Preferential Bidding Guide for Compass Crewmembers

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Compass Master Executive Council
Association of Flight Attendants, International

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INTRODUCTION

Preferential Bidding is an electronic based system that awards monthly schedules of flying for regular lines, build up lines, and reserve lines. These awards are built based on preferences from each user. The system attempts to “satisfy” the bid preferences that each user selects while awarding pairings or reserve coverage for that bid period.

The system that Compass Flight Attendants use is developed by New Jersey-based Advanced Optimization Systems (AOS). AOS’ Preferential Bidding System (PBS) permits users to define preferences for desirable pairings and line characteristics to construct a schedule based on their seniority.

This document is intended to serve as an instructional guide on how to use the AOS PBS system for new users, and as a reference for all users to aid in constructing an effective bid. To meet this purpose, this document will:

• Outline the bid process
• Explain all bidding parameters
• Give examples of the most common bid strategies
• Answer frequently asked questions

While this document will outline some of the most common scenarios, there are dozens of possible ways to bid. If you ever have any questions, please email the Scheduling Committee at scheduling@afacompass.org or call the PBS Hotline at 703-269-8286.

AGAIN, if you have any questions about any part of the bidding process, please email the Scheduling Committee at scheduling@afacompass.org or call the PBS Hotline at 703-269-8286.

Why Learn How to Bid?

Better bidding practices could mean a better monthly schedule!

Learning how to bid allows users more input into the quality of their schedule for the month without having to depend on trading trips. Some of the biggest advantages to learning how to bid are:

• How to hold the maximum days off at your seniority
• Your best chance at getting a specific day off
• How best to avoid reserve
• Getting a commutable line

CAUTION: While some users believe PBS is a system in which they can input their desired preferences and receive a schedule that reflects those preferences, this is not always possible. What PBS does is attempt to respect a user’s preferences, but it is important to know that there are many factors that may work against your bidding preferences such as: insufficient seniority, FARs, contractual rest/duty limitations, any pre-assigned credit, etc. Understanding the function of all bidding preferences is critical to ensuring a successful bid. The more requests a user places on the system, the more unlikely it is for the schedule to be awarded! In other words: KEEP IT SIMPLE!
THE BASICS

The quality of your award starts with the productivity of the pairings built by Crew Planning for the bid period. Without having enough efficient pairings (higher credit pairings), it would take more pairings over more days to satisfy a line award. What does that mean exactly? More work, less time off.

Once these pairings are built by Crew Planning, they are uploaded to PBS. Also uploaded to PBS are any known absences already assigned to a user’s schedule for that bid period. The reason for this is so that no pairing will be awarded to a user’s line that conflicts with any pre-assignments. Any pairings or reserve day that would overlap a vacation day, training day, or carry-in pairing will not be considered when the system builds their schedule. Any pairing or reserve day that would violate a rest period due to pre-assignments will NOT be awarded.

When bidding for a schedule, a user will use the Preferential Bidding System to request:

1. What type of line: Regular or Reserve (*Build up lines cannot be bid for)
2. What types of pairings will create a schedule
3. How the system arranges these pairings in their schedule
4. The priority of those preferences

Lines are awarded in compliance with FAR’s and contractual limits. Crew Planning will also add buffers that are more restrictive than these limits and this can change from one bid period to another. To learn what the buffers will be for the current bid period, please reference the monthly bid package found in Comply365.

All pairings awarded to a user’s line will only be from their awarded base. Pairings from other bases cannot be bid on. The system knows the user’s assigned base for the bid period and will only show pairings for that base. If a user is changing bases in the next bid period, the system will automatically reflect the change and only show pairings during the next bid period in the new base.

Timeline for Bidding

The bid window opens at 1200 central time on the 10th of the month and closes at 1200 central time on the 15th of the month. In unusual circumstances the opening and closing date of the bid window can change but the contract specifies that no less than a 5-day window will be open for bidding. NO LATE BIDS WILL BE ACCEPTED.

REMEMBER!

BIDDING OPENS: 1200 CST on the 10th
BIDDING CLOSES: 1200 CST on the 15th

BE AWARE! THE PBS SERVER IS LOCATED IN MSP, AND ALL TIMES ASSOCIATED WITH PBS ARE IN CENTRAL TIME.
Credit vs. Block vs. Duty

PBS builds schedules to a specific credit value range while respecting FAR and contractual limitations for Duty and Maximum Line Credit value (CBA 6.C.6.b) The minimum line credit value is normally 75 hours for a bid period and the maximum line credit value is 105 hours for regular line holders. If the minimum line credit value is raised above 75 hours for a bid period, the increase should be announced by Crew Planning prior to the opening of the bid for that month in the bid packet. If you have received a line award with less than 75 hours total line credit, this is a Build-up line. The Build-up line holder is eligible to bid during the Schedule Completion Period (SCP) to adjust their schedule, see ‘Build-Up Lines’ section of this document for more information. There are 3 types of time within a pairing that you will see in PBS: Block, Credit and Duty.

1. **Block**: Planned time measured from parking brake release at the departure gate to the parking brake set at the arrival gate.

![Block Times per Leg](image)

2. **Credit**: The time that PBS uses to determine if your schedule is complete for the month. It includes block time and any other “soft time”, such as minimum duty period credit, deadheads, training, vacation, etc. Credit will never be less than Block time. The example below shows credit for a deadhead (DH) from ELP-LAX:

![Credit per Leg](image)

3. **Duty**: This is the time that elapses from the listed report time to the listed release time each day. This is the time used for the cumulative Duty limits. PBS will not award a pairing that conflicts with these limits. (Duty Limitations – CBA 5.C.1) The total duty for the entire trip is listed as Time Away from Base (T.A.F.B.).
REMEMBER!
The only time that matters to PBS when determining your line is total line CREDIT.

Buffer Limits and System Defaults

When the bid package is issued and awards are processed, it will include buffer limits and defaults that are set by Crew Planning to help prevent the award of illegal schedules and protect the day-to-day operation against minor delays. These limits and defaults include but are not limited to:

- CBA & FAR rest & duty limitations (e.g. 10 hours minimum in base rest between work blocks, minimum 24 hour in base rest within a 7 day stretch).
- Minimum total days off (11 days). *
- Minimum and maximum work blocks (2-6 days). *
- Minimum days off between work blocks (2 days). *

*Some defaults can be waived or changed; see ‘Line Properties’ in the ‘Define’ section in this guide for more information on how to waive these defaults in your bid.

Determining Projected Line Holders

To aid users in determining what type of bid to submit for the upcoming bid period, Crew Planning lists the number of projected line holders that are expected for each position. This number is listed on the PBS Main page and is determined by subtracting the number of required reserve lines from the total number of users expected for each position.

Additionally, when factoring the number of projected line holders for each position, Crew Planning determines the average number of credit hours per regular line holder in each position, also known as Target Credit Average. Target Credit Average is determined by subtracting the number of reserve and pre-built lines from the number of users who are eligible to bid in a base. Once the number of regular line holders is calculated, the total credit hours (excluding any credit in pre-built lines) are divided by the number of regular line holders.

For example:
- LAX 10,000 credit hours; 126 Flight Attendants; 16 RSV positions
- 126 Flight Attendants – 16 RSVs = 110 regular line holders
- 10,000 credit hours/110 expected regular line holders = 90.9 Target Credit Average for LAX FA’s.
While users do not see the Target Credit Average on the PBS Main page, the projected number of lines is directly determined using Target Credit Average as a guide.

**Required Min./Max. Line Value (RMLV)**

The value all regular lines must conform to is normally 75 hours up to the monthly maximum (105 hours). The result is a normal credit value window of 75-105 hours.

However, once the system identifies that it will run out of users before it runs out of pairings, it assigns a higher Required Minimum Live Value for all subsequent bidders. This forces the minimum credit value up from 75 hours to the assigned RMLV. In other words, the credit window for bidders who get assigned a Required Min. Line Value is changed from the usual 75-105 hours, to the new RMLV – 105 hours.

For example: If the PBS assigns users a RMLV of 88:00 hours, the users effective line value credit window is now 88-105 hours.

**NOTE:** The RMLV cannot be known ahead of time and is not defined in the bid packet. RMLV’s are only initiated during the awarding process since this value depends on senior user’s bidding preferences.

For example: Using the same parameters in our calculations in *Determining Projected Line Holders* above, we’ve established a Target Credit Average of 90.9 for 110 line holders. If the top 20% of users bid on average an 80-hour ‘Target Line Credit Range’ then theoretically, a 93.6-hour RMLV will be enforced for all remaining bidders to ensure sufficient operational coverage. This also means that any of these users with the RMLV of 93.6 who have bid a ‘Target Line Credit Range’ of anything less than 94 hours in a layer, those layers will ‘fail’. See ‘Target Line Credit Range’ under the ‘Line Properties’ section of this guide for more information on this preference.

Although a Required Min. Line Value is more common, the same can happen in reverse with a Required Max. Line Value. If the system identifies that it will run out of pairings before it can complete a schedule for all users, a Required Maximum Line Value, or ‘cap’ will be placed on all subsequent bidders. This now forces the maximum credit value down from 105 hours to the new RMLV.

For example: If PBS assigns a bidder a RMLV of 88:00 hours, this user’s effective max line value credit window is now 75-88 hours and any bidders using ‘Target Line Credit Range’ with a minimum value set higher than 88 hours in a layer, those layers will ‘fail’. Once again, see ‘Target Line Credit Range’ under the Line Properties section of this guide for more information on this preference.

**Regular Lines**

Regular lines are what most of the system users will be awarded. In bidding for a regular line, a user can select days off, pairing properties and line properties to instruct PBS what type of schedule they would prefer.

If no line properties are selected to guide the system on how to place pairings on a user’s schedule, the system will award a schedule that meets the following criteria:

1. 1-5day pairings
2. A pairing or combination of pairings that fit into a 2-6day work block
3. 2 days off before and after each work block
4. A minimum of 11 days off (Of these criteria, points 2, 3, and 4 can be adjusted or waived at the user’s option.)
Build-Up Lines

A build-up line is a line assigned by the system when a regular line cannot be built within the specified credit range for that bid period (less than 75 hours). A build-up line will contain a combination of pairings and reserve days. Crew Planning will manually add reserve days to build-up lines at the end of the Schedule Completion Period (SCP) if the user was unable to build their line to 75 hours or more from remaining open time. Each day of reserve added will be credited at 4 hours, until the awarded schedule credit reaches a minimum of 75 hours (CBA SCP MOU).

TIPS & TRICKS: A user cannot bid for a Build-Up line, however, if a user does not want to be awarded a build-up line and would rather have a regular line (or a reserve line) you would bid the preference ‘Target Line Credit Range’ with a min value set to 75 hours (and/or bid for Reserve).

NOTE: The 4 hours of credit per reserve day is only for determining the number of reserve days to be added to Build-Up lines. During the bid period, reserve days in a Reserve line carry no credit value.

Pre-Built (Split Duty Line)

‘Split Duty Period’ or SDP lines are lines consisting only of CDO’s (a.k.a. High Speeds, Red-Eyes, Stand-Ups, etc.). These lines have been pre-constructed by Crew Planning and if available, can be bid for under the ‘Pre-Built’ link on the left-hand tool bar (see figure 1). If there are no SDP lines available in the user’s base, this option will not be seen. See the Pre-Built section under ‘Define’ in this document on how to bid for a Pre-Built line.

