



# INSTALLATION SAFETY OFFICE TRAFFIC SAFETY COURSE DESCRIPTIONS



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All POV and GOV training and licensing courses are held on Camp Foster at the Installation Safety Office BLDG 5831, unless specifically stated otherwise. If you have any questions or concerns, give us a call at 645-3183.

All motorcycle training and licensing courses are held on Kadena Airbase at Bldg. 908. If you have any questions or concerns, give us a call at 634-2450.

Quarterly training schedule is posted at the following locations:

- Marine Corps Base Butler internet site at:  
<https://www.mcbbutler.marines.mil/Base-Information/Installation-Safety-Office/>

**\*\*ALL** nominations for the following courses are required to be submitted to ISO email ([BASE.SAFETY.MCBB.FCT@usmc.mil](mailto:BASE.SAFETY.MCBB.FCT@usmc.mil)) from the MSC S3/G3:

- 1.5 Commercial Vehicle Course
- Commercial 3 Ton/ 36 PAX Bus
- Commercial 53/60 PAX Bus
- Commercial Forklift/Material Handling Equipment
- Explosive Vehicle Driver

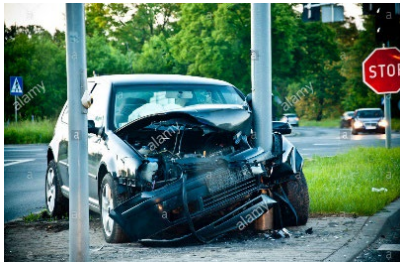
# TRAFFIC SAFETY COURSE DESCRIPTIONS



**E-3 AND BELOW POV COURSE:** This course is required for all E-3 and below active duty who serve in Marine Corps units to include US Naval Hospital personnel regardless of age, to provide a basic understanding of local driving conditions. The course consists of videos that cover SOFA rules of the road, impaired driving, distracted driving, and is followed by a practical application with Trikes and BAC goggles. This course is a prerequisite to qualify for a USFJ-4EJ operator's permit and the completion certificate must be presented prior to sitting for the SOFA POV examination. Note: You must get nominated for this course through your S-3 or equivalent.

## 1. Enrollment

- Enrollments are accepted by emailing the following information to: [base.safety.mcbb.pov@usmc.mil](mailto:base.safety.mcbb.pov@usmc.mil)
- Rank, Last name, First name, MI, EDIPI, and unit.
- If there are any specific dates an individual cannot attend, please include that in the email.



**REMEDIAL DRIVER TRAINING COURSE:** The MCIPAC-MCBB Installation Safety Office conducts remedial drivers training to re-enforce positive attitudes and motivate vehicle operators who have been convicted of serious moving traffic violations, been found at fault in a traffic accident while driving a government or privately owned vehicle or otherwise shown by their driving habits/attitudes warrant, additional attention.

## 1. Enrollment

- Enrollments are accepted by calling 315-645-3183.

All personnel enrolled to attend this course are required to report to training no later than 0715. Class starts at 0730. If you are late for check in at 0715, you will be dropped from the course and be asked to come to the next month's class.

Active duty members MUST be in the appropriate uniform of the day (UOD) to attend this course.

Priority seating for this course goes to personnel appointed by MCB Traffic Court or their Battalion/Squadron level Commanding Officer in writing. Space available seating for this course will be handled on a first come first serve basis.

# TRAFFIC SAFETY COURSE DESCRIPTIONS



**MOTORCYCLE SAFETY COURSE:** Personnel who elect to ride a motorcycle accept a higher level of risk since mishaps result in severe personal injury and entail specific training and licensing requirements. Prior to any rider receiving a motorcycle license, they must complete rider training and or testing. Upon successful completion the motorcycle license will be issued. Prospective riders must be at least 16 years of age and possess a valid USFJ-4EJ

operator's permit (SOFA License). The following courses are offered and taught at the Installation Safety Office Motorcycle Training section on Kadena AB (BLDG 908).

## 1. Enrollments

- Enrollments are accepted by calling 315-634-2450 or by emailing: MCBButler\_Base\_Safety\_Motorcycle@usmc.mil.

If nominations are not received with the minimal of three attendees in total, class will be canceled.



