

# ACHIEVEMENT PROGRAM CHIEF DISPATCHER STATEMENT OF QUALIFICATIONS FORM JANUARY 2025

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Member's Name: \_\_\_\_\_ NMRA #: \_\_\_\_\_ Exp: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State/Prov: \_\_\_\_\_

ZIP/PC: \_\_\_\_\_ Country: \_\_\_\_\_ NMRA Region: \_\_\_\_\_ Division: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

### To qualify for this certificate, you must:

1. Must have participated in the operation of one or more model railroads, 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, Road Master; 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.

2. The use of a computer to accomplish the following requirements is acceptable. The applicant shall also do the following:

Prepare a schematic drawing of a model railroad layout meeting the operating conditions described in Section 1 and indicate all pertinent simulated distances.

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

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 above. Show the position of the train(s) involved and describe the action, giving pertinent time and movement data to effect the meet.

Develop or adapt a system of operation for one layout in Section 1 above, including all the necessary forms and explanations of their use for controlling car movements, train make-up and operation in a prototypical manner.

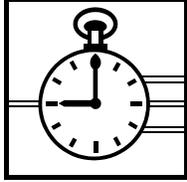
3. Submit a completed Statement of Qualifications (SOQ) which shall include the following:

Attachment of the forms and drawings in Requirement 2.

Description of the jobs held and an approximation of the number of hours accrued in each position.

The signed witnessed Certificate of Operation form showing that all the requirements have been met and that the member requesting certification has operated a model railroad in a prototypical manner.

These requirements can be met on one or more model railroad layouts, either privately owned or club layout(s).



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## JOB DESCRIPTIONS

**A.1 - ENGINEER; PASSENGER OR FREIGHT** shall run his or her train in a manner that simulates the prototype, following the rules of the model railroad being used, operating according to the signal system (if present) or by direct instruction of the Dispatcher.

**A.2 - WAYFREIGHT ENGINEER** will meet the requirements of Mainline Engineer. In addition, he or she shall perform all required switching with approval from the Dispatcher in a manner to not adversely affect the overall railroad schedule or operations.

**B.1 - YARDMASTER** runs the freight yard. He or she makes up trains with the appropriate cars in the desired numbers to have trains ready when the timetable or Dispatcher requires them. Generally, the Yardmaster operates the switch engine but in a large yard could direct several yard engineers.

**B.2 - STATIONMASTER** is in charge of the passenger station and all passenger switching. He or she makes up trains with the appropriate consists so the trains are ready when the timetable and Dispatcher requires them. Terminating trains are broken down appropriately and the cars serviced and stored as needed. Through train switching is accomplished.

**C.1 - HOSTLER** shall run the engine facilities. He or she shall have each locomotive facing the correct direction, double headed or lashed up, ready for the Engineer to easily leave the engine area. Service to the locomotives shall be simulated. Returning locomotives are placed in their appropriate stalls or tracks. On layouts with advanced control systems, the Hostler can handle the assignment of locomotives to the appropriate Engineer's throttle.

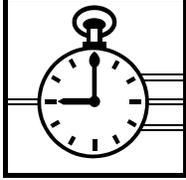
**C.2 - POWER DESK** decides what is the correct motive power for each train and assigns throttle control to the motive power. When the assignment is finished, he or she returns the control of that motive power back to the Hostler throttle or to off.

**D.1 - TOWERMAN** operates one or more towers (control panels) on a layout. He or she sets up the appropriate route at the correct time under the direction of the timetable or Dispatcher. He or she reports train passings to the Dispatcher if required.

**D.2 - TRAFFIC MANAGER** determines which cars go and come from each industry, and the amount and location of traffic. He or she specifies the route and may create a computer program to do this automatically.

**D.3 - ROAD MASTER** is the operating session trouble-shooter and makes repairs. He or she keeps things moving smoothly. He or she can take track in and out of service.

**E. DISPATCHER** coordinates all train movements, either by sequence, timetable and fast clock or other operating system.



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## RECORD OF OPERATIONS - SUMMARY

The undersigned witnesses (any NMRA member can be a witness) 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 the witness(es) approved by the Division AP Chair.

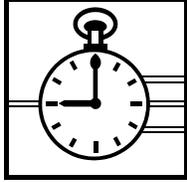
Member's Name: \_\_\_\_\_ NMRA #: \_\_\_\_\_ Exp \_\_\_\_\_

### JOBS WITNESSED

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

WITNESS NAME(S) FOR SUMMARY	SIGNATURE	NMRA #





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**Member Statement and Agreement:**

I certify that I have completed all of the requirements for this Certificate of Achievement as listed above and that I will agree to assist other members in this subject whenever possible, whether or not they are participants in the Achievement Program.  Check here if this is the member's first award.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**Division Achievement Program Chair Review (optional):** Reviewed for compliance and completeness.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**Certification of Region Achievement Program Chair**

As the NMRA Region Achievement Program Chair of the \_\_\_\_\_, I certify that I have examined this SOQ and, having compared it to the stated requirements for this certificate, I am satisfied that the stated requirements have been met.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Region Certificate #: \_\_\_\_\_

**Approval by AP National Executive Assistant Manager**

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_