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MARINE CORPS ORDER 8400.6A

From: Commandant of the Marine Corps  
To: Distribution List

Subj: LICENSING PROCEDURES FOR GROUND ORDNANCE VEHICLE OPERATORS

Ref: (a) Title 49 CFR  
(b) OPNAVINST 5100.23H  
(c) MCO 5100.19F  
(d) MCO 6260.3A  
(e) NAVMC 1200.1D  
(f) NAVMC DIR 5100.8  
(g) MCO 5100.29C  
(h) MCO 3500.27C  
(i) Title 5 CFR  
(j) SECNAV M-5210.1  
(k) MCO 5210.11F  
(l) 5 U.S.C. 552a  
(m) SECNAVINST 5211.5F  
(n) MCO 11240.118A  
(o) TM 11275-15/4

Encl: (1) Licensing Procedures for Ground Ordnance Vehicle Operators

1. Situation. This Order serves as the standard licensing policy for ground ordnance vehicle operators for use by the Marine Corps Total Force. This Order is in accordance with references (a) through (o).

2. Cancellation. MCO 8400.6 W/ CH 1-3

3. Mission. This Order establishes the policy for the selection, training, testing, and licensing of operators required to operate ground ordnance vehicles.

4. Execution. The standards and procedures set forth in references (a) through (j) apply to the selection, training, testing, classification and licensing of operators of ground ordnance vehicles. References will be observed and followed by all personnel administering licensing programs per this Order. Programs administered in a foreign country will be per this Order, the references, and any applicable international agreements between the United States and the host nation.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To establish a ground ordnance vehicle operators licensing program that is safe, effective, and meets operational requirements of the Marine Corps Total Force through effective and adaptive

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training, the incorporation of Operator Driver Simulation (ODS) technology (where applicable), and concerted oversight.

(2) Concept of Operations

(a) Apply the licensing standards promulgated by this Order and the references to all operations.

(b) Selection of ground ordnance vehicle operators will be exercised with care. Selection of responsible, mature operators will enhance mission readiness and reduce the loss of life, bodily injury, property damage, financial liability, and adverse public opinion caused by accidents.

(c) Operator applicants will be evaluated on driving record, conduct, and aptitude.

(d) Inspection programs will be used to ensure licensing programs are executed in accordance with this Order and applicable references. This policy contains key internal controls that must be evaluated annually to mitigate operational risk that may adversely affect an organization's mission and objectives.

b. Subordinate Element Tasks

(1) Deputy Commandant, Installations and Logistics (DC I&L). Serve as the Marine Corps' lead for ground ordnance vehicle licensing policy. During command inspections, the Field Supply and Maintenance Analysis Office will review the implementation and execution of unit ground ordnance vehicle licensing programs.

(2) Commanding General, Training and Education Command (CG TECOM)

(a) Develop, publish, and maintain technical procedures for implementation and execution of licensing activities.

(b) Develop and distribute a performance based training curriculum, which includes use of ODS technology (where applicable), to support ground ordnance vehicle operator development programs. Curriculum shall be available for use by the Marine Corps Total Force.

(3) Commander, Marine Corps Systems Command (MCSC)/Program Executive Officer Land Systems (PEO LS)

(a) Coordinate with CG, TECOM for identification of training requirements and development of New Equipment Training material to support operator licensing.

(b) Coordinate with CG TECOM for development of ODS training scenarios to be used in the skills development of ground ordnance vehicle operators (where applicable).

(c) Ensure proper planning, budgeting, and execution of upgrades and/or modifications to ODS, as determined through proper training system analysis, to ensure simulator configurations remain current with parent equipment platforms and effectively meet training requirements for operator licensing and development.

(4) Commanding Generals (CGs) and Commanders. CGs of Fleet Marine Forces (FMF), Marine Expeditionary Forces, Marine Corps Installation Commands, and the Commanders of Marine Forces Commands are responsible for ensuring compliance with this Order.

(5) Licensing Authorities. Licensing authority is granted to commanders of units with a licensing code listed in Chapter 2 of this Order. Licensing authority may not be delegated. Requests for additional licensing authority shall be requested via Department of the Navy (DON) Tracker from the appropriate MARFOR/SE Commander to Headquarters Marine Corps, DC I&L, Code: LPM-2.

## 5. Administration and Logistics

a. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per reference (j) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Records disposition schedules are located on the Department of Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to reference (m) for Marine Corps records management policy and procedures.

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

### c. Forms

(1) NAVMC 10964, Application for Government Vehicle Operator's Permit, is available for download from Naval Forms Online at: <https://forms.documentservices.dla.mil/order/>

(2) OF346, U.S. Government Motor Vehicle Operator's Identification Card, cannot be placed on the website for security reasons. Federal agencies can order by calling 800-525-8027, option 3 on the phone menu. The stock number is 7540-00-634-3999. Electronic copies may be obtained from the Department of Defense (DoD) Forms Management Program via e-mail at [whs.mc-alex.esd.mbx.dd-dod-forms@mail.mil](mailto:whs.mc-alex.esd.mbx.dd-dod-forms@mail.mil).

(3) Request for National Driver Request File Check Form (see Chapter 5).

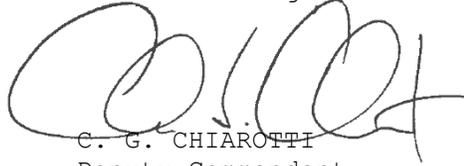
(4) Electronic forms are available from their original source at [www.marines.mil](http://www.marines.mil) > News > Publications > Marine Corps Electronic Forms Library, searching for the Form Number and selecting the image of a disc.

d. Recommendations. All recommendations concerning the content of this Order may be directed to Installations and Logistics (I&L), section LPM-2 via the proper chain of command.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.



C. G. CHIAROTTI  
Deputy Commandant  
Installations and Logistics

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Chapter 1

Licensing Administrative Procedures

1. Roles and Responsibilities

a. Licensing Authorities

(1) Will establish and maintain a licensing program in accordance with this Order and the references.

(2) Will designate, in writing, a Licensing Officer.

b. Licensing Officer. The Licensing Officer/Issuing Official must be an Officer of the following Officer Military Occupational Specialties (MOS): 0303, 0802, 1803, 2102, or 2110, Staff Non-Commissioned Officer MOS: 0393, 0814, 1833, or 2149, or Department of Defense (DoD) Federal Civilian employee serving in the same capacity. Licensing officers shall be designated in writing, as an additional duty, by unit commanders. The licensing officer shall be knowledgeable in the safe operation of all ground ordnance vehicles under their cognizance. Their responsibilities include:

(1) Oversight and execution of the licensing program.

(2) Assignment, in writing, of Licensing Examiners and Licensing Non-Commissioned Officers (NCOs).

(3) Confirmation of required training/testing.

(4) Completion of the OF 346, U.S. Government Motor Vehicle Operator's Identification Card.

c. Licensing Examiner. The preferred MOSs for Licensing Examiners 0363, 0814, 1833, 2141, 2147, or any DoD Federal Civilian employee or contractor personnel employed by the Marine Corps in support of a licensing program. At a minimum, Licensing Examiners shall be the rank of Staff Sergeant (E-6) or government/civilian employee equivalent. Licensing examiners shall be designated in writing, as an additional duty, by unit commanders. Examiners will possess a thorough knowledge of ground ordnance vehicle operating techniques and test administration. Their responsibilities include:

(1) Execution of the unit licensing program.

(a) Maintain operator's manuals for all vehicles under their cognizance.

(b) Maintain administrative forms, logs, and ensure applicants are physically screened.

(2) Licensing Non-Commissioned Officer (NCO). Any NCO, DoD Federal Civilian employee or contractor personnel employed by the Marine Corps in support of a licensing program may serve in the capacity of Licensing NCO.

(a) Responsible for assisting the Licensing Examiner in the execution of the licensing program.

(b) Must be qualified and licensed on the equipment that applicants are to be trained and tested.

(3) Commanders of License Applicants.

(a) Initiate, screen, and authorize all licensing actions to include; suspension, revocation and reinstatements.

(b) Execute operator development training in accordance with references (c) and (g).

(c) Implement skill progression and sustainment training programs.

(d) Coordinate testing and performance evaluation with supporting Licensing Authority in order to maintain effective on-hand operator strength.

2. Selection

a. The selection process for operators begins when the commander or authorized representative screens the individual. Interviews will be conducted by using a standardized format or the screening checklist listed in para 5b(2). Interviews will be conducted in person and documented in writing. Areas of concern are maturity, attitude, past driving record, hearing, extreme nervousness, or any abnormal characteristics. Medication, if used on a regular basis, that causes drowsiness, impairs vision, or affects coordination, will also be taken into consideration. The supervisor or commander will check with appropriate medical personnel regarding doubts or concerns about any medications. Medical/medication information is considered sensitive PII. Collection and maintenance of this type of information should be done by the appropriate medical personnel. Medical personnel will deem the applicant qualified or unqualified.

(1) Military Personnel.

(a) Enlisted. Enlisted personnel that have been screened by the commander and satisfy the requirements in this Order and reference (c) are eligible to be licensed on ground ordnance vehicles.

(b) Officer. Officers may be licensed if deemed mission essential. Officers that have been screened and satisfy the requirements in this Order and reference (c) are eligible to be licensed on ground ordnance vehicles.

(2) Department of Defense (DoD) Federal Civilians and Contractors. Two distinct categories of licensing and training exist for DoD Federal Civilian and Contracted employees who will be considered for issuance of an OF 346 authorizing the operation of ground ordnance vehicles: On-military installation/reservation only (On Base only) and Off-military installation/reservation (Off Base).

(a) On-Base Only. Will be screened by the commander and satisfy the requirements in this Order and reference (a) and (c). DoD Federal Civilian and contracted personnel licensed on ground ordnance vehicles for use on a military/federal installation/reservation only, shall have the words "On Base Only" typed in the restriction box of their OF 346.

(b) Off-Base. In addition to meeting the On Base requirements set forth in the previous paragraph, DoD Federal Civilian and contracted personnel, operating ground ordnance vehicles off the confines of a military/federal installation/reservation, per references (a), (b), and (c) are required to possess a valid state driver's license.

