ADTIP Army Dams and Transportation Infrastructure Program

# RAILROAD TRACK STANDARDS AND MAINTENANCE
# 01 - 12 APR 2024

## STUDENT INFORMATION PACKAGE

**COURSE DESCRIPTION:** The Railroad Track Standards and Maintenance Course is offered by the Headquarters Installation Management Command (IMCOM) under the Army Dams & Transportation Infrastructure Program (ADTIP). This course is primarily intended for those who will be performing railroad track inspection and thus require US Army track inspector certification as set forth in AR 420-1. However, others such as design engineers, transportation officers, Army National Guard or Reserve Component rail transportation personnel, etc. are encouraged to attend. Students in this course will gain an in-depth understanding of UFC 4-860-03 Railroad Track Maintenance & Safety Standards, which governs inspection and maintenance of all Department of Defense owned railroad track. The course will focus on the basic components of railroad track, their function and importance, and the standards to which each component is required to be maintained. Training will include fieldwork where students will perform different aspects of a visual detailed railroad track inspection according to UFC 4- 860-03. Students will also be exposed to maintenance and repair techniques necessary to sustain an operational track network. At the conclusion of the course, students will have an opportunity to take the US Army Certified Track Inspector test, which is one of the criteria that must be met to become a US Army Certified Track Inspector (CTI).

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| **COURSE DATES:** | Begin: | 02 APR 2024 | 0800 hours |
| | End: | 11 APR 2024 | 1430 hours |
| | Travel Dates: | 01 APR & 12 APR | |

**LOCATION:** Fort Bliss
Fort Bliss, Texas 79908

**CLASSROOM:** Classroom will be in Building 11190, room 134. The address is 11190 Sergeant E Churchill St, Fort Bliss, TX 79908. A map to the facility and parking areas are provided on the last page. Each classroom has a trash can located either in the classroom or just outside the door. Trash cans are left out in the hallway so that cleaning staff can collect the trash without interrupting you're training. It is your responsibility to make sure all trash is placed outside of the classroom in either a trash bag or can for cleaning staff to collect. Please do not leave large items for example pizza boxes or doughnut boxes stuffed into a small trash can. Have the owner of the waste take it to the dumpster located in the small parking lot before leaving for the day.

Food and drinks in the classroom are allowed. Please make sure to clean after yourself if drinks and/or food are being consumed during the training. We also ask that there not be an excessive or large amount of either drinks and/or food items in the classrooms.

Parking for the building is located on either side of the building (see map below) Please do not park in front of the building it is a no-parking zone marked with signs. The MPs will be notified

requesting the vehicle be towed at the owner's expense. The small fenced-in parking area behind the building is for staff only as it is marked with signs. Also, please do not park across the street from the facility in the Candlewood Suites parking lot this is strictly for paying customers of the hotel. They will notify the MP's requesting the vehicle be towed at the owner's expense. Additionally, unless you are a guest at the candlewood suites adjacent to the GIF, you are not authorized to eat provided meals for paying guests of the hotel.

There is no use of tobacco products or Vapes in the facility as prohibited in all government buildings. There are two designated smoking areas located in the back of the building (see map below). There are signs for both. Please understand there is no use of tobacco products or vapes in around or especially in front of the building.

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**TRAVEL EXPENSES:** IMCOM will ONLY fund IMCOM approved students to cover their travel expenses and per diem. ERDC-Vicksburg will issue Travel Orders (TO) to all **APPROVED, ATTENDING IMCOM** students. All other non-IMCOM students must fund their travel and lodging expenses through their home installation. All students are responsible for their travel, hotel, and rental car reservations through Carlson Sato. Reimbursable expenses include travel to and from the departure airport, airfare (or POV mileage up to airfare cost), rental car (and fuel), hotel lodging, lodging tax, and airport parking. **Information required to issue the TO should be completed in the TO form on page 5 and 6 below.** (IMCOM covered students are from those installations where IMCOM is the recipient of the sustainment allocation)

**TRAVEL VOUCHER:** Once the class is completed and each student returns home, they will need to complete a travel voucher. During the course you will receive the form(s) necessary to complete your travel voucher. **ALL TRAVEL VOUCHERS MUST BE COMPLETED WITHIN 5 WORKING DAYS AFTER RETUNING FROM TDY.**

**TRAVEL/TRANSPORTATION**: Students should fly into El Paso, TX. The course will end at 14:30 hours on 11 APR 2024. Any attendee who leaves the course earlier than scheduled (except for emergency situations) will not be certified and will not attend the next training class. Flight scheduling conflicts are not considered emergencies. Any flight conflicts with the course ending time should be resolved within the student's organization before the course begins. **Students will rent vehicles as groups to save costs if they are from the same garrison. Government employees are only allowed to rent a compact car unless authorized by the approving travel official.**

**COURSE ACTIVITIES/MATERIALS:** Several sessions of fieldwork are included in this class. For this fieldwork, each student must bring sturdy steel-toed work boots; appropriate work clothing; appropriate rain gear in the event of a rain shower (we will not stay out in heavy rain). For field activities, if the required clothing is not brought to the course, the student will be required to purchase the items locally before being allowed to participate in the field exercises. THIS IS A SAFETY ISSUE. Writing pads, inspection forms, and other items WILL BE PROVIDED at the class. The course material is presented in a 4-inch-thick binder. Space should be reserved in your luggage for carrying the binder back with you.

