



REPLY TO
ATTENTION OF

ASEU-LWI

21 January 2014

DEPARTMENT OF THE ARMY
405th AFSB, Logistics Readiness Center Wiesbaden
Unit 29623
APO AE 09005-9623

MEMORANDUM FOR all units and activities supported by 405th AFSB Wiesbaden Logistics Readiness Center Drivers Training and Testing Station

SUBJECT: Logistics Readiness Center, 405th AFSB Wiesbaden Drivers Training and Testing Station - Standard Operating Procedures

1. References:

- a. AE 385-55, Prevention of Motor Vehicle Accidents, 13 Feb 06.
- b. AR 600-55, The Army Driver and Operator Standardization Program (Selecting, Training and Licensing), 18 Jun 07.
- c. AE 600-55, Driver-and Operator-Standardization Program, 08 Feb 07.
- d. AE Regulation 190-1, Driver and Vehicle Requirements and the Installation Traffic Code for U.S. Forces in Germany, 15 May 09.
- e. AE Pamphlet 190-34, Drivers Handbook and Examination Manual for Germany 27 Feb 2009.

2. General: This SOP establishes the operating procedures for the Logistics Readiness Center, 405th AFSB Wiesbaden driver's training and testing station (DTTS). This document applies to all members of the U.S. Armed Forces, Civilian personnel, and their Family members assigned to or employed within the USAG Wiesbaden area of responsibility (AOR).

3. Mission: The mission of the DTTS is to provide U.S. Forces Certificate of License services to the Logistics Readiness Center, 405th AFSB Wiesbaden AOR. The DTTS will ensure compliance with driver's training and testing requirements in accordance with the references listed above.

4. General Operational Information:

- a. Drivers Training and Testing Station (DTTS) Location: Clay Kaserne, Bldg 1023W, Room 322/324, DSN: 337-7841 or COM: 0611-705-7841.
- b. Customer Service Hours:
 - (1) Monday thru Friday: 0730-1200 & 1300-1530 hrs.
 - (2) Driver's orientation, motorcycle orientation, remedial training, bus driver class, and road test by appointment only.
 - (3) DTTS is closed on US and German holidays.

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5. Licensing policy for U.S. Forces Certificate of License:

a. Military, civilian personnel and their Family members must have a U.S. Forces certificate of license to drive privately owned vehicles (POV) in Germany. This does not include the operation of government vehicles, which can be operated using OF 346. To get a certificate of license, the individual applying must have a valid country license. The OF 346 may not be used in place of a valid country license to obtain a certificate of license. The minimum age to apply for a class 3 certificate of license is 17. Personnel who receive a certificate of license and who are 17 years old may drive only within the border of the Federal Republic of Germany until their 18th birthday. Individuals may operate only the class or classes of POV indicated on their certificate of license.

b. Commander, USAG Wiesbaden, may on a case-by-case basis, grant an exception to subparagraph a (requirement to have a U.S. Forces certificate of license) above, for up to 30 days when requirements (1) and (2) below are met:

(1) The new arrival previously had a U.S. Forces certificate of license or, based on his or her position or age, is considered to be mature and responsible.

(2) The new arrival has a valid U.S. driver's license and either an international driver's license or an official German translation of a U.S. driver's license.

(3) Individuals who have lost their driving privileges for any reason will not be granted this exception. These individuals will be prohibited from driving under any circumstance until their driving privileges have been restored. This includes individuals who, during the 30 day exception period, take the drivers examination and fail the test. Failing the driver's test will void the commander's exception to policy. These individuals will also be prohibited from driving until they pass the required examination.

c. When granted, the written authorization to drive without a U.S. Forces certificate of license, the authorization must specify the following:

(1) How long (not to exceed 30 days) the individual is authorized to drive without U.S. Forces certificate of license.

(2) That the authorization applies to German plated vehicles, Army and Air Force Exchange Service (AAFES) rental vehicles, or to POVs that have been properly registered and insured.

