

CRITICAL JUMPSEAT UPDATE:

New Southwest Airlines Jumpseat Policy

(Effective May 9th, 2017)

On the morning of Tuesday, **May 9th, 2017**, Southwest Airlines is scheduled to go live with a new reservation system for **ALL OPERATIONS**, both **Domestic and International**.

It is required that **ALL PILOTS** attempting jumpseat travel on Southwest Airlines, create a listing (PNR) prior to requesting the jumpseat at the gate.

OAL Pilots must create their listings via *myIDTravel* using their company approved username and password. Southwest Airlines bookings will be made available to *myIDTravel* beginning April 9th. **However, the available bookings will only be for travel after May 9th.**

Jumpseat travel is often dynamic. Flights run late, there are cancellations, and sometimes plans just change. Southwest Airlines management has advised that it is not necessary to make multiple listings to cover all of your options. Once a PNR is created for the **day of travel**, it will remain in the SWA system and can easily be applied to a different flight if necessary. **The most important thing is to have your PNR code available when showing up at the gate.**

Once you have a PNR (listing) created, please proceed to the gate to request the jumpseat. During initial rollout of the new system, lines at the gate could be long as agents adapt to the new system. Please plan accordingly. As always, especially in the beginning be patient and have a back up plan.

The flight deck jumpseat is awarded on a first-come, first-served basis subject to the Captain's approval. No matter what an agent may say or do, including assigning you a seat in the back—**always request permission from the PIC.**

Check in no more than 1:00 hour before departure for domestic flights and 90 minutes for international flights.

Most aircraft have two jumpseats. If the fourth flight attendant seat is available, jumpseating Southwest pilots *may* offer to move to that seat to allow another pilot to ride the jumpseat. International jumpseat is still only available via space in the cabin. An OAL pilot *may not* utilize a flight attendant jumpseat.

Business casual attire is required. T-shirts, tennis shoes, jeans, shorts, goatees, and beards are not allowed.

An FAA-issued pilot certificate, current medical certificate, and valid company photo ID are required. **A valid passport is also required as a secondary form of identification, in accordance with SWA CASS and corporate security policy.**

We have had many experiences with myIDTravel. The website is used for multiple airlines and multiple purposes for travel. Both jumpseat (i.e., pilot commuting) and discount ticketing are part of the web site. These two options, for example, require different log-ins and different passwords. In fact, the web address and opening page is even different depending on the EXACT syntax of the different web addresses. NEVER bookmark the page, if you use it for more than ONE thing, as it may take you down the wrong path. Specific details for your airline codes and passwords should be available to you via your MEC web pages and, for non-rev ticketing, from your corporate or interline travel department.

If you are a frequent jumpseat rider, of any airline utilizing myIDTravel, it is imperative that you please take time to find and familiarize yourself with directions provided on your ALPA MEC **intranet**. The Flight Deck Access Working Group **does not** have information for your specific airline-assigned listing codes. Also, **do not** contact your local jumpseat committees individually, as the errors on myIDTravel are proven to be completely self-induced by the user. All respective ALPA jumpseat committee chairpersons have been instructed to make these specific directions available to you via your individual intranets, again, due to the individuality of the airline codes.

Always remember to thank our reciprocal airlines' captains for the ride!

Captain Rich Odbert (FDX)
Flight Deck Access Working Group
Chairman

First Officer James Berzon (UAL)
Flight Deck Access Working Group
Vice Chairman

Captain A.J. Berlotti (ALA)
Flight Deck Access Working Group
Subject Matter Expert

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ASO Jumpseat Council
Chairman