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ARTICLE 21: Print Application for USFJ Form 4A (Form USFJ-4A)

Article 1

LICENSING AND REQUIREMENTS FOR USFJ POV DRIVER'S PERMIT

1. Conditional Privilege. Personnel sponsored under the SOFA between the United States and Japan may operate a Privately Owned Vehicle (POV) in Japan only when expressly granted this conditional privilege by the COMFLEACT Sasebo Commanding Officer (CO) or other USFJ installation commanders. SOFA-sponsored personnel assigned to COMFLEACT Sasebo Area of Responsibility (AOR) who desire to obtain this privilege must meet the conditions listed below. SOFA-sponsored personnel not assigned to COMFLEACT Sasebo who operate a motor vehicle on the island of Kyushu will also be held to the pertinent requirements of this instruction and Japanese law.
2. Issuance. The USFJ Form 4EJ POV permit may be issued to all U.S. Forces personnel (including active duty, reserve, Department of Defense (DoD) civilians) and their SOFA-sponsored dependents who are assigned to a permanent tour of duty (shore duty, forward-deployed ship homeported to Sasebo or assigned to a rotated activity for a period of not less than 180 days where the individual is customarily engaged in duties ashore in Sasebo during the greater part of the assignment). U.S. Official Contractors and other civilians who are U.S. Forces in Japan under Status of Forces Agreement (SOFA), under Article I and their SOFA-sponsored dependents may also be issued a USFJ Form 4EJ POV Permit under the aforementioned conditions or as conditions warrant.
3. Expiration of USFJ Form 4EJ. At no time will any person operate a motor vehicle with an expired license.
 - a. Licenses for the sponsor and his/her spouse will be issued for a period up to the sponsor's current Projected Rotation Date (PRD) plus 30 days, but not to exceed four years.
 - b. Licenses for dependents (family member children) under 21 years old will expire one day before their 21st birthday or sponsor's PRD, whichever comes first.
 - c. Licenses for dependents (family member children) who are students will expire one day before their 23rd birthday or sponsor's PRD, whichever comes first.
4. Requirements. SOFA personnel and their eligible family members assigned to COMFLEACT Sasebo's AOR will obtain a USFJ Form 4EJ POV permit by using an application form per enclosure (2). Personnel will meet all of the following conditions, in addition to the requirements specified in section 2.2 of references (b) and (e).
 - a. SOFA sponsored personnel and their SOFA sponsored family members must be at least 18 years old and free of physical and mental disabilities that would make it unsafe for them to operate a motor vehicle.

b. E-4 and below Active Duty military personnel will adhere to the following requirements:

(1) Be command approved to live in off-base housing or military family housing (housing areas). Member will need to bring a copy of their off-base contract or on-base housing assignment from the Housing Office or a copy of the Special Request chit to move off-base signed by their Commanding Officer (CO) or Officer-in-Charge (OIC).

(2) Be an accompanied or unaccompanied member with approved request to live off-base.

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

(4) If a member desires to use a Navy Exchange (NEX) rental vehicle, the member must be at least age 21 as regulated in the Japanese Liability Insurance policy attached to NEX rental vehicles and must have a special request chit approved by their CO or OIC. Commands with no commissioned OIC will send their requests to COMFLEACT Sasebo CO for approval with an explanation as to why a permit is being requested.

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

c. All active duty personnel under age 26 must complete one of the following courses 209-AAA Driving Improvement Program (DIP), 1742-Traffic Safety Training Indoctrination, 2037-Driver Awareness Safety Training (DAST), 2544-Base / Installation Safety Indoctrination, 2827-National Safety Council Defensive Driving Course, 3918-National Safety Council (NSC) Alive at 25, 4498-Command Safety Indoctrination which is equivalent to ("Drive For Life" No Longer Available For Use) four hour training course and provide the certificate when applying for a license.

d. All SOFA sponsored personnel and their SOFA sponsored family members must possess a valid U.S. Government driver's license or a valid operator's license from a U.S. state or commonwealth, U.S. territory or District of Columbia. Drivers have an affirmative duty to notify COMFLEACT Sasebo Security Department if their state/U.S. territory driver's license has been suspended or revoked and turn in their license to the Safety Office during the period of that suspension or revocation.

e. All SOFA sponsored personnel and their SOFA sponsored family members must attend base indoctrination classes and pass the written driving examination. This requirement cannot be waived.

f. U.S. Government civilian workers and contractors are required to provide their letter of employment including expiration date and SOFA.

g. SOFA personnel, their family members, U.S. Government civilian workers and U.S. contractors who have an international driver's license accompanied by a valid license from the country the international license was issued, may receive a USFJ Form 4EJ POV permit when the host nation (Japan) is able to recognize the country license and international license, per attachment four of reference (e). Possession of an international driver's license and/or Non-SOFA is not authorized to register vehicles on COMFLEACT Sasebo.

