

TM 11240-15/3E

U.S. MARINE CORPS TECHNICAL MANUAL

MOTOR VEHICLE LICENSING OFFICIAL'S

MANUAL



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March 2007
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DEPARTMENT OF THE NAVY
Headquarters, U.S. Marine Corps
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1. This Technical Manual (TM), authenticated for Marine Corps use and effective upon receipt, provides leaders with the tools to properly screen and instruct Marines to become licensed U. S. Government vehicle drivers. This manual supercedes TM 11240-15/3D dated 30 April 2003.
2. Safety should be stressed in all motor vehicle training and licensing programs. It is each leader's responsibility to use discretion and professional expertise to determine if an applicant is mature enough to operate a government vehicle. Driving is a privilege and we cannot afford to lose Marines in avoidable mishaps.
3. This manual ensures operator qualification. Experience will be measured in miles driven under varying conditions, rather than by days or months since obtaining a license. Every leader should stress to each applicant their responsibility for the safe operation of a government motor vehicle.
4. Submit notice of discrepancies or suggested changes on NAVMC 10772 to: Commander, Marine Corps Systems Command, Assistant Commander Acquisition Logistics, Building 3700, 814 Radford Blvd., STE 20320, Albany, GA 13704-1128 or from our website at: <http://pubs.ala.usmc.mil>. In addition, forward an information copy to the Commanding General, Training and Education Command (C469), Building 2008, Hawkins Ave., Quantico, VA 22134 and Motor Transport Training and Education Center of Excellence, Motor Transport Instruction Company, Marine Corps Detachment, Fort Leonard Wood, MO 65473.

BY DIRECTION OF THE COMMANDANT OF THE MARINE CORPS

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CHAPTER 1

GENERAL INFORMATION

1-1. PURPOSE. This manual provides instructions and procedures for licensing programs with Marine Corps units for the issuance or denial of U.S. Government Motor Vehicle Operator's Identification Card, Optional Form 346 (OF 346). This manual applies to the Marine Forces Reserve, civil service personnel and contractors working for the Marine Corps as well.

1-2. SCOPE. Concerned solely with procedures and techniques for training and testing operator's competence and the issuance of the OF 346 to successful applicants, for military personnel, government civilian and contracted employees.

1-3 RESPONSIBILITIES

a. Headquarters Marine Corps, Installation and Logistics (Code LPC-1).
Establish policy relating to Motor Transport licensing.

b. Training Command. Establish Marine Corps-wide motor vehicle licensing standards. Accordingly, Director, Motor Transport Training & Education Center of Excellence, Marine Corps Detachment, Fort Leonard Wood, Missouri will maintain the Motor Vehicle Licensing Official's Manual and a centralized curriculum data base for TECOM approved courses of instruction to be used by the operating forces and Marine Forces Reserve. Incidental driver standards will mirror formal school standards as much as possible. Training standards will include vehicle specific requirements.

c. Unit Commanders. Conduct new join orientation training before operators are permitted to operate independently. An experienced operator will accompany new joins until they have been approved by the command to operate independently.

1-4. APPLICABILITY

a. General. For use by all Marine Corps licensing offices in accordance with the policies established by the current edition of MCO 11240.66_. When other commands have regulations more restrictive than this manual, those regulations will be implemented.

b. Developmental Vehicles and New Equipment Training Teams.
Applicable for licensing on newly procured/experimental tactical wheeled vehicles tested and/or certified by original manufacturer or the government and validated as meeting key minimum Federal Motor Vehicle Safety Standards (FMVSS) and certified safe for Marine Corps operation by Marine Corps Systems Command (MARCORSYSCOM).

1-5. APPLICABLE DOCUMENTS. All documents listed in the following paragraphs are either related to or are actually used during the licensing process. These documents, available through normal Marine Corps channels, make up the minimum basic library required by all licensing offices.

- a. MCO P1200.16, Military Occupational Specialties Manual (MOS Manual). The document that presents the occupational system information that will enable the Marine Corps to carry out its assigned mission to organize, access, train, assign and manage the force.
- b. MCO 11240.66, Standard Licensing Policy for Operators of Military Motor Vehicles. The basic governing document of the Marine Corps licensing program. It establishes the policies under which licensing must proceed and makes this manual the basic document for test standards and procedures.
- c. MCO 5110.1, Motor Vehicle Traffic Supervision. Implements the applicable National Highway Traffic Safety Program Standards under the National Highway Safety Act of 1986. The primary purpose of this MCO is to govern the operation of motor vehicles on Marine Corps reservations and to set forth basic rules to be enforced by the military police.
- d. MCO 5100.19, Marine Corps Traffic Safety Program. Implements specific requirements regarding Driver Improvement Courses (DIC), Emergency Vehicle Operator Courses (EVOC), and tactical and government owned motorcycles and all-terrain vehicle (ATV) training.
- e. MCO 1510.68, Individual Training Standards (ITS) System for Motor Transport.. The basic governing document establishing training requirements in order to specify the critical skills required by Functional Learning Centers (FLC), Distance Learning (D/L) and units of their individual Marines in support of the unit's combat missions as defined in the unit's Mission Essential Task List (METL).
- f. NAVSEA SWO 20-AF-ABK-010, Motor Vehicle Driver and Shipping Inspector's Manual for Ammunition, Explosives and Hazardous Materials, Establishes in-transit and fire fighting procedures, Appendix C, and SF-91 for all Navy and Marine Corps military, civilian and contractor personnel holding positions as hazardous materials drivers.
- g. NAVSEA OP 5, VOLUME 1, AMMUNITION AND EXPLOSIVES ASHORE SAFETY REGULATIONS FOR HANDLING STORING, PRODUCTION, RENOVATION AND SHIPPING. Chapter 12 contains information concerning transportation of ammunition, explosives and related hazardous materials.

- h. NAVAIR 06-05-502, Aircraft Refueling Handbook. Chapter 12 contains information concerning transportation of ammunition, explosives and related hazardous material.
- i. Technical Manuals (TM). All technical manuals for specific equipment that require a license to operate will be used in conjunction with this manual.
- j. Federal Motor Carrier Safety Regulation. Establishes the basic federal requirements for operators of heavy cargo trucks, tractor-trailers and buses.
- k. Federal Personnel Manual. Chapter 930 and Appendix A of the Office of Personnel Management (OPM) Publication establishes policy and physical standards for civilian OF 346 applications.
- l. 49-CFR 391.41. Establishes physical qualifications and examinations for operators.
- m. DOD 4500.36 , Management, Acquisition and Use of Motor Vehicles. Establishes procedures for the management, acquisition and use of motor vehicles.
- n. OPNAVINST 5100.12. Emergency Vehicle Operator's Course (applicable only when operating aboard Navy installations).
- o. State, Local and Other Regulations. Each licensing office must possess, or have ready access to, any regulation not listed above that directly affects the licensing procedures and operations pertinent to its geographic location.

1-6. ADMINISTRATIVE FILES AND RECORD. Accountability has precedent over uniformity for inspection purposes in the licensing arena. Timely, accurate record keeping is of paramount importance and there are any numbers of ways to accomplish this requirement. The licensing office will maintain the following records for four years.

- a. Licensing Log. The log will contain, at a minimum, the following information: card number, issue date, expiration date and the applicant's name when an OF 346 is issued.
- b. Operator's History File. A operator's history file will be established for all licensing transactions that the licensing office processes. Operator's History Files will contain such documentation as NAVMC 10964, student driver log, OF-345, written test, road test, skills test, NAVMC 10969, and Motor Vehicle Records (MVR) reports. Local commanders are authorized to maintain any other documentation they deem appropriate.

CHAPTER 2

LICENSE PREREQUISITES

2-1. TYPES OF LICENSES. There are four types of licenses issued by the United States Marine Corps.

a. Learner's Permit. Must be in his/her possession during training on the type of vehicle for which the operator is qualifying. A qualified licensed operator will accompany the applicant at all times when he/she is operating a vehicle for which the applicant is being trained. A trip ticket will be issued to the licensed operator.

NOTE:

Only the applicant and the licensed operator will be in the vehicle.

To ensure safety, no passengers are allowed in the vehicle during training.

b. Standard License. Issued to all qualified government vehicle operators. Any restrictions are indicated on the license (ex: corrective lenses required).

NOTE:

Motor Vehicle Operator must possess a valid state drivers license with the exception of students attending the MOS producing school at Fort Leonard Wood, MO.

c. “Shop Use Only” License. Only Marine Corps Combat Service Support Schools, LOGCOM, and Motor Transport Instruction Company at Fort Leonard Wood will issue the initial Shop Use Only License for only 352X/LOGCOM DOD employees or contractors. Other commands are only authorized to issue renewals of this license. Use is restricted to short distance movement of equipment around a maintenance facility or for road test in a designated area to verify repair. Any designed road test areas outside the confines of a maintenance facility need to be established and authorized in writing by the unit’s Commanding Officer. A copy of the Equipment Repair Order (ERO)/Work Order Number (WON) is not authorization to operate a vehicle beyond the designated test area and does not provide authority for vehicle to be dispatched. This license is issued to 352X only. For upgrade of license to standard license operator, Shop Use Only licenses will be recognized as a HMMWV Learners Permit for 6 months from the date of issue. If the requirements per Table 3-1 and Chapter 4 are not met within 6 months, the Learners Permit recognition will cease and the permit will be recognized as Shop Use Only.

NOTE:

The shop use only license for the military motorcycle is for hard surface roads only and the OF 346 must be annotated “hard surface road use only”, Figure A-11, Appendix A.

d. Test Driver’s License. Issued by MARCORSYSCOM to qualified and experienced vehicle operators for the purpose of vehicle development, test, evaluation, and official demonstration of new equipment.

2-2. TEST VEHICLES. MARCORSYSCOM will ensure that the minimum requirements for licensing Test Vehicle Operators are met.

a. Responsibility. MARCORSYSCOM is responsible for all testing required for newly fielded Marine Corps wheeled tactical vehicles.

b. Licensing Office. MARCORSYSCOM is designated as a licensing office with the Identifier Code listed in Appendix C. As such, MARCORSYSCOM is required to maintain those administrative files and records listed in paragraph 1-5. The Issuing Official and Qualifying Official for all Marine Corps Test Operator Licenses (wheeled vehicles only) will be assigned by MARCORSYSCOM.

2-3. LIMITATIONS. Licenses and permits are limited to the maximum capacity of the family of vehicles described.

OFFICER LICENSING. Per MCO 11240.66 authorization to operate government vehicles shall be stringently controlled by all Commanders. Officers will not be licensed to operate tactical motor vehicles. However, under combat conditions, an Officer may operate a tactical vehicle (e.g. a Chaplain may be required to operate a HMMWV while the driver is released to fire a weapon). Additionally, per paragraph 3a of this Order, Officers are authorized to operate Government-owned or –leased commercial or administrative use vehicles under 10,000 lb GVW, but should be limited/controlled by their local Commanders, provided they possess a valid state drivers license.

2-5 PREREQUISITES. Prerequisites are listed by type of vehicle in Table 2-1.

TABLE 2-1. REQUIREMENTS BY VEHICLE TYPE

VEHICLE TYPE/CAPACITY	REQUIREMENTS
I. Tactical Vehicles: A. To 5 ton capacity (See Table 4-2 page 4-9)	<ol style="list-style-type: none"> 1. Any MOS 2. Minimum height of 64 inches/ and Maximum of 75 inches 3. Valid state drivers license (Exceptions to this requirement are Marines attending MOS producing schools at Motor Transport Instruction Company, Fort Leonard Wood, Missouri and MCCSSS, Camp Johnson, North Carolina) 4. Completion of DIC (age 26 & under) 5. Completion of following: <ol style="list-style-type: none"> a. Vehicle knowledge test b. Skills test c. Road test 6. Medical screening per Chapter 3 7. Training per Chapter 4 Para 4-1.

TABLE 2-1. REQUIREMENTS BY VEHICLE TYPE (continued)

VEHICLE TYPE/CAPACITY	REQUIREMENTS
I. Tactical Vehicles: B. 6 through 15 ton capacity (See Table 4-2 page 4-9)	1. Any MOS 2. Minimum height of 64 inches/ and Maximum of 75 inches 3. Valid state drivers license (Exceptions to this requirement are Marines attending MOS producing schools at Motor Transport Instruction Company, Fort Leonard Wood, Missouri and MCCSSS, Camp Johnson, North Carolina) 4. Completion of DIC (age 26 & under) 5. Completion of following: a. Vehicle knowledge test b. Skills test c. Road test 6. Medical screening per Chapter 3 7. Training per Chapter 4 Para 4-1.
II. Special Purpose Vehicles A. Tractor-trailers: 1. M870 Trailer 2. M970 Trailer 3. M1000 Trailers	1. MOS 353X 2. Valid state driver's license 3. Completion of DIC (age 26 & under) 4. Completion of following: a. Specific vehicle knowledge test b. Skills test c. Road test 5. Medical screening per Chapter 3, NAVMC 10969 required 6. Training per Chapter 4 Para 4-1
II. Special Purpose Vehicles B. Wreckers/Recovery Vehicles All tactical variants 1. MK 15 2. MK 36 3. M936	1. MOS 35XX 2. Minimum height of 64 inches, Maximum height 75 inches 3. Valid state driver's license 4. OF 346 for 5 ton/7.1 ton license 5. Completion of DIC (age 26 & under) 6. Completion of following: a. Specific vehicle knowledge test b. Skills test c. Road test d. Explosives and Hazmat certification tests 7. Medical Screening per Chapter 3, NAVMC 10969 required 8. Training per Chapter 4 Para 4-1

TABLE 2-1. REQUIREMENTS BY VEHICLE TYPE (continued)

VEHICLE TYPE/CAPACITY	REQUIREMENTS
II. Special Purpose Vehicles C. Logistics Vehicle Systems (LVS) (all variants) or LVSR 1. MK 48 Power Unit 2. MK 14 Trailer Unit 3. MK 16 Fifth Wheel Unit 4. MK 17 Cargo/Crane Unit 5. MK 18 Container Unit 6. Tandem Tow	1. MOS 353X 2. Minimum height of 64 inches/and maximum of 75 inches 3. Valid state driver's license 4. Completion of DIC (age 26 & under) 5. Completion of following: a. Specific vehicle knowledge test b. Skills test c. Road test 6. Medical screening per Chapter 3, NAVMC 10969 required 7. Training per Chapter 4 Para 4-1
II. Special Purpose Vehicles D. Dumps: All tactical	1. Any MOS 2. Minimum height of 64 inches 3. Valid state driver's license 4. Completion of DIC (under 26) 5. Completion of following: a. Specific vehicle knowledge test b. Skill test c. Road test 6. Medical screening per Chapter 3, NAVMC 10969 required 7. Training per Chapter 4 Para 4-1
II. Special Purpose Vehicles E. Refuelers: All types; to include the ARC	1. OF 346 for a 5 ton/7.1 ton or higher vehicle a. Tactical: 35XX/1391 MOS b. Commercial: Any MOS 2. Valid state driver's license 3. Completion of DIC (age 26 & under) 4. Completion of following: a. Specific vehicle knowledge test b. Skills test c. Road test d. Explosives and Hazardous materials certification tests 5. Medical screening per Chapter 3, NAVMC 10969 required 6. Training per Chapter 4 Para 4-1
II. Special Purpose Vehicles F. Howitzers/Engineer Equipment Trailer	1. Any MOS 2. Valid OF 346 for 5 ton/7.1 ton or higher 3. Completion of DIC (age 26 & under) 4. Completion of following: a. Skills test b. Road test c. Written test 5. Medical screening per Chapter 3, NAVMC 10969 required 6. Training per Chapter 4 Para 4-1

TABLE 2-1. REQUIREMENTS BY VEHICLE TYPE (continued)

VEHICLE TYPE/CAPACITY	REQUIREMENTS
II. Special Purpose Vehicles G. Emergency Vehicles (Tactical, to include A/S32P-19) 1. Crash vehicles 2. Rescue vehicles 3. Ambulances	1. Any MOS 2. Valid state driver's license 3. Minimum height of 64 inches 4. Completion of DIC (age 26 & under) 5. Emergency Vehicle Operator Course – commercial vehicles only 6. Completion of the following: a. Specific vehicle knowledge test b. Specific skills test c. Road test 7. Medical screening per Chapter 3, NAVMC 10969 required (excluding M1035 /M997) 8. Training per Chapter 4 Para 4-1
II. Special Purpose Vehicles H. Hazardous Materials All types of vehicles	1. Any MOS 2. Valid OF 346 3. Valid state operator's license 4. Age requirement (mandated by state) 5. Explosive & hazardous material certification tests 6. Medical screening per Chapter 3, NAVMC 10969 required 7. Training per Chapter 4 Para 4-1
II. Special Purpose Vehicles I. Motorcycles 1. MILMO 2. ATV 3. LUV	1. Any MOS 2. Minimum height of 64 inches 3. Completion of DIC (age 26 & under) 4. Complete approved MILMO, ATV, OR LUV Course 5. Medical screening per Chapter 3, NAVMC 10969 required 6. Training per Para 4-1 7. Motorcycle Safety Foundation (MSF) card required for MILMO

TABLE 2-1. REQUIREMENTS BY VEHICLE TYPE (continued)

VEHICLE TYPE/CAPACITY	REQUIREMENTS
II. Special Purpose Vehicles J. Shop Use License	1. MOS 352X, LOGCOM DOD Employees, and contractors 2. Vehicle Specific (HMMWV, MTRV, LVS, LVS, M800, M900 series wrecker and Military Motorcycle) 3. Upgrade to license will follow requirements for vehicles listed above 4. Completion of the following: a. Specific vehicle knowledge test b. Specific skills test 5. Training per Para 4-1 6. Only MCSSS, LOGCOM, and FLW can issue an initial shop use license. 7. Motorcycle Safety Foundation (MSF) card required (MILMO Only) 8. Medical screening, NAVMC 10969 as applicable
II. Special Purpose Vehicles K. Mine Resistant Ambush Protected (MRAP) Vehicle CAT I	1. Any MOS 2. Valid OF 346 for HMMWV 3. Satisfactorily completion operator training course. 4. Completion of DIC (age 26 & under) 5. Completion of following: a. Specific vehicle knowledge test b. Skill test c. Road test 6. Medical screening per Chapter 3, NAVMC 10969 required 7. Training per Chapter 3 Para 3-4
II. Special Purpose Vehicles L. Mine Resistant Ambush Protected (MRAP) Vehicle CAT II	1. Any MOS 2. Valid OF 346 for MRAP CAT I 3. Satisfactorily completion operator training course. 4. Completion of DIC (age 26 & under) 5. Completion of following: a. Specific vehicle knowledge test b. Skill test c. Road test 6. Medical screening per Chapter 3, NAVMC 10969 required 7. Training per Chapter 3 Para 3-4

TABLE 2-1. REQUIREMENTS BY VEHICLE TYPE (continued)

VEHICLE TYPE/CAPACITY	REQUIREMENTS
II. Special Purpose Vehicles M. Mine Resistant Ambush Protected (MRAP) Vehicle CAT III	1. Any MOS 2. Valid OF 346 for MRAP CAT II 3. Satisfactorily completion operator training course. 4. Completion of DIC (age 26 & under) 5. Completion of following: a. Specific vehicle knowledge test b. Skill test c. Road test 6. Medical screening per Chapter 3, NAVMC 10969 required 7. Training per Chapter 3 Para 3-4
II. Special Purpose Vehicles N. HIMARS: 1. MK37 2. MK38 3. M1140	1. Any MOS 2. Minimum height of 64 inches 3. Valid State Operators License 4. OF 346 for Explosives and Hazardous Material (Ammo) 5. Completion of DIC (age 26 & under) 6. Completion of following: a. Specific vehicle knowledge test b. Skill test c. Road test 7. Medical screening per Chapter 3, NAVMC 10969 required 8. Training per Chapter 4 Para 4-1
III. Test/Prototype Vehicles Tactical	1. Assigned to or working for MARCORSYSCOM 2. Valid state driver's license (equivalent weight and class as test vehicle) 3. Completion of following: a. Specific vehicle knowledge test b. Skill test c. Road test d. Documentation to drive similar class vehicles 4. Medical screening per Chapter 3, NAVMC 10969 required

CHAPTER 3

APPLICATION, INITIAL SCREENING, AND TRAINING REQUIREMENTS

3-1. GENERAL. The NAVMC 10964, Application for Government Vehicle Operator's Permit, is the official document to initiate licensing action. In conjunction with the initial interview with the applicant, this process establishes the prerequisites for granting of the OF 346.

3-2. VISION AND HEARING SCREENING STANDARDS. The following minimum standards are applicable only to military applicants. See Chapter 5 for standards that apply to civilian applicants.

a. Screening. All applicants will be required to have recently passed vision and hearing tests given by qualified medical or personnel prior to issuing an operator's training permit. A current medical physical contained in the applicant's medical record will meet this requirement. The OF 345, in conjunction with the applicant's medical record, will be used to determine if further vision and hearing testing is required.

b. Vision. U.S. Military Medical Facilities/Hospitals through out the world have all of the tests listed below available. Applicants must obtain documentation annotating the passing of all tests: Acuity, Color Vision, Field of Vision and Depth Perception. This documentation will be provided to the Licensing Office prior to the issuance of a Learner's Permit and/or any other type of licensing action. However, if the processing Licensing Office does not have access to a Naval hospital or have the equipment available, the Issuing Office should purchase the materials listed within each section, via their supply system. Appendix F contains all pertinent information.

