

**TM 11240-15/3D**

**U.S. MARINE CORPS TECHNICAL MANUAL**

---

**MOTOR VEHICLE LICENSING OFFICIAL'S**

**HANDBOOK**



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DEPARTMENT OF THE NAVY  
Headquarters, U.S. Marine Corps  
Washington, DC 20380-0001

30 April 2003

1. This Technical Manual (TM), authenticated for Marine Corps use and effective upon receipt, and provides leaders with the tools to properly screen and instruct Marines to become licensed U. S. Government vehicle drivers. This manual supercedes TM 11240-15/3C dated 31 August 2001.
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 government vehicle. Driving is a privilege and we cannot afford to lose Marines in avoidable mishaps.
3. Additionally, this manual ensures that the operator is qualified, although not experienced. New operators will have their experience measured in miles driven under varying conditions, vice measured by days or months since obtaining a license. Every leader should stress to each applicant their vast 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.

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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 Reserve Forces and contractors working for the Marine Corps as well.

**1-2. SCOPE.** Concerned solely with procedures and techniques for training and testing driver'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. Will establish Marine Corps wide motor vehicle licensing training standards. Accordingly, the Motor Transport Instruction Company, Marine Corps Detachment, Fort Leonard Wood, Missouri will maintain the Motor Vehicle Licensing Official's Handbook and centralized curriculum data base of standard courses of instruction to be used by the operating forces. 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 drivers are permitted to operate independently. An experienced driver will accompany new joins until they have been approved by the command to operate independently. Orientation will occur 30 days after arrival.

#### **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\_.

b. Garrison Mobile Equipment (GME) and General Service Administration (GSA) Automotive Applicability. Applicable to GME and GSA fleet managers who must also observe regulations established by local, state and federal governments, the Federal Personnel Manual, this technical manual and applicable Marine Corps Orders. When other regulations are more restrictive than this manual, they will be implemented. A commercial vehicle license will be obtained from a motor vehicle licensing examiner associated with a commercial motor pool. All commercial licenses must also meet requirements contained in MCO P11240.106.

c. 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 P1200.7, 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 handbook 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 11240.106, Standing Operating Procedure for Garrison Mobile Equipment and General Services Account Fleet. It establishes the policies and procedures for the operation of GME/GSA vehicles.

f. NAVSEA SWO 20-AF-ABK-010, Motor Vehicle Driver and Shipping Inspector's Manual for Ammunition, Explosives and Hazardous Materials, Glove Box Edition. 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 drivers 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 drivers.
- 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. Driver's History File. A driver's history file will be established for all licensing transactions that the licensing office processes. Driver's History Files will contain such documentation as NAVMC 10964, OF-345, written test, road test, skills test, NAVMC 10969, and National Driver's Register (NDR) reports. Local commanders are authorized to maintain any other documentation they deem appropriate.



## CHAPTER 2

### LICENSE PREREQUISITES

**2-1. TYPES OF LICENSES.** There are three types of licenses issued by the 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 has no license.

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 driver's 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 will issue the Shop Use Only License. Other commands can only 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 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 a standard license, the operator must meet all requirements for the specified license listed in Table 2-1 and this TM.

#### 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 Driver 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.

**2-4. OFFICER LICENSING.** Officers will not be licensed to operate tactical motor vehicles. The licensing of officers to operate Garrison Mobil Equipment (GME) should be limited/controlled by local commanders.

**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. General Purpose A. Commercial: Less than 3 ton capacity	1. Valid state operator's permit 2. Completion of DIC (under 26 years)
B. Tactical Vehicles: Through 15 ton capacity (See Table 4-2 page 4-9)	1. Any MOS 2. Minimum height of 64 inches 3. Valid state operator's license (Exceptions to this requirement are Marines attending MOS producing schools at the Marine Corps Motor Transport School, Fort Leonard Wood, Missouri and MCCSSS, Camp Lejeune, North Carolina) 4. Completion of DIC (under 26) 5. Completion of following: a. Vehicle knowledge test b. Skills test c. Road test 6. Medical screening per Chapter 3 7. Training per Para 4-1.
II. Special Purpose Vehicles A. Commercial Vehicles: 3 ton and up, to include buses	1. Any MOS 2. Valid state operator's license 3. Completion of DIC (under 26) 4. Completion of following: a. Specific vehicle knowledge test b. Skills test c. Road test 5. Medical screening per Chapter 3

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

VEHICLE TYPE/CAPACITY	REQUIREMENTS
<p>B. Tractor-trailers: Commercial/Tactical/M870 trailer/M970 trailer/M1000/commercial trailers</p>	<ol style="list-style-type: none"> <li>1. MOS 353X</li> <li>2. Valid state operator's license</li> <li>3. Completion of DIC (under 26)</li> <li>4. Completion of following:               <ol style="list-style-type: none"> <li>a. Specific vehicle knowledge test</li> <li>b. Skills test</li> <li>c. Road test</li> </ol> </li> <li>5. Medical screening per Chapter 3, NAVMC 10969 required</li> <li>6. Training per Para 4-1</li> </ol>
<p>C. Wreckers/Recovery Vehicles all commercial and tactical variants</p> <ol style="list-style-type: none"> <li>1. MK 15</li> <li>2. MK 36</li> <li>3. M936</li> <li>4. M816</li> </ol>	<ol style="list-style-type: none"> <li>1. MOS 35XX</li> <li>2. Minimum height of 64 inches</li> <li>3. Valid state operator's license</li> <li>4. OF 346 for 5 ton/7.1 ton license</li> <li>5. Completion of DIC (under 26)</li> <li>6. Completion of following:               <ol style="list-style-type: none"> <li>a. Specific vehicle knowledge test</li> <li>b. Skills test</li> <li>c. Road test</li> </ol> </li> <li>7. Medical Screening per Chapter 3, NAVMC 10969 required</li> <li>8. Training per Para 4-1</li> </ol>
<p>D. Logistics Vehicle Systems (LVS) (all variants)</p> <ol style="list-style-type: none"> <li>1. MK 48 Power Unit</li> <li>2. MK 14 Trailer Unit</li> <li>3. MK 16 Fifth Wheel Unit</li> <li>4. MK 17 Cargo/Crane Unit</li> <li>5. MK 18 Container Unit</li> <li>6. Tandem Tow</li> </ol>	<ol style="list-style-type: none"> <li>1. MOS 35XX</li> <li>2. Minimum height of 64 inches/and maximum of 75 inches</li> <li>3. Valid state operator's license</li> <li>4. Completion of DIC (under 26)</li> <li>5. Completion of following:               <ol style="list-style-type: none"> <li>a. Specific vehicle knowledge test</li> <li>b. Skills test</li> <li>c. Road test</li> </ol> </li> <li>6. Medical screening per Chapter 3, NAVMC 10969 required</li> <li>7. Training per Para 4-1</li> </ol>

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

VEHICLE TYPE/CAPACITY	REQUIREMENTS
E. Dumps: All commercial and tactical	<ol style="list-style-type: none"> <li>1. Any MOS</li> <li>2. Minimum height of 64 inches</li> <li>3. Valid state operator's license</li> <li>4. Completion of DIC (under 26)</li> <li>5. Completion of following:               <ol style="list-style-type: none"> <li>a. Specific vehicle knowledge test</li> <li>b. Skill test</li> <li>c. Road test</li> </ol> </li> <li>6. Medical screening per Chapter 3, NAVMC 10969 required</li> <li>7. Training per Para 4-1</li> </ol>
F. Refuelers: All types; to include the ARC	<ol style="list-style-type: none"> <li>1. OF 346 for a 5 ton/7.1 ton or higher vehicle               <ol style="list-style-type: none"> <li>a. Tactical: 35XX MOS</li> <li>b. Commercial: Any MOS</li> </ol> </li> <li>2. Valid state operator's license</li> <li>3. Completion of DIC (under 26)</li> <li>4. Completion of following:               <ol style="list-style-type: none"> <li>a. Specific vehicle knowledge test</li> <li>b. Skills test</li> <li>c. Road test</li> </ol> </li> <li>5. Medical screening per Chapter 3, NAVMC 10969 required</li> <li>6. Training per Para 4-1</li> </ol>
G. Howitzers	<ol style="list-style-type: none"> <li>1. Any MOS</li> <li>2. Valid OF 346 for 5 ton/7.1 ton or higher</li> <li>3. Completion of DIC (under 26)</li> <li>4. Completion of following:               <ol style="list-style-type: none"> <li>a. Skills test</li> <li>b. Road test</li> </ol> </li> <li>5. Medical screening per Chapter 3</li> <li>6. Training per Para 4-1</li> </ol>

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

VEHICLE TYPE/CAPACITY	REQUIREMENTS
<p>H. Emergency Vehicles (commercial and tactical, to include A/S32P-19)</p> <ol style="list-style-type: none"> <li>1. Crash vehicles</li> <li>2. Rescue vehicles</li> <li>3. Ambulances</li> </ol>	<ol style="list-style-type: none"> <li>1. Valid state operator's license</li> <li>2. Minimum height of 64 inches</li> <li>3. Completion of DIC</li> <li>4. Emergency Vehicle Operator Course – commercial vehicles only</li> <li>5. Completion of the following:               <ol style="list-style-type: none"> <li>a. Specific vehicle knowledge test</li> <li>b. Specific skills test</li> <li>c. Road test</li> </ol> </li> <li>6. Medical screening per Chapter 3, NAVMC 10969 required (excluding M1035/M997)</li> <li>7. Training per Para 4-1</li> </ol>
<p>I. Hazardous Materials All types of vehicles</p>	<ol style="list-style-type: none"> <li>1. Any MOS</li> <li>2. Valid OF 346</li> <li>3. Valid state operator's license</li> <li>4. Age requirement (mandated by state)</li> <li>5. Hazardous knowledge test</li> <li>6. Medical screening per Chapter 3, NAVMC 10969 required</li> <li>7. Training per Para 4-1</li> </ol>
<p>J. Motorcycles</p>	<ol style="list-style-type: none"> <li>1. Any MOS</li> <li>2. Minimum height of 64 inches</li> <li>3. Completion of DIC (under 26)</li> <li>4. Complete approved MILMO Course</li> <li>5. Medical screening per Chapter 3, NAVMC 10969 required</li> <li>6. Training per Para 4-1</li> <li>7. Motorcycle Safety Foundation (MSF) card required</li> </ol>

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

VEHICLE TYPE/CAPACITY	REQUIREMENTS
K. Shop Use License	<ol style="list-style-type: none"> <li>1. MOS 352X</li> <li>2. Vehicle Specific (HMMWV, MTVR, LVS, and Military Motorcycle)</li> <li>3. Upgrade to license will follow requirements for vehicles listed above</li> <li>4. Completion of the following:               <ol style="list-style-type: none"> <li>a. Specific vehicle knowledge test</li> <li>b. Specific skills test</li> <li>c. Specific vehicle road test</li> </ol> </li> <li>5. Training per Para 4-1</li> <li>6. Only MCSSS can issue an initial shop use license</li> <li>7. Motorcycle Safety Foundation (MSF) card required (<b>MILMO Only</b>)</li> </ol>
III. Test/Prototype Vehicles Tactical and Commercial	<ol style="list-style-type: none"> <li>1. Assigned to or working for MARCORSSCOM</li> <li>2. Valid state operator's license</li> <li>3. Completion of following:               <ol style="list-style-type: none"> <li>a. General tactical driver's knowledge</li> <li>c. Documentation to drive similar class vehicles</li> </ol> </li> <li>4. Medical screening per Chapter 3, NAVMC 10969 required</li> </ol>

## CHAPTER 3

### APPLICATION AND INITIAL SCREENING

**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 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. Naval 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 and 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. National Driver Register (NDR) Check. Submit NDR 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.

e. Training. Unit will provide the applicant with training on specifics and driving skills for vehicle on which applicant in 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.

f. Road Time. To obtain an initial license, the minimum road training mileage, listed in Table 3-1, in the vehicle to licensed must by accomplished. Figure A-17, Appendix A, is a sample of a locally produced form that can be used to record this mileage.

