



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 11240.2C
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MARINE CORPS BASE ORDER 11240.2C

From: Commander
To: Distribution List

Subj: AUTHORITY TO OPERATE GOVERNMENT OWNED MOTOR VEHICLES AND
EQUIPMENT

Ref: (a) MCO 11240.66D
(b) TM 11240-15/3
(c) TM 11275-15/4
(d) MCO P11240.106
(e) MCO 5100.19E w/CH 1-3
(f) 49 CFR
(g) DOD 4500.36-R
(h) DODI 1100.21
(i) MCBO 11015.2A

Encl: (1) Licensing/Training Requirements Chart
(2) Local Classroom Instruction
(3) OF-346 Licensing Procedures

1. Purpose. To establish policies and procedures concerning the authority to operate Government Owned Vehicles (GOV) and General Services Administration (GSA) leased Vehicles (GOV) to include equipment aboard Marine Corps Base Quantico (MCBQ) and within the National Capital Region.

2. Cancellation. MCBO 11240.2B.

3. Summary of Revision. This revision contains a significant number of changes and should be reviewed in its entirety.

4. Information

a. Definitions

(1) U.S. Government Motor Vehicle Operator's Identification Card, OF-346. A license issued by a licensing authority permitting the individual to operate the government motor vehicles and/or item/equipment as designated on the OF-346.

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(2) Commercial Vehicle. A standard commercial production model vehicle that has no tactical military design features. It is also referred to as Garrison Mobile Equipment (GME) and is normally used to provide logistics and administrative support to all organizations aboard MCBQ.

(3) Tactical Vehicle. A vehicle of military design or with military design features whose primary mission is tactical logistics support. Included are the following types of vehicles: Wheeled, full-tracked, half-wheeled/half-tracked, amphibious, trailers, and semi-trailers.

(4) Engineer Equipment. Commercial or tactical equipment designed to assist with earth moving, material handling, construction, or utilities.

(5) Emergency Vehicle. Any vehicle equipped with audible and/or visual warning device(s) used in connection with emergency responses for purposes such as fire fighting, emergency medical service, aircraft crash and rescue units, emergency ordnance disposal, range control, and military police.

b. References (a), (f), and (g) require installation Commanders to establish a driver's licensing program. It requires the testing, control and issuance of the OF-346 for drivers of all tactical vehicles and commercial vehicles with a gross vehicle weight rating of 10,000 pounds or greater, special use vehicles such as buses, wreckers and emergency vehicles regardless of weight, and GME as listed in references (b) and (c). For all commercial vehicles less than 10,000 gross pounds, the individual's state driver's license and a Basic Motor Vehicle Operators Card will be required, unless otherwise specified in enclosure (1).

c. References (b) and (c) provide standard procedures to be used by Marine Corps' license examiners in the performance of their duties.

d. Reference (d) provides administrative and technical instructions, policies, and procedures for all personnel involved in the management of procurement, operation, and maintenance of GME.

e. Reference (e) requires that **all** military personnel under 26 years of age complete a specified Driver's Awareness Course. It also establishes the requirement to conduct remedial driver's training for military and civilian personnel whose driving record indicates poor or unsafe driving performance.

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5. Policies

a. Authority to drive/operate a GOV or equipment is granted only to those persons who possess and can produce on demand the required license(s), medical certifications, and are assigned to duties that require driving/operating any GOV or equipment. Military personnel under the age of 26 years will also possess a Driver's Improvement Card.

b. Officers Driving. Per reference (a), officers shall not drive a government vehicle (Commercial or Tactical) except for selected billets or circumstances requiring an officer to operate such vehicles. When an officer is required/directed to operate a government vehicle, the Commander, MCBQ is the approval authority. The following procedures apply:

(1) Officers who are required to operate a government vehicle, must submit a letter to the Commander MCBQ, or Assistant Chief of Staff, G-4, requesting authorization.

(2) Upon approval, a copy of the letter must be forwarded to Director, Safety Division and Fleet Manager, Transportation Branch, G-4. A copy will be maintained in the officer's license record at the Driver's Training Branch.

(3) Driver's Training will schedule the officer for the next Basic Motor Vehicle Operators Course (BMVOC), and all other courses that may be required or requested.

(4) Officers assigned to MCBQ or any of its tenant commands/activities in a Temporary Assigned Duty (TAD) status for less than 30 days are exempt from completing the BMVOC.

c. Driver's Improvement/Alive @ 25. All military personnel permanently assigned to organizations aboard MCBQ under 26 years of age, will complete Drivers Improvement, or an Alive @ 25 Course within 30 days of the date they report for duty. The following personnel are exempt:

(1) Officer students attending The Basic School (TBS) have 90 days after completion of Officer Candidates School.

