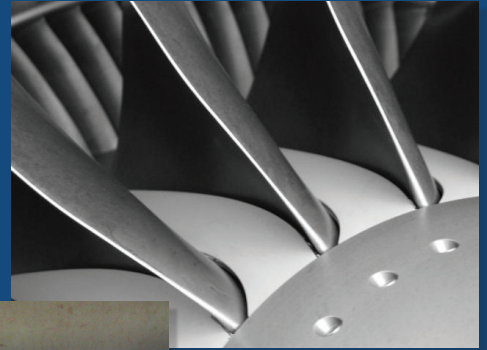


## Association Structure





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## ALPA Organization Structure Report Overview

The purpose of this report is to provide a functional overview of how the Air Line Pilots Association is organized. The structure of ALPA has developed according to the directions of the 1968 Board of Directors, with emphasis placed on the concept of a general manager and the separation of staff from the Association's political arena. The Board determined that ALPA must attract and retain competent staff employees and provide stability and career opportunities if ALPA is going to be successful in representing our members' interests in the years ahead.

Included are organization charts that show lines of authority and accountability. These charts and department descriptions will be helpful in finding the individuals best able to answer questions or respond to special needs.

## ALPA Resources and Contact Numbers

The following Herndon, Virginia, and Washington, D.C., ALPA resources may be reached by e-mail or by dialing, toll-free, 1-888-FLY-ALPA (1-888-359-2572). Once connected, dial the last four digits of the number listed below.

Accident Investigation	<a href="mailto:EAS@alpa.org">EAS@alpa.org</a>	703-689-4312
Accounting & Finance	<a href="mailto:Finance@alpa.org">Finance@alpa.org</a>	703-689-4144
<i>Air Line Pilot Magazine</i>	<a href="mailto:Magazine@alpa.org">Magazine@alpa.org</a>	703-481-4460
ALPA Aeromedical Office		303-341-4435
ALPA Main Number		703-689-2270
ALPA-PAC	<a href="mailto:ALPAPAC@alpa.org">ALPAPAC@alpa.org</a>	202-797-4033
ASPEN		703-689-4220
Balloting	<a href="mailto:Balloting@alpa.org">Balloting@alpa.org</a>	703-689-4173
Communications	<a href="mailto:Communications@alpa.org">Communications@alpa.org</a>	703-481-4440
Computer Help Line	<a href="mailto:HelpDesk@alpa.org">HelpDesk@alpa.org</a>	703-689-4357
Council Services	<a href="mailto:CSC@alpa.org">CSC@alpa.org</a>	703-689-4311
Discipline & Discharge	<a href="mailto:Rep@alpa.org">Rep@alpa.org</a>	703-689-4226
Economic & Financial Analysis	<a href="mailto:EFA@alpa.org">EFA@alpa.org</a>	703-689-4289
Engineering & Air Safety	<a href="mailto:EAS@alpa.org">EAS@alpa.org</a>	703-689-4200
FAA Enforcement or Medical Certificate Action	<a href="mailto:Rep@alpa.org">Rep@alpa.org</a>	703-689-4226
Government Affairs	<a href="mailto:GovernmentAffairs@alpa.org">GovernmentAffairs@alpa.org</a>	202-797-4033
Human Resources	<a href="mailto:HumanResources@alpa.org">HumanResources@alpa.org</a>	703-689-4108
Information Technology & Services	<a href="mailto:ITServices@alpa.org">ITServices@alpa.org</a>	703-689-4223
Legal	<a href="mailto:Legal@alpa.org">Legal@alpa.org</a>	202-797-4097 703-689-4326
Membership Administration	<a href="mailto:Membership@alpa.org">Membership@alpa.org</a>	888-359-2572, option 3
IT Operations & Services	<a href="mailto:ITOS@alpa.org">ITOS@alpa.org</a>	703-689-4245
Organizing	<a href="mailto:OrganizingInfo@alpa.org">OrganizingInfo@alpa.org</a>	703-689-4179
Publishing Services	<a href="mailto:Publishing@alpa.org">Publishing@alpa.org</a>	703-481-4440
Purchasing	<a href="mailto:PurchasingDept@alpa.org">PurchasingDept@alpa.org</a>	703-689-4319
Representation	<a href="mailto:Rep@alpa.org">Rep@alpa.org</a>	703-689-4226
Retirement & Insurance	<a href="mailto:R&amp;I@alpa.org">R&amp;I@alpa.org</a>	703-689-4114
Strategic Member Development & Resources	<a href="mailto:SMDR@alpa.org">SMDR@alpa.org</a>	703-481-4467
System Board of Adjustment	<a href="mailto:Rep@alpa.org">Rep@alpa.org</a>	703-689-4226

## **ALPA Accident/Incident Hotline**

If you are involved in an accident, incident, time-critical safety/security event or alleged violation of a federal aviation regulation, contact the worldwide ALPA accident/incident hotline at 202-797-4180 (collect calls are accepted) for an immediate response 24 hours a day. As a backup number, call 703-892-4180. To report a non-urgent safety/security problem or airspace system deficiency, call 1-800-424-2470 or e-mail [EAS@alpa.org](mailto:EAS@alpa.org).

# SECTION 1

## INTRODUCTION

### A. Background

The Board of Directors and Executive Board establish the policies of ALPA, and the president is charged with the responsibility for the implementation and enforcement of the formally established policies.

This manual describes how ALPA is organized to meet the functional and administrative needs of ALPA and the membership, and has been prepared to assist ALPA's elected officers in fulfilling their assigned functions and responsibilities.

### B. Membership

The member is the strength of the Air Line Pilots Association. Membership strength is achieved through well-informed and active members who not only participate in Local Council meetings but also work on local, airline, and national levels to achieve the goals set by the Board of Directors and the Executive Board.

The individual member determines who shall serve as representatives (officers) of the Local Council. The representatives, as members of the Board of Directors, elect the pilots who will serve as officers of ALPA and, as members of their Master Executive Council, elect their MEC chairman, who becomes a member of the Executive Board.

The captain, first officer, and, where applicable, second officer representatives of each Local Council make up the Board of Directors, ALPA's highest governing body. The Board of Directors, in session, speaks for the entire membership. They get their voice and ideas from the members at Local Council meetings.

### C. Local Councils

The Local Council is an organization of pilots who are all employed by the same airline and who are employed at the same, or nearby, bases. Each council elects representatives who serve as members of the Master Executive Council for the airline and as members of the Board of Directors. These representatives are elected either from among pilots in a particular "status" (captain, first officer, second officer, instructor), or from among pilots within a "seniority block" (a designated range of numbers from the pilot seniority list).

Each Local Council is governed by a three-member Local Executive Council, which is made up of the elected status or seniority block representatives and, if there are fewer than three representatives, additional officers. The three officers form the Local Executive Council and are responsible for the proper management of the Local Council's affairs and business. The Local Council meetings provide the forum for the membership to air their views, to discuss problems that arise, and to decide such questions that are within their purview. The Local Council is the strength of ALPA. The functions and responsibilities of Local Councils and Local Executive Councils are covered in Article III of the Constitution and By-Laws.

### D. Master Executive Councils

Each Master Executive Council, which consists of the status and seniority block representatives from all Local Councils at an airline, functions as the coordinating council for the membership on that airline. Its activities are proportionate to and in accordance with the demands made upon it by the Local Councils. The Master Executive Council of an airline is empowered to make the final decision on any problem of the members of the airline, except as provided elsewhere in the Constitution and By-Laws. The decisions of the Master Executive Council are considered the decisions of the members of the airline and are acted upon accordingly.

The functions and responsibilities of the Master Executive Councils are covered in Article IV of the Constitution and By-Laws.

## E. Board of Directors, Executive Board, and Executive Council

The Board of Directors, which consists of the status and seniority block representatives from all Local Councils, is the highest governing body of ALPA. It is vested with the control of ALPA, its general management, and business affairs. Its decisions, whether rendered by ballot or in session, are the final governing decisions and are binding. The functions and responsibilities of the Board of Directors are covered in Article VII of the Constitution and By-Laws.

The Executive Board, which consists of all Master Executive Council chairmen, has the authority to control ALPA, its general management, and business affairs, subject to the provisions of the Constitution and By-Laws. The functions and responsibilities of the Executive Board are covered in Article V of the Constitution and By-Laws.

The Executive Council, which consists of the four national officers and the nine executive vice presidents, acts in consultation and cooperation with the president in furthering the objectives and policies announced by the Board of Directors and Executive Board. The functions and responsibilities of the Executive Council are covered in Article VI of the Constitution and By-Laws.

## F. Executive Vice Presidents

The executive vice presidents are elected during regular Board of Directors meetings in their appropriate election caucus groups by those persons eligible to attend such caucuses, and serve a two-year term of office. The executive vice presidents serve as members of the Executive Council. The nomination and election of executive vice presidents is covered in Article XIV of the Constitution and By-Laws.

## G. National Officers

The president is the chief executive and administrative head of ALPA. The president supervises ALPA's affairs and functions and coordinates its activities. The president is responsible for the managerial functions within ALPA. The functions and responsibilities of the president are covered in Article X of the Constitution and By-Laws.

The first vice president functions under the jurisdiction of the president in carrying out the policies of the Board of Directors and Executive Board and performs other such functions or duties as assigned by the president, Board of Directors, Executive Board, or Executive Council. The functions and responsibilities of the first vice president are covered in Article XI of the Constitution and By-Laws.

The vice president-administration functions under the jurisdiction of the president in carrying out the policies of the Board of Directors and Executive Board and performs a variety of membership and record-keeping functions. The functions and responsibilities of the vice president-administration are covered in Article XII of the Constitution and By-Laws.

The vice president-finance functions under the jurisdiction of the president in carrying out the policies of the Board of Directors and Executive Board and performs a variety of financial functions. The functions and responsibilities of the vice president-finance are covered in Article XIII of the Constitution and By-Laws.

## H. Administrative Organization

In 1968, the Board of Directors adopted the administrative reorganization of the home office and field offices as recommended by the Organizational Structure Study Committee.

In reshaping the administrative structure of ALPA, the 1968 Board of Directors was determined to see that the proper number of qualified staff personnel, equipment, and facilities would be available to better serve the line pilots and strengthen ALPA's representation activities. The general manager concept, departmentalization of the home office administrative structure, and the concept of career stability for the staff, were incorporated into this approach. This was necessary to provide ongoing administrative assistance unaffected by expected political changes and, more importantly, to attract competent staff to ALPA's employ. This program provided the logistics but never diluted the basic premise that the pilots intend ALPA to be an organization run by elected pilot officers and served by capable people. The implementation of this action has been an ongoing project at the home office and throughout ALPA since that time. Experience gained from use has furnished



a better understanding in the application of this report and of the fine-tuning needed to serve the elected representatives and the line pilots in the most efficient and effective manner.