Table 3-1. Training Mileage Requirement

<b>REQUIRED MILES</b>	<b>ROAD TRAINING</b>
75	DAYLIGHT/ON BASE/ON ROAD
75	DAYLIGHT/OFF BASE/ON ROAD
35	DAYLIGHT/ON BASE/OFF ROAD
55	DARK/ON BASE/ON ROAD
10	BLACK OUT/ON BASE/OFF ROAD
250	TOTAL REQUIRED MILES

**NOTE**

- *The military motorcycle (MILMO) 2-week course meets the mileage requirement for new operators of the M1030B1, 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.*
  - *Off road driving time for Marine Reserves is determined by availability of training sites.*
  - *Submit requests with justification for waivers to basic minimum required training mileage to the Commanding Officer Transport School St Leonard Wood, MO.*
- g. Testing. Give the applicant the required tests as stated in Tables 2-1 and 4-1.

h. Issuance of License. The licensing office issues OF 346. 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**

*Initial LVS refueler, and wrecker license will be issued by the MOS producing school only. 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 to licenses requires 6 months of driving experience for active duty Marines. Marine Reservist will require 12 months.
- c. Commercial License. Commercial license 3-ton and higher must be obtained from a motor vehicle licensing examiner associated with a commercial motor pool. A licensing examiner not associated with a commercial motor pool can issue a commercial license provided authority to issue a license has been granted in writing by the local commercial motor pool that has licensing authority. MCO P11240.106\_, Standing Operating Procedure for Garrison Mobile Equipment and General Services Account Fleet, establishes the policies and procedures for the operation of GME/GSA vehicles. Figure A-12, Appendix A provides a sample commercial license that can be used as a guide.
- d. 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.

e. 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/IDC.

f. Learner's Permit. Issue a Learner's Permit if road time is required.

g. 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.

h. 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

**NOTE**

- *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 or the motorcycle is determined by availability of training sites. Off base driving is exempt for the MILMO mileage.*
- *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).*

i. Testing. Give the applicant the required tests as stated in Tables 2-1 and 4-1.

j. 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 60 days after the current expiration date. If the applicant's license has been expired more than 60 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.

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. National Driver's Register (NDR) Check. Submit NDR 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.

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 4-2. 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.*



## 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. Motor Transport Instruction Company, 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: Commanding Officer, Motor Transport Instruction Company, 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.

#### NOTE

- *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).*
- *Off road drive time for Marine Reserves is determined by availability of training sites.*

b. Newly Joined Motor Vehicle Operators. All newly joined motor vehicle operators, with valid military operators licenses, will undergo refresher training that will have, as a minimum, the following requirements.

(1) Brief on local driving rules 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. Refresher Training 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

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

(5) Off road driving time for Marine Reservists is determined by availability of training sites and may be adjusted by the unit commander.

(6) Active duty Marine units 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).

(7) Transportation of troops or cargo while in training will be dictated by local Standard Operation 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 test twice, the applicant will have his/her driving potential reevaluated by his/her command.

- 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 Driver'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. 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 during testing and has the responsibility to stop a skills test in the interest of safety. 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-13, 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 3<sup>rd</sup> 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, authorizes all licensing offices listed in Appendix C to license an applicant on applicable motor transport equipment.*

- 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 the 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.

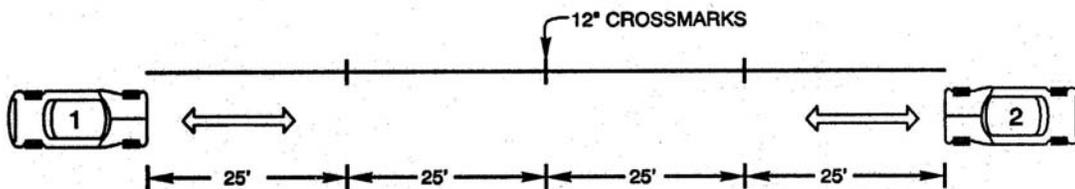


Figure 4-1. Skill Test No. 1



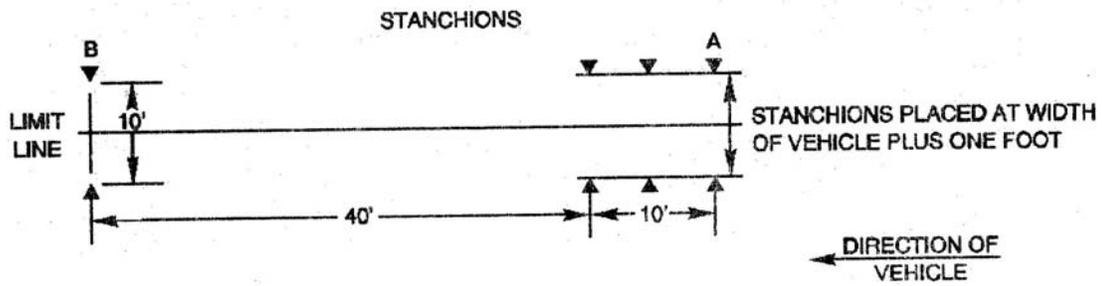


Figure 4-3. Skill Test No. 3

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, leave vehicle running and exit the vehicle. This will let the examiner know that the test has been completed. Deduct points for unsatisfactory performance as shown on the score sheet.

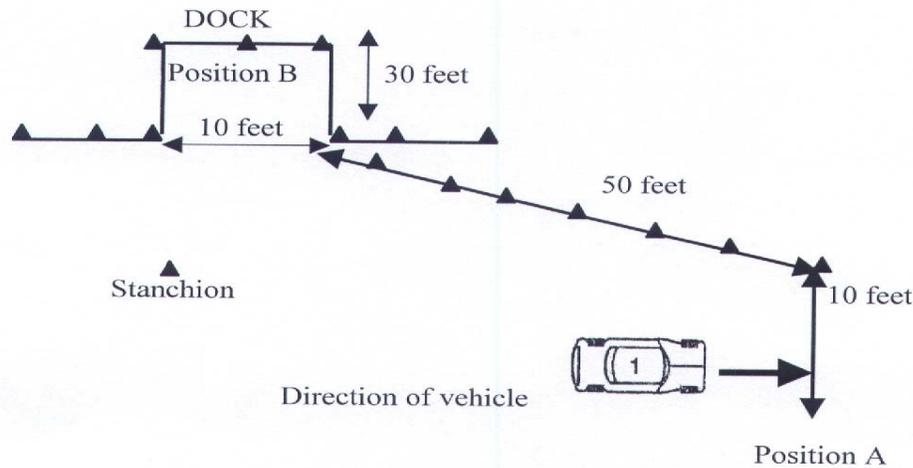


Figure 4-4. Skill Test No. 4

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. Applicants may be given a retest within 24 hours of the original test being administered. Any applicant that fails a second time will have his/her driving potential reevaluated.

**4-5. ROAD TESTING.** 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.

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 will include the following:

Stop signs

Traffic lights (all configurations)

Series of turns (left and right)

Traffic conditions in dual and multi-lane roads

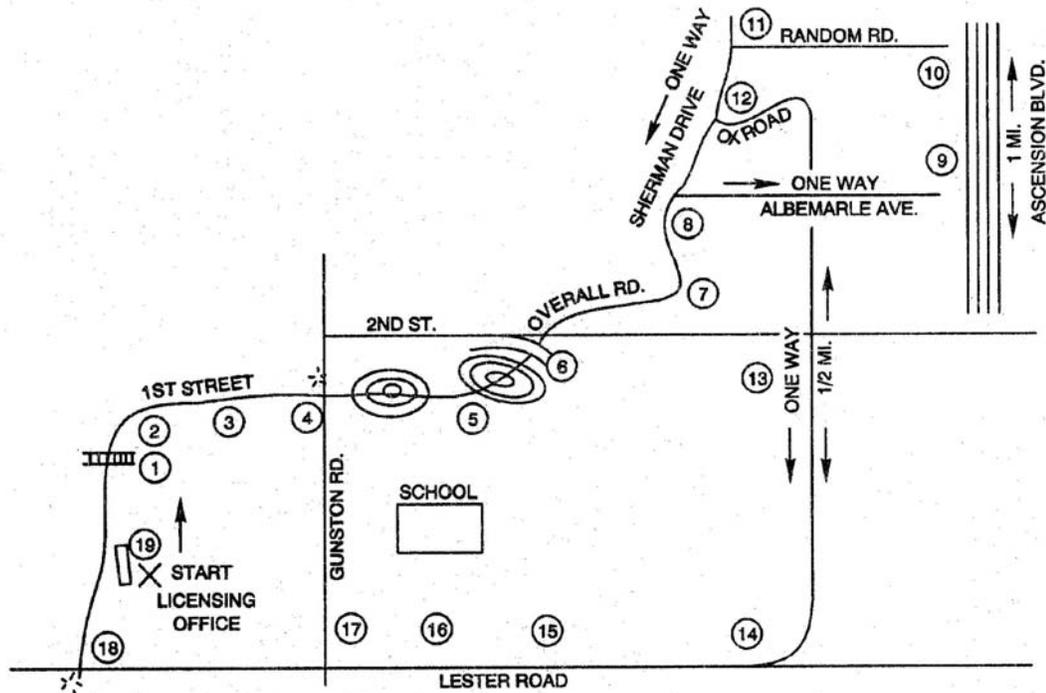
Intersections with the vision of applicant obscured

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. 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-15 and A-16, 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-14, 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-14, 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 Driver's History File.

d. Retesting Failed Applicants. Before any applicant can be given a retest, he/she must receive appropriate remedial training. Applicant may be given a retest 24 hours after the 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 Driver's History File.