(2) Military personnel in attendance of military occupational specialty (MOS) producing schools.

(3) Military personnel under the age of 26 years who have a statement of completion on the Basic Training Record of their Service Record Book/Officer Qualification Record (SRB/OQR)

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attesting to the date and location of the Driver Improvement Course.

d. Licensing Requirements

(1) Commercial Vehicles. In general, for vehicles less than 10,000 pounds gross vehicle weight, the driver shall possess a valid state driver's license and must attend the required training as specified in enclosure (1). An OF-346 is required in addition to the state driver's license and medical certificate (where appropriate) for operation of commercial vehicles equal to or greater than 10,000 pounds gross weight as specified in reference (a) and enclosure (1). Personnel not assigned to MCBQ or any of its tenant commands/activities here on TAD status for less than 30 days, need only a valid state driver's license for vehicles less than 10,000 pounds gross weight. A copy of the TAD orders will be provided to the dispatching authority.

(2) Tactical Vehicles. Military drivers must possess a valid state driver's license, medical certificate and an OF-346 for the class and weight of the vehicle being operated as specified in enclosure (1).

(3) Emergency Vehicles (Tactical or Commercial). The driver must possess a valid OF-346 for the class and weight of the vehicle being operated and a valid state driver's license. All drivers must have at least one year civilian/six months Marine Corps driving experience. All drivers must have a valid Medical Examiners Certificate and be at least 18 years old to operate any emergency vehicle as specified in enclosure (1).

e. Assignment to Duties Involving Operation of a GOV. The requirement to operate a GOV must be clearly related to the official performance of duty. Commanders, directors, and activity heads will determine which positions and personnel within their organization will operate a Government vehicle. Only mature and reliable individuals with the appropriate license(s), required medical certifications, and good driving records, will be assigned to duties related to operating any GOV.

f. Restrictions on Authority to Drive a GOV

(1) An operator whose state driver's license contains limitations and or restrictions, e.g., corrective lenses required, hearing aid, etc., shall be subject to those same limitations when operating any GOV and shall appear on the OF-346 as required.

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(2) An operator whose state driver's license is suspended, revoked, or restricted by any state for any reason, shall not operate any GOV (tactical or commercial) at any time (see paragraph 5(h)(1)).

(3) No person with a physical, mental, or medical impairment will be assigned to duties as a vehicle operator or be licensed to operate a government motor vehicle if the impairment makes operation of the vehicle unsafe.

g. U.S. Government Operator's License (OF-346)

(1) Period of Issue. An OF-346 issued to all applicants will expire four years after date of issue. An OF-346 previously issued by a licensing authority other than this Base, will not be valid aboard MCBQ, until the individual reports to Driver's Training for a validation and entry in the base Licensing Official files. If assigned to TBS as permanent personnel, the TBS Motor Transport Officer (MTO) has licensing authority to validate for the tactical vehicle license only. The MTO must maintain a logbook (or computer log) for all license transactions. TBS MTO must maintain a personnel folder on each individual Marine or Sailor in accordance with reference (b).

(2) Recording. When an OF-346 has been issued, suspended, and/or revoked, this action will be recorded in the respective military SRB/OQR or appropriate civilian personnel files.

h. Suspension and Revocation of the Authority to Operate a Government Vehicle. Only the Commander, MCBQ Traffic Court Officer, GME Fleet Manager, Commanding Officer, or division director superior to an individual in the chain of command, has authority to suspend and/or revoke an OF-346 or BMVOC License.

(1) Suspension or revocation of a state driver's license automatically suspends or revokes the authority to operate any tactical or commercial GOV. An individual may request reinstatement of his or her GOV driving privileges from the Commander, MCBQ. This exception only applies if the state that suspended or revoked the license has authorized the individual limited driving privileges which permits driving to and from work or the operation of GOV's in connection with employment or military duties. All requests will be submitted to the Commander, MCBQ (B 10) in writing, via the chain of command and will contain proof that the governing state has granted limited driving privileges and full justification concerning the need to drive a GOV. Authority to drive will remain revoked throughout the request process.

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(2) The requirements necessary to revoke the OF-346 will be accomplished by the individual's organization in coordination with the Commanding Officer or the individual responsible for maintaining the licensee's military service record/civilian personnel file.