(3) That the authorization applies only to the class or classes of vehicles indicated on the individuals U.S. driver license. This authorization, however, will not be granted for motorcycles.

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(4) That individuals must present the authorization to their local DTTS so that a temporary certificate of license (AE Form 190-1G) may be issued up to 30 days. Individuals must return to the local DTTS within the 30-day period to complete testing for permanent certificate of license.

6. Licensing requirements for U.S. Forces Certificate of License:

a. U.S. Forces certificate of license are valid for 5 years. To obtain a class 2 or class 3 certificate of license, a person must complete the following:

(1) Complete AE Form 190-1T.

(2) Present a completed AE Form 190-1T, U.S. Forces identification card, and one of the following to the local garrison DTTS clerk for the class of vehicle for which they are applying:

(a) Class 2 or 3 license issued by civil authorities of a country or by any state or territory of the United States (country license).

(b) A *Begleitetes Fahren ab 17* (B17) driving authorization issued from a *Fahrschule*.

(c) POV license issued by another U.S. Forces command in Europe.

(3) Attend a driver's orientation. The orientation will consist of at least a 2-hour course. Persons who have a German driver's license are not required to attend the driver's orientation.

(4) Pass the following tests:

(a) 100-Question Written Test, AE Pamphlet 190-34/USAFE Pamphlet 31-206 is the driver's handbook to use when studying for this test. The pamphlet includes a sample written test and all international road signs. Applicants will write their test answers on AE Form 190-1X. The written test for POV will be waived if the applicant has a valid class 2 or 3 host nation driver's license, B17 driving authorization, or is a member of a non-U.S. military force assigned to NATO. The test waiver does not apply to a suspended or revoked U.S. Forces certificate of license. Valid class 2 or 3 license issued by another command belonging to the U.S. Forces in Europe or the European Union (EU). In this case, the applicant must submit AE Form 190-1T to the local community DTTS within 30 days after arriving in Germany.

(b) Eye test: DTTS will administer the eye test to applicants younger than 65. Applicants 65 years and older must have their eyes examined by an optometrist or an eye-vision

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professional to obtain or renew a certificate of license. Proof of eye test results will not be accepted if the document is over 60 days old.

(5) Pay the prescribed licensing fee by check, money order, or credit card.

b. Applicants who fail the test twice will be ineligible for retesting for 2 weeks. If an applicant fails the test a third time, the applicant will be declared ineligible for retesting for 60 days and must complete remedial driver's training before retesting. (In cases of exceptional hardship, the 60-day waiting period may be waived). Normally, a waiver will be granted only if recommended by the commander or supervisor and approved by the officer responsible for operating the testing station. Retesting will begin with the test the applicant failed.

c. Applicants applying for a class 3 vehicle certificate of license will automatically receive a class 4 and 5 license to operate two-wheeled vehicles 50 cubic centimeters and below that can travel less than 50 kilometers per hour. If an individual received a Class 3 license previously, he or she may apply for an amendment to add class 4 or class 5 free of charge; however the expiration date of the amended license will remain the same as the original. Individuals who do not qualify for a class 3 vehicle license (those who are less than 17 years old) may apply for a class 4 or class 5 certificate of license if they have a valid country or state license with that class.

d. When a certificate of license is issued based on a B17 driving authorization 6.a. (2). (b) above, the certificate of license will include all restrictions that apply to the B17 driving authorization. The B17 driving authorization must list all individuals authorized to accompany the holder of the B17 driving authorization. The authorized individuals must be at least 30 years old, have maintained a valid driver's license for at least 5 years, and not received more than 3 points under the German driver's license system.

e. The permanent certificate of license will be mailed to the applicant.

f. Licenses are not valid until signed in ink by the licensee.

7. Additional requirements for motorcycle applicants are as follows:

a. Soldiers, Family members, and civilian personnel who have a motorcycle License or motorcycle endorsement issued by civil authorities of a country or by a U.S. state or territory of the United States

(1) Attend a 4-hour Army in Europe motorcycle orientation course.

(2) Pass a 30-question written motorcycle test.

