

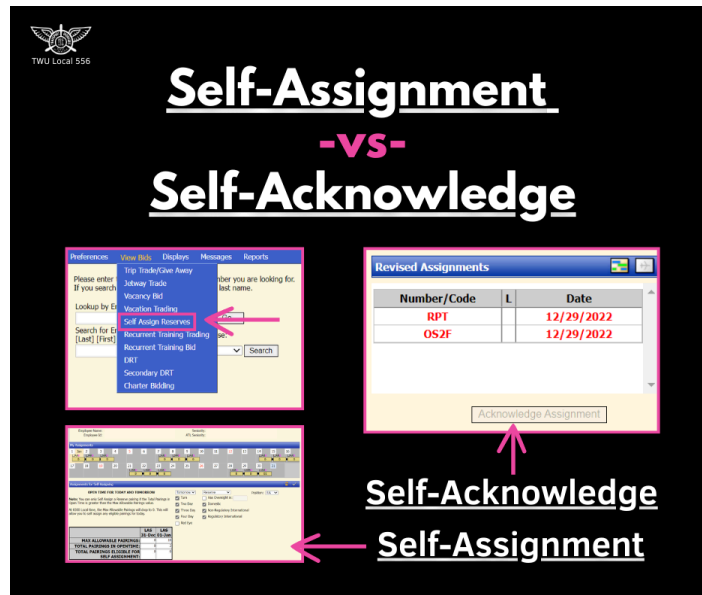
Fast Fact Friday

Self-Assign -vs- Self-Acknowledge

Friday, January 3, 2025

Q1: "Is self-assigned and self-acknowledged the same thing?"

Definitely not. Self-assigned pairings pertain specifically to Reserve flying assignments. When a Flight Attendant self-assigns a Reserve pairing, they MUST remain contactable by Crew Scheduling during all of their normal contact hours in the event of a reassignment. Self-assigned pairings can (and do) get removed by Crew Scheduling, as needed to best protect the operation. A self-acknowledged pairing is one that has been revised by Crew Scheduling and acknowledged via electronic means by the Flight Attendant. When a Flight Attendant self-acknowledges, they have agreed to the changes instead of needing to discuss them with Crew Scheduling. Once a Flight Attendant self-acknowledges a revised pairing or report time, that is their new scheduled assignment.



The screenshot displays the TWU Local 556 system interface. At the top, the text "Self-Assignment -vs- Self-Acknowledge" is prominently displayed. Below this, two screenshots of the system are shown. The left screenshot shows the "Self-Assign Reserve" option in the "Vacation/Training" section, with a pink arrow pointing to it. The right screenshot shows the "Revised Assignments" window, which contains a table with the following data:

Number/Code	Date
RPT	12/29/2022
OS2F	12/29/2022

Below the table is an "Acknowledge Assignment" button, with a pink arrow pointing to it. The text "Self-Acknowledge" is written below the right screenshot, and "Self-Assignment" is written below the left screenshot, with pink arrows pointing to their respective screenshots.

Q2: "I self-assigned a pairing on Reserve and Crew Scheduling removed it from my screen. Can they do that???"

Yes. Reserve Flight Attendants do not "own" their pairings. This means that Crew Scheduling can remove an assignment as needed to best cover the operation. Per a LOU signed October 14, 2011, the following procedures will be followed:

- **Inside Reserve Contact Hours** - If Crew Scheduling removes a self-assigned pairing during the Reserve's contact hours, they will attempt to contact the Flight Attendant via phone and leave a voicemail, if available.

Continued on the Next Page...



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- **Outside Reserve Contact Hours -**

- If the self-assigned pairing is removed outside of their designated Reserve contact hours, but within the hours of 0900-2200 Local Time, Crew Scheduling will attempt to contact the Flight Attendant via phone and leave a voicemail, if available.
- Should a self-assigned pairing be pulled outside of contact hours and there is two (2) hours or less until their scheduled check-in, Crew Scheduling will make every attempt to notify the Flight Attendant via phone.
- If the notification call is outside the Reserve's contact hours, Crew Scheduling will not attempt to reassign or reschedule the Flight Attendant during the call.
- Crew Scheduling will also leave a CWA message on the Flight Attendant's transaction logs in addition to calling.

Q3: "There is all sorts of weather in DEN. When I pulled up CWA, I noticed a revised assignment that I can self-acknowledge. Am I required to self-acknowledge? And if I do self-acknowledge, do I still need to speak with Crew Scheduling?"

You are not required to self-acknowledge a revised assignment, but it is encouraged. Why? Because usually when the operation is in flux and a lot of reschedules are occurring, self-acknowledging a changed assignment is the quickest and most efficient way to get on with your day. Once you have self-acknowledged, you are not required to speak with Crew Scheduling regarding this reschedule. However, if you have any questions about the revised assignment or what is expected of you, calling Crew Scheduling is always an option.

Q4: "I'm getting ready to go to sleep on my overnight and checked CWA. There is a revised assignment with a new report time which I can self-acknowledge. Am I required to self-acknowledge? If I don't self-acknowledge... What should I do? "

You are not required to self-acknowledge a revised assignment, nor are you required to answer or return a Crew Scheduling call when on your overnight.

- If you self-acknowledge or speak with Crew Scheduling, you are required to work the revised assignment.
- If you do not self-acknowledge or speak with Crew Scheduling, you are required to report at your originally scheduled time.

Q5: "Before leaving my house, I checked my CWA screen and found that I have both a revised report time ("RPT") and revised assignment available to self-acknowledge. Do I need to self-acknowledge both?"

In order to report at the new, later check-in time, you will need to self-acknowledge both revisions or speak with Crew Scheduling.

Visual on the Next Page...

Fast Fact Friday

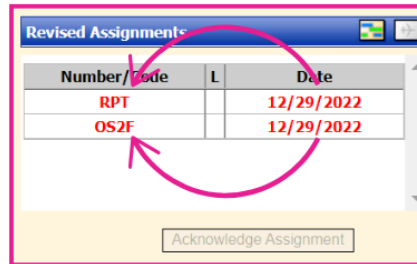
Self-Assign -vs- Self-Acknowledge



Contract 2024

Revised Assignments

When Crew Scheduling alters an assignment prior to checking in and it results in a change to our scheduled report time, they will add a "RPT" change in our "Revised Assignments" box to self-acknowledge, along with the updated pairing.



Number/Code	L	Date
RPT		12/29/2022
OS2F		12/29/2022

Acknowledge Assignment

In order to report at the new time, you must either "Acknowledge Assignment" for **both** the "RPT" and revised pairing or speak to Crew Scheduling.

NOTE: If you do not self-acknowledge both the "RPT" and revised assignment or speak to Crew Scheduling, you must report at your originally scheduled time.



FAST FACT FRIDAY

TWU LOCAL 556 EDUCATION COMMITTEE

