

## Chapter 6 Licenses

### 6-1. Control of Issuance

a. The issuance of vehicle driver and equipment operator permits will be controlled at the battalion or higher level of command. The issuing authority is the driver testing station, unit, or activity that has been granted authority, in writing, to test and qualify drivers and operators. The issuing official is the commanding officer or representative authorized in writing by the commanding officer. Facsimile signatures are authorized per AR 25-50. Permit ledgers will be maintained according to paragraph 5-1d.

b. The qualifying official is the examiner, who is a person designated in writing by the commanding officer to conduct driver testing and to verify driver performance qualification. This person must be licensed and qualified on any vehicle or equipment on which he or she will conduct driver testing. The qualifying official's signature on the OF 346 verifies that the proper training has been accurately annotated on the individual's DA Form 348, and that the individual has been qualified on the equipment through written and performance testing.

c. Instructions for completing the manual OF 346 are contained in figure 6-1. Units operating under the ULLS will use the automated form (instructions for completing the automated form are contained in the End Users Manual for Unit Level Logistics System). All other units will continue using the manual OF 346.

d. The OF 346 will be stamped or marked legibly on the front with the words, "ARMY STANDARD," "ARMY LEARNER," "ARMY INCIDENTAL," or "ARMY LIMITED," to denote the type of permit issued. This stamp will be placed over the title of the form so that it does not interfere with the information contained in the blocks. The information can be typed or written, but must be in black ink. Codes used on the OF 346 are the same as those for the DA Form 348.

### 6-2. Standard permits

a. The OF 346 standard permit applies to all vehicle drivers or equipment operators. The words "Army Standard" will be stamped or marked on the face of the OF 346.

b. The standard permit expires—

(1) For Active Army, USAR, ARNG, and DA civilians on the same date as the individual's State driver's license expires, or 5 years from issue date whichever is sooner.

(2) For foreign and local nationals and allied army members, 4 years (or less if applicable) from date of issue.

c. An operator will retain his or her OF 346 upon transfer to a new assignment. Commanders may give a diagnostic operator performance test to any or all reassigned or visiting personnel to include Reservists and National Guard members to identify a need for any additional training or retraining. This diagnostic performance test must take place before a qualified person (who possesses a DA Form 348) is placed in any additional driver or operator skill training courses. Annotate any additional training or retraining on the DA Form 348.

d. All newly assigned or visiting drivers or equipment operators will be instructed in local regulations and operating procedures before operating vehicles or equipment.

e. Military personnel, upon separation from the military service, may retain their OF 346's provided the words "NOT VALID, SEPARATED FROM SERVICE" are over stamped or otherwise legibly marked on the front and back of the form. Military personnel transferring from active service to active Reserve status may retain their valid OF 346's.

f. Civilian personnel will surrender their OF 346's upon separation from DOD as required by Federal Personnel Manual Supplement 990.1, Book III, section 930.114(c).

### 6-3. Special purpose permits

a. *Restricted use.* These permits may be issued in a limited number of instances for specifically stated purposes. A special purpose permit will consist of an OF 346 conspicuously stamped with the appropriate designation. Such permits will be issued only when necessary to meet requirements, and, except for expert driver or operator permits, will not be issued instead of standard permits when the latter would otherwise apply.

b. *Learner permits.*

(1) Learner permits will be issued to persons undergoing a course of vehicle driver or equipment operator training. Prior to being issued an OF 346 learner permit, individuals must successfully complete introductory classroom training (which must include, as a minimum, vehicle or equipment orientation, a safety briefing, to include the importance of driver attitude, and familiarization with local laws and road conditions), and must pass all physical evaluation measures listed in appendix D. The words "ARMY LEARNER" will be stamped or marked on the face of the OF 346. Learner

permits become invalid and must be surrendered upon completion of the course, or after 90 days for active duty personnel and DA civilians, whichever comes first. Learner permits for USAR and ARNG will remain valid as long as the individual is assigned to the unit and is participating in an active driver training program.

(2) Learner permits are valid only during regular training periods (for the period as stated above) and only under the following conditions:

(a) A qualified driver, equipment instructor, or examiner accompanies the trainee in the vehicle or on the equipment.  
(b) The vehicle or equipment is operated within a controlled driving range (no other vehicular traffic) or training area under the supervision of a licensed driver or operator.

