



AIR LINE PILOTS
ASSOCIATION, INT'L

RESOURCES GUIDE



ALPA RESOURCES GUIDE

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Introduction

Our union's mission is to serve ALPA pilots in three key areas:

1. **Airline Safety and Security.** We promote and champion all aspects of aviation safety, security, jumpseat, and pilot assistance.
2. **Representation.** We represent the collective interests of all commercial aviation pilots and assist in collective bargaining activities on behalf of all ALPA-represented pilots.
3. **Advocacy.** We defend ALPA pilots' rights and privileges and promote their health and welfare before all governmental agencies.

The *ALPA Resources Guide* is a compilation of information, resources, contacts, organizational charts, and much more, to give you a better understanding of how your union is structured and operates to fulfill that mission.

Brought to you by the Leadership Committee, this comprehensive guide provides detailed information on ALPA's governing bodies, offices, departments, and committees. There are also sections on the broad range of training we offer to pilot volunteers, elected officers, and staff, and a glossary of terms, abbreviations, and acronyms common to the airline industry, related government departments and agencies, or specific to ALPA's structure and administrative functions.

Much of the information gathered here was added as a result of pilots' questions and feedback from meeting evaluations. To ensure this resource stays relevant and up to date, we'd like your input. Please e-mail your suggestions, questions, and comments to Barbara.Gottshalk@alpa.org.

QUICK-REFERENCE CONTACT INFORMATION

Accident Investigation	EAS@alpa.org	800-424-2470
Accounting & Finance	Finance@alpa.org	703-689-4144
<i>Air Line Pilot</i> Magazine	Magazine@alpa.org	703-481-4460
ALPA Aeromedical Office (Denver, Colo.)		303-341-4435
ALPA Main Number		703-689-2270
ALPA-PAC	ALPAPAC@alpa.org	202-797-4033
ALPA Voicemail		703-689-4220
Balloting	Balloting@alpa.org	703-689-4212
Communications	Communications@alpa.org	703-481-4440
Computer Help Line	HelpDesk@alpa.org	703-689-4357
Council Services	CSC@alpa.org	
Creative Services	CreativeServices@alpa.org	703-481-4440
Digital & Creative Solutions	Website@alpa.org	703-481-4440
Discipline & Discharge	Rep@alpa.org	703-689-4235
Economic & Financial Analysis	EFA@alpa.org	703-689-4288
Engineering & Air Safety	EAS@alpa.org	800-424-2470 (U.S.) 877-373-3131 (Canada)
Event Planning	ALPAMeeting@alpa.org	
FAA Enforcement or Medical Certificate Action	Rep@alpa.org	703-689-4235
Governing Bodies	GoverningBodies@alpa.org	703-689-4107
Government Affairs	GovernmentAffairs@alpa.org	202-797-4033
Human Resources	HumanResources@alpa.org	703-689-4108
IT Support	ITS@alpa.org	703-689-4223
IT Training	ITOS@alpa.org	703-689-4245
Legal	Legal@alpa.org	703-689-4326
Membership Administration	Membership@alpa.org	888-359-2572, option 3
Member Insurance	Insurance@alpa.org	800-746-2572
Organizing	Ron.Rindfleisch@alpa.org	703-689-4179
Purchasing	Purchasing@alpa.org	703-689-4135
Representation	Rep@alpa.org	703-689-4235
Retirement & Insurance	R&I@alpa.org	703-689-4114
Strategic Member Development & Resources	SMDR@alpa.org	703-689-4242
System Board of Adjustment	Rep@alpa.org	703-689-4235



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SECTION 1: Association Structure and Governance

OVERVIEW

Representing more than 59,000 pilots who fly for 35 airlines in the United States and Canada (as of December 16, 2020), ALPA is the largest airline pilot union in the world. Since the beginning, ALPA's approach to governance has been member-driven, staff supported. Backed by an experienced and professional staff, ALPA *is* pilots leading pilots.

ALPA is a representational democracy. That means ALPA pilots have many opportunities to give their input—through their status representatives who make up the Board of Directors (BOD), their Local Executive Council (LEC), their Master Executive Council (MEC) officers, their executive vice presidents (EVPs), and national officers—to help shape our strategic priorities and guide our initiatives.

Individual ALPA pilot groups have their own governance structure (see below) to handle the day-to-day business of their pilots.

PILOT GROUP GOVERNANCE

ALPA Members and Local Councils

ALPA pilots are the foundation and strength of our entire organization. When pilots join our union, they are automatically assigned to a local council, which is a group of pilots employed by one airline at the same, or nearby, domiciles. Each local council elects representatives who serve as members of the pilot group's Master Executive Council and as members of the Board of Directors. These representatives are elected either from among pilots in a particular "status" (i.e., captain, first officer, second officer, instructor), or from among pilots within a "seniority block" (a designated range of numbers from the pilot seniority list).

Local Executive Councils (LECs)

Each local council is governed by a three-member Local Executive Council, which is composed of the elected status or seniority block representatives and, if there are fewer than three representatives, additional officers. The LEC—chair, vice chair, and secretary-treasurer—handles the day-to-day affairs for its local council:

- processes grievances,
- represents pilots in the Chief Pilot's Office,
- oversees the local council budget,
- maintains local council records, and
- conducts local council meetings.

Local council meetings provide a forum for the membership to air their views, discuss issues that arise, and decide such questions that are within their purview. The functions and responsibilities of local councils and Local Executive Councils are covered in [Article III of the Constitution and By-Laws](#).

Master Executive Councils

The Master Executive Council is made up of all the elected status and seniority block representatives from all the local councils within one airline.* Functioning as the coordinating council for the entire membership of the pilot group, the decisions of the Master Executive Council are considered the decisions of the pilot group's members and are acted on accordingly.

The MEC develops, administers, and oversees MEC funds; establishes MEC committees and appoints committee chairs; and gives direction to the MEC Negotiating Committee regarding collective bargaining for the pilot group. The functions and responsibilities of the Master Executive Councils are covered in [Article IV of the Constitution and By-Laws](#).

ALPA GOVERNING BODIES

As a whole, our union operates via three branches of government:

- the Board of Directors,
- the Executive Board,
- and the Executive Council.

While each has specific responsibilities, they work in concert to conduct the business of our Association and advance ALPA's goals and objectives. Every ALPA pilot group is represented in all three branches.

Board of Directors

The Board of Directors—ALPA's highest governing body—is made up of all the elected status and seniority block representatives from all pilot groups' local councils. The BOD is vested with the control of the Association, its general management and business affairs, and the power to amend the Constitution and By-Laws. Its decisions, whether rendered by ballot or in session, are the final governing decision of the Association and are binding on the Executive Board, Executive Council, the officers, and all members of ALPA. During the BOD meeting, which takes place every other year, the Board formulates and adopts a new two-year strategic plan for the Association.

The functions and responsibilities of the Board of Directors are covered in [Article VII of the Constitution and By-Laws](#).

Executive Board

The Executive Board, which is composed of the MEC chair from each pilot group, meets twice a year to conduct ALPA-wide business and address strategic and policy issues for the Association between Board of Directors meetings. Duties include providing guidance to the Executive Council and national officers, interpreting the Constitution and By-Laws, and initiating or making changes to ALPA policy. The functions and responsibilities of the Executive Board are covered in [Article V of the Constitution and By-Laws](#).

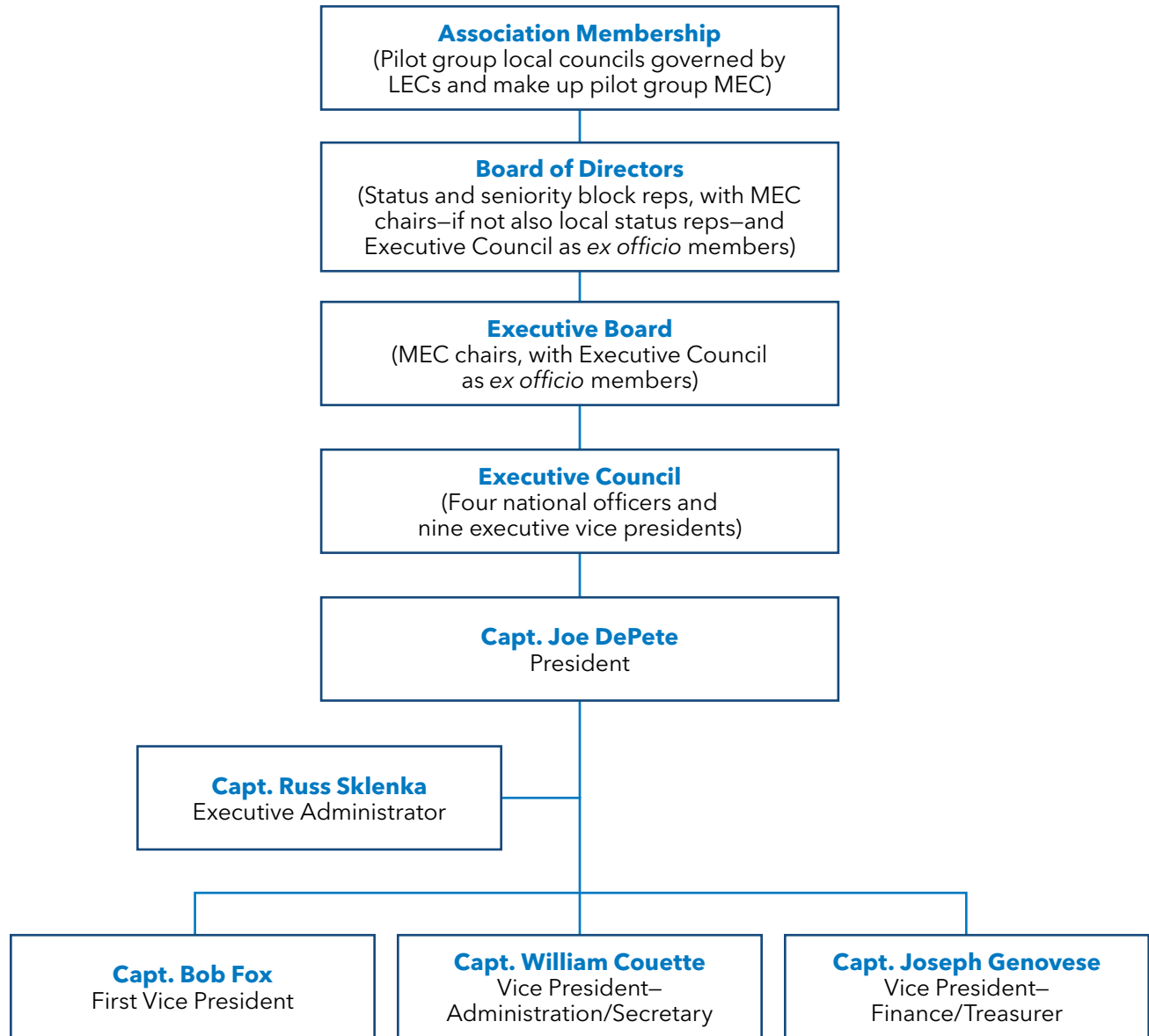
Executive Council

The ALPA Executive Council, which is made up of the Association's four national officers and all the executive vice presidents, meets every three months and preceding each Executive Board meeting.

*See [Constitution and By-Laws Articles III and IV](#) for information on single-council pilot groups.

The Executive Council acts in consultation and cooperation with the president in furthering the objectives and policies announced by the Board of Directors and Executive Board. As the fiduciary arm of the Association, it acts in the capacity of owners' representatives and general trustees of ALPA's business and funds. The Executive Council has the power to interpret the Constitution and By-Laws and policy and initiate changes to ALPA policy. The functions and responsibilities of the Executive Council are covered in *Article VI of the Constitution and By-Laws*.

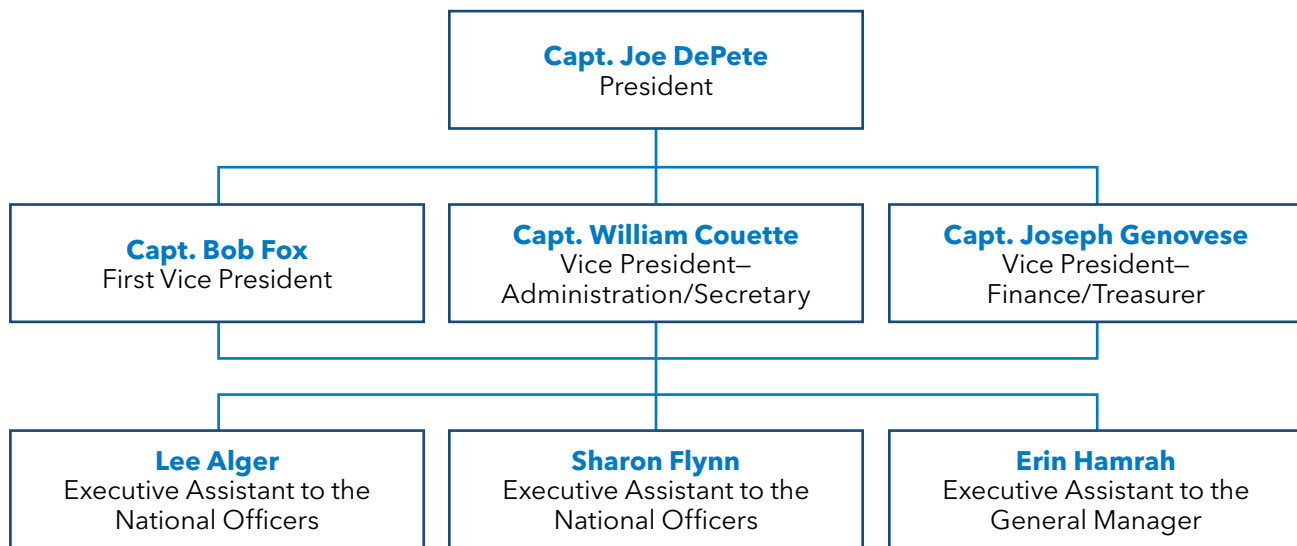
Governing Bodies and National Officers Structure



National Officers

The four officers mandated by ALPA's Constitution and By-Laws to lead the Association are the president, first vice president, vice president–administration/secretary, and vice president–finance/treasurer. They are elected by the Board of Directors via secret ballot and serve four-year terms.

National Officers Organizational Chart



- **President**

The chief executive and administrative head of the Association, who is responsible for planning, coordinating, and controlling the affairs and activities of ALPA within the policies established by the Board of Directors and Executive Board. Serves as ALPA's primary spokesperson in the media and before government legislators and regulators. The president is the "PIC" for our union.

Among the president's other responsibilities are the determination and implementation of an effective organizational structure that is responsive and sensitive to the needs of ALPA and our members. The jurisdiction and the duties of the president are detailed in [Article X, Section 4, of the Constitution and By-Laws](#).

- **First Vice President**

Functions under the jurisdiction of the president in carrying out the policies of ALPA's governing bodies and performs a variety of duties assigned by the president, the Executive Board, the Executive Council, and the Board of Directors. Also serves as national safety coordinator for ALPA's Air Safety Organization.

The first vice president coordinates, through the president's office, staff needs and administrative support to discharge the assigned duties and responsibilities of the office. The jurisdiction and the duties of the first vice president are detailed in [Article XI, Section 4, of the Constitution and By-Laws](#).

- **Vice President-Administration/Secretary**

Functions under the jurisdiction of the president in carrying out the policies of ALPA's governing bodies. Responsibilities include acting as custodian of the Association's documents, contracts, and general records; maintaining current membership records and approving membership applications; and arranging for, giving notice of, and keeping the minutes of the Board of Directors, Executive Board, and Executive Council meetings. Also serves as an ex officio member of the Election and Ballot Certification Board. The jurisdiction and the duties of the vice president-administration/secretary are detailed in [Article XII, Section 4, of the Constitution and By-Laws](#).

- **Vice President-Finance/Treasurer**

Responsible for the general financial and fiscal administration of our union. Under the direction of the president, the vice president–finance/treasurer develops and monitors the budget, and reports any deviations from the requirements as defined in the spending limit concept and other ALPA policies. The vice president–finance/treasurer coordinates, through the president’s office, staff needs and administrative support to discharge the assigned duties and responsibilities of the office. The jurisdiction and duties of the vice president–finance/treasurer are detailed in *Article XIII, Section 4, of the Constitution and By-Laws*.

Presidential Appointed Positions

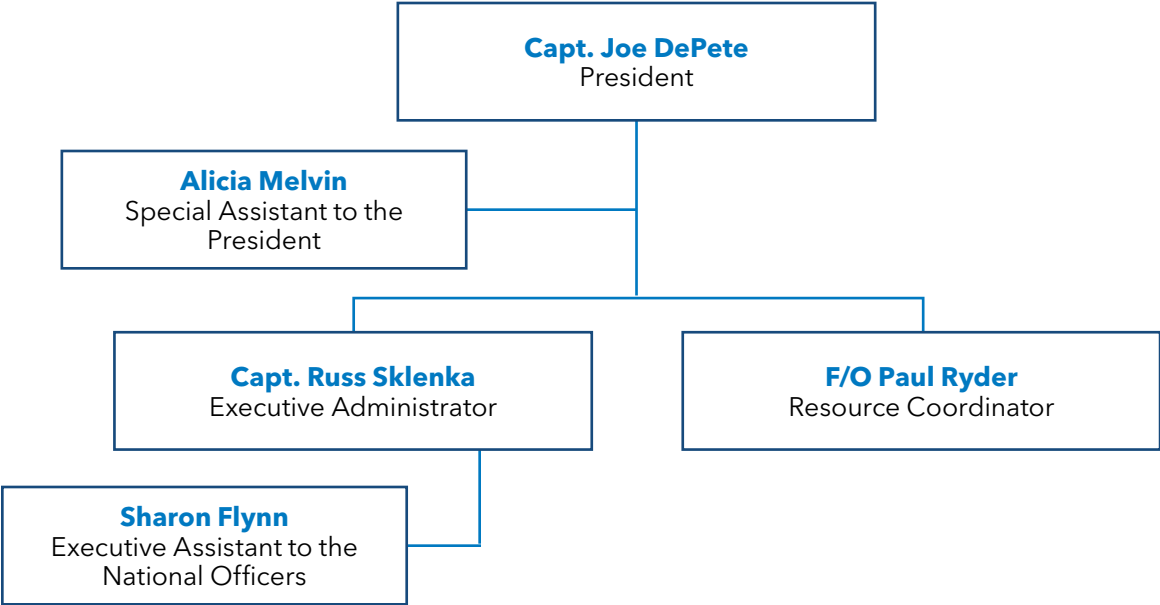
- **Executive Administrator (EA)**

Appointed by the president with the approval of the Executive Council. A member of the president’s staff whose primary responsibility is to perform troubleshooting assignments, meeting with member groups to ascertain the membership’s concerns and needs, recommend alternatives that best meet the Association’s objectives, and implement the approved programs. The jurisdiction and duties of the executive administrator are outlined in *Article XV, Section 2, of the Constitution and By-Laws*.

- **Resource Coordinator**

Appointed by the president, facilitates the full and efficient use of all ALPA staff and resources to best support the Association’s members and ensure that the pilot groups’ ongoing needs are met. Other responsibilities include making recommendations on how to improve, modify, and/or build on resources to better meet the members’ needs and working with the presidential appointed committees to advance their agendas.

President’s Office Organizational Chart



*National Officers, Executive Administrator, and
ALPA Resource Coordinator Contact Information*

Capt. Joe DePete (FDX) President	Joe.DePete@alpa.org
Capt. Bob Fox (UAL) First Vice President	Bob.Fox@alpa.org
Capt. William Couette (ENY) Vice President–Administration/Secretary	Bill.Couette@alpa.org
Capt. Joseph Genovese (UAL) Vice President–Finance/Treasurer	Joseph.Genovese@alpa.org
Capt. Russ Sklenka (FDX) Executive Administrator	Russ.Sklenka@alpa.org
F/O Paul Ryder (UAL) ALPA Resource Coordinator	Paul.Ryder@alpa.org

Executive Vice Presidents

ALPA's executive vice presidents serve two-year terms, representing their pilot groups at the Executive Council level. During ALPA's biennial Board of Directors meeting, Group A, B, and C election groups hold caucuses to choose their EVPs. The nomination and election of executive vice presidents are covered in [Article XIV of the Constitution and By-Laws](#).

- **Group A** includes all U.S. pilot groups with more than 4,000 active members in good standing *or* with projected dues income of at least \$10 million. Each “A” pilot group elects one EVP.
- **Group B** includes all U.S. pilot groups with fewer than 4,000 active members in good standing *and* with projected dues income under \$10 million. Pilot groups that fall into this category are divided into subgroups. Prior to the Board meeting, the “B” subgroups are redistricted to ensure fair and equitable representation. Members of each subgroup then elect their EVP.
- **Group C** includes all Canadian ALPA pilot groups. The Group C EVP also serves as president of the Canada Board.

Executive Vice Presidents Contact Information (effective January 1, 2021)

Capt. Joe Youngerman (ALA)	Group A	Joe.Youngerman@alpa.org
Capt. Bill Bartels (DAL)	Group A	Bill.Bartels@alpa.org
Capt. Wes Reed (FDX)	Group A	Wes.Reed@alpa.org
Capt. Wes Clapper (JBU)	Group A	Wes.Clapper@alpa.org
F/O Michael Hamilton (UAL)	Group A	Michael.Hamilton@alpa.org
Capt. Sean Creed (SPA)	Group B1	Sean.Creed@alpa.org
Capt. Tyler Hawkins (FFT)	Group B2	Tyler.Hawkins@alpa.org
Capt. Scott Ewing (MAG)	Group B3	Scott.Ewing@alpa.org
F/O Tim Perry (WJA)	Group C	Tim.Perry@alpa.org

EVP Groups and the Pilot Groups They Represent (as of January 1, 2021)

Group A:

- Alaska (ALA)
- Delta (DAL)
- FedEx Express (FDX)
- JetBlue (JBU)
- United (UAL)

Group B1:

- Air Transport International (ATI)
- Air Wisconsin (ARW)
- Endeavor Air (EDV)
- Hawaiian Airlines (HAL)
- Spirit Airlines (SPA)

Group B2:

- Amerijet International (AJT)
- CommutAir (CMT)
- Envoy Air (ENY)
- Frontier Airlines (FFT)
- Kalitta Air (CKS)

Group B3:

- Mesa Air Group (MAG)
- Piedmont Airlines (PDT)
- PSA Airlines (PSA)
- Sun Country Airlines (SCA)

Group C:

- Air Transat (TSC)
- Bearskin (BRS)
- Calm Air (CMA)
- Canadian North (CNP)
- First Air (FAB)
- Jazz Aviation (JAZ)
- Kelowna Flightcraft (KFC)
- Morningstar Air Express (MAL)
- PAL Aerospace (SPR)
- Perimeter (PAG)
- Pivot Airlines (GGN)
- Provincial (PVL)
- Sky Regional (SKV)
- Wasaya (WSG)
- WestJet (WJA)
- WestJet Encore (WEN)

ALPA Canada Board

The ALPA Canada Board represents the interests of all ALPA pilots in Canada to members of the Canadian government, the various Canadian government ministries, and IFALPA. The ALPA Canada Board consists of three officers—the ALPA Canada president, who also serves as the ALPA Group C EVP; the ALPA Canada vice president, who also serves as the IFALPA director; and the ALPA Canada vice president administration and finance—and the MEC chairs of each ALPA-represented pilot group in Canada.

The ALPA Canada Board is governed by the ALPA Constitution and By-Laws, ALPA policy, and the Canada Board By-Laws as approved by the Executive Council and is subject to the authority of the Board of Directors, Executive Board, and Executive Council under the Constitution and By-Laws.

ALPA Canada Board Officers Contact Information

F/O Tim Perry (WJA)
ALPA Canada President/Group C Executive Vice President

Tim.Perry@alpa.org

Capt. Rod Lypchuk (JAZ)
ALPA Canada Vice President/IFALPA Director

Rod.Lypchuk@alpa.org

Capt. Ryan Leier (WEN)
ALPA Canada Vice President Administration and Finance

Ryan.Leier@alpa.org



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SECTION 2: ALPA's Offices and Departments

BACKGROUND

ALPA is member-driven—run by elected pilot leaders and supported by capable staff. Today's staff organization affirms this concept is more than just a slogan—it's our fundamental principle.

In 1968, the Board of Directors reorganized ALPA's administrative structure to better serve our members. Under this approach, a general manager was hired and specialized departments were created. In the 1990s, Council Services was grouped together to enhance the support local councils received from ALPA.

Today, the general manager leads 10 departments with more than 300 staff members in ALPA's McLean, Va.; Washington, D.C.; and Ottawa, Ontario, offices as well as MEC/local council/Representation offices across the United States and Canada. These seasoned professionals have expertise in virtually all areas of aviation, law, and labor, and decades of experience working with pilot groups, legislators and regulators, private industry, the labor movement, and other organizations.

ALPA OFFICES

ALPA Office in Washington, D.C.

