



DEPARTMENT OF THE NAVY

COMMANDER FLEET ACTIVITIES
SASEBO, JAPAN
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COMFLEACT SASEBO INSTRUCTION 5800.1J

From: Commander, Fleet Activities Sasebo

Subj: TRAFFIC CODE

Ref: (a) COMNAVFORJAPANINST 5800.9R
(b) Status of Forces Agreement, U.S. and Japan
(c) Master Labor Contract
(d) Indirect Hire Agreement
(e) USFJINST 31-205
(f) OPNAVINST 11200.5D
(g) OPNAVINST 5100.12J
(h) OPNAVINST 5100.23G
(i) DODI 4500.36 Acquisitions, Management, and Use of
Non-Tactical Vehicles, December 2012
(j) CFASINST 5560.2
(k) NAVFAC P-300
(l) COMNAVFORJAPANINST 5100.5
(m) CFASINST 5800.11
(n) CFASINST 4500.1C
(o) OPNAVINST 5530.14E

Encl: (1) Listing of Articles
(2) Print Application for USFJ Form 4A (Form USFJ-4A)
(3) Administrative Remarks for Operating a Motorcycle/Scooter
(NAVPERS 1070/613 REV.08-012)
(4) CFAS Vehicle Owner Acknowledgement and Agreement
(Vehicle Buyer Sheet)
(5) CFAS Security VRO Checkout Voucher
(6) U.S. / GoJ Comparison Table for Blood Alcohol Content
(7) Certificate for Transit of Toll Roads by Military Vehicles
(8) Request for Special Power of Attorney for Motor Vehicle
(9) Special Power of Attorney form (to be prepared by CFAS SJA)
(10) Application for Vehicle Operator's Identification Card
(NAVFAC 11240/10, REV. 10-75)
(11) Motorcycle Rider Profile Sheet
(12) Manlift GOV Driver License Endorsement
(13) Passenger GOV Driver License Endorsement

1. Purpose. To promulgate the Traffic Code for Commander, Fleet Activities Sasebo (CFAS) per references (a) through (o) and to include guidance for an installation Traffic Administrative Forum to adjudicate traffic cases.

2. Cancellation. CFASINST 5800.1H. This is a complete revision and must be read in its entirety.

3. Authority. Reference (a) directs CFAS to promulgate this Traffic Code for all Status of Forces Agreement (SOFA) personnel on the island of Kyushu.

4. Violation of the Instruction. This instruction is punitive. Violations of the provisions of this instruction shall be handled pursuant to applicable disciplinary and administrative measures for military and civilian personnel respectively. For those subject to the Uniform Code of Military Justice (UCMJ), Articles 1-6, 8, 10, and 14-18 are intended to be punitive in nature and require no further implementation. Violations may be punished under Article 92 of the UCMJ. Civilian personnel may be subject to administrative or disciplinary action under applicable regulations. Civilian dependents who accompany the force as defined by reference (b) may be subject to administrative actions contained herein.

5. Action. CFAS Security Officer (SECO) and CFAS Safety Officer are responsible for development and maintenance of this instruction to be reviewed on an annual basis for revision. Addressees and tenant commands shall ensure widest dissemination of the provisions of this code.

6. Applicability. This Traffic Code is applicable to all SOFA personnel and their family members on the island of Kyushu, as well as all non-SOFA personnel and their family members who enter areas under the control of U.S. Forces Japan (USFJ) on the island of Kyushu. All SOFA personnel and their family members shall also comply with the vehicular and pedestrian traffic laws of Japan. This instruction applies on and off U.S. installations under the cognizance of CFAS.



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Distribution:

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<https://g2.cnic.navy.mil/tscnrj/CFASASEBOJA/N00/CA/CFA%20Sasebo%20Instructions/Forms/INSTView.aspx>.

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Article 1

LICENSING AND REQUIREMENTS FOR USFJ POV DRIVER'S PERMIT

1. Conditional Privilege. Personnel sponsored under the SOFA between the United States and Japan may operate a Personally Owned Vehicle (POV) in Japan only when expressly granted this conditional privilege by CFAS Commanding Officer (CO) or other USFJ installation commanders. SOFA-sponsored personnel assigned to CFAS Area of Responsibility (AOR) who desire to obtain this privilege must meet the conditions listed below. SOFA-sponsored personnel not assigned to CFAS who operate a motor vehicle on the island of Kyushu will also be held to the pertinent requirements of this instruction and Japanese law.

2. Issuance. The USFJ 4EJ POV permit may be issued to personnel who are assigned to a permanent tour of duty (shore duty) in Sasebo; ship forward deployed to Sasebo; or assignment to a rotated activity for a period of not less than 180 days where the individual is customarily engaged in duties ashore in Sasebo during the greater part of the assignment.

3. Requirements. SOFA personnel and their eligible family members assigned to CFAS' AOR shall obtain a USFJ Form 4EJ POV permit by using an application form as per enclosure (2). Personnel shall meet all of the following conditions, in addition to the requirements specified in section 2.2 of references (b) and (e).

a. SOFA sponsored personnel and their SOFA sponsored family members must be at least 18 years old, completed high school, and free of all relevant physical and mental disabilities.

b. E-4 and below Active Duty military personnel shall be either:

(1) Command approved to live in off-base housing or military family housing (housing areas). Member will need to bring copy of off-base contract or on-base housing assignment from Housing Office, or a copy of the Special Request chit to move off-base signed by their CO or Officer-in-Charge (OIC), plus a copy of NAVPERS 1070/613 (Page 13) detailing counseling by their Leading Chief Petty Officer or OIC on financial responsibility and proper disposal of vehicles.

(2) Accompanied personnel or unaccompanied personnel with approved request to live off-base.

(3) Be assigned to Security's Military Working Dog division.

(4) When desiring to use a Navy Exchange (NEX) rental vehicle, the member must be at least age 21 as regulated in Japanese Liability

Insurance policy attached to NEX rental vehicles, and must have a special request chit approved by their CO or OIC. Commands with no commissioned OIC shall send their requests to CFAS CO for approval, with an explanation as to why a permit is being requested.

(5) Waivers to these requirements may be granted by CFAS CO on a case-by-case basis.

c. All active duty personnel under age 26 must complete Navy Knowledge Online (NKO) "Driving for Life" which is equivalent to a four hour training course and provide proof when applying for a license.

d. Must possess a valid U.S. Government driver's license, or a valid operator's license from a state; or U.S. territory; or District of Columbia. Drivers have an affirmative duty to notify CFAS Security Department if their state/U.S. territory driver's license has been suspended or revoked and turn in their license to the Safety Office during the period of that suspension or revocation.

e. Must also attend base indoctrination classes and pass both a written and practical driving examination. This requirement cannot be waived.

f. U.S. Government civilian workers and contractors are required to provide their letter of employment and either a SOFA letter, including expiration date, on command/company letterhead or SOFA stamped passport.

g. Vehicles owned by personnel who retired from the armed forces of the United States and will reside in Japan will not be registered under the provisions of this instruction with a USFJ Form 15 (USFJ decal). For such persons, they may register their vehicle once they obtain a Japanese driver's license, a valid legal residence card issued by Government of Japan (GOJ) and Japanese vehicular registration (Kanji plate). Termination of SOFA status must be reported to CFAS Security Vehicle Registration Office (VRO) immediately.

h. SOFA personnel, their family members, U.S. Government civilian workers and U.S. contractors who have an international driver's license accompanied by a valid license from the country the international license was issued, may receive a USFJ Form 4EJ POV permit when the host nation (Japan) are able to recognize the country license and international license, per attachment four of reference (e).

Possession of an international driver's license and/or passport (Non-SOFA) is not authorized to register vehicles on CFAS.

i. SOFA personnel and their family members who possess a current, valid operator's license from one of the following countries may be issued a USFJ Form 4EJ POV permit after attending base indoctrination classes and passing both the written and practical driving examination: Australia, Austria, Belgium, Canada, Czech Republic, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, Netherlands, New Zealand, Norway, Portugal, South Korea, Spain, Sweden, Switzerland, Taiwan and the United Kingdom.

j. SOFA personnel and their family members who do not possess a current, valid USFJ Form 4EJ POV permit or one of the countries listed in the preceding paragraph may be issued a USFJ Form 4EJ POV permit after successfully completing a written examination, road test and verification that they resided in the country identified by their vehicle license for at least a three month period. Japanese nationals sponsored under SOFA who possess a valid Japanese driver's license are exempt from the written and road tests.

4. Authorized Drivers. Driving a POV or Government Owned Vehicle (GOV) in Japan is a privilege granted by the Installation Commander. If personnel accept that privilege, they must comply with the laws governing motor vehicle operations, registration on the installation, and this instruction. All SOFA personnel and their family members, including those assigned to CFAS and tenant commands will obey Government of Japan (GOJ) traffic laws and regulations.

a. SOFA personnel will not rent, lend, or permit the use (or operation) of their POVs by persons other than those who possess a valid USFJ operator's permit. They will also not lend, rent, or authorize use under a Power of Attorney (POA), or otherwise give custody of their POVs to persons other than SOFA personnel and their family members, except for temporary convenience of the owner and his/her family, such as when the vehicle/owner is in any of the following conditions:

(1) Being driven by the owner's authorized chauffer to implement instructions received from the owner.

(2) Undergoing maintenance or repair.

(3) Being shipped into or out of Japan.

(4) Stored in a parking garage.

(5) Placed in temporary storage pending authorized disposition to a resident of Japan.

(6) Undergoing inspection and processing at a GOJ Land Transportation Office (LTO)

(7) Being driven by a properly licensed individual while the owner/operator is incapable of driving himself/herself (e.g., physically incapacitated, too tired, consumed alcohol or license is revoked and the vehicle needs to be moved temporarily).

(8) Being driven by a family member who possesses a valid GOJ operators permit or International Driver's Permit as per listed on attachment four of reference (e).

b. SOFA personnel and their family members will not operate a rented or borrowed motor vehicle, including any Japanese-owned motor vehicle, unless the following requirements are met:

(1) Operators have a valid USFJ Form 4 EJ POV permit for the type of motor vehicle to be operated.

(2) Operators have the owner's written permission in their immediate possession while operating the motor vehicle in excess of 24 hours (only required when the owner is out of reach, that is, on Temporary Duty (TDY) or leave).

(3) The vehicle to be operated is covered by valid insurance.

(4) The period of borrowed motor vehicle shall not exceed a maximum of twelve months.

c. Non-SOFA family members, step-parents, or guardians are authorized to drive on base to use base facilities. This special application should be granted on the basis of reducing hardships imposed on members and/or their families by illness, deployment(s), completion of school (for children) or extenuating circumstances. The request letter and supporting document will be reviewed by the Security Department.

d. Non-SOFA personnel visiting U.S. facilities and areas in Japan (such as family members who are not dependents, friends, and retired U.S. Armed Forces members and dependent etc. visiting from outside Japan) can only operate a vehicle outside U.S. installations if they possess a valid International Driver's Permit as per Attachment four of reference (e). A temporary vehicle pass may be issued to these non-SOFA personnel to drive on base when they meet licensing requirements. Issuance of a USFJ Form 4EJ Privately Owned Vehicle (POV) permit to these individuals is not authorized and the permission should be conveyed in some other format (memo, etc.).

5. Types of Permits. There are three types of USFJ Form 4EJ POV permits.

SOFA sponsored personnel and their family members who have transferred from other USFJ installation in Japan are still required to report to CFAS Safety Department to renew their USFJ Form 4EJ POV permits within maximum of 30 days from the check-in date. The types of permits are as follows:

a. Standard POV Permit. These permits are issued to eligible and qualified personnel under SOFA. The two types of standard permits are:

(1) Four-Wheeled Motor Vehicle. Applicants must attend base indoctrination, which includes a required lecture covering driving in Japan; pass a written examination of Japanese traffic laws, international road signs, and base regulations; and successfully pass a practical road test.

(a) Learner's Permit. "On Base Only" Student Operator's Permit to be accompanied by a guardian, sponsor or properly licensed driver over the age of 21. Family members between 16 and 18 years old are eligible to attend the "New Drivers Course" when offered. Upon successful completion of the course, they will be required to pass the written exam and brief road test to ensure they have the capabilities to begin the 30 day OJT portion of the course. The purpose of this permit is to qualify for a U.S. driving school to obtain a U.S. driver's license upon departure. This permit can also be issued to personnel needing additional time under instruction in order to pass the driver license road test. This permit will allow training for the inexperienced driver prior to taking the required road skill and performance test. This permit shall be valid for a maximum of 90 days. If the applicant meets the qualified driver criteria set forth in paragraph three, then the applicant may take the driver's test after a minimum of 30 days on base. Drivers in the 16-18 year old age group cannot be licensed until they have met the qualified driver requirements set forth in this instruction as well as the GOJ regulations. At no time can an "On Base Only" student operator drive off the installation. An extension for an additional 90 days is available upon request from the CFAS Safety Director.

(b) "On Base Only" Permit. If there are extenuating family circumstances that would require personnel who are under 18 years old and/or have not completed high school to drive on-base only, a special request to the CFAS CO via the Safety Director for an "On Base Only" permit explaining the need to have an on-base only license. This is not a normal occurrence and strong justification must exist (i.e. medical reasons, hardship, etc.). If approved, the operator shall not drive off the installation at any time. If found driving off-base, the driver's permit will be revoked for a minimum of one year. Personnel may request an "On Base Only" driver's permit instead of a standard permit at their own discretion.

(2) Two-Wheeled Motor Vehicle. To qualify for a motorcycle endorsement, applicants must have a valid four-wheeled vehicle USFJ Form 4EJ POV permit and successfully complete training and/or testing as detailed in paragraph 2.2.4, 2.2.4.1 of reference (e) and Article 3 of this instruction.

b. Restricted POV permit. The Traffic Administrative Forum (TAF) Officer will place annotations on the front and back of USFJ Form 4EJ POV permit that have been subjected to restrictions (i.e., to and from work, medical, chapel, etc.). Removal of these restrictions can only be approved by CFAS. Upon approval, a new standard USFJ Form 4EJ POV permit will be issued by CFAS Safety Department.

c. Replacement of USFJ Form 4EJ POV permit. Replacing a permit which has been lost, stolen, or destroyed is authorized. Only one valid POV or GOV permit is authorized to be possessed by the driver, duplicate permits must be surrendered to the Safety Department Traffic Office. The following requirements apply:

(1) Military personnel E-6 and below are required to obtain a letter from their CO/OIC addressed to the CFAS Safety Director stating that the license has not been suspended, revoked or taken away due to disciplinary action or for any other reasons.

(2) Military personnel E-7 and above, U.S. civilians, U.S. contractors and family members are required to submit a letter to the CFAS Safety Director stating that their license has not been suspended, revoked or taken away due to disciplinary action or for any other reasons.

6. Renewals. Renewals may be issued without retests up to six months after the USFJ Form 4EJ POV permit has expired if the individual has continuously resided in Japan, and to those who transfer directly from other USFJ installations. Renewals for military members and their family members require a copy of orders with end of tour date. Renewals for government civilians and contractor personnel require an employment letter including contract dates, plus proof of SOFA status. Personnel who execute a Permanent Change of Station (PCS) out of Japan and then return, must attend AOB, local traffic safety hazards class, and take a written exam to obtain a new USFJ Form 4EJ POV permit.

7. Road Tax. The road tax, mandated by Japanese law and based on vehicle engine size, are collected at U.S. military installations across Japan in the spring of each year. Department of Defense and their personnel are required to pay their road taxes in order to receive their USFJ vehicle decals for each year.

a. Payment period and locations to pay Road Tax.

(1) For "A" plate vehicles and M/C, the tax is accepted from 1 April to 30 April of each year at Sasebo City Hall.

(2) For "Y" or "E" plate vehicles, the road tax is accepted from 1 April to 31 May of each year at Nagasaki Northern District Promotion Bureau of Nagasaki Prefectural Tax Office.

b. Tax Amount. Road taxes can be determined by the number shown on the top of each vehicle's license plate, which identifies the vehicle's engine size.

ARTICLE 2

MOTOR VEHICLE REGISTRATION/DE-REGISTRATION

1. Motor vehicle registration/deregistration. It is mandatory that all motor vehicles have to be registered with GOJ and CFAS VRO. All SOFA motor vehicles must be registered in the name of the military or civilian SOFA sponsored personnel as follows. Family members with SOFA status are NOT allowed to have the vehicle registered in their name. The responsibility of registering vehicles falls solely on the military/civilian SOFA member and they should make every effort to be personally involved in the registration of all vehicles. When this is not feasible, Power of Attorney (POA) as referred to herein after may be approved for the sponsor's spouse in order to register the vehicle in their sponsor's name.

a. One vehicle per driver license holder not to exceed two vehicles for each family, not to include one motorcycle.

b. CFAS CO may grant a waiver to register vehicles over these limits. Waivers must be submitted in letter format via the individual's chain of command to CFAS CO. The waiver shall state the reason for additional registration. Personnel residing off-base must have a translated copy of their lease or letter from the landlord showing proof of available parking enclosed. Waiver requests will be strictly scrutinized.

c. CFAS CO has the authority to approve the sale, registration, junking and/or deregistration of a vehicle by POA for personnel on Kyushu. This authority shall not be delegated to any other command.

d. All vehicles MUST be brought to CFAS VRO for removal and renewing of the USFJ decal (USFJ Form 15), prior to completing a Bill of Sale.

e. Vehicles owned by personnel who retired from the Armed Forces of the United States and will reside in Japan will not be registered under the provisions of this instruction with USFJ Form 15 (USFJ decal). For such persons, they may register their vehicle once they obtain a Japanese driver's license, a valid legal residence card issued by Government of Japan (GOJ) and Japanese vehicular registration (Kanji plate). Termination of SOFA status must be reported to CFAS Security Vehicle Registration Office (CFAS VRO) immediately. If those personnel have proper SOFA status as a U.S. Civilian or are contractors with proof of their contractor status under the SOFA (e.g. contract document, letter from employer, etc), they may register their vehicle(s) under the provisions of this instruction with USFJ Form 15.

f. All personnel are required to register their POV within a maximum of 30 days upon purchase. The seller and buyer must be present at CFAS VRO for transaction of the sale to ensure all documents are in proper order. Upon completion of registration, the buyer will obtain a new USFJ decal. Failure to complete registration will result in impoundment of the vehicle and loss of driving privileges until current registration is updated. The vehicle will be held in the impound lot no longer than 45 days. If the vehicle is not claimed after 45 days, it will be deemed abandoned to properly dispose of the vehicle by the individual's command.

g. Vehicles improperly registered will be issued a traffic ticket and are subject to impoundment. The owner of the vehicle will be required to pay fees involved with towing and impounding of vehicles. The owner must pay any towing fees and present CFAS Security Department with a receipt indicating the bill has been paid. Telephonic verification will be conducted by CFAS Security Department.

h. License plates will not be modified, angled to minimize the view of the license plate, or covered as to obstruct the view of the license plate.

i. Rear license plates will have the LTO affixed metal seal intact; if not intact a Security Forces member can direct the owner of the vehicle to the LTO for seal replacement.

