DEPARTMENT OF THE ARMY
U.S. ARMY MILITARY DISTRICT OF WASHINGTON
FORT LESLEY J. MCNAIR, DC 20319-5058

MDW Regulation
No. 385-4

28 August 1998

Safety
COMPUTERIZED DEFENSIVE DRIVING COURSE (CDDC)

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FOR THE COMMANDER:

STEPHEN B. MASSEY
Colonel, GS
Chief of Staff

DISTRIBUTION:
A
B
C

OFFICIAL:

RICHARD R. MILLER
Acting Adjutant General

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**History.** This is a new regulation.

**Summary.** This regulation prescribes policy, procedures, and responsibilities for the establishment and implementation of a Computerized Defensive Driving Course (CDDC) within the U.S. Army Military District of Washington (MDW). It further establishes the MDW Safety Director as the MACOM proponent and authority for the CDDC, and prescribes MDW Form 346 (U.S. Government Motor Vehicle Operator's Identification Card).

**Applicability.** This regulation applies to staff principals, installations, subordinate commands, and activities of MDW. It also applies to tenant activities that are assigned to or supported by MDW.

**Supplementation.** This regulation may be supplemented at the installation level. Proposed supplements may be submitted for approval to Commander, MDW, ATTN: ANOS, 103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058.

**Suggested Improvements.** The proponent of this regulation is the MDW Safety and Occupational Health Director. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, MDW, ATTN: ANOS, 103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058.

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## Contents


| | Paragraph | Page |
|---|---|---|
| Purpose | 1 | 1 |
| References | 2 | 1 |
| Explanation of abbreviations | 3 | 1 |
| Responsibilities | 4 | 1 |
| Training and licensing procedures | 5 | 3 |
| The U.S. Government Motor Vehicle Operator's Identification Card (MDW Form 346) | 6 | 3 |
| Exceptions | 7 | 3 |

Appendix

A Completed Sample MDW Form 346

## 1. Purpose

This regulation establishes accident avoidance training and nontactical licensing requirements for all military and civilian personnel throughout the U.S. Army Military District of Washington (MDW) and its serviced tenant activities.

## 2. Reference

Related publications are listed below.

a. AR 385-55 (Prevention of Motor Vehicle Accidents).

b. AR 600-55 (The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)).

c. DoD Instruction 6055.4 (DoD Traffic Safety Program).

d. TC 21-305 (Training Program for Wheeled Vehicle Accident Avoidance).

## 3. Explanation of abbreviations

| | |
|---|---|
| AR | Army Regulation |
| CDDC | Computerized Defensive Driving Course |
| CFR | Code of Federal Regulations |
| DoD | Department of Defense |
| GVW | Gross Vehicle Weight |
| MDW | U.S. Army Military District of Washington |
| OF | Optional Form |
| OPM | Office of Personnel Management |
| SSN | Social Security Number |

## 4. Responsibilities

a. The MDW Safety and Occupational Health Director will provide overall policy guidance, coordination, and oversight of the CDDC program.

b. Commanders will require that military and civilian employees successfully complete the CDDC prior to operating any government owned, leased, or rented (tactical and nontactical) vehicles. Successful completion of the CDDC should ensure that operators understand and recognize the following factors:

(1) Effects of drugs and alcohol on driving skills.

(2) Relationships among personal behavior, emotions, and accident causation.

(3) Use, purpose, and limitations of safety equipment.

(4) How to avoid a collision.

(5) Pedestrian safety precautions.

c. Installation safety and occupational health managers will:

(1) Announce and publicize the availability of the CDDC in the education centers and other locations regularly.

(2) Verify during safety inspections that employees who operate government vehicles have:

(a) Have successfully completed the CDDC.

(b) Repeated the CDDC every 4 years as required by AR 385-55, when applicable.

(c) Assisted the supervisor in the replacement of his/her lost MDW Form 346 (U.S. Government Motor Vehicle Operator's Identification Card), when applicable.

d. Transportation motor pool officers will:

(1) Ensure that the employee's state driver's license is valid and used in conjunction with MDW Form 346 prior to dispatching a vehicle to the employee.

(2) Verify that the MDW Form 346 is an original and not a copied form.

(3) No longer issue OF Form 346 (U. S. Government Motor Vehicle Operator's Identification Card)for non-tactical vehicles.

(4) Assist the supervisor in replacing lost MDW Form 346.

e. Supervisors will:

(1) Ensure that any one who completes the CDDC will maintain a valid MDW Form 346.

(2) Verify employee's state driver license number and expiration date (employee's ID number on the MDW Form 346 will be the same as the employee's state driver's license number) and sign the MDW Form 346.

(3) Maintain a hard copy of MDW Form 346 in the employee's office personnel file. (Note: This copy will only be used as a backup document for requesting replacement of a lost MDW Form 346).

(4) Ensure employees repeat the CDDC every 4 years as required by AR 385-55.

(5) Forward a memorandum, with a copy of the MDW Form 346, to the installation safety office or transportation motor pool to request replacement of a lost MDW Form 346.

**5. Training and licensing procedures**

Personnel will access the CDDC on their computers via the local area network system, or if not available, on computers located at their installation education centers and other designated areas. Contact the installation safety office or transportation motor pool for locations of these areas.

**6. The U.S. Government Motor Vehicle Operator's Identification Card, (MDW Form 346)**

a. The official authorization for operating Government owned, leased, or rented non-tactical vehicles with a gross weight less than 10,000 pounds (administrative vehicles). Tactical vehicles and/or vehicles with a gross weight of more than 10,000 pounds require the completion of additional training, testing, and licensing requirements as identified in AR 600-55 (OF 346, (U.S. Government Motor Vehicle Operator's Identification Card), will be used for licensing these types of vehicles)).

b. Must be the original and used in conjunction with a valid state driver's license.

c. Expiration date is in conjunction with that of the employee's state driver's license expiration date.

**7. Exception**

Exception to completing accident avoidance training other than by the CDDC program must be approved by the MDW Safety and Occupational Health Director. Requests for exception with justification must be submitted at least 30 days in advance of anticipated training to Commander, MDW, ATTN: ANOS, 103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058.

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# Appendix A
## Completed Sample MDW Form 346

KEEP THIS FOR YOUR RECORDS
Please remember to use your Safety-Belt - "Make it Click"
Military District of Washington Defensive Driving Course
Driver's License Number: 012-34-5678 Course Completion Date:
Expiration Date: 20 Feb 99

Has completed the Military District of Washington Defensive Driving Course training requirement per AR 385-55. Per DoD 4500.36-R, this form will be used in lieu of OF 346 and authorizes the above individual to operate non-tactical administrative DoD motor vehicles where gross vehicle weight (GVW) is less than 10,000 pounds.

Supervisor: I. B. Goode Date: 2 June 1998
SECURITY CONTROL NUMBER

MDW FM 346
1 DEC 95

THIS FORM IS VOID IF REPRODUCED

PRIVACY ACT STATEMENT

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