

## **FedEx Reciprocal Cockpit Offline Jumpseat (OJS) Guidelines**

1. FedEx Express has two types of seating in its jumpseat system. One is the actual jumpseats located in the cockpit area (cockpit jumpseat). The second is the cabin seating area on most of the wide-body aircraft (cabin jumpseat). CASS participation is a requirement to occupy a seat in either area at FedEx Express. Also, FedEx requires CASS to provide both the picture and Company ID of the OJS.
2. Only FAA certificated pilots and flight engineers will be eligible to utilize FedEx Express jumpseats. These crewmembers must be in an active status, i.e., not retired, furloughed, on a leave of absence, or in a sick or disability status.
3. Jumpseat travel is subject to all applicable FAR's, SD's and FedEx Express company regulations.
4. Offline jumpseating is only available on flight legs within the 50 states, i.e., CONUS, Alaska and Hawaii.
5. Only FedEx Jumpseat Administration has the authority to book an offline crewmember on a jumpseat. A reservation may be made 24 hours in advance of scheduled flight departure time. A reservation is required no later than 1 hour prior to scheduled flight departure time. There will be no walk-up jumpseat availability. The offline jumpseat reservation number is available 24/7 and is 1-866-357-5711. Required information will be airline, name, and employee number.
6. If an OJS elects not to use a booked jumpseat, they are requested to cancel the seat using the same telephone number.
7. The reservationist will provide an address where the OJS should report at least one hour prior to scheduled departure. When arriving, he should identify himself as an "offline pilot jumpseating". He will be escorted to the proper area.
8. If the OJS does not have a reservation, ramp access will be denied. If the OJS is an FFDO and has his NDB in his possession, he must present his FFDO credentials. Otherwise, he will be denied access and his reservation cancelled.
9. A jumpseat-certified ramp agent of the departing ramp is tasked with verification of identification of the OJS and check-in of the off-line jumper. If any of the CASS information does not match that of the OJS (ID card or CASS picture), they will be denied access and boarding. The Captain will also verify the identification information and ensure the proper compliance with FAR, SD and FedEx regulations. Required identification is company ID card, and FAA Airman and current medical certificates.
10. CASS picture function must be available at the time of the reservation. If CASS picture capability is down at time of check-in, the following two options exist.
  - 1) The CASS crewmember is denied access to the jumpseat.
  - 2) The Ramp Agent calls Jumpseat Administration in Memphis, who will contact the airline directly and verify employment of the OJS crewmember. If time does not permit this, he shall be denied boarding.
11. All OJS riders and their luggage will be screened IAW with TSA and FedEx Security requirements. This may include magnetometer screening, personal hand-wanding or pat-down, and luggage X-rayed or physically searched. An OJS must be familiar with TSA prohibited and restricted items which may not be carried

onto an aircraft. Additionally, all jumpseaters will be sequestered prior to departure time and escorted to the aircraft at the proper time for the briefing required for all jumpseaters. FFDO's must retain their NDB but all of their other luggage will be searched. There are no FFDO storage facilities at any FedEx location.

12. All OJS riders will be booked into a cockpit jumpseat, but they may occupy a cabin jumpseat if available at block-out time. All OJS cockpit jumpseats will be at the discretion of the Captain.
13. Jumpseat Administration, in conjunction with the Duty Officer, will resolve all OJS boarding conflicts and problems.
14. OJS travel is restricted to personal use.
15. Each person using this privilege must observe strict professional conduct and decorum. FedEx ramps are generally very busy, there are few amenities, and all boarding requires outside exposure (there are no jetways). FedEx ramps require safe and reasonable dress policy. Appropriate footwear and attire are required to ride the jumpseat. Appropriate dress allows for casual attire such as athletic shoes and blue jeans. Inappropriate clothing, such as t-shirts, shorts, high heel shoes and sandals, will result in denial of the jumpseat. No one is permitted to travel with facial hair other than a moustache.
16. Carry-on luggage will be limited to what may be carried by the OJS in one trip up a crew boarding stairs. No TSA prohibited items are allowed.
17. FAR 121 Sterile Cockpit procedures must be rigidly observed and all instructions/directions of the Captain complied with.
18. Report problems or issues to the FedEx Express System Chief Pilot at (901) 224-5525 or e-mail him at [SCP@pilot.fedex.com](mailto:SCP@pilot.fedex.com). Alternately, report problems to the Director of Operations at (901) 224-5640 or Jumpseat Administration at (866) 357-5711.
19. The use of any device to take photos or videos of FedEx aircraft or operations is strictly prohibited without prior written permission from Flight Operations. Each ramp at FedEx is unique. Escort and check-in procedures will vary by location and local airport regulations. Additionally, cargo carriers have separate and different TSA/FAA requirements for jumpseat security from passenger airlines. It is recommended you arrive early at the departing ramp and be flexible in your traveling arrangements.