

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

MIMOC 2402

STUDENT OUTLINE

OPERATOR TESTING AND LICENSING

LEARNING OBJECTIVES:

1. Terminal Learning Objectives: Given the reference material and completed motor transport operational forms and records, inspect operational forms and records for discrepancies, per MCO 11240.66, TM 11240.15/3, and TM 4700-15/1. (3510.1.1)
2. Enabling Learning Objectives: Given the reference material and completed motor transport operational forms and records with discrepancies, per TM 4700-15/1, audit the:
 - a. Application for Government Vehicle Operator's Permit (NAVMC 10964). (3510.1.1d)
 - b. U.S. Government Motor Vehicle Operator's Permit (OF 346) (3510.1.1e)
 - c. U.S. Government Motor Vehicle Operator's Identification Card (DD Form 518). (3510.1.1f)
 - d. Physical Fitness Inquiry for Motor Vehicle Operator's (SF 345). (3510.1.1g)

OUTLINE

1. TYPES OF PERMITS AND SPECIAL REQUIREMENTS

a. There are two basic types of permits that may be issued to equipment operators; learner's permits and standard permits.

(1) The learner's permit 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.

(2) The standard permit is issued to all full-time, part-time, or additional-duty drivers. Restrictions are indicated on the back of the OF 346 at the time of issue. The following restrictions will cover Marine Corps requirements:

(a) Corrective lens required.

(b) Hearing aid required.

(3) There are also four other types of permits addressed in MCO 11244.66. These additional permits can only be issued if the individual has the basic standard permit.

(a) Extended permits are authorized for personnel on independent duty. A valid OF 346 may have the expiration date extended when the licensee is on independent duty and is unable to renew his license at an established licensing office.

1 Extensions are not authorized for personnel whose current OF 346 expired prior to beginning their present tour of independent duty.

2 Extended permits shall expire sixty days after the scheduled end of the individual's independent duty tour.

3 No testing is required for an extension; however, personnel requiring extended permits shall undergo the National Driver Register (NDR) inquiry.

(b) Interim permits can also be issued by district directors to members of the Marine Corps Reserve who need to drive vehicles during local training. Reservists who hold interim permits must relinquish them to the licensing office during their next annual training duty and obtain full (non-interim) permits by undergoing the full battery of required licensing tests.

(c) Duplicate permits are issued to applicants whose current OF 346 has been lost or stolen. No testing is required. License information will be taken from the page 11 entry in the individual's Service Record Book/Officer's Qualification Record.

(d) MCO 11240.66 also makes reference to Limited/Shop Use Only Licenses. Those are not presently in use because they are not provided

for in the Motor Vehicle License Examiners; Handbook which provides the must resent guidance on licensing procedures within the Marine Corps.

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. Military active duty applicants and reservists on post-mobilization and extended active duty, 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. Civilian government personnel and reservists under twenty-six years not on extended active duty are not required to attend DIC.

d. Officers Driving. Officers will not drive a government vehicle (commercial or tactical) except for those select billets which may require an officer to drive. When it is determined than an officer is required to be licensed to operate a government vehicle, authorization for licensing action will be given by the CG or district director. Any authorization for an officer to drive government vehicles will be automatically rescinded upon termination of such duty and/or when the officer is transferred.

2. CLASSIFICATION OF PERMITS. Permits are classified according to the types of equipment the holder is qualified to operate. The two classifications are "Commercial" and "Tactical." There are also special qualifications. The classifications are defined as follows:

a. Commercial. This classification authorizes the operation of commercially designed vehicles and general purpose vehicles. This classification authorizes the individual to operate any sedan, station wagon, van, or commercial truck up to and including the maximum capacity listed on the OF 346 and operation with two-wheeled trailers. An individual is also authorized to operate equipment under 10,000 pounds gross weight on a valid state driver's license.

b. Tactical. A basic classification covering all general purpose, tactical vehicles up to and including the stated maximum payload capacity, including operation with two-wheeled trailers whose primary mission is logistics support. All models of tactical vehicles authorized will be listed on the OF 346 such as, Logistics Vehicle System (LVS) and the M998, M939, M809, and M1008 series.

c. Special Qualifications. The two classifications "Commercial" and "Tactical" described above do not provide sufficient detail to cover all of the special qualifications required by many motor vehicle operators. The

holder must also be qualified in commercial or tactical vehicles, whichever is appropriate for the special qualification.

(1) Bus. This entry on the OF 346 under "Type Vehicle and/or Equipment" indicates the qualification to operate all buses up to and including the passenger capacity stated.