(3) Foreign Nationals. Foreign or local nationals ("Foreign Nationals") employed by U.S. Marine Corps commands or organizations who are required to operate U.S. Marine Corps ground ordnance vehicles in the performance of their duties shall be licensed in accordance with this order. Approved foreign military personnel may be authorized to operate U.S. Marine Corps ground ordnance vehicles to support incidental familiarization, safety, and interoperability in conjunction with a bilateral or multilateral military exercise, or as an aspect of an official security cooperation program. U.S. Marine Corps commands will not train foreign military personnel to operate ground ordnance vehicles except when specifically authorized. The command's licensing authority shall seek to obtain licensing standards issued by the foreign military. If the licensing authority determines foreign standards are consistent with this manual and foreign military operators are licensed in accordance with those standards, the licensing authority may issue an OF-346 with restrictions. The licensing authority may test the foreign military operator consistent with this order prior to issuance of an OF-346. Restrictions imposed on foreign operators as a matter of security will be annotated on the OF-346 and enforced accordingly. The issuance of an OF-346 does not act as acceptance of responsibility or liability on behalf of the United States Government for acts committed by the foreign military operator. Liability and responsibility will be determined in accordance with applicable law and international agreements (i.e. Status of Forces Agreement (SOFA)). International agreements and arrangements with foreign militaries regarding combined employment of U.S. Marine Corps ground ordnance vehicles or operators will incorporate essential features of this order and shall be developed, negotiated, and concluded by appropriate authorities.

(4) Screening. Applicants will be screened with care and shall be considered for approval based on driving record, conduct, and aptitude. Commanders shall conduct applicant interviews to determine qualification, based on past driving record, as well as their physical and mental capacity. The interview should be informal and the applicant must understand its purpose. The interview will be conducted in person and the information will be used to determine eligibility. Data from the interview will not be filed in the applicant's 'Operator history file.' The following questions are suggested for use in the interview:

- (a) How old are you?
- (b) How many years of schooling have you completed?
- (c) Do you have a valid State operator's permit?
- (d) Have you had any previous driving experience?
- (e) What type of vehicles have you driven?
- (f) Have you ever driven a manual shift vehicle?
- (g) How much experience have you had driving a passenger car?

(h) Approximately how many miles have you driven during the past 12 months?

(i) Have you ever driven a front-wheel drive vehicle?

(j) Have you ever driven a four-wheel drive vehicle?

(k) How many accidents have you had in which someone was injured or in which the property damage exceeded \$2,000?

(l) Explain who was at fault and how, in your opinion, the accident could have been avoided.

(m) How many times have you been cited for a traffic violation? Describe each of these incidents.

(n) Account for your good or poor driving record?

(o) What do you think is the major cause of traffic accidents?

(p) What do you think should be done to reduce the number of traffic accidents?

(q) Have you had any experience as an automobile mechanic or in related work?

(r) Have you any personal objections to becoming a military motor vehicle operator? (If so explain.)

(s) Do you think you would make a good military driver? Why?

(t) Do you wear corrective lenses or do you have any problems with your eyes?

(u) Do you have any hearing problems?

(v) Have you ever been involved in a drug or alcohol offense?

(w) Do you know of any physical defects that might affect you as a driver?

(x) Are you taking any medications which may affect or impair your ability to drive?

(5) Prerequisites.

(a) Command Endorsement. Upon successful screening, Commanders will sign NAVMC 10964, Application for Government Vehicle Operator's Permit.

(b) Civilian Driver's License. Wheeled vehicle applicants, military and civilian alike, are required to possess a valid civilian license issued by a State or Territory of the United States or international driver's license. Foreign Nationals are required to possess and present a valid driver's license, issued by their country of origin or citizenship. DoD Federal Civilian or contractor personnel applicants are required to possess a valid civilian driver's license based on the requirements set forth in paragraph 5b, preceding. Tracked vehicle (Assault Amphibious Vehicle (AAV))

applicants are exempt from this requirement. AAV applicants will receive a dual license; AAV and the Amphibious Combat Vehicle (ACV) and are exempt from this requirement. Once the ACV reaches Full Operational Capability throughout the fleet and archival of the AAV occurs, all ACV applicants will be required to possess a civilian driver's license.

(c) Height. In pursuit of safety, the height requirements set forth in reference (e) for Primary Military Occupational Specialty 0313 are applicable to all applicants of the Light Armored Vehicle Family of Vehicles, regardless of MOS and/or type of permit, and shall not be waived. No other height restriction apply for ground ordnance vehicle types per reference (e).

(d) Driver's Education. Applicants, under 26 years of age, must possess documented evidence of successful completion of a Commandant of the Marine Corps Safety Division approved traffic safety course, per reference (c).

(e) Motor Vehicle Records Check. A National Drivers Registry (NDR) or equivalent nationally recognized driver's history check will be completed on all personnel applying for an initial or renewal OF 346 U.S. Government Motor Vehicle Operator's Identification Card. Procedures for submission of NDR requests are identified in Chapter 5.

(f) Medically Qualified. All applicants must be medically qualified as identified by requirements in Chapter 3.

3. Training. Training of ground ordnance vehicle operators is a key aspect of maintaining mission readiness. Commanders are responsible for operator development through the application of skill progression training programs. Applicant training requirements, by vehicle type or category, are identified in operator training curriculum developed and maintained by TECOM. These training requirements will serve as the "minimum" training requirement(s) for applicants to be "licensed" to operate ground ordnance vehicles. The initial operator training requirements and licensing processes serve as validation that an applicant possesses the basic skills necessary to operate a particular vehicle or family of vehicles. Successful licensing of an applicant does not signify the operator is capable or prepared to operate a vehicle in every situation or environment and it is every commander's responsibility to continue to build upon these basic skills through implementation of an operator development, skill progression, and sustainment training programs.

4. Evaluation. Licensing authorities are responsible for the final evaluation of an applicant prior to issuance of the operator license. The requirements and procedures for evaluation are outlined in Chapter 6 and 7. License authority evaluation serves as validation the applicant has met all prerequisites, completed all training requirements, and successfully demonstrated their knowledge, skills, and abilities.

5. Permit/License.

a. Types.

(1) Learners. A learner's permit will be issued to all applicants and must be in the possession of the applicant at all times during initial training. A licensed operator, qualified for the type of equipment the

student applicant is training/testing on, will accompany the applicant at all times during training/testing.

(2) Standard. A standard permit will be issued to all applicants upon successful completion of requirements listed in Chapters 6 through 8.

(3) Shop Use Only. Maintenance "Shop Use Only" licenses are issued for the sole purpose of operating equipment to validate vehicle status, verify the successful completion of maintenance actions, and validate quality control checks. Operation of vehicles will be limited to controlled test and evaluation routes, authorized in writing by the unit commander. All licensing authorities are authorized to issue initial "Shop Use Only" licenses as well as duplicates, renewals, and upgrades in accordance with this Order. The "Shop Use Only" license may be issued to:

- (a) Military Personnel
- (b) DoD Federal Civilian and Contractors
- (c) Foreign Nationals

(4) Test Vehicle. Commander MCSC/PEO LS is the only Licensing Authority for test vehicles. Test vehicle permits will be issued to qualified and experienced vehicle operators for the purpose of vehicle development, test, evaluation, and official demonstration of new equipment.

b. Endorsements. Status of Forces Agreement (SOFA). Licensing authorities are authorized to administer the SOFA test. SOFA testing procedures will be stringently enforced. Commanders will ensure that all vehicle operators receive the appropriate SOFA training and testing per the requirement of the country to which they are operating in or deploying.

c. License Duration.

(1) Military Personnel.

(a) Enlisted. An OF 346 will be valid for a period no greater than eight years from the date of issue unless revoked, suspended, or separated from the service. Vehicle control and license qualification will be verified by inspecting the member's DoD Common Access Card (CAC), civilian driver's license, and OF 346 at time of vehicle issuance/dispatch.

(b) Officer. An OF 346 will be valid for the period of time designated by the commander authorizing the licensing action, not to exceed eight years, unless revoked, suspended, or separated from the service. A valid OF 346 in the possession of an enlisted Marine selected for commissioning or warrant officer programs will be considered "void" upon commission or appointment. Vehicle control and license qualification will be verified by inspecting the member's DoD CAC, civilian driver's license, and OF 346 at the time of vehicle issuance/dispatch.

(2) Civilian Personnel.

(a) DoD Federal Civilians. The OF 346 will be valid for a period which corresponds to their valid state driver's license unless revoked, suspended, or separated from the organization. Vehicle control and license

qualification will be verified by inspecting the employee's DoD CAC, civilian driver's license, and OF 346 at the time of vehicle issuance/dispatch.

(b) Contractor. The OF 346 will be valid for a period concurrent to the period of contract performance as indicated by the expiration date on the Federal identification card unless revoked or suspended. Vehicle control and license qualification will be verified by inspecting the contractor's DoD CAC, civilian driver's license, and OF 346 at the time of vehicle issuance/dispatch.

6. Corrective Action.

a. Suspension. Commanders are authorized to suspend an operator's OF 346 per reference (c). Commanders who suspend the OF 346 will confiscate and retain it until the suspension period has ended. Suspension periods exceeding twelve months in duration shall be considered a revocation. Suspension reporting requirements are listed in Chapter 5 of this Order.

b. Revocation. Commanders are authorized to revoke an operator's OF 346. Revocation is required when the individual's conduct or driving history warrants removal of driving privileges for a period of time longer than one year. Commanders are authorized to revoke an operator's OF 346 at their discretion and as defined in reference (c). Revocation reporting requirements are listed in Chapter 5 of this Order.

c. Reinstatement. The act of restoring an operator's driving privileges is referred to as reinstatement and is at the discretion of the commander. Reinstatement reporting requirements are listed in Chapter 5 of this Order.

(1) Suspension. Retesting is not required. However, commanders will use discretion in determining retesting requirements. Retraining, evaluation, and testing will be conducted, if required by the commander. Upon completion of the suspension period and applicable command-directed training, the original OF 346 will be returned to the operator.

(2) Revocation. Retesting is required. A new OF 346 will be issued upon successful completion of required training, evaluation, and testing.