(3) Commanders, directors, and activity heads will immediately suspend the authority of an individual to operate any GOV under the following circumstances:

(a) When the operator of a government vehicle is cited by military or civilian police, or road master for a traffic offense in connection with a motor vehicle accident involving death or serious injuries and/or total property damages in excess of \$5,000.

(b) When the operator is involved in any accident, or cited by a road master, civilian police, or the military police for any traffic violation involving the driver's use of alcohol or drugs while driving a GOV/POV.

(c) The Commander, MCBQ will withhold final decision concerning revocation or suspension until completion of a required investigation and review.

(4) Flagrant violations are defined as two or more citations for being at fault in a GOV mishap or abuse of a GOV within a 1-year period. Suspensions for flagrant violations will be no less than 30 days. The OF-346 will be reinstated when proof of completion of Remedial Driver's Improvement is provided to the MTO. Repeat offenders risk permanent revocation of the OF-346 license or BMVOC.

6. Responsibilities

a. Licensing Authorities will:

(1) Develop and update training programs to educate personnel to operate GOV's and POV's to reduce motor vehicle mishaps.

(2) Determine scheduling needs, course content, and supervise the work of the instructors who prepare and teach the programs for training, testing, and the licensing of operators of various types of vehicles.

(3) Conduct training sessions as necessary to train new

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instructors or fill personnel voids in schedules.

(4) Conduct training, examination, and road and skill tests in accordance with references (b) and (c).

(5) Issue learners permits and OF-346 licenses for those vehicles indicated in enclosure (1).

(6) Maintain licensing records in accordance with references (a), (b), and (c).

(7) When necessary, and based upon results of driver examination and road and skills tests, advise activity heads and/or supervisors concerning the effectiveness of their 40 hours on-the-job-training (OJT).

(8) Authority to Issue. The OF-346 will be issued by an appropriate license issuing authority identified in this Order and designated in accordance with references (b) and (c). Licensed authorities for the OF-346 are as follows:

(a) Commercial Vehicles. The Commander, MCBQ grants the Manager of Driver's Training Branch (License Code M73), Safety Division, the authority to issue Government licenses (OF-346). The Drivers Training Branch, Safety Division is staffed with one civilian Branch Manager and three civilian Licensing Examiners/ Master Instructors. This Order applies to all Garrison Mobile Equipment (GME) to include commercial and tactical motor vehicles.

(b) Tactical Vehicles. The MTO (License Code M72), TBS, MCCDC, and (M320D) 4th LAR, are the licensing authority. The individual assigned to that billet will appoint at least two MOS qualified 353X Marines as license examiners and manage the licensing program in accordance with references (a) and (b). This applies to tactical motor vehicles only.

(c) Engineer Equipment. The Supervisor, Roads and Grounds Maintenance Shop, Public Works Branch, G-5 is the licensing authority for engineering equipment. The Head, Facilities and Logistics Services Section, G-5, will appoint at least two experienced individuals as licensing examiners and manage the licensing program for MCB in accordance with references (c) and (d). This Order applies to all tactical and commercial engineer equipment in accordance with reference (c).

(d) Additional Licensing Code. 4th LAR BN (M320D) Commander must assign an Officer/Staff NCO the additional duty of Licensing Officer. The Licensing Officer must be

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knowledgeable of the contents of references (a), (b), (d), and (e).

b. Commanders/Division Directors will:

(1) Ensure personnel assigned to duties involving the operation of GOV's/equipment are qualified in accordance with this Order.

(2) Ensure completion of the Application for Government Vehicle Operator's Permit, NAVMC 10964, for personnel requiring an OF-346.

(3) Provide motor vehicles/equipment for operation by unit personnel during OJT and road and skill testing.

(4) Establish written procedures and conduct OJT for operators of government vehicles/equipment under unit cognizance.

(5) Ensure supervisors contact the appropriate license authority to schedule personnel for training required by this order.

(6) When necessary, take actions to suspend, revoke, or otherwise modify the authority of any unit vehicle operator under your cognizance to drive/operate a GOV/equipment.

(7) Make recommendations to endorsements for a reinstatement request of authority to drive/operate a GOV in those cases where a license has been suspended or revoked.

(8) Ensure the issue, suspension, or revocation of the OF-346 is recorded in personnel records in accordance with current directives.

c. Health Care Advisor, Naval Health Clinic (NHCL).
Conduct medical examinations for drivers and issue the Medical Examiner's Certificate (NAVMC 10970) as required in accordance with reference (b).

d. Commanding Officer, Security Battalion/Provost Marshal

(1) Ensure the command traffic regulations contain instructions regarding the operation of emergency vehicles.

