

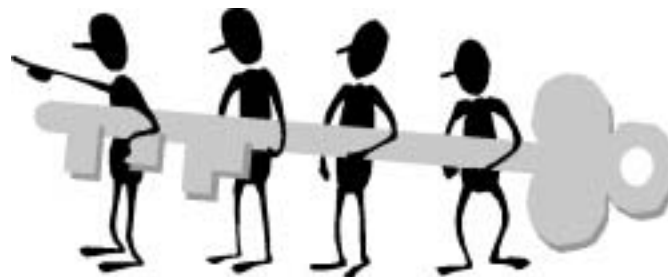


UNION PACIFIC RAILROAD

ELECTRONIC HOURS OF SERVICE REPORTING GUIDE FOR TRANSPORTATION EMPLOYEES

Your KEY to proper Hours of Duty Reporting

10/1/02



PB-22265

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* Note: Pages 16 through 19 of this guide cover features that are under development and not yet available.
Employees will be notified by Superintendent's Bulletin when these features are available in their territory.

INTRODUCTION

PURPOSE: A guideline for TE&Y employees to assist them in the proper Hours of Service Reporting. The Guide will walk the employee through scenarios that they encounter in their daily reporting.

EXPLANATION: The guide is organized with a Table of Contents, which contains the title of each of the scenarios. On page 2 is a blank FRA screen with 22 fields displayed. Each field is numbered. The right Column has corresponding numbers that will explain what inputs are required for proper reporting. There are 16 different scenarios that are commonly used. A Quick Reference Guide for proper reporting is found on page 24. On page 25 are definitions of Activity Reporting (ACT) also Mode of Transportation (MT).

HOW TO USE THE GUIDE

1. Use the Table of Contents to find the scenario you need for your FRA Reporting.
2. Use the scenarios and look at the numbered field. Look for the same number on the right column for an explanation.
3. There are two sections on the FRA screen, the 1st section A through D Covered Service (Steel Wheels). The reporting in this section will be when reporting

Covered Service on a train. DEADHEADS DO NOT GO ON COVERED SERVICE LINES A through D.

4. Activity Reporting,nd Deadheads and Commingled Service are input on the 2nd section. E through L Activity Reporting (Rubber Wheels) ONLY!
5. Lines A through D are for reporting ONE Lead Employee and each Helper ONCE for each train handled.
6. Lines E through L are for reporting Deadheads or Multiple Train Deadheads and Commingled Service ONLY!
7. (F7/F8) Reporting Multiple Trains or Dog Catches. F8 will page you forward. F7 will page you backward page by page.
8. **Duplication Reporting** When you are duplicating another line use the Equal Key. Move the cursor to the Train field and touch the equal key once for each field. You can also hold the equal key down and let it jump from field to field. When it gets close to the end of the line slow down. If not it will jump to F7/F8. The two fields that can not be duplicated are Crew Pos and Prev Off they have to be done by hand. You may duplicate the Covered Service lines or the Activity Lines. On your Time Entry Screen you can also duplicate your helper.

UNION PACIFIC has a 24 hour HELP DESK. Company 8-992-5555 option #5 *Outside Line* 1-800-621-8953 option #5.

ELECTRONIC FRA HOURS OF SERVICE REPORTING

09/01/01 09:25-C
PAGE 01 OF 01

EXPLANATION OF DATA FIELDS

00053 D7737 HOURS OF DUTY REPORTING

AH108 ABCDE 01 09/01 0730
PTO 10:30

CON-NAME

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
CREW	PREV	TRAIN	TR	START	START D/T	RLVD	RLVD D/T	RLSD	RLSD D/T	C
POS	OFF		DY	LOC	MMDDHHMM	LOC	MMDDHHMM	LOC	MMDDHHMM	M
A	CON									
B										
C										
D										

STEEL WHEELS

22.
F7/F8

ACTIVITY REPORTING

12.	13.	14.	15.	16.	17.	18.	19.	20.	21.
CREW	PREV	ACT	M	START	START D/T	END	END D/T	C	
POS	OFF		T	LOC	MMDDHHMM	LOC	MMDDHHMM	M	COMMENTS
E									
F									
G									
H									
I									
J									
K									
L									

RUBBER WHEELS

COVERED SERVICE

1. Crew Position: Your occupation, This field is Computer Generated.
2. Previous off: PTO is from the time of the final release of the previous job to the on duty time of the current job. This Field can also be adjusted if you are told by CMS to show up at the time that you are rested.
3. Train: Your Job number or train I.D.
4. TR/DY: Your Job or Train date.
5. Start Location: The Circ-7 of your job or run. If you did not tie up at this location on the previous FRA record you will be required to report a deadhead under Activity Reporting lines E through L. This will relocate you to the correct start location.
6. Start Date/Time: The Date and Time you started your current covered service trip.
7. RLVD Location: *Circ-7 or Mile Post* Location you are relieved.
8. RLVD Location Date and Time: The Date and time the employee STOPS performing Covered or Commingled service. If you worked 12 hours this is the location you enter your Hours of Service Date and Time.
9. RLSD LOC: will always be a *Circ-7* for your final release. Unless you are reporting Multiple Trains. (See pages 7-9)
10. RLSD DATE/TIME: The Date and Time the employee is released from all mandatory rail road related activities and begins a statutory off-duty period.
11. CM = Commingled Service N or Y, N = no commingled service. Y = an activity other than a deadhead.

ACTIVITY REPORTING

12. Crew Position: You will enter your occupation in this field.
13. PREV OFF: For a Front end deadhead this is where you enter your PTO. For an embedded deadhead or Rear end deadhead your PTO will be 0000.
14. ACT: (Activity) DT-Deadhead to Work, Will be used BEFORE the 12th hour on duty. DF-Deadhead from Work, will be used only after the 12th hour on duty. The other activities are on page 25 of this guide.
15. MT = Mode of Transportation.
16. START LOC: Circ-7 Location Deadhead started.
17. START DATE/TIME: Date and Time Deadhead started.
18. END LOC: Circ-7 Deadhead Ended.
19. END DATE TIME: Date and time Deadhead ended.
20. CM = Commingled service Y or N.
21. Comments: Optional.
22. (F7/F8) Multiple trains or Dog catches F7 pages back and F8 pages forward.

TERMINAL TO TERMINAL DEADHEAD

EXPLANATION OF DATA FIELDS

09/01/01 10:30-C
PAGE 01 OF 01

00053 D7737 HOURS OF DUTY REPORTING
AH108 DH51 01 09/01 0600
PTO 10:30

ENG-NAME

COVERED SERVICE

Note: Lines 1. Through 11. There are no entries. Deadheads are reported under Activity Reporting. Lines E Through L ONLY!

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11
CREW	PREV	TRAIN	TR	START	START D/T	RLVD	RLVD D/T	RLSD	RLSD D/T	C
POS	OFF		DY	LOC	MMDDHHMM	LOC	MMDDHHMM	LOC	MMDDHHMM	M
A										
B										
C										
D										

22.
F7/F8

ACTIVITY REPORTING

ACTIVITY REPORTING

12.	13.	14.	15.	16.	17.	18.	19.	20.	21.
CREW	PREV	ACT	M	START	START D/T	END	END D/T	C	COMMENTS
POS	OFF		T	LOC	MMDDHHMM	LOC	MMDDHHMM	M	
E	ENG	1030	DT	X	AH108	09010600	AH001	09011030	N
F									
G									
H									
I									
J									
K									
L									

12. CREW POS: Enter the occupation of Employee this is an open field.
13. PREV OFF: From the final release of the previous job to the on duty time of the current job this is "Computer generated" at the top of the screen.
14. ACT:(Activity) DT Deadhead to, DF Deadhead from. You can only deadhead from if you exceeded the 12 hr law. Other activities are on page 25 of this guide.
15. MT: (Mode of Transportation) A-For Auto, X-For Taxi, on page 25 of this guide.
16. START LOC: Always a CIRC-7.
17. START DATE/TIME: Circ-7 Date and Time Deadhead was Called for.
18. END LOC: Always a CIRC-7.
19. END DATE/TIME: Ending Circ-7 Date and Time Deadhead ended.
20. CM: (Commingle) Enter N for NO or Y for YES. N means there was no commingled service. Yes means that you have another activity, Session B class or Recertification class, something that commingled with your working trip.
21. COMMENTS: This field is open for any comment you would like to make.
22. (F7/F8) For multiple or dog catch trains only F7 Back pages, F8 Pages forward.

NOTE: The above scenario indicates a crew called to deadhead AH108 Hope to AH001 Anna Terminal to Terminal no Covered service involved. Separate and apart deadheads are ONLY recorded on line "E".
Do Not report a Deadhead Activity on line "A"

Remember: Time spent waiting the arrival of transportation or time spent in transportation is considered LIMBO TIME (Neither on or off Duty).

TOTAL TIME ON DUTY CERTIFICATION

03245	EMPLOYEE TTOD CERTIFICATION			09/01/01 10:30-C
	AH108	DH51 01	09/01/01	06:00-C
1.	2.	3.	4.	5.
POS	NAME	RLVD DATE/TIME	RLSD DATE/TIME	TTOD
6.				0000
ENG				
Date/Time Does Not Apply				
				7.
				DO YOU CERTIFY ENTERED INFORMATION TO BE CORRECT? (Y/N) Y

NOTE: Terminal to Terminal deadhead will always calculate 0000 for total time on-duty unless it attaches to a Covered Service trip.
 When called, if you have had a statutory off duty period (RESTED) the deadhead would not attach to a Covered Service trip.
 Notice that there are no RLVD/RLSD Date/Time, it is not necessary to enter these times as they do not apply to deadhead service or your Pay.

