

Bulletin

Harmonized Flight Deck Jumpseat Award Process

Applies to: Mainline United Airlines Domestic and International Flights

Effective Date: April 23, 2013

Policy: **Jumpseat Authorization Forms and Distribution**

- Jumpseat Authorization Forms (also known as OMC forms) will automatically print for any jumpseat eligible applicant, regardless of subsidiary aircraft.
- These forms must be provided to the applicant immediately, and upon request.
- It is the Gate Agent’s responsibility to ensure that the personal information on the Jumpseat Authorization Form matches the Jumpseater’s photo ID.
- Jumpseat authorization form can be requested and printed up until aircraft door closure.

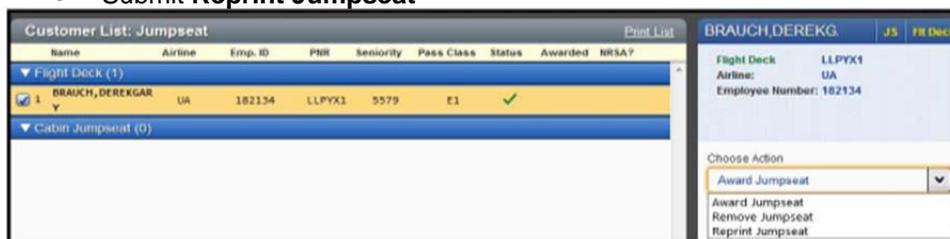
Jumpseat Award and Reporting

- Priority for Jumpseat award is determined by the Flight Operations Priority Table, which has been incorporated into Aero and Web Jump Applications.
- Jumpseat applications display the candidates by priority.
- The gate agent should select the candidate only after all NRSA and other standby seats have been awarded, prior to closure of the aircraft door.
- Once the candidate is selected, that name will be submitted for weight balance purposes, and the name will show as “awarded” in AERO/Webjump.
- The Captain has the final authority for determining which authorized Jumpseater(s) are granted the Jumpseat(s), and may override the selection made by Aero.
- In the event of a Captain override, the Jumpseat Authorization Form will be returned to the agent, and the agent will correct in Jumpseat applications.

Why: Flight Operations are operating under a new United Pilots Agreement (UPA) which includes harmonized processes for Jumpseating.

Procedure: **Printing Jumpseat Authorization in AERO:**

- Select the customer name from the Flight Deck Jumpseat list
- Within CIA (customer info area), the customer name will display.
- Agent must validate credential against the displayed information.
- The action menu below the CIA will enable Award, Remove, and Reprint Jumpseat.
- Submit **Reprint Jumpseat**



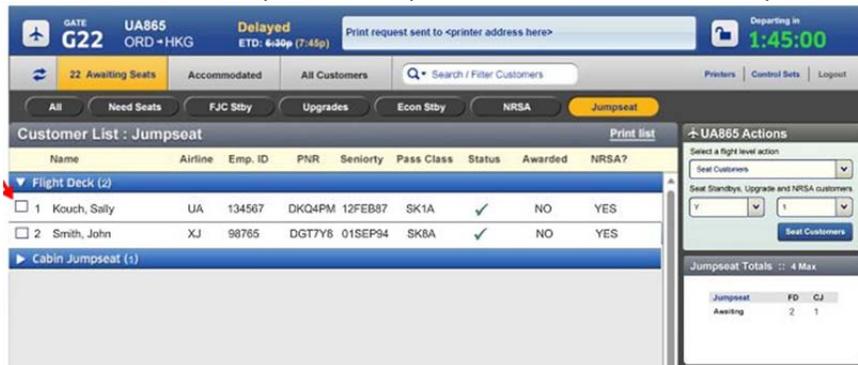
Printing Jumpseat Authorization in Webjump:

- Select the customer name from the Flight Deck Jumpseat list
- Agent must validate credential against the displayed information
- Click **Print OMC Form**



Award/seat a customer in Aero:

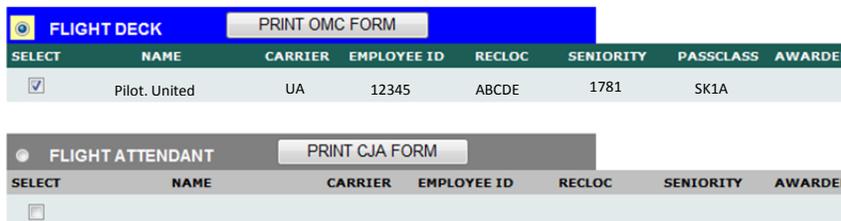
- Select the customer name from the Flight Deck Jumpseat list
- Within CIA (customer info area), the customer name will display
- The action menu below the CIA will enable Award, Remove, and Reprint Jumpseat.
- Submit: **Award Jumpseat**
- Advise the candidate they have been awarded the jumpseat and validate credentials if not previously done.
- Candidate will present Jumpseat authorization form to Captain for final approval.



Award/seat a customer in WebJump:

- Select the customer name from the Flight Deck Jumpseat list
- Click **Process**
- Advise the candidate they have been awarded the jumpseat and validate credentials if not previously done.
- Candidate will present Jumpseat authorization form to Captain for final approval.

SELECT DESIRED LIST PRIOR TO CONTINUING



Reference:



GG Jump Pol
ULN Lesson

Contact: Kyle.Jackson@united.com Airport Operations Policy & Procedures
Justin.Jelinek@united.com Airport Operations Technology

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