



**Deployment / Distribution / Transportation
Workforce Category**

LOGISTICS COMMUNITY OF INTEREST

5705 TRACTOR OPERATING SERIES
Competency-Based Learning Map and Training Strategy

Tractor Operating Competency-Based Learning Map Overview

The United States Marine Corps (USMC) Logistics Community of Interest (COI) developed this competency-based learning map to support 5705 Tractor Operating series professional development of technical competencies and training. This learning map is organized by a group of competencies, which together define successful performance in the 5705 Tractor Operating series. Competency-based learning maps are essential resources for career development and useful for identifying the knowledge and skillsets needed to meet and/or enhance their skills in this occupational series.

Learning maps are comprised of several components, described in Table 1 below:

Table 1. Components of a Competency-Based Learning Map

Competency Titles and Definitions	Describe the capabilities required within a particular position or job role
Proficiency Target Levels	Define different levels of required performance (Entry, Journeyman, Expert) within a competency area
Behavioral Indicators (BIs)	Examples of activities performed by an individual that illustrate how a competency is demonstrated at varying levels of proficiency: Entry, Journeyman, and Expert
Training	<p>Mandatory: Training required to be completed based on Federal, State, or Marine Corps requirements/regulations</p> <p>Recommended: Core, Core-Plus, and Sustainment training identified to enhance performance in competency areas</p> <ul style="list-style-type: none"> • Core: Initial training that all personnel should have in related position from entry to senior levels • Core-Plus: Advanced training that is necessary for career progression that all mid-senior personnel should have in addition to the core training. Core-Plus training is recommended for personnel above Wage Grade/Wage Leader/Wage Supervisor (WG/WL/WS)-8 • Sustainment: Training intended to maintain credentials or a good training course to have, but not necessary for career advancement

Tractor Operating Series Defined

The 5705 standard covers nonsupervisory work involved in the operation of gasoline, diesel, or electric powered wheeled vehicles to haul cargo and fuel, transport passengers, or to tow or recover equipment. The vehicles are driven in restricted traffic environments on Government installations, over public roads and highways, or under cross-country conditions. Also included are motor vehicles which have special-purpose or auxiliary devices where a knowledge of such devices does not exceed the level of knowledge and skill required to operate the vehicle safely.

Competency Areas

Two competencies have been identified for the successful performance in the 5705 series:

1. Direction and Comprehension
2. Tractor Operation

Proficiency and Skill Band Definitions

The Proficiency Rating Scale (Table 2) below details the rating given for each level of proficiency and its corresponding definition. Proficiency levels describe the degree of competency required to perform a specific job successfully; these levels relate to the work required for a specific job. Different jobs require different levels of proficiency for successful performance. The proficiency levels provided in this learning map indicate the minimum proficiency target for successful performance.

Table 2. Proficiency Rating Scale

1	Basic	No Proficiency	Conceptual Knowledge Only/No Experience
2	Applied	Low Proficiency	Able to Apply with Help
3	Intermediate	Moderate Proficiency	Able to Apply Autonomously
4	Advanced	High Proficiency	Proficient/Able to Help Others
5	Expert	Very High Proficiency	Expert Knowledge

The USMC COIs have outlined a career progress structure that more accurately reflects the change in your abilities and responsibilities over time. That structure is called the Skill Level Structure (Table 3). It is associated with each occupational series and follows you from the time you are an entry-level employee until you attain the level of a management employee. Career progress in the USMC has traditionally been based on the federal government pay schedule system. The ratings within the pay schedule system are associated with Job Skill Levels within the 5705 series indicated as follows:

Table 3. WG/WL/WS Skill Level Structure

Job Skill Level	Definition	Pay Plan	Beginning Grade	Target Grade
1	Entry	WG	4	6
2	Journeyman	WG/WL	7	8
3	Expert	WL/WS	8	8

Behavioral Indicators (BIs)

It is important to define how competencies are manifested at different skill levels. Behavioral Indicators are on-the-job examples of behaviors and activities that illustrate how a competency is demonstrated at varying skill levels and provide an objective description of the behavior that can be observed in an individual as evidence that they either have or do not have the skills at the required level needed for the competency. These are examples of what the competency could look like at varying skill levels and are not inclusive of all behaviors demonstrating the competency for each skill level. This information is provided as a tool to help guide evaluations of employee proficiency; however, it should not be used as a checklist for employees' behaviors.

Licenses, Certifications, and Training

The Logistics COI has identified several licenses and certifications (Table 4) that are applicable to the 5705 series. They are either mandatory or recommended according to your command and billet. Work with your supervisor to ensure you meet command licensing and certification training requirements.

