



UNITED STATES MARINE CORPS

2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
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WING ORDER 11240.21C

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR WING DRIVERS SCHOOL
(WDS)

Ref: (a) MCO 11240.66D
(b) MCO P1200.7U
(c) MCO P1700.24B
(d) MCO P4790.2C
(e) II MEFO 1124.1
(f) WgO 5301.1B
(g) WgO P11240.19E
(h) TM 4700-15/1
(i) TM 11240-15/3
(j) OPNAVINST 5100.12H

Encl: (1) SOP for WDS

1. Situation. This Order provides instruction, procedures and techniques for the implementation of the licensing program within 2d Marine Aircraft Wing (2d MAW) and for the issuance/denial of U.S. Government Motor Vehicle Operator's Identification Cards (Optional Form 346 (OF-346)).

2. Cancellation. WgO P11240.21B.

3. Mission. The references provide guidance on the standardization of policies, procedures and regulations for licensing within the Operating Forces, Marine Corps Bases and Stations. This Order will amplify instructions regarding provisions to educate, test and train 2d MAW Marines and Sailors in the acquisition of incidental operators, license renewals, duplicates and upgrades.

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4. Execution. Commanding General (CG), 2d MAW and Special Staff Officers will ensure compliance with the policies and procedures contained in this Order.

5. Administration and Logistics

a. Administration. Recommendations concerning the contents of the Order for WDS are invited.

b. Logistics. Forward recommendations to the CG, 2d MAW, Motor Transport Officer (MTO) (G-4) via appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to all personnel attending 2d MAW Drivers School.

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



R. W. REGAN
Chief of Staff

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LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES (SOP) FOR WING DRIVERS
SCHOOL (WDS)

Location: _____
(Indicate the location(s) of copy(ies) of this Order.)

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CHAPTER 1

GENERAL INFORMATION

1. Mission. The mission of the WDS is to provide training for new, upgrade, renewals and duplicates of U.S. Government Motor Vehicle Operator's Identification Card (OF-346) for incidental and Motor Transport Operators within 2d MAW. It is not designed to formally train drivers in 35XX Military Occupational Specialty (MOS) qualified operators.

2. Tasks

a. Provide training in the operation of the High Mobility Multipurpose Wheeled Vehicle (HMMWV) and Expanded Capacity Vehicle (ECV) Type Model Series (T/M/S) of vehicles.

b. Provide training in the operation of the Medium Tactical Vehicle Replacement (MTVR) T/M/S of 7-ton vehicles.

c. Provide training in the operation of the Commercial 44 Passenger Bus.

d. Provide training in the operation of Special Purpose Vehicles.

e. Provide training in specific pre-deployment training requirements; for example, Combat Vehicle Operator Training (CVOT) and HMMWV Egress Assistance Trainer (HEAT).

f. Provide training in the transport of explosive/hazardous material.

g. Provide support for the renewal, duplication and upgrade of U.S. Government Motor Vehicle Operator's Identification Card (OF-346).

3. Organization

a. The WDS Licensing Office is staffed, equipped and qualified to provide support to 2d MAW units. It is further capable of providing the training and issuance of OF-346 to Incidental Vehicle Operators. WDS is not authorized to formally train drivers as 35XX MOS qualified operators.

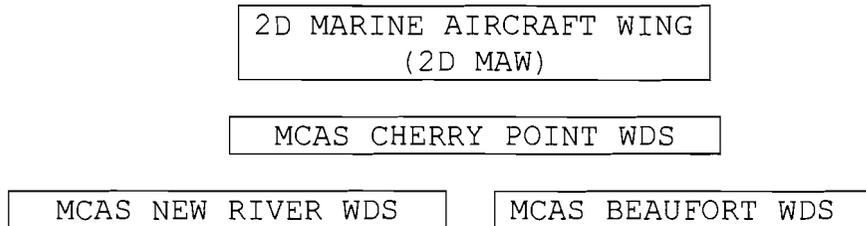
b. There are three WDSs that are located within the Aviation Combat Element (ACE) component of II Marine Expeditionary Force (MEF): Marine Corps Air Stations (MCAS) Cherry Point, NC, New

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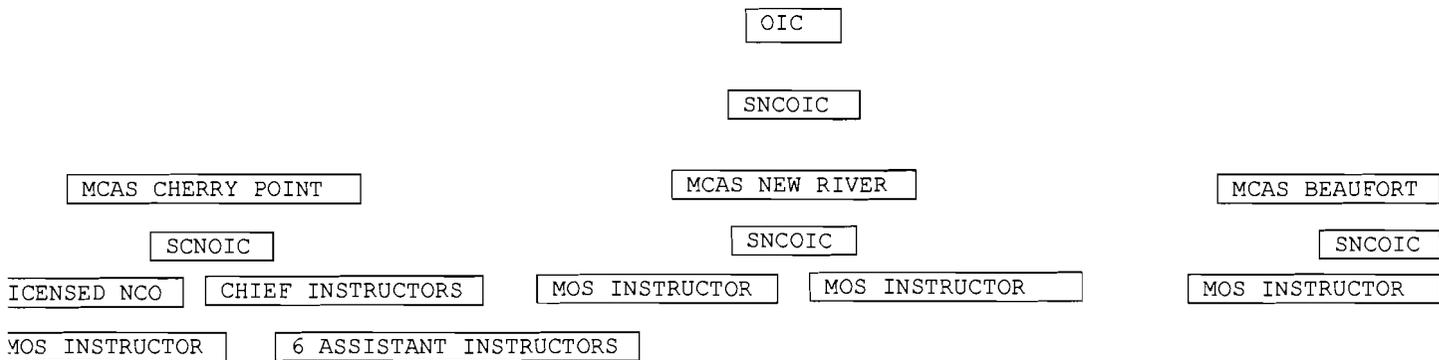
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River, NC and Beaufort, SC. The MCAS Cherry Point WDS has administrative control and sets policy for all three locations.

c. WDS is configured in the following manner:



d. The individual WDS locations are structured in the following manner:



e. Marine Wing Support Squadron (MWSS) 272 and MWSS-273 Motor Transport Officers will have operational control over the schools at MCAS New River and MCAS Beaufort, respectively.

4. Responsibilities. The WDS and Licensing Office are under the operational control of the Marine Wing Support Group (MWSG) 27 subordinate commands at each applicable Air Station locale. As such, they are responsible for providing the minimum required training for issuance of a license to incidental drivers and 35XX personnel. This will be accomplished in the most efficient manner without compromising safety, quality of instruction and per references (a), (e), (h) and (j) of this Order. Groups are subsequently tasked to further train incidental drivers in areas that the school is not able to cover without extending the course of instruction.

a. Officer in Charge (OIC) WDS

(1) Responsible for the management of WDS personnel, equipment and facilities.

