3-e-(2)  | ✓            | ×            | **L-CAL:** Lineholders will now be ensured 12:45 free of duty after each trip during Monthly Schedule Preferencing only. (Note: not yet effective in GUM.)  
| Minimum In-Base Rest 12:45-14:00 in PBS |              |              | **L-UAL:** No change to 12:45 free of duty minimum scheduled base rest, current rules in place until combined CMS.  
|         |              |              | **UPA:** Final implementation allowing pilot to select a Minimum Base Rest of 12:45-14:00 will occur no later than combined CMS. |
| 5-E-4  | ✓            | ×            | **L-CAL:** New proration table in use for lineholders only.  
| Scheduled Lineholder Minimum Days. Off (Full and Partial Month) |              |              | (Note: CQP will now be considered work days and not subject to the proration table.)  
|         |              |              | **L-UAL:** No change |
| 5-F-3-k  | ✓            | ×            | **L-CAL:** This applies in the actual operation, and scheduled layover times will be increased to accommodate. If this requirement will require a delay in reporting for the next duty, the crewmember must notify crew scheduling.  
<p>| 9 Hours of Room Availability at Hotel |              |              | <strong>L-UAL:</strong> No change |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>New to L-CAL</th>
<th>New to L-UAL</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-G-1</td>
<td>✔️</td>
<td>✗</td>
<td>L-CAL: Duty Rig of one hour pay for every two hours on duty in effect for scheduled and actual trips. (Note: Ratio changes to 1:1.75 for duty from 2200 to 0559.) L-UAL: No change</td>
</tr>
<tr>
<td>5-G-2</td>
<td>✔️</td>
<td>✔️</td>
<td>Will be paid using Post Process procedures detailed below. Pay only until September and the Rig will not impact PBS in any way until then. L-CAL Note: as a result of the implementation of M5D and Rigs, trip splits at L-CAL will no longer be permitted.</td>
</tr>
<tr>
<td>5-I-7</td>
<td>✔️</td>
<td>✗</td>
<td>L-CAL: If augmentation is required in one direction between any two airports, augmentation at the same level is required in the opposite direction. L-UAL: No change</td>
</tr>
<tr>
<td>5-J</td>
<td>✔️</td>
<td>✔️</td>
<td>L-CAL: 777 will have an additional break seat in Business (second seat if double augmented and if available) 756 rest seat in First, 764 curtain installation in development by Crew Rest Oversight Committee to be implemented at a later date. 737 augmenting crew gets a seat grouping (2 seats) in First. L-UAL: 777 bunked aircraft will have one break seat in Business (2nd seat if double augmented and if available). 757, A320 augmenting crew gets a seat grouping (2 seats) in First.</td>
</tr>
</tbody>
</table>
### Section 9: Training

<table>
<thead>
<tr>
<th>New to L-CAL</th>
<th>New to L-UAL</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 9-B-3 Recurrent Training Preferencing Window Including the Ability to Avoid “Early” Months While Preferencing Slots</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Section 9-E-2 Lodging Request</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

### Section 11: Vacations

| Section 11-F-1 Sliding Vacation Request | L-CAL: no changes | L-UAL: See FAQs |

### Section 20: Allocation, Assignment and Scheduling of Flying

| Section 20-D-3 PBS Error Resolution | L-CAL: No Change | L-UAL: new PBS resolution procedures including five day reporting window. |
| Section 20-R-1 Electronic Notification for Landings Qual. | ✔️ | ✔️ | UPA: Procedure for impending loss of landings qual: Pilot notified at 30 days prior to NQ, pilot action is required. See FAQ. |

### Letters of Agreement

| LOA 1 Guam Flying G-1 | L-CAL: LOA 1 recurrent training provisions in effect | L-CAL: Doesn’t apply |
| LOA 25 Item 3 1-for-4 Rig | L-CAL: New provision | L-UAL: No change |

### Miscellaneous

| L-CAL Eliminate Waive Credit Option in PBS | L-CAL: Lineholder option to waive any credit in PBS is no longer allowed. Reserve option to waive up to two days off when an absence exists will remain until further notice. | Doesn’t apply |
Q&A

We continue to receive many questions related to the United Pilot Agreement and are regularly compiling answers. Check back for new additions. Here are “Jumps” to all questions in this update:

- How does the requirement to Verify Trips work?
- How do I get paid for the increased vacation pay effective in March?
- What are the new rules for maintenance of F/O landing currency?
- How is soft time for Sick List being paid?
- How will deadhead time be counted in PBS?
- Who is eligible for the “Merger Move”?
- When does the PBS Min In-Base Rest option take effect at L-CAL?
- How can I get info about new retirement benefits?
- How does Occupational Injury (OI) Bank conversion to Sick Bank work?
- When am I eligible for transfer days?
- Please explain the M5D interim measure.
- How do I receive Add Pay for deadheading in a middle seat?
- Can you outline the new bidding windows and freeze times (L-CAL)?
- What is the post process procedure?
- What is post-processing pay? How will it be reflected in my paycheck?
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- Can you outline the new bidding windows and freeze times (L-CAL)?
- What is the post process procedure?
- What is post-processing pay? How will it be reflected in my paycheck?

1. How does the requirement to Verify Trips per 5-E-2 work?

L-CAL: The window has now changed to no earlier than 36 and no later than 15 hours prior to scheduled report time. The method for check-in and all other associated requirements remain unchanged.

L-UAL: This is a new requirement for Basic Trips (old “domestic”). All pilots must verify their intention to fly their next trip no earlier than 36 hours but no later than 15 hours prior to scheduled report time. However, a Reserve who receives an assignment by aggressive pickup or by positive contact is considered to have verified. For L-UAL pilots this verification may be accomplished via Unimatic (via the VERID/file number command), the CATS 1-800-UAL-SKED system, or while in direct contact with the crew desk.

UPA: The company recognizes this is a new procedure for L-UAL pilots and a changed window for L-CAL pilots. Consideration will be given to pilots who fail to verify their trips. In April, pilots will be subject to ANP if they fail to verify trips.
2. What are the new rules for maintenance of First Officer Landing Currency in 20-R?

First Officer lineholders in Global fleets who request and attend landings class on a day off prior to becoming NQ (not qualified) for landings will now be paid 3.75 hours per day for the landing class. If such lineholder becomes NQ due to loss of landing currency, he will not paid for the landings class attended on a day off after lapsing currency.

Section 20-R only applies to a First Officer in a Category that has augmented Global Flying included in Monthly Schedule Preferencing. The company shall provide the pilot electronic notification at least thirty (30) days prior to becoming NQ due to insufficient landings. (L-UAL will notify the pilot via e-note; L-CAL will notify the pilot via a CCS message.) With his concurrence, a lineholder who is projected to lose landing currency within the next thirty (30) days may be removed from a Trip and assigned other flying to maintain his currency. If the replacement flying is of a lesser value, he shall receive the pay value of the original Trip. Otherwise, a lineholder must request a landing currency simulator period on a day off prior to becoming NQ and will be paid as noted above.

Reserves will attend landings class on a RSV day.

3. How will deadhead time be counted in PBS (new for L-CAL)

Beginning with the March 2013 Bid Period, L-CAL Line Credit Value (LCV) will include all deadhead flights. Moreover, bidders may no longer exclude (waive) deadhead credit from their Line Credit Value in PBS. Bidders should utilize the Bid Analysis Tool (BAT) available in the PBS bidding software to analyze the impact of this change on their monthly bid groups. Standing bid groups may also require updating to adjust for this change in logic.

Example: A pilot requests five (5) 3-day trips to build a schedule. Each trip contains 13 hours of block time and 2 hours of deadhead for a total Trip Credit of 15 hours per trip.

Line Credit Range 72 to 88 hours for PBS (for this example) and using these trips:
Contract02 LCV = 65 credit hours (75 hours minus first 10 hours of deadhead)
L-CAL Mar2013 LCV = 75 credit hours (all deadhead credit counts)

The Contract02 scenario would require another trip and contain fewer days off for the bidder.

The L-CAL March 2013 scenario produces a legal line with 15 days of work.
4. When does the PBS Min In-Base Rest option take effect at L-CAL (already in place at L-UAL)?

Beginning with the March 2013 Bid Period, L-CAL PBS Line Awards will require a minimum of 12:45 in-base rest between trips. This value is not waivable. A pilot may still preference a greater value using the Set Min In-Base Rest command. Bidders should utilize the Bid Analysis Tool (BAT) available in the PBS bidding software to analyze the impact of this change on their monthly bid groups. Standing bid groups may also require updating to adjust for this change in logic.

5. How does Occupational Injury (OI) Bank conversion to Sick Bank work (L-CAL only)?

LOA 2 provides for the conversion of OI bank to be deposited into sick leave bank at a rate of one and a half (1 ½) hour of OI to one (1) hour of sick leave. Additionally, a pilot may elect to opt out of this conversion and use all the hours accrued in his former OI bank in the same manner and at the same rate (one for one) as the hours in his sick leave bank, for the purposes of offsetting the costs of L-CAL Bridge Medical (available in 2013 only).

In order to simplify the process, ALPA and the company have agreed to convert all pilots’ OI banks and deposit it now into each pilot’s sick bank with no election process, but with access to that value for those who need it.

All L-CAL pilots will have two-thirds of the hours in their OI bank deposited in their sick bank with the remaining one third remaining in the non-usable OI bank. Any L-CAL pilot who retires in 2013 will have the ability to use his sick bank and the remaining one-third hours in his OI bank to supplement his bridge medical insurance premiums in the manner set forth in Contract ’02 – provided he still has at least as much time in his sick bank as was initially deposited as a result of this provision.

As an example, if a pilot has 300 hours in his OI bank he will have 200 hours deposited into his sick bank and 100 hours remaining in his non-usable OI bank. Upon his retirement, if he still has at least 200 hours in his sick bank, he will be able to use his sick bank amount plus the 100 hours remaining in his OI bank for bridge medical insurance premiums in the manner set forth in Contract ’02. If he does not have at least 200 hours in his sick bank upon retirement, he will not be able to access the 100 hours in his OI bank.
A pilot who plans on choosing the L-CAL bridge medical option, and who is ill and may need to use the converted OI bank for sick leave, should consider requesting 12-B Medical Leave (MLA), 12-A Personal Leave (PLA) or 13-A-2 Restoration of Sick Leave instead of using the converted hours of OI bank. Doing so will preserve the full value of his OI bank, if the pilot intends to use the OI bank for bridge medical coverage.

Please also keep in mind that the unconverted amount of OI bank will only be available for use towards bridge medical, and only for pilots who retire in calendar year 2013.

6. Please explain the Minimum 5 hours of Pay per Day (M5D) Interim Measure:

Beginning with the March 2013 Bid Period, pilots will be paid (not credited in PBS until the September Bid Period) a minimum of five (5) hours average pay per day (defined as 0100-0059 Base Time for this provision only until CMS) in a Trip. Simply put, the minimum a pilot can be paid for a trip will be:

<table>
<thead>
<tr>
<th>Length of Trip OI (0100-0059)</th>
<th>1 Day</th>
<th>2 Days</th>
<th>3 Days</th>
<th>4 Days</th>
<th>5 Days</th>
<th>6 Days</th>
<th>7 Days</th>
<th>8 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min Trip Pay due to M5D</td>
<td>5 hrs</td>
<td>10 hrs</td>
<td>15 hrs</td>
<td>20 hrs</td>
<td>25 hrs</td>
<td>30 hrs</td>
<td>35 hrs</td>
<td>40 hrs</td>
</tr>
</tbody>
</table>

Since M5D is applied on a trip basis, overlapping trips should be treated individually. In the following example you can see that although three (3) calendar days are involved, M5D provides four (4) days of credit due to the fact it is calculated on a Trip basis:

<table>
<thead>
<tr>
<th>Trip Start</th>
<th>Trip Ends</th>
<th>Trip Pay due to M5D</th>
<th>Min Pay for both trips</th>
</tr>
</thead>
<tbody>
<tr>
<td>1800 Day 1</td>
<td>0600 Day 2</td>
<td>10 hrs</td>
<td></td>
</tr>
<tr>
<td>2100 Day 2</td>
<td>0600 Day 3</td>
<td>10 hrs</td>
<td>Min 20 Hrs</td>
</tr>
</tbody>
</table>

This M5D pay will not be a part of your Line Credit Value in PBS, nor will it affect your PBS award; however M5D will be applied to the pay value of all Trips.

