

11th Engineers Battalion (11 EN)

GENERAL

**DRIVER AND
OPERATOR
STANDARDIZATION
PROGRAM
(SELECTION,
TRAINING,
TESTING, AND
LICENSING)
STANDARD
OPERATING
PROCEDURES**

**11TH Engineers Battalion
Camp Humphreys, Korea
03 February 2025**

11th Engineers Battalion
Building 6940
Camp Humphreys, Korea
03 February 2025

11 EN DRIVER AND OPERATOR
STANDARDIZATION PROGRAM
(SELECTION, TRAINING, TESTING,
AND LICENSING) STANDARD
OPERATING PROCEDURES

GENERAL

**PRESCRIBES PROCEDURES AND STANDARDIZES OPERATIONS DURING THE
DRIVER SELECTION, TRAINING, TESTING AND LICENSING WITHIN 11th
ENGINEERS**

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Commanding

History. This is a first publication.

Summary. This SOP standardizes the selection, training, testing, and licensing of motor vehicle drivers and equipment operators. This SOP replaces all previous versions.

Proponent and Exception Authority. The proponent for this supplement is the Commander, 11th Engineers Battalion. The proponent has the authority to approve exceptions or waivers to this SOP that are consistent with law and regulations.

Supplementation. Supplementation of this SOP and establishment of command and local forms are prohibited without prior approval from the Commander, 11th Engineers Battalion.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Commander, 11TH Engineers Battalion.

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Chapter 1

General Information

1-1 PURPOSE

To establish procedures for selection, training, testing, and licensing operators for wheeled, tracked, power generation, and auxiliary that requires a license to operate to support mission requirements.

1-2 SCOPE

This SOP applies to all personnel assigned or attached to the 11TH Engineers Battalion (11 EN) that license authority has been granted to and is effective upon receipt of this SOP.

1-3 GENERAL

All Companies will assign trained operators for each item of equipment that requires a license to operate. The selection, training, and licensing of vehicle equipment operators is the first important step in a good operator's training program. Operator training is recognized as an ongoing responsibility of all leaders at all levels and requires a significant number of resources. The intent of this SOP is to outline the minimum requirements that must be met in training vehicle and equipment operators.

1-4 SAFETY

The operation of motorized equipment is inherently dangerous. This danger is compounded by inexperience. All Commanders, Safety Officers, Qualifying Officials and first-line supervisors will ensure that adequate safety precautions are taken during all phases of operator training to prevent accidents from occurring. All personnel assigned or attached to the 11 EN will ensure that adequate safety is always in place.

1-5 SUMMARY

The purpose for this SOP is to establish a standardized program to train and license operators of any tactical vehicles within the 11 EN.

Chapter 2

Responsibilities

2-1 PURPOSE

The purpose of this chapter is to provide sufficient guidance on who is responsible, concerning operator and driver training, testing, and licensing for all Battalions and personnel assigned or attached.

2-2 GENERAL

The Brigade has the responsibility of the driver and operator training, testing, and licensing program in accordance with (IAW) AR 600-55, chapter 1, 1-4 i.

2-3 BRIGADE COMMANDER

The Brigade Commander will/may-

- a. Select, train, test, and license vehicle and equipment operators.
- b. Develop and publish guidance for implementing operator licensing program within the organization.
- c. Delegate to subordinate Commanders (battalion, company level) in writing the authority to train, test, and license noncommercial vehicle and equipment operators.
- d. Appoint, in writing, a non-commissioned officer (NCO) (SFC/E-7) to the position of Brigade Master Driver Manager to manage subordinate organization licensing programs and provide inspections throughout the year (see para 2-8 for role of Master Driver Managers).
- e. Delegate in writing to company level Commanders the authority to conduct driver and operator training, testing, and licensing only when these organizations are geographically separated from higher commands, which prevents consolidated training management.
- f. Develop standard operating procedures (SOPs) to ensure subordinate organizations are provided clear guidance on training, certifying, and licensing operators on vehicles and equipment.
- g. Ensure Brigade Staff schedules and execute Command inspections, staff inspections and staff assisted vehicles (SAVs) annually. Brigade Staff will assist directly support and oversee battalion organizational inspection program (OIP) in both planning and scheduling command inspections and providing subject-matter experts.
- h. Maintain 90% or better unit driver readiness ratings and track driver training events on Long Range Training Calendar (LRTC).

2-4 BATTALION COMMANDER

The Battalion Commander will-

- a. Appoint, in writing, an NCO (SSG/E-6) and above to the position of battalion master driver to manage the licensing program. See Appendix A for an example memorandum.
- b. Ensure vehicle and equipment operators are properly licensed and trained according to this regulation and other local requirements.
- c. Will conduct OIP to include command inspections and staff inspections or SAVs by the Battalion Staff annually. See Appendix B for the Inspection check list
- d. Establish and execute of the Convoy Commander Certification Program in their perspective organization.

2-5 BATTALION EXECUTIVE OFFICER

The Battalion Executive Officer will-

- a. Ensure that adequate and ample training time is allocated on the monthly training schedules to complete operator/driver-training requirements that have been forecast.
- b. Conduct spot checks driver training folders to ensure training is being documented and conducted according to the drivers training SOP.
- c. Processes recommendations for honors and awards.
- d. Direct Master Driver to annotate driving citations on the operators' DA Form 348 and maintains a copy of the police/ blotter report.

2-6 BATTALION S-3 TRAINING OFFICER

The battalion S-3 training officer will-

- a. Publish quarterly class schedules on the training calendar.
- b. Task unit for personnel and vehicles to support training.
- c. Ensure that Companies have forecast annually its operator training requirements on its yearly training calendar (YTC) for the upcoming training year.
- d. Maintain a dedicated training area to conduct drivers training i.e., a classroom for phase I, a motor pool for phase II, and a dedicated controlled route to conduct phase III.

2-7 COMPANY COMMANDER

The Company Commander will-

- a. Develop, publish, and implement guidance for interviewing and selecting operator candidates (see interview details in AR 600-55, para 3-2, and sample interview questions in app B).
- b. Certify and appoint, in writing, enough license instructors and license examiners within the organization to conduct required training, test administration, and training validation/performance road tests.

NOTE: An individual may be appointed by the Commander to be both a license instructor and a license examiner. However, when feasible the license examiner that administers written exams and road tests should not be the same individual that instructed the classroom or hands-on training. The practice of having different personnel administer examinations and road tests is to ensure training is completed to standard without bias.

- c. Ensure there is an EIGHTH ARMY (8A) certified company MD to oversee company LI/LEs.
 - d. Establish and execute the 8A Track Commander/ Vehicle Commander (TC/VC) Certification Program in their perspective organization.
 - e. Ensures all eligible NCOs (SGT/E-5 and above) are LI/LE certified and are on the company's LI/LE memorandum. See Appendix C for examples of the memorandum.
- The appointment memorandum is provided in Enclosure 1-2 and 1-3 of this SOP.
- f. Ensure driver candidates meet federal, state, local, and/or HN driver licensing requirements.
 - g. Ensure sufficient qualified and experienced equipment and vehicle operators are available to support mission.
 - h. Ensure each licensed operator understands his or her responsibilities as a Vehicle Commander (VC/SO) or Senior Occupant.
 - i. Ensure that risk assessments are conducted for all phases of operator training and that mitigation strategies are implemented prior to execution.
 - j. Ensure sustainment training program is developed and executed annually.

- k. Allocate sufficient training time and resources to execute quality driver training and testing of vehicle operators and will include all drivers training events on the company training schedule.
 - l. Will be the issuing official or designate a representative, who has been granted written authority to test and qualify drivers and operators. The issuing official will sign all issued OF 346 or DA Form 5984-E.
 - m. Suspend and/or revoke the military license of any soldier who has their civilian license suspended or revoked.
 - n. Interviews will be conducted by the commander or authorized representative in writing, by using a standardized format. See Appendix B of AR 600-55 for guidance.
 - o. Forecast driver/operator training and sustainment training requirements for the company on the training calendar.
 - p. Will assign one driver per vehicle and one Vehicle Commander (VC) per vehicle. These assignments will be official on an MFR, signed by the commander, and a hard copy kept in the company ADOSP continuity book.
 - q. Coordinates with the Battalion S-4 and Battalion Master Driver on any new equipment being transferred or added to the unit forming new MTOE/TDA changes.

2-8 BRIGADE MASTER DRIVER MANAGER

The Brigade Master Driver Manager will-

- a. Be responsible for overseeing, validating, and inspecting the licensing programs of subordinate organizations.
- b. Be the primary advisor to the 2ND Division Sustainment Brigade (2IDSB) Commander for all facets of operator training. Must be an SFC, must be a graduate from the Master Driver Trainer Course resident or a Mobile Training Team from Fort Gregg-Adams, Virginia.
- c. Be interviewed and appointed in writing by the Brigade Commander.
- d. Provide overall supervision and management of the 2IDSB Drivers Training and Certification Program.
- e. Ensure that the driver's training program is standardized across 2IDSB.
- f. Coordinate with Battalion Master Drivers to ensure annual check rides are being conducted.
- g. Conduct spot checks on drivers training folders to ensure training is being documented and conducted according to this SOP.
- h. Review Battalion Drivers Training After Action Reviews (AARs).
- i. Conduct quarterly meetings with all Battalion Master Drivers to provide guidance to improve the programs.
- j. Conduct Battalion drivers training program SAV's and Inspections.

2-9 BATTALION MASTER DRIVER

The Battalion Master Driver will-

- a. Monitor all operators training, testing, and licensing within the companies.
- b. Be the primary advisor to the Battalion Commander for all facets of drivers training.
- c. Be a SSG or above. Must be a graduate from the Master Driver Trainer Course resident or a Mobile Training Team from Fort Gregg-Adams, Virginia.
- d. Be appointed in writing by the Battalion Commander.
- e. Facilitate training by ensuring resources are coordinated, such as: classrooms, driving facilities, road courses and simulators (where applicable), and the scheduling of

required license instructors and license examiners to assist with phase I training execution.

- f. Ensure all training and licensing is accomplished IAW AR 600-55.
- g. Coach, train, and mentor all prospective license instructors and license examiners on operator selection, training, testing, and licensing procedures.
- h. Maintain the Battalion's Driver Qualification ledger IAW AR 600-55.
- i. Ensure the License examiners are trained in their prescribed duties.
- j. Semiannually evaluate company license instructors/ license examiners.
- k. Establish and provide road test route maps at each company location to be used by the company training and testing team.
- l. Provide quality assurance for Phase II and Phase III operator training programs.
- m. Supervise the execution of sustainment training.
- n. Supervise the execution of annual check rides.
- o. Supervise the night vision devices academic training.
- p. Use Brigade SOP as a regulatory guidance to conduct the drivers training program.
- q. Coordinate meetings with LI/LE and First Line Supervisors after the training is completed to address any issues or concerns of Soldiers who completed the training. Review AAR comments by students.
- r. Create a follow on/sustainment training dedicated to advance the knowledge of LI/LE assigned.
- s. Recommend to the Company Commanders the selection and appoint in writing of enough certified NCOs as License Instructors and License Examiners to support training requirements.
 - (1) All noncommissioned officers within each company, from the rank of Sergeant to Sergeant First Class, will be trained and appointed to be License Instructors and License Examiners for each type of equipment on the companies MTOE requiring a licensed operator.
 - (2) The duty appointment will indicate the testers Name, Rank, DODID, and specific type of equipment by class code and model they are qualified on. This will be the GCSS-Army Ledger with only those names that are LI/Les.
 - (3) A copy of these duty appointments will be maintained with the Master Driver.

2-10 LICENSE INSTRUCTOR

The License Instructor will-

- a. Have overall responsibility for conducting phase II equipment training, to include the classroom equipment introduction, and all hands-on training (see para 4-3a, AR 600-55).
- b. Successfully complete the License Instructor and Examiner distance learning course Black Board Learning Management System through ATRRS registration.
- c. Have technical knowledge of the equipment.
- d. Be appointed in writing by the Company Commander.
- e. Be a SGT/E-5 or above.
- f. Possess a license for the vehicle or equipment on which they will train.
- g. Prepare their Company personnel's DA Form 348 and annotate all entries in GCSS-Army system.
- h. Ensure vehicle and equipment operators are properly licensed and trained IAW AR 600-55.
- i. Ensure all records and forms are maintained IAW AR 600-55.

- j. Ensure sustainment training is provided by qualified personnel IAW AR 600-55.
- k. Conduct annual check rides for Active Component Soldiers.
- l. Coordinate with company arms room NCO to open the arms room and sign for NVD's.
- m. Inform the Battalion S3 and the unit command team of all absentees.
- n. Conduct remedial training.
- o. Request Training Aids, devices, simulators, and simulations.
- p. Maintain the Company ADOSP Continuity Book and Operator Packets IAW AR 600-55 and this SOP.

2-11 LICENSE EXAMINER

The License Examiner will-

- a. Be responsible for administering the phase I: Initial Operator Training exam, phase II: Equipment Training exam, and the phase III: Training Validation/Performance Road Test exam to include NVD certification.
- b. Secure all test materials, including booklets, answer sheets, scoring keys, and student handouts required for administering operator selection tests.
- c. Be appointed by the Company Commander to conduct examinations on prospective operators.
- d. Successfully complete the License Instructor and Examiner distance learning course on Black Board Learning Management System through ATRRS registration.
- e. Be a SGT/E-5 or above.
- f. Have technical knowledge, experience, and character.
- g. Possess a license for the vehicle or equipment on which they will train or test.
- h. Conduct annual check rides for Active Component Soldiers.
- i. Ensure risk assessments are conducted prior to training execution of all road test exams.
- j. Coordinate with the Battalion Master Driver and License Instructor for refresher training and/or retest.
- k. Forward results of training and testing to the Battalion Master Driver and ensure all records and forms are maintained IAW AR 600-55 and this SOP.
- l. Review and verify that all training and testing documentation is complete prior to submitting the documentation to the commander for issuing licenses, ensure that only Company leaders, or you present the license to the commander for his/her signature.

2-12 MAINTENANCE TECHNICIAN

The Maintenance Technician will-

- a. Be present to ensure proper PMCS is being performed during the phase II: Hands on training.
- b. Assist in conducting Units R and S in phase II.
- c. Be readily available to provide vehicle recovery support during the Phase III training period.
- d. Be available to conduct QA/QC on equipment being used to conduct training and testing.

2-13 FIRST LINE SUPERVISOR

The First Line Supervisor will-

- a. Ensure personnel are trained in operator preventive maintenance checks and services (PMCS), safe driving practices, and correct loading techniques.
- b. Review operator forms and records for accuracy and completeness as required by the chain of command.
- c. Identify new assigned Soldiers to be trained and license.
- d. Identify licensed Soldiers newly assigned to the unit.
- e. Ensure Soldier completes physical examinations.
- f. Conduct annual check rides under usual and unusual conditions.
- g. Inform the Company Commander and the Master Driver of any driving infractions their soldiers receive or may have.
- h. Be licensed on the equipment they are directly supervising the operation and maintenance on.
 - i. Ensure that personnel licensed on night vision devices (NVDs) receive required refresher training (see AR 600-55, para 8-6 for details).
 - j. Coordinate with license instructors or license examiners to ensure annual check rides are accomplished.
 - k. Ensure that personnel licensed on night vision devices receives refresher training.
 - l. Retrain Soldiers who failed any portion of phase 3 of drivers training.

2-14 SENIOR OCCUPANT/Vehicle COMMANDER

The Senior Occupant/Vehicle Commander will-

- a. Be an NCO, at minimum, if the driver is a junior enlisted, to be able to follow and enforce all responsibilities associated with position. When the driver is an NCO, WO, or officer, and senior to the VC, then the driver assumes the responsibilities of the senior occupant.
- b. Ensure the driver does not exceed the maximum operating hours listed in AR 385-10 without break or rest.
 - (1) Operators will be provided with at least 8 consecutive hours of rest during any 24-hour period. (AR 385-10, 11-4)
 - (2) An operator will not drive more than 10 hours in a duty period (including rest and meal breaks). (AR 385-10, 11-4)
- c. Not permit a driver who appears fatigued or physically, mentally, or emotionally impaired to operate a vehicle.
- d. Ensure the authorized seating capacity of the vehicle is not exceeded.
- e. Ensure vehicle occupants wear installed restraint systems when the vehicle is in motion.
- f. Assist the driver in recognizing unsafe traffic situations and unsafe mechanical conditions of the vehicle.
- g. Assist the driver in backing or executing other difficult maneuvers.
- h. Ensure the driver complies with road signs and posted speed limits and adjusts as dictated by weather, traffic, and road conditions.
- i. Ensure highway warning devices are properly displayed when vehicle is stopped on or beside the traveled portion of the street, road, highway (See TC 21-305-20).
- j. Relay to the last vehicle information received from the Convoy Commander and ensure compliance with march discipline when at a halt while traveling in a convoy.
- k. Ensure driver maintains proper interval between vehicles.
- l. Ensure that only authorized personnel are allowed to travel in government vehicles, and that government vehicles are used for official purposes only.

- m. Ensure that all personnel in the vehicle have on the proper PPE.
 - n. Be responsible for the overall safety of the occupants according to AR 385-10.

2-15 LICENSED EQUIPMENT OPERATORS

The Licensed Equipment Operators will-

- a. Operate vehicles or equipment in a safe and prudent manner.
- b. Report unsafe operating conditions of vehicles or equipment.
- c. Report all accident to first line supervisor and to the motor pool that dispatched the equipment.
- d. Comply with all municipal, state, and military motor vehicle or equipment regulations.
- e. Ensure cargo (including personnel) is properly loaded, secured, and protected from the elements prior to transport.
- f. Ensure vehicles or equipment and their contents are properly secured when left unattended.
- g. Ensure vehicles or equipment is properly serviced.
- h. Wear installed restraint systems.
- i. Back vehicles and use ground guides according to the provisions of AR 385-10 and TC 21-305-20.
- j. Inform supervisor if using medication that may adversely affect vision or coordination, or cause drowsiness.
- k. Conduct PMCS on the vehicle they are assigned with the appropriate TM(s) in hand and DA Form 5988-E. This will create continuity of maintenance, ownership, pride, and accountability of the maintenance of the vehicle.

2-16 STUDENTS

The Student will-

- a. Be selected by the unit commander prior to attending the training.
- b. Have completed the USFK Driver Licensing Course (US002) on Joint Knowledge Online (JKO).
- c. Have a completed AK 385-1-E. For an example of the form, see Appendix D.
- d. Have an Issued TMP OF346.
- e. Be exempt from all duties while attending drivers training.
- f. Maintain a high standard of conduct and safety during/after the training.
- g. Report to the prescribed location on the CONOP for training, no later than, 15 minutes prior on scheduled training dates.
- h. Be counseled about class and requirements to pass each phase of training. See Appendix E for sample counseling.
 - i. Not make appointments during scheduled drivers training classes (Emergencies will be dealt with on a case-by-case basis)
 - j. Not be allowed to miss more than 1 hour of instruction.
 - k. Must have driver packet completed before attending the course.
 - l. Not participate in any hands-on vehicle or operators training without a valid Optional Form (OF) 346 or DA Form 5984-E.
- m. Report to class with an ACH, gloves, eye-pro, and a water source.
- n. Bring a personal or government computer or an internet connected device.

Students will be required to study and do assigned homework after class hours. Internet will be provided by S-6 or students can use their personal hotspot from their phones.

Chapter 3

Program Requirements

3-1 PURPOSE

The purpose of this chapter is to provide guidance on how to implement the operator and driver training, testing, and licensing program.

3-2 DRIVER/OPERATOR TRAINING REQUIREMENTS FORECAST

Each company under the 11 EN will forecast annually its operator training requirements on its yearly training calendar (YTC) for the upcoming training year.

This forecast will include the following:

- a. Initial training
- b. Equipment training (Specific by Model)
- c. Equipment testing (Specific by Model)
- d. Annual Review of DA Form 348's IAW AR 600-55, Chapter 4, Paragraph 4-1(5)
- e. Annual check ride and sustainment training program per AR 600-55
- f. Intermediate Drivers Training Course for all personnel aged 25 and under every quarter per AR 385-10

3-2 LICENSE REQUIREMENTS

Before operating the following military equipment or emergency equipment all operators under 11 EN must possess a valid military operator permit for:

- a. All tactical vehicles.
- b. Electrical power generating equipment.
- c. All welding and cutting equipment (such as oxygen and acetylene, plasma cutters, etc.)
- d. Water purification sets, all sizes, and capacities.
- e. Air compressors, all pressures
- f. Material handling equipment, all sizes, and capacities such as forklifts warehouse tractors, and cranes.
- g. All Commercial Off-The-Shelf vehicles (COTS). All-terrain support vehicles such as the M-Gator or Mule utility vehicles are classified as support vehicles that can travel less than 35 miles per hour and are designed for traveling off-road. Performance all-terrain vehicles to include the lightweight tactical all-terrain vehicles such as the side-by-side MRZR can travel speeds of 35 miles per hour and above. Commands that possess performance all. Terrain vehicles must ensure operators complete a Recreational Off-Highway Vehicle Association (ROHVA) based course.
- h. Construction equipment or off-road equipment.
- i. Mechanical or ground support equipment.
- j. Heating and cooling equipment, all capacities, and sizes (such as air conditioning and refrigeration powered by liquid fuel and steam cleaning equipment).
- k. Pumping equipment: all pumps powered by liquid fuel engines.
- l. Miscellaneous equipment, such as night vision devices, mine detection sets, and field ranges.
- m. For emergency vehicles, operators must have a valid state driver's license and meet any additional host nation (HN) or local laws.

3-4 DOCUMENTATION AND FILES

- a. All training in support of vehicles and equipment that requires licensing will be documented on a DA Form 348 prior to issuing an OF 346 or DA Form 5984-E.
(Instructions for completing the DA Form 348 and 348-1-R are in AR 600-55, Figure 4-1)
- b. DA Form 348 will be initiated during operator selection, and updated when the individual completes the Phase I examination, and prior to issuing an OF 346 or DA Form 5984-E.
- c. The DA Form 348 is the only authorized record documenting equipment operator's qualifications (DA Pam 750-8, Chapter 2, paragraph 2-1c).
- d. All training for vehicles and equipment which require licensing under this regulation AR 600-55 will be documented on a DA Form 348, and updated on the GCSS-Army Operator Qualification Record prior to issuing an OF 346 or DA Form 5984-E.
- e. All Companies will maintain a COPY of the manual DA Form 348 and return the original form to the Soldier.
- f. When a Soldier executes a PCS or permanently leaves an organization, they will bring their original DA Form 348 and OF 346 or DA Form 5984-E to their gaining organization.
- g. All equipment operator/ driver records will be maintained in Adobe Portfolio in the unit Microsoft Teams Page in folder named "Operator Packets", in a locked channel, named "Operator Training and Records", accessible by the Company Commander, Battalion Master Driver, and Company LI/LEs and labeled according to Army Records Management System (ARMS). The file will be named with the operator's name (Last, First MI.) and the GCSS-Army Personnel Number.
- h. All personnel that have left the unit will have their Portfolio Packet transferred to a folder within the locked channel with the calendar year as the folder name. The name of the Portfolio Packet will be edited to have how the soldier left (i.e., PCS, RET, CHAP, ETS) added to the beginning of the name of the file. See Appendix F for packet cover sheet and packet requirements.
- i. Company Army Driver and Operator Standards Program (ADOSP) continuity book will be maintained and stored in a folder within the Operator Training and Records channel and labeled according to ARMS.
- j. Written tests and student tests are maintained on the Operator Training Academy (OTA) website.

Chapter 4

Program Implementation

4-1 GENERAL

This training approach emphasizes task, Condition, and Standards format with hands-on, performance-oriented training and testing. The result is to maintain the Soldiers' vehicle to -10 level standards.

4-2 PERSONNEL REQUIREMENTS

- a. 1x Master Driver Manager (E-7).
- b. 1x Master Driver per Battalion (E-6 or above)
- c. Minimum of 2 License Instructors and 2 License Examiners (SGT/E-5 or above) per Company.