**LEVEL I: BASIC RIDER COURSE (BRC):** The BRC is a two-day introduction to the fundamentals of safe and responsible motorcycle riding. This course is intended for new riders who are not currently licensed (SOFA or have a motorcycle endorsement on their stateside driver's license). During the course, Rider Coaches will facilitate student development by using interactive classroom activities and on-hands practical application in acquiring

basic motorcycle maneuvering skills. Students must successfully complete the on-line BRC eCourse, level two classroom, level 1 & 2 BRC riding exercise and achieve a passing score on a riding skills evaluation to successfully pass this course.

**Active duty** must complete follow-on courses i.e., Advanced Rider Course (ARC) and/or the Military Sport Bike Course (MSRC), within 180 days following completion of the BRC course. Upon graduation, those active-duty members that will be riding on Okinawa, will be issued 1 motorcycle license for 180 days and can be renewed once follow-on training is successfully completed.

# TRAFFIC SAFETY COURSE DESCRIPTIONS



## Level II: Advanced Rider Course (ARC):

Prerequisite: Riders must have successfully completed the BRC. The ARC is a one-day enhancement rider course consisting of eleven classroom sections and ten range riding exercises. Students must successfully complete the course by participating in all classroom lessons and range activities. There is no riding skills evaluation. This is a mandatory follow-on

course for uniformed Marines and Sailors who ride any bike type.



## LEVEL III RIDER TRAINING:

1. Level III Rider Training is a course designed for experienced motorcycle riders that have completed Level I and Level II training. Special emphasis is to properly negotiate curves with proper control with realistic road speed.

2. Level III has approximately five hours of total training time for a session. Total number of participants are broken down into three groups

that will be rotating on the road course. Each group will be working on specific riding drills assigned prior to each rotation.

3. Level III is for any bike type and fulfills the follow-on training requirement for the five year refresher rider training.

Each prospective student must report to any of the above listed motorcycle courses with the following equipment:

a. A Motorcycle (MUST meet all safety requirements and pass a pre-course inspection)

**NOTE:** 250cc trainer bikes are available for active duty only for the BRC Course. Contact the Installation Safety Office Motorcycle Training Section on Kadena at (315) 634-2450 for further information/availability.

b. An approved helmet that meets DOT/SNELL/ECE standards.

c. Full fingered gloves.

**NOTE:** Helmets are available for all courses if size fits. Contact the Installation Safety Office Motorcycle Training Section at (315) 634-2450 for further information.

d. Boots or over the ankle hard-soled shoes. (NO TENNIS SHOES)

e. Long trousers, long sleeve shirt and jacket.

f. Eye protection: Face shield, riding sunglasses or goggles.

## TRAFFIC SAFETY COURSE DESCRIPTIONS

g. Riders that have completed a rider course at a different location within 180 days for level 1 and within the last five years for level 2 may meet the initial MCB requirements for license endorsement. Questions can be directed to the Motorcycle Section, contact Mr. Yamashiro or Mr. Arakaki at (315) 634-2450.



### UTV, LUV ROHVA Basic Driver Course:

The Utility Vehicle (UTV), Light Utility Vehicle (LUV) ROHVA Basic Driver Course consists of the ROHVA E-COURSE and closed range driving exercises. The focus of this course is driver skills and behavior related to sensible, responsible and safe use of a UTV or LUV. Students acquire general safety information as well as learn basic techniques for driving a recreational off-highway vehicle responsibly. The lessons include starting and

stopping, normal turns, swerving, and quick stops.

Students participate in both discussion and driving lessons. In addition, the Driver Coach evaluates driver performance during each lesson and provides a written copy of this evaluation to each student at the end of the training.

Driver Personal Protective Gear (PPE) Full-face or three-quarter DOT compliant helmet with eye protection (face shield/goggles), sturdy over-the-ankle footwear, full-fingered gloves, long sleeves and pants. The use of PPE that is designed for off-highway use is encouraged.



### UTV, LUV ROHVA Open Trail Experience:

Open Trail Experience (OTE) Consisting of seven type of terrain exercises.

Driving on rocky terrain, sandy terrain, near trees, through water, on muddy terrain, and on hills and side hilling.