(2) Truck-tractor. This entry authorizes the operation of a truck-tractor of the design indicated by the basic classification (commercial or tactical), up to and including the maximum stated hauling capacity. This qualification includes the operation with all semitrailers appropriate to the maximum capacity of the truck-tractor.

(3) Additional equipment. There are occasions where it is necessary to record an individual's qualifications to operate a specific model of equipment. In this case, an entry will be made on the OF 346 to reflect the specific model number of the equipment the individual is qualified to operate. Equipment falling in this category are wreckers, refuelers, dual-body articulated vehicles, and emergency vehicles.

(4) Special operator's qualification. The basic classifications authorize the operation of equipment with a two-wheel trailer. If an individual is to be authorized to operate vehicles with a full trailer (four-wheeled), then this qualification must be recorded on the OF 346. In addition, any individual authorized to transport hazardous materials or to drive emergency vehicles must have "Medical Certificate Required" annotated on the OF 346 under "Other Records."

d. Medical Examination. Applicants for certain classifications of OF 346 must take a detailed physical examination. The required forms that must be completed by the applicant and the medical examiner are the NAVMC 10969, Physical Examination for Motor Vehicle Operators and the NAVMC 10970, Medical Examiner's Certificate for Drivers.

(1) Permit classifications that require an operator to have a complete physical examination are:

(a) Vehicles used to transport explosives. Certificates for this classification expire five years for all military personnel until the age of fifty, then every two years until the age of sixty. Civilian personnel will require a physical every two years until the age of sixty and then annually thereafter.

(b) Recovery vehicles, truck-tractors, buses, and the IVS. Certificates for these classifications expire two years from the date of the application.

(c) Emergency vehicles and operators of equipment that transports hazardous materials. Certificates for these classifications expire one year from the date of the application.

(2) All medical certificates must be signed by a medical officer.

3. PREREQUISITES AND REQUIREMENTS FOR ISSUING THE OF 346

a. Initiation/Authorization of Licensing Action

(1) Commanding officers shall initiate and authorize all licensing action by completing and signing Part I (block 17) of the NAVMC 10964, Application for Government Vehicle Operator's Permit. One copy is retained for the CO's records; the applicant must hand-carry the original and one copy to the licensing office.

(2) Interviewing and testing requirements will vary for different types of permits (new permits, renewal, and so forth).

(a) Special requirements for recruiters, members of I&I staffs, and personnel on independent duty are described in Enclosure (2) of MCO 11240.66.

(b) Special requirements for civilians are described in chapter 11 of TM 11240-15/3.

b. Preparation Instructions for the NAVMC 10964 (SHOW TRANSPARENCY NO. 2, NAVMC 10964)

(1) Completion of Part I of NAVMC 10964.

(a) Block No. 1. Enter the last, first, and middle name of the applicant.

(b) Block No. 2. Enter the rank of the applicant.

(c) Block No. 3. Enter the social security number of the applicant.

(d) Block No. 4. The applicants organization is entered in this block.

(e) Block No. 5. Identify whether the applicant is a male (M) or female (F).

(f) Block No. 6. The applicant's height in feet and inches is entered in this block.

(g) Block No. 7. Enter the applicant's weight.

(h) Block No. 8. The color of the applicant's eyes is entered in this block.

(i) Block No. 9. Enter the applicant's hair color.

(j) Block No. 10. Enter the place of birth of the applicant.

(k) Block No. 11. Enter the month, day, and year of birth of the applicant.

(l) Block No. 12. The state that issued the applicant's civilian driver's license is entered in this block.

(m) Block No. 13. Enter the applicant's state driver's license number.

(n) Block No. 14. Enter the month, day, and year of issue of the applicant's state driver's license.

(o) Block No. 15. Enter the month, day, and year the applicant's state driver's license expires.

(p) Block No. 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 No. 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

(a) Block No. 18, Qualification Tests. The license examiner will complete the results of all qualification tests by entering a check mark () in either the "Satisfactory" or "Unsatisfactory" box next to each of the tests.

(b) Block No. 19, Restrictions. If no restrictions apply to the applicant, place a check 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

(a) Block No. 20. Check one of the categories that apply to the applicant.

1 New

2 Renew. Renewal permits may be issued only if the application date starts within the renewal period starting six months prior to the expiration date and ending sixty days after the expiration date of the applicant's OF 346.

3 Upgrade.

4 Duplicate.

(b) Block No. 21. Check any of the classes of license that apply to the applicant.

1 Commercial.

2 Tactical.

3 Bus.

4 Tractor.

(c) Block No. 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 No. 23. Check any of the special qualifications that apply to the applicant.

- 1 Emergency vehicle.
- 2 Truck with full trailer.
- 3 Semitrailer refueler.
- 4 Recovery vehicle.
- 5 Hazardous materials.
- 6 Other (Specify) _____.