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

**NOTE**

*There are no special requirements for MK25/27/28 for the purpose of skills testing.*

TABLE 4-2. VEHICLE TESTING REQUIREMENTS

VEHICLE TYPES	WRITTEN	BASIC SKILLS	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	
IFAV/ITV	Yes	Yes	No	Yes	
M1030B1	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
M813	Yes	Yes	N/A	Yes	
M814	Yes	Yes	N/A	Yes	
M816	Yes	Backup PMCS	Yes	Yes Flat/lift Towed loads	Yes
M817	Yes	Yes	Yes	Yes	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	Yes	Backup PMCS	Yes	Yes Flat/lift Towed loads	Yes
MK48/A1/16	Yes	Backup PMCS	Yes	Yes	Yes
MK48/A1/17	Yes	Backup PMCS	Yes	Yes	Yes
MK48/A1/17A1	Yes	Backup PMCS	Yes	Yes	Yes
MK48/A1/18	Yes	PMCS	Yes	Yes	Yes
MK48/A1/18A1	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	

**NOTE**

- *Successful completion of knowledge/skills/road tests on any one of the MTRV cargo vehicles (MK23/25/27/28) meets licensing requirements for the MTRV cargo Truck.*
- *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 M1123 the operator will also be licensed to operate all other vehicles listed on that line.*
- *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. DOD 4500.35\_ requires that the applicant possess a valid state driver's license. Each state places age restrictions for different vehicle types that must be honored by the licensing office.

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. National Driver's Register Check. All civilian applicants must pass the NDR check as described in Appendix B. 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 and non-federal 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 EMPLOYEES).** Non-federal 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 DoD contractor will be issued an OF 346. DoD Regulation 4500-36\_, Chapter 8 applies.*



## 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.

(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 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 ammo/explosive hazmat licenses, a separate OF 346 will be issued.***

(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. 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 a qualified motor transport mechanic 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.

**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 National Driver's Register (NDR) report, file the Report of Inquiry, Fig. 2-B, in the Driver'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. The length of the suspension is at the discretion of the 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. NDR Makes an Incorrect Identification. The NDR 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**

**NAVMC 10964, Application for Government Vehicle Operator's Permit**

**PART I. APPLICATION**

- Block 1. Last name, first name and middle name of applicant
- Block 2. Rank of applicant as shown on ID card
- Block 3. Correct 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 <input type="checkbox"/>									
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 <input type="checkbox"/> TRUCKS TO _____ TON <input type="checkbox"/> TRUCK-TRACTOR TO _____ TON <input type="checkbox"/> BUSES TO _____ PASS <input type="checkbox"/>									
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 OPEATORS

- 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.*

OF 345  
(11/85)  
Office of Personnel Management  
FPM Chapter 930

**PHYSICAL FITNESS INQUIRY FOR MOTOR VEHICLE OPERATORS**

1. Name ( <i>Last, First, Middle</i> )	2. Date of Birth ( <i>Month, Day, Year</i> )	3. Title of Position
4. Home Address ( <i>Number, Street or RFD, City, State and Zip Code</i> )	5. Employing Agency	

6. Have you ever had or have you now: (*Place check at left of each item.*)

YES	NO		YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Poor vision in one or both eyes	<input type="checkbox"/>	<input type="checkbox"/>	Arthritis, rheumatism, swollen or painful joints
<input type="checkbox"/>	<input type="checkbox"/>	Eye disease	<input type="checkbox"/>	<input type="checkbox"/>	Loss of hand, arm, foot, or leg
<input type="checkbox"/>	<input type="checkbox"/>	Poor hearing in one or both ears	<input type="checkbox"/>	<input type="checkbox"/>	Deformity of hand, arm, foot, or leg
<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Nervous or mental trouble of any kind
<input type="checkbox"/>	<input type="checkbox"/>	Palpitation, chest pain, or shortness of breath	<input type="checkbox"/>	<input type="checkbox"/>	Blackouts or epilepsy
<input type="checkbox"/>	<input type="checkbox"/>	Dizziness or fainting spells	<input type="checkbox"/>	<input type="checkbox"/>	Sugar or albumin in urine
<input type="checkbox"/>	<input type="checkbox"/>	Frequent or severe headaches	<input type="checkbox"/>	<input type="checkbox"/>	Excessive drinking habit (Alcohol)
<input type="checkbox"/>	<input type="checkbox"/>	High or low blood pressure	<input type="checkbox"/>	<input type="checkbox"/>	Other serious defects or diseases
<input type="checkbox"/>	<input type="checkbox"/>	Drug or narcotic habit	<input type="checkbox"/>	<input type="checkbox"/>	

7. If your answer is "Yes" to one or more of the above questions, explain fully in this space, indicating date of original condition and current status:

8. (A) Do you wear glasses (or contact lenses) while driving? .....  YES  NO

(B) Do you wear a hearing aid?.....  YES  NO

**PRIVACY ACT STATEMENT**

Solicitation of this information is authorized by 40 U.S.C. 491 and 5 CFR Part 930 Subpart A, which require OPM to regulate Federal employees use of Government-owned or -leased motor vehicles. It is used to ascertain the physical fitness of Federal employees, whose jobs require authorization to drive Government-owned or -leased vehicles. It is also used in the renewal of authorizations for all such employees. Based on

the information provided, employees may be referred for a medical examination before being granted an initial authorization or a renewal. The disclosure of this information is mandatory when an employee's job requires driving a Federal motor vehicle and is voluntary otherwise. However, failure to complete when requested may result in you not being permitted to operate a Government vehicle.

Certification: I certify that my answers to the above are full and true, and I understand that a willfully false statement or dishonest answer may be grounds for cancellation of my eligibility or my dismissal from the service and is punishable by law.	9. Signature	10. Date Signed ( <i>Month, Day, Year</i> )
---	--------------	--

**REVIEW AND CERTIFICATION BY DESIGNATED OFFICIAL**

I certify that I have reviewed this physical fitness inquiry form and other available information regarding the physical condition of the applicant, and that I have made the following determination:

1. There is no information on this form or otherwise available to indicate that the applicant should be referred for physical examination.

2. On the basis of items checked on this form or other information, this applicant must be referred for physical examination before authorized to operate a Government-owned or -leased motor vehicle or current authorization is renewed.

3. Items checked on this form or otherwise available do not warrant referral for medical examination because of the following facts:

Signature of Designated Official	Date Signed ( <i>Month, Day, Year</i> )
----------------------------------	--

50345-101

U.S. Government Printing Office 1992-312-071/50023

NSN: 7540-00-634-4000

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

**TM 11240-15/3D**

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

<p align="center"><b>MEDICAL EXAMINER'S CERTIFICATE</b></p> <p align="center">I certify that I have examined</p> <p align="center">_____                  [Driver's name (Print)]</p> <p>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.</p> <p><input type="checkbox"/> Qualified only when wearing corrective lenses  <input type="checkbox"/> Qualified only when wearing a hearing aid</p> <p>(Date of examination) _____ (Name of examining doctor (Print)) _____                  _____                  (Signature of examining doctor)</p>	<p align="center">The following to be completed only when the visual test is conducted by a licensed optometrist.</p> <p align="center">_____                  [Date of Examination]</p> <p align="center">_____                  [Name of Optometrist (Print)]</p> <p align="center">_____                  [Address of Optometrist]</p> <p align="center">_____                  [Signature of Optometrist]</p>
---	---

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:	mm/dd/yy
Social Security Number:	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 (mm/dd/yy)
Date expires:	Date licensing official determines (mm/dd/yy) (Hazardous Material Licenses for two years)
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". "* Explosive driver must hold current medical certificate" 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 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

OF 346 11/85 USOPM FPM Chapter 930		<b>U.S. Government Motor Vehicle Operator's Identification Card</b>		Card No. 1000-.99	Restrictions 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 HMMWVA1/A2
					Capacity 2 ¼ TON
					Qualifying Official <i>Dan Dailby</i>
Date of Birth 11/10/75	Social Security No. 123456780		Name and Location of Issuing Unit MTIC,MARDET,USAEC, FLW, MO 65473-5850		M809 Series 5 TON <i>Dan Dailby</i>
Height 70		Weight 195	Hair Color BRN	Eye Color GRN	M939 Series 5 TON <i>Dan Dailby</i>
Date Issued 12/01/99		Date Expires 11/30/03		Signature and Title of Issuing Officer <i>L B Puller</i> LIC. OFFICER (M500)	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		<b>U.S. Government Motor Vehicle Operator's Identification Card</b>		Card No. 1000-.99	Restrictions *MEDICAL CERTIFICATE REQUIRED 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 HMMWVA1/A2
					Capacity 2 ¼ TON
					Qualifying Official <i>Dan Dailby</i>
Date of Birth 11/10/75	Social Security No. 123456780		Name and Location of Issuing Unit MTIC,MARDET,USAEC, FLW, MO 65473-5850		M809 Series 5 TON <i>Dan Dailby</i>
Height 70		Weight 195	Hair Color BRN	Eye Color GRN	M939 Series 5 TON <i>Dan Dailby</i>
Date Issued 12/01/99		Date Expires 11/30/03		Signature and Title of Issuing Officer <i>L B Puller</i> LIC. OFFICER (M500)	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.					*M936 5 TON <i>Dan Dailby</i>
					*MK48/MK15 23 TON <i>Dan Dailby</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		<b>U.S. Government Motor Vehicle Operator's Identification Card</b>		Card No. 1000-.99	Restrictions *MEDICAL CERTIFICATE REQUIRED VOID IF LAMINATED 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 *M936M Wrecker
					Capacity 5 TON
					Qualifying Official <i>Dan Dailby</i>
Date of Birth 11/10/75	Social Security No. 123456780		Name and Location of Issuing Unit MTIC,MARDET,USAEC, FLW, MO 65473-5850		*MK48/MK15 23 TON <i>Dan Dailby</i>
Height 70		Weight 195	Hair Color BRN	Eye Color GRN	*MK36 7.1 TON <i>Dan Dailby</i>
Date Issued 12/01/99		Date Expires 11/30/03		Signature and Title of Issuing Officer <i>L B Puller</i> LIC. OFFICER (M500)	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:	mm/dd/yy
Social Security Number:	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 (mm/dd/yy)
Date expires:	Date licensing official determines (mm/dd/yy)
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". "* Explosive driver must hold current medical certificate" 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 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

