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III. Construction Symbols .................................................. 1117
Chapter 1
Transportation Operations

Topics

1.0.0 Administration
2.0.0 Transportation Organization Titles and Duties
3.0.0 Embarkation
4.0.0 Advanced Base Planning

To hear audio, click on the box.

Overview
Transportation operations consist of the control of and accountability for all Civil Engineer Support Equipment (CESE). Transportation operations include hauling of personnel, equipment, materials, and construction supplies; storage of and accountability for collateral equipment and attachments; support of construction projects; and support of the maintenance program and processing of equipment through mechanic shops. This chapter presents basic information required to effectively perform duties supporting the operations of a transportation pool.

Objectives
When you have completed this chapter, you will be able to do the following:

1. Identify the forms and licenses used for Transportation Operations.
2. Identify the duties of those involved in Transportation Operations.
3. Understand the procedures for embarkation.

Prerequisites
None
This course map shows all of the chapters in Equipment Operator Basic. The suggested training order begins at the bottom and proceeds up. Skill levels increase as you advance on the course map.

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<tr>
<td>Engine Systems</td>
<td></td>
</tr>
<tr>
<td>Transportation Operations</td>
<td></td>
</tr>
</tbody>
</table>
Features of this Manual

This manual has several features which make it easy to use online.

- Figure and table numbers in the text are italicized. The figure or table is either next to or below the text that refers to it.

- The first time a glossary term appears in the text, it is bold and italicized. When your cursor crosses over that word or phrase, a popup box displays with the appropriate definition.

- Audio and video clips are included in the text, with italicized instructions telling you where to click to activate it.

- Review questions that apply to a section are listed under the Test Your Knowledge banner at the end of the section. Select the answer you choose. If the answer is correct, you will be taken to the next section heading. If the answer is incorrect, you will be taken to the area in the chapter where the information is for review. When you have completed your review, select anywhere in that area to return to the review question. Try to answer the question again.

- Review questions are included at the end of this chapter. Select the answer you choose. If the answer is correct, you will be taken to the next question. If the answer is incorrect, you will be taken to the area in the chapter where the information is for review. When you have completed your review, select anywhere in that area to return to the review question. Try to answer the question again.
1.0.0 ADMINISTRATION

The Navy invests millions of dollars in equipment, equipment repair parts, lubricants, and training that enables Seabees to perform assigned tasking. Possessing a basic knowledge of the procedures, reports, and forms used in the management of the transportation pool or department is part of the responsibility of an Equipment Operator.

1.1.0 License

A properly administered license program ensures that only thoroughly trained, physically and mentally qualified personnel are licensed as Equipment Operators.

According to Management of Transportation Equipment, NAVFAC P-300, all military personnel, civilian employees, and contractor personnel who operate vehicles and equipment on naval installations must be qualified and properly licensed. Navy policy accepts a valid operator’s license issued by a state or jurisdiction as proof the applicant has achieved the proficiency level required to operate government vehicles up to 10,000 pounds gross vehicle weight (GVW).

According to Equipment Management Manual, NAVFAC P-404, all personnel in the Navy Construction Force (NCF) and Special Operating Units (SOU) who operate government-owned or rented equipment must be qualified and have a valid U.S. Government Operator’s License. This license must cover the size and type of vehicle to be operated. A Government Operator’s License is not an authorization for an operator to use a piece of equipment. The operator must also have a valid trip ticket to operate a piece of equipment.

1.2.0 Application Forms

To obtain an operator’s license, submit an application form to the license examiner. Use the application for Vehicle Operator’s Identification Card, NAVFAC 11240/10 (Figures 1-1A and 1-1B) to apply for an automotive or material-handling equipment (MHE) license and the Application for Construction Equipment Operator License, NAVFAC 11260/1(Figures 1-2A and 1-2B) to apply for a license for other types of equipment.

Both forms contain information pertinent to applying and issuing the licenses. Show the type of license you are requesting in part 1 of the application forms. All forms are completed by the applicant and then signed by the Company Commander or Company Chief. The NAVFAC P-300 states “Military personnel may operate government-owned or leased vehicles under 10,000 pounds GVW without a government license.” However, all personnel in the NCF and SOU who operate government owned or rented equipment under he maintenance management policy of the NAVFAC P-404 shall be qualified and have in possession a valid U.S. government operator’s license, covering the size and type of vehicle to be operated. The license examiner is responsible to storing the NAVFAC 11240/10, NAVFAC 11260/1, and the Optional Form 345 in a file.
## APPLICATION FOR VEHICLE OPERATOR'S IDENTIFICATION CARD

**NAVFAC 11240/10 (REV. 10-75)**

### NEW RENEWAL

(See Privacy Act statement and instructions on reverse)

### PART I - APPLICATION

1. **NAME**
   - Last, First, Middle Initial
2. **RANK/RATE/GRADE AND TITLE**
3. **ACTIVITY**
4. **AGE**
5. **DATE OF BIRTH**
6. **PLACE OF BIRTH**
7. **SOCIAL SECURITY NUMBER**
8. **SEX**
9. **WEIGHT**
10. **HEIGHT**
11. **COLOR OF HAIR**
12. **COLOR OF EYES**
13. **SHOP NAME/NUMBER AND APPLICANT'S BADGE NUMBER**
14. **SUPERVISOR**
   - Name
15. **PHONE NUMBER**

#### 15a. **TYPE OF IDENTIFICATION CARD**
   - Check
   - Regular
   - Restricted
   - Explosive
   - Emergency Vehicle
   - AVGAS Refueler

#### 16b. **TYPES OF VEHICLES TO BE OPERATED**
   - Check
   - Regular
   - Passenger Car
   - Bus (Gas and Diesel)
   - Truck 4 x 4
   - Restricted
   - Pickup Truck
   - Truck Tractor & Semitrailer
   - Truck 6 x 6
   - Explosive
   - Trucks to 2 Tons
   - Fire Truck
   - Truck Fire/ Crash
   - Emergency Vehicle
   - Trucks to 5 Tons
   - Ambulance
   - Truck Tank
   - AVGAS Refueler
   - Trucks to 10 Tons
   - Motorcycle & Scooters
   - Other
   - (Explain below)

17. **EXPLANATION**

18. **VALID STATE VEHICLE OPERATOR'S LICENSE(S)**

19. **SIGNATURE OF REQUESTING OFFICIAL**
   - Date

### PART II - OPERATOR'S PAST PERFORMANCE RECORD

<table>
<thead>
<tr>
<th>DATE</th>
<th>VEHICLE TYPE/SIZE</th>
</tr>
</thead>
</table>

1. **LICENSES ISSUED**
   - State
   - Other
   - Exp.

2. **NO YRS. DRIVING EXP.**
   - 1
   - 2
   - 3
   - 4
   - 5
   - 6

3. **LIST ACCIDENTS, VIOLATIONS, ARRESTS (if any) AND ACTION TAKEN**

4. **SIGNATURE OF APPLICANT**
   - Date

5. **I CERTIFY THE ABOVE TO BE CORRECT.**

### PART III - EXAMINATION RESULTS

#### 1. **SCORES IN DRIVING TESTS**
   - SAT
   - UNSAT

   a. Road Test
   - Written
   - Physical
   - Psychophysical

#### 2. **SCORES ACHIEVED IN TESTS**
   - SAT
   - UNSAT

#### 3. **GOVERNMENT VEHICLES AUTHORIZED TO OPERATE**
   - List

### PART IV - ACTION BY ADMINISTERING OFFICIAL

1. **IDENTIFICATION CARD ISSUED**
   - Ye
   - No

2. **IDENTIFICATION CARD NUMBER**
   - Date Issued (Mo., Day, Yr.)
   - Expiration Date (Mo., Day, Yr.)

3. **IDENTIFICATION CARD MARKED "VOID UNLESS ACCOMPANIED BY VALID STATE LICENSE**
   - Ye
   - No

4. **OPERATOR INSTRUCTED TO TURN IN IDENTIFICATION CARD UPON LOSS OR SUSPENSION OF STATE DRIVER'S LICENSE**
   - Ye
   - No

5. **SIGNATURE OF ADMINISTERING OFFICIAL**
   - Date

---

*Figure 1-1A – Application for Vehicle Operator’s Identification Card, NAVFAC 11240/10 (Page 1 of 2).*
INSTRUCTIONS FOR COMPLETING APPLICATION FOR VEHICLE OPERATOR'S IDENTIFICATION CARD

NAVFA 11240/10 (REV. 10-75)

PRIVACY ACT STATEMENT

Authority to request this information is derived from Title 40 United States Code 471. Purpose of this form is to obtain information to determine whether an individual is qualified to operate a government vehicle and/or equipment. Information is used by agency transportation officials and may be used by government and civil law enforcement authorities for court action. Providing information for this form is mandatory. If the information is not provided, the individual would be denied the privilege of operating a government vehicle and/or equipment.

GENERAL

Prepare in duplicate. File original in applicant's personnel jacket and retain copy in issuing office. Use typewriter or ball-point pen.

PART I - APPLICATION

1. Self-explanatory.
2. Enter military rank/rate or civilian grade and title.
3. Enter name and location of activity. Abbreviations may be used.
5. Enter day, month and year of birth.
6. Enter city/town and state of birth.
7. Self-explanatory.
8. Enter male or female.
10. Enter height in feet and inches; i.e., 6'2".
11. Enter color of hair; i.e., brown, black, gray.
12. Enter color of eyes; i.e., blue, brown, hazel.
13. Enter shop name and number, plus applicant's badge number.
14. Enter the name of the applicant's supervisor.
15. Enter the telephone number of the applicant's supervisor; i.e., 74056.
16. a. Check type of identification card applied for.
   b. Check types of vehicles to be operated for which operator's identification card is to be issued.
17. List other types of vehicles that applicant is required to operate not listed under 16 b.
18. Enter current valid state (name and number) vehicle operator's license(s).
19. Signature of requesting official; i.e., Commanding Officer or designated representative and date.

PART III - OPERATOR'S PAST PERFORMANCE RECORD

1. Self-explanatory.
2. Enter vehicle type/size that applicant is or has been authorized to operate.
3. Enter date of issue of previous or present state vehicle operator's license.
4. Enter date of issue of previous identification cards (if any).
5. Enter number of years of driving experience, both civilian and military, for each license entry.
6. Briefly list accidents, violations, arrests, if any, and action taken.
7. Signature of applicant and date.

PART III - EXAMINATION RESULTS

1 & 2. Check appropriate boxes.
3. List types of Government vehicles authorized to operate; i.e., pickup truck, truck tank.
4. Enter remarks, if any, the examiner considers necessary; i.e., restrictions, driving weaknesses, outstanding qualifications.

