

# Program Letter

United States  
Railroad Retirement Board  
Office of Programs



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**Quality Reporting Service Center**

**Phone: (312) 751-4992**

**Email: [QRSC@rrb.gov](mailto:QRSC@rrb.gov)**

**Fax: (312) 751-7123**

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Circular Letter UI-C-214

Date: March 4, 2005  
[Rev. May 26, 2017]

**TO: Employer Hiring Officials and Chief Executives**

**SUBJECT: Reporting Job Vacancies to the Railroad Retirement Board**

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## **Background**

Section 12 of the Railroad Unemployment Insurance Act authorizes the Railroad Retirement Board (RRB) to operate a free employment service. The goals of the employment service are to secure new employment for experienced railroad workers who are unemployed and to provide a pool of experienced labor for employers. The purpose of this circular letter is to explain how employers can best utilize the RRB's employment services and to review certain federal laws regarding railroad hiring.

## **RRB Employment Services**

Effective April 1, 2017, the Central Register will no longer be available as a basic employment service. The two remaining services operated by the RRB include:

- the Job Vacancy Listing, and
- the RRB online listing of available railroad jobs for covered employers with links to employer employment websites.

An explanation of each employment service follows.

## **Job Vacancy Listing**

The RRB maintains a listing of railroad-related job vacancies. The listing is available through RRB field offices to railroad employees interested in seeking new jobs. When an employer posts a job vacancy with a RRB field office, experienced unemployed railroad workers throughout the country can be made aware of the opening.

Notices of job vacancies may be provided to the RRB by [mail](#), telephone (Toll-Free: 877-772-5772), facsimile or email (see ATTACHMENT 1). Each notice should be submitted to the [RRB field office](#) where the position is located and include:

- the title of the position;
- the class or craft of the job(s);
- the closing date for applications, if any;

- the approximate number of employees to be hired;
- the employer name;
- the location of the job(s);
- the pay minimum/maximum & type (daily, hourly, monthly, weekly, or yearly);
- required and/or preferred qualifications, education, and experience of the position(s); and
- the name, address, telephone number, and title of the individual with authority to hire employees for each of the job opening.

If arrangements have not already been made, please have your local hiring official contact the nearest RRB field office to report any job vacancies.

### **RRB Online Listing**

The RRB maintains an online listing of employer job vacancies at [www.rrb.gov](http://www.rrb.gov). For further information on any of the vacancies listed, an employee can call the nearest RRB field office (Toll-Free: 877-772-5772) and ask for details.

It is strongly suggested employers who have job openings listed on their company's website should create a link going directly to the listing in order to better assist those looking for employment. To obtain more information, contact the RRB's Compensation & Employer Services Center at the number listed above or send an email directly to [JVL@rrb.gov](mailto:JVL@rrb.gov).

### **Benefit to Employers**

The RRB requests employers to report job vacancy information to the agency. Although furnishing job vacancy information is voluntary, failure to furnish it defeats the purpose of the RRB's placement program by decreasing the opportunities for employment of persons claiming railroad unemployment insurance benefits. This in turn increases the amounts of benefits charged to employers and can affect contribution rates under the Railroad Unemployment Insurance Act.

### **Questions**

If you have questions or need additional information about the RRB's placement program, please contact the manager of your local RRB field office.