Table 4. Certifications

Certification / Program	Vendor
Cart License	Base Licensing
Farm Tractor Operator License	Base Licensing
Forklift License	Base Licensing
High Mobility Multipurpose Wheeled Vehicle (HMMWV) License	Base Licensing
Medical Driver's Certification	Base Licensing
State Driver's License	Base Licensing
Tow Tractor License	Base Licensing
First Aid	Installation Specific
Forklift Operator License	Installation Specific
Occupational Safety and Health Administration (OSHA) 10 Certification	Installation Specific
Scooter Operator License	Installation Specific
Shop License (Station Operations)	Installation Specific
Shop Operator License	Installation Specific
Test Pond Operator License	Installation Specific
Test Track Operator License	Installation Specific
624 Tram License (with forks only)	Installation Specific

The Core and Sustainment training courses found in Tables 5-6 and Appendix A below are recommended and may not be inclusive of all training available that are installation and state specific. The courses listed in the tables below align to both competencies in this learning map. Training titles and vendors are subject to change as the courses evolve. Additionally, several external resources (Defense Acquisition University (DAU), MarineNet, Learning Tree, Lynda.com, etc.) provide a variety of training opportunities available to all personnel for professional knowledge and skill enhancement.

Table 5. 5705 Core Training

Core (All Levels)	
<ul style="list-style-type: none"> • Class "A" Licensing • Compact Utility Tractors Training Video • Forklift Hazard Perception Challenge - Basic Safety Awareness • Forklift Hazard Perception Challenge - DVD Training • Forklift Operator Safety Training • Forklift Training 	<ul style="list-style-type: none"> • Hazardous Waste Operations and Emergency Response (HAZWOPER) (Initial) • Resource Conservation and Recovery Act (RCRA) 40-Hour • Straight Truck Solutions: Loading & Unloading • The Forklift Workshop - DVD Training

Table 6. 5705 Sustainment Training

Sustainment (All Levels)	
<ul style="list-style-type: none"> • HAZWOPER Refresher 	<ul style="list-style-type: none"> • RCRA Refresher

Competency Model

A competency model is a group of competencies that together define successful performance in an occupation. The Logistics COI has adapted this model from the Department of the Navy (DON) Office of Civilian Human Resources (OCHR) for the 5705 series. The competency model, to include definitions, corresponding BIs, minimum proficiency target levels, and training has been provided in the charts below.

COMPETENCY	DEFINITION	
1. Direction and Comprehension	Understands, interprets, and carries out instructions involving tasks, decisions, policies, procedures, and directives during tractor operation.	
MINIMUM PROFICIENCY TARGET LEVELS		
Job Skill Level: Entry WG 4-6	Job Skill Level: Journeyman WG/WL 7-8	Job Skill Level: Expert WL/WS 8
2	3	4
BEHAVIORIAL INDICATORS		
Entry	<ul style="list-style-type: none"> • Accomplishes work, orally or in writing, in accordance with instructions provided by work leaders, supervisors, and motor vehicle dispatchers. • Follows state, federal, local, and safety regulations (e.g., safety data sheet, first aid instructions, hazardous materials, waste and driving posted limits). • Reports accidents and/or mishaps in accordance with current regulations. • Follows maintenance standards, manufacturer's specifications, and standard operating procedures. • Reports any observed or identified violations in accordance with established guidelines. • Adheres to oral instructions provided by journeyman level operators to accomplish assigned workload. • Follows equipment operating instructions for attachments (e.g., tow bars, cables, chains, pins, clevis, binders, shackles) to make multiple tow connections to vehicle being moved. • Understands and follows hand/arm signals and/or oral and two-way radio instructions from ground guides. • Interprets instructions to make adjustments on equipment (e.g., settings, heights, and depths of attachments) • Judges road or traffic conditions to determine the safest route for tractor operations. • Transmits messages on a two-way radio (e.g., respond to radio dispatch instructions, notify dispatcher of change in route) to inform on the status of job assignments or problems encountered. • Follows safety procedures and use personal protective equipment (e.g., clothing, steel-toed boots, eye and ear protection, safety glasses) when operating a tractor and attached towed equipment. 	
Journeyman	<ul style="list-style-type: none"> • Accomplishes work, orally or in writing, in accordance with instructions provided by work leaders, supervisors, and motor vehicle dispatchers. • Follows state, federal, local, and safety regulations (e.g., safety data sheet, first aid instructions, hazardous materials, waste and driving posted limits). • Reports accidents and/or mishaps in accordance with current regulations. • Follows maintenance standards, manufacturer's specifications, and standard operating procedures. • Reports any observed or identified violations in accordance with established guidelines. • Follows equipment operating instructions for attachments (e.g., tow bars, cables, chains, pins, clevis, binders, shackles) to make multiple tow connections to vehicle being moved. • Understands and follows hand/arm signals and/or oral and two-way radio instructions from ground guides. • Interprets instructions to make adjustments on equipment (e.g., settings, heights, and depths of attachments) • Judges road or traffic conditions to determine the safest route for tractor operations. • Transmits messages on a two-way radio (e.g., respond to radio dispatch instructions, notify dispatcher of change in route) to inform on the status of job assignments or problems encountered. • Follows safety procedures and use personal protective equipment (e.g., clothing, steel-toed boots, eye and ear protection, safety glasses) when operating a tractor and attached towed equipment. 	
Expert	<ul style="list-style-type: none"> • Accomplishes work, orally or in writing, in accordance with instructions provided by work leaders, supervisors, and motor vehicle dispatchers. 	