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(2) Ensure that all personnel are thoroughly trained in their responsibilities and duties and that proper administration of the WDS is accomplished.

b. Staff Non-Commissioned Officer in Charge (SNCOIC) WDS

(1) Assists the OIC in all matters pertaining to WDS operations.

(2) Coordinate all requirements of the WDS, to include instructor assignments, scheduling classes and maintaining quota assignments.

(3) Screens and approves/disapproves all new prospective instructors.

(4) Ensure that each school within 2d MAW is operating per applicable regulations.

(5) Report the status of all functions within the WDS to the WDS OIC.

(6) Supervise the training of all CVOT/HEAT instructors and ensure instructor proficiency.

(7) Coordinates CVOT/HEAT course quotas and SOPs with 2d MAW G-3 Training.

(8) Maintains current and accurate turnover procedures for each CVOT/HEAT billet.

(9) Continues to refine the CVOT/HEAT Program of Instruction (POI), evaluate confidence course requirements and coordinate with 2d MAW Headquarters as the Wing executive agent for CVOT/HEAT.

(10) Advise 2d MAW G-3 Training Chief and G-4 MTO on all CVOT/HEAT matters.

(11) Ensure that all personal training requirements are met for all WDS personnel.

c. Non-Commissioned Officer in Charge (NCOIC) WDS

(1) Responsible to the SNCOIC WDS.

(2) Assists the SNCOIC WDS in all matters of school operations.

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(3) Ensures that all student material and training aids are sufficient and are in good working order.

(4) Maintains a publications library of military training manuals and instructor reference material.

(5) Assist instructors as required.

d. Chief Instructor

(1) Responsible for obtaining a sufficient amount of vehicles for students.

(2) Ensures that all instructors are knowledgeable and proficient in Techniques of Military Instruction (TMI).

(3) Ensures instructors are assigned classes to be taught.

(4) Coordinates nominations for upcoming classes.

(5) Administers written and road tests.

e. Licensing NCO

(1) Ensures that he/she is knowledgeable in all classes deemed necessary in accordance with references.

(2) Ensures that OF-346, OF-345, NAVMC 10969, NAVMC 10964, Driver Improvements Cards (DIC) and State Drivers Licenses for students are in order.

(3) Ensures that Motor Vehicle Records (MVR) Procedures are completed.

(4) Process licenses for all upgrades, renewals, duplicates and new licenses.

(5) Ensures that all required reports are completed and submitted on time.

f. MOS Instructor

(1) Ensures that he/she is knowledgeable in all classes deemed necessary in accordance with references (a), (b), (e), (g), (h), (i) and (j).

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(2) Teaches assigned classes and is familiar with proper TMI techniques.

(3) Inspects vehicles for serviceability before accepting assets from supporting units.

(4) Rides with students to ensure safe and proper driving habits are met.

(5) Corrects mistakes by students on the spot and administers road tests.

g. Assistant Instructor

(1) Rides with students to ensure safe and proper driving habits are met.

(2) Corrects mistakes by students on the spot.

(3) Instructs students on the Administrative Safety, NAVMC 10627, SF-91 and DD 518 classes.

5. Authority. Issuing, upgrading, duplicating and renewing Government Motor Vehicle Operators Identification Cards (OF-346) within 2d MAW may only be accomplished by the Wing Licensing Office/Drivers School. Each licensing officer will designate in writing a Licensing NCO and Assistant Licensing NCO. The OIC/SNCOIC or designees are the only persons authorized to sign an OF-346 as the "Issuing Official." The NCOIC or the Chief Instructor in the absence of the OIC/SNCOIC, are the only other persons authorized to sign licenses as the "Qualifying Official." A copy of letters authorizing the NCOIC and Chief Instructor to sign as the "Issuing Official" and "Qualifying Officer" will be held on file at the applicable Licensing Section/Drivers.

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CHAPTER 2

TURNOVER FILES AND DESKTOP PROCEDURES

1. General. Desktop Procedures are required for billets involving administrative and/or management functions. Turnover Files are required for billets that are supervisory in nature. The turnover file should contain all information necessary for one person to relieve another, in any key position, without loss of continuity and the file should be concise. It should contain information relative to policy, personnel, status of pending or planned projects, references, management controls, functioning of the billet and other information necessary for a newly assigned individual to perform in that billet. For more information refer to references (d), (e), (h) and (i).

2. Requirements

a. Turnover files are required for personnel performing the following WDS Billets:

- (1) OIC.
- (2) SNCOIC.
- (3) NCOIC/Training NCO.
- (4) Chief Instructor.
- (5) Licensing NCO.
- (6) Safety/Hazmat NCO.

b. Desktop procedures will be maintained by, but not limited to, personnel performing the following WDS billets:

- (1) Primary Instructor.
- (2) Assistant Instructor.

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CHAPTER 3

INSTRUCTOR REQUIREMENTS

1. General. Per reference (g), personnel assigned as instructors for the school must be of the highest quality available. Therefore, 2d MAW units having personnel who meet the following requirements will be utilized to staff the WDS on a fair share basis:

a. Instructors will be MOS qualified (3531/3533).

b. Instructors for driving time may be incidental operators under the direct supervision of an MOS qualified instructor.

c. Incidental Operators sent to WDS as instructors must possess a valid OF-346 with qualifications up to a 7-ton, be medically qualified and have at least six months of driving experience.

d. MWSG-27 will provide personnel to be assigned at WDS to fill the following assignments:

(1) One SNCO, MOS 3537/3538 as SNCOIC.

(2) One Sgt, MOS 353X as NCOIC.

(3) One Sgt, MOS 353X as Chief Instructor.

(4) One NCO, MOS 353X as Licensing NCOIC.

(5) Two NCO Incidental Operators as Instructors.

(6) Two Marines, MOS 353X as Instructors.

e. Marine Air Control Group 28 (MACG-28) will provide personnel assigned to WDS for a period of 12 months to fill the following requirements:

(1) One Cpl 353X to serve as an Instructor.

(2) One NCO Incidental Operator to serve as Assistant Instructor.

f. Marine Aircraft Group 14 (MAG-14) will provide two NCO Incidental Operators.

