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***Air Wisconsin***

**JUMPSEAT**

**101**



***2009–2010***

**Air Line Pilots Association, Int'l**

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## GREETINGS FROM YOUR ARW JUMPSEAT COMMITTEE

I am very happy to give to you this Jumpseat 101 booklet. Captain Charles Roos has worked diligently on getting this document produced. The document details how to jumpseat, procedures on how to jumpseat on other airlines, etiquette that is expected of you when you jumpseat, and what to expect when you have another pilot jumpseating on your aircraft. This booklet will be available on the ARW ALPA website, [www.awacalpa.org](http://www.awacalpa.org). It will be updated as needed. If you have any questions or issues jumpseating or with a jumpseater on your aircraft, **please** contact the Jumpseat Committee.

Lastly, do not forget to check the Jumpseat website for the most up-to-date information—as of this printing, it should be up and running by spring 2009 at <http://crewroom.alpa.org>.

Thanks,

Robert J. Frank  
ARW MEC Jumpseat Committee Chairman  
[ARWJumpseat@alpa.org](mailto:ARWJumpseat@alpa.org)

### MISSION STATEMENT

#### Objectives of the ARW Jumpseat Committee

- To promote unity among all airline pilot groups
- To assist pilots jumpseating to/from work and for pleasure
- To work with the TSA and other government agencies
- To seek security for the individual and the crew

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# ALPA JUMPSEAT COMMITTEE

## ETIQUETTE GUIDE

1. **ALWAYS** list yourself if possible for the carrier you plan to ride on, and be patient with the gate agents. ***Air Wisconsin's two-letter code is ZW*** when checking in.
2. ALWAYS identify yourself as a jumpseater to flight attendants when boarding, and ALWAYS introduce yourself to the cockpit crew. The FARs require that the captain know you are on board. **ALWAYS** ask for a ride, even if the gate agent gave you a seat assignment. Leave your bags in the jetway, or out of the way, while introducing yourself.
3. Limit your carry-on bags to a minimum when jumpseating.
4. Stay out of the way of paying passengers. When boarding, be the last one to sit down, unless you are on SWA (use the new boarding system), or if you are told by the crew to take a seat.
5. Even employees and other non-revs will have priority over jumpseaters, who generally have the lowest priority of anyone. You may be asked to deplane at the last minute. Airlines will not delay flights for jumpseaters. If we cause delays on other airlines, we could jeopardize our reciprocal agreement with that airline.
6. If offered a seat in first class by the captain, inform the lead flight attendant of this permission. A first-class seat doesn't automatically entitle you to the same first-class benefits of revenue passengers. If they can accommodate you in first class, do not drink alcoholic beverages. While you are exercising the privileges afforded you by FAR 121.547 or 121.583 (i.e., jumpseating), you are considered an additional crewmember, and the alcohol limitations of FAR 91 apply. Just because you get a seat in the back does not relieve you from this responsibility. Even when in plainclothes, remember that you are still considered an additional crewmember by most airlines, and you may be required to perform duties in case of unusual or emergency circumstances.
7. ALWAYS express your gratitude to the crew when deplaning. No matter how rushed, remember to say "Thank you." Some airlines' policies are for non-revs (including jumpseaters) to deplane last. Again, stay out of the way of revenue passengers, and provide any assistance, if necessary. Use your best judgment, especially if you stowed your bags farther aft than your seat.
8. Keep in mind at all times that pilots rely on other airlines' jumpseat agreements much more than they rely on us. Your Association works hard to maintain these agreements. ***Jumpseating is a privilege and***

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**not a right.** Reciprocal jumpseat agreements are very delicate. The uniform is very visible. Many airline employees may be irritated by our consistent visibility and always assume that we are “mooching” a ride when they see us. Be considerate of their assumptions and attitudes. Anytime we are in uniform in the presence of airline employees and revenue passengers, we must behave like ambassadors for our airline. Never discuss the fact that you’re riding “for free.” If you are bumped unfairly, do not make a scene. Go to plan B and e-mail us a report. Avoid discussing deviation policies, because very few airlines have them. It is difficult to understand, and it may be assumed that you are somehow being compensated for jumpseating.

9. Remember that you are an additional crewmember (ACM or OMC). That means that if you are sitting in the cockpit, keep your eyes and ears open. Wear a headset. Follow sterile cockpit rules, but speak up when necessary. **Remember to turn off your cell phone as soon as you get in the cockpit, and cease text messaging.** Even during cruise, it is best practice while in the cockpit to ask the captain if he minds if you read or do a crossword puzzle, etc. Remember, 10,000 feet and below is still a sterile cockpit environment and, as an additional crewmember, reading, talking, etc., are still not allowed. Additionally, if you are sitting in the cabin, you may be called upon in case of emergency. Your best behavior ensures jumpseat agreements in the future.
10. Be polite and courteous to gate agents. Remember that they do not get the same benefits of riding on other carriers for free, but never, ever let them talk you into taking the jumpseat or becoming a jumpseater on a flight for which you are ticketed no matter how nicely they ask or what type of favor you may think you are doing them. They may even offer you vouchers, but this practice has resulted in lost reciprocal jumpseat agreements in the past. The jumpseat belongs to the captain, not the gate agent! It is not *just another seat!*
11. Do not attempt to jumpseat on a flight that you have a commercial ticket for.
12. If you have any questions, suggestions, comments, and/or complaints, please contact your Jumpseat coordinator. Be prepared with detailed information such as the date, time, gate (so it can be accurately tracked through CASS), and name of the gate agent.

***Always be the consummate professional while jumpseating.  
It is one of the most valuable career benefits we have!***

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## CAPTAINS' ROLE WITH THE JUMPSEATERS ON THEIR AIRCRAFT

As the PIC of the aircraft, you are the In-Flight Security Coordinator.

FAR 91.3 (a) states: "The pilot in command of an aircraft is directly responsible for, and is the final authority as to, the operation of that aircraft."

FAR 121.535 (d) further states: "Each pilot in command of an aircraft is, during flight time, in command of the aircraft and crew and is responsible for the safety of the passengers, crewmembers, cargo, and airplane."

