

Pilot Mentor Manual

February 2015, rev D



Introduction

Welcome aboard! Congratulations on your new career here at ExpressJet. Let me take this opportunity to tell you about a unique program offered by your ExpressJet ALPA Master Executive Council (MEC). It is called the Pilot Mentor Program, and is designed to assist you throughout your probationary year with ExpressJet.

The Pilot Mentor Program began in 2006 at ExpressJet, and has been revised and extended after the merger of Atlantic Southeast and ExpressJet. The program pairs experienced line pilots with new hire pilots in an effort to answer many of the frequently asked questions from new hires. Pilot Mentors also assist new hires as they transition from the training environment to flying the line, and throughout their probationary year.

Another goal of the program was to provide a pilot manual/guide that could be used as a reference resource. We hope your training and experience thus far at ExpressJet has been a positive one. Your suggestions on how to improve this program and manual are encouraged and welcome. Please email your ideas and comments to your Pilot Mentor Committee.

About Information Contained in This Manual

This Manual is intended for the use of ExpressJet employees only. Information contained herein is considered security-sensitive and may not be disclosed to the public, or persons without a need-to-know, in accordance with 49 CFR Parts 15 and 1520.

Most of the information in this Manual has been obtained from other primary sources, including publications or online information of Atlantic Southeast Airlines, Inc. ("Atlantic Southeast"), ExpressJet Airlines, Inc. ("ExpressJet"), United Airlines, Inc., the ASA/XJT Master Executive Council of the Air Line Pilots Association, International ("ALPA"), the 2004 Collective Bargaining Agreement between ExpressJet and ALPA, or the 2007 Collective Bargaining Agreement between Atlantic Southeast and ALPA.

Although we have attempted to provide information that is accurate and up-to-date as of this Manual's publication, and we will attempt to update the Manual on a regular basis, it is designed as a resource for finding information rather than as a definitive source of rules, guidance or law governing pilots' conduct or actions. Pilots are responsible for keeping, obtaining and verifying accurate and up-to-date information from the appropriate primary source(s). If there is a conflict between any provision of this Manual and a primary source of information, the primary source shall govern in all aspects. In addition, the incorporation of any ExpressJet policy or rule or any Contract 2004/2007 provision or summary within this Manual is intended only for ease of reference and does not indicate that ALPA is in agreement with ExpressJet about, waives any objection to, or endorses or adopts the propriety, lawfulness, intent, interpretation or application of the policy, rule, provision or summary.

Foreword



Atlantic Southeast Airlines • ExpressJet Airlines
Master Executive Councils • Air Line Pilots Association, International



Fellow pilots,

Welcome to ExpressJet. Whether you are a new-hire pilot or are returning to the property from furlough or some form of leave, we want to assist you during your transition to flying the line. As chairman of the ExpressJet Master Executive Council of the Air Line Pilots Association, Int'l (ALPA), I would like to take this opportunity to offer a warm welcome to all of you. ALPA has a wide variety of resources and benefits available to you, either as an apprentice union member during your probation year or as a returning pilot. We have over 20 different volunteer pilot committees serving our pilot group. These include Contract Enforcement, Safety, Pilot Mentor Program, Professional Standards, Hotel, Pilot Assistance, Aeromedical, and Training, among others. Please log on to the XJT MEC website at expressjet.alpa.org to learn more about the resources available to you.

New-Hire Pilots

For our new-hire pilots, all of us were new at one time. We remember well the stress of getting acquainted with new careers, bases, policies, and, in some cases, different homes. The enclosed manual was developed specifically for new-hire pilots and contains a wealth of information for your use. We hope you find it helpful during your probationary year at ExpressJet Airlines. The manual may be downloaded from the XJT MEC website under Documents > Mentor Manual. Please contact your pilot mentor with any questions or concerns you may have, or e-mail the Pilot Mentor Program Committee anytime at XJTPilotMentor@alpa.org.

Returning Pilots

We are glad to have you back at ExpressJet. We know that returning to the property after an absence can be stressful, regardless of the reason for the absence or the length of time that you were gone. The enclosed manual, originally developed for new-hire pilots, has been updated to offer a reminder of the information and resources available for your use. We hope you find it helpful during your transition period back to flying the line. The manual may be downloaded from the XJT MEC website under Documents > Mentor Manual. Please contact your pilot mentor with any questions or concerns you may have.

On behalf of the entire pilot group, we wish you well throughout the remainder of your training and look forward to seeing you on the line.

Take care and fly safely.

Your MEC Officers, LEC Representatives, Committee Members and Volunteers

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ALPA Information

Air Line Pilots Association Code of Ethics

The tenets of this Code shall apply to all members without regard to gender.

1. An Air Line Pilot will keep uppermost in his mind that the safety, comfort, and well-being of the passengers who entrust their lives to him are his first and greatest responsibility.
2. An Air Line Pilot will faithfully discharge the duty he owes the airline which employs him and whose salary makes possible his way of life.
3. An Air Line Pilot will accept the responsibilities as well as the rewards of command, and will at all times so conduct himself both on duty and off as to instill and merit the confidence and respect of his crew, his fellow employees and his associates within the profession.
4. An Air Line Pilot will conduct his affairs with other members of the profession and with ALPA in such a manner as to bring credit to the profession and ALPA as well as to himself.
5. To an Air Line Pilot the honor of his profession is dear, and he will remember that his own character and conduct reflect honor or dishonor upon the profession.

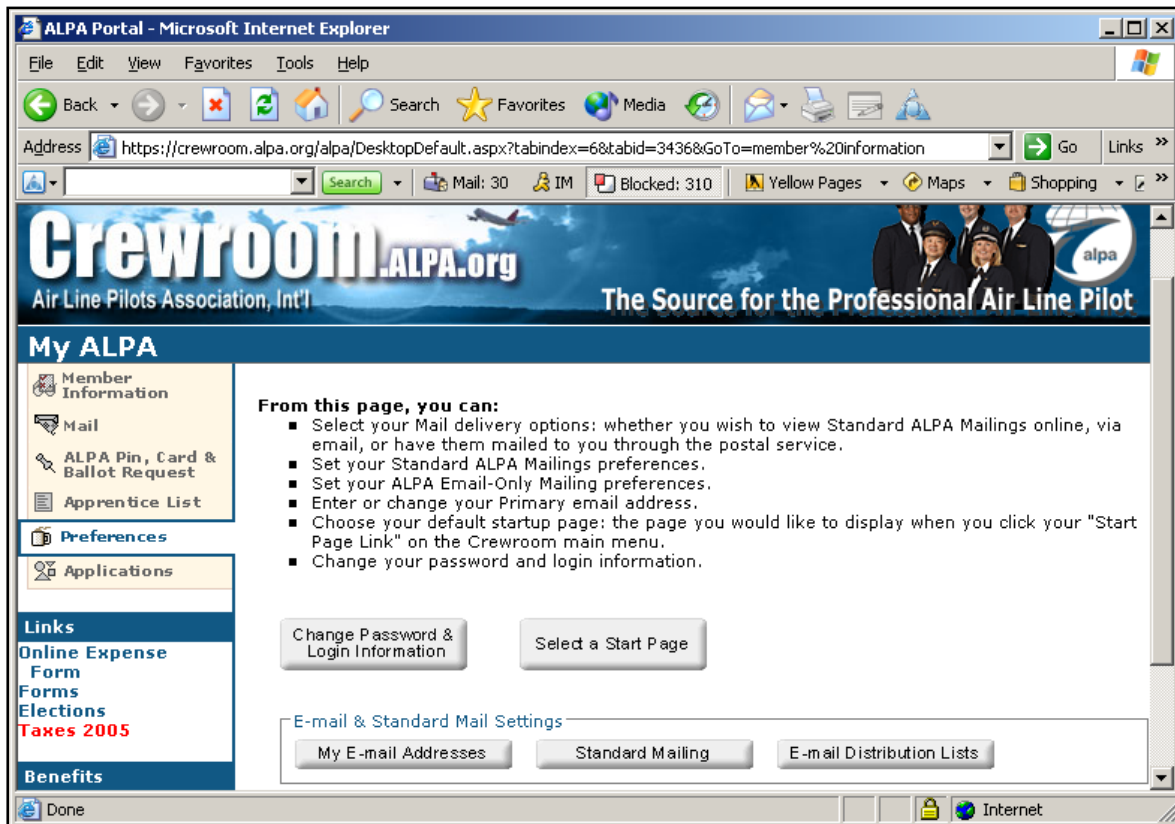
Having endeavored to his utmost to faithfully fulfill the obligations of the ALPA Code of Ethics and Canons for the Guidance of Air Line Pilots, a pilot may consider himself worthy to be called . . . an airline pilot.

ALPA Website

The ALPA Crew Room website is located at <http://crewroom.alpa.org/>. Your Membership ID number and password are needed to log into the website. Once you are logged in, you can view ALPA National information, or navigate to the MEC webpage by clicking the link labeled "My MEC/LEC".

ERJ Only: Please review our website at: <http://expressjet.alpa.org/> and take a look at the resources available to you! You need your Membership ID number and password to logon to the ExpressJet ALPA website.

As part of your ALPA welcome packet, you should have received instructions on how to log into the website. If you are having trouble logging in for the first time, contact ALPA National Membership Services to obtain an initial password. Call Membership Services at (888) FLY ALPA (888-359-2572), and then select option 3 and 0. An initial password will be assigned to you. You can then change your password by clicking: *Update Personal Information > Preferences > Change Password Information*.



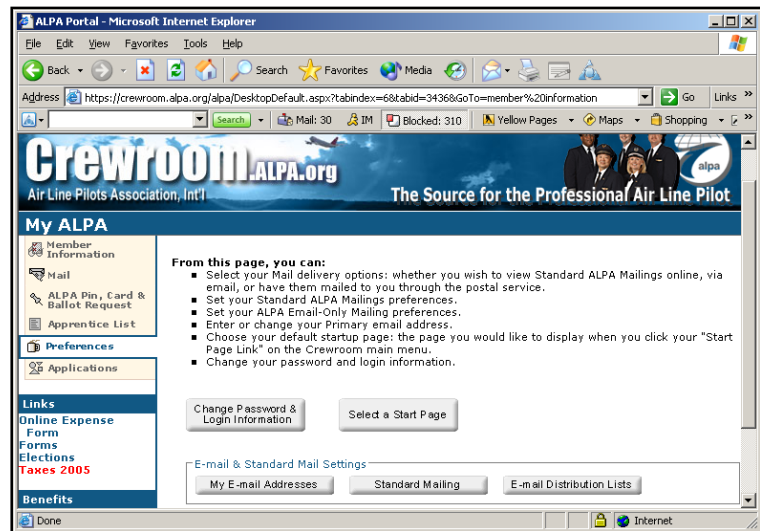
Member Contact Information and Communications

There are a variety of methods the Union uses to communicate important, time-sensitive information to the Pilot Group. A primary way to convey this information is via mail and email. It is extremely important that you provide and maintain a current mail and email address with the Union. If you use a spam blocker, please ensure that any email originating from an alpa.org address is allowed into your inbox.

If you are not receiving the newsletters, contact ALPA National at 888-FLY-ALPA to verify that your email address is on file. Pilots may contact the Membership Committee in place of contacting ALPA National.

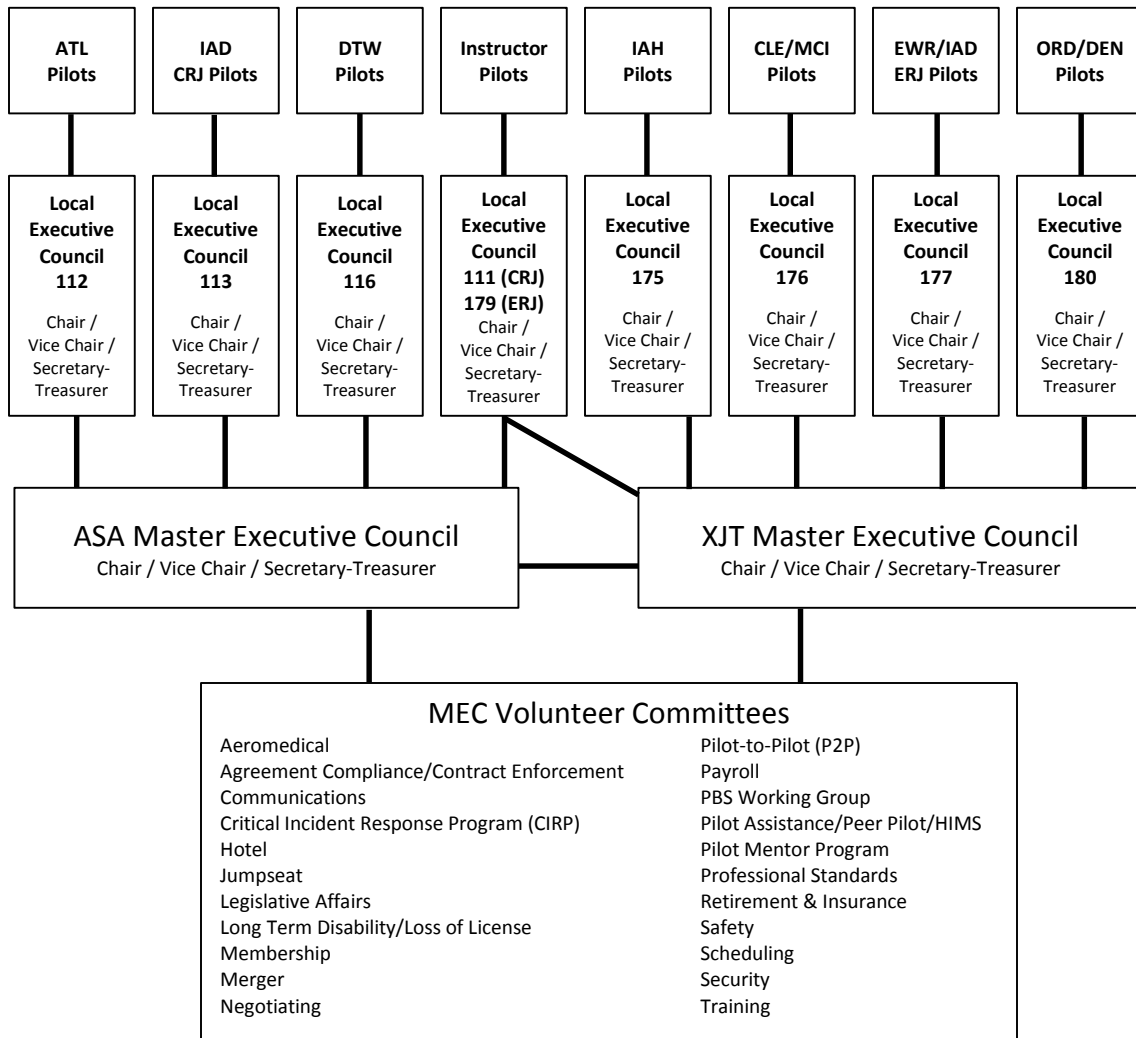
You may update your email address as well as email preferences on the ALPA Crew Room website (<http://crewroom.alpa.org/>).

Common newsletters are listed below. Remember that all email communications are posted on the MEC website as well.



Communication	Description
ALPA FastRead	ALPA National newsletter
ASA Connection (CRJ fleet)	Weekly Master Executive Council updates
The Nexus	Updates from the ASA-XJT Joint Negotiating Committee
MEC Alert (ERJ fleet)	Important, time sensitive information
LEC Updates (ERJ fleet)	Local Executive Council items of interest
The Jet Link (ERJ fleet)	Weekly Master Executive Council updates
PBS Update (CRJ fleet)	Preferential Bidding System updates and news

ALPA Organizational Chart



About ALPA

Welcome to ExpressJet Airlines and the Air Line Pilots Association, International (ALPA)! ALPA is the largest pilot union in the world, representing more than 53,000 pilots at 35 U.S. and Canadian Airlines. At all levels of ALPA, pilots make decisions regarding their union and profession through the democratic process, starting with local pilot groups at each carrier. Each pilot group consists of all pilots at that airline. Pilot groups exercise considerable autonomy in governing their own internal affairs, such as negotiating contracts, enforcing these contracts, and discussing issues of concern with their respective companies.

Typically, ALPA carriers are subdivided into Local Councils formed by the pilots of each domicile. The members of the Local Council elect status representatives that form the Local Executive Council (LEC). The LEC Representatives in turn make up each pilot group's Master Executive Council (MEC) and elect the Master Executive Council's officers. The chairmen of the local MECs at each ALPA carrier then comprise ALPA's Executive Board.

At the national level, ALPA makes available to all its members benefits such as Term Life Insurance, Disability Insurance, Loss of License Insurance and access to free consultation from ALPA's Aeromedical office. In addition, ALPA works for all pilots to protect and improve airline safety and security. It also provides resources, expertise and assistance to negotiate and enforce collective bargaining agreements and protect and improve pilots' job security, compensation, benefits and quality of life. Pilots facing disciplinary action from the company or FAA enforcement action are represented by their LEC representatives and assisted by ALPA staff attorneys as required. Lastly, ALPA's staff and pilot volunteers represent pilots' views to all airline industry decision-makers, including Congress, the White House and federal agencies.

At the local level, the ExpressJet MEC and local staff works with ALPA at the national level to provide a wide variety of services, benefits and resources. These include:

1. Negotiating, implementing and enforcing the collective bargaining agreement that governs your job security, compensation, benefits and quality of life (currently called Contract 2004 [ERJ]/2007 [CRJ]) and its subsequent Letters of Agreement,
2. Representing you if you are subject to employer discipline or FAA enforcement action,
3. Ensuring passengers' and your safety and security, and
4. Working to improve training and provide assistance if you should face training difficulties while at ExpressJet.

In addition, ExpressJet ALPA has numerous other committees to address issues that may arise during your employment, such as Scheduling, Jumpseat, Pilot Mentor Program, Aeromedical, Professional Standards and Critical Incident Response.

Contact Information

If you require assistance, your best point of contact is your status representative. Each base has at least a first officer and captain representative, and ATL has two representatives per position. As the status representatives fly the line just like you, they may not be able to immediately answer your call. If you have an urgent matter, it is acceptable to contact the other status representative in the base for assistance. In addition to your status representative, the MEC offices are staffed during normal business hours.

Each domicile crew lounge has an ALPA bulletin board, and an up-to-date roster of ALPA representatives is posted on that board. If you are away from the crew lounge, you may look up your status representative by navigating to the *My ALPA* section of <http://crewroom.alpa.org/>, or by signing on to the ALPA smartphone application.

Contact information for the MEC offices is currently dependent on the fleet type. Once the merger process is complete, the location of the joint MEC office will be communicated to the pilots.

CRJ Only: 100 Hartsfield Centre Parkway, Suite 450, Atlanta, GA 30354. (404) 209-8566

ERJ Only: 3808A World Houston Parkway, Houston, TX 77032. (281) 987-3636

ERJ Committees

Elected Committees that report to the MEC Chairman:

- **Merger** - Plans for possible mergers and ensures our pilots' career interests should a merger occur
- **Negotiating** - Negotiates new agreements and changes to our current contract and answers questions regarding recent contract changes
- **Strategic Preparedness and Strike (SPSC)** – Provides the MEC and Negotiating Committee with needed leverage during periods of contract negotiations.

Appointed Committees that report to the MEC Chairman:

- **Communications** - Coordinates development and production of XJT ALPA publications and communications
- **Family Awareness** – Builds and oversees a communication network for pilots and their families. Facilitates various events aimed at unifying the pilot group behind a common goal.
- **P2P** - Provides key information to XJT pilots regarding important events and Company policies and their effect on the pilot group. Supports pilots at other carriers in organizing efforts.

Appointed Committees that report to the MEC Vice Chairman:

- **Aeromedical** - Assists pilots with maintaining or regaining FAA medical certification and/or completing FMLA and LTD paperwork
- **Central Air Safety** – Monitor and pursue air safety activities affecting the airline
- **Critical Incident Response Program (CIRP)** - First response to assist pilots during/after any critical incident, professional or personal
- **Contract Enforcement** - Assists pilots with questions regarding the contract and grievances filed
- **Hotel** - Works with the Company selecting hotels and reviewing current hotel issues
- **Jumpseat** - Maintains jumpseat agreements with other carriers, seeks new agreements, resolves issues associated with jumpseating
- **Leave/Furlough** – Assists pilots going out on or returning from various leaves of absence – COLA, maternity, military, etc.
- **Legislative Affairs** - Provides information regarding current/proposed legislation that may impact the industry and pilot careers at the local and national level

- **Membership** - Answers questions related to your ALPA membership number, dues, membership status, mailing address, e-mail address, etc.
- **Peer Pilot Assistance Program (HIMS)** - Assists members with drug/alcohol questions/issues
- **Pilot Assistance** - Provides information regarding Company/ALPA resources. Assists pilots experiencing problems with personal or career issues.
- **Pilot Mentor Program** - Pairs experienced line pilots with probationary pilots and new captains. Mentors answer questions and provide referrals to Company and Union resources. Another component is the Pilot Mentor Manual. It is designed to assist new-hire pilots, but is an excellent resource for all line pilots.
- **Professional Standards** - Resolves conflicts and reports of unprofessional conduct between crewmembers without involving the Company
- **Retirement and Insurance** - Answers any questions regarding health care and retirement
- **Scheduling** - Builds pilot schedules/lines and answers questions related to pilots' monthly schedules
- **Security** - Handles issues related to TSA, FFDO's and aircraft/operational security (hijack, bomb, and terrorist threat).
- **Training** - Addresses problems or questions related to training (new hire/upgrade/recurrent).

ERJ Committee Contacts

The following emails are found on the homepage of expressjet.alpa.org, at the bottom of every Jet Link email, and on the ALPA Smartphone App under MEC – Updates.

Aeromedical XITAeromedical@alpa.org	CIRP XITCIRP@alpa.org	Communications XITComm@alpa.org
Contract Enforcement XITCompliance@alpa.org	Family Awareness XITFamily@alpa.org	Hotel XITHotel@alpa.org
Jumpseat XITJumpseat@alpa.org	Leave/Furlough XITCOLA@alpa.org	Legislative Affairs XITLegisaffairs@alpa.org
Membership XITMembership@alpa.org	Merger XITMerger@alpa.org	Negotiating XITNC@alpa.org

Peer Pilot XITPeerPilot@alpa.org	Pilot Assistance XITPilotAssistance@alpa.org	Pilot Mentor XITPilotMentor@alpa.org
Pilot-to-Pilot XITP2P@alpa.org	Professional Standards XITProStan@alpa.org	Retirement & Insurance XITBenefits@alpa.org
Safety XITSafety@alpa.org	Scheduling XITScheduling@alpa.org	Security XITSecurity@alpa.org
SmartPref XITSmartPref@alpa.org	FAR 117 XIT117@alpa.org	SPSC XITSPSC@alpa.org
Training XITTraining@alpa.org		

CRJ Committee Contacts

Note: The most up-to-date roster of committee members may be found at <http://asamec.alpa.org/MEC/tabid/1938/Default.aspx> > *MEC Roster*.

Agreement Compliance Hayden.Hammer@alpa.org	CIRP Rick.Bernskoetter@alpa.org	Communications Rick.Bernskoetter@alpa.org
Contract Interpretation John.Rice@alpa.org	Family Awareness Beth.Carroll@alpa.org	Furlough Support Beth.Carroll@alpa.org
Hotel Raphael.Thompson@alpa.org	Jumpseat Russ.Greenway@alpa.org	Legislative Affairs Brian.Petricone@alpa.org
Membership Andrew.Topp@alpa.org	Merger Lance.Pullis@alpa.org	Negotiating Chris.Mankamyer@alpa.org
Pilot Assistance Brad.Secker@alpa.org	Pilot-to-Pilot Andrew.Topp@alpa.org	Professional Standards Maury.Gottlieb@alpa.org
Retirement & Insurance Sterling.Roach@alpa.org	Safety David.Barkdoll@alpa.org	Scheduling Dennis.Currier@alpa.org
Security Michael.Iefcoat@alpa.org	SPC Maury.Gottlieb@alpa.org	Training Bryan.Freeman@alpa.org

Apprentice Membership

During your first, probationary year with ExpressJet, you are considered an “apprentice member” of ALPA. During this period, you do not pay membership dues even though most ALPA benefits and resources are available to you (however, you are not able to vote on ALPA matters, serve as a status representative, or proceed to System Board arbitration if you are disciplined). Please take advantage of these important benefits and resources. Also, please regularly review your paychecks to verify that no membership dues have been deducted from your pay during your first year.

For questions about membership benefits, contact your status representative or your MEC office.

Full Membership

Upon completion of your probationary year, you will be afforded all the rights and responsibilities of a full, active member of ALPA. You will receive a new membership card from ALPA listing your status as an active member. Please carry this card with you at all times while on duty. On the back of the card you will find the ALPA Worldwide Accident Hotline number, (888) 990-4227, as well as other handy information. To maintain your membership in good standing after your probationary year, and thus retain all your voting rights and full access to ALPA resources, you must remit monthly dues.

Membership Dues

Once you have completed your probationary year at ExpressJet, you will begin paying union dues of 1.95% of your gross income. Almost all our pilots participate in Dues Check-Off (DCO) by filling out the form we provide to new hire pilots during initial training. With this method, your dues are automatically deducted from your pay, in a manner similar to your 401(k) and health insurance deductions. After your probationary year, please review your paychecks regularly to ensure that your membership dues are being deducted from your pay monthly.

If you have any questions or problems concerning your membership benefits or dues, or do not want to participate in dues check-off, please contact the MEC office.

Member Contact Information

There are a variety of methods that your MEC and ALPA employ to communicate important, time-sensitive information to ExpressJet pilots. Two primary methods are email and U.S. mail. Please be sure to keep your email address and mailing address current with ALPA. If you use spam blockers, please ensure the ALPA addresses are added to your approved contact list (see ALPA Communications).

To update your contact information, navigate to the *My ALPA* section of <http://crewroom.alpa.org/> or contact ALPA National at (888) FLY-ALPA.

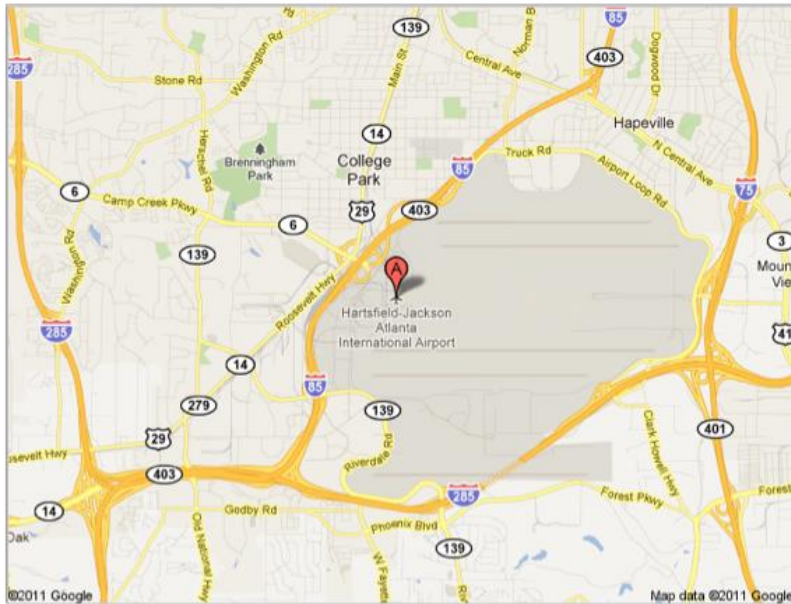
Base Information

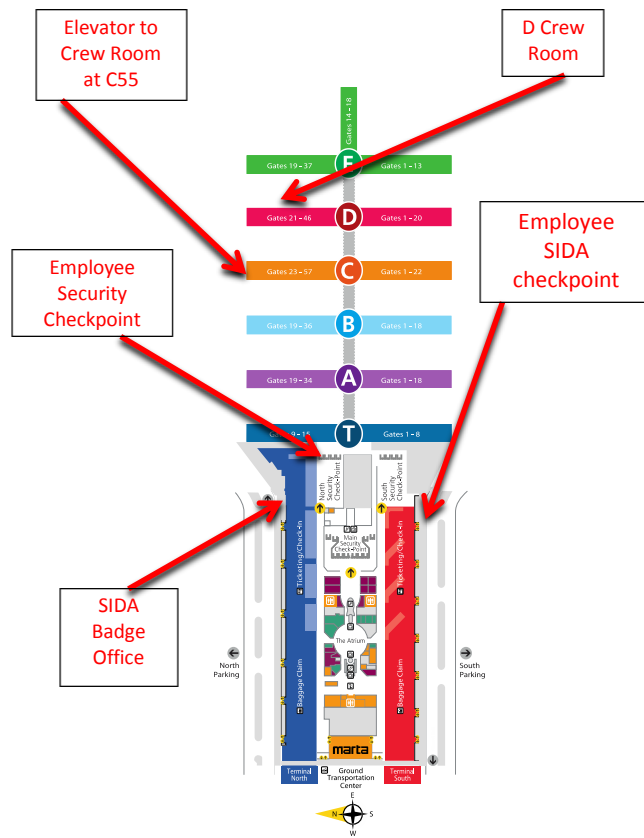
In addition to the information below, go to xjt.com > Navigation > Flight Ops > Domicile Info for additional reference.

Atlanta Hartsfield-Jackson International Airport

CRJ 200, CRJ 700, and CRJ 900 base for Delta Air Lines

<http://www.atlanta-airport.com/>





Atlanta Domicile Information

Atlanta Contact Information			
Name/Title	Office Phone	Notes	Hours
ATL Chief Pilots Office (CPO)	(404) 856-2041	Fax: (404) 856-2004	8 AM – 5 PM Daily
Chief Pilot On Call (After hours)	(404) 856-1700 ...dial 5 then 3	CPO Schedule on xjt.com: <i>Documents > Forms > Chief Pilot Office</i>	
Flight Ops Managers	(404) 856-1700 ...dial 5 then 2		See CPO Schedule
Crew Outfitters (Uniform Shop)	(404) 684-9900	http://www.crewoutfitters.com/	9 AM – 5 PM M-F
XJT OCC/Crew Scheduling	(404) 856-1700	(800) 617-9834	24 hours

- Crew room located under C55, must have ATL SIDA badge or escort to enter. For escort, contact the CPO.
- Contact CPO for current door code for crew room
- Uniform store collocated in crew room
- Wi-Fi SSID: “crewwifi” and password: “crewwifi2015” or see the Chief Pilot for the latest password.
- Revisions are placed in bins by windows
- As you enter crew lounge, first right is bag room, second right is kitchen area, third right is sleep room
- Employee travel office located on lower level of South Terminal check-in area
- Dispatch releases provided by gate agents
- Go to xjt.com > Navigation > Flight Ops > Domicile Info for the latest updates.

Atlanta Parking – Lot S

Atlanta Airport Lot S
990 Toffie Terrace
Atlanta, GA 30354



Lot S is located in front of the ExpressJet A-Tech building. When entering the lot, pass the guard shack, and then turn left at the intersection. At the entrance to the crew lot, provide the guard with your ATL SIDA badge and your parking permit. The travel time from the employee lot to the first drop-off point (C57 crew lounge) is approximately 10 minutes.

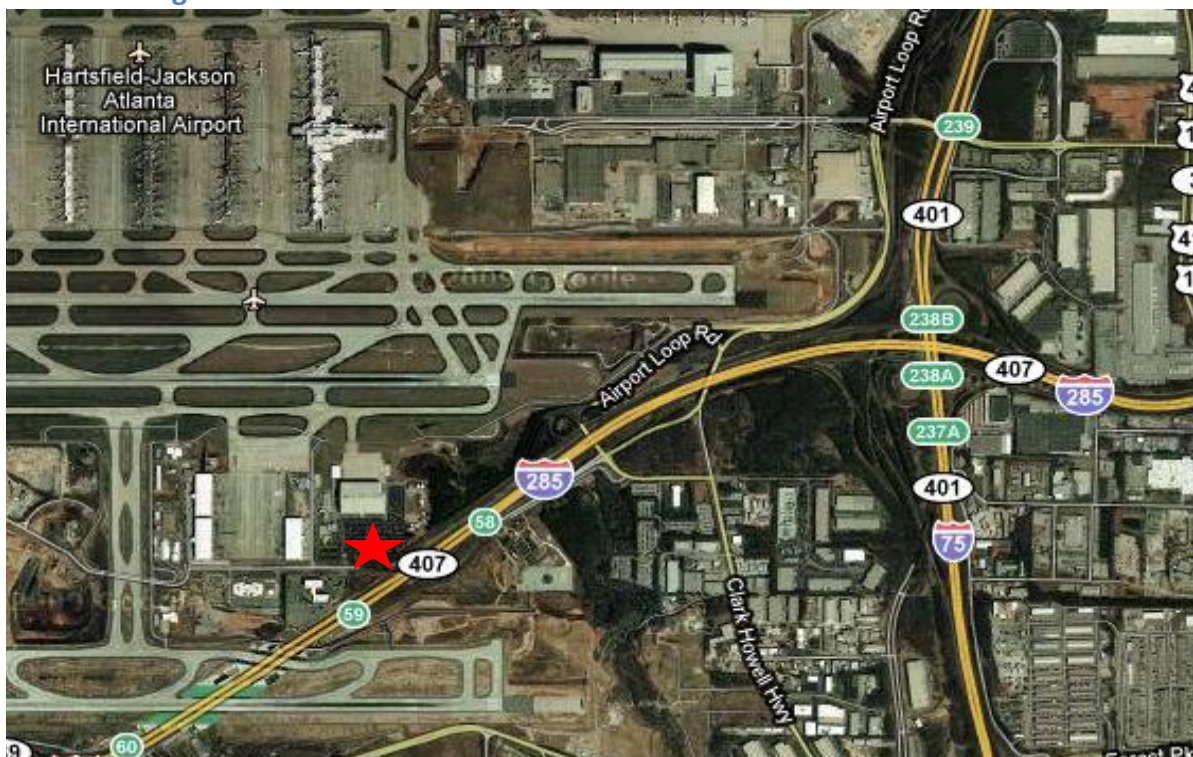
Employee parking shuttle Airport drop-off/pickup locations
Between C57/C52 (outside crew lounge)
D-Spine
C-Spine

A walk-through turnstile checkpoint is located on the fence area facing the office building (west side of the parking lot, prior to the guard shack). Even if you do not hold a parking permit for Lot S, you may use the shuttle busses to transit between the airport and general offices/Flight Safety. An ATL SIDA badge is required for entry.

Parking Application

Parking permits may be picked up from the Chief Pilots Office. Once complete, the CPO secretary can process your application. An ATL SIDA badge is required for entry.

Atlanta Parking – Lot 3



Lot 3 permits are provided upon request, or at times when Lot S is full. Lot 3 is more convenient for pilots that live south of the airport.

There is no published address for Lot 3. The lot is located at the former Northwest Airlines Maintenance Hangar. At the entrance gate, provide the guard with your ATL SIDA badge and parking permit hangtag. The travel time from the employee lot to the first drop-off point (C57 crew lounge) is approximately 15 minutes.

Parking Application

Parking permits may be picked up from the Chief Pilots Office. Once complete, the CPO secretary can process your application. An ATL SIDA badge is required for entry.

Employee parking shuttle Airport drop-off/pickup locations
Between C57/C52 (outside crew lounge)
D-Spine
C-Spine

Directions from I-85 N (from Southside)

Exit at Riverdale Road, exit 139, then turn right
At second traffic light, turn left onto Sullivan Road
Sullivan Road will dead-end at stop sign, and then turn right onto Loop Road
Turn left at the traffic light into the parking lot

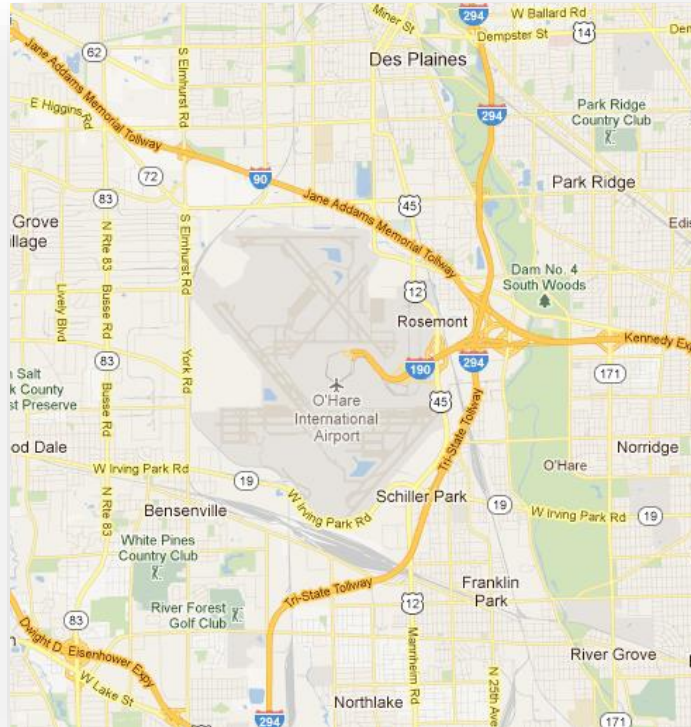
Directions from I-75/85 S (from downtown) or I-75 N from Clayton County

Take I-75/I-85 to exit 283B (I-285W towards Airport/Columbus)
Keep right at the fork, follow signs for Loop Road, and merge onto Airport Loop Road
Turn right at traffic light into the parking lot

Chicago O'Hare International Airport

ERJ base for United Airlines

<http://www.ohare.com/>

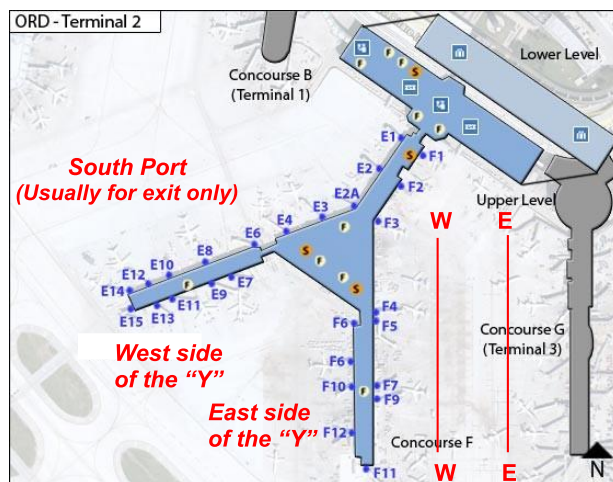


Chicago Domicile Information

Chicago Contact Information			
Name/Title	Office Phone	Notes	Hours
ORD Chief Pilots Office (CPO)	(773) 482-4090, ext. 63472	Fax: (773) 482-4097	8 AM – 5 PM Daily
ORD Base Admin	(773) 482-4090, ext. 63471		8 AM – 5 PM Daily
XJT OCC/Crew Scheduling	(404) 856-1700	(800) 617-9834	24 hours

Crew Room and Gate Ops

- Go to xjt.com > Navigation > Flight Ops > Domicile Info for the latest updates.
- Crew room located on the ramp level between gates F10 and F14 and can be accessed via the internal stairways at the F10/12 gates on either side of the concourse or via the elevator at F16. Your ORD PIN is required to access the crew room. Each crew member must enter their PIN – do not piggyback.
- Your Air Crew Pin is B025 – 7 digit employee number – two digit year of birth – pound symbol (e.g. B025701234581#)
- Paperwork computer terminals located at F1, F2, F4, F6, F11, F12A, B22, C4, and C9. Computers require a log on to UAL Networks. For computer terminals behind a locked closet door, the door code is 4152.
- Catering is called “Commissary” in UAL ops.
- Deicing is done at the gate while you are parked. The brake is not to be released unless you are ready to push within one minute; this is a United Airlines rule that is heavily monitored.
- ERJ Only: Please send an ACARS message to chief pilot when jetway is pulled without FA coordination.
- Gates F12D and F14 are “short push” gates, which move you back about 20 feet where you disconnect from the tug, contact metering, and turn out to taxi after ground contacts you back.



“West / East Line Fox Alley”

Taxiing Out

- It works well to contact Ramp and Metering on Comm 2, and then have Ground tuned in Comm 1. Expect a call from Ground shortly after the initial call to Metering.
- If Ground reads off multiple callsigns with no break, do not wait for a break to read back. ORD ATC expects you to start moving immediately if you do not have a question. If possible, reply with your callsign when the frequency calms down.

- Do not stop short on taxiways; keep the line moving. If giving way is in doubt, slow down and let others pass coming off of the runway or pass you before you enter the ramp.
- If instructed to hold short of the M3 reverse high-speed while taxiing eastbound on taxiway M, there will not be any signage or hold short markings to indicate this intersection. If ORD is landing on Runway 10 then taxiway M3 must remain clear for aircraft exiting the runway.
- Normal taxi routes: 22L: B – D; 4L: B – E or B – J – W; 32L@T10: A – A7 – T
- If you are not ready for takeoff on a quick taxi, expect to cross the active runway to the other side, turn to hold short, and then let Tower know when ready
- Takeoff runway assignments are not always standard depending on arrival flow, but typically certain fixes get certain runways. If you need to know prior to push, ask Clearance for your departure runway.

Takeoff

- ERJ Only: The ORD 20-7 pages contain a non-standard climb profile that will guarantee climbing crossing restrictions on the O'Hare 5 departure. Runway 22L is most restrictive, and full thrust takeoffs may be required on the ERJ.
- While Departing runway 22L, it is almost guaranteed that Tower will assign a heading, and expect an immediate tight turn. Just to clarify, this does not negate our requirement to adhere to our operation specifications. Regardless of what the tower requests do not operate outside of our FOM.
- Watch the 250 kts speed restriction (until advised to maintain normal speed) on the ORD 8 departure.

Arrival

- Usually FMS will show 10-20 min longer to the destination than you will actually fly since you'll be vectored off the arrival early.
- While it is tempting to delay briefing the approach until assigned a runway, it is best to brief a "best guess" runway first, and then re-brief another runway as necessary. After flying through ORD a few times, you will start to see what runways are used for the different arrivals.
- There are a few runways where you'll get the runway assignment, and a heading to join the localizer immediately. Be ready for an immediate increase in workload (this is also true when exiting a hold and given the same clearance).

Landing

- Some approaches will be assigned with a crossing restriction, notably "GRABL" on 27L, and "NAPER" on 4R. If you're cleared for the approach after given a specific altitude (i.e. "Cross GRABL at 7,000"), beware of descending below the fix if the GS is armed. Depending on the temperature and altimeter setting, the GS may capture early causing you to be up to a few hundred feet below the restriction.
- Most of the time you will be told to switch and monitor tower; call tower at the FAF. If you do not get switched over, call the tower on your own at the FAF.
- Runway 27R has its own tower and ground frequency.

- Runway 4R arrivals should expect to roll all the way down to S5 to exit (almost at the end). This is to avoid crossing Runway 28. Once off 4R on S5, expect to roll right through the pad while calling ground, and join D – B to the gate
- By the time you are rolling off the runway, ground is expecting you to also inform them of your gate. As soon as you tell them, the FO should contact OPS on Comm 2 to confirm the gate is open; if not you will be directed to proceed to the penalty box.
- ORD ops frequency phraseology for your gate being open is using the word “confirmed”. If you wish to confirm an open gate, a quick call to Ramp can be useful.

Taxiing In

- Beware when landing 22R – exiting on A1 requires a quick and immediate hold short of 9R/27L.
- Expect to join a taxiway and keep moving when exiting a runway whether you are able to get a hold of ground or not.
- When your gate is an “E” gate requiring North Port entry and landing 27L or 22R, at least get started into the North Port. Depending on frequency congestion it may be easier to call ramp instead of ground (however leave ground on one radio).
- Give way to outbound aircraft crossing in front of you. Do not query about giving way unless you are absolutely not sure.
- Querying runway crossings are always appreciated by ground if you question your clearance.
- When taxiing, do not stop without coordination from ATC. If you miss a taxiway or entrance, keep moving (of course this does not pertain to hold short clearances) and notify ground when able
- Start APU during taxi in.
- FO should contact Ops immediately after contacting ground. After confirming the gate, continue to monitor and eventually contact ramp on Comm 2 while the captain monitors Comm 1.
- If your gate is occupied you will most likely be headed to one of the two holding pads; the ‘Penalty Box’ off the west end of the terminal structure, or the ‘32R Pad’ at the departure end of 32R. Make sure that all of the aircraft is parked all of the way behind the single dashed yellow line when in the pad. Not every aircraft has the luxury of being able to see the wingtip from the cockpit, and verifying that surrounding aircraft are outside of painted taxi markings is the only way to ensure safe passage of other aircraft.

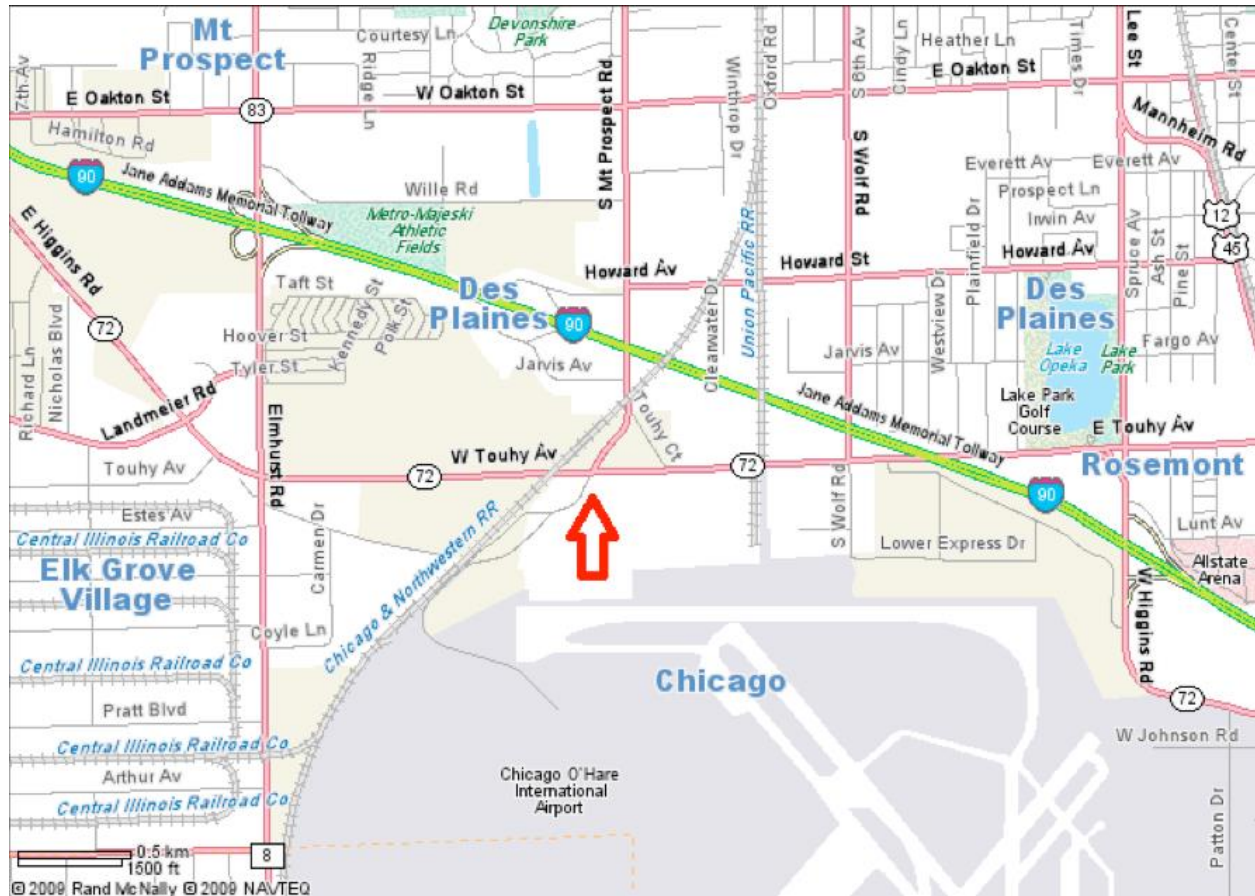
Gate Arrival

- If ramp crew is unavailable at F11/F12/F14 gates, try to pull in as close as possible to keep tail off the taxiway behind you. Monitor ground frequency as you may be required to move away from the gate.
- ERJ Only: Do not have the FA open the door unless there is a jetway driver in position, or a ramp agent moving airstairs toward the aircraft.
- GPUs are not available in UAL ops unless required for operational reasons.

Bus/Shuttle Center

- Most hotel vans pick up and depart from the bus/shuttle center at least twice per hour.
- The easiest way to get to the bus/shuttle centers is via the underground walkway. Follow the signs, and then take the elevator up one floor. It is also possible to walk out the main terminal doors (Vestibule 2F is easiest) and walk across the street toward the Hilton.
- The CTA (The “L”) is accessible via the Bus & Shuttle Center walkway. It's about 40min to the Loop downtown, and 2 hours crew room to gate from ORD to MDW (requires switch to Orange Line at Clark/Lake).

Chicago Parking

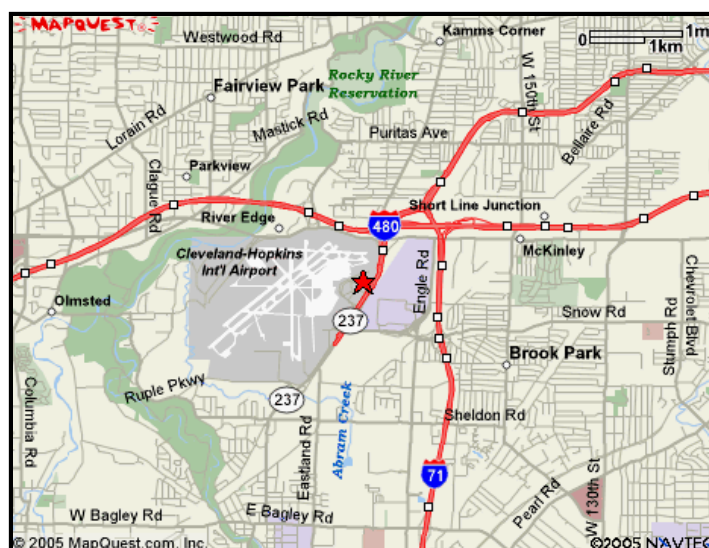


- The entrance for the United employee parking lot is at the intersection of Route 72 (Higgins Road) and Mount Prospect Road
- A parking badge is required to enter the access road
- Parking available in either the European or Pacific lots
- Buses will drop off at ramp side for Terminal 1 at B4, B8 and B14, for Terminal 2 at F14.