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g. MWSS-272 will provide one 3537/3538 SNCO to be assigned at the MCAS New River, NC branch WDS to fill the SNCOIC/Instructor billet. MWSS-272 WDS will fill the following requirements:

- (1) One 353X Sgt as NCOIC/Instructor.
- (2) One 353X NCO as Licensing NCOIC/Instructor.
- (3) One 353X as an Instructor.

h. MWSS-273 will provide one 3537/3538 SNCO to be assigned to the MCAS Beaufort, SC branch WDS to fill the SNCOIC/Instructor billet.

- (1) One 353X Sgt as NCOIC/Instructor.
- (2) One 353X NCO as Licensing NCOIC/Instructor.
- (3) One 353X as an Instructor.

2. Selection and Qualifications. All nominees to staff the WDS will meet the criteria as stated in paragraph 3000 of this Order. Nominees will be screened by the OIC and SNCOIC of the WDS to ensure that the highest quality personnel are assigned. Nominees will not have received a Non Judicial Punishment (NJP) or been placed on the Body Composition Program within the last six months. Personnel not meeting these high standards will not be assigned to the WDS.

3. Nominations. All Cherry Point WDS Key billet nominations, (i.e. references (a) and (c)), require a three month lead for identifying these replacements in order to meet billet and training requirements. All nominees to fill instructor billets for WDS will be forwarded to WDS two weeks prior to rotation date to allow proper turnover procedures via MWHS-2 (S-3) Attn: WDS OIC.

4. Disciplinary Action. Refer to reference (g).

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CHAPTER 4

UNIT RESPONSIBILITIES

1. General. Each unit nominating personnel to attend courses at WDS must meet certain requirements essential to the safe and effective operation of the WDS. Refer to reference (b) or Chapter 7 of this Order for additional requirements. Experience has demonstrated that a close working relationship within commands is essential for accomplishment of the mission at WDS.

2. 2d MAW Squadron Commanding Officer (CO) Oversight

a. CO, MWHS-2.

(1) Ensure the instructor manning levels depicted in Chapter 3 are maintained with the most qualified Marines.

(2) Maintain an accurate database of all 2d MAW Marines that have been licensed.

(3) Publish a list of proposed dates for all courses in the 2d MAW G-3 Annual and Quarterly Training Plans.

(4) Notify attending units of quota allocations for each course at least two weeks prior to the class convene date.

(5) Review the Program of Instruction on a semi-annual basis.

(6) Ensure compliance with the policy and procedures outlined in this Order.

b. MACG-28, MAG-14, MAG-26, MAG-29, MAG-31 and MWSG-27.

(1) Ensure nominees for the WDS meet all required prerequisites specified in Chapters 4 and 5 of this Order.

(2) Ensure that attendees arrive at the WDS with all of the materials outlined in appendixes A through F of this Order.

3. Personnel

a. Personnel who are assigned to any course must be relieved of all duties and appointments during the conduct of the course. Experience has demonstrated that individuals assigned to other duties are not properly rested and cannot maintain the class schedule, which in turn leads to dismissal.

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b. All students will report to WDS in the Marine Corps Combat Utility Uniform and be in compliance with Marine Corps hygiene standards (i.e. haircuts and clean shave).

4. Vehicle Support. Units that request tactical driver training will be required to provide one vehicle and one pair of Night Vision Goggles (NVGs) for every one to three students attending class. WDS will arrange, through 2d MAW G-4 Motor Transport (MT) and the appropriate MCAS Motors, for buses to use during the 44-passenger bus class. Vehicles provided to train students must be in safe operating condition; otherwise, the vehicle will be returned to the unit for immediate replacement. Failure of any unit to provide a safe and properly operating vehicle will result in the student's dismissal from WDS. 2d MAW G-4 MT will monitor all requests and identify all shortfalls for vehicle support. If vehicle support cannot be provided, nomination sheets will not be forwarded to WDS and units will be notified.

5. Class Schedule. The WDS SNCOIC/NCOIC will publish a class schedule every calendar year. The schedule for the following year shall be completed and distributed by November 1st of every year. This schedule will include HMMWV, MTRV, 44 PAX BUS, Mine Resistant Ambush Protected (MRAP), CVOT, HEAT and Hazardous Material/Explosives classes. This schedule will include class titles and course dates.

6. Nominations

a. Nominations will be made utilizing the Nominations Letter (Appendix A).

b. Nominations shall be forwarded from the requesting Group Headquarters directly to the SNCOIC/NCOIC of the WDS.

c. Nomination sheets will be submitted to the SNCOIC/NCOIC, WDS, no later than close of business on the Wednesday prior to any scheduled class.

d. Failure to meet these requirements will result in forfeiture of class quotas for that scheduled class.

7. Forms. The following forms will be submitted along with a Nomination Sheet:

a. One NAVMC 10964, Application for Government Vehicle Operators Permit (Appendix B).

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(1) Part 1, Blocks 1-16 will be filled out by the nominee.

(2) Part 1, Block 17 will be signed by the nominee's CO.

(3) On the blank line under Block 19, write the nominee's EAS, MOS and work phone number.

b. One OF-345, Physical Fitness Inquiry for Motor Vehicle Operators (Appendix C).

(1) If the answer is "Yes" to one or more of the questions asked, the nominee must go to medical to be screened for qualification. Medical will then sign as the "Designated Official."

(2) If the answer is "No" to all questions asked, a SNCO or above may sign as the "Designated Official."

c. One copy of the nominees DIC, certificate of completion or page 8 entry showing nominee's Individual Training Record (ITR) if the individual is less than 26 years of age.

d. One signed National Driver Register File Check copy (Notarized if applicable).

e. One photo copy of the front and back of the nominee's valid state driver's license and Military Identification Card (I.D.)

f. One certified copy of the nominee's page 11 entries showing all OF-346's entries (if applicable). Vehicles not listed on the page 11 entry will not be issued. (Required for personnel upgrading, renewing and duplicating their license).

g. One copy of the nominee's OF-346, U.S. Government Motor Vehicle Operators identification card (Upgrade Personnel only).

h. Medical Examiner's Certificate (NAVMC 10969) for nominees attending the 44-passenger bus or explosive/hazardous material class and for special mission vehicle upgrades (i.e. Arc 4900 Refueler, MRAP, etc.).

i. All students attending the HMMWV, MTRV and MRAP course must complete the Incidental Motor Vehicle Operator Curriculum: HMMWV, MTRV and MRAP training on Marine Net.

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CHAPTER 5

STUDENT REQUIREMENTS

1. General. The proper selection of personnel for operating motor vehicle equipment is paramount to the safe and efficient utilization of the equipment. Poor driving and disciplinary records, along with immaturity, are recognized as sources of equipment breakdown, high maintenance costs, accidents and injuries. Over time, this can lead to a reduced readiness posture. COs are requested to ensure that those personnel being selected meet the responsibilities with which they will be entrusted.

