



DEPARTMENT OF THE ARMY
405TH ARMY FIELD SUPPORT BRIGADE
LOGISTICS READINESS CENTER, ITALY
UNIT 31412, BOX 14
APO AE 09630

ASEU-LIT

21 September 2017

MEMORANDUM FOR ALL SUPPORTED UNITS/ORGANIZATIONS

SUBJECT: Driver's Testing Station (DTS) External Standard Operating Procedures

1. Enclosed is the revised external Standing Operating Procedures (SOP) of the Driver's Testing Station (DTS).
2. This SOP provides uniform procedures and guidelines for all the organizations and tenant units supported by LRC Italy Driver's Training and Testing Station.
3. This SOP supersedes all previous editions.
4. POC for this SOP is Mr. Nicholas Rolling, Driver's Testing Supervisor, DSN 646-2432.

// Original Signed //

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Director, Logistics Readiness Center Italy

405th AFSB LRC ITALY
TRANSPORTATION DIVISION
DRIVER'S TESTING STATION
UNIT 31412, BOX 14
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DRIVER'S TESTING STATION
EXTERNAL
OPERATING PROCEDURES

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**405th AFSB LRC ITALY, TRANSPORTATION DIVISION
DRIVERS TESTING STATION (DTS)
EXTERNAL STANDING OPERATING PROCEDURES (SOP)**

1. Purpose.

a. The purpose of this Standing Operating Procedure (SOP) is to prescribe policies and define responsibilities for those employees assigned to the Drivers Testing Station (DTS) and those receiving logistical support in the USAG Italy AOR who are requesting an Allied Forces in Italy Driver License, also known as a SETAF Driver License.

b. This SOP is not intended to duplicate the information included in the applicable regulations and directives, but rather to detail and clarify those requirements concerning the administrative operations of the DTS and to assist those wishing to obtain an Allied Forces in Italy Driver License.

2. Applicability.

This SOP is applicable to all persons assigned to DTS, and all persons requesting an Allied Forces Italy Driver License.

3. References.

- a. AR 600-55, The Army Driver and Operator Standardization Program, dated 19 September 2019
- b. AR 385-10, The Army Safety Program, dated 27 November 2013
- d. NAVSUPACT Naples Instr. 5100.11B, dated 23 July 2014
- e. NAVSUPACT Naples Instr. 11240.29D, dated 16 Jul 2009
- f. USASETAF (ABN) Reg. 190-2, Traffic Supervision and Privately Owned Vehicle Operator Licenses, dated 10 Jan 2007

4. Points of Contacts.

405th AFSB, LRC , Transportation Division, Driver's Testing Station, Bldg. 393.
DTS Supervisor DSN: 646-2432 or civilian: 0444-71-2432;
DTS Technician DSN: 646-2431/2433/2430 or civilian: 0444-71-2431/2433/2430.

5. Hours of Operation:

a. Customer Service Hours:

Visit the DTTS web site to see current Customer Service hours.

<https://www.afsbeurope.army.mil/Logistics-Readiness-Centers/LRC-Italy/Drivers-Testing-Italy/>

b. Testing Information:

By appointment. Visit the DTTS web site to make an online appointment.

<https://www.afsbeurope.army.mil/Logistics-Readiness-Centers/LRC-Italy/Drivers-Testing-Italy/>

c. Orientation Information (In-Processing):

- Review the DTTS Training Video on DVIDS or YouTube:

DVIDS: <https://www.dvidshub.net/video/755370/drivers-orientation>

YouTube: <https://www.youtube.com/watch?v=CfX14suCWMg>.

- Study the Driver Information Manual:

https://www.afsbeurope.army.mil/Portals/30/drivers_guide_Italy.pdf?ver=2019-01-02-062300-720

- You can also make an appointment to view the Training Video in the DTTS Office. Visit the DTTS web site to make an online appointment.

<https://www.afsbeurope.army.mil/Logistics-Readiness-Centers/LRC-Italy/Drivers-Testing-Italy/>

6. Responsibilities.

a. LRC Italy employees assigned to the DTS will:

- 1) Develop a driver testing curriculum that provides informational instruction on the laws and customs of operating a vehicle in Italy to applicants seeking an Allied Forces Italy Driver License. This curriculum will contain, at a minimum, an Orientation Information Briefing, an Initial Drivers Orientation Instruction course, and a Remedial Driver Instruction course.
- 2) Maintain the driver testing curriculum, and keep it current in accordance with the Italian Road Code (Codice Stradale).

- 3) Deliver the driver testing curriculum to applicants in regularly scheduled classes.
- 4) Administer an examination that tests applicant's knowledge of the driver testing curriculum. The examination will contain, at a minimum, a portion that tests the applicant's knowledge of Italian driving laws and customs, and a portion that assesses the applicant's ability to identify Italian road signs.
- 5) Issue the Allied Forces Italy Driver License to applicants that pass the examination.
- 6) Provide a list of documents that the Automobile Club d'Italia (ACI) requires to issue an Italian Driver License, and provide information on the process LRC Italy customers must follow to obtain one.
- 7) Establish and maintain a program for issuing the OF 346 (Fig 1), to all LRC Italy customers who require one in order to operate a Non-Tactical Vehicle (NTV).

b. Applicants seeking an initial Allied Forces Italy Driver License will:

- 1) Upon initial In-Processing, attend an "Orientation Information" class.
- 2) Meet the prerequisites for obtaining an initial Allied Forces in Italy Driver License (below).
- 3) Study the USAG Vicenza Driver Information Manual (see para. 10 below).
- 4) Attend an Initial Driver Orientation Instruction Course and pass the driver testing examination.

c. US Applicants seeking a OF 346 (Fig 1) to operate a Government Non-Tactical Vehicle will:

- 1) Obtain an Allied Forces Italy Driver License.
- 2) US Government civilian employees must also provide a memorandum from their supervisor stating that they require an NTV license to perform their official duties.

d. Local nationals seeking a OF 346 (Fig 1) to operate a Government Non-Tactical Vehicle will:

- 1) Produce a valid Italian Driver License.
- 2) Provide a memorandum from their supervisor stating that they require an NTV license to perform their official duties.