2. Requirements for vehicle registration

a. SOFA sponsored personnel must present the following:

(1) Proof of ownership of the vehicle (i.e., Bill of Sale and/or "Jyoto Shomei-sho"). Leased vehicles shall not be registered.

(2) A valid USFJ Form 4EJ POV permit. If SOFA personnel and their family members already possess a permit issued by another installation in Japan, the permit still has to be renewed at CFAS Safety Department as stated in article 1 of this instruction.

(3) Japanese Title (GOJ registration).

(4) Receipt of current road tax payment.

(5) Insurance Policies (Japanese Compulsory Insurance (JCI) and Liability Insurance) as described in paragraph five below.

(6) Proof of SOFA status.

(7) Proof of approved designated parking space or Japanese Parking Certificate, if required.

Vehicle owners must maintain a legal parking space and obtain a Parking Certificate from Japanese Police Authorities for each vehicle. Personnel must show proof of having a designated parking space prior to the purchase of a POV.

(8) CFAS Vehicle Owner Acknowledgement and Agreement Form, Enclosure (4).

(9) For motorcycle registration and requirements, refer to enclosure (3), (13) and article three of this instruction.

b. Safety Inspection. The GOJ requires that POV's pass a safety inspection at local LTO on or before the expiration date. The last inspection date and expiration date are printed on the Japanese Title (GOJ registration). By agreement with local GOJ authorities, this inspection may be made by Navy or other USFJ authorities. Safety inspections conducted by Navy authorities will be accomplished, pursuant to the provisions of reference (p).

(1) A safety inspection certificate, that meets the requirements of Japanese Automobile registration laws, shall be issued for each vehicle passing inspection

(2) A two-year inspection certificate is required for most passenger vehicles, and commercial vehicles are required to pass a safety inspection every year. When possible, a safety inspection renewal will be combined with a general examination of all other vehicle records.

(3) Before passing inspection, each passenger vehicle must be equipped with an emergency signal device (e.g., a flare) that emits a self-generated red light visible for 200 meters.

(4) Vehicles that fail to meet minimum established safety standards above will be suspended from operation and base registration will be canceled until it is completed.

(5) CFAS will accept a valid safety inspection certificate issued by any authorized USFJ inspection facility for base registration.

3. Insurance. A vehicle shall only be registered or re-registered if the vehicle owner has purchased appropriate insurance policies and all policies are effective for a period of at least a year. Responsibility for ensuring compliance with the insurance requirements contained in this instruction rests solely upon the owner and operators of POVs.

Owner/operators shall use diligence to ensure the pertinent terms, coverage and time limitations of their two required insurance policies in the below paragraph. A vehicle owner is required to purchase and maintain the following two insurance policies on their registered vehicles at all times.

a. Japanese Compulsory Insurance (JCI). JCI is normally a two-year policy that is updated with a GOJ motor vehicle registration (safety inspection) every two years (One-year safety inspection for commercial trucks/vans).

b. Liability Insurance. It is mandatory for SOFA personnel to purchase a policy that provides for bodily injury coverage of at least 30,000,000 yen and property damage liability of at least 3,000,000 yen. Accidents with significant injuries can easily exceed these amounts and it is therefore strongly recommended that individuals purchase more than the minimum coverage required. Failure to receive notification from the insurance company regarding the expiration date of an insurance policy is not a valid defense to maintaining or operating a vehicle without required insurance.

(1) Period of coverage. Liability Insurance policies vary from company to company. One-year policy must be purchased prior to registering a vehicle and must be renewed yearly as required.

(2) Policy. While most policies will cover both the policy holder and authorized family members, many policies do not necessarily cover other drivers even if they have been given formal authorization by the owner of the vehicle to drive it. SOFA personnel are responsible for ensuring who is covered by their insurance policy and not lending their vehicles to drivers who will not be covered. Conversely, individuals may not drive a vehicle if they have not confirmed that they will be covered in the event of an accident.

(3) Limitation. Liability Insurance is applicable only to persons claiming privileges under reference (b) and shall not be required as a condition of admission to U.S. facilities by Japanese nationals or other residents of Japan who do not claim privileges under reference (b). Liability insurance is not mandatory, but strongly recommended for vehicles of Japanese contractors or subcontractors whose entry to the base is for delivery purposes

c. In the event when a copy of valid JCI, Liability Insurance and updated safety inspection certificate are not provided to CFAS VRO, the USFJ Form 4 EJ POV permit of the vehicle owner will be suspended and the matter will be referred to the TAF for disposition.

4. POA. All SOFA members must transfer, sell or junk their registered vehicles prior to departing CFAS and must check out with CFAS VRO.

In all other cases the SOFA sponsor must conduct the vehicle transaction. The following POA's will be accepted by CFAS VRO:

a. General POA (GPOA). Any GPOA that authorizes the vehicle registration by the grantee will be accepted by CFAS VRO for the purposes of transferring title, selling/junking a vehicle from owners to family members or friends when owners are underway, TAD or have reasons for not being able to register their vehicle(s) within 30 days upon purchase under the following conditions:

(1) The SOFA personnel (grantee) who receive a GPOA must have a valid USFJ 4EJ POV permit. Liability Insurance may not be required and "on-base parking" permit will be issued by CFAS VRO so that the grantee can locate a vehicle to CFAS lemon lot managed by Morale Recreation and Welfare (MWR) or long-term parking space. When the grantee registers the vehicle under grantee's name (title transfer) with CFAS VRO, Liability Insurance must be purchased to complete the registration.

(2) GPOA is normally only good for one year from the issue date, and it can be issued by the appropriate Navy legal office. The grantee must sell or junk the vehicle by the expiration date. The PCS or TAD orders must be attached.

(3) When SOFA personnel are checking out and their vehicles will remain in their name past PCS date, regardless if they have a valid GPOA, they will need to request Special Power of Attorney (SPOA) to obtain a VRO check-out voucher. The owner's commands are responsible for ensuring personnel possess a VRO check-out voucher prior to allowing them to transfer from CFAS.

b. Special Power of Attorney (SPOA). After every effort is made by the registered owner to sell or junk the vehicle prior to departure, the CFAS Staff Judge Advocate (SJA) may grant SOFA personnel permission to utilize a SPOA using the format as per enclosure (9) to give temporary custody of their POVs to another SOFA sponsored individual for a maximum of 45 days in order to transfer registration or de-register, by process of selling or junking, the vehicle after the owner departs Sasebo. The following apply:

(1) The SOFA personnel (grantee) receiving the SPOA must have a valid USFJ 4EJ POV permit. Liability Insurance may not be required and "on-base parking" permit will be issued by CFAS VRO so that the grantee can locate a vehicle to CFAS lemon lot or long-term parking space. When the grantee registers the vehicle under grantee's name (title transfer) with CFAS VRO, Liability Insurance must be bought to complete the registration.

(2) SOFA personnel will request a SPOA by processing enclosure (8) and detailing circumstances vehicle was not sold or junked.

(3) Submit enclosure (8) to the CFAS VRO at least 10 days prior to CFAS departure date. The PCS orders must be attached.

(4) The SPOA will be in effect after they PCS and they need to request SPOA in order to obtain VRO check-out voucher.

(5) Grantee of GPOA may request for a SPOA when the vehicle could not be sold after every efforts is made.

(6) The SPOA will contain a mandatory clause stating that in the event of failure to sell or otherwise dispose of the vehicle covered by the SPOA within the 45-day period, the vehicle will be classified as abandon.

5. Motor Vehicle Deregistration/Check-out. GOJ authorities require that, prior to PCS transfer from Japan; SOFA personnel must deregister all POVs that have been previously registered by them. SOFA personnel and their family members are prohibited departing from Japan until de-registration has been accomplished as follows:

a. SOFA sponsored personnel and their family members must report any change in ownership or address of a motor vehicle registered in Japan to CFAS VRO and GOJ authorities.

b. The Bill of Sale, registration and/or deregistration of a vehicle shall be completed within the prescribed time limitation of 30 days. However, the above process must be completed with the VRO and GOJ prior to the member's PCS transfer from Japan unless the member has proper Special Power of Attorney per Article 2.4.b of this instruction.

c. Personnel transferring from Japan must either sell or junk their vehicles prior to leaving. CFAS Lemon Lot managed by MWR is strongly recommended for selling vehicle as per reference (n).

d. SOFA sponsored personnel are required to report to CFAS VRO with a buyer or document showing that the vehicle was adequately disposed of before they will be given a checkout voucher (enclosure 6).

e. When transferring a vehicle, it is only required that the person purchasing the vehicle have insurance. Reasonable expenses incurred by the installation, in deregistering and disposing of the

vehicle will be charged to the registered owner of the vehicle and/or the guarantee and will be a debt owed to the United States in addition to any administrative or disciplinary action taken under the UCMJ or civilian personnel regulations.

f. All SOFA sponsored personnel and their family members are required to checkout with the CFAS VRO before leaving Sasebo on PCS orders, transfer, separation whether in Japan or elsewhere, or permanent departure from the area. Neither service members nor civilians will be allowed to check out of their respective commands without first receiving a stamped checkout sheet from the CFAS VRO at the Security Department, enclosure (5) of this instruction. Individual commands are responsible for verification of enclosure (5) prior to checkout of their commands.

g. To receive the checkout sheet from CFAS VRO, the owner of the vehicle (the person whose name the title is in) must provide proof that the vehicle has either been sold or re-registered by another person or that it has been junked.

h. Vehicle Registration after driving privileges have been revoked or suspended. The vehicle registration shall be processed as stated in Article 8 of this instruction.

Article 3

MOTORCYCLES, MOPEDS AND ALL-TERRAIN VEHICLES

1. Definition. The term "motorcycle" applies to all motorcycles, motor-scooters, motorized bicycles, mopeds or motor-assisted two or three wheel conveyances, excluding three-and four-wheeled All-Terrain Vehicles (ATV).
2. Motorcycle Safety Representative (MSR). Each respective command is required to designate a Command MSR with an appointment letter signed by their CO or OIC. The MSR shall:
 - a. Prepare an Administrative Remarks form as per enclosure (3) and a Motorcycle Rider Profile Sheet as per enclosure (11) for the individual who applies for USFJ Form 4EJ motorcycle operator's permit.
 - b. Ensure the individual has taken Motorcycle Rider Safety Course and is aware of the licensing requirements in the next paragraph.
3. Motorcycle Training Offered by the Navy. There are two levels of motorcycle training offered by the Navy as follows. All SOFA personnel and military active personnel operating a motorcycle (on or off base) shall complete Level I or Level II training every three years.
 - a. Level I - Basic Rider Course (BRC) (16 hours). This is a Motorcycle Safety Foundation (MSF) approved course. Course is mandatory for USFJ SOFA personnel who plan to purchase or operate a motorcycle regardless of their intent to ride the motorcycle on or off base. CFAS Safety Department has a limited number of training aids for use by personnel who are novice riders or considering the purchase of a motorcycle. Operators of motorcycles with attached sidecars or three-wheeled motorcycles are excluded from required motorcycle training. The BRC card does not expire, however all riders shall continue to enhance their motorcycle skills and competency by completing refresher Naval Safety Center approved motorcycle level II training course (i.e., ERC/BRC-2, ARC, MSRC, etc.) at a minimum of every three years.
 - b. Level II. Level II training is considered "follow-on training" as follows and is required within 60 days of completion of Level I training or upon changing the type of motorcycle being ridden. Riders must have proof of completion of the BRC; obtained a USFJ motorcycle operator's permit prior to enrolling and provide their own motorcycles. Courses include:
 - (1) Basic Rider Course-2 (BRC-2/Experienced Rider Course) (eight hours). This course is designed to teach realistic

street riding skills and personal risk management tools to improve rider awareness and capabilities on the more dangerous modern roadways and on more capable machines. This level of training is designed to help the rider "bond" with their motorcycle. Course length is no less than eight hours and no more than 16-hours scheduled training time.

(2) Military Sport Bike Rider Course (MSRC) (eight hours). Course is required for military personnel operating a sport-bike motorcycle on or off duty, regardless of their intent to ride their motorcycle on-base. MSRC also satisfies the mandatory recertification requirements for sport-bike riders, however all sport-bike riders are encouraged to complete the training as soon as possible.

(3) Advanced Rider Course (ARC) (eight hours). The ARC is the equivalent of the Military Sport Bike Course, the difference being it is geared towards cruiser riders. The first half is classroom training focusing on your behavior as a rider. The second half is riding on the range and practicing the different body positions you learn in the classroom. There are eight exercises, mostly geared towards cornering, stopping quickly and safety on your motorcycle. The course can be taken on either a cruiser or sport bike.

4. Licensing Requirements. The individual shall not operate a motorcycle on/off-base until an appropriate USFJ Form 4EJ motorcycle operator's permit is issued by CFAS Safety Department. The SOFA personnel and their family members shall follow the below process to obtain an USFJ 4EJ motorcycle operator's permit:

a. Requirements for All Riders

(1) Individual must be at least 18 years old and have a valid USFJ Form 4EJ POV permit.

(2) Certificate of completion of BRC. To provide for effective control over possession of a motorcycle, no person shall be allowed to operate a motorcycle until they have completed the BRC or equivalent course, in Contiguous United States (CONUS) or Outside Contiguous United States (OCONUS), and have a proper motorcycle endorsement on their USFJ Form 4EJ POV permit. In the event the motorcycle is to be solely operated by a SOFA sponsored family member, the sponsor need not be a licensed operator, but shall be required to provide proof demonstrating such family member is a licensed operator.

(3) Enclosures (3) and (13) must be completed by both the member and MSR.

(4) Any military member purchasing a motorcycle locally, they are required to receive pre-purchase counseling in accordance with

reference (a), Ch. 4 paragraph 2.a. Documentation of the required counseling must be provided to CFAS Safety Department to receive a motorcycle endorsement on the USFJ Form 4EJ motorcycle permit.

(5) The individual purchasing a motorcycle without a motorcycle endorsement on their USFJ Form 4EJ POV permit will be issued a temporary "on-base parking" pass by CFAS VRO. The pass will be valid for 60 days, to allow time to obtain the motorcycle endorsement and complete all requirements of article two of this instruction. A 30-day extension may be obtained, if a letter is provided by CFAS Safety Director stating that the required BRC or BRC-2 was not offered in time to allow completion of all requirements.

(6) The motorcycle endorsement on USFJ Form 4EJ POV permit will be restricted to the size category of the motorcycle the operator will use for the BRC-2.

(7) The individuals must provide a valid USFJ motorcycle operator's permit with other registration requirements (e.g., JCI, Liability Insurance and Receipt of current road tax payment) to CFAS VRO as stated in article one and two of this instruction for the issuance of USFJ Decal.

(8) In accordance with references (a) and (e), all active duty military shall complete the appropriate Level II training (BRC-2 for cruisers and MSRC for sport-bike riders) within 60 days of completion of Level I training, upon purchasing their first motorcycle, or upon changing the type of motorcycle ridden.

(9) To upgrade an operator's permit to a higher category motorcycle, the individual must attend the ERC/BRC-2 or equivalent course on their new motorcycle prior to receiving the higher endorsement on the USFJ Form 4EJ POV permit.

(10) Individuals desiring to purchase a Sport Bike are required to complete the BRC-2 and MSRC within 120 days after completing the BRC.

b. Requirements for First Time Riders

(1) First time riders (those with no proof of prior experience of riding a motorcycle) have to complete the BRC or equivalent course as detailed in reference (h) paragraph 12.e(1). The individual will register for the BRC through Enterprise Safety Application Management System ESAMS or Navymotorcyclorider.com. If the member cannot sign-up through one of these two methods, member may contact the CFAS Safety Department to enroll.

(2) The individual attending the BRC for the first time will be issued(endorsed) an "On-base only" permit on their USFJ Form 4EJ POV permit, and will be required to complete 30 days and 250 kilometers of on base riding before applying for an "On/Off-base" permit. The CFAS Safety Department will record mileage on the "on-base only" permit. Individuals found operating a motorcycle off base with an "on-base only" permit shall have their motorcycle endorsement removed from their USFJ Form 4EJ POV permit indefinitely.

(3) Students are not required to provide their own motorcycle for the BRC. If the student wishes to use his own motorcycle for the BRC, the motorcycle must be transported to the Akasaki motorcycle range by a method other than riding it, it will only be used on the range, and then it must be transported back to Main Base by some method other than riding it. The student is required to obtain JCI and Liability insurance before attending the BRC if using his own motorcycle.

(4) First time riders (those with no proof of prior experience of riding a motorcycle) are restricted to 400cc and below motorcycles (Category III and below) for one year. After operating free of accidents or moving violations for at least one year, the operator may test to operate a larger motorcycle.

(5) Upon successful completion of the BRC, individuals will be issued a course completion certificate and a valid USFJ motorcycle operator's permit by CFAS Safety Department.

c. Requirements for Riders with Prior BRC

(1) Those that already have their valid BRC certificate, the certificate must be submitted to CFAS Safety Department for scheduling BRC-2 prior to endorsement on their USFJ Form 4EJ POV permit.

(2) Per references (a) and (e), every operator of a motorcycle subject to the authority of CNFJ or CNRJ shall successfully complete COMNAVSAFECEN approved motorcycle training in Japan and shall pass a skills test using the MSF BRC or BRC-2 evaluation process. For newly arriving motorcycle riders with documented completion of motorcycle training in accordance with reference (a), they will be required to complete the BRC or BRC-2 prior to receiving their "On-Off Base" motorcycle endorsement. The MSRC does not meet this requirement.

5. Traffic Accident and Revocation of Driving Privileges.

a. If the motorcycle operator is found at fault for a traffic accident, the individual is required to attend American Automobile Association's Driver Improvement Program (AAA-DIP) and retake the BRC-2 per adjudication of TAF officer.

b. Individuals found operating a motorcycle off-base with a temporary "on-base parking" pass will have their USFJ 4EJ motorcycle operator's permits cancelled or revoked.

c. If the USFJ 4EJ motorcycle operator's permit is revoked, the individual must follow the same procedure for motor vehicle sell, impound or junk as stated in this instruction.