Cleveland Hopkins International Airport

ERJ base for United Airlines

<http://www.clevelandairport.com/>



Cleveland Domicile Information

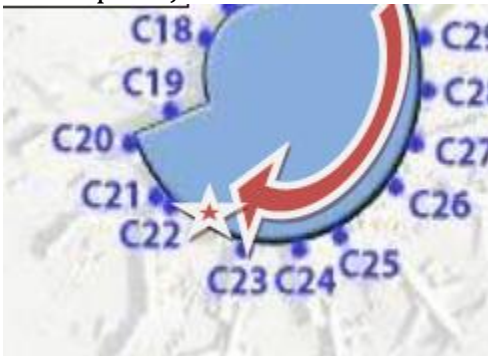
Cleveland Contact Info – 19200 Primary Road ➔ Cleveland, OH 44135				
Name/Title	Office Phone	Cell/Notes	Fax/Other	Email
Stace Robeson (CP)	(216) 501-5735	(216) 224-7955	(216) 501-6512	Stace.Robeson@Expressjet.com
Erin Daniels (Base Administrator)	(216) 501-6462		(216) 501-6512	erin.daniels@expressjet.com
CLE Maintenance (Tower)	(216) 501-6878 (216) 501-6879			
CLE Maintenance (Hangar)	(216) 501-6608 (832) 924-3005			
CLE Chartway FCU	(800) 678-8765	Baggage Claim Lower Level	M-F 8 am-5 pm	
CLE Parking Office (Supervisor)	(216) 265-3981	Term C	Near Baggage Claim Carousel 3	M-F 9am-4pm <i>Bring Car Registration</i>
CLE Travel Office	(216) 501-5126	Near Gate C29		
CLE WX Room (C)	(216) 501-5966			C Concourse - Near Max & Erma's
CLE Training Center	(216) 501-4200		PU Shuttle upper level near Employee Parking bus stop. White van with blue lettering- "CTC Shuttle"	Address: 5900 Cargo Road Cleveland, OH 44135 Call for Shuttle PU (216) 501-5724 Training Center Shuttle does not run on weekends
Crew Scheduling	(800) 617-9834			

- Go to xjt.com > Navigation > Flight Ops > Domicile Info for the latest updates and door codes.
- WX room for C departures – C Concourse near Great Lakes Brewery

- No Employee Cafeteria
- Travel Office near gate C29
- Company Store across from Gate C18 – basement rotunda

Crew Lounge Location and Access

- The crew lounge is in Terminal C.
- Take elevator located next to the Best Buy vending machine near gate C14
- Use the silver cipher key pad on the door frame
- Enter the code
- Take elevator down one floor to AL, then turn right and go through the door
- Turn right, then left, then right into the main hall and continue until you reach the intersection of the hall where is splits
- Turn left and follow the circular hall until you see the ExpressJet directional signs
- The ExpressJet crew area is located at ground level between C22 and C23



- Enter crew room door code
- Go to xjt.com > Navigation > Flight Ops > Domicile Info for the latest updates and door codes.

Cleveland Training Center - Medical Facility

There is a training center and medical facility for company employees located at the CTC (United Training Center) building at 5900 Cargo Road near the airport. The clinic hours are M-F 6am-8pm, however please call for the doctor's schedule. The clinic is closed on weekends. The Clinic telephone number is (216) 501-4200.

Courtesy Shuttle - CTC

A courtesy shuttle bus provides transportation to the Training Center from the departure (upper) level of the terminal, near the employee (River Edge) parking bus stop. White van with blue lettering: United Airlines CTC Shuttle. Call (216) 501-5724 to arrange for a pickup. Shuttle runs 6:30am – 7:30pm, M-F. The shuttle does not operate on weekends.

Cleveland Parking

River Edge Employee Parking Lot
Cleveland Hopkins Airport
4960 Old Grayton Road
Cleveland, OH 44135



Parking Application

See the Chief Pilot's Office to obtain a parking application

Documents Required: Signed application from CPO, Company ID and Car Registration

Location: Baggage Claim Level near carousel (1)

Parking Office Hours: M-F, 9am-4pm

Parking Office Telephone: (216) 265-3981 (Supervisor)

Directions to River Edge Lot

From I-71 Northbound:

Take 480-W to exit (9) Grayton Road

Turn right off exit (south) to Brookpark Road

Take Brookpark Road to Old Grayton Road (sign for River Edge Parking Lot) turn right
100th Bomb Group Restaurant on right

Shuttle ride to airport takes approximately 10 mins.

Shuttle Schedules

Departing every 8 minutes	Departing every 15 minutes
4 am – 9 am	9 am – 12 pm
12 pm – 3 pm	3 pm – 6 pm
6 pm – 11 pm	11 pm – 4 am

Dallas / Fort Worth International Airport

ERJ base for American Airlines

<https://www.dfwwairport.com/guide/index.php>

DFW Domicile Information

DFW Contact Information			
Name/Title	Office Phone	Notes	Hours
DFW Chief Pilot Office (CPO)	216-501-5735		8 AM – 5 PM M-F
DFW Base Admin	214-702-5400 x63671		8 AM – 5 PM M-F
Chief Pilot On Call (After hours)	(404) 856-1700 ...dial 5 then 3	CPO Schedule on xjt.com: <i>Documents > Forms > Chief Pilot Office</i>	
XJT OCC/Crew Scheduling	(404) 856-1700	(800) 617-9834	24 hours

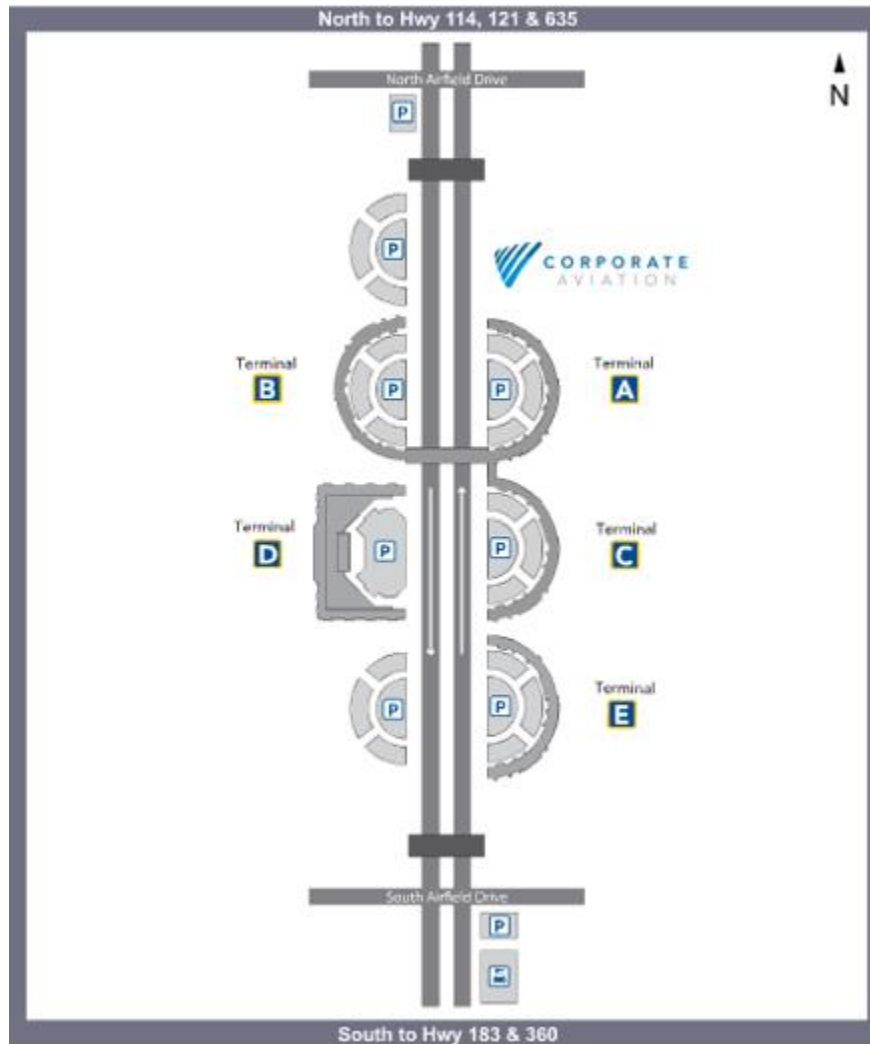
- Go to xjt.com > Navigation > Flight Ops > Domicile Info for the latest updates and door codes.

Crew Lounge Location and Access

- The joint crew lounge area is located in Terminal B on the concourse level at gate B46 on the airside. You will notice a white door with an ExpressJet logo on it.
- Go to xjt.com > Navigation > Flight Ops > Domicile Info for the latest updates and door codes.

DFW Parking and SIDA badges

- For those in need of DFW parking and/or DFW SIDA badges, refer to the www.xjt.com > Navigation > Flight Ops > Domicile Info for DFW.
- Detailed instructions for obtaining a DFW SIDA can be found at <https://www.dfwwairport.com/apps/aboa/index.php>.



Denver International Airport

ERJ base for United Airlines

<http://www.flydenver.com/>

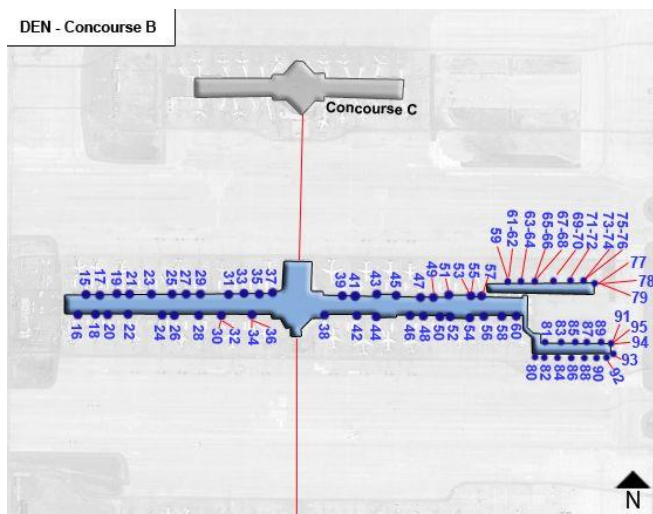
Denver Domicile Information

Denver Contact Information			
Name/Title	Office Phone	Notes	Hours
DEN Chief Pilot Office (CPO)	303-348-3680	Fax 303-348-3671	8 AM – 5 PM M-F
DEN Base Admin	303-348-3694	Fax: 303-348-3672	8 AM – 5 PM M-F
Chief Pilot On Call (After hours)	(404) 856-1700 ...dial 5 then 3	CPO Schedule on xjt.com: <i>Documents > Forms > Chief Pilot Office</i>	
XJT OCC/Crew Scheduling	(404) 856-1700	(800) 617-9834	24 hours

- Go to xjt.com > Navigation > Flight Ops > Domicile Info for the latest updates and door codes.

Crew Lounge Location and Access

- Located under gate B60, basement level
- Secure access available via elevator through the "Fire Valve Access" door just beyond gate B60
- Each crew member will be required to use a unique PIN to access the elevator:
- Go to xjt.com > Navigation > Flight Ops > Domicile Info for the latest updates and door codes.

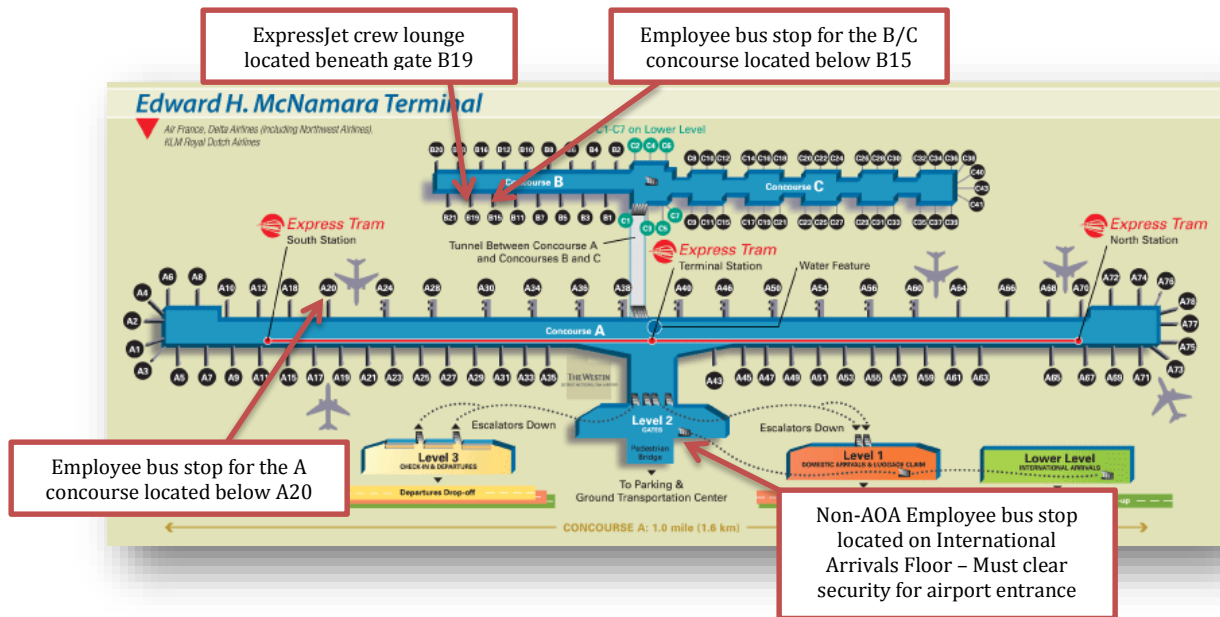


Detroit Metropolitan Wayne County Airport

CRJ 700/900 base for Delta Air Lines

<http://www.metroairport.com/>





Detroit Domicile Information

Detroit Contact Information			
Name/Title	Office Phone	Notes	Hours
DTW Chief Pilot Office (CPO)	(734) 941-4377 ...ext. 63570	Fax: (404) 856-2827	8 AM – 5 PM M-F
DTW Base Admin	(734) 941-4377 ...ext. 63571		8 AM – 5 PM M-F
Chief Pilot On Call (After hours)	(404) 856-1700 ...dial 5 then 3	CPO Schedule on xjt.com: <i>Documents > Forms > Chief Pilot Office</i>	
XJT OCC/Crew Scheduling	(404) 856-1700	(800) 617-9834	24 hours

- Go to xjt.com > Navigation > Flight Ops > Domicile Info for the latest updates and door codes.
- Crew lounge at gate B19, ramp level. Use the elevator by gate B19 and enter code 241. When the light turns red, press the elevator call button. Take the elevator to the A level and the crew lounge is to the right. A DTW SIDA badge is not required.
- Delta flights operate out of the McNamara terminal
 - CRJ 700/900s operate primarily out of A and B concourses
 - CRJ 200s operate primarily out of B and C concourses
- Shuttle buses run between the McNamara and Smith terminals.
 - Look for white buses labeled “Terminal to Terminal Shuttle”
 - Smith terminal pickup location: Ground floor of center section, by passenger pickup area
 - McNamara terminal pickup location: By hotel shuttle area and at terminal top level by the Westin hotel
- Stop Over Store (uniform shop) located below gate A18

To Obtain a DTW SIDA Badge:

Request a SIDA application form from the DTW CPO. An ExpressJet representative must sign the form before applying for a badge. Once the form is signed, go to the Wayne County Security and Badge Office on the third level of L.C. Smith Terminal (see schedule below). Please allow time to watch a security video, get fingerprinted, and be photographed. Plan for at least 45 minutes, but expect longer lines at the end of the month.

Remember that your badge is only valid for up to one year (expires at the end of your birth month) and must be renewed before the expiration date. You can renew one month early. All renewals are done at the Badging Office. Please have two picture IDs.

Directions to DTW Wayne County Security and Badge Office:

1. At upper level of Smith Terminal, take escalator or stairs between ticket counters to the second floor.
2. Turn left and walk toward the office with big windows at end of hallway.
3. Turn left at mini hallway; go through big red door on your right.
4. Follow stairs to the third floor (only goes to third floor).

5. Go through door at top of stairs; Badge Office will be to the right.

Hours of Operations: 8:30 am – 4:00 pm, closed for lunch from 11:30–12:30.

Detroit Parking



The parking lot is located on the south side of the airport on Eureka Road, approximately 3/4 mile east of the Eureka exit at I-275. The entrance to the lot is on the North side of Eureka Road, just east of the DTW airport entrance ramp and west of Middlebelt Road. Entrance to the lot is granted after scanning the DTW lot window tag at the security entrance.

Parking Application

Parking applications are found at the DTW CPO. A DTW lot window tag will be issued to each crewmember.

Employee Lot Shuttle Drop-off/Pick-up

DTW has two different bus systems: Non-AOA Buses and AOA Buses.

- **Non-AOA Buses:** Two bus stops (plastic non-heated shelters) located at the east side of the employee parking lot.

- Airport drop-off/pickup location: Non-secured pickup spot outside the ground floor of McNamara Terminal at International Arrivals only. Must show either DTW airport badge or airline identification badge to board bus.
- **AOA Buses:** Four heated brick bus stop shelters. Must have DTW airport badge to access security gate inside shelter.
 - AOA Bus Routes: There are 4–6 different bus routes leaving the employee parking lot. Look at sign above bus’s front window.
 - ExpressJet Operations Drop-Off: Look for bus sign stating either “B/C Express” or “A20 / B/C Terminal.”

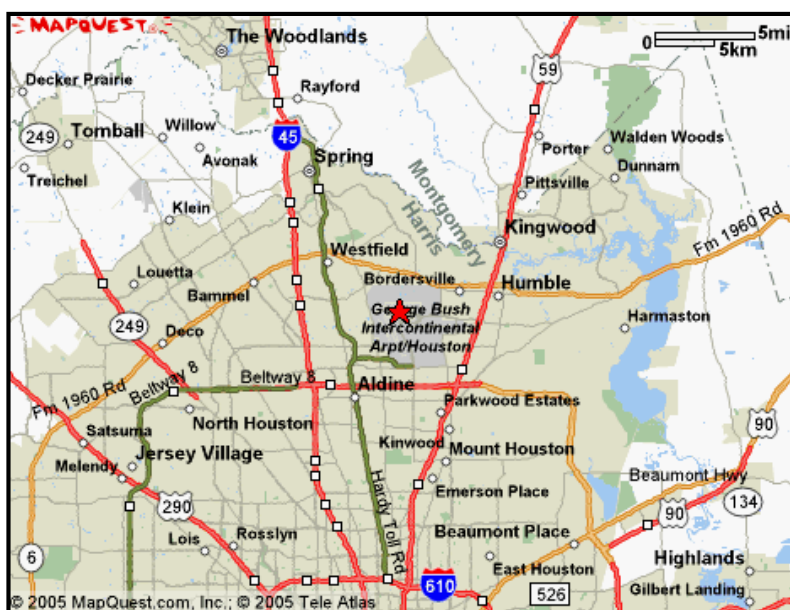
Note: Can also take buses A20 or A68 to McNamara/A Terminal, and then walk inside from A Terminal to B/C Terminal.

Buses run 24 hours a day, every 15 – 30 minutes for the B/C concourse and about every 10 – 15 minutes for A20/A68 routes. After midnight, buses only pick up at the International Arrivals area and run every half hour.

Houston George Bush Intercontinental Airport

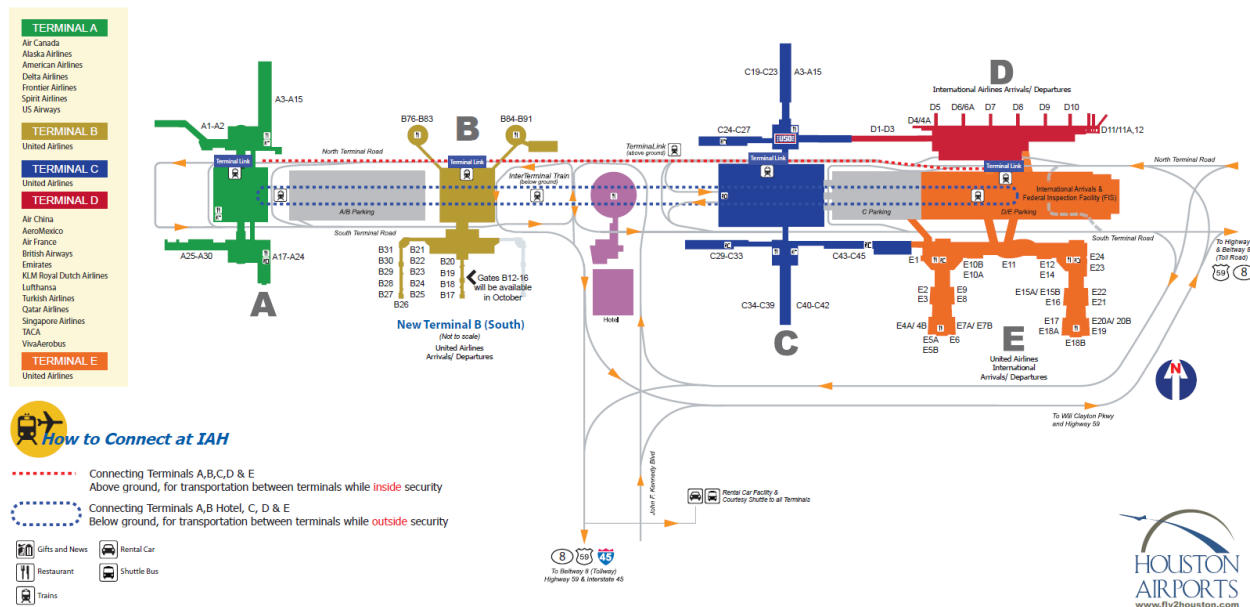
ERJ base for United Airlines

<http://www.fly2houston.com/>



Houston Domicile Information

George Bush Intercontinental Airport - IAH



- Terminal-Link train connects all the terminals, Inter-Terminal train connects terminals underground
- Employee Cafeteria in E Terminal (elevator near E3) – Gordon’s Galley
- IAH Parking Badges - CPO
- Travel Office near gate E9 next to NASA Space Trader Store
- Medical Clinic – Terminal C Baggage Claim-south wall between carousel 8 & 9 (silver door)
- ExpressJet flights now depart out of all terminals
- All International flights park at the Terminal D International Hardstands, gates D1 thru D6 or gates E21 thru E24.
- EAP Office – Terminal B outside security, baggage claim lower level, south wall
- Employee bus drop off/pick-up – Terminal E Ticketing Level, middle curb (no service to C or B)

Crew Lounge Location and Access

- Terminal B south, third floor
- Access through the elevators located on either side of the center core, across from either the Fruteria (east elevator) or Barcuterie (west elevator) restaurants
- Coming from the east elevator, turn left and take the first left to enter the ExpressJet area. From the west elevator, turn right and follow the hallway past the restrooms.
- Go to xjt.com > Navigation > Flight Ops > Domicile Info for the latest updates and door codes.

Terminal A Ops

- Paperwork available in Room 105, across from A3F
- Go to xjt.com > Navigation > Flight Ops > Domicile Info for the latest updates and door codes.
- Use Internet Explorer to access xjt.com, SkedPlus+, Release, Print, Sign Off
- Please **do not** log off computer.

Employee Parking

The employee parking lot is located on Greens Rd., just east of JFK Boulevard. Parking badges can be obtained from your chief pilot or Inflight manager.

Training Center

To get to the Training Center from the airport, take the Momentum van from Terminal E departures level.

Weather Room

Location: across from the elevator used to go to the crew room. The door is labeled “Weather Room.”

North Side Weather Room

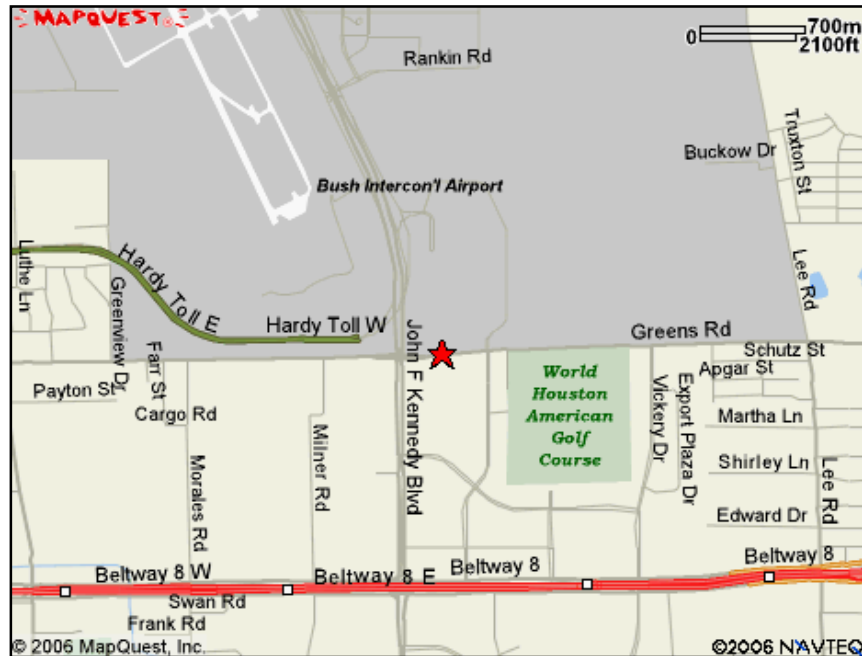
Location: Stairs behind departure/arrival screens on 84 - 88.

Houston Contact Info – 3100 N. Terminal Rd. Terminal B → Houston, TX 77032				
Name/Title	Office Phone	Cell/Notes	Fax/Other	Email
Jim Campbell	(281) 553-4076	216-926-3057	(281) 553-4078	James.Campbell@Expressjet.com
Dan Rumley	(281) 553-4076		(281) 553-4078	Dan.Rumley@Expressjet.com
Ashley Roberts Base Admin	(281) 553-4015		(281) 553-4078	Ashley.Roberts@Expressjet.com
IAH Maintenance	(832) 353-1622			
IAH Medical Clinic	(281) 553-1700	Term C Bag Claim Between Carousel 8 & 9	Daily 6am-8pm	
IAH Training Center	(832) 234-5030			
IAH Ops	(281) 553-4002			
IAH Wx Room	(281) 553-4068			
IAH Chartway FCU		Near Gate C45	M-F 8am-5pm	
IAH Company Store	(281) 553-1277	Below Gate E3	M-Sun	7:30 am-5 pm
IAH EAP Office	(281) 553-4285		Terminal B	Lower Level Baggage Claim South Wall
IAH Trg. Center Bus First Transit	Driver: (281) 630-0227 Complaints: (281) 821-8891	From Airport Terminal E to Training Center every 30 mins :20 :50 6am-9pm	From Training Center to Terminal E every 30 mins. :30 :60 6am-9pm	P/U & Drop-off Terminal E Ticketing Level/Departures Middle Curb
IAH Travel Office	(281) 553-7277	Near Gate E9	Sun-Fri 7am-7pm Sat 7am-6pm	Next to NASA Space Trader Store
IAH Stopover Store	(281) 443-8820	Take Inter- Terminal Train	(281) 443-8837	In Marriott Hotel

- Go to xjt.com > Navigation > Flight Ops > Domicile Info for the latest updates and door codes.

Houston Parking

IAH Parking
United Airlines Employee Parking Lot
George Bush Intercontinental Airport
3925 Greens Road
Houston, TX 77032



Parking Application

You must obtain a parking application from the IAH Chief Pilot's Office (CPO)

Swipe Card: See Base Administrators to obtain a Parking Card

Required: signed application from CPO Office, Company ID

Employee Lot Shuttle Drop-off/Pick-up

Shuttles pick-up at the shelters located around the lot every 15 minutes.

Pick-up/Drop-off Terminal E only: Ticket Counter Level – outside curb (second to last lane)

Departs Training Center every 30 minutes on hour and half hour

Departs Terminal E every 30 minutes (20 and 50 past the hour)

Shuttle also makes a stop at the Airport Marriott Hotel

Kansas City International Airport (MCI)

ERJ base for United Airlines

<http://www.flykci.com/>

Kansas City Domicile Information

Denver Contact Information			
Name/Title	Office Phone	Notes	Hours
MCI Chief Pilot Office (CPO)	216-501-5735	Stace Robeson, cell 216-224-7955	8 AM – 5 PM M-F
MCI Base Admin	216-501-6436		8 AM – 5 PM M-F
Chief Pilot On Call (After hours)	(404) 856-1700 ...dial 5 then 3	CPO Schedule on xjt.com: <i>Documents > Forms > Chief Pilot Office</i>	
XJT OCC/Crew Scheduling	(404) 856-1700	(800) 617-9834	24 hours

- Go to xjt.com > Navigation > Flight Ops > Domicile Info for the latest updates and door codes.

Crew Lounge Location and Access

- The crew room is located in Terminal C, ramp level near gate 63/64 area.
- When security screening is in progress, crews MUST clear security. After clearing, you can then access the elevator we currently use inside the secure area at level 1 instead of upstairs at level 2. The keypad on level 1 has been coded to accept the same PIN.
- Exit the elevator on the ground level, turn left and after a short walk there will be a door with a sign for our crew room near gate 63/64. Enter the **cipher code** to enter the crew room.
- When returning to the terminal for your flight, you may now exit the elevator at level 1 and proceed directly to the gate (assuming you cleared security prior to going down to the crew room).
- When security screening is not in progress, crews can still access the crew room via the elevator at level 2 or via a tenant door to the right of the United ticket counter (labeled C67P). Enter cipher code.
- Please report any problems to MCI Airport Ops at 816-835-4315.
- Go to xjt.com > Navigation > Flight Ops > Domicile Info for the latest updates and door codes.

Parking

- Pilots - contact Nancy Libiger via MyMessages for a parking permit

- If you have trouble entering the employee parking lot please utilize the intercom at the entrance reader. The intercom will connect you directly to the Standard Parking office.
- If you need to contact Standard Parking for non-immediate concerns please dial 816-243-8019 for 24/7 service.
- For items left on the shuttle bus, the employee lot shuttle bus is operated by First Student - Contact the First Student office at the employee lot main departure lounge. First Student should be the first point of inquiry. If that fails contact the LOST&FOUND section of the MCI Airport Police 816-243-5219



Employee parking lot is circled in RED

Parking office is circled in GREEN

Shuttle Airport drop off locations are marked by BLUE diamonds

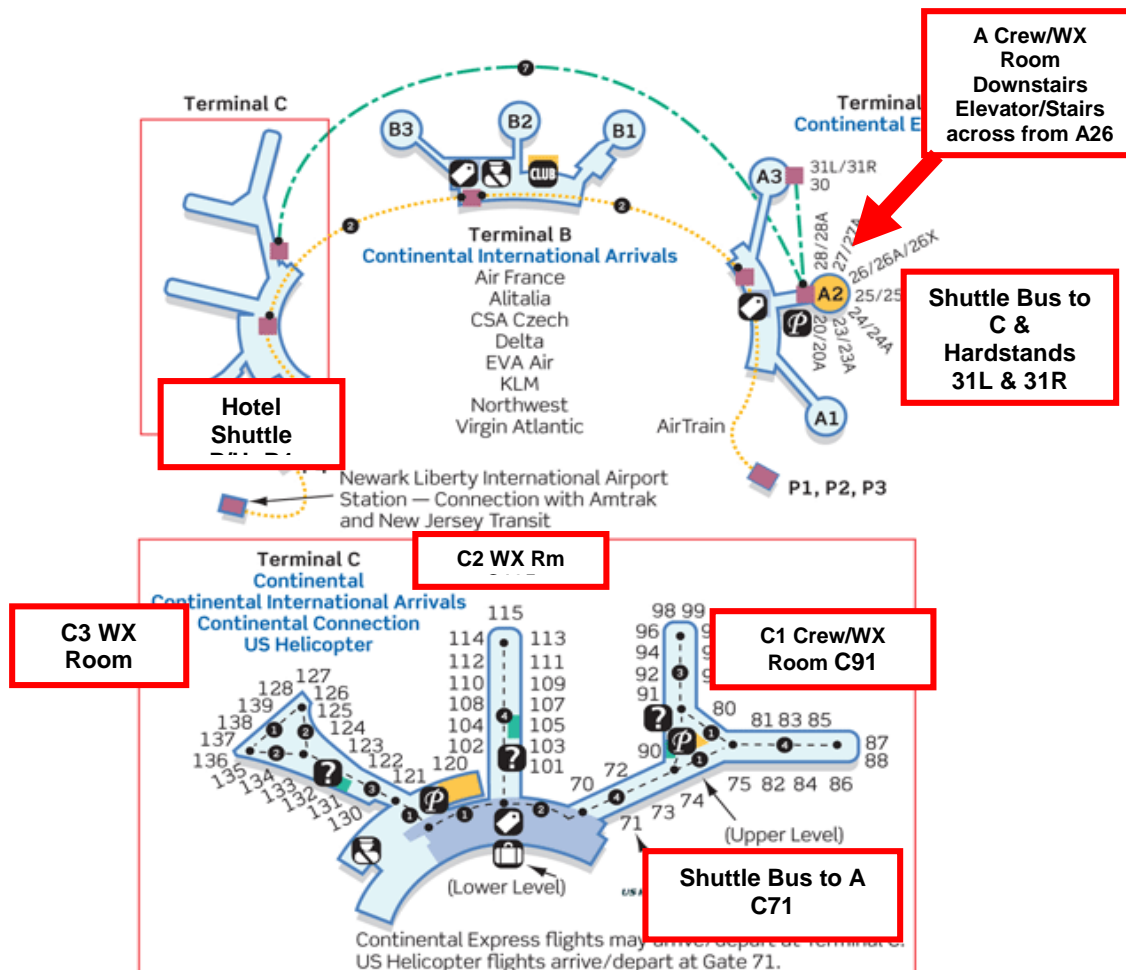
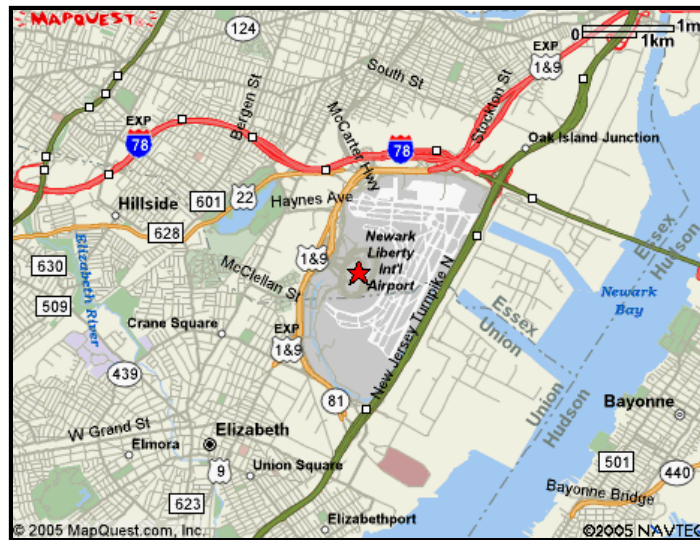


***Zoomed in view of the parking office
400 Panama City Ave.**

Newark Liberty International Airport

ERJ base for United Airlines

<http://www.panynj.gov/airports/newark-liberty.html>



Newark Domicile Information

Newark Contact Info – Newark Liberty Intl Airport → Terminal A → Newark, NJ 07114				
Name/Title	Office Phone	Cell/Notes	Fax/Other	Email
John Kane (CP)	(973) 681-0042	(973) 964-8691	(973) 681-0055	John.Kane@ExpressJet.com
Ann Ryan (ACP)	(973) 681-0058	(862) 576-0627	(973) 681-0055	Ann.Ryan@ExpressJet.com
Base Administrator	(973) 681-0610		(973) 681-0055	Jasmin.Felipe@ExpressJet.com
EWR Crew Trackers	(973) 681-0132			
EWR Emp. Cafeteria		Open 24/7	Terminal C	Take Elevator/Stairs near C91
EWR Chartway FCU	(800) 678-8765	C2 Gate 106	M-F 8am-5pm	
EWR Company Store	(C) Crew Room	Below Gate 73	Sat-Thursday Friday	8 am - 5:30 pm 8 am - 4 pm
EWR Maintenance	(973) 681-0044			
EWR Medical Clinic	(973) 681-1700	6am-8pm Daily		Outside C3 Security
EWR Emp. Lot Bus	(973) 681-1217			
EWR Ops	(973) 681-3500			
EWR A Wx Room	(973) 681-3130			Downstairs – Across from A26
EWR C1 Wx Room	(973) 681-3201			
EWR C2 Wx Room	(973) 681-3213			
EWR C3 Wx Room	(973) 681-0107			
EWR Travel Office	(973) 681-1745			Outside C1 Security
EWR United Emp Parking Office	(973) 681-1255			
EWR Parking Office	(973) 242-4431	7:30 am - 6:30 pm		Outside C2 Security

- Go to xjt.com > Navigation > Flight Ops > Domicile Info for the latest updates and door codes.

Terminal A

- Main terminal for United Express flights – Crew Room Elevator near A26
- Code for Crew Room Elevator and Bag Room (contact Chief Pilot's Office/Crew Coordinators) or Go to xjt.com > Navigation > Flight Ops > Domicile Info for the latest updates and door codes.
- Not much food inside security – food court outside Terminal A Security
- Air Train to Terminal C & Hotel Shuttles – Outside Security (go thru security again in Term C)
- Shuttle Bus to Term C – Inside Security (avoid security Term C-caution: stairs) Near Gate A28

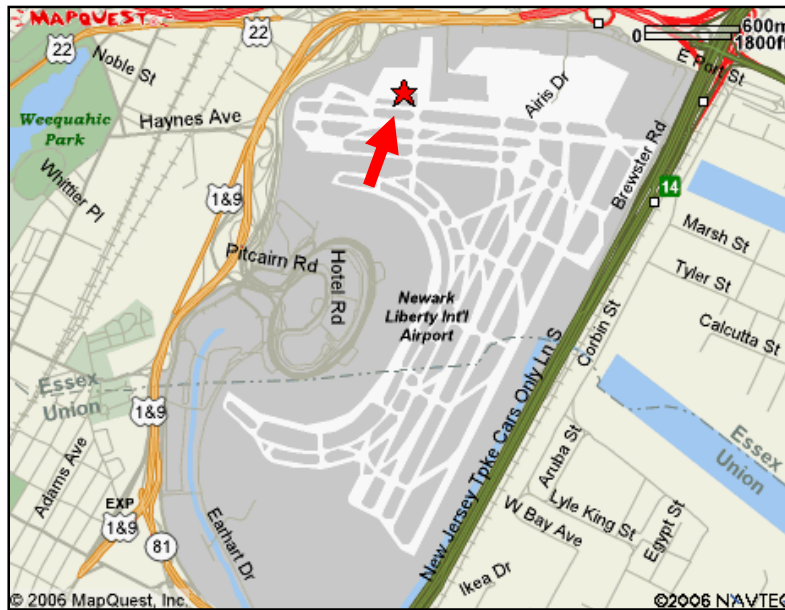
Terminal C

- Some UAX international arrivals only – C130 (tow-in gate)
- Shuttle Bus to Term A (other terminals & P4 hotel shuttle P/U) Gate C71 (to avoid Term A Security Line)
- Air Train to Term A outside C2 Security (have to go thru A Security Line)
- Crew Room elevator/stairs opposite Gate C91
- Additional Crew Room service elevator near Nathan's in Food Court

- Weather room next to gate C105 in C2 Terminal
- Employee Cafeteria outside Crew Room – Lower Level C1

Newark Parking – F Lot

EWR Parking – F Lot
 United Airlines Employee Parking
 Newark Liberty International Airport
 144 Earhart Drive
 Newark, NJ 07114



Parking Application

See the Chief Pilot's Office to obtain a parking application

Documents Required: Signed parking application form, Company ID, Car Registration

Location: Terminal C2 outside security near Liberty Conference Room

Parking Office Hours: M-F, 7:30am – 6:30pm

Parking Office Telephone: (973) 242-4431

Directions to F Lot

Follow signs to Newark Airport Terminal A

Before Terminal, make a right (where the taxis exit)

Follow the road as it curves to the right

Make a left turn at the traffic light. Follow road past 2 more traffic lights

The Lot will be on your left side, after the FedEx area/bldg.

From the Turnpike:

Take Exit 13A, stay to the right side

Follow signs to the Seaport Exit

Take the jug-handle after the light

Lot will be on your right

Bus Service – F Lot

Express bus leaves at 10 & 40 past the hour and goes directly to Terminal C

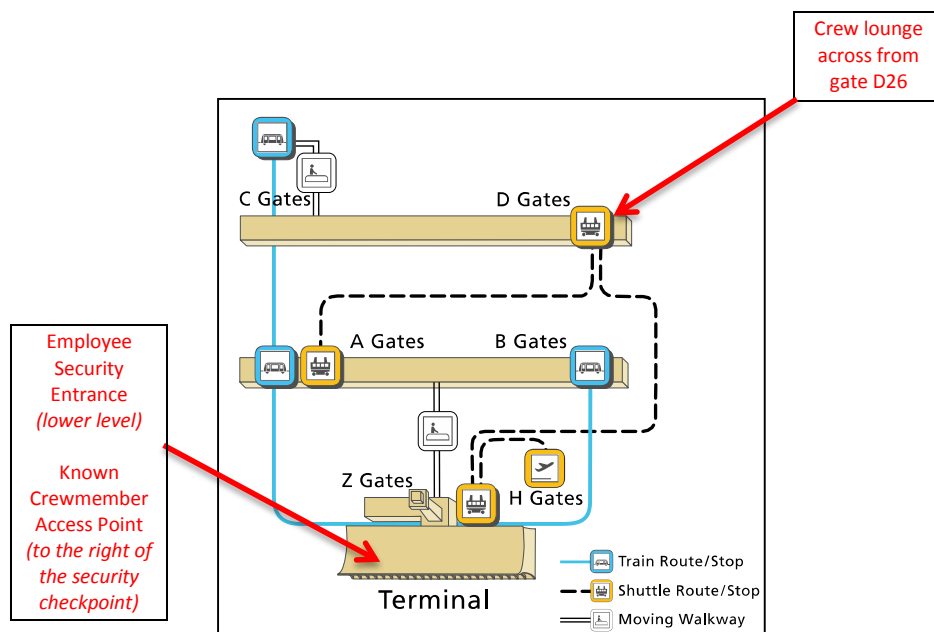
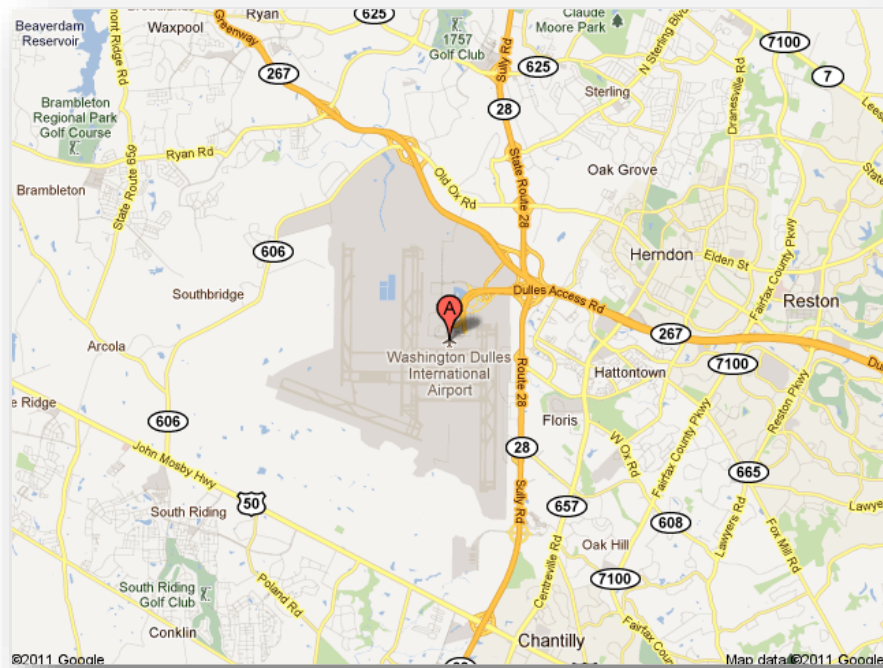
Non-Express bus runs continuously and stops at Terminal A, B, & C

Drop-off/pickup bus terminal outside United Quick Pak Office Terminal C – side entrance

Washington Dulles International Airport

CRJ 200 base for United Airlines

<http://www.mwaa.com/>



Washington Dulles Domicile Information

Washington Dulles Contact Information			
Name/Title	Office Phone	Notes	Hours
IAD Chief Pilot Office (CPO)	(703) 996-8540 ... ext. 63371	Fax: (703) 996-8610	8 AM – 5 PM M-F
Chief Pilot On Call (After hours)	(404) 856-1700 ...dial 5 then 3	CPO Schedule on xjt.com: <i>Documents > Forms > Chief Pilot Office</i>	
XJT OCC/Crew Scheduling	(404) 856-1700	(800) 617-9834	24 hours

- Go to xjt.com > Navigation > Flight Ops > Domicile Info for the latest updates and door codes.
- Employee security line on lower level, near baggage claim 7
- Known Crewmember entry point to right of employee security line for crewmembers in uniform only
- Crew lounge across from gate D26
- Pilots must print their own releases for United flights
 - Login to UAL Network required
 - Utilize FT WEB computers to print releases
 - A concourse: Use computer to the far right of the gate podium (facing the computers). Printer is located on the far left of the podium.
 - C/D concourse: Use computer located directly in front of designated gates. Locations published in IAD 20-7 pages.
- Transiting between concourses:
 - Main terminal to D: Use mobile lounge, runs every 5-10 minutes
 - A to D: Use mobile lounge, runs every 10 minutes during the following hours:
 - 6:30 am – 8:30 am
 - 10:45 am – 12:30 pm
 - 1:30 pm – 5:15 pm
 - 7:15 pm – 10:30 pm
 - At other times, either go back to the main terminal and then catch the lounge to D, or take the train from A to C, then walk to D.
 - Main terminal to A, B, or C; A to C: Use airport train
 - D to B: There is no direct connection. Easiest way is to take the mobile lounge from D to the main terminal, then take the airport train to B.
- Even though aircraft may be in close proximity on the ramp, crews may not walk between the aircraft (such as to swap aircraft). Remember that crewmembers in uniform are only allowed to be on the ramp in the footprint of their aircraft.
- United operations requests an in-range and on-the-ground call. Refer to IAD 20-7 page for more information.
- A list of commuter hotels and crashpads is available in the IAD Chief Pilot's Office.

Washington Dulles Parking

Dulles North Employee Parking Lot
45050 Flight Crew Drive
Dulles, VA 20166



Directions

From Sully Rd. (VA-28), exit onto Old Ox Rd. West (VA-606). Then enter the lot at either the Pacific Blvd. or Ariane Way entrance.

to Lot

Employee Parking Bus Schedule

Departing every 5 minutes	Departing every 10 minutes
3:45 am – 8:00 am	12:00 am – 3:45 am
12:00 pm – 3:00 pm	8:00 am – 12:00 pm
9:00 pm – 12:00 am	3:00 pm – 9:00 pm

Buses pick up from multiple locations within the parking lot and drop off at the marked areas 2B and 2F on the lower level. The buses will pick up from the same area to depart to the employee parking lot. Ensure the bus is destined for the employee lot by checking that the sign in the window says “North Employee” – there are many parking lots and each lot uses the same style bus.

Parking Application

To apply for a parking medallion, see the IAD CPO. The parking application may be completed online, but it may take a few days for the application to be processed. Once your application has been completed, you should receive an email informing you that your parking medallion is available for pickup. There are two items needed, the parking medallion hangtag for your car and the parking access card. The access card is needed for entry, as the entry gates are unmanned.

Apply for your parking permit as soon as possible before IOE. A few days are required for processing. Once completed, your permit will be available from the CPO.

Crash Pads/Housing

Overview

“Crash Pad” is a term pilots euphemistically use to describe base housing in the airline world. If you commute to reserve, you will probably need to consider a crash pad in base, at least until you are off reserve. Sometimes pilots continue to keep a crash pad after they are off reserve in case they are unable to commute home after a trip. Hotels are generally expensive over the course of a month and the cost of a crash pad may make more economic sense if there are limited choices for flights from your home location to your base.

If you are looking for permanent housing in base, the best resource if you are unfamiliar with the city is your fellow pilots. Pilots tend to choose the same general areas for housing in each base, due to cost and location. Sometimes it is beneficial to drive around the area to make your own assessment. If you are considering renting an apartment, you can also stop by any local supermarket and pick up an Apartment Guide for the area to review rental properties and rental costs. You can also go online and search several apartment-finder sites. Some people also rent rooms in their homes and you can search the local newspapers or Craigslist for room rental ads. Be sure to ask around the crew rooms for areas to avoid in the base before making a commitment for a crash pad, room, or apartment. Some pilots prefer nightlife and urban areas, while others prefer more family-oriented, suburban locations. The following information is for general purposes only and is not intended to provide the *only* choices for housing in each base. If you choose to live in an apartment, be sure to mention you work for ExpressJet when renting. Many apartment properties offer discounts to our employees, or that of our mainline partners.

Crash Pad Amenities

The quality of crash pads varies and depends on what location and amenities you require. Some crash pads offer only the minimum, such as a bed and shower facilities. Some offer many amenities including laundry facilities, Internet access, big screen TVs, transportation (public bus/train, or private van service), and separate rooms with assigned beds. Some are “co-ed” and some are male or female-only.

The cost of a crash pad usually depends on its location and amenities. The monthly rent on average varies between bases (EWR/IAD are the most expensive) and generally run between \$150-350 per month. Remember that you get what you pay for! Low-cost crash pads generally have “hot bunks”, meaning you do not have assigned beds and just find an open bed when you arrive (BYOS – Bring Your Own Sheets)!

Some describe crash pads as similar to a college dormitory environment. If you don’t mind limited privacy, sleeping in the same room with 3 or more other people, and sharing a bathroom, then you’ll do fine. If you don’t feel comfortable in this type of environment, you may consider renting an apartment with a roommate(s) instead of using a crash pad, buying hotel rooms in base as needed, or move to your base in place of commuting.

Line Holders vs. Reserve

Some crash pad owners prefer line holders only. If that is the case, then no reserve pilots will be accepted. Since a line holder only needs a crash pad once a week, and a reserve pilot will be there many days per week, the crash pad owner can rent to more pilots if they are not on reserve. Additionally, since reserve pilots spend more time at the crash pad they increase the utilities cost and wear and tear on the property.

Finding a Crash Pad

Ask around while you are in training about crash pads in each base. If you have friends who already work for the company, ask them to check the base bulletin boards for crash pad advertisements.

Rules of the Road

A company pilot who operates a crashpad offers some “common sense” suggestions for crashpad life:

1. Respect others privacy and property
2. Obey all house rules
3. Clean up your own mess! (Bathroom, kitchen, etc.)
4. Most crash pads have “lights out” time–no loud cell phones, TVs, etc. after this time
5. If you come in late or leave early, respect others and do so quietly

Domicile Housing Information

Housing suggestions listed below are just general ideas to start your search for housing. Neither ExpressJet Airlines nor the Air Line Pilots Association recommend or endorse any of the listed cities below.

Atlanta, GA

The cost of living in Atlanta is average, and therefore it is a popular base with our pilots who choose to live in base. Pilots seeking nightlife and urban lifestyle choose Midtown, Virginia Highlands, or Buckhead areas. The Vinings/Smyrna area is a good mix of young professionals and suburban lifestyle, and is popular with many of our pilots. Pilots choosing to live in a quieter, family-oriented area, choose Newnan, Peachtree City, or Fayetteville on the Southside, or areas in Cobb and Gwinnett Counties on the Northside.

Atlanta does have a train system with MARTA, however its service area is limited. There are a few crashpads that are not far from a MARTA stop, and service is sufficient to get you back and forth to work. The MARTA station is located at the far west end of the airport terminal, near ground transportation.

Chicago, IL

Chicago housing is moderately expensive, but the CTA “El” train system is fairly extensive so a car may not be necessary. Pilots seeking nightlife and urban lifestyle choose Wrigleyville, Bucktown, Logan Square, or Lincoln Park. Pilots who wish to live close to the airport on the CTA Blue line tend to live near the Cumberland or Harlem stops. Pilots seeking quieter, family-oriented areas, choose the farther-out suburbs such as Park Ridge, Naperville, Lisle, or Schaumburg.

Chicago has a train system that has direct service to the airport, so most crash pads have access to the train or other public transit.

Cleveland, OH

Cleveland housing is generally considered middle-of-the-road as far as cost. Pilots seeking nightlife and urban lifestyle choose Lakewood, “The Flats” (downtown), Berea, or the Tower City area downtown. Pilots seeking quieter, family-oriented areas, choose Medina, Brunswick, Avon, Westlake, Strongsville, or North Royalton. Less expensive areas include Lakewood and Parma. Pricey areas include Bay Village, and the Brecksville/Broadview Heights area.

