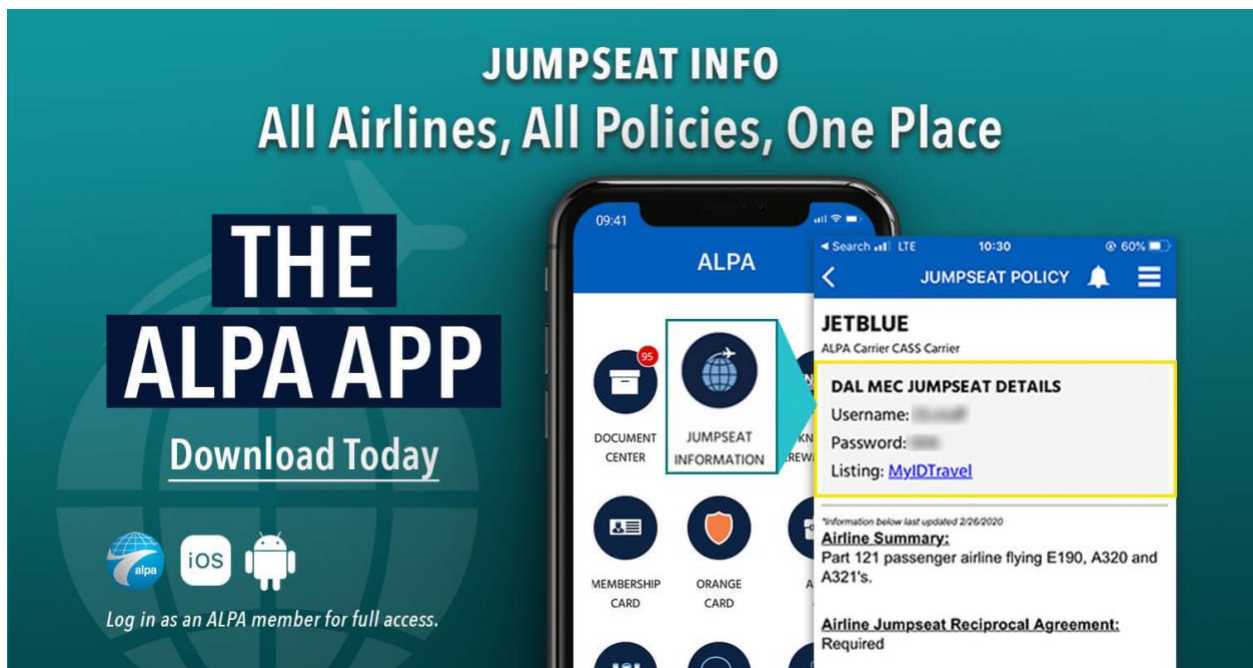


Jumpseat Guide

This document is meant to be used as a guide for Jumpseat use and is current as of the date published. Updated information will be published on the Frontier ALPA Website frontier.alpa.org. If a conflict occurs with company policy or FAA and TSA regulations, the more restrictive shall supersede this guide. For further guidance on Additional Crew Member (ACM) procedures, see FOM Volume I, Chapter 10.10. Questions should be directed to a Flight Operations Manager or, for Frontier ALPA related jumpseat questions, to a member of the Frontier ALPA Jumpseat Committee.

If you have any questions please submit a [DART](#).

Quick Reference



- ALPA smartphone app has Jumpseat policies & Flight Finder
- Reference jumpseatinfo.org for airline specific jumpseat requirements.
- Occupying the jumpseat is a privilege.
- Always check in with the captain.

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- The captain has final authority over the jumpseat.
- Professional conduct is expected. Be polite and respectful.
- Appearance is crucial. Abide by the dress code and grooming requirements.
- Jumpseaters are ACMs. Act accordingly.
- Issues? Submit a Jumpseat [DART](#)

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. **Occupying the jumpseat is a privilege.** There is no right to occupy the jumpseat or the flight deck on any flight. ALPA does not support denying jumpseat privileges as a means of punishing, coercing, or retaliating against other pilot groups or individuals. The goal for Frontier pilots should be to accommodate jumpseaters as long as the guidelines below are met.

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 flight deck environment is critical to safe operations. No unsafe condition or impediment to the crew's performance of emergency procedures will be tolerated. Therefore, access to the flight deck is restricted. **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." Any person can be excluded from the flight deck at any time in the interest of safety at the discretion of the PIC. If a person is removed from the flight deck or denied boarding, the ALPA Jumpseat Committee requests a [DART](#) is submitted with a description of the occurrence.

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." Therefore, the PIC also has the authority to remove the ACM from the jumpseat if removal is necessary for the health, safety, or welfare of the flight deck crew and all conditions associated with it.

