DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACT NAPLES INST 11240.26D
NEX
19 NOV 2013

NAVSUPPACT NAPLES INSTRUCTION 11240.26D

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: PRIVATELY OWNED MOTOR VEHICLE INSPECTION PROGRAM

Ref: NAVSUPPACT NAPLES INST 11240.19G

Encl: (1) Mechanical Standards for Privately Owned Motor Vehicles
(2) Vehicle Inspection Form (NAVSUPPACT NAPLES 11240/26)
(3) Motorcycle Inspection Standards
(4) Motorcycle Inspection Form (NAVSUPPACT NAPLES 11240/27)
(5) Authorized Privately Owned Motor Vehicle Safety Inspection Facilities

1. Purpose. To promulgate standards and procedures for the inspection of Privately Owned Motor Vehicles (POV), including motorcycles, by U.S. Naval Support Activity, Naples, Italy (NAVSUPPACT Naples).

2. Cancellation. NAVSUPPACT NAPLES INST 11240.26C.

3. Scope. This instruction applies to military personnel, civilian, local national employees, and dependents receiving motor vehicle registration support from NAVSUPPACT Naples.

4. Inspection Procedures. The Motor Vehicle Inspector (MVI) will inspect all POVs to ensure they meet the minimum standards utilizing enclosures (1) through (4). Upon completion of each inspection and/or re-inspection, a fee will be collected as set by the authorized inspecting facilities in enclosure (5).

a. Vehicles Passing Inspection. The MVI will complete the original and two copies of enclosure (2). Enclosure (2) will be the only forms recognized and accepted by the Cental Motor Vehicles Registration Office (CMVRO). Distribute enclosure (2) as follows:

(1) Original: CMVRO for use in processing registration

(2) Pink: Customer Copy (Retain in inspected vehicle)

(3) Yellow: Accounting Copy (NEX Retain for 13 months)

b. Vehicles Not Passing Inspection. The MVI will complete the original and two copies of enclosure (2). The original will be retained at the inspection facility, with all discrepancies noted, and the remaining two copies given to the customer. This form will be retained at the inspection facility for a 30-day period or until the vehicle is re-inspected and passed, whichever comes first. In the event parts must be ordered to place the vehicle in a safe and serviceable condition, the owner can request a 30 temporary extension to the vehicle's registration expiration date. If the vehicle cannot pass the inspection within the initial 30 day extension, the owner must provide written documentation to MVRO proving parts have been ordered to receive an additional 30 day extension. Extensions that exceed 60 days must be expressly approved by the MVRO Director or the vehicle should be processed as non-salvageable.

c. Failure to Report for Re-inspection. Vehicle owners who fail to report for re-inspection by the date specified on the Temporary Inspection Card (TIC) will be referred to the CMVRO for appropriate actions.

5. Inspection Requirements. All POV owners, military personnel, civilian employees (U.S. and LN), and dependents receiving motor vehicle registration support from NAVSUPPACT Naples must have their vehicles inspected as described per reference (a) or when enforcement authorities determine the vehicle to be in violation of existing safety standards.

6. Inspection. The vehicle to be inspected must be presented by the registered owner, or by a "proxy" designated in writing by the registered owner. A power of attorney is preferred.

7. Action. The NEX shall implement the Private Motor Vehicle Inspection Program, per this instruction.

C. S. GRAY

Distribution:
NAVSUPPACT NAPLES INST 5216.4AA
Lists: I through IV
Electronic via NAVSUPPACT NAPLES web site:
https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

MECHANICAL STANDARDS FOR PRIVATELY OWNED VEHICLES (Excluding motorcycles)

1. Lighting Equipment

a. Headlights. Every motor vehicle shall be equipped with one of the following types of headlight systems which shall exhibit light that is substantially white in color. The use of tinted headlight lenses is authorized only if installed as original equipment.

(1) Single Headlight System. Two sealed beam or unsealed beam units. One shall be mounted on each side of the vehicle at the same level.

