

Electronic Transfer and Bid System Changes

Effective Sat. March 7th 2015

Key Highlights

- Advertised number of vacancies
- 7 day posting window to submit vacancy/transfer request
- Additional 2 days (Sat/Sun) to retract
- Do away with paper transfer notifications
- Active standing transfer list request remains
- Transfer list renewal no longer necessary
- Maintain the *No 15 day waiting requirement*
- Paper lockout waivers and approval no longer required

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Show help

From the JetNet
home page select
the Resources link
then Careers



Careers

created by Ted Lembo on Jan 24, 2014 3:55 PM, last modified by Ted Lembo on Jun 25, 2014 9:37 AM

American Hiring Manager

Find reference material and coordinate staffing needs including posting a job to making an offer.

Envoy Hiring Manager

Find reference material and coordinate staffing needs including posting a job to making an offer.

Essential Job Functions

Read job descriptions and essential functions of positions by workgroup.

Internal Careers - Find a job

You are encouraged to pursue a rewarding career with American, and there are many opportunities to move within the Company and develop new skills. Many vacancies can be found in the Internal Careers tool while others are available through a transfer system.

External Careers

Know someone that is looking for a career with American Airlines? Share our external careers link so they can see the full list of our current job opportunities. Have them consider American, because flying is more than what we do ... it's who we are.

Envoy External Careers - Find a job

We value the perspectives and innovative ideas of our employees. See what job opportunities Envoy has to offer.

Job Transfers and Bids

Request system job transfers for the AA TWU or in-classification agent jobs in the United States, Puerto Rico, and Canada. This web site now also manages transfer requests for AFW, DWH and TULE.

New Hire Onboarding

Information for people new to the company.

American Seniority Lists

View Seniority Lists for AA TWU, Agents, Representatives and Planners, as well as AA Cargo Agents (Canada).

Envoy Seniority Lists

View Seniority Lists for Envoy Dispatchers, Aircraft Cleaners, Station Agents, Inventory Control, Fleet Service, Aircraft Mechanics and GSE Mechanics.

Workplace Employment Notices

Access legal notices regarding your rights and responsibilities under federal employment laws.

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138

Like

55

Actions

Report content to moderator

View as PDF

Track in Communications

More Like This

Learning & Training

Explore American, US Airways jobs with new combined Careers site

Support for Exiting Employees

State Government Services

Online Learning Center is Here!

Incoming Links

Learning & Training

**At the careers page select
Job Transfers & Bids**

Submit Transfer Request

Job Transfers Home

Transfers

My Transfer Requests

Submit New Request

View Transfer Lists

MCT Desk to Desk

Shop to Shop Transfers

My Shop Transfer Status

Shop to Shop Awards

AA TWU Bids

Bid Postings

My Bid Status

Bid Awards

Internal Careers
(Competitive Selection)

Seniority Lists

Resources

Job Descriptions


Agent Transfer Policy

Union Contracts

Recall Lists

Transfer / Bid Admin

Employee History - Admin

 HR Assistant

Request system job transfers/bids within AA TWU and Agent classifications in the United States, Puerto Rico, and Canada. This web site also manages shop to shop transfer requests for AFW, DWH and TULE.

AVAILABLE TRANSFER VACANCIES (VACANCIES WITH AN * ASTERISK ARE WAIVED FROM ALL LOCK OUTS)

| Station | Job Title | FT/PT | Close Dt | # Pos |
|---------|-------------------------------------|-------|------------|-------|
| ATL | AA - AMT-Line | FT | 02/20/2015 | 2 |
| LAS | AA - AMT-Line * | FT | 02/20/2015 | 5 |
| TULE | AA - Cleaner | FT | 02/20/2015 | 2 |
| AFW | AA - Cleaner | FT | 02/20/2015 | 5 |
| TPA | AA - Fleet Service Clerk | FT | 02/20/2015 | 5 |
| MIA | AA - Fleet Service Clerk * | FT | 02/20/2015 | 20 |
| ATL | AA - Fleet Service Clerk | PT | 02/20/2015 | 8 |
| SFO | AA - Material Logistics Specialist | FT | 02/20/2015 | 5 |
| LGA | AA - Plant Mntc Mechanic-Facilities | FT | 02/20/2015 | 1 |