7. Prerequisites for Obtaining an Initial Allied Forces in Italy Driver License.

- a. Be 18 years of age at the time of application
- b. Possess one of the following:
 - 1) A valid (unexpired*) Driver License from one of the fifty states or U.S. territories.
 - 2) A valid (unexpired) Driver License from another country.
- c. Attend the DTS administered Driver Orientation Instruction Class.
- d. Pass the DTS administered driver testing examination.
- e. An identification card showing eligibility for logistics support (Ex: Military ID, Civilian Common Access Card (CAC), or dependent identification card).
- f. Exemptions from certain pre-requisites:
 - 1) Persons with a license issued by another European Command, or who have a valid EU country Driver License, are not required to take the driver testing examination. They must, however, attend the Driver Orientation Instruction Class and provide a completed AE Form 190-1T (Fig-3).
 - 2) NATO personnel must present their yellow identification card, green installation pass and a valid country Driver License. Once they have completed the AE form 190-1T, the DTS will issue an Allied Forces Italy Driver License with the same expiration date as their identification card.

* Note: States listed in Appendix H of this document recognize an extension for active duty military. The DTTS will accept an expired license from one of these states, as long as all noted requirements are met.

8. Driver License Validity and Renewal

- a. The Allied Forces Italy driver license is valid for:
 - (1) Up to 4 years for U.S. military, DOD civilians and their dependents, and any dependent that is also an Italian National DOD contractors and their dependents, when accompanied by a valid license IAW 7.b. The actual expiration date on the AFI license is based on the expiration date of the stateside (or country) driver license that is used to meet the prerequisite listed in paragraph 7.b. The AFI driver license is not a NATO License but SOFA License, which is only good to operate a vehicle within Italy.
 - (2) Four (4) years for U.S. Military when the driver license used to meet the pre-requisite listed in paragraph 7.b. is one of the States listed in Appendix H.

b. Regardless of the expiration date annotated on the license, all AFI driver licenses expire when AFI privileges are no longer authorized due to retirement, separation, or loss of logistics support.

c. All U.S. personnel should strive to maintain a valid stateside license for use while TAD/TDY or “on leave” in the United States. See Appendix H for states/territories which allow for automatic renewal of their licenses for active duty members that are out of State.

d. Holders may renew their license up to 60 days prior to the expiration date by presenting the Driver’s Testing Station with a new AE Form 190-1T, a valid stateside Driver License, Military I.D. Card. Civilians must also present Extension Documents from CPAC with a new DEROS date. A signed Overseas Tour Extension document is sufficient.

e. Persons who submit evidence that they were deployed, incapacitated, on emergency leave or on extended TDY when their Allied Forces Italy Driver License expired will not be required to go through the initial licensing process.

9. Driver License Replacement.

When an Allied Forces Italy Driver License is lost, stolen, mutilated or destroyed, the holder may submit an application for a replacement, along with a “Lost Document Form” obtained from the Provost Marshall’s Office, to the DTS. The DTS will issue a replacement license with the same expiration date as the original.

10. Study Guides.

Applicants can find a Study Guide and Practice Test at the following website:

https://www.afsbeurope.army.mil/Portals/30/drivers_guide_Italy.pdf?ver=2019-01-02-062300-720. If an applicant must print the guide, DTS suggests you print the road sign portion in color, as some signs have different meaning depending on their color.

Figure 1 OF 346 OPERATOR'S IDENTIFICATION CARD

Part 1			FRONT		Part 2	
OF 346 11/85 USOPM FPM Chapter 930		U.S. Government Motor Vehicle Operator's Identification Card		Card No ① J-7119	Restrictions R1 ⑮	
Name of Operator (Not Transferable) ② Jones, John L.		Sex ③ M	Signature of Operator (Not valid until signed) ④ John L. Jones		QUALIFIED TO OPERATE ⑯	
Date of Birth ⑤ 1 MAY 64	Social Security No ⑥ 111-41-7119	Name and Location of Issuing Unit ⑬ 6 th TRANS BN Ft. EVSTIS, VA 23604		Type Vehicle and/or Equipment HEMTT M977	Capacity 10T	Qualifying Official Guy D. Smith
Height ⑦ 5'4"	Weight ⑧ 160 lbs.	Hair Color ⑨ BRN	Eye Color ⑩ GRN	Signature and Title of Issuing Official ⑭ Paul W. Zepher LTC BN CDR		
Date Issued ⑪ 10 JUN 93	Date Expires ⑫ 31 MAY 99	OTHER RECORDS (Optional) ⑰ J-7119 WINTER DRIVER INC.		SAMPLE		
The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified subject to the restrictions set forth on the other half of this card. Card must be carried at all times when operating Government vehicles.						