6. Motorcycle Category. The USFJ Form 4EJ motorcycle permit will be classified in five size categories:

- a. Category I: Moped or motor scooter.
- b. Category II: Motorcycles 125cc or less.
- c. Category III: Motorcycles 400cc or less.
- d. Category IV: Motorcycles 750cc or less.
- e. Category V: Motorcycles over 750cc (all Sizes).

7. Motorcycle Equipment.

a. Motorcycle and ATV operators shall ensure headlights are equipped and well-maintained at all times.

b. Government or private motorcycles shall be equipped with a rear view mirror mounted on each side of the handlebars, or the left and right side of the fairing.

c. The following Personal Protective Equipment (PPE) is mandatory for all persons while operating or riding as a passenger on a motorcycle:

(1) Operator and any passenger must wear a properly fastened (under the chin) protective helmet that provides a minimum of three quarter head coverage when the motorcycle is in operation. Helmets meeting DOT FMVSS 218, United Nations Economic Commission for Europe Standard 22-05, British Standard 6658, Snell Standard M2005 or Host Nation Standards as identified by the green (s) Safety Goods Mark are authorized. One-half face, imitation, fake or novelty helmets are prohibited.

(2) Properly worn eye protective devices (impact or shatter resistant goggles that form a complete seal around the eyes to prevent debris from entering, or full-face shield properly attached to the helmet). A windshield, fairing or eyeglasses alone are not proper eye protection.

(3) Properly worn long-sleeved shirt or jacket, long-legged trousers and full-fingered gloves or mittens designed for use on a motorcycle.

(4) Sturdy over the ankle footwear that affords protection for the feet and ankles shall be worn.

(5) During the hours 30 minutes before dusk to 30 minutes after dawn or when it is raining or snowing, a "Class-1 Traffic Safety Vest" (or higher) with contrasting reflective and background colors shall be worn by all operators and passengers of two wheeled motor vehicles. Motorcycle operators clothing designed with built-in reflective material equal in visibility to a standard "Class-1 Traffic Safety Vest" meets this requirement. Reflective piping alone does not meet this standard.

(6) Questions regarding whether specific clothing meets this requirement shall be determined by the Installation Traffic Safety Officer (ITSO). If approved, the ITSO shall issue a memorandum with a photo of the approved clothing imbedded in the memorandum. The reflective vest/riding gear will not be covered by a backpack or similar item. Back packs that are not designed with or do not have reflective material equal to the above requirements must have either their own vest properly affixed or a light reflective sash with a width of at least 1.5 inches and stretching completely across the width of the visible portion of the back pack when worn.

(7) PPE for operators of government-owned motorcycles, Off Highway Motorcycles (OHM) during off-road operations shall also include knee and shin guards and padded full-fingered gloves.

(8) Motorcycle jackets constructed of abrasion resistant materials such as leather, Kevlar, or Cordura, and containing impact absorbing padding are highly recommended. To enhance the ability of other vehicle operators to see and avoid motorcyclists, outer garments constructed of brightly colored, fluorescent or reflective materials are highly recommended.

8. Operating Conditions

a. Motorcycle operators are not authorized to carry passengers unless they have a minimum of one year's riding experience, they have completed the BRC-2 with a passenger, and their USFJ 4EJ motorcycle operator's permit is stamped "AUTHORIZED PASSENGERS". Operators that intend to carry a passenger on an expressway must meet all requirements of this paragraph and reference (e) paragraph 2.2.4.5. All riders must complete the BRC-2/ERC within 60 days after completing the BRC and every three years thereafter.

b. Personnel shall not carry a passenger on the expressway unless they have a specific endorsement by CFAS Safety Department on their license and have three years driving experience. Licenses will be issued for three years to match training requirements.

c. For active duty personnel, motorcycle safety training shall be documented in military service records by a Page 13 (NAVPERS 1070/613). Civilian and dependent motorcycle safety training will be documented in writing and the records maintained at the CFAS Safety Department.

d. Headlights will be on at all times (on and off-base), except where prohibited by military mission or the SOFA.

e. Operators of two-wheeled vehicles having an "on base only" pass are prohibited from carrying passengers.

f. Only those personnel licensed for off-base motorcycle use with a minimum of one year motorcycle driving experience will be authorized to carry passengers. Passengers may be carried only on a motorcycle designed and equipped for passengers and only on roads where passengers are allowed.

g. All motorcycles shall satisfy applicable safety and registration requirements for motor vehicles. Motorcycles must comply with local Japanese noise regulations and mufflers must be present and properly installed. Motorcycles designed and utilized exclusively for off-road operations need not be registered with GOJ authorities. Off-road motorcycles are required, however, to be registered with CFAS VRO.

h. Motorcycle safety inspections shall be conducted by an authority or agency competent to evaluate a motorcycle mechanical condition. See reference (o) for minimum safety standards.

9. Japanese Motorcyclists. Japanese law states that operators of two wheeled vehicles (motorcycles) are required to wear helmets. Traffic regulations in effect on board USFJ facilities and installation are applicable to Japanese nationals while they are within the confines of such facilities and installations. Accordingly, all personnel, including Japanese and SOFA personnel and their family members, who operate motorcycles on USFJ facilities and installations are required to satisfy the personal protective equipment requirements outlined in paragraph (3) subparagraph (5) above. Equipment utilized by Japanese nationals should be equivalent in quality and design to that required for SOFA personnel and their family members.

Article 4

IMPLIED CONSENT FOR TESTS/IMPOUND

1. Implied Consent to Blood, Breath or Urine Tests. Implied consent for the evidential tests described below is a precondition for anyone operating a USFJ registered vehicle, GOV, or POV in Japan regardless of location. Persons accepting a USFJ Form 4EJ POV permit are deemed to have given their consent to evidential tests for alcohol or drug content of their blood, breath, and/or urine if lawfully stopped, apprehended, or cited for any offense committed while driving or while in physical control of a motor vehicle. Any person who is unconscious, or otherwise in a condition rendering themselves incapable of refusal, shall be deemed not to have withdrawn his or her consent and such tests may be administered. A refusal to submit to such tests will result in permanent suspension of driving privileges.

2. Impoundment. As a condition of accepting driving privileges per enclosure (4), drivers must give their consent for the removal and temporary impoundment of their POV if their POV is illegally parked; interferes with traffic or other operations; creates a safety hazard; disabled by accident or incident; left unattended in, or adjacent to, a restricted, controlled, or off-limits area; abandoned. The vehicle will also be impounded if the condition meets as follows:

a. If the owner/operator is driving without USFJ 4EJ POV permit, their license is revoked or suspended.

b. Does not have the minimum required insurance coverage.

c. The vehicle is not properly registered or is missing.

d. Such persons further agree to tow, store, and dispose as needed to remove or impound their motor vehicle because of a situation described above.

e. Moving the vehicle to the impoundment lot or any fee incurred with impoundment will be at the registered owner's expense or the responsibility of owner's command for a prompt action. Garnishment of pay may result upon refusal to pay the debt at the CO or OIC's direction.

f. 45-Day Impound Limit. CFAS CO will allow vehicles to be in the impound lot for a maximum of 45 days. If the owner is not capable of curing the deficiency for which the vehicle was impounded in that period, the owner must either de-register and sell or junk the vehicle and ensure removal by day 45. They must also provide such proof to CFAS VRO.

(1) A driver who has had their license revoked or suspended for a period of greater than 30 days must sell or properly dispose of their vehicle. If the sponsor has family members possessing USEJ 4EJ POV permit and has only one vehicle, they are exempt from this requirement.

(2) Owners of vehicles are ultimately responsible for the proper care and disposition of their vehicles. Regardless of the reason a vehicle is in the impound lot, the owner is the one responsible for ensuring the vehicle is removed within the 45 day deadline. Individual commands must ensure compliance with this requirement.

g. Impoundment as Evidence in a Criminal Case. Vehicles that have been properly impounded as evidence in either a U.S. or Japanese criminal case may not be removed from the impound lot without the written approval of the CFAS Staff Judge Advocate (SJA) upon resolution of the case. Upon receiving this written approval, the 45 day impound limit will come into effect and the provisions of paragraph 2(a) will then apply.

3. Towing vehicles. The owner of the vehicle shall be responsible for getting their vehicle towed to remove from the unauthorized location for proper impoundment.

Article 5

DRUNK DRIVING/DRIVING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS

1. Impaired/intoxicated driving. Operating a motor vehicle under any impairment or intoxication caused by drugs or alcohol in violation of Article 111 of the Uniform Code of Military Justice (UCMJ) and/or Japanese law is prohibited.

2. Detection. CFAS Security personnel ordinarily detect drunk driving and/or driving under the influence of a drug/intoxicant by seeing unusual, abnormal, erratic or illegal driver behavior. Other common ways of detecting drunk drivers are random gate inspections, sobriety checkpoints and on-scene traffic accident investigations.

3. Testing. Personnel exhibiting the behavior described in paragraph two will be stopped immediately to determine the cause of the behavior and/or to take appropriate action. When there is a reasonable suspicion that the individual was driving while intoxicated, driving under the influence or driving while drinking indicated, CFAS Security personnel will request the individual to perform a series of Field Sobriety Tests (i.e., walk and turn heel to toe, finger to nose, one leg stand, breath analysis, etc.). An Alcohol Influence Report (DD Form 1920 Drug Report) will be used in examining, interpreting and recording results of these tests. When there is a reasonable suspicion that the person is under the influence of alcohol or other intoxicant, the individual will also be requested to consent to breath and blood test analysis to determine blood alcohol content (BAC) or the existence of any intoxicant as described in enclosure (6). Refusal to submit to testing to determine BAC at the request of CFAS Security personnel will result in immediate and permanent suspension of driving privileges.

4. Mandatory Referral for Alcohol/Drug Abuse Evaluation. Active duty personnel apprehended for impaired driving, on or off the installation, must be screened by the Substance Abuse Rehabilitation Program (SARP) counselor within 10 days of the incident to determine if the individual is dependent on alcohol or other drugs. In the rare case where driving privileges are reinstated in part or whole following an impaired driving incident, the privileges may not be reinstated for active duty personnel to drive on-base unless they have completed the full 36-hour Navy Alcohol and Drug Safety Action Program (NADSAP).

5. Blood Alcohol Content (BAC) Standards

a. As a guideline for administrative revocation of driving privileges and/or taking action against an individual suspected of driving or being in physical control of a motor vehicle while under of

alcohol or drugs, the amount of alcohol/drugs in the person's blood shall be determined by a non-portable breath testing device or properly tested blood sample and defined as follows and as per enclosure (6):

(1) Driving While Drinking Indicated (DWDI). Operation of a motor vehicle with a BAC or BrAC of 0.03 percent to 0.049 percent, or a Japan Kitagawa-Shiki balloon test result of 0.15mg/l to 0.249mg/l shall be deemed Driving While Drinking Indicated and is strictly prohibited.

(2) Driving Under the Influence (DUI). Operation of a motor vehicle with a BAC or BrAC of 0.05 percent to 0.079 percent, or a Japan Kitagawa-Shiki balloon test result of 0.25mg/l to 0.399mg/l shall be deemed Driving Under the Influence and is strictly prohibited.

(3) Driving While Intoxicated (DWI). Operation of a motor vehicle with a BAC or BrAC of 0.08 percent or higher, or a Japan Kitagawa-Shiki balloon test result of 0.40mg/l or higher shall be deemed Driving While Intoxicated and is strictly prohibited.

(4) Drugs. Operating a motor vehicle under the influence of a controlled substance, prescription medication, over-the-counter medication, or intoxicating substance (other than alcohol) without legal justification or excuse is strictly prohibited. This includes a use contrary to the directions of the manufacturer or prescribing healthcare provider and use of any intoxicating substance not intended for human ingestion.

b. The adoption of these standards does not preclude the use of other competent evidence on the question of whether the individual was under the influence of intoxicating liquor or was intoxicated. These standards in no way change the rules of evidence in judicial or non-judicial proceedings under the UCMJ.

6. License Confiscation and Vehicle Impoundment. When one of the conditions in paragraph 2, 3, and 5 of this article occurs, the driver's vehicle will be immediately impounded and their license confiscated regardless of the location of the intoxicated driving incident in accordance with article 14 of this instruction.

7. Revocation of Driving Privileges. Based on competent evidence, driving privileges will be revoked for the mandatory periods by the TAF Officer as stated in article eight of this instruction under the following circumstances:

a. The TAF Officer determines that a driver lawfully stopped for suspicion of intoxicated/impaired driving refused to submit to or

complete a test to measure the alcohol content in blood, or detect the presence of any other drug, as required by this Traffic Code, the laws of Japan, or the law of the jurisdiction where the incident took place.

b. A conviction, non-judicial punishment, or an administrative determination at TAF of intoxicated/impaired driving. Official document is required as the basis for revocation. The revocation will be computed from the date the original suspension was imposed.

8. Notification. Upon adjudication of a traffic ticket for an intoxicated driving offense, as defined by reference (e) or refusal to submit to a BAC test, notification of the offense will be sent to CFAS Security Department and other concerned commands to ensure an accurate driving report/record of the individual is maintained and enforced.

9. State License Notification. Upon conviction of an intoxicated driving offense as defined by this instruction or refusal to submit to a BAC test, notification of the offense will be sent to the state licensing authority where the individual is licensed to operate a vehicle in the United States as needed.

10. Transportation of Alcoholic Beverages.

a. Consumption of an alcoholic beverage in a motor vehicle that is being operated is strictly prohibited. This applies to the driver and all occupants of the vehicle.

b. Cans, bottles, or other containers of alcohol, which have been opened (i.e., the seal is broken) and/or partially consumed, shall not be transported in a motor vehicle, except when stored in the trunk.

11. Suspected cases of driving under the influence of illegal drugs will be treated in a manner similar to that discussed above.

12. Loaning Vehicles to Intoxicated Person.

a. No person shall knowingly lend or otherwise entrust a motor vehicle to a person whom the individual knows is intoxicated or under the influence of alcohol or other substances.

b. No person shall knowingly lend or entrust a motor vehicle to a person who cannot be expected to operate the vehicle in a safe manner due to overwork, fatigue, illness or any other condition of impairment.

Article 6

SPEED REGULATIONS

1. No person shall drive a vehicle at a speed greater than is reasonable or prudent, having due regard for weather, visibility, the traffic and the surface and width of the roadway, and in no event at a speed that will endanger the safety of persons or property.

2. General Speed Limits. The following general speed limits apply throughout CFAS unless otherwise posted.

a. 10 Kilometers Per Hour

(1) Parking Lots.

(2) Piers.

b. 20 Kilometers Per Hour

(1) School district.

(2) Entering an intersection or roadway.

(3) Business or residential district.

(4) All roadways in Hario Housing and Main Base Housing.

(5) Nimitz Park.

c. 30 and 40 Kilometers Per Hour. As posted.

3. Off-base Speed Limits

a. When driving on Japanese roads and highways, all drivers shall obey the posted or designated speed. Personnel cited for speeding by the Japanese Police will also be assessed points against their USFJ operator's permit.

4. Following Emergency Vehicles. A minimum distance of 300 feet must be maintained when following an emergency vehicle, which is responding to an emergency call.

Article 7

TRAFFIC ACCIDENTS

1. Accident Assistance Information. All SOFA personnel and their family members who are licensed vehicle operators in accordance with this instruction are required to abide by the Japanese Road Traffic Laws as provided by the CFAS Safety department. When an accident occurs, often a certain amount of confusion and excitement exists which may cause pertinent abstracts of the law to be forgotten. All parties to an accident should ensure that military police and/or medical personnel are contacted immediately to assist motorists involved in traffic accidents. Licensed vehicle operators are encouraged to know all emergency number and carry a map of the area to assist in explaining their location in the event of an accident.

2. Operators of motor vehicles involved in traffic accidents, regardless of the severity, shall:

a. Immediately notify CFAS Security Dispatch and the Japanese Police, if the accident happened off-base.

b. Immediately notify CFAS Security Dispatch if the accident occurred on base.

c. Exchange names and addresses with the other driver.

d. Exhibit a proper and valid USFJ Form 4EJ POV permit to the other driver and in turn take note of their license.

e. Extend cooperation to traffic division officials investigating the accident.

f. Remain at the scene of the accident unless the vehicle operator requires medical attention until the appropriate action listed above has been completed or after having been released by the investigating officer.

3. Operators involved in an accident, which might result in claims for or against the U.S. Government, shall not admit responsibility, orally or in writing, nor offer to settle any claim made by any interested persons at the scene of the accident.

4. When an individual is driving on base and a traffic accident occurs, the individual may be issued an Armed Forces Traffic Ticket (DD Form 1408). Anyone issued a DD Form 1408 must "plead no contest" within 30 days or appear at the Traffic Administrative Forum (TAF) within 30 days or two TAF dates whichever is longer from the date of the traffic ticket as per Article 9 of this instruction.

Appropriate penalties will be assessed according to Article 10 of this instruction.

5. If involved in a traffic accident with a government vehicle, a Standard Form 91 shall be completed by the driver in making an accident report in addition to the steps listed above. Navy Exchange rental vehicles are exempt from this requirement.

6. An individual who operates a motor vehicle with expired registration requirements and/or insurance and becomes involved in a traffic accident shall have all driving privileges revoked for a period of at least one year.

7. All traffic accidents occurring off-base that satisfy the conditions for Article 5, Act concerning Punishment of Killing and Injury through Operating Vehicle and Others (Negligence Driving Causing Bodily Injury or Death) shall result in an assessment of traffic points. This applies to vehicle operators that are found to be guilty of committing the above violation(s) as well as those that are removed from GOJ jurisdiction by execution of an official duty certificate wherein the CO or OIC finds the operator at fault.

8. Traffic accident caused by Master Labor Contractor (MLC)/Indirect Hire Agreement (IHA) employees, taxi drivers and contractors will be issued a citation and administrative directives will be given as stated in article 10 of this instruction.

