

# JUMPSEAT GUIDE

*July 2018*



**Air Line Pilots Association, Int'l**  
Schedule with Safety

## The Mission of ALPA ASO AVIATION JUMPSEAT Is to Ensure that:

1. Pilot-in-command (PIC) control over flight deck access and use of the jumpseat is not abrogated or undermined in any manner or under any circumstances.
2. Flight deck jumpseats are made available to all individuals authorized to use them, in accordance with PIC approval and federal requirements.
3. Appropriate procedures, equipment, and training are used to protect the safety and security of the flight deck and jumpseat.

This guide has been prepared to inform and assist all ALPA members regarding jumpseat policies and procedures. New technology and the integration of security and boarding systems and procedures have combined to hamper PIC authority regarding flight deck and cabin access by jumpseaters. Proper use of the flight deck jumpseat is a time-honored enhancement to safety and security that must remain under the control of the PIC. We urge all PICs to review and decide upon each jumpseat request and not delegate that authority to any other individual or system. We encourage the PIC to always question gate agents regarding boarding information at show time, and check with the gate agent regarding jumpseat requests prior to departure to protect the jumpseat privilege and ensure that jumpseaters are properly accommodated and no pilot is left behind.

To ensure the proper administration of policies impacting access to the jumpseat, please save this guide in your flight kit for future reference.

Thank you for your assistance in protecting our jumpseat privileges.

See you on the line!



A gathering of the Aviation Jumpseat Group in February 2017.

## ALPA ASO AVIATION JUMPSEAT Website

ALPA maintains <http://jumpseatinfo.org> and the Jumpseat tab on the ALPA smartphone app to assist jumpseating pilots. There you will find airline-specific policies and procedures as well as general jumpseat information and other useful resources.

The screenshot shows the website interface for ALPA Aviation Jumpseat. At the top, there is a navigation bar with links for HOME, JUMPSEAT RESOURCES, ALPA, CONTACT YOUR JUMPSEAT REP, and LEADERSHIP TEAM. Below this, three main content tiles are displayed: 'Airline Jumpseat Policies' (with an icon of three briefcases), 'Jumpseat Etiquette' (with a handshake icon), and 'Jumpseat Guide' (with a stylized wing icon). A 'You are here: Home' breadcrumb is visible. The 'Our Mission Statement' section features the ALPA Aviation Jumpseat logo, which is a circular emblem with a globe and the text 'ALPA AVIATION JUMPSEAT'. Below the logo, the mission statement includes two points: (1) PIC control over flight deck access and use of the jumpseat is not abrogated or undermined in any manner or under any circumstances, and (2) flight deck jumpseats are made available to all individuals authorized to use them, in accordance with PIC approval and federal requirements, and

## The Captain's Role

ALPA policy encourages all pilots to extend the use of their jumpseats to eligible flight deck crewmembers as a professional courtesy and as a resource to enhance the safety and security of flight. ALPA does not support denying jumpseat privileges as a means of punishing, coercing, or retaliating against other pilot groups or individuals.

In the United States, jumpseat authorization and admission to the flight deck is governed by federal aviation regulations (FARs), TSA security directives, and company policies. The captain is, and shall always be, the final authority over matters relating to admission to the flight deck.

FAR 91.3 (a) states, "The pilot-in-command of an aircraft is directly responsible for, and is the final authority as to, the operation of that aircraft."

FAR 121.535 (d) states, "Each pilot-in-command of an aircraft is, during flight time, in command of the aircraft and crew and is responsible for the safety of the passengers, crewmembers, cargo, and airplane."

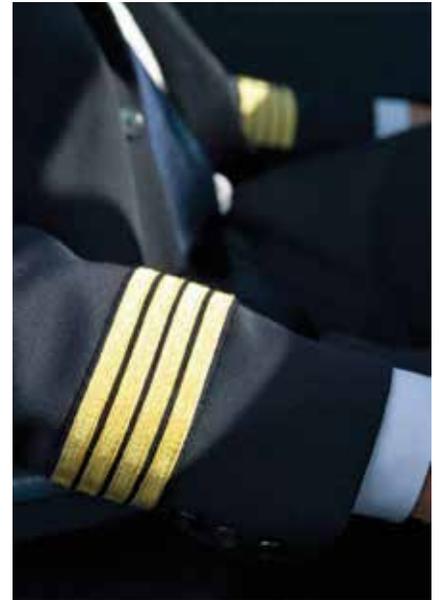
FAR 121.547 and 121.583 specify who may be admitted to the flight deck and set forth requirements for occupying a flight deck jumpseat.