OF 346 11/85 USOPM FPM Chapter 930		<b>U.S. Government Motor Vehicle Operator's Identification Card</b>		Card No. 1000-.99	Restrictions 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 11/10/75		Social Security No. 123456780		Name and Location of Issuing Unit MTIC,MARDET,USAEC, FLW, MO 65473-5850	Type Vehicle and/or equipment HMMWVA1/A2	Capacity 2 ¼ TON
Height 70		Weight 195	Hair Color BRN	Eye Color GRN	M809 Series	5 TON
Date Issued 12/01/99		Date Expires 11/30/03		Signature and Title of Issuing Officer <i>L B Puller</i> LIC. OFFICER (M500)	M930 Series	5 TON
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.					OTHER RECORDS ( <i>Optional</i> )	
					NSN 7540-00-634-3999 50346-101	

Figure A-7. OF 346; Duplicate License

OF 346 11/85 USOPM FPM Chapter 930		<b>U.S. Government Motor Vehicle Operator's Identification Card</b>		Card No. 1000-.99	Restrictions * EXPLOSIVE DRIVER MUST HOLD CURRENT MEDICAL CERTIFICATE 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	
Date of Birth 11/10/75		Social Security No. 123456780		Name and Location of Issuing Unit MTIC,MARDET,USAEC, FLW, MO 65473-5850	Type Vehicle and/or equipment HMMWVA1/A2	Capacity 2 ¼ TON
Height 70		Weight 195	Hair Color BRN	Eye Color GRN	M809 Series	5 TON
Date Issued 12/01/99		Date Expires 11/30/01		Signature and Title of Issuing Officer <i>L B Puller</i> LIC. OFFICER (M500)	M939 Series	5 TON
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.					OTHER RECORDS ( <i>Optional</i> )	
					* 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		<b>U.S. Government Motor Vehicle Operator's Identification Card</b>		Card No. 1000-.99	Restrictions * EXPLOSIVE DRIVER MUST HOLD CURRENT MEDICAL CERTIFICATE 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	
Date of Birth 11/10/75		Social Security No. 123456780		Name and Location of Issuing Unit MTIC,MARDET,USAEC, FLW, MO 65473-5850	Type Vehicle and/or equipment HMMWVA1/A2	Capacity 2 ¼ TON
Height 70		Weight 195	Hair Color BRN	Eye Color GRN	M809 Series	5 TON
Date Issued 12/01/99		Date Expires 11/30/01		Signature and Title of Issuing Officer <i>L B Puller</i> LIC. OFFICER (M500)	MK48/MK14	22.5 TON
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.					OTHER RECORDS ( <i>Optional</i> )	
					* HAZARDOUS MATERIAL (AMMO ONLY)	
					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:	mm/dd/yy
Social Security Number:	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 (mm/dd/yy)
Date expires:	Date licensing official determines (mm/dd/yy)
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

OF 346 11/85 USOPM FPM Chapter 930		<b>U.S. Government Motor Vehicle Operator's Identification Card</b>		Card No. 1000-.99	Restrictions LEARNERS PERMIT MUST BE ACCOMPANIED BY A LICENSED DRIVER 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								
Date of Birth 11/10/75		Social Security No. 123456780		Name and Location of Issuing Unit MTIC, MARDET, USAEC, FLW, MO 65473-5850			<table border="1"> <tr> <th>Type Vehicle and/or equipment</th> <th>Capacity</th> <th>Qualifying Official</th> </tr> <tr> <td>HMMWVA1/A2</td> <td>2 ¼ TON</td> <td><i>Dan Dailey</i></td> </tr> </table>	Type Vehicle and/or equipment	Capacity	Qualifying Official	HMMWVA1/A2	2 ¼ TON	<i>Dan Dailey</i>
Type Vehicle and/or equipment	Capacity	Qualifying Official											
HMMWVA1/A2	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)			OTHER RECORDS ( <i>Optional</i> )						
Date Issued 12/01/99		Date Expires 05/31/00											
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		<b>U.S. Government Motor Vehicle Operator's Identification Card</b>		Card No. 1000-.99	Restrictions SHOP USE ONLY VOID IF LAMINATED			HARD SURFACE ROAD ONLY/MSF CARD 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 11/10/75		Social Security No. 123456780		Name and Location of Issuing Unit LOS, MCCSSS, MCB CLNC 28542			<table border="1"> <tr> <th>Type Vehicle and/or equipment</th> <th>Capacity</th> <th>Qualifying Official</th> </tr> <tr> <td>M1123</td> <td>2 ¼ TON</td> <td><i>Dan Dailey</i></td> </tr> <tr> <td>MK 23/25/27/28</td> <td>7.1 TON</td> <td><i>Dan Dailey</i></td> </tr> <tr> <td>M1030B1</td> <td>650CC</td> <td><i>Dan Dailey</i></td> </tr> </table>	Type Vehicle and/or equipment	Capacity	Qualifying Official	M1123	2 ¼ TON	<i>Dan Dailey</i>	MK 23/25/27/28	7.1 TON	<i>Dan Dailey</i>	M1030B1	650CC	<i>Dan Dailey</i>
Type Vehicle and/or equipment	Capacity	Qualifying Official																	
M1123	2 ¼ TON	<i>Dan Dailey</i>																	
MK 23/25/27/28	7.1 TON	<i>Dan Dailey</i>																	
M1030B1	650CC	<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 (M400)			OTHER RECORDS ( <i>Optional</i> )												
Date Issued 12/01/99		Date Expires 11/30/03																	
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.					NSN 7540-00-634-3999 50346-101														

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

OF 346 11/85 USOPM FPM Chapter 930		<b>U.S. Government Motor Vehicle Operator's Identification Card</b>		Card No. 1000-.99	Restrictions 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 11/10/75		Social Security No. 123456780		Name and Location of Issuing Unit LOS, MCCSSS, MCB CLNC 28542			<table border="1"> <tr> <th>Type Vehicle and/or equipment</th> <th>Capacity</th> <th>Qualifying Official</th> </tr> <tr> <td>Comm Vehicle</td> <td>3 TON</td> <td><i>Dan Dailey</i></td> </tr> <tr> <td>*Comm Tractor Trailer</td> <td>10 TON</td> <td><i>Dan Dailey</i></td> </tr> <tr> <td>*Comm Bus</td> <td>44 Pass</td> <td><i>Dan Dailey</i></td> </tr> <tr> <td>*Comm Wrecker</td> <td>5 TON</td> <td></td> </tr> </table>	Type Vehicle and/or equipment	Capacity	Qualifying Official	Comm Vehicle	3 TON	<i>Dan Dailey</i>	*Comm Tractor Trailer	10 TON	<i>Dan Dailey</i>	*Comm Bus	44 Pass	<i>Dan Dailey</i>	*Comm Wrecker	5 TON	
Type Vehicle and/or equipment	Capacity	Qualifying Official																				
Comm Vehicle	3 TON	<i>Dan Dailey</i>																				
*Comm Tractor Trailer	10 TON	<i>Dan Dailey</i>																				
*Comm Bus	44 Pass	<i>Dan Dailey</i>																				
*Comm Wrecker	5 TON																					
Height 70	Weight 195	Hair Color BRN	Eye Color GRN	Signature and Title of Issuing Officer <i>L B Puller</i> LIC. OFFICER (M400)			OTHER RECORDS ( <i>Optional</i> )															
Date Issued 12/01/99		Date Expires 11/30/03																				
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.					NSN 7540-00-634-3999 50346-101																	

Figure A-12. OF 346, Commercial License

(11240)

# SKILL TEST

## 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)

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.

**SUMMARY**  
 Pass  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
  - 3 Move vehicle continuously (no stops)
  - 4 Stop smoothly at end of 100 feet
  - 5 Maintain acceptable RPM's (no racing or lunging).
  - 6 Shift gears smoothly (no clashing)
  - 7 Keep engine from stalling
- BACKWARD, FAILS TO: \_\_\_\_\_
- 1 Operate vehicle smoothly
  - 2 Keep wheel touching line
  - 3 Move vehicle continuously (no stops)
  - 4 Stop smoothly at end of 100 feet
  - 5 Maintain acceptable RPM's (no racing or lunging).
  - 6 Keep engine from stalling

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

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
  - 3 Hits stanchions (left or right)
  - 4 Stops abruptly or jerkily
  - 5 Stops short of line
  - 6 Front bumper crosses line

TOTAL SCORE: \_\_\_\_\_

### TEST NO. 4 BACKING-UP TO A DOCK

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

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 Filler \_\_\_\_\_
  - 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 \_\_\_\_\_

TOTAL SCORE: \_\_\_\_\_

### REMARKS

20 - 16 Pass \_\_\_\_\_  
 15 - 0 Fail \_\_\_\_\_

\_\_\_\_\_  
 LICENSE EXAMINER'S SIGNATURE

Figure A-13. NAVMC 10965; Skill and Road Test Score Sheet (Side 1)  
 This form will be locally reproduced until stocks are available.

(11240)

# ROAD TEST

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

DATE \_\_\_\_\_

EXAMINER \_\_\_\_\_

FINAL SCORE = 100 MINUS (TOTAL DEDUCTIONS) = \_\_\_\_\_

TYPE OF VEHICLE USED IN TEST \_\_\_\_\_

**INSTRUCTIONS**

- Road test course to be approximately 5 miles long and include at least 80% of specified situations.
- Examiner rides with applicant during test, observing performance and placing tally mark in front of each error made.
- Numbers to left of faults indicate number of points off for each occurrence. Perfect score is 100. Subtract total points off from 100 to determine final score.
- Minimum passing grade is final score of 80%.
- Detailed testing instructions are contained in Licenses, Official's Handbook, Chapter 4.