BACK

SAMPLE	PRIVACY ACT STATEMENT
	<p>Speciation of this information is authorized by 40 U.S.C. 471 and 5 CFR Part 930 Subpart A, which require OPM to regulate Federal employees use of Government-owned or -leased motor vehicles. Executive Order 9397 authorized agencies to use the Social Security Number (SSN) as an identifier in government personnel record systems. Your SSN and other data provided is used primarily by the National Drivers Register Service to check your driving record. Other possible uses include disclosure to former employers or law enforcement agencies to obtain additional related information. Furnishing your SSN as well as the other data is voluntary. However, failure to provide any of the data requested may result in your not being issued a U.S. Government Motor Vehicle Operator's Identification Card. When driving a motor vehicle is a prerequisite to employment, you may not be able to obtain/retain employment without such a card.</p>

FIGURE 2: DA FORM 348 EQUIPMENT OPERATOR'S QUALIFICATION RECORD (FRONT)

E-4, HQ EAST

NAME (Last, first, initial) AND SERVICE NUMBER CLANTON, THOMAS D. 5370				PERMIT (Initial) NUMBER C5370 USA-3826-86		DATE ISSUED 30 Dec 86	
				TYPE ARMY STANDARD		LIMITATIONS (Physical or operational) LIGHT	
SEX M	DATE OF BIRTH 07 Nov 66	COLOR HAIR Blonde	COLOR EYES Grey	HEIGHT 5'10"	WEIGHT 160 lbs.	POSITION TITLE (If civilian) N/A	
SECTION I - OFFICIAL QUALIFICATIONS							
TYPE OF EQUIPMENT	SIZE	SPECIAL QUALIFICATION ¹	DATE QUALIFIED	QUALIFIED AT	NAME OF EXAMINER		
Sedan&Sta/Wgn	568Pass	None	30 Dec 86	501st SG, TMP	Pang Teachong		
Trk PU,CA,PA 4x2	1/2-3/4ton	"	"	"	Pang Teachong		
Trk Util 4x4/4x2	1/2ton-1 Ton	"	"	"	Pang Teachong		
Trk Carryall 4x4	3/4ton	"	"	"	Pang Teachong		
TRK Cgo 4x4 ⁿ⁸⁸⁰	1 1/4T	"	7 JAN 87	CSCT# 3	Lab Seng		
TRK Cgo M135A2	2 1/2T	"	7 JAN 87	"	Lab Seng		
TRK Cgo M1008/1009	1 1/4T/1 1/2T	"	23 JAN 87	"	Lab Seng		
SECTION II - BACKGROUND AND EXPERIENCE							
TYPE OF EQUIPMENT	SIZE	TYPE OF DRIVING OR OPERATION ²	ADDITIONAL DRIVER'S LICENSES (State or Agency)	NUMBER OF OTHER DRIVER'S LICENSES	SATISFACTORY EXPERIENCE VERIFIED BY		
Automobile	5P	C&R	NC 1982	6182069	Pang Teachong		
¹ Special equipment, special operations or conditions ² City, rural, long haul, etc.							
SECTION III - PERFORMANCE RECORD							
(List chronologically as "credits" - awards, training, retraining, testing, retesting, roadtests, permit renewal, relicensing, etc; and as "debts" - accidents, arrests, violations, warnings, revocations, suspensions, etc.)							
DATE	CREDITS	DEBITS	TYPE OR NATURE	ACTION TAKEN			
30 Dec 86	12 hrs.		Safety	IAW USFK PAM 385-2 and TDC EA Suppl 1 to AR 600-55			
30 Dec 86	1 hr		Test	IAW EA Suppl 1 to AR 600-55 SF 46 Issued. WCT			
7 JAN 87	1 hr.		TRAINED	IAW TO TMA-2320-246-10 operational class on M1008			
7 JAN 87	1 hr		TRAINED	IAW TO TMA-2320-209-10 operational class on M135A2			
23 JAN 87	1 HR		TRAINED	IAW TO TMA-2320-246-10 operational class on M1008/1009			
11 Jan 1989	8 hrs		TRNG	DDC# 7907 FeJA			
24 JAN 1989	1 1/2 hr		TRNG	TMP FeJA OPERATION			
24 JAN 1989	1/2 hr		ISSUED	Issued FS46 IAW			
24 JAN 1989	7 1/2 hr		Validation	AR 600-55 TMP FeJA A-067-89			
EQUIPMENT OPERATOR'S QUALIFICATION RECORD (EXCEPT AIRCRAFT)							
(AR 38-1, AR 600-55 and AR 385-55)							

DA FORM 348
1 OCT 84

REPLACES DA FORM 348, 1 AUG 80, WHICH WILL BE USED, AND DA FORM 1380 WHICH IS OBSOLETE FOR ARMY USE.

(Extract from personnel file to maintain at operating level.)

FIGURE 2-1 DA FORM 348 EQUIPMENT OPERATOR'S QUALIFICATION RECORD (BACK)

