



MCIPAC INSTALLATION SAFETY OFFICE



POV Licensing Section, Camp Foster, Bldg 5831

Updated: 2 April 2019

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 1130-1600.
- ❖ 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 the four personnel must make an appointment for testing by calling 645-3183. Walk-in testing is NOT AUTHORIZED.
- ❖ The Installation Safety Office is closed during weekends and 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 (Yellow Card); available at the POV Licensing Section.
NOTE: The Battalion/Squadron Commanding Officer must sign all application cards for E-5 and below personnel.
- ❖ Active Duty – must have military orders. (Web Orders)
- ❖ DoD Civilian Employees – must have a letter of employment from their respective Civilian Human Resources Office (CHRO).
- ❖ Contractors – must have a Letter of Authorization (SPOT LOA)
- ❖ Family members – must be listed on military orders or proper area clearance for active duty members or CONUS hire civilian employees. Civilian GS and NAF employees and contractors (SPOT LOA) must have family members listed on their letter of employment.
- ❖ UDP members- must have a command endorsed letter and an assumption of command letter for those taking the test.
- ❖ Military members under the age of 26 must show proof of attending a Drivers Improvement Course (DIC) or Drivers Awareness Certificate.
- ❖ 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 MCCA 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 personnel are not serviced by the MCB Installation Safety Office. Contact Kadena Licensing at 634-3437/1033

Please note the following:

- ❖ All drivers under 18 years of age will receive a restricted license for on-base only until their 18th 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 Letter of Authorization (SPOT LOA)
- ❖ Complete a new USFJ-4EJ Driver's Application Card renew. (Pink Card)

Note: If your POV License has expired for more than 30 days, 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 and/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.

LICENSE SUSPENSION/REINSTATEMENT

- ❖ Suspended/revoked licenses must have an accompanied letter from PMO Traffic Court or permitted authority to have SoFA license reinstated.
- ❖ 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 the one-day POV training course through the G-3/S-3 to reserve a quota. Call 645-3183 to register for the Remedial Driver's Course. Motorcycle courses require registration through ESAMS at https://esams.cnic.navy.mil/ESAMS_GEN_2/Login.
- ❖ DoD Civilian Employees, family members, and other supported military services/agencies, call 645-3183 to reserve a quota for training.

For questions or issues contact the Installation

Driver's manual:



Safety Office at 645-7219

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