

# 2024AA QUICK REFERENCE GUIDE

AN NJASAP COMPLIANCE COMMITTEE RESOURCE BOOKLET



DUTY BRIEFS | TOUR SLIDES | AFTER-MIDNIGHT PAY | OVERTIME  
LAST DAY DUTY | FDPP | REST BRIEFS | MEAL DEVIATIONS  
EQUIPMENT LOCKS | EXPENSES | TRAINING SCHEDULES  
COMMON VIOLATIONS | REMEDIES

**NJASAP**

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# QUICK REFERENCES

## Acknowledging Duty Briefs

### **Last Day Off**

On your last day off, you are required to read and to acknowledge your duty brief no later than 1900 Local Time (LT).

### **On Duty**

While on duty, you are responsible for reading and acknowledging all briefs and brief changes.

### **In Rest**

When you are in rest, you are neither obligated to read nor to acknowledge brief changes.

### **CAUTION**

If you acknowledge a modified brief while in rest, then you are responsible for complying with the modification.

[[§§ 28.2\(A\)\(1\)](#) & [28.2\(C\)](#)]

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## Ad Hoc Tour Slide: Pilot-Initiated

The ad hoc tour slide language allows you to request the company to slide your tour up to five days in either direction. Requests are granted at the company's discretion after the schedule is published. No more than five (5) pilot-initiated ad hoc tour slides will be granted per pilot per bid period. There is no pay premium attached to this option.

[[§ 19.6\(C\)](#)]

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## Ad Hoc Tour Slide: Company- Initiated

The ad hoc tour slide language allows the company to request and for you to agree to voluntarily slide your tour up to five (5) days in either direction after the schedule is published. The company may only make one such request, and you are free to accept, to decline or to ignore the request. No more than five (5) company-initiated ad hoc tour slides will be granted per pilot in a bid period. The pay

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premium attached to this tour slide is equal to one-half the normal daily rate for each day the tour is slid.

[\[§ 19.6\(D\)\]](#)

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## After-Midnight Pay & Time Recovery

If you are not returned to your base by 2400LT on your last workday for reasons outside of your control, then you will be paid two (2) extended days as provided in [§ 27.2\(C\)\(1\)](#).

In addition, the start time on your next scheduled workday will be no earlier than the time you returned to your base on your first scheduled day off. This is commonly referred to as “minute-for-minute” time recovery.

Furthermore, if you are still on duty after 1200LT on your first scheduled day off, then you will be relieved from duty on the first scheduled workday of your next tour; this is normally referred to as a “Q Day.”

You are not required to exceed the maximum duty period limitation to meet the last workday schedule, but are required to make reasonable efforts to fulfill the company schedule. Certainly, stopping for a restroom break is permissible, but you should not stop for a one-hour sit-down meal at a restaurant. If you are unsure if you have met this requirement, please contact the Steward on Duty (SOD) via telephone, (614) 454-4573. Arrival time is based on the airline’s reported block-in time and shutdown is the later of the airline’s scheduled or actual time of arrival.

### **CAUTION** **AFTER-MIDNIGHTS & EXTENDED DAYS**

**.01** Time recovery is owed on the first normally scheduled workday of the following tour. If you are owed minute-for-minute time recovery and the following tour begins with a VED, VAWD or PTO, then time recovery is considered to have been provided.

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**.02** If you are owed a Q Day and the following tour begins with a VED or VAWD, then the Q Day will be paid as an additional VED, or you will receive a compensatory day off if you are ineligible for a VED.

If you would prefer to keep your Q Day, then you have the right to rescind the VED or VAWD to receive the time recovery.

[§§ [19.8\(B\)](#) | [27.2\(C\)\(1\)](#)]

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## Exceeding 14 Hours On The Last Duty Day: AIRLINE

If you anticipate your last day will exceed 14 hours and you do not wish to continue beyond that – even if you are scheduled for fewer than 14 hours of duty – then you should advise the company as soon as you suspect an exceedance is possible. It is your responsibility to inform the company that you do not want to exceed the duty time limit. Otherwise, schedulers will assume you are fine to exceed the duty threshold.

