

APPENDIX U

PROCEDURE FOR OBTAINING OR RENEWING
PERMITS - MOTORBOATS1. Procedure.

a. Permits-Licenses Required for Operation of Motorboats. Every employee authorized to operate motorboats, regularly or occasionally, will be required to have in his possession, when performing such duties, Standard Form 46, United States Government Motor Vehicle Identification Card. In addition to possessing SF 46, motorboat operators are required to be licensed in accordance with OCE and/or Coast Guard Regulations. Qualified operators of outboard motorboats are also required to obtain an operators license, ENG Form 3962, to operate motorboats under 26 feet. The only exception to requirements set forth in this paragraph is stated in para 1b(1) below. If the assignment of an employee requires that he operate a Government-owned outboard motorboat, regularly or occasionally, a request for issuance of SF 46, and/or ENG Form 3962 to such employee will be made to the Safety and Occupational Health Office at least fourteen days prior to the assignment of the employee to such duty. Temporary permits and/or licenses will NOT be issued.

b. Application and Tests for Operators Permits and/or Licenses.

(1) Application for operators permits or licenses will be submitted to the Safety and Occupational Health Office (SOHO). Applications for license, ENG Form 3962, will not be submitted for persons whose duties do not normally require operation of motorboats. Such persons may be authorized to operate motorboats without issuance of a permit in case of actual emergency or when specifically authorized by the Chief of party on a "single trip" basis. This latitude is granted by the Commander with the distinct understanding that it will not be abused. Supervisors are expected to use good judgment in selecting individuals for operating assignment in such cases. Any authorization will be in writing in the form of a dated memorandum, with the employee, who is to operate the boat, receiving the original of the authorization.

(2) Tests to determine the qualification and capability of motorboat operators will be conducted by qualified supervisors or other qualified employees designated in writing by responsible officials in each office or field unit. Names of such examiners will be furnished the SOHO.

c. ENG Form 3962, License to Operate Motorboats Under 26 Feet.

(1) Tests and examinations required in connection with issuance of outboard motorboat operator licenses will be conducted by qualified supervisors or other qualified employees designated in writing by responsible officials in each office or field unit. Tests will include a written examination obtained from the SOHO which must be given prior to any actual test in operation of vessel. The completed written test, along with the completed application for operator's permit will be returned to the SOHO for grading. Should an applicant fail the written examination, the test will be terminated. Retesting at a later date may be scheduled, if desired. Names of examiners will be furnished the SOHO.

(2) Corps of Engineers Motorboat Operators licenses covering the following classifications of motorboats will be issued by Division/District SOHO's:

Class "A" Motorboats - Less than 16 feet in length.

Class "1" Motorboats - Over 16 feet in length but less than 26 feet in length.

(3) Testing and licensing of personnel whose duties require the operation of marine equipment larger than Class "1" motorboats will be handled by the U.S. Coast Guard.

d. Validity of Permits

(1) At the expiration of the time limit indicated on the permit (one year or three years), the holder of such permit will be retested and the permit will be renewed for the applicable period of time as outlined below. Operating officials will ensure that as personnel move into a job requiring a one year permit, their permits are renewed accordingly.

(2) Permits will be valid as follows:

(a) Regularly Assigned Operators - one year from date of issuance with renewal annually thereafter.

(b) All other operators of motorized equipment who operate such equipment incidental to their employment - three years from the date of issuance of permit renewed tri-annually thereafter.

2. Control. Records of permits issued will be maintained in the SOHO and each employee who holds a motorboat operator's permit will be notified by the SOHO, 30 days prior to the expiration date of permit. An employee who fails to renew a permit will not be permitted to operate motorboats. Disciplinary action will be taken against any employee who operates such equipment without a valid permit, except under circumstances stated in para 1b(1) above.

3. Loss of Permit. Loss of operator's permit by an employee will be promptly reported through channels to the SOHO, so that a duplicate may be issued.