8.
 PRINT LATA I123456

EXPLANATION OF DATA FIELDS

1. POS: Employee occupation Computer Generated
2. NAME: Employee Name Computer Generated
3. RLVD DATE/TIME: Terminal to Terminal Deadhead has No *Rlvd Date/Time*.
4. RLSD DATE/TIME: Terminal to Terminal Deadhead has No *Rlsd Date/Time*.
5. TTOD: Terminal to Terminal Dead Head is neither on duty nor off duty. *Calculates 0000*.
6. ENG: Occupation of Employee completing Report.
7. CERTIFICATION: DO YOU CERTIFY ENTERED INFORMATION TO BE CORRECT (Y/N) If you believe the information you entered is correct enter a Y. **If excess Hours of Service is indicated and you feel this is in error enter an N.** This will take you back to your Hours of Service reporting screen. Examine your entries closely and make any needed corrections.
8. PRINT LATA: This field is Optional. If you want a copy of your FRA Report enter a LATA, If not leave blank.

DEADHEAD WITH IN A DUTY TOUR (EMBEDDED DEADHEAD)

09/01/01 16:55-C
PAGE 01 OF 1

EXPLANATION OF DATA FIELDS

00053 D7737 HOURS OF DUTY REPORTING

CON-NAME	AH001	ABCDE 01	PTO 10:30	09/01 0600						
1. CREW	2. PREV	3. TRAIN	4. TR	5. START	6. START D/T	7. RLVD	8. RLVD D/T	9. RLSL	10. RLSL D/T	11. C
A CON	1030	ABCDE	01	AH001	09010600	AH108	09011700	AH108	09011700	N

COVERED SERVICE

1. CREW POS: Computer Generated.
2. PREV OFF: In this scenario the PTO is 1030.
3. TRAIN: The Train in this scenario is ABCDE 01.
4. TR/DY: Is 01.
5. START LOC: ANNA AH001.
6. START DATE/TIME: 09010600.
7. RLVD LOC: Hope AH108.
8. RLVD DATE/TIME: 09011700.
9. RLSL LOC: Hope AH108.
10. RLSL DATE/TIME 09011700.
11. CM: N = No Commingled.
12. (F7/F8) Multiple or Dog Catching Trains.

13. CREW	14. PREV	15. ACT	16. M	17. START	18. START D/T	19. END	20. END D/T	21. C	22. COMMENTS
E CON	0000	DT	X	AH066	09011615	AH108	09011645	N	Administrative duties

ACTIVITY REPORTING

13. CREW POS: Enter Occupation.
14. PREV OFF: 0000.
15. ACT: DT Deadheaded To. Less than 12 hours.
16. MT: Mode of Transportation X = Taxi. Other Modes of Transportation on page 25 of this guide.
17. START LOC: Faye AH066.
18. START DATE /TIME: 09011615.
19. END LOC: Hope AH108.
20. END DATE/TIME: 09011645.
21. CM = Commingle N = No Commingled.
22. COMMENTS: From the time the deadhead ended 09011645 to the final release on line "A" 09011700 the employee was doing Administrative Duties.

NOTE: The above scenario indicates a crew that went on duty at AH001 Anna at 6:00AM, and was relieved off the train at AH066 at Faye 16:15 and deadheaded to AH108 Hope.
Notice that the **RLVD/RLSD locations, dates and times are the same, and should always be the same when on duty 12 hours or less.** The deadhead in this situation becomes embedded into the covered service trip.

COVERED SERVICE AND RELIEVED ON HOS COMPLETED AS = TE QUICK TIE UP

09/02/01 13:00-C
PAGE 01 OF 01

EXPLANATION OF DATA FIELDS

00053 D7737 HOURS OF DUTY REPORTING

AH108	ABCDE 01	09/01 0600									
CON-NAME		PTO 10:30									
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	
CREW	PREV	TRAIN	TR	START	START D/T	RLVD	RLVD D/T	RLSD	RLSD D/T	C	
POS	OFF	DY	LOC	MMDDHHMM	LOC	MMDDHHMM	LOC	MMDDHHMM	M		
A	CON	1030	ABCDE	01	AH108	09010600	AH012	09011800	AH001	09011915	N

B										
C										
D							12.			
							F7/F8			

ACTIVITY REPORTING										
13.	14.	15.	16.	17.	18.	19.	20.	21.	22.	
CREW	PREV	ACT	M	START	START D/T	END	END D/T	C		
POS	OFF	T	LOC	MMDDHHMM	LOC	MMDDHHMM	M	COMMENTS		
E	CON	0000	DF	X	AH012	09011845	AH001	09011915	N	WAIT FOR RIDE

F
G
H
I
J
K

NOTE: The above scenario indicates a crew that went on duty at AH108 Hope at 06:00, relieved on the Hours of Service at AH012 Bess at 18:00 and waited until 18:45 for transportation to deadhead to AH001 Anna. Notice that the RLVD time line "A" is on the Hours of Service and the start time on line "E" is the time transportation started (The difference is considered **LIMBO TIME** waiting on transportation). The end Location, Date and Time on line "E" is equal to the RLSD Location, Date and Time on line "A".

REMEMBER Time spent waiting the arrival of transportation or time spent in transportation is considered **LIMBO TIME**. After completing a QUICK TIE UP the RLVD/RLSD times are Frozen to History and used when completing MC OPTION 2 and may not be changed.

COVERED SERVICE

1. CREW POS: Employees Occupation (CON) Computer Generated.
2. PREV OFF: 1030 The amount of time Employee had off from final release of previous job.
3. TRAIN: ABCDE.
4. TR/DY: 01.
5. START LOC: Location Employee reported for work Hope AH008.
6. START DATE/TIME: The date and time job started 09010600.
7. RLVD LOC: Location employee reached Hours of Service Bess AH012.
8. RLVD DATE/TIME: Date and time Employee reach Hours of Service limit 09011800 ^{12TH} hour. This will drive the employee's statutory rest 10 hours from the FINAL RELEASE.
9. RLSD LOC: Final Release Location Anna AH001.
10. RLSD DATE/TIME: (D/T) Date / Time of final release of tour of duty 09011915 will start the off duty period of 10 hours.
11. CM: N = No Commingled.
12. (F7/ F8) Multiple trains or Dog catching.

ACTIVITY REPORTING

13. CREW POS: Employee must enter Occupation (CON)
14. PREV OFF: 0000 or Employee may enter amount of time waiting for ride from the RLVD DATE/TIME line A to the START DATE/TIME line E of the ride. (TIME WAITING IS **LIMBO TIME**, Neither on or off Duty.)
15. ACT: (DF) Deadhead From. Employees Only Deadhead From after working 12 hours.
16. MT = Mode of Transportation page 25 of this guide. X = Taxi.
17. START LOC: The location at which employee was RELIEVED on line A. LOC. Bess AH012.
18. START DATE/TIME: The Date/Time the Deadhead ride started to move 09011845.
19. END LOC: The location employee will be for his or her final release Anna AH001.
20. END DATE/TIME: Account employee is over the Hours of Service the Ending Time of the Deadhead and the Final Release line A will be the same 09011915
21. CM: Commingled N = No Commingled.
22. COMMENT: Optional

MULTIPLE TRAINS 1 (DOG CATCH)

09/02/01 17:27-C
PAGE 01 OF 01

00053 D7737 HOURS OF DUTY REPORTING
AH108 ABCDE 31 09/02 0600
PTO 13:00
CON-NAME
11 12. 13. 14. 15. 16. 17. 18. 19. 20. 21.
CREW PREV TRAIN TR START START D/T RLVD RLVD D/T RLSD RLSD D/T C
POS OFF DY LOC MMDDHHMM LOC MMDDHHMM LOC MMDDHHMM M
A CON 0000 ABCDE 31 AH049 09020730 AH108 09020945 AH108 0920945 N
B
C
D

ACTIVITY REPORTING

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
CREW	PREV	ACT	M	START	START D/T	END	END D/T	C	
POS	OFF	T	LOC	MMDDHHMM	LOC	MMDDHHMM	M	COMMENTS	
E CON	1300	DT	X	AH108	09020600	AH049	09020730	N	

F
G
H
I
J
K
L

NOTE: The above scenario indicates page 1 of 1 of multiple trains or dog catch, where the individual went on duty at AH108 Hope at 0600 and was RLVD/RLSD off the first train (ABCDE 31) at 0945. Report the Deadhead information first on line "E". PREVIOUS OFF = 1300. ACT = DT. M/T = X. START LOCATION AH108 Anna. START DATE/TIME 09020600, END LOCATION AH049 Eden, END DATE/TIME 09020730 when DH ended. Reporting Covered Service on Line "A", PREV OFF = 0000 TRAIN ID (ABCDE) TR DATE 31, START LOCATION, DATE/TIME IS AH049, 09020730 same as the End Location Date/Time entered on line "E". RLVD/RLSD Location, Date/Time are the same. AH108, 09020945 when service ended on ABCDE train less than 12 hours on duty.

(F8)

EXPLANATION OF DATA FIELDS

ACTIVITY REPORTING

1. This scenario will start on line E under Activity Reporting. CREW POS: Enter your occupation.
2. PREV OFF: PTO 1300.
3. ACT: DT Deadhead To.
4. MT: Mode of Transportation X = Taxi other MT are on page 25 of this guide.
5. START LOC: The Start Location of this trip is Hope AH108.
6. START DATE /TIME: The on duty date and time to start deadhead 09020600.
7. END LOC: The End Location of the deadhead is Eden AH049.
8. END DATE/TIME: The end date and time of the deadhead is 09020730.
9. CM: N = *No Commingled*.
10. COMMENT: Optional.