7. Reporting and Records Disposition. Licensing Authorities and commanders will ensure all licensing actions and required reports are accomplished per the guidance provided below.

a. Licensing Authorities.

(1) Licensing Ledger. Licensing Authorities will maintain an electronic ledger of all ground ordnance vehicle applicants.

(2) Operator History File. Licensing authorities will establish and maintain an operator's history file in accordance with the Standard Subject Identification Code 8400, Combat Vehicle Records, in reference (j). The operator's history file will contain all required licensing documentation per reference (a). Operator history folders shall be safeguarded as they may contain Personally Identifiable Information (PII).

(3) Marine Corps Total Force System (MCTFS). There are two tables in MCTFS applicable to licensing reporting, Table 20 (restrictions) and Table 40 (equipment). All licensing transactions for service members will be reported

via a unit diary entry through the use of the appropriate Table 20 and Table 40 codes in MCTFS. Unit Diary entry number will be recorded on the NAVMC 10964 and filed in the Operator's History file to be maintained by the issuing licensing authority. All licensing authorities shall coordinate with appropriate personnel administration offices quarterly, in order to obtain a current copy of the Table 20 and Table 40 codes to be used for reference when completing NAVMC 10964.

b. Commanders. Commanders will ensure all licensing transactions for service members are reported in the MCTFS, via a unit diary entry utilizing the appropriate Table 20 and 40 codes. Commanders will ensure that the completed NAVMC 10964, with unit diary entry number annotated, is returned to the issuing licensing authority for inclusion in the applicant's Operator's History File. Additional reporting requirements for suspensions, revocations, and reinstatements are identified below.

(1) Suspension. In addition to the requirements listed in paragraph 6(1) above, unit diary entries for suspensions will include, at a minimum, the following data elements in the administrative remarks block: license number, date of suspension, length of suspension, and commander suspending the license. Commanders will confiscate and hold the suspended OF 346 until the suspension period has expired. In the case of DoD civilian employees and contractors, the employee's supervisor will confiscate and hold the suspended OF 346 until the suspension period has expired. Upon completion of the suspension period, the OF 346 will be returned to the assigned operator and the appropriate MCTFS reinstatement entry shall be reported for service members.

(2) Revocation. In addition to the requirements listed in paragraph 6(2) above, unit diary entries for service member revocations will include, at a minimum, the following data elements in the administrative remarks block: license number, date of revocation, and commander revoking the license. Commanders/civilian supervisors will confiscate, destroy, or stamp "REVOKED" on the front page and all endorsement pages of the revoked OF 346. In the event that the operators state driving privileges have been permanently revoked or the commander has determined that the operator's conduct warrants permanent revocation of driving privileges, Manpower & Reserve Affairs will be notified by the commander, per reference (c).

(3) Reinstatement. In addition to the requirements listed in paragraph 6(3) above, unit diary entries for service member reinstatements will include, at a minimum, the following data elements in the administrative remarks block: license number, date of reinstatement, and commander granting reinstatement.

8. Facilities. If adequate facilities are not available to support the establishment of a full licensing program, personnel should be licensed using TECOM led Mobile Training Teams, where applicable.

9. List of Ground Ordnance Vehicles

Colloquial Name and Model	TAMCN
Amphibious Combat Vehicle - Personnel (ACV-P)	E0157
Amphibious Combat Vehicle - 30 (ACV-30)	E0035
Amphibious Combat Vehicle - Command (ACV-C)	E0010
Amphibious Combat Vehicle - Recovery (ACV-R)	E0072
Colloquial Name and Model	TAMCN
Assault Amphibious Vehicle - Command (AAVC7A1 RAM/RS)	E0796
Assault Amphibious Vehicle - Personnel (AAVP7A1 RAM/RS)	E0846
Assault Amphibious Vehicle - Recovery (AAVR7A1 RS)	E0856
Light Armored Vehicle - Electronic Warfare (LAV-EW A2)	E0133
Light Armored Vehicle - Anti-Tank (LAV-AT A2)	E0942
Light Armored Vehicle - Command & Control (LAV-C2 A2)	E0946
Light Armored Vehicle - Light Assault 25mm (LAV-25 A2)	E0947
Light Armored Vehicle - Logistics (LAV-L A2)	E0948
Light Armored Vehicle - Mortar (LAV-M A2)	E0949
Light Armored Vehicle - Maint/Recovery (LAV-R A2)	E0950
Rocket System, Artillery, High Mobility - (HIMARS M142)	E1500
* Common #2171 Ordnance - (SECM-V)	E7903

\*\* Note: A (\*) indicates vehicle are to be licensed in accordance with the policies and procedures identified in reference (n).

Chapter 2

Licensing Office Code Identifiers

<b>Licensing Office Code Identifiers by Organization</b>		
<b>I MEF</b>		
<b>UIC</b>	<b>Unit Name</b>	<b>License Code</b>
M20160	11TH MEU I MEF CAMPEN CA	M253A
M20167	13TH MEU I MEF CAMPEN CA	M254A
M20300	15TH MEU I MEF CAMPEN CA	M255A
M21820	3D AA BN 1ST MARDIV	M282
M28327	ORD MAINT CO 1ST MAINT BN 1ST MLG	M283
M28349	CLB 7 CLR 1 1ST MLG 29 PALMS CA	M283A
M11350	5/11 1ST MARDIV CAMPEN CA	M113
M11700	1ST LAR BN 1ST MARDIV CAMPEN CA	M270
M13700	3D LAR BN 1ST MARDIV 29 PALMS CA	M370
<b>II MEF</b>		
<b>UIC</b>	<b>Unit Name</b>	<b>License Code</b>
M21810	2D AA BN 2D MARDIV CAMPLEJ NC	M181
M20197	CLB 22 (22D MEU) 2D MLG CAMPLEJ NC	M019
M20199	CLB 24 (24TH MEU) 2D MLG CAMPLEJ NC	M199
M20198	CLB 26 (26TH MEU) 2D MLG CAMPLEJ NC	M198
M27127	ORD MAINT CO 2ND MAINT BN 2ND MLG	M271
M12190	2D LAR BN 2D MARDIV CAMPLEJ NC	M121
M12310	1/10 2D MARDIV CAMPLEJ NC	M123
M12301	10TH MAR REGT 2D MARDIV CAMPLEJ NC	M123A
M12320	2/10 2D MARDIV CAMPLEJ NC	M123B
<b>III MEF</b>		
<b>UIC</b>	<b>Unit Name</b>	<b>License Code</b>
M29023	ORD MAINT CO 3D MAINT BN 3D MLG	M290
M29048	CLB 31 (31ST MEU) 3D MLG OKINAWA JAPAN	M290A
M13201	HQTRS CO 4TH MAR REGT 3D MARDIV	M232
M13310	1STBN 12THMAR 3D MARDIV KANEOHE BAY HI	M133
M13403	CMBT ASLT CO 3D MAR REGT 3D MARDIV	M234

<b>SUPPORTING ESTABLISHMENT</b>		
<b>UIC</b>	<b>Unit Name</b>	<b>License Code</b>
M33040	ADV INF TRNG BN SOI WEST TRNG COM MCB CAMPEN CA	M220
MS3247	MARCOR DET USA ARTY CTR TRNG COM FT SILL OK	M532
MS3800	ASLT AMPHIB SCOL BN TRNG COM MCB CAMPEN CA	M508
M38010	MCLB BARSTOW CA	M602
M38001	MARCORLOGCOM ALBANY GA	M600
MS3513	EXERCISE SPT DIV MAGTFTC TRNG COM 29 PALMS CA	M351
M67500	BLOUNT ISLAND COM JACKSONVILLE FL	M601
M67700	MARCOR DET TRNG COM FT LEONARD WOOD, MI	M500
M37100	MARCORSYSCOM QUANTICO VA	M71
M37101	PEO LS MARCORSYSCOM QUANTICO	M71A
M30083	CO B MARCOR DET USA QMC & SCOL TRNG COM FT LEE	M300
<b>MARINE FORCES RESERVE</b>		
<b>UIC</b>	<b>Unit Name</b>	<b>License Code</b>
M21831	H&S CO 4TH AA BN 4TH MARDIV TAMPA FL	M321A
M21834	AAV CO A 4TH AA BN 4TH MARDIV NORFOLK VA	M321B
M21883	AAV CO B 4TH AA BN 4TH MARDIV JACKSONVILLE FL	M321C
M21884	AAV CO C 4TH AA BN 4TH MARDIV GALVESTON TX	M321D
M21885	AAV CO D 4TH AA BN 4TH MARDIV TAMPA FL	M321E
M29470	MAINT CO CLB 451 CLR 45 4TH MLG ROCK ISLAND IL	M344A
M29471	DET 1 MAINT CO CLB 451 CLR 45 4TH MLG	M344B
M29472	DET 2 MAINT CO CLB 451 CLR 45 4TH MLG	M344C
M29481	DET 1 MAINT CO CLB 453 CLR 4 4TH MLG	M345C
M29483	DET 3 MAINT CO CLB 453 CLR 4 4TH MLG	M345D
M29484	DET 4 MAINT CO CLB 453 CLR 4 4TH MLG	M345E
M14622	RCKT BTRY D 2/14 4TH MARDIV EL PASO TX	M462D
M14623	RCKT BTRY F 2/14 4TH MARDIV OKLAHOMA CITY OK	M462F
M14624	RCKT BTRY K 2/14 4TH MARDIV HUNTSVILLE AL	M462K
M14031	H&S CO 4TH LAR BN 4TH MARDIV CAMPEN CA	M320A
M14032	LAR CO A 4TH LAR BN 4TH MARDIV CAMPEN CA	M320B
M14033	LAR CO B 4TH LAR BN 4TH MARDIV FT DETRICK MD	M320F
M14034	LAR CO C 4TH LAR BN 4TH MARDIV RIVERTON UT	M320C
M14035	LAR CO D 4TH LAR BN 4TH MARDIV QUANTICO VA	M320D
M14040	LAR CO E 4TH LAR BN 4TH MARDIV SYRACUSE NY	M320E
M14041	LAR CO F 4TH LAR BN 4TH MARDIV EASTOVER SC	M320G

## Chapter 3

### Physical Requirements

1. General. Vehicle operators must be able to safely control equipment at all times. Applicants selected for licensing will be physically and mentally sound. A physical examination by qualified medical personnel is a prerequisite. Notwithstanding, the required physical examination, poor attitude, or emotional instability that render the applicant a hazard to themselves or others, or which in the opinion of the medical examiner, would interfere with the applicant's safe or efficient performance of duties, are sufficient cause to disqualify the applicant.

