

## INSTALLATION SAFETY OFFICE TRAINING COURSES

ONE DAY POV COURSE: Battalion or Squadron Commanders will ensure all applicants, E-3 and below, are screened and meet all prerequisites prior to authorizing approval to obtain a Privately-Owned Vehicle (POV) driver's license.

a. The POV course is One-Day in duration and includes a Status of Force Agreement (SOFA) examination and instructions on cultural driving differences between Japan and the U.S.

b. This course is designed for E-3 and below regardless of age to provide a basic understanding of local driving conditions and provides an assessment of the students understanding of operating a motor vehicle in Japan through successful completion of a written examination. (NOTE:

Students under age 26 MUST provide documents per 3f below.)

c. If a student fails to successfully pass the written SOFA exam they will be allowed to complete the course and retake the test the following workday from 1230-1600 at the POV section.

2. Eligible E-3's and below must be nominated through the Major Subordinate Command (MSC) G-3, via their Major Subordinate Element (MSE) S-3, in order to attend this course. "By Direction" signatures are not authorized on the application for a SOFA license. Commanders/Commanding Officers or those designated as "acting" are authorized to sign the USFJ-4EJ Application "Yellow Card".

3. Students will be in the appropriate uniform of the day (UOD) and must possess the following documents:

- a. Possess a copy of their current orders.
- b. Complete "Newcomers Orientation & Welcome Aboard (NOWA) Brief" or JRC

Brief.

- c. Possess a valid DOD Identification Card.
- d. Possess an application form (USFJ-4EJ) signed by the Battalion/Squadron Commander or those in an "acting" status.
- e. Possess a valid Stateside License or U.S. Territory Driver's License. (License cannot be suspended, revoked, or in a pending status).
- f. Under 26 years of age applicants must provide written proof that he/she has successfully completed a certified defensive driving course as defined by DoDI 6055.04 (e.g.- Driving For Life or equivalent Driver's Improvement Course (DIC))

Note: Nominations for this course are required to 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.

TWO DAY COMMERCIAL DRIVERS COURSE (GOV): The purpose of this course is to train and license drivers to be Incidental Commercial Vehicle Operators.

Commanders will 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 Drivers course is available on the MCB Intranet. Please visit <https://intranet.mcipac.usmc.mil/> , go to "Site Links" then "MCB Butler Training and Testing", once logged in, the training will be under Safety. The course title will be SNCO and Officer 1.5 ton Commercial Vehicle Course. SNCOs and Officers are required to meet the requirements of subparagraphs a-e and present the certificate of completion from the online training course to be licensed. The Installation Safety Office will only license MCB, Naval Hospital, and H&HS Futenma Marines/Sailors. Officers are additionally required to have a letter from their Commanders/Commanding Officer at the O-5/O-6 level in order to be issued a government vehicle license.

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 will be in the appropriate uniform of the day (UOD) and 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) form. Applicants who require medical evaluation due to checking yes on the form, will be required to see a Medical Officer.
- c. Valid DOD Identification Card (ID).
- d. Valid State, U.S. Territory, Int'l Driver's License, or SoFA license (USFJ-4EJ).
- 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 DoDI 6055.04 (e.g.- Driving for Life or equivalent Driver's Improvement Course (DIC)).

Note: Nominations for this course are required to 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 by the MSC G-3, class will be canceled.

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 all 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.

Applicants must have a SOFA stamp by the end of the course. 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 handbook can be viewed at the following link:

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

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. Valid Stateside, U.S. Territory or USFJ-4EJ Driver's License. Foreign country driver's license will be accepted if that country is authorized by the USFJ Instruction 31-205.
- c. Valid DOD Identification Card (ID).
- d. 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 DoDI 6055.04 (e.g.- Driving for Life or equivalent Driver's Improvement Course (DIC)).
- e. Medical Examiners Certificate (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: 646-9547/9548.

Once students pass the course, they will return to their unit with a Learner's Permit (OF-346) that 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. 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: Nominations for this course are required to 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.

EXPLOSIVE VEHICLE DRIVER TRAINING COURSE (AMMO): The purpose of this course is to provide the unit with qualified Ammunition & Explosive (A&E) vehicle operators. Commands will ensure all applicants are screened and meet all prerequisites prior to course assignment. NOTE: Certification is good for two years and A&E vehicle operators MUST go through a re-certification class every two years.

