

From: PSA.FlightOPSAdminAssistant
Sent: Monday, May 15, 2017 3:56:15 PM
To: DL_PSA FlightAttendants
Subject: PSA UNIFORM WEAR OPTIONS

TO: All Flight Attendants

PSA is reissuing the AA Uniform Wear Issue procedure with a few modifications.

PSA is offering the following 3 options if you are experiencing issues with the uniform:

1. WEAR OLD BLUE UNIFORM

You are permitted to wear the old blue uniform. You must comply with all **current** Uniform and Image Standards while wearing the old blue uniform. For example, a scarf is required with the AA gray uniform, therefore a company approved scarf is required while wearing the blue uniform. Also, only the new AA Regional Wings are acceptable. Name bars are optional when wearing the old blue uniform or gray options below. The PSA Uniform Image Standards are attached for reference.

2. PURCHASE "LIKE" GRAY ITEMS

If you do not have the old blue uniform, you may purchase "like" gray items such as a blazer/jacket, pants, skirts, blouse/shirt and dress of similar style and color.

A. The following retailers are viable options for purchasing "like" gray items:

§ Walmart – See the Uniform Option Pictures attachment for brand name and pricing options.

§ JC Penny – See the Uniform Option Pictures attachment for brand name and pricing options.

§ Amazon – See the Uniform Option Pictures attachment for brand name and pricing options.

You will be reimbursed by the Company up to the following costs. Receipts required.

FEMALE	MALE
Blazer - \$78	Jacket - \$85
Pant - \$35	Pant - \$38
Skirt - \$38	NA
Blouse (white/light blue) - \$23	Shirt (white/light blue) - \$27
Sweater - \$61	Sweater - \$74
Dress - \$56	NA

B. Reimbursement by the Company will be either through your Uniform Allowance or by submitting an Expense Report.

Uniform Allowance

§ Your Uniform Allowance can be obtained on the Twin Hill website at twinhill.com/PSA.

§ If you have a Uniform Allowance, complete the Uniform Reimbursement form, attach the receipts and send to your Inflight Supervisor. Once approved, your reimbursement will be reflected on your paycheck.

Expense Report

§ If you do not wish to use your Uniform Allowance, complete an Expense Report, attach the receipts and send to your Inflight Supervisor. Once approved, a check will be sent to your address on file with company.

The Uniform Reimbursement form and the Expense Report form can be obtained on the PSA Portal under the following links:

§ Flight Ops

§ Flight, Quick Links

§ Forms

3. ORDER THE ARAMARK GRAY ITEMS

Go to the PSA portal at mypsa.aa.com and click on the following links:

§ Departments

§ Inflight Services and Training

§ Under the Quick Links Tab, click on Uniforms

§ Under the next Quick Links Tab; click on Alternative Uniforms & Forms

§ Click on the respective Women's/Men's Order Form

Once you have selected an option, send an email beginning Wednesday, 5/17/17 to DL_PSA_FAUniforms@psairlines.com with the following information:

§ Name

§ Employee Number

§ Indicate which option of the uniform you are choosing to wear.

§ Indicate what issues you are having relative to the AA uniform; symptoms, etc. and the specific uniform piece that is causing the issue.

§ Have you previously been diagnosed with wool allergies?

§ Have you seen a doctor in regards to this specific issue?

§ If so, provide a copy of the doctor's note.

You will receive a response, via email indicating receipt of your email. This information will be updated on the PSA portal for future reference.

If you have any further questions, you can contact us via email @ DL_PSA_FAUniforms@psairlines.com beginning 5/17/17.

The Flight Department Management Team

PSA Airlines

Vandalia, OH 45377

937.665.2581 TEL | 937.665.2897 FAX

www.psaairlines.com