

SURAT EDARAN
NO. OF/SE-70002 /15

Kepada : Seluruh Penerbang
Dari : VP. Flight Operation
Perihal : Pengisian Cockpit Crew Goods Seragam & Perlengkapan Penerbang

Dalam rangka memenuhi kebutuhan seragam & perlengkapan penerbang periode 2015, maka dinilai perlu untuk mengingatkan distribusi seragam dan perlengkapan bagi Penerbang.

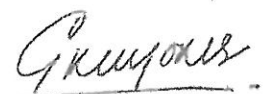
Adapun tata cara permintaan seragam dan perlengkapan penerbang sbb :

1. Penerbang mengisi Cockpit Crew Goods Request di web Intra Garuda Indonesia (User Manual Pengisian terlampir).
2. Permintaan seragam dan perlengkapan menggunakan sistem point.
3. Penerbang memiliki 4.000 (empat ribu) point pada setiap periode pengisian yang dapat ditukarkan dengan seragam dan perlengkapan sesuai dengan kebutuhan masing-masing penerbang.
4. Pengisian Cockpit Crew Goods Request periode **2015** akan dimulai pada **4 Februari 2015** dan berakhir pada **15 Maret 2015 pukul 23.59 WIB**.
5. Bagi Penerbang yang tidak melakukan pengisian Cockpit Crew Goods Request pada kurun waktu yang telah ditentukan (point 4), maka **Penerbang tersebut akan diberikan seragam dan perlengkapan yang wajib** pada setiap periode (tertera di Cockpit Crew Goods).
6. Spesifikasi seragam dan perlengkapan telah ditentukan oleh Tim Evaluasi Seragam JKTOFGA dan disetujui oleh VP. Flight Operation.
7. Bagi penerbang yang mulai bergabung pada tahun 2015 dan siswa ab-initio yang telah menjalankan ground training pada tahun 2015, mendapatkan seragam tahun 2015 sebagai Paket Siswa dan tidak perlu mengisi Cockpit Crew Goods Request.
8. Perlu kami sampaikan seluruh seragam dan perlengkapan penerbang periode tahun 2014 dapat diambil di Crew Inventory hingga akhir Dec 2015.

Untuk informasi dan penjelasan mengenai Cockpit Crew Goods jika mendapatkan kesulitan dalam pengisian Cockpit Crew Goods, dapat menghubungi FOSO masing – masing tipe.

Demikian disampaikan. Terima kasih & Selamat Terbang!

Jakarta, 03 Februari 2015
PT. Garuda Indonesia (Persero) Tbk.
VP. Flight Operation


CAPT. G. SUDJATMIKO

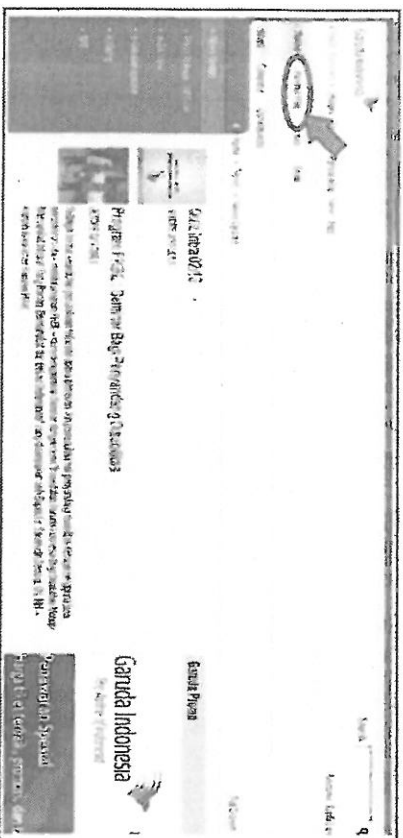
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USER MANUAL **COCKPIT CREW GOODS REQUEST 2015**

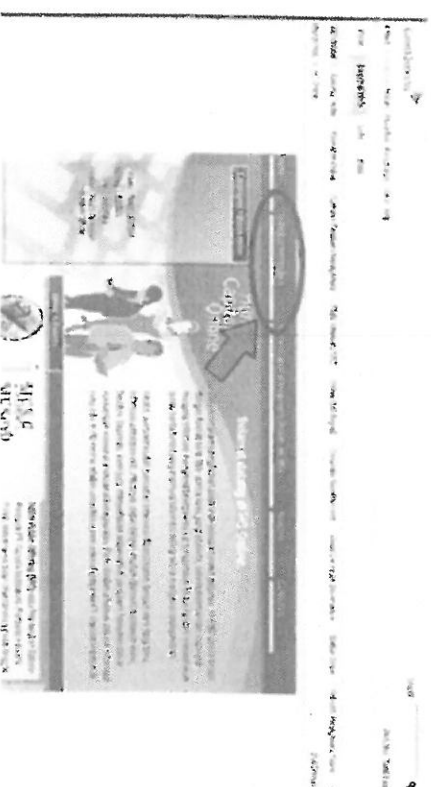
1. Kunjungi portal **INTRA GARUDA INDONESIA** dengan alamat <http://intra.garuda-indonesia.com>.