As the last link of the security chain, you have the ability to verify that the jumpseater is who he (or she) says he is. When the flight attendant informs you that you have both a flight attendant jumpseater and a pilot jumpseater, you are responsible for performing the following procedures:

1. Verification of company ID
2. Verification of FAA flight certificates and medical
3. Verification of CASS approval; if you have questions regarding their CASS approval, have the gate agent recheck CASS while you watch
4. Briefing of the jumpseater on any relevant items

A jumpseater who will be occupying a cabin seat does **not** have to be CASS approved. If the CASS is denied (there can be many reasons), use that denial as a tool and ask a few questions that would be relevant. Ask simple questions about their airline or union affiliation that only someone on the inside would know. Unfortunately, our memories are short even after 9/11, and it is easy to get relaxed about security. But the good old days are gone forever now, and we cannot afford another terrorist incident.

## INTERNATIONAL FLIGHTS

Presently you may not sit in the cockpit of an airline on international flights. You may only obtain a seat in the passenger cabin. Some airlines will give you a first- or business-class seat, and some won't. Keep in mind that most airlines that allow jumpseating internationally require that you check in 75 to 90 minutes prior to departure in order to satisfy TSA requirements. Individual requirements for varied international airlines are listed in each airline's procedures as in the following pages.

## JUMPSEAT PROTOCOL AND CURRENT TSA SECURITY RESTRICTIONS

CASS allows for pilots of a participating airline to ride in the cockpit jumpseat of another CASS airline (domestic U.S. only), subject to electronic verifica-

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tion. ALPA, in conjunction with respective airline Jumpseat Committees, reviews a CASS airline for viable reciprocity. In other words, just because a carrier is in CASS, it may not necessarily be authorized for reciprocity with your airline. If you would like ALPA to look into adding a specific carrier that you would use, contact your airline-specific ALPA Jumpseat Committee.

Company ID, medical, and pilot's license are required to jumpseat under applicable FARs.

Passports are no longer required by the TSA for CASS *but may be required by individual airline policy.*

The following guidelines and restrictions should *always* be observed while jumpseating on another airline, unless otherwise noted in the reciprocal guide:

- Jumpseat riding is *ALWAYS* subject to the captain's discretion and applicable FARs. Company ID, FAA, medical certificates, and (when asked) passport should be presented to the agent and/or the captain.
- Dress code is uniform, business, or business casual as stated (see the Jumpseat Guide for complete details).
- Jumpseat availability is usually first come, first served (however, most airlines give their own pilots and in some cases subsidiaries a higher priority). Most, but not all, airlines allow multiple jumpseat riders when unoccupied cabin seats are available. The captain makes the final decisions, not the gate agent or "computer." Due consideration to union affiliation is also a consideration when conflicts arise.
- Check-in procedures vary by airport and airline. Allow sufficient time to check in at either the ticket counter, gate, or in some cases, both.
- As a **uniformed** pilot, you are not bound by liquid and gel restrictions. Current TSA rules do not require a boarding pass to pass through screening; however, if the local airport requires a SIDA badge, you may be required to get a jumpseat boarding pass from the ticket counter (file a detailed Jumpseat and Security Report with your respective committees).
- Some airlines require a prospective jumpseater to make a non-rev listing (PNR) prior to travel by calling his or her reservations or dedicated non-rev number during off-peak times (not during normal business hours; see the Jumpseat Guide for details).
- Remember, jumpseating is a **privilege** requiring professional conduct at all times. Be courteous to agents when requesting the jumpseat. Always ask the captain's permission and offer thanks for the ride, even if occupying a cabin seat. Never let an agent rush you past the cockpit without asking the captain's permission. FARs require the captain to know you are on board. Some airlines require non-revenue passengers and jumpseaters to board last and conversely deplane last.

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Never, under any circumstances, jumpseat on a flight off-line for which you hold a revenue ticket. **And never, ever let a gate agent “talk you into” riding the jumpseat instead of using your ticket on the flight.** To do so violates ALPA policy, most airlines’ jumpseat policies, and industry protocol. It may immediately jeopardize your reciprocal agreement between the two carriers.

## U.S. AND CANADIAN AIRLINE JUMPSEAT POLICIES

### Air Canada

[www.aircanada.ca/e-home.html](http://www.aircanada.ca/e-home.html)

- Access to a cabin seat is a discretionary courtesy subject to air regulations, company policy, and permission from the captain.
- This program is available to licensed pilots on personal travel only. Flight dispatchers are not approved for travel under this agreement.
- Jumpseat riders must occupy a cabin seat. Access to the flight deck jumpseat is prohibited. Travel will be offered in a cabin seat.
- Passport/visa for applicable international travel.
- Travel is also available on Air Canada Tango
- Acceptable dress code :
  - » Males—business casual
  - » Females—business casual.
  - » Pilot uniforms are permissible.

Report to the appropriate check-in counter no later than 60 minutes prior to departure. Present the agent with your locator number for file reference; call **1-800-829-0998 to obtain your record locator.** The agent will issue a boarding card that will allow access only to the gate. Once at the gate, present your boarding card, MOT/FAA certificate/license, and valid airline company ID, and request the captain’s permission to travel under this program. The captain will provide a jumpseat pass if permission is granted.

### Air Canada Jazz

[www.flyjazz.ca](http://www.flyjazz.ca)

As Canada’s second largest airline, Jazz serves over 70 destinations in Canada and the United States with a fleet of 94 aircraft (CRJ200 and Dash8 100/300), which operate close to 600 flights a day. Additional CRJ200 and CRJ705 aircraft are to be added over the coming months. Jazz has approximately 1,400 pilots represented by ALPA, with operational bases across Canada in Vancouver, Calgary, Toronto, London, Montreal, Quebec City, and Halifax.



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To book travel, pilots will contact Jazz Departure Control DCC at 1-866-871-4589. The OAL pilot will provide his or her full name and airline name to the DCC agent. The DCC will create a passenger name record (PNR) and provide the pilot with the locator number. The pilot will use this PNR to check in with an agent or a “kiosk” where available.