PART IV - ACTION BY ADMINISTERING OFFICIAL

1. Check appropriate box.
2. Enter serial number of identification card issued, date issued, and expiration date.
3. The phrase "Void unless accompanied by valid state license" may be overstamped on the card or typed on the back under "Other Records."
4. Check appropriate box.
5. Signature of administering official and date.
**APPLICATION FOR CONSTRUCTION EQUIPMENT OPERATOR LICENSE**

**NAVFAC 11260/1 (Rev. 6/76)**

**PART I - APPLICATION**

<table>
<thead>
<tr>
<th>1. NAVAL ACTIVITY</th>
<th>2. APPLICANT'S NAME</th>
<th>3. RANK, RATE OR CIVILIAN STATUS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>4. DEPARTMENT, DIVISION AND/OR SHOP ASSIGNED TO</th>
<th>5. APPLICANT'S JOB TITLE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>6. DESCRIPTION OF EQUIPMENT LICENSE REQUESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) TYPE OF EQUIPMENT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. STATEMENT OF QUALIFYING EXPERIENCE</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>8. DESCRIPTION OF EQUIPMENT APPLICANT IS CURRENTLY LICENSED TO OPERATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>9. SPONSOR'S STATEMENT OF APPLICANT'S READINESS AND/OR PREPARATORY TRAINING FOR TEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>(NOTE: The sponsor can be either a qualified instructor or licensed operator)</td>
</tr>
</tbody>
</table>

**PART II - REQUEST FOR ADMINISTERING TESTS AND EXAMINATIONS AND ISSUING LICENSE**

**FROM:** Date

**TO:**

It is requested that the license for equipment described in item 6 above be issued to this applicant upon his successful completion of the required examinations and tests.

**Signature**

**Title**

Department, Division or Shop Supervisor

*(OVER)*
PART III - ACTION ON SUBJECT APPLICATION

FROM:                                                                                                          Date

TO:

☐ Arrangements will be made to proceed with examinations and tests as requested.

☐ No action will be taken on this application for the following reason:


PART IV - LICENSE ACTION

FROM:                                                                                                          Date

TO:

☐ The subject license has been issued to the applicant as requested.

☐ The applicant has failed his physical examination.

☐ The applicant has failed to qualify for the subject license.

☐ number of days (the established waiting period) must elapse before a new application may be made for this license.


PRIVACY ACT STATEMENT
This statement is provided in compliance with the provisions of the Privacy Act of 1974 (PL-93-579) (N00011 C02) which require that Federal agencies must inform individuals who are requested to furnish information about themselves as to the following facts concerning the information requested.

1. AUTHORITY: 5 U.S.C. 301 Departmental Regulations

2. PRINCIPAL PURPOSE(S): To apply for a license to operate government-owned vehicles.

3. ROUTINE USE(S): To be used by agency officials to determine the employee's eligibility to operate government-owned vehicles. May be used by safety and security officials to verify individual's qualifying experience.

4. MANDATORY OR VOLUNTARY DISCLOSURE: The disclosure of information requested is voluntary. However, failure to complete the form will result in nonissuance of license.
1.3.0. Physical Fitness Inquiry for Motor Vehicle Operators (Standard Form 47)

Standard Form 47 (Figure 1-3) is the Physical Fitness Inquiry for Motor Vehicle Operators. Operators cannot have physical defects or suffer emotional instability that might make them a hazard to themselves or others. A license examiner reviews and evaluates Standard Form 47 as well as other available information regarding the applicant’s physical condition to determine if a physical examination is required. If a physical examination is required, the Medical Department performs it.
### Standard Form 47

**PHYSICAL FITNESS INQUIRY FOR MOTOR VEHICLE OPERATORS**

(Rev. 1-77)  U.S. Civil Service Commission  47-105

FPM Chapter 930

<table>
<thead>
<tr>
<th>1. Last Name-First Name- Middle Name</th>
<th>2. Date Of Birth</th>
<th>3. Title Of Position</th>
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</table>

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<tr>
<th>4. Home Address (Number, street or RFD, city or town, State &amp; ZIP code)</th>
<th>5. Employing Agency</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

6. Have you ever had or have you now (place check at left of each item):

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>☐</td>
<td>✔</td>
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</tbody>
</table>

7. If your answer is "yes" to one or more of the above questions, explain fully in this space, indicating date of original condition and current status:

8. (A) Do you wear glasses (or contact lenses) while driving?  ☐ YES ☐ NO

(B) Do you wear a hearing aid?  ☐ YES ☐ NO

**PRIVACY ACT NOTICE**

**Authority:** This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Standard Form 47, Physical Fitness Inquiry for Motor Vehicle Operators U.S. Code, Title 5, section 301.

**Purposes and Uses:** SF 47 is used to ascertain the physical fitness of Federal employees, whose jobs are not regular motor vehicle operating jobs, to drive Government-owned motor vehicles. It is also used in the renewal of authorizations for all employees. Based on the information provided, employees may be referred for a medical examination before being given a renewal.

**Effects of Non Disclosure:** Nondisclosure of this information will result in the employee not being authorized to drive a Federal motor vehicle. The disclosure of this information is mandatory when an employee's job requires driving a Federal motor vehicle and is voluntary otherwise.

I certify that my answers are full and true, and I understand that a willfully false statement or dishonest answer to any question may be grounds for cancellation of my eligibility or my dismissal from the service and is punishable by law.

Signature  Date

**REVIEW AND CERTIFICATION BY DESIGNATED OFFICIAL**

I certify that I have reviewed this physical fitness inquiry form and other available information regarding the physical condition of the applicant, and that I have made the following determination:

☐ There is no information on this form or otherwise available to indicate that the applicant should be referred for physical examination.

☐ On the basis of items checked in this form or other information, this applicant must be referred for physical examination before he/she is authorized to operate a government-owned motor vehicle or his/her current authorization is renewed.

☐ Items checked on this form or otherwise available do not warrant referral for medical examination because of the following facts:

Signature of designated official  Date

**Figure 1-3 – Physical Fitness Inquiry for Motor Vehicle Operator’s Standard Form 47.**
1.4.0 License Test

Written tests administered by a license examiner are a requirement of the licensing process. Tests are based on traffic laws and regulations, accident reporting procedures, operator’s maintenance responsibilities, safe driving practices, and the characteristics and limitations of the types of equipment for which the test is given. Applicants who require information on a particular piece of equipment should use the operator’s manual located in the technical library, which is normally housed in the mechanic shop.

1.4.1 Performance Qualification Test

Except for crane performance tests, all performance qualification tests on equipment are administered by a license examiner. The test enables the license examiner to evaluate the applicant’s operating skills. The applicant must successfully pass an operational performance or road test and perform pre- and post-operator maintenance as outlined in the operator’s manual.

The examiner should terminate any performance test that becomes hazardous. He or she may also terminate the test if an applicant demonstrates a lack of skill, undue nervousness, speeding, inattentiveness, or other unfavorable actions. The examiner notes any reason for failure on the application and places it in the applicant’s license file.

1.4.1.1 Automotive Test

U.S. Government Motor Vehicle Operator’s Identification Card, OF-346, applicants must pass a locally created driver skill test. The test is a locally devised checklist to determine the reaction of the applicant under various traffic conditions. The road test is administered in the largest capacity vehicle for which the license is to be issued.

1.4.1.2. Material Handling Equipment Test

Applicants for material-handling equipment (MHE) licenses are operationally tested and scored as prescribed in Storage and Materials Handling, DODINST 4145.19-R-1.

1.4.1.3 Construction Equipment Test

Construction Equipment Operator License applicants must be familiar with the standard Navy hand signals before taking a performance qualification test. The Navy uses a wide variety of construction and weight-handling equipment. For this reason, standard Navy-wide performance qualification tests are not practical; therefore, the local examiner must prepare such operational tests as required. Samples of operational tests are contained in the NAVFAC P-306.

1.5.0 Licenses Forms

After an applicant satisfactorily completes the required tests, the examiner issues a license listing each type of vehicle the license holder is authorized to operate and any imposed restrictions on the license.

1.5.1. U.S. Government Motor Vehicle Operator’s Identification Card (OF-346)

The U.S. Government Motor Vehicle Operator’s Identification Card, OF-346 (Figure 1-4) license is required for automotive motor vehicles and material-handling equipment.
Information that must be completed and validated on the OF-346 includes: card number, list of the operator’s physical limitations or restrictions, description of the equipment the operator is qualified to operate, signature of the examiner, operator’s signature, and any specific notations. The OF-346 is valid for 3 years and expires on the operator’s birth date.

The OF-346 card number is also indicated on the Operator’s Record, NAVFAC 11240/10, or NAVFAC 11260/3 (Figure 1-5), Construction Equipment Operator License Record. The license examiner maintains a chronological record of all licenses issued.

Figure 1-4 – U.S. Government Motor Vehicle Operator’s Identification Card, OF-346.

The OF-346 card number is also indicated on the Operator’s Record, NAVFAC 11240/10, or NAVFAC 11260/3 (Figure 1-5), Construction Equipment Operator License Record. The license examiner maintains a chronological record of all licenses issued.
1.5.2. Construction Equipment Operator License, NAVFAC 11260/2

Construction Equipment Operator License, NAVFAC 11260/2 (Figure 1-6) is required for operating construction equipment. Information that must be completed and validated on the NAVFAC 11260/2 includes: card number, operator’s name, description of the equipment, make and model of the equipment, types of controls, examiner’s signature, and operator’s signature. The NAVFAC 1260/2 is valid for 2 years and expires on the operator’s birth date.
CONSTRUCTION EQUIPMENT OPERATOR LICENSE

NAVFAC 11260 2 (9 - 74)
Supersedes NAVDOCKS 2754
S / N 0105 - LF - 004 - 1510

NAME OF OPERATOR

<table>
<thead>
<tr>
<th>CARD NO</th>
<th>DATE ISSUED</th>
<th>DATE EXPIRES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DATE OF BIRTH   COLOR OF HAIR   COLOR OF EYES   HEIGHT   WEIGHT

THE HOLDER OF THIS CARD IS QUALIFIED TO OPERATE U.S. GOVERNMENT
HEAVY EQUIPMENT AS SPECIFIED ON REVERSE OF THIS CARD

SIGNATURE OF ISSUING OFFICIAL   TITLE

CERTIFIED EXAMINER

SIGNATURE OF OPERATOR   TITLE OF POSITION

NOT TRANSFERABLE

Card must be carried at all times when operating
Government equipment.