Article 8

SUSPENSION/REVOCAION OF DRIVING PRIVILEGES

1. The privilege of driving privately-owned motor vehicles on a military installation or off-base in Japan is subject to either administrative suspension or revocation, for cause, by the TAF Officer or CFAS. In addition, COs and OICs have the prerogative to deny driving privileges for cause without regard to point assessment. Suspension and revocation actions based on the commission of serious traffic violations and/or point assessment for other moving violations covered in the Traffic Point System article of this instruction. The suspension or revocation of installation driving privileges or POV registrations, for lawful reasons unrelated to traffic violations or safe vehicle operations, is not limited or restricted by this Traffic Code. The individual's command is responsible for notifying the TAF result to the individual who received a traffic citation for corrective actions.

a. Suspension

(1) Definition. Suspension of driving privileges is the temporary withdrawal by formal action of a person's driving privileges for a specific period. Suspension shall be for a period not to exceed six months and may extend to driving POV, GOV, or both.

(2) In most cases involving the suspension of driving privileges an individual is afforded the opportunity to appear at TAF prior to suspension action.

(3) If suspected of DUI, DWI, DWDI, or having expired registration or insurance requirements, the operator will immediately surrender his/her driver's license. Their driving privileges will be in a suspended status pending adjudication by TAF.

b. Revocation

(1) Definition. Revocation of driving privileges is the termination by formal action of a person's driving privilege. Revocation shall be for a period of more than six months and may extend to POV, GOV, or both. All revocations in excess of one year may be reviewed annually if requested by the individual and the punishment imposed meets host nations laws. Request is made by formal letter to CFAS endorsed by requesting individual's CO or OIC.

c. Restricted Privileges. The TAF Officer, when imposing a suspension or revocation of driving privileges, may authorize restricted driving privileges for POV and GOV.

Under this action, the individual's driving privileges would be suspended or revoked except for those minimum privileges that are specified in writing by the TAF Officer.

d. Probation. In lieu of suspension, a driver may be placed on probation. During the probationary period, he/she will be allowed to continue driving unless, while driving; the individual becomes involved in a chargeable mishap or moving violation. Either type of involvement will result in review by TAF Officer.

e. Reinstatement. Individuals whose driving privileges have been revoked are required to attend Remedial Driver Training and take the driver knowledge test when directed by the proper authority. All personnel whose licenses are suspended or revoked shall obtain a written endorsement from their CO/OIC before CFAS may reinstate their license at the end of the suspension/revocation period.

f. Action by Other Installations. Suspension, revocations and point assessments imposed by other installations will be honored regardless of service component affiliation.

2. Vehicle Registration after driving privileges have been revoked or suspended will take the following vehicle registration.

a. When a sponsor's driving privileges have been revoked permanently, all vehicles registered in the sponsor's name, the vehicle owner is required to sell or junk the vehicle within 30 days after the revocation unless the sponsor's family member(s) are authorized to operate the vehicle independent of the sponsor. It is sponsor's responsibility to provide a properly licensed individual to drive the vehicle to CFAS VRO for decal removal or temporary impoundment, not to exceed 45 day. An appropriate notation will be added to the sponsor's registration record at CFAS VRO and CFAS Safety Department.

b. When family member's driving privileges have been revoked or suspended less than six months, no change in the sponsor's registration will be made, however, an appropriate notation will be added to the sponsor's registration record at both CFAS VRO and CFAS Safety Department. It is the responsibility of the sponsor to ensure that the family member does not drive during the period of revocation or suspension.

c. When family member's driving privileges have been revoked permanently, and the sponsor has more than one vehicle registered, then the vehicle commonly used by that family member will be deregistered. An appropriate notation will be added to all vehicles listed in the sponsor's registration record at both Security and Safety Department.

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It is the responsibility of the sponsor to ensure that the family member does not drive a vehicle during the remainder of their tour in Sasebo.

d. When the revoked or suspended driving permit is lifted, the member has to submit a copy of the letter approved by CFAS CO to CFAS Safety Department and CFAS VRO. They will complete the Remedial Driver Training prior to renew the USFJ Form 4EJ POV permit when directed by the proper authority.

Article 9

TRAFFIC ADMINISTRATIVE FORUM (TAF)

1. TAF. The TAF provides an opportunity for the violator to communicate the circumstances outside of the traffic citation/ticket. A TAF also known as Traffic Court, consisting of the TAF Officer and Recorder (TAF Clerk), will take proper and uniform administrative action against all persons who:

a. Violate the Traffic Code of CFAS or any other U.S. military installation or any other pertinent traffic directive issued by proper authority.

b. Are convicted and/or cited for violating Japanese traffic regulations or criminal laws relating to traffic violations.

2. TAF Officer. The TAF Officer will be appointed in writing to carry out all duties of TAF. TAF Officer shall:

a. Conduct the TAF as scheduled. If the TAF Officer will be out of the office, the temporary substitute shall be appointed for the TAF by the TAF Officer.

b. Inquire into the facts of every reported violation. In the case of motor vehicle mishaps, the TAF officer will review the investigative report.

c. Be familiar with this instruction's references to administrate, impose traffic point and revocation system properly.

d. Distribute a Traffic Court Result Report to COs and OICs of all departments and tenant commands for corrective actions each time the report is generated by the TAF Clerk.

e. Notify command in which the individual whose driving privilege has been revoked and suspended.

f. Notify the individual and the individual's command, informing them of the requirement for Remedial Driver Training.

3. TAF Clerk. The TAF Clerk will be provided by the CFAS Security Department. TAF Clerk shall:

a. Take a record of all administrative actions given by the TAF Officer at the TAF and prepare a Traffic Court Result report after every TAF is conducted.

b. Maintain central and complete files of all records and related matters in the CFAS Security Department for two years.

c. Assesses points for all uncontested traffic citations in accordance with Article 10 of this instruction.

d. Perform other related or incidental duties as directed by the TAF Officer or CFAS SECO.

4. TAF regulation

a. TAF convenes at 1300 the first and third Wednesday of each month except for holidays. Individuals who are issued an Armed Forces Traffic Ticket (DD Form 1408) have 30 days or two TAF dates whichever is longer to appear from the date of the traffic ticket.

b. Individual who has committed traffic violation and intends to contest may appear at TAF with a pink copy of the Armed Forces Traffic Ticket (DD Form 1408) within 30 days or two TAF dates whichever is longer. The penalties will be assessed as described in article 10 of this instruction.

c. TAF requires all persons attending TAF to maintain proper decorum.

d. Anyone who requires translating assistance shall provide a translator as needed. TAF Clerk or CFAS Security Department will not provide a translator.

e. Military personnel are required to wear the uniform of the day.

f. Those whose driving privilege become suspended or revoked, have to provide a properly licensed individual to drive the vehicle for appropriate impoundment in accordance with article 14 of this instruction.

g. Those who are directed to take Remedial Driver Training, they shall complete within 60 days of being directed by the TAF Officer in accordance with article 10 of this instruction.

5. Japanese Traffic tickets. Traffic violations resulting in the issuance of traffic tickets or convictions by GOJ authorities will also be adjudicated by the TAF for administrative action. This includes traffic tickets that were dismissed because of Official Duty Certificates.

6. Pleading "No Contest"

a. If an individual does not desire to attend TAF, they may plead "no contest". By pleading "no contest", the individual waives the right to appeal the penalty imposed by the TAF Officer or TAF Clerk.

b. To plead "no contest", the individual signs and writes "Plead no contest" on the pink copy of the Armed Forces Traffic Ticket (DD Form 1408) and submit it to the CFAS Security Department within 30 days from the date of the traffic ticket. The individual will be assessed the maximum penalty for all uncontested traffic citations by the TAF Clerk. The TAF Clerk does not have the authority to suspend/revoke an individual's driving privileges for any reason. Additionally, the TAF Clerk cannot dismiss or lessen the severity of an offender's violation.

c. When the TAF Officer, CFAS CO, CFAS SECO, CFAS SJA or their CO or OIC instruct the individual receiving Armed Forces Traffic Ticket (DD Form 1408) to attend the TAF, they cannot plead "no contest".

7. Failure to Appear at TAF or Plead No Contest. Failure to appear or plead no contest within 30 days or two TAF dates whichever is longer, will result in a maximum penalty in accordance with article 10 of this instruction except for conditions below:

a. Personnel assigned to afloat or deployed commands/units will have two TAF dates in which their unit was in port to take action on the traffic ticket.

b. Personnel assigned to Temporary Assigned Duty (TAD) outside Kyushu shall be considered to be "deployed" upon proper notification to the TAF Clerk. TAD paperwork must be provided to TAF clerk as proof.

8. Appeals from TAF. Findings or penalties assessed by the TAF Officer may be appealed to CFAS CO within 10 days of the decision made by the TAF Officer. Prior to receipt of a written decision by CFAS, all penalties assessed at TAF remain in effect.

9. Additional Command Action. Action taken by the TAF shall not preclude a service member's command from taking disciplinary and administrative action deemed appropriate.

Article 10

TRAFFIC POINT AND REVOCATION SYSTEM

1. Purpose. The traffic point system is an impartial and uniform administrative device for evaluating driver performance. The use of this system is not to be construed as a disciplinary measure or substitute for punitive action. It also does not bar further administrative action pursuant to the Civilian Administrative Forum, or disciplinary action under the UCMJ.

2. Application. The use of the point system and procedures prescribed are mandatory and are not subject to modification or alteration. Points will be assessed in instances where the individual has been found to have committed a violation of the Traffic Code by the TAF Officer or TAF clerk (for lesser non-contested offenses).

a. Normally, administrative processing and disposition of violations will be accomplished within a 30-day period or two TAF dates, inclusive of the date that the Armed Forces Traffic Ticket (DD Form 1408) was issued by CFAS Security personnel.

b. No points are assessed for revocation or suspension actions. Except for implied consent violations, revocations must be based on a conviction by a civil court or courts-martial, non-judicial punishment under Article 15, UCMJ, or a separate hearing as addressed in this instruction. If revocation for implied consent is combined with another revocation, such as two years for driving while intoxicated, revocations shall run consecutively.

c. When two or more violations are committed on a single occasion, the points assessed will be for each violation. Dependent on the severity of the violation, an individual may lose their driving privileges for multiple infractions on a single citation. If an individual received a citation for multiple offenses, it's in their best interest to appear in TAF and explain what happened. Conversely, they can plead no contest and receive the maximum point assessment based on the citation and traffic report, which may or may not result in suspension of driving privileges.

d. Individuals receiving Armed Forces Traffic Ticket (DD Form 1408) for vehicle registration violations (JCI, Liability Insurance, and misuse of temporary pass, etc.) may plead no contest. Individuals may subsequently have a suspension or revocation assessed based on the registration violation. This decision shall be made within the discretion of the TAF Officer.

e. With regards to Individuals receiving DD Form 1408 for a delay in payment of annual road tax after 31 May of each year, the points will be assessed by the TAF Officer.

f. Nothing in this instruction shall be construed to limit the authority of the TAF Officer to assess penalties that are necessary, appropriate, and commensurate with the severity of the offense(s) or risk to general population.

3. Traffic Points

a. Accumulation of seven or more points in a twelve month period will result in mandatory attendance at Remedial Driver Training or unless otherwise directed by the TAF officer.

b. Accumulation of 12 points within 12 consecutive months or 18 points within 24 consecutive months will result in revocation of driving privileges for a minimum of six months and mandatory attendance at Remedial Driver Training. The period of revocation imposed will be based on a person's overall driving record considering the frequency, flagrancy, severity of moving violations and the response to previous driver improvement measures. In all cases, military members must successfully complete a prescribed course in Remedial Driver Training before driving privileges are reinstated.

4. Procedures for SOFA sponsored personnel and base employees

a. SOFA sponsored personnel and their family members. SOFA sponsored personnel and their family members who violate the CFAS Traffic Code or any other U.S. military installation or any other pertinent traffic directive issued by proper authority or Japanese traffic regulations or criminal laws relating to traffic violations will be issued a Armed Forces Traffic Ticket (DD Form 1408) in accordance with this instruction. Points will also be assessed for violations and adjudicated by the GOJ authorities and commission of an offense off-base will be treated similarly to the equivalent offense if committed on base. Records will be maintained by the CFAS TAF Clerk to identify and track points assessed. When imposing a suspension or revocation because of an off-installation offense, the effective date should be the same as the date of the civil conviction, or the date that state or host-nation driving privileges are suspended or revoked. This effective date can be retroactive. If a major traffic accident occurs, the TAF officer will review the Incident Complaint Report and adjudicate further, as needed.

b. Master Labor Contract (MLC) and Indirect Hire Agreement (IHA) personnel (POV). When MLC and IHA personnel are subject to the TAF when issued a traffic ticket while driving a POV on base using the same process noted in article nine of this traffic code instruction. Points will be assessed in accordance with article 10 of this instruction for violations. Records will be maintained by the CFAS Security Administrative Division to identify and track points assessed.

Any MLC or IHA employee is subject to the same suspension and or revocation action as SOFA personnel and their family members. Points for MLC and IHA personnel are not assessed against their Japanese Driver's license, but points will be assessed against their privilege of driving on base. If a major traffic accident occurs, the TAF officer will review the Incident Complaint Report and adjudicate further, as needed.

c. MLC and IHA personnel driving GOV. When MLC and IHA personnel are cited for a traffic violation while driving a GOV in the direct performance of their duties, no points will be assessed and the notice of traffic violation will be issued by CFAS Security Administrative Division and will be sent to his/her department head for appropriate action under chapter eight of reference (c) and IHA personnel under supplemental three of reference (d). If a major traffic accident occurs, the TAF officer will review the Incident Complaint Report and gives a further adjudication. Records will be maintained by the CFAS Security Administrative Division to identify and track violation.

5. Procedure for taxi drivers, base contractors and personnel whose command is are under another AOR of CFAS

a. Taxi Drivers. The violations of the Traffic Code committed by taxi drivers will be assessed against the individual driver committing the violation as follows unless otherwise directed by proper authority. The representative of the taxi company shall return the taxi driver's base access pass to CFAS Security Department immediately. If a major traffic accident occurs, the TAF officer will review the Incident Complaint Report and gives a further adjudication. If the driver wishes to attend TAF to contest, they may attend TAF within 30 days or two court dates, whichever is longer from the violation date. If the individual who commits the violation cannot attend TAF within the aforementioned dates, then a suspension may be imposed due to the contract condition.

- (1) First violation: 30-day suspension of base access
- (2) Second violation: One year suspension of base access
- (3) Third violation: Removal

(4) Illegal Parking committed by contractors: Assessed in accordance with paragraph 11 of Article 10 of this instruction.

b. Contractors (JN and Foreign). The violations of the Traffic Code committed by employees of a company that has contract(s) with the United States Government to work on ships, or the facilities

and areas of CFAS, will be assessed against the individual driver committing the violation as follows unless otherwise directed by property authority. The contractor who committed violation can still access to CFAS and work at their designated area, but on-base driving shall be suspended as follows. The sponsoring command and the supervisor of the individual who committed the violation must ensure he/she will not drive on base during the suspension period and complete the requirement as advised the TAF officer and the Security Officer. Base Contracting Officer shall ensure that this becomes a part of any contract concluded to work on the facilities and areas of the base. If a major traffic accident occurs, the TAF officer will review the Incident Complaint Report and gives a further adjudication. If the driver wishes to attend TAF to contest, they may attend TAF within 30 days or two court dates, whichever is longer from the violation date. If the individual who commits the violation cannot attend TAF within the aforementioned dates, then a suspension may be imposed due to the contract condition. A Notice of traffic violation will be issued by CFAS Security Administrative Division and will be sent to the sponsoring command.

- (1) First violation: 30-day suspension of driving on base
- (2) Second violation: 1-year suspension of driving on base
- (3) Third violation: Removal

(4) Illegal Parking committed by contractors: Assessed in accordance with paragraph 11 of Article 10 of this instruction.

c. JSDF, JSDF Sponsored Personnel and Personnel whose command is under another AOR of CFAS. The violations for personnel attached to activities not under the area of responsibility of CFAS (e.g., TAD personnel, U.S. Armed Forces personnel on tourist visa status, Japan Self Defense Force (JSDF) and JSDF Sponsored contractors etc.) will be forwarded to the cognizant installation commander for adjudication. Copies of all Armed Forces Traffic Tickets (DD Form 1408) will be forwarded to the cited individual's command for their information.

6. Remedial Driver Training. The CFAS Safety Department periodically conducts an eight-hour driver improvement course in accordance with reference (h) para.8.c. This course is designed as follows:

a. To improve driver performance and compliance with traffic laws. Attendance at this course may result from being identified as a problem driver, accumulation of excess points, or assignment by the TAF Officer.

b. When an individual pleads "no contest" in a case where remedial would normally be assigned, the TAF Officer will assign the individual to Remedial Driver Training. The individual shall sign up for the training via ESAMS or Navymotorcyclerrider.com. For contractors, sponsoring command is responsible for notifying the individual of the requirement when the traffic court result is released by the TAF officer.

c. Failure to complete the training course within 60 days of being directed by the TAF Officer will result in suspension of driving privileges until the course is completed.

d. CFAS Safety Department shall notify TAF clerk when the individual signs up for the training and also when it is completed.

e. The TAF Officer shall notify the individual and the individual's command, informing them of the requirement for Remedial Driver Training.

f. In accordance with reference (h) paragraph 10.b, all SOFA personnel shall attend remedial driver training for the following offenses: conviction of a serious moving traffic violation, to include but not limited to, reckless driving, driving while impaired, speeding, or following too closely; or being found at fault in a traffic mishap while operating a Ground Mobility Vehicle (GMV).

7. Violations Resulting in Mandatory Revocation of Driving Privileges Upon Conviction or Determination of the Facts by CFAS.

Commission of an offense in the U.S. territories and possessions which if committed on the installation would be grounds for suspension or revocation	Suspension or revocation
Driving or being in actual physical control of a motor vehicle with a BAC of 0.05 percent to 0.079 percent (DUI)	Permanent revocation, with annual review if requested
Driving or being in actual physical control of a motor vehicle while under the influence of any narcotic or drug, or while intoxicated with a BAC of 0.08 percent or higher (DWI)	Permanent revocation
Driving or being in actual physical control of a motor vehicle with a BAC of 0.03 percent to 0.049 percent (DWDI)	<u>1st</u> offense: One year revocation 2nd offense: Permanent revocation
Fleeing or attempting to elude a police Officer	Permanent revocation

Fleeing the scene of an accident involving death or personal injury (hit and run)	Permanent revocation
Fleeing the scene of traffic accident (no injury)	Minimum six month suspension
Mental or physical impairment (not including alcohol or other drug use) to the degree rendered incompetent to drive	Revocation up to a year
Murder, manslaughter (or negligent homicide) resulting from the operation of a vehicle; Any violation of Article 5, Act concerning Punishment of Killing and Injuring through Operating Vehicle and Others	Permanent revocation
Operating a motor vehicle while driving privileges are under suspension or revocation	Permanent revocation
Operating a motor vehicle with expired registration requirements (Title, JCI, Liability Insurance) beyond 30 days (Second Offense)	Permanent revocation
Operating or being in actual physical control of a motor vehicle under the influence of a drug	Permanent revocation
Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership, status or registration, or operation of motor vehicles	One year revocation
Permitting an unlawful or fraudulent use of an official driver's license	One year revocation
Racing	One year revocation
Receiving a second one-year suspension within three years	Permanent revocation
Refusal to submit to or complete a chemical test (implied consent)	Permanent revocation
Unauthorized use of a motor vehicle belonging to another, when the act does not amount to a felony	One year revocation
Use of a motor vehicle in the commission of a felony	Permanent revocation

8. Violations That May Result in Revocation or Suspension of Driving Privileges upon Traffic ticket or Determination of the Facts by CFAS.