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

i. SOFA personnel and their family members who do not possess a valid operator's license or one of the countries listed in the preceding paragraph may be issued a USFJ Form 4EJ POV permit after successfully completing 45-hour driver's education course, local hazard traffic safety class and both a written and practical driving examination. Japanese nationals sponsored under SOFA who possess a valid Japanese driver's license are exempt from the written.

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

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

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

(2) Undergoing maintenance or repair.

(3) Being shipped into or out of Japan.

(4) Stored in a parking garage.

- (5) Placed in temporary storage pending authorized disposition to a resident of Japan.
 - (6) Undergoing inspection and processing at a GOJ Land Transportation Office (LTO).
 - (7) Being driven by a properly licensed individual while the owner/operator is incapable of driving himself/herself (e.g., physically incapacitated, too tired, consumed alcohol or license is revoked and the vehicle needs to be moved temporarily).
 - (8) Being driven by a family member who possesses a valid GOJ operators permit or International Driver's Permit as listed on attachment four of reference (e).
- b. SOFA personnel and their family members will not operate a rented or borrowed motor vehicle, including any Japanese-owned motor vehicle, unless the following requirements are met:
- (1) Operators have a valid USFJ Form 4EJ POV permit for the type of motor vehicle to be operated.
 - (2) Operators have the owner's written permission in their immediate possession while operating the motor vehicle in excess of 24 hours (only required when the owner is out of reach (e.g. Temporary Duty (TDY) or leave).
 - (3) The vehicle to be operated is covered by valid insurance.
 - (4) The period of borrowed motor vehicle will not exceed a maximum of 12 months.
- c. Installation Commanders may approve on-base driving for Non-SOFA family members, step-parents or guardians authorized to use base facilities on the basis of reducing hardships imposed on members and/or their families by illness, deployment(s), completion of school (for children) or extenuating circumstances. The request letter and supporting document will be reviewed by the Security Department.
- d. Non-SOFA personnel visiting U.S. facilities and areas in Japan (such as family members who are not dependents, friends and retired U.S. Military Service members and dependent etc. visiting from outside Japan) can only operate a vehicle outside U.S. installations if they possess a valid International Driver's Permit per attachment four of reference (e). A temporary vehicle pass may be issued to these non-SOFA personnel to drive on base with the approval of the Installation Commander when they meet licensing requirements. Issuance of a USFJ Form 4EJ POV permit to these individuals is not authorized and the permission should be conveyed in some other format (memo, etc.).

6. Types of Permits. There are three types of USFJ Form 4EJ POV permits. SOFA sponsored personnel and their family members who have transferred from other USFJ installations in Japan

are still required to report to COMFLEACT Sasebo Safety Department to renew their USFJ Form 4EJ POV permits within maximum of 30 days from the check-in date. The types of permits are as follows:

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

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

(a) A learner's permit can be issued to family members 18 years of age and older upon passing a licensing written exam and enrolling in the "New Driver's Course". Upon successful completion of the course, must complete the 30 day on base practicing and the road test. "On Base Only" Student Operator's Permit holders are to be accompanied by a guardian, sponsor or properly licensed driver over the age of 21.

(b) This permit can also be issued to first-time drivers/inexperienced drivers or personnel needing additional time under instruction in order to pass the driver's license road test. This permit will allow training for the inexperienced driver prior to taking the required road skill and performance test. This permit will be valid for a maximum of 90 days. If the applicant meets the qualified driver criteria set forth in paragraph three, then the applicant may take the driver's test after a minimum of 30 days on base. At no time can an "On Base Only" student operator drive off the installation. An extension for an additional 90 days is available upon request from the COMFLEACT Sasebo Safety Director.

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

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

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

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

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

7. Renewals.

- a. It is the licensee's responsibility to initiate renewal action of their license. Applicants may initiate renewal action 90 days prior to the expiration date.
- b. Applicants allowing their licenses to expire will be required to take and pass the written exam before being issued a new license.
- c. Renewals may be issued without retests up to 30 days after the USFJ Form 4EJ POV permit has expired if the individual transferred directly from the USFJ installations. Area Orientation Brief (AOB) cannot be waived.
- d. Renewals for military members and their family members require a copy of orders with end of tour date and a valid U.S. driver's license.
- e. Renewals for government civilians and contractor personnel require a Letter of Employment (LOE) including contract inclusive dates, statement of proof of SOFA status and a valid U.S. driver's license.
- f. Personnel who execute a Permanent Change of Station (PCS) out of Japan and then return, must attend an AOB and take a written exam to obtain a new USFJ 4EJ POV permit.