Reserve Lines

Reserve lines are lines constructed with only reserve days. The Reserve page allows a user to request days off to be awarded on a reserve line. All Reserve days and Off days must follow contractual & FAR rest/duty time restrictions. See the Reserve section under ‘Define’ in this document on how to bid a Reserve line.
GETTING STARTED

Bidding 101:

Now that we have discussed the basics and what types of lines that a user can be awarded, we can now begin to discuss in detail the different bidding parameters and how to put that bid into the PBS system. Let’s get bidding!

To log on to the PBS system:

- Go to www.compassairline.com
- Click on Employee portal using the link located on the upper right hand of the page
- Log in with your Corporate Intranet user ID and password
- Click ‘Departments’ on the top task bar
- Select ‘Inflight’ from the drop-down menu
- Click ‘PBS website’ under the ‘Quick Links’ section on the left-hand task bar

**NOTE:** An Internet connection must be maintained while bidding. The system has built-in timeout values if no communication occurs periodically, so be sure to keep the session active with regular “clicks” or the system may require a new log-in and you may lose some information.

The process of preferential bidding can be described in three steps: **Verify, Define and Prioritize**
Verify

On the main page check your base, seniority, qualification (FA), and bid package details for accuracy.

<table>
<thead>
<tr>
<th>CPZ</th>
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<tbody>
<tr>
<td>Base</td>
</tr>
<tr>
<td>Fleet</td>
</tr>
<tr>
<td>Seniority</td>
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<tr>
<td>Seniority In Bid Package</td>
</tr>
<tr>
<td>Qualification</td>
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<tr>
<td>Attribute</td>
</tr>
</tbody>
</table>

LAX
E75
157
47 of 398 (11.8%)
FA
-

Current Bid Package

Name: Mar 2018 LAX ALL FA (cpz_630)
BP Number: 12
Description: Inflight
Package Bidding Time:
  Saturday, February 10, 2018, 12:00 PM ~ Thursday, February 15, 2018, 12:00 PM
Targeted Line Holders: 302

Click on the ‘Preassigned’ link on to check for scheduled absences (vacation, training, carry-in and other leave) and total amount of pre-assigned credit for the bid period. This is the amount of credit that will be applied to a user’s total credit for the bid period. By “hovering” the cursor over the absence, a pop-up window will show the credit of the absence. Clicking on the absence will display the type of absence, the start/end date, credit, and report/release times.

CAUTION: The credits for these pre-assignments have a DIRECT result on a user’s award. It is in the user’s best interest to ensure the accuracy of these credits, or the awarded schedule will be affected. If a base or pre-assignment is incorrect, it is imperative to contact Crew Planning prior to bid closure to have the base or absence corrected (compasscrewplanning@compassairline.com).
Define

OFF DAYS

Click on the Off Days link to select desired days off for a regular line.

Functions:

• Calendar. The system will display a calendar of the bid month. The calendar extends 6 days back into the previous month and 6 days into the next month so that you can see the scheduled activities that do not occur in the current bid month such as any carry-in pairings. The calendar will also show your pre-assignment and any scheduled activities may impact the way you bid and/or your legalities. This calendar is for bidding the days off you want.

• ‘View Layer’ drop down box gives you the ability to view the requested days off by Layer. There is more on the Layer concept in the Prioritize Layers section of this document.

• ‘Additional General Bids’. This is where all your already made General Bids will be listed.

• The 'Clear All Off Days' button on the bottom left portion of the screen gives you the ability to clear all of the selected Off Days in one step.
HOW TO BID: You can bid days off by clicking on the individual day, or by clicking on a day-of-week at the top of the calendar if you want all those calendar days off (for example: all Saturdays). When the cursor is placed over a date it will change from an arrow to a hand and the date will be highlighted in yellow, this indicates the date is active to bid. Once you’ve bid the dates you want, you’ll need to assign those bids a priority (layer). There is more on the Layer concept in the Prioritize Layers section of this document.

TIPS & TRICKS: You can bid for off-days up to 4 days into the following month. This is to avoid any carry-out pairings operating into the next bid month. Remember, if you want these days off in the next bid period, you must also bid these same desired off-days in the following bid month!

CAUTION: Clicking any day-of-week off, such as ‘Saturday’ at the top of the calendar week, this bid requests the system to award you ALL Saturdays off. All day-of-week bids are an all or nothing bid. By clicking INDIVIDUAL Saturdays and/or Sundays off, the system will attempt to reward you as many requested off-days it can before moving to your next layer.

TIPS & TRICKS: “OFFnone” or “OFFWnone” means you have not prioritized this off-day bid. To undo a requested off day, you may click on the letters “OFF” and a window will appear where you can choose to delete the bid. This window also provides the bidder the ability to prioritize a specific off day bid into a layer.

PAIRINGS

Click on the Pairings link on the left side menu to view pairings for the month.

Functions:
- A calendar on the top portion of the screen. The calendar displays any pre-assignments, off day bids, and pairing bids. Any ‘On Date’ pairings will appear in the calendar and ‘Bid PairID’ pairings appear below the calendar.
- ‘View Layer’ drop down box gives you the ability to view the requested bid by Layer.
- ‘Clear All Specific Pairing ID Bids’. Use this function to remove all specific pairing bids.
- ‘Clear Search Criteria’. Use this function to remove all the entered search criteria.
A pairing search engine. The pairing search engine is a tool for finding pairings. This search engine allows you to search for specific pairings in the bid package that match your desired criteria (pairing length, layover city, report/release time, etc.). Enter your desired search criteria and click search.

- Search results. Pairings will appear after you have clicked “search” at the bottom of the table. The system will locate the pairings that meet your criteria and the search results will be displayed on the bottom portion of the screen. If the system cannot find any pairings that match your criteria, it will show “no pairings found” on the bottom left corner of the inquiry table.

- If there are pairings that match your search, the top result will show how many pairings were found and how often they operate. The search results display the located pairings in print format and includes; flight number, departure/arrival times, layover cities, etc. Also included is a calendar showing all dates that pairing operates.

**HOW TO BID:** To bid on a specific pairing, select either the date desired or PairID and then click on “choose”. You will see that the selected pairing bid is displayed on the desired day on the calendar or below the calendar if using the PairID bid function.

**NOTE:** A PairID bid will bid for this pairing on ANY date that it operates. If you want to bid for the selected pairing that operates on a specific date then select the ‘on date’ bid.

**TIPS & TRICKS:** To select multiple pairings, depress the ‘shift’ key and click on the dates desired, then click choose, the pairing will be displayed on the calendar on the dates selected. Use the shift key when you want pairings that are in a row, like five turns in a row. Use the ‘control’ key if you want to select multiple occurrences, like every Monday. Again, click ‘choose’.
NOTE: Specific pairings bid on specific dates survive all conflicts except system defaults, rest & duty limitations and pre-assignments. When you bid a pairing on a date it will overrule an off day bid on the same date. It will survive a conflict with a report between bid that is more constraining, a conflicting pairing length bid, etc. When specific pairing ID’s are bid without dates, they will survive all conflicts except system defaults, rest & duty limitations, off days and pre-assignments. When specific pairings are bid along with ANY pairing preferences (pairing lengths) on the same layer, they are seen by the system as of equal importance. For example, if a specific pairing and any pairing that is 2 days in length are bid in the same layer 1, then all bids would be classed as P1’s and the line might contain the specific pairings or any 2-day pairing. We suggest that if you really want the specific pairings only, then bid them on layer 1 and bid the more general bids consisting of pairing properties in layers 2-7.

CAUTION: While a user can bid for specific pairings using this preference, it is not recommended to bid for specific pairings due to major limitations like seniority, and other conflicts.

PAIRING PROPERTIES

Click on the Pairing Properties link to define the properties (e.g. pairing length, layover time or stations, etc.) of the pairings desired. Pairing Properties are the preferences a user can use to change the size of the pairing pool. When a user bids Pairing Properties, they are starting with zero pairings in a pairing pool and adding the pairings that meet the specified criteria. If no pairing properties are entered in a layer, all pairings are automatically included. The pairings are the puzzle pieces that PBS uses to build a schedule. For the purposes of simplicity, the explanations of these parameters below assume that only the specified parameter and Max Total Days off are selected.

HOW TO BID: To bid on any pairing properties preference, select your desired pairing property, enter any specific preferences if needed then click on ‘Bid’, ‘Bid Prefer’, ‘Bid Avoid’, or ‘Bid On Checked Dates’. Your bid selection will show in the ‘Additional General Bids’ section. We will discuss each pairing property preference in detail below. Once you’ve bid for the pairing properties you want, you’ll need to assign those bids a priority (layer). There is more on the Layer concept in the Prioritize Layers section of this document.

Functions:
- A calendar with checkmark boxes. The checkmarks allow the bidder to bid selected pairing properties on specific days to make date or week specific bids.
- ‘Clear All Checkmarks’ button provides the bidder an easy method to remove the checkmarks from the entire calendar.
- ‘Additional General Bids’. Each time you bid a pairing property preference it will be listed here.
- ‘View Layer’ drop down box gives you the ability to view the requested days off by Layer.
• A list of preferences to bid for pairing properties.

- Minimum Average Credit Per Duty Period (MAC/DP)

This parameter instructs PBS to only include pairings that have a minimum average credit value per duty period of this value or greater. The MAC/DP is calculated by taking the credit value of the pairing and dividing it by the number of duty periods in that pairing - NOT CALENDAR DAYS!! This means that if a user were to set a MAC/DP of 6 and there was a 3-day pairing worth 12:00 hours of credit that included a 30-hour layover (2 duty periods with 6 hours each), it would include this pairing in the pairing pool for that layer, and exclude a 17:59 3-day pairing.

**CAUTION:** Users often use this parameter thinking that they are bidding for productivity, when they may be doing the exact opposite. It is more effective to use the Max Total Days Off in Line Properties to obtain pairing productivity.
• **Pairing Length/Pairing Length On Date:**

<table>
<thead>
<tr>
<th>Pairing Length</th>
<th>Bid</th>
<th>Clear Bids</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pairing Length On Date</td>
<td>Bid On Checked Dates</td>
<td>Clear Bids</td>
</tr>
</tbody>
</table>

This parameter allows the user to only add pairings of a specified length (1, 2, 3, 4, 5 days) to the pairing pool. For example, if the user only bids Prefer Pairing Length of 3, it would ONLY add 3-day pairings to the pairing pool.

If using Pairing Length on Date, the user will add any pairings to the pairing pool that meet the length specified and begin on the selected date. This is accomplished using the checkmark boxes on the calendar above the Pairing Properties list.

• **Deadhead Preference:**

| Deadhead Preference | Bid Prefer | Bid Avoid | Clear Bids |

Allows the user to prefer or avoid deadheads. If a user bids to prefer deadheads, this parameter will only add pairings that contain a deadhead to the pairing pool. Alternatively, if a user bids to avoid deadheads, the parameter will only add pairings that do not contain any deadhead segments.