(1) Acuity. This test measures the applicant's ability to see details at a distance. Normal vision is shown as "20/20." The minimum standard for a standard driving permit is acuity (with or without glasses) of 20/20 with both eyes; or with at least 20/30 in one eye and at least 20/40 in the other. Applicants who require corrective lenses to meet the minimum standard may be issued a standard permit with a "corrective lenses required" restriction. This test can be administered with the use of the OPTEC 2300 Armed Forces Vision Tester (AFVT).

(2) Color Vision. The applicant must be able to distinguish red, green, and yellow colors (stoplight colors). Color vision may be tested with the use of an Ishihara Color Blindness Tests (14 Plate). The passing score is 10/14 correct.

(3) Field of Vision. This test measures peripheral vision, the ability to see things "out of the corner of your eye." The minimum acceptable standard is a lateral range in each eye of 75 degrees from center. This test is also testable on the AFVT.

(4) Depth of Perception. This test determines how well an applicant can use binocular vision to judge distances. The AFVT may also be used to test Depth Perception. In order to pass the AFVT the applicant must correctly identify all presentations within Group B.

c. Hearing. Normal hearing is shown as percent frequency loss. The minimum acceptable standard is hearing with negligible high frequency loss. If a hearing aid is required to meet the minimum standard, the applicant may be issued a standard permit with a “Hearing Aid Required” restriction.

3-3. ISSUANCE OF A NEW LICENSE

NOTE:

Instructor and Key Personnel Training (IKPT) and New Equipment Training (NET) personnel who have successfully completed an original equipment manufacture’s (OEM) documented training certification, authorizes all licensing offices listed in Appendix C to license an applicant on applicable motor transport equipment.

a. NAVMC 10964. The applicant completes Part I of NAVMC 10964, Application for a Government Vehicle Operator’s Permit, Figure A-1, Appendix A. The applicant’s commanding officer signs item 17. If the applicant is a civilian, item 17 is to be signed by his/her responsible superior.

b. Motor Vehicle Records (MVR) Check. Complete MVR request per Appendix B of this manual.

c. OF 345. Complete OF 345, Physical Fitness Inquiry for Motor Vehicle Operators, Figure A-2, Appendix A.

d. Learner's Permit. Licensing office issues the applicant a Learner's Permit, Figure A-10, Appendix A. (For incidental drivers, the student driver must present a completion certificate from the IMVO Distance Learning Course.)

e. Training.

1). Complete Incidental Motor Vehicle Operator (IMVO) Distance Learning Course via MarineNet.

2). Unit will provide the applicant with training on specifics and driving skills for vehicle on which applicant is being licensed. Training will meet the minimum requirements as prescribed by the Director, Motor Transport Training Education Centers of Excellence (MTTECOE), Marine Corps Detachment, Ft Leonard Wood, MO.

f. Road Time. To obtain an initial license on a vehicle, the minimum road training mileage, must be accomplished as listed in Table 3-1, Training Mileage Requirement. Page A-21, Figure A-16, Appendix A, is a sample of a locally produced form that can be used to record this mileage.

Table 3-1. Training Mileage Requirement

REQUIRED MILES	ROAD TRAINING	INVOL ITSs
70	DAYLIGHT/ON BASE/ON ROAD	01.02/01.04
5	OPERATE WITH TOWED LOAD	01.07
75	DAYLIGHT/OFF BASE/ON ROAD	01.02
35	DAYLIGHT/ON BASE/OFF ROAD	01.03
55	DARK/ON BASE/ON ROAD	01.02/01.05
10	BLACK OUT/NVG/ON BASE/OFF ROAD	05.06
1	FLAT TOW VEHICLE/ON ROAD/ ON BASE	01.13
251	TOTAL REQUIRED MILES	

NOTES:

(1) The military motorcycle (MILMO) 2-week course meets the mileage requirement for new operators of the MI030B1, 650 cc motorcycle. Off road driving time for operators of the motorcycle is determined by availability of training sites. Off base driving is exempt for the MILMO mileage

(2) 50 miles maybe substituted from table 3-2 by use of simulator mileage.

(3) Submit requests with justification for waivers to basic minimum required training mileage to the Commandant of the Marine Corps, Headquarters Marine Corps, Installations and Logistics (Code LPC-1).

g. Testing. Give the applicant the required tests as stated in Table 2-1 and 4-2.

h. Issuance of License. The licensing office issues OF 346. The License will expire after 4 years or when the Marine reaches his/her EAS, whichever comes first. An operator will have only one OF 346 issued for motor transport equipment that lists all vehicle qualifications. The only exception to this requirement is the explosive (Ammo) license. The Ammo license will be issued on a separate OF 346 because of the 2-year recertification requirement. Appendix A has sample licenses that can be used as a guide.

NOTE:

Motor Transport Instruction Company, Fort Leonard Wood, MO will issue the initial LVS, refueler, and wrecker license. Requests for waivers, with justification, will be submitted to Headquarters, Marine Corps, I&L, (LPC-1).

3-4. UPGRADING A VALID/EXISTING LICENSE

- a. OF 346. Applicant submits current OF 346.
- b. Upgrade. Upgrade license to larger vehicles requires 125 accumulated miles, as documented in the unit's master log, before an applicant can apply for an upgrade. This 125 miles of driving time is intended as a means for commanders to evaluate the operator's driving ability prior to recommending upgrade to a larger vehicle.
- c. NAVMC 10964. The applicant completes Part I of NAVMC 10964, Application for a Government Vehicle Operator's Permit, Figure A-1, Appendix A. The applicant's commanding officer signs item 17. If the applicant is a civilian, item 17 is to be signed by his/her responsible superior.
- d. Special Purpose Vehicle. If the upgrade is for a Special Purpose Vehicle, ensure that the NAVMC 10969, Physical Examination for Motor Vehicle Operators, Figure A-3, Appendix A, has been completed and signed by a medical officer/Independent Duty Corpsman.
- e. Learner's Permit. Issue a Learner's Permit if road time is required.
- f. Training. Unit will provide the applicant with training on specifics and driving skills for vehicle on which applicant is being licensed. Training will meet the minimum requirements as prescribed by the Commanding Officer, Motor Transport Instruction Company, Marine Corps Detachment, Ft Leonard Wood, MO.
- g. Road Time. To obtain an upgraded license the minimum road training mileage listed in Table 3-2 must be accomplished in the vehicle to be licensed on.

Table 3-2. License Upgrade Mileage Requirement

REQUIRED MILES	ROAD TRAINING
35	DAYLIGHT/ON BASE/ON ROAD
35	DAYLIGHT/OFF BASE/ON ROAD
20	DAYLIGHT/ON BASE/OFF ROAD
30	DARK/ON BASE/ON ROAD
5	BLACK OUT/ON BASE/OFF ROAD
125	TOTAL REQUIRED MILES

NOTES:

(1) Submit requests with justification for waivers to basic minimum required mileage to the Commandant of the Marine Corps, Headquarters Marine Corps, Installations and Logistics (Code LPC-1).

(2) 25 miles maybe substituted from table 3-2 by use of simulator mileage.

- h. Testing. Give the applicant the required tests as stated in Tables 2-1 and 4-2.
- i. OF 346. Annotate the OF 346 with the new qualification(s).

3-5. LICENSE RENEWALS. An OF 346 may be renewed 180 days prior to and up to 120 days after the current expiration date. If the applicant's license has been expired more than 120 days, the applicant must receive a new license per paragraph 3-3 of this manual.

- a. Credentials. Applicants must present their current OF 346 and an extract from the Marine Corps Total Force System (MCTFS) showing his/her current qualifications or a copy of the initial NAVMC 10964 form.

- b. NAVMC 10964. The applicant completes Part I of NAVMC 10964, Application for a Government Vehicle Operator's Permit, Figure A-1, Appendix A. The applicant's commanding officer signs item 17. If the applicant is a civilian, item 17 is to be signed by his/her responsible superior. (A copy of the NAVMC 10964 will be turned in to the command upon check-in.) The above sentence doesn't seem to apply to License Renewals. May be more appropriate in the section referring to disposition of forms, Section 1-6.

- c. Motor Vehicle Record (MVR) Check. Complete MVR request per Appendix B of this manual.

- d. OF 345. Complete OF 345, Physical Fitness Inquiry for Motor Vehicle Operators, Figure A-2, Appendix A.

- e. Issuance of License. Licensing office issues OF 346, Figure A-4, Appendix A.

3-6. ISSUANCE OF DUPLICATE LICENSE.

- a. Documentation. Applicant submits extract from MCTFS showing current vehicles he/she is qualified to operate, a copy of the NAVMC 10964 form, and original card number .

- b. NAVMC 10964. The applicant completes Part I of NAVMC 10964, Application for a Government Vehicle Operator's Permit, Figure A-1, Appendix A. The applicant's commanding officer signs item 17. If the applicant is a civilian, item 17 is to be signed by his/her responsible superior.

- c. Issuance of License. The Licensing Office will issue a new OF 346, Figure A-7, Appendix A, for all verified vehicle qualifications, using the original card number.

3-7. HAZARDOUS MATERIAL LICENSE

a. NAVMC 10964. The applicant completes Part I of NAVMC 10964, Application for a Government Vehicle Operator's Permit, Figure A-1, Appendix A. The applicant's commanding officer signs item 17. If the applicant is a civilian, item 17 is to be signed by his/her responsible superior.

b. NAVMC 10969. Ensure that the NAVMC 10969, Physical Examination for Motor Vehicle Operators, Figure A-3, Appendix A has been completed and signed by a medical officer/IDC.

c. Training. Unit will provide the applicant with training on specifics on hazardous materials and explosive handling. Refer to page 1-2 section 1-5 for guidance.

d. Testing. The Licensing Office will administer or oversee the required tests as stated in Tables 2-1 and 4-3. Each designated licensing office will establish their own HAZMAT test utilizing local and state regulations. The state and local safety/environmental offices can provide assistance in meeting this requirement.

e. OF 346. Annotate the OF 346 with the new qualification(s), Figures A-8 and A-9, Appendix A.

Note:

Due to the 2-year recertification requirement for explosive and hazmat licenses, a separate OF 346 will be issued. (90 days will be required for upgrades.)

CHAPTER 4

TESTING

4-1. GENERAL. Applicants who are physically qualified and have submitted the required application forms must undergo written and performance testing to meet the qualifications for issuance of an OF 346. Where practicable, written tests will be administered first, followed by skills testing and finally the road test. Director, MTTECOE, Marine Corps Detachment, Fort Leonard Wood, Missouri, is the proponent for all tests, less hazardous materials and the A/S32P-19. The Commanding Officer, Marine Corps Detachment, Goodfellow Air Force Base, is the proponent for all testing material related to the A/S32P-19. **Each designated licensing office will establish their own HAZMAT test using state and local regulations.** Each command identified in Appendix C, will use the curriculum developed by: Director, MTTECOE, Marine Corps Detachment, Fort Leonard Wood, MO and approved by CG Training Command to train all motor vehicle operators. These motor vehicle operators' courses provide the basic minimum requirements. Commands can add to these course requirements to meet specific requirements for their geographical area. Paragraph F-3, Appendix F, provides guidance on requesting testing materials.

a. Road Time. To obtain an initial license the minimum road training mileage listed in Table 3-1 must be accomplished in the vehicle to be licensed on.

NOTES:

(1) Submit requests with justification for waivers to basic minimum required training mileage to the Commandant of the Marine Corps, Headquarters Marine Corps, Installations and Logistics (Code LPC-1).

b. Newly Joined Motor Vehicle Operators. All newly joined motor vehicle operators, and operators receiving licenses while deployed will undergo sustainment training that will have, as a minimum, the following requirements.

(1) Brief on local driving rules, hazards, and regulations.

(2) Vehicle operators that have been assigned duties that did not require operation of tactical motor vehicle (i.e. special duty assignment, B billets, etc.) must pass the skills and driving test as outlined in paragraph 4-4. In addition, first term Marines returning from overseas assignment are required to pass the driving test.

(3) 125 miles driving largest vehicle type for which the operator holds a license, listed in Table 4-1.

Table 4-1. Sustainment Training Mileage Requirement

REQUIRED MILES	ROAD TRAINING
30	DAYLIGHT/ON BASE/ON ROAD
5	OPERATE WITH TOWED LOAD
35	DAYLIGHT/OFF BASE/ON ROAD
20	DAYLIGHT/ON BASE/OFF ROAD
30	DARK/ON BASE/ON ROAD
5	BLACK OUT/ON BASE/OFF ROAD
125	TOTAL REQUIRED MILES

(4) During the sustainment training, the vehicle operator will be accompanied by a qualified, experienced operator, familiar with the operating area and local rules and regulations.

(5) Active duty Marine units submit requests, with justification for waivers to basic minimum required sustainment training mileage to: Commandant of the Marine Corps, Headquarters Marine Corps, Installations and Logistics (Code LPC-1).

(6) Transportation of troops or cargo while conducting sustainment training will be dictated by local Standard Operating Procedures.

4-2. WRITTEN TEST. These tests are divided into three categories:

- a. General Driver's Knowledge Tests.
- b. Specific Vehicle Knowledge Tests.
- c. Hazardous Material Tests.

4-3. PROCEDURES FOR WRITTEN TEST ADMINISTRATION. The licensing office will control testing material and will determine who administers the test. The following procedures will be adhered to when administering written driver's tests:

- a. Testing Groups of Applicants. When testing two or more applicants at one time, ensure that the applicants cannot copy answers from one another. Using different tests with equal difficulty is the preferred method of testing. Explain that the different tests are precisely equal in difficulty.
- b. Retesting Failed Applicants. Retesting will be accomplished after remedial training has been completed. If the applicant fails any written test twice, the applicant will have his/her driving potential reevaluated by his/her command. 80 % is the highest score that can be achieved on a retest. Remediation procedures will be established in local MSC SOP.

- c. Open Book Testing. There will be no open book tests administered to any applicant.
- d. Scoring the Tests. 80 % is the minimum for mastery of all tests.
- e. Recording Action. Test scores will be recorded on the NAVMC 10964, Figure A-1, Appendix A. Completed, original tests will be maintained in the Operator's History File. Do not allow any applicant to take copies of any test when leaving the licensing office.

4-4. PROCEDURES FOR SKILLS TESTING. Applicants who have successfully passed the written test are eligible to take the skill tests. All students must have completed all required road time before being administered the skills test. The purpose of these tests is to give the examiner an opportunity to accurately judge the applicant's ability to operate and maintain the vehicle. The examiner must be fully qualified to operate the equipment the applicant is being tested on and has the responsibility to stop a skills test in the interest of safety if necessary. A test terminated due to safety will constitute a failure of that test. Scoring is annotated on NAVMC 10965, Skill and Road Test Score Sheet, Figure A-12, Appendix A. An applicant must pass each Skills Test to be licensed for a vehicle for which the applicant is being tested. The applicant will be given three opportunities to master the skills test. Upon failure of the 3rd attempt to master a skill, the applicant will require remedial training and retest per local standard operating procedures. For the 7.1-ton cargo vehicle (MTVR), skills' testing is defined as passing a skills test on any of the following vehicles: MK23/MK25/MK27/MK28.

NOTE:

Instructor and Key Personnel Training (IKPT) and New Equipment Training (NET) personnel who have successfully completed an original equipment manufacture's (OEM) documented training certification are authorized to train licensing officials listed in Appendix C on new equipment. This training will authorize those licensing officials to license other personnel.

- a. Test No. 1: Driving on a Straight Line, 100 Feet. Pavement markings should be as shown by the heavy lines in Figure 4-1. Instruct the applicant to position vehicle with left front wheel on the end of the painted line (position 1). Then drive down the line keeping the left front wheel on line, changing gears (if applicable) once without clashing gears, and stopping smoothly when the left rear wheel reaches the end of the line (position 2). Next, line up the left rear wheel on the line and using mirrors, back up, keeping the left rear wheel on the line for the entire distance and stopping when the left front wheel reaches the end of the line (position 1). Deduct points for unsatisfactory performance as shown on the score sheet.

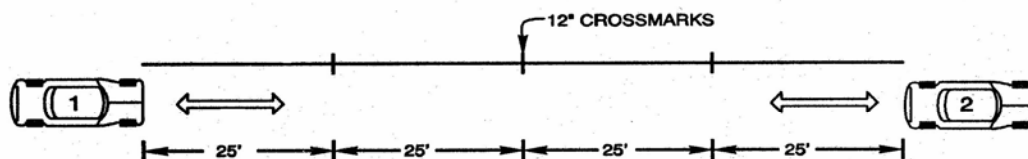
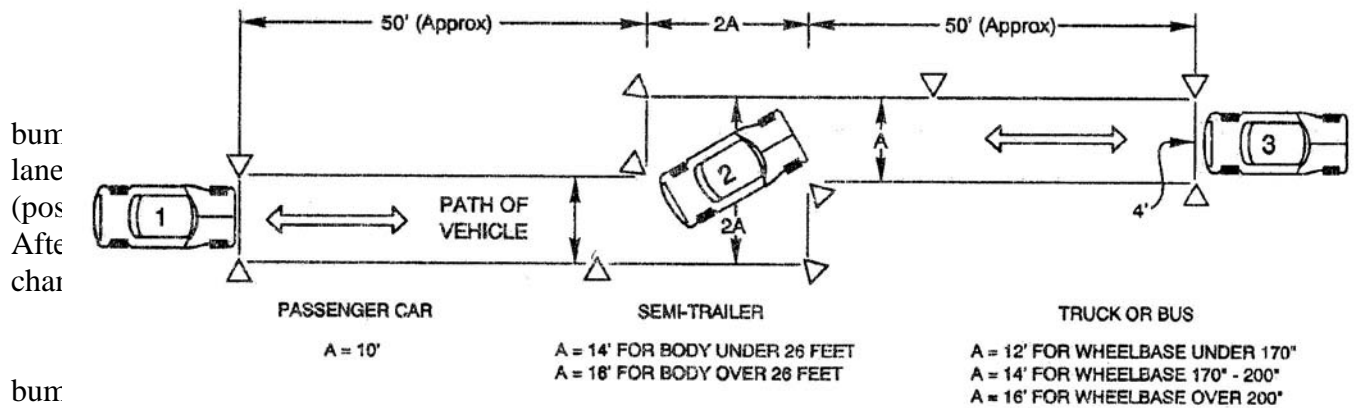


Figure 4-1. Skill Test No. 1

b. Test No. 2 Gauging Space when Steering in Close Limits. Pavement markings should be as shown in Figure 4-2. The beginning and ending limit lines should be clearly marked on the pavement, but stanchions should be used to mark the course itself since dimension (A) varies between 10 and 16 feet, depending on the size and type of vehicle driven. Testing and scoring procedures are set forth below.



c. Test No. 3: Smooth Stop in 40 Feet From 20 MPH. Pavement markings and stanchion placement should be as shown in Figure 4-3. Tell the applicant to drive between the stanchions shown at position (A) and then stop smoothly with front bumper directly over the limit line at position (B). Ensure that the foot brake is not applied until the front bumper passes between the first stanchions at position (A). It is not imperative that the licensing examiner rides with the applicant unless he/she determines that it is critical to the applicant passing the test. Deduct points for unsatisfactory performance as shown on the score sheet.

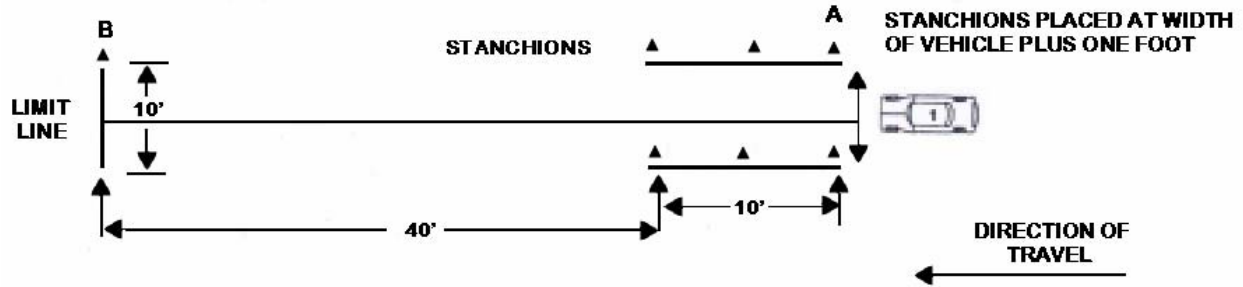


Figure 4-3. Skill Test No. 3

d. Test No. 4: Backing Up to a Loading Dock. An actual loading dock is the preferred method of testing, however a mock loading dock using stanchions may be substituted. Pavement markings and stanchion placement should be as shown in Figure 4-4. Instruct the applicant to drive the vehicle forward to a point between the stanchions at position A. Once the vehicle's front bumper is over the line, using mirrors only, have the applicant back the vehicle to position B. When the back of the vehicle has reached the dock, the applicant will take the vehicle out of gear, engage the parking brake, and turn off vehicle. This will let the examiner know that the test has been completed. Deduct points for unsatisfactory performance as shown on the score sheet.