Cleveland has a train system that has direct service to the airport, so some pilots choose crash pads within walking distance of the train lines.

Denver, CO

At the base of the Rocky Mountains, Denver is an excellent city in which to live. Housing prices are higher than average.

Detroit, MI

Depending on how far you would like to travel to work, affordable, safe housing can be found throughout the area. Near the airport, many pilots have chosen the Dearborn, Taylor, or Romulus areas. You may also find available crash pads in these areas since they are in close proximity to the airport. A few crash pads even offer bus service to and from the apartments. Cities of Royal Oak, Ann Arbor, Canton, and Northville are popular as well; however, they are a little more expensive and a farther drive. If you are planning to move here, Royal Oak, Ann Arbor, and Dearborn all have active downtowns allowing you the ability to walk to restaurants and attractions. Some pilots choose areas that are an even longer drive, but more economical for a new-hire, by choosing areas to the south of the airport, extending to Toledo, Ohio.

Public transportation in the greater Detroit area is very poor. A car is a requirement to transport you to and from work.

Houston, TX

Houston housing is considered the least expensive of the seven bases. Pilots seeking nightlife and urban lifestyle choose the downtown area ("inner loop"). Other popular areas include the Woodlands/Spring and Kingwood ("outer loop"). Further distant from the airport is the Lake Conroe area and Katy. Plan on traffic congestion and longer commutes in the Houston area as compared with Newark or Cleveland. Automobile insurance is pricy in the Houston area, so consider the effects on your budget if you keep a car in base.

Kansas City, MO

Kansas City housing is moderate in price. Olathe is a pleasant area. Downtown is an urban lifestyle with lofts and apartments available. Some of our crew members live east of the airport and report easy access to the airport.

Newark, NJ

Newark housing is the most expensive of our bases. Most areas around the airport in New York and New Jersey are of course, urban. Pilots tend to choose, Elizabeth, "The Ironbound" area near the South Employee Lot, and Bayonne. The Swan Motel in Elizabeth is also used as a crash pad. Some employees in the Ironbound area take taxis to the South Employee Lot and ride the employee bus to the airport. Further away are Easton and Bethlehem Pennsylvania and Clinton and Flemington, New Jersey. Pricy areas in New Jersey include Morristown, Caldwell, Summit and Westfield.

Washington, DC

Cost of living in Washington, DC is fairly high, and as such, it tends to be a commuter base. However, some pilots call Washington their home. Northern Virginia, where the airport is located, is a very affluent area, and almost any area is a fine place to live. The areas closest to the airport, such as Leesburg, Ashburn, Sterling, Reston, and Chantilly, are all about a 15-minute drive and have much to offer. Pilots that want more of an urban lifestyle may choose to live in downtown Washington, Arlington, or Alexandria, however these areas are extremely pricy and may present a difficult commute to work. In addition, we have pilots

that live outside of the metropolitan area and drive to work, as there are many places to live with a more reasonable cost-of-living within a two or three-hour drive.

Washington is well served by the Metro transit system. Although the train does not go to the airport, the 5A bus and the Washington Flyer service both shuttle riders from the Metro to the airport.

Initial Operating Experience

Overview

At this point you have finished ground school, the FTD, the simulator, your oral and your check ride. The final step toward becoming a fully qualified line pilot is IOE, or Initial Operating Experience. Below is some information designed to help smooth the transition between simulator training and line flying. The purpose of IOE is to familiarize you with real world flying. It allows you to combine what you learned in training with actual line flying. IOE is the last part of your training to become a line first officer. Take the time to prepare for your IOE trips, as that will directly affect your ability to complete the training cycle and become a first officer at ExpressJet Airlines.

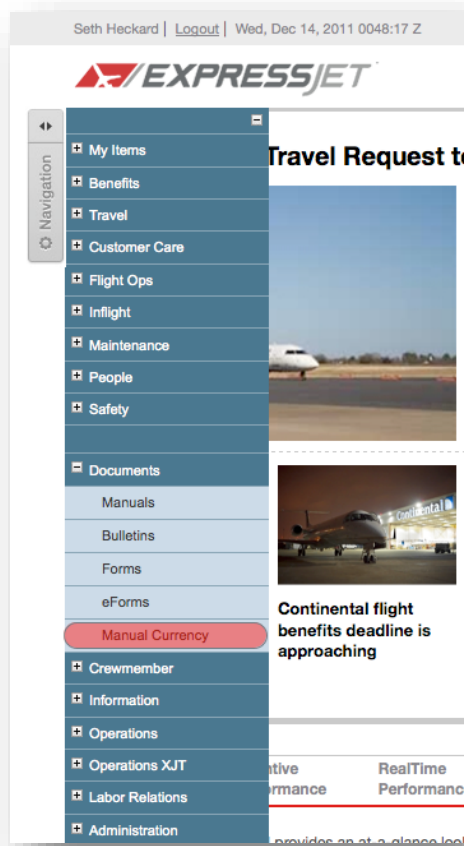
Training Folder and the IOE Exam

During training you will be given your training folder. Make sure to bring this folder to all IOE trips, as your check airman will need the forms inside the folder.

ERJ Only: Toward the back of the folder you will find a salmon-colored sheet. Take the time to read it and follow the directions carefully. Most importantly, be sure to complete the test to the best of your ability before your first trip on IOE. If you cannot find the answers to all the questions do not worry; your check airman will help you with any questions you are not able to answer or are unsure of.

The sheet will also direct you to check your manual status. A Manual Currency List is available on xjt.com > *Documents* > *Manual Currency*. Ensure you have the latest Company Manuals and Jeppesen revisions, and make sure your revisions are inserted when you show up to fly. Remember to bring all required duty items, including your pilot certificates, medical, FCC operator's permit, passport, flashlight, and company ID.

CRJ Only: Check that your manuals and publications are up to date. If you are near the crew lounge, a manual currency sheet is posted, however it is also available on xjt.com. The manual currency sheet is located on the xjt.com website, at *Documents* > *Manual Currency*. If you are missing a revision, locate the missing revision before your first day of IOE. The Chief Pilot Administrators and Flight Ops Managers will be happy to help you locate the revision that you need, or contact your Pilot Mentor for help. As with any flight, your



revisions should be current when you show up to fly. Remember to bring all required duty items, including your pilot certificates, medical, FCC operator's permit, passport, and company ID.

Preparation for IOE

Your check airman may make an attempt to contact you before beginning IOE, however if you do not make contact prior to the trip, make sure you show at work as scheduled. It is a good idea to arrive well ahead of schedule if it is your first day navigating the airport. Remember to plan for the time it takes to: park at the employee lot, ride the bus to the airport, get through security, and walk to the crew room. It is better to be early than to show up late for your first trip!

Practice your flows and review checklists during your time off. They should be second nature by the time you start IOE, and your IOE check airman will expect you to be proficient. Practice your radio calls as well, specifically ramp and ground operations. If you have not had a lot of time in the IFR system recently, this is something you should review. Contact your Pilot Mentor with any questions you may have prior to IOE.

First IOE Trip

Do not be surprised if you fly the first leg! Typically on IOE flights, you will fly the majority of the legs to gain experience. Your check airman will also fly some legs, so make sure you are as proficient on PM procedures as you are on the PF procedures.

Do not worry too much if the first few landings are difficult – they will get better with practice. Do not hesitate to ask questions; your check airman would rather you ask than sit there not knowing! During slow times in the flight, airport breaks, or on overnights, your check airman will discuss many different areas of the FOM, OM and line operations. This is your opportunity to ask questions and talk about real-world procedures, so be sure to come prepared.

Uniform Wings

Uniform wings may be obtained from your Chief Pilot's office prior to IOE.

Helpful Suggestions to Aid Fellow Pilots

As you begin your line flying, you will note some typical procedures adopted by pilots at ExpressJet that are not necessarily covered in training or on IOE. Some of the following information might seem self-explanatory, or even blatantly obvious, but it is provided for your reference in order to assist new hires. These simple procedures make everyone's life easier and most first officers have incorporated them into their routine.

Inbound FO

After the captain sets the parking brake and all the checklists are complete, here are some things you can do as a courtesy to the outbound FO:

- **Take care of any trash:** This includes cups, food, used TOLD/ATIS cards, dispatch release, cargo load report/bag sheet, etc.

ERJ Only: Please refrain from placing trash in the sidewall trashcan (especially food items). These sidewall trashcans are not routinely emptied and obviously food will spoil and make for an unpleasant situation.

- **Tidy the flight deck:** If you used a pillow or blanket on your seat, please return them to the cabin and do not leave them on the flight deck. Also, many pilots use their own personal headsets, so if you use the Company headsets, please return them to the headset storage area. Do not leave them on the floor, glare shield, or on the chart holder (CRJ).
- **Setup the flight deck for the outbound flight:** If you have time, and the outbound FO is not watching the clock waiting for you, some things would help the next crew are:

CRJ only: Adjust the seat so it will be easier to stow a flight bag (seat all the way aft, and set recline to be flat with wall), reset the transponder to 1200, and set the expected departure altitude in the altitude alerter.

ERJ only: Clear the old flight plan in the FMS, set the outbound flight number, initialize the ACARS, reset the transponder to 1200, and reset the fuel used on the MFD. If the APU is not running, ensure the bleeds/packs are set to OFF and the crossbleed is in AUTO. Leave a few blank ATIS cards for the next FO.

Outbound FO

It is usually a good idea to let the arriving crew know you are there, so they will not power-down the aircraft. Please allow the arriving crew to remove their bags from the flight deck and closet before trying to stow your flight bags/overnight bags.

- After Walkaround (CRJ Only): Complete the safety check and start “building your nest.” Make sure that all items that you will need in flight are at an arm’s reach. Next, begin loading the FMS (initially just the POS INIT page, then departure and arrival airport and flight number as listed in the OM, 2-4.1) and initialize the ACARS. Once the ACARS is initialized you may receive the ATIS through it, or if you are at a non-ACARS airport via the frequency. If you are within 30 minutes to departure, you may obtain the clearance via PDC or clearance delivery. Once you have the clearance, you may finish loading the FMS.
- After Walkaround (ERJ Only): Prepare the flight deck by completing the receiving flow, obtain current ATIS, obtain clearance (no earlier than 30 minutes prior to departure) and complete takeoff performance calculations. Then, initialize the FMS (POS INIT) and ACARS.

Completion of IOE/Exit Interview

Once your check airman feels you’re ready for line ops, they will sign you off and you are ready for your first regular flight.

CRI Only: When you have successfully completed IOE, your check airman will have you sign a “Release from Training” form. This form contains important instructions, so make sure you carefully read through it. The most important item is the need to contact Crew Scheduling within 24 hours at (800) 617-9834, option 1, 1, 1. Be sure that Crew Scheduling has the correct telephone numbers for you. Now it’s time to celebrate your new career at ExpressJet Airlines!

ERI Only: When you have successfully completed IOE, remember to notify Crew Scheduling within 24 hours at (800) 617-9834, option 1, 1, 2. Be sure Crew Scheduling has the correct contact telephone numbers for you. Also, stop by your Chief Pilot’s office to say hello and complete your IOE Exit Interview. This gives you an opportunity to meet your Chief Pilots, receive base-specific information, and ask any questions you may have. Now it’s time to celebrate your new career at ExpressJet Airlines!

Line Flying Reference

Keep Your Phone Number(s) Current

It is extremely important that Crew Scheduling has your correct contact telephone number(s). If Crew Scheduling cannot contact you while on reserve, you may miss a trip assignment. This can result in disciplinary action – not good at any time, but especially not good during your probationary year.

To update your crew information, navigate to “My Records” on xjt.com by selecting xjt.com > *My Items* > *My Records*, then enter your password to continue. Select “Crew” to bring up the page with your contact information. From this page you can enter phone numbers for use by Crew Scheduling, as well as set up the auto-notification system. If you have multiple phone numbers for use by Crew Scheduling, order the phone numbers so that your cell phone is listed first.

CRJ Only: To the right of the contact information setup is the setup for the auto-notification system. This system will notify you any time there is a change to your schedule via phone (default), email, or text message. This is handy on reserve, since whenever your schedule changes a phone call from Scheduling is probably forthcoming. It may be helpful to change the auto-notification system to use text messaging or email, as most pilots prefer that method to a phone call. Refer to the Flight Operations manual, section 10-9.1, *Auto Notification System (CRJ Only)*, for more information.

The screenshot displays the 'My Records' page on the xjt.com website. The page is for user Seth Heckard, logged out on Tuesday, January 3, 2012. The ExpressJet logo is at the top. A navigation bar includes links for Home, My Items, Safety, Benefits, and Travel. A left sidebar lists various user options like My Favorites, askASA, Family Leave, and My Training. The main content area is titled 'My Records' and has tabs for Profile, Benefits, Property, ourASA, Pay, Direct Deposit, W2, W4, Contacts, Documents, Crew, and LOA Request. The 'Crew' tab is active. It shows a summary for January 2012: Position CA CRJ IAD, Seniority 771, and Line Type Blockholder. Below this is a 'Qualifications' table with columns A/C, Pos, Dequal, Green, and IOE, listing three entries for CRJ CA and CRJ FO. A 'Next Medical Due' date of 04/20/2012 is shown. Two sections for contact information are present: 'Crew Scheduling Contact Information' and 'Auto-Notification Contact Information', both with 'Add' buttons and tables for Description and Phone. The 'Auto-Notification' section has one entry for '1. Email'. At the bottom is a 'Current Military Information' section with fields for Branch of Service, Unit, Rank, Job Description, Commanding Officer, Phone #, and Fax #, followed by an 'Update' button.

A/C	Pos	Dequal	Green	IOE
CRJ CA		04/30/2012		
CRJ CA		04/30/2012	P	
CRJ FO		04/30/2012		

Description	Phone
Home	

Description	Phone
1. Email	

Branch of Service:	Unit:	Rank:	Job Description:	Commanding Officer:	Phone #:	Fax #:

xjt.com – My Records

Keep Your Address Current

It is very important that you keep your contact information (address, E-Mail, emergency contact info) current with the Company and the Union. To update your information on xjt.com, select My Records as you did above, and then select the first tab, Profile. Press the “Edit Address & Phone” button to update the information. As this address will be routed to payroll for tax processing, only input your permanent address. Remember that per the Federal Aviation Regulations, the FAA must be notified of any address change within 30 days.

Your union contact information may be accessed via the ALPA website at <http://crewroom.alpa.org/>. Refer to *ExpressJet ALPA Information* for more details.

Refer to the Flight Operations Manual, sections 10-1.1 and 10-5.9 for more information.

Relocation to New Base

The relocation benefits are slightly different depending on the equipment that you are hired into. Please reference the Collective Bargaining Agreement for more information.

CRJ Only: New hire pilots will receive four consecutive days off (without reduction in minimum monthly guarantee) after completion of IOE.

ERJ Only: New hire pilots are entitled to four days off (without reduction in minimum monthly guarantee) to relocate to their new base/domicile after the completion of IOE. Contact your base Chief Pilot’s Office to arrange for your relocation days.

Crew Rooms

Each base has a designated crew room where flight crewmembers generally meet prior to proceeding to the aircraft. Crew rooms have computers, refrigerators, microwaves, lounge chairs, televisions, and phones for your use. Remember that the crew lounge is not to be used as an overnight rest facility, although it is acceptable to nap in there between flights. See the terminal maps in this manual for specific information on each base crew room.

Company Email Messages/V-Files

CRJ Only: V-Files, while present at some bases, are not utilized for revisions and most company communications. Be sure to check your company email (My Messages on xjt.com) prior to the duty in of your trip for any new notifications from the company. In fact, if you have a priority message to read, you will be required to read the message before you can duty in.

Revisions will be usually placed in bins or boxes in the crew lounge, with a sign advising of the current revision for pickup. Make sure to crosscheck with the manual currency sheet prior to every trip.

Bag Rooms

There are designated flight bag/crew bag storage areas in each base crew room. Depending on the crew lounge, some of the bag rooms may be secured behind a lock. You can obtain the code for the bag rooms from the base Chief Pilot's Office. Always lock your flight bag and remove all valuables before leaving it in the storage area.

Weather Rooms

Weather Rooms are located in hub airports. Some weather rooms are located within the crew rooms and some are at satellite locations in the terminals. The weather rooms in IAH/CLE also handle required international documents for Mexico and Canada. EWR international documents are sent to the gates.

Most weather rooms and/or crew rooms also stock ATIS cards and paper weight and balance manifests. For weather information, the WSI weather link is located on the XJT Flight Ops web page under the Flight Planning Tab. All crew room computers allow access to weather web sites for planning and review.

EWR Weather Rooms		CLE Weather Rooms		IAH Weather Rooms	
Terminal A	(973) 681-3130	Concourse D	(216) 501-5986	Terminal B	(281) 553-4068
Terminal C1, Gate 91	(973) 681-3201				
Terminal C2, Gate 105	(973) 681-3213	Concourse C	(216) 501-5966		
Terminal C3, Intl. Departures	(973) 681-0107				

Wireless Internet Access

For your convenience, wireless Internet access is available in the crew rooms. Please surf responsibly and maintain an appropriate workplace environment for everyone. All ExpressJet crew rooms have a common password: flysafe2015

Crew Report/Duty-In

CRJ Only: Crewmembers must duty-in at a crew lounge computer no later than the duty-in time located at the top of the pairing. If you are slightly late to work, there is a ten-minute grace period where you still may check in. After that, you may only check in by contacting Crew Scheduling. If you are running late to work, either in traffic or because of commuting, it is best to notify Crew Scheduling as soon as it is apparent that you may not make your duty-in time. Refer to the Flight Operations manual, section 2-3.1, *Reporting for Duty*, for more information.

ERJ Only: No check-in is necessary, but crewmembers are expected to be on time. If you are unable to locate a crewmember at least 30 minutes prior to scheduled departure time, contact the Crew Coordinator and/or Crew Scheduling so that they can assist you in locating/replacing the missing crewmember. Crew Coordinators can readily facilitate

communication between the first officer and captain regarding paperwork/dispatch release issues, potential ground delays/cancellations, as well as informing you of the whereabouts of the other crewmember. Refer to the Flight Operations manual, section 2-3.1, *Reporting for Duty*, for more information.

FAA Medical Renewal

Crewmembers' FAA medical certificates must be renewed by the 20th day of the month they expire (Reference FOM 10-1.4, *Medical Certificate Documentation*). As a reminder, you will either receive a company email message or a letter in your V-file reminding you that your medical certificate is due for renewal. However, it is the crewmember's responsibility to scan or fax in the new certificate and submit via xjt.com by the 20th of the expiration month.

To enter your new medical information on xjt.com, navigate to *Crewmember > Pilot Data > Medical Certificate*. You must scan your medical certificate and send it to Crew Records electronically. Although scanning in the medical certificate is preferred, it is acceptable to fax the medical certificate if the data is entered into xjt.com first. If you do not have a scanner at home, there is at least one scanner is available in every domicile. Ask the CPO for more information about submitting your documents. Refer to FOM 10-1.6, *Updating Pilot Records*, for more information.

Company ID Badge

ExpressJet Airlines issues picture identification badges to all ExpressJet employees. Employees should recognize that the issuance and maintenance of these badges is governed by federal regulations (for more information, refer to the Flight Operations Manual). The badging office is located in the ATL general offices at 100 Hartsfield Centre Plaza, Suite 700, Atlanta, GA 30354. When your badge expires, you can obtain your new badge from your base CPO.

Security Identification Display Areas (SIDA)

Please remember to display your ID Badge in all SIDA areas on your outermost garment above waist level. This includes the crew rooms and when performing pre-flight and post-flight aircraft inspections. During the winter months, ensure your ID badge is clearly visible on the outside of your jacket/coat.

If you were issued a SIDA badge for your domicile airport, the SIDA badge must be clearly visible on your outermost garment. Although there is no need to display both the SIDA badge and the company ID badge, the SIDA badge must be displayed at all times within the SIDA.

TSA and Security Checkpoints

Most airports have a designated crewmember and/or employee line. Please remember you are required to display your ID Badge when passing through the airport security checkpoints. When presenting your ID, you may be required to remove the badge from any plastic holder or lanyard/clip for inspection. Uniformed crewmembers are exempt from random continuous screening and advanced imaging technology screening (body scanner machines). Any alarm of the crewmember's person or accessible property must still be

resolved and additional screening will be necessary. Crewmembers are allowed three unsuccessful attempts through the magnetometers (metal detectors) before the TSA agents will complete a pat down. To expedite screening, remove any metal objects before entering security.

In accordance with TSA guidelines, uniformed crewmembers (whether or not they are assigned to a flight), or crewmembers not in uniform traveling on official business (such as: training, or repositioning an aircraft at the request of the aircraft operator), may have more than one bag and one personal item when accessing the sterile area. However, many TSA personnel are not knowledgeable when it comes to this exception and may try to prevent you from bringing more than one bag and one personal item through the security checkpoint if you are not in uniform. Politely ask for a supervisor and refer them to the TSA Guidelines regarding Accessible Property and exceptions for crewmembers. If you still have an issue, contact your CPO and the Security Committee as soon as possible with all the details (date, time, pairing number, airport, TSA Supervisor and/or TSA employee(s) names). Since this is a common problem, it might just be easier for your commute to travel in uniform, rather than being delayed at a security checkpoint.

The TSA has set limitations on carry-on bags containing liquids and/or gels. If you are not in uniform, you are subject to the same restrictions as the traveling public (no more than 3 oz. per item in a quart-sized, zippered plastic bag removed from luggage and screened separately.)

Although a flight crew ID badge is usually sufficient to be allowed through security, if you regularly commute from an airport not served by ExpressJet or our mainline partners, the TSA may require a boarding pass to clear security. Even if you may be planning on checking in for the jumpseat at the gate, to satisfy TSA regulations you may be required to obtain a gate pass (standby boarding pass) from the airline ticket counter prior to entering the screening area. This varies from airport to airport, so become familiar with your airport's requirements. If unsure, it might be best to check in with the airline's ticket counter and obtain a gate pass anyway, in order to avoid delays at the security checkpoint. See the Jumpseat Section for more information.

Known Crewmember

Known Crewmember is a joint industry, ALPA, and TSA effort to provide expedited screening for crewmembers in uniform at certain airports. ExpressJet pilots are able to use the Known Crewmember checkpoints.

To utilize the Known Crewmember checkpoint, pilots must present two forms of identification: the company ID badge and another government issued ID (driver's license or passport). The TSA screener will verify your identity through the CASS system. Pilots may still be subject to random, physical screening as a check and balance for the expedited screening system. You may not escort any other person while accessing the Known Crewmember checkpoint. Additionally, you are only permitted to bring your own personal carry-on items when using the expedited screening.

Current participating airports and locations are published on <http://www.knowncrewmember.org/> as well as on the ALPA App for your Smartphone.

If you have any difficulties clearing the security portal, or have feedback, contact your MEC Security Committee.

Passport

Crewmembers must have a valid passport in their possession at all times while on duty. Passport renewal can be a lengthy process so utilizing expedited processing is encouraged. If your passport will expire within the next 6 months, reference the FOM 10-1.5, *Passports*, for renewal instructions. Please remember your passport is a required document when jumpseating on certain airlines. Renew your passport at least six months in advance of expiration to avoid any difficulties with jumpseating. For further information regarding passports, go to <http://travel.state.gov/passport>. You are entitled to reimbursement for any fees related to renewing a passport. See the Flight Operations Manual or the CPO for more information.

To enter your new passport information on xjt.com, navigate to *Crewmember > Pilot Data > Passport Update*. You must scan your passport and submit it to Crew Records electronically. No faxes or copies will be accepted. There is at least one scanner in every domicile to process the documents.

If your passport is lost or stolen, you will not be eligible for international travel. Notify the CPO and Scheduling that your passport is missing and your schedule will be adjusted accordingly.

Commuting

If you plan on commuting during training or IOE, it is important to be conservative on your planning. Check flight loads often, and do not hesitate to come in a day early to guarantee that you will be in a position to start your trip.

As you decide how to best commute for your trips, there are several resources that can assist you. As always, your Pilot Mentor is available for help and advice. The Jumpseat Section of this manual also has information about the ins and outs of commuting effectively. Also, every pilot, whether they currently commute or not, should review the Commuter Policy in the CBA. If you are on the CRJ, you will find it in Memorandum of Understanding (MOU) 75, and if you are on the ERJ it will be found in MOU 20. This new expanded Commuter Policy covers any sort of travel to work, whether it is by air or surface transportation.

For much more information on commuting to work, including explanations, strategies, and other tips, refer to the *Jumpseat and Pass Travel Guide* in this document.

Base Crew Coordinators

The Crew Coordinators perform a variety of tasks in order to facilitate communication and coordination amongst Flight Operations, Airport Operations, Chief Pilot's Office, SOCC, and flight crewmembers.

Crew Coordinator duties include:

- Maintain an open line of communication between OCC, flight crews, local airport personnel, the Chief Pilot's office and In-flight. Monitor all flights through the hub and communicate any crew related issues to those individuals and/or departments with an operational "need-to-know".
- Assist OCC with the rescheduling process during irregular operations, while at the same time keeping all parties informed of the impact of said rescheduling. Oversee SWAP (Severe Warning Action Plan) operations in the capacity of the SWAP Coordinator as outlined in the FOM and the In-flight Manual.
- Meet flights at the gate to give crewmembers messages of revised schedules.
- Research and follow-up on Flight Operations/In-flight delays. Schedule ramp shuttle van as needed during irregular operations.
- Oversee the assignment of airport standby and ARC (Airport Ready Crew).

Probationary First Officer Evaluation Report

During the probationary year of a new-hire pilot, the company requests feedback on the pilot's progression via a First Officer Evaluation/Effectiveness Report. These forms are an important tool in evaluating new first officers at the company, as well as counseling them in any areas deemed necessary. Additionally, Flight Training and Flight Standards use the feedback received by these forms to monitor and refine the initial training.

At the end of each trip, a probationary first officer should ask the captain to complete an evaluation form. The captain should be objective while filling out the form, and provide comments regarding strengths and weaknesses to effectively evaluate performance. In addition, the captain should discuss his report with the first officer.

ERJ Only: The First Officer Effectiveness Report is found on xjt.com. Navigate to *Crewmember ERJ > Submit FOER*.

CRJ Only: The First Officer Evaluation Report is a paper form available in PDF format on xjt.com. Navigate to *Documents > Forms > Flight Operations Forms*. Then, download and print the First Officer Evaluation Report.

Carry around several of these forms in your flight bag, and hand them out to captains you fly with for feedback. These forms will be reviewed during your Chief Pilot Probationary Interviews.

Manual Currency

Pilots are responsible for maintaining all manuals and company materials. Prior to initiating a pairing, pilots are expected to review the “Manual Currency Sheet” found on xjt.com to ensure all their Jeppesen and required company documents are current. Additionally, manual bulletins must be inserted into the appropriate manuals prior to the start of a pairing.

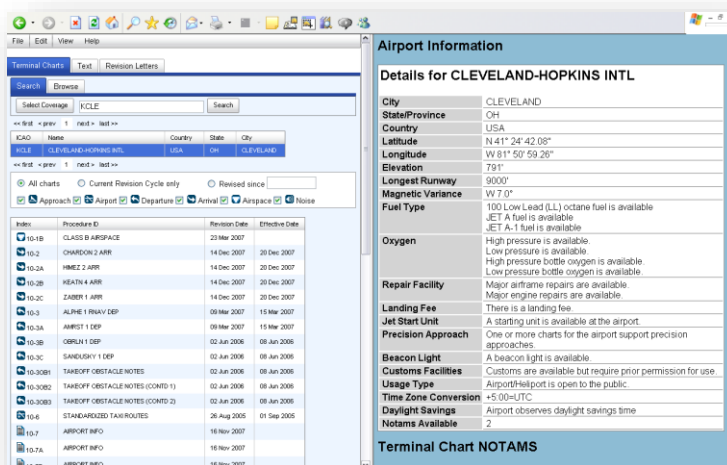
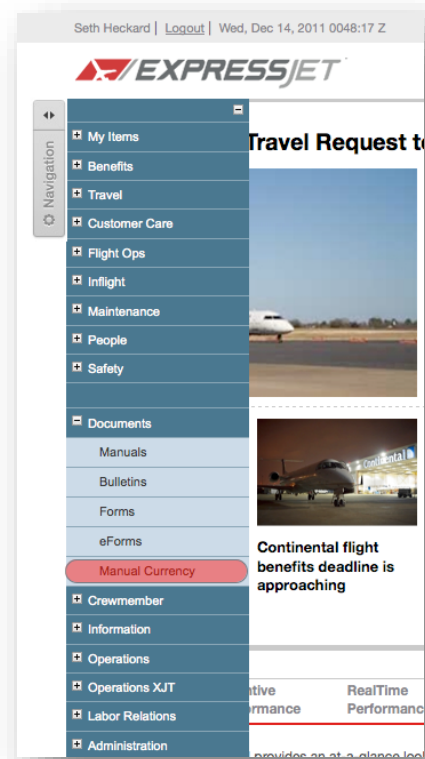
ERJ Only: Only captains are required to carry LO Enroute Charts. Therefore, two different revision envelopes are prepared for ExpressJet pilots: The Captain Route Manual (TBTA01) and the First Officer Route Manual (TBTA02). Captain’s Jeppesen revisions are in a plain, white envelope; first officer envelopes are white with a yellow border. The content list for the coverage is available via the Jeppesen e-Link online at www.jeppesen.com.

Jeppesen Charts

Pilots have access to the online Jeppesen Airway Manual. This service is useful for printing charts that may be missing or torn, or reviewing the charts of airports at home. Although the information contained in the online Jeppesen e-Link is the same, the method of accessing the information is different depending on aircraft type. After logging in, select “Chart Services” to view all Jepp pages, Chart NOTAMs and Revision Letters. HI/LO Enroute Charts are not currently available via e-Link. For proper sizing of charts, select two documents per page, regardless of how many pages you are printing.

CRJ Only: Navigate to xjt.com, then select *Operations > Jeppesen Charts*. Click “Agree” on the following page. This will load the Jeppesen e-Link application.

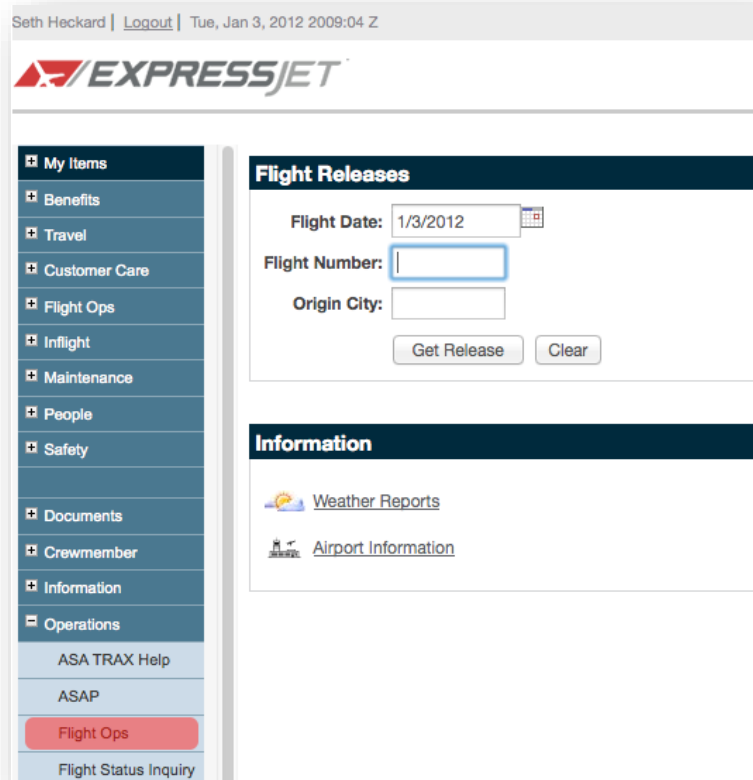
ERJ Only: Navigate to www.jeppesen.com and login with the username *ExpressJetPilot* and the password *Express1*.



CRJ Pre-Departure Paperwork

While flying a Delta trip, the gate agent will normally deliver the dispatch release and weather packet.

On a United trip, the flight crew will need to print the dispatch release by going on xjt.com > *Operations* > *Flight Ops*, and inputting the flight number and departure city. You may also locate your flight release by locating your flight on the flow board, clicking on the flight number, then selecting the “Release” button on the pop-up screen. Remember that the ACARS can be used to print releases as necessary. To do so, while initializing the ACARS, toggle the “Need Release” option to Yes.



The screenshot shows the ExpressJet website interface. At the top, it displays the user name 'Seth Heckard', a 'Logout' link, and the date/time 'Tue, Jan 3, 2012 2009:04 Z'. Below this is the ExpressJet logo. A left-hand navigation menu lists various categories: My Items, Benefits, Travel, Customer Care, Flight Ops, Inflight, Maintenance, People, Safety, Documents, Crewmember, Information, and Operations. The 'Flight Ops' item is highlighted in red. Below the menu are links for 'ASA TRAX Help', 'ASAP', and 'Flight Status Inquiry'. The main content area is titled 'Flight Releases' and contains three input fields: 'Flight Date' (set to 1/3/2012), 'Flight Number' (empty), and 'Origin City' (empty). Below these fields are 'Get Release' and 'Clear' buttons. A section titled 'Information' at the bottom of the main area contains links for 'Weather Reports' and 'Airport Information'.

ERJ Pre-Departure Paperwork

The Flight Ops Request page on the xjt.com website allows easy access to all the information necessary for the review and printing of preflight planning and required documents. Generally, captains are responsible for obtaining the pre-departure paperwork.

xjt.com allows pilots to access preflight paperwork including METARs, TAFs, NOTAMs and weather package products. When Internet access is not available, FOMS/SONIC may be used. International and ferry flights require additional documents that must be obtained from other sources such as gate/weather room agents and operations (General Declarations, Ferry Permit, etc.) and cannot be obtained via self-retrieval methods. Refer to the Flight Operations Manual, section 4-8.5, *Flight Departure Package*, for more information.

In order of preference, pilots may access flight departure packages in the following ways:

1. xjt.com *Operations (XJT)* > *Flight Ops* Request Page
2. <http://paperwork.xjt.com> (ERJ only)
3. FOMS Quick Keys flight departure package request (Flight #, Hit F1)
4. FOMS standard flight departure package request

5. Request a flight departure package from a gate/weather room agent
6. A flight departure package from OCC via fax
7. Verbal release

FOMS Quick Key (UAX only)

A FOMS Quick Keys flight departure request is available to retrieve paperwork in hubs only via green-screen terminals. The F12 key toggles between SONIC and FOMS on green screen terminals. Paperwork may be printed using only five keystrokes. Type the 4-digit flight number and press the F1 key on the keyboard. The entire flight departure package will automatically print on the associated printer. IAH Hardstand printers (Gates 84A-84T) also have this capability. As of October 2008, only the IAH Hub has the FOMS Quick-Key functionality. CLE and EWR will be added soon.

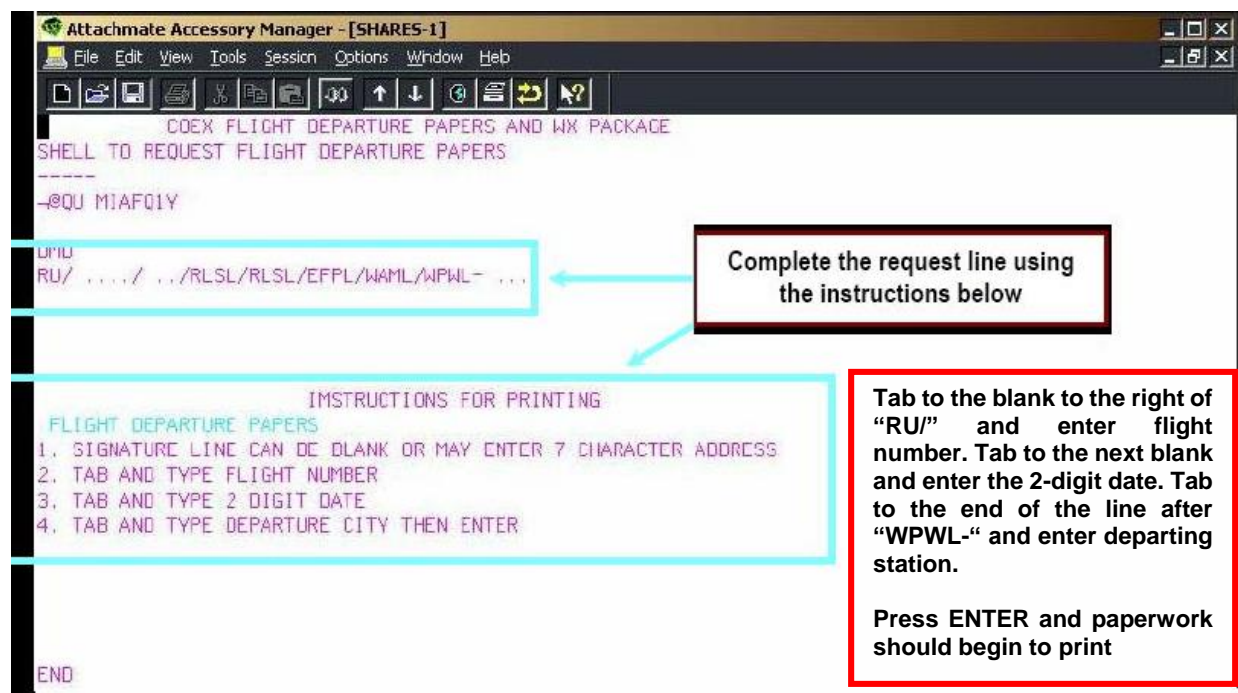
FOMS Hub Self-Service Terminals (UAX only)

If the FOMS Quick Key is not operational, you may also print paperwork by toggling to FOMS by depressing the F12 key and entering: **JDFPRU/2112** (Flight number represented by 2112). Tab to the printer address area and enter the associated printer address (printer address should be posted near terminal).

FOMS Standard Flight Departure Package Request (UAX only)

The FOMS entry for printing a complete flight departure request on green screen terminals is: **JXXSSOP COXFDP**. This query retrieves a request page (shell). Complete the request line (upper boxed area) by entering the information requested by the INSTRUCTIONS FOR PRINTING (lower boxed area). For example, a request for a FOMS standard flight departure request for Flight 2112 departing IAH on the 24th of December would be:

RU/2112/24/RLSL/RLSL/EFPL/WAML/WPWL-IAH



International Documents

Overview

Information provided in this section is for overview and familiarization purposes only. The most complete and current information on international operations/documents (including examples of required forms) is always found in the Flight Operations Manual, section 11, and any applicable bulletins or revisions. All crewmembers must have a valid passport and pilots are required to carry all required licenses (including Radio Telephone Operator Permit) while on duty.

Although gate agents and Flight Attendants handle much of the information and documentation required for international operations, captains are ultimately responsible for the disposition of all international paperwork. Crewmembers should remain together when clearing customs. Each crewmember must present their individual Crew Member Declaration and/or other forms as required when clearing Customs.

General Declaration

The General Declaration (Gen Dec) lists specific information about the aircraft, crew and passengers. This form is a declaration made by ExpressJet pertaining to the flight routing, total customers and health condition of customers on board. In most cases, the Gen Dec forms are transmitted electronically without crew input.

The most current information about international forms is best found in the Section 11 of the Flight Operations Manual. In some cases, seven copies of the form are required when departing the U.S., and four copies of the form are required when returning to the U.S. Only one copy of the form is required when entering the U.S. when pre-clearing Customs before arrival in the U.S. The captain must verify the presence of a sufficient number of General Declarations and other required documents *before* departure and ensure the accuracy of the information presented on these forms prior to arrival. Failure to comply with required international requirements will result in a fine per occurrence.

For tips on filling out the General Declaration, refer to the Flight Operations Manual section 11-1.3, *Forms*.

Crew Member Declaration

The Crew Member Declaration must be completed by each crewmember listed on the General Declaration upon arrival into the United States. Each crewmember presents their own form to the Customs agent, who will stamp the form with seal. The form is then given to the U.S. Customs agent upon clearing Customs. Refer to the Flight Operations Manual section 11-1.4, *Crew Declaration*, for more information.

Canadian Customs Pre-Clearance Stations

City	U.S. Customs Pre-Clearance
YHZ	Yes
YOW	Yes
YQB	No
YQM	No
YUL	Yes
YYT	No
YYZ	Yes

FAR 117

Part 117 began on January 4, 2014 and included the first revision of the flight limitation regulations in 60 years. This new rule introduces several new concepts such as Flight Duty Period (FDP). Flight Crews need to watch their Flight Time (Table A), Duty Time, and Flight Duty Periods (Table B).

Table (Table A)	
Time of Report	Maximum Flight Time (hours)
0000-0459	8
0500-1959	9
2000-2359	8

Scheduled time of start (Domicile Time Zone)	Maximum Flight Duty Period (hours) for line holders based on number of flight segments (Table B)						
	1	2	3	4	5	6	7+
0000-0359	9	9	9	9	9	9	9
0400-0459	10	10	10	10	9	9	9
0500-0559	12	12	12	12	11.5	11	10.5
0600-0659	13	13	12	12	11.5	11	10.5
0700-1159	14	14	13	13	12.5	12	11.5
1200-1259	13	13	13	13	12.5	12	11.5
1300-1659	12	12	12	12	11.5	11	10.5
1700-2159	12	12	11	11	10	9	9
2200-2259	11	11	10	10	9	9	9
2300-2359	10	10	10	9	9	9	9

Write XJTScheduling@alpa.org for any questions regarding FAR 117 and your schedule. The email address above is staffed by a combination of Scheduling Committee and Contract Enforcement Committee volunteers. Please include your employee number, base and seat in your emails to help ensure a prompt reply.

Hotels

XJT Hotel Guide and Hotel Apps

The XJT Hotels Guide (www.xjthotels.com) as well as the Android and Apple apps allow you to access all our hotel information. You can call hotel numbers directly from the app using your Smartphone, which is quite handy when arriving for the overnight to ensure the van is on its way. XJT Hotels includes the hotel name, address, phone number, internet availability, transportation notes, discounts and other available amenities. If pilots comment on the hotel, then you can see their 1 to 5 star ratings plus any recommendations for recreation or places to eat.

If you haven't registered yet, it is easy to do. Go to the website www.xjthotels.com or within the mobile apps and select Register - Pilot. Flight Attendants may also register, though are unable to comment or rate the hotels. Registration data is up to date with the latest seniority lists.

There are three ways you can help:

- Hotel Comments – These are comments that you would like to share with the rest of the pilot group such as recreation around the hotel, best places to eat, or general comments about the hotel itself. You also have the ability to rate the hotel on a 5 star scale.
- XJT Hotels Correction Report – If hotel information within XJTHotels is incorrect, then click SEND CORRECTION REPORT from the app or website to help us ensure the hotel data is up-to-date.
- Reporting Long Waits for Transportation or Poor Service – If you have problems with hotel vans or the hotel itself, this needs to be emailed to the Hotel Committee at XJTHotel@alpa.org or via the [hotel feedback form](#)

Hotel Committee Mission Statement

The Hotel Committee's goal is to ensure our fellow crewmembers' overnight experiences are safe, comfortable, enjoyable and hassle-free. We continually work with the Company to address opportunities for improvement where they exist. This Hotel Guide was created to provide an easy-to-use reference resource. Although we make every effort to keep the guide up-to-date and current, hotels and information may change.

List of Overnight Hotels

CRJ Only: A list of overnight hotels can be found on xjt.com at *Crewmember > Accommodations*.

Your input and feedback are important to the Committee. Please post any questions or complaints regarding your overnights/hotels on the website at <http://www.ourasa.net/>. Positive comments are also needed and welcome.

ERJ Only: An online hotel guide is available at www.xjthotels.com. Log into <http://expressjet.alpa.org> and click on HOTEL GUIDE to access username and password information. Android and iOS apps are also available to access this guide.

Your input and feedback are important to the Committee. Please email the Hotel Committee at XJTHotel@alpa.org or fill out a Hotel Feedback Form on <http://expressjet.alpa.org> with any questions or complaints regarding your overnights/hotels. Positive comments are also needed and welcome.

Hotel Selection Process

The hotel selection process falls into two categories: new hotel/new market, or hotel change and re-bid. In both cases the process starts with our hotel vendor, Accommodations Plus International (API). When there is a need for a new or different hotel, we ask API to find hotels that might be interested in our business. API submits a request for proposal (RFP) to hotels in the designated city. We ask the hotels to describe their property, amenities, and quote their price. Criteria used for hotel selection include security, cleanliness, distance from airport, availability of alternate food service, and cost. While 10-15 hotels may be contacted, usually only 3 or 4 respond. Typically, many hotels are not interested in airline crew business. For layovers of 16 hours or more (CRJ)/15 hours or more (ERJ), we attempt to contract with hotels in downtown locations, or hotels that offer additional attractions, services, or facilities.

Upon receiving the proposals, we eliminate hotels that do not fit our requirements and schedule inspection visits for the remaining candidates. Hotel Committee members travel to the hotels and complete a hotel inspection checklist. We inspect the hotels for location, cleanliness, safety, amenities, and area attractions. We also attempt to negotiate additional amenities such as free Internet access, food discounts, and check-cashing services.

After the hotel inspections are complete, we compare our notes and determine which hotel would work best. The Hotel Committee utilizes our own experience as line pilots and feedback from the pilot membership to determine the most suitable hotel selection. We submit our recommendations to the Company, and in most cases, the Company approves our recommendation. Please see Section 5 (CRJ)/Section 4 (ERJ) of the Collective Bargaining Agreement for more information regarding hotels.

Professionalism

As professional airline pilots, please remember our professionalism does not end at the completion of the duty day, but extends to our overnights as well. Part of the Hotel Committee's job is resolving pilot complaints regarding hotels/overnights and ensuring the needs of our crewmembers are met. Regrettably, another aspect of our job is responding to complaints from hotel staff and managers concerning inappropriate or unprofessional behavior on the part of ExpressJet crewmembers. Remember, you not only represent yourself, but the entire pilot group and Company while on an overnight. Good hotels can, and do, cancel contracts due to inappropriate behavior on the part of our crewmembers.

Be mindful of your conversation in public areas while in uniform (van ride, lobby, etc.). Do not “talk shop” or discuss personal issues on the van ride or within earshot of the public (including the van driver) while in uniform. You may inadvertently risk your own personal safety, or reveal Company security-sensitive information. If you encounter a problem with a hotel that you cannot resolve in a calm, professional manner, please file a complaint with the Hotel Committee:

<http://www.ourasa.net> (CRJ Only)

<http://expressjet.alpa.org> > *Forms* > *Hotel Feedback* (ERJ Only).

We take *every* complaint seriously and will work to resolve the problem as quickly as possible. If there is a need to file a complaint that is time-sensitive or safety-related, file a RIF to inform the company as well.

Importance of Resolving Problems When They Happen

When you encounter a problem at a hotel, please attempt to resolve the situation with the hotel staff in a *professional manner*. For example, if you are given a room with inoperative heat or air conditioning, or next to a noisy ice machine, first attempt to address the issue with the hotel staff. It is perfectly acceptable to politely ask for a different room. Addressing the issue on the night of your stay is the most effective way to handle difficulties. If you are unable to resolve the problem, please inform the Hotel Committee. Be assured we do contact the hotels when problems occur, but addressing the issue immediately usually results in the best outcome.

Hotel Changes

Due to software limitations, some last minute hotel changes that occur many not show up on your pairing. We recommend you check xjt.com messages frequently for any hotel changes that may affect your trip. If in doubt of which hotel you will be staying at, contact Crew Scheduling.

Hotel Contract Provisions/Amenities

See Section 5 (CRJ Only)/Section 4 (ERJ Only) of the Collective Bargaining Agreement (CBA) for specific information regarding hotels. All hotels are required to provide working crewmembers with a room upon arrival, even if they have not received a reservation authorization/fax from the Company or API. If the front desk tells you they cannot give you a room because they have not received a fax, politely remind them of this policy. If they still refuse to issue room keys, please contact Crew Scheduling and inform the Hotel Committee at:

<http://www.ourasa.net> (CRJ Only)

XJTHotel@alpa.org (ERJ Only)

Depending on the equipment you operate, the hotel standards are slightly different. Generally, crews receive free calls in the room for toll-free and local numbers, although the phones in the room may not always be activated for outside calls. If that is the case and you need to make a call, arrange with the front desk. Also, hotels will either have a restaurant

on property or will offer transportation to a local restaurant. Typically the hotel shuttle will provide transportation within a few miles of the hotel, subject to availability.

Hotels will provide transportation to and from the airport, or contract with a taxi or limo service. If the hotel transportation is not provided within 30 minutes after block-in (15 minutes after duty-out), the Company will reimburse the crew for the cost of a taxi to the hotel. An original receipt is required for reimbursement. Additionally, crews are not required to provide a credit card at check-in. We attempt to negotiate additional amenities with each hotel, including food discounts, free in-room Internet, and check cashing services. These amenities are usually part of the actual, individual hotel contract, however each hotel is different.

Credit Card Charges

You are not required to provide a credit card at check-in to receive room keys or cover incidentals guaranteed by the CBA (currently only local phone calls). In some cases previously, crewmembers have provided a credit card in the past and have mistakenly been charged for the room. We suggest you safeguard your credit card and do not provide one upon check-in. If a hotel requires a credit card prior to check-in, such as during an unscheduled overnight at a hotel we do not have a contract with, contact Crew Scheduling for further instructions.

If you elect to charge room service, in-room movies, Internet access fees, or any other incidental (other than local phone calls) you should settle the bill prior to checking out. If you elect to provide a credit card to cover these incidentals, please be sure to obtain an invoice upon checkout that shows you have paid for these incidentals and reflects a zero balance. Not only will this serve as proof that you have settled your bill, it will protect you in case any additional charges appear on your credit card bill.

Payment for Incidentals

Please ensure to pay for all your incidental charges at checkout. If your bill is not paid the Hotel Committee will be notified and we will promptly contact you regarding payment. If you still do not provide payment, your Chief Pilot's Office will contact you reminding you to pay your bill. If payment is still not received, the amount will be deducted from your paycheck. Refer to the Flight Operations Manual, section 10-4.2, *Room Charges*, for more information.

Hotel Smoking Policies

Most hotels are becoming 100% smoke-free and charge a fee upwards of \$200 if they determine you have smoked in your non-smoking room. Our contracts with the hotels are for non-smoking rooms only. If you are a smoker, be sure to request a smoking room. If the hotel is smoke-free, or there are no smoking rooms available, you may only use designated smoking areas (usually outside).

If your non-smoking room smells like cigarette smoke, or you believe someone has smoked in your room, immediately contact the front desk to notify them and ask for a different room. To avoid a potential fine, do not delay changing hotel rooms. If obtaining a new room

is not possible, it may be advisable to get something in writing from the hotel that states the hotel agrees the room was smoked in prior to your arrival and that you will not be held liable for the fee.

Security/Safety

Crewmember personal safety and security on overnights is one of our primary concerns. At the end of a long day, it is easy to forget that crewmembers (especially in uniform) can be targeted while on overnights. Do not “talk shop” or discuss personal information on the van ride or in public areas. You may inadvertently risk your personal safety, or reveal security-sensitive information.

Upon arrival at the hotel, ensure none of your bags/personal belongings are missing. Do not leave your bags unattended for any reason. Do not openly discuss your room assignments in the lobby. Avoid using cash during your stay. Do not use your ATM or debit card to establish credit at a hotel. If you must pay for incidentals at the hotel (those not covered by our contract), use cash or a credit card. Most major credit cards offer some sort of fraud protection and have additional security features. Be sure to obtain an invoice upon checkout that shows a zero balance to avoid unauthorized charges to your credit card.