<table>
<thead>
<tr>
<th>Trip Days in Line</th>
<th>18</th>
<th>17</th>
<th>16</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min Pay due to M5D</td>
<td>90 hrs</td>
<td>85 hrs</td>
<td>80 hrs</td>
<td>75 hrs</td>
</tr>
</tbody>
</table>
7. What is “Post-Processing Pay” and how will it be reflected in my paycheck?

Due to the time required to complete automation of several new pay provisions (see below), the JIT has agreed to an interim manual “post process” procedure to expedite pay for the items for each legacy carrier as indicated below. The post process pay calculations will show up as separate line items in the mid-month paycheck two months following the month in which they were earned (i.e.; March 15 for January flying). Because this is a manual process, IT IS IMPORTANT FOR ALL PILOTS TO REVIEW THEIR PAYCHECKS TO VERIFY PAY FOR THESE ITEMS and keep good records to back up any future pay claims. For L-UAL pilots, a guide to reading the paychecks and statement of earnings can be found on the Flying Together website and in the Downloads section of the www.UnitePilotAgreement.com website.

The ultimate goal of the JIT is to have all of these post process items automated and included in the normal monthly pay cycle. UAL IT is working on solutions and as soon as an automated solution is tested and available for any or all of these items, the pilot group will be notified and the automation utilized.

Post process pay items:
1. C-1-b: Reserve MPG increase for unused short calls and field standby assignments (FSB) (L-UAL only, automation in place at L-CAL)
2. 3-C-3: Leg Overs-each leg of a trip will pay greater of actual or scheduled (L-UAL only, automation in place at L-CAL)
3. 5-G-2: M5D-Trips pay average of 5 hours/day (both L-CAL and L-UAL; pay only, credit not applied until September)

8. What is the Post Process procedure for these pay items?

As an interim measure until these items can be automated, each month, after the end of the Bid Period, the Company will manually review each pilot’s flying for the month and capture the post process pay items. By the 15th of the following month, the company will upload the results of their analysis on Flying Together (information about a link will be provided later in February) which will show your pay for each post process item above. Questions and corrections will be processed by the company and you will receive payment for these items in the subsequent mid-month paycheck.

For example, after the close of the January bid period, each pilot’s schedule will be analyzed and the additional pay due will be posted for review in mid-February. Corrections will be handled if needed, and the pay for the January post process items will be in the March mid-month paycheck.
Once automation is complete these items will appear in the normal mid-month paycheck immediately following the month flown.

9. How do I get paid for the increased vacation pay which takes effect in March at L-UAL?

For L-UAL, in accordance with Items 20 and 62 of the Implementation LOA, vacation pay will show up in your CALREC as 2.8 hours per day but will be paid at 3.25 per day in the normal mid-month paycheck.

10. How is the new provision to pay soft time for Sick List being paid?

Soft time SL will be handled differently at the two legacy carriers.

L-UAL: In January, Unimatic did not properly display the SL soft time so January SL soft time will be paid using the post-process procedure. For February, Unimatic should display SL correctly and the February SL soft time will be paid as normal, in the mid-March check.

L-CAL: For January and February, CMS will not properly display the SL Soft time so this pay will be handled using the post-process procedure. SL soft time for January will be paid in mid-March, and February will be paid by mid-April.

11. Who is eligible for the “Merger Move” detailed in LOA #3?

The Merger Move is available to a pilot awarded a vacancy bid during the twenty-four (24) months after the Operational Merger Date, which will be the date of the acceptance of the Integrated Seniority List later this year. The benefits provided for a Merger Move are covered in Section 10 of the Agreement, with the exception that the pilot is not entitled to 10-D Paid Move Commuter Passes normally afforded in a paid move. However, on a one time basis, pilots are eligible for 10-H Relocation Passes for himself, his spouse or domestic partner and eligible dependents, for the purpose of relocating to his new primary residence.

12. Who can I call to get information or ask questions about the new retirement benefits?

You can call the United Airlines Benefits Center (1-800-651-1007) for information, or to ask questions regarding retirement. Questions that cannot be initially answered will be entered into a workflow system for a subject matter expert to answer.
13. When am I eligible for transfer days?

Transfer Days are available per Section 10-G to any pilot whose base has changed (not to include base trade) and who is either not eligible for a paid move, or chooses not to take a paid move. Pilots are allowed three Transfer Days to get established in their new base (five if going to or from Guam) which must be used within 90 days and must be pre-loaded in PBS. Reasonable expenses for driving and travel expense are also provided; please refer to Section 10-G for details.

14. Please explain the sliding vacation request in 11-F-1.

For L-CAL, this process remains unchanged.

For L-UAL, the implementation process is as follows:

May 2012- April 2013 vacation year: No vacation slides permitted.

May 2013-April 2014 vacation year: Vacation slides are accepted beginning February 1, 2013 for May. May vacation may not be slid back into April. The following deadlines apply:

For vacation slides that either keep the vacation entirely within the Bid Period or slide some vacation into the succeeding Bid Period:

Slide requests will be accepted until 1200 CT on the 15th day of the second preceding month. For example, the deadline for September vacation slides of this type is 1200 CT on July 15.

For vacation slides that slide some vacation into the preceding Bid Period:

Slide requests will be accepted until 1200 CT on the 15th day of the third preceding month. For example, the deadline for September vacation slides of this type is 1200 CT on June 15.
15. How do I receive Add Pay for deadheading in a middle seat?  
(Note: this is a change to the previous procedure in place.)

Pilots who are required to deadhead in a middle seat in economy class (including economy plus) are entitled to Add Pay of 50% for such deadhead flight. (Note: this does not apply to travel to training or any other travel that is not a deadhead segment included as part of a Trip.) To receive the Add Pay pilots should send an email to middleseat@united.com detailing the event to include:

- File (employee) number
- Trip number and date
- deadhead flight date
- flight number and departure city
- PNR (reservation number),
- the seat number actually occupied.

Please be advised that there is a backlog of middle seat deadhead events to be processed. Going forward, we expect processing times to be reduced: The sooner an email is sent following the date of the middle seat deadhead event, the easier it will be to verify the facts surrounding the event.

16. Can you outline the new bidding windows and freeze times (L-CAL)?

Bidding will now open on the 6th of the month at 1700CT and close on the 12th of the month at 1000CT. Line Credit Ranges will be updated on the 10th of the month at 1600CT. Awards will be published no later than the 15th for captains and the 17th for F/Os. Also, as a result of the new bidding/award dates the new trip freeze window for schedule modifications that alter the last six days of the current Bid Period will be as follows:

Freeze Start: 12th of the month at 0001 CT
Freeze End: 18th of the month at 1800 CT
United Pilot Agreement
Next Steps
Update 4a: March 25, 2013

Inside this issue
- Message from the JIT
- Important reminders for currently implemented items
- Notable contractual changes effective Day 1 of April Bid Period
- Frequently asked questions
Corrections

This version features a few revisions to Next Steps Update 4, which was published on March 21. They are:

- **On Page 4**, the first sentence under “Contract Implementation Summary” read, “Below are changes that take effect as of the first day of the March Bid Period.” It should have read, “Below are changes that take effect as of the first day of the April Bid Period.”

- **On page 9**, in Question 11 in the Q&A section, the word “departure” should be “report” in the first sentence.

These changes are highlighted for your convenience, and apologies for the errors.

Message from the JIT

This edition of “UPA Next Steps” highlights the new provisions planned for April, reviews some important provisions currently in effect that you need to be aware of for March, and includes more Q&A to address frequently asked questions regarding the United Pilot Agreement.

April Contract Implementation

There are three new contract provisions (LOA 26-D, items 47-49) that are scheduled for implementation in April (the fourth full Bid Period after the effective date of the UPA).

The grid and Q&A below contain a more detailed explanation of various implementation items. Please take time to read the entire document before submitting questions to your local council representatives or Base Chief Pilot Office.

As a reminder, the JIT is working to implement provisions ahead of the published schedule when feasible. Please watch for continued updates from the JIT to ensure that you are informed about UPA implementation.
Important reminders for currently implemented items

**Trip Verification (VERID)**
The provision requiring verification of all Trips (Basic and Global) between 36 and 15 hours prior to report time is in effect; if you fail to verify, you may be called by Crew Scheduling 15 hours prior even if you have requested no late night calls. Note: the requirement to verify is new for L-UAL Basic flights, and the window has changed for L-UAL Global flights and for all L-CAL flights.

**Trip Splits**
No longer available due to implementation of M5D rig.

**Kidnapped or Missing Benefits per Section 16**
All pilots should provide the Company with a completed version of [this form](#) which names the beneficiaries in the unlikely event you are involved in a situation which triggers the Section 16 benefits. Once completed, you should turn the form into your Chief Pilot Office for processing.

**Sick Leave pay for M5D rig time (L-UAL only interim measure)**
As an interim measure, SL pay for rig time driven by M5D will only be paid if M5D adds more than one hour to the pay value of the trip and if the pilot sends an email to [postpay@united.com](mailto:postpay@united.com) requesting full pay value of the trip. Otherwise, the pay and SL debit will be calculated using all other normal rig values. For example, if a pilot uses SL for a three day Hawaii trip which shows up as 11:00 of pay currently in PBS (because M5D credit is not yet used in PBS) but pays 15 hours post process due to M5D, the default for SL pay will be 11 hours; if the pilot wants the additional 4 hours of pay and SL debit he must notify the company via email to [postpay@united.com](mailto:postpay@united.com).
A contract implementation summary

Below are changes that take effect as of the first day of the April Bid Period.

### Section 5: Hours of Service

<table>
<thead>
<tr>
<th>New to L-CAL</th>
<th>New to L-UAL</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>L-CAL:</strong> New deadheading rules based on Basic and Global flights. Pilots deadheading online on a Global flight will now be seated in First Class or Business Class. Basic flight seating requirements are also improved, please see the UPA for details.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>L-UAL:</strong> New rules for Basic (old Domestic) flights over 8 hours, and for aircraft not configured with Economy Plus. See Q&amp;A below. No change to Global (old International) seating. Adds seat type protections for pilot in event of seat map change, disabled passenger, or late check in.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Both:</strong> -L-CAL, L-UAL and UAL Express are all deadheading. -New provision, which allows deadheading pilots in uniform to board early.</td>
</tr>
</tbody>
</table>

### Section 8: Staffing

<table>
<thead>
<tr>
<th>New to L-CAL</th>
<th>New to L-UAL</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>L-CAL:</strong> No change, already in effect.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>L-UAL:</strong> Implemented for all bids after April 1. New provision will show minimum and maximum number of pilots in each category when posting vacancies. See Q&amp;A below.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Section 8-G: TDY Preference</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>L-CAL:</strong> Pilots on voluntary TDY will now bid in PBS using their own seniority. Involuntary TDY will be assigned post-PBS.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>L-UAL:</strong> Involuntary TDY pilots travel per Deadhead rules on a work day; voluntary TDY pilots travel per company business travel policy.</td>
</tr>
</tbody>
</table>

Section 5-C: Basic and Global Deadhead rules

Section 8-C-2: Posting of Min/Max for vacancy bids

Section 8-G: TDY Preference
Q&A

We continue to receive many questions related to the United Pilot Agreement and are regularly compiling answers. Check back for new additions. Here are links to all the questions in this update:

- When does RSV MPG change to 73 hours?
- Is a deadheading pilot ever required to sit in regular Economy (i.e., not -Economy Plus) when deadheading on a United or United Express flight?
- Is there a limitation on how early I can notify the company of my intent to deviate from deadhead segment and book alternate PS travel?
- What are the new rules regarding access to the aircraft when deadheading?
- How does Min/Max work for vacancy bids?
- What is the Operational Merger Date?
- What is Combined CMS and when will it occur?
- What does “At time of booking” mean with regards to Deadhead seating rules?
- What is the process for obtaining a Chinese Visa and will I be paid one hour of add pay?
- When is access to a Crew Lounge required?
- How do I get extra pay by accepting and fulfilling a reduced call-out time for a Reserve assignment?
- If I accept a reduced callout time for a Reserve assignment, how will the company determine if it was “fulfilled” as it says in 20-A-47?
- Who is eligible for the “Career Move” detailed in 10-B?
- Who is eligible for the “Merger Move” detailed in LOA #3?
- What is the new “Crew Relocation” selection in the EmployeeRES drop-down menu for pass type?
- How will the paycheck transition work for L-CAL?
- How does the doctor’s note provision in Section 13-A-3-a-(3) and 13-A-3-b-(2) work?
- How is the pay value of a Trip calculated?
- L-UAL only: How do I check my post process pay calculations for Leg Overs, additions to MPG for Unused Short Calls, etc.?
- L-UAL only: How are Leg Overs calculated and how will they be paid?
1. When does RSV MPG change to 73 hours?

