DEPARTMENT OF THE NAVY
COMMANDER FLEET ACTIVITIES
(YOKOSUKA, JAPAN)
PSC 473, BOX 1
FPO AP 96349-0001

Ch-2 of 06 Oct 10 by Katsu
Ch-1 of 24 Jun 10 by Katsu

COMFLEACTINST 5800.2G
N3AT
3 May 10

COMFLEACT YOKOSUKA INSTRUCTION 5800.2G

From: Commander, Fleet Activities, Yokosuka

Subj: VEHICLE CODE FOR FLEET ACTIVITIES, YOKOSUKA

Ref: (a) USFJINST 31-205 of 5 APR 2004
(b) DoDINST 6055.4
(c) COMNAVFORJAPANINST 5100.5
(d) COMNAVFORJAPANINST 5800.9Q
(e) COMNAVFORJAPANINST 4643.1C
(f) COMFLEACTINST 5530.3 Series
(g) OPNAVINST 11200.5D
(h) OPNAVINST 5100.12H
(i) OPNAVINST 5560.10B
(j) DoD 4500.36-R
(k) NAVFAC P-300

Encl: (1) Table of Vehicle Code Articles (Article 1 through 26)

1. Purpose. To promulgate the Traffic Code for Fleet Activities (FLEACT), Yokosuka in compliance with references (a) through (k) and utilizing enclosures (1) provide guidance for Traffic and Vehicle related subjects. This instruction is a complete revision and must be read in its entirety.

2. Cancellation. COMFLEACTINST 5800.2F.

3. Background. Analyses of traffic-related accidents reflect that operator error, violations of traffic codes, and personal driving attitudes are the principle contributors to accidents. Comprehensive motor vehicle safety and enforcement programs are required to achieve the best results in reducing these accidents.

4. Authority. Reference (a) directs installation commanders to promulgate a local instruction containing regulations consistent with its requirements that incorporate applicable local Japanese ordinances and restrictions concerning the use of motor vehicles for their Area of Responsibility. Commander, Fleet Activities (COMFLEACT), Yokosuka areas of responsibility are as follows: Areas in Japan, except Okinawa-Ken, which lie south or west of U.S. Army and U.S. Air Force areas of responsibility within the Kanto Plain district. Specific areas of responsibility are as follows: Yokosuka area, northern boundary of Nojima and Tokyo

Bay, west along the highway until it meets the Yokohama-Kamakura borderline, then across this borderline to the Ofuna Station. Western boundary from Ofuna, south along the Tokaido Railroad Line until it meets the Fujisawa-Kamakura borderline, then along this borderline to Kishigoe on the sea coast. (These areas will comprise the entire Miura Peninsula bordering Yokohama in the north and Fujisawa to the west, excluding that portion of the area extending west of the Tokaido Railroad Line, but including Ofuna).

5. Action. The FLEACT, Yokosuka Security and Safety Officers 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, and strict compliance with, the provisions of this instruction.

6. Applicability. This instruction applies to all individuals who derive their status from the administrative agreement under Article I of the Status of Forces Agreement with Japan. This includes members of U.S. Forces, Japan (USFJ); Japanese Maritime Self-Defense Force personnel and their family members; civilian components; contractual personnel; and the family member of those military and civilian personnel living in Japan. Hereafter, these personnel will be referred to as "USFJ personnel." Military jurisdiction is not geographically limited, but enforcement of traffic regulations off-station shall not be undertaken without prior approval of the local areas coordinator concerned. Law enforcement activities off-base shall be limited to citation of violations observed and apprehension of individuals driving while under the influence of alcohol or drugs.

D. L. WEED

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COMFLEACTINST 5215.2K
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# Article 1

## DRUNK AND DRUGGED DRIVING

Attachment 1-1 NOTICE OF SUSPENSION OF DRIVING PRIVILEGES (SOFA) PERSONNEL
1-2 NOTICE OF SUSPENSION OF DRIVING PRIVILEGES (NON-SOFA)
1-3 STATE NOTIFICATION LETTER FOR DRIVING UNDER THE INFLUENCE (DUI), DRIVING WHILE INTOXICATED (DWI) OR IMPLIED CONSENT SUSPENSIONS

Definition: Operating a motor vehicle under any impairment of intoxication caused by drugs or alcohol in violation of Article 111 of the Uniform Code of Military Justice (UCMJ) and/or Japanese Law.

1. Detection. Law enforcement personnel normally detect drunk driving and/or Driving Under the Influence (DUI) 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.

2. Personnel exhibiting such behavior will be stopped immediately to determine the cause of the behavior and/or take appropriate action. When there is a reasonable suspicion that the individual was driving while intoxicated or under the influence, FLEACT, Yokosuka Security Department personnel will request the individual to perform a series of Field Sobriety Tests (i.e., walk and turn heel to toe, one leg stand, breath analysis, Horizontal Gaze Nystagmus, etc.). An Alcohol Incident 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 intoxicants 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.

3. Refusal to submit to testing to determine BAC at the request of law enforcement personnel will result in an automatic suspension of all driving privileges in accordance with Article 7 of this instruction.

4. Mandatory Referral for Alcohol/Drug Abuse Evaluation. Active duty personnel apprehended for drunk driving, on or off the installation, must be screened by the Substance Abuse Rehabilitation Program facility within 14 calendar 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 Navy personnel to drive on-base unless they have successfully completed the full 36-hour Navy Alcohol and Drug Safety Action Program.

5. 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 actual physical control of a motor vehicle while under the influence of alcohol or drugs, the amount of alcohol/drugs in the person’s blood shall give rise to the following presumptions:

(1) Driving or being in actual physical control of a motor vehicle with a BAC of 0.03 percent to 0.049 percent constitutes Driving While Drinking Indicated (DWDI).

(2) Driving or being in actual physical control of a motor vehicle with a BAC of 0.05 percent to 0.079 percent constitutes DUI.

(3) Driving or being in actual physical control of a motor vehicle with a BAC of 0.08 percent or higher constitutes Driving While Intoxicated (DWI).

Note: Actual physical control is defined as sitting behind the wheel, even if vehicle is not running and person behind the wheel does have keys to the vehicle in their possession.

(4) Drugs – Testing positive to a controlled substance, prescription medication, over-the-counter medication, or intoxicating substance (other than alcohol) without legal justification or excuse, that includes a use contrary to the directions of the manufacturer or prescribing healthcare provided 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 3 and 5 of this article occurs, the driver’s vehicles will be immediately impounded and their Status of Forces Agreement (SOFA) drivers license confiscated regardless of the location of the intoxicated driving incident. Driving privileges will be immediately suspended utilizing Attachment 1-1 for SOFA personnel and Attachment 1-2 for Japanese Nationals pending resolution by the Traffic Court.

7. Revocation of Driving Privileges. Based on competent evidence, driving privileges will be revoked for the mandatory periods described in Article 7 under the following circumstances:

a. The Traffic Court 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 Traffic Court of intoxicated/ impaired driving. Official documentation is required as the basis for revocation. The revocation will be computed from the date the original suspension was imposed.

8. USFJ Facilities Notification. Upon conviction for an intoxicated driving offense at Traffic Court, the Traffic Court Clerk will send notification of the conviction to all USFJ Facilities 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 (DWI, DUI) 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 using Attachment 1-3 of this article.

10. Suspected cases of DUI of illegal drugs will be treated in a manner similar to that discussed above.

11. 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.

12. Medical Considerations

a. If a quantitative chemical breath test of a subject indicates a blood alcohol concentration of 0.25 percent of above, a second test should be administered after a waiting period of 15 minutes. If the second test indicates the same or incresed BAC, the subject will be immediately referred to the installation medical facility.

b. If a quantitative chemical breath test of a subject indicates a blood alcohol concentration of less than 0.05 percent and there is evidence of strong physical impairment, the individual should be referred to medical for an evaluation and treatment as appropriate.

c. If the subject is taken to the installation medical facility because of either a high or low blood alcohol concentration, the results of the chemical breath test must be provided to the attending physician for diagnostic purpose (a low alcohol level in a person that appears to be highly intoxicated may indicate the influence of another drug of hidden medical condition).

d. If the intoxilizer returns a reading of INTERFERENT DETECTED, do not retest and take subject for medical evelauation. The results of Interferent detected indicates there is a possibility the subject is nearing a diabetic coma or possibly is under the influence of excessive paint inhalation.

DRIVERS LICENSE TEMPORARY SUSPENSION STATUS OF FORCES AGREEMENT (SOFA)

DEPARTMENT OF THE NAVY
COMMANDER, FLEET ACTIVITIES, YOKOSUKA
PSC 473, BOX 1
FPO AP 96349-0001

Date: _____

From: Commander, Fleet Activities, Yokosuka
To: _____
Last Name, First Name, MI, Rate/Grade, Branch, SSN, Command

Subj: NOTICE OF SUSPENSION OF DRIVING PRIVILEGES (SOFA)

Ref: (a) OPNAVINST 11200.5 Series
(b) COMNAVFORJAPANINST 5800.9 Series
(c) COMFLEACTINST 5800.2 Series

1. In accordance with references (a) through (c), you are hereby given notice that your driving privileges are temporarily suspended due to your operation of a motor vehicle under the influence of alcohol. You are hereby unauthorized to operate a motor vehicle in Japan, on or off of Fleet Activities (FLEACT), Yokosuka, until your driving privileges are restored in writing.

2. Additionally, you have also been issued a traffic citation from the FLEACT, Yokosuka Security Department documenting this offense. You have seven days from the date of this notice to contact FLEACT, Yokosuka Traffic Court at 243-9052 for a hearing regarding your case. Should you fail to appear in Traffic Court at the prescribed time, your case will be tried in absentia and your driving privileges suspended for a minimum of two years from the date the citation was issued.

3. Active duty personnel must be screened by the Substance Abuse Rehabilitation Program (SARP) facility within 14 calendar days from the date of this incident for screening.

4. You may contact the Traffic Court Clerk Monday-Friday (0900-1500) at 243-9052.

_____
By direction

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Date: _____

From: _____
Last Name, First Name, MI, Rate/Grade, Branch, SSN, Command

To: Commander, Fleet Activities, Yokosuka

I acknowledge the contents of this letter.

_____
Signature, duty phone, and date acknowledged

CFAY 5580/4a (Rev. 2-10)

DRIVERS LICENSE TEMPORARY SUSPENSION STATUS OF FORCES AGREEMENT (NON-SOFA)

DEPARTMENT OF THE NAVY
COMMANDER, FLEET ACTIVITIES, YOKOSUKA
PSC 473, BOX 1
FPO AP 96349-0001

Date: _____

From: Commander, Fleet Activities, Yokosuka
To: _____
Last Name, First Name, MI, Rate/Grade, Branch, SSN, Command

Subj: NOTICE OF SUSPENSION OF DRIVING PRIVILEGES (NON-SOFA)

Ref: (a) OPNAVINST 11200.5 Series
(b) COMNAVFORJAPANINST 5800.9 Series
(c) COMFLEACTINST 5800.2 Series

1. In accordance with references (a) through (c), you are hereby given notice that your on base driving privileges are temporarily suspended due to your operation of a motor vehicle under the influence of alcohol. You are hereby unauthorized to operate a motor vehicle on Fleet Activities (FLEACT), Yokosuka, until your driving privileges are restored in writing.

2. Additionally, you have also been issued a traffic citation from the FLEACT, Yokosuka Security Department documenting this offense. You have seven days from the date of this notice to contact FLEACT, Yokosuka Traffic Court at 243-9052 for a hearing regarding your case. Should you fail to appear in Traffic Court at the prescribed time, your case will be tried in absentia and your driving privileges suspended for a minimum of two years from the date the citation was issued.

3. You may contact the Traffic Court Clerk Monday-Friday (0900-1500) at 243-9052.

_____
By direction

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Date: _____

From: _____
Last Name, First Name, MI, Rate/Grade, Branch, SSN, Command
To: Commander, Fleet Activities, Yokosuka

I acknowledge the contents of this letter.

_____
Signature, duty phone, and date acknowledged

CFAY 5580/4b (Rev. 2-10)

STATE NOTIFICAITON LETTER FOR DRIVING UNDER THE INFORMATION (DUI), DRIVING WHILE INTOXICATED (DWI) OR IMPLIED CONSENT SUSPENSIONS

DRIVER'S LICENSE INFORMATION
(Sample Letter)

Command Letterhead Stationary

From: Commander, Fleet Activities, Yokosuka, Japan
To: (State) Department of Vehicle Registration and Licensing

Subj: NOTIFICATION OF PERSON CONVICTED OF AN INTOXICATED DRIVING OFFENSE

This letter is your notification that on (date), (Last Name, First Name, MI), (SSN), a member of (Branch of Military Service or DoD Component), (Base Location) was found guilty of (intoxicated driving or refusal to take a Blood Alcohol Content (BAC) test in a (court-martial, non-judicial proceeding under Article 15 of the UCMJ, traffic court, civil court). (If civil court, give court name and case number.) He/She) holds a (State) driver's license, (number), issued (date), expiring on (date).

(Name of individual) was arrested (date and base location) by (Japanese or Military) Police while driving vehicle (license number). A BAC test (was or was not taken with a reading of (_____). Based on the above information, this individual's installation driving privileges have been suspended for (insert number of years). The individual's current address is (give current military address).

/Signed/
By direction

Article 2

SPEED REGULATIONS

1. Basic Speed Regulation. No person, except drivers of emergency vehicles responding to an emergency (lights and sirens), shall at any time drive a vehicle at a speed greater than the posted speed limit. This applies to on and off-base driving. Emergency vehicles responding to emergencies on-base shall at no time exceed the posted speed limit by greater than 10 Kilometers Per Hour (KPH). Drivers of all vehicles (including emergency vehicles) shall at all times limit the speed of their vehicles to speeds that are reasonable or prudent, having due regard for weather; visibility; traffic and surface conditions; width of the road; and in no event at a speed that will endanger the safety of persons or property.

2. Specific Speed Limits. The following specific speed limits apply throughout FLEACT, Yokosuka facilities unless otherwise posted.

a. Main thoroughfares, King, Howard, Nimitz and Rickert - 40 KPH.

b. Family housing areas - 25 KPH.

c. Industrial areas – 20 KPH.

d. Passing a station bus loading or unloading passengers - 8 KPH.

e. School zone - 15 KPH.

f. When passing a troop or prisoner formation, proceed with caution. Normally, personnel in charge will wave traffic past when conditions permit - 8 KPH.

g. School buses – While loading and unloading, both directions of traffic shall stop until the bus is set back into motion.

h. Construction zones – Follow posted speeds or 10 KPH below posted speeds where temporary traffic patterns or road conditions exist or as instructed by traffic control personnel.

3. Off-Base Speed Limits. All drivers shall obey the posted or designated speed limits off-base. Personnel cited for speeding by the Japanese Police will also be assessed points against their USFJ Form 4EJ (Driver’s License).

4. Following Emergency Vehicles. A minimum distance of 300 feet must be maintained when following emergency vehicles which are responding to emergency calls.

## Article 3

## TRAFFIC ACCIDENTS

1. Accident Assistance Information. All SOFA personnel, their family members and members of the civilian component who are licensed vehicles operators in accordance with this instruction are required to be acquainted with the Japanese Road Traffic laws. 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 contracted immediately to assist motorists involved in traffic accidents. Licensed vehicles operators are encouraged to:

a. Keep a bilingual listing of emergency telephone numbers along with a list of general assistance numbers in their vehicles at all times. For information, the form USFJ Form 4EJ issued by FLEACT, Yokosuka Driver Licensing Office is annotated on the back with emergency telephone numbers and bilingual “request for assistance” messages.

b. Get directions to places they desire to travel to before setting out on their trips and to have a road map of the area in which they are traveling.

2. Operators of motor vehicles involved in traffic accidents **REGARDLESS OF THE SEVERITY**, SHALL:

a. Immediately notify FLEACT, Yokosuka Security Department and the Japanese Police if the accident happened off-base. FLEACT, Yokosuka Security Department will assist with the Japanese Police notification, so it is important that they will be notified of the accident immediately after it occurs.

b. Immediately notify FLEACT, Yokosuka Security Department if the accident happened on-base.

c. Exchange names and addresses with the other driver.

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

e. Cooperate with traffic division officials (Japanese and Military) investigating the accident.

f. DO NOT LEAVE THE SCENE OF THE ACCIDENT until the appropriate actions listed above have been completed and after having been released by the FLEACT, Yokosuka Investigating Officer.

3. Operators involved in an accident which might result in claims for or against the U.S. Government shall neither admit responsibility, orally or in writing, nor offer to settle any claim made by any interested persons at the scene of the accident.

4. If involved in a traffic accident with a government vehicle, an SF-91 shall be completed by the driver in making an accident report in addition to the steps listed above (Navy Exchange (NEX) Japan District rental vehicles are exempt from this requirement).

5. 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 in accordinance with Article 7 of this instruction.

Article 4

SEAT BELTS AND CHILD SEATS

1. All personnel operating or riding in motor vehicles shall wear seat belts at all times. Vehicle drivers must ensure that seat belts in the vehicle are in proper working condition and that all passengers are buckled up both on and off the installation. This includes all occupants in taxis and any other public transportation where seat belts are installed. Citations will be issued to the driver of any vehicle for any violation(s) occurring within the vehicle he/she is operating.

2. Children aged four years or younger or weighing 40 pounds or less, shall be placed in an approved Department of Transportation child restraint device. This includes buses and taxis on and off the installation. There are a limited number of on base taxis equipped with child restraint seats. Customers should call 243-4444 to request a taxi equipped with a child restraint seat. Parents are highly encouraged to purchase and use their own child restraint seats on public transportation.

Article 5

SUSPENSION/REVOCATION 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 FLEACT, Yokosuka Traffic Court Officer or COMFLEACT, Yokosuka. In addition, Commanding Officers (COs) and Officer-in-Charge (OIC) 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 are covered in the Traffic Point System articles of this instruction. The suspension or revocation of installation driving privileges or Privately Owned Vehicle (POV) registrations, for lawful reasons unrelated to traffic violations or safe vehicle operations, is not limited or restricted by this Traffic Code.

a. Suspension. Suspension of driving privileges is the temporary withdrawal by formal action of a person’s driving privileges for a specific time frame. Suspension shall be for a period not to exceed six months and may extend to driving both privately and government owned vehicles.

(1) In most cases involving the suspension of driving privileges, an individual is afforded the opportunity to appear at Traffic Court prior to suspension action. However, if the individual fails to appear at Traffic Court within the allotted time, suspension will be effective on the date following the hearing.

(2) 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 Traffic Court.

b. Revocation. 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, Government Owned Vehicle (GOV) or both.

c. Restricted Privileges. The Traffic Court 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 Traffic Court Officer. The Traffic Court Officer may not; however, extend restricted privileges to drivers convicted of any DUI or DWI offense or failure to submit to BAC or breathalyzer tests.

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 the Traffic Court Officer.

e. Reinstatement. Individuals whose driving privileges have been revoked are required to attend remedial drivers training and take the drivers knowledge test. All personnel whose license are suspended or revoked shall obtain a written endorsement from the CO/OIC before COMFLEACT, Yokosuka will reinstate their license at the end of the suspension/revocation period.

f. Action by other Installations. Suspensions, revocations and point assessments imposed by other installations will be honored and applied by COMFLEACT, Yokosuka in the adjudication of any licensing and Traffic Court actions.

# Article 6

## TRAFFIC COURT

1. General Discussion. Traffic Court will be held for taking proper and uniform administrative action against all persons who violate the traffic code or any other pertinent traffic directive issued by proper authority.

2. Responsibilities

a. Traffic Court Administrator

(1) The Traffic Court Administrator, hereafter referred to as the Traffic Court Judge, will be appointed in writing by the COMFLEACT, Yokosuka.

(2) The Traffic Court Judge will adjudicate all contested traffic citations. In cases of proven guilt, revocation, suspension or the awarding of traffic points will be in accordance with Article 7 of this instruction.

b. Traffic Court Administrative Clerk

(1) Assesses points for all uncontested traffic citations in accordanance with Article 7 of this instruction.

(2) Investigate all contested traffic citations and report findings to the Traffic Court Judge.

(3) Schedule Traffic Court hearings as required for cases involving:

(a) DWDI/DUI/DWI.

(b) Improper Insurance (Japan Compulsory Insurance (JCI) and/or Liability).

(c) “Hit and Run” traffic accidents.

(d) Unreported accidents.

(e) Contested traffic citations.

(f) Invalid/suspended/revoked driver’s license.

(g) Any case the Traffic Court Judge deems necessary for a traffic court appearance.

(4) Prepare/Issue Traffic Court Summons.

(5) Prepare and maintain on file all suspension/ revocation driving privileges letters for a period of seven years.

(6) Update the suspended/revoked driving privilege list within the COMFLEACT, Yokosuka Defense Biometrics Identification System (DBIDS).

(7) Notify, in writing, violators' home of record state drivers' licensing bureau of all DUI/DWI violations.

(8) Maintain an up-to-date statistical analysis of base traffic violations to include (at a minimum) the type of offense and command of offenders.

c. Defendants

(1) Upon receipt of a stamped citation, or traffic court summons, contact Fleet Activities (FLEACT), Yokosuka Traffic Court at 243-9052 within 14 days of the citation to contest the citation. Failure to make contact within this time will be considered a plea of no contest and points will be awared in accordance with Article 7 of this instruction.

(2) Bring both (USFJ 4/EJ) and State/Japanese drivers licenses and all paperwork pertinent to their individual case.

(3) Defendants have the right to appeal the administrative decision by the Traffic Court Judge in writing, to COMFLEACT, Yokosuka within 14 days from the date the defendant was notified of the suspension or revocation resulting from the Traffic Court hearing. The suspension of revocation will remain in effect pending a final ruling on the request.

(4) Defendants have the right to counsel or represented by a third party at traffic court at the defendant's expense.

(5) Defendants who appear at Traffic Court will be in the prescribed uniform of the day for military personnel and proper civilian attire for civilian personnel.

3. Suspension and Revocation

a. For SOFA sponsored personnel attached to FLEACT, Yokosuka or tenant commands thereof, the privilege of driving a motorized vehicle is subject to administrative suspension or revocation for cause by the COMFLEACT, Yokosuka.

b. Permanent revocation will be imposed against personnel apprehended while driving on or off the installation while a suspension or revocation of their driving privileges is in effect. Separate disciplinary or administrative action may be initiated on the basis of the traffic offense in addition to this administrative action.

c. A court hearing will be scheduled for any offense or violation requiring revocation action. If the alleged violator does not appear for a hearing, the Traffic Court Administrator may conduct the adjudication on the defendants driving record in absentia.

4. Restricted Driving Privileges

a. The installation Traffic Court, when imposing a suspension or revocation of the driving privileges based only on point accumulation, may authorize restricted driving privileges. Under this action, the individual’s driving privilege would be suspended or revoked except for those minimum requirements, as specified in writing, for driving to and from employment. Should a severe family hardship be involved, the privilege of operating the family vehicle to and from such facilities as the hospital and commissary may be substituted or added. Individuals detected violating restricted privileges are subject to a revocation for an additional two years.

b. Instead of a suspension, a driver may be placed on probation. During the probation period, he or she would be allowed to continue driving unless he or she is involved in a chargeable driving mishap or moving violation. Either type of involvement will result in immediate suspension of driving privileges.

5. Administrative Due Process

a. For offenses other than alcohol related driving incidents, suspension or revocation of the installation driving privileges will not become effective until the installation

commander or designed notifies the affected person and offers that person an administrative hearing. Suspension or revocation will take place 14 calendar days after written notice is received unless the affected person makes an application for a hearing within this period. Such application will stay the pending suspension or revocation for a period of 14 calendar days. If, due to action by the government, a hearing is not to be held within 14 days, suspension will not take place until such time as the person is granted a hearing and is notified by the base commander or designee.

b. For DWDI/DUI/DWI and refusal under implied consent, reliable evidence readily available will be presented promptly to an individual designated by the installation commander for review and authorization for immediate suspension of installation driving privileges. Operators permits seized under these conditions will be released to the Traffic Court Clerk.

6. Reciprocal Government of Japan (GOJ) – U.S. Military Action. The military services recognize the primacy of the GOJ on matters pertaining to privately owned motor vehicle administration and licensing. In support of these activities and the National Highway Safety Program Standards, the following procedures will be followed at the installation command level.

a. The Traffic Court will take appropriate action on reports of moving traffic violations, suspensions, or revocations received from civil authorities.

b. When civil authorities suspend or revoke an individual’s drivers license, their driving privilege are automatically terminated.

c. Administrative actions for conviction of moving traffic violations committed off the installation will not normally be less than required for similar offenses committed on the installation. The installation Traffic Court Judge, when notified of civil action, will suspend or revoke the individual’s U.S. Government Motor Vehicle Operator’s Identification Cared (OF 346) and Operator’s permit for a Civilian Vehicle (USFJ Form 4/4EJ).

d. Notification of administrative actions for off-base violations will be made to the violator in writing and assessed traffic points in accordance with Article 7 of this instruction.

These citations will remain in effect unless an appeal is presented to and granted by the GOJ and delivered to FLEACT, Yokosuka Traffic Court Clerk for removal.

e. The registered owner will be held accountable for all traffic citations issued by Japanese officials, regardless of who the operator of their vehicle may have been at the time the citation was issued. This includes citations that were dismissed as a result of the issuance of an Official Duty Certificate.

7. Re-instatement of driving privileges

a. A remedial driver-training program is required for:

(1) Individuals who have been involved in a Navy GOV mishap whether on or off base.

(2) Individuals driving GOV or POV who have been convicted of serious moving traffic violations (e.g., recless driving, DWDI/DUI/DWI, Fleeing the scene, hit and run, etc) or who have an excessive accumulation of traffic points or traffic accidents.

b. Individuals must provide a written endorsement from their CO/OIC before COMFLEACT, Yokosuka will reinstate driving privileges.

8. Disposition of driving records

a. Individuals will check out with FLEACT, Yokosuka Traffic Court prior to Permanent Change of Station (PCS) or transfer in order to have their traffic record forwarded to their new duty station.

b. Removal of points does not authorize removal of driving record entries for moving violations, chargeable accidents, suspensions, or revocations. Record entries will remain posted for the period of time indicated below.

(1) Chargeable nonfatal traffic accidents or moving violations – three years.

(2) Nonmandatory suspensions or revocations – five years.

(3) Mandatory revocations – seven years.

Article 7

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 of substitute for punitive action. It also does not bar further administrative action pursuant to the Civilian Administrative Forum (CAF) 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 Traffic Court Judge. The Traffic Court Judge will assess individual points for violations committed and adjudicated by the Japanese civil authorities. Commission of an offense off-base will be treated similarly to the equivalent offense if committed on-base. When imposing a suspension or revocation because of an off-installation offense, the effective date of the suspension shall be the date imposed by the Traffic Court Judge.

3. Procedures. Upon receipt of a traffic ticket or other report of a Traffic Code violation, the Traffic Court Judge will conduct a hearing to determine the validity of the reported violation. Normally, the entire process from issuance of the traffic citation to adjudication by the Traffic Court will take no more than 30 days to be completed. The following procedures shall be adhered to by the Traffic Court Judge:

a. Citations and violations of the Traffic Code for personnel attached to activities not under the area of responsibility of COMFLEACT, Yokosuka will be forwarded to the cognizant installation commander for adjudication. Copies of all tickets forwarded to installation commanders will also be sent to the cited individual’s command for their information.

b. Master Labor Contract (MLC) and Indirect Hire Agreement (IHA) personnel will be issued traffic citations (DD form 1408) when they are observed violating Traffic Code regulations, and violators will be required to appear at Traffic Court using the same process noted in Article 6 of this Traffic Code instruction.

Points will be assessed in accordance with Article 7 for violations they are found guilty of committing. Records shall be maintained by the FLEACT, Yokosuka Security Department's Traffic Clerk to identify and track points assessed for MLC and IHA personnel. Any MLC or IHA employee is subject to the same suspension and/or revocation action as SOFA personnel. Since points may not be assessed against their Japanese license, points will be assessed against their privilege of driving on-base. If the MLC or IHA employee also possesses an USFJ Form 4EJ (military drivers permit), then points will be assessed based on the type of violations found guilty of committing.

c. Violations of the Traffic Code committed by employees of off-base taxi companies authorized to enter FLEACT, Yokosuka facilities shall be assessed against the taxi company of violators as a whole. For example, if two separate employees of the same taxi company receive six points each in a consecutive 12 month period, the privilege of all drivers of the taxi company in violation will be suspended or revoked for the period specified in Article 7 of this instruction.

d. The violations of the Traffic Code committed by employees of the on-base taxi company will be assessed against the individual driver committing the violation. Violators having a USFJ Form 4EJ will have points assessed against the military license. Violators having a Japanese driver's license will have points assessed against their privilege to drive on-base, as described in the above paragraph for MLC and IHA employees.

e. 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 regulation. If revocation for implied consent is combined with another revocation, such as two years for driving while intoxicated, revocations shall run consecutively.

f. When two or more violations are committed on a single occasion, the points assessed will be for the offense having the greater value.

g. Nothing in this instruction shall be construed to limit the authority of the Traffic Court Judge to assess penalties that are necessary, appropriate and commensurate with the severity of the offense(s) or risk to the general population. Likewise, nothing in this instruction shall be construed to limit the right of the installation commander to revoke any driving privilege for probable cause.

4. Remedial Driver Training. FLEACT, Yokosuka Safety Office conducts a driver improvement course. The course is mandatory within 90 days for drivers found guilty of causing an accident in a government vehicle, committing a serious moving violation or being designated as a problem driver through the accumulation of excessive points within a limited period of time (see paragraph 5, below).

5. Accumulation of Points. 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 one year. The period of revocation imposed will be based on a person’s overall driving record and take into consideration the frequency, flagrancy, severity of moving violations and the response to previous driver improvement measure. In all cases, all drivers must successfully complete the drivers training class offered by the FLEACT, Yokosuka Safety Office before issuance or reinstatement of any driving privileges.

6. Violations resulting in MANDATORY revocation of driving privileges upon conviction or determination of the facts by COMFLEACT, Yokosuka:

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| Manslaughter (or negligent homicide by vehicle) resulting from the operation of a vehicle; Any violation of Articles 208 through 211 of the Japan Criminal Code. | Two years 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 |

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| 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 more (DWI). | Two years revocation |
| Driving or being in actual physical control of a motor vehicle while under the influence or while intoxicated with a BAC of 0.05 to 0.079 percent (DUI). | One year revocation |
| Driving or being in actual physical control of a motor vehicle while under the influence of alcohol with a BAC of at least 0.03 percent and less than 0.049 percent (DWDI). | 60 days suspension |
| Permitting an unlawful or fraudulent use of an official driver’s license. | One year revocation |
| Fleeing the scene of an accident involving death or personal injury (hit and run). | One year revocation |
| Refusal to submit to or complete a chemical test (implied consent). | Two years revocation |
| Use of a motor vehicle in the commission of a felony. | Two years revocation |
| Unauthorized use of a motor vehicle belonging to another (e.g., borrowing a vehicle without registered owners written permission (only required when the owner is not in the local area, i.e. Temporary Assigned Duty (TAD)) when the act does not amount to a felony. | One year revocation |
| Receiving a second one-year suspension within 36 consecutive months. | Permanent revocation |
| Fleeing or attempting to elude a police officer. | Permanent revocation |
| Mental or physical impairment (not including alcohol or other drug use) to the degree rendered incompetent to drive. | Revocation up to one year |
| Racing (sole of multiple participants). | Two years revocation |
| 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 |
| Failure to complete vehicle registration requirements within 30 days. | Suspension until paperwork completed |
| Alcoholic beverage with broken seal in the vehicle (unless in vehicle’s trunk). | Up to 90 days suspension |

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| 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 one Year |
| Operating a motor vehicle without a valid license for that type of vehicle. (Or driving without license) | Revocation up to one year |
| Expired motor vehicle registration requirements while vehicle is parked in long term parking during an underway period. | Up to 90 days suspension |
| Operating a motor vehicle with expired registration requirements. (i.e. Drivers License, Insurance, Inspections, Registrations) | Vehicle impoundment and suspension up to six months. |
| Operating a motor vehicle with expired registration requirements. (i.e. Drivers License, Insurance, Inspections, Registrations) Involved in a traffic accident | Vehicle impoundment and suspension for 12 months. |
| Failure to attend mandatory driver improvement program training within 90 days of citation. | Suspension until required training is completed |
| Reckless driving (willful and wanton disregard for the safety of persons or property). | One year revocation |
| Knowingly permitting an intoxicated or impaired person to operate a motor vehicle. | One year revocation |
| Passenger in/on a motor vehicle while driver is intoxicated or impaired. | One year revocation |
| Exceeding posted speed limits by greater than 30 kph. | One year revocation |
| Owner permitting an individual who does not possess a valid USFJ driver’s license to operate the owner’s vehicle. | One year revocation |
| Operating a motor vehicle while driving privileges are under suspension or revocation. | Permanent revocation |
| Fleeing the scene/failure to report an accident (hit and run) – property damage. | Six months Suspension |

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| Leaving a child or pet unattended in vehicle causing injury or death. | Two years revocation |

7. Violations resulting in point assessment

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| Failure to carry drivers permit while operating a motor vehicle. | 01 Points |
| Failure to stop for school bus or school crossing signals. | 04 Points |
| Failure to yield right-of-way to an emergency vehicle | 04 Points |
| Speed too fast for conditions. | 02 Points |
| Speed too slow for conditions, causing potential safety hazard. | 02 Points |
| Exceeding posted speed (including Japanese Police citations off-base).<br>01–10 mph 01–15 kph<br>11-15 mph 16-25 kph<br>16-20 mph 26-30 kph | <br><br>03 Points<br>04 Points<br>05 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. | 04 Points |
| Failure to yield right-of-way (no official sign). | 04 Points |
| Improper turning movements (no official sign). | 03 Points |
| Following too close. | 04 Points |
| Improper passing. | 04 Points |
| Driver involved in accident is deemed responsible (added to points assessed for specific offenses) | 01 Point |
| Leaving a child or pet unattended in vehicle not causing injury or death. | 06 Points |
| Failure to keep Vehicle Registration Office registration information current. | 02 Points |
| Making illegal turns (including u-turns). | 03 Points |
| Failure of operator or occupants to use available restraint devices (seat belts, child restraint seat) while moving (points assessed against operator). | 04 Points |

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| Wearing headphones/earphones or using a cell phone while driving motor vehicles. | 04 Points |
| Over-occupancy. Too many people inside vehicle for the number of functioning seatbelts. (Points assessed against operator) | 03 Points |
| Improper loading of vehicle resulting in unsafe conditions | 02 Points |
| Operating an unsafe vehicle. This measure should be used for other than minor vehicle safety defects (for example, a burned out headlight not replaced within the grace period (seven days) on a warning ticket, illegal tinting, etc.). | 02 Points |
| Unauthorized modifications or alterations. | 04 Points |
| Improper overtaking. | 03 Points |

8. Two or three wheel vehicle Specific Violations resulting in point assessment and other penalties.

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| Failure to wear required personal protective equipment while operating/riding a motorcycle, moped, or a three or four wheeled vehicle powered by a motorcycle-like engine. | 03 Points |
| Four or more moving violations within a two month period. | Six months suspension |
| Improper passing of other vehicle in same lane; weaving in and out of traffic. | 04 Points |
| “Showing Off” or grandstanding in any manner. | Six months suspension |
| Carrying items so as to interfere with safe control. | 03 Points |
| Failure to wear vest as outermost garment. | 03 Points |
| Riding two or more abreast in same lane. | 04 Points |

9. Illegal Parking (including Japanese Police Citations Received off-base).

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| Illegal Parking | 02 Points |

10. Loud Stereos, Exhausts and Screeching of Tires

a. No driver of a vehicle in motion shall operate or permit the operation of, any sound amplification system which can be heard from inside the vehicle that is behind or in front of the vehicle playing the music.