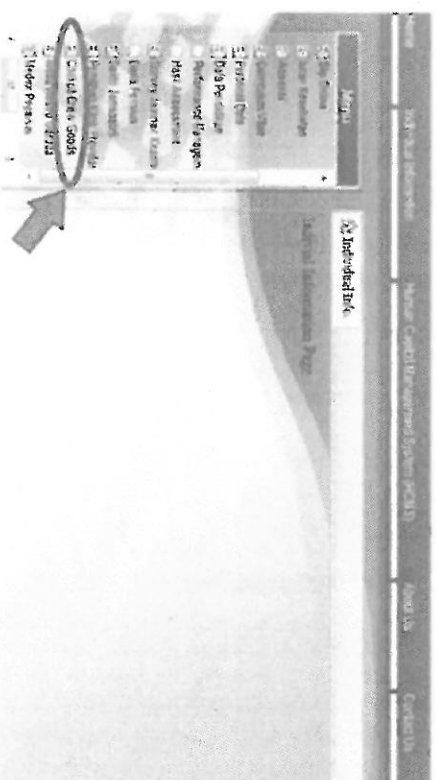
2. Login dengan menggunakan username dan password masing-masing.
3. Pilih menu **Internal Web** di kiri atas halaman web Intra Garuda.



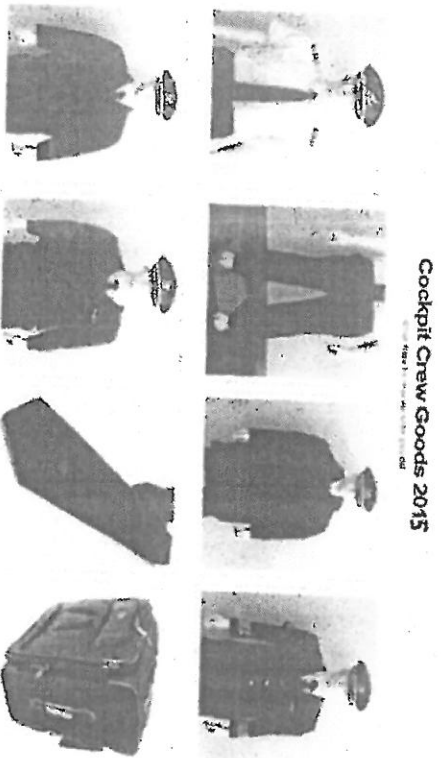
4. Lalu klik menu **Individual Information** yang terdapat di bagian teni atas halaman web Intra Garuda.



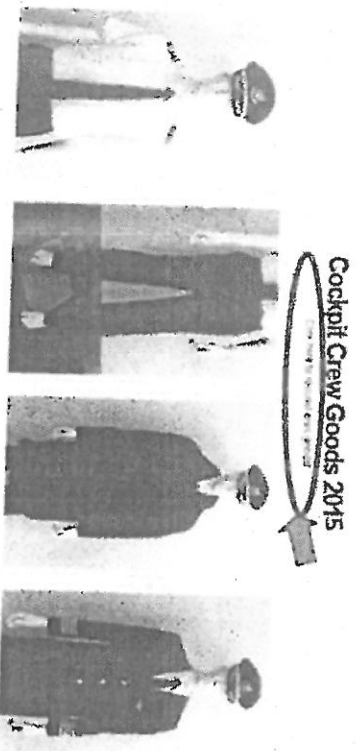
5. Kemudian akan muncul menu **Cockpit Crew Goods** di sebelah halaman web Intra Garuda.



