

Demystifying AP Dispatcher Paperwork

Kurt Thompson

MER VP and holder of AP Dispatcher Certificate

What are the requirements?

1. 50 plus hours of operations on one or more layouts, with some type of control in place for train and car movement control
2. Complete the necessary documentation
3. Turn in the necessary documentation
4. Receive your AP Dispatcher certificate

Don't make this more
complicated. It's not
complicated.

Remember this is for
fun.

Operating Requirements

1. Must have participated in the operation of a model railroad, either home or club, for no less than fifty hours. A minimum of ten hours must be served in each of three of the five categories listed below, one of which **must** be DISPATCHER. They are: ENGINEER - Mainline, Freight, Passenger or Wayfreight; YARDMASTER, Station Master; HOSTLER, Power Desk; TOWERMAN, Traffic Manager, Roadmaster; DISPATCHER. This experience shall be accumulated on one or more model railroads having at least two mainline trains plus yard switching in simultaneous operation. Some system of freight and passenger train and car movements, including road switching, shall be used for controlling train activity.

Job Descriptions

- (a) Engineer:
 - Passenger or Mainline Freight
 - Wayfreight
- (b) Yardmaster or Stationmaster
- (c) Hostler or Power Desk
- (d) Towerman, Traffic Manager, or Roadmaster
- And the all important:
 - (e) Chief Dispatcher

Record of Operations

RECORD OF OPERATIONS

The undersigned judges certify that the Dispatcher options shown below have been earned on one or more model railroads for a minimum of 50 actual operating hours by the above named NMRA member and have been personally observed by two or more judges appointed by the Region AP Chair.

Member's Name: _____ NMRA #: _____ Exp _____

JOBS WITNESSED

TITLE	JOB	HOURS SERVED	DATES (FROM-TO)
A. ENGINEER	A.1 Mainline Freight		
	A.2 Mainline Passenger		
	A.3 Wayfreight		
B. MASTER	B.1 Yard Master		
	B.2 Station Master		
C. HOSTLER	C.1 Hostler		
	C.2 Power Desk		
D. TOWERMAN	D.1 Towerman		
	D.2 Traffic Manager		
	D.3 Road Master		
E. DISPATCHER (Mandatory)	E. Dispatcher		

JUDGE'S NAME	SIGNATURE	NMRA #

Documentation

The applicant shall also do the following:

Prepare a schematic drawing of a model railroad layout meeting the operating conditions described in (A), and indicating all pertinent simulated distances.

Normally, this would be a diagram of one of the layouts you put in your qualifying time on - but there is no requirement that it must be. The drawing must be neat and readable, but it does not have to be in ink.

Documentation (cont'd)