Crewmembers should remain together until all are safely in their rooms. It is advisable for one crewmember to wait outside while the other searches the room. Check all windows, doors, behind furniture, under the bed and in closets. Once the room check is complete and you are safely inside, use all available locks provided. If a lock is broken or not operating properly, do not accept the room. Notify hotel management immediately and advise the other crewmembers you are changing rooms.

Once inside your room, never open your door to admit hotel employees or food delivery vendors without checking their identity first with the front desk. Most hotel chains do not allow vendors to go directly to a guest’s hotel room, so if you ordered food you will be required to meet the vendor at the front desk. If you are not expecting visitors and a stranger knocks on your door, do not open it! Call the front desk and advise them of the situation. Hotel invaders have been known to pose as room service, housekeeping and even hotel security. Hotel employees wear nametags, and you can always contact the front desk to confirm if somebody was sent to your room.

If you choose to leave the hotel during the layover, be aware of your surroundings at all times. Plan your route ahead of time and utilize the front desk or concierge for directions and recommendations. Make every attempt to travel together as a group. If there are other crewmembers that you know at the hotel, you may elect to travel with them instead of traveling alone. If you must travel alone, be sure to let the other crewmembers know when you are leaving and when you plan to return. You may elect to exchange telephone numbers with the other crewmembers in case there is a problem. Consider calling one of your crewmembers to let them know you have safely returned to your hotel room.

When leaving your room, leave your lights on and TV turned on. Make sure the same channel is on when you return. Do not advertise that you are a flight crew at a restaurant or

bar. Do not “talk shop” in public areas or where others can overhear. Do not reveal your flight crew status to anyone you do not know. What could seem like innocent conversation may actually be an attempt to target you for others intent on robbery or sexual assault when you are traveling back to your hotel or inside the hotel. Do not leave food or drinks unattended.

Beware of pickpockets who often have an accomplice who will jostle you, ask for directions, or otherwise distract you. Make a note of emergency phone numbers when leaving the hotel (other crewmembers, hotel, police, local U.S. Consulate, and OCC international toll free number (011) 800-617-9834). Refer to the Flight Operations Manual and the International Section of this guide for more information.

Your physical safety and security are of the utmost importance. If you are provided a hotel during irregular operations that you believe to be insecure, unsafe, or unclean, especially if it is not used regularly by our airline, please do not accept the hotel. If you can return to the airport in the transportation provided, please do so and contact Crew Scheduling, your Chief Pilot and the Hotel Hotline (866) 958-9581, as soon as possible. Inform them (or leave a message), that you cannot accept the hotel due to concerns about your safety. Also provide any rest requirement information and flights that may be impacted or interrupted until you are provided with a safe hotel. These procedures are for genuine, safety-related situations only. Please contact the Hotel Committee with the details as soon as possible. In addition, email the XJT ALPA Security Committee.

Hotel Transportation

Hotels are required to provide transportation for flight crews between the airport and the hotel property. Some hotels use their own personnel and vans to provide transportation, and sometimes hotels contract with transportation services to provide this service. The company publishes a document with all airport pickup locations on Flica (CRJ only). In addition, if there are no suitable eating facilities at the hotel, transportation will be provided between the hotel and an eating facility. If transportation to a hotel is not available 30 minutes after block-in (15 minutes after duty-out), the Company will reimburse the crew for a taxi to the hotel (original receipts required). Refer to the Flight Operations Manual, section 10-4.1, *Ground Transportation*, for more information.

There are several steps you can take to ensure a speedy pick-up and limit the wait time for a hotel van or transportation service:

1. Send an ETA update via ACARS, dispatch, or operations as soon as you know your flight will be significantly early or late. This updates the flight information online that some hotels monitor. Using ACARS to request an arrival gate does not update the arrival time, and requests for operations to contact the hotel are rarely followed.
2. Call the hotel immediately after securing the aircraft!
3. Note your block-in time. If the hotel van has not arrived at the block-in plus 30-minute mark, take a cab. Keep your original receipt and submit to the CPO for reimbursement.

Hotel Shuttle Schedules

When checking in to the hotel, the captain should inform the crew of the departure time for the next day. Some hotels may have the departure time already filled in on the hotel sign-in sheet, especially if their transportation runs on a set schedule or a contract limo/taxi company is used. If the hotel shuttle runs “on demand,” the captain should account for a reasonable amount to travel time to allow the crew to reach the departure gate at the duty-in time. Factors such as traffic, distance to the airport, rest requirements, and any expected delays in clearing security or customs should be considered. Check with the front desk to make sure the shuttle will be available at the requested time.

Remember that many hotels host more than one airline. Especially for early morning departures, there may be other crews departing at the same time. Try to be in the lobby a few minutes before the departure time to allow the shuttle to leave on schedule.

There are some circumstances when the time the hotel wants the crew to depart may not match your schedule. For example, if you have arrived late and need to depart later the next morning to receive required rest, the hotel may not be aware of your need for a later checkout. Try to resolve the difference with the front desk, but if necessary, contact Crew Scheduling or your chief pilot to arrange for alternate transport. Additionally, notify the Hotel Committee of the discrepancy so it can be investigated.

Irregular Operations

In times of severe weather, irregular operations can occur. In the past, this has resulted in a lack of hotel room availability in the hubs affected. When this occurs, API attempts to find acceptable alternate hotels in the hub cities to accommodate our flight crews. In the past, API has chosen hotels during irregular operations that do not meet the required standards.

ExpressJet and the Hotel Committee have agreed that hotels used during irregular operations must be AAA-Rated 3 Star (3-Diamond) or better and must have nighttime security in place. Please remember these hotels may not have had airline crews as guests in the past and therefore may not understand or be familiar with our policies. They may ask for a credit card upon check-in, or refuse to turn on your room phone for local calls. Nevertheless, you are never required to provide a credit card upon checking in. If you are asked to do so, politely decline and ask the front desk to contact API for further clarification regarding this policy. Refer to the Flight Operations Manual, section 10-4.1, *Unscheduled Layovers*, for more information. Also if the hotel requests a copy of your Company ID, please decline and explain that it is against Company policy.

Your physical safety and security are of the utmost importance. If you are provided a hotel during irregular operations that you believe to be insecure, unsafe, or unclean, especially if it is not used regularly by our airline, please not accept the hotel. See the *Security/Safety* section for more information.

“TBD” Hotels

If any pairing includes a TBD Hotel, the actual hotel to be used must be included in the pairing information prior to commencement of the first leg of any pairing that includes a

layover. The hotel listed must be a hotel approved by the ASA/XJT ALPA Hotel Committee. Usually “TBD” hotels are found on pairings that did not originally contain an overnight, such as during irregular operations or as a reserve assignment.

To minimize delays after arriving at your layover destination, request the hotel details for your TBD overnight during the initial phone call to Crew Scheduling. It is accepted practice that the information for layover hotels should be available prior to the departure of the first leg of the pairing. If you have any difficulties with a TBD overnight, please contact your Hotel Committee.

Taxi/Expense Reimbursement

You may exercise your contractual right to take a taxi to the hotel if the hotel van/transportation has not arrived at the block-in plus 30-minute mark. In addition, any other approved expenses should be submitted for reimbursement. You may start the reimbursement process by filing an expense report on xjt.com. If you need assistance processing a reimbursement request, please contact your Chief Pilots’ Office. When your expense report is approved, you will receive an email and separate check will be generated and sent to you. Setting up direct deposit will expedite the reimbursement process.

Training Hotels and Travel

If you are due for a hotel room during initial, upgrade and recurrent training, Training Scheduling will create the reservation and contact you via company email. Additionally, any positive space travel will be booked at the same time. If you do not require either the hotel or positive space travel, let the training scheduler know so the reservation can be canceled.

The training hotel may or may not be the same as the crew overnight hotel in a given city, so double-check your information to make sure you are headed to the correct hotel. If you experience a problem with a hotel during training (cleanliness, transportation, etc.), please contact the Hotel Committee.

International Layovers

Special care should be taken during international layovers. Caution is advised during the transition from the gate to the overnight hotel. Always move from the gate area through customs and security screening together as a crew. Avoid getting separated from other crewmembers. Before getting into any vehicle, make certain you are boarding the correct one operated by an authorized driver. Discuss the route, and pickup time for the return trip. A crewmember should monitor baggage loading and the last crewmember to board the van/taxi should ensure the doors are locked. Do not discuss personal issues or “talk shop” during the van ride. You may inadvertently risk your personal safety/security or reveal security-sensitive information. See the Safety/Security section of the guide for more information. If you encounter a security problem or any other operating irregularity requiring immediate assistance, contact the local station operations and the Company immediately.

The ExpressJet Operational Control Center may be contacted by dialing the international toll-free number 011-800-617-9834.

Mexican Layovers

Please be advised there are special considerations when on an international layover in Mexico. Crewmembers may be required to complete the Mexico FMT Tourist Card in addition to the Mexico F.M.E. for Foreigners form when entering the country and clearing customs. Coordinate with local station agents regarding required documents. Failure to retain appropriate portions of required immigration forms for departure may result in imposition of penalties up to and including cancellation of the flight. Refer to the Flight Operations Manual for more information on Mexico Immigration Documentation.

In addition, please be aware Mexico station operations personnel may have inaccurate or outdated information regarding hotels and transportation. If you experience a hotel or transportation problem in Mexico, please ask to use the operations telephone to contact Crew Scheduling. All flights arriving in the U.S. from Mexico must clear U.S. Customs. In addition, crews may be required to reposition aircraft from an international gate to a domestic gate after clearing customs. International documents for Mexico will either be delivered by the gate agent or must be picked up by the crew before departure.

U.S. Embassy/Consulate Telephone Numbers – Mexico

U.S. Embassy/Consulate	Telephone	Email
U.S. Embassy–Mexico City	011-52-55-5080-2000	ccs@usembassy.net.mx
U.S. Consulate-Cabo San Lucas	011-52-624-143-3566	-----
U.S. Consulate-Ciudad Juarez	011-52-656-613-1655 011-52-656-265-8484	cdjamericancitizens@state.gov
U.S. Consulate-Guadalajara	52-33-3268-2273 52-33-3268-2145	acsgdl@state.gov
U.S. Consulate-Hermosillo	011-52-662-289-3500	hermoacs@state.gov
U.S. Consulate- Matamoros	011-52-868-812-4403 011-52-1-868-818-1507 044-868-818-1507 045-868-818-1507	-----
U.S. Consulate-Monterrey	011-52-81-8345-2120	-----
U.S. Consulate-Nuevo Laredo	011-52-867-714-3954 044-867-727-2797 01-867-727-2797 011-52-867-727-2797	NuevoLaredo-ACS@state.gov
U.S. Consulate-Puerto Vallarta	011-52-322-222-0069 33-3268-2145	consularagentpvr@prodigy.net.mx

Canadian Layovers

Some Canadian destinations provide U.S. Customs Clearance prior to leaving Canada. This means crews do not have to clear U.S. Customs upon arrival in the United States. International arrivals that must clear customs will depart/arrive in Terminal C (not terminal A) in Newark. International documents for Cleveland and Houston departures must be picked-up in the weather room(s). International documents for all other airports are delivered at the gates.

U.S. Embassy/Consulate Telephone Numbers – Canada

U.S. Embassy/Consulate	Telephone
U.S. Embassy – Ottawa	(613) 688-5335
U.S. Consulate – Vancouver	(604) 685-4311
U.S. Consulate – Calgary	(403) 266-8962
U.S. Consulate – Winnipeg	(204) 940-1800
U.S. Consulate – Toronto	(416) 595-6506 (416) 201-4100
U.S. Consulate – Montreal	(514) 398-9695 (514) 981-5059
U.S. Consulate – Quebec City	(418) 693-2095 (418) 693-2096
U.S. Consulate – Halifax	(902) 429-2480

Frequently Asked Questions (FAQ)

We have provided a list below of frequently asked questions and answers as provided by the Hotel Committee:

Q: Why does this hotel charge us for Internet access? I thought we were guaranteed free Internet access at every hotel?

A: Unfortunately, this is not true. If you review the Collective Bargaining Agreement, the only amenities we are guaranteed by the CBA are free local and toll-free calls, access to food – either at the hotel or in close proximity to the hotel and transportation. We attempt to negotiate other amenities with each individual hotel contract, such as free Internet, and are usually successful. Some hotels utilize a third party vendor for their Internet service and most that use a vendor are unable to provide free access.

Q: I asked for a smoking room and was denied. Isn't this against the contract?

A: Our requirement for hotels is to provide non-smoking rooms. If you are a smoker, please ask for a smoking room. Many hotels are able to accommodate your request. However, if you are told there are no smoking rooms available, you may have to step outside the hotel to smoke. Some of the national hotel chains are becoming 100% smoke-free and charge a hefty cleaning fee if you smoke in a designated, non-smoking room.

Q: We had to wait 45 minutes for a hotel van. Aren't the hotels required to be waiting for us at the curb?

A: The hotel contracts do specify a window for crew pickup and in most cases this is less than 20 minutes. Some hotels perform better than others in this area. If you wait 30 minutes or more after block-in, exercise your contractual right to take a taxi and get reimbursed by the Company for the expense. You must provide an original receipt to get reimbursed.

Q: During the van ride we passed at least four other hotels that would be much better. We should just switch to {insert hotel name}.

A: The process of selecting appropriate crew hotels is not as easy as just picking a desirable hotel. First, many hotels are not interested in accommodating airline crews. Keep in mind that airline crews are not typical hotel guests! We have certain requirements that must be met during every layover, and often we do not check in and check out at the normal times. Many hotels are just not interested in our business due to these special requirements. We cannot force hotels to accept our business. If you are familiar with the local area and know of a hotel that might be a better choice, pass on your feedback to the Hotel Committee for consideration.

Q: I was asked to provide a credit card upon check-in. I thought this was not a requirement?

A: Correct. Hotels should not ask for a credit card from crewmembers at check-in. Sometimes we make a hotel change or add a new hotel, or it could simply mean the desk clerk is a new employee and not familiar with our requirements. Politely point out this is not required and refer them to API for clarification regarding this provision.

Q: Is the van driver required to lift my bags into/out of the van?

A: No, but tips are not required either.

Q: I have a “TBD” notation next to where the hotel should be on my pairing. What does this mean?

A: Crew Scheduling as modified a pairing and created an overnight in a hub city. The “TBD” notation means “To Be Announced”. You are always entitled to receive the name of the hotel before the commencement of the first leg of any trip that has a TBD hotel layover listed. Do not wait until you arrive at the destination to obtain this information as to prevent delays in obtaining your hotel information. If you encounter any problems with obtaining hotel information on a TBD overnight, contact the Hotel Committee and/or the Contract Enforcement Committee.

Q: I was sent to the Holiday Inn in EWR for an unscheduled overnight due to weather. The front desk told me they did not have a reservation fax from the Company and would not issue me a room key until they received a fax. Is this acceptable?

A: No. The Company and API have repeatedly informed the Hotel Committee that all of our hotels have been instructed to provide working crewmembers with a hotel room, even if they have not yet received a reservation authorization fax. If the front desk tells you they cannot provide a room without the reservation fax, politely remind them of this policy. If they still refuse to issue room keys, contact Crew Scheduling and the Hotel Committee.

Q: The hotel restaurant would not provide a crew discount on our meal. Isn't this required in our contract?

A: No. Although we make every attempt to negotiate a food discount (most do provide a discount) not every hotel offers this.

Q: I was given a room right next to an ice machine. The noise kept me up all night.

A: If you determine that a room is unacceptable for such reasons as noise, broken locks, or inoperative air conditioning or heat, please politely notify the hotel staff the room is unacceptable and obtain another room. Most crews bring earplugs or a white noise machine to handle situations like this one.

Q: I bring food with me on each trip that requires refrigeration and a microwave. Aren't we supposed to have a refrigerator and microwave in every room?

A: No. Some hotels do provide this amenity, but it is not part of our hotel contract. Some hotels allow crews to store their food in a staff or break room refrigerator, but this is in no way universal.

Jumpseat and Pass Travel Guide

Introduction

One of the great benefits of the airline profession is the ability to commute to your domicile/base, while still living in a city of your choosing. In addition, pilots have the freedom to utilize jumpseat and pass travel privileges for personal travel as well. However, the free travel pilots enjoy also entails certain responsibilities. In addition, there are numerous, sometimes unwritten, protocols and procedures that govern use of the jumpseat. It is imperative that pilots who intend to jumpseat for commuting or personal travel become thoroughly familiar with Company policies and procedures regarding commuting and the use of the jumpseat (reference the Flight Operations Manual).

This Jumpseat Guide was designed primarily to assist new hire pilots with the process of jumpseating on ExpressJet Airlines, as well as provide some guidance for jumpseating on other airlines. In addition, new hires should ensure they understand the commuting pilot clause in the pilot contract (CRJ Fleet: MOU 75; ERJ Fleet: MOU 20) and other contractual requirements regarding commuting – especially during your probationary year. Although this guide was designed primarily for pilots who have not worked for an airline before, it contains information that would be helpful to seasoned line pilots as well.

Jumpseat Privileges – Not Rights!

First and foremost, travel using the jumpseat is a privilege – not a right! Many new airline pilots assume that use of the jumpseat is their “right.” This assumption and inappropriate behavior on the part of a single pilot has in the past caused the removal of the offending pilot’s airline from another carrier’s reciprocal jumpseat list. You should always display a courteous, patient and cooperative attitude when jumpseating. This is true from the minute you greet the gate agent until you thank the crew when deplaning the aircraft. Rude and inappropriate behavior is unacceptable. The captain always retains the right to refuse your jumpseat request. If you are unprofessional or ill mannered, you may not only be left behind, but jeopardize jumpseat privileges with that airline for the entire pilot group (see Jumpseat Etiquette).

Mission Statement

Most Part 121 Air Carriers have a jumpseat committee/coordinator, including ExpressJet. This committee is responsible for maintaining and revising our reciprocal jumpseat agreements with other carriers. The ASA/XJT Jumpseat Committee assists flight crewmembers with any jumpseat issues they may encounter. Open lines of communication are the key to our success. Please inform the committee if you encounter any problems that may arise while jumpseating. We would also like to hear about any positive experiences you may encounter. Please feel free to contact us via e-mail or telephone.

CRJ Only: To contact the Jumpseat Committee, either contact the ALPA MEC office at (404) 209-8566 and leave a message, or find the Jumpseat Committee Chair contact information on the MEC bulletin board in the crew lounge.

ERI Only: The Jumpseat Committee email address is XJTjumpseat@alpa.org. You may also complete the Jumpseat Committee Online Form on the ExpressJet ALPA website. For additional information regarding jumpseating and to access the online form, see the Jumpseat Committee page on the ExpressJet ALPA website at: <http://expressjet.alpa.org/>.

ALPA National Jumpseat Web Page

The ALPA National website has a detailed Air Carrier Jumpseat List/Guide. Navigate to <http://www.jumpseatinfo.org/>.



ALPA Jumpseat Committee Webpage

For those with iPhones, Android, or Blackberry devices, the ALPA application provides, amongst other things, jumpseat policies for every airline. For those that commute frequently, it is worth downloading this free application.

Commuter Travel Tools

There are a variety of “travel tools” available to assist you in your commute. Several websites list flight schedules on all airlines. Popular websites include <http://www.nonrev.net/> and <http://www.passrider.com/>. American Express publishes a

printed airline schedule called Skyguide (<http://www.skyguide.net/>) that is revised monthly and is relatively easy to carry in paper form. In addition, they publish an electronic version as a smartphone app. New travel websites pop up almost daily, so check around with fellow commuters for their favorite sites.

Most airlines have electronic versions of their flight schedules available on their websites for download in PDF format. These are useful for saving to a smartphone or laptop since they do not require Internet access to view. Additionally, most airlines have a mobile version of their website that provides easy access to functions such as checking flight status, checking gates, and flight check-in. If you are in an airport or on a flight with pay wireless service, usually access to airline websites is allowed for free.

As smartphones have gained in popularity, there are many useful travel apps to download. Delta and United provide iPhone and Android apps that replicate most of the functionality of their websites. In addition to the airline-specific apps, there are several good flight tracker apps that will send notifications for flight delays and gate changes, as well as allow viewing all flights departing between cities. A popular app with both an iPhone and Android version is FlightTrack/FlightTrack Pro.

When listing by phone for the jumpseat on another airline, it is helpful to ask the reservation agent how the loads look. They may not be able to give you exact loads, but will usually tell you whether it “looks good,” or “looks bad.” Of course, the flight deck jumpseat may be available to you, but it is often more comfortable to sit in the cabin. You may also elect to choose another option if the flight looks full and the weather is bad. If the flight requires an alternate due to weather, weight restrictions may apply and the first to be bumped off a flight for weight would be a flight deck jumpseater. After checking loads on several airlines, you may elect to choose a flight that has more open seats in the cabin to avoid being bumped for weight restrictions when the weather is bad, the cabin is booked full, the particular aircraft has performance issues (high altitude airports such as COS or DEN, especially in the winter), and/or is known to weight restrict even in good weather.

Many airlines use seat map displays on their websites. You can get an idea how the loads look for a particular flight by viewing the seat map. However, use caution, as the seat map may not show all revenue passengers or standbys with a higher priority. Some passengers may not have chosen a seat at the time you view the map, and therefore the open seats may be taken by the time you arrive at the gate.

Finally, the Travel section of xjt.com provides a wealth of information about our pass travel benefits on United and Delta.

Employee Travel Offices

Employee travel offices are available in many cities. Helpful gate agents familiar with employee travel needs staff the offices, and computers are available for checking loads and listing for flights. These travel offices are especially helpful when inquiring about international travel.

Employee Travel Offices

Airport	Phone	Location
Atlanta	-	Lover level, South Terminal, outside by curbside area
Cleveland	(216) 501-5126	Near gate C29
Houston	(281) 553-7277	Near gate E9 (near NASA Space Trader store)
Newark	(973) 681-1745	Outside C1 security checkpoint

TSA and Security Checkpoints

Refer to the section titled *TSA and Security Checkpoints* in the *Line Flying Reference* chapter for more information.

Known Crewmember

Refer to the section titled *Known Crewmember* in the *Line Flying Reference* chapter for more information.

Passport

Refer to the section titled *Passport* in the *Line Flying Reference* chapter for more information.

CASS Documentation and Credentials

As a result of heightened security in the airline industry, a centralized system for cockpit jumpseat access was created. This system is known as CASS (Cockpit Access Security System). ExpressJet are members of CASS and therefore ExpressJet pilots have access to the flight deck on all other carriers on our reciprocal jumpseat list who participate in CASS. Non-CASS approved carriers may still jumpseat in the cabin, but cannot jumpseat on the flight deck.

A pilot wishing to request the jumpseat may be required to show certain documentation to verify their status as an airline pilot. Ensure that you have a current Company ID card, medical, pilot certificate and passport when jumpseating. Gate agents may request to review all of the above documents when you check-in at the gate. If the gate agent has any difficulty verifying your identity in CASS, you should still be able to jumpseat in the cabin. Be sure to have all your documentation (including pilot certificate and medical) ready to present to the captain upon boarding the aircraft. ExpressJet's airline code for jumpseating purposes is 'EV'. Report any difficulties with jumpseating to the ExpressJet ALPA Jumpseat Committee.

Jumpseat Strategies

Overview

Working for an airline gives pilots the flexibility to live where they want and commute to their assigned domicile. However, it is your responsibility to arrive at work on time. Proper advance planning will make your commute much easier and reduce the stress of commuting. It is your responsibility to become thoroughly familiar with ExpressJet's policies and procedures for jumpseating and be knowledgeable regarding contractual

requirements and commuter policies. Remember the “5 P’s” – “Prior planning prevents poor performance.” Always have a backup plan to get to work on time!

Choosing Your Home Address/Location

If you plan on commuting and will be relocating, it is important to consider carefully the location you choose, as it will be an integral part of a successful commute. It is best to choose a city that is centrally located to more than one of ExpressJet’s bases. This will give you the flexibility to change bases and still commute easily to the other base(s) without moving. It is also helpful to choose a location that would permit you to drive to work if necessary, should you be unable to travel by air. Try to limit your travel time by air to flights of approximately two hours or less. Otherwise the travel between time zones (EST to CST), or multiple legs, may make the commute difficult. Be advised that hub-to-hub commuting (ATL-DTW, IAD-ORD, EWR-IAH or CLE-IAH, for example) is difficult and flights are often overbooked making jumpseating difficult. Experienced commuters always have a “Plan B” and a “Plan C” should “Plan A” fall through.

Choosing an Airport/Parking

Review the airport travel options to/from the city in which you choose to live. If you have a choice of multiple airports within driving distance, you may want to consider avoiding major airline hubs if possible due to the delays these hubs experience in bad weather. Large hub airports often have many flights at all times of the day, but if there are weather delays it may wreck your commute.

Chicago O’Hare, New York – LaGuardia and Atlanta are all airports that may have many flights, but often experience lengthy delays that can complicate your commute. O’Hare has numerous flights, but is a major hub for two airlines: American and United. Consider a “satellite” airport that has enough flight frequency, but experience few delays. You might consider Allentown, PA instead of Newark, Milwaukee instead of Chicago O’Hare, or Greenville/Spartanburg or Chattanooga instead of Atlanta. In addition, aircraft inbound to your departure airport may be substantially delayed if they are departing a hub city such as O’Hare for United or Atlanta for Delta.

Larger airports may also have long distances between gates and may also have separate terminals requiring bus or train transportation between terminals. It is also advisable to choose an airport that is served by ExpressJet, United, or Delta, as well as other carriers. This will provide more options and flexibility with another carrier should you be unable to travel on your own airline.

At a large hub airport, parking also may be a major headache. The larger airports generally have more expensive parking and may even limit the number of employee parking spaces. In addition, employee parking at major hubs is generally more distant from the terminal requiring additional commute time. Smaller airports generally have less expensive, close-in, parking and less congestion.

Choosing Airline, Aircraft and Flight Time

Most airlines allow what is known as “unlimited jumpseats” – where as many jumpseaters are accommodated in the cabin as there are empty seats. There are still a few airlines that limit the number of pilots accommodated to the amount of flight deck jumpseats (usually one or two). Given a choice, commuting on an airline with an unlimited jumpseat policy is usually the best option.

It is helpful to become familiar with the aircraft types and the number of jumpseats available. For example, the A319/A320 and most B757s have two jumpseats on the flight deck. Depending on the airline and fleet type, B737 aircraft will have either one or two jumpseats. Unfortunately there is usually no way to tell until the airplane shows at the gate. Obviously, you have more options when choosing aircraft with more than one jumpseat on the flight deck in case the cabin is full.

Additionally, ExpressJet pilots are currently permitted to ride in the aft jumpseat on ExpressJet ERJ flights, as long as there is not a flight attendant jumpseater using the seat. This effectively permits two pilot jumpseaters should the cabin be booked full. One ExpressJet pilot may ride on the flight deck, and one ExpressJet pilot may ride in the aft jumpseat. If seated in the flight attendant jumpseat, please be cooperative and courteous with the working flight attendant. It will be necessary to vacate and stow the jumpseat in flight, so passengers may access the lavatory on board.

The first flights of the day are generally less crowded and more likely to operate on time. As the crew is already at the layover hotel, and the airplane is already parked at the gate, these flights are often times not delayed. The early flights are generally less delayed due to weather, crew availability and maintenance, although sometimes these delays occur. A good habit is to check to make sure the last flight of the night inbound to your city has arrived the night before, as often times this airplane represents the morning departure.

Additionally, some aircraft may have performance limitations in the winter, at high altitude airports and/or when the weather is bad. If the weather at the destination is such that an alternate is required, often times the regional jet equipment may become weight restricted due to the extra fuel needed. It is best to assess all options and pick the flight with the less convenient departure time on an aircraft that typically does not have weight restrictions issues, rather than a flight with an aircraft that may become weight-restricted.

Aircraft and Number of Flight Deck Jumpseats

Aircraft	Number of Jumpseats
B-777	2
B-767	2
B-757	Former CAL: 2 UAL: 1 or 2 DAL: 1 or 2
A320 Series	2
B-737 Series	1 or 2
DC-9, MD-80 Series B-717	1
CRJ	1
ERJ	1

Weather, Weight Restrictions, Hotels

Keep a close eye on the weather, as it may affect whether you may need to commute a day early or start your commute earlier in the day. There are several good sources of weather information online, but the important thing is to keep abreast of any weather changes. Additionally, when the weather is bad, flights generally require an alternate airport and additional fuel. This could cause a weight restriction on your flight and jumpseaters are the first to be bumped should that occur. You may consider a different flight at a less convenient time that has more open seats, rather than the almost full flight that might become weight-restricted.

Additionally, consider a different departure airport when the weather is bad. Avoid the congested hubs that are easily impacted by weather. You may need to go “backwards to go forwards.” In other words, you may need to go way out of your way (or in the wrong direction) to avoid the busy hubs during weather events. Sometimes there is value in “two legging it” – picking a city that is roughly halfway between the city-pairs you are commuting between and making your own connection there. See below for more information about this technique. See the section titled *Two-Leg Commuting* for more details about this tactic.

If you live close enough to your base, you may decide to drive instead of fly if the situation dictates. If you plan on commuting a day early and need a hotel room, book the room as soon as possible. Hotels fill up quickly when major weather events impact an airport. If you must commute in a day early, you could consider calling Crew Scheduling to see if they have an uncovered trip that you could work. Not only will this provide a hotel room for you at an outstation for free, you might also make a little extra money. You will then be in position to start your trip the next day at the hub.

Knowledge is Power

It is advantageous to get to know fellow pilots whom regularly jumpseat from your home airport. Exchanging contact information and resolving issues prior to arriving at the airport can resolve many potential missed commutes. Sometimes each jumpseater can make arrangements so each pilot gets to work, but everybody may pick different flights as to not overlap with others. Additionally, if you live close enough to drive to your base should it be necessary, you could make arrangements to carpool with fellow commuters and share costs. You could also plan to carpool to a satellite airport and jumpseat from there, if your normal airport's flights are over-booked and the jumpseat availability is questionable.

Cargo/Non-Major Airlines

Don't overlook cargo operators such as UPS and FedEx, or reliable, non-major operators such as Allegiant or Ryan. Flight schedules for these carriers are not available on Internet travel search engines, but you can visit the airlines websites, or contact the airline directly. UPS and FedEx have very specific, special requirements for jumpseaters. Information regarding their requirements is available on the ALPA website, Jumpseat Committee Page. Be sure you have a way to get from the cargo ramp/terminal to the passenger terminal. Many crews will offer to help as a courtesy, but it is ultimately not their responsibility to transport you to the passenger terminal area. It may be helpful to have a phone number of a taxi company saved in your phone in case a taxi is needed.

Plan Ahead

If you utilize the jumpseat regularly on the same airlines you might try and gather a supply of jumpseat forms (if used by that airline) and bag tags from these airlines. This can help save time should the gate agent have difficulty finding the forms at the last minute. Most airlines have "unlimited jumpseats," meaning that the airline will take as many jumpseaters as there are open seats in the cabin. However, if you regularly commute on a carrier that does not have an unlimited jumpseat policy, it may be worth buying a Zed fare or ID90 ticket as a backup, just in case the jumpseat is occupied.

You can also "list" as a non-rev/jumpseater on another airline by calling the reservations number. This listing is required on American Airlines/American Eagle, and is encouraged on other airlines such as JetBlue and Southwest. If you do call the reservations number, try to call at night or during an off-peak time, if possible. While speaking to the reservation agent, identify yourself as an employee of ExpressJet and ask to list for the jumpseat. The agent may be able to tell you general information about flight loads, as well as potentially suggest alternative flights. This could help you decide on a Plan B if the flight is full and there are already other non-revs listed. You can check loads on Flying Together for UAL and on Deltanet for DAL. Checking loads is covered in more detail later in the section.

Watch out for Revenue Standby Passengers

As the travel day progresses, so does the chance of weather/ATC delays. This could cause problems for your commute as revenue standby passengers (On United: RSB, on Delta: HK) may "jump" to an otherwise open flight (see Jumpseating on United/Delta). For example, you have chosen to commute on the 2:30pm flight from DEN-IAH and there are plenty of open seats. Unbeknownst to you, the earlier flight from DEN-EWR is delayed, and

passengers are re-accommodated on the DEN-IAH flight. Suddenly the almost wide-open flight turns to oversold in the time it took you to drive to the airport!

Unfortunately in this situation the only choice you have is to check in for the jumpseat and hope that it is available, or try on another flight. Many airports are now installing gate information screens that, among other things, display a list of standby passengers and open seats. Checking these information screens should give you a good idea of where you stand as far as getting on the flight.

Remember that standby travel is never a guarantee, even if the flight appears to have plenty of seats. Always have a backup plan, preferably more than one, to get you to your domicile airport in time for your trip. All it takes is for one delayed or canceled flight to completely change your plans!

Watch the Non-Rev List

Many pilots and other non-revs don't list for flights until the last minute. Keep checking the loads the day prior to commuting to gauge your chances of getting on your desired flight. Be aware of the number of non-revs on flights prior to yours in reference to the amount of open seats available. Remember, if they don't get on those flights, the non-rev/standby list is "rolled over" to the next flight. Non-revs senior to you will then have priority over you on your chosen flight. Additionally, if there were multiple pilots vying for the same jumpseat on a previous flight that were not accommodated, you can assume that they will check in for the later flights, as well.

Hub-to-Hub Commuting

Commuting hub-to hub is not recommended as a long-term option due to difficulty and unpredictability. While non-stop flights may be the most convenient option, they are often full or loaded with non-revs. Although difficult, some pilots do manage to make a hub-to-hub commute work for them by utilizing multiple legs or "through flights" to get to work (see the next section, *Two-Leg Commuting*, for more information).

One tactic to managing a hub-to-hub commute is to choose to commute on another airline other than airline serving the hub, or to commute to an alternate airport in the same city. For example, ORD-IAD is a difficult commute on United due to the two hubs, but Southwest flies MDW-IAD, and both United and American operate from DCA-ORD.

Two-Leg Commuting

Some commuters elect to use "multiple legs" to get to work. This increases your chances for difficulties, but may be your only option should you choose to live where there are no direct flights to your base. Pilots who try to commute hub-to-hub may find it easier to get to work on "through flights," as the non-stop flights are generally full. These are flights that are operated by the same crew on the same aircraft. One example would be: IAH-MEM-EWR. A pilot who lives in IAH and is trying to commute to EWR may elect to take this option instead of multiple legs on different airlines. This lessens the chance of missing a flight, or delays as the same crew and aircraft generally operate both legs.

Also, it is possible to search the employee travel sites for “through” flights, as well as flights connecting somewhere in the middle. For travel on Delta, TravelNet offers a “via” option to show all connecting flights through a third airport. Note that when using this option you must change the time selection from “All Direct Flights” to the time of day that you wish to travel. For travel on United, change the “Max Connections” option on employeeRES to “One Stop,” then search a city pair to see all intermediate cities.

Use caution when commuting on different airlines for different legs on a two-leg commute. If you must get to another terminal to catch your other flight, you may need to walk long distances or even take a bus or train to get to the other airline’s gate. You may also be required to go through security again at the other terminal. It may be better to pick cities where the gates are close together in the same terminal, avoiding delays and additional TSA screening. Be aware that hub-to-hub travel on other airlines (OAL) may be difficult for you as well on a two-leg commute.

Ground Transportation Between Airports in the Same City

Sometimes it may be necessary to travel to a nearby airport in the same city as the hub to get to work. Chicago, Houston, New York/Newark, and Washington all have multiple airports serving the metro area, and in each city there are a variety of transportation companies that provide transportation between airports.

An overview of transportation options between city airports is presented below, but for the most current information it is best to Google the city pair (for example, LGA-EWR). Also, talk to fellow pilots at your base to find the most commute-friendly options.

DCA-IAD

Service	Transit Time	Phone	Cost	Pilot Discount
Metro Bus 5A	60-90 minutes	(202) 637-7000	\$7.60 – \$8.35	No
	<i>Depart DCA on Metrorail Blue line to Rosslyn, transfer to 5A bus headed to Dulles. Fares are less if SmartTrip is used and differ during time of day. http://www.wmata.com/</i>			
Washington Flyer Bus	60-90 minutes	(202) 637-7000 (800) 927-4359	\$2.15 – \$4.35 plus \$4 for bus	Yes (on bus)
	<i>Depart DCA on Metrorail Blue line to Rosslyn, transfer to Orange line to West Falls Church, then transfer to Washington Flyer bus headed to Dulles. Fares are less if SmartTrip is used and differ during time of day. Purchase Washington Flyer ticket upon arrival at IAD. http://www.wmata.com/; http://www.washfly.com/</i>			
Taxi	45 minutes	-	~\$55	No

HOU-IAH

Service	Transit Time	Phone	Cost	Pilot Discount
METRO Bus	75 minutes	(713) 635-4000	\$1.50	No
	Requires one transfer, departs Curb Zone 13. http://www.ridemetro.org/			
SuperShuttle	80 minutes	(800) 258-3826 (713) 523-8888	\$36 with stops \$75 non-stop	No
	Departs from baggage claim, lower level. http://www.supershuttle.com/			
Taxi	45 minutes	-	~\$70	No
	Departs from Curb Zone 3. http://www.fly2houston.com/			

JFK-EWR

Service	Transit Time	Phone	Cost	Pilot Discount
City Bus	90 minutes	(718) 875-8200 (908) 354-3330	\$20	No
	One transfer required to Manhattan Express. http://www.panynj.com/			
Air Train	60 – 90 minutes	-	\$20	No
	Two transfers required. Take Air Train to Jamaica Station, then Long Island RR to Penn Station, then New Jersey PATH to EWR.			
Olympic Airporter	90 minutes	(732) 938-6666	\$27	Yes
	Departs hourly. http://www.olympicairporter.com/			
Taxi	45 minutes	-	~\$65 plus tolls	No

LGA-EWR

Service	Transit Time	Phone	Cost	Pilot Discount
Bus Services	1 hour	(718) 875-8200 (908) 354-3330	\$21	No
	Manhattan Express to Olympia Bus. http://www.panynj.com/			
ETS Air Shuttle	1 hour	(718) 221-5341	\$32	Yes
	http://www.etsairshuttle.com/			
Taxi	45 minutes	-	~\$65 plus tolls	No

MDW-ORD

Service	Transit Time	Phone	Cost	Pilot Discount
CTA	80 minutes	(888) 968-7282	\$2.25	No
	Take CTA Orange line from Midway towards the Loop, transfer at Clark/Lake to Blue line towards O'Hare.			
Coach USA	60 minutes	-	\$24	Yes*
	* Discount only if a 10-ride ticket is purchased. http://www.coachusa.com/			
Taxi	30 minutes	-	\$55 plus tolls	No

Travel on Delta Air Lines (CRJ Fleet Only)

Listing for the Jumpseat on an ExpressJet-operated Delta Connection Flight

On a Delta Connection flight operated by ExpressJet, it is possible for our pilots to list and reserve the jumpseat. Currently, it is not possible to list for a jumpseat on any United flight.

The jumpseat listing benefit is a powerful one, so be sure to use it wisely. When you list for the jumpseat, the jumpseat will be reserved for you, and no other commuting pilot will have a higher priority. If you do not show for the flight, gate agents may deny other pilots requesting the jumpseat because they assume that you will show up (after all, you listed for it.) Therefore, it is very important that if your plans change that you cancel your jumpseat listing well in advance of the flight's departure time. Also, do not list for multiple flights on the same city pair for the same day – other pilots may need to list for the jumpseat as well.

Jumpseat Request Existing Requests

Available for domestic DLC/ASA flights only.

PPR#: 701776100-00 Name: Seth Heckard

Origin: atl Destination: cha

Date: 9/25/2011 Find Flights

Date:	Flight:	Origin:	Dest:	Dep:	Arr:	View List:	Make Listing:
09/25/2011	5298	ATL	CHA	19:05	19:57	View	List
09/25/2011	5232	ATL	CHA	20:55	21:45	View	List
09/25/2011	5025	ATL	CHA	22:20	23:00	View	List

The easiest way to list for the jumpseat is on xjt.com. Navigate to *Crewmember > Jumpseat Request*. Enter in the city pair, and then select “Find Flights.” This will bring up a list of ExpressJet-operated flights. You may select “View” to see if another pilot has requested the jumpseat. If the jumpseat is available, select “List” to complete the listing. To cancel a jumpseat listing, click on “Existing Requests” and your reserved flights will be listed for cancellation.

Pilots may only list for a jumpseat 48 hours in advance. If access to xjt.com is not possible, jumpseat listings or cancellations may be made through OCC by dialing the jumpseat desk at (404) 856-1927. Jumpseat listing is the lowest priority at OCC, so if the department is busy (such as in times of irregular operations) there may be nobody available to answer the phone.

Remember that a jumpseat reservation always has priority over a walk-up reservation, however the jumpseat may be in use for purposes other than commuting. The FAA, company business travel (such as new-hire pilots on jumpseat OE), and Line Check Airmen always have priority on the jumpseat for official company business.

ExpressJet Jumpseat Priority for Commuting (CRJ only)

Remember that the FAA, company business, Line Check Pilots, and others listed in the FOM will always have jumpseat priority over commuting pilots. The following chart is simplified for reference by commuting pilots only. Refer to the FOM, section 3-5.3, *Jumpseat Categories & Authorizations Tables*, for the full jumpseat priority list.

Flights operated as Delta Connection <i>(Ordered by time of check-in)</i>	Flights operated as United Express <i>(Ordered by time of check-in)</i>
XJT pilots with a jumpseat reservation	ExpressJet pilots
XJT pilots without a reservation	SkyWest pilots
SkyWest pilots	United/United Express pilots
Delta/Delta Connection pilots	Other Airline Pilots
Other Airline Pilots	

Jumpseating on Delta Air Lines and Delta Connection

There is no need to list for a Delta/Delta Connection jumpseat on flights that are not operated by ExpressJet. Jumpseat requests are handled at the gate in order of first-come, first-served.

On Delta Air Lines, the jumpseat priority is Delta, Delta Connection Carriers, and other airlines. Delta jumpseat priority is strictly first-come, first-served, and seniority has no part in deciding who gets the jumpseat. Gate agents are not required to process jumpseat requests any later than 20 minutes prior to departure, so it is best to check in early. Other Delta Connection carriers have similar priority setups, however the gate computers have been loaded with the proper priorities.

A valid passport must be presented to the gate agent during the jumpseat check-in process. Additionally, the gate agent must use the pilot's PPR number rather than the employee number for the Delta computer to recognize the jumpseat rider. Remember that the PPR number is the same as the employee number, with the addition of two zeros on the end (70XXXXX00, where 70XXXXX is the employee number).

ERJ Only: If you are denied access through CASS, have the gate agent try your employee number without the two zeros on the end (the same way it is printed on your ID badge) and use the legacy XE airline code.

If a pilot has Delta non-rev benefits available to them, but has not yet activated them for the travel year, the gate agent will require the pilot to pay for the pass travel activation fee for any travel, including on the jumpseat (see *Pass Travel on Delta and Delta Connection Carriers*). To save time, pass travel activation fees may be paid via a credit card on TravelNet.

Delta Air Lines policy is that a pilot may only list once for a given flight. If a pilot lists for the jumpseat, he or she should not list for the jumpseat as well. Likewise, if a jumpseat listing is made, the pilot should cancel their non-rev listing. The Delta computer system will automatically process jumpseat riders in the cabin if there are seats available, and the system will go by the pass rider's priority on the non-rev list, so by listing twice you could end up being assigned two seats. Therefore, it is best to check in for the jumpseat if flight loads are tight, as you will be given a cabin seat, if available, referenced by your priority on the standby list.

Pass Travel on Delta and Delta Connection Carriers

All ExpressJet employees on the CRJ receive the opportunity to activate pass benefits on Delta Air Lines and their connection carriers. Activating the pass benefits requires a yearly fee that ranges from \$100 to \$211, depending on the amount of eligible pass riders. This fee may be paid at any point during the year, either to a gate or ticket agent, or on the TravelNet employee listing website. Delta considers the travel year to be the 12-month period starting on the employee's anniversary date (for example, if an employee's anniversary date is April 1, the pass year will be from April 1 of this year to March 31 of the next year). For more information about Delta pass benefits, refer to xjt.com > *Travel*.

Pass travel on Delta begins 30 days after your hire date (the first day of your new-hire class). All employees are issued a "PPR number," which is their ExpressJet employee number with two zeros appended to the end (for example, if your employee number was 7045678, your PPR number would be 704567800.) This number is used for all travel and jumpseat purposes on Delta Air Lines. A two-digit number designates eligible pass riders after the PPR number. The employee is always 00, and dependents are numbered sequentially after that. So, in the example above, the employee's PPR number is 704567800-00.

Listing for a Delta Flight

There are two ways to check loads and make flight listings, either on the employee travel site TravelNet, or by calling the employee travel line VRU system. The travel line may be reached by dialing (800) 325-7123, or (404) 715-4989. Although cumbersome, it is useful in situations where you are away from a computer. TravelNet, Delta's online employee travel site, is an easier way to view flight loads and list for flights. To access TravelNet, log into DeltaNet (<http://dlnet.delta.com/>) and select the "TravelNet" link in the upper-right corner of the screen.

When searching for flights, TravelNet defaults to showing only direct flights, if available. If no direct flights are available, TravelNet will show connecting flights through various hubs. If you wish to restrict the hub you want to transit through, you may either search through the segments separately, or enter in that hub into the "Via" box. If you do utilize the "Via" box, change the box labeled "All Direct Flights" to the time period you wish to travel.

Each flight is listed on the screen with the available seats. Two numbers are given, seats available and seats authorized for sale. These numbers differ because of historical data on no-show passengers. If a flight shows negative seats, the flight is oversold.

Flight Availability & Listings

STANDBY TRAVEL SEARCH

Search all flights

From: To: [Reverse Route](#) Via:

☐ Round-trip ☒ One-way

Depart: Time:

Return: Time:










Search by flight

Flight From: To:

Depart:

[→ View Travel Alerts and Embargoes before listing](#)

Outbound Flight Search Results

Houston, TX to Atlanta, GA										◀ Wednesday, November 2, 2011 ▶					
Select	Flight	From	To	Departure Date	Departure Time	Arrival Date	Arrival Time	Carrier	Aircraft	Business Av/Au(Cap)	First Av/Au(Cap)	Coach Av/Au(Cap)	Standby List		
Past SKD	1884	IAH	ATL	02Nov	05:50AM	02Nov	09:00AM	DL	M88	0/0(0)	5/5(14)	97/100(128)			
Past SKD	0810	IAH	ATL	02Nov	07:00AM	02Nov	10:11AM	DL	M90	0/0(0)	8/8(16)	111/114(144)			
Past SKD	1590	IAH	ATL	02Nov	09:30AM	02Nov	12:32PM	DL	M88	0/0(0)	-1/-1(14)	68/71(128)			
<input type="radio"/>	4363 *	IAH	ATL	02Nov	11:10AM	02Nov	02:16PM	DL	CR9	0/0(0)	4/4(12)	10/14(64)			
<input type="radio"/>	1675	IAH	ATL	02Nov	01:25PM	02Nov	04:28PM	DL	M88	0/0(0)	5/5(14)	63/66(128)			
<input type="radio"/>	0008	IAH	ATL	02Nov	03:35PM	02Nov	06:41PM	DL	319	3/3(12)	0/0(0)	41/53(114)			
<input type="radio"/>	0054	IAH	ATL	02Nov	05:36PM	02Nov	08:41PM	DL	M88	7/7(14)	0/0(0)	25/42(128)			

Av=Available, Au=Authorized, Cap=Capacity. [Learn More](#) Click the flight number to see flight details.

* = Flight operated by Delta Connection or Codeshare Partner. A value of 9 in seat availability for a codeshare partner flight indicates there are at least 9 available seats in the respective class. Click [here](#) to find information about travel on Other Airline Flights.


[Continue To Listing](#)

Clicking on the flight number will pop-up a screen showing routing information for that aircraft, as well as flight times and meal service.

Flight Number: 1675 Today's Date: Wednesday, 02 November, 2011 Departure Date: Wednesday, 02 November, 2011							
Carrier	A/C Type	Duration	Distance (miles)	Movie	First Class	Business Class	Coach Class
DL	M88	2:23	689	No	-	-	-
DL	M88	2:03	689	No	-	-	-

Departure Information						Arrival Information					
City	Scheduled	Estimated	Actual Out	Actual Off	Gate	City	Scheduled	Estimated	Actual On	Actual In	Gate
ATL	2Nov,11:12AM	-	1108A	1126A	A33	IAH	2Nov,12:35PM	1214P	-	-	A15
IAH	2Nov,01:25PM	-	-	-	A15	ATL	2Nov,04:28PM	-	-	-	B01

Close

TRAVELNET				
Nonrevenue Standby List				
FLIGHT # 1675 (IAH - ATL)				
 The order of the preliminary standby list is subject to change until each pass rider selects a standby code at flight check-in.				
Total Passengers in List # 13				
#	Pass Status	Pass Eligibility Date	Carrier	Passenger Name
1	Active	01/29/73	DL	LEO/K
2	Active	10/31/77	DL	INC/C
3	Active	08/29/85	DL	HEF/B
4	Active	07/31/89	DL	CAS/C
5	Active	12/04/89	AS	STA/R
6	Active	03/02/98	DL	WIL/J
7	Active	03/02/10	OO	CAR/V
8	Active	07/17/10	DL	SAN/D
9	Retiree/Other	05/22/68	DL	BRI/S
10	Retiree/Other	05/22/68	DL	DWY/M
11	Retiree/Other	11/04/68	DL	BOM/A
12	Retiree/Other	11/04/68	DL	BOM/L
13	Buddy	05/22/68	-	DWY/K

[View Airport Standby List](#)
[Refresh](#)
[Close](#)

On the far right of each flight, clicking on the standby list icon will pop up a screen showing the number of non-revs listed. Although the screen appears ordered, it may or may not be the proper order of the standby passengers. However, it is enough information to give you a good idea of where you will stand on the list.

Clicking on the button at the bottom of the standby list labeled “View Airport Standby List” will give you much more detailed information on the day of the flight. By viewing this page, you will be able to see the number of seats in each cabin unassigned, as well as the order of the standby list (including all revenue standby passengers) exactly as the gate agent would see. This is a very powerful tool, in fact, you will often know you have been assigned a seat on the flight before the gate agent has a chance to call your name, just by refreshing the page on your smartphone!

Name	Number in Party	Class	Destination	Standby Code	Timestamp	Seat Assignment	Boarding Status
WAL/R	1	V	ATL	UP4	2011/26OCT		awaiting seat
GRA/P	1	V	ATL	UP4	2028/26OCT		awaiting seat
PAR/G	1	V	ATL	UP4	1247/05OCT		awaiting seat
BUL/G	1	V	ATL	UP4	2101/19AUG		awaiting seat
DAM/null	1	V	ATL	UP6	1642/25OCT		awaiting seat
ALL/J	1	V	ATL	UP6	1701/26OCT		awaiting seat
ALL/A	1	V	ATL	UP6	1701/26OCT		awaiting seat
LEQ/K	1	FY	ATL	S3	01-29-73		awaiting seat
CAS/C	1	FY	ATL	S3	07-31-89		awaiting seat

Standbys Remaining: REV = 7 NONREV = 2
 Seats Remaining: FIRST/BUSINESS = 7 COACH = 72 [Learn More](#)
 Total Passengers in Airport Standby List : 9
 Total Passengers in Removal List : 0
 Combined Total Line : 9

[View Nonrevenue Standby List](#) [Refresh](#) [Close](#)

In this case, there are plenty of seats and the two non-revs currently checked in will have no problems getting on the flights. There are seven revenue passengers that have requested to upgrade to first class, however that will not change the total number of seats open since when they upgrade to first, their seat in coach opens up for a non-rev. There are many codes for the boarding classifications and the most common are listed below. If you encounter a code you do not recognize on the Airport Standby List, clicking on the code will pop up a document explaining the code and its boarding priority.

