



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

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NAVSUPPACT NAPLES INST 5512.2D

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20 FEB 2004

NAVSUPPACT NAPLES INSTRUCTION 5512.2D

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: U.S. GOVERNMENT MOTOR VEHICLE OPERATOR IDENTIFICATION CARD (OPTIONAL FORM 346)

Ref: (a) NAVFAC P-300, Management of Transportation Equipment
(b) DoD INST 4500.36R, Management, Acquisition, and Use of Motor Vehicles
(c) NAVFAC P-306, Testing and Licensing of Construction Operators
(d) NAVFAC MO-403, Navy Driver's Handbook
(e) OPNAVINST 4790.2B Volume II
(f) AFM-4, Material Handling Equipment (MHE) and Ramp Equipment Training Material
(g) Federal Personnel Manual, Chapter 930

Encl: (1) Table of required documents for operators of automotive vehicles and equipment
(2) Description of categories of Italian civilian driver licenses

1. Purpose. This instruction establishes local procedures for qualifying and identifying U.S. military and civilian, and Italian national personnel to drive or operate U.S. Government owned or leased mobile equipment.

2. Cancellation. NAVSUPPACT NAPLES INST 5512.2C

3. Objectives. This directive is issued to ensure that all operators of civil engineering support equipment (CESE) under the cognizance of Naval Facilities Engineering Command, ground support equipment (GSE) under the cognizance of Naval Air Systems Command, and MHE under the cognizance of Naval Supply Systems Command, are qualified and properly identified prior to assuming operator duties, per references (a) through (g).

4. Definitions

a. Operator. Any U.S. Government employee who drives, tows, or operates any item of general or specialized government owned or leased vehicle or equipment covered in paragraph 3 of this instruction.

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b. Designated Examiner. Any person, U.S. military and civilian or Italian national, appointed by letter from the Commanding Officer, U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, per reference (a).

5. Action

a. All U.S. Government personnel who drive or operate a government owned or leased vehicle must have in their possession a valid state driver's license. U.S. and Italian national personnel under the age of 26 years who operate any government equipment under this regulation require satisfactory completion of a recognized Driver's Improvement Program (DIP) course. Additional licensing requirements are listed in enclosure (1).

b. Every U.S. Government employee who drives or operates a government owned or leased vehicle or equipment assigned to the NAVSUPPACT Naples, whether on- or off-station, must be properly identified per provisions set forth in references (a) through (f) of this instruction. An operator, when driving or operating automotive vehicles or equipment over 10,000 pounds or operating a van with 10 or more passenger carrying capability, must have in his/her possession the appropriate documents listed in enclosure (1). Per reference (a), an OF 346 is not required to operate vehicles under 10,000 pounds or a van with 9 or less passenger carrying capability, if the operator is in possession of a current civilian state driver's license and a U.S. Forces in Italy License, as defined in enclosure (2).

c. Dependents of U.S. Government employees are not authorized to drive or operate Government owned or leased vehicles or equipment, if not employed by the Government.

6. Issuing Procedures

a. CESE over 10,000 Gross Vehicle Weight (GVW). Applicants requiring certification to drive or operate trucks over 10,000 pounds GVW (buses and vans over 9-passenger, emergency, and special purpose vehicles) shall obtain and complete a NAVFAC Form 11240/10. Turn in completed form to the NAVSUPPACT Naples Public Works Transportation License Examiner, who will certify person after successful completion of written examination and road test, per reference (a) or (c), as applicable.

b. Material Handling Equipment (MHE). Applicants requiring certification for operation of MHE shall utilize the following procedures: Provide the NAVSUPPACT Naples Safety Department

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with the names of applicants for inclusion in the Medical Surveillance Program. The Safety Department will notify the U.S. Naval Hospital Occupational Medicine Clinic, which will conduct an operator's physical and issue a Medical Examiner's Certificate. Applicants found eligible will then attend the NAVSUPPACT Naples Safety Department's classroom training and be required to pass a practical exam. Practical application testing shall be accomplished per reference (g). An applicant will then submit NAVFAC Form 11240, completed and signed by his or her supervisor, and validated by the Safety Department. Upon satisfactory completion of training and testing, the Safety Department designated examiner will forward a memorandum to the Public Works Transportation Department License Examiner citing the applicant's name and qualification limits. The Transportation Branch License Examiner will then issue an OF 346 or make the required endorsement(s) on the applicant's existing license. All MHE licenses will be issued with the same expiration date as the Medical Examiner's Certificate, typically three years.

c. Construction and Weight Handling Equipment (WHE).