This change is tied to the implementation of the Flexible Day Off (FDO) and combined CMS later this fall, and is shown as item 68 in LOA 26.

2. Is a deadheading pilot ever required to sit in regular Economy (i.e., not - Economy Plus) when deadheading on a United or United Express flight?

Per Section 5-C, The only time a pilot is required to occupy a regular Economy seat (i.e., not an Economy Plus seat) is if the aircraft does not have a First or Business class cabin, an Economy Plus section, or other premium Economy seating with greater leg room (e.g. emergency exit row). Currently, certain United Express aircraft are the only “online” aircraft that do not have any of the aforementioned seating options. If a pilot elects to deviate from his scheduled deadhead he will no longer be provided with the seat requirements of Section 5-C and will instead be governed by the Company Business Travel policy and may end up in regular coach.

3. Is there a limitation on how early I can notify the company of my intent to deviate from deadhead segment and book alternate PS travel?

**L-CAL**: There is no limit on how early you can notify the company of your intent to deviate from your scheduled deadhead. You may notify Crew Scheduling of your intent to deviate any time after a deadhead leg appears on your schedule.

**L-UAL**: Due to Unimatic constraints, Scheduling is unable to update an ID until five days prior to a trip. Once inside this window, pilots who want to deviate can notify Crew Scheduling to have the ID reflect the deviation. Pilots are encouraged to book early and call the crew desk five days prior to have the approval remark placed on their ID. This is an interim procedure until combined CMS, at which time you will be able to notify Crew Scheduling of your intent to deviate any time after a deadhead leg appears on your schedule.

**BOTH**: All provisions of UPA Section 5-D are in effect. You must create your own business travel (PS) travel itinerary using EmployeeRes. Have your record locator number (PNR) available when calling for authorization.

4. What are the new rules regarding access to the aircraft when deadheading?

Per Section 5-C-1-i, unless prohibited by government regulations, a deadheading pilot in uniform shall be permitted to board the aircraft as if he were a working crew member – with the additional caveat that the minimum number of flight attendants must be on board. Deadheading pilots who are not in uniform may board at any time during the passenger boarding process. In either event, a deadheading pilot must check in and have his boarding pass scanned prior to boarding.
5. How does Min/Max work for vacancy bids?
When the company posts a vacancy bid, they will display the actual, minimum, and maximum number of pilots required for each Category within the system. The minimum is the number of pilots that must hold a position in that Category. As pilots bid out of a Category, positions must be backfilled to the degree necessary to ensure the published minimum is met. The Maximum is the number of pilots that must hold a position in that Category before displacements may be made. In most instances, the Min/Max will be the same, but in some cases where there is a surplus of pilots in a Category, the Min will be less than the Max (which will be set to the actual number of pilots currently assigned a position in that Category), allowing pilots to bid out of the Category without their positions being backfilled. The benefit of this approach is that it can be used in lieu of displacements in certain circumstances where there is a small surplus. Initially, the min/max numbers will be used for informational purposes only (full implementation to occur when Section 8 is fully implemented).

6. What is the Operational Merger Date?
The Operational Merger Date (OMD) is defined in the Transition and Process Agreement and relies on the completion of the integrated seniority list (ISL) process. OMD will occur shortly following the release of the ISL. Any delays to the completion of the ISL process will necessarily produce a delay in the timing of OMD. MEC communications remain the best source of information on the status of the seniority list integration timeline.

7. What is Combined CMS and when will it occur?
Combined CMS will take place when L-UAL pilots are transitioned from Unimatic to CMS – which is the technology platform currently in use to manage the scheduling of L-CAL pilots. Information technology teams are currently working to program the UPA elements necessary for this transition and are meeting with the JIT weekly to ensure their programming efforts accurately reflect the agreements reached in negotiations. Current estimates have the combined CMS transition taking place this fall. This will coincide with the transition to operation under FAR 117.
8. What does “At time of booking” mean with regards to Deadhead seating rules?

“At time of booking” means the point at which the seat is physically booked. Deadheads contained in the monthly Trips are booked when they are created -- prior to the opening of PBS bidding. Deadhead segments in Trips created by Crew Scheduling in the daily operation are booked upon creation of the Trip. Travel for training (which is not governed by the deadhead provisions) is booked when the pilot makes his own reservation in EmployeeRes. For this reason, it is recommended that you do not wait to book your travel for training.

9. What is the process for obtaining a Chinese Visa and will I be paid one hour of add pay?

Because the Chinese government mandates that someone appear in person to obtain a Chinese Visa, pilots will receive one hour of Add Pay per Section 4-H-1 when they obtain a Chinese Visa. Pilots should bring supporting documentation to their Chief Pilot’s Office to initiate the process for receiving the pay. In the event that the Company provides the service of processing the visa at no cost to the pilot, those who take advantage of this service will not receive 1 hour of Add Pay.

10. When is access to a Crew Lounge required?

Per Section 4-C-1-b, ground time of two to four hours requires a suitable lounge facility to minimize fatigue. For certain airports where there is no availability, the company shall provide off airport facilities. The current list of such airports can be found on Flying Together > Flight Ops > UPA/J CBA Updates.

11. How do I get extra pay by accepting and fulfilling a reduced call-out time for a Reserve assignment?

Per Section 20-A-4-a, pilots who accept and fulfill a shortened (two hours fifteen minutes [2:15] or less to report) call-out can receive add pay. If a pilot accepts and fulfills a call-out time requirement that is from one hour thirty minutes (1:30) to two hours fifteen minutes (2:15) of the Company’s initial attempt at contact, he shall receive one (1) hour of Add Pay. If a pilot accepts and fulfills a call-out time requirement that is less than one hour thirty minutes (1:30) of the Company’s initial attempt at contact, he shall receive two (2) hours of Add Pay. This Add Pay entitlement will be programatically captured and included in your normal 16th of the month paycheck. In addition, pilots can expense parking closer to the terminal for a call-out less than three (3) hours.
12. **If I accept a reduced callout time for a Reserve assignment, how will the company determine if it was “fulfilled” as it says in 20-A-4?**

If the flight departs on time, the assignment will be considered fulfilled. If the flight departs late, and it was not due to the reserve pilot’s arrival time to the airport (as determined by the Chief Pilots Office) the assignment will also be considered fulfilled.

13. **Who is eligible for the “Career Move” detailed in 10-B?**

All pilots not on probation are entitled to one career move. Pilots who retire or voluntarily change Base within 24 months after the paid move are required to reimburse the Company for the cost of the move on a pro rata basis. The paid move conditions in Section 10 apply, one of which is that you must be moving to within 200 miles of one of the airports serving your Base. For example, an LAX based pilot must move to within 200 miles of LAX, ONT, BUR, PMD, or SNA. The list of airports serving each Base can be found in Section 5-E-1-h-(1).

14. **Who is eligible for the “Merger Move” detailed in LOA #3?**

The Merger Move is available to a pilot awarded a vacancy bid during the twenty-four (24) months after the Operational Merger Date (see above for the definition of Operational Merger Date). The benefits provided for a Merger Move are the same as other paid moves, with the exception that the pilot is not entitled to 10-D Paid Move Commuter Passes. However, on a one time basis, pilots are eligible for 10-H Relocation Passes for himself, his spouse or domestic partner and eligible dependents, for the purpose of relocating to his new primary residence. The paid move conditions of Section 10 apply.

15. **What is the new “Crew Relocation” selection in the EmployeeRES drop down menu for pass type?**

This selection is to be used by pilots entitled to the higher priority Non-Revenue Space Available (NRSA) travel authorization entitlements referenced in Sections 8 and 10 of the Agreement such as the Section 10-D Paid Move Commuter passes used in a Company paid move. In order to take advantage of the higher SA priority afforded by these passes, eligible pilots should use the Crew Relocation selection to create a PNR and call the Pilot Service Center to have it authorized.
16. **How will the paycheck transition work for L-CAL?**

The transition is set to begin with the June 1 paycheck. More detailed information will follow as we get closer to that date.

17. **How does the doctor’s note provision in Section 13-A-3-a-(3) and 13-A-3-b-(2) work?**

If a pilot calls in sick for a trip or other event that takes a Lineholder’s pay for the month above 92 hours, or takes a reserve’s pay above MPG, the pilot must provide a copy of a doctor’s note to their Chief Pilot Office within 48 hours of returning to work (to include reserve) if he wishes to use sick time to be paid the time above 92 hours (lineholders) or MPG (reserves) as applicable. The CPO will contact payroll to ensure the pilot is paid from his sick bank. Please note: The doctor’s note is only required if the event for which you called in sick is the actual event that takes you over 92 hours (lineholder) or adjusted MPG (reserve). For example, if a reserve pilot calls in sick early in the month before his pay is over MPG, he will not need a doctor’s note upon return to work. If a reserve pilot calls in sick at any time after his pay for the month has exceeded MPG, he will need a doctor’s note to receive that sick leave pay.

18. **How is the pay value of a Trip calculated?**

Section 3-C-3-c dictates how the pay value of a Trip is calculated. Trips are paid the greater of (1) or (2) below:

(1) The sum of each leg of a Trip (to include flying flight segments as well as deadhead), using the greater of actual or scheduled Flight Time for each leg. (When the actual time exceeds the scheduled time, this is known as “Leg Overs”.)

(2) The minimum pay value of the Trip as determined by the Rig calculations (M5D, 1:2, 1:4/1:3.5)set forth in Section 5-G.

19. **L-UAL only: How do I check my post process pay calculations for Leg Overs, additions to MPG for Unused Short Calls, etc.?**

The company will post the monthly post process pay items on Flying Together at this link (February post process pay is the most current information):

https://flyingtogether.ual.com/web/content.jsp?SID=FlightOps&path=/links/UPA/post_processing_pay.jsp
20. L-UAL only: How are Leg Overs calculated and how will they be paid?

Leg over pay triggers when the sum of all the legs of a Trip (using the greater of the actual or scheduled time) exceeds the rigged time (also known as the BID or credit time) of the Trip. This is covered in Section 3-C-3-c, and the rigs are defined in Section 5-G. Another way to look at it is that leg overs always trigger for hard time Trips, but only trigger for rigged Trips if the sum of the legs exceeds the rigged value. To determine the pay for a Trip, you need to add the leg overs to the block value of the Trip, and then compare that total to the credit value of the Trip, and you will get paid the greater amount. Please see the examples below which describe how Unimatic programing will handle this pay.

**Example #1: Hard time Trip**

<table>
<thead>
<tr>
<th>DPT</th>
<th>ARV</th>
<th>D PTR</th>
<th>ARVL</th>
<th>FTM</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAX</td>
<td>JFK</td>
<td>0811</td>
<td>1630</td>
<td>5.19</td>
</tr>
<tr>
<td>JFK</td>
<td>LAX</td>
<td>1130</td>
<td>1437</td>
<td>6.07</td>
</tr>
<tr>
<td>BID-11.26*</td>
<td>FTM-11.26*</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Because this is a hard time Trip (BID=FTM), 100% of any leg overage will be paid on top of the BID time. For example, if the JFK-LAX leg was over by 30 minutes, the Trip would pay 11:56 hours (11.26+00.30).

**Example #2: Rigged Trip**

<table>
<thead>
<tr>
<th>DPT</th>
<th>ARV</th>
<th>D PTR</th>
<th>ARVL</th>
<th>FTM</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAX</td>
<td>ORD</td>
<td>2323</td>
<td>0519</td>
<td>3.56</td>
</tr>
<tr>
<td>ORD</td>
<td>LAX</td>
<td>1810</td>
<td>2041</td>
<td>4.31</td>
</tr>
<tr>
<td>BID-10.00</td>
<td>FTM- 8.27</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Because this is a soft time Trip (BID > FTM), leg overs will not trigger unless they cause the block time of the Trip to exceed the BID time. For example, if the ORD-LAX leg was over by 20 minutes the Trip would still pay 10 hours. However, if the ORD-LAX leg suffered a long off-gate delay for de-icing and was over by 2:00 hours, then the Trip would pay the sum of all the legs which would be 10:27 (3:56+6:31).
Leg over pay will be trued-up using the post-process manual procedures. Each month on Flying Together (click here) the company will upload the results of the post process audit showing the additional pay owed to each pilot for leg overs. It is important to note that only the additional pay not accounted for in the current Unimatic calculations for Trip pay will show up in the post process report. Unimatic is still programmed using the old rules which may or may not capture all of the increased pay provided in the new contract. In the event the additional pay you have earned is not captured by Unimatic, you will receive that pay via the post process procedures.

