



**DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
2405 GUN SHED ROAD
JOINT BASE SAN ANTONIO FORT SAM HOUSTON, TX 78234-1223**

AMIM-PWL (600)

15 September 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum – Master Driver/Training, and Licensing Program

1. References.

- a. Code of Federal Regulation, Title 49, Part 382, Federal Motor Vehicle Safety Standards, Controlled Substances and Alcohol Use and Testing, 1 June 2020.
- b. Code of Federal Regulation, Title 49, Part 391, Federal Motor Vehicle Safety Standards, Physical Qualification for Drivers, 1 June 2020.
- c. DODM 6055.06 DOD, Fire and Emergency Services Certification Program (F&ESCP), 22 January 2020.
- d. DODI 6055.04, DOD Motor Vehicle and Traffic Safety, 27 August 2021.
- e. AR 385-10, The Army Safety Program, 24 February 2017.
- f. AR 600-55, The Army Driver and Operator Standardization Program, 17 September 2019.
- g. TC 21-305-20 (AFMAN 24-306(I), Manual for the Wheeled Vehicle Operator, 12 January 2016.
- h. ATP 5-19, Risk Management, 09 November 2021

2. Applicability. This policy applies to all Installation Management Command (IMCOM) locations, including HQ IMCOM, U.S Army Environmental Command (AEC), IMCOM Directorates, and IMCOM Garrisons/Area Support Activities (ASAs).

3. The Master Driver/Training, and Licensing Program is a commander's program designed to assist in carrying out Master Driver/Operator Training, and Licensing program responsibilities. Master Driver/Operator Training, and Licensing is a component of the Command Maintenance Discipline Program (CMDP). CMDP simplifies command and supervisory responsibilities by standardizing requirements and formalizing follow up procedures. All commanders will establish and maintain an

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aggressive Master Driver/Operator Training, and Licensing program IAW Army regulatory guidance.

4. All minimum licensing requirements for Army Servicemembers and Department of the Army Civilian drivers to operate Army Motor Vehicles (AMV) will be IAW AR 600-55, Chapter 2, para 2-2 through para 2-3.

5. The HQ, IMCOM G-3/5/7 will:

a. Manage IMCOM fiscal year training allocations through the Army Training Requirements and Resources System (ATRRS) for the IMCOM Drivers Training Program.

b. Coordinate with HQ, IMCOM G-4 on the reallocation of Drivers Training seats throughout the enterprise based on Garrison prioritization and CMDP inspection results.

6. The HQ, IMCOM G4 will:

a. Select a IMCOM Master Driver Coordinator. IMCOM CG is the appointing authority.

b. Collaborate with HQ, Army Sustainment Command (ASC) to ensure evaluation of subordinate organizations are conducted IAW Army regulatory guidance.

c. Coordinate with HQ, IMCOM G-3/5/7 on the reallocation of Drivers Training seats throughout the enterprise based on CMDP inspection results and Garrison prioritization.

d. Ensure corrective action is taken on identified deficiencies during performed CMDP inspections.

e. Review all deficiencies identified by the ASC Inspectors and aggressively assist the organization in correcting areas requiring improvement.

f. Integrate Master Driver/Operator Training and Licensing into command logistics policy and standard operating procedures.

7. IMCOM Directors will:

a. Appoint, in writing, a senior staff member on the ID staff as the Directorate Master Driver Manager/Master Driver, and License Instructor/Examiner. Provide a copy to the HQ, IMCOM G4 LOG Master Driver/Operator Training, and Licensing Coordinator.

b. Review all Master Driver Training deficiencies identified by ASC Inspectors and provide guidance to Garrison Commanders on sustaining a viable Master Drivers program.

8. IMCOM Garrison/ASA/AEC Commanders will:

- a. Implement an Operator Training and Licensing program. Coordinate with the Army Field Support Battalion/Logistic Readiness Center (AFSBn/LRC) chain of command for logistical support and assistance.
- b. Each USAG/ASA will appoint, in writing, a primary and alternate Master Driver Manager. The Master Driver Manager and alternate must be a graduate of the ASI M9 Master Driver course. Licensing Instructors (LI)/Licensing Examiners (LE) IAW AR 600-55 do not require the ASI M9 Master Driver course. However, the LIs and LEs must successfully complete the License Instructor and Examiner distance learning course on the Army Learning Management System (ALMS). Both courses require Army Training Requirements and Resource System (ATRRS) assisted enrollment. Both the LIs and LEs must be appointed in writing.
- c. Develop standard operating procedures (SOPs) to ensure subordinate organizations are provided clear guidance on training, certifying, and licensing operators on vehicles and equipment. Develop and publish guidance for interviewing and selecting driver candidates.
- d. The appointed primary and alternate Master Drivers and License Examiner/Instructors will complete all GCSS-A Training and Certification System (GTRAC) Common Core training modules, and the License Examiner/Instructor module located under the Business Area Specific Course tab located at the following website: <https://gcss.army.mil/GTRAC/Sustainment/CoursesUniqueForm.aspx>. The Master Drivers and License Examiners/Instructors will submit a DD Form 2875, System Authorization Access Request (SAAR) with copies of all certificates of training from GTRAC to the AFSBn/LRC Maintenance Access Administrator (AA) requesting access to GCSS-A as the License Examiner/Instructor. To expedite the process each appointed MD and LE/I will self-register and create a GCSS-A account located at the following website: <https://gcss.army.mil/Documents/Training/GTRAC%20Smart%20Bookv9.pdf> as a new GTRAC user. The self-registration is CAC enabled will create an account in hold status until the AA processes the DD Form 2875 authorizing access to GCSS-A.
- e. Ensure all organizational equipment identification codes (EIC) are properly input in GCSS-A and operator qualification records are complete and accurate.
- f. Ensure driver candidates meet federal, state, local, and/or Host Nation (HN) driver licensing requirements.
- g. Ensure risk assessments are conducted for all phases of operator training and mitigation strategies are implemented prior to execution.
- h. Each Garrison will ensure there is at least one individual assigned with a valid and current Army Training Requirements and Resources System (ATRRS) account to facilitate the identification of future Master Driver training requirements for all military and civilian personnel.

i. Each IMCOM Directorate will ensure all ATRRS sub-quota sources within their purview enter their future Master Driver training requirements for all military and civilian personnel into the Total Army Centralized Individual Training Solicitation (TACITS) portal annually to obtain future IMCOM training quotas.

9. Immediate supervisors will:

a. Ensure personnel are trained in operator preventive maintenance checks and services (PMCS), safe driving practices, and correct loading techniques.

b. Review operator forms and records for accuracy and completeness and ensure all driver training and driver qualifications are documented as required by applicable regulatory guidance.

c. Coordinate with license instructors/license examiners to ensure annual check ride training is conducted IAW AR 600-55, and training is documented on the operator qualification record in GCSS-A for all personnel requiring an equipment/vehicle operator's license.

10. Commanders and first-line leaders must adhere to Driver/Training, and Licensing Program policies and enforce command maintenance discipline through leadership, training, administrative and disciplinary measures. Commanders must support the program to ensure all vehicle and equipment operators are properly licensed and trained IAW applicable military regulations, state, federal, and local requirements.

11. IMCOM G4 is the proponent for this policy at (210) 466-0452.



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