

Training Tab

Beginning with NavBlue PBS implementation, we will use the NavBlue Events/Training Module to bid for our recurrent training. This document will provide an overview of the module, including all of its features and functions.

When you log in to NavBlue and have required training in the applicable bid month, your Info Tab will look a little different. Your training seniority number and training requirements will be listed in the middle box of the Bidder Details section, as seen below. In this example, the pilot is due for GND (Ground School), WU (WarmUp), PC (Proficiency Check), and EET (Extended Envelope Training). Within the “Training Requirements” line you will also see one of two different states; Early and MustGo.

The screenshot shows the 'Bidder Details' page in NavBlue. On the left is a vertical navigation menu with icons for Info, Calendar, Pairings, Bids, Results, and Training. The main content area is titled 'Bidder Details' and contains the following information:

- Name :** [Redacted]
- Employee Number :** [Redacted]
- Bid Period :** JULY2019
- Bid Period Start :** 2019-07-01
- Bid Period End :** 2019-07-31

Below this is a section titled 'Total Pairings Day Wise' with a sub-header 'MCO-321-CA'. This section contains a table of training requirements:

Eligible:	Yes	Training Seniority:	[Redacted]	Restricted Equipment:	
Seniority:	[Redacted]	Training Requirements:	GND.WU.PC.EET(MustGo)	Restricted Location:	
Category Seniority:	[Redacted]			Restricted Positions:	
Line Check Airman:	No				
Green:	No				

Must Go (Due Month or Grace Late)

If your training requirement is “Must Go”:

- YOU WILL BE AWARDED training
- Training bid sheet will be the default when you go to the Bids tab
- The N-PBS Scheduler will attempt to honor your bids, but YOU WILL BE AWARDED A TRAINING EVENT even if your bids cannot be honored
- The Avoid Voluntary Training bid line will be ignored

Early (Grace Early)

If your training requirement is “Early”:

- You can Avoid Voluntary Training.
- Training bids are the default when you go to the Bids tab
- The Avoid Voluntary Training bid line can be used, but you might be awarded training events to meet administrator requirements
- If you are awarded a training event the N-PBS Scheduler will attempt to honor your bids but administrator requirements take priority

Training Events

There are a few differences in the details within a NavBlue training event, and they will be described here.

From within the “Training Tab”, you’ll be able to view and sort training events in the exact same manner as you would with pairings in the Pairings Tab. To expand a training event, simply click on the event number, as seen below.

The screenshot shows the 'Training (10)' interface. On the left is a navigation sidebar with icons for Info, Calendar, Pairings, Bids, Results, and Training. The main area displays a list of training events. The event TR024 is selected and expanded, showing its details:

- TR024** (End Time 17:10)
- Training Type: GND.WU.PC.EET
- Total Credit: 000:00
- Locations: ACY,FLL
- Categories: FLL-321-CA,AC...
- Seats: 1
- Junior Assign: Yes

Below the event details is a calendar view for APR 19, showing a grid of days with a '5' in the 5th column. Further down, there are tables for 'Absence Identifier Start End Credit Parameters' for various categories (GS, SM, TV) and specific days.

Now, let’s look at the information displayed:

```

TR024
Categories: FLL-321-CA, ACY-321-CA, MCO-321-CA
Satisfies: GND.WU.PC.EET
Seats: 1 Junior Assign: Yes
    
```

Above, we see that the expanded training event is applicable to FLL-CA, ACY-CA, and MCO-CA. It satisfies training for Ground, Warmup, PC, and EET. The event is assignable to 1 pilot and will be junior assigned if necessary (the trip cannot remain open).

Absence	Identifier	Start	End	Credit	Parameters
* GS	GND	Day 1 08:00	Day 1 18:00	000:00	
* SM	WU	Day 2 05:45	Day 2 11:15	000:00	
* SM	PC	Day 3 05:45	Day 3 11:15	000:00	
* SM	EET	Day 4 09:00	Day 4 14:30	000:00	

In the image above, you see a breakdown of start and end times for each day, and which activity is scheduled for each day. You'll notice there is not a credit associated with each day. This is due to the variations in credit that occur due to the trip and duty rigs, and whether the training is in-domicile or out of domicile. All pairing credit will be built by the Training Department and loaded as a pre-planned absence prior to the opening of the monthly bid.

