

UNITED STATES MARINE CORPS
Logistics Operations School
Marine Corps Combat Service Support Schools
PSC Box 20041
Camp Lejeune, North Carolina 28542-0041

MTCC 4301

STUDENT OUTLINE

OPERATOR TESTING AND LICENSING

LEARNING OBJECTIVES

1. Terminal Learning Objective: Given the requirements to direct the maintenance and control of motor transport operational forms and records, and the reference materials, supervise the maintenance of motor transport operational forms and records, per the references. (35XX.01.02)

2. Enabling Learning Objectives:

(1) Given the requirements to direct the maintenance and control of motor transport operational forms and records, and the reference materials, identify the procedures for completing the Application for a Government Motor Vehicle Operator's Permit, NAVMC 10964, per the references. (35XX.01.02m)

(2) Given the requirements to direct the maintenance and control of motor transport operational forms and records, and the reference materials, identify the procedures for completing the U.S. Government Vehicle Operator's Identification Card, OF 346, per the references. (35XX.01.02n)

(3) Given the requirements to direct the maintenance and control of motor transport operational forms and records, and the reference materials, identify the procedures for completing the Physical Fitness Inquiry for Motor Vehicle Operators, OF 345, per the references. (35XX.01.02o)

(4) Given the requirements to direct the maintenance and control of motor transport operational forms and records, and the reference materials, identify the procedures for completing the Request for National Driver Register, per the references. (35XX.01.02p)

(5) Given the requirements to direct the maintenance and control of motor transport operational forms and records, and the reference materials, identify the disposition instructions for

the Government Motor Vehicle Operator's Request, NAVMC 10964, per the references. (35XX.01.02q)

(6) Given the requirements to direct the maintenance and control of motor transport operational forms and records, and the reference materials, identify the disposition instructions for the U.S. Government Motor Vehicle Identification Card, OF 346, per the references. (35XX.01.02r)

(7) Given the requirements to direct the maintenance and control of motor transport operational forms and records, and the reference materials, identify the disposition instructions for the Physical Fitness Inquiry for Motor Vehicle Operators, OF 345, per the references. (35XX.01.02s)

(8) Given the requirements to direct the maintenance and control of motor transport operational forms and records, and the reference materials, identify the disposition instructions for the Request for National Driver Register, per the references. (35XX.01.02t)

(9) Given the requirements to direct the maintenance and control of motor transport operational forms and records, and the reference materials, audit the Application for Government Motor Vehicle Operator's Permit, NAVMC 10964, per the references. (35XX.01.02u)

(10) Given the requirements to direct the maintenance and control of motor transport operational forms and records, and the reference materials, audit the U.S. Government Motor Vehicle Operator's Identification Card, OF 346, per the references. (35XX.01.02v)

(11) Given the requirements to direct the maintenance and control of motor transport operational forms and records, and the reference materials, audit the Physical Fitness Inquiry for Motor Vehicle Operators, OF 345, per the references. (35XX.01.02w)

(12) Given the requirements to direct the maintenance and control of motor transport operational forms and records, and the reference materials, audit the Request for Search of National Driver Register, per the references. (35XX.01.02x)

OUTLINE

1. **ADMINISTRATIVE FILES.** A licensing office will deal with a lot of personnel and managing the paper work can be confusing. A licensing office can have as many file systems, as they want to track all transactions, however a minimum of two record keeping

systems must be kept. **The licensing office will maintain the following records for four years.**

a. Permit logbook. Any hard cover logbook that contains lines will be satisfactory. It will contain the operator's card number, issue date, expiration date, and applicant's name. This will be filled out only if a license is issued.

b. Driver history file. A driver's history file will be established for all licensing transactions that the licensing office processes. This file will contain such documentation as directed by TM 11240-15/3C, to include National Driver's Register (NDR) reports.

2. TYPES OF PERMITS AND SPECIAL REQUIREMENTS

a. There are three basic types of permits that may be issued to equipment operators; learner's permits, standard permits, and test driver's permit.