304 Pennsylvania Avenue SE
Washington, DC 20003

ALPA Office in Virginia

7950 Jones Branch Drive, Suite 400S
McLean, VA 22102

ALPA Toll-Free Number: 1-888-359-2572 (888-FLY-ALPA)

Main Number: 703-689-2270

Fax: 703-689-4370

Website: www.alpa.org

ALPA Office in Canada (Ottawa)

360 Albert Street, Suite 1210
Ottawa, ON K1R 7X7

ALPA Toll-Free Number: 877-373-3131

Main Number: 613-569-5668

Fax: 613-569-5681

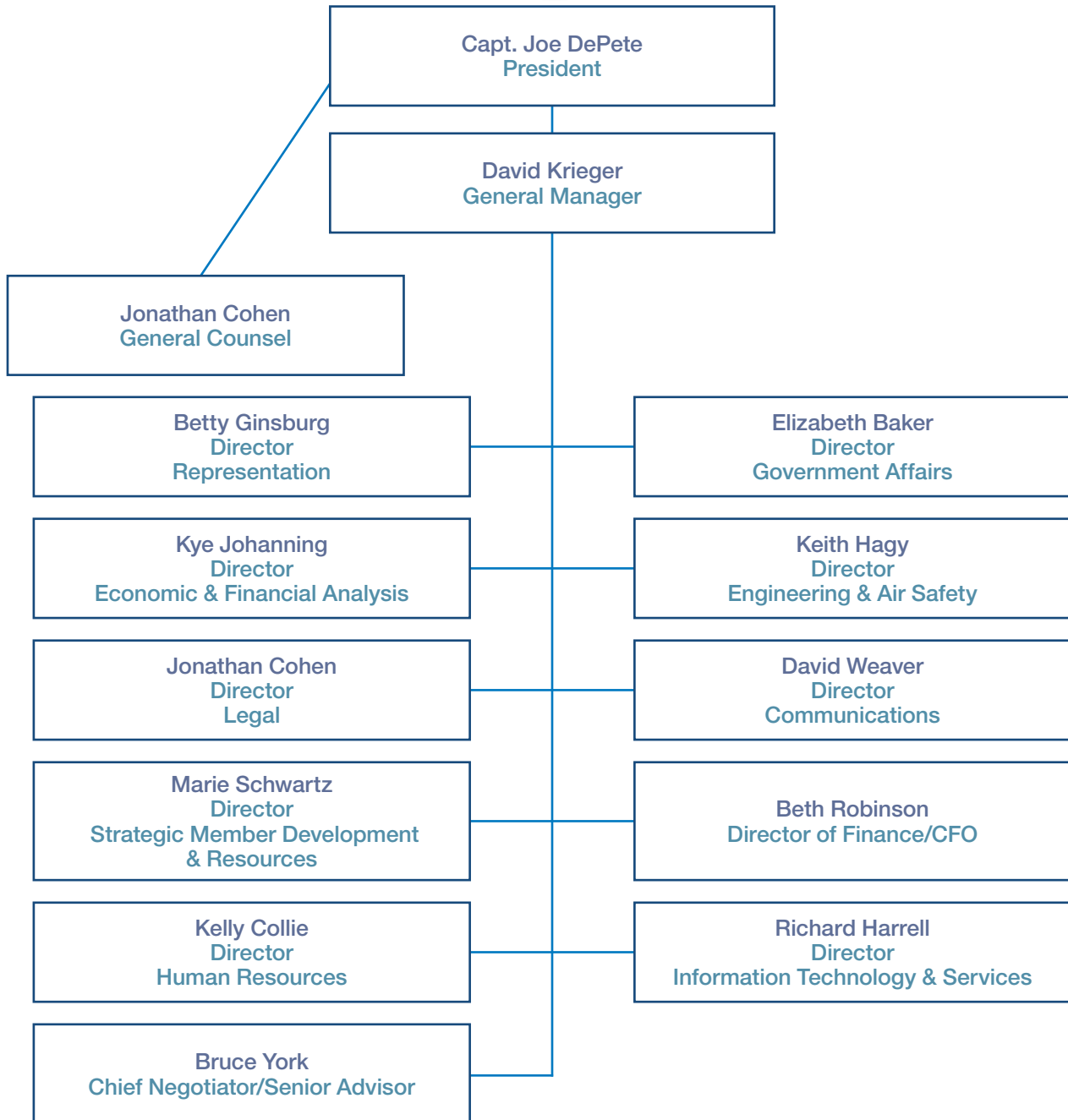
A list of ALPA's MEC/Representation offices with address and contact information is on ALPA.org > [About ALPA](#) > [What We Do](#) > [Offices](#) (under More Information).

ALPA DEPARTMENTS

Executive Staff Management Department

GENERAL MANAGER—ALPA's professional business manager and chief of staff who reports to the president on the strategic, financial, and administrative functions of the Association. Through the president, the general manager is responsible for ALPA's business operations, including project management, resource management, personnel functions, and risk management.

HOME OFFICE STAFF



- **Project management**
 - » Strategic plan development and implementation
 - » Service agreements, union mergers, and organizing
 - » Member programs, products, and services
 - » Staff support for MEC and national projects
- **Resource management**
 - » ALPA operations and staff
 - » Association finances, resources, budgets, and financial planning
 - » Fund and investment management
 - » Consulting agreements and contracts
- **Risk management**
 - » Policies, practices, and procedures
 - » Insurance and reinsurance

The department also provides and coordinates administrative and professional support to the Association's national officers, governing bodies, all ALPA committees, task forces, and pilot groups.

CONTACT: David.Krieger@alpa.org, 703-689-4244

Communications Department

The department's mission is to best support ALPA pilots' communications goals and objectives through strategic advice, impactful and engaging content, expert training, and a wide range of communication tools and products tailored for your desired audience. We accomplish our mission through a team approach—working together with pilots and staff to meet strategic communications goals.

The department includes experts in the following areas:

- Strategic Pilot Group Communications (Pilot Group Support)
 - » Strategic communications advising, planning, and execution for individual MECs
 - » Project managers for campaigns related to collective bargaining and other MEC-specific events
 - » Relationship liaisons and coordinators between MECs and ALPA's resources and subject-matter experts
- Content Strategy (internal and external audiences)
 - » Media/social media
 - o Developing media strategies
 - o Crisis communications
 - o Social media/digital campaigns
 - » Strategy and Solutions
 - o Advising, defining, and implementing strategies and tactics to overcome challenges within the Association
 - o Data Action Report (DART) program
 - o Fee-for-Departure Committee (FFDC)
 - o Endgame negotiations
 - » Digital and Creative Solutions
 - o Websites, mobile applications, and digital tools
 - o Creative Services (brand management/graphic design/print and electronic publications, campaign products, copyediting, etc.)

- Multimedia productions (video/podcasts/e-learning/photography, etc.)
- Training
 - Media spokesperson
 - Public speaking
 - Moderator training
 - Social Media 101

CONTACT:

Communications@alpa.org	703-481-4440
Magazine@alpa.org	703-481-4460
CreativeServices@alpa.org	703-481-4440
Media@alpa.org	703-481-4440
Website@alpa.org	703-481-4440

Economic and Financial Analysis (E&FA) Department

Supports ALPA members in all items related to the economic portions of their contracts. This includes tracking and evaluating economic and industry trends, analyzing business plans, and valuing all economic proposals. E&FA experts analyze hundreds of airline financial results, business plans, and projections for all ALPA and select non-ALPA airlines (including some foreign airlines), and perform a multitude of ad hoc financial analyses. The department also helps develop and analyzes negotiations questionnaires, provides industry and economic overviews, conducts contractual comparisons, analyzes schedules, evaluates domestic and international partnerships, and evaluates airlines’ ability to pay.

CONTACT: EFA@alpa.org, 703-689-4288

E&FA also supports the following ALPA committees:

- Collective Bargaining Committee
- Fee-for-Departure Committee
- Flight Time/Duty Time Committee
- Strategic Planning Committee
- Strategic Preparedness and Strike Committee (SPSC)

Engineering and Air Safety (E&AS) Department

Provides support and assists in training of all of the union’s safety, pilot assistance, jumpseat, and security pilot representatives by full-time professionals having expertise in aircraft design, airline operations, crew training, security, air traffic control, airports, human factors, aeromedical, accident/incident investigation, maintenance, and a variety of other specialties. Along with other ALPA departments, supports the annual ALPA Air Safety Forum, Pilot Assistance Forum, and several one-day conferences each year. Also supports and provides training to MEC/LEC committee representatives in a number of areas. (For more information, see [Section 5—ALPA Training Opportunities](#)).

The E&AS Department is actively involved in a number of other areas:

- Supports the ALPA Worldwide Accident/Serious Incident Hotline and Pilot Peer Support Line 24 hours a day, every day.
- Assists in developing and interpreting ALPA policies and positions in the areas of aviation safety, security, pilot assistance and jumpseat, including the subjects of aircraft design, accident

investigation, aeromedical, air traffic control, national and international airspace modernization, pilot training and qualification, airport standards and markings, transportation of dangerous goods, cargo, and the collection and protection of safety data.

- Provides technical support in the area of aircraft accident investigation and aviation safety issues.
- Produces a variety of documents covering training, major ALPA issues, and technical data, as well as safety, security, pilot assistance, and operations bulletins; the jumpseat guide; and the international directory.

CONTACT: EAS@alpa.org, 800-424-2470 (for routine issues in the United States) or 877-373-3131 (in Canada); 202-797-4180 or 703-892-4180 (ALPA Accident/Serious Incident Hotline); 309-PPS-ALPA (Pilot Peer Support)

The E&AS Department supports the following ALPA committees:

- Air Safety Organization
 - » Safety
 - » Security
 - » Pilot Assistance
 - » Jumpseat
 - » Aviation Sustainability and Environment
- Flight Time/Duty Time Committee in coordination with ALPA Legal Department
- President's Committee for Cargo
- President's Committee for Remote Operations

Finance Department

Ensures the financial management and protection of assets of ALPA and its subsidiaries, including budgeting, financial reporting, governmental reporting, payment of expenses, cash and asset management, and the analysis of Association operations. The department also oversees member dues payments, maintains member records, provides detailed account analysis and reconciliations, staffs the Association response center, and administers member insurance programs.

The following groups are part of the Finance Department:

ACCOUNTS PAYABLE—Administers and communicates with airlines regarding flight pay loss reporting for union work and generates monthly reporting to MECs on usage. Processes member expense reimbursements and vendor invoices for MECs, LECs, committees, and governing bodies.

CONTACT: Accountspayable@alpa.org

FINANCIAL BUDGETING, REPORTING, CASH MANAGEMENT, AND PAYROLL—Prepares and monitors all ALPA budgets, performs financial analysis of Association operations, develops and implements internal controls for effective financial administration, manages cash flow in ALPA's general operating fund and Major and Operating Contingency funds in various market and investment vehicles, and administers ALPA employee payroll.

CONTACT: Finance@alpa.org, 703-689-4144

MEMBERSHIP ADMINISTRATION—Provides MEC, LEC, and individual member support for the union, including the Pilot Response Center. Is also responsible for the maintenance of all pilot records and accounts and provides support to the ALPA Membership Committee and Furloughed Pilots Support Network.

CONTACT: Membership@alpa.org, 888-359-2572, option 3

MEMBER INSURANCE—Responsible for the administration of U.S. and Canadian member insurance programs, including the marketing of available insurance products, providing input on plan design and policy, and the administration of insurance claims processing.

CONTACT: Insurance@alpa.org, 800-746-2572

PROCUREMENT AND REAL ESTATE—Oversees all aspects of managing and maintaining ALPA's offices in McLean, Va.; Washington, D.C.; and across the United States and Canada. Also provides mail support for the McLean office. Purchasing provides centralized purchasing services for the Association, ensuring cost-effective use of ALPA funds.

CONTACT: Facilities@alpa.org, 703-689-4239; Purchasing@alpa.org, 703-689-4135

The Finance Department also supports several ALPA committees:

- ALPA Canada Insurance Trustees
- Contingency Fund Oversight Board
- Investment Management Committee
- MCF Strike Oversight Board
- Membership Committee
- P4P (ALPA's Emergency Relief Fund)
- Retirement & Insurance (R&I) Committee
- Special Compensation Review Committee
- Special Dues and Services Review Committee
- Structure, Services and Finance Review Committee
- VEBA Board

Government Affairs Department

Represents you in Washington, D.C., and Ottawa, with a team of government affairs professionals who work with pilot leaders and volunteers to promote aviation safety and security and protect pilots' interests, futures, and livelihoods. The team advocates for pro-pilot legislation and regulatory action with decision makers in Washington, D.C., and Ottawa; government agencies; and industry stakeholders to improve the heavily regulated pilot profession. Through ALPA's grassroots program, the department promotes membership involvement to influence the outcome of public policy that directly affects ALPA's interests in the global aviation industry. The department also harnesses a network of pilot volunteers at the MEC and LEC levels who serve as liaisons between the Government Affairs Department and local pilot members. Government Affairs staff also administer the multimillion-dollar ALPA-PAC and support the ALPA-PAC Steering Committee.

CONTACT: GovernmentAffairs@alpa.org, 202-797-4033; ALPA-PAC at ALPAPAC@alpa.org, 202-797-4033

Human Resources Department

Oversees employee recruitment, training, internal labor relations, policy evaluation, and the development and implementation of ALPA's administrative programs and activities, including the ALPA Ambassador Program. Department staff are responsible for administration of ALPA employee wages, benefits, and staff collective bargaining agreements. The team handles staffing, recruitment, retention, employee training and development, performance management, and succession planning for all ALPA offices and locations. The department is focused on consistent application of workplace policies and practices, and ensures that ALPA's goals and objectives are advanced and reinforced to employees through communications, development, and training.

CONTACT: HumanResources@alpa.org, 703-689-4108

Human Resources also provides support to several committees, pilot leaders, and others:

- Special Compensation Review Committee
- Strategic Planning Committee
- SPSC
- MEC and LEC officers
- ALPA members and staff

Information Technology and Services Department

Department staff develop and support computer and information systems for the Association's web, communications, financial, and membership systems. As part of the overall support, the department provides training and user support to all ALPA groups in using ALPA's computers, applications, and other technical services.

The department provides specialized support in the following areas:

Information Systems & Operations:

- **Network Systems Support (NSS):** Maintains the network infrastructure for all ALPA offices including data and voice circuits, phone system, network servers, and databases.
- **Operations and Support:** Operates the ALPA Help Desk, provides training support, administers system security, and provides computer support.
- **AV System Support:** Maintains and supports the AV systems in the ALPA meeting spaces. Provides AV support during meetings held in the ALPA offices.

Information Technology Development & Support:

- **Applications Development:** Develops, enhances, and maintains business applications for all Association departments and user groups, provides processes for internal system and database integrations across various and diverse application platforms, ensures secure integration of external systems and inputs, works closely with business users to identify process requirements and functionality, and provides production and customer support for all ALPA applications and products.
- **Digital Development:** Establishes the foundation infrastructure for the Association's websites and ensures the infrastructure aligns with technology advancements and trends, works with industry leaders to ensure development of state-of-the-art websites and mobile applications, safeguards website content against unauthorized access, provides digital marketing analytics, and develops websites and web components for the Association and all its pilot groups.

- **Business Analytics and QA:** Performs business, data, and technical analysis for existing processes and new business initiatives; maintains the health and growth of the Association's data warehouse and reporting platform; performs quality assurance testing and oversight for business processes; performs forecasting and predicative analysis and reporting to support informed business decision making; and documents the Association's development methodologies, procedures, and guidelines.

The department supports the following committees, systems, and initiatives:

- Information Technology Advisory Committee
- ALPA mobile applications
- ALPA Office networks and systems
- ALPA, MEC, LEC and committee websites and MEC web applications
- MEC Toolbox
- Strategic Preparedness and Communication System (SPACS)
- Family Awareness
- Dispute Tracking System
- PDR (Pilot Data Report)/DART (Data Action Report)
- SharePoint (intranet, members only, public)

CONTACT: IT Support: ITS@alpa.org, 703-689-4223; Help Desk: HelpDesk@alpa.org, 703-689-4357; Training: ITOS@alpa.org, 703-689-4245

Legal Department

Provides specialized legal services to ALPA and our members on a wide variety of legal issues. Department lawyers represent ALPA's interests in federal and state courts and administrative agencies, and provide legal advice to ALPA's governing bodies, national officers, MECs and their officers, committees, and other ALPA officials.

Department staff act as ALPA's internal law firm, handling a significant litigation caseload on ALPA's behalf. The department also handles complex discharge and contract violation cases for pilots, represents ALPA before regulators and arbitrators, and provides advice on scope and other complex collective bargaining issues. Department lawyers are recognized experts on the Railway Labor Act, federal aviation regulations, airline safety, Department of Transportation regulatory and international aviation issues, aircraft accident investigation litigation, employment discrimination and contract enforcement, drug and alcohol testing, and the legal obligations of unions to union members.

On the international front, department staff provide legal advice on ALPA's flag-of-convenience initiatives. Department lawyers represent ALPA before the Department of Transportation; advise on code sharing, joint ventures, and similar business arrangements; provide counsel on international air transport agreements; and participate in U.S. government-led negotiations of air services agreements with other countries. The department also maintains relationships with foreign attorneys to assist pilots involved in incidents overseas.

CONTACT: Legal@alpa.org, 703-689-4326, 202-797-4097; FAA legal actions and/or disciplinary/discharge, 703-689-4226

The Legal Department also supports the following ALPA committees:

- Air Safety Organization
- Flight-Time/Duty-Time Committee, in coordination with ALPA Engineering and Air Safety Department
- Hearing and Appeal Boards
- HIMS, in coordination with ALPA Engineering and Air Safety Department
- P4P (ALPA's Emergency Relief Fund)
- Special Representational Structure Review Committee
- Strategic Planning Committee
- SPSC

Representation Department

Supports every pilot group in contract negotiations and enforcement, helps local pilot leaders formulate and execute strategic plans, provides labor relations advice and guidance, and represents individual pilots and pilot groups in grievances and arbitrations as well as FAA, Transport Canada, and NTSB proceedings. The department provides lead staff support for pilot groups that are interested in organizing or merging to become represented by ALPA.

The department's staff members include experienced negotiators, seasoned attorneys, labor-relations advisors and counselors, paralegals, and support staff who advise pilot leaders and committees and help them successfully carry out their assignments and roles.

CONTACT: Rep@alpa.org, 703-689-4235; Organizing: Ron.Rindfleisch@alpa.org, 703-689-4179

The Representation Department also provides support to the following ALPA committees:

- Collective Bargaining Committee
- Fee-for-Departure Committee
- Flight Time/Duty Time Committee
- Organizing Task Force
- R&I Committee
- SPSC

Retirement and Insurance (R&I) Department

Provides specialized consulting services concerning pilot retirement and welfare benefit plans. Department staff assist each pilot group in the design and negotiation of its employee benefit programs, ensure that the ongoing administration of the benefit program complies with the collective bargaining agreement and applicable law, and assist in the enforcement of pilots' rights under their benefit program. The department also works with the Association's Government Affairs Department to suggest and support federal legislative initiatives concerning pilots' employee benefits, and monitors and comments on proposed federal legislation and federal agency regulations concerning pilots' employee benefits.

CONTACT: R&I@alpa.org, 703-689-4114

R&I provides support to the following ALPA committees and groups:

- R&I Committee
- Collective Bargaining Committee
- Fee-for-Departure Committee
- VEBA Board
- Member Insurance
- Membership Administration
- Investment Management Committee
- Kitty Hawk Insurance Company

Strategic Member Development & Resources (SMD&R) Department

Provides a broad range of services that include managing ALPA's strategic plan, serving as project manager and supporting ALPA's governing bodies meetings and other Association events, developing and maintaining orientation programs and training curricula for ALPA pilot leaders and staff, and managing ALPA's online store and its merchandise. Works closely with pilot leaders on special projects that help advance a number of the Association's goals and objectives.

CONTACT: SMDR@alpa.org, 703-689-4242

SMD&R also provides support to the following ALPA committees and groups:

- ALPA Governing Bodies
- The Education, Leadership, and Membership committees, including the Furloughed Pilots Support Network and Veterans Affairs Committee—all of which make up the Professional Development Group
- President's Committee for Diversity and Inclusion
- Strategic Planning Committee
- Strategic Preparedness and Strike Committee

The following groups come under the SMD&R umbrella:

BALLOTING & LOCAL COUNCIL SUPPORT—Provides administrative support to local councils, handles all aspects of local council nomination and election balloting, coordinates MEC and governing body voting, maintains MEC and LEC historical election records, and coordinates requests for campaign distributions.

CONTACT: Balloting: Balloting@alpa.org, 703-689-4212; Campaigning: Campaign@alpa.org, 703-689-4160; Council Services: CSC@alpa.org

Supports the following ALPA committees:

- Election and Ballot Certification Board
- Hearing and Appeal Board
- P4P (ALPA's Emergency Relief Fund)

EVENT PLANNING—Provides logistical support for Association governing body meetings, pilot group meetings and events, and numerous other ALPA conferences, meetings, trainings, activities, and special events. Also responsible for the coordination and support of the Valo Park Conference Center. In addition, books transient hotel room reservations in the United States, Canada, and around the world as needed for ALPA business.

Meeting Request Form: alpa.org/meetingrequest

Hotel Sleeping Room Request Form: alpa.org/hotelroom

CONTACT: ALPAMeeting@alpa.org

GOVERNING BODIES—Provides administrative support and handles all aspects related to ALPA's governing bodies meetings, provides daily support to members and ALPA staff regarding governing bodies activities, and coordinates with the national officers to fulfill their responsibilities related to governing bodies meetings. Also maintains the ALPA Constitution and By-Laws, ALPA Administrative Manual, governing bodies meetings and historical records, national and presidential committee lists; and coordinates the ALPA Scholarship Program.

CONTACT: GoverningBodies@alpa.org, 703-689-4107

Other Resources

ACCIDENT/SERIOUS INCIDENT HOTLINE—If you are involved in an aircraft accident, serious incident, or time-critical safety or security event, just one call—any time of the day or night, every day of the year, from anywhere in the world—connects you with a representative from Engineering & Air Safety who will offer immediate advice and activate trained pilots and other professionals to come to your assistance. The “orange card,” which is provided to each member, contains detailed information about this resource (to view the orange card, go to www.alpa.org/resources, then click on the ALPA Accident/Incident Hotline tile).

CONTACT: 202-797-4180 (collect calls are accepted) or 703-892-4180 (backup). To report a safety problem or airspace system deficiency during normal business hours, contact 1-800-424-2470 or EAS@alpa.org. (See *Section 4—ALPA Worldwide Accident/Serious Incident Hotline*).

AEROMEDICAL OFFICE—(www.aviationmedicine.com). Located near Denver, Colo., the ALPA Aeromedical Office, also known as the Aviation Medicine Advisory Service (AMAS), advises the Association on medical issues and provides professional medical advice to ALPA members. Through the office's medical specialist referral system—a service paid for by ALPA member dues, a team of physicians skilled in aviation medicine advises pilots on medical issues to keep or regain their airman medical certificates. AMAS's consultation includes administering the HIMS program, helping with medical research, petitioning the FAA regarding medical policy changes, and consulting with ALPA MEC Aeromedical, Pilot Assistance, Professional Standards, Critical Incident Response Program (CIRP), and Training committees.

CONTACT: 303-341-4435 (If calling after hours or if there is no answer, be sure to leave a message and your call will be returned.)

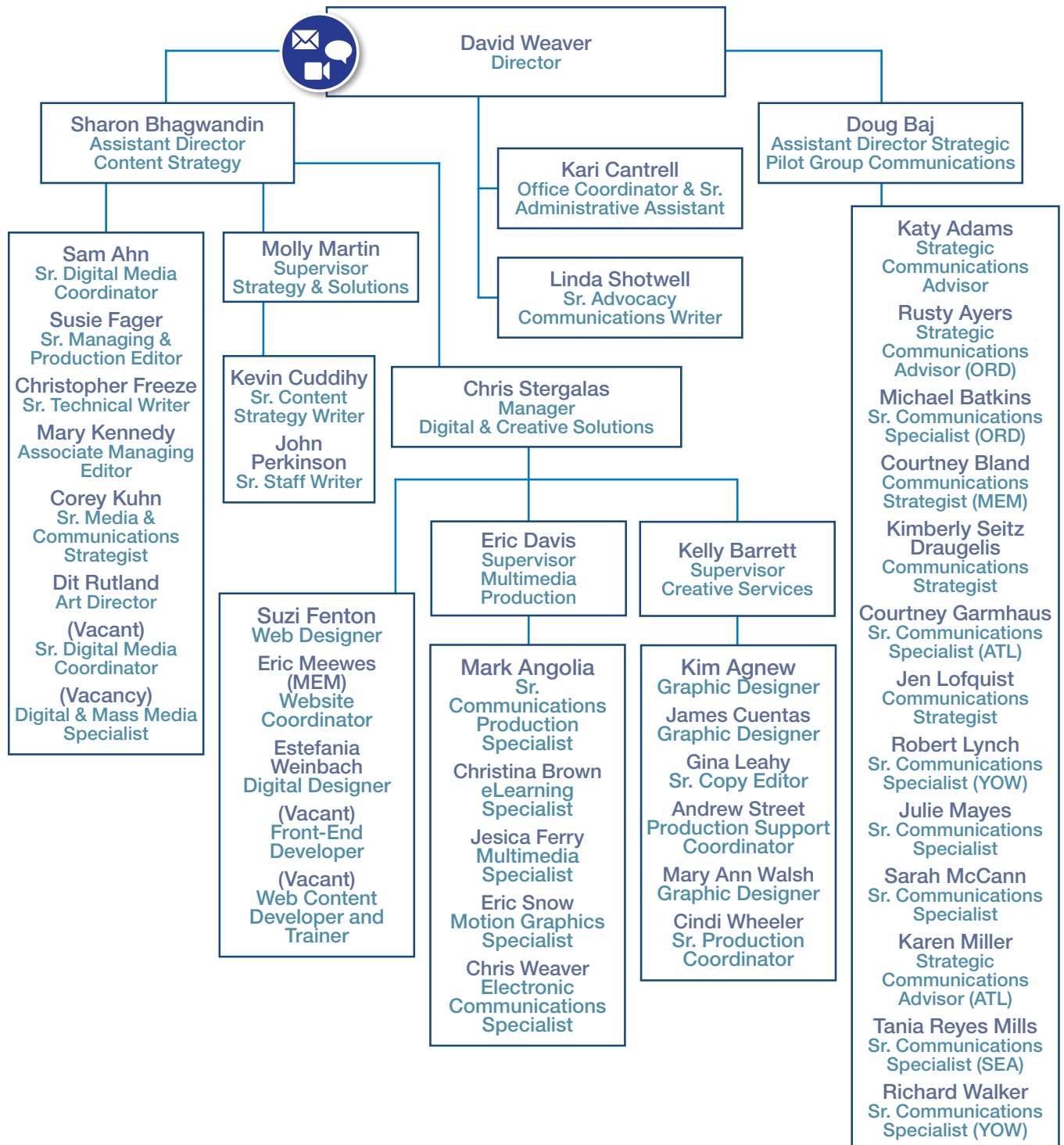
PILOT PEER SUPPORT (PPS)—An Association-wide network administered by ALPA's Pilot Assistance component of the ASO that connects ALPA members with trained pilot peers to help them deal with stress from any personal or professional problems they may be experiencing. Launched in 2018 for those pilots whose MEC does not already have a peer support program, PPS volunteers listen and offer confidential, nonjudgmental support. In addition to the resources that are available for families, Pilot Peer Support helps pilots better cope with the events that could otherwise threaten their medical certificates and careers. (www.alpa.org/pps).