2. Military Screening Standards. All military applicants are required to be screened by a qualified medical examiner. The following subparagraphs discuss physical standards and other restrictions. All of these physical standards except depth perception are tested during the physical examination upon entry to the Marine Corps and in the periodically scheduled physical examinations. All Marine Corps personnel are required to conduct a Physical Health Assessment (PHA) every year within 30 days of anniversary of date of birth. As a result of the PHA, a full physical examination may not be required. However, applicants that require medical evaluation for reasons other than a detailed examination are to report to a medical officer with a memorandum describing the condition(s) requiring evaluation. In addition to physical examination, all applicants will be screened for physical characteristics. A review of ordnance vehicle technical manual requirements will allow the commander to identify the necessary physical characteristics to safely operate the ordnance vehicle the applicant is to be licensed on. If limitations are annotated, commanders will make the determination whether the physical limitations are grounds for denying the applicant a license. In certain cases, the applicant's limitations can be compensated for or corrected.

a. Visual acuity. The visual acuity test is used to determine the smallest letters an applicant can read on a standardized chart (Snellen chart) or a card held 20 feet (6 meters) away. The minimum visual acuity requirement to obtain a ground ordnance vehicle license is 20/40, with or without correction. If an applicant's vision is not correctable to 20/40 with or without standard corrective or contact lenses, they are disqualified. If the applicant's vision is correctable with standard corrective or contact lenses, specify the restriction on the back of the OF 346. Operators whose vision is correctable to 20/40 are restricted to wearing standard corrective or contact lenses when driving.

b. Field of vision. This test determines whether the applicant can see to the side while looking straight ahead. The minimum acceptable standard is a lateral range of 75 percent on each side of the focus line for each eye. If the standard is not met, the applicant will be referred to appropriate medical personnel to determine if his or her lateral vision is sufficient for safe driving.

c. Depth perception. This test determines how well the applicant can judge distances. There is no minimum standard. The results of this measure will only be used in driver counseling and training.

d. Color perception. This test determines if the applicant is color-blind. The applicant will not be disqualified for a vehicle operator's

license because of color blindness. However, if color-blindness is indicated, he or she will be given additional training, which will enable him or her to drive safely.

e. Hearing. This test determines whether the examinee can hear well enough to drive safely. A test is required for military personnel with a numerical designator of "3" or "4" under the "H" factor of the physical profile serial. Qualified medical personnel will complete this test in order to determine sufficient hearing for safe driving. All personnel are required to have an annual hearing conservation examination conducted by qualified medical personnel. If the applicant maintains a numerical designator of "1" or "2" under the "H" factor of the physical profile serial, no other hearing test is required. Additionally, hearing loss is a concern among armor crewmen because of improper fit, wear, and maintenance of combat vehicle crewman (CVC) helmets. Commanders must ensure each operator is properly fitted with a helmet and that the helmet is properly maintained. All crew members will wear CVC helmets; passengers will wear ear plugs and Kevlar when the vehicle is operating. When the CVC helmet is worn, make sure that the chinstrap is fastened. The CVC helmet will not properly reduce sound unless it is fastened. Personnel should also wear hearing protection while performing maintenance on a tracked vehicle per reference (d) and (f).

f. Other Restrictions. A driver applicant with any medical (pathological, psychological, or physiological) restrictions, which may limit the operator will report these restrictions to his or her commander or supervisor as soon as they are known. The commander or supervisor will verify this information with appropriate medical personnel. The restrictions will be specified in the "Restrictions" on the applicants OF 346.

3. Physical Requirements for Civilians. Applicants will be initially screened and every four-years thereafter in accordance with reference (i).

a. All Civilians. In addition to the same screening standards for military applicants, civilian applicants are subject to the following standards, which apply to DoD federal, non-federal, and contracted civilian applicants. Civilian applicants with the following disorders will refer to the Office of Personnel Management (OPM) for specific medical referral procedures:

(1) Epilepsy. Applicants who have suffered epileptic seizures within 2 years are disqualified from holding an OF 346 per reference (a). 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. If insulin is necessary to control a diabetic applicant's condition, the applicant can be certified by a medical examiner for a period of up to 12 months. The medical examiner will verify all healthcare professional provided Insulin-Treated Diabetes Mellitus assessment forms, (MCSA-5870) indicating the applicants maintains a stable insulin regimen and proper control of their diabetes. If mild diabetes is present, and it is controlled by use of an oral hypoglycemic drug and/or diet and exercise, it should not be considered disqualifying.

b. Department of Defense (DoD) Federal Employees. Civilians who are DoD federal employees fall into a special category. The OPM physical standards

for drivers are considerably different from Marine Corps standards. When screening federal employees, screen to the following standards per reference (i):

(1) Color Vision. The applicant must have the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber. The examinee will not be disqualified for a vehicle operator's license because of color blindness. However, if color blindness is indicated, he or she will be given additional training on traffic light sequence, observation of other traffic, and so forth, which will enable him or her to drive safely.

(2) Hearing. An applicant is physically qualified to drive if that person:

(a) First, perceives a forced whispered voice in the better ear at not less than 5 feet with or without the use of a hearing aid.

(b) If tested by use of an audiometric device, does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz with or without a hearing aid when the audiometric device is calibrated to American National Standard Z24.5-1951. There is no minimum standard for the other ear.

(3) Depth Perception and Reaction Time. There are no requirements for testing and no minimum standards.

(4) Other Conditions. For all other conditions requiring medical referral, the applicant will take a 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 Chapter (4).

4. Applicant Medical Information. License examiners will ensure applicant's medical information is acquired and reviewed prior to the completion of Part III of NAVMC 10964.

## Chapter 4

### Procedures for Licensing

1. General. The following paragraphs outline basic recording actions for issuing or denying the OF 346.

2. Completing the Documentation. This section applies to the completion of the Application for Government Vehicle Operator's Permit, NAVMC 10964, and the U.S. Government Motor Vehicle Operator's Identification Card, OF 346.

a. Application for Government Vehicle Operator's Permit, NAVMC 10964. The NAVMC 10964 is the official document used to initiate licensing action.

(1) Part I. Blocks 1 through 16 of the application should be completed by the applicant during the initial interview process. The applicant's commanding officer or designated official signs and dates block 17. If the applicant is a civilian, block 17 is to be signed and dated by the individual's responsible superior.

(2) Part II. The License Examiner will complete corresponding portions of Part II upon completion of applicable test. Upon verification, the License Examiner will place an X in the appropriate column for successful or unsuccessful completion of listed tests. List all restrictions placed upon applicant (i.e. glasses, hearing aid, etc.) to the right of the "CHECK HERE IF NONE" block in section 19.

(3) Part III. The License Examiner will place an X in the appropriate boxes in blocks 20 through 23. Additional details will be further specified in blocks 22 and 23 as required. All vehicles/equipment the applicant will be qualified to operate will be listed in block 24. Qualifications will be listed as shown in Table 40, by License Code, followed by vehicle/equipment nomenclature in parenthesis, i.e., E1500 (M142) etc. Licensing Authorities should coordinate with supporting administrative office, at least quarterly, to obtain a current copy of the Table 40 from (MCTFS). This document should be maintained in the Licensing Desktop and Turnover procedures.

(a) Signatures and Dates. Block 25 will be signed and dated by the Licensing Examiner who signs as the Qualifying Official on the endorsement page(s) of the OF 346. The expiration date in block 28, for a new OF 346 or a renewal, will be eight years from the date issued annotated in block 27. Block 29 will be signed and dated by the Issuing Official after verifying the upgrade endorsement and signing the front of the applicant's new OF 346. Block 30 will be signed by the individual authorized to ensure all required information is entered into MCTFS along with the Unit Diary entry number. This may vary from unit to unit. However, this action will typically take place in the units S-1 or S-3.

(b) New Licenses, Upgrades, Duplicates, and Renewals. In blocks 26 through 28, the License Examiner will record the card number issued, date issued, and expiration date as recorded on the OF 346. Information recorded in blocks 26 through 28 along with the applicant's name are also to be recorded in the licensing log. New card numbers will not be issued for renewals, upgrades or duplicates. The original card number will be utilized from the applicant's old OF 346, old NAVMC 10964 within the driver's history file, or certified MCTFS print out. New dates will not be assigned for the date issued and expiration date for an upgrade or duplicate. The original

dates from the applicant's old OF 346, old NAVMC 10964 within the driver's history file or certified MCTFS print out will be utilized. The OF 346 is void upon release from military service.

(c) Learner's Permits. License examiners will enter learner's permit issue date and card number in Block 20. Card number, issue date, applicant's name, and unit/work section are to be recorded in the licensing log. Learner's Permits are good for a period 6 months from the date of issue.

b. U.S. Government Motor Vehicle Operator's Identification Card, OF 346. The OF 346 will be issued to applicants upon successful completion of required screening/testing. The Licensing Officer/ Issuing Official will complete both the front and back of the OF 346, ensuring all information is correctly annotated. If applicable, restrictions, which include: medical certificate required, corrective lenses required, hearing aid required, shop use only permit, must be accompanied by licensed driver, etc. will be listed in the restrictions block. Make sure all necessary restrictions are entered on endorsement page(s). All vehicles requiring medical certification must be annotated with an "\*". The Licensing Officer/Issuing Official will sign the front of the OF 346 in the block marked: "Signature and Title of Issuing Officer". The Licensing Examiner/Qualifying Official will endorse each vehicle qualification for which the applicant is qualified to operate endorsement pages. Requirements for the different types of transactions are as follows:

(1) New Licenses. Base all OF 346 entries on the information contained in Parts I, II, and III of the NAVMC 10964.

(2) Upgrades. Enter new qualifications on the endorsement page of the existing OF 346 or additional Endorsement Page(s) as appropriate. The Licensing Examiner/Qualifying Official's signature is required next to each new entry as well as the licensing code for the office issuing the upgrade.