Delta Air Lines Boarding Classifications

Code	Description
HKI	Revenue passengers affected by an IROP holding a reservation on the flight but without a seat assignment
HK	Revenue passengers holding a reservation on the flight but without a seat assignment
UP1-9	Revenue passengers on the upgrade list. These passengers are already seated in a lower class of service.
PSUP	Positive space employee travel requesting an upgrade to a higher class of service
B1	Revenue passengers rebooked as a result of an oversold flight
PS	Positive space employee travel without a seat assignment
S1	Space available – Emergency travel (manager approval needed)
S2	Space available – High priority travel (3 or 6 days per year)
S3	Space available – Employee travel
S3B	Space available – Family/retiree travel

S3C	Space available – Employee travel on non-company aircraft
S4	Space available – Buddy pass travel and Connection Carrier family travel
JSA	Space available – Offline pilot jumpseat seated in cabin

Note: ExpressJet crewmembers are accommodated as a S3 boarding priority on all ExpressJet flights, and a S3C boarding priority on any other Delta and Delta Connection flight. Likewise, all other Delta and Delta Connection employees are boarded as a S3C priority on ExpressJet flights. Retirees and parents travel as S3B on ExpressJet flights, and S4 on all other Delta and Delta Connection flights.

Travel on United Airlines

Jumpseating on United and United Express

Pilots do not need to list for a United/United Express jumpseat. Jumpseat check-in is done at the gate no earlier than one hour prior to departure. Gate agents sometimes refer to a jumpseater as “OMC” (observer member of the crew). While checking in, the gate agent will require your ExpressJet ID badge, as well as your two-character airline code (EV). The gate agent will then provide you a three-part jumpseat form to complete (an example is provided below). Also, the gate agent may request to see your passport, airman certificate, and/or medical certificate. Please have these documents handy.


If you will be sitting on the flight deck jumpseat, the gate agent will verify your employment via CASS and print out the electronic jumpseat verification. This printout should be provided to the captain along with the appropriate copy of the jumpseat form and your credentials when requesting the jumpseat.

If there are multiple jumpseaters listed for the flight, the priority order of the jumpseaters may not be correct. Each United Express carrier has different jumpseat priorities, and currently the gate computer system does not account for the differences. The Jumpseat Committees of United Airlines and all of the United Express carriers have collaborated on a document explaining each carrier’s jumpseat policy. It is recommended that you carry this document with you to resolve any disputes. If necessary, request the captain of the flight to resolve any disputes regarding priority. Jumpseat priority guidance forms are available in the crew lounge, and are updated occasionally.

United Jumpseat Priority Document

carriers will be unified on a future version of the form. Please visit the MEC website for the most up-to-date version of this form.

United Jumpseat Form

		CMS799 20.0003 (2/12) 00-0799-3-0028	
JUMPSEAT AUTHORIZATION			
<input checked="" type="checkbox"/> COCKPIT #1 <input type="checkbox"/> COCKPIT #1 <input type="checkbox"/> CABIN JUMPSEAT	11:15 AM TIME OF CHECK-IN	<input checked="" type="checkbox"/> SUBJECT TO SPACE/LOAD <input type="checkbox"/> MUST RIDE/SONIC CHECK <input type="checkbox"/> I.D./JA ENTRY CHECK	
FLIGHT <u>5696</u>		ISSUED TO <u>Jane Pilot</u>	
DATE <u>3/13/12</u>		EMPLOYEE/I.D. NO. <u>7023456</u>	
FROM <u>IAD</u> TO <u>CHS</u>		AIRLINE OR AGENCY <u>EV</u>	
PURPOSE <u>Commute</u>		POSITION <u>FO</u>	
I have read and understand the conditions of travel listed on the reverse side. <u>Jane Pilot</u> JUMPSEAT RIDER (JSR)		THIS AUTHORIZATION IS SUBJECT TO CAPTAIN'S FINAL APPROVAL. STATION REPRESENTATIVE/EMP # _____	

United Airlines does not currently prohibit passriders from simultaneously listing as a non-revenue standby and as a jumpseater. A standby list is normally posted on the side of the podium or on an easel, and if it looks like you may not make the flight as a non-rev, it is easier to list for a jumpseat earlier rather than later. The gate agents are very busy during the closeout phase of a flight and may not be able to accommodate a pilot trying to list for the jumpseat at the last minute.

All United/United Express jumpseats will be awarded after all cabin seats are filled (no earlier than 20 minutes before departure). Jumpseats will be awarded by the jumpseat policy of the airline operating the flight. The non-rev listing will take precedence over the jumpseat listing, so you may be charged a fee for a first or business class seat if you list as a non-rev and are accommodated in either of those cabins.

If you are trying to jumpseat on an ExpressJet-operated Embraer flight, it is possible to sit on the aft jumpseat if the flight deck jumpseat is occupied or deferred. Remember that flight attendants always have priority on the aft jumpseat.

Pass Travel on United and United Express

All ExpressJet employees receive the opportunity to activate travel benefits on United Airlines and United Express. Employees may only opt-in to United pass benefits during their initial new hire benefits enrollment, and then employees must reauthorize the benefits every year during open enrollment (typically during the fall). If an employee does not initially enroll for United benefits and changes their mind, the next opportunity to

rejoin will be for the next calendar year. For more information about United travel benefits, refer to xjt.com > *Travel* > *United*.

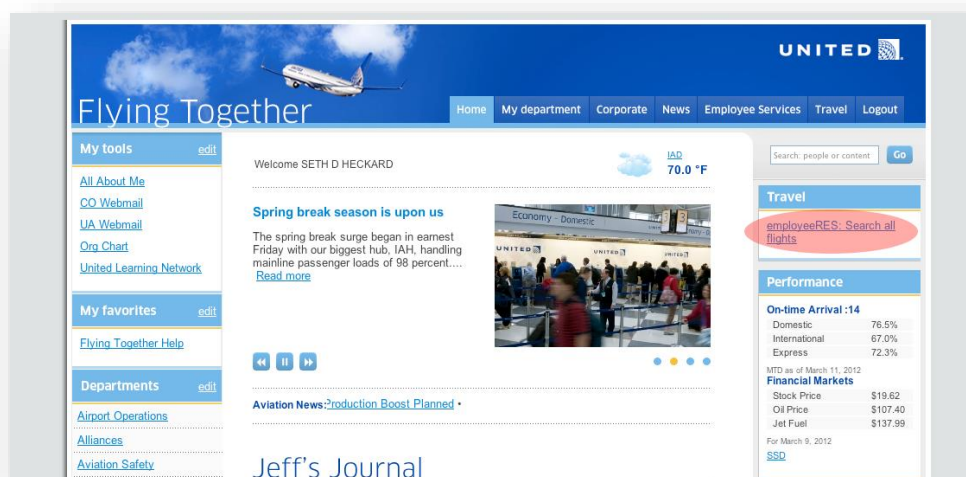
To elect United benefits, log on to xjt.com and navigate to *Travel* > *My Travelers*. On that screen you can choose the eligible pass riders to activate. This screen is also where you will find your “N-Number” which is your login for all United computers. Your initial password is your date of birth formatted as YYYYMMDD, for example 19801201. To set a new password, navigate to <http://flyingtogether.ual.com/>.

United Airlines pass benefits provide for free travel in coach class, and a nominal charge for first and business class. For international departures, the pass rider is required to pay the international departure taxes, if applicable. If you do end up traveling in a premium cabin, you will receive an xjt.com message informing you of the fee and your options to pay.

Listing for a United Flight

Utilize the UAL employeeRES page to view flight loads and to list for flights by accessing <http://flyingtogether.ual.com/>, then clicking on the employeeRES link. United provides a travel line for the times computer access is not possible. The phone number for the UAL travel line is (866) 359-3727.

UAL Flying Together Website



Flight Search

Flight Type:
Round trip

Travel Type:
Personal/Leisure Travel

From:
To:

Depart Date: 3/12/2012 Time: Any time

Return Date: 3/12/2012 Time: Any time

Maximum Connections:
Non-stop

[Search](#) [Reset](#)

Once you have loaded employeeRES, you will notice the *Flight Search* box in the left-hand portion of your screen. This section is the starting point to search for flights. By default, non-stop leisure flights are selected.

For the following example, we will search round-trip flights between ORD and IAD.

1

2

3

4

5

Selected Date

Departs

Arrives

Flight #

Change Date

View

ORD

IAD

- 03/14/2012 +

IAD

ORD

- 03/14/2012 +

Departs	Arrives	Flight #	Travel Time	Upg	Capacity	F/C/Y	PS	F/C/Y	SA	F/C/Y	Avail	F/C/Y
ORD 6:05a	IAD 8:54a	UA922	1 hr 49 mn	4	12/0/132	1/0/0	3/0/4	10/0/98	<div> <div></div> <div>Select</div> </div>			
ORD 8:49a	IAD 11:31a	UA411	1 hr 42 mn	17	8/0/112	0/0/1	3/0/0	3/0/7	<div> <div></div> <div>Select</div> </div>			
ORD 11:33a	IAD 2:22p	UA395	1 hr 49 mn	10	8/0/112	0/0/0	2/0/2	2/0/70	<div> <div></div> <div>Select</div> </div>			
ORD 1:12p	IAD 4:06p	UA964	1 hr 54 mn	27	8/40/221	0/1/0	3/0/0	4/35/93	<div> <div></div> <div>Select</div> </div>			
ORD 4:05p	IAD 6:59p	UA268	1 hr 54 mn	19	12/0/132	0/0/1	2/0/0	0/0/45	<div> <div></div> <div>Select</div> </div>			
ORD 6:12p	IAD 9:06p	UA990	1 hr 54 mn	27	24/0/158	0/0/10	5/0/2	10/0/16	<div> <div></div> <div>Select</div> </div>			
ORD 9:15p	IAD 11:58p	UA514	1 hr 43 mn	25	24/0/162	0/0/0	0/0/2	16/0/34	<div> <div></div> <div>Select</div> </div>			

The initial display of flight loads does not show detailed information, however general details about the flight are displayed.

To find detailed information, click the blue down-arrow to expand. We will show details for the first flight, the 6:05 am departure from ORD.

1

Select Segments

2

Select Pass Riders

3

Select Payment

4

Travel Plan Recap

5

Confirmation

Selected Date	Departs	Arrives	Flight #	Change Date
	ORD	IAD		- 03/14/2012 +
View	IAD	ORD		- 03/14/2012 +

Departs	Arrives	Flight #	Travel Time	Upg	Capacity	F/C/Y	PS	F/C/Y	SA	F/C/Y	Avail	F/C/Y
ORD 6:05a	IAD 8:54a	UA922	1 hr 49 mn	4	12/0/132	1/0/0	3/0/4	10/0/98	Select			

Boarding Totals

Pass Rider List

Seat Map

Amenities

Departs:

ORD 6:05a

Arrives:

IAD 8:54a

Travel Time: 1 h 49 m

Meal: R

Upgradeable Standby: 4

3/14/2012	Equipment: 320	Flight No: UA922							
ORD-IAD	Avail.	Capacity	Auth.	Booked	RSB	Held	PS	SA	Group
F/C/Y:	10/0/98	12/0/132	12/0/147	2/0/34	0/0/0	0/0/0	1/0/0	3/0/4	0/0/0
Totals:	108	144	159	36	0	0	1	7	0

NOTE: Available equals Capacity minus Booked, Held and Revenue Standbys (RSB)

ORD 8:49a	IAD 11:31a	UA411	1 hr 42 mn	17	8/0/112	0/0/1	3/0/0	3/0/7	Select
ORD 11:33a	IAD 2:22p	UA395	1 hr 49 mn	10	8/0/112	0/0/0	2/0/2	2/0/70	Select
ORD 1:12p	IAD 4:06p	UA964	1 hr 54 mn	27	8/40/221	0/1/0	3/0/0	4/35/93	Select
ORD 4:05p	IAD 6:59p	UA268	1 hr 54 mn	19	12/0/132	0/0/1	2/0/0	0/0/45	Select
ORD 6:12p	IAD 9:06p	UA990	1 hr 54 mn	27	24/0/158	0/0/10	5/0/2	10/0/16	Select
ORD 9:15p	IAD 11:58p	UA514	1 hr 43 mn	25	24/0/162	0/0/0	0/0/2	16/0/34	Select

Term	Definition
<i>Upg</i>	Upgradeable revenue passengers
<i>F</i>	First Class
<i>C</i>	Business Class
<i>Y</i>	Coach Class
<i>Avail.</i>	Unsold seats
<i>Auth.</i>	Seats authorized for sale
<i>RSB</i>	Revenue standbys, such as from another flight
<i>Held</i>	Seats held, such as for weight and balance
<i>PS</i>	Positive space employees
<i>SA</i>	Space available employees
<i>Non-rev</i>	Non-revenue, same as SA
<i>Group</i>	Passengers booked as a group

For this example, the flight looks promising for standby travel – there are currently 108 open seats. These seats are listed under the column labeled *Avail.* There are 8 passriders listed, one who is positive space (and included in the seat count) and seven that are space available. Additionally there are no seats held for weight and balance reasons, and currently there are no revenue standby passengers awaiting seats.

To see the status of standby passengers listed for the flight, click on *Pass Rider List*. The standby passengers will be ordered by their pass class and hire date. As the standby passengers check in for the flight, a checkmark will appear to the right of their name. Note that the top passenger on the pass rider list below is listed as positive space.

1 Select Segments
2 Select Pass Riders
3 Select Payment
4 Travel Plan Recap
5 Confirmation

Selected Date	Departs	Arrives	Flight #	Change Date
	ORD	IAD		- 03/14/2012 +
View	IAD	ORD		- 03/14/2012 +

Departs	Arrives	Flight #	Travel Time	Upg	Capacity	F/C/Y	PS F/C/Y	SA F/C/Y	Avail F/C/Y
ORD 6:05a	IAD 8:54a	UA922	1 hr 49 mn	4	12/0/132	1/0/0	3/0/4	10/0/98	Select

Boarding Totals
Pass Rider List
Seat Map
Amenities

Pass Class	Board Date	# of Seats	Cabin	Pass Rider	# on SB List
P5SB	1988	1	First		
SA1P	1986	2	First		
SA1P	1998	1	Coach		
SA1P	1999	1	Coach		
Current position when using a Personal ePass					6
Current position for an unaccompanied pass rider using a Personal ePass					6
SA5X	2006	1	Coach		
SA7U	2007	1	First		

[refresh](#)
data updated 3/12/2012 5:22:26 PM Eastern Standard Time

ORD 8:49a	IAD 11:31a	UA411	1 hr 42 mn	17	8/0/112	0/0/1	3/0/0	3/0/7	Select
ORD 11:33a	IAD 2:22p	UA395	1 hr 49 mn	10	8/0/112	0/0/0	2/0/2	2/0/70	Select
ORD 1:12p	IAD 4:06p	UA964	1 hr 54 mn	27	8/40/221	0/1/0	3/0/0	4/35/93	Select
ORD 4:05p	IAD 6:59p	UA268	1 hr 54 mn	19	12/0/132	0/0/1	2/0/0	0/0/45	Select
ORD 6:12p	IAD 9:06p	UA990	1 hr 54 mn	27	24/0/158	0/0/10	5/0/2	10/0/16	Select
ORD 9:15p	IAD 11:58p	UA514	1 hr 43 mn	25	24/0/162	0/0/0	0/0/2	16/0/34	Select

To list for the flight, click on the button labeled *Select*. When listing, be sure to select the class of service that you intend to travel in. If you do not want to pay the fee for first or business class, list for coach. If you list for a premium cabin and you end up sitting in coach, you will not be charged a fee. However, if you list for coach and arrive at the gate to find the only seats open are in first class, you will not be accommodated on the flight unless you change your listing to allow for first class.

Additionally, while listing the system will require you to fill in the Secure Flight information. If this is your first time using employeeRES, you will be required to match the Secure Flight information to the type of ID (passport, drivers license, etc.) that you will use while checking in for the flight.

United Airlines Space Available Boarding Priorities

Code	Description
SA0V	UAL Mainline Vacation Pass
SA0X	ExpressJet employees only on ExpressJet-operated flights

SA1P	UAL Mainline employees
SA2R	UAL Mainline retirees
SA2X	ExpressJet employees on all other United Express carriers
SA3X	ExpressJet retirees
SA3V	UAL Mainline unaccompanied pass rider Vacation Pass
SA4P	UAL Mainline unaccompanied pass riders
SA5X	ExpressJet employees on all UAL Mainline flights
SA5A	Star Alliance partner employees, retirees, and eligible pass riders
SA6F	UAL Mainline unaccompanied extended family buddy pass riders
SA7U	UAL Mainline buddy pass riders
SA8Z	All other airline employees, retirees, and eligible pass riders
SA9W	UAL Mainline employees requesting fee-waived travel

Note: All boarding within a given pass category will be ordered by the applicable employee's date of hire.

International Jumpseat on ExpressJet Airlines

ExpressJet pilots may jumpseat on ExpressJet-operated international flights. Pilots must list for the international jumpseat no later than 100 minutes prior to departure using the APIS Jumpseat tool. This tool is located at xjt.com > *Crewmember ERJ* > *APIS Jumpseat*. A jumpseat listing is required in order to transmit APIS data to the TSA; gate agents will not be able to create this listing. If you later decide that you do not require the jumpseat, return to the APIS Jumpseat tool to cancel your listing.

Pilots and flight attendant jumpseaters must clear customs at the destination in the passenger line, not the crew line, and are subject to all applicable departure/arrival taxes and fees. OAL pilots & flight attendants, including DAL/UAL pilots and flight attendants, may not currently jumpseat on ExpressJet international flights – either on the flight deck, or in an open cabin seat (see SONIC XJT Jumpseat G*260 for more information). DAL/UAL and OAL pilots and flight attendants must ride on a pass to travel on ExpressJet international flights.

International Jumpseat on Other Airlines

Due to the many different policies of international airlines, it would be impossible to compile all the rules into this section. However, there are some general guidelines to follow. First, reference the ALPA Jumpseat Committee page to see if an international jumpseat is even possible, as well as any special requirements for listing and check-in. Many carriers will let pilots check in as a jumpseat rider, but allow only travel in the passenger cabin. A few airlines, notably American, permit international jumpseat, but only to a select few other airlines (typically those airlines that have extensive international operations.) Jumpseating in general is typically only allowed on US airlines, so if your itinerary includes an international airline, buying a ZED fare or ID90 is often the only option.

Generally, you should aim to list for an international jumpseat well in advance. Immigration and customs authorities clear passenger manifests, and there is usually a cut-off time for flight listings to facilitate the need to transmit the manifest. If an airline does not specify a way to list for the jumpseat, a call to that airline's reservation desk may be in order. As always, try to call during evening or off-peak hours, and identify yourself as a pilot at ExpressJet Airlines.

Give yourself plenty of time at the airport, as many airlines close check-in for international flights much earlier than for domestic flights. At the ticket counter, you will be asked to pay for the international departure taxes. Although a credit card is usually sufficient, in some areas the airline may require payment in the local currency. The ticket agent should give you directions on where to wait for your seat assignment – some airports require you to wait at the ticket counter until the flight has closed, and some airports will allow standby passengers to wait at the departure gate.

Once on the airplane, check-in with the crew as you would for any other flight. Remember that as a jumpseat rider you are a member of the flight crew, so under no circumstances should you consume alcohol on the flight. Even if it is offered to you, do not accept. See the section *Alcohol and Jumpseating* for more information.

At the Gate – The “3 Cs”

Once you arrive at the gate, always be mindful of the fact that you are a guest of the airline, and standby travel does not entitle you to a seat on a flight. Unfortunately, in the past crewmembers of this airline have forgotten that simple edict. Remember the “3 Cs”: courteous, calm, cooperative. Gate agents are quite literally the gatekeepers of aircraft, and it is to your benefit to have them on your side.

As a jumpseat or pass rider, you are a representative of ExpressJet Airlines. You should display a patient and professional attitude at all times. This does not mean you should not point out something that is incorrect, or not in accordance with established jumpseat/pass travel procedures (boarding priority, etc.) However, be professional, and if you do not find the situation resolved, asked for a supervisor or the captain.

It is best to be at the gate one hour prior to departure, since most airlines require the gate agent be at the gate at this time. Generally, off-line jumpseaters are processed on a first-come, first-served basis, so being at the gate first would be an advantage. Jumpseaters employed by the carrier will have boarding priority over off-line jumpseaters in the order specified by the airline. Give the gate agent a few minutes to login to the computer and process the paperwork for the flight before approaching the counter. It is acceptable to take a place in line with the revenue passengers for the flight. Have all your required documents available. The agent may ask for your passport, so have it available as well.

If a paper jumpseat form is required, step aside to allow revenue passengers access to the podium while you complete the form. After completing the form, return it to the agent. If the agent gives you any discouraging feedback – do not be deterred. Remain at the gate. The agent may say the flight is oversold, or the jumpseat is already taken. The worst thing

to do at that point would be to get discouraged and leave! If you are not in a rush, stay at the gate until the aircraft is pushed back. Many times a seat will become available at the last minute, or the jumpseater ahead of you may not show up. Remember to remain patient and courteous. Gate agents are often rushed at this time and jumpseaters are their last priority.

The captain and crew are generally in the boarding area 45 minutes prior to departure. If possible, make your intent to jumpseat known to the captain if can do so unobtrusively. This is a judgment call, so use discretion. Sometimes it is clear the captain is rushed or involved in a maintenance issue and the last thing they want to do is speak to an anxious jumpseater. If possible, politely introduce yourself, and request permission to ride the jumpseat on their aircraft. This could speed up the boarding process and potentially avoid issues with a weight-restricted flight. Gate agents are sometimes reluctant to process a jumpseater on a weight-restricted flight, and if the captain knows there is a jumpseater, they may be able to make adjustments to accommodate you. Otherwise, the aircraft may leave with the jumpseat and/or cabin seats unnecessarily empty, leaving you at the gate. If you are assigned a cabin seat, it is good etiquette to board the airplane last, not when your row or zone is called. Be sure to stop by the flight deck to introduce yourself to the captain before proceeding to your seat (see Jumpseat Etiquette). Have all your documentation available for the captain to review.

If you have an issue with the gate agent, you may request to speak to the captain. However, please remain courteous and professional at all times. It may be best to simply write down the pertinent information and catch the next flight. Inform the Jumpseat Committee as to the details of the problem as soon as possible. Be sure to include the airport, date, time, airline, flight number, city pair, gate number, PNR (if applicable), gate agent and/or supervisor's name if possible. Please allow the Jumpseat Committee to address the issue. Even if the issue is resolved, it is best to inform the Committee so we can prevent the problem from occurring again.

Jumpseat Attire

All airlines have specific, similar requirements for dress/attire when jumpseating. Remember, you are additional member of the crew when jumpseating and represent the entire pilot group of your airline. Jumpseating in uniform seems to be the easiest. If not in uniform, you are subject to all the TSA requirements including restrictions regarding liquids and gels in your carry-on baggage. If you elect not to wear your uniform, ensure you meet the airline's requirements for jumpseat attire, usually business casual. Jeans, t-shirts and tennis shoes are not acceptable attire when riding the jumpseat, as well as facial hair other than a moustache. Consult the Flight Operations Manual for further information regarding acceptable jumpseat attire.

Alcohol and Jumpseating

The FAA and all air carriers view pilots whom jumpseat as additional crewmembers (ACMs). It doesn't matter whether you ride on the flight deck or in the cabin. As an additional crewmember, you are subject to the same FARs/Company requirements as the pilots operating the aircraft, including the regulations and policies regarding the consumption of alcohol before and during flight. ExpressJet's policy states you may not

consume any alcoholic beverages 8 hours prior to flight, or during flight, whether in uniform or not. It doesn't matter whether you ride in the cabin or on the flight deck. As an ACM you also may be subject to drug/alcohol testing if the aircraft is involved in an accident or incident.

Jumpseat Etiquette

Although etiquette seems like common sense to most, this is an area that has caused problems for individual pilots in the past. Inappropriate or unprofessional behavior may result in serious consequences for you personally, as well as the entire pilot group. Maintain a patient, courteous and professional demeanor at all times.

When first entering the aircraft, introduce yourself to flight attendant at the boarding door with your required documents in hand (jumpseat form, ID, pilot certificate, medical, passport) and indicate you are requesting to ride the jumpseat and would like to speak to the captain. Even if you have been assigned a seat in the cabin, always stop at the flight deck first to request permission to ride. On some airlines, the flight attendant will present your documentation to the captain while you wait. Do not block the boarding door, nor attempt to bypass the flight attendant to access the flight deck. Most jumpseaters "park" their bags near the boarding door (out of the way) while they present their documents. This allows the passengers to continue the boarding process without hindrance.

When approaching the flight deck, always politely ask if you may ride the jumpseat on their aircraft. Never state, "I'm riding the jumpseat" or, "I guess I'm stuck up here today." Remember, you are asking permission to ride. An example would be, "Good morning, I'm John Smith from ExpressJet and would like to request the jumpseat on your aircraft today." Have all your credentials available for the captain to review (ID, JS Form if required, pilot certificate, medical, and passport).

If there are seats in the cabin, and you have not yet been assigned a seat, ask the lead flight attendant where they would like you to sit. Do not automatically assume that you can sit in first class just because a seat is open. A courteous attitude goes a long way with flight attendants and other personnel. Rude behavior may cause your removal from the flight. Be seated and stow your bags quickly so as not to delay the departure. If necessary, check your bag if requested without complaint.

If you are given a choice of any available seat, an unoccupied exit row seat is a good choice. This not only provides more legroom for you, it provides a trained crewmember in an exit row in case of emergency egress from the aircraft. Upon arrival, do not deplane until all other passengers have deplaned. Remember, you are a guest on the flight, and other passengers may have tight connections. Be sure to take the chance to thank the flight deck crew for the ride on the way out without causing congestion in the doorway.

If you are assigned to ride on the flight deck jumpseat, it usually means the flight is completely full and you are probably boarding at the last few minutes prior to departure. Remember, you are a guest on the flight deck. Make every effort not to inconvenience or interrupt the crew. Generally there is little time to for the captain to complete the brief and

other required items prior to pushback, so do not be a hindrance. Always be courteous and considerate with your personal belongings. Ensure that your coat, hat, and bags are stowed as quickly as possible. Some aircraft have better storage facilities in the flight deck than others, so it is best to avoid congestion on the flight deck by stowing these items in the cabin if possible.

The forward closet areas and first class overhead bins are reserved for the working crew and first class passengers only. You should not stow your bags in these areas (or even ask to do so) without permission. The lead flight attendant may offer to place your items in these areas (again, politeness and consideration go a long way with the cabin crew). If there is no place to stow your bags in the cabin or on the flight deck, quickly gate check them. Do not go through the entire cabin opening every overhead bin looking for a place to stow your bags at departure time. This is unprofessional and unappreciated and could delay the flight. If you have both a flight bag and roller suitcase, consider splitting these up in the overhead bins. On full flights it is an advantage for you to place one of your bags in the first bin you can find anyway. Place your other bag somewhere else in the cabin. As our bags are larger and bulkier than most passengers', the passengers and flight attendants do not appreciate you hogging all of the overhead bin space in one row. Remember that as a jumpseater you never want to be the cause of a delayed flight. Even if you know there is space available, but it would take a minute to track down, it might be quicker to just check your bag.

Sterile Cockpit Procedures

As a courtesy to the crew, ensure your cell phone is turned off before entering the flight deck. Always observe the 14 CFR 121.542 Sterile Cockpit Procedures below 10,000 feet. Even above that point, it is best to not initiate non-essential conversation below FL180. Most airlines have a policy of no reading materials or electronic device use on the flight deck, however sometimes jumpseaters are exempt. It is best to ask the crew first rather than assume you can read a book during cruise.

Pay attention to the airline-specific jumpseat briefing. You may need to don the oxygen mask in an emergency or exit the aircraft through the cockpit windows during emergency egress. The captain may add more stringent sterile procedures or add specific additional information. If you are not familiar with the use of the jumpseat – ask.

For obvious reasons, do not open the flight deck door without permission. Generally, the flight attendant will close the flight deck door prior to pushback. If there are two jumpseats available on the flight deck, always take the one that is least troublesome for the crew. Some jumpseats (generally behind the captain) can restrict movement of flight deck seats, making it uncomfortable for them. If there are two jumpseaters on the flight deck, and the other jumpseater is riding on their own airline, you should offer to take the less comfortable seat if you both arrive at the same time and they are not already seated. Do not make an issue over which jumpseat you are riding on – you are a guest.

During flight, be courteous regarding the use of overhead lights at night. Ask the crew if it would be bothersome before turning them on. Some crews may engage you in conversation

during flight; others will act as if you are invisible. Do not initiate the conversation, nor bother the flight crew with requests for job recommendations on their airline. Do not ask for food/drink unless it is offered. You are a guest and the working crew are your hosts – act accordingly. Some pilots that commute regularly carry a bottle of water and a few snacks with them in case they do not have a chance to eat before a flight.

Upon arrival at the gate, do not open the flight deck door without permission from the captain. Stow the jumpseat properly and do not block the egress of passengers from the cabin. Thank the crew for the ride before exiting the aircraft.

A “Day in the Life” of a Commuting Pilot

Putting all this information together for a successful commute may seem daunting for someone new to the airline world. In an attempt to help provide an overview, we have included a synopsis/dialogue of a hypothetical commute from Denver to Houston. Remember this is an example only and may not be “typical” when describing your commute.

Scenario

DEN-IAH, February 18, 2008. Report time for the trip is 1620 local time at IAH.

Background

Denver was a Continental base in the past, as well as a current United base, so the commute can be difficult. There are a large number of senior United pilots and flight attendants still commuting from DEN-IAH. I enjoy living in Denver, so I put up with the commute.

The drive to the airport is about 45 minutes. The flight times are between DEN-IAH are approximately 2:00. IAH is Central Time, so unfortunately I lose an hour when commuting to IAH as Denver is on Mountain Time. United has nine daily flights and Frontier has daily flights. Colorado Springs airport is a backup in a pinch. I live about the same distance from both Denver International and Colorado Springs (COS). ExpressJet mostly serves COS, so that helps if I choose to drive there. The advantage is two jumpseats available (cockpit, cabin) and I have priority over UAL pilots for the cockpit jumpseat on the EMB145. The disadvantages are the flights are always full and many senior UAL flight attendants live in COS and commute to IAH. This means I most likely will not get a seat in the cabin and will only have access to the flight deck jumpseat (UAL FAs in cabin JS). No other airlines provide direct service to IAH from COS. American flies to DFW from COS, but that would mean a two-leg commute.

02/15/08 – 3 Days Prior to Commute

February 18th is a holiday (Presidents Day). I’m concerned the flights may be full due to the holiday travel and begin watching the loads on Friday, February 15th. In order to be protected by the commuter clause in the contract, I choose flight 252, which departs Denver at 7:15am and arrives in IAH at 10:36am. I list for the jumpseat as well as a non-rev in the cabin (SA5X). I choose this because there are two UAL pilots senior to me that have already listed for the jumpseat. Both UAL pilots have listed for the cabin as well. There is

also an XJT pilot listed for the jumpseat who is junior to me. He is not listed as an SA5X (cabin). The cabin has 30 open seats with 15 non-revs listed. I am number five on the non-rev list and number three for the jumpseat. The weather is predicted to be good at both DEN and IAH. From previous experience, I know the aircraft generally RONs in Denver, so I am not worried that the inbound aircraft could be delayed by the snowstorm predicted in EWR on 02-18. The aircraft is a B757 with two jumpseats.

02/17/08 – 1 Day Prior to Commute

I check the loads early in the morning and they have tightened up. There are now only 20 open seats with 18 non-revs listed. I am now number 10 on the non-rev list and still number 3 for the jumpseat. I start thinking about a back-up plan on another airline and note that United has two flights and Frontier has one flight that would still get me to IAH, while meeting all the requirements of the commuter clause. I print out the flight loads on Flying Together and print the non-rev list showing I am listed for the flight. I also call both United and Frontier to get a general idea about the loads on their flights. United is using a CRJ and a B737-300 and Frontier is using an A318. I elect to list (by phone) on the Frontier flight at 9:15 as a backup as the flight is “wide open” according to the reservations agent and the aircraft also has two jumpseats.

02/18/08 – Day of Commute

I check the loads before driving to the airport and see I will probably not be able to sit in the cabin on a SA5X pass, so I review my jumpseat status. One of the UAL jumpseaters is no longer listed, leaving only one jumpseater senior to me on the list. Since this is a B757 with two jumpseats I still have a chance to get on. I arrive at the gate and check the non-rev list that has been posted. It looks like United must have cancelled their early am flight and their passengers are now booked on another flight. Of course this rolls the entire non-rev list for the rest of the day and there is no way I will get on the UAL flights. The UAL jumpseater that wasn't on the list before I left home is now listed, so both cockpit jumpseats will be full. The ExpressJet jumpseater is still listed.

I elect to go to “Plan B” and quickly walk down 10 gates to Frontier and check-in for the jumpseat one hour prior to their departure time of 9:15am. I am the first one at the gate for the jumpseat and the gate agent tells me United is sending over some passengers from their cancelled flight, but I will probably still get a seat in the cabin. I present my credentials (passport, ID) and mention I have listed for the flight. The agent checks my information on CASS and asks for the airline code for ExpressJet (EV). She verifies my employee number and issues me a standby boarding pass. She informs me she will issue seats to standbys 20 minutes to departure. 25 minutes to go time and a Great Lakes pilot walks up to the gate. They have priority over me for the jumpseat as they operate as a feeder for Frontier, but there are two jumpseats on the Airbus, so I am still hopeful I will get on. I review my Plan C (United's flight at 10:30am) just in case Plan B doesn't work out. If I try for the United flight, I will have to go to another terminal using the inter-terminal train. It's about a 10 minute walk, but I don't need to go back thru security.

20 minutes to go time the gate agent calls me to the podium and asks me if I want a window or an aisle seat. Great! There are still some open seats in the cabin. I thank the agent and I am given an exit row, window seat. I can sleep on the flight without being in a middle seat. I board the aircraft when my row is called and approach the flight attendant at the boarding door (leaving my bags out of the way in the jetway). The flight attendant asks if I am jumpseating (she notes the credentials I am holding in my hand) and motions me towards the flight deck. I politely introduce myself (with credentials in hand) and ask if I may ride as a jumpseater on the aircraft. After being given permission from the captain, the lead flight attendant tells me there should be some empty overhead bins near row five. I quickly store my bags in bin five and proceed to my exit row seat – 10A. I politely put down my reading material when the flight attendants are completing the safety demo and then settle into my comfortable exit row seat for the commute to IAH.

Frequently Asked Questions (FAQs)

We have provided a list below of frequently asked questions and answers as provided by the Jumpseat Committee:

Q: Are ExpressJet pilots protected by a commuter clause?

A: Yes. You should become familiar with the updated commuter clause (CRJ Fleet: MOU 75; ERJ Fleet: MOU 20). To be fully protected, print and keep records of commute listings, especially when flights are booked nearly full. Commuters have a responsibility to plan ahead and make it to work to report for their trip on time – a commute clause does not change that responsibility.

Q: Can I jumpseat on any FAR Part 121 carrier?

A: Jumpseat agreements are signed in a reciprocal fashion, so as a condition of being able to jumpseat on our carrier, we should be able to request the jumpseat on the carriers on our reciprocal jumpseat list. Currently, ExpressJet accepts jumpseaters from any FAR 121 carrier who is a member of CASS, and additional airlines that are not or cannot become CASS members. The list of airlines with reciprocal jumpseat agreements with ExpressJet can be requested from the Jumpseat Committee. If you are unsure if jumpseaters are accepted by a specific airline, contact the airline directly or email the [Jumpseat Committee](#).

Q: Can I jumpseat to/from international destinations?

A: Only ExpressJet pilots and Flight Attendants may jumpseat on ExpressJet aircraft on international flights. On other airlines, it is best to contact that airline or the Jumpseat Committee for more information. Refer to the section *International Jumpseat on ExpressJet Airlines* and *International Jumpseat on Other Airlines* for more information.

Q: Can I sit in the Aft Jumpseat in the cabin on ExpressJet ERJ international flights?

A: Yes. However, only ExpressJet pilots and flight attendants may sit in the aft jumpseat on international flights. Again, the gate agent must list you on the crew manifest via an entry in the reservations system. United, Continental Micronesia, and OAL pilots and flight attendants may not ride in the aft jumpseat on ExpressJet aircraft on international flights.

Q: Can OAL pilots jumpseat on ExpressJet aircraft to to/from international destinations?

A: No. OAL pilots may not currently jumpseat on the flight deck, nor an open cabin seat, on ExpressJet aircraft on international flights (this includes pilots of any partner airline we serve).

Q: Who is authorized to occupy the flight deck jumpseat on ExpressJet international flights?

A: Currently, only ExpressJet pilots on the ERJ fleet, FAA Aviation Safety Inspectors, NTSB Representatives, U.S. Secret Service Agents, and Federal Air Marshals are allowed to occupy the Flight Deck Jumpseat on ExpressJet international flights.

Q: Can I sit in the aft jumpseat on ExpressJet ERJ Domestic Flights?

A: Yes. Only if the flight deck jumpseat is already occupied or deferred and there are no XJT FAs requesting the jumpseat. Flight Attendants always have priority above pilots on the aft jumpseat on ExpressJet aircraft.

Q: Can ExpressJet pilots sit in the FA jumpseat on other airlines?

A: Usually, no. Although every carrier is different, most carriers do not allow it.

Q: Do ExpressJet pilots have priority over other Delta Connection/United Express pilots on Delta/United aircraft?

A: No. Typically all regional pilots of the mainline carrier have priority over other airline pilots, however.

Q: Is my passport required when jumpseating?

A: Yes. Gate agents may ask for your passport, company ID, pilot certificate, and medical certificate. Most pilots who commute carry a “travel wallet” to hold all the required items together.

Q: What is a gate pass?

A: A gate pass is a type of standby boarding pass (ticket) issued by an airline’s ticket counter to persons wishing to pass through security to the boarding gate area. It is normally used for parents or legal guardians who are escorting an unaccompanied minor to/from the gate. Some airports require jumpseat riders to obtain a gate pass prior to passing through security, if the jumpseat rider’s airline does not serve that airport. If ExpressJet does serve the airport and you are simply jumpseating on a different airline in a different terminal in the same airport, you are not required to obtain a gate pass.

Q: Can I bring my family through the Known Crewmember/CrewPASS lines?

A: No. Only crewmembers may currently utilize the Known Crewmember/CrewPASS lines.

Q: Am I permitted to escort anyone with me through a Known Crewmember/CrewPASS line?

A: No escorting is allowed. All other persons must enter the sterile area via the normal passenger screening lines.

Q: Am I permitted to transport additional carry-on items that are not my own through a Known Crewmember/CrewPASS line?

A: No. Pilots are only permitted to bring their own personal carry-on items through a Known Crewmember/CrewPASS portal.

Q: Do I have to wear my uniform when jumpseating?

A: Technically, no, although it is usually more convenient to do so. Wearing your uniform allows you to access the Known Crewmember or CrewPASS lanes, as well as eliminates the restriction on carry-on liquids.

Q: If I am jumpseating while not in uniform, can I use the normal crew security lines?

A: Some airports will allow this, however some will not. It is still best to just wear your uniform to prevent problems.

Q: Can't I just go through security in my uniform, and then change into other clothes once I get through security?

A: No. However, there is no reason why you cannot bring a sweater or jacket to wear over your uniform while traveling.

Q: If I am jumpseating (in uniform or not), may I bring a family member who is traveling with me through the crew security line?

A: Maybe. Some airlines will allow this, but some may not. It is best to send your family members through the regular passenger security line.

Q: If I am traveling to training but not in uniform, am I allowed to bring more than one bag and one personal item through security (flight bag, suitcase, laptop, etc.)?

A: Yes. Crewmembers are allowed more than two items through security, however airline policies differ for carry-on items. If you choose not to wear your uniform, the gate agent may ask you to gate check the third item.

Q: Can I check in for my Delta/United flight at home or on my mobile device?

A: Yes, you may check in for a flight starting 24 hours prior to departure on the airline's website.

Q: Can I consume alcoholic beverages when jumpseating if I am seated in the cabin and not in uniform?

A: No. The FAA, ExpressJet and all other airlines consider jumpseaters additional crewmembers. You may not consume alcoholic beverages when jumpseating. It does not matter whether you are in uniform or not, or whether you sit on the flight deck or in the cabin.

Q: Do I have to get permission from the flight deck to jumpseat if I am given a seat in the cabin?

A: Yes. You may hear some captains say you do not have to check-in up front if you have a seat in the back. However, it is better to err on the side of caution and talk to the captain. Most crews will appreciate you checking in with them.

Q: Can I put my bags in the First Class overhead bins if I am sitting in the cabin when jumpseating?

A: No. You should never put your bags in any First Class overhead bins, unless requested to by the flight crew.

Q: Can I sleep, read, or use my computer when sitting on the flight deck jumpseat?

A: While jumpseating, you are considered an additional crewmember and must abide by all the normal policies, procedures, and regulations that apply to the working crewmembers on the flight. Some airlines have exemptions that allow jumpseaters to discreetly read once at cruise, however it is best to not assume that you can do so without asking first.

Q: If CASS is down, can I sit in the cockpit jumpseat on other airlines?

A: No. However you may still sit in an open cabin seat. Unfortunately, some gate agents do not understand this is possible. You may have to politely ask to speak to the captain if the gate agent says you cannot seat in an open cabin seat if CASS is down. It may be preferable to try the next flight and inform the Jumpseat Committee as soon as possible. Please provide the airline name, date, time, gate number, agent's name if possible, flight number and your contact information.

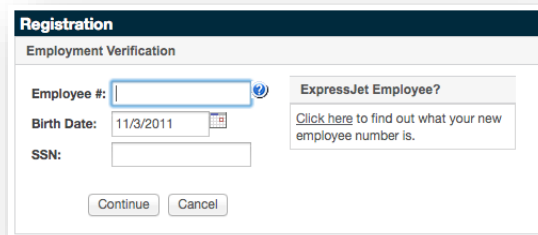
Travel Acronyms and Definitions

ACM	Additional Crewmember (Jumpseater)
APIS	Advance Passenger Information System
CASS	Cockpit Access Security System
CBA	Collective Bargaining Agreement (Pilot Contract)
EV	ExpressJet's IATA Code (needed for jumpseating)
FOM	Flight Operations Manual
ID90	Industry Discount fare – Type of discounted standby travel voucher for employees and dependents (90% off full fare)
IATA	International Air Transport Association
JA	Jumpseat authorization, or Joint authorization (United) – Dependents/travel companion
Non-Rev	Non-Revenue Passenger – employee traveling on standby basis
OAL	Other airline
OMC	Observer member of crew – UAL term for jumpseater
PBT	Passenger booking total (passenger load)
PNR	Passenger name record – 6-character number assigned to passenger booking record (record locator number)
RSB	Revenue Standby
RON	Remain Overnight – Aircraft or crew remains overnight
SA	Space available
ZED Fare	Zonal Employee Discount – Discount travel voucher for employees and dependents based on mileage between city pairs. Replaces ID program.

ExpressJet Company Website and Systems

Signing On for the First Time

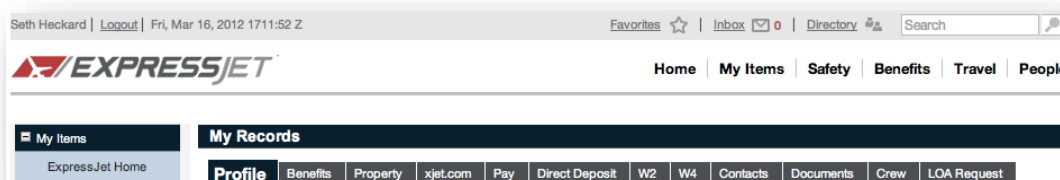
Upon loading <http://www.xjt.com/>, locate the First Time User Register button. Clicking the button will load another page with the terms and conditions. After agreeing to the terms, you will be asked for your employee number, date of birth, and Social Security number. Once you are located in the system, you will be asked to set up a password.



The image shows a web form titled "Registration" with a sub-header "Employment Verification". It contains three input fields: "Employee #:" with a blue border and a help icon, "Birth Date:" with a calendar icon and the value "11/3/2011", and "SSN:". To the right, there is a section titled "ExpressJet Employee?" with a link that says "Click here to find out what your new employee number is." At the bottom are "Continue" and "Cancel" buttons.

My Records

The My Records system allows you to view your pay stub, update personnel information, and view W-2 tax forms. It also allows you to update your xjt.com profile, W-4 tax form, life insurance beneficiaries, emergency contacts and home address. Flight crewmembers have an option to update the phone numbers that Crew Support may use to contact them, as well as setting preferences for the crew auto-notification system. Additionally, your current seniority number, vacation and sick time accruals, medical due date, and crew qualification



The image is a screenshot of the ExpressJet website. The top navigation bar includes the ExpressJet logo, a user name "Seth Heckard", a "Logout" link, the date "Fri, Mar 16, 2012 17:11:52 Z", and links for "Favorites", "Inbox", "Directory", and a search bar. Below this is a secondary navigation bar with links: "Home", "My Items", "Safety", "Benefits", "Travel", and "People". The main content area has a left sidebar with "My Items" and "ExpressJet Home". The main section is titled "My Records" and contains a horizontal tabbed interface with tabs for "Profile", "Benefits", "Property", "xjt.com", "Pay", "Direct Deposit", "W2", "W4", "Contacts", "Documents", "Crew", and "LOA Request". The "Profile" tab is currently selected.

status may all be found.

To load My Records, go to *Xjt.com > My Items > My Records*, and enter your XJt.com password when prompted. As there is a lot of information in the system, tabs are used at the top of the screen to switch pages. Pilots should pay particular attention to the xjt.com, Pay, Direct Deposit, and Crew tabs.

Clicking on the *Xjt* tab allows you to change your XJt.com password, as well as your password security questions. The XJt.com website will require you to change your password every six months.

My Messages

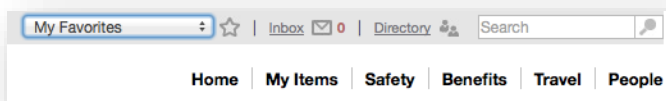
Company email communications is handled through the My Messages system. This email system is for internal communications only and does not connect to regular Internet email. Crewmembers may elect to have a notification sent to their personal email address whenever a My Message is received by entering their personal email address into the *My Messages > Options* tab.

ExpressJet uses the My Messages system to communicate news of importance to the employee group. Pilots will receive messages from the Chief Pilots' Office, as well as notification for hotel changes and manual revisions.

There are two types of messages that are sent through My Messages: regular and priority messages. Both regular and priority messages will show on the xjt.com home page as unread mail, but priority messages must be read and acknowledged before a trip check-in. Once the message has been read, the pilot may check-in for the trip.

My Favorites

As a pilot at ExpressJet, you will find yourself using some of the sections of the company website much more than others. For example, SkedPlus+, Flight Status Inquiry, the Flight Operations departmental page, and My Records will be accessed frequently. In order to expedite loading these pages, you can set them up as a favorite.

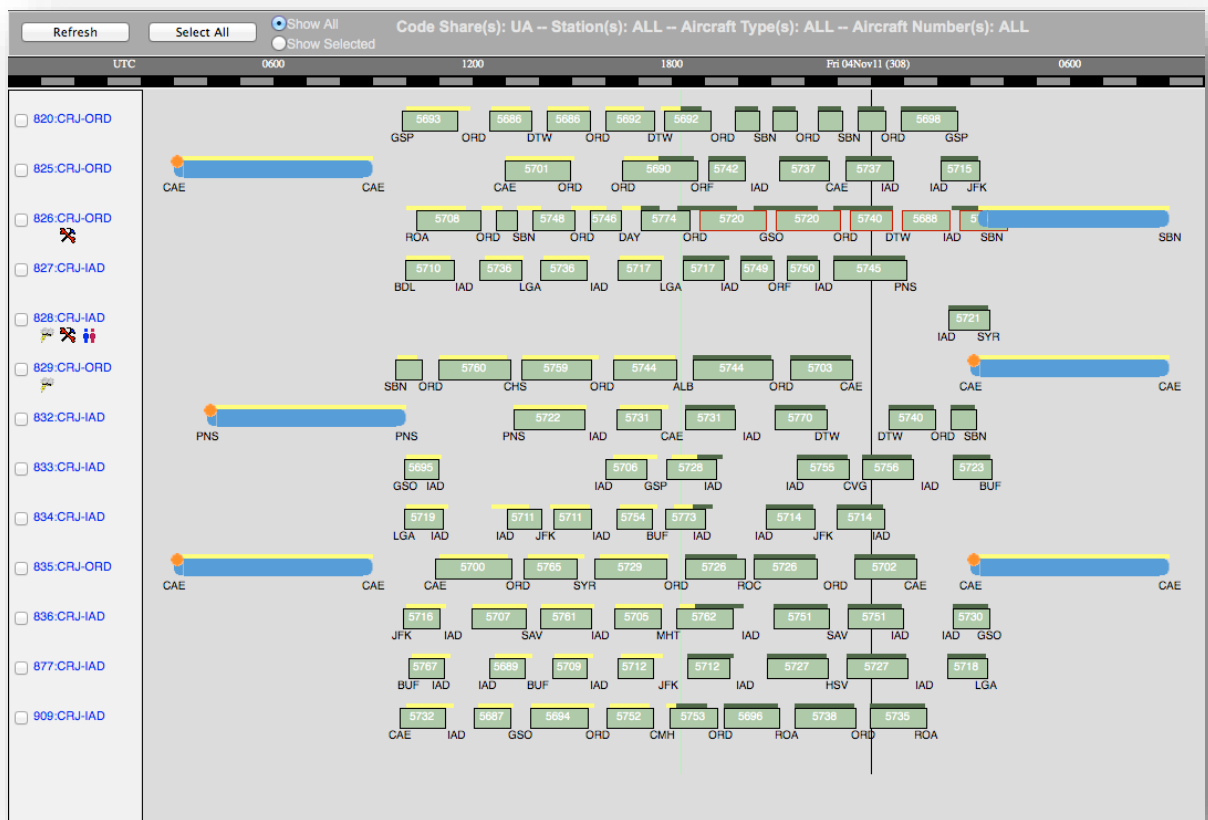


The My Favorites drop-down box is in the upper-right corner of the webpage, on the grey bar above the ExpressJet logo. To customize the items in the box, drop down the My Favorites box and select "Edit Favorites." On the next page, you can select the items you want to have quick access to, as well as order them appropriately.

Flight Status Inquiry

The Flight Status Inquiry page is a powerful resource for tracking flights and finding aircraft routing information. Crewmembers can utilize this page for locating the airplane for their flight, as well as seeing its on-time status.

To locate the Flight Status Inquiry page, go to *xjt.com > Operations > Flight Status Inquiry*. For those on the ERJ fleet, navigate to *xjt.com > Operations XJT > Flight Status Inquiry*. Upon reaching that page, select the Flow tab. The Flow tab allows you to narrow down your choice of aircraft, mainline partners, cities, and dates. If you want to see every aircraft in the fleet, simply press Go. In the example above, the CRJ fleet in the United Express System is shown.



On the left of the page, along the first column, are the aircraft number, fleet type, and hub city it transits through. If there are icons shown below the aircraft number, they represent various MEL items on the aircraft and their effect on dispatch, operational items, and passenger comfort. To the right of the aircraft number is the aircraft routing, as shown by the boxes representing each flight. The blue shaded areas are planned maintenance. Hovering the mouse cursor over that area will pop up a listing of the planned maintenance and estimated completion time.