COVERED SERVICE

11. CREW POS: This field is is Computer Generated.
12. PREV OFF: 0000 Account duty started with an *Activity* on line E.
13. TRAIN: The train ID ABCDE Employee was called for. Computer Generated at top of screen.
14. TR/DY TRAIN DAY: The Date of that Train, 31 Computer Generated at the top of screen.
15. START LOC: The Location Employee dead headed to train. Eden AH049.
16. START DATE /TIME: Date and Time employee took charge of train ABCDE 31 09020730.
17. RLVD LOC: Hope AH108.
18. RLVD DATE/TIME: 09020945.
19. RLSD LOC: AH108.
20. RLSD DATE/TIME: 09020945.
21. CM: N = No Commingled.
22. F7/F8: Multiple Trains or Dog Catching

NOTE: Relieved Date and Time and Released Date and Times are the same. (*If employee ENTERED at this time it would tie the employee up.*) **DO NOT ENTER!** Touch (F8) upper number keys at top of key board. This will take the employee to second FRA page 2of 2.

MULTIPLE TRAINS 2 (DOG CATCH) CONTINUED PAGE 2 OF 2

09/02/01 17:30-C
PAGE 02 OF 02

00053 D7737 HOURS OF DUTY TRAINMAN REPORTING
AH108 ABCDE 31 09/02 0600

CON-NAME	11.	12.	13.	14.	15.	16.	17.	18.	19.	20.	21.
	CREW	PREV	TRAIN	TR	START	START D/T	RLVD	RLVD D/T	RLSD	RLSD D/T	C
	POS	OFF		DY	LOC	MMDDHHMM	LOC	MMDDHHMM	LOC	MMDDHHMM	M
A	CON	0000	FGHIJ	30	123MP	09021330	AH108	09021510	AH108	09021510	N
B											
C											
D									22.		
									F7/F8		

ACTIVITY REPORTING

	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
	CREW	PREV	ACT	M	START	START D/T	END	END D/T	C	
	POS	OFF		T	LOC	MMDDHHMM	LOC	MMDDHHMM	M	COMMENTS
E	CON	0000	DT	X	AH108	09021300	123MP	09021330	N	
F										
G										
H										
I										
J										
K										
L										

CONTINUED FROM PAGE 1

NOTE: After completing the input on screen 1 of 1 you entered F8 to report the second deadhead and train on screen 2 of 2. Notice that the train ID at the top of the screen is the same as screen one, enter the correct ID you actually handled on your second train on line "A" (FGHIJ).

Enter the deadhead information on line "E". Previous off is 0000, DT for activity code (ACT) and X for the mode of transportation. Start Location is AH108. The Date/Time is the time DH started. The end location is 123MP a Mile Post Location, where you pick up FGHIJ 30 at 1330.

Report the covered service on line "A" with 0000 as the PTO, Start Location 123MP, Start Date and time 02021330 and the RLVD/RLSD Location is AH108, Date/Time is 09021510.

(F8)

EXPLANATION OF DATA FIELDS

ACTIVITY REPORTING

1. CREW POS: Enter Occupation (CON) This is an open field.
2. PREV OFF: 0000 Employee entered PTO on page 1 of 1.
3. ACT: DT Deadhead To Employee is Less than 12 hours. DF when over 12 hours.
4. MT = Mode of Transportation. Other modes are on page 25 of this guide.
5. START LOC: Hope AH108.
6. START DATE/TIME: 09021300 *NOTE:* The final release on page 1 of 1 was 09020945. That tells the FRA you waited for the other train or went to eat.
7. END LOC: In this scenario the location is a Mile Post 123MP. The Employee always enters the mile post Number first then the Initial. That way our system does not recognize it as a Circ-7.
8. END DATE/TIME: The date and time the dead head ended.
9. CM=N No Commingled.
10. COMMENTS: Optional.

COVERED SERVICE

11. CREW POS: This field is Computer Generated.
12. PREV OFF: 0000 Employee entered PTO on page 1 of 1.
13. TRAIN: *NOTE:* The train ID at the top of the page is the first train on page 1 of 1 ABCDE 31 The second train is the FGHIJ 30 that goes under TRAIN.
14. TR/DY 30
15. START LOC: 123MP The Mile Post the Employee Deadheaded out to.
16. START DATE/TIME: 09021330 when employee arrived at the Mile Post.
17. RLVD LOC: Hope AH108.
18. RLVD DATE/TIME: 09021510
19. RLSD LOC: Hope AH108.
20. RLSD DATE/TIME: 09021510
21. CM = N No Commingled.
22. (F7/F8) To go to Page 3 of 3 Employee enters key F8.

NOTE: Relieve Location Date/Time and Release Location Date/Time are the same. If the Employee entered it would tie him up. DO NOT ENTER Touch (F8) to go on to page 3 of 3 FRA Reporting.

MULTIPLE TRAINS 3 (DOG CATCH) CONTINUED PAGE 3 OF 3

09/02/01 17:30-C
PAGE 03 OF 03

00053 D7737 HOURS OF DUTY REPORTING

11.	12.	13.	14.	15.	16.	17.	18.	19.	20.	21.	
CREW	PREV	TRAIN	TR	START	START D/T	RLVD	RLVD D/T	RLSD	RSLD D/T	C	
POS	OFF		DY LOC	MMDDHHMM	LOC	MMDDHHMM	LOC	MMDDHHMM	LOC	MMDDHHMM	
A CON	0000	KLMNO	01 AH025	09021600	AH108	09021730	AH108	09021730	AH108	09021730	N

B
C
D

22.
F7/F8

ACTIVITY REPORTING

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
CREW	PREV	ACT	M	START	START D/T	END	END D/T	C	
POS	OFF		T LOC	MMDDHHMM	LOC	MMDDHHMM	LOC	MMDDHHMM	COMMENTS
E CON	0000	DT	X AH108	09021530	AH025	09021600			N

F
G
H
I
J
K
L

NOTE: After completing the input on screens 1 of 1 and 2 of 2 you enter F8 to report the third Deadhead and train on page 3 of 3. Notice that the train ID at the top of the page is the same as page 1 of 1, enter the correct train ID that you worked on page 3 of 3 on line "A" (KLMNO).

REMEMBER:

- When on duty 12 Hours or Less, RLVD/RLSD Locations, Dates and Times are always the same.
- When on duty over 12 hours, RLVD/RLSD Locations, Dates and Times are never the same. RLSD Time will be later than RLVD Time

EXPLANATION OF FIELD DATA

ACTIVITY REPORTING

1. CREW POS: Enter Crew Position (CON).
2. PREV OFF: 0000 The PTO is on page 1 of 1.
3. ACT: DT Deadhead To. Other codes are on page 25 of this guide.
4. MT Mode of Transportation X = Taxi. Other codes are on page 25.
5. START LOC: Hope AH108.
6. START DATE/TIME: 09021530.
7. END LOC: Cloy AH025.
8. END DATE/TIME: 09021600.
9. CM = N No Commingled.
10. COMMENTS: Optional.

COVERED SERVICE

11. CREW POS: (CON) Computer Generated.
12. PREV OFF: 0000 The PTO is on page 1 of 1.
13. TRAIN: KLMNO.
14. TR/DY: 01.
15. START LOC: Cloy AH025.
16. START DATE/TIME: 09021600.
17. RLVD LOC: Hope AH108.
18. RLVD DATE/TIME: 09021730.
19. RLSD LOC: Hope AH108.
20. RLSD DATE/TIME: 09021730.
21. CM = N No Commingled.
22. (F7/F8) F8 Always will take you forward, F7 Always will take you back one page at a time. There are 99 pages you can use to do Multiple Trains or Dog Catches.

EXCESS SERVICE COMPLETED THROUGH = MC OPTION 2

EXPLANATION OF FIELD DATA

09/03/01 10:56-C
PAGE 1 OF 1

00053 D7737 HOURS OF DUTY TRAINMAN REPORTING											
AH108		ABCDE 01			09/02 0600						
ENG-NAME		PTO 10:30									
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	
CREW	PREV	TRAIN	TR	START	START D/T	RLVD	RLVD D/T	RLSD	RLSD D/T	C	
POS	OFF		DY	LOC	MMDDHHMM	LOC	MMDDHHMM	LOC	MMDDHHMM	M	
A	ENG	1030	ABCDE	01	AH108	09020600	AH012	09021815	AH001	09021905	N
B											
C											
D											
										12.	
										F7/F8	
ACTIVITY REPORTING											
13.	14.	15.	16.	17.	18.	19.	20.	21.	22.		
CREW	PREV	ACT	M	START	START D/T	END	END D/T	C			
POS	OFF		T	LOC	MMDDHHMM	LOC	MMDDHHMM	M	COMMENTS		
E	ENG	0000	DF	X	AH012	09021830	AH001	09021905	N	WAIT ON RIDE	
F											
G											
H											
I											
J											
K											
L											

NOTE: The above scenario indicates a crew that went on duty at AH108 Hope at 06:00. Train stopped at Bess AH012 at 17:55 and crew was instructed to secure train. Crew finished securing train at 18:15 and transportation arrived at 18:30. After transporting to AH001, Anna, they completed a =TE Quick Tie Up showing a RLVD time of 18:15 when train was secured at Bess and a RLSD time of 19:05 at Anna. =MC Option 2 was completed on the next tour of duty.

NOTE: If you are required to change your Train ID you will receive an error message. The message will read at the bottom of the screen Train ID not equal to CMS call. If the Train ID is correct touch ENTER. If incorrect Re-enter Correct Train ID and ENTER.

COVERED SERVICE

1. CREW POS: Occupation (ENG) This field is Computer Generated
2. PREV OFF: 1030 From the Final Release of the previous Job to the On Duty time of the current Job.
3. TRAIN: Enter the TRAIN ID you were called for ABCDE. If the Employee is instructed to be Switched to another TRAIN, then enter that TRAIN ID and ENTER.
4. TR/DY: This is the TRAIN ID DATE 01.
5. START LOC: The Circ-7 Location the Employee started on duty from AH108 Hope.
6. START DATE/TIME: Start Date/Time Employee started service 09020600.
7. RLVD LOC: The Location Employee was relieved, Can be a *Mile Post* or *Circ-7* AH012 Bess.
8. RLVD DATE/TIME: The date and time Employee was relieved of covered service 09021815.
9. RLSD LOC: The Circ-7 Location that Employee had his or her Final Release AH001 Anna.
10. RLSD DATE/TIME: THE DATE/TIME Employee Release from Duty Tour . 09021905.
11. CM = N No Commingled.
12. (F7/F8) Multiple Trains or Dog Catches.