CONTACT: 309-PPS-ALPA (309-777-2572); available any time of the day or night, every day of the year, from anywhere in the world. Note: Existing pilot group independent support lines (i.e., Delta PAN, FedEx Express PATH, JetBlue PAN, and United SOAR) will continue to operate under ALPA PPS. The independent programs can still be reached:

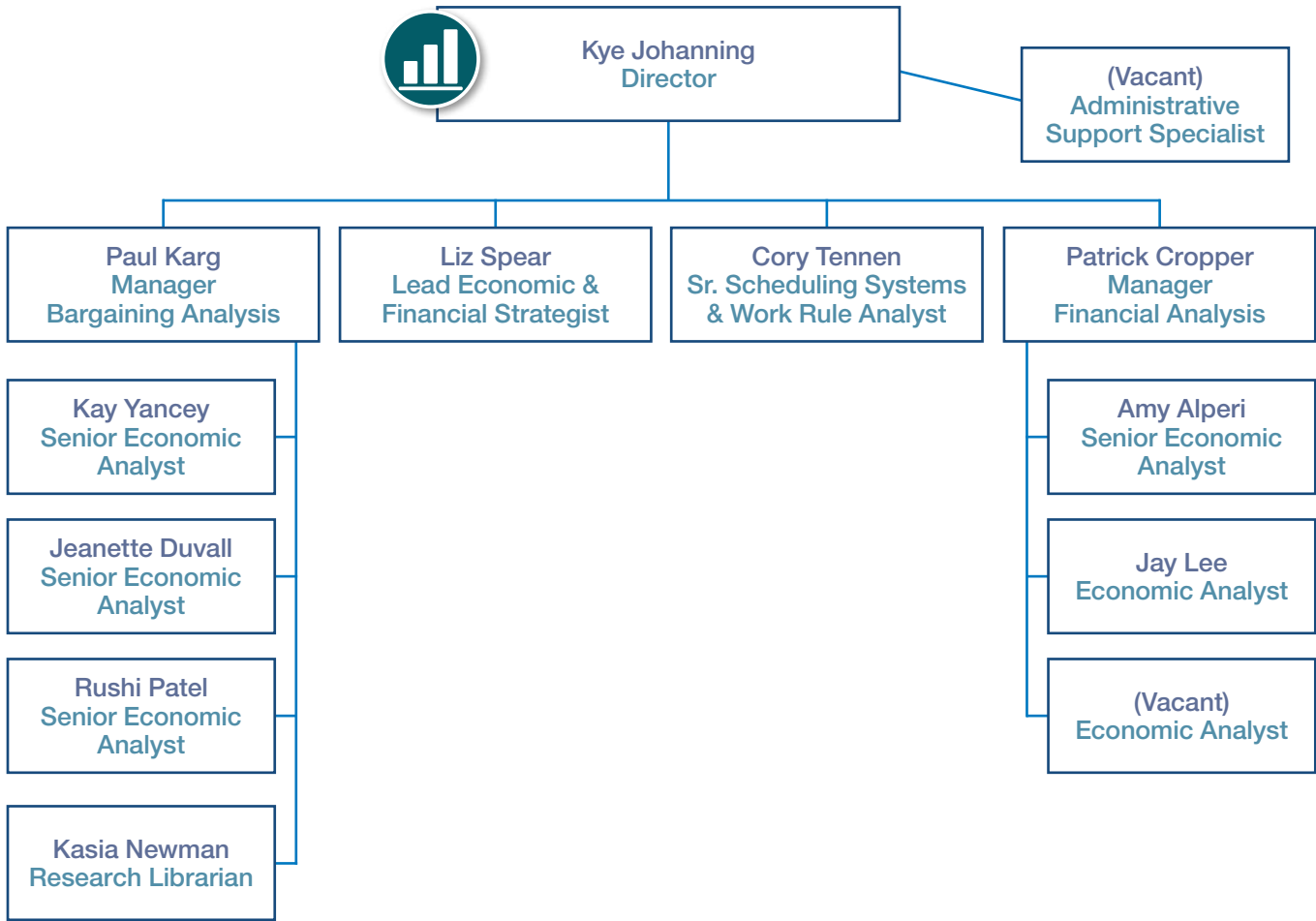
- Delta PAN: 800-USA-ALPA
- FedEx PATH: 866-FDX-ALPA
- JetBlue PAN: 309-PPS-ALPA
- UAL SOAR: 866-653-SOAR (SOAR is only available to UAL pilots)
- Canadian Pilot Assistance: 309-PPS-ALPA

