

UNITED STATES MARINE CORPS
ENGINEER EQUIPMENT INSTRUCTION COMPANY
MARINE CORPS DETACHMENT
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FORT LEONARD WOOD, MISSOURI 65473-5850

LESSON PLAN

LICENSING PROGRAM

NCOO-A03

ENGINEER EQUIPMENT OPERATOR NCO

A16ACX1

REVISED 10/18/2011

APPROVED BY _____ **DATE** _____

(ON SLIDE #1)

INTRODUCTION

(10 MIN)

1. **GAIN ATTENTION**: All Heavy Equipment Operators, regardless of their Military Occupation Specialty (MOS) are required to be licensed on the equipment that they will operate. As an Engineer Equipment Warrant Officer, Chief or NCO, you must be able to determine who is qualified to be licensed as well as how they will be tested and validated within your program. The way your licensing program is established and maintained with ensure the success of not only the program but your unit as a whole to support the mission.

(ON SLIDE #2)

2. **OVERVIEW**: Good morning/afternoon, my name is _____ . The purpose of this lesson is to familiarize you, the student, with the Tactical Engineer Equipment Licensing Program.

INSTRUCTOR NOTE

Introduce the learning objectives.

(ON SLIDE #3)

3. **LEARNING OBJECTIVE(S)**:

INSTRUCTOR NOTE

Have students read learning objectives to themselves.

a. TERMINAL LEARNING OBJECTIVES:

(1) With personnel, documentation, licensing records, and references, administer engineer equipment licensing program ensuring equipment operators are licensed per the reference. (1345-ADMIN-2004)

b. ENABLING LEARNING OBJECTIVES:

(1) Without the aid of references, identify records and forms required to develop a licensing program per the TM-11275-15/4. (1315-ADMIN-2004a)

(2) Without the aid of reference, identify responsibilities of the licensing examiner per the TM 11275-15/4. (1315-ADMIN-2004b)

(3) Given support documentation, personnel, engineer equipment, and without the aid of reference, identify testing procedures per the TM 11275-15/4. (1315-ADMIN-2004c)

(4) Given support documentation, personnel, engineer equipment, and without the aid of reference, identify licensing records procedures per the TM 11275-15/4. (1315-ADMIN-2004d)

(ON SLIDE #4)

4. **METHOD/MEDIA:** This period of instruction will be taught using the lecture method with aid of power point presentation, a soils video, instructor demonstrations, and practical applications.

INSTRUCTOR NOTE

Explain Instructional Rating Forms and Safety Questionnaire to students.

(ON SLIDE #5)

5. **EVALUATION:** You will be evaluated by a written exam at the time indicated on the training schedule.

6. **SAFETY/CEASE TRAINING (CT) BRIEF.** All instructors and students will use caution when walking around the equipment lot during equipment operations. Sun block should be used to avoid sunburn. Issue students bug spray if required. Encourage students to stay hydrated as temperatures can reach 100 degrees plus during the summer months. In the event of a casualty, emergency services (911) will be called and all students will move to the classroom and await further instruction.

TRANSITION: Are there any questions over what is going to be taught, how it will be taught, or how you the student will be evaluated? The first topic we will cover is the purpose and applicability of the program.

BODY

(3 HOURS 45 MIN)

(ON SLIDE #6)

1. PURPOSE (2 Min)

The purpose of the Marine Corps Licensing Program is to qualify, test and license tactical engineer equipment operators. Implementation of an effective licensing program will enhance the selection and certification of qualified engineer equipment operators, an essential element to the safe and efficient engineer equipment operations.

(ON SLIDE #7,8,9)

2. APPLICABILITY (5 Min)

a. All Military personnel, government civilians and contracted employees, who are or may be assigned to part-time or full time duties involving the operation of the tactical engineer equipment listed in Appendix A, shall be licensed in accordance with the TM 11275-15/4 before being permitted to operate.

b. The operator's license will be issued to all personnel employed as regular, part time, or incidental operators upon completion of prescribed tests and attainment of qualifications contained in TM 11275-15/4.

c. Every operator of tactical engineer equipment shall have in their possession a valid U.S. Government Motor Vehicle Operator's Identification Card (of-346), as defined by TM 11275-15/4, while operating the equipment.

d. Unless otherwise specified, the license is valid for a period of three years.

e. Officers will be restricted from operating tactical engineer equipment unless absolutely essential for mission accomplishment. Once determined that an officer is required to be licensed, this authorization will be reflected in the Officers Qualification Record (OQR) and shall be rescinded upon termination of such duty of transfer.

f. An incidental operator is one whose primary duties do not involve operating engineer equipment, but who must occasionally operate engineer equipment.

(ON SLIDE #10,11,12)

3. LICENSING EXAMINER AND OFFICER (5 Min)

a. Licensing Examiners.

(1) The value of a licensing examination will depend largely on the competence of the examiner.

(2) Shall have a thorough knowledge of equipment capabilities, characteristics, operating techniques and test administration. procedures, and be checked periodically to ensure consistency of their test administration.

(3) Shall be designate in writing by the Licensing Officer as an additional duty.

b. Licensing Officer.