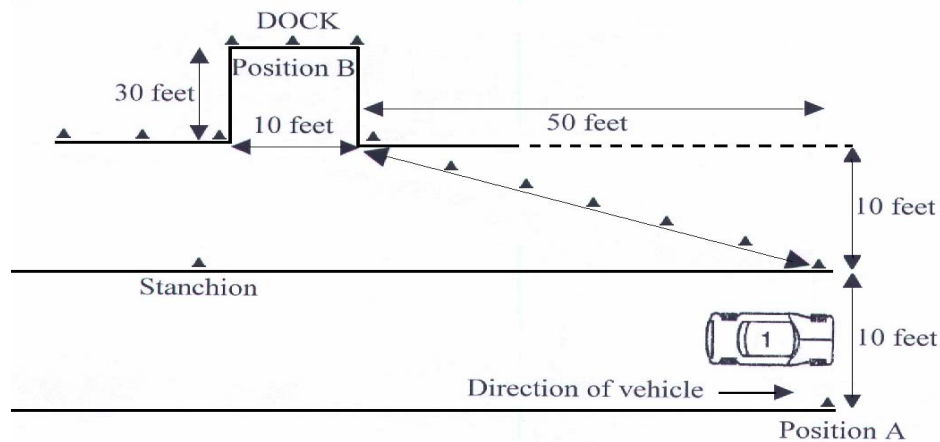


Figure 4-4. Backing Up to a Dock

e. Test No. 5: Preventive Maintenance, Checks and Services (PMCS). This test will be performed on the vehicle that the applicant is to be licensed for. The qualifying official will provide the applicant with the appropriate technical manual. Instruct the applicant to find the page number and item number in the manual. The applicant will inform the qualifying official

what page the information is located on so that it can be recorded on the score sheet. Deduct points for unsatisfactory performance as shown on the score sheet.

f. Passing Score. 80 % or above will constitute mastery of the Skills Tests. Applicants that receive an overall score of 80-100 points will pass the Skills Testing. An applicant must pass all five skills tests in order to pass Skills Testing. The maximum score that can be received is 100 points. All weaknesses/ strong areas will be annotated on the remarks section of the score sheet.

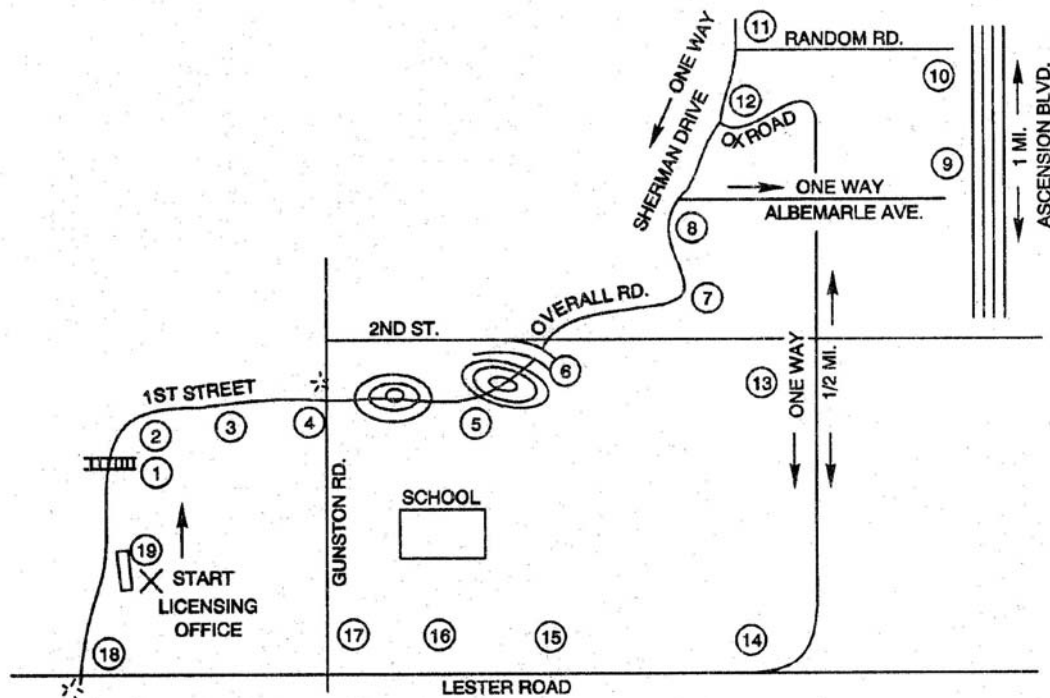
g. Failing Score. Applicants whose overall score is between 0 and 79 points will fail Skills Testing. If an applicant fails one or more tests and receives a score greater than 79 points, he/she will still have not passed the Skills Testing.

h. Retesting Failed Applicants. An applicant need only retest on the skill test that was failed, (i.e. if an applicant failed Skill Test Number 2, receiving a score for that test of 15 or less, they would only retest on Skill Test Number 2). Remedial training must take place before an applicant can be given a retest. Any applicant that fails a second time will have his/her driving potential reevaluated.

4-5. ROAD TESTS. The following road test procedures and minimum standards are based on previously established military standards. Scoring is done on the Road Test Score Sheet, Figure A-12, Appendix A. Road tests are not required for issuance of a Shop Use Only License.

a. Choosing the Test Course. Selection of a road test course is the responsibility of the licensing office. It is advisable to have several routes selected and to alternate them at random. All test routes should be mapped, with notes as to where along the route the various road and traffic situations are located; Figure 4-5. Maps need not be to scale and will be maintained by the licensing office. Routes should be reviewed and, if necessary, changed periodically as road or traffic conditions change. The entire length of the test course will encompass no less than five miles. The route selected for the road test will be on a hard surface road that may include the following if available:

Stop signs
Traffic lights (all configurations)
Series of turns (left and right)
Traffic conditions in dual and multi-lane roads
Intersections with the vision of applicant obscured
Warning signs that the applicant must identify
Grades of not more than 60 percent up hill or 20 per cent down hill
Railroad crossing (minimum of two, may be one of the same)
Curves on dual and multi-lane roads



1. Railroad crossing.
2. Right curve.
3. "Stop for School Bus" sign.
4. Stop light.
5. Grades.
6. Stop sign - downhill grade, obstructed vision.
7. Warning - Slow & Curve.
8. Right turn - "Do not enter" sign.
9. Stop sign - left turn into 4-lane road, 1 mile 4-lane road.
10. Left turn - from 4-lane road.
11. Left turn - into 1-way street.
12. Left turn - from 1-way street into 1-way street.
13. 1/2-mile, 1-way street.
14. Yield sign - right turn.
15. Warning - troop crossing.
16. Warning - school in session.
17. Stop sign - obstructed vision.
18. Right turn - traffic light - obstructed vision.
19. Park at end of test.

TOTAL TEST: 5.3 Miles

Figure 4-5. Sample Road Test Map

b. Test Procedure. Before beginning the test, the examiner will ensure that the applicant understands that he/she will not be licensed to operate vehicles larger or more difficult than the vehicle being tested on. The examiner will then accomplish the following:

(1) Read or recite the following statement to the applicant: “You are about to be administered a road test. “Is there anything that will hinder your ability to drive this vehicle such as medication, alcohol, sleep deprivation, etc”? You are required to walk around the vehicle and explain pre-operation inspection procedures. You will then drive over a specified course. During this test, your driving skills will be evaluated. You will be advised well in advance as to changes in direction. If you do not understand any directions during this test, ask me to repeat them. Is this clear? “If so, you may start when ready.”

(2) Provide the applicant a NAVMC 10627, Vehicle and Equipment Operational Record or approved commercial trip ticket and tell him/her to complete the operator's portion of the NAVMC 10627, Figures A-14 and A-15, Appendix A, or commercial equivalent, just as would normally be done if going on an actual “Run”. Observe the pre-operation inspection carefully, and discontinue the test if the vehicle is not in good mechanical or safe operating condition.

(3) During the test, ride with the applicant to observe driving practices. Give brief, distinct instructions well in advance of required maneuvers.

(4) The examiner has the responsibility to stop the road test in the interests of safety. A test terminated due to safety will constitute a failure of that test. The qualifying official will use the Road Test Score Sheet, Figure A-13, Appendix A, for scoring the applicant on the road test. Each applicant tested will be afforded one occurrence for each area scored. Point value for each specific area is shown on Figure A-13, Appendix A.

c. Passing Score. 80 % or above will constitute mastery for all tests. The maximum score an applicant can receive is 100 points. All weak areas/points will be annotated at the bottom of the score sheet and applicant will be counseled. Retain score sheet in Operator’s History File.

d. Retesting Failed Applicants. Before any applicant can be given a retest, he/she must receive appropriate remedial training. Applicant must wait at least 24 hours after initial test was administered. Any applicant that fails a second time will have his /her potential for driving reevaluated.

4-6. RECORDING ACTION. Complete applicable portions of Part II of the individual’s application form, Figure A-1, Appendix A and file in Operator’s History File.

4-7. SPECIAL REQUIREMENTS. See Table 4-2 for special vehicle requirements.

TABLE 4-2. VEHICLE TESTING/MED REQUIREMENTS

VEHICLE TYPES	WRITTEN	BASIC SKILL	SPECIAL	ROAD	Med Cert
M998/1038/1035	Yes	Yes	N/A	Yes	
M1123/1035A2	Yes	Yes	N/A	Yes	
M997/A2	Yes	Yes	Yes	Yes	
M1037/1042/1097A2	Yes	Yes	Yes	Yes	
M1043/A2/1045/A2	Yes	Yes	N/A	Yes	
M1114/1151/52/1165 ECV Vehicles Armored/Up- Armored HMMWV	Yes	Yes	N/A	Yes	
IFAV/ITV	Yes	Yes	No	Yes	
M1030B1	Approved Military Motorcycle (MILMO) Course	Approved Military Motorcycle (MILMO) Course	Approved Military Motorcycle (MILMO) Course	Approved Military Motorcycle (MILMO) Course	Yes
MK23/25/27/28	Yes	Yes	N/A	Yes	
MK29/30	Yes	Yes	Yes	Yes	Yes
MK36	Yes	Backup PMCS	Yes	Yes Flat/lift Towed loads	Yes
M923/925	Yes	Yes	N/A	Yes	
M927/928	Yes	Yes	N/A	Yes	
M929/930	Yes	Yes	Yes	Yes	Yes
M931	Yes	Yes	Yes	Yes	Yes
M936	Yes	Backup PMCS	Yes	Yes Flat/lift Towed loads	Yes
M876A1	Yes	Yes	Yes	Yes	Yes
MK48/A1/14	Yes	Backup PMCS	Yes	Yes	Yes
Tandem Tow	Yes	Backup PMCS	Yes	Yes	Yes
MK48/A1/15/15A1	Yes	Backup PMCS	Yes	Yes Flat/lift Towed loads	Yes
MK48/A1/16/16A1	Yes	Backup PMCS	Yes	Yes	Yes
MK48/A1/17/17A1	Yes	Backup PMCS	Yes	Yes	Yes
MK48/A1/18/18A1	Yes	PMCS	Yes	Yes	Yes
A/S32P-19A	Yes	Yes	Yes	Yes	Yes
ARC	Yes	Backing	Yes	Yes	Yes
M970/A1	Yes	Backing	Yes	Yes	Yes
M870A1/A2	Yes	Backup PMCS	Yes	Yes	Yes
M198 HOWITZER	Yes	Backing	No	Yes	
M198/177 HOWITZER	Yes	Backing	No	Yes	
EET Trailer	Yes	Backup PMCS	Yes	Yes	Yes
SERC/RACK	Yes	Backup	Yes	Yes	Yes

TABLE 4-2. VEHICLE TESTING/MED REQUIREMENTS

VEHICLE TYPES	WRITTEN	BASIC SKILL	SPECIAL	ROAD	Med Cert
Trailer		PMCS			
M1140	Yes	Backup PMCS	Yes	Yes	Yes
MK37/MK38	Yes	Backup PMCS	Yes	Yes	Yes

NOTES:

(1) Successful completion of knowledge/skills/road tests on any one of the MTVR cargo vehicles (MK23/25/27/28) meets licensing requirements for the MTVR cargo Truck.

(2) Use complete vehicle types listed in table for listing vehicles qualified to operate on OF 346. For example, if a Marine qualifies to operate the largest vehicle will also be licensed to operate all lower vehicles listed for that class of vehicle, i.e. passes M1165 or M1114 will qualify for M998/1038/1123/1043/1045. Upon completion of Advance Tactical Motor Vehicle Operator (ATMVO) course will receive a MAK stamp as required.

(3) If Medical Certification is required, the OF 346 shall be annotated as shown in examples contained in Appendix A. See figure A-5.

CHAPTER 5

CIVILIAN APPLICANTS

5-1. GENERAL

a. Background. OF 346 requirements for civilian applicants are somewhat different from the requirements for military drivers. These differences depend primarily on whether or not the civilian applicant is a federal employee or contractor, whether driving will constitute a primary or a secondary duty, and the type of vehicle to be operated. The following paragraphs summarize the special requirements for civilian applicants. A copy of the Federal Personnel Manual (FPM) is required in each licensing office that licenses civilian employees. Chapter 930 of the FPM should be reviewed for detailed guidance on federal employees.

b. Applicability. Except when otherwise noted, the standards and procedures given below apply to all civilian applicants within the United States and to American citizens overseas. Overseas applicants who are foreign nationals should be licensed in accordance with policies set forth by the local command.

c. Definitions. See Appendix D for definition of federal and non-federal employees, primary and incidental drivers.

5-2. GENERAL REQUIREMENTS (NEW PERMITS). Except as noted, the following requirements apply to all civilian employees.

a. Age. The FPM establishes that when no minimum age limit for application of an OF 346 is included in a job qualification standard, the minimum age is 16 years for high school graduate or non-graduate who has been awarded a GED or its equivalent or who has completed a government-sanctioned formal training program. Each state places age restrictions for different vehicle types that must be honored by the licensing office. Applicants must possess a valid state driver's license.

b. Authorization. The necessity for licensing of civilian employees will be established by their responsible office.

c. Current State Licenses. All civilian OF 346 applicants must be able to produce a current valid state driver's license that is valid for the class and weight of the vehicle, which they will be driving. If unsure whether the applicant's state license qualifies him/her to drive a certain vehicle, contact the nearest state licensing agency or police authority for guidance. This requirement may be waived for American citizens overseas.

d. Knowledge of English Language. The applicant must be able to speak, read and write basic English. Refer any doubtful cases to the licensing officer for disposition.

e. Motor Vehicle Records (MVR) Check. All civilian applicants must pass the MVR check as described in Appendix B. Driver's must pass MVR check to ensure driver's license proves valid. Interpret adverse reports and take any necessary action.

5-3. PHYSICAL REQUIREMENTS FOR CIVILIANS. Refer to the FPM for medical referral procedures for civilian applicants with the following disorders:

a. All Civilians. The following standards apply to both federal, non-federal, and contracted civilian applicants.

(1) Epilepsy. Applicants who have suffered epileptic seizures within 2 years are disqualified from holding an OF 346, according to FPM regulations. An epileptic condition may be described by the applicant as blackouts, convulsions, fainting spells, loss of consciousness, grand mal, petit mal, or similar terms. The applicant may be qualified to drive, following medical evaluation, if free of epileptic seizures for at least 2 years.

(2) Diabetes. Applicants with active diabetes are disqualified from holding OF 346s when their primary job would be to operate a vehicle. Persons with less severe and properly controlled diabetes are acceptable for incidental driving duties. Diabetic conditions are defined as "acceptable" if the applicant meets all of the following conditions:

(a) The condition is controlled by diet, oral hypoglycemic, or no more than 25 units of insulin daily.

(b) The applicant has suffered no insulin reaction, diabetic coma, or serious side effects within the past 2 years.

(c) There has been no significant change in the amount of insulin required during the past 2 years.

b. Federal Employees. Civilians who are federal employees fall into a special category. FPM physical standards for drivers are considerably different from Marine Corps standards. In all cases, a qualified military or Federal medical officer may grant a waiver of any particular requirement. When screening federal employees, screen to the following standards:

(1) Visual Acuity. For a standard permit, the federal applicant must have vision of at least 20/40 (Snellen) in both eyes without corrective lenses. Applicants who require glasses or contact lenses to meet the standard must be issued a "Corrective Lenses Required" limitation on their permit.

(2) Field of Vision. The federal applicant must have a field of vision of at least 60 degrees to the right and left when gazing straight ahead.

(3) Hearing. The federal applicant must have hearing acuity of at least 15/20 in the better ear, with or without a hearing aid. There is no minimum standard for the other ear.

(4) Color Vision, Depth Perception, and Reaction Time. There are no requirements for testing and no minimum standards.

(5) All Other Conditions. For all other conditions requiring medical referral, attach a memorandum to the OF 345 describing the type of vehicle to be driven, the approximate number of hours of driving required each day, and the condition that requires evaluation. Have the applicant take the OF 345 and attached memorandum to a medical officer and request a medical evaluation. If recommended for licensing, an OF 346 may be issued in accordance with the procedures described in paragraph 5-4 or 5-5, as applicable.

5-4. ISSUING PROCEDURES (FEDERAL EMPLOYEES ONLY). Use these procedures for issuing permits to federal employee applicants. Federal employees whose primary duties involve driving will normally have been qualified for the job through competitive examination. Such applicants may be issued an OF 346 after completing the skill and road tests for the category of vehicle they will be driving. The OF 346 will be valid only if accompanied by a current state driver's license.

5-5. ISSUING PROCEDURES (NON-FEDERAL AND CONTRACTED EMPLOYEES). Non-federal and contracted civilian applicants must meet all testing and screening requirements that apply to Marine Corps applicants, including physical screening/examination standards, knowledge testing, skill and road testing, and special requirements for specific vehicles. After issue, the OF 346 will be valid only if accompanied by a current state driver's license.

NOTE:

No civilian OF-346 holders (federal, non-federal, or contracted employees) shall operate tactical equipment in a tactical convoy or during combat operations. Only administrative movements are authorized.

CHAPTER 6

PROCEDURES FOR ISSUING LICENSES

6-1. GENERAL. The following paragraphs present basic recording requirements for issuing or denying the OF 346. Refer to Chapter 3, APPLICATION AND INITIAL SCREENING, which establishes the prerequisites for granting of the OF-346.

6-2. COMPLETING THE DOCUMENTATION. Applies to all applicants for learners' permits and to all successful applicants for standard OF 346s.

a. Application, NAVMC 10964. Part I of the application should have been completed during the initial interview. Prepare Part III of the NAVMC 10964, Figure A-1, Appendix A, for signature by the licensing official, who should sign it after signing the front of the applicant's new OF 346. Prepare Part III for signature as follows:

(1) Check the appropriate boxes in 20 through 23. Quantify and specify further details in blocks 22 and 23. List vehicles and equipment qualified to operate in block 24.

(2) New Licenses and Renewals. On the license being issued, assign a card number in block 26 and enter the issue date, applicant's name, and the license's expiration date opposite the card number in the permit log book (Paragraph 1-5.a). The expiration date, block 28, may be up to four years from the date of issue in block 27, or the Marine's EAS, whichever comes first.

(3) Upgrades. Complete blocks 26 and 28, using the permit number and expiration date given on the applicant's current OF 346. In block 27, enter the actual date on which the upgrade license was issued.

(4) Duplicate Issues. Complete blocks 26 through 28, based on the information contained in the Past Driving Record section of Part I.

(5) Learner's Permits. Make entry in category section, Block 20, "Learner's Permit Issued date and number".

NOTE:

To reduce administrative burden, Learner's permits for students attending incidental operators courses may be issued using local standard operating procedures that identify the student with the permit (i.e. Database, Logbook, etc.). Permits that are required for a term longer than the incidental operators course must be completely filled out.

b. U.S. Government Motor Vehicle Operator's Identification Card, OF 346. Complete both the front and the back of the OF 346, giving full and complete information. Standard statements for the back of the OF 346 are: medical certificate required, corrective lenses required, hearing aid required, on-base only until the age of 21 and on-base only. Make

sure all necessary restrictions are entered on the back. All vehicles requiring medical certification must be annotated with an “*”. The operator must carry a Certified, True Copy of NAVMC 10969, Physical Examination for Motor Vehicle Operators, Figure A-3, Appendix A, whenever he/she operates the vehicle he/she is licensed to operate. The licensing official signs the front of the form in the block marked: “Signature of Issuing Official.” The qualifying official signs the back, next to each qualification entry. Requirements for the different types of transactions are as follows:

(1) New Permits, Figure A-4, Appendix A. Base all OF 346 entries on the information contained in Parts I, II, and III of NAVMC 10964.

(2) Upgrades, Figure A-5, Appendix A. Enter new qualifications on the back of the existing OF 346. The examiner's signature is required next to each new entry.

(3) Adding a Page Two, Figure A-6, Appendix A. If lacking room for the new qualification, create a "Page 2", numbering appropriately. In the "Restriction" block on the back, enter the notation: "Page 2". The licensing official need not sign the front of a "Page 2" OF 346.

(4) Duplicates, Figure A-7, Appendix A. Issue a new OF 346 based on the information given on the application NAVMC 10964, Part I, accompanied by a certified true copy of the MCTFS read out. Enter the notation “Duplicate” in the Restriction Block of the OF 346. The licensing official signs the front of the card. The qualifying official signs the back, next to each qualification.