(2) Enforce regulations concerning operator licensing and vehicle operations.

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e. Driver Training Branch, Safety Division. Conducts Driver's Training programs per reference (e). Driver's

Training has the capabilities of instructing a wide variety of courses.

Courses provided include:

- (1) Motorcycle Safety Courses
 - (a) Basic Rider Course
 - (b) Military Sport Bike Course
 - (c) Experienced Rider Course
 - (d) Track Day Events
 - (e) Motorcycle Rallies'
- (2) Emergency Vehicle Operator's Course
- (3) Explosive Operator's Course
- (4) Basic Motor Vehicle Operator's Course
- (5) Government Motor Vehicle Operator's Course
- (6) Bus Operator's Course
- (7) Tractor Trailer Course
- (8) Driver Awareness Courses
- (9) Remedial Drivers Training
- (10) Material Handling Equipment Course
- (11) Refresher Material Handling Equipment Course

f. Staff Judge Advocate. Review and make recommendations to the Commander MCB, Quantico, to grant or deny written requests for reinstatement of authority to operate government motor vehicles from individuals who have lost that authority by virtue of suspension/revocations of their state driver's license and or government driving privileges.

g. All Command MTOs will: Establish dispatch procedures to ensure that GOV's/item of equipment are operated only by persons who are authorized and licensed in accordance with this order.

h. All Drivers of Government Vehicles Must:

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(1) Be familiar with and obey all traffic signs, warning devices, and traffic regulations.

(2) Use GOV's only in the **official performance** of duty.

(3) Use a ground guide/spotter whenever backing up/reversing a vehicle. If ground guide/spotter is not available the driver must do a complete walk around the vehicle to ensure the area is clear of objects and request assistance where available.

(4) Before backing, sound your horn (twice).

(5) Tactical vehicle operators and passengers must wear properly secured flak jackets and Kevlar helmets at all times.

(6) Immediately report all motor vehicle accidents involving GOV's to the Military Police, Base Road Master, and the Base Safety Division. Submit the Report of Motor Vehicle Accident, DD Form SF-91, to the vehicle dispatcher.

(7) Immediately report to the appropriate authority (chain of command):

(a) Receipt of any traffic or parking citation.

(b) Any matter that may disqualify or place limitations on eligibility to operate a government motor vehicle or item of equipment (e.g., state suspensions or medical problems).

(8) Inspect GOV before, during, and after operation for operational and safety defects/damage. Report all defects/damages to your supervisor, Quality Control NCO, and the Road Master. Do not operate any GOV if the inspection reveals it to be unsafe.

7. Wrecker Operator's Training

a. Formal school training quotas will be requested if such training is required by higher authority as a prerequisite to vehicle licensing. Activity heads/supervisors will submit quotas to Marine Corps formal schools in accordance with procedures established by the AC/S, G-3 (Head, Current Operations, at 784-3773). Funding is the responsibility of the requesting organization.

b. Local courses of instruction will be established by Licensing authorities, as necessary, to ensure that vehicle operators receive standardized instructions concerning safe vehicle operation, maintenance, and record keeping matters, as

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specified in enclosure (1).

c. Activity heads/applicable supervisors will ensure an OJT program is established and conducted for personnel assigned to duties involving operation of GOVs. The OJT program will include developing the skills necessary to drive/operate a particular vehicle, instruction in, and demonstration of motor vehicle traffic regulations, motor vehicle safety, driver maintenance, driver inspections, vehicle dispatch, vehicle operation, passenger and cargo operations, and accident/discrepancy reporting procedures. All actual vehicle operation by trainees will be supervised by an experienced licensed driver/operator.

8. Training

a. The objective of OJT for drivers is to ensure that the driver under training is capable of operating the vehicle/equipment and performing the mission in a safe and efficient manner. Although enclosure (1) indicates a minimum of 40 hours of OJT with a learners permit, the number of hours actually required, may vary as some individuals may require more than 40 hours of OJT. OJT is completed when the individual demonstrates the ability to perform the mission in a safe and satisfactory manner on and off the Base.

b. Individuals undergoing OJT for vehicles that require an OF-346 to operate, must have a learners permit issued by a licensing authority. To qualify for a learners permit, the individual must submit a completed application for an OF-346 to the licensing authority and must have completed the medical examination requirements.

c. OJT involving the actual operation of any GOV will always be supervised by a person already qualified and licensed to operate the vehicle/equipment. The GOV/equipment will be dispatched/assigned to the licensed operator supervising the training. When personnel are operating a vehicle with a learners permit, the vehicle must be identified with two signs, one displayed on the front of the vehicle, and one displayed on the rear of the vehicle stating, "Student Driver", in (3) inch black letters with a yellow background.

d. The activity head of the individual undergoing road and skills testing is responsible for providing the GOV/item of equipment to be used during the tests. Activity heads are encouraged to coordinate among themselves and the licensing authorities to minimize the number of GOV/items of equipment needed for road and skills testing on a given day.