Above each box for each flight is either a black or yellow line. That line represents the scheduled time for the flight. If the line is black, it has not yet departed. If the line is fully yellow, it has arrived. The line is marked into four sections for the out, off, on, and in status. For example, if the flight has blocked out but is not yet in the air, the line will be one-quarter yellow and three-quarters black. If the flight is airborne, the line will be half yellow and half black.

Hovering the mouse cursor over the box for each flight will show limited details for each flight. Additionally, clicking on the box representing each flight will pop up a window showing the crew, delay codes, and flight release.

The vertical green line going down the length of the page represents the current time, and the vertical black line represents the end of the Zulu day. Along the top of the screen is a horizontal line with a time scale.

Flight Ops

Releases for each flight may be generated from the Flight Ops page, found at *xjt.com > Operations > Flight Ops*. For those on the ERJ fleet, navigate to *xjt.com > Operations XJT > Flight Ops*.

To locate a flight release, enter in the flight number, departure city, and date. The release will open in a new window. Flight releases are typically generated 60-75 minutes prior to the departure time.

SkedPlus+

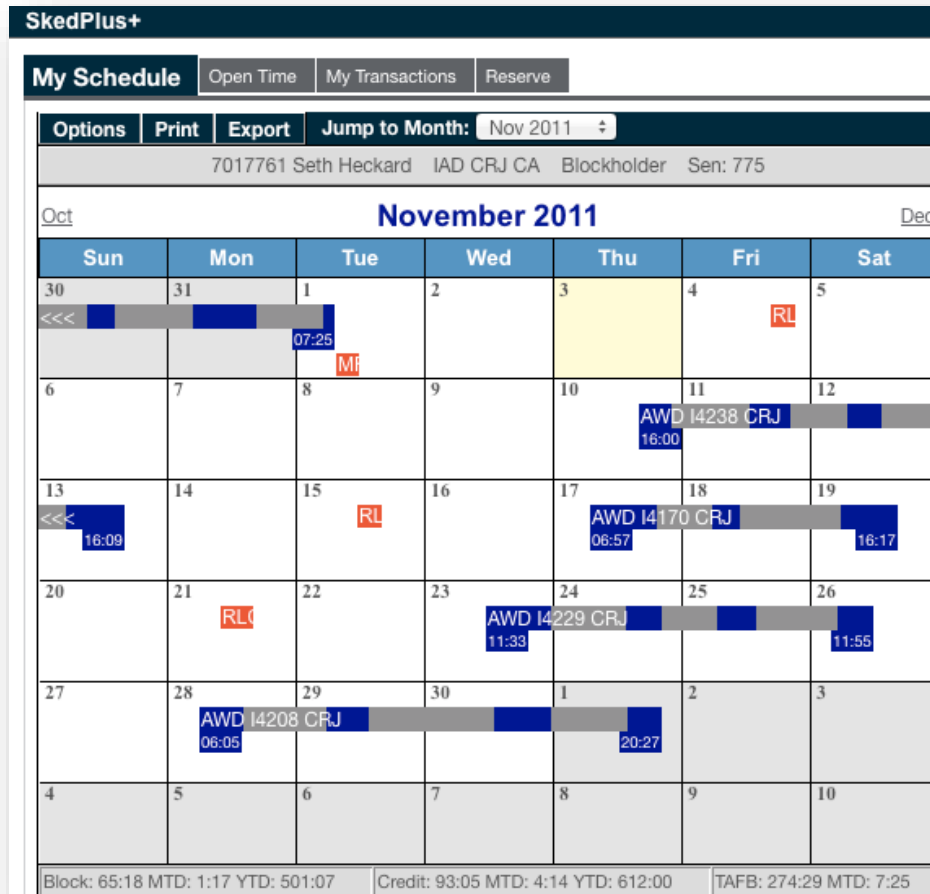
SkedPlus+ is ExpressJet's crew scheduling system. It is a graphical front-end to the CrewTrac software program that Crew Scheduling uses to schedule flight crews. SkedPlus+ was developed with the cooperation of ALPA, Flight Operations Management, and SkyWest, Inc. Information Technology department. SkedPlus+ is embedded into the *xjt.com* website, and is found by navigating to *xjt.com > Crewmember > SkedPlus+*.

SkedPlus+ may be used to view your current schedule, view open time, post and swap trips, and export your schedule. The system is available at all times, but swapping with open time will be limited to the schedule allowed by the current Collective Bargaining Agreement.

Most information in this section was adapted from the SkedPlus+ guide available on *xjt.com > Manuals > Company tab*.

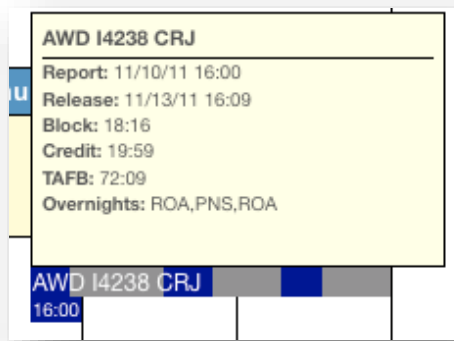
Viewing Your Schedule

Upon entering SkedPlus+, your current month's schedule is automatically displayed. The current day is highlighted in yellow.

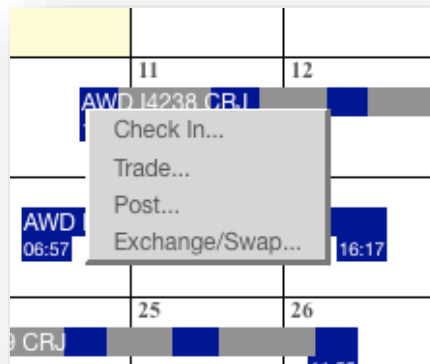


Your schedule is displayed in a graphical calendar format. To move between months, either select the links to move to the previous or following month to the left and right of the current month, or select the month from the drop-down Jump to Month box.

Hovering the mouse cursor over the paring will pop up extended details.



Right clicking on a pairing will display a menu with a list of options for the pilot.






Pilots may check in, trade, post, or exchange/swap their pairings.

- **Check in:** Checks you in for your pairing. This may only be accomplished at the airport.
- **Trade:** Trades the pairing to a specific pilot in exchange for one of his or her pairings. This is a mutual trade. Refer to the section *Trading Pairings* for more information.
- **Post:** Posts the pairing so that other pilots can pick up. Refer to the section *Posting Pairings for Pickup* for more information.
- **Exchange/Swap:** Exchanges the pairing for one that is in Open Time. Refer to the section *Open Time* for more information.

To view the details of a specific pairing, click on the pairing and a new window will pop up with the full schedule.

Pairing Details

AWD I4238 CRJ - 7017761 Seth Heckard - IAD CRJ CA															
Thursday 11-10-2011 Report: 16:00															
Flight	Tail	A/C	Orig	Dest	Dep	Arr	Pax	Block	Credit Miles	BurnAv	Dhd Turn				
1. UA5714	CRJ	IAD	JFK	17:00	18:29	—	1:29	1:29	228	2440	0:30				
2. UA5714	CRJ	JFK	IAD	18:59	20:22	—	1:23	1:23	228	2514	0:28				
3. UA5687	CRJ	IAD	ROA	20:50	21:50	—	1:00	1:00	177	1737					
Day Total:							3:52	3:52	Duty: 6:05						
Release: 22:05/10 Hotel: Hyatt Place Roanoke Airpo (540) 366-4700												Layover: 14:40			
Friday 11-11-2011 Report: 12:45															
Flight	Tail	A/C	Orig	Dest	Dep	Arr	Pax	Block	Credit Miles	BurnAv	Dhd Turn				
4. UA5753	CRJ	ROA	IAD	13:30	14:31	—	1:01	1:01	177	1897	0:28				
5. UA5697	CRJ	IAD	LGA	14:59	16:18	—	1:19	1:19	229	2324	0:26				
6. UA5705	CRJ	LGA	IAD	16:44	18:06	—	1:22	1:22	229	2542	0:49				
7. UA5721	CRJ	IAD	PNS	18:55	20:11	—	2:16	2:16	804	5683					
Day Total:							5:58	5:58	Duty: 8:41						
Release: 20:26/11 Hotel: Country Inn And Suites (850) 944-7653												Layover: 10:34			
Saturday 11-12-2011 Report: 07:00															
Flight	Tail	A/C	Orig	Dest	Dep	Arr	Pax	Block	Credit Miles	BurnAv	Dhd Turn				
8. UA5722	CRJ	PNS	IAD	07:45	10:54	—	2:09	2:09	804	5393	1:11				
9. UA5865			IAD	ROA	12:05	12:59	—	0:00	0:54	177	0 D				
Day Total:							2:09	3:03	Duty: 5:14						
Release: 13:14/12 Hotel: Hotel Roanoke & Conf. Ctr (540) 985-5900												Layover: 16:01			
Sunday 11-13-2011 Report: 05:15															
Flight	Tail	A/C	Orig	Dest	Dep	Arr	Pax	Block	Credit Miles	BurnAv	Dhd Turn				
10. UA5689	CRJ	ROA	IAD	06:00	07:01	—	1:01	1:01	177	1897	1:12				
11. UA5752	CRJ	IAD	BUF	08:13	09:25	—	1:12	1:12	284	2430	0:47				
12. UA5728	CRJ	BUF	IAD	10:12	11:27	—	1:15	1:15	284	2432	1:08				
13. UA5731	CRJ	IAD	CAE	12:35	14:00	—	1:25	1:25	401	3112	0:30				
14. UA5731	CRJ	CAE	IAD	14:30	15:54	—	1:24	1:24	401	3077					
Day Total:							6:17	6:17	Duty: 10:54						
Release: 16:09/13															
Totals: Report 16:00/10 Release 16:09/13 Block 18:16 Credit 19:59 TAFB 72:09															

Key: Scheduled; **Estimated**; **Actual**; **Overridden**;

Crewmembers for Each Flight			* First Flight ✓ Checked In
Captain	First Officer	Flight Attendant	
1. *7017761 Seth Heckard	*7025519 Brad Keller	*7026219 Dwight Taylor	
2. 7017761 Seth Heckard	7025519 Brad Keller	7026219 Dwight Taylor	
3. 7017761 Seth Heckard	7025519 Brad Keller	7026219 Dwight Taylor	
4. 7017761 Seth Heckard	7025519 Brad Keller	7026219 Dwight Taylor	
5. 7017761 Seth Heckard	7025519 Brad Keller	7026219 Dwight Taylor	
6. 7017761 Seth Heckard	7025519 Brad Keller	7026219 Dwight Taylor	
7. 7017761 Seth Heckard	7025519 Brad Keller	7026219 Dwight Taylor	
8. 7017761 Seth Heckard	7025519 Brad Keller	7026219 Dwight Taylor	
10. 7017761 Seth Heckard	7025519 Brad Keller	7026219 Dwight Taylor	
11. 7017761 Seth Heckard	7025519 Brad Keller	7026219 Dwight Taylor	
12. 7017761 Seth Heckard	7025519 Brad Keller	7026219 Dwight Taylor	
13. 7017761 Seth Heckard	7025519 Brad Keller	7026219 Dwight Taylor	
14. 7017761 Seth Heckard	7025519 Brad Keller	7026219 Dwight Taylor	

SkedPlus+ Options

Check In

Check In for this pairing.

Post

Post this pairing so other crewmembers can pick it up.

Trade

Trade this pairing to another crewmember in exchange for one of theirs.

Exchange/Swap

Exchange/Swap this pairing with pairings from Open Time.

In the above example, this pairing was viewed before the departure of the trip. Items such as the tail number and passenger counts are blank. On the departure date, the blank items will fill in with the details for that day. After a flight has been completed, the departure and arrival times update. Once that happens the times will be listed in a bold font. Clicking on the first icon on the top row (the sundial) will toggle between scheduled and actual flight times.

Many of the field in the pairing can be clicked on for more detail. Specifically, the flight number, the aircraft number, the hotel, and crewmembers may be clicked on for more

details. The flight number and aircraft are linked to the flight status page; the hotel is linked to more information about the hotel, including transportation providers. Clicking on crewmembers will pop up a window with their picture.

Posting Pairings for Pickup

The Post feature will allow a pilot to post his or her pairing for other pilots to pick up or trade. The pilot will be responsible for flying the pairing until it has been successfully picked up by the other pilot. Once the pairing has been picked up, the original pilot will receive a message notifying them that the pairing has been picked up and it has been removed from his or her schedule.

Post Options

☒ Post Complete Pairing
☐ Split This Pairing

Assign to Employee: 

If you assign this to a specific crewmember, he or she will be the only one allowed to view this pairing. It will be hidden from all other crewmembers.

☐ Trade Only
Check this box if you are only willing to give up this pairing as a Trade for someone else's pairing

Add Comments:

Next Cancel

The pairing may be assigned to another pilot who is interested in picking up by entering his or her employee number in the designated area. If the employee number is unknown, clicking the binocular icon will open a search window to find the pilot's number. If pilot "A" assigns the pairing to pilot "B", the pairing will only be visible to pilot "B".

If the posted pairing is to be traded for another pairing, the Trade Only check box must be selected. This will ensure that another pilot will not pick up your pairing without the trade being agreed upon.

Additional information or incentives may be entered into the Add Comments box. Once the Next button is clicked, the final step is to post the pairing.

Once the pairing is posted, the Edit option becomes available. Clicking on Edit allows the pilot to add to his or her original post. The steps are the same as listed above.

If the pilot has changed his or her mind and decides to fly the pairing, he or she may remove his or her posted pairing by clicking on the Withdraw Post button.

Trading Pairings

A pilot may trade pairings with another pilot using the Trade option provided he or she is qualified for the pairing he or she is taking. Both pilots must approve the trade before the transaction is placed in the queue. Multiple pairings may be traded at the same time.

The following steps must be taken:

1. Pilot A must post his or her pairing(s) and assign it to pilot B.
2. Pilot B must post his or her pairing(s) and assign it to pilot A.
3. Once both pairings have been posted and assigned, either pilot may then initiate the trade.
4. Once the trade has been initiated, the other pilot must log in and complete the trade before any schedules will be changed. This allows both pilots to view the transaction and acknowledge his or her approval before it is submitted to the queue. If either pilot is trading multiple pairings, a check mark will display next to the pairing. Click on the check mark to remove it from the trade transaction. If the trade inadvertently fails, despite being an otherwise acceptable trade, select the additional pairing and cancel the first trade. This will create a second trade attempt with the new pairing and the pairings from the canceled trade.
5. International pairings must be traded no later than 12 hours of the report time, due to customs notification.

Open Time

To view the available open time, select the Open Time tab at the top of the calendar view of SkedPlus+. The monthly calendar view will be expanded to show your pairings, as well as all open pairings. In addition, any crewmember-posted pairings will show as well.

The default view is the calendar view, however a list view is available by selecting the List tab. Additionally, the pilot may filter the pairings shown and restrict them to open time, crew posted, or trade only pairings, or to depart on a specific date range. Finally, pairings from a different domicile may be viewed. Remember that pilot may only swap for a pairing in his or her own domicile, but may pick up a pairing out of domicile. If a pilot picks up a pairing out of domicile, it is his or her responsibility to commute in for that pairing.

Pairings are color coded as shown in the key on the right side of the screen. Pilots may hover their mouse over the pairing for more details. If there are comments associated with the pairing, they will display in the popup window. If there are any open time pairings that contain an added incentive by Crew Scheduling, they will display in red.

SkedPlus+

My Schedule

Open Time

My Transactions

Reserve

Domicile(s):

IAD

ATL

DTW

Aircraft: CRJ,CR7,CR9
Position: CA
Posted By:
Overnight:

Date Range: 11/3/2011 - 11/30/2011
Include: ☒ Open Time ☒ Crew Posted ☒ Trade Only
Search

Calendar

List

November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 <<<	31	1 M	2	3	4 R	5
6	7	8	9	10 CRJ	11 CRJ CA I4206	12
13 <<<	14 CRJ CA I4128	15 CF	16	17 AWD I4170	18	19 CRJ CA I
20	21 R	22	23 AWD I4229	24 CRJ CA I4235	25 CF	26 CRJ CA I
27	28 AWD I4208	29	30	1	2	3
4 <<<	5	6	7	8	9	10

Key

- My Scheduled Pairing
- My Posted Pairing
- CrewTrac Open Time
- Added incentive from Crew Support
- Crew Posted Pairing
- Crew Posted Split Pairing
- Posted Pairing Assigned to Me
- Trade Only

Credit: 93:05 Block: 65:18

After clicking on an open time pairing, a new window will pop up showing pairing details. Three options will be presented:
Exchange/Swap, Evaluate, and Pick Up.

- Exchange/Swap:** This will take the pilot to the Exchange/Swap screen where he or she may exchange/swap the selected pairing with pairings from his or her own schedule. This option will only display for open time pairings.

SkedPlus+ Options

Exchange/Swap

Exchange/Swap this pairing with pairings from my schedule.

Evaluate

Check to see if I am legal to fly this pairing, but do not add it to my schedule yet.

Pick Up

Add this pairing to my schedule.

- **Evaluate:** A pilot may use the evaluate option to see if he or she is legal to pick up the selected pairing. This transaction will be submitted to the queue like all other transactions. The result of the evaluation will be returned on the My Transactions screen. The evaluated pairing will not be added to the pilot's schedule, even if he or she is legal to work the pairing.
- **Pick Up:** A pilot may choose to pick up the open time pairing. It may be added to the pilot's schedule after a legality evaluation is performed and approved.

A pilot may automatically exchange/swap his or her assigned pairing for another pairing in open time that he or she is qualified to work. In the event that there are calendar days in the dropped pairing(s) that do not overlap with the same calendar days in the picked up pairing(s), reserve coverage will be checked. This will occur even if the dropped pairing is shorter than the picked-up pairing.

When the Exchange/Swap option is selected, a new window will display. Click on Select OT Pairings to view the pairings currently in open time in your domicile. All the pairings will display chronologically, and each column may be sorted by clicking on the header. To see the pairing's details, click on the underlined pairing number. To select a pairing or pairings from the list, click on the box next to the pairing ID. Once the pairing selection has been made, click on the Continue button.

Exchange/Swap With Open Time

Exchange/Swap With Open Time

Select OT Pairings

Pairings From Open Time					Total Credit: 18:32	Total Days: 4		
Pairing	Dom	A/C	Pos	Start Date	End Date	Credit	Block	Days
<u>14206</u>	IAD	CRJ	CA	11/11/2011 07:20	11/14/2011 11:43	18:32	17:04	4

Select My Pairings

Pairings From My Schedule					Total Credit: 19:59	Total Days: 4		
Pairing	Dom	A/C	Pos	Start Date	End Date	Credit	Block	Days
<u>14238</u>	IAD	CRJ	CA	11/10/2011 16:00	11/13/2011 16:09	19:59	18:16	4

Upon successfully completing this transaction, these open time pairings will be added to your schedule and the other pairings will be removed from your schedule.

Enter your password and click Submit to proceed

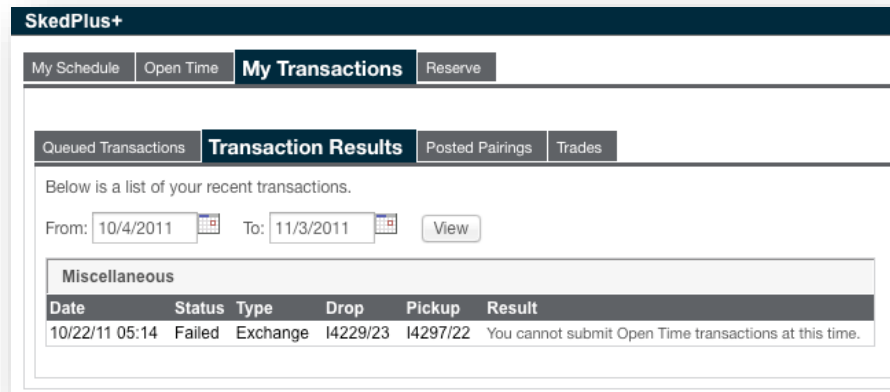
Password:

To complete the exchange/swap, the pilot must enter his or her password and then click on the Submit button. When the exchange/swap has been submitted, an acceptance message will display letting the pilot know that he or she will receive a message via My Messages if the exchange/swap has been approved. The pairing goes into the queue to evaluate for legality, and is either processed in seniority order or first-come-first-served, depending on the terms in the Collective Bargaining Agreement.

If a pilot is picking up a pairing, simply click on the pairing and select Pick Up. Then enter the XJt.com password and select Pick Up This Pairing. By entering the password, the pilot acknowledges that his or her scheduled will be modified with the picked up pairing and the pilot will be required to work the pairing, if the pick up was successful. Once the transaction is processed through the queue, a My Message will be sent to the pilot notifying him or her of the schedule change, if successful.

Seeing the Results of Your Transactions

By clicking on the My Transactions tab in SkedPlus+, a pilot can view all the different transactions performed. There are four sections: Queued Transactions, Transaction

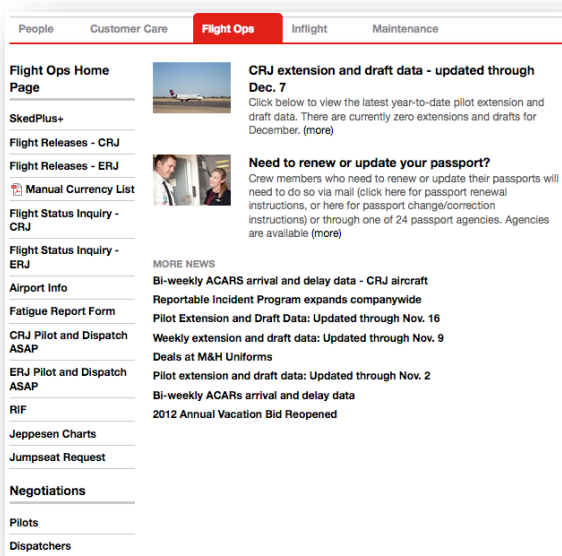


Results, Posted Pairings, and Trades.

- **Queued Transactions:** All pairings submitted recently to the queue may be listed here. Pilots may reorder the transactions, and see transaction status. If necessary, pairings in the queue may be deleted.
- **Transaction Results:** All trades, exchanges/swaps, and pickups will be listed here in chronological order. If a transaction fails, the reason will be displayed.
- **Posted Pairings:** Any pairings that a pilot posts will be listed here. Posted pairings may have the following status:
 - **Available:** The pairing is still posted for pickup.
 - **Expired:** The pairing's date has passed and was not picked up.
 - **Invalid:** The pairing was posted originally, but then the pilot either traded or exchanged/swapped the pairing after it was posted.
 - **Taken:** Another pilot successfully picked up the pairing. If a pilot needs to change or delete a posted pairing, click on the link labeled Edit next to the pairing. The Post page will open with that particular pairing's details and the available options.
- **Trades:** The Trades tab will list all the pairings that a pilot has initiated for a trade with another pilot. The pilot's pairing will be listed and next to it will be the pairing that he or she would like to trade. To see the details of either pairing, click on the underlined pairing number.

Flight Operations Website

The Flight Operations Website contains information applicable to pilots at ExpressJet, as well as links to commonly used items. Pertinent news updates are periodically posted on this page, and all pilots should check it periodically if they wish to stay informed with current events. The Flight Operations page will automatically be displayed at the bottom of the xjt.com home page.



Crew Pay Report

Information from this section was adapted from the *Rainmaker Crew Pay Guide* available on xjt.com and expressjet.alpa.org.

Introduction

For the most up-to-date pay register information, view the Crew Pay report by going to xjt.com > *Crewmember* > *Crew Pay*. This page accesses the Rainmaker system, which provides pay breakdown details for each day of the month, as well as allowing for a means of contacting payroll for any discrepancies or errors. Although the pay credit is displayed at the bottom of SkedPlus+, it may not reflect all of the additional pay credit earned. Pilots are encouraged to keep their own pay register and compare it to the information on the Crew Pay Report.

All pay in Rainmaker is reported in hours and minutes broken down per day and by flight leg in the detailed report. Pay is also broken into several categories or pay buckets such as ACTPY (actual pay or regular pay) or RTAFB (regular time away from base).

All pay bucket hours will be shown on the check stub each payday. If during a calendar year a pay bucket is used that bucket will always be open because the pay is totaled in the YTD earnings.

Rainmaker is an interface that extracts information from another computer system that contains many various sets of data. Since it is only a web-based interface, the Rainmaker system periodically refreshes the data that is within its system from the master pay database. Since mass amounts of data are being transferred between the systems, it is not a 100% accurate representation of your pay at any one given time. Usually, pay information is accurate one day after the flight.

Pay Categories

Pay Bucket	Description
ACTPY	Block or credit pay (regular wages)
CRM	Crew Resource Management pay
DTAFB	Daily time away from base (taxable per diem)
DTPRM	200% additional pay
DTREG	Difference in pay for duty rig credit (CRJ)
JRM1	50% additional pay
JRM2	150% additional pay
MNDAY	Difference in pay for min day credit (CRJ/ERJ)
RTAFB	Overnight time away from base (per diem)
SIC	Sick pay
SICU	Unpaid sick time used
VAC/VAP	Vacation

System Details

Upon opening the system, the default page shown is your pay for the current month.

There are three sections shown: Options, Details, and Crew Pay for Period.

The Options section at the top simply allows you to select different bid periods once you are logged into the system. It will allow you to go back and look at prior bid periods as well as view the current one.

The screenshot displays the 'Crew Pay Report' interface. The 'Options' section at the top allows selecting a 'Bid Period' (1002 - Jan 31 / Mar 01) and includes a 'Recalculate' button. The 'Details' section provides employee information (Employee: 1002, Position: CA, Domicile: ATL, Status: Open, Line Type: Line Holder, Report Payable: [X], Revision: Current, Admin Reviewed: [X]) and a 'Payments' section with checkboxes for DTAFB, HOLIF, JRM1, and JRM2, along with an 'Additional Codes' field and a 'Balance Due' of 97.62 (97.37). The 'Crew Pay for Period' section shows a table with columns: Day, Src, Shift, Type, SKD EQP, ACT EQP, ACTPY, TOTPY, DGMAR, RTAFB, Crew Comments, and Office Comments. The table lists data for days 31, 1, 2, 3, 4, 5, and 6, with corresponding pay amounts and details links.

The Details section is divided into columns. The left side of the Details section contains crewmember information as well as some summary data. Although most of the information is self-explanatory, some further detail is provided below.

- **Credit Hours Due:** This shows the total hours due as of the current time during the bid period. The credit hours may be higher than the line guarantee because some pay categories are paid above guarantee.
- **Line Guarantee:** This indicates the minimum pay based upon the pilot's line guarantee. This number may increase or decrease according to any modifications made to your original line guarantee.
- **Revision:** This drop-down box allows the crew member to view any of the following:
 - Current: Current payroll report for the bid period
 - Final Award: Crew members awarded line prior to the beginning of the bid
- **Details:** This button will open another window containing a detailed look at the revision selected.
 - This report is a by-day and by-leg summary of the entire bid period. The Details report can also be printed or saved. The information in the Details report should be familiar to all pilots.
 - All actual departure and arrival times are shown with a blue font color. Flights that have not been flown will not contain any actual departure or arrival times.
 - Credit times that are displayed with a black font color indicate that the flight was flown under the scheduled block time. Credit times that are displayed with a blue font color indicate that the flight was flown equal to or greater than the scheduled block time.
 - The example below shows the Details report for the "Current" Revision.

Employee		Position	CA
Period	1002	Domicile	ATL
Modified Date	03/22/2010 18:36	Status	Open
Credit Hours Due	97.62 (97:37)	Line Type	Line Holder
Line Guarantee	75.00 (75:00)	Emp Dates	

Crew : - Bid Period : 1002 - Line Type : Line Holder - Report Revision : Current - Show Changes ☐

Day	Shift	Type	Flt	Seq	Dhd	ORG	DST	SkdEq	ActEq	Pos	STD	STA	ATD	ATA	SkdFlt	ActFlt	SkdBk	ActBk	ActSkd	Prem	Credit
01/31/2010		INT									08:00	18:00									0:00
ACTPY VOTPY DGUAR RTAFB																					
Total Credit Time: 00:00																					

02/01/2010		INT									08:00	18:00									0:00
ACTPY VOTPY DGUAR RTAFB																					
Total Credit Time: 00:00																					

02/02/2010	A7328	AWD	5416	20		ATL	BMI	CR7	CR7	CA	08:38	09:34	08:34	09:24	Sched	Sched	1:56	1:50			1:56
	A7328	AWD	5468	10		BMI	ATL	CR7	CR7	CA	10:05	12:52	09:55	12:37	Sched	Sched	1:47	1:42			1:47
	A7328	AWD	5468	20		ATL	TLH	CR7	CR7	CA	13:40	14:42	13:36	14:39	Sched	Sched	1:02	1:03	0:01		1:03
	A7328	AWD	5458	10		TLH	ATL	CR7	CR7	CA	15:15	16:31	15:09	16:25	Sched	Sched	1:16	1:16			1:16
	A7328	AWD	5065	20		ATL	MYR	CR7	CR7	CA	19:25	20:43	19:22	20:39	Sched	Sched	1:18	1:17			1:18
ACTPY VOTPY DGUAR RTAFB																					
07:20 16:22																					
Total Credit Time: 23:42																					

02/04/2010	A7328	AWD	5416	10		MYR	ATL	CR7	CR7	CA	06:00	07:22	05:57	07:43	Sched	Sched	1:22	1:46	0:24		1:46
	A7328	AWD	5410	10		ATL	PHF	CR7	CR7	CA	08:34	10:20	08:28	10:01	Sched	Sched	1:46	1:33			1:46
	A7328	AWD	5533	10		PHF	ATL	CR7	CR7	CA	10:50	12:46	10:45	12:44	Sched	Sched	1:56	1:59	0:03		1:59
	A7328	AWD	5533	20		ATL	OKC	CR7	CR7	CA	13:49	15:08	13:44	15:11	Sched	Sched	2:19	2:27	0:08		2:27
ACTPY VOTPY DGUAR RTAFB																					
07:58 24:00																					
Total Credit Time: 31:58																					

02/05/2010	A7328	AWD	4960	10		OKC	ATL	CR7	CR7	CA	05:30	08:36	05:28	08:36	Sched	Sched	2:06	2:08	0:02		2:08
	A7328	AWD	5328	10		ATL	TUL	CR7	CR7	CA	09:16	10:34	09:39	10:35	Sched	Sched	2:18	1:56			2:18
	A7328	AWD	5282	10		TUL	ATL	CR7	CR7	CA	11:04	14:04	11:12	14:17	Sched	Sched	2:00	2:05	0:05		2:05
ACTPY VOTPY DGUAR RTAFB																					
06:31 14:32																					

- On the right side of the Details section are two other features (outlined in yellow above) that provide more information to the pilot when viewing the payroll report. This section will appear differently depending on if you are looking at a current bid period that is in progress or if you are looking at a past bid period.

For the Current Bid Period:

- Show Bid Adjustments: When this box is checked, additional information columns in the report are displayed, which show:
 - Line Guarantee Adjustments
 - Over Block Adjustments
- Additional Codes:

Current Bid Period

☐ DTAFB
☐ HOLIF
☐ JRM1
☐ JRM2

Additional Codes:

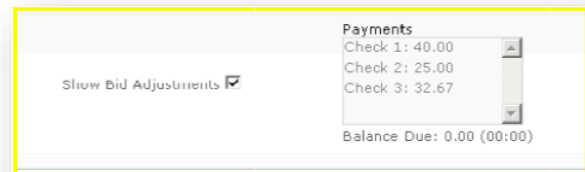
Check # Hours PerDiem

Balance Due: 97.62 (97:37)

- Rainmaker was designed to display only the pay categories that contain credit values. All fields that have no associated credit will not display by default. This control box allows the crewmember to select additional pay categories should they choose to do so.
- To display any additional fields, click on the appropriate check boxes and then click on the “Add” button. The system will update the screen to display the additional columns.
- Payments: This box shows hours that have been paid or are about to be paid (Check 1, Check 2 etc.). The checks will show as soon as Crew Pay Audit has completed the processing of the payment, which will occur before the actual pay date. Payment 1 is the mid-month paycheck on the 15th; Payment 2 is the end-of-month paycheck on the last day of the month, and Payment 3 is the cleanup check on the 15th of the next month.
- Balance Due: In this example, no pay has been distributed to the crewmember at this point during the bid period.

For a Past Bid Period:

- Show Bid Adjustments: This feature is still available when viewing a past bid period.
- Additional Codes: This feature is not available when viewing a past bid period as the payroll has been completed and all values are shown by default.
- Payments: Since the payroll is complete for this bid period the actual hours paid in each paycheck are shown.
- Balance Due: With the payroll complete for this bid period and all paycheck processed, the Balance Due is shown as zero.



Payments

Check 1: 40.00

Check 2: 25.00

Check 3: 32.67

Balance Due: 0.00 (00:00)

Show Bid Adjustments ☒

Crew Pay for Period :											Update
Day	Src	Shift	Type	SKD EQP	ACT EQP	ACTPY	VOTPY	DGUAR	RTAFB	Crew Comments	Office Comments
Total						89.32 89:19	2.28 02:17	6.02 06:01	331.48 331:29		
31	S	INT	INT								Detail
1	S	INT	INT								Detail
2	S	A7328	AWD CR7	CR7		07:20			16:22		Detail
3	S							03:45	24:00		Detail
4	S	A7328	AWD CR7	CR7		07:58			24:00		Detail
5	S	A7328	AWD CR7	CR7		06:31			14:32		Detail
6	S										Detail
7	S										Detail
8	S										Detail
9	S	A7409F	AWD CR9, CR7	CR9, CR7		07:08			15:40		Detail
10	S	A7409F	AWD CR7	CR7		04:53			24:01		Detail
11	S	A7409F	AWD CR7, CR9	CR7, CR9		04:46			24:00		Detail
12	S	A7409F	AWD CR9, CR7	CR9, CR7		04:34	02:17		24:00		Detail
13	S	A7409F	AWD CR7	CR7		01:29		02:16	17:08		Detail
14	S										Detail
15	S										Detail
16	S	A7687	AWD CR7	CR7		07:58			09:55		Detail

Crew Pay for Period: This section of the payroll report displays a daily summary for the entire bid period as well as the totals for each field displayed. As stated before, the system will automatically display all codes and associated fields that contain pay credits. Many of the column headings are self explanatory, while some require some additional information:

- **ACTPY, VOTPY, DGUAR, RTAFB:** These columns show the amount of flight time flown greater than scheduled. Refer to *Pay Categories* for more information.
 - When displayed, these columns will always appear to the farthest right of the pay columns.
 - These columns are shaded slightly and separated from the others to distinguish these as information fields only and not as pay fields.
- **Crew Comments:**
 - Should a crewmember have an issue that needs to be addressed with Crew Pay Audit, they simply type their comments in this field and then click on the update button in the top right corner to send the information to Crew Pay Audit.
 - When typing comments in this field your text will continue to scroll as you type. Once the comment has been submitted by clicking on the update button, if you place the cursor over this field a box will show you the entire comment that was submitted to Crew Pay Audit. Please keep your comments as brief as possible.
- **Office Comments:** Once Crew Pay Audit has reviewed any comments they received from a crewmember, they will be able to reply back with any information related to

the issue. If this field contains a comment, simply place the mouse cursor over the text and a window will appear with the entire comment.

- **Details:** This button is applicable to each specific day of the bid period. Should the crewmember wish to view, print, or save a leg summary for that specific day to review the associated information, simply click on this button.
 - All actual departure and arrival times are shown with a blue font color. Flights that have not yet been flown will not contain any actual departure or arrival times.
 - Credit times that are displayed with a black font color indicate that the flight was flown under the scheduled block time. Credit times that are displayed with a blue font color indicate that the flight was flown equal to or greater than the scheduled block time.
 - The following is a Details view of day 8 during the bid period:

Employee # :															
Employee											Position	CA			
Period	1002										Domicile	ATL			
Modified Date	03/22/2010 18:36										Status	Open			
Credit Hours Due	97.62 (97:37)										Line Type	Line Holder			
Line Guarantee	75.00 (75:00)										Emp Dates				

Crew :

- Bid Period : 1002 -

- Line Type : Line Holder -

- Report Revision : Current -

Show Changes ☐

Day	Shift	Type	Flt	Seq	Dhd	ORG	DST	SkdEq	ActEq	Pos	STD	STA	ATD	ATA	SkdFlt	ActFlt	SkdBlk	ActBlk	ActSkd	Prem	Credit
02/09/2010	A7409F	AWD	5192	10		ATL	ROC	CR9	CR9	CA	09:20	11:37	09:30	11:22	Sched	Sched	2:17	1:52			2:17
	A7409F	AWD	5155	10		ROC	ATL	CR9	CR9	CA	12:07	14:44	11:57	14:25	Sched	Sched	2:37	2:28			2:37
	A7409F	AWD	5458	20		ATL	YYZ	CR7	CR7	CA	17:35	19:49	17:32	19:32	Sched	Sched	2:14	2:00			2:14
ACTPY RTAFB																					
07:08 15:40																					
Total Credit Time: 22:48																					

The bottom section of the Crew Pay for Period feature contains the column headings and column totals.

23	S	A7445A	AWD	CR7	CR7	07:56				15:15											Detail		
24	S	A7445A	AWD	CR7	CR7	04:40				24:00											Detail		
25	S	A7445A	AWD	CR7	CR7	05:04				24:00											Detail		
26	S	A7445A	AWD	CR7	CR7	06:20				13:31											Detail		
27	S																				Detail		
28	S																				Detail		
1	S																				Detail		
Total						89:19	02:17	06:01	331:29														
						89:32	2.28	6.02	331.48														
Day	Src	Shift	Type	SKD EQP	ACT EQP	ACTPY			VOTPY			DGUAR			RTAFB			Crew			Comments	Office Comments	
Source						Line Guarantee																	
System						00:00						Update			Reset								
Total Credits: 97.62 (97:37)																							

- **Line Guarantee:** This field displays your Line Guarantee as of the time you are viewing the report. It may be different Final Award line guarantee if you have made any changes during the bid, such as swaps, trades, etc.

Pay Claims

If your paycheck does not match your Rainmaker pay totals, there is an online pay query form that can be used to communicate with Payroll. To find the form, navigate on xjt.com to *Documents > eForms > Crewmember Pay e-Query*. This form will forward to Payroll, and you should receive a response in a few days.

Pay claims will be answered within 14 days (ERJ).

Reserve (ERJ Fleet)

Reserve Overview

Please refer to the current Collective Bargaining Agreement (CBA) for detailed information about reserve rules. This section of the manual is meant to provide an overview and aid in understanding the reserve provisions of Section 21.I of the CBA. As the CBA may change over time, use this section of the manual in conjunction with the CBA to make sure you have the most up-to-date information.

If you have questions regarding this section or any other part of the contract, please contact a Contract Specialist, at (281) 987-3636 or (800) 690-4227. Also, feel free to e-mail the Contract Enforcement Committee at XJTCompliance@alpa.org.

For questions regarding your schedule email XJTScheduling@alpa.org. If you have a question about your schedule pertaining to FAR 117 specifically, we have a combination of Scheduling and Contract Enforcement Committee Volunteers on this email address: XJT117@alpa.org. Also, if you bidding reserve or relief lines in CLE, EWR, IAH or ORD, use the email XJTSmartPref@alpa.org to ask questions or to have someone review your best bid. For all emails, please include your base, seat and employee number so that we can quickly help you.

Reserve Preference Screen

As a reserve pilot, you may set a preference for flying assignments. Two choices are available: "Will Fly – Request to Fly" (RTF) or "Request No Preference" (RNP).

To set your preference, navigate to *xjt.com > Crewmember XJT > Reserve List > Change Will Fly Preference*.

You must indicate your choice 48 hours prior to the start of the first day of your block of reserve days. Pilots who choose "REQUEST TO FLY" will be selected for flight assignments prior to pilots who choose "REQUEST NO PREFERENCE" on the Reserve Preference Screen. If you make no selection, your flight assignment category will default to "REQUEST NO PREFERENCE" (RNP). You may only indicate your preference for the entire block of reserve days; you cannot split days within the block.

Relief Lines

Crew Scheduling creates relief Lines after the ILIW (Initial Line Improvement Window) closes for the DEN, IAD, and MCI bases. Lines are built from the remaining open time created from vacations, training, etc. The main purpose of Relief Lines is to cover as much of the open time as possible. All lines are normally built to approximately 75 hours and Crew Scheduling assigns days off. Pilot requests (days off, etc.) are honored where possible in seniority order. However, it is not possible to grant every request. If you must have certain days off, it is better to bid a Reserve Line that designates certain days off than to bid for a Relief Line and take the chance that your requests will be honored.

Reserve Availability Terms

Term	Description
Leveling/Bypass Number	Currently, a reserve pilot who has a line value of 60 or more credit hours in a bid period will likely be bypassed, until all other available reserve pilots have a line value of at least 60 credit hours. If all available reserve pilots have a line value of at least 60 credit hours, assignments to reserve pilots will be made in the order set forth in the current Contract. The Company and the Association may agree to modify the credit hour value in this paragraph. (See Contract Section 21.I.(6)(g). See page 3 of the Monthly Bid Packet for the current reserve pilot bypass (leveling) hour limit. This method ensures that a WILL FLY Reserve Pilot does not exceed 60 credit hours in a bid month. Otherwise, a senior WILL FLY Reserve Pilot could theoretically fly 100 hours in a month, while some NO PREFERENCE Reserve Pilots wouldn't fly at all.
Bucket	A term used to describe the flight assignment order for Reserve Pilots. Pilots are placed in a "bucket" (category) that reflects their block (number) of reserve days in a row, Reserve Preference and seniority.
Reserve Preference Class	Long Call – Will Fly Long Call – No Preference Short Call – Will Fly Short Call – No Preference

Reserve (CRJ Fleet)

Reserve Overview

Please refer to the current Collective Bargaining Agreement (CBA) for detailed information about reserve rules. This section of the manual is meant to provide an overview and aid in understanding the reserve provisions of Section 13.0 of the CBA, Letter of Agreements 11 and 12, various Memorandums of Understanding, as well as Section 2 of the FOM. As the CBA may change over time, use this section of the manual in conjunction with the CBA to make sure you have the most up-to-date information.

If you have questions regarding this section or any other part of the contract, please contact the ALPA Scheduling Hotline at (888) 624-5195. The reserve rules may be difficult to grasp at first, and it is much better to have an issue be resolved while it happens rather than doing the wrong thing and having it escalate to the Chief Pilot's Office! It is recommended that all pilots have the Scheduling Hotline number saved in their cell phone and take advantage of the hotline service, as necessary.

Reserve List

A list of all reserve pilots on duty is available at [xjt.com > Crewmember > Reserve List](#). The Reserve List shows available reserve pilots for a given day, along with their reserve callout times, long or short call status, number of days available, credit hours, and a link to view their schedule in a limited version of SkedPlus+. The reserve list is ordered by long call, then short call in order of days available, then total credit hours.

Reserve Callout Preferences

As a reserve pilot, you may set a preference for flying assignments. Two choices are available: "Call Me First" (CMF) or "No Preference".

By default, pilots are set on No Preference. If a reserve pilot wishes to choose Call Me First status, selecting the link on top of the Reserve List will allow a pilot to put in that request. Pilots may only elect Call Me First status for the entire month, and the status will take effect four days from the day the request is submitted. To select CMF status for the entire month, be sure to submit the request at the earliest possible moment in the preceding month.

Short Call Reserve

Short call reserve requires the pilot to be available within two hours for an assignment. Once the pilot reports to the airport, a flight assignment may commence no earlier than one hour after the duty-in time. So, if a pilot is "short called" to the airport at 10 am, he or she has until 12 pm to check in, and then the flight will be scheduled to depart no earlier than 1 pm. A pilot on short call reserve has up to 15 minutes to respond to the Company after the first attempted contact, and this time is included in the two-hour report time.

Short call reserve periods are 12 hours long (for example, 0600 – 1800 is a common reserve period). Assuming a 0600 start to the reserve period as in the preceding example, after 1800 a pilot is no longer liable to be called to the airport for an assignment, but remains on a phone availability period for 3 additional hours (until 2100 in the above

example). The phone availability period is for receiving assignments for future days only. If a pilot is called during the phone availability period for a future assignment, that pilot must have at least 8 hours of rest before the assignment begins.

It is important to note that reserve duty is not considered either duty time or rest. Pilots must always “look back” 24 hours and have received at least 8 consecutive hours of rest to be legal for a flight assignment. In the above example, the pilot starts reserve at 0600 after a day off and is called to work at 1400, and then eventually duties out at 1800. The pilot must “look back” 24 hours from the 1800 duty out to find adequate rest. In this case, the pilot has received 12 hours of rest in the last 24 hours (during their day off) and is legal for the assignment. Do not fall into the trap of looking at the duty-in time of the pairing and work back from there; in order to be legal a pilot must start from the time their rest period ended (in this case, 0600 when they started reserve duty).

Refer to section 13.0.2 of the CBA for more information about short call reserve.

Ready Reserve

Ready reserve is a reserve period that takes place at the airport, putting the pilot in a position to quickly cover a flight if needed. Ready reserve may only be assigned to a pilot awarded short call reserve.

A ready reserve room is provided in each crew lounge. This room is for the exclusive use of pilots on ready reserve, and provides a computer to check schedules and a phone to contact Scheduling. It is acceptable to wander the airport while on ready reserve, however it is not acceptable to leave airport property. A pilot on ready reserve has up to 10 minutes to respond to the Company from the first attempted contact.

Refer to section 13.0.7, as well as the replacement language in LOA 11 on page 34 and 35, for more information about ready reserve.

Long Call Reserve

A certain percentage of reserve lines are designated as “long call.” Long call reserve is a different form of reserve where a pilot is on call 24 hours per reserve day, however they will receive at least 12 hours to report for their trip. Once a pilot is notified for their trip, they will be scheduled for at least 12 hours of rest until the report time of the flight assignment. During that rest period the pilot will have no obligation to the company. A long call reserve pilot has up to one hour to respond to the Company from the first attempted contact; this time is included in the twelve-hour report period.

A long call reserve pilot may be converted to short call status at the company’s request, but just like being assigned a flight assignment, that pilot will receive at least 12 hours of rest before the short call period begins. Once a pilot is converted to short call they become, for that day, a short call reserve pilot with the exception that they may not be assigned ready reserve.

When finishing a trip assignment, it is common for Crew Scheduling to release you from the airport but not to rest, rather back to long call status. As you do not need rest after a trip (just before the next trip begins), this is legal except for when you are owed compensatory rest. In that case, you must be given the compensatory rest in accordance with the FARs.

One word of caution – do not assume that because you have at least 12 hours to report for a trip assignment on long call reserve that you can sit reserve out of base if you commute. Remember that the 12-hour period is your FAR-required rest, and once you report for the trip you could be extended up to 14 hours of duty. Also, the commuting pilot clause does not protect commuting to a long call reserve assignment (only commuting in prior to the beginning of a reserve period).

For more information on long call reserve, refer to section 13.0.3 of the CBA.

Self-Notification and the “Courtesy Call”

Pilots on reserve are only required to be reachable during their on-call period or phone availability periods, but there is not a requirement to answer the phone while on rest periods or on days off. Crew Scheduling may attempt to “courtesy call” you during these off times to notify you for an upcoming assignment. It is your choice if you want to answer the phone or not, however your trip details will always be available on SkedPlus+.

If you wish to self-notify for an upcoming assignment, navigate to SkedPlus+, and on the My Schedule tab, select *Options > Self Notify*. A screen will pop up with the details of a trip and then you may click Acknowledge to self-notify for the trip. Once a pilot has self-notified for a trip, it is their responsibility to report to the airport as assigned.

Once within four hours of an assigned departure, a short-call reserve pilot who has not already reported for duty has no obligation to be available for contact until report time of the trip. This period is considered rest, however unless your rest period exceeds eight hours it would not count as a required rest period. Refer to section 13.0.2.a.(2) of the CBA for more information.

If you have questions about the legality of an assigned trip, it is best to contact the Scheduling Hotline or Crew Scheduling prior to self-notifying for the trip.

Being Released from the Airport after an Assignment

Any pilot on reserve, regardless of short call, long call, or ready reserve, must contact Crew Scheduling at the end of a flight assignment. Crew Scheduling has five options at that point. They could:

- Reassign you to another flight assignment
- Reassign you to a ready reserve period
- Release you from the airport and onto a rest period
- Release you from the airport but keep you on short or long call reserve
- Request that you stand by for a maximum of one hour after block-in of the last assigned flight for further assignment

Additionally, Crew Scheduling may notify you for an assignment on another day. In fact, even if you were already notified for an assignment, they should confirm your next report time to minimize any confusion.

It is imperative that the pilot on reserve knows what their status is at any given moment (on reserve, on duty, or on rest) as well as whether they are released from the airport. If in doubt, ask the scheduler on the phone to confirm your status – do not assume that just because your trip ended that it is acceptable to leave the airport. Refer to the Flight Operations Manual, section 2-3.2, *Responsibilities Prior to Duty-Out*, as well as sections 13.0.2.c and 13.0.3.c of the CBA for more information.

Bidding (ERJ Fleet)

Monthly Schedule Bidding

Phase I: Ad-Opt bidding

ExpressJet utilizes a two-phase monthly bidding process. Phase I consists of bidding for regular lines; the process with which pilots are most familiar. There is Line Analyzer software available to assist pilots in the bidding process. A pilot may make as many changes to their bid as desired; only the most recent bid submitted at the close of the bid window is used in the awarding process.

A pilot whose base seniority is less than the number of lines published is still eligible to bid for lines. However, if that pilot is not awarded a line, they can still bid for a Relief, Reserve, or Floating Reserve line during Phase II. If a pilot does not submit a bid in Phase I, the Line Analyzer (AdOpt) will select a line based on their Standing Bid (if such a bid has been entered), or they will be awarded the most senior line appropriate to seniority. Pilots may also submit a bid and then “opt out” of the regular lines at the end of their list of lines submitted in Phase I. If a pilot decides to “opt out,” the Analyzer will remove the pilot from the regular line-awarding process, if they are not awarded one of the lines submitted. The pilot will now only be eligible to bid in Phase II on Relief, Reserve, and Floating Reserve lines.

Phase II: Ad-Opt and SmartPref bidding

Phase II consists of bidding for Relief, Reserve and Floating Reserve lines. DEN, IAD, and MCI bases utilize Ad-Opt for bidding in Phase 2. CLE, EWR, IAH and ORD utilize SmartPref bidding for Phase 2.

Ad-Opt Award Process

Once the deadline for each phase of the bid has passed, the Analyzer will award lines to pilots in the following order (the awarding process is the same for Phase I and II):

1. First choice bid by the pilot appropriate to their seniority (whether the lines were entered manually or by using the preference-based system).
2. If a pilot's seniority does not allow them to hold one of their choices, the lines are sorted by the preferences entered in the Standing Bid. The pilot is awarded the highest-scoring line (as scored by the Standing Bid preferences) that has not yet been awarded.
3. If a pilot does not have a Standing Bid, they are awarded the most senior line (in line-number order) appropriate to their seniority. This is known as a default bid.
4. During the bidding process, pilots can “Opt Out” of the line-awarding process at any point (Phase I only). If the Analyzer cannot award a pilot any of the line choices that they bid and the pilot has selected to “Opt Out,” the Analyzer will

remove the pilot from any further line awards and will not apply the Standing Bid nor assign a line in line-number order.

5. If the pilot's seniority does not allow him/her to be awarded a Regular line, they become eligible to bid for Relief, Reserve, and Floating Reserve lines

Manual Bid



Many pilots utilize the Line Analyzer software to sort lines for them, due to the size of the bid packet (large number of lines). However, if you do not wish to use this feature, you can simply place a manual bid using the Manual Bid feature of the AD OPT Line Analyzer.