Once at the gate, the pilot will be required to obtain a “flight deck coupon” (T410) from the captain operating the flight. If the pilot cannot make contact with the captain, he/she can ask the Customer Service agent to coordinate the request.

The captain will then check the pilot’s company identification, pilot license, medical certificate, and any other identification that the captain feels will assist him in determining the legitimacy of the traveler identity.

### **Conditions**

- Approval to travel under the reciprocating jumpseat program is a discretionary courtesy subject to air regulations, company policy, and permission from the captain.
- The program is available to licensed pilots and flight engineers on personal travel only. The jumpseat rider must be actively employed by an air carrier identified on Jazz’s list of approved carriers.
- Due to CARs restrictions, travel in the flight deck is not authorized.
- The number of authorized users in the cabin cannot exceed the number of flight deck jumpseats.
- Jumpseat accommodations are issued on a first-come, first-served basis.

### **AirNet Express**

[www.airnet.com](http://www.airnet.com)

AirNet Express is an all-cargo carrier operating 145 aircraft nationwide with 600 daily departures. Dress code is informal. Jumpseaters are required to present medical and certificate along with two photo IDs, one of which must be a valid company ID. Schedules and airport locations are available on the website, and a seat must be reserved by calling Dispatch at 1-800-824-6058.

### **AirTran**

[www.airtran.com](http://www.airtran.com)

Headquartered in Orlando with a hub in Atlanta, AirTran serves 45 cities mostly throughout the Midwest, South, and East. Go to the gate, show ID, and fill out a form. Uniform or business casual attire is required. For flight information, call 1-800-247-8726. (Please note that the \$20 second-rider fee has been eliminated.)

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## Air Transport International

[www.ibt747.org](http://www.ibt747.org)

Any qualified FAR Part 121 or 135 pilot may ride the jumpseat at the captain's discretion. To reserve a jumpseat in advance and to check departure times, call Dispatch at 1-800-643-9022, ext. 1114 or 1115, or Crew Scheduling at ext. 1113. Business attire or uniform is required, along with appropriate certificates. Show up one hour before departure.

## Airborne Express

[www.ibt1224.org](http://www.ibt1224.org)

The jumpseat is offered to any carrier that has a reciprocal agreement with Airborne Express. To reserve a jumpseat, call 937-382-5591 within 14 days of travel and ask for the Jumpseat Reservations desk. The Reservations Desk is open Monday–Friday, 8:30 a.m.–4 p.m. EST. Reconfirming the jumpseat within 24 hours of travel is recommended. Same-day or -night jumpseat reservations may be made by calling 1-800-736-3973 or 937-382-5591 and asking for the Jumpseat Reservations Desk before 4 p.m., or ext. 2450 after 4 p.m. EST. Casual business attire or uniform is required, along with ID and valid certificates. Arrive one hour before departure, and plan accordingly, as airplanes are often located in remote parts of an airport. If you can't make the flight, please cancel the jumpseat reservation as soon as possible.

## Alaska

[www.alaska-air.com](http://www.alaska-air.com)

The jumpseat is offered to any carrier that has a reciprocal agreement with Alaska. Obtain a jumpseat form at the gate for domestic flights and at the ticket counter for international flights departing non-U.S. stations. A jumpseat may be scheduled in advance only through the Chief Pilot's Office. Casual attire is acceptable, and certificate and company ID are required. The carrier offers international jumpseats. Call 1-800-426-0333 for flight information. They will accept as many jumpseaters as there are open seats in the cabin.

## American

[www.aa.com](http://www.aa.com)

Reciprocal agreements with American are required. Some off-lines are "limited," meaning only one jumpseater per flight. Check with your local chairman for your status. You may list for the jumpseat of a particular flight at any gate/ticket counter up to four hours before departure. Uniform or business casual attire is required. International jumpseats (cabin space available only) are available to the following pilots: Alaska, Continental, Delta, FedEx, and United. Domestic jumpseats include flights to Canada, Hawaii, San Juan, Mexico, and all American Eagle destinations. It is best to pre-list when planning to ride as a jumpseater. **Call 888-933-5922 (888-WE-FLY-AA), option 3. Identify yourself as an OAL (other airline) employee wanting to list as**

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***a jumpseater on an American or American Eagle flight.*** You can retrieve your boarding pass prior to going through Security. If already inside the sterile area, please check in with the gate agent.

### **American Eagle**

[www.aa.com](http://www.aa.com)

The jumpseat is offered to pilots of any carrier that has a reciprocal agreement with the airline. Some off-lines are “limited,” meaning only one jumpseater per flight. Check with your local chairman for your status. Gate personnel have the authority to issue the jumpseat if you are riding in the back, but always check in with the PIC. Priority is determined on a first-come, first-served basis. Casual first-class attire or uniform is required, along with airline ID, pilot certificate, and boarding pass. John F. Kennedy and Dallas/Ft. Worth airports use vans to transport passengers from the gate to the aircraft—at these locations, please check in at the gate 15 to 20 minutes before departure. Call 800-433-7300 for schedule information.

### **ASTAR Air Cargo**

[www.astaraircargo.us](http://www.astaraircargo.us)

Contact Crew Scheduling at 1-800-255-6475 or 859-283-2232, ext. 1301, no more than 30 days in advance to schedule the jumpseat. Check in with Crew Scheduling and the captain no less than 45 minutes before departure time. Uniform or business attire is required, along with valid company ID and appropriate certificates. Jumpseats are scheduled by ZULU date and time. Avoid calling Crew Scheduling on Mondays between 7 a.m. and 3 p.m. EST. Crew Scheduling is not available from noon EST on Saturday through the following Monday morning. Call Crew Scheduling to confirm the seat after 5 p.m. EST on the day you plan to jumpseat. The airline offers international jumpseats. For more information, contact the airline at 859-283-2232, ext. 5028. An online schedule is not available.

### **Atlantic Southeast**

[www.delta.com](http://www.delta.com)

All FAR Part 121 pilots may ride the airline’s jumpseats at the captain’s discretion. Show up at the gate one hour before departure and fill out an additional-crewmember (ACM) form. Uniform or casual business attire is required, along with a valid company ID and airman certificate. Riding the jumpseat is on a first-come, first-served, space-available basis. The ACM is expected to perform any duties necessary in the event of an abnormal situation. International jumpseats to Canada and Mexico are available. For flight information, call 800-221-1212.