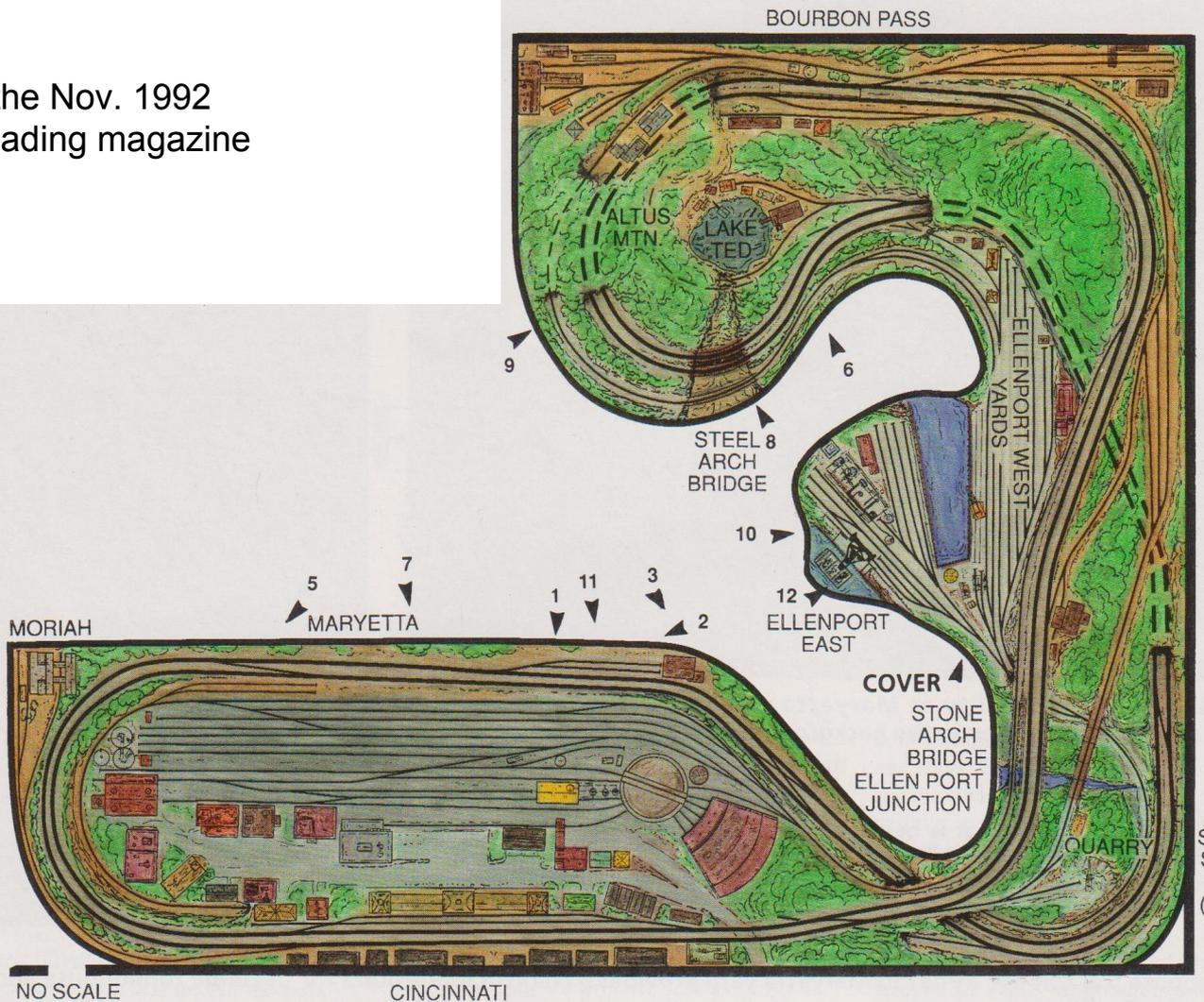
The applicant shall also do the following: (please note that the use of a computer to accomplish these requirements is acceptable)

2. Develop a timetable appropriate to this model railroad: Simulating prototype time, covering a period of eight hours or more, during which at least three scheduled mainline trains move in each direction.

Documentation

3. Develop an operating train chart (graph) which interprets the above schedule for timetable operation of the model railroad. Indicate at least one train meet on the schematic drawing required in (B-1) above. Show the position of the trains involved and describe the action, giving pertinent time and movement data to effect the meet.
4. Develop or adapt a system of operation for the layout in (A), including all the necessary forms and explanations for their use for controlling car movements, train makeup, and operation in a prototypical manner.

Image from the Nov. 1992
Model Railroading magazine
Pg. 40



Documentation

The applicant shall also do the following:

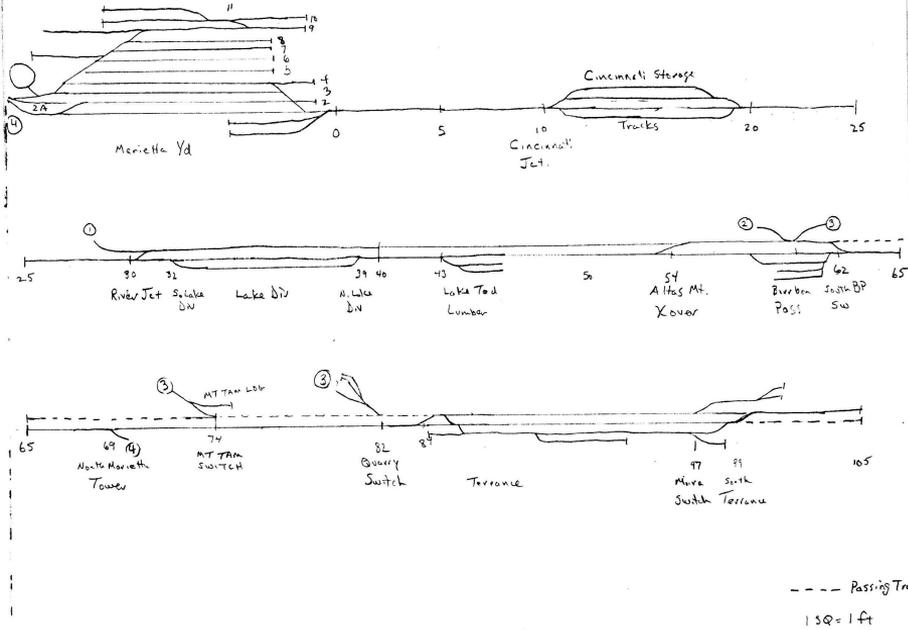
Prepare a schematic drawing of a model railroad layout meeting the operating conditions described in (A), and indicating all pertinent simulated distances.

