



Northwest Airlines, Inc.  
Department Number  
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nwa.com

### PROCEDURES FOR FA RECIPROCAL TRAVEL ON NORTHWEST AIR LINES

Northwest Airlines, Inc. (NWA) is pleased to offer the privilege of reciprocal space available travel for flight attendants. The following procedures have been developed to make this process as hassle free as possible.

1. There is no pre-flight listing. All transactions take place at the airport.
2. Currently, all flight attendants requesting travel on NWA must fill out an "XCM/XFA Travel Request" form which is available at the ticket counter or at the gate. This process may be automated in the future.
3. Flight attendants requesting transportation under this agreement must check in at any airport ticket office or departure gate a minimum of thirty (30) minutes before scheduled departure of the domestic flight.
4. Check-in can be at the ticket counter or gates if you have carry-on luggage only. If you have checked baggage then the ticket counter must process the transaction.
5. You must present your company issued employee ID which must have the text "CREW" on it and request an available cabin seat . (you **will not** be given a cabin FA jumpseat (aka a fold-down jumpseat)). At check-in, our agent will verify that your airline has a reciprocal agreement with NWA.
6. Once you have checked in you will be put on the standby waitlist at a 9H priority. Please stay in the gate area until your name is called.
7. Our agents cannot accommodate requests less than 15 minutes prior to departure.
8. This agreement does not permit travel with children, family members, or a carry-on pet.
9. Transportation is applicable on Northwest flights within the continental United States or to/from the U.S., Hawaii and Alaska, and is on a space available basis. (Any applicable taxes or fees are the responsibility of the crewmember.) Flights operated by NWA Airlink (Mesaba, Pinnacle, or Compass), NWA Cargo, and other NWA Codeshare Partners are excluded from this agreement. Priority will be given to Northwest crew that have pre-listed for jumpseats, and all NRSA passengers (Northwest Employees, retirees, buddy pass holders, ID90, etc.). Thereafter, crewmembers from other airlines that have entered into similar agreements with Northwest will be accorded such transportation on a "first come, first served" basis.
10. Transportation provided under this agreement is solely for travel that is strictly personal in nature. Transportation under this agreement is not to be used for business related travel of a personal nature, and is not to be used in any way to facilitate a carrier's staffing or crew requirements or any employee's crew related duties, responsibilities, plans, prospects or objectives.

Any crewmember utilizing transportation under this agreement while in uniform will be expected to conform to proper and complete uniform requirements. Crewmembers who are not in uniform must conform to a conservative, business casual dress code.