

<b>Subject:</b> Updated Mechanical Policy to Private Car Repairs (Update)	<b>Effective Date:</b> June 7, 2018
<b>Equipment:</b> Private Cars	<b>Issued By:</b> George Hull AVP/Deputy Chief Mechanical Officer
<b>MB Contact:</b> CNOC Mechanical Desk @ (302) 683-2082	
<b>Mechanical Bulletin can be removed from all posting areas after:</b> July 31, 2018	

**To: All Mechanical Facilities**

**This Mechanical Bulletin is an update to MB18-60, dated May 14, 2018.**

As you may be aware, Amtrak has reduced a portion of its Private Car offerings to align with core goals and to avoid train delays. To that end, the mechanical work of private cars is now limited to FRA (Federal Railroad Administration) required repairs of safety appliances, with such maintenance performed only as necessary on Private Cars in the consist of an Amtrak train during an approved Private Car journey.

Mechanical work to private cars therefore **cannot include** pre-planned work, work performed to a private car set out from a consist, or any work that is not FRA required to safety appliances. If your terminal/shop is approached by a private car customer, requesting repairs (\*) that fall outside of those criteria, please inform them that Amtrak is unable to accommodate their request.

If a Private Car customer does require an FRA required repair to a safety appliance that can be repaired at the destination terminal on an approved Amtrak trip, the private car customer is to contact the CNOC Charter & Special Movements Desk.

- 1-800-424-0217 and choose option "9" from the main menu
- Press "1" for Private Car Manager (ATS: 734-2297)
- For Mechanical emergencies, press "7" and you will be transferred to an open line (available 24/7).

The CNOC Charter & Special Movements desk will then transfer the repair request to the CNOC mechanical desk, who will determine eligibility. If approved, the CNOC Mechanical Desk will provide the CNOC Charter & Special Movements desk with a corresponding mechanical representative at the destination terminal for communication to the Private Car customer to contact.

***This bulletin must be posted adjacent to the facility's information library or at locations throughout the facility where Mechanical Department employees can readily view it. Supervisors are responsible to bring the bulletin to the attention of all affected personnel.***

- \* Amtrak will continue to provide Wheel Truing and Wheelset Replacement services utilizing current AAR rates.
  - Work performed is dependent on the availability of facilities, equipment, and resources. This work shall not impede service or any other maintenance on Amtrak owned equipment.

Inspections and associated repairs are authorized on Amtrak property by Approved Contract Inspectors only for equipment that has a Monthly, Short Term or Long-Term Parking agreement at locations eligible for Private Car moves. Amtrak Supervisors will provide Blue Flag Protections and make available Pit Inspections, Jacking Pad and Overhead Fall Protection areas as necessary, dependent on the availability of facilities, equipment, and resources and shall not impede service or any other maintenance on Amtrak owned equipment.

The private car customer is to contact the CNOC Charter & Special Movements Desk for authorization prior to any inspection or wheel work performed.

- 1-800-424-0217 and choose option "9" from the main menu
- Press "1" for Private Car Manager (ATS: 734-2297)

The local mechanical representative will continue to use form [NRPC 3492](#) , which utilizes current AAR (Association American Railroads) rates for eligible safety appliance repairs.

**Note I:** NRPC form 3492 is required to be signed by the private car customer and Amtrak prior to any work commencing. Once the safety repair is complete, please submit the fully signed NRPC 3492 form to [PrivateCarBilling@amtrak.com](mailto:PrivateCarBilling@amtrak.com)

More information on Amtrak's private car guidelines can be found [here](#).

If you have any questions on mechanical repairs to private cars for:

- [Repair Eligibility](#), CNOC Mechanical Desk, [Cnocmechanicaldesk@amtrak.com](mailto:Cnocmechanicaldesk@amtrak.com) / 302-683-2082
- Billing or Form NRPC 3492, Kevin Schultze, [Kevin.Schultze@amtrak.com](mailto:Kevin.Schultze@amtrak.com) / 302-429-6486.

**Note II:** Lee Trombecky, Senior Manager Quality & Compliance, and Rich Brodecki, Senior Business Systems Analyst, have been assigned other duties and will no longer be involved in the Private Car business.

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