For example, in this two leg trip below, if you under-fly the first leg by 4 minutes and over-fly the second leg by 20 minutes Unimatic will calculate and pay 16 extra minutes of pay based on programming under the old rules, but will not capture the full 20 minutes you are owed under the UPA provisions. Because Unimatic already paid you 16 minutes, you should see an extra 4 minutes of leg over pay in the post-process report. Again, the post process report will only show the portion of leg overs pay which you have not previously received in your normal paycheck.

**Example: Scheduled**

<table>
<thead>
<tr>
<th>DPT</th>
<th>ARV</th>
<th>DPTR</th>
<th>ARVL</th>
<th>FTM</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAX</td>
<td>J K F</td>
<td>2323</td>
<td>0519</td>
<td>3.56</td>
</tr>
<tr>
<td>ORD</td>
<td>LAX</td>
<td>1810</td>
<td>2041</td>
<td>4.31</td>
</tr>
</tbody>
</table>

BID-10.00 FTM-8.27

Because this is a soft time Trip (BID > FTM), leg overs will not trigger unless they cause the block time of the Trip to exceed the BID time. For example, if the ORD-LAX leg was over by 20 minutes the Trip would still pay 10 hours. However, if the ORD-LAX leg suffered a long off-gate delay for de-icing and was over by 2:00 hours, then the Trip would pay the sum of all the legs which would be 10:27 (3:56+6:31). Leg over pay will be trued-up using the post-process manual procedures. Each month on Flying Together (click here) the company will upload the results of the post process audit showing the additional pay owed to each pilot for leg overs. It is important to note that only the additional pay not accounted for in the current Unimatic calculations for Trip pay will show up in the post process report. Unimatic is still programmed using the old rules which may or may not capture all of the increased pay provided in the new contract. In the event the additional pay you have earned is not captured by Unimatic, you will receive that pay via the post process procedures.

For example, in this two leg trip below, if you under-fly the first leg by 4 minutes and over-fly the second leg by 20 minutes Unimatic will calculate and pay 16 extra minutes of pay based on programming under the old rules, but will not capture the full 20 minutes you are owed under the UPA provisions. Because Unimatic already paid you 16 minutes, you should see an extra 4 minutes of leg over pay in the post-process report. Again, the post process report will only show the portion of leg overs pay which you have not previously received in your normal paycheck.

**Example: Scheduled**

<table>
<thead>
<tr>
<th>DPT</th>
<th>ARV</th>
<th>DPTR</th>
<th>ARVL</th>
<th>FTM</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAX</td>
<td>J K F</td>
<td>0811</td>
<td>1630</td>
<td>5.19</td>
</tr>
<tr>
<td>703</td>
<td>J K F</td>
<td>LAX</td>
<td>1130</td>
<td>1437</td>
</tr>
</tbody>
</table>

BID-11.26 FTM-11.26

This is how the trip will look in Unimatic after it is flown.

Actual:

<table>
<thead>
<tr>
<th>FLT #</th>
<th>DT</th>
<th>DPT ARV</th>
<th>DPTR</th>
<th>ARVL</th>
<th>L/O</th>
<th>TTL</th>
<th>TTLA</th>
</tr>
</thead>
<tbody>
<tr>
<td>651</td>
<td>04</td>
<td>LAX J K F</td>
<td>0811=1624=1900</td>
<td>519</td>
<td>515</td>
<td></td>
<td></td>
</tr>
<tr>
<td>703</td>
<td>05</td>
<td>J K F</td>
<td>LAX</td>
<td>1130=1457=00</td>
<td>607</td>
<td>627</td>
<td></td>
</tr>
</tbody>
</table>

(Total Scheduled time 5.19, Total Actual time 5.15=4 mins under)

| FLT | 1142 | PD | 1142 |

(Scheduled BID time 11.26, Paid 11.42=16 mins over in Unimatic; post process will show additional 4 minutes to get you to 20)
United Pilot Agreement

Next Steps

Update 5: April 23, 2013

Inside this issue

- Message from the JIT
- Important reminders for currently implemented items
- Notable contractual changes effective Day 1 of May Bid Period
- Frequently asked questions
Message from the JIT

This edition of “UPA Next Steps” highlights the new provisions planned for May, reviews some important provisions currently in effect, and includes more Q&A to address frequently asked questions regarding the United Pilot Agreement.

May Contract Implementation

There are six new contract provisions (LOA 26-D, items 50-55) that are scheduled for implementation in May (the fifth full Bid Period after the effective date of the UPA).

The grid and Q&A below contain a more detailed explanation of various implementation items. Please take time to read the entire document before submitting questions to your local council representatives or base Chief Pilot Office.

As a reminder, the JIT is working to implement provisions ahead of the published schedule when feasible. Please watch for continued updates from the JIT to ensure that you are informed about UPA implementation.

Important reminders for currently implemented items

China Visas

Pilots will receive one hour of Add Pay for obtaining a Chinese Visa, and be reimbursed for the following:

- Consulate Visa Application Fee as a matter of policy
- Consulate Visa Express or Same Day Rush Service fee (not courier service fee) as a matter of policy
- Visa Pictures as a matter of policy
- Reimbursement of reasonably associated expenses (e.g., parking, tolls, train) when supported by receipts in accordance with 4-H-1.
- Note: third party courier costs will NOT be reimbursed

Company Requirements:

- Passport should normally have at least two years and three months (27 months) time remaining before expiration as well as an empty visa page
- sUA: Pilot’s fleet/seat/domicile must show YES on the visa matrix chart (DIS*81195)
- Pilot will be provided with the Expedite Letter required by the Chinese Embassy/consulate to utilize the Express/Same Day Rush Service

Information for Chinese Visas can be found at:
http://www.china-embassy.org/eng/hzqz/zgqz/t367022.htm
**Passports**
Renewal by mail currently takes two to three weeks using the expedited service from the government or you may renew in person with the letter provided by your Chief Pilot’s Office. As a matter of policy, pilots will be reimbursed for the photo, passport fee, and government expediting fee but third party courier fees will not be reimbursed for passports. Because there is no restriction on renewing your passport early, if you have a block of time when you do not need your passport which lends itself to renewal by mail, you may take advantage of that time no matter how much time remains until your passport expires.

**Trip Verification (VERID)**
Section 5-E-2 regarding verification of Trips (Basic and Global) between 36 and 15 hours prior to report time is in effect; if you fail to verify, Crew Scheduling will attempt to contact you before the 15 hours prior to report deadline even if you have requested no late night calls. If such contact is unsuccessful, the Pilot may be removed from the Trip without pay. The need to VERID only applies to Trips and does not apply to other assignments such as a short call reserve period, FSB, training, etc.

Note: an L-UAL reserve pilot must acknowledge an assignment which is entered by 1800 on his last day off by 2359 (which will change to 0059 when 20-K is implemented this fall.)

There are several ways to verify for a Trip:

**L-UAL pilots:**
- Unimatic command VERID/FN for line holders, or RSVID/FN for reserves
- 1-800-UAL-SKED Option #1 for the Crew Advisory Telephone system, then option #4 for Trip Verification.
- ACARS message to the Crew Desk via REPORTS/MISC/then AB (Airbus), WI (400 and 777), or WD (756) or use the UA_COMM/CREWDESK menu which goes to the crew desk supervisor. These codes are found in the FOM Quick Reference guide.
- Call the Crew Desk directly
- Note: If you aggressively pick up a trip outside 36 hours either via computer or phone you still must verify once inside 36 hours to report time.

**L-CAL pilots:**
- CCS>Schedule>Pilot Check In
- Call Crew Scheduling directly
- Note: if the pilot aggressively picks up a trip outside the 36 hour verification window, verification is still required once inside the window.
Deadhead Deviation: No Middle Seat Add Pay

The Add Pay for middle seat deadhead per Section 5-C-1-j is only applicable when a pilot is required to sit in a middle seat on a scheduled deadhead and does not apply if the pilot deviates from the deadhead. Since deviating is a pilot’s choice, a middle seat on a deviation does not trigger the Add Pay provision as it is akin to the pilot reseating himself. If you are on the original planned DHD (not a deviation) and you are required to sit in a middle seat, please send an email to middleseat@united.com with the PNR, seat occupied, and ID or pairing number.

Vacation Slide requests per 11-F-1

L-CAL: This process remains unchanged.

L-UAL: This provision allows vacations to be moved up to 3 days. Requests must be submitted by email to pilotvacation@united.com. Include your Name, file number, original start date and the new start date of the vacation. Requests must be received by the 15th of month, approximately 45 days prior to the month for which schedules are being prepared.

Below is an excerpt from the UPA Next Steps update #3:

For L-CAL, this process remains unchanged.

For L-UAL, the implementation process is as follows:

For vacation slides that either keep the vacation entirely within the Bid Period or slide some vacation into the succeeding Bid Period:

Slide requests will be accepted until 1200 CT on the 15th day of the second preceding month. For example, the deadline for September vacation slides of this type is 1200 CT on July 15.

For vacation slides that slide some vacation into the preceding Bid Period:

Slide requests will be accepted until 1200 CT on the 15th day of the third preceding month. For example, the deadline for September vacation slides of this type is 1200 CT on June 15.
## May contract implementation summary

Below are changes that take effect as of the first day of the May Bid Period.

<table>
<thead>
<tr>
<th>Section 3: Compensation</th>
<th>Section 5: Hours of Service</th>
<th>Section 20: Allocation, Assignment and Scheduling of Flying</th>
</tr>
</thead>
</table>

### Section 3: Compensation

<table>
<thead>
<tr>
<th>3-I-5 : Paycheck Methodology</th>
</tr>
</thead>
<tbody>
<tr>
<td>New to L-CAL</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Section 5: Hours of Service

<table>
<thead>
<tr>
<th>5-B-1 : Line Production Average (LPA) and Line Credit Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>New to L-CAL</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Section 20: Allocation, Assignment and Scheduling of Flying
### 5-E-2-(b) through (d) : Scheduled Report and Release Times

<table>
<thead>
<tr>
<th>New to L-CAL</th>
<th>New to L-UAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Both:** Beginning with the May Bid Period, all pairings should reflect the new report and release times per Section 5-E-2.

**Basic:** Report time is 60 minutes prior to scheduled departure time for the first duty period of Trip, then 45 minutes for subsequent duty periods (Includes Hawaii to Mainland). Release time is 15 minutes after block in, or 30 minutes if pilot is required to clear customs at the end of the duty period.

**Global:** Report time is typically 90 minutes prior to scheduled departure time, but may be 60 minutes prior to scheduled departure time if the segment is unaugmented and does not cross the Atlantic or Pacific. Release time is 30 minutes. The bid packages for May and subsequent months will reflect these changes. See 5-E-2 for more details.

### 5-F-2-(b) : Actual Report and Release Times

<table>
<thead>
<tr>
<th>New to L-CAL</th>
<th>New to L-UAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Both:** The Global report time can be adjusted per Section 5-F-2-(b) to no less than 75 minutes prior to the scheduled departure time provided it is not the first segment of a Trip. Also, if the originating segment of a Global Trip is delayed, under certain conditions the report time can be adjusted to reflect the new departure time provided that it complies with the 90 or 60 minute report time (as appropriate) prior to the new scheduled departure time as noted above. See 5-F-2 for more details.

### Section 20: Allocation, Assignment and Scheduling of Flying

#### 20-C-5-c : LPA Tolerances

<table>
<thead>
<tr>
<th>New to L-CAL</th>
<th>New to L-UAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**L-CAL:** Actual LPA may not deviate from planned LPA outside of the allowable tolerances set forth in Section 20-C-5-c which are based on size of Category.

**L-UAL:** Implemented with Combined PBS

#### L-CAL: Reserve Release to Trip

<table>
<thead>
<tr>
<th>New to L-CAL</th>
<th>New to L-UAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**L-CAL:** The JIT is finalizing details on how this will be implemented and will send out more information prior to the start of the May Bid Period.

**L-UAL:** No change to existing means of releasing reserve pilots to trips
2. What are the limitations for Captains flying as First Officers?

Section 5-I in the UPA covers the requirements for Captains flying as relief pilots, and section 20-Q-7 covers the requirements for Captains flying as First Officers on unaugmented flights. If an augmented crew has only one First Officer (i.e. the remaining crewmembers are Captains), the First Officer is expected to be in the right seat for takeoff and landing regardless of Trip number.