AVAILABLE CREW CHIEF/INSPECTOR BIDS

| Station | Job Title | Close Dt | # Pos |
|---------|-------------|------------|-------|
| JFK | AA - Crew C | 02/20/2015 | 1 |
| AFW | AA - Crew C | 02/20/2015 | 1 |
| SFO | AA - Crew C | 02/20/2015 | 2 |
| DFW | AA - Crew C | 02/20/2015 | 1 |
| JFK | AA - Crew C | 02/20/2015 | 3 |
| LAX | AA - Crew C | 02/20/2015 | 1 |
| JFK | AA - Inspec | 02/20/2015 | 5 |
| TULE | AA - Tech C | 02/20/2015 | 1 |

Job Transfer/Bid home page
displays active transfer
vacancies available.
Select to add your name to
the transfer list.

**Note: If name already on active standing transfer list no entry is required
Ensure transfer request is entered by close date Friday 2359 CST**

Transfers Waivers

| AVAILABLE TRANSFER VACANCIES (VACANCIES WITH AN * ASTERISK ARE WAIVED FROM ALL LOCK OUTS) | | | | | |
|---|-----------------|-------|------------|-------|--|
| Station | Job Title | FT/PT | Close Dt | # Pos | |
| ATL | AA - AMT-Line | FT | 02/20/2015 | 2 | |
| LAS | AA - AMT-Line * | FT | 02/20/2015 | 5 | |
| TULE | AA - Cleaner | FT | 02/20/2015 | 2 | |

**Vacancies that go unfilled during the 1st posting period,
Management can elect to reposted again with transfer lock-outs waived
Identifier is an *asterisk on the vacancy title
Waiver forms and approvals not longer required**

Transfer Confirmation Page

NEW TRANSFER REQUEST

Employee:

Requested Company: **American Airlines**

Requested Station: **BOS - BOSTON, MA**

Requested Job: **AMT-Line - FT**

Transfer Code: **?** **12L** - Transfer within classification, different station

TWU Transfer Letter Of Agreement: [Click here to review](#)

Conditions for Transfer:

- In accordance with Article 4 of the AA/TWU labor agreement, "Flex Rates" do not transfer with you to the new station. If the new station applies a "Flex Rate" for the classification you are transferring to, then the Flex Rate in effect will apply to you.
- DOT Drug Testing Requirement: As required by FAA and FMCSA Drug Testing regulations, certain safety-sensitive groups of employees are subject to random drug testing under AMR's approved drug testing program. I understand that if I transfer from a job not covered by FAA or FMCSA regulations to a job that is covered by the FAA or FMCSA regulations, I will be required to pass a pre-employment (job transfer) drug test with negative results received prior to reporting to my new position. Drugs to be tested for are marijuana, cocaine, PCP, opiates, and amphetamines or their metabolites.
- FAA Background Check: AMR requires all employees with unescorted access to the Security Identification Display Area (SIDA) to submit to a fingerprint-based Criminal History Records Check in accordance with TSA C.F.R. 1544.229. AMR requires all employees in safety-sensitive positions that do not require SIDA access to submit to a background check. Additionally, if the position requires U.S. Postal Service clearance or U.S. Customs clearance, employees must submit to a background check in accordance with requirements established by USPS and/or U.S. Customs. I understand that if I transfer from a job NOT requiring these clearances to a job requiring clearance, under the government regulations and American Airlines' policy, I will be required to submit accordingly.

☐ I have read the Conditions for Transfer listed below.

