DATE: October 6, 2020

TO: Tech Ops and Customer Experience GSE/Facility Team Members represented by the TWU/IAM Association, excluding MCT and MTS.

FROM: Maintenance Administration

SUBJECT: 2021 Vacation and DAT Selection

It's time to begin the 2021 Vacation and DAT Selection for eligible Tech Ops and Customer Experience GSE/Facility Team Members represented by the TWU/IAM Association. MCT and MTS will be handled locally for the 2020 election period. You may begin to make your DAT elections on October 15, using the web-based DAT election tool via work PC, home PC, tablet, or mobile device. This web-based DAT election tool will replace the **IVR** voice response system formerly used by the I.A.M.A.W. employees. The link to the DAT election tool will be shared in a follow-up communication shortly before the election window opens.

NOTE: The contract states: "Employees who do not elect to change the number of DAT's, will have the same number of DAT's as in the previous year." **HOWEVER**, If you have never called into the IVR system for DAT selection, your 2019 elections are not on file. This will include TWU employees who did not participate in the election process in 2019, as well as Planners, QA Auditors and Tech Doc Specialists who did not utilize the IVR phone election system in 2019. **YOU MUST LOG INTO THE WEB-BASED DAT ELECTION TOOL AND MAKE YOUR SELECTION, or you will receive zero (0) DAT's.**

Currently, the DAT selection system has not been programmed to accommodate 10-hour work days (40 hours) and is still programmed for 8-hour work days, (This is due to the vacation ratio calculation functionality). However, in the system, 5 days converts to 40 hours (5 x 8 = 40). The system will only allow the selection of 5days/40hrs, 10days/80hrs or 15days/120hrs. If you are a 10 hour per day employee, you will use the conversion chart below to select your number of DAT's and to provide you with your preferred selection. Example: If you want 40 hours, you will select 5 days/40 hrs.

5 days	**=**	**40 hours**
10 days	**=**	**80 hours**
15 days	**=**	**120 hours**

Please note that the DAT selection period runs from October 15 and closes at midnight November 1. Eligible employees will **not** be able to make a change to their election after that time.

Updated rosters will be made available after November 1, which will indicate your final DAT elections. Please be sure to review your choices.

Along with this memo you will be receiving a detailed [how to guide](#) and [training video](#) explaining the DAT segment of the web-based solution. Please take a few minutes to familiarize yourself with it. The web DAT election tool is easy to use and you will be able to register your DAT election with the instructions given.

If you have any questions, please see your local timekeeper, email TechOps.DAT@aa.com or call the 24/7 Tech Ops Support Desk at 888-697-5836.

Resources
- [DAT Election Tool Functional Training Guide](#)
- [DAT Election Training Video](#)