L-UAL: Captains may not serve as a First Officer in accordance with the provisions of 20-Q-7 or occupy the right seat below 18,000 as a relief pilot until seat dependent task training has been accomplished and pilots have been notified that the restriction has been removed.

L-CAL: Captains may serve as a First Officer in accordance with the provisions of 20-Q-7.
1. (L-CAL Only) As we transition to the new paycheck methodology, how much pay will be deducted from my paychecks and for how long?

The recovery amount is based on your May 1 advance and will be deducted from 12 paychecks starting with the June 16 paycheck and ending with the December 1 paycheck:

- L-CAL Captain $4,000 advance = $333.33 per paycheck
- L-CAL First Officer year five and up $3,000 advance = $250 per paycheck
- L-CAL New Hire $750 advance = $62.50 per paycheck

These deductions will be reflected beside the line item labeled “Flight Advance” on the pay advice statement.

For example, an L-CAL 777 Captain Lineholder with no unpaid absences will receive:

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1</td>
<td>$4,000, which is an advance for May.</td>
</tr>
<tr>
<td>May 16</td>
<td>The sum of all pay earned in April minus the $4,000 advance paid on April 1, reduced by normal paycheck deductions (i.e. taxes, insurance premiums, savings programs, etc.).</td>
</tr>
<tr>
<td>June 1</td>
<td>$8,217.30, which is one-half of the pilot's 70 hour MPG (35 hours), times his hourly rate of $234.78, reduced by normal paycheck deductions.</td>
</tr>
<tr>
<td>June 16</td>
<td>The sum of all pay earned in May, minus the June 1 gross paycheck, reduced by normal paycheck deductions, minus 1/12th of the May advance recovery ($333.33).</td>
</tr>
<tr>
<td>Next 11 checks</td>
<td>will be reduced by $333.33 each to continue to recover the May 1st $4,000 advance. The eleventh paycheck will also include an adjustment for any rounding error, which in this case is an additional 4 cents.</td>
</tr>
</tbody>
</table>
United Pilot Agreement

Next Steps

Update 6: May 30, 2013

Inside this issue

- Message from the JIT
- Important reminders for currently implemented items
- Notable contractual changes effective Day 1 of June Bid Period
- Frequently asked questions
Message from the JIT

This edition of UPA “Next Steps” highlights new provisions planned for June, reviews some important provisions currently in effect, and includes more Q&A to address frequently asked questions regarding the United Pilot Agreement (UPA).

June Contract Implementation

Items 56 to 61 of LOA 26-D are scheduled for implementation in June (the sixth full Bid Period after the effective date of the UPA).

The grid and Q&A in this issue contain a more detailed explanation of these implementation items. Please take time to read the entire document before submitting questions to your local council representatives or base Chief Pilot Office.

As a reminder, the JIT is working to implement provisions ahead of the published schedule when feasible. Please watch for continued updates from the JIT to ensure that you are informed about UPA implementation.
Important reminders for currently implemented items

Report Time

Please remember that the new report time rules per Section 5-E-2 (scheduled) and 5-F-2 (actual) went into effect May 1 and hotel pick-up times have been adjusted accordingly. As a review:

Deadhead: When the first flight in a Duty Period is a deadhead, the report time is 30 minutes prior to the scheduled departure.

Basic: Report time is 60 minutes prior to scheduled departure time for the first duty period of Trip, then 45 minutes for subsequent duty periods (includes Hawaii to mainland). Release time is 15 minutes after block in, or 30 minutes if pilot is required to clear customs at the end of the duty period.

Global: Report time is typically 90 minutes prior to scheduled departure time, but may be 60 minutes prior to scheduled departure time if the segment is unaugmented and does not cross the Atlantic or Pacific. Release time is 30 minutes. The bid packages for May 2013 and subsequent months will reflect these changes.

Actual: The Global report time can be adjusted per Section 5-F-2-(b) to no less than 75 minutes prior to the scheduled departure, provided it is not the first segment of a Trip. Also, if the originating segment of a Global Trip is delayed, under certain conditions the report time can be adjusted to reflect the new departure time provided that it complies with the 90 or 60 minute report time (as appropriate) prior to the new scheduled departure time as noted above. See 5-F-2 for more details.
June contract implementation summary

Below are changes that take effect as of the first day of the June Bid Period.

<table>
<thead>
<tr>
<th>Section 1: Scope</th>
<th></th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-C-3: Foreign Codeshare (Avianca)</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 5: Hours of Service</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5-E-4-c: Monthly Schedule Preferencing requirement for Lineholders: 1 day off in base every 7 days.</td>
<td>✔</td>
<td>no change</td>
<td>Both: During Monthly Schedule Preferencing, each Lineholder shall be scheduled for a minimum one calendar day off at his Base in each seven day period. This provision shall apply between Trips, between Trips and reserve duty, and between Trips and training of less than five days. (It should be noted that the phrase &quot;between Trips&quot; means that one day off in base for every seven days will not apply during Trips of seven days or more.) A Lineholder may opt out of this provision when bidding in PBS. L-UAL: This provision is not new and continues in the UPA.</td>
</tr>
<tr>
<td>5-I-3-a/b Double Augmented 2+2</td>
<td>✔</td>
<td></td>
<td>Both: As was previously the case, a double-augmented crew may consist of a Captain and three First Officers, or of two Captains and two First Officers or of three Captains and a First Officer. However, with the implementation of these new provisions, a flight scheduled for more than 16 hours must have at least two Captains, unless the Trip becomes open within 13 hours of report time and there are no Captain reserves available. In that case, the Trip may be flown with a Captain and three First Officers. A Captain who operates such a Flight shall receive 25% Add Pay for the scheduled Flight Time of that Flight.</td>
</tr>
</tbody>
</table>
### Section 20: Allocation, Assignment and Scheduling of Flying

<table>
<thead>
<tr>
<th>New to L-CAL</th>
<th>New to L-UAL</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗</td>
<td>✓</td>
<td><strong>L-CAL:</strong> Implementation to be developed by the Joint Implementation Team (JIT)</td>
</tr>
<tr>
<td>✗</td>
<td>✓</td>
<td><strong>L-UAl:</strong> Pilots will have lost days off restored (even when they have more than Min Days Off) if reassigned into an RDO. Please see Q&amp;A below.</td>
</tr>
</tbody>
</table>

#### Letters of Agreement

<table>
<thead>
<tr>
<th>MOU 5: Longevity for Pass Travel</th>
<th>✗</th>
<th>✗</th>
<th><strong>L-CAL only:</strong> Strike Time Longevity for Passes for pilots who participated in the 1983 strike at Continental Airlines.</th>
</tr>
</thead>
</table>

**[New to L-CAL]**

**[New to L-UAl]**

**[Notes]**

---

**[Update 6: May 30, 2013]**
Q&A

We continue to receive many questions related to the United Pilot Agreement and are regularly compiling answers. Check back for new additions.

1. L-UAL: If I am reassigned into a day off do I get these days back?

Section 20-N covers the eligibility for day off restoration when pilots have more than the minimum number of days off for the Bid Period. When a Lineholder is reassigned into a day or days off, such day or days off shall be restored in accordance with the following:

A320/319 and B756: All lost days off shall be subject to restoration.

B747, B777: For each Trip, the first lost day off shall not be eligible for restoration; however, the second and any subsequent lost day or days off shall be subject to restoration.

2. L-UAL: Which Reassignment provisions trigger the day off restoration in 20-N

The UPA reassignment provisions referenced in 20-N are not implemented yet. In the interim, Section 20-N restoration applies to all reassignments made under the provisions of the 2003 L-UAL contract.
3. **L-UAL: Can the Company offer Add Pay in lieu of restoring the lost day/days off?**
   Yes. Per Section 20-N-2, the company may offer Add Pay in lieu of restoration at any time in the restoration process. Such offered Add Pay shall be no greater than five (5) hours, but can be in addition to any Add Pay earned in the reassignment.

4. **L-UAL: Can the Company defer my owed day?**
   Yes, the company may defer restoration of the lost day off up to three Bid Periods after the Bid Period in which the lost day off occurred.

5. **L-UAL: What is the process for designating RDO restoration if I am eligible per 20-N?**
   Within 24 hours of the completion of the assignment or reassignment that causes the need for restoration, pilots must call the Future Desk and designate their first and second choices for day off restoration with the following restrictions:
   
a) Restoration choices must be at the beginning or end of a Trip, cannot be on a Holiday, and if a reassignment requires more than one day off to be restored, those days off must be restored as a block.

b) The restoration choices can occur in any combination of the current Bid Period and the Bid Period immediately following, if Monthly Schedule Preferencing for that following Bid Period is complete.

c) Restoration shall be deferred if there are no future Trips in the Lineholder's schedule, or if there is only one future Trip in his schedule and he opts to defer. Additionally, the Company may defer restoration of the lost day off up to three (3) Bid Periods after the Bid Period in which the lost day off occurred.

d) If the Pilot is a Lineholder in a Bid Period in which the day off could be restored, he must provide his restoration choices no later than the start of trip trading for that Bid Period.

  e) If the Pilot is a Reserve in a Bid Period in which the day off shall be restored, his first reserve day or days shall be restored to a day or days off.
6. **L-UAL: What happens to the rest of my Trip if the first or last day is used to restore a lost day off?**

   Your schedule shall be repaired, if needed, in accordance with L-UAL Contract 2003 Section 20-F-1 or 20-F-2, as applicable.

7. **L-UAL: What if the pilot fails to designate his choice of days off to restore?**

   If the Pilot does not provide restoration choices within 24 hours, and the company does not defer restoration, the company shall restore a day of its choosing in the Bid Period or Bid Periods from which the Pilot could have provided choices or provide Add Pay in lieu of restoration in accordance with Section 20-N-2.

8. **Both: Why does the company wait until a couple days beforehand to make my deadhead reservation instead of booking it immediately when First Class seats are still available?**

   The company actually does book deadhead reservations as soon as a Trip with deadhead is created. This is accomplished through an automatic booking engine which creates an initial PNR in the correct class of service in accordance with the UPA deadhead provisions. What seems to be causing some confusion is that this initial PNR is created using a generic placeholder versus using the name of the pilot who is scheduled for the deadhead. Approximately two days prior to the deadhead the pilot's name will replace the generic placeholder on the PNR. This method is used to prevent the many changes that would otherwise result as a function of trip trading, sick calls, reassignments, etc. Because a PNR is created immediately after the deadhead is created, this method in no way decreases the likelihood of receiving a First Class seat when appropriate.
United Pilot Agreement

Next Steps

Update 7: July 1, 2013

Inside this issue

- Message from the JIT
- Notable contractual changes effective Day 1 of July Bid Period
- Important reminders for currently implemented items
Message from the JIT
This edition of UPA “Next Steps” highlights new provisions planned for early implementation in July and reviews the mechanics of the short call MPG increase calculations.

July Contract Implementation
The next LOA 26-D item to be implemented is the increase in the value of vacation credit to 3.25. This means that starting with bidding in July for your August schedule, vacation days are worth 3.25 hours (3 hours 15 minutes) for both pay and credit. Vacation has been paying 3.25 since March, but this change will increase the credit to 3.25 from the old values of 2.75 at L-CAL and 2.8 at L-UAL.
Early implementation
By agreement of the JIT, the items below will be implemented in July - earlier than planned in LOA 26.