(5) Hazardous Material License, Figures A-8 and A-9, Appendix A. Hazardous Material Licenses will be in accordance with the NAVSEA SWO20-AF-ABK-010, Para 3-2 and State “explosive/Hazmat driver must hold a current medical certificate.” This pertains to all Navy and Marine Corps personnel engaged in the transportation of hazardous materials; Class 1 through 9.

Note:

Due to the 2-year recertification requirement for explosive and hazmat licenses, a separate OF 346 will be issued. (Refer to AppendixA-11)

(6) Renewals. Complete the OF 346 with qualifications taken from the current OF 346 and a certified copy of the MCTFS. Destroy the old OF 346 before signing the new one.

(7) Learner’s Permit, Figure A-10, Appendix A. A learner’s permit is issued for a period no longer than 6 months. If operator exceeds 6 months, licensing examiner may issue a new learners permit with a letter from the commanding officer or civilian department head. Complete the front of the OF 346, basing entries on the information in the application NAVMC 10964, Parts I and II. On the back of the OF 346, under “Restrictions”, enter the notation “Must Be Accompanied By Licensed Driver”.

If a detailed medical examination was required (Chapter 3), also enter the notation "Medical Certificate Required" in the "Other Records" block. Under the "Type Vehicle and/or Equipment" block, enter the vehicle series, or special qualification being sought. The licensing official signs the front of the OF 346 and the examining official signs on the back, next to the qualification entry.

(8) **Shop Use Only License**, Figure A-11, Appendix A. A shop use only license is issued to qualified maintenance personnel for the sole purpose of performing an operational and safety check on a vehicle that has been repaired. Use is restricted to short distance movement of equipment around a maintenance facility or for road test in a designated area to verify repair. Shop Use Only licenses are recognized as a HMMWV learners permit for 6 months from the date of issue. Completion of the licensing process to obtain a standard permit from a Shop Use Only permit will be at the local Commander's discretion. Operators must be accompanied by a licensed operator when using a Shop Use Only permit as a learners permit.

6-3. Lamination. Lamination is not authorized on any part of the license.

6-4. Notification Action. In all cases, the licensing official signs the NAVMC 10964 Part III, "License Action", Figure A-1, Appendix A, then sends a copy of the application to the applicant's commanding officer, or responsible superior, as notification of the disposition of the application.

6-5. Records.

a. In order to reduce the amount of entries into the Service Record Book/Officer Qualification Record (SRB/OQR), entries will no longer be recorded on the NAVMC 118 (11) (ADMINISTRATIVE REMARKS). Government vehicle operator permits (issuance, renewal and upgrade) are now reportable via the Unit Diary (UD). UD entries will be made using the Table of Authorized Materials Control Numbers (TAMCN). Each TAMCN represents the vehicle series for which the operator is licensed (Example: D1059 represents the M813/M923/M925 Truck, Cargo, 5 ton, 6x6).

b. File copies of all documentation relating to the issuance or denial of OF 346s per the instructions contained in Paragraph 1-5 of this manual.

CHAPTER 7

LICENSE REVOCATION, SUSPENSION, AND REINSTATEMENT PROCEDURES

7-1. GENERAL. This chapter establishes procedures to use when a driver's licensing status must be changed after having been issued or denied an OF 346. These situations include notifications regarding the applicant's driving record; and notifications after the driver has been transferred or separated from active duty.

7-2. REVOCATION. See Appendix D for definition of "Revocation". When a driver's OF 346 has been revoked due to an adverse Motor Vehicle Records (MVR) report, file the Report of Inquiry, Fig. 2-B, in the Operator's History File. When a revoked OF 346 is returned to your office by a driver's commanding officer, write "REVOKED UNTIL (date)" on its face and on the NAVMC 10964. Replacing a revoked permit requires execution of the procedures for the application for a new permit.

7-3. SUSPENSION. See Appendix D for the definition of "Suspension."

a. License Suspension. The violations listed below will result in a license suspension or loss of State driver's license. The length of the suspension is at the discretion of the Battalion or Squadron commanding officer.

- (1) Conviction of DWI/DUI
- (2) A positive urinalysis test result.
- (3) A guilty verdict for possession of illegal drugs.

b. Suspension by Commanding Officer. Any OF 346 may be suspended at the discretion of the Commanding Officer. The individual's commanding officer will insure that the OF 346 has been confiscated and hold it until the suspension period has expired. The OF 346 may then be returned to the individual without formal licensing office processing. No retesting is necessary unless the commanding officer requests it. Retesting requires that the commanding officer completes and signs a NAVMC 10964 for a new permit transaction.

7-4. REINSTATEMENT

a. MVR Makes an Incorrect Identification. The MVR occasionally incorrectly identifies the applicant as someone whose state driver's license was withdrawn, denied or was identified as having a poor driving record. In such cases, the applicant's commanding officer must be notified immediately that the individual is eligible for a license. When the application comes in for a reinstated OF 346, issue one identical to the one that was erroneously revoked. No retesting is required.

7-5. NOTIFICATION PROCEDURES

a. Civilian Applicants. All correspondence should be sent to the civilian's responsible office. In addressing the notice, use the title, not the name of the individual who signed Block 17 on the application NAVMC 10964.

b. Military Applications

(1) Any correspondence received on an applicant will be forwarded to his/her commanding officer. If the applicant has been transferred, the commanding officer will forward it to the new command.

(2) Applicant Separated from Active Duty. The correspondence will be returned to the Licensing Office and retained as stated in Paragraph 1-5 of this manual.

APPENDIX A
REQUIRED FORMS

PART I NAVMAC 10964, APPLICATION FOR GOVERNMENT VEHICLE OPERATORS PERMIT

- Block 1. Last name, first name and middle name of applicant
- Block 2. Rank of applicant as shown on ID card
- Block 3. Last 4 of Social Security Number of applicant as shown on ID Card
- Block 4. Parent organization of applicant
- Block 5. Sex of applicant; M (male) or F (female)
- Block 6. Height, in inches, of applicant as shown on ID Card
- Block 7. Weight, in pounds, of applicant
- Block 8. Color of applicant's eyes as shown on state operator's permit
- Block 9. Color of applicant's hair as shown on state operator's permit
- Block 10. Place of birth of applicant (city and state)
- Block 11. Date of birth of applicant as shown on ID Card (mm/dd/yy)
- Block 12. State that issued current valid operator's permit (if applicable)
- Block 13. License number as shown on current state operator's permit (if applicable) (mm/dd/yy)
- Block 14. Date the current state operator's permit was issued, as shown on operator's permit (if applicable) (mm/dd/yy)
- Block 15. Expiration date of current state operator's permit (if applicable) (mm/dd/yy)
- Block 16. Class of vehicle applicant has been authorized to operate by state (if applicable)
- Block 17. Signature of applicant's commanding officer or responsible supervisor and date (mm/dd/yy)

PART II EXAMINATION

- Block 18. Place an X in appropriate column for successful or unsuccessful completion of listed test
- Block 19. List all restrictions placed upon applicant (i.e. glasses, medical etc.) to the right of the "CHECK HERE IF NONE" block

PART III LICENSE APPLICATION

- Block 20. Place an X in appropriate block for type of license transaction
- Block 21. Place an X in the block(s) that apply for this license transaction
- Block 22. Place an X in the block(s) that apply for this license transaction
- Block 23. Place an X in the block (s) that apply for this license transaction
- Block 24. List all vehicles/equipment classes applicant will be qualified to operate
- Block 25. Payroll signature of licensing examiner and date
- Block 26. Number that is assigned to OF-346 as entered into Permit Log
- Block 27. Date the license is issued (mm/dd/yy)
- Block 28. Expiration date of license being issued (mm/dd/yy/
- Block 29. Payroll signature of licensing official and date (mm/dd/yy)

PART IV RECORDING ACTION

- Block 30. Payroll signature of individual authorized to insure all required information is entered into MCTFS

APPLICATION FOR GOVERNMENT VEHICLE OPERATOR'S PERMIT (11240)

NAVMC 10964 (REV. 8-90) (EF) (Previous editions are obsolete)

SN: 0000-00-006-5484 U/I: PD OF 100 (Supersedes NAVFAC FORM 9-11240/10 FOR USMC use.)

PART I APPLICATION

1. NAME (Last, First, Middle)			2. RANK	3. SSN		4. ORGANIZATION		
5. SEX	6. HEIGHT	7. WEIGHT	8. EYE COLOR	9. HAIR COLOR		10. PLACE OF BIRTH		11. DOB

PAST DRIVING RECORD

12. STATE OF ISSUE	13. LICENSE NUMBER	14. DATE OF ISSUE	15. EXP. DATE	16. CLASS OF VEHICLE
--------------------	--------------------	-------------------	---------------	----------------------

17. COMMANDING OFFICER'S SIGNATURE

I RECOMMEND THAT THIS INDIVIDUAL BE EXAMINED FOR
QUALIFICATION TO HOLD THE SF-46.

(Signature)

(Date)

PART II EXAMINATION

18. QUALIFICATION TESTS (CHECK)

TEST	SAT	UNSAT	TEST	SAT	UNSAT	TEST	SAT	UNSAT
PHYSICAL			HEARING			VISION		
WRITTEN			REACTION TIME			SKILL		
ROAD			DIRT/CROSS COUNTRY			SPECIAL QUALIFICATION		

19. RESTRICTIONS: (List) CHECK HERE IF NONE ☐

PART III LICENSE ACTION

20. CATEGORY (Check One)				21. CLASS OF LICENSE (Check all that apply)			
NEW <input type="checkbox"/>	RENEW <input type="checkbox"/>	UPGRADE <input type="checkbox"/>	DUPLICATE <input type="checkbox"/>	COMMERCIAL <input type="checkbox"/>	TACTICAL <input type="checkbox"/>	BUS <input type="checkbox"/>	TRACTOR <input type="checkbox"/>

22. CLASSES OF VEHICLES (Check all that apply)

 SEDANS/STATION WAGONS ☐ TRUCKS TO ____ TON ☐ TRUCK-TRACTOR TO ____ TON ☐ BUSES TO ____ PASS ☐

23. SPECIAL QUALIFICATIONS:		EMERGENCY VEHICLE <input type="checkbox"/>	TRUCK WITH FULL TRAILER <input type="checkbox"/>
SEMITRAILER REFUELER <input type="checkbox"/>	RECOVERY VEHICLE <input type="checkbox"/>	HAZARDOUS MATERIALS <input type="checkbox"/>	OTHER (SPECIFY)

24. VEHICLE/EQUIPMENT CLASSES QUALIFIED TO OPERATE LIST:

25. SIGNATURE OF LICENSING EXAMINER

I CERTIFY THAT THIS INDIVIDUAL IS QUALIFIED TO OPERATE
THE ABOVE LISTED EQUIPMENT.

(Signature)

(Date)

26. LICENSE # ISSUED	27. DATE ISSUED	28. EXPIRATION DATE
----------------------	-----------------	---------------------

29. SIGNATURE OF LICENSING OFFICER	DATE
------------------------------------	------

PART IV RECORDING ACTION

30. RECORDING OFFICER'S SIGNATURE	SIGNATURE	DATE
I CERTIFY THAT ALL THE INFORMATION IN BLOCKS 19, 20, 23, 24, 26, 27, AND 28 HAVE BEEN ENTERED ON PAGE 11 OF THE INDIVIDUAL'S SRB/OQR		

Figure A-1. NAVMC 10964, Application for Government Vehicle Operator's Permit

OF-345, PHYSICAL FITNESS INQUIRY FOR MOTOR VEHICLE OPERATORS

- Block 1. Last, first and middle name of applicant
- Block 2. Date of birth (mm/dd/yy)
- Block 3. Title of position (rank)
- Block 4. Home address (home of record)
- Block 5. Employing agency (current military address)
- Block 6. Applicant to place an X in either the “yes” or “no” column of each item
- Block 7. Explanation as to why a “yes” was marked in Block 6
- Block 8. Applicant to place an X in “yes” or “no” for each question asked
- Block 9. Payroll signature of applicant
- Block 10. Date applicant signed the document (mm/dd/yy)

REVIEW AND CERTIFICATION OF DESIGNATED OFFICIAL

The designated official (interviewer) will place an X in the appropriate block, sign the form with his/her payroll signature and date it (mm/dd/yy)

NOTE:

The designated official will be a Staff Non-Commission Officer, Officer or qualified medical personnel assigned in writing by that licensing office's Commanding Officer.

NAVMC 10969, EXAMINATION FOR MOTOR VEHICLE OPERATORS

The NAVMC 10969 will be filled out and completed by the examining physician as noted on the form.

PHYSICAL EXAMINATION FOR MOTOR VEHICLE OPERATORS

(11240)

NAVMC 10969 (5-75)

SN: 0000-00-006-5741

U/I: PAD (100 SH PER PAD)

To Be Filled In By Examining Physician (Please Print):

New Certification ☐

Driver's Name _____

Recertification ☐

Soc. Sec. No. _____ Organization _____ Age _____

Health History:

Height _____ ft. _____ in.

Weight _____ lbs.

Yes	No		Yes	No		Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	<input type="checkbox"/>	Nervous Stomach	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Kidney disease	<input type="checkbox"/>	<input type="checkbox"/>	Rheumatic Fever	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>	Muscular disease	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Syphilis	<input type="checkbox"/>	<input type="checkbox"/>	Psychiatric disorder	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gonorrhea	<input type="checkbox"/>	<input type="checkbox"/>	Cardiovascular disease	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Gastrointestinal ulcer	<input type="checkbox"/>	<input type="checkbox"/>
							Head or spinal injuries
							Seizures, fits, convulsions, or fainting
							Extensive confinement by illness or injury
							Any other nervous disorder
							Suffering from any other disease
							Permanent defect from illness, disease or injury

If answer to any of the above is yes, explain: _____

General appearance and development: Good _____ Fair _____ Poor _____

Vision: For Distance: Right 20/ _____ Left 20/ _____
☐ Without corrective lenses ☐ With corrective lenses, if worn

Evidence of disease or injury: Right _____ Left _____

Color Test _____

Horizontal field of vision: Right _____ ° Left _____ °

Hearing: Right ear _____ Left ear _____

Disease or injury _____

Audiometric test: (If audiometer is used to test hearing) _____ Decibel loss at 500 Hz _____ at 1,000 Hz _____ at 2,000 Hz _____

Throat: _____

Thorax: Heart _____

If organic disease is present, is it fully compensated? _____

Blood pressure: Systolic _____ Diastolic _____

Pulse: Before exercise _____ Immediately after exercise _____

Lungs _____

Abdomen: Scars _____ Abnormal masses _____ Tenderness _____

Hernia: Yes _____ No _____ If so, where? _____ is truss worn? _____

Gastrointestinal: Ulceration or other disease Yes _____ No _____

Genito-Urinary: Soars _____ Urethral discharge _____

Reflexes: Romberg _____

Pupillary _____ Light R _____ L _____

Accommodation Right: _____ Left _____

Knee jerks: Right: Normal _____ Increased _____ Absent _____

Left: Normal _____ Increased _____ Absent _____

Remarks: _____

Extremities: Upper _____ Lower _____ Spine _____

Laboratory and Urine: Spec. Gr. _____ Alb. _____ Sugar _____

Other Special Other Laboratory Data (Serology, etc.) _____

Findings: Radiological Data _____ Electrocardiograph _____

General Comments: _____

MEDICAL EXAMINER'S CERTIFICATE

I certify that I have examined _____

[Driver's name (Print)]
in accordance with the Motor Carrier Safety Regulations (49 CFR 391.41-391.49) and with the knowledge of his duties, I find him qualified under the regulations.☐ Qualified only when wearing corrective lenses
☐ Qualified only when wearing a hearing aid

(Date of examination) _____ (Name of examining doctor (Print)) _____

(Signature of examining doctor) _____

The following to be completed only when the visual test is conducted by a licensed optometrist.

[Date of Examination] _____

[Name of Optometrist (Print)] _____

[Address of Optometrist] _____

[Signature of Optometrist] _____

INSTRUCTIONS ON REVERSE SIDE

Figure A-3. NAVMC 10969; Physical Examination for Motor Vehicle Operators

OF-346; U.S. GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD

Card number:	Number that is assigned to permit and entered into logbook
Name Operator:	Last name, first name and middle initial of operator
Sex:	M (male)/ F (female)
Signature of operator:	Payroll signature of operator
Date of birth of operator:	ddmmyy
Social Security Number:	Last 4 as shown on operator's ID card
Name/location of issuing unit:	Unit, address and Licensing Code assigned to unit
Height:	Height of operator, in inches, as shown on ID card
Weight:	Current weight of operator
Hair color:	Operator's hair color as shown on valid state operator's permit (if applicable)
Eye color:	Operator's eye color as shown on valid state operator's permit (if applicable)
Date issued:	Date license issued (ddmmmyy)
Date expires:	Date licensing official determines (ddmmmyy) (Hazardous Material Licenses for two years)
Signature/Title:	Payroll signature and title of licensing official and licensing code
Restrictions:	List any and all restrictions to operator. Also, the following will be placed in this block: "VOID IF LAMINATED", Card #, "** MEDICAL CERTIFICATE REQUIRED" will be placed in this block, if required. Place "Duplicate" if applicable. If the operator is a graduate of the Military Motorcycle Maintenance Course, his/her license will be restricted to "On Road Use Only".
Type of vehicle:	Enter TYPES of vehicle qualified to operator/special qualification and Licensing Code from Official who originally trained the operator
Capacity:	Maximum capacity of vehicle being licensed for
Qualifying Official:	Payroll signature of licensing examiner
Other records:	Additional vehicles or hazardous materials authorized to operate or carry

OF 346 11/85 USOPM FPM Chapter 930		U.S. Government Motor Vehicle Operator's Identification Card		Card No. 1000-.99	Restrictions Card# 1000-99 VOID IF LAMINATED	
Name of Operator (<i>Not transferable</i>) Butler, Smedley D.			Sex M	Signature of Operator (<i>Not valid until signed</i>)		QUALIFIED TO OPERATE
				Type Vehicle and/or equipment M1123/998 (M500)	Capacity 2 ¼ TON	Qualifying Official <i>Dan Dailey</i>
Date of Birth 10 Nov 75	Social Security No. xxxxxx6780		Name and Location of Issuing Unit MTIC,MARDET, FLW, MO 65473-5850		M1152 W/ARMOR (M500)	2 ¼ TON <i>Dan Dailey</i>
Height 70	Weight 195	Hair Color BRN	Eye Color GRN	Signature and Title of Issuing Officer <i>L B Puller</i> LIC. OFFICER (M500)		MK23/25 (M500) 7.1 TON <i>Dan Dailey</i>
Date Issued 01 Dec 99		Date Expires 30 Nov 03		OTHER RECORDS (<i>Optional</i>)		
The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified, subject to the restrictions set forth on the other half of this card. Card must be carried at all times when operating Government vehicles.						
					NSN 7540-00-634-3999 50346-101	

Figure A-4. OF-346; U.S. Government Motor Vehicle Operator's Identification Card

OF 346 11/85 USOPM FPM Chapter 930		U.S. Government Motor Vehicle Operator's Identification Card		Card No. 1000-.99	Restrictions Card# 1000-99 VOID IF LAMINATED *MEDICAL CERTIFICATE REQUIRED	
Name of Operator (<i>Not transferable</i>) Butler, Smedley D.			Sex M	Signature of Operator (<i>Not valid until signed</i>)		QUALIFIED TO OPERATE
				Type Vehicle and/or equipment M1123/998 (M500)	Capacity 2 ¼ TON	Qualifying Official <i>Dan Dailey</i>
Date of Birth 10 Nov 75	Social Security No. xxxxxx6780		Name and Location of Issuing Unit MTIC,MARDET, FLW, MO 65473-5850		M1152 W/ARMOR (M500)	2 ¼ TON <i>Dan Dailey</i>
Height 70	Weight 195	Hair Color BRN	Eye Color GRN	Signature and Title of Issuing Officer <i>L B Puller</i> LIC. OFFICER (M500)		MK23/25 (M500) 7.1 TON <i>Dan Dailey</i>
Date Issued 01 Dec 99		Date Expires 30 Nov 03		OTHER RECORDS (<i>Optional</i>)		
The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified, subject to the restrictions set forth on the other half of this card. Card must be carried at all times when operating Government vehicles.						
					*MK36 Wrecker (M500) 7.1 TON <i>Dan Dailey</i>	
					*MK48/MK15 (M500) 23 TON <i>Dan Dailey</i>	
					NSN 7540-00-634-3999 50346-101	

Figure A-5. OF-346; Special Purpose Upgrade License

OF 346 11/85 USOPM FPM Chapter 930		U.S. Government Motor Vehicle Operator's Identification Card		Card No. 1000-.99	Restrictions Card# 1000-99 VOID IF LAMINATED *MEDICAL CERTIFICATE REQUIRED		Page 2 of 2
Name of Operator (<i>Not transferable</i>) Butler, Smedley D.			Sex M	Signature of Operator (<i>Not valid until signed</i>)		QUALIFIED TO OPERATE	
				Type Vehicle and/or equipment *M936 Wrecker (M500)	Capacity 5 TON	Qualifying Official <i>Dan Dailey</i>	
Date of Birth 10 Nov 75	Social Security No. xxxxxx6780		Name and Location of Issuing Unit MTIC,MARDET, FLW, MO 65473-5850		*MK48/MK15 (M500)	23 TON	<i>Dan Dailey</i>
Height 70	Weight 195	Hair Color BRN	Eye Color GRN	Signature and Title of Issuing Officer <i>L B Puller</i> LIC. OFFICER (M500)		*MK36 Wrecker (M500)	7.1 TON <i>Dan Dailey</i>
Date Issued 01 Dec 99		Date Expires 30 Nov 03		OTHER RECORDS (<i>Optional</i>)			
The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified, subject to the restrictions set forth on the other half of this card. Card must be carried at all times when operating Government vehicles.							
					NSN 7540-00-634-3999 50346-101		

