

# Section 2 - 1

## Pre-Bidding

- ✚ [Pre-Bid Overview](#)
- ✚ [My Bidding Page](#)
- ✚ [How to Pre-Bid](#)
- ✚ [Award and Reasons Report](#)
- ✚ [Pre-Bid Protest](#)

# Pre-bid Overview

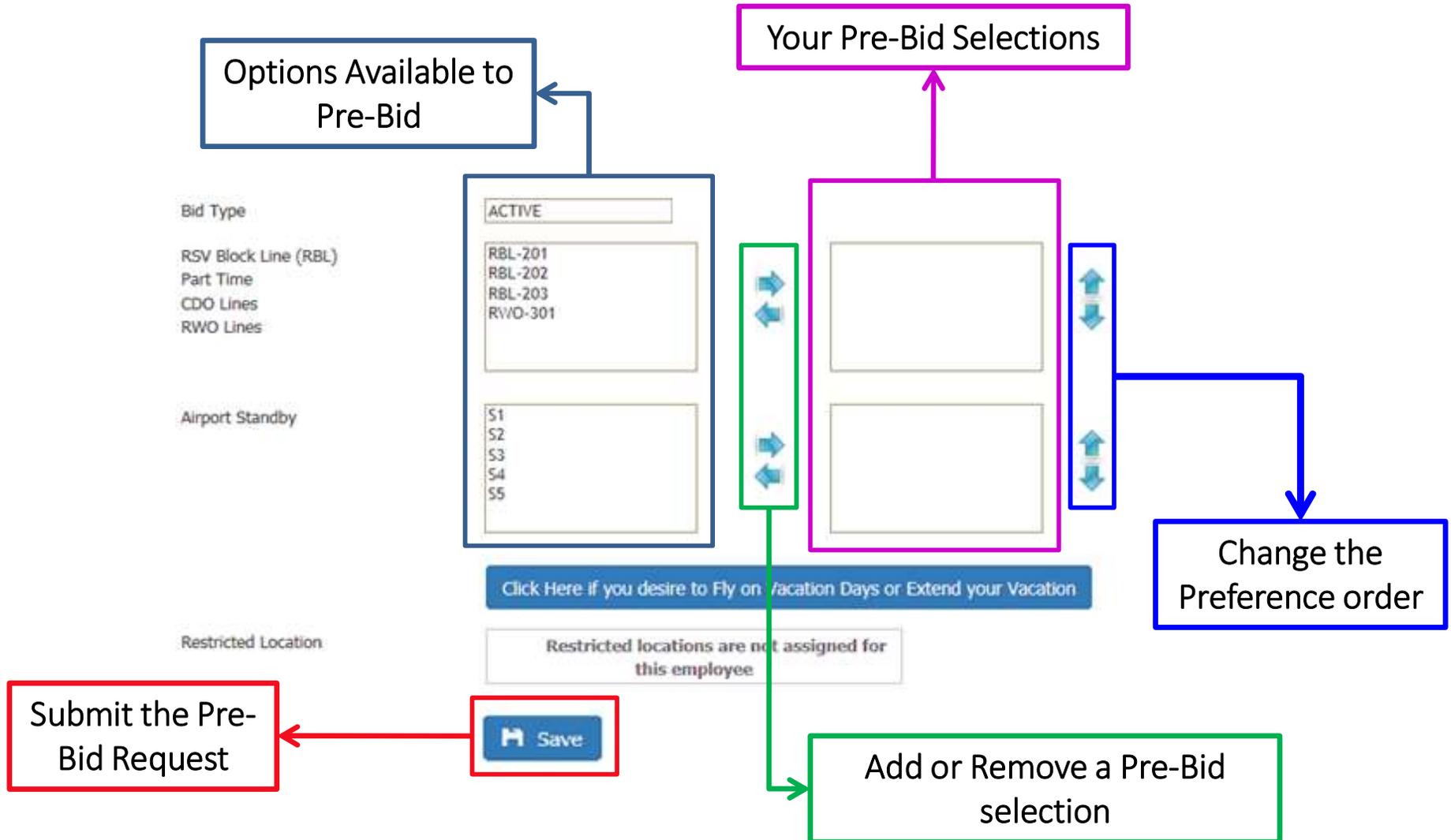
## What is Pre-bid?

Pre-bid is where you bid for Reserve Block Line (RBL), Reserve Weekends Off (RWO), Continuous Duty Overnight (CDO), Standby status, Zero Time Line (ZTL), and Part-Time status.

