



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

MCBO 11240.2B
B 51
18OCT 2001

MARINE CORPS BASE ORDER 11240.2B w ch \

From: Commanding General
To: Distribution List

Subj: AUTHORITY TO OPERATE GOVERNMENT OWNED MOTOR VEHICLES AND
EQUIPMENT

Ref: (a) MCO 11240.66B
(b) TM 11240-15/3B
(c) TM 11275-15/4
(d) MCO P11240.106B
(e) MCO 5100.19E

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

1. Purpose. To establish policies and procedures concerning the authority to operate Government Owned Vehicles (GOV) and other equipment including morale, welfare, and recreation vehicles aboard MCB, Quantico.

2. Cancellation. MCBO 11240.2A.

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

4. Information

a. Definitions

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

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

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

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

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

b. Reference (a) requires the CG of an installation to establish a driver's licensing program. It requires the testing, control and issuance of the OF-346 for drivers of all tactical vehicles and commercial vehicles with a gross vehicle weight rating of 10,000 pounds or greater, special use vehicles such as buses, wreckers and emergency vehicles regardless of weight, and GME as listed in references (b) and (c). For all commercial vehicles under 10,000 gross pounds, the individual's state driver's license and a Basic Motor Vehicle Operators Card will be required for use of all commercial GOV's/GME's unless specified in enclosure (1). **Exception:** This requirement may be waived by the Director, Safety Division, MCB or AC/S, G-4 for selected Marines over 26 years of age.

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

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

e. Reference (e) requires that **all** military personnel under 26 years of age complete an 8-hour Driver's Improvement Course. It also establishes the requirement to conduct remedial driver's training for military and civilian personnel whose driving record indicates poor or unsafe driving performance.

5. Policies

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

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

(1) Officers who are required to drive, must submit a letter to CG MCB, Quantico or Head, Support Branch, G-4 requesting authorization to operate a government vehicle.

(2) After approval, a copy of the letter must be forwarded to Director, Safety Division. Driver's Training Branch will file the copy in the officer's record.

(3) Driver's Training will schedule the officer for the next Basic Motor Vehicle Operators Course (BMVOC).

(4) Officers assigned to MCB, Quantico or any of its tenant commands/agencies in a Temporary Assigned duty (TAD) status for less than 30 days are exempt from completing the BMVOC.

c. Driver's Improvement. All military personnel permanently assigned to organizations aboard MCB, Quantico under 26 years of age, **will** complete the 8 hour Driver Improvement Course within 30 days of the date they report for duty. The following personnel are exempt:

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

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

(3) Military personnel under the age of 26 years who have a statement of completion on the Basic Training Record of their Service Record Book/Officer Qualification Record (SRB/OQR) attesting to the date and location of the Driver Improvement Course.

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d. Licensing Requirements

(1) Commercial Vehicles. In general, for vehicles less than 10,000 pounds gross weight, the driver shall possess a valid state driver's license and must attend the required training as specified in enclosure (1). An OF-346 is required in addition to the state driver's license for operation of commercial vehicles over 10,000 pounds gross weight as specified in reference (a) and enclosure (1). Personnel assigned to MCB, Quantico or any of its tenant Commands/agencies in a TAD status for less than 30 days needs only a valid state driver's license for vehicles less than 10,000 pounds gross weight. A copy of the TAD orders will be provided to the dispatching authority.

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

(3) Emergency Vehicles (Tactical or Commercial). The driver must possess a valid OF-346 for the class and weight of the vehicle being operated and a valid state driver's license. All drivers must have at least 1 year civilian/6 months Marine Corps driving experience. All drivers must have a valid Medical Examiners Certificate and be at least 18 years old to operate any emergency vehicle as specified in enclosure (1).

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

f. Restrictions on Authority to Drive a GOV

(1) An operator whose state driver's license contains limitations/restrictions, e.g., "corrective lenses required," shall be subject to those same restrictions when operating a GOV.