( Front )

<table>
<thead>
<tr>
<th>QUALIFIED TO OPERATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQUIPMENT TYPE</td>
</tr>
<tr>
<td>-------------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

☆ U.S. GOVERNMENT PRINTING OFFICE: 1984-705-012/7317 2-1

( Back )

Figure 1-6 – Construction Equipment Operator License NAVFAC 11260/2.
1.6.0 Dispatch Forms

Dispatch forms are recording and reporting tools that facilitate the efficient management of the equipment pool. The forms document miles, hours, equipment troubles, maintenance performed, operator names, etc. The operator is responsible for filling out and submitting assigned dispatch forms.

NAVFAC 9-11240/13 and NAVFAC 11260/4 are essential parts of the equipment maintenance program. The operator has the best opportunity to discover equipment problems or defects before they become serious. Reporting defects on the proper forms provides maintenance shop personnel with the information to make required repairs.

1.6.1 Maintenance Requirement Card (MRC)

The Operator’s Daily PM Report, NAVFAC 11260/4 (Figure 1-7), is issued to the operator when he or she uses construction equipment. The operator performs prestart maintenance checks of the listed items and indicates findings in the appropriate space. Record malfunctions or other items requiring attention observed during the working day, and enter hours operated during the day. Hour readings are taken from the equipment hour meter. After securing the equipment, take the NAVFAC 11260/4 to the dispatcher. The dispatcher reviews the report to ensure recorded entries are valid and notes any deficiencies.

![Operators Daily PM Report NAVFAC 11260/4](image)

Figure 1-7 – Operators Daily PM Report NAVFAC 11260/4.

The Operator’s Inspection Guide and Trouble Report, NAVFAC 9-11240/13 (Figure 1-8), commonly known as the Hard Card, is a guide for operator's maintenance. It is one of the forms used to document problems encountered during pre- and post-operations. The form provides a uniform list of services operators must perform before, during, and after operation.

A check mark indicates items requiring servicing by maintenance personnel. The Remarks space is used for items not listed or for additional information concerning deficiencies indicated by a check mark. Submit the completed form to the dispatcher, who will determine if the vehicle can be used or if it requires additional maintenance. Units have a procedure to process the Hard Card when a vehicle needs repairs.

![Operating Guide and Trouble Report](image_url)

**Figure 1-8 – Operators Inspection Guide and Trouble Report NAVFAC 9-11240/13.**

1.6.3. Motor Vehicle Utilization Record “Trip Ticket” (DD 1970)

The Motor Vehicle Utilization Record, Form DD 1970 (Figures 1-9A and 1-9B), is an operator’s official authorization to operate a vehicle driven by the person requesting the vehicle or by other personnel in the motor pool. The dispatcher and the operator must fill out and sign Form DD 1970. Commonly known as the Trip Ticket, the form is a record verifying a vehicle was on an official trip. The trip ticket information includes: operator’s destination, time of departure and arrival, odometer reading and other pertinent trip(s) information.

**NOTE**

If the odometer is broken, the operator must estimate the amount of miles traveled.
<table>
<thead>
<tr>
<th>ACTION</th>
<th>9. TIME</th>
<th>10. MILES</th>
<th>11. HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>7a. 1ST OPERATOR (Last Name, First, M.I.)</td>
<td>a. IN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8a. OPERATOR'S SIGNATURE</td>
<td>b. OUT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. TOTAL</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7b. 2ND OPERATOR (Last Name, First, M.I.)</td>
<td>a. IN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8b. OPERATOR'S SIGNATURE</td>
<td>b. OUT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. TOTAL</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7c. 3RD OPERATOR (Last Name, First, M.I.)</td>
<td>a. IN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8c. OPERATOR'S SIGNATURE</td>
<td>b. OUT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. TOTAL</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7d. 4TH OPERATOR (Last Name, First, M.I.)</td>
<td>a. IN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8d. OPERATOR'S SIGNATURE</td>
<td>b. OUT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. TOTAL</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**14. DESTINATION**

<table>
<thead>
<tr>
<th>a. ARRIVE</th>
<th>b. DEPART</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) FROM</td>
<td></td>
</tr>
<tr>
<td>(2) TO</td>
<td></td>
</tr>
<tr>
<td>(3) TO</td>
<td></td>
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<tr>
<td>(4) TO</td>
<td></td>
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<tr>
<td>(5) TO</td>
<td></td>
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<tr>
<td>(6) TO</td>
<td></td>
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<tr>
<td>(7) TO</td>
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<td>(8) TO</td>
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<td>(9) TO</td>
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<td>(10) TO</td>
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<td>(11) TO</td>
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<td>(12) TO</td>
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<td>(13) TO</td>
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<td>(14) TO</td>
<td></td>
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<tr>
<td>(15) TO</td>
<td></td>
</tr>
<tr>
<td>(16) TO</td>
<td></td>
</tr>
</tbody>
</table>

**15. TIME**

<table>
<thead>
<tr>
<th>16. RELEASED BY (Signature)</th>
<th>17. REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>b.</td>
</tr>
</tbody>
</table>
### 14. DESTINATION

<table>
<thead>
<tr>
<th>15. TIME</th>
<th>16. RELEASED BY (Signature)</th>
<th>17. REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(17) TO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(18) TO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(19) TO</td>
<td></td>
<td></td>
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<tr>
<td>(20) TO</td>
<td></td>
<td></td>
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<tr>
<td>(21) TO</td>
<td></td>
<td></td>
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<tr>
<td>(22) TO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(23) TO</td>
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<tr>
<td>(24) TO</td>
<td></td>
<td></td>
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<tr>
<td>(25) TO</td>
<td></td>
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<tr>
<td>(26) TO</td>
<td></td>
<td></td>
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<tr>
<td>(27) TO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(28) TO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(29) TO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### INSTRUCTIONS

*1. Date. Enter the calendar date the equipment is to be used.*

*2. Type of Equipment. Enter the type of equipment as designated in the equipment log.*

*3. Registration Number or Serial Number. Enter the equipment registration number or serial number.*

*4. Administration Number. Enter the unit number or administrative number.*

*5. Organization Name. Enter the organization to which the equipment is assigned.*

*6. Fuel/Oil. Enter the amount of fuel (gallons) and/or oil (quarts) obtained for the equipment.*

*7. Operator. Enter the name of the equipment operator.*

*8. Operator's Signature. The equipment operator (item 6) will enter signature immediately upon receipt of equipment.*

*9. Time. Indicate time to the nearest 5 minutes using the 24-hour clock.
   a. In. Enter time equipment was returned from dispatch or use.
   b. Out. Enter the time the equipment was released for operation by the dispatcher.
   c. Total. Enter total time the equipment was in the possession of the operator. Time is obtained by subtracting the time listed in "Out" line from that listed on the "In" line.*

*10. Miles. Will be recorded to the nearest whole mile.
   a. In. The operator will enter the mileage reading when the equipment is returned. If odometer is inoperative, enter estimated mileage.
   b. Out. The dispatcher will enter the mileage reading at the time of dispatch.
   c. Total. Enter the difference between the "Out" and "In" mileage.*

*11. Hours. Will be recorded to the nearest whole hour. On those items which require servicing on an hourly basis and are not equipped with an hour meter, enter the estimated hours of operation.
   a. In. The operator will enter the hour meter reading upon completion of the equipment usage.
   b. Out. The dispatcher will meter the hour meter reading prior to equipment release.
   c. Total. Enter the total hours dispatched for operation.*

*12. Report To. Enter the name of the individual to whom the operator is to report.*


*14. Destination. Indicate each location at which a trip begins and ends. Normally this starts from the equipment pool ("From" Line) and ends at the same place after one or more intervening destinations.*

*15. Time. All time will be recorded using the 24-hour clock, rounded off to the nearest 5 minutes.
   a. Arrive. Enter the arrival time at each destination.
   b. Depart. Enter the departure time from the motor pool and each succeeding location.*

*16. Released By. The person in charge of equipment on dispatch will release by signing on the line indicating the destination where the equipment was released to the operator. Upon termination of equipment used, but not moved, the person in charge will release the equipment by signing in the top block of this column.*

*17. Remarks. The remarks column will be used by the operator to record unusual operation or abnormal occurrences during operation, or other information as directed.*

*Items marked with an asterisk (*) have been registered in the DOD Data Element Program.*

DD FORM 1970 (BACK), NOV 1999

Figure 1-9B – Motor Vehicle Utilization Record, Form DD 1970 (Page 2 of 2).
1.6.4. Operator’s Report of Motor Vehicle Mishap Form (Standard Form 91)

Every mishap involving a Navy motor vehicle or item of construction equipment must be reported on an Operator’s Report of Motor Vehicle Accident, Standard Form 91 (Figures 1-10A, 1-10B, 1-10C and 1-10D). Copies of the SF 91, mishap instructions, and pencil should be carried in every Navy vehicle at all times. In case of a mishap involving another vehicle, the operator must complete the form even if the driver of the other vehicle states that he or she will file no claim for damages. The form must also be completed when a mishap does not involve another vehicle. The operator must deliver the mishap form or ensure its immediate delivery to the supervisor. The supervisor is responsible for forwarding the form to the battalion mishap investigator.

As an operator, if you are involved in a mishap, your first responsibility is to render aid to the injured. After rendering aid, complete the mishap report. As an aid in completing Standard Form 91, comply with the following instructions:

1. Properly spell names and street addresses of persons involved in the mishap and any personnel that may have witnessed the mishap.

2. Carefully note weather conditions, road conditions, position of the vehicle involved, and other details.

3. Provide a clear picture of what actually happened. Diagram the mishap, showing exactly where the vehicles were before and after the mishap.

4. Document visual damage, such as “crushed right rear wheel or crumpled fender,” and provide an estimate of the amount of damage. If someone claims he or she has damaged property but the damage is not observable, make a note on the accident report stating that he or she “claims bent fender,” etc. Follow the same procedures with injuries. Document observable injuries including; cuts, burns, broken bones, etc. Make a note when a person “claims” an injury when there is no way of knowing the truth. If exact information is unavailable for a particular item, write “unknown” to indicate it was not overlooked.

5. If sufficient space is not available for an item, write “see attached sheet,” and attach an extra sheet containing the additional information.

6. After the form is finished, carefully review the report and ensure it is complete and accurate. When satisfied with the completed report, sign and submit it to the mishap investigator.
## MOTOR VEHICLE ACCIDENT REPORT

Please read the Privacy Act Statement on Page 3.