This is a Two-day course which students must attend the entire course. Course starts at 0730 at Bldg 5831, Installation Safety Office, Camp Foster. Students must be in the appropriate uniform of the day (UOD), with the following documents and prerequisites completed:

- 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. Valid Stateside License or U.S. Territory driver's license.
- c. Valid OF346 with vehicle(s) authorized to transport A&E.
- d. Valid OPNAV 8020/6 Explosives Driver Medical Examination's Certificate.
- e. Students will be 18 years of age or older to transport explosive material ON-BASE and 21 years of age to transport explosive material OFFBASE. 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 are required to 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.

MOTORCYCLE SAFETY COURSE: Personnel who elect to ride a motorcycle accept a higher level of risk since mishaps result in severe personal injury and require specific training and licensing requirements. Prior to any rider receiving a motorcycle license, they must complete riders training and or testing. The Motorcycle license is issued by the Installation Safety Office on Camp Foster, Bldg. 5831, 645-3183. Prospective riders must be at least 16 years of age and possess a valid USFJ-4EJ operator's permit. The following courses are offered and taught at the Installation Safety Office Motorcycle Training section on Kadena AB (BLDG 908): *Scheduling for training is conducted through ESAMS [https://esams.cniv.navy.mil/esams\\_gen\\_2/loginesams.aspx](https://esams.cniv.navy.mil/esams_gen_2/loginesams.aspx) After accessing the web site with you CAC card click on MY LINKS/Classroom Training Schedule. You will then be able to see all available classes.*

If nominations are not received with the minimal of three attendees in total, class will be canceled. In addition all nomination sheets need to be filled out properly (i.e.) if you bring your own bike, what type. Failure to input this information will result in denial of your nomination. Please see Enclosure 11 for an example.

- a. 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 course obtaining a minimum score on the written test and achieve a passing score on a riding skills evaluation. Uniformed Marines and Sailors

must complete follow on courses i.e., Advanced Rider Course (ARC) and/or the Military Sport Bike Course (MSRC), WITHIN 120 DAYS FOLLOWING COMPLETION OF THE BRC COURSE. UPON GRADUATION, FOR THOSE THAT WILL BE RIDING ON OKINAWA, A MOTORCYCLE LICENSE WILL BE ISSUED FOR 120 DAYS AND CAN BE RENEWED ONCE FOLLOW-ON TRAINING IS OBTAINED.

b. Basic Rider Course II (BRC-II). Prerequisite: Riders must have successfully completed an MSF or equivalent rider's course. The BRC-II is a One-day course designed to facilitate rider development through a series of progressive on-bike riding exercises, and interactive classroom discussions. Students must successfully complete the course obtaining a minimum score on the written test and achieve a passing score on a riding skills evaluation in order to receive a license. This is a mandatory course for uniformed Marines and sailors who ride anything other than a Sport Bike. Example: Cruisers, Standard, Motored, Scooter, Touring motorcycle.

c. Military Sport Bike Rider Course (MSRC). Prerequisite: Riders must have successfully completed the BRC. The MSRC is a One-day enhancement riders course consisting of on and off range activities focusing on behavioral aspects of riding, such as attitude and personal risk assessment, and includes discussions about braking proficiency, cornering techniques, traction management and specific characteristics unique to sport bikes. Students must successfully complete the course obtaining a minimum score on the written evaluation; there is no riding skills evaluation. This is a mandatory course for uniformed Marines and Sailors who ride Sport Bikes.

d. Advanced Rider Course Sport Bike Techniques (ARC-ST)

(1) The ARC-ST is a course designed for experienced motorcycle riders. For the purposes of this course, an experienced rider is one who has basic skills and is a current rider with a motorcycle license or endorsement. The ARC-ST is designed to complement the skills learned and experienced in the previous Rider Courses. Special emphasis is given to self-assessment, risk management, rider behavior, riding strategies and overall skill development, particularly in braking, cornering and swerving procedures and techniques.

(2) The ARC-ST has approximately three hours of classroom activities and five hours of riding time. The overall aim of the ARC-ST is to provide a program for rider development in the areas of risk management, decisionmaking, riding strategies, and rider behavior and choices. This includes initiatives and learning experiences to retain knowledge, skill, attitude, values and habits. Rider Courses should help riders improve their skills no matter what type of motorcycle they ride.

(3) The ARC-ST is for any bike type and fulfills the follow on training requirement after the BRC.

E-5's and below must possess an authorized USFJ Form 4EJ from their Battalion/Squadron Commanders prior to licensing. By direction signature is NOT authorized on the USFJ Form 4EJ Application.

Each prospective student must report to class with the following equipment:

a. A Motorcycle (MUST meet all safety requirements).