**NOTE:** Participants must bring their unit's UTV and LUVs to participate in these courses. Unit specific training can also be requested but the unit must coordinate training location. The UTV/LUV ROHVA Basic Driver Course, requires a 220 ft by 220 ft unimproved grass or dirt area. The UTV/LUV ROHVA Open Trail Experience, requires coordination with range control. The Motorcycle Section will provide range details upon request.

**NOTE:** Nominations for this course **MUST** be submitted **NLT three working days** prior to the course start date. If nominations are not received with a minimal of two attendees, the class will be canceled.



# TRAFFIC SAFETY COURSE DESCRIPTIONS



## 1.5 TON COMMERCIAL VEHICLE COURSE (GOV) :

The purpose of this course is to train and license drivers to be Incidental Commercial Vehicle Operators (the Installation Safety Office will only license MCB, Naval Hospital, and MCAS Futenma H&HS Marines and Sailors). Commanders must ensure all applicants are screened and meet all prerequisites prior to course assignment.

Officers and SNCO's are exempt from the classroom instruction. The SNCO and Officer 1.5 ton commercial vehicle course is available on MarineNet. Please visit MarineNet then click the "Magnifying Glass" to search for the course. The course title will be SNCO/Officer Government Vehicle Operators Course. It will be the first one that pops up with the category of "Safety." SNCOs and Officers must also meet the below requirements of subparagraphs a-e and present the certificate of completion from the online training course to be licensed. Additionally, officers are required to have a letter from their Commanding Officer at the O-5/O-6 level in order to be issued a government vehicle license.

Personnel nominated (E-5 and below) must attend the course in its entirety. Appointments (personal/medical) must not conflict with scheduled training.

If the applicant does not already hold a SOFA stamp on an OF-346 or a SOFA POV license then a test will be administered during the first part of training. The Okinawa Drivers Handbook and Drive Safe on Okinawa Video can be viewed at the following link: <https://www.mcbbutler.marines.mil/Base-Information/Installation-Safety-Office/>

All registered students are required to report to the Installation Safety Office, Camp Foster (Bldg. 5831) by 0730 on the day of the class. Students must be in the appropriate uniform of the day (UOD) and must possess the following documents:

- a. A copy of the "Application for Government Vehicle Operator's Permit (NAVMC 10964 REV 07-15)" signed by the Commanding Officer, designated official or appropriate civilian supervisor.
- b. Physical Fitness Inquiry for Motor Vehicle Operators (OF-345) form. Applicants who require medical evaluation due to checking yes on the form, will be required to see a Medical Officer.
- c. Copy of valid state, U.S. territory license front and back.
- d. Provost Marshals Office (PMO) Background check completed within the past 30 days.
- e. SOFA license (USFJ-4EJ) front and back (if applicable).

# TRAFFIC SAFETY COURSE DESCRIPTIONS

f. Active Duty personnel ***under 26 years of age*** must provide proof that he/she has successfully completed a certified defensive driving course as defined by the MCO 5100.19F (e.g. Driving for Life, Drivers Awareness or equivalent Driver's Improvement Course (DIC)).

**NOTE:** Nominations for this course **MUST** be submitted **NLT three working days** prior to the course start date. If nominations are not received with the minimal of five attendees in total, class will be canceled.



## COMMERCIAL THREE TON/36 PAX BUS OPERATORS

**COURSE:** The purpose of this course is to license unit incidental Commercial Three Ton and 36 Passenger Bus Operators. Commands or tenant organizations will ensure all applicants are screened and meet all prerequisites before being nominated for the course.

Personnel nominated (regardless of rank or status) must be 21 years of age or

older (FOR THE 36 PAX BUS) and attend the course in its entirety.

Appointments (personal/medical) must not conflict with scheduled training.

Applicants are required to report NLT 0730 on the first day of the course to the Installation Safety Office, Camp Foster Bldg. 5831 in the appropriate uniform of the day (UOD). Students must possess the following documents:

a. Must be age 21 years of age or older.

b. Application for Government Vehicle Operator's Permit (NAVMC 10964 revised 07-15) signed by the Commanding Officer, designated official or appropriate civilian supervisor.

c. Physical Fitness Inquiry for Motor Vehicle Operators (OF-345) form. Signed and dated by applicant.

d. Copy of valid state, U.S. territory front and back.

e. SOFA license (USFJ-4EJ) front and back (if applicable).

f. Active Duty personnel ***under 26 years of age*** must provide written proof that he/she has successfully completed a certified defensive driving course as defined by the MCO 5100.19F (e.g.- Driving for Life or equivalent Driver's Improvement Course (DIC)).

g. Medical Examiners Certificate version "B" (Physical Code 710/721). Each student must have medical documentation of commercial vehicle physical completion and or a medical examiner certificate.