4-3 DRIVER/OPERATOR CANDIDATE SELECTION

a. RESPONSIBILITY

Driver/Operator Candidate Selection is the responsibility of the Company Commander. The Commander will implement the guidance published for interviewing and selecting driver candidates.

b. SELECTION PROCESS OVERVIEW

(1) The selection process is the first critical step in the establishment of a quality drivers' licensing program. When a Commander needs to select an individual to be a driver, or when the number of Soldiers available for training exceeds the number needed, an interview will be conducted in person to select the best qualified personnel for training.

(2) The criterion outlined in AR 600-55 is the basis for selecting Soldiers as potential operators.

c. CANDIDATE SCREENING (suggested screening criteria)

- (1) Personnel over 25 years of age are usually more mature than younger people
- (2) Driving experience of 1 year or more during which the applicant has driven 4,000 accident-free miles will typically indicate good judgment and coordination
- (3) Poor driving record
- (4) Mental/emotional instability
- (5) Physical handicaps that cannot be accommodated.
- (6) Alcohol or drug related incidents
- (7) Hearing impairment
- (8) Poor vision
- (9) Currently on medication

d. INTERVIEW PROCESS

(1) The interview should be informal, and the Soldier being interviewed must understand its purpose.

(2) Inform the Soldier Privacy Act provisions and that this information will be entered on the DA Form 348.

(3) Commander will review packets prior to interview.

(4) The interviews will be conducted in person and documented in writing. See appendix B of AR 600-55 for a sample of a driver interview.

(5) The interview must include the date, name, and signature of the Commander.

(6) The prospective driver is required to sign the interview validating all questions have been answered truthfully.

e. CANDIDATE SELECTION:

(1) Commander needs to select individuals to be operators and drivers from standpoint of best qualified for training.

(2) Commanders will eliminate from the selection process any candidate that is currently unable to operate equipment based on their profile or medical provider recommendations. Commanders have discretion based on the Commander's Interview whether a candidate is eliminated or not from the selection process.

(3) Commanders will counsel all eliminated candidates as to why they were removed from consideration.

(4) All selected Soldiers must possess a valid state driver's license. If a driver's state driver license is ever revoked, the driver's military license must also be revoked.

(5) Once selected the Soldiers will be scheduled for the Initial Driver Training course.

(6) Selected Soldiers will be counseled to inform the operator of their responsibility and when they will be going to operator training academy.

f. PHYSICAL EXAMINATION AND EVALUATIONS

(1) Military personnel are required to undergo periodic medical examinations IAW AR 40-501, Standards of Medical Fitness.

(2) These periodic medical examinations will meet the medical examination required by AR 600-55 (3-3) and appendix D.

(3) Physical readiness will be validated prior to issuance of operator permit and validated annually by reviewing operator's medical readiness status in Medical Protection System (MEDPROS).

(4) First Line Supervisors must ensure all potential drivers are green on MEDPROS.

(5) Physical exams will be conducted by the medical provider at Kim's Troop Medical Clinic.

(6) A reaction test will be conducted from Reaction Time Test
<https://reactiontimetest.vercel.app/>

g. ADMINISTRATIVE DOCUMENTATION:

(1) Commanders Interview:

(a) The interview form will be filed in the individual Operator/Driver Records. See Appendix G for an example.

(b) This information will be annotated in Section III of the DA Form 348. See Appendix H for example of DA Form 348.

(2) Valid State Driver's License:

(a) This information will be annotated in Section II of the DA Form 348.

(3) All Department of Defense (DOD) military and civilian personnel (excluding contractors), to include foreign nationals whose position requires them to operate an Army Government-owned or Government-leased vehicle will have a valid civilian driver's license issued by a State, the District of Columbia, a U.S. possession (Virgin

Islands, Puerto Rico, or Guam), or foreign country (foreign nationals only) as a requisite for employment, and be selected, trained, tested, licensed, and recorded in accordance with this regulation and AR 385-10.

(4) Physical Evaluation:

(a) See AR 600-55 (3-3).

(b) This information will be annotated in Section IV of the DA Form 348.

(5) Drivers Pledge:

(a) A Copy of the Drivers Pledge will be maintained in the Operator/Driver Record. See Appendix I for Driver's Pledge.

(b) This information will be annotated in Section III of the DA Form 348.

(6) DWI Brief:

(a) A copy of the DWI Brief will be maintained in the Operator/Driver Record. See Appendix J for DWI Brief.

(b) This information will be annotated in Section III of the DA Form 348.

4-4 INITIAL OPERATOR TRAINING

a. GENERAL:

(1) Students will receive classroom training on mandatory subjects (Safety, HAZMAT, adverse weather conditions, vehicle orientation and operation). See AR 600-55 Appendix E, (E-3).

(2) After successfully completing the initial driver training course and the issuance of a Learners permit; Soldiers will receive behind the wheel, hands-on training for each type (specific by model) of equipment that the student is to be licensed on IAW Appropriate TC's, TSP's, TM (-10) or Appendices.

(3) Conditions and standards for hands-on-training have been established in Training Circulars (TC) and Training Support Packages (TSP's).

(4) Students must complete Phase I training, complete equipment introduction training, students must pass a written examination on specific vehicles or equipment by model.

(5) Students must pass all tasks in training before going on to testing.

(6) Learner's permits are required before the operator advances to the hands-on portion of training.

(7) Learner's permits must be reissued when the signature authority changes command.

(8) Learner's permits are only valid for 90 days after issue.

(9) Conditions and standards for Phase III testing have been established in the AR 600-55, Para 4-3, applicable Training Circulars (TC's) and Training Support Packages (TSP's) of this SOP.

b. RESPONSIBILITY:

(1) The Battalion Master Driver will review and verify that all training and testing documentation is complete.

(2) Company Licensed Instructors will prepare their Company personnel's DA Form 348 and annotate all entries in the GCSS-A system.

(3) Phase I will be conducted by the Master Driver with assistance from the Company Licensed Instructors.

(4) Phase II is the responsibility of the individual's First Line Leader (Licensed NCO) or appointed License Instructor.

(5) The Company License Examiner will conduct the PMCS test, vehicle control test and the road test. Each student as prescribed in AR 600-55, Para 4-3 under the supervision of the Battalion Master Driver.

c. TESTING:

(1) Testing will consist of written exams, Hands-on PMCS test, Vehicle Control Test, and a Road Test administered during the appropriate phases.

(a) Written Tests will be administered by an appointed Licensed Examiner.

(b) The hands-on PMCS, Vehicle Control, and Road tests will be administered by the Company Licensed Examiner with oversight by the Master Driver.

(c) Road Test will use approved routes in Appendix K or an approved route for the Training Area prior to Phase II can be conducted.

(2) Written testing will be on the Operator Training Academy learning site.

(a) The tests will be a minimum of 70 questions from the question bank based on the units from that phase with a maximum time limit of 120 minutes.

(b) Minimum passing grade is 80% with a second test being pulled from the same question bank.

(c) Phase II written test will be based on the specific vehicle model (i.e. M1151, M1151A1, M1078, M1083A1).

(3) PMCS Test and Vehicle Control Test will be IAW vehicle specific Technical Manuals following the before checklist. Faults will be annotated on a DA Form 5988-E.

(a) LE will stage the vehicle to be tested on prior to the PMCS hands-on test.

Individual will receive a "GO" or "NOGO" on each step of the PMCS test. Individual must get zero "NOGOs" to receive a pass for the hands-on portion. See Appendix L for the grading criteria.

(b) Individual will receive a "GO" or "NOGO" on each step of the Vehicle Control Test. Individual will be tested on four Vehicle Control Test Lanes. They must receive zero "NOGOs" to pass the Vehicle Control Test. See Appendix L for the grading criteria and the Vehicle Control Test lanes layout.

(4) Road Tests will be created IAW AR 600-55, Appendix G.

(5) Road Tests will be scored using a DA Form 6125 with the Operator's Name and LE's name on the front.

(a) LE will ensure that the required verbiage for the PMCS Test and Vehicle Control Test is placed in the notes section. They will also place "Road Test for" with Model and EIC of the equipment above the PMCS and VCT Tests.

(b) Test will be conducted IAW AR 600-55, Appendix G-3.

(c) Test will be scored IAW AR 600-55, Appendices G-4 & G-5.

(6) The consistency of the evaluations by the License Examiners assigned to 11 EN will be evaluated based on the evaluation requirements within this SOP. When no requirements are stated, periodically different license examiners will simultaneously rate the same student. Afterward, the ratings will be compared, and an effort made to bring the findings to a single consistent standard.

d. PHASE I:

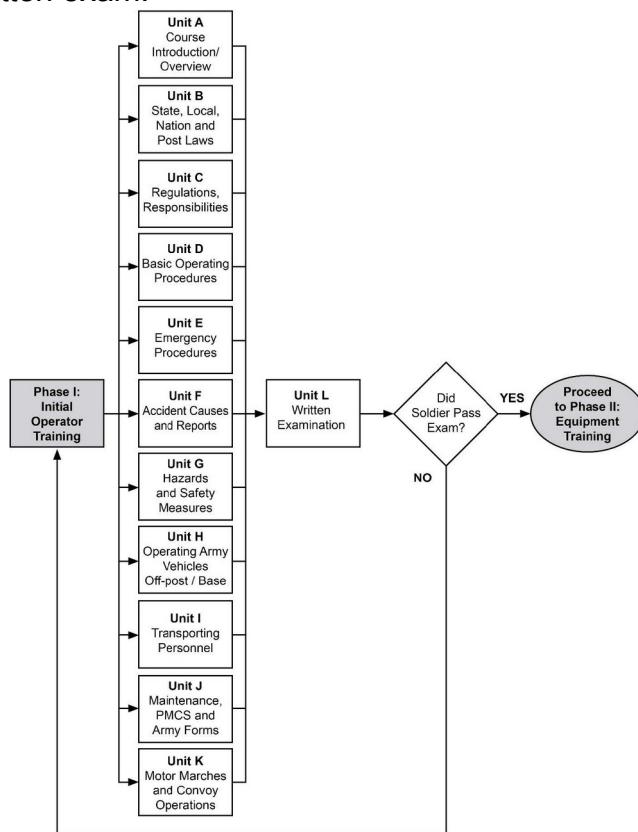
(1) Course Requirements Initial Operator Training Phase I, see Appendix M for Phase I training schedule.

(a) The following training tasks are mandatory tasks that must be completed before the learner's permit is issued IAW AR 600-55:

a. Introduction, organization of course and materials review.

- b. State local, and post traffic regulations and laws.
- c. Basic regulations, responsibilities, and traffic controls.
- d. Basic operating procedures.
- e. Emergencies procedures.
- f. Accident causes and reports.
- g. Hazards and safety measures.
- h. Operation of government vehicles off post/base.
- i. Maintenance responsibilities to include PMCS and required forms.
- j. Procedures for transporting personnel.
- k. Motor marches and convoy operations.
- l. Phase I written exam.

NOTE: Phase I units can be done out of order as long as all steps are covered before proceeding to the written exam.



(2) Initial Training Documentation:

- (a) Commander's Interview
- (b) Driver's Pledge
- (c) DWI Brief
- (d) Phase I Exam
- (e) Copy of written tests are maintained in packet after the training has been completed.
- (f) The following minimum qualifications, administrative action, and training will be annotated in Section III & IV of the DA Form 348.

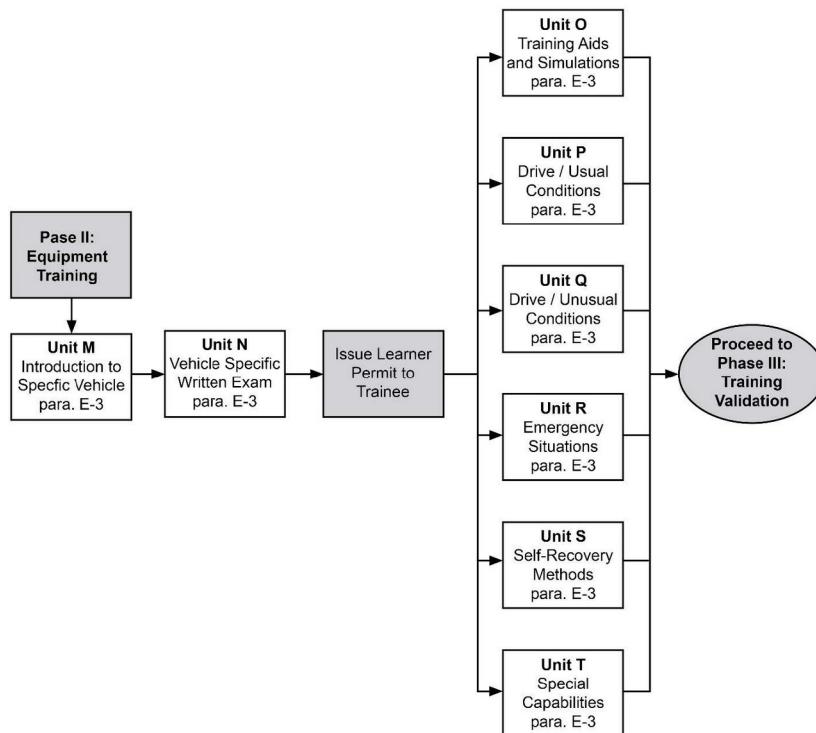
e. PHASE II HANDS ON TRAINING

(1) Course Requirements Equipment Training Phase II, see Appendix N for Phase II training schedule.

(a) The following training tasks are mandatory tasks that must be completed for each type of equipment (model specific) with a Training Circular (TC) for that model.

- a. Introduction to specific vehicle or equipment (classroom and motorpool).
- b. Written examination (vehicle specific). Issue learner's permit.
- c. Vehicle operating familiarization using training aids, devices, simulators, and simulations (when available).
- d. Driver usual conditions.
- e. Driver unusual conditions.
- f. Emergency situations.
- g. Self-recovery methods.
- h. Special capabilities.

NOTE: Phase II unit O to T can be done out of order as long as all steps are covered before proceeding to Phase III.



(b) Upon completing the training introduction, each operator must successfully complete a written examination administered by the License Examiner. This test will be specific by model of equipment that the student is to be licensed on IAW appropriate TC's or TSP's. See Appendix O for the Phase II Logsheet

(c) After the students have completed phase I and phase II, they will then be scheduled for phase III testing.

(2) Training Documentation:

(a) Written tests are maintained in the Soldier packet after completion of training.

(3) Seasonal Training

(a) Winter Driving Orientation Course (WDOC) will be conducted at unit level in January, February, March, September, October, November, and December of each year.

All personnel licensed to operate a military vehicle will receive the WDOC course on winter driving hazards and safe winter driving practices.

(b) Summer Driving Hazards (SDH) will be given around the months of May, June, July, and August. Information will be extracted from AR 385-10. All seasonal briefings will be updated on the DA Form 348.

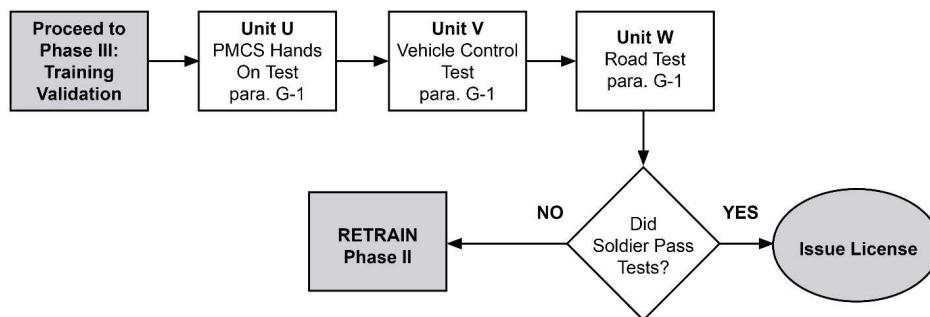
f. TRAINING VALIDATION PHASE III

(1) Course Requirements, see Appendix P for Phase III training schedule.

(a) The tasks are mandatory tasks that must be completed for each type of equipment (vehicle specific).

- a. PMCS Hands On Test
- b. Vehicle Control Test
- c. Road Test

NOTE: Phase III units U to W must be completed in order and if a student fails a unit Phase III is stopped, and they are sent back to Phase II for retraining.



(b) The company license examiners using the road test sheet (DA 6125) in Appendix Q Will test each student on all required measures. There is no set time for students to conduct this test. The road test should not be less than 10 miles from start point to end point.

(c) Once the student has passed the road test the Company License Examiner will then provide the Battalion Master Driver all supporting documentation on students who have completed the entire training/testing course.

(d) Students who fail any portion during the phase III training, will go back to their First Line Supervisor to be re-trained.

(2) Testing Documentation:

(a) DA Form 6125 Road Test scoresheet will be kept in the student folder after the DA Form 348 (Manual) has been updated.

(b) This information will be annotated in Section III of the DA Form 348.

(3) Licensing Issue:

(a) All supporting documentation must be completed and on file for each area listed on the Training Certification.

(b) The following required documentation must be submitted to the Commander for signature and license issue:

- a. DA Form 5984-E
- b. DA Form 348.

(4) On and Off Installation:

(a) Driving off the installation. Within the United States or U.S. possessions, operators must have-

- a. A valid DA 348.
- b. A valid OF 346 or DA form 5984-E.
- c. A valid civilian driver's license issued by a State (not necessarily the State in which the activity is located), the District of Columbia, a U.S. possession (Virgin Islands, Puerto Rico, or Guam), or the HN.

(b) Driving on the installation. Within the United States or U.S. possessions (unless required by AR 611-201 as a prerequisite for awarding an MOS), operators.

- a. Are not required to have civilian driver's licenses (tactical vehicles operated on the installation only).
- b. Must have a valid OF 346 or DA Form 5984-E for operation of vehicles on the installation only.
- c. However, personnel who possess a State or HN driver's license which is suspended or revoked will not be issued any type of DA Form 5984-E and will have current DA Form 5984-E suspended or revoked for the same time-period IAW AR 600-55.

(c) Driving outside the United States or U.S. possessions. Operators must-

- a. Have a valid OF 346 or DA Form 5984-E.
- b. Possess a valid civilian driver's license issued by the civil authorities of HN or by any state or territory of the United States unless the operational ACOM or ASCC Commander waives requirements in a deployed situation that does not violate HN laws or status of forces agreements (SOFAs).
- c. Meet any additional host nation laws.

4-5 ADDITIONAL TRAINING

a. MECHANICAL OR GROUND SUPPORT EQUIPMENT

(1) Criteria for selecting, training, testing, and licensing mechanical or ground support equipment operators are contained in technical bulletin (TB) 600-1 and TB 600-2. For training and testing see the appropriate TM, TB, or operator's manual for commercial off the shelf (COTS) items. See paragraphs 7-1 and 7-2 for details on qualifying operators on mechanical or ground support equipment. The process for licensing operators on mechanical or ground support equipment follows the same phases outlined in paragraph 4-3. The Phase III training validation requires the operator to display proficiency while conducting a PMCS, and to safely place the equipment into operation following all prescribed steps as outlined in the operator technical manual.

(2) Mechanical Ground Support Equipment Training will be conducted at least annually. Due to the specific nature and wide variance of this equipment MOS trained subject-matter experts are exempt from the LI/LE rank requirement and may conduct both initial and sustainment training.

b. COMMERCIAL OFF THE SHELF ITEMS

(1) Commercial off the shelf items (COTS) sustainment training will occur annually and be a part of the organizations internal training program. COTS equipment is defined as any non-standard mechanical ground support equipment, support all-terrain vehicles, performance all-terrain vehicles, and any other equipment procured via the civilian market without a military counterpart.

(2) Commands that procure COTS items must develop internal training and certification programs to promote safety and operator proficiency. COTS items include any non-standard mechanical or ground support items defined in paragraph 7-1, civilian trailers, and civilian all-terrain type vehicles.

(3) Training programs will be developed using the equipment operating instructions and the manufacturer's operator manual. Training programs for COTS items will include-

(a) Introduction to equipment characteristics, limitations, operation, safety, and operator manual instructions.

(b) Successful completion of written exam prior to issuance of learner permit.

(c) Hands-on training to include maintenance and operation in a range of conditions.

(d) Training validation/performance road test that includes PMCS hands-on test, vehicle control test, and training validation/performance road test.

(4) Commands must develop training programs to certify operators on all-terrain, all-terrain support, performance all-terrain vehicles, and tactical motorcycles.

(a) All-terrain support vehicles such as the M-Gator or Mule utility vehicles are classified as support vehicles that can travel less than 35 miles per hour and are designed for traveling off-road. Commands are responsible to ensure internal training programs are developed that address safety and operation requirements according to the manufacturer operator manual, and ensure the training requirements referenced in paragraphs 4-12b(1) through 4-12b(4) are addressed.

(b) Performance all-terrain vehicles to include the lightweight tactical all-terrain vehicles such as the side-by-side MRZR can travel speeds of 35 miles per hour and above. Commands that possess performance all-terrain vehicles must ensure operators complete a Recreational Off-Highway Vehicle Association (ROHVA) based course.

(c) ATVs include four-wheeled vehicles that are controlled by handlebars and a seat that is straddled. Commands that possess ATVs must ensure operators complete a Specialty Vehicle Institute of America (SVIA) based course.

(5) Commands have the option of sending operators to attend an SVIA/ROHVA based course in person, or certifying license instructors to offer the SVIA/ROHVA based curriculum within their organization. Commands must incorporate any additional training requirements for all-terrain support, performance all-terrain, and ATVs to satisfy specific mission objectives and the unique terrain operators will encounter (see DODI 6055.04 and AR 385-10 for additional details on training requirements).

(a) Commands that possess tactical off-road motorcycles are required to ensure operators are trained in accordance with AR 385-10 for motorcycle safety, operation, and focus training on off-road riding techniques and safety.

(6) Additional guidance for training operators and implementing safety guidelines is found in AR 385-10 and DODI 6055.04.

c. TRAILERS

(1) Trailers are defined as any item that is towed behind a prime mover. This includes semi-trailers, palletized load system (PLS) trailers, cargo trailers, water trailers, trailer mounted power generation units, and towed artillery. Operators must be trained and licensed on each specific model of trailer. Generic trailer descriptions such as "pintle towed" will not be used. Each trailer possesses unique performance and maintenance characteristics in which the operator must demonstrate proficiency and be tested. Operators must receive the following training for trailer qualifications:

(a) Receive introduction to trailer characteristics and operator manual instruction.

(b) Be familiar with the specific types of vehicles that the trailer may be safely towed behind.

(c) Successful completion of written exam prior to issuance of learner permit.

(d) Hands-on training to include maintenance, towing, and backing of the trailer.
(e) Training validation/performance road test that includes PMCS hands-on test, vehicle control test, and road test.

(2) Trailer certifications will be entered on the DA Form 348 depicting the type of vehicle(s) used during the training and performance road test.

d. 8A TC/VC CERTIFICATION PROGRAM

- (1) Will be in the grade of E-4 or above.
- (2) TC/VCs will be certified at the unit level.
- (3) Valid for one year.

(4) Once certified, trained individuals will have the certification placed on their tactical license (DA Form 5984-E) via GCSS-A and/ or will be provided an 8A TC/VC Certified Card. See Appendix R for the 8A TC/VC Card and memo.

(5) Must successfully complete the required training listed in Table 4-1.

Requirement	Source
Army Traffic Safety Program	Unit Driver's Training Program in accordance with AR 385-10
TC/VC Responsibilities & Test	PPT- "TC/VC Slideshow"
Winter Training/ Driver Course	PPT- "Winter Training in Korea"
Safe Driving in Korea (FY18)	Video- "Safe Driving in Korea"
Vehicle Operational Hazards	Unit (Vehicle Technical Manual)
Vehicle Maintenance Training	Unit (Vehicle TM)
Track Vehicle Communications Requirements	Unit (Vehicle TM)

Table 4-1: Required Training: Track/ Vehicle Commander

e. 8A CC CERTIFICATION PROGRAM

- (1) Will be in the grade of E-7 or above.
- (2) CC will be certified at the battalion level.
- (3) Valid for one year.