INSTRUCTIONS: Sections I thru IX are filled out by the vehicle operator. Section X, Items 72 thru 82c are filled out by the operator's supervisor. Sections XI thru XII are filled out by an accident investigator for bodily injury, fatality, and/or damage exceeding $500.

### SECTION I - FEDERAL VEHICLE DATA

<table>
<thead>
<tr>
<th>1. DRIVER'S NAME (Last, first, middle)</th>
<th>2. DRIVER'S LICENSE NO./STATE/LIMITATIONS</th>
<th>3. DATE OF ACCIDENT</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>4a. DEPARTMENT/FEDERAL AGENCY PERMANENT OFFICE ADDRESS</th>
<th>4b. WORK TELEPHONE NUMBER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>5. TAG OR IDENTIFICATION NUMBER</th>
<th>6. EST. REPAIR COST</th>
<th>7. YEAR OF VEHICLE</th>
<th>8. MAKE</th>
<th>9. MODEL</th>
<th>10. SEAT BELTS USED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td>[ ] YES [ ] NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. DESCRIBE VEHICLE DAMAGE</th>
</tr>
</thead>
</table>

### SECTION II - OTHER VEHICLE DATA (Use Section VII if additional space is needed.)

<table>
<thead>
<tr>
<th>12. DRIVER'S NAME (Last, first, middle)</th>
<th>13. DRIVER'S LICENSE NO./STATE/LIMITATIONS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>14a. DRIVER'S WORK ADDRESS</th>
<th>14b. WORK TELEPHONE NUMBER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>15a. DRIVER'S HOME ADDRESS</th>
<th>15b. HOME TELEPHONE NUMBER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>16. DESCRIBE VEHICLE DAMAGE</th>
<th>17. ESTIMATED REPAIR COST $</th>
</tr>
</thead>
</table>

|---------------------|---------------------|---------------------|-------------------------|

<table>
<thead>
<tr>
<th>22a. DRIVER'S INSURANCE COMPANY NAME AND ADDRESS</th>
<th>22b. POLICY NUMBER</th>
<th>22c. TELEPHONE NUMBER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>23. VEHICLE IS [ ] CO-OWNED [ ] RENTAL [ ] LEASED [ ] PRIVATELY OWNED</th>
<th>24a. OWNER'S NAME(S) (Last, first, middle)</th>
<th>24b. TELEPHONE NUMBER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>25. OWNER'S ADDRESS(ES)</th>
</tr>
</thead>
</table>

### SECTION III - KILLED OR INJURED (Use Section VII if additional space is needed.)

<table>
<thead>
<tr>
<th>26. NAME (Last, first, middle)</th>
<th>27. SEX</th>
<th>28. DATE OF BIRTH</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>A</th>
<th>29. ADDRESS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>30. MARK &quot;X&quot; IN TWO APPROPRIATE BOXES</th>
<th>31. IN WHICH VEHICLE</th>
<th>32. LOCATION IN VEHICLE</th>
<th>33. FIRST AID GIVEN BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] KILLED [ ] DRIVER [ ] PASSENGER [ ] PED</td>
<td>[ ] INJURED [ ] HELPER [ ] PEDESTRIAN</td>
<td>[ ] OTHER (2)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>34. TRANSPORTED BY</th>
<th>35. TRANSPORTED TO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>B</th>
<th>36. NAME (Last, first, middle)</th>
<th>37. SEX</th>
<th>38. DATE OF BIRTH</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>39. ADDRESS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>40. MARK &quot;X&quot; IN TWO APPROPRIATE BOXES</th>
<th>41. IN WHICH VEHICLE</th>
<th>42. LOCATION IN VEHICLE</th>
<th>43. FIRST AID GIVEN BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] KILLED [ ] DRIVER [ ] PASSENGER [ ] PED</td>
<td>[ ] INJURED [ ] HELPER [ ] PEDESTRIAN</td>
<td>[ ] OTHER (2)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>44. TRANSPORTED BY</th>
<th>45. TRANSPORTED TO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>46. Pedestrian</th>
<th>a. NAME OF STREET OR HIGHWAY</th>
<th>b. DIRECTION OF PEDESTRIAN (SW corner to NE corner, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>c. DESCRIBE WHAT PEDESTRIAN WAS DOING AT TIME OF ACCIDENT (Crossing intersection with signal, against signal diagonally, n roadway playing, walking, hitchhiking, etc.)</td>
<td>FROM</td>
<td>TO</td>
</tr>
</tbody>
</table>

---

# STANDARD FORM 91 PAGE 1 (REV. 2-93)

Prepared by GSA - FPMR 101-36.0

Figure 1-10A- D - Operator's Report of Motor Vehicle Accident, Standard Form 91
SECTION IV - ACCIDENT TIME AND LOCATION (Use Section VIII if additional space is needed.)

47. DATE OF ACCIDENT
48. PLACE OF ACCIDENT (Street address, city, state, ZIP Code; Nearest landmark, Distance nearest intersection; Kind of locality (industrial, business, residential, open country, etc.); Road description).

49. TIME OF ACCIDENT
AM
PM

50. INDICATE ON THIS DIAGRAM HOW THE ACCIDENT HAPPENED

Use one of these outlines to sketch the scene. Write in street or highway names or numbers.

- Number Federal vehicle as 1, other vehicle as 2, additional vehicle as 3 and show direction of travel with arrow.
- Use solid line to show path before accident and broken line after the accident.
- Show pedestrian by.
- Show railroad by.
- Place arrow in this circle to indicate NORTH

51. POINT OF IMPACT
(Choose one for each vehicle)

FED 2 AREA

- a. FRONT
- b. R. FRONT
- c. L. FRONT
- d. REAR
- e. R. REAR
- f. L. REAR
- g. R. SIDE
- h. L. SIDE

52. DESCRIBE WHAT HAPPENED (Refer to vehicles as "Fed", "2", "3", etc. Please include information on posted speed limit, approximate speed of the vehicles, road conditions, weather conditions, driver visibility, condition of accident vehicles, traffic controls (stopping, signal, etc.) condition of light (daylight, dusk, night, dawn, artificial light, etc.) and driver actions (making U-turn, passing, stopped in traffic, etc.).

SECTION V - WITNESS/PASSENGER (Witness must fill out SF 94, Statement of Witness) (Continue in Section VIII.)

53. NAME (Last, first, middle)
54. WORK TELEPHONE NUMBER
55. HOME TELEPHONE NUMBER

56. BUSINESS ADDRESS
57. HOME ADDRESS

58. NAME (Last, first, middle)
59. WORK TELEPHONE NUMBER
60. HOME TELEPHONE NUMBER

61. BUSINESS ADDRESS
62. HOME ADDRESS

SECTION VI - PROPERTY DAMAGE (Use Section VIII if additional space is needed.)

63a. NAME OF OWNER
63b. OFFICE TELEPHONE NUMBER
63c. HOME TELEPHONE NUMBER

63d. BUSINESS ADDRESS
63d. HOME ADDRESS

64a. NAME OF INSURANCE COMPANY
64b. TELEPHONE NUMBER
64c. POLICY NUMBER

65. ITEM DAMAGED
66. LOCATION OF DAMAGED ITEM
67. ESTIMATED COST $

SECTION VII - POLICE INFORMATION

68a. NAME OF POLICE OFFICER
68b. BADGE NUMBER
68c. TELEPHONE NUMBER

69. PRECINCT OR HEADQUARTERS
NAVEDTRA 14081A

70a. PERSON CHARGED WITH ACCIDENT
70b. VIOLATION(S)
1-21

STANDARD FORM 91 PAGE 2 (REV. 2-93)
### SECTION IX - FEDERAL DRIVER CERTIFICATION

In compliance with the Privacy Act of 1974, solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as the first step in the Government’s investigation of a motor vehicle accident. The principal purposes for using this information is to provide necessary data for legal counsel in legal actions resulting from the accident and to provide accident information/statistics in analyzing accident causes and developing methods of reducing accidents. Routine use of information may be by Federal, State or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanctions.

I certify that the information on this form (Sections I thru VIII) is correct to the best of my knowledge and belief.

#### 71a. NAME AND TITLE OF DRIVER

#### 71b. DRIVER’S SIGNATURE AND DATE

### SECTION X - DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED

#### 72. ORIGIN

#### 73. DESTINATION

#### 74. EXACT PURPOSE OF TRIP

#### 75. TRIP BEGAN

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME (Circle one)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a.m.</td>
</tr>
<tr>
<td></td>
<td>p.m.</td>
</tr>
</tbody>
</table>

76. ACCIDENT OCCURRED

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME (Circle one)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a.m.</td>
</tr>
<tr>
<td></td>
<td>p.m.</td>
</tr>
</tbody>
</table>

77. AUTHORITY FOR THE TRIP WAS GIVEN TO THE OPERATOR

| ORALLY | IN WRITING (Explain) |

78. WAS THERE ANY DEVIATION FROM DIRECT ROUTE

| NO     | YES (Explain) |

79. WAS THE TRIP MADE WITHIN ESTABLISHED WORKING HOURS

| YES | NO (Explain) |

80. DID THE OPERATOR WHILE ENROUTE ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THE TRIP WAS AUTHORIZED?

| NO | YES (Explain) |

81. COMPLETED BY DRIVER’S SUPERVISOR

a. DID THIS ACCIDENT OCCUR WITHIN THE EMPLOYEE’S SCOPE OF DUTY

| YES | NO |

b. COMMENTS

82a. NAME AND TITLE OF SUPERVISOR

NAVEDTRA 14081A

82b. SUPERVISORS SIGNATURE AND DATE:

82c. TELEPHONE NUMBER

1-22
SECTION XI - ACCIDENT INVESTIGATION DATA

83. DID THE INVESTIGATION DISCLOSE CONFLICTING INFORMATION.  YES  NO (If "Yes", explain below.)

84. PERSONS INTERVIEWED

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE</th>
<th>NAME</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td></td>
<td>c.</td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td></td>
<td>d.</td>
<td></td>
</tr>
</tbody>
</table>

85. ADDITIONAL COMMENTS (Indicate section and item number for each comment.)

SECTION XII - ATTACHMENTS

LIST ALL ATTACHMENTS TO THIS REPORT

SECTION XIII - COMMENTS/APPROVAL

86. REVIEWING OFFICIAL'S COMMENTS

87. ACCIDENT INVESTIGATOR

a. SIGNATURE AND DATE
b. NAME (First, middle, last)
c. TITLE
d. OFFICE
e. OFFICE TELEPHONE NUMBER

88. ACCIDENT REVIEWING OFFICIAL

a. SIGNATURE AND DATE
b. NAME (First, middle, last)
c. TITLE
d. OFFICE
e. OFFICE TELEPHONE NUMBER
1.6.5. Accident Identification Card (DD Form 518)

The Accident-Identification Card, DD Form 518 (Figure 1-11), provides any person involved in a mishap with a Navy vehicle with the name and organizational assignment of the Navy operator. Always fill out the DD Form 518 at the scene of the mishap, and give a copy to the driver of the other vehicle. If the mishap involves a parked car, and the owner or operator is not available, place the DD Form 518 in or on the parked vehicle. Notify the police immediately and remain at the scene of the mishap until the police arrive or the owner or operator is located.