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(3) Active duty military members must also provide a motorcycle safety course (MSFC) certificate which should not be older than 3 (three) years.

(4) Military personnel who are not in possession of a valid MSFC certificate will contact Safety office in order to schedule a MSF Course. After Passing the 30 Question Written Test, a temporary 8 (eight) day license will be issued the day before the course to allow applicants to ride to the course site. After completing the MSF Course a copy of MSF certificate will be submitted to DTTS. DTTS will change the 8 day license to 60 days license and process application for permanent issue.

(5) Persons who have a motorcycle endorsement for one of the licenses listed in (paragraph 6c) above are exempt from the requirements in paragraph 7a(1)(a), (b), and (c) above.

b. Applicants who fail the test twice will be ineligible for retesting for 2 weeks. If an applicant fails the test a third time, the applicant will be declared ineligible for retesting for 60 days. (In cases of exceptional hardship, the 60-day waiting period may be waived; normally a waiver will be granted only if recommended by the commander or supervisor and approved by the officer responsible for operating the testing station). Retesting will begin with the test the applicant failed.

c. Applicants who do not have a valid country license for a motorcycle (including a U.S. state issued motorcycle driver's license or a U.S. state driver's license with a motorcycle endorsement) must do one of the following:

(1) Complete motorcycle training at a German drivers school (*Fahrschule*) and obtain a German motorcycle license. Applicants will not be reimbursed for these expenditures by the U.S. government.

(2) Obtain either a driver's license for a motorcycle or a motorcycle endorsement issued by a U.S. state or territory.

d. The MSF Experienced Rider Course (ERC) and the MSF Basic Rider Course (BRC) are offered by each garrison. The ERC is intended for experienced riders and includes hands-on training and evaluation. The BRC includes about 16 hours of classroom and hands-on training and evaluation.

e. Military personnel must complete an MSF course every 3 years to operate and register a motorcycle. A valid MSF Card is also required for a rental, renewal, replacement or change of Motorcycle license.

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f. Individuals who do not have a valid country or U.S. state driver's license for a motorcycle 7a (1) above are not authorized to attend a MSF course sponsored by the U.S. Forces in Germany. MSF training is not authorized for individuals to operate a motorcycle with an attached sidecar or a trike.

g. After issuing AE Form 190-1G, the DTTS will send AE Form 190-1T and the fee to the RMV for processing. Under no circumstances will Army personnel be issued a 60-day temporary motorcycle license.

8. Special issue of U.S. Forces Certificate of License:

a. Members of the U.S. Forces and civilian component on temporary duty (TDY) in Germany and in possession of a valid country license may take the driver's test to obtain a U.S. Forces certificate of license to operate a U.S. Forces registered POV.

b. Personnel whose driving privileges have been suspended or revoked may request restricted driving privileges under paragraph 13(c)1, 2, and 3.

c. Personnel whose driving privileges have been revoked but who need to move a POV in connection with a permanent change of station (PCS) may apply through the revoking authority for a 5-day, temporary U.S. Forces certificate of license.

9. Disabled Persons:

a. A person with physical disabilities who is applying for a U.S. Forces certificate of license must present a written statement from a physician that the disabilities are not likely to interfere with the person's ability to operate a motor vehicles safely.

b. If an individual with a U.S. Forces certificate of license becomes disabled or suffers from a condition that will interfere with his or her ability to operate a motor vehicle safely (for example, a broken bone in a cast, vision problems, or when recovering from an operation), the individual's physician or the servicing medical facility will notify the appropriate licensing authority (RMV for the U.S. Forces) and the individual's command. Individuals with disabilities who drive must carry a statement from a physician stating that the disability is not likely to interfere with the individual's ability to drive safely.

c. Military physicians will notify the RMV of patients with newly diagnosed seizure disorders and of patients arriving in Germany with previously diagnosed seizure disorders. A physician's review and recommendation following a seizure-free period of 3 years is required before these persons may apply or reapply for a U.S. Forces certificate of license.

