

Surface Transportation Board

Employment Form C instructions

General instructions

Class I railroads and Amtrak are to report the average number of employees at mid-month by employee groups (See 49 C.F.R. § 1246.1)

The template provided includes this instruction form, a signature form, and a separate comma separated (CSV) file. The signature form must be filled out by appropriate parties and submitted electronically with the CSV file. Please do not leave remarks in the CSV.

Each month, submit the monthly filing for employment.

CSV Instructions

- Do not change the values in the cells for columns A through N.
- The data corresponding to the appropriate line must be inserted into `fact_value` column W.
- Data in column W must be in the format specified by three columns: columns L, `measure_scale`; M, `measure_units`; and N, `measure_data_type`. Values must be reported plainly, without additional format, such as dollar signs or commas to separate thousands.
- Employees are to be counted and classified and their service reported as required by the Rules governing the Classification of Railroad Employees and Reports of their Service and Compensation.

Column instructions

- O, `railroad_aar_reporting_mark`: The alpha railroad ID used by the AAR.
- P, `railroad_name`: The legal name of the railroad
- Q, `railroad_signatory_employee_name`: The name/s of the signatory/ies
- R, `railroad_signatory_employee_phone_number`: The contact information of the signatory/ies
- S, `railroad_signatory_employee_email_address`: The contact information of the signatory/ies
- T, `report_year`: The reference year (e.g., 2024) for the reporting period. Fill out for all forms.
- U, `report_month`: The month (e.g., 1 through 12) for which the report is responsive.
- V, `report_amended_boolean`: Must contain a boolean marker, denoted as either (a) TRUE if this data is a revision to data previously submitted to the Board, or (b) FALSE if this data is being submitted for the first time. Use capital letters.

CSVs must not be altered to include additional rows or columns, and data must be in the same cells that are provided in the templates. Failure to follow specific instructions will result in a need to refile.

Submissions are electronically checked for numeric consistency. Should you have any questions, please contact the Office of Economics.