



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 25TH INFANTRY DIVISION  
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APVG-CG

22 April 2021

**MEMORANDUM FOR RECORD**

**SUBJECT: 25th Infantry Division Policy Letter #11 – Driver and Operator Selection, Training, Testing, and Licensing**

**1. References:**

- a. Army Regulation (AR) 385-10, The Army Safety Program, 24 February 2017.
  - b. AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training and Licensing, 17 September 2019).
- 2. The 25th Infantry Division Drivers Training objective is to ensure all military equipment operators and assistant drivers are properly trained, tested, and licensed.**
- 3. Commanders will establish a driver selection, training, testing, and licensing program utilizing the following criteria:**
- a. Assign a Brigade Master Driver manager on orders in the rank of SFC that is the primary advisor to the Brigade Commander.
  - b. Assign a Battalion Master Driver on orders in the rank of SSG or above that is the primary advisor to the Battalion Commander.
  - c. Brigade and Battalion Master Driver will be a graduate of the Master Driver Course instructed by the U.S. Army Transportation School or certified mobile training team and be assigned to the Brigade Staff in the operations/S3 section IAW AR 600-55, para 4-1. Master Drivers will also meet qualifications for Licensing Examiners/Instructor AR 600-55, Appendix F.
  - d. Company, Troop, and Battery Commanders assign on appointment orders a SGT or above as a License Examiner and License Instructor IAW AR 600-55, Appendix F. LE/LI must document all training for vehicles and equipment on a DA Form 348. Must have access to Global Combat Support System – ARMY (GCSS-A) to input and update Soldier's drivers record, to include sustainment training and annual check rides.
  - e. All unit License Examiners and License Instructors will fulfill the role of unit instructor and examiners of assigned MTOE equipment. Their role is to provide instruction and supervision in the course. When feasible the license examiner that administers written exams and road test should not be the same individual that instructed the classroom or hands-on training.

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f. All driver selection, training, testing, and licensing must conform to AR 600-55 and associated Training Support Packages (TSP) for the equipment model required to be trained on.

g. All designated drivers will be trained, tested, and licensed on the equipment they are operating.

h. Master Gunners, in coordination with Master Drivers, ensure that combat vehicle crews are trained as a team to conduct Preventive Maintenance Checks and Services (PMCS).

i. All tactical and administrative use vehicles operated by military personnel will have a Vehicle Commander, in the rank of SPC or above during all operations. The senior occupant in a military vehicle is the ranking individual present. Senior occupant responsibilities are listed in AR 600-55, para 1-4n. Commanders are to limit the “authorized single driver” certification and operation of single vehicles “lone runners” to an absolute minimum required to meet mission requirements. Such certification and authorization will not be made on the basis of conveniences, but rather as a matter of mission requirements.

4. Brigades will establish a standard training, testing, and licensing program to be utilized by subordinate battalions.

a. Training must conform to the associated TSP for the equipment model required to be trained on. Training program will consist of three phases, IAW AR 600-55, Figures 4-1 thru 4-3, of which Phase 1 is a one-time requirement. Phases 2 and 3 will be completed for each new vehicle type. Brigade Master Driver Managers will coordinate closely with Battalion Master Drivers to verify the use of all TSP as the plan of instructions.

b. Soldiers arriving with a DA 348 and DA 348-1 from their prior unit with proof of licensing are not required to re-take Phase 1.

c. Phase 1 Drivers Training will be conducted no less than once a quarter at the Battalion level. The course will consist of all qualifications training requirements IAW AR 600-55, para 4-3, Figure 4-1, and include a knowledge test.

d. Learner permits will be issued following the academic knowledge test portion of Phase 2. Soldiers practicing on-the-road driving will have a learners permit annotated for that type of vehicle and be with a License Examiner.

e. License Examiner/Instructors (LE/LI) will be responsible for Phase 3 evaluations. When available, LE/LI will be different from each Phase (Phase 2 and 3).

5. Sustainment training must be conducted annually to maintain proficiency. Annual check rides will be performed by supervisors (NCOs) or LE/LI IAW AR 600-55, para 4-5. Check rides must be annotated on the DA 348. Check rides must be performed by personnel licensed in that type of vehicle. Check rides can cover different variant of vehicles, if the most complex vehicle of

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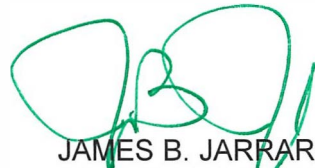
each type is evaluated. Vehicle-mounted cranes and other support equipment must also be evaluated.

6. Brigades must establish a Night Vision Device (NVD) and Driver Vision Enhanced (DVE) standard drivers training plan. The training must be conducted IAW the TSP for the NVD or DVE system being utilized. Vehicles with personnel will be trained as a crew, i.e. Up-Armored Vehicles, MRAPs, ASVs, etc. Executing this training to standard will ensure personnel are trained on the critical skills required to conduct night operations in any environment safely IAW AR 600-55, chapter 8. The annual check ride requirement in paragraph 4 also extends to NVD and DVE.

7. The Division G3 Training staff will provide assistance to Brigades, Battalions, and separate units on the proper conduct of all aspects of driver selection, training, testing, and licensing. The Division G3 Training will ensure driver selection, training, testing, and licensing programs are a primary focus area of all Organization Inspection Program staff assistance visits and inspections.

8. Engaged leadership is an essential element of the driver's selection, training, testing, and licensing program. Effective leadership will prevent avoidable losses of the Army's most valuable assets, our Soldiers.

9. Point of contact for this action is the Division Master Driver Manager, SFC Luis A. Matias at 808-787-5845 or luis.a.matias8.mil@mail.mil.



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