

**Guide to**  
**PermaBid**

What it is. How to do it.

# Intro

**PERMABID** As a benefit of your new contract, you can keep information on file that will generate a monthly bid when you are unable to submit one. This information, called a permanent bid or Permabid, is a safety net for when you are away on a long trip and is not intended as a primary bidding procedure. Permabid results are generated by Unimatic, which may not always produce the optimum results available to you through the normal bidding process.

**OVERVIEW** Using two screens in Unimatic, you will specify the criteria upon which to base your bid, then rank the importance of the criteria. The information is applied to the ID's and the lines-of-flying for the month, and based upon the criteria and their ranking, a bid is computer-generated for you.

Criteria you enter will remain the same until you change them.

There are numerous criteria to choose from. However, the system works best when only the most desired categories are specified.

Before proceeding with your permanent bid, it's helpful to determine your bidding priorities. The following page contains a self-assessment. The bid consists of two fill-in screens. However, when you actually bid you will be able to view only one screen at a time. Having this worksheet completed in advance will help you avoid switching back and forth between screens.

## Self-Assessment Work Sheet

The following criteria are listed in the order that you will see them on the two screens. Check the criteria you want the computer to consider when determining your bid. Then rank the criteria you want considered, with one (1) being the most important to you and fourteen (14) being the least important. The most desirable results are obtained when you rank ONLY the criteria you want considered. Criteria left blank will not be used in determining your permanent bid. Fill-in slots after each item will further help you in prioritizing each criterion. For detailed descriptions on any item, refer to the Appendix page listed.

PERBID Screen #	Consider (√)	Rank (#)	Item	Appendix Page
Screen 1			Language Qualified	Page 9
Screen 1			Line Holder	Page 9
Screen 1			Relief/Range of Relief: Nos ____ - ____ (fill-in numbers)	Page 9
Screen 1			Reserve: Move-up Call in Ready (circle one)	Page 9
Screen 1			Trip Days: 1 2 3 4 5 6 7 8 9 10 11 12 (circle one)	Page 10
Screen 1			Segments per Duty Period: 1 2 3 4 5 6 (circle one)	Page 10
Screen 1			Days Off: SU MO TU WE TH FR SA (circle one)	Page 10
Screen 1			Special Day(s) Off: (List up to three days and/or ranges of days): _____	Page 11
Screen 1			Special Day(s) On: (List up to three days and/or ranges of days): _____	Page 11
Screen 2			Layover Location: _____ (select)	Page 13
Screen 2			Hour Projection: 65-69 70-74 75-79 Over 80 (circle)	Page 13
Screen 2			Equipment: 747 D10 744 777 767 727 737 757 320 (circle)	Page 13
Screen 2			Positions F B C G D V E Y * F B C G D E Y V *	Page 13
Screen 2			Layover Time: MAXIMUM preferred MINIMUM preferred (circle)	Page 14

In addition to the above rankings, at the bottom of SCREEN #2, you will also make entries for:

RESTRICT DEPARTURE TIME TO:        \_\_\_ - \_\_\_/\_\_\_  
 RESTRICT ARRIVAL TIME TO:        \_\_\_ - \_\_\_/\_\_\_  
 MINIMUM NUMBER OF DAYS OFF:        \_\_\_/\_\_\_  
 MINIMUM BLOCK OF DAYS OFF:        \_\_\_/\_\_\_

With this sheet filled out, you are ready to proceed.



## How do I create a Permanent Bid?

Permanent Bid entries must be done from a computer.