Alcoholic beverage with broken seal in the vehicle (except in trunk)	Length of suspension or revocation is discretionary
Exceeding posted speed limits by greater than 30 kph but less than 35 kph.	Minimum six month suspension
Exceeding posted speed limits greater than 35 kph	Minimum eight points with possible suspension or revocation
Expired motor vehicle registration requirements while vehicle is parked in long term parking during an underway period	90 days suspension
Failure to appear at the TAF or plead no contest within 30 days or two TAF dates whichever is longer	60 days suspension
Failure to complete a motor vehicle registration requirements within 30 days from purchase	Suspension of driving privilege until registration is updated
Operating a motor vehicle with expired registration requirements (Title, JCI, Liability Insurance) beyond 30 days (First Offense)	One year revocation
Operating a motor vehicle without a valid state and USFJ Form 4 EJ POV permit license, or without the proper license for that type of vehicle	Revocation up to a year
Operating or being in actual physical control of a motor vehicle under the influence of a drug or medication that the person is legally allowed to take (i.e., properly prescribed or over the counter medicines), to the degree rendered incapable of safe vehicle operation, or when they have been told not to operate a motor vehicle or heavy machinery while taking the medication	Revocation up to a year
Owner knowingly and willfully permitting an individual who does not possess a valid USFJ driver's license to operate the owner's vehicle	One year revocation
Owner knowingly and willfully permitting an intoxicated or impaired person to operate the owner's vehicle	One year revocation
Reckless driving (willful and wanton disregard for the safety of persons or property)	Six months suspension

9. Violations Resulting in Point Assessment

Breaking traction	Three points
Driver involved in traffic accident is deemed responsible	Two points plus points for specific offenses
Exceeding posted speed (including Japanese Police traffic tickets off-base) 1 - 16.9 kph 17 - 24.9 kph 25 - 29.9 kph 30 - 34.9 kph Over 35 kph	Three points Four points Five points Six points Eight points or suspension
Excessive noise / Excessive stereo volume - if the volume of the stereo is loud enough to be heard in a vehicle behind or in front	Four points
Excessive noise Modified after-Market exhaust - this is a vehicle exhaust system which has been drilled or cut to increase the sound of the engine	Four points
Failure of operator or occupants to use available restraint devices (seat belts) while moving (points assessed against operator)	Three points
Failure to bear headlights at night	Three points
Failure to complete annual Road Tax payment for the year by 31 May of each year	Four points
Failure to obey traffic signals or traffic instructions of an enforcement officer; or any official regulatory traffic sign or device requiring a full stop or yield right of way, denying entry or requiring direction of traffic	Four points
Failure to yield right of way (no official sign)	Four points

<p>Failure to properly restrain children in a child restraint system while moving (Child Restraint Devices/Safety Seats)</p> <p>First traffic ticket Second traffic ticket Third traffic ticket</p>	<p>Six points Six months suspension One year suspension</p>
<p>Following too close</p>	<p>Four points</p>
<p>Illegal Parking for SOFA personnel and MLC/IHA employees (Including Japanese Police Traffic tickets Off-base)</p> <p>First traffic ticket Second traffic ticket Third traffic ticket Fourth traffic ticket</p>	<p>Warning Four points Six points 90 day suspension</p>
<p>Improper overtaking</p>	<p>Three points</p>
<p>Improper passing</p>	<p>Four points</p>
<p>Improper passing a school bus, forklift and Duck mule (Cargo dolly)</p>	<p>Five points</p>
<p>Improper turning movements (no official sign)</p>	<p>Three points</p>
<p>Operating an unsafe vehicle. This measure should be used for other than minor vehicle safety defects or when a driver or registrant fails to correct a minor defect. For example, a burned out headlight not replaced within the grace period (seven days) on a warning ticket, illegal tinting, etc.)</p>	<p>Two points</p>
<p>Other moving violations (involving driver behavior only)</p>	<p>Three points</p>
<p>Over-occupancy. Too many personnel inside of the vehicle for the number of functioning seatbelts</p>	<p>Three points</p>
<p>Passing unsafely to the left or right</p>	<p>Four points</p>
<p>Passing w/oncoming vehicle</p>	<p>Four points</p>
<p>Unauthorized modifications or alterations</p>	<p>Three points</p>

Unofficial Use of GOV	Minimum Six points to revocation of driving privileges for one year
Unsafe backing or starting	Three Points
Unsafe turn or failure to signal	Four points
Use of Cell phone/Smart Phone	
First traffic ticket	Two points
Second traffic ticket	Four points
Third traffic ticket	Six points
Fourth traffic ticket	90 day suspension

10. Motorcycle Specific Violations Resulting in Point Assessment and Other Penalties

Carrying a passenger without authorization on license	30 days suspension
Carrying items so as to interfere with safe control of motorcycle	Three points
Four or more moving violations	Eight points and six months within a two-month period suspension, discretionary
Improper passing of other vehicle (Including committed by mopeds)	Four points and six months in same lane; weaving in and out of traffic suspension, discretionary
Operating/riding a motorcycle without the proper safety equipment	Six points
Riding between lanes or on unpaved areas	Three points and three months shoulder of moving traffic lane or riding suspension, between the traffic lane and parked cars discretionary
Riding two or more abreast in the same lane	Three points and three months same lane suspension, discretionary
"Showing off" or grandstanding	Six points and six months in any manner suspension, discretionary

11. Illegal Parking - Taxi Drivers and Contractors

First traffic ticket	Warning
Second traffic ticket	Five day suspension
Third traffic ticket	30-180 day suspension
Fourth traffic ticket	Six months suspension

12. Owner's Responsibility. If the owner permits an individual to perform an act which will lead to a violation of this traffic code, the owner may be assessed the same administrative penalties as the offender to include traffic points and suspension or revocation of driving privileges.

Article 11

**U.S. GOVERNMENT VEHICLE REGULATION/TRAFFIC CONTROL/CONVOY/ESCORTS AND
PATROL ACTIVITY**

1. Issuance of GOV Operator's Permit. Personnel who have been licensed with a USFJ Form 4EJ (POV license) are authorized to drive up to a 1 ton or 10 passenger GOV vehicle using their USFJ Form 4EJ license as a GOV operator. Anything over these limits will require additional training, endorsement and licensing requirements and must then be issued a DoD Form OF-346 (GOV license) in addition to the USFJ Form 4EJ. Issuance of an OF-346 to be valid in Japan, the OF-346 must bear the Kanji over stamp "OPERATOR'S PERMIT" (Over stamping a previously issued OF-346 is authorized). OF-346 is issued to MLC and IHA personnel who require driving other than a standard-sized (a 1 ton or 10 passenger) GOV vehicle. Under no circumstances shall a vehicle be dispatched to a person who does not possess a valid license/OF-346 that covers the size and type of vehicle requested.

a. Application. When an OF-346 is required, prospective operators of Government motor vehicles shall be selected and recommended by their military or civilian supervisors based on a prior interview. COs, OIC and/or Division Officer of military personnel or the senior supervisor of civilian personnel shall submit "APPLICATION FOR VEHICLE OPERATOR'S IDENTIFICATION CARD, NAVPAC 11240/10 (REV. 10-75)" as per enclosure (10) for U.S. Government Motor Vehicle Operator's Identification Card, OF-346 to CFAS Safety Department.

b. Renewal of GOV Permit. Enclosure (10) is also used in the renewal of authorizations for SOFA personnel based on the information provided or the individual is referred for medical examination. Non-SOFA personnel are required to report to CFAS Safety Department for renewal of the GOV permit.

c. Civilian and military personnel while in an official travel status (TDY/TAD) can operate government owned or leased vehicles for official business without an OF-346 or USFJ Form 4EJ provided they possess a valid state license for the type and class of vehicle they are to operate and their travel orders authorize the use of a vehicle. All travelers are reminded that government owned or commercial lease/rental vehicles are to be used for "Official Business" only.

2. Official Use of Government Vehicles. GOVs shall be used to accomplish official business only.

3. Unofficial Use of Government Vehicles. Unofficial use of government vehicles is a violation of the UCMJ and this Traffic Code. When questions arise about the official use of a motor vehicle, they shall be resolved in favor of strict compliance with Department of Defense (DoD) regulations.

a. Examples of Unofficial Use:

(1) Travel to Exchange stores, commissaries, beaches, clubs, golf courses, movies, domicile to work, eating establishments, etc.

(2) Travel for purely personal convenience.

4. Armed, on-duty security personnel are authorized to make expedient stops at the following on-base locations for the purpose of subsisting:

a. Navy Lodge Minimart and Commissary

b. Base eatery facility including base galley

c. Navy Exchange Minimart/Autoport

d. Hario Housing Navy Exchange, food court and commissary

5. Relationship between Moving Violations and Authorization to Drive Government Vehicles

a. No one may operate a GOV:

(1) When their license has been suspended or revoked by any U.S. Territory or possession or the country of Japan.

(2) When their base driving privileges are suspended or revoked for driving under the influence of alcohol or other drugs, or for other traffic violations that constitute moving violations of base, state, federal, or Japanese traffic/criminal laws.

6. Parking of Government Owned Vehicles. When operating a GOV, the operator is to use designated government vehicle parking spaces, and only when these spaces are occupied, will any other parking spaces be used for official duties by GOVs.

7. Duty Driving/Government Vehicle

a. Driving or requiring another person to drive a motor vehicle during any duty period if that duty period was not preceded by at least eight consecutive hours off-duty is prohibited.

b. Use of alcohol eight hours prior to a duty period in which a person will be driving a motor vehicle is prohibited.

c. Driving or requiring another person to drive a motor vehicle:

(1) For more than 12 hours in a 24 hour period.

(2) After having been on duty for 15 hours.

(3) For more than eight hours in a 24 hour period if the vehicle is carrying explosives or other hazardous cargo is prohibited.

d. In accordance with reference (h) paragraph 10.a, all military and DoD civilian personnel who operate a GOV as their primary duty, or who operate a GOV more than eight hours per week as part of their incidental duties will attend remedial training at no cost to the individual prior to assignment.

8. Official Duty Certificates. In order to meet obligations under the SOFA, COs who assert official duty status through the Staff Judge Advocate's office shall ensure that the driving conduct that led to the traffic ticket or charge by GOJ authorities is fully investigated and corrective action, if any, is administered at the appropriate command level.

9. Toll Road Certificates. Operators of GOV shall use USFJ Form 19EJ (Certificate for transit of toll roads by military vehicles) as per enclosure (seven) to pay road tolls as prescribed by Article 19 of this instruction. The certificates may not be used at any time by operators of POV. Drivers (military or civilian) misusing the certificates will be disciplined. The certificates shall be completely filled out before vehicles are dispatched, and shall be kept in a readily available location for immediate presentation and to toll booth employees. The designated toll ticket custodian or a supervisor of the vehicle driver will complete and issue this form to the driver prior to dispatch of the vehicle for official use unless otherwise directed by the COs and OICs of each command.

10. Warning Lights and Sirens on Emergency Vehicles. Warning lights and sirens are authorized for emergency motor vehicles such as ambulances, firefighting and police vehicles, explosive ordnance disposal (EOD) response vehicles, wrecker or recovery vehicles, and electrical-line trucks as needed for rescue operations, emergency missions, disaster relief, or when necessary to assist injured persons. Use of warning lights and sirens either on or off-base shall be limited to emergency response or over-riding safety concerns (see reference (e) section (4.4)).

11. U.S. Vehicle Operations and Training. Personnel shall not be assigned to drive U.S. government-owned police vehicles, ambulances, fire vehicles, crash and rescue vehicles, explosive ordnance vehicles, and hazardous material (HAZMAT) response vehicles or other emergency response vehicles equipped with lights and siren until they have successfully completed the Emergency Vehicle Operator Course (EVOC) conducted by a COMNAVSAFECEN-approved instructor, or other COMNAVSAFECEN approved training.

Emergency vehicle operators and instructors must be re-certified every three years.

12. Painting and Marking

a. The present marking system for U.S. Navy publicly-owned motor vehicles has been approved by the GOJ. Commander, Naval Forces, Japan (CNFJ) will be advised with respect to any proposed change in the marking system used on such vehicles to obtain authorization by higher authority.

b. No military or similar government markings will be placed on POVs with the exception of the approved identification sticker or decals. POVs shall bear license plates issued by GOJ LTO.

c. Requests for exemption from usual marking requirements of U.S. government vehicles will be made to Commander of USFJ via CNFJ, and contain the justification required by section (2.14) of reference (o).

d. The CFAS SECO will cooperate with GOJ authorities in their respective areas of responsibility to insure the orderly control of motor vehicle traffic. CFAS Security personnel shall not control off-base civilian traffic without the express consent of the appropriate GOJ authorities, CFAS CO and approved by CNFJ.

13. Convoys. The convoy commander with the SECO/Provost Marshal will coordinate convoy movements. The SECO/Provost Marshal concerned will further coordinate with GOJ authorities in the areas through which the convoy will pass. Refer to reference (i) for movement of overweight/oversize vehicles which exceed the following limitations:

- a. Width: 2.5 meters (8.2 feet or 98.4 inches).
- b. Weights as follows:
 - (1) Total: 20 Metric Tons (or 44,092 lbs.)
 - (2) Axle: 10 Metric Tons (or 22,046 lbs.)
 - (3) Wheel load: 5 Metric Tons (or 11,023 lbs.)
- c. Height: 3.8 meters (12.46 feet or 149.6 inches).
- d. Length: 12 meters (39.37 feet or 472.4 inches).
- e. Minimum turning radius of 12 meters (39.37 feet or 472.4 inches) for the outermost wheel print of the vehicle.

14. Escorts

a. U.S. Navy Military Police escorts will not be utilized outside CFAS facilities except where prior arrangements have been made with the appropriate GOJ authorities. Use of such escort will be limited to those operational requirements where the safety or security of Armed Forces of U.S. personnel is involved (this precludes the escort of distinguished visitors outside USFJ facilities and areas). Such escort will abide by Japanese laws and regulations.

b. Heavy, special purpose vehicles will be moved under escort when required by safety factors. Except in emergencies, vehicles of this type will be moved over public highways only during periods when minimum interference with civilian traffic can be anticipated. If heavy, special purpose vehicles are small enough to be carried by truck, then such means of transport should be used.

15. Construction equipment operator must have a proper U.S. license, a completed training record for the specific equipment, on which they will be licensed, or a GOJ license, plus a current medical certificate per ref (o), and an Application for Construction Equipment Operator License (NAVFAC 11260/1). Personnel requesting a permit to operate a Manlift are required to complete enclosure (12), which must be signed by CO/OIC/DH O-4 or above prior to being submitted to CFAS Safety; CFAS Safety Director will review application within five working days and approve it if all requirements have been met.

16. Forklift operator, Heavy Equipment/vehicle operator, Tractor trailer driver, Explosive driver, and Explosive Mechanical Handling Equipment operator, must hold a U.S. license, completed training record for the specific equipment on which they will be licensed, or a GOJ license, plus a current medical certificate as detailed in NAVMED P-117.

17. To obtain an OF-346 to operate a 15 passenger van, the member must complete all requirements on enclosure (13). The CFAS Safety Director will review the application within five working days after receipt and, if all requirements are met, the permit will be approved.

18. Patrol Activities. GOJ authorities have agreed that the maintenance of order and discipline among members of the Armed Forces of the U.S. outside the boundaries of USFJ facilities or areas is the responsibility of U.S. Forces law enforcement agencies. This function and responsibility includes off-base streets and highways. Actual patrol activities will be conducted as prescribed in service and command regulations.

Article 12

VEHICLES FOR DISABLED PERSONS

1. Eligibility. Any person certified by a medical doctor from Naval Hospital Branch Clinic (NHBC) Sasebo or NHBC Hario as having any one of the below listed permanent or temporary disabilities may be authorized to use a hangtag of disability and designated disabled parking spaces.

a. Cannot walk without the use of, or assistance from, another person or brace, cane, crutch, prosthetic device, wheelchair or other assistance device.

b. Is restricted by lung disease to the extent that forced expiratory volume for one second when measured by spirometer is less than one liter or the arterial oxygen tension is less than 60mm/hg on room air at rest.

c. Uses portable oxygen.

d. Has a cardiac condition to the extent that functional limitations are classified in severity as class III or IV, according to standards accepted by the American Heart Association.

e. Is severely limited in the ability to walk due to an arthritic, neurological or orthopedic condition.

2. Disabled Vehicle Hangtag Issuance and Return

a. A hangtag is issued at CFAS VRO. Eligible personnel shall submit a letter signed by a medical doctor as described in paragraph 1. The CFAS Security VRO will review and approve or disapprove each request, as appropriate.

b. Return of the hangtags shall be received at CFAS VRO when no longer required, e.g., disposing of a vehicle through sale, permanent change of station orders, etc., or upon their expiration date, whichever occurs first. Protecting the hangtag from unauthorized and/or fraudulent use is an individual responsibility of the recipient.