(4) Once certified, trained individuals will be provided an 8A CC Certified Card. See appendix S for the 8A CC Certified Card and memo.

Must successfully complete the required training listed in Table 4-2.

Requirement	Source
Army Traffic Safety Training Program	Unit Driver's Training Program in accordance with AR 385-10
TC/VC Responsibilities Test	PPT- "TC/VC Slideshow"
Winter Training/ Driver Course	PPT- "Winter Training in Korea"
Convoy/ Type Vehicle Operational Hazards	Unit (Vehicle TM)
Safe Driving in Korea (FY18)	Video- "Safe Driving in Korea"
Convoy Commanders' Responsibilities & Test	PPT- "CC Slideshow"
Track Vehicle Communications Requirements	Unit (Vehicle TM)
Conducting Risk Assessments	Unit
Conducting Running Risk Assessments	Unit
Common Training Route Risk Familiarization	Unit

Table 4-2: Required Training: Convoy Commander

NOTE: The battalion commander may certify personnel in the grade of E-6 that are competent and responsible, provided that they fulfill the training requirements in table 4-2 and is documented on the certification memorandum. When individuals conduct both certifications, only the CC Card will be issued, which supersedes the TC/VC Card.

4-6 TRAINING VALIDATION FOR REASSIGNED OPERATORS

a. Operators that change duty station or organization are required to have their DA Form 348 qualifications validated by gaining command as stated in AR 600-55 paragraph 4-2. See Appendix T for the reassigned training schedule. The following are requirements for receiving reassigned operators:

(1) Commander's interview and records review.

(2) Drivers that transfer to a new installation require training on the state, local, HN, and post traffic regulations and laws in accordance with unit B of the POI in AR 600-55 appendix E.

(3) Training validation will be conducted for each previously licensed variant of equipment that the operator is licensed to operate. Training validation includes a PMCS validation and performance/check ride in accordance with units U and W of the POI in AR 600-55 appendix E.

(4) Training validation will only be conducted on equipment that belongs to the gaining organization or equipment that the operator will use regularly as part of assigned duties in the gaining organization.

b. Operators that display a lack of confidence during the proficiency validation or fail any portion of the check ride are required to receive refresher training on those vehicles or equipment. Refresher training will be modeled after the units of instruction outlined in Phase II of qualification training.

Chapter 5

Sustainment Training

5-1 GENERAL

- a. Conditions and standards for sustainment training have been established in the AR 600-55 and AR 385-10.
- b. Conduct sustainment training annually for Active-Duty Soldiers with a valid military driver's license. Sustainment training may focus on individual weaknesses or other topics the Commander identifies.
- c. Annual sustainment training requires check rides for each variant on which the operator is licensed.
- d. Sustainment training does not require a reissuance of the license unless a qualification is added.
- e. Annual check rides will be performed by supervisors (NCOs), license instructors, or license examiners.
- f. Conduct Operator Driving Simulators training to simulate realistic training environment.

5-2 RESPONSIBILITY

During sustainment training the Battalion Master Driver will:

- a. Track and schedule sustainment training for all assigned operators for the Battalion.
- b. Provide Company License Instructors and examiners with training requirements and materials.
- c. Review and verify that all training and testing documentation is complete.
- d. Prepare their Battalion personnel's DA Form 348 and annotate all entries in the GCSS-A system.
- e. Company License Instructors and examiners will track all sustainment training for their Company.
- f. First Line Leaders (FLL) may conduct check rides if qualified on the equipment and licensed.
- g. The license instructor will conduct all safety, hazmat, and administrative sustainment training. This training will be recorded and updated accordingly.
- h. Plan truck or recovery rodeos to reward and recognize operator and crew proficiency.
- i. Incorporate Reconfigurable Vehicle Tactical Trainer (RVTT), Virtual Clearance Training Suite (VCTS), Wheeled Vehicle Configurable Training(WVCT), or the Driver Trainer to sustainment training.

5-3 COURSE REQUIREMENTS

a. ANNUAL REVIEW

(1) Battalion Master Driver will conduct each year based on the birth month of the Soldiers. This review will be conducted in conjunction with the individual's birth month audit.

(2) The annual review will consist of validation and verification of State Driver's License. Personnel records check to ensure that a poor driving record, mental or emotional instability, and alcohol or drug related incidents are factors to be consider when determining if the individual is still suitable to safely operate equipment.

b. ANNUAL PERFORMANCE TEST/ CHECK RIDES

(1) First line leaders will conduct check rides annually for each driver to reassess driving proficiency and identify weaknesses. If the first line leader is not licensed or is unable to perform the check ride, the Commander will ensure a qualified individual performs the check ride and assessment.

(2) This check ride will be on the most complex type of equipment that the individual is licensed on. This check ride is valid for all other vehicles within that specific variant or fleet of vehicles.

(3) This check ride will be documented using the DA Form 6125 Road Test score-sheet. The form will be annotated notes section with "Annual Check Ride for:" with Vehicle Model following.

(4) This information will be annotated in Section III of the DA Form 348 description example:

c. OCCUPATIONAL SAFETY AND HEALTH/HAZARD COMMUNICATION

Federal Government established the Hazard Communication Standard.

Designed to protect employees who use potentially hazardous materials on the job. Battalions which produce and use hazardous materials must provide employees with information and training on the proper handling and use of these materials. Visit the Defense Acquisition University (DAU) website to enroll in the course. <https://dau.edu> click on Course login.

d. REMEDIAL TRAINING

Commanders will establish a remedial training program for drivers or operators, who have had accidents or traffic violations, misused equipment, or otherwise demonstrated a need for additional training. Commanders must ensure that this training is for identifying and correcting individual weakness, not as a form of punishment. A recent change to DODI 6055.04 DOD Traffic Safety Program requires Remedial Drivers Training. Risk Management Basic Course (ATIS) is mandatory for those under remedial training. Remedial training will be provided by supervisors or license instructors and documented on DA Form 348, section Personnel offering the remedial training must be licensed on the equipment or vehicle they are providing the instruction on. The use of training aids, devices, simulators, and simulations, (for example, driver's simulators) is encouraged when and where available.

5-4 SUSTAINMENT TRAINING DOCUMENTATION

a. ANNUAL REVIEW

(1) Annual review forms are filed in the Company Microsoft Teams channel for Operator Packets in the Operator/Driver Records. DISPOSITION: Destroy after 2 Years.

(2) Results obtained from this Review will be annotated in Section III of the DA Form 348.

b. MISCELLANEOUS TRAINING

(1) Miscellaneous training certificates will be filed in the Soldier Training Packet

(2) Any special training that is required by local commands can be annotated in Section III of the DA form 348.

Chapter 6

Issues, Renewal, and Suspensions

6-1 CONTROL OF ISSUANCE

- a. Vehicle driver and equipment operator permits will be controlled at the Battalion or higher level of command unless delegated in writing.
- b. Issuing authority is the driver testing station, Battalion, or activity that has been granted authority, in writing, to test and qualify drivers and operators.
- c. Each issuing authority will maintain a ledger of all permits issued.
- d. The automated ledger within GCSS-Army meets this requirement
- e. The qualifying official is the master driver, designated in writing by the commanding officer to oversee battalion or civilian division level driver training program management. The Master Driver is the final validation certifying that the license instructors conducted training to standard, and that the license examiner issued the necessary written test and performance road test to standard.
- f. Licensing codes will be clearly identified on DA FORM 5984-E: "ARMY STANDARD", "ARMY LEARNER", "ARMY INCIDENTAL", or "ARMY LIMITED" to denote the type of permit issued.

6-2 STANDARD PERMITS

- a. DA FORM 5984-E standard permit applies to all vehicles and equipment operators and will clearly identify type of permit.
- b. Operator will retain DA FORM 5984-E upon transfer. Commanders may give diagnostic operator performance test to any reassigned or visiting personnel to identify any training or retraining requirements. Additional training will be annotated on DA Form 348.
- c. Newly assigned or visiting personnel will be instructed on local regulations and procedures before operating vehicles or equipment.
- d. The standard permit expires for Regular Army (RA), USAR, ARNG, and DA Civilian personnel on the same date the individual's State driver's license expires, or 5 years from issue date, whichever is sooner.
- e. For foreign and local nationals and allied army members, 4 years (or less if applicable) from date of issue.
- f. Master Drivers must ensure to keep a tracker of those Soldiers who have in possession a Permit during the transition of a change of command. The permit must be renewed within 90 days following the signature authority conducting a change of command.

6-3 SPECIAL PURPOSE PERMITS

- a. Refer to AR 600-55, paragraph 6-3 for further information for army learner, army incidental, and army limited permits.
- b. Learner permits maybe issued to personnel that are in a structured driver or equipment training course to include active component.
- c. Before issue of learner permit individual must successfully complete Introductory classroom training for vehicle or equipment orientation, safety briefing to include driver attitude, familiarization with local law and road conditions and pass all physical evaluation measures listed in AR 600-55, appendix D.

d. Learner permits expire at completion of training or 90 days after issue, whichever comes first.

e. Qualified licensed operator (Supervisor) must accompany Battalion learner permit operators while operating equipment. Vehicle or equipment must be operated within a controlled driving range (no other vehicular traffic) or training area.

6-4 RENEWALS, SUSPENSIONS, AND REVOCATIONS

a. Renewals will be issued after examination of operators DA Form 348, medical profiles, administration of prescribed physical evaluation measures, and operator performance test.

b. Renewals maybe denied on the basis accident records, traffic violations, recommendations of medical officers or supervisors.

c. Military driver license will be suspended or revoked when an Individuals State or host nation civilian is suspended or revoked. Suspension or revocation will not be less than the period imposed on the civilian or host nation license.

d. License must be renewed every five years, when civilian license expires, or within 90 days following company change of command.

6-5 REPLACEMENT OF PERMITS

a. Issuance of permits to replace those damaged, lost, or stolen is authorized. The qualifying official (Master Driver) must verify the individual's DA Form 348 before a replacement permit can be issued.

b. Qualifying official (Master Driver) must review DA Form 348 for qualifications prior to replacing and issuing permit. Photocopies or other reproductions of the OF 346 or DA Form 5984-E are not authorized.

c. Qualifying official (Master Driver) will counsel individual about the damaged, loss, or stolen permit prior to issuance. Once the individual has been counseled twice for a replacement permit, the Master Driver will counsel the individual with a recommendation fo UCMJ.

6-6 STRIKEOVERS, ERASURES, AND ALTERATIONS

a. Strikeovers, erasures, use of correction fluid or tape, obscuring, or making changes on a DA FORM 5984-E are not permitted.

b. Commanders may authorize lamination of DA FORM 5984-E, but other alterations will void the permit.

c. If OF 346, parts 1 and 2 are separated, the permit is still valid as long as both parts are available and have the same card number. See AR 600-55, 6-7 for additional information.

Chapter 7

Motor Vehicle Accident Prevention

7-1 GENERAL

This chapter establishes requirements for traffic safety and loss prevention to reduce the risk of death or injury to Army personnel from PMV, AMV, and ACV accidents. It also establishes requirements for motor vehicle accident prevention on Army installations and supplements public traffic safety law.

7-2 DRIVER EDUCATION

- a. Intermediate Traffic Safety Training Course IIIA. IAW with AR 385-10, chapter 11-7 para 3; all newly assigned Soldiers less than 26 years of age will receive intermediate traffic safety training that reinforces the initial traffic safety training course. Other personnel may be required to attend the training as deemed necessary by the local command.
- b. All Newly assigned Soldiers less than 26 years of age will schedule the Intermediate Traffic Safety Course (if not scheduled during in-processing) on the IMCOM Traffic Safety Training Program page; <https://imc.army.mil/airs/Home.aspx>. While waiting for a course date, personnel under 26 years of age need to register and take the *Army Traffic Safety Introductory Course* through Army Training Information System (ATIS).

7-3 TROOP SAFETY

The number of passengers in a vehicle will not exceed the number of seat belts within a vehicle or exceed the established carrying/load capacities. When cargo space is used for passengers, canvas/vinyl tops will be in place/securely fastened and rolled down when vehicle is in motion. Soldiers will not sit on the bed or on gear but will be seated in properly installed permanent or temporary seats.

7-4 REMEDIAL DRIVER'S TRAINING FOR NON-TACTICAL VEHICLE OPERATIONS

- a. Military Members, Government Civilian (GS) and assigned Contractors involved in an “at-fault” accident involving Non-Tactical Vehicles (NTVs) will complete the 40-hour Remedial Driver’s Training Course before operating another NTV.
- b. See Appendix U for Program of Instruction (POI), Course Schedule, and Driving Course Layout.

Chapter 8

Awards Program

8-1 GENERAL

- a. Commanders will establish an aggressive awards program for operators.
- b. Review DA form 348 annually for safety awards.
- c. Operators are eligible for safety awards under provisions of AR 600-8-22 and AR 385-10.
- d. Commanders will recognize Battalions annually that have produced outstanding safety records.
- e. Any Commander in the rank of LTC/O-5 or higher may approve or revoke award of the Driver.
- f. Soldier must be assigned as a driver or assistant driver of an AMV for a minimum of 12 consecutive months, or have driven a minimum of 8,000 miles, without an adverse incident (traffic violation) or accident recorded on the Soldier's DA Form 348.

8-2 AWARD DOCUMENTATION

Unit Primary LI/LE will draft a Memorandum for Record to the BN CDR for verification of the Driver Badge for the miles driven or the total time assigned to a vehicle. See Appendix V for an example memo and permanent orders. Driver and Operator awards will be annotated in Section III of the DA form 348.

Chapter 9

Night Vision Devices

9-1 TRAINING STRATEGY

- a. Commanders will manage the Night Vision Devices training program according to AR 600-55.
- b. TC 21-305-20, Manual for the Wheeled Vehicle Operator Chapter 18: NVD driving techniques and procedures, mission planning, safety factors, training programs, and guidance on Battalion SOPs for wheeled vehicles.
- c. TC 21-305-2, Training Program for Night Vision Device Driving Operations: NVD lesson plans, training calendars, written exam, eye charts, and paper transparencies.
- d. Commanders will recognize Battalions annually that have produced outstanding safety records.
- e. Commanders must identify a dedicated route for NVD training.
- f. Commanders will establish speed limitations of 10 mph for all modes of driving with NVGs. In addition, Commanders at all levels must understand the devices limitations to conduct effective risk assessments.
- g. Prior to conducting NVD training, a DD form 2977 Deliberate Risk Assessment Worksheet DA form must be completed and signed.
- h. Commanders must ensure weather is safe to conduct NDV training.
- i. Commanders and Master Driver must ensure Soldiers are fully license on the specific vehicle or variant of which the Soldier will conduct NVD training on.
- j. The ability to drive with NVGs is a highly perishable skill. Proficiency can be developed and maintained only through continuous hands-on training.
- k. During NVD qualification, the operator will receive instruction in academic subjects' night vision devise task list (see app I) and must pass a written examination.
- l. An NVD-equipped license instructor will be in the vehicle during night driver training.
- m. Refresher training will be conducted for all motor vehicle operators who have not participated in an NVD driving mission in the previous 6 months to maintain or regain proficiency.
- n. Minimum requirement for refresher training is to complete all tasks listed in the qualification standards section 9-3 of this SOP and complete a performance test given by a NVD instructor.
- o. Minimum Proficiency Requirements. Minimum requirements to maintain proficiency are two (2).
- p. Check rides must be conducted for motor vehicle operators who are certified to operate equipment with NVDs every six months for Active-Duty Soldiers and yearly for USAR and ARNG Soldiers to maintain proficiency.

9-2 INSTRUCTORS

- a. NVD instructors will be designated in writing by Company Commanders and will implement the Commander's program, conduct qualification and refresher training, administers road tests, and keep the Commander informed on the status of the Battalion's NVD program.
- b. All training for wheeled vehicles will comply with TC 21-305-2 and chapter 8 of AR 600-55.

- c. All instructors will be NVD qualified and licensed on the vehicles which they are conducting training.
 - d. Instructors will document qualification and refresher training of the individual's DA Form 348, section III, and annotate on the OF 346 and DA Form 348, section I, the specific type of NVD on which the individual Soldier is qualified.
 - e. An NVD equipped instructor will be in the vehicle during night driver training.

9-3 QUALIFICATION

a. NVD Training

- (1) NVD training will be broken down into academic and driving requirements. (See TC 21-305-2). A qualified NVD instructor must supervise all instructions.
 - (a) NVD Academics: During qualification, the operator will receive instruction on the following subjects.
 - (b) An introduction to NVD specific device
 - (c) Awareness of the device's diminished effectiveness in rain, fog, snow, or smoke, and the debilitating effects of any bright light.
 - (d) Depth perception, visual acuity, and field of vision
 - (e) Illumination requirements.
 - (f) Speed limitations.
 - (g) Night vision scanning techniques.
 - (h) Emergency procedures while driving with NVGs.
 - (i) Driver or assistant driver responsibilities; crew coordination.
 - (j) Self-imposed stresses: smoking, alcohol, driver, or crew fatigue, etc.
 - (k) Care and security of the NVD device.
 - (l) Written examination.

b. NVD DRIVER'S TRAINING

- (1) The operator will receive hands-on instruction to show proficiency while operating with the instructor in the vehicle.
- (2) The driving portion of the NVD training will be broken up into 5 phases as follows.
 - (a) **Phase I Task:** Drive vehicle without the device over a known range during daylight driving conditions to become comfortable with the actual road and terrain.
 - (b) **Phase II Tasks:** Using headlights, operator will drive vehicle without the NVGs over the same range at night.
 - (c) **Phase III Tasks:** Operator will perform pre-operation NVD system check, check for proper wear and fitting, focus the device, perform vehicle PMCS while wearing the device, and refocus the device immediately before beginning Phase IV task.
 - (d) **Phase IV Tasks:** With external and internal lights off, operator will drive vehicle over the same range as Phases I and II while wearing the NVD paying particular attention to the distance between the vehicle and familiar landmarks. Operators must:
 - a. Identify Road Signs
 - b. Detect route markers.
 - c. Identify and negotiate ditches or rough road conditions.
 - d. Judge distances to road junctions.
 - e. Identify the edge of the road.
 - f. Distinguish shadows from other features such as water puddles.

(e) Phase V Tasks: Operator will complete after-operation PMCS while wearing NVGs, perform post-operation NVD systems check, and conduct an After-Action Report (AAR).

- c. To be a qualified the operator must:
 - (a) Be licensed and current on the vehicle that they are receiving NVD training on.
 - (b) Complete the academic and driving requirements outlined above.
 - (c) Successfully complete an NVD driver performance test given by an NVD instructor.
 - (d) The operator must pass a written examination.

Chapter 10

High Mobility Multipurpose Wheeled Vehicle (HMMWV)

Egress Assistance Trainer (HEAT)

10-1 GENERAL

The purpose of the HEAT device is to simulate an up-armored HMMWV rollover or roll to left or right, then train the vehicle occupants to successfully egress from the rolled HMMWV by emphasizing teamwork through crew/battle drills.

10-2 TRAINING

- a. Soldiers will be trained on following Learning Objectives.
- b. Perform clearing, and egress procedures with the HEAT.
- c. Understand preventive measures to preclude rollover.

(1) Rollovers are caused by the following: speed, Inadequate training, high centers of gravity, Terrain, road conditions, driving habits, and local conditions.

(2) Driver Risk Management to Reduce Rollovers: Adjust vehicle speed, slow down, avoid panic, observe speed limit, slowly accelerate, and avoid the temptation to brake hard.

- d. The HEAT will only be run by instructor trainers certified in accordance with this TC.
- e. Commanders must determine who is qualified to train the HEAT operator(s). Commanders may assign other competent personnel (military, civilian technician, or contractors) as HEAT Instructor/Operators (I/Os).
- f. During the training, the senior occupant/Vehicle Commander is responsible for ensuring all personnel riding in or on a vehicle are wearing seatbelts/restraints and that all required equipment inside the vehicle is properly stored and secured.
- g. See Appendix N of TC 55-HEAT for sample training scenarios.

Chapter 11

Hazardous Material (HAZMAT)

11-1 HAZMAT TRANSPORT REQUIREMENTS

- a. Driver training requirements for transport of hazardous materials will be found in the provisions of 49 Code of Federal Regulations (CFR). Requirements will include but not limited to Safety Awareness Training and any training requirements specified by 49 CFR.
- b. Department of Transportation regulations state that no carrier or person including any U.S. Government Agency may transport or cause to be transported, a hazardous material unless that carrier or person has been trained in the applicable requirements of 49 CFR.
- c. Additionally, be trained in the safe operation of motor vehicle used to transport hazardous materials.
- d. Drivers tasked with transport of hazardous materials will be trained IAW 49 CFR and/or possess a Commercial Driver's License (COL) that permits that person to transport that particular type of hazard material.
- e. Transporting hazardous materials within the Republic of Korea, Army Service members must be licensed according to AR 600-55 and complete the following certifications:
 - (1) Transporting ammunition
 - (a) Introduction to Ammunition (AMMO-45; 9E-F67/920-F35 (DL))
 - (b) Class V Issue and Turn-in Proc for Using Units (AMMO-64; 4E-F45/645-F29 (DL))
 - (c) Hazmat Familiarization/Safety in Trans (AMMO-67; 9E-F69/920-F37 (DL))
 - (d) 8A Ammo Handlers Course
 - (2) Transporting bulk fuel
 - (a) Fuel Handler certificate
 - (b) Hazmat Familiarization/Safety in Trans (AMMO-67; 9E-F69/920-F37 (DL))
- f. The AMMO-67 course, Army Service members must also receive familiarization training in the following areas prior to transporting HAZMAT.
 - (1) Handling (loading and unloading) HAZMAT.
 - (2) Operation of emergency equipment, to include fire extinguishers.
 - (3) Blocking, bracing, and tie-down procedures.
 - (4) Emergency response procedures and accident reporting (for example, response to spillage).
 - (5) Vehicle parking rules.
 - (6) Route selection.
 - (7) Risk assessment.
 - (8) HN requirements (if applicable).
- g. See 49 CFR, AR 600-55 (4-13), or AK 385-11 (7-5h) for additional hazardous materials' guidance.

NOTE: All training courses listed above need renewed after 1 year.

Chapter 12

Personal Transportable Devices (PTDs) and Bicycle Safety

12-1 GENERAL

a. This chapter establishes “Rules of the Road” in order to prohibit the use of powered and non-powered Scooters (e-Scooters), Mopeds, Skateboards, Segways, Mini-Segways, Roller Skates, In-Line Skates, balance boards-hoverboards and other similar equipment not meeting Department of Transportation (DOT) motor vehicle standards for public roadways on garrison/installation roads unless specifically authorized by location in the garrison/installation traffic codes. Operations of these devices will be IAW DODI 6055.04, AR 190-5, AR 385-10, AK 385-11, USFK Reg 190-1, and USFK Reg 385-2. See these regulations for further guidance.

b. PTDs are defined as any mode of transportation not registered and insured as a motor vehicle. This definition includes motorized or non-motorized single or multiple wheeled vehicles. Examples include and are not limited to: electric or motorized bicycles, powered or non-powered scooters, roller skates or in-line skates, balance boards-hoverboards, Segways, mini-Segways, skateboards, play vehicles, and other similar equipment not meeting DOT standards. PTDs are subject to the same rules of the road as a bicycle.

12-2 OPERATOR REQUIREMENTS

a. PTDs

(1) Must have a USFK Form 134EK “PTD use only.” A regular USFK Form 134EK will supersede the “PTD use only” license.

(2) Must be registered with Defense Biometric Identification System (DBIDS) as a bicycle.

(3) Must wear a helmet properly always fastened under the chin (no patrol cap).

(4) Must have a reflective belt/vest and operating lights, if operated during hours of darkness or limited visibility.