Normally, this would be a diagram of one of the layouts you put in your qualifying time on - but there is no requirement that it must be. The drawing must be neat and readable, but it does not have to be in ink.

Schematic or Trackplan

sect D.1

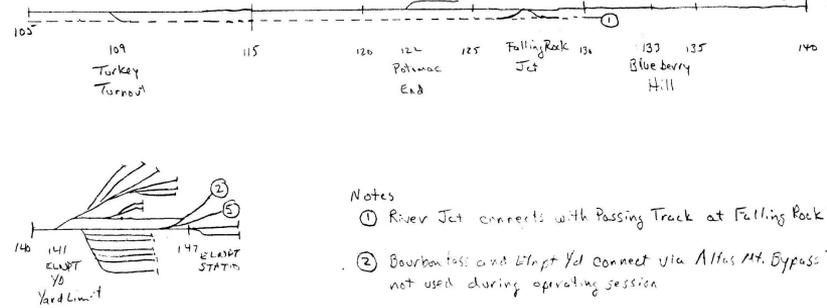
Track Schematic for
South Mtn. Div (Circa 1987-1990)



sect. D.1

Track Schematic for
South Mountain Div (Circa 1987-1990)

pg 2.

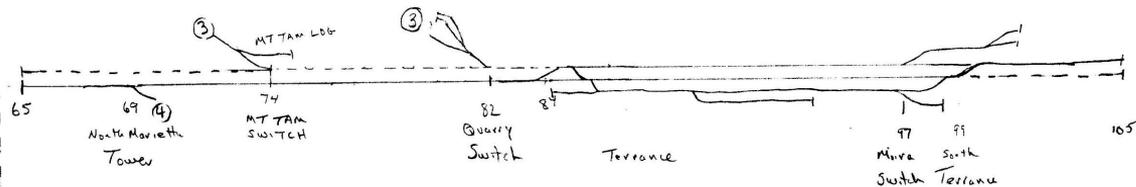
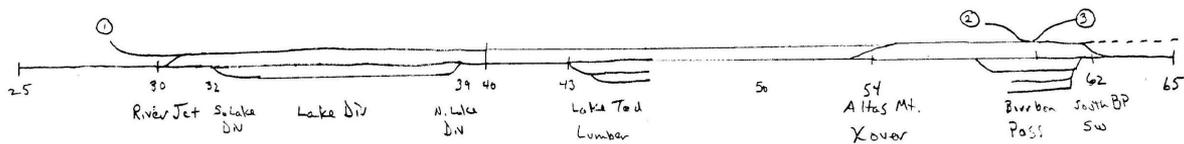
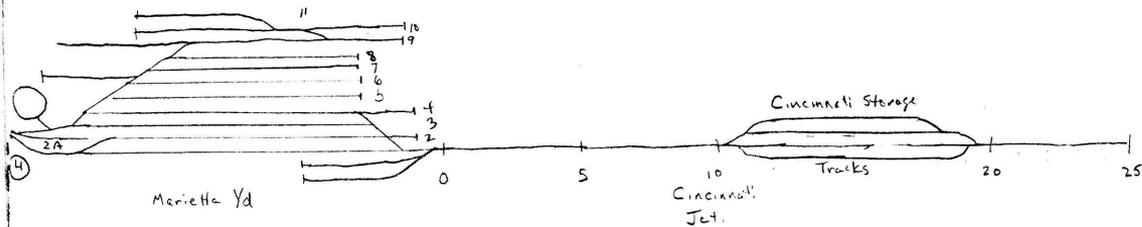