BACK

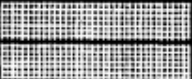
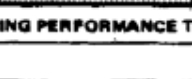
SECTION IV - EXAMINATION FINDINGS					
BATTERY I - (Administered as a part of reception processing, at reception stations)		BATTERY II - (To be administered to all applicants for Driver Permit BF 46) (To transfer raw score to standard score use DA Pamphlet 611-118)			
DA FORM 6122		RAW SCORE (32)	STANDARD SCORE (33)		
DA FORM 6123					
DA FORM 6124					
ENTER SCORE FROM ITEM 24 OF INDIVIDUAL'S DA FORM 20		TOTAL STANDARD SCORE (34)			
		STANDARD SCORE FOR BATTERY II (Divide Total Standard Score by 3)		(35)	
STANDARD SCORE (30)	SUCCESSFUL COMPLETION (36)	EXAMINATION ADMINISTERED BY (Last name - first name - middle initial) (37)			
		<input type="checkbox"/> YES <input type="checkbox"/> NO			
I PHYSICAL EVALUATION MEASURES		<input checked="" type="checkbox"/> - IF QUALIFIED <input type="checkbox"/> - IF SUBSTANTIAL	SIGNATURE OF EXAMINER		COMMENTS AND RECOMMENDATIONS ON SUBSTANDARD ITEMS
1. VISUAL ACUITY (38)	LEFT EYE 20/20 RIGHT EYE 20/20	<input checked="" type="checkbox"/>	Lucy J. Smith (45)		
2. FIELD OF VISION (39)	LEFT EYE 98° RIGHT EYE 98°	<input checked="" type="checkbox"/>	Lucy J. Smith		
3. HEARING (40)	LEFT EAR NA / 20 RIGHT EAR NA / 20	<input checked="" type="checkbox"/>	Lucy J. Smith		
4. REACTION TIME (41)	30/100 SEC 35/100 SEC	<input checked="" type="checkbox"/>	Lucy J. Smith		
5. DEPTH PERCEPTION		normal (42)	Lucy J. Smith		SIGNATURE OF MEDICAL AUTHORITY (47)
6. COLOR PERCEPTION		normal (43)	Lucy J. Smith		
II DRIVING PERFORMANCE TEST (Check <input checked="" type="checkbox"/> if successful, "x" if failed and corrective training is needed)					
A. ROAD TEST - PREREQUISITE (48)					
1. INSTRUMENTS (Location, correct reading, action for abnormal reading)	<input checked="" type="checkbox"/> OIL LEVEL STICK	<input checked="" type="checkbox"/> TEMPERATURE GAGE	<input checked="" type="checkbox"/> OIL PRESSURE GAGE	<input checked="" type="checkbox"/> VOLTMETER	
	<input checked="" type="checkbox"/> AMMETER	<input checked="" type="checkbox"/> TACHOMETER	<input checked="" type="checkbox"/> FUEL GAGE	<input checked="" type="checkbox"/> AIR PRESSURE GAGE	
2. BEFORE OPERATION CHECK	<input checked="" type="checkbox"/> VEHICLE DAMAGE	<input checked="" type="checkbox"/> CONDITION OF TIRES	<input checked="" type="checkbox"/> CLEAN HEADLIGHTS	<input checked="" type="checkbox"/> OIL LEVEL	<input checked="" type="checkbox"/> BATTERY
	<input checked="" type="checkbox"/> MIRROR ADJUSTMT.	<input checked="" type="checkbox"/> HORN	NA	<input checked="" type="checkbox"/> FOOT BRAKE	<input checked="" type="checkbox"/> WATER LEVEL
	<input checked="" type="checkbox"/> SEAT ADJUSTMENT	<input checked="" type="checkbox"/> WIPER			
3. EMERGENCY EQUIPMENT (Location and use)	FIRE EXTINGUISHER <input checked="" type="checkbox"/>		HIGHWAY WARNING KIT <input checked="" type="checkbox"/>		OTHER (Describe) N/A
4. CONTROLS - "DRY RUN"	GEARS NA	BRAKE <input checked="" type="checkbox"/>	CLUTCH NA	FRONT AXLE <input checked="" type="checkbox"/>	
5. DEPTH PERCEPTION (Two feet from target)	FIRST TRY <input checked="" type="checkbox"/>		SECOND TRY NA		THIRD TRY NA
6. PRACTICE RUN (1/4 mile)	START <input checked="" type="checkbox"/>	PULL OUT <input checked="" type="checkbox"/>	SHIFT <input checked="" type="checkbox"/>	3 STOPS <input checked="" type="checkbox"/>	URNS <input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> LOCAL LAWS	<input checked="" type="checkbox"/> OPERATING PROCEDURES	<input checked="" type="checkbox"/> ACCIDENT REPORTING		
7. ADDITIONAL REQUIREMENTS FOR LICENSE	OTHER (Describe)				
					(49)
B. ROAD TEST - SCORED PHASE (DA PRT 2678)					100
COMMENTS AND RECOMMENDATIONS OF ROAD TEST EXAMINER (52)			NUMBER OF TALLY MARKS ON CHECK LIST PRT 2678 (Subtract)	10 (50)	
			ROAD TEST SCORE	90 (51)	
			SIGNATURE OF ROAD TEST EXAMINER (53)		
			Lucy J. Smith		
MY DRIVING WEAKNESSES HAVE BEEN MAKE KNOWN TO ME AND I HAVE BEEN SHOWN HOW TO OVERCOME OR ADJUST THEM.	DATE (54)	SIGNATURE OF APPLICANT (55)			
	10 JUN 93	John L. Jones			