AD OPT Line Analyzer

There is an AD OPT User Manual available on the AD OPT Bid page under the Help Tab.

Phase I Bid Packet

Phase I Monthly Bid Packets contain Regular Lines only. Relief, Reserve, and Floating Reserve Lines are in the Phase II Monthly Bid Packet.

 February 2006 CLE FO 						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 Post Pilot Phase 1 Bid Packets	6 Post FA Bid Packets	7
8	9	10 CLOSE CA @ 0800 CT	11 CLOSE FO @ 0800 CT	12 Pilot TRG Requests due @ 0700 CT Pilot Line Holder Requests due @ 0700 CT	13 Close FA @ 0800 LCL	14
15 <div>16 Vacation Trade Deadline for March</div>	16 FA Requests due @ 1200 CT RA requests due @ 0700 CT Ca Line Holder Schedules Final & Ca Line Improvement window opens @ 2100 LCL	17 FO Line Holder Schedules Final & CA Line Improvement Closes FO Line Improvement window opens @ 2100 LCL	18 FO Line Improvement closes @ 2100 LCL	19 Post Pilot Phase 2 Bid Packets	20	21
22	23 CA / FO Secondary bid closes & Relief requests due @ 0800 CT	24	25	26	27 Pilot Reserve requests due @ 0700 CT Pilot Secondary Lines Final & Secondary Line Improvement Window opens @ 2100 CT FA Sched final & FA line improvement window opens @ 1200CT	28
29	30 FA Window Closes @ 1200 CT	31 FA Window Reopens @ 0600 CT				

The second page of the Bid Packet contains the Crew Resources Information Letter. It includes important information regarding Bid Awards, Reserve Phone Availability Times

by base, Line Holder/Training/Reserve/Relief/Vacation Requests and Crew Resources contact information.

Crew Resources Information Letter		
BID AWARDS: To access your bid award call 1-866-324-2007 and follow the directions. You may also use Ad-Opt or CCS.		
Hotel Concerns or Problems: Call 713-324-2640 or 800-871-7167. Please leave your Name, City, Hotel, Room Number, and a call return number.		
RELIEF, MILITARY, RESERVE DAY MOVES, TRAINING ON DAYS OFF, AND ALL LINE HOLDER REQUESTS:		
All requests need to be entered in Ad-Opt. You can access the request screen by logging onto CCS / BIDDING / MONTHLY LINE BID AD-OPT / TOOLS / REQUESTS. Please take note of the different closing dates for requests as this is the only accepted method. E-mail requests will no longer be accepted.		
There are three Request boxes on the screen. The following is a summary:		
Line Holder Requests:Used for all lineholder requests, including RA Day Requests. Although the window remains active until the RA Request deadline, <u>all non-RA-related requests must be submitted by the (earlier) deadline printed on the Bid Package.</u>		
Training Requests:Used for all training-related requests.		
Reserve/Relief Requests:Used for all Relief- and Reserve-related requests. Although the window remains active until the Reserve Request deadline, <u>all Relief requests must be submitted by the (earlier) deadline on the Bid Package.</u>		
See the Bid Package for the appropriate deadlines for each type of request.		
Vacation Requests: Requests for Vacation Trades must be completed 45 days prior to the first day of the month containing the first vacation period affected by the trade. Vacation Trades with open time can be accessed by going to www.coair.com/CO Divisions/CO Express/CoEx Flight Ops/Manpower Planning/Vacation Trade with Open Time . Vacation trades with another crewmember may be sent to Paige.Reinhard@ExpressJet.com .		
Pilots completing upgrade training: When you are projected to complete training before the close of a bidding cycle, you will be eligible to bid in the appropriate phase. On the bid package, your vacation shown by your name will reflect the vacation that you held as an FO and may not be the same as the vacation you are actually awarded once you finish your training. <u>DO NOT BID A LINE BASED ON THE VACATION LISTED IN THE BID PACKAGE UNLESS YOU HAVE CONFIRMED THAT THE VACATION IS CORRECT.</u>		
Crew Resources Contacts DO NOT E-MAIL REQUESTS. SEE ABOVE FOR INSTRUCTIONS Fax number: 281-553-CREW (2739) Martha Villegas – CLE FO / EWR FA, Pilot Bid List, Base Trades Martha.Villegas@ExpressJet.com (281) 553-4407 Julie Rackley - EWR Pilot / IAH FA Julie.Rackley@ExpressJet.com (281) 553-7930 Linda Kirk- IAH Pilot Linda.Kirk@ExpressJet.com (281) 553-4538 Paige Reinhard – CLE CA / CLE FA, F/A Bid List, Vacations Paige.Reinhard@ExpressJet.com (281) 553-4462 Peter Sailer - Senior Manager Crew Resources Peter.Sailer@ExpressJet.com (281) 553-4467 Josh Hamilton- Senior Manager Crew Resources Josh.Hamilton@ExpressJet.com (281) 553-7929	FA Scheduling Committee Contacts IAMAW (888) 426-2339 EWR- Carol Turner/Kristal Graff CLE - Donna Daniels/ Dave Engel IAH - Julie Martin/ Aaron Strub Pilot Scheduling Committee Contacts Stuart Ramsey – Chairman & IAH Scott Vanwulsen- CLE Steve McKnight-EWR For Questions or Comments email xitscheduling@alpa.org	Phone Availability Times IAH R1 = 0300 – 1800 R2 = 0430 – 1930 R3 = 0600 – 2100 R4 = 0900 – 2400 R5 = 1200 – 0300 RSV = LONG CALL EWR R1 = 0330 – 1830 R2 = 0700 – 2200 R3 = 0900 – 2400 R4 = 1200 – 0300 RSV = LONG CALL CLE R1 = 0400 - 1900 R2 = 0800 - 2300 R3 = 1130 - 0230 RSV = LONG CALL

Use these
"R" times
to choose
a Line
when
bidding
Reserve

The third page of the Bid Packet contains Crew News. It includes information such as: statistics, new/added cities, new hotels, number of lines by base, and future bid calendar dates.

Crew News

Issue # 37

Feb 2006

Schedule Highlights For February 16, 2006

IAH

New/Added
BJX GSP ORD
BOI ICT PHX
BRO IND PVR
CMH JAX SJC
COS MEM SLC*
CRW MFE STL
DEN* MGM TYS
DTW OKC XNA
GSO

*Red-Eye

Reduced
GPT
MOB
PNS

From CAL
To CAL
ABQ
MTJ
ORD
PIT

Non-Hub

None

New Cities:

None

EWB

New/Added
BUF PVD
CAE PWM
CVG ROC
MKE YUL
PIT YOW

Reduced

From CAL

To CAL

JAX
MDW
MHT
MSY
ORD
PVD

New Hotels: (effective 2/1/06)

CLT LaQuinta Airport (short layover)
Doubletree South Park (long layover)

ROC Holiday Inn Airport

SJD Grand Baha Resort

ZIH To Be Announced

CLE

New/Added
ABE
ATL
DFW
GSP
JAX
LEX
ORD
ORF
RDU
SRQ

Reduced

From CAL

To CAL
BOS

STATS

February 06 Bid Period Flight Hours
69,745 (Jan 31 – Mar 1)

Average Flight Time	Block/Day	
	Feb 06	

CLE	1:32	5:01
EWB	1:50	5:16
IAH	1:57	5:21
System	1:50	5:17

Avg. Blk/Day	'05	'06
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JAN	5:01	5:12
FEB	5:05	5:17
MAR	5:13	
APR	5:09	
MAY	5:14	
Jun	5:18	
Jul	5:17	
AUG	5:19	
SEP	5:11	
OCT	5:07	
NOV	5:07	
DEC	5:14	

Feb. Bid Period	Jan 31 – March 1 (30 days)
Mar. Bid Period	March 2 – March 31 (30 days)
April Bid Period	April 1 – March 30 (30 days)

Pilot Lines

CLE	120
EWB	230
IAH	461

F/A Lines

CLE	114
EWB	222
IAH	446

Crew Resource Update

Pairing Names

Here is a recap of "special" pairing names used in the February pairings:

- 19DEN: Denver Red-Eye
- 19SLC: Salt Lake City Red-Eye
- 19PHX: Phoenix Red-Eye
- 19AXX: Los Angeles to Mexico Red-Eye
- 19POS: 34:55 LAX Layover (only operates 2/18 & 2/25)

Carry-In & RA Days

RA Days appear on your schedule for one of two reasons: (a) to represent Carry-In days on the line you were awarded or (b) for pay-protection purposes. In either case, a trip may be placed over those RA days if one is available from open time (per CBA 21.F.6.f). You will be paid the higher of the value of the trip or the value of the RA days.

If a trip is placed on your RA day(s), then their "RA" status no longer exists; as a result, they will not be dropped if requested. However, if there are still RA days on your schedule, they will be dropped if you requested to do so in Ad-Opt (per CBA 21.F.1.g). **If the RA Day(s) are dropped, your pay will be reduced by the corresponding value of the day or days that were dropped.**

The above provisions apply to both Regular lines and Relief lines. RA Day Requests for Regular lines are normally due by 0700CT on the day that Captain ILIW opens. RA Day Requests for Relief lines are normally due by 0800CT on the day that Phase II Bidding closes.

Ad-Opt & Firefox 1.5 Compatibility

Ad-Opt is not compatible with the latest release of Firefox (version 105). I have been assured that it will be fixed with the next maintenance release in February, but until then please use (a) an earlier version of Firefox, (b) Internet Explorer, or (c) Netscape.

Josh Hamilton
Sr. Manager Crew Resources
Josh.Hamilton@ExpressJet.com

Future Calendar (Tentative)

Feb	Mar
Feb. 2 Phase 1 Pilot Bid Packets	March 3 Phase 1 Pilot Bid Packets
Feb. 3 FA Bid Packets	March 6 FA Bid Packets
Feb. 7 CA Phase 1 close	March 8 CA Phase 1 close
Feb. 8 FO Phase 1 close	March 9 FO Phase 1 close
Feb. 14 CA Line Improvement	March 14 CA Line Improvement
Feb. 15 FO Line Improvement	March 15 FO Line Improvement
Feb. 17 Phase 2 Pilot Bid Packets	March 17 Phase 2 Pilot Bid Packets
Feb. 21 Phase 2 Bids Close	March 21 Phase 2 Bids Close

Consult the Bid Packet Calendar for the final dates and times.


The Lines in the Bid Packet display line number, pairing numbers within the line and line statistics. The far right column contains line statistic information for quick reference. If you want to minimize sit time, choose a line with a high DR (Duty Ratio). The code definitions are:

Code	Definition
DO	Number of Days Off
WE	Number of Weekend Days Off
CO	Carryover Days into Following Month
CR	Credit Value of Line (Line Value)
TR	Trip Ratio (Credit Hours / Time Away From Base)
TA	Time Away From Base (Per Diem Hours)
BLK	Block Time (Actual Time Flying)
DR	Duty Ratio (Credit Hours / Total Duty Time)
DT	Duty Time (Hours on Duty)
CI	Carry-In Days (Trips or RA Days TBD by Scheduling)

Lines	CLE_EMB_FO 2006-02																												ExpressJet	Page 12				
	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su							
597	11h15 CI					18h24 C9478 11:40 20:13 HPN DCA IAD								17h59 C9555 06:50 16:30 BUF RIC PVD													18h54 C9646 08:30 18:40 MSP SDF RIC			20h06 C9724 14:20 14:55 RDU MCI ORF	DO=13 WE=6 CO=11h39 Cr=75h11 TR=0.224 TA=336h03 Blk=75h11 DR=0.532 DT=141h14			
598	7h30 CI					17h01 C9469 16:30 21:30 RSW XNA TYS								15h52 C9560 06:00 16:28 STL PIT ORD													21h04 C9630 14:25 21:42 ORD ORF GRR			19h37 C9708 10:15 16:14 CLT ELP TUL	DO=13 WE=6 CO=6h01 Cr=75h03 TR=0.224 TA=334h30 Blk=72h59 DR=0.556 DT=135h00			
599	11h15 CI					15h42 C9503 14:15 08:28 LEX MKE BUF								19h49 C9565 06:40 20:30 IND RIC SDF													17h32 C9403 10:15 21:19 SDF TYR			19h20 C9706 06:45 21:29 BUF ALB YYZ	DO=13 WE=7 CO=7h36 Cr=75h02 TR=0.224 TA=334h22 Blk=73h57 DR=0.523 DT=143h29			
600	19h30 C9431 06:45 11:48 YUL SYR DFW					19h57 C9502 06:50 16:33 DAY BDL ROC								19h18 C9573 07:00 17:35 YUL MCI BUF													20h49 C9647 08:30 18:28 CRF MCI DTW			22h49 C9729 15:35 17:35 MCI GCI SCL	DO=12 WE=4 CO=9h42 Cr=91h37 TR=0.258 TA=355h44 Blk=91h37 DR=0.571 DT=160h20			
601	20h01 C9427 14:35 20:20 MCI GSP SDF					20h53 C9500 15:45 21:30 DAL SDF TYR								20h40 C9570 14:25 21:42 SBN ATL MSP													20h59 C9633 08:30 18:28 MSP YYZ DAY			18h52 C9718 06:25 19:12 MKE CKE AEX	DO=12 WE=8 CO=11h34 Cr=89h31 TR=0.25 TA=358h20 Blk=87h06 DR=0.622 DT=144h01			
602	19h25 C9426 14:35 14:58 SBN ABE DAY					20h53 C9499 14:50 18:17 SDF DFW STL								20h15 C9567 14:10 18:27 ORF MCI MHT													21h12 C9641 11:40 18:12 HPN ORF ORF			20h48 C9725 14:25 17:30 VER C MCI	DO=12 WE=8 CO=13h42 Cr=88h52 TR=0.269 TA=330h24 Blk=87h32 DR=0.595 DT=149h24			
603	18h38 C9422 07:25 12:10 TUS ORF BWI					20h15 C9493 06:25 12:24 BUF ORF DAY								20h25 C9564 06:30 15:02 ATL DAL DSM													21h04 C9634 06:35 18:00 ALB IND SYR			19h55 C9720 06:35 17:00 ATL OGA SYR	DO=12 WE=8 CO=13h08 Cr=86h59 TR=0.24 TA=363h06 Blk=86h59 DR=0.559 DT=155h35			
604	19h30 C9436 15:00 18:38 LEX MSP ALB					19h01 C9506 15:55 11:52 LRD GSP TPA								19h45 C9574 14:15 18:54 DTW DTW PVD													20h48 C9649 15:00 17:00 MKE DFW BWI			20h49 C9728 15:00 14:55 LSA DCA YUL	DO=12 WE=4 CO=12h54 Cr=86h44 TR=0.268 TA=323h20 Blk=84h46 DR=0.581 DT=149h16			
605	11h15 CI					19h25 C9483 06:20 21:30 DTW SDF AEX								20h08 C9559 14:30 20:15 MSP DTW CLT													17h00 C9399 08:20 12:04 PHL DAY			19h09 C9668 06:25 18:00 MKE SDF SYR	DO=12 WE=5 CO=0h00 Cr=85h55 TR=0.24 TA=358h14 Blk=85h55 DR=0.524 DT=164h06			
606	17h38 C9423 14:10 20:15 MDT GRR TYR					19h35 C9494 06:30 19:54 ATL AEX TUS								20h24 C9566 07:25 21:19 ORD DAY YYZ													20h50 C9638 10:15 20:15 LEX UT DCA			21h30 C9727 15:00 22:12 LEX CRF MHT	DO=12 WE=8 CO=14h12 Cr=85h45 TR=0.235 TA=364h23 Blk=84h45 DR=0.578 DT=148h17			
607	17h59 C9430 15:50 21:28 DFW TUL MSP					20h10 C9496 14:20 21:30 BJX DAY LFT								20h26 C9562 06:25 20:10 MKE TYS ATL													21h01 C9636 06:45 21:52 IAD MAF YYZ			20h11 C9721 06:50 16:16 RDU STL RDU	DO=12 WE=8 CO=14h05 Cr=85h42 TR=0.231 TA=370h50 Blk=85h42 DR=0.56 DT=152h59			
608	4h02 C9406 16:00 21:42					16h31 C9454 07:25 21:30 MEX LFT DAL								18h45 C9512 10:20 21:28 ALB DAY ---													16h01 C9395 10:15 21:38 MKE ATL			17h33 C9404 14:50 21:25 DFW CMH	DO=12 WE=2 CO=8h31 Cr=84h21 TR=0.241 TA=350h13 Blk=84h21 DR=0.569 DT=148h13			
	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	01	02	03	04	05

Phase II Bid Packet

Bid Packets containing Relief/Reserve, and Floating Reserve lines will be posted in the Phase II Bid Packets after the Initial Line Improvement Window (ILIW) closes.

						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 Post Pilot Phase 1 Bid Packets	6 Post FA Bid Packets	7
8	9	10 CLOSE CA @ 0800 CT	11 CLOSE FO @ 0800 CT	12 Pilot TRG Requests due @ 0700 CT Pilot Line Holder Requests due @ 0700 CT	13 Close FA @ 0800 LCL	14
15 16. Vacation Trade Deadline for March	16 FA Requests due @ 1200 CT RA requests due @ 0700 CT Ca Line Holder Schedules Final & Ca Line Improvement window opens @ 2100 LCL TRG	17 FO Line Holder Schedules Final & CA Line Improvement Closes FO Line Improvement window opens @ 2100 LCL	18 FO Line Improvement closes @ 2100 LCL	19 Post Pilot Phase 2 Bid Packets	20	21
22	23 CA / FO Secondary bid closes & Relief requests due @ 0800 CT	24	25	26	27 Pilot Reserve requests due @ 0700 CT Pilot Secondary Lines Final & Secondary Line Improvement Window opens @ 2100 CT FA Sched final & FA line improvement window opens @ 1200CT	28
29	30 FA Window Closes @ 1200 CT	31 FA Window Reopens @ 0600 CT				

Phase II Relief Lines: Ad-Opt

It is difficult to predict what you might see on your relief line, however the more senior you are, the more likely you are to be awarded your requests. The quality of your line is also dependent upon the quality of the open time left after the Initial Line Improvement Window (ILIW). Generally the open time remaining contains trips with lower-time, non-commutable, and over weekends. There is no way to guarantee you will be able to hold a specific day, or group of days off with a Relief Line. If you must have certain days off, the best way to do that is to bid a Reserve Line with those days off. Relief Lines are schedules built from pairings remaining after the Initial Line Improvement Window (ILIW) closes. The remaining open time is placed in the line-building software and Relief Lines are built. The main purpose for Relief Lines is to cover as much of the open time as possible. Second, all lines are normally built to at least 75 hours. Finally, lineholder requests are honored where possible in seniority order. Keep requests as simple as possible to increase the likelihood that they will be honored.

Phase II Reserve Lines: Ad-Opt

Long Call Reserve lines will appear after Relief Lines in Phase II of the Monthly Bid Packet with the designation code "RSV." Short Call Reserve lines will appear after Long Call Reserve lines in Phase II of the Monthly Bid Packet with the designation "R" codes for telephone availability: R1, R2, R3, R4, R5, R6, etc. These "R" codes correspond to a telephone availability period specific to each base. See the Crew Resources Information Letter in the Phase II Bid Packet for specific telephone availability periods for your base. Floating Reserve Lines (FRLs) appear after Relief Lines in the Phase II Bid Packets without specific days off or phone availability times. They appear as blank lines in the Bid Packet. After all other lines are built and all adjustments are complete, Crew Scheduling will assign FRLs. FRLs will be awarded during Relief/Reserve line awards.

Lines	Fr 01	Sa 02	Su 03	Mo 04	Tu 05	We 06	Th 07	Fr 08	Sa 09	Su 10	Mo 11	Tu 12	We 13	Th 14	Fr 15	Sa 16	Su 17	Mo 18	Tu 19	We 20	Th 21	Fr 22	Sa 23	Su 24	Mo 25	Tu 26	We 27	Th 28	Fr 29	Sa 30	Su 01	Mo 02	Tu 03	We 04	CLE_EMB_FO 2007-06		
577								RELIEF							RELIEF								RELIEF														Line 577 is a Relief Line
578																																					Line 578 is a FRL
579				RSV	RSV	RSV	RSV	RSV			RSV	RSV	RSV	RSV	RSV			RSV	RSV	RSV	RSV	RSV			RSV	RSV	RSV	RSV	RSV							Lines 579-581 are Long Call Reserve Lines	
580				RSV	RSV	RSV	RSV	RSV			RSV	RSV	RSV	RSV	RSV			RSV	RSV	RSV	RSV	RSV			RSV	RSV	RSV	RSV	RSV								
581				RSV	RSV	RSV	RSV	RSV			RSV	RSV	RSV	RSV	RSV			RSV	RSV	RSV	RSV	RSV			RSV	RSV	RSV	RSV	RSV							DO=11 WE=8 Cr=75h00	
582	R1			R1	R1	R1	R1	R1			R1	R1	R1	R1	R1			R1	R1	R1	R1	R1			R1	R1	R1	R1	R1							DO=11 WE=8 Cr=75h00	
583	R2			R2	R2	R2	R2	R2			R2	R2	R2	R2	R2			R2	R2	R2	R2	R2			R2	R2	R2	R2	R2							Lines 582-588 are Short Call Reserve Lines	
584				R1	R1	R1	R1	R1			R1	R1	R1	R1	R1			R1	R1	R1	R1	R1			R1	R1	R1	R1	R1							Cr=75h00	
585	R1	R1	R1				R1	R1	R1	R1					R1	R1	R1	R1					R1	R1	R1	R1			R1	R1	R1	R1				DO=11 WE=0 Cr=75h00	
586	R2	R2	R2	R2	R2				R2	R2	R2	R2					R2	R2	R2	R2				R2	R2	R2	R2			R2	R2					DO=11 WE=0 Cr=75h00	
587	R1	R1	R1				R1	R1	R1	R1					R1	R1	R1	R1					R1	R1	R1	R1			R1	R1	R1					DO=11 WE=0 Cr=75h00	
588	R1	R1	R1	R1	R1				R1	R1	R1	R1					R1	R1	R1	R1				R1	R1	R1	R1			R1	R1					DO=11 WE=0 Cr=75h00	
	Fr 01	Sa 02	Su 03	Mo 04	Tu 05	We 06	Th 07	Fr 08	Sa 09	Su 10	Mo 11	Tu 12	We 13	Th 14	Fr 15	Sa 16	Su 17	Mo 18	Tu 19	We 20	Th 21	Fr 22	Sa 23	Su 24	Mo 25	Tu 26	We 27	Th 28	Fr 29	Sa 30	Su 01	Mo 02	Tu 03	We 04	ExpressJet	Page 4	

Line 577 is a Relief Line

Line 578 is a FRL

Lines 579-581 are Long Call Reserve Lines

Lines 582-588 are Short Call Reserve Lines

Note: Phone availability times may change each month. Refer to the Phase II Bid Packet.

Phase II Reserve and Relief Lines: SmartPref

SmartPref is considered a “next generation” bidding system because it uses an intuitive Graphical User Interface (GUI) that allows pilots to visually see what kind of schedule their preferences will create before the bid closes.

SmartPref utilizes a live bidding environment where pilots can see all available open time trips and can choose to bid for those trips specifically, bid via preferences, or a combination of the two. Pilots can also bid around specific days-off requests, and (if the module is enabled) bid for their training events concurrently with their monthly bid.

From a pilot perspective, the heart of any bidding system is the user interface. Most other preferential bidding systems currently on the market use a primarily text based bidding interface. A pilot must layout his bid in a sort of basic computer code to communicate their preferences to the system. SmartPref is a heavily graphic based interface. Available days-off are communicated not only via number, but also in a “weather radar-like” color coded display. Days-off requests are communicated by clicking the requested dates on the calendar. The functionality that this provides makes it much easier to visualize your bid and ensure correctness.

One of the most appealing features of SmartPref is that the system runs live throughout the bidding window. A pilot can see their awarded line as of the last build cycle continuously throughout the bid window.

Essentially, a pilot has infinite feedback loops in SmartPref. Pilots can change their preferences as often as needed while the bidding phase is open. Approximately every 5 to 15 minutes, the SmartPref builder runs and the system updates all pilots' bids together. Seeing results visually takes a lot of the guessing game out of the line award and makes the learning process significantly easier.

Entering the SmartPref System and Obtaining the User Guide

Go to *xjt.com* – *Crewmember ERJ* – *SmartPref* to enter SmartPref when Phase 2 is active.

Go to *xjt.com* – *Crewmember ERJ* – *SmartPref Manual.pdf* for the User Guide.

Safety

Documents

Crewmember ERJ

- ACARS Password
- Accommodations
- Ad-Opt
- APIS Jumpseat
- COLA Ext Requests
- COLA Request
- CrewPay
- CrewPay Claim
- Domicile Info
- ERJ FO Home
- Line Improvement Times
- Master Vacation
- Pilot Data**
- Reserve List
- Reserve Pool
- SkedPlus+
- SmartPref
- SmartPref Manual

Question of the Week:
How do ZED fares work?

Brad thanks military, first responders

[News Archive](#) | [Mo](#)

Care **Flight Ops** **Inflight** **Maintenance**

Sept. 18 Flight Ops Quick Brief
upgrade outlook, September 18, 2015
[more](#)

Read the Sept. 18 Flight Ops Quick Brief and upgrade year-to-date totals and re-projections, the September Jet Stream and Known Crew Member lane [\(more\)](#)

September pilot attrition data
The latest pilot attrition data, updated through September 18, 2015
[\(more\)](#)

MORE NEWS

System Bid

System bids are different than your monthly schedule bids. System bids are announced periodically by the Company and determine your base/domicile and seat (CA or FO). Use caution when bidding, as your choices determine your base and position until the next system bid is announced (usually via Company e-mail). There are no “do-overs” in bidding for your permanent position, so the old adage of “Bid what you want, want what you bid” applies here.

Vacation Bid

The vacation bid usually becomes available in August for the following calendar year. Vacation times in blocks of seven days are awarded based on seniority and there are normally four cycles (bids). The vacation bid is usually announced via Company e-mail. Vacation bidding will generally begin in August and is usually completed by October 30th each year. Vacation time is pro-rated your first year based on your hire date.

After the final award, pilots who have any remaining accrued vacation will have that vacation time assigned by the Company. Therefore, it is very important that you bid all your vacation time. Questions regarding your pro-rated vacation days may be directed to the Crew Resources contact listed on the Monthly Bid Packet.

Vacation Trades

You may elect to trade your awarded vacation days with available open vacation slots in your base. Vacation trades must be completed 45 days prior to the start of the affected bid period. The available open vacation time may be viewed by going to xjt.com > Crewmember ERJ > Master Vacation. Requests to trade with another crewmember may be sent to Crew Planning via email at: Pilot.VacationTrade@ExpressJet.com.

Bidding (CRJ Fleet)

Monthly Schedule Bidding Timeline

Bidding opens at 1700 EST on the 10th of every month and closes at 1700 EST of the 14th of every month. Bids are awarded on the 20th at 1700. If a reserve line is awarded, pilots will need to bid their non-GDO off days after the bid period closes. The reserve bid takes place between the 10th at 1700 EST and the 23rd at 1700. Reserve schedules are available on the 26th at 1700.

Flightline PrefBid Preferential Bidding System

The following information about the Preferential Bidding System is reprinted from the *ALPA PBS Committee PrefBid Training Guide*.

Prior to using this guide for bidding, view the PrefBid online videos that are available through a link located on the Flica main page and also on the PrefBid main page. There are four segments, totaling thirty minutes in length. Those videos will provide a basic understanding of PrefBid and enhance the value of this guide.

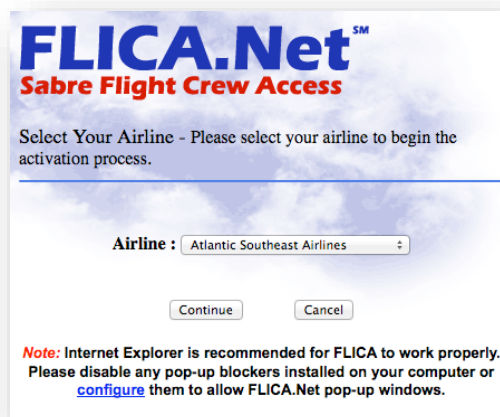
This training guide has been developed as an aid in learning basic terms and an overview of how PrefBid functions. PrefBid offers a bidder a multitude of bidding strategies that can be used in multiple combinations, therefore individual strategies will not be discussed.

FLICA.Net New User Setup

Pilots bid for monthly schedules using the Flightline PrefBid software product, colloquially known as Flica. To access Flica, navigate to <http://www.flica.net/>. On that page, select the “First Time User” link.

Following the setup process will generate your login credentials to Flica. Your username is in the format ‘caa0XXXXX’, where XXXXX is your five-digit employee number (after the 70). As this is a separate website from xjt.com, the password does not have to be the same as your xjt.com password. Although it may be convenient to harmonize the passwords, it is good security practice to have a different password for each website.

Once you have logged in to Flica, the main menu appears along the left side of the screen. Although Flica is primarily used for monthly schedule bidding, it also may be used for viewing schedules. Your monthly schedule and the previous month’s schedule is available for viewing under the *Schedules* menu item, however Flica only updates from Crew Scheduling’s computers a few times per day and the schedule shown may not be accurate.



It is recommended that you utilize SkedPlus+ for schedule viewing, as it is always up-to-date.

Schedules from other crewmembers may be viewed under the *Schedule Lookup* menu item. If you do not wish for other crewmembers to be able to view your schedule, you may enable the privacy settings under *My Account > Options*.

PrefBid Overview

PrefBid is a preferential bidding system that builds pilot schedules from an inventory of pairings for a given position, (e.g., First Officer CR2, ATL). PrefBid will build a pilot schedule with or without pilot input as a result of software logic and defaults. During the bidding process, each pilot starts out with a bid sheet with PrefBid's default Preference, "select all remaining pairings." If a pilot does not bid, "select all remaining pairings" will be considered their only Preference. Although it would be undesirable to the pilot, without input, PrefBid would attempt to build them a schedule from these pairings.

A pilot can control the order in which PrefBid awards pairings by submitting their own Preferences. When a pilot submits a Preference, he or she is matching and prioritizing the kinds of pairings that they would prefer to fly from the large inventory of "select all remaining pairings." Pilots are telling Prefbid to consider and award their Preferences first by making them a higher priority than those left in "select all remaining pairings." By prioritizing pairings matched by their Preferences, a pilot should get better schedule satisfaction.

Before the award process, "select all remaining pairings" is an inventory of all pairings for that month in a given position (e.g., CR2 F/O, ATL). During the award process, in respect to the bidder who is being awarded pairings, "select all remaining pairings" are the pairings that have not been awarded to a more senior bidder. During the award process, even if a pairing is available, a pairing will not be awarded to a bidder that conflicts with a pairing or a pre-assignment that has already been awarded to a bidder's schedule.

With PrefBid, it is important to submit a bid every month. It is also important to always have a "default bid" on file in case a pilot forgets to bid or is unable to bid. To get started, we suggest that every pilot set up his or her PBS default bid. If there is no default bid on file, and the pilot is unable or forgets to submit a bid, the system logic could award the highest credit pairings, maximum duty days, working on weekends and holidays.

PrefBid will award and attempt to complete a pilot's schedule from available pairings in their Preferences and, if necessary, "select all remaining pairings," until the total credit value of their awarded pairings and pre-assignments reaches a credit value falling in the Credit Window. If a pilot cannot reach a credit value that falls in the Credit Window, then they will be awarded a Reserve Line.

Select All Remaining Pairings - Notice when your bid sheet is cleared and ready to bid, your bid sheet starts out with "select all remaining pairings." It is the system default Preference and is on all pilot's bid sheets. As the name implies, this Preference includes all

remaining pairings that are not sorted. Since these pairings were not sorted, if the bidder does not add any Preferences or not enough, PrefBid will evaluate and award pairings from “select all remaining pairings” in an attempt to complete the bidder’s schedule. This would likely result in poor schedule satisfaction for the bidder as they had no input. The software is given full authority to assign any of these pairings in an attempt to complete their schedule. The bidder should add their own Preferences by sorting the pairings in this inventory that they would prefer to fly. Each time a bidder submits a Preference, he pushes “select all remaining pairings” down one position in priority. “Select all remaining pairings” is also reduced by any trips matched to that bidder’s Preferences. When a bidder submits a Preference, they are submitting a bid for pairings that are more desirable to them than the other pairings remaining in “select all remaining pairings.” After the award process for a particular bidder, any matched but un-awarded pairings are returned to “select all remaining pairings” for subsequent bidders.

PrefBid Definitions

The following terms will lay a foundation in understanding how to use PrefBid.

Credit Window – The purpose of the Credit Window is to determine when a line is complete. Your line will not be considered complete until the total credit value of your awarded pairings and the credit value of any pre-assigned activities are within the Credit Window. The Threshold Line Value (TLV) and the rules in LOA 11 and MOU 58 dictate the parameters of the company published Credit Window each month and could be different for each position. MOU 58 states that the Credit Window will always be at least thirty hours. The Minimum Credit limit of the Credit Window can never be less than sixty hours, and the Maximum Credit limit can never be greater than one hundred and twenty credit hours. In addition, LOA 11 states that the minimum limit of the Credit Window can never be less than ten hours below the Threshold Line Value, and the maximum limit of the credit window can never be less than fifteen hours above the Threshold Line Value. This leaves at least five hours that the Company has to assign in whole or part to the bottom or the top of the Credit Window. This will ensure that the Credit Window is at least thirty hours.

Minimum and Maximum Credit – This refers to the Minimum and Maximum limits of the credit window. A line value outside this range will not be complete or awarded.

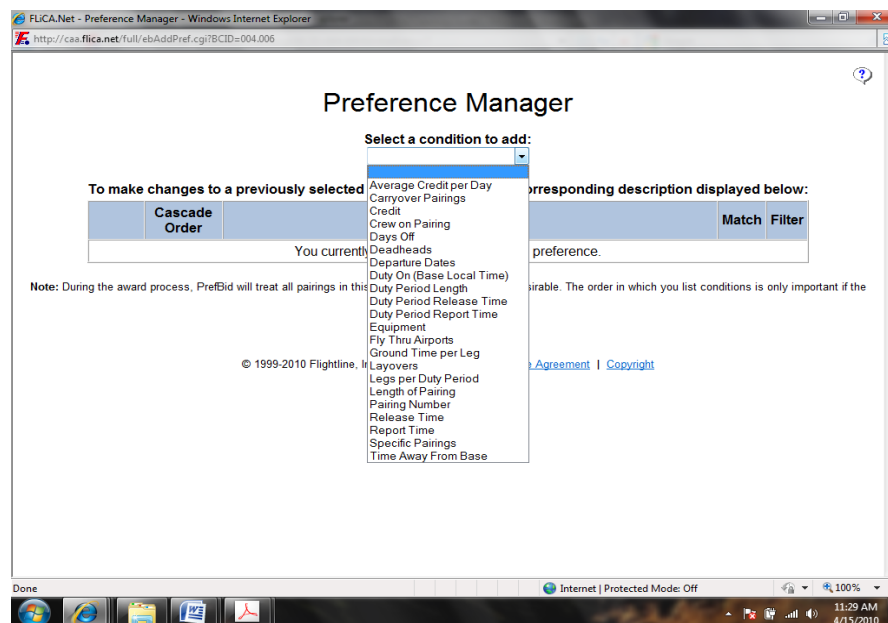
Threshold Line Value (TLV) – The TLV is determined by the Company and is the stop switch for the award engine. When PrefBid awards enough pairings to meet or exceed this value, the system will stop awarding pairings and accept the schedule as complete. The TLV setting can only be in a range from seventy credit hours to one hundred and five credit hours per the agreements. The TLV is published in the bid package each month for each position. During the bid run it can be adjusted plus or minus two hours if necessary for a better bid run solution.

Personal Credit Threshold (PCT) – When set by the pilot, this option will override the Company published TLV as the stop switch. Setting this parameter allows the pilot to tell the system when to stop awarding pairings and accept the schedule as complete. The Personal Credit Threshold should fall within the thirty-hour credit window. If the PCT is set

lower than the Minimum Credit limit, it will default to the bottom of the Credit Window. If the PCT is set higher than the Maximum Credit limit, it will default to the top of the Credit Window.

Conditions – These are individual sort options derived from the information on pairings, used to build Preferences. There are more than 20 conditions in a drop-down menu on the Preference Manager page to build Preferences. Several examples of conditions include, but are not limited to Length of Pairing, Fly Thru Airports, Layovers, Days Off, and Credit.






Preference Manager – Conditions Drop-Down Menu



Preferences – A Preference is the primary tool that a pilot uses to control the order in which PrefBid awards pairings. A Preference is comprised of one to ten conditions and its purpose is to sort and match pairings that meet all of the conditions within the Preference. Each bid sheet can contain up to 200 Preferences. Each Preference is independent and stands alone in the award process. PrefBid processes each Preference in sequential order; therefore, it's imperative that a pilot prioritizes their Preferences in numerical order to achieve the most desirable schedule.







Example 1 below shows the proper way to bid if the pilot wants Fridays and Saturdays off, an average credit of 5 hours or greater per day and report time after 10 am. Example 2 shows a common mistake that a pilot may make when bidding.

Example 1: Effective – A Preference should contain multiple conditions to adequately define the pairings you want on your schedule. See example below:

Bid Sheet 1				
	Pref	Description	New Matches	Total Matches
  	1	Select: Days Off on Fri,Sat Average Credit per Day >= 05:00 Pairing Report >= 10:00	163 	163
Select all remaining pairings			1664 	

Last updated: 07/30/2010 13:21:14

Example 2: Ineffective – Below, is an ineffective bid Preference if the pilot wants Fridays and Saturdays off, an average credit of 5 hours or greater per day and Duty In after 10 am. PrefBid will start with the pairings in Preference 1 and award pairings based only on that Preference. You could be awarded a complete schedule based only on Preference 1 and never consider pairings from Preferences 2 and 3.

Bid Sheet 1				
	Pref	Description	New Matches	Total Matches
  	1	Select: Days Off on Fri,Sat	844 	844
  	2	Select: Average Credit per Day >= 05:00	437 	816
  	3	Select: Pairing Report >= 10:00	418 	1166
Select all remaining pairings			128 	

Last updated: 07/30/2010 13:27:27

Pre-assigned Activities – Any prescheduled activity or known absence is placed on a pilot's schedule before the bid opening (i.e., carry-in trips, vacation, CQE, military leave). Each pre-assigned activity is assigned a specific credit and/or virtual credit value. These virtual credit values combined with credits from awarded pairings will make a complete schedule. Trips that conflict with pre-assigned activities will not be awarded.

[Main Menu](#) | [Logoff](#)

16071 (# 4 of 16)
ATL CRJ FO

May

Pre-Assigned Activities

Last Updated: Unknown

SA	01
SU	02
MO	03
TU	04
WE	05

New videos are available. Click [here](#) to view PrefBid

[Add Preference](#)
[Add Bid Sheet](#)
[Copy Bid Sheet](#)

[Schedule Options](#)
[Restore Bids](#)
[Advance](#)

Bid Sheet 1 X

Bid Sheet 2 X

	Pref	Descri
X	1	Select: Days Off on Fri,Sat Average Credit 10:00
X	2	Select: Days Off on Fri,Sat Average Credit 10:00
X	3	Select: Days Off on Fri,Sat
Select all remaining preferences		

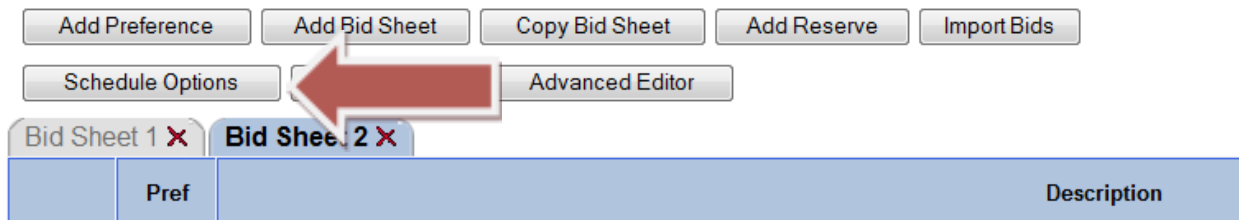
Virtual Credits – Is a credit amount assigned to a pre-assigned activity for bidding purposes. Virtual credits do not carry a pay value; your actual credits carry the pay value.

Virtual Credit vs. Actual Credit Table

Type of Credit	Credit	Virtual Credit assigned for threshold value between 60.0-75.0	Virtual Credit assigned for threshold value between 75.1-90.0	Virtual Credit assigned for threshold value between 90.1-105.0	Virtual Credit assigned for threshold value between 105.1-120.0
Vacation	3.5	3.5/4.0	3.5/4.0	3.5/4.0	3.5/4.0
Training (CQE)	4.0	4.0	4.0	4.0	4.0
Training (non CQE)	3.95	3.95	3.95	3.95	3.95
ALPA Leave	6.0	6.0	6.0	6.0	6.0
Voluntary assignment	6.0	6.0	6.0	6.0	6.0
Jury Duty	3.95	3.95	3.95	3.95	3.95
Bereavement	3.95	3.95	3.95	3.95	3.95
Sick Leave	3.75	2.25	2.75	3.25	3.75
Medical Leave	0	2.25	2.75	3.25	3.75
Military Leave	0	2.25	2.75	3.25	3.75
Family Leave	0	2.25	2.75	3.25	3.75
Personal Leave	0	2.25	2.75	3.25	3.75
Resignation	0	2.25	2.75	3.25	3.75
Retirement	0	2.25	2.75	3.25	3.75
Workers' Comp	0	2.25	2.75	3.25	3.75
Maternity Leave	0	2.25	2.75	3.25	3.75
Moving Days	0	2.25	2.75	3.25	3.75
Non-pay status	0	2.25	2.75	3.25	3.75
COMA	0	2.25	2.75	3.25	3.75
Furlough	0	2.25	2.75	3.25	3.75
Eligibility to bid (§13.D.1.a.)	0	2.25	2.75	3.25	3.75

Schedule Options – By clicking “Schedule Options,” a popup window containing the following options will allow a pilot to adjust the award logic: “Set my personal credit threshold,” “Vacation low,” and “Allow my schedule to contain single days off.” If using multiple bid sheets you will need to select “Schedule Options” per each bid sheet. This allows a bidder to use different strategies for each bid sheet.

- **Personal Credit Threshold** - Checking this box will set your personal credit threshold hours. If set, this value will override the Company published TLV. If the PCT is set lower than the bottom of the thirty-hour window, it will default to the bottom of the credit window. If the PCT is set higher than the top of the thirty-hour window, it will default to the top of the window. (See below)
- **Vacation Low** - Checking this box enables a bidding strategy that maximizes days off during a vacation month. If you use this option, you must also check the “Daily Vacation Credit” under the “Additional Bid Options.” While in the “Daily Vacation Credit” window check “Change Vacation Credit to 4:00” and then “Apply.” Each day of vacation will be assigned a virtual credit of 4:00, instead of the default value of 3:30 hours per day. A pilot will be able to work fewer days while being paid a 75-hour guarantee. (See below.)
- **Allow my schedule to contain single days off** - Checking this box allows single days off, instead of the LOA requirement to have at least two days off in a row (except the requirement after three contiguous CDOs). (See below)



Schedule Building Options

At Award time, PrefBid adheres to airline established schedule building rules which may be waived by request. Additionally, you may set a personal credit threshold that, to the extent allowed, will allow PrefBid to build your schedule to a credit value different from what is set by the airline.

PrefBid will assign pairings from your preferences until the awarded schedule exceeds the credit threshold (while remaining below the maximum credit value). If there are no more available and legal pairings and your schedule is above the minimum credit value, PrefBid will accept your schedule as complete.

Note: If your personal credit threshold is below or above the limits set by your airline, the threshold will be adjusted accordingly.

☐ Set my personal credit threshold to 00:00 hours
 ☒ Vacation Low
 ☐ Allow my schedule to contain single days off

SBO: Vacation Low

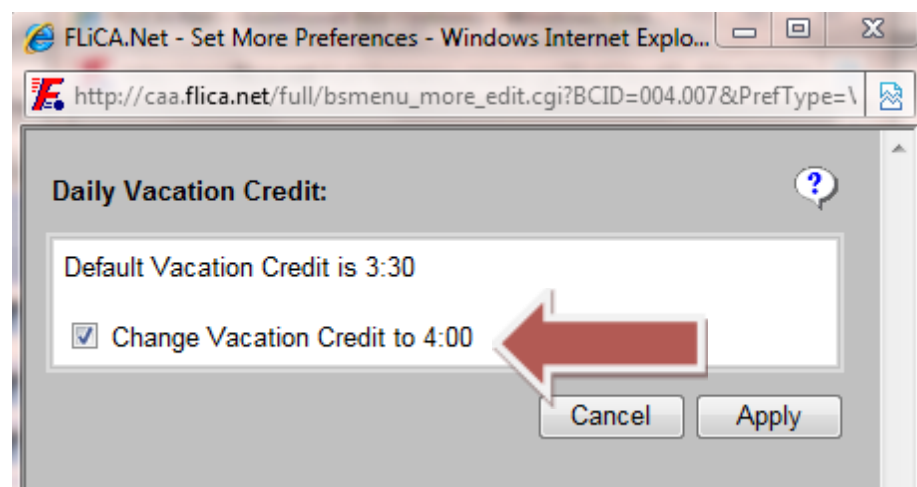
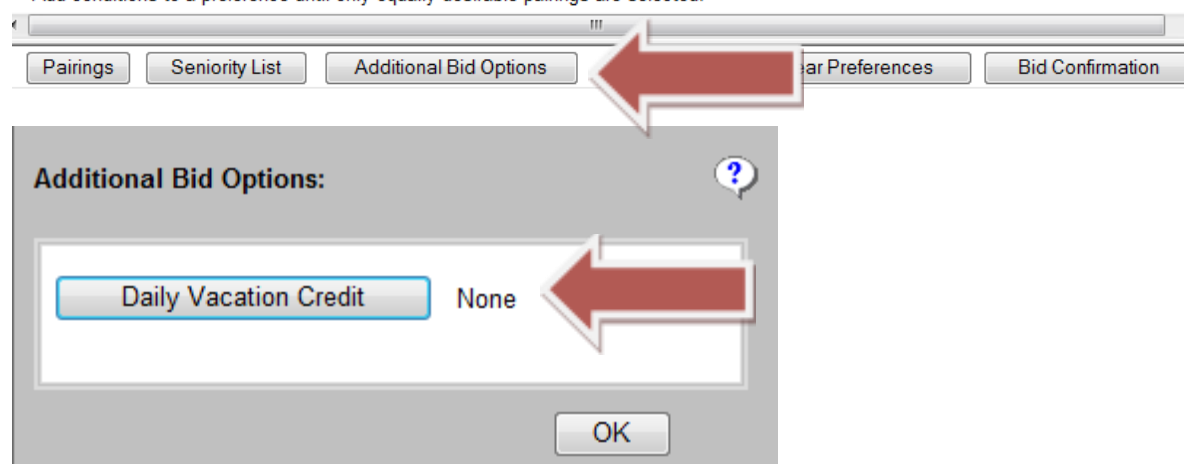
Additional Bid Options – The “Additional Bid Options” menu lets you change your vacation credit to 4:00 if you are using the vacation low option.

<div> Add Preference Add Bid Sheet Copy Bid Sheet Add Reserve Import Bids </div> <div> Schedule Options Restore Bids Advanced Editor </div>				
<div> Bid Sheet 1 X Bid Sheet 2 X </div>				
	Pref	Description	New Matches	Total Matches
X	1	Select: Days Off on Fri,Sat Average Credit per Day >= 05:00 Pairing Report >= 10:00	163	163
X	2	Select: Days Off on Fri,Sat Average Credit per Day >= 05:00	216	379
X	3	Select: Days Off on Fri,Sat	465	844
Select all remaining pairings			983	

Last updated: 07/30/2010 15:01:57

Helpful Hints

- A preference can contain up to 10 conditions.
- Conditions that exclude pairings must be included in all preferences in which you want those pairings filtered.
- Add conditions to a preference until only equally desirable pairings are selected.



Award Logic – The award logic is set to comply with FARs, the LOA 11 and the MOU 58. All pairings within a Preference are given the same priority. The award logic will choose whichever trip is most favorable within a Preference to resolve the overall bid run solution. Pairings within a Preference that you are able to hold will be added to your schedule. If a schedule is still incomplete, the award logic will move on to the next Preference in an attempt to complete your schedule. Once all Preferences have been exhausted and you still have not been awarded a complete schedule, the last Preference is “Select all remaining pairings,” which could award the highest credit pairings, working weekends, and holidays.

Unstacking – The unstacking process is used to assign an excessive amount of open time during a specific date range remaining after a bid run solution (such as over a holiday). The system will produce an exact seniority number where unstacking should begin, in an effort to reduce the excess open time to an acceptable level. Everyone junior to, and including, the specified seniority number will need their schedule rerun with the addition of a trip covering the specified date(s). Pilots with reasonable expectations (if you had to work holidays before PrefBid, you’ll more than likely have to continue to work them) should include as their last Preference, to work on such specified date(s). Using this strategy, you might finish early on Christmas. In this scenario, if you fail to submit a Preference to work such date(s), and are too junior to be off, you are allowing PrefBid to assign pairings to you according to system logic.

Actual Bidding with PrefBid

How to get started:

- Log onto <http://www.flica.net/>
- Under “Crewmember Menu” select: Bidding
- Select PrefBid and then the bid month
- Select “Submit or View Preferences” – This will direct you to the PrefBid homepage
- Clear Preferences from previous bid period
- View left margin for pre-assigned activities and decide on bidding strategy
- Select the “Schedule Options” tab – This will direct you to the “Schedule Building Options” page
- Check the box and then enter your personal credit threshold hours
- Consider Vacation Low Option (if you have vacation as a pre-assigned activity)
- Consider “Allow my schedule to contain single days off”
- Select “Submit” – This will direct you to the PrefBid homepage
- Verify your submitted Schedule Options are shown at the top of Bid Sheet 1

Now, create preferences:

- Select “Add Preference” – This will direct you to the Preference Manager page
- “Select a condition to add” (Over twenty conditions to choose from)
- Select one condition at a time in order of importance. This will direct you to the parameters for the selected condition
- Define your condition with the options available
- Select “Apply” – This will direct you to the Preference Manager page
- Verify your condition has been applied

- Note the number of matched pairings that meet your condition
- Add additional conditions to the Preference if you want to further refine the Preference as necessary, or “Submit”

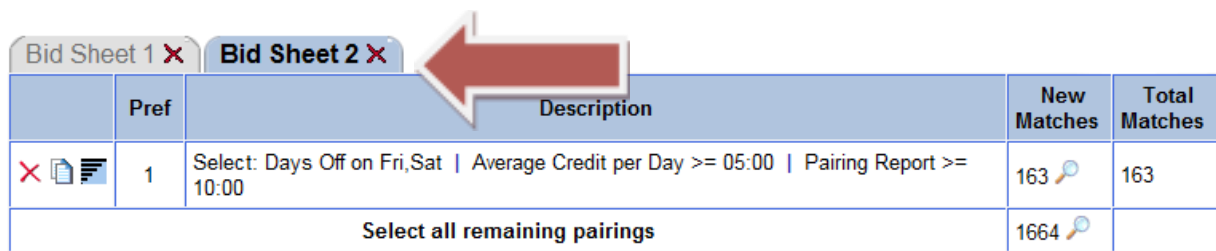
Note: You can have from one to ten conditions per Preference.

Once submitted, your bid will be saved automatically and you will be redirected back to the PrefBid homepage.