(2) Dual Headlight System. Two sealed beam or unsealed beam units. Two units shall be mounted on each side of the vehicle at the same level for each respective unit. Mixing of sealed beam and unsealed beam units is prohibited.

b. Beam Indicator. The high beam indicator shall be lighted only when the high beam are in use.

c. Tail Lights. All motor vehicles shall be equipped with at least two tail lights (at least one on each side) mounted on the rear of the vehicle at the same level, not less than 15 inches or more than 72 inches above the ground. These lights shall exhibit a plainly visible red light.

d. Foglights are not required; however; if mounted, they must be connected and conform as follows:

(1) Foglights should be installed to operate only in conjunction with low beam headlights.

(2) If installed, a rear red foglight must be mounted on the left rear of the vehicle with at least 100 millimeters (mm) separating it from tail lights.

e. Optional Lighting Equipment. Parking lights and back-up lights are not required; however, if installed, they must operate.

(1) Parking lights must have either white or amber lenses showing to the front of the vehicle. Lenses must match in color, with at least one light mounted on each side of the wheel.

(2) The back-up lights must have white lenses showing to the rear of the vehicle and must be wired into the reverse gear or an independent circuit.

(3) License plate lights must be white, either separate from, or in combination with, the rear lamps.

f. Visually inspect vehicle for proper lighting equipment. Reject vehicle for any of the following:

(1) Not equipped with the required lights or reflectors.

(2) A light or reflector is obstructed.

(3) A required signaling device fails to function properly. (Do not reject if turn signal fails to self-cancel or will function properly by manually holding the lever in the engaged position.)

(4) A signaling device or electrical switch is not securely mounted.

(5) A light shows color contrary to color specified.

(6) Wiring or electrical connections are defective.

(7) If a lens is badly broken, missing, or incorrectly installed. If combination tail/stop/turn signal lights fail to grow brighter when in the stop/turn mode.

2. Horn. Every motor vehicle shall be equipped with a horn, readily accessible by the driver, directed forward, in good working order, capable of emitting a sound adequate in quality and volume to give warning to other users of the highway and pedestrians. The horn button must be firmly mounted, providing a good ground and not actuated by shorting two wires or similar jury-rigged method.

3. Brakes

a. Brake System. A brake performance test shall be performed by the MVI on all single unit motor vehicles equipped with mechanical, hydraulic, vacuum, or power-assisted hydraulic brakes. The brake performance test will be conducted by having the driver operate the vehicle at the speed of 5-7 mph and apply the service brakes firmly. Reject vehicle if brakes fail to function or if the vehicle pulls significantly to either side.

b. Parking Brake. Inspect parking brake function for setting and release. Set the parking brake firmly. Reject vehicle if the parking brake will not hold the vehicle stationary with the engine running at slightly accelerated speed with shift lever in drive position for automatic transmission, or shift lever in second gear with clutch engaged for standard transmission.

4. Mirrors

a. Inside and left outside mirrors are required and must not be discolored, cracked, or broken, and must maintain a set adjustment.

b. POV mirrors must provide the driver a view of the road for 200 feet to the rear. Vehicles will be equipped with an additional outside mirror on the right side when the rear view from the inside mirror is obscured (e.g., camper, load within vehicle, or trailer) or vehicle is equipped with right-hand controls.

c. Mirrors must be fastened securely to prevent excessive vibration and must be mounted so they will not interfere with the driver's vision.

5. Tires and Wheels. Inspect wheels for defects and tires for tread wear, knots, cuts, separation, and mismatching of tire types. The spare tire will also be inspected. Reject vehicle for any of the following:

a. Wheel bolts, nuts, studs, or lugs are missing, loose, or damaged. Any part of the wheel is bent, cracked, or has elongated bolt holes, to risk the safe operation of the vehicle.

b. The tire tread design is worn to the point where there is no tread configuration across the middle half of the tire, or if there is no tread configuration across either the outer or inner half of the tire at three equally spaced locations around the circumference of the tire other than at the wear indicators.

c. Localized wear has caused exposed cords.

d. The tire has cuts or separations that expose the cord, any knots, bumps, or bruises indicating internal damage when the tire is inflated to prescribed pressure.

e. A radial and non-radial type tire are on the same axle. A difference in brand or tread design, to include a snow tread, is not cause for rejection.

f. The tire size of any dual type tire is mismatched by more than one-half of an inch in height or the center tire tread is worn below 3/32 of an inch, not to include cornering tread.