Note: 250cc trainer bikes are available at the training center for the BRC Course. Contact the Installation Safety Office Motorcycle Training Section on Kadena at 634-2450 for further information/availability.

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

c. Full fingered gloves.

Note: Helmets are available for all courses. Contact the Installation Safety Office Motorcycle Training Section at 634-2450 for further information.

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

f. Long trousers and long sleeve shirt or jacket.

g. Face shield or goggles (No Sunglasses).

h. Riders that have completed an MSF approved rider course at a different location within the last Three years may meet the initial MCB requirements for license endorsement. An on-bike skills test is required prior to license endorsement. Questions should be directed to the Installation Safety Office, Motorcycle Training Section on Kadena AB at 634-2450.

REMEDIAL DRIVER TRAINING COURSE: The MCB Installation Safety Office conducts remedial drivers training to reinforce 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.

All personnel directed are required to report to Bldg. 5831 on Camp Foster NLT 0730.

Active duty members must be in the appropriate uniform of the day (UOD) or they will be turned away.

Space available seating for this class will be handled on a first come first serve basis.

HAZCOM/HAZARDOUS MATERIAL DRIVERS ENDORSEMENT (Fuel) (Web Based Training)  
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 Sheet (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 on base, and must be at least 21 years of age to transport off base. 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. Valid Stateside License, Int'l License, U.S. Territory Driver's License or USFJ-4EJ.
- c. Valid DOD Identification Card.
- d. Valid OPNAV 8020/6 HAZMAT Driver Medical Examination's Certificate.

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

- e. 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 in Hazardous Materials or Fuel.
- f. Show proof of completion for the following MarineNet and MCB Intranet online courses:

Course code	Course Name
MCIEHMT01A	Hazardous Materials Transportation for Drivers
MCB Butler Training and Testing	HAZCOM/HATMAT Transportation (Fuel)

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 Marine Corps Base Intranet <https://intranet.mcbbutler.nmci.usmc.mil/> under "Site Links" MCB Butler Training and Testing, 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 MCB Butler Training and Testing site and will take 24 to 48 hours to be authenticated.

MLC/IHA MHE & WHE SAFETY COURSES: This is a mandatory course that will familiarize operators with base regulations for operation of MHE and license

MLC/IHA employees, with Japanese forklift license, to operate commercial MHE aboard U.S installations in Japan. To request this training, contact Mr. Taba or Mr. Yamashiro at 645-1482/2702.

Employees must possess the following documents upon reporting to class:

- 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. Applicants, who require medical evaluation due to checking yes on the form, will be required to see a Medical Officer.
- c. Valid Japanese Forklift Operators License and Valid Japanese Motor vehicle License.
- d. Valid base pass.

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 an evaluation, contact Mr. Taba or Mr. Yamashiro at 645-1482/2702. 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. Applicants, who require medical evaluation due to checking yes on the form, will be required to see a Medical Officer.
- c. Valid Japanese Forklift Operators License and Valid Japanese Motor vehicle License.
- d. Valid base pass.

MLC/IHA Overhead Crane Course: All MLC/IHA Overhead Crane Operators are required to complete initial Overhead Crane training. This training is required only one time. The Installation Safety Office provides an Overhead Crane Safety Course by request. To request this training, contact Mr. Taba or Mr. Yamashiro at 645-2702. Class size is limited to 30 people and is on a first-come, first-serve basis. No documentation is necessary for students to attend this class.

COMMERCIAL THREE TON/36, 53, 60 PAX BUS OPERATORS COURSE: The purpose of this course is to license unit incidental Commercial Three Ton and 36 passenger bus or 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 signed and dated by applicant. See attachments.
- c. Valid Stateside, U.S. Territory or USFJ-4EJ Driver's License. Foreign country driver's license will be accepted if that country is authorized by the USFJ Instruction 31-205.
- d. Valid DOD Identification Card (ID).
- 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 DoDI 6055.04 (e.g.- Driving for Life or equivalent Driver's Improvement Course (DIC)).
- f. Medical Examiners Certificate (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 Unit, at: 646-9547/9548.

- g. Copy of OF-346 showing 1 ½ ton Commercial vehicle, SOFA stamp and air brakes endorsement. If there is no air brake indorsement a test will be administered.

Once students pass the course, they will be issued an OF-346 within 48-72 hrs qualifying them to operate commercial vehicles up to three ton and commercial bus to 36 passengers or 53 and 60 passenger's buses.

Note: Nominations for this course are required to 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.