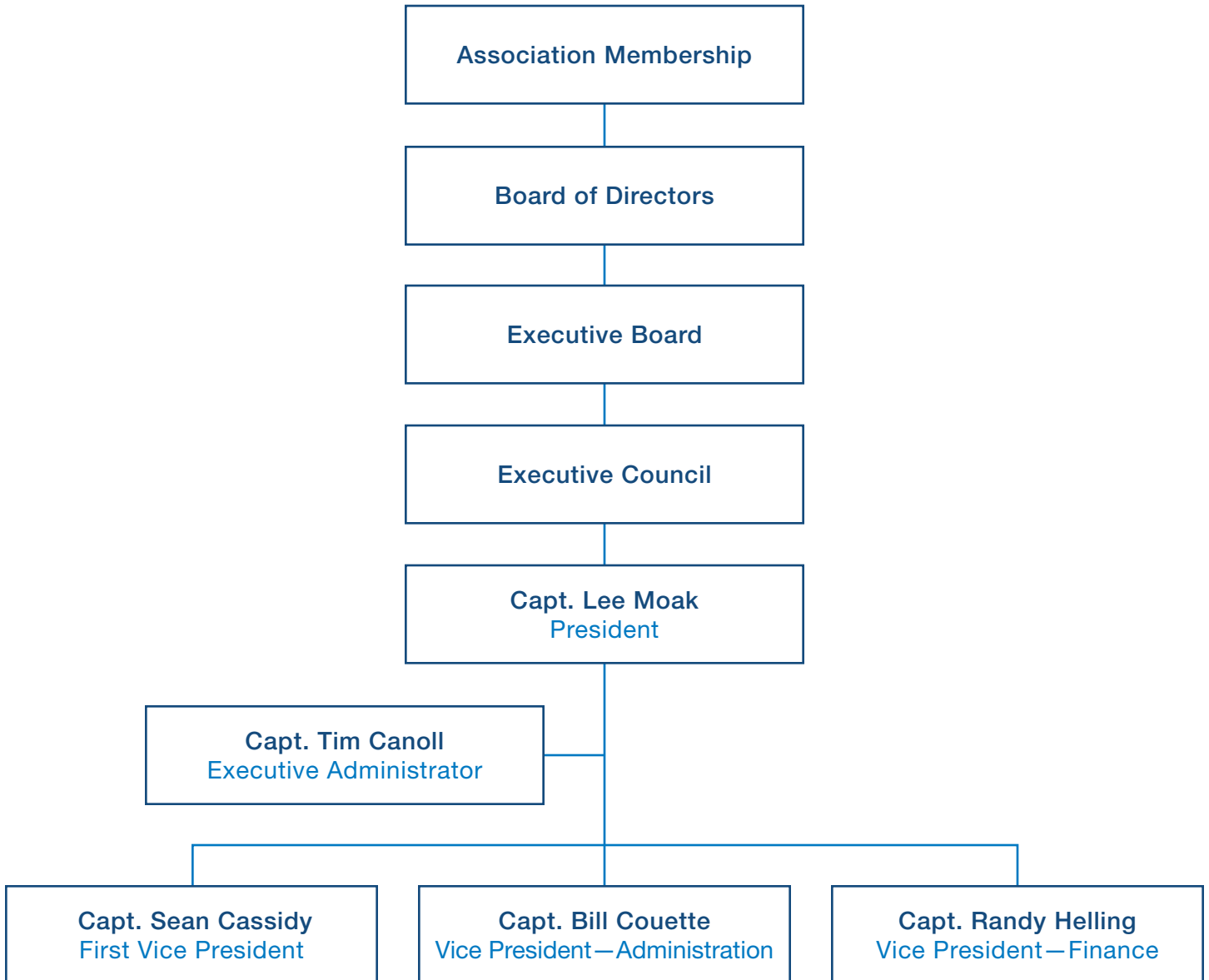
The 1968 Organizational Structure Study Committee recognized that changes in their basic administrative concept would need to be made as experience was gained, and they stated in their report that this plan was developed to:

1. Fill ALPA's administrative support needs of the immediate and near future.
2. Provide the basic framework for deliberate and imaginative improvement in administrative services on a continuing basis.

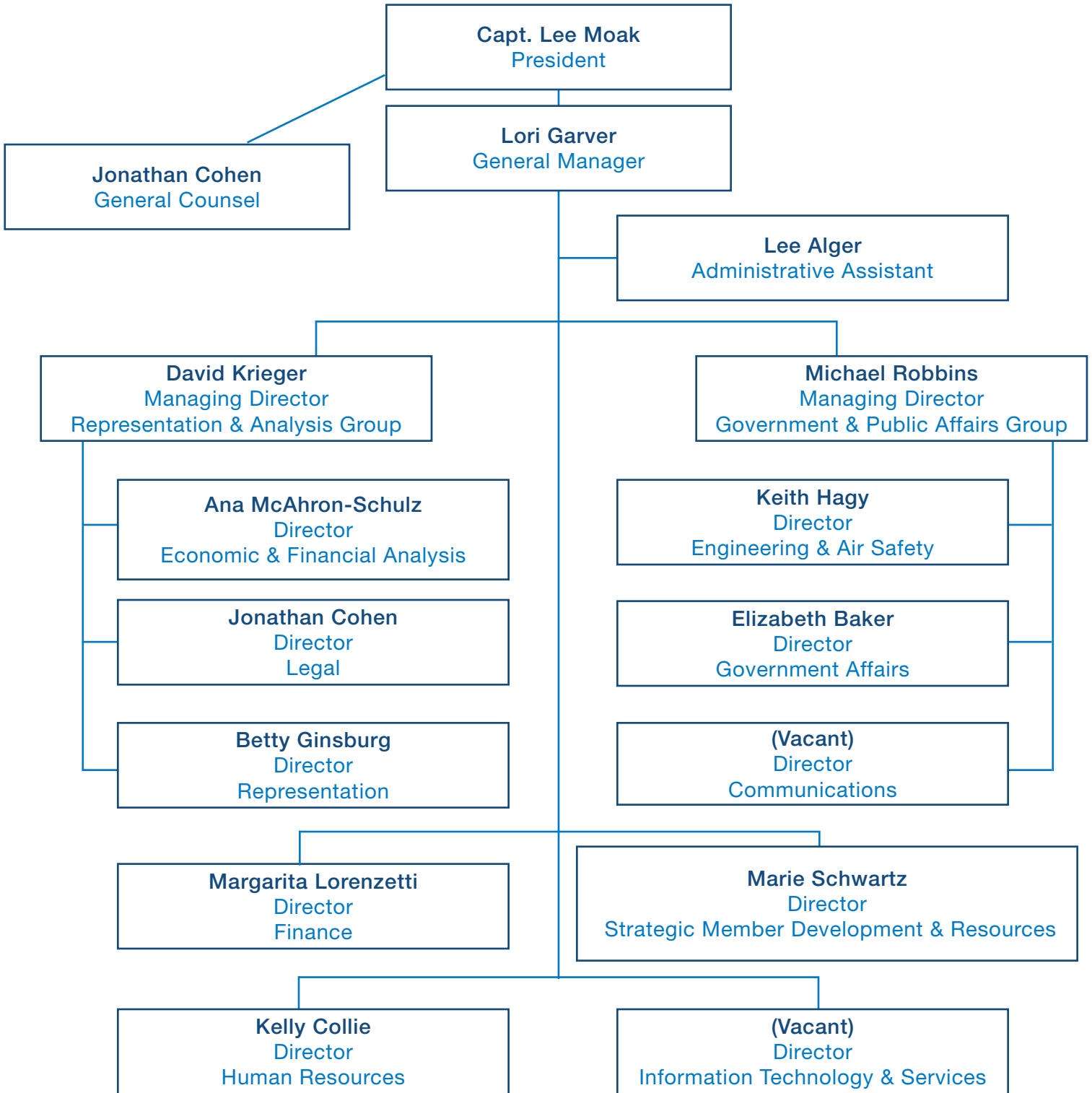
It should be recognized that organization structures and procedures, in general, are valid only so long as they remain operationally practical. With this in mind, this administrative plan will certainly be modified and refined by the president as experience is gained through implementation.

The wisdom of the Board of Directors' action in adopting the general manager concept has been reinforced by the passage of time. The membership as a whole has benefited from the farsighted organizational concept of the Board of Directors.

**AIR LINE PILOTS ASSOCIATION  
ORGANIZATION CHART  
MEMBERSHIP AND NATIONAL OFFICERS  
JANUARY 2014**



# AIR LINE PILOTS ASSOCIATION ORGANIZATION CHART HOME OFFICE STAFF JANUARY 2014



## **SECTION 2**

# **PRESIDENT'S DEPARTMENT, NATIONAL OFFICERS, GENERAL MANAGER'S DEPARTMENT**

### **A. President**

The president is the chief executive of the Association. The president is responsible for planning, coordinating, and controlling the affairs and activities of ALPA within the policies established by the Board of Directors and Executive Board. Among the responsibilities are the determination and implementation of an effective organizational structure (within ALPA's policies as established by the Board of Directors and the Executive Board) that is responsive and sensitive to the needs of ALPA. The jurisdiction and the duties of the president are detailed in Article XI, Section 4, of the Constitution and By-Laws.

### **B. First Vice President**

The first vice president functions under the jurisdiction of the president in carrying out the policies of ALPA's governing bodies and performs a variety of duties assigned by the president, the Executive Board, the Executive Council, and the Board of Directors. The first vice president coordinates, through the president's office, staff needs and administrative support to discharge the assigned duties and responsibilities of the office. The jurisdiction and the duties of the first vice president are detailed in Article XI, Section 4, of the Constitution and By-Laws.

### **C. Vice President–Administration**

The vice president–administration functions under the jurisdiction of the president in carrying out the policies of ALPA's governing bodies. The vice president–administration acts as custodian of ALPA's documents, contracts, leases, deeds to ALPA property, and other general records of a nonfinancial nature. The vice president–administration is responsible for accurate membership records and serves as an ex officio member of the Election and Ballot Certification Board. The vice president–administration coordinates, through the president's office, staff needs and administrative support to discharge the assigned duties and responsibilities of the office. The jurisdiction and the duties of the vice president–administration are detailed in Article XII, Section 4, of the Constitution and By-Laws.

### **D. Vice President–Finance**

The vice president–finance functions under the jurisdiction of the president in carrying out the policies of ALPA's governing bodies. Under the direction of the president, the vice president–finance develops and monitors the budget, and reports to the president any deviations from the requirements as defined in the spending limit concept and other ALPA policies. The vice president–finance coordinates, through the president's office, staff needs and administrative support to discharge the assigned duties and responsibilities of the office. The jurisdiction and duties of the vice president–finance are detailed in Article XIII, Section 4, of the Constitution and By-Laws.

### **E. Executive Administrator**

The executive administrator is a member of the president's staff. The duties and responsibilities of the executive administrator are covered in Article XV of the Constitution and By-Laws. The executive administrator's prime responsibility is to perform troubleshooting assignments, meeting with member groups to ascertain the membership's concerns and needs, defining alternative courses of action, recommending to the president those alternatives that best meet the established objectives of ALPA, and implementing the approved programs.

The president may delegate to the executive administrator the authority and responsibility of managing the functional departments that have direct impact on pilot safety; the welfare of the membership and ALPA; the maintenance of active liaison between the Herndon and Washington offices and all departments, Local Councils, members, and functions of ALPA; and to perform other duties the president and Executive Council may assign. The jurisdiction and the duties of the executive administrator are outlined in Article XV, Section 2, of the Constitution and By-Laws.

## F. General Manager's Department

### 1. GENERAL MANAGER

ALPA's general manager is the union's professional business manager and chief of staff. As ALPA's most senior staff position, the general manager reports to the president on the strategic planning, financial, and administrative functions of the Association. The general manager is responsible for ALPA's business operations, including strategic planning, project management, organizing, merger, fiscal planning, budget development, financial performance, resource allocation, and personnel functions.

### 2. MANAGING DIRECTORS

#### a. Managing Director, Government and Public Affairs Group

The managing director oversees and coordinates staff across ALPA's Communications, Engineering & Air Safety, and Government Affairs departments.

#### b. Managing Director, Representation and Analysis Group

The managing director oversees and coordinates staff across ALPA's Economic & Financial Analysis, Legal, and Representation departments.

The department provides and coordinates administrative and professional support to the Association's national officers, governing bodies, all national committees, task forces, and airline groups.