The PIC of the aircraft also serves as the In-Flight Security Coordinator (ISC) per TSA regulations. As a critical link in the security chain, captains have the responsibility to verify each jumpseater's identity and authority to occupy a flight deck jumpseat. When a jumpseat request is made, whether for a seat in the cabin or in the flight deck, the PIC is responsible for performing the following procedures:

1. Verifying company ID by means of face/name match
2. Verifying FAA flight and medical certificates
3. Verifying Cockpit Access Security System (CASS) approval—if questions arise regarding an individual's CASS approval, it is recommended that the gate agent recheck CASS while the PIC observes. CASS serves only to meet the employment and identity verification requirement necessary to occupy a flight deck jumpseat. It has no bearing on eligibility to ride in the cabin.
4. Briefing the jumpseater on any relevant items. If a jumpseat rider is to remain on the flight deck, the captain should ensure that he or she is properly briefed on safety, security, communication, and evacuation procedures. Security procedures, as they are very fluid, should always be briefed verbally. Other procedures may be done verbally or by means of a printed, aircraft-specific briefing card in accordance with applicable government regulations and company procedures.

A jumpseater who will be occupying a cabin seat does not need to be CASS approved. If the CASS request is denied—and there may be many reasons—that denial should be used as a way to ask a few relevant questions to determine the individual's actual status. A few simple questions about the airline or union affiliation that only someone on the inside of a company would know work well for this purpose. We must be proactive to keep unauthorized, and potentially dangerous, individuals off the flight deck.

A *fraudulent* jumpseat rider is an individual who attempts to gain access to the aircraft by intentional deception, such as through use of counterfeit IDs, inadequate or nonexistent medical certificates, or after dismissal by an employer; these acts constitute fraudulent representation. Off-line jumpseat rider *abuse* includes, but is not limited to, individuals who occupy a jumpseat at their company's request (or on a ticket) and for reasons other than commuting to or from work or on personal travel. In addition to denying access to the jumpseat, you



should immediately report suspected or known instances of jumpseat fraud to your MEC Security chair or coordinator, as appropriate. You should report jumpseat abuse to the MEC Jumpseat chair as soon as practical.

## Jumpseating, Safety, and Security

While exercising the privileges of FAR 121.547 as a jumpseater, whether you are seated in the flight deck or in the cabin, you are considered an additional crewmember and should conduct yourself accordingly. Keep your eyes and ears open if you are sitting on the flight deck; an additional crewmember can be a valuable safety asset. Wear a headset and observe sterile cockpit rules, but speak up when necessary. Jumpseaters may also serve as a security asset by helping with flight deck door openings and, in an extreme case, protecting the flight crew from an assault on the flight deck. *Don't forget to turn off your cell phone as soon as you enter the cockpit.* Remember, 10,000 feet and below is a sterile cockpit environment (in some cases, above 10,000 feet also), and reading, talking, and other nonpertinent activities are prohibited when jumpseating. Your best behavior ensures maintaining jumpseat agreements in the future.

## International Jumpseating

In 2012, TSA lifted the restriction on off-line pilots occupying the jumpseat on international flights. As of this writing, ALPA is working to address a number of logistical hurdles and we anticipate that international jumpseating will again be a reality in the future. Until then, an off-line pilot may only occupy a seat in the passenger cabin when traveling internationally; some airlines may offer you a first- or business-class seat. Keep in mind that most airlines that allow jumpseating in the cabin internationally require check-in 75 to 90 minutes prior to departure to satisfy TSA requirements. Individual airline requirements are listed in each airline's procedures, which are available on ALPA's Jumpseat website: <http://jumpseatinfo.org> and on the ALPA's smartphone app's Jumpseat tab.

Current U.S. rules prohibit any foreign-certificated pilot access to the flight deck. Again, this does not prohibit a foreign-certificated pilot from sitting in the cabin. ALPA is aggressively offering assistance to international airlines to establish a jumpseat system. Canadian carriers reciprocate jumpseat travel by offering available cabin seats. At this time, no system like CASS exists in Canada for Canadian or U.S. pilots. ALPA will maintain its position of PIC authority regarding access while establishing and maintaining international jumpseat agreements. ALPA is also working with Canadian carriers and has established a Canadian subject-matter expert within the ASO Aviation Jumpseat.

## Boarding Priority for the Flight Deck

Certain individuals, such as government or company officials in the performance of their duties, may require higher priority to the flight deck in accordance with government regulations (i.e., FARs 121.547 and 121.583) or company policy. Seniority, first come/first served, or a reservation system may be used for company and off-line pilots. Extending preferential boarding to specific carriers will be addressed by the Jumpseat chair/coordinator, the MEC, and the company, as appropriate.

Within boarding priority, most airlines accommodate off-line jumpseat riders on a first-come/first-served basis. Some airlines give priority to pilots of code-share partners ahead of other off-line pilots. Keep in mind that reciprocal jumpseat agreements are in place primarily to assist pilots commuting to work. This should be considered when determining priority for flight deck access. Due consideration should be given to union affiliation. Any problems that arise should be quickly referred to the captain to resolve. Also, carriers may have different policies regarding priority for access to the flight deck than they do for cabin seating.

The FAA has reinstated a jumpseat program—called the Flight Deck Training program—for air traffic controllers which allows them to ride in the flight deck. ATC personnel *are not* FAA inspectors. They must be verified for flight deck eligibility through CASS and they do not share the same priority as FAA inspectors. An air traffic

controller *does not have priority over any pilot* for the flight deck jumpseat. The ATC PIV card must be verified.

## Current TSA Security Restrictions

The Cockpit Access Security System (CASS) satisfies the electronic employment and identity verification requirement to allow pilots of a participating airline to ride in the cockpit jumpseat of another CASS airline (domestic U.S. only). ALPA, in conjunction with respective airline Jumpseat Committees, vets a CASS airline for viable reciprocity. In other words, just because a carrier is in CASS, it may not necessarily be authorized for a reciprocal jumpseat agreement with your airline. If you would like ALPA to look into adding a specific carrier that you would like to use, please contact your airline's Jumpseat Committee.

The TSA no longer requires passports when using CASS, but *individual airline policy may require them*.

## Jumpseat Etiquette and Courtesy

Jumpseating is a *privilege* and not a right! Please observe the following etiquette guidelines and restrictions while exercising jumpseat privileges:

- Dress code is uniform, business, or business casual.
- Jumpseating is not the same as nonrevving. You are considered an additional crewmember and should conduct yourself accordingly.
- Jumpseat availability is usually first come/first served; however, most airlines give their own pilots, and in some cases pilots of subsidiaries, a higher priority. Most, but not all, airlines allow multiple jumpseat riders when unoccupied cabin seats are available. By regulation, the captain makes the final decisions, *not the gate agent or CASS*. Due consideration of union affiliation may also be recognized when conflicts arise.
- Check-in procedures vary by airport and airline. Allow sufficient time to check in at either the ticket counter or gate—or in some cases both. You may review each airline's policies and procedures at <http://jumpseatinfo.org>.
- Jumpseating requires professional conduct at all times. Be courteous to agents when requesting the jumpseat. Always ask the captain's permission and offer thanks for the ride, even if given a seat assignment and occupying a cabin seat; *never* let an agent rush you past the cockpit without asking the captain's permission. FARs require that the captain authorize you and know you are on board. Identify yourself as a jumpseater to the flight attendants when boarding. If in the cabin, protocol requires nonrevenue passengers and jumpseaters to board last and also deplane last.
- Leave your bags on the jet bridge (or otherwise out of the way) while you are introducing yourself. Limit your carry-on bags to a minimum when jumpseating. This benefits *you* because you are most likely one of the last to board—when overhead space is quite limited.
- Employees and other nonrevenue passengers will have priority over jumpseaters who may be offered a cabin seat. Jumpseaters generally have the lowest priority of anyone. You may be asked to deplane at the last minute. Airlines will not delay flights for jumpseaters. If a jumpseater causes delays on other airlines, this could jeopardize reciprocal agreements.
- If offered a seat in first class by the captain, inform the lead flight attendant of this permission. A first-class seat does not automatically entitle you to the same first-class benefits as revenue passengers. If seated in first class, *do not drink alcoholic beverages*. While you are exercising the privileges



afforded you by FAR 121.547 or 121.583 (i.e., jumpseating regulations), you are considered an additional crewmember and the alcohol limitations of FAR 91 apply. Having a seat in the back does not relieve you of this responsibility. Even when not in uniform, remember that you are still considered an additional crewmember and you may be required to assist on the flight deck or in the cabin in case of unusual or emergency circumstances. You must remain prepared to assist the flight crew should the need arise.

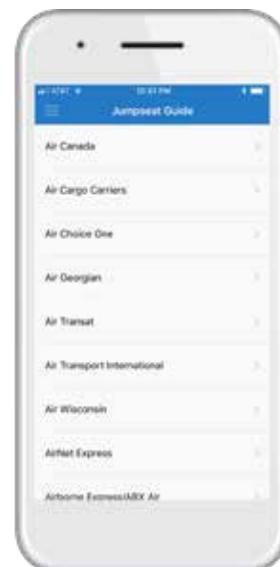
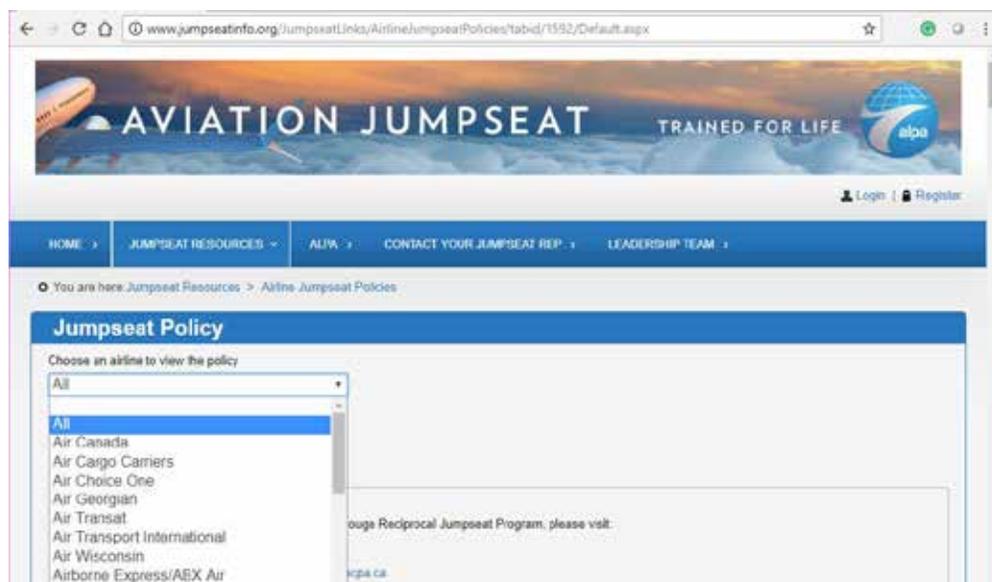
- Be considerate of revenue passengers and provide any assistance, if necessary. Use your best judgment, especially if you stowed your bags farther aft than your seat.
- Be polite and courteous to gate agents. Remember that they do not get the same benefits of riding on other carriers, but *never, ever let them talk you into taking the jumpseat or becoming a jumpseater* on a flight for which you are ticketed no matter how nicely they ask or what type of favor you may think you are doing them. They may even offer you vouchers, but this practice has resulted in lost reciprocal jumpseat agreements. The jumpseat belongs to the captain, not the gate agent. *It is not just another seat!*
- If you have any questions, suggestions, comments, and/or complaints, please contact your MEC Jumpseat chair/coordinator. Be prepared with detailed information such as the date, time, gate, and name of the gate agent so it can be accurately tracked through CASS. If you are unsure how to contact your MEC Jumpseat chair/coordinator, visit <http://jumpseatinfo.org> and select “Contact your jumpseat rep” from the links at the top. Completion of the form will generate an e-mail to your MEC.

Always conduct yourself professionally while jumpseating. It is one of the most valuable career privileges we have earned!

## Participating Airlines and CASS

CASS allows airline gate agents to quickly determine whether an airline pilot from a participating airline is authorized to access an aircraft’s cockpit jumpseat. *CASS does not approve anyone to ride in the jumpseat—again, that responsibility lies with the captain.*

The use of biometrics, security-enabled kiosks, and protected databases provides effective, positive identification and background data to allow crewmembers to move safely through the system. The most up-to-date information about airlines’ jumpseat policies and CASS compliance is available at <http://jumpseatinfo.org> and the ALPA smartphone app’s Jumpseat tab. Please refer to them for this information.





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