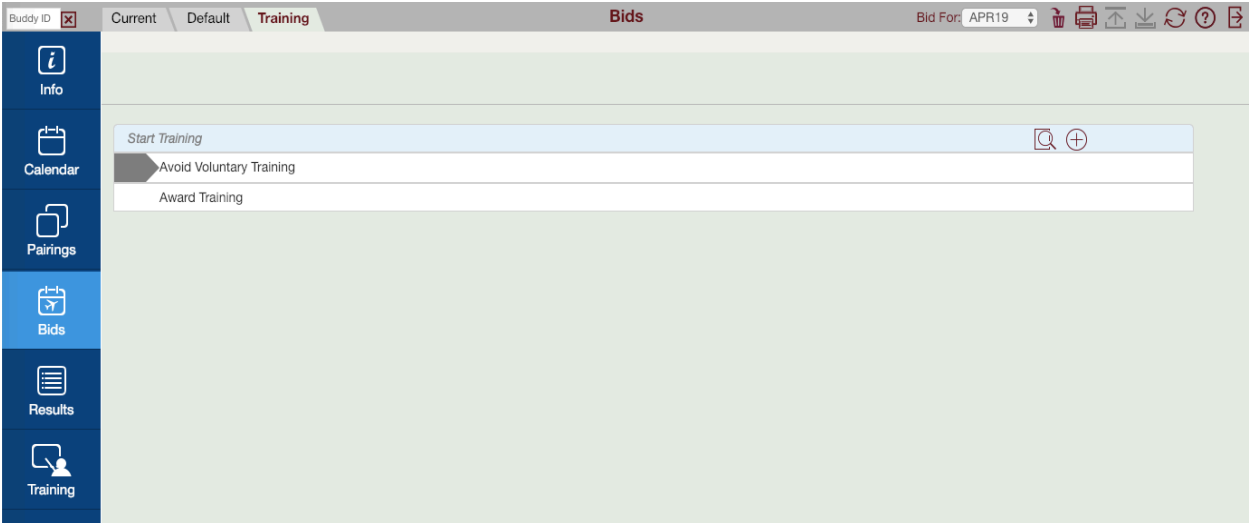
Events specific to Categories: ACY-321-CA						
Absence	Identifier	Start	End	Credit	Parameters	
TV	DH073	Day -1 06:45	Day -1 09:30	000:00		
TV	DH075	Day 5 14:37	Day 5 17:10	000:00		

Events specific to Categories: MCO-321-CA						
Absence	Identifier	Start	End	Credit	Parameters	
TV	DH074	Day -1 07:15	Day -1 08:22	000:00		
TV	DH076	Day 5 07:55	Day 5 08:58	000:00		

The above image has specific information on travel to and from this training event, for either ACY-CA or MCO-CA. You can see that an ACY-CA would have to travel to this event on the day prior, and this is indicated by a "Day -1" on the first line. The travel times are also notated here. The ACY-CA would travel home on Day 5. The travel info for any MCO-CA awarded this event is below the ACY-CA information.

Submitting a Training Bid

When due for training per the Info Tab, you will need to navigate to the Training Bid Sheet on your Bids Tab. From here, you will notice three bid lines already inserted:



Start Training:

Similar to Start Pairings or Start Reserve, Start Training is always at the start of the bid and cannot be moved or edited. This bid line instructs the N-PBS Scheduler to begin building a training block.

Avoid Voluntary Training:

YOU MUST MOVE THIS LINE DOWN IN YOUR BID GROUP IF YOU WISH TO BID TO GO TO TRAINING! If you leave this line at the top of your bid group, you are bidding to **NOT go to training**. Avoid Voluntary Training cannot be edited but it can be moved anywhere in your bid between Start Training and Award Training. This bid tells the N-PBS Scheduler that you do not want to be awarded training if you are not required to. However, you can be forced a training award based on settings placed by your administrator and your seniority. You cannot Avoid Voluntary Training if your Training Requirement is Must Go.

Award Training:

Similar to Award Pairings or Award Reserve, Award Training is always at the end of your bid and cannot be edited or moved. This will allow PBS to award any training event if a training event must be awarded and earlier bids do not express any preference.