(e) Block No. 24. The examiner will enter the vehicle/equipment types the applicant is qualified to operate, such as:

- 1 M923.
- 2 M998.
- 3 MK48/MK14/MK17.

(f) Block No. 25. The license examiner will enter his signature and date to certify that the individual is qualified to operate the vehicles listed in block 24.

(g) Block No. 26. The examiner will enter the license number that will be assigned to the applicant's permit.

(h) Block No. 27. The day, month, and year the permit is issued is entered in this block by the license examiner.

(i) Block No. 28. The license examiner will enter the day, month, and year the applicant's permit will expire. Permit expiration dates are as follows:

1 New permits and renewals will expire four years from the date of issue.

2 Upgrade and duplicate permits will expire on the expiration date given on the applicable current OF 346 or as outlined in their SRB.

3 Learner's permits should expire no more than six months from the date of issue.

(j) Block No. 29. The licensing officer will affix his signature and date this block at the same time the OF 346 is signed.

(4) Completion of Part IV of NAVMC 10964, "Recording Action" Block No. 30. The commanding officer or his designee will, after all page 11 entries are complete, affix his signature and the date in this block.

4. PREPARATION OF THE OF 345, PHYSICAL FITNESS INQUIRY FOR MOTOR VEHICLE OPERATORS

a. Completion of the Physical Fitness Inquiry For Motor Vehicle Operators, OF 345. The information that must be entered in the upper portion of the OF 345 is self-explanatory and therefore, I will not cover it.

b. The Review and Certification Section of the OF 345 is used if the license examiner refers the applicant to a medical officer for further medical evaluation. Applicants for the following classifications of a OF 346 must take a detailed physical examination:

(1) All military personnel engaged in the handling of explosives and explosive devices shall be given a physical every five years until the age of fifty, then every two years until age sixty, when examinations will be conducted annually. Civilians shall be given examinations every two years until the age of sixty, after which they shall be given an annual examination.

(2) Wreckers, truck-tractor, LVS, and bus operators must have a physical examination every two years.

(3) Emergency vehicle operators and operators of equipment that transport hazardous material must have a physical examination once every year.

c. The license examiner will require all other applicants to take a physical examination if they check "Yes" to any of the items in section No. 6 of the OF 345. Physical screening also requires the examiner to be alert for factors not specifically addressed on the OF 345. The applicant should also be referred to a medical examiner if he shows any signs of symptoms of the following:

(1) Tremors. An applicant who shakes badly cannot properly operate a vehicle's controls.

(2) Stiff joints, amputation, or deformities. These conditions constitute impairment of mobility or range of motion.

(3) Lack of coordination. A lack of coordination may sometimes be an indication of psychological disturbance or a degenerative physical illness.

5. PREPARATION OF THE REQUEST FOR NATIONAL DRIVER REGISTER SEARCH

a. History, Usefulness, and Search Techniques of the NDR

(1) The National Driver Register (NDR) is an agency established by public law and maintained by the National Traffic Safety Administration, U.S. Department of Transportation. The NDR provides a central driver 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 on the severity of the offense. Although the NDR was originally established to assist only the states in obtaining all adverse records available on a licensed applicant, the service has now been expanded and made available to federal agencies as well.

(2) Experience has shown that when there are no provisions for determining an individual's past driving record, the OF 346 will sometimes be issued to Marines who have demonstrated poor driving habits. In addition, the OF 346 may be issued to Marines whose driving licenses are currently suspended by state licensing agencies because of serious traffic violations. Both practices violate Marine Corps requirements, and both may be avoided by using the NDR as a driving history information source.

(3) 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. The 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 has had his license withdrawn. When a probable "match" is made, the NDR immediately forwards this information to the state or federal agency where the individual has applied for a new license. Even if no immediate "match" is made, the NDR makes biweekly searches, called "delayed searches", for up to three months. This is done because there may be a time lag between the time the violator is charged with an offense and the time their driving privilege is withdrawn. (

b. Completion of the NDR Request

(1) The license examiner must complete the request for a NDR background check. The information required by the NDR for the file check can be taken from the applicant's completed NAVMC 10964.

(2) The request for a file check by the NDR will be typed on standard letterhead paper and dated. The request for a file check will be completed as follows:

(a) In the top left hand corner the examiner will enter the licensing office code, point of contact, and the phone and FAX numbers for the licensing office.

(b) Under that information in the center of the page the examiner will enter "A NATIONAL DRIVER REGISTER FILE CHECK IS REQUESTED FOR THE FOLLOWING INDIVIDUAL(S):"

(c) The applicant's name, first, last, and middle initial is entered in the first column.