3. Disabled Parking. Disabled parking is a reasonable accommodation made for persons with certain disabilities. It is not intended to guarantee an employee reserved parking at their place of employment or while visiting other places to receive a service. A motor vehicle properly displaying a disabled parking hangtag from the front windshield's rearview mirror will be extended the following parking privileges when the person with the disability is present:

- a. Parking in places reserved for people with a disability.
 - b. Exemption from time limitations in parking places with a 15 minute limit of up to five days.
 - c. Accompanying persons transporting disabled persons in any vehicle may use designated handicap parking when picking up and/or dropping off disabled persons at designated handicap parking spaces. However, they may not drop off a disabled person at a location separate from the parking space and then proceed on to park in handicap parking. For instance, it would be considered a violation of parking regulations for an accompanying person to drop off a disabled passenger at any building entrance and then go park in a handicap parking space. Accompanying persons transporting disabled persons must display the physically challenged individual's personal hangtag on the rearview mirror of the vehicle being driven when they are parked in designated handicap parking spaces.
4. Any person convicted at traffic court for fraudulently or illegally using a handicap parking space may lose their license for up to three months for the first offense, and longer for any repeat violations. Any disabled person who knowingly allows their personal hangtag to be fraudulently used will have their privilege to use a handicap reserved parking space and hangtag permanently revoked. In the case of minors, it is the sponsor's responsibility to guard against fraudulent or illegal use of the hangtag.

Article 13

PARKING/STOPPING/STANDING

1. For further amplification, please see reference (g).
2. Parking Regulations. Use of parking spaces at CFAS is limited to 24 hours with the following exceptions;
 - a. Parking spaces with a designated time limit: specific time limit is enforced 0600 to 1800 with the exception of spaces marked for customers use. The time limit will not apply to hours where the retail facility is not open.
 - b. Designated forces afloat parking is limited to 30 days.
 - c. Residents in the Unaccompanied Housing (Bachelor Housing) may park their vehicles in that designated parking area for up to 30 days without moving the vehicle.
 - d. Residents in government housing are authorized one reserved parking space. There is not a time limit on this parking space, however, the owner must maintain proper registration and insurance on the vehicle at all times.
 - e. All parking designations must be observed.
 - f. All vehicles will be parked in designated parking spots which are specifically marked for parking. Leaving vehicles unattended in locations not designated for parking is prohibited.
3. Reserved Parking Space. Individual assignment of a parking space shall be kept to an absolute minimum. All requests for reserved parking shall be submitted in writing to the Public Works Officer.
4. Long Term Parking. The back portion of the lot behind building 330 may be used in excess of 30 days due to deployment.
5. Inoperable Vehicles. Inoperable vehicles may not be parked on base, unless they have been impounded by CFAS SECO or are being fixed in an approved repair facility such as the Navy Exchange Auto port or Morale, Welfare and Recreation Auto Hobby Shop. Inoperable vehicles should either be taken to a repair facility or junked. Vehicles may be fixed in an individual's reserved parking space at Main Base or Hario Housing only if the repairs will take less than two weeks to render the vehicle operable or safe and can be easily moved if required for safety reasons or emergency response.

6. Prohibited Parking. A vehicle shall not be stopped, parked or left standing in any of the following places, unless otherwise directed by the CFAS Security Personnel.

- a. Within 15 feet of a fire hydrant.
- b. Within 15 feet of an intersection.
- c. In intersections, bus stops, or crosswalks.
- d. Blocking building entrances or fire exits.
- e. Next to solid yellow painted street curbs.
- f. Narrow roads, steep grades, and bridges.
- g. Blocking any driveway.
- h. On the traveled part of any highway or road where road shoulder is provided.
- i. In any place so as to obstruct or face the normal flow of traffic (i.e., parked going in the wrong direction on the road).
- j. Double parked.
- k. On the sidewalk.
- l. On lawn areas.
- m. In any fire lane.

7. Vehicles Stopped. Drivers are required to stop the engine, lock the ignition and set the brakes before leaving the vehicle unattended. A passenger aged 12 or older may remain in the vehicle with the engine running. Children ages 10 and 11 may remain in the vehicle for a period less than 20 minutes if the vehicle cannot be operated (no keys). Children under the age of 10 may not be left alone at any time. Parents and guardians must ensure that they are not leaving children in a car when conditions are not appropriate to leave them there (such as hot days) or the judgment of the child 12 or older makes this unsafe.

8. Off-Base Parking

a. When parking on Japanese roads, all drivers shall obey the laws of the locality. Personnel cited for illegal parking by the

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Japanese Police will also be assessed points against their USFJ operator's permit.

b. Off-base residential parking must have enough space to accommodate the number of vehicles prior to registration at CFAS VRO for an USFJ Decal. Personnel cited for illegal parking by the Japanese Police will also be assessed points against their USFJ operator's permit.

Article 14

IMPOUNDING/TOWING/ABANDONED VEHICLES

1. Responsibility. COs and OICs will ensure their personnel are properly checking out with the Security Department before they leave. The command may not allow someone to leave Sasebo without ensuring that this occurs and must make this part of the checkout sheet. Commands will be responsible for any towing and disposal fees involved with personnel that have transferred or are no longer in Japan.

2. Vehicles Left Standing. Whenever CFAS Security personnel find a vehicle illegally standing upon a road or other improper or unauthorized location, the vehicle owner or the sponsoring command is authorized to cause the removal of the vehicle to an appropriate area. If suitable parking is not available within the Security Impound Lot or another appointed place for safekeeping, an attempt to contact the owner of the vehicle will be made as soon as possible. The owner is responsible for all towing charges.

3. Abandoned Vehicles. Vehicles will be considered intentionally abandoned, vice lost, if the owner transfers from or is separated in Sasebo without properly checking out with the CFAS VRO and receiving a stamped and signed checkout sheet from that office. The last known command of the vehicle owner will be contacted by the CFAS Security Department to remove, impound, sell or junk the vehicle in a timely manner. Last known commands will be responsible for all fees pertaining to this article of this instruction.

a. Failure to properly checkout will constitute a waiver of the notification requirements for the registered owner under Title 10 U.S.C. 2575.

b. Any other vehicles which reasonably appear to be abandoned are subject to be impounded at the CFAS's discretion, or designated representative and will be declared unclaimed personal property and disposed of in accordance with Title 10 U.S.C. §2575.

4. Impounding Vehicles. The SECO shall have the primary responsibility in the decision of whether or not a vehicle will be impounded. Prior to impounding a vehicle, Security should make a reasonable attempt to locate the owner of the vehicle. Once a member or the member's sponsoring command has been notified of the intent to impound the vehicle, they are required to remove the vehicle within 24 hours. Guidelines for impounding vehicles are:

a. All vehicles will be issued a Vehicle Impound Slip prior to being impounded. This slip will indicate the date and time the vehicle will be towed.

b. Transporting impounded vehicles will be accomplished by the NEX at the owner's expense, or if the NEX is not able to move the vehicle, by civilian means at the owner's expense.

c. A Vehicle Impoundment Record will be completed in detail for every vehicle towed and stored. This record and all related documents will remain on file at Security for three years.

d. At no time will maintenance or repair work be performed on impounded vehicles while it is in the custody/control of the government.

e. Vehicles impounded for evidence in criminal cases will not be released until the individual cited has appeared at TAF or the vehicle is released by Staff Judge Advocate.

f. Vehicles Subject to Towing and Impoundment

(1) Expired JCI.

(2) Expired Liability Insurance according to vehicle registration records (Owners may have renewed, but failed to update vehicle registration with current information).

(3) Vehicles parked in unauthorized areas.

(4) Vehicles registered under an owner's name that has already transferred and does not have a POA registered with CFAS VRO.

(5) Vehicles parked that are obviously degraded, or inoperable (i.e., flat tires, interior gutted/stripped etc.).

g. Neither NEX, Security or any towing service will be held liable for damages incurred to the vehicle or property inside, while towing the said vehicle. Parking in proper areas can alleviate such circumstances.

h. If the impounded vehicle is not claimed within 30 days, Security will declare it unclaimed personal property and dispose of it in accordance with DoD Directive 4160.21 and Title 10, U.S. Code, §2575

i. Vehicles will be released to the owner when proof of reimbursement for towing charges is provided.

5. Disposition of Personally Owned Vehicles

a. When personnel transfer from Japan without selling or properly deregistering their POV, it creates an undue burden on the Installation Commander. To mitigate the issue, the registered owner's last known command will be contacted by the Security Department for all POV's that were not transferred to another party or properly deregistered found on CFAS for disposition. The CFAS Security VRO personnel will draft up a disposition and release documents and forward to the registered owner's last known command.

b. Upon receipt of the disposition letter and release document, the registered owner's last known command is required to submit release documents back stating their intentions for the property.

c. For unknown vehicles, the vehicles will be impounded by the Security Department and the notice for disposition for 45 days. When the 45-day notification period is over and the property has not been claimed or authorization has been given to the government to dispose of the property, the VRO will process the disposition.

Article 15

DRIVER RECORDS

1. Vehicle Registration and Driver Record (DD Form 1409) will be used to record chargeable motor vehicle revocation actions and point assessments involving military and civilian personnel, their dependents, and other personnel who operate a motor vehicle onboard CFAS.
2. Driver records (prior incidents) will be used as an aide in the identification of drivers in need of driver improvement such as counseling, driver training and Remedial Driver Training.
3. Driver records are required to provide Security notification of any traffic accident (on base and off-base) and the commission of an offense in U.S. territories and possessions which if committed on the installation would be grounds for suspension or revocation of driving privileges.
4. Points assessed to an individual will remain in effect for point accumulation purposes for a consecutive 24-month period. Once a revocation of driving privileges has been assessed, points accumulated prior to the revocation will no longer be used for point accumulation purposes. However, the entry itself on the driver record will remain posted for two years from the date of TAF adjudication.
5. Personnel who transfer to a new activity in the same locality will have their individual driver record, along with their family members' driver records forwarded to the sponsor's gaining activity by the CFAS VRO as necessary. The SOFA sponsored personnel shall also contact individual's liability company to obtain the necessary record needed at the gaining command.
6. The TAF Clerk shall forward DD 1409 to individual's next command within USFJ installation as necessary.

Article 16

SEAT BELTS AND CHILD SEATS

1. All personnel operating or riding in a motor vehicle (with the exception of motorcycles, etc.) shall wear seat belts. The driver of the vehicle is responsible for ensuring all passengers are wearing safety belts and will receive a traffic ticket for any violation. Individuals shall not ride in seating positions where safety belts have not been installed, have been removed or rendered inoperative except when riding in public transportation when safety belts are not available.

2. Children six years old or younger, or weigh 45 pounds or less, shall be placed in an approved child restraint device. There is no maximum weight limitation. Public transportation such as buses and taxis are exempt.

Article 17

BICYCLES

1. Personnel who operate a bicycle shall follow the same traffic laws as applied to motor vehicles.

2. Bicycle Registration. All SOFA personnel and their family members who own bicycles must be registered with the CFAS Security Department or Hario Security satellite office by a SOFA sponsored adult. A decal shall be placed on the frame of the bicycle. All MLC/IHA personnel and contractors are required to register their bicycles either at the CFAS Security Department or the local Japanese Police department.

3. General Rules

a. Bicycle riders will not carry any passengers on a bicycle designed for one person (with the exception of a child placed in a properly mounted child seat).

b. Bicycles shall be ridden as near to the left side of the road as practicable, single file, and exercise care when passing.

c. Bicycle riders will not exceed a safe speed.

d. Bicycle riders will not carry packages or articles that will prevent them from maintaining both hands on the handlebars.

e. Bicycles will not be ridden on the sidewalk or other areas when it will interfere with pedestrian traffic (with the exception of small children). Bicycles must be ridden on the road way or on designated sidewalks marked exclusively for bicycles. In addition bicycles are authorized to ride on normal pedestrian sidewalks under the following conditions:

(1) Children less than 13 years and elderly people over 70 years old and disabled people.

(2) If the road is under construction or hard to ride due to traffic situations.

f. Required safety equipment for bicycles shall include working brakes and reflectors front and rear. If ridden off-base, the bicycle must have hand brakes, a horn or bell. For bicycles riding between sunset and sunrise, a white light on the front with the light being visible from a distance of at least 600 feet is required; the rear lights may be steady burning or blinking.

g. Bicycle riders will give hand signals before turning left or right.

h. A bicycle helmet approved by the Consumer Product Safety Commission, Snell Memorial Foundation or host nation Standards (as identified by the green "S" Safety Goods Mark) shall be properly worn at all times, with the chin strap properly fastened per the manufacturer instructions, and with no other garment or device between the head and the helmet.

i. Safety equipment will include lights, reflectors, and horn. Bicyclists shall wear light colored clothing. Reflective clothing is mandatory when riding at night or in periods of reduced visibility.

j. Use of portable headphones, earphones, cellular telephones or other personal entertainment listening devices is strictly prohibited.

k. Bicycling while under the influence of alcohol or drugs is prohibited, and has the same effect on driving privileges cited in article 10 of this instruction.

l. Riding a bicycle with one or both hands off of the handlebars is prohibited.

m. Riding a bicycle in the arcade walkway is prohibited.

n. Bicycle riders are to adhere to the same traffic regulations as motor vehicles, i.e., stop at stop signs etc.

o. Bicycles are prohibited from being chained, locked or secured in any manner to fence lines, handrails, garbage receptacle's or left propped against any buildings that would interfere with safety or security. Any violations of the above shall result in impoundment, regardless if locked or not. At no time will Security be responsible for damage incurred to locks that were found in violation.

4. Repeated violations may result in suspension of bicycle riding privileges and impoundment of the bicycle.

5. Failure to properly register a bicycle with Security Department will result in impounding the bicycle, regardless if it is locked or not.

6. Long term storage of bicycles is available through CFAS Security Department. Long-term storage of bicycles in common areas or bicycle racks is prohibited.

7. Parental Responsibilities. The parent or guardian of a child is responsible for informing and enforcing the above rules with their child.

8. Impoundment and Removal. Any bicycle that is in violation will be impounded by Security and stored in a secured location in accordance with CFASINST 4500.1D.

Article 18

JOGGING, SKATEBOARDING, ROLLER SKATING/ROLLER BLADING

1. Use of portable headphones, earphones, or other portable listening devices while jogging, skateboarding, roller skating/roller blading, or bicycling in roadways or streets onboard CFAS is prohibited and punishable under the UCMJ.

2. Regulations for Joggers

a. Personnel jogging on CFAS shall jog facing oncoming traffic, in single file, and obey traffic rules.

b. Joggers are encouraged to wear brightly colored, fluorescent or other reflective garments when running between sunset and sunrise, or during periods of reduced visibility.

c. Joggers should run on sidewalks or other off road areas whenever possible.

d. Formation running onboard CFAS, shall have road guards forward and aft. Road guards must wear high visibility vests. Formation will be limited to three abreast and shall run on the side of the road with the flow of traffic.

e. Joggers are encouraged to use the Nimitz Park running track. Portable listening devices are allowed while using the Nimitz Park running track.

3. Regulations for Skateboarding and Roller Skating/Blading

a. Skateboarding and roller skating/blading are prohibited off-base in Sasebo City, which includes the Haiki and Ainoura suburbs.

b. Pedestrians always have the right of way.

c. Obey all traffic laws as applied to motor vehicles.

d. Only one rider on a skateboard at a time.

e. All skate ramps or jumps are unauthorized at CFAS and associated housing areas, except those provided by MWR.

f. Skating is allowed as transportation using sidewalks or for entertainment at the following locations:

(1) Hario Housing

(a) Jack N. Darby Elementary School (Building #5114) under structure parking lot after school hours.

(b) The following town house courts parking lots:
Gulfport, North Island, Bangor, Groton, Alameda, Glenview, Pensacola, Norfolk, San Diego, Seal Beach and Branch Medical/Dental Clinic parking lot.

(c) Hario Housing Skateboard Park

(2) Dragon Vale (Main Base Housing)

(a) Paved play court adjacent to tennis courts and access road to E.J. King High school (Building #1665) after school hours

(b) Parking lot adjacent to Gymnasium (Building #1618), T-530 and T-532 town houses

(c) Florida, Colorado, Montana and Alabama Drives

(3) Nimitz Park. Perimeter road during park operating hours

(4) Main Base. On Wisconsin Loop, on North Dakota Ave between South Carolina Ave and California Drive, on South Carolina Ave east of Ohio Blvd, and on California Drive from the Harbor View Club to Ohio Blvd. Skating is not allowed west of Ohio Blvd.

g. Required Safety Equipment

(1) When Skating for transportation only, a padded helmet properly fastened under the chin is required.

(2) When skating for entertainment at one of the designated parking lots, courts, or the skateboard park, a padded helmet properly fastened under the chin, knee and elbow pads, wrist brace and gloves are all required. If MWR designates additional safety equipment for the skateboard park, that is also required.

h. Recommended Safety Equipment. When skating for transportation only, the following safety equipment is recommended.

(1) Knee and elbow pads

(2) Wrist brace and gloves

i. Prohibited/Unsafe Practices. The following are specific unsafe/prohibited practices that could result in administrative action to remove skating privileges and/or confiscation of skating equipment,

(1) Skating while under the influence of alcohol.

(2) Hitching a ride from a car, bicycle, motorcycle or any other moving vehicle.

j. Enforcement of regulations. Rules listed herein will be strictly enforced with the following actions imposed on violators and severity of infraction could result in maximum punishment regardless of recorded offenses:

(1) First infraction: verbal warning.

(2) Second infraction: written warning via CNFJ Form 1020/01 (Minor Offense Report).

(3) Third infraction: confiscation of skating equipment followed by completion of an Incident Report which will be forwarded to sponsor's CO or Civilian Administrative Forum for final disposition.

k. Parental Responsibilities. The parent or guardian of a child is responsible for informing and enforcing the above rules with their child, and serve as the first line of defense to ensure a safe environment for children.

Article 19

PORTABLE PERSONAL ENTERTAINMENT DEVICES/AUDIO SYSTEMS IN VEHICLES
VEHICLE ALTERATIONS

1. All personnel shall comply with the below safety regulations when using cellular phones, portable headphones, earphones or other listening devices while jogging, walking, bicycling, skating or operating motor vehicles onboard CFAS and facilities located in Fleet Activities, Sasebo AOR. This policy will be enforced by CFAS Security Department and applies to all military (including JSDF), USCS, family members, contractors, tenant command, MLC, IHA employees and visitors to Navy installations. Parents have the primary responsibility for ensuring that their children are aware and practice the requirements of this Article. Violations may be punished under Article 92, UCMJ. USCS, contractors and visitors to Navy installations who fail to comply with this policy are subject to administrative action to include loss of driving privileges on station and/or removal from the installation and/or denial of re-entry.