ACTIVITY REPORTING

13. CREW POS: Enter Occupation (ENG).
14. PREV OFF: 0000 PTO on line "A".
15. ACT DF Deadhead From ONLY when over 12 Hours on Duty.
16. MT = X Mode of Transportation see page 25 of this guide.
17. START LOC: AH012 Bess Circ-7 or Mile Post Location when Deadhead started.
18. START DATE/TIME: 09021830 The actual time the Deadhead started.
19. END LOC: Location Deadhead ended AH001 Anna.
20. END DATE/TIME: The Date/Time the Deadhead ended 09021905.
21. CM = N No Commingled.
22. COMMENTS: Optional.

NOTE: When Employee arrived at the tie up terminal he or she reported a Quick Tie up. Remember Dates and Times entered on a Quick tie up CANNOT be changed After Entered. They are Frozen in History. On the following tour of duty the lead Employee will report his or her = MC Option 2 Delayed Report. When not performing any type of service, sitting and waiting for transportation is LIMBO TIME Neither on or off Duty.

EXCESS SERVICE CERTIFICATION

EXPLANATION OF FIELD DATA

03245	EMPLOYEE	TTOD	CERTIFICATION	1. 09/03/01 11:00-C
		AH108	ABCDE 01	
2. POS ENG	3. Name	4. DATE/TIME 09021815	5. DATE/TIME 09021905	6. TTOD 1215

7.
DO YOU CERTIFY ENTERED INFORMATION TO BE CORRECT? (Y/N)

NAME OF MANAGER INVOLVED IN EXCESSIVE SERVICE DECISION: **DTO JAM**

PRINT LATA: I123456

Be sure to include the Manager's Name, involved in the decision to exceed the Hours of Service, when applicable.

NOTE: Should an error occur on the Quick Tie up that creates a report of excess HOS, account the incorrect time was entered in the relieved field, complete the record as is and show in remarks: INCORRECT RLVD TIME 1815 ENTERED ON Q/T, CORRECT RLVD TIME IS 1800.

NAME OF MANAGER: **N/A**

REMARKS:

Observe date and time upper right hand corner of screen

1. 09/03/01 11:00-C. The FRA knows this was a *Delayed Report*.
2. POS: ENG. *Computer Generated*.
3. NAME *Computer Generated*.
4. Train was secured at 18:15 Transportation arrived Bess AH012 at 18:30.
5. Transported to AH001 Anna and released at 19:05
6. TTOD: 1215.
7. When you feel that you have been instructed to Violate Hours of Service enter a (Y) and explain in REMARKS.

Train came to rest at 17:55 and crew was instructed to secure train.

NOTE: Crew was RLVD at 18:15 when train was secure and all Covered Service was completed. Time spent waiting the arrival of transportation or time spent in transportation is considered **LIMBO TIME** Neither on or off duty 18:15 to 19:05.

******* Be very specific when entering REMARKS, the information is IMPORTANT. You are creating an official record as required by federal regulations. *******

CALL AND RELEASE =MC OPTION 13

EXPLANATION OF FIELD DATA

00044 D7734 EMPLOYEE CALL AND RELEASE 09/02/01 17:50-C

CONDUCTOR AH108 ABCDE 01 09/02 18:00

1.	2.	3.	4.	5.	6.
POS	NAME	TRAVEL START DATE/TIME	TIME END DATE/TIME	NOTIFIED RELEASE DATE/TIME	ACTUAL RELEASE DATE/TIME
CON		09021700	09021745	09021750	09021755

REMEMBER:

1. POS: (CON) Occupation Computer Generated.
2. Name: Computer Generated.
3. Travel Start Date/TIME 09021700. The date/time you started your travel from home or away from home.
4. Time End Date/Time 09021745. The date/time arrived at work site.
5. Notified Released Date/Time 09021750. The date/time you were notified of release.
6. Actual Release Date/Time 09021755. The actual date/time you were released from duty.

NOTE: A call and release is reported when notified prior to job start time, and after arrival at the job start location that you are released or your call has been "busted."

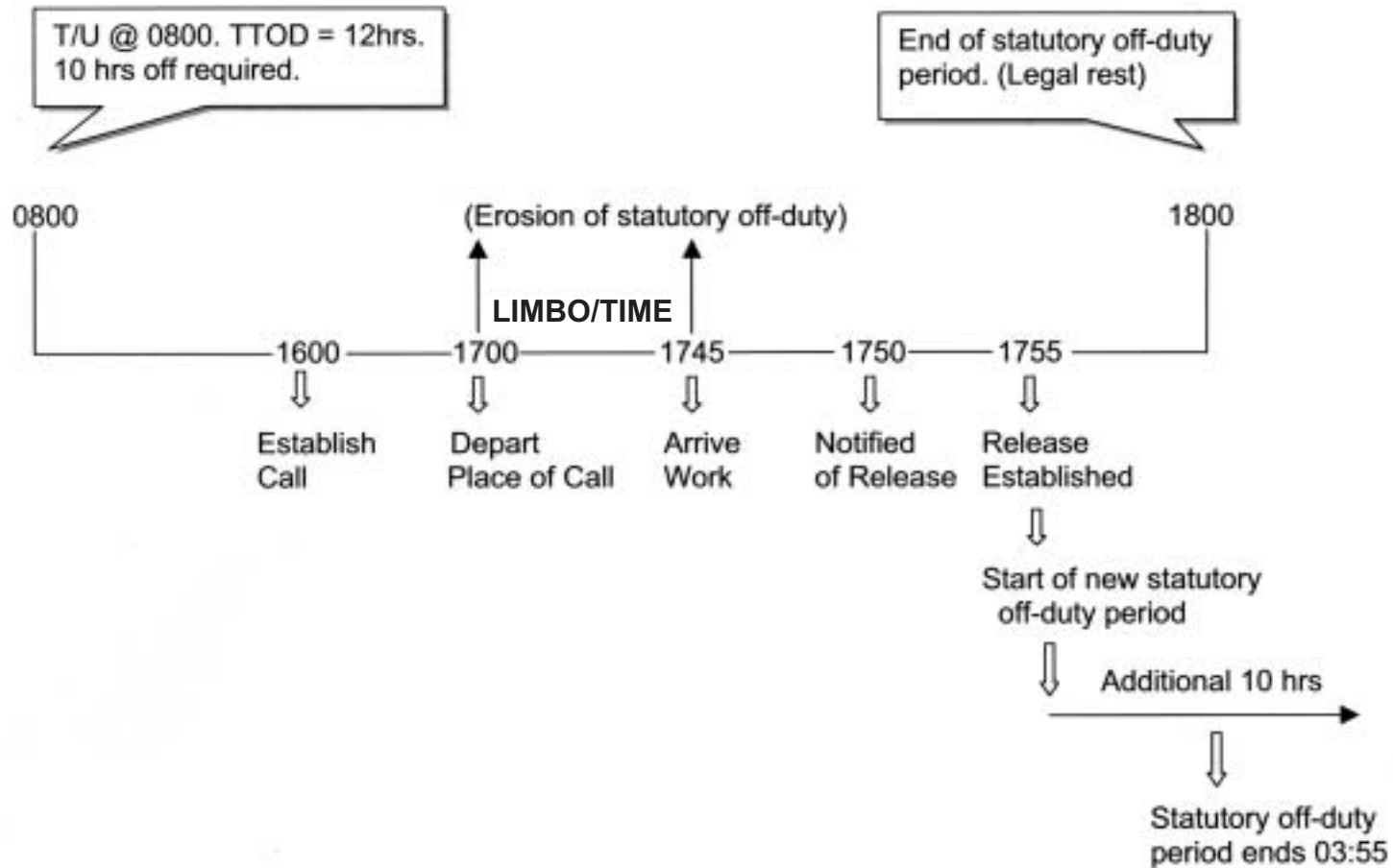
PRINT LATA: I791164

49 USC Chapter 211 (OPAI-98-01) HOURS OF SERVICE

PART A: CALL AND RELEASE

CALL AND RELEASE is the railroad act of issuing an employee a Report-for-Duty Time, then Releasing the employee from the requirement to report PRIOR to the report-for Duty Time.

CALL AND RELEASE TIME LINE



- ❑ **Explanation:** The above time line indicates a tie-up @ 0800 with 12 hours total time on duty. This requires a 10 hour statutory off-duty period (legal rest) before next service.
- ❑ A call from CMS to establish a report for duty time of 1800 is received at 1600 (the phone call is not a disruption of off-duty period). You depart place of call; home or crew lodging facility at AFHT@ 1700 and arrive at the job start location @ 1745.
- ❑ After arriving at the job work site, you are notified at 1750 that your call has been busted and you will not be needed for this call. This is considered a call and release and must be reported through **=MC option 13**. A new release time is established at 1755.
- ❑ Because you were notified of a call and release and because you started your travel from home prior to the completion of your statutory off-duty period, the travel time becomes a material disruption of your off-duty period. Therefore, you have not received 10 consecutive hours off duty as required by the Hours of Service Law.
- ❑ A new statutory off-duty period must begin at the new release time and must consist of 10 consecutive hours off duty.