• **Include Split-Duties:**

This preference is not enabled for Flight Attendants. **DO NOT BID.**

• **Report Between/Report Between On Date:**

<table>
<thead>
<tr>
<th>Report Between</th>
<th>from 14 00 to 23 59</th>
<th>Bid</th>
<th>Clear Bids</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Between On Date</td>
<td>from 00 01 to 24 00</td>
<td>Bid On Checked Dates</td>
<td>Clear Bids</td>
</tr>
</tbody>
</table>

This parameter instructs the program to add pairings with a report time between the times specified to the Pairing Pool. For commuters who would like to report after a specific time, enter your preferred report time in the start window (from), and leave the end window (to) set at 23:59. Example: You want any pairings that report after 14:00.

Report Between On Date allows a user to select a range of report times for a specific day. This is accomplished using the calendar above the Pairing Properties list. This parameter is useful for users who commute who only want to start work on a certain day of the week or users who do not need all their pairings to report after this time, but have a specific commitment on the indicated date.

**CAUTION:** Using the “on date” portion of this parameter can be very useful in specific situations but it is a very limited bid and therefore not recommended.

• **Release Between/Release Between On Date:**

<table>
<thead>
<tr>
<th>Release Between</th>
<th>from 09 00 to 22 00</th>
<th>Bid</th>
<th>Clear Bids</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release Between On Date</td>
<td>from 00 01 to 24 00</td>
<td>Bid On Checked Dates</td>
<td>Clear Bids</td>
</tr>
</tbody>
</table>

This parameter behaves the same way as the Report Between parameter, but governs the release time.
The Release Between On Date allows a user to set a specific range of release times for a specific date. Just like Report Between On Date, this parameter is useful if the user needs to be released by a specific time for a commitment. This is accomplished using the calendar above the Pairing Properties list.

**CAUTION:** Using the “on date” portion of this parameter can be very useful in specific situations, but it is a very limited bid and therefore not recommended.

**NOTE:** Unlike the Report Between parameter, where there are only very rare situations in which both numbers should be changed, Release Between can sometimes require both values to be adjusted. Now, why set the first time in the range to something other than 0000? If the bid package contains pairings that release after midnight, those pairings would be included in the pairing pool and therefore potentially causing a user to be released very early in the morning before any possible commute options depart. While it is rare to see pairings of this nature, it is possible.

- **Layover at City/Layover At City On Date:**

  ![Layover at City/Layover At City On Date](image)

  This parameter allows a user to indicate if they would prefer or avoid a layover in the specified city. In the Prefer option, PBS will only add pairings that layover at the specified city at least once. With the Avoid option, it will only add pairings to the pairing pool that do not layover at that city at all.

  The Layover At City On Date allows a user to preference to add pairings to the pairing pool that contain a layover in a specific city on a specific date. This is accomplished using the calendar above the Pairing Properties list.

  **CAUTION:** Using the “on date” portion of this parameter can be very useful in specific situations, but it is a very limited bid and therefore not recommended

  **NOTE:** When bidding these options, it is very effective to combine multiple Layover At City bids together within a layer. This will create a pairing pool that contains pairings that each include at least one of the user’s desired layovers. Remember, this will not only add pairings with the specified layovers, but pairings that each contain at least one of the specified cities. Example: user bids Prefer DFW, SLC, and SAT layovers. The program will try to add any pairings that have at least one DFW or SLC or SAT layover.

- **Min/Max Connection Time:**

  ![Min/Max Connection Time](image)

  This parameter is used to define the minimum and maximum time between legs during a pairing (not including layovers). A user will set the minimum or maximum connection time they desire, and PBS will add pairings to the pairing pool that have connection times that are no shorter (minimum), or no longer (maximum) than specified. All other pairings will be excluded from the pairing pool.

  **CAUTION:** Many users use this preference to help avoid long sits between flight segments, but be aware that it could remove pairings that have a longer sit but be highly productive. What does this mean? This pairing preference could limit your overall line productivity and result in less days off.
• **Min/Max Layover:**

  ![Min Layover Time Preference](image)
  ![Max Layover Time Preference](image)

  This parameter behaves the same way as the Min/Max Connection time option, but only considers layovers. The user will specify a minimum or maximum layover time, and the system will only add pairings containing layovers that have at least that much time (minimum) or no more time (maximum) than specified.

• **Max Landings per Duty Period:**

  ![Max Landings Per Duty Period](image)

  This parameter that will only add pairings that have the specified number or fewer landings per duty period.

  **CAUTION:** Users commonly utilize this parameter to avoid duty periods with high leg counts, but be warned, this parameter can limit the pairing pool in a way that can drastically limit productivity.

• **Landing at City:**

  ![Landing At City Preference](image)

  This is a Prefer/Avoid parameter that allows the user to specify cities to land at during a pairing. This does not cover layovers (see Layover at City). By preferring landings at city, the user is adding all pairings that have at least one landing at the specified station. By avoiding landings, the user is only adding pairings that do not land at that station at all.
LINE PROPERTIES

Click on the Line Properties link to define how pairings are arranged on a user’s schedule. Line properties are the parameters that give PBS guidance on how to assemble pairings on a user’s schedule. A good way to think about the Pairing/Line Property relationship is to compare it to a puzzle. Pairing Properties allows a user to control the size and type of the pieces that come in the puzzle box; Line Properties control the size of the board and how they fit together.

**NOTE:** One important thing to remember about Line Properties: once a line parameter is bid, it is ON for all subsequent layers until the Clear Award/Partial Line parameter is used.

**Functions:**

- A calendar. Your ‘off day’ bids and ‘pairing on date’ bids will show on the calendar.
- ‘Additional General Bids’. Each time you bid a pairing property preference it will be listed here.
- ‘View Layer’ drop down box gives you the ability to view the requested bids per layer.
- A list of preferences to bid for line properties.
• **Minimum Number of Days Off:**

  ![Minimum Number of Days Off](image)

  **CAUTION:** This parameter is very easy to misuse, and therefore can do more harm than good. This parameter causes a layer to fail if it cannot complete a user’s line with a minimum specified number of days off. It is not recommended to use this preference but to use the ‘Max Total Days Off’ bid instead.

• **Target Credit Line Range:**

  ![Target Credit Line Range](image)

  This parameter instructs the system to build a line within a specified credit range other than the default (75-105 hours).

  **CAUTION:** It is important to remember that the Required Min Line Value (RMLV) will always override this parameter. If the RMLV is higher than the max specified range, it will throw out the entire layer this is bid. For this reason, it is only recommended to use Target Credit Line Range to raise credit, and **never** use it to lower credit. There is more about the Required Min. Line Value (RMLV) in this document.

• **Min Off Days Between Work Blocks:**

  ![Min Off Days Between Work Blocks](image)

  This parameter allows a user to specify a different number of days off between work blocks (the default is 2). A user can increase the number of days off between work blocks, and use this option to waive the default 2 days off between work blocks by bidding.

  **CAUTION:** Increasing the number of days off between work blocks dramatically affects availability. Bidding more than 3 days off between work blocks is almost always unsuccessful.

• **Trip Mix In a Work Block:**

  ![Trip Mix In a Work Block](image)

  This preference allows a user to create work blocks that contain pairings of the specified lengths. The system will use the pairing lengths only in the order that is specified in the selection box. Click on the preference and select a pairing mix in the drop-down window and click bid. There is a limit of two choices per layer.

• **Commutable Work Block:**

  ![Commutable Work Block](image)

  This parameter allows a commuter to specify a report time on the first day of a work block and a release time on the last day of a work block and allows the system to put pairings back-to-back that might not be
completely commutable on their own. This option will overlook a single longer pairing that may be commutable on both ends to find at least 2 pairings to fill a work block.

**CAUTION:** It is very important to minimally restrict (or not restrict at all) the pairing pool with other bid preferences. Having other preferences will cause this option to be ineffective or fail the layer entirely. It is recommended for commuters to bid this parameter in layer 6 or 7 after bidding the ‘Report Between/Release Between’ preference in Pairing Properties in earlier layers.

- **Cadence Preference:**

  ![Cadence Preference](image)

  This parameter instructs the system to always begin a work block on the same day of the week.

  **CAUTION:** This preference does not consider any carry-in pairings. If all work blocks cannot begin on the specified day, it will cause the layer to fail.

- **Work Block Size:**

  ![Work Block Size](image)

  This parameter will allow a user to change the size of the default work block (2 days to 6 days by default) by specifying a new range.

  **CAUTION:** ‘Commutable Work Block’ or ‘Trip Mix In A Work Block’ or ‘Work Block Size’ should never be used together. If any of these bids are used together, it will cause every layer in which the conflict exists to fail.

- **Max Total Days Off:**

  ![Max Total Days Off](image)

  This is the system’s default bid if the user does not input any parameters. The system will try and build a schedule with the highest credit value pairings to ensure the highest number of days off. If it can build multiple lines with the same number of days off, it will award the line with the highest credit value.

**TIPS & TRICKS:** This parameter should be on in every layer in which a user is bidding for a regular line. The only time it should not be used is if the user is willing to sacrifice total days off to obtain more weekend days off.

- **Max Weekend Days Off:**

  ![Max Weekend Days Off](image)

  This parameter works the same way as Max Total Days Off, but instead preferences weekends.

**NOTE:** When Max Weekend Days Off is bid together with Max Total Days Off, Max Total Days Off takes priority. If PBS can build multiple lines with the same total number of days off, the line with the higher number of weekend days off will be awarded (instead of higher credit).
CAUTION: If Max Total Days Off is not as important to a user as Max Weekend Days Off, the user should only bid Max Weekend Days Off and include this bid in all bid layers for a regular line.

- **Max Credit:**

Using this parameter instructs the system to give the user the maximum line credit allowable considering the other parameters bid.

CAUTION: ***DO NOT BID THIS WITH MAX TOTAL DAYS OFF*** This bid should only be used for those who are seeking to increase their overall line credit, not to increase their pairing credit. If a user is seeking to increase their line credit, setting a ‘Target Credit Line Range’ of 95-105 will generally be more effective than this bid parameter. With this preference you are asking the system to give you a high credit line value – basically, this means max total days off are not important. If you want high credit pairings with more days off then just bid ‘Max Total Days Off’.

- **Waive Training Credit:**

When a user selects Waive Training Credit, the system builds their schedule to the credit value that is required for their seniority, and then adds the credit value of the training to the completed schedule. It also raises the max target line range to 105 hours + the credit of the training event assigned.

For example, a user is scheduled for a training event for the following month that credits 13 hours. At their seniority, their RMLV is 80 hours. Using Waive Training Credit, their awarded line would be worth 93 hours with a max line value of 118 (105 + 13) hours.

CAUTION: Due to the increased credit value, total days off will be lowered when bidding this parameter.

- **Waive Virtual Credit:**

A user can waive virtual credit for any known unpaid period of unavailability during the month that they wish. Virtual credit can be waived in 2:30 hour blocks. Examples of this are: military leave, medical leave, personal leave, or retirement.

NOTE: Vacation credit is NOT eligible for credit waiving.