Notes

- ① River Jct connects with Passing Track at Falling Rock Jct.
- ② Bourbon Pass and Elbert Yd connect via Atlas Mt. Bypass Track, not used during operating session
- ③ Quarry Track and MT TANLOC connect with Bourbon Pass. Quarry Track lead splits in storage for MT TAN mine lead #1, lead #2. Bourbon Pass end also services Davie Mine.
- ④ Marietta Yd Switching lead extends 20 ft up to North Terrance Tower where it joins the single track mainline headed toward Bourbon Pass. Used only for passenger train operations, no freight train use.
- ⑤ East Division (off-division return loop) connects with main running track through ELNPT Yd.

sect D1.

Track Schematic for South Mtn. Div (circa 1987-1990)



--- Passing Tra.

1 SQ = 1 ft

Section 2. Develop a Timetable

South Mountain Division Timetable				Southbound				Northbound			
STATIONS	Distance	Marietta	Stations	Sec	Class	Sec	Class	Sec	Class	Sec	Class
				21	27	31	33	10	22	32	34
Marietta Yd.	0			8:00 a	12:01 p		1:00 p	10:40	12:30		9:00
Cincinnati Div. Jct	10		10	8:20	12:20		1:20		12:15		8:35
River Junction (NEDT)	30		20	8:50	12:50		1:50		11:37		8:15
S. Lake Div. Jct.	32		2	8:54	12:57		1:54		11:35		8:08
N. Lake Div. Jct.	39		7	9:05	1:10		2:05		11:24		7:55
Lake Ted	43		4	9:11	1:16		2:11	9:58	11:20		7:20
Altas Mt. Xover	54		11	9:26	1:30		2:26		11:08		7:05
Bourbon Pass	60		6	9:35	1:40	5:20 p	2:35	9:38	11:00	4:40	6:15
South BP Switch (SEDT)	62		2	9:38	1:45	5:25	3:25		10:55	4:35	6:05
Nt. Marietta Tower	69		7	9:50	1:58	5:40	3:40		10:42	4:20	5:50
Mt. Tan Switch	74		5	9:57	2:05	5:50	3:50	9:20	10:35	3:40	5:40
Quarry Jct.	82		8	10:05	2:12	6:05	4:00		10:23	3:25	5:10
N. Terrance Sw. (NEDT)	84		2	10:08	2:15	6:10	4:05		10:20	3:20	5:05
Terrance	88		4	10:14	2:30	6:20	4:10	9:00	10:15	2:48	5:00 p
Moira Switch	97		9	10:26		6:50			10:03	2:30	
S. Terrance Sw. (SEDT)	99		2	10:29		6:55			10:00	2:25	
Turkey Turnout	109		10	10:42		7:15		8:34	9:45	2:05	
Potomac End	122		13	10:58		7:35		8:18	9:22	1:33	
Falling Rock Jct.	126		4	11:04		7:45			9:16	1:25	
Blueberry Hill	133		7	11:18		8:00		8:05	9:02	1:15	
Ellenport Yd.	141		8	11:40		8:20		7:55	8:40 a	1:00 p	
Ellenport Station	147		6					7:45 a			

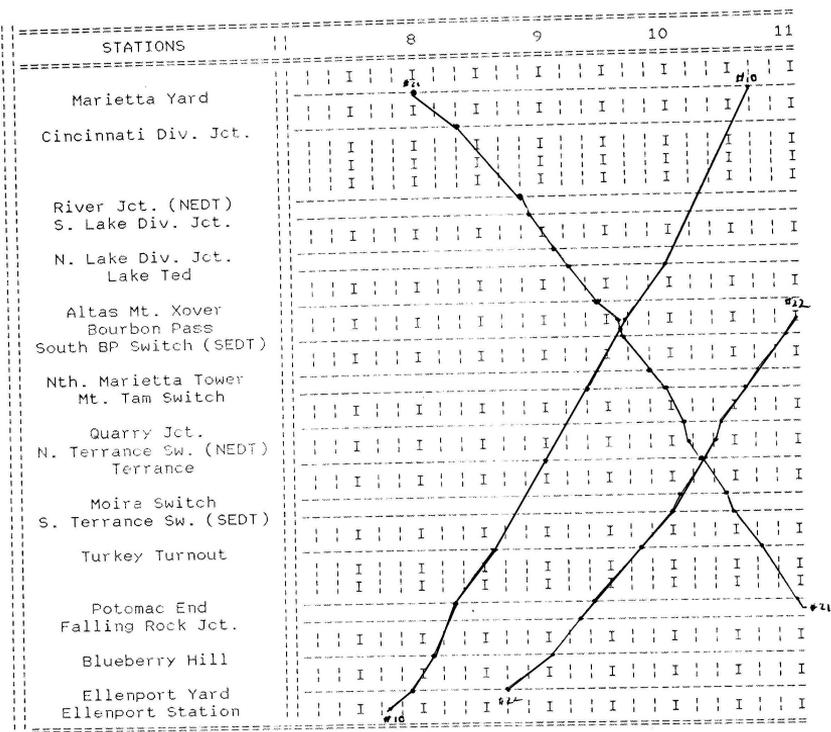
Documentation (cont'd)

