Rail Operations

EXTERNAL STANDARD OPERATING PROCEDURES

<table>
<thead>
<tr>
<th>Paragraph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proponent</td>
</tr>
<tr>
<td>Purpose</td>
</tr>
<tr>
<td>Applicability</td>
</tr>
<tr>
<td>References</td>
</tr>
<tr>
<td>Responsibilities</td>
</tr>
<tr>
<td>Procedures</td>
</tr>
</tbody>
</table>


2. Purpose: To outline policies and procedures for rail operations at Fort Sill, OK. This External Standing Operating Procedure (SOP) includes rail car loading/unloading, movement and storage of loaded and unloaded cars.

3. Applicability: These policies and procedures apply to Logistics Readiness Center (LRC) employees (both Government and Contractor) conducting Fort Sill rail operations. It also applies to other personnel with assigned duties at loading/unloading sites.

4. References:
   d. FM 4-01 (FM 55-1), Army Transport Operations, April 03, 2014.
   g. SDDCTEA MI 55-19 Tiedown Instruction for rail movements.
   h. SDDCTEA Pamphlet 55-20 Tiedown handbook for truck movements.

5. Responsibilities: LRC Traffic Manager, 442-6612 or Freight Branch Supervisor, 442-6702.
6. Procedures:

A. General:

i. Operation of rail equipment will be in accordance with (IAW) current operational and safety publications, in addition to the General Code of Operating Rules (GCOR).

ii. Additional operational and safety standards, as required, will be furnished by written means. Permanent or long-term policies and rules will be appended to this SOP if not covered in other pertinent operational and safety publications.

iii. Portable radios will be used daily for faster signaling response.

iv. All rail equipment and use of equipment will be controlled by LRC Contract personnel, properly licensed and certified, employed in the Material Movements Branch, with oversight from Government personnel.

B. General Safety:

i. Safety precautions will be as written in Army Regulations (ARs), Fort Sill and Fires Center of Excellence (USAFCOE) supplements and regulations, and the General Code of Operating Rules (GCOR).

ii. Occupational Safety and Health Administration (OSHA) restrictions and rules will be complied with to the extent they do not conflict with Army, Fort Sill, or USAFCOE regulations.

iii. Fort Sill equipment will not be operated outside the Military Reservation except when so directed by competent, authorized authority.

iv. Rail operations usually will not be conducted with less than three crew members. Rail crew two-way radios will be operated on a dedicated frequency to ensure communications are maintained throughout rail operations.

v. Appropriate safety equipment will be worn by crew members during rail operations as required.

vi. All unattended rail cars stored on sidings or unused spurs, will be chocked and have brakes set. These cars will not be stored on gradients when such can be avoided. When cars are to be parked for long periods of time or overnight, brakes will be set and locking devices set on the first car of the string, on the down side of the grade to preclude tampering.

vii. Railcars:

a. Ammunition cars arriving at the Fort Sill Interchange will be inspected by the Military Police, rail crew and an Ammunition Inspector from the Ammunition Supply Point (ASP). After the
Ammunition Inspector accepts the shipment, the rail crew will place cars in the ASP within 4 hours.

b. General commodity shipments and empty rail cars will be inspected by the Military Police, rail crew and the appropriate customer will be notified of the arrival. Car(s) will be positioned for loading/unloading within 2 hours during regular work days, or as directed by the Installation Transportation Officer (ITO). General commodity shipments arriving after hours will be received the next business day.

C. Operations:

i. All members of the rail crew are charged with maintaining safety and order at rail operation sites.

ii. Rail equipment will not be moved without an adequate number of crew members. Crossings will be protected by a flagman.

iii. Inspections and preventative maintenance of trackage, rail equipment, switches and other associated equipment will be conducted as directed by regulatory guidance/publications, or other written procedures, and required items reported to the Directorate of Public Works (DPW).

iv. Parking areas adjacent to rail lines and spurs will be monitored by the rail crew to assure that vehicles (are not parked in such a position as to be damaged by passing rail equipment, or by loading/unloading operations. Parking violations of the Oklahoma statutes (no parking within 25 feet of the nearest rail, etc.) will be reported to the Military Police (MPs) for action, and the ITO will be informed.

v. Tours of Duty-Rail crews will not perform continuous duty for more than 6 hours without a 30-minute rest break, nor perform more than 12 hours in a work day without an 8-hour break. Duty is defined as actual movement, placement, repositioning cars, or operation of locomotives.

D. Training:

i. Individual training requirements will be scheduled as needed. Individual training records will be maintained in the employee’s file by LRC’s Contractor Human Resources Office, 2192 Hirsch Road, Fort Sill, OK.

ii. Locomotive operators will be school trained and licensed by the Transportation School at Fort Eustis, VA. On-site assistance from appropriate operational, maintenance and safety personnel from higher headquarters may be solicited as required.
iii. Changes, amendments and additions to this SOP are solicited. Submit desired changes to the Freight Branch Supervisor, LRC Transportation Department, 2243 Hirsch Road, Fort Sill, OK.

E. Accident Reporting:

i. Normal Duty Hours: 0730-1600 hours, Monday through Friday (except holidays):
   a. The Conductor or the Locomotive Engineer will immediately report all accidents/incidents to the Freight Branch Supervisor. This report will include location, extent of damages, is medical assistance required and identification of other party/parties involved. Pictures will be taken by the Freight Branch to support any claims.
   b. The Freight Branch Supervisor will immediately notify the Military Police, ITO, LRC Contractor Safety office and the LRC Movement Operations Center (MOC), to initiate investigation processes.
   c. Ambulance service will be requested by calling the 911 Emergency Service for any injured person(s), as needed.
   d. Upon completion of the Military Police investigation, statements by each member of the rail crew will be written, signed and submitted with accident report form (DA 285) through the Freight Branch Supervisor to the Director, Directorate of Logistics. Depending upon the situation, an information copy will be forwarded to the Chief of Transportation, Department of the Army, Washington, DC 20407, ATTN: Safety Director, IAW SB 385-10-40 and AR 55-257.

ii. During non-duty hours (1600-0730 to include all weekends and holidays), all procedures outlined in (4) (a) above apply except that the Fort Sill Staff Duty Officer (SDO) is notified at 442-4912 in addition to Freight Branch Supervisor (574-2913).

Revision History

<table>
<thead>
<tr>
<th>Rev.</th>
<th>Date</th>
<th>Description of Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>09/13/19</td>
<td>• Changed MP to Military Police throughout</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Para E, i, c. updated how Ambulance Service will be requested</td>
</tr>
</tbody>
</table>