SESSION B CLASS MISSING RECORD

EXPLANATION OF FIELD DATA

09/18/01 12:01-C
PAGE 01 OF 01

00053 D7737 HOURS OF DUTY REPORTING											
AH108 ABCDE 18 09/18 0400											
PTO 57:35											
ENG-NAME	11.	12.	13.	14.	15.	16.	17.	18.	19.	20.	21.
	CREW	PREV	TRAIN	TR	START	START D/T	RLVD	RLVD D/T	RLSD	RLSD D/T	C
	POS	OFF		DY	LOC	MMDDHHMM	LOC	MMDDHHMM	LOC	MMDDHHMM	M
A	ENG	3600	ABCDE	18	AH108	09180400	AH001	09181200	AH001	09181200	N
B											
C											
D											

ACTIVITY REPORTING

1. CREW POS: (ENG) This is an open field.
2. PREV OFF: 1335 From the final release of the previous job to the on duty time of the session B class.
3. ACT: TS = Testing. The activity codes are on page 25 of this guide.
4. MT: = Mode of Transportation as you can see there is no entry in this scenario. Codes are on page 25.
5. START LOC: Circ-7 location for session B class, Hope AH108.
6. START DATE/TIME 09160800. Date/time session B class started.
7. END LOC: Circ-7 location session B class ended, Hope AH108.
8. END DATE/TIME: 09161600. Date/time session B class ended.
9. CM = N No Commingled.
10. COMMENTS: Session B Class. A comment must be entered with this activity.

22.
F7/F8

ACTIVITY REPORTING									
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
CREW	PREV	ACT	M	START	START D/T	END	END D/T	C	
POS	OFF		T	LOC	MMDDHHMM	LOC	MMDDHHMM	M	COMMENTS
E	ENG	1335	TS	AH108	09160800	AH108	09161600	N	Session B Class
F									
G									
H									
I									
J									
K									
L									

COVERED SERVICE

11. CREW POS: (ENG) This field is Computer Generated and can not be changed.
12. PREV OFF: 3600 From the ending time of the Session B class to the on duty time of the current trip.
13. TRAIN: Train ID called for ABCDE.
14. TR/DY: Date of Train ID (18).
15. START LOC: Circ-7 location on duty Hope AH108.
16. START DATE/TIME: 09180400. Date/Time job started.
17. RLVD LOC: Circ-7 location relieved at Anna AH001.
18. RLVD DATE/TIME: 09181200. Date/Time job relieved.
19. RLSD LOC: Circ-7 location released at Anna AH001.
20. RLSD DATE/TIME: 09181200. Date/Time of final release.
21. CM = N No Commingled.
22. (F7/F8) Multiple Trains or Dog Catching.

NOTE: When attending any type of Mandatory activity, such as; Rules Recertification, Physical Examination, Safety class, or, in this case, Session B there is no =TE Tie Up function generated.

The PTO generated at the top of the screen is calculated from the Final Release of the previous FRA record completed, to the start time of the current job.

The PTO generated can be corrected in case of a missing record; the activity is reported on line "E."

EXAMPLE: The above scenario indicates a generated PTO of 57:35, which is corrected by reporting a missing record for a Session B Class attended between two tours of duty.

Line "E" has a Previous Off 13:35 calculated from the Final Release on the prior record to the start time of the Session B Class. The required class began at 08:00 and ended at 16:00 on 09/16/01. Next tour of duty began at 04:00 on 09/18/01, 36:00 hours after Session B Class.

13:35 PTO + 08:00 in class reported on Line "E" plus 36:00 off from class to next job reported on Line "A" Equals the generated PTO of 57:35.

REMEMBER: From the final release of the previous job, to the start time of an activity Session B class. That time will be your PTO prior time off on line "E". Then you count how long the class was. From the end of the Session B class to the on duty time of the current job will be your PTO on line "A".

DEADHEAD FROM PREVIOUS DAY

09/04/01 17:49-C
PAGE 01 OF 01

00084 D7737 HOURS OF DUTY REPORTING										
AH001			WXYZ 04		09/04 0745		PTO 11:15			
FOR - NAME	PTO 15:10				SW1 - NAME		PTO 11:15			
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
CREW	PREV	TRAIN	TR	START	START D/T	RLVD	RLVD D/T	RLSD	RLSD D/T	C
POS	OFF		DY	LOC	MMDDHHMM	LOC	MMDDHHMM	LOC	MMDDHHM	M
A FOR	1510	WXYZ	04	AH001	09040745	AH108	09041750	AH108	09041750	N
B SW1	0930	===	==	=====	=====	=====	=====	=====	=====	= 12.
C										
D										

EXPLANATION OF FIELD DATA

COVERED SERVICE

1. CREW POS: Line "A" (FOR) Foreman Line "B" (SW1) Switchman, These fields are Computer Generated.
2. PREV OFF: The actual time PTO Foreman (1510) and Switchman (0930) His or Her time is 1 hr 45 min less than reported at the top of the screen. He or she adjusts PTO on line "E" to account for deadhead from Eden to Anna.
3. TRAIN: The train or job ID crew worked. (WXYZ).
4. TR/DY: Train/ Date of job or train (04).
5. START LOC: Anna (AH001).
6. START DATE/TIME: (09040745) Date/Time crew was on duty.
7. RLVD LOC: Hope (AH108).
8. RLVD DATE/TIME: (09041750) Date/Time crew was relieved.
9. RLSD LOC: Hope (AH108).
10. RLSD DATE/TIME: (09041750) Date/Time crew was released of all covered service.
11. CM = N No Commingled service.
12. DUPLICATION REPORTING When you are duplicating another line use the EQUAL KEY. The proper way is move the cursor to the TRAIN field and touch the EQUAL KEY one time for each field. You can also hold the EQUAL KEY down and let it jump from field to field. When it gets close to the end of the line slow down, if not it will jump to F7/F8. The two fields that can not be duplicated are Crew Pos and Prev Off. They have to be done by hand. You may duplicate the Covered Service lines or the Activity lines. On your time entry screen you can also duplicate your helper.
13. (F7/F8) Multiple Trains or Dog Catches.

ACTIVITY REPORTING

14.	15.	16.	17.	18.	19.	20.	21.	22.	23.
CREW	PREV	ACT	M	START	START D/T	END	END D/T	C	COMMENTS
POS	OFF		T	LOC	MMDDHHMM	LOC	MMDDHHMM	M	
E SW1	0000	DF	A	AH049	09032030	AH001	09032215	N	DH FROM LED - 03
F									
G									
H									
I									
J									
K									
L									

ACTIVITY REPORTING

14. CREW POS: (SW1) Switchman showing a previous day deadhead.
15. PREV OFF: Switchman PTO is 0000 He is reporting a deadhead from the release time of his or her previous trip.
16. ACT: (DF) Deadhead From account deadheading from a previous day and trip Eden AH049 to Anna AH108.
17. MT: Mode of Transportation "A" Personal AUTO. Codes are on page 25 of this guide.
18. START LOC: Switchman reported start of deadhead Eden AH049.
19. START DATE/TIME: 09032030.
20. END LOC: Switchman reported end location Anna AH001.
21. END DATE/TIME: 09032215.
22. CM = N No Commingled Service.
23. COMMENTS: Switchman entered DH FRON LED-03.

The above scenario shows how to report a DH from a previous day (missing DH). In this scenario the Switchman is assigned to the switchman extra board at AH001, Anna. On Sept. 03 he deadheaded to AH049, Eden to work the switchman position on the LED 03. The LED 03 tied-up at AH049 and established a release time of 09032030. The switchman deadheaded back to AH001, Anna, called CMS and established a new final release time of 09032215.

This switchman was called to report for his next tour of duty at AH001, Anna, at 09040745 to work the switchman's position on the WXYZ 04. When tying up at AH108 it was necessary for his Foreman to report his deadhead from AH049 to AH001 from the previous day. This DF is reported on line E and the PTO will be adjusted to reflect the 1' 45' deadhead.

NOTE: The PTO generated at the top of the screen is calculated from the Final Release of the previous FRA record completed, to the start time of the current job.

Line "E" has a PTO of 0000 because the deadhead from (DF) started immediately following the tie-up from the LED -03 at AH049. The DF started at 09032030 and ended at AH001, Anna, at 09032215. The next tour of duty began at AH001, Anna, at 09040745, 09:30 hours after the end of the deadhead on line E.

Line E PTO of 0000 + 1:45 DF on line E + 09:30 PTO line B = generated PTO of 11:15.

DEADHEAD TO AWAY FROM HOME ASSIGNMENT AND RETURN

01/16/02 16:43-C
PAGE 01 OF 01

00053 D7737 HOURS OF DUTY REPORTING

AH001 LL123 16 01/16 0800
CON - SD MEDLIN PTO 13:30 BR1 - JA CATO PTO 23 : 10
11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21.
CREW PTO TRAIN TR START START D/T RLVD RLVD D/T RLSD RLSD D/T C
POS DY LOC MMDDHHMM LOC MMDDHHMM LOC MMDDHHMM M
A CON 1330 LL123 16 AH108 01160800 AH108 01161640 AH108 01161640 N
B BR1 ????? ????????? ????? ????????? N
C
D 22.
(F7/F8) N

ACTIVITY REPORTING

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
CREW PTO ACT M START START D/T END END D/T C
POS T LOC MMDDHHMM LOC MMDDHHMM M COMMENTS
E BR1 2210 DT A AH001 01160700 AH108 01160800 N
F
G
H
I
J
K
L

NOTE: The scenario above indicates a regular lead employee, a conductor in this example at an outside location, will report the hours of duty for the regularly assigned conductor and a brakeman that is deadheaded to protect the brakeman's position from an extra board. The brakeman will then report a final tie up when deadheaded back to the regular reporting point. This is referred to as "DEADHEAD TO AWAY FROM HOME ASSIGNMENT AND RETURN"

The regular assigned conductor SD Medlin is assigned to local LL123 on duty at 0800 at Hope, AH108. Brakeman JA Cato, (an extra brakeman), is called to protect this local from the Anna AH001 brakeman's extra board. Cato is called to deadhead at 0700. Brakeman Cato arrives at Hope at 0800 via personal auto. At the end of the trip conductor Medlin will report the following for the crew: Cato's deadhead, which will be reported on line "E" as a deadhead to service. The times reflected will be from 0700 to 0800 with no commingle service. Medlin (the conductor) will then enter the covered service for this trip on line "A" for the conductor but will not enter the brakeman's relieved and released locations date and time (they are not known to the conductor). Medlin will then enter (?) question marks for these fields in the brakeman's line "B" and then enter. A certification page will then be the next step in the process.