## ATTACHMENT 1

<b>Field Office</b>		<b>FAX Number</b>	<b>Email</b>
AL	Birmingham	205-731-0026	<a href="mailto:Birmingham@rrb.gov">Birmingham@rrb.gov</a>
AR	Little Rock	501-225-6782	<a href="mailto:LittleRock@rrb.gov">LittleRock@rrb.gov</a>
AZ	Mesa	480-610-5988	<a href="mailto:Mesa@rrb.gov">Mesa@rrb.gov</a>
CA	Covina	626-339-8223	<a href="mailto:Covina@rrb.gov">Covina@rrb.gov</a>
CA	Oakland	510-637-2978	<a href="mailto:Oakland@rrb.gov">Oakland@rrb.gov</a>
CA	Roseville	916-787-6204	<a href="mailto:Roseville@rrb.gov">Roseville@rrb.gov</a>
CO	Denver	303-844-2609	<a href="mailto:Denver@rrb.gov">Denver@rrb.gov</a>
FL	Jacksonville	904-232-2874	<a href="mailto:Jacksonville@rrb.gov">Jacksonville@rrb.gov</a>
FL	Tampa	813-228-2939	<a href="mailto:Tampa@rrb.gov">Tampa@rrb.gov</a>
GA	Atlanta	404-331-1629	<a href="mailto:Atlanta@rrb.gov">Atlanta@rrb.gov</a>
IL	Chicago	312-751-7136	<a href="mailto:Chicago@rrb.gov">Chicago@rrb.gov</a>
IL	Decatur	217-423-7872	<a href="mailto:Decatur@rrb.gov">Decatur@rrb.gov</a>
IL	Joliet	815-740-2139	<a href="mailto:Joliet@rrb.gov">Joliet@rrb.gov</a>
IN	Indianapolis	317-226-5374	<a href="mailto:Indianapolis@rrb.gov">Indianapolis@rrb.gov</a>
IA	Des Moines	515-288-1437	<a href="mailto:DesMoines@rrb.gov">DesMoines@rrb.gov</a>
KS	Wichita	316-687-3572	<a href="mailto:Wichita@rrb.gov">Wichita@rrb.gov</a>
KY	Louisville	502-582-5518	<a href="mailto:Louisville@rrb.gov">Louisville@rrb.gov</a>
LA	New Orleans	504-589-4899	<a href="mailto:NewOrleans@rrb.gov">NewOrleans@rrb.gov</a>
MD	Baltimore	410-962-9835	<a href="mailto:Baltimore@rrb.gov">Baltimore@rrb.gov</a>
MA	Boston	617-223-8551	<a href="mailto:Boston@rrb.gov">Boston@rrb.gov</a>
MI	Detroit	313-226-4233	<a href="mailto:Detroit@rrb.gov">Detroit@rrb.gov</a>
MN	Duluth	218-720-5315	<a href="mailto:Duluth@rrb.gov">Duluth@rrb.gov</a>
MN	St. Paul	651-290-3076	<a href="mailto:StPaul@rrb.gov">StPaul@rrb.gov</a>
MO	Kansas City	816-426-5334	<a href="mailto:KansasCity@rrb.gov">KansasCity@rrb.gov</a>
MO	St. Louis	314-539-6229	<a href="mailto:StLouis@rrb.gov">StLouis@rrb.gov</a>
MT	Billings	406-247-7379	<a href="mailto:Billings@rrb.gov">Billings@rrb.gov</a>
NE	Omaha	402-346-6077	<a href="mailto:Omaha@rrb.gov">Omaha@rrb.gov</a>
NJ	Newark	973-645-3373	<a href="mailto:Newark@rrb.gov">Newark@rrb.gov</a>
NM	Albuquerque	505-346-6407	<a href="mailto:Albuquerque@rrb.gov">Albuquerque@rrb.gov</a>
NY	Albany	631-232-5701	<a href="mailto:Albany@rrb.gov">Albany@rrb.gov</a>
NY	Buffalo	716-551-3802	<a href="mailto:Buffalo@rrb.gov">Buffalo@rrb.gov</a>
NY	Central Islip	631-232-5701	<a href="mailto:CentralIslip@rrb.gov">CentralIslip@rrb.gov</a>
NY	New York	212-264-1687	<a href="mailto:NewYork@rrb.gov">NewYork@rrb.gov</a>
NC	Charlotte	704-344-6429	<a href="mailto:Charlotte@rrb.gov">Charlotte@rrb.gov</a>
ND	Fargo	701-239-5261	<a href="mailto:Fargo@rrb.gov">Fargo@rrb.gov</a>
OH	Cincinnati	513-684-3182	<a href="mailto:Cincinnati@rrb.gov">Cincinnati@rrb.gov</a>
OH	Cleveland	216-522-2320	<a href="mailto:Cleveland@rrb.gov">Cleveland@rrb.gov</a>
OR	Portland	503-326-2157	<a href="mailto:Portland@rrb.gov">Portland@rrb.gov</a>
PA	Altoona	814-946-3620	<a href="mailto:Altoona@rrb.gov">Altoona@rrb.gov</a>
PA	Harrisburg	717-221-3464	<a href="mailto:Harrisburg@rrb.gov">Harrisburg@rrb.gov</a>
PA	Philadelphia	215-597-2794	<a href="mailto:Philadelphia@rrb.gov">Philadelphia@rrb.gov</a>
PA	Pittsburgh	412-395-4711	<a href="mailto:Pittsburgh@rrb.gov">Pittsburgh@rrb.gov</a>
PA	Scranton	570-346-6042	<a href="mailto:Scranton@rrb.gov">Scranton@rrb.gov</a>

<b>Field Office</b>		<b>FAX Number</b>	<b>Email</b>
TN	Nashville	615-736-7071	<a href="mailto:Nashville@rrb.gov">Nashville@rrb.gov</a>
TX	Fort Worth	817-978-2740	<a href="mailto:FortWorth@rrb.gov">FortWorth@rrb.gov</a>
TX	Houston	713-759-0349	<a href="mailto:Houston@rrb.gov">Houston@rrb.gov</a>
UT	Salt Lake City	801-524-4313	<a href="mailto:SaltLakeCity@rrb.gov">SaltLakeCity@rrb.gov</a>
VA	Richmond	804-771-8481	<a href="mailto:Richmond@rrb.gov">Richmond@rrb.gov</a>
VA	Roanoke	540-857-2769	<a href="mailto:Roanoke@rrb.gov">Roanoke@rrb.gov</a>
WA	Bellevue	425-450-5472	<a href="mailto:Bellevue@rrb.gov">Bellevue@rrb.gov</a>
WA	Spokane	509-353-2741	<a href="mailto:Spokane@rrb.gov">Spokane@rrb.gov</a>
WV	Huntington	304-529-5546	<a href="mailto:Huntington@rrb.gov">Huntington@rrb.gov</a>
WI	Milwaukee	414-297-3833	<a href="mailto:Milwaukee@rrb.gov">Milwaukee@rrb.gov</a>