The applicant shall also do the following: (please note that the use of a computer to accomplish these requirements is acceptable)

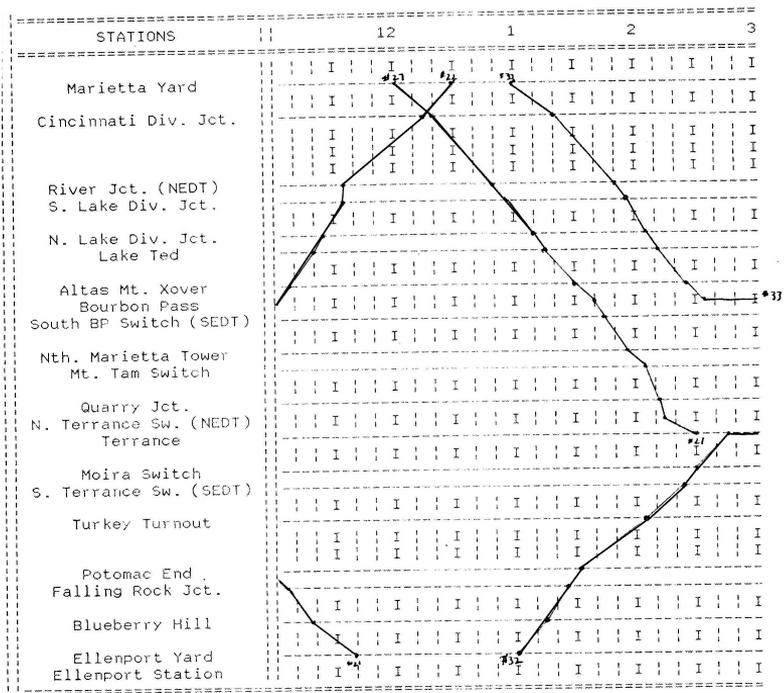
2. Develop a timetable appropriate to this model railroad: Simulating prototype time, covering a period of eight hours or more, during which at least three scheduled mainline trains move in each direction.

Timetable and Line Graph

South Mountain Division Train Graph



South Mountain Division Train Graph



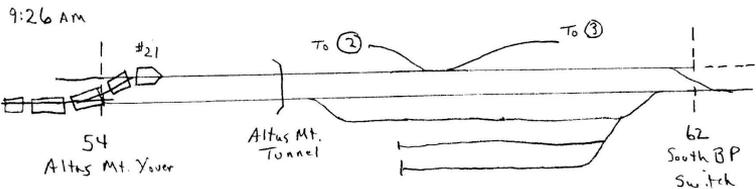
Documentation

3. Develop an operating train chart (graph) which interprets the above schedule for timetable operation of the model railroad. Indicate at least one train meet on the schematic drawing required in (B-1) above. Show the position of the trains involved and describe the action, giving pertinent time and movement data to effect the meet.
4. Develop or adapt a system of operation for the layout in (A), including all the necessary forms and explanations for their use for controlling car movements, train makeup, and operation in a prototypical manner.

