



DEPARTMENT OF THE ARMY
RESERVE AFFAIRS OFFICE
UNIT 28216
APO AE 09173-8216

AETTH-OG-NG

6 July 2012

MEMORANDUM FOR Test Control Officer

SUBJECT: TCO Guidance

1. Ensure that you read this memo in its entirety prior to storing or administering the test and adhere to the procedures. Test booklets and answer key must be stored in separate locations and must be under lock and key.
2. If you download and provide copies of the AEP 190-34: Drivers Handbook and Examination Manual for Germany; ensure that your personnel are briefed that it is to be used as a study guide only and cannot be used while taking the exam.
3. Study material can also be found at: <http://www.usareurpracticetest.com/>, this link will allow the soldiers you are testing to study for the test at home since the link can be accessed from their personal computer at home.
4. Personnel must be given the USAREUR orientation class prior to the written test. Use the link in paragraph 3 to conduct this training.
 - a. Once at www.usareurpracticetest.com click on the "Driving in Europe" tab.
 - b. Here you will find a total of 13 videos, this training will take approximately 2 hours to complete.
5. Personnel must pass the written test with a score of 85% or higher. Brief all soldiers tested that even though the study material and test states "POV Examination" that they will be granted authority to operate tactical, TMP and Government provided rental vehicles with log books only. Personnel must be assigned to USAREUR to be issued the POV license.
6. A USAREUR Drivers Test .ppt has also been included that has some information that is important. Please pay close attention to slides 7 through 9. Those slides explain what the DA 348 should like. On the DA 348 ensure to not just list "family of hmwvs" but the actual hmwv types that will be operated (M996/M1025/M998). Pass this info on to the Master Driver filling out the DA 348.
7. Please note that the DA 348 is the only authorized record for operator qualifications. The DA 348-E from the ULLS-G/SAMS-E system will not be accepted. If the question arises use DA PAM 750-8, Chapter 2-1 c to provide the answer and guidance.

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8. Ensure that the master driver understands that the information shown on the example must be written or typed exactly as shown in the locations shown. The master driver does not need to reproduce a new DA 348; the information can be added to an existing one.
9. The attached example is provided so that the TCO and master driver know what information needs to be added and the wording that must be used on the DA 348. Also note that soldiers do not need an OF 346 (Operator Qualification Card) and a DA 5984-E (US Army Operators Permit). As long as the qualifications required or needed are on the DA 5984-E. USAREUR Qualified must be on all drivers licenses. Your ULLS-G/SAMS-E clerk should know how to input this information.
10. If you have any questions please email [RCAO](#). Utilizing this email address will ensure that your questions are answered as quickly as possible.

//Original Signed//
ROY ALLSOPP
SGT, ARNGUS
RCAO TCO