FIGURE 3: AESE FORM 190-1T APPLICATION FOR POV AND MILITARY OPERATORS LICENSE

COLOR EYES _____ COLOR HAIR _____
HEIGHT _____ WEIGHT _____

APPLICATION FOR U.S. FORCES POV CERTIFICATE OF LICENSE AND ALLIED TRANSACTIONS (AE Reg 190-1/CNE-CNA-C6F Inst 11240.6X/USAFE-AFAFRICA Inst 31-202)					
Data Required by the Privacy Act of 1974-					
Authority, Article 9, Supplementary Agreement to NATO SOFA; 10 USC 3012. Principal purpose(s). To evaluate an application for a U.S. Forces privately owned vehicle (POV) certificate of license and to issue a license on establishment of eligibility. Routine use(s). a. To verify the licensed status of individuals to both U.S. and foreign law-enforcement, investigative, and administrative authorities, to attorneys representing clients, and to insurance companies. b. To record elements of an individual's driving history (for example, to record suspension or revocation of license or declaration of ineligibility for a license) and, when warranted, to take or recommend appropriate action. c. For internal locator purposes within the USAREUR Registry of Motor Vehicles. d. To support requests for miscellaneous services submitted by individuals to the USAREUR Registry of Motor Vehicles. e. See routine uses set forth in 40 Federal Register 33151.					
Mandatory or voluntary disclosure and effect on individual not providing information. The disclosure of personal information, including social security number (SSN), is mandatory to obtain a license. Failure to provide any item of the information will result in rejection of the application. Rejection for this reason is necessary since names do not provide an individual with a unique identification. Note, Motorcyclists - Provide proof of successful completion of a Motorcycle Safety Foundation course. Military Only. ***** DO NOT MAIL THIS APPLICATION TO THE REGISTRY OF MOTOR VEHICLES --- TAKE IT TO YOUR LOCAL DRIVER TESTING STATION *****					
License number		Effective date (YYYYMMDD)		Expiration date (YYYYMMDD)	
To be completed by registry personnel only:					
Applicant Information:					
1. Grade		2. Name (last, first, middle)		3. Date of birth (YYYYMMDD)	
4. Place of birth (city/state/country):		5. SSN		6. DOD ID number	
7. U.S. or country driver's license no		8. State/country		9. Expiration date (YYYYMMDD)	
9. Military mailing address; unit, PSC, or CMR number; box number; and APO				10. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
11. Organ donor <input type="checkbox"/> Yes <input type="checkbox"/> No		12. Corrective lenses <input type="checkbox"/> Yes <input type="checkbox"/> No		13. SSN	
14. DOD ID number		15. Name (last, first, middle)		16. Telephone number	
17. Grade		18. Organization		19. Branch of service	
Military <input type="checkbox"/> Army <input type="checkbox"/> AF <input type="checkbox"/> Navy <input type="checkbox"/> Other <input type="checkbox"/>		Civilian <input type="checkbox"/> Army <input type="checkbox"/> AF <input type="checkbox"/> Navy <input type="checkbox"/> Other <input type="checkbox"/>		20. Type of application <input type="checkbox"/> Initial <input type="checkbox"/> Replacement <input type="checkbox"/> Addition of class <input type="checkbox"/> Renewal <input type="checkbox"/> Reinstatement <input type="checkbox"/> Changes <input type="checkbox"/> EU or NATO transfer <input type="checkbox"/> Restriction <input type="checkbox"/> German transfer	
21. Class of license <input type="checkbox"/> 1 250 cc+ <input type="checkbox"/> 1A 80 cc - 250 <input type="checkbox"/> 1B Less than 80 cc & 80 kph <input type="checkbox"/> 2 Truck <input type="checkbox"/> 2 Bus # Passengers _____ <input type="checkbox"/> 3 Auto <input type="checkbox"/> 4 Less than 50 cc & up to 50 kph <input type="checkbox"/> 5 Less than 50 cc & up to 25 kph		22. Restrictions <input type="checkbox"/> Letter <input type="checkbox"/> Medical <input type="checkbox"/> Auto trans only <input type="checkbox"/> Daylight only		23. Examiner statement I have examined the applicant according to AE Reg 190-1f/USAFE-AFAFRICA Inst 31-202. The applicant has satisfactorily passed all required tests. Date (YYYYMMDD) _____ Examiner's signature _____	
24. Applicant statement I am familiar with the provisions of the directives cited above and am qualified for a U.S. Forces POV certificate of license. I am aware that any false or misleading information submitted by me may subject me to administrative and/or disciplinary action. I am familiar with the implied consent provisions of the directives cited above and understand that my U.S. Forces POV certificate of license will be revoked if I refuse to submit to a blood-alcohol test at the request of U.S. military security police, Navy shore patrol, or German police who suspect me to be operating a vehicle while my ability to do so is impaired by alcoholic beverages.					
Date (YYYYMMDD) _____		Applicant's signature _____		*** Applicants over age 65 must have their eyes examined by an optometrist or licensed vision professional within 60 days of license renewal. ***	
25. Test scores and dates for driver testing only		26. Have you ever been convicted or have/had a driver's license suspended/revoked for driving under the influence of alcohol (DUI/DWI) or refusing to consent to a BAC? If yes, where and when? <input type="checkbox"/> Yes <input type="checkbox"/> No		Block 3. Enter applicant's social security number (SSN); if no SSN, use passport no.; ID card no.; or sponsor's SSN. Block 7. Enter state or country license information. Block 8. Enter expiration date of state or country license. Block 11. Mark "Yes" if you wish to be an organ donor. Mark "No" if you do not. Block 12. Mark the appropriate box to indicate whether or not you wear glasses or contact lenses. To be completed by all applicants, even if the applicant is the sponsor. Block 17. Enter military sponsor's grade (for example, PC, PGT, MAJ, TS-9), or pay grade. Blocks 20-23. Mark appropriate blocks. Blocks 24-25. Age and state.	
a. Military license number _____		Where: _____		Applicant's signature _____	
b. Date of orientation (YYYYMMDD) _____		When: _____			
c. Written test score _____		When: _____			
d. Failed version _____; Failed version _____		When: _____			
e. Eye test _____		When: _____			
f. Failed version _____		When: _____		Applicant's signature _____	
g. Motorcycle written test score _____		When: _____			
h. Motorcycle Safety Foundation card date issued _____		When: _____			
i. Air Force motorcycle course date taken _____		When: _____		Applicant's signature _____	

AE FORM 190-1T, MAR 15 Page 1 of 1

ANNEX A

Loss, Suspension or Revocation of driving privileges.

1. Loss, suspension and or revocation of driving privileges can happen for several reasons, not all of which are traffic violations:

a. Suspension: Drivers who accumulate 12 traffic points in a 12 month period.

b. Revocation:

1) A Medical Authority determines that a driver has medical circumstances that preclude safe operation of a motor vehicle.

2) Retires or Separatees who do not obtain employment which offers logistical support.

3) Drivers who fail to submit to chemical testing of breath, blood or urine when apprehended by law enforcement.


4) Any conviction or non-judicial punishment resulting from an act involving a motor vehicle (Mandatory 12- month revocation of driving privileges).

2. In all cases described above, the driver must attend a Remedial Drivers Course. Drivers may request reinstatement of their license by following those instructions contained in USASETAF Regulation 190-2, paragraphs 27, 28 and 29.