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 substituting original mufflers and/or exhaust systems with after-market products that increase the decibel level over original manufactured levels; screeching of tires; racing, gunning or accelerating the engine; backfiring the engine and exhaust from the engine tail pipe or muffler.

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| Excessive Noise – Sound Amplification System | 04 Points |
| Excessive Noise – Exhaust/Muffler System | 04 Points |
| Squealing Tires – Breaking Traction | 04 Points |

11. Non-motorized transportation violations. The following points will be assessed against the individuals drivers license (USFJ Form 4EJ). If the violation is committed by juvinials or personnel without a drivers license points will be assessed against the sponsors drivers license or forwarded to COMFLEACT, Yokosuka legal for administrative action in cases where the sponsor has no license.

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| Riding bikes agains the flow of traffic (except in designated bike lanes) | 2 |
| Not utilizing sidewalk through tunnels on Howard street | 2 |
| Riding bicycle through Gridley tunnel | 2 |
| Riding bicycle in no riding zone at installation gates and crosswalks | 2 |
| Passengers on bicycles (except for child in approved child carrier w/helmet) | 2 |
| Failure to use hand signals while turning | 2 |
| Riding two or more abreast except while passing | 2 |
| Failure to use light between dusk and dawn | 2 |
| Utilizing cell phone wile riding | 2 |
| Not wearing an approved helmet | 2 |
| Helmet not properly worn | 2 |

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| Illegal parking | 2 |
| Unregistered bicycles | Impounded |
| Missing light, back reflector, horn and/or bell | 2 |
| Jaywalking | 2 |
| Skateboarding on unauthorized areas (streets, parking lots, buildings, NEX, Commissary, etc.) | 2 |
| Wearing of headphones while in motion | 2 |

12. Registered Owner Responsibility

a. 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.

b. In those cases where a vehicle is observed committing a violation of the vehicle code, but the driver of the vehicle cannot be positively identified, the registered owner of the vehicle will be held accountable for the offense and will be assessed points and suspension or revocation of driving privileges normally associated with the offense committed.

# Article 8

## COMMAND TRAFFIC SAFETY COMMITTEE REPRESENTATIVE

Policy: In an effort to coordinate, manage, and provide resources to each tenant command under COMFLEACT, Yokosuka and maintain an effective overall traffic safety program for the installation, the Command Traffic Safety Representative (CTSR) shall be designated in writing by the CO or OIC of all tenant commands (ashore and afloat) in accordance with OPNAVINST 5100.12 series, with a copy to FLEACT, Yokosuka Traffic Safety Office.

1. Responsibilities of the CTSR

a. Establish and maintain a command traffic safety program and assign responsibilities for developing, promulgating, implementing, and enforcing the traffic safety program for their activity and the surrounding areas.

b. Attend all host command traffic safety committee meetings (held on the 3rd Wednesday of every month at 0900 in the FLEACT, Yokosuka Safety Office Training Room), local traffic safety-related courses, traffic safety conferences, workshops, and special assignments and remain current with local traffic safety instructions.

c. Provide and maintain tenant command input for traffic safety meetings and any actions taken in support of traffic safety.

d. Actively assist the committee in identifying and analyzing mishap locations, as well as provide input for design and operating features that may contribute to reducing mishaps or their severity.

e. List and present roadway deficiencies for the committee to review and present to COMFLEACT, Yokosuka. Using Operational Risk Management guidelines, account for the severity of the hazard, probability of a mishap occurrence, and recommended solutions.

f. Provide respective command with all traffic safety awareness and training opportunity information (how and where to access information, sign up for classes, etc.). Provide FLEACT, Yokosuka Traffic Safety Office with information on how to enhance our command support.

2. Command and organizational support. Safe Motor Vehicle Operations:

a. GOVs – Ensure personnel conduct inspections and evaluations of vehicle components relating to safe vehicle performance in accordance with reference (k) and local procedures. Ensure all traffic accidents are reported in accordance with OPNAVINST 5102.1 series, NAVFAC P-300 series, and local procedures.

b. POVs – Ensure personnel are adhering to safety requirements in accordance with current policies and host nation laws. Ensure personnel inform the Vehicle Registration Office of any changes in status in accordance with COMFLEACTINST 5800.2 series.

c. Motorcycle Inspection and General Safety

(1) Assist commands with pre-screening of personnel who desire to ride a motorcycle and maintain a detailed listing of all riders with training and licensing status.

(2) Ensure personnel operating motorcycles attend approved initial motorcycle safety training courses and refresher courses as required.

(3) Ensure motorcycle safety training is in the individual's military service record (page 13) or civilian personnel training file.

(4) Ensure all personnel are instructed and aware of motorcycles and Personal Protective Equipment (PPE) requirements.

3. Installation Support. CTSR’s shall assist in conducting surveys near their command for seatbelt compliance, bicycle safety, and any other special requirements set forth by FLEACT, Yokosuka Traffic Safety Office. Survey results will be compiled and forwarded by the CTSR to FLEACT, Yokosuka Traffic Safety Officer no later then three working days upon completion of the survey.

## Article 9

## TOWING/ABANDONED VEHICLES

1. Towing Vehicles Left Standing. Whenever law enforcement personnel find a vehicle illegally standing upon a road or other improper or unauthorized location (e.g., illegally parked), he/she is authorized to remove the vehicle by towing it to an appropriate area. If suitable parking is not available within the FLEACT, Yokosuka 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 after it has been towed to the alternate location. The owner is responsible for all towing charges.

2. Abandoned Vehicles. Vehicles will be considered intentionally abandoned, vice lost, if the owner transfers from or is separated in Japan without properly checking out with FLEACT, Yokosuka Security Department VRO and receiving a stamped and signed check-out sheet from that office. COs and OICs will ensure their personnel have properly checked out with FLEACT, Yokosuka Security Department before they leave.

a. Failure to properly check out will constitute a waiver of the notification requirements for the registered owner under Title 10 United States Code (USC) 2575.

b. Any other vehicles which reasonably appear to be abandoned are subject to impoundment at the FLEACT, Yokosuka Security Officer’s discretion, and will be declared unclaimed personal property and disposed of in accordance with Title 10 USC 2575.

3. Check-out. All SOFA personnel (military and civilian) are required to check-out with FLEACT, Yokosuka VRO before leaving Yokosuka on PCS orders, transfer, or separation, whether in Japan or elsewhere, or permanent departure from the area. Neither service members nor civilians will receive their transfer airplane tickets without first having received a VRO seal stamped on their check-out sheet. Neither Navy Passenger Transportation Office, nor any civilian agency may provide the airplane tickets without receiving the VRO stamp. To receive the VRO seal stamp, the owner of the vehicle (name on vehicle title) must provide proof that the vehicle has either been sold and re-registered by another person or that it has been disposed of through other legal methods (such as junking).

4. Impounding Vehicles. The FLEACT, Yokosuka Security Officer shall have primary responsibility for vehicle impound. Prior to impounding a vehicle, the FLEACT, Yokosuka Security Officer shall make a reasonable attempt to locate the owner of the vehicle. Once a member has been notified of the intent to impound the vehicle, the owner is 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. 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 FLEACT, Yokosuka Security Department for three years.

c. At no time will maintenance or repair work be performed on impounded vehicles while it is in the custody/control of the government. Articles in the vehicle shall not be obtained by the owner until all requirements are met.

d. Vehicles impounded for evidence in criminal cases will not be released until the individual cited has appeared at traffic court or the vehicle is released by Office of the Staff Judge Advocate.

5. Vehicles subject to towing and impoundment

a. Expired JCI.

b. Expired liability insurance according to vehicle registration records. (Owners may have renewed, but failed to update the vehicle registration office with current information).

c. Vehicles parked in areas for longer than the posted time limits.

d. Vehicle registered under an owner’s name (military and civilian) that has transferred from Yokosuka base or separated employment with the government in Japan or elsewhere.

e. Parked vehicles that create an unsafe condition.

6. Neither NEX, FLEACT, Yokosuka Security Department or any towing service used by FLEACT, Yokosuka will be held liable for damages incurred to the vehicle or property inside, while towing the vehicle. Parking in proper areas can alleviate such circumstances.

7. If the impounded vehicle is not claimed within 45 days, FLEACT, Yokosuka Security will declare it unclaimed personal property and dispose of it in accordance with DoD Directive 4160.21 and Title 10 USC 2575.

8. Vehicles will not be released to the owners until proof of reimbursement for towing charges and current registration requirements are provided by them to FLEACT, Yokosuka Security Department.

# Article 10

## PARKING/STOPPING/STANDING

Attachment 10-1 COMFLEACT, YOKOSUKA RESERVED PARKING REQUEST FORM
10-2 DISABLED PERSON'S VEHICLE HANGTAG REQUEST

1. Policy. Reserved parking on FLEACT, Yokosuka bases is a privilege, not a right. Parking shall be unassigned and available for use on a "first come – first served" basis to the maximum extent possible. The issuance of base decals to non-SOFA employees shall be limited to a number that will not exceed 50% of all such employees. At no time will parking be designated in any area on any of FLEACT, Yokosuka bases by category of employee, e.g., "military only," "MLC only," etc. The intent of this policy is to ensure that all employees and residents authorized access to the base have the same opportunity to park as close to their place of employment and/or visitation as possible. The painting of curbs, posting of signs, or any other method of designating reserved parking will not be completed by any command or person until it is specifically approved by FLEACT, Yokosuka Public Works Department (PWD).

2. Scope. The provisions of this article cover all bases under FLEACT, Yokosuka's area of responsibility and apply equally to all departments and tenant commands, afloat and ashore.

3. Categories of Parking – Definitions and Regulations

a. Open Parking. Up to 24 hours. All parking not defined in paragraph 3b through 4f, below. Personnel may park vehicles in open parking spots for up to 24 hours. Vehicles shall not be left unattended for more than 24 hours in any area except in those parking areas designated for long-term parking, assigned residential parking, and government vehicle parking.

b. Long-Term Parking. Five days or longer. The designated long-term parking area is the third, fourth and fifth decks of the parking garage adjacent to the Sullivan's Elementary school off of First Avenue.

c. Parking for selling vehicles

(1) For the purpose of displaying a vehicle for sale is authorized only in FLEACT, Yokosuka Morale, Welfare and Recreation (MWR) Department Used Car Lot next to the Commissary. Permits to park and advertise a vehicle for sale in the MWR lot must be obtained through the FLEACT, Yokosuka MWR Auto Hobby Shop.

(2) Permits to park and advertise a vehicle for sale in the community lot adjacent to the MWR lot must be obtained through FLEACT, Yokosuka Security Department VRO.

d. Reserved Parking. The only reserved parking areas authorized onboard FLEACT, Yokosuka are shown in this subparagraph. Requests for any additional reserved parking shall be submitted to FLEACT, Yokosuka PWD using the request form found in Attachment 10-1 of this Article signed by the CO/OIC (no by direction) of the command requesting the additional parking. Requests shall contain a diagram of the command's organizational structure, a map showing where the desired location of the requested reserved parking, and justification for the additional parking. Such requests will be considered on a case-by-case basis. The below reserved parking is authorized:

(1) Commands/Activities/Agencies with a staff of 30 or more personnel are authorized the following reserved parking:

(a) Sufficient number of stalls for the CO, XO, CMC, and O-5 and above Department Heads. In addition, one visitor parking stall is authorized and shall be labeled "CO/CMC/XO VISITORS".

(b) Sufficient number of stalls for each government vehicle permanently assigned to the command.

Note: Commands/Activities/Agencies with a staff of more than 150 personnel are authorized two additional parking stalls. These extra parking stalls must be in the immediate vicinity of the respective command's facilities and may be used by the respective CO to assign as reserve parking, as desired. The FLEACT, Yokosuka PWD shall be kept informed of current assignments regarding these spaces.

(2) Commands with a staff of less than 30 are authorized the following reserved parking:

(a) One reserved POV parking spot for the CO/OIC.

(b) Sufficient number of stalls for each government vehicle permanently assigned to the command.

(3) Parking Garages and Other Designated Areas. Naval Facilities Engineering Command (NAVFAC) Far East, U.S. Naval Ship Repair Facility Japan and Regional Maintenance Center (NAVSHIPREPFAC and JRMC), U.S. Fleet and Industrial Supply Center (FISC), Yokosuka and Defense Distribution Depot Yokosuka, Japan (DDYJ) are assigned the parking areas as shown below:

(a) NAVFAC Far East: Building 4328: NAVFAC Far East/FISC, Yokosuka (parking garage), the area in close vicinity of Building F-60, and the fenced-in area around Buildings 1938 and 1939.

(b) NAVSHIPREPFAC and JRMC, Yokosuka, Japan: Building 3014 (Floors 5 to roof, parking areas next to (surrounding) building 2046, and all parking areas within their industrial complex. For the purposes of this instruction, the industrial complex is the fenced-in area bounded by Decatur Avenue, Forrestal Street, King Street, and Perry Avenue.

(c) FISC, Yokosuka: The parking garage (building 1848 and 4328) – shall share the garage with DDYJ and the parking in the vicinity of building 5013.

(d) DDYJ: The parking garage (building 1848) – shall share with FISC, Yokosuka and parking located in the close vicinity of buildings 1907, J-39, J-164, 4801, 4808, 4831, 5000 and 5010.

Note: Parking within garages and other areas identified above shall be assigned on a “first come, first served” basis for all employees assigned to the commands concerned. Specifically, they will not be assigned to a certain category of employee, e.g., military only, MLC only, etc.

d. Customer Service Parking. The base commander may authorize reserved parking for customers of departments and activities whose primary mission includes providing customer service and/or retail activities. Such parking shall be

commensurate with the number of customers normally serviced by an activity and parking spaces available in the near vicinity of the activity concerned during established normal working hours. However, maximum use of available spaces shall be accomplished in assigning customer parking by requiring servicing activities housed within the same building or in close proximity with each other to share assigned spaces. Where practical, these customer spots will be designated by posting signs designating entire parking lots or sections of parking lots. VIP parking within retail parking areas shall be kept to a minimum and shall be pre-approved by FLEACT, Yokosuka before any signage is installed. A list of all servicing activities assigned reserved parking shall be maintained current by the FLEACT, Yokosuka PWD.

e. Temporary Parking. Temporary parking for special events shall be approved on a case by case basis by FLEACT, Yokosuka PWD, Safety, Commander, U.S. Naval Forces, Japan (COMNAVFORJAPAN) Regional Fire Department and Security Offices before any spots are designated. No signs or other markings designating spaces as reserved shall be accomplished until approved. Requests shall be submitted using Attachment 10-1 to this Article by the requesting command, containing justification for the parking, dates required, and a diagram depicting the area desired.

f. 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:

(1) Parking in places reserved for people with a disability.

(2) Exemption from time limitations in parking places which have regulated time limits up to a maximum period of five days.

NOTE: Companions 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 and

park in handicap parking. For instance, it would be considered a violation of parking regulations for a companion to drop off a disabled passenger at any building entrance and then go park in a handicap parking space. Companions 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.

(3) Eligibility. Any person certified by a medical doctor from U.S. Naval Hospital, Yokosuka as having any one of the below listed permanent or temporary disabilities may be authorized to use designated disabled parking spaces. Attachment 10-2 of this article shall be used by the doctor to certify an individual's eligibility.

(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 spirometry 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.

(4) Hangtag Issuance and Return. Issuance of a hangtag may be requested at FLEACT, Yokosuka Traffic Safety Office. All requests must be supported with Attachment 10-2, properly filled in and signed by a medical doctor. The FLEACT, Yokosuka Traffic Safety Officials shall review and approve or disapprove each request, as appropriate. Hangtags shall be returned to FLEACT, Yokosuka Traffic Safety Office 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. For hangtag issuance, contact FLEACT, Yokosuka Traffic Safety Office at 243-7354.

(a) Protecting the hangtag from unauthorized and/or fraudulent use is an individual responsibility of the recipient.

(b) 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. Any repeat violations will be at the discretion of Traffic Court. 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.

(c)In the case of minors, it is the parents' or guardians' responsibility to guard against fraudulent or illegal use of the hangtag.

4. Inoperable Vehicles. Inoperable vehicles may not be parked onboard FLEACT, Yokosuka facilities unless they have been impounded by Security or are being fixed in an approved repair facility such as the NEX Autoport or FLEACT, Yokosuka Auto Hobby Shop. Inoperable vehicles will either be taken to a repair facility or junked.

5. Prohibited parking. A vehicle (except emergency vehicles in act of responding to an emergency) shall not be stopped, parked, or left standing in any of the following places, unless otherwise directed by a law or safety enforcement official:

a. Within 15 feet (five meters) of a crosswalk, fire hydrant, or an intersection.

b. Within ten feet (three meters) of intersections or bus stops.

c. Blocking building entrances or fire exits.

d. On any part of a street marked with yellow or white zebra stripes (may not stop in these areas either).

e. On the street alongside a curb painted solid yellow.

f. Next to broken/dashed yellow painted street curbs (may be used as a loading zone). Such areas may be used as a loading zone provided the driver is present (in line of sight) of the parked vehicle at all times and does not exceed 15 minutes.

g. Narrow roads (less than six feet of road left for vehicles to pass the parked vehicle).

h. Blocking any driveway.

i. On the traveled part of any highway or road where road shoulder is provided.

j. 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).

k. Double parked.

l. On the sidewalk.

m. On lawn (sod) areas.

n. In any fire lane.

o. Parking on Piers (see para 6 below)

p. Designated bicycle lanes (King and Howard Streets)

Note: Any vehicle illegally parked is subject to being ticketed and towed if it is creating an unsafe condition. The determination of “unsafe condition” shall be made by the on scene Security Patrolman or by a representative from the FLEACT, Yokosuka Security or Safety Office.

6. Parking Vehicles on Piers

a. Parking areas are normally congested due to work being performed on ships. To promote efficient and safe operations in this environment, parking of GOVs and POVs must be tightly regulated. As a general rule, military vehicles should only be permitted on piers when their presence is required in the performance of official functions and only for the duration required. It is the responsibility of the commands berthed at the piers to adhere to this instruction and regulate military vehicles assigned to their command.

b. Vehicles will not be parked on berths or dry dock areas in a manner which obstructs fire lanes, crane tracks or the berthing of ships during mooring evolutions. Leaving a GOV parked on a pier for any length of deployment is prohibited.

c. Parking of privately owned vehicles on all piers will be approved and monitored by FLEACT, Yokosuka Safety Office and PWD.

7. Safety Requirements

a. Drivers are required to stop the engine, lock the ignition, and set the brakes before leaving any vehicle unattended.

b. Drivers shall not allow children under the age of twelve years old to be left alone in a vehicle at any time, or children of any age to be left alone in a vehicle when conditions are not appropriate (such as a hot day).

c. Pets shall not be left unattended in vehicles at any time.

8. Off-Base Parking. When parking off base, all drivers shall obey the Japanese laws. Personnel cited for illegal parking by the Japanese authorities will also be assessed points against their base driver's license just as if they had received their ticket on base. Citations issued by Japanese authorities can only be contested through the Japanese traffic court system. Drivers are advised that Japanese authorities notify the base of every ticket they issue.

9. Enforcement. All commands shall constantly self-police themselves to ensure their command and personnel remain in compliance with this article. Additionally, the FLEACT, Yokosuka Safety Office shall conduct audits on a regularly scheduled and/or unannounced basis to determine compliance. Commands found to be in violation of this instruction are subject to losing all of their reserved parking privileges.

10. Parking of GOV (including emergency vehicles). GOVs and emergency service vehicles shall be parked only in the stalls reserved for their use when not under dispatch. When dispatched, GOVs (including security, fire and other emergency vehicles not responding to an emergency) shall only be legally parked in authorized parking stalls. GOVs (including emergency service vehicles) found to be illegally parked are subject to ticketing and immediate removal by towing if they are creating an unsafe condition.

# COMFLEACT, YOKOSUKA
# RESERVED PARKING REQUEST FORM

**PART 1 – Requester's Information** (To be completed by requester)

| | |
|---|---|
| 1. Requesting Activity/Command | 2. Date of Request |
| 3. Requester's Name (Activity CO/OIC) | 4. Job Title and Grade/Rank |
| 5. On-Site POC Name and Title | 6. On-Site POC Phone Number and E-mail Address |

**PART 2 – Parking Information** (To be completed by requester)

| | | |
|---|---|---|
| 7. Type of Request<br>☐ New ☐ Revision/Re-location ☐ Abolish | 7a. Duration Category<br>☐ Permanent<br>☐ Temporary | 8. Type of Vehicle<br>☐ GO ☐ PO<br>☐ Other/Conversion |

9. Location of Requested Reserved Parking Space(s)

10. Location of Existing Reserved Parking Space(s)(if accplicable)

11. Description of Request (Use separate sheets if necessary)

12. Required Attachments

☐ Organizational Chart (with Grade/Ranks) ☐ Diagram (Location Map)

| | |
|---|---|
| 13. Requester's Signature | 14. Date |

**PART 3 – Endorsement** (To be completed by authorizing official(s))

| | | | |
|---|---|---|---|
| 15. First Endorsement<br>FLEACT, Yokosuka Traffic Safety | 15a. Determination<br>☐ Approve ☐ Disapprove | 15b. Signature | 15c. Date |
| 15d. Recommendation/Comment | | | |
| 16. Second Endorsement<br>COMNAVFORJAPAN Regional Fire Department | 16a. Determination<br>☐ Approve ☐ Disapprove | 16b. Signature | 16c. Date |
| 16d. Recommendation/Comment | | | |
| 17. Third Endorsement<br>FLEACT, Yokosuka Security | 17a. Determination<br>☐ Approve ☐ Disapprove | 17b. Signature | 17c. Date |
| 17d. Recommendation/Comment | | | |

**PART 4 – Final Approval** (To be completed by authorizing official)

| | | | |
|---|---|---|---|
| 18. Forth Endorsement<br>FLEACT, Yokosuka Public Works Officer | 18a. Determination<br>☐ Approve ☐ Disapprove | 18b. Signature | 18c. Date |
| 18d. Recommendation/Comment | | | |

**PART 5 – Work Request Record**

| | | |
|---|---|---|
| 19. Related Minor Work Request No. | 20. Request Input By | 21. Date of Request |

CFAY 5800/58 (2-10)

(DISABLED PERSON'S VEHICLE HANGTAG REQUEST)

Date: _____

From: _____
(Name of Individual)
To: FLEACT, Yokosuka Safety Officer (N35)

Subj: DISABLED PERSON'S VEHICLE HANGTAG REQUEST

Ref: (a) COMFLEACTINST 5800.2G

1. Request I be issued subject hangtag and be authorized to use designated handicap parking. The below certification is submitted in support of my request.

| Medical Certification of Disability |
|---|
| The individual identified above has the disability indicated below. This certification is provided to support the individual's request in obtaining authorization to use designated handicap parking. |
| ☐ Cannot walk without the use of, or assistance from, another person or brace, cane, crutch, prosthetic device, wheelchair or other assistance device. |
| ☐ Is restricted by lung disease to the extent that forced expiratory volume for 1 second when measured by spirometry is less than one liter or the arterial oxygen tension is less than 60 mm/hg on room air at rest. |
| ☐ Uses portable oxygen. |
| ☐ 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. |
| ☐ Is severely limited in the ability to walk due to an arthritic, neurological or orthopedic condition. |
| ☐ The disability is considered to be permanent. |
| ☐ The disability is considered to be temporary and should no longer exist beyond: (Date) |
| Name of certifying Health Care Provider: |
| Date of examination: |
| Telephone Number of Certifying Health Care Provider: |

_____
(Signature of Applicant)

CFAY 5800/59 (2-10)

## Article 11

## U.S. GOVERNMENT VEHICLE REGULATIONS

1. Licensing Requirements. Personnel licensed to operate a normal sized motor vehicle with a Japanese license or a USFJ Form 4EJ (POV license) may also legally operate non-tactical GOV up to 8000 pounds gross vehicle weight without also being licensed with a DoD Form OF-346 (GOV license). All other personnel must be licensed with a current OF-346 for the type of GOV they are operating. Licenses must be on the person of the operator at all times when operating the GOV.

2. Penalties for Misuse of GOV. Reference (k) governs the use of GOV and requires disciplinary and/or administrative action for the willful misuse of GOV as follows:

a. Civilian personnel. Any employee of the Government who willfully uses or authorizes the use of any GOV or GOV-leased passenger vehicle (except for authorized use) shall be suspended from duty, without compensation, for not less than one month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant.

b. Military Personnel. Military personnel who willfully use or authorize the use of any GOV or leased GOV (except for official purposes) may be disciplined under provisions of the UCMJ or other administrative procedures deemed appropriate.

c. In accordance with DoD Directive 7200.11, financial liability shall be assessed against members of the military and DoD civilian employees when Government property including a motor vehicle is lost, damaged, or destroyed, as a result of their negligence, willful misconduct, or deliberate unauthorized use. Depending on the facts and circumstances, the criminal sanctions of 18 United States Code 641 may apply to the misuse of a GOV. The statute provides for a fine of up to $10,000 and imprisonment for up to ten years.

3. Official Use of Vehicles. The use of GOV, including those leased using DoD funds, shall be restricted to official purposes only, in support of the mission of the Navy. When questions arise about the official use of a motor vehicle, they shall be resolved in favor of strict compliance with the provisions of reference (k). The determination as to whether a particular use is for official business is a matter of administrative

discretion to be exercised within applicable regulations. In making such a determination, consideration shall be given to all pertinent factors, including whether the transportation is the following:

a. Essential to the successful completion of DoD function, activity, or operation.

b. Consistent with the purpose for which the motor vehicle was acquired.

As a general rule, the use of DoD motor vehicles shall not be authorized for transporting personnel over all or any part of the route between their domiciles and places of employment or for transportation to, from, or between locations for the purpose of conducting personal business or engaging in other activities of a personal nature. Examples of unofficial use would be travel to exchanges, commissaries, clubs, movies, eating establishments (including drive through window) and recreational areas such as ballparks to conduct personal business.

4. Parking Regulations. GOV shall be parked only in the stalls reserved for their use when not under dispatch. When dispatched, GOV (including security, fire and other emergency vehicles not responding to an emergency) shall only be legally parked in authorized parking areas. GOV found to be illegally parked are subject to ticketing and removal by towing if they are creating an unsafe condition.

5. Prohibited Driving. The following is prohibited:

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.

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

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

(1) For more than 10 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 explosive or other hazardous cargo.

6. Toll Road Certificates. Operators of GOV shall use USFJ Form 19EJ (Certificate for transit of toll roads by military vehicles) 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.

7. Warning Lights and Sirens. Warning lights and sirens are authorized for emergency motor vehicles such as ambulances, firefighting and police vehicles, explosive ordnance disposal vehicles, wrecker or recovery vehicles and electrical-line trucks as need for rescue operations, emergency missions, disaster relief or when necessary to assist the injured. While use of warning lights and sirens are authorized at all times for these vehicles when operating on-base and responding to an emergency, their use off-station is an issue of cultural sensitivity in Japan. Limit the use of warning lights off-station to emergency response or over-riding safety concerns. Emergency response is defined as any situation involving the risk of serious bodily harm or loss of life. An example of an over-riding safety concern may include the positioning of a patrol vehicle with warning lights and/or sirens activated to protect the lives of others or the patrolman.

8. Emergency Vehicle Operations Course (EVOC) Training. Personnel may not be assigned to drive government-owned police vehicles, ambulances, fire vehicles, crash and rescue vehicles, Explosive Ordnance Disposal (EOD) 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 Commander, Naval Safety Center (COMNAVSAFECEN) approved instructor or other COMNAVSAFECEN approved training. This training is provided through the FLEACT, Yokosuka Safety Office. Operators should have two years driving experience as a licensed driver prior to being assigned to operate emergency vehicles. Individual training is vehicle specific for each driver and vehicle operators must be re-certified every three years.

Article 12

NEW DRIVER'S TRAINING PROGRAM

1. This article describes the driver education program offered by a private contractor for SOFA status personnel permanently stationed aboard FLEACT, Yokosuka. The driver training program provides students with 39 hours of classroom instruction and six hours of behind the wheel instruction for individuals who have never been previously licensed. This program is based on the standards of the Texas Department of Traffic Safety and Education Association (TDTSEA) and satisfies the requirements set forth by the USFJ governing instruction. The course enables students to learn the basics of driving which include, but are not limited to, basic rules and regulations, laws which pertain to the operation of a motor vehicle (both Texas state laws as well as Japanese laws and COMFLEACT, Yokosuka policies), and traffic safety. All classroom and behind the wheel driver type training is provided through a certified professional driving instructor, augmented by driving practice provided by SOFA licensed adult drivers.

2. The following information pertains to the FLEACT, Yokosuka licensing for graduates of the Driver Training Program:

a. General. Graduates of the New Driver's Training Program who have not reached their 18th birthday will be issued an "On-Base Only" permit.

b. Enrollment. The driver's training program is open to all high school students who are at least 16 years of age, non-licensed active duty members and family members of active duty personnel. Students enrolled in high school have first priority when enrolling, followed by family members of service members, and then all other eligible personnel.

c. Cost. The cost of the driver's training program is 3,100 Yen per student. This fee includes the purchase of the required student manual and workbook that the student will keep. This fee will be paid by the applicant at the first class meeting directly to the instructor. Within priority groups, enrollments are on a first-come, first-served basis. Individuals wishing to enroll in this course may do so by

contacting the course instructor directly. To register for the New Driver Training Program visit http://www.yokosukadriversed.com (not accessible on one-net computers).

d. Curriculum. The following summarizes the driving curriculum for this program:

(1) Traffic Laws – Part One. (Three Hours)

(2) Traffic Laws – Part Two. (Three Hours)

(3) Driver Preparation. (Three Hours)

*Following successful completion of these three classes, students will apply for a learner's permit at FLEACT, Yokosuka Safety Licensing Office in Building C-9.

(4) In-vehicle training period with the instructor. Consists of maximum one hour of non-classroom time observing the instructor drive and learning/discussing practical aspects of automobiles and driving. All driving appointments will be made with the instructor directly.

(5) Vehicle Movements. Three Hours)

(6) Risk Reduction. (Three Hours)

(7) Low/Moderate Risk Environments. (Three Hours)

(8) Complex Risk Environments/Alcohol and Other Drugs (Part I). (Three Hours)

(9) Alcohol and Other Drugs (Part II). (Three Hours)

(10) Adverse Conditions. (Three Hours)

(11) Vehicle Requirements/Personal Responsibility. (Three Hours)

(12) Japanese Rules of the Road (Part I). (Three Hours)

(13) Japanese Rules of the Road (Part II). (Three Hours)

(14) Final Course Assessment. (Three Hours)

e. After completing the new driver training course, the student will be issued a certificate of completion. In accordance with USFJ Instruction 31-205 paragraph 2.2.2.1.1, this certificate serves as verification of the completion of a certified, formal driving course for purposes of obtaining a SOFA POV driver's license (USFJ Form 4EJ Operator's Permit for Civilian Vehicle). Students will then complete the installation commander's approved familiarization course for local driving conditions in Japan, including the 50 question written examination that must be passed with a minimum correct score of 80%, as well as a driving proficiency examination administered by COMFLEACT, Yokosuka driving examiners.

f. After attending the familiarization course and following successful completion of both the FLEACT, Yokosuka's written and driving proficiency examinations, students may be issued a USFJ Form 4EJ SOFA driver's license. For eligible drivers who are under the age of 18, their USFJ Form 4EJ licenses will be stamped "FOR ON-BASE USE ONLY," as Japanese traffic law does not permit driving off base by anyone under the age of 18. Personnel who are 18 years old will be restricted to on-base driving until they complete the AAA-Driver Improvement Program (DIP) course before they may be licensed to drive off-base. Individuals who have recently turned 18 years old and have legally operated a motor vehicle on-base for at least 30 days and have completed the AAA-DIP course meet this requirement.

g. All driving practice shall be performed while accompanied by and under the direct observation of a SOFA licensed adult who may be a parent, relative, or friend over the age of 21. The SOFA licensed adult driver retains full legal responsibility at all times for the safe operation of the vehicle during any driving practice sessions and will complete, sign, and date each log entry completed. All driving practice will be performed in a POV that is fully licensed, registered, and insured in accordance with COMFLEACT, Yokosuka requirements. All roadways on FLEACT, Yokosuka are approved for driving practice by students who are enrolled in the FLEACT, Yokosuka's new driver's training course, except the following:

(1) All roadways within the entire NAVSHIPREPFAC and JRMC, Yokosuka, Japan area (south of Berth 8 and west of the Howard Street fence line).

(2) King Street west of dry dock number 2.

(3) Isherwood Street.

(4) Berth 12 industrial area.

(5) Halsey Blvd north of the Schley Street intersection.

h. Driving experience and training is the key to reducing traffic related accidents. Since driving in Japan is a privilege, COMFLEACT, Yokosuka is responsible to ensure the community is provided with valuable training information to keep the roadways safe both on and off the installation. New drivers are required to have remedial training through the AAA Driver Improvement Program course of instruction as a tier driven licensing program. New drivers who are 18 years and older shall attend this course no later than one year and no sooner than six months after their initial license has been issued (excluding active duty military). Drivers under the age of 18 who possess an on-base license shall attend this training prior to their 18th birthday or the next available class that is offered after six months of driving experience. If drivers do not attend this training, they will not be issued their off-base license until the requirement is fulfilled. This required training is offered at the safety building every third Thursday of each month.