![Accident Identification Card](image)

Figure 1-11 – Accident Identification Card, DD Form 518.

Test your Knowledge (Select the Correct Response)

1. What is the proper authorization to use a piece of equipment?

   A. Government Operator's License  
   B. Valid trip ticket  
   C. Trainers license  
   D. Hard card

2. Which of the following personnel administer the written license test?

   A. The operations chief  
   B. The license examiner  
   C. The test mechanic  
   D. The dispatcher
3. Which of the following conditions can terminate a performance qualification test?
   A. Lack of skill
   B. Undue nervousness
   C. Inattentiveness
   D. All of the above

4. When does the Operator’s Identification Card expire?
   A. At the projected rotation date (PRD) of the operator
   B. Three years from the date of issue
   C. At 2 year intervals from the date of issue
   D. On the birth date of the operator and is valid for 3 years

5. Which of the following personnel have a better opportunity than anyone else to discover defects on equipment before they become serious problems?
   A. A mechanic
   B. The yard boss
   C. An operator
   D. The washrack attendant

6. Which of the following items should be carried in every Navy vehicle at all times?
   A. Copies of the SF 91
   B. Mishap instructions
   C. A pencil
   D. All of the above

7. What is your first responsibility if you are involved in a mishap?
   A. Determine what person was at fault
   B. Compute the amount of damage
   C. Render aid to the injured
   D. Notify your supervisor of the mishap

2.0.0 TRANSPORTATION ORGANIZATION TITLES and DUTIES

The transportation organization is composed of many positions, each assigned specific duties. The duties performed by each position are critical to efficient transportation operations. The positions described in more detail below include; Transportation Supervisor, Dispatcher, Yard Boss, License Examiner, Collateral Equipment Custodian, Attachment Custodian, and Equipment Operator.

2.1.0 Transportation Supervisor

The transportation officer in public works and the Alpha company commander designated as the equipment officer in an NMCB are directly responsible to the commanding officer of the activity for the management and maintenance of all assigned CESE. In an NMCB, the Alpha company operations chief, transportation supervisor, and
senior petty officers are responsible to the equipment officer for the administration, operations, and operator maintenance of all assigned CESE.

The transportation supervisor is responsible for supervising and controlling operations, operator maintenance, and the cycle of automotive, construction, and weight-handling equipment. The transportation supervisor also ensures the transportation pool supports the transport of personnel, equipment, and materials and maintains and operates all fuel, petroleum oil, and lubricant storage and dispensing facilities. The transportation supervisor’s primary goals are:

- Ensuring safe and serviceable equipment is available for use
- Maximization of equipment service life

2.2.0 Dispatcher

The primary duty of the dispatcher is to manage the assigned equipment resources efficiently within the general policies and directives of the Navy and policies set forth by the equipment officer. Policies and directives for dispatch operations are outlined in the NAVFAC P-300, Management of Transportation; NAVFAC P-404, Equipment Management Manual; and COMFIRSTNCDINST 11200.2 A Series, Naval Mobile Construction Battalion (NMCB) Equipment Management Instruction.

The dispatcher is the key equipment management position in a unit and is the hub of communication for daily equipment operations. A competent dispatcher must possess the knowledge, skill, and ability to accomplish the following:

- Convey information and instruction in a concise and tactful manner.
- Exercise good judgment and make decisions quickly.
- Work efficiently under pressure.
- Conduct administrative, clerical, and recordkeeping duties
- Possess knowledge of equipment sizes, types, uses, and limitations.

In addition to possessing the aforementioned knowledge, skills, and abilities, the dispatcher is responsible for performing the following job requirements:

1. Route information: The dispatcher understands and conveys information to operators concerning weather conditions, road conditions, routes to travel, and emergency procedures. The dispatcher is knowledgeable of weight limits on roads and bridges, low clearances, traffic hazards, and local transportation systems, schedules, and routes.

2. Equipment status: The dispatcher must know the current status and location of every assigned item of equipment.

3. Keys: The dispatcher controls the keys to all vehicle locking devices and ignition keys. Spare keys are maintained in the equipment history jacket.

4. Records: The dispatcher checks operator licenses, and issues the Operator’s Daily PM Report, NAVFAC 11260/4, for documenting pre- and post-operational checks on construction, weight-handling, and material-handling equipment. The Operator’s Inspection Guide and Trouble Report, NAVFAC 9-11240/13, and the Motor Equipment Utilization Record, DD Form 1970, are used for documenting pre and post-operational checks and recording the utilization of automotive equipment. Additionally, the dispatcher ensures equipment required to operate
over the road contains mishap reporting procedures and forms. The proper forms are a Standard Form 91 and a description of local mishap reporting procedures.

2.2.1 Equipment Status Board

The Equipment Status Board is a means of listing, by USN number, all equipment assigned to a unit. The status board should be color-coded to identify the current status, general assignment, and location of each piece of CESE (Figure 1-12). The dispatcher is responsible for knowing the current status and location of every assigned piece of equipment.

<table>
<thead>
<tr>
<th></th>
<th>Code</th>
<th>USN</th>
<th>Description</th>
<th>Location</th>
<th>PM Group</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>030700</td>
<td>94-38650</td>
<td>Tsk 14 Unit</td>
<td>A CO CTIR</td>
<td></td>
<td>32</td>
</tr>
<tr>
<td>(1)</td>
<td>036900</td>
<td>94-19198</td>
<td>Tsk 1-1/4 Unit Cargo</td>
<td></td>
<td></td>
<td>Pool</td>
</tr>
<tr>
<td>(2)</td>
<td>95-21098</td>
<td></td>
<td>Ope Supervisor</td>
<td></td>
<td></td>
<td>28</td>
</tr>
<tr>
<td>(1)</td>
<td>053900</td>
<td>95-14749</td>
<td>Tsk 3-1/2T Cargo</td>
<td></td>
<td></td>
<td>28.</td>
</tr>
<tr>
<td>(3)</td>
<td>058700</td>
<td>96-27071</td>
<td>Tsk &amp; Dump</td>
<td>UT Project</td>
<td>3</td>
<td>Excess List 4570 Ser XXX</td>
</tr>
<tr>
<td>(3)</td>
<td>96-27072</td>
<td></td>
<td>Pool</td>
<td></td>
<td></td>
<td>28.</td>
</tr>
<tr>
<td>(4)</td>
<td>96-33439</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>32</td>
</tr>
<tr>
<td>(4)</td>
<td>96-33451</td>
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<td></td>
<td></td>
<td></td>
<td>32.</td>
</tr>
<tr>
<td>(1)</td>
<td>038800</td>
<td>96-32607</td>
<td>Tsk 5 Cargo</td>
<td>UT Project</td>
<td>7</td>
<td>32.</td>
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<tr>
<td>(1)</td>
<td>060700</td>
<td>96-32926</td>
<td>Tsk 1/2T</td>
<td>Pool</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>(1)</td>
<td>070000</td>
<td>96-36101</td>
<td>Tsk Wrecker</td>
<td>Heavy Shop</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

* Optional column for color disc usage

Legend
(1) Black - In-service, Operational
(2) Red - Dd/DisC
(3) Green - Pending Replacement
(4) Orange - Ordered in
(5) Blue - Optional Detachment, etc.

Figure 1-12 – Equipment Status Board.

2.2.2. Dispatcher’s Log

The dispatcher records all vehicles and equipment that are dispatched on the Dispatcher’s Log, NAFVC 9-11240/2 (Figure 1-13). The log sheet is a ready reference for the location of all the vehicles and equipment dispatched.

The dispatcher normally maintains a Heavy Equipment Dispatcher’s Log, a class C assigned Dispatcher’s Log, and a class B assigned Dispatcher’s Log. The heavy equipment log is used for dispatching construction and weight-handling equipment; the class C log for dispatching automotive and material-handling equipment; and the class B assigned log to record dispatched class B assigned vehicles.

Vehicles assignments are divided into three dispatch categories: Class A, Class B, and Class C.

Class A dispatch category is the full-time assignment of a vehicle to an individual; it is only authorized by the Chief of Naval Operations (CNO).
Class B dispatch category in the NCF is the once a week assignment of a vehicle that requires a DD Form 1970. Class B assignment in an NMCB is recommended by the equipment officer and approved by the commanding officer.

Class C dispatch category covers all equipment not under class A or class B. Class C assignments are made on an “as-needed” basis. However, project crews are normally assigned the same vehicle each day.

The dispatcher closes out the heavy equipment and class C logs daily, and the class B assigned log weekly. Closing out a log is done by adding all the ending mileage and hour meter readings and enclosing the reports and records inside the appropriate folded dispatcher’s log. On the outside of the log, the dispatcher records the date, total mileage, and total operating hours of all the equipment dispatched.

On the first work day of each week, the transportation supervisor collects the dispatcher’s logs for the Alpha company operations supervisor for review as required by the COMSECOND/COMTHIRDNCBINST 11200.1 Series.

In the NCF, the dispatcher retains logs on file for 90 days. At a public works, the DD Form 1970 is retained for 90 days and the dispatcher’s logs for 36 months.
Figure 1-13 – Dispatchers Log, NAVFAC 9-11240/2.
2.3.0 Yard Supervisor (Yard Boss)

The yard boss and the dispatcher work as a team. The yard boss plays a key part in the Equipment Management Program by enforcing and providing technical guidance for operator pre- and post-operational checks and maintenance procedures that reduce equipment breakdown. Additionally, the yard boss manages the equipment yard and the vehicles parked in it and establishes and enforces traffic control through the yard, including stop signs, speed limits, and one-way-traffic flow. The yard boss is also in charge of yard maintenance and the establishment of parking lines and areas, such as a ready line and awaiting-entry-into-shop line. The yard boss sees and hears the equipment that dispatchers cannot see while sitting behind their desks.

The yard boss has a tool kit which provides tools for operator maintenance procedures. The Kit 80111 provides the minimum tools and equipment resources necessary to support operator maintenance. For control and accountability of the tools, the yard boss should have operators sign a log book for the tools checked out. In addition to the kit, the yard boss must provide grease guns, valve caps, and light bulbs.