**Step 1:** Sign on to Unimatic with your password as you normally do.

**Step 2:** Type in PERBID/ and your file number and <Enter>.

**Example:** PERBID/12345



```
>ADDBL/FILE #/LAST NAME /I DOM/ 85/255 /
BUDDY BID; JR FILE # _____/NAME _____ /
_____/LANGUAGE QUALIFIED
_____/LINE HOLDER
_____/RELIEF: RANGE OF RELIEF NOS. _____ - _____/
_____/RESERVE: MOVE-UP ___/ CALL-IN ___/ READY ___/
_____/TRIP DAYS; 1 ___/2 ___/3 ___/4 ___/5 ___/6 ___/7 ___/
8 ___/9 ___/10 ___/11 ___/12 ___/
_____/SEGMENTS PER DUTY PERIOD: 1 ___/2 ___/3 ___/4 ___/5 ___/6 ___/
_____/DAYS OFF: SU ___/MO ___/TU ___/WE ___/TH ___/FR ___/SA ___/
_____/SPC DATE (S) OFF: MMDD ___/MMDD ___/MMDD ___/MMDD ___/
MMDD-MMDD ___/MMDD-MMDD ___/MMDD-MMDD ___/
_____/SPC DATE (S) ON: MMDD ___/MMDD ___/MMDD ___/MMDD ___/
MMDD-MMDD ___/MMDD-MMDD ___/MMDD-MMDD ___/

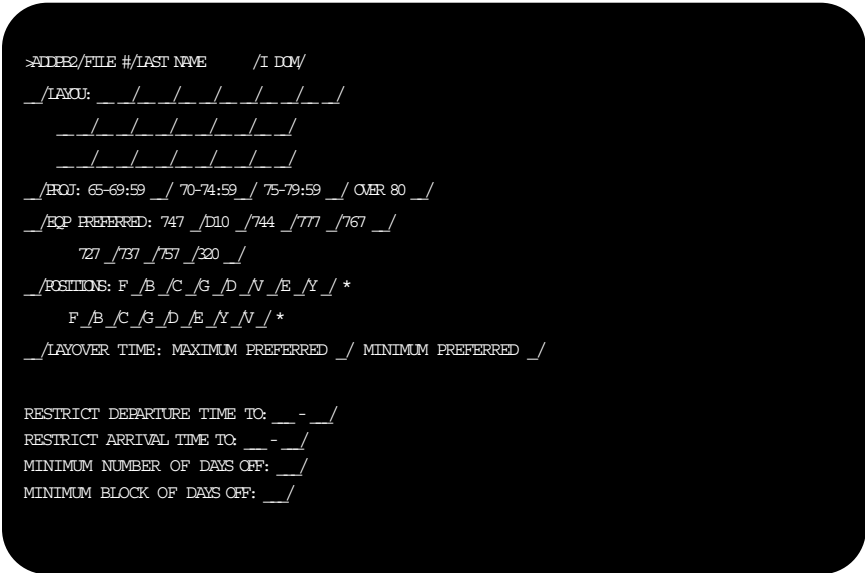
ROLL-UP FOR MORE INFORMATION PAGE 1 OF 2>
```

**Step 3:** Specify and rank the criteria you wish.

A line-by-line explanation is given in the Appendix that follows: In general, however, the blank space at the left is for ranking the criteria. The blanks on the right are for prioritizing what you rank. Most important is # 1, and there can be only one # 1. Then # 2 and so on. You do not need to rank all of the criteria, only those which are important to you.

**Step 4:** When you have decided that you are satisfied with what you have entered on the screen, drop to the bottom of the screen but above the “Roll-up for more information” line and <Enter>.

The response will be the second screen of criteria.



**Step 5:** RANK and PRIORITIZE the criteria you wish as you did in step 3.

It is very important to realize that even though the information is divided into two screens, **both screens are treated as a single input.** That means that as you fill the screens out, you must do ADDPB1 (screen #1) first, then ADDPB2 (screen #2).

If you need to return to ADDPB1, you must first finish ADDPB2, then position the cursor at the bottom of the screen and press <Enter>. This will take you to ADDPB3. Press <Enter> again to return to ADDPB1.

**Step 6:** When you have decided that you are satisfied with what you have entered on ADDPB2, drop to the bottom of the screen and <Enter>.

The response will be the third screen.

```
>ADDEB/FILE #/LAST NAME      /I DOM/
>PERBID/FILE #
INPUT EFFECTIVE WITH JULY BIDS
PERMANENT BID LAST UPDATED; JUNE 17, 1997 AT 1615Z

ROLL-DOWN FOR MORE INFORMATION PAGE 3 OF 3<
```

The screen indicates you are finished and tells you the month for which the bid will be effective.