(1) Shall be an Officer or Staff Non Commission Officer (GySgt or above) designated in writing as an additional duty by the unit commander Bn/Sqdn or higher).

(2) Shall be knowledgeable in the operation of all tactical engineer equipment they have responsibility for.

(3) They are authorized to license for items of tactical engineer equipment that are currently listed on their units Table Of Equipment (T/O).

(4) Ensures part III of the application has been completed and signs this form.

(5) Ensures all data has been transcribed onto the OF-346 and signs this as well.

(6) Will inspect the Licensing periodically to ensure the consistency of their test evaluations.

(ON SLIDE #13)

OPPORTUNITY FOR QUESTIONS:

1. QUESTIONS FROM THE CLASS

2. QUESTIONS TO THE CLASS:

a. What is an incidental operator?

One whose primary duties do not involve operating, but who must occasionally operate.

b. How are licensing Officers and Examiners designated and by whom??

In writing, officer by Bn/Sqdn Commander, examiner by Licensing Officer

TRANSITION: We have just covered the purpose, applicability, and personnel required to run an effective licensing program. Are there any questions? Now let's discuss the required documentation needed for the program.

(ON SLIDE #14)

4. RECORD KEEPING (10 Min)

a. The complexity of administrative record keeping techniques/procedures will vary with the activity level of the office. Procedures instituted by the Unit will include at a minimum the following mandatory administrative files and transaction records:

- (1) Tactical Engineer Equipment Operators History File
- (2) License Log Book

The Tactical Engineer Equipment Operators History File and one transaction record (Licensing Log) is adequate for efficient management of the tactical engineer equipment licensing program.

(ON SLIDE #15,16,17)

b. TACTICAL ENGINEER EQUIPMENT OPERATORS HISTORY FILE

(1). The history file will be created for all licenses operators.

(2). It will contain all documentation on active engineer OF-346 holders and applicants.

(3). The file will be organized alphabetically by last name of applicants. This folder will contain, in chronological order, the following information:

- (a) Applicant's application for licensing.
- (b) Licensing Examiner's interview notes.
- (c) Applicants test (equipment knowledge and skill performance).
- (d) Documentation of any special action taken.
- (e) Applicable copies of notification and letters

(4). History folders will be retained for THREE YEARS following the last date of entry.

(5). The date of the next required action date is entered on the front cover of each file.

(6). Upon transfer to a different unit, individuals will take their Tactical Engineer Equipment Operator History File to their receiving unit.

(ON SLIDE #18,19,20)

c. LICENSE LOG BOOK

(1). Any automated system may be utilized to meet this function; however, a locally produced hard copy will be maintained as a backup.

(2). It is used when a tactical engineer equipment OF-346 is issued to record the following data:

- (a) Applicant's rank and full name
- (b) License number
- (c) Issue date
- (d) Specific item(s) of equipment listed by TAMCN and nomenclature
- (e) Type of license (initial, renewal, duplicate, ect)
- (f) Restrictions (corrective lenses and/or other physical Limitations)

(g) Expiration date

(h) Licensing Officer signature

(3). Any license card numbering system may be used as long as no two current licenses have the same card number.

(4). Will be retained for THREE YEARS following the last entry date.

(5). It is the responsibility of the Licensing Officer to ensure licenses are current.

(ON SLIDE #21)

OPPORTUNITY FOR QUESTIONS:

1. QUESTIONS FROM THE CLASS

2. QUESTIONS TO THE CLASS:

a. Personnel are licensed IAW?

TM 11275-15/4

b. While operating, what must operators have in their possession?

OF-346

c. History folders are retained for how many years?

3 years

(BREAK - 10 Min)

TRANSITION: So far we have discussed the record keeping procedures to include the required documents that are needed. Are there any questions? Let's move on to the actual Engineer Tactical Equipment License application.

INSTRUCTOR NOTE

Hand out copies of the Engineer Tactical Equipment License Application to the class.

(ON SLIDE #22)

5. APPLICATION FOR LICENSING (2 Min)

a. All applicants will submit their applications for licensing on Engineer Tactical Equipment to the Licensing Examiner.

b. The Licensing Examiner will ensure all basic medical, administrative and background information requirements are met.

c. It is during this contact that the license examiner makes their first evaluation of the applicant's ability to be a good operator.

d. The license examiner will also make note of any limitations, which may interfere with the applicant's ability to operate equipment safely.

(ON SLIDE #23,24)

6. COMPLETING THE APPLICATION (20 Min)

a. ALL APPLICANTS

(1) The front of the application is shown in Fig 3-1 while the back of the application is shown in Fig 8-1.

(2) The licensing examiner will assist the applicant in filling out the application.

(3) Ensure that items 1-8 are properly filled out. Item 1 should have the complete spelling of the applicants name including their middle name.

(4) Ensure that the applicant has signed and dated item 9.

(5) Ensure that items 10 and 11 are properly completed according to category, type of license being requested and items of equipment to be licensed on.

(6) Ensure that the applicants CO or designated representative signs and dates item 12. (Note: the Commanding Officer should ensure prudent screening i.e.

maturity, driving history and attitude, before recommending an individual for licensing.

(7) Instructions for the back of the application are located in chapter 8.