If the airline posts a delay that would cause you to exceed 14 hours of duty, then you may advise the company that you do not wish to continue beyond 14 hours of duty. The company will arrange a hotel, an airline for the next day, and shut you down for a rest period. In this case, you will receive after-midnight compensation.

### **BEST PRACTICE**

Please take a screenshot or take a picture of the posted delay for your records.

If you believe an airline assignment will cause you to exceed 14 hours of duty even if the airline’s website does not indicate such, then you have the right to decline the assignment. If the flight does, in fact, block in after 14 hours of duty, then you **will receive** after-midnight compensation. However, if the flight in question arrives within 14 hours of duty, then you **will not receive** after-midnight compensation. In either event, the company will pay per diem, hotel accommodation and any costs associated with

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your travel home the next day. You will not be subject to discipline.

[§ [28.4\(A\)](#)]

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### Exceeding 14 Hours On The Last Duty Day: **LIMO**

If a limo's arrival time leads you to suspect that you will not be able to reach your destination within 14 hours, then you should notify management before getting into the limo. If, at the 13:30 duty time mark, you know that you will not make it to the destination, then you should contact management to indicate you are unwilling to exceed 14 hours and to request a hotel. In this scenario, you are eligible for after-midnight compensation if you stop short of your base and continue travel the next day.

[§ [28.4\(A\)](#)]

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### Day One Overtime

First-day overtime rules apply to the first day of a tour for which you report for duty.

If you are required to start duty before 0800LT on the first day of work during a tour, then you will be paid hourly overtime for all duty before 0800LT and any hours in excess of nine (9) on the first workday.

[§ [27.2\(B\)\(1\)](#)]

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### Flight & Duty Pay Program (FDPP)

The Flight & Duty Pay Program (FDPP) attaches an hourly premium to select flight and duty operations. The program is comprised of four types of pay: Flight Pay (10 hours), Night Flight Pay, Night Duty Pay and End-of-Day Duty Pay (hours 10 to 12). The 2025 hourly flight pay credit is \$202 for all pilots regardless of seat, seniority, fleet or schedule.

[§§ [27.2\(G\)-\(H\)](#)]

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## Grievance Filings

For all disciplinary and non-disciplinary matters, members have 30 days to file a grievance from the time they knew or should have known about a violation.

### EXAMPLES

**.01** PIC Smith's pay is incorrect. In this scenario, the 30-day clock starts once the paycheck is deposited into their bank account.

**.02** A scheduling violation has occurred. The 30-day clock starts once the schedule has been published.

[§§ [21.1\(D\)](#) and [21.2](#)]

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## Hourly Overtime & First-Day Briefs

The company is obliged to pay hourly overtime when it fails to brief you by 1800LT the day prior to the first day of your tour for reasons within its control; [§ 28.2\(A\)\(3\)](#) provides for overtime from 1800LT to 2030LT.

If you do not receive a brief on your last day off by 1800LT, then you are required to contact the company by telephone no later than 1900LT to request a brief. You are expected to complete one call to its logical conclusion. If you are unsure if you have met this requirement, please contact the Steward on Duty (SOD) via telephone, (614) 454-4573.

If no brief is sent by 2030LT, then you are deemed to be briefed for an 0800LT show at your residence. In this scenario, you must call in at 0800 upon checking in – even if the day's brief is unambiguous.

It is unnecessary for you to file a grievance to secure the overtime payment. Instead, managers will run a weekly report to identify those crewmembers who were not properly briefed and communicate those instances to payroll.

[§§ [28.2\(A\)](#) | [28.2\(A\)\(1\)](#) | [28.2\(A\)\(2\)](#) | [28.2\(A\)\(3\)](#) | [28.2\(A\)\(4\)](#)]

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## Exceeding Duty Limitations: Rest

When you exceed 14 hours of duty time, your ten (10)-hour minimum rest period will be extended on a minute-for-minute basis.