**Step 7:** (Optional) the cursor is placed at the end of PERBID/FILE # so that you may review your permanent bid by just pressing <Enter>.

If you do hit <Enter>, the response will be the first screen (ADDPB1). You may scroll through the bid and/or change any part of it. If you wish to print a copy of the entire permanent bid for yourself, you may use the normal Unimatic print function.

*From here on, the computer takes over. Here are the steps it follows:*

**Step 1:** On the 14th of the month at 0600 Central Time, the computer generates a bid for each Flight Attendant who has information on the Permanent Bid screens.

**Step 2:** If you do not submit a bid, your Permanent bid is put in as your bid.

**Note:** Bid Screen entries ALWAYS override Permanent bids.

**Step 3:** The bid and award process continues as usual.

## How do I cancel a Permanent Bid?

**Step 1:** Type PERBID/ followed by your file #. Response will be  
ADDPB1/file #

**Step 2:** Overtyping ADD with DEL

**Step 3** Drop the cursor to the bottom of the screen and <Enter>.

## Appendix

### Detailed explanations of fields on Permanent Bid screens

#### Input to Display Permanent Bid Screens

To display the first screen of the permanent bid, type “PERBID” and transmit. Upon doing so, you will receive a fill-in format.

1 2 3 4

```
FILE # LAST NAME FI DOM
PERBID /- /- /- /-
```

1. FILE # is the file number of the Flight Attendant.

If the file number is known, this is all that is necessary to enter before transmitting. It may also be entered free form as in the example below.

**Example:** PERBID/12345



2. LAST NAME is the last name of the Flight Attendant.
3. FI is the first initial of the Flight Attendant.
4. DOM is the domicile of the Flight Attendant.

#### Response to the PERBID Input

After completing the PERBID format correctly, your response will be the first screen of the Permanent Bid card as shown on the following page.

	A	B	C	D	E	F
1	>ADDPB1/FILE #/LAST NAME /I/DOM/ 85/255 _/					
2	BUDDY BID: JR FILE # ____/NAME _____/					
3	____/LANGUAGE QUALIFIED					
4	____/LINE HOLDER					
5	____/RELIEF: RANGE OF RELIEF NOS. ____ - ____/					
6	____/RESERVE: MOVE-UP/ CALL-IN/ READY/					
7	____/TRIP DAYS: 1_/2_/3_/4_/5_/6_/7_/					
	8_/9_/10_/11_/12_/					
8	____/SEGMENTS PER DUTY PERIOD: 1_/2_/3_/4_/5_/6_/					
	____/DAYS OFF: SU_/MO_/TU_/WE_/TH_/FR_/SA_/					
9	____/SPC DATE (S) OFF: MMDD_/MMDD_/MMDD_/MMDD_/					
10	MMDD-MMDD_/MMDD-MMDD_/MMDD-MMDD_/					
	____/SPC DATE (S) ON: MMDD_/MMDD_/MMDD_/MMDD_/					
11	MMDD-MMDD_/MMDD-MMDD_/MMDD-MMDD_/					
	ROLL-UP FOR MORE INFORMATION PAGE 1 OF 2>					
12						

**1. Header Line:**

- a. ADDPB1 – indicates you are on page 1 of the Permanent Bid screens
- b. FILE # – file number of the Flight Attendant
- c. LAST NAME – last name of the Flight Attendant
- d. I– first initial of the Flight Attendant
- e. D O M – domicile o the Flight Attendant
- f. 85/255/ – Opportunity to opt. If you fill in a 1 on the blank, you have opted to 255. If you leave it blank, you have not.

**Example:** >ADDPBI/123445/SMITH /J/SF01/ 85/255 1/

**2. BUDDY BID: JR FILE # \_\_\_\_/NAME \_\_\_\_\_/**

- a. JR FILE # – If you are buddy bidding, fill in the file number of the most junior person. If you are the most junior, fill in your own file #.