ANNEX B

Obtaining a Motorcycle Endorsement

1. PRE-REQUISITES FOR OBTAINING A MOTORCYCLE ENDORSEMENT

- a. Meet all requirements in paragraph 7.b.
- b. All applicants must meet the following age requirements:
 - (1) A1 Up to 50 cc, 18 years or older
 - (2) A2 Up to 250 cc, 18 years or older
 - (3) A3 350 cc and above, 21 years or older
- c. Have a valid motorcycle endorsement on their state or country license, and must present this endorsement to  the DTTS.
- d. Uniformed Service Member (USM) applicants must show proof that they have attended a Motorcycle Safety Foundation (MSF) accredited riding course. The card issued at the end of the course is sufficient proof of completion. Civilians are exempt from this requirement.
 - (1) USM applicants who have completed the MSF Basic Rider Course (BRC) will receive an endorsement from the DTTS that expires 12 months from the date on the card.
 - (2) USM applicants who have completed the MSF Experienced Rider Course will receive an endorsement from the DTTS that expires 5 years from the date on the card.
- e.. USM applicants who need to renew an existing MSF card, can follow the instructions listed below.
- f.. USM applicants who do not have a valid MSF card are not eligible to take the locally provided course described below, and must return to the CONUS to attain this certification.
 - (1) Sign up for an MSF course: register with IMCOM Europe for classes, or register on-line at https://imc.army.mil/airs/usg_disclaimer.aspx
 - (a) Use the drop box feature to enter information. Region: Europe: Garrison: Vicenza: Courses: Basic or Experienced Rider.
 - (b) A calendar will appear, click on the available training date desired, and follow the on-screen instructions to complete the registration process.
 - (c) Once registration is submitted successfully, applicants will receive an email confirming that they are registered for the course selected.

(2) The applicant must verify that their motorcycle is registered. If it is not registered or the registration has expired, the applicant must follow these additional steps:

(a) 5 days prior to the applicant's scheduled MSF course, they must go to the DTTS office and provide a printed copy the MSF course registration confirmation email to DTTS. The DTTS office will provide the applicant a [5 day] temporary motorcycle endorsement that will allow the applicant to operate the motorcycle to get it inspected and registered. It will also allow the applicant to ride the motorcycle from their home to the MSF course on the scheduled training date.

(b) Prior to the scheduled MSF course, the applicant must have the motorcycle inspected, insured, and registered. Applicants can find information on inspecting and registering their motorcycle at www.italy.army.mil.

g. Upon successful completion of the course, applicants will report to the Driver Testing and Training Station (DTTS) with the card they received from the instructor. DTTS will update the applicant's Allied Forces Italy driver license to include a motorcycle endorsement.

h. Contact the Installation Safety Office for MSF course assistance and schedule training dates.

ANNEX C

International Driver License

1. Many countries do not recognize U.S. drivers licenses. Most countries accept an International Driving Permit (IDP). IDPs are honored in more than 150 countries outside the U.S. They function as an official translation of a U.S. Drivers license into 10 foreign languages. Article 24 of the United Nations Convention on Road Traffic (1949) authorizes the U.S. Department of State to empower certain organizations to issue IDPs to those who hold a valid U.S. Driver License. The IDP is not intended to replace a valid U.S. State Driver License and should only be used as a supplement to a valid license. IDPs are not valid in the holder's country of residence, nor are they valid in the country of issuance.

2. Applicants can find information on the IDP at the AAA website: www.AAA.com. Once issued, the AAA IDP is valid for one year.

ANNEX D

Obtaining an Italian driver license

1. All persons can obtain an Italian or European Union Driver's License, which is valid throughout Europe.

a. The license is valid for 10 years (under 50 years old) / 5 years (over 50 years old) which would preclude the requirement to obtain an International Drivers' License every year.

b. Persons with a valid Allied Forces Italy driver's license are not required to take an Italian road test.

c. The cost of an Italian license is approximately 220 euro as of the issue date of this SOP.

2. Applicants can obtain an Italian license through the Automobile Club d'Italia (ACI) by performing the following steps:

a. Collect the following items, and take them to the local ACI office:

1) Valid Allied Forces Italy Driver license

2) Italian Codice Fiscale Card

3) Passport

4) Complete and signed Medical certificate. Copies of this document are available in the DTS office or from ACI. This form requires a signature from an Italian doctor, certifying fitness to drive.

5) DTS memorandum for ACI (Pick up from DTS Office prior to going to ACI).

8) Two (2) Italian passport sized photographs (35 x 40mm Soggiorno style photograph).

IMPORTANT NOTE: Applicants must ensure that their name matches on all documents presented to ACI.

ANNEX D Continued

b. An eye exam and a cash payment is required at the ACI facilities. The cost is determined by the ACI office and payment made directly to ACI. The current cost of this is approximately 220 euro as of the issue date of this annex. Remember to take corrective lenses if applicable.

c. The DTS office only provides information on how to obtain an Italian driver license. DTS is not responsible for any fees, nor do they provide onsite assistance at ACI. DTS recommends that applicants who do not speak Italian take an interpreter, or friend who speaks Italian, with them to the ACI office.