Article 13

BICYCLES

1. Administrative Control. The FLEACT, Yokosuka Security Officer will provide administrative controls to ensure compliance with the regulations and safety requirements stated in this Article.

2. Regulations. Bicyclists shall follow all laws pertaining to motorists when operating their bicycles on facilities under COMFLEACT, Yokosuka's area of responsibility. In addition, bicyclists shall:

a. Ride their bikes on the extreme left side of roadways with the flow of traffic except when using the designated bicycle lane. When making right turns, bicyclists shall make the appropriate hand signals for turning right, ride their bikes to the centerline of the road they are turning from, and then make their right-hand turn when safe to do so.

b. Ride their bicycles in the bicycle lane on King and Howard Streets. Bicyclists are required to follow all traffic signals when riding in the bike lane or on the roadways. The bicycle lane is on the sidewalk while riding through the two tunnels on Howard Street. Riding in the lanes of traffic through the tunnels is not authorized. Riding against the flow of traffic is also not authorized.

c. Walk their bicycles through Gridley Tunnel and when entering and/or exiting the bases.

d. Use extreme caution when riding on sidewalks. Motorists in the vicinity of sidewalks are looking for other motor vehicles and pedestrians – NOT BICYCLISTS.

e. Walk bikes in crosswalks.

f. Not carry passengers (exception a small child may be carried provided he/she is secured in a properly fitted child carrier seat. The child must also wear an approved helmet.

g. Use proper hand signals, except when doing so would result in loss of control of the bicycle.

h. Not ride two or more abreast except when passing.

i. Utilize front mounted lights when riding during the hours of dust until dawn or when low visibility conditions exist.

j. Not exceed 30 KPH at any time.

k. Not carry any item (including cell phones and umbrellas) in their hands while operating bicycles.

l. Properly wear an approved (e.g., Consumer Product Safety Commission (CPSC), American Society for Testing and Materials (ASTM), American National Standards Institute (ANSI), or Snell Memorial Foundation) bicycle helmet. Workers riding bicycles in areas that require the use of ANSI-approved helmets (hard hats) for protection from falling and flying objects are allowed to use those helmets if properly fastened under the chin after reporting to their work center. Bicycle helmets must be worn at all times.

m. Wear light colored clothing at all times and reflective clothing at night or in periods of reduced visibility.

n. Park their bicycles only in authorized areas. Bicycles left standing or parked in unauthorized areas may be confiscated by Security and impounded.

o. Immediately make reports to FLEACT, Yokosuka Security Department concerning missing bicycles.

3. Registration. All bicycles shall be registered with the FLEACT, Yokosuka Security Department. Registration shall include a safety inspection conducted by FLEACT, Yokosuka Security Officer or his/her designated representative, e.g., a patrolman. Inspections and registration will be conducted at FLEACT, Yokosuka Security Department Registration Division between the hours of 0800-1600 Mondays, Tuesdays, Thursdays and Fridays, and 0800-1200 on Wednesdays. Unregistered bicycles will be confiscated and impounded, regardless if they are locked or not and disposed of after 90 days. FLEACT, Yokosuka Security Department will not be responsible for damages to the bicycle, locks, or chains.

4. Mechanical Condition. Bicycles shall be maintained at all times in good mechanical condition, e.g., brakes and gear shifting levers properly functioning, tires in good shape, seat

properly adjusted, etc. Safety equipment shall include a permanently attached light adjusted so the light beam shines forward, reflectors in the back, and a mechanical pedestrian warning device (horn or bell). The manufacturer's serial number must be engraved on the bicycle.

5. Unsafe Operation. As part of their regular patrol routine, FLEACT, Yokosuka Security personnel will monitor these bicycles for compliance with this instruction. FLEACT, Yokosuka Security Department will issue a traffic citation to the offender (or sponsor of the offender) to track violations and may confiscate and/or impound the violator's bicycle. Sponsors or supervisors will be required to appear at the appropriate FLEACT, Yokosuka Security Department (Yokohama, Yokosuka, etc.) to retrieve these bicycles. Bicycles not retrieved within three months will be disposed of following appropriate guidelines. Multiple violations of these regulations could result in a formal Incident Complaint Report being written and forwarded to the member's or sponsor's command for appropriate disciplinary and/or administrative action. SOFA civilian cases may be handled by administrative action via the CAF. The parent or guardian of a child is responsible, and will be held accountable, for informing and enforcing the above rules with their children.

6. Long Term Storage. People leaving the area for more than a few days may take their bicycles to FLEACT, Yokosuka MWR Outdoor Recreation Center where, for a nominal fee, the bike will be stored for an unlimited time inside a building. Long term storage is also available on the first floor of the Fleet Recreation Center's parking garage and bicycle racks located near many of the piers. Bicycles left for extended periods should be registered and locked. Bicycles not registered may be impounded and disposed of should they become vandalized or appear to have been abandoned.

# Article 14

## SKATEBOARDS, SCOOTERS, ROLLER SKATES AND IN-LINE SKATES

1. General. The necessity for a viable skateboard, scooter, roller skate, and in-line skate (non-motorized vehicles) safety program cannot be overemphasized considering the high percentage of juveniles desiring to use this mode of transportation and the extremely congested state of base roads and facilities. Parents of minors who operate non-motorized vehicles are responsible for ensuring their children know and follow the regulations of this instruction.

a. In general, non-motorized vehicles may only be operated on sidewalks while transiting from one location to another, on playgrounds where they do not present a danger to other children, and at skate parks. Trick riding is only authorized to be performed at the skate parks. Homemade and privately owned ramps are not authorized anywhere.

b. Portable Headphones, Earphones and Other Listening Devices. Any portable personal listening device worn inside the aural canal or around or covering an ear while operating a non-motorized vehicle is prohibited at all times when the user is in motion. Listening devices may be used only when the user has come to a complete stop in a safe location off all roadways and sidewalks. Listening devices include wired or wireless earphones and headphones (including blue tooth or similar technology), cell phones, radios, iPods or other electronic equipment. Listening devices do not include hearing aids or devices designed and required for hearing protection, when required by regulation.

2. Administrative Control. The FLEACT, Yokosuka Security Officer will provide administrative and enforcement control over this article and ensure strict compliance is adhered to.

3. Personal Protective Equipment (PPE). The following PPE is required when operating non-motorized vehicles:

a. Helmets. Helmets are required at all times. Helmets must be ASTM or CPSC approved.

b. Footwear. Sturdy footwear (e.g., tennis shoes) is mandatory at all times when operating skateboards and scooters.

c. Knee and elbow pads. Knee and elbow pads are required when riding skateboards at skate parks. Kneepads and elbow pads are highly recommended at all times when operating any non-motorized vehicle.

d. Clothing. Brightly colored clothing is strongly recommended.

4. Regulations. Non-motorized vehicles may only be used from sunrise to sunset. It is illegal to operate these vehicles off base anywhere except at skate parks. Personnel shall register with the appropriate MWR facility to receive a “Skate Park” users card after signing a statement of understanding of the park rules and regulations. For Yokosuka main base registration can be done at Purdy Gym. For Negishi and Ikego, registration can be done at the MWR office located on the installation.

5. Motorized Kick Scooters and Segway Motorized Scooters. These scooters are not authorized for private use onboard any facility. Any government agency desiring to use the segway motorized scooter for official purposes must obtain approval from the installation commander prior to its use.

6. Enforcement. As part of their regular patrol routine, FLEACT, Yokosuka Security personnel will monitor these vehicles for compliance with this article and issue violations in accordinance with Article 7 of this instruction.

Article 15

CELLULAR PHONES, PORTABLE HEADPHONES, EARPHONES AND OTHER LISTENING DEVICES

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 FLEACT, Yokosuka facilities located in FLEACT, Yokosuka.

a. Cellular Phones Usage:

(1) 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.

(2) 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.

(3) 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. The use of these devices may divert the attention of vehicle operators away from the act of driving.

b. 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.

(1) 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.

(2) 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.

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.

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 crosswalk is included.

e. Enforcement. This policy will be enforced by FLEACT, Yokosuka Security Department and applies to everyone aboard FLEACT, Yokosuka. 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.

# Article 16

## VEHICLE REGISTRATION

Ref: (a) COMNAVFORJAPANINST 5800.9Q
(b) COMNAVFORJAPANINST 5800.7M
(c) USFJINST 31-205
(d) COMNAVFORJAPANINST 5100.5
(e) OPNAVINST 5100.12H
(f) OPNAVINST 5560.10B
(g) The Road Transportation Vehicle Law of Japan

Attachments:

16-1-1: Vehicle Registration Request Form for E-4 and Below/or Civilian Equivalent with Family Members(For CFAY other)
16-1-2: Vehicle Registration Request Form for E-4 and Below/or Civilian Equivalent with Family Members(For CFAY only)
16-2: Parking Certificate/Residence Verification
16-3: Parking Certificate from the Japanese Police Station
16-4: Afloat Command Parking Verification
16-5-1: Vehicle Ownership Responsibility Administrative Remarks (For Military members)
16-5-2: Vehicle Ownership Responsibility Administrative Remarks (For Civilian Employees)
16-5-3: Vehicle Ownership Responsibility Administrative Remarks (For Other Civilians)
16-6: Civilian Employee Voluntary Repayment Agreement
16-7: USFJ Form 15 Motor Vehicle Decal
16-8: Parking Only Temporary Pass
16-9-1: CFAY T Pass (For PSC/HPT)
16-9-2: CFAY T Pass
16-10-1: Request for Registration/De-registration of Privately Owned Vehicle for JMSDF/JMSDF Retirees
16-10-2: Vehicle Registration Check off Sheet for JMSDF/JMSDF Retirees
16-11: Retired JMSDF Vehicle Pass
16-12-1: Request for Registration/De-registration of Privately Owned Vehicle for Locally Hired Employee (tenant command)
16-12-2: Vehicle Registration Check off Sheet for Locally Hired Employee

16-12-3: Request for Registration/De-registration of Privately Owned Vehicle for Locally Hired Employee (CFAY employees only)
16-12-4: Vehicle Registration Check off Sheet for Locally Hired Employee
16-13: CFAY JNE sticker
16-14: Vehicle Pass
16-15-1: Request for Registration of Commercial Vehicle Ch-2
16-15-2: Commercial Vehicle Registration Ch-2
16-15-3: Commercial Vehicle Registration Check-off Sheet Ch-2
16-16: CFAY Taxi sticker
16-17-1: Request for Registration/De-Registration of Commercial Taxicab
16-17-2: Check off Sheet for Taxi
16-18: VIP Vehicle Pass
16-19: Lost Report

1. Purpose. To promulgate regulations governing the registration and operation of motor vehicles and establish uniform policy for motor vehicles in accordance with references (a) through (g) of the Article.

2. Scope

a. This article applies to all personnel who derive their status from the administrative agreement under Article I and XIV of the SOFA and all personnel granted driving privileges in areas under the direct control of COMFLEACT, Yokosuka. This includes members of the USFJ, DoD civilian components, U.S. Navy contractual personnel and family members of these personnel assigned to FLEACT, Yokosuka, and its satellites. Hereafter, these personnel will be referred to as USFJ personnel. It is further applicable to all other personnel, i.e., Japanese Maritime Self-Defense Force (JMSDF) personnel, JMSDF retirees, locally hired employees, U.S. Forces retirees and their family members, and commercial company personnel who operate any of their vehicles onboard FLEACT, Yokosuka.

b. Japanese local road traffic law and traffic regulations are applicable to operators of government and private vehicles within this military installation.

c. This article applies to all vehicles, which move by a motor or an engine. A motorcycle or moped is considered a vehicle and is included in the number of vehicles authorized.

3. Action. CO and OIC shall ensure that all personnel requesting to own motor vehicles comply with this instruction.

4. Motor Vehicle Operation and Control

a. General. Registration of all POV is mandatory. Registration will be accomplished with GOJ and military authorities. However, vehicles used solely for off-road purposes need not be registered with GOJ authorities. Off-road/ competition motorcycles are the only off-road vehicles authorized for SOFA personnel stationed onboard FLEACT, Yokosuka to own. Personnel who obtain these motorcycles will immediately report this matter to FLEACT, Yokosuka Security Department VRO.

b. Administrative Control

(1) The FLEACT, Yokosuka Security Officer will, in conjunction with the FLEACT, Yokosuka Traffic Safety Officer, provide administrative control to ensure compliance with current motor vehicle laws, regulations and instructions.

(2) In order to provide an effective control over the possession of a motor vehicle, no person shall be allowed to operate a motor vehicle unless he/she is a licensed vehicle operator in Japan. Persons must have a valid license for the type of vehicle being registered. Licensed drivers under 18 years old are not authorized to register/own a motor vehicle.

(a) In the event a motor vehicle is to be operated solely by a family member, the sponsor need not be licensed. All vehicles will be registered under the sponsor's name in accordance with paragraph 5b below.

(b) Anyone other than the sponsor, including family members, must have an original power of attorney signed by the sponsor to register, de-register, or perform any other transactions with the exception of a family member maintaining proper registration on the sponsor’s vehicle.

c. Operator Permit (Drivers License). All USFJ personnel desiring to operate any motor vehicle are required to attend and satisfactorily complete the established operator’s training qualification and certification, and obtain USFJ Operators Permit for Civilian Vehicle (USFJ Form 4EJ). All other personnel desiring to operate any motor vehicle are required to possess a valid Japanese driver's license.

5. Registration Policy for USFJ personnel. USFJ personnel who import or otherwise obtain possession of, have title to or Power of Attorney (POA) for a motor driven vehicle, including bicycles and trailers for boats, Recreation Vehicle or personnel cargo, will register it with the FLEACT, Yokosuka Security Department VRO. FLEACT, Yokosuka Security Department VRO will supply the member with the necessary documents to properly register the vehicle with GOJ.

a. Eligibility to register a vehicle:

(1) Only members of USFJ and members of the civilian component, not to include family members, permanently assigned to FLEACT, Yokosuka, any of its tenant commands or any units or ships forward deployed to FLEACT, Yokosuka are eligible to own and register a motor vehicle provided eligibility requirements are met.

(2) Single enlisted E-4 and below and/or civilian equivalent personnel attached to FLEACT, Yokosuka or tenant commands are not authorized to purchase a vehicle in Japan or register a vehicle.

(3) Military personnel E-4 and below to include dual military and/or civilian equivalent with family members may register only one vehicle, regardless of the number of licensed drivers in the family. Prior to the purchase of a privately owned motor vehicle, these personnel must submit a Vehicle Registration Request Form for E-4 and Below/or Civilian Equivalent with Family Members (Attachments 16-1-1 and Attachment 16-1-2), along with a command request chit, approved by their respective CO or OIC, to FLEACT, Yokosuka Security Department VRO for each vehicle for the final approval from COMFLEACT, Yokosuka. Prior to the approval COs or OIC should ascertain and verify the following:

(a) The need for a vehicle (i.e., transportation to and from home and/or work, family needs, etc.).

(b) Individual’s driving record, conduct record and evaluation of the individual’s general reliability and sense of responsibility.

(c) Financial ability to purchase, insure and maintain a vehicle.

(d) The applicant's attitude and ability to pay condolence money if an accident involving injury of a Japanese national should occur.

(e) The applicant has at least one family member. The number of dependents shall be included on the command request chit.

(4) Single military and/or civilian personnel E-5 and above including civilian equivalent personnel are authorized to own and register a single motor vehicle.

(5) Married personnel E-5 and above and/or civilian equivalent are authorized one vehicle per licensed driver up to a maximum of two vehicles per family. "On-Base Only" licensed family members cannot be counted as an additional driver for the purpose of registering an additional vehicle.

(6) Exceptions: Exceptions to the number of vehicles registered may granted to:

(a) Personnel when their properly registered vehicle is damaged beyond repair (totaled) as a result of an accident and cannot be junked or otherwise legally disposed until a claim is adjudged. In such cases, one vehicle may be registered as a replacement for the totaled vehicle. The totaled vehicle shall be impounded in the FLEACT, Yokosuka Security Impound Lot and disposed of within 10 days of the date that their claim is adjudicated. Ch-1

(b) Personnel desiring the exception noted above shall submit a letter of request for authorization to register an additional vehicle to COMFLEACT, Yokosuka via the FLEACT, Yokosuka Security Officer for endorsement. Ch-1

(7) Registered with COMFLEACT, Yokosuka DBIDS.

b. Registration Requirements. Upon completion of registration with GOJ authorities, a USFJ Form 15 may be issued from FLEACT, Yokosuka Security Department VRO. Personnel must present the following documents for each vehicle being registered:

(1) Proof of USFJ status.

(2) Valid USFJ Form 4EJ. The driver's license presented must be applicable for the type of vehicle to be registered. In order to register a second vehicle, to include receiving a USFJ Form 15 for road tax, the driver's license of the second driver must be presented at the time of registration.

(3) GOJ registration (Japanese Title).

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

(5) Proof of insurance (JCI and a minimum of one year of additional liability insurance. It is strongly recommended that drivers purchase the unlimited category of Liability coverage, but shall purchase coverage for at least the following amounts):

(a) $30,000.00 or 3,000,000 yen property damage.

(b) $300,000.00 or 30,000,000 yen bodily injury.

(JCI and liability insurance must remain current during the period of registration. Personnel shall sign a waiver with the AIU Insurance Company authorizing the company to notify FLEACT, Yokosuka should they cancel insurance coverage at any time not related to selling or deregistering their vehicle).

(6) Current Vehicle Safety Inspection Sheet.

(7) Parking Certificate.

(a) Current Parking Certificate Residence Verification (Attachment 16-2) for on-base residents and personnel residing off-base within 2KM of FLEACT, Yokosuka, Ikego and Negishi housing areas, showing current residence.

(b) A Parking Certificate from the Japanese Police Station (Attachment 16-3) is required if your residence is outside of 2KM from FLEACT, Yokosuka, Ikego or Negishi housing areas.

(c) Afloat Command Parking Verification (Attachment 16-4), for personnel residing on board ship.

(d) Vehicle owners residing at an off-base residence must maintain a legal parking space at or associated with, their residence for each vehicle they own. Failure in maintaining a

legal parking space will result in disposition of the vehicle. Personnel must show proof of having a designated parking space and Parking Certificate from Japanese Police Station (if applicable) prior to purchase of a privately owned motor vehicle.

(8) Current Road Tax Receipt (if applicable).

(9) Temporary License Plates (if applicable), temporary license plates will be required for vehicles with expired Japanese inspections and vehicles without plates. Temporary license plates must be returned prior to the issuance of a USFJ Form 15.

(10) Original power of attorney (if applicable).

(11) Signed Vehicle Ownership Responsibility Administrative Remarks (Attachments 16-5-1 through 16-5-3).

(12) For civilian employees only: Signed Civilian Employee Voluntary Repayment Agreement (Attachment 16-6)

(13) For motorcycle operators: Completion of Motorcycle Safety Course provided by FLEACT, Yokosuka Safety Office.

(14) Registered with COMFLEACT, Yokosuka DBIDS.

c. The USFJ Motor Vehicle Decal, USFJ Form 15

(1) The USFJ Form 15 (Attachment 16-7) serves as proof of motor vehicle registration and payment of GOJ road tax for U.S. forces personnel. The form also serves to identify U.S. forces vehicles authorized to use NEX and other service related facilities.

(2) The USFJ Form 15 is a controlled item and must be accounted for from issue to final disposition. Once issued, the motorist is responsible for the control and return of the form to FLEACT, Yokosuka Security Department VRO. This includes decals that are expired, attached to vehicles in the process of being legally disposed of, mutilated in accidents (within reason), attached to vehicles pending sale to persons not covered by the SOFA and/or U.S. forces personnel. A removed USFJ Form 15 must be returned to FLEACT, Yokosuka Security Department VRO in whole or in pieces constituting the entire decal.

(3) The USFJ Form 15 will be issued directly to the vehicle registrant in exchange for an expired form or as an initial issue. The decal must be immediately applied to the vehicle and correctly placed so it is visible from outside of the vehicle. Only the current year decal is authorized for display, all stickers from previous years will be removed. The final deadline for conversion to the current year motor vehicle decal is 31 May.

d. Road Tax

(1) Road tax will be paid annually prior to 31 May of each year. Failure to pay road tax is considered improper registration and is grounds for suspension of driving privileges and/or impoundment of the motor vehicle.

(2) In accordance with reference (a), payment of road tax must be accomplished prior to issuance of a valid USFJ Form 15 (Attachment 16-7).

(3) Personnel owning more than one vehicle must present the valid registration paperwork in accordance with paragraph 5b above for every vehicle registered prior to being issued a USFJ Form 15.

e. Safety Inspection

(1) In accordance with references (c) and (d), all motor vehicles shall be required to pass a safety inspection, which conforms to USFJ requirements at least every two years. All safety inspections shall be conducted within 30 days prior to the anniversary of the vehicle’s Japanese registration. Upon completion of the Japanese inspection, the owner will present the results of the inspection to FLEACT, Yokosuka Security Department VRO.

(2) Motor vehicles that fail to pass the safety inspection will not be operated until the deficiency is corrected and the vehicle is re-inspected and passes.

(3) Vehicles that fail the safety inspection may be driven only from the NEX Garage to other repair facilities for corrective action. If the Japanese Inspection is expired, Temporary License plates will be required to operate the vehicle.

(4) Failure to comply with above articles will result in the FLEACT, Yokosuka Security impounding the vehicle and/or suspending the owner's driving privileges.

f. Markings. In accordance with reference (a), privately owned motor vehicles will not be painted or marked in any way to resemble military vehicles. No military or similar marking, to include commercial slogans and/or drawings, will be placed on the privately owned vehicles, with the exception of the approved identification stickers or decals.

g. Reporting Changes. Vehicle owners will notify FLEACT, Yokosuka Security Department VRO when their vehicle is to be sold, disposed, shipped, lost, stolen, or when the owner has a change to their status. All personnel who register motor vehicles at any time during their tour of duty are required to notify changes of their status to FLEACT, Yokosuka Security Department VRO. Changes of the owners status is defined as the following:

(1) Relocation of residence: Owners moving to a new residence are required to notify FLEACT, Yokosuka Security Department VRO using a new Parking Certificate Residence Verification form with a stamp from FLEACT, Yokosuka Housing Office. A new Japanese Parking Certificate may also be required if the new address is located off-base. The vehicle must also be re-registered at the appropriate GOJ authority with the new address.

(2) Transfer within the area: Owners transferring to commands located within COMFLEACT, Yokosuka and its satellite needs to inform FLEACT, Yokosuka Security Department VRO of the new duty station.

h. Deregistration. USFJ personnel must de-register their vehicle and return the USFJ Form 15 to FLEACT, Yokosuka Security Department VRO. Proper disposition and deregistration will include deregistration at FLEACT, Yokosuka Security Department VRO and with the GOJ authorities where the respective vehicle is registered.

(1) Proper disposition is:

(a) Transfer of ownership.

(b) Disposal as scrap (junk): An official certificate for disposal of the vehicle issued from a local junkyard is required to properly dispose of your vehicle.

(c) Shipping a vehicle out of Japan: Vehicles deregistered with the GOJ authorities for the purpose of shipping may not be driven anywhere other than delivery to the port authorities. Furthermore, evidence will be submitted to FLEACT, Yokosuka Security Department VRO that port authorities have accepted and are shipping the motor vehicle from Japan.

(d) 45-day POA if the owner is PCSing: Vehicle owners granting a POA to an individual for proper disposition must submit a limited 45-day POA. Personnel granted a 45-day POA must be eligible to register a vehicle in accordance with paragraph 5a. These personnel may have a maximum of two vehicles granted to them by POA in addition to vehicles registered in their name. Additionally, these personnel will be required to remove the USFJ Form 15 from the vehicle they have been granted a limited 45-day power of attorney for and return it to FLEACT, Yokosuka Security Department VRO. They will be given a Parking Only T-Pass (Attachment 16-8) for the duration of the 45-day POA. This 45-day POA must provide a mandatory clause stating that in the event of failure to sell or otherwise dispose of the vehicle covered by the POA within the 45 day period, the FLEACT, Yokosuka Security Officer will have the authority to completely dispose of the vehicle. Furthermore, any reasonable expenses incurred by COMFLEACT, Yokosuka, in disposing of the vehicle will be charged to the registered owner of the vehicle and/or the grantee.

(2) Personnel transferring out of the assigned prefecture and retiring in Japan: New license plates are required within 15 days to reflect such permanent changes in assignment.

(3) U.S. forces personnel are not authorized to PCS from Japan without deregistering or properly disposing of their vehicle in accordance with this instruction. CO’s and/or OIC’s are required to examine the written clearance bearing the VRO seal prior to transfer of personnel on PCS and/or Separation orders from the local area.

i. Temporary Passes. FLEACT, Yokosuka Security Department VRO may issue a Temporary Pass for USFJ personnel. CFAY T Pass

(Attachment 16-9-2) may be issued on the following conditions as long as the above registration requirements are met:

(1) CFAY T Pass will be issued up to a maximum of two-weeks at FLEACT, Yokosuka Security Department VRO for a vehicle registering/de-registering or transfer of registration.

(2) CFAY T Pass may be issued to Reservists on active service and personnel on Temporary Assigned Duty (TAD) under orders, at FLEACT, Yokosuka Security Department VRO, not exceeding the duration of the orders. These personnel must present the following documents in order to receive a temporary pass from FLEACT, Yokosuka Security Department VRO:

(a) Valid Drivers License.

(b) Lease agreement and/or car rental contract in the requestor's name.

(c) Additional liability insurance coverage in accordance with paragraph 5b above, valid throughout the duration of the lease agreement and/or car rental contract.

(3) A CFAY T Pass may be issued for a vehicle on loan from a repair facility and being used during the time period of maintenance on the registered vehicle, providing requestors meet the eligibility requirements set forth in paragraph 5a. A memorandum from the repair shop will be required stating that the said vehicle is being repaired or under maintenance and the time period the work will take. The temporary pass will not exceed the duration of the specified time period of work on the registered vehicle.

(4) A CFAY T Pass may be issued for a vehicle on loan if the requestor is on PCS orders out of the area and the requestor's vehicle(s) has been completely deregistered, providing requestors meet the eligibility requirements set forth in paragraph 5a. Temporary passes issued to these personnel will not exceed two weeks.

j. Eligibility to Operate a POV

(1) USFJ personnel are not authorized to operate any vehicle without written authorization from the vehicle's registered owner. These personnel must possess a valid driver's license, be covered under the terms of the vehicle's liability

insurance and be eligible to register a vehicle as set forth in paragraph 5a. USFJ personnel are required to report family members and their driver’s license(s) to FLEACT, Yokosuka Security Department VRO as additional drivers at the time of the registration.

(2) USFJ personnel will not rent, lend, or permit the use or operation of their POV(s) by persons other than those who possess a valid USFJ Form 4EJ, (Drivers License applicable for the vehicle). They also will not lend, rent, or authorize the use under a POA or otherwise give custody of their POV(s) to person other than USFJ personnel, except for the temporary convenience of the owner or his/her family, such as when the vehicle is in any of the following conditions:

(a) Being driven by the owner's authorized chauffeur to implement instructions received from the employer.

(b) Undergoing maintenance or repair.

(c) Being shipped into or out of Japan.

(d) Stored in a parking lot or garage.

(e) Undergoing inspection and processing with GOJ authorities.

(f) Being driven by a properly licensed individual while the owner/operator is incapable of driving himself i.e. physically incapacitated, too tired, or has consumed some amount of alcohol.

(3) Personnel driving another individual’s vehicle for business purposes are required to be covered under the terms of their own liability insurance.

(4) SOFA personnel are not authorized to operate a vehicle registered to a Japanese national without written authorization from the vehicles registered owner. Additionally, the authorized operator is required to possess a valid USFJ Form 4 applicable to the vehicle being operated, provide proof of insurance as outlined in paragraph 5b and be eligible to register a vehicle as set forth in paragraph 5a.

6. Registration Policy for U.S. Forces Retirees. Personnel retired from the Armed Forces of the United States, may register their vehicles. They are authorized one vehicle per licensed driver with a maximum of two vehicles to include vehicles registered at any other Armed Forces base in Japan. Upon completion of proper registration a USFJ Form 15 may be issued.

a. Registration Requirements. Individual must present the following documents in order to meet the registration requirements:

(1) Proof of U.S. Armed Forces retiree status.

(2) Valid Japanese driver's license (International license is not acceptable).

(3) Proof of ownership of the vehicle, GOJ registration (Japanese Title). Vehicle must be owned by the retiree or their spouse.

(4) Proof of insurance (JCI and a minimum of six months of additional liability insurance in the following amounts):

(a) $30,000.00 or 3,000,000 yen property damage.

(b) $300,000.00 or 30,000,000 yen bodily injury.

b. JCI and liability insurance must remain current during the period of registration.

7. JMSDF personnel. JMSDF personnel assigned onboard FLEACT, Yokosuka are authorized to register one vehicle. The total number of registered JMSDF vehicles may not exceed 500. Vehicles registered to JMSDF personnel may only be driven by the registered owner while onboard FLEACT, Yokosuka. Overnight parking on-base is not permitted unless pre-authorized by COMFLEACT, Yokosuka.

a. Registration requirements. Upon approval by COMFLEACT, Yokosuka with following registration requirements, a CFAY JMSDF Vehicle Decal may be issued by FLEACT, Yokosuka Security Department VRO:

(1) Proof of JMSDF status.

(2) Valid Japanese driver's license.

(3) Proof of ownership of the vehicle. Vehicle must be owned by the applicant or an immediate family member. (Leased vehicles may not be registered) Immediate family members are defined as spouse, parents, children, grandparents or siblings.

(4) Proof of insurance (JCI).

(5) Request for Registration/De-registration of Privately Owned Vehicle for JMSDF (Attachments 16-10-1 and 16-10-2).

b. JMSDF Temporary Passes. FLEACT, Yokosuka Security Department VRO may issue a CFAY T Pass (Attachment 16-9-2) up to three months for JMSDF personnel on TAD orders, when requested from the Director of Operations and Plans Department, Yokosuka District, JMSDF.

(1) Proof of JMSDF status.

(2) Valid Japanese driver's license.

(3) Proof of ownership of the vehicle. Vehicle must be owned by the applicant or an immediate family member. (Leased vehicles may not be registered) Immediate family members are defined as spouse, parents, children, grandparents or siblings.

(4) Proof of insurance (JCI).

(5) Request letter for issuance of CFAY vehicle passes from the Director of Operations and Plans Department, Yokosuka District, JMSDF.

c. Reporting Changes. JMSDF personnel that have any changes in their command or vehicle status are required to report these changes to FLEACT, Yokosuka Security Department VRO.

d. Approving Authority. Final approval will be made by COMFLEACT, Yokosuka regarding issuance of the CFAY JMSDF sticker or vehicle passes.

8. JMSDF retirees. JMSDF retirees may register one vehicle. Vehicles registered to JMSDF Retiree personnel may only be driven by the registered owner while onboard FLEACT, Yokosuka. Overnight parking on-base is not authorized.

a. Registration requirements. Upon approval by COMFLEACT, Yokosuka with following registration requirements, a Retired JMSDF Vehicle Pass (Attachment 16-11) may be issued by FLEACT, Yokosuka Security Department VRO:

(1) Proof of JMSDF retiree status.

(2) Valid Japanese driver's license.

(3) Proof of ownership of the vehicle. Vehicle must be owned by the applicant or immediate family member (Leased vehicles may not be registered). Immediate family members are defined as spouse, parents, children, grandparents, grandchildren, or siblings.

(4) Proof of insurance (JCI).

(5) Request for Registration/De-registration of Privately Owned Vehicle for JMSDF (Attachments 16-10-1 and 16-10-2).

b. Reporting Changes. JMSDF retiree personnel that have any changes in their vehicle status are required to report these changes to FLEACT, Yokosuka Security Department VRO.

c. Approving Authority. Final approval will be made by COMFLEACT, Yokosuka/an authorized officer regarding issuance of vehicle passes.

9. Locally hired employees. Locally hired employees (i.e. MLC and IHA) assigned to FLEACT, Yokosuka and its satellites may register only **one** vehicle at FLEACT, Yokosuka Security Department VRO. Vehicles registered to Locally Hired employees may only be driven by the registered owner while onboard FLEACT, Yokosuka. Overnight parking on-base is not permitted unless pre-authorized by COMFLEACT, Yokosuka.

a. Tenant Command Responsibility. Due to limited parking and traffic congestion, each tenant command is authorized to register up to 50% of their employees' POVs. Tenant commands are responsible to ensure that a program is in place to maintain this percentage for their command. Approval of registration/re-registration of vehicles will be put on hold until the tenant command reaches the established 50% limit. Furthermore, registration of a POV of a locally hired employee should be in

the best interest of the government and not for the convenience of the employee; authority to register a POV is a privilege and not a given, commands should take into consideration the location of each individual's residence and if public transportation or other means of transporation can be used for an employee to commute during each individual’s set working hours.

b. Registration requirements. Upon approval by COMFLEACT, Yokosuka with the following registration requirements, a MLC/IHA Vehicle Decal (Attachment 16-13) may be issued by FLEACT, Yokosuka Security Department VRO:

(1) COMFLEACT, Yokosuka Locally Hired Employmee Gate Pass.

(2) Valid Japanese driver's license (International license is not acceptable).

(3) Proof of ownership of the vehicle owned by the employee or cohabiting immediate family member (leased vehicles may not be registered). Immediate family members are defined as spouse, parents, children, grandparents, or siblings.

(4) Proof of insurance (JCI).

(5) Request for Initial Registration/Re-registration of Privately Owned Vehicle for Locally Hired Employees (Attachments 16-12-1 and 16-12-2) approved by the respective CO or OIC.

c. Locally Hired Employees Temporary Vehicle Passes. Temporary Vehicle Passes (Attachment 16-9-2) for Locally Hired Employees are not authorized unless pre-authorized by COMFLEACT, Yokosuka. The following requirements apply to temporary vehicle passes issued to locally hired employees;

(1) Maximum time is for six months or until any of the vehicle registration requirements set forth in paragraph 9b expires, whichever comes first. Any employee requiring a temporary pass for more than six months will have to apply for a permanent pass (MLC/IHA sticker) through their command as temporary passes are not to exceed six months for any one employee.

(2) Temporary vehicle passes (Attachment 16-9-2) for a vehicle being used during the time period of maintenance on a registered vehicle, the following documents will be required:

(a) Memorandum from the repair shop stating that the said vehicle is being repaired or under maintenance and the time period the work will take place.