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e. Prior to personnel operating Government Emergency Vehicles they shall attend the Emergency Vehicle Operator's Course (EVOC), managed by the Driver Training Branch, Safety Division, MCB, Quantico. **Exception:** Fire Department, Military Police, Marine Corps Air Facility, and the NHCQ may manage their own emergency vehicle operators course if they have a qualified instructor. The instructor must pass the EVOC instructors course and be appointed as a License Examiner by his/her Commanding Officer. Driver's Training Branch, Safety Division, must be provided a copy of the instructor's certificate and a copy of the appointment letter from the Commander. The Drivers Training Branch Manager, Safety Division, will continue to be the License Authority and maintain all emergency vehicle operator records. License examiners will fulfill duties as addressed in reference (b).

f. The Driver's Training Branch, Safety Division, will schedule and conduct Driver's Improvement Training and Remedial Driver's Training required by reference (e).

9. The provisions of this Order shall not override the regulations/determinations of the Federal Civil Service Commission concerning Civil Service employees or the provisions of labor contracts/contract rulings concerning non-civil-service civilian employees.

/S/

M. M. KAUZLARICH
Chief of Staff

DISTRIBUTION: INTERNET

LICENSING/TRAINING REQUIREMENTS CHART

TACTICAL VEHICLES
LICENSE REQUIRED

G=OF-346 S=State
Military & Civilian

<u>TYPE VEHICLE</u>		<u>REQUIREMENTS</u>
HMMWV (ALL)	G&S	1-5, 10
MTVR (7-ton tactical truck)	G&S	1-5, 9,10
Mk36 Tactical Wrecker	G&S	2-5, 7-11, 13
LVS All	G&S	2-7, 9-11, 13
All Emergency	G&S	2-4, 9, 10, 12, 13
All Explosives and Related Hazardous Material	G&S	2, 3, 9-11, 5 or 12, and 13
All Refuelers	G&S	2-4, 6, 7, 9-14

Requirements:

1. Persons with no previous or current OF-346 must attend the Government Motor Vehicle Operator's Course conducted by The Basic School (TBS) Motor Transport Officer (MTO), after which a learner's permit will be issued.
2. 40 hours on-the-job-training (OJT) with learner's permit.
3. Written test conducted by license examiner.
4. Road/skills test conducted by license examiner.
5. Classroom instruction conducted by the TBS MTO.
6. Must be qualified MOS of 353X.
7. Must already have current OF-346 for other tactical vehicles.
8. Must be trained by a formal school qualified MOS 3536 (Recovery Vehicle Operator).
9. A valid Medical Examiner's Certificate, NAVMC 10970.
10. Driver's Improvement Card (if under 26 years of age).

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11. Minimum age of 21 for off Base/minimum age of 18 on Base.
12. Classroom instruction conducted by Driver's Training Branch, Safety Division.
13. Shall have considerable driving experience and should have a safe driving record.
14. Must be trained by a formal school qualified 3534 (Refueler Vehicle Operator).

NOTE: In accordance with reference (f), 49 CFR Part 395.3, Operators will not exceed 11 hours of operation time without a consecutive 10 hours of off-duty time.

COMMERCIAL VEHICLES
LICENSE REQUIRED

G=OF-346 S=State
Military & Civilian

<u>TYPE VEHICLE</u>		<u>REQUIREMENTS</u>
Sedans and vans with seating capacity (including driver) of 10 persons or less	S	12 or 14
All pickups/trucks less than 10,000 GVW	S	12 or 14
All buses/vans with seating capacity (including driver) of 16 or more persons	G&S	2-5, 10, 11
All trucks 10,000 pounds GVW or greater	G&S	1-5, 11
All tractor/trailer	G&S	2-7, 10, 11, 12
Wreckers	G&S	1-4, 6-7, 10, 11, 13
All refuelers	G&S	2-7, 9-13, 15
All emergency vehicles	G&S	2, 3, 5, 10, 11
All hazardous material	G&S	3, 5, 10, 11, 13
All Special Purpose Vehicles (Refrigerator, Dumpster)	G&S	1-4, 12

Requirements:

1. Persons with no previous or current OF-346 must attend Government Motor Vehicle Operator's Course conducted by the Driver Training Branch, Safety Division, after which a learner's permit will be issued.