2. Items Required. Applicants attending WDS will:

a. Meet the minimum height of 64 inches and a maximum of 75 inches to operate a vehicle per TM 11240-15/3.

b. Have one copy of the NAVMC 10964 (Part 1 completed and signed by the CO).

c. Have an OF-345 Physical Fitness Inquiry completed and signed as stated in Chapter 4.

d. Have a pencil or pen and paper.

e. Have attended the Drivers Improvement Course (required for personnel less than 26 years of age).

f. Achieve a passing score on all tests, maintain an overall academic average of 80 percent, including the final examination and demonstrate progressive driving competence.

g. All students attending the HMMWV, MTRV and MRAP courses must complete the Incidental Motor Vehicle Operator Curriculum: HMMWV, MTRV and MRAP training on Marine Net.

3. Medical. Personnel obtaining a learner's, new or renewed permit require a Physical Fitness Inquiry (OF-345). Certain vehicle classifications, i.e. buses, emergency and hazardous material vehicles, also require a completed Medical Examiner's Certificate (NAVMC 10969). The NAVMC 10969 is valid for five years. Hazardous material vehicles also require a completed Medical Examiner's Certificate (NAVMC 10969). The NAVMC 10969 is valid for five years.

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4. Attendance. Students must be present each day for classes. Failure to meet these standards, tardiness or failure to show up with all required documentation will result in dismissal. A letter detailing reasons for dismissal will be sent to the individual's SNCOIC. A student who has been dismissed twice may not be reinstated without corrective action taken. This will be forwarded via the CG, 2d MAW (ATTN: MTO), for appropriate action.

5. Disciplinary Action. Depending on the nature and degree of the offense, any disciplinary problems by the students may result in their immediate dismissal from WDS. Disciplinary problems of a minor nature will result in counseling by the SNCOIC/NCOIC WDS. Two counseling's will result in a dismissal of the student. A letter of dismissal will be forwarded to the individual's SNCOIC detailing the reasons for dismissal.

6. Uniforms

a. All students will report each day in the Marine Corps Combat Utility Uniform.

b. Students will be required to maintain the proper grooming standards expected of Marines (i.e., haircuts, clean and serviceable uniforms).

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CHAPTER 6

COURSE PREREQUISITES

1. General. Reference (j) requires that a student be tested on all vehicles up to the largest vehicle that the student will be licensed to drive. They will receive a written, skills and road test. Students will receive training as directed in reference (j). This means that a student must possess a HMMWV license before they can attend the 7-Ton Course. The only exception to the references are those Marines identified in MARADMIN 634/07 (MRAP VEHICLE/INTERIM LICENSING GUIDANCE), which will be addressed on a case by case basis. It is the intention of WDS to provide the students with the knowledge and skills necessary to complete these tests and be issued a license.
2. HMMWV, MAT-U, MRAP. The HMMWV, MAT-U, MRAP class is a 10 day course. Students will receive training as directed in reference (j). Upon satisfactory completion of this course, the student will be issued a license to operate all TAMS of HMMWV, MAT-U, MRAP to include armored variants.
3. MTVR. The 7-Ton MTVR is a five day course. To obtain a license for the 7-ton truck, the nominee must possess a HMMWV license, with 125 documented miles driving experience. Students will receive training as directed in reference (j). Upon satisfactory completion of this course, students will receive a standard 7-ton license that will include MK23 to MK28 vehicles.
4. MRAP. The MRAP is a three day course. To obtain a license for the MRAP, the nominee must possess a minimum of a HMMWV license, with 125 documented miles driving experience and a valid Medical Certificate (Med Cert) (10969). Students will receive training as directed in reference (j). Upon satisfactory completion of this course, students will receive a standard MRAP license that will include CAT I.
5. Special Mission Vehicle. ARC 4900, MK29/30/31 Dump Trucks, Ambulance, etc. can be provided and scheduled on an as needed basis. Refer to reference (j) for additional requirements.
6. 44 Passenger Bus. The 44 Passenger Bus class is a five day course. To obtain a license for a 44 passenger bus, the nominee must have a Medical Examiner's Certificate for Drivers (NAVMC 10969), valid state driver's license and DIC. Students will receive training as directed in reference (j).

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7. Explosive/Hazardous Material. The Explosive/Hazardous Material class is a 12 hour course. To obtain a license to transport explosive/hazardous material the nominee must have a Medical Examiner's Certificate for Drivers (NAVMC 10969) and a valid state driver's license. To be eligible to transport explosive/hazardous material on base the nominee must be 18 years of age. To be eligible to transport explosive/hazardous material off base the nominee must be 21 years of age.

8. HEAT Train the Trainer (TTT) Course. The HEAT TTT course is a one day process. To become a TTT candidate, the nominee must be at least a Sergeant or above. Upon satisfactory completion of training, nominees will become trainers and have the authority to train 2d MAW personnel on the HEAT System. HEAT TTTs are not HEAT Instructor Trainers.

9. CVOT TTT Course. The CVOT TTT course is a four day process. To become a CVOT TTT candidate, the nominee must be at least a Sergeant or above. Upon satisfactory completion of training, nominees will become CVOT TTTs and have the authority to train 2d MAW personnel on the CVOT course. CVOT TTTs are not CVOT Instructor Trainers.

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CHAPTER 7

COMBAT VEHICLE OPERATOR TRAINING

1. Mission. To provide 2d MAW Major Subordinate Elements (MSEs) with the organic capability to establish and maintain unit CVOT programs as outlined in the pre-deployment training program.

2. Syllabus

a. The length of the CVOT course is four working days.

b. The primary emphasis of the syllabus is to provide 2d MAW units with qualified CVOT trainers to conduct pre-deployment advanced motor vehicle training.

3. Instructional Methods. The WDS uses two primary instructional methods: platform instruction and practical application.

a. Platform lectures are used primarily to present specific information to the students. Lectures will be kept to the minimum to ensure more hands-on training can be conducted.

b. The preferred method of instruction used at WDS is practical application/hands-on training. This allows the students to practice all fundamentals of safe driving. This method also ensures that individual training standards are evaluated.

4. Course Designator

a. Course Title: Combat Vehicle Operator's Training, TTT Course

b. Location: T-A5 Cherry Point, NC.

c. Length: four working days.

d. Purpose: to provide selected 2d MAW Marines the instruction necessary to safely and properly establish and maintain an organic CVOT program.

e. Scope: the course is designed to establish a cadre of CVOT instructors within each 2d MAW MSE. Critiques and reviews are used during all phases of instruction. Emphasis is

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continually placed on safety, which is reinforced by all members of the WDS staff.