(b) COMFLEACT, Yokosuka Locally Hired Employmee Gate Pass.

(c) Valid Japanese driver's license.

(d) Proof of insurance (JCI).

(e) Title of the vehicle to be used.

(3) Temporary Vehicle passes (Attachment 16-9-2) for special limited request (physical condition and temporary change in work schedule in which public transporation is unavailable).

(a) COMFLEACT, Yokosuka Locally Hired Employee Gate Pass.

(b) Valid Japanese driver's license (International license is not acceptable).

(c) Proof of insurance (JCI).

(d) Proof of ownership of the vehicle owned by the employee or cohabiting immediate family member (leased vehicles may not be registered). Immediate family members are defined as spouse, parents, children, grandparents, or siblings.

(e) Request letter for issuance of a COMFLEACT, Yokosuka vehicle pass from the CO of the applicable command.

(f) Temporary passes for the same employee will not be issued for more than six months. For employeers/employees who anticipate the change in work schedule to last more than six months shall submit a request to register a vehicle (Attachments 16-12-1 and 16-12-2) via the respective command's program manager.

d. HPT Employees/Personal Service Contractors (PSC). Upon approval by COMFLEACT, Yokosuka, HPT/PSC personnel may be issued a Temporary Vehicle Pass for PSC/HPT (Attachment 16-9-1) from

FLEACT, Yokosuka Security Department VRO providing the registration requirements set forth in paragraph 10a. The pass will not exceed the expiration of the employee's contract or any of the registration requirements, whichever comes first.

e. Reporting Changes. Locally hired employees, HPT/PSC employees that have any changes in their Command (Department/ Division) or vehicle status are required to report these changes to FLEACT, Yokosuka Security Department VRO. Furthermore, these personnel whose command has merged or combined with another command must return the JNE sticker or Vehicle Pass to FLEACT, Yokosuka Security Department VRO.

f. Reporting of Change in Mode of Transporation. Employees that are authorized to register their POV to commute to work are required to report their mode of transporation change to the Labor Management Organization (LMO), Yokosuka Branch of such changes. If employees do not report the change and continue to receive public transportation costs while having a POV registered, their POV authorization will be revoked and information of status will be forwarded to LMO, Yokosuka Branch for any further action.

g. Violations

(1) MLC/IHA/HPT/PSC are required to report to FLEACT, Yokosuka, Security Department VRO of any lost or destroyed JNE sticker immediately. It will be replaced with a new JNE sticker after submission of the required reports (Attachment 16-19) and approval by COMFLEACT, Yokosuka. Ch-1

Employees who lose their vehicle sticker will lose his/her driving privileges to FLEACT, Yokosuka for a period of one-month for the first offense. Second offense will result in a six-month susupension and third offesne will result in revocation of driving privileges.

(2) A new sticker will be issued upon approval of re-registration and returning of currently held sticker to VRO. A sticker for re-registeration will not be issued without the currently held sticker. If current sticker is lost, the stipulations stated in paragraph e(a) above applies.

(3) Transfer of stickers is not authorized. If found to have transfered a sticker from one vehicle to another, all driving privileges will be revoked.

(4) It is the employees' and respective command program manager's responsibility to report to LMO, Yokosuka Branch of any changes in an employee's change in the mode of transportation. If an employee is found to not have made the required changes, their POV privilege will be revoked indefinitely.

h. Approving Authority. Final approval will be made by COMFLEACT, Yokosuka regarding issuance of all locally hired employee vehicle passes.

10. Base Contractors. Companies that are authorized to conduct business on FLEACT, Yokosuka, are required to register their vehicles at FLEACT, Yokosuka Security Department VRO. Companies are authorized to register only one personal sedan which shall be used in the performance of the contract. Vehicles registered to companies may only be driven by the authorized driver of that particular vehicle while onboard FLEACT, Yokosuka. Overnight parking on-base is not permitted unless pre-authorized by COMFLEACT, Yokosuka.

a. Registration requirements. A COMFLEACT, Yokosuka Vehicle Pass (Attachment 16-14) will be issued (if approved) upon presentation of the following documents to the VRO Pass Office:

(1) COMFLEACT, Yokosuka Contractor Gate Pass.

(2) Valid Japanese driver's license.

(3) Proof of ownership of the vehicle owned by company, contractor or their cohabiting immediate family member. Immediate family members are defined as spouse, parents, children, or siblings.

(4) Proof of insurance (JCI).

(5) Request for Registration of Commercial Vehicle (Attachments 16-15-1 through 16-15-3). Ch-2

b. Weight Handling Equipment. All cranes and associated rigging gear, must conform to applicable Japanese regulations and NAVFAC P307 (Management of Weight Handling Equipment Manual)

and display a certificate of compliance in their cab prior to entry on FLEACT, Yokosuka. Please see the COMFLEACTINST 11262.1B.

c. Reporting Changes. Base contractors that have any changes in their company, contract or vehicle status are required to report these changes to FLEACT, Yokosuka Security Department VRO.

d. Approving Authority. Final approval will be made by COMFLEACT, Yokosuka regarding issuance of COMFLEACT, Yokosuka vehicle passes.

11. Local Taxi Companies. Taxi Companies that are authorized to conduct business on FLEACT, Yokosuka, are required to register their vehicles at FLEACT, Yokosuka Security Department VRO. Vehicles registered to companies may only be driven by the authorized driver of that particular vehicle while onboard FLEACT, Yokosuka. All vehicles must be used in the performance of the contract. Overnight parking on-base is not permitted.

a. Registration requirements. Upon approval by COMFLEACT, Yokosuka with the following registration requirements, a CFAY Taxi Sticker (Attachment 16-16), which must be displayed on the front bumper of the vehicle, may be issued by FLEACT, Yokosuka Security Department VRO:

(1) COMFLEACT, Yokosuka Taxi Gate Pass.

(2) Valid Japanese driver's license.

(3) Proof of ownership.

(4) Proof of insurance (JCI).

(5) Request for Registration/De-Registration Of Commercial Taxicab (Attachment 16-17-1 and 16-17-2).

b. Local Taxi Company Temporary Vehicle Passes. Temporary vehicle passes are not authorized to conduct business on FLEACT, Yokosuka.

c. Reporting Changes. Taxi companies that have any changes in their company, contract, or vehicle status are required to report these changes to FLEACT, Yokosuka Security Department VRO.

d. Approving Authority. Final approval will be made by COMFLEACT, Yokosuka regarding issuance of the Taxi stickers.

12. Security Inspection. All vehicles entering FLEACT, Yokosuka, are subject to security inspections prior to accessing the base. Vehicles on-base are subject to routine inspection by COMFLEACT, Yokosuka Security personnel.

13. Very Important Person (VIP) "Distinguished Visitor Pass" holders (All Mayors, governors, and VIP pass holders issued by FLEACT, Yokosuka Industrial Security Office).

a. Registration requirements. Upon approval by COMFLEACT, Yokosuka with the following registration requirements, a VIP Vehicle Pass (Attachment 16-18) may be issued by FLEACT, Yokosuka Security Department VRO:

(1) Request letter for registration of a vehicle submitted by the Director, Military and Civil Affairs Office.

(2) VIP "Distinguished Visitor Gate Pass."

(3) Valid Japanese driver's license.

(4) Proof of ownership of the vehicle. Vehicle must be owned by the applicant or immediate family member (Leased vehicle may not be registered). Immediate family members are defined as spouse, parents, children, or siblings.

(5) Proof of insurance (JCI).

b. Reporting Changes. VIP Vehicle Pass holders that have any changes in their vehicle status are required to report these changes to FLEACT, Yokosuka Security Department VRO.

c. Approving Authority. Final approval will be made by COMFLEACT, Yokosuka/an authorized officer regarding issuance of the VIP vehicle passes.

14. “Long-Term DBIDS Card” holders such as volunteers, U.S. technical representatives, parents for tuition paid students, family assists and etc. issued by FLEACT, Yokosuka Security Department ISO.

a. Registration requirements. Upon approval by COMFLEACT, Yokosuka with the following registration requirements, a Temporary Vehicle Pass (Attachment 16-9-2) may be issued not to exceed three months by FLEACT, Yokosuka Security Department VRO:

(1) Request letter for registration of a vehicle submitted by an applicable command.

(2) Long-Term DBIDS card.

(3) Valid Japanese driver's license or International driver’s license for U.S. Technical Representatives under a tourist Visa status in Japan.

(4) Proof of ownership of the vehicle. Vehicle must be owned by the applicant or immediate family member (Leased vehicle may not be registered). Immediate family members are defined as spouse, parents, children, or siblings.

(5) Proof of insurance (JCI)

b. Approving Authority. Final approval will be made by COMFLEACT, Yokosuka/an authorized officer regarding issuance of the vehicle passes.

15. Additional Requirements. Vehicle passes (to include all stickers and passes mentioned above) are not to be transferred from one vehicle to another. Upon expiration or when making final disposition of the vehicle, all passes and stickers must be returned to FLEACT, Yokosuka Security Department VRO.

16. Registration of Quasi-Official Vehicles. Vehicles operated by the activities listed below, but not privately owned by persons assigned to such activities, will be registered with the FLEACT, Yokosuka Security Department VRO. A registration number preceded by the letters "OV" will be stenciled in three inch letters and numbers on the front bumper and in a prominent place on the rear of the vehicle. In the case of 1/2 ton trucks, the rear bumper will be used for this purpose.

a. American Red Cross.

b. Japan Regional Exchange.

c. Non-appropriated funded clubs or organizations.

d. Far East Army and Air Force Motion Picture Service.

e. Certified U.S. Contractors as defined in paragraph 1, Article XIV of the Administrative Agreement.

f. Military banking facilities.

g. Such other activities of USFJ and civilian components that are approved by COMNAVFORJAPAN.

VEHICLE REGISTRATION REQUEST FORM FOR E-4 AND BELOW/OR CIVILIAN EQUIVALENT WITH FAMILY MEMBER (FOR CFAY OTHER)

Date: _____

From: _____ (Requester)
Last Name, First Name M Rank/Rate SSN
To: Commander, Fleet Activities, Yokosuka
Via: _____ (Requester' CO)

Subj: REQUEST FOR PERMISSION TO PURCHASE AND REGISTER A PRIVATELY OWNED VEHICLE IN JAPAN

Ref: (a) COMFLEACTINST 5800.2 Series
(b) COMNAVFORJAPANINST 5800.9 Series

1. I am an E-4 or below (or an equivalent civilian pay grade), having at least one family member. I have familiarized myself with references (a) and (b). I understand my responsibilities and will comply. I respectfully request that I be granted permission to register a vehicle.

_____
Signature of Applicant

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

FIRST ENDORSEMENT Date: _____

From: _____ (Requester's CO)
To: Commander, Fleet Activities, Yokosuka

1. The above applicant is a member of my command and has at least one family member. Member has been interviewed and it has been determined that the individual is financially able to purchase, insure and maintain and has a valid need to own a motor vehicle. The applicant is also aware of vehicle registration responsibilities. Accordingly, I recommend that the applicant be authorized to register a vehicle.

2. Prior to the applicant's transfer from this command, the vehicle will be disposed of in accordance with references (a) and (b). The member has been counseled regarding to the requirement to report any change of status.

_____
Signature of CO

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

SECOND ENDORSEMENT Date: _____

From: Commander, Fleet Activities, Yokosuka
To: _____

1. Returned approved/disapproved.

_____
CO/By direction

CFAY 4651/2a (Rev. 2-10)

VEHICLE REGISTRATION REQUEST FORM FOR E-4 AND BELOW/OR CIVILIAN EQUIVALENT WITH FAMILY MEMBER (FOR CFAY ONLY)

Date: _____

From: _____ (Requester)
Last Name, First Name M Rank/Rate SSN
To: Commander, Fleet Activities, Yokosuka
Via: _____ (Requester' CO)

Subj: REQUEST FOR PERMISSION TO PURCHASE AND REGISTER A PRIVATELY OWNED VEHICLE IN JAPAN

Ref: (a) COMFLEACTINST 5800.2 Series
(b) COMNAVFORJAPANINST 5800.9 Series

1. I am an E-4 or below (or an equivalent civilian pay grade), having at least one family member. I have familiarized myself with references (a) and (b). I understand my responsibilities and will comply. I respectfully request that I be granted permission to register a vehicle.

_____
Signature of Applicant

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

FIRST ENDORSEMENT Date: _____

From: _____ (Requester's CO)
To: Commander, Fleet Activities, Yokosuka

1. The above applicant is a member of my command and has at least one family member. Member has been interviewed and it has been determined that the individual is financially able to purchase, insure and maintain and has a valid need to own a motor vehicle. The applicant is also aware of vehicle registration responsibilities. Accordingly, I recommend that the applicant be authorized to register a vehicle.

2. Prior to the applicant's transfer from this command, the vehicle will be disposed of in accordance with references (a) and (b). The member has been counseled regarding to the requirement to report any change of status.

_____
Signature of ICO

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

SECOND ENDORSEMET

Date: _____

From: Commander, Fleet Activities, Yokosuka
To: _____

1. Returned approved/disapproved.

_____
CO/By direction

CFAY 4651/2b (Rev. 2-10)

# DEPARTMENT OF THE NAVY
# PARKING CERTIFICATE/RESIDENCE VERIFICATION
# COMMANDER, FLEET ACTIVITIES, YOKOSUKA

## PART I
## APPLICANT INFORMATION
## 申 請 者 詳 細

| 1. Rank・階級 | 2. Name of Applicant・申請者名 |
|---|---|

3. Command Address・所属部隊住所

4. Current Residence Address・現住所

5. Off-base Parking Location・基地外保管場所

| 6. I hereby certify that the above information provided by me is correct. 記載事項には偽りは有りません | 7. Signature of Member・申請者署名 | 8. Date・日付 |
|---|---|---|

| 8a. ***If you currently reside in on-base housing or an off-base housing please proceed to the Yokosuka Housing Welcome Office.*** | 8b. ***If you currently reside in the BOH, BEH or the Navy Lodge please proceed to the Billeting Manager's Office.*** |
|---|---|

## PART II
## YOKOSUKA HOUSING WELCOME OFFICE / BOQ / BEQ / NAVY LODGE VERIFICATION
## 基地内住宅・軍人宿舎・ネービーロッジ管理部認 承 欄

9.

- ☐ On-Base Residence. 基地内居住
- ☐ Off-Base Residence. 基地外居住
- ☐ Off-Base Residence. ( Within 2km ) 基地２キロ内居住
- ☐ BOQ On-Base Residence. 基地内将校宿舎居住
- ☐ BEQ On-Base Residence. 基地内宿舎居住
- ☐ Navy Lodge Residence. ネービーロッジ居住

| 10. Verified By・施設住宅課認承官署名<br><br>Base Housing Office/Navy Lodge, BEH or BOH Billeting Manager | 11. Date・日付 | 12. Stamp・認承印 |
|---|---|---|

## PART III
## NAVAL SECURITY POLICE DETACHMENT CERTIFICATION
## 憲 兵 隊 認 承 欄

13. This is to certify that the applicant is a SOFA member and does not apply to Japanese Residents Fundamental Ledger Law (Showa 42, July 25, Law #81) Clause 1 through Clause 8, Article 7.
上記の者は、日米地位協定の身分の者であり日本国住民基本台帳法（昭和４２・７・２５、法律８１号）第７条第１項から第８項に該当しない。

| 14. Certified By・憲兵隊認承官名<br><br>Vehicle Registration Office Representative | 15. Date・日付 | 16. Stamp・憲兵隊認承官署名 |
|---|---|---|

17. Remarks・備考欄

This is to certify that this vehicle has a legal parking space on-base.
この車両は、基地内に保管場所が確保されている事をここに認定する。

CFAY 5800/53 (Rev. 11-09)

PARKING CERTIFICATE FROM THE JAPANESE POLICE STATION

別記様式第１号（第１条関係）

保管場所管理番号 | 交番コード

陸運支局長提出用

自動車保管場所証明申請書

| 車名 | 型式 | 車台番号 | 自動車の大きさ |
|---|---|---|---|
| | | | 長さ　センチメートル<br>幅　センチメートル<br>高さ　センチメートル |

| | |
|---|---|
| 自動車の使用の本拠の位置 | |
| 自動車の保管場所の位置 | |
| ※保管場所標章番号 | |

自動車の保管場所の位置欄記載の場所は、申請に係る自動車の保管場所として確保されていることを証明願います。

警察署長　殿

〒（　　）　平成　　年　　月　　日

申請者　住所

（　　）　局　　番

氏名（フリガナ）　㊞

第　　号

自動車保管場所証明書

自動車の保管場所の位置欄記載の場所は、上記申請に係る自動車の保管場所として確保されていることを証明する。

年　　月　　日

警察署長

| 申請区分 | 新規 | 名義変更 |
|---|---|---|
| | 住所変更 | 再交付 |

| 保管場所の所有者 |
|---|
| 自己単独所有・その他 |

| 自動車登録番号 | |
|---|---|

| 連絡先 | |
|---|---|

備考　1　自動車の使用の本拠の位置が、旧自動車（申請者が保有者である自動車であって申請に係るもの以外のものをいう。以下同じ。）に係る使用の本拠の位置と同一であり、かつ、申請に係る場所が旧自動車の保管場所とされているときは、保管場所標章番号欄に旧自動車に表示されている保管場所標章に係る保管場所標章番号を記載して、所在図の添付を省略することができる。ただし、警察署長は、保管場所の付近の目標となる地物及びその位置を知るため特に必要があると認めるときは、所在図の提出を求めることができる。
2　申請者は、氏名を記載し及び押印することに代えて、署名することができる。
3　用紙の大きさは、日本工業規格Ａ列４番とする。

※この証明書の有効期限は、証明日から「一か月」です。

AFLOAT COMMAND PARKING VERIFICATION

Date: _____

From: _____ (Requester)
Last Name, First Name MI Rank/Rate SSN
To: Vehicle Registration Office, Fleet Activities, Yokosuka
Via: _____ (Requester's CO)

Subj: PARKING VERIFICATION

Ref: (a) COMFLEACTINST 5800.2G
(b) COMNAVFORJAPANINST 5800.9Q

1. I understand that due to the local Parking Certificate Regulation, I am now required to submit verification that I do have a legal parking space for my vehicle at the place of my residence. My current residence is onboard my ship and do understand that I am required to park my vehicle in a parking lot located within Fleet Activities, Yokosuka when I return to my quarters.

2. I also understand that I am required to notify Vehicle Registration Office immediately when I move out from my stateroom/berthing to any other residence.

_____
Signature of Applicant

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

FIRST ENDORSEMENT Date: _____

From: _____ (Requester's CO)
To: Vehicle Registration Office, Fleet Activities, Yokosuka

1. The above applicant is a member of my command whose residence is onboard the ship. Member has been interviewed and is well aware of vehicle registration responsibilities, to include the requirement to report any changes to their status. Accordingly, I affirm that the vehicle will be re-registered to the new residence when the member moves off my ship, therefore, it is recommended that the applicant be authorized to register this vehicle.

2. Prior to the applicant's transfer from this command, the vehicle will be disposed of in accordance with references (a) and (b).

_____
Signature of CO

CFAY 5800/60 (2-10)

# VEHICLE OWNERSHIP RESPONSIBILITY ADMINISTRATIVE REMARKS

**ADMINISTRATIVE REMARKS**
**MILITARY MEMBERS**

In consideration of being allowed to own and operate a privately owned motor vehicle in Japan as a member of the force as defined by the U.S. Japan Status of Forces Agreement (SOFA), I certify and acknowledge the following:

_____I may operate a Privately Owned Vehicle (POV) only if I possess and produce, on demand by competent military or civilian authority, a valid USFJ Form 4EJ, Japan Operators Permit for Civilian Vehicles, and proof of ownership or written permission to operate the vehicle.

_____I must possess, maintain and produce, on demand by competent military or civilian authority, proof of insurance including Japanese Compulsory Insurance (JCI) and supplemental insurance in an amount not less than $300,000 bodily injury and $30,000 property damage.

_____I must pay, possess and produce, upon demand of competent military or civilian authority, proof of current annual Japanese Road Tax. Road Tax fees are paid annually.

_____I must have and must maintain a designated “legal” parking space at my residence in accordance with local Parking Certificate requirements.

_____Any vehicle registered to me must be properly transferred or deregistered and disposed of (junked) prior to my execution of Permanent Change of Station (PCS) orders or transfer from my command. If I do not properly dispose of a vehicle registered to me, it may be declared abandoned and disposed of by the installation commander or his designee. I acknowledge that I am responsible for any costs associated with such disposal. **In accordance with the provisions of DoD 7000.14R (DoD Financial Management Regulation), Volume 7A, Chapter 50, Section 500104, I specifically authorize pay checkage from my pay account to pay for any disposal costs incurred. In addition, I specifically waive any due process rights accorded under Section 500104.** I understand that failure to pay disposal costs incurred by the Government will result in an indebtedness to the United States Government.

_____COMNAVFORJAPANINST 5800.9Q is a lawful general regulation and violations of it may result in administrative or disciplinary action under the Uniform Code of Military Justice or civilian personnel regulations.

_____
Printed Name/Signature/Date

_____
Command

_____
Witness name/Signature/Date

CFAY 5800/61a (2-10)

# VEHICLE OWNERSHIP RESPONSIBILITY ADMINISTRATIVE REMARKS

**ADMINISTRATIVE REMARKS**
**CIVILIAN EMPLOYEES**

In consideration of being allowed to own and operate a privately owned motor vehicle in Japan as a member of the force as defined by the U.S.-Japan Status of Forces Agreement, I certify and acknowledge the following:

_____I may operate a privately owned vehicle (POV) only if I possess and produce, on demand by competent military or civilian authority, a valid USFJ Form 4EJ, Japan Operators Permit for Civilian Vehicles, and proof of ownership or written permission to operate the vehicle.

_____I must possess, maintain and produce, on demand by competent military or civilian authority, proof of insurance including Japanese Compulsory Insurance (JCI) and supplemental insurance in an amount not less than $300,000 bodily injury and $30,000 property damage.

_____I must pay, possess and produce, upon demand of competent military or civilian authority, proof of current annual Japanese Road Tax. Road Tax fees are paid annually.

_____I must have and must maintain a designated “legal” parking space at my residence in accordance with local Parking Certificate requirements.

_____Any vehicle registered to me must be properly transferred or deregistered and disposed of (junked) prior to my execution of Permanent Change of Station (PCS) orders or transfer from my command. If I do not properly dispose of a vehicle registered to me, it may be declared abandoned and disposed of by the installation commander or his designee. I acknowledge that I am responsible for any costs associated with such disposal. **In accordance with the provisions of DoD 7000.14R (DoD Financial Management Regulation), Volume 7A, Chapter 8, Section 0802, I voluntarily authorize and consent to withholding from my pay account any disposal costs incurred. In addition, I specifically waive any due process rights accorded under Section 0803.** I understand that failure to pay disposal costs incurred by the Government will result in an indebtedness to the United States Government.

_____ COMNAVFORJAPANINST 5800.9Q is a lawful general regulation and violations of it may result in administrative or disciplinary action under the Uniform Code of Military Justice or civilian personnel regulations.

_____
Printed Name/Signature/Date

_____
Command

_____
Witness Name/Signature/Date

CFAY 5800/61b (2-10)

# VEHICLE OWNERSHIP RESPONSIBILITY ADMINISTRATIVE REMARKS

**ADMINISTRATIVE REMARKS**
**OTHER CIVILIANS**

In consideration of being allowed to own and operate a privately owned motor vehicle in Japan as a member of the force as defined by the U.S. Japan Status of Forces Agreement, I certify and acknowledge the following:

_____I may operate a privately owned vehicle (POV) only if I possess and produce, on demand by competent military or civilian authority, a valid USFJ Form 4EJ, Japan Operators Permit for Civilian Vehicles and proof of ownership or written permission to operate the vehicle.

_____I must possess, maintain and produce, on demand by competent military or civilian authority, proof of insurance including Japanese Compulsory Insurance (JCI) and supplemental insurance in an amount not less than $300,000 bodily injury and $30,000 property damage.

_____I must pay, possess and produce, upon demand of competent military or civilian authority, proof of current annual Japanese Road Tax. Road Tax fees are paid annually.

_____I must have and must maintain a designated “legal” parking space at my residence in accordance with local Parking Certificate requirements.

_____Any vehicle registered to me must be properly transferred or deregistered and disposed of (junked) prior to my execution of Permanent Change of Station (PCS) orders or transfer from my command. If I do not properly dispose of a vehicle registered to me, it may be declared abandoned and disposed of by the installation commander or his designee. I acknowledge that I am responsible for any costs associated with such disposal. I understand that failure to pay disposal costs incurred by the Government will result in an indebtedness to the United States Government.

_____CNFJINST 5800.9Q is a lawful general regulation and violations of it may result in administrative or disciplinary action under the Uniform Code of Military Justice or civilian personnel regulations.

_____
Printed Name/Signature/Date

_____
Command

_____
Witness Name/Signature/Date

CFAY 5800/61c (2-10)

**CIVILIAN EMPLOYEE**

**VOLUNTARY REPAYMENT AGREEMENT**

To: Commander, Fleet Activities, Yokosuka (Code N3AT)

I, _____, SSN _____, as condition to be allowed to own and operate a Privately Owned Vehicle in Japan as a member of the Force under the US-Japan Status of Forces Agreement, agree to pay any costs incurred by the United States Government to dispose of my vehicle [(YEAR),(MAKE),(MODEL),(COLOR),(VIN)]_____ which may be declared abandoned by the installation commander. I agree to repay such indebtedness by a one-time payroll deduction.

_____
Signature and Date

_____
Daytime Phone Number

_____
Witness Printed Name/Signature/Date

CFAY 5800/62 (2-10)

USFJ form 15
MOTOR VEHICLE DECAL

LICENCE NUMBER/YEAR AND MAKE/VIN NUMBER

# PARKING ONLY T-PASS

EXPIRES

**SAMPLE**

COMFLEACT, YOKOSUKA
PSC 473 BOX 15
FPO AP 96349-0015

CFAY 5800/54 (6-07)

# CFAY T PASS

PERSONAL SERVICE CONTRACTOR (PSC)/Hourly Pay Temporary (HPT)

LICENSE NUMBER

**FROM** **TO**

**SAMPLE**

**WEEK** **TIME**

**COMFLEACT, YOKOSUKA**
**PSC 473 BOX 15**
**FPO AP 96349-0015**

**CFAY 5512/15b (2-10) Front**

## Unless you agree with the below, please do not bring your vehicle on the base!!

このすべての事柄を守るとこに同意出来ぬ場合は車両の乗り入れを禁止する！！

1. This pass must be displayed in the right front windshield at all times.
1. このパスは車両のフロントガラスの右側に何時も提示されていなければならない。
2. This pass must be returned to VRO.
2. このパスは VRO に返却すること。
3. You are required to obey all posted speed limits.
3. 運転する際道路に表示されている速度制限に従うこと。
4. All vehicles entering and/or leaving the base are subject to search by proper authority.
4. すべての車両のベースへの出入りの際ベースの保安関係者によるチェックが行われる。
5. All restricted areas are off-limits.
5. 立ち入り禁止区域には立ち入らないこと。
6. Seat belts are required on board Yokosuka Naval Base.
6. 敷地内ではシートベルトを着用のこと。
7. You must comply with all rules and regulations established for Commander, Fleet Activities, Yokosuka installations.
7. 運転者は車両運転中横須賀米軍機基地に設けられた規則を必ず守って運転すること。

**CFAY 5512/15b (2-10) Back**

# CFAY T PASS

LICENSE NUMBER

FROM TO

**SAMPLE**

**COMFLEACT, YOKOSUKA**
**PSC 473 BOX 15**
**FPO AP 96349-0015**

**CFAY 5512/15a (Rev. 2-10) Front**

## Unless you agree with the below, please do not bring your vehicle on the base!!

このすべての事柄を守るとこに同意出来ぬ場合は車両の乗り入れを禁止する！！

1. This pass must be displayed in the right front windshield at all times.
1. このパスは車両のフロントガラスの右側に何時も提示されていなければならない。
2. This pass must be returned to VRO.
2. このパスは VRO に返却すること。
3. You are required to obey all posted speed limits.
3. 運転する際道路に表示されている速度制限に従うこと。
4. All vehicles entering and/or leaving the base are subject to search by proper authority.
4. すべての車両のベースへの出入りの際ベースの保安関係者によるチェックが行われる。
5. All restricted areas are off-limits.
5. 立ち入り禁止区域には立ち入らないこと。
6. Seat belts are required on board Yokosuka Naval Base.
6. 敷地内ではシートベルトを着用のこと。
7. You must comply with all rules and regulations established for Commander, Fleet Activities, Yokosuka installations.
7. 運転者は車両運転中横須賀米軍機基地に設けられた規則を必ず守って運転すること。

**CFAY 5512/15a (Rev. 2-10) Back**

Date: _____

From: _____ (Requester)

To: Commander, Fleet Activities, Yokosuka
Via: Chief, Operations Division, Commandant Yokosuka District

Subj: REQUEST FOR ININTIAL REGISTRATION/DE-REGISTRATION OF PRIVATELY OWNED VEHICLE FOR JMSDF/JMSDF RETIREES

1. It is requested that the following vehicle be registered:

Year and Model: _____

License Plate No.: _____

Serial No.: _____

2. It is further requested that following vehicle be de-registered:

Year and Model: _____

License Plate No.: _____

Serial No.: _____

3. I understand that JMSDF Vehicle Pass is not to be transferred from one vehicle to another and must be returned immediately to the Vehicle Registration Office when the vehicle is no longer in use.

4. I also understand that all vehicles entering FLEACT, Yokosuka or its satellites, is subject to security inspections prior to accessing the base and vehicles on-base are subject to routine inspection by CFAY Security personnel.

_____
Signature of Requester

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

FIRST ENDORSEMENT Date: _____

From: Chief, Operations Division, Commandant Yokosuka District
To: Commander, Fleet Activities, Yokosuka

1. Forwarded, recommending approval.

2. A parking space is available for the above vehicle in the vicinity of Building _____.

_____
CO/By direction

CFAY 5800/63 (2-10)

# VEHICLE REGISTRATION CHECK OFF SHEET FOR JMSDF AND JMSDF RETIREES

Date: _____

Data of Registrant:

| Last Name | First Name | Rank | JMSDF ID No. | Expiration Date of Gate Pass |
|---|---|---|---|---|
| | | | | |
| Organization | Telephone Number | | Driver's License No. | Expiration Date of Driver's License |
| | | | | |

Vehicle Data:

| Plate # | Expiration Date of Japanese Inspection | Name of Owner (if different than registrant) | Relationship to Registrant (if applicable) |
|---|---|---|---|
| | | | |

| Year | Make | Body Style | Color |
|---|---|---|---|
| | | | |

| JCI Co. | Policy # | Expiration Date of JCI |
|---|---|---|
| | | |

I will comply with COMFLEACTINST 5800.2G.

It is understood that overnight parking on-base is not authorized.
The vehicle decal must be placed in the top middle portion of the front windshield, attached from the inside. The vehicle pass shall be placed on the right side of the front dashboard. The decal/pass is only authorized to be used in the assigned vehicle. The decal/pass will be returned to VRO immediately after termination of the contract. The above listed vehicle will enter and exit the base in accordance with current regulations and may be inspected by the gate sentry if the need arises. In the case of a lost or stolen vehicle pass, you are to report to VRO immediately.

I agree to return the decal/pass in the event of failure to comply with the instruction listed above.

車輌入門スッテカー／パスの発行に先立ち下記の規則を理解し守ります。

車輌の基地内での夜間の駐車は禁止されている。
横須賀基地入門スッテカーは車輌の前面ガラスの上部中央に内側より貼る。入門パスは車輌前面ガラスの右下部分に常に表示されなければならない。入門ステッカー／パスは車輌間で転用してはならず、その車輌が使用されなくなった場合は速やかに車輌登録課へ返納されなければならない。入門ステッカー／パス並びに車の盗難又は紛失もただちに車輌登録課に報告しなければならない。
在日米海軍横須賀基地ならびに関連施設へ立ち入る全ての車輌は、入門前に車輌検査の対象となる。基地/施設内にある車輌は司令部憲兵隊隊員による定期検査の対象となる。

上記の規則を守らなかった場合、車輌での出入りの許可が取り消される事を承知致しました。

_____
Signature of applicant

CFAY 5800/63 (2-10)

# RETIRED JMSDF
## VEHICLE PASS

**EXPIRES** **31 Jan 2005**

**LICENSE #**
**YOKOHAMA**

**NAME** **TARO YAMADA RAM**

**SERIAL #** **14870 ISSUED 1 Jan 05**

**CFAY SECURITY, NAME**
**AUTHORIZING OFFICER**

**CFAY 5800/55 (6-07)**

Date: _____

From: _____ (Requester)
To: Commander, Fleet Activities, Yokosuka
Via: _____ (Requester's CO)

Subj: REQUEST FOR INITIAL REGISTRATION/RE-REGISTRATION OF PRIVATELY OWNED VEHICLE FOR LOCALLY HIRED EMPLOYEES (TENANT COMMMAND)

Ref: (a) COMFLEACTINST 5800.2 Series

1. In accordance with reference (a), I am requesting permission to register/re-register and drive my privately owned motor vehicle, as described below:

a. Vehicle to be registered:

License Plate No.: _____

Description of Vehicle: _____
( Make / Model / Year / Color )

b. Vehicle to be de-registered:

License Plate No.: _____

Description of Vehicle: _____
( Make / Model / Year / Color )

c. Work Place:

Code/Division: _____

Phone No.: _____

2. I understand that this approval will be granted only for travel to and from my place of work at my current command and I am required to report any changes of my status to re-register my vehicle.

3. I also understand that the sticker is not to be transferred from one vehicle to another and must be returned to the Vehicle Registration Office when the vehicle is no longer in use.

_____
Signature of Applicant

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

FIRST ENDORSEMENT Date: _____

From: _____ (Requester's CO)
To: Commander, Fleet Activities, Yokosuka

1. Approval of this request is considered to be in the best interest of the U.S. Government and not solely for the convenience of the employee, however, it is for travel to and from the employee's place of work only and will not imply or grant authorization to use the vehicle in the performance of duties while aboard Fleet Activities, Yokosuka.

2. There is adequate parking available for this vehicle at (insert location). Accordingly, I recommend that the applicant be authorized to register a vehicle.