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## **Polar/Atlas Air**

[www.atlasair.com](http://www.atlasair.com) or <http://www.atlasair.com/travel/jumpseat.asp?c=y>

The carrier is based in New York (JFK) and serves the Pacific Rim, Europe, and South America. Call 800-462-2012, option 2, then 2, then 3, or follow the automated menu, within 24 hours of travel to be listed for the jumpseat. Request must be made prior to three hours before scheduled departure time. If calling from outside of U.S. and Canada, call 800-656-8336 via an AT&T connection. Uniform or business casual for men, and uniform or business casual with low-heel shoes for women. Uniform required for Middle East travel. Report to Operations or Dispatch one-and-a-half hours before departure. An online schedule is not available.

## **Bemidji**

[www.bemidjiaviation.com](http://www.bemidjiaviation.com)

## **Chautauqua**

[www.flychautauqua.com](http://www.flychautauqua.com)

Based in Indianapolis, and flying as American Connection, Delta Connection, and US Airways Express, Chautauqua will accept as many jumpseaters as there are open cabin seats, except on American Connection flights. Call 317-484-6000 or 1-800-428-4322.

## **Colgan Air**

[www.colganair.com](http://www.colganair.com)

Colgan Air operates as a US Airways affiliate. Jumpseat passes are available at the US Airways ticket counter or at the gate. The agent will verify your ID and give you the form to fill out. The jumpseat is at the discretion of the captain. Colgan operates B-1900s in the eastern United States.

## **Comair**

[www.comair.com](http://www.comair.com)

A reciprocal agreement with Comair is required for a pilot to ride the jumpseat. Go to the gate and show ID, fill out paperwork, and check with the captain, who has final jumpseat authority. Casual business attire is required, along with an airman or dispatcher certificate. Show up 30 minutes before the flight. Comair accepts more than one jumpseat rider on a nonrevenue, space-available basis. International jumpseats are available. For international flights, tax must be paid at the ticket counter (the tax cannot be paid at the gate). Call 606-283-8137 for more information, or 1-800-221-1212 (Delta reservations).

## **Commutair**

[www.commutair.com](http://www.commutair.com)

Flying as Continental Connection throughout the northeast United States, the airline is an FAR Part 121 carrier operating Beech 1900s. Request the jumpseat at the gate.

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## **Continental**

[www.continental.com](http://www.continental.com)

Obtain an additional-crewmember (ACM) form at the gate. Forms will not be given out until one hour before departure. All jumpseat riders will have the time written on the form to help determine boarding priority. Jumpseaters will be accommodated until doing so might cause an unnecessary delay. After all nonrevenue passengers have been accommodated, the ACMs may be offered a cabin seat that does include business class.

## **Delta**

[www.delta.com](http://www.delta.com)

Delta pilots may reserve the jumpseat in advance. Other pilots should go to the gate and request the jumpseat. Check in at the gate 30 minutes prior to departure if possible. For international flights, check in at the ticket counter. Appropriate attire (business casual or a uniform), airline ID, medical certificate, and airman certificate are required. Call 1-800-221-1212 for flight information.

**International Jumpseat:** There isn't any listing requirement (it isn't possible for an OAL to list for a jumpseat either domestically or internationally). For international flights, the jumpseater will need to stop at the ticket counter and pay any taxes or security fees for the country. It is often less expensive to take care of the round-trip costs here in the U.S. if the return is to be on Delta also. Pilots need to make sure that they allow sufficient time to be at the gate talking to the agent no less than 75 minutes prior to scheduled departure. Even though as an OAL they must occupy a cabin seat (until the TSA unlocks CASS for international travel), they are still listed on the Master Crew List, which is transmitted to the TSA 60 minutes prior to scheduled departure. Attire is business casual or uniform. Delta boards jumpseaters and non-revs from the front cabin to the back, which means if a business elite seat is available, they should be accommodated there. Having an ID90 or ZED is, of course, always a good idea.

## **Era Aviation/Alaska Commuter**

[www.era-aviation.com](http://www.era-aviation.com)

Check in at the gate. Call Dispatch at 907-243-6633 for more information.

## **Everts Air Cargo**

[www.aircargopressak.com](http://www.aircargopressak.com)

## **Evergreen International**

<http://www.evergreenaviation.com/>

Call the Travel Desk at 503-472-0011 during normal business hours (Pacific Time) to request a jumpseat. After hours, call Dispatch at the same number. Jumpseats are scheduled on a first-come, first-served basis. Check in one

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hour before departure for international flights and 30 minutes before departure for domestic flights. Uniform or business attire is required, along with ID and airman and medical certificates. Contact local Station Operations regarding estimated departure time because many flights depart early.

### **Express One International**

[www.express-one.com](http://www.express-one.com)

### **ExpressJet Airlines (formerly Continental Express)**

[www.expressjet.com](http://www.expressjet.com)

Obtain a jumpseat form from the gate. Jumpseat riders must identify themselves to the captain. Riding the jumpseat is on a first-come, first-served basis. Will accept as many jumpseaters as there are open seats. Appropriate certificates are required. The airline offers international jumpseats to Mexico and Canada.

### **Express.Net Airlines**

[www.ena.aero](http://www.ena.aero)

### **FedEx**

<http://www.alpa.org/fdx/jumpseat/>

***\*You must cancel your reservation if you do not intend to use it. Failure to do so two times will result in revocation of your jumpseat privileges.***

## **FedEx Reciprocal Cockpit Off-line Jumpseat (OJS) Guidelines**

1. FedEx Express has two types of seating in its jumpseat system. One is the actual jumpseats located in the cockpit area (cockpit jumpseat). The second is the cabin seating area on most of the wide-body aircraft (cabin jumpseat). CASS participation is a requirement to occupy a seat in either area at FedEx Express. Also, FedEx requires CASS to provide both the picture and passport number of the OJS.
2. Only FAA-certificated pilots and flight engineers will be eligible to utilize FedEx Express jumpseats. These crewmembers must be in an active status, i.e., not retired, furloughed, on a leave of absence, or in a sick or disability status.
3. Jumpseat travel is subject to all applicable FARs, SDs, and FedEx Express company regulations.
4. Off-line jumpseating is only available on flight legs within the 50 states, i.e., CONUS, Alaska, and Hawaii.
5. Only FedEx Jumpseat Administration has the authority to book an off-line crewmember on a jumpseat. A reservation may be made 24 hours in advance of scheduled flight departure time.