(d) Next enter the applicant's social security number.

(e) The applicant's date of birth; as such, YYMMDD.

(f) Now enter the applicant's height, weight, color of eyes, and sex.

(g) Finally, enter the applicant's state driver's license number and state; e.g., XXXXXXXX/state.

(3) Once the NDR request is completed, the license examiner will mail the NDR request to the National Driver Register, National Highway Traffic Safety Administration, U.S. Department of Transportation, Washington, D.C. 20590. Batching requests is encouraged vice separate single requests.

c. The NDR will reply to the inquiry only if it finds a probable match between the applicant and a driver who has had his license withdrawn or denied by a state licensing authority.

(1) Since such reports should occur only in a minimum of cases, the processing of the OF 346 for the individual will be continued. Any NDR reports should arrive within twenty days after an inquiry is sent.

(2) If no report arrives within a period of twenty days, the examiner may assume that the applicant has a clear record. A delayed search by the NDR may result in an adverse report as late as three months after the initial inquiry.

d. All NDR replies will arrive on DOT Form HS-1054, NDR, Report of Inquiry Searched. Such reports will not always require your licensing office to take any specific action. Civilian driver licenses may be withdrawn or

denied for a variety of reasons; however, 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 prescribed military driving duties. To be considered adverse, the reported reason must constitute at least one of the following:

(1) Evidence of reckless or willful disregard for the welfare or safety of the public.

(2) Evidence of extremely poor driving patterns making the individual a "high-risk" driver.

(3) Evidence of extreme irresponsibility.

e. When an NDR report arrives, the licensing office bases its actions on the NDR report itself, on subsequent state clarification of withdrawal reasons or applicant eligibility dates, and on the total number of adverse reports accumulated by the applicant.

(1) Marine Corps policy is to avoid automatic disqualification of an applicant whatever his driving history may be, provided he has a valid driver's license from any legitimate civil licensing authority.

(2) License examiners should use professional judgment as to whether or not the individual ought to be issued or allowed to maintain the OF 346.

(3) The applicant's commanding officer must be notified if an individual is determined not qualified to drive for the Marine Corps.

6. ISSUING THE OF 346, U.S. GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD

a. Prior to issuing the OF 346, Part I and, if applicable, Part II and III of the NAVMC 10964 must be completed. The licensing officer should sign and date Part IV when he signs the front of the applicant's OF 346.

b. Preparation of the OF 346

(1) The licensing examiner will complete both the front and back portions of the OF 346 by extracting the needed information from the applicant's NAVMC 10964.

(2) The requirements for the different types of permits are as follows:

(a) New permits. The information for new permits is contained in Parts I, II, and III of NAVMC 10964.

(b) Renewals. If there are no new vehicle categories or additional special qualifications, complete the OF 346 with the qualifications identical to those on the expired OF 346. If there are new vehicles or additional special qualification, enter them on the back of the new OF 346 in addition to the former qualifications.

(c) Upgraded permits. The examiner may enter new qualifications on the back of the existing OF 346 if there is room. If there is no room for the new qualifications, the examiner will issue another OF 346, giving the applicants name, original card number, and original expiration date on the front of the card. On the back of the card, the examiner will enter the new qualification and place his signature next to it, and in the "Restriction" block he will enter "Page 2." The licensing officer need not sign the front of the card.

(d) Duplicate permits. The examiner will issue a new OF 346 based on the information given in Part I of NAVMC 10964, accompanied by a certified true copy of the appropriate page 11. The examiner will annotate "Duplicate" in the "Restrictions" block on the card. The licensing officer will sign the front of the card, and the examiner will sign the back next to each qualification.

(e) Learner's permit. The examiner will complete the front of the permit based on the information in Parts I and III of NAVMC 10964. In the "Restrictions" section on the permit, the examiner will enter "LEARNER'S PERMIT" and "MUST BE ACCOMPANIED BY LICENSED DRIVER." Both of these entries must be initialed by the examiner.

(3) All vehicles requiring medical certification must be annotated with an asterisk (*).

(4) The licensing officer will sign the front of the permit in the block marked "Signature of Issuing Officer" and the examiner will sign the back of the permit next to each classification entry.

4. Preparation of the OF 345.

5. Preparation of the Request for National Driver Register Search.

a. History, usefulness, and search techniques of the NDR.

b. Completion of the NDR file check request.

c. Receipt of reply from the NDR.

6. Issuing the OF 346, U.S. Government Motor Vehicle Operator's Identification Card.

REFERENCE:

MCO 11240.66
TM 11240.15/3
TM 4700-15/1