The yard boss is also responsible for cycling equipment in the pool that is not regularly used. Equipment must be maintained in a standby status and cycled on a weekly basis. Cycling exercises equipment and protects it from deterioration. Equipment cycling must be documented in a cycle log maintained by the yard boss, documenting the date, USN number, duration of cycle, and deficiencies.

2.4.0 License Examiner

The license examiner should be the best qualified licensed equipment operator available. The license examiner is appointed by letter by the commanding officer. The examiner is responsible for being familiar with and maintaining a library of the following publications:

- Storage and Materials Handling, DODINST 4145.19-R-1
- Motor Vehicles Management Acquisition and Use, OPNAVINST 11240.16A Motor
- Vehicles Driver’s Handbook, NAVSEA OP-2239, and Ammunition,
- Explosives, and Related Hazardous Materials
- Management of Transportation Equipment, NAVFAC P-300
- Testing and Licensing of Construction Equipment Operators, NAVFAC P-306
- Management of Weight-Handling Equipment Maintenance and Certification, NAVFAC P-307
- Navy Driver’s Handbook, NAVFAC MO-403
- Naval Construction Force Equipment Management Manual, NAVFAC P-404
- Naval Construction Force Safety Manual, COMSECOND/COMTHIRDNCBINST Series
- Federal Motor Carrier Safety Regulations, Parts 390-397

Additionally, the license examiner maintains a license file under lock and key for each licensed operator in the command. The files provide information on the types of
equipment the operator is qualified to operate, applicants' background and experience, examination findings, special requirements, traffic violations, and accident history.

The license examiner must comply with the Privacy Act of 1974 in the maintenance of all files of licensed operators. The license examiner maintains a tickler file of each operator's license expiration date and ensures all personnel are properly trained on the equipment before issuing the Operator's Identification Card, OF-346, or Construction Equipment Operator License, NAVFAC 11260/2.

2.4.1 Mishap Investigator

The license examiner is typically assigned the responsibilities of the motor vehicle mishap investigator. The Mishap Investigation, Reporting and Record Keeping, DODINST 6055.7, states all accidents involving DoD motor vehicles, including rented CESE, are investigated to determine the cause and circumstances.

The motor vehicle mishap investigator makes thorough investigations of all accidents and documents evidence promptly for use in the event a claim is filed against the government. Accidents that appear trivial may eventually result in legal suits. Therefore, mishap investigators must follow the mishap investigation guidelines set forth in the Mishap Investigating and Reporting OPNAVINST 5102.1 latest edition.

A mishap investigator works closely with the command safety chief to develop safety and accident prevention programs for the command. These programs include the safe operation of CESE, provisions for the mandatory use of seat belts, and the prohibition against smoking in vehicles. They also perform joint investigations of serious mishaps that include injury or fatalities.

According to OPNAVINST 5102.1, government owned or leased motor vehicles involved in a fatality or injury, or that sustains a total damage of $2,000 or more, require a NAVGRAM sent to the Naval Safety Center. The command must send the NAVGRAM within 30 days of the mishap to the Commander, Naval Safety Center, Naval Air Station, Norfolk, Virginia. On-duty motor vehicle accidents resulting in hospitalization of five or more persons are reported by priority message or telephone.

2.4.2 Road Master

In most cases, the license examiner is assigned to serve as the battalion road master. The road master ensures the safe operation of the battalion’s equipment and enforces regulations as directed by the Alpha Company Commander. Additionally, the road master should escort oversized loads and check prospective routes of travel for obstructions.

2.5.0 Collateral Equipment Custodian

As a member of the transportation pool, an EO may be assigned as the collateral equipage custodian. The two basic types of collateral equipage are component collateral equipage and tactical collateral equipage.

Component collateral equipage consists of items, such as hoses for pumps and bits for the earth auger. These items are normally procured on the same contract as the basic machine. The history jacket should contain a list of the amount and types of component collateral equipage.

Tactical collateral equipage consists of items common to the equipment, such as top canvas and tarpaulin, bows and side racks, spare tire and rim, jack and lug wrench, and chains with hooks and binders.
The collateral equipage custodian maintains a Collateral Custody Record Card, COMSECOND/COMTHIRDNCB 60 Form (Figure 1-14), for each line item of equipage for each unit of equipment. On the CB 60 form, the equipage custodian enters all outstanding requisitions, receipts, issues, location, and losses and annotates the allowance of a particular line item of equipage for each CESE. The equipage custodian maintains the CB 60 forms in folders for each USN-numbered unit of CESE. The CB 60 forms are pulled on the PM date to perform an inventory of mounted or stored collateral equipage for each unit of CESE entering the shop.

<table>
<thead>
<tr>
<th>ECC</th>
<th>USN</th>
<th>NSN/Part#</th>
<th>NOUN NAME</th>
<th>Allowance</th>
<th>(U)</th>
<th>(Augment)/(Organic)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST NCD CB60 FORM</td>
<td>LOCATION BIN #</td>
<td>I acknowledge custody of this item in the quantity indicated.</td>
<td>Inventory Record</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Requisition #</td>
<td>Rec’d from/Expense to</td>
<td>Stored</td>
<td>Mounted</td>
<td>Balance</td>
<td>Date</td>
</tr>
<tr>
<td>By:</td>
<td>Date</td>
<td>Qty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>By:</td>
<td>Date</td>
<td>Qty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>By:</td>
<td>Date</td>
<td>Qty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>By:</td>
<td>Date</td>
<td>Qty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>By:</td>
<td>Date</td>
<td>Qty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>By:</td>
<td>Date</td>
<td>Qty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>By:</td>
<td>Date</td>
<td>Qty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 1-14 – Collateral Custody Record Card, COMSECOND/COMTHIRDNCB 60 Form.**

Operators of class B assigned CESE sign the CB 60 form, assuming full custody of mounted collateral gear. The yard boss signs CB 60 forms for class C mounted collateral gear on CESE. The mounted collateral gear is annotated on the daily trip ticket, and the operator who signs the trip ticket assumes custody, or the collateral equipage can be issued and returned to collateral each time the unit of CESE is dispatched.

The equipage custodian uses a NAVSUP Form 1250-1 (Figure 1-15), or a 1250-2 (Figure 1-16), for lost, damaged, or deteriorated collateral equipment. The maintenance supervisor reviews and approves NAVSUP Form 1250s.
NOTE
The inventory procedures are accountable man-hours on the Equipment Repair Order.

Figure 1-15 – Single-Line Item Consumption/Management Document (Manual), NAVSUP Form 1250-1.
### NON-NSN REQUISITION (4491)

<table>
<thead>
<tr>
<th>A. Req. Date</th>
<th>B. Dept No.</th>
<th>C. Unit</th>
<th>D. Rod</th>
<th>E. Location</th>
<th>F. Issue Date</th>
<th>G. Req. Qty</th>
<th>H. Req. No.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>J. Req. Name or Ref. Sym</th>
<th>K. FPR</th>
<th>L. Appl/Grd</th>
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<table>
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<tr>
<th>M. Inv. Qty</th>
<th>N. Unit</th>
<th>O.オリズ</th>
<th>P. Post.</th>
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<tr>
<th>JOB CONTROL NUMBER</th>
<th>Q. UIC</th>
<th>R. WPC</th>
<th>S. JIN</th>
<th>T. ELC</th>
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<table>
<thead>
<tr>
<th>U. Equip/Part Supp'd</th>
<th>V. Option LOG</th>
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<table>
<thead>
<tr>
<th>DOCUMENT IDENTIFIER</th>
<th>I. Routing Identifier</th>
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</thead>
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<table>
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<tr>
<th>M &amp; S</th>
<th>NAVY ITEM CONTROL NUMBER (NICN) OR P-NICN</th>
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<table>
<thead>
<tr>
<th>UNIT OF ISSUE</th>
<th>QUANTITY</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DOCUMENT NUMBER</th>
<th>D. REQUIRED DELIVERY DATE</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>SUPPLEMENTARY ADDRESS</th>
<th>FUND CODE</th>
<th>DISTRIBUTION CODE</th>
<th>PROJECT CODE</th>
<th>E. CODE</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>REQUIRED DELIVERY DATE</th>
<th>BLANK</th>
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</table>

<table>
<thead>
<tr>
<th>REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)</th>
<th>SERIAL</th>
<th>SC</th>
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</thead>
</table>

### IDENTIFICATION DATA

<table>
<thead>
<tr>
<th>KK. MANUFACTURER'S CODE AND PART NO</th>
<th>EC. SHIP'S PIC</th>
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<table>
<thead>
<tr>
<th>BB. MANUFACTURER'S NAME, ADDRESS AND POINT OF CONTACT (POC)</th>
<th>NAME</th>
</tr>
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<table>
<thead>
<tr>
<th>RATE</th>
<th>DIVISION</th>
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<tr>
<th>IV. ITEM MANUFACT. NO.</th>
<th>REFERENCE NO.</th>
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<thead>
<tr>
<th>FF. MANUFACTURER'S CATALOG IDENTIFICATION</th>
<th>GG. CATALOG DATE</th>
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<table>
<thead>
<tr>
<th>HH. NAME OF ITEM REQUESTED / CIRCUIT SYMBOL NO.</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>JJ. DESCRIPTION OF ITEM REQUESTED / COMPLETE MANUFACT. DATA FROM EXISTING UNIT</th>
<th>MAKE</th>
<th>MODEL NO.</th>
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<table>
<thead>
<tr>
<th>SERIES</th>
<th>SERIAL NO.</th>
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<table>
<thead>
<tr>
<th>LEHR</th>
<th>SIZE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>KK. SOURCE OF SUPPLY (incl. phone and POC if avail)</th>
</tr>
</thead>
</table>

### ACCOUNTING DATA

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<thead>
<tr>
<th>MM. REQUISITIONER (Enter text name and address)</th>
<th>NN. APPROVED BY: (Supply/Contracting/Ordering Office)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NAME</th>
<th>RANK</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>1-34</th>
</tr>
</thead>
</table>
2.6.0 Attachment Custodian

The attachment custodian maintains a card file and log showing an accurate inventory of receipts and issues of attachments, when the attachments were last lubricated, and any damage incurred from one operation to another. The attachment custodian is also responsible for the segregated storage of all attachments and their associated accessories.

Attachments are accessories to construction equipment that enable the basic equipment to perform its function or add versatility. Attachments are stored on hardstands to keep the items out of sand, mud, and water. Hydraulic lines and fittings are sealed for protection from dirt and moisture.