The department is also responsible for ALPA's project management, resource management, and risk management, including:

- Project management
  - Strategic plan development and implementation
  - Service agreements, union mergers, and organizing
  - Member programs, products, and services
  - Staff support for MEC and national projects
- Resource management
  - ALPA operations and staff
  - Association finances, resources, budgets, and financial planning
  - Fund and investment management
  - Consulting agreements and contracts
- Risk management
  - Policies, practices, and procedures
  - Insurance and reinsurance

#### Contact:

[Lori.Garver@alpa.org](mailto:Lori.Garver@alpa.org) (General Manager)

703-689-4183

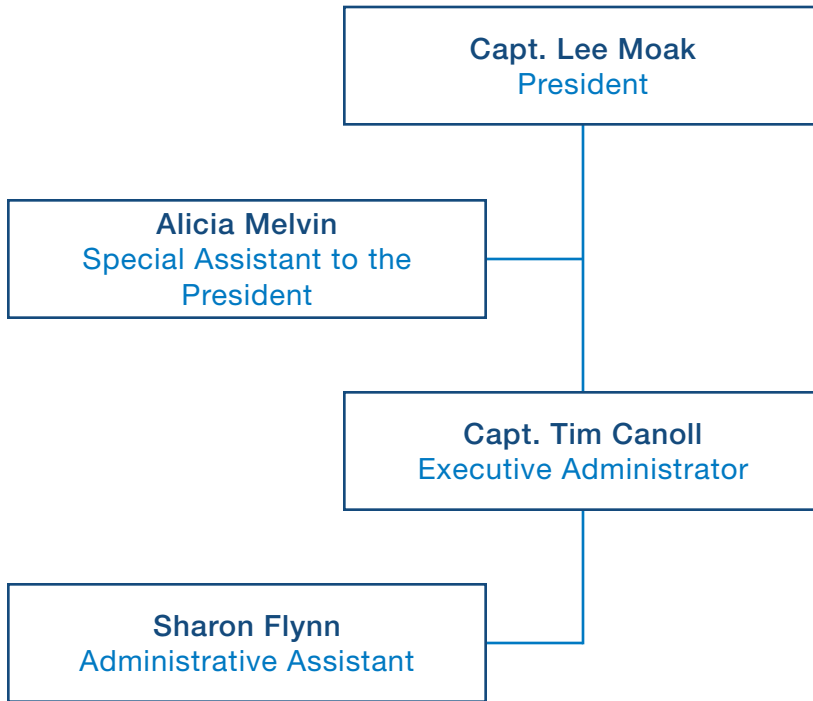
[David.Krieger@alpa.org](mailto:David.Krieger@alpa.org) (Representation & Analysis Group)

703-689-4244

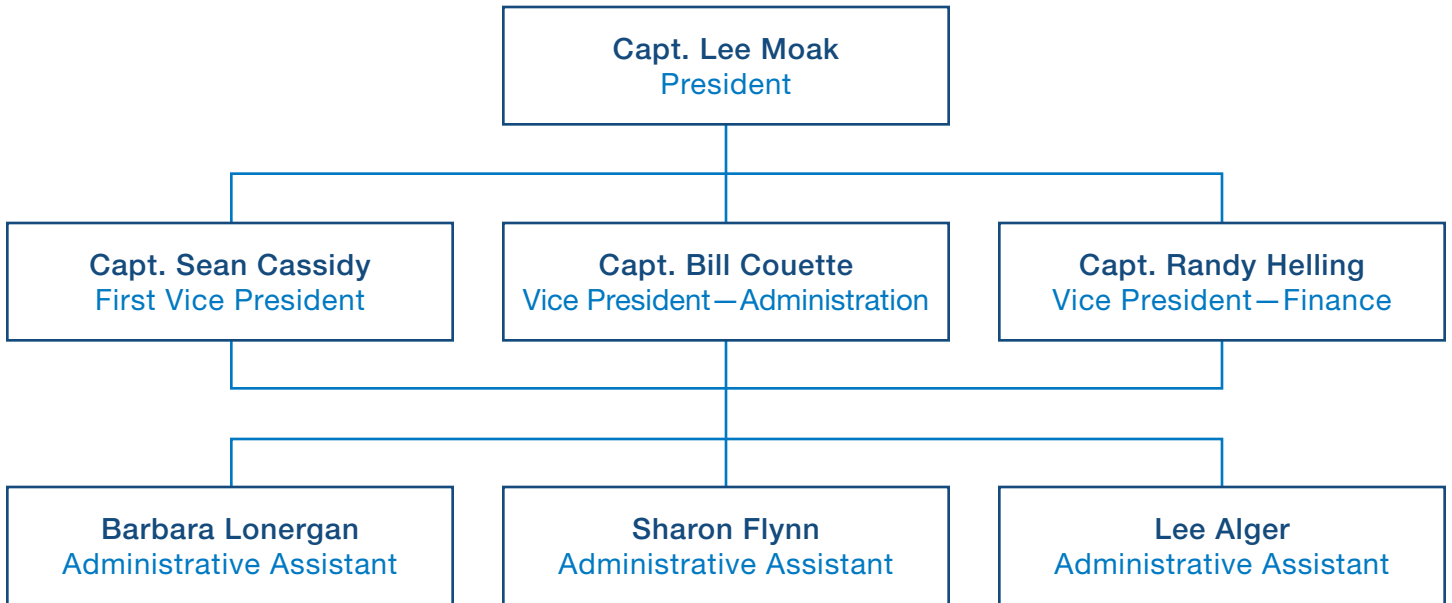
[Michael.Robbins@alpa.org](mailto:Michael.Robbins@alpa.org) (Government & Public Affairs Group)

202-797-4042

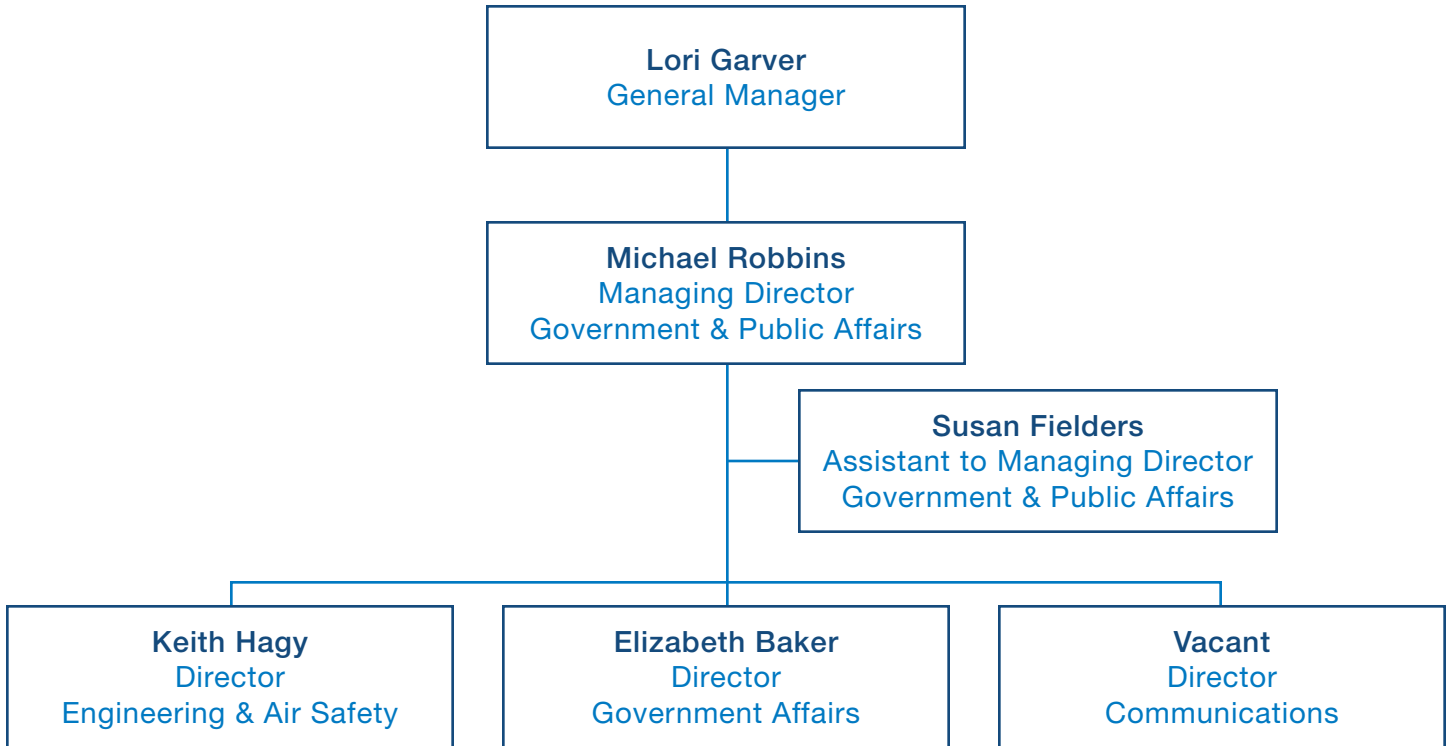
**AIR LINE PILOTS ASSOCIATION  
ORGANIZATION CHART  
PRESIDENT'S OFFICE  
JANUARY 2014**



**AIR LINE PILOTS ASSOCIATION  
ORGANIZATION CHART  
NATIONAL OFFICERS  
JANUARY 2014**

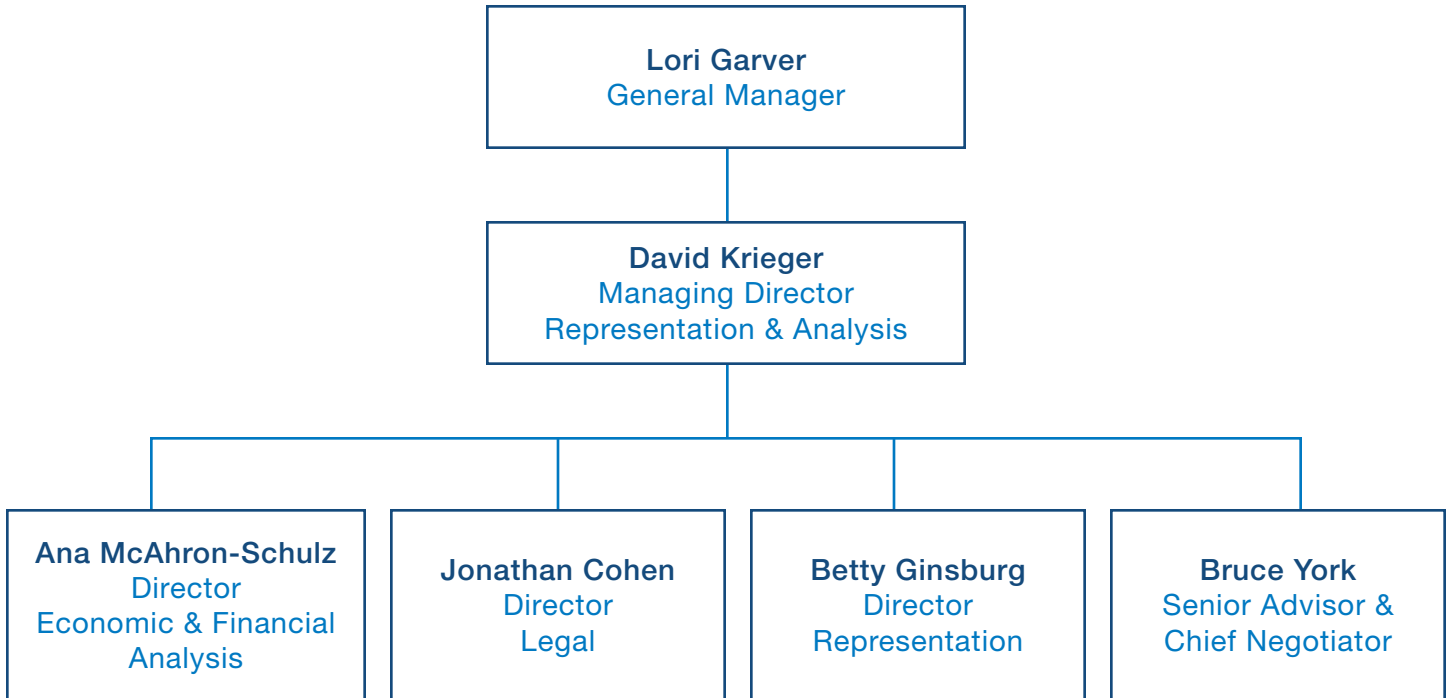


**AIR LINE PILOTS ASSOCIATION  
ORGANIZATION CHART  
GENERAL MANAGER'S DEPARTMENT  
GOVERNMENT & PUBLIC AFFAIRS GROUP  
JANUARY 2014**





**AIR LINE PILOTS ASSOCIATION  
ORGANIZATION CHART  
GENERAL MANAGER'S DEPARTMENT  
REPRESENTATION & ANALYSIS GROUP  
JANUARY 2014**



# SECTION 3

## HOME OFFICE ORGANIZATION BY DEPARTMENT

### DEPARTMENT DESCRIPTIONS

The following are formal department descriptions to help you better understand the organization and the human resources whose purpose is to provide the highest level of service to the membership within ALPA's budget.

