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MAJOR READY • PREP PACK V2 • FILE 05

THE WINDOW-DAY RUNBOOK

Logbook audits, application preparation, and hiring-window readiness for regional first officers applying to the major airlines.

Version 2.0 — October 2026

Facts verified October 15, 2026

Career-preparation education. Not affiliated with, endorsed by, or connected to any airline. Not interview coaching.

Major Ready Prep Pack v2.0 — October 2026 · Core tier In August 2026, Southwest ran a short, unannounced first officer window that closed August 31. Interviews ran in September — without the pilots who were still getting their paperwork together. Windows reward the prepared, not the deserving. This runbook assumes Files 01–04 are done. If they are, a window opening is a **2-hour clerical exercise**. If they aren't, no runbook can save you — go back and do them.

Facts verified October 15, 2026. Window status is the fastest-decaying fact in aviation hiring: Southwest's FO application was **closed** at verification, FedEx's 2026 pool window closed in July, and no next-window date is published for either. This file therefore teaches **execution**, not dates. The Hiring Window Alerts companion watches the postings weekly so this runbook is already open when you need it.

0. The standing ready-folder (build once, maintain monthly)

One folder — physical and scanned digital twin — containing: - ☐ ATP certificate, FCC permit, First Class Medical (+ full Special Issuance/SODA letter if any), passport — originals + clean scans - ☐ Logbooks: originals + full print set, tabbed per File 01 §5 (Southwest milestone tabbing standard) - ☐ File 02 ledger + variance panel printout, current freeze date - ☐ File 03 vault printout (secure handling — this folder stays home except on interview day) - ☐ File 04 records set: PRD printout, airman file (AC 8060-68) when received, state driving record - ☐ Recommendation letters: three, in hand, as PDFs (Southwest's published advance guidance) - ☐ College transcripts, sealed or official PDFs (Delta) - ☐ Yellow Fever vaccination certificate (Delta requires before indoctrination; United lists it among requirements) - ☐ Resume (File 10), current version

If any box can't be checked **today**, that item — not a window — is your current emergency. Several of these take weeks (§ File 04 lead times). The folder is the product of Files 01–04; this file just refuses to let it decay: **re-check the folder on the 1st of every month**, replace anything expiring within 90 days, and re-print the ledger/variance pages whenever the freeze date rolls.

1. The universal 2-hour sequence (any window, any airline)

Hour 0:00–0:20 — Verify before you move. - ☐ Open the posting **on the airline's own site** (not a screenshot, not a forum post). Confirm: open, FO position, and the posting's own minimums — the live posting governs over every number in this pack - ☐ Read the posting's document demands end-to-end before touching the application. Note anything with a clock on it

Hour 0:20–1:20 — Submit from the vault, never from memory. - ☐ Hours: copy from File 02's airline view for this carrier. Freeze date noted - ☐ History/identity/disclosure fields: copy from

File 03/04 — identical answers to every other application you've filed - ☐ Run the File 02 variance panel against the totals you just entered. Red = stop, fix, re-derive from the ledger

Hour 1:20-2:00 — Close the loop. - ☐ Screenshot/save the submission confirmation and the submitted application itself (your copy is your consistency reference for the next application) - ☐ Log in the vault: system, date/time submitted, hours-as-of freeze date, confirmation number if any - ☐ Set the §3 post-submission ticklers immediately

2. Per-airline drills (the differences that bite)

United (pilothiring.united.com — standing portal) - Pre-check: **exactly one** active United application exists. If an Aviate or military-program application is pending, resolve it first — withdraw or convert per the program rules (File 07 §3 before you touch this: withdrawal has consequences) - Post-submit: the next steps arrive **by email** — candidates report an online assessment invitation and follow-on items including a tax-credit questionnaire (candidate-reported, 2026). Add the sender to your contacts; check spam daily for two weeks. A screening step missed in a spam folder is indistinguishable from a rejection you caused yourself - Standing state: application content is weighed at screening — including failure history (File 04) and application date. Early and accurate beats late and perfect

American (pilots.aa.com — standing profile) - There is no "window day" at American; there is a **freshness discipline**. Your drill is the 90-day update (File 03 §4), executed from the ledger, ending with a logged update date - If you have never re-entered your profile on the new ATS, that is your drill today — old-system profiles do not carry over - If American's pre-interview logbook review (rolling out during 2026, per the review team's briefing) reaches you: your File 01 audit is already the preparation; submit exactly what the review requests, from the ready-folder, nothing improvised

Delta (career site) - Pre-stage before you apply: transcripts in hand (missing documents can force an interview reschedule — official FAQ), recommendation letters collected **to you** (the recommender cannot submit directly), Yellow Fever documentation path known - Know the published sequence you're entering so nothing surprises you: screening → **Aon online assessment** → Atlanta panel + **MMPI-2** → virtual psychologist interview (official process). This pack prepares your documents for it; it does not prepare you for the assessment — nobody's pack honestly can, and File 06/09 say so again

Southwest (posting window — the drill this brand was built on) - Step 1: update the Flight Hours grid (swa.is/FlightHours). **Step 2: submit a formal application to the open posting.** Both. Same sitting. Grid-only is the classic self-elimination — the grid persists; it is not an application - Documents may be requested **immediately** after applying (official guidance) — ready-folder out, three recommendation letters in hand before the window, not requested during it - After an offer, the packet runs through Workday Candidate Home on deadlines: notarized Form 8060.13 (start the notary hunt early), one Form 40.25 **per employer from the last two years**

including non-flying employers (your count is already in File 03), PRD access grant. None of these is hard. All of them are slow if started late

FedEx (profile pool — no window to storm) - Your drill is inverted: there is no posting day. The profile **is** the application. Keep it monthly-current (File 03 §4), PIC buckets honest from File 02's Cargo view - When the pool opens (the 2026 cycle ran: talent-community signup in June → invited applications due July 1 → first class July), the invited move fast. A current profile is the entire game; an absent one is invisible - If the Cargo view readout says NOT YET on PIC: stay current anyway and work the File 07 sequence. Eligibility arrives on the upgrade timeline, not the application timeline

UPS (intermittent postings — unverified status) - No standing drill is honest here: no live posting was captured at verification. If a posting appears, run the universal sequence, verify **every** requirement on the posting itself (this pack's UPS numbers are secondary-reported), and apply the File 02 Cargo-view PIC readout before spending an application on a gate you don't yet meet

3. The 48 hours after you submit (all airlines)

- ☐ Confirmation saved; vault updated (system, date, freeze date, totals as submitted)
- ☐ Email watch set: spam/promotions checked daily ×14 days for assessment or document requests (United expressly; prudent everywhere)
- ☐ Freshness ticklers set: American 90-day, FedEx monthly, ledger monthly (File 03 §4)
- ☐ If the application asked anything your vault didn't cover: write the question and your answer into the vault now — the next system will ask it too, and it must get the identical answer
- ☐ Resume (File 10) re-checked against the totals you submitted — if they differ, the resume is wrong, not the application

The mindset this file installs: windows, pools, and freshness clocks are all the same test — was the work already done? Files 01–04 are the work. This runbook is just the receipt.

Facts verified October 15, 2026. Hiring processes change without notice — this pack's Alerts companion tracks changes. Major Ready is not affiliated with any airline.