6. Setelah itu akan tampil Cockpit Crew Goods 2015 berupa tampilan gambar seragam penerbang periode 2015.



7. Klik tombol [Click here to request crew goods](#) untuk menampilkan form request.

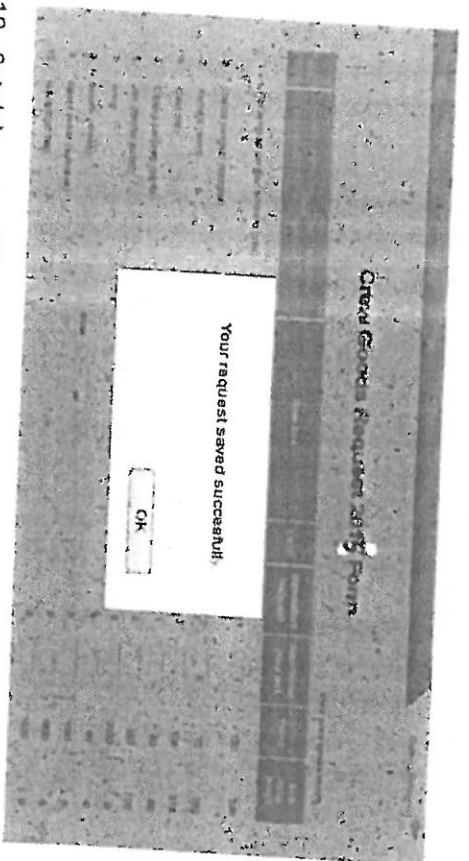


8. Setelah itu akan tampil Crew Goods Request 2015 Form yang harus sesuai dengan kebutuhan.

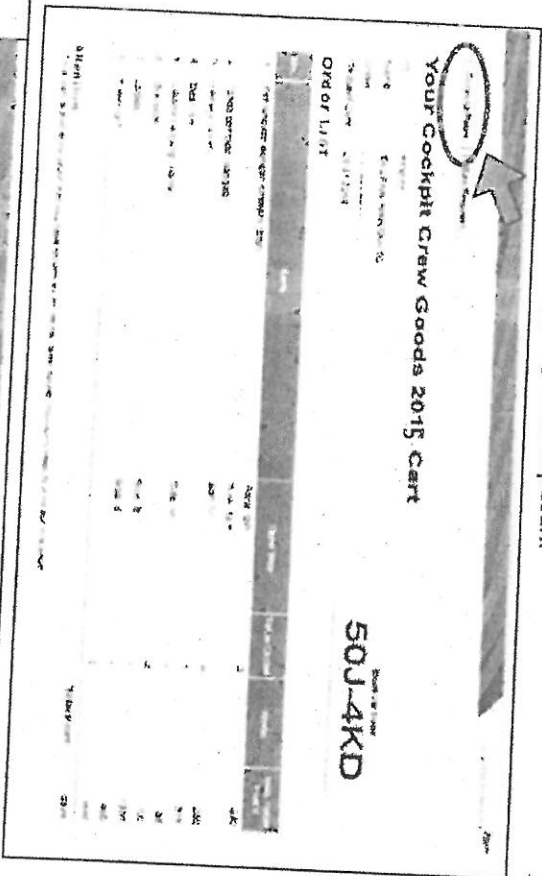
The screenshot shows a form titled "Crew Goods Request 2015 Form". It contains a table with columns for item description, size, and quantity. The table is currently empty, and there are input fields for "Total Point" and "Total Price".

9. Penerbang dapat meng-klik tombol [Submit](#) jika sudah yakin terhadap isi form dan juga lengkap pengisiannya.

This screenshot shows the same form as the previous one, but with a red circle and an arrow pointing to a button labeled "Submit".



10. Setelah mengklik tombol Submit, maka akan muncul **Bukti Pemesanan** yang kami sarankan untuk disimpan dan dicetak sebagai tanda bukti bagi penerbang. Bukti pemesanan pada sistem ini merupakan acuan pada tempat pengambilan Crew Goods untuk memberikan barang yang telah dipesan.



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Garuda Indonesia

Proof of Cockpit Crew Goods Request 2015

Order List

No	Item	Type/Size	Quantity	Unit	Sub Total Price
1	Pak (Group of 4 - 1st - 2nd)	Size 14.5	2		24.0
2	Trunk bag (Group)	Size 14.5	1		24.0
3	Group 1st	Size 1	1		24.0
4	Group 2nd	Size 1	1		24.0
5	Group 3rd	Size 1	1		24.0
6	Group 4th	Size 1	1		24.0
7	Group 5th	Size 1	1		24.0
8	Group 6th	Size 1	1		24.0
9	Group 7th	Size 1	1		24.0
10	Group 8th	Size 1	1		24.0
11	Group 9th	Size 1	1		24.0
12	Group 10th	Size 1	1		24.0
13	Group 11th	Size 1	1		24.0
14	Group 12th	Size 1	1		24.0
15	Group 13th	Size 1	1		24.0
16	Group 14th	Size 1	1		24.0
17	Group 15th	Size 1	1		24.0
18	Group 16th	Size 1	1		24.0
19	Group 17th	Size 1	1		24.0
20	Group 18th	Size 1	1		24.0
21	Group 19th	Size 1	1		24.0
22	Group 20th	Size 1	1		24.0
23	Group 21st	Size 1	1		24.0
24	Group 22nd	Size 1	1		24.0
25	Group 23rd	Size 1	1		24.0
26	Group 24th	Size 1	1		24.0
27	Group 25th	Size 1	1		24.0
28	Group 26th	Size 1	1		24.0
29	Group 27th	Size 1	1		24.0
30	Group 28th	Size 1	1		24.0
31	Group 29th	Size 1	1		24.0
32	Group 30th	Size 1	1		24.0
33	Group 31st	Size 1	1		24.0
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36	Group 34th	Size 1	1		24.0
37	Group 35th	Size 1	1		24.0
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51	Group 49th	Size 1	1		24.0
52	Group 50th	Size 1	1		24.0
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54	Group 52nd	Size 1	1		24.0
55	Group 53rd	Size 1	1		24.0
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