2. 40 hours OJT with learner's permit.
3. Written test conducted by license examiner.
4. Road/skills test conducted by license examiner.
5. Local classroom instruction as prescribed in enclosure (2).
6. Valid OF-346 for 5 ton or larger (commercial or tactical).
7. Must be qualified MOS of 353X.
8. Must be trained by a formal school qualified MOS 3536 (Recovery Vehicle Operator).
9. Qualified to transport Explosives.
10. A valid Medical Examiner's Certificate, NAVMC 10970.
11. Driver's Improvement Card (if under 26 years of age).
12. Valid OF-346 for 5-ton tactical or 3-ton commercial.
13. Minimum age of 21 for off Base/minimum age of 18 for on Base.
14. Basic Motor Vehicle Operator's Card.
15. Must be trained by a formal school qualified 3534 (Refueler Vehicle Operator).

****EXCEPTION:** Marine Corps Systems Command waives Marine Helicopter Squadron-1 (HMX-1) and Marine Corps Air Facility, Quantico (MCAFQ) from the requirement in Table 4-1 of TM 11240-15/3F. All other training and licensing requirements for refueler operators at HMX-1 and MCAF Quantico applies.

Requirements For MCAFQ and HMX-1 non 3531 MOS to operate refueler vehicles:

1. Possess a valid state driver's license.
2. Complete the Driver's Improvement Course (Marines under 26 year of age).
3. Complete the Basic Motor Vehicle Operator's Course (MCAFQ & HMX-1 Marines will be issued an OF-346 for 1 1/4 ton commercial vehicle).

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4. Complete the Government Motor Vehicle Operator's Course (receive a 5-ton learners permit and a 40-hour record log sheet). After 40 hours of road time, a road test will be performed by Driver's Training personnel. Upon passing the road test, a 5-ton license will be issued.
5. Complete the Hazardous Materials Course.
6. A valid Medical Examiner's Certificate, NAVMC 10970.
7. Complete the 40 hr 5,000-gallon commercial refueler operator's training course coordinated by MCAFQ.
8. Upon passing a written test and a practical application test, Driver's Training will issue a R-9/R-10 license with "RESTRICTION FLIGHT LINE ONLY".

NOTE: In accordance with reference (f), 49 CFR Part 395.3, Operators will not exceed 11 hours of operation time without a consecutive 10 hours of off-duty time.

ENGINEER EQUIPMENT

<u>TYPE VEHICLE</u>	<u>LICENSE REQUIRED REQUIREMENTS</u>
G=OF-346 S=State Military & Civilian	
Earth Moving -	
Tracked (All)	G&S 1-7
Wheeled (All)	G&S 1-7
Mowers (Excluding Riding Lawn Mowers)	G&S 1-7
Riding Lawn Mowers	G&S 1,3-6
Material Handling Equipment (MHE) -	
Self-Powered (All)	G&S 1-7
Towed (All)	G&S 1-7
Snow Blowers (All)	G&S 1-7
Equipment not covered (All)	G&S 1-7

Requirements:

1. Persons with no previous or current OF-346 must attend a Government Engineer Operator's Course conducted by the Roads and Grounds Maintenance Shop, G-5, after which a learner's permit will be issued. Riding lawn mowers will not require a learner's permit.
2. 40 hours OJT with learner's permit.
3. Written test conducted by license examiner.
4. Skill test conducted by license examiner.
5. Classroom instruction conducted by the license examiner.
6. A valid Medical Examiner's Certificate, NAVMC 10970.
7. Driver Improvement Card (if under 26 years of age).
8. Incidental operators of riding lawn mowers with a gross vehicle weight rating of 2900 pounds or less must attend a Basic Riding Mower Operators Course. The course will consist of eight hours of training on the proper operation of the riding lawn mower. Refresher training will be conducted every three (3) years.

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LOCAL CLASSROOM INSTRUCTION

This enclosure provides a general description of the local classroom instruction conducted by licensing authorities in connection with driver licensing. To avoid inefficient use of personnel and resources, Drivers Training will coordinate joint classroom instruction for courses conducted. The actual class dates, location, and enrollment procedures will be provided on the DT web site for personnel to enroll into available DT courses.

