

# Lost, Stolen or Forgotten Badge Process

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In the event you forget, lose or if your badge is stolen, first call Crew Scheduling immediately, as outlined in Flight Attendant Manual (FAM) 20.05 Pg 2.

Crew Scheduling will notify Inflight and the station of your situation and coordinate efforts to get the Missing Badge Letter for the Ticket Counter to print. Please hold the Crew Scheduling line unless Crew Scheduling is calling you. If Crew Scheduling is attempting to contact you, please accept their call.

Do not stop to call other departments or Inflight. Inflight will be notified via Crew Scheduling SOC. If the scheduler tells you to contact someone else, refer the scheduler to Flight Attendant Manual (FAM) 20.05 Pg. 2 and that they need to coordinate the letter.

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