6. A reservation is required no later than two hours prior to scheduled flight departure time. There will be no walk-up jumpseat availability. The off-line jumpseat reservation number (1-866-357-5711) is available 24/7. Required information will be airline, name, employee number, and passport number.
7. If an OJS elects not to use a booked jumpseat, he or she is requested to cancel the seat using the same telephone number.
8. The reservationist will provide an address where the OJS should report at least one-and-a-half hours (90 minutes) prior to scheduled departure. When arriving, the jumpseater should identify himself/herself as an "off-line pilot jumpseating." The jumpseater will be escorted to the proper area.
9. If the OJS does not have a reservation, ramp access will be denied. If the OJS is an FFDO and has his NDB in his possession, the OJS must present his/her FFDO credentials. Otherwise, the OJS will be denied access and the reservation canceled.
10. A jumpseat-certified ramp agent of the departing ramp is tasked with verification of identification of the OJS and check-in of the off-line jumpseater. If any of the CASS information does not match that of the OJS (ID card, CASS picture, passport number, and expiration date), the OJS will be denied access and boarding. The captain will also verify the identification information and ensure the proper compliance with FAR, SD, and FedEx regulations. Required identification is company ID card, passport, and FAA airman and medical certificates. Passport and medical must be current.
11. CASS picture function must be available at the time of the reservation. If CASS picture capability is down at time of check-in, the following two options exist:
  - The CASS crewmember is denied access to the jumpseat.
  - The passport function of CASS must be available. The ramp agent then calls Jumpseat Administration in Memphis, who will contact the airline directly and verify employment of the OJS crewmember. If time does not permit this, the OJS shall be denied boarding.
12. All OJS riders and their luggage will be screened IAW with TSA and FedEx Security requirements. This may include magnetometer screening, personal hand-wanding or pat-down, and luggage X-rayed or physically searched. An OJS must be familiar with TSA-prohibited and -restricted items that may not be carried onto an aircraft. Additionally, all jumpseaters will be sequestered prior to departure time and escorted to the aircraft at the proper time for the briefing required for all jumpseaters. FFDOs must retain their NDB but all of their other

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luggage will be searched. There are no FFDO storage facilities at any FedEx location.

13. All OJS riders will be booked into a cockpit jumpseat, but they may occupy a cabin jumpseat if available at block-out time. All OJS cockpit jumpseats will be at the discretion of the captain.
14. Jumpseat Administration, in conjunction with the duty officer, will resolve all OJS boarding conflicts and problems.
15. OJS travel is restricted to personal use.
16. Each person using this privilege must observe strict professional conduct and decorum. FedEx ramps are generally very busy, there are few amenities, and all boarding requires outside exposure (there are no jetways). FedEx ramps require safe and reasonable dress policy. Appropriate footwear and attire are required to ride the jumpseat. Appropriate dress allows for casual attire such as athletic shoes and blue jeans. Inappropriate clothing, such as T-shirts, shorts, high-heel shoes, and sandals, will result in denial of the jumpseat. No one is permitted to travel with facial hair other than a moustache.
17. Carry-on luggage will be limited to what may be carried by the OJS in one trip up a crew boarding stairs. No TSA-prohibited items are allowed.
18. FAR 121 Sterile Cockpit procedures must be rigidly observed and all instructions/directions of the captain complied with.
19. Each ramp at FedEx is unique. Escort and check-in procedures will vary by location and local airport regulations. Additionally, cargo carriers have separate and different TSA/FAA requirements for jumpseat security from passenger airlines. It is recommended that you arrive early at the departing ramp and be flexible in your traveling arrangements.

## **Freedom Airlines**

[www.mesa-air.com](http://www.mesa-air.com)

Freedom Airlines is a part of the Mesa Air Group; for information, see Mesa.

## **Frontier**

[www.flyfrontier.com](http://www.flyfrontier.com)

Present documents at the gate and fill out form. Off-line jumpseaters are only limited by the number of available seats in the cabin. Call 1-800-432-1359 for flight information. CASS is sometimes unavailable at some gates. If you are not sure, it is advisable to plan ahead for ticket counter check-in.



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## **Gemini Air Cargo**

[www.geminiaircargo.com](http://www.geminiaircargo.com)

This FAR Part 121 air cargo operation flies DC-10s and MD-11s worldwide. Have passport and visa ready. To get on a list for the jumpseat, call 1-888-359-4221, option 2.

## **Great Lakes**

[www.greatlakesav.com](http://www.greatlakesav.com)

The carrier flies to 52 cities with Beech 1900s and Brasilias. Check in at the gate. Any open cabin seat is a jumpseat. Call 712-262-7734 or 1-800-554-5111 for flight information.

## **Gulfstream International**

[www.gulfstreamair.com](http://www.gulfstreamair.com)

Based in FLL, flying as Continental Connection in Florida and the Bahamas. Will accept as many jumpseaters as there are open seats.

## **Hawaiian**

[www.hawaiianair.com](http://www.hawaiianair.com)

Hawaiian has an “open skies” walk-up jumpseat policy. The jumpseat is available to pilots from all FAR Part 121 operators on a first-come, first-served basis, with the captain’s approval. While reciprocity is not required, priority is given to pilots of carriers with whom Hawaiian has reciprocal agreements. Will accept as many jumpseaters as there are open seats in the cabin, after all revenue and nonrevenue passengers have been accommodated. The jumpseat is available on all scheduled flights, including mainland to Hawaii, interisland, and South Pacific. Report to the gate or ticket counter at least 30 minutes before scheduled departure. Obtain HAL Form 110 from the agent. Present company ID and pilot certificate to agent and captain. Pilot uniform or comparable civilian attire, e.g., a shirt with collar or Aloha shirt and slacks (including “Docker” type) are required for transpacific/South Pacific flights; a shirt with collar and slacks for interisland flights is required. Passports are needed for South Pacific flights, and customs charges may apply. Hawaiian pilots have priority but normally travel on a company pass when a seat is available. If jumpseater is issued a seat prior to boarding, please proceed to cockpit before seating to see captain. Call 808-838-5566 for flight information.