Figure A-6. OF-346; Additional Page

OF-346: U.S. GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD

Card number:	Number that is assigned to permit and entered into logbook
Name Operator:	Last name, first name and middle initial of operator
Sex:	M (male)/ F (female)
Signature of operator:	Payroll signature of operator
Date of birth of operator:	ddmmmyy
Social Security Number:	Last 4 as shown on operator's ID card
Name/location of issuing unit:	Unit, address and Licensing Code assigned to unit
Height:	Height of operator, in inches, as shown on ID card
Weight:	Current weight of operator
Hair color:	Operator's hair color as shown on valid state operator's permit (if applicable)
Eye color:	Operator's eye color as shown on valid state operator's permit (if applicable)
Date issued:	Date license issued (ddmmmyy)
Date expires:	Date licensing official determines (ddmmmyy)
Signature/Title:	Payroll signature and title of licensing official
Restrictions:	List any and all restrictions to operator. Also, the following will be placed in this block: "VOID IF LAMINATED", Card #, "* Current Medical Certificate Required" will be placed in this block, if required. Also place "Duplicate" if applicable. If the operator is a graduate of the Military Motorcycle Maintenance Course, his/her license will be restricted to "On Road Use Only".
Type of vehicle:	Enter TYPES of vehicle qualified to operator/special Qualification and Licensing Code from Official who originally trained the operator
Capacity:	Maximum capacity of vehicle being licensed for
Qualifying Official:	Payroll signature of licensing examiner
Other records:	Additional vehicles or hazardous materials authorized to operate or carry

OF 346 11/85 USOPM FPM Chapter 930		U.S. Government Motor Vehicle Operator's Identification Card		Card No. 1000-.99	Restrictions Card# 1000-99 VOID IF LAMINATED DUPLICATE	
Name of Operator (<i>Not transferable</i>) Butler, Smedley D.			Sex M	Signature of Operator (<i>Not valid until signed</i>)		QUALIFIED TO OPERATE
Date of Birth 10 Nov 75			Social Security No. xxxxxx6780		Name and Location of Issuing Unit MTIC,MARDET, FLW, MO 65473-5850	Type Vehicle and/or equipment M1123 W/MAK (M500)
Height 70			Weight 195		Hair Color BRN	Capacity 2 ¼ TON
Eye Color GRN			Signature and Title of Issuing Officer <i>L B Puller</i> LIC. OFFICER (M500)		Qualifying Official <i>Dan Dailey</i>	
Date Issued 01 Dec 99			Date Expires 30 Nov 03		OTHER RECORDS (<i>Optional</i>)	
The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified, subject to the restrictions set forth on the other half of this card. Card must be carried at all times when operating Government vehicles.					NSN 7540-00-634-3999 50346-101	

Figure A-7. OF-346; Duplicate License

OF 346 11/85 USOPM FPM Chapter 930		U.S. Government Motor Vehicle Operator's Identification Card		Card No. 1000-.99	Restrictions Card# 1000-99 VOID IF LAMINATED * MEDICAL CERTIFICATE REQUIRED	
Name of Operator (<i>Not transferable</i>) Butler, Smedley D.			Sex M	Signature of Operator (<i>Not valid until signed</i>)		QUALIFIED TO OPERATE
Date of Birth 10 Nov 75			Social Security No. xxxxxx6780		Name and Location of Issuing Unit MTIC,MARDET,USAEC, FLW, MO 65473-5850	Type Vehicle and/or equipment
Height 70			Weight 195		Hair Color BRN	Capacity
Eye Color GRN			Signature and Title of Issuing Officer <i>L B Puller</i> LIC. OFFICER (M500)		Qualifying Official	
Date Issued 01 Dec 99			Date Expires 30 Nov 03		OTHER RECORDS (<i>Optional</i>)	
The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified, subject to the restrictions set forth on the other half of this card. Card must be carried at all times when operating Government vehicles.					* HAZARDOUS MATERIALS (FUEL ONLY) <i>Dan Dailey</i>	
					NSN 7540-00-634-3999 50346-101	

Figure A-8. OF-346; Hazardous Material License, Fuel

OF 346 11/85 USOPM FPM Chapter 930		U.S. Government Motor Vehicle Operator's Identification Card		Card No. 1000-.99	Restrictions Card# 1000-99 VOID IF LAMINATED * EXPLOSIVE DRIVER MUST HOLD CURRENT MEDICAL CERTIFICATE	
Name of Operator (<i>Not transferable</i>) Butler, Smedley D.			Sex M	Signature of Operator (<i>Not valid until signed</i>)		QUALIFIED TO OPERATE
Date of Birth 10 Nov 75			Social Security No. xxxxxx6780		Name and Location of Issuing Unit MTIC,MARDET,USAEC, FLW, MO 65473-5850	Type Vehicle and/or equipment
Height 70			Weight 195		Hair Color BRN	Capacity
Eye Color GRN			Signature and Title of Issuing Officer <i>L B Puller</i> LIC. OFFICER (M500)		Qualifying Official	
Date Issued 01 Dec 99			Date Expires 30 Nov 03		OTHER RECORDS (<i>Optional</i>)	
The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified, subject to the restrictions set forth on the other half of this card. Card must be carried at all times when operating Government vehicles.					* HAZARDOUS MATERIAL (AMMO ONLY) <i>Dan Dailey</i>	
					NSN 7540-00-634-3999 50346-101	

Figure A-9. OF-346; Hazardous Material License, Ammo

OF-346: U.S. GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD

Card number:	Number that is assigned to permit and entered into logbook
Name Operator:	Last name, first name and middle initial of operator
Sex:	M (male)/ F (female)
Signature of operator:	Payroll signature of operator
Date of birth of operator:	ddmmmyy
Social Security Number:	Last 4 as shown on operator's ID card
Name/location of issuing unit:	Unit, address and Licensing Code assigned to unit
Height:	Height of operator, in inches, as shown on ID card
Weight:	Current weight of operator
Hair color:	Operator's hair color as shown on valid state operator's permit (if applicable)
Eye color:	Operator's eye color as shown on valid state operator's permit (if applicable)
Date issued:	Date license issued (ddmmmyy)
Date expires:	Date licensing official determines (ddmmmyy)
Signature/Title:	Payroll signature and title of licensing official
Restrictions:	List any and all restrictions to operator. Also, the following will be placed in this block: "VOID IF LAMINATED". Also place "Duplicate" if applicable. If the operator is a graduate of the Military Motorcycle Maintenance Course, his/her license will be restricted to "On Road Use Only".
Type of vehicle:	Enter SERIES of vehicle qualified to operator/special qualification
Capacity:	Maximum capacity of vehicle being licensed for
Qualifying Official:	Payroll signature of licensing examiner
Other records:	Additional vehicles or hazardous materials authorized to operate or carry

Note : Learner's Permits are allowed to be laminated

OF 346 11/85 USOPM FPM Chapter 930				U.S. Government Motor Vehicle Operator's Identification Card				Card No. 1000-.99		Restrictions Card# 1000-99 LEARNERS PERMIT MUST BE ACCOMPANIED BY A LICENSED DRIVER					
Name of Operator (<i>Not transferable</i>) Butler, Smedley D.						Sex M		Signature of Operator (<i>Not valid until signed</i>)		QUALIFIED TO OPERATE					
										Type Vehicle and/or equipment		Capacity		Qualifying Official	
								M1152 W/ARMOR (M500)		2 ¼ TON		<i>Don Dailey</i>			
Date of Birth 10 Nov 75				Social Security No. xxxxx6780				Name and Location of Issuing Unit MTIC,MARDET,USAEC, FLW, MO 65473-5850		M1165 W/ARMOR (M500)		2 ¼ TON		<i>Don Dailey</i>	
Height		Weight		Hair Color		Eye Color									
70		195		BRN		GRN		Signature and Title of Issuing Officer <i>L B Puller</i> LIC. OFFICER (M500)							
Date Issued 01 Dec 99				Date Expires 30 Nov 03						OTHER RECORDS (<i>Optional</i>)					
The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified, subject to the restrictions set forth on the other half of this card. Card must be carried at all times when operating Government vehicles.															
										NSN 7540-00-634-3999					
										50346-101					

Figure A-10. OF-346; Learner's Permit


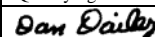
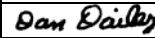
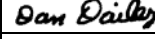
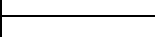

OF 346 11/85 USOPM FPM Chapter 930				U.S. Government Motor Vehicle Operator's Identification Card				Card No. 1000-.99		Restrictions SHOP USE ONLY VOID IF LAMINATED				HARD SURFACE ROAD ONLY			
Name of Operator (<i>Not transferable</i>) Butler, Smedley D.						Sex M		Signature of Operator (<i>Not valid until signed</i>) 		QUALIFIED TO OPERATE							
										Type Vehicle and/or equipment		Capacity		Qualifying Official			
										M1123 W/MAK (M400)		2 ¼ TON					
										M1030M1 (M400)		650CC					
Date of Birth		Social Security No.				Name and Location of Issuing Unit LOS, MCCSSS, MCB CLNC 28542		MK 23/25/27/28 (M400)		7.1 TON							
10 Nov 75		xxxxx6780						M1030M1 (M400)		650CC							
Height	Weight	Hair Color	Eye Color		Signature and Title of Issuing Officer  LIC. OFFICER (M400)												
70	195	BRN	GRN														
Date Issued		Date Expires						OTHER RECORDS (<i>Optional</i>)									
01 Dec 99		30 Nov 03															
The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified, subject to the restrictions set forth on the other half of this card. Card must be carried at all times when operating Government vehicles.																	

Figure A-11. OF-346, Shop Use Only License

SKILL AND ROAD TEST SCORE SHEET

NAVMC 10965 (REV. 1-88) SN: 0109-LF-064-7900

(Supersedes NAVFAC Forms 9-11240/11 and 9-11240/12, and NAVEXOS 1974 for USMC use.)

SKILL TEST

(11240)

NAME _____

DATE _____

INSTRUCTIONS

1. Applicant must pass all tests.
2. Test No. 2 must be taken in largest vehicle for which qualification is sought.
3. Other tests may be taken in any vehicle up to and including the largest vehicle.
4. License Examiner should ride with applicant in Test No. 3.
5. Numbers to the left of operator faults indicate number of points off for each occurrence.
6. Detailed testing instructions are contained in Licensing Official's Handbook, Chapter 4.

SUMMARYPass ☐ Fail ☐

(Failed Test No. _____)

TEST NO. 1 DRIVING ON A STRAIGHT LINE, 100 FEET**FORWARD, FAILS TO:**

Points Off _____

- 1 Operate vehicle smoothly _____
- 2 Keep wheel touching line _____
- 2 Move vehicle continuously (no stops) _____
- 2 Stop smoothly at end of 100 feet _____
- 1 Maintain acceptable RPM's (no racing or lunging). _____
- 1 Shift gears smoothly (no clashing) _____
- 1 Keep engine from stalling _____

BACKWARD, FAILS TO:

- 1 Operate vehicle smoothly _____
- 2 Keep wheel touching line _____
- 2 Move vehicle continuously (no stops) _____
- 1 Keep door closed entire distance _____
- 2 Stop smoothly at end of 100 feet _____
- 1 Maintain acceptable RPM's (no racing or lunging). _____
- 1 Keep engine from stalling _____

20 - 16 Pass

15 - 0 Fail

TOTAL SCORE: _____**TEST NO. 2 GAUGING SPACE WHEN STEERING IN CLOSE LIMITS****Forward:**

Points Off _____

- 2 Stanchions touched, forward _____
- 2 Limit lines touched, forward _____

Backward:

- 2 Stanchions touched, backward _____
- 2 Limit lines touched, backward _____

20 - 16 Pass

15 - 0 Fail

TOTAL SCORE: _____**TEST NO. 3 SMOOTH STOP IN 40 FEET FROM 20 MPH**

Points Off _____

- 1 Uneven speed through approach _____
- 2 Jerks vehicle or steers uncertainly _____
- 5 Hits stanchions (left or right) _____
- 5 Stops abruptly or jerkily _____
- 2 Stops short of line _____
- 5 Front bumper crosses line _____

20 - 16 Pass

15 - 0 Fail

TOTAL SCORE: _____**TEST NO. 4 BACKING-UP TO A DOCK**

Points Off _____

- 1 Fails to sound horn _____
- 3 Hits Dock _____
- 2 Parks with NEAR side of vehicle further than 6" from dock _____
- 2 Parks with FAR side of vehicle further than 24" from dock _____

20 - 16 Pass

15 - 0 Fail

TOTAL SCORE: _____**TEST NO. 5 PREVENTATIVE MAINTENANCE CHECKS AND SERVICES**

TM USED: _____

Located in TM _____

Located on Vehicle _____

- 1 Exterior of Vehicle _____
- 1 Tires _____
- 1 Exhaust System _____
- 1 Air Intake System _____
- 1 Fuel Filter _____
- 1 Batteries _____
- 1 Underbody _____
- 1 Frame _____
- 1 Fuel System _____
- 1 Surge Tank _____
- 1 Engine Oil Level _____
- 1 Drive Belts _____
- 1 Engine Operation _____
- 1 Instruments _____
- 1 Brake System _____
- 1 Power Steering Pump _____
- 1 Transmission _____
- 1 Transfer Case _____
- 1 Differentials _____
- 1 Hubs _____

20 - 16 Pass

15 - 0 Fail

TOTAL SCORE: _____**REMARKS**_____
LICENSE EXAMINER'S SIGNATURE

Figure A-12. NAVMC 10965; Skill and Road Test Score Sheet (Side 1)
This form will be locally reproduced until stocks are available.

(11240)

SUMMARY	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Final Score: _____	

1. Road test course to be approximately 5 miles long and include at least 80% of specified situations.
2. Examiner rides with applicant during test, observing performance and placing tally mark in front of each error made.

3. Numbers to left of faults indicate number of points off for each occurrence.
4. Perfect score is 100. Subtract total points off from 100 to determine final score. Minimum passing grade is final score of 80 %.
5. Detailed testing instructions are contained in Licensing Official's Handbook, Chapter 4.

Figure A-13. Road Test Score Sheet (Side 2)

This form will be locally reproduced until stocks are available.

NAVMC 10627; VEHICLE AND EQUIPMENT OPERATIONAL RECORD

The applicant is responsible for the following information (per TM 4700-15/1_):

Total (fuel gallons):	Total gallons of fuel he/she added to vehicle (if applicable)
Total (oil quarts):	Total quarts of oil he/she added to vehicle (if applicable)
Operator's signature:	Payroll signature of applicant
Time In:	Enter time vehicle returned from road test
Time Total:	Total time vehicle out for road test
Miles In:	Enter miles indicated on vehicle's odometer
Miles Out:	Enter miles indicated on vehicle's odometer
Miles Total:	Applicant enters total miles operated during test
Destination From:	Applicant enters departing location for test
Time Arrive:	Applicant enters time arrived at test termination point
Time Depart:	Applicant enters time departed test start point
Arrival Mileage:	Mileage on odometer at test termination point
Cargo, Cube/Weight:	Applicant enters appropriate data
No. Passenger:	Applicant enters total number of passengers transported during test
User Signature:	Payroll signature of applicant
Before Operation:	Applicant enters appropriate notation (S, NA or X)
During Operation:	Applicant enters appropriate notation (S, NA or U)
After Operation:	Applicant enters appropriate notation (S, NA or U)

VEHICLE AND EQUIPMENT OPERATIONAL RECORD (ADMINISTRATIVE AND TACTICAL MOTOR VEHICLES) (11240)												
DATE		TYPE		REGISTRATION NO.			ADMINISTRATION NO.					
DISPATCHING ORGANIZATION				ACTION	TIME	MILES	TOTAL (Fuel gallons)			TOTAL (Oil quarts)		
							1	2	3	1	2	3
1ST OPERATOR				IN			REPORT TO					
				OUT								
OPERATOR'S SIGNATURE				TOTAL			DISPATCHER'S SIGNATURE					
2D OPERATOR				IN			REPORT TO					
				OUT								
OPERATOR'S SIGNATURE				TOTAL			DISPATCHER'S SIGNATURE					
3D OPERATOR				IN			REPORT TO					
				OUT								
OPERATOR'S SIGNATURE				TOTAL			DISPATCHER'S SIGNATURE					

DESTINATION	TIME		ARRIVAL MILEAGE	CARGO CUBE OR WEIGHT	NO. PASSENGERS	# CARGO LOAD/ UNLOAD TIME	# WAITING TIME	# STANDBY TIME	USER SIGNATURE
	ARRIVE	DEPART							
a	b	c	d	e	f	g	h	i	j
FROM									
TO									
1.									
TO									
2.									
TO									
3.									
TO									
4.									
TO									
5.									
TO									
6.									
TO									
7.									
TO									
8.									
TO									
9.									

DATE		TYPE		REGISTRATION NO.			ADMINISTRATION NO.			
1. BEFORE OPERATION		OPERATOR			2. DURING OPERATION			3. AFTER OPERATION		
		1st	2d	3d				1st	2d	3d
DAMAGE, PILFERAGE					INSTRUMENT BRAKES			LIGHTS AND REFLECTORS		
LEAKS, GENERAL					BRAKES			SAFETY DEVICES		
FUEL, OIL, WATER					CLUTCH			BRAKES		
ENGINE, WARM-UP					STEERING			AIR TANKS (Drain)		
INSTRUMENTS					ENGINE OPERATION			FUEL, OIL, WATER (Refill)		
SAFETY DEVICES					UNUSUAL NOISES			•DRIVE BELTS		
TOOLS AND EQUIPMENT								•BATTERY LEVEL		
								•ANTI-FREEZE		
								•TIRES DAMAGE (GAGE)		
								•CLEAN (AS REQUIRED)		

LEGEND --OK X-DEFECTIVE •WEEKLY SERVICE

NAVMC 10627 (REV. 6-75) (PREVIOUS EDITION WILL BE USED.)
 SN: 0000-00-006-1533 U/I: PD (100 SHEETS PER PAD)

Figure A-14. NAVMC 10627; Vehicle and Equipment Operational Record

NAVMC 10627; VEHICLE AND EQUIPMENT OPERATIONAL RECORD

The applicant is responsible for the following information (per TM 4700-15/1_):

Destination From:	Applicant enters departing location for test
Time Arrive:	Applicant enters time arrived at test termination point
Time Depart:	Applicant enters time departed test start point
Arrival Mileage:	Mileage on odometer at test termination point
Cargo, Cube/Weight:	Applicant enters appropriate data
No. Passenger:	Applicant enters total number of passengers transported during test
User Signature:	Payroll signature of applicant
Before Operation:	Applicant enters appropriate notation (S, NA or X)
During Operation:	Applicant enters appropriate notation (S, NA or U)
After Operation:	Applicant enters appropriate notation (S, NA or U)
Total Cargo Cube/Weight:	Total cargo cube or weight utilized during test
Total No. Passengers:	Total number of passengers transported during test
1 st Operator:	Payroll signature of applicant
Remarks:	Any amplifying comments about the vehicle. If during any Before, During or After Operation Check, an item is found to be defective, additional remarks are made here.

After completion of the road test, this form will be filed in the Driver's History Folder as part of the road test score sheet.