**Note:** *If the file number entered is wrong in any way:*

- *the most junior*
- *person is transferred*
- *mistyped the digits*

*The error response will by: ERR: BUDDY BID MISMATCH.*

b. NAME – (optional) type only the last name of the person whose file number has been filled in.

**Example:** BIDY BID: JR FILE # 54321/NAME \_\_\_\_\_/

3. \_\_\_/LANGUAGE QUALIFIED

The blank on the left is for ranking. Any number from 1 – 14 may be entered here. Those who are not language qualified should leave this blank. However, if it is filled in and the F/A is not language qualified, no error will be returned, but it will be disregarded when the bid is processed.

**Note:** *This criterion is reserved for future use. It is not operational at this time.*

**Example:** 7/LANGUAGE QUALIFIED

4. \_\_\_/LINE HOLDER

The blank allows you to rank the criterion. Any number from 1 – 14 may be entered. An “N” may be entered if you wish to exclude Lineholder LOFs from your bid.

**Note:** *If no ranking is given to Lineholder, Relief, or Reserve, the default will be to Lineholder, then Reserve.*

**Example:** 1/LINEHOLDER

5. \_\_\_/RELIEF: RANGE OF RELIEF NOS. \_\_\_ - \_\_\_/

The blank on the left allows you to rank this criterion. Any number from 1 – 14 may be entered. If this field is ranked and no range is specified, the bid card will be created with the RLF designator.

If a specific range of relief numbers is desired, you should enter that range in the blanks. The only acceptable range is numbers from 1501 – 2000.

**Example:** 8/ RELIEF: RANGE OF RELIEF NOS. 1501 - 1525

6. \_\_\_/RESERVE: MOVE-UP \_\_\_/ CALL-IN \_\_\_/ READY \_\_\_/

The blank on the left allows you to rank this criterion. Any number from 1 – 14 may be entered. An “N” may be entered if you wish to exclude reserve LOFs from your bid.

a. RESERVE MOVE-UP \_\_\_/ – If you wish to bid for reserve move-up, a 1 should be placed in this field. If you do not want reserve move-up, leave this field blank.

- b. CALL-IN / READY / - blanks here allow you to prioritize which you prefer. If you have put a 1 in MOVE-UP, use 2 and 3 to prioritize. If you have left MOVE-UP blank, use 1 and 2 to prioritize.

**Note:** *If a 1 is placed in READY, and CALL-IN is left blank, a 2 will be assumed in CALL-IN.*

An “N” may be used to exclude CALL-IN or READY Reserve LOFS.

**Example:** 2\_/RESERVE: MOVE-UP 1/ CALL-IN 2/ READY 3/

7. \_\_\_/TRIP DAYS: 1\_\_\_/2\_\_\_/3\_\_\_/4\_\_\_/5\_\_\_/6\_\_\_/7\_\_\_/  
8\_\_\_/9\_\_\_/10\_\_\_/11\_\_\_/12\_\_\_/

The blank on the left allows you to rank this criterion. Any number from 1 – 14 may be entered.

The blanks after number of trip days allow you to prioritize this criterion. Any number from 1 – 12 may be entered. Also, if you wish to reject LOFs that contain trips of a specified length, you may use an “N” to eliminate those LOFs.

**Note:** *TRIP DAYS here means the number of days it takes to get back home, from the first outbound day to the last inbound day.*

**Example:** 4/TRIP DAYS: 11\_/22\_/33\_/4N\_/5\_/6\_/7\_/  
8\_\_\_/9\_\_\_/10\_\_\_/11\_\_\_/12\_\_\_/

8. \_\_\_/SEGMENTS PER DUTY PERIOD: 1\_\_\_/2\_\_\_/3\_\_\_/4\_\_\_/5\_\_\_/6\_\_\_/

The blank on the left allows you to rank this criterion. Any number from 1 – 14 may be entered.

The blanks after number of trip days allow you to prioritize this criterion. Any number from 1 – 6 may be entered. Also, if you wish to reject LOFs that contain a specific number of segments per duty period, you may use an “N” to indicate that rejection.