Sect. B.3. Meet at Bourbon Pass between #10 Commuter and #21 M&V Through Freight

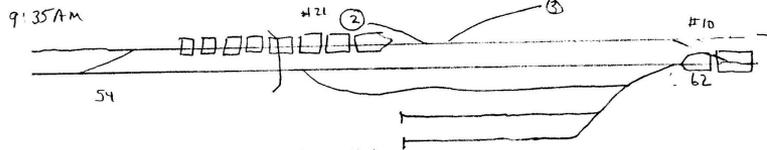
33

PG. 2



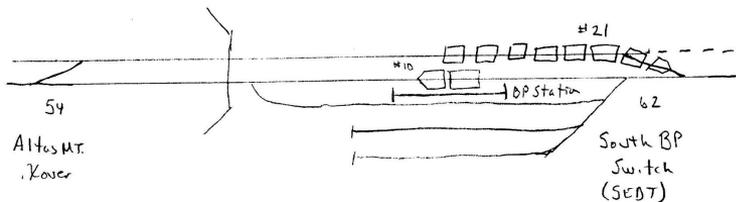
Dispatcher Routes #21 to Track #2 at Altus Mt. Xover, unless #21 already took Track #2 at River Jct.

Bourbon Pass



Dispatcher routes #10 onto Track #1 of the double track section at South BP Switch (SEBT). #21 proceeds along Track #2. At 9:35:30, Train #10 has cleared South BP Switch.

9:38 AM



With #10 clear at South BP Switch at 9:35:30 AM, Dispatcher prepares the switch to route #21 from Track #2 onto the single track. At 9:38 AM, Train #21 should roll smoothly through South BP Switch as Train #10 makes the morning station stop at Bourbon Pass. The trains should have started their rolling meet at MP 61.

Train #10's conductor discharges his passengers only on the station side of the train, thereby placing his train between his passengers and the moving behemoth of Train #21.

Operational Hours

I submitted only 81 hours. That was information backfilled from 45 Friday nights over 2-½ years for 3 hours each night. That didn't include the 30 minute snack and coffee break around 9:45.

If you do the math, you see I had more than the 150 hours I could have documented. The trick is to make sure the witness signatures were current NMRA members. At that time both Ed Martin and Bill McMillen, MMR (deceased) were my witnesses.

NMRA ACHIEVEMENT PROGRAM

WITNESS — CERTIFICATION

Category 7 — CHIEF DISPATCHER

Name Kurt Thompson Region Mid-Central NMRA # 073720
 Street 302 C St City Burlingame State PA ZIP 15001

It is hereby certified that the DISPATCHER options described below, have been earned on one or more Model Railroads, for a minimum of 50 actual operating hours, by the above named NMRA Member and have been personally observed by two or more witnesses appointed by the Regional or Divisional AP Chairman.

NOTE: Refer to text of Category for complete description of the items checked.

FEATURES WITNESSED (PLEASE CHECK APPLICABLE BLOCKS)

TITLE	HOURS SERVED	DATE
A. ENGINEER		
<input checked="" type="checkbox"/> 1a. Mainline Freight	<u>13.5 hrs</u>	<u>11/20/92</u>
<input type="checkbox"/> 1b. Mainline Passenger		
<input checked="" type="checkbox"/> 2. Wayfreight	<u>10.5 hrs</u>	<u>11/20/92</u>
B. MASTER		
<input checked="" type="checkbox"/> 1. Yard	<u>18 hrs</u>	<u>11/20/92</u>
<input type="checkbox"/> 2. Station		
C. HOSTLER		
<input type="checkbox"/> 1. Hostler		
<input type="checkbox"/> 2. Power Desk		
D. TOWERMAN		
<input checked="" type="checkbox"/> 1. Towerman	<u>2.4 hrs</u>	<u>11/20/92</u>
<input type="checkbox"/> 2. Traffic Manager		
<input type="checkbox"/> 3. Road Master		
E. DISPATCHER — Mandatory		
<input checked="" type="checkbox"/> 1. Dispatcher	<u>15 hrs</u>	<u>11/20/92</u>

PRINTED NAMES OF WITNESSES FIRST, AND THEN THEIR SIGNATURES.

William A. McMillan William A. McMillan NMRA # 051034
Ed MATHIAS Ed MATHIAS NMRA # 025191
 _____ NMRA # _____
 _____ NMRA # _____

AP CHAIRMAN _____ (Region) _____ DATE _____

Please attach this AP form to the (SOQ). Original 1/90

RECORD OF ACTIVITIES

IDENTIFY JOB DESCRIPTION BY INSERTING A, B, C, D, OR E IN THE JOB COLUMN.