- Follows state, federal, local, and safety regulations (e.g., safety data sheet, first aid instructions, hazardous materials, waste and driving posted limits).
- Reports accidents and/or mishaps in accordance with current regulations.
- Follows maintenance standards, manufacturer's specifications, and standard operating procedures.
- Reports any observed or identified violations in accordance with established guidelines.
- Follows equipment operating instructions for attachments (e.g., tow bars, cables, chains, pins, clevis, binders, shackles) to make multiple tow connections to vehicle being moved.
- Understands and follows hand/arm signals and/or oral and two-way radio instructions from ground guides.
- Interprets instructions to make adjustments on equipment (e.g., settings, heights, and depths of attachments)
- Judges road or traffic conditions to determine the safest route for tractor operations.
- Transmits messages on a two-way radio (e.g., respond to radio dispatch instructions, notify dispatcher of change in route) to inform on the status of job assignments or problems encountered.
- Follows safety procedures and use personal protective equipment (e.g., clothing, steel-toed boots, eye and ear protection, safety glasses) when operating a tractor and attached towed equipment.

COMPETENCY	DEFINITION	
2. Tractor Operation	Ability to operate mobile equipment such as automobiles, trucks, mobile cranes, mobile well drilling equipment, etc., and attachments. Examples include: adjustments, lubricating, performing minor maintenance, properly utilizing attachments, and operating under difficult or dangerous conditions.	
MINIMUM PROFICIENCY TARGET LEVELS		
Job Skill Level: Entry WG 4-6	Job Skill Level: Journeyman WG/WL 7-8	Job Skill Level: Expert WL/WS 8
2	3	4
BEHAVIORIAL INDICATORS		
Entry	<ul style="list-style-type: none"> • Prepares pre-trip inspection report in accordance with regulations, policies, and procedures. • Ties and secure loads for safe tractor operations. • Uses manufacturer specifications to adjust and calibrate farm-type equipment. • Uses manufacturer specifications to find instructions for towing and securing specific objects. • Determines equipment operating requirements for maneuvering tractor and towed or attached equipment on various terrains. • Determine the distance, lifting, balancing, braking, and turning capacity of tractors to navigate through congested and narrow places, position vehicles and prevent damage. • Estimates clearances, heights, and turning angles while lifting and transporting materials with farm-type tractor and towed vehicles. • Maneuvers equipment safely in different conditions (e.g., wet roadways, muddy storage lots, steep ramps, confined storage areas, congested traffic areas, industrial areas). • Operates equipment (e.g., front-end loaders, front-end forks, high-capacity forklifts, container handlers) to verify safe transportation or storage of ground weapons systems, heavy equipment and vehicles. • Operates tractors to maintain safe transportation or storage of vehicles (e.g., trucks, vans, trailers, ordnance equipment). • Performs foreign object detection walk-downs to maintain a safe environment. • Removes all towing fixtures and chock the wheels to secure vehicles or equipment. • Uses tractor attachments specially designed for towing or pushing tactical vehicles. • Determines power requirements of tow equipment to maintain safe operating speeds. • Evaluates tractor stability to prevent overturning and loss of equipment. • Operates equipment with care to prevent unnecessary equipment damage or failure, reduce safety hazards, and prevent property damage. • Connects equipment to tractors by making multiple mechanical and hydraulic connections. • Guides inoperable equipment to its designated location. • Operates forklifts with various weight lifting capacities. • Operates motor vehicles (e.g., pickup trucks, panel trucks, carryalls, sedans) to transport material and equipment from a work site. • Operates tow tractors with draw bar pull capacity of 4,000 pounds up to 20,000 pounds to move all types of rolling stock, wheeled vehicles, and tracked vehicles. • Operates tractor while raising attached equipment to transport from one location to another. • Performs operational inspection to report defects in tractors. • Secures and unsecures tow bar to approved connection points of vehicles and equipment. • Uses attachments (e.g., tow bars, cables, chains, pins, clevis, binders, shackles) to make multiple tow connections to vehicles or equipment being moved. • Adheres to the organizational timeliness standards to verify that assigned work is completed at a satisfactory level. • Reports accidents or damages to tractors or equipment by completing required forms to immediate supervisors and safety. 	

