



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER
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MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER BULLETIN 5560

From: Commanding General
To: Distribution List

Subj: DRIVER LICENSE TESTING RULES AND PROCEDURES

Ref: (a) MCIPACO 5560.1

1. Purpose. To publish policy concerning rules and procedures per the reference for taking the Status of Forces Agreement (SOFA) written vehicle operator's examination for Privately and Government Owned Vehicles (POV/GOV).

2. Background. The Installation Safety Office (ISO) is charged with the administration and management of the SOFA written vehicle operator's examination and ensuring the integrity of the process. To execute these duties and to promote moral integrity from customers while the license examination is administered, the following rules shall apply:

a. Prior to testing turn off: phones, smart watches, laptops, iPads/iPods, personal digital assistants, or other electronic devices. The ISO is not responsible for lost, stolen, or misplaced personal items.

b. Refrain from talking between test takers during the exam, which is strictly prohibited. Any questions concerning a test question, restroom usage, or a problem (physical/medical) that affects an individual's ability to take the exam shall be immediately addressed with the test administrator(s). The test administrator(s) may provide clarification to a test question, but will not provide the answer or in-depth detail concerning the test question. There will not be a review of incorrectly answered questions after testing has been completed.

c. Children 10 years of age and younger are not authorized in the examination room and must be supervised appropriately at all times.

d. Bystanders/sponsors are not authorized in the examination room once the exam is administered.

e. Applicants will not share or discuss exam questions with other applicants and will not remove exams or answer sheets from the examination room. All items will be turned over to the test administrator(s) upon completion of the exam.

f. Applicants cannot receive the SOFA permit or obtain a copy of the SOFA permit until all requirements are met in accordance with the reference.

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3. Action

a. Applicants observed cheating by the test administrator(s) will be immediately reported to the Operations' Supervisor.

(1) The Operations Supervisor will consult with the test administrator(s) and address the cheating allegation with the applicant.

(2) If it is determined that the applicant cheated, he/she will be dismissed and barred from retaking the exam for seven working days. The applicant's command or sponsor's command will be immediately notified.

(3) If the Operations Supervisor is not available, the Ground Safety Supervisor, Deputy Safety Director, or Safety Director will provide assistance as required.

b. Upon completion of the seven day debarment, the following actions shall occur for the applicant to retake the exam:

(1) Active duty service members shall provide a letter from their Battalion/Squadron Commanding Officer to the Director, ISO, authorizing the service member to retake the exam.


(2) Department of Defense (DOD) civilian employees must submit a letter signed by their organization's department head authorizing the employee to retake the exam.

(3) DoD contractors must submit a letter signed by the senior supervisor on Okinawa for their respective organization authorizing the employee to retake the exam.

(4) Family members must submit a letter signed by their sponsor authorizing the family member to retake the exam.

c. Applicants found cheating for a second time will be barred from taking the exam for a period of 1 year.

4. Reserve Applicability. This Bulletin is applicable to all personnel serviced by the ISO to obtain a United States Forces Japan, Form 4 EJ POV operator's license and an OF 346 GOV operator's license.



F. M. DAWSON
Chief of Staff

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