ORGANIZATIONAL CHARTS

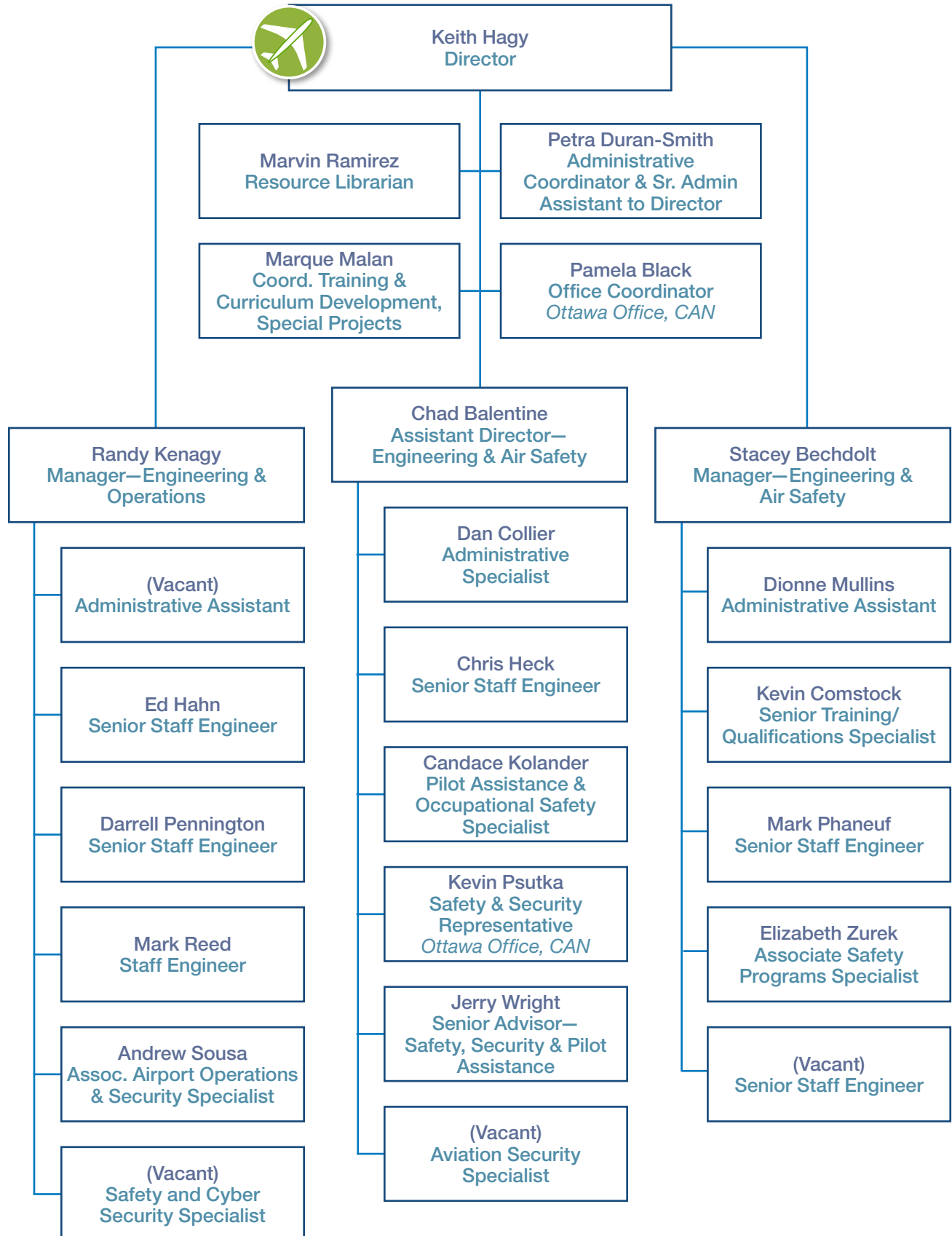
COMMUNICATIONS DEPARTMENT



ECONOMIC AND FINANCIAL ANALYSIS DEPARTMENT



ENGINEERING AND AIR SAFETY DEPARTMENT



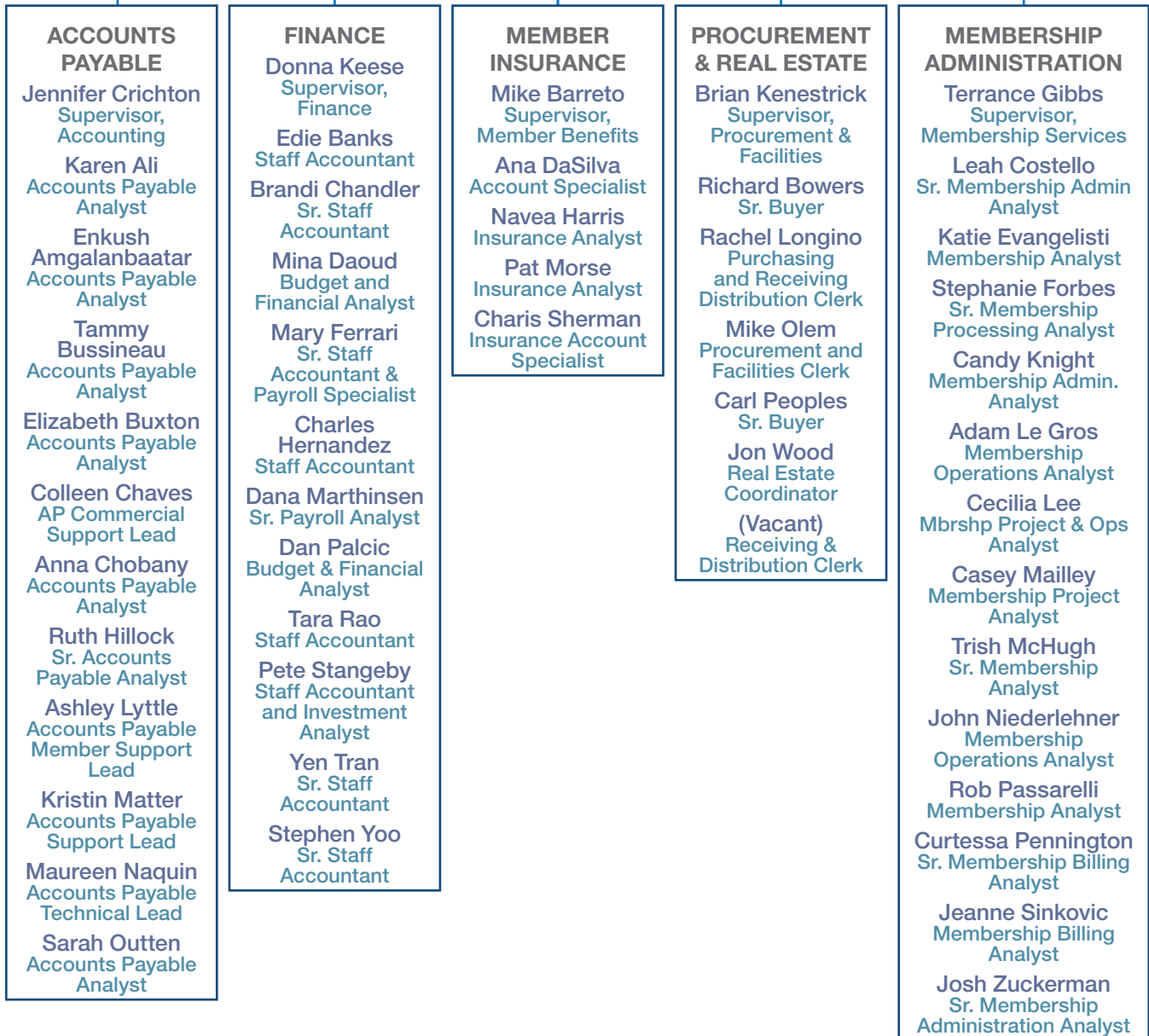
FINANCE DEPARTMENT



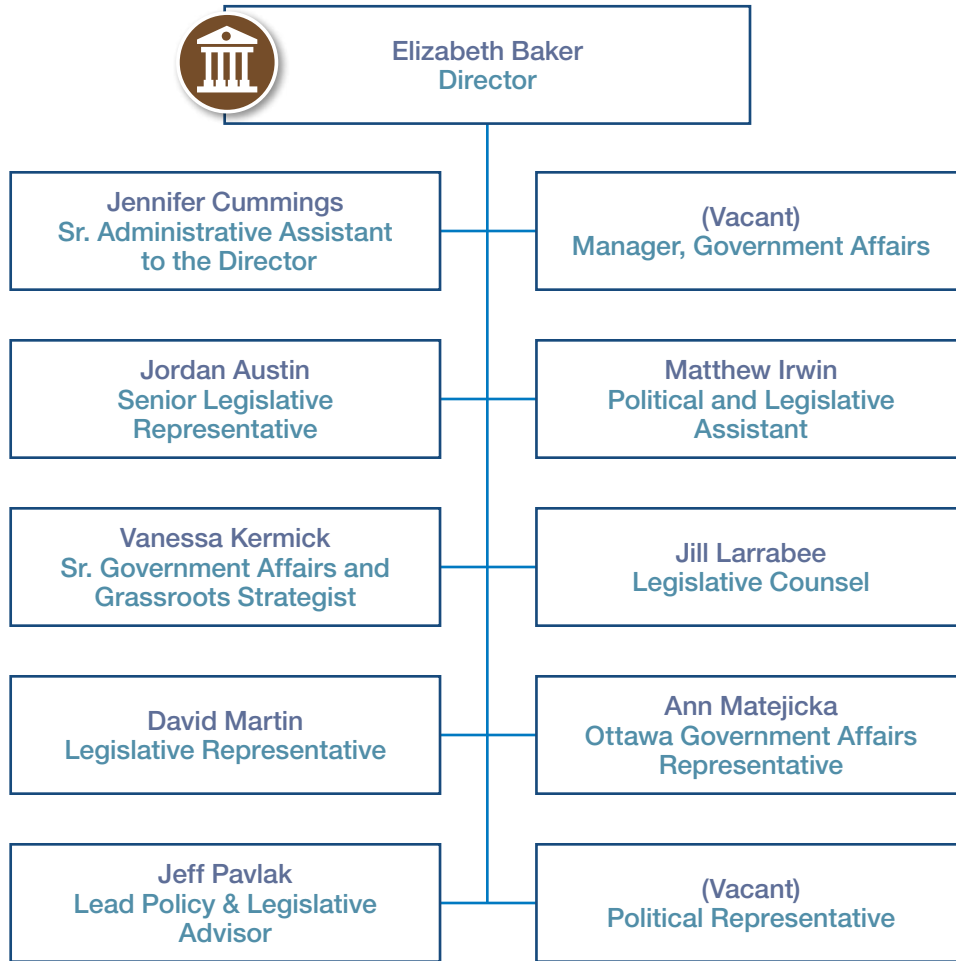
Beth Robinson
Director of Finance & CFO

Renee Morrisette
Sr. Administrative Assistant

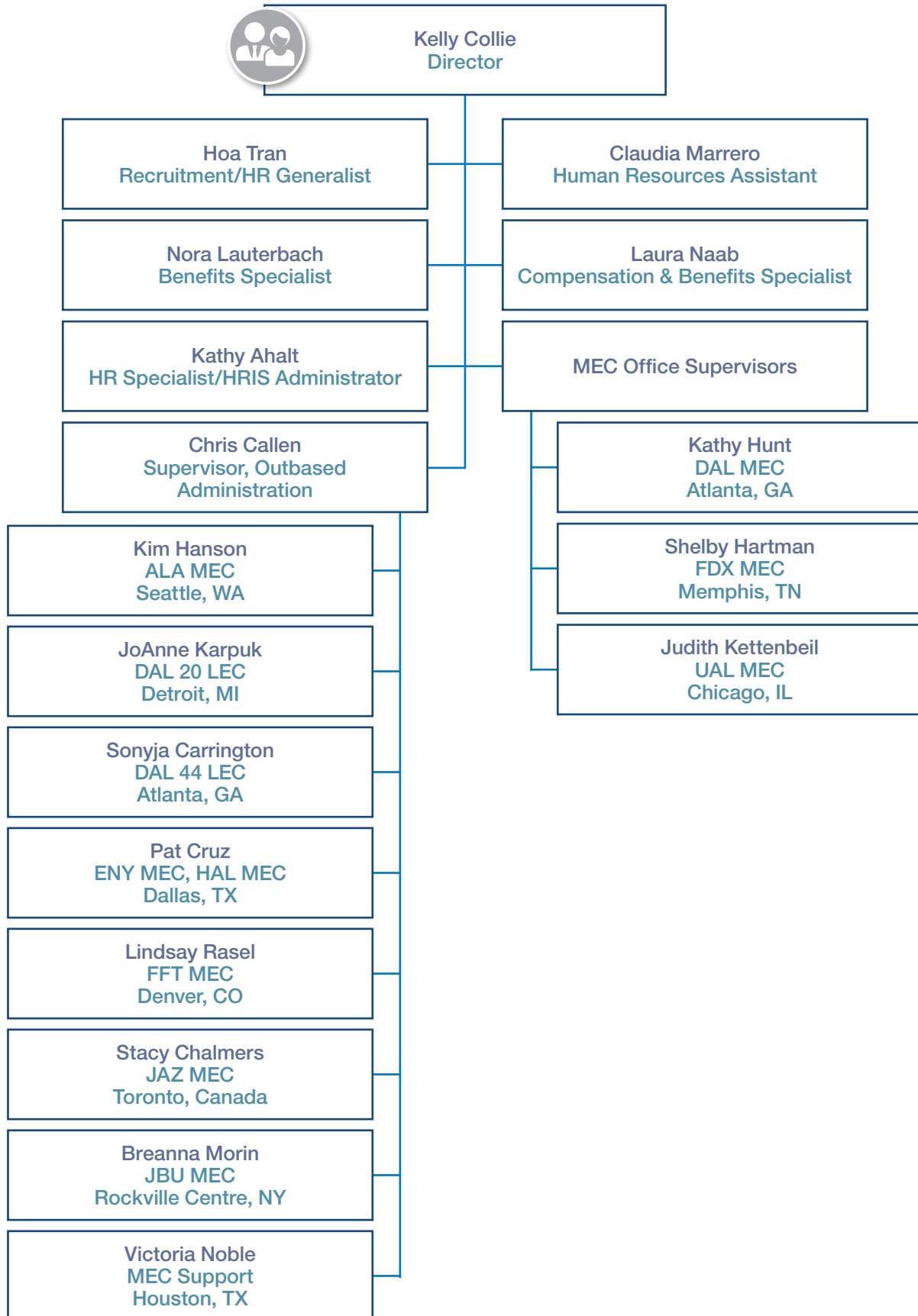
Andrea Griffith
Comptroller



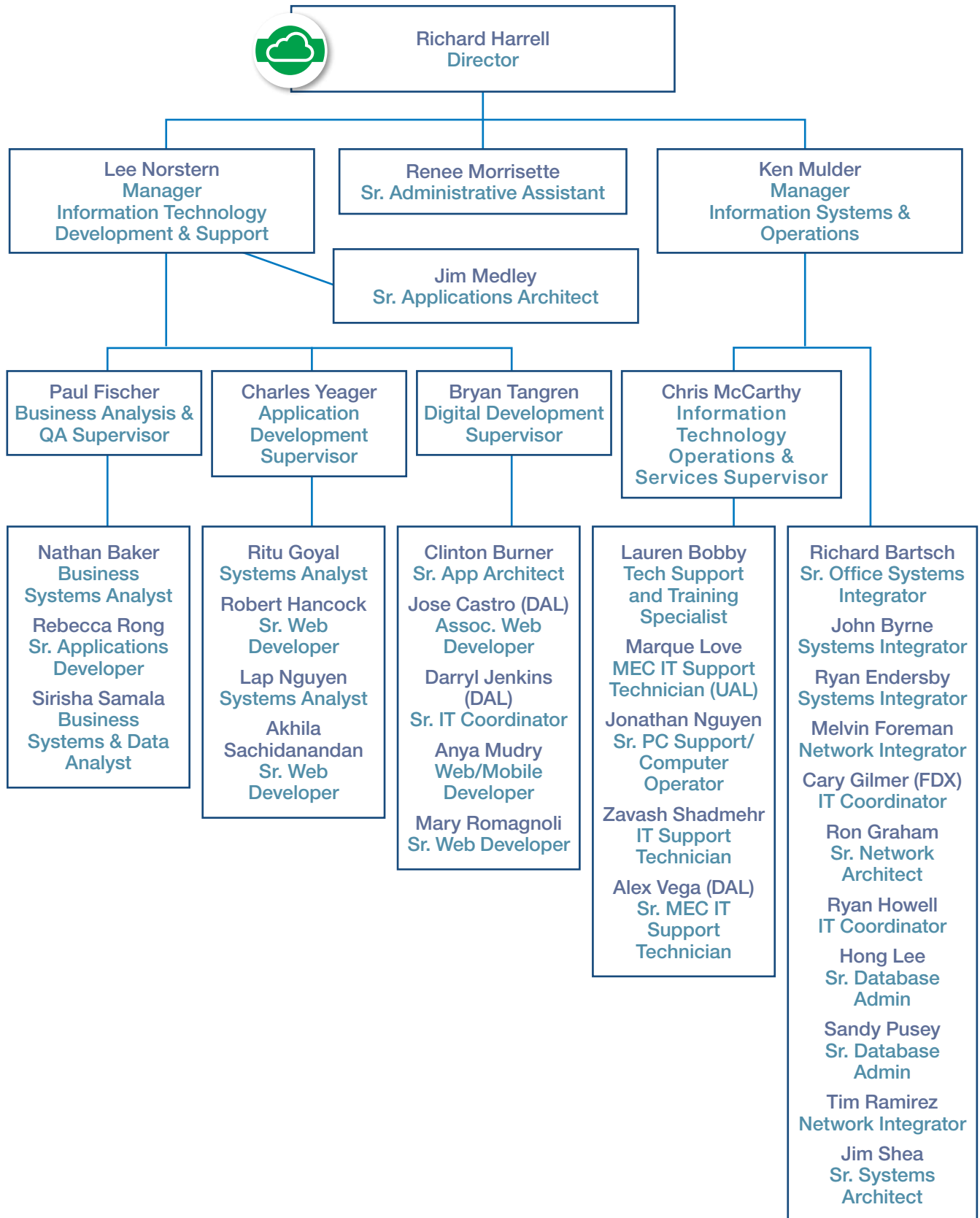
GOVERNMENT AFFAIRS DEPARTMENT



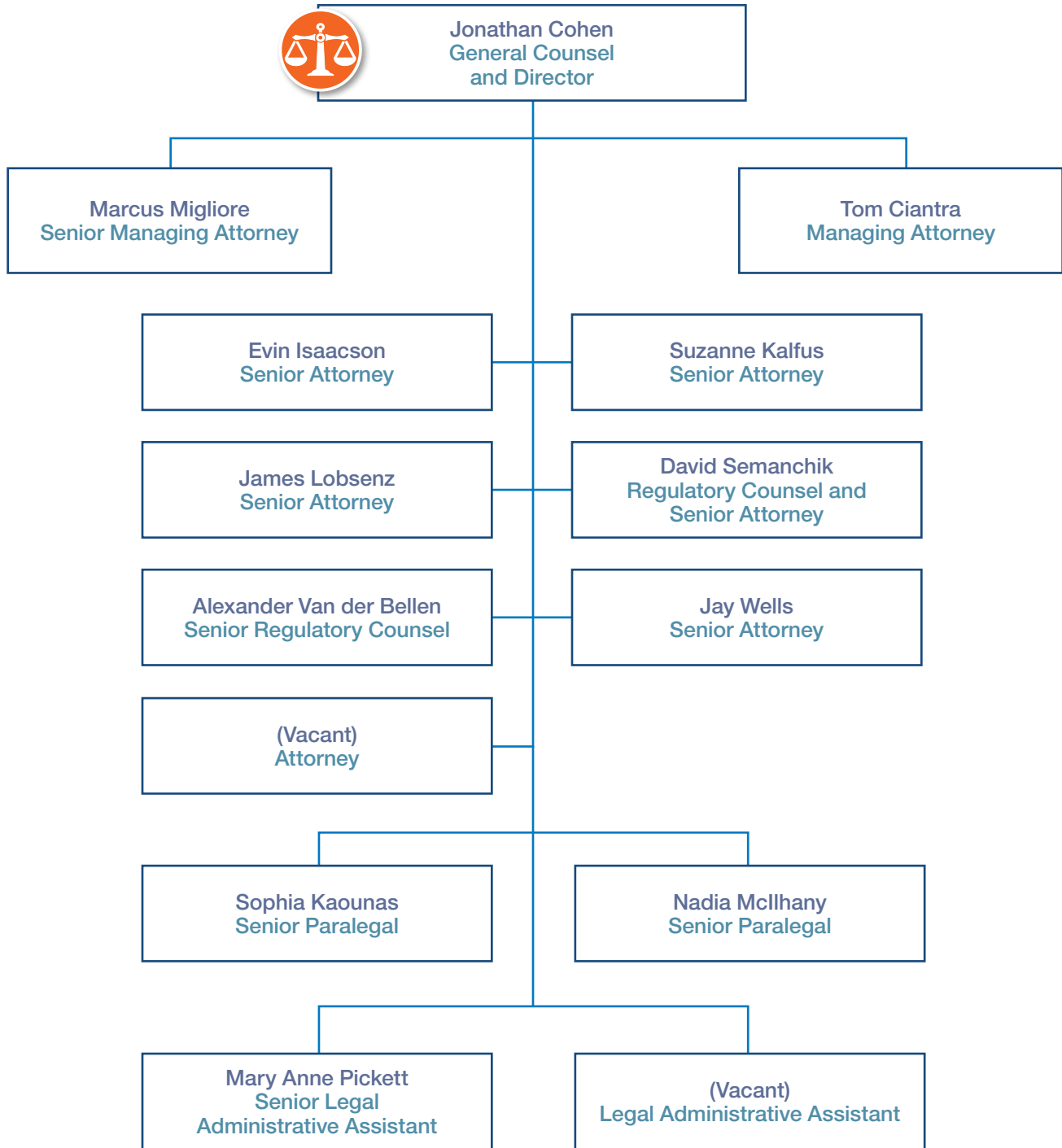
HUMAN RESOURCES DEPARTMENT



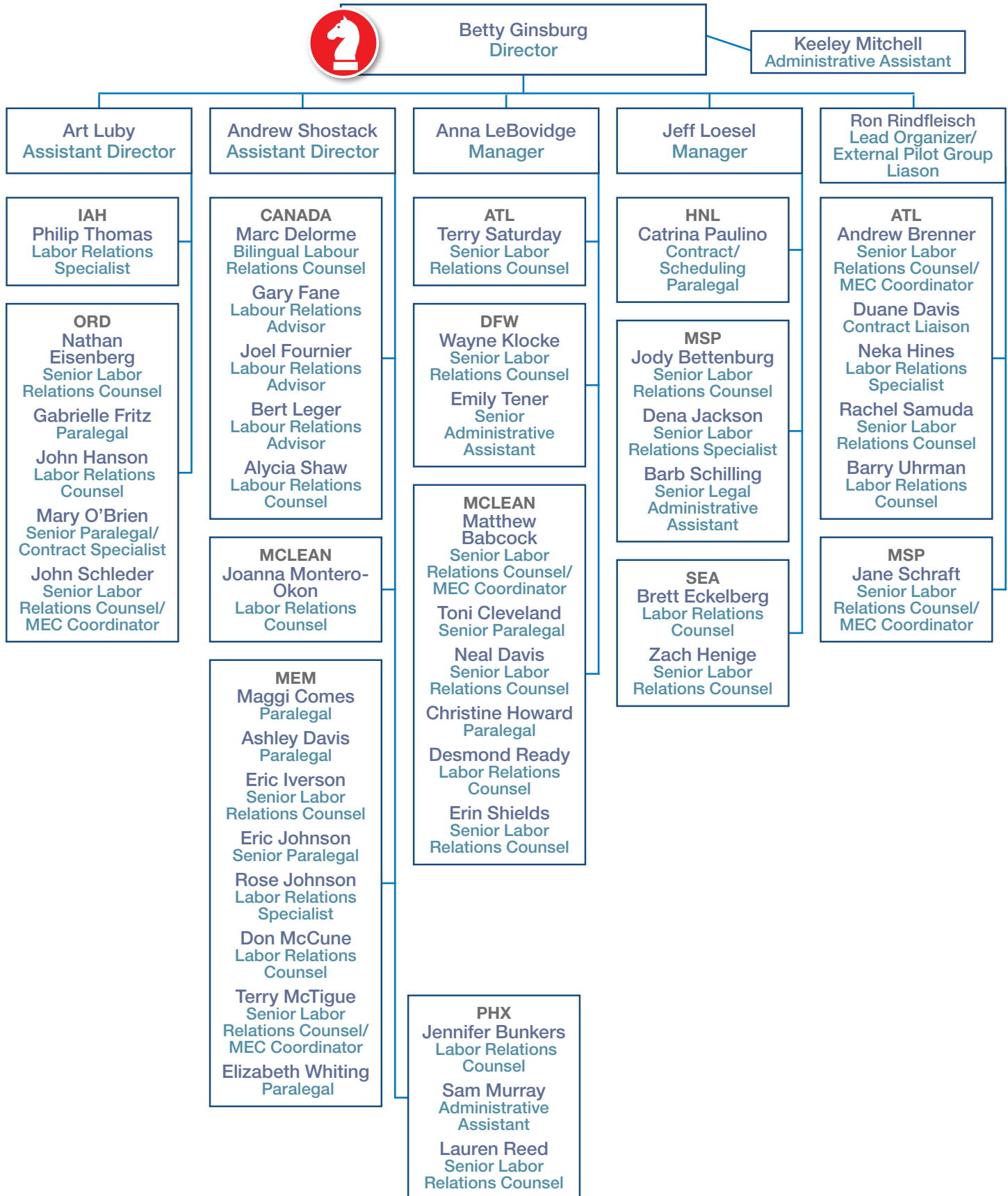
INFORMATION TECHNOLOGY AND SERVICES DEPARTMENT



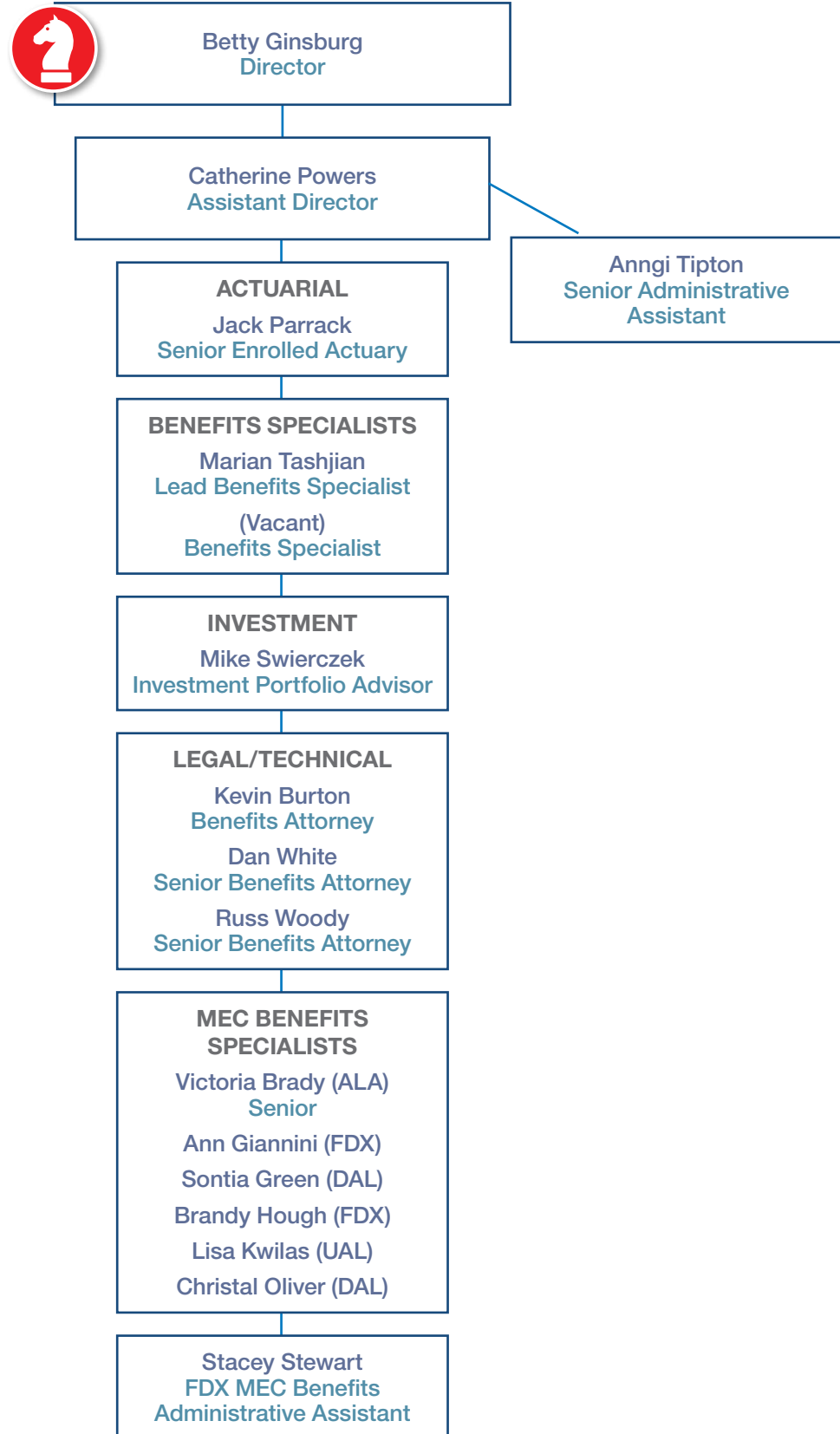
LEGAL DEPARTMENT



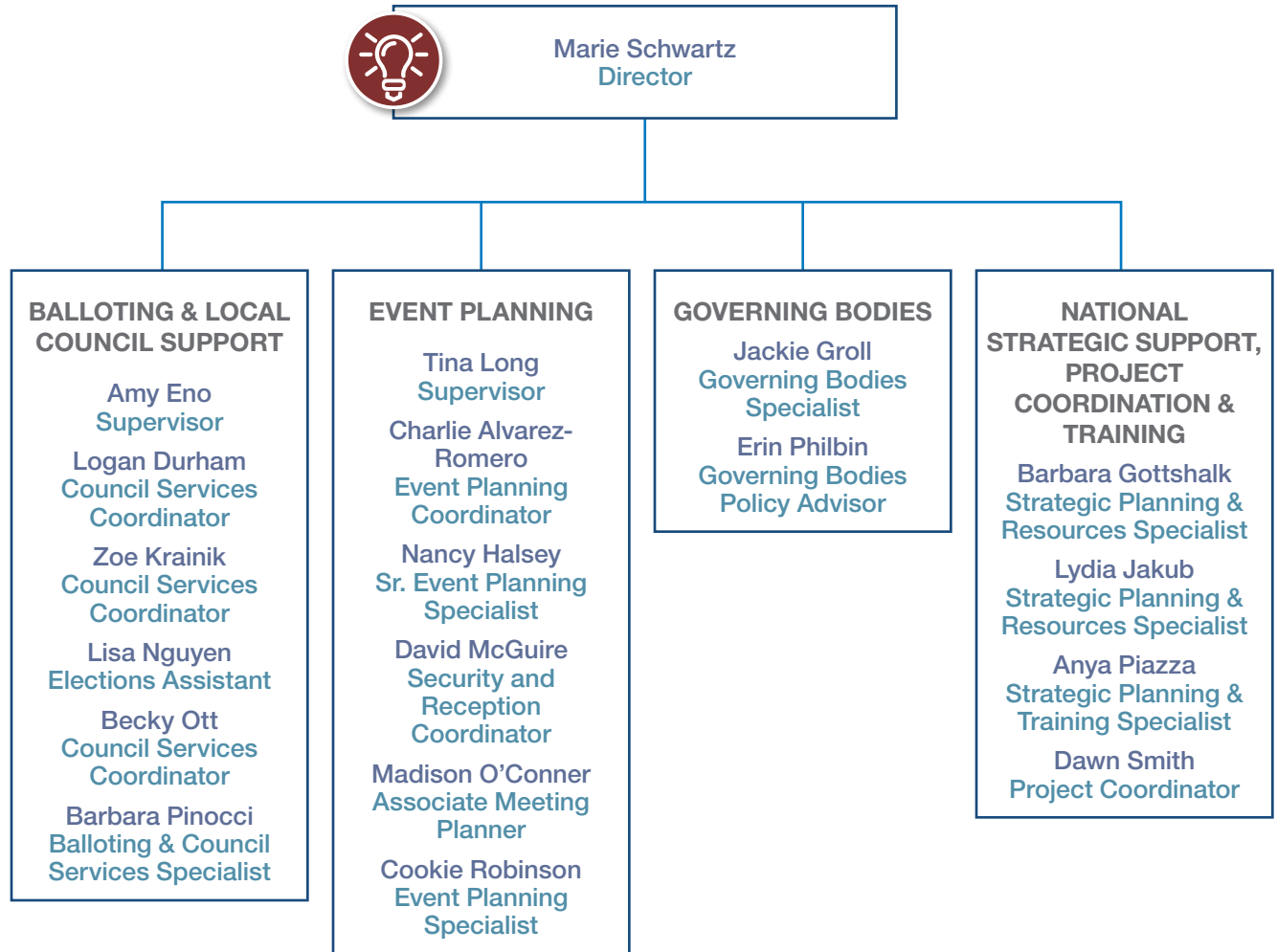
REPRESENTATION DEPARTMENT



RETIREMENT AND INSURANCE DEPARTMENT



STRATEGIC MEMBER DEVELOPMENT AND RESOURCES DEPARTMENT





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SECTION 3: ALPA Committees

Pilot representatives—the lifeblood of ALPA’s committees—perform a variety of tasks and functions essential to the Association’s operations. ALPA committees, with oversight by ALPA’s president or another national officer, work closely with staff to represent members’ interests and concerns, develop and implement programs and initiatives that address members’ needs, and advance the union’s and pilot groups’ overall goals and objectives.

There are four types of ALPA committees: continuing, presidential, special, and constitution and by-laws. Committees are appointed, and candidates for service are active ALPA members approved by their MEC chair.

ALPA CONTINUING COMMITTEES

AIR SAFETY ORGANIZATION (ASO)—Comprises the Safety, Security, Pilot Assistance, and Jumpseat disciplines. The ASO works on a number of ongoing projects in conjunction with the Engineering and Air Safety Department that involve:

- Managing risks in the air transportation industry by applying professional experience and expertise to all areas of operations, including training; aircraft design and certification; aircraft accident/incident investigations; airport and ground environment; air traffic services/airspace modernization; safety reporting programs; human factors; risk-based security; the Known Crewmember, Federal Flight Deck Officer, and Cockpit Access Security System programs; pilot-in-command authority; Aeromedical; Professional Standards; Critical Incident Response; HIMS; and Pilot Peer Support.
- Maintaining liaisons with industry representatives and government officials, agencies, and offices by supplying pilot input on a formal and continuing basis.
- Drafting positions and proposing policy for the Association on Air Safety Organization issues.
- Evaluating areas for regulatory/operational improvements.

CONTACT: 800-424-2470

ALPA-PAC STEERING COMMITTEE—The ALPA Political Action Committee (PAC) receives voluntary contributions from U.S. ALPA members, retains such donations in a separate, segregated fund, and disburses such contributions from time to time for such political purposes as may be in accordance with ALPA’s best interests. The committee works closely with the Government Affairs Department to administer this program.

CONTACT: 202-797-4033

COLLECTIVE BARGAINING COMMITTEE (CBC)—Working closely with ALPA’s Representation Department, the committee is responsible for the following:

- Discussing and making recommendations on the establishment of favorable contract patterns across pilot group lines.

- Providing negotiations-related resources and direct support.
- Reviewing bargaining models.
- Discussing and recommending steps regarding scope and the relationship of pilot groups within airline code-share families.
- Coordinating contract-enforcement efforts.
- Reviewing ALPA training programs.
- Reviewing ALPA collective bargaining policies.
- Discussing and making recommendations on legislation/regulations affecting collective bargaining.

CONTACT: 202-481-2424

FLIGHT TIME/DUTY TIME (FT/DT) COMMITTEE—Responsibilities include the following:

- Supporting ALPA pilot groups' Negotiating and Scheduling committees in matters concerning flight- and duty-time regulations, scheduling systems, and the associated review of science in these areas as it evolves.
- Developing Association positions as it examines regulatory change, domestically and internationally.
- Working with ICAO and IFALPA to harmonize ALPA policy with those organizations' science-based recommendations.

CONTACT: 703-689-4326

ORGANIZING TASK FORCE (OTF)—Oversees ALPA's organizing efforts, including campaigns to gain representation of nonunion pilot groups and the merger of independent pilot unions into ALPA. Makes strategic target decisions to ensure ALPA can effectively represent both current and newly organized pilot groups. The Organizing Task Force coordinates with ALPA's general manager.

CONTACT: Ron.Rindfleisch@alpa.org; 703-689-4179

PROFESSIONAL DEVELOPMENT GROUP (PDG)—Brings the following committees under one umbrella. These committees work closely with the Strategic Member Development & Resources Department and ALPA's Membership Administration team to provide harmonized services and benefits to ALPA members:

- **Education Committee:** Informs high school, college, and flight school students, as well as new members, about ALPA benefits and services. Coordinates an ALPA presence on aviation campuses, at aviation conventions, and elsewhere when similar efforts are deemed beneficial to the Association. Visit the public website at www.clearedtodream.org or e-mail Education@alpa.org.
- **Leadership Committee:** Welcomes and trains newly elected pilot leaders, instilling ways to best serve ALPA members. Contact: LeadershipInfo@alpa.org.
- **Membership Committee:** Coordinates member services with other ALPA committees and departments, ensuring that all members receive the proper attention they need from the correct union source; call 888-359-2572, option 3, or e-mail Membership@alpa.org.

- **Furloughed Pilots Support Network:** As the primary point of contact between furloughed pilots and the Association, maintains a communication medium through which furloughed members can access job, insurance, financial assistance, and other related information. Contact: FurloughInfo@alpa.org.
- **Veterans Affairs Committee:** As primary point of contact for member pilots who are retired from or currently serve in the armed forces, maintains a communication medium through which military members can access USERRA, DOD, DOL, VA policies, and other related information. Contact: VeteransInfo@alpa.org

CONTACT: Marie.Schwartz@alpa.org, 703-481-4458

RETIREMENT AND INSURANCE (R&I) COMMITTEE—Works in conjunction with ALPA’s R&I Department to:

- Assist and advise MEC R&I Committees in preparation for and during negotiations on R&I issues.
- Assist and advise MEC R&I Committees and Plan Boards on plan administration and enforcement of negotiated plans.
- Develop and implement ALPA policy on negotiated employee benefit programs and the ALPA member benefit program.
- Oversee plan design for ALPA’s member program.
- Study potential member benefit plans.
- Coordinate with ALPA’s Government Affairs Department to make recommendations and advocate for ALPA’s positions on legislative initiatives relating to benefits.

CONTACT: 703-689-4114

SPECIAL COMPENSATION REVIEW COMMITTEE (SCRC)—Reviews and makes recommendations regarding national officer compensation and expense allowances, including presidential compensation; other national officer compensation; officer expense arrangements; and national officer automobiles on, at least, a biennial basis. The SCRC coordinates with ALPA’s general manager.

CONTACT: Beth.Robinson@alpa.org, 703-689-4170

SPECIAL DUES AND SERVICES REVIEW COMMITTEE (SDSRC)—Reports to the Executive Council in each odd-numbered year, at its regular budget meeting, as to whether the existing dues rate is sufficient to continue to provide ALPA members with the same level of services, and to provide sufficient MEC income.

CONTACT: Beth.Robinson@alpa.org, 703-689-4170

STRATEGIC PLANNING COMMITTEE (SPC)—Addresses broad-based issues affecting the Association and helps the Board of Directors establish long-range strategic goals for the Association. The committee coordinates with ALPA’s general manager and the Strategic Member Development & Resources Department.

CONTACT: Marie.Schwartz@alpa.org, 703-481-4458

STRATEGIC PREPAREDNESS AND STRIKE COMMITTEE (SPSC)—Responsibilities include the following:

- Supporting MECs’ strategic goals by helping them build internal organizational structure to promote and leverage pilot unity.
- Promoting the strategic planning/preparation process at each MEC.
- Helping MECs organize, train, and equip their committees to ensure that their pilot group is prepared to implement a strike, if necessary.
- Supporting, training, and advising MEC volunteers involved in strategic activities.
- Addressing broad-based issues affecting ALPA.
- Coordinating ALPA mutual assistance with other labor groups.

CONTACT: Wes.Reed@alpa.org

ALPA PRESIDENTIAL COMMITTEES

FEE-FOR-DEPARTURE COMMITTEE (FFDC)—Responsible for identifying and developing strategies to counter threats and capture opportunities in the fee-for-departure segment of the airline industry. The committee works to build relationships between the fee-for-departure pilot groups and the mainline carriers and creates contract protocols that stabilize pilot careers through facilitated horizontal and vertical migration of pilots. (<http://ffd.alpa.org>).

INFORMATION TECHNOLOGY ADVISORY COMMITTEE (ITAC)—In conjunction with the IT and Services Department, is responsible for the planning, design, analysis, operation, and support of the Association’s computer and data systems. Oversees the technology initiatives and operations of the Association and sets priorities for the future.

CONTACT: 703-689-4346

PRESIDENT’S COMMITTEE FOR CARGO (PCFC)—Works closely with staff in ALPA’s Engineering and Air Safety Department and with the Air Safety Organization to serve as a clearinghouse to prioritize issues with regard to achieving one level of safety and security for cargo carriers.

CONTACT: 800-424-2470

PRESIDENT’S COMMITTEE FOR DIVERSITY AND INCLUSION (PCDI)—Established in 2019 to enhance outreach and support diversity and inclusion efforts among current and future ALPA pilots through internal and external events.

CONTACT: Diversity@alpa.org

PRESIDENT’S COMMITTEE FOR REMOTE OPERATIONS (PCRO)—Works closely with staff in ALPA’s Engineering and Air Safety Department and with the Air Safety Organization to identify risks unique to or prevalent in airline operations in remote areas of Canada, the United States, and the Arctic. Works with governments and airlines to develop mitigations for those risks.

CONTACT: 800-424-2470

SPECIAL REPRESENTATIONAL STRUCTURE REVIEW COMMITTEE (SRSRC)—Studies and makes recommendations on a variety of constitutional and administrative areas and allocation of Association resources as directed by the Executive Council, with the goal of enhancing ALPA's ability to represent pilot needs at all member carriers. The committee coordinates with the Legal Department.

CONTACT: 703-689-4326 or 202-797-4096

STRUCTURE, SERVICES AND FINANCE REVIEW COMMITTEE (SSAFR)—The SSAFR Committee was created in 2018 to review (i) the structure, services and finances of the Association, including, but not limited to, MCF and OCF levels, allocations among and within budget accounts, procurement policies, funding for national committees, the dues rate, and income categories exempt from dues; and (ii) procurement policies, funding for national committees, dues rate, and income categories exempt from dues.

CONTACT: Beth.Robinson@alpa.org, 703-689-4170

ALPA SPECIAL COMMITTEES

ALPA special committees are created for a specific purpose by the Board of Directors or Executive Board, terminating at the conclusion of their work or at the next Board of Directors or Executive Board meeting unless directed otherwise by the Board of Directors, Executive Board, or Executive Council. A special committee submits interim and final reports, either written or oral, to the Board of Directors or Executive Board.

STRIKE OVERSIGHT BOARDS (SOB)—Appointed by the president not later than the commencement of a cooling-off period or the request for Major Contingency Fund (MCF) authorization, whichever is sooner. The SOB is responsible for proper implementation of strike-related Association policies, and for providing accountability to the Executive Council for all MCF expenditures associated with the strike and related activities, and for providing operational control of the strike benefit administration system.

ALPA CONSTITUTION AND BY-LAWS COMMITTEES

(Special Membership Boards/Panels)

- Appeal Board (See [Article VIII—Constitution and By-Laws](#))
- BOD Steering Committee (See [Section 70—ALPA Administrative Manual](#) and [Article VII—Constitution and By-Laws](#))
- Election and Ballot Certification Board (See [Section 90—ALPA Administrative Manual](#))
- Hearing Board (See [Article VIII—Constitution and By-Laws](#))
- Neutral Pilot Panel (See [Section 45—ALPA Administrative Manual](#))



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AIR LINE PILOTS ASSOCIATION IN CASE OF ACCIDENT OR SERIOUS INCIDENT

The “it can’t happen to me” syndrome has repeatedly been shown to be flawed in the harsh world of flight deck risk management, where an accident or incident is always a possibility. Consequently, ALPA’s Accident Investigation Board endorses the use of the following guidelines for crewmembers who are unfortunate enough to be involved in an accident or incident.

In the case of an accident or serious incident, you could be subject to government enforcement action and/or disciplinary action by your employer. Listed below are some suggestions to carry with you in case you are ever involved in an accident or incident.

1. **Notify the ALPA Accident/Serious Incident Hotline**—As soon as you have ensured that the immediate needs of your passengers and fellow crewmembers are being met, call ALPA for help immediately on the worldwide accident/serious incident hotline—primary 202-797-4180 and backup 703-892-4180 (collect calls accepted 24 hours a day, 7 days a week)—and relay the following information:

- Your name
- Accident location
- Airline involved
- Aircraft type
- Number of injuries and/or fatalities
- Extent of aircraft damage (major, minor, hull loss)
- General description of accident (including phase of flight, etc.)
- Names of crewmembers and extent of injuries
- Phone contact at accident location

The quicker ALPA is brought into the loop, the better support it can provide. All too often what starts out as a minor incident that lulls a crew into believing no help is necessary (why make a mountain out of a molehill?) suddenly blows up into a major event. ALPA then gets a late call and must play a catch-up game.

2. Your rights of representation are spelled out on your ALPA membership card.
3. If the company or a government agency presses you to make a statement or to be interviewed, tell them you will make a statement as soon as your ALPA representative arrives or is otherwise available to participate.

If a safety-of-flight item needs correcting immediately, you can, of course, mention it—and then stop right there until you have representation.

If you are compelled or forced to make a statement, your statement should be short and factual. Do not speculate. You can write out the generic statement on the opposite page in longhand and use it as your statement.

4. Never make a statement to the press.
5. Keep your crew together, be available for any required drug/alcohol testing, and then obtain rest facilities away from the airport for all crewmembers. If rest facilities are not available, local hotels and transportation (taxi or ride-share) can be located using a smart device or computer.

In the event of hospitalization due to injury, tell the medical personnel about your situation and your desire to get some rest. Specify those persons whom you want to see and ask that no other visitors be allowed. Be sure to include your ALPA representative among those persons who will be allowed to see you.