<u>ACI Hours of Operation:</u>	Monday	9:00-9:30	12:30-1300	
	Tuesday	8:30-9:00	15:00-15:30	
	Wednesday	8:30-9:00	12:30-1300	15:00-15:30
	Thursday	8:30-9:00	15:00-15:30	
	Friday	9:00-9:30	12:30-1300	
	Saturday	9:00-9:30		

ANNEX E

Obtaining Certification to Operate a Non-Tactical Government Owned Forklift

- 1.** The DTS will issue licenses for 4K to 6K forklifts for units and sections, applicants are required to complete the following process:
 - a.** Take the on-line course at <https://safetylms.army.mil> entitled “Forklift” by clicking on the search tab on the right side of the screen, then click on “F”. Scroll down and click on “Forklift” to launch the training.
 - b.** Once training is completed, print the certificate. If unable to print certificate, obtain a memorandum signed by an E-7/GS-7 or above, confirming course completion.
- 2.** Applicants will bring their training certificate or memorandum, Allied Forces Italy Driver License (US personnel), DA form 348 with Accident Avoidance Annotation or Certificate (US personnel) and OF 346 issued by DTS to the Driver’s Testing Station, and are required to complete a written examination (Monday to Friday 0900 hours). Applicant must score 46 out of 50 in order to pass the test.
- 3.** Upon passing the written examination, the applicant will return to their unit/section to receive hands on training from a qualified licensed operator.
- 4.** Once the applicant has received sufficient hands-on training (minimum 40 hours) from their unit/section, they will return to the DTS with a memorandum signed by the person who performed the hands-on training.
- 5.** The DTS will provide the applicant a memorandum confirming that the applicant attended and completed training (Fig. E-1), and will set up an appointment with the applicant for a road test.
- 6.** On the date scheduled, the DTS will conduct the road test with the applicant. Upon successful completion of Road Test, authorized DTS personnel will annotate qualification on the applicant’s DA Form 348 and OF 346.

ANNEX F

Licensing To Operate Non-Tactical Government Owned Cargo Vehicles Over 3.5 Metric Tons (GVW), and Passenger Vehicles Carrying Over 9 Passengers.

1. Civilian and Local National employees.

a. Civilian and Local National employees must have a valid Commercial Driver License (CDL), or Host Nation equivalent to operate Government Owned Non-Tactical Vehicles in this class.

b. Applicants will present the DTS with their valid license, and DTS will update the applicant's DA Form 348 and OF 346 to indicate the appropriate endorsement.

2. Military Operators.

a. The DTS, in coordination with the 173rd Brigade Support Battalion Truck Master Cell, offers a 40 hour Bus Driver Course once a quarter. The course is available to US personnel who are designated by their unit/section as requiring a bus driver license. The DTS and 173rd BSB will determine the schedule for the course.

b. Prior to sending an applicant to the course, Commanders, or their designated representative, will conduct driver interviews to select the most appropriate applicants to attend the course. The interviewer should assess the maturity, attitude, past driving record, hearing, and ability of the applicant to remain calm under pressure. Interviewers will take into consideration any regularly used medication that causes drowsiness, impairs vision, or affects coordination. Supervisors will check with appropriate medical personnel regarding doubts or concerns about any medications. Refer to AR 600-55, appendix B for a sample driver interview.

1) The interviewer must complete the checklist below for each participant. Class size is usually limited to 6 to 8 people, so units should take care to select a driver with a high probability of passing the exam.

2) Instructions: The interviewer (Commander) should initial each box to confirm the participant meets the qualifications outlined on the checklist. Signature authority for the checklist is the Commander, or a designated representative assigned by the Commander in writing.

3) Qualification Checklist: see figure F-1.

The unit Master Driver will initial each box to confirm that the applicant meets all qualifications prior to conducting training.

Participant is at least 21 years of age. A <i>commander</i> may detail a properly trained & licensed on-duty Soldier who is under 21 years old to operate a bus to transport other military personnel. AE 385-55, Ch 3, para 3-2d.	
Participant has at least 2 years of driving experience on Government- Issued Non-Tactical Vehicles.	
Participant has at least 1-year retainability in Europe.	
Participant has a good driving record while assigned at USAG Italy, with no DUI charges.	
Participant is assigned to one of the units/organizations within USAG Italy.	
Unit/Organization: _____	
Participant has held an Allied Forces Italy Driver's License for at least 90 days prior to attending the course. License number (block 5 on license): <u>VIC-_____</u>	
Participant was previously qualified, with at least 1 year of driving experience, on a large vehicle (2 ½ to 5 tons). The participant must present proof of experience in the form of a 5984-E, OF 346, DA 348, or DA 348-E. Vehicle Type: _____	
Participant has completed the Accident Avoidance Course within the past 4 years and has the course documented on his/her driver's record, or holds a certificate of completion. Online course is found on https://www.lms.army.mil .	
Participant is in possession of a valid OF 346 and DA 348 or 348-E or 5984-E.	
Participant has no physical limitations which can interfere with the safe operation of a 44 passenger bus, 15 Passenger van or Box Truck.	
Additional Items: Commander's Interview, Master Driver's Certification and Additional Duty Appointment Orders; Copy of DA Form 6125 IAW AR 600-55; Copy of a Valid Dispatch.	

Driver Name: _____ Driver Age: _____

I have reviewed this checklist and, having personally interviewed the participant, find him/her responsible and fully qualified IAW the criteria set forth in AE 385-55 to attend the Bus Driver Course.

Signature of Authorized Interviewer: _____

Printed Name and Rank of Interviewer: _____

Unit: _____

POC for this training is the undersigned at DSN: 637-7687:

Nicholas A. Rolling

Supervisor Driver's Testing Station
Figure F-1

3. Once the course is scheduled, the applicants interviewed, and the attendees selected, the DTS and 173rd will coordinate staff to conduct the training. Applicants will complete the course of study and take both a written examination and a practical road test.
4. Applicants that pass the training course will report to the DTS with their application package containing:
 - a. The Commanders Qualification Checklist signed by the Commander or the Commanders designated representative.
 - b. The DA Form 6125 (Road Test Score Sheet).
 - c. A copy of the dispatch sheet for the vehicle used to conduct the practical road test. The dispatch must be signed by the applicant.
 - d. The Preventive Maintenance Checks and Services (PMCS) checklist for the vehicle used to conduct the practical road test, signed by the applicant.
 - e. The applicants DA Form 348 (Equipment Operators Qualification Record).
 - f. A valid and current DA Form 346 (U.S. Government Motor Vehicle Operator's Identification Card; often referred to as a "NTV" or "TMP" license).
 - g. Certificate or memorandum of training.
 - h. A copy of the Appointment Orders of the Master Driver that conducted the training.
5. The DTS office will update the applicant's DA Form 348 and DA Form 346 to indicate the bus, box truck, or 15 passenger van endorsement, as applicable.