NOTE: This process will be used also by switchmen, fireman, and hostlers reporting to "outside" locations or non-regular reporting points.

ACTIVITY REPORTING

1. CREW POSITION: You will enter your occupation in this field.
2. PREV OFF: For a front end deadhead this is where you enter your PTO.
3. ACT: DT-Deadhead to work will be used here.
4. MT: Mode of Transportation.
5. START LOC: Circ-7 Location deadhead started.
6. START DATE/TIME: Date and time deadhead started.
7. END LOC: Circ-7 deadhead ended.
8. END DATE/TIME: Date and time deadhead ended.
9. CM: Commingle service Y or N.
10. COMMENTS: Optional.

COVERED SERVICE

11. CREW POS: Your occupation, This field is Computer Generated.
12. PREVIOUS OFF: The generated PTO at top of screen if no deadhead.
13. TRAIN: Your job number or Train ID.
14. TR/DY: Your job or train date.
15. START LOC: The Circ-7 where your job started.
16. START DATE/TIME: The date and time you started your current covered service trip.
17. RLVD LOC: Circ-7 or mile post location you are relieved.
18. RLVD DATE/TIME: The date and time the employee stops all covered or commingled service.
19. RLSD LOC: Will always be a Circ-7, unless you are reporting multiple trains.
20. RLSD DATE/TIME: The date and time the employee is released from all mandatory railroad related activities and begins a statutory off duty period.
21. CM: Commingled Service N or Y, N=no commingled service. Y= An activity other than a deadhead.
22. (F7/F8) Multiple trains or Dog catches F7 pages back F8 pages forward.

NOTE: This feature for reporting by other than the "lead employee" is not yet available. Employees will be notified by Superintendent's Bulletin when this feature is activated on their territory. In the interim, brakemen and other non-lead employees will continue to call CMS with their tie-up information when conditions require.

CONDUCTOR CERTIFICATION

00054 D7737

EMPLOYEE CERTIFICATION
AH108 LL123 16

01/16/02 16:42-C

1.	2.		3.	4.	5.
			RLVD	RLSD	
POS	NAME		DATE/TIME	DATE/TIME	TTOD
CON	MEDLIN	SD	01161640	01161640	0840
BR1	CATO	JA	????????	????????	????

DO YOU CERTIFY ENTERED INFORMATION TO BE CORRECT ? (Y/N) Y
(N - RETURNS TO ACTIVITY ENTRY SCREEN)

OPTIONAL PRINT LATA:

NOTE: The conductor confirms TTOD of 8 hours and 40 minutes and enters a (Y) and Certifies the Record. Brakeman Cato has (?) question marks. After the deadhead back to the home terminal an =MC option #2 is reported. When this is complete the Hours of Service Record is completed.

HOURS OF SERVICE CERTIFICATION

1. **POSITION:** Computer Generated.
2. **NAME:** Computer Generated.
3. **RLVD DATE/TIME:** The date and time employee stops performing Covered or Commingled service.
4. **RLSD DATE/TIME:** The date and time the employee is released from all mandatory railroad related activities and begins a statutory off duty period.
5. **TTOD:** Total time on duty.
6. **DO YOU CERTIFY ENTERED INFORMATION TO BE CORRECT ? (Y/N) Y**

NOTE: This feature for reporting by other than the “lead employee” is not yet available. Employees will be notified by Superintendent’s Bulletin when this feature is activated on their territory. In the interim, brakemen and other non-lead employees will continue to call CMS with their tie-up information when conditions require.

BRAKEMAN HOURS OF DUTY REPORTING

BR1 00034 D7737 01/16/02 18:04-C
 AH108 LL123 16 01/16 0800
 CON SD MEDLIN PTO 13:30 BR1 JA CATO PTO 23:10
 11. 12. 13. 14.
 CREW PTO TRAIN TR START START D/T RLVD RLVD D/T RLSL RLSL D/T C
 POS DY LOC MMDDHHMM LOC MMDDHHMM LOC MMDDHHMM M
 ACON 1310 LL123 16 AH108 01160800 AH108 01161640 AH108 01161640 N
 BBR1 0000 LL123 16 AH108 01160800 AH001 01161805 AH001 01161805 N
 C
 D

01/16/02 18:04-C
 PAGE 01 OF 01

(F7/F8) N

ACTIVITY REPORTING

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
CREW	PREV	ACT	M	START	START D/T	END	END D/T	C	
POS	OFF		T	LOC	MMDDHHMM	LOC	MMDDHHMM	M	COMMENTS
EBR1	2310	DT	A	AH001	01160700	AH108	01160800	N	
FBR1	0000	DT	A	AH108	01161650	AH001	01161750	N	

G
 H
 I
 J
 K
 L

NOTE: The scenario above indicates the reporting required by Brakeman Cato upon return to the regular reporting point. In this example the brakeman is under 12 hours. The brakeman will use =MC option #2. When entered, a screen containing conductor Medlin's FRA reporting will appear. Brakeman Cato will enter on the activity line "F" the deadhead to the regular reporting point. This is a deadhead from Hope AH108 to Anna AH001. The time was 1650 to 1750 with no commingled service. Then the brakeman completes the covered service line "B". Cato will type **OVER the (?) question marked fields** to enter RLVD LOC RLVD D/T and RLSL LOC and RLSL D/T. Then brakeman Cato ENTERS and will receive a Certification Screen.

NOTE: In the event the brakeman is over the 12 hours when arriving at the regular reporting point or home they will call the tie up to CMS and a delayed reporting **MUST** be made on the **NEXT TRIP!** By using =MC option #2 as indicated in the example.

ACTIVITY REPORTING

1. **CREW POS:** You will enter your occupation in this field.
2. **PREV OFF:** For an embedded or rear end deadhead your PTO will be 0000.
3. **ACT:** DT-Deadhead to work, DT is used up to the 12TH hour. After 12 hours DF-Deadhead from work is entered.
4. **MT:** Mode of Transportation.
5. **START LOC:** Circ-7 location deadhead started.
6. **START DATE/TIME:** Date and time deadhead started.
7. **END LOC:** Circ-7 location deadhead ended.
8. **END DATE/TIME:** Date and time deadhead ended.
9. **CM:** Commingled service Y or N.
10. **COMMENTS:** Optional.

COVERED SERVICE

11. **RLVD LOC:** Circ-7 location you are relieved.
12. **RLVD DATE/TIME:** The date and time employee stops performing Covered or Commingled service. If you worked 12 hours this is where you enter your Hours of Service date and time.
13. **RLSD LOC:** Will always be a Circ-7 for your final release, unless reporting multiple trains.
14. **RLSD DATE/TIME:** The date and time the employee is released of all mandatory railroad related activities and begins a statutory off duty period.

NOTE: This feature for reporting by other than the "lead employee" is not yet available. Employees will be notified by Superintendent's Bulletin when this feature is activated on their territory. In the interim, brakemen and other non-lead employees will continue to call CMS with their tie-up information when conditions require.

BRAKEMAN CERTIFICATION

BR1	00054 D7737	EMPLOYEE CERTIFICATION			01/16/02 18:03-C
1.	2.	AH108	LL123	16	5.
POS	NAME	3. RLVD	4. RLSD		
CON	MEDLIN	DATE/TIME	DATE/TIME	TTOD	
BR1	CATO	SD 01161640	01161640	0840	
		JA 01161805	01161805	1105	

DO YOU CERTIFY ENTERED INFORMATION TO BE CORRECT ? (Y/N) Y
 (N RETURNS TO ACTIVITY ENTRY SCREEN)

OPTIONAL PRINT LATA:

NOTE: Brakeman JA Cato will see Conductor Medlin's TTOD of 8 hours and 40 minutes and the TTOD of 11 hours and 5 minutes for the brakeman. Cato then enters a (Y) and the FRA Report is completed.

EMPLOYEE CERTIFICATION

1. POS: Computer Generated.
2. NAME: Computer Generated.
3. RLVD DATE/TIME: The date and time the employee stops performing Covered or Commingled service. If you worked 12 hours this is the location you enter your Hours of Service date and time.
4. RLSD DATE /TIME: The date and time the employee is released from all mandatory railroad related activities and begins a statutory off duty period.
5. TTOD: Total Time on Duty.
6. DO YOU CERTIFY ENTERED INFORMATION TO BE CORRECT ? (Y/N) Y
(N - RETURNS TO ACTIVITY ENTRY SCREEN)

NOTE: This feature for reporting by other than the "lead employee" is not yet available. Employees will be notified by Superintendent's Bulletin when this feature is activated on their territory. In the interim, brakemen and other non-lead employees will continue to call CMS with their tie-up information when conditions require.

SENIORITY MOVE

09/05/01 16:42-C
PAGE 01 OF 01

EXPLANATION OF FIELD DATA

00084 D7737 HOURS OF DUTY TRAINMAN REPORTING

FOR - NAME	AH049	LED 05	09/05 0630
11. CREW POS	12. PREV OFF	13. TRAIN LED	14. TR DY
15. START LOC	16. START D/T	17. RLVD LOC	18. RLVD D/T
19. RLSA LOC	20. RLSA D/T	21. C	
A FOR	0000	LED	05 AH049
			09050630
			AH049 09051645
			AH049 09051645
			N

ACTIVITY REPORTING

1. CREW POS: (FOR) Forman entered on line "E".
2. PREV OFF: 2635 as indicated at the top of the screen (PTO).
3. ACT: (SN) Seniority Move. Activities are on page 25 of this guide.
4. MT Mode of Transportation is left BLANK.
5. START LOC: The Start Location is Anna AH001.
6. START DATE/TIME: On duty time 09050630.
7. END LOC: The End Location is Eden AH049.
8. END DATE/TIME: The ACTIVITY End Date/Time and Start Date/Time are the SAME. 09050630 the employee is making a Seniority Move.
9. CM = N No Commingled Service.
10. COMMENTS: BUMPED TO AH049. Any Activity other than DT needs a COMMENT.