6. Regardless of the circumstances, the crew nearly always suffers some post-accident or -incident trauma. Help is available. All you have to do is ask for an ALPA CIR (Critical Incident Response) team member.
7. Contact your family, but do not invite them to the scene. Advise them that ALPA will send someone to help them.
8. If possible, make copies (which can be accomplished by taking cell phone photos) of all documents relating to your flight (including releases, weather packages, applicable logbook entries, and ACARS messages) and retain them for your use only. These can prove invaluable when you are trying to reconstruct the various aspects of your flight. Additionally, if possible, take photos showing pertinent details of the event.
9. Prepare all written statements with the help of an ALPA attorney. Remember: A hastily written statement initially designed to help you could be taken out of context and introduced as evidence against you at a future date. Again, if you are compelled or forced to make a statement, you may write out the generic statement on the opposite page and use it as your statement.
10. **Regarding incidents only**—if your airline has an Aviation Safety Action Program (ASAP) or Safety Management System (SMS) program, ensure that you file your appropriate report within the required timeline. You should ensure that your report is reviewed by your ALPA attorney. If your airline does not have an ASAP or SMS program, or automatically file, within 10 days, a National Aeronautics and Space Administration (NASA) Aviation Safety Reporting System (ASRS) report (if the event is classified as an incident), you should file a NASA ASRS form electronically at <https://asrs.arc.nasa.gov/report/electronic.html>, or by registered mail and retain the receipt ASRS sends back to you. The burden of proof that you filed an ASRS report rests with you. Once ASRS de-identifies a report, not even NASA can provide you with a copy.

In case of accident—NASA ASRS protections do *not* apply, and a NASA ASRS report should not be filed. Note that ASAP reports are permitted in case of accident but due to the high profile and nature of accident events it is best to consult with an ALPA attorney and discuss the matter before filing an ASAP report in case of an accident. You should also ensure that any SMS report filed with the company is reviewed by your ALPA attorney before filing in the event of an accident.

To increase the ASRS database, ALPA and ASRS would like Canadian pilots to file an ASRS report. In addition, Canadian law requires that the pilot-in-command, and the owner and operator, report accidents and reportable incidents to the Transportation Safety Board of Canada as soon as possible by the quickest means available. Canadian pilots can confidentially, through the SECURITAS program, report unsafe acts or conditions involving commercial or public transportation that would not be reported through other channels.

SAMPLE STATEMENT (HANDWRITTEN)

I, _____ (name), am employed as a pilot by _____ (airline and location of main offices). I am based at _____ (location).

I served as the _____ (captain/FO/IRO/SO) on aircraft registration number _____, which operated as _____ (airline name) Flight _____ (number) between _____ (airport name) and _____ (airport name), and which departed _____ (airport name) on or about _____ (Zulu time, day, month, and year).

The other crewmembers were _____ (list both flight deck crew and cabin crew, giving position and crew base).

I am fully qualified and current to serve as a _____ (captain/FO/SO) by _____ (airline name), and I am certified by the Federal Aviation Administration [or Transport Canada], certificate number _____, with the following ratings _____.

I possess a valid first-class medical certificate dated _____, with the following limitations and waivers _____ (if any).

I am a citizen of the United States of America [or Canada], residing at _____ (full address of legal home of record, including zip code and telephone number). My passport number is _____, issued at _____, on _____, which expires on _____. (Passport information for international use only.)

OPTION 1 (PREFERRED)

There appears to be an irregularity involving Flight _____. This irregularity is currently under investigation by _____ Airlines and the appropriate government authorities. I intend to cooperate fully in this investigation. I am not in a position to provide specific factual information at this time. I will provide any facts relating to the irregularity as soon as I can confirm them.

OPTION 2

At approximately _____ (time of event), _____ (factually describe incident, e.g., “we lost No. 2 engine” or “smoke filled the cabin”). We made an emergency landing at _____ (airport name) and evacuated the aircraft. I have no information as to what caused this problem. I will fully cooperate in any investigation to determine what led to this irregularity. I will provide further facts relating to this incident as soon as I can obtain and confirm them.

(signature and date)

GUIDELINES FOR INTERVIEWS

1. Never talk to a government agency inspector without an ALPA representative present.
2. Always tell the truth; it is the most powerful weapon you have.
3. Keep your answers short and to the point. Remember the age-old adage, “If they ask you what time it is, don’t build them a clock.” If you find yourself saying, “I think,” you are already in trouble. Stick strictly to the facts.
4. While you must produce your certificate to a regulatory authority or law enforcement official for examination, you should not allow that official to retain the certificate. A formal set of procedures must be followed before you can be required to relinquish your certificate unless you voluntarily hand it over.

FIVE POINTS YOU CAN'T AFFORD TO FORGET

1. **Call ALPA immediately** on the worldwide accident/serious incident hotline 202-797-4180—backup number 703-892-4180 (collect calls accepted 24 hours a day, 7 days a week).
2. **Wait for the ALPA representative** to arrive or is otherwise available to participate before making any statement or giving interviews. If forced to provide a written statement, follow the “generic” statement provided on page 3 of this pamphlet.
3. **Contact your family** and advise them that ALPA will send someone to help them.
4. **Make copies** (which can be accomplished by taking cell phone photos) of all documents relating to the flight (including releases, weather packages, applicable logbook entries, and ACARS messages) and keep them, along with any personal notes, to yourself. Additionally, if possible, take photos showing pertinent details of the event.
5. **Remember**, ALPA is the only participant without any other economic interest to protect following an accident.

ALPA Worldwide Accident/Serious Incident Hotline 202-797-4180 or 703-892-4180

(collect calls accepted anytime from anywhere in the world)



Air Line Pilots Association, International
7950 Jones Branch Drive, Suite 400S • McLean, VA 22102



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SECTION 5: ALPA Training Opportunities

For current dates, locations and/or formats, and status of ALPA meetings, training modules, and courses, visit www.alpa.org/news-and-events/meetings-training.

AIR SAFETY ORGANIZATION (ASO) TRAINING PROGRAMS

Engineering & Air Safety Department coordination (EAS@alpa.org)

AVIATION SAFETY TRAINING

Accident Investigation

Accident Investigation Course (AIC)

- *Audience*—Members who completed ALPA 101 FAST and Safety 101 Initial Safety Training
- *Schedule*—Twice a year
- *Description*—Builds upon the foundation provided in the Accident Investigation module of the Safety 101 Initial Safety Training course. This course equips the pilot safety volunteer to function efficiently, effectively, and safely as the chief accident investigator for their MEC Central Air Safety Committee, ALPA party coordinator, or Technical Group member on an accident investigation.

The four-day training covers the following subject areas: Accident notification and dispatch, ALPA staff capabilities, NTSB/TSB policies, ALPA coordinator responsibilities, flight data recorders, cockpit voice recorders, field phase procedures, flight crew representation, employment of CIRP, bloodborne pathogen training (OSHA), and international investigations.

Advanced Accident Investigation Course (AAIC)

- *Audience*—Members of Central Air Safety Committee Accident Investigation teams who have successfully completed the Accident Investigation Course
- *Schedule*—Once or twice yearly
- *Description*—The four-day course provides ALPA safety investigators with a thorough rehearsal of NTSB/TSB procedures and a comprehensive examination of accident-response plans and documents. A portion of the training is conducted on a mock crash site.

A hands-on course that applies the material taught in the Accident Investigation Course and Safety 101 Initial Safety Training, including preparation and organization of ALPA resources in case of an accident. This course focuses on student participation in several mock NTSB investigative groups to familiarize ALPA investigators with the investigative process.

Bloodborne Pathogen Training (BBP)

- *Audience*—Members who successfully completed the Accident Investigation Course (normally taken concurrently with AIC)
- *Schedule*—Twice a year or on an as-needed basis if required to meet the accident investigation
- *Description*—Provided for members of the MEC accident investigation team who may need to work at accident sites, as required by OSHA regulations. Normally taught in conjunction with the Accident Investigation Course.

Initial training meets the U.S. OSHA requirement to provide employees (in this case, ALPA representatives) with the knowledge required to protect themselves in hazardous industrial environments. Also provides information regarding inoculations and recurrent training.

Safety Training—General

Air Safety Forum

- *Audience*—Members and the aviation community
- *Schedule*—Annually: October 25–28, 2021 (Washington Hilton, Washington, D.C.)
- *Description*—The forum begins with two days of ALPA-only Air Safety Organization group meetings focusing on topics of interest. The remainder of the meeting is public with the goal of educating pilots, government, and industry representatives on current aviation safety issues through panel discussions and guest speakers.

The Air Safety Forum features experts from various safety, security, pilot assistance, and jumpseat disciplines who present information on a variety of topics. A registration fee is charged for non-ALPA members. The event culminates with an evening banquet honoring the year’s safety, security, pilot assistance, and jumpseat award recipients.

Airport Safety Liaison (ASL) Course

- *Audience*—Members who completed ASO 101 FAST, Safety 101 Initial Safety Training
- *Schedule*—Twice a year
- *Description*—Four-hour training module led by the Airport and Ground Environment Group for air safety representatives who will represent ALPA as ASLs.

Airport safety liaisons are trained to be thoroughly familiar with ALPA policy relating to airport procedures; ground infrastructure; maintaining a productive working relationship with management, other critical stakeholders, and municipal airport representatives; and how to identify hazards and make recommendations for their mitigation or elimination. The ASL offers the airline pilot perspective and provides a proactive, consistent, and known resource to airport management where pilot input is useful.

ALPA 101 Foundational ALPA Service Training (FAST)

- *Audience*—New Aviation Safety, Security, Pilot Assistance, and Jumpseat representatives
- *Schedule*—Twice a year
- *Description*—Prerequisite for Safety 101 IST, Security 101, and Jumpseat 101 JET. Initial course for all new ALPA pilot volunteers who will serve in the areas of safety, security, pilot assistance, or jumpseat. Covering the basics, the training focuses on our mission, history, and learning the best way to do ALPA work. Provides a basic set of knowledge, skills, and attitudes needed to progress in ASO or MEC specialty training. To conserve travel costs, we recommend that participants enroll in the follow-on course appropriate to their specialty.

Risk Management Course (RMC)

- *Audience*—Members who completed ALPA 101 FAST and Safety 101 Initial Safety Training
- *Schedule*—Twice a year
- *Description*—The two-and-a-half-day course familiarizes experienced air safety representatives with the protocols of voluntary safety reporting programs and equips them with the skills necessary to effectively address aviation hazards employing a Safety Management Systems (SMS) approach, utilizing Aviation Safety Action Program (ASAP) and Flight Operational Quality Assurance (FOQA) protocols.

The RMC provides Safety Committee chairs, Event Review Committee (ERC) members, and FOQA gatekeepers with a sound foundation from which to correctly perform their assigned responsibilities. Upon successful completion of the Risk Management Course, the air safety representative will be able to serve effectively as a FOQA gatekeeper and/or ERC member within an SMS context.

Safety 101 Initial Safety Training (IST)

- *Audience*—New Aviation Safety representatives
- *Schedule*—Twice a year
- *Description*—Safety 101 Initial Safety Training (IST) provides new air safety representatives training on Air Safety Organization (ASO) orientation, administration, communication, and the fundamentals of incident and accident investigation. The one-and-a-half-day course equips attendees with the skills to confidently work within the ASO to effectively support their own pilot group and to work with representatives from government and management.

Safety 101 IST explains the ASO and safety group functions and responsibilities, provides an overview of how to effectively support the safety needs of the MEC, and includes an introduction to accident investigation with the NTSB and TSB. Those who have completed the training will have a basic understanding of how to represent their MEC Safety Committee or the ASO effectively through various industry/government activities.

Safety School “Air Drop” Course (Safety-AD)

- *Audience*—New ALPA group or by MEC request
- *Description*—This Air Safety Organization program is titled “Air Drop” as it incorporates training modules from the most popular ALPA ASO Safety trainings into one program over three days.

Includes key topics from ALPA 101 FAST, Safety 101 IST, Safety Leadership School, Accident Investigation Course, and Bloodborne Pathogen training. Each of the segments is tailored to the needs of the pilot group that requests the course.

Safety Leadership School (SLS)

- *Audience*—Members who completed ALPA 101 FAST and Safety 101 Initial Safety Training
- *Schedule*—Twice a year
- *Description*—The one-and-a-half-day course provides experienced Air Safety representatives with additional training in safety leadership, safety administration and committee management, safety risk management and Safety Management Systems, incident/accident prevention, and media communications.

Upon completion of the Safety Leadership School, Air Safety representatives will have the skills necessary to understand the relationship between managed and unmanaged hazards and their potential to cause aircraft accidents and incidents. They will be able to form a committee or team to identify and assess the safety risks associated with hazards, effectively bring the information to the attention of the MEC and company management, and to facilitate implementation of corrective actions. Skills are pertinent for safety leadership roles such as Central Air Safety chair, Local Air Safety chair, or Technical Group project team leader.

Training Programs Coordinator Workshop

- *Audience*—ASO leadership and trainers, ALPA Engineering and Air Safety Department management and staff support
- *Schedule*—Annually
- *Description*—The Training Programs coordinator conducts this workshop with all ASO course directors and staff to review the training programs ALPA provides. It includes an administrative and academic areas as they pertain to the previous year and future activities of each course.

The administrative review portion of the meeting determines course dates, locations, correspondence, prerequisites, and SharePoint and ASO website content. The academic review looks at the

course descriptions, mission statements, content, and agendas to ensure the members' needs are being addressed. Course directors present reports relating to the activity within their courses.

AVIATION SECURITY TRAINING

Aviation Security Forum

- *Audience*—Members and the aviation security community at large
- *Schedule*—Annually, in conjunction with Air Safety Forum: October 25–28, 2021 (Washington Hilton, Washington, D.C.)
- *Description*—Educates pilots, government, and industry representatives on current aviation security issues. Features experts from various security disciplines who present information on a variety of topics over two-and-a-half days. A registration fee is charged for non-ALPA members.

Security 101

- *Audience*—New Security representatives
- *Schedule*—Twice a year
- *Description*—General information is provided for the benefit of new MEC Security chairs/coordinators on how to function in their positions. The course offers an overview of ALPA administrative procedures, organizational structure and security priorities, and other topics of interest.

Security Training Course 2 (STC 2)

- *Audience*—Members who completed Security 101
- *Schedule*—Annually
- *Description*—A supplement to the Security 101 course. Provides information about security threats to crewmembers during their travels and helps prepare them to be more aware and knowledgeable about their personal safety whether in or out of the aviation environs.

JUMPSEAT TRAINING

Aviation Jumpseat Forum

- *Audience*—Jumpseat representatives
- *Schedule*—Annually, in conjunction with Air Safety Forum: October 25–28, 2021 (Washington Hilton, Washington, D.C.)
- *Description*—A multiday forum hosted by ALPA Aviation Jumpseat that brings together Jumpseat representatives from all reaches of the airline industry to improve relationships and discuss jumpseat-related issues. This productive assembly reviews current issues affecting the entire jumpseating industry, examines individual airlines' problems and solutions, and shapes better jumpseat agreements.

Jumpseat 101: Jumpseat Expert Training (JET)

- *Audience*—Jumpseat chairs and coordinators who will have completed ALPA 101 FAST*
- *Schedule*—Twice a year
- *Description*—During this course, members will be able to demonstrate knowledge of jumpseat history and policy in the United States and Canada, access and apply jumpseat regulations and resources, develop communication and soft skills, and advocate unrestricted pilot-in-command authority for all jumpseat operations to succeed in their role in facilitating jumpseat travel.

**Participants must successfully complete ALPA 101 FAST before attending this course. We recommend that participants enroll in the FAST course concurrently with this course. To conserve travel costs, participants should attend the FAST course that immediately precedes this course.*

PILOT ASSISTANCE TRAINING

Aeromedical

Pilot Peer Support (PPS) Program Initial Training

- *Audience*—National and MEC Pilot Assistance representatives
- *Schedule*—As needed
- *Description*—Provides training to national and MEC Pilot Assistance representatives who volunteer to become pilot peer support representatives and assist fellow pilots who need help working through personal difficulties and stress.

Pilot Peer Support Program Recurrent Training

- *Audience*—National and MEC Pilot Assistance representatives
- *Schedule*—As needed
- *Description*—Provides recurrent training to national and MEC Pilot Assistance representatives who will volunteer to become pilot peer support representatives and assist fellow pilots who need help working through personal difficulties and stress.

Canadian Pilot Assistance

Pilot Assistance (Canada) Training

- *Audience*—Members
- *Schedule*—Annually: TBD (Toronto, ON)
- *Description*—Teaches listening skills and helps attendees recognize interpersonal problems that pilots may be having. Additional community resources and referral can then be provided to pilots who may need it. The training also consists of extensive role-playing exercises.

Pilot Assistance (Canada) Rehab Course

- *Audience*—Members
- *Schedule*—Annually: TBD (Toronto, ON)
- *Description*—Addresses chemical dependency and its consequences, including: effects, treatment, recovery, acute withdrawal, and relapse prevention.

Pilot Health Rehabilitation Training

- *Audience*—Members
- *Schedule*—Annually: TBD (Toronto, ON)
- *Description*—The training sessions place special emphasis on pilot health and rehabilitation in recognizing and dealing with substance abuse and addiction issues. Covers the nature of chemical dependency, its consequences, and relapse prevention.

Critical Incident Response Program (CIRP)

CIRP Chairs Meeting

- *Audience*—Members, targeted to MEC CIRP chairs
- *Schedule*—Annually
- *Description*—This CIRP chairs' meeting/training course is oriented toward helping CIRP chairs manage their committees and share information from their respective properties.

CIRP GRIN Training

- *Audience*—National and MEC Pilot Assistance representatives
- *Schedule*—Annually
- *Description*—This course is designed to teach participants the fundamentals of, and a specific protocol for, individual crisis intervention—which is not psychotherapy; rather, it is a specialized acute emergency mental health intervention that requires specialized training.

CIRP Group Crisis Intervention

- *Audience*—Members
- *Schedule*—As needed several times a year; supported by MECs
- *Description*—This course presents the core elements of a comprehensive, systematic, and multi-component crisis-intervention curriculum. Prepares participants to understand a wide range of crisis-intervention services.

Fundamentals of critical incident stress management are outlined and the need for appropriate follow-up services and referrals when necessary is discussed. Participants will leave with the knowledge and tools to provide several group crisis interventions—specifically, demobilizations, defusings, and the critical incident stress debriefing.

CIRP Individual Crisis Intervention and Peer Support

- *Audience*—Members
- *Schedule*—As needed several times a year; supported by MECs
- *Description*—Crisis intervention is not psychotherapy; rather, it is a specialized acute emergency mental health intervention that requires specialized training. Teaches participants the fundamentals of, and a specific protocol for, individual crisis intervention. Training is conducted in a classroom lecture and a hands-on workshop by a Mitchell-trained facilitator.

Human Intervention Motivation Study (HIMS)

HIMS Advanced Topic Seminar

- *Audience*—Members and nonmembers
- *Schedule*—Annually
- *Description*—Presents information on identifying, treating, and rehabilitating pilots with substance abuse problems. ALPA's Aeromedical Office and Legal Department facilitate this event, which uses FAA contract funding.

HIMS Mini Seminar

- *Audience*—Members and nonmembers
- *Schedule*—Annually
- *Description*—This one-day seminar provides the same types of information as the three-day course, focusing on identifying, treating, and rehabilitating pilots with a substance abuse problem.

HIMS/Aeromedical Seminar

- *Audience*—Members and nonmembers
- *Schedule*—Annually
- *Description*—Presents information on identifying, treating, and rehabilitating pilots with a substance abuse problem. ALPA's Aeromedical Office and Legal Department facilitate this event, which uses FAA contract funding.

Pilot Assistance Training—General

Pilot Assistance Forum

- *Audience*—All active and potential Pilot Assistance members
- *Schedule*—Annually, in conjunction with Air Safety Forum: October 25–28, 2021 (Washington Hilton, Washington, D.C.)
- *Description*—ALPA Pilot Assistance hosts a multiday Pilot Assistance Forum to introduce ALPA leadership and group volunteers to Pilot Assistance Group (Aeromedical, Critical Incident Response Program, Canadian Pilot Assistance, HIMS, and Professional Standards) activities, functions, and capabilities.

Professional Standards

Professional Standards Training

- *Audience*—Members
- *Schedule*—As needed
- *Description*—Provides an opportunity for those who are new in professional standards activities to receive training in handling professional standards cases, with opportunities for role-playing.

Pilots who are already seasoned Professional Standards Committee members also have the opportunity to discuss their own activities, with successes and failures. Common problems are addressed, and the training allows a broad perspective in discussing professional standards activities.

CONTRACT NEGOTIATIONS AND ENFORCEMENT TRAINING

Representation Department coordination (Rep@alpa.org)

Grievance Seminar

- *Audience*—Members as designated by the MEC
- *Schedule*—Annually or as needed and customized for individual pilot groups
- *Description*—Trains pilot advocates to be effective Grievance Committee and System Board members. Provides specialized instruction in understanding the various types of grievances and methods for resolution, while also focusing on the best practices used by pilot groups in overall dispute avoidance and case processing.

Negotiations Training Seminar

- *Audience*—Members as designated by the MEC
- *Schedule*—Annually or as needed and customized for individual pilot groups
- *Description*—Instructs ALPA pilot negotiators and committee volunteers on securing agreements under applicable labor laws. Provides specialized training in ALPA's bargaining policies, negotiations process and technique, use of timelines, strategic planning, and collaborative decision-making in overseeing the process.

Modules also include effective use of internal and external communications, financial analysis in negotiations, and best practices for administering a negotiation. Program concludes with a complex bargaining simulation and critique.

ELECTED OFFICER TRAINING

HR Issues

HR Department coordination (HumanResources@alpa.org)

- *Audience*—MEC/LEC representatives as designated by the MEC
- *Schedule*—As needed
- *Description*—Provides new MEC/LEC reps who reside in offices where ALPA staff is present with a general overview of employment guidelines, familiarization with the performance appraisal and hiring processes, and an introduction to the applicable collective bargaining agreements. Also includes information on how/where the employee(s) are charged and the budgetary impact.

Leadership Training Conference

Strategic Member Development & Resources (SMD&R) Department coordination (SMDR@alpa.org)

- *Audience*—Newly elected local council representatives and LEC officers
- *Schedule*—Annually in the first quarter, usually prior to leaders taking office on March 1
- *Description*—ALPA’s Leadership Committee sponsors this comprehensive training program to help elected status/block representatives and Local Executive Council officers carry out their union leadership roles and responsibilities effectively, utilizing ALPA’s resources and staff support. During the training, pilot leaders learn firsthand from ALPA professional staff and pilot subject-matter experts, who cover all areas served by the Association. The conference also affords participants opportunities to engage with ALPA’s national officers, representatives from ALPA committees, and staff, and network with their peers.

LEC Officer Financial Training

Finance Department coordination (Finance@alpa.org)

- *Audience*—LEC officers as designated by the MEC
- *Schedule*—As requested
- *Description*—Provides information on ALPA and LEC finances, including budget preparation, financial reports, governmental reporting, expense reimbursement (INFOR), and ALPA’s flight pay loss reporting system or PCS (Pilot Compensation System). The training focuses to a greater extent on topics highlighted during the annual Leadership Training Conference. Includes training on ALPA’s new Tableau reporting system.

MEC Officer Orientation

SMD&R Department coordination (SMDR@alpa.org)

- *Audience*—MEC officers
- *Schedule*—As requested
- *Description*—Tailored specifically for the requesting MEC, training covers Association resources, strategic initiatives, programs, contacts, and more. Discusses topics important to MEC officers and their members with a solid focus on current issues facing the pilot group.

SMD&R Department staff work with ALPA’s vice president–administration/secretary to develop an agenda that includes a variety of presenters focused on preparing the new MEC officer group and key committee members with background, training, and overview of resources to prepare them to take office.

Membership Seminar

SMD&R Department coordination (SMDR@alpa.org)

- *Audience*—MEC officers, Membership Committee chairs and volunteers
- *Schedule*—Biennially
- *Description*—Provides an opportunity for MEC officers and MEC Membership Committee volunteers to discuss membership issues and policies as well as exchange ideas on best practices when dealing with membership situations. Coordinated with Membership Administration, discussion topics include membership updates, billing issues, insurance products overview, and a demonstration of the online tools available to Membership Committees.

Expense Reimbursement (INFOR XM) Training Module (online)

Finance Department coordination (Finance@alpa.org)

- *Audience*—ALPA volunteers and staff
- *Schedule*—As requested
- *Description*—Online module with step-by-step instruction on using ALPA's INFOR XM program. On the ALPA website, go to "My ALPA" or click <http://expenses.alpa.org> and then sign in using your ALPA member number and password. Click on your name at top right, then "Web Links" and select "Training Videos." For assistance, call 1-888-FLY-ALPA, x2450.

Leadership Committee Computer-Based Training Modules (online)

SMD&R Department coordination (SMDR@alpa.org)

- *Audience*—All elected local council reps and officers
- *Schedule*—Online
- *Description*—This series of interactive computer-based training at www.alpa.org/leadership is available to assist pilot leaders in conducting local council business more efficiently and effectively. Designed to help hone their knowledge and leadership skills on a variety of topics covered during the Leadership Training Conference, the e-learning modules enable users to go through them at their own pace, year-round.

New Pilot Group Indoctrination/Leadership Onboarding Program

Strategic Member Development & Resources (SMD&R) Department coordination (SMDR@alpa.org)

- *Audience*—New pilot groups' appointed temporary local council representatives/LEC officers
- *Schedule*—Soon after the new pilot group joins the Association during the transition from organizing to ALPA representation
- *Description*—Orientation focused on building an effective ALPA structure to carry out the work of the union, providing guidance that appointed leaders need to get through the potential 90-day completion of a membership drive and the following three to four months until elections are completed. During the orientation and any additional onboarding modules, staff and pilot subject-matter experts cover a wide variety of topics such as addressing key pilot group issues; educating leaders on ALPA governance, structure, policies, and communications; in-depth department overviews; important resources, services, and programs available; and much more.