- **Waive Default Minimum Days Off:**

CAUTION: ***DO NOT EVER USE THIS OPTION*** This parameter waives the contractual requirement of 11 days off in a bid period. By using this parameter, users can end up with less than 11 days off. Many users accidentally select ‘Waive Default Minimum Days Off’ thinking they are waiving the minimum 2 days off between work blocks. See ‘Min Days Off Between Work Blocks’ mentioned above to change days off between work blocks.
• **Waive Default Minimum Work Block:**

  ![Check Box: Waive Default Minimum Work Block]
  ![Bid | Clear Bids]

  This parameter allows a user to waive the default minimum work block (2 days) and allows for stand-alone single-day pairings.

  **NOTE:** This bid is ideal for those who want to spend most of their nights in base.

  **CAUTION:** If a user bids this parameter with Minimum Days off Between Work Blocks of 1, a line with multiple 1-day on/1-day off blocks could be awarded – a bad combination for commuters!

• **Waive Default Maximum Work Block:**

  ![Check Box: Waive Default Minimum Work Block]
  ![Bid | Clear Bids]

  This parameter allows a user to waive the maximum limit on work block size (6 days).

  **NOTE:** This does not waive any FAR or contractual restrictions, so a user will still need 24 hours off in 7 days and meet all contractual rest and duty requirements.

  **CAUTION:** If a user were to use this preference it could be possible to be awarded a line with a maximum continuous duty for up to 19 days (11 days off in a 30-day month).

• **Avoid Reserve:**

  ![Check Box: Avoid Reserve]
  ![Bid | Clear Bids]

  If a regular line cannot be awarded, this parameter will wipe out all preferences in a last-ditch effort to try and award a line before awarding a reserve line. This parameter will try to award a line in the following order:
  1. Regular Line
  2. Build-up Line
  3. Reserve Line

  **TIPS & TRICKS:** Avoid Reserve does not waive any defaults for min/max work block or days off between work blocks. We recommend including ‘Waive Default Maximum Work Block’ & ‘Waive Default Minimum Work Block’ & ‘Min Days Off Between Work Blocks’ set to ‘1’. An Avoid Reserve bid can cause a junior bidder who waived these requirements to receive a line that a senior bidder could have held if they had also waived the same requirements.

  **NOTE:** Remember, Reserve line off day bids are found in a separate bidding section. If a possibility of being awarded a reserve line exists, at least one of the PBS layers in a user’s bid should contain a reserve bid!

• **Clear Award/Partial Lines:**

  ![Check Box: Clear Award/Partial Lines]
  ![Bid | Clear Bids]
If the system has not been able to complete a schedule by the designated layer, this parameter allows a user to discard a partially awarded line and start over in the next layer with a blank slate. This tells the system “I want to have a complete line by layer X, but if the system cannot build me a line by this layer, discard all pairings awarded from all previous layers and start again from this layer.”

For example, bidding ‘Clear Award/Partial Line’ in Layer 3 will remove all trips awarded in Layers 1-2 and start over, utilizing the parameters selected in Layer 3. This parameter is useful because PBS will try to award pairings out of the highest layer possible. Once pairings from higher layers are on a user’s schedule, they can adversely affect the system’s ability to complete the line due to conflicts with the remaining unassigned pairings.

**NOTE:** The ‘Clear Award/Partial Lines’ bid can be used in each of Layers 2 through 7, effectively allowing for 7 different bidding strategies. For more examples on how to use this parameter, please refer to the Clear Award/Partial Lines section in Preference concepts below.

**PRE-BUILT**

Click on the Pre-Built link to select a list of any available SDP lines in a user’s base.

**HOW TO BID:** Using the Append button, specify the SDP lines in the order desired. The “Pre-Built Line” window should contain all the SDP lines a user is requesting. Click on ‘Bid’ to create a SDP bid. Then use the Prioritize Layers screen to prioritize the SDP bid with the other selected bid parameters. All SDP line bids should be on a single line in the order they are desired. DO NOT bid SDPs in separate layers.

For example, if there are 4 SDP lines in a user’s base for the month, they should add the SDP lines to the box in the manner illustrated in Figure 2 below. In the example below, if the system cannot award line 0002, it will try to award line 0003, and then line 0004.

**NOTE:** CDO lines will automatically go to the most junior FA if no senior FA bids for it.

**CAUTION:** A pre-built SDP line will not be awarded to a user with ANY pre-assigned absence.

**RESERVE**

If it is possible the user will be on reserve, or is bidding specifically for a reserve line, click on the Reserve link.

**Functions:**
- A calendar with M (must) and P (prefer).
- ‘New Reserve Off Day Bid’ below the calendar. Your reserve off day bids will be listed here.
- ‘Clear Calendar’.
- ‘Preferred Reserve Type’ with drop-down bar to select H (high/first in silo) or L (low/last in silo) - CBA 7.F.3.c.
- ‘Waive One-Span Of 4 Days Off’.
- ‘Create New Bid’
- ‘Clear Reserve Off Day Bids’.

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HOW TO BID: Using the calendar select your days off by choosing the ‘M’ links to allow a user to select “Must OFF” dates or select the ‘P’ links to select “Prefer OFF” dates. After selecting off days and reserve properties, click on the Create New Bid button to create the reserve bid. This bid will be listed below the calendar under the ‘New Reserve Off Day Bid’ section. Once you have bid, you will need to assign the Reserve Day Off bid a layer. You can do this by using the ‘Prioritize Layer’ section or by clicking on the bid below the calendar under the ‘New Reserve Off Day Bid’ section. This will display a new window where you can prioritize the bid into a layer.

TIPS & TRICKS: We recommend to use your first layer using all ‘must’ days (your ‘dream’ layer) and in descending order, change the ‘must’ days to ‘prefer’ in your subsequent layers to end your last layer with all dates set to ‘prefer’ days. See more information in the ‘Reserve Bidding Strategies’ section of this guide.

NOTE: You can bid for a regular line and also bid for a reserve line. The regular line must be bid for in higher layers with a ‘back up’ reserve bid in later layers. If you want to bid reserve only, simply bid ‘Reserve’ with no regular line bids (any off day, pairings, pairing properties, or line properties).
STANDING BIDS

A Standing Bid is a useful tool the system will use if a user does not enter a specific bid for a month. A Standing Bid may contain only general bid preferences and does not reference any specific dates (Pairing Length on Date, Off Days, etc.) or individual pairings. Creating a Standing Bid is a way to ensure that a bid reflecting a user’s preferences will be entered in the event they are not able to bid in a specific month. A user can create and change their standing bid using the Standing Bids link. The Standing Bids screen is composed of a list of General Preferences and a Prioritize Layer function.

From the Standing Bids link it is possible to:

• Create a Standing Bid from the preferences listed
• Copy the Standing Bid in to the current bid period
• Replace a Standing Bid with the current month’s bid
• Clear a Standing Bid

TIPS & TRICKS: Everyone should enter a Standing Bid! This can be used as a ‘safety net’ if for any reason (including technical problems – it has happened!) the PBS opening and closing times should change and you’re not available to bid.

HOW TO BID:
• Choose your desired preferences from the available list
• Prioritize your preferences into layers
• Save layers

CAUTION: While having a standing bid that reflects a user’s preferences will be entered in the event they are not able to bid in a specific month, it is best practice to select ‘Add Standing Bid into Current Bids’ in case a user unknowingly enters an incorrect value to his/her standing bids!

Example: The user preferences a layover city that is no longer a destination in the schedule for the current bid month.

When the crewmember clicks on the button “Add Standing Bid into Current Bids”, the system validates all standing bids, as seen in the ‘Prioritize Layers’ screen, to ensure that all values are correct for that bid period and that there are no conflicts. An incorrect value in the Standing Bid causes the system to post a warning message to alert the crewmember that a specific bid has incorrect information. If the crewmember would like to keep that bid, he/she should go back and correct the bid. Otherwise, the standing bid will fail!
Prioritizing

Prioritize Layers:

The Prioritize Layers page is the essential final component of the bidding process. On this page, the user will arrange their Off Days, Pairings, Pairing Properties, Line Properties and Reserve bids into layers. These layers will ascend from Layer 1 being your most important (your ‘dream layer’) and descend to Layer 7 as your least important Layer. In other words, Layer 1 should end up being the most restrictive layer that includes more specific preferences and Layer 7 being the least restrictive to include very broad and general preferences (For example: using only ‘Max Total Days Off”).

The Preferential Bidding System allows for up to 7 layers in a bid. Each layer can contain multiple preferences. These layers allow the user to bid 6 ‘backup’ plans in case their first-choice preferences cannot be honored.

If the system is not able to build an entire line in any given layer, that layer “fails.” If a layer “fails” and a user has entered additional layers (and has not bid ‘Clear Award/Partial Line’) the system will add as many pairings as it can from Layer 1 and then considers the preferences in the next layer and attempts to continue to ADD pairings to those already awarded to complete a legal schedule.

If no further layers are specified in a user’s bid, the system will select from all available pairings to complete a schedule starting with pairings that require coverage. After that, the system will assign as many pairings needed in order to reach the RMLV or targeted line values set at the beginning of the award process. These target line values are specified in the bid package.

Functions:

- A ‘Delete User Bids’ option.
- Your seniority ratio.
- A bar graph showing the ratio of pairings available based on your bid preferences / out of ALL the pairings available in your base (excluding any carry-ins or pre-assignments).
- Any pre-assignments or carry-in’s.
- A ‘Check/Clear All’, ‘Invert Layer Checkboxes’, & ‘Copy From Previous Layer’ function for all layers (1-7)
- Off Day, Paring/Pairing Properties, Line Properties, or Reserve Bids with individual checkmark boxes for layer assignments (1-7).
- A ‘Save Layers’ button. ***THIS MUST BE USED TO SUBMIT YOUR BID!!!!***
HOW TO USE:

Step 1: Click on the Prioritize Layers link to set the priority of the defined preferences for the bid by organizing the preferences into layers. The most effective bidding technique is to arrange your preferences in each descending layer to include a slightly larger pairing pool. Once a user prioritizes pairing preferences into layers, the number of pairings that are included in the pool are summarized in a bar graph pictured on the top part of the screen:
Step 2: Click on Save layers to record the bid. ***THIS STEP SUBMITS THE BID*** The system will display the “Saved at date and time (Central Time)” next to the Save layers button. This indicates that the bid has been saved. Please remember that bidding closes at 1200 Central Time on the 15th.

Step 3: Click on Quit or close the browser to exit the system after the preferences have been prioritized into layers and saved.

**NOTE:** The bar represents the percentage of pairings in the pairing pool compared to the total number of available pairings. The bars should be of equal (‘Yellow’ bar) or greater size (‘Green’ bar) from layer 1-7 unless a ‘Clear Award/Partial Lines’ parameter is used in that layer and there are less pairings are available than your previous layer (‘Red’ bar). See ‘What do the colors mean?’ section below.

**TIPS & TRICKS:** You can assign a preference to a layer by using the ‘Prioritize Layers’ page or by clicking on the words of selected bid found either on the bid calendar (‘Off Days’ & ‘Pairings’) or the bids under ‘Additional General Bids’.

**NOTE:** You can choose more than one layer for a preference.

**CAUTION:** Remember that by assigning preferences to a layer, this will restrict your pairing pool to include pairings only those preferences allow. If you bid for the same preferences in the same layers (1-7) and you are not adding any more pairings to your pool (the bar graph will show ‘yellow’ see the meaning of the bar graph colors below) this may cause your entire bid to ‘fail’.