6. Wheel Alignment - Steering Wheel Play. Check the steering sector for looseness and binding connections. If the vehicle is equipped with power steering, the engine must be running. Turn the steering wheel through a full right and left turn. Reject vehicle for any of the following:

a. The steering gear binds or jams at other than the wheel stops.

b. There is more than two inches of free movement in steering wheels up to and including 18 inches in diameter, or more than three inches in steering wheels over 18 inches in diameter.

c. The power steering unit has been disconnected and vehicle has not been properly converted to manual steering.

7. Windshield Wipers. All windshield wipers installed by the manufacturer shall be in operating condition. Inspect for satisfactory operation, damaged or torn rubber blades, and for proper contact of blades with windshield. Raise arm away from windshield and release. Reject vehicle for any of the following:

a. The windshield wipers fail to function.

b. The rubber wiping element is damaged or torn.

c. Part of blades or arms is missing or is severely damaged.

d. Arm fails to return to original position and if the blade fails to contact the windshield properly.

8 Exhaust System. All motor vehicles shall be equipped with properly attached exhaust header pipe, muffler, and tail pipe. All items must be inspected with the motor running. Holes in the system made by the manufacturers for drainage of condensation are not cause for rejection. Reject vehicle for any of the following:

a. The manifold, manifold gasket or connection, or any other component is loose or leaking.

b. The muffler, exhaust pipe, tail pipe, or resonator has holes, leaking patches, or seams.

c. The tail pipe end is pinched or broken off from rear support bracket.

d. Any part of the system is not securely attached by support hardware, such as bolts, brackets, clamps, or hangers.

e. Thehe tail pipe is located such that a person may be burned exiting the vehicle.

f. The tail pipe fails to discharge exhaust from the rear or sides of the passenger and luggage compartments on passenger vehicles.

g. Any part of the system passes through the passenger compartment.

h. The vehicle has no muffler.

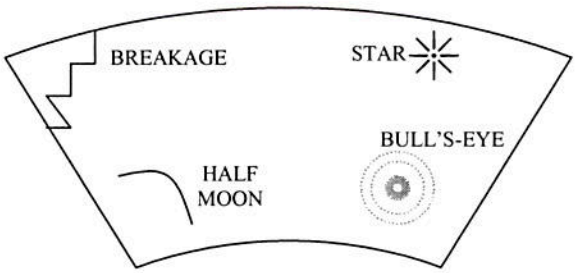
i. The tail pipe fails to discharge exhaust away from the sides or rear of a camper which is mounted on a motor vehicle that is equipped with permanent cooking, heating, and sleeping facilities.

9. Windshield and Glass

a. Glazing. All motor vehicles which are equipped with glass must have approved auto safety glass in all doors, windows, and windshields. American standards do not apply in Italy, but glass must be non-shatter type required by Italian Law.

b. Driver and Passenger Viewing Areas. The area on both sides above the 3 inch line and which is cleaned by the normal sweep of the windshield wipers, except that area behind the rear view mirror.

c. Types of Damage or Defects



d. Visually inspect glass for material or conditions that obscure driver's vision such as stickers or tinting, cracks, or sharp edges. Also inspect operations of windows at driver's left. Reject vehicle for any of the following:

(1) Improper glazing or non-transparent materials.

(2) If the driver's area has two or more star breaks or bull's-eye fractures, any of which is larger than 1 inch in diameter.

(3) The driver's area has outright breakage. A star break or bull's-eye fracture, any of which is larger than 2 inches in diameter.

(4) The passenger's area has outright breakage. A star break or bull's-eye fracture, any of which is larger than 3 inches in diameter.

(5) The passenger's area has two or more star breaks or bull's-eye fractures, any of which is larger than 2 inches in diameter.

(6) Glass is broken at any location that exposes a sharp edge.

(7) There is outright breakage in the left or right front door glass or vents.

(8) There is outright breakage of rear glass that does not permit a clear view to the rear.