New Volunteer Training Module (online)

Finance Department coordination (Finance@alpa.org)

- *Audience*—New volunteers
- *Schedule*—As requested
- *Description*—Overview on basics of ALPA's spending policies, resources, general rules, tax consequences, common expenses, flight pay loss, other member compensation, and more. Click www.alpa.org/members/e-learning for "Money Matters at ALPA."

Secretary-Treasurer Training Modules (online)

Finance Department coordination (Finance@alpa.org)

- *Audience*—MEC and LEC secretaries and treasurers
- *Schedule*—As requested
- *Description*—Click www.alpa.org/members/e-learning link to find "MEC & LEC Budgeting," "Required Reporting," "Spending Funds for ALPA," and "INFOR 10 Introduction."

Secretary-Treasurers Conference

Finance Department coordination (Finance@alpa.org)

- *Audience*—MEC secretaries and treasurers
- *Schedule*—Annually
- *Description*—Focuses on providing in-depth training for MEC secretary-treasurers, including a forum on financial and membership issues facing MECs. Includes reviews and updates of the ALPA Administrative Manual and roundtable discussions.

Veterans Affairs Seminar

SMD&R Department coordination (SMDR@alpa.org)

- *Audience*—MEC officers, Veterans or Military Affairs Committee chairs and volunteers
- *Schedule*—Biennially
- *Description*—Provides an opportunity for MEC officers and MEC Veterans Affairs volunteers to discuss issues facing both retired veterans and reservists. Discussion topics include the military-to-airline transition of pilots in the United States and Canada such as a review of the retirement and benefit rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA), which protects the civilian employment of active and reserve military personnel in the United States.

INFORMATION TECHNOLOGY TRAINING

Information Technology & Services Department coordination (HelpDesk@alpa.org)

E-MAIL

ALPA Mass E-Mail System (AMES)

- *Audience*—Members and staff
- *Schedule*—As requested
- *Description*—Learn how to use Real Magnet to send mass e-mail distributions to your pilot group. Covers template and e-mail creation, distribution, and tracking.

Optimizing File Sizes for Digital Distribution

- *Audience*—Members and staff
- *Schedule*—As requested
- *Description*—Learn some key steps to take before sending mass e-mails with attachments or pictures, including how to reduce file sizes for express sending.

Outlook Program—Getting Started, Intermediate Level, and Web Access Classes

- *Audience*—Members and staff
- *Schedule*—As requested
- *Description*—Pick the level of training you need to learn how to use Microsoft Outlook to send/read e-mail, manage your schedule, and access ALPA e-mail remotely.
 - » **Outlook Getting Started:** Learn tools such as e-mail and a personal calendar/scheduler. Compose, send, and read e-mail messages; manage messages; manage appointments, meetings, and events; create and manage tasks; and create and manage notes.
 - » **Outlook Intermediate:** Learn how to flag an outgoing message for follow-up, change the sensitivity level of a message, use Outlook's voting capabilities, track sent messages, set or change delivery options for a message, and recall/resend a message.

- » **Outlook Web Access:** (Note: participants need a mailbox on Exchange server)—Learn about Outlook Web Access at webmail.alpa.org—a fully featured e-mail, scheduling, and contact management system you can use to remotely access your ALPA e-mail online on any computer.

GENERAL

Document Management

- *Audience*—Members and staff
- *Schedule*—As requested
- *Description*—Half-day seminar on ALPA’s Document Management Program and its impact on e-mail and retention within the Association.

Skype for Business Instant Messenger

- *Audience*—Members and staff
- *Schedule*—As requested
- *Description*—This one-hour class provides an overview of ALPA’s instant-messaging program for communicating with ALPA staff and pilot volunteers. Instruction also includes audio and video conferencing.

Online Training Videos

- *Audience*—Members and staff
- *Schedule*—At your convenience online
- *Description*—Explore the video training library at <http://jettonline.alpa.org>, which has demonstrations on various applications. Use your ALPA.org e-mail to log in. If you do not have an ALPA e-mail address, then use <member number>@alpa.org with your website password.

SharePoint

- *Audience*—Members and staff
- *Schedule*—As requested
- *Description*—This half-day class explores the use of Microsoft SharePoint and how it is used to support content and document management within the Association. The class covers working within shared workspaces, applications, and interaction with other Office programs.

Sitecore Website Training

- *Audience*—Website volunteers for groups with Sitecore websites
- *Schedule*—As needed
- *Description*—This Communications Department training provides hands-on instruction on updating and maintaining Sitecore websites for those pilot groups moving to the platform or new website volunteers for groups that already have Sitecore sites. Attendees gain an understanding of the administrative interface, how to add or update content, and best practices to get the most from their sites.

Typically, this multiday training is offered to several pilot groups at once, so please contact your MEC communications specialist to coordinate training dates.

Windows

- *Audience*—Members and staff
- *Schedule*—View online training calendar
- *Description*—Half-day seminar on the basics of using the Windows operating system covering the new desktop, searching, the new start button, and more.

MICROSOFT OFFICE PROGRAMS (BEGINNING TO ADVANCED LEVELS)

Excel, PowerPoint, and Word Courses

- *Audience*—Members and staff
- *Schedule*—As requested; view online training calendar
- *Description*—Learn how to use these workhorse Microsoft Office programs by choosing from several trainings offered by ALPA ranging from beginner level to advanced.

Excel Classes

- » **Excel Intro:** Get started with the new ribbon, page layouts and other views, formatting, column and row widths, formulas (multiply, sum, divide), basic functions, basic charts and graphs, headers and footers, printing, and using “help.”
- » **Excel Functions:** Learn how to create worksheets, workbooks, and workspaces with cell references. Gain skills in using formulas, names, comments and labels (with name ranges in formulas), IF functions, pivot tables, and filtering.
- » **Excel Lookups and Data Tables:** Learn how to use VLOOKUP and HLOOKUP, the MATCH and INDEX functions, and data tables.
- » **Excel Pivot Tables:** Learn about Excel pivot tables, which organize, summarize, and analyze your data.

PowerPoint Classes

- » **PowerPoint: Getting Started**—Learn the basics of using PowerPoint to create a new presentation. Includes how to use design templates, task panes, PowerPoint views; customize toolbar layout, adaptive menus and toolbars, and personalized menus; PowerPoint help; the AutoContent wizard; and much more.
- » **PowerPoint: SmartArt Graphics and Tables**—Learn to format a SmartArt graphic and create custom tables using SmartArt.
- » **PowerPoint: Using Graphics and Multimedia**—Learn all the ins and outs of incorporating graphics in PowerPoint slides. Instruction includes how to create slides with text and pictures; add objects using layouts and placeholders; work with placeholders, bullet points, and text objects; use autofit; and more.
- » **PowerPoint: Using Tables and Charts**—Learn how to add tables, organization charts, diagrams, and data-driven charts to presentations.

Word Classes

- » **Word: Getting Started**—Covers the basics of using Microsoft Word. Topics include copying, cutting, and pasting text; formatting; tables; headers and footers; proofing; and adding graphics.
- » **Word: Creating a Table of Content**—Covers how to use specific advanced features of Microsoft Word, including styles and creating a table of contents using a style.
- » **Word: Creating an Index and Captions**—Covers the following advanced features of Microsoft Word: creating an index by marking entries and creating numbered captions for illustration and cross-referencing.
- » **Word: Mail Merge**—Covers using the following advanced features of Microsoft Word: using the mailings to create form letters, creating mail labels and envelope documents, and creating an e-mail merge letter.

LEGISLATIVE TRAINING

Government Affairs Department coordination (GovernmentAffairs@alpa.org)

ALPA-PAC Compliance Training

- *Audience*—ALPA members
- *Schedule*—As needed
- *Description*—Designed to ensure compliance with federal law and Federal Election Commission rules when soliciting for ALPA-PAC contributions. Includes an overview of permissible and impermissible solicitations and conversations with fellow pilots, in addition to explaining disclaimers required when soliciting contributions to ALPA-PAC.

Grassroots Advocacy/Constituency Advocates Training

- *Audience*—ALPA members
- *Schedule*—As needed
- *Description*—Provides an overview of the ALPA Government Affairs programs and trains members to become pilot-partisan grassroots activists. Includes an introduction to grassroots advocacy, why it is important, and how it can further ALPA's legislative goals. Training prepares line pilots to set up and conduct advocacy meetings with their elected officials. Conducted as a webinar and in-person by ALPA staff.

Legislative Summit

- *Audience*—All U.S. ALPA members in coordination with MEC officers
- *Schedule*—Annually
- *Description*—Provides MEC/LEC legislative coordinators and pilot advocates an opportunity to enhance their advocacy and PAC leadership skills through hands-on training. Includes legislative briefings, workshops, guest speakers, and a Capitol Hill reception with members of Congress and staff.

Training received at the summit will provide pilots with the tools (including social media training) needed to become effective advocates and to grow participation in ALPA's political programs. The program culminates with a lobby day on Capitol Hill where participants apply the skills gained during the summit in meetings with federal elected officials and their staff on pressing legislative issues.

PUBLIC SPEAKING TRAINING

Communications Department coordination (Media@alpa.org)

Basic and Intermediate Media/Spokesperson Training

- *Audience*—MEC officers and other designated pilot spokespersons
- *Schedule*—As needed for individual pilot groups
- *Description*—Both levels of ALPA's news media spokesperson workshop are designed expressly for pilot leaders who will represent the Association in the news media and other public venues as a significant part of their ALPA committee, MEC, or LEC responsibilities. Build on basic skills individually or in a small group through the intermediate class, which offers more intensive on-camera practice.

Participants work through real-world media-relations scenarios to better understand the importance of message consistency, practice interview-management techniques, and learn how to make the most of every interview opportunity. The program also covers digital/social media aspects of effective multiplatform communication both on the Association and the local levels, and how coordinated efforts between the two can further our union's goals.

Public Speaking Training

- *Audience*—ALPA volunteers
- *Schedule*—As requested by MEC chairs
- *Description*—Tailored workshop designed to prepare an ALPA member who has been asked to represent the union in a public forum such as an industry conference, or when asked to serve as a moderator during an industry event or appear at a specific public-speaking engagement.

RETIREMENT & INSURANCE (R&I) TRAINING

R&I Department coordination (R&I@alpa.org)

ALPA Retirement & Insurance Seminar

- *Audience*—R&I Committee and Board members, MEC chairs, Negotiating Committee chairs, Representation and Legal Dept staff
- *Schedule*—Biennial seminar (next one will be held in 2021: date TBD)
- *Description*—This conference keys in on the presentation and discussion of current benefit issues, trends, and developments in and outside the airline industry.

MEC/LEC/R&I Committee Training

- *Audience*—MEC members and R&I Committee members
- *Schedule*—As needed
- *Description*—This training is geared toward a specific carrier; usually it is needed when there are significant benefit changes to the collective bargaining agreement or significant turnover in the R&I Committee or MEC.

STRATEGIC PLANNING TRAINING

Representation and Communications departments and SMD&R coordination (Rep@alpa.org, Communications@alpa.org, or SMDR@alpa.org as appropriate)

MEC Strategic Planning

Representation Department coordination (Rep@alpa.org)

- *Audience*—MECs, committees, and other leadership groups
- *Schedule*—As requested on a case-by-case basis
- *Description*—Trains participants in the importance of and methods for effective strategic planning with the goal of helping MEC leaders undertake and implement that process. ALPA's Strategic Planning Committee coordinates with the Representation Department director to plan all trainings. Participants include a combination of MEC officers/members, committee chairs, key ALPA professional staff, and pilot subject-matter experts.

The training identifies key components including: analyzing the environment, visualizing and understanding circumstances that are likely to be encountered in the future, establishing a plan that includes organizational objectives and allocated resources, determining the opportunities for and obstacles to goal completion, detailing the timeline and implementation of the plan, and requiring accountability from participants. Training is often performed in conjunction with Communications and SMD&R department training regarding development of communication initiatives and prior to any MEC Strategic Preparedness and Strike Committee (SPSC) work, as firm goals and timelines help shape all strategic preparedness program efforts, including SPSC, P2P, Family Awareness, communications, and media outreach.

Strategic Communications Planning and Strategy Session

Communications Department coordination (Communications@alpa.org)

- *Audience*—MEC officers and their advisors
- *Schedule*—As needed
- *Description*—Training goal is to develop comprehensive communications strategies and campaigns for MEC leadership. This training often occurs outside of “crisis” situations, at the onset of new MEC officer terms, or at the beginning of a new bargaining cycle to effectively communicate the MEC’s agenda and relevant issues.

Includes a situational analysis of the current landscape of the pilot group/airline, review or establishment of communications goals and objectives, a review of the tools the MEC is currently using and a discussion of new tools that could help achieve their goals, and writing key messages for targeted audiences. The department’s communications specialists will develop a communications plan with the officers and key advisors and help guide the pilot group to execute the strategy and tactics through a detailed timeline developed as part of the exercise.

STRATEGIC PREPAREDNESS & STRIKE COMMITTEE (SPSC) TRAINING

SMD&R Department coordination (SMDR@alpa.org)

Family Awareness Program

- *Audience*—MEC and committees, as well as general members and spouses
- *Schedule*—As needed
- *Description*—Recognizes the importance of a pilot’s family in their decision-making regarding career choices, livelihood, and union involvement. Designed to educate pilot families on MEC issues, keep them informed of rapidly changing events, and offer a means for family feedback to the elected leaders. Focuses on ways to build pilot family support structures through information and social gatherings integrating the union to a greater degree in family life.

ALPA SMD&R staff work closely with the national SPSC and communications specialists to help MEC leaders and volunteers develop a Family Awareness program in line with the group’s demographics, MEC goals, and communications/SPSC plans.

Pilot-to-Pilot**

- *Audience*—MEC officers, committee chairs, and members
- *Schedule*—As needed
- *Description*—Pilot-to-Pilot (P2P) is a vehicle for union-building through advocacy communications that emphasizes the value of immediate, two-way, face-to-face communications to share MEC goals and gain valuable line-pilot feedback. SMD&R works closely with the national SPSC team and other ALPA professionals to provide a comprehensive overview of important topics, including legal limitations, the bargaining process, industry economics, IT tools, and ALPA finances as appropriate for the group and time permitting.

Training is initially conducted for the core P2P Committee team to tailor the program to MEC needs, and then subsequent trainings include line-pilot volunteers. Each MEC must make the decision to include P2P as an integral component of their SPC and/or communication plan and build the program’s structure before training is conducted. Face-to-face training of the program leaders, area coordinators, or key domicile volunteers is highly recommended, but smaller groups (or those unable to attend in-person sessions) are also trained via webinars and on-demand web training modules.

**Pilot-to-Pilot is a registered mark of the Air Line Pilots Association, Int’l*

Strategic Preparation and Communications System (SPACS) Training

- *Audience*—Members and staff who support MEC SPSC efforts
- *Schedule*—Upon request
- *Description*—Designed for those who maintain a strategic preparedness and communications site for their MEC on the ALPA intranet. Learn how to design and maintain a website using the .NET module system as well as using the available communications tools to manage, track, and communicate with members.

This web-based application, which can help manage and track volunteers, is a valuable resource for more advanced Family Awareness programs (see description on previous page).

Strategic Preparedness and Strike Training

- *Audience*—MEC officers, committee chairs, and members
- *Schedule*—Upon request
- *Description*—Working with the national Strategic Preparedness & Strike Committee, SMD&R Department staff members collaborate with MEC officers and their Strategic Preparedness Committee to create a volunteer structure and train its members with the intent to bolster pilot unity, increase union participation, and build union leverage when it counts in negotiations, bankruptcies, and other dealings with company management.

Centers on educating volunteers on the union, its negotiating process, legal parameters, engagement of members in union activities through enhanced communication, and preparation for a pilot group to be ready to carry out any initiatives that the MEC deems appropriate. Support across ALPA pilot group lines is also a priority. Every other year, a large-scale SPSC workshop is held by the national SPSC as a way to connect volunteers, discuss hot topics, and refresh skills.



ALPA RESOURCES GUIDE

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@ALPAPilots: ALPA's handle on Facebook, Twitter, Instagram, and YouTube. You can also find us on LinkedIn. Social media is vital to the success of the Association's global branding and advocacy efforts. All members are encouraged to follow us and join the conversation.

A4A: Airlines for America (www.airlines.org). The trade association for U.S. airlines representing the majority of U.S. mainline airline passenger and cargo traffic.

AAAE: American Association of Airport Executives (www.aaae.org). AAAE is the world's largest professional organization for airport executives, representing thousands of airport management personnel at public-use commercial and general aviation airports. AAAE's members represent some 875 airports and authorities, and hundreds of companies and organizations that support airports.

AAP: ALPA's Accident Analysis and Prevention Group. This Air Safety Organization group provides operational understanding and knowledge of organizational processes to ensure that the Association's roles in accident and incident investigation activities contributes to the development of effective prevention strategies. This group also supports voluntary safety programs and dangerous goods.

ACI-NA: Airports Council International-North America (www.aci-na.org). Represents local, regional, and state governing bodies that own and operate commercial airports in the United States and Canada. Nearly 400 aviation-related businesses are also members of ACI-NA, providing goods and services to airports. ACI-NA's members enplane more than 95 percent of the domestic and virtually all the international airline passenger and cargo traffic in North America.

ACIT: ALPA Canada Insurance Trustees. A committee of ALPA's Canada Board responsible for the governance of the ALPA Canada Insurance Trust Fund and for providing benefits to ALPA's Canadian members.

ACO: Assessment checkoff. A negotiated contract provision that allows an airline's payroll department to deduct ALPA assessment obligations from a pilot's pay and remit those funds to ALPA.

Admin Manual: ALPA's Administrative Manual. Contains the union's policies and procedures and may be found on the members-only section of the ALPA website at www.alpa.org/adminmanual.

ADO: ALPA's Aircraft Design and Operations Group. Component of ALPA's Air Safety Organization that deals with issues related to aircraft design, certification, and operating procedures.

AEB: ASIAs Executive Board (see ASIAs).

AFA-CWA: The Association of Flight Attendants-Communications Workers of America (www.afacwa.org). The world's largest flight attendants union, representing nearly 50,000 flight attendants at 20 airlines.

AFL-CIO: The American Federation of Labor–Congress of Industrial Organizations (www.aflcio.org). The umbrella federation for U.S. unions, with 55 unions representing 12.5 million workers. ALPA is the only pilot union affiliated with the AFL-CIO. The Association’s president serves as an AFL-CIO Executive Council member and as member of the Executive Committee of the AFL-CIO Transportation Trades Department (see TTD).

AGE: ALPA’s Airport and Ground Environment Group. A component of ALPA’s Air Safety Organization that deals with airport-related issues such as airport signage and markings, wild-life hazards, and aircraft rescue and firefighting services.

Agency shop: A contract provision under which the union that serves as the collective bargaining agent for employees is entitled to collect a service charge corresponding to dues from all employees in the bargaining unit, regardless of whether they are union members.

AIA: Aerospace Industries Association (www.aia-aerospace.org). The trade association representing major aerospace and defense manufacturers and suppliers in the United States.

AIAC: Aerospace Industries Association of Canada (www.aiac.ca). The national association that represents Canada’s aerospace manufacturing and services sector.

AIB: ALPA’s Accident Investigation Board. A component of ALPA’s Air Safety Organization made up of ALPA representatives who have significant accident investigation experience and knowledge of the U.S. National Transportation Safety Board and Transportation Safety Board of Canada procedures.

AIP (Agreement-in-Principle): An agreement reached between the ALPA Negotiating Committee and company that has not yet been acted on by the MEC.

AIP (Airport Improvement Program): An FAA program that provides grants for the planning and development of public-use airports.

Air Line Pilot: The official journal of the Air Line Pilots Association, Int’l that includes news from and about ALPA pilot groups and the airline industry, available in print and online (www.alpa.org/magazine). Follow the magazine on Instagram [@AirLinePilotmag](https://www.instagram.com/AirLinePilotmag).

Airline Deregulation Act of 1978: Legislation that removed significant federal government control over U.S. airlines’ market entry, pricing, and route systems.

AIRO: ALPA Information Resource Online. Tools that LEC and MEC reps can use to look up member information online at airo.alpa.org.

ALPA App: ALPA’s mobile app for Apple and Android devices. The app features DART, breaking news updates, membership card, Known Crewmember, Flight Finder and other jumpseat information, ALPA’s Worldwide Accident/Serious Incident Hotline (the “orange card”), Pilot Peer Support, important documents, and more. Search your device app store for “ALPA” or visit www.alpa.org/apps.

ALPA Emergency Relief Fund: See P4P—Pilots for Pilots.

ALPA Scholarship Program: Each year, the Association sponsors four \$3,000 scholarships that are available to the children of medically retired, long-term disabled, or deceased ALPA members. The vice president–administration/secretary and vice president–finance/treasurer review all applications, select the recipient, and report to the Executive Council on their selection. One scholarship is granted to an enrolling college freshman and is renewable for three additional years, provided the student maintains an adequate grade point average; three scholarship renewals are made to a sophomore, junior, and senior. Additionally, a separate single-year \$2,000 scholarship is awarded to a deserving individual as directed by the Executive Council. Applications must be submitted each year no later than April 1, either electronically to GoverningBodies@alpa.org or by mail to the McLean office (7950 Jones Branch Drive, Ste. 400S, McLean, VA 22102).

ALPA Voicemail: ALPA’s secure voicemail messaging feature. Can be enabled on an alpa.org e-mail address, allowing user to send and receive messages by telephone.

ALPAgear.com: ALPA’s online store. ALPAgear.com offers ALPA-branded clothing, accessories, and merchandise to ALPA members and staff as well as the public. All products are union-made in the United States or Canada.

ALPA-PAC: ALPA Political Action Committee (www.alpa.org/advocacy/alpa-pac). ALPA-PAC is administered by the ALPA Government Affairs Department and governed by a board of pilot representatives on the ALPA-PAC Steering Committee, including the ALPA president and first vice president. ALPA-PAC receives voluntary financial contributions from U.S. ALPA members to support pro-pilot candidates for federal public office on a bipartisan basis. It influences political entities that hold the power to regulate or impose laws or agreements on the U.S. airline industry and its workforce.

AMAS: Aviation Medicine Advisory Service/Aeromedical Office (www.aviationmedicine.com, 303-341-4435). Located near Denver, Colo., the ALPA Aeromedical Office, established in 1969, advises the Association on medical issues and provides professional medical advice to ALPA members. To help evaluate and treat disorders that threaten pilots’ FAA aeromedical certification, the office has a medical specialist referral system. As a service paid for by ALPA member dues, a team of physicians skilled in aviation medicine advises pilots on medical issues to keep or regain their airman medical certificates.

Amendable date: Under the U.S. Railway Labor Act (RLA), this is generally the date on which the provisions of a collective bargaining agreement may be changed. Unlike other labor law approaches, contracts under the RLA do not automatically expire.

AMES: ALPA Mass E-Mail System. System used by ALPA, MECs, and LECs to distribute e-mails to members using *FastRead* lists, which are updated nightly and are used by admins with permissions to send to the lists.

AMM: All-member message. An e-mail “From the President” or another national officer to all active classes of pilot membership to relay important news.

APCO: Arrangement plan checkoff. A negotiated contract provision that allows an airline’s payroll department to deduct ALPA arrangement plan obligations from a pilot’s pay and remit those payments to ALPA.

ARAC: Aviation Rulemaking Advisory Committee. A formal committee established by the FAA and made up of industry and government representatives to advise the FAA on specific issues and topics related to FAA rules and advisory material.

Arbitration: A process in which two parties agree to submit a dispute to a neutral third party (known as an arbitrator) for a final and binding decision on that dispute.

ARC: Aviation Rulemaking Committee. A formal committee established by the U.S. government, typically DOT or FAA, made up of industry representatives and tasked with drafting recommendations about the need to create or modify rules or regulations.

ASAP: Aviation Safety Action Program. A nonpunitive safety reporting program in the United States to encourage airline employees to voluntarily report safety information that could be critical to discovering potential precursors to incidents and accidents. ASAP protects employees who report problems from imposition of sanctions in many situations that would otherwise result in punitive action. For U.S. ALPA members, an ASAP is a three-way agreement between the FAA, the airline, and the MEC.

ASIAS: Aviation Safety Information Analysis and Sharing. A program for using analysis of data from a large number of sources, including de-identified data from ASAP and FOQA programs, to enable sharing of similar operational safety data beyond the individual airlines. ALPA maintains a seat on the ASIAS Executive Board to ensure a pilot voice in the governance of the program.

ASL: Airport Safety Liaison. An Air Safety Organization representative assigned to provide active pilot expertise and work with a local airport on airport-related safety issues.

ASMs: Available seat miles. One seat flown one mile whether empty or full = 1 ASM. The amount of ASMs measures the capacity of an airline.

ASO: ALPA Air Safety Organization. Made up of pilot representatives who work on behalf of ALPA members in the areas of safety, security, pilot assistance, and jumpseat.

ASRS: Aviation Safety Reporting System. A confidential, nonpunitive, safety reporting system established for the aviation industry, funded by the FAA, and managed by NASA.

ATAC: Air Transport Association of Canada (www.atac.ca). Serves as Canada's national trade association for commercial aviation and flight-training industries as well as industry suppliers.

ATS: ALPA's Air Traffic Services Group. This ASO group provides fundamental user feedback by monitoring air traffic control operations and participating in the safe development and implementation of capacity enhancements.

Aviation News Digest: A curated compilation of news media articles on the airline industry delivered in a daily e-mail. This opt-in service for ALPA members keeps subscribers informed about current events that impact the aviation and stakeholder community. Go to www.alpa.org/preferences to subscribe.

