

# CHECKLIST



## Planning for the Unknown

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# WELCOME

Dear fellow ALPA pilot,

The trials and tribulations of our industry are such that at certain times in our careers, we are met with unfortunate circumstances. Whether it is a bankruptcy, merger, pay cuts, company shut down or a furlough, it is never easy.

ALPA created the Furloughed Pilots Support Program (FPSP) in 2008 to support pilots on furlough. The FPSP has since evolved to assist ALPA pilots facing an uncertain future. As recent events have shown, our industry can change in an instant.

This document is “Preparing for Change: A Checklist to Plan for the Unknown.” It was designed in large part by feedback from ALPA pilots previously affected by an airline shutdown or a furlough to serve as a tool for you to solve the problems at hand—in this case, a significant negative change in circumstances at your airline.

This document is comprehensive but cannot possibly cover every nuance of what you’re dealing with. It is meant to give you as much guidance and assistance as it can, in an effort to minimize the pain, anguish, uncertainty, and frustration during this difficult time.

It is ALPA’s goal, through the FPSP, to offer support and empathy during this rough patch. ALPA has a large network of pilots to assist in all situations, and we encourage you to take care of yourself and the well-being of your family. This checklist is one of several tools available and will lead you to many more. Effective communication is paramount, so please be receptive to all information that will flow from your MEC and ALPA.

In unity,

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# INDUSTRY DOWNTURN

## STEP 1: PREPARE

- Ensure ALPA has your latest contact information. Being able to stay in touch is paramount to providing the best assistance.
- Identify best method for contact. E-mail? Phone? Mail at home? TextCaster?
- Ensure you are in good standing with ALPA.
  - Review your account online at [www.alpa.org/memberaccount](http://www.alpa.org/memberaccount).
  - Contact Membership Administration at [Membership@alpa.org](mailto:Membership@alpa.org) or 888-359-2572.
  - Contact an LEC/MEC officer or your membership committee.

## STEP 2: REVIEW

- Review your contract, particularly the pay, benefits, and furlough sections.
- Review the resources at [alpa.org/furlough](http://alpa.org/furlough). What will ALPA do for you?
- Know what other benefits you have and what else is available. The more prepared you are, the better the outcome.
  - Employer benefits: health, dental, vision, retirement/401(k), etc.
  - ALPA benefits: membership insurance, Union Plus, representation, etc.
  - State benefits: [state-by state search](#).
  - Military benefits (if applicable).

## STEP 3: DEVELOP AN ACTION PLAN

- Start saving. You should always have 3-6 months of income saved to combat any loss of income. If things start to get tough, consider increasing that to at least 8 months of income. Explore [free and discounted financial planning through Charles Schwab](#).
- Create a budget—eliminating unnecessary expenses—and stick to it!
  - List of all current and short-term. Review them with a critical eye.
  - Review all possible income streams—e.g., savings, selling assets, tapping 401(k) (get tax advice first!), unemployment, loans, grants, etc.

- Create a rough plan that includes your financial considerations; include planned and foreseen future expenses such as interview clothing, shoes, travel, etc.
- Don't forget to include necessary medical, dental, vision, and drug expenses.
- Reach out to the appropriate loan institution to request payment deferral of any student, car, mortgage, and other loans.
- Prioritize other debts (e.g., credit card) and look at smart ways to pay them off when on a limited income.
- Take advantage of discounts and coupons—e.g., *Union Plus* (U.S.) or *Union Savings* (Canada).
- Review additional tips in the “Resources” section below.

#### STEP 4: STAY INFORMED

- Read your ALPA and MEC communications!
  - ALPA has developed a repository of resources that details steps you need to take and the services ALPA provides to help you get through this difficult time. But, you won't know about them unless you stay informed!
- Download ALPA's app to receive timely updates and additional resources—e.g., jumpseat notification changes, travel restrictions, etc.

#### STEP 5: STAY MENTALLY & PHYSICALLY HEALTHY

- It's critical that you stay healthy. You may not be able to afford an expensive gym membership, but you can join a local community center.
- Meditation and mindfulness are useful tools to increase your ability to deal with the added stress. There are online courses, apps, and books on these helpful topics.
- Determine a plan to mitigate stress (e.g., exercise, meditation, etc.).
  - Additional stress-management suggestions can be found here: <https://www3.alpa.org/OldMyALPA/FPSPMenu/Resources/StressManagment/tabid/8839/Default.aspx>

- Although it's easy to get frustrated and angry under these types of circumstances, it's important you start setting goals. Keep your focus on these goals and don't let your frustration and anger sidetrack you from them.
- While it might appear you are alone, there are many resources you can tap into. Consider starting or joining a support group (online or in person) to exchange ideas, resume tips, job opportunities, stress-management ideas, and even to vent.
- Consider reducing your exposure to medical injuries by decreasing higher-risk activities such as motorcycling, skydiving, mogul skiing, etc. Most employers will not hire pilots who do not have a valid medical.
- Take care of yourself. If you are stressed, it will affect everything around you, including your health, potentially your FAA medical, and your ability to get another job.
- Reach out to the [ALPA Pilot Peer Support network](#).
- Review additional tips in the "Resources" section below.

