



YOUR APPROACH & ARRIVAL CHECKLIST

✓ **STEP ONE – BE SURE TO RSVP!**

Complete and return your *Accept/Reject Re-employment & Base Preference Form and the Release of Information form*, via FedEx as described below no later than March 25, 2011. We've enclosed a pre-paid label for your convenience. Drop off your response at any authorized FedEx location.

✓ **STEP TWO – GIVE US A CALL, BUT WAIT UNTIL 0800 CENTRAL APRIL 4th**

Any time after 0800 Central on April 4, 2011 give *Talent Services* a call at 1-800-447-2000. They will be able to assist you with the following:

- Securing a training slot
- Accepting the essential job functions (EJF) – which you must do before *Talent Services* can set you up for any appointments
- Scheduling you for a fingerprint appointment
- Scheduling your re-employment medical evaluation*

A couple of notes/hints about what to expect:

Please prepare yourself for a lengthy hold time on the telephone. Wait times in excess of 45 minutes are not uncommon on day number one of enrollment. Remember, many other Flight Attendants may be trying to get through at the same time you are. To keep it fair, classes and appointments are awarded on a first-come, first-served basis. Calls are answered in the order in which they are received. *Talent Services* will not award any training slots or appointments to anyone calling prior to 0800 Central Time on April 4, 2011.

Please don't wait until the last minute to return your *Accept/Reject Re-employment form*. Returning the form prior to the deadline will speed up your handling time when you call *Talent Services*.

There are some known issues with AOL and SBC Global e-mail accounts treating e-mails from "aa.com" as spam. Please check your security and "junk mail" settings to ensure that e-mails from these domain names are allowed through to your inbox.

*The medical evaluation is waived if you are currently a Flight Attendant for American Eagle.

✓ **STEP THREE – HAVE PASSPORT, WILL TRAVEL!**

If you don't have a valid passport or your passport is about to expire, please get one! You will be required to show your valid passport on day #1 of training as your passport information will be entered into SABRE. Your passport may also be used to validate work authorization when completing the Form I-9. You will also need to enter it into DECS before your first trip. (This will be explained during training.)

Passport expiring soon? No problem. Enclosed you'll find a letter of introduction that you may take to the nearest U.S. Passport issuing agency. If you do not live in a city where a passport agency is located, *Talent Services* will be happy to arrange for air transportation for you to the nearest city served by American or American Eagle. Please let them know when you call.

Finally – please do not order/renew your passport by mail. Apply in person at the nearest passport agency. Visit www.travel.state.gov for information on obtaining and renewing a U.S. passport. You may not receive it in time for training which will delay your return to work. You will not be admitted to training without a valid passport.

✓ **STEP FOUR – GET CLEARED FOR APPROACH!**

Make sure you show up to all appointments scheduled for you by *Talent Services*. If you are unable to clear any portion of the background checks and medical evaluation, you will not be able to attend training.

You must clear a fingerprint-based background check before you can be scheduled for a medical evaluation. This means that unless you are currently flying for American Eagle, you will make at least two (2) trips to AA Medical – one for fingerprints and the other for your medical evaluation.

After you have been fingerprinted *Talent Services* will notify you once your results have been received and will offer you a choice of medical evaluation appointments. Please allow three (3) to five (5) business days for fingerprint results. Please refrain from contacting *Talent Services* to inquire about fingerprint results unless it has been more than five (5) business days since you were fingerprinted.

✓ **STEP FIVE – NEW YEAR, NEW LOOK!**

Uniforms are an important component of the AA brand and provide a strong and recognizable image to our customers. Over the last twelve months, we have been steadily refreshing our FA and agent uniforms by introducing a number of updated and stylish pieces. Later this year we will discontinue the old-design men's ties and the white crested women's blouses. These pieces will no longer be a part of our flight attendant uniform program and will no longer be worn. To further complete our new look, scarves will be required to be worn with the new women's blouses and the new women's shortsleeved jacket.

As a recalled Flight Attendant, you will receive 36 points and in the coming weeks you will receive more information about how to place your uniform orders. Some of our new items are on backorder from the vendor so until you receive your new uniform items, you may wear any pieces you may have retained from your original AA uniform allotment.

✓ **STEP SIX - FINAL APPROACH!**

Be sure to show up for your assigned training class – and bring your valid passport and FAA Certification card with you! Failure to successfully complete training may result in you forfeiting your recall rights.

Talent Services will arrange travel for you to get to training. Travel cannot be booked more than 21 days prior to your training start date. They will contact you when it is time to book your flights.

You can expect to be on reserve for the July contractual month. Those Flight Attendants who accept recall will be provided with instructions on how to bid for a July schedule at a later date.

✓ **STEP SEVEN – PREPARE FOR ARRIVAL AND CROSS-CHECK!**

Attend the optional Base Indoctrination at your new base – further details about this, including the date, will be communicated at a later date. That's where you'll have an opportunity to meet the management and support staff team, apply for parking permits, and pick up your keys. Details will be provided during training.

You may be assigned a trip sequence as early as July 2, 2011, so be sure to plan accordingly if you plan to commute.

✓ **STEP EIGHT – DE-BRIEF**

You will have the opportunity to enroll in your 2011 Employee Benefits approximately one (1) week after you return to payroll. Your coverage will be retroactive to July 2, 2011. You will have 21 days to make benefits elections via the Benefits Service Center in Jetnet. Be sure to contact *HR Services* via the *HR Assistant Icon* on the benefits page of Jetnet if you have questions.