



# MCIPAC-MCBB INSTALLATION SAFETY OFFICE

POV Licensing Section, Camp Foster, Bldg. 5831

Updated: October 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 at 0730 and 0930 for each test session.
- ❖ Renewal, duplicates, limited issues, reinstatements, and test retakes are available Monday, Tuesday, Thursday, and Friday from 1130-1600.
- ❖ The POV Licensing Section is closed every Wednesday to support Newcomer's Orientation and Welcome Aboard (NOWA) brief. **(NOTE: It is highly encouraged that personnel attending NOWA take the SoFA test Monday or Tuesday to expedite license 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 morning testing hours Monday, Tuesday, Thursday, and Friday.
- ❖ Unit Deployment Program (UDP) testing of more than four personnel must make an appointment for testing by calling 645-3183. Walk-in testing for more than four personnel is **NOT AUTHORIZED**.
- ❖ The Installation Safety Office is closed during all Federal Holidays.

## SOFA POV LICENSE REQUIREMENTS

- ❖ Present a valid state side, U. S. territory or USFJ approved country license.
- ❖ Present a valid DoD picture ID.
- ❖ Complete the USFJ-4EJ Driver's Application (Yellow Card); available at the POV Licensing Section. **NOTE: Battalion/Squadron Commanding Officers (O5 & above) must sign all application cards for E-5 and below personnel.**
- ❖ **Active Duty**- must have military orders showing rotation date or tour length.
- ❖ **DoD Civilian Employees**- must have a Letter of Employment (LOE) from their respective Civilian Human Resource Officer (CHRO).
- ❖ **Contractors**- must possess a Letter of Authorization (SPOT LOA).
- ❖ **Family Members**- must be listed on military orders or a rea clearance for active duty members, LOE for civilian employees or SPOT LOA for contract personnel.
- ❖ **UDP members**- must have an assumption of command letter for the Battalion/Squadron Commanding Officers (O5 & above) in charge of the UDP, a UDP letter signed by the commander which includes; rotation date and completion date of Newcomer's Orientation brief, roster containing names of all personnel authorized to obtain SoFA license, and complete USFJ-4EJ Application Card. **NOTE: The Battalion/Squadron Commanding Officers (O5 & above) must sign all application cards for E-5 and below personnel.**
- ❖ **All** military members under the age of 26 must show proof of attending Driver Improvement Course (DIC).
- ❖ **All** MCB & III MEF accompanied personnel, family members, and unaccompanied SNCO's and Officers are required to attend the NOWA brief prior to obtaining a SoFA license. To register for the NOWA brief, call the MCCS Marine and Family Programs Office at 645-8395. **All** U. S. Naval Hospital Okinawa personnel are required to attend NOWA.
- ❖ **Pass** the SoFA license exam given only by the MCIPAC-MCBB Installation Safety Office. Passing score is 80%.

### 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. If the 18<sup>th</sup> birthday is less than 30 days from the issue date, the license will have a 30 day on-base only restriction.
- ❖ **All** MCB and III MEF **E-3 and below** must attend the E-3 and Below POV Course given at Bldg. 494 every Friday in the JRC classroom at 0715. **NOTE: Uniform of the day is required for the class. If the Friday falls during a Federal Holiday there will be no E-3 and Below POV Course scheduled for that week.**

### SoFA LICENSING EXAM TEST STUDY INFORMATION:

<https://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/MCIPAC-Safety/Safety-Office/Okinawa-Driving/>

**NOTICE:** USAF, DODEA, and AAFES personnel are not serviced by the MCB Installation Safety Office. Contact Kadena Licensing at 634-3437/1033

## 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 paperwork, medical board, and/or extension) 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 USFJ-4EJ Renewal Driver's Application Card (Pink Card). Renewal Driver's Application Cards are available at the POV Licensing Office.
- NOTE: If your POV license is expired for more than 30 days, you WILL retest regardless if you tested for the initial SoFA license or not.**

## DUPLICATE LICENSE REQUIREMENTS

- ❖ Present a valid DoD ID card.
- ❖ Present a completed background check from the MCB Provost Marshal's Office (PMO), Bldg. 496 RM 121. Background check must have been conducted within 24 hours for duplicate.

**NOTE: If your POV license is expired for more than 30 days, you WILL retest regardless if you tested for the initial SoFA license or not.**

## LEARNER'S PERMIT REQUIREMENTS

In addition to adhering to the requirements listed under "SOFA POV License Requirements" the following shall apply:

- ❖ Assignment orders and/or Area Clearance with applicants name listed.
- ❖ Paid receipt from Schilling Driving School for the course being taken on Kadena Air Base.
- ❖ Pass an eye exam given at the POV Licensing Office. The eye test will be given prior to taking the POV licensing test. Ensure applicant brings/wears their glasses or contacts.
- ❖ Family members under 18 years of age require sponsor's signature on the USFJ-4EJ Driver's Application (Yellow Card) and Letter of Responsibility. Permit will be issued to parent or guardian.

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

## LICENSE SUSPENSION/REINSTATEMENT

- ❖ Suspended/revoked licenses must have an accompanied "Reinstatement" letter from PMO Traffic Court or Commanding Officer to have SoFA license reinstated. This letter must be from the entity who suspended or revoked the SoFA license.
- ❖ As required by Traffic Court, provide completion certificate of Remedial Driver Training Course to the Traffic Court Office.

## MOTORCYCLE REQUIREMENTS

- ❖ Must have a valid SoFA POV license prior to applying for the motorcycle 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 who have up-to-date motorcycle training.

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

## CLASS REGISTRATION

- ❖ Submit registration information for motorcycle through the ESAMS website <https://esams.cnic.navy.mil/ESAMSGEN2/Login>. For questions on registration call 634-2450.
- ❖ To register for the Remedial Driver's Course call 645-3183.

**For POV licensing questions contact the Installation Safety Office POV Licensing section at 645-3183. For motorcycle licensing questions contact the Installation Safety Office Motorcycle Licensing section at 634-2450.**