**NOTE:** A bid can be saved or changed as many times as a user desires until bidding closes. The most recently saved bid is the current bid.

**CAUTION:** If you leave the ‘Prioritize layers’ page without saving, your layers will NOT be saved. There is no ‘undo’ option to return to a previously saved bid.

**What do the colors mean?**

There are 4 colors on the layer bar graph:

**Green:** This means there are pairings available that match your bid preferences in this layer. **It does not mean that you will be awarded this layer!**

**Yellow:** This means there are the same number of pairings available in your pairing pool as in your last layer. Most often this means you have bid the exact same thing from the previous layer and it’s basically no different from your previous bid. If this is the case, a user will want to change their bid in this layer to allow for more pairings to be added to their pairing pool for that layer to be effective and not wasted. In some cases, this can also mean that the number of available pairings has stayed the same, but your ‘Line Preferences’ have changed. This is acceptable if your ‘Line Preference’ has changed to make your bid less restrictive. Example: You’ve changed your ‘Target Credit Line Range’ from your previous layer at 75-80 to 75-90.

**Red:** This means that there are less available pairings that match your bid preferences (a more restrictive bid) from your previous layers. This can often happen when you use the ‘Clear Award/Partial Lines’ preference (see image below). **It does not mean that a user will not be awarded this layer!** However, if you have not used this option on purpose, this is a good indicator that something might be wrong with your bid. Remember, you want to progressively make your bid less restrictive in subsequent layers.

**Blue:** This means that there no user preferences have been entered in this layer.

**Blank:** This means that a reserve bid has been entered in this layer and no pairings are available.
Warning Messages

There are certain parameters listed above that cannot be bid together due to conflicts that they create within the system. The system is aware of these and will flag them in the Prioritize Layers page if a user attempts to save their bid with the following options selected together in the same layer. These messages are found in the ‘Prioritize Layer’ section below the layer graph:

- Cannot have trip mix and pairing length bids in the same layer
- Cannot have trip mix and pairing ID on date bids in the same layer
- Cannot have more than two trip mix bids in the same layer
- Cannot have commutable work block and pairing length bids in the same layer
- Cannot have commutable work block and pairing ID on date bids in the same layer
- Cannot have multiple commutable work block bids in the same layer
- Cannot have prefer and avoid deadheads in the same layer
- Reserve bid should not co-exist with any other bids
Pairing Pools & View Pairing Set

A pairing pool is simply all the available pairings that meet a user’s preferences in a layer. As a user inputs these pairing preferences into layers, the system finds pairings that meet the requirements of that layer and then adds them to that layers’ pairing pool. Therefore, pairings that meet the preferences of Layer 1 are placed in Pool 1. Each layer has its own pool and once a paring from your pool is placed in your schedule they are correspondingly labeled as to what layer or pool that pairing was from: P1, P2, P3, P4, P5, P6, or P7.

NOTE: There is no hierarchy of pairings within a pool. All pairings in a pool are equal. The only way to preference certain pairings over other pairings is to put them in a separate pool in higher layer.

A good way to see your pairing pool is the View Pairing Set link. Using the drop-down bar, you can see your pairing pool in each layer. This is also an easy way to see if you’ve made any mistakes in your bid. For example, if you thought you’ve bid for specific 4day pairings reporting after 14:00 in layer 1, but your paring pool in layer 1 is showing 1-5day pairings reporting at any time, then something is wrong with that bid and you have to go correct your bid in that layer.

TIPS AND TRICKS: The pairings shown in ‘view pairing set’ are links and allow the pairing to be viewed by “hovering” the cursor over the pairing number or clicking the pairing. This will open a pop-up window with the pairing details.

Preference Concepts

Prefer/Avoid in PBS

When a user bids a ‘Prefer’ parameter, that parameter will only add pairings that meet that parameter to the pairing pool. Likewise, the reverse happens when a user bids the ‘Avoid’ preference: It will only include pairings that do NOT include that parameter.

CAUTION: These parameters are very specific and can severely limit your bid!

NOTE: For more information on how this concept relates to specific preferences, please see the Pairing Properties under the Define section for other examples.

Or/And in PBS

In addition to understanding what Prefer/Avoid means when entering a bid, the other critically misunderstood concept is or/and. When 2 or more preferences are checked on the same layer, the system applies either an “or” logic or an “and” logic. If a user specifies multiple values within the same parameter, they become an “Or” function, and PBS will add pairings that match either value to the pairing pool. If a user adds multiple parameters to a layer, this is an ‘And’ function and PBS will only add pairings that match ALL parameters in that layer to the pairing pool.

Examples:

OR: If a user bids both 3 & 4-day pairings (same parameter) on the same layer with no other preferences checked, the system considers this to be a bid for 3 OR 4-day pairings. In this instance both 3-day and 4-day pairings are added to the pool. If you preferred one length over the other, these will need to be in separate pools, with the most desired pairing length in a higher layer. See the Pairing Pools section above for more information on pairings pools.
**AND:** If a user bids to fly 4-day pairings and layovers in MSP (two different parameters – pairing length and layover at city) the system considers this to be a bid for 4-day pairings that include at least one layover in MSP. With the ‘And’ logic, both conditions, 4-day pairings “and” one layover in MSP, **must** be present!

**CAUTION:** Because of the ‘And’ function, bidding for more than one preference in a layer may significantly reduce the pairing pool size.

**Using Clear Award/Partial Lines**

While this parameter allows for a great deal of flexibility by allowing a user to bid for several completely different approaches, it is a parameter that is often misused. This parameter is very effective in all-or-nothing bid scenarios, when a user either wants all of their preferences or none at all. Why would a user want an all-or-nothing bid? As we learned in the above sections, PBS will try to award a user a line with pairings out of multiple layers. While trying to give a user the highest number of pairings out of their high-level preferences, this can also hurt a user when a pairing from a high-level layer prohibits the award of other pairings onto their line due to availability conflicts. The way around this normal process is through the Clear Award/Partial Lines parameter in Line Properties. For more information on the Clear Award/Partial Lines option specifically, please see Line Properties Explained above.

**Clear Award/Partial Lines Example 1:**

One example of how to use Clear Award/Partial Lines is for a user who needs a specific full weekend off to meet personal obligations.

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<th>off days</th>
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By bidding the layers as written above, the system will:

- Layer 1: Attempt to give the user both weekends off and places pairings around those days off.
- Layer 2: Now that one weekend was taken away in this layer, this has increased the pairing pool and the system will try award the user one of the weekends off placing pairing around the remaining days off.
- Layer 3: If it cannot complete the line at Layer 2, the Clear Award/Partial lines bid in Layer 3 removes all awarded flying in Layers 1-2, and starts over, using the Layer 3 bid, trying to give the other weekend off.
- Layer 4 - 6: Finally, as a last-ditch effort to get the weekend days off needed, the user included reserve bids.
Clear Award/Partial Lines Example 2:
Another time the Clear Award/Partial Lines bid parameter may be used is when a user would prefer to restart their bid if the system cannot accommodate all of their requests by a certain layer.

In the example below, the user is attempting to ensure they get all of their day off requests while ensuring that they spend the fewest nights away from base (shortest pairing lengths). They accomplish this by bidding increasing pairing lengths while maintaining their day off preferences in layers 1-4. If this user’s schedule is not completed in Layer 4, this means they cannot hold all of their day off requests with 1-4-day pairings. In Layer 5, the user drops all but the most important day off preferences, and starts over by using the ‘Clear award’ function and prefers shorter pairing lengths to longer ones. The user has also added ‘max total days off’ since the goal here is to not be away from base, and they have also bid ‘waive default minimum work block’ so they can have standalone 1-day pairings if needed.

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<td>date: 0324</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>day off on date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>date: 0325</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>day off on date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>date: 0310</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>day off on date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>date: 0311</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>day off on date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>date: 0317</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>day off on date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>date: 0318</td>
<td></td>
</tr>
</tbody>
</table>

|    |    | prefer pairing length |    | num days: 1 |
|    |    | prefer pairing length |    | num days: 2 |
|    |    | prefer pairing length |    | num days: 3 |
|    |    | prefer pairing length |    | num days: 4 |

|    |    | waive default minimum work block |    | |
|    |    | max total days off |    | |
|    |    | clear award/partial lines |    | |

Why not just reduce the days off in Layer 5 and keep going?

If the user did not use Clear Award/Partial Lines in Layer 5 and just reduced days off, the system would keep all of the longer pairings that the user obtained in Layers 1-4, and then start to add shorter trips that would fit in the newly opened up days of availability to complete their schedule. By using the Clear Award/Partial Lines parameter in Layer 5, the user is removing all of the trips awarded in the first 4 layers and starting over with the Layer 5 bid, thus greatly enhancing their chances of having shorter pairings, instead of 4-day pairings that have 1 or 2-day pairings attached.
BIDDNG STRATEGIES & EXAMPLES

The purpose of this section is to demonstrate and discuss with examples the common bidding strategies for both line holders and reserves. There is no way to cover every possible bidding scenario since there are too many different combinations based on seniority and user preferences.

CAUTION: The recommended bids listed below are meant to be standalone bids. If a user plans on combining multiple strategies, we highly recommend contacting the PBS Committee at scheduling@afacompass.org before the bidding deadline.

In this section we will explore the following:

- Max total days off
- Specific days off
- Weekends off
- Commutability
- Short pairing lengths (In-base users)
- Avoiding Reserve
- Reserve Bids

Max Total Days Off At Any Seniority

One of the most common questions the committee receives is, “How do I get the most days off?” The only way to get the highest number of days off at any seniority is to **NOT** enter any pairing properties or specific day off requests, and use the bid below:

In this example the user has bid for:
- ‘Min off days btw work clocks’ – 1
- ‘Waive default minimum work block’
- ‘Waive default maximum work block’
- ‘Max total days off’

This bid ensures the user will get the max total days off at their seniority by waving all system. Adding any additional ‘days off’ or ‘pairing properties’ bids will limit your total days off.
Your Best Chance To Get Specific Off Days

The ‘Max Total Days Off’ bid can also be used in conjunction with bids for specific days off. This gives the user the best chance to hold the most total number of days off with those specific days off. To include specific days off, the user should just add the specific off day requests to their layer(s) using the ‘Off Days’ page.

CAUTION: The more specific days off you request, the less pairings the system has to choose from to build a schedule. We recommend limiting your requests of specific days off and make sure you are allowing for more pairings to be added to your schedule by prioritizing your layers in a descending order. For example: Layer 1 = 7 specific days off, Layer 2 = 5 specific days off. Layer 3 = 3 specific days off, etc.

Most Weekend Days Off

A user should use this bidding style if they are most concerned with as many weekend days off as possible. By using the Max Weekend Days Off parameter, PBS will build as many lines as it can with the remaining pairings at that seniority level, and award a user the line that contains the highest number of weekend days off.