NAME OF RAILROAD	JOB	DATE	HOURS	VERIFIED BY
<u>South Mountain D.V.</u>	<u>A1A</u>	<u>10/16/97</u>	<u>1.5</u>	<u>William A. McMillan</u>
	<u>A7</u>	<u>10/16/97</u>	<u>1.5</u>	<u>William A. McMillan</u>
	<u>A1A</u>	<u>10/17/97</u>	<u>1.5</u>	<u>William A. McMillan</u>
	<u>A2</u>	<u>10/17/97</u>	<u>1.5</u>	<u>William A. McMillan</u>
	<u>A1A</u>	<u>11/16/97</u>	<u>1.5</u>	<u>William A. McMillan</u>
	<u>A2</u>	<u>11/16/97</u>	<u>1.5</u>	<u>William A. McMillan</u>
	<u>A1A</u>	<u>11/27/97</u>	<u>1.5</u>	<u>William A. McMillan</u>
	<u>A2</u>	<u>11/27/97</u>	<u>1.5</u>	<u>William A. McMillan</u>
	<u>A1A</u>	<u>11/28/97</u>	<u>1.5</u>	<u>William A. McMillan</u>
	<u>A2</u>	<u>11/28/97</u>	<u>1.5</u>	<u>William A. McMillan</u>
	<u>A1A</u>	<u>12/14/97</u>	<u>1.5</u>	<u>William A. McMillan</u>
	<u>A2</u>	<u>12/14/97</u>	<u>1.5</u>	<u>William A. McMillan</u>
	<u>A1A</u>	<u>12/15/97</u>	<u>1.5</u>	<u>William A. McMillan</u>
	<u>A2</u>	<u>12/15/97</u>	<u>1.5</u>	<u>William A. McMillan</u>
	<u>D1</u>	<u>6/15/92</u>	<u>3</u>	<u>William A. McMillan</u>
	<u>D1</u>	<u>11/01/92</u>	<u>3</u>	<u>William A. McMillan</u>
	<u>D1</u>	<u>6/19/92</u>	<u>3</u>	<u>William A. McMillan</u>
	<u>D1</u>	<u>6/01/92</u>	<u>3</u>	<u>William A. McMillan</u>
	<u>D1</u>	<u>9/22/97</u>	<u>3</u>	<u>William A. McMillan</u>
	<u>D1</u>	<u>10/27/97</u>	<u>3</u>	<u>William A. McMillan</u>
	<u>D1</u>	<u>11/21/97</u>	<u>3</u>	<u>William A. McMillan</u>
	<u>D1</u>	<u>3/11/92</u>	<u>3</u>	<u>William A. McMillan</u>
	<u>B1</u>	<u>12/1/92</u>	<u>3</u>	<u>William A. McMillan</u>
	<u>B1</u>	<u>11/21/92</u>	<u>3</u>	<u>William A. McMillan</u>
	<u>B1</u>	<u>10/21/92</u>	<u>3</u>	<u>William A. McMillan</u>
	<u>B1</u>	<u>11/15/92</u>	<u>3</u>	<u>William A. McMillan</u>
	<u>B1</u>	<u>11/15/92</u>	<u>3</u>	<u>William A. McMillan</u>
	<u>B1</u>	<u>9/13/92</u>	<u>3</u>	<u>William A. McMillan</u>
	<u>Dec A1A</u>	<u>11/20/97</u>	<u>3</u>	<u>William A. McMillan</u>
	<u>E1</u>	<u>9/16/97</u>	<u>3</u>	<u>William A. McMillan</u>
	<u>E1</u>	<u>10/11/97</u>	<u>3</u>	<u>William A. McMillan</u>
	<u>E1</u>	<u>11/21/97</u>	<u>3</u>	<u>William A. McMillan</u>
	<u>E1</u>	<u>11/21/97</u>	<u>3</u>	<u>William A. McMillan</u>
	<u>E1</u>	<u>9/16/92</u>	<u>3</u>	<u>William A. McMillan</u>

50 HOURS ARE NEEDED FOR CERTIFICATION
 THIS FORM MUST BE ACCOMPANIED BY A COMPLETE STATEMENT OF QUALIFICATIONS FORM

Wrap up

Now you've seen how I did it.

Are there any questions or are we ready to tackle
your paperwork?