**NOTE:** POC for the Medical Examiner's Certificate is the Occupational Medicine at: 646-9547/9548.

h. Copy of OF-346 showing 1.5-ton commercial vehicle, SOFA stamp and air brakes endorsement. If there is no air brake indorsement a test will be administered.

# TRAFFIC SAFETY COURSE DESCRIPTIONS

i. Provost Marshal Office (PMO) Background check completed within the past 30 days.

Once students complete and pass the course, they will be issued an OF-346 within 48-72 hours, qualifying them to operate commercial vehicles up to three ton and commercial bus to 36 passengers.

**NOTE:** Nominations for this course **MUST** be submitted **NLT three working days** prior to the course start date. If nominations are not received with the minimal of 3 attendees in total, class will be canceled. Students dropped from the class must be re-nominated through their respective S-3/G-3.



## COMMERCIAL 53, AND 60 PAX BUS OPERATORS COURSE:

The purpose of these courses is to license unit incidental Commercial 53 and 60 Passenger Bus Operators. Commands or tenant organizations will ensure all applicants are screened and meet all prerequisites before being nominated for the course. Personnel nominated (regardless of rank or status) must be age 21 or older and

attend the course in its entirety. Appointments (personal/medical) must not conflict with scheduled training. Applicants are required to report NLT 0730 on the first day of the course to the Installation Safety Office, Camp Foster Bldg. 5831 in the appropriate uniform of the day (UOD). Students must possess the following documents:

a. Application for Government Vehicle Operator's Permit (NAVMC 10964 rev. 07-15) signed by the Commanding Officer, designated official or appropriate civilian supervisor.

b. Physical Fitness Inquiry for Motor Vehicle Operators (OF-345) from. Signed and dated by applicant.

c. Copy of valid state, U.S. territory license front and back.

d. SOFA license (USFJ-4EJ) front and back.

e. Active Duty personnel **under 26 years of age** must provide written proof that he/she has successfully completed a certified defensive driving course as defined by the MCO 5100.19F (e.g.- Driving for Life or equivalent Driver's Improvement Course (DIC)).

f. Medical Examiners Certificate version "B" (Physical Code 710/721). Each student must have medical documentation of commercial vehicle physical completion and or a medical examiner certificate.

**NOTE:** POC for the Medical Examiner's Certificate is the Occupational Medicine at: 646-9547/9548.



## TRAFFIC SAFETY COURSE DESCRIPTIONS

g. Copy of OF-346 showing 3 Ton Commercial Vehicle and 36 Passenger Bus Commercial License, SOFA stamp and air brakes endorsement.

h. Provost Marshal Office (PMO) Background check completed within the past 30 days.

Once students complete and pass the course, they will be issued an OF-346 within 48-72 hours, qualifying them to operate up to 53 and 60 passenger's commercial buses.

**NOTE:** Nominations for this course **MUST** be submitted **NLT three working days** prior to the course start date. If nominations are not received with the minimal of 3 attendees in total, class will be canceled. Students dropped from the class must be re-nominated through their respective S-3/G-3.



### COMMERCIAL FORKLIFT/MATERIAL HANDLING EQUIPMENT (MHE) OPERATORS COURSE:

The purpose of this course is to license unit incidental Commercial Forklift Operators. Commands or tenant organizations will ensure all applicants are screened and meet the required prerequisites before being nominated for the course.

Personnel nominated (regardless of rank or status) must attend the course in its entirety. Appointments (personal/medical) must not conflict with scheduled training.