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

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

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

(1) Period of Issue. An OF-346 issued to all applicants will expire 4 years after date of issue. An OF-346 previously issued by a license authority other than this Base, will not be valid aboard MCB, Quantico, until the individual reports to Driver's Training, MCB, for a validation and entry in the base Licensing Official Files. If assigned to TBS as permanent personnel, the TBS Motor Transport Officer (MTO) has licensing authority to validate the individual license. The MTO must maintain a logbook (or computer log) for all license transactions. TBS MTO must maintain a personnel folder on each individual Marine or Sailor per reference (b).

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

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

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

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

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

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

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

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

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

6. Responsibilities

a. Licensing Authorities will:

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

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

(3) Conduct training sessions as necessary to train new instructors or fill personnel voids in schedules.

(4) Conduct training, examination, and road and skill tests per references (b) and (c).

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

(6) Maintain licensing records per references (a), (b), and (c).

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

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

(a) Commercial Vehicles. CG MCB, Quantico grants the SNCOIC of Driver's Training Branch (License Code M22), Safety Division, MCB, the authority to issue Government licenses (OF-346). The Director, Safety Division will appoint at least one MOS qualified 3537 SNCO to manage the licensing program and two MOS qualified 353X NCOs as licensing examiners per references (a) and (b). This Order applies to all commercial and tactical motor vehicles.

(b) Tactical Vehicles. The MTO (License Code M72), TBS, MCCDC, is the licensing authority. The individual assigned to that billet will appoint at least two MOS qualified 353X Marines as license examiners and manage the licensing program per references (a) and (b). This Order applies to tactical motor vehicles.

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

(d) Additional Licensing Code. 4th LAR BN MARDIV must assign an Officer/Staff NCO the additional duty of Licensing Officer by the Unit Commander. The Licensing Officer must be knowledgeable of the contents of references (a), (b), (d), and (e).

b. Commanders/Division Directors will:

(1) Ensure that personnel assigned to duties involving driving GOV's/equipment are qualified per this Order.

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

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

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

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

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

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

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

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

d. Commanding Officer, Security Battalion/Provost Marshal

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

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

e. Driver Training Branch, Safety Division. Conduct Driver's Improvement and Remedial Driver's Training programs per reference (e). Additionally, provide the Base and other Marine Corps units with an accurate and stimulating training environment. Driver's Training has the ability to instruct up to 40 students at a time in the main classroom, and has a smaller classroom for more personalized

periods of instruction up to 15 students. Driver's Training has the capabilities of teaching a wide variety of classes. These include:

- (1) The Motorcycle Safety Course
- (2) Emergency Vehicle Operator's Course
- (3) Explosive Operator's Course
- (4) Basic Motor Vehicle Operator's Course
- (5) Government Motor Vehicle Operator's Course
- (6) Bus Operator's Course
- (7) Tractor Trailer Course
- (8) Driver Improvement Course
- (9) Remedial Drivers Training

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

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

h. All Drivers of Government Vehicles Must:

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

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

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

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

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

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

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

(a) Receipt of any traffic or parking citation.

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

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

7. Wrecker Operator's Training

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

b. Local courses of instruction will be established by Licensing authorities as necessary to ensure that vehicle operators receive standardized instructions concerning safe vehicle operation, maintenance, and record keeping matters as specified in enclosure (1).

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

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8. Training

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

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

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

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

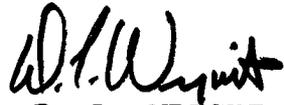
e. Persons operating Government Emergency Vehicles will attend the emergency vehicle operator's course managed by the Driver Training Branch, Safety Division, MCB, Quantico. **Exception:** Fire Department, Military Police, Marine Corps Air Facility, and the NMCL may manage their own emergency vehicle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

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

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



D. L. WRIGHT
Chief of Staff

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MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

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MARINE CORPS BASE ORDER 11240.2B Ch 1

From: Commanding General
To: Distribution List

Subj: AUTHORITY TO OPERATE GOVERNMENT OWNED MOTOR VEHICLES AND
EQUIPMENT

Encl: (1) New page inserts to MCBO 11240.2B.