TO DESTINATION a	TIME		ARRIVAL MILEAGE d	CARGO CUBE OR WEIGHT e	NO. PASSEN- GERS f	# CARGO LOAD/ UNLOAD TIME g	# WAITING TIME h	# STANDBY TIME i	USER SIGNATURE j
	ARRIVE b	DEPART c							
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									
19.									
20.									
21.									
22.									
23.									
24.									
25.									
26.									
27.									
TOTALS									
PRIME SHIFT #		TOTAL HOURS ON DISPATCH #			TOTAL IDLE TIME #			TOTAL PRODUCTIVE TIME #	
1ST OPERATOR					2D OPERATOR				
3D OPERATOR									
<p>NOTE: Signatures of the dispatcher, operator, and user indicate that vehicle was dispatched and used for Official Government Business ONLY. Operator's signature also indicates that daily before and after operation preventive maintenance service was accomplished.</p> <p># Not applicable to operators of tactical vehicles.</p>									

Figure A-15. NAVMC 10627; Vehicle and Equipment Operational Record, Page 2

DRIVING LOG

NAME:	Full name of individual operating vehicle
RANK:	Rank of individual operating vehicle
SSN:	Last 4 SSN of individual operating vehicle
UNIT:	Unit from which individual operating vehicle is from
PHONE:	Phone number of individual operating vehicle
START DATE:	Date driving log started (mm/dd/yy)
END DATE:	Date driving log complete (mm/dd/yy)
DATE:	Date vehicle is operated (mm/dd/yy)
ADMIN NUMBER:	Administrative number for driver
VEHICLE NUMBER	USMC Serial number
VEH TYPE:	Type of vehicle being operated
START MILES:	Miles shown on vehicle odometer
END MILES:	Miles shown on vehicle odometer
START TIME:	Time started operating vehicle
END TIME:	Time ending vehicle operation
CONDITION CODES:	Add all applicable condition codes from legend
TOTAL MILES:	Total miles driven
OBSERVING OFFICIAL SIGNATURE:	Payroll signature of observing official
SIGNATURE: MTO/MTC:	Payroll signature of MTO/MTC
PRINT NAME	Print name of MTO/MTC signature and date

DRIVER LOG	
NAME _____	UNIT _____
RANK _____	PHONE _____
SSN _____	START DATE _____
	END DATE _____

[illegible]

MTO/MTC SIGNATURE

PRINT

CONDITIONS LEGEND

ON = ON ROAD A = ARMORED
OFF = OFF ROAD D = DEFENSIVE DRIVING
C = IN CONVOY NVG = NVG OPS
ND = NIGHT DRIVING VR = VEHICLE RECOVERY
BO = BLACK OUT T = TOWING

Figure A-16. Sample Driving Log

STUDENT DRIVER LOG

NAME:	Full name of individual operating vehicle
RANK:	Rank of individual operating vehicle
SSN:	Last 4 of SSN of individual operating vehicle
UNIT:	Unit from which individual operating vehicle is from
PHONE:	Phone number of individual operating vehicle
START DATE:	Date driving log started (mm/dd/yy)
END DATE:	Date driving log complete (mm/dd/yy)
DATE:	Date vehicle is operated (mm/dd/yy)
ADMIN NUMBER:	Administrative number for driver
VEHICLE NUMBER	USMC Serial number
START MILES:	Miles shown on vehicle odometer
END MILES:	Miles shown on vehicle odometer
VEH TYPE:	Type of vehicle being operated
START TIME:	Time started operating vehicle
END TIME:	Time ending vehicle operation
PRIMARY OPERATOR:	Name of primary operator
SIGNATURE: PRIMARY OPERATOR:	Payroll signature of operator
CONDITION CODES:	Add all applicable condition codes from legend
TOTAL MILES:	Total miles driven
OBSERVING OFFICIAL SIGNATURE:	Payroll signature of observing official
SIGNATURE: MTO/MTC:	Payroll signature of MTO/MTC
PRINT NAME	Print name of MTO/MTC signature and date

STUDENT DRIVER LOG											
NAME _____				UNIT _____							
RANK _____				PHONE _____							
SSN _____				START DATE _____							
				END DATE _____							

DATE	ADMIN NUMBER	VEHICLE NUMBER	VEHICLE TYPE	START MILES	END MILES	START TIME	END TIME	PRIMARY OPERATOR	Validated by signature	CONDITION CODES	TOTAL MILES

MTO/MTC SIGNATURE

PRINT

CONDITIONS LEGEND

OFF = OFF ROAD

ON = ON ROAD

OFF = OFF BASE

ND = NIGHT DRIVE

BO = BLACKOUT DRIVE

NVG = NVG OPS

Figure A-17. Sample Student Driving Log

APPENDIX B

MOTOR VEHICLE RECORDS PROCEDURES

B-1. GENERAL BACKGROUND. USIS Screening and Information Services is the largest supplier of background investigations to the federal government. The USIS provides access to a web-based driver's record identification database at www.usis.com and confirms that an applicant holds a valid driver's license and report violations, licenses that have been denied, suspended, or revoked for a period dating back a number of years, depending upon the severity of the offense. The MVR replaces the National Drivers Records (NDR) check process and this service has now been expanded and available to Federal agencies with direct access to records from all 50 states and MVR Express for 41 states (see MVR Table for state-by-state availability). Access to USIS website and the MVR database will be completed by MEF authorized personnel only for all Applicants. The following contact information is provided.

USIS Screening and Information Services
Background and Drug Testing Program
4500 S. 129th East Avenue, Suite 200
Tulsa, OK 74134-5885
866-205-6129

B-2. MVR "SEARCH TECHNIQUES". When a state agency withdraws, suspends, revokes, or denies a driver's license to an applicant, it reports the applicant's name and other identifying data to the Department of Motor Vehicles DMV. DMV holds this information in its computer banks indefinitely. When an individual applies for a driver's license in any state, or applies for an OF 346, the MVR searches its data banks to determine if the individual's license has been withdrawn. When a probable "match" is made, that is, when it appears that an applicant is the person whose license was withdrawn or denied by a state agency, DMV immediately forwards this information to the state or federal agency where the individual has applied for a new license.

B-3. INITIAL INQUIRY. The inquiry described in this paragraph is normally accomplished as part of the initial interview; Chapter 3. Have the applicant complete a locally generated request or search of MVR. Make sure the applicants know they are to print clearly. In order to accurately process the form, it is essential that the individual's name and date of birth are accurate. It is the responsibility of the licensing official to verify the accuracy of this information. Inspect each completed form to ensure it is legible and authorized personnel will input data into the MVR website:

B-4. ACTION FOLLOWING COMPLETION OF AN INQUIRY FORM. The MVR will reply to inquiries only if it finds a probably match between the applicant and a driver who has had his/her license withdrawn or denied by a state licensing authority. Since such reports occur in a minimum of cases, continue to process the individual's OF 346.

REQUEST FOR NATIONAL DRIVER REGISTER
FILE CHECK

(TYPE OR PRINT - ILLEGIBLE FORMS WILL BE RETURNED)

NAME (FIRST) (MIDDLE) (LAST)				DATE OF BIRTH(MONTH/DAY/YEAR)	
MALE OR FEMALE	HEIGHT	WEIGHT	EYE COLOR	SOCIAL SECURITY NUMBER	
OTHER NAMES USED IN APPLYING FOR DRIVER LICENSES(MAIDEN NAME, PROFESSIONAL, OTHER)					
(FIRST) (MIDDLE) (LAST)					
(FIRST) (MIDDLE) (LAST)					
(FIRST) (MIDDLE) (LAST)					
FROM:(AGENCY'S FULL ADDRESS) MOTOR TRANSPORT INSTRUCTION COMPANY ATTN: LICENSING MARINE CORPS DETACHMENT 173 IOWA AVE. FORT LEONARD WOOD MO 65473-8963 ROUTING CODE: M-500				MAIL: NATIONAL DRIVER REGISTER(NTS-32) NASSIF BUILDING 400 7TH STREET, SW. WASHINGTON, DC 20590-0001	

Figure B-1. Motor Vehicle Records Check Form

APPENDIX C
LICENSING OFFICE CODE IDENTIFIERS

LICENSING CODE	COMMAND
M71	Commander Marine Corps Systems Command 2033 Barnett Avenue, Suite 315 MCB, Quantico, Virginia 22134-5010
M72	Instructor Battalion The Basic School 24164 Belleau Avenue Marine Corps Combat Development Command MCB, Quantico, Virginia 22134-5010
M73	Drivers Training Branch, Safety Division Headquarters Company, Headquarters & Service Battalion MCB, Quantico, Virginia 22134-5010
M74	Commanding Officer Marine Barracks 8 th & I Streets S.E. Washington, DC 20390-5000
M75	Commanding Officer MCTSSA Box 555171 MCB Camp Pendleton, California 92055-5171
M76	Commanding Officer HQ Bn, HQMC Henderson Hall 1555 Southgate Road Arlington Virginia 22214-0000
M77	Commanding General Marine Corps Combat Development Command Quantico, Virginia 22134 Attn: Base Motor Transport Office
M101	Commanding General 2 nd Marine Division MARFORLANT Camp Lejeune, North Carolina 28542

LICENSING CODE	COMMAND
M102	Commanding General 2 nd Marine Logistics Group MARFORLANT Camp Lejeune, North Carolina 28542
M103	Commanding General 2 nd Marine Aircraft Wing MARFORLANT MCAS, Cherry Point, North Carolina 28533-0013
M104	Commanding Officer Marine Wing Support Squadron 272 MARFORLANT MCAS, New River, North Carolina 28545-1002
M105	Commanding Officer Marine Wing Support Squadron 273 MARFORLANT MCAS, Beaufort, South Carolina 29904
M106	Commanding Officer II Marine Expeditionary Force Headquarters Group MARFORLANT Camp Lejeune, North Carolina 28542
M107	Commanding Officer 8 th Communication Battalion MARFORLANT Camp Lejeune, North Carolina 28542
M108	Commanding Officer Twenty Second Marine Expeditionary Unit MARFORLANT Camp Lejeune, North Carolina 28542
M109	Commanding Officer Twenty Fourth Marine Expeditionary Unit MARFORLANT Camp Lejeune, North Carolina 28542
M110	Commanding Officer Twenty Sixth Marine Expeditionary Unit MARFORLANT Camp Lejeune, North Carolina 28542

LICENSING CODE	COMMAND
M111	Commanding Officer Marine Corps Security Force Battalion MARFORLANT Norfolk, Virginia 23515-2596
M112	Commanding Officer Chemical & Biological Initial Response Force Camp Lejeune, North Carolina 28542
M113	Commanding General Marine Corps Recruit Depot/Eastern Recruiting Region P.O. Box 19001 Parris Island, South Carolina 29905-9001
M114	Commanding Officer Marine Corps Air Station Beaufort, South Carolina 29904-5000
M115	Commanding General Attn: Base Motor Transport Officer Marine Corps Base Camp Lejeune, North Carolina 28542
M116	Commanding General MARSOC MARFORLANT II MEF Camp Lejeune, North Carolina 28542
M117	Commanding General Marine Corps Air Station PSC Box 8003 Cherry Point, North Carolina 28533-0003 Attn: Station Motor Transport Officer
M200	Commanding General III Marine Expeditionary Force MARFORPAC Unit 35601 FPO AP, California

LICENSING CODE**COMMAND**

M201-M203

Commanding General
3rd Marine Logistics Group
Unit 38401
FPO AP, California 96604-8401
Attn: G3/LMCC

M204

Commanding Officer
Combat Service Support Group 3
3rd Marine Logistics Group
MARFORPAC
Marine Corps Base, Hawaii
Kaneohe, Hawaii 96863

M205

Commanding Officer
3rd Transportation Support Battalion
3rd Marine Logistics Group
Unit 38401
FPO AP, California 96604-8401

M206

Commanding Officer
9th Engineer Support Battalion
3rd Marine Logistics Group
Unit 38401
FPO AP, California 96604-8401

M207

Commanding Officer
Headquarters and Service Battalion
3rd Marine Logistics Group
Unit 38401
FPO AP, California 96604-8401

M208

Commanding Officer
3rd Material Readiness Battalion
3rd Marine Logistics Group
Unit 38401
FPO AP, California 96604-8401

M209

Commanding Officer
Combat Service Support Detachment 36
3rd Marine Logistics Group
Unit 38401
FPO AP, California 96604-8401

LICENSING CODE**COMMAND**

M210	Commanding General 3 rd Marine Division Unit 38401 FPO AP, California 96604-8401
M211	Commanding General 1 st Marine Aircraft Wing MARFORPAC Camp Butler, Japan FPO Seattle, Washington
M212	Commanding Officer Marine Wing Support Squadron-171 1 st Marine Aircraft Wing MARFORPAC PSC 561 FPO AP, California 96310-0029
M213	Commanding Officer 3 rd Marine Expeditionary Force Headquarters Group 3 rd Marine Expeditionary Force Unit 35601 FPO AP, California 96606-5601
M214	Commanding Officer 31 st Marine Expeditionary Unit 3 rd Marine Expeditionary Force Unit 35601 FPO AP, California 96606-5601
M215	Commanding Officer 7 th Communication Battalion MARFORPAC MCB Camp Butler, Okinawa, Japan
M216	Commanding Officer School of Infantry (SOI West) Marine Corps Base Camp Pendleton, California 92055-5061

LICENSING CODE	COMMAND
M217	<p>Commanding General Attn: AC/S Safety Division Marine Corps Base Camp Smedley D. Butler Okinawa UNIT 35001 FPO AP 96373-5001</p>
M218	<p>Commanding General Marine Corps Base Hawaii Attn: Motor Transport Officer (GME) P.O. Box 63082 MCBH Kaneohe Bay, Hawaii 96863-3082</p>
M219	<p>Assistant Chief of Staff, Logistics Southwest Region Fleet Transportation (SWRFT) Box 555014 Camp Pendleton, California 92055-5014</p>
M220	<p>Commanding Officer Headquarters & Service Battalion Marine Force Pacific Camp H. M. Smith, Hawaii 96863</p>
M221	<p>Commanding General Attn: Station Motor Transport Officer MCAS Yuma, Arizona 85364</p>
M222	<p>Commanding Officer Marine Corps Communication-Electronics School Marine Corps Air Ground Task Force Training Command P.O. Box 788251 Twentynine Palms, California 92278-8251</p>
M223	<p>Commanding General Marine Air Ground Task Force Training Command Twentynine Palms, California 92278-8102</p>
M224	<p>Commanding Officer 7th Marine Regiment, 1st MARDIV Box 788260 Twentynine Palms, California 92278-8260</p>

LICENSING CODE	COMMAND
M225	Commanding Officer 3 rd Marine (-) (Rein) Box 63004 MCBH Kaneohe Bay, Hawaii 96863-3004
M226	Commanding Officer 1 st Battalion (-) (Rein) 12 th Marines 12 th Marine Regiment 3 rd Marine Division MEF Hawaii Box 63024 MCBH Kaneohe Bay, Hawaii 96863
M251	Commanding General 1 st Marine Division MARFORPAC MCB Camp Pendleton, California 92055
M252	Commanding Officer 1 st Marine Expeditionary Force Command Element 1 st Marine Expeditionary Force MARFORPAC MCB Camp Pendleton, California 92055
M253	Commanding Officer 11 th Marine Expeditionary Unit MARFORPAC MCB Camp Pendleton, California 92055
M254	Commanding Officer 13 th Marine Expeditionary Unit MARFORPAC MCB Camp Pendleton, California 92055
M255	Commanding Officer 15 th Marine Expeditionary Unit MARFORPAC MCB Camp Pendleton, California 92055

LICENSING CODE**COMMAND**

M261	Commanding Officer Marine Wing Support Squadron-371 Marine Wing Support Group-37 3 rd Marine Aircraft Wing MARFORPAC MCAS Yuma, Arizona 85369
M262	Commanding Officer Marine Wing Support Squadron-372 Marine Wing Support Group-37 3 rd Marine Aircraft Wing MARFORPAC MCAF, Camp Pendleton, California 92055
M263	Commanding Officer Marine Wing Support Squadron-373 Marine Wing Support Group- 37 3 rd Marine Aircraft Wing MARFORPAC MCAS Miramar, California 92146
M264	Commanding Officer Marine Wing Support Squadron-374 Marine Wing Support Group-37 3 rd Marine Aircraft Wing MARFORPAC
M265	Commanding Officer Marine Air Control Group-38 3 rd Marine Aircraft Wing MARFORPAC MCAS Miramar, California 92146
M271	Commanding General 1 st Marine Logistics Group MARFORPAC Camp Pendleton, California 92055
M291	Commanding Officer 1 st Marine Expeditionary Group Headquarters Group 1 st Marine Expeditionary Group MARFORPAC Camp Pendleton, California 92055

LICENSING CODE	COMMAND
M292	Commanding Officer 9 th Communication Battalion MARFORPAC MCB Camp Pendleton, California 92055
M400	Commanding Officer Logistics Operation School Marine Corps Combat Service Support Schools Camp Lejeune, North Carolina 28542
M401	Commanding Officer School of Infantry, East Marine Corps Combat Service Support Schools Camp Lejeune, North Carolina 28542
M500	Commanding Officer Motor Transport Instruction Company Marine Corps Detachment 1273 Iowa Ave Fort Leonard Wood, Missouri 65473-8963
M501	Commanding Officer Military Police/Nuclear, Biological & Chemical Instruction Company Marine Corps Detachment 1273 Iowa Ave Fort Leonard Wood, Missouri 65473-8963
M600	Commanding General Marine Corps Logistics Command 814 Radford Blvd, Ste 20301 Albany, Georgia 31704-0301 Attn: Maintenance Center Albany, Maintenance Center Barstow, FSD Albany, FSD Barstow, Blount Island Command
M601	Commanding Officer Marine Corps Logistics Base Barstow, California, 92312

LICENSING CODE**COMMAND**

M700

Commanding Officer
Marine Corps Detachment
Goodfellow Air Force Base
San Angelo, TX 76902

M701

Commanding Officer
Marine Aviation Training Support Group-21
Naval Air Station Pensacola
Pensacola, FL 32508

M702

Commanding Officer
1st Radio Battalion
1st Marine Expeditionary Force
MCB, Camp Pendleton, Ca 92055

LICENSING CODE**RESERVE COMMANDS**

M300	Commanding General Headquarters Marine Forces, Reserve 4400 Dauphine Street New Orleans, Louisiana 70146
M301	Commanding Officer Headquarters Battalion Marine Forces, Reserve 4400 Dauphine Street New Orleans, Louisiana 70146
M301A	MP Co (-), HQ Bn, 4th Marine Division 6400 Bloomington Road Twin Cities, MN 55111
M301B	Comm Co (-), HQ Bn, 4th Marine Division 3190 Gilbert Avenue Cincinnati, OH 45207
M301C	Det Communications Co, H&S Bn, 4th Marine Division 3010 Whiteriver Pkwy E Dr Indianapolis, IN 46208
M301D	1st and 2d Plt, Truck Co, HQ Bn, 4th Marine Division 621 Industrial Park Dr Ebensburg, PA 15931
M301E	Truck Co (-), HQ Bn, 4th Marine Division 3938 Old French Road Erie, PA 16504
M302	Commanding Officer 23 rd Marine Regiment Marine Corps Reserve Center 900 Commodore Lane San Bruno, California 94066
M303	Commanding Officer 1 st Battalion, 23 rd Marine Regiment 1902 Old Spanish Trail Houston, Texas 77054-2097

LICENSING CODE**RESERVE COMMANDS**

M303A	Weapons Co, 1st Bn, 23rd Marines 4610 Fairview Dr. Austin, TX 78731
M303B	Co B, 1st Bn, 23rd Marines 1440 Swan Lake Road Bossier City, LA 71111
M303C	Co C (-), 1st Bn, 23rd Marines 1430 Dimmit Drive, Suite 134 Corpus Christi, TX 78419
M303D	Det Co C, 1st Bn, 23rd Marines 1300 Teege Avenue Harlingen, TX 78550
M304	Commanding Officer 2 nd Battalion, 23 rd Marine Regiment Navy-Marine Corps Reserve Center 2755 East Sierra Madre Blvd Pasadena, CA 91107
M304A	H&S Co, 2nd Bn, 23rd Marines 2755 East Sierra Madre Blvd Pasadena, CA 91107
M304B	Co E, 2nd Bn, 23 rd Marines Regiment 900 Commodore Lane San Bruno, CA 94066
M304C	Co F (-), 2nd Bn, 23rd Marines 116 Pollock Road Salt Lake City, UT 84113
M304D	Co G, 2nd Bn, 23rd Marines Bldg 20, Yorktown Street Los Alamitos, CA 90720
M304E	Weapons Co, 2nd Bn, 23rd Marines MCRC Bldg 6, NCBC Port Hueneme, CA 93043

LICENSING CODE**RESERVE COMMANDS**

M304F	Det Co F, 2nd Bn, 23rd Marines 5755 Blytheville Drive Las Vegas, NV 89191
M305	Commanding Officer 3d Battalion, 23 rd Marine Regiment CRC 492 Olsen Ave Belle Chasse, LA 70037
M305A	H&S Co, 3rd Bn, 23rd Marines 492 Olsen Ave Belle Chasse, LA 70037
M305B	Co I, 3rd Bn, 23rd Marines 8005 Camp Robinson Road Little Rock, AR 72118
M305C	Co L, 3rd Bn, 23rd Marines 1650 Federal Drive Montgomery, AL 36107
M305D	Co K, 3rd Bn, 23rd Marines 3114 Jackson Avenue Memphis, TN 38112
M305E	Weapons Co, 3rd Bn, 23rd Marines 8410 General Chennault Drive Baton Rouge, LA 70807
M306	Commanding Officer 24 th Marine Regiment 3805 155th Street, Dyess Hall Kansas City, MO 64147
M306A	H&S Co, 24th Marines, 4th Marine Division 3805 155th Street, Dyess Hall Kansas City, MO 64147
M307	Commanding Officer 1 st Battalion, 24 th Marine Regiment Navy-Marine Corps Reserve Center 27601 C Street Selfridge, MI 48045

LICENSING CODE**RESERVE COMMANDS**

M307A	H&S Co, 1st Bn, 24th Marines 27601 C Street Selfridge, MI 48045
M307B	Co A, 1st Bn, 24th Marines 1863 Monroe, NW Grand Rapids, MI 49505
M307C	Co B, 1st Bn, 24th Marines 3500 Douglass Street Saginaw, MI 48601
M307D	Co C, 1st Bn, 24th Marines 1620 East Saginaw Street Lansing, MI 48912
M307E	Weapons Co, 1st Bn, 24th Marines 28828 Glenwood Road Perrysburg, OH 43551
M308	Commanding Officer 2 nd Battalion, 24 th Marine Regiment JJMMCRTC 3034 West Foster Avenue Chicago, Illinois 60625-4830
M308A	H&S Co, 2nd Bn, 24th Marines 3034 W. Foster Avenue Chicago, IL 60625
M308B	Co E (-), 2nd Bn, 24th Marines Bldg 47, Dickman Avenue Des Moines, IA 50315
M308C	Co F, 2nd Bn, 24th Marines 2401 South Lincoln Memorial Drive Milwaukee, WI 53207
M308D	Co G, 2nd Bn, 24th Marines 1430 Wright Street Madison, WI 53704

