



DEPARTMENT OF THE ARMY
405TH AFSB, LOGISTICS READINESS CENTER, WIESBADEN
UNIT 29623
APO AE 09005-9623

ASEU-LWI

16 Jan 18

MEMORANDUM FOR all units and activities supported by 405th Army Field Support Brigade (AFSB), Logistics Readiness Center (LRC) Wiesbaden

SUBJECT: External Standard Operating Procedures for Driver's Testing and Training Station (DTTS)

1. References:

- a. AE 385-55, Prevention of Motor Vehicle Accidents, 13 Feb. 06.
- b. AR 600-55, The Army Driver and Operator Standardization Program, Selecting, Training and Licensing, 1 May 17.
- c. AE 600-55, Driver-and Operator-Standardization Program, 8 Feb. 07.
- d. AE 190-1, Driver and Vehicle Requirements and the Installation Traffic Code for U.S. Forces in Germany, 13 Jul 17.
- e. AE Pamphlet, 190-34, Drivers Handbook and Examination Manual for Germany, 10 Nov 10.

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3. Purpose: To provide regulatory guidance and a quick summary of requirements operating procedures applicable for all personnel utilizing the Driver's Training and Testing Station (DTTS).
4. Applicability: The provisions of this SOP are applicable to all members of the U.S. Armed Forces, civilian personnel, and their family members assigned to or employed within the USAG Wiesbaden area of responsibility (AOR).
5. Mission: Provide U.S. Forces Certificate of License services, and ensure compliance with driver's training and testing requirements in accordance with all above references.
6. Operational Information
 - a. DTTS Location: Lucius D. Clay Kaserne, BLDG 1023W, RM 322/324, DSN/VOIP: 546-6076/6077, COM: (49)-611-143-546-6076/6077.
 - b. Customer Service Hours:
 - (1) Monday thru Thursday: 0730 - 1200 & 1300 - 1530 hrs.
Friday: 0730 – 1200 hrs – closed every Friday afternoon for internal training.
 - (2) Driver's orientation, motorcycle orientation, remedial training, bus driver class, and road test by appointment only.
 - (3) Closed on US and German holidays.
 - c. Mailing Address:
 - (1) APO: 405th AFSB, LRC Wiesbaden, ATTN: ASEU-LWI, Unit 29623, APO AE 09005-9623.
 - (2) COM: 405th AFSB, LRC Wiesbaden, Geb. 1023W, Lucius D. Clay Kaserne, PO BOX 8, 65205 Wiesbaden.
7. JKO Online training and testing application:
 - a. The computer online link is <https://jkodirect.jten.mil/>. In order to log in a CAC Card is required. The required training course number is USA-007, and the final test number is USA-007B.
 - b. The transfer of the score from JKO-Online to the USAREUR or rather the DTTS Wiesbaden system takes approximately 2 days.

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c. As indicated above this online capability is available for CAC-Card holders and their family members/spouses.

8. Privately Owned Vehicle (POV) licensing requirements:

a. In order to provide an effective and efficient operation with the minimum waiting time for the customers it is essential to have the following items and information available:

- (1) Valid States license or any other civilian driver's license.
- (2) U.S. military ID card.
- (3) The cost is \$20.00 to be paid with either a check, money order or credit card. DTTS cannot accept cash payments.
- (4) If glasses or contact lenses are required for driving have them available for the mandatory eye test as well.
- (5) For family members the sponsors ID card and SSN is required.
- (6) The complete military mailing address to include CMR#, Unit#, Box#, and the civilian and DSN/VOIP telephone numbers.

9. Licensing for Non-Tactical Vehicles (NTVs):

a. The main procedures and requirements are listed in AR 600-55, Chapter 2-4 "The Army Driver and Operator Standardization Program (Selecting, Training and Licensing)", reference b above.

b. Specific applicable policy for busses 15 PAX and above:

- (1) Training and testing: Before issuing a DA Form 5984-E or OF 346 (U.S. Government Motor Vehicles Operator's Identification Card) commanders of ALL requiring and requesting units and activities will ensure that Soldiers authorized to operate a bus with more than 15 PAX, and meet the following minimum requirements
- (2) Personnel requirements is 21 years old.
- (3) Have a driver license for at least 3 years.
- (4) Experience of at least 6 months driving on a 5 ton or greater truck in Germany.
- (5) Attend 1 hour bus driver orientation.
- (6) Pass a 30 question bus written test.
- (7) Complete a 40 hour driver course on a bus with the equivalent size.

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(8) Pass a PMCS and road test.

(9) Study material, bus driver orientation, written test, PSCS and road test will be conducted by DTTS Wiesbaden. The 40 hour driver course will be conducted by unit with the unit instructor, and bus road test only with the unit instructor.

(10) Operators will not take part in hands-on vehicle or equipment training without a valid DA Form 5984-E or OF 346 Learners Permit (AR 600-55, para 4-3).

10. Accident avoidance training: Accident reporting and accident prevention training will be conducted as part of the academic training Program (POI) prescribed in AR 600-55, appendix E, and AE 600-55, appendix B, phase I, and incorporated into command safety program. The certificate is valid for 4 years. More information on accident-avoidance training is available at the Combat Readiness University, TC 21-305, and in AE 385-55, appendix D.

11. Remedial training: Remedial training will be conducted by the LRC Wiesbaden DTTS. This training is mandatory for operators who have an at fault accident, traffic violations, have misused equipment, or otherwise demonstrated a need for additional training (AR 600-55, para 4-5).

12. Winter driving orientation training (WDO): All Soldiers and Civilians (Local Nationals (LNs), DOD Employees and authorized Volunteers) with a Non-Tactical Vehicle (NTV) Driver License are to complete the required WDO. Training on winter driving will be conducted annually before 31 October by the unit master driver and/or the LRC DTTS. NTV operators not complying with the mandatory training will not be authorized to dispatch or operate a Non-Tactical Vehicle in this garrison, beginning 01 November of year.

13. Point of contact is Hans-Peter Moosberger, Maksudul, Alam at DSN/VOIP: 546-6076/6077, CIV: 0611-143-546-6076/6077, E-mail: Hanspeter.moosberger.ln@mail.mil maksudul.alam.ln@mail.mil, and Michael Leyba at DSN/VOIP: 546-6072, CIV: 0611-143-546-6072, E-mail: Michael.l.leyba.civ@mail.mil

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