

Memo

To: All Eligible American Airlines Flight Attendants

From: Latricia Foulger
Director InFlight Standards and Regulatory Compliance
SkyWest Airlines

Date: 9/1/11

Re: SkyWest InFlight Reciprocal Cabin Seat/Cabin Jumpseat Request Procedures

The following information is a guide for requesting a cabin seat/cabin jumpseat on flights operated by SkyWest Airlines:

- No prelisting for the flight is required
- Arrive at the departure gate no less than 30 minutes prior to departure
- Notify the agent you would like to be placed on standby for the flight using a cabin jumpseat request
- Provide your company identification to the agent
- The agent will place you on the standby list for the flight and provide a standby boarding card/pass
- Check monitors or listen for your name to be cleared
- Once cleared, board according to the zone or row when announced

The cabin seat/cabin jumpseat agreements for SkyWest Airlines are located in the following systems for agent verification:

- Delta Connection flights – SkyWest Online through SkyWest Connex
- United Express flights – SkyWest Online through SkyWest Connex
- Alaska Airlines flights – SkyWest Online through SkyWest Connex