

## Duty file specification

This document shows you a list of columns that the duty file (CSV and XLSX formats) can contain. The file can contain duties (one per row) for multiple schedules. You can see the mandatory columns together with the optional columns in the table below. See [Where to get formats](#) to learn how to download an example duty file.

ColumnName ( <sup>+</sup> required)	Format	Description
Reference <sup>+</sup>	Text	A free-text property usually used to indicate a pilot. Use pilot's name or ID.
OnDutyDate <sup>+</sup>	Date (DD/MM/YYYY)	The duty start date.
OnDutyTime <sup>+</sup>	Time (hh:mm)	The duty start time.
StartAirport <sup>+</sup>	Text	The airport at which the duty started. Send ICAO, IATA, or FAA airport codes or a combination of these codes.
OffDutyDate <sup>+</sup>	Date (DD/MM/YYYY)	The duty end date.
OffDutyTime <sup>+</sup>	Time (hh:mm)	The duty end time.
EndAirport <sup>+</sup>	Text	The airport at which the duty ended. Send ICAO, IATA, or FAA airport codes or a combination of these codes.
Sectors	Number	The number of flights in duty. Default value is 1.
CrewComposition	Number	Send <ul style="list-style-type: none"> <li>• <b>2</b> for 2 Pilots</li> <li>• <b>3</b> for 3 Pilots</li> <li>• <b>4</b> for 4 Pilots</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>9</b> for Cabin Crew</li> </ul> Default value is 2.
SleepCount	Number (0-2)	The number of sleeps the pilot or the crew member slept on duty.
SleepOrder	Number (1-3)	The rank, which the pilot or the crew member slept in. Send <ul style="list-style-type: none"> <li>• <b>1</b> for First</li> <li>• <b>2</b> for Second</li> <li>• <b>3</b> for Third</li> </ul>
SleepClass	Number (1-5)	Send <ul style="list-style-type: none"> <li>• <b>1</b> for Class 1 - Bunk</li> <li>• <b>2</b> for Class 2 - Cabin seat: 40 degrees or more recline</li> <li>• <b>3</b> for Class 3 - Flight deck seat</li> <li>• <b>4</b> for Class 4 - Economy seat: Less than 40 degrees recline</li> <li>• <b>5</b> for Class 5 - Jump seat</li> </ul>
HomeBase <sup>+</sup>	Text	Send ICAO, IATA, or FAA airport codes or a combination of these codes. Default value is Start airport code.
TimeReference <sup>+</sup>	Number (0-2)	The reference time zone. Send <ul style="list-style-type: none"> <li>• <b>0</b> for UTC</li> <li>• <b>1</b> for Base airport timezone</li> <li>• <b>2</b> for Local timezone</li> </ul>
OnPartialAugmentDate	Date (DD/MM/YYYY)	The time at which the pilot or the crew member started their partial augmentation.
OnPartialAugmentTime	Time (hh:mm)	The time at which the pilot or the crew member started their partial augmentation.
OffPartialAugmentDate	Date (DD/MM/YYYY)	The date on which the pilot or the crew member ended their partial augmentation.
OffPartialAugmentTime	Time (hh:mm)	The time at which the pilot or the crew

		member ended their partial augmentation.
FirstRestStartDate	Date (DD/MM/YYYY)	The date on which the pilot or the crew member started their first rest.
FirstRestStartTime	Time (hh:mm)	The time at which the pilot or the crew member started their first rest.
FirstRestEndDate	Date (DD/MM/YYYY)	The date on which the pilot or the crew member ended their first rest.
FirstRestEndTime	Time (hh:mm)	The time at which the pilot or the crew member ended their first rest.
SecondRestStartDate	Date (DD/MM/YYYY)	The date on which the pilot or the crew member started their second rest.
SecondRestStartTime	Time (hh:mm)	The time at which the pilot or the crew member started their second rest.
SecondRestEndDate	Date (DD/MM/YYYY)	The date on which the pilot or the crew member ended their second rest.
SecondRestEndTime	Time (hh:mm)	The time at which the pilot or the crew member ended their second rest.
SplitShift	Number (0-1)	Indicates whether the pilot or crew member had rested in between flight. Send <ul style="list-style-type: none"> <li>• <b>0</b> for True</li> <li>• <b>1</b> for False</li> </ul>
DutyType	Number (1-3)	The type of duty. Send <ul style="list-style-type: none"> <li>• <b>1</b> for worked duty</li> <li>• <b>2</b> for worked duty with split shift</li> <li>• <b>3</b> for standby duty</li> </ul>
Fleet	Text	A free-text property used to indicate fleet message.
Rank	Text	A free-text property used to indicate a pilot's rank.

Workload	Number	<p>When the sector count is 0, send</p> <ul style="list-style-type: none"> <li>• <b>0</b> for no activity, i.e. doing nothing but not sleeping</li> <li>• <b>10</b> for average workload on a typical single-sector duty. Equivalent to workload prior to being able to change workload</li> <li>• <b>20</b> for average workload on a typical four-sector duty</li> <li>• <b>30</b> for very high workloads</li> <li>• <b>40</b> for exceptionally high workloads only seen occasionally</li> <li>• <b>50</b> for extremely high workloads only rarely seen</li> </ul> <p>When the sector count is more than 0, send</p> <ul style="list-style-type: none"> <li>• <b>-50</b> for half the workload of standard flying this number of sectors</li> <li>• <b>0</b> for standard duty workloads flying this number of sectors. Equivalent to workload prior to being able to change workload</li> <li>• <b>100</b> for double the workload of standard flying this number of sectors</li> </ul>
CrewPrepTime	Number	The time taken for crew to prepare. Value indicates minutes. Default value is 60 minutes.
DutyCommuteTime	Number	The time taken to commute to the duty. Value indicates minutes. Default value is 60 minutes.
CabinCrewSleepPattern	Number (0-3)	<p>Send</p> <ul style="list-style-type: none"> <li>• <b>0</b> for Normal Long-Haul Pattern 1 or 2 sleep periods</li> <li>• <b>1</b> (ULR Pattern 1 or 2 sleep periods, short service)</li> </ul>

- **2** (ULR Pattern 1 sleep period, 50% cruise phase)
- **3** (ULR Pattern Main Crew 1 or 2 sleep periods)

Default value is 0. See [Cabin Crew Sleep Pattern](#) to learn more.