- BTS:** Bureau of Transportation Statistics (www.bts.gov). An independent statistical agency within the U.S. Department of Transportation (DOT) that acts as the permanent source of statistics on commercial aviation, multimodal freight, and transportation economics.
- C2A:** Call to Action. An electronic messaging tool that allows pilots to quickly send a message to their federal legislators to enlist support for ALPA positions on specific legislation or policy initiatives (www.alpa.org/advocacy).
- C&BL:** Constitution and By-Laws. Governing document that sets the organizational structure of the union and can be changed only by action of the Board of Directors. May be found on the members-only section of the ALPA website at www.alpa.org/constitution.
- CAC:** The Canadian Airports Council (www.cacairports.ca). A division of Airports Council International-North America with 51 members that represent more than 100 airports. Together, CAC members handle virtually all of Canada’s air cargo and international passenger traffic and 90 percent of domestic passenger traffic.
- Canada Labour Code:** An act of the Parliament of the Canadian government to consolidate statutes with respect to labour. Applies to industries such as air transportation and airports, international transportation, and telecommunications in which the federal government has jurisdiction instead of the provinces.
- CARAC:** Canadian Aviation Regulation Advisory Council. A joint undertaking of government and industry intended to assess and recommend potential regulatory changes to Transport Canada through cooperative rulemaking activities.
- CARs:** Canadian Aviation Regulations. Compilation of regulatory requirements designed to enhance safety and the competitiveness of the Canadian aviation industry. The CARs correspond to the broad areas of aviation that Transport Canada Civil Aviation is mandated to regulate.
- CASC:** Central Air Safety Committee/chair. MEC committee that works to resolve safety issues at the airline and within the airline industry in coordination with the ALPA Air Safety Organization.
- CASM:** Operating costs per available seat mile. Measures how much it costs an airline to fly one seat one mile (excluding interest expense), often referred to as “unit cost.”
- CATCA:** Canadian Air Traffic Control Association (www.catca.ca). A local union operating under the Unifor banner representing all air traffic controllers in Canada (see Unifor).
- CATSA:** Canadian Air Transport Security Authority (www.catsa.gc.ca). A Crown corporation responsible for securing specific elements of the air transportation system—from passenger and baggage screening to screening airport workers.
- CBA:** Collective bargaining agreement. Negotiated contract that details all the working conditions, pay rates, benefits, and other aspects of a pilot’s employment at a specific airline. This is referred to as a “collective agreement” in Canada.

- CBAA:** The Canadian Business Aviation Association (www.cbaa-aaaa.ca). A nonprofit association with approximately 400 member companies and organizations, including operators, management companies, and suppliers.
- CBP:** U.S. Customs and Border Protection (www.cbp.gov). The federal agency under the U.S. Department of Homeland Security responsible for enforcing immigration laws at U.S. points of entry, including airports.
- CBT:** Computer-based training. Any course of instruction whose primary means of delivery is a computer. A CBT course may be delivered via a software product installed on a single computer, through a corporate or educational intranet, or over the Internet as web-based training.
- CFOB:** Contingency Fund Oversight Board. As many as three current or former ALPA executive vice presidents appointed by the vice president–finance/treasurer to ensure adherence to balanced-budget submissions for Master Executive Councils that have received, or are anticipated to receive, significant funding from the Operating Contingency Fund.
- CIRB:** Canada Industrial Relations Board (www.cirb-ccri.gc.ca). Government agency that enforces the Canada Labour Code, the statute that governs labour relations in the airline industry in Canada.
- CIRP:** ALPA Critical Incident Response Program. Administered by individual MECs under the guidance of ALPA's Pilot Assistance component of the Air Safety Organization. CIRP uses pilots and spouses as trained peers to lessen the stress reactions that accidents or incidents may have on pilots, accident investigators, and their families.
- CLC:** Canadian Labour Congress (<http://canadianlabour.ca>). Umbrella organization for dozens of affiliated Canadian and international unions, as well as provincial federations of labour and regional labour councils. Represents the interests of more than 3 million Canadian workers. ALPA has been affiliated with the CLC since 1997.
- Clearedtodream.org:** Public website developed by the ALPA Education Committee to provide information to the next generation of airline pilots.
- Conciliation:** In Canada, when labour and management cannot reach an agreement in negotiations, either party may ask the Federal Mediation and Conciliation Service to appoint a conciliator to assist in reaching an agreement. This process is regulated by the Canada Labour Code and includes filing requirements, timelines, and scope of the conciliator's authority.
- CSCs:** ALPA's council services coordinators. Staff members provide direct administrative assistance to local council representatives and officers.
- CTA:** Canadian Transportation Agency (www.otc-cta.gc.ca). Responsible for the economic regulation of air transport in Canada. Duties include reviewing applications for wet-leases from foreign air carriers, issuing licenses and permits to Canadian and foreign air carriers, and participating in the negotiation and implementation of international air transport agreements.

DART: ALPA's Data Action Report. A robust reporting system available to all ALPA pilot groups, but specifically for pilot groups that do not have an existing reporting system. DART provides one location for you to get quick answers from your MEC leaders and subject-matter experts to questions on any topic. When you submit a question, the DART system will automatically route it to the right person to answer and, in most cases, you can expect a reply within 48 hours. Access DART from any browser at dart.alpa.org or through the button on the home screen of the ALPA app. If your pilot group has its own reporting system, continue to use that as instructed by your MEC.

DCO: Dues checkoff. A negotiated contract provision that allows an airline's payroll department to deduct ALPA dues obligations from a pilot's pay and remit those dues to ALPA.

DFR: Duty of Fair Representation. Under the Railway Labor Act (RLA) and the Canada Labour Code, ALPA must represent its pilots fairly, and may not act arbitrarily, in bad faith, or in a discriminatory manner.

DGP: Dangerous Goods Panel. The group at the International Civil Aviation Organization (ICAO) that establishes standards for the safe transportation of hazardous materials.

DHS: The U.S. Department of Homeland Security (www.dhs.gov). A cabinet-level department of the U.S. federal government created in response to the September 11 attacks. Responsible for protecting the United States and its territories from and responding to terrorist attacks, man-made accidents, and natural disasters. Agencies that come under DHS include the Transportation Security Administration (TSA) and the U.S. Customs and Border Protection (see CBP).

Direct negotiations: The period during which management and pilot representatives engage in bargaining without the presence of a mediator or conciliator.

District Advocate Program: A grassroots program for pilots to receive training to facilitate relationships with their federal legislators in order to advocate pro-pilot initiatives and be a local resource for lawmakers on pilot- and aviation-related matters according to ALPA policy (www.alpa.org/advocacy/resources/district-advocates).

DOL: The U.S. Department of Labor (www.dol.gov). A cabinet-level department of the U.S. federal government responsible for occupational safety, wage and hour standards, unemployment insurance benefits, reemployment services, and some economic statistics.

DOT: The U.S. Department of Transportation (www.dot.gov). A cabinet-level department of the U.S. federal government that oversees the formulation of national transportation policy and promotes intermodal transportation. Agencies that come under DOT include the Federal Aviation Administration. The head of the department is the secretary of transportation.

DTS: Dispute tracking system. A web-based system designed by pilot Grievance Committee volunteers and built by ALPA's Information Technology and Services Department that enables MECs to track and manage disputes arising under their collective bargaining agreements.

Dues reconciliation: Annual process that reconciles a pilot's annual obligated earnings and respective dues obligation with the total DCO received and/or billed dues for a given calendar year.

Dues reconciliation adjustment: Resulting debit or credit adjustment determined by the annual dues reconciliation process.

EBCB: ALPA's Election and Ballot Certification Board. A group of pilots who review and officially certify the results of LEC elections as well as MEC and governing body ballots.

ECA: European Cockpit Association (www.eurocockpit.be). The representative body of European pilots at the European Union level. Represents more than 38,000 European pilots from their national pilot associations in 36 European states as well as three associate members from outside the region.

ESDC: Employment and Social Development Canada (www.esdc.gc.ca). Department of the government of Canada responsible for developing, managing, and delivering social programs and services, including administering the Temporary Foreign Worker Program.

FAA: Federal Aviation Administration (www.faa.gov). U.S. federal agency responsible for regulating aviation safety in the United States.

FAA Reauthorization Act: The law that authorizes the funding levels and regulatory programs of the FAA, passed on average every five years. The FAA reauthorization legislation is the vehicle for implementation of many ALPA policy priorities.

Family Awareness: ALPA program designed to involve and inform pilots' spouses and other family members about MEC activities, ALPA support, and ongoing issues, especially during contract negotiations. Family Awareness is part of the union's broad network of support for members and their families in all aspects of pilots' careers.

FARs: Federal Aviation Regulations. Rules prescribed by the Federal Aviation Administration governing all aviation activities in the United States.

FastRead: ALPA's weekly e-newsletter. Provides members with the latest flight safety and security alerts, representation updates from your fellow ALPA pilot groups, legislative and regulatory updates that impact our profession and industry, and a wealth of other pertinent information as aviation and labor events unfold. To subscribe, visit www.alpa.org/preferences.

FastRead NewsFlash: A special edition of *FastRead*. Relays breaking news or other time-sensitive information. The Communications Department distributes *FastRead NewsFlash* alerts as needed.

FFDC: Fee-for-departure carrier. An airline that provides passenger feed to mainline airlines in the United States and Canada.

FFDO: Federal Flight Deck Officer Program. Under this program, volunteer flightcrew members are deputized as federal law enforcement officers authorized by the U.S. Transportation Security Administration to use firearms to protect airline flight decks from hostile takeover. Managed by the TSA's Office of Training and Workforce Engagement.

Flight Finder: A jumpseat search engine for commuters. Available only for ALPA members, Flight Finder searches passenger and most cargo flights operated by U.S. and Canadian airlines, as well as those flights of foreign carriers specifically operating in and out of the United States, Canada, and the Caribbean. This tool is located in the ALPA app (www.alpa.org/apps).

- FMCS:** Federal Mediation and Conciliation Service. A Canadian government service responsible for providing dispute resolution and prevention assistance to trade unions and employers under the federal jurisdiction of the Canada Labour Code.
- FOC:** Flags of convenience. An airline established in a country other than the home country of its majority owner(s) in order to avoid regulations of the home country. Flags of convenience are often used to decrease labor costs and undercut fair competition.
- FOQ:** First officer qualifications. Minimum qualification requirements for first officers who fly for U.S. passenger and cargo airlines that were passed into law by the U.S. Congress in 2010. The changes were implemented due to safety deficiencies identified in the aftermath of several fatal accidents. Critics of these requirements believe the “1500-hour rule” contributes to a pilot shortage in the United States.
- FOQA:** Flight Operations Quality Assurance. A program established by an individual airline and pilot group MEC to collect and analyze de-identified digital flight data gathered during flight operations to discover trends and improve safety. The person who reviews FOQA reports to ensure that flightcrew members are de-identified is called a “FOQA gatekeeper.”
- Form 41:** Data filed by the airlines with the U.S. Bureau of Transportation Statistics. It includes financial, traffic, and employment numbers.
- FPL:** Flight Pay Loss. Reimbursed value (to company/or member) of the time that pilots spend conducting union business. Flight pay loss is paid to ensure pilots who drop trips to perform ALPA work will continue to receive compensation as they would have flying the line, pursuant to their collective bargaining agreements. System to request/approve and track trip drop and pre-bid information at ALPA is the Pilot Compensation System (see PCS).
- FPSP:** ALPA Furloughed Pilots Support Program. Created by ALPA for members facing a downgrade or displacement, furlough, or airline shutdown, this program provides valuable information, resources, and contacts to help members navigate this difficult period in their careers. ALPA pilots can access information they need—on health, insurance, and unemployment benefits; union resources; peer support programs; and so much more—to make sound decisions for themselves and their families. (www.alpa.org/resources/furlough)
- Grievance:** A complaint filed by a pilot or group of pilots who are dissatisfied with a management action that is contrary to a negotiated agreement or common practice, and which is handled according to a set procedure provided in the collective bargaining agreement.
- HFT:** ALPA’s Human Factors and Training Group. This ASO group provides knowledge and expertise to ensure that human factors considerations are carefully integrated in aircraft design and operations. In addition, HFT monitors pilot training to evaluate pilot performance and reduce human error associated with all facets of airline operations.

HIMS: The Human Intervention and Motivation Study is an alcohol/drug assistance program developed for commercial pilots by ALPA, the FAA, and industry to coordinate the identification (with trained pilot peers), assessment, treatment, and medical recertification of those in need. “HIMS” may refer to an airline-specific program, an MEC or ALPA committee (under ALPA’s Pilot Assistance arm of the Air Safety Organization), or the federally funded contract awarded to ALPA for education and training.

IATA: International Air Transport Association (www.iata.org). The international trade organization that represents most of the world’s airlines.

ICAO: International Civil Aviation Organization (www.icao.int). A specialized agency of the United Nations located in Montréal, Quebec, Canada. Created by the 1944 Chicago Convention on International Civil Aviation to promote cooperation in the legal, technical, operational, training, and security aspects of international air transport.

ICO: Insurance checkoff. A negotiated contract provision that allows an airline’s payroll department to deduct ALPA insurance obligations from a member’s pay and remit those funds to ALPA.

IFALPA: International Federation of Air Line Pilots’ Associations (www.ifalpa.org). A nonpolitical, nonprofit umbrella organization for over 100 member associations worldwide that represent more than 100,000 professional pilots. ALPA represents two member associations (ALPA Canada and U.S. ALPA), which are in IFALPA’s Caribbean and North America region.

IFATCA: International Federation of Air Traffic Controllers’ Associations (www.ifatca.org). An international collective of air traffic controller associations headquartered in Montréal, Quebec, Canada. Established in 1961, IFATCA is the largest and most comprehensive representative body for air traffic control in the world.

Infor XM: ALPA’s online expense reimbursement system that allows users to electronically create expense reports, attach electronic receipt images, and submit reports for review, approval, and payment (expenses.alpa.org).

Interest-based negotiations: In Canada, a negotiating method by which both parties discuss their issues together and come up with solutions that benefit both the employees and the company’s objectives. This method is referred to as “interest-based bargaining” in the United States.

JCBA: Joint collective bargaining agreement. Negotiated by two or more pilot groups involved in an airline merger.

JSC: Joint Standing Committee. Mandated in Section 40 of the ALPA Administrative Manual, a coalition of ALPA pilot groups flying under the same brand to address issues of mutual concern affecting multiple pilot groups within that network (see FFDC).

Jumpseat Council: Made up of the MEC Jumpseat chairs/coordinators from each ALPA pilot group, the Jumpseat Council serves as the direct communications link between the MECs and the jumpseat component of ALPA’s Air Safety Organization. Council members work on ALPA jumpseat-related activities and projects and provide their respective line pilots with a designated advocate to advance “local” jumpseat concerns on an ALPA-wide level.

- KCM:** Known Crewmember® (www.knowncrewmember.org). A joint initiative between ALPA and Airlines for America which is supported by the TSA to provide enhanced security and expedited crewmember access to secured areas of participating airports.
- LASC:** ALPA Local Air Safety Committee. A subcommittee of the MEC Central Air Safety Committee, which exists to address safety issues at the local level. Acronym also refers to the Local Air Safety chair, who heads the Local Air Safety Committee.
- LCC:** Low-cost carrier. Airline that generally has lower fares and operating costs. Southwest Airlines is an example of an LCC.
- Legislative Summit:** An annual fly-in for ALPA pilots to learn advocacy firsthand in Washington, D.C., and meet with federal lawmakers on issues affecting airline pilots.
- LMRDA or Landrum-Griffin Act:** The federal statute (Labor-Management Reporting and Disclosure Act) in the United States that governs the relationship between union members and their union. It sets forth rights of union members and governance rules for unions.
- LOA:** Letter of agreement. Also called a “side letter,” an LOA is a legally binding, negotiated agreement added to an existing collective bargaining agreement.
- Load factor:** The percentage of the passenger seats on an airliner that is filled with revenue-paying passengers (revenue passenger miles as a percentage of available seat miles).
- LOU:** Letter of understanding between parties.
- LRA:** Labor/Labour Relations Advisor. Staff professionals in ALPA’s Representation Department who provide advice concerning negotiations, contract enforcement, and MEC strategic planning and governance. Also serve as advisors to pilot groups and individual pilots on industrial issues.
- LRC:** Labor/Labour Relations Counsel. Staff attorneys in ALPA’s Representation Department who provide professional advice and legal counsel concerning negotiations, contract enforcement, and MEC strategic planning and governance. Also serve as advisors to pilot groups and individual pilots on industrial, FAA enforcement, and medical certification issues.
- MCF:** Major Contingency Fund. Established by the 1985 Board of Directors, provides funding for communication-related activities to pilot groups in advanced stages of negotiations and during strikes. The fund also provides financial resources for the defense of the integrity of the Association.
- ME3:** Three Middle Eastern airlines—Emirates, Etihad, and Qatar—are state-owned enterprises (SOEs) that have received more than \$50 billion in subsidies from their governments over the past 10 years. They have used these subsidies to make large orders of widebody aircraft, which they fly into U.S. markets, often at a loss. This expansion into U.S. markets has resulted in U.S. carriers ending all service to the Persian Gulf—costing pilots jobs, block hours, and career progression. ALPA is part of a coalition of airline unions and managements that have pushed the U.S. government to address this imbalance (see SOE).

MEC Toolbox: A web application that enables MECs to manage their information in a number of areas. The toolbox contains a search feature for MECs to look up members and manage their committee membership and history. There are also areas for an MEC to assign notes or tickets to members, manage hotel listings and hotel reservations, and store contact numbers frequently used by the MEC. The committee membership and hotel listing data, as well as MEC contact numbers, can be dynamically displayed on the MEC’s website and/or the MEC section of the ALPA mobile app.

Mediation: The process whereby a privately engaged or federally appointed mediator or facilitator participates in an attempt to help the parties in a contract negotiation or other dispute achieve an agreement but, unlike arbitration, does not make a final decision on the issues.

Membership Classifications: Types of memberships in ALPA as outlined in the Association’s Constitution and By-Laws. (See *Section 7—Tools, Technology, and Important Information for Local Council Status Reqs and LEC/MEC Officers* for a detailed list and description of membership classes.)

Minister of Labour: The minister in the Canadian cabinet who is responsible for setting national labour standards and federal labour dispute mechanisms. In Canada, most of the responsibility for labour belongs with the provinces; however, the federal government is responsible for labour issues in industries under its jurisdiction such as air transportation.

Minister of Transport: The minister in the Canadian cabinet who is responsible for overseeing Transport Canada (see Transport Canada).

MOA: Memorandum of agreement between parties.

MOU: Memorandum of understanding between parties.

MPL: Multicrew pilot license. A pilot-licensing scheme created by ICAO and used in some parts of the world. It is not used in the United States, but it is a license issued by Transport Canada.

MPS: My Proxy System. Electronic proxy-designation system used for local council meetings for those agenda items that are suitable for proxy.

NACC: National Airlines Council of Canada (www.airlinecouncil.ca). A trade association representing Canada’s largest passenger air carriers.

NAS: National airspace system in the United States and Canada.

NASA: National Aeronautics and Space Administration (www.nasa.gov). Agency of the U.S. government responsible for the nation’s civilian space program and for aeronautics and aerospace research.

NATCA: National Air Traffic Controllers Association (www.natca.org). Labor union that represents nearly 20,000 controllers, engineers, and other safety-related professionals in the United States. Affiliated with the AFL-CIO.

NAV CANADA: Canada's civil air navigation services provider (www.navcanada.ca). A privately run, not-for-profit corporation that provides air traffic control, flight information, weather briefings, aeronautical information services, airport advisory services, and electronic aids to navigation throughout Canadian airspace.

NextGen: Next Generation Air Transportation System. Concept of using technology and/or operating procedures that will lead to improvements in safety and efficiency in the U.S. national airspace system.

NMB: National Mediation Board (www.nmb.gov). Established by the 1934 amendments to the Railway Labor Act of 1926, the NMB is an independent agency that performs a central role in facilitating harmonious labor-management relations within two of the United States' key transportation modes—the railroads and the airlines. Pursuant to the Railway Labor Act, NMB programs provide an integrated dispute-resolution process to effectively meet the statutory objective of minimizing work stoppages in the airline and railroad industries.

Notice to Bargain: Canada Labour Code Section 49, notice to negotiate to review or revise collective agreement or enter into a new collective agreement.

NPA: Notice of Proposed Amendment (Canada). A public notice of a proposal to change an existing regulation or promulgate a new one.

NPRM: Notice of Proposed Rulemaking (United States). A public notice of a proposal to change an existing regulation or promulgate a new one.

NTSB: National Transportation Safety Board (www.ntsb.gov). An independent U.S. government agency responsible for investigating aircraft accidents and serious incidents. The agency is multimodal and also responsible for highway, rail, marine, and pipeline safety. The NTSB makes recommendations aimed at improving safety in transportation.

OCF: Operating Contingency Fund. A sinking fund financed by member dues with surpluses carried forward into subsequent years. The ALPA OCF is composed of three separate funds: the Special Projects Fund is used for projects and initiatives of special importance to the Association; the Operating Fund is used to provide supplemental funding for flight pay loss costs related to negotiations or extraordinary expenses for eligible MECs; and the Contingency Fund is used for MEC account funding or projects of special importance to the Association.

Operating income: Operating revenues minus operating expenses (costs of running the airline, such as wages, fuel, landing fees, commissions, etc.). Operating income is sometimes referred to as EBIT—earnings before interest and taxes. Operating margin is operating income divided by total revenue.

P2P: Pilot-to-Pilot®. Program designed to help MECs share important information with their members and facilitate two-way communication between the MEC and line pilots.

P4P: Pilots for Pilots or ALPA's Emergency Relief Fund. A member service intended to provide for the immediate needs of ALPA pilots and their families who fall victim to natural disasters or other large-scale catastrophes. P4P is funded from contributions by ALPA members and staff and may help pay for such expenses as temporary housing, debris removal, evacuation expenses, and replacement of medical equipment, vehicles, or other personal property not covered by insurance (www.alpa.org/relieffund).

PASS: Professional Aviation Safety Specialists (www.passnational.org). Represents more than 11,000 employees of the FAA and Department of Defense who install, maintain, support, and certify air traffic control and national defense equipment; inspect and oversee the commercial and general aviation industries; develop flight procedures; and perform quality analyses of aviation systems used in air traffic control and national defense in the United States and abroad.

PCS: Pilot Compensation System. Used by pilots to request trip-drop and pre-bid days to work for ALPA. All requests require preapproval and are electronically routed to the specific ALPA committee or MEC for which the work is to be performed. To access, visit <http://PCS.alpa.org>.

PEB: Presidential Emergency Board. Under the Railway Labor Act, which governs labor-management relations in the U.S. airline industry, the U.S. president may create an emergency board to investigate and report on a dispute over the terms of a collective bargaining agreement. The president may exercise discretion to create a PEB when the labor dispute threatens "substantially to interrupt interstate commerce to a degree such as to deprive any section of the country of essential transportation service." Creating a PEB delays a strike, lockout, or other form of self-help, usually for 60 days. The PEB has 30 days to issue its report. Generally, PEBs produce recommendations for settling the dispute. After the PEB reports to the president, the parties to the dispute have another 30-day cooling-off period to consider the recommendations and reach an agreement. Failing to do so, the parties may then engage in self-help, including strikes, lockouts, and unilateral changes in terms and conditions of employment.

PPS: ALPA Pilot Peer Support program. A peer support network administered by ALPA's Pilot Assistance component of the Air Safety Organization that connects ALPA members with trained pilot peers to help them deal with stress from any personal or professional problems they may be experiencing. ALPA launched the program in 2018 for those pilots whose MEC does not already have a peer support program. PPS volunteers listen and offer confidential, nonjudgmental support. Reps are available 24 hours a day, seven days a week (www.alpa.org/pps).

PRASM: Passenger revenue per available seat mile. Measures how much passenger revenue an airline is receiving per seat mile flown.

Pretax income: Operating income minus net interest and other nonoperating expenses/income. Pretax income can also be referred to as net profit before taxes. Pretax margin is pretax income divided by total revenue.

ProStans: The Professional Standards Group, a component of ALPA's Air Safety Organization, and associated MEC committees, that deals primarily with pilot behavior in the workplace to ensure a safe and professional operating environment. Acts as guardian of the ALPA Code of Ethics.

RAA: The Regional Airline Association (www.raa.org). Trade association representing North American regional airlines—and the manufacturers of products and services supporting the regional airline industry—before the U.S. Congress, DOT, FAA, and other federal agencies.

RAIC: Restricted area identity card. A system created by the Canadian Air Transport Security Authority in partnership with Transport Canada and Canadian airport authorities, which uses biometric information to allow nonpassenger (e.g., pilots and flight attendants) access to restricted areas of the airports.

RASC: Regional airport safety coordinator. ALPA representative in the Air Safety Organization who oversees the ALPA Airport Safety Liaison Program in one of 14 geographic regions in the United States and Canada.

RASM: Revenue per available seat mile. Measures how much revenue an airline is receiving per seat mile flown. This generally includes all revenue, whether it was seat-dependent or not (e.g., it would include cargo and nonpassenger revenue).

RCMP: Royal Canadian Mounted Police (www.rcmp.gc.ca). The Canadian national police service and an agency of the Department of Public Safety Canada. The RCMP, in partnership with Transport Canada and the Canadian Air Transport Security Authority, established the Canadian Air Carrier Protective Program under which law enforcement officers are trained to become highly specialized in-flight security officers who protect crews, passengers, and aircraft “from curb to cabin.”

RLA: Railway Labor Act. U.S. federal legislation that governs labor relations in the railroad and airline industries. Passed in 1926, and made applicable to the airline industry in 1936, the RLA requires employers to bargain collectively with employee representatives to resolve disputes and includes procedures for mediation and contract negotiations.

RPMs: Revenue passenger miles. One revenue-paying passenger flying one mile equals one RPM. Total RPMs is a measure of the traffic of an airline.

Safety Council: A component of ALPA’s Air Safety Organization consisting of the Central Air Safety chair from each ALPA pilot group, the Safety Council directly represents the safety interests of MECs and their pilots. Promotes safety of airline flight operations by providing line-pilot input into safety decisions and advocating for appropriate solutions to safety issues with industry and government.

Section 6 Notice: In the United States, formal notification from pilots or management to the other party of the desire to negotiate amendments to their existing collective bargaining agreement. The notice typically begins the process of negotiations under the Railway Labor Act.

