

## Flight Service CBS Message/Must Read



14-081

**Subject: Interim AA Reciprocal Jumpseat Policy**

**Date: June 19, 2014**

**FA Bases Affected: ALL**

**Beginning June 20, US Airways flight attendants will be able to ride the cabin jumpseat (CJ) on American operated flights.** Likewise, legacy American Airlines flight attendants will have access to the CJ on US Airways operated flights.

### **How it works**

Flight attendants at each airline will continue to have priority for the jumpseat on their respective AA or US operated flights. Legacy American flight attendants requesting the jumpseat on American operated flights will continue to be accommodated as they are today – in check-in time order within pass classification. Next, legacy US Airways flight attendants requesting the jumpseat will be accommodated in check-in time order.

On US Airways operated flights, legacy US Airways flight attendants who have checked in at the gate and completed a jumpseat card more than 30 minutes prior to departure will be accommodated in occupational ("bidding") seniority order. Next, any legacy US Airways flight attendants who checked in within 30 minutes of departure will be accommodated in check-in time order. After that, Legacy American flight attendants will be accommodated in check-in time order.

### **How to list for American operated flights**

- Make a flight listing using the [myIDTravel](#) website. Legacy US flight attendants traveling under the reciprocal (free) *cabin seat* agreement (U7's) on AA operated flights will have the flexibility of being assigned a cabin jumpseat. (At this time AA flight attendants are unable to travel on US operated flights at the "CBJ1" priority because the US airport check-in system does not issue jumpseat boarding passes.)

### **What's changing on American operated flights?**

Envoy (formerly American Eagle) flight attendants requesting the jumpseat will now be accommodated after US Airways flight attendants requesting the jumpseat. After Envoy flight attendants have been processed, US Airways Express flight attendants (Piedmont and PSA) will be offered the jumpseat.

### **What's changing on US Airways operated flights?**

US Airways Express flight attendants will be accommodated after American flight attendants. Envoy flight attendants will be accommodated after US Airways Express flight attendants.

Until we have a fully integrated employee travel policy as well as a single collective bargaining agreement for flight attendants at both airlines, administering the new jumpseat policy will be a manual process for our gate agents. Your patience and professionalism during the initial rollout is appreciated.

Additional information and QnA is available on Wings.

### **FEEDBACK VENUES:**

☐ Ask InFlight Feedback Form on Wings ✉ [askinflight@usairways.com](mailto:askinflight@usairways.com)

Note: Messages to CLT/DC/PHL FAs are distributed via Crew Broadcasting System (CBS)  
Messages to PHX FAs are distributed via Must Read Book (MR)