This bid style can be easily combined with other parameters in early layers to narrow the pairing pool to more closely meet the user’s desired pairing mix while still optimizing weekend days off. The user must understand that any pairing pool selections can reduce the total number of weekend days off awarded. For example: If a user bids for ‘Max Weekend Days Off’ and includes pairing properties that will cause the pairing pool to only contain pairings that cover weekends, the system will award those pairings and no weekend days off since no weekend days off were available within the pairing pool.
NOTE: The user in Figure 16 has also waived the Min and Max Work Block, and reduced their Days Off Between Work Blocks down to 1. By waiving these contractual requirements, the user is giving the system the greatest flexibility to create a line with the highest number of weekend days off.

CAUTION: This bid doesn’t necessarily mean you’ll have full weekends off. Rather, this preference scores individual weekend days off (Saturday OR Sunday) higher than a whole weekend off (Saturday AND Sunday).

TIPS & TRICKS: To bid for whole weekends off, in layer 1 bid every Saturday and Sunday off (not ‘Days Of Week Off’) and in each descending layer take away one weekend at a time. It would also be beneficial to bid ‘Clear Award/Partial Lines’ in every bid layer. This bid will guarantee the user will have as many whole weekends off as possible.

Commutability

The first step to defining a commutable bid strategy is researching the flight schedules from a user’s residence to their base. This allows the user to determine the earliest time they can report using the Company’s commuter policy (CBA 24.E) and the latest they can release and still make a flight home. Using the earliest report & latest release time is crucial to allow the system the most flexibility in completing a schedule.

Once armed with this information, users can either refer to the bid package for their base, or use the pairings page to view the pairings that can be awarded for the month. It is always recommended to view the pairings before submitting a bid to determine if changing the report or release time slightly will increase the size of the pairing pool and therefore increase the number of available pairings to create a schedule.

Example of a commuter bid:

<table>
<thead>
<tr>
<th>off days</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>day off on date</td>
<td>date: 0322</td>
</tr>
<tr>
<td>day off on date</td>
<td>date: 0323</td>
</tr>
<tr>
<td>day off on date</td>
<td>date: 0324</td>
</tr>
<tr>
<td>day off on date</td>
<td>date: 0325</td>
</tr>
<tr>
<td>day off on date</td>
<td>date: 0310</td>
</tr>
<tr>
<td>day off on date</td>
<td>date: 0311</td>
</tr>
<tr>
<td>day off on date</td>
<td>date: 0317</td>
</tr>
<tr>
<td>day off on date</td>
<td>date: 0318</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>pairings</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>prefer pairing length</td>
<td>num days: 4</td>
</tr>
<tr>
<td>prefer pairing length</td>
<td>num days: 5</td>
</tr>
<tr>
<td>prefer pairing length</td>
<td>num days: 3</td>
</tr>
<tr>
<td>report between</td>
<td>start time: 1201 and time: 2400</td>
</tr>
<tr>
<td>release between</td>
<td>start time: 2201 and time: 2400</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>line properties</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>min off days btw work blocks</td>
<td>num days: 1</td>
</tr>
<tr>
<td>waive default maximum work block</td>
<td></td>
</tr>
<tr>
<td>max total days off</td>
<td></td>
</tr>
<tr>
<td>clear award/partial lines</td>
<td></td>
</tr>
</tbody>
</table>
To bid for commutability, the user above has determined that the earliest they can report is 12:01 and the latest they can release is 22:01. They have also entered preferences for longer trips using the pairing length parameter, to help minimize the number of times they must commute or seek out accommodation.

In the above example the system will:

- Layer 1: Try to award 4 pairings that report after 12:01 and release before 22:01 with all off days requested.
- Layer 2: The user then says that if they can’t have just 4-day pairings they would like 5-day pairings with all off days requested.
- Layer 3: The user then says that if they can’t have just 4 or 5-day pairings they would like 3-day pairings with all off days requested.
- Layer 4: If the user can’t build a line by layer 3, the user starts telling PBS to use the ‘clear award’ bid to start again and award any 3-5-day pairings with a reduced day off request and the same report and release time.
- Layer 5: Keeping the same days off and all paring lengths as layer 4, the user starts telling PBS to include just front or back end commutability (in this case, front end or report time comes first making arrangements for accommodation when the trip is finished).
- Layer 6: Keeping the same days off and all paring lengths as layer 4, the user starts telling PBS to include just back end or release time commutability (making arrangements for accommodation before the trip starts).
- Layer 7: Finally, in a last-ditch attempt at commutability, the user selects the most desirable commutable work block options including waving all defaults which could result in them spending some nights in base by awarding back-to-back pairings.

**Why not just bid for ‘Commutable work block’?**

As mentioned in the description of this preference in the ‘Define’ section above, this refers to the work block itself and not the pairing. This preference cannot be used in conjunction with pairing length preferences so more often than not, this bid can potentially award six 1-day pairings with the first pairing of the work block reporting at the requested time and the last pairing in the work block releasing at the requested time, but it’s still six back to back 1-day trips, which is NOT ‘commutable’. Use ‘commutable work block’ with extreme caution!

**Short Pairing Lengths**

This approach is common with users who live in base and want to spend as few nights away from home as possible while still holding a regular line.

<table>
<thead>
<tr>
<th>pairings</th>
<th>num days:</th>
</tr>
</thead>
<tbody>
<tr>
<td>prefer pairing length</td>
<td>1</td>
</tr>
<tr>
<td>prefer pairing length</td>
<td>2</td>
</tr>
<tr>
<td>prefer pairing length</td>
<td>3</td>
</tr>
<tr>
<td>prefer pairing length</td>
<td>4</td>
</tr>
<tr>
<td>prefer pairing length</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>line properties</th>
<th>num days:</th>
</tr>
</thead>
<tbody>
<tr>
<td>min off days btw work blocks</td>
<td>1</td>
</tr>
<tr>
<td>waive default minimum work block</td>
<td></td>
</tr>
<tr>
<td>max total days off</td>
<td></td>
</tr>
<tr>
<td>clear award/partial lines</td>
<td></td>
</tr>
</tbody>
</table>


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In the example above the system will:

- **Layer 1**: Try to award 1-day pairings. To maximize the possibility of building a line with only 1-day pairings the user will also bid ‘min off days btw work blocks’ and ‘waive default minimum work block’ along with max total days off.

- **Layer 2**: If the system cannot award a line with just 1-day pairings, the user has requested to add 2-day pairings to the pool along with ‘min off days btw work blocks-1’, ‘waive default minimum work block’ and ‘max total days off’.

- **Layer 3**: If a schedule is not completed in Layer 2, this means they cannot hold all of their requests with 1 or 2-day pairings. In Layer 3, the user starts over by using the ‘Clear award’ function and starts to prefer shorter pairing lengths to longer ones. The user has also included ‘max total days off’ since the goal here is to not be away from base, and they have also bid ‘waive default minimum work block’ so they can have standalone 1-day pairings if needed. In this layer the user removes the ‘min days off between work blocks-1’ because using this parameter along with bidding pairings of 2-5 days in length could result in back-to-back pairings which could mean less days in base. Because the ‘min off days btw work blocks-1’ is more restrictive than the default of 2 days off between work blocks, the ‘clear award/partial line’ is needed to allow for regular placement of 2-5-day pairings in layers 3-7 without the ‘min off days btw work blocks-1’.

- **Layers 4-7**: The user begins to add additional pairing lengths in ascending order.

### How to Avoid Reserve

First, check the bid package to make sure that holding a line at your seniority is even remotely possible. You can do this by checking the ‘Targeted Line Holders’ in the Bid Package on Comply365 or on the main page in PBS under ‘Current Bid Package’:

![Current Bid Package](image)

**NOTE:** This number is a ‘TARGET’ and includes any possible build up lines (lines with a mix of pairings and Reserve days). The number of Regular lines created can increase or decrease slightly based on user bids and targeted number of Reserves needed in a specific base.

**TIPS & TRICKS:** Depending on your base, the best rule of thumb is to bid ‘Avoid Reserve’ if you are 10-20 positions above or below the number of ‘Targeted Line Holders’. Example: With the ‘Targeted Line Holders’ at 302 and your bidding seniority is between 282-322 you may want to consider bidding ‘Avoid Reserve’.

**HOW TO BID:** If a possibility of being awarded a Regular line exists, then select: ‘Line Properties’ using the left-hand task bar.

Once you are in the ‘Line Properties’ screen you’ll see a calendar and a list of line preferences. Bid ‘Avoid Reserve’. This bid will automatically be set to Layer: 1.
CAUTION: The Avoid Reserve parameter prompts the system to ignore ALL other preferences entered in an effort to award a line before processing any Reserve bids. Use this bid only if a user is trying to have a regular line awarded at all costs. If a user must have a specific day off, then do NOT use this parameter.

TIPS & TRICKS: Bidding ‘Avoid Reserve’ by itself does not waive any system defaults for min/max work block (default work block size is 2-6 days) or days off between work blocks (default off days between work blocks is set to a minimum of 2 days off). We recommend including the following line preferences that will waive these defaults to ensure your best chance at avoiding a Reserve line: ‘Waive Default Maximum Work Block’ & ‘Waive Default Minimum Work Block’ & ‘Min Days Off Between Work Blocks: 1’ along with ‘Avoid Reserve’ (see example bid below). An Avoid Reserve bid can cause a junior bidder who waived these requirements to receive a line that a senior bidder could have held if they had also waived the same requirements instead of just bidding for ‘Avoid Reserve’ by itself.
**NOTE:** Remember, Reserve line off day bids are found in a separate bidding section. If a possibility of being awarded a Reserve line exists, at least one of the PBS layers in a user’s bid **SHOULD CONTAIN A RESERVE BID!**

Example of an ‘Avoid Reserve’ bid with Reserve layers:

In the example above the user bid for:

**Layer 1:** The user has bid for ‘Waive Default Maximum Work Block’ & ‘Waive Default Minimum Work Block’ & ‘Min Days Off Between Work Blocks: 1’ along with ‘Avoid Reserve’ to ensure the best chance of receiving a Regular line.

**Layer 2:** Next the user has chosen to bid ‘backup’ Reserve layers in case they do not get a Regular or Build-Up line. They have chosen ‘MUST’ days off for the first 3 days of the month off, the last 2 days of the month off, and most weekends off. Because there is not a single span of 4 days off available in this bid, the user has to select ‘waive one-span of 4 days off’ for the bid to be legal.

**Layer 3:** In this layer the user needs to examine their priorities. Would they prefer the first of the month off, the last of the month off, or weekends off? In this scenario, the user assumes they can’t hold most of the weekends off at their seniority so they change their ‘MUST’ weekend days to ‘PREFER’ to allow the system to try to award as many weekend days as possible while still honoring their ‘MUST’ days at the beginning and end of the month. Because there is not a single span of 4 days off available in this bid, the user has to select ‘waive one-span of 4 days off’ for the bid to be legal.
Layer 4: In this layer the user expands his chances of having his days off at the beginning of the month off by changing the last 2 days of the month from ‘MUST’ to ‘PREFER’. They also chose to continue to ‘Waive One-Span of 4 Days Off’ to ensure the highest probability of getting specific days off since selecting this option could dramatically increase availability and therefore the probability that a user will be awarded their specific day off requests.

Layer 5: As a final bid, the user makes all their requests ‘PREFER’ days off. They also chose to continue to ‘Waive One-Span of 4 Days Off’ to ensure the highest probability of getting specific days off since selecting this option could dramatically increase availability and therefore the probability that a user will be awarded their specific day off requests.

