Harmonized Flight Deck Jumpseat Award Process

Applies to: Domestic and International United Mainline 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 the information 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

<table>
<thead>
<tr>
<th>SELECT</th>
<th>NAME</th>
<th>CARRIER</th>
<th>EMPLOYEE ID</th>
<th>RECLOC</th>
<th>SENIORITY</th>
<th>PASSCLASS</th>
<th>AWARDED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pilot, United</td>
<td>UA</td>
<td>12345</td>
<td>ABCDE</td>
<td>1781</td>
<td>SK1A</td>
<td></td>
</tr>
</tbody>
</table>

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.

Reference: GG JUMP POL and United Learning Network (ULN) course code: ao-gateuijump-01
Contact: Kyle.Jackson@united.com and Justin.Jelinek@united.com

Your questions, comments and suggestions are always welcome. Contact AO and Cargo News at AO-Communications@united.com
The information contained in this bulletin may be confidential. Any unauthorized use, dissemination or copying of this message is prohibited.