1. Purpose. To transmit new page inserts to the basic Order.
2. Action. Remove page 7 and page 5 of enclosure (1) of the basic Order, and replace with the corresponding pages contained in the enclosure.
3. Change Notation. Paragraphs denoted by an asterisk (*) symbol contains changes not previously published.
4. Filing Instructions. File this Change transmittal immediately following the signature page of the basic Order.


D.. L.. WRIGHT
Chief of Staff

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LICENSING/TRAINING REQUIREMENTS CHART

TACTICAL VEHICLES
LICENSE REQUIREDG=OF-346 S=State
Military & Civilian

<u>TYPE VEHICLE</u>		<u>REQUIREMENTS</u>
HMMWV (ALL)	G&S	1-5, 10
5 Ton Truck Tactical	G&S	1-5, 10
M936 Medium Wrecker	G&S	2-5, 7-11, 13
LVS All	G&S	2-7, 9-11, 13
All Emergency	G&S	2-4, 9, 10, 12, 13
All Explosives and Related Hazardous Material	G&S	2, 3, 9-11, 5 or 12, and 13
All Refuelers	G&S	2-4, 6, 7, 9-14

Requirements:

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

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

COMMERCIAL VEHICLES
LICENSE REQUIRED

G=OF-346 S=State
Military & Civilian

<u>TYPE</u>	<u>VEHICLE</u>		<u>REQUIREMENTS</u>
	Sedans and vans with seating capacity (including driver) of 10 persons or less	S	12 or 14
	All pickups/trucks less than 10,000 GVW	S	12 or 14
	All buses/vans with seating capacity (including driver) of 16 or more persons	G&S	2-5, 10, 11
	All trucks 10,000 pounds GVW or greater	G&S	1-5, 11
	All tractor/trailer	G&S	2-7, 10, 11, 12
	Wreckers	G&S	1-4, 6, 7, 8, 10, 11, 13
	All refuelers	G&S	2-7, 9-13, 15
	All emergency vehicles	G&S	2, 3, 5, 10, 11
	All hazardous material	G&S	3, 5, 10, 11, 13
	All Special Purpose Vehicles (Refrigerator, Dumpster)	G&S	1-4, 12

Requirements:

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

Enclosure (1)

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

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

Requirements For MCAF and HMX-1 NON 3531 MOS to operate refueler vehicles:

1. Possess a valid state driver's license.
2. Complete the Driver's Improvement Course (Marines under 26 year of age).

Enclosure (1)

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3. Complete the Basic Motor Vehicle Operator's Course (MCAF & HMX-1 Marines will be issued an OF-346 for 1 1/4 ton commercial vehicle).
4. Complete the Government Motor Vehicle Operator's Course (receive a 5-ton learners permit and a 40-hour record log sheet). After 40 hours of road **time**, a road test will be performed by Driver's Training personnel. Upon passing the road test, a 5-ton license will be issued.
5. Complete the Hazardous Materials Course.
6. A valid Medical Examiner's Certificate, NAVMC 10970.
7. Complete the 1 weeklong 5,000-gallon commercial refueler operator's training course coordinated by MCAF, Quantico.
8. Upon passing a written test and a practical application test, Driver's Training will issue a R-9/R-10 license with "RESTRICTION FLIGHT LINE ONLY".

****EXCEPTION:** For FBI agents without a Commercial Driver's License with the proper Hazardous Material endorsement. They will receive classroom instruction at Driver's Training Branch, Safety Division for Explosive Operator's Course. After completing the 8-hour course, they will receive an OF-346, which will state, "AUTHORIZED ON BASE USES ONLY".