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d. Applicants who are incapable of taking the written test because of a physical or mental infirmity are automatically ineligible for a U.S. Forces certificate of license. Applicants with English language problems or physician-cleared conditions will be allowed to take the examination orally.

10. Renewing a U.S. Forces Certificate of License:

a. Applicants may apply for a license renewal no earlier than 60 days prior to their current license expiration date unless the applicants will PCS prior to this 60-day window and wishes to maintain a valid USAREUR license. This 60-day period applies to all vehicle classes.

b. Applicants for renewal must complete AE Form 190-1T and the eye test, paragraph 6a (5) above.

c. Applicants may submit AE Form 190-1T to renew an expired U.S. Forces certificate of license up to 1 year after the license has expired without having to take the written test; after 1 year, applicants will be required to attend orientation and take the written test. U.S. Forces personnel who have a U.S. Forces certificate of license and live in the United States may apply for license renewal by writing to the USAREUR RMV (driver's license section), Unit 29230, APO AE 09136-9230. The 1-year grace period applies only to license renewal it is not an authorization to drive with an expired certificate of license.

d. Individuals with a motorcycle class on their current U.S. Forces certificate of license must provide proof of having attended a valid MSF course within the last 3 years.

11. Replacing a U.S. Forces Certificate of License:

a. If a U.S. Forces certificate of license is lost or destroyed, or if it becomes mutilated and is more than 3 years old, the licensee must complete the requirements in paragraph 6a(1) and (2) (except that a valid country license is not required) and take an eye test paragraph 6a(5) above, to request a replacement. If a license becomes mutilated within 3 years after the date of issue, the licensee may do either of the following:

(1) Apply for a replacement license at no cost and without taking an eye test. In this case, the licensee will receive a replacement license with the same expiration date as that of the original license.

(2) Apply for a replacement license, pay the replacement fee, and take an eye test. In this case, the licensee will receive a replacement license that is valid for 5 years.

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b. Personnel returning from deployments whose U.S. Forces certificate of license is mutilated, lost, or stolen may obtain a replacement license with the original expiration date at no cost, or they may take an eye test, pay the license fee, and receive a license valid for 5 years from the date of issue.

12. Addition of Class to U.S. Forces Certificate of License:

a. Additions of vehicle classes on a U.S. Forces certificate of license may be made only if the individual has a valid country license indicating the class to be added. Licensees applying for an addition of a vehicle class to their existing U.S. Forces certificate of license will:

- (1) Complete the requirements in paragraph 6a (1), (2) and (5).
- (2) Turn in their existing U.S. Forces certificate of license.

b. Personal Information Change: Licensees will report changes of personal information (for example, name, unit address) to obtain a new U.S. Forces certificate of license. Licensees must turn in their existing license and complete the requirements in paragraph 6a(1) and (2).

13. Reinstating of a U.S. Forces Certificate of License:

a. Reinstatement is the process of applying for a new license after the customer's prior license was revoked.

b. Individuals whose driving privileges have been revoked may petition for reinstatement of privileges through the revoking authority to the reinstating authority.

c. If the license was revoked because of offenses involving alcohol or controlled substances, the prerequisites for reinstatement are successful completion of ASAP (Army Substance Abuse Program) or ADAPT (Alcohol and Drug Abuse Prevention and Treatment) program and remedial driver's training.

d. Regular Reinstatement:

- (1) Individuals applying for reinstatement must:
 - (a) Have a valid country or stateside license.
 - (b) Attend remedial driver training.

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(c) Provide documentation of ASAP or ADAPT course completion and garrison commander's approval of reinstatement if the license was revoked as a result of offenses involving alcohol or controlled substances.

(d) Attend a 2 hour orientation course and a 4 hour Motorcycle orientation if reinstating previous Motorcycle license.

(e) Take the 100 question written test; take the 30 question written motorcycle test (if also reinstating their previous motorcycle license).