#### A. Communications Department

The Communications Department provides extensive internal and external communications services, including:

- Strategic communications planning
- Pilot group support
- Crisis communications
- Training programs relating to communications and media relations
- Graphic design
- Brand management and awareness
- Production services
- Social media support
- Website content development
- Video recording and multimedia production
- Survey design

Department staff provide the Association and its pilot groups with strategic planning and program execution across a complete range of public relations, public affairs, advertising, marketing, and other communications services. The department also strengthens, protects, and maintains the ALPA image—or brand—by positioning all airline pilot issues with key audiences.

The department represents all ALPA pilot groups as an in-house creative/production service, public relations agency, and advertising firm rolled into one. Department staff provide professional publications and productions, including *Air Line Pilot* magazine, FastRead, website development (including content and support), and other multimedia and creative production services. Department staff handle industry communications, media relations, and generate speeches and testimony.

#### Contact:

Communications@alpa.org	703-481-4440
Magazine@alpa.org	703-481-4460
Publishing@alpa.org	703-481-4440
Media@alpa.org	703-481-4440

#### B. Economic & Financial Analysis Department

The Economic & Financial Analysis Department supports ALPA members in all items related to the economic portions of their contracts. This includes tracking and evaluating economic and industry trends, analyzing business plans, and valuing all economic proposals.

Department staff evaluate collective bargaining agreements and the financial impact of both Company and ALPA proposals during the collective bargaining process. These experts analyze hundreds of airline financial results, business plans, and projections for all ALPA and select non-ALPA airlines (including some foreign airlines), and perform a multitude of ad hoc financial analyses. The department also develops and analyzes negotiations questionnaires, provides industry and economic overviews, conducts contractual comparisons,

analyzes schedules, evaluates both domestic and international code-sharing arrangements, and evaluates airlines' ability to pay.

The department supports:

- Collective Bargaining Committee
- International Affairs Committee
- Strategic Planning Committee
- Flight Time/Duty Time Committee

**Contact:**

EFA@alpa.org      703-689-4289

### C. Engineering & Air Safety Department

The Engineering & Air Safety Department provides expertise and support for all of ALPA's safety, pilot assistance, and security initiatives. Department staff train ALPA representatives doing work in these areas on behalf of the Association, and are subject-matter experts in aircraft design, flight operations, crew training, aviation security, carriage of dangerous goods, human factors, pilot health, airport design and layout, and accident investigation.

The department works closely with ALPA's Government Affairs, Legal, Representation, and Communications departments. Department staff and offices are located in Herndon, Virginia, and Ottawa, Ontario, Canada.

The Engineering & Air Safety Department provides two areas of specialized support:

**Engineering & Operations**—develop and interpret policies and positions on aircraft design, accident investigation, air traffic control, national and international airspace modernization, and the collection and protection of safety data.

**Safety & Security**—support and coordinate improvements to airport ground environment standards, pilot qualifications and training, transportation of dangerous goods, cargo, flight and ground security, pilot assistance, jumpseat access, and aviation sustainability.

Department staff produce a variety of documents covering training, major ALPA issues, and technical data, as well as safety, security, and operations bulletins, the jumpseat guide, and the international directory. The department also maintains an E&AS technical library as a repository for historical and current documents and pictorial items pertinent to aviation safety.

The department supports and provides training to MEC/LEC committee representatives in a number of areas, including:

- Safety
- Accident Investigation
- Professional Standards
- Critical Incident Response
- ASAP/FOQA
- Aviation Security

The department supports:

- Air Safety Organization
  - Safety
  - Security
  - Pilot Assistance
  - Jumpseat
  - Aviation Sustainability and Environment
  - President's Committee for Cargo
  - President's Committee for Remote Operations

**Contact:**

EAS@alpa.org      703-689-4200  
202-797-4096  
703-689-4312 Accident Investigation  
800-424-2470 (U.S.)  
877-373-3131 (Canada)

## D. Finance Department

The Finance Department ensures the financial management and protection of assets of ALPA and its subsidiaries, including budgeting, financial reporting, governmental reporting, payment of expenses, cash and asset management (including real estate/facilities), and the analysis of Association operations. The department also oversees member dues payments, elections and balloting, provides administrative support to LECs, maintains member records, and administers U.S. and Canadian member insurance programs.

Department staff provide experienced support in five key areas:

**Financial Reporting & Cash Management**—prepare and monitor all ALPA budgets, perform financial analysis of Association operations, develop and implement internal controls for effective financial administration, manage cash flow in ALPA’s Major Contingency and Operating Contingency funds, and monitor general operating fund cash balances in various investment vehicles.

**Accounts Payable & Payroll**—administer and communicate with airlines regarding flight pay loss reporting for union work and generate monthly reporting to MECs on usage. Processes member expense reimbursements, ALPA employee payroll, and invoices for MECs, LECs, committees, and governing bodies.

**Membership Administration**—maintains the official member records of the Association and manages individual member accounts, including dues, insurance, and assessment billing.

**Member Insurance**—administration of U.S. and Canadian member insurance programs, marketing of available voluntary insurance products, input on plan design and policy, and administration of insurance claims processing.

Member insurance plans include:

- Group Term Life
- 10-Year and 20-Year Level Term Life
- Accidental Death and Dismemberment
- Short-Term Disability
- Monthly Loss of License
- Lump-Sum Loss of License
- Identity Theft
- For Canadian ALPA members:
  - Basic and Optional Life
  - Accidental Death and Dismemberment
  - Critical Illness
  - Home and Auto
  - Best Doctors Coverage

The department supports:

- Special Committee for Finance, Structure, and Services
- ALPA Emergency Relief Fund

- MCF Strike Oversight Board
- Contingency Fund Oversight Board
- Investment Management Committee
- National Retirement and Insurance Committee
- VEBA Board
- Board of Insurance Trustees
- Membership Committee

**Contact:**

Finance@alpa.org	703-689-4144
Membership@alpa.org	888-359-2572, option 3
Insurance@alpa.org	800-746-ALPA (746-2572)

**E. Government Affairs Department**

Government Affairs Department staff are the strategists behind the voice of ALPA pilots in the United States and Canada. The department carries out ALPA’s legislative and political agenda and conveys our pilots’ message to decision makers in Washington, D.C., and Ottawa.

The department provides a team of experienced lobbyists who work to protect the interests, future, and livelihood of U.S. and Canadian pilots. The team has developed relationships with members of Parliament and Congress, congressional and committee staffers, and other government and industry officials who make decisions that directly affect the careers of ALPA members. Department staff administer the multimillion-dollar ALPA-PAC and guide the ALPA-PAC Steering Committee. Through ALPA’s grassroots program, the department promotes membership involvement in order to contribute to and influence the outcome of public policy that directly affects ALPA’s interests in safety, security, and labor issues. The department also harnesses a network of pilot volunteers at the MEC and LEC levels who serve as liaisons between the Government Affairs Department and local pilot members.

The department supports:

- ALPA-PAC Steering Committee
- MEC and LEC Legislative/Political Action Committees
- International Affairs Committee

**Contact:**

GovernmentAffairs@alpa.org	202-797-4033
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**F. Human Resources Department**

The Human Resources Department oversees employee recruitment, internal labor relations, policy evaluation, and the development and implementation of ALPA’s administrative programs and activities.

Department staff are responsible for administration of ALPA employee wages, benefits, and collective bargaining agreements. The team handles staffing, recruitment, retention, and succession planning for all ALPA offices and locations. The department is focused on consistent application of workplace policies and practices, and ensures that ALPA’s goals and objectives are advanced and reinforced to employees through communications, development, and training.

The department is also responsible for managing the relationship with ALPA’s outside travel service provider and ensuring compliance with ALPA’s travel and expense policies and budget.

The department supports:

- Strategic Planning Committee
- MEC and LEC officers
- ALPA members and staff

**Contact:**

HumanResources@alpa.org	703-689-4108
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## G. Information Technology & Services Department

The Information Technology & Services Department provides technical solutions, processing, training, and support to the Association for computer and communications systems, web technology and site development, and other advanced systems. The department delivers proven IT services and solutions for all ALPA groups, emphasizing the availability of systems and information when needed.

Department staff develop and support computer and information systems for the Association's web, communications, financial, and membership systems. As part of overall support, the department provides training and user support to all ALPA groups in using ALPA's computers, applications, and other technical services. The department works closely with the vice president–administration and the vice president–finance to coordinate IT and advance the goals of the Information Technology Advisory Committee.

The department provides three areas of specialized support:

**Network System Support**—maintains the office network infrastructure (computers, network, servers, databases, and voice and data communications) for all ALPA offices.

**Operations and Support**—operates the ALPA Help Desk, provides training support, administers system security, and provides individual computer support (setup, troubleshooting, and maintenance).

**Financial and Applications Support**—develops and maintains computer applications for finance, communications, membership, MEC, and other Association departments and groups. Develops and maintains websites, modules, applications, and other program systems.

The department supports:

- Information Technology Advisory Committee (ITAC)
- ALPA, MEC, LEC, and committee websites
- ALPA office networks and computers
- MEC web applications
  - Strategic Preparedness Communication System
  - Family Awareness
  - MEC Toolbox and mobile phone applications
  - Dispute Tracking System
- SharePoint (intranet, members only, public)

### Contact:

IT Support	<a href="mailto:ITS@alpa.org">ITS@alpa.org</a>	703-689-4223
Help Desk	<a href="mailto:HelpDesk@alpa.org">HelpDesk@alpa.org</a>	703-689-4357
Training	<a href="mailto:ITOS@alpa.org">ITOS@alpa.org</a>	703-689-4245

## H. Legal Department

The Legal Department provides specialized legal services to ALPA and our members on a wide variety of legal issues. Department lawyers represent ALPA's interests in federal and state courts and administrative agencies, and provide legal advice to the ALPA governing bodies, national officers, MECs and their officers, ALPA committees, and other ALPA officials.

Department staff are recognized throughout the industry as experts in U.S. labor and aviation law. They act as ALPA's internal law firm, and handle a significant litigation caseload on ALPA's behalf. The department handles complex discharge and contract violation cases for pilots, represents ALPA before regulators and arbitrators, and serves as experienced advisors on scope and other complex collective bargaining issues. Department lawyers are recognized experts on the Railway Labor Act, federal aviation regulations, airline safety, DOT regulatory and international aviation issues, aircraft accident investigation litigation, employment discrimination and contract enforcement, drug and alcohol testing, and union member rights.

On the international front, department staff provide legal advice on ALPA's Leveling the Playing Field initiative. Department lawyers advise on code sharing, joint ventures, and similar business arrangements; provide counsel on international air transport agreements; and participate as members of the U.S.

government-led teams that negotiate air services agreements with other countries. The department also maintains relationships with foreign attorneys to assist pilots involved in incidents overseas.

The department supports:

- All ALPA Safety Committees
- National Security Committee
- Flight Time/Duty Time Committee
- HIMS Committee
- International Affairs Committee
- Special Committee for Finance, Structure, and Services (SCFSS)
- Special Representational Structure Review Committee (SRSRC)
- Strategic Planning Committee
- ALPA Emergency Relief Fund (AERF) / P4P
- Hearing and Appeal Boards

**Contact:**

Legal@alpa.org                703-689-4326  
    202-797-4096

**I. Representation Department**

The Representation Department supports every pilot group in contract negotiations and enforcement, helps local pilot leaders formulate and execute strategic plans, provides labor relations advice and guidance, and represents individual pilots and pilot groups in grievances and arbitrations as well as FAA, Transport Canada, and NTSB proceedings.