[§ [28.5\(C\)\(2\)](#)]

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## Improper Brief: Rest

If you do not receive the proper amount of rest between duty days, which is typically 10 hours, then you may be eligible to receive overtime based upon the shortened rest period being considered duty time instead of rest.

If you are on duty when an improper brief that does not provide proper rest is received, then you are required to contact the company to request a proper brief.

If you are not on duty, then no such obligation exists, and you should contact the company immediately after coming on duty and checking in. In this instance, management may assign travel or other non-flying duty.

### **CAUTION**

Do not operate an aircraft as a flight crewmember if you have not had the proper FAA-required rest period.

[§§ [28.4\(A\)](#) & [28.3](#)]

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## Meal Deviations

If **(a)** your meal is not provided at an airport; or **(b)** a substantially different meal is delivered and not consumed, or **(c)** acting in good faith, you decide the meal is inedible, then please telephone management. The company may make another attempt to provide a meal through the normal methods, which may include mutual agreement to provide the meal at the next airport, or management may direct you to obtain a replacement meal.

If you are directed to obtain a replacement meal, the company will reimburse those costs; provided, you make your best effort to maintain the flight schedule, follow the deviation procedure set forth in [§ 20.7\(E\)](#), and submit an

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itemized receipt. As a reminder, the maximum domestic reimbursement for a single meal is \$23 plus delivery charges. Please refer to the *Crew Policy Manual* for the international reimbursement rate.

To be eligible to receive a meal deviation(s), you must have placed your crew food order within one (1) hour of receiving your shutdown message or acknowledging your brief on your last day off.

### **BEST PRACTICE**

Because your brief may change, you should order crew food even if your next day brief consists of only travel or reserve duty.

[§ [20.7\(D\)\(1\)](#)]

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## **Airline Travel Duty: One-Hour Shows**

You may be assigned a one (1)-hour show at any airport for an airline assignment. Although longer show times of up to two (2) hours are often given at many airports, the company may reduce a show time to 60 minutes when deemed necessary or operationally efficient. There is no differentiation between airports based on size.

[§ [28.3\(A\)\(1\)\(a\)](#)]

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## **Equipment Locks & Displacements**

Equipment locks do not apply to displacements whether you are involuntarily displaced or actively participate in the process. The 2024AA has provisions that restrict out-of-seniority displacements that would, for example, displace a junior captain into a large-cabin aircraft. With that said, when a displacement(s) is required, the affected pilot may have limited choices; therefore, if a desirable aircraft becomes available in an open bid, you would be wise to submit a bid for it as opposed to being displaced into an undesirable aircraft.

[§ [5.7\(A\)\(3\)](#)]

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## Submitting Expenses

You are required to submit expenses incurred while on tour within 20 days of completing the tour during which the expenses were incurred.

[§ [20.3](#)]

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## Training Schedules

If you are scheduled for training due to an upgrade opportunity or transition to a new aircraft, including displacements, then you will be placed on the Training Schedule and compensated in accordance with the CC72 Schedule upon the commencement of training. After completing training, and absent bidding and being awarded a different schedule type, you will transition to the CC72 Schedule.

[§ [19.4\(B\)](#)]

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## Unknown/ Fraudulent Charges

You are responsible for providing information to the Travel and Entertainment (T&E) Department when an unknown or fraudulent charge(s) appears on your company-issued AMEX card. The T&E Department will use the information you provide to reconcile the charge(s). If T&E is unsuccessful, however, you may be required to file a dispute with AMEX and to provide T&E with the AMEX-issued dispute number.

If you are required to take additional steps, management is obligated to compensate you with one hour of overtime, without assigned duty time, to complete the requested contacts/responses related to the disputed charge(s).

[§ [20.3\(A\)](#)]

# COMMON VIOLATIONS & REMEDIES

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## Rental Car Duty Greater than 150 Miles or 4 Hours

### VIOLATION

The company briefs you for Rental Car Duty covering a distance greater than 150 miles or four hours without your prior consent. In this scenario, a violation has occurred even if you subsequently accept the Rental Car Duty assignment.

### REMEDY

You must file a grievance to receive the standard remedy of \$250.

