American Airlines

ATAB QUICK REFERENCE GUIDE

Transfer Website for TWU/IAM Association members

Effective April 13, 2020

Good News! On April 13, we began using transfer.aa.com for transfers to and within Fleet Service/Tech Ops

Key Highlights

- Please log on to https://transfer.aa.com using your American ID and Jetnet password and enter your transfer requests
  - On the Job Transfers Home Page click on the "**Submit New Request**" link
  - On this page members can:
    - Select their desired station/location
    - Select the classification/workgroup they are interested in transferring to or bidding on
    - Review their existing transfers requests
    - Remove their name from existing transfers requests

- Your timeline to put in for an active transfer/bid is as follows:
  - Vacancies/Bids are posted on Saturday at 0001 CST
  - The transfer list closes on Tuesday at 2359 CST
  - During this 4-day posting members may add their name for a vacancy and/or bid position
  - Members may add, remove or change their standing transfer request(s) anytime between Saturday 0001 CST and Tuesday 2359 CST
  - Members may refuse the transfer by removing their name from the transfer/bid list after Tuesday 2359 CST but not later than Thursday 2359 CST
  - Vacancies/Bids are awarded on Friday. See Article 9 of JCBA
  - Members who do not remove their name by Thursday 2359 CST and are awarded the vacancy are deemed as "accepted" and cannot refuse the award

Please note:

- If applicable, Station Services will no longer accept paper PE-66 transfer forms
- If applicable, IVR calls are no longer accepted for transfers
- Paper lockout waivers and approval no longer required
- Transfers will be based on the preliminary integrated seniority list. The seniority list may not reflect the correct award order during this interim time. During this time all postings will be awarded manually by Talent Acquisition and Labor according to the new JCBA rules.