The department’s staff members include experienced professional negotiators, seasoned attorneys, expert labor-relations advisors and counselors, paralegals, and additional support staff who advise pilot leaders and committees and help them successfully carry out their assignments and roles.

The department supports:

- Collective Bargaining Committee
- Flight Time/Duty Time Committee
- Strategic Planning Committee
- Fee-for-Departure Working Group

**Contact:**

Rep@alpa.org                703-689-4226  
    703-689-4179 (Organizing)

**J. Retirement & Insurance Department**

The Retirement & Insurance Department provides specialized consulting services concerning the hundreds of retirement and welfare benefit plans in which pilots participate. Department staff members assist each pilot group in the design and negotiation of their employee benefit program, ensure that the ongoing administration of the benefit program complies with the collective bargaining agreement and applicable law, and assist in the enforcement of pilots’ rights under their benefit program. The Department also works with the Association’s Government Affairs Department to suggest and support federal legislative initiatives concerning pilots’ employee benefits, and monitors and comments on proposed federal legislation and federal agency regulations concerning pilots’ employee benefits.

Department staff include three attorneys (including a manager), seven benefits specialists (including a manager), an actuary, two investment specialists, and two secretaries.

The department supports:

- Retirement and Insurance Committee
- Collective Bargaining Committee



- MEC R&I Committees
- MEC Investment Committees
- MEC Negotiating Committees
- Membership Administration

**Contact:**

R&I@alpa.org

703-689-4114

**K. Strategic Member Development & Resources Department**

The new Strategic Member Development & Resources department was created to better align Association services and fulfill ALPA’s strategic goals and objectives, and to improve promotion of ALPA resources to members and staff. It includes the following groups/departments:

**National Strategic Support Project Coordination & Training**—manages ALPA’s strategic plan, coordinates member and public outreach for the Canada Board, develops and maintains orientation programs and training curriculum for ALPA pilot leaders and staff, and manages the ALPA store and its merchandise. In addition, the department serves as the project manager for governing body meetings, including the Executive Board and biennial Board of Directors, as well as the ALPA Leadership Training Conference and Secretary-Treasurers’ Conference.

**Event Planning**—provides logistical support for governing body meetings, Leadership Training Conference, and other pilot group meetings and events.

**Balloting & Local Council Support**—maintains the official member records of the Association; provides administrative support to local councils; manages individual member accounts, including dues, insurance, and assessment billing; and handles all aspects of elections and balloting.

**Facilities & Real Estate**—administers and negotiates all office leases, including MEC, LEC, and strategic planning/strike offices. Responsible for building and grounds maintenance for the Association’s Herndon, Virginia, offices, as well as utilization of the Herndon Conference Center and meeting logistics.

**Purchasing**—provides centralized purchasing for the Association and coordinates laptop/cell phone purchases for officers and volunteers.

The department supports:

- ALPA Emergency Relief Fund
- Education Committee
- Election and Ballot Certification Board
- Governing Bodies
- Hearing and Appeal Boards
- Leadership Conference Committee
- Membership Committee
- Professional Development Group
- Strategic Planning Committee
- Strategic Preparedness and Strike Committee

**Contact:**

SMDR@alpa.org

703-481-4467

CSC@alpa.org

703-689-4311

Balloting@alpa.org

703-689-4173

RealEstate@alpa.org

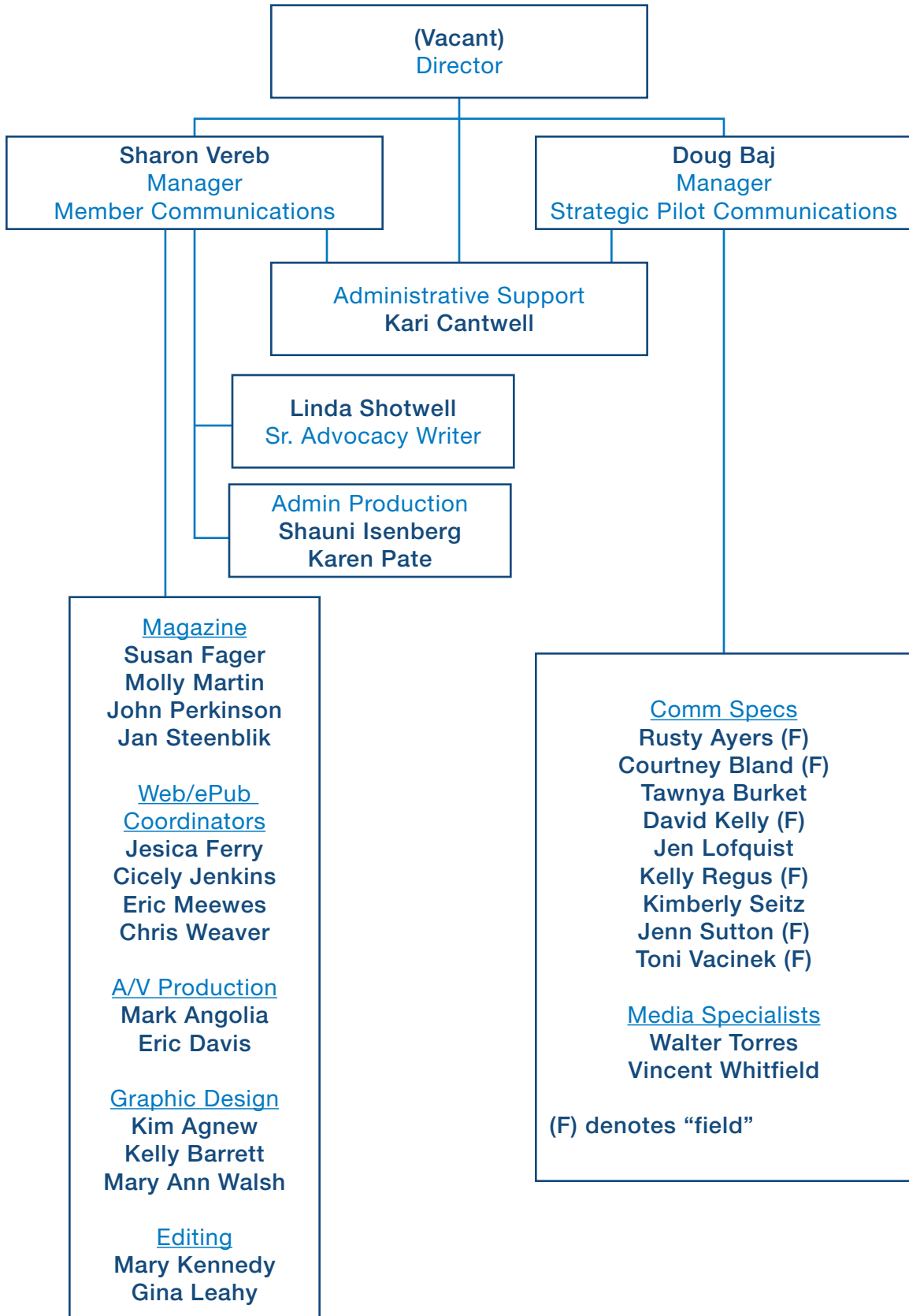
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Purchasing@alpa.org

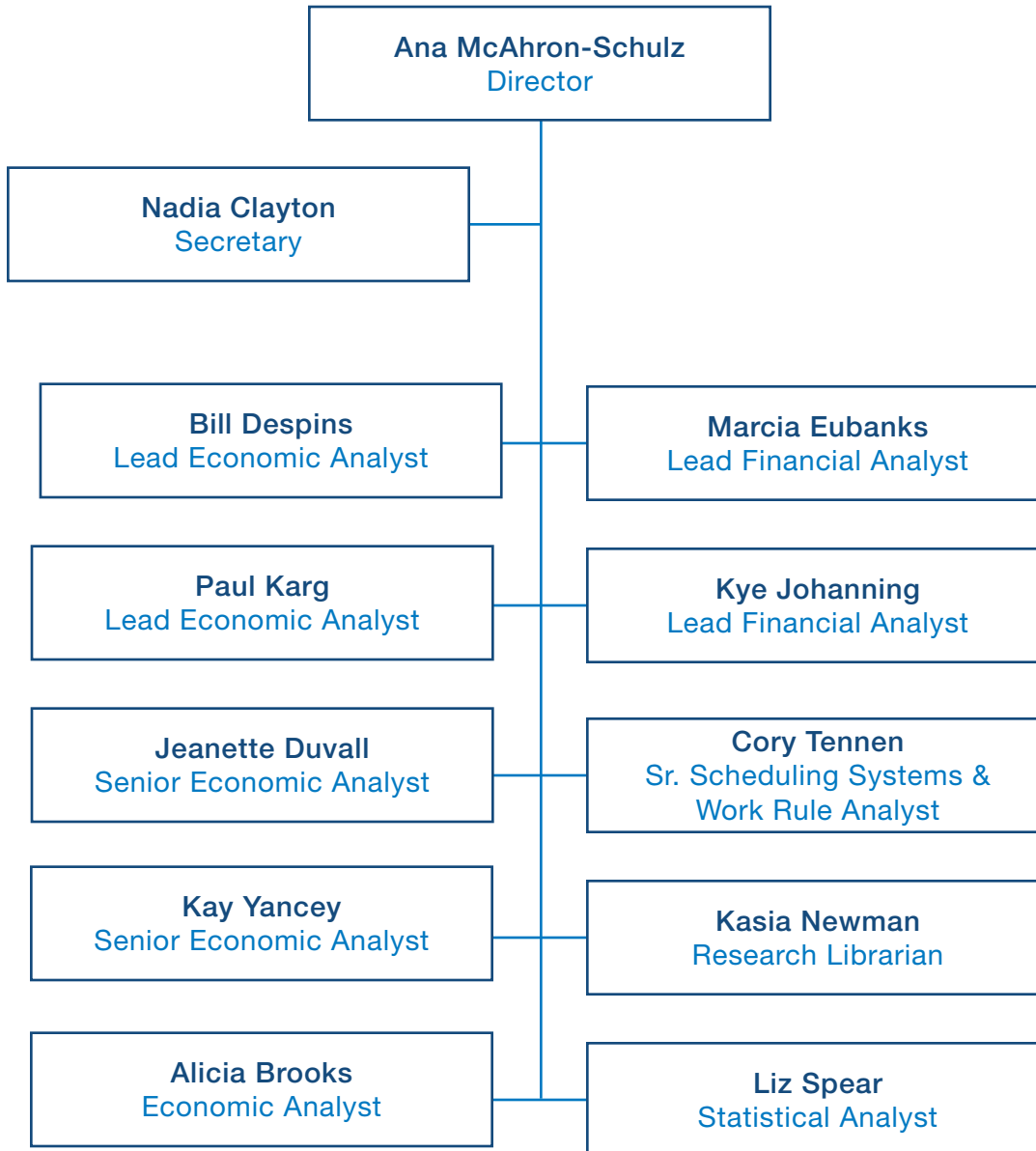
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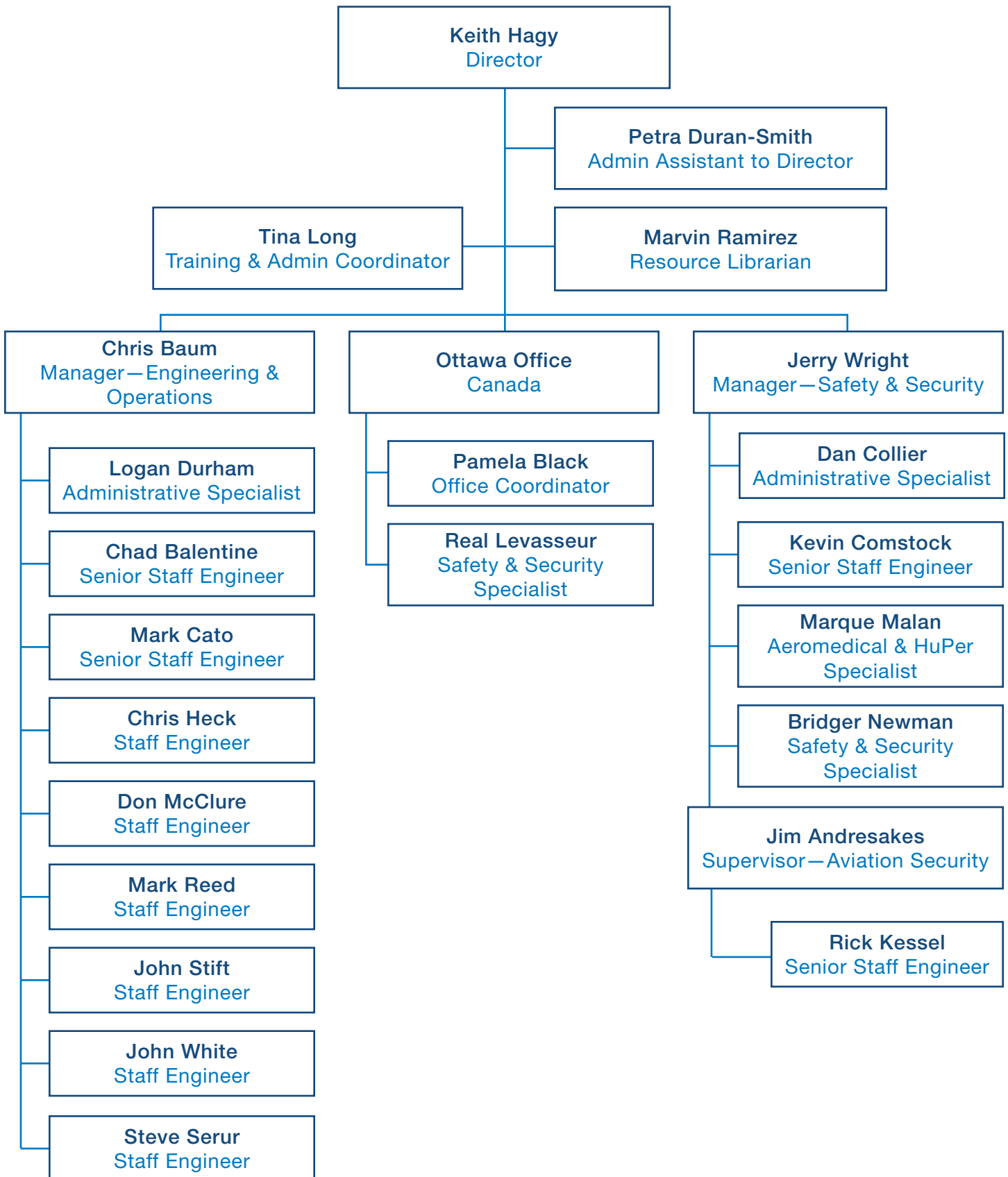
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COMMUNICATIONS DEPARTMENT  
JANUARY 2014**