*c. Incidental driver permits.*

(1) Military and civilian personnel who must operate vehicles or equipment for short periods of time, such as for exercises, maneuvers, or major emergencies, will be issued an OF 346 with the words "ARMY INCIDENTAL" stamped on the face of the permit. An applicant for an incidental permit must—

(a) Possess a certificate signed by an authorizing individual (commander or supervisor) stating that occasional vehicle driving or equipment operation is necessary to perform official duties.

(b) Satisfactorily pass the vehicle driver or equipment operator written and performance tests on the type of vehicle or equipment for which the license is required. (Note: Except for emergency vehicles, the road test is not required for nontactical vehicles with a GVWR of 10,000 lbs or less, provided the individual has a valid State or host nation driver's license.)

(2) The expiration date of the incidental permit will be the date of the completion of the duty for which it was issued, if of a one-time nature, but will not exceed 6 months.

(3) Commanders may require that incidental driver or equipment operator permits be issued to drivers or operators of non-Army vehicles or equipment operated on post. Further restrictions on the use of incidental permits are authorized when the privilege has been abused.

*d. Limited permits.*

(1) Limited vehicle driver or equipment operator permits will be issued only to otherwise qualified drivers or operators who, because of physical deficiency, occupational status, training limitations, or other reasons, should be limited to the operation of specific vehicles or equipment, under specific conditions, or within a specific area. Limited permits will be issued only when necessary. They make limited use of otherwise qualified individuals whose status or condition precludes issuance of a standard permit. Amputees, combat wounded personnel, prisoners, and prisoners of war are in this category.

(2) Limited permits will not be issued to cover minor restrictions. For example, they will not be issued to drivers or operators who have been qualified to drive only one or a few vehicles. They will not be issued to civilian personnel for the sole reason that they are restricted to administrative or nontactical driving alone, nor will they be issued to physically handicapped persons when the nature of the handicap is such that it can be corrected or compensated for by usual means.

(3) The expiration date for Army Limited permits will not exceed one year from the date of issue.

(4) The OF 346 will be stamped or legibly marked on the face of the form with the words "ARMY LIMITED," and, in each case, the specific limitation will be stated. Sample remarks for limited permits include—

(a) "Valid only under guard."

(b) "Limited to post or installation."

*e. Expert driver or operator permits.* Army vehicle drivers or operators of special mechanical equipment (construction and materiel handling) who have exceptional driving or operating performance and safety records are eligible for safety awards under appropriate provisions of AR 672-5-1 or AR 672-74 and may have "ARMY EXPERT" stamped on their permits and annotated on DA Form 348 in recognition of merit. Nonvehicular equipment operators may have "Master Operator" stamped on their permits.

#### **6-4. Renewals, suspensions, and revocations**

*a.* Operator permits may be renewed up to 90 days before the expiration date. For those individuals who possess a valid State license as well as an OF 346, (military operating off-post and DA civilians at a minimum), the OF 346 should not be renewed until the State license has been renewed.

*b.* A performance test will be given whenever a licensed driver needs to qualify on an additional type of vehicle or equipment. DA Form 348 and OF 346 will be updated whenever a licensed operator has qualified on an additional vehicle or piece of equipment.

*c.* Renewals will be issued after examination of the operator's qualification record (DA Form 348) and medical profiles, administration of prescribed physical evaluation measures, and the operator performance test.

(1) Rather than performance test an individual on every type of vehicle or equipment, a qualified examiner may test the operator on the largest or most complex vehicle or piece of equipment for which his or her license is to be renewed. In cases where all skills and knowledge cannot be evaluated by testing on one type vehicle or equipment, additional performance testing is required. For example, if the individual is tested on a tractor-semitrailer with an automatic transmission, additional testing is required to renew the license for a cargo truck with a manual transmission.

The tester could not evaluate the driver's skills and knowledge on a manual transmission with the tractor-semitrailer performance test.

(2) Renewals may be denied on the basis of accident records, traffic violations, and recommendations of medical officers or supervisors.

*d.* Army installation commanders, State adjutants general, MUSARC commanders, or designated representatives with license issuing authority will revoke or suspend military driver licenses or permits when an individual's State or host nation driver's license is revoked or suspended. Subordinate commanders may recommend suspension or revocation to the issuing authority. The suspension or revocation period will not be less than the period imposed on the civilian driver's license.

#### **6-5. Replacement of permits**

Issuance of duplicate permits to replace those lost or stolen is authorized. The qualifying official must verify the individual's operating qualifications (DA Form 348) before a duplicate permit can be issued without examination. Duplicate permits will be stamped or marked on the face with the word "Duplicate" and will be signed by the qualifying official and issuing official.