Bidding Options

Waivers

As with any other Pairings or Reserve bid, each bidder may elect to waive some CBA restrictions. In a Training Bid, the “4 days off” and “1 day off in 7” CBA requirements may be waived. In the absence of a waiver, PBS will not award any training that does not provide for and respect these CBA rights, including any work days from the previous bid month.

To enter a waiver, use the same process as entering a waiver into a Pairings or Reserve Bid Group. First, click the + on the “Start Training” bid line, which will open the Bid Preference Editor. Next click Waive, then select from “Minimum Days Off To” or “1 Day Off in 7”.

Waive

Home	Close
Apply	Reset All

< **Back To Bid Preferences**

Minimum Days Off To

1 Day Off in 7

You'll now have the ability to add Negative and/or Positive statements to your Training Bid Sheet, using Avoid and Award statements in the same manner as you would in the Current and Default Bid Sheets. The same bid options are available for both Award and Avoid statements, and are shown below:

Award Training

Home	Close
Apply	Reset All
Back To Bid Preferences	
Type	
Identifier	
Pattern Start	
Pattern Touches	
Event Start	
Event Touches	

Type: Specifies the type of training you would like to be awarded. **ONLY use this bid statement if you wish to bid generically for ALL training events of a certain type.**

- GND
- PT
- WU.PC.EET
- GND.WU.PC.EET

Identifier: Allows you to bid for **specific** training events (e.x. TR024, TR025, etc.). The Training Tab will show any and all training events that are available for you to bid from.

Pattern Start: ONLY USE THIS IF YOU ARE BIDDING FOR “OUT OF DOMICILE TRAINING”. Allows you to bid to Avoid or Award training PAIRINGS that start on a specific day or date. This INCLUDES travel days for out of domicile events.

Pattern Touches: ONLY USE THIS IF YOU ARE BIDDING FOR “OUT OF DOMICILE TRAINING”. Allows you to bid to Avoid or Award training PAIRINGS that touch a specific day or date. This INCLUDES travel days for out of domicile events.

Event Start: ONLY USE THIS IF YOU ARE BIDDING FOR “IN DOMICILE” TRAINING. Allows you to bid to Avoid or Award training events that start on a specific day or date.

Event Touches: ONLY USE THIS IF YOU ARE BIDDING FOR “IN DOMICILE” TRAINING. Allows you to bid to Avoid or Award training events that touch a specific day or date.

Sample Training Bid Sheet

Here is an example of a Training Bid Sheet:

Start Training 🔍 +	
1	Prefer Off Saturday, Sunday
2	Award Training If Pattern Start Apr 8, 2019, Apr 15, 2019, Apr 22, 2019
▶	Avoid Voluntary Training
3	Award Training If Pattern Start Monday, Tuesday
Award Training	

In this example, the pilot wishes to not be assigned any activity, including travel, on Saturdays and Sundays. The pilot would like to be awarded training events that start on either April 8, April 15, or April 22. If these preferences cannot be honored, the pilot wishes to Avoid Voluntary Training. If the pilot **MUST** be assigned training, and does not have the seniority to

Avoid Voluntary Training, he/she wishes to be assigned training events that start on either a Monday or Tuesday. The final line in the Bid Group is "Award Training" which will allow N-PBS to award any Training Event if there are none available that meet the above preferences.

Training Awards

Pilots can view their Training Award via the Results tab in NavBlue. If awarded a training event, you will see the awarded event in the Reasons Report. As seen below, this pilot was awarded GT006, which begins on 04/02/2019, and is a Ground Training event. The "Prefer Off Sunday, Saturday" bid statement was honored, and the pilot was awarded an event from Bid Statement 2: "Award Training If Pattern Start Monday, Tuesday".

```
Results Summary
GT006          2019-04-02      GND
```

```
<< Bid >>
```

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      Start Training
1.    Prefer Off Sunday, Saturday
      Honored
2.    Award Training If Pattern Start Monday, Tuesday
GT006          2019-04-02
Requirement Already Satisfied: 76
Not available to bidder categories: 50
(1 Awarded, 127 Matching)
      Avoid Voluntary Training
Voluntary Award for GND
      Award Training
Awarded by previous bids: 1
Requirement Already Satisfied: 168
Not available to bidder categories: 210
(0 Awarded, 379 Matching)
```

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End of Reasons Report
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