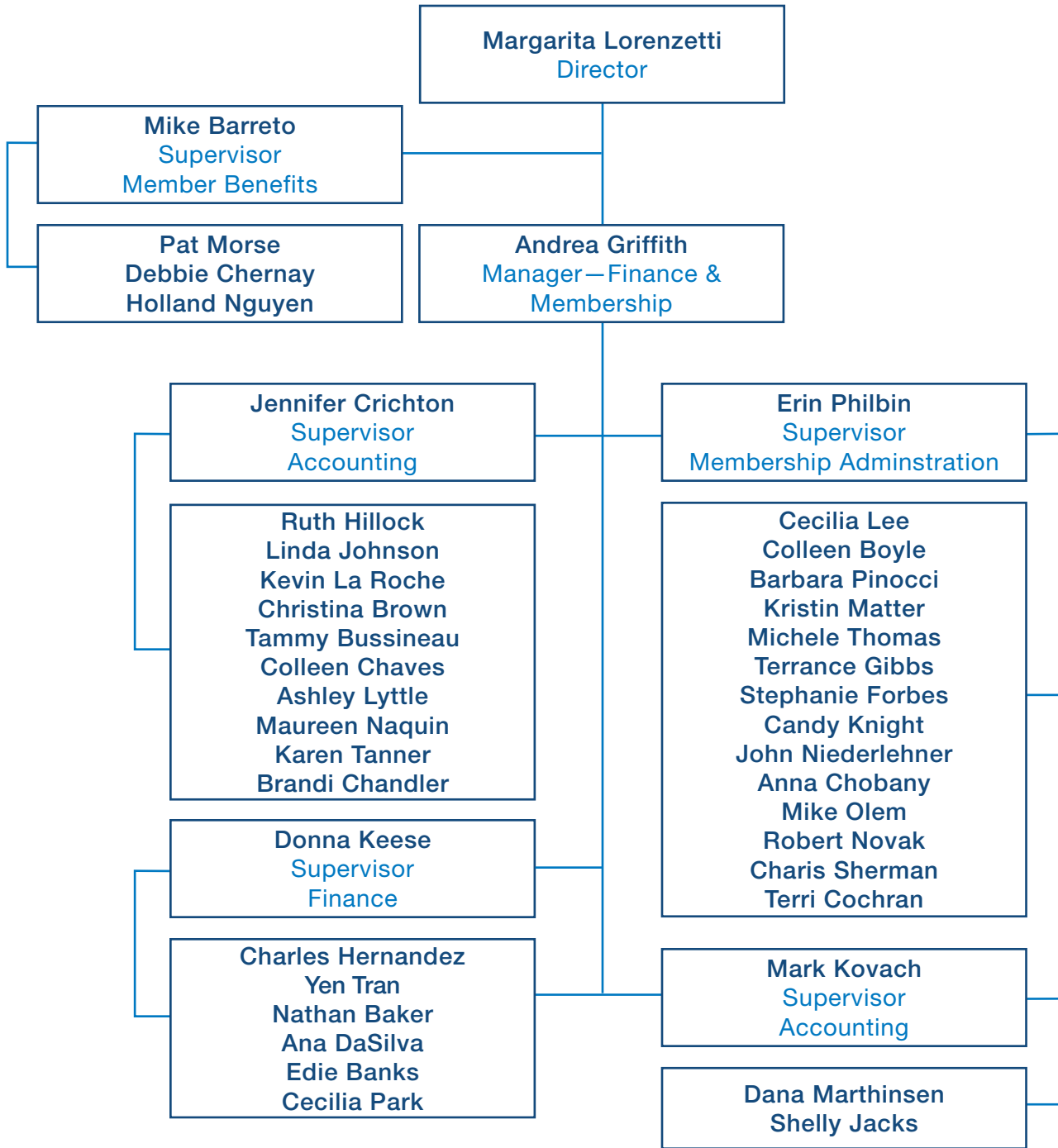
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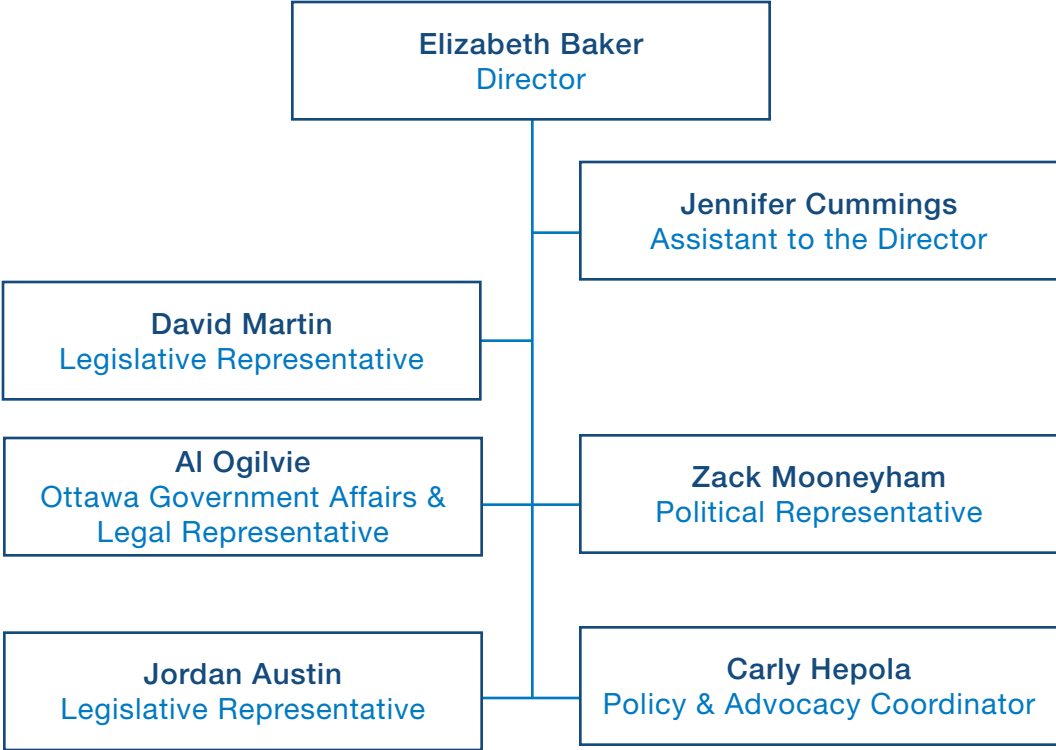
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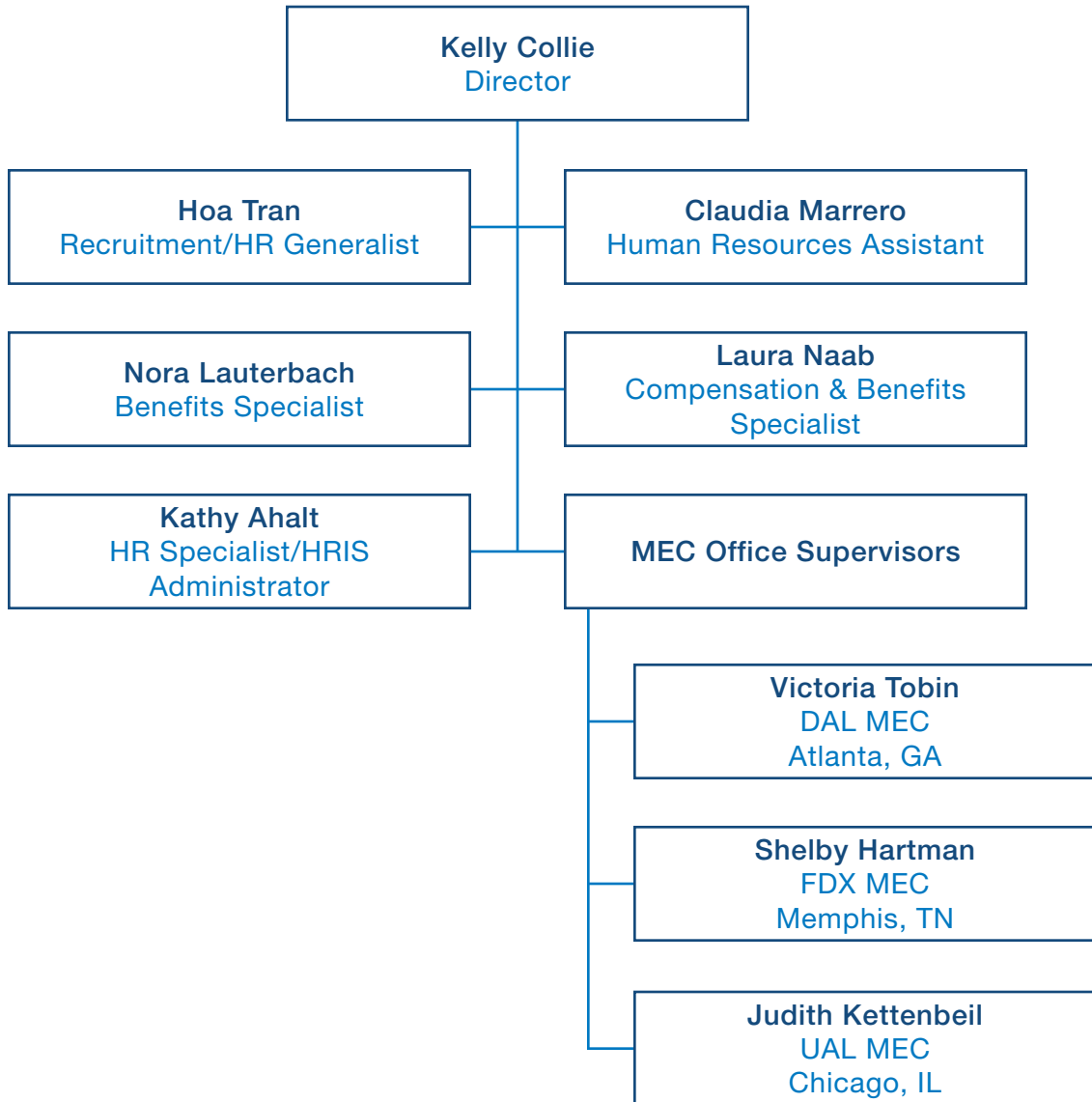
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JANUARY 2014**