**Example:** 10/SEGMENTS PER DUTY PERIOD: 1 2/2 1/3 3/4 N/5 N/6 N/

9. \_\_\_/DAYS OFF: SU\_\_\_/MO\_\_\_/TU\_\_\_/WE\_\_\_/TH\_\_\_/FR\_\_\_/SA\_\_\_/

The blank on the left allows you to rank this criterion. Any number from 1 – 14 may be entered.

The blanks after days of the week allow you to prioritize this criterion. Any number from 1 – 7 may be entered. Also, if you wish to reject LOFs that have days off on any particular days, you may use an “N” to eliminate those LOFs. The letter “N” may not be used more than four times.

**Example:** 03/DAYS OFF: SU 2.MO\_/TU\_/WE\_/TH\_/FR\_/SA 1/

10. \_\_\_/SPEC DATE(S) OFF: MMDD\_/ MMDD\_/ MMDD\_/ MMDD\_/ MMDD\_/  
MMDD- MMDD\_/ MMDD- MMDD\_/ MMDD- MMDD\_/

The blank on the left allows you to rank this criterion. Any number from 1 – 14 may be entered. This area allows you to specify and prioritize what days (line 1) or date ranges (line 2) you would like to have off for the bid month. Any number from 1 – 8 may be entered.

Dates must be in correct 4 digit format: June 1 = 0601

Ranges must be in correct logical sequence:

0601 – 0610 is correct

0610 – 0601 is incorrect

A range of days greater than 30 may not be entered.

Days off are unique rankings. No set of days can be equally ranked.

**Example:** 5/SPEC DATE(S) OFF: 0804 1/MMDD\_/ MMDD\_/ MMDD\_/  
0803- 0806 2/MMDD\_/ MMDD\_/ MMDD\_/ MMDD\_/ MMDD\_/

11. \_\_\_/SPEC DATE(S) ON: MMDD\_/ MMDD\_/ MMDD\_/ MMDD\_/ MMDD\_/  
MMDD- MMDD\_/ MMDD- MMDD\_/ MMDD- MMDD\_/

The blank on the left allows you to rank this criterion. Any number from 1 – 14 may be entered.

This area allows you to specify and prioritize which days (line 1) or date ranges (line 2) you would like to have off for the bid month. Any number from 1 – 8 may be entered.

Dates must be in correct 4 digit format: June 1 = 0601

Ranges must be in correct logical sequence:

0601 – 0610 is correct

0610 – 0601 is incorrect

A range of days greater than 30 may not be entered.

**Example:** 11/SPEC DATE(S) ON: 0711 1/MMDD\_/ MMDD\_/ MMDD\_/ MMDD\_/  
MMDD- MMDD\_/ MMDD- MMDD\_/ MMDD- MMDD\_/

**When the first page has been completed, bring the cursor to the bottom of the page and transmit.**





The blanks after the position allow you to prioritize them. Any number from 1 – 6 may be entered. Also, if you wish to reject any of the positions, you may use an “N” to eliminate those positions.

**Note:** *Permanent Bid cannot handle exceptions, such as one or two position LOFs that are awarded as Y but worked as the E position.*

**Example:** 13/POSITIONS: F 1/B\_/C 2/G\_/N\_/E 3/Y\_/ \*

F 1/B\_/C 2/G\_/E 3/Y\_/N\_/ \*

**Note:** *Position sequence is under discussion at time of printing.*

6. \_\_\_/LAYOVER TIME: MAXIMUM PREFERRED \_\_\_/ MINIMUM PREFERRED \_\_\_/

The blank on the left allows you to rank this criterion. Any number from 1 – 14 may be entered.

If a ranking has been given to this criterion, then the number 1 is to be placed in the blank after the one preferred choice.

**Note:** MINIMUM here is defined as any layover of at least 10 hours.

**Example:** 14/LAYOVER TIME: MAXIMUM PREFERRED \_\_\_/ MINIMUM PREFERRED \_\_\_/

The last four categories are not ranked. They act as ELIMINATORS, i.e., only LOFs that fall within the scope of the specifications will be considered for the bid. Any other LOFs will be eliminated if any ID in the line does not conform to these restrictions.