Attachment accessories, such as bucket teeth, sprockets, drum lagging, and wedges are placed in boxes or on pallets and marked for the appropriate equipment. Wire rope, sheaves, and bolt threads are lubricated. Nuts and bolts are stored in their respective holes on the attachments when possible. Exposed machined surfaces and open parts are preserved to prevent oxidation and damage. Storage is maintained so all attachments belonging to one USN number are stored together.

2.6.1 Attachment Status Board

The attachment custodian is responsible for the Attachments Status Board (Figure 1-17), maintained in the dispatcher’s office. The Attachments Status Board reflects the attachment code, NAVFAC identification number, abbreviated description, the USN number of the equipment to which the attachment is assigned, the PM group (same as the equipment the attachment is assigned), the location of the attachment, and remarks. The collateral equipage custodian normally performs the duties of the attachment custodian.

<table>
<thead>
<tr>
<th>Code</th>
<th>NAVFAC I.D. NO.</th>
<th>Description</th>
<th>USN No. Assigned</th>
<th>PMG</th>
<th>Location and Remarks</th>
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<td>L175-BH-5</td>
<td>Backhoe</td>
<td>45-01799</td>
<td>17</td>
<td>Attachment Pad</td>
</tr>
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<td>A02500</td>
<td>255-BB-56</td>
<td>Boom Butt</td>
<td>42-01778</td>
<td>9</td>
<td>42-01778</td>
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<td>A03000</td>
<td>32-BE-72</td>
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<td>Attachment Pad</td>
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Figure 1-17 – Attachment Status Board.

2.7.0 Bus and Taxi Services

An EO must be both knowledgeable and versatile with many forms of equipment operations. The following section briefly describes the procedures for bus and taxi services.
2.7.1 Bus Service

An EO may be required to serve as a bus driver. A bus driver must be mature and reliable and must ensure a bus is safe. Besides performing the normal prestart procedures, the following are items the operator must ensure are in good working order:

- Service brakes
- Parking brake
- Steering mechanism
- Lights and reflectors
- Tires and horn
- Windshield wipers
- Rearview mirror or mirrors
- Wheels and rims

Additionally, check the interior of the bus to ensure rider safety. Aisles and stairwells must always be clear and the following must be in a safe working condition:

- Each handhold and railing
- Floor covering
- Signal devices (emergency door buzzer)
- Emergency exit handles
- Emergency exit sign visible
- Seats secured to the bus

**NOTE**

The bus must have a fire extinguisher and emergency reflectors as outlined in the *Federal Motor Carrier Safety Regulations Pocketbook, 7-ORS-A*. The bus must also have spare electrical fuses unless equipped with circuit breakers.

When performing the normal prestart inspection procedures for a bus, the operator should use the Bus Inspection Memory Aid (*Figure 1-18*).
Figure 1-18 – Bus Operator Inspection Memory Aid.

The bus driver is responsible for the orderly behavior and safety of all passengers and cargo. The driver should be neat in appearance and maintain a courteous attitude. The bus driver must comply with the following rules when operating a bus:

1. Do not allow a rider to stand forward of the rear of the driver’s seat. Buses designed to allow standing should have a 2-inch line on the floor or some other means showing riders where they cannot stand. This line is called the standee line, and all passengers must stay behind it.

2. Do not put a bus in motion with the doors open, and do not close the doors until all passengers are completely clear of the doors.

3. Pay attention to the road when driving and do not carry on unnecessary conversation with passengers while the vehicle is in motion.

4. Stop, start, and operate buses smoothly and without jerks or sudden changes in acceleration. When making a turn or upon approaching a sharp curve, reduce speed to avoid injuring passengers.

5. While driving, scan the interior of the bus as well as the road ahead, to the sides, and to the rear. If necessary, remind passengers to keep arms and heads inside the bus.

6. Stop the bus between 15 and 50 feet before railroad crossings. Look and listen in both directions for trains. Open the door if it improves the ability to see or hear an approaching train. Before crossing after a train has passed, be sure there is not
another train coming in either direction on other tracks. When it is safe to cross, drive the bus completely across the crossing without changing gears.

While it is not necessary to completely stop, it is important to slowdown and carefully check for other vehicles in the following situations:

- At streetcar crossings
- At railroad tracks used only for industrial switching within a business district
- Where a policeman or flagman is directing traffic
- If a traffic signal shows green
- At crossings marked “exempt crossing”

Adhere to the standards and procedures contained in the Commercial Driver License (CDL) Handbook.

2.7.2 Taxi Service

The taxi service provides a method of transporting personnel to medical appointments, jobsites, airports, and areas directed by the transportation supervisor. The dispatch office is normally the base station for taxi service. A radio is used to communicate with the taxi driver. The driver is responsible for passenger safety.

Test your Knowledge (Select the Correct Response)

8. Which of the following personnel are responsible to the equipment officer for the administration, operations, and operator maintenance of all assigned CESE?

A. Alpha company operations chief  
B. Transportation supervisor  
C. Senior petty officers  
D. All of the above

9. Which of the following positions is the key equipment management position in a unit?

A. Collateral equipage custodian  
B. Dispatcher  
C. Wash rack attendant  
D. Master–at–arms

10. Which of the following personnel has the responsibility to know the current status and location of every assigned piece of equipment?

A. Company commander  
B. Company chief  
C. Dispatcher  
D. Yard boss
11. Which of the following is NOT an area of responsibility of the yard boss?

A. Equipment yard management  
B. Traffic control enforcement  
C. Tire shop management  
D. Equipment yard maintenance

12. A spare tire and rim is classified as what type of collateral equipage?

A. Component  
B. Automotive  
C. Construction  
D. Tactical

13. **(True or False)** Attachment storage is maintained so all attachments belonging to one USN number are stored together.

A. True  
B. False

14. **(True or False)** A bus should stop between 15 and 50 feet before a railroad crossing.

A. True  
B. False

### 3.0.0. EMBARKATION

Naval Construction Force units, such as NMCB, Amphibious Construction Battalions (PHIBCBs), Construction Battalion Maintenance Units (CBMUs), are required to maintain a high state of readiness. The units must be capable of rapidly and efficiently embarking aboard aircraft or shipping to provide contingency support to the Navy, the Marine Corps and other forces. The units must also be ready to perform and participate in disaster recovery operations and field exercises. Detailed procedures for embarkation are outlined in the Naval Construction Force Embarkation Manual, COMFIRSTNCDINST 3100.1.

### 3.1.0 CESE and Material Preparation

Upon notification from higher authority to mount-out and deploy, the battalion re-organizes and sets up a mount-out control center (MOCC). The MOCC is under the direction of the battalion executive officer. The MOCC controls, coordinates, and monitors the movement of all personnel, supplies, and equipment to the marshaling area. The MOCC and the embarkation staff control all aspects of an NMCB mount-out and serve as the coordinating center for all the companies and battalion staff.

The preparation of CESE for embarkation is the responsibility of Alpha company. All vehicles and equipment must be absolutely clean of mud, oil, grease, or any other foreign matter. All leaks must be repaired before equipment is embarked. Embarking on aircraft requires special loading procedures for several types of CESE assigned to the battalion Table of Allowance (TOA). These procedures are outlined in the NCF Embarkation Manual, COMFIRSTNCDINST Series. Alpha company is responsible for the following procedures: removal of dump truck headache racks, equipment exhaust
stacks, dozer blades, counter weights, equipment roll over protective structure (ROPS), bows, tarps and side racks, etc.

**NOTE**

The bolts, nuts, and parts from the disassembled equipment must be placed with the equipment in an easily accessible location.

3.1.1 Mobile Loads

A mobile load is an item on a vehicle not considered to be a secured part of a vehicle. Mobile-loaded items must be secured to the vehicle by a minimum of one-half-inch-thick rope of manila or hemp, from side to side and front to rear.

3.1.2 Onboard Fuel

The amount of fuel in the vehicle fuel tanks must be checked and serviced prior to embarkation. Vehicle fuel tanks must be at least one-fourth full and not more than three-fourths full. If a vehicle is to be placed on an aircraft, fuel tanks should never be more than one-half full.

Fuel in tanks for trailer-mounted and single-axle units must not exceed one-fourth full when these units are disconnected from the prime mover with the tongue resting on the aircraft floor. When positioned on the aircraft ramp, the fuel tanks must be drained but not purged.

3.1.3 Palletized Cargo

Cargo that is to be loaded on an aircraft is palletized on 463-L air certified pallets (*Figure 1-19*). A 463L pallet has the following characteristics:

- Empty weight 290 pounds
- Empty weight with top and side netting 355 pounds
- Outside dimensions 88 X 108 inches
- Usable space dimensions 84 X 104 inches
- Maximum loaded pallet height 96 inches
- Gross maximum weight 10,000 pounds

*Figure 1-19 – 463 Air Cargo*

A 463L pallet is composed of 22 tie-down rings (six on the long side and five on the short side) that match up with the cargo net fasteners (*Figure 1-20*). 463-L pallets lock into the aircraft by a rail on each side of the aircraft.
Figure 1-20 – Loaded Cargo Pallet with Outside Dimensions.

A three point dunnage configuration is used to load a pallet. The dunnage should be at least 4X4 by 88-inch timbers (Figure 1-21). The timbers should be evenly spaced with one timber in the center and one each on edge of the pallet. This configuration reduces pallet warping and makes material loading safer and handling by forklift possible.

During the pallet-building process (placing cargo on the pallets), place three point dunnage underneath the pallet. Start with the heaviest cargo and distribute the weight out from the center (Figure 1-22). Doing so keeps the center of balance in the center of the pallet.

Figure 1-21 – 463L Pallet with Three Point Dunnage.
Figure 1-22 – Correct Pallet Weight Distribution.
Load in a square or pyramid shape whenever possible to make the load stable (Figure 1-23). All cargo loaded on a 463-L pallet must be placed close together with no open space between them. If space is left between cargo items, it can shift during flight and cause possible damage to or even loss of the aircraft.

Figure 1-23 – Pyramid and Square Pallet Load Configuration.
To store empty pallets, place one set of three point dunnage down and then stack the pallets no more than 10 high. If more pallets need stacking, place another set of dunnage on top of the first 10 pallets. This sequence can be repeated up to a maximum of 40 pallets. Be sure to stack each pallet with the cargo loading surface facing in an upward direction.

Test your Knowledge (Select the Correct Response)
15. Which of the following units are NOT required to maintain a high state of readiness?
   A. NMCB
   B. PW
   C. PHIBCB
   D. CBMU
16. The MOCC is under the direction of what officer?