If the applicant does not already hold a SOFA stamp on an OF-346 or a SOFA POV license then a test will be administered during the first part of training. The Okinawa Drivers Handbook and Drive Safe on Okinawa Video can be viewed at the following link: <https://www.mcbbutler.marines.mil/Base-Information/Installation-Safety-Office/>

Applicants are required to report NLT 0730 on the first day of the course to the Installation Safety Office, Camp Foster (BLDG 5831) in the appropriate **uniform of the day (UOD)**. Students must possess the following documents:

a. One copy of the "Application for Government Vehicle Operator's Permit (NAVMC 10964 Rev 07-15)" signed by the Commanding Officer, designated official or appropriate civilian supervisor.

b. Physical Fitness Inquiry for Motor Vehicle Operators (OF-345) from. Signed and dated by applicant.

c. Copy of valid state, U.S. Territory license front and back.

d. SOFA license (USFJ-4EJ) front and back (if applicable).

e. Active Duty personnel ***under 26 years of age*** must provide proof of successful completion of a certified defensive driving course as defined by the MCO 5100.19F (e.g. - Driving for Life or equivalent Driver's Improvement Course (DIC)).

# TRAFFIC SAFETY COURSE DESCRIPTIONS

f. Medical Examiners Certificate Version "D" or "E" (Physical Code 710/721), each student must have medical documentation of commercial forklift physical completion and or a medical examiner certificate.

**NOTE:** POC for the Medical Examiner's Certificate is the Occupational Medicine Unit, at: 646-9355.

g. Provost Marshal Office (PMO) Background check completed within the past 30 days.

h. Marines with the MCCSS, Ground Supply School Certificate of Completion for FORKLIFT SAFETY (up to 6,000lbs) are exempt from the course and can turn in their application as needed.

Once students pass the course, they will return to their unit with a Learner's Permit (OF-346) which will be valid for 90 days. These newly trained operators are required to be directly supervised at all times by a licensed forklift operator for a minimum of 16 hours over a minimal period of 15 days. The 16 hours will be documented accordingly on a road time verification sheet by the licensed forklift operator. Once the 16 hours has been completed, the road time verification sheet will be validated and signed by the licensed operator, SNCOIC, and OIC or civilian equivalent. If the above timeline cannot be met, it's the student's responsibility to contact the MHE instructor at the Installation Safety Office to request an extension or the student will be required to repeat the entire course.

**NOTE:** Marines who possess the MCCSS, Ground Supply School Certificate of Completion for FORKLIFT SAFETY (up to 6,000lbs) don't require to attend the course, but will still need to complete their 16 hours of application and a final evaluation from the GOV licensing staff.

However, operators still need to test for the J-SOFA endorsement to operate in Okinawa.

**NOTE:** Nominations for this course **MUST** be submitted **NLT three working days** prior to the course start date. If nominations are not received with the minimal of 5 attendees in total, class will be canceled. Students dropped from the class must be re-nominated through their respective S-3/G-3.



**MLC/IHA COMMERCIAL FORKLIFT/MHE COURSE:** This is a mandatory course that will familiarize operators with base regulations for operation of MHE and license MLC/IHA employees, with a Japanese forklift license, to operate commercial MHE aboard MCB Camp Butler and MCAS Futenma. To request this training, contact the Installation Safety Office at 645-3183.

Employees must possess the following documents upon reporting to class:

## TRAFFIC SAFETY COURSE DESCRIPTIONS

a. Application for Government Vehicle Operator's Permit (NAVMC 10964 Rev 07-15) signed by the Commanding Officer, designated official or appropriate civilian supervisor.

b. Physical Fitness Inquiry for Motor Vehicle Operators (OF-345) form. Signed and dated by applicant.

c. Copy of valid Japanese Forklift Operators License and Valid Government of Japan Driver's License front and back.

d. Copy of valid base pass front and back.



**MLC/IHA FORKLIFT REFRESHER TRAINING:** All MLC/IHA Forklift Operators are required to complete this course and be re-evaluated on a forklift every three years to assess skills and abilities as forklift operators. This evaluation is conducted at the work center of the employee. To request this training, contact the Installation Safety Office at 645-3183. The employee must have the following documents at the time of the evaluation:

a. Application for Government Vehicle Operator's Permit (NAVMC 10964 Rev 07-15) signed by the Commanding Officer, designated official or appropriate civilian supervisor.

b. Physical Fitness Inquiry for Motor Vehicle Operators (OF-345) form. Signed and dated by applicant.

c. Copy of valid Japanese Forklift Operator's license and valid Government of Japan driver's license front and back.

d. Copy of valid base pass front and back.