(f) Restricted Reinstatement:

(2) The reinstating authority is Commander, USAG Wiesbaden. The commander may grant restricted driving privileges by issuing a reinstatement letter. The letter must specify the exact hours and places of operation and must always be in the customer's possession when operating a vehicle.

(3) Take the 100 question written test; take the 30 question written motorcycle test (if customer is reinstating their previous motorcycle license).

(4) Customers for restricted reinstatement must attend 2-hour orientation, and take the 100 question written test.

(5) Customer must have a valid stateside license.

(6) People whose driving privileges have been revoked indefinitely (with petition for reinstatement authorized only after 5 years or permanently) will not be granted restricted driving privileges.

14. Orientation and testing procedures:

a. Driver's orientation course is required for all classes of licenses customers applying for an initial issue U.S. Forces certificate of license.

b. This does not apply for host nation license holders.

c. The minimum 2-hour driver orientation course covers military regulations, European laws, and practices that apply to registering and operating motor vehicles in Germany.

d. The course goal is to enable customers to understand the military regulations, European laws, and practices that apply to registering and operating motor vehicles in Germany and pass the written test.

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e. Applicants for motorcycle addition on their U.S. Forces certificate of license must attend the 4-hour motorcycle orientation course.

15. Licensing procedure:

a. Individuals applying for a USAREUR driver's license must have completed AE form 190-1T and bring the following documentation with them:

- (1) ID card.
- (2) Stateside or military license.
- (3) Prescribed glasses or contact lenses for use during eye testing.
- (4) \$10.00 check or money order (if required) no cash is accepted at any time.
- (5) Telephone # DSN.
- (6) Complete military mailing address to include CMR#, Unit#, Box#.

b. Orientation and test are valid for only 60 days after attending class, if you fail to obtain your license within this time frame you must start from the beginning.

c. Driver's handbooks and examination manuals are available at:

- (1) DTTS Clay Kaserne Bldg 1023W, room 324
- (2) WEBSITE (Drivers Handbook and Examination Manual for Germany)

16. Licensing policy for non-tactical vehicles (NTV) license:

a. This section identifies licensing requirements of applicants for motor vehicle operator positions.

b. All active Army, ARNG, U.S. Army Reserve (USAR), and civilian personnel (excluding contractor personnel) to include foreign nationals, whose position will require operation of government owned or leased vehicles or equipment will be trained, tested, and issued an OF 346 (U.S. Government Motor Vehicle Operator's Identification Card).

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c. The following licensing requirements apply to military operators of government owned or leased vehicles, both tactical and non-tactical (to include those with a GVWR of 10,000 lbs. or less), driving outside the United States or U.S. possessions. Operators must:

- (1) Have a valid OF 346.
- (2) Meet any additional host nation and Major Command (MACOM) requirements.
- (3) Have a valid CDL for the class of vehicle applying for.

d. The following licensing requirements apply to DA civilians operating government owned or leased vehicles (tactical and non-tactical) when driving outside the United States or U.S. territorial possessions. Operators must:

- (1) Have a valid OF 346.
- (2) Meet any additional host nation and MACOM requirements.
- (3) Have a valid CDL for the class of vehicle applying for.

e. Contractor employed and other service operators:

(1) The basic contract agreement will have a statement that the provisions of this chapter apply.

(2) Department of Defense (DOD) contractors stationed outside the United States and U.S. possessions must meet host nation requirements.

(3) Contractor employed operators who are required to operate government owned or leased vehicles or equipment (non-tactical, tactical, combat, mechanical, or ground support) must have:

(a) A valid civilian or commercial driver's license issued by a state, District of Columbia, or U.S. possession (not required for stationary ground support equipment).

(b) A valid OF 346.

(4) Commander, USAG Wiesbaden, may waive the requirement for contractor employed operators to possess an OF 346 for non-tactical vehicles only. If the requirement is waived, alternate measures must be developed to identify drivers who are authorized to operate

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these vehicles for official business, and to certify that the driver possesses a valid state driver's license.

(5) Valid permits of active members of other U.S. military services or government agencies will be honored as a matter of reciprocal courtesy provided local military and civilian requirements have been met.

