

REQUEST FOR GOV VEHICLE LICENSE (OF346) WORKSHEET						DATE:	
For use of this form, see AK Reg 385-11; the proponent agency is 8A Safety.							
Authority: DoDM 4500.36, Management, Acquisitions, and Use of DoD Non-Tactical Vehicles and AR 58-1. Principle Purpose: To ensure personnel applying for government driver's license understand their duties as a driver, and could be punishable under UCMJ. Disclosure is Voluntary: Disclosure of your personal information is voluntary; however, failure to disclose it may delay processing of your application.							
SECTION I - INDIVIDUAL DATA (Fill out legibly blocks 1 thru 15)							
1. Name: (Last, First, MI)			2. Grade		3. Sex: M F		4. DOB: DD/MMM/YY
5. DOD ID #							
6. Driver's License #:		7. State:		8. Expires: DD/MMM/YY		9. DEROS	
						10. Glasses: Y N	
						11. Colorblind: Y N	
12. Height:		13. Weight:		14. Hair Color:		15. Eye Color:	
						16. Unit:	
						17. Duty Phone:	
SECTION II - LICENSING FACILITY USE ONLY							
VISUAL ACUITY:			REACTION TEST:			TEST SCORE:	
SECTION III - INTERACTIVE DISCUSSION							
Briefing Instructions: Discuss training, experience, liabilities, safety equipment, and responsibilities with a person requesting a license for an NTV. This worksheet is not intended to prohibit personnel from being licensed on an NTV, but to ensure they are familiar with the hazards, risks, and liabilities associated with operating an NTV in Korea. Ensure the individual understands the need to exercise sound judgement and self-discipline and to not put life, limb, or the performance of their duties at risk. NOTE: IAW AR 600-55, 3-2, personnel obtaining a government license require a Commander's Interview and this form will not suffice as the interview. NOTE: Commanders that suspect a driver's license has been revoked may request assistance from the local provost marshal/military police station to validate the operator's driver record.							
Operator's Initials		AREAS OF DISCUSSION					
		Training: To receive an NTV License (OF346), personnel must take the U.S. Forces Korea Driver Licensing Course and pass the exam on JKO, and must present a valid U.S. Driver's License as a prerequisite to obtaining an OF346. Additionally, this is a requirement to operate Tactical Vehicles as part of SOFA & AK Reg 385-11.					
		Risks: Driving an NTV in Korea involves some risks not encountered when driving in the United States. <ul style="list-style-type: none"> • If never driven in Korea, it will be the driver's and unit's responsibility to ensure they are trained accordingly. It will be unit specific to enforce training, prior to operating an NTV. • Drivers must be very attentive and obey the Korean traffic laws. • Have situational awareness when approaching intersections, especially with red flashing lights. Vehicle is supposed to stop, but be aware of other vehicles behind when stopping. • Have situational awareness when approaching crosswalks; pedestrians may walk across without looking and may walk without a GREEN light on the crosswalk. • Other motorists and motorcycles will make sudden lane changes that could impact your driving habits, don't get frustrated or become hostile. • If involved in an accident, assess the situation (take care of injured, if applicable), call MPs, do not move the vehicle until told to do so by KNP/MPs, take pictures (if applicable), fill out SF Form 91/DD Form 518. 					
		PMCS/Safety Equipment/Dispatching: <ul style="list-style-type: none"> • Personnel operating a government vehicle must conduct a PMCS, identify any faults and annotate the date prior to operation of vehicle. • While performing a PMCS, ensure at a minimum, warning triangles and a first aid kit are present; fire extinguisher, if applicable. • Drivers will only operate the vehicle if properly licensed, physically have the OF346 License, and have signed the dispatch as the operator appropriately. 					
		Highway Condition Codes (USFK Regulation 190-1): Highway conditions color codes are used to categorize risk associated with using roads in the local reporting area. They are regulatory in nature when driving a GOV. <ul style="list-style-type: none"> • GREEN – road conditions are normal • AMBER – only GOVs essential for official business will be allowed to exit the installation. Approval authority for government owned vehicle operations during amber road conditions is the Company / Detachment Commander, an officer with the rank of Captain (O-3) or above, a Warrant Officer in the grade of CW3 or above, or civilian supervisors in the grade of GS-10 or KGS-10 or above. • RED – only essential and emergency missions are authorized to operate on or exit the installation. Approval authority for government owned vehicle operations during red road conditions is an officer with the rank of lieutenant colonel (O-5) or above, or civilian supervisors in the grade of GS-13 or KGS-13 or above. • BLACK – road is not passable. Commanders in the grade of colonel (O-6) or above must personally authorize the use of emergency vehicles. NOTE: During peak holidays of Chuseok and Lunar New Years, road conditions will range from AMBER to BLACK. During this time, GOV use ONLY on installation is authorized.					

SECTION IV - INTERACTIVE DISCUSSION

Misuse of Government Vehicles: Allegations concerning fraud, waste, or abuse of Government property and resources are frequent, particularly regarding the misuse of Government owned/controlled non-tactical vehicles (NTV). In Korea, most Soldiers are not authorized POVs and rely heavily on unit assigned NTVs for transportation. Unfortunately, many Soldiers also use the poor excuse of "I did not know" when confronted with an allegation of NTV misuse. Ultimately, leaders are responsible for enforcing the proper use and control of their assigned NTVs, and are also responsible for informing their subordinates regarding the proper use of NTVs within their commands and sections.

**Operator's
Initials**

AREAS OF DISCUSSION

Penalties for Misuse of Government Vehicles (AR 58-1, para 2-5): Government vehicles are for official purposes only and will not be used for personal advantage or convenience. Employees must protect and conserve Government property and use it (or allow its use) for authorized purposes only. The unauthorized or willful misuse of Army-owned or Army-controlled NTVs (includes all vehicles, no matter how they were funded) may be cause for disciplinary action as follows:

- **Civilian Personnel:** Any employee of the Government who willfully uses or authorizes the use of any Government-owned or Government-leased NTV except for official purposes as authorized by 31 USC 1344, will be suspended from duty, without compensation, for not less than 30 days, and will be suspended for a longer period or summarily removed from office if circumstances warrant (see 31 USC 1349(b)).
- **Military Personnel:** Military personnel who willfully use or authorize the use of any Government-owned or Government-leased motor vehicle except for official purposes as authorized by 31 USC 1344 may be disciplined under provisions of the Uniform Code of Military Justice or other administrative procedures deemed appropriate.
- **Financial Liability:** Financial liability may be assessed against Soldiers of the Army (including members of the Army Reserve and National Guard) and DAC employees when Government property is lost, damaged, or destroyed, as a result of their negligence, willful misconduct, deliberate unauthorized use, or failure to operate the vehicle in a safe manner in accordance with applicable traffic safety laws.

Depending on facts and circumstances, the criminal sanctions of 18 USC 641, may apply to the misuse of a Government NTV. The statute provides for a fine or imprisonment for up to 10 years or both.

Damage (AR 58-1, para 2-10): If a unit and/or activity is responsible for damages, it will bear all cost for removing and repairing the vehicle. If the vehicle is damaged beyond repair, the unit will be charged all costs, of the vehicle, including fair market value, less any salvage value.

Prohibitions (AR 58-1, para 2-4):

- Official motor vehicle transportation requirements do not include: transportation to private social functions; personal errands or side trips for unofficial purposes; transportation of Family members or visitors without an accompanying official; or supporting non-DOD activities.
- Government vehicles will not be used for transportation to, or be parked at, commissaries, post exchanges (including all concessions), bowling alleys, MWR clubs, commercial on-post restaurants, or any non-appropriated fund activity unless personnel using the vehicles are on official Government business or are TDY away from the Soldier's or DAC's home station. Assigned military police (MP), DAC police, DA security guards as well as Fire and Emergency Services (F&ES) personnel are exempt from this restriction provided the occupants and operators of the NTV are first responders on official Army duty.
- NTVs will not be used to transport personnel over all or any part of the route between their domiciles and places of duty or employment.
- NTVs will not be used to transport Army personnel and/or their Family members to, from, or between Government facilities or commercial establishments for the purpose of conducting personal business or engaging in other activities of a personal nature. For example, NTVs will not be used to transport personnel to pick up or deliver any items or supplies that are required for any unofficial functions or activities such as office coffee funds, office luncheons, or office parties.

- Military personnel will not wear civilian clothing, including PT uniforms, while operating NTVs, unless specifically authorized by the commander or staff agency director of the requesting activity.
- Personnel will not use headphones, earbuds, or any other listening device while operating a motor vehicle IAW AR 600-55, para 11-4,d.
- Toll booths: Drivers will not use Hi-Pass and will use available lanes to either take a ticket, turn in ticket, or tollbooth personnel need to write down the license plate number. Ticket will be legibly annotated with the license plate number.
- Restricted Bus Lanes will ONLY be used in a 9 passenger vans or larger, with 6 or more personnel.

By signing this document, the applicant has previously received a Commander's Interview IAW AR 600-55, para 3-2. This document is not a replacement of the Commander's Interview.

Date

SIGNATURE OF APPLICANT

Date

COMPANY COMMANDER OR MASTER DRIVER (LAST, FIRST) & RANK) UNIT DSN # SIGNATURE