INTERIM TRANSITION: So far we have discussed completing the application. Are there any questions? Let's move onto the practical application.

(ON SLIDE #25)

INSTRUCTOR NOTE

Introduce the following practical application (1).

PRACTICAL APPLICATION(1). (15 MIN) Introduce the students to Part 1 (Application) of the Engineer Tactical Equipment License Application.

Begin with Case 1: the lab equipment.

1) Explain and display items 1 thru 9, to be filled out by the applicant.

2) Explain and display item 11 to be filled out by the applicant and Licensing examiner.

3) Explain and display item 12 to be signed by the applicants Commanding Officer or designated representative.

STUDENT ROLE: Observe process of filling out the application and ask questions.

INSTRUCTOR(S) ROLE: Demonstrate how to properly fill out part one of the application to the students.

1. **Safety Brief:** N/A

2. **Supervision & Guidance:** Students will be encouraged to ask questions and make notes on their application.

3. **Debrief:** Are there any questions or comments concerning part one of the application? We will discuss part two later in this period of instruction.

(ON SLIDE #26,27)

b. **MILITARY APPLICANTS FOR A DUPLICATE LICENSE.**

(1) Refer to the applicant's tactical engineer equipment operator history file, license logbook, and/or Unit Diary entry for verification that the applicant has received an OF-346 for the item(s) of tactical engineer equipment for which a duplicate license is requested.

(2) If the applicant has transferred from another unit check the SRB/OQR for verification.

(3) If verification is made then sign the application form and proceed with the licensing procedure. (This procedure should be followed regardless of whether the applicant has maintained his/her files from the previous unit.)

(4) If verification is made, sign the application form and proceed with the licensing procedures.

(5) Chapter 8 discusses the licensing procedure for a duplicates license.

(ON SLIDE #28)

c. SPECIAL REQUIREMENTS.

(1) Applies to Reservists, Recruiters, I&I staff and other personnel on independent duty.

(2) If reserve units do not have qualified Licensing Officers/Examiners or the necessary items of tactical equipment within their unit/I&I staff, then licensing support should be provided at respective two week Active Training Duty (ATD) evolutions, at a formal school, or from adjacent/qualifying units.

(3) Other personnel on independent duty that do not have qualified Licensing Officers/Examiners should leverage licensing support at a formal school, or adjacent/qualifying units.

(ON SLIDE #29,30)

d. ADMINISTRATIVE AND TESTING REQUIREMENTS BY TYPE OF LICENSE

(1) Initial Licenses applicants must undergo all applicable tests and inquiries as set forth in chapters 4,5 and 6.

(2) Duplicate licenses require no testing when replacing one that was lost or destroyed. Issue the duplicate in accordance with chapter 8.

(3) Expired licenses only require confirmation that physical requirements are met. Equipment knowledge/awareness

tests and skill performance tests are the optional for renewals, at the Licensing Officer's discretion.

(4) Upgrade License applicants must undergo all applicable tests and inquiries on equipment for which an upgrade is requested as set forth in chapters 4,5 and 6. Issue the upgrade license in accordance with chapter 8.

(5) Renewal of a revoked OF-346 must undergo all applicable tests and inquiries as set forth in Chapter 4, 5 and 6. Equipment knowledge/awareness tests and skill performance tests may not be required to reinstate a suspended license at the Licensing Officers discretion; however corrective action that caused the revocation will be verified.

(ON SLIDE #31)

e. RECORDING ACTION

(1) Establishes or updates the applicants history file.

(2) Initial entries should include the application and any medical information pertaining to the applicant.

(3) Continue with normal licensing procedures as set forth in chapters 4,5 and 6.

(ON SLIDE #32)

OPPORTUNITY FOR QUESTIONS:

1. QUESTIONS FROM THE CLASS

2. QUESTIONS TO THE CLASS:

a. Who makes the first evaluation of the applicant's ability?

The Licensing examiner

b. Who fills out the front of the application?

The applicant with help from the licensing examiner

c. What is the test and inquiries requirement for Upgrade license applicants?

They must undergo ALL required tests and inquiries.

(BREAK - 10 Min)

TRANSITION: Now that we have discussed the application process and how it applies to the different types of licenses, we will cover the physical requirements.

(ON SLIDE #33,34,35,36,37)

INSTRUCTOR NOTE

Handout both medical memorandums to the class.

7. PHYSICAL REQUIREMENTS (15 Min)

a. Applicants selected for licensing will be physically sound, have correctable vision to 20/20 (when applicable) and good mental and physical coordination.

b. A physical examination by qualified medical personnel is a prerequisite.

c. Poor attitude or emotional instability, which could render the applicant a hazard to themselves and others, or which in the opinion of the examiner with the applicant's safe and efficient performance of duties, are sufficient cause to disqualify the applicant.

d. All physical standards except depth perception are given upon entry into the Marine Corps and during periodically scheduled physicals. Marine Corps personnel receive a Physical health Assessment (PHA) every year within 30 days of anniversary of date of birth. As a result of the PHA, for full physical examination may be given. Refer to Section 4-4, Medical Referral Procedures, for procedures concerning personnel whose physical capabilities come into question between physical examinations.

e. The following physical characteristics are not necessarily required for all tactical engineer equipment. Likewise, not all of the physical standards are required for operation of any one item of tactical engineer equipment.

f. Visual requirements vary for specific equipment. Normal depth perception and vision correctable to 20/20 is

required for all engineer equipment associated with vertical and horizontal construction equipment as well as mobility and counter mobility equipment. Only normal color perception is required for expeditionary power and utilities equipment. See Chapter 7 for standards applying to civilians.