<table>
<thead>
<tr>
<th>Section 5: Hours of Service</th>
<th>Section 20: Allocation, Assignment and Scheduling of Flying</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New to L-CAL</strong></td>
<td><strong>New to L-UAL</strong></td>
<td><strong>Notes</strong></td>
</tr>
<tr>
<td><strong>5-F-3-g: Min off duty time post Trip (RSVs only)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>✗</td>
<td><strong>L-CAL:</strong> The company will attempt to provide 10:45 actual free of duty between Trips unless there is no other legal reserve available. If an assignment is made that provides less than 10:45 between Trips, it will be made by the time the Reserve has blocked in on the last leg of his current assignment. Because this is not an automated process at this time, if a reserve is assigned with less than 10:45 free from duty between Trips and there is an available reserve with more than 10:45, the reserve may call crew scheduling to request a change to the assignment. <strong>L-UAL:</strong> Old-book rule applies.</td>
</tr>
<tr>
<td><strong>20-K-4-c-(1) through (4): LH pickup of RSV trip</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>✗</td>
<td><strong>L-CAL:</strong> Reserves who designate a trip as “available for lineholder pick-up” must now check to determine if they still have the trip on their line 15 hours prior to report time (instead of 10 hours). (Note: A trip assigned to a reserve becomes unavailable for lineholder pickup 15 hours prior to report.) For details on these provisions, see updated Next Steps: L-CAL Special Issue - Reserve Implementation - May 1, 2013. <strong>L-UAL:</strong> Not implemented</td>
</tr>
<tr>
<td><strong>20-K-5</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>✗</td>
<td><strong>L-CAL:</strong> All of 20-K-5 in effect. “A” reserves must be assigned a Trip with a minimum of 13 hours of notice prior to scheduled departure time. For 20-K-5-c, on their last reserve day, “A” reserves who do not have an assignment will be released at 1000 if going into immoveable days off, 1500 if going into moveable days off. Note: until UPA RDO, PDO, DDO, FDO and CDO days are in effect the immoveable/moveable days off referred to here are the C’02 days. <strong>L-UAL:</strong> no change</td>
</tr>
<tr>
<td>New to L-CAL</td>
<td>New to L-UAL</td>
<td>Notes</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------</td>
<td>-------</td>
</tr>
<tr>
<td>✔️</td>
<td>✗</td>
<td>L-CAL: The “B” reserve phone availability period will not exceed fourteen (14) hours. Note: The “A” and “B” reserve system will be replaced with the UPA Long Call/Short Call system when the UPA is fully implemented.</td>
</tr>
<tr>
<td>✔️</td>
<td>✗</td>
<td>L-UAL: No change until Unimatic programming or CMS Complete</td>
</tr>
<tr>
<td>✔️</td>
<td>✔️</td>
<td>L-CAL: “B” Reserves will be released at 1500 on their last day of reserve, unless by that time a reserve has either received an assignment or been notified to complete his Short Call. Note: The “A” and “B” reserve system will be replaced with the UPA Long Call/Short Call system when the UPA is fully implemented.</td>
</tr>
<tr>
<td>✔️</td>
<td>✔️</td>
<td>L-UAL: already in effect</td>
</tr>
<tr>
<td>✔️</td>
<td>✔️</td>
<td>L-CAL only: Raise C’02 limit to 50% on “A” reserve lines.</td>
</tr>
</tbody>
</table>

Other: L-CAL C’02 reserve rule

Interim change to LCAL C02 Section 25 Part 11.A.1

no change
Important updates for currently implemented items

Unused Short Call MPG Increase revisited

There are two “clocks” or methods of calculating the increase in MPG for unused short calls found in Sections 3-C-1-b-(1)-(a) and 3-C-1-b-(1)-(b). Pilots need to look at both methods to determine how many hours their MPG will increase due to unused short calls each bid period. The main difference between the two methods is whether the SC was aggressively picked up by the pilot or if it was assigned by the crew desk (i.e., not picked up voluntarily by the pilot). The order in which the short calls are picked up or assigned makes no difference in the MPG increase calculation.

- **Method A:** The provisions of 3-C-1-b-(1)-(a) apply regardless of whether the unused SCs were assigned or aggressively picked up. The first two will not generate an increase in MPG. After the first two unused SCs, the third through fifth unused SCs will result in one extra hour of MPG each regardless of whether any were assigned or picked up. Unused SCs in excess of five will NOT generate additional MPG under this section.

- **Method B:** The provisions of 3-C-1-b-(1)-(b) only apply to unused SCs which are assigned by the crew desk. Unused SCs picked up by the pilot DO NOT COUNT toward this calculation. To receive an MPG increase under this provision, pilots must have six or more unused SCs assigned by the crew desk. For each assigned unused SC in excess of five, one extra hour of MPG will be generated under this method.

**Example 1:** A pilot has 7 unused short calls, all assigned by the crew desk. Under method A, unused short calls 3, 4, and 5 will increase MPG by 3 hours. Under method B, unused short calls 6 and 7 will add another 2 hours. The total MPG increase will be 5 hours (3 for method A and 2 for method B).
Example 2: A pilot has 7 unused short calls, 6 were assigned by the crew desk and 1 was picked up by the pilot (the order does not matter). Under method A, unused short calls 3, 4, and 5 will increase MPG by 3 hours. Under method B, only unused short call 6 will add another hour; because unused SC 7 was picked up, it does not trigger an MPG increase. The total MPG increase will be 4 hours (3 for method A and 1 for method B).

Note: If a pilot's pay credit (referred to as 'Line Pay Value' in the UPA) for the month is greater than the increased MPG discussed above, the net effect is that he will not receive any additional pay as a result of that MPG increase. For example, if a pilot's MPG increases by three hours, from 70 to 73, but his Line Pay Value for the month is 80 hours, he will be still be paid the 80 hours and thus not receive any additional pay as a result of the 3 hour increase in MPG.

L-CAL: Erroneous Unpaid Training Travel days
Since January 1, all training travel days on a pilot's master schedule should have an associated pay value of: 2:24 in January and February, and 3:00 or 3:45 in March and beyond – depending on the pay value of the associated training. Most of the training travel days have the correct pay already reflected, but due to programming limitations, some do not. If you discover an unpaid training travel day, please report it to postpay@united.com. For the pay claim process to proceed, you are required to submit your employee number, the travel day code as it appears on your master schedule, and the date on which that code appears.

Validated submissions made by the 25th of a calendar month will be paid in the second paycheck of the following month. For example, if a validated submission is received on June 21st, the associated pay will appear on the July 16th pay check. A validated submission received on June 28th will have associated pay appear on the August 16th pay check.
United Pilot Agreement
Next Steps
Update 8: September 12, 2013

Inside this issue
Information for L-UAL recalled pilots:
- Furlough recall for uHires
- New seniority number for PBS and vacancy bidding
- Longevity for pay
- Longevity for vacation
- Sick leave
This edition of Next Steps will outline the application of the UPA, TPA, and company policies for furloughed L-UAL pilots following the Seniority List Integration (SLI). There are five main issues:

1. Furlough Recall for TPA 7b L-UAL pilots flying at L-CAL (referred to as uHires)
2. New seniority number for PBS bidding and Vacancy bidding, and other scheduling functions
3. Longevity for pay
4. Longevity for vacation
5. Treatment of accumulated Sick Leave

Furlough recall for uHires

Upon SLI, all furloughed L-UAL pilots flying at L-CAL will be considered recalled to the position they are currently holding. For example, an L-UAL pilot flying the 737 in EWR will be considered as recalled to United Airlines in that position. The following provisions have been agreed to by the JIT:

- **Freezes:** Any existing freeze will be converted to an Equipment freeze (UPA 8-D-1).
- **Voluntary furloughed:** Voluntary furloughed pilots currently at L-CAL will have a one-time option to return to their former L-UAL position provided it still exists and their seniority is greater than the junior man in that category; if not, the voluntary furloughed pilot can exercise displacement rights to any category that his new seniority can hold.
- **Moving expenses:** A pilot recalled to a Base other than that from which he was furloughed is entitled to a paid move (including commuter passes) and travel days in accordance with Section 10 of the UPA provided he has not already received a paid move as a uHire.

In order to utilize the commuter pass portion of your paid move, a pilot must declare a good-faith intent to move. Continuation of Commuter Passes may subsequently be tied to demonstration of good faith intent to move; for example, a requirement that the pilot has completed a household goods survey may be used. Declarations should be made via a call to the PSC for L-UAL pilots or to the pilot's current Base for L-CAL.
New seniority number for PBS and vacancy bidding
The new seniority numbers have been loaded into PBS and will be used for the October PBS awards. The relative seniority number shown in PBS for October bidding may not be updated in time to reflect the new seniority numbers; however be assured that the award process will be conducted using the new seniority numbers. The new seniority numbers will be used for PBS, reserve assignment and senior/junior manning starting in the October Bid Month.

Longevity for pay
Upon SLI all furloughees, including those recalled to L-UAL prior to SLI, will have their longevity for pay adjusted to account for years of service at both L-UAL and L-CAL, plus any increase required by LOA 25. This adjustment can only increase the amount of longevity for pay and will never reduce a pilot's current longevity. Also, the credit adjustments for furlough cannot exceed total time spent on furlough.

The company is working on making the longevity adjustments, which will be retroactive for the entire September bid period.

Examples:
1. An L-UAL pilot has 3 years 6 months of active flying at L-UAL prior to being furloughed, he was furloughed for four years, and has been working for L-CAL as a uHire for 1 year: Upon SLI, he will be credited for all active time at L-UAL and L-CAL which totals 4 years 6 months. He will receive credit for time on furlough based on the next-most-senior L-CAL pilot. If the next-most-senior L-CAL pilot has 5 years 9 months of longevity, this L-UAL pilot will receive 1 year and 3 months of credit for time on furlough and have his longevity for pay increased to match 5 years 9 months, which will put the pilot at the sixth year pay rate.

2. An L-UAL pilot has 7 years 6 months of active flying at L-UAL prior to being furloughed, he was furloughed for 4 years, and has been working for L-CAL as a uHire for 1 year 9 months: Upon SLI, he will be credited for all active time at L-UAL and L-CAL which totals 9 years 3 months. Because the next-most-senior L-CAL pilot has 6 years 7 months of longevity, this L-UAL pilot will not receive credit for time on furlough and his longevity will be his active time of 9 years 3 months, which will put the pilot at the 10th year pay rate.
3. An L-UAL pilot has 2 months of active flying at L-UAL prior to being furloughed, he was furloughed for 5 years, and has not taken a uHire position at L-CAL: Upon SLI, he will be credited for all active time at L-UAL and receive credit for time on furlough based on the next-most-senior L-CAL pilot, but not to exceed his total time on furlough. If the next most senior L-CAL pilot has 5 years 2 months of longevity, this L-UAL pilot will receive 5 years of credit for all his time on furlough, and his longevity for pay will be his 2 months of active time plus 5 years of furlough credit, which will put the pilot at the sixth year pay rate.

Longevity for vacation
Historically at L-UAL, the longevity date for vacation is not decreased for time on furlough or leaves of absence. The company has confirmed that for sUA pilots the vacation longevity will be calculated based on initial date of hire at sUA. uHire pilots will transition to their new vacation longevity accordingly.

Sick leave
Upon SLI, the current L-CAL Sick Leave bank for uHire pilots will be combined with the L-UAL Sick Leave bank which existed when they were furloughed. This adjustment has already been made for those pilots previously recalled prior to SLI.

The company is working on making the Sick Leave Bank adjustments, which will be retroactive for the entire September bid period.
United Pilot Agreement

Next Steps

Update 9: September 27, 2013

Inside this issue

- Operational merger update
- October JIT items
Operational Merger Date (OMD) and October JIT items

This issue of Next Steps will cover the UPA items that are now in effect following the designation of September 4th as the Operational Merger Date (OMD), and will also cover the early-implementation items the JIT has lined up for October. We anticipate a rapid acceleration of UPA implementation as we near combined CMS for the Jan Bid Period. In the interim, until a specific UPA provision is implemented, the provision from the previous respective legacy contract associated with that aircraft will remain in effect. For example, the SFO 737 Categories will be under the hybrid L-CAL Contract '02 rules combined with the implemented UPA rules -- this is true even for L-UAL pilots in the SFO 737 Categories. Simply put, the rules attach to the legacy fleet, not the pilot.

As you will see in the grid below, most of the early-implement items are marked with the red “No Change” symbol for L-UAL fleets, and the green “New” check mark for L-CAL fleets. The reason these are showing “No Change” for L-UAL is either because the rule is similar to existing L-UAL C2003 rules in place, or because Unimatic limitations prevent the necessary automation. In these cases, existing L-UAL C2003 rules will remain in place until combined CMS.

OMD Contract Implementation items applicable for all fleets

With OMD the following items are now in effect for all fleets:

1. LOA 3 Merger Move: This provision will be available starting with the awarding of the 14-02V vacancy bid, and will remain available for 24 bid periods after OMD.
2. LOA 14 JFK (and EWR) Merger move: pilots based in EWR or JFK upon OMD are eligible for a Merger Move without having to have a new vacancy award.
3. LOA 25 paragraph 3, Time Away from Base Rig: The one year clock to implement the TAFB rig in 5-G-3 of 1:3.5 will begin to countdown. (TAFB rig is currently 1:4)
4. LOA 19 Early retirement program- The Early Retirement program is open for bidding. Interested pilots can view the program details by navigating to Flying Together > Flight Ops > Pilot Contract/UPA > Early Retirement Program.
Summary of scheduling changes for L-CAL fleets

For October, there will be several implementation items regarding the reserve assignment window and reserve aggressive pickup window. These Section 20-I and 20-K-8 changes include a new timeline and rules for when a trip is assignable. The aggressive window will open at 11:00 for both A and B reserves and will remain open until 23:59. The reserve assignment window for Trips and SC/FSB has also been modified.