NOTE: A U.S. Driver’s License is not required to operate a PTD. Prior to obtaining a PTD License, military personnel need AK Form 385-2-E signed by Company Commander. An example is located on the 8A G1 Publications Website at:

<https://8tharmy.korea.army.mil/g1/ak-archives.asp>. Hard copies are also provided at USFK approved licensing offices.

b. Bicycles

(1) Must be registered with DBIDS as a Bicycle.

(2) Must wear a helmet properly always fastened under the chin (no patrol cap).

(3) Must have a reflective belt/vest and operating lights, if operated during hours of darkness or limited visibility.

12-3 PROCESS

a. Prospective Operators must enroll in the USFK Personal Transportation Device (PTD) Training Course on JKO and pass the exam.

b. Fill out an AK 385-2-E, initial all blocks, and sign the form. Company Commanders must endorse and sign. Take a signed copy to unit MD filing.

c. Take certificate from JKO and signed AK 385-2-E to Licensing Facility and obtain a PTD License (USFK Form 134EK, yellow card)

d. Purchase PTD, register with DBIDS within 10 days of purchase.

- e. Return to unit MD with PTD License, Registration, and PTD manufacturer Information. USFK Form 190-1P and AK Form 385-2-E will be added to the operator packet.

12-4 EQUIPMENT

- a. Headlight; Bicycles or PTDs used during hours of darkness or limited visibility must be equipped with an operational (turned on) front and rear light. The front lamp must emit a white light visible at least 500 feet (150 meters) to the front.
- b. Taillights. Bicycles or PTDs used during hours of darkness or limited visibility must be equipped with an operational taillight. A rear lamp must emit a red light visible from 100 feet (30 meters).
- c. Reflectors. Bicycles or PTDs will have on the rear, either as part of the taillight or separately, at least one red reflector meeting the visibility requirements of USFK 190-1; paragraph F-5.
- d. Turn Signals. Bicycles or PTDs may optionally be equipped with electric turn signals on the front and rear of the bicycle/device; when equipped, signals must flash in the direction the turn is to made.
- e. Performance ability of brakes. Bicycles or PTDs, under normal road conditions, will have a service break capable of stopping the bicycle/device at a speed of 32KM/H/20MPH in not more than 30 feet (nine meters). The distance will be measured from the point at which movement of the service brake pedal or control begins. Tests for stopping distance will be made on a substantially level (not to exceed plus or minus one percent grade), dry, smooth, hard surface that is free from loose material.

Appendix

APPENDIX A: BATTALION MASTER DRIVER APPOINTMENT ORDERS



DEPARTMENT OF THE ARMY
11 Engineers Battalion
Unit #15611
APO AP 96271-5611

EAID-SBD-

MEMORANDUM FOR RECORD

SUBJECT: Appointment of Battalion (BN) Master Driver for 11TH Engineers Battalion

1. Effective immediately, the following individual is appointed as the 11 Engineers Battalion (11 EN) Master Driver IAW AR 600-55.

NAME	RANK	POSITION	DEROS
Neddo, William	SSG	Master Driver	09APR26

2. Authority: AR 600-55, AK 350-1, AK 385-11.
3. Purpose: To perform duties as the BN Master Driver in the appropriate directive(s) and regulation(s) within the 11 EN BN Area of Responsibility. Monitor and identify issues/short falls within the Battalion and subordinate units. Ensure that they achieve and maintain driver and operator training and licensing standards IAW Army Regulations, USFK Regulations, Policy Letters, Technical Manuals (TMs), Training Curriculum (TCs) and unit METL.
4. Period: Until officially released or relieved from appointed duties.
5. Special Instructions: Per AK 385-11, appointed NCO is to attend the 8A Driver and Operator Standardization Training Course and be familiar with duties and responsibilities.
6. The point of contact for this memorandum is undersigned at 315-757-XXXX or at first.mi.last.mil@army.mil.

FIRST MI. LAST
RANK, BRANCH
Commanding

APPENDIX B: ORGANIZATION INSPECTION PROGRAM

B-1 Evaluation Schedule Memo



DEPARTMENT OF THE ARMY
X Company, 11 Engineers Battalion
Unit #15611
APO AP 96271-5611

EAID-SBD-

MEMORANDUM FOR Commander, 11TH Engineers Battalion, 2ND Division
Sustainment Brigade, APO, AP 96271

SUBJECT: Subordinate Unit's Driver Training Programs Master Evaluation Schedule

1. References:
 - a. Army Regulation 1-201, Army Inspection Policy, 25 February 2015.
 - b. Army Regulation 385-10, The Army Safety Program, 24 February 2017.
 - c. Army Regulation 600-55, The Army and Operator Standardization Program, 17 September 2019.
2. Soldier and Leader training and education is my primary concern. All individuals and teams are responsible for safety, understanding and complying with the regulatory framework we use to conduct our driver's training to ensure we produce the best quality Soldier and Civilian drivers to support our unit's mission and defend our national interests. To that end, I have requested the Master Driver Managers and Master Drivers to conduct a thorough assessment of the unit's driver training programs. We will conduct at least one (1) Staff Assistance Visit (SAV) and one (1) Command Inspection per subordinate unit. We will ensure that our units are achieving their stated outcomes. This schedule will be reviewed quarterly and updated as required.
3. The Master Driver and Master Driver Managers will coordinate, as required, with the respective organizations to establish tentative times for in/out-briefings; student focus groups (as applicable); conduct of training review, LI/LE interviews; and driver training records review. All assessments will be conducted using applicable conduct of training documents, Army regulations, and Brigade, Battalion or Civilian Directorate Standard Operating Procedures and Policies. AR 600-55, appendix J checklist will be utilized and any additional Brigade, Battalion or Civilian Directorate requirements. Date changes/cancellations due to mission requirements will be coordinated with the respective organization.
4. The following schedule will show units, dates, and locations:
 - a. HHC, Date, Location
 - b. FSC, Date, Location

B-2 CHECKLIST

FY25 OIP/CIP PROGRAM MASTER DRIVER & DRIVERS TRAINING PROGRAMS

SAV/OIP

Last Reviewed or Updated: 20 DEC 24
Proponent: 8A COMMAND SAFETY OFFICE

UNIT INSPECTED: _____

DATE: _____

RANK/NAME/DUTY POSITION: _____

DSN PHONE / CELL PHONE: _____

EMAIL: _____

LOCATION: _____

WORKSHEET

	TOTAL	# APPLICABLE	# SATISFACTORY	# UNSATISFACTORY
A - PUBLICATIONS AND RECORDS	100%	1	1	0
B - MASTER DRIVER PROGRAM	0%	10	0	0
C - DRIVERS TRAINING PROGRAM	0%	41	0	0
	0%	52	0	0

EVALUATOR RANK/NAME/DUTY POSITION: MR. CHRIS REMINGTON

EVALUATOR DSN PHONE / CELL PHONE: 755-8128 / 010-4407-6476

EVALUATOR EMAIL: CHRISTOPHER.J.REMINGTON.CTR@ARMY.MIL

The 8A SAV/OIP checklist Guide is neither a regulation or regulatory in nature. The Guide questions are based on requirements stated in regulations and various other written directives. The Guide is simply a tool that can be used to address those requirements. As with all attempts to establish absolute rules, there are special conditions and unique situational variations. If you have a question as to applicability of a question to your organization, contact the 8A CIP/SIP Coordinator/Team Chief. In all cases applicability of requirements will be determined by the CIP/SIP Coordinator/Team Chief, through direct coordination with the organization, and application of current regulations and directives.

References:

- AR 1-201; Army Inspection Policy, 1 Nov 23.
- AK 350-1; Eighth Army Training and Leader Development, 15 Feb 22.
- AK 385-11; Eighth Army Tactical Vehicle Movements in the KTO, 15 Aug 23.
- AK 385-10; Eighth Army Safety Program, 27 Nov 24.
- USFK 55-37; Korea Traffic Management, 12 Aug 13.
- USFK 190-1; Motor Vehicle Traffic Supervision, 18 Feb 21.
- AR 600-55; The Army Driver and Operator Standardization Program, 17 Sep 19.
- AR 385-10; Army Safety and Occ Health Program; 24 Jul 23.
- AR 25-400-2; The Army Records Information Management System (ARIMS), 18 Oct 22.
- AR 611-5; Personnel and Classification Testing, 25 Apr 22.
- DA Pam 750-3, Soldiers Guide for Field Maintenance Operations, 11 Apr 23.
- DA Pam 750-8; The Army Maintenance Management System (TAMMS) Users Manual, 22 Aug 05.
- TC 21-305-20, Manual for the Wheeled Vehicle Driver, 12 Jan 16.

NOTE: All numbered questions are CRITICAL.
A grade of UNSATISFACTORY for any CRITICAL question will result in an overall UNSATISFACTORY for the area it was received.

FY25 OIP/CIP PROGRAM
MASTER DRIVER & DRIVERS TRAINING PROGRAMS

Last Reviewed or Updated: 20 DEC 24

A	Publications & Records				REMARKS
		MSC	BN	CO	
1	As a minimum, does the unit have the following publications (with changes) on hand or accessible via the internet?	GO	GO		
a	DoDM 4500.36: Acquisition, Management, and Use of DoD Non- Tactical Vehicles, dated 20 Dec 18	GO	GO		
b	DoDI 6055.04: DoD Traffic Safety Program, dated 27 Aug 21	GO	GO		
c	AR 58-1: Management, Acquisition, and Use of Motor Vehicles, 23 Mar 20	GO	GO		
d	AR 190-5: Motor Vehicle Traffic Supervision, 22 May 06	GO	GO		
e	AR 385-10: Army Safety and Occ Health Program, 24 Jul 23	GO	GO		
f	AR 600-8.22: Military Awards, 19 Jan 2024	GO	GO		
g	AR 600-55: Army Driver and Operator Standardization Program, 17 Sep 19	GO	GO		
h	AR 611-5: Personnel and Classification Testing, 25 Apr 22	GO	GO		
i	DA Pam 385-64: Ammunition and Explosives Safety; 24 Jul 23	GO	GO		
j	DA Pam 750-3: Guide to Field Maintenance Operations, 11 Apr 23	GO	GO		
k	DA Pam 750-8: The Army Maintenance Management System (TAMMS) Users Manual, 22 Aug 05	GO	GO		
l	USFK 55-37: Korea Traffic Management, 12 Aug 13	GO	GO		
m	USFK 190-1: Motor Vehicle Traffic Supervision, 18 Feb 21	GO	GO		
n	USFK Man 4800.02: Safe Driving in Korea, 15 Aug 21	GO	GO		
o	AK 350-1: Eighth Army Training and Leader Development, 15 Feb 22	GO	GO		
p	AK 385-10: Eighth Army Safety Program, 27 Nov 24	GO	GO		
q	AK 385-11: Eighth Army Tactical Vehicle Movements in the Korea Theater of Operations, 15 Aug 23	GO	GO		
r	AK 600-2: Republic of Korea Personnel with the Army in Korea, 24 May 21	GO	GO		
r	AK 700-3: Combat Load, Sustainment Load, and Operational Load Ammunition, 14 May 19	GO	GO		

FY25 OIP/CIP PROGRAM
MASTER DRIVER & DRIVERS TRAINING PROGRAMS

Last Reviewed or Updated: 20 DEC 24

B	Master Driver Program	MSC	BN	REMARKS
1	Does the MSC/BN have qualified Master Drivers (E-6 or above) trained and assigned at the Battalion (M9), Brigade (M9), and Division (M9) level? AR 600-55, para 4-1, a. & b.			
2	Does the MSC/BN have 8A Certified Master Drivers (E-6 or above) trained and assigned on appointment orders? AK 385-11, 7-4, a.			
a	Does the MSC/BN have on hand all 8A MDTC Certificates at the Battalion, Brigade, and Division level?			
b	Does the MSC/BN have on hand all appointment orders at the Battalion, Brigade, and Division level?			
3	Do the Master Drivers have access roles to record and certify training in GCSS-Army? AR 600-55, para 1-4, i. & j.	AR		
4	Does the MSC/DIV have a written Master Driver/Driver's Training SOP signed by the MSC/BDE Commander? AR 600-55, para 1-4. i. (4)		NA	
5	Has the MSC/DIV ensured their SOP has established safety requirements to incorporate the Motor Vehicle Accident Prevention Program of AR 385-10, chapter 13? AR 385-10, para 13-2.	AR 385-	NA	
6	Has a POI to train potential drivers and operators been established and have access, either on digits or hard copy? AR 600-55, Appendix E			
7	Does the MSC/DIV/BN Master Drivers conduct inspections to subordinate units and have documented results? (Inspections in book) AK 350-1, Appendix F-2			
8	Is the Master Driver maintaining a ledger or automated equivalent of all permits issued? (BDE/BN: 1 slide of their licensing stats) (Unit: GCSS-Army or spreadsheet) AR 600-55, para 6-1, b.	AR 600-		
a	Does the BDE/BN have on hand a slide or ledger in their MD Book?			
9	Is there delegation orders from current brigade commander to battalion commander authorizing training, testing, and licensing. AR 600-55, para 1-4, i. (2)			
10	For geographically separated units from higher commands, is there delegation orders from current brigade commander to company level commanders authorizing training, testing, and licensing. AR 600-55, para 1-4, i. (2)	AR 600-55,		

FY25 OIP/CIP PROGRAM
MASTER DRIVER & DRIVERS TRAINING PROGRAMS

Last Reviewed or Updated: 20 DEC 24

C	Driver's Training Program	BN	CO	REMARKS
SOP				
1	Is there a current signed SOP from the commander that covers guidance and all aspects of the unit driver's training program, including AR 385-10? (Specified in SOP) DA Pam 750-3, para 2-3			
2	Does the commander or authorized representative screen the individual's performance record, DA Form 348/GCSS-Army Operator Qualification Record, and medical profiles? AR 600-55, para 3-1			
3	Does the driver's training SOP include the commander's guidance for interviewing and selecting potential equipment and vehicle operators? (Specified in SOP) AR 600-55, para 3-2, a.			
4	Does the driver's training SOP outline initial operator, equipment training, training validation/performance road test, sustainment, and remedial training for equipment and vehicle operators? (Specified in SOP) AR 600-55, paras 4-1 thru 4-7			
5	Does the unit-training program include both academics and hands-on training and testing? (Specified in SOP and exams are in driver's packet) AR 600-55, Appendix E			
6	Is there an exception to policy to exceed speed limit if training is conducted in the motorpool? (If so, specified in SOP) TC 21-305-20, Appendix G			
7	Has a driver's performance road test course been designated to properly train and test personnel in various techniques and levels of difficulty? (Road Test route should part of the SOP) AR 600-55, Appendix G			
8	Does the unit have the written guidance for securing of test material? (Specified in SOP) AR 611-5, Chap 3			
9	Is there a remedial training program for drivers or operators who have misused equipment, demonstrated a need for additional training, had a "driver at-fault accident" or traffic violations and the remedial training annotated on DA Form 348/GCSS-Army Operator Qualification Record? (Specified in SOP and DA Form 348 annotated) AR 600-55, para 4-7			
10	Is there additional training for emergency vehicle (Ambulance, Fire Trucks, Police Patrol, Airfield Emergency Vehicles) operators, if applicable? (Specified in SOP) AR 600-55, para 4-8			
11	Has the unit established a training and education program for mechanical and ground support equipment? (Specified in SOP) AR 600-55, para 7-1			
12	Does the unit have an established Convoy/Vehicle Commander certification program? (Specified in SOP) AK 385-11, para 2-1, b & c			
DRIVER'S PACKET				
13	Does the commander or authorized representative conduct interviews of prospective drivers and equipment operators? (Physical Commander's Interview) AR 600-55, para 3-2, a.			
14	Are physical evaluations conducted in accordance with AR 40-501 and limitations or medical restrictions annotated on the operator's DA Form 348/GCSS-Army Operator Qualification Record and OF 346/DA Form 5984-E? (Will be annotated on TMP DA Form 348) AR 600-55, para 3-3; Appendix D			
15	Is hazmat training being conducted and is there proper documentation? (Annotated on DA Form 348, license, and certificates) AR 600-55, para 4-13			

FY25 OIP/CIP PROGRAM
MASTER DRIVER & DRIVERS TRAINING PROGRAMS

Last Reviewed or Updated: 20 DEC 24

C	Driver's Training Program (cont)	BN	CO	REMARKS
16	Are learner permits only issued to prospective operators after they have met the equipment orientation, safety and vehicle characteristic training and testing? (Annotated on DA Form 348) AR 600-55, para 6-3, a.			
17	Is all training and testing for vehicles or equipment documented on a DA Form 348/GCSS-Army Operator Qualification Record, prior to issuing an OF 346/DA Form 5984-E? (GCSS-A Qualification Record; Annotated on DA Form 348) AR 600-55, para 4-2, b.			
18	Do all operators of U.S. Government, USFK NAF, or tactical vehicles possess a valid OF 346? (Driver's Packet) USFK 190-1, para 2-2.a; AK 385-11, 1-5e			
19	Is DA Form 5984-E and/or OF 346 stamped or marked legibly on the front with the words "ARMY STANDARD, ARMY LEARNER, ARMY LIMITED OR ARMY INCIDENTAL"? AR 600-55, para 6-1, d.			
20	Prior to driving between 1 November and 31 March, does the unit conduct a safe winter driving block of instruction to all operators of Army vehicles in their first year of each tour in Korea? (Annotated on DA Form 348) AK 385-10, para 6-7, b.			
21	Is annual sustainment training conducted and annotated on DA Form 348/GCSS-Army Operator Qualification Record to maintain a high level of skill proficiency and to prevent poor driving habits? (Annotated on DA Form 348) AR 600-55, para 4-5			
22	Are first line supervisors or qualified personnel conducting annual check rides? (Annotated on DA Form 348) AR 600-55, para 1-4, I. (4); Para 4-5, b.			
23	Has each DA Form 348/GCSS-Army Operator Qualification Record and OF 346/DA Form 5984-E been reviewed and updated annually to determine if the operator is eligible for safety awards, expiration of permits, accidents, and moving violations, remedial, required, or refresher training, re-examination, or license suspension? AR 600-55, para 4-2, b. (6)	NA		
24	Mechanical or Ground Support Equipment. Are operators trained, certified, and licensed to operate equipment listed in AR 600-55, para 7-1 items 1-15, with items annotated on DA Form 348/GCSS-Army Operator Qualification Record and OF 346/DA Form 5984-E? (Annotated on DA Form 348) AR 600-55, paras 7-1; 7-2			
25	Are all files maintained and labeled according to Army Records Information Management System (ARIMS)? AR 25-400-2, chap 5-6; AR 600-55, appendix L			
26	Are personnel folders established and controlled to validate training and documentation (Commander interview, physical evaluation measures, road & written test results, and state driver's license information, sustainment training)? AR 600-55, Appendix L			
a	Prior to obtaining the USFK GOV (OF346) License, is there a copy of AK Form 385-1-E filed accordingly? 385-11, para 1-6, f.; Appendix S	AK		
27	Do licenses expire on the same day the operator's state licenses expire or no more than 5 years from date of issue? AR 600-55, para 6-2, b.	AR 600-55,		
28	Is the LI/LE maintaining a ledger or automated equivalent of all permits issued? (BDE/BN: 1 slide of their licensing stats) (Unit: GCSS-Army or spreadsheet) AR 600-55, para 6-1, b.	AR 600-55,		

FY25 OIP/CIP PROGRAM
MASTER DRIVER & DRIVERS TRAINING PROGRAMS

Last Reviewed or Updated: 20 DEC 24

C	Driver's Training Program (cont)	BN	CO	REMARKS
CONTINUITY BOOK				
29	Does the Driver's Training Course (Phase I) include all 16 required blocks of instruction? (Will be on the training schedule) AK 385-11, para 7-5, a.			
30	Is there 8A Certified Master Drivers/LI/LE (E-5 or above) trained and assigned on appointment orders? AK 385-11, 7-4a			
31	Are all license instructors and license examiners trained (ATTRS), licensed, technically knowledgeable and experienced in the equipment being used to train students? AR 600-55, para 4-1, c. (2); Appendix F			
32	Do the LIs, and/or LEs have access roles to record and certify training in GCSS-Army? AR 600-55, para 1-4, k. (2)	AR		
33	Are license instructors assigned on orders for specific vehicles/equipment? (Orders in book) AR 600-55, para 4-1 c. (1); 1-4, k. (2)	AR 600-55, para		
34	Are license examiners assigned on orders for specific vehicles/equipment? (Orders in book) (1); 1-4, k. (2) AR 600-55, para 4-1, d.	AR 600-55, para 4-1, d.		
35	Is the training area a maximum length of 115 feet and minimum width 50 feet? TC 21-305-20, Appendix G			
36	Does the unit have a suitable training area to execute, at a minimum, Forward Stop, Straight Line Backing, Right Turn, and Alley Dock, with different variants of tactical vehicles? AR 600-55, Appendix G-2; TC 21-305-20			
37	For geographically separated units from higher commands, is there delegation orders from current brigade commander to company level commanders authorizing training, testing, and licensing. (MFR in book) AR 600-55, para 1-4, i. (2)			
38	Does the unit ensure that all Vehicle /Convoy Commander appointment orders are signed by their Company/Battalion Commander and are current (less than one year old)? (MFRs in book and exams in the driver's packet) AK 385-11 para 2-1. b & c			
NVD's				
39	NVD Driving Qualification Program, is there an NVDs driver qualification program and is the training documented on DA Form 348/GCSS-Army Operator Qualification Record? (Specified in SOP and annotated on DA Form 348) AR 600-55, paras 8-1; 8-4, e.			
40	Is the unit conducting NVD refresher training semiannually? (Annotated on DA Form 348) AR 600-55, para 8-6			
41	Is NVD academics, exam, and proper training being conducted? (MFR in book; exam in driver's packet; annotated on DA Form 348) AR 600-55, para 8-5; Appendix I	AR 600-55, para 8-5;		
42	Are qualified night vision device license instructors/license examiners assigned on orders? (Orders in book) AR 600-55, para 8-4, b.	AR 600-55, para 8-4, b.		

**FY25 OIP/CIP PROGRAM
MASTER DRIVER & DRIVERS TRAINING PROGRAMS**

Last Reviewed or Updated: 20 DEC 24

Inspected Areas	Total	Applicable	Satisfactory	UnSat	%	
Publications & Records	1	1	1	0	100%	
Master Driver Program	10					
Drivers Training Program	42					
Total	53					

Inspector Notes:

EXSUM

I. Strengths Noted:	
All references and publications readily on-hand or electronically available. Unit's Master Driver was proficient and able to answer all questions and presented all required supporting documents to the inspector.	
1	
2	
II. Challenges Noted:	
1 SAV Date and Deficiencies Noted:	
2 CIP Date and Deficiencies:	
3 Root Cause Analysis:	
4 Regulatory Action / Inspector Recommendations:	
<ul style="list-style-type: none"> o Commendable (Gold) – Solid Program in place and exceeds standards. No deficiency is acceptable. Inspected representative clearly demonstrates and the inspector records results o Satisfactory (Green) – Solid Program in place. No substantive program deficiencies impacting program effectiveness. Reasonable, minor administrative on-the-spot corrections are o Minimally Satisfactory (Amber) – A program is in-place and operating as intended; however, multiple minor, substantive deficiencies exist impacting execution. o Unsatisfactory (Red) – A program is in-place; however, multiple weaknesses or major deficiency(ies) causing program deviations to the extent that the program is not operating as intended. o No Program In-place (Black) o N/A – No program required <p>NOTE #1: CI/Staff Inspection Intent - the intent of this program is to assist formations being inspected; this event is in no way adversarial in nature. Despite these being compliance inspections, evaluators will be in training, coaching, and mentoring role. If any issue comes up that cannot be remedied during the course of an inspection, the lowest levels practical will work to resolve inspection-related regulatory/policy interpretation questions. Inspectors using this checklist are encouraged to note areas not specifically covered but which may need future attention. Such notes will not be used as a basis for determining the overall unit rating.</p> <p>NOTE #2: Documentation - Units are responsible for demonstrating to the evaluator that specific training requirements listed on these checklists are being accomplished. Locally-produced certificates, training record entries, OPORDs or sign-in sheets are all valid methods of documenting training.</p>	

APPENDIX C: LICENSED INSTRUCTOR AND LICENSED EXAMINER APPOINTMENT ORDERS

C-1 LICENSED INSTRUCTOR APPOINTMENT ORDERS



DEPARTMENT OF THE ARMY
X Company, 11 Engineers Battalion
Unit #15611
APO AP 96271-5611

EAID-SBD-

MEMORANDUM FOR RECORD

SUBJECT: Appointment of License Instructors (LI) for X Company, 11TH Engineers Battalion

1. Effective immediately, the following personnel are hereby appointed as Licensed Instructors for X Company, 11th Engineers Battalion. The specific equipment each examiner is authorized to inspect is detailed in the attachment to this memorandum.
2. Authority: AR 600-55, AK 350-1, AK 385-11.
3. Attachment: An attachment to this memorandum contains the names of all appointed Licensed Instructors, as well as the equipment they are authorized to examine. This attachment is incorporated into the memorandum for reference.
4. Purpose: LIs will ensure Operator Training is conducted to standard and instruct new personnel on Phase II training. LIs will coordinate with the Battalion Master Driver for all operator training being conducted and the issuing of permits.
5. Period: Until officially released or relieved from appointed duties.
6. Special Instructions: Individuals will become familiarized with applicable regulations.
7. The point of contact for this memorandum is undersigned at 315-757-XXXX or at first.mi.last.mil@army.mil.

