

BROTHERHOOD'S RELIEF AND COMPENSATION FUND

2150 Linglestown Road, Harrisburg, Pennsylvania 17110

Toll Free: 1-800-233-7080 (U. S. & Canada)

**APPLICATION FOR
"HELD OUT OF SERVICE" BENEFITS
AS DEFINED IN ARTICLE XXXIII OF THE CONSTITUTION**

- 1. Name in full _____ Member ID: _____
- 2. Street Address _____ Phone (____) _____ Cell (____) _____
- 3. City _____ State/Prov. _____ Zip _____ Email Address _____

To be eligible for benefits, dues must be paid in accordance with Article VII of the BR&CF Constitution. Please check our website at WWW.BRCF.ORG to inquire about the status of your dues or call our office.

- 4. The craft and service you were working at the time of occurrence? _____ (Circle one): Yard/Local Thru-Freight/Psgr N/A
- 5. What was the date _____ and time _____ incident occurred that caused removal from service?
- 6. What was your on duty date _____ and on duty time _____ for the date of the above incident?
- 7. At the time of the occurrence were you on railroad property? (Circle one): Yes or No
- 8. At the time of the occurrence were you on duty? (Circle one): Yes or No
- 9. Were you in the actual and authorized performance and furtherance of the usual duties of your employment and craft at the time of the occurrence of the cause(s) of such "Held Out of Service?" (Circle one): Yes or No
- 10. If an investigation was held by the company, give the date(s). _____
- 11. What was your first day withheld from service? _____
- 12. If you were given a definite number of days suspension, how many? _____ From _____ To _____
- 13. If you were given days of deferred suspension, how many? _____
- 14. Total days actually "Held Out of Service" (As defined in Article XXXIII Sec. 1a) _____
- 15. Did you work any part of day(s) suspended? (Circle one): Yes or No If yes: Date _____ Time _____
- 16. Will you be permitted to work in any capacity during your disciplinary period? (Circle one): Yes or No If Yes, explain below:
Explanation: _____

Please submit the following documents: Official Notice of Investigation, Official Notice of Discipline or a Signed Waiver (**must contain the amount of discipline assessed and the specific dates discipline served**), FRA Revocation and Suspension if applicable, Transcript of Investigation & Exhibits (Mandatory if Discipline Exceeds 30 Days or if Requested). All documents submitted become the property of the BR&CF. Please make copies of all documents for your records.

Important: In the space below provide your own detailed statement indicating the facts which resulted in being "Held Out of Service." Use the back of this form if additional space is needed.

Statement: _____

By my signature I hereby certify, declare and warrant that all the foregoing representations, statements and answers are complete and true, without evasion or concealment, each of which is material to and inducement for the disposition of my application for "Held Out of Service" benefits, and if subsequently ascertained to be false or fraudulent, of which the Brotherhood's Relief and Compensation Fund shall be the sole judge, all and singular, my rights and privileges, benefits and equities, arising thereunder shall be forthwith forfeited and null and void. I understand that it is incumbent on me to advise the BR&CF if my employment status changes in any way whatsoever and I agree to notify the BR&CF if I resign, apply for retirement or disability, receive an offer of reinstatement, be it verbal or written, or become employed by any rail carrier during the period I am receiving "Held Out of Service" benefits.

DATE _____ MEMBER'S SIGNATURE _____

Fast Track

Application for “Held Out of Service” Benefits Submission Check List

<p align="center">HAVE YOU CONTACTED THE BRCF OFFICE AT 800-233-7080?</p>	<p align="center">Yes</p>	<p align="center">Call Now!</p>
<p>Have you completed the Application for “Held Out of Service” Benefits Form (supplied by the BRCF), and did you provide a brief explanation of the incident and date and sign the form?</p>	<p align="center">Yes</p>	<p align="center">No</p>
<p>Have you included a copy of the Official Notice of Investigation, if issued by the carrier?</p>	<p align="center">Yes</p>	<p align="center">No n/a</p>
<p>Does the Official Notice of Discipline or Waiver indicate the amount of discipline assessed and the specific dates discipline will be served?</p>	<p align="center">Yes</p>	<p align="center">No</p>
<p>If you are submitting a Waiver, has it been signed by yourself and a manager.</p>	<p align="center">Yes</p>	<p align="center">No</p>
<p>Have you included a copy of your FRA Suspension and FRA Revocation, if applicable?</p>	<p align="center">Yes</p>	<p align="center">No n/a</p>
<p>If you attended an investigation, have you contacted our office to determine if the transcript of the investigation/hearing is required? When requested, the complete transcript of the investigation, including all exhibits or items of evidence, must be submitted.</p>	<p align="center">Yes</p>	<p align="center">No n/a</p>
<p>Have you included a copy of a voided check to expedite the processing of your application for “Held Out of Service” benefits?</p>	<p align="center">Yes</p>	<p align="center">No</p>
<p>Are your dues currently paid? You can check your current paid through date at WWW.BRCF.ORG</p>	<p align="center">Yes</p>	<p align="center">No</p>
<p>If you have answered no to any of the above questions, please contact the office before submitting any documents.</p>		
<p>Please be advised, all documents submitted become the property of the BRCF. We recommend you make copies for your own records.</p>		
<p>Documents may be submitted by facsimile provided it doesn’t exceed 10 pages. Please call our office 15 minutes after your fax is sent to confirm our receipt and legibility of your documents.</p>		

Modified August 19, 2010

If you have any questions, please call our office at 800-233-7080
between 8:00 a.m. and 4:15 p.m. EST.