(1) The Learner's Permit: It is issued to personnel undergoing training to qualify for either an initial OF 346, or to upgrade driving qualifications. The permit is valid for driving only when the holder is accompanied by a driver who is qualified to operate that type of equipment and possesses the special qualifications for which the learner's permit was issued. **A learner's permit is issued for a period no longer than 6 months.**

(2) The Standard Permit: It is issued to all qualified government vehicle operators. **"Limited Shop Use Only" permits will not be issued by any command.** Restrictions are indicated on the back of the OF 346 at the time of issue. **Standard permits may be issued up to four years.** The following restrictions will cover Marine Corps requirements:

(a) Corrective lens required.

(b) Hearing aid required.

(3) Test Driver's Permit: Issued by MARCORSYSCOM to qualified and experienced vehicle operators for the purpose of vehicle development, test, evaluation, and official demonstration of new equipment.

b. Government personnel, civilian and military, who possess a valid state driver's license are not required to possess an OF 346 to operate government-owned or leased commercial vehicles which are 10,000 pounds or less gross vehicle weight.

c. License applicants, less than twenty-six years of age, must possess documented evidence of successful completion of a Driver Improvement Course (DIC) in order to operate any government vehicle.

d. Officers Driving. Officers will not drive a government vehicle (commercial or tactical) except for those select billets that may require an officer to drive; e.g., recruiting duty, etc. All commanders shall stringently control the authorization for officers to drive any government vehicle and authorization will be granted only when absolutely essential for mission accomplishment.

3. PROCEDURES FOR COMPLETING NAVMC 10964

a. Application for a Government Motor Vehicle Operator's Permit, NAVMC 10964

(1) Completion of Part I of NAVMC 10964, APPLICATION.

(a) Block 1. Enter the last, first, and middle name of the applicant.

(b) Block 2. Enter the rank of the applicant.

(c) Block 3. Enter the social security number of the applicant.

(d) Block 4. The applicant's organization is entered in this block.

(e) Block 5. Identify whether the applicant is a male (M) or female (F).

(f) Block 6. The applicant's height in feet and inches is entered in this block.

(g) Block 7. Enter the applicant's weight.

(h) Block 8. The color of the applicant's eyes is entered in this block.

(i) Block 9. Enter the applicant's hair color.

(j) Block 10. Enter the place of birth of the applicant.

(k) Block 11. Enter the month, day, and year of birth of the applicant.

(l) Block 12. The state that issued the applicant's civilian driver's license is entered in this block.

(m) Block 13. Enter the applicant's state driver's license number.

(n) Block 14. Enter the month, day, and year of issue of the applicant's state driver's license.

(o) Block 15. Enter the month, day, and year the applicant's state driver's license expires.

(p) Block 16. In this block enter the classes of civilian vehicles the applicant has been authorized by his state to operate; such as, POV, tractor-trailer, et cetera and the tonnage, if applicable.

(q) Block 17. The commanding officer of the Marine applicant or the supervisor in the case of civilian applicants must sign and date this block.

(2) Completion of Part II of the NAVMC 10964, EXAMINATION.

(a) Block 18, Qualification Tests. The license examiner will complete the results of all qualification tests by placing an (X) in either the "Satisfactory" or "Unsatisfactory" box next to each of the tests.

(b) Block 19, Restrictions. If no restrictions apply to the applicant, place an (X) mark in the appropriate box but, if any of the below listed or other restrictions apply, enter restriction(s) in the space provided.

1. Corrective lens required when operating vehicle.
2. Hearing aid required.
3. Daylight driver only.

(3) Completion of Part III of the NAVMC 10964, LICENSE ACTION.

(a) Block 20. Check one of the categories that apply to the applicant.

1. New
2. Renew.

3. Upgrade.

4. Duplicate.

(b) Block 21. Check any of the classes of license that apply to the applicant.

1. Commercial.

2. Tactical.

3. Bus.

4. Tractor.

(c) Block 22. Check any of the classes of vehicles that may apply to the applicant.