## **Horizon**

[www.horizonair.com](http://www.horizonair.com)

A reciprocal agreement with the carrier is required for riding the jumpseat. Report to the departure gate desk, show company ID and required airman certificates, and fill out the company form. Seasonal business attire or uniform is required. Show up at least 10 minutes before departure. International jumpseats

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to Canada are available. Off-line jumpseaters are only limited by the number of available seats in the cabin. Call 1-800-547-9308 for flight information.

### **JetBlue**

[www.jetblue.com](http://www.jetblue.com)

Unlimited open cabin seats and two extra flight attendant jumpseats are offered to all FAR Part 121 pilots. Riding the jumpseat is at the captain's discretion. Non-cockpit jumpseats are offered to all flight attendants. A reciprocal agreement is not required. Off-line jumpseaters are only limited by the number of available seats in the cabin. *Please list through Crew Services at (801) 365-2500 / Menu Option 1 / Extension 6013.*

### **Kalitta Air**

[www.kalittair.com](http://www.kalittair.com)

Any qualified FAR 121 or 135 pilot may ride the jumpseat at the captain's discretion. To reserve a jumpseat in advance and to check schedules, call their Flight Operations Center at 800-521-1590. They will inform you of when and where to meet the crew for transportation to the aircraft. Uniform or business casual attire is required. Up to five jumpseats are available on 747 freighters, depending on the number of operating crewmembers.

### **Mesa**

[www.mesa-air.com](http://www.mesa-air.com)

Any cockpit crewmember from FAR Part 121 and 135 carriers may ride as a cabin jumpseater. The captain has final authority over the jumpseat. An agreement with Mesa or Air Midwest is required to ride on each respective carrier. A jumpseat form should be obtained at the gate and presented to the captain. Priority for off-line pilots is first come, first served on all flights. Uniform or proper business attire, along with airline identification and airman certificate, is required. Mesa and Air Midwest operate as Mesa, America West Express, US Airways Express, and United Express. Call 1-800-637-2247 for flight information.

### **Mesaba**

[www.mesaba.com](http://www.mesaba.com)

Any pilot, flight engineer, or dispatcher employed by an FAR Part 121 or 135 carrier with a letter of reciprocity on file with Mesaba may sit in a seat available in the cabin, on a space-permitting and weight-available basis. To obtain the jumpseat, check in at the gate 30 minutes before departure and fill out the jumpseat form. Uniform or business casual attire is required, as well as pilot certificate, passport (CASS), and company ID. Jumpseaters are accepted on a first-come, first-served basis at the captain's discretion. Priority is given first to Mesaba employees, then Pinnacle pilots, and then other airlines. Two jumpseaters are allowed in the cabin with an additional jumpseater

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in the physical Jumpseat, provided the cabin is full and they are CASS approved. Mesaba pilots are the only jumpseaters who can list ahead of time for the actual jumpseat. All jumpseat riders must introduce themselves to the pilot in command regardless of where they are sitting.

### **Midwest Airlines**

[www.midwestexpress.com](http://www.midwestexpress.com)

A reciprocal agreement with the carrier is preferred/required to ride the jumpseat. Request an additional-crewmember (ACM) form at the gate 30 minutes before departure. The customer service representative will check your ID and take it to the captain for approval. Uniform or business casual attire (collared shirt and sport coat, no tie necessary) is required, along with government-issued ID, company ID, airman certificate, and current medical certificate. The jumpseat is first come, first served. No priority system is in effect at this time. The jumpseat is to be used only for personal travel and/or commuting. Be sure to identify yourself to the cockpit crew and the No. 1 flight attendant when boarding. International jumpseats to Toronto are available.

### **Mountain Air Cargo**

[www.mtaircargo.com](http://www.mtaircargo.com)

### **Pace**

[www.paceairline.com](http://www.paceairline.com)

### **Peninsula**

[www.penair.com](http://www.penair.com)

Doing business as PenAir, the carrier is an FAR Part 121 commuter airline for Alaska Airlines and serves more than 80 southwest communities in the state. The jumpseat is given on a first-come, first-served basis and is subject to captain's approval for all Part 121 carriers. FAR Part 135 carriers require a reciprocal agreement for a pilot to ride the jumpseat. Fill out a jumpseat request form at the gate. FAA airman certificate, medical certificate, and company ID are required. Clean, neat, casual attire is allowed. Passenger schedule can be found on the Internet or by calling 907-243-2323 or 1-800-448-4226. Cargo and mail flight schedules can be found by calling Dispatch at 907-243-2409 or Operations at 907-243-2517.

### **Piedmont (US Airways Express)**

[www.piedmont-airlines.com](http://www.piedmont-airlines.com)

Piedmont requires a reciprocal agreement for a pilot to ride the jumpseat. Show up at the ticket counter at outlying stations, at the gate at some airports, and Operations at the Charlotte hub. Boarding priority is first come, first served for all airlines outside the US Airways group. Off-line pilots may sign up for the jumpseat only on the day of flight. The captain has final jumpseat authority. Sign up for the jumpseat 30 minutes before departure. As many

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jumpseaters are allowed as the airplane has empty seats. Proper jumpseat attire is a shirt with collar, slacks, sport coat, socks and shoes, or company uniform; dresses are permitted for female pilots; jeans are not allowed.

### **Pinnacle Airlines**

[www.nwairlink.com](http://www.nwairlink.com)

This Northwest Airlinck carrier's jumpseat is offered to pilots of any airline that has a reciprocal agreement with Pinnacle. Will accept unlimited off-line jumpseaters in the cabin. Uniform or business casual attire requested. Fill out a jumpseat form and present your ID and certificates. Show up 30 minutes before departure.