(1) Vision - This requirement covers three specific areas:

(a) Acuity - This test measures the applicant's ability to see details at a distance.

1 The requirement for this test is vision correctable to 20/20.

2 If the applicant's vision is not correctable to 20/20 with glasses/contact lenses, then the applicant is disqualified.

3 If the applicant's vision is correctable to 20/20, specify the restriction on the back of the OF-346.

(b) Color Perception - This test is not required for operating engineer equipment.

(c) Depth Perception - Applicants are required to have normal depth perception.

(2) Any physical limitations which may restrict the operator will be specified in the "Restrictions" box on the applicant's OF-346.

(ON SLIDE #38,39)

g. Obtaining medical information on the applicant -

(1) Prior to completing part II, "Examination Results", of the application form, applicable medical information on the applicant must be obtained. This applies to military applicants for initial and renewal licenses. Refer to Chapter 7 for civilian applicants.

(2) The example memorandum, figure 4-1, shall be used to obtain the needed medical information. The Licensing examiner checks the appropriate entries, has the Licensing Officer sign the memo, and forwards it to the Medical Officer for verification.

h. Recording The Action - When verification has been received from the medical authority that the applicant meets the physical requirements, the Licensing Examiner will then make the appropriate entry in block 13 of Part II of the application form.

INTERIM TRANSITION: So far we have discussed the physical requirements. Are there any questions? Let's move onto the practical application.

(ON SLIDE #40)

INSTRUCTOR NOTE

Introduce the following practical application (2).

PRACTICAL APPLICATION (2). (15 MIN) Introduce the students to both medical memorandums (Request for medical information/Medical Evaluation Referral)

Begin with the request for medical information:

1) Explain and display the top portion of the memorandum, to be filled out and dated by the Licensing Examiner and Officer.

2) Explain and display the bottom portion of the memorandum, to be filled out and dated by the Medical Officer.

3) Explain and display the date signed by the Medical Officer, ensuring that this date is on or after that date signed by the Licensing Officer.

STUDENT ROLE: Observe process of filling out memorandums and ask questions.

INSTRUCTOR(S) ROLE: Demonstrate how to properly fill out the memorandums to the students.

1. **Safety Brief:** N/A

2. **Supervision & Guidance:** Students will be encouraged to ask questions and make notes on their memorandums.

3. **Debrief:** Are there any questions or comments concerning either memorandum? We will discuss, later, how they all fit together.

(ON SLIDE #41)

OPPORTUNITY FOR QUESTIONS:

1. **QUESTIONS FROM THE CLASS**

2. QUESTIONS TO THE CLASS:

a. Vision must be correctable to what?

20/20

b. What measures the ability to see details at a distance?

Acuity

c. What is the age requirement?

None, but the maturity of the individual should be taken into consideration.

TRANSITION: Now that we have discussed physical requirements needed to begin training, we will cover the testing procedures for the program.

(ON SLIDE #42,43)

8. EQUIPMENT KNOWLEDGE/AWARENESS (5 Min)

a. All physically qualified applicants must take an equipment knowledge/awareness test for an initial license or re-licensing subsequent to revocation of their license.

b. The applicants must prove satisfactory knowledge/awareness of the specific equipment that the individual is applying for.

c. Each potential operator will be subject to examination in the following areas:

- (1) All Major Components.
- (2) Operators manual and Lubrication Order.
- (3) Preventive Maintenance Service.
- (4) Safety Precautions

(ON SLIDE #44,45)

9. WRITTEN/ORAL TEST (5 Min)

- a. Provides a means for determining the applicant's knowledge of data that should be mastered before the performance test is administered.
- b. Standards for this test must be high.
- c. Procedures must be impartial and thorough to ensure desired results.
- d. No single oral/written test is applicable for all equipment.
- e. In accordance with the requirements of this chapter and under the supervision of the Licensing Officer, the licensing Examiner will develop written/oral examinations using references such as NAVMC 3500.12 (T&R Manual) and the operators manuals for all tactical engineer equipment within their command.
- f. Additional information may be obtained from the appropriate school or school's website.
- g. Appendix B contains a sample written test for an item of equipment. Procedures for developing written test shall be in accordance with the Systems approach to Training (SAT).

(ON SLIDE #46,47,48)

10. PROCEDURES OF TEST ADMINISTRATION (5 Min)

- a. The testing environment must be an area where the applicants can concentrate. If possible, provide a comfortable testing area that is quiet, free of distractions, and has proper lighting and ventilation.
- b. Prior to administering the test, the Licensing Examiner will read the instructions provided at the top of the test form and make sure applicants understand how to take the test. Applicants must also be told the amount of time they have to complete the exam.
- c. Each applicant must score at least 80% to meet the minimum passing standard.

d. An oral test may be given to personnel whose primary language is not English or personnel with reading deficiencies, but it will be the same test as the written exam.

e. During oral testing, the applicant will be tested individually and testing will be performed discretely so that other potential applicants cannot hear the questions being asked.

