

HG-RELIEF CLAIM FORM for POOL CREWS
(RJM AS Short-turnaround Service at AFHT)

Claim Date ____/____/____

=PE/Receipt For Claim # _____
Declination #: _____
SSN: _____
Name: _____

=PE claim for Trip Rate:

On the date, I was specifically called in HG-Relief of the _____. My on duty time was ____:____ hours out of (Pocatello/Green River/ Milford/Elko/Grand Jct.). Terminal departure time was ____:____ hours via train/bus. I was transported to _____ (en route station) and took charge of train at ____:____hours. Departure time from this station was ____:____ hours. Arrival time back at initial terminal (_____) was at ____:____ hours with final tie up at ____:____ hours.

If required to HG-Relief another train, claim 130 miles penalty for second departure form same terminal under Rule 67. Have CMS enter information in your work history. If CMS refuses your request enter the name of the crew caller on your =PE claim form.

Claim trip rate for departing initial terminal (_____) for the second time during same tour of duty. I was called on duty at ____:____ hours. I returned to initial terminal at ____:____ hours. At this time I was instructed by (_____) to depart terminal for the second time to work the _____ located at _____ (en route station). Second departure time was ____:____ hours.

- Show second departure on another claim form. Also, F8 additional train(s) worked on FRA tie-up screen..
- Fill in the blanks and enter in your =PE screen as a penalty. Submit the form along with your =PE claim and copy of recap.
- Also need copy of declination sheet (All pages of pay stub)
- Make sure you call timekeeping and ask why it was not paid and a written response to the reason for declining claim and submit all at the same time to me paid.
- Timekeeping # is 1-800-877-0309

If you are to deadhead home, wait 20 minutes before calling CMS. If you do not receive an =TE page, enter details on =PE claiming a Trip Rate. Plus productive fund plug and credit.

Submit the following for appeal; FRA tie up, electronic time slip, and original claim.