_____
Signature of Requester's CO

CFAY 5800/45a (Rev. 2-10)

# VEHICLE REGISTRATION CHECK OFF SHEET FOR LOCALLY HIRED EMPLOYEE

Date: _____

Data of Registrant:

| Last Name | First Name | Gate Pass No. | Expiration Date of Gate Pass |
|---|---|---|---|
| | | | |
| Organization | Telephone Number | Driver's License No. | Expiration Date of Driver's license |
| | | | |

Vehicle Data:

| Plate # | Expiration Date of Japanese Inspection | Name of Owner (if different than registrant) | Relationship to Registrant (if applicable) |
|---|---|---|---|
| | | | |
| Year | Make | Body Style | Color |
| | | | |
| JCI Co. | | Policy # | Expiration Date of JCI |
| | | | |

I will comply with COMFLEACTINST 5800.2G.

The sticker must be placed on the driver's side, back side of the rear view mirror.
This vehicle shall be used only for commutation to and from work.
It is understood that overnight parking on-base is not authorized.
The sticker must not be transferred to another vehicle. Changing of this vehicle will be done by submitting a new application and returning the old sticker to VRO.
This sticker is only approved for use while attached to the current command. The sticker must be returned if I transfer to the another command. In the case of a lost or stolen sticker, I will report this to VRO immediately.
The above listed vehicle will enter and exit the base in accordance with current regulations and may be inspected by the gate sentry if the need arises.

I agree to return the sticker in the event of failure to comply with stipulations contained in this instruction (COMFLEACTINST 5800.2G).

車輌入門ステッカーの発行に先立ち下記の規則を理解し守ります。

登録された車両の室内ミラー（バックミラー）の裏（運転席側）に貼る。
この車輌は通勤の目的のみに使用するのもであり、仕事のための使用或るいは基地内での夜間の駐車は禁止されている。
横須賀基地入門ステッカーは車輌間で転用してはならず、その車輌が使用されなくなった場合は速やかに車輌登録課へ返却しなければならない。他の車輌に乗り換える際は古いステッカーを返却し、新たに申請が必要となる。
入門ステッカーは現在勤務している職場の立場によって許可されているので、職種の変更や他の部隊に転勤した場合は速やかに車輌登録課へ返納しなければならない。
入門ステッカーの破損並びに車の盗難も直ちに車輌登録課に報告しなければならない。
在日海軍横須賀基地ならびに関連施設へ立ち入る全ての車輌は、入門前に車輌検査の対象となる。基地／施設内にある車輌は司令部憲兵隊隊員による定期検査の対象となる。

上記の規則を守らなかった場合、車輌での出入りの許可が取り消される事を承知致しました。

_____
Signature of Applicant

CFAY 5800/45a (Rev. 2-10)

Date: _____

From: _____ (Requester)
To: Commander, Fleet Activities, Yokosuka

Subj: REQUEST FOR INITIAL REGISTRATION/RE-REGISTRATION OF PRIVATELY OWNED VEHICLE FOR LOCALLY HIRED EMPLOYEES (CFAY EMPLOYEES ONLY)

Ref: (a) COMFLEACTINST 5800.2 Series

1. In accordance with reference (a), I am requesting permission to register/re-register and drive my privately owned motor vehicle, as described below:

a. Vehicle to be registered:

License Plate No.: _____

Description of Vehicle: _____
( Make / Model / Year / Color )

b. Vehicle to be de-registered:

License Plate No.: _____

Description of Vehicle: _____
( Make / Model / Year / Color )

c. Work Place:

Code/Division: _____

Phone No.: _____

2. I understand that this approval will be granted only for travel to and from my place of work and I am required to report any changes of my status to re-register my vehicle.

3. I also understand that the stcker is not to be transferred from one vehicle to another and must be returned to the Vehicle Registration Office when the vehicle is no longer in use.

_____
Signature of Applicant

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

FIRST ENDORSEMENT Date: _____

From: _____ (Requester's Department Head)
To: Commander, Fleet Activities, Yokosuka

1. Approval of this request is considered to be in the best interest of the U.S. Government and not solely for the convenience of the employee, however, it is for travel to and from the employee's place of work only and will not imply or grant authorization to use the vehicle in the performance of duties while aboard Fleet Activities, Yokosuka.

2. There is adequate parking available for this vehicle at (insert location). Accordingly, I recommend that the applicant be authorized to register a vehicle.

_____
Signature of Department Head

CFAY 5800/45b (Rev. 2-10)

# VEHICLE REGISTRATION CHECK OFF SHEET FOR LOCALLY HIRED EMPLOYEE

Date: _____

Data of Registrant:

| Last Name | First Name | Gate Pass No. | Expiration Date of Gate Pass |
|---|---|---|---|
| | | | |
| Organization | Telephone Number | Driver's License No. | Expiration Date of Driver's license |
| | | | |

Vehicle Data:

| Plate # | Expiration Date of Japanese Inspection | Name of Owner (if different than registrant) | Relationship to Registrant (if applicable) |
|---|---|---|---|
| | | | |
| Year | Make | Body Style | Color |
| | | | |
| JCI Co. | | Policy # | Expiration Date of JCI |
| | | | |

I will comply with COMFLEACTINST 5800.2G.

The sticker must be placed on the driver's side, back side of the rear view mirror.
This vehicle shall be used only for commutation to and from work.
It is understood that overnight parking on-base is not authorized.
The sticker must not be transferred to another vehicle. Changing of this vehicle will be done by submitting a new application and returning the old sticker to VRO.
This sticker is only approved for use while attached to the current command. The sticker must be returned if I transfer to the another command. In the case of a lost or stolen sticker, I will report this to VRO immediately.
The above listed vehicle will enter and exit the base in accordance with current regulations and may be inspected by the gate sentry if the need arises.

I agree to return the sticker in the event of failure to comply with stipulations contained in this instruction (COMFLEACTINST 5800.2G).

車輌入門ステッカーの発行に先立ち下記の規則を理解し守ります。

登録された車両の室内ミラー（バックミラー）の裏（運転席側）に貼る。
この車輌は通勤の目的のみに使用するのもであり、仕事のための使用或るいは基地内での夜間の駐車は禁止されている。
横須賀基地入門ステッカーは車輌間で転用してはならず、その車輌が使用されなくなった場合は速やかに車輌登録課へ返却しなければならない。他の車輌に乗り換える際は古いステッカーを返却し、新たに申請が必要となる。
入門ステッカーは現在勤務している職場の立場によって許可されているので、職種の変更や他の部隊に転勤した場合は速やかに車輌登録課へ返納しなければならない。
入門ステッカーの破損並びに車の盗難も直ちに車輌登録課に報告しなければならない。
在日海軍横須賀基地ならびに関連施設へ立ち入る全ての車輌は、入門前に車輌検査の対象となる。基地／施設内にある車輌は司令部憲兵隊隊員による定期検査の対象となる。

上記の規則を守らなかった場合、車輌での出入りの許可が取り消される事を承知致しました。

_____
Signature of Applicant

CFAY 5800/45b (Rev. 2-10)

CFAY JNE STICKER

MLC/IHA
Vehicle Decal

MLC/IHA
Motorcycle Decal

# VEHICLE PASS

EXPIRES .....

LICENSE # .....

COMPANY .....

SERIAL # ISSUED

CFAY 5800/16C (Rev. 07-07)

AUTHORIZING OFFICER

## Unless you agree with the below, please do not bring your vehicle on the base!!

このすべての事柄を守ることに同意できぬ場合は車両の乗り入れは禁止する！！

**1. This pass must be displayed in the right front windshield at all times.**
1. このパスは車両のフロントガラスの右側に何時も提示されていなければならない
**2. This pass must be returned to VRO.**
2. このパスはVROに返却すること
**3. You are required to obey all posted speed limits**
3. 運転する際道路に表示されている速度制限に従うこと
**4. All vehicles entering and/or leaving the base are subject to search by proper authority**
4. すべての車両のベースへの入出門の際ベースの保安関係者による車輌チェックに従うこと
**5. All restricted areas are off-limits**
5. 立ち入り禁止区域には立ち入らないこと
**6. Seat belts are required on board Yokosuka Naval Base**
6. シートベルトを着用すること
**7. You must comply with all rules and regulations established for Commander, Fleet Activities, Yokosuka installations**
7. 運転者は車両運行中横須賀米海軍基地に設けられた規則を必ず守って運転すること

CFAY 5800/16C (Rev. 07-07)(Back)

REQUEST FOR REGISTRATION OF COMMERCIAL VEHICLE

Date: _____

From: _____ (requestor)

To: Commander, Fleet Activities, Yokosuka

Via: _____ (sponsoring command)

Subj: REQUEST FOR REGISTRATION OF COMMERCIAL VEHICLE

| Contract # | | Contract Period | From | | To | |
|---|---|---|---|---|---|---|

| Number of Vehicles to be Registered | | | | | |
|---|---|---|---|---|---|
| Sedan | S/W | Truck | Damp | Cabover | Others |
| | | | | | |
| App. No. of Drivers | | | App. No. of Escorters | | |

The above indicated contractor will be sponsored by our command through the duration of the dates listed. Furthermore, the number of vehicles requested to be registered, drivers and escorters are accurate for this company.

_____
Signature of Sponsoring CO

_____
Signature of Company President/ Representative

---

From: Commander, Fleet Activities, Yokosuka

To: _____ (company name)

1. Your company is/is not authorized to register the vehicle.

_____
Signature of COM/(By direction)

CFAY 5800/46a (Rev. 10-10)

COMMERCIAL VEHICLE REGISTRATION

Date _____

From: _____ (Company Name)
To: Commander, Fleet Activities, Yokosuka

Subj: REQUEST FOR REGISTRATION OF COMMERCIAL VEHICLE

Ref: (a) COMFLEACTINST 5800.2 Series

Encl: (1) Copy of Vehicle Title
(2) Check-off Sheet
(3) Copy of Japanese Compulsory Insurance
(4) Copy of Gate Pass
(5) Copy of Driver's License

It is requested that the below listed commercial vehicle(s) of our company be registered to operate within the confines of Fleet Activities, Yokosuka.

| New | Renew |
|---|---|
| | |

**Vehicle Data**

| Plate# | Expiration Date of Japanese Inspection |
|---|---|
| | |

**Driver's Data**

| Escort Privileges | Driver's Name | Gate Pass # | Expiration Date of Gate Pass | Expiration Date of Driver's License |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**Authorized Period for Vehicle Pass**

From: _____ To: _____

_____
President/Representative

---

FIRST ENDORSMENT
From: Commander, Fleet Activities, Yokosuka

To: _____ (Company Name)

1. Your company is/is not authorized to register the vehicle.

_____
Signature of COM/By direction

CFAY 5800/46b (Rev. 10-10)

# COMMERCIAL VEHICLE REGISTRATION CHECK-OFF SHEET

Date: _____

Name of Company: _____ Phone: _____

Vehicle Data :

| Plate # | Expiration Date of Japanese Inspection | Year | Make | Body Style | Color |
|---|---|---|---|---|---|
| | | | | | |
| JCI Company Name | | Policy # | | | Expiration Date of JCI |
| | | | | | |

Driver's Data :

| | Name of Driver | Gate Pass # | Expiration Date of Gate Pass | Driver's License # | Expiration Date of Driver's License |
|---|---|---|---|---|---|
| 1st Driver | | | | | |
| 2nd Driver | | | | | |
| 3rd Driver | | | | | |
| 4th Driver | | | | | |
| 5th Driver | | | | | |

I will comply with COMFLEACTINST 5800.2 Series.
All vehicles must be used in the performance of the contract. It is understood that overnight parking on-base is not authorized unless pre-authorized by the COMFLEACT, Yokosuka Security Officer.
The vehicle pass shall be placed on the right side of the front dashboard. The pass is only authorized to be used in the assigned vehicle. The pass will be returned to VRO immediately after termination of the contract. In the case of a lost or stolen vehicle pass, you are to report to VRO immediately.
The above listed vehicle will enter and exit the base in accordance with current regulations and may be inspected by the gate sentry if the need arises.
I agree to return the pass in the event of failure to comply with the instructions listed above.

車輌入門パスの発行に先立ち下記の規則を理解し守ります。
全ての車輌は契約遂行の目的のみに使用し、基地内での夜間の駐車は事前に許可されない限り禁止されている。
横須賀基地入門パスは車輌前面ガラスの右下部分に常に表示されなかればならない。入門パスは車輌間で転用してはならず、その車輌が使用されなくなった場合は 速やかに車輌登録課へ返納されなければならない。入門パス並びに車の盗難又は紛失もただちに車輌登録課に報告しなければならない。
在日米海軍横須賀基地ならびに関連施設へ立ち入る全ての車輌は、入門前に車輌検査の対象となる。基地/施設内にある車輌は司令部憲兵隊隊員による定期検査の対象となる。
上記の規則を守らなかった場合、車輌での出入りの許可が取り消される事を承知致しました。

_____
President/Representative

CFAY 5800/46b (Rev. 10-10)

CFAY TAXI STICKER

Date: _____

From: _____ (Taxi Company)
To: Commander, Fleet Activities, Yokosuka (N3AT)

Subj: REQUEST FOR REGISTRATION/DE-REGISTRATION OF COMMERCIAL TAXICAB

Ref: (a) COMFLEACTINST 5800.2G

Encl: (1) Copy of Gate Pass
(2) Copy of Driver's License
(3) Copy of Title of the Vehicle
(4) Copy of Japanese Compulsory Insurance Policy

1. It is requested that the taxicab of our company listed below be registered /de-registered:

a. Taxicab to be registered:

| _____ | _____ | _____ |
|---|---|---|
| Taxicab No. | License Plate No. | CFAY Taxi Sticker No. |

b. Taxi cab to be de-registered:

| _____ | _____ | _____ |
|---|---|---|
| Taxicab No. | License Plate No. | CFAY Taxi Sticker No. |

2. The information on our driver responsible for the vehicle:

| _____ | _____ |
|---|---|
| Driver's Name | CFAY Taxi Gate Pass |

3. We understand that all vehicles must be used in the performance of the contract and overnight parking on-base is not permitted.

4. We also understand that CFAY Taxi Sticker must be displayed on the front bumper or the grill of the vehicle at all times. Furthermore, the Taxi Sticker is not to be transferred from one vehicle to another and must be returned immediately to the Vehicle Registration Office when the vehicle is no longer in use.

5. We are aware that all vehicles entering FLEACT, Yokosuka or its satellites, are subject to security inspections prior to accessing the base and vehicles on-base are subject to routine inspection by CFAY Security personnel.

_____
President/Representative

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

Date: _____

From: Commander, Fleet Activities, Yokosuka (N3AT)
To: _____ (Company Name)

1. Returned approved/disapproved.

_____
Signature of CO/By direction

CFAY 5800/64 (2-10)

# TAXI REGISTRATION CHECK OFF SHEET

Date: _____

Data of Registrant:

| Driver's Last Name | Driver's First Name | Gate Pass No. | Expiration Date of Gate Pass |
|---|---|---|---|
| | | | |
| Company Name | Telephone Number | Driver's License No. | Expiration Date of Driver's License |
| | | | |

Vehicle Data:

| Plate # | | Expiration Date of Japanese Inspection | Taxicab # |
|---|---|---|---|
| | | | |
| Year | Make | Body Style | Color |
| | | | |
| JCI Co. | | Policy # | Expiration Date of JCI |
| | | | |

I will comply with COMFLEACTINST 5800.2G.

All vehicles must be used in the performance of the contract. It is understood that overnight parking on-base is not authorized.
The vehicle sticker shall be placed on the front grill or bumper. The sticker is only authorized to be used in the assigned vehicle. The sticker will be returned to VRO immediately after termination of the contract.
The above listed vehicle will enter and exit the base in accordance with current regulations and may be inspected by the gate sentry if the need arises. In the case of a lost or stolen vehicle pass, you are to report to VRO immediately.

I agree to return the sticker in the event of failure to comply with the instruction listed above.

車輌入門ステッカーの発行に先立ち下記の規則を理解し守ります。

全ての車輌は契約遂行の目的のみに使用し、基地内での夜間の駐車は許可されない。
横須賀基地タクシー入門ステッカーは車輌前部バンパー若しくはグリル部分に常に表示されなければならない。タクシー入門ステッカーは車輌間で転用してはならず、その車輌が使用されなくなった場合は速やかに車輌登録課へ返納されなければならない。
在日米海軍横須賀基地ならびに関連施設へ立ち入る全ての車輌は、入門前に車輌検査の対象となる。基地／施設内にある車輌は司令部憲兵隊隊員による定期検査の対象となる。

上記の規則を守らなかった場合、車輌での出入りの許可が取り消される事を承知致しました。

_____
President/Representative

CFAY 5800/64 (2-10)

# VEHICLE PASS
# VIP

**CFAY SECURITY**
**SERIAL # 1**

CFAY 5800/56 (REV. 9-07)

**AUTHORIZING OFFICER**

## Unless you agree with the below, please do not bring your vehicle on the base!!

このすべての事柄を守ることに同意出来ぬ場合は車両の乗り入れは禁止する！！

1. This pass must be displayed in the right front windshield at all times.
1. このパスは車両のフロントガラスの右側に何時も提示されていなければならない。
2. This pass must be returned to VRO.
2. このパスは VRO に返却すること。
3. You are required to obey all posted speed limits.
3. 運転する際道路に表示されている速度制限に従うこと
4. All vehicles entering and/or leaving the base are subject to search by proper authority.
4. すべての車両のベースへの出入りの際ベースの保安関係者によるチェックが行われる。
5. All restricted areas are off-limits.
5. 立ち入り禁止区域には立ち入らないこと。
6. Seat belts are required on board Yokosuka Naval Base.
6. 敷地内ではシートベルトを着用のこと。
7. You must comply with all rules and regulations established for Commander, Fleet Activities, Yokosuka installations.
7. 運転者は車両運行中横須賀米軍基地に設けられた規則を必ず守って運転すること。

CFAY 5800/56 (REV. 9-07)

# LOST REPORT/紛失届け

Date/日付:

| | Name/氏名 (Last/姓) | (First & Middle/名) | Status/身分 | Last 4 of Pass Number or SSN 従業員番号又はパス番号の下4桁 |
|---|---|---|---|---|
| From: (Applicant) | | | ☐ MLC/IHA/HPT ☐ PSC/CONTRACTOR ☐ VISITOR ☐ SOFA | |

To: Security Office, Fleet Activities, Yokosuka

Subj: **LOST REPORT**

Ref: (a) COMFLEACTINST 5530.6

1. According to reference (a), I make the following free and voluntary statement to the Security Office about the loss of the item below.
司令部指令書 5530.6 に従い、私は任意により私の下記の紛失物についてこの紛失届けを作成するものであります。

| | |
|---|---|
| Please check "✓" into the item you lost. 右の紛失物のうち該当するものにチェック"✓"を付けて下さい。 | ☐ SOFA ID, ☐ Gate Pass/ゲートパス, ☐ Vehicle Pass/車輌パス, ☐ Vehicle Sticker/車輌ステッカー, ☐ Other/その他 ( ) |

| | | | |
|---|---|---|---|
| Identifier Number of the item 紛失物を特定することのできる番号 | | Vehicle Plate No. is required, if the lost item is related to your vehicle./車輌に関する紛失物の場合は車輌番号を記入して下さい。 | |

## Applicant's Information/申請者の情報

| Command or Company/部隊名又は会社名 | Code/コード |
|---|---|
| | |
| **Home Address/現住所** | **E-mail Address/E メールアドレス** |
| | |

| Telephone Number/電話番号 (Work/職場) | Telephone Number/電話番号 (Home/自宅) |
|---|---|
| | |

## Circumstance/紛失時の状況

| | | |
|---|---|---|
| Time and date you noticed missing 紛失に気付いた日時 | Date/日付 | Time/時間 |
| Time and date last seen 紛失物を紛失前に最後に確認された日時 | Date/日付 | Time/時間 |
| The place where the lost item was kept 紛失物を最後に保管していた場所 | ☐ Bag/鞄, ☐ Wallet/財布, ☐ Pocket/ポケット, ☐ Vehicle/車輌, ☐ etc/その他 ( ) | |
| The reason of loss 紛失理由 | | |
| Name of Japanese Police Station you reported to, if required. 紛失届けを出した日本の警察署名 | Name of Japanese Police Station/警察署名 | |
| Time and date you reported to Japanese Police Station, if required. 紛失届けを日本の警察署に届けた日時 | Date/日付 | Time/時間 |

2. The above statement consists of one page was made by me.
1ページから成る上記の陳述は私自身により作成されたものです。

Applicant's signature/本人の署名

Date:

From: Security Office, Fleet Activities, Yokosuka

To:

1. It is hereby certified that the above lost report made by the person indicated above was received at this office.
上記人物により作成された上記紛失届けを受領したことを証明致します。

| Last | First |
|---|---|
| | |

Security Official's print name

Security Official's signature

**5 U.S.C.&552a**

Collection of this is authorized by the Privacy Act, U.S.C. Section 552(a). The information will be used to process for your report. The information on this form may be disclosed to the third parties in accordance with the provision of 5 U.S.C. Section 552(b). Completion of this form is voluntary; however, failure to provide the information requested may preclude the processing a report for loss.

Article 17

## SAFETY INSPECTIONS

Attachment 17-1 – Vehicle Safety Inspection Sheet (Motorcycles)
Attachment 17-2 – Vehicle Safety Inspection Sheet (Three or more wheels)

1. All U.S. Navy facilities in Japan conducting safety inspections which are used as a basis for U.S. forces registration and for issuance of Government of Japan license plates and registration certificates shall adopt the standards set forth in reference (b). These standards are based on the safety standards contained in Motor Vehicle Transportation Laws (Ministry of Transportation regulation No. 67 of 28 July 1951, as amended) and are required by the Government of Japan on a bi-annual basis until the vehicle is ten years old, at which time the inspection is required annually.

2. U.S. Forces safety inspections shall be conducted annually within 30 days before the anniversary of the vehicle's Japanese registration. Certificates of satisfactory safety inspections which meet the requirements for Japanese registration shall be issued for each vehicle passing inspection. Except for vehicles ten or more years old, these certificates shall be valid for two years from the date of issuance for Japanese registration purposes and one year for U.S. Forces base registration. Certificates shall be valid for one year for both Japanese and U.S. Forces base registration when the vehicle is ten or more years old. Current, valid inspection certificates may be transferred to the new owner upon resale of a registered vehicle to USFJ personnel. Owners of motor vehicles who are absent from Japan because of military duty during the entire 30 days prior to the anniversary of the vehicle's Japanese registration shall cause their vehicles to be inspected within 30 days of their return to Japan.

3. With the concurrence of COMNAVFORJAPAN, FLEACT, Yokosuka Security Department may accept GOJ semi-annual inspection standards in lieu of the standards established in reference (b) to meet the annual U.S. Forces safety inspection requirements. Otherwise, FLEACT, Yokosuka Security Department shall only accept inspections conducted by authorized NEX Retail Garage Outlets and documented using Attachments 17-1 and 17-2 as valid.

4. Motor vehicles failing a safety inspection will not be operated, except to drive it from the NEX Garage to other repair facilities for corrective action.

5. The owner of a vehicle which fails the safety inspection will be allowed 30 days past the date of the inspection to have any discrepancies corrected. An extension of this time limit will be granted on a case-by-case basis by the FLEACT, Yokosuka Security Officer based on availability of repair parts; however, job and part orders must be in effect and honored.

6. Failure to comply with the above requirements will result in FLEACT, Yokosuka Security Department impounding the vehicle and/or suspending the owner's driving privileges.

**VEHICLE SAFETY INSPECTION SHEET (MOTORCYCLES)**
**CFAY 4651/18A (Rev. 1-07)**

NAME: _____ RANK: _____
COMMAND: _____
TODAY'S DATE: _____ TELE #: _____

VEH. SER. #: _____ MAKE: _____
LICENSE #: _____ YEAR: _____
MILAGE: _____ COLOR: _____

**NEXT INSPECTION DUE**
_____

**PASSED**
**FAILED**

**Reference: COMNAVFORJAPANINST 5100.5**

**Steering System**
**Handle Bars**
☐ Modified design and exceeds 15 inches height above the depressed seat.
☐ Bent or loose.
☐ Sharp protrusions that represent a possible safety hazard to driver or passenger.
**Forks**
☐ Altered or modified from the original manufacturer's design (i.e., extended or chopped).
**Steering Head**
☐ Does not rotate smoothly from lock to lock without grinding, popping, slapping, or scraping.
☐ Does not rotate to left and right or lock without control cable stress.
☐ Worn to the extent that they permit horizontal or vertical slap.

**Driving System**
**Tires**
☐ The entire original tread pattern is not visible and tread is less than 1/16th inch deep.
☐ Cord is showing.
☐ Cracks in sidewalls.
☐ Tire has a bubble.
☐ Tire is not worn evenly.
**Wheels**
☐ Bent Rim
☐ All axle bolts not in place and properly secured.
☐ When rotated by hand, wheels do not rotate smoothly without metallic grinding or side play.
☐ When rotated by hand, tires rub or contact fenders, frame or any part of the vehicle.

**Transmit System**
**Clutch**
☐ Not functioning properly.
☐ Lever adjustment not in accordance with manufacturer's specifications.
☐ Slippage or erratic grabbing and incapable of engaging and disengaging the drive mechanism.
☐ Control cable is worn, frayed and not well lubricated.
☐ Connection is negative.
**Transmission**
☐ Leaks.
☐ Incapable of driving through the full range of gears.
**Drive Chain**
☐ Dirty and unlubricated.
☐ Stretched and worn.
☐ Too loose or too tight.
☐ Front and rear sprockets are worn and sloppy.
**Drive Shaft**
☐ Grinding when rotating.
☐ Excessive play.
**Differential**
☐ Leaks oil.

**Brakes**
**Conventional brakes**
☐ Only have one brake.
☐ Brake failure warning lights not operational.
☐ Chattering, pulling to the left or right, pulsating, or dragging, and doesn't come to a full stop within 25 feet during a stop test from 20 MPH.
☐ Rubber hydraulic lines are cracked or leaking.
☐ Metal hydraulic lines are leaking, rusted or pitted.
☐ Hand brake lever travel is not in accordance with manufacturer's specifications.
☐ Foot brake lever travel is not in accordance with manufacturer's specifications.
☐ Riveted brake linings worn unevenly and doesn't have 1/16th inch clearance above the rivet heads.
☐ Bonded brake linings worn unevenly and does not have 1/16th clearance above the brake shoe.
☐ Brake drums are grooved, cracked, shattered or too thin.
**Disc Brakes**
☐ Failed to pass on some applicable checks for conventional brakes.
☐ Pad thickness is uneven and less than 1/3 of new pad thicknesses with even wear.
☐ Discs are grooved, cracked, spider webbed or too thin.
☐ Calipers leaks and actuate unevenly.
☐ Brake fluid levels not full.
☐ Brake fluid reservoirs dirty and cover doesn't fit securely.
☐ Alterations to manufacturer's specifications.

**Buffers**
**Front Fork Shock Absorbers**
☐ Incapable of being depressed without bottoming and doesn't return to normal position.
☐ Leaks and seal is not in good condition.
**Rear Shock Absorbers**
☐ Not fastened securely to frame and swing arm.
☐ Incapable of being depressed without bottoming and doesn't return to normal position.
**Swing Arm Bushing**
☐ Swing arm have horizontal side play when weight of vehicle on main stand or side stand.
☐ Binding as evidence of vertical movement of the swing arm when weight of the operator is on the vehicle.
☐ Hard tails installed by other than the manufacturer.

**Ignition System**
☐ Not key operated, unless it is not included in original manufacturer's design.
☐ Kill switch not operational and were not factory installed.
☐ System has loose, frayed or jury rigged wiring.
☐ Neutral indicator light not factory installed or not operational.

**Fuel System (including carburetion)**
**System Integrity**
☐ Leaks.
☐ Rubber or other nonmetal fuel lines deteriorated and not pliable.
☐ Metal lines rusted or pitted.
**Gas Tank**
☐ Not properly mounted, fitted, and no proper cap.
☐ There is a protrusion such as mounted racks and add-ons.

**Exhaust System**
☐ Not a standard stock (muffler cutouts and similar devices).
☐ Exhaust fumes not direct all the way to rear of the vehicle, unless it is the manufacturer's original design.
☐ Excessive noise or smoke.
☐ Holes, cracks, leaks or excessive rust.
☐ Not securely mounted.

**Lights/Lighting**
**Front Lights**
☐ Not operational and unadjusted to high and low intensity at front.
☐ Not left dip type and projects higher than the level of the center of the headlights at their focal point of eight feet.
☐ Low beam intensity not visible from a distance of less than 1,000 feet from in front of the vehicle at a distance of 150 feet ahead.
☐ High beam intensity does not reveal persons or vehicles at a distance of 450 feet ahead.
☐ Headlight dimmer switch does not function properly.
☐ Red lights, red reflectors, or red tape displayed on the front other than authorized by the government of Japan.
**Rear Lights**
☐ No red tail light and no red stop light.
☐ Not visible from a distance of not less than 1,000 feet.
☐ Stop light not in accordance with the manufacturer's original design. Not visible from 1,000 feet to the rear of the vehicle.
☐ Rear-mounted license plate not legible at a distance of at least 66 feet during darkness.
☐ Lens cover is cracked, broken or wrong color.
**Directional Turn Indicators**
☐ Turn indicator lights not functioning property.
☐ Front turn indicators is not amber.
☐ Rear turn indicators are neither amber nor red.
☐ Cracked or broken turn indicator lens covers.
**Instrument Lights**
☐ Not operational.

**Horn**
☐ Not working and not audible for a distance not less than 200 feet.

**License Plate**
☐ Not properly mounted to the rear of the vehicle.
☐ No inspection sticker affixed to the license plate.

**Speedometer/Tachometer**
☐ Speedometer not operational and not accurate.
☐ Tachometer not operational and not accurate.

**Rear View Mirrors**
☐ Does not have two rear view mirrors.
☐ Mirrors not installed securely and unclear visibility on each side for a distance of at least 200 feet to the rear.
☐ Cracked or discolored.

**Body and Structure**
**Components and Accessories**
☐ Original manufactured components not in place.
☐ Accessories compromise the structure or interfere with required functions.
☐ Mounted components and accessories not secured.
**Material Condition**
☐ Holes, dents, torn, protruding metal, sharp edges or protrusions.
☐ Rust that compromise the structural integrity of the vehicle.
**Eye Protection**
☐ Windshield cracked, discolored and unclear.
**Passenger Carrying Accessories**
☐ Seat doesn't have a two place single seat or two individual seats.
☐ Foot pegs not installed securely.
☐ Back rest/sissy bar not secured and has sharp edges.

_____
**Inspectors Name**

_____
**Final Inspectors Name**

**Notes:**
_____
_____
_____

**VEHICLE SAFETY INSPECTION SHEET (Three or more wheels)**

CFAY 4651/18B (1-07)

| | | | |
|---|---|---|---|
| PASSED | P | REPLACED | O |
| FAILED | X | CLEANED | C |
| ADJUSTED | A | LUBRICATED | L |
| REPAIRED | R | NOT APPLY | N |
| TIGHTENED | T | | |

NAME_____RANK/RATE_____

ADDRESS_____

TODAYS DATE_____TEL.#_____

LIC. #_____ YEAR_____

VEH.SER. #_____

MAKE_____COLOR_____

MILEAGE_____NEXT INSP._____

STAMP ONLY

**Reference: COMNAVFORJAPAN 5100.5**

**Steering System**

**Steering Wheel**
☐ More than one inch of the required play measure on the outside of the steering hub.
☐ With vertical or horizontal play.

**Balljoints**
☐ Boots does not hold grease.
☐ More than 1/4 inch of the maximum play measured at edge of tire or any audible noise.

**Tie Rod and Drag Link**
☐ More than 1/4 inch of the overall maximum play.
☐ Boots leaking or cracked.

**Idler Arm**
☐ More than 1/4 inch of the maximum play.

**Steering Box**
☐ More than 1/4 inch play.
☐ From lock to lock, have grinding or popping noise and does not operate smoothly.
☐ Brackets secured.
☐ Rack and Pinion or any noticeable leaking in the Steering system.

**Driving System**

**Tires**
☐ Original tread pattern not visible and tread is less than 1/16 th deep.
☐ Cord is showing.
☐ Cracks on sidewalls.
☐ Bubbles.
☐ Worn unevenly.
☐ Racing slicks and extra wide tires which protrude beyond the fender well.
☐ Not equipped with a spare.
☐ Tires are not the standards including the spare.

**Wheels**
☐ Rims are bent.
☐ Not all lug bolts or nuts are in place and lugs loose.
☐ Front wheel bearings do not have dust covers installed.
☐ Wheels are noisy or have any side play when rotated by hand.

**Transmission System**

**Clutch**
☐ Does not function properly.
☐ Fluid level is inadequate and leaking.

**Transmission**
☐ Not securely mounted.
☐ Fluid level is inadequate.
☐ Leaking.

**Universal Joint and Driveshaft**
☐ Does not function properly.
☐ Any audible noise.

**Yoke and Center Bearing**
☐ Excessive wear or play.

**Differential**
☐ Leaking with oil.

**Brakes**

**Conventional Brakes**
☐ Vehicle is not equipped with two separate brakes. (emergency and foot pedal systems).
☐ Application of brakes interferes with the control of the vehicle or lock one wheel to the exclusion of the other.
☐ Mechanical (hand) brake does not hold with less than three inches of vehicle travel with the engine running In low gear and no reasonable pressure on the accelerator.
☐ Vehicle does not meet one of the following criteria during a stop test from 20 MPH conducted on dry, level, hard-surfaced road:
  ☐ Chattering, pulling to the left or right, pulsating or dragging.
☐ Does not come to a smooth stop within the following braking distance for the type of vehicle tested:
  ☐ Passenger vehicles – more than 25 feet
  ☐ Single-unit vehicles weighing less than 10,000 pounds–more than 30-40 feet.
  ☐ Single-unit, two-axle vehicles weighing 10,000 pounds or more – more than 40 feet.
☐ Defects are noted when two wheels are removed while conducting a check.
☐ Riveted lining does not have 1/16th clearance above the rivets and worn unevenly.
☐ Bonded lining does not allow 1/16th clearance above the shoe metal and worn unevenly.
☐ There is hydraulic oil between the wheel cylinder piston and dust cover and leaking.
☐ There is hydraulic oil between the master cylinder piston and dust cover and leaking.
☐ Rubber hydraulic lines are cracked or leaking.
☐ Metal hydraulic lines are pitted or rusted.
☐ Hydraulic pressure connector blocks leaking and not mounted securely.
☐ Standard brake pedal travel free play exceeded 1 1/2 inches from the top and pedal pads are not stock.
☐ Power brake pedal travel free play exceeded 2 1/4 inches from the top with the engine running. Pedal leak down occur when steady pressure is applied to the pedal.
☐ Brake drums grooved, cracked, shattered or too thin.
☐ Grease seals (axle) are leaking.
☐ Brake fluid level Is not full.

