



# INSTALLATION SAFETY OFFICE TRAFFIC SAFETY COURSE DESCRIPTIONS



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All Traffic Safety 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 schedules are posted at the following locations:

- ESAMS under classroom training schedule at:  
[https://esams.cniv.navy.mil/esams\\_gen\\_2/loginesams.aspx](https://esams.cniv.navy.mil/esams_gen_2/loginesams.aspx)
- Marine Corps Base Butler internet site at:  
<https://www.mcbbutler.marines.mil/Base-Information/Base-Safety/>
- MCIPAC-MCBB, Installation Safety Office SharePoint at:  
[https://usmc.sharepoint-mil.us/sites/mcipac\\_iso\\_Training](https://usmc.sharepoint-mil.us/sites/mcipac_iso_Training)

**\*\*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:

- E-3 and Below POV Course
- 1.5 Commercial Vehicle Course
- Commercial 3 Ton/ 36 PAX Bus
- Commercial 53/60 PAX Bus
- Commercial Forklift/Material Handling Equipment

# TRAFFIC SAFETY COURSE DESCRIPTIONS

- Explosive Vehicle Driver Training Course (AMMO)



**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, or marital status 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.

All students MUST be in the appropriate uniform of the day (UOD) to attend this course, NOT civilian attire.

**Note (1):** You must get nominated for this course through your MSC S-3/G-3 or equivalent.

**Note (2):** Personnel will only be accepted in this course if they have an approved USFJ-4EJ Application "Yellow Card" signed by their O5/O6 Commanding Officer. Personnel without the Yellow card will be required to be re-nominated for a future course.



**REMEDIAL DRIVER TRAINING COURSE:** The MCIPAC-MCBB 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 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.

**Call 645-3183 for course registration.**

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## 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). ***Scheduling for training is conducted in-person visiting or by calling DSN: (315) 634-2450.***

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 e-Course, 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.

## LEVEL II: MILITARY SPORT BIKE RIDER COURSE (MSRC):

**Prerequisite:** Riders must have successfully completed the BRC. The MSRC 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 in this course. This is a mandatory follow-on course for active-duty Marines and Sailors who ride Sport Bikes.

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

**Prerequisite:** Riders must have successfully completed the BRC. The MSRC 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 or Level II training. Special emphasis is to properly negotiate curves with proper control with realistic road speed.

2. Level III has approximately five to eight 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:** Personal owned motorcycles are required for all training.

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

c. Full fingered gloves.

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.

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

# TRAFFIC SAFETY COURSE DESCRIPTIONS

meet the initial MCB requirements for license endorsement. An on-bike skills test is required prior to license endorsement. Questions can be directed to the Motorcycle Section, contact Mr. Yamashiro or Mr. Arakaki at 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.

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## 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 at the below link:

<https://elearning.marinenet.usmc.mil/moodle/course/index.php?categoryid=1129>

The course title will be ***SNCO/Officer Government Vehicle Operators Course***. Once you are at the above website go to "Safety." and take the course. 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 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 (GOV License) or a SOFA POV license, a SOFA licensing test will be administered at the beginning of the course. It is expected that all students requiring to test have studied for prior to the attending training. The Okinawa Drivers Handbook and Drive Safe on Okinawa Video can be viewed at the following link: <https://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/Safety-Office/Okinawa-Driving/>

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.

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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).

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 5100.29C Volume 3 (e.g., Driving for Life, Drivers Awareness or equivalent Driver's Improvement Course (DIC)).

g. Letter of Employment (applicable to DoD employees only)

**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 license 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 5100.29 C Volume 3 (e.g.- Driving for Life or equivalent Driver's Improvement Course (DIC)).

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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.

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 5 business days, 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

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as defined by the MCO 5100.29C Volume 3 (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.

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 (GOV License) or a SOFA POV license, a SOFA licensing test will be administered at the beginning of the course. It is expected that all students requiring to test have studied for prior to the attending training. The Okinawa Drivers Handbook and Drive Safe on Okinawa Video can be viewed at the following link: <https://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/Safety-Office/Okinawa-Driving/> 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:

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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 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 5100.29C Volume 3 (e.g. - Driving for Life or equivalent Driver's Improvement Course (DIC)).

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.

i. Letter of Employment (applicable to DoD employees only).

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, OIC or civilian equivalent. A verification Naval format letter must also be presented along with the road time verification sheet in order to obtain a forklift license. 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:** All applicants that have the 16 hour verification time sheet and verification naval format letter MUST call the Forklift Instructor at the Installation Safety Office to set up an appointment for skills test.