## Interim Flight Attendant Jumpseat Policy

American Metal	US Airways Metal
<p><u>Jumpseat accommodation order</u></p> <ol style="list-style-type: none"> <li>1. AA FAs in priority list order based on check-in time.</li> <li>2. US FAs in priority list order based on check in time (must present Crew ID to have agent place a on priority list).</li> <li>3. Envoy F/As in priority list order based on check in time ("CJ EAG" indicator)</li> <li>4. Wholly owned US Airways Express F/As in priority list order based on check-in time</li> </ol> <p>NRSA Priority ("Standby") List appearance in order of pass classification:</p> <ol style="list-style-type: none"> <li>1. <b>D1T</b> - AA in order of check-in time</li> <li>2. <b>D1</b> - AA in order of check-in time</li> <li>3. <b>D2T</b> - AA in order of check-in time</li> <li>4. <b>D2</b> - AA in order of check-in time</li> <li>5. <b>UST</b> - US in order of check-in time</li> <li>6. <b>US</b>- US in order of check-in time</li> <li>7. <b>U7</b> - US in order of check-in time</li> </ol> <p>Note: A person's position on the priority list does not necessarily determine his/her order of accommodation on jumpseat. The priority list determines accommodation of non-revs for customer seats.</p>	<p><u>Jumpseat accommodation order</u></p> <p><b>Note: In order to be accommodated on the jumpseat, all F/As must complete a jumpseat card at the gate.</b></p> <ol style="list-style-type: none"> <li>1. <b>More than 30 minutes prior to departure:</b> US FAs in SID ("bidding" seniority) order.</li> <li>2. <b>Within 30 minutes of departure:</b> <ol style="list-style-type: none"> <li>a. <b>US FAs in first-come, first-serve order</b> based on agents receipt of completed jumpseat form at the gate.</li> <li>b. <b>Regardless of check-in time:</b> AA FAs in first-come, first-served order based on agents receipt of completed jumpseat form at the gate</li> <li>c. <b>Regardless of check-in time:</b> Wholly owned US Airways Express F/As in first-come, first-serve order based on agents receipt of completed jumpseat form at the gate</li> <li>d. <b>Regardless of check-in time:</b> Envoy F/As in first-come, first-serve order based on agents receipt of completed jumpseat form at the gate</li> </ol> </li> </ol> <p>NRSA Priority ("Standby") List appearance in order of pass classification::</p> <ol style="list-style-type: none"> <li>1. <b>SA1P</b> - US in seniority order</li> <li>2. <b>SA3P</b> - US in seniority order</li> <li>3. <b>SA5A</b> - AA in order of check-in time</li> <li>4. <b>CBJ1</b> - OAL F/As on reciprocal agreements in order of check-in time (<b>not jumpseat eligible</b>)</li> </ol> <p>Note: A person's position on the priority list does not necessarily determine his/her order of accommodation on jumpseat. The priority list determines accommodation of non-revs for customer seats.</p> <p>There is no "thru" status for non-revenue travelers on US Airways operated flights.</p>

## What do the standby list codes mean on each airline?

Sabre Code	American Metal	Shares Code	US Airways Metal
D1T	An employee, spouse/domestic partner, registered companion, or dependent child using a "vacation pass" who originated travel in an upline city		
D1	An employee, spouse/domestic partner, registered companion, or dependent child using a "vacation pass"	SA1P	Personal travel for active/retired employees (mainline or wholly-owned subsidiaries) and their accompanying eligible family members traveling on a Vacation pass
D2T	An employee, spouse/domestic partner, registered companion, dependent child, or parent who's traveling with the employee who originated travel in an upline city		
D2	An employee, spouse/domestic partner, registered companion, dependent child, or parent who's traveling with the employee	SA3P	Personal travel for active employees (mainline or wholly owned subsidiaries) and their accompanying eligible family members and/or Guest Pass riders.
D2PT	A parent of an employee who is traveling without the employee who originated travel in an upline city		
D2P	A parent of an employee who is traveling without the employee		
UST	A US Airways employee who originated travel in an upline city		
US	A US Airways employee	SA5A	American mainline and wholly-owned subsidiary employees, retirees and accompanied or unaccompanied eligible family members
D3T	A "buddy pass" traveler who originated travel in an upline city		
D3	A "buddy" pass traveler	SA7P	Unaccompanied Guest Pass travelers of mainline and Express (wholly owned and non-wholly owned) employees and retirees.
U7	A US Airways F/A traveling on the reciprocal (free) <u>cabin</u> seat agreement.	CBJ1	An AA F/A traveling on the reciprocal (free) <u>cabin</u> seat agreement. <b>Not jumpseat eligible due to computer restriction.</b>