## Things to Remember when Pre-bidding

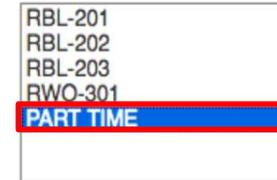
- RBL, RWO, and CDO (if available) lines are pre-built. You can view these lines in the bid packet.
- Standby shifts are listed in the bid packet.
- Any Standby bid(s) will be read only if you have not received a CDO, RBL, RWO, or Part-Time status.
- If you are awarded Standby or Part Time, you will only be awarded the **status**. Between the 15<sup>th</sup> and 20<sup>th</sup> (noon Central Time) of the bid period, you must enter a NAVBLUE Bid in order to have your line completed.
  - To maintain your **Standby** status, you must be awarded a **Reserve** Line.
  - To maintain your **Part-Time** status, you must be awarded a **Pairing** Line.

# My Bidding Page

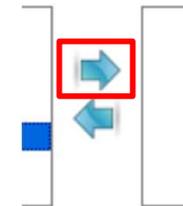


# How to Pre-Bid

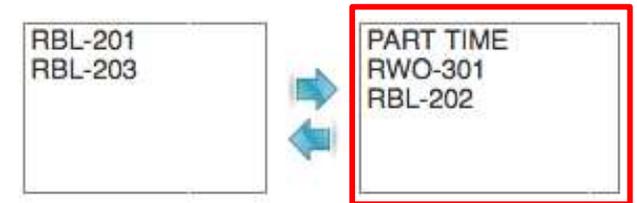
1. Click to highlight the option you want to request from the box on the left.



2. Click the right-pointing arrow to move the option to the box on the right.



3. Repeat the process until you have moved all your preferences to the boxes on the right (you can request as many options as you want). The options will be listed within the box in the same order you move them.



4. If you wish to change the order, click to highlight the option and click the UP or DOWN arrow to move within the box.



# How to Pre-Bid

- To remove an option, highlight the option and then click the left-pointing arrow to move the option to the box on the left.
- Click **Save** to Preview your Pre-Bid selection(s).
- Click **Confirm** to submit a request or **Cancel** to edit your request.



## Bid Selection

These are your bid options for NOV2018 month. Please click CONFIRM to complete the submission.

Employee Number      **432153**  
 Name                      **FLORES, DERMALY**  
 Crew Base                **MIA**  
 Crew Type                **FA**  
 Bid Month                **NOV2018**  
 RSW  
 RSV Block Line (RBL)   **PART TIME**  
 Part Time                **RBL-202**  
 CDO Lines                **RWO-301**  
 RWO Lines  
 Airport Standby         **S2**



# Pre-Bid Confirmation

A confirmation number should be displayed validating your submission. To leave this page you can click **Return** or choose a different tab.

**envoy** Preferential Bidding System DERMALY FLORES (432153) [Logout](#)

- [My Bidding](#)
- [BID Preference System](#)
- [Bid Protest](#)
- [Pre-Bid Awarding](#)

### Bid Confirmation

✔ Bidding submitted successfully

Employee Number  
432153

Name  
FLORES, DERMALY

Crew Base  
MIA

Crew Type  
FA

Bid Month  
NOV2018

RSW

RSV Block Line (RBL)  
Part Time  
CDO Lines  
RWO Lines  
PART TIME

Confirmation: NOV2018-U7931A260  
Updated By: FLORES, DERMALY  
Updated On : 10/12/2018 9:44:53 AM

[Return](#)

### My Bidding

Employee Number **432153**

Employee Name **FLORES, DERMALY**

Crew Base **MIA**

Crew Type **FA**

Bid Month **NOV2018**

RSV Block Line(RBL)  
Part Time  
CDO Lines  
RWO Lines

### Airport Standby

S1 S2 S3	↔		↕
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RBL-201 RBL-202 RBL-203 RWO-301	↔	PART TIME	↕
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Order options in priority preference.

Click Here if you desire to Fly on Vacation Days or Extend your Vacation

Restricted Location Restricted location not assigned for this contract month

[Save](#)

Confirmation: NOV2018-U3491325A  
Updated By: FLORES, DERMALY  
Updated On : 10/10/2018 11:09:42 PM

# Pre-Bid Confirmation

## What to do if you don't have a confirmation number

1. Log off PBS, log back in, and go to My Bidding tab.
2. Check for a confirmation number (green box right side of the page).