2. Cellular Phones Usage

a. Bicycling and Skating. Prohibited at all times. A bicyclist or skater may use a cell phone only after coming to a complete stop in a safe location off all roads and streets.

b. Jogging and Walking. Authorized for use in all locations except on roads and streets. Pedestrians shall not enter any crosswalk while using a cell phone.

c. Driving and/or Operating any Motor Vehicle. Prohibited at all times except when the vehicle is safely parked. This prohibition includes all cell phones.

d. Definition of Road and Street. The open way between curbs designated for motorized and non-motorized vehicle travel, including those areas where pavement markings have been directly applied to the pavement. Sidewalks are not considered part of a road or street, but a pedestrian crossway is included.

e. Portable Headphones, Earphones and Other Listening Devices. Any portable, personal listening device worn inside the aural canal, around or covering the driver's ear while operating a vehicle is prohibited. Listening devices include wired or wireless earphones and headphones (including blue tooth or similar technology), and do not include hearing aids or devices designed and required for hearing protection, when required by regulation.

3. Bicycling and Skating. Prohibited at all times when the user is in motion. A bicyclist or skater shall use personal listening devices only after having come to a complete stop in a safe location off all roads and streets.

a. Jogging and Walking. Authorized for use in all locations except on roads and streets. Pedestrians shall not enter or use crosswalks while using these listening devices. Users should keep the volume of any device they are using at a sufficiently low level to stay aware of their surroundings at all times.

b. Driving and/or operating any Motor Vehicle. Prohibited at all times except when the vehicle is safely parked. The prohibition against using hand-held cellular phones while driving includes hands-free cellular phone devices. Hands-free devices include console/dash-mounted or otherwise secured cellular phones with integrated features such as voice-activation, speed dial, speakerphone or other similar technology for sending and receiving calls.

c. Exceptions. This policy does not apply to the use of hearing aids by hearing impaired persons, to security personnel and other emergency responders while engaged in the performance of their regular duties, nor does it negate the requirement to wear hearing protection where conditions so require.

4. Audio System. Audio systems in vehicles shall not be plainly audible at a distance of a vehicle behind or in front.

5. Motor Vehicle Lights. No vehicle will have neon flashing or non-flashing lights illuminated inside or outside the cabin unless it is for commercial or authorized purposes on base. (i.e. under the vehicle lights or flashing lights on the vehicle which are not emergency vehicles)

6. Loud Stereos, Exhausts and Screeching of Tires

a. No driver of a vehicle shall operate, or permit the operation of, any sound amplification system which exceeds the limits promulgated by the Japanese Noise Regulation Law as implemented by GOJ authorities or limits established under excessive noise violations.

b. Any excessive, unusual, loud, or disturbing noise made by any motor vehicle and not reasonably necessary in its operation under the circumstances is prohibited. Such noise shall include but not be limited to noise caused by screeching or tires; racing, gunning or accelerating the engine; backfiring the engine and exhaust from the engine tail pipe or muffler.

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Noise made by motor vehicles shall not exceed the limits promulgated by the Japanese Noise Regulation Law as implemented by GOJ authorities.

c. Vehicle mufflers shall be present and properly installed.

ARTICLE 20

COMMERCIAL TAXIS

1. Responsibilities in regard to management of commercial taxis authorized to operate on CFAS are as follows:

a. CFAS SECO shall:

(1) Advise the Sasebo Taxi Association and the Sasebo Private Taxi Association of requirements for taxi vehicles, taxi registration and this Traffic Code.

(2) Reviews and approves taxi allocation lists every three years with providing authorization letters to each association unless otherwise directed by the CFAS CO.

(3) Determines the number of base taxis needed to meet peak base needs while avoiding excess, which would adversely impact traffic conditions. Concurrence of the CFAS CO is required prior to implementing any increase or decrease in the number of taxis.

(4) Inform the Sasebo Taxi Association and the Sasebo Private Taxi Association of exceptional base access, changes in policy published for regular operations, special circumstances, events such as Open base, Carrier Port Visit, Force Protection condition to meet the requirements.

b. Sasebo Taxi Association and the Sasebo Private Taxi Association shall:

(1) Submit a list of taxi companies and private taxis (allocation list) to Security Department to renew taxi license.

(2) Submit a JCI and Japanese Title for each vehicle for initial vehicle registration to CFAS VRO. If a vehicle will be replaced with a new vehicle or another vehicle, a valid JCI and Japanese Title must be submitted prior to removal and renewal of base taxi decal.

(3) Return taxi driver's base access pass to CFAS Security VRO when the driver is cited for traffic violation as per article 10 of this instruction.

(4) Instruct authorized taxi companies and private taxis on the access control and CFAS traffic regulations.

(5) Return the base pass to CFAS VRO immediately after termination of the contract. In the case of a lost or stolen pass, CFAS VRO will be contacted immediately.

(6) Are required to immediately inform the CFAS VRO of any changes in the driver's status. Also they have to report any changes in the vehicles status.

(7) Report to the Security Department immediately any instances where the taxi decal has been removed by any person or organization other than a member of the CFAS Department. CFAS VRO personnel are the only authorized personnel allowed to install or remove CFAS taxi decals.

c. CFAS Security Pass Office shall:

(1) Issue appropriate pass to drivers of authorized taxis to operate on the base. When the contact is not renewed, the pass must be returned to CFAS Security Pass Office.

(2) Maintain records of access passes to taxi drivers and base decal to authorized taxis.

2. Operational regulations. Commercial taxis authorized to operate on CFAS shall adhere the following:

a. Taxis entering or leaving CFAS will be subject to search at any time for possible possession of unauthorized property or personnel.

b. Report to the Gate sentry upon arrival at the gate any effort of personnel riding in the taxi to hide or conceal goods in their taxi.

c. Taxi driver and all passengers must wear seat belts. Taxis will not exceed the maximum passenger load capacity of five personnel. One seatbelt per occupant is required.

d. "U" turns are not permitted anywhere on CFAS property unless directed to do so by authorized personnel in the performance of their duty.

e. Slow down or stop before passing any formation of troops, buses, or other vehicles and wait until signaled or given clearance.

f. Shall not stop or park along fire lanes, fire hydrants, Entry control Points (ECPs) or emergency exits in order to disembark passengers.

g. Prohibited from entering the pier side area. Parking is strictly prohibited in this area except to await the return of a fare.

h. Shall not stop on the road adjacent to the Automated Teller Machines (ATM) when doing so impacts the flow of traffic. Taxi drivers are required to tell the passengers that taxis are not allowed to do so.

i. Park in an orderly manner using the designated lanes. Extreme care will be taken in regard to pedestrians who transit these areas.

j. Park and await fares only in assigned areas as follows:

(1) In the designated taxi parking lot across the street from the main Navy Exchange store.

(2) In the McDonalds designated taxi parking lot.

(3) At the Harbor View Club taxi parking stand.

(4) In front of the JMSDF Tategami pier.

(5) Other areas when directed by the CFAS CO or designated representative.

k. Shall not litter the area by emptying their ashtrays or throwing cigarette butts out of the window, dusting the taxi floor mats, etc.

l. Shall not slow down or otherwise solicit business while moving along a road within CFAS, but if hailed by a customer it is permissible to stop as far off the road as possible and embark the customer.

m. Passengers may be debarked at any place along the roads of CFAS. In such cases, taxis will move off the road as far as possible to avoid blocking any traffic, especially near the approaches to any gate or ECPs.

n. Turn on the taxi meter always when a customer is in the taxi or when the taxi is waiting for the return fare.

o. Ensure that any item left in the taxicab by a passenger is immediately turned over to the CFAS Security Department.

p. Drivers not possessing a valid base pass shall not attempt to enter Fleet Activities, Sasebo or operate a taxicab bearing a base taxi decal.

- q. Must abide by the regulations set forth herein, even if ordered to do otherwise by a customer.

- r. Must report immediately to the CFAS Security Department any attempt made by SOFA personnel and their family members or MLC/IHA personnel who accesses to CFAS to induce the taxi drivers or company officials to extend free rides. The necessary actions will be taken by the CFAS Command Duty Officer.

- s. All taxis without passengers are required to transit the Commercial Vehicle Inspection (near Tategami Gate) and will be inspected prior to entering CFAS.

- t. Violations of CFAS Traffic Code is subject to a Armed Forces Traffic Ticket (DD Form 1408) in accordance with this instruction.

Sample Application (Form USFJ-4A)

PRINT APPLICATION FOR USFJ FORM 4A					
Last name, First. M.I.		Rank/Rate		USFJ License Number / Date	
Command		Division	Phone number		Expiration of ID: (MM/DD/YY)
Sex	Height in inches	Weight	Hair color	Eye color	
Date of birth (MM/DD/YY)	Age	Physical and Restriction			
		Eye test <input type="checkbox"/>	Color Blindness Test <input type="checkbox"/>	Corrective Lenses <input type="checkbox"/>	
		Automatic trans only <input type="checkbox"/>			
State license # and expiration date		Type of license			Driving experience(Y/M)
		Regular <input type="checkbox"/>	Large <input type="checkbox"/>	SLE <input type="checkbox"/>	
		M/C <input type="checkbox"/>	I/T <input type="checkbox"/>		
Date completed INDOC	Is your current military or civilian license under suspension or revocation?(If yes explain on separation sheet)			Emergency Tel# /Name	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
I understand that a national drivers registry (NDR) check will be performed concerning my driving history and, that knowingly giving false information to obtain a drivers permit is grounds for immediate revocation and is in violation of article 107 of the UCMJ. U.S. civilians are subject to the provisions of CFASINST 5800.1 series.					
Applicant signature					

ADMINISTRATIVE REMARKS FOR OPERATING A MOTORCYCLE/SCOOTER

MEMBER HAS COMPLETED A COMNAVSAFECEN MOTORCYCLE/SCOOTER SAFETY COURSE IN ACCORDANCE WITH OPNAVINST 5100.12J.

_____: I FULLY UNDERSTAND THAT PERSONAL PROTECTIVE EQUIPMENT (PPE) IS MANDATORY AND MUST BE WORN WHILE OPERATING OR RIDING A MOTORCYCLE REGARDLESS OF LOCATION OR DUTY STATION STATUS. PPE REQUIREMENTS ARE: A TRANSPORTATION (DOT) STANDARD OR HOST NATION EQUIVALENT STANDARDS; PROPERLY WORN IMPACT OR SHATTER-PROOF GOGGLES OR FULL-FACE SHIELD PROPERLY ATTACHED TO THE HELMET; PROPERLY WORN LONG-SLEEVED SHIRT OR JACKET, LONG LEGGED TROUSERS AND FULL FINGERED GLOVES OR MITTENS DESIGNED FOR USE ON A MOTORCYCLE; STURDY OVER-THE-ANKLE FOOTWEAR; BRIGHTLY COLORED AND REFLECTIVE UPPER GARMENT/VEST. THE OUTER UPPER GARMENT/VEST MUST BE CLEARLY VISIBLE.

_____: I FULLY UNDERSTAND THAT OPERATING A MOTORCYCLE OR SCOOTER IS A PERSONAL CHOICE AND I AM PERSONALLY ACCOUNTABLE FOR MY ACTIONS, SUCH AS RECKLESS DRIVING OR THE ABSENCE OF PPE. I UNDERSTAND THAT OPNAVINST 5100.12J IS A LAWFUL GENERAL REGULATION AND VIOLATIONS OF IT MAY RESULT IN ADMINISTRATIVE OF DISCIPLINARY ACTION UNDER THE UNIFORM CODE OF MILITARY JUSTICE OR CIVILIAN PERSONNEL REGULATIONS. ADDITIONALLY, VIOLATIONS OF OPNAVIST 5100.12J MAY BE CONSIDERED IN MAKING LINE OF DUTY MISCONDUCT DETERMINATIONS FOR INJURIES RECEIVED ON OR OFF DUTY.

Print Name/Signature/Date

Command

Witness Name/Signature/Date

CFAS VEHICLE OWNER ACKNOWLEDGEMENT AND AGREEMENT

LAST NAME: _____ FIRST NAME: _____
_____ MI: _____ I / III / JR / SR

RANK / RATE: _____ / _____ COMMAND AND DEPARTMENT: _____

PROJECTED ROTATION DATE (MM/DD/YY): _____ DATE OF
BIRTH (MM/DD/YY): _____

TEL (WORK): _____ TEL (HOME): _____ CELL
PHONE: _____

ADDRESS (OFF-BASE RESIDENT: CHO ADDRESS): _____

USFJ POV DRIVER'S LICENSE PERMIT NO. (SPONSOR): _____
EXPIRATION: _____

USFJ POV DRIVER'S LICENSE PERMIT NO. (DEPENDENT): _____
EXPIRATION: _____

EXISTING CFAS REGISTERED VEHICLES (INCLUDING MOTORCYCLE): _____

I AM A GRANTEE OF POWER OF ATTORNEY (POA) / SPECIAL POA FOR
VEHICLE(S): YES / NO

GRANTOR'S NAME: _____

VEHICLE YEAR: _____ MAKE: _____ MODEL (VEHICLE
NAME): _____

COLOR: _____ SERIAL NO / VIN: _____
_____ PLATE NO: _____

1. I, _____, hereby certify, acknowledge and
agree to the following by initialing and signing this document:

a. _____ I understand the registration of Privately Owned
Vehicle (POV) onboard Commander, Fleet Activities Sasebo (CFAS) is a
conditional privilege extended by CFAS Commanding Officer.

b. _____ I must comply at all times with Japanese traffic laws and U.S. military instructions including CFAS instruction 5800.1 (Traffic Code), regarding registration, operation, insurance requirements, licensing, loaning and disposition of my POV(s).

c. _____ I understand upon initial registration I may be issued a temporary vehicle pass for a period of two weeks and I am required to complete the registration process to obtain USFJ Base decal (USFJ Form 15A) within a maximum of 30 days of purchase. Failure to complete registration within a given time will result in loss of driving privileges until registration is completed.

d. _____ I must maintain at all times proper registration such as USFJ POV Driver's License, Japanese Compulsory Insurance, Safety Inspection (Japanese Title), Liability Insurance and Road Tax and present or provide these upon demand to CFAS Security personnel including Japanese authorities.

e. _____ I must report all moving violations and license suspension or revocations to CFAS Security Department, whether or not they occurred in Japan.

f. _____ I understand if I should sell, dispose of, or otherwise transfer possession/ownership of my vehicle(s), I will bring my vehicle(s) to the VRO for removal of base decal at such time.

g. _____ I am responsible for the title transfer or junking/disposal of all POV(s) registered in my name prior to departure/transfer from Sasebo or my separation from the Navy. I understand that potential consequences for intentional abandonment are; reimbursing the U.S. Government for incurred cost, garnishment of pay, IRS withholding tax refunds for indebtedness to the U.S. Government, and violations of articles of the Uniform Code of Military Justice (UCMJ) in accordance with DoD 4160.21.

h. _____ I understand that if I fail to properly dispose of my vehicle, my transfer orders may be delayed, or my airplane tickets withheld, until such time as I properly dispose of my POV(s).

i. _____ In the event I transfer from Japan, retire, separate, or otherwise permanently leave without properly de-registering and disposing of my POV(s), I transfer all rights, title, and interests in the vehicle, and any personal property located therein, to the United States Government for disposal as deemed appropriate in the sole discretion of the United States, and I release and discharge the United States Government and its agents from any and all claims and demands whatsoever by me arising out of the impoundment and disposition of the vehicle(s) registered by me.

j. _____ I understand that if any liens on the vehicle exist at the time of my permanent departure that I am not relieved of financial responsibility to the lien holder for that claim. I further understand that if I fail to properly check-out with the VRO prior to departure as described above, I will have waived and not be entitled to be notified under Title 10, United States Code, Section 2575, that the vehicle(s) registered to me has been impounded for ultimate disposal by the United States.

k. _____ I understand that in the event I have to rent, lend, or permit the operation of my POV(s), it shall meet the conditions and requirements stated in article 1 of CFAS Traffic Code.

l. _____ I understand that if I am involved in a motor vehicle accident on or off base, no matter how minor, I will report the accident to CFAS Security Department immediately and remain at the site of the accident unless otherwise instructed by CFAS Security personnel or other emergency services (i.e. medical or fire).

m. _____ As a condition of accepting a USFJ POV Driver's License, I give my consent to tests of my breath, blood, and urine to detect the presence of alcohol, drugs, or other illegal substances when requested by CFAS Security personnel whether on or off-base.

n. _____ A drinking and driving offense may result from a Blood Alcohol Content (BAC) as little as .03 and above while in Japan and results in permanent revocation of driving privileges.

o. _____ If my vehicle is impounded, I understand that I will be given no more than 30days to remove it from the Security impound lot or I will be required to junk it on the 31st day.

p. _____ I agree to reimburse the United States for the cost of towing and storage should my motor vehicle(s) be removed and impounded per the Traffic Code or at the direction of Japanese authorities. If notified that my vehicle needs to be removed from a location either on or off-base, I will immediately make arrangements to have it moved.

q. _____ In the event the U.S. government incurs costs/liabilities due to my improper operation, parking, or disposition of my POV(s), I agree to reimburse the U.S. government for said costs, liabilities. I consent to garnishment of wages and other monies to be paid by me to the U.S. government for the purpose of reimbursing the U.S. government.

r. _____ I understand the use of portable headphones, earphones, mobile telephones or other inappropriate listening devices while

operating a vehicle is prohibited. I further understand the use of a radar detection device to indicate the presence of speed recording instruments or to transmit simulated erroneous speeds is prohibited.

s. _____ I understand all personnel operating or riding in a motor vehicle (with the exception of motorcycles, etc.) must wear seat belts. The driver of the vehicle is responsible for ensuring all passengers are wearing safety belts and will receive a traffic citation for any violation.

t. _____ I understand drivers are required to stop the engine, lock the ignition and set the brakes before leaving the vehicle unattended. If a passenger who is at least 18 years of age remains in the vehicle, the car may be left running. Children under the age of 10 may not be left alone, nor may children be left in the car in cases of significant heat, cold etc.

u. _____ I understand that children six years or younger, or children weight less than 45 pounds, must be placed in an approved child restraint device. Appropriate precautions will be taken in vehicles such as taxis and buses.

v. _____ **In the event when Special Power of Attorney (SPOA) is required, a SPOA endorsement form must be submitted to VRO 10 days prior to the date of departure. Personnel granted a SPOA must be eligible to register a vehicle in accordance with article 2 of CFAS Traffic Code.**

2. I acknowledge and consent to the above this _____ day of _____, _____.

Signature of Registered Owner

Print Name and Signature of Witness

TO BE FILLED OUT BY VRO

USFJ DECAL NO.: _____ DATE ISSUED: _____ # OF REGISTERED VEHICLE: _____

LICENSE PLATE: _____ SAFETY INSPECTION: _____

_____ ROAD TAX: _____

JCI CO.: _____ POLICY NO.: _____ EXP: _____

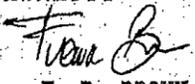
LIABILITY CO.: _____ POLICY NO.: _____ EXP:

_____ SPOA LOG CHECKS: _____

U.S. / GOJ COMPARISON TABLE FOR BLOOD ALCOHOL CONTENT

U.S. Intoxilizer 5000 Breathalyzer	Blood Alcohol Content (BAC)	Japan Kitagawa- Shiki Balloon Test	
0.01 %	0.01 %	0.05 mg	
0.02 %	0.02 %	0.10 mg	
0.03 %	0.03 %	0.15 mg	
0.049 %	0.049 %	0.249 mg	DWDI
0.05 %	0.05 %	0.25 mg	
0.06 %	0.06 %	0.30 mg	DUI
0.079 %	0.079 %	0.39 mg	
0.08 %	0.08 %	0.40 mg	
0.09 %	0.09 %	0.45 mg	
0.10 %	0.10 %	0.50 mg	
0.11 %	0.11 %	0.55 mg	
0.12 %	0.12 %	0.60 mg	
0.13 %	0.13 %	0.65 mg	
0.14 %	0.14 %	0.70 mg	
0.15 %	0.15 %	0.75 mg	
0.16 %	0.16 %	0.80 mg	
0.17 %	0.17 %	0.85 mg	
0.18 %	0.18 %	0.90 mg	
0.19 %	0.19 %	0.95 mg	DWI
0.20 %	0.20 %	1.00 mg	
0.21 %	0.21 %	1.05 mg	
0.22 %	0.22 %	1.10 mg	
0.23 %	0.23 %	1.15 mg	
0.24 %	0.24 %	1.20 mg	
0.25 %	0.25 %	1.25 mg	
0.26 %	0.26 %	1.30 mg	
0.27 %	0.27 %	1.35 mg	
0.28 %	0.28 %	1.40 mg	
0.29 %	0.29 %	1.45 mg	
0.30 %	0.30 %	1.50 mg	

CERTIFICATE FOR TRANSIT OF TOLL ROADS BY MILITARY VEHICLES

CERTIFICATE FOR TRANSIT OF TOLL ROADS BY MILITARY VEHICLES 軍用車両 有料道路通行証明書		SERIAL NUMBER 整理番号 3 - 740229	
1. TYPE OF VEHICLE 車種		2. DRIVER'S NAME 運転者氏名	
3. VEHICLE NUMBER 車両番号		4. DATE 発行日	5. LOCATION 施設・区域所在地 SECURITY DEPARTMENT
THIS IS TO CERTIFY THAT THE ABOVE IS THE UNITED STATES MILITARY VEHICLE AS REFERRED TO IN THE SECOND SENTENCE OF PARAGRAPH 2 OF ARTICLE V OF THE STATUS OF FORCES AGREEMENT BETWEEN JAPAN AND THE UNITED STATES. 本車両は、日米間の地位協定第5条2項第2文にいう米軍用車両であることを証明する。			
6. SIGNATURE OF CERTIFIER 発行責任者署名		7. TITLE 通行日	
 F. D. BROWN		SECURITY OFFICER CFA, SASEBO	
		車種区分	入口IC
			出口IC

USFJ FORM 19EJ 0980-LF-000-0600
FEB 94

Date: _____

From: _____
(Print Requester's LAST, First, MI)

To: Staff Judge Advocate, Fleet Activities, Sasebo

Via: Commanding Officer/Officer in Charge
Security Officer, Fleet Activities Sasebo

Subj: REQUEST FOR SPECIAL POWER OF ATTORNEY FOR MOTOR VEHICLE

Ref: (a) CNFJINST 5800.7M

(b) CFASINST 5800.1I

1. Grantor's Information (Grantor and/or Grantee must return to VRO with this approved request form and SPOA.) PCS orders must be attached to the form for endorsement.

Name: _____
(LAST, First, MI)

Rank/Rate: _____ Departure Date (YY/MM/DD): _____

Current Command: _____

Next Duty Station/Command: _____

Personal Email Address: _____

Relationship to Grantee: _____

Vehicle No (e.g., Sasebo 500 Y xxxx): _____

Reason why the automobile was not sold or disposed by the owner in a timely manner (Be specific): _____

Grantor's Signature

2. Grantee's Information

Name: _____
(Last, First, MI)

Rank/Rate: _____

Time Remaining Onboard: _____

(Must have at least 45 days left until PRD)

Current Command: _____

USFJ 4EJ POV Operator's Permit Holder: Yes / No

**SPECIAL POWER OF ATTORNEY
VEHICLE-SASEBO, JAPAN**

KNOW ALL PERSONS BY THESE PRESENTS: THAT I,
_____, now serving in or accompanying the U.S
Armed Forces overseas and currently residing at _____,
by this document do make and appoint _____,
whose address is _____, as my true and lawful
Attorney-in-Fact, GRANTING unto my said Attorney-in-Fact full power to
perform the following for me, in my name, place and stead:

Do any and all acts required or deemed necessary to insure, operate,
maintain, sell, transfer title to, junk, dispose of, or ship my:

MAKE: _____ MODEL: _____

LICENSE NUMBER: _____ SERIAL NUMBER: _____

And to reregister and/or register said vehicle with the proper U.S.
and Japanese Government authorities hereby giving and granting unto my
said attorney full power and authority to do and perform all and every
act and thing whatsoever requisite and necessary to be done in
furtherance of these purposes, as fully, to all intents and purposes,
as I might or could do if personally present Hereby ratifying and
confirming all that my said attorney shall lawfully do or cause to be
done by virtue hereof. This Special Power of Attorney shall commence
on the date of my signature hereon and expire of its own accord
exactly FORTY-FIVE(45) DAYS from today's date, without further action
by me. It shall not be affected by any subsequent disability suffered
by me. In the event of my or my Attorney-in-Fact's failure to
properly sell or otherwise dispose of the vehicle covered by this
power of attorney within FORTY-FIVE DAYS, I hereby give the Security
Officer, Fleet Activities Sasebo, complete authority to
impound/deregister, junk, and/or surrender the vehicle to the U.S.
Government for salvage, sale, or other lawful government purposes.
Upon such failure and expiration of the power of attorney, the vehicle
shall be deemed abandoned and I shall immediately give up all rights,
title to, and interest in the vehicle. I further agree to completely
reimburse the U.S. Government for all cost associated with my failure
to completely despise of my vehicle. To recoup such monies, I
authorize Commander, Fleet Activities Sasebo to initiate a payroll
deduction from my wages in the amount of any and all expenses incurred
by the U.S. Government in disposing of the vehicle.

In the event my vehicle is not disposed of within the FORTY-FIVE (45) DAYS period, I am aware that my new command may be notified. UNLESS SOONER REVOKED OR TERMINATED BY ME, THIS POWER OF ATTORNEY WILL BECOME NULL AND VOID ON THIS _____ 2014. IN WITNESS WHEREOF, I have hereunto set my hand and seal this _____
(Day, Month, Year.) _____

**SERVING WITH THE ARMED FORCES OF THE UNITED STATES
REGION LEGAL SERVICE OFFICE SASEBO JAPAN**

Before me personally appeared _____, who, having produced a Uniformed Services Identification Card, is known to me to be the identical person who is described herein, and who signed and executed the foregoing instrument on this day, _____th day of Month, Year, as a true, free, and voluntary act and deed, for uses, purposes, and considerations therein set forth. And I do further certify that I am a Non/Commissioned Petty/Officer of the Armed Forces of the United States serving in the rank indicated below, that by Federal law I am authorized to exercise the powers of a notary without requirement of a seal, and that this document is executed by me in accordance with those powers and in that capacity.

Authority: 10 U.S.C. § 1044a.
NO SEAL REQUIRED

GRANTEE'S ACCEPTANCE OF RESPONSIBILITY

I, _____, whose address is _____, hereby acknowledge that I have FORTY-FIVE DAYS to accomplish the purpose of the attached Special Power of Attorney granted to me by _____ . Upon the departure of the grantor from Japan, the vehicle listed above becomes my complete responsibility. As such,

_____ I verify that I have purchased and will maintain the required amount of insurance on the above listed vehicle pursuant to the Commander, Fleet Activities Sasebo Traffic Code, to cover the vehicle for this entire forty-five day period.

_____ I acknowledge that I am the only one authorized to drive the vehicle and that I will not operate this vehicle until such time as I have obtained a valid Privately Owned Vehicle (POV) driver's license (USFJ Form 4).

_____ In the event of a failure upon my part to sell or otherwise dispose of the vehicle covered by the special power of attorney, I will immediately report this fact to the Security Officer, Fleet Activities Sasebo, at least one week prior to expiration of the special power of attorney. I must accomplish this notification by _____ (Year). My failure to notify the Security Officer will result in my command being notified as to my violation of the Commander, Fleet Activities Sasebo Traffic Code.

_____ I am aware that I am responsible for paying any and all expenses involved in the proper disposal and insuring of this vehicle. If the grantor is no longer in the employ of the U.S. Government, and I fail to complete the sale or other proper disposal of the vehicle pursuant to the Traffic Code, I authorize Commander, Fleet Activities Sasebo to initiate a payroll deduction from my wages in the amount of any and all expenses incurred by the U.S. Government in disposing of the vehicle.

_____ Furthermore, I acknowledge that I will not be authorized to depart from Japan until I have made proper disposition of this vehicle.

**SERVING WITH THE ARMED FORCES OF THE UNITED STATES
REGION LEGAL SERVICE OFFICE SASEBO JAPAN**

Before me personally appeared _____,
who, having produced a Uniformed Services Identification Card, is
known to me to be the identical person who is described herein, and
who signed and executed the foregoing instrument on this day, _____
day of _____, 2____, as a true, free, and voluntary act and
deed, for uses, purposes, and considerations therein set forth. And I
do further certify that I am a Non/Commissioned Petty/Officer of the
Armed Forces of the United States serving in the rank indicated below,
that by Federal law I am authorized to exercise the powers of a notary
without requirement of a seal, and that this document is executed by
me in accordance with those powers and in that capacity.

Authority: 10 U.S.C. § 1044a.
NO SEAL REQUIRED

APPLICATION FOR VEHICLE OPERATOR'S IDENTIFICATION CARD
NAVFAC 11240/10 (REV. 10-75) S/N 0105-LF-012-4066

NEW RENEWAL

(See Privacy Act statement and instructions on reverse)

PART I - APPLICATION					
1. NAME (Last, First, Middle Initial)		2. RANK/RATE/GRADE AND TITLE		3. ACTIVITY	
4. AGE	5. DATE OF BIRTH	6. PLACE OF BIRTH		7. SOCIAL SECURITY NUMBER	
8. SEX	9. WEIGHT	10. HEIGHT	11. COLOR OF HAIR	12. COLOR OF EYES	
13. SHOP NAME/NUMBER AND APPLICANT'S BADGE NUMBER			14. SUPERVISOR (Name)	15. PHONE NUMBER	
16a. TYPE OF IDENTIFICATION CARD (Check)		16b. TYPES OF VEHICLES TO BE OPERATED (Check)			
<input checked="" type="checkbox"/>	REGULAR	<input checked="" type="checkbox"/>	PASSENGER CAR	<input type="checkbox"/>	BUS (GAS AND DIESEL)
<input type="checkbox"/>	RESTRICTED	<input type="checkbox"/>	PICKUP TRUCK	<input type="checkbox"/>	TRUCK TRACTOR & SEMITRAILER
<input type="checkbox"/>	EXPLOSIVE	<input type="checkbox"/>	TRUCKS TO 2 TONS	<input type="checkbox"/>	FIRE TRUCK
<input type="checkbox"/>	EMERGENCY VEHICLE	<input type="checkbox"/>	TRUCKS TO 5 TONS	<input type="checkbox"/>	AMBULANCE
<input type="checkbox"/>	AVGAS REFUELER	<input type="checkbox"/>	TRUCKS TO 10 TONS	<input type="checkbox"/>	MOTORCYCLE & SCOOTERS
				<input type="checkbox"/>	TRUCK 4 x 4
				<input type="checkbox"/>	TRUCK 6 x 6
				<input type="checkbox"/>	TRUCK FIRE/CRASH
				<input type="checkbox"/>	TRUCK TANK
				<input type="checkbox"/>	OTHER (Explain below)
17. EXPLANATION					
18. VALID STATE VEHICLE OPERATOR'S LICENSE(S)					
19. SIGNATURE OF REQUESTING OFFICIAL					Date

PART II - OPERATOR'S PAST PERFORMANCE RECORD					
DATE	VEHICLE TYPE/SIZE	LICENSES ISSUED		NO. YRS. DRIVING EXP.	LIST ACCIDENTS, VIOLATIONS, ARRESTS (If any) AND ACTION TAKEN
		STATE	OTHER		
1	2	3	4	5	6
7. I CERTIFY THE ABOVE TO BE CORRECT.		SIGNATURE OF APPLICANT			DATE

PART III - EXAMINATION RESULTS					
1. SCORES IN DRIVING TESTS	2. SCORES ACHIEVED IN TESTS		3. GOVERNMENT VEHICLES AUTHORIZED TO OPERATE (List)		
	SAT	UNSAT	SAT	UNSAT	
a. ROAD TEST	<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. WRITTEN	<input type="checkbox"/>	
b. EQUIPMENT INSPECTION	<input type="checkbox"/>	<input type="checkbox"/>	b. PHYSICAL	<input type="checkbox"/>	
			c. PSYCHOPHYSICAL	<input type="checkbox"/>	
REMARKS					

PART IV - ACTION BY ADMINISTERING OFFICIAL				
1. IDENTIFICATION CARD ISSUED	2. IDENTIFICATION CARD NUMBER	DATE ISSUED (Mo., Day, Yr.)	EXPIRATION DATE (Mo., Day, Yr.)	
<input type="checkbox"/> YES <input type="checkbox"/> NO				
3. IDENTIFICATION CARD MARKED "VOID UNLESS ACCOMPANIED BY VALID STATE LICENSE			<input type="checkbox"/> YES <input type="checkbox"/> NO	
4. OPERATOR INSTRUCTED TO TURN IN IDENTIFICATION CARD UPON LOSS OR SUSPENSION OF STATE DRIVER'S LICENSE			<input type="checkbox"/> YES <input type="checkbox"/> NO	
5. SIGNATURE OF ADMINISTERING OFFICIAL			Date	
"IF "NO" EXPLAIN UNDER REMARKS				



MOTORCYCLE RIDER PROFILE SHEET

NAME: _____ DATE: _____
COMMAND: _____ DEPARTMENT: _____
RANK/RATE: _____ LAST 4 SSN: _____
PHONE: _____ DOB: _____ MARITAL STATUS: _____

Years of motorcycle experience: _____

Do you have a M/C License? Y/N

Have you been through a Motorcycle Safety Foundation Rider Course? Y/N

If yes, which course? BRC/ERC/MSRC (Show proof)

Dates: _____

I desire to obtain a Motorcycle license for:

Make: _____ Model: _____ Size: _____ Type: _____
(in cc) (Cruiser, Sport)

(Signature) (Date)

RIDERS ENDORSEMENT:

I shall wear all safety equipment as outlined by Navy regulations to include my passengers. I shall not carry a passenger until properly licensed to do so. I shall not drive my motorcycle off the installation until properly licensed. I shall keep VRO updated on all registration requirements.

(Signature) (Date)

COMMAND ENDORSEMENTS:

I authorize _____ to obtain a motorcycle license and a Page 13 will be completed upon completion of training.

(Commanding Officer or (Date)
Command Motorcycle)

SAFETY ENDORSEMENT:

POV License: USFJ 4EJ # _____ Date Issued: _____

Motorcycle learners permit #: _____ Date Issued: _____

Motorcycle License #: _____ Date Issued: _____

BRC Completion Date: _____ ERC Completion Date: _____

MSRC Completion Date: _____

Authorized to carry a passenger: Y/N

Authorized to carry a passenger on the Expressway: Y/N

Authorized to drive: _____ (Motorcycle size)

Issued Base License Plate: Number _____ Date issued _____

Driver's License Section: _____ Date: _____

(Safety Officer signature)

(Date)

SAFETY 05-12 FORM

MANLIFT GOV DRIVER LICENSE ENDORSEMENT				
Ref: NAVFAC P-300 regulations regarding Manlift licensing.				
INITIAL ISSUE		YES	NO	N/A
1	Copy of NAVEDTRA 43127-D 313 Aerial Platform (Man-lift) Operator			
2	Copy of JLG test			
3	Copy of U.S. Drivers License (Note 1)			
4	Copy of NAVFAC 11260/1 signed by the CO/OIC or DEPT HEAD O4 and above (Note 1)			
5	Copy of OJT Sheet (Note 2)			
6	Copy of Local Course Completion manlift Certificate (Note 1)			
7	Does the member have any driving restrictions?			
8	Copy of medical certificate			
RENEWAL ISSUE		YES	NO	N/A
1	Copy of extension orders			
2	Copy of NAVFAC 11260/1 signed by CO/OIC or DEPT HEAD O4 and above			
CO or OIC		DATE	Safety Director	DATE

Note:

1) The above documentation will be required for issuing of the manlift construction license endorsement.

2) Command approved OJT Training course to operate manlift on base once training license is issued with designated qualified instructor.

15 PASSENGER GOV DRIVER LICENSE ENDORSEMENT						
Ref: CNIC & NAVSAFCEN regulations regarding 15 PAX licensing.						
INITIAL ISSUE				YES	NO	N/A
1	Copy of 15 PAX Training Video sign in sheet with name, signature and date (Note 3)					
2	Copy of U.S. Drivers License (Note 1)					
3	Copy of NAVFAC 11240/10 signed by the OIC or AOIC (Note 1)					
4	Copy of OJT Sheet (Note 2)					
5	Copy of Local Course Completion 15 PAX Driver Certificate (Note 1)					
6	Does the member have any driving restrictions?					
RENEWAL ISSUE				YES	NO	N/A
1	Copy of extension orders					
2	Copy of NAVFAC 11240/10 signed by ACU-5 OIC or AOIC					
OIC or AOIC		DATE	Safety Director		DATE	

Note:

- 1) The above documentation will be required for issuing of the 15 passenger GOV license endorsement.
- 2) Command approved OJT Training course to driving on and off base once license is issued with designated MWR 15 PAX Van instructor.
- 3) NAVSAFCEN 15 PAX Training Video (Must be completed first before any other training commences).