**Disc Brakes**
☐ Failed applicable checks for conventional brakes.
☐ Pad thickness is less than 1/3 of new pad thickness with even wear.
☐ Discs are grooved, cracked, spider webbed or too thin.
☐ Calipers do not actuate evenly and return and show evidence of leaking or sticking.

**Buffers**

**Springs and Spring Shackles**
☐ Broken or sagging and not secured.

**Inner Shaft Bushings (Upper & Lower)**
☐ Play.

**Shock Bushings**
☐ Play.

**Spring Bushings**
☐ Play.

**Stabilizer Link Bushings**
☐ Play.

**Strut Bar Bushings**
☐ Play.

**Differential Torque Mounting Bushings**
☐ Play.

**Shock Absorbers**
☐ After forcing vehicle to bounce by hand, the vehicle continues bouncing.

**Ignition System**
☐ No ignition timing adjustment Installed.

**Fuel System (Including Carburetion)**
☐ Leaking.
☐ Rubber or other nonmetal fuel lines is deteriorated and not pliable.
☐ Metal fuel lines are rusted or pitted.
☐ Gas tank does not have proper cap.

**Exhaust System**
☐ Not standard stock equipment. Cutout muffler.
☐ Exhaust fumes not directed all the way to the rear of the vehicle unless it is a manufacturer's original design.
☐ Excessive noise or smoke.
☐ Holes, cracks, leaks or excessive rust.
☐ Mounting is not secured.
☐ Does not have antipollution controls and devices installed as prescribed by the Government of Japan and no sticker affixed to the side window opposite the driver. Sticker is not renewed.
☐ With the engine idling, tested more than 4.5 percent carbon monoxide at the time of the safety inspection.
☐ With engine idling, NOX and hydrocarbons exceeded 1,200 parts per million.

**Lights**

**Front Lights**
☐ No operational white beam headlight adjustable to high and low intensity on the front sides.
☐ Headlights not a left-hand dip type and aimed higher than the level of the center of the headlights at their focal point of eight feet.
☐ Low beam intensity not visible from a distance of not less than 1,000 feet and does not reveal persons or vehicles at a distance of 150 feet ahead.
☐ High beam intensity does not reveal persons or vehicles at a distance of 450 feet ahead.
☐ Red light, reflector, or reflector tape is displayed on the front except as authorized by the government of Japan.
☐ Fog lamps

**Rear Lights**
☐ Not equipped with two red stoplights and two red/amber tail lights on the rear.
☐ Tail lights intensity not sufficient to be visible from a distance of not less than 1,000 feet at night time.
☐ Stoplights not visible for a distance of 3,300 feet to the rear in daytime.
☐ Not equipped with a white non-glaring light to illuminate the rear-mounted license plate or not legible at a distance of 66 feet during darkness.
☐ Color of lights or light assembly altered from stock.

**Horn**
☐ Not equipped or not In good working condition.

**License Plates**
☐ Front and rear license plate is not mounted properly to the stock location at fixed vertical plumb.
☐ Proper seal is not intact on rear plate.
☐ Covers, paint and or tint covering license plate or plates.

**Windshield Wipers**
☐ Does not have two functioning wipers unless the vehicle is stock equipped with only one.
☐ Arm tension is not adequate to hold blade firmly.
☐ Wiping action is not adequate to remove water from the windshield.
☐ Wiper blades are cracked, torn, frayed, or have pieces missing.
☐ Wiping speed is less than ten strokes in 15 seconds on a dry windshield.
☐ Spray system and fluid levels.

**Speedometer**
☐ Does not function properly.
☐ Not accurate.

**Rear View Mirrors**
☐ Interior mirror not installed or does not provide clear visibility for at least 200 feet on the rear.
☐ Faded and not secured.
☐ No exterior mirror installed on the driver's side.
☐ Does not have two exterior mirrors installed.
☐ Does not provide a clear visibility for at least 200 feet to the rear.

**Windshield and Windows**
☐ Windshield is not constructed of safety glass.
☐ Cracked longer than three inches in the driver compartment.
☐ Unclear and discolored.
☐ Plexiglas except on convertible tops and rear window.
☐ Stickers.
☐ Accessory items that hamper vision in any direction. Tint on windows with less than 70% of light admittance.

**Body and Structure**
☐ Interior floors not capable of supporting an average adult.
☐ Exterior components (bumpers, doors, fenders, etc) missing.
☐ Dents, holes, torn, protruding metal, or sharp protrusions or edges.
☐ Rust compromising the structural integrity of the vehicle.
☐ Doors, hoods, and trunks not equipped with proper handles.

**Directional Turn Indicators**
☐ Not equipped with properly functioning turn indicators.
☐ Lenses are cracked and broken.

**Seats and Seatbelts**
☐ Not properly installed or inoperative.
☐ Unsafe material condition.
☐ Child safety belts not installed.

**Flashlight**
☐ No flashlight or flare.

**Other**
☐ Visible leaks or modifications.

**Inspectors Name**

**Final Inspectors Name**

**Notes:**

Article 18

MINIMUM SAFETY STANDARDS FOR PRIVATELY OWNED MOTOR VEHICLES TWO WHEELS

Attachment 18-1 – Minimum Safety Standards for Privately Owned Motor Vehicles Three or More Wheels

1. Steering System

a. Handle Bars

(1) Must be as per the original manufacturer's design and not exceed 15 inches height above the depressed seat.

(2) Must not be bent or loose.

(3) Must not have bent or sharp protrusions that represent a possible safety hazard to driver or passenger.

b. Front Forks. May not be altered or modified from the original manufacturer's design (i.e., extended or chopped).

c. Steering Shaft

(1) Must rotate smoothly from lock to lock without grinding, popping, slapping or scraping.

(2) Must rotate to left and right lock without control cable stress.

(3) Steering head bearings may not be worn to the extent that they permit any horizontal or vertical slap.

2. Driving System

a. Tires

(1) All of the original tread pattern must be visible and tread may not be less than 1/16th inch deep.

(2) No cord may be showing.

(3) There may be no cracks on sidewall.

(4) There may be no bubbles.

(5) The tires must be worn evenly.

b. Wheels

(1) Rims may not be bent.

(2) All axle bolts must be in place and properly secured.

(3) When rotated by hand, wheels must rotate smoothly without metallic grinding or side play.

(4) When rotated by hand, tires may not rub or contact fenders, frame or any part of the vehicle.

3. Transmit System

a. Clutch

(1) Must function properly.

(2) Lever adjustment must be in accordance with manufacturer’s specifications (reference owners manual).

(3) Must operate smoothly without slippage or erratic grabbing and must be fully capable of engaging and disengaging the drive mechanism.

(4) Clutch control cable must be well lubricated and may not be worn or frayed.

(5) Connections must be positive as per original manufacturer’s design.

b. Transmission

(1) Must not leak.

(2) Must be capable of driving the vehicle through the full range of gears.

c. Drive Chain

(1) Must be clean and well-lubricated.

(2) May not be stretched or indicate excessive wear.

(3) May not be either too loose or too tight.

(4) Front and rear sprockets may not be worn or sloppy.

d. Drive Shaft

(1) Must rotate smoothly without grinding.

(2) Must be free of excessive play.

e. Differential. Must not leak oil.

4. Brakes

a. Conventional Brakes

(1) All two wheeled motor vehicles must be equipped with factory-installed brakes; one for the front and one for the rear. If the two systems are connected in any way, construction must be such that failure of one will not leave the vehicle without brake control of at least one wheel.

(2) Brake failure warning lights, if included in the original design, must be installed and operational.

(3) Must meet the following criteria during a stop test from 20 MPH conducted on a dry, level, and hard surface:

(a) No noise, pulling to the left, right, pulsating or dragging.

(b) Must come to a full stop within 25 feet.

(4) Rubber hydraulic lines must not be cracked or leaking.

(5) Metal hydraulic lines must not leak, be rusted, or pitted.

(6) Hand brake lever travel must be in accordance with manufacturer’s specifications.

(7) Foot brake lever travel must be in accordance with manufacturer’s specifications.

(8) Riveted brake linings must allow for 1/16th inch clearance above the rivet heads and must be worn evenly.

(9) Bonded brake linings must allow for 1/16th inch clearance above the brake shoe and must be worn evenly.

(10) Brake drums must not be grooved, cracked, shattered or too thin.

b. Disc Brakes

(1) Must pass all applicable checks for conventional brakes.

(2) Pad condition (thickness) must be at least 1/3 of new pad thickness with even wear.

(3) Discs may not be grooved, cracked, spider webbed or too thin.

(4) Calipers must actuate evenly and return and show no evidence of leaking.

(5) Brake fluid levels must be full.

(6) Brake fluid reservoirs must be clean and reservoir covers must fit securely without leaking.

(7) Alterations to manufacturer’s specifications are not authorized.

5. Buffers

a. Front Fork Shock Absorbers

(1) Must be capable of being depressed without bottoming and must return to normal position.

(2) Seals must be in good condition and show no evidence of leaking.

b. Rear Shock Absorbers

(1) Must be fastened securely to frame and swing arm.

(2) Must be capable of being depressed without bottoming and must return to normal position.

c. Swing Arm Bushing

(1) With weight of vehicle on main stand or side stand, the swing arm may have no horizontal side play.

(2) Must be free (no binding) as evidenced by vertical movement of the swing arm when weight of the operator is on the vehicle.

(3) Hard tails reduce the coning effect of two-wheeled motor vehicles and are therefore prohibited unless installed as part of the original manufacturer’s equipment.

6. Ignition System

a. Key operation. Must be key operated unless key operation is not included in original manufacturer’s design.

b. Kill switch. Factory installed kill switch must be operational, if applicable.

c. Wiring. System may not be loose, have frayed or Jerry rigged wiring.

d. Neutral Indicator Light. Factory installed neutral indicated light must be operational, if applicable.

7. Fuel System (including carburetion)

a. System Integrity

(1) There may be no leaks.

(2) Rubber or other nonmetal fuel lines must be pliable and not deteriorated.

(3) Metal fuel lines may not be rusted or pitted.

b. Gas Tank

(1) Must be properly mounted and fitted with a proper cap.

(2) Protrusions such as racks and add-ons may not be mounted on the gas tank.

8. Exhaust System

a. Standard Stock. Must be standard stock or Japanese Motorcycle Accessories Association approved. Muffler cutouts and similar devices are not acceptable.

b. Exhaust Fumes. Must direct exhaust fumes all the way to rear of the vehicle unless manufacturer’s original design is different.

c. Noise and Smoke. There may be no excessive noise or smoke.

d. Material Condition. There may be no holes, cracks, leaks or excessive rust.

e. Mounting. Must be securely mounted.

9. Lights/Lighting

a. Front Lights

(1) Must have one operational white beam headlight adjustable to high and low intensity on the front of the vehicle.

(2) Headlights must be left dip type and must be aimed so that the high intensity portions of the beam do not project higher than the level of the center of the headlights at their focal point of eight feet.

(3) Low beam intensity must be such that a white light is visible from a distance of not less than 1,000 feet from in front of the vehicle and to reveal persons or vehicles at a distance of 150 feet ahead.

(4) High beam intensity must be such as to reveal persons or vehicles at a distance of 450 feet ahead.

(5) Headlight dimmer switch must function properly.

(6) No red lights, red reflectors, or red tape may be displayed on the front of any vehicle except as authorized by GOJ.

b. Rear Lights

(1) Must be equipped with at least one red tail light and one red stop light on the rear of the vehicle.

(2) Tail lights must be of sufficient intensity to be visible from a distance of not less than 1,000 feet.

(3) Stop lights must be activated by application of the hand and/or foot brake in accordance with the manufacturer's original design. Intensity of brake lights must be such that the lights are visible from 1,000 feet to the rear of the vehicle.

(4) Must be equipped with a white non-glaring light to illuminate the rear-mounted license plate and make it legible at a distance of at least 66 feet during darkness.

(5) Lens covers must be the required color (white, red, amber), and may not be cracked or broken.

c. Directional Turn Indicators

(1) Must be equipped with at least one set of properly functioning turn indicator lights on each side of the vehicle.

(2) Front turn indicators must be amber.

(3) Rear turn indicators may be either amber or red.

(4) Turn indicator lens covers may not be cracked or broken.

d. Instrument Lights. All factory installed instrument lights must be operational.

10. Horn. Must be equipped with at least one stock horn in good working condition capable of emitting a sound audible under normal highway conditions for a distance of not less than 200 feet.

11. License Plate

a. Must be securely mounted to the rear of the vehicle at a fixed vertical plumb.

b. Must have the GOJ inspection sticker affixed to the license plate.

12. Speedometer/Tachometer

a. Speedometer. Must be operational and must accurately indicate the speed of the vehicle.

b. Tachometer. If installed by the manufacturer must be operational and must accurately indicate engine speed.

13. Rear View Mirrors

a. Quantity. All two-wheeled motor vehicles must have two rear view mirrors.

b. Installation. Mirrors must be installed securely and in such a manner that the operator is provided with clear visibility, on each side of the vehicle, for a distance of at least 200 feet to the rear.

c. Material Condition. Mirrors must not be cracked or discolored.

14. Body and Structure

a. Components and Accessories

(1) All components that were installed as part of the original manufacturer’s design must be in place.

(2) Accessories such as saddle bags, fairings, luggage racks, etc., that do not compromise the structure, cause a hazard to the operator/passenger or interfere with required functions (steering, lighting, shifting, braking and overall control of the vehicle) may be installed.

(3) All components and accessories must be securely mounted to the vehicle.

b. Material Condition

(1) There may be no holes, dents, torn or protruding metal or sharp edges or protrusions, regardless of shape or size, that are safety hazards.

(2) Rust will be allowed if it does not compromise the structural integrity of the vehicle.

15. Passenger Carrying Accessories. Motorcycles of 50 cc or greater engine displacement and designed by the original manufacturer for the carrying of passengers must meet all of the following requirements.

a. Seat. Must have a two place single seat or two individual seats.

b. Foot Pegs. Must have right and left foot pegs installed securely for the passenger.

c. Back Rest/Sissy Bar. If a back rest or sissy bar is installed, it must be sound and secure enough not to jeopardize the passenger and may have no sharp edges.

Attachment 18-1

MINIMUM SAFETY STANDARDS FOR PRIVATELY OWNED MOTOR VEHICLES THREE OR MORE WHEELS

1. Steering System

a. Steering Wheel

(1) Maximum play measured on the outside of the steering hub - one inch.

(2) No vertical or horizontal play.

b. Balljoints

(1) Boots must hold grease.

(2) Maximum 1/4 inch play measured at edge of tire.

(3) Boots may not leak or be cracked.

(4) Make noise when turning.

c. Tie Rod and Drag Link

(1) Maximum 1/4 inch play overall.

(2) Boots leaking or cracked

d. Idler Arm. Maximum 1/4 inch play.

e. Steering Box

(1) Less than one inch play.

(2) From lock to lock, must have no grinding or popping noise and must operate smoothly.

(3) Brackets must be secured.

(4) Rack and pinion must not be loose, have play, or any noticeable leaking in the steering system.

2. Driving System

a. Tires

(1) All of the original tread pattern must be visible and tread may not be less than 1/16th inch deep.

(2) There may be no cord showing.

(3) There may be no cracks, or cuts on sidewalls.

(4) There may be no bubbles.

(5) Must be worn evenly.

(6) Racing slicks and extra wide tires which protrude beyond the fender well are not authorized.

(7) Vehicle must be equipped with a spare.

(8) Tire standards apply to all tires on the vehicle, including the spare.

b. Wheels

(1) Rims may not be bent.

(2) All lug bolts must be in place and lugs tight.

(3) Front wheel bearings must have dust covers installed.

(4) Wheels may not be noisy or have any side play when rotated by hand.

3. Transmission System

a. Clutch

(1) Must function properly.

(2) Fluid level (if applicable) must be adequate and not leaking.

b. Transmission

(1) Must be securely mounted.

(2) Fluid level must be adequate.

(3) Must not leak.

(4) Produce any type audible noise.

c. Universal Joint and Driveshaft. Must function properly.

d. Yoke and Center Bearing. Must be free of excessive wear.

e. Differential. Must not leak oil.

4. Brakes

a. Conventional Brakes

(1) Vehicles must be equipped with two separate means of applying the brakes, one of which can be mechanically set. If the two systems are connected in any way, construction must be such that failure of one will not leave the vehicle without brake control of at least two wheels.

(2) Application of brakes must not interfere with the control of the vehicle or lock one wheel to the exclusion of the other.

(3) Mechanical (hand) brake must hold with less than three inches of vehicle travel with the engine running in low gear and reasonable pressure on the accelerator.

(4) Vehicles must meet the following criteria during a stop test from 20 MPH conducted on a dry, level, hard-surfaced road:

(a) No noise, pulling to the left or right, pulsating, or dragging.

(b) Must come to a smooth stop within the following indicated braking distance for the type of vehicle tested:

1. Passenger vehicles - 25 feet.

2. Single-unit vehicles weighing less than 10,000 pounds - 30 - 40 feet.

3. Single-unit, two-axle vehicles weighing 10,000 pounds or more - 40 feet.

(5) At least two wheels will be removed and the following checks conducted. If any defects are noted, all four wheels must be removed for further checks.

(a) Riveted linings must allow 1/16th inch clearance above the rivets and must be worn evenly.

(b) Bonded linings must allow 1/16th inch clearance above the shoe metal and must not be worn unevenly.

(c) There may be no hydraulic oil between the wheel cylinder piston and dust cover (rubber boot) and no leaks.

(d) There may be no hydraulic oil between the master cylinder piston and dust cover (rubber boot) and no leaks.

(e) Rubber hydraulic lines may not be cracked or leaking.

(f) Metal hydraulic lines may not be pitted or rusted.

(g) Hydraulic pressure connector blocks may not be leaking and must be securely mounted.

(h) Standard brake pedal travel free play may not exceed 1 1/2 inches from the top. Pedal pads must be stock and have nothing attached to them.

(i) Power brake pedal travel free play may not exceed 2 1/4 inches from the top with the engine running. Pedal leak down may not occur when steady pressure is applied to the pedal.

(j) Brake drums may not be grooved, cracked, shattered or too thin.

(k) Grease seals (axle) may not leak.

(l) Brake fluid level must be full.

b. Disc brakes

(1) Must pass all applicable checks for conventional brakes.

(2) Pad condition (thickness) must be at least 1/3 of new pad thickness with even wear.

(3) Discs may not be grooved, cracked, spider webbed or too thin.

(4) Calipers must actuate evenly and return and show no evidence of leaking or sticking.

5. Buffers

a. Springs and Spring Shackles. May not be broken or sagging and must be securely mounted.

b. Inner Shaft Bushings (upper and lower). No play.

c. Shock Bushings. No play.

d. Spring Bushings. No play.

e. Stabilizer Link Bushings. No play

f. Strut Bar Bushings. No play.

g. Differential Torque Mounting Bushings. No play.

h. Shock Absorbers. After forcing vehicle to bounce (by hand), the vehicle must come to rest (stop bouncing) within 1 1/2 bounces.

6. Ignition System. All vehicles must have an ignition timing adjustment, whether or not a catalytic converter is installed.

7. Fuel System (including carburetion)

a. Leaks. There may be no leaks.

b. Fuel Lines

(1) Rubber (or other nonmetal) fuel lines must be pliable and not deteriorated.

(2) Metal fuel lines may not be rusted or pitted.

c. Cap. Gas tank must be fitted with a proper cap.

8. Exhaust System

a. Standard Stock. Must be standard stock. Muffler cutouts and similar devices are not acceptable. (Systems that are cut from one size to fit another are not authorized, nor are systems which do not fit as designed for underside of vehicle).

b. Exhaust Fumes. Must direct exhaust fumes all the way to the rear of the vehicle unless manufacturer's original design is different.

c. Noise and Smoke. There may be no excessive noise or smoke.

d. Material Condition. There may be no holes, cracks, leaks or excessive rust.

e. Mounting. Must be securely mounted.

f. Antipollution Requirements. Must have antipollution controls and devices installed as prescribed by GOJ and a proper sticker affixed to the side window opposite the driver indicating that the proper controls and devices are installed. The sticker must be renewed before each re-inspection visit to the Land Transportation Office. (The Safety Inspection stamp issued by NEX garage meets this requirement).

9. Lights

a. Front Lights

(l) Must have at least one operational white beam headlight adjustable to high and low intensity on each side of the front of the vehicle.

(2) Headlights must be left-hand dip type and will be aimed so that the high intensity portions of the beams do not project higher than the level of the center of the headlights at their focal point of eight feet.

(3) Low beam intensity must be such that a white light is visible from a distance of not less than l,000 feet from in front of the vehicle and to reveal persons or vehicles at a distance of 150 feet ahead.

(4) High beam intensity must be such as to reveal persons or vehicles at a distance of 450 feet ahead.

(5) Headlight dimmer switch must function properly.

(6) No red light, reflector or reflector tape will be displayed on the front of any vehicle except as authorized by the Government of Japan.

(7) Fog lamps shall be in working order if installed.

b. Rear Lights

(1) Must be equipped with two red stoplights and two red/amber tail lights on the rear of the vehicle.

(2) Tail lights must be of sufficient intensity to be visible from a distance of not less than l,000 feet (at night time).

(3) Stoplights must be activated by application of the brakes and will be of sufficient intensity to be visible for a distance of 3,300 feet to the rear of the vehicle in daytime.

(4) Must be equipped with a white non-glaring light to illuminate the rear-mounted license plate and make it legible at a distance of at least 66 feet during darkness.

(5) Color of lights or light assembly shall not be altered from the original manufactures design.

10. Horn. All vehicles must be equipped with at least one stock horn in good working condition capable of emitting a sound audible under normal highway conditions for a distance of not less than 200 feet.

11. License Plates

a. Mounting. Both a front and rear license plate are required. Each plate must be securely mounted to the front and rear bumpers at a fixed vertical plumb with no covers of any type.

b. Seal. Proper seal must be intact on rear plate.

12. Windshield Wipers

a. Quantity. Must have two properly functioning wipers unless the vehicle is stock equipped with only one.

b. Arm Tension. Must be adequate to hold blade firmly against the windshield.

c. Wiping Action. Must be adequate to remove water from the windshield.

d. Wiper Blades. May not be cracked, torn, frayed, or have pieces missing.

e. Wiping speed. Must have a wiping speed of at least ten strokes in 15 seconds on a dry windshield.

f. Wiper Fluids. The spray system must be in working order spraying in the direction of the windshield and fluid levels must be maintained.

13. Speedometer.

a. Operability. Must function properly.

b. Accuracy. Must accurately indicate vehicle speed.

14. Rear View Mirrors

a. Interior

(1) Must have at least one interior mirror installed which provides the driver with clear visibility for at least 200 feet to the rear of the vehicle.

(2) The mirror must be securely mounted and may not be faded.

b. Exterior

(1) All U.S. manufactured vehicles and vehicles made for left hand steering must be equipped with at least one exterior mirror and it must be installed on the driver's side.

(2) All Japanese manufactured vehicles (except for export models equipped for left hand steering) must have two exterior mirrors, one on each side.

(3) All exterior mirrors must provide the driver with clear visibility for at least 200 feet to the rear of the vehicle.

15. Windshield and Windows

a. Construction. Windshield must be constructed of safety glass.

b. Cracks. There may be no cracks longer than three inches in the driver compartment.

c. Clearness. All glass must be clear and may not be discolored.

d. Plexiglas. Plexiglas will not be accepted except that on convertible tops, the rear window may be Plexiglas but must be free from discoloration and cracks.

e. Stickers. There may be no stickers except as prescribed by GOJ.

f. Accessory items. There may be no accessory items (window shades, curtains, decorations, stickers, etc.) that hamper vision in any direction. Any deemed unsafe by the inspector must be removed. (Tinted windows are authorized so long as 70% of original light admittance is maintained).

16. Body and Structure

a. Interior. Interior floors must be capable of supporting an average adult.

b. Exterior

(1) All components (bumpers, doors, hood, trunk lids, fenders, etc.) must be installed if they were part of the original manufacturer's design.

(2) There may be no dents, holes, torn, or protruding metal, or sharp protrusions or edges, regardless or shape or size, that are safety hazards.

(3) Rust will be allowed if it does not compromise the structural integrity of the vehicle.

(4) Doors, hoods and trunks must be equipped with proper handles or latches and must operate properly.

17. Directional Turn Indicators. Must be equipped with at least one set of properly functioning turn indicators on each side of the vehicle, either blinker light or arm-type, visible at a distance of at least 100 feet from the front and rear of the vehicle during daylight. (Lenses cannot be cracked or broken).

18. Seats and Seatbelts

a. Installation Requirements. All vehicles manufactured in 1964 and thereafter, regardless of place of manufacture, must have two front seatbelts and/or shoulder harness installed if provided by manufacturer as original standard equipment. At no time shall individuals ride in seating positions where safety belts have not been installed, have been removed, or rendered inoperative.

b. Material Condition. Condition of the seat belts and/or shoulder harnesses and their mountings must be such as to assure restraint of a normal size adult on impact.

19. Flashlight. A flashlight with self contained batteries with red wand, capable of emitting a light visible for 600 feet at night must be part of the vehicle's equipment. (Note: Flare will be accepted if it is of the self-striking type.)

20. Other. Anything found the can cause an unsafe condition of the vehicle in accordance with Japanese Land Transportation Offices and facilities.

# Article 19

## TOLL COUPON CONTROL MEASURES

Attachment 19-1 – USFJ 19EJ Toll Coupon Issue Control Log
Attachment 19-2 – Designation of Toll Coupon Approving Officials (AOs) and Custodians Memorandum
Attachment 19-3 – Resource Management Department (RMD) Toll Coupon Transfer Record
Attachment 19-4 – Toll Coupon Transfer Record
Attachment 19-5 – Custodian Changeover Record
Exhibit 1 to Attachment 19 – Sample USFJ 19EJ

1. The SOFA provides for toll free passage of highways, bridges and tunnels for USFJ military vehicles on official business. Unauthorized use of toll coupons could potentially cause GOJ to reconsider this toll free provision granted under the SOFA. To prevent the fraudulent use of these toll coupons, appropriate safeguards must be implemented.

2. All FLEACT, Yokosuka Departments/Special Assistants, base units, and tenant commands are authorized use of toll coupons only when operating a military vehicle on official business. Toll coupons must never be utilized when operating privately owned vehicles, including when on official business. All commands must implement controls to ensure proper use of toll coupons and to maintain inventory control measures that safeguard toll coupons against misappropriation.

3. Definitions

a. Approving Official (AO). Official designated in writing and authorized to sign Block 6 of a toll coupon (See Exhibit 1 to Attachment 19).

b. Custodian. Person assigned responsibility to safeguard and account for toll coupons.

c. Driver. Personnel operating military vehicles and using toll coupons. Drivers are personnel ultimately responsible for properly filling out toll coupons blocks 1 through 5, and for using toll coupons only for official business.

d. Military Vehicle. All vehicles (including armored vehicles) owned, leased or contracted by the U.S. Government or authorized representatives of the U.S. Government and under the control of USFJ.

e. Official Business. Authorized and legal performance of U.S. Government functions.

f. Toll Coupon. A toll coupon is the USFJ Form 19EJ. This toll coupon is recognized by GOJ allowing toll free passage of highways, bridges and tunnels for USFJ military vehicles on official business.

4. Filling out Toll Coupons

a. Type of Vehicle: Van, Sedan and Pick-up Truck, etc.

b. Drivers Name: Self-Explanatory.

c. Vehicle Number: e.g. 94-55201.

d. Date: Self-Explanatory.

e. Location: Yokosuka Base/Command Name (**Not the destination of a trip**).

f. Signature of Certifier: AO signature. Signature stamps are authorized; however, signature stamps must be safeguarded to prevent unauthorized use.

g. Title: Title of AO (e.g. Security Dispatcher).

5. Tenant Commands Procedures. Tenant commands will comply with the policies and procedures of this instruction with the exception of paragraphs 6 through 8 that are specific to FLEACT, Yokosuka. Tenant commands shall maintain positive control over the use of coupons at all times and account for all toll coupons issued. As a minimum they will:

a. Establish a central acquisition and issue point. Allow only the central acquisition point to requisition toll coupons directly from FISC, Yokosuka.

b. Designate in writing AOs and custodians.

c. Implement controls measures to ensure toll coupons are safeguarded and accounted for.

d. Ensure toll coupons are used only when operating military vehicles on official business.

e. Use issue control logs such as Attachment 19-1, and other records necessary to maintain toll coupon accountability.

6. FLEACT, Yokosuka Procedures. Resource Management Department (RMD) will provide centralized acquisition and issuance of toll coupons for FLEACT, Yokosuka users. All FLEACT, Yokosuka Departments/Special Assistants must designate in writing using Attachment 19-2 AOs and custodians of toll coupons. Large departments may assign sub custodians and additional Alternate AOs. Roles of AOs, custodians, and drivers are:

a. RMD Custodian. RMD custodian will issue toll coupons to designated Primary AOs and provide them with a copy of a RMD Toll Coupon Transfer Record identifying the block of toll coupons issued (See Attachment 19-3). Prior to issuing the toll coupons, the RMD custodian will ensure that the department or special assistant personnel are properly maintaining the USFJ 19EJ Toll Coupon Issue Control Logs. Based on prior year usage data, the RMD custodian will limit issues to roughly a four month supply.

b. Primary AOs. Primary AOs will oversee within their Department/Special Assistant offices compliance with this instruction. They are solely authorized to obtain toll coupons from the RMD custodian. When replenishing toll coupon inventories, they will provide representative copies of USFJ 19EJ Toll Coupon Issue Control Logs demonstrating that logs are being properly prepared. They will sign for the toll coupons received and provide toll coupons and RMD Toll Coupon Transfer Records to their primary custodians.

c. AOs. AOs will authorize use of toll coupons by properly signing block 6 (See Exhibit 1 to Attachment 19).

d. Custodians and Sub Custodians. Custodians receive toll coupons from their Primary AOs, and sub custodians receive toll coupons from their custodians. Custodians (and sub custodians) are responsible for issuing toll coupons to drivers, ensuring

that toll coupons are signed by their AOs, and maintaining USFJ 19EJ Toll Coupon Issue Control Logs. At any given time, custodians should be able to account for toll coupons issued and on hand. Custodians should advise drivers that toll coupons are for use only when operating military vehicles on official business. Custodians must also safeguard toll coupons in the following manner:

(1) Maintain all coupons in a safe if having an inventory of 1000 or more toll coupons, or use a locked drawer or cabinet for inventories of less than 1000 toll coupons.

(2) Maintain a file of RMD Toll Coupon Transfer Memos documenting toll coupons obtained from the RWD toll coupon custodian.

(3) Maintain an issue control logbook using Attachment 19-1. Prepare and maintain a file of Toll Coupon Transfer Memos using Attachment 19-4 when doing bulk issues to sub custodians.

(4) Ensure that toll coupons are secured at the end of each day.

(5) Account for toll coupons received, issued and in inventory.

(6) Complete Attachment 19-5 when transferring toll coupons between custodians, and maintain a file of these transfers.

e. Drivers. Custodians will issue to drivers toll coupons sufficient only to support daily usage or enough to complete a trip. Drivers will properly fill out toll coupons blocks 1 through 5. They will return to custodians at the end of each day or trip all unused toll coupons. Drivers will void unused coupons and custodians will so annotate and initial the logbook confirming the voiding action. Drivers may not maintain an inventory of toll coupons in vehicles unless needed to meet quick response demands (e.g. emergency vehicles, Commander’s vehicle). Drivers of such vehicles are required to keep toll coupons in a secure place and out of sight.

f. Separation of duties. AOs cannot be toll coupon custodians, and the Primary AO and custodians cannot be drivers of military vehicles. Other than the Primary AO, AOs may be drivers of military vehicles, but cannot sign specific toll coupons when being the drivers of the military vehicles.

7. Action (FLEACT, Yokosuka)

a. FLEACT, Yokosuka RMD. Establish policies and procedures to safeguard, account for, and properly use toll coupons. Provide centralized acquisition and issuance of toll coupons for FLEACT, Yokosuka.

b. FLEACT, Yokosuka Departments/Special Assistants with toll coupon inventories. Safeguard, account for, and use toll coupons in accordance with this instruction.

c. FLEACT, Yokosuka Command Evaluation Office. Review FLEACT, Yokosuka compliance with this instruction at least annually. Following a compliance review, provide the RMD custodian with a summary of toll coupon usage by departments and special assistants.

8. Control Logs and Records

a. USFJ 19EJ Toll Coupon Issue Control Log. The purpose for maintaining an issue control log is to maintain an accurate accounting of toll coupon usage. Required information are serial number, date, driver name, driver’s initial (acknowledging receipt of the toll coupons) and destination (or short entry of the official business). Other information such as vehicle number and signatures are optional.

b. RMD Toll Coupon Transfer Record. This record will document toll coupons issued from RMD to departments or special assistant offices.

c. Toll Coupon Transfer Record. This record is used to document toll coupons issued by a custodian to a sub custodian within a department or special assistant office. The sub custodian is responsible for accounting for and safeguarding of toll coupons as is a custodian.

d. Custodian Changeover Record. This record is used to relieve custodians from their custodial responsibilities over toll coupons not issued, and to transfer custodial responsibilities to the relieving custodian. This record should be used by sub custodians as well, if appropriate.

Attachment 19-1

## USFJ 19EJ TOLL COUPON ISSUE CONTROL LOG

| Serial | Date | Driver | Destination/Business | Driver Initials |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

Attachment 19–2

DESIGNATION OF TOLL COUPON APPROVING OFFICIALS (AOs) AND CUSTODIANS MEMORANDUM

Date: _____

From: _____
Department/Special Assistant

To: Resource Management Department (RMD)

Ref: (a) COMFLEACTINST 5800.2 series Article 19

1. In accordance with reference (a), the following individuals are designated as the Primary AO, Primary Custodian, and Alternate AO for the Primary Custodian for this Department/Special Assistant Office. The Primary AO is the only person authorized to pick-up toll coupons from RMD.

| Name | Title/Rank | Signature |
|---|---|---|
| _____ | _____ | _____ |
| Primary AO | | |
| _____ | _____ | _____ |
| Primary Custodian | | |
| _____ | _____ | _____ |
| Alternate AO | | |

2. The following individuals are designated as alternate approving officials and sub custodians:

| Name | Title/Rank | Signature |
|---|---|---|
| _____ | _____ | _____ |
| Alternate AO | | |
| _____ | _____ | _____ |
| Alternate AO | | |
| _____ | _____ | _____ |
| Alternate AO | | |

Attachment 19–2

DESIGNATION OF TOLL COUPON AOs AND CUSTODIANS
(Continued)

| Name | Title/Rank | Signature |
|---|---|---|
| _____ | _____ | _____ |
| Sub Custodian | | |
| _____ | _____ | _____ |
| Sub Custodian | | |
| _____ | _____ | _____ |
| Sub Custodian | | |

3. AOs cannot be toll coupon custodians, and the Primary AO and all custodians cannot be drivers of military vehicles. Other than the Primary AO, AOs may be drivers of military vehicles, but cannot sign specific toll coupons when being the drivers of the military vehicles.