22.
F7/F8

ACTIVITY REPORTING

1. CREW POS	2. PREV OFF	3. ACT SN	4. M T	5. START LOC	6. START D/T	7. END LOC	8. END D/T	9. C	10. COMMENTS
E FOR	2635	SN		AH001	09050630	AH049	09050630	N	Bumped to AH049

COVERED SERVICE

11. CREW POS: (FOR) This field is Computer Generated and can not be changed.
12. PREV OFF: 0000 Forman started trip on Activity Line "E" so line "A" is 0000.
13. TRAIN: Job ID LED.
14. TR/DY: Train ID Date 05.
15. START LOC: Eden AH049.
16. START DATE/TIME: 09050630 The Start Time of Job LED 05.
17. RLVD LOC: Eden AH049.
18. RLVD DATE/TIME: 09051645 Time Forman was *Relieved*.
19. RLSA LOC: Eden AH049.
20. RLSA DATE/TIME: 09051645 Date/Time Forman is *Released of All Covered Service*.
21. CM = N No Commingled Service.
22. (F7/F8) Multiple Trains or Dog Catching.

Each TE&Y employee may have only one Regular Reporting Point to which travel from home is commuting not deadheading. Whenever this Regular Reporting Point is changed, either by placing a bump or the senior bid on a job at another reporting point, a Seniority Move (SN) activity must be reported the first day you work the job at the new regular reporting point.

EXAMPLE: The Foreman in the above scenario had a regular reporting point of AH001, Anna, prior to placing a bump on the LED job which has a regular reporting point of AH049, Eden. The Seniority Move is reported on line E with a PTO of 26:35, ACT code SN, start location AH001, start date/time 09050630, same as the start time of the LED-05 job, end location AH049, end date/time 09050630, same as the start time. No time is elapsed when reporting a Seniority Move (SN). Line A has PTO of 0000.

NOTE: TE&Y Employees Cannot use (SN) Seniority Move for reporting deadheads from one Reporting Point to another. Other than a Seniority Move TE&Y Employees will use the ACTIVITIES on page 25 of this guide for the proper Deadheading Activity.

QUICK TIE-UP TIME ENTRY

82496 D7727
 TRAINMAN TIE-UP CO092 WATS 07 09/08/01 05:52

1.	2.	3.	4.	5.	6.	7.
POS	NAME	ONDUTY	TAT	RLV-MM / DDHHMM	RLS-MM / DDHHMM	REG MILE
CON	SD MEDLIN	1700	0515	09 / 08 0500	09 / 08 0550	100

EXPLANATION OF FIELD DATA

NOTE:

1. POS: Occupation (CON) Computer Generated.
2. NAME: **SD MEDLIN** Computer Generated.
3. ONDUTY: Time called on duty (1700).
4. TAT: Time arrived terminal (0515).
5. RLV: Time relieved of covered service or commingled service stops (0500).
6. RLS: Time released from all mandatory activities and statutory off duty begins (0550).
7. REG MILES: Regulated Miles (100).
8. UNDISTURBED REST: YES or NO.
9. ENTER PAY INFORMATION NOW: Do you want to enter pay information now or your delay report =MC option 2.

DOES ANYONE ON YOUR CREW REQUEST UNDISTURBED REST? (Y OR N) 8.

TAT - TERMINAL ARRIVAL TIME.
 RLV - TIME COVERED OR COMMINGLE SERVICE STOPS.
 RLS - TIME RLSD FROM ALL MANDATORY RR ACTIVITIES AND STATUTORY OFF-DUTY BEGINS.

DO YOU WANT TO ENTER PAY INFORMATION NOW? (Y/N) 9.

FRA REPORTING RELIEVED TIME (RLVD)

When being Relieved on line, such as, en route due to the Hours of Service Law, the time entered under RLVD should be the time you are relieved from all Covered Service, not the time transportation arrives or the time you depart in taxi. You should not report a Relieved (RLVD) time greater than 12 hours unless you were instructed to remain on-duty performing Covered or Commingled service.

When you are relieved from service and released after 12 hours total trip time a Deadhead activity must be shown on line E, F, etc.

Activity code (ACT) DF, with the start time that you actually departed. The Ending time should be equal to your released (RLSD) time, i.e. your tie-up time.

When entering times on the Quick tie-up screen, it is important that you enter the correct RLVD/RLSD times as they are frozen to your FRA history and must match times used when completing =MC option 2 (delayed report).

Note: The above terms, Relieved (RLVD), Released (RLSD), Covered and Commingled service are terms used by the FRA in their application of the Federal Hours of Service Law.

APPENDIX A: 49 CFR CH. 11 PART 228, HOURS OF SERVICE OF RAILROAD EMPLOYEES

Deadheading. Under the act, time spent in deadhead transportation receives special treatment.

- Time spent in deadhead transportation to a duty assignment by a train or engine service employee is considered on-duty time.

Time spent in deadhead transportation from the final duty assignment of the work tour to the point of final release is not computed as either time on duty or time off duty. Thus, the period of deadhead transportation to point of final release may not be included in the required 8- or 10-hour off-duty period.

Time spent in deadhead transportation to a duty assignment is calculated from the time the employee reports for deadhead until he reaches his duty assignment.

- All time spent awaiting the arrival of a deadhead vehicle for transportation from the final duty assignment of the work tour to the point of final release is considered **Limbo Time, Neither On Duty or Off Duty.**

Neither time on duty or time off duty, provided that the employee is given no specific responsibilities to perform during this time.

QUICK REFERENCE GUIDE

Time Relieved (RLVD)	Time the employee <u>Stops</u> performing Covered or Commingled service.
Final Release (RLSD)	Time the employee is Released from all <u>mandatory</u> railroad related activities <u>and</u> begins a statutory off-duty period.
Remember!	<u>"Final release" will ALWAYS START</u> the statutory Off-duty period. <u>"Relieved" DOES NOT</u> Start the statutory Off-duty period.
Duty tours = 12 hours or less	RLVD <u>equal</u> RLSD when administrative duties are performed
Duty tours greater than 12 hours	RLVD <u>not</u> equal RLSD
Interim Release	4hrs or more but less than 8 hrs off-duty at a Designated Terminal
=MC option #1	Report Tie-up for Job (=TE)
=MC option #2	Access Delayed reports
=MC option #13	Report Call & Release
Remember!	RLVD & RLSD times entered on Quick Tie-up <u>Can not</u> be changed on a delayed report.
Remember!	Covered Service reporting lines <u>A through D</u> . Activity Reporting (DH) lines <u>E through L</u> .
Remember!	<u>Time spent waiting the arrival of transportation or time spent in transportation is considered LIMBO TIME. (Neither on or off Duty).</u>

FRA REPORTING CODES

Activities (ACT)

DT....Deadhead to Work

DF....Deadhead from Work

ER....Error

TS....Testing

OT....Other

SN....Seniority Move

TN....Training

Mode of Transportation (MT)

A....Employee Automobile

B....Bus (Commercial Operation)

T....Train

P....Plane

X....Taxi

O....Other

W....Walk-in

FRA DEFINITIONS

COVERED SERVICE

Covered service is defined by the Federal Hours of Service Provision as any activity in which an individual is engaged in or connected with the movement of a train, including a hostler.

Explanation:

Any individual, regardless of craft or title, is subject to the provisions of the hours of Service requirements when he/she performs the covered functions of an engineer, trainman, yardman or hostler.

COMMINGLED SERVICE

Commingled service is any carrier mandated “other” (non-covered) service performed for the carrier that is not separated from covered service by a qualifying statutory 8 or 10 hour off-duty period.

Explanation:

Commingled service includes all non-covered mandatory activities that can commingle with covered service.

For an “other” activity to commingle, i.e, count as on-duty, it must be (1) mandatory and (2) part of a duty tour that includes covered service. When these two requirements are present, the “other” activities is said to commingle with covered service and thereby becomes part of the total on-duty time for the duty tour.

Activities that may commingle in some instances also may not commingle in others. If an activity cannot commingle with covered service it is a non-issue and is treated as off- duty for hours of service purposes.

DUTY TOUR

A duty tour is the period of covered and/or commingled service occurring between two qualifying off duty periods (i.e, 8 or 10 hours statutory period each).

Explanation:

The start of a new duty tour begins at the end of an off-duty period that, at a minimum, includes a statutory 8 or 10 hours off-duty. Since many off-duty periods exceed the minimum statutory requirements, a new duty tour begins with the start of the next covered or commingled service performed. The beginning of a duty tour is also the beginning of the 24 hour period limiting service broken by qualifying periods of interim release.

The end of a duty tour occurs at the beginning of an off-duty period that, at a minimum, includes a statutory off-duty period. A duty tour that contains one or more qualifying periods of interim release may not exceed 24 hours. Qualifying interim periods of release do not break the continuity of a duty tour.

CONTINUOUS SERVICE

Continuous service is a period of unbroken on-duty time during a duty tour. Statutory off-duty requirements for continuous service are as follows:

1. Periods of less than twelve continuous hours on duty required eight consecutive hours off-duty.
2. Periods of twelve or more continuous hours on duty require ten consecutive hours off-duty.

STATUTORY OFF-DUTY PERIOD

The statutory off duty period, either 8 or 10 consecutive hours, is the minimum time required to start a new duty tour.