### Do you see a confirmation number and your submission?

- If yes, no additional action is needed.
- If you don't see a confirmation but you see your submission(s): Email a JPBSC personnel your employee number and a screenshot of **My Bidding** tab.
- If both are missing: repeat the pre-bidding steps 1 to 7. If the problem persists, contact a JPBSC personnel providing your employee information, your pre-bid selection in order from first to last, and a detailed recap of the problem.

**Note:** All emails concerning Pre-Bid glitches must be sent before the 13<sup>th</sup> at noon central time. Emails will NOT be honored if missing required information or sent outside of the timeline.

# Award and Reasons Report

- The Pre-Bid results will be published to MyEnvoy no later than the 14<sup>th</sup> at noon central time.

DFW FA JUN PRE-BID AWARD RESULTS:

Awarded	EE #	Name
406	373782	VILLARREAL
405	148649	AMES
404	373727	HARDIN
SEE REASONS REPORT	148602	MORRONE

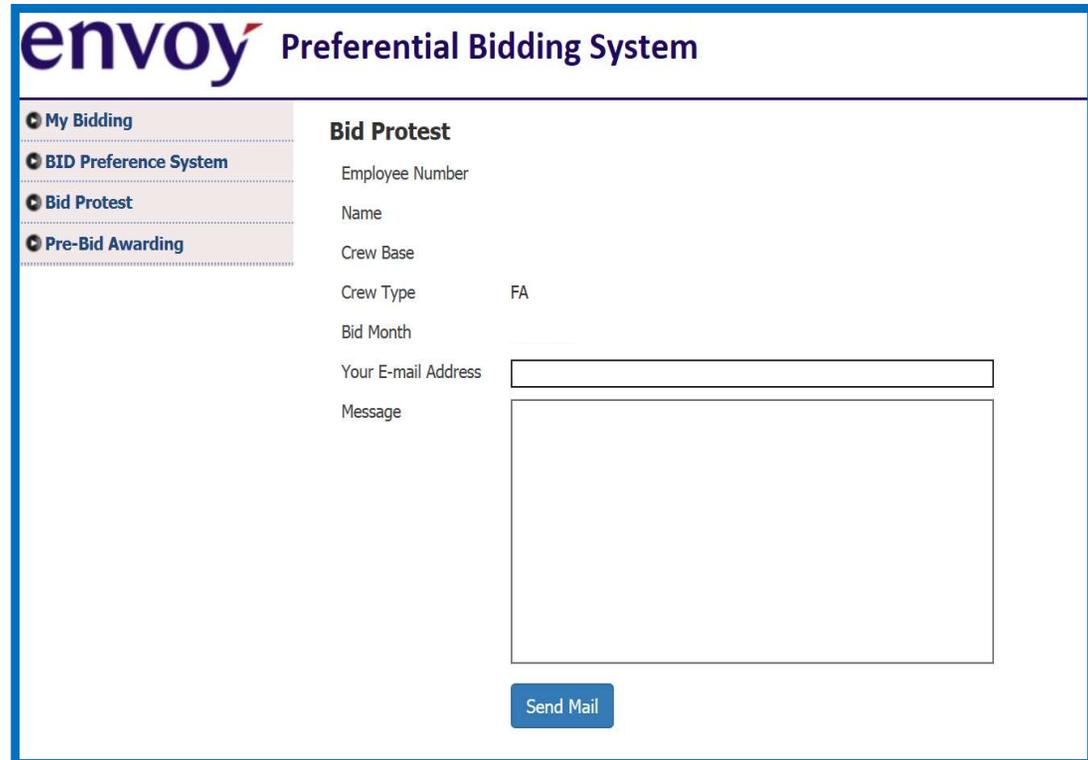
- Use the Pre-Bid Awarding Tab in the Preferential Bidding System to view your detailed reasons report.

CDO/PT/RBL/RWO Request	Reason
406	Awarded Senior
405	Awarded Senior
404	Awarded Senior

- \* CDO, RBL/RWO, and Standby line awards will not be visible within NAVBLUE (Bid Preference System).
- \* CDO, RBL/RWO, and Standby Awards will be visible in FOS by the 24<sup>th</sup>.

# Pre-Bid Protest

- Click the Bid Protest tab.
- Enter your email address\*
- Type your message
- Click “Send Mail”



**envoy** Preferential Bidding System

My Bidding  
 BID Preference System  
 Bid Protest  
 Pre-Bid Awarding

**Bid Protest**

Employee Number

Name

Crew Base

Crew Type      FA

Bid Month

Your E-mail Address

Message

\* Bid Protest responses will be sent to the email address you provide.