1. Basic Motor Vehicle Operator's Course (BMVOC). Time - 2 hours. The BMVOC is conducted at Drivers Training Branch, Safety Division and is for all personnel who operate a Government owned motor vehicle of less than 10,000 lbs GVWR. All attendees must show a valid state drivers license, valid DOD identification card, proof of Driver's Improvement (as required) at the beginning of the course. The course will cover driving in the National Capital Region, and the responsibilities of the personnel operating Government owned vehicles less than 10,000 lbs GVWR.

NOTE: Official volunteers enrolled in accordance with references (h) and (i) who are assigned official duties to operate government vehicles will be issued the BMVOC License upon completion of the course. The DOD identification card will not be required when a letter from the Head, Fish, and Wildlife Branch that documents the status of volunteer personnel for the organization.

2. Advanced Motor Vehicle Operators Course (AMVOC). Time - 24 hours (3 days). Required for those individuals who do not currently have or never had a valid OF-346 for a tactical or commercial vehicle. The AMVOC is conducted at Driver's Training Branch, Safety Division. The course focuses on the operation of large (straight truck) vehicles. All applicants must have a GOV license for vehicles less than 10,000 lbs GVWR prior to the course. All applicants must have a valid state drivers license, valid DOD identification card, proof of Driver's Improvement (as required), a valid medical certificate, and have an NAVMC 10964 form signed by their Commanding Officer or other designated official. The first day is classroom based and includes a written test. The following days are hands on, behind the wheel training, on the Skills Range.

Upon completion of the course the applicant will be issued a Learners Permit valid for six months. If the applicant can not complete the required OJT and road mileage before the Learners Permit expires, they will be required to re-take the course.

A Road and Skills test will be completed before a license is issued for the vehicle.

3. Explosives Operator's Course. Time - 12 hours (2 days). Individuals must possess a medical certificate, valid OF-346 or Basic Motor Vehicle Operators License and shall have a minimum of (6) months considerable driving experience with the type of vehicle or equipment to be operated and shall have a clean driving record. Civilians must possess an "H" endorsement. A written examination is administered at the end of the course specifying hazards associated with transporting cargo containing the following: fuel, ammunition, and explosives. The Government License (OF-346) is stamped "Explosive Qualified" after successfully completing the written examination. Operators must be at least 21 years of age for off Base operation and at least 18 years of age for on Base only.

NOTE: Only civilian employees working for Head, Fish, and Wildlife Branch will have their OF-346 stamped "Explosive Qualified - On Base only" unless they possess a Commercial Drivers License (CDL) with an H endorsement.

NOTE: Route 610, Route 619, Route 646 and all other surrounding road/highways are considered off Base.

4. Bus Operator's Course. Time - 16 hours (2 days). Individuals must possess a medical certificate and valid OF-346 for a vehicle with a gross weight of 10,000 pounds or greater. Civilians must possess an "S" or "P" endorsement. Day (1) will be 8 hours of classroom instruction in traffic regulations, operating procedures and techniques, vehicle inspection and servicing, and safety and control of passengers. Day (2), the instructor leads 8 hours of demonstration, practical application, and practice under instructor's supervision. A learner's permit is issued upon passing a written test and the completion of the practical application. A license will be issued upon successful completion of 40 hours of supervised OJT by the individuals unit and the successful completion of a skills and road test administered by the license examiner.

5. Commercial Tractor/Trailer Course. Time - 24 hours (3 days). Individuals must possess a valid OF-346 for a vehicle of a gross weight of 10,000 pounds or greater. Marines must be MOS 353X. Civilians must possess a Class "A" license. Eight hours of classroom instruction will be conducted along with (8) hours of supervision (OJT) in traffic regulations, operating procedures and techniques, vehicle inspection and servicing,

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hooking and unhooking procedures, alley dock, parallel parking, and offset alley and serpentine.

A learner's permit is issued upon successful completion of a written test. A license will be issued upon successful completion of a Road and Skills test administered by the license examiner after the operator has completed the required road mileage.

6. Emergency Vehicle Operator's Course. Time - 40 hours (5 days). This course was developed to prepare drivers to operate emergency vehicles safely in all conditions. All students will receive 20 hours of classroom instruction and 20 hours of actual road and skills training within a controlled environment. DoD Instruction 6055.4 and the appropriate entries made on student's OF-346 will certify all personnel who complete this course for 3 years. All students must possess a valid state drivers license, a valid OF-346 for vehicles 1-1/4 ton or greater, or attend BMVOC, proof of Driver's Improvement, and a valid Operators Medical Certificate.