(3) Duplicates. If lost, stolen, misplaced, or unable to read, the licensing official will issue a duplicate OF 346 based on the information given on the application NAVMC 10964. This information must be validated from the individual's original NAVMC 10964 with original card number and signatures or certified true copy of the MCTFS print out showing current vehicles the applicant is qualified to operate. Prior to issue, the licensing official must annotate "Duplicate" in the 'Restrictions' block of the OF 346 and utilize the original license number issued as indicated on the original NAVMC 10964 or MCTFS print out. The licensing official signs the front of the OF 346. The Licensing Examiner signs the endorsement page in the qualifying official block next to each qualification using the license code from the original issuing authority.

(4) Renewals. Complete the OF 346 with qualifications taken from Part III of the applicant's new NAVMC 10964 and the expiring OF 346. Destroy the old OF 346 before signing the new one.

(5) Learner's Permit. A learner's permit is valid for a period no longer than 6 months. If the operator must exceed 6 months, the licensing examiner may issue a new learners permit with a letter from the commanding officer or civilian department head requesting an extension. Complete the front of the OF 346 based on the information recorded on the NAVMC 10964 Parts I and II. On the endorsement pages of the OF 346, under

"Restrictions", enter the notation "Learner's Permit, Must be Accompanied by Licensed Operator."

(6) Shop-Use Only. A shop use only permit is issued to qualified maintenance personnel for the sole purpose of performing operational and safety checks on vehicles that have been repaired. On the endorsement page(s) of the OF 346, under "Restrictions", enter the notations "Shop Use Only" along with other applicable restrictions (i.e., "Corrective Lenses Required").

c. Lamination. Lamination of the OF 346 is strongly encouraged.

d. Records

(1) Reporting. Government vehicle operator permits (issuance, renewal, and upgrade) are reportable via MCTFS, in accordance with reference (c). Each Table 40 vehicle license code represents the vehicle type for which the operator is licensed.

(2) Filing and Disposition. File copies of all documentation relating to the issuance or denial of an OF 346 per Chapter 5.

Chapter 5

Program Administration

1. General. The authority to issue vehicle operator permit and/or license is granted to the units identified in Chapter 2. Issuing authorities will institute an internal process that will include at a minimum, the following mandatory administrative files and transactional records:

- a. Operators History File
- b. License Ledger
- c. Recording actions

2. Administrative Files and Transactional Records. The following are suggested procedures, which may be modified as necessary to satisfy local requirements:

a. Operators History File. One folder for each applicant will contain, at a minimum, his or her application (NAVMC 10964), interview notes, test scores, documentation of special action taken, Motor Vehicle Records Check, and any copies of correspondence concerning the applicant. Upon transfer, the history file will accompany the Marine to their next duty station.

(1) Local commanders are authorized to maintain any other documentation they deem appropriate.

(2) Operator History File may be archived electronically to conserve space.

(3) Maintain hard copy files no longer than four years.

b. License Ledger. Each issuing authority will maintain a ledger of all permits and/or OF 346 issued. The ledger will be organized by date sequence and will include date of issue, expiration date, permit number and/or license number, name of the licensee, type of equipment qualified to operate, and a remarks block. The ledger will be maintained on a calendar year basis and will identify personnel restrictions and qualifications. Automated versions of the ledger are authorized as long as they include all data fields listed above.

c. Recording actions. Issuing authorities will record all issued licenses to Marines in MCTIMS. There is no requirement to record licenses issued to civilians and/or Foreign Nationals. Issuing authorities are encouraged to utilize their individual license code (see Chapter 2) followed by a sequential four-digit number when issuing license numbers. For example, the license code for 3D AA BN 1ST MARDIV is M282. The first license number issued for this unit would be: M282-0001, the second would be M282-0002, and so on for all subsequent licenses issued. Issuing authorities will not reissue license numbers that have been previously issued. Hard copy ledgers will be retained for two years following the last date of entry per ref (j). Electronic ledgers will contain no more than four years of history.

### 3. Motor Vehicle Records Check Procedures

a. General. The National Driver Register (NDR) is a division in the National Center for Statistics and Analysis under the National Highway Traffic Safety Administration. The NDR maintains the computerized database known as the Problem Driver Pointer System (PDPS) which contains information on individuals whose privilege to operate a motor vehicle has been revoked, suspended, canceled or denied or who have been convicted of serious traffic-related offenses. The records maintained at the NDR consist of identification information including name, date of birth, gender, driver license number, and reporting State. Based on information received as a result of an NDR search, PDPS will "point" the state of inquiry to the state of record where an individual's driver status and history information is maintained.

b. Inquires. The inquiries described in this Section are accomplished for all applicants applying for an initial OF 346, Government Vehicle Operator's Identification Card, those applying for reinstatement of license after revocation or suspension, or at the discretion of the commander. The applicant will complete a locally generated request or search of NDR form, including name, date of birth, gender, driver license number, and reporting State. Ensure all entries are accurate and legible. It is the responsibility of the licensing authority to verify the accuracy of this information. Mail completed and notarized form(s) to:

National Driver Register  
1200 New Jersey Ave, S.E.  
NVS-422  
Washington, D.C. 20590-001

c. Follow-on Action of Inquiry Form. The NDR will reply to all inquiries. The report may identify a probable 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 applicants OF 346. NDR reports should arrive at the licensing office approximately 15 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.

d. National Drivers Registry (NDR) Reports. All NDR replies will arrive on a form similar to that shown in Figure 5-2. Such reports will not always require action. The following guidelines apply:

(1) Report Interpretation. Civilian driver's licenses may be withdrawn or denied for a variety of reasons. When individuals have a revoked or suspended state driver's license, clarification information may be obtained from the state that revoked or suspended that license. Possible NDR status outputs from system include the following:

(a) No Match - The individual does not have record on the PDPS.

(b) Match - The individual does have a record on the PDPS.

(c) Licensed (LIC) - Licensed means the individual holds a license in that State and the privilege to drive is valid. (Only drivers who

previously had a suspension/revocation and have cleared their history are included here.)

(d) Eligible (ELG) - The individual's privilege to drive or apply for a license in a State(s) is valid.

(e) Not Eligible (NELG) - The individual's privilege to drive in a State(s) is invalid.

(2) Disqualification for Major Offenses. Applicants that receive a status output of "No Match" or "Not Eligible" are automatically not recommended for consideration of a permit or license. Applicants who are found not recommended will take the necessary steps to contact the state where their license was issued from (see Table 5-1) for resolution. If all attempts to resolve the matter have been exhausted and applicant is disqualified to receive a permit/license, the licensing authority will make an entry in MCTIMS noting the reason for non-issue of a permit/license.

(3) Filing

(a) Black out operator's SSN prior to filing PDPS report.

(b) PDPS report will be filed in the operator's history file.

(4) Nation Drivers Registry (NDR) Frequently Asked Questions. For a complete overview of NDR and a list of frequently asked questions, log on to the National Highway Traffic Safety Administration web site:  
<https://www.nhtsa.gov/data/national-driver-register>.

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	
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 5-2.--Report of Inquiry Searched - National Driver Register

<u>Table 5-1 List of State Department of Motor Vehicles Offices</u>	
<p>Alaska Division of Motor Vehicles DMV 1300 W. Benson Boulevard Anchorage AK 99503-3696 Anchorage Area 269-5551 Toll-Free in Alaska (855) 269-5551 Outside of Alaska (907) 269-5551</p>	<p>Alabama Alabama Department of Revenue 50 North Ripley Street Montgomery, AL 36132 Phone: (334) 242-9000</p>
<p>Arkansas Department of Finance and Administration 1509 West 7th Street Little Rock, AR 72201 Phone: (501) 371-5581</p>	<p>Arizona Arizona Department of Transportation Motor Vehicle Division P.O. Box 2100 MD 555M Phoenix, AZ 85001 Phoenix: (602) 255-0072 Tucson: (520) 629-9808 Elsewhere in Arizona: (800) 251-5866</p>
<p>California California Department of Motor Vehicle Office of Public Affairs 2415 First Avenue Sacramento, CA 95818 Phone: (1-800) 777-0133 Hearing Impaired: TTY (1-800) 368-4327</p>	<p>Colorado Colorado Department of Revenue Division of Motor Vehicle 1881 Pierce Street Lakewood, Colorado 80214 Phone: (303) 205-5600 TDD: (303) 205-5940</p>
<p>Connecticut Department of Motor Vehicles 60 State Street Wethersfield, CT 06161 Phone: (860) 263-5700 District of Columbia Department of Motor Vehicles 95 M Street, SW Washington, DC 20024 Phone: (202) 737-4404 TTY: 711</p>	<p>Delaware Department of Motor Vehicles Delaware City Division of Motor Vehicles 2101 Mid County Drive New Castle, Delaware 19720 Phone: (302) 326-5000</p>
<p>Florida Florida Department of Motor Vehicles 5801 NW 34th Blvd. Florida, FL 32653-1756 Phone: (850) 617-2000</p>	<p>Georgia Georgia Department of Driver Services 2206 East View Parkway Conyers, Georgia 30013 Phone: (678) 413-8400 (678) 413-8500 (678) 413-8600</p>
<p>Hawaii Hawaii Department of Motor Vehicle Licensing Division 1031 Nuuanu Avenue Honolulu, HI 96817 Phone: (808) 961-2222 (808) 323-4800</p>	<p>Idaho Idaho Transportation Department 3311 W. State Street P.O. Box 7129 Boise, ID 83707-1129 Phone: (208) 334-8000</p>
<p>Illinois Cyber Drive Illinois Department of Motor Vehicle 213 State Capitol Springfield, IL 62756 Phone: (217) 785-3000 (outside Illinois) States Department of Motor Vehicles</p>	<p>Indiana Indiana Bureau of Motor Vehicles Indiana Government Center North 100 North Senate Avenue Indianapolis, IN 46204 Phone: (888) 692-6841</p>