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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 flight deck jumpseat may only be occupied by those described in FOM Volume I, Chapter 10.10, Tables 10.10.1 and 10.10.2.** If there is any question, resolve it or deny access.

NOTE: The FAA has ruled that a deadheading crewmember occupying the flight deck jumpseat is not considered a "must ride" and therefore should not be treated as such. Any captain who refuses a deadheading crewmember from occupying the flight deck jumpseat has the unfettered authority to deny such access, and there will be no action from management to punish such a decision.

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 on the flight deck, the PIC is responsible for performing the procedures listed below. The PIC may delegate these duties to the SIC. **If there is any question, resolve it or deny access.**

1. The flight deck jumpseat may only be occupied by those described in FOM I, Chapter 10.10, Tables 10.10.1 and 10.10.2.
2. Verifying company ID by means of face/name match.

Note: Passports are no longer required by the TSA. Although Frontier no longer requires a passport, it is recommended that all pilots carry a passport while jumpseating because some carriers still require prospective jumpseaters to have a current passport.

3. Verifying FAA flight and medical certificates (current pilot/dispatcher certificate, medical certificate, letter of authorization, and/or other as appropriate).
4. Verifying the existence of a reciprocal agreement between F9 and the requesting jumpseater (see the table in the back of this manual and, for the most current updates, go to frontier.alpa.org).
5. Verifying Cockpit Access Security System (CASS) approval noted on the ACM Authorization Form. 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

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necessary to occupy a flight deck jumpseat. The system has no bearing on eligibility to ride in the cabin.

NOTE: Frontier's CASS authorization interface also checks for a reciprocal agreement between Frontier and the prospective ACM's employer. The system only returns a "CASS Authorized" value if the ACM has cleared CASS and a reciprocal agreement is in place.

6. 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. Because they are very fluid, security procedures should always be briefed verbally. Other procedures may be performed verbally or by means of a printed, aircraft specific briefing card in accordance with applicable government regulations and company procedures.

7.

A jumpseater who will occupy a cabin seat does not require CASS approval. If the CASS request is denied—and there may be many reasons—that denial should trigger 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. If CASS access is denied, the jumpseater may be assigned a seat in the back. However, they cannot be allowed a flight Deck Jumpseat. 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 Frontier ALPA Jumpseat Committee and Chief pilot's office 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 Crew Member (ACM) and should conduct yourself accordingly. Keep your eyes and ears open if you are sitting on the flight deck; an ACM 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 attack on the flight deck. Don't

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forget to turn off your cell phone as soon as you enter the cockpit, and cease text messaging. Remember, 10,000 feet and below is a sterile cockpit environment (airline definitions of sterile cockpit may vary and be more restrictive), and reading, talking, and other non-pertinent 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 they 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>.

Current U.S. rules prohibit any foreign-certificated pilot access to the flight deck. Again, this policy does not prohibit a foreign-certificated pilot from sitting in the cabin. 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.

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. These agreements should be considered when determining priority for flight deck access. 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

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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.

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 our airline. If you would like ALPA to look into adding a specific carrier that you would like to use, please contact a member of the Frontier ALPA Jumpseat Committee or submit at [DART](#) with comments and inquiries.

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 unless extenuating circumstances exist that, in the PIC's opinion, should allow deviation.
- Jumpseating is not the same as non-revving. You are considered an ACM 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.
- 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.

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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 non-revenue 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 non-revs 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. A jumpseater who causes delays on other airlines 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 ACM 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 ACM and you may be required to assist on the flight deck or in the cabin in case of unusual or emergency circumstances.
- 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 for free. If you are a ticketed passenger, you are under no obligation to take a seat other than the assigned seat. However, never allow the CS agents to talk you into taking the jumpseat or becoming a jumpseater on a flight for which you are ticketed. They may even offer you vouchers, but this practice has resulted in lost reciprocal jumpseat agreements. The jumpseat belongs to the Captain, not the CS agent. It is not just another seat!

If you have any questions, suggestions, comments, and/or complaints, please contact a member of Frontier ALPA Jumpseat Committee. The preferred method is to complete a [DART](#).

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Be prepared with detailed information such as:

- Time and date.
- Flight number, city pair, and gate number.
- Agent's name and other names of people involved.
- The Captain's name if he/she was involved.
- A professional, detailed explanation of the event(s). Be professional in the report because we may wish to forward it to the Jumpseat Committee or Customer Service Representatives at the airline involved.

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

Participating Airlines and CASS

The Cockpit Access Security System (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>.

The green highlighted airlines are the new additions from the last revision.