<p><b>FAILS TO:</b></p> <ul style="list-style-type: none"> <li>-1 _____ INSPECT TIRES</li> <li>-1 _____ USE CURBSIDE DOOR (IF PRACTICABLE)</li> <li>-1 _____ ADJUST SEAT</li> <li>-1 _____ ADJUST MIRROR</li> <li>-1 _____ SOUND HORN</li> <li>-1 _____ CHECK HEAD AND TAIL LIGHTS</li> <li>-1 _____ CHECK STOP LIGHT</li> <li>-1 _____ TEST FOOT BRAKES</li> <li>-1 _____ TEST HAND BRAKE</li> <li>-1 _____ CHECK DOORS FOR PROPER CLOSING</li> </ul> <p><b>STARTING MOTOR</b></p> <ul style="list-style-type: none"> <li>-1 _____ DISENGAGE CLUTCH AND GEARS</li> <li>-1 _____ WARM MOTOR PROPERLY</li> <li>-1 _____ TEST WINDSHIELD WIPER</li> </ul> <p><b>LEAVING CURB</b></p> <p><b>FAILS TO:</b></p> <ul style="list-style-type: none"> <li>-2 _____ LOOK BACK AND CHECK TRAFFIC CONDITIONS</li> <li>-2 _____ GIVE PROPER SIGNAL</li> <li>-2 _____ WAIT FOR PASSING TRAFFIC</li> <li>-1 _____ RELEASE HAND BRAKE</li> <li>-1 _____ MAKE SMOOTH START</li> </ul> <p><b>SPEED</b></p> <ul style="list-style-type: none"> <li>-3 _____ EXCEEDS SPEED LIMIT</li> <li>-3 _____ TOO FAST FOR CONDITIONS</li> <li>-3 _____ TOO SLOW FOR CONDITIONS</li> <li>-3 _____ ERATIC—VARIES SPEED TOO MUCH</li> </ul> <p><b>REMARKS:</b></p>	<p><b>TURNES</b></p> <ul style="list-style-type: none"> <li>-2 _____ FROM WRONG LANE</li> <li>-2 _____ INTO WRONG LANE</li> <li>-2 _____ CUTS CORNER</li> <li>-2 _____ TOO WIDE OR SWERVES</li> <li>-2 _____ TOO FAST</li> <li>-2 _____ WITHOUT PROPER SIGNAL</li> </ul> <p><b>OVERTAKING—PASSING</b></p> <ul style="list-style-type: none"> <li>-3 _____ FOLLOWS TOO CLOSELY</li> <li>-2 _____ FAILS TO SIGNAL (HAND, LIGHTS, HORN)</li> <li>-2 _____ CUTS IN TOO SOON</li> <li>-2 _____ PASSES IN INTERSECTION</li> <li>-2 _____ PASSES ON HILL, CURVE, ETC.</li> </ul> <p><b>RAILROAD CROSSINGS</b></p> <ul style="list-style-type: none"> <li>-2 _____ STOP WHERE REQUIRED</li> <li>-2 _____ LOOK BOTH WAYS</li> <li>-2 _____ SLOW DOWN AND LISTEN</li> <li>-2 _____ SELECT PROPER GEAR BEFORE CROSSING</li> </ul> <p><b>PARKING</b></p> <p><b>FAILS TO:</b></p> <ul style="list-style-type: none"> <li>-1 _____ GIVE PROPER SIGNAL</li> <li>-1 _____ PARK WITHIN TWO BACKINGS</li> <li>-1 _____ AVOID RUBBING CURB</li> <li>-1 _____ AVOID HITTING VEHICLE OR STANCHION</li> <li>-1 _____ SET HAND BRAKE</li> <li>-1 _____ PARK WITHIN 12 INCHES OF CURB</li> <li>-2 _____ ALIGN PROPERLY WITH LOADING DOCK</li> </ul>	<p><b>USE OF CONTROLS</b></p> <ul style="list-style-type: none"> <li>-1 _____ RIDES CLUTCH</li> <li>-1 _____ CLASHES OR SELECTS WRONG GEAR</li> <li>-1 _____ BOTH HANDS NOT ON WHEEL</li> <li>-1 _____ RACES OR STALLS ENGINE</li> <li>-1 _____ SLIPS CLUTCH TO HOLD VEHICLE</li> <li>-1 _____ IN GEAR, CLUTCH DEPRESSED, AT TRAFFIC LIGHT</li> </ul> <p><b>SLOWING OR STOPPING</b></p> <p><b>FAILS TO:</b></p> <ul style="list-style-type: none"> <li>-2 _____ GIVE PROPER SIGNAL</li> <li>-2 _____ LOOK IN MIRROR</li> <li>-2 _____ STOP SMOOTHLY</li> <li>-2 _____ MAKE FULL STOP, IN PROPER POSITION, AT STOP SIGNS</li> <li>-1 _____ SLOW DOWN BY COMPRESSION</li> </ul> <p><b>BACKING</b></p> <ul style="list-style-type: none"> <li>-2 _____ LOOK BEHIND VEHICLE FIRST</li> <li>-2 _____ BACK SLOWLY (SOUND HORN IF NECESSARY)</li> <li>-1 _____ BACK SMOOTHLY</li> <li>-1 _____ USE A GUIDE IF NECESSARY</li> </ul> <p><b>ATTENTION</b></p> <p><b>FAILS TO:</b></p> <ul style="list-style-type: none"> <li>-2 _____ ANTICIPATE ACTIONS OF OTHER DRIVERS OR PEDESTRIANS</li> <li>-2 _____ KEEP ATTENTION ON DRIVING</li> <li>-2 _____ LIMIT TALKING TO MINIMUM</li> <li>-2 _____ DRIVE IN PROPER LANE</li> <li>-2 _____ OBSERVE SIGN OR SIGNAL</li> </ul> <p><b>ATTITUDE</b></p> <ul style="list-style-type: none"> <li>-3 _____ DEFENDS ON OTHERS FOR SAFETY</li> <li>-3 _____ INSISTS ON LEGAL RIGHT-OF-WAY</li> <li>-3 _____ UNNECESSARY HORN BLOWING</li> <li>-3 _____ FAILS TO YIELD RIGHT-OF-WAY TO PEDESTRIANS</li> <li>-3 _____ FAILS TO YIELD RIGHT-OF-WAY TO OTHER VEHICLES</li> <li>-3 _____ OVERCONFIDENCE OR COCKINESS</li> <li>-3 _____ TIMIDITY OR LACK OF ASSURANCE</li> </ul>
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\_\_\_\_\_  
**LICENSE EXAMINER'S SIGNATURE**

Figure A-14. Road Test Score Sheet (Side 2)  
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**TM 11240-15/3D**

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) <span style="float: right;">(11240)</span>												
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										
FROM	a	b	c	d	e	f	g	h	i	j		
TO												
1.												
TO												
2.												
TO												
3.												
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TO												
9.												

DATE		TYPE		REGISTRATION NO.				ADMINISTRATION NO.									
1. BEFORE OPERATION			OPERATOR			2. DURING OPERATION			OPERATOR			3. AFTER OPERATION			OPERATOR		
			1st 2d 3d						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 --DK 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-15. NAVMC 10627; Vehicle and Equipment Operational Record

**TM 11240-15/3D**

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 <sup>st</sup> 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.

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								
TO										
10.										
TO										
11.										
TO										
12.										
TO										
13.										
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23.										
TO										
24.										
TO										
25.										
TO										
26.										
TO										
27.										
<b>TOTALS</b>										
PRIME SHIFT #		TOTAL HOURS ON DISPATCH #			TOTAL IDLE TIME #			TOTAL PRODUCTIVE TIME #		
1ST OPERATOR					2D OPERATOR					
3D OPERATOR										
<p><b>NOTE:</b> 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-16. NAVMC 10627; Vehicle and Equipment Operational Record, Page 2

**TM 11240-15/3D**

**DRIVING LOG**

NAME:	Full name of individual operating vehicle
RANK:	Rank of individual operating vehicle
SSN:	Social security number of individual operating vehicle
VEH TYPE:	Type of vehicle being operated
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
START MILES:	Miles shown on vehicle odometer
END MILES:	Miles shown on vehicle odometer
MILES DRIVEN:	Total miles driven (end miles minus start miles)
PRIMARY OPERATOR:	Name of primary operator
SIGNATURE: PRIMARY OPERATOR:	Payroll signature of operator
SIGNATURE: MTO/MTC:	Payroll signature of MTO/MTC
DATE:	Date MTO/MTC signed driving log





## APPENDIX B

### NATIONAL DRIVER'S REGISTER PROCEDURES

**B-1. GENERAL BACKGROUND.** The National Driver's Register (NDR) is an agency established by Public Law 86-660 and maintained by the National Highway Traffic Safety Administration, U.S. Department of Transportation. The NDR provides a central driver's record identification facility containing the names of drivers whose licenses have been denied, suspended, or revoked for a period dating back a number of years, depending upon the severity of the offense. Although the NDR was originally established to assist only the states in obtaining all adverse records available on a license applicant, the service has now been expanded and made available to Federal agencies.

**B-2. NDR "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 NDR. NDR 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 NDR 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, NDR 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 NDR form, Figure B-1. 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 mail the completed form(s) to:

National Driver's Register  
400 7th Street, SW  
Room 6124  
Washington, D.C. 20590  
(202) 366-4800

**B-4. ACTION FOLLOWING COMPLETION OF AN INQUIRY FORM.** The NDR 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. NDR reports should arrive at the licensing office approximately 20 days after being sent. If no report arrives within that period, assume that the applicant has a clear record, although a delayed search by NDR may result in an adverse report as late as 3 months after initial inquiry.

**B-5. NDR REPORTS.** All NDR replies will arrive on a form similar to that shown in Figure B-2. Such reports will not always require action. The following guidelines apply.

**TM11240-15/3D**

a. Report Interpretation. Civilian driver's licenses may be withdrawn or denied for a variety of reasons. Because of the unique operational needs of the Marine Corps, not all such withdrawals or denials are considered adverse or unfavorable enough to restrict an applicant from performing his/her prescribed military duties. When individuals have a revoked or suspended state driver's licenses, clarification information may be obtained from the state that revoked or suspended that license. Table B-1 is the current listing for each state's driver's licensing agency. It can be updated at the Department of Transportation's web site: <http://www.nhtsa.dot.gov/PEOPLE/>

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. National Driver's Registry Check Form

REPORT OF INQUIRY SEARCHED -- NATIONAL DRIVER REGISTER					
INQUIRY BY:	DEPT OF DEFENSE	ROUTING SYMBOL: M500	SEARCHED DATE: 11-10-79		
NAME:(FIRST) (MIDDLE) (LAST):	MARINE A SMITH	D.O.B.:	11/10/75	SSN:	123456789
DRIVER LICENSE NUMBER:	SEX: M	HEIGHT: 6' 00"	WEIGHT: 160	EYES:	BLU
<div style="border: 1px solid black; width: 80px; height: 15px; margin: 0 auto;"></div> THE SUBJECT BELOW MAY BE RELATED TO THE SUBJECT OF INQUIRY					
NAME:(FIRST) (MIDDLE) (LAST):	MARINE A SMITH	D.O.B.:	11/10/75	SSN:	123456789
DRIVER LICENSE NUMBER:	123456789	SEX: M	HEIGHT: 6' 00"	WEIGHT: 160	EYES: BLU
REPORTED BY: INDIANA	LICENSE STATUS: NOT	RESTORED/STATUS			
THE PRIVILEGE TO DRIVE IN THE STATE IS VALID. CONTACT THE STATE DEPARTMENT OF MOTOR VEHICLES FOR MORE INFORMATION.					

Figure B-2. National Driver's Registry Reply

**Table B-1. State Interface Points**

**ALABAMA**

Department of Public Safety  
Driver License Records Unit  
P.O. Box 1471  
Montgomery, AL 36192-2301  
(334) 242-4142

**ALASKA**

Department of Public Safety  
Division of Motor Vehicles  
Driver Services  
P.O. Box 20020  
Juneau, AK 99802-0020  
(907) 465-4335

**ARIZONA**

Motor Vehicle Division  
P.O. Box 2100  
Driver Improvement  
Phoenix, AZ 85001  
(602) 255-0072

**ARKANSAS**

Office of Driver Services  
Driver Control Section  
P.O. Box 1272  
Little Rock, AR 72203  
(501) 682-1400

**CALIFORNIA**

Department of Motor Vehicles  
Driver License Operations  
P.O. Box 942890  
Sacramento, CA 94290-0001  
(916) 657-6525

**COLORADO**

Motor Vehicle Division  
Driver Control Section  
140 West 6<sup>th</sup> Avenue  
Denver, CO 80204  
(303) 205-5613

**CONNECTICUT**

Department of Motor Vehicles  
Driver Services Division  
60 State Street  
Wethersfield, CT 06109  
(860)263-5720

**DELAWARE**

Division of Motor Vehicles  
Driver Improvement Section  
P.O. Box 698  
Dover, DE 19903  
(302) 739-4497

**DISTRICT OF COLUMBIA**

Bureau of Motor Vehicle Services  
Traffic Records and Rehab Branch  
301 C Street, NW.  
Washington, DC 20001  
(202) 727-6761

**FLORIDA**

Bureau of Records  
P.O. Box 5775  
Tallahassee, FL 32314-5775  
(850) 487-4303

**GEORGIA**

Department of Public Safety  
Revocation Section  
P.O. Box 1456  
Atlanta, GA 30371  
(404) 624-7597

**GUAM**

Guam Motor Vehicle Division  
Dept. of Revenue & Taxation  
P.O. Box 23607  
Barrigada, GU 96921  
(671) 475-1761/2

**Table B-1. State Interface Points (Continued)****HAWAII**

Motor Vehicle Safety Office  
601 Kamokila Blvd.  
Kapolei, HI 96707  
(808) 692-7656

**ILLINOIS**

Department of Motor Vehicles  
Driver Services Division  
2701 South Dirkson Parkway  
Springfield, IL 62723  
(217) 785-3108

**IOWA**

Driver Records  
100 Euclid Park Fair Mall  
P.O. Box 9204  
Des Moines, IA 50306-9204  
(515) 237-3086

**KENTUCKY**

Department of Vehicle Regulation  
Division of Driver Licensing  
State Office Building, 2<sup>nd</sup> Floor  
Frankfurt, KY 40622  
(502) 564-6800

**MAINE**

Secretary of State  
Motor Vehicle Division  
State House Station 29  
Augusta, ME 04333  
(207) 624-9000

**MASSACHUSETTS**

Registry of Motor Vehicles  
Attn: Suspensions  
1135 Tremont St.  
Boston, MA 02120  
(617) 351-7200

**IDAHO**

Motor Vehicle Bureau  
Driver Services Section  
P.O. Box 7129  
Boise, ID 83707  
(208) 334-8736

**INDIANA**

Bureau of Motor Vehicles  
Sfty Responsibility & /Drvr Impr.  
State Office Building, Room 410  
Indianapolis, IN 46204  
(317) 232-2840

**KANSAS**

Division of Vehicles  
Driver Control & Licensing Bureau  
Robert Docking State Office Bldg.  
Topeka, KS 66626  
(785) 296-3671

**LOUISIANA**

Department of Public Safety  
Office of Motor Vehicles  
P.O. Box 64886  
Baton Rouge, LA 70896  
(225) 925-6009

**MARYLAND**

Motor Vehicle Administration  
Division of Driver Records  
6601 Ritchie Highway, NE  
Glen Burnie, MD 21062  
(410) 768-7659

**MICHIGAN**

Department of State  
Bureau of Drvr and Veh Records  
7064 Crowner Drive  
Lansing, MI 48918  
(517) 322-1460

**Table B-1. State Interface Points (Continued)**

**MINNESOTA**

Department of Public Safety  
445 Minnesota St.  
St. Paul, MN 55101-5180  
(651) 296-2025

**MISSISSIPPI**

Department of Public Safety  
Bureau of Driver Services  
P.O. Box 958  
Jackson, MS 39205  
(601) 987-1203

**MISSOURI**

Driver License Bureau  
P.O. Box 200  
Jefferson City, MO 65105  
(573) 751-2730

**MONTANA**

Motor Vehicle Division  
Driver Services Bureau  
Driver Licensing Records Section  
303 N. Roberts Street  
Helena, MT 59620  
(406) 444-4590

**NEBRASKA**

Department of Motor Vehicles  
Driver Records Section  
P.O. Box 94789  
Lincoln, NE 68509  
(402) 471-3985

**NEVADA**

Department of Motor Vehicles  
Records Services Section  
555 Wright Way  
Carson City, NV 89711-0300  
(775) 684-4368

**NEW HAMPSHIRE**

Division of Motor Vehicles  
Records Section  
James H. Hayes Safety Bldg.  
Hazen Drive  
Concord, NH 03305  
(603) 271-3109

**NEW JERSEY**

Division of Motor Vehicles  
Driver Record Abstract Section  
PO Box 142  
225 East State Street  
Trenton, NJ 08666  
(609) 292-6500

**NEW MEXICO**

Division of Motor Vehicles  
Driver Services Bureau  
P.O. Box 1028  
Santa Fe, NM 87504-1028  
(505) 827-2249

**NEW YORK**

Department of Motor Vehicles  
Driver Licensing Division  
Swan Street Bldg., Room 221  
Empire State Plaza  
Albany, NY 12228  
(518) 474-0735

**Table B-1. State Interface Points (Continued)****NORTH CAROLINA**

Division of Motor Vehicles  
 Driver License Division  
 1100 New Bern Avenue  
 Raleigh, NC 27697  
 (919) 715-7000

**NORTH DAKOTA**

State Highway Department  
 Drvr Lic & Traffic Sfty Div.  
 600 E. Boulevard Ave.  
 Bismarck, ND 58505  
 (701) 328-2603

**OHIO**

Bureau of Motor Vehicles  
 Driver License Division  
 P.O. Box 16520  
 Columbus, OH 43266-0020  
 (614) 752-7500

**OKLAHOMA**

Department of Public Safety  
 Driver Improvement Bureau  
 P.O. Box 11415  
 Oklahoma City, OK 73136  
 (405) 425-2098

**OREGON**

Motor Vehicles Division  
 Driver Licensing Section  
 1905 Lana Avenue, NE  
 Salem, OR 97314  
 (503) 945-5400

**PENNSYLVANIA**

Bureau of Driver Licensing  
 Information Sales Unit  
 P.O. Box 8691  
 Harrisburg, PA 17105  
 (717) 523-6429

**PUERTO RICO**

Bureau of Traffic Safety  
 P.O. Box 41269  
 Minillas Station  
 Santurce, PR 00940  
 (787) 725-7112

**RHODE ISLAND**

Registry of Motor Vehicles  
 Operator Control Section  
 286 Main Street  
 Pawtucket, RI 02860  
 (401) 721-2650

**SOUTH CAROLINA**

S. C. Department of Public Safety  
 Driver Records  
 P.O. Box 100178  
 Columbia, SC 29202-3178  
 1(800) 442-1368

**SOUTH DAKOTA**

Dept. of Commerce & Regulation  
 Driver Improvement Program  
 118 W. Capitol Avenue  
 Pierre, SD 57501-2036  
 (605) 773-6883

Table B-1. State Interface Points (Continued)

**TENNESSEE**

Department of Safety  
Driver Control Division  
1150 Foster Avenue  
Nashville, TN 37210  
(615) 251-5166

**TEXAS**

Department of Public Safety  
Driver Improvement and Control  
P.O. Box 4087  
Austin, TX 78773  
(512) 424-2600

**UTAH**

Motor Vehicle Division  
Motor Vehicle Records Department  
P.O. Box 30560  
Salt Lake City, UT 84130-0560  
(801) 965-3872

**VERMONT**

Department of Motor Vehicles  
Driver Improvement  
120 State Street  
Montpelier, VT 05603  
(802) 828-2155

**VIRGINIA**

Department of Motor Vehicles  
Driver Licensing & Info Division  
P.O. Box 27412  
Richmond, VA 23269  
(804) 367-0538

**VIRGIN ISLANDS**

Traffic Division  
Criminal Justice Complex  
Charlotte Amalie  
St. Thomas, VI 00803  
(340) 774-2211

**WASHINGTON**

Department of Licensing  
Division of Driver Services  
P.O. Box 9030  
Olympia, WA 98504  
(360) 902-3900

**WEST VIRGINIA**

Department of Motor Vehicles  
Driver Improvement Division  
1800 Washington Street, East  
Charleston, WV 25317  
(304) 558-2413

**WISCONSIN**

Department of Transportation  
Compliance and Restoration Section  
P.O. Box 7917  
Madison, WI 53707  
(608) 266-2261

**WYOMING**

Department of Transportation  
Driver Control  
Financial Responsibility Sect.  
P.O. Box 1708  
Cheyenne, WY 82003  
(307) 777-4800

**APPENDIX C  
LICENSING OFFICE CODE IDENTIFIERS**

<b>LICENSING CODE</b>	<b>COMMAND</b>
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 <sup>th</sup> & 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 <sup>nd</sup> Marine Division MARFORLANT Camp Lejeune, North Carolina 28542

**LICENSING CODE**

**COMMAND**

M102	Commanding General 2 <sup>nd</sup> Force Service Support Group MARFORLANT Camp Lejeune, North Carolina 28542
M103	Commanding General 2 <sup>nd</sup> 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 <sup>th</sup> 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 4 <sup>th</sup> MEB FMFLANT 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  
3<sup>rd</sup> Force Service Support Group  
Unit 38401  
FPO AP, California 96604-8401  
Attn: G3/LMCC

M204

Commanding Officer  
Combat Service Support Group 3  
3<sup>rd</sup> Force Service Support Group  
MARFORPAC  
Marine Corps Base, Hawaii  
Kaneohe, Hawaii 96863

M205

Commanding Officer  
3<sup>rd</sup> TSB, Support Battalion  
3<sup>rd</sup> Force Service Support Battalion  
Unit 38401  
FPO AP, California 96604-8401