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CHAPTER 8

LICENSING

1. General. The WDS is capable of providing learner's permits, renewals, duplicates and upgrades for all vehicles within the 2d MAW inventory.

2. Requirements. Applicants requiring learner's permits, renewals, duplications or license upgrades must have the following items in their possession:

a. Two NAVMC 10964s (Application of Government Vehicle Operators Permit) signed by their respective CO (Appendix B).

b. One OF-345 (Physical Fitness Inquiry for Motor Vehicle Operators) (Appendix C). This is required only for initial permits and vehicle upgrades that do not require a Med Cert.

c. One copy of the DIC, Certificate of Completion or unit diary Marine Corps Total Force System (MCTFS) Basic Training Record (BTR) showing completion. This is required for personnel less than 26 years of age.

d. Current Medical Certificate for Marines seeking a license that requires such documentation. Failure to provide a current medical certificate will result in Said Name Marines (SNMs) license not being issued solely for vehicles that do not require a Medical Certificate. However, once a current Med Cert is obtained, all qualifications will be restored to SNMs license.

e. One copy of SNMs NAVMC 10964 with original card number, MCTFS or unit diary retrieval (for duplicates only). Vehicles that are not listed on the page 11 entries will not be reissued. Proof of licensed vehicles is required in order to obtain the new OF-346.

f. Incidental Operators must have a valid state driver's license. Motor Transport personnel (MOS 35xx) are only required to carry a valid state driver's license before they obtain an emergency or explosive vehicle qualification.

g. Must complete Incidental Motor Vehicle Operator Curriculum: HMMWV training on Marine Net.

3. Renewals. Applicants for the renewal of a license will be processed as follows:

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a. Renewals will be made if the applicant's OF-346 expiration date falls within 180 days prior to expiration date and ending 120 days after the expiration date.

b. Failure to renew U.S. Government Motor Vehicle Operator's I.D. Card (OF-346) within 120 days after expiration will result in having to complete the entire course over again.

c. MVR checks are required for all renewals and learner's permits.

d. Applicants must have in their possession the applicable documents as stated in paragraph 8001 of this Chapter.

4. Duplicate

a. Applicants will be issued a duplicate license per TM 11240-15/3E, Chapter 6.

b. Applicants must have in their possession the applicable documents as stated in paragraph 8001 of this Chapter.

5. Upgrades. Applicants for upgrades will be processed as follows:

a. If the applicant already has a learner's permit, omit any requirements for physical screening, medical exam and MVR inquiry.

b. Applicants will be tested and issued upgrades per TM 11240.15/3E, chapter 3.

c. Applicants must have in their possession the applicable documents as stated in paragraph 8001 of this Chapter

d. Applicants must complete the Incidental Motor Vehicle Operator Curriculum on Marine Net for MTRV and MRAP series vehicles (if applicable).

6. Learner's Permits. Learner's Permits are issued for initial operator training.

a. Students enrolled in a class at WDS will be issued a learner's permit while attending the school.

b. Applicants will be issued Learner's Permits per Chapter 6 of reference (i).

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c. Applicants must have in their possession the applicable documents as stated in paragraph 2 of this Chapter.

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CHAPTER 9

REVOCATION, SUSPENSION, AND REINSTATEMENT

1. General. References (a) and (b) provide procedures to follow when an applicant's licensing status changes after having been issued or denied an OF-346. This type of situation includes revocation, suspension or reinstatement of OF-346 and a notification regarding the applicant's driving record. Reference (a) provides COs the discretionary authority to suspend or revoke an individual's OF-346 when warranted and prescribes required administrative action that must be accomplished.

2. Revocation. Revocation is the canceling of an applicant's OF-346. Adverse National Drivers Register (NDR) reports will result in immediate revocation of the OF-346. A file will be maintained at WDS for all revoked OF-346's. The words "REVOKED UNTIL (DATE)" will be stamped on the OF-346 and on the application (NAVMC 10964) and placed in this file.

3. Suspension. Suspension is the confiscation of an individual's OF-346 for a specified period of time. Re-testing is not required prior to re-issuing a suspended OF-346 unless the individual's CO requests it or when the suspension lasts a year or longer.

4. Violations

a. The violations listed below will result in a minimum license suspension of six months without exception:

(1) A blood alcohol content that equals driving under the influence in either a privately owned vehicle or government vehicle.

(2) A positive urinalysis test result regardless of whether the individual has requested exemption through the drug exemption program.

(3) A guilty verdict for possession of illegal drugs.

b. Suspension and/or revocation of an individual's OF-346 should be considered under the following circumstances:

(1) If the individual's driving habits and performance are considered not within acceptable safe and reliable standards.

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(2) If the individual's physical and/or mental condition may affect his/her ability to safely operate a motor vehicle.

(3) If the individual's state motor vehicle operator's license is revoked or suspended for a justifiable cause.

5. Revocation or Suspension by the CO

a. When circumstances warrant, COs have discretionary authority to suspend or revoke an individual's OF-346. In cases of suspension, the CO confiscates the individual's OF-346 and holds it until the suspension period is over. In cases of revocation, the revoked OF-346 must be destroyed and discarded. In all cases involving suspension or revocation, an entry should be made on page 11 of the individual's Service Record Book (SRB)/Officers Qualification Record (OQR). The entry should give the date of revocation or suspension, the date when the individual will again become eligible to hold an OF-346 ("indefinite" if no eligibility date is set) and a summary of the reason(s) why the action was taken.

b. When state authorities suspend or revoke an individual's driver's license, installation-driving privileges are automatically terminated. When notified of state action, the CO may also suspend or revoke the individual's OF-346. In any case, except as authorized by the CO, Marines and Sailors authorization to drive a government vehicle will be restricted to the limits of the installation.

6. Reinstatement

a. Personnel desiring to have an OF-346 reinstated may be re-examined upon receipt of a letter from their CO, attesting to their ability to safely operate a government vehicle.

b. The NDR occasionally incorrectly identifies the applicant as someone whose state driver's license was withdrawn or denied. In such cases, the Marine's CO will be immediately notified. The OF-346 will be reinstated and no re-testing is required.

c. Any notices, memoranda, etc., sent regarding a transferred applicant, will be forwarded to the new command. Driving record inquiries from the applicant's new or previous command may be made. If so, forward a copy of the appropriate file to the new command.