Security Council: Composed of the MEC Security chairs/coordinators from all ALPA pilot groups, the Security Council serves as a direct communications link between MECs and the security component of ALPA’s Air Safety Organization. Brings all of the MEC Security chairs/coordinators together to work on ALPA security projects and provide their respective line pilot members with a designated advocate to advance “local” security concerns on an ALPA-wide level.

SGNE: Statement of Germane and Nongermane Expenses. Annual report characterizing all Association expenses as germane or nongermane to collective bargaining.

SLI: Seniority list integration. The act of merging two or more pilot seniority lists as a result of a merger between two or more airlines.

SMS: Safety management systems. Process for managing risks that integrates operations and technical systems with the management of human and financial resources to ensure and enhance safety in aviation.

SOB: Strike Oversight Board. Appointment by the president of as many as three members who, for MECs in advanced stages of negotiations, provide accountability for MCF funds expended on communications-related activities, ensure proper implementation of strike-related activities, and provide operational control of the strike benefit administration system.

SOE: State-owned enterprise. Foreign air carriers that are owned by a government and operate with that government's financial support and compete in the U.S. and global markets. By operating with government subsidies, SOEs distort global markets and create an imbalanced playing field on which U.S. carriers and employees have to compete.

SPACS: ALPA's Strategic Preparation and Communications System. A tool allowing MECs to organize and prepare members of a pilot group, communicate with and educate the pilots and their families, and get pilots involved in strategic efforts.

Status quo: Under the RLA, both management and the union must maintain the status quo during negotiations: management may not make unilateral changes to working conditions, and the union and the employees it represents may not engage in self-help, i.e., concerted activity like strikes or other job actions. Under the Canada Labour Code a similar provision exists to maintain the status quo during negotiations.

Status representative: An elected member of an LEC who represents a section of the local members—captains, first officers, second officers, or instructors—or whose seniority falls within a specific seniority block. The various methods of defining a status rep ensure that local council members have adequate representation.

System Board of Adjustment: A panel mandated by the Railway Labor Act for resolving and deciding disputes that arise about airline pilots' collective bargaining agreements. The panel includes representatives of management and the union and may include a neutral member or arbitrator.

Training Council: Composed of the MEC Training Committee chairs, the Training Council provides direct line-pilot input into the content, management, policy, and regulatory decisions made regarding airline pilot training. Advocates for training policy developed by ALPA line pilots to airlines and other airline industry stakeholders. Coordinates with other ALPA Air Safety Organization groups to review and support all safety concerns that involve pilot training and serves as a primary source of ALPA training information.

- Transport Canada:** A department within the government of Canada that oversees and regulates most aspects of transportation (e.g., aviation, rail, marine, etc.) within Canadian jurisdiction (www.tc.gc.ca).
- TSA:** Transportation Security Administration (www.tsa.gov). The U.S. federal agency responsible for ensuring the security of airlines and other modes of transportation.
- TSB:** Transportation Safety Board of Canada (www.tsb.gc.ca). An independent Canadian federal agency that investigates civil aviation accidents and serious incidents in Canada as well as those involving rail, marine, and pipeline systems. TSB conducts special investigations and safety studies and issues safety recommendations to prevent future accidents.
- TTD:** Transportation Trades Department (<http://ttt.org>). A division of the AFL-CIO (see AFL-CIO), TTD is the umbrella organization for 32 member unions representing several million aviation, rail, transit, trucking, highway, and longshore workers.
- T-TIP:** Transatlantic Trade and Investment Partnership. The pending free-trade agreement between the European Union and the United States. It does not include air traffic rights; however, the EU has requested air traffic rights be included. It is ALPA's position that air traffic rights are more appropriately handled by the U.S. Department of State and the DOT, and ALPA opposes the inclusion of air traffic rights in T-TIP.
- UALPAPAE:** The Union of ALPA Professional and Administrative Employees. The collective bargaining agent for most nonmanagement ALPA employees. Two separate UALPAPAE units—Unit 1 and Unit 2—negotiate separate contracts and work rules with ALPA management.
- UAS:** Unmanned aircraft systems. Remotely piloted aircraft (RPAs) and autonomous drones are two subsets of UAS.
- ULCC:** Ultra-low-cost carrier. An airline business model that relies on even lower base fares and higher fees for ancillary services than the low-cost carriers. Allegiant, Frontier, and Spirit Airlines are examples of ULCCs.
- Unifor:** Canada's largest private-sector union, with more than 310,000 members across the country, working in every major sector of the Canadian economy (www.unifor.org) (see CATCA).
- USERRA:** Uniformed Services Employment and Reemployment Rights Act. U.S. federal legislation protecting the civilian reemployment rights of active and reserve military personnel in the United States.
- USTR:** United States Trade Representative. Responsible for the negotiation of free-trade agreements with trading partners. USTR is negotiating a trade agreement with the European Union called the Transatlantic Trade and Investment Partnership (T-TIP). The EU negotiators are seeking to include air traffic rights within the T-TIP. ALPA has long held that air traffic rights should not be included in free-trade agreements and advocates that USTR oppose inclusion.
- VARS:** Voice announcement and recording system. Mainly used by some MECs to provide a phone tree for members to reach reps and committee members with one number. VARS can be customized for each subscriber to provide a range of services from a simple hotline to a menu of options.

Votenet: Electronic system for all voting related to local council representation and member ratification balloting. It also provides for roll-call voting for ALPA's governing body ballots when the Executive Board or Board of Directors is not in session. Voting under this system is conducted via the Internet or telephone.

Yield: A measure of how much revenue an airline is receiving per passenger mile flown (calculated as passenger revenue per revenue passenger mile). Yield is a measure of how much the average passenger is willing to pay to fly one mile, without regard to how many passengers are on the plane.



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SECTION 7: Other Important Information You Need to Know

INTRODUCTION

In this section, we review the responsibilities of the Membership Administration and Member Insurance teams, which are part of the *Finance Department*, and the support provided to pilot leaders by the staff in Balloting & Local Council Support, which is part of the *Strategic Member Development & Resources (SMD&R) Department*. Here you will also find a detailed list of ALPA member and nonmember classifications and ALPA's insurance plans, as well as important information for planning a meeting at ALPA.

1. Promoting and delivering individual pilot services.
2. Providing products that enhance member well-being.
3. Enhancing elected pilot representatives' effectiveness in carrying out their union leadership roles and responsibilities.
4. Strengthening the connection between ALPA and its members and providing support and guidance to MEC officers, membership committees, and volunteers.
5. Propagating the value of ALPA membership to a pilot's career progression, promotion, and quality of life.

Much of the work done in these areas is carried out by staff in Membership Administration and Member Insurance, which are part of the *Finance Department*, and Balloting & Local Council Support, which is part of the *Strategic Member Development & Resources (SMD&R) Department*.

MEMBERSHIP ADMINISTRATION

Membership Administration is divided into three functional areas of responsibility:

1. Membership Administration Response Center—the “front line” for the Finance Department, responds to all communications related to membership issues.
2. Membership Billing—team who updates pilot accounts and provides detailed account analysis and reconciliations.
3. Data Processing—team responsible for managing data file exchanges from the airlines or MECs and administering the annual dues adjustment reconciliations for all pilot groups.

Membership Administration analysts' responsibilities include the following:

- Maintaining pilot billing accounts (dues, assessments, etc.) and demographic data, ensuring the most current information received is updated as required for participation in Association affairs, including receipt of informational mailings, local council meeting activities, and union elections.
- Providing appropriate member credentials.
- Protecting and maintaining member records.
- Ensuring Association records are only available to those authorized to receive them.
- Enforcing agency shop provisions.

- Monitoring and addressing pilot billing account delinquencies to ensure all pilots are treated equitably and share in the financial support of the Association.
- Performing annual dues adjustment reconciliation for all pilot accounts.
- Providing routine and customized reporting and analysis to representatives as requested.

All correspondence, including applications or other support documentation, may be sent directly to Membership Administration via e-mail at Membership@alpa.org or to the mailing address below.

Air Line Pilots Association, International

Attn: [name] (optional)

Membership Administration

7950 Jones Branch Drive, Suite 400S

McLean, VA 22102

ALPA Classifications

Members and nonmembers are assigned a classification that dictates their obligations, rights, and privileges. (See the list of membership classifications on pages 3–5.) Classifications/obligations are governed by *ALPA's Constitution and By-Laws* and *Administrative Manual*. Pilots classified as active (AC), executive active (EA), and grievance pending (GP) who are in “good standing”—i.e., current in their dues and assessment obligations—are eligible to vote.

Membership Administration Contact Info

For routine membership-related requests, there are two options for contacting Membership Administration:

- Call **888-FLY-ALPA (888-359-2572)** toll-free or locally at **703-689-2270** during normal business hours (Monday through Friday from 9:00 a.m. to 5:00 p.m., eastern time). Press “3” from the menu; you will be transferred to the Membership menu. Press “3” again for a Membership Administration representative who can provide assistance regarding member account information or billing questions.
- E-mail Membership@alpa.org directly. Staff members are usually available Monday through Friday from 9:00 a.m. to 5:00 p.m., eastern time.

Code	Description	Dues/ Agency Fees Paid (%)	Votes	Hold Elected or Appointed Office	Committee Volunteer	Eligible for ALPA Insurance Programs	Eligible for Aero-medical	Magazine	E-mail	Web
MEMBER CLASSIFICATIONS										
AC	Active Member —Completed probation, approved for active membership by LEC/ MEC and VP-Admin.	1.85%	Yes (GS)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
AP	Apprentice Member —Within probation, has applied and been approved for apprentice membership by LEC chair or designee.	0	No	No	Local only	Yes	Yes	Yes	Yes	Yes
AR	Reactivated Member —Previously employed and completed probation with another ALPA carrier. Within probation. Has applied and been approved for apprentice membership by LEC chair or designee with new ALPA carrier.	0	No	No	Local only	Yes	Yes	Yes	Yes	Yes
EA	Executive Active Member —Executive, managerial, or supervisory capacity. Approved for executive active membership by MEC and VP-Admin via executive membership application or MEC resolution.	1.85%	Yes (GS)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
EI	Executive Inactive Member —Executive, managerial, or supervisory capacity. Approved for executive inactive membership by MEC and VP-Admin via executive membership application or MEC resolution.	1.45%	No	No	No	Yes	Yes	No	No	No
F1	Furloughed Member —Member placed on involuntary furlough by the company. Dues on obligated earnings are deferred. Furlough pay is not subject to dues.	Dues deferred	No	No	No	Yes	Yes	Yes	Yes	Yes
GP	Grievance Pending Member —Member terminated from employment with ongoing grievance.	Dues deferred	Yes (GS)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ML	Military Leave Member —Member who takes a military leave of absence in excess of 90 days. Dues on obligated earnings are deferred.	Dues deferred	No	No	No	Yes	Yes	Yes	Yes	Yes
PL	Personal Leave Member —Member who takes a personal leave of absence in excess of 90 days. Dues on obligated earnings are deferred.	Dues deferred	No	No	No	Yes	Yes	Yes	Yes	Yes
SI	Sick Inactive Member —Member on a medical leave of absence who elects sick inactive classification. Classification begins after 30 continuous days of leave. Obligations must be current to elect classification. Dues on obligated earnings are deferred; sick and vacation pay are obligated (deferred); short- and long-term disability pay are not obligated.	Dues deferred	No	No	No	Yes	Yes	Yes	Yes	Yes

Code	Description	Dues/ Agency Fees Paid (%)	Votes	Hold Elected or Appointed Office	Committee Volunteer	Eligible for ALPA Insurance Programs	Eligible for Aero-medical	Magazine	E-mail	Web
NONMEMBER CLASSIFICATIONS										
FN	Furlough Nonmember – <i>Nonmember placed on involuntary furlough by the company. Agency fees on obligated earnings are deferred. Furlough pay is not subject to agency fees.</i>	Agency fees deferred	No	No	No	No	No	Yes	Yes	No*
MN	Military Leave Nonmember – <i>Nonmember who takes a military leave of absence in excess of 90 days. Agency fees on obligated earnings are deferred.</i>	Agency fees deferred	No	No	No	No	No	Yes	Yes	No*
NA	Nonmember No Agency Fees – <i>Nonmember who is not required to pay agency fees but is covered by the collective bargaining agreement. Pilot has either been denied membership or was grandfathered by a previous agreement.</i>	0	No	No	No	No	No	Yes	Yes	No*
NM	Nonmember – <i>Pilot within probationary period who has not applied for ALPA membership (agency shop or nonagency shop), or pilot at a nonagency shop property who has elected not to be a member, or pilot on a property without agency shop, who had previously elected membership but has since been expelled (AC to NM).</i>	0	No	No	No	No	No	Yes	Yes	No*
NP	Nonmember Paying Agency Fees – <i>Nonmember (did not apply for membership, resigned membership, or was expelled), completed probation and paying agency fees. NP may submit written objection to nongermane expenses pursuant to ALPA's policies and procedures applicable to agency fees to receive rebate of nongermane expenses.</i>	1.85%	No	No	No	No	Yes–If not an objector	Yes	Yes	No*
PN	Personal Leave Nonmember – <i>Nonmember who takes a personal leave of absence. Agency fees on obligated earnings are deferred.</i>	Agency fees deferred	No	No	No	No	No	Yes	Yes	No*
SN	Sick Nonmember – <i>Nonmember on a medical leave of absence from the company.</i>	Agency fees deferred	No	No	No	No	No	Yes	Yes	No*

*Web access is limited to only the contact page with access to the pilot group contract.

Code	Description	Dues/ Agency Fees Paid (%)	Votes	Hold Elected or Appointed Office	Committee Volunteer	Eligible for ALPA Insurance Programs	Eligible for Aero-medical	Magazine	E-mail	Web
OTHER CLASSIFICATIONS (NOT LISTED ON STANDARD MEMBERSHIP ROSTERS)										
EN	Executive Nonmember — <i>Management pilot who is not a member.</i>	0	No	No	No	No	No	No	No	No
IA	Inactive Member — <i>Member who is no longer employed with an ALPA carrier.</i>	0	No	No	No	No	No	No	No	No
IN	Inactive Nonmember — <i>Nonmember who is no longer employed with an ALPA carrier.</i>	0	No	No	No	No	No	No	No	No
IP	Inactive Participant Member — <i>Member in good standing who is no longer with an ALPA carrier and qualifies for inactive participant membership per Section 35 (D) of the ALPA Administrative Manual.</i>	\$75 per year	No	No	No	Yes	No	Yes	No	No
RD	Retired Delinquent Member — <i>Member with a delinquent account at the time of retirement from an ALPA carrier.</i>	0	No	No	No	No	No	No	No	No
RN	Retired Nonmember — <i>Nonmember who retires from an ALPA carrier.</i>	0	No	No	No	No	No	No	No	No
RT	Retired Member — <i>Member with an account in good standing who retires from an ALPA carrier.</i>	0	No	President only	No	Yes	No	Yes	No	No

MEMBER INSURANCE

The Member Insurance team supports the ALPA Retirement & Insurance (R&I) Committee and Voluntary Employees Beneficiary Association (VEBA) Board as well as ALPA members by providing professional services in the following areas:

- Plan design, carrier contracts, eligibility, and enrollment administration
- Claims advocacy and liaison for members
- Education and promotion of ALPA's voluntary plans
- Review and improvement of product offerings
- Statistical review and reporting to the ALPA R&I Committee and the VEBA Board
- Enrollment, marketing, and administrative services
- Actuarial reviews of loss of license rates and plan funding
- Competitive market benchmarking

Any member wishing to apply for any of the ALPA-sponsored insurance policies can find information and applications at memberinsurance.alpa.org.

Member Plans

ALPA members in good standing with the Association who meet eligibility requirements are able to participate in supplemental group plans sponsored by the ALPA Pilot Welfare Benefit Plan and Trust (the VEBA Plan).

Available U.S. plans include:

- ALPA National Disability Plan
- ALPA National Disability Plan (Extended)
- ALPA National Disability Lump-Sum Plan
- Critical Illness
- Group Accident
- Group Term Life
- 10-Year Level Term Life
- 20-Year Level Term Life
- Accidental Death and Dismemberment
- Dental (choice of Basic or Comprehensive plans)
- Discount on Identity Theft (apply online only)
- Medicare Advantage for Retirees
- Schwab Financial Services for ALPA Members (www.Schwab.com/alpa)

For Canadian members:

(Contact RBI Advisory Group toll-free at 1-888-724-1444 or alpaadmin@rbiadvisory.com for Canadian insurance questions.)

- Basic and Optional Life
- Accidental Death and Dismemberment
- Critical Illness
- Auto and Home
- Best Doctors medical consultations for treatments
- MyFuture benefit plans for terminated, retired, or furloughed members losing employer benefits

For FedEx members:

- Life
- Long-Term Disability

Apprentice Members

Newly hired first-time apprentice members may enroll in VEBA Trust-sponsored benefits of \$1,200 monthly loss of license, \$50,000 group term life, and \$10,000 critical illness. These benefits are free for apprentice members for up to 12 months following the apprentice member's date of hire. Additional coverage purchased during the apprentice period may qualify for premium discounts. More information and enrollment forms for the apprentice plans are available at alpa.org/apprenticeinsurance.

Member Insurance Contact Info

Call 888-FLY-ALPA (888-359-2572) toll-free or locally at 703-689-2270 to contact Member Insurance during normal business hours (Monday through Friday from 9:00 a.m. to 5:00 p.m., eastern time). Press "3" from the menu—you will be transferred to the Membership menu. Then press "4" for insurance representatives who can answer questions about insurance programs, billing, and other related matters.

COUNCIL SERVICES COORDINATORS

For local council representatives and officers, council services coordinators (CSCs) are the main contact for all administrative needs and liaison for all ALPA services. They handle a broad range of tasks, including:

- Helping to plan local council meetings and sending out notices;
- Reviewing, formatting, and distributing local council communications;
- Archiving council messages and meeting minutes;
- Initiating the purchase of laptops and other equipment and coordinating business card printing at the local council level; and
- Facilitating answers and providing direction.

All local councils share the services of the CSC team. This shared model provides flexible coverage based on project needs as well as efficiency in managing workflow. Local council reps/LEC officers can reach the team by e-mailing CSC@alpa.org. An available CSC will connect with them to assist with their request.

For pilot groups with at least five local councils and 10 status representatives, a primary CSC is assigned as the main point of contact (POC). This assignment provides an extra level of consistency and support for the group. If the main POC is not available, another teammate will return the local rep's/LEC officer's call.

These assignments are as follows:

- Logan Durham (Logan.Durham@alpa.org, extension 4345): United
- Zoe Krainik (Zoe.Krainik@alpa.org, extension 4119): Delta
- Becky Ott (Becky.Ott@alpa.org, extension 4165): FedEx Express and JetBlue

ELECTIONS AND BALLOTING

The Elections and Balloting staff ensure that all balloting is conducted in accordance with Association voting procedures and the *ALPA Constitution and By-Laws*. Well versed in ALPA election guidelines and requirements, the Balloting staff administers voting procedures for the following types of ballots:

- Local council nominations and elections
- Master Executive Council ballots and elections
- Executive Board and Board of Directors ballots
- Special ballots, including all-member and strike-authorization ballots

This group also maintains all representative and historical data by airline and council.

In addition, candidates for ALPA office may utilize the services of the Elections and Balloting staff to process and distribute campaign materials to ALPA members. Campaign mailings may be distributed via postal mail and/or e-mail at the expense of the candidate. Visit www.alpa.org/campaignmailings for more information.

Balloting and Campaigning Contact Info

- Balloting: Balloting@alpa.org, 703-689-4212
- Campaigning: Campaign@alpa.org, 703-689-4160

PLANNING A MEETING AT ALPA

Throughout the year, ALPA hosts many meetings, conferences, and other activities at the Association's McLean, Va., office, as well as some of our other offices in the United States and Canada. We do so for several reasons:

- We want our members to feel welcome at any ALPA facility and meet the people who work in our offices.
- Holding meetings or events at ALPA's offices enables pilot leaders to take advantage of all the experts, resources, and tools available to them.

ALPA's Event Planning team, which is part of the *Strategic Member Development & Resources Department*, provides logistical support for Association governing body meetings and numerous other ALPA conferences, meetings, trainings, and special events. The team is also responsible for the coordination and support of the Valo Park Conference Center and D.C. conference rooms, and they book transient hotel room reservations in the United States, Canada, and around the world as needed for ALPA business.

Booking a Conference Room

ALPA staff or pilots who are planning to hold a meeting or event and need to book a conference room in the McLean office or offsite should go to www.alpa.org/meetingrequest and fill out the form. We request that you fill out the form in its entirety: in addition to providing general meeting information (i.e., date, time, number of people, type of event, etc.), there are tabs for room setups, audio-visual and IT setups, food and beverage needs, and additional services required (e.g., transportation, name badges, signage, etc.). Providing this information will make the planning process go much more smoothly and help to ensure your meeting runs effectively.

Self-Booking Team/Huddle Rooms at Valo Park

Please note that meeting space at Valo Park (ALPA's McLean, Va., location) is booked based on availability and meeting size. If your meeting is for 10 people or less, consider self-booking a team or huddle room, which you can reserve yourself through Outlook. If you need help self-booking, contact ALPA IT at HelpDesk@alpa.org.

If you would like to request catering for a huddle or team room meeting and/or sleeping rooms for meeting attendees, go to www.alpa.org/meetingrequest to submit a request to the Event Planning team in the SMD&R Dept. Go to page 9 for a *chart* with details about conference rooms and huddle/team rooms in the McLean, Va., office (i.e., room locations, capacities, and setup types).







Go to meetup.alpa.org for room audio-visual details and features, assistance with your IT needs, and/or technical issues.

Contact Info for Planning a Meeting

- Event Planning: ALPAMeeting@alpa.org
- ALPA IT: 703-689-4357, HelpDesk@alpa.org
- Facilities: Facilities@alpa.org (for inquiries related to huddle/team rooms)

ALPA McLean Conference Rooms and Huddle/Team Rooms

VALO PARK–MCLEAN, VA CONFERENCE ROOM CAPACITIES (updated 12/2020)

ROOM NAME	HOLLOW SQ.	U-SHAPE	BOARDROOM	CLASSROOM	THEATER	PODS
						
FIRST FLOOR						
IAD	36 in front of column 48 around column	28 in front of column 36 behind column	n/a	104 w/ no a/v table 100 w/ a/v table	320 no a/v table 304 w/ a/v table	88 w/ no a/v table 80 w/ a/v table
IAD 1	28	26	n/a	52 w/ no a/v table 48 w/ a/v table	144	48 w/no a/v table 40 w a/v table
IAD 2	32	26	n/a	52 w/ no a/v table 48 w/ a/v table	144	48 w/no a/v table 40 w a/v table
SEA	20	16	14	24	60	n/a
SECOND FLOOR						
MEM	20	16	16	22	63	n/a
ORD	–	–	12	Note: This room is permanent set and table cannot be moved out		
THIRD FLOOR						
YOW	16	12	12	18	64	n/a
ATL	–	–	12	Note: This room is permanent set and table cannot be moved out		
FOURTH FLOOR						
FLL	–	–	15	Note: This room is permanent set and table cannot be moved out		
DCA	–	–	20	Note: This room is permanent set and table cannot be moved out		

VALO PARK–MCLEAN, VA HUDDLE AND TEAM ROOM CAPACITY AND INFORMATION

SECOND FLOOR	THIRD FLOOR	FOURTH FLOOR
2020 Team Room - 10 ppl; low table	3008 Huddle Room - 4 ppl; low table	4012 Team Room - 5 ppl; low table
2021 Huddle Room - 5 ppl; high table	3011 Huddle Room - 4 ppl; low table	4014 Team Room - 6 ppl; low table
2030 Huddle Room - 5 ppl; high table	3021 Huddle Room - 4 ppl; low table	4026 Huddle Room - 5 ppl; high table
2039 Huddle Room - 5 ppl; high table	3022 Huddle Room - 6 ppl; high table	
2040 Team Room - 6 ppl; low table	3031 Huddle Room - 5 ppl; high table	
	3036 Team Room - 10 ppl; low table	
	3054 Huddle Room - 4 ppl; low table	
	3064 Team Room - 9 ppl; low table	
	3075 Huddle Room - 4 ppl; low table	
	3083 Huddle Room - 4 ppl; low table	
	3084 Huddle Room - 6 ppl; high table	
	3093 Huddle Room - 5 ppl; high table	
	3099 Huddle Room - 5 ppl; high table	
	3108 Team Room - 6 ppl; low table	

“Robert’s Rules” Overview

Resolution Evolution

- A. Moved/seconded
- B. Debated
- C. Amended
 - 1. Amendment cannot be amended
 - 2. Restrict debate to amendment
 - 3. If passed, becomes part of main motion
- D. Substituted
 - 1. Substitution cannot be substituted
 - 2. Can be amended
 - 3. If passed, disposes of agenda item; if defeated, returns to main motion
- E. Action Postponed
 - 1. Lay on the table: another matter requires immediate attention
 - 2. Postpone to a time certain: issue is not ripe for resolution (more information needed or intervening events may change the situation); debate permitted
 - 3. Postpone indefinitely: equivalent to voting against the motion; debate permitted
- F. Deferred
 - 1. Specific day or time of meeting
- G. Withdrawn
 - 1. Maker with consent of second (prior to debate)
 - 2. Maker with consent of second and body (after debate has begun)

Privileged Motions

- A. May interrupt speaker
- B. Requires no recognition by chair
- C. Types
 - 1. Point of order
 - i. Not seconded, debated, or voted on
 - ii. Debate being conducted is not germane
 - iii. Issue is not germane
 - iv. Ruled on by chair unless submitted to assembly
 - 2. Point of personal privilege
 - i. Not seconded, debated, or voted on
 - ii. Group concern
 - iii. Individual concern
 - iv. Not frivolous
 - v. Ruled on by chair
 - 3. Appeal ruling of chair
 - i. Requires a second and a vote
 - ii. No debate
 - 4. Move to reconsider
 - i. Requires a second and a vote
 - ii. May debate
 - iii. Must be moved by person on prevailing side of issue
 - iv. Privilege—entry only: not action