INTERIM PERIODS OF RELEASE

Only off-duty periods of at least 4 but less than 8 hours at a designated terminal are considered qualifying interim releases that temporarily suspend the accumulation of on-duty time, but do not start a new duty tour.

Explanation:

Qualifying interim releases are considered as off-duty for purposes of computing the total on-duty time within a duty tour. However, qualifying interim release periods are included in the accumulation of time under the 24 hour time frame for broken or aggregated service. Qualifying releases are never considered as contributing to either the statutory or total off-duty periods.

Releases of less than 4 hours at a designated terminal do not suspend the accumulation of on-duty time. Also, releases of any length at a non-designated terminal do not suspend the on-duty time.

BROKEN (AGGREGATE) SERVICE

Broken or aggregate service is a sequence of on-duty periods broken by one or more qualifying interim releases within a duty tour.

Explanation:

Broken service is, as the name implies, a duty tour whose service is interrupted by qualifying periods of interim release. The duty tour may represent only covered service or may include multiple periods of covered service, commingle service or combination of both. The key to identification of broken service is the presence of one or more qualifying periods of interim release at any time during the duty tour.

Broken or aggregate service employs both a 12-hour on duty limit and a mandatory 24-hour time frame, which all sequenced events for a duty tour must occur. That is to say, the cumulative on-duty time for a covered and/or commingled broken service duty tour cannot exceed 12 hours. Also all on-duty events plus all qualifying interim periods of release must occur within a 24 hour time frame beginning with the start of the first on-duty event.

TIME ON-DUTY

Time on duty is the point in time an employee moves from off-duty status to either covered or service that will commingle.

TIME RELIEVED

Time relieved is the time the employee stops performing covered or commingled service.

Explanation:

Covered service is usually followed by either administrative duties associated with a tie-up or deadheading to a point of final release, or both. Administrative duties following covered service will commingle with covered service, therefore, time relieved occurs at the completion of the administrative duties. Deadheading travel following covered service is treated as Limbo Time, provided no other activities occur in the duty tour. When this occurs time relieved is the time the employee(s) entered deadhead status.

However, deadhead travel followed by administrative duties, now becomes deadheading to duty and is treated as on-duty in the calculation of total on-duty time.

FINAL RELEASE

Final release is the time the employee is released from all mandatory railroad related activities and begins a statutory off-duty period.

Explanation:

The key in determining Final Release time is identifying the time the employee is released from all mandatory railroad related activities. In most cases involving duty tours less than 12 hours, the Relieved and the Final Release times will be the same. The need to distinguish between the two is paramount when deadheading at the end of the duty tour is involved.

A point to remember about these times is: Final release will always start the statutory Off-Duty period, Relieved Does Not.

After initially releasing the employee, the railroad may elect to terminate the employee's statutory off-duty period for the purpose of deadheading the employee to another release point, i.e., another designated terminal. After arrival at the new release point, the employee must be given a

complete 8 or 10 consecutive hour off-duty period. FRA considers the terminated period and the deadhead as LIMBO, deadheading to the point of final release provided no other mandatory activities are performed.

Also, if the employee is required to perform any mandatory activity the deadhead converts to deadheading to duty and is considered on-duty and an extension of the duty tour.

ACTUAL TIME

Actual time is the specific time of day or the precise period of time being calculated.

PRIOR TIME OFF

Prior time off is the actual time off-duty between identifiable periods of service for the carrier.

DEADHEADING

Deadheading is an employee relocation (or repositioning) activity primarily related to train and engine personal. It identifies the Physical nonworking relocation of the employee from one point to another as a result of carrier issued verbal or written directives.

Explanation:

Deadheading includes all non-working travel, excluding commuting, to or from a duty point. The travel may be accomplished by any of the several modes of transportation available to the railroad, such as, rail, bus, air, taxi, company vehicle and employees privately owned vehicle.

Deadheading is a separate function related to covered service, i.e, the movement of a train. In effect it “commingles” with the train movement to (1) determine the total on-duty and (2) help define the length of the duty tour. Most deadheading “commingles” with the train movement and is treated either as on-duty or limbo time (neither on duty or off duty).

However, deadheading that occurs independent of covered service activity and is bracketed by statutory off-duty periods is treated as off-duty for hours of service purposes.

Usually employees involved in deadhead travel perform no function for the carrier other than relocation. In this case the deadhead provision of the hours of service apply. However if any other activity is involved, such as driving the deadhead vehicle, the commingled service provisions take precedence over the deadhead provisions.

The Actual Time consumed is the appropriate entry for all deadhead events that are part of the duty tour. The hours of service requirements specify when deadheading is counted as time on duty. Conversely, deadheading that commingles with covered service can never be included in the off duty time. Deadheading that does not commingle with covered service is off duty for hours of service purposes.

Special consideration is given to the calculation of actual deadhead time when a train or engine employee, at his /her residence, is ordered to a duty point other than his/her regular reporting point. Generally, actual time begins when the employee leaves his/her residence and ends on arrival at the “other than regular” reporting point. However, the time “charged” for the deadhead can not exceed a reasonable deadhead time, under existing circumstances, between the employees regular reporting point and the “other than regular” reporting point. This consideration maintains that regardless of where the employee lives, the carrier could order the employee to report for dead- heading from his /her regular reporting point.

REPORTING POINT

A reporting point is a precise physical location where an employee reports for duty to begin or restart a duty tour.

Explanation:

First, a reporting point should not be confused with a designated terminal. A reporting point is employee related. It is the physical location designated by the railroad where an employee reports for duty. Reporting points are further defined as regular and other than regular. FRA maintains that a train and engine employee may have only one regular reporting point. A regular reporting point is determined by the employee’s regular assignment. The regular reporting point for an extra board employee is the carrier defined location of the extra board.

For the purpose of deadheading, FRA requires the carrier to establish a regular reporting point for each train and engine service employee. Travel between an employee's residence and his/her Regular reporting point is considered as commuting and is treated as part of the off-duty period. Travel to any other reporting point will involve the accumulation of deadhead time. In the event a Regular reporting point is not established travel between the employee's residence and all reporting points will involve deadheading and must be governed by the deadheading provisions.

DESIGNATED TERMINAL

A designated terminal is a geographic location for a railroad's operation. It must be identified and under authority of a collective bargaining agreement as the "home," away from home, or "additional" terminal for a specific run (train assignment). Also, it must have suitable food and lodging available for the crew of that run.

Explanation:

First, a designated terminal should not be confused with a reporting point. A designated terminal is run or train related. It may be a yard, terminal, city or defined geographic area. It may include one or more on-duty locations or reporting points. Designated terminals determine final or interim release points for qualifying off-duty purposes. An employee may be relieved at a non-designated terminal, but not released. The employee may be transported to a designated terminal for release. In this case, deadheading provisions must be considered in the travel. CALL AND RELEASE

Call and Release is the railroad act of issuing an employee a Report for Duty Time, then Releasing the employee from the Requirement to report PRIOR to the Report for Duty Time.

Explanation:

Call and Release is known by other names, "Busted Call" and "Set Back". In all cases, both call and release occur prior to the report for duty time. Conversely, a release, busted call or set back occurring on or after the report for duty time is considered an Interim Release and subject to the restrictions imposed by the Hours of Duty Provisions.

"QUICK TIE-UP"

FRA Policy: FRA will consider as "incidental service" the transmission of the following information (either in person, via telephone, fax or quick tie-up screen in electronic systems) by a crew member that has reached his/her statutory on duty limit of 12 hours.

- Relieved Time (time employee stopped performing covered service)
- Statutory Off-Duty Time Required (8 or 10 hours) before the employee can return to duty.
(On some railroad carriers, the employee has the right to request an off-duty period in excess of the statutory minimum. In these cases, the requested off-duty time period may also be transmitted).
- Released Time (time employee begins the off-duty period);
- Board Positioning/Placement Time.
- Telephone Number/Contact Location, if different from the number.

UP HOURS OF DUTY REPORTING WORKSHEET

00053 D7737
CIRC-7

HOURS OF DUTY REPORTING

01/01/02 16:07-C

TRAIN ID

PAGE 01 OF 01

CON -

PTO

BR1 -

PTO

	CREW POS	PTO	TRAIN	TR DY	START LOC	START MMDDHHMM	D/T	RLVD LOC	RLVD MMDDHHMM	D/T	RLSD LOC	RLSD MMDDHHMM	D/T	C M
A	---	---	-----	--	-----	-- -- -- --	--	-----	-- -- -- --	--	-----	-- -- -- --	--	-
B	---	---	-----	--	-----	-- -- -- --	--	-----	-- -- -- --	--	-----	-- -- -- --	--	-
C	---	---	-----	--	-----	-- -- -- --	--	-----	-- -- -- --	--	-----	-- -- -- --	--	-
D	---	---	-----	--	-----	-- -- -- --	--	-----	-- -- -- --	--	-----	-- -- -- --	--	-

(F7F8)N

ACTIVITY REPORTING

	CREW POS	PTO	ACT	M T	START LOC	START MMDDHHMM	D/T	END LOC	END MMDDHHMM	D/T	C M	COMMENTS
E	_____	_____	_____	--	_____	_____	_____	_____	_____	_____	--	_____
F	_____	_____	_____	--	_____	_____	_____	_____	_____	_____	--	_____
G	_____	_____	_____	--	_____	_____	_____	_____	_____	_____	--	_____
H	_____	_____	_____	--	_____	_____	_____	_____	_____	_____	--	_____
I	_____	_____	_____	--	_____	_____	_____	_____	_____	_____	--	_____
J	_____	_____	_____	--	_____	_____	_____	_____	_____	_____	--	_____
K	_____	_____	_____	--	_____	_____	_____	_____	_____	_____	--	_____
L	_____	_____	_____	--	_____	_____	_____	_____	_____	_____	--	_____