10. Body, Frame and Suspension. All vehicles will be visually inspected for cracks and rust causing weak structure of frame and body, fit of doors and hood, protrusion of metal or glass, visual inspection of steering and suspension system will be reject if:

a. Frame and body not securely bolted or welded.

b. Engine supports to frame and body not securely bolted or welded.

c. Excessive rust causing weak structure.

d. Cracks causing weak structure.

e. Doors and hoods do not properly open, close, and latch.

f. Metal, glass, or trim protrudes beyond normal body lines, causing danger to pedestrians or cyclists.

g. Bumpers are loose, missing, or modified, and are considered unsafe.

h. Excessive play in any steering or ball joint component.

i. Broken springs.

j. Broken or missing shocks.

11. Seats. Inspect seats for proper operation of adjusting mechanism and to see that seats are securely anchored to the floor pan. Reject vehicle if seats do not operate properly, or are not secured to floor pan.

12. Seat Belts. Must be operational and accessible. Rejected if:

a. Belt is torn or badly frayed.

b. Belt is not properly secured to car frame.

c. Belt does not latch properly.

13. Paint and Markings. Paintings or markings resemble that normally used for U.S. government owned vehicles, or any marking that might associate a POV with an agency of foreign government, is prohibited.

14. Speedometer. Must be equipped and must be operational.

15. Triangle. Each vehicle must contain a warning triangle and safety vests accessible without exiting the vehicle.

16. Other

a. Missing parts, such as doors, fenders, lights, etc., will be cause for failure.

b. A vehicle equipped with an automatic transmission will operate in such a way that the engine will start only if the gear shift lever is in neutral or park position. Any deviation from this procedure will cause for failure.

c. Any other condition of the vehicle which poses an extreme safety hazard, will be cause for failure.

NAVSUPPACT NAPLES FORM 11240/26 (Rev. 11-13) 19 NOV 2013

NEX AUTOPORT

Vehicle Inspection Form

All vehicles entering NSA Naples' area of responsibility will conform to the provisions of NSA NAPLES INST. 11240.26D
Vehicles that not conform to standards in this instruction, will be denied access and gas coupons.

Date:	License Plate:	Make:	Model:	Year:	Mileage:
Owner Name:		Phone:		Email:	

Overall Inspection: Passed ☐ Failed ☐	**Re-Inspection:** Passed ☐ Failed ☐
Brake System Performance Passed ☐ Failed ☐	**Tires & Rims** Passed ☐ Failed ☐
Parking Brake Passed ☐ Failed ☐	**Exhaust System** Passed ☐ Failed ☐
Headlights & Beam Indicator Passed ☐ Failed ☐	**Body & Frame** Passed ☐ Failed ☐
Tail Lights Passed ☐ Failed ☐	**Glass** Passed ☐ Failed ☐
Reflectors/Lens Covers Passed ☐ Failed ☐	**Doors, Hood & Trunk** Passed ☐ Failed ☐
Brake Lights Passed ☐ Failed ☐	**Seats & Seatbelts** Passed ☐ Failed ☐
Turn Signals Passed ☐ Failed ☐	**Warning Triangle, Spare Tire & Safety Vest** Passed ☐ Failed ☐
Steering Wheel & Front Wheel Play Passed ☐ Failed ☐	**Odometer/Speedometer** Passed ☐ Failed ☐
Spring & Shock Absorbers Passed ☐ Failed ☐	**Windshield Wipers** Passed ☐ Failed ☐
Horn Passed ☐ Failed ☐	**Mirrors** Passed ☐ Failed ☐
Name of Inspector:	Signature:

Enclosure (2)

MOTORCYCLE INSPECTION STANDARDS

1. Lighting Equipment

a Headlight. Headlights must be sealed beam type and must operate on both high and low beam. The high/low beam switch must be mounted on the handlebar in easy access of the driver. The high beam indicator light must be operable. Headlight must be securely fastened and properly aimed.

b Tail Light/Brake Light. Tail light must include a license plate light or a separate license plate light shall be securely attached providing adequate illumination to the license plate when the lights are on. Brake light must come on when front or rear brake is applied. Brake light must be distinctly brighter than tail light. Brake light and tail light lenses must be translucent red and in good condition. All lights must be securely attached.