Frontier Airlines Reciprocal Jumpseat Agreement List				
Airline Name	CASS	Pilot	Disp	Intl Privileges
Aero Charter/Transport (DW)		P	D	
Aerodynamics (4A)	C	P	D	
Air Canada (AC)		P	D	I
Air Canada Jazz (QK)		P	D	I
Air Cargo Carriers (2Q)	C	P	D	
Air Choice One (3E)	C	P	D	

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Air Traffic Control (ATC)	C			
Air Transat (TS)		P	D	I
Air Transport International LLC (8C)	C	P	D	I
Air Wisconsin (ZW)	C	P	D	
Airborne Express (GB)	C	P	D	
AirNet Express (USC)	C	P	D	
Alaska Airlines (AS)	C	P	D	I
Alaska Central Express (KO)	C	P	D	
Allegiant Air (G4)	C	P	D	
Alliance Air Charters (TTX)		P	D	
Aloha Air Cargo (KH)	C	P	D	
American Airlines (AA)	C	P	D	I
Ameriflight (A8)	C	P	D	
Amerijet International (M6)	C	P	D	I
Arctic Circle Air (5F)	C	P	D	
Atlas Air (5Y)	C	P	D	I
Bering Air (8E)	C	P	D	
Boutique Air (4B)	C	P	D	
Calm Air (MO)		P	D	

Frontier Airlines Reciprocal Jumpseat Agreement List				
Airline Name	CASS	Pilot	Disp	Intl Privileges
Canjet Airlines (C6)		P	D	I
Cape Air (9K)	C	P	D	
Centurion Cargo (WE)	C	P	D	I
CommutAir (C5)	C	P	D	
Compass Airlines (CP)	C	P	D	I
Contour Airlines (LF)	C	P	D	
Corvus Airlines (7H)	C	P	D	
Delta Air Lines (DL)	C	P	D	I
Elite Airways (7Q)	C	P	D	
Empire Airlines (EM)	C	P	D	
Encore (WR)	C	P	D	
Endeavor Air(9E)	C	P	D	
Envoy (MQ)	C	P	D	
Everts Air Cargo (3Z)	C	P	D	
Express Jet (EV)	C	P	D	I

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Fed Ex (FX)	C	P	D	
First Air Airlines (7F)		P	D	
Frontier Flying Service (2F)	C	P	D	
Gojet (G7)	C	P	D	I
Grant Aviation (GU)		P	D	
Hageland Aviation (H6)	C	P	D	
Hawaiian Airlines (HA)	C	P	D	I
Horizon Air (QX)	C	P	D	
JetBlue (B6)	C	P	D	I
JetSuitex Air (XE)	C	P	D	
Kalitta Air (K4)	C	P	D	I
Kalitta Air Charters LLC (K9)	C	P	D	
Kalitta Charters II (CB)	C	P	D	
Kenmore Air (M5)		P	D	
Key Lime Air (KG)	C	P	D	
Mesa Airlines (YV)	C	P	D	
Miami Air International (LL)	C	P	D	I
Mokulele Airline (MW)	C	P	D	
Mountain Air Cargo (C2)	C	P	D	
Northern Air Cargo (NC)	C	P	D	
Omni Air International (OY)	C	P	D	I
Pacific Wings(LW)	C	P	D	
Pen Air/Peninsula Airways (KS)	C	P	D	
Piedmont Airlines (AA)	C	P	D	
Polar Air Cargo (PO)	C	P	D	I
Porter Airlines (PD)		P	D	
Frontier Airlines Reciprocal Jumpseat Agreement List				
	CASS	Pilot	Disp	Intl Privileges
Airline Name				
PSA Airlines (US)	C	P	D	
Republic Airways (RP)	C	P	D	
Rust's Flying Service (RFS)		P	D	
Ryan Air Alaska (7S)	C	P	D	
Scenic Airlines (YR)		P	D	
SeaBorne Airlines (BB)	C	P	D	
Seaport Airlines (K5)	C	P	D	
Silver Airways (3M)	C	P	D	
Skylease Cargo (GG)	C	P	D	

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SkyWest Airlines (OO)	C	P	D	
Smokey Bay Air (2E)		P	D	
Southern Air (9S)	C	P	D	I
Southwest Airlines (WN)	C	P	D	I
Spirit Airlines (NK)	C	P	D	I
Sun Country Airlines (SY)	C	P	D	I
Swift Air (WQ)	C	P	D	
Taquan Air Service (K3)		P	D	
Trans States Airlines (AX)	C	P	D	
United Airlines (UA)	C	P	D	I
UPS (5X)	C	P	D	
USA Jet Airlines (UJ)	C	P	D	I
VIA Airlines (VC)	C	P	D	
Vision Airlines (V2)	C	P	D	
Warbelows Air Ventures (4W)	C	P	D	
Western Global Airlines (KD)	C	P	D	I
West JET (WS)		P	D	I
Xtra Airways (XP)	C	P	D	
Yute Air (4Y)		P	D	