**SUPERVISOR APPROVAL:** The student's supervisor will be required to sign a form ensuring the student is capable to attend all portions of the course (including on-site tours).

**DRESS CODE:** Attire for this course is proper outdoor working clothing. This clothing consists of proper work shirts, steel-toed boots, full-length working pants, hat, sunscreen, working gloves, and bug/insect repellant. If you are prone to sunburn, a proper long-sleeve work

shirt is strongly recommended. Comfortable shoes (other than steel-toed) can be worn during the classroom sessions, but students must bring their steel-toed boots with them in the event the schedule changes and a field exercise occurs.

**ACCOMMODATIONS:** Students are responsible for over per diem expense unless prior approval is obtained by the students' installation approving official. The Joint Travel Regulations (JTR), par. 020303 requires travelers (service members and civilians) on temporary duty at an ILP location to use adequate DoD lodging, Privatized lodging, or DoD Preferred Commercial lodging before other lodging options or reimbursement is limited to the government rate [authentication required, PDF, 33 pages].The per diem rates in El Paso, for meals and incidentals is $59.00

**REQUIRED TRAINING FORM:** Bring a copy of an approved training form (SF 182). A photocopy of the form is acceptable.

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## STUDENT INFORMATION PACKAGE

**REQUIREMENTS FOR COURSE COMPLETION CERTIFICATE**
To receive the course completion certificate, you must:

1. Attend all classes.
2. Complete the pretest, quizzes, and final exam.
3. Submit the course evaluation sheet.
4. Be present at the conclusion of the class. Certificates will not be given to personnel who depart the class early.

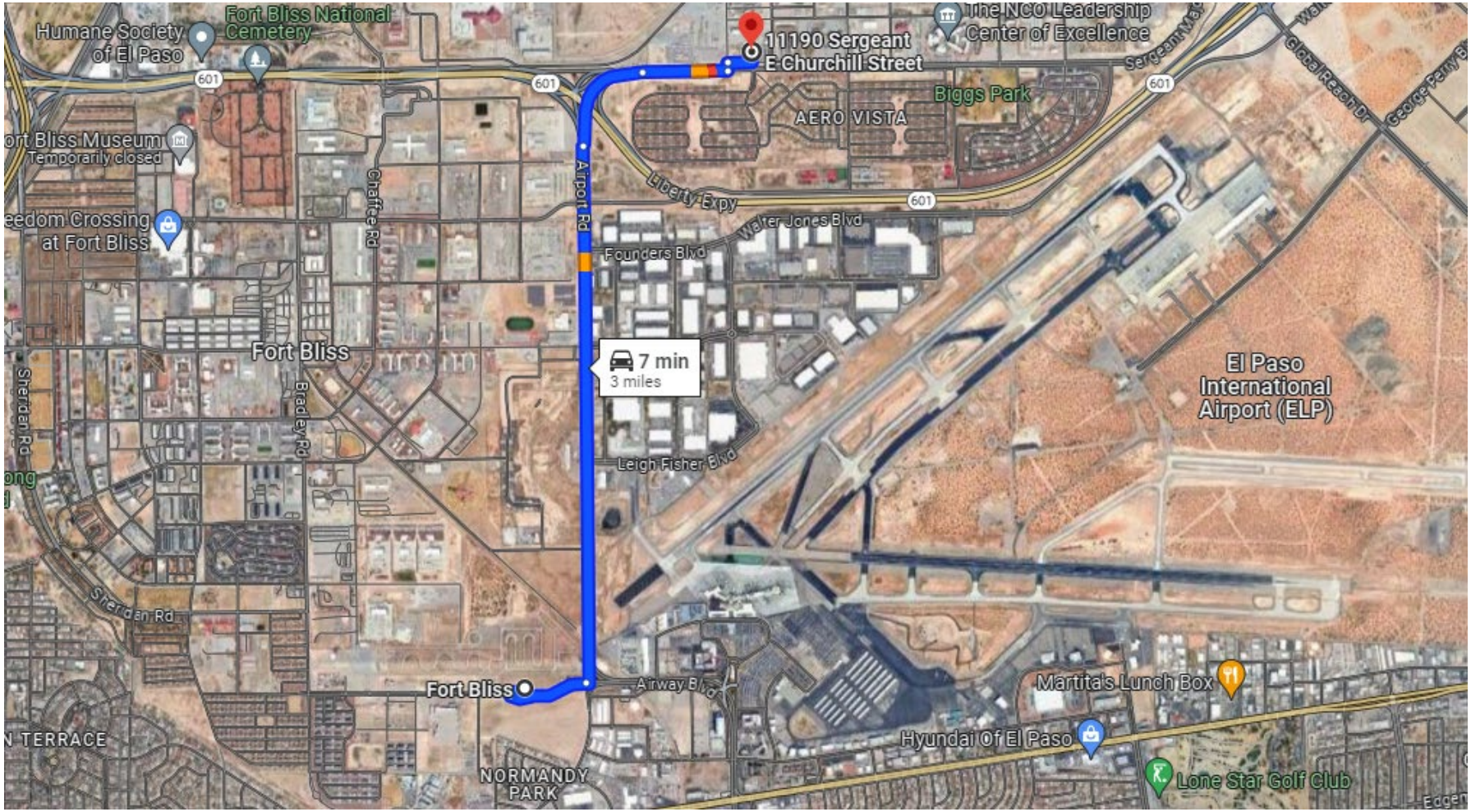
**REQUIREMENTS FOR A CERTIFIED TRACK INSPECTOR CERTIFICATE**
To become a certified track inspector (CTI), you must:

1. **Have your supervisor send a letter (via email or fax) to Jeremy Beasley stating:**
   a. **You have been recommended by your supervisor or garrison commander to become a certified track inspector.**
   b. **You have at least 1 year of experience in railroad track maintenance work, inspection, quality assurance, or design. (If you don't have the experience, you will get a certificate of completing the course and the certification after completion of one year of experience)**
2. Make a passing score (80% or higher) on the certified track inspector exam.


Jeremy Beasley
Railroad Evaluation Program Lead
601-634-3472
Thomas.J.Beasley@usace.army.mil

Michael Andres
HQ IMCOM, ADTIP PM 520-674-1442
michael.r.andres.civ@army.mil

# MAP OF FORT BLISS BUFFALO SOLDIER GATE TO BUILDING 11190



**PARKING MAP AND RULES FOR BUILDING 11190**

**REQUEST FOR TRAVEL ORDERS**
2024 Railroad Track Standards and Maintenance Course

If you have any questions, please contact:

- Morgan Nasif (Morgan.W.Nasif@usace.army.mil 601-634-5316)
- Jeremy Beasley (Thomas.J.Beasley@usace.army.mil 601-634-3472)

| | |
|---|---|
| *First Name* | |
| *Last Name* | |
| *SSN* | Can call Mrs. Nasif with info |
| *Job Title* | |
| *Work Phone* | |
| *Cell Phone* | |
| *Fax* | |
| *Email Address* | |
| *US Citizen?* | |
| *Federal Employee?* | |
| *Home Address* | |

❖ Mode of Travel (choose only one of these options):

**a)** Flying: Please contact Carlson Sato Travel (1-800-953-7286) to make your flight reservations. DO NOT pay for the ticket with your own GTCC or personal credit card. Let the travel agent know that you are making reservations for an invitational travel order and your ticket should be on the USACE centrally billed account COE8303. Please make sure to add Morgan Nasif (Morgan.W.Nasif@usace.army.mil 601-634-3215) to your profile.

| | |
|---|---|
| *Estimated cost of your plane ticket* | |
| *Total estimated cost of rental car* | |
| *Carlson's Locator Code* | |

b) Renting a car only: Please contact Carlson Sato Travel (1-800-953-7286) to make your car reservations.

| | |
|---|---|
| *Total estimated cost of rental car* | |

c) Driving your own car: If you are driving your own vehicle, please note that you will only be reimbursed up to the amount it costs to fly at the current mileage rate.

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|---|---|
| *Estimated roundtrip mileage.* | |

❖ Travel Information (hotels should be at the government per diem rate, McAlester, OK/Standard Rate, $96 a night.

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|---|---|
| *Departure Date* | |
| *Return Date* | |
| *Hotel Name* | |
| *Hotel Phone* | |

**OTHER INFORMATION:**
Travel Vouchers -- We will provide you with the forms to fill out your travel vouchers when you arrive. You will be getting reimbursement via Electronic Funds Transfer (EFT). You will be responsible for paying your own credit card back with these funds.

You will need to provide receipts for the following:

- Rental car
- Rental car gas receipts
- Hotel
- Airport parking fees, if applicable

You will not need to provide receipts for food.