Since you are entering a transfer request for another employee, please document how the employee authorized you to enter this request (paper transfer form, phone call, email, etc.):

Submit

Cancel

**Read and confirm
the requirements
and submit**

Job Transfers Home

Transfers

My Transfer Requests

Submit New Request

View Transfer Lists

Shop to Shop Transfers

My Shop Transfer Status

Shop to Shop Awards


[View SAP History](#)

 [Print](#)

Employee #: Company: AA Company Seniority 09/30/1985
Job Title: AMT-Overhaul-FT Station: AFW Occ Seniority 09/30/1985
Foreign Lang: None [EDIT](#) Status: Active

CURRENT TRANSFER REQUESTS AS OF 2/18/2015


[View History](#)

| | Station | Co | Job Title | FT/ PT | Transfer Code |  |
|----------------------|------------------------------------|----|--------------|-----------|------------------|---|
| VIEW | DFW - DALLAS/FT WORTH, TX | AA | AMT-Line | FT | 12L | RETRACT |
| VIEW | DWH - DWH DALLAS/FORT WORTH HANGAR | AA | AMT-Overhaul | FT | 12L | RETRACT |


[View Request History](#)

[Submit New Transfer Request](#)

Transfer List

 [Print](#) [CLOSE](#)

Transfer List for **AMT-Line - FT** at **DALLAS/FT WORTH, TX**

TWA Seniority Date Sort Order: **4/10/01** 

List printed 2/18/2015 2:59:44 PM Central Time


NOTE: Former TWA employees use 4/10/01 Seniority Date. All others use Occ Seniority.

| List # | Name | Current Emp. # | Current Station | Current Job | Transfer Code | 4/10 Seniority | Company Seniority |
|--|------|----------------|-----------------|-------------------------|---------------|----------------|-------------------|
| LATERAL TRANSFERS WITHIN CLASSIFICATION | | | | | | | |
| | | | AFW | AMT-Overhaul - FT | 12L | 04/01/1985 | 04/01/1985 |
| | | | AFW | Inspector-Overhaul - FT | 12D | 07/15/1985 | 07/15/1985 |
| | | | AFW | Inspector-Overhaul - FT | 12D | 08/19/1985 | 08/19/1985 |
| | | | MIA | Crew Chief AMT - FT | 12D | 08/30/1985 | 08/30/1985 |
| | | | AFW | AMT-Overhaul - FT | 12L | 08/30/1985 | 08/30/1985 |
| | | | AFW | Inspector-Overhaul - FT | 12D | 09/30/1985 | 09/30/1985 |

Preview entry on the
'My Transfer Request'
link or standing
transfer list

Remove/Retract Transfer Request

[View SAP History](#)

 [Print](#)

Employee #:

Job Title: AMT-Line-FT

Foreign Lang: SPN [EDIT](#)

Company: AA

Station: LAX


Status: Active

Company Seniority 07/30/1997

Occ Seniority 01/22/2011

CURRENT TRANSFER REQUESTS AS OF 2/18/2015

[View History](#)

| | Station | Co | Job Title | FT/PT | Transfer Code |  |
|----------------------|------------------------------------|----|------------------------|-------|---------------|---|
| VIEW | AFW - ALLIANCE-FT WORTH, TX | AA | AMT-Overhaul | FT | 12L | RETRACT |
| VIEW | AFW - ALLIANCE-FT WORTH, TX | AA | Overhaul Shop Mechanic | FT | 12M2 | RETRACT |
| VIEW | DFW - DALLAS/FT WORTH, TX | AA | AMT-Line | FT | 12L | RETRACT |
| VIEW | DWH - DWH DALLAS/FORT WORTH HANGAR | AA | AMT-Overhaul | FT | 12L | RETRACT |
| VIEW | DWH - DWH DALLAS/FORT WORTH HANGAR | AA | Overhaul Shop Mechanic | FT | 12M2 | RETRACT |
| VIEW | MIA - MIAMI, FL | AA | AMT-Line | FT | 12L | RETRACT |
| VIEW | TULE - TULSA MNTC BASE, OK | AA | AMT-Overhaul | FT | 12L | RETRACT |

[View Request History](#)[Submit New Transfer Request](#)