1. Sedans/Station Wagons

2. Trucks to _____ Ton. Write the vehicle tonnage in the blank space.

3. Truck-Tractor to _____ Ton. Write the vehicle tonnage in the blank space.

4. Busses to _____ passengers. Write the passenger capacity in the blank space.

(d) Block 23. Check any of the special qualifications that apply to the applicant.

1. Emergency vehicle.

2. Truck with full trailer.

3. Semi trailer refueler.

4. Recovery vehicle.

5. Hazardous materials.

6. Other (Specify).

(e) Block 24. The examiner will enter the vehicle/equipment series the applicant is qualified to operate, such as:

1. M939.

2. M998.

3. MK48/MK14/MK17.

4. M809.

(f) Block 25. The license examiner will enter his payroll signature and date to certify that the individual is qualified to operate the series of vehicles listed in block 24.

(g) Block 26. The examiner will enter the license number that will be assigned to the applicant's OF 346 as entered in permit logbook.

(h) Block 27. The day, month, and year the permit is issued is entered in this block by the license examiner.

(i) Block 28. The license examiner will enter the day, month, and year the applicant's permit will expire. Permit expiration dates are as follows:

(j) Block 29. Payroll signature of licensing official and date (dd/mm/yy).

(4) Completion of Part IV of NAVMC 10964, RECORDING ACTION.

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

4. PROCEDURES FOR COMPLETING OF 346

a. U.S. Government Motor Vehicle Operator's Identification, OF 346.

1. Completion of U.S. GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD, OF 346.

(a) Card number: Number that is assigned to permit and entered into permit logbook.

(b) Name Operator: Last name, first name and middle initial of operator.

(c) Sex: M (male)/ F (female).

(d) Signature of operator: Payroll signature of operator.

(e) Date of birth of operator: dd/mm/yy.

(f) Social Security Number: As shown on operator's ID card.

(g) Name/location of issuing unit: Unit, address and Licensing Code assigned to unit.

(h) Height: Height of operator, in inches, as shown on ID card.

(i) Weight: Current weight of operator.

(j) Hair color: Operator's hair color as shown on valid state operator's permit (if applicable).

(k) Eye color: Operator's eye color as shown on valid state operator's permit (if applicable).

(l) Date issued: Date license issued (dd/mm/yy).

(m) Date expires: Date licensing official determines (dd/mm/yy).

(n) Signature/Title: Payroll signature and title of licensing official

(o) Restrictions: List any and all restrictions to operator. Also, the following will be placed in this block: **"VOID IF LAMINATED"**. **"*Medical Certificate Required"** will be placed in this block, if required. Also place **"Duplicate"** if applicable. If the operator is a graduate of the Military Motorcycle Maintenance Course, his/her license will be restricted to **"On Road Use Only"**.

(p) Type of vehicle: Enter SERIES of vehicle qualified to operator/special qualification.

(q) Capacity: Maximum capacity of vehicle being licensed for.

(r) Qualifying Official: Payroll signature of licensing examiner.

(s) Other records: Additional vehicles or hazardous materials authorized to operate or carry.

5. PROCEDURES FOR COMPLETING OF 345

a. Physical Fitness Inquiry for Motor Vehicle Operators, OF 345.

1. Completion of Physical Fitness Inquiry for Motor Vehicle Operators, OF 345.

(a) Block 1. Last, first and middle name of applicant.

(b) Block 2. Date of birth (mm/dd/yy).

(c) Block 3. Title of position (rank).

(d) Block 4. Home address (home of record)

(e) Block 5. Employing agency (current military address).

(f) Block 6. Applicant to place (X) in either the "yes" or "no" column of each item.

(g) Block 7. Explanation as to why a "yes" was marked in Block 6.

(h) Block 8. Applicant to place an (X) in "yes" or "no" for each question asked.

(i) Block 9. Payroll signature of applicant.

(j) Block 10. Date applicant signed the document (mm/dd/yy).

2. REVIEW AND CERTIFICATION OF DESIGNATED OFFICIAL

(a) 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).

6. PROCEDURES FOR COMPLETING THE REQUEST FOR NATIONAL DRIVER REGISTER

a. National Driver Register.

