

Subject: Flight Listing for American and American Eagle Flights

June 20, 2008

To: All CASS-Approved Carriers

Re: New Flight Listing Procedures for
American Airlines and American Eagle Flights

Enhanced security measures will now require all jumpseat riders - including CASS participants - to "flight list" with the American Airlines non-revenue travel system prior to checking-in for any AA/AE flight.

In the past, if no meal listing was present the AA/AE agents would simply "NO REC" the other airline crewmember causing the printed materials, boarding passes and priority boarding verification slips, to display the letter "M" for the crewmember's first name. As some of you are aware, this continues to cause delays at security checkpoints for many crewmembers. The new flight listing requirement will alleviate this situation. Once flight listed, all crewmembers will have their full first name, as well as their last name, printed on all AA/AE documents.

To "flight list" simply follow the procedures below:

- Call the American Airlines non-revenue travel system at **1-888-WE-FLY-AA (1-888-933-5922)** and select option **3**.
- Please immediately identify yourself as an other airline employee wishing to flight list on American Airlines/American Eagle. The reservation agent will ask for your name, airline code, originating city and destination.

After flight listing, you may retrieve your boarding materials to go through security. If you're already through security, please check-in with the gate agent.

Please be advised that we have asked our agents to create the flight listing in the event of a crewmember arriving at the airport without first calling the 1-888-WE-FLY-AA number.

If you have any questions, please contact me.

Patty Taylor
American Airlines, Inc.

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XX AIRPORT SERVICES ADVISORY
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APSO6026
APRIL 21, 2006

SUBJECT - CASS / D6 PROGRAM - OA DISPATCHERS ADDED

EFFECTIVE IMMEDIATELY, OTHER AIRLINE /OA/ DISPATCHERS
ARE ELIGIBLE FOR COCKPIT JUMPSEAT ACCOMMODATION UNDER
THE COCKPIT ACCESS SECURITY SYSTEM //CASS// D6 PROGRAM.

DISPATCHERS EMPLOYED BY CARRIERS PARTICIPATING IN THE
CASS PROGRAM WILL QUALIFY FOR COCKPIT JUMPSEAT ACCOMMO-
DATION ON AMERICAN/AMERICAN EAGLE FLIGHTS AND WILL BE
PROCESSED IN THE SAME MANNER AS OA PILOTS ARE PROCESSED.

THE D6 DISPATCHER MAY OCCUPY THE COCKPIT JUMPSEAT ONLY
WHEN THE FLIGHT IS COMPLETELY FULL AND NO REMAINING
CABIN SEATS ARE AVAILABLE.

THE SAME ACCOMMODATION PROCEDURES THAT APPLY FOR CASS
APPROVED COCKPIT CREWMEMBERS WILL APPLY FOR OA
DISPATCHERS.

CHECK-IN PROCEDURES

THE CASS-APPROVED DISPATCHER MUST PRESENT HIS/HER
DISPATCHER/S LICENSE, AIRLINE ID, AND UNEXPIRED
VALID PASSPORT

TRAVEL CLASSIFICATION // D6 //

D6 OA DISPATCHER PLACEMENT ON THE PRIORITY LIST
IS BASED SOLELY ON CHECK-IN TIME

THE D6 CASS-APPROVED DISPATCHER MAY OCCUPY THE COCKPIT
JUMPSEAT **ONLY** WHEN THE FLIGHT IS FULL, MEANING
THERE ARE NO AVAILABLE CABIN SEATS. WHEN CABIN SEATS
ARE AVAILABLE, THE DISPATCHER SHOULD BE ASSIGNED A
MAIN-CABIN SEAT.

WHEN ISSUING A BOARDING PASS TO A D6 DISPATCHER OR

CREATE A FLIGHT LISTING /MM/ PNR FOR THE OA DISPATCHER
REPEAT THE CHECK-IN ENTRY, APPENDING THE NUMBER /1/
TO THE TWO-CHARACTER CARRIER CODE:

EXAMPLE :

G-872-SMITH#D6/DL1/123456*BT/NO BAGS

GL-872-SMITH#D6/DL1/123456*BT/NO BAGS

THE AIRPORT CHECK-IN SYSTEM /ACS/ WILL DETERMINE THE
APPROPRIATE D6 CODE AND COMPLETE THE CHECK-IN PROCESS.
THIS ENTRY IS ONLY USED AFTER RECEIVING A *DENIED*
RESPONSE TO THE INITIAL CASS CHECK-IN ENTRY.

AS A REMINDER, THE POLICY ONLY APPLIES TO OA DISPATCHERS
EMPLOYED BY A CARRIER PARTICIPATING IN THE CASS PROGRAM.
SEE WEB REFERENCE/FOCUS, F*PSM/D6/LIST.

IF THE EMPLOYING CARRIER IS **NOT** CASS-APPROVED, THE
DISPATCHER IS **NOT** ELIGIBLE FOR CABIN OR COCKPIT
ACCOMMODATION AS D6 ON AMERICAN/AMERICAN EAGLE, ALTHOUGH
THEY MAY BE ELIGIBLE TO TRAVEL UNDER OTHER INDUSTRY
TRAVEL PROGRAMS, E.G. ID90, ZED.

QUESTIONS REGARDING THIS ADVISORY MAY BE DIRECTED TO

AA	AMELIA GATT	ICS /017/ 963-5515
EAGLE/CONNECTION	MICHAEL PIRES	ICS /017/ 963-0309

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21APR05 0800 OPEN

P-NONE

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