<p>Iowa Iowa Department of Transportation 800 Lincoln Way Ames, IA 50010 Phone: (800) 532-1121 Toll free: (515) 244-8725</p>	<p>Kansas Kansas Department of Revenue 1640 Industrial Road Emporia, KS 66801 Phone: (620) 342-5146</p>
<p>Kentucky Kentucky Department of Vehicle Regulation 200 Mero Street Frankfort, KY 40602-2014 Phone: (502) 564-2737</p>	<p>Louisiana Louisiana Office of Motor Vehicles, 7979 Independence Blvd. Baton Rouge, LA 70806 Phone: (504) 587-3913</p>
<p>Maine Maine Bureau of Motor Vehicles 19 Anthony Avenue Augusta, ME 04330 Phone: (207) 626-8400</p>	<p>Maryland Maryland Department of Transportation Motor Vehicles 6601 Ritchie Highway NE, Glen Burnie, MD 21062 Phone: (410) 768-7000 Phone: (1-800) 492-4575 (TTY)</p>
<p>Massachusetts Massachusetts Registry of Motor Vehicles Boston RMV 136 Blackstone Street Boston, MA Phone: (857) 368-8000 Outside: (800) 858-3926</p>	<p>Michigan Ruth Johnson, Secretary of State Department of State Michigan Department of State Lansing, MI 48918 Toll-free number: (888) 767-6424</p>
<p>Minnesota Minnesota Department of Public Safety 445 Minnesota Street Saint Paul MN 55101-5155 Phone: (651) 201-7000 (651) 297-2005 TTYL: (651) 282-6555</p>	<p>Mississippi Mississippi Motor Vehicle Commission 1755 Lelia Drive, Suite 200 Jackson, MS 39216 Phone: (601) 987-3995</p>
<p>Missouri Missouri Division of Motor Vehicle Harry S Truman State Office Building 301 West High Street Jefferson City, MO 65101 Phone: (314) 894-7512 (573) 526-2407</p>	<p>Montana Montana Motor Vehicle Division 302 N Roberts St Helena, MT 59601 Phone: (406) 444-3933</p>
<p>Nebraska Nebraska State Office Building Driver Licensing Services 301 Centennial Mall South P.O. Box 94726 Lincoln, Nebraska 68509-4726 Phone: (402) 471- 3861 States Department of Motor Vehicles</p>	<p>Nevada Nevada Department of Motor Vehicles 555 Wright Way Carson City, NV 89711 Phone: (775) 684-4368</p>

<p>New Hampshire New Hampshire Division of Motor Vehicles 23 Hazen Drive Concord, NH 03305 TDD Access: Relay Phone: (800) 735-2964</p> <p>New Mexico New Mexico Motor Vehicle Division Joseph Montoya Building P.O. Box 1028 1100 South St. Francis Drive Santa Fe 87504-1028 Phone: (888) 683-4636 (888) MVD-INFO</p>	<p>New Jersey New Jersey Motor Vehicle Commission P.O. Box 160 Trenton, NJ 08666 Phone: (609) 292-6500 TTY: (609) 292-5120</p> <p>New York New York Department of Motor Vehicles 224-260 S. Pearl Street Albany, NY 12202 Phone: (212) 645-5550</p>
<p>North Carolina North Carolina Department of Motor Vehicle 3117 Mail Service Center Raleigh, NC 27699-3117 Phone: (919) 715-7000</p>	<p>North Dakota North Dakota Department of Transportation 608 East Boulevard Avenue Bismarck, ND 58505-0700 Phone: (701) 328-2500 Toll free: (1-855) 637-6237 (1-855) NDROADS</p>
<p>Ohio Ohio Bureau of Motor Vehicles 1970 West Broad Street Columbus, Ohio 43223 Phone: (614) 752-7500</p>	<p>Oklahoma Oklahoma Department of Public Safety 728 East I-240 Service Road Oklahoma City, OK Phone: (405) 425-2020</p>
<p>Oregon Oregon Department of Motor Vehicle 1905 Lana Ave NE Salem, OR 97314 Bend: (541) 388-6322, Eugene: (541) 686-7855 Medford: (541) 776-6025 Portland Metro Area: (503) 299-9999 Roseburg: (541) 440-3395 Salem Metro Area: (503) 945-5000</p> <p>Rhode Island Rhode Island Division of Motor Vehicles Division of Motor Vehicles 600 New London Avenue Cranston, RI 02920-3024 Phone: (401) 462-4368</p>	<p>Pennsylvania Pennsylvania Department of Transportation 1101 South Front Street Harrisburg, PA 17104 Out-of-State 1-717-412-5300 Hearing Impaired (In-State) *1-800-228-0676 (TDD) Hearing Impaired (Out-of-State) *1-717-412-5380 (TDD)</p> <p>South Carolina South Carolina Department of Motor Vehicles Myrtle Beach Commons 1330 Howard Parkway Myrtle Beach, SC 29577 Phone: (1-855) SC-Fraud (1-855) 723-7283</p>
<p>South Dakota South Dakota Motor Vehicles Division 445 East Capitol Ave Pierre, SD 57501-3185 Phone: (605) 773.3311 States Department of Motor Vehicles</p>	<p>Tennessee Tennessee Motor Vehicle Services 1150 Foster Avenue Nashville, TN 37243 Phone: (615) 251-5166</p>

<p>Texas Texas Motor Vehicle Division 125 East 11th Street Austin, Texas 78701 Phone: (800) 558-9368</p>	<p>Vermont Vermont Department of Motor Vehicles 120 State Street Montpelier, VT 05603-0001 Phone: (802) 828-2000 Registration &amp; License Information (802) 828-2050</p>
<p>Virginia Department of Motor Vehicle Virginia Department of Motor Vehicles P.O. Box 27412 Richmond, VA 23269 Phone: (804) 497-7100 (TTY) (1-800) 272-9268</p>	<p>Utah Utah Department of Motor Vehicles Clerk's Office 105 E Center St Beaver, UT 84713 Phone: (435) 438- 6463</p>
<p>West Virginia West Virginia Department of Motor Vehicles Paul A. Mattox, Jr., P.E. Phone (304) 558-0444</p>	<p>Washington Washington Department of Licensing 1005 Commercial Ave Suite C &amp; D Anacortes, WA 98221-4186 Phone: (360) 588.0508</p>
<p>Wisconsin Wisconsin Department of Motor Vehicle 4802 Sheboygan Ave. P.O. Box 7910 Madison, WI 53707-7910 Phone (608) 264-7447</p>	<p>Wyoming Wyoming Department of Transportation 5300 Bishop Blvd. Cheyenne, WY 82009 Phone: (307) 777-4375</p>

Chapter 6

Ground Ordnance Vehicle Knowledge and Assessment

1. General. Before licensing, all applicants must demonstrate satisfactory knowledge in the following areas for the specific vehicle(s) for which they will be issued an OF 346:

a. Operators Manual and Lubrication Instruction. The applicant must be familiar with the various types of operating procedures set forth in the operator's manual, lubrication instructions, and any specific procedures outlined while operating under "unusual operating conditions."

b. Maintenance and Preventive Checks. The applicant must demonstrate a basic understanding of daily, weekly, monthly as well as before, during, and after checks for the vehicle(s) for which they will be issued an OF 346.

c. Safety Precautions. The applicant must demonstrate a basic understanding of the corresponding safety equipment, and procedures for its safe operation.

d. Major Components. The applicant must be able to identify major components of the vehicle and their functions.

e. Vehicle Operation. The applicant must be able to demonstrate a basic understanding of general safety guidelines, correct driving/riding position, speed control, emergency stopping procedures, mounting and dismounting procedures, crew evacuation drills, slave starting, rough terrain operations, night operations, operating in dust and smoke, shallow and deep water fording, cold weather operations, vehicle recovery, washing, cleaning, and decontamination procedures, hand and arm signals, convoy driving, and vehicle accident avoidance practices to include: fatigue and sleep loss, situational awareness, blind spots, loss of control, rollovers, accident prevention, fire prevention, ground guide procedures, and refueling operations.

2. Written and/or Computer Based Test (CBT). The application of a written/computer based test will determine the applicant's knowledge of the vehicle(s) for which they will receive an OF 346. Standards for this test must be high. Test information must be impartial and comprehensive enough to indicate mastery. Given the variety of ground ordnance vehicles, no single written test is available. This enclosure contains representative written test questions that may be used. The licensing officer will prepare test questions that are indicative of the vehicle to be licensed using all applicable vehicle manuals.

3. Skill Performance. Applicants who have met the requirements and passed the vehicle written test are eligible to execute the skill performance test. The purpose of this test is to assess the applicant's ability to safely operate the vehicle for which they are to be issued an OF 346.

4. Training. Commanders are responsible for the safe use and operation of the ground ordnance vehicles within their unit. As such, training is required. This is especially true for vehicles that undergo improvements and vehicle redesign.

a. Subject Areas. Training will include the following areas:

- (1) Vehicle Characteristics and Components
- (2) Safety Procedures
- (3) Publications, Forms, and Reports
- (4) Tools and Equipment
- (5) Fire Prevention and Fire Fighting
- (6) Operator Maintenance
- (7) Operating in Usual and Unusual Environments
- (8) Washing, Cleaning, and Decontamination Operations
- (9) Hand and Arm Signals
- (10) Emergency Destruction Procedures

b. Training Types. There are three means of training available: qualification, sustainment, and remedial.

(1) Qualification training. Qualification training will include sequential and progressive instruction in academic subjects and on driving. In most cases, Formal Learning Centers (FLC) provide qualification training for ground ordnance vehicle. However, qualification training can occur at designated unit locations.

(a) Formal Learning Centers (FLC). Training occurs at multiple locations. For example, AAV and ACV at Assault Amphibian School, Camp Pendleton CA, LAV at the School of Infantry, Camp Pendleton CA. etc. The FLC can issue a license to all school graduates upon successful completion of school courseware. However if the FLC chooses not to issue a license, an entry must be made in the Marine Corps Training and Information System (MCTIMS) for each applicant by the school representative that certifies course completion requirements. This entry must state whether the individual has or has not satisfactorily completed training while attending their military occupational specialty training.

(b) Unit. If a graduate was not licensed at the FLC, they must be licensed within 90 days of arriving at their first duty station. If the student received and successfully completed training at the FLC but was not issued an OF 346, his or her parent unit is authorized to issue a license. The unit training manager and licensing examiner are responsible for ensuring the applicant's license is certified in MCTIMS.