LICENSING CODE**RESERVE COMMANDS**

M308E	Weapons Co, 2nd Bn, 24th Marines 1721 McAree Road Waukegan, IL 60085
M309	Commanding Officer 3 rd Battalion, 24 th Marine Regiment 10810 Lambert International Blvd Bridgeton, Missouri 63044-3414
M309A	Det Co K, 3rd Bn, 24th Marines 10810 Lambert Intl. Blvd Bridgeton, MO 63044
M309B	H&S Co, 3rd Bn, 24th Marines 10810 Lambert Intl. Blvd Bridgeton, MO 63044
M309C	Co I, 3rd Bn, 24th Marines 160 White Bridge Road Nashville, TN 37209
M309D	Co L, 3rd Bn, 24th Marines 251 Donald May Road Johnson City, TN 37615
M309E	Weapons Co, 3rd Bn, 24th Marines 1110 North Fremont Avenue Springfield, MO 64147
M310	Commanding Officer 25 th Marine Regiment Navy-Marine Corps Reserve Center 14 Lexington St, Box 140 Devens, MA 01434
M310A	HQ Co, 25th Marines, 4th Marine Division 14 Lexington St, Box 140 Devens, MA 01434
M311	Commanding Officer 1 st Battalion, 25 th Marine Regiment Marine Corps Reserve Center Camp Edwards, Massachusetts 02542-0013

LICENSING CODE**RESERVE COMMANDS**

M311A	Co A (-), 1st Bn, 25th Marines MCRTC, Topsham Annex, Bldg 339 Topsham, ME 04086
M311B	Co B, 1st Bn, 25th Marines 4 Harvey Road, Suite 107 (AFRC) Londonderry, NH 03053
M311C	Co C, 1st Bn, 25th Marines 1 Linsley Drive Plainville, CT 06062
M311D	H&S Co, 1st Bn, 25th Marines 53 Quebec St Devens, MA 01432
M312	Commanding Officer 2 nd Battalion, 25 th Marine Regiment Marine Corps Reserve Center 605 Stewart Avenue Garden City, New York 11530-4671
M312A	H&S Co, 2nd Bn, 25th Marines 605 Stewart Avenue Garden City, NY 11530
M312B	Co E, 2nd Bn, 25th Marines 2991 North 2nd Street Harrisburg, PA 17110
M312C	Co F, 2nd Bn, 25th Marines 780 Washington Avenue Albany, NY 12203
M312D	Co G, 2nd Bn, 25th Marines MCRTC, Bldg 3306 Dover, NJ 07806
M313	Commanding Officer 3 rd Battalion, 25 th Marine Regiment Marine Corps Reserve Center 5572 Smith Road Brookpark, Ohio 44142-2027

LICENSING CODE**RESERVE COMMANDS**

M313A	H&S Co, 3rd Bn, 25th Marines 5572 Smith Road Brookpark, OH 44142
M313B	Co I, 3rd Bn, 25th Marines 3 Porter Avenue Buffalo, NY 14201
M313C	Weapons Co, 3rd Bn, 25th Marines 800 Dan Street Akron, OH 44310
M313D	Co L, 3rd Bn, 25th Marines 85 North Yearling Road Columbus, OH 43213
M313E	Co K, 3rd Bn, 25th Marines 1600 Lafayette Avenue Moundsville, WV 26401
M314	Commanding Officer 14 th Marine Regiment Navy-Marine Corps Reserve Training Building 245 Naval Air Station Dallas, Texas 75211-9508
M314A	HQ Btry, 14th Marines, 4th Marine Division 4210 Hercules Rd, NAS JRB Fort Worth Fort Worth, TX 76127
M315	Commanding Officer 1 st Battalion, 14 th Marine Regiment 2144 Clements Avenue Alameda, California 94501
M315A	Hq Btry, 1st Bn, 14th Marines 2144 Clement Avenue Alameda, CA 94501
M315B	Battery A, 1 st Bn, 14 th MAR 4th MARDIV, FMF, USMCR P.O. Box 470610, Bldg 1301 Buckley AFB, Aurora, CO 80047

LICENSING CODE**RESERVE COMMANDS**

M315C	Btry B, 1st Bn, 14th Marines 2711 McDonough Street Joliet, IL 60436
M315D	C Btry, 1st Bn, 14th Marines 1689 Burton Avenue Waterloo, IA 50703
M316	Commanding Officer 2 nd Battalion, 14 th Marine Regiment Marine Corps Reserve Center 2300 Cold Spring Road Fort Worth, Texas 76106-8401
M316A	HQ Btry, 2nd Bn, 14th Marines 312 Marine Forces Drive Grand Prairie, TX 75051
M316B	Btry D, 2d Bn, 14th Marines 4810 Pollard St El Paso, TX 79930
M316C	Btry F, 2nd Bn, 14th Marines 5316 South Douglas Blvd Oklahoma City, OK 73150
M316D	Btry K, 2nd Bn, 14th Marines 3506 S. Memorial Parkway Huntsville, AL 35801
M317	Commanding Officer 3 rd Battalion, 14 th Marine Regiment Armed Forces Reserve Center 2338-98 Woodhaven Road Philadelphia, Pennsylvania 19154-1699
M317A	HQ Btry, 3rd Bn, 14th Marines 2838-98 Woodhaven Road Philadelphia, PA 19154
M317B	Btry G, 3rd Bn, 14th Marines Scotch Road, Mercer County Airport West Trenton, NJ 08628

LICENSING CODE**RESERVE COMMANDS**

M317C	Btry H, 3rd Bn, 14th Marines 6000 Strathmore Road Richmond, VA 23234
M317D	Btry I, 3rd Bn, 14th Marines 615 Kenhorst Blvd Reading, PA 19611
M317E	Btry M, 3rd Bn, 14th Marines NMCRC, 4051 Amnicola Highway Chattanooga, TN 37406
M318	Commanding Officer Anti-Terrorism Bn, 4th Marine Division 101 4th Avenue Bessemer, AL 35023
M318A	Co A, Anti-Terrorism Bn, 4th Marine Division 439 Paul Road Rochester, NY 14684
M318B	Co B (-), Anti-Terrorism Bn, 4th Marine Division 2500 Tee Anchor Blvd Amarillo, TX 79104
M318C	Co C, Anti-Terrorism Bn, 4th Marine Division 4350 Officer Thomas Catchings Sr. Dr Jackson, MS 39209
M318D	Co D (-), Anti-Terrorism Bn, 4th Marine Division 5893 Wilkins Avenue Anchorage, AK 99506
M318E	Co E (-), Anti-Terrorism Bn, 4th Marine Division 101 4th Avenue Bessemer, AL 35023
M318F	Co F, Anti-Terrorism Bn, 4th Marine Division 1710 Surrey Street Lafayette, LA 70146
M318G	H&S Co, Anti-Terrorism Bn, 4th Marine Division 101 4th Avenue Bessemer, AL 35023

LICENSING CODE**RESERVE COMMANDS**

M319	Commanding Officer 5 th Battalion, 14 th Marine Regiment Bldg 9, 800 Seal Beach Blvd Seal Beach, CA 90740
M319A	HQ Btry, 5th Bn, 14th Marines Bldg 14, 800 Seal Beach Blvd Seal Beach, CA 90740
M319B	Btry N, 5th Bn, 14th Marines 3551 San Gabriel River Parkway Pico Rivera, CA 90660
M319C	Btry O, 5th Bn, 14th Marines Bldg 14, 800 Seal Beach Blvd Seal Beach, CA 90740
M319D	Btry P, 5th Bn, 14th Marines 5101 North Assembly Street Spokane, WA 99205
M320	Commanding Officer 4 th Light Armored Infantry Battalion Marine Corps Reserve Center P.O. Box 555225 Camp Pendleton, California 92054-5524
M320A	H&S Co, 4th Light Armored Recon Bn, 4th Marine Division, P.O. Box 555225 Camp Pendleton, CA 92055
M320B	Co A, 4th Light Armored Recon Bn, 4th Marine Division P.O. Box 555225 Camp Pendleton, CA 92055
M320C	Co C, 4th Light Armored Recon Bn, 4th Marine Division MCRTC, Bldg 2620, 1700 Camp Williams Rd Riverton, UT 84065
M320D	Co D, 4th Light Armored Recon Bn, 4th Marine Division 26102 Bailey Avenue Quantico, VA 22134

LICENSING CODE**RESERVE COMMANDS**

M320E	Co E, 4th Light Armored Recon Bn, 4th Marine Division P.O. Box 36 Syracuse, NY 3211
M321	Commanding Officer 4 th Assault Amphibian Battalion Marine Corps Reserve Center 5121 Gandy Boulevard Tampa, Florida 33611-3099
M321A	H&S Co, 4th Assault Amphibian Bn, 4th Marine Division 5121 Gandy Blvd Tampa, FL 33611
M321B	Co A (-), 4th Assault Amphibian Bn, 4th Marine Division 7690 Shore Drive, Suite 100 Norfolk, VA 23521
M321C	Co B (-), 4th Assault Amphibian Bn, 4th Marine Division Box 44, Bldg 938, NAS Jacksonville Jacksonville, FL 32212
M322	Commanding Officer 4 th Combat Engineer Battalion Marine Corps Reserve Center 7000 Hamlet & Chesley Avenue Baltimore, Maryland 21234-7499
M322A	H&S Co, 4th Combat Engineer Bn, 4th Marine Division 7000 Hamlet Avenue Baltimore, MD 21234
M322B	Co A, 4th Combat Engineer Bn, 4th Marine Division 103 Lakeview Drive Charleston, WV 25313
M322C	Co B, 4th Combat Engineer Bn, 4th Marine Division 5301 Barnes Avenue NW Roanoke, VA 24019
M322D	Co C (Rein), 4th Combat Engineer Bn, 4th Marine Division 314 Graves Mill Road Lynchburg, VA 24502

LICENSING CODE**RESERVE COMMANDS**

M322E	Co D (Rein), 4th Combat Engineer Bn, 4th Marine Division 2101 Alcoa Highway Knoxville, TN 37920
M323	Commanding Officer 6 th Communications Battalion Navy-Marine Corps Reserve Center Fort Schuyler Bronx, New York 10465-4109
M323A	I-I AFRC, 6th Comm Bn 600 Albany Ave Amityville Li, NY 11701
M324	Commanding Officer 4 th Reconnaissance Battalion Navy-Marine Corps Reserve Center 3837 Binz-Engleman Road San Antonio, Texas 78219-2235
M324A	H&S Co, 4th Recon Bn, 4th Marine Division 3837 Binz-Engleman Road San Antonio, TX 78219
M324B	Co A (cadre), 4th Recon Bn, 4th Marine Division 3837 Binz-Engleman Road San Antonio, TX 78219
M324C	Co B (-), 4th Recon Bn, 4th Marine Division 2915 Gabel Rd Billings, MT 59102
M324D	Co D, 4th Recon Bn, 4th Marine Division 400 Wyoming Blvd NE, Box L Albuquerque, NM 87123
M324E	Det H&S Co, 4th Recon Bn, 4th Marine Division 5893 Wilkins Avenue Anchorage, AK 99506
M324F	Det 4th Force Recon Co, 4th Marine Division 4601 Cocoa Avenue Reno, NV 89506

LICENSING CODE**RESERVE COMMANDS**

M324G	4th Force Recon Co (-), 4th Marine Division Box 6340, MCB, Hawaii Kaneohe Bay, HI 96863
M324H	3rd Force Recon Co, 4th Marine Division 4851 Museum Drive Mobile, AL 36608
M325	Commanding Officer 4 th Tank Battalion 9955 Pomerado Road San Diego, California 92145-5295
M325A	H&S Co, 4th Tank Bn, 4th Marine Division 9955 Pomerado Road San Diego, CA 92131
M325B	Co A, 4th Tank Bn, 4th Marine Division 9955 Pomerado Road San Diego, CA 92131
M325C	Co B, 4th Tank Bn, 4th Marine Division 1702 Tahoma Avenue Yakima, WA 98902
M325D	Co C, 4th Tank Bn, 4th Marine Division 4087 W. Harvard St, Bldg 800, Gowen Field Boise, ID 83705
M325E	Co D, 4th Tank Bn, 4th Marine Division NMCRC, 1265 Z St Riverside, CA 92518
M325F	Anti-Tank Training Co, 4th Marine Division 1101 North 6th Street Broken Arrow, OK 74012
M326	Commanding Officer 8 th Tank Battalion Navy-Marine Corps Reserve Center 439 Paul Road Rochester, New York 14684

LICENSING CODE**RESERVE COMMANDS**

M327	Commanding Officer Headquarters and Service Battalion 1210 Naval Forces Court Marietta, Georgia 30069
M327A	Comm Co, HQSVC Bn AFRC, 7838 McCloud Road Greensboro, NC 27409
M327B	Det 1 ELMACO, 4th Maint Bn, 4th MLG AFRC, 7838 McCloud Rd Greensboro, NC 27409
M327C	Det 1 Comm, HQSVC Bn 648 Hoosier Blvd, Grissom Air Reserve Base Peru, IN 46970
M327D	Det 2 Comm, HQSVC Bn NMCRTC, 1400 Postal Rd Allentown, PA 18103
M327E	MP Co A, HQSVC Bn AFRC, 151 Vo-Tech Rd Lexington, KY 40510
M327F	MP Co B, HQSVC Bn 625 E Pittsburgh/Mckeesport Blvd North Versailles, PA 15137
M327G	MP Co C, HQSVC Bn 410 N Gettysburg Avenue Dayton, OH 45417
M328	Commanding Officer 6 th Engineer Support Battalion Navy-Marine Corps Reserve Center 6735 North Basin Avenue Portland, Oregon 97217-3988
M328A	Engineer Co A, 6th ESB 1520 W 13th Ave, MCRC Eugene, OR 97402-3889

LICENSING CODE**RESERVE COMMANDS**

M328B	Engineer Co B, 6th ESB NMCRC, 1901 S Kemble Ave South Bend, IN 46613-1790
M328C	Engineer Co C, 6th ESB NMCRC, 7117 W. Plank Rd Peoria, IL 61604-5297
M328D	Bulk Fuel Co A, 6th ESB 3655 S Wilmot Rd, Tucson, AZ 85730-3259
M328E	Det 2 Bulk Fuel Co A (-), 6th ESB 4201 Chester Ave, MCRC Bakersfield, CA 93301-1198
M328F	Bulk Fuel Co B, 6th ESB NMCRC, 3920 Kirkwood Hwy Wilmington, DE 19808-5194
M328G	Det 1 Bulk Fuel, Co B (-), 6th ESB 2949 Ramada Way Green Bay, WI 54304
M328H	Bulk Fuel Co C, 6th ESB NMCRC, 1201 N 35th Ave Phoenix, AZ 85009-3398
M328I	Engineer Spt Co, 6th ESB Base Ave Battle Creek, MI 40915-1242
M328J	Bridge Co B, 6th ESB 6th & Kendron Ave, MCRC Folsom, PA 19033-1293
M329	Commanding Officer 4 th Maintenance Battalion Navy-Marine Corps Reserve Center 6115 North Hill Circle Charlotte, North Carolina 28213-6000

LICENSING CODE**RESERVE COMMANDS**

M329A	Motor T Maint Co (-), 4th Maint Bn NMCRTC, 8277 Elder Creek Rd Sacramento, CA 95828
M329B	Det 1 MTM Co (-), 4th Maint Bn Dyess AFB, 220 2nd Street Abilene, TX 79607
M329C	Det 2 MTM Co (-), 4th Maint Bn 2869 Central Ave Augusta, GA 30909
M329D	Det 3, MTM Co (-), 4th Maint Bn, 4th MLG NMCRTC, 1400 Postal Rd Allentown, PA 18103
M329E	ELMACO Det, Engr Maint Co, 4th Maint Bn NMCRC, 3026 George Washington Blvd Wichita, KS 67210
M329F	Det 2 ELMACO, 4th Maint Bn 3010 White River Parkway East Dr Indianapolis, IN 46208
M329G	Ord Maint Co, 4th Maint Bn 2100 North New Road Waco, TX 76707
M329H	Ord Contact, Ord Maint Co, 4th Maint Bn 36 MacArthur Ave, Bldg 686 Fort Devens, MA 01432
M329I	Eng Maint Co, 4th Maint Bn 30th & Laurel Street Omaha, NE 68111
M329J	General Spt, Maint Co, 4th Maint Bn NMCRC, Rock Island Arsenal Rock Island, IL 61299

LICENSING CODE**RESERVE COMMANDS**

M330	Commanding Officer 4 th Supply Battalion Marine Corps Reserve Center 75 th and Warwick Boulevard Newport News, Virginia 23607-1595
M330A	Sup Co, 4th Supp Bn 2725 Western Blvd, NMCRTC Raleigh, NC 27606
M330B	Det 1 Medlog Co, 4th Supp Bn Box 452132 San Diego, CA 92131
M330C	Ammo Co, 4th Supp Bn 669 Perimeter Rd Greenville, SC 29605
M330D	GS Ammo Plt, 4th Supp Bn 2014 SE Washington St, Suite 3 Topeka, KS 66607
M330E	Det 2 Sup, 4th Supp Bn 814 Radford Blvd, Suites 20338, MCLB Albany, GA 31704
M330F	Det 1 Ammo Co, 4th Supp Bn 1 Shorter Ave, MCRTC Rome, GA 30161
M330G	Det 1 Sup, 4th Supp Bn 190 Poremba Ct SW, Anacostia Bldg 351 Washington, DC 20373
M331	Commanding Officer 4 th Medical Battalion 45428 Hercules Road MCAS Miramar San Diego, California 92145-5295
M331A	Surg Co A, 4th Med Bn 625 E Pittsburgh/Mckeesport Blvd North Versailles, PA 15137

LICENSING CODE**RESERVE COMMANDS**

M331B	Det Ser Co A, 4th Med Bn 2101 Alcoa Highway Knoxville, TN 37920
M332	Commanding Officer 4 th Dental Battalion Marine Corps Reserve Center 1300 Gresham Road Marietta, Georgia 30062-4005
M333	Commanding Officer 6 th Motor Transport Battalion Marine Corps Reserve Center 338 Newman Springs Road Red Bank, New Jersey 07701
M333A	Bulk Fuel Plt (Rein), 6th MT Bn 2515 College Drive Texarkana, TX 75501
M333B	G/S MT Co, 6th MT Bn AFRC Fields Point Providence RI 02905
M333C	1st Truck Plt, Dir Spt, Mt Co A, 6th MT Bn 30 Woodward Ave New Haven, CT 06512
M333D	Dir Spt, Mt Co A, 6th MT Bn 9500 Armed Forces Reserve Drive, Suite 300 Orlando, FL 32827
M333E	Bulk Fuel Plt, G/S MT Co, 6th MT Bn 5095 Range Road Las Vegas, NV 89115
M334	Commanding Officer 4 th Landing Support Battalion Marine Corps Reserve Center Naval Station Puget Sound Fort Lewis, Washington 98433

LICENSING CODE	RESERVE COMMANDS
M334A	B Co (Rein), 4th LSB PO Box 215 Lathrop, CA 95330
M334B	C Co (Rein), 4th LSB 2517 Vector Ave, Naval Annex Charleston, SC 29418
M334C	LSE Co (-), 4th LSB 3976 King Graves Road, Unit 90 Vienna, OH 44473
M334D	1st B&T Co (-) (Rein), 4th LSB, 4th MLG NMCRTC, 901 E Mission St San Jose, CA 95112
M334E	2d B&T Ops Co (-) (Rein), 4th LSB 62 Leonard-Neal Steet, Bldg 1281 Hunter AAF, GA 31409-4304
M334F	3d LSM Plt, 1st B&T Ops, 4th LSB 3225 Willow Pass Road, AMCRTC Concord, CA 94519
M334G	3d LSM Plt, 4th LSB Nav Sta Roosevelt Road PSC 1008 Box 3582 FPO AA, FPO AA
M334H	2d LSM Plt, 1st & 2d BTOS, 4th LSB 2150 Burnett Blvd Wilmington, NC 28401
M334I	Headquarters, 4 th Landing Support Battalion 4 th MLG Building 9690, Box 339500 Fort Lewis, Washington 98433
M334J	Det 1 Bulk Fuel, Co A (-), 6th ESB Bldg 9790, Box 33950, Millstop 105 Ft Lewis, WA 98433