'My Transfer Request' Page is where transfer list retract option is available

**Note: Retract button removes selected transfer request.
If not interested in the vacancy ensure retraction is done by Sunday 2359 CST**




HR Assistant

[View SAP History](#)

| | | | | | |
|----------------------|---------------------------|-----------------|--------|--------------------------|------------|
| Employee #: | | Company: | AA | Company Seniority | 08/19/1993 |
| Job Title: | AMT/OSM-FT | Station: | AFW | Occ Seniority | 07/13/1992 |
| Foreign Lang: | None EDIT | Status: | Active | | |

TRANSFER REQUEST #685151

| | |
|---------------------------|---|
| Requested Company: | AA |
| Requested Station: | DWH - DWH DALLAS/FORT WORTH HANGAR |
| Requested Job: | AMT-Overhaul - FT |
| Transfer Code: |  12L - Transfer within classification, different station |

Confirm retraction (withdrawal) of this transfer request:

Message from webpage



Your transfer request has been removed.

Retract confirmation page
Again ensure retraction is done by
Sunday 2359 CST
Visit the 'My Transfer Request' link
or standing transfer list to ensure
transfer request is removed.

AVAILABLE TRANSFER VACANCIES

| Station | Job Title | FT/PT | Close Dt | # Pos |
|---------|--|-------|------------|-------|
| BOS | AA - AMT-Line | FT | 01/23/2015 | 1 |
| AFW | AA - Cleaner | FT | 01/23/2015 | 5 |
| TULE | AA - Cleaner | FT | 01/23/2015 | 2 |
| MIA | AA - Fleet Service Clerk | FT | 01/23/2015 | 20 |
| DFW | AA - Fleet Service Clerk | PT | 01/23/2015 | 20 |
| SFO | AA - Maintenance Support Person - Auto | FT | 01/23/2015 | 2 |
| DCA | AA - Material Logistics Specialist | FT | 01/23/2015 | 1 |
| DWH | AA - Overhaul Shop Mechanic | FT | 01/23/2015 | 3 |
| JEK | AA - Plant Mntc Mechanic-Automotive | FT | 01/23/2015 | 2 |

AVAILABLE CREW CHIEF/INSPECTOR BIDS

| Station | Job Title | FT/PT | Close Dt | # Pos |
|---------|--|-------|------------|-------|
| AFW | AA - Crew Chief AMT General | FT | 01/23/2015 | 1 |
| ATL | AA - Crew Chief Fleet Service Clerk | FT | 01/23/2015 | 1 |
| DEN | AA - Crew Chief Fleet Service Clerk | PT | 01/23/2015 | 1 |
| STL | AA - Crew Chief Fleet Service Clerk | PT | 01/23/2015 | 1 |
| DFW | AA - Crew Chief Material Logistics Specialist Line | FT | 01/23/2015 | 1 |
| LGA | AA - Crew Chief Plant Maintenance Automotive | FT | 01/23/2015 | 2 |
| LAX | AA - Inspector Line | FT | 01/23/2015 | 2 |
| TULE | AA - Tech Crew Chief AMT-Overhaul | FT | 01/23/2015 | 1 |
| ORD | AA - Tech Crew Chief Material Logistics Specialist | FT | 01/23/2015 | 1 |

TRANSFERS

My Transfer Requests

Manage your requests for transfer to other jobs/stations. Crew Chiefs at one station complexes may also request reassignment within the one station with a transfer request.

View Transfer Lists

[Supervisor Approval Form for Agents](#)

YOU HAVE A TRANSFER AWARD!