7. AAA Driver's Improvement Course. This class is an 8-hour course of instruction that covers subjects such as observation habits, communicating, adjusting speed, care, and "you" the driver. Emphasis is on helping people to better understand what safe driving has to offer. Our target audience is all Marines under the age of 26. This class will be provided at least twice a month. A valid state driver license is not required to attend.

8. Remedial Driver's Improvement Course. This course of instruction is designed for personnel who may need a refresher course on safe driving techniques. The course is offered the last Saturday of every month to personnel who would like to hone their driving skills. Uniform for this course is Service B/C or equivalent for all military personnel.

9. The Motorcycle Safety Courses.

a. Basic Rider Course

(1) This course of instruction is a 16-hour (2 Days) course, which provides personnel with a combination of classroom instruction as well as hands on riding instruction. The course is provided to personnel that have no or limited riding experience.

b. Military Sport Bike Course

(1) This course of instruction is an 8-hour (1 Day)

course, which provides personnel with a combination of classroom instruction as well as hands on riding instruction. The course is provided to personnel that own Sport Bikes. The course is designed to enhance the skills of Sport Bike riders.

c. Experienced Rider Course

(1) This course of instruction is an 8-hour (1 Day) course, which provides personnel with a combination of classroom instruction as well as hands on riding instruction. The course is provided to personnel that own Cruiser/Dual Purpose Motorcycles. The course is designed to enhance the skills of experienced riders.

NOTE: This course is not designed to teach a person to ride motorcycles, but to enhance the skills of experienced riders.

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OF-346 LICENSING PROCEDURES

1. General

a. Driver Selection. Supervisors are responsible for ensuring the initial screening and recommendation of applicants as GOV operators. They will ensure procedures are established to direct special attention to the individual's maturity, mental bearing, stability, attitude, alertness, current and past driving experience, and accident/violation record are addressed.

b. Driver Interview. Supervisors will interview their prospective drivers making sure the individual is fully qualified to drive, both mentally and physically. Parts I and II of the NAVMC 10964 (Applications for Government Vehicles Operator's Permit, OF-346) will be filled out at this time. All required information must be provided including the license qualification desired. Both the individual and the activity head must sign the application.

NOTE: The supervisor should inform the individual why an interview is conducted

c. Civilian Employees. Supervisors will determine requirements for licensing of civilian employees. All civilian applicants must possess a valid state drivers license for the class and weight of the vehicle for which they are requesting the OF-346. (State and Federal Law mandate this). Civilians must be at least 18 years of age in order to operate a government bus or emergency vehicle.

2. Application Procedures. The instructions below are intended as a brief guide for the purposes of applying for an OF-346. Detailed procedures concerning the forms used and specific qualifications can be found in MCO 11240.66 and TM 11240-15/3.

a. Application for Government Vehicle Operator's Permit, OF-346, NAVMC 10964.

(1) The applicant will complete items 1-16 in Part I and Part II of the form.

(2) The individual commanding officer or persons with authorization from the commanding officer (activity head in the case of civilians) will complete and sign item 17 of Part I.

b. Medical Examiner's Certificates, NAVMC 10970. If a medical examiner's certificate is required for the type of license that is requested:

(1) The individual will contact the Occupational Health Nurse, Naval Health Clinic, Quantico (NHCQ) for a medical examination, at 784-1731/1732.

(2) Upon satisfactory completion of the medical examination the Commanding Officer, NHCQ, will issue a Medical Examiner's Certificate, NAVMC 10970. This certificate must be retained in the driver's possession at all times when operating Government vehicles (Reference (b) applies).

c. Upon completion of the application and medical requirements the individual must report to the appropriate license examiner. The examiner will review the application and schedule the individual to attend the next available training class.

d. If no local class is required, the license examiner will prepare a learner's permit to be signed by the licensing official.

e. The individual will undergo classroom instruction and OJT, as required, and contact the license examiner to schedule written and road and skills tests.

f. Upon satisfactory completion of testing, the license examiner will prepare an OF-346 for the vehicle type and class, complete Parts III and IV of NAVMC 10964, sign Part III, and submit the form and license to the licensing official for signature.

g. The individual will be issued the OF-346. The NAVMC 10964 will be forwarded to the individual responsible for the service record book for recording where Part V will be completed.

h. After being recorded, the NAVMC 10964 will be returned to the licensing authority for record purposes.

i. Civilian employee applications will be forwarded to the Civilian Human Resources Office, Quantico or the Marine Corps Community Services Division for entry into their official personnel file.

Enclosure (3)