#### **6-6. Strikeovers, erasures, and alterations**

Strikeovers, erasures, use of correction fluid or tape, obscuring, or otherwise making an OF 346 entry illegible are not permitted. Commanders may authorize lamination of the OF 346, but other alterations will void the permit. If parts 1 and 2 are separated, this will not void the OF 346 as long as both parts are available and have the same card number. See figure 6-1 for additional information. Entries will be substantiated by the individual's DA Form 348 before authentication and issue.

Part 1				FRONT		Part 2	
OF 346 11/85 USOPM FPM Chapter 930		U.S. Government Motor Vehicle Operator's Identification Card		Card No. ① J-7119	Restrictions R1 ⑮		
Name of Operator (Not Transferable) ② Jones, John L.		Sex ③ M	Signature of Operator (Not valid until signed) ④ John L. Jones		QUALIFIED TO OPERATE ⑯		
Date of Birth ⑤ 1 MAY 64	Social Security No. ⑥ 111-41-7119	Name and Location of Issuing Unit ⑬ 6 <sup>th</sup> TRANS. BN Ft. EVSTIS, VA 23604		Type Vehicle and/or Equipment	Capacity	Qualifying Official	
Height ⑦ 5'4"	Weight ⑧ 160 lbs.	Hair Color ⑨ BRN	Eye Color ⑩ GRN	HEMTT M977	10T	Wayne P. Smith	
Date Issued ⑪ 10 JUN 93	Date Expires ⑫ 31 MAY 99	Signature and Title of Issuing Official ⑭ Paul W. Zepher LTC, BN CDR		OTHER RECORDS (Optional) ⑰ J-7119 WINTER DRIVER INC			
The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified subject to the restrictions set forth on the other half of this card. Card must be carried at all times when operating Government vehicles.				NSN 7540-00-634-3999		50346 101	

BACK

SAMPLE	PRIVACY ACT STATEMENT
	<p> Solicitation of this information is authorized by 40 U.S.C. 471 and 5 CFR Part 930 Subpart A, which require OPM to regulate Federal employees use of Government-owned or -leased motor vehicles. Executive Order 9397 authorized agencies to use the Social Security Number (SSN) as an identifier in government personnel record systems. Your SSN and other data provided is used primarily by the National Drivers Register Service to check your driving record. Other possible uses include disclosure to former employers or law enforcement agencies to obtain additional related information. Furnishing your SSN as well as the other data is voluntary. However, failure to provide any of the data requested may result in your not being issued a U.S. Government Motor Vehicle Operator's Identification Card. When driving a motor vehicle is a prerequisite to employment, you may not be able to obtain/retain employment without such a card.</p>

Legend for Figure 6-1;

Part 1

- Block 1:** Card Number. Enter the first letter of last name and last four digits of Social Security Number (SSN). This will be the same number as in block 9 of the DA Form 348.
- Block 2:** Name of Operator. Enter last name first, first name, and middle initial. If no middle initial, enter NMI.
- Block 3:** Sex. Enter M or F.
- Block 4:** Signature of Operator. Have operator sign his or her name as it appears on DD Form 2A.
- Block 5:** Date of Birth. Enter day, month, and year as it appears on DD Form 2A.
- Block 6:** Social Security Number (SSN). Enter SSN as it appears on DD Form 2A.
- Block 7:** Height. Enter the operator's height in feet and inches (example, 5 feet, 7 inches) as it appears on DD Form 2A.
- Block 8:** Weight. Enter the operator's weight in pounds (example, 125 lbs) as it appears on DD Form 2A.
- Block 9:** Color of Hair. Enter color of hair or appropriate abbreviation (example, "BRN" for brown) as shown on DD Form 2A.
- Block 10:** Color of Eyes. Enter color of eyes or appropriate abbreviation as shown on DD Form 2A.
- Block 11:** Date Issued. Enter the calendar date (day, month, year) in which the card was issued (example, 15 Feb 91).
- Block 12:** Date Expires. Enter the expiration date as prescribed in paragraphs 6-2 and 6-3.
- Block 13:** Name and Location of Issuing Unit. Self explanatory.
- Block 14:** Signature and Title of Issuing Official. Have the issuing official (commanding officer or representative authorized in writing by the commanding officer) enter his or her signature and title.