## STEP 6: FAMILY

- Solidify a plan to address personal and family needs.
- Discuss important changes with your family. They are directly affected by your situation as well.
- You will likely need to cut back on things the family took for granted but can no longer afford. These are difficult, but important, discussions. A counselor, books, and online resources can assist with preparing you for age-appropriate discussions.
- Your spouse might have to go to work or increase their work hours. This might create a role reversal in which you stay home full time and can be new and awkward.
- See more tips to address family challenges on the [Family Issues](#) website.

# FURLOUGHS / SHUT DOWN ANNOUNCED

## STEP 1: PREPARE

- Review the FPSP Furlough Checklist for Pilots ([www.alpa.org/furlough](http://www.alpa.org/furlough)).
- Revisit all of the steps outlined above to see whether any changes need to be made.
- Stay informed! Read all ALPA and MEC communications.

## STEP 2: PROCESS

- Take time to process the company's announcement about furloughs or a shut down, and what the impact is on you and your family. This will more than likely take a toll on everyone.
- Consider the five stages of grief: denial, anger, bargaining, depression, and acceptance. Each person moves through these stages at a different pace. Thinking about the possibility of being without a job or company can feel like you have lost someone. This is normal, albeit very stressful.
- Reach out to the [ALPA Pilot Peer Support network](#).

## STEP 3: GET A JOB

- The goal is to keep/get you back to the flight deck as quickly as possible. Until then, think about how you will stay flying current.
- Some states have extensive unemployment programs designed to get you back into the workforce. These funds go by different names, such as Title 8 or WIA, and have benefits such as medical assistance, job search, and retraining funds (they sometimes even include a type rating).
- If you encounter medical certificate issues, contact ALPA Aeromedical at 303-341-4435. It is free for furloughed members.
- Some airlines, if able, provide preferential interview credit to furloughed/disrupted ALPA pilots (in good standing) in their contract. If you are not sure of your status, e-mail [Membership@alpa.org](mailto:Membership@alpa.org).
- Network with other pilots. They might have a lead on a job that they are not qualified for, but you are.

- Consider your search area. Will you be limited to jobs within a geographical area? Will you consider overseas jobs? What expectations do you have from these jobs? Will you take the first available job and continue to look for a better job?
- Look into attending job fairs, review online employment sites, and connect with other disrupted pilots. Provide feedback about your application and interview experience.
- Start a Facebook page or something similar to allow for sharing job possibilities, interview-prep tips, etc.
- Consider the fact that it might take a while to get another flying job, especially if applying for overseas jobs (some take upwards of a year!).
- If you are considering a job overseas, the recruiter might not tell you everything that will be important to you and your family. Attempt to get information from pilots who are currently employed by this company/airline. Better know the facts before you sign!
- A list of job-search websites can be found here:  
<https://www3.alpa.org/OldMyALPA/FPSPMenu/EmploymentAssistance/JobSearch/tabid/8842/Default.aspx>
- Cage Marshall for resume tips and interview prep  
<http://www.cageconsulting.com/>
- ALPA Fee-for-Departure resources  
<http://www3.alpa.org/ALPADeptInfoPages/PresidentialCommittees/%20FeeForDeparture/tabid/2784/Default.aspx>

# RESOURCES



## ALPA PILOT RESOURCES

### **Furlough Pilot Support Program**

<http://www.alpa.org/furlough>

### **Pilot Peer Support**

<https://www.alpa.org/resources/pilot-peer-support>

### **Pilot and Family Resources**

<https://www.alpa.org/committees/family-issues>



## UNITED STATES RESOURCES

### **FINANCIAL RESOURCES**

#### **Unemployment Insurance**

<https://www.dol.gov/general/topic/unemployment-insurance>

<https://www.careeronestop.org/localhelp/unemploymentbenefits/unemployment-benefits.aspx>

#### **Unemployment Benefits Calculator**

<http://www.unemployment-benefits.org/>

#### **Charles Schwab Financial Planning, Services & Support**

<https://content.schwab.com/web/retail/public/alpa/index.html>

#### **WIC (Women, Infants, Children) Food Program**

<http://www.fns.usda.gov/wic/women-infants-and-children-wic>

## **SCHIP—State Children’s Health Insurance Program**

<https://www.benefits.gov/benefits/benefit-details/607>

## **State-by-State Benefits Overview**

<https://www.benefits.gov/>

## **United States Department of Labor—Employment and Training Administration**

<https://www.doleta.gov/>

## **United States Department of Labor—Rapid Response Services**

<https://www.dol.gov/agencies/eta/layoffs>

## **Union Plus (job-loss grant, debt reduction, mortgage relief, etc.)**

<https://unionplus.org>

## **National Foundation for Credit Counseling**

<https://www.nfcc.org/>

## **My Rate Plan (search for the best mobile phone plan)**

<https://www.myrateplan.com/>

## **MEDICAL RESOURCES**

### **COBRA**

<https://www.dol.gov/general/topic/health-plans/cobra>

### **Working America Healthcare**

<http://workingamericahealthcare.org/>

### **ALPA Aeromedical (you can continue to access this service free of charge)**

<https://www.aviationmedicine.com/consult-an-amas-physician/air-line-pilots-%20association-international-alpa/>



## **CANADIAN RESOURCES**

### **General Information**

<http://www.edsc.gc.ca/eng/home.shtml>

### **Service Canada (benefits index)**

<http://www.servicecanada.gc.ca/eng/subjects/benefits/index.shtml>

### **Government of Canada Benefits**

<https://www.canada.ca/en/services/benefits/ei.html>

### **Union Savings**

<https://unionsavings.ca/en>



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