### **Polar Air Cargo**

[www.polaraircargo.com](http://www.polaraircargo.com)

Worldwide jumpseats are offered to any U.S.-certificated FAR Part 121 air carrier crewmember. Aircraft have between 4 and 19 jumpseats available, all of which may be occupied by jumpseaters on a space-available basis. Current company ID and airman certificate is required. Contact Polar Operations at 800-722-6728 to request schedules and make a listing. Jumpseat riders must also be listed on the general declaration on international flights and have the appropriate documentation for the destination (passport, visas, etc.). Sterile cockpit procedures must be followed at appropriate times. Full company uniform or business casual attire is required.

### **PSA (US Airways Express)**

[www.psaairlines.com](http://www.psaairlines.com)

Company policy is to grant the jumpseat to crewmembers of other carriers that have reciprocal agreements with PSA. A jumpseat form must be obtained at the gate or from Operations approximately 30 minutes before departure. First-class business attire or uniform is required, along with valid company ID and airman certificates. The carrier flies internationally to Canada, and crewmembers must have the necessary documents before entering the country. Riding the jumpseat is at the captain's discretion. Call Flight Control at 937-454-0129 for further information. As many jumpseaters are allowed as the airplane has empty seats. PSA encourages other airlines to make reciprocal agreements with the company.

### **Regions Air**

[www.corporateairlines.com](http://www.corporateairlines.com)

The Nashville-based carrier flies out of St. Louis with Jetstream 32 aircraft. Check in at the gate. Any open cabin seat is considered a jumpseat. For flight information, call 615-884-0998.

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## Ryan International

<http://pilot.rsvs.net>

This airline is a major contractor for Emery, Apple Tours, JMC, and Trans Global. Any FAR Part 121 or 135 pilot with company ID and airman certificate may ride the jumpseat. Call Dispatch at 800-942-1638 or Dayton Scheduling for Emery flights at 800-259-5336 to reserve a jumpseat. Only pre-reserved jumpseats are allowed, no walk-ups. In addition to the Emery contract work with freighters, Ryan has passenger operations from ACY, CLE, BWI, DTW, JFK, MKE, MSP, OAK, and ORD to destinations including Hawaii, Mexico, and the Caribbean. For information on jumpseats on Hawaii charter flights, call 877-359-7926. Passenger flights have no limit to the number of jumpseaters that can be accepted. Cargo flights are limited to the number of installed cockpit jumpseats. Uniform or business casual attire is required. Check in one hour before departure. International jumpseats are available.

## SkyWest

[www.skywest.com](http://www.skywest.com)

The carrier operates as United Express and Delta Connection and flies Canadair CRJs and Brasilias. A reciprocal jumpseat agreement must be on file for a pilot to ride the jumpseat. Check in at the gate. Multiple jumpseaters are welcome. Uniform or business attire is required.

## Southwest

[www.iflyswa.com](http://www.iflyswa.com)

Riding the jumpseat is on a first-come, first-served basis for off-line pilots and subject to the captain's approval. Check in no more than one hour before departure. Most aircraft have two jumpseats. If the fourth flight attendant seat is available, jumpseating Southwest pilots may move to that seat to allow another pilot to ride the jumpseat. Neat, casual attire is required. T-shirts, tennis shoes, jeans, goatees, and beards are not allowed. An FAA-issued pilot certificate, current medical certificate, and valid company photo ID are required. A non-revenue listing is preferred prior to showing up at the airport. Call 866-359-7967 to list.

**Note:** There is currently a certain amount of inconsistency at some SWA gates regarding boarding priority. If you are given a boarding pass, you are to board with your assigned group, but if the cabin is full, they likely will invite you down with the pre-boarding passengers. However, changes in policies and practices have resulted in mixed procedures, but they consistently treat pilots well and will do everything to get you on board regardless of the order in which they do it.

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## Spirit

[www.spiritair.com](http://www.spiritair.com)

Go to the departure gate and obtain the necessary form from the gate agent. Credentials should be presented to both the agent and the captain. Business attire or uniform, company ID, and pilot and medical certificates are required. Arrive at the gate at least one hour before departure. Off-line priority is first come, first served. The airline has an unofficial policy to carry as many jumpseaters as there are empty seats in the cabin. For flight information, call 1-800-772-7117 and 866-609-8858 to list.

**International Procedures:** Call 866-609-8858 to list; show up at the gate two hours prior (minimum one hour) and try to see the crew if possible.

## Sun Country

[www.suncountry.com](http://www.suncountry.com)

Higher priority is given to pilots whose carriers have a formal jumpseat agreement with Sun Country. Go to the gate and request a jumpseat. Fill out the jumpseat form and go to the aircraft to request the captain's permission. If a jumpseat form is not available, ask to speak with the cockpit crew, who should have jumpseat forms. The airline has a business-casual dress code. Check in at least 10 minutes before departure. Call 1-800-359-5786 for flight information.

## Superior Aviation

[www.superioraviation.com](http://www.superioraviation.com)

## Trans States

[www.transstates.net](http://www.transstates.net)

The carrier gives jumpseat priority to its own pilots and then to pilots of its code-sharing airlines, followed by other certified airmen from other certificated carriers with which Trans States has reciprocal agreements. When multiple requests are received from pilots holding the same priority code, authorization will be issued on a first-come, first-served basis. Two jumpseaters per flight can be accommodated. Uniform or business casual attire is required.

## United

[www.united.com](http://www.united.com)

United Airlines offers cockpit-observer (OMC) privileges to eligible airmen and dispatchers under FAR Part 121.547. United follows the OMC priority system to match the industry standard. Pilots and dispatchers of certain United Express/feeder carriers are given the highest priority (K), while all other eligible airmen receive priority (L). Boarding will be first come, first served within your respective priority. United Airlines policy states that pilots may be accommodated provided an empty cabin seat is available at departure time. Jumpseaters seated in the cabin are not permitted to consume alcohol. Uniform or business casual attire is required. To request a jumpseat,

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proceed to the gate and ask the Customer Service agent for a jumpseat coupon. You will need a valid airmen certificate, medical, passport, and company ID. When boarding begins, proceed to the cockpit to request a jumpseat from the captain. The jumpseat is at the sole discretion of the captain, and the captain has the right to grant or deny any OMC request. United will allow as many jumpseats as open seats in the cabin.