(Note: If the licensing examiner does not feel qualified to give an oral test to a non-English speaking applicant, he may designate someone who can speak the language to translate and assist in the testing)

f. When testing more than one applicant at a time on the same equipment, distribute test forms with different questions and inform them that both tests are equal in difficulty.

g. When applicants appear for retesting, make sure they are assigned a number of test questions different from those they had originally.

h. The licensing Examiner may develop an answer key in a method that will allow efficient scoring of each test.

(ON SLIDE #49)

11. NOTIFYING UNSUCCESSFUL APPLICANTS (3 Min)

a. Applicants who do not pass the required equipment knowledge/awareness test shall no continue with the licensing process.

b. After grading the test, the Licensing Examiner will identify the questions missed and critique the test in a manner that will increase the applicant's knowledge and understanding.

c. The applicant may return after at least 24 hours to be retested.

d. The applicant must be provided remediation on the specific item of tactical engineer equipment before taking the test again.

NOTE: It is the responsibility of licensing examiners to ensure that reference documents is resident in the unit.

(ON SLIDE #50)

12. RECORDING ACTION (2 Min)

a. File all test forms in the applicants Tactical Engineer Equipment Operator History File.

b. DO NOT allow applicants to take copies of any test with them when they leave the licensing office.

(ON SLIDE #51)

OPPORTUNITY FOR QUESTIONS:

1. QUESTIONS FROM THE CLASS

2. QUESTIONS TO THE CLASS:

a. Standards for testing must be?

HIGH

b. Each applicant must score at least what to meet minimum passing standards?

80%

c. When can an applicant be retested on the written exam?

At least 24 hours after failure.

(BREAK - 10 Min)

TRANSITION: Now that we have discussed the written portion of the testing, we will cover the skills performance/practical application testing.

(ON SLIDE #52,53,54,55,56,57,58,59)

13. SKILLS PERFORMANCE TEST (25 Min)

a. Applicants who have met the physical requirements and passed the equipment written knowledge/awareness test are eligible to take the skill performance test. The purpose of

this test is given the license applicant an opportunity to demonstrate their ability to operate the equipment effectively and safely.

b. Validation of previously passed skill performance tests may be required, at the Licensing Officer's discretion, of tactical engineer equipment operators when assigned to a new unit.

c. Training is essential for effective and safe operation of engineer equipment. The training of personnel is a continuous process will include the following areas:

(1) Equipment characteristics and components. To become an effective operator, the potential operator must have a thorough knowledge of:

(a) Characteristics, basic principles, and functions of major components and attachments.

(b) Inspection/checks and preventive maintenance services that must be performed on the equipment.

(c) The operator's manual pertaining to the item of equipment on which the instructions are being conducted.

(2) Safety Procedures - Emphasis must be placed on safety throughout the course of instruction/training. Safety procedures should always be observed and emphasized. Refer to MCO 8023.2 concerning the handling of munitions.

(3) Publications, Forms, Reports and Equipment Logbook -Familiarization with these publications to ensure proper maintenance and control of tactical engineer equipment.

(4) Tools and equipment - General knowledge of the tools and equipment essential for operation of the equipment.

(5) Fire Prevention and Firefighting - Awareness of the danger of fire on or within the equipment to be operated. Emphasis must be placed on fire prevention and proper use of fire extinguishers.

(6) Operator Maintenance - Specific emphasis on operator's responsibility regarding maintenance to include, as a minimum, before, during, and after operation checks.

(7) Starting, Operating and Stopping procedures - Proper procedures for starting, placing the equipment into operation, and stopping/shutting down the equipment.

(8) Field Expedient repair and recovery operations - Knowledge on temporary repairs to disabled equipment that will enable the operator to move it to a maintenance facility. However, care must be exercised in teaching expedient repair. Since some expedient repairs might make the equipment unsafe to operate and can be extremely harmful to the equipment. They should be utilized only in cases of extreme emergency. Likewise, the operator must be familiar with the proper recovery operations for the item(s) of equipment they will be operating.

(9) Washing, Cleaning and decontamination operations - The proper washing and/or cleaning procedures and decontamination operations that the operator needs to know are prescribed in the equipment technical manuals.

(10) Hand and arm signals - Must be thoroughly familiar with hand and arm signals for the item(s) of equipment they will be operating.

(11) Emergency Destruction - These methods are cited in the applicable technical manual.

d. There are four methods of training: the formal course, correspondence courses, new equipment training, and on-the-job training.

(1) Formal Courses - Formal courses for engineer equipment operators are conducted at various schools and centers at different locations. Refer to Marine Corps Formal Schools Catalog, P1500.12_, for a listing of courses and locations. Heavy Equipment school is located at Fort Leonard Wood, Mo.

(2) Marine Corps Institute Courses - Various Marine Corps Institute correspondence courses are available to the individual Marine. A listing of the available courses and the required application forms are available through the Unit Training Officer.

(3) New Equipment Training - Successful completion of New Equipment Training may meet the requirement for the unit Licensing Officer to issue or upgrade licenses.