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**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 SOFA stamp to operate in Okinawa, if they don't currently have a POV SOFA license, or GOV license.

**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. Upon completion of class, applicants must set up appointment for evaluation in work place. To request this training, contact Ms. Iha or Ms. Sakuma at 645-1482/3183.

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. 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.

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### 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. Please call to set up an appointment after attending the training. To request an evaluation, contact Ms. Iha, Mr. Inafuku, or Ms. Sakuma at 645-1482/3183. 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 Category 3 Non-Cab Operated (Overhead)

Crane Course: Category 3 Non-Cab Operated Crane Safety Course (NCC-C3CS-04.1), is 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.

***This is prerequisite training required to be taken prior to evaluation and supervisory authorization to operate Category 3 Non-Cab Operated Cranes. Rigging Practices will be taught during this period of instruction as well.***

To request this training, contact Mr. Inafuku or Ms. Iha at 645-1482. Class size is limited to 15 people and is on a first come, first-serve basis. No documentation is necessary for students to attend this class. Registration for this course is conducted through ESAMS at:

[https://esams.cniv.navy.mil/esams\\_gen\\_2/loginesams.aspx](https://esams.cniv.navy.mil/esams_gen_2/loginesams.aspx).

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## 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 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".

**NOTE:** Medical examinations for explosives cannot be conducted by an Independent Duty Corpsman (IDC).

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 5100.29C Volume 3 (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.).

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

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.



### EXPLOSIVES MHE ENDORSEMENT:

MHE Operators requesting an explosives endorsement must possess a valid MHE operator's license (OF-346) and a valid OPNAV 8020/6 Explosives Handler or Operator of Explosives MHE (721) Medical Examination Certificate version "D".

**NOTE:** Medical examinations for explosives cannot be conducted by an Independent Duty Corpsman (IDC).

To satisfy explosives training requirements, MHE operators must complete AMMO-18DL. This web-based training is mandatory and must be completed before the MHE license is endorsed. AMMO-18DL completion certificates must be included in the license endorsement package.

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.).

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) 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).

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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 5100.29C Volume 3 (e.g. - Driving for Life or equivalent Driver's Improvement Course (DIC)).

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



### HAZCOM/HAZMAT DRIVERS ENDORSEMENT:

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

# TRAFFIC SAFETY COURSE DESCRIPTIONS

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

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 Hazardous Materials.

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

g. Show proof of completion for the following MarineNet and MCIPAC Training site courses:

<b>Course code</b>	<b>Course Name</b>
MCIEHMT01A (Marine Net)	Hazardous Materials Transportation for Drivers
MCIPAC Training site	HAZCOM/HAZMAT 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 MCIPAC Training site at <https://elearning.marinenet.usmc.mil/moodle/course/index.php?categoryid=1129>, go to "Courses" then "Safety".

All personnel that will be transporting fuel are required to take (HAZCOM/Hazardous Material Driver's Endorsement).

**NOTE:** If other classifications of Hazardous Materials are required endorsed, appropriate training must be completed in that classifications of Hazardous Material. For questions contact the GOV licensing office at 645-3183.

## ESAMS COURSE ENROLLMENT

ESAMS (Enterprise Safety Application Management System) is a safety data management software program used to document safety compliance inspections, deficiencies, mishap reporting, training, medical surveillance, etc. Safety Officers/Managers, Workplace Supervisors, and selected designated representatives must have ESAMS account and be trained on how to use the program.

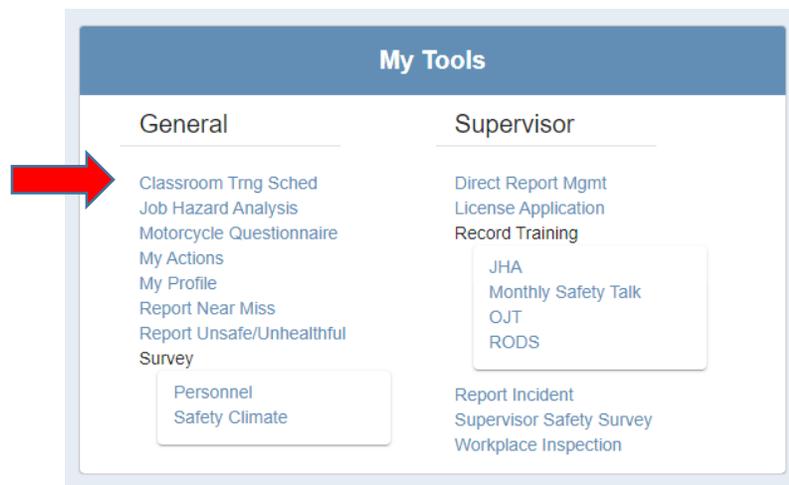
## TRAFFIC SAFETY COURSE DESCRIPTIONS

1. The following instructions will assist individuals in registering for classes provided by the Installation Safety Office. If you have any questions, comments, or concerns please contact this office at 645-4468.