With the implementation of Section 20-F-1, and Step 7 of the assignment hierarchy in 20-I-11/12, the rules for removing a pilot from the first leg of a Trip are significantly different than CO’02. Step 7 covers un-triggered reassignments and provides that pilots will receive 125% add pay when this provision is used.

J IT Implementation Items

By agreement of the J IT, the items below will be implemented in October—earlier than planned in LOA 26.

<table>
<thead>
<tr>
<th>Section 5: Hours of Service</th>
<th>New to L-CAL</th>
<th>New to L-UAL</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-F-3-g In-Base Rest (actual)</td>
<td>✔️</td>
<td>✔️</td>
<td>Both: 10:45 minimum in-base rest (actual). Pilot may waive.</td>
</tr>
<tr>
<td>5-E-1-c-(1)-(a) Duty Period Limit for Double Augmented Flights with Class 1 Crew Rest Facilities</td>
<td>✔️</td>
<td>❌</td>
<td>No change</td>
</tr>
<tr>
<td>5-E-5 Reserve Min Days Off Tables</td>
<td>✔️</td>
<td>✔️</td>
<td>L-CAL: These tables will be used except that the Holy days off column will remain inactive until combined CMS. Contract02 Immovable day off proration will be used until that time.</td>
</tr>
</tbody>
</table>
## New to L-CAL | New to L-UAL | Notes

| 5-E-10-a, 5-E-10-b All Night Flying Definitions and Applicability | ✓ | No change | L-CAL: Defines the Window of Circadian Low (WOCL) as 0200-0559, All Night Flying (“ANF”) as a flight segment, any portion of which, is scheduled to operate 0230-0329, and sets the time reference to be the same as that used to determine the Duty Period limitations contained in Section 5-E-1. Augmented global flights are exempted from 5-E-10 rules. |
| 5-E-10-c, 5-E-10-d, 5-E-10-f, 5-E-10-g, 5-E-10-g-(2) All Night Flying (ANF) Interim Rules for Basic Trips in Pairing Package | ✓ | No change | L-CAL: Interim measure for Basic Trips in the Pairing Package only. Provides no back to back WOCL duty and Twelve (12) hours free from duty prior to an ANF duty period. Except for duty periods consisting solely of charter flights, a duty break after an ANF flight is required, and there is a maximum duty period of 9:45 if it contains an ANF. |
| 5-E-10-g-(1)-(a) ANF Duty Period created for MSP | ✓ | No change, in place | L-CAL: Except for duty periods consisting solely of charter flights, a duty period containing an ANF segment in a Trip created for MSP is limited to one Flight Segment. SSC may waive. |
| 5-F-4-b-(5) Repair due to Restoration of Lineholder Minimum Days Off | ✓ | No change | L-CAL: If Restoration of a Lineholder’s Minimum Days Off requires a pilot’s line to be repaired, that repair will be done according to 20-F. |

**Section 8: Staffing**

Both: Section 8 is fully implemented with the exception of the following: Both: 8-I-5 is delayed at both L-CAL only: 8-F-7-a-(1) and 8-F-7-b-(1) is delayed at L-CAL. (Changes in pay will continue to be based upon staffing in the interim.)
## Section 20: Allocation, Assignment and Scheduling of Flying

<table>
<thead>
<tr>
<th>Note</th>
<th>New to L-CAL</th>
<th>New to L-UAL</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long call (‘A’) reserve lines percentage</td>
<td>✔</td>
<td>✗</td>
<td>L-CAL: 100% of awarded reserve lines may be ‘A’ (L-CAL long call)</td>
</tr>
<tr>
<td>Long call (‘A’) reserve assigned to short call (‘B’) reserve</td>
<td>✔</td>
<td>✗</td>
<td>L-CAL: Scheduling may only assign an ‘A’ reserve pilot a single ‘B’ short call window at a time.</td>
</tr>
<tr>
<td>20-F-1 Loss of Full Trip or Originating Segment of Trip</td>
<td>✔</td>
<td>✗</td>
<td>L-CAL: Rules for reassignment or phone availability (AV) after loss of originating segment of a Trip, loss of the whole Trip. (Cease use of RX days, Implement AV days pending IT programming).</td>
</tr>
<tr>
<td>20-F-2 Loss of Segment After Originating Segment of Trip</td>
<td>✔</td>
<td>✗</td>
<td>L-CAL: For loss of any portion of a Trip other than the originating segment, regardless of whether he has reported for the Trip, a pilot may be reassigned to other known Open Flying, including deadheading to such flying, in accordance with Section 20-L.</td>
</tr>
<tr>
<td>20-H, 20-H-1, 20-H-3 Open Flying Assignment</td>
<td>✔</td>
<td>✔</td>
<td>Both: Rules for coverage of an open Trip by a pilot who has lost flying (20-F), or by a management pilot who is on the seniority list.</td>
</tr>
<tr>
<td>20-I-1: Assignment window if open before 1100 day prior</td>
<td>✔</td>
<td>✗</td>
<td>L-CAL: The assignment window for an assignment that is open by 1100 on the day prior to the assignment’s report or start time shall begin at 1300 on the day prior to the assignment’s report or start time.</td>
</tr>
<tr>
<td>New to L-CAL</td>
<td>New to L-UAL</td>
<td>Notes</td>
<td></td>
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<tr>
<td>-------------</td>
<td>-------------</td>
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<td></td>
</tr>
<tr>
<td>20-I-2: Assignment window if open after 1100 day prior</td>
<td>✓</td>
<td>No change</td>
<td>L-CAL: The assignment window for an assignment that becomes open after 1100 on the day prior to the assignment's report or start time shall begin four (4) hours after it becomes open or fifteen (15) hours prior to the assignment's report or start time, whichever is earlier.</td>
</tr>
<tr>
<td>20-I-6-d, 20-I-6-e, 20-I-6-f: Reserves Assignment Rules</td>
<td>✓</td>
<td>No change</td>
<td>L-CAL: Portions of Step Three in the eight step assignment hierarchy. Note, the second sentence of 20-I-6-f is not implemented.</td>
</tr>
<tr>
<td>20-I-6-e-(1) Change in First Opportunity of Assignment Time until Combined CMS</td>
<td>✓</td>
<td>No change</td>
<td>L-CAL: Although this provision is implemented, there is one piece that is still on hold. The references to “1800” are replaced with “1500” as an interim measure until combined CMS. The interim application of the applicable section reads: “However, if an Open Trip is scheduled to depart or a Short-Call assignment is scheduled to start or a Field Standby Assignment is scheduled to report prior to 1300 and the first opportunity for assignment would otherwise occur at or after 1500, the assignment can be made prior to 1500 in order to allow the assignment to be made to a Long Call reserve on his last day off.</td>
</tr>
<tr>
<td>20-I-11: Assignment Step 7</td>
<td>✓</td>
<td>No change</td>
<td>L-CAL: The Company may utilize Step Seven (step 8 still has a delayed implementation) within four (4) hours of the scheduled Departure time of a Global Trip and within three and one-half (3.5) hours of the scheduled Departure time of a Basic Trip even though Steps Five and Six have not been completed.</td>
</tr>
<tr>
<td>New to L-CAL</td>
<td>New to L-UAL</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>20-K-3-c-(5) No disrupting (rolling) days off to sit reserve</td>
<td>✓</td>
<td>✗</td>
<td>L-CAL: Days off will not be disrupted to make a Short Call or Field Standby assignment (except for VDOs which are not yet implemented but will be at Combined CMS.)</td>
</tr>
<tr>
<td>20-K-8-a: Reserve Aggressive Pickup (APU) window</td>
<td>✓</td>
<td>✗</td>
<td>L-CAL: Trips and SC/FSB are available for aggressive pickup (APU) by reserves at 11:00 the day prior to report or start time.</td>
</tr>
<tr>
<td>20-K-8-b Reserve Aggressive Pickup: Days of Availability (DOA) and DOA minus 1 concept</td>
<td>✓</td>
<td>✗</td>
<td>L-CAL: Reserves can APU a trip that contains the same number of days (or one less) that the pilot has remaining on reserve. After 1500, a long call reserve does not consider the current day a reserve day for the “DOA minus one” count. L-UAL: UPA rules are same as current rules.</td>
</tr>
<tr>
<td>20-K-8-d: Pickup while on an assignment</td>
<td>✓</td>
<td>✗</td>
<td>L-CAL: 20-K-8-d A Reserve who is not on Short Call may aggressively pick up an assignment while on an assignment. If he subsequently is projected to require a schedule repair, the Company may remove the assignment from his schedule, if doing so removes the need for the schedule repair.</td>
</tr>
<tr>
<td>20-L-2,3,4,5,6 UPA Reassignment Limitations and Reassignment Add Pay</td>
<td>✓</td>
<td>✗</td>
<td>L-CAL: These sections detail the rules and limitations for the reassignment of pilots, and include the rules for reassignment Add Pay. L-CAL pilots will need to e-mail <a href="mailto:postpay@united.com">postpay@united.com</a> for Day-Off pay until combined CMS.</td>
</tr>
</tbody>
</table>
### UPA Next Steps | Update 9

#### New to L-CAL | New to L-UAL

**Notes**

**L-UAL:** Due to Unimatic limitation, these reassignment provisions are delayed until combined CMS. However, the more restrictive C2003 rules that govern the ability to reassign pilots will remain in effect until combined CMS. The Add Pay for reassignments is attached to instituting the less restrictive UPA rules and is also delayed until combined CMS.

- **20-L-2-a-(1),(2) Basic flying reassignment limits; Pilot’s Original Arrival Time until Combined CMS**
  - ✔
  - ✔
  - **Both:** Due to CMS programming limitation the following temporary adjustment to UPA Section 20-L-2-a is required: 20-L-2-a-(1) replace 0100 with 0001 and 20-L-2-a-(2) replace 0059 with 2400

- **20-L-2 Basic flying reassignment limits**
  - ✔
  - ☓
  - **No change**

- **L-CAL:** Pilot’s original Arrival time will continue to use C’02 logic until combined CMS

- **20-M Long Delays (return to base more than 22 hours late)**
  - ✔
  - ✔
  - **Partial**

  **L-UAL:** 20-M-2 only: This provision provides restoration of lost days off; the provision of 20-M-1 providing add pay for reassignments is delayed until combined CMS.

- **20-N Lineholder Lost Days Off (above minimum days off)**
  - ✔
  - ✔
  - **previously implemented**

  **Both:** Day off restoration requirements for Lineholder reassignment into days off (even if not below minimum days off.) Based on fleet, either all days, or all except the first lost day off will be restored. See 20-N-1. (See 5-F-4 for min day off restoration rules)
New to L-CAL | New to L-UAL | Notes
--- | --- | ---
20-O Abnormal Operations, except all of 20-O-5 | ✅ | ✗ No change

**L-CAL:** These are the exceptions to the reassignment triggers allowed with Severe Weather Action Plan (SWAP) under certain conditions. 20-O does not apply to categories that contain A380, B747, B777, B787, A330 and A350 aircraft.

<table>
<thead>
<tr>
<th>Other:</th>
</tr>
</thead>
</table>
| LOA 1 Guam Flying: D-9-d First day of reserve departure time | ✅ | N/A

**L-CAL:** GUAM reserve pilot on his first day of reserve cannot be required to depart from his Base prior to 0600.

---

For the bid months of Oct 2013 - Dec 2013, L-CAL reserve pilots will be using an interim procedure to allow the functionality of the 20-K-8-b provision that provides the ability to aggressive pickup (APU) trips that match days of availability or in certain cases days of availability minus one. All reserve assignments will still follow the current Contract02 rules of assignment in regards to trip length and reserve days of availability. To utilize these improved APU rules, a reserve pilot will have to call crew scheduling to make the APU.

If you are a long call reserve:

- And you are on a day off prior to a block of reserve days:
  - Starting at 11 am you may APU a trip that matches the number of remaining reserve days in your block, or the number of remaining reserve days in your block minus 1.
- And you are on a reserve day within a block of reserve days:
  - Starting at 11 am you may APU a trip that matches the number of reserve days remaining in your block.
  - Starting at 3 pm you may also APU a trip that matches the number of reserve days remaining in your block minus 1.
Example: A long call reserve is off on September 30, and on reserve October 1, 2, 3, 4 and 5.