(6) Physically handicapped persons:

(a) Certain physical handicaps may be compensated for or corrected so that they alone are not sufficient grounds to deny a standard license.

(b) Other handicaps may restrict the individual to operation of specific vehicles or equipment under specific conditions. The DA Form 348 (Equipment Operator's Qualification Record (Except Aircraft)) and OF 346 will be annotated with such restrictions. Provisions of AR 750-10 apply concerning modification to vehicles and equipment when hand controls or other driver-aid devices are necessary.

(c) Medical restrictions will be noted in the individual's personnel file. Driver and operator responsibilities of a physically handicapped person are the same as those of other licensed drivers and operators.

(7) Meet host nation requirements and possess a valid civilian or commercial drivers license for the class of vehicle they will operate (AR 600-55, paragraph 2-5).

(8) Provide a memorandum from the contracting officer or designated representative with the following information:

(a) Employee's full name.

(b) Company name and address.

(c) Contract number and expiration date.

(d) A statement that the U.S. government is required to provide government-owned vehicles to the contractor named on the contract.

f. Foreign National Drivers:

(1) Foreign or local nationals and military personnel of allied armies required to operate U.S. Army vehicles or equipment, must possess a valid civilian driver's license issued by the host nation and be trained, tested, and issued an OF 346 according to this SOP.

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(2) Limitations imposed on foreign operators as a matter of security will be stated on permits and enforced accordingly (AR 600-55).

(3) Agreements with allied armies regarding joint employment of U.S. Army vehicles, equipment, or operators will incorporate essential features of this regulation and be approved by Army Safety Office (DAC-SF), Chief of Staff, 200 Army Pentagon, Washington, DC 20310-0200, 4 AR 600-55, 18 June 2007.

g. Driver or Operator Selection:

(1) Records Review: The selection process for non-school trained operators begins when the unit commander or authorized representative screens the individual's DA Form 2-1 (Personnel Qualification Record), DA Form 348, and medical profiles. A poor driving record, mental or emotional instability, physical handicaps (that cannot be accommodated) and alcohol or drug related incidents are factors to be considered. See figure 3-1, AR 600-55 for selection, training, testing, and licensing procedures.

(2) Driver interviews:

(a) Interviews will be conducted by the unit commander or authorized representative. Areas of concern are maturity, attitude, past driving record, hearing, extreme nervousness, or any abnormal characteristics. Medication that is used on a regular basis, that causes drowsiness, impairs vision, or affects coordination, will also be taken into consideration. Supervisors will check with appropriate medical personnel regarding doubts or concerns about any medications.

(b) See appendix B, AR 600-55, for a sample driver interview.

h. Physical examination and evaluation:

(1) Physical examinations: Military and civilian personnel are required to undergo periodic medical examinations by qualified medical personnel according to AR 40-501 for military personnel or Federal Personnel Manual, chapter 930, for civilian personnel. In addition, civilians who are required to obtain a CDL for those vehicles listed in paragraph 2-2c, AR 600-55, must meet the physical standards set forth in the Federal Motor Carrier Safety Regulations (Title 49 CFR, sections 391.41 through 391.49).

(2) A driver applicant with any medical (pathological, psychological, or physiological) restrictions that would limit his or her ability to operate vehicles or equipment will report these restrictions to his or her commander or supervisor as soon as they are known. The unit commander or supervisor will verify this information with appropriate medical personnel. The restrictions will be annotated on the OF 346 and DA Form 348.

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(3) Persons who fail any portion of the examination will be evaluated by appropriate medical authorities to determine if they are physically or mentally qualified for driving. Such personnel may be qualified to drive if, in the opinion of the medical authorities, weaknesses may be corrected or compensated for with counseling or other corrective measures prior to licensing. These provisions will not be used to disqualify civilian operators who meet the standards for civilian motor vehicle operators and incidental operators listed in the Federal Personnel Manual, chapter 930.

