

**551-88U-3420**  
**Evaluate Related Railway Reports**  
**Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the Transportation School, Fort Lee, VA foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Conditions:** Assigned as a Railway Specialist advising COCOM/HN Personnel, given an Operations Order/Operations Plan, Personal Protective Equipment, completed risk assessment, and applicable railway reports, day or night, in all weather conditions, in an operational environment scenario. Some iterations of this task should be performed in MOPP 4.

**Standards:** Evaluate the prepared applicable railway reports, ensuring 100% accuracy of car and train data and accurate accounting for shift and base information, in accordance with ATP 4-14.

**Special Conditions:** None

**Safety Risk:** Low

**MOPP 4:** Sometimes

**Task Statements**

**Cue:** You have been assigned to assess a railroad. Part of that process is to evaluate the reports.

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Verify accuracy of information in Yardmaster's Journal.
  - a. Plan make up of trains to clear yard for inbound trains.
  - b. Show inbound train lineup.
  - c. Show listing of every track in yard including cars and contents.
  - d. List status of every track in yard.
  - e. List yard crews and locomotives assigned to the oncoming shift, what each crew is doing, and where engine is awaiting relief upon beginning of yardmaster change.
  - f. Sort and distribute waybills and bills of lading for departing trains.
  - g. Show listing of trains ready for departure.
2. Confirm DD Form 5617-R Railroad Car Record is completed.

Note:  
All forms with -R are for information purposes only.

  - a. List initials and number of each car arriving at or departing from yard.
  - b. Ensure listing of car bill of lading and pertinent information for loading and unloading.
  - c. Ensure car number, date received, type of contents, consignee, length, and reason for delay are annotated.
  - d. Forward completed DA Form 5617-R to Senior Assistant Yardmaster or Operations Sergeant.
3. Confirm completed DA Form 5616-R Car Inspector's Train Report is processed.
  - a. Obtain DA Form 5616-R.
    - (1) Ensure train number, station, and date are annotated.
    - (2) Ensure date and time of air test are annotated in proper blocks.
  - b. Check time of crews employed in the yard; certify to correctness.
  - c. Ensure that only the required number of crews or engines will be used.
  - d. Summarize information gathered from preceding forms and complete Yardmaster's Journal entries.
4. Report to Senior Assistant Yardmaster/Operations Sergeant upon completion of shift.
5. Confirm the following information is annotated in the proper blocks on dispatcher's record.
  - a. Railway organization.
  - b. Location of dispatcher.
  - c. Current date.
  - d. Commanding Officer's name.
  - e. Type of track.
  - f. Chief Dispatcher's name.

6. Confirm the condition of the weather in the area of responsibility is recorded.
  7. Confirm names of stations and reporting points on the rail line are listed in the appropriate column of dispatcher's record.
    - a. Annotate distance from point of division origin to the end of the division in the appropriate column of dispatcher's record.
    - b. Annotate siding capacity of each station in the appropriate column of dispatcher's record.
- Note:  
Ensure trains do not contain more cars than the sidings can hold if they are to clear the main line and allow other trains to pass.
8. Confirm the number or symbol of each train running during the time frame of the record is shown in appropriate column on the dispatcher's record.
    - a. List trains moving west or south in the appropriate columns.
    - b. List trains moving east or north in the appropriate columns.
  9. Ensure the number of loaded and empty cars and the amount of tonnage in the train are annotated in the appropriate column on dispatcher's record.
  10. Ensure arrival and departure times at each station are recorded.
    - a. Arrival times for trains moving west or south are recorded in the appropriate column.
    - b. Departure times for trains moving west or south are recorded in the appropriate column.
    - c. Arrival times for trains moving east or north are recorded in the appropriate column.
    - d. Departure times for trains moving east or north are recorded in the appropriate column.
  11. Confirm delays are recorded in the "Remarks" block.
  12. Confirm the dispatcher signed name and recorded duty time in the appropriate block upon completion of the dispatcher's record.
  13. Confirm completion of the dispatcher's record to Senior Train Dispatcher is reported.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If any performance measure is failed, tell the Soldier what was done wrong and how to do it correctly.

**Evaluation Preparation:** Setup: provide the Soldier with a yardmaster, yardmasters journal, dispatchers record, and completed DD Form 5617.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Verified accuracy of information in Yardmaster's Journal.			
2. Confirmed DD Form 5617-R, Railroad Car Record was completed.			
3. Confirmed DD Form 5616-R, Car Inspector's Train Report was processed.			
4. Reported to Senior Assistant Yardmaster/Operations Sergeant.			
5. Confirmed the information was annotated in the proper blocks on dispatcher's record.			
6. Confirmed the condition of the weather in the area of responsibility was recorded.			
7. Confirmed names of stations and reporting points on the rail line were listed in appropriate column of dispatchers record.			
8. Confirmed the number or symbol of each train running during the time frame of the record was shown on appropriate column on the dispatcher's record.			
9. Ensured the numbers of loaded and empty cars and the amount of tonnage in the train were annotated in the appropriate column on the dispatcher's record.			
10. Ensured arrival and departure times at each station were recorded.			
11. Confirmed delays were recorded in the "Remarks" block.			
12. Confirmed the dispatcher signed name and recorded duty time in the appropriate block upon completion of the dispatcher's record.			
13. Confirmed completion of the dispatcher's record to Senior Train Dispatcher was reported.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	ATP 4-14	Expeditionary Railway Center Operations	Yes	Yes
	ERG 2012	Emergency Response Guidebook 2012: A Guidebook For First Responders During the Initial Phase of a Dangerous Goods/Hazardous Materials Transportation Incident	Yes	No
	GCOR	General Code of Operating Rules (GCOR), Seventh Edition	Yes	No

**TADSS :** None

**Equipment Items (LIN):** None

**Material Items (NSN) :**

Step ID	NSN	LIN	Title	Qty
No material items specified				

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card. It is the responsibility of all Soldiers and DA civilians to protect the environment from damage. AR 200-1 delineates TRADOC responsibilities to integrate environmental requirements across Doctrine, Organization, Training, Material, Leadership and Education, Personnel and Facilities (DOTMLPF) and ensure all training procedures; materials and doctrine include sound environmental practices and considerations. The Army's environmental vision is to be a national leader in environmental and natural resource stewardship for present and future generations as an integral part of all Army missions. This Training Support Package meets this standard.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW current CBRN doctrine. All operations will be performed to protect and preserve Army personnel and property against accidental loss. Procedures will provide for public safety incidental to Army operations and activities and safe and healthful workplaces, procedures, and equipment. Observe all safety and/or environment precautions regarding electricity, cable, and lines. Provide ventilation for exhaust fumes during equipment operation and use hearing protection when required IAW AR 385-10, the Clean Air Act (CAA) and the CAA amendments, and the OSHA Hazard Communication standard.

Accidents are an unacceptable impediment to Army missions, readiness, morale, and resources. Decision makers at every level will employ risk management approaches to effectively preclude unacceptable risk to the safety of personnel and property affiliated with this task.

- (a) Take personal responsibility.
- (b) Practice safe operations.
- (c) Recognize unsafe acts and conditions.
- (d) Take action to prevent accidents.
- (e) Report unsafe acts and conditions.
- (f) Work as a team.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None

**Knowledges :**

Knowledge ID	Knowledge Name
K-551-U-0054	Knowledge of procedures for completing DD Form 5617-R
K-551-U-0001	Knowledge of Army Rail Operations
K551-U-0055	Knowledge of procedures for completing DA Form 5616-R

**Skills :** None

**ICTL Data :** None