1. Completion of National Driver Register.

a. Have the applicant complete a locally generated request or search of NDR form. 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

7. PROCEDURES FOR COMPLETING THE PHYSICAL EXAMINATION FOR MOTOR VEHICLE OPERATORS, NAVMC 10969

a. PHYSICAL EXAMINATION FOR MOTOR VEHICLE OPERATORS, NAVMC 10969

1. Completion of NAVMC 10969.

a. Any applicant applying for a special purpose vehicle must have a physical examination for motor vehicle operators conducted.

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

8. DISPOSITION INSTRUCTIONS FOR NAVMC 10964, OF 345, AND NATIONAL DRIVER REGISTER.

1. The licensing office will maintain all forms to include National Driver Register reports in the driver history file for a period of four years.

9. PREREQUISITES AND REQUIREMENTS FOR ISSUING THE OF 346

a. ISSUANCE OF A NEW LICENSE

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

2. National Driver Register (NDR) Check. Submit locally generated request or search of NDR form.

3. OF 345. Complete OF 345, Physical Fitness Inquiry for Motor Vehicle Operators.

4. Learner's Permit. License office issues the applicant a Learner's Permit.

5. Training. Unit will provide the applicant with training on specifics and driving skills for vehicle on which applicant is being licensed.

6. Testing. Give the applicant the required tests.

7. Issuance of License. License office issues OF 346.

b. **UPGRADING A VALID / EXISTING LICENSE**

1. OF 346. Applicant submits current OF 346.

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

3. Special Purpose Vehicle. If the upgrade is for a Special Purpose Vehicle, ensure that the NAVMC 10969, Physical Examination for Motor Vehicle Operators has been completed and signed by a medical officer/IDC.

4. Learner's Permit. License office issues the applicant a Learner's Permit.

5. Training. Unit will provide the applicant with training on specifics and driving skills for vehicle on which applicant is being licensed.

6. Testing. Give the applicant the required tests.

7. OF 346. Annotate the OF 346 with the new qualification(s).

c. **LICENSE RENEWALS**

1. Applicants may renew their licenses 180 days prior to and up to 60 days after the current expiration date. If the applicant's license has expired more than 60 days, the applicant must receive a new license.

2. Credentials. Applicants must present their OF 346 and an extract from the Marine Corps Total Force System (MCTFS) showing his/her current qualifications.

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

4. National Driver's Register (NDR) Check. Submit locally generated request or search of NDR form.

5. OF 345. Complete OF 345, Physical Fitness Inquiry for Motor Vehicle Operators.

6. Issuance of License. Licensing office issues OF 346.

d. **ISSUANCE OF DUPLICATE LICENSE**

1. Documentation. Applicant submits extract from MCTFS showing current vehicles he/she is qualified to operate.

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

3. Issuance of License. Licensing office issues a new OF 346 for all verified vehicle qualifications, using the original card number.

e. **HAZARDOUS MATERIAL LICENSE**

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

2. NAVMC 10969. Ensure that the NAVMC 10969, Physical Examination for Motor Vehicle Operators has been completed and signed by a medical officer.

3. Training. Unit will provide the applicant with training on specifics and driving skills for vehicle on which applicant is being licensed.

4. Testing. The licensing examiner will administer or oversee all required tests as stated in tables 2-1 and 4-1 of TM 11240-15/3C.

5. OF 346. Annotate the OF 346 with the new qualification(s).

REFERENCES:

1. *MCO 11240.66C Standard licensing procedures for operators of motor transport vehicles.*
2. *TM 11240-15/3C Motor vehicle license examiners handbook.*
3. *TM 11275-15/4 Tactical engineer equipment licensing examiners manual.*
4. *NAVSEA OP 5 Ammunition and explosives ashore safety regulations for handling, storing, production, renovation and shipping.*
5. *NAVSEA SW020-AF-ABKO Motor vehicle driver and shipping inspector's manual for ammunition, explosives, and hazardous material.*
6. *TM 4700-15/1 Ground equipment record procedures*