(4) Physical evaluation measures: Physical evaluation measures are a series of physical tests using a standard driver testing and training device to evaluate an applicant's physical qualifications or limitations and to provide a basis for counseling and guidance by unit commanders or supervisors. This test will be conducted by qualified driver testing personnel prior to issuing a license (OF 346) and upon renewal of permits. See appendix D for testing procedures.

i. LN employees will:

(1) Possess a host nation license for the class of vehicle they will operate (AR 600-55, Para 2-7).

(2) Notify their immediate supervisor within 72 hours if they lose their driving privileges.

(3) LN employees do not need a civilian driver's license to receive DA Form 5984-E (or OF 346) if their only job is operating materials handling equipment (MHE). Additionally, LN mechanics do not need DA Form 5984-E (or OF 346) to move vehicles in the motor pool area only. The DA Form 5984-E (or OF 346) must be over stamped with "Not Valid on Public Roads and Highways" and the employee must be employed as an MHE operator or mechanic.

(4) For MHE only, pass an operator's test for the type of equipment the employee will operate (AR 600-55, Chap 7). Pass the physical evaluation measures prescribed in AR 600-55, appendix D.

j. Family members will:

(1) Be authorized by the unit commander to operate NTVs while supporting the Family Advocacy Program (AR 58-1, paragraph 2-3g) or Family Readiness Groups under AE Regulation 58-1, paragraph 1-8b.

(2) Have a memorandum signed by the unit commander or authorized representative indicating that the Family member has passed the initial-records review and interview process.

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(3) Follow policy in AE Regulation 600-55, and AE Regulation 608-2.

k. Soldiers and DOD civilian employees operating vehicles designed to carry 12 passengers or more (AE Reg 385-55) will:

(1) Be at least 21 years old.

(2) Have at least 3 years of driving experience.

17. Training and Testing:

a. Required Training: Before issuing a DA Form 5984-E (or OF 346), Commander, USAG Wiesbaden, will ensure that Soldiers, DOD civilian employees, and Family members authorized to operate NTVs meet the following requirements:

(1) Academic training: Operators must attend and complete a POI for NTV operators unless portions of the training are waived by the Commander, USAG Wiesbaden, according to AR 600-55, paragraph 4-1c. The POI in appendix E of AR 600-55, and appendix B of AE Regulation 600-55, provide the basic training requirements for NTV operators. Samples of classroom training may also be found in the following TCs developed by the United States Army Transportation School:

(a) Light vehicles: TC 21-305-7.

(b) Medium vehicles: TC 21-305-8.

(2) Hands-on training:

(a) Classroom and hands-on instructors will be appointed in writing and have at least 1 year of driving experience in the European region. Hands-on instructors must be licensed to operate the specific vehicle for which they are providing instruction.

(b) Operators must complete a hands-on training POI for NTV operators unless portions of the training are waived by the Commander, USAG Wiesbaden, (AR 600-55, paragraph 4-1c). With minimum modifications to AR 600-55, appendix E, and AE Regulation 600-55, appendix B, hands-on training and road testing requirements for NTV operators may be established.

(c) Operators will not take part in hands-on vehicle or equipment training without a valid DA Form 5984-E (or OF 346), Learners Permit, (AR 600-55, paragraph 4-3).

(3) Accident avoidance training: Accident reporting and accident prevention training will be conducted as part of the academic training POI prescribed in AR 600-55, appendix E, and

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AE regulation AE 600-55 appendix B, Phase I, and incorporated into command safety programs. More information on accident-avoidance training is available at the Combat Readiness University, TC 21-305, and in AE Regulation 385-55, appendix D.

(4) Sustainment training: Sustainment training will be conducted and documented annually (AR 600-55, paragraph 4-4).

(5) Remedial training: Remedial training will be conducted by the garrison DTTS. This training is mandatory for operators who have an at fault accident (AR 600-55, paragraph 4-5) or accumulate 6 points on their U.S. Forces certificate of license.