- Continue adding conditions/Preferences starting out specific in nature, gradually becoming less restrictive until you have bid enough pairings to satisfy your seniority.

Bid Sheet – A bid sheet lists a pilot’s Preference(s) and is submitted so that the award logic can attempt to award a complete line. “Select all remaining pairings” is the final Preference when using one bid sheet. If a pilot cannot be awarded a complete line with the remaining pairings, they will be assigned a reserve line based on their Preference(s) for reserve and seniority.

Multiple Bid Sheets – You may have a total of three bid sheets. Multiple bid sheets are generally used when a pilot wants to change bidding strategy (for example, high credit on the first bid sheet and low credit on the second bid sheet). Only after every combination of trips has been attempted and failed will PrefBid give up and move on to the next bid sheet. *You should enter your personal credit threshold for each bid sheet.* Having more than one bid sheet moves the “Select all remaining pairings” to the next bid sheet (i.e., if you cannot achieve a full schedule from bid sheet one, it will move to bid sheet two). Each bid sheet stands alone, and will not award pairings from a previous bid sheet. See example below.



Pref	Description	New Matches	Total Matches
1	Select: Days Off on Fri,Sat Average Credit per Day >= 05:00 Pairing Report >= 10:00	163	163
Select all remaining pairings		1664	

Last updated: 07/30/2010 13:55:47

Add bid sheet – Selecting “Add Bid Sheet” creates a new bid sheet. The new bid sheet allows the bidder to start over, and all assigned pairings from the previous bid sheet are cleared. Adding a bid sheet allows for a new strategy, without looking back at previously submitted bid sheets. Having more than one bid sheet moves the “Select all remaining pairings” to the next bid sheet (i.e., if you cannot achieve a full schedule from bid sheet one, it discards bid sheet one and will move to bid sheet two).

New videos are available. Click [here](#) to view PrefBid videos.



Bid Sheet 1

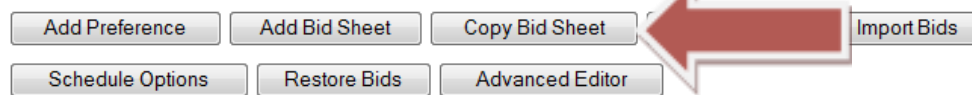
Bid Sheet 2














	Pref	Description	New Matches	Total Matches
	1	Select: Days Off on Fri,Sat Average Credit per Day >= 05:00 Pairing Report >= 10:00	163	163
	2	Select: Days Off on Fri,Sat Average Credit per Day >= 05:00	216	379
	3	Select: Days Off on Fri,Sat	465	844
Select all remaining pairings			983	

Last updated: 07/30/2010 14:01:05

Copy a bid sheet – Selecting “Copy Bid Sheet” creates a new bid sheet and copies the Preference(s) already set on the highlighted bid sheet. Copying a bid sheet allows for the same strategy; the bidder is then able to change or remove conditions. This will allow a greater number of pairings to be available on the copied bid sheet while increasing the opportunity for a complete schedule.

New videos are available. Click [here](#) to view PrefBid videos.



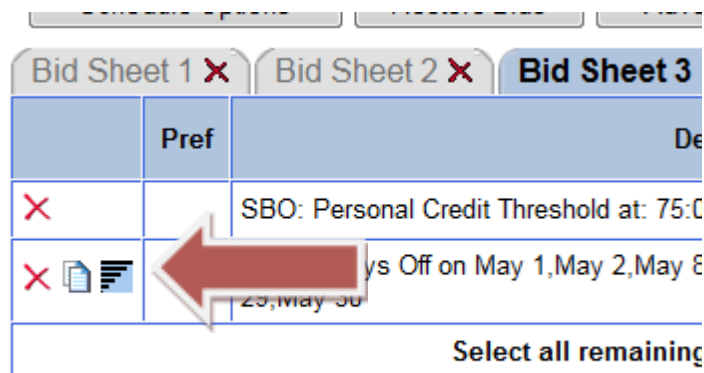
Bid Sheet 1		Bid Sheet 2		
	Pref	Description	New Matches	Total Matches
  	1	Select: Days Off on Fri,Sat Average Credit per Day >= 05:00 Pairing Report >= 10:00	163 	163
  	2	Select: Days Off on Fri,Sat Average Credit per Day >= 05:00	216 	379
  	3	Select: Days Off on Fri,Sat	465 	844
Select all remaining pairings			983 	

Last updated: 07/30/2010 14:01:05

Copy a Preference – It may be beneficial to build your first Preference with your most desired conditions (Days Off, Length of pairing, Layovers, Credit, etc.) and then copy that Preference as many times as needed. Once copied, you can make minor changes to each Preference to get a slightly different set of pairings. For example, Preference 1 contains Fridays, Saturdays, and Sundays off, and Preference 2 could be Saturdays and Sundays off (you remove Fridays from your Days Off condition). Using this suggestion allows you to build your bid sheet more efficiently since you do not have to repeatedly construct Preferences with the same conditions. You can easily delete any unnecessary Preference or condition by clicking on the red X to the left.

Cascade a Preference – When you choose cascade, the Preference is copied and the last bid condition is removed. The new Preference is then copied again removing the last bid

condition. This process continues until the newly created Preference only has one condition. If you are using cascade, make sure your conditions are listed in order from most important to least important.



Bid Sheet 1 X		Bid Sheet 2 X		Bid Sheet 3	
	Pref	De			
X		SBO: Personal Credit Threshold at: 75:0			
X		ys Off on May 1,May 2,May 3			
Select all remaining					

A preference with three bid conditions before cascade:

Bid Sheet 1				
	Pref	Description	New Matches	Total Matches
X	1	Select: Days Off on Fri,Sat Average Credit per Day >= 05:00 Pairing Report >= 10:00	163	163
Select all remaining pairings			1664	

Last updated: 07/30/2010 13:21:14

The result of cascading: a bid sheet with three single condition preferences.

New videos are available. Click [here](#) to view PrefBid videos.

Add Preference
Add Bid Sheet
Copy Bid Sheet
Add Reserve
Import Bids

Schedule Options
Restore Bids
Advanced Editor

Bid Sheet 1 X		Bid Sheet 2 X			
	Pref	Description	New Matches	Total Matches	
X	1	Select: Days Off on Fri,Sat Average Credit per Day >= 05:00 Pairing Report >= 10:00	163	163	
X	2	Select: Days Off on Fri,Sat Average Credit per Day >= 05:00	216	379	
X	3	Select: Days Off on Fri,Sat	465	844	
Select all remaining pairings			983		

Last updated: 07/30/2010 14:01:05

Changing the Priority of a Preference – To change the priority of a Preference, click on the number associated with that Preference. A small box will pop up that allows you to change the current priority number. Since PrefBid awards in strict Preference order, the priority order you set is very important.

Preview Mode – Select “Preview” to view the pairings matching your specified conditions in a calendar format. Days of the month will be displayed horizontally; the matching pairings will be displayed vertically.


New videos are available. Click [here](#) to view PrefBid videos.

Bid Sheet 1		Bid Sheet 2		
	Pref	Description	New Matches	Total Matches
	1	Select: Days Off on Fri,Sat Average Credit per Day >= 05:00 Pairing Report >= 10:00	163	163
	2	Select: Days Off on Fri,Sat Average Credit per Day >= 05:00	216	379
	3	Select: Days Off on Fri,Sat	465	844
Select all remaining pairings			983	

Last updated: 07/30/2010 14:01:05

Helpful Hints

- A preference can contain up to 10 conditions.
- Conditions that exclude pairings must be included in all preferences in which you want those pairings filtered.
- Add conditions to a preference until only equally desirable pairings are selected.



Tag Mode – Tag mode allows the pilot to prioritize individual trip(s) from within a Preference (*otherwise all pairings within a Preference have equal priority*). Select “Enter Tag Mode” to individually make pairings a Preference. In this mode the function of the cursor will change allowing you to simply click on the pairing number desired. The highlighted pairings will be transferred as an individual Preference on your bid sheet when submitted. (See below)

Access Tag Mode from the Preview Screen:

Note: These are not schedules. The pairings are placed on the calendar for viewing convenience.

	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU
Pref																											
1	A4121	---	---	---	---	---	A4138	---	---	A4101	---	---	---	A4103	---	---	---	---	---	A4117	---	---	---	---	---	---	---
	TRI	ATL					MDT	ATL	---	ATL				TLH	PFN	ATL				CVG	CVG	CHA	ATL				
1	A4133	---	---	---	---	---	A4F11	---	---	---	---	---	---	A4104	---	---	---	---	---	A4118	---	---	---	---	---	---	---
	GSO	CHA	ATL				ATL	---	---	CLE	ATL			CVG	ATL					MYR	PFN	ATL					
1	A4142	---	---	---	---	---	A4144	---	---	---	---	---	---	A4115	---	---	---	---	---	A4172	---	---	---	---	---	---	---
	MOB	ATL					CSG	GSO	CRW	ATL				GSO	TLH	ATL				ROA	ATL	---	---	---	---	---	---
1	---	---	---	---	---	---	A4179	---	---	---	---	---	---	A4128	---	---	---	---	---	A4187	---	---	---	---	---	---	---
	---	---	---	---	---	---	GNV	ATL	---	---				HSV	LIT	ATL				ATL	GSP	ATL					
1	A4197	---	---	---	---	---	A4198	---	---	---	---	---	---	A4147	---	---	---	---	---	A4191	---	---	---	---	---	---	---
	AGS	ATL					XNA	PFN	ATL	---				HSV	MYR	SGF	ATL			MYR	AGS	ATL					
1	A4212	---	---	---	---	---	A4254	---	---	---	---	---	---	A4085	---	---	---	---	---	A4208	---	---	---	---	---	---	---
	GNV	CLE	ATL				MDT	CHA	---	---				ATL	---	---	---	---	---	LIT	PFN	ATL					
1	A4240	---	---	---	---	---	A4279	---	---	---	---	---	---	A4168	---	---	---	---	---	A4246	---	---	---	---	---	---	---
	CLE	CRW	ATL				ILM	TRI	ATL					PFN	ATL	---	---	---	---	JAN	MOB	ATL					
1	A4254	---	---	---	---	---	A4281	---	---	---	---	---	---	A4D20	---	---	---	---	---	A4247	---	---	---	---	---	---	---
	MDT	CHA	ATL				BTR	AVL	ATL					ATL	---	---	---	---	---	CLE	AVL	ATL					
1	A4274	---	---	---	---	---	A4310	---	---	---	---	---	---	A4202	---	---	---	---	---	A4286	---	---	---	---	---	---	---
	TRI	TLH	ATL				FAY	CSG	ATL					CVG	ORD	CAE	ATL			GSP	PFN	ATL					
1	A4278	---	---	---	---	---	A4311	---	---	---	---	---	---	A4203	---	---	---	---	---	A4276	---	---	---	---	---	---	---
	BHM	ATL					CHA	MOB	ATL					AVL	AVL	ATL			AGS	AVL	CAE	ATL					
1	A4322	---	---	---	---	---	A4341	---	---	---	---	---	---	A4230	---	---	---	---	---	A4283	---	---	---	---	---	---	---
	DHN	MOB	ATL				FAY	CAE	ATL					BTR	AVL	ATL				HSV	TRI	ATL					
1	A4350	---	---	---	---	---	A4359	---	---	---	---	---	---	A4231	---	---	---	---	---	A4297	---	---	---	---	---	---	---
	GSP	HSV	ATL				GSO	ATL						TLH	MOB	ATL				HSV	LIT	ATL					
1	A4477	---	---	---	---	---	A4383	---	---	---	---	---	---	A4242	---	---	---	---	---	A4298	---	---	---	---	---	---	---
	AVL	ATL					HSV	TYS	ATL					CLE	AVL	ATL				BTR	VPS	ATL					
1	A4495	---	---	---	---	---	A4394	---	---	---	---	---	---	A4282	---	---	---	---	---	A4317	---	---	---	---	---	---	---
	CAE	ATL					JAN	GNV	ATL					GSP	MDT	ATL				CHA	FAY	ATL					
1	A4501	---	---	---	---	---	A4399	---	---	---	---	---	---	A4281	---	---	---	---	---	A4318	---	---	---	---	---	---	---
	TRI	ATL					TLH	AGS	ATL					GSP	ROA	TRI	ATL			CRW	CRW	ATL					
1	A4516	---	---	---	---	---	A4424	---	---	---	---	---	---	A4282	---	---	---	---	---	A4332	---	---	---	---	---	---	---
	MOB	SDF	ATL				FAY	CHA	TLH	ATL				CRW	DHN	ATL				CAE	---	---	---	---	---	---	---
1	A4597	---	---	---	---	---	A4435	---	---	---	---	---	---	A4314	---	---	---	---	---	A4378	---	---	---	---	---	---	---
	GSP	ATL					GSP	BHM	ATL					GSP	PFN	ATL				ATL	---	---	---	---	---	---	---

Page 1 of 24 First Prev Next Last Calendar View List View Enter Tag Mode

Another way to individually prioritize a pairing to its own Preference is to select the magnifying glass. After selecting the magnifying glass, sorted pairings will be formatted in a more traditional FLiCA format. This displays the all the pairing details in a scrollable view.

Bid Sheet 1

	Pref	Description	New Matches	Total Matches
✕	1	Select: Days Off on Fri,Sat Average Credit per Day >= 05:00 Pa 10:00	163	163
Select all remaining pairings			1664	

Last updated: 07/30/2010 13:21:14

Simply click on the pairing number, and it will be transferred to your bid sheet as an individual Preference. In order to complete the “Tag Mode” or magnifying glass process, the pilot must select to “Submit Individually” (awarding is dictated by the order in which you submit), or “Submit as a Single Pref” (award logic is given discretion to assign pairings within that Preference).

Reserve Lines – PrefBid will allow for loading of prebuilt reserve lines which depict guaranteed days off (GDO) and an on-call period for each reserve line. It will also provide the pilot the ability to view the pre-built reserve lines in a column, similar to line view in FLiCA. In addition, it will allow a pilot on the “Add Reserve” option to select a check box on

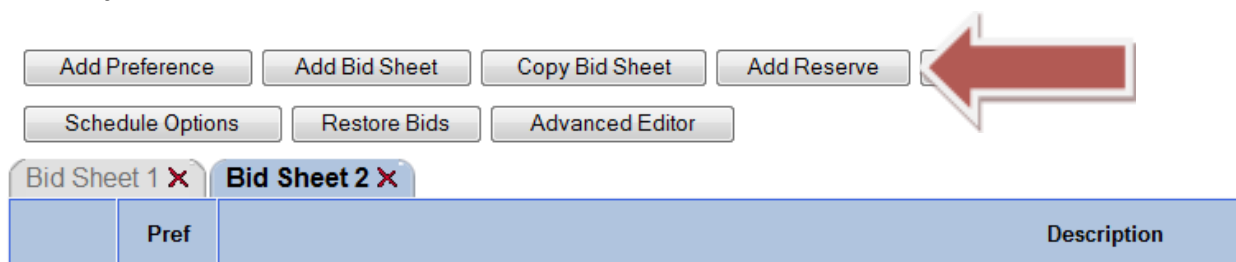
a specific reserve line and transfer such selection in order of preference to the bid sheet as a single preference.

Multiple prebuilt reserve lines will be loaded into the system. Each reserve line may be awarded multiple times. A pilot can preference pairings, then individual reserve line(s), then back to pairings, etc.

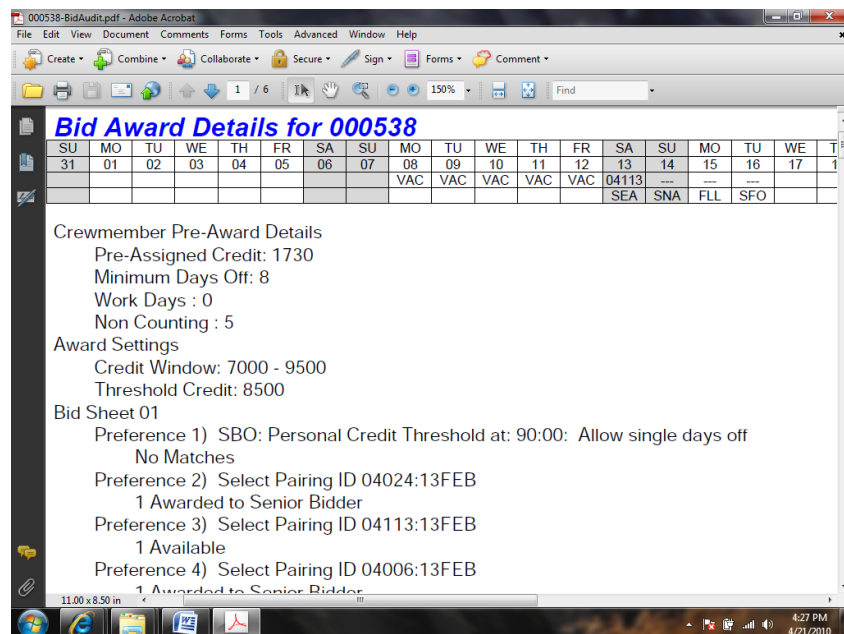
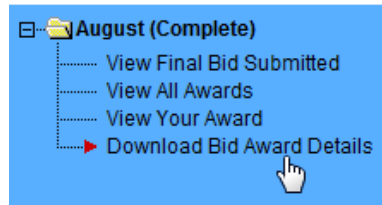
A pilot will have the ability to add a second preference box to contain a drop-down menu with an additional days off box, in addition to the GDOs on the pre-built lines. Pilots will be able to indicate which additional days off they prefer in a specific preference order.

A pilot will have the ability to bid multiple reserve lines on the same bid sheet (example Pref-1 reserve line 2, Pref-2 reserve line 5, Pref-3 reserve line 9).

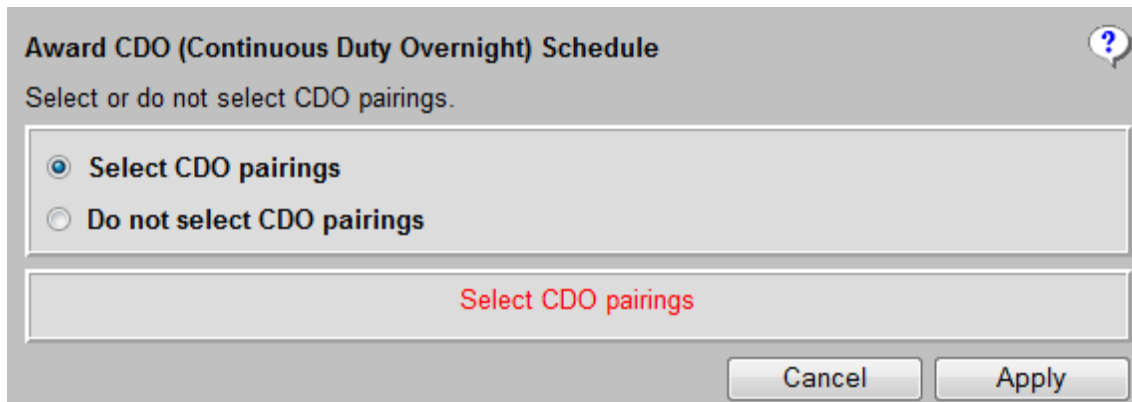
The system will identify and award 20% of the reserve lines as long-call reserve in seniority order.



Audit Trail – Individual, reasons report generated by the PrefBid software for each pilot that specifies how he bid, and how each pairing was awarded, or not awarded.



Continuous Duty Overnights – The default setting is to allow the selection of CDOs.



Award CDO (Continuous Duty Overnight) Schedule

Select or do not select CDO pairings.

☒ Select CDO pairings

☐ Do not select CDO pairings

Select CDO pairings

Cancel Apply

Preference Template

- Allows the user the ability to add a condition(s) to every preference automatically
- If a Preference Template is set, it will apply to ALL bid sheets, including the unstack bid sheet
- Can be set in the default bid or the monthly bid
 - If set in default bid, will import to monthly bid
 - If set in monthly bid, will carry into default bid
- The Preference Template will only apply to preferences added after it is set
- A Preference Template will remain month to month until a bidder modifies the conditions

Note: The Preference Template window looks very similar to the Preference Manager window.

Preference Template

Select a condition to add:



To make changes to a previously selected condition, click on the corresponding description displayed below:

	Cascade Order	Descriptions	Match	Filter
✗	1	Do not select CDO/BOTC pairings	905	68
Pairings matching all conditions			905	

Note: During the award process, PrefBid will treat all pairings in this preference as being equally desirable. The order in which you list conditions is only important if the Cascade feature is used.

Save Template

Unstack Bid Sheet

- “Stack” means excessive open time grouped together on a date(s) after a bid run solution
- “Unstack” means a tool in PBS that assigns trips to pilots in such a way as to minimize excess open time grouped together on a date(s) after a bid run solution
- “Holiday” means the following days: Memorial Day, July 4, Labor Day, Thanksgiving, Christmas, New Year’s Day. Unstacking will be limited up to 30% of the pilots in a position in inverse seniority order. In a holiday month, unstacking will be limited to 50% of the pilots in a position in inverse seniority order
- The user has the ability to tell the system which bid sheet to use in the event of an unstack, or the user can add an empty bid sheet to build as their unstack bid sheet
- If in a holiday month, bid for most desirable trips over and around holidays first, then bid for the rest of month
- The unstack bid sheet will always be placed after all other bid sheets
- There is not a red “X” on the unstack tab to delete an unstack bid sheet, the only way to delete an unstack bid sheet is to de-select “Use an unstack bid sheet” and click “apply”

Unstack Options

Choose how you want the award to treat bids if the system needs to assign pairings to you in unstack mode.

☒ Use an unstack bid sheet

☒ Make a copy of my last bid sheet and make it the unstack bid sheet.

☐ Add an empty bid sheet as my unstack bid sheet

If you are awarded a pairing from an unstack window, which bid sheet do you want to use to complete your schedule

☒ 1st bid sheet (Default)

☐ 2nd bid sheet (if available, otherwise uses 1st bid sheet)

☐ Last regular bid sheet (i.e. 2nd or 3rd bid sheet as applicable)

☐ Unstack bid sheet only

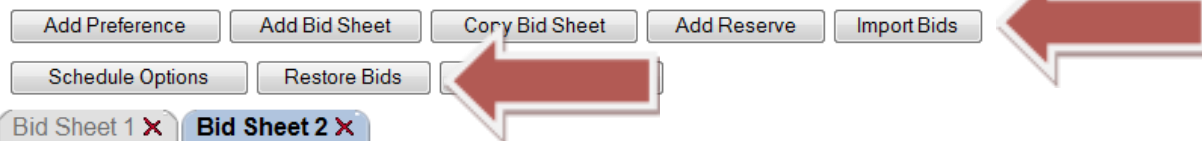
Award from 1st bid sheet

Cancel Apply

Managing Your Bids

Restore Bids – PrefBid has an auto save function each time a bid is submitted. By selecting “Restore Bids” (see below), you are able to access a log sheet of all previously submitted bids. Restoring your bid is helpful if there is a loss of power or computer glitch while in the process of bidding. This function can also be helpful if you decide to return to a previous strategy or bid. Be aware this will delete all of your current bids and replace them with bids selected.

New videos are available. Click [here](#) to view PrefBid videos.



	Pref	Description	New Matches	Total Matches
	1	Select: Days Off on Fri,Sat Average Credit per Day >= 05:00 Pairing Report >= 10:00	163	163
	2	Select: Days Off on Fri,Sat Average Credit per Day >= 05:00	216	379
	3	Select: Days Off on Fri,Sat	465	844
Select all remaining pairings			983	

Last updated: 07/30/2010 14:01:05

Import Bids – Bids may be imported from your Default Preferences or from a prior PrefBid close. Any import from a prior bid close will not include conditions for Specific Days (e.g., May 5), Specific Pairings, or Pairing Numbers

Note: Importing bids will delete ALL existing Preferences from all bid sheets.

Important Points to Consider While Bidding

CDO Award Patch – CDOs can be given a virtual credit on the administrative panel (set during the bid runs) in order to reach the credit window. Each individual CDO will be assigned the same number of minutes but the value may vary between each crew class and month.

Example: When 30 minutes is used as the virtual credit and 12 CDOs are awarded, then 6:00 hours must be subtracted from the credit total listed on the bid award details page. If the final credit value falls below 75 hours, the pilot will still be protected at minimum monthly guarantee.

Single Days Off Award Logic – Bidders are accidentally bidding themselves into a single day off but not checking “Allow my schedule to contain single days off.” This scenario causes the software to continue adding pairings to the bidder’s line, while it continues to attempt to fill the single day. If PrefBid cannot find a day line to fill the single day off out of the bidders’ preferences and complete a schedule, it will then move into “select all remaining pairings” to find a day line or could move to the next bid sheet. PrefBid may even assign other pairings before finding the filler. This problem is very common in months that a pilot has a pre-assigned activity(s).

Bid Enough Pairings – Not bidding enough pairings has led to pilots from various seniority levels getting awarded from “All remaining pairings.” Just remember, the number of pairing matches may look sufficient enough but some of those pairings might conflict out. Instead of taking a look at the total number of matches, check the “preview” mode to be sure that the matched trips are spread out over the month and not bunched together over just 2 weeks of the month.

Avoiding Back-to-Back Three Days – A simple way to avoid being awarded back-to-back three-day trips (and therefore end up working six days straight) is to preference three-day trips with a block hour value (not credit) of at least 14:16. This would make awarding the three-day trips back to back illegal because the two pairings combined would exceed the weekly buffer of 28:30.

Allowing Single Days Off – Pilots should consider selecting “Allow my schedule to contain single days off” on months that a pilot has pre-assigned activities. Especially in vacation or training months, allowing your schedule to contain single days off may result in a better overall schedule, or even may make the difference between being awarded a line and being bumped back to reserve. One important thing to consider is that if the choice is made to not allow single days off, be careful with bidding to avoid inadvertently bidding into a scenario where a single day off is necessary.

Summary

1. Preferences filter out trips according to the conditions within the Preference. Every Preference is considered separately, in sequential order. All trips matched within a Preference share the same priority.
2. Schedule Building Options are extremely important and should always be considered. Always set a personal credit threshold and consider carefully the ramifications of allowing or excluding single days off. PrefBid will continue adding trips until the personal credit threshold or the company TLV is exceeded.
3. Utilize multiple bid sheets to implement a variety of different bidding strategies. PrefBid will try all combinations of trips on a given bid sheet to build a legal schedule. Each bid sheet is independent and stands alone. If a complete schedule cannot be awarded from bid sheet 1, all pairings that have been awarded from bid sheet 1 will be cleared before moving to bid sheet 2.
4. During the bid award, PrefBid leaves an audit trail showing every trip that was considered for assignment to you and the reason it was rejected. Learning to read this audit trail will help you fine-tune your bidding. For help interpreting the audit trail document, either contact a PBS Committee member or your Pilot Mentor.

Open Time

Pilots may enhance their schedule by swapping or adding trips from open time. The open time pot is viewable on SkedPlus+ (refer to *ExpressJet Computer Systems / SkedPlus+*).

There are three types of open time: seniority initial, future, and current.

- **Future open time** encompasses all trips for the current month of flying (for example, all trips in June on or after June 1). Future open time runs 24 hours a day, and is awarded in first-come-first-served order. Trips in future open time may be split up (on a leg-for-leg basis) for schedule additions (pickups) only. Pilots may

swap for one less day than the trip they are dropping (for example, swap a four-day for a three-day trip).

- **Current open time** encompasses all trips that depart in the following two calendar days (for example, all trips that depart June 1, 2, or 3, assuming today is June 1). Current open time is available on a first-come-first-served basis, however it is governed by the assignment rules in Section 13.I.2 of the ASA CBA.
- **Seniority initial open time** encompasses all open time for the following month that becomes available the day after the next month's final schedules are posted (on the 20th of the month). For example, if the final schedules for July were posted on June 20, seniority initial open time would cover all trips departing in July, opening on June 21. Seniority initial open time, as the name suggests, is awarded in seniority order. Because of the need to process requests, there are two periods per day that the open time pot is available: from 0701 – 1159 ET, and 1901 – 2359 ET. On the last day of the month, pilots may submit pickup requests for split trips.

Standing Bid List

Your rank and position within the company (IAD CRJ FO, ATL CR7 CA, etc.) are governed by the bid preferences you have set in the Standing Bid List on xjt.com. To access the list, navigate to xjt.com > *Crewmember* > *Standing Bid List*. The default page shown is the “My Bids” section that displays your position preferences ranked in order.

Standing Bid List

My BidsCR7 CACR7 FOCRJ CACRJ FOAwards

My Bids

Seth Heckard - CRJ CA IAD

Add New Bid

Records - 5

Print

View	Action	Status	Bid A/C	Bid Position	Preferred Domicile	Freeze End Date	Bid Priority
Open	Pending	Active	CRJ	CA	IAD		1
Open	Pending	Active	CRJ	CA	ATL		2
Open	Pending	Active	CR7	CA	ATL		3
Open	Pending	Active	CR7	FO	ATL		4
Open	Pending	Active	CRJ	FO	ATL		5

Re-order my bids in Order of Bid Preference - sorting is in realtime

Order	Bid Date	Position / Aircraft / Domicile Code
↓	11/2/2009 4:56:28 PM	CA CRJ IAD
↑ ↓	7/23/2008 4:40:35 PM	CA CRJ ATL
↑ ↓	7/23/2008 4:40:49 PM	CA CR7 ATL
↑ ↓	7/23/2008 4:41:05 PM	FO CR7 ATL
↑	7/23/2008 4:41:15 PM	FO CRJ ATL

MyMessage this Sort Order Confirmation to Me

Every so often, the company publishes a position notice. This position notice will detail any vacancies (extra positions that may be bid into) or reductions (surplus positions that must

be bid out of), as well as other details such as a projected minimum and maximum number of pilots in each category and the dates the positions are expected to be effective. Position notices are open for at least ten days, and then shortly thereafter a final award will be published. For more information, refer to the CBA, Section 24.F and 24.G.

It is vital that your standing bid list is set up before the position notice closes. By default, the only position shown is your current position. It is up to you to add the bid preferences in the order of your choosing. The old adage “bid what you want, want what you bid” applies here – there are no do-overs on permanent positions! If you are awarded a position that is unwanted, it may be a while before the next position notice is published.

To bid for a preference, click “Add New Bid,” and then select your aircraft, position, and domicile. By default, the new bid you just entered will go to the bottom of the list. You can then re-order the bid using the arrows at the bottom of the screen. Once you have your bids as you like them, click the button labeled “MyMessage this Sort Order Confirmation to Me” to have an email record sent to your MyMessage account.

Make sure that you bid for all available choices, regardless of whether you think you will ever be awarded that position or domicile. Any position that you bid at a higher preference than your current position will be awarded if you have the seniority to hold that position. If you do not currently want any position other than your current position, order your preferences so that your current position is first on the list.

Additionally, you may view a real-time list of all pilots who have a preference in for any position. Along the top of the screen are buttons for each aircraft and position. Clicking one will take you to another page that lists all pilots with a bid in for that position, and then you may filter that screen by desired domicile.

Vacation Bids

The Vacation Bid usually becomes available in October for the following calendar year. Pilots will receive an email when it is time to bid for the yearly vacation assignments. This bid is found on [xjt.com > Crewmember > Vacation > Bid](#).

Vacation Trades

Pilots may also participate in the Weekly Vacation Bid. All open vacation weeks are available for swapping every week, starting at 1700 ET on Friday and closing on 1700 ET on Thursday. This vacation bid is found on [xjt.com > Crewmember > Vacation > My Vacation > Weekly](#) tab. A crewmember-to-crewmember trade board is maintained at [xjt.com > Crewmember > Vacation > My Vacation > Trade Board](#) tab.

Recurrent Training (CRJ Fleet)

Training Overview

Recurrent training on the CRJ fleet will be via the Advanced Qualification Program (AQP) Continuing Qualification (CQ) module. There are three components to the CQ module: an at-home study course (eCampus), a two-day ground school training course, and two simulator events. The first day in the simulator will be a maneuvers validation (MV), which is mostly a training event. The second day is the line-oriented evaluation (LOE), which is a simulated line flight. The LOE will be the checking event of the recurrent training program. Upon successful completion of the AQP program, a pilot will not need to come back to recurrent training until the next year.

The location of the training will be at the ExpressJet A-Tech Center and Atlanta FlightSafety. Typically, classroom instruction will be on the fourth floor of the A-Tech Center, and simulator training will be at FlightSafety. The location of training will be communicated to you prior to your training date via a company MyMessage. Ground school classes normally run from 8 am to 5 pm, and attire for training is business casual, although jeans are allowed.

Bidding for Training

Like most other events at the company, recurrent training dates will be bid upon by the pilots and awarded in order of seniority. Each pilot has a due month, which is the month that the training is due. For most pilots, the due month is the same month in which you took your initial proficiency check. Training can take place in the due month, one month prior, or one month after (the grace month). If required training is not completed by the grace month, the pilot will be taken offline until the training can be completed. For that reason, the training department would prefer that training will take place in either the prior or due month.

When it is time to bid for training, a company MyMessage will be sent to the pilot with instructions on how to bid. Training bids open the first of the month at 1700 EST and close on the fourth of the month at 1700 EST. To bid for training, navigate to xjt.com > *Crewmember* > *Training Bid*. Training bids will be awarded before the monthly bid cycle begins, and your awarded training days will show on your PBS schedule as pre-assigned activities.

Travel and Hotel Arrangements

All training is held in Atlanta, so if you are Atlanta based, there will be no company-provided travel or hotel rooms. If you are Dulles or Detroit based, the company will provide positive space transportation to and from training, as well as a hotel room. Due to the agreements we have with our mainline partners, travel will only be provided from your base to Atlanta. The arrangements will be communicated to you prior to your training date. To minimize cost, if you do not require a hotel room or positive space travel, letting the training scheduler know prior to the booking is appreciated.

Recurrent Training (ERJ Fleet)

Training Overview

Recurrent training on the CRJ fleet will be via the Advanced Qualification Program (AQP) Continuing Qualification (CQ) module. There are three components to the CQ module: an at-home study course (eCampus), a two-day ground school training course, and two simulator events. The first day in the simulator will be a maneuvers validation (MV), which is mostly a training event. The second day is the line-oriented evaluation (LOE), which is a simulated line flight. The LOE will be the checking event of the recurrent training program. Upon successful completion of the AQP program, a pilot will not need to come back to recurrent training until the next year.

Simulator and classroom training for Houston-based pilots is conducted at the Training Center in IAH. Classroom training for Cleveland is held at the Cleveland Training Center (CTC). Classroom training for Newark is held next to the crew room. Classes normally run from 8 am to 5 pm. Dress is business casual, although jeans are allowed.

Recurrent Training Locations

CLE

The Pilot training room is located in the same building as the Medical Facility, Room 120, the “Crunch” room.

IAD

If you have Recurrent Training in IAD, the room is located in the Main Terminal across from Baggage Claim #1. It is in the MWAA Conference Rooms.

IAH

To get to the Training Center from the airport, take the Momentum van from Terminal E departures level.

MCI

If you have recurrent training in MCI, the training room is located in the crew room.

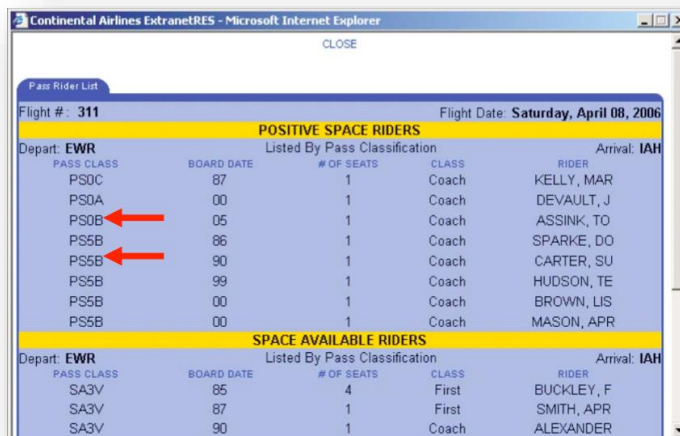
ORD

Training is located in Terminal 2, Concourse F, Ramp Level - Room 148 (Under F7). Take the elevator down at F10, exit left and proceed through the locker rooms and the classroom will be on your right.

Travel and Hotel Arrangements

If your PC is scheduled for a location other than your base (e.g., CLE- or EWR- based pilots traveling to IAH), complete a Training Travel Request online at least 72 hours prior to the date of your PC (Houston-based pilots DO NOT receive positive-space travel/hotel when commuting to Houston for training events). If you are entitled to PS travel to/from training, you will receive a PS0 pass to training and a PS6 pass from training.

Check the listing in Flying Together to ensure the proper pass travel level is indicated. Non-IAH-based pilots will have hotel reservations made at the same time your travel is booked. If you elect to travel to/from your training on the same day, special contract pay provisions apply. Be sure to file a pay claim if you travel to/ from training on the same day.



Pass Rider List				
Flight # : 311		Flight Date: Saturday, April 08, 2006		
POSITIVE SPACE RIDERS				
Depart: EWR	BOARD DATE	# OF SEATS	CLASS	RIDER
PS0C	87	1	Coach	KELLY, MAR
PS0A	00	1	Coach	DEVAULT, J
PS0B	05	1	Coach	ASSINK, TO
PS5B	86	1	Coach	SPARKE, DO
PS5B	90	1	Coach	CARTER, SU
PS5B	99	1	Coach	HUDSON, TE
PS5B	00	1	Coach	BROWN, LIS
PS5B	00	1	Coach	MASON, APR
SPACE AVAILABLE RIDERS				
Depart: EWR	BOARD DATE	# OF SEATS	CLASS	RIDER
SA3V	85	4	First	BUCKLEY, F
SA3V	87	1	First	SMITH, APR
SA3V	90	1	Coach	ALEXANDER

Training Travel Requests Form

To make a training travel request, pilots should access the employee website at least 48 hours prior to their training event at www.xjt.com. Select the Travel Request link under Travel and choose Training (ERJ Crew Only). Complete the required information on the screen, and hit the Submit link at the bottom of the page. A confirmation page will be displayed, and you should print a copy of the confirmation for your records. Your travel information will be e-mailed to the address you provided on screen and will be the only confirmation of your travel arrangements. Be sure to retain a copy of the e-mail for your records. Review the confirmation carefully for check in and travel information.

- My Items
- Benefits
- Travel
- Travel Home
- My Travelers
- Accommodations
- Airport Lookup
- Travel Request
- ZED Tickets - myIDTravel
- United
- Customer Care
- Flight Ops
- Inflight
- Maintenance
- People
- IT
- Safety
- Documents
- Crewmember ERJ
- Information
- Operations CPJ
- Operations ERJ
- Labor Relations

Travel Request

PLEASE SELECT: *

☐ Domestic Business
 ☐ International Business
 ☐ Training (ERJ Crew Only)
 ☐ Qualified Emergency

INSTRUCTIONS:

- * Required Information
- * All requests require a minimum of 48hrs advance notice
- * Travel cannot be booked more than 30 days in advance
- * If you are a member of a company traveling the same itinerary, flights and dates per form you will receive a confirmed airline supported

ONCE THIS FORM IS SUBMITTED, YOU WILL RECEIVE A CONFIRMATION PAGE WITH A TIME AND DATE STAMP. IF YOU DON'T RECEIVE THIS PAGE WHEN YOU HIT SUBMIT, MAKE SURE ALL REQUIRED FIELDS ARE COMPLETED AND RESUBMIT.

Date of Request: 8/29/2012

Traveler Information: * Required

Name (Last, First) *	Job Title *	Employee ID *	UA N Number*	Birth Date *	Gender *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Preferred Itinerary Information: (Please submit 3 choices. All itinerary information is required) * Required

Choice	Date *	Flight 1 *	Flight 2	Departure Time *	From *	Connect	Arrival City *
Choice 1:	8/31/2012 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Choice 2:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Choice 3:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Return Flights (Optional, but should be filled in if known):

Choice	Return Date	Flight 1	Flight 2	Departure Time	From	Connect	Arrival City
Choice 1:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Choice 2:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Choice 3:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Type of Travel: * Required

☐ Delta CPA
 ☐ United CPA

Please provide a brief explanation of travel: * Required

ExpressJet Safety Programs

Irregular Operations Report Form

The Irregular Operations Report (IOR) is a report submitted to fulfill the requirements for a mandatory report as described in the FOM (i.e., NTSB, or FAA mandatory reports). The IOR is a source of operational and safety information for Flight Operations management. IORs serve as the basis for management's assessment of trend analysis. Accurate trending is dependent upon the category, subject and topic, not the narrative.

The IOR is a shorter format than the ASAP form with a minimal list of required fields. The IORs are independently reviewed by the Safety Department and acted upon as necessary. They will be de-identified and may be forwarded to the FAA or NTSB to meet reporting requirements or to departments within the Company that can address the situation reported. An example of a IOR may be a report explaining concerns about a potential ramp hazard at an outstation. This report would be reviewed by the Safety Department, de-identified and investigated for action. Another example would be a report involving an electrical failure that required the sustained use of emergency bus power. This report would be de-identified and forwarded to the NTSB to meet the requirements of NTSB 830.

A pilot filing a IOR is protected by confidentiality, but is not afforded the regulatory protections of ASAP (i.e., the enforcement-related incentive described in the ASAP LOA/MOU). If the event being reported does not involve a possible pilot deviation from the CFRs or Company standards, and the reporter does not feel that additional human factors information is relevant, a IOR is the recommended means of communicating the issue. Typically, the captain handles IOR submittal, however a first officer may be asked to submit a separate IOR for an incident.

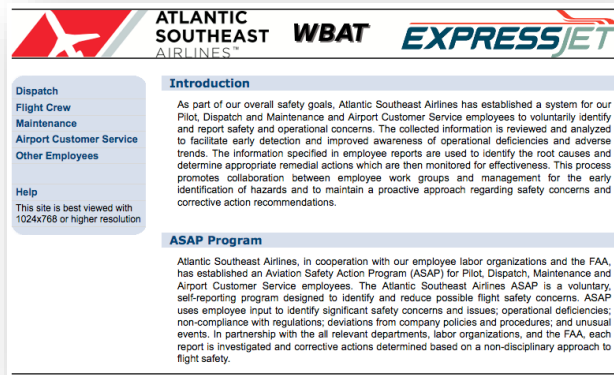
To file an IOR, navigate to xjt.com > *Safety* > *IOR* > *Create new IOR*. For more information about ExpressJet's IOR Program, refer to the Flight Operations Manual, section 9-4.1.

Aviation Safety Action Program

The Aviation Safety Action Program (ASAP) is a working partnership between the FAA, ALPA, and ExpressJet management intended to identify and monitor safety trends, recommend policy changes and investigate events in an effort to prevent accidents and incidents. Pilots are encouraged to voluntarily report safety issues and events, even though they may involve involuntary violations of regulations, without fear that reports accepted under the program will be used for FAA legal enforcement or Company disciplinary action.

Accountability is a core value of all flight operations, but the mindset that a, “punished pilot is a safer pilot” does not improve safety. Submission of an ASAP report allows crews to provide a description of an inadvertent error(s) (and the situation surrounding that error) without fear of Company or FAA reprisal. In doing so, the submitting pilot is helping the ASAP Event Review Committee to identify safety trends so ExpressJet and the FAA can

implement corrective measures targeted at reducing the chances of safety being compromised in the future.



In order for pilot submissions to be accepted into ASAP, each crewmember will be required to file a separate report. Crewmembers should not “share” reports – each pilot should submit their own version of the events that transpired. For inclusion in the program, the reported events must be inadvertent and must not appear to

involve an intentional disregard for safety. The report must not appear to involve criminal activity, substance abuse, controlled substances, alcohol or intentional falsification.

An ASAP report must be filed within 24 hours after the end of the duty period during which the event occurred. Pilots may gain three extra days to file an electronic report by calling:

- CRJ Only: (800) 921-3480
- ERJ Only: (832) 353-3446, or (877) 324-7622 (8) Box 33446

The electronic ASAP report is found on XJt.com > *Safety* > *ASAP* > *Flight Crew*. For more information about ExpressJet’s ASAP, refer to the Flight Operations Manual, section 9-4.1.

ExpressJet Benefits

Annual Benefits Enrollment

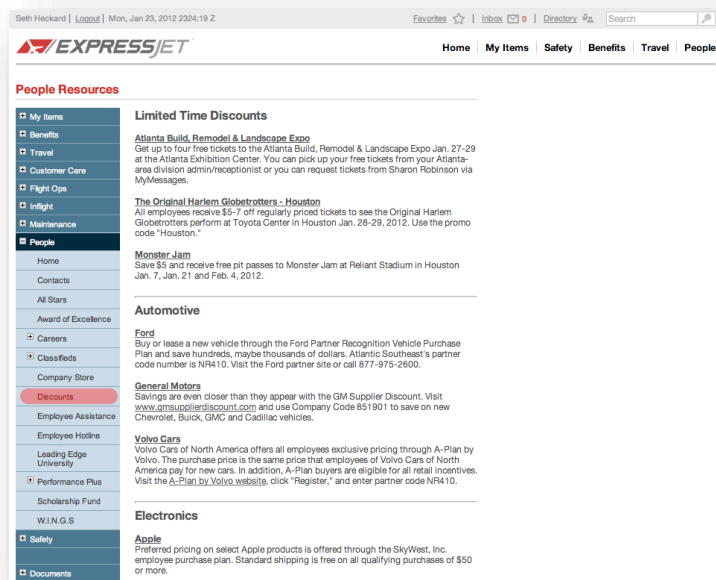
The annual benefits enrollment period for health and other benefit coverage usually takes place in October each year. Information regarding coverage and the enrollment period is mailed to employees, so be sure your address with the Company is correct. This annual enrollment determines all your benefits for the following year and you will not be able to change any coverage unless you have a “qualifying lifestyle change” (i.e., marriage, new child) in the following year. Benefits information for the ERJ fleet can be found at www.xjt.com > *Benefits*.

Employee Discounts

ExpressJet has many employee discounts with local and national companies. To view the discounts, navigate to Xjt.com > *People* > *Discounts*.

Employee Assistance Program

The Employee Assistance Program (EAP) is designed to help you and your family deal with personal difficulties. The EAP is a professional, confidential, short-term counseling service provided through OptumHealth Behavioral Solutions.



The EAP is available at no cost and all full and part-time employees are automatically enrolled in the plan when you begin working at ExpressJet. The EAP is available 24/7 to help you and/or your family deal with personal problems or stress-related situations including family conflicts, emotional strain, job stress, grief and drug and alcohol problems with no-cost counseling from a licensed professional close to your home or work for the first three visits. All services are confidential and available to you and your eligible dependents.

For more information about the Employee Assistance Program, navigate to Xjt.com > *People* > *Employee Assistance*, or refer to the Flight Operations Manual, section 10-7.2.

Scholarship Program

The Employee Scholarship Program offers annual scholarships worth \$2,000 each to eligible employees, dependents and spouses to continue their education at an accredited university, college or trade school. The Employee Scholarship Program is funded in large

part by voluntary employee payroll deduction contributions. Therefore, the more employee contributions made, the more scholarships can be awarded.

Scholarship application forms and guidelines will be available on xjt.com several months prior to the application due date. For more information about the Employee Scholarship Program, navigate to xjt.com > *People* > Scholarship Fund.

W.I.N.G.S.

W.I.N.G.S. (When In Need Get Support) is our 501(c)(3) non-profit organization that provides last-resort assistance to employees and/or their families following a catastrophic event, illness or injury. WINGS funds are issued as grants after all other options are exhausted.

In 2010, for example, W.I.N.G.S. distributed \$85,154 to help 24 employees pay for necessities during unexpected emergencies including floods, fires, tornado/hurricane damage and personal illness and injuries.

W.I.N.G.S. Board

The WINGS board is made up of representatives from across our divisions with the goal of fairly distributing WINGS funds while maintain the function and integrity of the WINGS program.

Apply for W.I.N.G.S. Funds

To request WINGS funds please complete the W.I.N.G.S. online application on xjt.com > *People* > *W.I.N.G.S.* It's imperative that you complete the entire form as missing incomplete data may delay your request or lead to a denial of your request. Confidentiality is the cornerstone of the W.I.N.G.S. program. Your application and personal information will not be shared with any person or agency outside of the W.I.N.G.S. board. Within the W.I.N.G.S. board your file will be assigned a random number code and only select members will access your identifying information.

Funding W.I.N.G.S.

W.I.N.G.S. is funded primarily by employee contributions. Any employee can set up a payroll deduction plan via xjt.com > *My Items* > *Helping Friends* > *WINGS* to donate to this worthy cause. You can also make a one-time donation by check in the amount of your choosing. Company fundraisers for each program, including an annual golf tournament, supplement the program's funds.

If we all give a little, it adds up to a lot! For example, if every employee gave \$1 per pay period to the W.I.N.G.S. fund (\$48 annually) as a tax-deductible contribution, we would have nearly \$250,000 per year to help our fellow team members in need!

W.I.N.G.S. Frequently Asked Questions

Q: What is W.I.N.G.S.?

A: WINGS is an ExpressJet financial assistance program primarily funded by employees to aid co-workers overcome by personal tragedies, natural disasters, or other situations

creating a dire need. W.I.N.G.S. is available to all ExpressJet employees and their families, and grant money assists in paying for such items as rent, mortgages, utilities, clothes, medicine, medical care, or food. If funding is approved, it is a grant to the employee, not a loan.

Q: Who is eligible for the W.I.N.G.S. program?

A: Any active ExpressJet employee or employee on approved leave is eligible for assistance.

Q: Are W.I.N.G.S. contributions tax-deductible?

A: Yes, W.I.N.G.S. is a 501(c)(3) organization, and all contributions are tax-deductible.

Q: How do I make a contribution?

A: You can make contributions online, either one time or monthly payroll deduction. Navigate to xjt.com > *My Items* > *Helping Friends* > *WINGS*.

Q: How do I apply for assistance from W.I.N.G.S.?

A: Navigate to xjt.com > *People* > *W.I.N.G.S.* and complete the application linked on that page.

Q: How long does it take to receive a response for assistance when a request is made?

A: The W.I.N.G.S. Board usually meets every other week, so a response normally takes a few weeks. However, if there is an emergency situation, the Board will convene an emergency session in order to respond sooner. Incomplete applications will delay response time.

Q: What is the Kroger Plus Shopping Card Program?

A: ExpressJet employees living in Texas and Louisiana can help fund the W.I.N.G.S. program by shopping at Kroger supermarkets. Use your Kroger Plus shopping card with a W.I.N.G.S. sticker, and Kroger returns a percentage of every dollar spent in their stores to the W.I.N.G.S. program.

Q: How can I get a W.I.N.G.S. Kroger Plus shopping card sticker?

A: If you routinely shop at a Kroger in Texas or Louisiana, e-mail your request for a Kroger Plus shopping card W.I.N.G.S. sticker to: wings@expressjet.com. Include your name/address/employee number/base. A sticker will be placed in your V-File.

Use the barcode below with your Kroger card every time you shop. Kroger will donate a percentage of your purchases to W.I.N.G.S. program to benefit ExpressJet employees. You can also download the Kroger W.I.N.G.S barcode from:

<http://www.krogerneighbortoneighbor.com/pdf.10000083165.pdf>.

Please feel free to contact a Kroger Neighbor to Neighbor Donation Program Representative with any additional questions at 866-995-7643 or email to neighbortoneighbor@kroger.com. Additional information is also available at www.krogerneighbortoneighbor.com.

WHEN IN NEED GET SUPPORT, INC. (WINGS)



Kroger cashier: Please scan customer's KrogerPlus Card at the beginning of the order, and then scan the above barcode. The customer's KrogerPlus Card is now enrolled in the Kroger Neighbor to Neighbor Donation Program.