(2) Sustainment training. Sustainment training is periodic driver training conducted to maintain a high level of driver skill proficiency and to prevent drivers from acquiring poor driving habits.

(a) Commanders will develop and implement a sustainment training program to be conducted at least annually (every 2 years for Marine Forces Reserve personnel) for any driver with a valid OF 346. Sustainment training should incorporate simulators, if available, especially for the performance

of dangerous emergency procedures, or to replicate hazardous driving conditions.

(b) Certified personnel will conduct an annual check ride (every 2 years for Marine Forces Reserve personnel) for each driver to assess driving proficiency and identify weaknesses. Sustainment training will focus on individual weaknesses as well as other competencies identified by the commander. The commander or supervisor will ensure a qualified individual performs the check ride and assessment. Annual check rides will incorporate activities on dedicated ranges, test tracks, or simulators, if available, in order to check driver/operator proficiency.

(3) Remedial training. Commanders will establish a remedial training program for drivers or operators who have had driver at-fault accidents or traffic violations, misused equipment, or otherwise demonstrated a need for additional training on equipment. This training will be directed towards identifying and correcting individual weaknesses and not as a form of punishment. Use of training aids, devices, simulators and simulations, is encouraged when and where available.

5. Written/Computer Based and Skill Performance Testing. All applicants will be administered a written/computer based and skills performance examination before they are issued an OF 346 for the vehicle which they were trained.

a. Testing Environment. Applicants will be administered the test in a safe environment that is conducive to ensure success.

(1) Written/Computer Based Test Environment. Applicants must be provided an area that is quiet, free of distractions, properly lit, and well ventilated.

(2) Skills Performance Test Environment. Applicants will execute the skills performance test in an environment in which the ground ordnance vehicle would normally be operated.

b. Scheduling the Test. In the instance of limited equipment, applicants may be required to go to where the equipment is located. This is may be the case for Marine Corps Reserve applicants. Coordination by the license examiner will be required to schedule this event.

c. Test Execution

(1) Written/Computer Based Test. Written/computer based tests can be administered individually or in a group. When testing more than one applicant, multiple versions of the same test must be distributed to the group. Notify applicants that the various versions contain the same questions but in a different order. Prior to administering the test, the license examiner must ensure:

(a) Each applicant has a writing utensil.

(b) Each applicant understands the allotted test time.

(c) Reads the test instructions aloud and ensure all applicants understand how the test will be administered and the score necessary to pass the test.

(2) Skills Performance. When administering skills performance applicants, license examiners will assess each applicant individually. Applicants will demonstrate their ability to safely operate the vehicle in an environment to which it would operate. Applicants will also demonstrate their ability to perform before, during, and after operational checks. License examiners are encouraged to prepare and utilize a checklist during skill performance testing. Prior to administering the test, the license examiner must:

(a) Read the instructions aloud and ensure all applicants understand how the test will be administered and the score necessary to pass the test.

(b) Inform the applicant(s) of the allotted test time.

(3) Termination of Test. The license examiner is responsible for the safe operation of the ground ordnance vehicle. License examiners will immediately stop testing when:

(a) The equipment is found to be in a poor mechanical state.

(b) The applicant displays a lack of skill necessary to safely operate the vehicle.

(c) The applicant is in poor health.

(d) The applicant demonstrates intentional recklessness.

(e) The applicant displays a lack of confidence or exhibits undue nervousness.

(f) The applicant is involved in or causes an accident.

(g) The applicant fails to follow directions provided by the license examiner. Upon termination of a skills performance test, the license examiner will annotate the specific reason on the checklist.

(4) Test Evaluation

(a) Written/Computer Based Test. License examiners are encouraged to develop a test answer key that will allow them to efficiently score each test.

(b) Skills Performance. Skills Performance tests will be evaluated as either satisfactory or non-satisfactory. License examiners will evaluate each task using the aforementioned grading scale.

(5) Unsuccessful Applicants. Applicants who fail either the written/computer based or skills performance examination will be critiqued and remediated.

(a) Written/Computer Based. Following remediation, applicants will be re-tested using a different version of the test. Applicants that fail the written test a second time will be evaluated on a case-by-case basis by the commanding officer. The commanding officer can choose to continue remediation or decline the applicants request to obtain an OF 346.

Applicants that are denied an OF 346 will receive a negative counseling statement.

(b) Skills Performance. Following remediation, applicants will be re-tested on the specific task deemed unsatisfactory by the licensing examiner. In addition, while optional, the licensing examiner can chose to re-evaluate the applicant on other tasks. The commanding officer can choose to continue remediation or decline the applicants request to obtain an OF 346. Applicants that are denied an OF 346 will receive a negative counseling statement.

Chapter 7

Test Instructions and Test Question Examples

1. General. All issuing authorities and their designated licensing examiners are responsible for administering both written/Computer Based Tests (CBT) and skills performance tests. This enclosure will clarify the minimum requirements for test instructions and provide example test questions.

2. Example Test Instructions. Before either test is administered, clear instructions to both examiner and the applicant must be provided. The following instructions are provided, taking into consideration the principles of risk management per reference (h), as an example but are not all encompassing as issuing authorities can provide additional guidance as necessary:

a. Written/Computer Based Tests (CBT) Evaluator Instructions

(1) Prior to testing, ensure all the test booklets are provided to the applicants.

(2) Ensure there are enough answer sheets for the group.

(3) Inform the students of the steps they need to do upon completion of the exam. (Where to turn in answer sheets, etc.)

(4) Inform students of the consequences of cheating on the exam.

(5) Inform students that they may use reference material for the exam.

(6) Students have 80 minutes to complete this exam.

(7) Inform students that they will only have two (2) attempts to master the exam. If they fail, they will be remediated and re-tested. In the event of a third failure, the commanding officer can choose to continue remediation or decline the applicants request to obtain an OF 346. Applicants that are denied an OF 346 will receive a negative counseling statement.

b. Written/Computer Based Tests (CBT) Student Instructions

(1) The purpose of this evaluation is to determine your level of knowledge gained on the operation of the (Vehicle name).

(2) You have 80 minutes to complete this exam.

(3) All of your answers will be recorded on the bubble sheet provided to you by the instructor. (Completely fill in the correct answer).

(4) You may use reference materials during this exam.

(5) You must achieve a score of 80% to pass this exam. If you fail to achieve 80%, you will be remediated and re-tested. In the event of a third failure, the commanding officer can choose to continue remediation or decline your request to obtain an OF 346. Applicants that are denied an OF 346 will receive a negative counseling statement.

(6) Any attempt of cheating or integrity violation will result in an immediate failure of this exam and administrative action may be taken.

(7) Follow the directions given by the instructor for what to do when you are finished with the exam.

(8) You may turn the page and start the exam when instructed to do so by the instructor.

c. Skill Performance Test Evaluator Instructions. The vehicle will already be running when the student enters the driver's station. Ensure the instructor and the operator have communication with each other at all times. Notify student they will stop the vehicle if vehicle Instructor/Driver communication is lost. Keep the vehicle in low gear while traveling the course. Notify each student of the specific performance steps that will be evaluated. Ask the student if they understand all of the requirements necessary to pass the evaluation.

d. Skill Performance Student Instructions. "You are tasked with driving an \_\_\_\_\_ vehicle. You need to correctly enter the driver's station and navigate the course without losing control or leaving the concrete. You are allowed to ask questions. You will stop the vehicle if you lose communication with the Instructor or feel that conditions are unsafe. There is no time limit to complete the driving course. However, effective and efficient operation of this vehicle requires prompt decision making and appropriate actions on your part. Throughout the examination, you will be asked questions. These questions will be used to gauge your understanding of this task. You will be required to:

- (1) Press and hold the service brake.
- (2) Release the parking brake.
- (3) Shift the transmission selector to the 'Drive' position.
- (4) Release the service brake.
- (5) Utilize the throttle and steer to maneuver the vehicle through the driving course.
- (6) Apply the service brake as necessary.
- (7) Control the vehicle without losing control.
- (8) Shift the transmission selector switch to the 'Park' position upon the completion of navigating the driving course.
- (9) Set the parking brake.
- (10) Exit the vehicle.

If you fail to complete all of the required performances steps, you will be remediated and reevaluated. Do you have any questions before you begin?"

e. Example Written/ Computer Based Tests (CBT) Questions. The following test questions are indicative of the types of questions that should be found in a written and/or computer based test.

- (1) The recovery vehicle crew consists of:
  - (a) Mechanic, Driver, and Vehicle Commander
  - (b) Driver, Vehicle Commander and Loader
  - (c) Operator, Mechanic, and Vehicle Commander
  - (d) Rigger, Driver, and Welder
  
- (2) The total length of the winch cable is \_\_\_\_\_ and the usable length is \_\_\_\_\_?
  - (a) 300 - 240ft
  - (b) 320 - 280ft
  - (c) 250 - 250ft
  - (d) 500 - 460ft
  
- (3) The function of the System Selector Control Lever is to:
  - (a) Start the Auxiliary Power Unit (APU)
  - (b) Select main, auxiliary, or refuel/defuel operations
  - (c) Operate the APU generator
  - (d) Run the main engine
  
- (4) The portable fire extinguishers are located:
  - (a) Next to the auxiliary power unit control valve.
  - (b) On the left side of the driver.
  - (c) One each on the mechanic and operator rear side of the crew compartment.
  - (d) Behind the riggers seat.
  
- (5) Where is the location of the brake pedal?
  - (a) Next to the APU control valve
  - (b) On the left side of the accelerator pedal
  - (c) On the right side of the shift lever
  - (d) On the steering column

- (6) The recovery snatch block is located:
- (a) Top of the armor deck
  - (b) Left side of vehicle
  - (c) Front of vehicle
  - (d) Right side of vehicle
- (7) How many tow bars are on the Recovery Vehicle?
- (a) 4
  - (b) 1
  - (c) 3
  - (d) 2
- (8) While performing before operational checks and services, after the main engine is started what is checked on the gauge panel?
- (a) Instrument panel light and master warning indicator
  - (b) System warning and low brake pressure
  - (c) Engine oil pressure, transmission oil pressure, batt/gen gauge, tachometer, and APU oil pressure
  - (d) Engine oil temperature, transmission oil temperature, batt/gen gauge and tachometer
- (9) The hook block cannot be used if:
- (a) Pulleys are rusty
  - (b) Grease fitting is missing
  - (c) Safety screw is missing
  - (d) You have a 12 ton snatch block available
- (10) What should be used to keep the access door from swinging shut on the APU when performing PMCS?
- (a) Rope
  - (b) Hold open latch
  - (c) Piece of wood
  - (d) Center Guide

(11) What is the engine oil capacity?

- (a) 17.5 gallons
- (b) 64 liters
- (c) 11 gallons
- (d) 62.5 gallons

(12) The two places that the fixed fire extinguishers can be manually discharged are:

- (a) Crew compartment on left wall and Commanders station
- (b) Left side in front of mechanics seat and outside forward of personnel door right side
- (c) Crew compartment on left wall and engine compartment
- (d) Crew compartment on left wall, outside on operator side of vehicle

(13) In what manual are the procedures found in for operating the hoist winch?

- (a) 9-2350-264-10
- (b) 9-2350-292-20
- (c) 9-5420-292-10
- (d) 9-2350-292-10

(14) Once the portable fire extinguishers have been discharged you must:

- (a) Replace discharged cylinders
- (b) Replace the shield
- (c) Get a new engine
- (d) Replace local discharge lever

(15) When chocking vehicle, place hardwood lumber blocks:

- (a) Behind track
- (b) Under front and rear of both tracks
- (c) Downhill side of track
- (d) Center of both tracks

(16) What should be done first if the hydraulic oil overheats?

- (a) Notify maintenance chief as soon as possible
- (b) Ensure Power Takeoff is on
- (c) Inform vehicle commander
- (d) Troubleshoot as soon as possible

(17) What should the main engine oil pressure be at idle?

- (a) 40 Pounds per Square Inch (PSI)
- (b) 30 PSI
- (c) 15 PSI
- (d) 5 PSI

(18) When shifting gear selector lever from 1<sup>st</sup> to 2<sup>nd</sup> gear, vehicle speed should be?

- (a) Over 3 Miles Per Hour (MPH)
- (b) Under 5 MPH
- (c) Under 2 MPH
- (d) Over 5 MPH

### 3. Procedures for the Administration of Test

a. Determine which test to administer. In general, all applicants for a new OF 346 of any type must be administered a written test. Applicants for a standard or limited permit must be administered both a written/CBT and skills performance test on the vehicle for which they will be required to operate. Applicants seeking an upgraded OF 346 need will be administered both a written and skills performance test on the vehicle for which they will be required to operate.

#### b. Testing Environment

(1) Written/ Computer Based Tests (CBT). The required test environment must support the applicant's ability to concentrate without interference. The setting will provide a comfortable area that is quiet, free of distractions, well lit, and ventilated.

(2) Skills Performance. The test environment must replicate the environmental conditions that the vehicle for which the applicant will operate in normal conditions. The use of simulation will not forego the requirement to complete a skills performance test on the vehicle for which the applicant will be licensed to operate.

c. Taking the Test. Prior to administering the test, ensure the following:

(1) Ensure the applicant has in their possession all required test materials (bubble sheet, pencil, eraser, scratch paper, personal protective equipment (PPE), etc.).

(2) Read the Student Instructions and verify all applicants understand the requirements to pass the test, to include, allotted time, standard to pass, and safety considerations (if applicable).

(3) Written/CBT tests can and are recommended to be administered in a group environment.

(4) When administering a skills performance test, applicants will be tested individually. During the skills performance test, applicants will perform include before, during, and after operational checks demonstrated while operating in usual conditions for the vehicle the applicant will be licensed. Checklists will be prepared by the licensing authority for the specific vehicle for which the applicant will be tested.

(a) Ensure the applicant understands that the test will be immediately terminated if any unsafe practice is witnessed by the license examiner.

(b) Ensure the applicant is physically able to take the test.

(c) Ensure the applicant understands that the test will be terminated if they fail to follow instructions.

(d) Ensure the vehicle is operational for license testing.

(e) If applicant is involved in an accident, the test will be terminated.

d. Test Evaluation

(1) Scoring the Written/ Computer Based Test (CBT). It is recommended that the license examiner develop an answer key that will allow them to efficiently score each test.

(2) Skill Performance Test. Skill performance tests will be evaluated as either satisfactory or unsatisfactory. The license examiner will ensure each required task is scored as such. Applicants that that fail a specific task will be critiqued, retrained, and retested on the specific task that he or she unsatisfactorily demonstrated. An applicant must satisfactorily demonstrate all performance test requirements in order to pass the skills performance test.

(3) Example Skill Performance Checklist

NAME: \_\_\_\_\_ CLASS #: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Last) (First) (YYYYMMDD)

SCORE: \_\_\_\_\_ TEST ID: \_\_\_\_\_ Driving Range (H-100px) \_\_\_\_\_ VERSION: \_\_\_\_\_ A \_\_\_\_\_

Scenario: You have been tasked with driving an \_\_\_\_\_. You need to; correctly enter the driver's station and navigate the course without losing control or leaving the concrete. Allow student to ask question.

**Instructor Note:** The vehicle will already be running when the student enters the driver's station. Ensure the instructor and the operator has communication with each other at all times. Notify student they will stop the vehicle if \_\_\_\_\_ communication is lost. Keep the vehicle in low gear while traveling the course.

- Student presses and holds service brake. \_\_\_\_\_ 5 points
- Student pulls parking brake release handle \_\_\_\_\_ 5 points
- Student moves shift control to proper range. \_\_\_\_\_ 5 points
- Student released service brake. \_\_\_\_\_ 5 points
- Student was able to use steer throttle control assembly properly. \_\_\_\_\_ 5 points
- Student was able to apply service brake properly. \_\_\_\_\_ 5 points
- Student set shift control to N upon completion of course. \_\_\_\_\_ 5 points
- Student set parking brake. \_\_\_\_\_ 5 points
- Student was able to navigate the driving course without loss of vehicle control. \_\_\_\_\_ 60 points

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor: \_\_\_\_\_

Changes to this 'example' checklist can be and are recommended to be made in order to meet the requirements of the ordnance vehicle for which the applicant is to be licensed.

Chapter 8

Dirt-Road/Cross-Country Driving

1. General. All applicants are required to demonstrate the ability to operate the ground ordnance vehicle for which they will be licensed on a cross-country and dirt-road driving course.

2. Test Route. All test routes; both cross-country and dirt-road, will be established by the license examiner. No pre-determined rules exist for the establishment of a test route. Test routes will depend on the terrain within the vicinity of the licensing activity. Terrain features, which may or may not comprise a test route, are detailed below. License examiners are encouraged to optimize the applicants experience based on available terrain features and safety concerns.

a. Dirt-Road Course. Figure 1 illustrates a dirt-road course. Dirt Roads should include at least 80 percent of the following features:

- (1) Hills (steep enough to require downshifting)
- (2) Blind curves
- (3) Limited shoulder room
- (4) Obstacles (water, mud holes, washouts, ruts, fallen trees, rocks, etc.)
- (5) Different surface materials (gravel, dirt, mud, or sand)
- (6) Wooded areas with overhanging trees
- (7) Turnaround on sloping ground
- (8) Limited visibility
- (9) Limited shoulder for makeshift repair site



Figure 8-1.-- Dirt-Road Course Example

b. Cross-Country Course. Figure 2 illustrates a possible cross-country course established at a site near the licensing activity. This course should be 1-2 miles in length and should include the following terrain features:

- (1) Combination of flat and rolling terrain features
- (2) Gullies, trenches, or ditches of varying width, length, or depth
- (3) Areas of soft-surface ground (marsh, mud, or sand)
- (4) Deep sand and/or mud
- (5) Vegetation (weeds or tall grass)
- (6) Fallen trees and/or large rocks
- (7) Wooded areas
- (8) Stream with one or two natural fords

\*\* Note: When and where the terrain allows, limits may be established by employing flags and/or poles. Start and stop locations should be altered to avoid the establishment of "permanent tracks" within the course.



Figure 8-2.-- Cross-Country Course Example

c. Combination Dirt-Road/Cross-Country Course. Figure 3 depicts a possible combined route. This route should retain as many terrain features of both courses as possible.



Figure 8-3.-- Combined Dirt-road/Cross-Country Course Example

d. Permanent Driving Range. Figure 4 illustrates a driving range that is capable of accommodating a variety of vehicles. This type of facility should be constructed only when large numbers of applicants are to be licensed and when access to a Dirt-road/Cross-Country Course is limited or unavailable altogether.



Figure 8-4.--Permanent Driving Range Example.

e. Water Testing. Water testing of applicable vehicles, should be performed by applicants who have no previous water operations training. Throughout testing, the applicant will demonstrate a thorough knowledge of the following:

- (1) Pre-water operational checks
- (2) Safety procedures
- (3) Fording
- (4) Entering surf from a ship/ship-to-shore connector (AAV/ACV/LAV)
- (5) Entering and exiting water at shoreline
- (6) Reversing in water
- (7) Stopping in water
- (8) During-water operational checks
- (9) Post-water operational checks

\*\* NOTE: Refer to vehicle technical manual for specific instructions.

APPENDIX A

Glossary of Acronyms and Abbreviations

APU	Auxiliary Power Unit
CG TECOM	Commanding General, Training and Education Command
CG	Commanding General
CAC	Common Access Card
CBT	Computer Based Test
DoD	Department of Defense
DON	Department of the Navy
DC I&L	Deputy Commandant, Installations and Logistics
FLC	Formal Learning Centers
MARFOR	Marine Forces
MCSC	Marine Corps Systems Command
MCTFS	Marine Corps Total Force System
MEF	Marine Expeditionary Forces
MPH	Miles Per Hour
MOS	Military Occupational Specialty
NDR	National Drivers Registry
NCO	Non-Commissioned Officer
ODS	Operator Driver Simulation
PEO LS	Program Executive Officer Land Systems
PII	Personally Identifiable Information
PDPS	Problem Driver Pointer System
PSI	Pounds Per Square Inch
SOFA	Status of Forces Agreement
TECOM	Training and Education Command