Part 2

- Block 15:** Restrictions. Enter applicable codes (R1-R5) from DA Form 348, block 12 (see fig 4-1).

Figure 6-1. Sample Form OF 346 with Instructions

**Block 16:** Qualified to Operate. Enter detailed description of vehicle or equipment (transcribed from DA Form 348; blocks 13 and 14). If additional space is needed to record vehicles or equipment that an individual is qualified to operate, use the Part 2 portion of additional OF 346. Be sure to annotate the same card number as the original OF 346 in Block 17 of all additional Part 2 portions. The qualifying official is the examiner, who is designated in writing by the commanding officer to conduct driver testing and to verify driver performance qualification.

**Block 17:** Other Records (Optional). Enter the card number as shown in block 1. In addition, use this block to enter additional vehicles or equipment operator is qualified on, as well as locally required entries (that is, winter driver training, and so forth) If parts 1 and 2 become separated, this will not void the OF 346 as long as both parts are available and have the same card number (see instructions for block 1 above). An individual must carry both parts when driving or operating vehicles or equipment.

Figure 6-1. Sample Form OF 346 with Instructions—Continued

---

## Chapter 7 Mechanical or Ground Support Equipment

### 7-1. Qualification to operate

a. All military personnel and DA civilians must have an OF 346 and demonstrate their proficiency in order to operate the following mechanical or ground support equipment:

(1) Electrical power generating equipment, 0.5 KW and above (electric motor driven, diesel engine driven, gasoline engine driven, and gas turbine driven sets).

(2) Gas generating equipment, all sizes and capacities (such as oxygen, nitrogen, and acetylene).

(3) Water purification sets, all sizes and capacities.

(4) Air compressors, all pressures (not to include installed automatically controlled units).

(5) Materiel or cargo handling equipment, all sizes and capacities, for example, forklift trucks, warehouse tractors and cranes, straddle trucks, and flightline tugs.

(6) Railroad equipment, all sizes and capacities (locomotive, locomotive cranes, and motor cars).

(7) Bridging equipment, all bridge erection boats, mobile assault float bridge or ferry transporters, and outboard motors.

(8) Self-propelled amphibious equipment, all sizes and capacities (LARC-V, -XV, and -LX, and LACV-30).

(9) Construction equipment or off-road equipment, all sizes and capacities (including but not limited to tractors, wheeled or tracked; cranes, wheeled or tracked; front loaders; small emplacement excavators (SEEs); motorized or self-propelled scrapers, rollers, sweepers, and earth augers, saw mills; chain saws; snow plow-rotary; ditching machines; rock crushing and screening plants; asphalt batch plants; concrete mixers and plants; asphalt and concrete spreaders; water and bituminous distributors; hot oil heaters; and hydraulic or mechanical vibrating tampers).

(10) Heating and cooling equipment, all sizes and capacities (such as air conditioning and refrigeration units powered by liquid fuel engines, space duct-type heaters using liquid fuel, and steam cleaning equipment).

(11) Pumping equipment; all pumps 50 gallons per minute (GPM) and above, when powered by liquid fuel engines.

(12) Printing presses and paper cutters, all makes and models, excluding manually operated paper cutters.

(13) Mine-detecting equipment, truck mounted; all makes and models.

(14) Utility element (power plant) used with the medical unit, self-contained, transportable hospital elements, all makes and models.

(15) Miscellaneous equipment, any equipment determined by the local commander or higher authority to warrant licensing such as powered lawn mowers; agricultural machinery; food preparation equipment; field ranges; immersion heaters; laundry equipment; snowmobiles; detecting sets, mine portable, AN/PRS-7 and AN/PSS-11.

b. Application of these procedures will begin with the selection of persons to be licensed. The tests prescribed herein will be given throughout the Army. Successful completion of the prescribed tests will not automatically qualify a person for retention as an Army vehicle or equipment operator if, for medical, disciplinary, or other reasons (including prior accident record, attitude toward driving, use of intoxicants or pathogenic drugs), he or she appears to be incapable of continuing as a safe and competent vehicle or equipment operator. The issuing authority may revoke an operator's OF 346 based on the recommendations of safety or medical personnel.

c. Training and education programs designed to establish and reinforce safe operating habits and positive attitudes toward driving are required for motor vehicle licensing and apply to all operators. Minimum training requirements are contained in chapter 4 for vehicles and chapter 7 for other equipment. MACOM and MUSARC commanders may establish more stringent training programs.