**Note:** There is no "thru" status for non-revenue travelers on US Airways operated flights.

## Interim Flight Attendant Jumpseat Policy: Questions & Answers

Topic	Question & Answer	Updated
Jumpseat Authorization Cards	<p><b>1. Do I have to complete a jumpseat card?</b> Answer: If you're standing by for a US Airways operated flight and wish to be considered for the jumpseat – yes. Jumpseat cards are not required on AA operated flights. If you're a legacy US F/A, you should identify yourself to the gate agent and present your Crew ID, so s/he can place a jumpseat indicator by your name on the standby list. (If you're a legacy American F/A, the "CJ" indicator populates automatically when you check-in. We will be working on similar automation for legacy US F/As, however it has not been implemented yet.)</p>	6/12/2014
Order of Accommodation	<p><b>2. If I am non-revving on my "own" metal, are there any changes to how the standby/priority list is processed?</b> Answer: No. Legacy AA F/As traveling on American metal and Legacy US F/As traveling on US metal will continue to be processed just as they are today.</p>	6/12/2014
Order of Accommodation	<p><b>3. What order should the Gate Agent go in when processing jumpseat requests?</b></p> <p><b>On American operated flights:</b> Answer: <b>First</b> – Legacy American F/As in check-in time order within pass classification. <b>Second</b> – US Airways F/As in check-in time order. <b>Third</b> – Envoy F/As traveling at the D1 or D2 priority in check-in time order. <b>Fourth</b> – Wholly owned US Airways Express F/As traveling at the "US" standby priority in check-in time order.</p> <p><b>On US Airways operated flights:</b> Answer: <b>First</b> – Legacy US F/As who checked in 30+ minutes before departure in seniority order. <b>Second</b> – US Airways F/As who checked in within 30 minutes of departure in check-in time order. <b>Third</b> – Legacy AA F/As in check-in time order. <b>Fourth</b> – Wholly owned US Airways Express F/As traveling at the "US" standby priority in check-in time order. <b>Fifth</b> – Envoy F/As in check-in time order.</p>	6/12/2014
Reciprocal vs. Interim Travel Pass Classification	<p><b>4. Flight Attendants currently have two options when traveling on the other airline's "metal". One is using the interim travel program by making a listing on the MyIDTravel website and</b></p>	6/12/2014

Topic	Question & Answer	Updated
	<p>paying the \$2.50 booking fee. The second is using the "reciprocal cabin seat agreement" that exists between American and US Airways. Can I request the jumpseat on either pass classification? Answer: No. Our reciprocal cabin seat agreement is only valid for travel in a cabin (customer) seat. To be considered for the jumpseat, you should follow the interim employee travel program procedures.</p>	
Rolling from Flight to Flight	<p>5. <b>If I am not accommodated on the flight on which I'm listed for the jumpseat, will I automatically be "rolled over" to the next flight?</b>            Answer: It depends on which metal you're flying. When standing by for AA operated flights, the gate agents will normally transfer unaccommodated non-revenue customers the next flight. Those customers will retain their original check-in time and be slotted accordingly on the next flight's standby list. When standing by for US operated flights, it's a two-step process. If you're standing by for a customer seat, s/he can "roll you" to the next flight. If you're standing by for a jumpseat, you must check-in with a gate agent at the new gate and complete another jumpseat card. These cards will be processed in the order in which you check-in with the gate agent at the next flight.</p>	6/12/2014
Vacation Passes/D1s/SA1P	<p>6. <b>Can I use a D1/SA1P pass to get a higher priority for the jumpseat?</b>            Answer: If you're a legacy American F/A, you may continue to use your D1s according to company policy. Remember – once you've checked in, you may not change your boarding priority/pass classification. Legacy American F/As currently do not have the ability to use a "D1" or equivalent when standing by for a US operated flight. If you're a legacy US F/A, current procedures apply when traveling on US operated flights. Additionally, SA1P/D1 travel is not applicable to legacy US employees when standing by for AA operated flights at this time.</p>	6/12/2014
Weight Restrictions	<p>7. <b>The US Airways/AFA Agreement has a provision that says Legacy US Airways F/As cannot be denied the jumpseat as a result of a weight restriction. Does the same apply to legacy American F/As when they travel on US metal? How about to Legacy US F/As traveling on American metal?</b>            Answer: This interim jumpseat policy will not affect this provision of the US</p>	6/12/2014

<b>Topic</b>	<b>Question &amp; Answer</b>	<b>Updated</b>
	<p>Airways/FAA Agreement. Legacy US F/As will continue to be accommodated as they have been in the past. This contractual language does not apply to legacy American F/As. Additionally, all Flight Attendants (both legacy US and legacy American) may be denied a cabin jumpseat when standing by for weight restricted AA operated flights.</p>	