_____ _____
Department Head/Special Assistant
Name Signature

Attachment 19–3

RESOURCE MANAGEMENT DEPARTMENT (RMD) TOLL COUPON TRANSFER RECORD

Date: _____

From: RMD Central Custodian

To: _____ _____
Department/SA AO Name

From serial number _____

To serial number _____

# of Toll Coupons Issued _____

Acknowledgement signatures:
RMD Custodian _____

Primary AO _____

Department/Special
Primary Custodian _____

Attachment 19–4

Toll Coupon Transfer Record

Date: _____

From Custodian _____
Name

To (Sub) Custodian _____
Name

From Serial # _____

To Serial # _____

Number of toll coupons _____

Acknowledgement signatures:

From Custodian _____

To (Sub) Custodian _____

Attachment 19–5

CUSTODIAN CHANGEOVER RECORD

Date: _____

Department/Special Assistant Office: _____

Relieved Custodian _____
Name

Relieving Custodian _____
Name

Serial # of last toll coupon issued _____

Serial # of last toll coupon on hand _____

Number of toll coupons on hand _____

Acknowledgement signatures:

Relieved Custodian _____

Relieving Custodian _____

EXHIBIT 1

SAMPLE USFJ 19EJ

**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 -

| | |
|---|---|
| 1. TYPE OF VEHICLE 車種: NISSAN VAN | 2. DRIVER'S NAME 運転者氏名: MR UNTENSHU |
| 3. VEHICLE NUMBER 車両番号: 94-98312 | 4. DATE 発行日: 25 MAY 2010 |
| | 5. LOCATION 施設・区域所在地: Yokosuka Base/CFAY |

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文にいう合衆国の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 官職 | 通行日 | | |
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USFJ FORM FEB 94 19EJ 7540-LF-000-0600

## Article 20

## PAINTING/MARKING AND SIGNAGE

1. Vehicles. GOJ authorities are aware of and have accepted as valid the painting and marking systems used on U.S. military vehicles. Any significant changes in these markings must be brought to the attention of the GOJ through USFJ via the U.S. Japan Joint Committee. Only NAVFAC Far East is authorized to paint and/or place any mark or marking on any GOV.

a. Exemption from vehicle marking requirements can be obtained when distinctive vehicle markings are considered an endangerment to the security of U.S. Forces' personnel or visiting VIPs. Service component commanders may request exemptions from usual marking requirements for United States military vehicles through USFJ/J5.

b. This requirement does not prohibit service component commanders and their subordinate commanders from implementing emergency exemptions when timely force protection actions are needed. USFJ/J5 may grant a vehicle marking exemption based upon the following information to be submitted by COMFLEACT, Yokosuka through COMNAVFORJAPAN: explanation of security threat; component vehicle registration number(s); and type, manufacturer, model, and year of vehicle. Vehicles exempted from vehicle marking listed in this instruction will be required to display distinctive numbered plates as prescribed by USFJ.

2. Privately owned motor vehicles may not be marked in any way to resemble official government vehicles, i.e., U.S., GOJ or otherwise. Offensive slogans and/or drawings are not authorized on POVs owned or operated by SOFA sponsored personnel. Commercial slogans/drawings, with the exception of approved identification stickers or decals, will not be placed on privately owned motor vehicles without the consent of COMFLEACT, Yokosuka.

3. Installation. All signage, markings and painting associated with traffic and safety related purposes shall not be installed without first being endorsed by the traffic safety office via a work request or other official notification. This includes parking area designations or reservations, regulatory or informational signs, markings or paint schemes on or near installation roadways.

a. All traffic sign poles shall be used solely for the purpose of displaying regulatory signage and shall not be shared with any additional signs that do not fall into this category.

b. Any corrections or replacement items must be kept in the original design unless a new design is requested via an official work request.

Article 21

LICENSING PERSONS TO DRIVE

1. Scope

a. All issuances of POV (USFJ Form 4EJ) and GOV (Form OF-346) operator permits at FLEACT, Yokosuka shall be accomplished in accordance with the requirements of this Article.

b. Driving a vehicle in Japan for SOFA personnel is a privilege granted by the installation commander. If personnel accept this privilege, they must comply with the laws governing motor vehicle operations, registration on the installation and licensing requirements. Failure to do so may result in the revocation of this privilege.

c. This article applies to all COMFLEACT, Yokosuka activities, SOFA personnel operating GOVs and POVs in Japan, and all other personnel operating a motor vehicle on board FLEACT, Yokosuka activities, including:

(1) USFJ personnel (including active duty, reserve, cadets, midshipmen and civilian) and their dependents in Japan.

(2) U.S. Official Contractors and their employees under Article XIV, Status of Forces Agreement (SOFA).

(3) MLC, IHA, Japanese Maritime Self-Defense Force (JMSDF), retirees and United Nations Command employees.

(4) Rear Liaison United Nations Command Officers (UNC(R)LNO) visiting FLEACT, Yokosuka facilities.

(5) To both appropriated and non-appropriated fund activities and employees of U.S. forces and such other activities located in Japan at the invitation of USFJ.

d. This Article does not apply to licensing of Material Handling Equipment (sit-down forklifts, reach and tier, etc.) or Weight Handling Equipment (cranes).

2. Privately Owned Vehicle Eligibility Requirements

a. U.S. Government military and civilian employees (including dependents) permanently attached to FLEACT, Yokosuka, its shore tenant activities, and forward deployed operational

commands may be licensed in accordance with this instruction, provided they (or their sponsor) are registering a motor vehicle on-base. Individuals not registering a motor vehicle on-base, but desiring a POV driver’s permit, must present written authorization from their CO (or supervisor with by direction authority) before a POV driver’s permit may be issued.

b. Personnel visiting FLEACT, Yokosuka, in an unofficial capacity (not under official orders), may not be licensed with a USFJ 4EJPOV driving permit.

c. Vehicles up to 8,000 pounds gross vehicle weight (GVW) and 11 passengers (includes vans/carryalls). Military and civilian employees (including their dependents) may operate this category of POV (except motorcycles) on and off-base provided they are licensed with a USFJ Operator’s Permit for a Civilian Vehicle (USFJ Form 4EJ) or a valid Japanese Driver’s License.

d. Automatic and Standard Transmission Vehicles. Road Traffic Law of Japan (Article 91) requires that driver’s operating standard transmission vehicles be specifically licensed to operate such vehicles. Applicants desiring a driver’s permit for a standard transmission vehicle must successfully pass a road test administered by FLEACT, Yokosuka Driver Licensing Office using a standard transmission vehicle. Applicants are responsible for making their own arrangements to provide standard transmission vehicles in which to be tested.

3. Issuance of Initial Operator’s Licenses and Permits

a. Applicants not possessing a valid (current) operator’s permit issued by any state or territory of the United States or by the District of Columbia; an international driver’s permit (in accordance with reference (a)), a valid GOJ operator’s permit; or written proof that he or she has successfully completed a certified formal driving course as defined in reference (a) may not be licensed with a USFJ Form 4EJ. Military personnel not possessing a valid license as described above may be licensed with an OF-346 (military license) for on and off-base driving following the process identified in paragraph 11 of this article.

b. Third country SOFA sponsored personnel who possess a current, valid operator's permit from one of the countries listed below may be issued a USFJ Form 4EJ:

Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, Netherlands, New Zealand, Norway, Portugal, South Korea, Spain, Sweden, Switzerland and the United Kingdom.

4. Local Area Traffic Safety Briefing In accordance with COMFLEACTINST 1740.3 series and to ensure personnel arriving from outside the local area receive a local traffic safety orientation briefing as required by reference (h), all driver's license applicants shall attend the Area Orientation Brief and Inter-Cultural Relations (AOB/ICR) training prior to attending the local area Traffic Safety training. Personnel who have not obtained a driver's permit after six months of attending the local area Traffic Safety training shall be required to retake the Traffic Safety training before being tested for a driver's permit. School-aged dependents who have a valid stateside license shall attend only the Local Traffic Safety portion of AOB/ICR training if they arrive during the active academic school year. During in-active academic periods, students shall complete the entire five-days of the AOB/ICR training. Personnel who transfer within Japan shall automatically have their driver's permit transferred to FLEACT, Yokosuka as long as the permit has not expired.

5. Driver's License Examinations

a. Written Test. Personnel must successfully pass a written driver's license examination with a minimum score of 80% prior to the issuance of any driving permit. The written examination for FLEACT, Yokosuka shall contain questions covering Japanese traffic regulations, left-side driving rules, and selected material contained in references (a), (d), (h), COMFLEACTINST 1740.3A and Road Traffic Law of Japan (Article 91). Applicants may test only one time on any one day. Any applicant failing the written examination the first time must wait three working days before they can retake written examination. Upon two consecutive failures, applicants shall be required to attend the local area Traffic Safety Training again before retaking the written examination.

b. Driving Proficiency Road Test. In addition to the written test, a driving proficiency road test, administered by FLEACT, Yokosuka Licensing Office shall also be successfully passed with a minimum score of 80% by an applicant before issuance of any driving permit. Applicants must show proof of Defense Biometric Identification System (DBIDS) enrollment to

the licensing personnel prior to conducting the driving proficiency test. If the applicant is not registered in DBIDS, they will not be issued a license. Applicants may test only one time on any one day. Any applicant failing the driving examination two consecutive times shall be issued an on-base only license valid for 30 days to allow practice driving with a licensed driver. After the 30-day practice period, the applicant shall be allowed to retake the driving test.

6. Age Restrictions

a. Military personnel 17 years of age and over requiring issuance of an initial driver's permit and not possessing a valid (current) operator's permit issued by any state or territory of the United States or by the District of Columbia, an international driver's permit, a valid GOJ operator's permit, or written proof that he or she has successfully completed a certified formal driving course as defined in reference (a), may apply for an "On-Base Only" OF 346 GOV driver's permit per their CO's recommendation. Military personnel, who are 18 years old and possess a license as described in reference (a) will be restricted to on-base driving for a minimum of 30 days before they may be licensed to operate a GOV off-base.

b. In accordance with reference (k), personnel must be at least 21 years old to be eligible for issuance of an OF-346 permit to operate an ambulance.

c. Dependents 21 to 23 years of age may obtain a POV license provided they are a registered full-time student and meet the other requirements of this instruction. Students must have a valid SOFA stamp in their passport and proof that they are a full-time student in an accredited college. Students who attend college outside of Japan must ensure their POV license does not expire and should have it renewed to reflect the sponsor's most up to date Projected Rotation Date.

7. Licensing of Physically Challenged Persons

a. The GOJ requires that persons with physical disabilities take an aptitude consultation test before issuance of any POV driver's permit. The aptitude consultation test determines an applicant's eligibility status to receive a driver's license and details any modifications that must be made to an applicant's POV. The consultation is provided at no charge to the applicant, and FLEACT, Yokosuka Driver Licensing Office will

assist in making appointments. Upon completion of the test, the applicant will be issued a certificate that reflects their eligibility status and details modifications that must be made to the applicant's vehicle. FLEACT, Yokosuka Driver Licensing Office will issue an operator's permit to eligible persons upon presentation of the certificate and verifying that modifications, if required, to the applicant's vehicle have been accomplished. Conditions of limitations (if any) shall be annotated on the operator's permit. When a road test is required, applicants shall use their modified vehicle to take the road test.

8. Arranging for License Examinations. Due to high demand for licenses, applicants should request appointments to take a driver's examination at least three days in advance of the test. Appointments may be made by visiting FLEACT, Yokosuka Driver Licensing Office or by calling 243-5647. Study material to assist in taking the written examination is available at FLEACT, Yokosuka Driver Licensing office and may be checked out three days prior to the applicant's appointment date. Study material is also available on-line at: https://www.cnic.navy.mil/Yokosuka/safety.htm. FLEACT, Yokosuka Licensing Driver Office furnishes an automatic transmission vehicle for the road test. An "automatic transmission only" operator's permit will be issued when taking the test in the furnished vehicle.

9. Lost/Stolen Permits. FLEACT, Yokosuka Driver Licensing Office may duplicate lost or stolen permits that were issued by their office upon presentation of a special request approved by their current command and a lost drivers license statement from FLEACT, Yokosuka Security and the applicant's Command Master Chief (dependents require the approval of the FLEACT, Yokosuka Security Officer only). Forms for the approval process are available at the Driver Licensing Office. Permits issued by a base other than FLEACT, Yokosuka may not be duplicated by FLEACT, Yokosuka Driver Licensing Office without written certification (licensing office and security section) of the issuing command and approval of the Traffic Court Clerk.

10. Expiration and Renewal. At no time may any person operate a motor vehicle with an expired license.

a. POV licenses will be issued for a period not to exceed four years duration, and GOV licenses for a period not to exceed three years. The licensing staff, based on each individual's

need and eligibility for a license, will determine expiration dates assigned to licenses (generally, licenses will be issued to cover a person's tour of duty).

b. Licenses for dependents under 21 years old will expire on their 21st birthday. Dependents enrolled as full-time students may be licensed until they are 23 years old provided they have a current SOFA stamp in their passport. Students must present proof that they are enrolled as full time students in an accredited college when applying for a license.

c. It is the licensee's responsibility to initiate renewal action on their license. Applicants may initiate renewal action up to 90 days before the license's expiration date. A license that has expired may not be renewed. Applicants allowing their license to expire shall be required to take and pass the written and practical driving exams before being issued a new license. Exceptions to the renewal requirements may be granted by the FLEACT Yokosuka Safety Officer on a case-by-case basis for personnel that have been absent due to official business including deployments, periods of temporary duty or dependents who are attending school as full time students outside of Japan.

11. Licensing for Government Owned Vehicles

a. Vehicles up to 8,000 pounds gross vehicle weight (GVW) and 10 passengers (includes vans/carryalls). Military and civilian employees (including their dependents) may operate this category of vehicle on and off-base provided they are licensed with a USFJ Operator's Permit for a Civilian Vehicle (USFJ Form 4EJ), a OF-346 (U. S. Government Motor Vehicle Operators Identification Card or a valid Japanese Driver's License. For the OF-346 form to be valid in Japan, the card must bear the Japanese over stamp "OPERATORS PERMIT".

b. Vehicles over 8,000 GVW and 11 passengers. All military and civilian employees operating a vehicle of this category must be specifically licensed using an OF-346 for the size and type of motor vehicle to be operated. MLC and IHA personnel shall not be issued an OF-346 to operate this category of GOV without first obtaining a Japanese driver's license for the type and size of vehicle to be operated. In accordance with (g), contractor personnel may not be issued an OF-346.

c. Explosives

(1) Regulations established by NAVSEA SW020-AF-ABK-010 are to be applied to all applicants of an OF-346 where operators shall be engaged in transporting ammunition, explosives, or other dangerous/hazardous materials. Operators shall know, understand, and adhere to the requirements of SW020-AG-SAF-010, Navy Transportation Safety Handbook, Volume I and the U.S. Department of Transportation, Federal Highway Administration Motor Carrier Regulations, as well as all State and local laws and regulations regarding the transportation of ammunition, explosives, and other hazardous or dangerous articles.

(2) Individuals who handle explosive material that hold an OF 346 shall always have the permit on their person when operating a vehicle. It shall be their responsibility to apply every two years for renewal of the driver's permit and maintain their medical certification and required qualifications.

d. Expiration of OF-346. In accordance with reference (k) the OF-346 is valid for a period of four years from the date of issue and shall be renewed prior to the end of the expiration month. Each individual is responsible for ensuring state licenses are kept current. The OF-346 renewal is dependent upon a determination by the issuing authority that the operator continues to meet the prescribed physical standards and continues to demonstrate competence in driving the motor vehicles the individual is authorized to operate. The renewal process should start 90 days prior to the expiration date.

12. Tactical (including Emergency Service) Vehicles

a. Persons operating this category of GOV must be specifically trained and qualified in accordance with reference (j). Regardless of the size of the vehicle to be operated, applicants must first obtain an OF-346 for a GOV of up to 8,000 GVW. After obtaining the OF-346, qualified instructors may then, provide hands-on training in the specific size and type of tactical vehicle the applicant will be required to operate either on-base or at a sanctioned training area. Vehicles included in this category are any military unique vehicles and any other type of vehicles equipped with any combination of emergency warning devices and/or a siren used in the performance

of intelligence, protective services, or criminal law enforcement duties. MLC and IHA personnel operating this category of vehicle must first obtain a Japanese operator's permit for the type and size of vehicle they will operate.

b. U.S. Government military and civilian employees visiting FLEACT, Yokosuka in an official temporary duty status (cost orders) may be licensed for an on-base only OF-346 driving permit valid for non-tactical vehicles up to 8,000 pounds GVW and up to ten passengers. Permits will be issued for a sufficient time to cover the visiting period not to exceed three years. Unless it is essential to accomplishment of their mission, off-base licenses will not be issued to this category of personnel.

c. Military personnel of ships and operational units visiting FLEACT, Yokosuka may be licensed for an on-base only OF-346 driving permit valid for non-tactical vehicles up to 8,000 pounds GVW and up to ten passengers. Permits will be issued for a sufficient time to cover the visiting period.

d. In accordance with reference (j), DoD contract personnel shall not be issued OF-346 or a Construction Equipment Operator's License (NAVFAC 11260/2). DoD contract personnel assigned to operate either government owned/leased equipment in performance of a contract shall be certified, by the contractor and at contractor's expense, as being fully qualified to operate the vehicles/equipment to which they are assigned. The prime contractor shall document all operator qualifications. This documentation shall be provided to the contract administrator prior to any contract employee engaging in any mode of equipment operation. The contract administrator shall retain documentation for the duration of the contract. U.S. Navy contractors (including Non-Appropriated Fund Activity (NAFA) contract employees) may not be issued an OF-346 license. Contract personnel operating government owned/leased equipment must carry a valid operator's permit on their person when operating any type of equipment. MLC employees are not considered "contractor employees" and may be issued an OF-346.

e. Licensing of physically challenged persons to operate GOV motor vehicles shall be per the requirements of reference (k).

13. Emergency Vehicle Operator Training

a. All military and DoN civilians and MLC personnel who are required to drive government-owned/leased emergency response vehicles, equipped with emergency lighting and/or sirens shall prior to operation successfully complete the COMNAVSAFECEN 40-hour basic EVOC. These vehicles are defined as police vehicles, ambulances, fire vehicles, crash and rescue vehicles, explosive ordnance disposal, and hazardous material response units. All EVOC instructor and basic training and re-certification courses shall be conducted by a certified COMNAVSAFECEN-approved instructor, and comply with COMNAVSAFECEN EVOC Program guidelines.

b. Basic Operator Training Prerequisites

(1) Possess a valid driver’s license (host nation or state, if applicable).

(2) Basic operators should have two years of Driving experience as a licensed driver prior to emergency vehicle operation. For Ambulance, operators must be at least 21 years of age.

(3) Have assigned responsibilities in emergency vehicle operation (police, fire, crash and rescue, or ambulance).

c. EVOC Remedial Training

(1) Commands may refer anyone found responsible for anat-fault mishap to receive driver improvement training. Supervisors may also request remedial training for personnel who otherwise show by their actions that their driving habits/attitudes warrant additional attention.

(2) Remedial training is not a punitive action. It issued to reinforce training and is accomplished in a positive manner.

(3) Remedial training will be completed within 30 days from the date of the mishap.

d. EVOC Instructor Training. Contact the NAVSAFECEN for EVOC instructor training prerequisites and requirements.

14. Government Motor Vehicle (GMV) Operator Driver Improvement Training Requirements

a. All military and DoD civilian personnel who operate a GMV as their primary duty, or who operate a GMV more than eight hours a week as part of their incidental duties will attend an NAVSAFECEN-approved eight-hour course of driver improvement instruction at no cost to the individual prior to assignment. At the commanding officers discretion, those personnel assigned as a duty driver who drive less than 8 hours in a duty week may be exempted from this requirement. When selecting individuals for designation as duty drivers, commanders should consider the individual’s driving experience, maturity, and past driving history. Commanders will ensure duty drivers are properly licensed and briefed on all applicable traffic safety regulations and requirements.

b. All military, DoD civilians, and local national personnel who have been convicted of a serious moving traffic violation or are involved in a traffic accident; weather at fault or not no matter how minor the incident while operating a GMV on/off the installation shall attend an NAVSAFECEN-approved driver improvement training course.
COMFLEACT, Yokosuka offers the AAA-Driver Improvement Program training every third Thursday of each month.

c. All drivers selected to operate 15 passenger vans and other large vehicles capable of carrying passengers shall be provided additional training to improve operator skills and awareness.

d. Drivers of Navy-owned school buses shall successfully complete the host nation approved school bus operator training program or other training approved by COMNAVSAFECEN.

e. All required training will be entered in the individual's military training record or civilian personnel file.

15. Operator Testing, Licensing Procedures and Operations for Motorcycles and All Terrain Vehicles

a. Applicability. In accordance with USFJINST 31-205, applicants must complete all requirements for and obtain a Privately Owned Vehicle Permit (USFJ Form 4EJ) prior to applying for a motorcycle operator endorsement. Applicants who desire a motorcycle endorsement to their USFJ Form 4EJ will be placed in

one of two categories; experienced rider or first-time rider. Command leadership must exercise extreme care to ensure that only personnel with the aptitude, maturity, stability and physical and mental qualities are endorsed to operate a motorcycle in Japan.

b. Eligibility. All applicants must be at least 18 years old and Posses a valid USFJ Form 4EJ.

c. Licensing Process

(1) FLEACT, Yokosuka Licensing Office will issue a 90-day “ON-BASE ONLY” student learner’s permit will with a temporary license plate for the purpose of the licensing process only.

(2) Passengers are not authorized for an “ON-BASE ONLY” student learner’s permit.

(3) Applicants shall complete all requirements within the prescribed 90 days after a student learner’s permit has been issued, or be subject to appear at traffic court for administrative actions.

(4) If applicants choose not to continue the licensing process, he/she shall return the temporary license plate and student learner’s permit within the prescribed 90 days to the licensing office.

(5) FLEACT, Yokosuka licensing office will notify FLEACT, Yokosuka Traffic Court Clerk of applicants who fail to complete the required process within five working days of the expiration date of the operators permit.

(6) The COMFLEACT, Yokosuka Licensing Official will conduct Odometer reading (start and ending mileage) at licensing office, building #C-9.

d. Categories. Motorcycle endorsements will be issued in one of five categories.

| | |
|---|---|
| Category I: | 250cc or less (moped or motor scooter). |
| Category II: | Motorcycles 125cc or less. |
| Category III: | Motorcycles 400cc or less. |
| Category IV: | Motorcycles 750cc or less. |
| Category V: | Motorcycles over 750cc. |

e. Passengers. Shall be carried by an operator who possesses USFJ Form 4EJ with a passenger endorsement along with at least one year of licensed riding period. To carry passengers on express ways and/or high ways, an operator shall be 20 years old and have at least three years of licensed riding period.

f. Experienced Rider. A rider who posses a valid stateside license with a motorcycle endorsement, that has been issued for at least one year, shall provide the following documents:

(1) A valid USFJ Form 4EJ.

(2) A completion cards of Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC) and MSF Experienced Rider Course (ERC) for the size category and passenger if applicable.

(3) A completion card of MSF Military Sport Rider Course (MSRC) if applicable.

(4) A proof of JCI and liability insurance for a minimum of 90 days to cover the period of the licensing process.

g. Complete the following trainings in order to obtain a motorcycle endorsement to his/her current USFJ Form:

(1) 50Km of on-base riding.

(2) Local MSF ERC successfully.

(3) Local MSF MSRC successfully if applicable.

h. First-Time Rider. Applicant who does not meet the requirements in paragraph 15a will be considered a first-time rider and shall;

(1) Provide a valid USFJ Form 4EJ.

(2) Complete the following trainings in order to add a motorcycle endorsement to his/her current USFJ Form:

(a) Local MSF BRC successfully.

(b) At least 30 days and 250km on-base riding.

(c) Local MSF ERC successfully.

(d) Local MSF MSRC successfully if applicable.

(3) First-Time Riders are limited to a maximum 400cc (Category I, II and III) and are not authorized to carry passengers.

(4) To upgrade his/her category of motorcycle endorsement and/or add passenger endorsement, applicants shall have a completed one year of accident and moving violation free record. The Local MSF ERC shall be re-taken and successfully completed on the motorcycle with larger engine and with a passenger if applicable.

i. Expiration Period. All USFJ Form 4 EJ with any category of motorcycle endorsement will be issued with an expiration date which the local MSF ERC or MSF MSRC expires, whichever comes first, in accordance with reference (h) to comply with refresher-training requirements.

16. Motorcycle Operation, Safety Requirements and Personal Protective Equipment

a. Motorcycles will be operated in compliance with the Japan Road Traffic Laws and as specified herein.

b. Mopeds are not to exceed 30 KPH on/off-base.

c. Motorcycles must have headlights on at all times when in operation.

d. Bundles and other cargo will not be transported on two-wheeled motor vehicles if they interfere with or impair the operator’s ability to operate the vehicle in a safe manner.

e. Rear view mirrors will be mounted on each side of the handlebars or left and right side of the fairing.

f. Motorcycles will not be operated on public and base roads with faulty exhaust systems, nor will they be operated with exhaust systems modified from original manufacture’s specifications.

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

used exclusively for off-road operations need not be registered with Japanese authorities, but shall be registered with FLEACT, Yokosuka Security Department VRO.

17. Clothing. Motorcycle operators and passengers will not wear clothing, ornaments, or decals, which degrade the image of the U.S. Navy. Motorcyclists should show themselves as an example of responsibility and dedication to safe motorcycle operation. Riders and passengers should wear light colored clothing at all times to increase their visibility to other motorists.

18. Personal Protective Equipment (PPE). The following PPE is required for all riders and passengers of motorcycles at all times:

a. Head Protection. A properly fastened (under the chin) protective helmet that provides a minimum of three quarter coverage. Helmets must meet U.S. Department of Transportation (DoT) standards. They may meet other standards such as the Snell Memorial Foundation, American Society for Testing Materials (ASTM) or the American National Standards Institute as long as they also meet the DoT standards. Japanese personnel may either wear a DoT approved or a helmet certified by the Japanese Bureau of Safety Standards (helmets have a green and white “Safety Goods” sticker attached). Half-helmets and/or other novelty helmets are expressly prohibited. White or other light colored helmets are strongly recommended, as they increase the riders’ visibility to other motorists.

b. Eye Protection. Protective eye devices designed for motorcycle operators (impact or shatter resistant safety glasses, goggles, wrap around glasses sealing the eye, or face shield properly attached to the helmet) shall be properly worn. A windshield or standard sunglasses or standard eye wear alone are not proper eye protection. To be effective, eye or face shield protection must:

(1) Be free of scratches.

(2) Be resistant to penetration.

(3) Give a clear view to either side.

(4) Fasten securely, so it does not blow off.

(5) Permit air to pass through, to reduce fogging.

(6) Permit enough room for eyeglasses or sunglasses, if needed. Tinted eye protection should never be worn at night or any other time when little light is available.

c. Foot Protection. Sturdy over the ankle footwear that affords protection for the feet and ankles shall be worn.

d. Protective Clothing. Riders and passengers shall wear a long sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens designed for use on a motorcycle. Motorcycle jackets constructed of abrasion resistant materials such as leather, kevlar, and/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 and reflective materials are highly recommended during daylight hours. Reflective outer garments or vest shall be worn during the hours of darkness.

e. Tactical Motorcycle and All Terrain Vehicle Protection. The PPE for government owned motorcycles and ATVs should also include knee and shin guards and padded full-fingered gloves when applicable.

# Article 22

## VEHICLE ACCESS CONTROL

1. Vehicles of Visitors/Guests

a. A one-day vehicle pass for visitors of authorized personnel will be issued by FLEACT, Yokosuka ISO at Carney Gate from 0700-2330 daily if the following criteria are met:

(1) The authorized driver (i.e., registered owner or other insured driver) of the vehicle is present with a valid driver's license.

(2) The vehicle meets all Japanese registration requirements to possess the current valid JCI and Liability

(3) The authorized driver must be the sole operator of the vehicle. Violation of this policy statement is a basis for loss of driving and/or guest privileges. For civilian personnel, it is basis for referral to the CAF for appropriate administrative actions.

b. The one day pass, Attachment 22-1, must be displayed on the driver's side window during the entire time on-base and must be returned to the Gate Sentry when departing the base.

2. Japanese Government Official, Japanese Military Officer in Grade 0-6 and Above, Mayors, Governors and/or their Equivalents or Higher are authorized entry and exit from all bases under FLEACT, Yokosuka's AOR in official or private vehicles with a VIP pass issued by FLEACT, Yokosuka Security Department VRO without an escort after proper identification/notification.

3. Vehicles of Commercial Concern

a. Long Term Passes: Commercial vehicles of companies authorized to conduct business on-base will be permitted this kind of pass after they have been properly registered with the base's VRO. Only commercial companies that are registered contractors may be authorized to register vehicles. Evidence of proper insurance will be verified by FLEACT, Yokosuka Security Department VRO upon submission of registration requests. Requests for registration shall be submitted to FLEACT, Yokosuka

Security Department ISO and VRO using Attachments 15-1-1 and 15-1-2. If FLEACT, Yokosuka VRO and ISO approve the request, then a Vehicle Pass, Attachment 16-14, may be obtained at FLEACT, Yokosuka Security Department VRO upon presentation of the approved request. The commercial vehicle shall visibly display Attachment 16-14 in the driver's side of the windshield at all times when operating the vehicle on-base.

b. One-Day Passes. Commercial Vehicles may be granted an Attachment 22-1 by the ISO provided the company or owner of the vehicle can provide presentation of proof that access to the base is required. These passes require the continuous escort of the vehicle and occupant(s) by an active duty U.S. military, contractor with escort privileges or Japanese employee (MLC) for as long as they are on-base. Attachment 22-1 will be issued after the escort reports to ISO for escort duties. Attachment 22-1 must be returned to ISO by the escort when the vehicle and its occupants depart the base.

4. Temporary Passes. FLEACT, Yokosuka Security Department VRO may issue a temporary pass, (Attachment 16-9-2), for up to two weeks for vehicle registering/de-registering or transfer of registration. Reservists on active duty may be issued a temporary pass for the period of active service under orders.

# ONE DAY VEHICLE PASS Ser: N-

**CFAY 5800/20B (Rev. 4-08)**

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## DATE/TIME EXPIRES:

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**THIS PASS AUTHORIZED THE VEHICLE WITH THE LICENSE PLATE DESCRIBED BELOW TO ENTER/EXIT FLEACT ACTIVITIES, YOKOSUKA, INCLUDING IKEGO AND NEGISHI FOR PRIVATE OR COMMERCIAL PURPOSES PROVIDED THE DRIVER OR SPONSOR HAS APPROPRIATE IDENTIFICATION TO ENTER FOR HERSELF/HIMSELF AND CURRENT INSURANCE/JAPANESE REGISTRATION REQUIREMENTS HAVE BEEN MET.**

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## LICENSE PLATE NO.:

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_____
**INDUSTRIAL SECURITY OFFICE**
**(YOKOSUKA/IKEGO/NEGISHI)**

# SEAT BELTS ARE REQUIRED ON BOARD YOKOSUKA NAVAL BASE!

# 基地内ではシートベルト着用のこと！

**1. This pass must be displayed in the right front windshield at all times.**
１．このパスは車両のフロントガラスの右側に何時も提示されていなければならない。
**2. This pass must be returned at the gate (red drop box) when you depart the base.**
２．このパスはベースを出る際ゲートにある返却ボックスに返却すること。
**3. You are required to obey all posted speed limits.**
３．運転する際道路に表示されている速度制限に従うこと
**4. All vehicles entering and/or leaving the base are subject to search by proper authority.**
４．すべての車両のベースへの出入りの際ベースの保安関係者によるチエックが行われる。
**5. All restricted areas are off-limits.**
５．立ち入り禁止区域には立ち入らないこと。
**6. You must comply with all rules and regulations established for Commander, Fleet Activities, Yokosuka installations.**
６．運転者は車両運行中横須賀米軍基地に設けられた規則を必ず守って運転をすること。

**Unless you agree with the above, please do not bring your vehicle on the base!!**
このすべての事柄を守ることに同意出来ぬ場合は車両の乗り入れは禁止する！！

Article 23

POWERED INDUSTRIAL TRUCKS – OPERATION ON PUBLIC ROADS

1. Forklifts or Powered Industrial Trucks (PITs) should only be used to carry loads on roadways if safer methods (i.e. trailers, trucks, etc.) are not readily available. Expediency in moving the load and/or cost savings alone shall not be the sole basis for routinely moving material using PITs on streets and roads. The use of PITs to traverse sections of roadways or parking areas or areas between buildings shall be determined by the user's organization. The user's organization shall also be responsible for determining the use of PITs on roadways, taking into consideration all safety concerns, to include those listed below.