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d. Maintain files for four years after an applicant has been separated from active duty as per reference (b).

7. Officers Driving. Officers will not operate a government vehicle unless authorized in writing by the CG, 2d MAW per reference (a).

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APPENDIX A

NOMINATION LETTER

UNIT LETTER HEAD

SSIC
DATE

From: Commanding Officer, _____
To: Commanding Officer, Marine Wing Headquarters Squadron 2
(Attn: Wing Driver's School)

Subj: NOMINATIONS FOR WING DRIVERS SCHOOL (____ COURSE DTD)

Ref: (a) 2d MAW Drivers School CY Class Schedule

1. Per the reference, the following Marines are nominated to attend the _____ course convening.

<u>NAME</u>	<u>GRADE</u>	<u>SSN/MOS</u>	<u>EAS</u>	<u>UNIT</u>
-------------	--------------	----------------	------------	-------------

2. All personnel will report to the Wing Drivers School (Bldg 4335 Room #207) by 0745 on the convening date.

3. Point of contact is at extension.

SIGNED-----

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APPENDIX B

APPLICATION FOR GOVERNMENT VEHICLE OPERATOR'S PERMIT (11240)

NAVMC 10964 (REV. 8-90) (Previous editions are obsolete)

S/N 0109LF0647800 (Supersedes NAVFAC form 9-11240/10 for USMC use.)

PART I APPLICATION

1. NAME (Last, First, Middle)			2. RANK		3. SSN		4. ORGANIZATION		
5. SEX	6. HEIGHT	7. WEIGHT	8. EYE COLOR	9. HAIR COLOR	10. PLACE OF BIRTH			11. DOB	

PAST DRIVING RECORD

12. STATE OF ISSUE	13. LICENSE NUMBER	14. DATE OF ISSUE	15. EXP. DATE	16. CLASS OF VEHICLE	
--------------------	--------------------	-------------------	---------------	----------------------	--

17. COMMANDING OFFICER'S SIGNATURE

I RECOMMEND THAT THIS INDIVIDUAL BE EXAMINED FOR QUALIFICATION TO HOLD THE SF-46

(Signature) (Date) (Print) (ph#)

PART II EXAMINATION

18. QUALIFICATION TEST (CHECK)

TEST	SAT	UNSAT	TEST	SAT	UNSAT	TEST	SAT
PHYSICAL			HEARING			VISION	
WRITTEN			REACTION TIME			SKILL	
ROAD DIRT/CROSS COUNTRY			SPECIAL QUALIFICATION				

19. RESTRICTIONS: (List) **CHECK HERE IF NONE**

PART III LICENSE ACTION

20. CATEGORY (Check One)

NEW RENEW UPGRADE DUPLICATE COMMERCIAL

21. CLASS OF LICENSE (Check all that apply)

TACTICAL BUS TRACTOR

22. CLASSES OF VEHICLES (Check all that apply)

SEDANS / STATION WAGONS TRUCKS TO ____ TON TRUCK-TRACTOR TO ____ TON BUSES TO ____ PASS

23. SPECIAL QUALIFICATIONS:

SEMI TRAILER REFUELER EMERGENCY VEHICLE TRUCK WITH FULL TRAILER
RECOVERY VEHICLE HAZARDOUS MATERIALS OTHER (SPECIFY) _____

24. VEHICLE / EQUIPMENT CLASSES AND QUALIFIED TO OPERATE LIST:

25. SIGNATURE OF LICENSING EXAMINER

I CERTIFY THAT THIS INDIVIDUAL IS QUALIFIED TO OPERATE THE ABOVE LISTED EQUIPMENT.

(Signature) (Date)

26. LICENSE # ISSUED

27. DATE ISSUED

28. EXPIRATION DATE

29. SIGNATURE OF LICENSING OFFICER

DATE

PART IV RECORDING ACTION

30. RECORDING OFFICER'S SIGNATURE

I CERTIFY THAT ALL THE INFORMATION IN BLOCKS 19, 20, 23, 24, 26, 27, AND 28 HAVE BEEN ENTERED ON PAGE 11 OF THE INDIVIDUAL'S SRB / OQR

SIGNATURE

DATE

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APPENDIX C

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

PHYSICAL FITNESS INQUIRY FOR MOTOR VEHICLE OPERATORS

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

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

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

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

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

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

PRIVACY ACT STATEMENT

Solicitation of this information is authorized by 40 U.S.C. 491 and 5 CFR Part 930 Subpart A, which require OPM to regulate Federal employees use of Government-owned or leased motor vehicles. It is used to ascertain the physical fitness of Federal employees, whose jobs require authorization to drive Government-owned or leased vehicles. It is also used in the renewal of authorizations for all such employees. Based on the information provide, employees may be referred for a medical examination before being granted an initial authorization or a renewal. The disclosure of this information is mandatory when an employee's job requires driving a Federal motor vehicle and is voluntary otherwise. However, failure to complete when requested may result in you not being permitted to operate a Government vehicle.

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

REVIEW AND CERTIFICATION BY DESIGNATED OFFICIAL

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

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

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

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

Signature of Designated Official	Date Signed (Month, Day, Year)
----------------------------------	--------------------------------

50345-101

NSN: 7540-00-634-4000

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APPENDIX D

PHYSICAL EXAMINATION FOR MOTOR VEHICLE OPERATORS

(11240)

NAVNC 10969 (5-75) SN: 0000-00-006-5740 UI: SH

To Be Filled in By Examining Physician (Please Print):

New

Certification

Driver's Name _____

Recertification

Soc. Sec. No. _____

Organization _____

Age _____

Health History:

Height _____ ft. _____ in.

Weight _____ lbs.