FIRST MI. LAST
RANK, BRANCH
Commanding

Personnel Number	Name	EIC/Abr	Qualification
00009887	JOHN SMITH	BEG	M1151A1:TRK UTILITY
		BEH	M1152A1:TRK UTILITY
		BEJ	M1165A1:TRK UTILITY
		BG5	M984A4WO/W:TRK WRK
		BG7	M1120A4WOW:TRK CGO
00065075	WILLIAM GREY	BEG	M1151A1:TRK UTILITY
		BEJ	M1165A1:TRK UTILITY
		BEK	M1165:TRK UTILITY
		BG7	M1120A4WOW:TRK CGO
00443191	DARRELL JOHNSON	BEJ	M1165A1:TRK UTILITY
		BG5	M984A4WO/W:TRK WRK
00619595	VIVIAN GREEN	BEJ	M1165A1:TRK UTILITY
		BG5	M984A4WO/W:TRK WRK
		BEK	M1165:TRK UTILITY
		BG7	M1120A4WOW:TRK CGO
		BG7	M1120A4WOW:TRK CGO
00691990	MARCO RIVERA	BG7	M1120A4WOW:TRK CGO
		BG5	M984A4WO/W:TRK WRK
		BEJ	M1165A1:TRK UTILITY
		BEH	M1152A1:TRK UTILITY
		BEG	M1151A1:TRK UTILITY
00829362	LUKE ZANDER	BEH	M1152A1:TRK UTILITY
		BG7	M1120A4WOW:TRK CGO
01066141	JACOB SMITH	BEG	M1151A1:TRK UTILITY
		BEH	M1152A1:TRK UTILITY
		BEJ	M1165A1:TRK UTILITY
		BG7	M1120A4WOW:TRK CGO
01125993	THOMAS LUCA	BEH	M1152A1:TRK UTILITY
		BEJ	M1165A1:TRK UTILITY
		BG7	M1120A4WOW:TRK CGO
01250514	MICHAEL WILLIAMS	BG7	M1120A4WOW:TRK CGO
01464585	D'SEAN WILLIAMS	BEG	M1151A1:TRK UTILITY
		BEH	M1152A1:TRK UTILITY
		BEJ	M1165A1:TRK UTILITY
		BEK	M1165:TRK UTILITY
		BG7	M1120A4WOW:TRK CGO
01738376	GERALD POWELL	BG7	M1120A4WOW:TRK CGO

C-2 LICENSED EXAMINER APPOINTMENT ORDERS



DEPARTMENT OF THE ARMY

X Company, 11 Engineers Battalion
Unit #15611
APO AP 96271-5611

EAIID-SBD-

MEMORANDUM FOR RECORD

SUBJECT: Appointment of License Examiners (LE) for X Company, 11TH Engineers Battalion (11 EN)

1. Effective immediately, the following personnel are hereby appointed as Licensed Examiners for X Company, 11th Engineers Battalion. The specific equipment each examiner is authorized to inspect is detailed in the attachment to this memorandum.
2. Authority: AR 600-55, AK 350-1, AK 385-11.
3. Attachment: An attachment to this memorandum contains the names of all appointed Licensed Examiners, as well as the equipment they are authorized to examine. This attachment is incorporated into the memorandum for reference.
4. Purpose: LEs will ensure Operator Training is conducted to standard and examine new personnel on Phase I and Phase II exams. LEs will coordinate with the Battalion Master Driver for all operator training being conducted and the issuing of permits.
5. Period: Until officially released or relieved from appointed duties.
6. Special Instructions: Individuals will become familiarized with applicable regulations.
7. The point of contact for this memorandum is undersigned at 315-757-XXXX or at first.mi.last.mil@army.mil.

FIRST MI. LAST
RANK, BRANCH
Commanding

Personnel Number	Name	EIC/Abr	Qualification
00009887	JOHN SMITH	BEG	M1151A1:TRK UTILITY
		BEH	M1152A1:TRK UTILITY
		BEJ	M1165A1:TRK UTILITY
		BG5	M984A4WO/W:TRK WRK
		BG7	M1120A4WOW:TRK CGO
00065075	WILLIAM GREY	BEG	M1151A1:TRK UTILITY
		BEJ	M1165A1:TRK UTILITY
		BEK	M1165:TRK UTILITY
		BG7	M1120A4WOW:TRK CGO
00443191	DARRELL JOHNSON	BEJ	M1165A1:TRK UTILITY
		BG5	M984A4WO/W:TRK WRK
		BG7	M1120A4WOW:TRK CGO
00619595	VIVIAN GREEN	BEG	M1151A1:TRK UTILITY
		BEH	M1152A1:TRK UTILITY
		BEJ	M1165A1:TRK UTILITY
		BEK	M1165:TRK UTILITY
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		BEH	M1152A1:TRK UTILITY
		BEG	M1151A1:TRK UTILITY
00829362	LUKE ZANDER	BEH	M1152A1:TRK UTILITY
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		BEH	M1152A1:TRK UTILITY
		BEJ	M1165A1:TRK UTILITY
		BG7	M1120A4WOW:TRK CGO
01125993	THOMAS LUCA	BEH	M1152A1:TRK UTILITY
		BEJ	M1165A1:TRK UTILITY
		BG7	M1120A4WOW:TRK CGO
01250514	MICHAEL WILLIAMS	BG7	M1120A4WOW:TRK CGO
01464585	D'SEAN WILLIAMS	BEG	M1151A1:TRK UTILITY
		BEH	M1152A1:TRK UTILITY
		BEJ	M1165A1:TRK UTILITY
		BEK	M1165:TRK UTILITY
		BG7	M1120A4WOW:TRK CGO
01738376	GERALD POWELL	BG7	M1120A4WOW:TRK CGO

APPENDIX D: AK385-1-E

REQUEST FOR GOV VEHICLE LICENSE (OF346) WORKSHEET						DATE:
For use of this form, see AK Reg 385-11; the proponent agency is 8A Safety.						
<p>Authority: DoDM 4500.36, Management, Acquisitions, and Use of DoD Non-Tactical Vehicles and AR 58-1. Principle Purpose: To ensure personnel applying for government driver's license understand their duties as a driver, and could be punishable under UCMJ. Disclosure is Voluntary: Disclosure of your personal information is voluntary; however, failure to disclose it may delay processing of your application.</p>						
SECTION I - INDIVIDUAL DATA (Fill out legibly blocks 1 thru 15)						
1. Name: (Last, First, MI)			2. Grade	3. Sex:	4. DOB: DD/MMM/YY	5. SSN Last 4: <input type="checkbox"/> M <input type="checkbox"/> F
6. Driver's License #:		7. State:	8. Expires: DD/MMM/YY	9. DEROS	10. Glasses: <input type="checkbox"/> Y <input type="checkbox"/> N	11. Colorblind: <input type="checkbox"/> Y <input type="checkbox"/> N
12. Height:	13. Weight:	14. Hair Color:	15. Eye Color:	16. Unit:	17. Duty Phone:	
SECTION II - LICENSING FACILITY USE ONLY						
VISUAL ACUITY:	REACTION TEST:			TEST SCORE:		
SECTION III - INTERACTIVE DISCUSSION						
<p>Briefing Instructions: Discuss training, experience, liabilities, safety equipment, and responsibilities with a person requesting a license for an NTV. This worksheet is not intended to prohibit personnel from being licensed on an NTV, but to ensure they are familiar with the hazards, risks, and liabilities associated with operating an NTV in Korea. Ensure the individual understands the need to exercise sound judgement and self-discipline and to not put life, limb, or the performance of their duties at risk. NOTE: IAW AR 600-55, 3-2, personnel obtaining a government license require a Commander's Interview and this form will not suffice as the interview. NOTE: Commanders that suspect a driver's license has been revoked may request assistance from the local provost marshal/military police station to validate the operator's driver record.</p>						
Operator's Initials	AREAS OF DISCUSSION					
	<p>Training: To receive an NTV License (OF346), personnel must take the U.S. Forces Korea Driver Licensing Course and pass the exam on JKO, and must present a valid U.S. Driver's License as a prerequisite to obtaining an OF346. Additionally, this is a requirement to operate Tactical Vehicles as part of SOFA & AK Reg 385-11.</p>					
	<p>Risks: Driving an NTV in Korea involves some risks not encountered when driving in the United States.</p> <ul style="list-style-type: none"> If never driven in Korea, it will be the driver's and unit's responsibility to ensure they are trained accordingly. It will be unit specific to enforce training, prior to operating an NTV. Drivers must be very attentive and obey the Korean traffic laws. Have situational awareness when approaching intersections, especially with red flashing lights. Vehicle is supposed to stop, but be aware of other vehicles behind when stopping. Have situational awareness when approaching crosswalks; pedestrians may walk across without looking and may walk without a GREEN light on the crosswalk. Other motorists and motorcycles will make sudden lane changes that could impact your driving habits, don't get frustrated or become hostile. If involved in an accident, assess the situation (take care of injured, if applicable), call MPs, do not move the vehicle until told to do so by KNP/MPs, take pictures (if applicable), fill out SF Form 91/DD Form 518. 					
	<p>PMCS/Safety Equipment/Dispatching:</p> <ul style="list-style-type: none"> Personnel operating a government vehicle must conduct a PMCS, identify any faults and annotate the date prior to operation of vehicle. While performing a PMCS, ensure at a minimum, warning triangles and a first aid kit are present; fire extinguisher, if applicable. Drivers will only operate the vehicle if properly licensed, physically have the OF346 License, and have signed the dispatch as the operator appropriately. 					
	<p>Highway Condition Codes (USFK Regulation 190-1): Highway conditions color codes are used to categorize risk associated with using roads in the local reporting area. They are regulatory in nature when driving a GOV.</p> <ul style="list-style-type: none"> GREEN – road conditions are normal AMBER – only GOVs essential for official business will be allowed to exit the installation. Approval authority for government owned vehicle operations during amber road conditions is the Company / Detachment Commander, an officer with the rank of Captain (O-3) or above, a Warrant Officer in the grade of CW3 or above, or civilian supervisors in the grade of GS-10 or KGS-10 or above. RED – only essential and emergency missions are authorized to operate on or exit the installation. Approval authority for government owned vehicle operations during red road conditions is an officer with the rank of lieutenant colonel (O-5) or above, or civilian supervisors in the grade of GS-13 or KGS-13 or above. BLACK – road is not passable. Commanders in the grade of colonel (O-6) or above must personally authorize the use of emergency vehicles. <p>NOTE: During peak holidays of Chuseok and Lunar New Years, road conditions will range from AMBER to BLACK. During this time, GOV use ONLY on installation is authorized.</p>					

SECTION IV - INTERACTIVE DISCUSSION		
Operator's Initials	AREAS OF DISCUSSION	
	<p>Misuse of Government Vehicles: Allegations concerning fraud, waste, or abuse of Government property and resources are frequent, particularly regarding the misuse of Government owned/controlled non-tactical vehicles (NTV). In Korea, most Soldiers are not authorized POVs and rely heavily on unit assigned NTVs for transportation. Unfortunately, many Soldiers also use the poor excuse of "I did not know" when confronted with an allegation of NTV misuse. Ultimately, leaders are responsible for enforcing the proper use and control of their assigned NTVs, and are also responsible for informing their subordinates regarding the proper use of NTVs within their commands and sections.</p> <p>Penalties for Misuse of Government Vehicles (AR 58-1, para 2-5): Government vehicles are for official purposes only and will not be used for personal advantage or convenience. Employees must protect and conserve Government property and use it (or allow its use) for authorized purposes only. The unauthorized or willful misuse of Army-owned or Army-controlled NTVs (includes all vehicles, no matter how they were funded) may be cause for disciplinary action as follows:</p> <ul style="list-style-type: none"> • Civilian Personnel: Any employee of the Government who willfully uses or authorizes the use of any Government-owned or Government-leased NTV except for official purposes as authorized by 31 USC 1344, will be suspended from duty, without compensation, for not less than 30 days, and will be suspended for a longer period or summarily removed from office if circumstances warrant (see 31 USC 1349(b)). • Military Personnel: Military personnel who willfully use or authorize the use of any Government-owned or Government-leased motor vehicle except for official purposes as authorized by 31 USC 1344 may be disciplined under provisions of the Uniform Code of Military Justice or other administrative procedures deemed appropriate. • Financial Liability: Financial liability may be assessed against Soldiers of the Army (including members of the Army Reserve and National Guard) and DAC employees when Government property is lost, damaged, or destroyed, as a result of their negligence, willful misconduct, deliberate unauthorized use, or failure to operate the vehicle in a safe manner in accordance with applicable traffic safety laws. <p>Depending on facts and circumstances, the criminal sanctions of 18 USC 641, may apply to the misuse of a Government NTV. The statute provides for a fine or imprisonment for up to 10 years or both.</p> <p>Damage (AR 58-1, para 2-10): If a unit and/or activity is responsible for damages, it will bear all cost for removing and repairing the vehicle. If the vehicle is damaged beyond repair, the unit will be charged all costs, of the vehicle, including fair market value, less any salvage value.</p>	
	<p>Prohibitions (AR 58-1, para 2-4):</p> <ul style="list-style-type: none"> • Official motor vehicle transportation requirements do not include: transportation to private social functions; personal errands or side trips for unofficial purposes; transportation of Family members or visitors without an accompanying official; or supporting non-DOD activities. • Government vehicles will not be used for transportation to, or be parked at, commissaries, post exchanges (including all concessions), bowling alleys, MWR clubs, commercial on-post restaurants, or any non-appropriated fund activity unless personnel using the vehicles are on official Government business or are TDY away from the Soldier's or DAC's home station. Assigned military police (MP), DAC police, DA security guards as well as Fire and Emergency Services (F&ES) personnel are exempt from this restriction provided the occupants and operators of the NTV are first responders on official Army duty. • NTVs will not be used to transport personnel over all or any part of the route between their domiciles and places of duty or employment. • NTVs will not be used to transport Army personnel and/or their Family members to, from, or between Government facilities or commercial establishments for the purpose of conducting personal business or engaging in other activities of a personal nature. For example, NTVs will not be used to transport personnel to pick up or deliver any items or supplies that are required for any unofficial functions or activities such as office coffee funds, office luncheons, or office parties. 	
	<ul style="list-style-type: none"> • Military personnel will not wear civilian clothing, including PT uniforms, while operating NTVs, unless specifically authorized by the commander or staff agency director of the requesting activity. • Personnel will not use headphones, earbuds, or any other listening device while operating a motor vehicle IAW AR 600-55, para 11-4.d. • Toll booths: Drivers will not use Hi-Pass and will use available lanes to either take a ticket, turn in ticket, or tollbooth personnel need to write down the license plate number. Ticket will be legibly annotated with the license plate number. • Restricted Bus Lanes will ONLY be used in a 9 passenger vans or larger, with 6 or more personnel. 	
<p><i>By signing this document, the applicant has previously received a Commander's Interview IAW AR 600-55, para 3-2. This document is not a replacement of the Commander's Interview.</i></p>		
Date	SIGNATURE OF APPLICANT	
Date	COMMANDER OR MASTER DRIVER (NAME (LAST, FIRST) & RANK)	(SIGNATURE)

APPENDIX E: OPERATOR PACKET COVER SHEET

DATE ASSIGNED:



OPERATOR PACKET

Privacy Act Statement

SECTION:

PER #:

RANK:

NAME:

AUTHORITY: The information requested in this operator training packet is collected under the authority of **Title 5 U.S.C. § 301, Title 10 U.S.C. § 3013, Army Regulation (AR) 600-55**, and applicable Department of Defense (DoD) directives.

PURPOSE: The primary purpose of this packet is to record and manage information related to the training, certification, and licensing of military vehicle and equipment operators in compliance with AR 600-55 and other applicable regulations. This includes verifying eligibility, documenting qualifications, and maintaining accountability for training and safety requirements.

ROUTINE USES: Information may be disclosed to appropriate personnel and agencies as required to verify qualifications, monitor training progress, or ensure compliance with safety standards. Routine uses of this information may include disclosures to:

Commanders, supervisors, and training personnel for evaluation and oversight.

Medical personnel to confirm physical and mental fitness for operator duties.

Safety and inspection personnel for compliance checks.

Law enforcement and legal authorities as required by federal, state, or military law.

DISCLOSURE: Providing this information is mandatory for participation in operator training and licensing programs. Failure to provide requested information may result in denial of certification, suspension of operator privileges, or administrative action.

Packet Contents (If applicable):

- **TAB1 (ADMIN)**
 - 1.Commander's Interview
 - 2.IMR
 - 3.AK 385-1-E
 - 4.Copy of Civilian D/L
 - 5.Copy of OF 346 (TMP License)
 - 6.Background Check (if applicable)
 - 7.Driver's Pledge
 - 8.DWI Pledge

- **TAB 2 (Training and Supporting Documents)**

- 1.Copy of OTA Completion Certification
- 2.Vehicle Specific Written Test
- 3.DA Form 6125 Road Test Completion
- 4.NVD Memo
- 5.MFR for Additional Training
- 6.MFR for Violations
- 7.Ammo 45, 64, 67
- 8.Ammo Handler Card
- 9.Fuel Handler Card

- **TAB 3 (Operator's Qualification Record)**

- 1.DA Form 348 (Korea TMP)
- 2.DA Form 348 (Manual)
- 3.GCSS-ARMY Operator Qualification Record

Dates for the following must be in PENCIL:

Packet Review (Annual): _____

Commander's Interview (COC): _____

IMR Review (Semi Annual): _____

Civilian D/L Review (Upon Expiration Date): _____

DA Form 348 Update (Annual): _____

Check Ride (Annual): _____

NVD Refresher Training (Annual): _____

Winter Training (Annual): _____

Summer Training (Annual): _____

All Contents of this packet have been verified by the CO
Licensed Instructor/ Licensed Examiner and the BN
Master Driver.

Company Licensed Instructor/ Licensed Examiner

Battalion Master Driver

APPENDIX F: ENROLLMENT COUNSELING AND ASSIGNMENT MEMO

(This document is considered Controlled Unclassified Information (CUI) when filled.)

DEVELOPMENTAL COUNSELING FORM		
For use of this form, see ATP 6-22.1; the proponent agency is TRADOC.		
PRIVACY ACT STATEMENT		
AUTHORITY: 5 USC 301, Departmental Regulations, 10 USC 3013, Secretary of the Army. PRINCIPAL PURPOSE: These records are created and maintained to manage the member's Army and Army National Guard service effectively, to document historically a member's military service, and safeguard the rights of the member and the Army. NOTE: For additional information, see the System of Records Notice A0600-8-104b AHRC, https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/670051/a0600-8-104b-ahrc/ . ROUTINE USE(S): There are no specific routine uses anticipated for this form; however, it may be subject to a number of proper and necessary routine uses identified in the system of records notice specified in the purpose statement above. DISCLOSURE: Disclosure is voluntary.		
PART I - ADMINISTRATIVE DATA		
Name (Last, First, M)	Rank/Grade	Date of Counseling 22-May-2023
Organization , 11 EN BN, 2IDSB, 2ID	Name and Title of Counselor CPT COMPANY COMMANDER	
PART II - BACKGROUND INFORMATION		
Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional/Event-Oriented counseling, and include the leader's facts and observations prior to the counseling.) Approach: <input type="checkbox"/> Non Directive <input type="checkbox"/> Combined <input checked="" type="checkbox"/> Directive Type of Counseling: <input type="checkbox"/> General Form <input type="checkbox"/> Professional Growth <input type="checkbox"/> Performance <input checked="" type="checkbox"/> Event Oriented Events: <input type="checkbox"/> Superior Performance <input checked="" type="checkbox"/> R & I Counseling <input type="checkbox"/> Promotion <input type="checkbox"/> Crisis <input type="checkbox"/> Referral <input type="checkbox"/> Transition <input type="checkbox"/> Substandard Performance <input type="checkbox"/> Adverse Separation		
Purpose of Counseling: Attending 11th Engineer Battalion Operator Training Academy Assigned as the operator of BUMPER NUMBER		
PART III - SUMMARY OF COUNSELING		
Complete this section during or immediately subsequent to counseling.		
Key Points Discussion: Key Point 1 - Attending Operator Training Academy You will be going to Phase I of Operator Training Academy on DATE to DATE		
Key Point 2 - Operator Training Academy passing grades During OTA you will be given written and hands on tests. The written tests require an 80% grade or more to pass. The road test during OTA is broken into three parts: PMCS, Vehicle Control, and the Road test. You will be required to pass the PMCS and Vehicle Control with no errors. The Road Test will require no more than 15 errors to pass.		
Key Point 3 - Operator Training Academy Phases OTA is split into three phases; phase I: initial operator training, phase II: vehicle specific training, and phase III: road test. You will go through Phase I one time with Phase II and III being conducted for each model specific equipment.		
Key Point 4 - Operator Training Academy code of conduct While being in OTA, students will be required to miss no more than 1 hour of class. Must maintain a high standard of conduct and safety during and after the training. Will report to all training 15 minutes prior. You will not set appointments during training of OTA. There is no cheating during any portion of any test during OTA. If you are caught cheating, you will be recommended for UCMJ.		
Key Point 5 - Equipment of Assignment You are being assigned: BUMPER NUMBER, MODEL NUMBER, SERIAL NUMBER. This equipment is assigned to you, meaning you are		
OTHER INSTRUCTIONS		
This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.		

PART III - SUMMARY OF COUNSELING Complete this section during or immediately subsequent to counseling.	
Key Points Discussion (Continued): responsible to ensure that the Preventive Maintenance Checks and Service (PMCS) is conducted during the proper interval, parts issued are installed, and services are completed on time.	
Key Point 6 -	
Key Point 7 -	
Key Point 8 -	
Key Point 9 -	
Key Point 10 -	
Plan of Action (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below). SM will conduct themselves accordingly and uphold military bearing SM will be in proper duty uniform for each day of Operator Training Academy SM will bring proper equipment to class each day SM will be on time to all prescribed times SM will conduct proper PMCS on equipment assigned to	
Session Closing: (<i>The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees / disagrees and provides remarks if appropriate.</i>)	
Individual counseled: <input type="checkbox"/> I agree <input type="checkbox"/> disagree with the information above.	
Individual counseled remarks:	
Signature of Individual Counselor:	DATE (YYYYMMDD):
Leader Responsibilities: (<i>Leader's responsibilities in implementing the plan of action.</i>)	
Signature of Counselor:	Date (YYYYMMDD):
PART IV - ASSESSMENT OF THE PLAN OF ACTION	
Assessment: (<i>Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.</i>)	
Note: Both the counselor and the individual counseled should retain a record of the counseling.	