Reserve Bid Strategies

When a user selects Off Days (Must or Prefer) for a Reserve schedule, their Reserve line MUST adhere to the following restrictions:

1. All Reserve work block sizes must consist of 2 to 6 days of availability.
2. You must allow for two days off between work blocks*. Single days off are only allowed if it touches the first or last days of the bid month.
3. There must be one span of 4 days off (unless waived) *.
4. There can only be one work block of 6 consecutive days of Reserve in a bid month*.

*These restrictions only apply to PBS bidding and not to trading. See CBA 7.C for trading restrictions.

CAUTION: Reserve Day Off requests in a Reserve Day Off bid must meet ALL the above requirements for a legal Reserve schedule or that bid will FAIL!

TIPS AND TRICKS: To ensure the highest probability of getting specific days off and if a user doesn’t need 4 days off in a row, a user should also consider selecting the ‘Waive One-Span Of 4 Days Off’ parameter within their Reserve bid. This option could dramatically increase availability and therefore the probability that a user will be awarded their specific day off requests.

CAUTION: Do NOT choose more than 11 days off in a layer.

NOTE: A “Prefer OFF” bid will attempt to maximize the days off selected but will not cause that layer to fail. All “Prefer” days are scored equally.

CAUTION: If the system cannot award ALL ‘M’ or ‘MUST’ days off on a Reserve bid, the layer will fail, and the system will move to the next layer.
Example of an **ILLEGAL** Reserve bid:

```
<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>April, 2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td>27</td>
<td>28</td>
<td></td>
<td>31</td>
<td>30</td>
</tr>
<tr>
<td>2</td>
<td>M</td>
<td>P</td>
<td>M</td>
<td></td>
<td>P</td>
<td>M P</td>
</tr>
<tr>
<td>MUST OFF</td>
<td>MUST OFF</td>
<td>MUST OFF</td>
<td>MUST OFF</td>
<td></td>
<td>MUST OFF</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>M P</td>
<td>P</td>
<td>M P</td>
<td></td>
<td>M P</td>
<td>P M</td>
</tr>
<tr>
<td>MUST OFF</td>
<td>MUST OFF</td>
<td>MUST OFF</td>
<td>MUST OFF</td>
<td></td>
<td>MUST OFF</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>M P</td>
<td>P</td>
<td>M P</td>
<td></td>
<td>M P</td>
<td>P M</td>
</tr>
<tr>
<td>MUST OFF</td>
<td>MUST OFF</td>
<td>MUST OFF</td>
<td>MUST OFF</td>
<td></td>
<td>MUST OFF</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>M P</td>
<td>P</td>
<td>M P</td>
<td></td>
<td>M P</td>
<td>P M</td>
</tr>
<tr>
<td>MUST OFF</td>
<td>MUST OFF</td>
<td>MUST OFF</td>
<td>MUST OFF</td>
<td></td>
<td>MUST OFF</td>
<td></td>
</tr>
<tr>
<td>4/30</td>
<td>M P</td>
<td>3/1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>MUST OFF</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

You must allow for two days off between work blocks.

This bid has more than 11 days off!!!

Example of a **LEGAL** Reserve bid:

```
<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>April, 2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>VAC</td>
<td>27</td>
<td>VAC</td>
<td>28</td>
<td>VAC</td>
<td>29</td>
</tr>
<tr>
<td>2</td>
<td>M</td>
<td>P</td>
<td>M P</td>
<td></td>
<td>M P</td>
<td>M P</td>
</tr>
<tr>
<td>MUST OFF</td>
<td>MUST OFF</td>
<td>MUST OFF</td>
<td>MUST OFF</td>
<td></td>
<td>MUST OFF</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>M P</td>
<td>P</td>
<td>M P</td>
<td></td>
<td>M P</td>
<td>M P</td>
</tr>
<tr>
<td>MUST OFF</td>
<td>MUST OFF</td>
<td>MUST OFF</td>
<td>MUST OFF</td>
<td></td>
<td>MUST OFF</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>M P</td>
<td>P</td>
<td>M P</td>
<td></td>
<td>M P</td>
<td>M P</td>
</tr>
<tr>
<td>MUST OFF</td>
<td>MUST OFF</td>
<td>MUST OFF</td>
<td>MUST OFF</td>
<td></td>
<td>MUST OFF</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>M P</td>
<td>P</td>
<td>M P</td>
<td></td>
<td>M P</td>
<td>M P</td>
</tr>
<tr>
<td>MUST OFF</td>
<td>MUST OFF</td>
<td>MUST OFF</td>
<td>MUST OFF</td>
<td></td>
<td>MUST OFF</td>
<td></td>
</tr>
<tr>
<td>4/30</td>
<td>M P</td>
<td>3/1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>MUST OFF</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

There can only be one work block of 6 consecutive days of Reserve in a bid month.

There must be one span of 4 days off (unless waived)
The user will select the desired days off by either selecting ‘MUST’ or ‘PREFER’ (M/P) days off. It is recommended that a user on Reserve build a minimum of 2 Reserve layers:

- The first Reserve layer with the most ‘MUST’ days off (‘dream’ layer).
- Descending layers should have only the highest priority days off set as ‘MUST’, and the remaining days set as ‘PREFER’.
- It is recommended to bid your final layer with all your day off requests set as ‘PREFER’. This will cause the user to have a much higher probability of having the days off that they need due to the extra flexibility given to the system by changing ‘MUST’ days and setting them as ‘PREFER’ days.

Example of a legal Reserve bid using 4 layers:

<table>
<thead>
<tr>
<th>Layer 1</th>
<th>Layer 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Layer 3</th>
<th>Layer 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>


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In the examples above the user bid for:

**Layer 1**: The user has chosen ‘MUST’ days off for the first 3 days of the month off, the last 2 days of the month off, and most weekends off. Because there is not a single span of 4 days off available in this bid, the user has to select ‘waive one-span of 4 days off’ for the bid to be legal.

**Layer 2**: In this layer the user needs to examine their priorities. Would they prefer the first of the month off, the last of the month off, or weekends off? In this scenario, the user assumes they can’t hold most of the weekends off at their seniority so they change their ‘MUST’ weekend days to ‘PREFER’ to allow the system to try to award as many weekend days as possible while still honoring their ‘MUST’ days at the beginning and end of the month. Because there is not a single span of 4 days off available in this bid, the user has to select ‘waive one-span of 4 days off’ for the bid to be legal.

**Layer 3**: In this layer the user expands his chances of having his days off at the beginning of the month off by changing the last 2 days of the month from ‘MUST’ to ‘PREFER’. They also chose to continue to ‘Waive One-Span of 4 Days Off’ to ensure the highest probability of getting specific days off since selecting this option could dramatically increase availability and therefore the probability that a user will be awarded their specific day off requests.

**Layer 4**: As a final bid, the user makes all their requests ‘PREFER’ days off. They also chose to continue to ‘Waive One-Span of 4 Days Off’ to ensure the highest probability of getting specific days off since selecting this option could dramatically increase availability and therefore the probability that a user will be awarded their specific day off requests.

**TIPS & TRICKS**: Single days off are allowed if it touches the first or last days of the bid month. If a Reserve user has been awarded a single day off at the end of the bid period, they are guaranteed the first day of the next bid period off.

**TIPS & TRICKS**: Each new Reserve bid is inclusive, so properties do not carry over from layer to layer (i.e. waive span of 4-days off does not carry over from one bid to another). **UNLESS** you click on the ‘circle’ of your last Reserve bid, then click the ‘circle’ of ‘New Reserve Off Day Bid’:

- **Reserve Off Days**
- **New Reserve Off Day Bid**

This will copy your last bid into the calendar and any other properties from the previous bid. Once you are finished you can ‘Create New Bid’ without it modifying the bid you chose to copy.

**TIPS & TRICKS**: You don’t have to leave the ‘Reserve’ screen to prioritize your layers. Just click on the words (not the circle) of your ‘Reserve Off Days’ bid and a new window will appear that enables you to prioritize your layers or delete the bid.
AWARD LOGIC & READING YOUR AWARD

Award Logic

After the bid window closes, the PBS system begins the award process. The awards must be posted no later than 1200 Central Time on the 20th of every month. SCP awards will be posted no later than twenty-four (24) hours following the close of SCP bidding (23rd).

To award a user a schedule, the PBS system begins with the defined preferences in Layer 1, generates the pairing pool and attempts to award a line. For more information on pairing pools, see the Pairing Pools section above. The system will attempt to arrange these pairings to meet line property requests. If the system builds a line that meets all of a user’s bid criteria and the overall line constraints (required coverage days, RMLV, etc.) the line is considered complete and no other layers are considered.

If Layer 1 fails, it then tries to add pairings from Layer 2 (P2 pairings) to the already awarded P1 pairings to try to finish the line. If this fails, it moves to the next Layer’s pairing pool to find pairings to add until it either finishes a line or runs out of preferred pairings to use. When PBS generates a line, it labels each pairing with P1, P2, P3, P4, P5, P6, or P7 directly below the pairing number, showing from which pool (layer) that pairing came from.

The only time that previous layers are not considered is if a user bids ‘Clear Award/Partial Lines’ in a layer. This bid will disregard all previous layers and attempts to award a line based on the current and subsequent layers. See the Line Properties Explained section for a description of ‘Clear Award/Partial Lines’.

If the system runs out of user defined pairing pools (layers) before completing a line, the system selects pairings from all available pairings. These pairings are labeled as ‘PN’ meaning ‘Pool None’. A ‘PN’ indicates that the pairing assigned was not in any of the user’s pairing pools. This means that a user’s preferences were too restrictive and there were no more pairings available in any layer to be added. Therefore, the system had to add pairings that the user did not request in order to be awarded a line.

Coverage Requirements

Pairings may be forced into a line to satisfy the coverage of the flight schedule. Once the system identifies a need for coverage on a particular day, all subsequent bidders who are eligible will be assigned pairings that include the coverage day(s) as needed. Coverage days can also affect Reserve lines.

CAUTION: Coverage days can cause ‘Days Off’ and other preferences to be ignored if it conflicts with a coverage day. Coverage days take precedence over preferences!

Coverage pairings are added to lines in inverse seniority order. These pairings are denoted in awards as “C1, C2, C3, C4, C5, C6, C7” according to the pool from which they came. A “CN” indicates that the pairing was not contained in any of the user’s pairings pools.

Reading Your Award

When you receive your award from Planning it will be in the following format:

| LINE | PA | SO | KD | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 |
|------|----|----|----|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| L2   | CR | SO | KD | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| OFF  | 16 | 23 | 0.0 | 0.0 | C | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |

PTV 354.08 KIL 60.63 | 7094|/5848/1234/1925/ 7045|/4545/3555/1235, 7105|/8818/3345/1235, 7105|/8818/5345/1235


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The system will display all of the information about the award to the user. Information such as:

- **Credit, Block, Duty & TAFB:**

  | LINE | PAY | TAFB | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

- **Days off & any leaves like Carry-ins/Vacation/Office/Training days:**

  | LINE | PAY | TAFB | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

- **Pairing information (pairing number and layovers):**

  | LINE | PAY | TAFB | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

- **What pairing pools each pairing came from (P1-P7 or PN):**

  | LINE | PAY | TAFB | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

- **What layer the line preferences came from:**

In addition to individual pairings that will be placed on a user’s schedule, there are 4 pre-assignment codes in the Line Award:

- **C/I** (Carry-In) is counted as duty and as work days since it is the system’s mark for a pairing that began in a previous bid period.
- **L** (Leave) represents all pre-assigned activities that are not counted as duty and are off days.
- **V** (Vacation) represents all vacation days. These days are not counted as duty and are off days.
- **T** (Training) represents all pre-assigned training activities and are counted as duty and as work days.