(4) Managed-On-The-Job Training - This training consists of training in the unit, conducted by unit personnel and administered to the operators possessing lesser skills.

e. Procedures of skill performance test administration. It is assumed that the applicant because of training and/or experience is able to perform the various tasks called for by the skills performance test. These tests require typical equipment operations and should be set up and administered with economical use of equipment, man-hours, and facilities.

f. The skills test should be administered, if possible, in an area where equipment would normally be operated.

g. Because of the lack of particular items of equipment, applicants may be required to go where the equipment is located in order to take their skill performance test. This is particularly true in the case of Reserve license applicants.

h. Applicants will be tested individually.

i. The skills performance test will consist of before, during, and after operations checks, and a demonstration of typical operations based off of the unit's Mission Essential Task List (METL). Appendix C contains a sample skill performance examination for an item of equipment.

j. The Licensing Examiner will read the instructions on page C-1 of the TM 11275-15/4 to the applicant ensuring that the applicant clearly understands the testing procedures.

k. Licensing Examiners have the primary responsibility of stop a skill performance test when he deems it necessary or conditions are unsafe. When termination a skill performance test, the Licensing Examiner will give the specific reason for termination in the blank lines on the checklist.

l. Skills performance tests will be evaluated as satisfactory or unsatisfactory.

m. When the applicant is retested on a skill performance test, only the particular items checked as unsatisfactory on the previous skill performance checklist are mandatory, items checked as satisfactory may be retested at the Licensing Examiner's discretion.

n. Applicants who fail the skills performance test will be critique, at the time of failure, as to the reason for

failure. Correct performance will be explained and/or demonstrated. The applicant may be retested any time after 24 hours but within 14 days following the test date. At the end of the 14 day period the entire test should be retaken.

o. Retain the applicant's score sheet in the Tactical Engineer Equipment Operator History File and mark "retest".

p. Complete item 13 of part II on the application form (chapter 8).

(ON SLIDE #60)

14. CIVILIAN APPLICANTS (1 Min)

REFER TO CHAPTER 7 WHEN DEALING WITH CIVIL SERVICE AND NON-CIVIL SERVICE EMPLOYEES REQUIRING AN OF-346.

(ON SLIDE #61)

OPPORTUNITY FOR QUESTIONS:

1. QUESTIONS FROM THE CLASS

2. QUESTIONS TO THE CLASS:

a. Can the skills testing be administered prior to the written exam?

NO

b. What are the four methods of training?

Formal Courses, MCI courses, NET, and MOJT

c. Skills tests will be evaluated as what?

Satisfactory or unsatisfactory

TRANSITION: Now that we have discussed the Skills performance testing, we will cover the procedures for issuing a license.

INSTRUCTOR NOTE

Ensure the class has out their License application.

(ON SLIDE #62,63,64,65,66)

15. PROCEDURES FOR ISSUING LICENSES (20 Min)

a. This applies to all successful license applicants.

b. Completing the Application, Parts II and III. (Part I of the application, with the exception of the Commanding Officer's or designated representative's recommendation should have been completed during the initial interview (Chapter 3)).

(1) Part II; (Figure 8-1) After receiving the Commanding Officer's recommendation, ensure that all applicable test results and restrictions are entered in items 13 and 14 before signing item 15 and dating item 16.

(2) Part III; The Licensing Officer signs and dates items 23, 24, and signs the front of the applicant's new OF-346. The Licensing Officer will direct the applicant to provide his/her approved application to the SRB/OQR clerk for appropriate page 11 entries by checking item 22a. The Licensing Officer will ensure the most recent copy of the application is retained in the applicant's History File. The applicant will return the application to the Licensing Examiner with item 22b initialed by the SRB/OQR clerk. Prepare Part III for signature as follows:

(a) Initial Licenses and Renewals. Check item 18 "Yes" or "No," as applicable. If the license is being issued, assign a license number in item 19. At the same time, enter the date of issue; applicant's name, and the license expiration date opposite the card number in the Licensing Log (refer to Chapter 2). The Expiration Date, item 21, should be "3 years from Date of Issue", item 20. Place a check mark in the box opposite item 22a, requiring a page 11 entry in the applicant's SRB/OQR (Service Record Book/Officers Qualification Record) and Unit Diary entry. A sample page-11 SRB/OQR entry is shown in Figure 8-2. When an operator's license is issued, record all items of tactical engineer equipment for which a license has been issued. Also, in brief concise comments, record the following information in the Licensing Log:

- 1 Type of license
- 2 Date the license becomes void

3 Any restrictions imposed on the operator, i.e., operator must wear glasses/contact lenses for vision correctable to 20/20.

4 For revocations, record the fact, the date, and the reason.

c. For Duplicate Licenses complete items 18-21, based on the information contained in the applicant's Tactical Engineer Equipment Operator's History File, SRB/OQR or on the 3270.

INTERIM TRANSITION: So far we have discussed the procedures for issuing license. Are there any questions? Let's move onto the practical application.

(ON SLIDE #67)

INSTRUCTOR NOTE

Introduce the following practical application (3).

PRACTICAL APPLICATION (3). (15 MIN) Re-orientate the students to the back of the License application.