2. If you **DO NOT** have an ESAMS account and you are **NOT** on Active Duty please proceed to step 5. If you are active duty and do not have an ESAMS account please contact your Company Safety Representative, or log into ESAMS and self-register.

3. Log into ESAMS with your Common Access Card (CAC). On the right-hand side of the ESAMS main page, under the "My Tools" group click the text "Classroom Training Schedule".

[https://esams.cniv.navy.mil/esams\\_gen\\_2/loginesams.aspx](https://esams.cniv.navy.mil/esams_gen_2/loginesams.aspx)



4. Select the month in which the upcoming class will begin, locate the class you wish to enroll in and then click "Enroll Me". You will now be registered for that class and should receive an email confirming that enrollment.

# TRAFFIC SAFETY COURSE DESCRIPTIONS

CLASSROOM TRAINING						
Month:	April	Filter:	Class Details.. (50 character limit)			
 Indicates equipment is available for the class						
Enrollment	Course Title	Start Date	End Date	Time	Installation - Cmd/Org Providing	
Class Full	Two Day Commercial Drivers Course (GOV)	4/3/2023	4/4/2023	730 - 1630	Camp Foster, Okinawa - Japan - MCB Butler	
Class Full	One Day POV Course	4/6/2023	4/6/2023	800 - 1500	Camp Foster, Okinawa - Japan - MCB Butler	
Enroll Me / Others	Supervisor Safety Training (SST) - (Initial and Refresher)	4/7/2023	4/7/2023	800 - 1200	Camp Foster, Okinawa - Japan - MCIPAC	
Enroll Me / Others	Motorcycle Safety Foundation (MSF) Advanced Rider Course (ARC)	4/7/2023	4/7/2023	730 - 1600	MCB Quantico, VA - MCINCR	
Enroll Me / Others	AAA Remedial Driver Training Course (MCB Butler)	4/7/2023	4/7/2023	730 - 1600	Camp Foster, Okinawa - Japan - MCB Butler	
Enroll Me / Others	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	4/8/2023	4/9/2023	730 - 1600	MCB Quantico, VA - MCINCR	

## USERS WHO DO NOT HAVE AN ESAMS ACCOUNT

- If you do not have an ESAMS account go to the web address below:  
[https://esams.cnmc.navy.mil/esams\\_gen\\_2/loginesams.aspx](https://esams.cnmc.navy.mil/esams_gen_2/loginesams.aspx)
- Near the bottom of the page click on the box marked "Global Training Registration".



- Under type of training select "SOH Classroom". Under "Region" select "Marine Corps Installation Pacific", then select the month in which the desired class begins. After all fields are filled in, select "Search".

- Select a class.

# TRAFFIC SAFETY COURSE DESCRIPTIONS

Current Month		Search Again								
May		Course Title	Start Date	End Date	Time	Installation	Class Info	Seats Available	Wait List Available	Language
Enroll Me	USMC Supervisor Safety Training (SST) - (Initial and Refresh)	5/3/2023	5/3/2023	800 - 1200	Camp Foster, Okinawa - Japan	View	19	0	English	
Enroll Others										



9. Once the desired course is located select "Enroll". Find the class then click "Enroll" or "Wait List".

**Note (1):** *If you are getting ready to deploy and the class is full for the motorcycle course you need, contact the class administrator to request enrollment. To find the class admin, click "View" under "Class Info".*

**Note (2):** *Personnel who do not have a CAC will not be able to access ESAMS, but their training can be managed by their supervisor within the system. Contact our command safety representative, or Unit Safety Representative (USR) for more information. Also, you can contact the below ESAMS Administrator email if you have questions.*

10. If you have any problems enrolling in ESAMS courses please send an email with specifics to: MCIPAC-MCBB ESAMS Administrator, Email: MCIPAC-MCBB\_ESAMS\_Administrator@usmc.mil.