There are numerous changes going into effect simultaneously and the final implementation is still being resolved for some items. Below is the latest information of immediate importance for reserves. Questions should be directed to the PDR ALPA Answers Hotline.

1. Aggressive pickup: Interim process for trips touching Dec 31 and end-state process
2. FIFO list in CCS
3. Open Trip search in CCS
4. Help with CCS
5. VERID and Trip Check-in changes
6. Last Day Off prior to Reserve Day
7. Reserve protection of trip from LH pickup
8. Flexible Day Off
9. Reserve rules for telephone availability

1) Aggressive Pick Up:
Aggressive Pick-Up (APU) request for trips reporting Dec 31: A reserve may submit an Aggressive Pick-Up (APU) request for trips reporting Dec 31 by calling the crew desk during the APU window for a manual legality check. If legal, the crew desk will execute the pickup. Note: For trips in the January bid month the APU window changes to the UPA timeline (i.e. 11:00 on the day prior.)

Aggressive Pick-Up (APU) request for trips reporting Jan 1 and beyond: This new reserve aggressive pick up system will be available starting on December 31 at 1100 and will allow reserve pilots to aggressively pick up flying or short call (SC) and field standby (FSB) assignments reporting on January 1. This will be found via the (CCS>Scheduling>Reserve Aggressive Pickup) for Trips and (CCS>Scheduling>Reserve Assignment Pickup) for Short Call and Field Standby assignments.

2) FIFO List:
Access to the FIFO list, now known as Reserve Availability in CCS has been turned on via the (CCS>Trading>Reserve Availability) pull down menu. The list will be displayed
in FIFO order based on the arrival time of the last trip. We have identified a programming error in sorting pilots coming off non-flying assignments and we are monitoring the company’s progress on expediting a correction.

To use the Reserve Availability screen, fill in the following fields as below.

- **Request Date** - DDMMYY format (e.g. 030114 = January 3, 2014)
- **Class** - Enter “P” here, which stands for Pilot
- **Base** - Enter the three-letter identifier for your Base (e.g. DEN for Denver, DCA for Washington, etc.)
- **Equip** - Enter the three-digit identifier for your Fleet: 320, 737, 76T, 756, 787, 777 (sCO), 77T (sUA) or 747
- **Pos** - Enter your seat position, either CA or FO
- **Type** - Leave blank

If the screen comes back with an “edit error” in blue at the bottom this means you made an entry error and need to change the values entered into the boxes.

To see the entire list page forward and backward using the F7 or F8 key symbols on the screen, not the keys on your keyboard. See the sample screen shot below.
3) Open Trips:
End state, open time will be displayed in the real-time Trip Trading screen which will turn on at 1100 Dec 31. Until then, L-UAL pilots can view open time under the “Trading” pull down using (CCS>Trading>Open Trips) and L-CAL pilots can view via (CCS> Trading>Trip Shopping). This list does not display open short call or field standby assignments. Pilots should call the crew desk to determine and pickup SC/FSB assignments until Dec 31. Enter the search criteria and hit “enter” on your keyboard. You can search open trips at any base, but reserves can only aggressively pick up trips in their base.

Effective December 31, 1100 Local Base Time, the Reserve Aggressive Pickup and Real Time Trip Trade functions become available and the Open Time function will no longer be available in the CCS Trading Menu. At that time, Open Time will display in the real-time trip trading screen (CCS > Trading > Pilot Real Time Trades).

4) CCS Help:
The CCS help documents can be found within CCS by clicking the Help tab. Those same docs, and the accompanying videos, can also be found on the “One United” page accessible through the Flight Ops website. For other CCS issues contact the United Service Desk at Domestic 847-700-5800 (Toll Free: 800-255-5801) or International 001-847-700-5800 (collect).

5) VERID/”Pilot Check In” R.I.P.
The UPA provisions requiring pilots to verify trips (VERID) are being suspended and pilots will no longer lose pay for failing to verify. However, verifying your Trip will provide certain benefits when you want to deviate on the front end per 5-D-3. If you have a trip with a front end DHD deviation, you should be sure to verify using the (CCS>Scheduling>”Pilot Check-In”) pull down menu.

6) Impact on Reserve Last Day Off: Because reserves are required to check their schedule on a day off between 1800 and 2359 (20-K-7 as modified by the JIT), this
must be accounted for as company-required duty. A one minute duty period will be recorded at midnight of the first day on reserve (interim process pending programming changes that move this time to 1800). Following this one minute of duty, a minimum of 10 hours of rest free from duty is required.

Therefore, a reserve coming off days off is not legal to report for a trip or begin a SC/FSB until 1000 on his first day of reserve unless the crew desk achieves two-way contact (see Important Note below) or the pilot aggressively picks up an assignment. For reserves that are not coming off days off, be sure to consider this limitation and realize pilots on their first day of reserve cannot cover reports prior to 1000 unless they aggressively pick it up. Use caution when evaluating the FIFO list and make sure you consider this restriction on early reports for pilots coming off days off.

IMPORTANT NOTE: If the crew desk calls you on your last day off and achieves positive contact (two-way telephone conversation) they can give you an early SC or trip that departs as early as 0600. If such positive contact is achieved, there is no requirement to enter the 1 minute of duty at midnight but contact must be made at least 10 hours prior to the report or SC/FSB start time.

7) Reserve protection of trip from LH pickup
Per 20-K-4-c, a trip on a reserve’s schedule is available for Lineholder pickup unless the reserve has designated the Trip as unavailable for Lineholder pick-up. A reserve who wishes to designate his trip as unavailable for lineholder pickup must do so by advising a scheduler, who will mark the trip as UNAV. A reserve who does not make this designation is regarded as volunteering to check his schedule 15 hours before the report time of the Trip to determine if the Trip remains on his schedule. This voluntary check is not considered duty for FAR 117. If the trip was picked up by a lineholder the reserve is back on long call.

You may also reference the company bulletin 13-336 on CCS on Dec 28 regarding these changes to VERID and pilot check-in.

8) Flexible Day Off (FDO):
Basic reserves are reminded that the Jan bid period now contains one flexible day off. You may be given a flying assignment that flies into an FDO (not a SC or FSB and the trip must not depart on the FDO). The lost day off will be restored per Section 5-F-5-e.

9) Reserve rules for telephone availability:
The following guidelines apply regarding pilots obligations to be phone available when on reserve:

**Day Off:** No requirement to be phone available. If positive (two-way) contact is made by the crew desk a pilot may be given an assignment. A pilot is required to check their schedule between 1800 and 2359 as explained above and acknowledge any assignment.

**Long Call:** A pilot is expected to be phone available 24 hours a day while on long call until given an assignment. Once given an assignment a pilot is no longer required to be phone available until report time of the Trip/assignment, however as discussed above, you must check 15 hours prior to departure to make sure your trip was not picked up by a lineholder. If a lineholder picked up your trip you are back on long call and must now be phone available again.

**Short Call/Field Standby:** A pilot is expected to be phone available for the entire SC/FSB period. At the end of your SC/FSB you revert to long call and remain phone available 24 hours a day.