APPENDIX G: COMMANDER'S INTERVIEW

COMMANDER'S INTERVIEW				
SECTION I - ADMIN				
1. NAME: <i>(Last, First MI)</i>		2. RANK	3. AGE	4 DATE OF BIRTH <i>(DDMMYYYY)</i>
5. SECTION ASSIGNED	6. EMAIL ADDRESS	7. DODID		8. DATE <i>(DDMMYYYY)</i>
SECTION II – INTERVIEW				
1. What is your highest completed civilian schooling?				
2. Do you have a valid State Driver's License?				YES NO
3. Do you have a Commercial Drivers License?				YES NO
4. Do you have any previous driving experience?				YES NO
5. What types of vehicles have you driven?				
6. Have you ever driven a manual shift vehicle?				YES NO
7. How much experience have you had driving a passenger car?				
8. Approximately how many miles have you driven in the past 12 months?				
9. How much experience do you have driving a truck with 2.5 ton capacity or greater? <i>(Ford Transit Van or a Chevrolet 3500)</i>				
10. Have you ever driven a front-wheel drive vehicle? <i>(Chevrolet Malibu, Ford , Honda Civic)</i>				YES NO
11. Have you ever driven a four-wheel vehicle? <i>(Ford F-150 4x4, Chevrolet 1500 4x4)</i>				YES NO
12. Have you ever driven a tractor-trailer combination? <i>(Peterbuilt, Kenworth, Volvo)</i>				YES NO
13. Have you ever driven a bus with a minimum passenger capacity of 20?				YES NO
14. Have you ever operated heavy machinery like a dozer, backhoe, grader?				YES NO
15. How many accidents have you had in which someone was injured or in which the property damage exceeded \$2,000? <i>Skip question 16 if answer is "0".</i>				
16. Explain who was at fault and how, in your opinion, the accident could have been avoided.				
17. How many times have you been given a traffic ticket? <i>Skip question 18 if answer is "0".</i>				YES NO
18. Describe each of these violations.				
19. How do you account for your good or poor driving record?				

9. NAME: <i>(Last, First MI)</i>	10. RANK	11. AGE	12. DATE <i>(DDMMYYYY)</i>
SECTION II – INTERVIEW (CONTINUED)			
20. What do you think is the major cause of traffic accidents?			
21. What do you think should be done to reduce the number of traffic accidents			
22. Have you had any experience as an automobile mechanic or in a related work?		YES	NO
23. Do you have any personal objections to becoming a military motor vehicle operator? <i>If the answer is "NO", skip question 24. If the answer is "YES", skip question 25.</i>		YES	NO
24. Explain your personal objections to becoming a military motor vehicle operator.			
25. Why do you think you would be a good military driver?			
26. Do you wear corrective lenses or have any problems with your eyes?		YES	NO
27. Do you have hearing problems?		YES	NO
28. Have you ever been involved in a drug or alcohol related offense?		YES	NO
29. Do you know of any physical issues that might affect you as a driver? <i>If "NO" skip question 30.</i>		YES	NO
30. What are the physical issues?			
31. Are you taking any medications which may affect or impair your ability to drive? <i>If "NO" skip question 32.</i>		YES	NO
32. List those medications.			
By signing below, I hereby certify that all questions above are true and correct to the best of my ability.			
33. Signature	34. Date <i>(DDMMYYYY)</i>		
SECTION III – COMMANDER SUMMARY			
1. Based on the responses to the questions above and the physical interview with this candidate, do you approve or disapprove of their ability to safely operate a military vehicle? <i>If approved, skip item 2. If disapproved, skip item 3.</i>	APPROVE	DISAPPROVE	
2. The candidate was disapproved for the following reasons and will be counseled about them.			
3. The candidate has shown that they can be responsible to attend Operator Training Academy, So they are assigned the following piece of equipment.		ADMIN NUMBER	MODEL NUMBER
COMMANDER NAME <i>(LAST NAME, FIRST MI)</i>	GRADE	DATE	SIGNATURE

APPENDIX H: DA FORM 348 & DA FORM 348-1

H-1 DA Form 348

EQUIPMENT OPERATOR'S QUALIFICATION RECORD (EXCEPT AIRCRAFT)						
For use of this form, see AR 600-55; the proponent agency is DCS, G3/5/7.						
NAME <i>(Last, first, initial)</i> SMITH, JOHN R.				PERMIT <i>(Initial)</i>		
				NUMBER 1003245	DATE ISSUED 20230614	
				TYPE LIMITATIONS <i>(Physical or operational)</i>		
SEX M	DATE OF BIRTH 26OCT1998	COLOR HAIR BRWN	COLOR EYES BRWN	HEIGHT 71"	WEIGHT 175	POSITION TITLE <i>(If civilian)</i>
SECTION I - OFFICIAL QUALIFICATIONS						
TYPE OF EQUIPMENT M1151	SIZE 1.25T	SPECIAL QUALIFICATION ¹ S7	DATE QUALIFIED 20230710	QUALIFIED AT CAMP HUMPHREYS	NAME OF EXAMINER	
SECTION II - BACKGROUND AND EXPERIENCE						
TYPE OF EQUIPMENT SEDAN	SIZE 5 PAX	TYPE OF DRIVING OR OPERATION ² CITY/RURAL	ADDITIONAL DRIVER'S LICENSES <i>(State or agency)</i> NC	NUMBER OF OTHER DRIVER'S LICENSES 01234567890	SATISFACTORY EXPERIENCE VERIFIED BY SSG JONES	
¹ Special equipment, special operations or conditions ² City, rural, long haul, etc.						
SECTION III - PERFORMANCE RECORD <i>(List chronologically as "credits" - awards, training, retraining, testing, retesting, roadeos, permit renewal, relicensing, etc; and as "debits" - accidents, arrests, violations, warnings, revocations, suspensions, etc.)</i>						
DATE 20230608	CREDITS ORIENTATION	DEBITS	TYPE OR NATURE RECORDS REVIEW	ACTION TAKEN IAW AR 600-55 & 11 EN SOP SFC CLARK		
20230608	ORIENTATION		CDR INTERVIEW	CPT BROWN IAW AR 600-55 & 11 EN SOP SFC CLARK		
20230608	ORIENTATION		DRIVER'S PLEDGE	IAW 11 EN SOP SFC CLARK		
20230608	ORIENTATION		DWI BRIEF	IAW 11 EN SOP SFC CLARK		
20230609	TRAINING		USFK DT/E COURSE	IAW AK 385-11 & 11 EN SOP SFC CLARK		
20230609	TEST		USFK DT/E COURSE	PASSED IAW AK 385-11 & 11 EN SOP SFC CLARK		
20230610	PERMIT		STANDARD	TMP OF346 IAW USFK 190-1, AK 385-11 & 11 EN SOP SFC CLARK		
20230611	TRAINING		PHASE I	IAW AR 600-55, TC 21-305-20, & 11 EN SOP SFC CLARK		
20230613	TEST		PHASE I	PASSED IAW AR 600-55, TC 21-305-20, & 11 EN SOP SFC CLARK		

SECTION IV - EXAMINATION FINDINGS																																																																																		
BATTERY I - (Administered as a part of reception processing, at reception stations)		BATTERY II - (To be administered to all applicants for Driver Permit SF 46) (To transfer raw score to standard score see DA Pamphlet 611-119)																																																																																
		DA FORM 6122	RAW SCORE		STANDARD SCORE																																																																													
ENTER SCORE FROM ITEM 24 OF INDIVIDUAL'S DA FORM 20		DA FORM 6123																																																																																
		DA FORM 6124																																																																																
		TOTAL STANDARD SCORE																																																																																
		STANDARD SCORE FOR BATTERY II (Divide Total Standard Score by 3)																																																																																
STANDARD SCORE		SUCCESSFUL COMPLETION <input type="checkbox"/> YES <input type="checkbox"/> NO	EXAMINATION ADMINISTERED BY (Last name - first name - middle initial)																																																																															
I PHYSICAL EVALUATION MEASURES <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"></td> <td colspan="2">? - IF QUALIFIED X - IF SUBSTAND.</td> <td colspan="2">SIGNATURE OF EXAMINER</td> <td rowspan="7">COMMENTS AND RECOMMENDATIONS ON SUBSTANDARD ITEMS</td> </tr> <tr> <td>1. VISUAL ACUITY</td> <td>LEFT EYE 20/ 20/</td> <td>RIGHT EYE 20/ 20/</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2. FIELD OF VISION</td> <td>LEFT EYE /0</td> <td>RIGHT EYE /0</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3. HEARING</td> <td>LEFT EAR /20</td> <td>RIGHT EAR /20</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4. REACTION TIME</td> <td>/100 SEC</td> <td>/100 SEC</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5. DEPTH PERCEPTION</td> <td colspan="2"></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6. COLOR PERCEPTION</td> <td colspan="2"></td> <td></td> <td></td> <td></td> </tr> </table>									? - IF QUALIFIED X - IF SUBSTAND.		SIGNATURE OF EXAMINER		COMMENTS AND RECOMMENDATIONS ON SUBSTANDARD ITEMS	1. VISUAL ACUITY	LEFT EYE 20/ 20/	RIGHT EYE 20/ 20/				2. FIELD OF VISION	LEFT EYE /0	RIGHT EYE /0				3. HEARING	LEFT EAR /20	RIGHT EAR /20				4. REACTION TIME	/100 SEC	/100 SEC				5. DEPTH PERCEPTION						6. COLOR PERCEPTION																																						
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II DRIVING PERFORMANCE TEST (Check "?" if successful, "x" if failed and corrective training is needed)																																																																																		
A. ROAD TEST - PREREQUISITE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="2">1. INSTRUMENTS (Location, correct reading, action for abnormal reading)</td> <td colspan="2">OIL LEVEL STICK</td> <td colspan="2">TEMPERATURE GAGE</td> <td colspan="2">OIL PRESSURE GAGE</td> <td>VOLTOMETER</td> </tr> <tr> <td colspan="2">AMMETER</td> <td colspan="2">TACHOMETER</td> <td colspan="2">FUEL GAGE</td> <td>AIR PRESSURE GAGE</td> </tr> <tr> <td rowspan="2">2. BEFORE OPERATION CHECK</td> <td>VEHICLE DAMAGE</td> <td>CONDITION OF TIRES</td> <td>CLEAN HEADLIGHTS</td> <td>OIL LEVEL</td> <td>BATTERY</td> <td colspan="2">SEAT ADJUSTMENT</td> </tr> <tr> <td>MIRROR ADJUSTMT.</td> <td>HORN</td> <td>HAND BRAKES</td> <td>FOOT BRAKES</td> <td>WATER LEVEL</td> <td colspan="2">WIPER</td> </tr> <tr> <td>3. EMERGENCY EQUIPMENT (Location and use)</td> <td colspan="3">FIRE EXTINGUISHER</td> <td colspan="2">HIGHWAY WARNING KIT</td> <td colspan="2">OTHER (Describe)</td> </tr> <tr> <td>4. CONTROLS - "DRY RUN"</td> <td colspan="2">GEARS</td> <td colspan="2">BRAKE</td> <td colspan="2">CLUTCH</td> <td>FRONT AXLE</td> </tr> <tr> <td>5. DEPTH PERCEPTION (Two feet from target)</td> <td colspan="3">FIRST TRY</td> <td colspan="2">SECOND TRY</td> <td colspan="2">THIRD TRY</td> </tr> <tr> <td>6. PRACTICE RUN ($\frac{1}{2}$ mile)</td> <td>START</td> <td>PULL OUT</td> <td>SHIFT</td> <td colspan="2">3 STOPS</td> <td>TURNS</td> <td>BACKING</td> </tr> <tr> <td rowspan="2">7. ADDITIONAL REQUIREMENTS FOR LICENSE</td> <td colspan="2">LOCAL LAWS</td> <td colspan="2">OPERATING PROCEDURES</td> <td colspan="3">ACCIDENT REPORTING</td> </tr> <tr> <td colspan="6">OTHER (Describe)</td> </tr> </table>							1. INSTRUMENTS (Location, correct reading, action for abnormal reading)	OIL LEVEL STICK		TEMPERATURE GAGE		OIL PRESSURE GAGE		VOLTOMETER	AMMETER		TACHOMETER		FUEL GAGE		AIR PRESSURE GAGE	2. BEFORE OPERATION CHECK	VEHICLE DAMAGE	CONDITION OF TIRES	CLEAN HEADLIGHTS	OIL LEVEL	BATTERY	SEAT ADJUSTMENT		MIRROR ADJUSTMT.	HORN	HAND BRAKES	FOOT BRAKES	WATER LEVEL	WIPER		3. EMERGENCY EQUIPMENT (Location and use)	FIRE EXTINGUISHER			HIGHWAY WARNING KIT		OTHER (Describe)		4. CONTROLS - "DRY RUN"	GEARS		BRAKE		CLUTCH		FRONT AXLE	5. DEPTH PERCEPTION (Two feet from target)	FIRST TRY			SECOND TRY		THIRD TRY		6. PRACTICE RUN ($\frac{1}{2}$ mile)	START	PULL OUT	SHIFT	3 STOPS		TURNS	BACKING	7. ADDITIONAL REQUIREMENTS FOR LICENSE	LOCAL LAWS		OPERATING PROCEDURES		ACCIDENT REPORTING			OTHER (Describe)					
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	OTHER (Describe)																																																																																	
B. ROAD TEST - SCORED PHASE (DA PRT 2678) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">COMMENTS AND RECOMMENDATIONS OF ROAD TEST EXAMINER</td> <td colspan="2">NUMBER OF TALLY MARKS ON CHECK LIST PRT 2678 (Subtract)</td> <td colspan="2">100</td> </tr> <tr> <td colspan="3"></td> <td colspan="2">ROAD TEST SCORE</td> <td colspan="2"></td> </tr> <tr> <td colspan="3"></td> <td colspan="4">SIGNATURE OF ROAD TEST EXAMINER</td> </tr> <tr> <td colspan="2">MY DRIVING WEAKNESSES HAVE BEEN MADE KNOWN TO ME AND I HAVE BEEN SHOWN HOW TO OVERCOME OR ADJUST THEM.</td> <td colspan="2">DATE</td> <td colspan="3">SIGNATURE OF APPLICANT</td> </tr> </table>							COMMENTS AND RECOMMENDATIONS OF ROAD TEST EXAMINER			NUMBER OF TALLY MARKS ON CHECK LIST PRT 2678 (Subtract)		100					ROAD TEST SCORE							SIGNATURE OF ROAD TEST EXAMINER				MY DRIVING WEAKNESSES HAVE BEEN MADE KNOWN TO ME AND I HAVE BEEN SHOWN HOW TO OVERCOME OR ADJUST THEM.		DATE		SIGNATURE OF APPLICANT																																																		
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H-2
DA Form 348-1

APPENDIX I: DRIVER'S PLEDGE

Operator Training Academy Driver's Pledge

1. I will not operate a government vehicle unless it is officially dispatched to me on a properly completed GCSS-A dispatch (DA Form 5987).
2. I will not operate a government vehicle unless I possess a valid permit for the type of vehicle I am required to drive.
3. I will operate my assigned vehicle in compliance with all post traffic and safety regulations and in compliance with applicable federal and local civilian laws. I agree to familiarize myself thoroughly with such regulations and laws.
4. At all times while a government vehicle is dispatched to me, I will acknowledge that I will be directly responsible for proper loading of cargo vehicles.
5. I will use the government vehicle dispatched to me for official use and I understand that any person who uses or authorizes the use of government vehicles for other than official use may be punished under UCMJ.
6. I will not leave my vehicle unattended without engaging all manufactured or locally fabricated locking devices installed on the vehicle.
7. If involved in an accident, I will report to my supervisor and the motor pool with the completed form and give full details of the accident.
8. If the vehicle I am to operate is found damaged (cause unknown), I will notify the motor pool before moving the vehicle.
9. I will never back my vehicle without a ground guide. Whenever possible, I will use a guide to back all vehicles.
10. I pledge to drive carefully and defensively at all times and to make every possible effort to avoid accidents. I will always yield right of way to other vehicles whenever there is doubt. I will strive for an accident free driving record.
11. Routes taken to points of dispatch will be the most direct when practical.
12. I will wear my seat belt at all times. I will not use drugs or alcohol. I will not smoke while operating or riding in a military vehicle.

Name: _____

Signature: _____ Date: _____

APPENDIX J: DWI BRIEF

Operator Training Academy
DWI Prevention

As a member of the U.S. Army, I understand:

1. That drunk Driving (which includes intoxication caused by liquor, beer or drugs) may result in the suspension or revocation of my driving privilege.
2. That should I:
 - a. be convicted either by a court martial or by a non judicial punishment of drunk driving or
 - b. refuse to take a lawfully requested test to measure blood alcohol content when there is substantial evidence of drunk driving or
 - c. drive or physically control a motor vehicle with a blood alcohol content of 0.5 mg of alcohol per 0.5mg of whole blood.I will be given a general officer letter of reprimand that may be filled in my official Military Personnel Record.
3. That drunk driving is a serious crime for which I could be prosecuted under article 11 of the Uniform Code of Military Justice. It carries a maximum punishment of: a Bad Conduct Discharge, forfeiture of all pays and allowances, confinement for six months, reduction to the lowest enlisted grade or, should my drunk driving result in a punishable injury, a maximum punishment of a dishonorable discharge, forfeiture of all pays and allowances, confinement for 18 months and reduction to the lowest enlisted grade.
4. That should death result to another person because of my drunk driving I could be charged with Negligent Homicide under Article 134, UCMJ. It carries a maximum punishment of a Bad Conduct Discharge, forfeiture of all pays and allowances, confinement for one year, reduction to the lowest enlisted grade; or I could be charged with Involuntary Manslaughter under Article 119 UCMJ. It carries a maximum punishment of a Bad Conduct Discharge, forfeiture of all pays and allowances, confinement for three years and reduction to the lowest enlisted grade.
5. That drunk driving that results in death or injury or damage to private property may subject me to a civil suit, possibly resulting in heavy financial penalties through litigation in a State Court of law.
6. That any of the above adverse actions could destroy my military career and cause extreme hardship for my family member(s) and me.

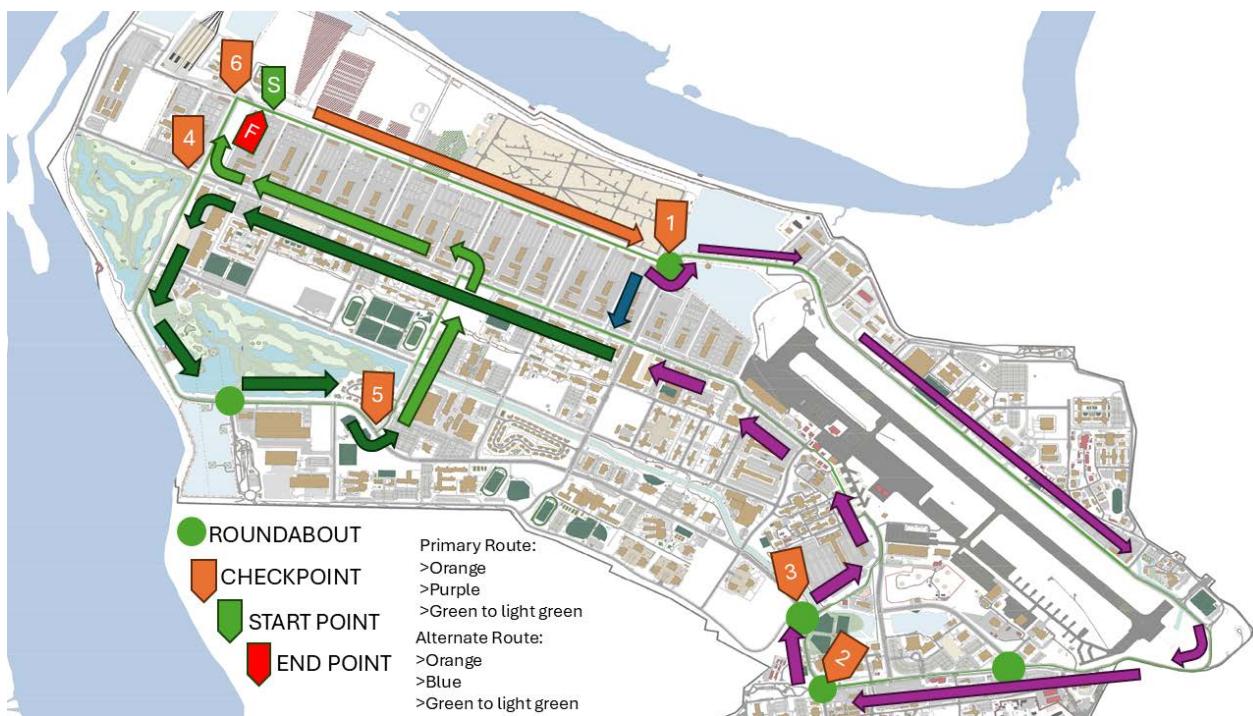
I HAVE READ THE ABOVE AND UNDERSTAND THE SEVERE CONSEQUENCES OF DRUNK DRIVING.

Name: _____

Signature: _____ Date: _____

APPENDIX K: APPROVED ROUTES

Road Test Route



**Vehicles pulling a trailer will use the Alternate Route for Road Tests and Check Rides.

NVG Route



APPENDIX L: GO/NO-GO SHEETS

Perform Preventive Maintenance Checks and Services			
Rank:	Name:	Unit:	
Equipment Model:	TM Number:	Date:	
<p>Situation: You are required to perform a PMCS on the above piece of equipment as part of the qualification process prior to being evaluated on operating or driving in order to obtain an operator permit. This is the first time performing a PMCS on this piece of equipment.</p> <p>Task: Perform Preventive Maintenance Checks and Services (PMCS) on the equipment in accordance with the TM. Document all faults and deficiencies on DA Form 5988-E (or DA Form 2404). Ensure the equipment is returned to a fully mission-capable status, or escalate unresolved issues as per unit SOP.</p> <p>Condition: Given a piece of equipment, the correct technical manual, and a 5988-E for the equipment</p> <p>Standard: Receive a "GO" for all task steps.</p>			
PERFORMANCE MEASURES	GO	NO GO	REMARKS
1. Reviewed and validated equipment admin data and make necessary corrections on the DA Form 5988-E.			
2. Reviewed service data and verified whether a service is due or not.			
3. Reviewed parts data, notifies maintenance supervisor of any issued parts but not installed.			
4. Performs the correct interval of preventive maintenance checks and service for the vehicle			
5. Records findings correctly on the DA Form 5988-E or DA Form 2404.			
6. Conducts Operator level troubleshooting on any fault findings.			
7. Conducts Operator level repairs on any fault findings.			
8. Properly filled out 5988-E based on fault status or no fault status.			
Driver Signature:	LE Name:	Date:	LE Signature:
ADDITIONAL COMMENTS			

Perform Vehicle Control Test

Rank:	Name:	Unit:
Equipment Model:	TC Number:	Date:

Situation: You are required to perform the Vehicle Control Test to assess your ability to maneuver a vehicle confidently and safely in confined spaces. The test is designed to evaluate your skills in forward stopping, straight-line backing, making a right turn, and completing an alley dock maneuver.

Task: Conduct the skills course with proficiency

Condition: Given a piece of equipment to operate or drive the skills course which have gone through as a familiarization.

Standard: Receive a "GO" for all task steps.