	<ul style="list-style-type: none"> • Selects the most direct route to provide dependable and consistent tractor towing. • Checks fuel quantity, water level, tire pressure, and general operating condition of transportation equipment. • Conducts preventative maintenance on assigned tractors to verify safe operation. • Handles, contains, and disposes of hazardous materials (e.g., paints, solvents, oil). • Inspects tractor operating work in progress and upon completion verifies safe and effective operations. • Lubricates tractor equipment to reduce friction and metal surface fatigue. • Maintains operating condition of transportation equipment by repairing tow bars or dollies, lubricating casters, and adjusting mechanisms. • Performs general housekeeping duties (e.g., policing open storage areas, sweeping, straightening, stacking property) to verify work area is free of hazards. • Pulls warehouse trailers loaded with materials to the designated areas for storage or disposal. • Performs operator maintenance (e.g., checking oil, batteries, tires, hydraulic leaks, damage) on material handling equipment. • Reviews the quality of tractor operating work to verify objectives are being accomplished.
Journeyman	<ul style="list-style-type: none"> • Instructs personnel on safe work methods, rules, regulations or procedures in tractor operation, warehousing and material movement. • Oversees tractor operators to ensure they operate vehicles or equipment in a reliable and safe manner. • Administers on-the-job training (e.g., development of skills, safety procedures, material techniques, security, traffic regulations) to enhance tractor operator skill and safety awareness. • Assigns tasks to colleagues or junior tractor operators based on the capability of the individuals involved. • Directs junior employees in the maintenance of material in storage (e.g., segregation, warehousing, control of cannibalization of lots, compliance with security regulations). • Transmits messages on a two-way radio (e.g., respond to radio dispatch instructions, notify dispatcher of change in route) to inform on the status of job assignments or problems encountered. • Rigs up hoisting lines and position items to be lifted. • Acts as ground guide for engineering equipment operators. • Understands all rigging requirements and aspects. • Possesses knowledge of lift points, articulations, weight limits on proper equipment needed for rigging and securing items. • Hooks and unhooks trailers from tractors or converter dollies for transportation. • Performs coupling and uncoupling of attachments for towing or unloading items. • Makes decisions concerning loading and arranging cargo, clearances, turning radius, braking distances, and distance from the preceding vehicles. • Operates sweepers with attachments to sweep roads, buildings, and warehouses. • Briefs engineering equipment operators on limitations, hazards and restrictions to ground movement. • Removes all towing fixtures and chock the wheels to secure vehicles or equipment.
Expert	<ul style="list-style-type: none"> • Instructs personnel on safe work methods, rules, regulations or procedures in tractor operation, warehousing and material movement. • Oversees tractor operators to ensure they operate vehicles or equipment in a reliable and safe manner. • Administers on-the-job training (e.g., development of skills, safety procedures, material techniques, security, traffic regulations) to enhance tractor operator skill and safety awareness. • Assigns tasks to colleagues or junior tractor operators based on the capability of the individuals involved. • Directs junior employees in the maintenance of material in storage (e.g., segregation, warehousing, control of cannibalization of lots, compliance with security regulations).

Appendix A: Training-to-Competency Mapping

CORE TRAINING	VENDOR	Direction & Comprehension	Tractor Operation
HAZWOPER (Initial)	HAZTRAIN	√	√
RCRA 40-Hour Course	HAZTRAIN	√	√
Forklift Hazard Perception Challenge - Basic Safety Awareness	J.J. Keller	√	√
Forklift Hazard Perception Challenge - DVD Training	J.J. Keller	√	√
Forklift Operator Safety Training	J.J. Keller	√	√
Straight Truck Solutions: Loading & Unloading	J.J. Keller	√	√
The Forklift Workshop - DVD Training	J.J. Keller	√	√
Compact Utility Tractors Training Video	John Deere	√	√
Forklift Training	Yancey	√	√

SUSTAINMENT TRAINING	VENDOR	Direction & Comprehension	Tractor Operation
HAZWOPER Refresher (Annual)	HAZTRAIN	√	√
RCRA Refresher (Annual)	HAZTRAIN	√	√

Appendix B: Acronyms Defined

- ◆ BI Behavioral Indicator
- ◆ COI Community of Interest
- ◆ DAU Defense Acquisition University
- ◆ DoD Department of Defense
- ◆ DON Department of the Navy
- ◆ HAZWOPER Hazardous Waste Operations and Emergency Response
- ◆ HMMWV High Mobility Multipurpose Wheeled Vehicle
- ◆ OCHR Office of Civilian Human Resources
- ◆ OSHA Occupational Safety and Health Administration
- ◆ RCRA Resource Conservation and Recovery Act
- ◆ USMC United States Marine Corps
- ◆ WG Wage Grade
- ◆ WL Wage Leader
- ◆ WS Wage Supervisor