c. Directional Light. Must be equipped and operational both front and rear. Lens shall be other than red (amber preferred). Directional switch must be handlebar mounted and in easy access of driver.

d. Optional Lighting. Parking lights, running lights, and side lights are optional; however, they must operate if installed and must not be installed so as to interfere with the visual operation of the other lights.

e. Reflectors. Cycle shall be equipped with reflectors to the rear and to both sides. Side reflectors should be mounted above axles, preferable on the front forks and rear fender. Amber color is preferred. Rear reflector should be red and clearly visible, securely attached to the fender as necessary for unobstructed line of sight by other vehicle.

f. Inspection. Visually inspect for proper lighting equipment. Reject for any of the following:

(1) If not properly equipped.

(2) If any required light is obstructed.

(3) If any required light does not function, is not properly secured, or controls are not within easy access.

2. Horn. The motorcycle shall be equipped with a horn capable of emitting a sound adequate in quantity and volume to give warning of approach to other vehicles and pedestrians. Horn button must be handlebar mounted and within easy access of driver. Reject if any of the above is not met.

3. Control Levers and Cables. Clutch and brake levers/pedals shall be securely mounted in easy access of driver, shall move freely in both directions, shall not be bent or drag when applied or released. All cables, including throttle cables, shall move freely without dragging or sticking when applied or released. Throttle cables shall freely return to idle position under their own power when released by rider. Cables shall not show any fraying, loose or broken strands. Cable casements shall not be worn through or loose. No rust shall be evident on any lever joints or cables and linkage shall be properly adjusted to minimize free play. Reject for any defect above.

4. Handlebars and Steering. Handlebars shall be free of cracks, breaks, and shall not be bent. Handlebars shall be securely attached to steering fork. Steering bearings shall not be loose or worn. No free play is allowed in the steering bearing. Steering shall operate smoothly to both left and right stop. Reject for any defect above.

5. Mirrors. At least one mirror required (on left side). Mirror shall not be cracked or gazed so as to impair vision to rear. Mirror shall be securely mounted, adjustable, and able to hold adjustment. Second mirror optional.

6. Foot Rests. Foot rests are required for both driver and passenger. Food rests must be securely fastened and positioned so that the driver and passenger can comfortably reach them. Reject if missing, loose, or out of reach.

7. Seat. Seat must be securely fastened to frame.

8. Brakes. Brakes required both front and rear. Pads must be sufficient thickness to provide firm contact with disc. Disc must not be warped or worn thin. Brakes must apply and release freely. Both front and rear brakes, when applied separately, shall be able to force cycle to stall, when brake is applied and clutch is released with cycle in first gear. Cycle should not move from a stop when either brake is applied.

9. Clutch. Must not drag when released and must not slip when applied fully. Must apply and release freely.

10. Tires. Tires must show even wear. Reject if tires are smooth, cord showing in any spot, evidence of separation or breaks on sidewall or thread, or worn unevenly. Minimum tire tread standards are as following:

a. Any tire without tread wear indicators worn so that less than 2/32 (1/16) of an inch of tread designed depth remains when measured (with a tread depth gauge) at the lowest points in any two adjacent major grooves in the center or middle of the tire.

b. Any tires with tread wear indicators worn so that the tread wear indicators contact the road in any tow adjacent major grooves in the center or middle of the tire.

c. Tire will be inflated to inflated to proper reassure as prescribed by owners annual or as stated the sidewall. No exceptions.

11. Wheels. Wheels must not be bent, cracked, or have loose, missing, or broken spokes. Wheels must be properly secured to the fork and frame. Wheels must be properly secured to the fork and frame. Wheels must be properly aligned as determined by straight edge or string method.

12. Suspension. The suspension system, shocks, springs, etc., must be secure, and must not be bent, severely worn, or leaking fluid. Those cycles equipped with air suspension or air/hydraulic suspension systems shall maintain proper pressure as prescribed by owner's manual. No exceptions.

13. Muffler. Must not have leaks in muffler exhaust system and be properly secured. Make-shift attachment devices, such as wire, etc., are not acceptable.