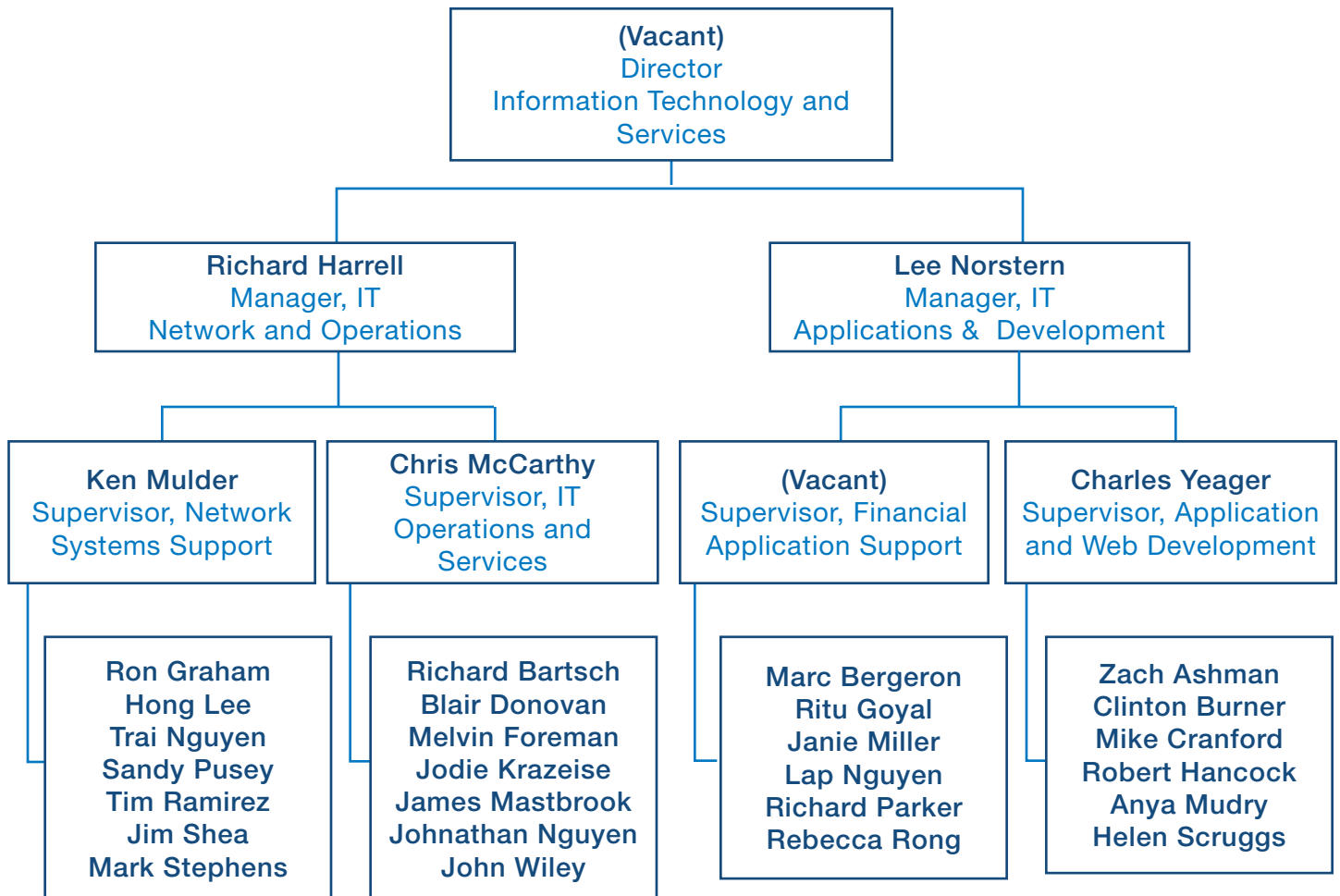
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GOVERNMENT AFFAIRS DEPARTMENT  
JANUARY 2014**



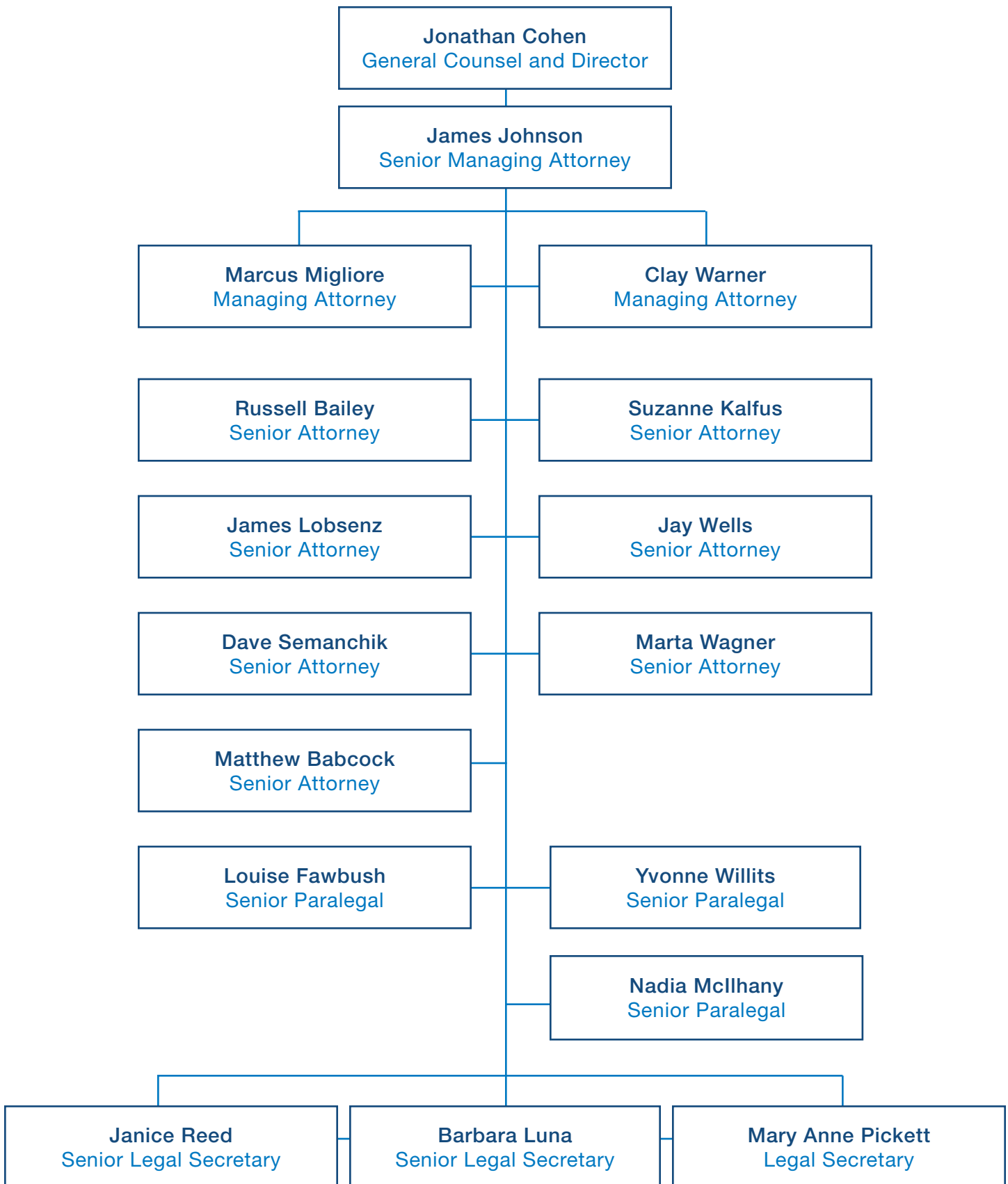
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HUMAN RESOURCES DEPARTMENT  
JANUARY 2014**