ANNEX G

Remedial Drivers Training (RDT)

1. In conjunction with the local Provost Marshal Office (PMO), the DTS provides a Remedial Driver's Course for those personnel who have accumulated 5 or more points in traffic violations in a 12 month period, have been recommended by their commander/supervisor to attend remedial training, or have committed any other traffic violation requiring remedial training as determined by the Military Police or Host Nation Authorities.


2. The process for assigning and completing remedial training is as follows:

a. The Provost Marshall's office will flag the record of the driver requiring remedial training in the Installation Access Control System (IACS). When the driver attempts to enter the installation gate, IACS will provide the guard with a message indicating "Contact Law Enforcement". The guard will direct the driver to report to the Provost Marshall's Office (PMO).

b. When the driver arrives at the PMO, the Desk Sergeant will check the ID card and provide the driver a memorandum ordering them to attend the next Remedial Driver's Training session.

c. Remedial Drivers Training is held on the third Friday of every month at 1330-1530. Personnel will attend Remedial Drivers Training and retake the driver testing examination.

d. DTS will record the passing score and sign/stamp the PMO memorandum that initially ordered them to take remedial training.

e. The driver will return to the PMO and provided the signed and stamped memorandum to the Desk Sergeant. The PMO will then record the date that the driver completed remedial training, and will remove the driver from the Remedial Drivers Training 

ANNEX H

States with Active Duty Military Extensions

CURRENT AS OF 29-OCT-2019					
State	AD	AD Spouse	State	AD	AD Spouse
Alabama	NO	NO	Tennessee	YES	NO
Alaska	YES	YES	Texas	YES	YES
Arizona	NO	NO	Utah	YES	YES
Arkansas	NO	NO	Vermont	WITH VL-12	NO
California	YES	YES	Virginia	ONLY WITH EXTENSION CARD	
Colorado	NO	NO	Washington	ONLY WITH DOL CARD	
Connecticut	NO	NO	West Virginia	YES	NO
Delaware	NO	NO	Wisconsin	ONLY WITH EXT LETTER	NO
D.C.	NO	NO	Wyoming	ONLY WHEN PRINTED	NO
Florida	ONLY WITH EXTENSION CARD				
Georgia	NO	NO			
Hawaii	NO	NO			
Idaho	NO	NO			
Illinois	YES	YES			
Indiana	YES	YES			
Iowa	NO	NO			
Kansas	NO	NO			
Kentucky	NO	NO			
Louisiana	YES	YES			
Maine	NO	NO			
Maryland	YES	YES			
Massachusetts	YES	NO			
Michigan	NO	NO			
Minnesota	YES*	YES*			
Mississippi	NO	NO			
Missouri	NO	NO			
Montana	IF PRINTED	NO			
Nebraska	YES	YES			
Nevada	NO	NO			
New Hampshire	NO	NO			

*NO WITH MOTORCYCLE ENDORSEMENT

New Jersey	NO	NO
New Mexico	YES	YES
New York	YES	NO
North Carolina	NO	NO
North Dakota	YES	NO
Ohio	NO	NO
Oklahoma	NO	NO
Oregon	NO	NO
Pennsylvania	YES	YES
Rhode Island	NO	NO
South Carolina	NO	NO
South Dakota	YES	YES

ANNEX I

TEMPORARY AUTHORIZATION TO DRIVE

1. Personnel in a TAD/TDY Status.

a. Personnel in a TAD/TDY status for less than 60 days may receive an AFI driver license, must comply with all of the pre-requisites, local Orientation training and testing requirements outlined in paragraph 7 & IAW AR 600-55. Once the applicant meets all requirements to receive a AFI Driver License, they may apply for and receive a OF 346 (NTV License)

b. Applicants must submit one of the licenses identified in paragraph 7.b., along with a copy of their TAD/TDY orders and a completed AE Form 190-1T, to the DTS. Once requirements are met, DTS will issue a license for the duration of the TAD/TDY period, not to exceed 60 days. TDY personnel will be held accountable for following its contents and complying with all Italian traffic laws.

(1) This temporary license will apply to Italian-plated or Army and Air Force Exchange Services (AAFES) rental vehicles, and to POVs that have been properly registered and insured.

(2) Temporary licenses for TAD/TDY personnel will not be granted for motorcycles.

2. Other cases.

a. Applicants who arrive with an expired stateside license.

(1) Applicants will meet all requirements for award of an AFI driver license enumerated in this regulation, with the exception of Paragraph 7.b.

(b) DTS may issue a 60-day temporary AFI driver license if the applicant arrives in the Vicenza community with an expired stateside license, upon verification that the applicant submitted a proper renewal request to his/her licensing authority prior to expiration. DTS will grant this exception on a case-by-case basis. Once the requirements of paragraph 7.b. are met, the applicant will return to DTS and provide a valid license. DTS will issue an AFI license. This 60-day temporary license may be extend by DTS in 60-day increments, up to 6 months, on a case-by-case basis.

b. Sixty day temporary licenses shall not be issued for any purpose other than expired stateside licenses. Temporary licenses will not be granted if the applicant's driving privileges have been revoked or suspended by the Commanding Officer, or other competent authority (DMV issuing activity). The Provost Marshal may grant an exception on a case-by-case basis for a person whose license has been suspended or revoked, and who must move a vehicle in connection with a PCS. The person may apply to the Provost Marshal's office for a temporary license. The approved application must be submitted to the local DTS. Temporary licenses under this

paragraph will be stamped or marked prominently to indicate the license's validity is limited to no more than five days from the issue date.