In the example below, PBS has generated two lines. Notice the first user was awarded pairings from P1, P2, P3, P4, PN and CN. This user had 1 pairing from each of the layers awarded, along with a PN. The second user was awarded all pairings from P1; therefore, all of the pairings met the conditions of the Layer 1 preferences. However, the user’s line preferences were too restrictive, resulting in an LN being listed under their employee number. In other words, this user’s highest pairing requests were awarded, but not their line preferences.

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**NOTE:** When a user does not bid enough layers, or when the entire bid is too restrictive (requesting preferences that a user’s seniority could not hold) PBS must award pairings from outside of a user’s pairing pools (PN) to complete the line. In this case, PBS will try to satisfy other users, and award pairings that are basically unwanted.

**TIP & TRICKS:** If a user begins receiving a high number of PN/CN pairings on their line award, the Pairing Properties are too restrictive for their seniority. The same applies with the Line Properties, if a user’s award has an LN below their employee number, they are using too many or they are too restrictive for their seniority. If a user is seeing numerous PN/CN pairings or LN’s on line awards, they should consider relaxing their pairing and line preferences in later layers since they do not have the seniority to hold what they are requesting.

**PBS Award Reason Report**

When PBS generates a user’s schedule, it also generates a reason report. The reason report shows all of the pairings that were available in each of the user’s pairing pools, and whether or not they were awarded. The reason report can be found by logging onto the PBS website after the bids have been posted and clicking on the Line Award link.

The page displayed is the user’s line award and a summary of the pairings. Right above the user’s line award is the link for Reason Report and to Show/Hide your bid:

The Reason Report is broken up into two sections: Report Header, and Layers. In the header, the system displays the identifying information for the user including seniority, line award, the Required Min./Max. Line Value, and any coverage dates that were assigned:

**Username: [Crew Member]**

**YOUR REASON:**

<table>
<thead>
<tr>
<th>ID</th>
<th>SENIORITY</th>
<th>XXX</th>
<th>L3 awarded</th>
<th>31:05</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preassign Credit</td>
<td>Total Awarded Credit</td>
<td>80:03</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**LAYER 1:**

180309-7029 180329-7031 180329-7031 awarded to seniors
180309 7029-(2) awarded to you
180330 7100-(3) awarded to you
180330-7100

The above pairings conflict with the already awarded pairings
The layers portion is generated only for any layer the system processes. For example, if the user inputs bids in all 7 layers but the system completes their line in layer 3, there would only be a Reason Report for the first 2 layers. There is no reason report if a user was awarded a line from their 1st layer.

Each pairing listed in the layers section is listed by the date it operates (YearMonthDay), followed by the pairing ID. A number in the parentheses following the pairing ID is the length of the pairing. For example, **180309 7029-(2)** means the 2-day pairing 7029 operates on March 09, 2018:

<table>
<thead>
<tr>
<th>Username:</th>
<th>Crew Member</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YOUR REASON:</strong></td>
<td></td>
</tr>
<tr>
<td>ID</td>
<td>SENIORITY XXX</td>
</tr>
<tr>
<td>Preassign Credit</td>
<td>38:55</td>
</tr>
<tr>
<td>Total Awarded Credit</td>
<td>86:03</td>
</tr>
<tr>
<td><strong>LAYER 1:</strong></td>
<td></td>
</tr>
<tr>
<td>180309-7029 180329-7031 180339-7031 awarded to seniors</td>
<td></td>
</tr>
<tr>
<td>180309 7029-(2) awarded to you</td>
<td></td>
</tr>
<tr>
<td>180330 7100-(3) awarded to you</td>
<td></td>
</tr>
<tr>
<td>180330-7100</td>
<td></td>
</tr>
</tbody>
</table>

The reasons for what happened to pairings in each pool could be as follows:

- **The above pairings awarded to seniors:** The pairings listed above were all awarded to users' senior to that user.
- **The pairings awarded to you:** This pairing was placed on the user's schedule.
- **The pairing was replaced/not awarded because of line constraints:** The pairing listed could not be awarded due to line constraints. Some examples of line constraint issues are: User increased days between work blocks, Target Credit Line Range conflicts, Min Days Off Bid within a layer or by not waiving min or max work block.
- **The pairing violated work rules:** Pairings that violate work rules will be listed here with the work rule they violated. Some examples of work rule violations are: Base rest less than minimum, not enough days between work blocks (default is 2 days), and 24-in-7 violation.
- **The pairing was replaced by lower layer pairings:** This message indicates that due to the line constraints, required coverage dates, or minimum line values, this pairing was not awarded. Instead, it was replaced by lower layer pairings in order to satisfy the line constraints. A typical example would be trying to meet the requested line credit range. Any preference in the Line Properties category could also cause this reason to be included in a user's Reason Report.
- **The above pairings conflict with the already awarded pairings:** Listed when pairings in that layer's pairing pool conflict with pairings that were awarded in a higher layer.
- **No additional pairings in this pairing pool:** Listed when the pairing pool did not change from one layer to the next.
FREQUENTLY ASKED QUESTIONS

- Does Preferential Bidding benefit senior Flight Attendants more than junior Flight Attendants?

  While seniority does have its privileges, the system strives to ensure that it is able to award as much flying as possible for the month.

  One key difference with the AOS system from other PBS systems is that AOS looks at all requests to the most junior Flight Attendant before awarding ANY pairings. AOS can award a junior Flight Attendant a pairing that could have been awarded to a senior Flight Attendant if it is a better match for that junior Flight Attendant, and another pairing can be awarded to the senior Flight Attendant that still meets the senior Flight Attendant’s preferences. Junior Flight Attendants have a better chance of being awarded requested pairings than in other PBS systems, while still respecting seniority.

- Can I bid for a regular line, and then a reserve line?

  Yes. The bid below indicates the Flight Attendant is requesting:

  - Layer 1: avoid reserve
  - Layers 2 - 7: if not able to hold a line, request reserve days off

- Do days of training count towards work block size?

  Yes, days of training are counted towards a work block size, however training days are not subject to the minimum work block size of 2. You can be awarded a single day of training. This is allowed to avoid causing Flight Attendants to be forced to work reserve schedules in months where they may not be able to hold a trip that touches training days in a way that will fall inside of the work block size requirements.

- My schedule has changed after the bids opened but before bids closed. Will that change be reflected on the bid award?

  Yes, all pre-assignments are loaded into PBS when the bids open. They are then reloaded into the system after the bid closes but before solutions are run.

- Why did my award change so much from last month when I used the same bid?

  This is a question the committee often receives, and it doesn’t have a simple answer. There are numerous factors that go into generating the pairings for each base for each bid period. A change in the distribution of those pairings (i.e. going from an equal number of 1,2,3,4, and 5-day trips to very few 1- and 2-day trips with mostly 3- and 4-day trips) and paring efficiency greatly affects the quality of everyone’s award due to PBS having different pieces to use to construct the schedules.

  Another common reason why awards can change without changing your bid is that as a user gains seniority (or loses it), more and more of the available pairings become accessible (or unavailable) at your new seniority level. For example: High credit 1 and 2-day pairings are very valuable and often go to seniors. When your seniority moves up, the 1 and 2-day trips that were once not available as a junior user are now available for PBS to use to complete your schedule. Hence your generic ‘max total days off’ bid that once gave you high credit 3 and 4-day pairings are now giving you high credit 1 and 2-day pairings. This can be a big difference if you commute!! On the opposite side, if you lose seniority your usual ‘max total days off’ bid that gave you high credit 1 and 2-day pairings may now give you less efficient 3 to 5-day pairings with less days off!
• How do I bid to have a day off attached to vacation?

To bid for a day off to be attached to vacation, the user MUST place the day off bid in Layer 1 of their bid. For example, the user has vacation from the 12th to the 19th of the bid period and would like to attach one of their days off to their vacation on the 11th. The user should bid for the 11th as an off day in the off days page and make sure that that day is selected in Layer 1 and any other subsequent layers if bidding for other preferences. Please remember this is not a guarantee that you’ll receive any day off due to factors such as seniority and coverage days. See ‘Your Best Chance To Get Specific Days Off’ section under ‘Bidding Strategies & Examples’ of this guide for more information.

• Why do I have a coverage day on a day that I requested off when people junior to me have that day off?

First, the important thing to understand is that those junior to you still have the day listed as a coverage day. They just have more coverage days than a senior user does. When the system awards coverage trips, it tries to honor as many Flight Attendant preferences as possible. What often happens is that a junior user has most of the days listed as coverage days, while a senior user might only have 1 or 2 coverage days. When the system goes to award the senior user, since there are only 1 or 2 coverage days, the system prioritizes the flying and assigns flying that covers those 1 or 2 days. Since no user can work every single day of the month, the system will try to cover as many coverage days as possible while creating a legal line for both the junior and senior users leading to the following scenario:

Let’s say that coverage days start to be placed at a seniority of 100 with the 14th & 15th set as coverage days. By the time system gets to the last line holder, the coverage days have increased from the 14th-15th to the 10th-30th. It just so happens that the user at a seniority of 100 has also requested the 14th and 15th off. This may mean that it will award the most junior user two 4-day coverage pairings covering the 10th-13th & 16th-19th leaving two days off between work blocks falling on the 14th & 15th. This allows the system to place 2 coverage pairings on the most junior line holder’s schedule to allow for more coverage, while placing a pairing covering the 14th & 15th on the senior user’s schedule who has unfortunately requested those days off and didn’t receive them off due to pairings already awarded and needed coverage.

Since coverage days are all weighted equally, the system will award the schedule that addresses as many coverage days as possible while still honoring the highest number of line preferences. The fewer coverage days a user has, the more likely the system will be able to assign flying covering those days. Bottom line: coverage days suck.

• I have vacation, do I get 11 days off?

Days off are prorated. This means that if you are not available to work for the entire month due to any leaves (like vacation) your days off are adjusted based on availability. Only FA’s who are available the majority of the month are entitled to 11 days off. The prorated chart is available in your CBA section 6.C.3.a.

If you are on RESERVE and your prorated days off are less than 11, do NOT bid more than your prorated days off. For example: You are on reserve and you have 3 days’ vacation. Your prorated days off is now 10 days off. If you bid for 11 days off in any layer, those layers will FAIL.

If you are a line holder, please keep in mind that your total days off will include your prorated days off plus your vacation and NOT 11 days off plus your vacation. For example: You are a line holder and you have 10 days’ vacation. Your prorated days are now 7 days off and you’ll receive a minimum of 17 days off (10 days’ vacation + 7 prorated days off) in your award. Please bid with this in mind!