### NOTE

Travel times/distances are calculated in accordance with [LOA 28-007](#).

[§ [28.3\(C\)\(3\)](#)]

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## Less than Required Rest Period

### VIOLATION

You are scheduled for less than the contractually required rest period.

### CAUTION

Do not operate an aircraft as a flight crewmember if you have not had the proper FAA-required rest period.

### REMEDY

You must file a grievance to receive the standard remedy of continuous duty overtime.

### EXAMPLE

PIC Smith's duty day was 14 hours and 30 (14:30) minutes. Their scheduled rest period was (10:10). Even though they contacted the company, their rest period was not changed, posing a violation of the contractual, minute-for-minute time that should have been added to their rest period. This, however, is not a violation of FAA-required rest.

[§§ [28.5\(A\)](#) & [28.5\(C\)\(2\)](#)]

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**Airline Travel Duty  
Show Time Less  
than 1 hour**

**VIOLATION**

Management schedules a show time of fewer than 60 minutes for airline travel as the first duty assignment of the day.

**REMEDY**

You must file a grievance to receive the standard remedy of double overtime for the number of minutes by which the show time was less than one hour.

**EXAMPLE**

SIC Smith is scheduled to show at the terminal at 0700 for a 0745 flight. They are owed a quarter hour of double overtime [Calculation: Annual pilot base wage ÷ 2,184 Hours x 3.]

[§ [28.3\(C\)\(1\)](#)]

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**Actual Airline  
Arrival Before  
Midnight  
with Duty Time  
into First Day Off**

**VIOLATION**

On your last duty day, your airline arrives prior to midnight, but your duty time extends into your first day off.

**REMEDY**

You are due one extended day paid at 1.5x your normal daily rate. File a grievance if you do not receive the extended day.

**EXAMPLE**

PIC Jones is scheduled to arrive at 0005, but actually arrives at 2355. Jones is not due time recovery based on actual arrival time, but their duty period will end at 0005 in accordance with [§ 28.3\(C\)\(1\)](#). Because they arrived at their base prior to midnight, the after-midnight threshold has not been satisfied. However, because their assigned duty time continued past midnight, they are owed one (1) extended day.

[§ [19.8](#)]

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**Time Recovery:  
After Midnight  
Arrival, At or  
Before 1200LT**

**VIOLATION**

Following an after midnight with an arrival at or before 1200LT, you begin your next duty tour prior to your actual arrival time.

**REMEDY**

You are due an extended day at a rate of 1.5x your normal daily rate; you must file a grievance to receive the standard remedy.

**NOTE**

**.01** Time recovery is owed on the first normally scheduled day of the following tour. If the following tour begins with a VED, VAWD or PTO, then time recovery is considered to have been provided.

**.02** Zulu time is controlling.

**EXAMPLE**

SIC Johnson's airline arrives at 1100LCBT on their first scheduled day off. They are briefed and begin their next tour at 1000 local time, posing a violation. FO Johnson files a grievance to secure the remedy of one extended day.

[§ [19.8\(B\)](#)]

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**Time Recovery:  
After Midnight  
Arrival, Duty  
After 1200LT**

**VIOLATION**

Following an after midnight with duty time after 1200LT, you should be given a compensatory day off - a Q Day - but you are scheduled for work on what should have been your compensatory day off.

**REMEDY**

You are due an extended day at a rate of 2.5x your normal daily rate; you must file a grievance to receive the standard remedy.

**NOTE**

If you are owed a Q Day, and the following tour begins with a VED or VAWD, then the Q Day will be paid as an additional VED, or you will receive a compensatory day off if you are ineligible for a VED.

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If you would prefer to keep your Q Day, then you have the right to rescind the VED or VAWD in order to receive the time recovery.

**EXAMPLE**

PIC Miller's airline arrives at 1230LT on their first scheduled day off. They are briefed to work and begin their next tour as originally scheduled, posing a violation. PIC Miller files a grievance to secure the remedy of one extended day at 2.5x their daily rate.

[§ [19.8\(B\)](#)]