

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**



The screenshot displays the AERO system interface. On the left, a table titled "Customer List: Jumpseat" lists candidates for the Flight Deck. The table has columns: Name, Airline, Emp. ID, PNR, Seniority, Pass Class, Status, Awarded, and NRSA? The first candidate is BRAUCH, DEREKGAR, UA, 182134, LLPYX1, 5579, E1, with a green checkmark in the Awarded column. Below the table, there are sections for "Flight Deck (1)" and "Cabin Jumpseat (0)". On the right, the "CIA" (Customer Information Area) for BRAUCH, DEREKG is shown, displaying the Flight Deck, Airline (UA), and Employee Number (182134). Below the CIA, there is a "Choose Action" dropdown menu with options: Award Jumpseat, Remove Jumpseat, and 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**

The screenshot shows a blue header bar with a yellow eye icon, the text "FLIGHT DECK", and a button labeled "PRINT OMC FORM". Below this is a table with columns: SELECT, NAME, CARRIER, EMPLOYEE ID, RECLOC, SENIORITY, PASSCLASS, and AWARDED. The table is currently empty.

Award/sear 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.

The screenshot shows the Aero interface. At the top, it displays flight information: GATE G22, UA865, ORD - HKG, Delayed, ETD: 6:30p (7:45p), and Departing in 1:45:00. Below this is a navigation bar with tabs: All, Need Seats, FJC Stby, Upgrades, Econ Stby, NRSA, and Jumpseat. The "Jumpseat" tab is selected. The main area shows a "Customer List : Jumpseat" table with columns: Name, Airline, Emp. ID, PNR, Seniority, Pass Class, Status, Awarded, and NRSA?. The table lists two customers: 1 Kouch, Sally (UA, 134567, DKQ4PM 12FEB87, SK1A, ✓, NO, YES) and 2 Smith, John (XJ, 98765, DGT7YB 01SEP94, SK8A, ✓, NO, YES). To the right is a "UA865 Actions" panel with a "Select a flight level action" dropdown, a "Seat Customers" button, and a "Jumpseat Totals" section showing 4 Max, with 2 Awarded and 1 Unseated.

Award/sear 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

The screenshot shows the WebJump interface. It has a blue header bar with a yellow eye icon, the text "FLIGHT DECK", and a button labeled "PRINT OMC FORM". Below this is a table with columns: SELECT, NAME, CARRIER, EMPLOYEE ID, RECLOC, SENIORITY, PASSCLASS, and AWARDED. The table lists one customer: Pilot, United (UA, 12345, ABCDE, 1781, SK1A). Below this is a "FLIGHT ATTENDANT" section with a button labeled "PRINT CJA FORM". Below this is another table with columns: SELECT, NAME, CARRIER, EMPLOYEE ID, RECLOC, SENIORITY, and AWARDED. The table is currently empty.

Reference:



GG Jump Pol
ULN Lesson

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