M206

Commanding Officer  
9<sup>th</sup> Engineer Support Battalion  
3<sup>rd</sup> Force Service Support Group  
Unit 38401  
FPO AP, California 96604-8401

M207

Commanding Officer  
Headquarters and Service Battalion  
3<sup>rd</sup> Force Service Support Group  
Unit 38401  
FPO AP, California 96604-8401

M208

Commanding Officer  
3<sup>rd</sup> Maintenance Repair Battalion  
3<sup>rd</sup> Force Service Support Group  
Unit 38401  
FPO AP, California 96604-8401

M209

Commanding Officer  
Combat Service Support Group 36  
3<sup>rd</sup> Force Service Support Group  
Unit 38401  
FPO AP, California 96604-8401

LICENSING CODE	COMMAND
M210	Commanding General 3 <sup>rd</sup> Marine Division Unit 38401 FPO AP, California 96604-8401
M211	Commanding General 1 <sup>st</sup> Marine Aircraft Wing MARFORPAC Camp Butler, Japan FPO Seattle, Washington
M212	Commanding Officer Marine Wing Support Squadron-171 1 <sup>st</sup> Marine Aircraft Wing MARFORPAC PSC 561 FPO AP, California 96310-0029
M213	Commanding Officer 3 <sup>rd</sup> Marine Expeditionary Force Headquarters Group 3 <sup>rd</sup> Marine Expeditionary Force Unit 35601 FPO AP, California 96606-5601
M214	Commanding Officer 31 <sup>st</sup> Marine Expeditionary Unit 3 <sup>rd</sup> Marine Expeditionary Force Unit 35601 FPO AP, California 96606-5601
M215	Commanding Officer 7 <sup>th</sup> 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	Commanding General Attn: AC/S Safety Division Marine Corps Base Camp Smedley D. Butler Okinawa UNIT 35001 FPO AP 96373-5001
M218	Commanding General Marine Corps Base Hawaii Attn: Motor Transport Officer (GME) P.O. Box 63082 MCBH Kaneohe Bay, Hawaii 96863-3082
M219	Assistant Chief of Staff, Logistics Southwest Region Fleet Transportation (SWRFT) Box 555014 Camp Pendleton, California 92055-5014
M220	Commanding Officer Headquarters & Service Battalion Marine Force Pacific Camp H. M. Smith, Hawaii 96863
M221	Commanding General Attn: Station Motor Transport Officer MCAS Yuma, Arizona 85364
M222	Commanding Officer Marine Corps Communication-Electronics School Marine Corps Air Ground Task Force Training Command P.O. Box 788251 Twentynine Palms, California 92278-8251
M223	Commanding General Marine Air Ground Task Force Training Command Twentynine Palms, California 92278-8102
M224	Commanding Officer 7 <sup>th</sup> Marine Regiment, 1 <sup>st</sup> MARDIV Box 788260 Twentynine Palms, California 92278-8260

LICENSING CODE	COMMAND
M225	Commanding Officer 3 <sup>rd</sup> Marine (-) (Rein) Box 63004 MCBH Kaneohe Bay, Hawaii 96863-3004
M226	Commanding Officer 1 <sup>st</sup> Battalion (-) (Rein) 12 <sup>th</sup> Marines 12 <sup>th</sup> Marine Regiment 3 <sup>rd</sup> Marine Division MEF Hawaii Box 63024 MCBH Kaneohe Bay, Hawaii 96863
M251	Commanding General 1 <sup>st</sup> Marine Division MARFORPAC MCB Camp Pendleton, California 92055
M252	Commanding Officer 1 <sup>st</sup> Marine Expeditionary Force Command Element 1 <sup>st</sup> Marine Expeditionary Force MARFORPAC MCB Camp Pendleton, California 92055
M261	Commanding Officer Marine Wing Support Squadron-371 Marine Wing Support Group-37 3 <sup>rd</sup> Marine Aircraft Wing MARFORPAC MCAS Yuma, Arizona 85369
M262	Commanding Officer Marine Wing Support Squadron-372 Marine Wing Support Group-37 3 <sup>rd</sup> Marine Aircraft Wing MARFORPAC MCAF, Camp Pendleton, California 92055
M263	Commanding Officer Marine Wing Support Squadron-373 Marine Wing Support Group- 37 3 <sup>rd</sup> Marine Aircraft Wing MARFORPAC MCAS Miramar, California 92146

**TM 11240-15/3D**

**LICENSING CODE**

**COMMAND**

M264	Commanding Officer Marine Wing Support Squadron-374 Marine Wing Support Group-37 3 <sup>rd</sup> Marine Aircraft Wing MARFORPAC
M265	Commanding Officer Marine Air Control Squadron-1 Marine Air Control Group-38 3 <sup>rd</sup> Marine Aircraft Wing MARFORPAC MCAS Miramar, California 92146
M271	Commanding General 1 <sup>st</sup> Force Service Support Group MARFORPAC Camp Pendleton, California 92055
M291	Commanding Officer 1 <sup>st</sup> Marine Expeditionary Group Headquarters Group 1 <sup>st</sup> Marine Expeditionary Group MARFORPAC Camp Pendleton, California 92055
M292	Commanding Officer 9 <sup>th</sup> Communication Battalion MARFORPAC MCB Camp Pendleton, California 92055
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

<b>LICENSING CODE</b>	<b>COMMAND</b>
M302	Commanding Officer 23 <sup>rd</sup> Marine Regiment Marine Corps Reserve Center 153 Madison Avenue San Rafael, California 94902-4186
M303	Commanding Officer 1 <sup>st</sup> Battalion, 23 <sup>rd</sup> Marine Regiment 1902 Old Spanish Trail Houston, Texas 77054-2097
M304	Commanding Officer 2 <sup>nd</sup> Battalion, 23 <sup>rd</sup> Marine Regiment Navy-Marine Corps Reserve Center 6337 Balboa Boulevard Encino, California 91316-1584
M305	Commanding Officer 3d Battalion, 23 <sup>rd</sup> Marine Regiment CRC 5020 Lakeshore Drive New Orleans, Louisiana 70146-3310
M306	Commanding Officer 24 <sup>th</sup> Marine Regiment 721 Packard Street Kansas City, Kansas 66105-2199
M307	Commanding Officer 1 <sup>st</sup> Battalion, 24 <sup>th</sup> Marine Regiment Navy-Marine Corps Reserve Center 7600 East Jefferson Avenue Detroit, Michigan 48214-9982
M308	Commanding Officer 2 <sup>nd</sup> Battalion, 24 <sup>th</sup> Marine Regiment JJMMCRTC 3034-60 West Foster Avenue Chicago, Illinois 60625-4830
M309	Commanding Officer 3 <sup>rd</sup> Battalion, 24 <sup>th</sup> Marine Regiment 10810 Lambert International Road Bridgeton, Missouri 63044-3414

**LICENSING CODE**

**COMMAND**

M310	Commanding Officer 25 <sup>th</sup> Marine Regiment Navy-Marine Corps Reserve Center 640 Plantation Street Worcester, Massachusetts 01605-2099
M311	Commanding Officer 1 <sup>st</sup> Battalion, 25 <sup>th</sup> Marine Regiment Marine Corps Reserve Center Camp Edwards, Massachusetts 02542-0013
M312	Commanding Officer 2 <sup>nd</sup> Battalion, 25 <sup>th</sup> Marine Regiment Marine Corps Reserve Center 605 Stewart Avenue Garden City, New York 11530-4671
M313	Commanding Officer 3 <sup>rd</sup> Battalion, 25 <sup>th</sup> Marine Regiment Marine Corps Reserve Center Brookpark, Ohio 44142-2027
M314	Commanding Officer 14 <sup>th</sup> Marine Regiment Navy-Marine Corps Reserve Training Building 245 Naval Air Station Dallas, Texas 75211-9508
M315	Commanding Officer 1 <sup>st</sup> Battalion, 14 <sup>th</sup> Marine Regiment 2144 Clements Avenue Alameda, California 94501
M316	Commanding Officer 2 <sup>nd</sup> Battalion, 14 <sup>th</sup> Marine Regiment Marine Corps Reserve Center 2300 Cold Spring Road Fort Worth, Texas 76106-8401

<b>LICENSING CODE</b>	<b>COMMAND</b>
M317	Commanding Officer 3 <sup>rd</sup> Battalion, 14 <sup>th</sup> Marine Regiment Armed Forces Reserve Center 2338-98 Woodhaven Road Philadelphia, Pennsylvania 19154-1699
M318	Commanding Officer 4 <sup>th</sup> Battalion, 14 <sup>th</sup> Marine Regiment Navy-Marine Corps Reserve Center 1001 4 <sup>th</sup> Avenue Southwest Bessemer, Alabama 35023-4731
M319	Commanding Officer 5 <sup>th</sup> Battalion, 14 <sup>th</sup> Marine Regiment Navy-Marine Corps Reserve Center 1700 Stadium Way Los Angeles, California 90012-1404
M320	Commanding Officer 4 <sup>th</sup> Light Armored Infantry Battalion Marine Corps Reserve Center Camp Pendleton, California 92054-5524
M321	Commanding Officer 4 <sup>th</sup> Assault Amphibian Battalion Marine Corps Reserve Center 5121 Gandy Boulevard Tampa, Florida 33611-3099
M322	Commanding Officer 4 <sup>th</sup> Combat Engineer Battalion Marine Corps Reserve Center 7000 Hamlet & Chesley Avenue Baltimore, Maryland 21234-7499
M323	Commanding Officer 6 <sup>th</sup> Communications Battalion Navy-Marine Corps Reserve Center Fort Schuyler Bronx, New York 10465-4109

**LICENSING CODE**

**COMMAND**

M324	Commanding Officer 4 <sup>th</sup> Reconnaissance Battalion Navy-Marine Corps Reserve Center 3837 Binz-Engleman Road San Antonio, Texas 78219-2235
M325	Commanding Officer 4 <sup>th</sup> Tank Battalion 45432 Hercules Road San Diego, California 92145-5295
M326	Commanding Officer 8 <sup>th</sup> Tank Battalion Navy-Marine Corps Reserve Center Rochester, New York 14624-4790
M327	Commanding Officer Headquarters and Service Battalion 1300 Gresham Road Marietta, Georgia 30062-4005
M328	Commanding Officer 6 <sup>th</sup> Engineer Support Battalion Navy-Marine Corps Reserve Center 6735 North Basin Avenue Portland, Oregon 97217-3988
M329	Commanding Officer 4 <sup>th</sup> Maintenance Battalion Navy-Marine Corps Reserve Center 6115 North Hill Circle Charlotte, North Carolina 28256-6000
M330	Commanding Officer 4 <sup>th</sup> Supply Battalion Marine Corps Reserve Center 75 <sup>th</sup> and Warwick Boulevard Newport News, Virginia 23607-1595
M331	Commanding Officer 4 <sup>th</sup> Medical Battalion 45428 Hercules Road MCAS Miramar San Diego, California 92145-5295