(6) Winter driving training: Training on winter driving will be conducted by the unit master driver and documented annually before 31 October. A sample class may be found in FM 21-305; TC 21-305, Chapter 4, and AE Regulation 385-55, Appendix D.

(7) Emergency vehicles: Operators of emergency vehicles (for example, police vehicles, ambulances, fire trucks, and crash and rescue vehicles) must be trained according to AR 600-55, paragraph 4-8. Garrison DTTS will provide this training. Units may develop their own training programs based on their own POI or the POI from the garrison DTTS; however, the unit training program must be validated annually by the DTTS.

(8) Hazardous material (HAZMAT) vehicles: Operators of vehicles carrying HAZMAT must meet the requirements prescribed by AR 600-55, paragraph 4-9; AE Regulation 55-4; and AE Regulation 350-1.

b. Minimum Testing Requirements: Commander, USAG Wiesbaden, will ensure that Soldiers, DOD civilian employees, Family members, and LNs authorized to operate NTV have completed or meet the following requirements, if applicable, to operate an NTV:

(1) Records Review: The operator's records must be reviewed according to AR 600-55, paragraph 3-1, and a favorable recommendation to the DTTS must be made by the unit commander or authorized representative.

(2) Interview: The operator must be interviewed according to AR 600-55, paragraph 3-2, and a favorable recommendation must be made to the DTTS by the commander or authorized representative.

(3) Physical evaluation: The operator must meet the physical requirements prescribed by AR 600-55, paragraph 3-3 and appendix D.

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(4) Europe-specific POI: The operator must attend a 2-hour orientation and pass a 100-question written examination on driving in Europe conducted by the DTTS (Para 11).

(5) Road test: The operator must pass a road test (AR 600-55, app G) conducted by the DTTS, unless the test is waived by the Commander, USAG Wiesbaden, according to the provisions in AR 600-55, paragraph 4-1c.

(6) Annual check ride: The operator must complete an annual check ride according to AR 600-55, paragraph 4-4b. The driver performing the check ride will be:

- (a) The first supervisor in the grade of sergeant or above.
- (b) Licensed for the type of vehicle the annual check ride is conducted in.
- (c) Have at least 1 year of driving experience in the European region.

c. Licensing: Licensing procedures for Soldiers, DOD civilian employees, and Family members (when authorized to operate an NTV in the central European region) will be according to AR 600-55, Chapter 6, and will:

(1) Be trained, tested, and pass the DTTS POI for the country in which stationed.
(2) Non-USAREUR personnel assigned outside the central European region will complete the DTTS POI for Germany or another country in the European region, other than the United Kingdom, with similar rules and conditions.

(3) For operational environments where an established DTTS POI does not exist (for example, outside the central European region) the commander's mission and risk analysis will determine the appropriate level of training for Soldiers and DOD civilian, contract, and LN employees.

(4) Possess a valid country driver's license or host-nation driver's license.

(5) Be issued a DA Form 5984-E (or OF 346) and DA Form 348 by a U.S. Army garrison approved DTTS.

(6) Meet the requirements prescribed in AR 600-55, paragraph 4-9, AE Regulation 55-4, and AE Regulation 350-1 if operating a HAZMAT vehicle.

d. A DA Form 5984-E (or OF 346) renewal for NTV operators may be requested no earlier than 90 days before the expiration date of the original DA Form 5984-E (or OF 346).

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e. NTV licenses will be suspended or revoked in accordance with AE Regulation 190-1, chapter 2, AE Regulation 600-55, paragraph 10d, and AR 600-55, paragraph 4-5. The issuing official as appointed by the Commander, USAG Wiesbaden, is also the suspending and revoking authority for NTV licenses. Information exchange between Provost Marshal, DTTS, and ITO is essential in these matters.

18. Suggested Improvements: Users may suggest improvements to this SOP by sending details with references to the POC listed below.

19. Point of contact is Catherine Latrace at DSN: 337-6898, CIV: 0611-705-6898, E-mail: catherine.m.latrace2.ln@mail.mil .

HEINZ W.KAFFENBERGER
Director