Applicants requiring certification for operation of construction and WHE shall obtain a NAVFAC Form 11260/1 from the Public Works Transportation License Examiner who will certify and issue a license after successful completion of written examination and road/operation test, per reference (c).

d. GSE. Applicants requiring certification for operation of aircraft ground handling and servicing equipment shall obtain an OPNAV Form 13830-1 from the Air Operations Officer.

7. Physical Fitness Review

a. Every four years, or less if deemed necessary, activities shall provide the review of physical fitness of all civilian employees operating government owned or leased motor vehicles, per standards and procedures established by the Office of Civilian Manpower Management. Activities have the option of conducting this review on a more frequent basis and are recommended to do so for regularly employed motor vehicle operators. The Physical Fitness Inquiry (OF 345) is to be completed per reference (g).

b. Operator Identification Cards for Construction and WHE (NAVFAC Form 11260/2) are valid for two years, unless suspended or revoked. The issuing authority may renew the

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NAVFAC Form 11260/2 for an additional periods of two years each. The renewal is determined by the issuing authority when the operator continues to meet the prescribed physical standards and continues to demonstrate competence in operating the equipment.

8. Expiration and Revocation of OF 346

a. Expiration. The OF 346 is valid for the same time frame as the operator's state motor vehicle license or for a period of three years, whichever occurs first. The OF 346 renewal is determined by the issuing authority when the operator continues to meet the prescribed physical standards and continues to demonstrate competence in driving the motor vehicle(s) the individual is authorized to operate.

b. Revocation. Activities shall establish programs to take adverse disciplinary, or other appropriate action, against drivers who fail to operate government motor vehicles per applicable laws and regulations. Such programs shall include provisions for the assignment of points for official duty related moving traffic violations, and the suspension and revocation of the authority to operate government motor vehicles. As a minimum, convictions for driving under the influence of alcohol or narcotics and leaving the scene of an accident one self, are sufficient cause for suspension or revocation of driving privileges. The OF 346 can be suspended or revoked for cause by the authority, per procedures prescribed in reference (h). A suspended OF 346 can be reinstated after a predetermined designated time period, but a revoked OF 346 shall not be restored until it is determined the operator is fully qualified through evaluation, reexamination, and testing.


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Distribution:

NAVSUPPACT NAPLES INST 5216.4X

Lists I; II; III; IV (2.6.10. only); V

TABLE OF REQUIRED DOCUMENTS FOR OPERATORS OF AUTOMOTIVE VEHICLES

DOCUMENT	VEHICLES									
	CGSE TO 10,000 LBS		CGSE OVER 10,000 LBS		MHE		CONSTR/WHE		CSE	
	U.S.	L.N.	U.S.	L.N.	U.S.	L.N.	U.S.	L.N.	U.S.	L.N.
1. Drivers under the age of 26 - Driver Improvement Certification (DIP)	X	X	X	X	X	X	X	X	X	X
2. U.S. valid State Driver's License	X		X							
3. U.S. Forces in Italy Motor Vehicle Operators License, NAVEUR NSA NAPLES 11240/7	X		X		X		X		X	
4. Italian Driver's license of the appropriate class		X		X		X		X		
5. U.S. Govt. Motor Vehicle operators Identification Card, OF-346, with appropriate endorsements when driving/operating vehicles and equipment			X	X	X	X				
6. Construction and Weight Handling Equipment (WHE) Operators License, NAVFAC 11260/2 when operating applicable type vehicles							X	X		
7. Aviation Ground Support Equipment (GSE) operators Identification Card, OPNAV Form 13830-1 (10-64) when operating GSE									X	X

CGSE - Civil Engineering Support Equipment; MHE - Material Handling Equipment

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DESCRIPTION OF CATEGORIES OF ITALIAN CIVILIAN DRIVER'S LICENSES

Civil Engineer Support Equipment

- Category "A": Private motorcycles up to and including 400 kilograms (880 pounds) GVW.
- Category "B": Vehicles and trucks up to and including 3500 kilograms (7700 pounds) GVW.
- Category "C": Vehicles and trucks of more than 3500 kilograms (7700 pounds) GVW and small trailers up to 750 kilograms (1650 pounds) GVW.
- Category "D": Bus
- Category "E": To be combined with categories "B", "C", or "D" for trailers over 750 kilograms (1650 pounds) GVW.

Material Handling Equipment

- Category "B": Gross vehicle weight up to 3500 kilograms (7700 pounds) required for driving on station and on the public roads.
- Category "C": Gross vehicle weight over 3500 kilograms (7700 pounds) required for driving on the station and on public roads.