**MLC/IHA TAILGATE LIFTER TRAINING:** This course is designed to reinforce safety measures to prevent industrial mishaps such as crashes and falls when loading and unloading cargo. Japanese Occupational Safety and Health Regulations have been partially revised (effective 1 February 2024) to require that all persons who operate tailgate lifters that involve loading and unloading operations take this special training. This training will be provided by instructors certified by the Japan Land Transportation Safety and Health Association.

Applicants are required to report NLT 0730 on the day of the course to the Installation Safety Office (ISO), Camp Foster Bldg 5831 and attend the course in its entirety.

# TRAFFIC SAFETY COURSE DESCRIPTIONS

Appointments (personal/medical) must not conflict with scheduled training.

Registration for this course is by email to: [jun.shimabukuro.ja@usmc.mil](mailto:jun.shimabukuro.ja@usmc.mil)

Minimal attendance to hold a class is five students. The course will be cancelled three days prior to the course date if the minimum requirements are not met.

a. Application for Government Vehicle Operator's Permit (NAVMC 10964 Rev 07-15) signed by the Commanding Officer, designated official or appropriate civilian supervisor.

b. Physical Fitness Inquiry for Motor Vehicle Operators (OF-345) form signed and dated by applicant.

c. Copy of valid Japanese Driver's License front and back.

d. Copy of valid OF-346 front and back.

Students that do not submit the above package as required will experience a delay in license upgrade and will not be able to operate vehicles with lift gates after 1 February 2024.



## MLC/IHA General Crane Safety, Rigging Practices, Category 3 Non-Cab Operated (Overhead) Crane

Course: General Crane Safety, Category 3 Non-Cab Operated Crane Safety, Rigging Practices, are the in-class test portion of the corresponding Marine Online Crane courses for Japanese MLC/IHA employees. The online courses are designed to acquaint incidental crane operators with Navy requirements for the safe operation of Category 3 non-cab operated cranes. Topics covered include:

NAVFAC P-307 familiarization, Crane Components, Crane Pre-Use Check, Lift Types, Determining Load Weight, Load Weight Distribution, Rigging Gear Requirements, Sling Use and Sling Angle Stress, D to d Ratio, Crane Communications, Safe Operations, and Crane and Rigging Gear Accidents.

To access the online training, visit: <https://portal.marinenet.usmc.mil/>

After completing the online courses, registration for the test session is conducted by calling (315)645-1482 or by emailing [MCBButlerLoadTestSection@usmc.mil](mailto:MCBButlerLoadTestSection@usmc.mil). Class size is limited to 28 people. A Certificate of Completion for the corresponding Marine Online Course is necessary for students to take the test.

For US Civilian and active duty personnel the same courses could be accessed via NeL: <https://learning.nel.navy.mil>

# TRAFFIC SAFETY COURSE DESCRIPTIONS



**EXPLOSIVE VEHICLE DRIVER 12-HOUR TRAINING COURSE:** The purpose of this course is to provide vehicle operators with an understanding of the requirements and qualifications required to transport Ammunition & Explosives (A&E). Commands will ensure all applicants are screened and meet all prerequisites outlined below prior to course assignment.

**NOTE:** Certification is good for two years and A&E vehicle operators **MUST** attend a 4-hour re-certification/refresher class every two years to retain their certification to transport A&E.

This is a 12-hour (2-day) course, which students must attend the entire course to receive an explosives driver endorsement. The course starts at 0730 at building 5831, Installation Safety Office, Camp Foster. Students must be in the appropriate uniform of the day (UOD), and possess the following completed documents and prerequisites:

- a. Application for Government Vehicle Operator's Permit (NAVMC 10964 Rev 07-15) signed by the Commanding Officer, designated official or appropriate civilian supervisor.
- b. Physical Fitness Inquiry for Motor Vehicle Operators (OF-345) form. Signed and dated by applicant.
- c. Copy of valid State, U.S. Territory, or SOFA license (USFJ-4EJ) (front and back).
- d. Copy of valid OF-346 with vehicle(s) authorized to transport A&E (front and back).
- e. Valid OPNAV 8020/6 Explosives Driver Medical Examination Certificate version "B". Medical examinations for explosives cannot be conducted by an Independent Duty Corpsman.
- f. Active Duty personnel **under 26 years of age** must provide proof of successful completion of a certified defensive driving course as defined by the MCO 5100.19F (e.g. - Driving for Life or equivalent Driver's Improvement Course (DIC)).
- g. In keeping with Department of the Navy explosives safety guidelines nominees must also complete **AMMO-18**, **AMMO-45**, and **AMMO-51DL** web-based training. This training can be accessed via the defense ammunition center website at [www.dactces.org](http://www.dactces.org). Personnel who possess an Ammunition, Aviation Ordnance, or EOD Military Occupational Specialty (MOS) are exempt from this training prerequisite, but must provide proof of officially designated occupational specialty (e.g., copy of BTR, command letter, etc.).
- h. Provost Marshal Office (PMO) Background check completed within the past 30 days of course start date.

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i. Students must be 18 years of age or older to transport A&E material ON and OFF BASE. Students that do not possess the aforementioned documents, or do not meet the cited prerequisites will be dismissed from class.

**NOTE:** Nominations for this course **MUST** be submitted **NLT three working days** prior to the course start date, and nominations must be routed through the unit's respective S-3/G-3. Additionally, if class nominations for a scheduled course do not meet the minimum requirement of five personnel, the course will be cancelled and rescheduled the following month.



## HAZCOM/HAZMAT DRIVERS ENDORSEMENT (FUEL):

The purpose of this online course is to equip each unit with the ability to license personnel with a valid Hazardous Material (HAZMAT) Transportation endorsement. Only personnel from MCB and H&HS Futenma will be licensed through the Installation Safety Office. All other MSCs will be licensed as appropriate by their unit's licensing officials. Commands or tenant organizations will ensure all applicants are screened and meet all prerequisites prior to being issued an endorsement.

Along with the HAZMAT Transportation Online Course, students will also receive Hazard Communication Training (HAZCOM). This training provides the basic requirements for the HAZCOM Program as required by DoD Instruction 6050.5 which mirrors the requirements of the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, "Right to Know". Training will address hazardous properties of substances, Safety Data Sheets (SDS), record keeping, labeling, and other aspects of the program.

Personnel (regardless of rank or status) must be at least 18 years of age to transport hazardous materials. All students must complete the courses in their entirety.

To be issued a HAZMAT Drivers endorsement, personnel must possess the following documents and prerequisites and present them to the appropriate licensing official:

a. Application for Government Vehicle Operator's Permit (NAVMC 10964 Rev 07-15) signed by the Commanding Officer, designated official or appropriate civilian supervisor requesting the HAZMAT Driver's endorsement.

b. Physical Fitness Inquiry for Motor Vehicle Operators (OF-345) form. Signed and dated by applicant.

c. Copy of valid state, U.S. territory license (front and back).

d. SOFA license (USFJ-4EJ) (front and back).

e. Valid OPNAV 8020/6 HAZMAT Driver Medical Examination's Certificate.



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f. Copy of valid OF-346 with vehicle(s) authorized to transport HAZMAT Materials (front and back).

**NOTE:** POC for the Medical Examiner's Certificate is the Occupational Medicine at: 646-9547/9548.

g. All students that report to their licensing officials will have a valid/eligible OF-346, Government Vehicle Operator's License with SOFA Stamp for the type of vehicle to transport Hazardous Materials or Fuel.

h. Provost Marshal Office (PMO) Background check within 30 days.

i. Show proof of completion for the following MarineNet and MCBButler SharePoint online courses:

Course code	Course Name
MCIEHMT01A	Hazardous Materials Transportation for Drivers

MCB Butler Training and Testing	HAZCOM/HAZMAT Transportation (Fuel)
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Once students have passed all required online courses and test, they will take all required documents to their respective licensing authority to receive the appropriate "Hazardous Material Driver's Endorsement" on their valid/eligible (OF-346) Standard Operator's Permit.

**NOTE:** HAZCOM/HAZMAT Transportation (Fuel) is located on the MCIPAC Training site at <https://training.mcipac.usmc.mil/>, go to "Courses" then "Safety". All personnel that will be transporting fuel are required to take (HAZCOM/Hazardous Material Driver's Endorsement (Fuel)). An account is required to be made by the applicant in order to access the training site and will take 24 to 48 hours to be authenticated.