



# MCIPAC INSTALLATION SAFETY OFFICE

POV Licensing Section, Camp Foster, Bldg 5831

Updated: 8 April 2015



## HOURS OF OPERATION

- ❖ The POV SoFA test is offered Monday, Tuesday, Thursday, and Friday at 0800 and 1000 on a first come, first serve basis. Processing starts 15 minutes prior to each test session.
- ❖ Renewal, duplicate licenses, limited issue, and reinstatements are available Monday, Tuesday, Thursday, and Friday from 1230-1600.
- ❖ The POV Licensing Section is closed every Wednesday to support licensing and testing for all personnel attending Newcomers Orientation and Welcome Aboard (NOWA) brief. *(NOTE: It is highly encouraged that personnel attending NOWA take the SoFA test Monday or Tuesday to expedite licensing processing and issuance upon completion of NOWA).*
- ❖ Learner's Permit processing for individuals required to attend Schilling Driving School on Kadena Air Base is conducted during regular testing hours Monday-Tuesday and Thursday-Friday.
- ❖ UDP command of more than four personnel must make an appointment for testing by calling 645-2039/3183. Walk-in testing is NOT AUTHORIZED.
- ❖ The Installation Safety Office is closed for business from 1130-1230 during normal working hours and closed during all Federal Holidays.

## SOFA POV LICENSE REQUIREMENTS

- ❖ Present a valid state side or USFJ approved country license.
- ❖ Pass the POV SoFA licensing exam.
- ❖ Present a valid picture DoD ID card.
- ❖ Complete the USFJ-4EJ Driver's Application Card; available at the POV Licensing Section.  
*NOTE: The Battalion/Squadron Commanding Officer shall sign all application cards for E-5 and below personnel.*
- ❖ Active Duty – must have military orders.
- ❖ DoD Civilian Employees – must have a letter of employment from their respective Civilian Human Resources Office (CHRO).
- ❖ Contractors – must obtain a SoFA letter through the MCB SJA or service equivalent and provide a letter of employment.
- ❖ Family members – must be listed on military orders or proper area clearance for active duty members or CONUS hire civilian employees. Local-hire civilian employees and contractors must have family members listed on their letter of employment.
- ❖ Military members under the age of 26 must show proof of attending a Drivers Improvement Course (DIC).
- ❖ All MCB, III MEF & USNH **accompanied** personnel, family members, and **unaccompanied SNCO's** are required to attend the NOWA brief prior to obtaining a SoFA license. To register for the NOWA brief, call the MCCC Marine and Family Programs Office at 645-8395.
- ❖ All MCB, III MEF & USNH **unaccompanied** E-5 and below must attend an orientation brief given by the Joint Reception Center (JRC). For more information on the JRC, call 645-7457.

**NOTICE:** USAF, DODEA, AAFES, and CFAO personnel are not serviced by the MCB Installation Safety Office

### Please note the following:

- ❖ All drivers under 18 years of age will receive a restricted license for on-base only until their 18<sup>th</sup> birthday.
- ❖ All MCB and III MEF E-3 and below must attend the one-day POV class. Contact your command G-3/S-3 for more information.

## LICENSE RENEWAL REQUIREMENTS

- ❖ Present a valid DoD ID card and current USFJ SoFA license.
- ❖ Active Duty – must present extension orders or other official command documentation (legal hold, medical board) with new RTD/PRD/ERB date.
- ❖ DoD Civilian Employees – must have an updated letter of employment from their respective CHRO.
- ❖ Contractors – must obtain an updated SoFA letter through the MCB SJA or service equivalent and provide a letter of employment.
- ❖ Complete a new USFJ-4EJ Driver's Application Card.

**Note: If your POV License has expired, you will have to take the test again.**

## DUPLICATE LICENSE REQUIREMENTS

- ❖ Present a valid picture DoD ID card.
- ❖ A background check from the MCB Provost Marshal's Office (PMO), Bldg 496, Rm 121. PMO will contact Torii Station PMO and Kadena Air Base Security Forces for you.

**Note: If your POV License has expired, you will have to take the test again.**

## LEARNER'S PERMIT REQUIREMENTS

- ❖ In addition to adhering to the requirements listed under "SOFA POV License Requirements," the following apply:
  - Assignment Orders or Area Clearance Orders with applicants name listed, & a receipt of payment from Schilling Driving School on Kadena Air Base.
  - Pass an eye exam given at the POV Licensing Section.
  - Family members under 18 years of age require sponsor's signature on the USFJ-4EJ Driver's Application Card and Letter of Responsibility.

**NOTE: For questions concerning Schilling Driving School Requirements, contact the Schilling Community Center at 634-1387.**

## MOTORCYCLE REQUIREMENTS

- ❖ Must have a valid SoFA POV license.
- ❖ To receive a motorcycle license, completion of an approved Basic Rider's Course (BRC) from the Motorcycle Safety Foundation (MSF) or state-side equivalent course is required.
- ❖ For all MCB and III MEF active-duty members, 3-year refresher training must be up-to-date.
- ❖ Passing a skills test is required for those that already completed the BRC.

**NOTE: For motorcycle licensing/training questions, contact the MCB Motorcycle Safety Office on Kadena Air Base at 634-2450 or 645-3183.**

## LICENSE SUSPENSION/REINSTATEMENT

- ❖ Suspended/revoked licenses must have an accompanied letter from Traffic Court to have SoFA license reissued.
- ❖ As required by Traffic Court, provide completion certificate of Remedial Driving Training Class to the Traffic Court Office.

## CLASS REGISTRATION

- ❖ MCB and III MEF Active Duty – submit registration information for motorcycle and one-day POV training courses through the G-3/S-3 to reserve a quota. Call 645-3183 to register for the Remedial Driver's Course.
- ❖ DoD Civilian Employees, family members, and other supported military services/agencies, call 645-3183 to reserve a quota for training.

Driver's manual:



For questions or issues contact the Installation Safety Office at 645-7219

<http://www.mcbbutler.marines.mil/WelcomeAboard/DrivinginOkinawa.aspx>