

How do I enter a request to transfer to another base?

Please note: The Voluntary Transfer lists are combined. Both are awarded from 3* preferences. When awarded simultaneously, voluntary transfers will be awarded before mutual transfers. The entries below apply to both processes.

FA Standing Bid List Entries - Transfers: **All entries made in Flight Attendant Personal Mode**

Display Base Status Record **entry:** **3***

This entry will show you your current and next base, as well as your base preferences, buddy transfers and language qualifications.

Input Transfer Preferences **entry:** **3C/T/Base-D**

This entry updates your base transfer preferences, Both for a voluntary transfer to fill vacancies and a mutual transfer to trade bases with another flight attendant. The base transfer requests will be considered for whichever transfer is being processed at the time of capture. Voluntary transfers take precedence - just make sure to always type the 3 letter base code followed by **-D**, and separate each entry with **/**. **i.e. 3C/T/DFW-D**

Change Preference Order **entry:** **3C/T/MOVE X to Y**

This entry allows you to change the order of your base preferences without having to delete them and start over. For example, if you decide to move the base that is third on your preference list to first on the list, simply type **3C/T/MOVE 3 to 1**. Be sure to type the spaces between the numbers as shown.

Delete Transfer Preferences **entry:** **3C/T/CANCEL 1** or **3C/T/CANCEL 1 to 9**

These entries allow you to cancel a single preference, or a range of preferences. Make sure to type the spaces as shown.

Input/Delete Buddy Transfers **entry:** **3C/T/BBID/EMP NBR**

This entry allows you to buddy transfer with up to 4 another flight attendants. To enter more than one buddy transfer, type each employee number separated by a slash. To change your buddy transfers, type the entry again with the new employee numbers. To delete your buddy, type **3C/T/BBID** and enter.