### **United Parcel Service**

[www.ipilot.org](http://www.ipilot.org)

A reciprocal agreement with the carrier is required to ride the jumpseat. An off-line pilot may book a jumpseat as many as 10 days in advance by calling 1-800-228-2739/502-359-8849, option 4, then 1, then 1. Pick up a jumpseat form from Flight Operations and introduce yourself to the crew. You may have to catch a van to the aircraft in Louisville, so allow extra time. Ask the crew where you should stow your bags—each airplane is different. Please cancel your seat if your plans change. Casual attire or uniform is required, along with airline ID and airman certificate. All times and dates are Zulu time. For schedule information, go to <http://tools.ipilot.org/jumpseats>.

### **US Airways**

[www.usairways.com](http://www.usairways.com)

Proceed directly to the gate and request and complete a jumpseat boarding pass from the gate agent, then proceed to the aircraft to get the captain's approval. Uniform or business casual is required, along with company ID and airman's certificate. Check in at the gate. Will accept as many jumpseaters as there are open seats in the cabin on both domestic and international flights. See captain for authorization. For international segments, the jumpseater's company must have a reciprocal jumpseat agreement with US Airways. Check in at the ticket counter no less than 60 minutes prior to scheduled departure, and pay departure taxes.

### **USA 3000**

<http://www.usa3000airlines.com>

Part 121 carrier flying Airbus A320 aircraft from bases in EWR, PHL, and ORD to the Caribbean, Mexico, and Central America. As many jumpseaters are accepted as there are open cabin seats. Schedule website is: <http://www.usa3000pilots.com/schedules.htm>.

### **USA Jet**

[www.usajetairlines.com](http://www.usajetairlines.com)

Call 1-800-223-8329 to check if a jumpseat is available. The captain is the final authority on riding the jumpseat. Check in at least 30 minutes before scheduled departure time. Uniform or jacket and tie and a valid company ID and FAA airman certificate are required.

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## **Virgin America**

[www.Virginamerica.com](http://www.Virginamerica.com)

Call 1-866- 537- 2964 to list (preferred). Business-casual attire or pilot uniform is required. Non-revs are not allowed in first class. All Airbus fleet with two cockpit jumpseats.

## **World**

[www.worldair.com](http://www.worldair.com)

Call Dispatch at 770-632-8030 to find out schedules and to list for a jumpseat. They will take pertinent info over the phone, including a phone number for your company to verify employment. World Dispatch will contact your company, verify that you are currently employed, and send authorization to the crew. Upon arrival at the gate or aircraft, the captain will review your ID and documents. A uniform or coat and tie and FAA certificates, along with passport and visa if necessary, are required. Some wet-lease contracts prohibit jumpseating. International jumpseats are available.

## **Xtra Airways (formerly Casino Express)**

[www.casinoexpressairlines.com](http://www.casinoexpressairlines.com)

Based in Elko, NV, the carrier serves 126 cities. Call Dispatch at 702-738-4646 for more information. For flight information, call 1-800-438-7554.



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## CASS-CONFIGURED AIRLINES

ABX Air (GB)  
Airnet Systems (USC)  
AirTran (FL)  
Air Cargo Carriers (2Q)  
Air Transport International (8C)  
Air Wisconsin (ZW)  
Alaska Air (AS)  
Allegiant Air (G4)  
Aloha Air Cargo (KH)  
America West (HP)  
American (AA)  
American Eagle (AA)  
Ameristar (AJI)  
Arctic Transportation Services (7S)  
Arrow Cargo (JW)  
ASTAR Air Cargo (ER)  
Atlantic Southeast (EV)  
Atlas Air (5Y)  
Aviation Services Ltd dba Freedom Air (FP)  
Bering Air (8E)  
Cape Air (9K)  
Capital Cargo International (PT)  
Chautauqua Airlines (RP)  
Colgan Air (9L)  
Comair (OH)  
Commutair (C5)  
Compass Airlines (CP)  
Continental Airlines (CO)  
Delta (DL)  
Empire (EM)  
Evergreen Airlines (EZ)  
Everts Air (3Z)  
Executive (AA) is American  
Eagle's SJU Operation  
ExpressJet (XE)  
FedEx (FX)  
Florida West International Airways (RF)  
Freedom Airlines (F8)  
Frontier (F9)  
Gemini Air Cargo (GR)  
GoJet Airlines (G7)  
Great Lakes Aviation (ZK)  
Hageland Aviation (H6)  
Hawaiian Airlines (HA)  
Horizon Air (QX)  
IFL Group (IF)  
Island Air (WP)  
JetBlue (B6)  
Kalitta Air (K4)  
Kalitta Charters II (CB)  
Kalitta Charters LLC (KFS)  
Key Lime Air (KG)  
Lynden Air Cargo (L2)  
Lynx Aviation (L4)  
Mesa Airlines (YV)  
Mesaba (XJ)  
Midwest Airlines (YX)  
Murray Air (5M)  
North American Airlines (NA)  
Northern Air Cargo (NC)  
Omni Air International (OY)  
Pace Airlines (Y5)  
PenAir (KS)  
Piedmont Airlines (US)  
Pinnacle (9E)  
Polar Air Cargo (PO)  
Primaris (FE)  
PSA Airlines (US)  
Republic Airlines (RP)  
Ryan International (RD)  
Shuttle America (RP)  
Skyway Enterprises (KI)  
SkyWest(OO)  
Southwest (WN)  
Spirit Air (NK)  
Sun Country Airlines (SY)  
Swift Air (Q7)  
Tradewinds Airlines (WI)  
Trans North Aviation (7T)  
Trans States Airlines (AX)  
United (UA)  
USA 3000 (U5)  
USA Jet Airlines (JUS)  
UPS Airlines (5X)  
US Airways (US)  
Virgin America (VX)  
World Airways (WO)  
Xtra Airways (XP)







**Air Line Pilots Association, Int'l**