

Instructions to utilize S1A priority - DALRC Townhall Meetings

Proposed Dates and Locations

Oct 25th Atlanta

Other Cities and Times to be Announced

- Delta retirees and their spouse/partner traveling to attend the DALRC Town Hall Meetings will be eligible to travel using an **S1A** boarding priority for the purpose of attending these important meetings.
- This authorization is valid for travel on the day of the meeting. In addition, in cases where routings require a departure on the prior day in order to ensure timely arrival at a meeting site, the authorization will be good for travel on the prior day. In such cases, please try to attend meetings on Wednesday's or Thursday's in order to avoid travel on Monday's, which tend to be very heavy travel days. Any travel outside these time frames must be at the retirees regular travel priority.
- The S1A priority may be used for all legs from a U.S. city of origin to the meeting location and return to the U.S. city of origin. The S1A priority can be used only once to attend one meeting.
- The strongly preferred check-in method is Delta's self-service kiosk. Kiosks are located in most major domestic airports.
- Remember, when departing from the Atlanta Worldport, please visit the Employee Travel Center (located near Baggage Carousel #1) if agent assistance is needed or you have baggage to check.

Before you go to the airport to travel:

- Create a flight/meal listing for your desired flight prior to arriving at the airport using Travelnet or the TravelLine VRU (available 24 hours a day, seven days a week, by calling 1-800-325-7123 (outside Atlanta) or 404-715-4989 (in Atlanta))

To use the kiosk:

1. Select the gray **Pass Travel button** at the bottom right corner of the welcome screen.
2. Enter your nine-digit PPR number and two-digit identifier for one of the passengers in the flight/meal list record. (Even though it is not required for travel, if you still have your pass card, you can use it also!)
3. Select the **Personal Travel button**
4. Next screen will ask you to review your itinerary information – select the **Continue button**
5. Select **Continue button** again
6. When prompted to choose your standby listing priority, select **S1A boarding priority**. (Will look like below)

Manager's Approval

S1A

IMPORTANT REMINDER: Retirees and their spouse/partner have been given management authority to use the S1A priority and you will NOT be assessed a penalty for using the S1A priority to attend this special event.

7. Retrieve the Seat Request Card that prints automatically once the Airport Standby Listing is complete.