A. Operations  
B. Executive  
C. Equipment  
D. Supply

17. What is the maximum amount of fuel the fuel tank on a vehicle can contain if it is to be placed on the ramp of an aircraft?

A. One-fourth full  
B. One-half full  
C. Three-fourths full  
D. Topped-off

4.0.0 ADVANCED BASE PLANNING

During World War II, when bases were constructed across the island chains of the Pacific Ocean, it became apparent that significant time and material could be saved by standardization of units of materials, equipment, and personnel required to perform specific functions. This was the beginning of the Advanced Base Functional Components (ABFC) System still in use today. This section briefly covers the ABFC System and the Facilities Planning Guide, NAVFAC P-437. Refer to the NAVFAC P-437, Volume 2, for more information.

4.1.0 Advanced Base Functional Components System


By using the ABFC System, planners for logistics, facilities, and construction can readily identify the equipment, facilities, materials, construction effort, and other pertinent information needed for each component. The Facilities Planning Guide, NAVFAC P-437, identifies all of this information.

4.2.0 NAVFAC P-437

The Facilities Planning Guide, NAVFAC P-437, is be used to assist in planning the construction of an advanced base. The document identifies the structures and supporting utilities of the Navy ABFC System. It was developed to make pre-engineered facility designs and corresponding material lists available to planners at all levels. While these designs relate primarily to expected needs at advanced bases and to the Navy ABFC System, they can also be used to satisfy peacetime requirements. Facilities, logistics, and construction planners will find the information required to select and document the material necessary to construct facilities. NAVFAC P-437 consists of two volumes. Volume 2 is addressed first.
4.2.1 NAVFAC P-437(Volume 2)

Volume 2 contains detailed data displays for each Component, Facility, and Assembly in the ABFC System.

Part 1 (Components) contains data displays for each of the ABFC components and is indexed by code number. The data displays list and describe the facilities that make up each ABFC component. Figure 1-24 is an example of a typical part 1 data display.

Figure 1-24 is for a component P25. The name of the component is Naval Mobile Construction Battalion. The specific function, or purpose, of the component is shown directly below the component name. Listed below the function are all of the facilities that comprise component P25. Each facility has the following; single-facility capacity, total quantity, and total facility capacity required for the component. For example, there is a total of two water-storage facilities (Facility Number 841 40E) required for the complete component. Each of these storage facilities has a capacity of 30,000 gallons, and the total water-storage capacity for the component is 60,000 gallons. Also listed for each facility is the weight, cubic feet, dollar value, and estimated construction effort for the total quantity of each facility. Additional information concerning the complete component is located at the bottom of the sheet. This includes a breakdown, by Seabee rating, of the estimated direct-labor man-hours required to construct the component.
Figure 1-24 – Typical Components Data Display.

Part 2 (Facilities), indexed by facility number, identifies the assemblies required for each facility. For the P25 component, look at the data display for Facility Number 214 20N. This data display, found in part 2, is shown in Figure 1-25.

At the top of this data display is the facility number and nomenclature of the facility. Below is a listing by assembly number, of all of the assemblies needed for one complete facility. The listing includes the description, quantity, weight, cubic feet, dollar value, and the estimated construction effort required for each assembly. Below the listing of assemblies is information regarding the complete facility; for example, Facility 214 20N requires a land area of .30 acres and the estimated EO direct labor required to install this facility is 24 man-hours.
**Figure 1-25 – Typical Facility Data Display.**

Part 3 (Assemblies) is indexed by assembly number and contains data displays listing all of the materials required for each assembly. For an example, the data display for Assembly Number 10004, required for Facility 214 20N, is shown in *Figure 1-26*. The display shows the national stock number (NSN), description, unit of issue, quantity, weight, cubic feet, and dollar value for each line item of material required for one complete assembly. The estimated number of man-hours and recommended crew size needed to assemble and install one of the assemblies appears at the bottom of display.
### NAVFAC P-437 (Volume 1)

Volume 1 contains reproducible engineering drawings organized in three parts; Component Site Plans, Facility Drawings and Networks, and Assembly Drawings.

Part 1, Component Site Plans, is indexed by component designation and includes typical site plans for the ABFC components. When a component does not have a site plan, the word “None” appears on the data display for the component.

Part 2, Facility Drawings and Networks, is indexed by facility number and contains detailed construction drawings of the ABFC facilities as well as preconstruction networks. A network is a diagram used to guide and manage a construction project. It includes information, such as the sequence of construction activities, start and finish dates of each construction activity, duration of each activity, and other information useful to crew leaders, supervisors, and managers of a project.

Part 3, Assembly Drawings contain working drawings of the ABFC assemblies indexed by assembly number.

Figure 1-26 – Typical Assembly Data Display.
Test your Knowledge (Select the Correct Response)

18. The ABFC System is covered in volume 2 of which of the following NAVFAC publications?

A. P-306  
B. P-404  
C. P-405  
D. P-437

19. (True or False) The overall ABFC System comprises of a preplanned collection of individual functional components.

A. True  
B. False

Summary

This chapter presented information specific to transportation operations including the control and accountability of all CESE. This chapter detailed the mandated operator application forms, licensing test and forms required to operate various types of vehicle and equipment.

This chapter also addressed the different organizational titles and duties affiliated with transportation operations including the dispatcher, yard boss, collateral equipment custodian and attachment custodian.

Finally, the topics of embarkation and Advance Base Planning were discussed. Additional information can be found in the manuals specific to each topic.
Review Questions (Select the Correct Response)

1. Which of the following publications states that all personnel in the Naval Construction Force (NCF) who operate government-owned or rented equipment must have a valid U.S. Government Operator’s License in their possession?
   
   A. NAVFAC P–315  
   B. NAVFAC P–300  
   C. NRVFAC P–404  
   D. NAVFAC P–405

2. Which of the following form numbers is used as an application for a vehicle operator’s identification card?
   
   A. NAVFAC 11240/10  
   B. NAVFAC 11260/1  
   C. NAVFAC 9-11240/13  
   D. NAVFAC 11260/4

3. In the NCF, in what location can you find information particular to a piece of equipment?
   
   A. The equipment glove box  
   B. The equipment toolbox  
   C. The dispatch office  
   D. The technical library

4. When does the Construction Equipment Operator License expire?
   
   A. On the birth date of the operator and is valid for 2 years  
   B. On the date of issue and is valid for 3 years  
   C. On the projected rotation date (PRD) of the operator  
   D. At the operator’s end of active obligated service (EAOS) date

5. Which of the following information is documented on dispatch forms?
   
   A. Miles only  
   B. Hours only  
   C. Maintenance performed only  
   D. Miles, maintenance performed, and hours

6. Which of the following numbers is a form number for a hard card?
   
   A. NAVFAC 9-11240/13  
   B. NAVFAC 11240/10  
   C. NAVFAC 11260/4  
   D. DD Form 518
7. The hard card provides a uniform list of services to be performed on equipment by the operator at which of the following times?

A. Before operation  
B. During operation  
C. After operation  
D. All of the above

8. Which of the following forms contains a record of an operator’s destination, time of departure, time of arrival, and speedometer reading?

A. Standard Form 91  
B. DD Form 1970  
C. DD Form 518  
D. NAVFAC 11260/4

9. Which of the following forms is used to provide any person involved in a mishap with a Navy vehicle the name and organizational assignment of the Navy operator?

A. DD Form 518  
B. DD Form 1970  
C. 1250-1  
D. NAVFAC 9-11240/13

10. In an NMCB, what person is designated as the equipment officer?

A. Alpha company commander  
B. Bravo company commander  
C. Charlie company commander  
D. Delta company commander

11. In an NMCB, at what location are the spare keys for each piece of equipment maintained?

A. In the dispatch spare key locker  
B. In the yard boss spare key locker  
C. In the equipment history jacket  
D. In the spare key locker maintained at the quarter deck

12. What component provides a means of listing, by USN number, all the equipment assigned to a unit?

A. Equipment status board  
B. Equipment chalkboard  
C. Equipment log file  
D. Equipment location file
13. NCF dispatcher logs are retained on file for what period of time?
   A. 30 days
   B. 90 days
   C. 180 days
   D. 240 days

14. Equipment in the equipment pool must be maintained in a standby status and cycled at what time periods?
   A. Daily
   B. Weekly
   C. Monthly
   D. Yearly

15. Which of the following personnel maintains the equipment cycle log?
   A. Equipment cycle custodian
   B. Dispatcher
   C. Yard boss
   D. Shop inspector

16. What are the two basic types of collateral equipage?
   A. Component and automotive
   B. Construction and automotive
   C. Component and tactical
   D. Construction and tactical

17. At what location can a list of types and amounts of component collateral equipage for a single piece of equipment be found?
   A. The dispatcher log
   B. The history jacket
   C. The vehicle data plate
   D. The equipment status board

18. What is the number of the form used to reorder lost, damaged, or deteriorated collateral equipage?
   A. 1250-1
   B. 1970
   C. 173/3
   D. 120–A

19. Which of the following personnel has the responsibility for the segregated storage of all attachments and their associated accessories?
   A. Yard boss
   B. PM runner
   C. Attachment custodian
   D. Dispatcher
20. The MOCC and what other staff controls all aspects of an NMCB mount-out?

A. Embarkation  
B. Security  
C. Medical  
D. Supply 

21. When mobile-loaded items are secured to a vehicle by rope, the rope must be what minimum size?

A. One-fourth inch  
B. One-half inch  
C. Three-fourths inch  
D. Five-eighths inch 

22. What is the weight limitation for a 463-L pallet?

A. 1,000 pounds  
B. 5,000 pounds  
C. 8,000 pounds  
D. 10,000 pounds 

23. Before loading a pallet, how many pieces of dunnage must be placed underneath the pallet?

A. Two  
B. Three  
C. Four  
D. Five 

24. When stacking pallets, place dunnage at what height intervals?

A. After every 5 pallets  
B. 10 pallets high  
C. 15 pallets high  
D. 20 pallets high 

25. What part of the P-437 contains data displays for each of the ABFC components and is indexed by code number?

A. One  
B. Two  
C. Three  
D. Four
Additional Resources and References

This chapter is intended to present thorough resources for task training. The following reference works are suggested for further study. This is optional material for continued education rather than for task training.


Equipment Management, COMFIRSTNCDINST 11200.2A, Naval Construction Division Little Creek, VA, 2008.


CSFE Nonresident Training Course – User Update

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Write: CSFE N7A
3502 Goodspeed St.
Port Hueneme, CA 93130

FAX: 805/982-5508
E-mail: CSFE_NRTC@navy.mil

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