**AIR LINE PILOTS ASSOCIATION  
ORGANIZATION CHART  
INFORMATION TECHNOLOGY & SERVICES DEPARTMENT  
JANUARY 2014**

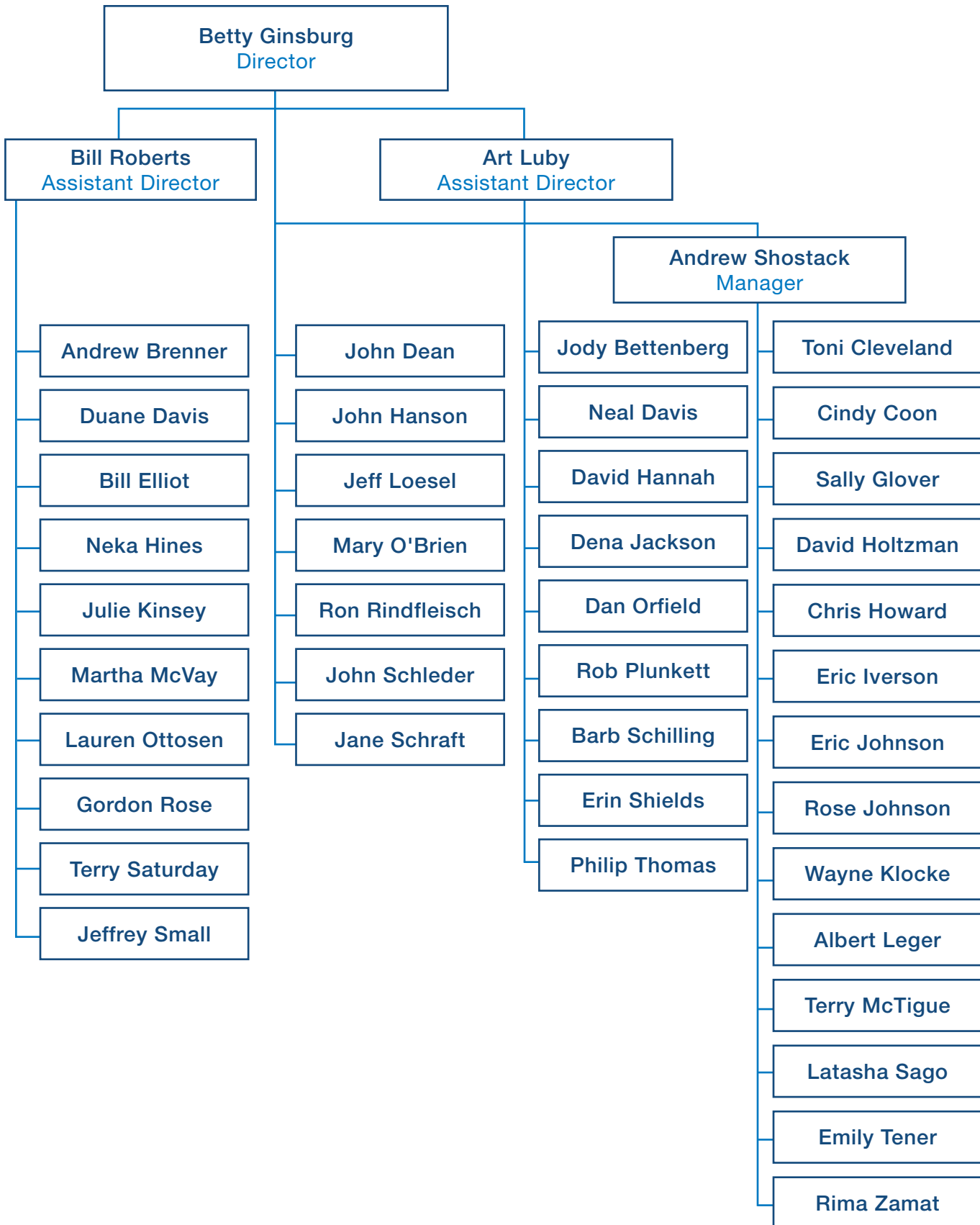


**AIR LINE PILOTS ASSOCIATION  
ORGANIZATION CHART  
LEGAL DEPARTMENT  
JANUARY 2014**

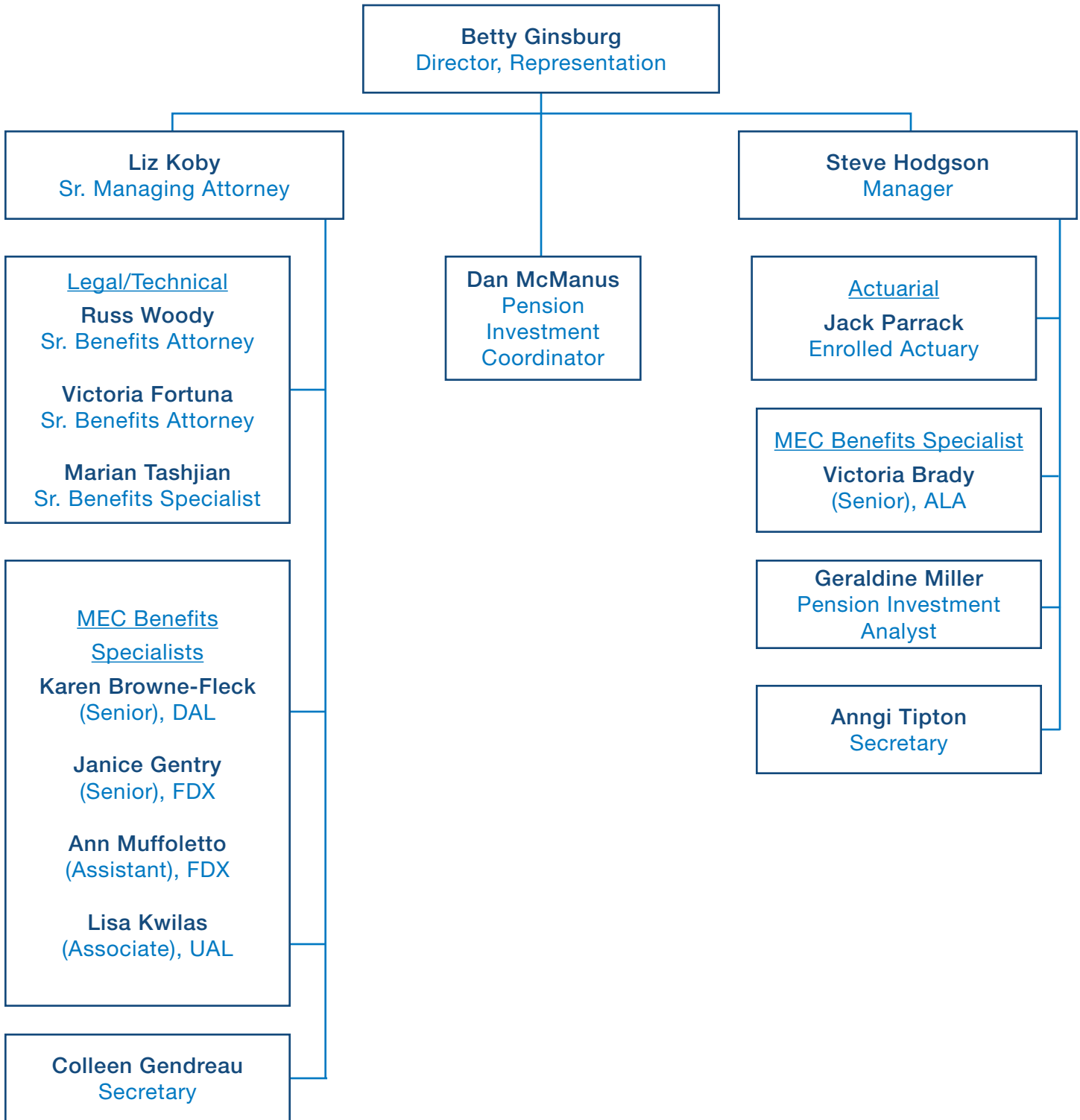




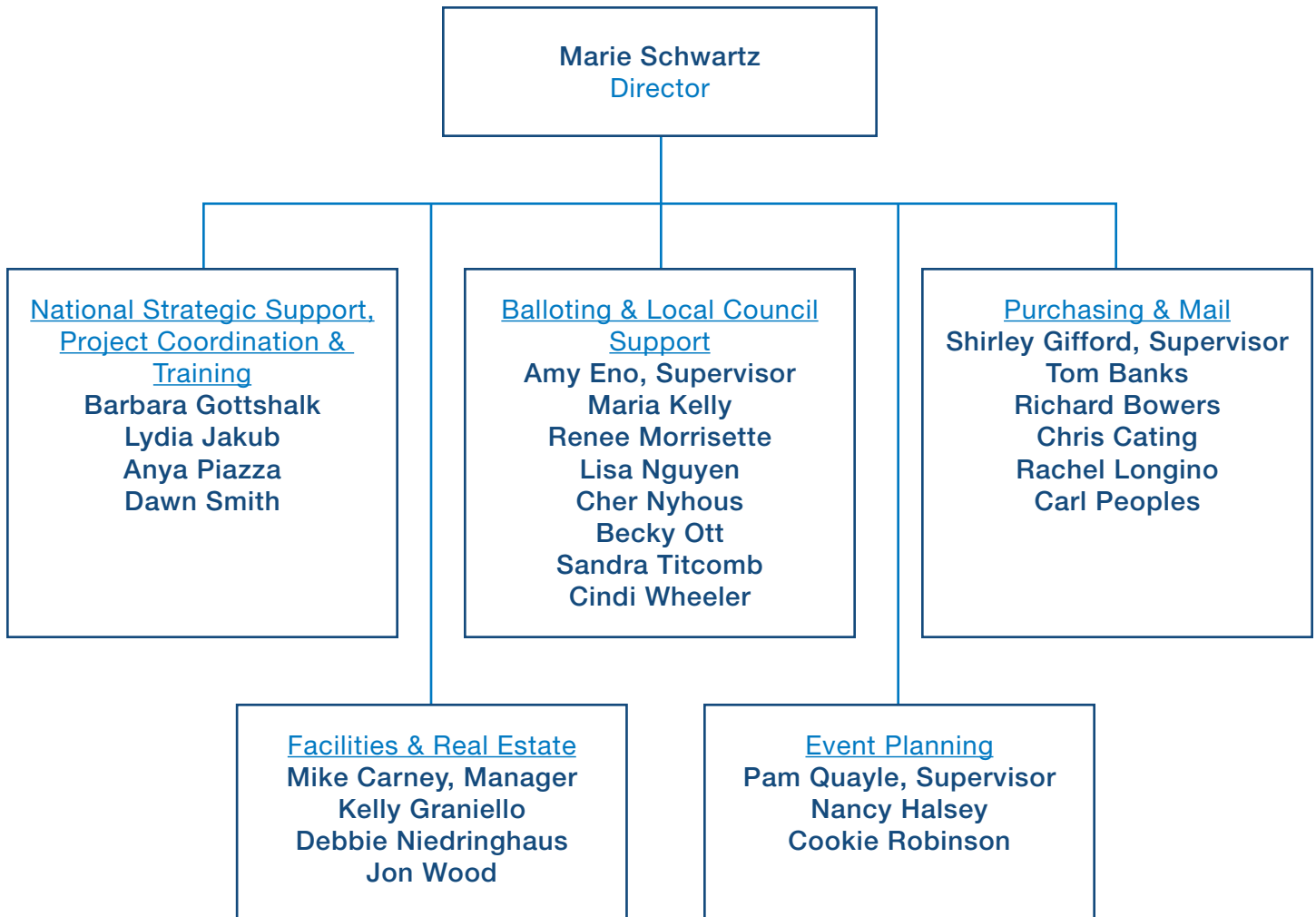
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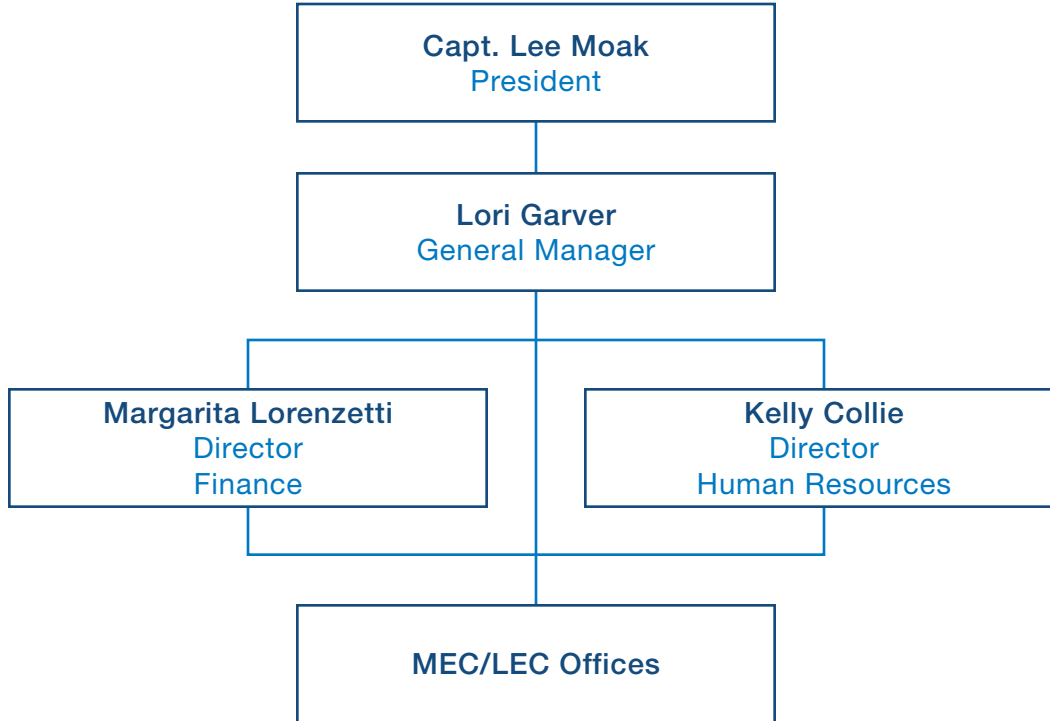
**AIR LINE PILOTS ASSOCIATION  
ORGANIZATION CHART  
RETIREMENT & INSURANCE DEPARTMENT  
JANUARY 2014**



**AIR LINE PILOTS ASSOCIATION  
ORGANIZATION CHART  
STRATEGIC MEMBER DEVELOPMENT & RESOURCES DEPARTMENT  
JANUARY 2014**



**AIR LINE PILOTS ASSOCIATION  
ORGANIZATION CHART  
MEC/LEC OFFICE SUPPORT  
JANUARY 2014**



## NOTES

# NOTES