PERFORMANCE MEASURES	GO	NO GO	REMARKS
1. On the FORWARD STOP, stopping within two feet of the stop line without hitting any cones or touching the boundaries.			
2. On the STRAIGHT LINE BACKING, driver must back completely out of the lane.			
3. On the STRAIGHT LINE BACKING, stopping within two feet past the stop line without hitting any cones or touching the boundaries.			
4. On the RIGHT TURN, the rear wheels of the truck (or trailer) are within 18" of the cone, without hitting the cone or touching the boundaries.			
5. On the ALLEY DOCK, pulls past the alley, backs in at a 45 degree curve without touching sides.			
6. On the ALLEY DOCK, stops rear of the vehicle within two feet of the stop line at the rear of the alley.			
7. Driver remains calm and confident during lanes.			
8. Driver successfully maintains proper alignment without re-aligning.			
Driver Signature:	LE Name:	Date:	LE Signature:

ADDITIONAL COMMENTS

APPENDIX M: PHASE I TRAINING SCHEDULE

11 EN DRIVER & OPERATOR TRAINING SCHEDULE INITIAL TRAINING

TEAM/ GROUP	TIME BEGIN	TIME END	SUBJECT	METHOD OF INSTRUCTION	LOCATION	INSTRUCTOR	UNIFORM	REFERENCES	TRAINING HOURS	REMARKS
DAY 1										
ALL	0830	0930	UNIT A: INTRODUCTION, ORGANIZATION OF COURSE, AND MATERIALS REVIEW	LECTURE	WARRIOR THEATER	MASTER DRIVER	DUTY	AR 600-55	1	Verify packets
ALL	0930	1030	UNIT B: STATE, LOCAL, HN, AND POST TRAFFIC REGULATIONS AND LAWS	LECTURE	WARRIOR THEATER	MASTER DRIVER	DUTY	AR 600-55 / TC 21-305-20 / AK 385-11	1	
ALL	1030	1130	UNIT C: BASIC REGULATIONS, RESPONSIBILITIES, AND TRAFFIC CONTROLS	LECTURE	WARRIOR THEATER	MASTER DRIVER	DUTY	AR 600-55 / TC 21-305-20 CH 1-2	1	
ALL	1130	1300	LUNCH	UNIT SOP	N/A	N/A	DUTY	N/A	N/A	N/A
ALL	1300	1400	UNIT C: BASIC REGULATIONS, RESPONSIBILITIES, AND TRAFFIC CONTROLS	LECTURE	WARRIOR THEATER	MASTER DRIVER	DUTY	AR 600-55 / TC 21-305-20 CH 1-2	1	
ALL	1400	1500	UNIT D: BASIC OPERATING PROCEDURES	LECTURE / PRACTICAL EXERCISE	WARRIOR THEATER	MASTER DRIVER	DUTY	AR 600-55 / TC 21-305-20 CH 3	1	Conduct PE operating practices and procedures
ALL	1500	1700	UNIT E: EMERGENCIES	LECTURE / PRACTICAL EXERCISE	WARRIOR THEATER	MASTER DRIVER	DUTY	AR 600-55 / TC 21-305-20 CH 4	2	Conduct PE on different vehicle emergencies
DAY 2										
ALL	0830	1030	UNIT F: ACCIDENT CAUSES AND REPORTS	LECTURE / PRACTICAL EXERCISE	WARRIOR THEATER	MASTER DRIVER	DUTY	AR 600-55 / TC 21-305-20 CH 5	2	Conduct PE on SF 91 and DD 518
ALL	1030	1130	UNIT G: HAZARDS AND SAFETY MEASURES	LECTURE	WARRIOR THEATER	MASTER DRIVER	DUTY	AR 600-55 / TC 21-305-20 CH 6	1	
ALL	1130	1300	LUNCH	UNIT SOP	N/A	N/A	DUTY	N/A	N/A	N/A
ALL	1300	1400	UNIT H: OPERATION OF GOVERNMENT VEHICLES OFF POST/BASE	LECTURE / PRACTICAL EXERCISE	WARRIOR THEATER	MASTER DRIVER	DUTY	AR 600-55 / TC 21-305-20 CH 8	2	
ALL	1400	1700	UNIT I: MAINTENANCE RESPONSIBILITIES TO INCLUDE PMCS AND REQUIRED FORMS	LECTURE / PRACTICAL EXERCISE	WARRIOR THEATER	MASTER DRIVER	DUTY	AR 600-55 / TC 21-305-20 CH 10	2	Conduct PE on 5988s/ 2404s and reading TMs
DAY 3										
ALL	0830	0930	UNIT J: PROCEDURES FOR TRANSPORTING PERSONNEL	LECTURE	WARRIOR THEATER	MASTER DRIVER	DUTY	AR 600-55 / TC 21-305-20 CH 9	1	
ALL	0930	1130	UNIT K: MOTOR MARCHES AND CONVOY OPERATIONS	LECTURE / PRACTICAL EXERCISE	WARRIOR THEATER	MASTER DRIVER	DUTY	AR 600-55 / TC 21-305-20 CH 19	2	Conduct PE on motor marches and procedures for convoy
ALL	1130	1300	LUNCH	UNIT SOP	N/A	N/A	DUTY	N/A	N/A	N/A
ALL	1300	1400	PHASE I: INITIAL OPERATOR TRAINING EXAMINATION REVIEW	REVIEW	WARRIOR THEATER	MASTER DRIVER	DUTY	AR 600-55 / TC 21-305-20		Test Review
ALL	1400	1530	UNIT L: INITIAL OPERATOR TRAINING EXAMINATION	TEST	WARRIOR THEATER	LICENSE EXAMINER	DUTY	AR 600-55 / TC 21-305-20		Test
ALL	1530	1630	REMEDIAL PHASE I: INITIAL OPERATOR TRAINING EXAMINATION REVIEW	REVIEW	WARRIOR THEATER	MASTER DRIVER	DUTY	AR 600-55 / TC 21-305-20		Remedial Review
ALL	1630	1800	UNIT L: INITIAL OPERATOR TRAINING EXAMINATION RETEST	TEST	WARRIOR THEATER	LICENSE EXAMINER	DUTY	AR 600-55 / TC 21-305-20		Test

APPENDIX N: PHASE II TRAINING SCHEDULE

Phase II

11 EN DRIVER & OPERATOR TRAINING SCHEDULE INITIAL TRAINING PHASE II										
TEAM/ GROUP	TIME BEGIN	TIME END	SUBJECT	METHOD OF INSTRUCTION	LOCATION	INSTRUCTOR	UNIFORM	REFERENCES	TRAINING HOURS	REMARKS
DAY 1										
ALL	0800	1000	UNIT M: INTRODUCTION TO SPECIFIC VEHICLE OR EQUIPMENT	LECTURE/ DEMONSTRATION	MOTORPOOL CLASSROOM	LICENSE INSTRUCTOR	DUTY	AR 600-55, TM9-2320-387-10, TC21-305-3, TC21-305-20	2	M1151
ALL	1000	1200	UNIT N: VEHICLE SPECIFIC WRITTEN EXAMINATION	TEST	MOTORPOOL CLASSROOM	LICENSE EXAMINER	DUTY	AR 600-55, TM9-2320-387-10, TC21-305-3, TC21-305-20	2	M1151
ALL	1200	1300	LUNCH	UNIT SOP	N/A	N/A	DUTY	N/A	N/A	N/A
FAILURES	1300	1500	UNIT M: INTRODUCTION TO SPECIFIC VEHICLE OR EQUIPMENT REMEDIAL	REMEDIAL	MOTORPOOL CLASSROOM	LICENSE INSTRUCTOR	DUTY	AR 600-55, TM9-2320-387-10, TC21-305-3, TC21-305-20	2	M1151
FAILURES	1500	1600	UNIT N: VEHICLE SPECIFIC WRITTEN EXAMINATION RE-EXAM	RETEST	MOTORPOOL CLASSROOM	LICENSE EXAMINER	DUTY	AR 600-55, TM9-2320-387-10, TC21-305-3, TC21-305-20	1	M1151
MASTER DRIVER	1600	1700	ISSUE LEARNERS PERMITS UPON SUCCESSFUL COMPLETION OF WRITTEN VEHICLE EXAMINATION		BATTALION	MASTER DRIVER	DUTY	AR 600-55	N/A	PRINT AND ISSUE LEARNERS PERMIT
DAY 2										
ALL	0800	1200	UNIT O: TRAINING AIDS, DEVICES, SIMULATORS, AND SIMULATIONS	PRACTICAL EXERCISE/ SIMULATION	VANDAL TRAINING CENTER	LICENSE INSTRUCTOR	WARRIOR STANDARD	AR 600-55, TM9-2320-387-10, TC21-305-3, TC21-305-20	4	USE THE RVTT
ALL	1200	1300	LUNCH	UNIT SOP	N/A	N/A	N/A	N/A	N/A	N/A
ALL	1300	1700	UNIT O: TRAINING AIDS, DEVICES, SIMULATORS, AND SIMULATIONS	PRACTICAL EXERCISE/ SIMULATION	VANDAL TRAINING CENTER	LICENSE INSTRUCTOR	WARRIOR STANDARD	AR 600-55, TM9-2320-387-10, TC21-305-3, TC21-305-20	4	USE THE RVTT
DAY 3										
ALL	0800	1200	UNIT P: DRIVE USUAL CONDITIONS	PRACTICAL EXERCISE	HANDS ON DRIVER ROUTE	LICENSE INSTRUCTOR	WARRIOR STANDARD	AR 600-55, TM9-2320-387-10, TC21-305-3, TC21-305-20	4	REFERENCE TC21-305-3 LESSON PLAN
ALL	1200	1300	LUNCH	UNIT SOP	N/A	N/A	DUTY	N/A	N/A	N/A
ALL	1300	1700	UNIT P: DRIVE USUAL CONDITIONS	PRACTICAL EXERCISE	HANDS ON DRIVER ROUTE	LICENSE INSTRUCTOR	WARRIOR STANDARD	AR 600-55, TM9-2320-387-10, TC21-305-3, TC21-305-20	4	REFERENCE TC21-305-3 LESSON PLAN
DAY 4										
ALL	0800	1200	UNIT P: DRIVE USUAL CONDITIONS	PRACTICAL EXERCISE	HANDS ON DRIVER ROUTE	LICENSE INSTRUCTOR	WARRIOR STANDARD	AR 600-55, TM9-2320-387-10, TC21-305-3, TC21-305-20	4	REFERENCE TC21-305-3 LESSON PLAN
ALL	1200	1300	LUNCH	UNIT SOP	N/A	N/A	DUTY	N/A	N/A	N/A
ALL	1300	1700	UNIT P: DRIVE USUAL CONDITIONS	PRACTICAL EXERCISE	HANDS ON DRIVER ROUTE	LICENSE INSTRUCTOR	WARRIOR STANDARD	AR 600-55, TM9-2320-387-10, TC21-305-3, TC21-305-20	4	REFERENCE TC21-305-3 LESSON PLAN
DAY 5										
ALL	1800	0200	UNIT P: DRIVE USUAL CONDITIONS	PRACTICAL EXERCISE	HANDS ON DRIVER ROUTE	LICENSE INSTRUCTOR	WARRIOR STANDARD	AR 600-55, TM9-2320-387-10, TC21-305-3, TC21-305-20	8	REFERENCE TC21-305-3 LESSON PLAN
DAY 6										
ALL	1800	0200	UNIT P: DRIVE USUAL CONDITIONS	PRACTICAL EXERCISE	HANDS ON DRIVER ROUTE	LICENSE INSTRUCTOR	WARRIOR STANDARD	AR 600-55, TM9-2320-387-10, TC21-305-3, TC21-305-20	8	REFERENCE TC21-305-3 LESSON PLAN
DAY 7										
ALL	0900	1200	UNIT Q: DRIVE UNUSUAL CONDITIONS	PRACTICAL EXERCISE	HANDS ON DRIVER ROUTE	LICENSE INSTRUCTOR	WARRIOR STANDARD	AR 600-55, TM9-2320-387-10, TC21-305-3, TC21-305-20	3	REFERENCE TC21-305-3 LESSON PLAN
ALL	1200	1300	LUNCH	UNIT SOP	N/A	N/A	DUTY	N/A	N/A	N/A
ALL	1300	1700	UNIT Q: DRIVE UNUSUAL CONDITIONS	PRACTICAL EXERCISE	HANDS ON DRIVER ROUTE	LICENSE INSTRUCTOR	WARRIOR STANDARD	AR 600-55, TM9-2320-387-10, TC21-305-3, TC21-305-20	4	REFERENCE TC21-305-3 LESSON PLAN
DAY 8										
ALL	0830	1130	UNIT Q: DRIVE UNUSUAL CONDITIONS	PRACTICAL EXERCISE	HANDS ON DRIVER ROUTE	LICENSE INSTRUCTOR	WARRIOR STANDARD	AR 600-55, TM9-2320-387-10, TC21-305-3, TC21-305-20	4	REFERENCE TC21-305-3 LESSON PLAN
ALL	1130	1300	LUNCH	UNIT SOP	N/A	N/A	DUTY	N/A	N/A	N/A
ALL	1300	1700	UNIT Q: DRIVE UNUSUAL CONDITIONS	PRACTICAL EXERCISE	HANDS ON DRIVER ROUTE	LICENSE INSTRUCTOR	WARRIOR STANDARD	AR 600-55, TM9-2320-387-10, TC21-305-3, TC21-305-20	4	REFERENCE TC21-305-3 LESSON PLAN
DAY 9										
ALL	0800	1200	UNIT R: RESPONSE TO EMERGENCY SITUATIONS; VEHICLE MALFUNCTIONS	PRACTICAL EXERCISE	HANDS ON DRIVER ROUTE	LICENSE INSTRUCTOR	WARRIOR STANDARD	AR 600-55, TM9-2320-387-10, TC21-305-3, TC21-305-20	4	REFERENCE TC21-305-3 LESSON PLAN & TM9-2320-387-10
ALL	1200	1300	LUNCH	UNIT SOP	N/A	N/A	DUTY	N/A	N/A	N/A
ALL	1300	1700	UNIT S: SELF-RECOVERY METHODS	LECTURE/ PRACTICAL EXERCISE	HANDS ON DRIVER ROUTE	LICENSE INSTRUCTOR	WARRIOR STANDARD	AR 600-55, TM9-2320-387-10, TC21-305-3, TC21-305-20	4	REFERENCE TC21-305-3 LESSON PLAN & TM9-2320-387-10
DAY 10										
ALL	0800	1200	UNIT T: OPERATE VEHICLE SPECIFIC CAPABILITIES; VEHICLE CONTROL LANES	PRACTICAL EXERCISE	HANDS ON DRIVER ROUTE	LICENSE INSTRUCTOR	WARRIOR STANDARD	AR 600-55, TM9-2320-387-10, TC21-305-3, TC21-305-20	4	REFERENCE TC21-305-3 LESSON PLAN & TM9-2320-387-10
ALL	1200	1300	LUNCH	UNIT SOP	N/A	N/A	DUTY	N/A	N/A	N/A
ALL	1300	1700	UNIT T: OPERATE VEHICLE SPECIFIC CAPABILITIES; VEHICLE CONTROL LANES	LECTURE/ PRACTICAL EXERCISE	HANDS ON DRIVER ROUTE	LICENSE INSTRUCTOR	WARRIOR STANDARD	AR 600-55, TM9-2320-387-10, TC21-305-3, TC21-305-20	4	REFERENCE TC21-305-3 LESSON PLAN & TM9-2320-387-10
DAY 11										
ALL	0800	1200	UNIT U: PMCS TEST	TEST	HMPTR/ APPROVED TEST ROUTE	LICENSE EXAMINER	WARRIOR STANDARD	AR 600-55, TM9-2320-387-10, TC21-305-3, TC21-305-20	4	DA FORM 6125 & PMCS GO/ NOGO CRITERIA SHEET
ALL	1200	1300	LUNCH	UNIT SOP	N/A	N/A	DUTY	N/A	N/A	N/A
ALL	1300	1700	UNIT V: VEHICLE CONTROL TEST	TEST	HMPTR/ APPROVED TEST ROUTE	LICENSE EXAMINER	WARRIOR STANDARD	AR 600-55, TM9-2320-387-10, TC21-305-3, TC21-305-20	4	DA FORM 6125 & VEHICLE CONTROL TEST GO/ NOGO CRITERIA SHEET
DAY 12										
ALL	0800	1200	UNIT W: ROAD TEST	TEST	HMPTR/ APPROVED TEST ROUTE	LICENSE EXAMINER	WARRIOR STANDARD	AR 600-55, TM9-2320-387-10, TC21-305-3, TC21-305-20	4	DA FORM 6125
ALL	1200	1300	LUNCH	UNIT SOP	N/A	N/A	DUTY	N/A	N/A	N/A
ALL	1300	1600	UNIT W: ROAD TEST	TEST	HMPTR/ APPROVED TEST ROUTE	LICENSE EXAMINER	WARRIOR STANDARD	AR 600-55, TM9-2320-387-10, TC21-305-3, TC21-305-20	3	DA FORM 6125
ALL	1600	1700	ISSUE STANDARD LICENSE TO STUDENTS THAT PASSED COURSE, ISSUE CERTIFICATES, AND CONDUCT COURSE AAR.		ALL TRAINING AREAS	MASTER DRIVER, LICENSE INSTRUCTOR, LICENSE EXAMINER	DUTY	AR 600-55, TM9-2320-387-10, TC21-305-3, TC21-305-20	1	ISSUE LICENSE ISSUE OTA CERTIFICATES COURSE AAR

APPENDIX O: PHASE II LOGSHEET

PHASE II LOG SHEET				
STUDENT NAME:		RANK:	GCSS-ARMY NUMBER:	
MODEL NUMBER:	MODEL NUMBER (<i>TRAILER</i>):	START DATE:	END DATE:	
TASK				
1.	UNIT O: TRAINING AIDS AND SIMULATIONS	TOTAL HOURS:	P	T
2.	UNIT P: DRIVE UNDER USUAL CONDITIONS	TOTAL MILES DRIVEN:		
	CONDUCTS PROPER PMCS OF EQUIPMENT		P	T
	CHECKS TRAFFIC THEN SIGNALS BEFORE PULLING OUT		P	T
	MAINTAINS A SAFE FOLLOWING DISTANCE		P	T
	OBSERVES AND UNDERSTANDS ROAD SIGNS		P	T
	DRIVING IN TRAFFIC		P	T
	TURNING			
	GIVES PROPER SIGNAL		P	T
	DOES NOT TURN TOO WIDE OR SHORT		P	T
	BRAKING			
	BRAKES SMOOTHLY		P	T
	PROPER USE OF ENGINE RETARDER AND TRAILER BRAKES		P	T
3.	UNIT Q: DRIVE UNDER UNUSUAL CONDITIONS	TOTAL MILES DRIVEN:		
	CONDUCTS PROPER PMCS OF EQUIPMENT		P	T
	CHECKS TRAFFIC THEN SIGNALS BEFORE PULLING OUT		P	T
	MAINTAINS A SAFE FOLLOWING DISTANCE		P	T
	OBSERVES AND UNDERSTANDS ROAD SIGNS		P	T
	DRIVING IN TRAFFIC		P	T
	TURNING			
	GIVES PROPER SIGNAL		P	T
	DOES NOT TURN TOO WIDE OR SHORT		P	T
	BRAKING			
	BRAKES SMOOTHLY		P	T
	PROPER USE OF ENGINE RETARDER AND TRAILER BRAKES		P	T
4.	UNIT R: EMERGENCY SITUATIONS		P	
5.	UNIT S: SELF-RECOVERY METHOD		P	
6.	UNIT T: SPECIAL CAPABILITIES		P	
7.	VEHICLE CONTROL LANES			
	SERPENTINE COURSE		P	T
	STOPPING WITHIN PRESCRIBED LIMITS		P	T
	OFFSET ALLEY		P	T
	DIMINISHING CLEARANCE		P	T
	RIGHT/LEFT TURNS		P	T
	PARALLEL PARK		P	T
The student above is proficient with above tasks. They are ready for PH III testing.				
Name:	Signature:	Date		

PHASE II LOG SHEET

STUDENT NAME (LAST NAME, FIRST MI.)			RANK	GCSS-ARMY NUMBER	
MODEL NUMBER		MODEL NUMBER (TRAILER)	START DATE	END DATE	
DRIVE UNDER USUAL CONDITIONS LOG					
BUMPER NUMBER	TIME		MILEAGE		
	IN			SUPERVISOR (LAST NAME, FIRST MI.)	
	OUT				
	TOTAL				
	IN			SUPERVISOR (LAST NAME, FIRST MI.)	
	OUT				
	TOTAL				
	IN			SUPERVISOR (LAST NAME, FIRST MI.)	
	OUT				
	TOTAL				
	IN			SUPERVISOR (LAST NAME, FIRST MI.)	
	OUT				
	TOTAL				
	IN			SUPERVISOR (LAST NAME, FIRST MI.)	
	OUT				
	TOTAL				
	IN			SUPERVISOR (LAST NAME, FIRST MI.)	
	OUT				
	TOTAL				
	IN			SUPERVISOR (LAST NAME, FIRST MI.)	
	OUT				
	TOTAL				
	IN			SUPERVISOR (LAST NAME, FIRST MI.)	
	OUT				
	TOTAL				
	IN			SUPERVISOR (LAST NAME, FIRST MI.)	
	OUT				
	TOTAL				
I CERTIFY THAT THE STUDENT HAS DRIVEN THE STATED TOTAL MILES AND IS READY FOR PH III. NAME SIGNATURE				TOTAL HOURS	TOTAL MILES

PHASE II LOG SHEET

STUDENT NAME (LAST NAME, FIRST MI.)			RANK	GCSS-ARMY NUMBER	
MODEL NUMBER		MODEL NUMBER (TRAILER)	START DATE	END DATE	
DRIVE UNDER UN-USUAL CONDITIONS LOG					
BUMPER NUMBER	TIME		MILEAGE		
	IN			SUPERVISOR (LAST NAME, FIRST MI.)	
	OUT				
	TOTAL				
	IN			SUPERVISOR (LAST NAME, FIRST MI.)	
	OUT				
	TOTAL				
	IN			SUPERVISOR (LAST NAME, FIRST MI.)	
	OUT				
	TOTAL				
	IN			SUPERVISOR (LAST NAME, FIRST MI.)	
	OUT				
	TOTAL				
	IN			SUPERVISOR (LAST NAME, FIRST MI.)	
	OUT				
	TOTAL				
	IN			SUPERVISOR (LAST NAME, FIRST MI.)	
	OUT				
	TOTAL				
	IN			SUPERVISOR (LAST NAME, FIRST MI.)	
	OUT				
	TOTAL				
	IN			SUPERVISOR (LAST NAME, FIRST MI.)	
	OUT				
	TOTAL				
	IN			SUPERVISOR (LAST NAME, FIRST MI.)	
	OUT				
	TOTAL				
I CERTIFY THAT THE STUDENT HAS DRIVEN THE STATED TOTAL MILES AND IS READY FOR PH III. NAME SIGNATURE				TOTAL HOURS	TOTAL MILES

APPENDIX P: PHASE III TRAINING SCHEDULE

11 EN DRIVER & OPERATOR TRAINING SCHEDULE PHASE III

TEAM/ GROUP	TIME BEGIN	TIME END	SUBJECT	METHOD OF INSTRUCTION	LOCATION	INSTRUCTOR	UNIFORM	REFERENCES	TRAINING HOURS	REMARKS
DAY 1										
ALL	0830	1130	UNIT U: PMCS TEST	TEST	HMPTR	MASTER DRIVER	DUTY	AR 600-55 / TC 21-305-20 / AK 385-11	1	
ALL	1130	1300	LUNCH	UNIT SOP	N/A	N/A	DUTY	N/A	N/A	N/A
ALL	1300	1500	UNIT V: VEHICLE CONTROL TEST	TEST	HMPTR	MASTER DRIVER	DUTY	AR 600-55 / TC 21-305-20 CH 1-2	1	
ALL	1500	1700	UNIT W: ROAD TEST	TEST	HMPTR	MASTER DRIVER	DUTY	AR 600-55 / TC 21-305-20 CH 3	1	
DAY 2										
ALL	0830	1130	UNIT U: PMCS TEST	TEST	HMPTR	MASTER DRIVER	DUTY	AR 600-55 / TC 21-305-20 / AK 385-11	1	
ALL	1130	1300	LUNCH	UNIT SOP	N/A	N/A	DUTY	N/A	N/A	N/A
ALL	1300	1500	UNIT V: VEHICLE CONTROL TEST	TEST	HMPTR	MASTER DRIVER	DUTY	AR 600-55 / TC 21-305-20 CH 1-2	1	
ALL	1500	1700	UNIT W: ROAD TEST	TEST	HMPTR	MASTER DRIVER	DUTY	AR 600-55 / TC 21-305-20 CH 3	1	