Begin with the request for medical information:

1) Explain and display what information is required to be entered in Part II by the Licensing examiner.

2) Explain and display what information is required to be entered in Part III by the Licensing Officer.

3) Explain and display blocks 22a and 22b and who is required to initial where.

STUDENT ROLE: Observe process of filling out Part II and III of the application and ask questions.

INSTRUCTOR(S) ROLE: Demonstrate how to properly fill out the Part II and III of the application to the students.

1. **Safety Brief:** N/A

2. **Supervision & Guidance:** Students will be encouraged to ask questions and make notes on their memorandums.

3. **Debrief:** Are there any questions or comments concerning Part II and III of the application? During the next practical application we will tie all of the demonstrations together to show you how the program works from beginning to end

(ON SLIDE #68)

OPPORTUNITY FOR QUESTIONS:

1. QUESTIONS FROM THE CLASS

2. QUESTION TO THE CLASS:

a. Can the skills testing be administered prior to the written exam?

NO

(BREAK - 10 Min)

TRANSITION: Now that we completely filled out the application, we will cover the procedures for filling out the OF-346.

INSTRUCTOR NOTE

Handout blank OF-346 to the class, ensure they also take out their License application.

(ON SLIDE #69,70,71,72)

16. GOVERNMENT VEHICLE OPERATORS PERMIT OF-346 (10 Min)

a. Complete both sides of the OF-346, giving complete information, as shown in figure 8-3.

b. On the left of the OF-346, in the top right-hand corner, is a block for the card/license number. Refer to item 19 on the back page of the application for the license number.

c. The operator's full name, sex, height, weight, date of birth, last four of social security number, and color of hair and eyes can be taken from the front page of the application form, items 1 through 7.

d. "Date Issued" should be completed, as appropriate, and "Date Expires" will be 3 years from date issued and be entered in DDMMYYYY format, an example is 30 Jun 2014.

e. The operator will sign in the applicable blank and the Licensing Officer will sign under "Signature and Title of Issuing Official." At this time, the Licensing Officer

will also sign and date items 23 and 24 on the application form.

f. On the right of the OF-346, ensure that applicable restrictions are entered, i.e., "corrective lenses required."

g. Under "Type Vehicle and/or Equipment," list each item of tactical engineer equipment qualified to operate, one per line. Figure 8-4 reflects this procedure. The "Capacity" column should be left blank.

h. Under "Qualifying Official," the Licensing Officer will sign beside each item of tactical engineer equipment and date each item of equipment. The expiration date will be 3 years from the date the Licensing Officer has provided for each item of equipment.

i. Space under "Other Records" may be used as a continuation of items of tactical engineer equipment licensed to operate.

INTERIM TRANSITION: So far we have discussed the OF 346. Are there any questions? Let's move onto the practical application.

(ON SLIDE #73)

INSTRUCTOR NOTE

Introduce the following practical application (4).

PRACTICAL APPLICATION (4). (15 MIN) Have the student pull out both the License application (already filled out) and the blank OF-346.

Begin with the left side of the OF-346:

1) Explain and display what information is required to be entered and where it is derived from.

2) Explain and display where signatures are required to be entered.

Move to right side of OF-346.

1) Explain and display what information is required to be entered and where it is derived from.

2) Explain and display where the Licensing Officers signs and dates.

STUDENT ROLE: Observe process of filling out of the OF-346 and ask questions.

INSTRUCTOR(S) ROLE: Demonstrate how to properly fill out the OF-346 to the students.

1. Safety Brief: N/A

2. Supervision & Guidance: Students will be encouraged to ask questions and make notes on their memorandums.

(ON SLIDE #74)

OPPORTUNITY FOR QUESTIONS:

1. **QUESTIONS FROM THE CLASS**

2. **QUESTIONS TO THE CLASS:**

a. What is an OF-346?

Government Vehicle Operators Permit.

TRANSITION: Now that we have discussed how the OF-346 is filled out, let's talk about the types of OF-346 that can be issued.

(ON SLIDE #75,76,77,78)

17. **TYPES OF LICENSE** (10 Min)

a. Initial License. Base all OF-346 entries on the information contained in Parts I, II, and III of the application form.

b. Renewal. If there are no new operator categories or additional special qualifications, complete the OF-346 with qualifications identical to those on the expired OF-346. Destroy the old OF-346 before signing the new one. Enter any additional qualifications on the right side of the new card.

c. Duplicate. There are no testing requirements when a duplicate OF-346 is issued to replace one that was lost or destroyed. Upon verification that the applicant previously held a valid OF-346 by reviewing the Tactical Engineer Equipment Operator History File and/or the SRB/OQR, issue a new OF-346. Enter the notation "Duplicate" in the front, top

margin of the OF-346. The Licensing Officer should sign the left side of the card. The Licensing Officer signs the right side and dates each qualification. Expiration date(s) will be the same as on applicant's previous license.

d. Upgrade. When an operator becomes qualified to operate additional items of tactical engineer equipment, these items of equipment will be added to his/her current OF-346. The Licensing Officer will sign and date beside each new entry. The expiration date will be 3 years from the date entered. Blank lines under "Other Records" on the right side of the OF-346 may be used for continuation of additional licensed items of equipment. If an operator is licensed on more than eight items of tactical engineer equipment, another OF-346 will be issued. The additional OF-346 will give the operator's name and original license number. On the right side, each additional item of equipment will be listed, one per line. The Licensing Officer will sign and date beside each item of equipment. The expiration date will be 3 years from the date the Licensing Officer has provided for each item of equipment. In the "Restrictions" block on the right side, enter the notation "Page 2."