Enclosure (1)

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ENGINEER EQUIPMENT

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

Requirements:

- * 1. Persons with no previous or current OF-346 must attend a Government Engineer Operator's Course conducted by the Roads and Grounds Maintenance Shop, G-5, after which a learner's permit will be issued. Riding lawn mowers will not require a learner's permit.
2. 40 hours OJT with learner's permit.
3. Written test by license examiner.
4. Skill test by license examiner.
5. Classroom instruction conducted by the license examiner.
6. A valid Medical Examiner's Certificate, NAVMC 10970.
7. Driver Improvement Card (if under 26 years of age).

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LOCAL CLASSROOM INSTRUCTION

This enclosure gives a general description of the local classroom instruction conducted by licensing authorities in connection with driver licensing. To avoid inefficient use of personnel and resources, the licensing authorities will coordinate joint classroom instruction, for example, Hazardous Materials Course. The actual class dates, location, and enrollment procedures will be provided by a separate periodic letter prepared jointly by the license authorities.

1. Basic Motor Vehicle Operator's Course (BMVOC). Time - 2 hours. Required for individuals who operate a Government Motor Vehicle less than 10,000 pounds GVW with a valid state drivers license. Two hours of classroom instruction in operators responsibility, idling of vehicle engine, safe following distance, parking, attention to duty, routes of travel, keys, use of seat belts, operation regulations, vehicle passenger and cargo restrictions, fueling of vehicles, fire extinguishers, accident reporting requirements, disabled vehicles, underway expenses, local and state laws, and rules and guidelines for operating a GOV. A Basic Motor Vehicle Operator Card, OF-346, will be issued upon completion of the course.
2. Government Motor Vehicle Operator's Course. Time - 8 hours (1 day). Required for those individuals who do not currently have or have never had a valid OF-346 for a tactical or commercial vehicle. This course is designed for Marines who need to drive commercial 5-ton vehicles. Subjects covered include dispatch procedures, operator vehicle inspections and maintenance, accident reporting, administrative matters, and general safety instructions. A learners permit is issued upon completion and passing of a written test. A license will be issued upon successful completion of a skills and road test administered by the license examiner after 40 hours of supervised on-the-job-training (OJT) by the individuals unit. Due to Commercial Driver's License requirements, only military personnel will be issued an OF-346 for commercial 5-ton.
3. Explosives Operator's Course. Time - 8 hours (1 day). Individuals must already have an OF-346 and shall have a minimum of 6 months considerable driving experience with the type of vehicle or equipment to be operated and shall have a safe driving record. A written examination is administered at the end of the course specifying hazards associated with transporting cargo containing: fuel, ammunition, and explosives. After successfully completing the

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written examination the Government license (OF-346) is stamped Explosive Qualified. Age 21 years for off Base, 18 years for on Base only.

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

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

5. Commercial Tractor/Trailer Course. Time - 16 hours (2 days). Individual must already possess an OF-346 for a vehicle of a gross weight of 10,000 pounds or greater. Marines must be MOS 353X. Eight hours of classroom instruction will be conducted along with 8 hours of supervision (OJT) in traffic regulations, operating procedures and techniques, vehicle inspection and servicing, hooking and unhooking procedures, alley dock, parallel parking, and offset alley and serpentine. A learner's permit is issued upon successful completion of a written test. A license will be issued upon successful completion of a skills and road test administered by the license examiner after 40 hours of supervised OJT by individuals unit.

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

Enclosure (2)

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

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

9. The Motorcycle Safety Course. This course of instruction is an 8-hour course, which provides personnel with a combination of classroom instruction as well as hands on riding.

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

Enclosure (2)

18 OCT 2001

OF-346 LICENSING PROCEDURES

1. General

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

b. Driver Interview. Supervisors will interview their prospective drivers making sure the individual is fully qualified to drive, mentally and physically. Parts I and II of the NAVMC 10964 (Applications for Government Vehicles Operator's Permit, OF-346) will be filled out at this time. All required information must be provided including the license qualification desired. Both the individual and the activity head must sign the application. NOTE: Indicate why the supervisor does an interview. Remember, those that must comply with this Order need to understand what and why they do what we ask of them.

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

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

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

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

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

Enclosure (3)

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

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

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

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

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

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

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

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

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

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