<b>LICENSING CODE</b>	<b>COMMAND</b>
M332	Commanding Officer 4 <sup>th</sup> Dental Battalion Marine Corps Reserve Center 1300 Gresham Road Marietta, Georgia 30062-4005
M333	Commanding Officer 6 <sup>th</sup> Motor Transport Battalion Marine Corps Reserve Center 338 Newman Springs Road Red Bank, New Jersey 07701
M334	Commanding Officer 4 <sup>th</sup> Landing Support Battalion Marine Corps Reserve Center Naval Station Puget Sound Fort Lewis, Washington 98433
M334	Commanding Officer Headquarters, 4 <sup>th</sup> Landing Support Battalion 4 <sup>th</sup> FSSG Building 9690, Box 339500 Fort Lewis, Washington 98433
M335	Commanding Officer Marine Aircraft Group-41 Naval Air Station Dallas, Texas 75221-9507
M336	Commanding Officer Marine Aircraft Group-46 4 <sup>th</sup> Marine Aircraft Wing Bldg. 6274 MCAS Miramar San Diego, California 92146
M337	Commanding Officer Marine Aircraft Group-48 Headquarters and Headquarters Squadron 48 Naval Air Station Glenview, Illinois 60026-5120

**LICENSING CODE**

**COMMAND**

M338	Commanding Officer Marine Wing Support Group-47 Selfridge Air National Guard Base Mount Clemens, Michigan 48045-5007
M340	Commanding Officer 4 <sup>th</sup> Low-Altitude Air Defense Battalion 2755 East Sierra Madre Boulevard Pasadena, California 91107-1899
M341	Commanding Officer Marine Air Control Squadron-24 Dam Neck Virginia Beach, Virginia 23461-5579
M342	Commanding Officer Marine Aircraft Group-42 Naval Air Station Atlanta Marietta, Georgia 30060-5099
M343	Commanding Officer Marine Corps Detachment United States Army Air Defense Center Attn: ATSA-CS-MC 2 Sheridan Road Fort Bliss, Texas 79916-3802
M344	Commanding Officer C Co. 4 <sup>th</sup> LAR Bn 4 <sup>th</sup> MARDIV, USMCR MCRTC, Bldg 2620 Camp W. G. Williams 17800 Camp Williams Road Riverton, Utah 840741-4999
M345	Commanding Officer Co B, 4 <sup>th</sup> Tank Bn 4 <sup>th</sup> MARDIV FMF, USMCR 1702 Tohoma Ave Yakima, Washington 98902

LICENSING CODE	COMMAND
M346	Commanding Officer Btry O 5 <sup>th</sup> Bn 14 <sup>th</sup> MAR 4 <sup>th</sup> MARDIV, FMF, USMCR Bldg 9, 800 Seal Beach Blvd NWS Seal Beach, California 90740
M347	Commanding Officer Battery A, 1 <sup>st</sup> Bn, 14 <sup>th</sup> MAR 4th MARDIV, FMF, USMCR P.O. Box 470610 Bldg 1301 Buckley AFB Aurora, Colorado 80047
M348	Commanding Officer Co C, 8 <sup>th</sup> Tank Bn 4 <sup>th</sup> MARDIV, FMF, USMCR 2910 Roberts Ave Tallahassee, Florida 32310
M349	Command Officer Co B, 4 <sup>th</sup> Asslt Amph Bn 4 <sup>th</sup> MARDIV, FMF, USMCR NMCRC Box 44 Building 411 NAS Jacksonville, Florida 32212
M350	Commanding Officer Co A (-), 8 <sup>th</sup> Tank Bn 4 <sup>th</sup> MARDIV, FMF, USMCR Building 1741 7 <sup>th</sup> Armor Division Cutoff Road Fort Knox, Kentucky 40121
M351	Command Officer B Co, 4 <sup>th</sup> LAR Bn 4 <sup>th</sup> MARDIV, USMCR Building 1240 1120 Rocky Springs Road, Ft. Detrick Frederick, Maryland 21702

**LICENSING CODE**

**COMMAND**

M352	Commanding Officer 3 <sup>rd</sup> Platoon, Co A, 4 <sup>th</sup> Asslt Amph Bn FMF, USMCR 4901 3 <sup>rd</sup> Street, Building 114, CBC Gulfport, Mississippi 39501-5008
M353	Commanding Officer 3 <sup>rd</sup> Platoon, Co B 4 <sup>th</sup> Asslt Amph Bn, FMF One Fort Point Galveston, Texas 77550
M354	Commanding Officer Battery D, 2 <sup>nd</sup> Battalion, 14 <sup>th</sup> MAR 4 <sup>th</sup> MARDIV 4810 Pollard Street El Paso, Texas 79930
M355	Officer In Charge Detachment 1 HQ Svc Co 4 <sup>th</sup> Tank Battalion, 4 <sup>th</sup> Marine Division TOW/Sct Plts 2500 Tee Anchor Boulevard Amarillo, Texas 79104
M356	Commanding Officer Ord Maint Co (-) 4 <sup>th</sup> Maint Bn, 4 <sup>th</sup> MARDIV USMCR, N&MCRC 2100 North New Road Waco, Texas 28213
M357	Commanding Officer Co A, 4 <sup>th</sup> Asslt Amph Bn 4 <sup>th</sup> MARDIV, FMF, USMCR 7690 Shore Drive, Suite 100 Norfolk, Virginia 23521
M358	Officer In Charge Det Ord Maint Co(-), 4 <sup>th</sup> Maint Bn 4 <sup>th</sup> FSSG, USMCR 36 MacArthur Ave. (Building 686) Devens, Massachusetts 01432-4440

LICENSING CODE	COMMAND
M359	Reserve Support Unit PSC Box 20086 Camp Lejeune, NC 28542
M360	Commanding Officer MTM Co, 4 <sup>th</sup> Maint Bn, 4 <sup>th</sup> FSSG, USMCR 8277 Elder Creek Road Sacramento, CA 95828
M361	Commanding Officer Engineer Maint Co, 4 <sup>th</sup> Bn, 4 <sup>th</sup> FSSG, USMCR 5808 N. 30 <sup>th</sup> Street Omaha, NE 68111-1651
M362	Commanding Officer GMS Co, 4 <sup>th</sup> Maint Bn, 4 <sup>th</sup> FSSG, USMCR Bldg 218 NMCRC RIA Rock Island, IL 61299-7400
M363	Commanding Officer ELMACO, 4 <sup>th</sup> Maint Bn, 4 <sup>th</sup> FSSG, USMCR 3026 G Washington Blvd Wichita, KS 67210-1599
M364	Officer-in-Charge Det 3, MTM Co, 4 <sup>th</sup> Maint Bn, 4 <sup>th</sup> FSSG, USMCR 1400 Postal Drive Allentown, PA 18103
M365	Officer-in Charge Det 1, MTM Co, 4 <sup>th</sup> Maint Bn, 4 <sup>th</sup> FSSG, USMCR Bldg 220, 2 <sup>nd</sup> Street Dyess AFB Abilene, TX 79607
M366	Officer-in-Charge Det 2, MTM Co, 4 <sup>th</sup> Maint Bn, 4 <sup>th</sup> FSSG, USMCR 2869 Central Avenue Augusta, GA 30909-3094
M367	Officer-in-Charge Det 3, MTM Co, 4 <sup>th</sup> Maint Bn, 4 <sup>th</sup> FSSG, USMCR 1400 Postal Drive Allentown, PA 18103

**TM 11240-15/3D**

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  
                         Fort Leonard Wood, Missouri 65473-8963

M501                    Commanding Officer  
                         Military Police/Nuclear, Biological & Chemical  
                         Instruction Company  
                         Marine Corps Detachment  
                         Fort Leonard Wood, Missouri 65473-8963

M600                    Commanding Officer  
                         Marine Corps Logistics Base  
                         Albany, Georgia 31704  
                         Attn: GME Branch (A420)

M601                    Commanding Officer  
                         Marine Corps Logistics Base  
                         Barstow, California 92312

M602                    Commanding Officer  
                         Blount Island (Code 905-10)  
                         5880 Channel View Boulevard

M700                    Jacksonville, Florida 32226-3403  
                         Commanding Officer  
                         Marine Corps Detachment  
                         Goodfellow Air Force Base  
                         San Angelo, TX 76902

**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 or commercial 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
- 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.

#### NOTE

*No DoD contractor will be issued an OF 346. DoD Regulation 4500.36\_, Chapter 8 applies.*

- c. Motor Vehicle Operator. One whose main duties involve driving a vehicle.
- d. Incidental Drivers. One whose primary duties do not involve driving, but who must drive a vehicle from time-to-time.

**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 NDR 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.

f. Incidental Driver. Any licensed motor vehicle operator that does not have the 353X Military Operational Specialty (MOS).

## APPENDIX E

## GLOSSARY

ARC	Aircraft Refueling Capability
ATV	All Terrain Vehicle
DIC	Driver's Improvement Course
DOD	Department of Defense
DUI	Driving Under the Influence
DWI	Driving While Impaired
EVOC	Emergency Vehicle Operator's Course
IFAV	Interim Fast Attack Vehicle
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
IKPT	Instructor and Key Personnel Training
ISO	International Organization of Standards
ITV	Internally Transportable Vehicle
LVS	Logistics Vehicle System
MARCORSYSCOM	Marine Corps Systems Command
MCCSSS	Marine Corps Combat Service Support School
MCO	Marine Corps Order
MCTFS	Marine Corps Total Forces System
MILMO	Military Motorcycle
MOS	Military Occupation Specialty
MSF	Motorcycle Safety Foundation
MTVR	Medium Tactical Vehicle Replacement
N/A	Not Applicable
NAVMC	Navy-Marine Corps
NDR	National Driver's Register
NET	New Equipment Training
OPM	Office of Personnel Management
OPNAVINST	Operational Navy Instruction
PMCS	Preventative Maintenance Checks and Services
TAMCN	Table of Authorized Materials Control Number
TM	Technical Manual
TT	Tractor Trailer
UD	Unit Diary



**APPENDIX F**

**REQUIRED MATERIAL & EQUIPMENT**

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

**F-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.

**F-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:

Commanding Officer  
 Motor Transport Instruction Company  
 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

**F-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

**TM 11240-15/3D**

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 F-1. Required Forms

<b>REQUIRED FORMS</b>	<b>NAME OF FORM</b>	<b>UNIT OF ISSUE</b>
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)