On Sep 30th, at 11am, this reserve may APU a five or four day trip reporting on Oct. 1st.
On Oct 1st, at 11am, this reserve may APU a four day trip reporting on Oct. 2nd.
On Oct 1st, at 3pm, this reserve may APU a three or four day trip reporting on Oct. 2nd.
On Oct 2nd, at 11am, this reserve may APU a three day trip reporting on Oct. 3rd.
On Oct 2nd, at 3pm, this reserve may APU a two or three day trip reporting on Oct. 3rd.
On Oct 3rd, at 11am, this reserve may APU a two day trip reporting on Oct. 4th.
On Oct 3rd, at 3pm, this reserve may APU a one or two day trip reporting on Oct. 4th.
On Oct 4th, at 11am, this reserve may APU a one day trip reporting on Oct. 5th.

If you are a short call reserve

- And you are on a day off prior to a block of reserve days or on a reserve day within a block of reserve days:
  - Starting at 11 am you may APU a trip that matches the number of remaining reserve days in your block, or the number of remaining reserve days in your block minus 1.

Example: A short call reserve is off on September 30th, and on reserve October 1, 2, 3, 4, and 5.

On Sep 30th, at 11am, this reserve may APU a five or four day trip reporting on Oct. 1st.
On Oct 1st, at 11am, this reserve may APU a three or four day trip reporting on Oct. 2nd.
On Oct 2nd, at 11am, this reserve may APU a two or three day trip reporting on Oct. 3rd.
On Oct 3rd, at 11am, this reserve may APU a one or two day trip reporting on Oct. 4th.
On Oct 4th, at 11am, this reserve may APU a one day trip reporting on Oct. 5th.
757/767 Fleet Consolidation: Base Alignment Training (BAT) process

Due to the FAA’s determination that the legacy CAL and UAL 757/767 fleets cannot be combined, the JIT has agreed that the 756 (CAL) and 76T (UAL) categories will remain separate but will be staffed using both the normal vacancy bidding process and a new Base Alignment Training (BAT) process, as described in this document.

This BAT process will allow 757/767 pilots to switch (align) from 756 to 76T, and vice versa, within their Base, without incurring a training freeze. The BAT process will also be used to allow existing 76T pilots to staff the initial opening of new 756 categories; for example, LAX and IAD 756 categories will be opened in the first BAT bid (details to follow). In approximately two years, all 76T aircraft will be modified such that they will be considered 756 aircraft; at that point, pilots will be simultaneously qualified on all models, so the BAT process will become unnecessary.

These streamlined training and bidding procedures ensure that 756 and 76T pilots can properly exercise their seniority within their Base, while also ensuring compliance with the FAA determination. Furthermore, because of the difference in pay rates between the 767-400, 767-300, 757-300, and 757-200, there are specific pay protection provisions detailed below to compensate pilots who are awarded a BAT but are not trained to that award.

**Pilots currently on the 756 or 76T, or those contemplating bidding into either fleet, should understand that the BAT process may cause junior pilots in a Base to be forced across the split fleet to the other Category when more-senior pilots use their BAT entitlements to realign.** This process approximates how PBS would treat the fleet if it was combined and preserves the ability for a pilot’s seniority to command a commensurate type of flying.
Vacancy Bidding or Bumping into the split fleet:

For vacancy bidding or bumping ‘into,’ the two sides of the split fleet are considered separate Categories. Vacancies may be published for either the 756 Category or 76T Category within a Base, if the overall combined size of the base will increase. **Once a pilot is awarded a vacancy (or bumps) to either side of the split fleet, he is subject to the BAT process below for voluntary or involuntary realignment to the “partner” metal.**

**Freezes:** Vacancy bids from the 756 to the 76T, or vice-versa, are considered laterals and do not incur a freeze. An existing freeze will not preclude pilots from bidding across and the balance of the freeze will remain in effect if a lateral vacancy award is made.

**Bumping from a 756/76T category:** In the event that a displacement is issued for either a 756 or 76T category, the two categories will be treated as one for purposes of determining who is subject to a bump out of the combined categories (volunteers for displacement can come from either category).

**Base Alignment Training (BAT) process:**

The Base Alignment Training process is available to active incumbent 756/76T pilots, as well as to active pilots from other fleets (e.g. 320, 737, etc.) who hold a vacancy award to a 756/76T category. However, a pilot in the former group with a vacancy award to a non-756/76T category is not eligible to participate, and a pilot in the latter group is not eligible for BAT pay protection until activated into the 756/76T fleet. Note that BAT slots cannot be used to change Bases and pilots who receive a BAT award will keep any awarded vacation.
1. **Convenience BAT**: Convenience BAT slots are available to incumbent 756/76T pilots to allow alignment, in a direction desired by the pilot, within their Base. The minimum number of pilots (system-wide) to be awarded Convenience BAT slots is shown in the following table.

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>CA</th>
<th>FO</th>
</tr>
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<tbody>
<tr>
<td>Mar-14</td>
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<td>40</td>
</tr>
<tr>
<td>Apr-14</td>
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<td>0</td>
</tr>
<tr>
<td>May-14</td>
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<td>Jun-14</td>
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<tr>
<td>Nov-14</td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td>Dec-14</td>
<td>18</td>
<td>18</td>
</tr>
</tbody>
</table>

18/18 per bid period for all subsequent bid periods, except none in July, August and September of any year

The following rules will apply to Convenience BAT awards:

- BAT awards will be made on a system-wide seniority basis, provided a pilot has the seniority, on a man-for-man basis, to hold a position in the partner Category to which he is bidding. (Note that a pilot is not allowed to change Base via the BAT process.)

- Due to the differences training requirement, pilots with a Convenience BAT award are restricted from bidding for subsequent Convenience BAT awards (i.e. bidding back across) for six months. This does not, however, prevent such pilots from bidding vacancies to new equipment or to another Base, e.g.: a EWR 756 pilot under a BAT restriction may still be awarded an ORD 76T vacancy.
2. **Targeted BAT:** After the minimum number of Convenience BAT awards are made, the Company may make additional Targeted BAT awards into a category to meet manpower requirements. These Targeted BAT awards will be made to pilots with an un-awarded Convenience BAT bid.

3. **Involuntary BAT:** If manpower requirements are not met after Convenience and Targeted BAT awards are made, the Company may make involuntary BAT awards on an inverse-seniority basis. An involuntary BAT award is not considered a displacement, and pilots assigned an involuntary BAT award are not subject to the six month restriction for bidding subsequent Convenience BAT awards.

**Pay Protection:**

Starting on the effective date of a BAT award, a pilot who has not attended training will receive pay protection, as described below, for all flight hours (but not for hours normally paid at the blended rate). The Company may opt for this pay protection in lieu of sending a pilot to differences training. Pay protection will cease if a pilot fails to report to training, delays his training due to vacation, sick leave or leave of absence, or if he requests and receives a delayed training assignment.

Based on the three pay rates in the combined 756/76T fleet, the following process will be used for pay protection:

- **Definitions**
  - Tier I: the number of active pilots in a category that corresponds to the ratio of 767-400 block hours in the bid packet for that category for a bid period
  - Tier II: the number of active pilots in a category that corresponds to the ratio of 767-300 and 757-300 block hours in the bid packet for that category for a bid period
  - Tier III: the number of active pilots in a category that corresponds to the ratio of 757-200 block hours in the bid packet for that category for a bid period

- Determine which tier a pilot is in for a given bid period (‘actual tier’).
- Then determine which tier he would be in if all BAT awards were executed (‘awarded tier’).
- If a pilot's awarded tier has a higher pay rate than his actual tier, that pilot is pay protected to his awarded tier.
- This process will be executed every bid period.

Differences Training:

To transition from the 756 to the 76T Category, or vice versa, a pilot must attend differences training. Differences training is currently expected to consist of the following and is subject to change:

- Pilots transitioning from 76T to 756:
  - Four days total
  - One day Ground School: Phoenix flight plan, paper logbook, Accuload, ACARS, airplane differences.
  - One 757 Sim
  - Two 767-400 Sims
  - Minimum of 1 leg OER, possibly 2 legs; expect an ATL crossing or HNL flight. (TBD)
- Pilots transitioning from the 756 to 76T:
  - Two days total
  - One day Ground School (Sabre, electronic logbook, non-accuload ops, ACARS, airplane differences)
  - One day sim.

Assignment to Training

Training required for a BAT award may be pre-assigned in PBS or assigned after PBS is complete. If not pre-assigned in PBS, within forty-eight (48) hours after Monthly Schedule Preferencing is completed, a Pilot eligible for a post-PBS differences training assignment may designate seven (7) consecutive days that he shall not be available to be assigned differences training, including travel.

All pilots may request to avoid training on a day or days via email to 757Staffing@united.com. Requests received by the deadline date published on the bid bulletin will be honored on a seniority basis (by Category).
Clarifying BAT examples

1. **BAT with zero net change in Captains:** Suppose there are 100 IAH 76T Captains and 100 IAH 756 Captains today. The company plans no staffing changes. Captains desiring to move to the other partition would bid for the Convenience BAT allocation. If the company is required to award 18 convenience BAT slots in the combined bases, suppose 4 of those go to IAH Captains from 756 to 76T and 2 go from IAH 76T to 756. The company could then use Involuntary BAT slots to backfill 2 additional Captains from the 76T to 756 to balance the Convenience BAT awards. Those slots do not count against the required allotment of 18 Convenience BAT slots. The Company may also choose not to backfill the partition.
   - 4 Convenience BATS 756→76T
   - 2 Convenience BATS 767T→756
   - 2 Targeted BATS 767T→756 (Voluntary if such pilots bid but were not awarded a Convenience BAT, otherwise involuntary.)
   - Net headcount: unchanged both Categories

2. **BAT with offsetting changes:** Suppose there are 100 IAH 76T Captains and 100 IAH 756 Captains today. The Company plans to increase 76T staffing by 10 and decrease 756 staffing by 10 (end goal 110 76T and 90 756). As in the example above, the Company is required to award 18 Convenience BAT slots to all bases combined, and suppose 4 of those go to IAH Captains from 756 to 76T and 2 go to IAH 76T to 756. The Company would then use Targeted BAT slots to transfer 8 additional Captains from the 756 to 76T to augment the Convenience BAT awards. The Targeted BAT slots would be awarded in seniority order amongst incumbent IAH 756 Captains who volunteer, or by inverse seniority order if there are insufficient volunteers.
   - 4 Convenience BATS 756→76T
   - 2 Convenience BATS 767T→756
   - 8 Targeted BATS 756→76T (voluntary or involuntary)
   - Net headcount +10 in 76T→10 in 756
3. **BAT with new metal:** Suppose there are 100 LAX 76T Captains today. The Company wants to reduce existing LAX 76T flying and add new 756 flying, to the amount of 30 756 Captains and 70 76T Captains. In the Convenience BAT, assume three Captains are awarded moves from the 76T to the 756 in LAX. The Company could then put out targeted LAX BAT slots for 27 additional Captains. The top 27 incumbent LAX 76T Captains who volunteer would move to the 756 (inverse order if insufficient volunteers).

4. **BAT with a Vacancy Award:** Similarly, suppose there are 100 LAX 76T Captains today. The Company wants to transfer a portion of the existing 76T flying to the 756, but still maintain 90 of the 100 existing 76T Captains. Assume a target of 30 756 Captains and 90 76T Captains, so net growth of 20 Captains. In this case, there would be a system wide vacancy bid for 20 LAX 756 Captains to be filled under the normal vacancy bid process. Incumbent LAX 76T Captains are also eligible to bid on this, and there is no freeze associated with moving between the 76T and 756 on a vacancy bid. Once that is completed, the company would see how many Captains they still need to move from LAX 76T to 756, and could put out Targeted BAT slots to fill that need. So, growth is filled through the normal vacancy bid process, which allows outside bidders. Shifting of flying from one partition to the other is accomplished via the BAT.

5. **Pay Protection Example:** Suppose the block hour distribution in a 756 Base with 100 Captains is:

   - 10% on the 767-400
   - 30% on the 757-300
   - 60% on the 757-200

   A 76T pilot with a BAT award to the 756 that does not attend training by the effective date of his award is pay protected if, based on his relative seniority on the 756 at his Base, he would hold a higher tier. For example, if he were in the top 10% (number 1-10) in the 756 at his base he would be pay protected at the 767-400 rate for all flying done while he remains on the 76T fleet. Any pay made at the blended rate is not pay protected (training, vacation, deadheading, MPG, etc.). At the same time, the pilot actually flying the 767-400 in the 756 partition would also be receiving 767-400 pay.

If you have any questions regarding the BAT process, please send your emails to 757Staffing@united.com. Details on the first BAT bid will be distributed in the next week.