7. RESTRICT DEPARTURE TIME TO: \_\_\_ - \_\_\_/

This field allows you to specify a single departure time, or a range of departure times in 24-hour clock format.

Ranges must be in logical sequential order.

0600 – 0800, not 0800 – 0600; and not over midnight, i.e., 2300 – 0200

**Note:** A buffer of 15 minutes before the start time and 60 minutes after the end time has been build into the program.

**Example:** RESTRICT DEPARTURE TIME TO: 0800 - 0900/

**8. RESTRICT ARRIVAL TIME TO:**

This field allows you to specify a single departure time, or a range of departure times in 24-hour clock format.

Ranges must be in logical sequential order:

0600 – 0800, not 0800 – 0600; and not over midnight, i.e., 2300 – 0100

**Note:** A buffer of 60 minutes before the start time and 15 minutes after the end time has been build into the program.

**Example:** RESTRICT DEPARTURE TIME TO: 2000 - 2300/

**9. MINIMUM BLOCK OF DAYS OFF: \_\_/**

This field allows you to specify the minimum number of days off which you will accept. Any number of 10 – 25 may be entered.

**Note:** If a number has been specified here, and check-in time is within one-half hour before midnight, or debriefing extends to one-half hour after midnight, then that LOF is given consideration.

**Example:** MINIMUM NUMBER OF DAYS OFF: 16/

**10. MINIMUM BLOCK OF DAYS OFF: \_\_/**

This field allows you to exclude LOFs that do not have at least one block of days off with this minimum number of days. Its primary function is for use in connection with bidding for Reserve LOFs, but can be used by a Lineholder. Any number from 1 – 21 may be entered.

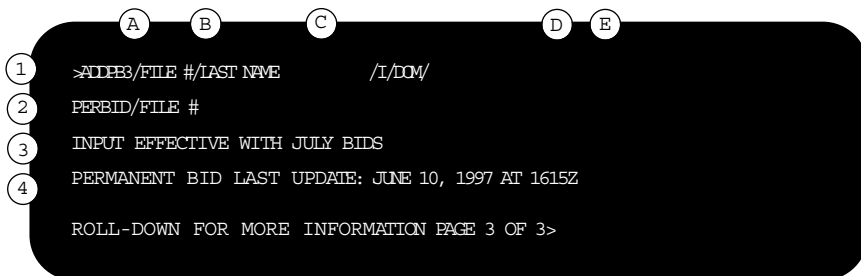
**Note:** The program assumes this is the minimum you will accept. If you fill in 8 here and all of your other criteria are met, but the line contains a block of 10 days off, it would bid the line.

**Example:** MINIMUM BLOCK OF DAYS OFF: 5/

**When the second page has been completed, bring the cursor to the bottom of the page and transmit.**

## Response After Completion of ADDPB2

After completing the ADDPB2 screen correctly and entering, the response will be the second screen of the Permanent Bid card as shown below.



### 1. Header Line:

- a. ADDPB3 – indicates you are on page 3 of the Permanent Bid screens
- b. FILE # – file number of the Flight Attendant
- c. LAST NAME – last name of the Flight Attendant
- d. I– first initial of the Flight Attendant
- e. DOM – domicile of the Flight Attendant

### 2. PERBID/FILE #

The repeat of PERBID with your file number to make it easy for you to directly back to page 1. The cursor is positioned right after the input, so that by just transmitting, you can go back to ADDPB1.

### 3. INPUT EFFECTIVE WITH JULY BIDS

This line is informational only. It will always show the month for which the bid is effective. Ordinarily, the permanent bids will be copies from Unimatic on the 14th of the month. That means that on the 15th, the month will change to the next month.

### 4. PERMANENT BID LAST UPDATE: JUNE 18, 1997 AT 1651Z

The line is informational only. It reflects the date and time of the most recent update. The time is in Greenwich mean time.



ASSOCIATION OF FLIGHT ATTENDANTS AFL-CIO



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