(ON SLIDE #79)

OPPORTUNITY FOR QUESTIONS:

1. **QUESTIONS FROM THE CLASS**

2. **QUESTIONS TO THE CLASS:**

a. How many types of licenses are there?

(FOUR) Initial, Renewal, Duplicate, and Upgrade.

b. For an upgrade, how long is it valid?

From the date signed off on by the Licensing Officer.

TRANSITION: Now that we have discussed the OF-346, we will cover the disqualifications.

(ON SLIDE #80,81,82,83,84)

18. DISQUALIFICATION (10 Min)

When an applicant has performed poorly or has failed to meet any of the requirements in Chapters 4 through 6, follow the procedures given below.

a. Verify the Requirements. Refer to Table 8-1 to ensure that all required actions were taken. If Table 8-1 indicates that the applicant is in fact disqualified, use a copy of the application to notify his Commanding Officer or responsible superior, after making the appropriate entries described in paragraphs b. through e.

b. Denial Because of Failure of Physical Examination. When a medical officer has declined to certify that an applicant meets the physical requirements to operate the specified items of tactical engineer equipment, the following actions should occur. Enter the following notation in item 17, part H: "Disqualified from licensing; physical requirements. Medical certification required prior to submitting a new application."

c. Denial Because of Failure of Equipment Knowledge/Awareness Test. Enter the following notation in item 17, Part II: "Not qualified. Recommend further study/training."

d. Denial Because of Failure of Skill Performance Test. Enter the following notation in item 17, Part II: "Not qualified. Recommend further practice."

e. Denial Because of Recklessness, Attitude, Accident, Etc. Enter a brief description of the reason for denial of license in item 17, Part II. If it is felt the applicant should be disqualified from operating tactical engineer equipment for the Marine Corps, add the following sentence: "Recommend disqualification until applicant demonstrates proper skills and attitudes to operate equipment safely and responsibly." If disqualification is recommended in Part III, check item 22a as requiring a Page- 11 SRB/OQR entry. Forward the Application for Tactical Engineer Equipment Operator's License to the Licensing Officer for the Licensing Officer's review and the Unit Commander's approval prior to requesting the SRB/OQR entries.

(ON SLIDE #85)

19. NOTIFICATION AND RECORDING ACTION (5 Min)

a. In all cases, the Licensing Officer signs Part III, "License Action," then sends a copy of the application to the individual who signed item 12 of Part I. This constitutes notification to the applicant's Commanding Officer/Responsible Senior of the disposition of the application.

b. File copies of all documents relating to the issue or denial of license in the applicant's Tactical Engineer Equipment Operator History File.

(ON SLIDE #86,87,88,89)

20. REMEDIAL PROCEDURES (5 Min)

a. **REVOCATION**

(1) Commanding Officers are authorized to revoke Of-346 licenses held by personnel in their command for a period of 90 days or more. Revoked Of-346's should either be destroyed or returned to the licensing office for disposition. If the Commanding Officer returns the OF-346 to the licensing office, "REVOKED UNTIL (date)" should be written across the license and filed in the operators history file. Complete re-testing is required before the individual becomes eligible to hold the OF-346 again. Tactical Engineer Equipment Licenses may be revoked at the Commanding Officers discretion, for cause.

(2) Licensing Officers may suspend a license, for cause, for up to 90 days. The Licensing Officer will then confiscate the license and hold it until the suspension has expired. The license may then be returned to the individual. No retesting is necessary unless the Commanding Officer requires it.

(3) All documents relating to an applicant's operating status shall be maintained in the operators history file and all licensing actions not accounted for shall be recorded and explained on the front inside cover.

(4) Revocations by a Commanding Officer require a Page 11 entry stating the date of revocation, the period covered by the revocation and the reasons for the revocation.

TRANSITION: We have just covered notification and recording action and remedial. Are there any questions? Here are some questions for you.

(ON SLIDE #90)

OPPORTUNITY FOR QUESTIONS:

1. **QUESTIONS FROM THE CLASS**

2. **QUESTIONS TO THE CLASS:**

A. Applicants can be disqualified due to what?

Physical exam, Written/Skill test failure, Recklessness, Attitude, Accident, ect.

B. Revoking a license is for how long?

90 days or more

C. Suspending a license is for how long?

Up to 90 days

(ON SLIDE #91)

Summary

(5 MIN)

During this period of instruction we have covered the purpose, applicability, personnel required, record keeping, application, physical requirements, testing, recording actions, procedures to issue an OF-346 and remedial procedures. What you have learned during this period of instruction will aide you in the implementing an effective and proficient licensing program in your shop.

INSTRUCTOR NOTE

Ensure to collect all IRF's and safety questionnaires handed out.

(ON SLIDE #92)

(BREAK - 10 Min)

STUDENT REFERENCES:

