

INFLIGHT OPERATIONS MANUAL BULLETIN

BULLETIN NUMBER: 06-04

BULLETIN DATE: 03-01-06

SUBJECT: CABIN JUMPSEAT POLICY –
RECIPROCAL AGREEMENT

BACKGROUND

Effective March 1, 2006, US Airways and America West Flight Attendants will have reciprocal jumpseat privileges on each other's equipment. On aircraft operated as US Airways, America West FAs will be assigned the jumpseat after US FAs. On aircraft operated as America West Airlines, US Airways FAs will be assigned the jumpseat after America West FAs.

The jumpseat policies and procedures outlined in this bulletin reflect the current US Airways and America West AFA contract language and Company policies.

For the purposes of simplification and identification, **HP** (America West) and **US** (US Airways) are used in this bulletin to designate the current status of the Flight Attendant.

AMERICA WEST CABIN JUMPSEAT AUTHORIZATION PROCEDURE

US FAs wishing to travel on America West equipment, will be given cabin jumpseat authorization, based on the **HP** boarding priority levels and the HP jumpseat award process.

- To obtain cabin jumpseat authorization on **HP** equipment, **US** FAs will follow current **HP** Cabin Jumpseat Procedures.
- Nothing has changed with the way **HP** FAs are awarded the cabin jumpseat on **HP** flights.

Boarding Priority Levels on HP Aircraft

The order of boarding priority on America West operated flights is as follows:

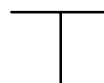
BOARDING PRIORITY LEVELS	PURPOSE OF TRAVEL
1. HP Flight Attendants	Company Business – Must Ride
2. HP InFlight Services Management personnel, HP Flight Attendants on other company business.	Company Business – Must Ride
3. HP Flight Attendants	Personal/Vacation
4. US Flight Attendants	Personal/Vacation
5. HP InFlight Services Management personnel	Personal/Vacation
6. HP Flight Deck Crewmembers, HP Flight Crew Training Instructors	Personal/Vacation
7. HP Maintenance Technicians	Personal/Vacation



US AIRWAYS CABIN JUMPSEAT AUTHORIZATION PROCEDURE

General Information

- The cabin jumpseat procedure applies to all US Airways domestic, and international flights. A Flight Attendant may ride the unassigned and/or unoccupied jumpseat(s) installed on US Airways Inc. aircraft, including charters as outlined below.
- Only FAs are authorized to occupy available cabin jumpseats either for company business or personal reasons.
- Cabin jumpseats shall be for the exclusive use of FAs on the US Airways, MidAtlantic, and America West (HP) seniority system list.
- Other Express carriers' FAs are not authorized to occupy unused jumpseats on US Airways or MidAtlantic flights.
- US Airways, MidAtlantic or America West FAs may NOT substitute for duties or "work" each other's flights.
- FAs may be either in uniform or dressed in accordance with the US Airways First Class non-revenue employee travel dress code. The US Airways non-revenue employee travel dress code is outlined later in this bulletin.
- Company ID must be worn and displayed above the waist.
- A FA occupying a cabin jumpseat is expected to introduce him/herself to the working FAs. On US East aircraft, **US** FAs in uniform only, occupying a cabin jumpseat, are permitted, but not required, to assist with duties. **HP** FAs are not permitted to assist with duties.
- FA jumpseat riders must observe all rules pertaining to customers, i.e. signs and placards, no flightdeck admittance, etc.
- FA jumpseat riders may not consume alcohol at any time, even if occupying a passenger seat.
- FA jumpseat riders may not sleep when sitting on the jumpseat at any time.
- FAs awarded a cabin jumpseat are not to be removed on weight restricted flights. The FA is included in the passenger count restriction and may displace a revenue passenger, if necessary.
- On through flights, the FA (US or HP) in the originating city has priority, regardless of the seniority of the jumpseat requestor in the intermediate city. However, a FA traveling on personal business may be removed by the downline station to award the cabin jumpseat to a FA traveling on Company business.



- **US** FAs are issued a Flight Attendant Seniority Card, which is used to verify the FAs System Integration Date (SID).
- **HP** FAs will utilize the Company hire date on her/his Company ID badge (current **HP** policy). **HP** FAs are cleared after all **US** FAs have been awarded either a seat in the cabin or other available jumpseats.

US AIRWAYS CABIN JUMPSEAT CHECK-IN PROCESS

HP FAs wishing to occupy a US Airways cabin jumpseat will check-in for the flight following the procedures outlined below.

1. Check in at the gate prior to flight closeout.
2. Request Flight Attendant Cabin Jumpseat Authorization Form (OF-48A) from company representative (see form below).

U.S. AIRWAYS
F/A Cabin Jumpseat Authorization

F/A Name _____ Domicile _____
Employee Number _____ F/A Seniority Date _____

IS AUTHORIZED TO OCCUPY F/A CABIN JUMPSEAT ON
Flight _____ From _____ To _____

CO. BUSINESS PERSONAL

FLIGHT ATTENDANT MUST BE IN UNIFORM OR FIRST CLASS ATTIRE

White - Senior F/A Copy (To Advise Captain) Pink - Gate Agent Copy Yellow - Operations Copy

OF-48A Rev 03/01

3. Complete the FA Cabin Jumpseat Authorization Form (OF-48A), return to company representative, then present company ID.

• Note •

HP FAs wishing to standby for a cabin seat must also hand the agent their ID100 ticket. A cabin seat will be awarded to **HP** FAs using the **HP** non-revenue rules by time of check-in, not seniority date. Do not confuse the assigning of seats in the cabin with assigning the jumpseat.

4. During the flight close out process and after all cabin seats are assigned to revenue/non-revenue customers, the gate agent will award the cabin jumpseat to the most senior **US** FA first, then **HP** FAs.

- If the hire dates are identical, the eldest FA has priority.



5. Upon flight closeout, all jumpseat awards are final and will not be rescinded or reissued, even if the flight is delayed. If awarded a jumpseat, obtain top copy (white) from issuing company representative and present to the "A" FA upon boarding the aircraft.
6. After the door is closed (and before aircraft movement) a FA awarded a jumpseat may occupy an otherwise unoccupied seat (excluding crew rest) in any class of service per the guidelines below, provided he/she complies with the First Class dress code for non-revenue travel.
 - Seating in First Class (domestic) or Envoy Class (transatlantic) is limited to one (1) flightdeck jumpseat occupant and one (1) cabin jumpseat occupant. First Class and Envoy passenger seats, if available, will be assigned first to the flightdeck jumpseat occupant, then to the cabin jumpseat occupant.
 - Coach passenger seats will be assigned first to cabin jumpseat occupants in seniority order. All jumpseat occupants may sit in the Coach/Economy Class passenger seats when available.

US AIRWAYS OPERATED FLIGHTS – BOARDING PRIORITY LEVELS

The order of boarding priority on US Airways operated flights is as follows:

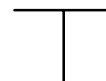
BOARDING PRIORITY LEVELS	PURPOSE OF TRAVEL
1. US Flight Attendants	Deadheading FA who is requested to and agrees to occupy the jumpseat.
2. US Flight Attendant	Traveling on Company business.
3. US Flight Attendant	Traveling for personal reasons, in order of US FA seniority.
4. US Flight Attendant	Flight Attendant Trainee
5. HP Flight Attendants	Traveling for personal reasons, in order of HP FA seniority (by Company hire date on badge).

Non-Revenue Employee Travel Dress Code

The First Class and Coach Class dress code policy applies to **HP** and **US** employees. Employees are asked to use good judgment and to select neat, clean and presentable travel attire.

First Class

Males: Slacks (dress slacks, khakis, Dockers, colored denim or cords), dress shirt (long or short sleeved), polo or sport shirt, dress shoes/loafers and socks.



Females: Business or business-casual pantsuit, skirt and blouse, polo shirt and coordinated slacks (dress slacks, khakis, Dockers, colored denim, or cords), blouse or sweater. Jacket not required.

Unacceptable in First Class: Casual shoes (tennis shoes, flip-flops, etc.), blue denim, t-shirts, sweatshirts/pants.

Coach Class

Males and Females: Pants, jeans or shorts with shirt, and clean presentable shoes. Athletic shoes – OK. No offensive t-shirts, bare midriffs, very short skirts or shorts, or torn clothing allowed.



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