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

If answer to any of the above is yes, explain:

General appearance and development: Good _____ Fair _____ Poor _____

Vision: For Distance: Right 20/ _____ Left 20/ _____

Without corrective lenses With corrective lenses, if worn

Evidence of disease or Injury: Right _____ Left _____ Color Test _____

Horizontal field of vision: Right _____ Left _____

Hearing: Right ear _____ Left ear _____

Disease or injury _____

Audiometric test: (if audiometer is used to test hearing) _____ Decibel loss at 500 Hz _____ at 1,000 Hz _____ at 2,000 Hz _____

Throat: _____

Thorax: Heart _____

If organic disease is present, is it fully compensated? _____

Blood pressure: Systolic _____ Diastolic _____

Pulse: Before exercise _____ Immediately after exercise _____

Lungs _____

Abdomen: Scars _____ Abnormal masses _____ Tenderness _____

Hernia: Yes _____ No _____ If so, where? _____ is truss worn? _____

Gastrointestinal: Ulceration or other disease Yes _____ No _____

Genito-Urinary: Scars _____ Urethral discharge _____

Reflexes: Romberg: _____

Pupillary _____ Light R _____ L _____

Accommodation Right: _____ Left _____

Knee Jerks: Right: Normal _____ Increased _____ Absent _____

Left: Normal _____ Increased _____ Absent _____

Remarks: _____

Extremities: Upper _____ Lower _____ Spine _____

Laboratory and Urine: Spec. Gr. _____ Alb. _____ Sugar _____

Other Special Other Laboratory Data (serology, etc.) _____

Findings: Radiological Data _____ Electrocardiograph _____

General Comments:

MEDICAL EXAMINER'S CERTIFICATE

I certify that I have examined _____
[Driver's name (Print)]
in accordance with the Motor Carrier Safety Regulations (49
CFR 391.41-391.49) and with the knowledge of his duties, I

find him qualified under the regulations.

- Qualified only when wearing corrective lenses
- Qualified only when wearing a hearing aid

[Signature of Optometrist]

(Signature of examining doctor)

The following to be completed only when the visual test is
Conducted by a licensed optometrist.

[Date of Examination]

[Name of Optometrist (Print)]

[Address of Optometrist]

INSTRUCTIONS ON REVERSE SIDE

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DEPT. OF TRANSPORTATION PHYSICAL QUALIFICATIONS & EXAMINATIONS OF DRIVERS

A person is physically qualified to drive a motor vehicle if he-

- (1) Has no loss of a foot, a leg, a hand, or an arm, or has been granted a waiver pursuant to 391.49;
- (2) Has no impairment of the use of a foot, a leg, a hand, fingers, or an arm, and no other structural defect or limitation, which is likely to interfere with his ability to control and safely drive a motor vehicle or has been granted a waiver pursuant 391.49 upon a determination that the impairment will not interfere with his ability to control and safely drive a motor vehicle;
- (3) Has no established medical history or clinical diagnosis of diabetes mellitus currently requiring insulin for control;
- (4) Has no current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure;
- (5) Has no established medical history or clinical diagnosis of a respiratory dysfunction likely to interfere with his ability to control and drive a motor vehicle safely;
- (6) Has no current clinical diagnosis of high blood pressure likely to interfere with his ability to operate a motor vehicle safely;
- (7) Has no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease, which interferes with his ability to control and operate a motor vehicle safely;
- (8) Has no established medical history or clinical diagnosis of epilepsy or any other condition, which is likely to cause loss of consciousness or any loss of ability to control a motor vehicle;
- (9) Has no mental, nervous, organic or functional disease or psychiatric disorder likely to interfere with his ability to drive a motor vehicle safely;
- (10) Has distant visual acuity of a least 20/30 in one eye and 20/40 in the other, with or without corrective lenses; has field of vision of at least 75 in the horizontal meridian in each eye; and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber;
- (11) First perceives a forced whispered voice in the better ear at not less than 15 feet, with or without the use of a hearing aid or, 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 (formerly ASA Standard) Z24.5-1951.
- (12) Does not use an amphetamine, narcotic, or any habit-forming drug; and
- (13) Has no current clinical diagnosis of alcoholism.

INSTRUCTIONS FOR PERFORMING AND RECORDING PHYSICAL EXAMINATIONS

The examining physician should review these instructions before performing the physical examination. Answer each question yes or no where appropriate.

The examining physician should be aware of the rigorous physical demands and mental and emotional responsibilities placed on the driver of a commercial motor vehicle. In the interest of public safety the examining physician is required to certify that the driver does not have any physical, mental, or organic defect of such a nature as to affect the driver's ability to operate safely a commercial motor vehicle.

General information. The purpose of this history and physical, mental or organic defect of such a character and extent as to affect the applicant's ability to operate a motor vehicle safely. The examination should be made carefully and at least as complete as indicated by the attached form. History of certain defects may be cause for rejection or indicate the need for making certain laboratory test or a further, and more stringent, examination. Defects may be recorded which do not, because of their character or degree, indicate that certification of physical fitness should be denied. However, these defects should be discussed with the applicant and he should be advised to take the necessary steps to insure correction, particularly of those which, if neglected, might lead to a condition likely to affect his ability to drive safely.

General appearance and development. Note marked overweight. Note any posture defect, perceptible limp, tremor, or other defects that might be caused by alcoholism, thyroid intoxication, or other illnesses. The Motor Carrier Safety Regulations provide that no driver shall use a narcotic or other habit-forming drug.

Head-eyes. When other than the Snellen Chart is used, the result of such test must be expressed in values comparable to the standard Snellen test. If the applicant wears corrective lenses, these should be worn while applicant's visual acuity is being tested. If appropriate, indicate on the Medical Examiner's Certificate by checking the box, "Qualified only when wearing corrective lenses." In recording distance vision use 20 feet as numerator and the smallest type read at 20 feet as denominator. Note ptosis, discharge, visual fields, ocular muscle imbalance, color blindness, corneal scar, exophthalmos, or strabismus, uncorrected by corrective lenses. Monocular drivers are not qualified to operate commercial motor vehicles under existing Motor Carrier Safety Regulations. If the driver habitually wears contact lenses, or intends to do so while driving, there should be sufficient evidence to indicate that he has good tolerance and is well adapted to their use. The use of contact lenses should be noted on the record.

Ears. Note evidences of mastoid or middle ear disease, discharge, symptoms of aural vertigo, or Meniere's Syndrome. When recording hearing, record distance from patient at which a forced whispered voice can first be heard. If audiometer is used to test hearing, record decibel loss at 500 Hz, 1,000 Hz, and 2,000 Hz. **Throat.** Note evidence of disease, irremediable deformities of the throat likely to interfere with eating or breathing, or any laryngeal condition which could interfere with the safe operation of a motor vehicle.

Thorax-heart. Stethoscopic examination is required. Note murmurs and arrhythmias, and any past or present history of cardio-vascular disease, of a variety known to be accompanied by syncope, dyspnea, collapse, enlarged heart, or congestive heart failure. Electrocardiogram is required when findings so indicate.

Blood pressure. Record with either spring or mercury column type of sphygmomanometer. If the blood pressure is consistently above 160/90 mm. Hg. further tests may be necessary to determine whether the driver is qualified to operate a motor vehicle.

Lungs. If any lung disease is detected, state whether active or arrested; if arrested, your opinion as to how long it has been quiescent.

Gastrointestinal system. Note any diseases of the gastrointestinal system.