2. PITS present special hazards when operated on roadways. If trailers or trucks are not available for transport and PITs are to be used, safeguards shall be implemented (i.e. observers, road guards, traffic escort, etc.) as necessary to ensure adequate safety of the PIT driver and others (motorists, bicyclists, pedestrians, etc.). The following procedures, as a minimum, shall be followed:

a. Driver must wear a hard hat at all times when driving on streets and roads (Chin straps must be used).

b. Driver and any passenger must wear a seat belt at all times when the PIT is in motion.

c. On all grades, the load and load engaging means shall be tilted back, if applicable and raised only as far as needed to clear the road surface. The forks shall not be raised or lowered while the PIT is in motion.

d. PITs shall not be driven up to anyone standing in front of a bench or other fixed object.

e. Under all travel conditions, the PIT shall be operated at a speed that will permit it to be brought safely to a stop.

f. PITs shall not be used solely to transport a person from one place to another and shall not carry passengers if not designed to do so e.g., no seat and/or no seatbelt.

g. PITs should not be routinely driven on roads and streets between two or more locations (with or without loads) as part of the same load/unload evolution (the use of more than one PIT is strongly recommended).

h. PITs shall only be driven in a forward motion on streets and roads. The driver is required to look toward and keep a clear view of the travel path at all times when the PIT is in motion.

i. Drivers must be properly licensed with a Government Motor Vehicle Operator’s License (OF-346) and shall carry the permit on their person at all times when driving a PIT.

j. Only PITs recommended by the manufacturer for use on roadways shall be used on roadways. Hard-rubber tire PITs or "warehouse PITs" should not be used on roadways. If hard tire PITs require refueling, repair, or maintenance at other locations that necessitate travel on roadways or irregular surfaces, extreme care shall be taken. The PIT Operator shall make an assessment of this activity for the safety hazards associated with travel on these surfaces.

k. A "slow-moving vehicle" sign shall be mounted to the rear of PITs recommended for road use.

l. PITs shall not carry loads that are wider than the widest dimension of the PIT or attachment being used.

m. PITs being driven to a refueling point shall not carry loads.

n. All loads shall be properly secured on the PIT prior to operation on roadways to prevent inadvertent load shifting, slippage or dropping. The PIT operator shall determine proper methods of securing loads after all safety concerns have been addressed.

o. Compressed gas cylinders shall be carried only in approved racks or cages specifically designed for that purpose.

p. PIT operators shall pay particular attention to motor vehicles and pedestrians while operating on roadways. PITs shall not be driven in bicycles lanes or sidewalks. PIT operators shall move as far left in their lane as possible (if safe to do so) when traveling on roads to allow passing vehicles

adequate clearance and pull over and stop when necessary to prevent excessive traffic backup (more than ten vehicles). The only exception to this rule shall be that PITs shall move toward the centerline in all tunnels to help prevent illegal passing.

Article 24

MANAGEMENT AND OPERATIONS REGULATIONS OF COMMERCIAL AND NEX TAXIS ON FLEET ACTIVITIES (FLEACT), YOKOSUKA

1. Responsibilities for the management of Commercial Taxis on FLEACT, Yokosuka.

a. FLEACT, Yokosuka Security Officer. Register and issue CFAY decals for commercial off-base taxicab companies. The FLEACT, Yokosuka Security Officer will ensure commercial off-base taxicabs with decals are allowed to enter through the main gate only. The FLEACT, Yokosuka Security Officer will ensure each commercial off-base taxicab driver understands all operational regulations to include, but not limited to, this Article prior to initial issuance of a CFAY Taxi decal.

b. When entering FLEACT, Yokosuka, commercial taxicabs will, at all times, present identification passes to the Gate Sentries. Drivers not possessing a FLEACT, Yokosuka identification pass shall not attempt to enter FLEACT, Yokosuka or operate a taxicab bearing a base decal.

c. All taxicabs are required to transit the vehicle inspection area and will be inspected prior to entering FLEACT, Yokosuka.

d. All taxicabs entering or leaving FLEACT, Yokosuka are subject to search for possible possession of unauthorized property or personnel.

e. Operators are required to wear seat belts at all times. Operators will ensure their customers wear seat belts or refuse service to those who do not wish to comply. Operators will not pick up or deliver customers with small children unless they have a child restraint seat avalable for use.

f. All taxicabs entering or leaving FLEACT, Yokosuka will not exceed the maximum passenger load capacity. One seatbelt per occupant is required.

g. Off-base taxicabs may wait in line near the main gate in the designated area while waiting for fares. No more than five off-base taxicabs may be at the main gate waiting area at any given time.

h. Off-base taxicabs may wait in line near the NEX/Commissary in the designated commercial taxi area, while waiting for fares. This area is located at the Commissary in front of the on-base bus stop and is limited to no more than two off-base taxicabs at any given time.

i. Off-base taxicabs are authorized to drop off customers anywhere on base; pick-up fares if flagged down while returning to one of the designated waiting areas; and proceed to pick-up customers on base when responding to a call for service.

j. FLEACT, Yokosuka has a contracted taxicab company providing taxi services on-base, therefore, commercial off-base taxicabs are not authorized to troll for passengers while on board FLEACT, Yokosuka.

k. All taxicabs will ensure that any items left in the taxicab by a customer are immediately turned into FLEACT, Yokosuka Security.

l. All taxicabs permitted base access will report to FLEACT, Yokosuka ISO Office immediately in any instances where the CFAY decal has been removed by any person or organization other than a member of FLEACT, Yokosuka Security Department. FLEACT, Yokosuka Security Department personnel are the only personnel authorized to install or remove FLEACT, Yokosuka taxi decals.

2. Responsibilities in regards to management of NEX Taxis on FLEACT, Yokosuka

a. The NEX Services Operations Manager will ensure each NEX contracted taxicab driver understands all operational regulations to include, but not limited to, this Article prior to operating a taxicab onboard FLEACT, Yokosuka.

b. Operators of NEX taxicabs with official government plates entering or leaving FLEACT, Yokosuka will be subject to search for possible possession of unauthorized property or personnel. Therefore, may be required to transit the vehicle inspection area and may be inspected prior to entering FLEACT, Yokosuka.

c. Operators of NEX taxicabs with official government license plates are authorized to deliver customers from on-base to the Yokosuka Chuo, Shiori and the Yokosuka JR train stations.

At no time will an NEX taxicab deliver customers to any other location off-base. NEX taxicabs are not authorized to pick up customers while off-base for return to FLEACT, Yokosuka.

d. Operators of NEX taxicabs without official license plates are not authorized to leave FLEACT, Yokosuka.

e. Operators of NEX taxicabs are permitted to park and await fares at the following locations:

(1) Main gate taxi stand

(2) NEX/Commissary taxi stand

(3) Chilis' Restaurant

(4) CPO Club

(5) Officers' Club

f. Operators of NEX taxicabs will adhere to the following when picking up or waiting for customers at the following locations:

(1) Bowling Alley: Operator will pick up and drop off in the parking lot only.

(2) Homeport Ashore Berthing Facilities: Operator will pick up and drop off in the parking lot only.

(3) Main Street Food Court: Operator will pick up and drop off at the bowling alley end of the building.

(4) Galley: Operator will pick up and drop off at the bowling alley parking side.

(5) CPO Club: Operator will pick up and drop off at the Crews Inn.

(6) Buildings 1558, 1492, 1721, 1393 and 1530: Operators will pick up and drop off on the McCormick Street Side only.

g. Operators of NEX taxicabs will ensure that all items left in the taxicab by a customer are immediately turned into FLEACT, Yokosuka Security Department.

h. When entering FLEACT, Yokosuka NEX taxicab drivers will, at all times, present identification cards or passes to the Gate Sentries. Drivers not possessing a FLEACT, Yokosuka identification card or pass shall not attempt to enter FLEACT, Yokosuka or operate a taxi.

3. Operational regulations for all taxicabs, Commercial Taxis and NEX Taxis, conducting business aboard FLEACT, Yokosuka.

a. Operators will not exceed maximum passenger load capacity. One seat belt per occupant is required.

b. Operators are required to wear seat belts at all times. Operators will ensure their customers wear seat belts or refuse service to those who do not wish to comply. Operators will not pick up or deliver customers with small children unless they have a child restraint seat available for use.

c. Operators will proceed with caution at all times while operating onboard FLEACT, Yokosuka observing and obeying all traffic signs, signals, regulation, and traffic sentries.

d. Operators will immediately report their involvement in all traffic accidents, no matter how minor, involving the taxicab and other vehicles, pedestrians or personal property to FLEACT, Yokosuka Security Department.

e. “U” turns are not permitted anywhere on FLEACT, Yokosuka property unless directed to do so by authorized personnel in the performance of their duty.

f. Operators will slow down or stop before passing any formation of troops, buses or other vehicles and wait until signaled or given clearance.

g. Operators will not stop along fire lanes, fire hydrants, crosswalks, or emergency exits to debark passengers.

h. Operators are prohibited from driving on the piers and dry docks. Operators are allowed to await the return of a fare, but may not obstruct traffic at the entrance of any pier or dry dock.

i. Operators will not stop on the road adjacent to the Automated Teller Machines (ATM) to await customers using the ATM to withdraw money.

j. Operators will not litter the authorized waiting area by emptying ashtrays or throwing cigarette butts out of the window, dusting taxi floor mats, etc. Operators are not authorized to wash their assigned taxi outside the taxi compound.

k. Operators are not authorized to await customers who are conducting business or shopping at the following locations:

(1) Main Gate

(2) Womble Gate

(3) Navy Exchange Outlets

(4) Commissary

(5) Fleet Recreation Center

(6) Club Alliance

l. Operators will not slow down or otherwise solicit business while moving along a road with FLEACT, Yokosuka, but if hailed by a customer, is permitted to stop as far off the road as possible and embark the customer.

m. Customers may not be debarked at any place along the roads of FLEACT, Yokosuka except as noted in paragraph 3k. In such cases, taxicabs will move off of the road as far as possible to avoid blocking any traffic, especially near the approaches to any gate.

n. The taxicab meter shall always be in operation when the taxi is in motion with a customer and when the taxi is waiting for a return fare. Operators shall use the shortest route when delivering customers to their desired destination. Operators will charge customers only for the amount shown on the taxi meter at the destination. Operators are required to provide customer with the correct change. Operators can accept tips from customers, but it should neither be expected nor be a requirement.

o. It is the responsibility of the taxicab drivers to abide by the regulations set forth herein, even if ordered to do otherwise by a customer.

Article 25

DRIVING PRIVILEGES
GENERAL REQUIREMENTS AND IMPLIED CONSENT

1. Personnel under SOFA status shall not rent, lend, or permit the use or operation of their POV's by persons other than those who possess a valid USFJ Form 4EJ "U.S. Forces, Japan Operator's Permit for Civilian Vehicle". Additionally, they shall not lend, rent, or authorize use of their POV under a power of attorney or otherwise release custody of their POV to persons other than U.S. forces personnel, except for the temporary convenience of the owner or their family, under the following conditions. When the POV is:

a. Being driven by the owner's authorized chauffeur to implement instructions received from the owner/employer.

b. Undergoing maintenance or repair.

c. Being shipped into or out of Japan.

d. Being stored in a parking lot or garage.

e. Being placed in temporary storage pending authorized disposition to a resident of Japan (See Chapter 6, Disposition of Personal Property in Japan).

f. Undergoing inspection and processing at a GoJ Land and Transportation Office.

g. Being driven by a properly licensed individual while the owner/operator is incapable of driving the POV, e.g., physically incapacitated, overly tired, or following consumption of alcohol.

h. Personnel under SOFA status shall 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 4EJ for the type of motor vehicle to be operated.

(2) Operators have the owner's written permission in their immediate personal possession while operating the motor vehicle.

(3) The vehicle to be operated is covered by insurance as prescribed in Chapter 3.

2. Personnel under SOFA status when operating a motor vehicle in Japan, must produce upon request from U.S. security forces or GoJ law enforcement officials, the following:

a. Proof of vehicle ownership or registration as required by the issuing authority.

b. A valid USFJ Form 4EJ "U.S. Forces, Japan Operator's Permit for Civilian Vehicle", supported by an official DoD Identification Card.

c. Proof of (current) JCI and property damage liability insurance as directed by this instruction.

d. Personnel under SOFA status involved in a traffic accident will cooperate with U.S. law enforcement authorities and GoJ law enforcement personnel, and immediately report any and all accidents that they are involved in to FLEACT, Yokosuka Security Department.

3. Implied Consent

a. Implied Consent to Blood, Breath, or Urine Tests. U.S. Forces, Japan (USFJ) is the legal issuing authority for U.S. forces personnel to operate a SOFA registered vehicle both on and off USFJ installations. Implied consent is therefore a pre-condition for anyone operating a USFJ registered vehicle, GoV or POV, in Japan regardless of location. Drivers give consent to evidential tests for alcohol or other drug content of their blood, breath and/or urine as a pre-condition of accepting driving privileges. This consent applies whenever lawfully stopped, detained, apprehended or cited for any driving offense committed while driving or in physical control of a motor vehicle in Japan.

b. Implied Consent to Vehicle Impoundment. As a pre-condition of accepting driving privileges, drivers give their consent for the removal and temporary impoundment of their POV if their POV:

(1) Is illegally parked for unreasonable periods.

(2) Interferes with traffic operations.

(3) Creates a safety hazard.

(4) Is disabled by accident or incident.

(5) Is left unattended in, or adjacent to, a restricted, controlled, or off-limits area.

(6) Abandoned.

Drivers additionally consent to reimburse an authorized agency or contractor for the cost of towing, storage and disposal should a need arise to remove or impound their motor vehicle because of a situation described above. Installation commanders may define in local written procedures or supplements to this instruction, the definitions for “in accordance with local SOP” “abandoned,” and other terms relevant to enforcement action and incorporate those instructions, procedures and definitions into the local installation traffic code and make them known to the general public.

Article 26

FORMATION JOGGING AND RUNNING ON ROADS AND STREETS

Attachments:

26-1: Route A
26-2: Route B
26-3: Route C
26-4: Route D
26-5: Route E - Physical Fitness Assessment (PFA)

1. Purpose. To establish running and jogging policies on board FLEACT, Yokosuka.

2. Applicability. This article pertains to all commands, organizations, and all military and civilian personnel at all times while on board COMFLEACT, Yokosuka and all satellite locations under the cognizance of COMFLEACT, Yokosuka. No formation running is allowed in the housing areas located in Ikego and Negishi. Individual jogging in these housing areas shall follow the guidelines established herein.

3. Formation Running. Formations shall run with the flow of traffic and in the correct traffic lane. Road guards shall be posted at least ten meters ahead and behind of the formation to alert vehicular traffic to slow down. Road guards shall wear reflective vests and during hours of darkness shall carry cone lights. Formations shall not call cadence and will endeavor to remain as quiet as possible when passing through housing areas. All running cadences must be in good taste and not contain insulting and/or offensive language. The following routes are designated for formation running:

a. The marked jogging path surrounding Berkey Field. All formation running will be run counter-clockwise when using the jogging path.

b. Route A: Sherman Avenue, Forrestal St., then left on Howard St., right on Nimitz Blvd., left on Clement Avenue, left on Vandegrift Lane, left on 4th Street, left on Gridley Lane, right on Nimitz Blvd., left on Howard St., and right on Forrestal St., ending on Sherman Avenue. This route is secured (closed) from 0700-0800 and 1630-1730, Monday through Friday, except federal holidays.

c. Route B: From Berth 12, right on Howard Street, left on Nimitz Blvd., left on Clement Avenue, left on Vandegrift Lane, left on 4th Street, left on Gridley Lane, right on Nimitz Blvd., right on Howard Street and end at Berth 12. This route is secured (closed) from 0700-0800 and 1630-1730, Monday through Friday except federal holidays.

d. Route C: From Harbor Master Pier, left on Sherman Avenue, right on Forrestal Street, left on Howard Street, through tunnels, left on Rickert Drive/Duncan Street, left on Radford Road, left on Fechteler Road, right on Rickert Drive, through tunnels, right on Forrestal Street, left on Sherman Avenue to Harbor Master Pier.

e. Route D: From the intersection of First Avenue and Clement Blvd, north on First Avenue, left on “L” Street, right on Kimball Avenue, right on Sebald Avenue, right on Jones Avenue, left on Blue Ridge Drive, right on Duncan Street, left on First Avenue to Clement Blvd.

f. Route PFA: Counter-clockwise around Berkey Field when using the jogging path. From the start position, 2.25 laps on the jogging path is equivalent to 1.5 miles.

4. Individual Runners/Joggers. Joggers are advised that there is increased risk of injury when exercising during rush hour traffic and should plan their daily workout periods/routes accordingly. Additionally, joggers/runners:

a. Shall run single file on all roads and streets. No more than two persons running abreast are authorized on sidewalks or the marked jogging path around Berkey Field.

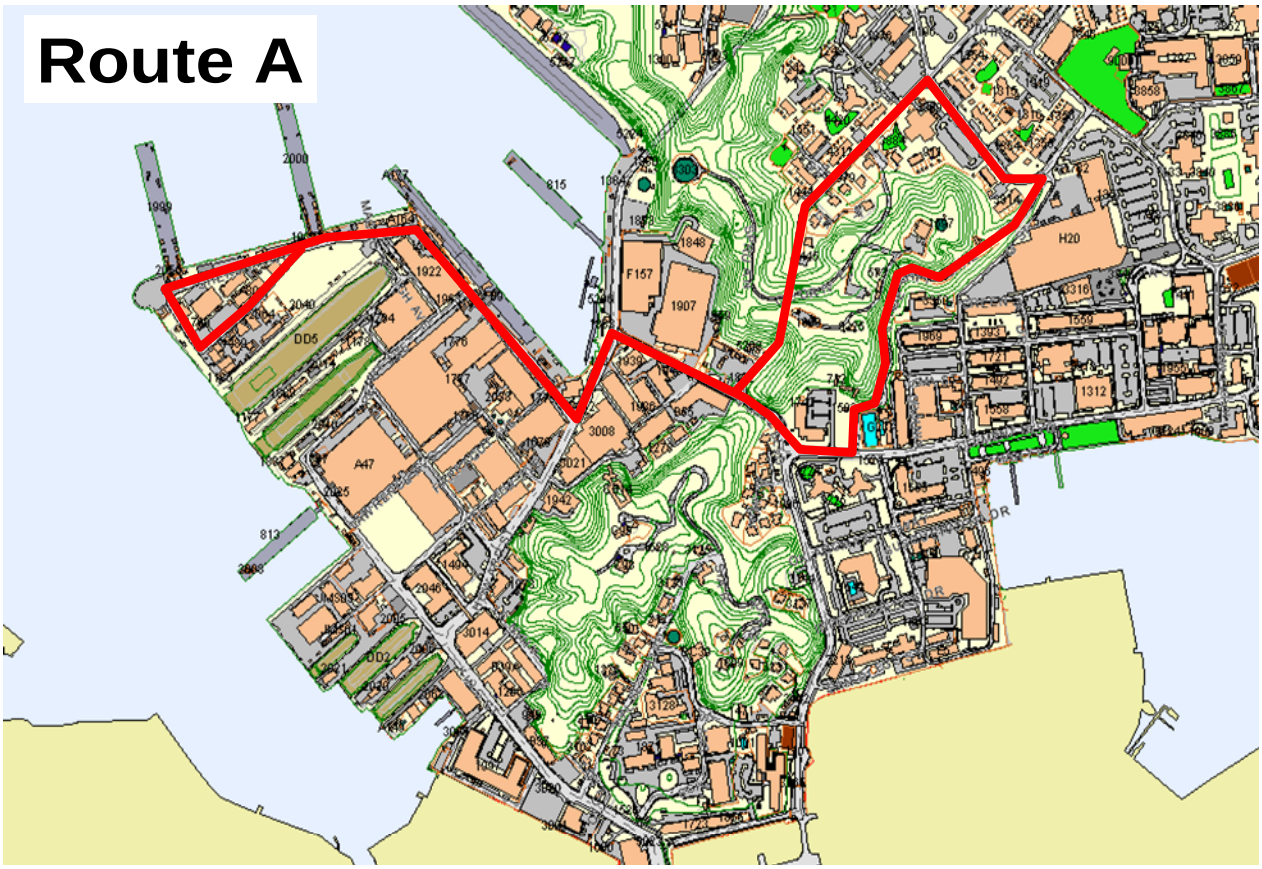
b. Shall run so as to face oncoming traffic and shall yield the right-of-way to all vehicles.

c. Shall wear a reflective vest or belt (worn diagonally from right shoulder to left hip) during limited visibility conditions (including hours of darkness - one half hour after sunset to one half hour prior to sunrise) while running or jogging on the installation. The vest or belt shall be visible from the jogger’s front and rear, unobstructed by clothing or equipment.

d. Shall NOT wear any type of headsets or earphones while jogging/running on the installation's roads and streets. Such devices may be worn while jogging/running on sidewalks and other off-road areas such as the marked jogging path around Berkey Field. Headsets/earphones shall be removed prior to crossing any street or intersection at all times.

5. Clothing. Clothing worn during jogging/running shall be in accordance with COMNAVFORJAPAN clothing policy guidelines.

Attachment 26-1



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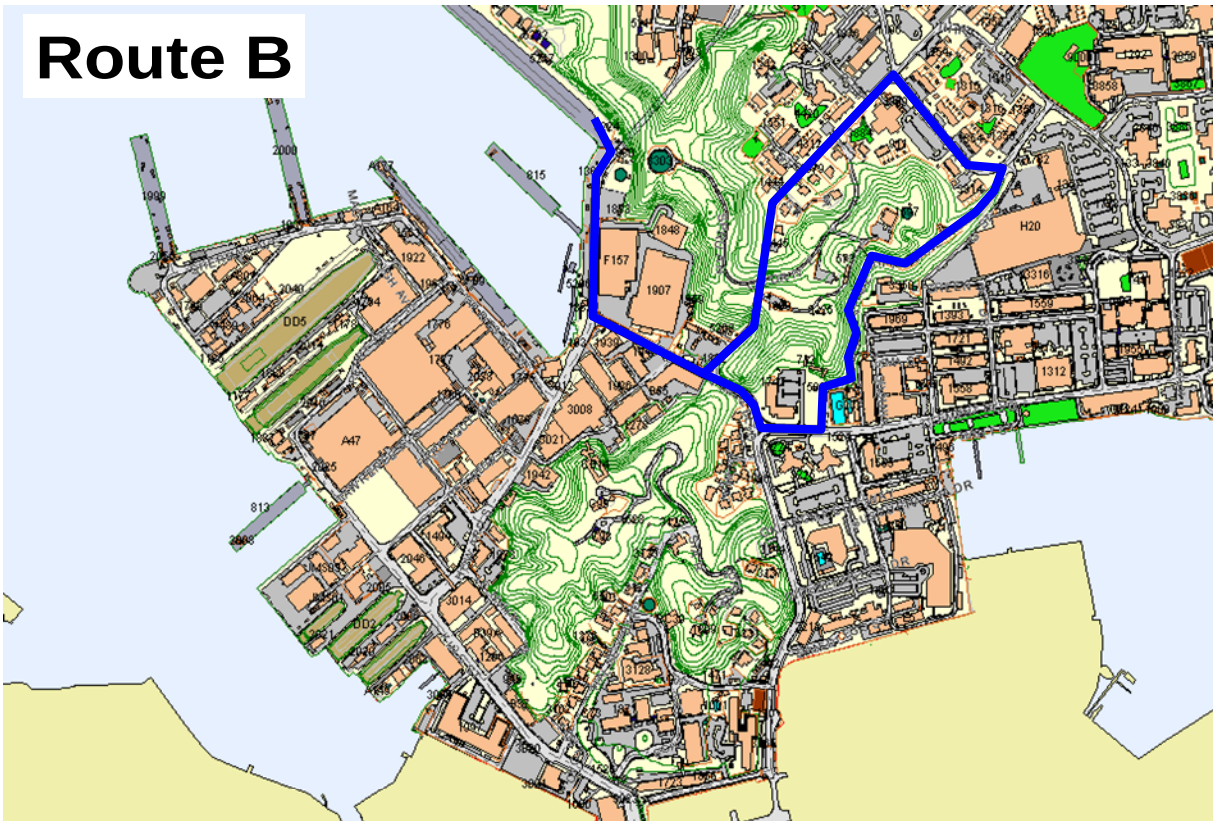

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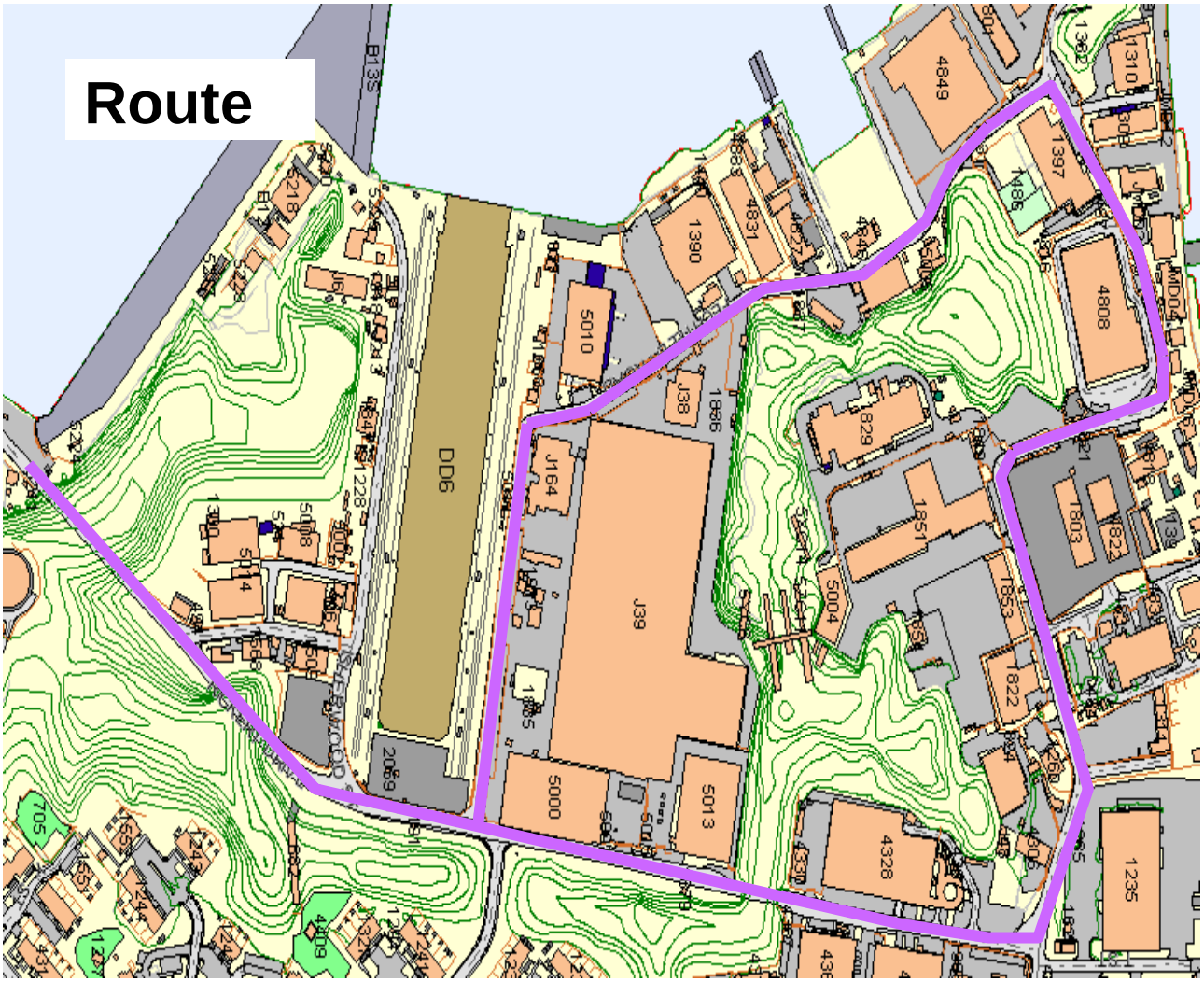

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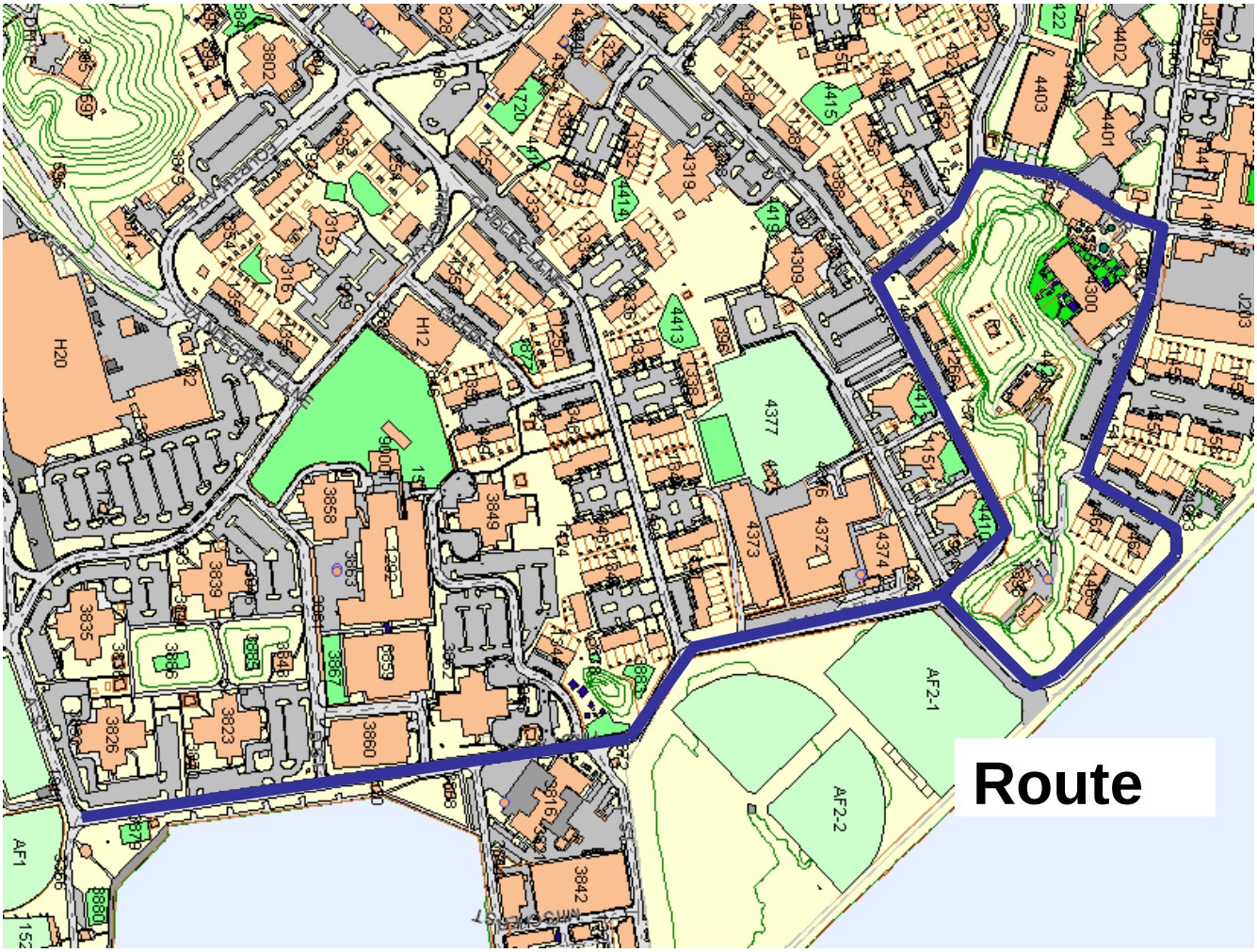
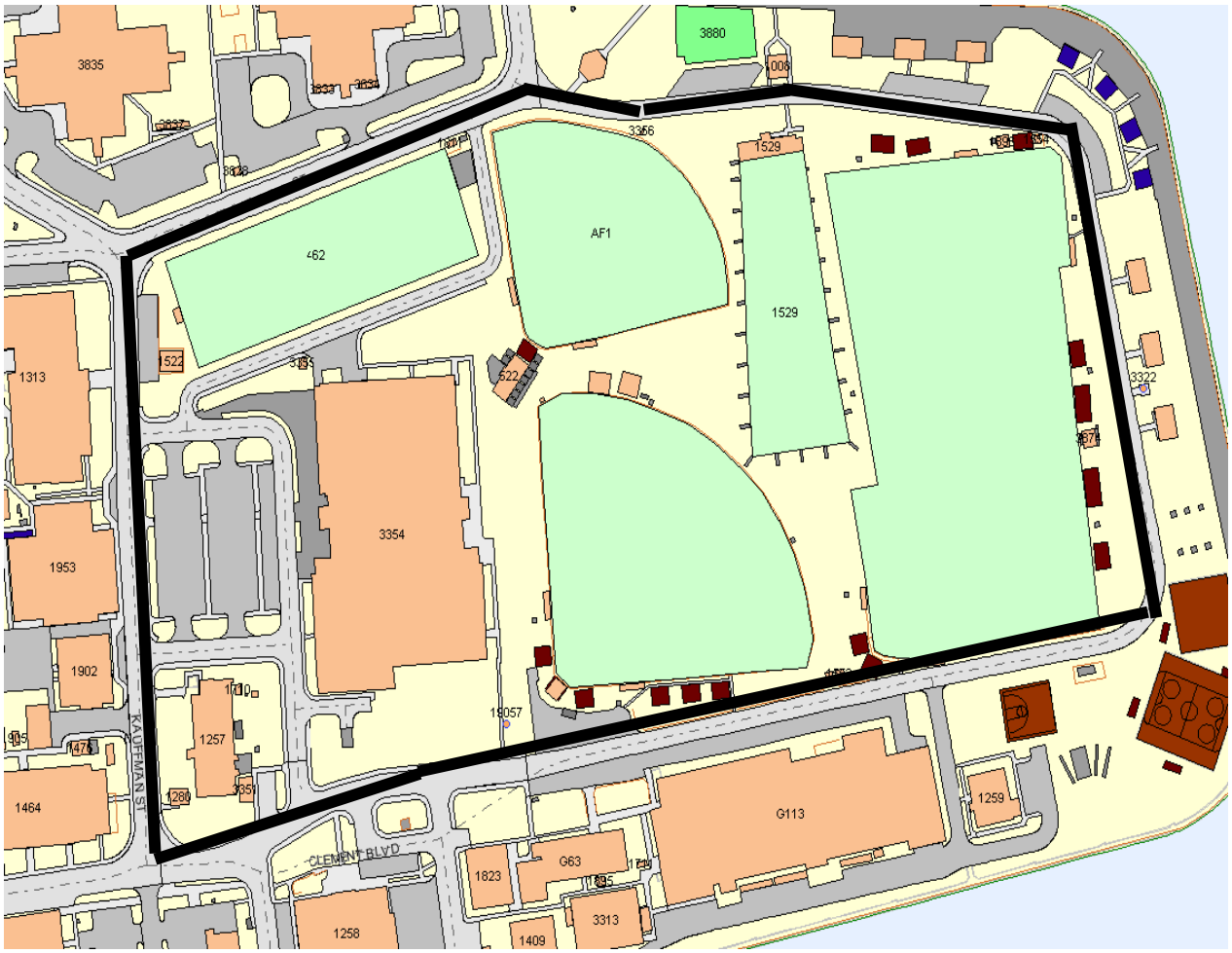


# Route E/PFA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