LICENSING CODE**RESERVE COMMANDS**

M335	Commanding Officer Marine Aircraft Group 41, NAS Fort Worth JRB Building 1068 Fort Worth, TX 76127
M335A	Marine Aviation Logistics Squadron 41 (MALS-41), Det A Marine Aircraft Group 41 MCAS Miramar P.O. Box 452024 San Diego, CA 92145-2024
M335B	Marine Aviation Logistics Squadron 42 (-) (MALS-42) Marine Aircraft Group 41 1000 Halsey Avenue, NAS Atlanta Marietta, GA 30060
M335C	Marine Air Logistics Squadron 42 (MALS-42), Det B Marine Aircraft Group 41 1430 CV Tow Way Norfolk, VA 23511
M335D	Marine Air Logistics Squadron 42 (MALS-42), Det C Marine Aircraft Group 41 NAS JRB, New Orleans Belle Chasse, LA 70143
M336	Commanding Officer Marine Aircraft Group 46 P.O. Box 452024, MCAS Miramar San Diego, CA 92145
M336A	Marine Aircraft Group 46, Det A P.O. Box 555901 Camp Pendleton, CA 92055-5901
M336B	Marine Aircraft Group 46, Det B 199 South Wolfe Ave. Edwards AFB, CA 93524

LICENSING CODE**RESERVE COMMANDS**

M337	Commanding Officer Marine Air Control Group 48 2205 Depot Drive, Bldg 3200, Suite 200 Great Lakes, IL 60088-3404
M337A	Marine Tactical Air Command Squadron 48 (MTACS-48) Marine Air Control Group 48 2205 Depot Drive, Bldg 3200, Suite 200 Great Lakes, IL 60088-3404
M337B	Marine Air Support Squadron 6, Det A (MASS-6) Marine Air Control Group 48 P.O. Box 452024, MCAS Miramar San Diego, CA 92145-2024
M337C	Marine Wing Communications Squadron 48 (-), Marine Air Control Group 48 2205 Depot Drive, Bldg 3200, Suite 200 Great Lakes, IL 60088-3404
M337D	Marine Air Control Squadron 24 (-) (MACS-24) Marine Air Control Group 48 1325 South Birdneck Road Virginia Beach, VA 23451
M337E	Marine Air Control Squadron 24, Air Traffic Control Det (MACS-24), Marine Air Control Group 48 Building 4243, NAS Fort Worth, JRB Fort Worth, TX 76127
M337F	Marine Air Control Squadron 24, Tactical Air Operation Center Det (MACS-24), Marine Air Control Group 48 1325 South Birdneck Road Virginia Beach, VA 23451
M337G	Marine Air Control Squadron 23 (-) (MACS-23) Marine Air Control Group 48 Bldg 1301, Buckley AFB Aurora, CO 80011-9599
M337H	Marine Air Control Squadron 23, Tactical Air Operation Center Det (MACS-23) Marine Air Control Group 48 Buckley AFB Aurora, CO 80011-9599

LICENSING CODE**RESERVE COMMANDS**

M337I	Marine Air Control Squadron 23, Early Warning and Control Det (MACS-23), Marine Air Control Group 48 4700 Ocean Loop Cheyenne, WY 82009
M337J	H&S Btry (-), 4th Low Altitude Air Defense Battalion (H&S Btry, 4th LAAD), Marine Air Control Group 48 2699 Paloma St. Pasadena, CA 91107
M337K	Battery B, 4th Low Altitude Air Defense Battalion (B Btry, 4th LAAD), Marine Air Control Group 48 1000 Halsey Avenue, NAS Atlanta Marietta, GA 30060-5099
M337L	Det H&S Btry, 4th Low Altitude Air Defense Battalion (H&S Btry, 4th LAAD), Marine Air Control Group 48 1000 Halsey Avenue, NAS Atlanta Marietta, GA 30060-5099
M338	Commanding Officer Marine Wing Support Group-47 Selfridge Air National Guard Base Mount Clemens, Michigan 48045-5007
M338A	Marine Wing Support Squadron 471 (-) (MWSS-471) Marine Wing Support Group 47 3201 East 62nd Street Minneapolis, MN 55450
M338B	Marine Wing Support Squadron 471 (MWSS-471), Det A Marine Wing Support Group 47 200 Aviation Drive Johnstown, PA 15902
M338C	Marine Wing Support Squadron 471 (MWSS-471), Det B Marine Wing Support Group 47, Selfridge ANG Base Mt. Clemens, MI 48045-5007
M338D	Marine Wing Support Squadron 472 (-) (MWSS-472) Marine Wing Support Group 47 P.O. Box 24, NAS Willow Grove Willow Grove, PA 19090

LICENSING CODE**RESERVE COMMANDS**

M338E	Marine Wing Support Squadron 472 (MWSS-472), Det A Marine Wing Support Group 47 1118 Wyoming Avenue Wyoming, PA 18644
M338F	Marine Wing Support Squadron 472 (MWSS-472), Det B Marine Wing Support Group 47 570 Patriot Avenue, Box 43, Westover AFB Chicopee, MA 01022
M338G	Marine Wing Support Squadron 473 (-) (MWSS-473) Marine Wing Support Group 47 P.O. Box 452024, NAS Miramar San Diego, CA 92145
M338H	Marine Wing Support Squadron 473 (MWSS-473), Det A USMC Training Center, Marine Wing Support Group 47 5315 East Cassino Ave. Fresno, CA 93720
M338I	Marine Wing Support Squadron 473 (MWSS-473), Det B Marine Wing Support Group 47 JRB Bldg. 1410, NAS Ft. Worth Ft. Worth, TX 76127-5000
M339	Commanding Officer Marine Corps Detachment United States Army Air Defense Center Attn: ATSA-CS-MC 2 Sheridan Road Fort Bliss, Texas 79916-3802
M340	Commanding Officer Marine Aircraft Group 49, Det A 1 San Diego Loop, Bldg 3198, NAF Washington Andrews AFB, MD 20762-5518
M340A	Marine Aircraft Group 49, Det B 10 McDonald Street, Stewart ANGB Newburgh, NY 12550

APPENDIX D

DEFINITIONS

D-1. GENERAL. The following definitions are organized according to subject area.

D-2. VEHICLE TYPES. OF 346 Operator's Permits differ according to the type of vehicle(s) which an applicant is qualified to operate. The following general definitions apply to the various classifications of vehicles and types of equipment.

a. Commercial Vehicles. Standard commercial production models that have no military design features. These vehicles are normally used to provide logistics and administrative support

b. Tactical Vehicles. Vehicles of military design or with military design features, whose primary mission is combat or combat support. These include the following categories of vehicles:

- (1) Wheeled
- (2) Full-Track
- (3) Amphibious
- (4) Trailers and semi-trailers.

c. General-Purpose Vehicles. Tactical or commercial vehicles, including associated trailers, whose primary mission is to accomplish general logistics support including the following:

- (1) Transportation of personnel, equipment, cargo and supplies.
- (2) Towing Artillery
- (3) Towing trailers and/or semi-trailers

d. Special-Purpose Vehicles. Tactical wheeled vehicles with special bodies or specially mounted equipment. The chassis of such a vehicle is normally identical to a general-purpose vehicle of the same size, except for minor alterations. Operators of special purpose vehicles have additional licensing requirements if the special bodies or specially mounted equipment require extra training or skills to be operated safely. If the design alteration of the vehicle does not significantly affect the vehicle's performance or handling, there is no need for the operator to be specially licensed for that vehicle. For example, communication vehicles are not licensed as special purpose vehicles. Special purpose vehicles requiring additional training are:

- (1) Ambulances
- (2) Telephone/Utility Maintenance Vehicles
- (3) Wreckers
- (4) Dumps
- (5) Combat Engineer Special Vehicles i.e. Buffalo, Cougar
- (6) Joint Rapid Response Vehicles and Security Vehicles
- e. Emergency Vehicles. Every vehicle within the following categories:
 - (1) Ambulance
 - (2) Fire Truck
 - (3) Emergency bomb disposal vehicles
 - (4) Aircraft crash/fire and rescue vehicles
 - (5) Military police vehicles
- f. Heavy Vehicles. Vehicles over 7.1 ton off-road capacity.
- g. Medium Vehicles. Vehicles 2-1/2 ton to 7 ton off-road capacity.
- h. Light Vehicles. Vehicles of less than 2-1/2 ton off-road capacity.
- i. Articulated Vehicles. Dual-bodied, multi-wheeled vehicles capable of cross-country operation over all types of terrain.
- j. Full Trailer. Any motor vehicle, with or without motive power, designed to be towed by another motor vehicle and so constructed that no part of its weight except the towing device rests upon the towing vehicle. A semi-trailer equipped with an auxiliary front axle (dolly) shall be deemed a "full trailer".
- k. Experimental and/or Developmental Vehicles. Any tactical wheeled vehicle being developed or evaluated for potential future use and fielding to Marine Corps Operational Forces.

D-3. CIVILIAN APPLICANTS. Civilians who drive either full-time or part-time for the Marine Corps are required to obtain an OF 346 through a Marine Corps licensing office. Civilian applicants are classified as follows:

- a. Federal Employees. Federal employees are those who have won their jobs through competitive examination under the rules and regulations established by the Office of Personnel Management.
- b. Non-Federal Employees/Contractors. A non-federal civilian employee/contractor is one who has been hired/contracted directly by the Marine Corps, rather than holding an OPM appointment. This category includes many civilian workers hired through a contract to an outside civilian firm, casual employees, and emergency (temporary) employees.
- c. Motor Vehicle Operator. One whose main duties involve driving a vehicle.
- d. Incidental Operator. Is any licensed motor vehicle operator that does not have the 353X military occupational specialty (MOS).

D-4. REMEDIAL PROCEDURES. Remedial procedures are defined as actions that affect an applicant's licensing status after an OF 346 has been issued, denied, or revoked. Remedial procedures include the following types:

- a. Revocation. Canceling of an applicant's OF 346.
- b. Suspension. Confiscation of an individual's OF 346 for a specified period of time. Retesting is not required prior to reissuing a suspended OF 346 unless the individual's commanding officer requests it or when the suspension last a year or longer.
- c. Reinstatement. Reissue of an OF 346 to an individual whose license was suspended or revoked through error.
- d. False Application. An application in which the applicant did not admit to previous violations or accidents that subsequently turn up in an MVR report, a state clarification letter, or other source.

D-5. MISCELLANEOUS DEFINITIONS.

- a. Licensing Officer/ Issuing Official. These two terms are synonymous. This is the individual designated by the commanding officer of the unit authorized to issue OF 346s and sign the OF 346s and the NAVMC 10964s.
- b. Qualifying Official/Licensing Examiner. These two terms are synonymous. This is the individual(s) designated by the commanding officer or his/her representative as being qualified to operate the vehicle(s) for which an applicant is being tested on. **Note:** The Licensing Officer/Issuing Official and the Qualifying Official/Licensing Examiner will not be the same individual.
- c. Hazardous Materials. A substance or material determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce.

d. License Upgrade. A license upgrade is a request to obtain a license of a different VEHICLE TYPE/CAPACITY.

e. Motorcycle Safety Foundation (MSF) Card. An MSF card is issued to the newly trained operator of the MI030B1 motorcycle. This card will provide validation that the operator has been through the approved MILMO course for either street/shop use or the two-week off road course, which covers both off road and hard surface operation of the motorcycle.

APPENDIX E

REQUIRED MATERIAL & EQUIPMENT

E-1. GENERAL. The following materials and equipment are required for the operation of a licensing office. Table E-1 lists the minimum required forms to be maintained by the licensing office.

E-2. DRIVER'S SKILL AND ROAD TESTING. Skills and road testing described in Chapter 4 requires the following equipment:

- a. Thirty-two stanchions. Tall enough to be visible in a tractor-trailer rearview mirror.
- b. One loading dock or equivalent mock-up. Four to six additional stanchions may be needed as mock-up.

E-3. WRITTEN TESTS. Written tests to support the testing of drivers will be provided by the Marine Corps Detachment, Fort Leonard Wood, Missouri and the Marine Corps Detachment, Goodfellow Air Force Base, TX. This will allow centralized distribution and standardization of testing materials. Only licensing officers and issuing officials are authorized to request the tests from the addresses listed below:

Director
Motor Transport Training & Education Center of Excellence
Marine Corps Detachment
1273 Iowa Avenue
Fort Leonard Wood, Missouri 65437-8963

Telephone: DSN 581-0759 or Commercial (573) 596-0759

Commanding Officer
Marine Corps Detachment
Goodfellow Air Force Base
San Angelo, TX 76902

Telephone: DSN 477-5085 or commercial (915) 654-5085

E-4 VISION TESTING EQUIPMENT. If the processing Licensing Office does not have access to a Naval hospital or have the equipment available, the Issuing Office should purchase the materials required via their supply system.

Nomenclature	NSN
OPTEC 2300 Armed Forces Vision Tester (AFVT)	6540-01-375-9031
Ishihara Test Charts/Color Blindness Tests 14 Plate Book	OPEN PURCHASE

If ordering assistance is needed for eye testing materials, please contact the Licensing SNCOIC at Fort Leonard Wood, Mo., Comm (573) 596-0759 or DSN 581-0759.

Table E-1. Required Forms

REQUIRED FORMS	NAME OF FORM	UNIT OF ISSUE
NAVMC 10964 0000-00-006-5484	Application for OF 346	Sheet (200)
NAVMC 10965 0000-00-006-5500	Skill and Road Test Score	Sheet (500)
NAVMC 10969 0000-00-006-5740	Driver's Physical Examination	Sheet (100)
NAVMC 10627 0000-00-006-1533	Vehicle and Equipment Operational Record	Pad
OF 346 7540-00-634-3999	U.S. Government Motor Vehicle Operator's Identification Card	Each (500)
OF-345 7540-00-634-4000	Physical Fitness Inquiry for Motor Vehicle Operators	Sheet (500)

APPENDIX F

INCIDENTAL MOTOR VEHICLE OPERATORS

F-1. PURPOSE. This appendix provides instructions and procedures for training and licensing incidental HMMWV operators developed by the Motor Transport Community establishing standards for the conduct of home station, predeployment, and sustainment training. The new training continuum more clearly defines HMMWV driver training progression by combining existing requirements with newly defined individual training standards and required sustainment intervals.

F-2. RESPONSIBILITIES

a. Training and Education Command.

(1). Motor Transport Training and Education Center of Excellence (MTTECOE). Maintain and publish to the Motor Transport Instruction School website ([HTTP://MCDETFLW.TECOM.USMC.MIL/MTIC/MT.ASP](http://MCDETFLW.TECOM.USMC.MIL/MTIC/MT.ASP)) the following:

A. Student and driver logbooks.

B. Lesson plans for Incidental Motor Vehicle Operator Phase (IMVOL) and Advanced Tactical Motor Vehicle Operator courses (ATMVO) Training Phase

b. Marine Expeditionary Forces/Major Subordinate Commands, Marine Forces Reserve, and all licensing authorities will comply with the following:

(1) Management and supervision of incidental operator enrollment, instruction, licensing, and sustainment training programs will be the responsibility of the parent MSC in accordance with all applicable orders and directives.

(2) Ensure student and driver logbooks are maintained on all vehicle operators.

(3) Train to standards listed in figure F-1 utilizing lesson plans posted to the MTTECOE website new IMVO and new ATMVO:
([HTTP://MCDETFLW.TECOM.USMC.MIL/MTIC/MT.ASP](http://MCDETFLW.TECOM.USMC.MIL/MTIC/MT.ASP))

(4) Ensure operator's complete Advanced Tactical Motor Vehicle Operator training listed in Table F-2 and maintain sustainment training as listed in Table F-3 to maintain proficiency.

F-3. INCIDENTAL MOTOR VEHICLE OPERATOR INDIVIDUAL TRAINING STANDARDS (IMVO).

a. The first phase of training for an incidental operator is completion of the Incidental Motor Vehicle Operator course by utilizing the TECOM College of Continuing Education/Distance Learning (CCE/DL) web-based course or Ground School Training course utilizing lesson plans from Motor Transport Instruction Companies website.

(1) The student must be recertified if more than 90 days lapse between the IMVO course certification and commencement of the IMVOL course.

b. Phase two consists of completion of the Incidental Motor Vehicle Operator Licensing (IMVOL) driving course which is the practical application phase required to obtain a license.

(1) The student operator must master the requisite ITSs, Table F-1 and fulfill the minimum distance requirements in Chapter 3, Table 3-1.

(2) Upon satisfactory completion of the specified requirements, defined in table G-1, student drivers will be issued an OF-346 (vehicle operator license) and a driver's logbook to be maintained throughout the Marines or DOD civilian's career as an incidental operator.

(3) Completion of this phase of training satisfies the requirements for Block 1 of the predeployment training program.

Table F-1 Incidental Motor Operator ITSs

TASK	DESCRIPTION
IMVOC.01.02	Operate M series vehicle on road
IMVOC.01.03	Operate M series vehicle off road
IMVOC.01.04	Operate M series vehicle in administrative movement
IMVOC.01.05	Operate M series vehicle in limited vision conditions
IMVOC.01.07	Operate M series vehicle with towed load
IMVOC.01.11	Conduct self recovery with M series vehicle
IMVOC.01.13	Flat tow vehicle
IMVOC.01.16	Perform emergency repairs
IMVOC.01.17	Ensure cargo is properly loaded
IMVOC.02.01	Perform PVNTV Maint checks/services on M series vehicles
IMVOC.02.02	Perform PVNTV Maint checks/services on M series trailers
IMVOC.05.06	Operate M series vehicle with night vision goggles
IMVOC.05.07	Prepare Motor Transport forms and records
IMVOC.05.08	Familiarization with rollover prevention & reaction

F-4 ADVANCED TACTICAL MOTOR VEHICLE OPERATOR TRAINING STANDARDS (ATMVO)

- a. The newly licensed operator (as well as MOS qualified operators) is required to complete the ATMVO course. All operators must master the ATMVO Individual Training Standards (ITSs) listed in Table F-2.
- b. Completion of this phase of training satisfies the requirements for block 2 of the predeployment training program.

Table F-2 Advanced Tactical Motor Vehicle Operator ITSs

TASK	DESCRIPTION
ATMVO.05.01	Operate armored M series vehicle on road in administrative movement
ATMVO.05.02	Operate armored M series vehicle off road
ATMVO.05.03	Operate armored M series vehicle with towed load
ATMVO.05.04	Operate armored M series vehicle with up armor in a tactical convoy
ATMVO.05.05	Operate armored M series vehicle in a evasive/defensive manner
ATMVO.05.06	Operate armored M series vehicle in conditions of limited visibility
ATMVO.05.08	Armored M series vehicle familiarization with rollover prevention & reaction
ATMVO.05.09	Operate armored M series vehicle in conduct of flat tow of armored M series vehicle

F-5 SUSTAINMENT REQUIREMENTS

- a. After receipt of OF-346, all operators will sustain basic skills and required to complete periodic sustainment training by operating vehicles under specific conditions. Failure to maintain currency will result in suspension of the OF-346. Training will be logged into the logbook and reported to the authorized licensing unit for verification. The following ITS – based currency intervals have been established to ensure sustainment of basic skills in any combat environment as well as during home station training. This training satisfies the requirements for block 5 of the predeployment training program:

Table F-3 Sustainment Training Requirements

SUSTAINMENT TASK	INTERVAL
Operate M series vehicle on road	Semi-annual
Operate M series vehicle off road	Semi-annual
Operate M series vehicle in limited vision conditions on road at night	Semi-annual
Operate M series vehicle in limited vision conditions off road at night	Semi-annual
Operate M series vehicle with night vision goggles	Semi-annual
Operate M series vehicle with towed load	Annual

APPENDIX G**GLOSSARY**

ARC	Aircraft Refueling Capability
ATMVO	Advanced Tactical Motor Vehicle Operator
ATV	All Terrain Vehicle
DIC	Driver's Improvement Course
DL	Distance Learning
DOD	Department of Defense
DUI	Driving Under the Influence
DWI	Driving While Impaired
EET	Engineer Equipment Trailer
ERO	Equipment Repair Order
EVOC	Emergency Vehicle Operator's Course
FAM	Family of Vehicles
FLC	Formal Learning Center
FPM	Federal Procurement Manual
GED	General Education Diploma
GME	Garrison Mobile Equipment
GSA	General Services Administration
HMMWV	High Mobility, Multipurpose Wheeled Vehicle
IDC	Independent Duty Corpsman
IFAV	Interim Fast Attack Vehicle
IKPT	Instructor and Key Personnel Training
IMVOL	Incidental Motor Vehicle Operator Licensing
ISO	International Organization of Standards
ITS	Individual Training Standards
ITV	Internally Transportable Vehicle
LVS	Logistics Vehicle System
MAK	Marine Armor Kit
MARCORSYSCOM	Marine Corps Systems Command
MAS	MTVR Armor System
MCCSSS	Marine Corps Combat Service Support School
MCO	Marine Corps Order
MCTFS	Marine Corps Total Forces System
METL	Mission Essential Task List
MILMO	Military Motorcycle
MOS	Military Occupation Specialty
MSF	Motorcycle Safety Foundation
MTTECOE	Motor Transport Training & Education Center Of Excellence
MTVR	Medium Tactical Vehicle Replacement
N/A	Not Applicable
NAVMC	Navy-Marine Corps
NAVSEA	Naval Sea Systems Command
MVR	Motor Vehicle Records

GLOSSARY (Continued)

NET	New Equipment Training
OEM	Original Equipment Manufacture
OPM	Office of Personnel Management
OPNAVINST	Operational Navy Instruction
OQR	Officer Qualification Record
PMCS	Preventative Maintenance Checks and Services
TAMCN	Table of Authorized Materials Control Number
TM	Technical Manual
TT	Tractor Trailer
UD	Unit Diary
WON	Work Order Number