14. Speedometer. Required and must be operable. Must be lighted

15. Chain and Sprockets. Chain must turn freely and be free of rust. Chain must show evidence of proper lubrication. Maximum slack per line is 1 inch, top or bottom. Sprockets must not be bent, loose or badly worn.

16. Fuel Tank and Hoses. Must be properly secured and show no signs of leaks in either the tank, hoses, or joints. Tank must be fitted with leak-proof cap.

17. Frame. Frame must not be bent and show no signs of cracks or damage.

18. General Condition. Visually inspect for overall condition. Anything loose, hanging, broken, dragging, or protruding, is cause for rejection. Obvious neglect and poor maintenance are also cause for rejection.

19. Optional Equipment. Items such as windshield, engine kill switch, slide lights, saddle bags, "sissy bar", etc., when installed, must be secure and operative and must not interfere with proper operation of required equipment.

20. Riding Equipment and Apparel. Proper riding equipment and apparel are just as important as the mechanical aspects of the motorcycle. Therefore, they are required and will be inspected as though they are part of the motorcycle. All clothing should be "snug" fitting.

a. Helmet. Must meet DOT regulations. Outer shell must not be cracked or damaged Inner lining must be intact. Strap must be secure, fasten properly, and free from fraying or tears.

b. Eye Protection. Eye protection can be achieved in several ways. Safety glasses, goggles, visor or helmet, or windshield rising above eye level of the driver. Eye protection must not be scratched or cracked so as to prevent clear, unobstructed vision, and must be mounted or worn securely.

c. Jacket. A full-length sleeve jacket is required. Leather preferred.

d. Gloves. Heavy riding or "work type" gloves required. Leather gloves preferred.

e. Pants. Full-length pants required. No shorts or skirts permitted.

f. Footwear. Hard sole shoes are required. Boots are preferred. Sneakers, sandals, etc., are prohibited.

g. Safety Vests. Reflective safety vests are mandatory and must be stored within driver of passenger reach. In emergency situations it is against the law to exit the vehicle without prior wearing a reflective safety vest.

MOTORCYCLE INSPECTION FORM
NAVSUPPACT NAPLES 11240/27 (Rev 11-13)

All vehicles entering NAVSUPPACT, Naples areas of responsibility will comply with the provisions of NSA NAPLES INST.11240.26D. Vehicles that do not comply with the standards in this instruction will be denied access, registration, and/or gas coupons.

Date: Tag No.: Make: Type: Year: Owner:

	Passed	Failed	Defect
Inspection			
Lights			
Horn			
Control Levers & Cables			
Handlebars & Steering			
Mirrors			
Foot Rests			
Seat			
Breaks			
Clutch			
Tires			
Wheels			
Suspension			
Muffler			
Speedometer			
Chain & Sprockets			
Fuel Tank & Hoses			
Frame			
General Condition			
Optional Equipment			
Helmet			
Eye Protection			
Jacket			
Reflective Safety Vest			
Gloves			
Pants			
Footwear			

Mileage : _____

Name of Inspector : _____ Signature : _____

AUTHORIZED PRIVATELY OWNED VEHICLE SAFETY INSPECTION FACILITIES

1. Due to various logistical, contractual, operational risk management and process duplication reasons, I hereby authorized the CMVRO office to accept POV Safety Inspections as identified below:

a. Naples Community:

(1) NEX Autoport in Gricignano.

(2) Joint Force Command Motor Pool.

(3) Motorizzazione di Napoli, approved vehicle maintenance inspection facilities.

(4) Registered vehicle manufacture maintenance inspection (dealership) are acceptable as long as the maintenance facility properly documents (sign or stamp) on the inspection report/invoice/bill and indicates in writing (Italian and English) that the vehicle complies with all Italian Motor Vehicle Safety Standards.

b. Gaeta and Latina Communities:

(1) NEX Autoport in Gricignano.

(2) Motorizzazione di Latina, approved vehicle maintenance inspection facilities.

(3) Registered vehicle manufacture maintenance inspection (dealership) are acceptable as long as the maintenance facility properly documents (sign or stamp) on the inspection report/invoice/bill and indicates in writing (Italian and English) that the vehicle complies with all Italian Motor Vehicle Safety Standards.