

## **The Casualty Affairs Liaison (CAL) Program.**

It allows you to designate a person to assist your family with company matters. The person you designate would be known as your "CAL." A good choice of a CAL would be someone who would understand the workings of our company such as a fellow crewmember or someone else who is familiar with some of the lingo we commonly use. A CAL is not empowered to make any decisions or an official person of any kind. This will be someone who could assist as a liaison between the company and the survivor if, and only if the survivor deems appropriate.

A good example of how a CAL could be of assistance would be to participate in a conference call which explains survivor benefits. In selecting your CAL, you should choose someone who your family would be comfortable in dealing with. The Company has legal guidelines to follow and is not required to notify your CAL. It is very important that you inform your CAL that he or she is your CAL and your family is aware of your selection as well. There are still several pilots who do not have a Next of Kin listed with the Company. Please review your ADP selections and add a Next of Kin as well if the information is missing. It is not necessary to notify the Union of your selections. Your CAL could also be of assistance if you become hospitalized abroad.

Creating a CAL or Next of Kin is easy and an option within portal.ADP in the drop-down menu. Fill in the fields that ask for a name, address, and telephone number:

<https://www.adp.com/logins/adp-portal.aspx>

Choose Employee Login

User ID is in this format: [RParnecky@AAW1](mailto:RParnecky@AAW1)

On the Top Left of the page, select: Personal Information

Choose: Emergency Contacts

Then select: Add New

On the Select Relationship drop-down, choose Casualty Affairs Liaison

Enter contact details.

Electing a CAL is optional, but could be a priceless benefit to your family if ever needed. There are other resources on our 2750 Bereavement Committee website such as the **Farewell File** and **Survivors guide**, specifically designed for the Atlas Air pilot.

Please contact the Bereavement Committee with any questions or need help getting started.

Richard Parnicky

Bereavement Committee

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