Name:
 Station: AFW - ALLIANCE-FT WORTH, TX
 Job: Cleaner - FT
 *Please see your Manager/Supervisor
 For Qualification & Reporting Information*



Transfer Award Notification On the Job Transfer Home Page

***email notification with active AA email account**

Important Timetables

- March 6th all transfer list will be purged
- March 7th First Vacancy Transfer Posting
- Transfer/Vacancies open every Saturday 0001 CST
- Remove transfer entries up until Sunday 2359 CST
- Monday 0001 CST Vacancy Transfer list locks until reconfirm accurate awarding
- Work Experience Review and supporting documents provided 7 days after award
- Award notification will remain on the Job Transfer Home page for 1 to 2 weeks

Transfer Confirmation Page with WER Notification

NEW TRANSFER REQUEST

Employee:

Requested Company: **American Airlines**

Requested Station: **AFW - ALLIANCE-FT WORTH, TX**

Requested Job: **Material Logistics Specialist - FT**

Transfer Code: **?** **12M4** - Transfer to different title group from outside station

TWU Transfer Letter Of Agreement: [Click here to review](#)

Conditions for Transfer:

- The following classifications require a [WORK EXPERIENCE REVIEW](#)
Title I: Aviation Maintenance Technician - Welder, Machinist, Plater, Bench Avionics, Composite and all other Type 8, Overhaul Support Mechanic.
Title II: Plant Maintenance Man - Automotive, Facilities, Mechanic-Plant Maintenance - Automotive, Electrician, Electronics, HVAC, Millwright, Painter, Plumber, Stationary Operating Engineer, Welder, Carpenter
Title V: Material Logistic Specialist
- Read the [Job Description & Essential Job Functions](#) to ensure you are qualified and able to perform the duties required.
- **NOTE: After submitting this transfer request you have 7 days to submit a Work Experience Review to avoid bypass. Visit the Resources area on Transfer/Bid Home Page.**
- In accordance with Article 4 of the AA/TWU labor agreement, "Flex Rates" do not apply to new station. If the new station applies a "Flex Rate" for the classification you are transferring to, the Flex Rate in effect will apply to you.

RESOURCES

When changing jobs, ensure you meet the basic requirements for the position.

[Job Descriptions/Essential Functions](#)

American Airlines TWU Employees:

[How to Use the Transfer System](#)

[Seniority Lists](#)

[AA TWU Contract](#)

[AA TWU Transfer Letter 3/7/2015](#)

[TWA Seniority Dates for AA TWU Transfers](#)

[TWU Work Experience Review Form](#)

Required for transfers into AA Maintenance & Stores.

Online WER Form Option

Work Experience Review Form

This form will be used by American Airlines to evaluate your work experience, military and relevant schooling, both for the position you currently seek, as well as for other possible positions throughout your career. Experience will only be considered from 10 years prior to your AA hire date (or 10 years prior to 4/10/01 for former TWA LLC employees) until present. **Please list ALL your work experience within that time period. You cannot add additional work experience for that time period after the review has been completed.**

THE FOLLOWING CLASSIFICATIONS REQUIRE A REVIEW OF YOUR EXPERIENCE.

Maintenance Support Mechanic - Automotive, Facilities

Mechanic-Plant Maintenance - Automotive, Electrician, Electronics, HVAC, Millwright, Painter, Plumber, Stationary Operating Engineer, Welder, Carpenter

Aviation Maintenance Technician - Welder, Machinist, Plater, Bench Avionics, Composite and all other Type 8.

Overhaul Support Mechanic

Stock Clerk

Employee Information

| | | | | | |
|-----------------------------------|----------------------|----------------|----------------------|--------------|----------------------|
| Name: | POLANCO, RAFAEL | Employee #: | 143412 | | |
| Current Job: | SR ADMR TALENT SVC | Station: | HDQ | Shift Times: | <input type="text"/> |
| Home Number: | <input type="text"/> | Cell Number: | <input type="text"/> | | |
| AA Date of Hire: | <input type="text"/> | Email Address: | <input type="text"/> | | |
| Former TWA 4/10/01: | <input type="text"/> | | | | |
| Supervisor Name and Phone Number: | <input type="text"/> | | | | |
| Job Desc: (TCC/Inspector) | <input type="text"/> | | | | |

Work Experience Review document can be generated online
Attachments capabilities included, Pop up notification

***Before filling out WER scan/save in file format all supporting documents to attach when submitting**