APPENDIX Q: DA FORM 6125

ROAD TEST SCORE SHEET				DATE
For use of this form, see AR 600-55; the proponent agency is DCS, G3/5/7.				
NAME OF DRIVER		NAME OF EXAMINER		
GCSS/DOD ID	SCORE	ROUTE		
STOP/START ON GRADE		EXPRESSWAY		
<u>Approach</u> Traffic check Signal On Moves to proper lane Smooth deceleration Does not coast to stop		Up	Down	<u>Merge On</u> Traffic check Signal On Maintains spacing Avoids stopping Smooth merge Cancel signal
<u>Stop</u> Vehicle parallel to curb Vehicle does not roll Signal off/4-ways on Parking brake on				<u>Lane Changes</u> Traffic check Signal on Adequate spacing Smooth lane change Cancel signal
<u>Resume</u> Traffic check 4-ways off/signal on Release parking brake Did not stall engine Traffic check Accelerate to traffic flow				<u>Exit</u> Traffic check Signal on Smooth merge to exit lane Decelerate in exit lane Adequate spacing Correct ramp speed Cancel signal
SEARCH DIRECTION SPEED No errors				SEARCH DIRECTION SPEED No errors
DRIVING UP GRADE		GENERAL DRIVING BEHAVIOR		
In proper gear Stays in right lane Uses 4-ways if slow Traffic check		Use clutch properly (<i>to shift, double clutched, didn't ride</i>) <input type="checkbox"/> <input type="checkbox"/> Used gears properly (<i>not over-rev/lug engine, clash gears, coast</i>) .. <input type="checkbox"/> Used brakes properly (<i>no hard braking, no riding or pumping brake</i>) <input type="checkbox"/> Proper steering (<i>both hands on wheel, not over/under steer</i>) <input type="checkbox"/> Obeyed all traffic signs and signals <input type="checkbox"/> Drove without an accident <input type="checkbox"/> Never put vehicle over sidewalks, lane markings, stop lines, etc. ... <input type="checkbox"/> Examiner was never thrown to left, right, or forward <input type="checkbox"/> Driver was never forced to take evasive action <input type="checkbox"/> Wore seat belt <input type="checkbox"/> Yielded right of way to pedestrians <input type="checkbox"/> Yielded right of way to other vehicles, as appropriate <input type="checkbox"/> No errors <input type="checkbox"/>		
DRIVING DOWN GRADE		NOTES		
Clear brakes In proper gear Steady braking on grade Does not ride clutch Maintain steady speed Traffic check				
SEARCH DIRECTION SPEED No errors				

LEFT TURNS								RIGHT TURNS								RAILWAY CROSSINGS		
<u>Approach</u>																		
1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic check								Traffic check								Checks for trains		
Signal on								Smooth deceleration								Followed relevant laws		
Did not coast to start of turn								Correct lane to begin turn								Did not change gears		
Did not coast to start of turn								Correct lane to begin turn								Did not stop on tracks		
No errors								No errors								No errors		
<u>If Vehicle Stops</u>																		
1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gap to vehicle in front								Not over stop line								Know weight limit on bridge		
Not over stop line								Came to full stop								No error		
Came to full stop								Wheels straight ahead								Know clearance of underpass		
Wheels straight ahead								Stop was necessary								No errors		
<u>Turning</u>																		
1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic check								Both hands on wheel								Reduce speed on entering		
Both hands on wheel								No gear change								Maintain speed going through		
No gear change								Proper speed								Stay in lane		
Proper speed								Turn not too wide/short								Traffic check		
<u>Completes Turn</u>																		
1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	Left	Right	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Turned into correct lane								Traffic Check								No errors		
Traffic Check								Cancel signal								No errors		
Cancel signal								Accelerated to traffic flow								No errors		
URBAN/RURAL								INTERSECTIONS										
STRAIGHT SECTIONS								Stopping										
Regular traffic								Urban	Rural	1	2							
Regular traffic check								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Selects proper lane								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Keeps vehicle in lane								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Adequate following distance								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Appropriate speed								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
SEARCH								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
SEARCH								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
DIRECTION								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
SPEED								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
No errors								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
LANE CHANGES								Driving Through										
Left Right								1	2	3	4							
Traffic check								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Signal one								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Adequate spacing								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Smooth lane change								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Cancel signal								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
No errors								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
SEARCH								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
SEARCH								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
DIRECTION								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
SPEED								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
No errors								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

APPENDIX R: 8A TRACK COMMANDER/VEHICLE COMMANDER MEMO AND CERTIFICATION CARD



ABCD-AO

DEPARTMENT OF THE ARMY
UNIT
APO AP 96271-5236

29 January 2025

MEMORANDUM FOR RECORD

SUBJECT: 8A TC/VC Certification

1. The following personnel have completed all requirements to be a TC/VC in tactical vehicles, per AK 385-11, Chap 2, Table 2-1.

<u>NAME</u>	<u>RANK</u>	<u>UNIT</u>
-------------	-------------	-------------

2. The certification is good for one year and will expire **one year from the date listed above**.

3. POC for this memorandum is SGT XXXXX, XXXXXXX at DSN 756-8258 or xxxx.x.xxxxxxx.mil@mail.mil.

XXXXXX XXXXXX
CPT, LG
Commanding



EIGHTH ARMY
TRACK/VEHICLE COMMANDER
CERTIFICATION CARD



NAME: _____

RANK: _____ UNIT: _____

CERTIFICATION DATE: _____

EXPIRATION DATE: _____

ISSUING OFFICIAL: _____

AK FORM 385-11D, AUG 2020

TRACK/VEHICLE COMMANDER
CERTIFICATION

I have successfully completed the required training as outlined in AK REG 385-11 and was certified by my Company Commander. I also understand my responsibilities as a Track/Wheeled Vehicle Commander.

Soldier Signature



EIGHTH ARMY
TRACK/VEHICLE COMMANDER
CERTIFICATION CARD



NAME: _____

RANK: _____ UNIT: _____

CERTIFICATION DATE: _____

EXPIRATION DATE: _____

ISSUING OFFICIAL: _____

AK FORM 385-11D, AUG 2020

TRACK/VEHICLE COMMANDER
CERTIFICATION

I have successfully completed the required training as outlined in AK REG 385-11 and was certified by my Company Commander. I also understand my responsibilities as a Track/Wheeled Vehicle Commander.

Soldier Signature



EIGHTH ARMY
TRACK/VEHICLE COMMANDER
CERTIFICATION CARD



NAME: _____

RANK: _____ UNIT: _____

CERTIFICATION DATE: _____

EXPIRATION DATE: _____

ISSUING OFFICIAL: _____

AK FORM 385-11D, AUG 2020

TRACK/VEHICLE COMMANDER
CERTIFICATION

I have successfully completed the required training as outlined in AK REG 385-11 and was certified by my Company Commander. I also understand my responsibilities as a Track/Wheeled Vehicle Commander.

Soldier Signature

APENDIX S: 8A CONVOY COMMANDER MEMO AND CERTIFICATE CARD



DEPARTMENT OF THE ARMY
UNIT
APO AP 96271-5236

ABCD-AO

29 January 2025

MEMORANDUM FOR RECORD

SUBJECT: 8A Convoy Commander Certification

1. The following personnel have completed all requirements to be a Convoy Commander for tactical vehicle convoys, per AK 385-11, Chap 2, Table 2-1 & 2-2.

<u>NAME</u>	<u>RANK</u>	<u>UNIT</u>
-------------	-------------	-------------

2. The certification is good for one year and will expire **one year from the date listed above.**

3. POC for this memorandum is SSG XXXXX, XXXXXXX at DSN 755-1234 or XXXX.X.XXXXXXX.mil@mail.mil.

XXXXXX XXXXXX
LTC, LG
Commanding



APPENDIX T: REASSIGNED OPERATOR TRAINING SCHEDULE

11 EN DRIVER & OPERATOR TRAINING SCHEDULE REASSIGNED OPERATORS

TEAM/ GROUP	TIME BEGIN	TIME END	SUBJECT	METHOD OF INSTRUCTION	LOCATION	INSTRUCTOR	UNIFORM	REFERENCES	TRAINING HOURS	REMARKS
DAY 1										
ALL	0930	1130	UNIT B: STATE, LOCAL, HN, AND POST TRAFFIC REGULATIONS AND LAWS	LECTURE	WARRIOR THEATER	MASTER DRIVER	DUTY	AR 600-55 / TC 21-305-20 / AK 385-11	1	
ALL	1130	1300	LUNCH	UNIT SOP	N/A	N/A	DUTY	N/A	N/A	N/A
ALL	1300	1430	UNIT U: PMCS TEST	TEST	HMPTR	MASTER DRIVER	DUTY	AR 600-55 / TC 21-305-20 CH 1-2	1	
ALL	1430	1600	UNIT W: ROAD TEST	TEST	HMPTR	MASTER DRIVER	DUTY	AR 600-55 / TC 21-305-20 CH 3	1	

APPENDIX U: REMEDIAL DRIVER'S TRAINING PROGRAM FOR NON-TACTICAL VEHICLE OPERATIONS PROGRAM OF INSTRUCTION

U-1 REFERENCES

- a. Field Manual (FM) 21-60, Visual Signals, 30 September 1987
- b. TC 21-305-20, Manual for the Wheeled Vehicle Operator, 12 January 2016
- c. Department of Army Pamphlet 385-40, Army Accident Investigations and Reporting, 18 March 2015
- d. Army Regulation (AR) 385-10, The Army Safety Program, 24 February 2017
- e. AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing), 17 September 2019
- f. United States Forces Korea (USFK) Regulation 190-1, Motor Vehicle Traffic Supervision
- g. USFK Pamphlet 385-2, Guide to Safe Driving in Korea, 17 March 2020
- h. Army in Korea (AK) Regulation 385-11, Eighth Army Tactical Vehicle Movements, Driver's Training, Testing, and Licensing in the Korean Theater of Operations, 14 December 2024

U-2 PURPOSE

Motor vehicle accidents are becoming a high risk activity that if not mitigated can significantly degrade our readiness. 8A Military Members, General Schedule (GS), and assigned Contractors continue to have Non-Tactical Vehicle (NTV) accidents and are assimilating to the local driving habits. To remedy, all leaders must adhere to this safety policy. 8A Command Safety will establish and implement procedures for a 40-hour Remedial Driver's Training Course for accidents involving NTVs, on or off the installation, with Major Subordinate Command (MSC) Safety Managers and Brigade (BDE)/Battalion (BN) Master Drivers.

U-3 SCOPE

This policy applies to all Eighth Army Military Members, Government Civilian (GS) and assigned Contractors. This course is designed for an at-fault operator, the Vehicle Commander (VC), along with their immediate supervisors.

U-4 REQUIREMENTS

A critical element in reducing accidents is Leader involvement. Leaders will identify their Soldiers/Civilians who operate NTVs and ensure they meet all the safety training requirements and counsel them in writing as to their responsibilities to follow regulations and standards. Leaders will track individual training progress and ensure required training is completed as mandated by appropriate regulations. Additionally, Leaders will ensure:

- a. Garrison initiates ticket/accident report(s) and Commander will suspend individual's NTV license of personnel involved in "at-fault" accidents, issued tickets citing traffic violations, or displaying unsafe/substandard driving skills.
- b. Individuals with a suspended license must attend, the first 32 hours of remedial driver's training and at a minimum, signed up for the eight hour in class remedial course, prior to reinstating their license. Training will focus on correcting individual driving deficiencies. The following individuals will attend the training:
 - (1) Vehicle Commander (VC), individual that is responsible for the operation of the NTV. The VC is required to attend training if present in the vehicle at the time of the incident.

(2) The operator and VC's immediate supervisor.

NOTE: If there was a VC in the vehicle, they will not take the place of the immediate supervisor.

c. The at-fault NTV operator's organization will provide their Master Driver (MD), who is responsible for road testing and updating records of at-fault operators, VCs, and supervisors.

d. Lead instructors from the BDE/BN will send to the MSC safety Representative and the 8A Safety Office a Memorandum for Record (MFR), example attached, with a list of personnel who attended the class. Each MSC is responsible for sending the 8A Safety Office a valid road test route, before the class is conducted.

U-5 REMEDIAL

The Remedial Driver's Training Course will offer individuals the opportunity to enhance their driving skills and knowledge, while developing new skills in risk management and accident mitigation methods. After the completion of this 40-hour Remedial Driver's Training Course, the at-fault NTV operator, VC, and supervisor will meet the intent of retraining drivers and create an accident free culture. 8A Safety and 8A Master Driver will have oversight, however, instruction will be led by the tasked MSC Safety Manager and/or the BDE/BN Master Driver. This course will consist of the following training:

a. Day 1 - Deliberate Risk Management Training: Prior to attending the course, all individuals will pre-register for these courses to ensure enrollment is complete and students are able to receive training.

(1) A representative from the 8A and MSC Safety Offices will oversee the class and attendance. If available, the 8A representative will attend Day 1 and conduct an introduction of the course.

(2) Individuals will go online to ATIS at <https://www.learn.army.mil>, and take the following:

(a) RM Basic Course (2G-F97_DL). Risk Management (RM) Basic Course defines the process of identifying, assessing, and controlling risks arising from operational factors and making decisions that balance risk cost with mission benefits. It is the Army's primary method for identifying hazards and controlling risks. Understand this process will mitigate risk of catastrophic loss in equipment and injury to personnel during day-to-day operation. It uses a holistic approach to identify threats in any situation, program, or environment, in the work place or at home, 24/7.

(b) Transportation RM Branch Course. Provide Transportation Corps Soldiers with the understanding, knowledge, skill, and resources they need in order to recognize, analyze, and anticipate hazards, violations, safety program deficiencies, and trends that could cause accidents so they can proactively prevent accidents.

(3) After completing the DL courses, the MSC Safety Officer will review the DL Courses, and introduce Risk Mitigation basics.

(4) The BDE/BN Master Driver will teach the 8A TC/VC Class and administer the Test, with an 80% passing score. After completion, the MD will show the Korea Safe Driving FY18 and FMTV video to complete TC/VC certification for tactical vehicles.

b. Day 2 - Local Accidents Analysis & Risk Mitigation Development: Students will conduct the following:

(1) Collect recent motor vehicle accident data from the local area (on-installation and/or off-installation). Class resources will inform student data collection efforts. Instructors will verify collected data.

(2) Instructors will guide student data analysis to determine trends and identify hazards.

(3) Students will use data analysis and hazard findings to develop mitigation strategies for their commands. Students will present strategies to the class on Day 4.

c. Day 3 - Organizational Master Driver's Check Ride: Students are required to conduct and pass an installation road test.

(1) Organizational MDs will brief personnel on the training course station layout, and provide basic driving techniques; one station will include the use of ground guides.

(2) Organizational MDs will establish a coned course with stations and teach proper driving techniques.

(3) Organizational MDs will test students for proper driving skills.

(4) Organizational MDs will annotate results on DA Form 6125, Road Test Score Sheet and DA Form 348, Equipment Operator's Qualification Record (Except Aircraft).

(5) The 8A MD will develop the course layout and will receive a MFR with successful completion of the road tests from the MD. Course information will get sent to organizational MD's prior to teaching the course.

d. Day 4 - Accident Data and Mitigation Briefs & Safety Out brief: Student groups will present their Accident Analysis and Risk Mitigation Methods. The 8A Safety Officer will conduct a close-out brief upon the successful completion of all previous requirements, if available.

e. Day 5 (Date TBD) - Installation Command 8-hour Remedial Driver's Course: Company commanders will command-refer all individuals who meet conditions in references 4.a. and b., to the Army Traffic Safety Training Program. This will serve as the primary remedial driver's training point-of-entry. All three individuals will self-register for the Remedial Driver's Training Course through the IMCOM Army Traffic Safety Training Program at <https://imc.army.mil/airs/usgdisclaimer.aspx>.

U-6 VEHICLE OPERATIONS

a. All Individuals operating NTVs will conduct proper Preventative Maintenance Checks & Services (PMCS), date, and sign DA Form 5988E, Equipment Maintenance and Inspection Worksheet (EGA) and DA Form 5987E, Motor Equipment Dispatch (EGA).

b. Soldiers and leaders will consolidate mission requirements to limit superfluous usage of NTVs and decrease the likelihood of accidents.

U-7 POINT OF CONTACT

The point of contact for this POI is the 8A Master Driver or the Command Safety Director at DSN 755-8128 or 755-1281 respectively.

APPENDIX V: DRIVER'S BADGE MEMO AND PERMANENT ORDERS



DEPARTMENT OF THE ARMY

X Company, 11 Engineers Battalion
Unit #15611
APO AP 96271-5611

EAID-SBD-

MEMORANDUM FOR RECORD

SUBJECT: Request Approval to Award Driver Badge (Wheeled) ([EXAMPLE](#))

1. Request the following Soldiers be awarded to wear the driver Driver Badge for fulfilling the eligibility requirements in accordance with Army Regulation 600-8-22, paragraph 8-21:

- a. Qualify for and possess a current OF346 (U.S. Government Motor Vehicle Operator's Identification Card), issues as prescribed by AR 600-55.
- b. Be assigned duties and responsibilities as a driver or assistant driver of Government vehicles for a minimum of 12 consecutive months or during at least 8,000 miles with no Government motor vehicle accidents or traffic violations recorded on DA Form 348 –1 (Equipment Operator's Qualification Record (Except Aircraft) continuation sheet).
- c. Perform satisfactorily for a minimum period of 1 year as an active qualified driver instructor or motor vehicle driver examiner.

NAME	RANK	DOD	DATES START-END	MOS

2. The point of contact for this memorandum is undersigned at 315-757-XXXX or at first.mi.last.mil@army.mil.

FIRST MI. LAST
RAMK, BRANCH
Commanding



DEPARTMENT OF THE ARMY

11 Engineers Battalion
Unit #15611
APO AP 96271-5611

PERMANENT ORDERS

LAST, FIRST MI., SSN, GRADE, MOS, 11TH Engineers Battalion, (UIC), 2ND Division Sustainment Brigade, 2ND Combined Arms Infantry Division, Camp Humphreys, APO, AP, 96271

Announcement is made of the following award.

Award: Driver and Technician Badge, with Driver-W Component Bar

Date(s) or period of service: From Date (01 August 2024) to Date (01 August 2025)

Authority: AR 600-8-22, paragraph 8-21.

Reason: For attainment of a high degree of skill in the operation of wheeled vehicles for xxxx miles/months.

Format: 320

BRENT B. KINNEY
LTC, EN
Commanding

DISTRIBUTION:

S-1(1)
SOLDIER(1)
UNIT(1)
OMP(1)

APPENDIX W: REFERENCES

REQUIRED PUBLICATIONS

AR 600-55 09/17/2019 THE ARMY DRIVER AND OPERATOR STANDARDIZATION PROGRAM (SELECTION, TRAINING, TESTING, AND LICENSING)

AR 385-10 02/24/2017 THE ARMY SAFETY PROGRAM

DA PAM 385-10 05/23/2008 ARMY SAFETY PROGRAM

DA PAM 385-30 12/2/2014 RISK MANAGEMENT

TC 21-305 08/19/1996 TRAINING PROGRAM FOR WHEELED VEHICLE ACCIDENT AVOIDANCE

TC 21-305-1 02/4/2014 TRAINING PROGRAM FOR THE HEAVY EXPANDED MOBILITY TACTICAL TRUCK (HEMTT), PALLETIZED LOAD SYSTEM (PLS), AND LOAD HANDLING SYSTEM (LHS) FAMILY OF VEHICLES

TC 21-305-2 01/17/2014 TRAINING PROGRAM FOR NIGHT VISION DEVICE DRIVING OPERATIONS

TC 21-305-3 01/15/2025 TRAINING PROGRAM FOR THE HIGH MOBILITY MULTIPURPOSE WHEELED VEHICLE (HMMWV) FAMILY OF VEHICLES

TC 21-305-4 10/18/2019 TRAINING PROGRAM FOR THE TRACTOR AND SEMITRAILER (M915A3, M915A5, M916A2, AND M1088A1P2)

TC 21-305-5 11/26/2019 TRAINING PROGRAM FOR THE HEAVY EQUIPMENT TRANSPORTER (HET)

TC 21-305-6 11/1/2019 TRAINING PROGRAM FOR THE FAMILY OF MEDIUM TACTICAL VEHICLES (FMTV)

TC 21-305-7 01/15/2025 TRAINING PROGRAM FOR THE JOINT LIGHT TACTICAL VEHICLE (JLTV)

TC 21-305-20 01/12/2016 MANUAL FOR THE WHEELED VEHICLE OPERATOR {AFMAN 24-306(I)}

TC 21-306 07/31/2020 TRACKED COMBAT VEHICLE DRIVER TRAINING

TC 55-HEAT 07/18/2007 TRAINING PROGRAM FOR THE HIGH MOBILITY MULTIPURPOSE WHEELED VEHICLE (HMMWV) EGRESS ASSISTANCE TRAINER (HEAT)

AR 40-501 06/27/2019 STANDARDS OF MEDICAL FITNESS

TC 21-305-2 TRAINING PROGRAM FOR NIGHT VISION DEVICE DRIVING OPERATIONS

AR 600-8-22 MILITARY AWARDS

DA PAM 750-1 02/2/2023 ARMY MATERIEL MAINTENANCE PROCEDURES

DA PAM 750-8 8/22/2005 THE ARMY MAINTENANCE MANAGEMENT SYSTEM (TAMMS) USERS MANUAL

PREScribed FORMS

DA FORM 348 08/1/2011 EQUIPMENT OPERATOR'S QUALIFICATION RECORD

DA FORM 348-1 08/1/2011 EQUIPMENT OPERATOR'S QUALIFICATION RECORD

DA FORM 6125 09/1/2019 ROAD TEST SCORE SHEET

OF 346: U.S. GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD (FEDERAL AGENCIES CAN PLACE AN ORDER FOR THIS FORM AT [HTTPS://WWW.GSAGLOBALSUPPLY.GSA.GOV](https://www.gsaglobalsupply.gsa.gov) OR [HTTPS://WWW.GSAADVANTAGE.GOV](https://www.gsaadvantage.gov) WITH EITHER A GOVERNMENT PURCHASE CARD OR AAC (ACTIVITY ADDRESS CODE). THE STOCK NUMBER IS 7540-00-634-3999.) GOVERNMENT CONTRACTORS WILL NEED TO HAVE THEIR

GOVERNMENT DEPARTMENT, AGENCY, OR OFFICE SPONSOR THEIR REQUEST BEFORE PLACING AN ORDER.

DA FORM 2404 02/1/2011 EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET

DA Form 5984-E: OPERATOR'S PERMIT RECORD GENERATED THROUGH GCSS-ARMY

DA Form 5987-E: MOTOR EQUIPMENT DISPATCH GENERATED THROUGH GCSS-ARMY

DA Form 5988-E: EQUIPMENT MAINTENANCE AND INSPECTION WORKSHEET

DD Form 518: 10/1/1978 ACCIDENT-IDENTIFICATION CARD

SF 91: MOTOR VEHICLE ACCIDENT (CRASH) REPORT

DA FORM 4856: 03/01/2023 DEVELOPMENTAL COUNSELING FORM

DD FORM 1970: 11/1999 MOTOR EQUIPMENT UTILIZATION RECORD

LINKS

GCSS-ARMY

<https://gcss.army.mil/training/>

Blackboard

<https://trans.llc.learn.army.mil/>

Army Publishing Directorate

<https://armypubs.army.mil/>

Unit Training Assistance Program

<https://utap.army.mil/>

U.S Army Combat Readiness Center

<https://safety.army.mil/>

Defense Acquisition University

<https://dau.edu>

PMCS Army Software Factory

<https://pmcs.swf.army.mil>

Operator Training Academy

<https://operatortraining.academy>

Reaction Timer

<https://reactiontimetest.vercel.app/>