Abdomen. Note wounds, injuries, scars, or weakness of muscles of abdominal walls sufficient to interfere with normal function. Any hernia should be noted if present. State how long and if adequately contained by truss.

Abnormal masses. If present, note location if tender, and whether or not applicant knows how long they have been present. If the diagnosis suggests that the condition might interfere with the control and safe operation of a motor vehicle, more stringent tests must be made before the applicant can be certified.

Tenderness. When noted, state where most pronounced, and suspected cause. If the diagnosis suggests that the condition might interfere with the control and safe operation of a motor vehicle, more stringent test must be made before the applicant can be certified.

Genito-urinary. Urinalysis is required. Acute infections of the genito-urinary tract, as defined by local and State public health laws, indications from urinalysis of uncontrolled diabetes, symptomatic albumin-urea in the urine, or other findings indicative of health conditions likely to interfere with the control and safe operation of a motor vehicle, will disqualify an applicant from operating motor vehicle.

Neurological. If positive Romberg is reported, indicate degrees of impairment. Pupillary reflexes should be reported for both light and accommodation. Knee jerks are to be reported absent only when not obtained upon reinforcement and as increased when foot is actually lifted from the floor following a light blow on the patella, sensory vibratory and positional abnormalities should be noted.

Extremities. Carefully examine upper and lower extremities. Record the loss or impairment of a leg, foot, toe, arm, hand, or finger. Note any and all deformities, the presence of atrophy, semiparalysis or paralysis, or varicose veins. If a hand or finger deformity exist, determine whether sufficient grasp is present to enable the driver to secure and maintain a grip on the steering wheel. If a leg deformity exists, determine whether sufficient mobility and strength exist to enable the driver to operate pedals properly. Particular attention should be given to and a record should be made of any impairment or structural defect which may interfere with the driver's ability to operate a motor vehicle safely.

Spine. Note deformities, limitations of motion, or any history of pain, injuries, or disease past or present experienced in the cervical or lumbar spine region. If findings so dictate, radio logic and other examinations should be used to diagnose congenital or acquired defects; or spondylolisthesis and scoliosis.

Rectro-genital studies. Disease or conditions causing discomfort should be evaluated carefully to determine the extent to which the condition might be handicapping while lifting, pulling, or during periods of prolonged driving that might be necessary as part of the driver's duties.

Laboratory and other special findings. Urinalysis is required, as well as such other tests as medical history or findings upon physical examination may indicate are necessary. A serological test is required if the applicant has a history of luetic infection or present physical findings indicate the possibility of latent syphilis. Other studies deemed advisable may be ordered by the examining physician.

Diabetes. If insulin is necessary control a diabetic condition, the driver is not qualified to operate a motor vehicle. If mild diabetes is noted at the time of examination and it is stabilized by use of a hypoglycemic drug and a diet that can be obtained while the driver is on duty, it should not be considered disqualifying. However, the driver must remain under adequate medical supervision. The physician must date and sign his findings upon completion of the examination. The medical examination shall be performed by a licensed doctor of medicine or osteopathy. A licensed optometrist may perform examinations pertaining to visual acuity, field of vision and ability to recognize colors. When examination is complete, sign certificate (lower left corner) and have examinee return it to the Licensing Officer.

GPO 1979-640-022 /3.0 REGION NO. 4

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APPENDIX E

LIST OF PERTINENT DIRECTIVES AND PUBLICATIONS

<u>SHORT TITLE</u>	<u>LONG TITLE</u>
MCO P1200.7	MILITARY OCCUPATIONAL SPECIALTIES MANUAL
MCO P1700.24	MCCS POLICY MANUAL
MCO 5110.1	MOTOR VEHICLE TRAFFIC SUPERVISION
MCO 5100.19	MARINE CORPS TRAFFIC SAFETY PROGRAM
MCO 11240.66	STANDARD LICENSING PROCEDURES FOR OPERATORS AND MILITARY VEHICLES
MCO 11240.106	STANDING OPERATION PROCEDURE FOR GARRISON MOBILE EQUIPMENT AND GENERAL SERVICES ACCOUNT FLEET
NAVSEA SWO20-AF-ABK-010	MOTOR VEHICLE DRIVER AND SHIPPING INSPECTOR'S MANUAL FOR AMMUNITION, EXPLOSIVE, AND RELATED HAZARDOUS MATERIALS, GLOVE BOX EDITION
NAVSEA OP 5, VOL 1	AMMUNITION AND EXPLOSIVES ASHORE SAFETY REGULATIONS FOR HANDLING STORING, PRODUCTION, RENOVATION AND SHIPPING.
NAVAIR 06-05-502	AIRCRAFT REFUELING HANDBOOK
TM 4700-15/1	GROUND EQUIPMENT RECORD PROCEDURES
TM 11240-15/3E	MOTOR VEHICLE LICENSE EXAMINER'S HANDBOOK
TECHNICAL MANUALS	ALL TECHNICAL MANUALS FOR SPECIFIC EQUIPMENT THAT REQUIRE A LICENSE TO OPERATE
LUBRICATION ORDER	ALL LUBRICATION ORDER FOR SPECIFIC EQUIPMENT THAT REQUIRE A LICENSE TO OPERATE
FEDERAL MOTOR CARRIER	ESTABLISHES THE BASIC FEDERAL REQUIREMENTS FOR DRIVERS OF HEAVY CARGO TRUCKS, TRACTOR-TRAILERS AND BUSES.
FEDERAL PERSONNEL MANUAL	CH 930 AND APPENDIX A OF THE OFFICE OF PERSONNEL MANAGEMENT (OPM) PUBLICATION ESTABLISHES POLICY AND PHYSICAL STANDARDS FOR CIVILIAN OF-346 APPLICANTS
49-CFR 391.41	ESTABLISHES PHYSICAL QUALIFICATIONS AND EXAMINATION FOR DRIVERS.
DOD 4500.36	MANAGEMENT, ACQUISITION AND USE OF MOTOR VEHICLES

Enclosure (1)

WgO 11240.21C

DEC 27 2011

OPNAVINST 5100.12

EMERGENCY VEHICLE OPERATOR'S COURSE
(APPLICABLE ONLY WHEN OPERATING
ABOARD NAVY INSTALLATIONS).

STATE, LOCAL AND OTHER
REGULATIONS

WGO 5300.5A/B/6

WGO 11240.19

FAP ORDER

2D MAW STANDARD OPERATING PROCEDURES
FOR MOTOR TRANSPORT AND GOVERNMENT
MOBILE EQUIPMENT

Enclosure (1)