Article 2

MOTOR VEHICLE REGISTRATION/DE-REGISTRATION

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

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

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

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

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

e. Vehicles owned by personnel who retire from the U.S. Military and reside in Japan will not be registered under the provisions of this instruction with USFJ Form 15. Retirees may register a vehicle if they have a Japanese driver's license, a valid legal residence card issued by GOJ, and Japanese vehicular registration (Kanji plate). Termination of SOFA status must be reported to COMFLEACT Sasebo VRO immediately. If those personnel have proper SOFA status as a U.S. civilian or are contractors with proof of their contractor status under the SOFA (e.g. contract document, letter from employer, etc), they may register their vehicle(s) under the provisions of this instruction with USFJ Form 15.

f. All personnel are required to register their POV at COMFLEACT Sasebo VRO within a maximum of 30 days upon purchase. The seller and buyer must be present at COMFLEACT SASEBO VRO for transaction of the sale to ensure all documents are in proper order. Upon completion of registration, the buyer will obtain a new USFJ decal. Failure to complete registration will result in impoundment of the vehicle and loss of driving privileges until current

registration is updated. The vehicle will be held in the impound lot no longer than 45 days. If the vehicle is not claimed after 45 days, it will be deemed abandoned and will be disposed of by the individual's command.

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

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

i. Rear license plates will have the Land Transportation Office (LTO) affixed metal seal intact. If not intact, a Security Forces member can direct the owner of the vehicle to the LTO for seal replacement.

j. Registered owners are required to provide updated information such as USFJ POV Driver's License, Japanese Compulsory Insurance (JCI), Safety Inspection (Japanese Title), Liability Insurance, Road Tax and other personnel information to COMFLEACT Sasebo VRO immediately upon purchase or renewal.

k. Registered owners are required to maintain a legal parking space and obtain a Parking Certificate Sticker from Japanese Police authorities for each residence.

2. Requirements for Vehicle Registration.

a. SOFA sponsored personnel must present the following:

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

(2) A valid USFJ Form 4EJ POV permit. (Prior to starting initial registration at COMFLEACT Sasebo Security VRO for a motor vehicle, all SOFA sponsored personnel or their family members are required to possess a USFJ Form 4 license. A learners permit is not authorized to start initial registration process at COMFLEACT Sasebo VRO). If SOFA personnel and their family members already possess a permit issued by another installation in Japan, the permit still has to be renewed at COMFLEACT Sasebo Safety Department as stated in Article 1 of this instruction.

(3) Japanese Title (GOJ registration) registered by SOFA sponsored personnel only for USFJ decal (Ownership).

- (4) Receipt of current road tax payment.
- (5) Insurance Policies (JCI and Liability Insurance) as described in paragraph 5 below.
- (6) Proof of SOFA status.

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

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

(8) COMFLEACT Sasebo Vehicle Owner Acknowledgement and Agreement Form, enclosure (3).

(9) For motorcycle registration and requirements, refer to enclosure (2), (10) and Article 3 of this instruction.

b. Safety Inspection. The GOJ requires that POVs pass a safety inspection at a local LTO on or before the expiration date. The last inspection date and expiration date are printed on the Japanese Title (GOJ registration). By agreement with local GOJ authorities, this inspection may be made by Navy or other USFJ authorities.

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

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

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

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

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

3. Insurance. A vehicle will only be registered or re-registered if the vehicle owner has purchased appropriate insurance policies and all policies are effective for a period of at least a year.

a. Responsibility for ensuring compliance with the insurance requirements contained in this instruction rests solely upon the owner and operators of POVs.

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

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

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

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

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

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

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

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

other cases the SOFA sponsor must conduct the vehicle transaction. The following POAs will be accepted by COMFLEACT Sasebo VRO:

a. POAs for SOFA members in Japan: Both General Powers of Attorney (GPOA) and Special Powers of Attorney (SPOA) are authorized for SOFA sponsors and their dependents who are still in Japan or still attached to a command in Japan. A POA is normally given from SOFA sponsors—as grantor—to a family member or friend—as the grantee—and is valid for up to one year from the issued date. Grantees other than grantor’s family members, however, can re-register or de-register the vehicle for the grantor prior to the grantor’s official PCS date.

(1) The grantee who receives a POA must have a valid USFJ 4EJ POV permit. Liability Insurance may not be required if the vehicle will not be operated or registered.

(2) POAs are issued by the appropriate Military Legal Assistance office. Grantees must complete re-registration or de-registration of the vehicle by the expiration date.

(3) SOFA members will not be allowed to PCS until they obtain a VRO check-out voucher. The owner’s command is responsible for ensuring personnel possess a VRO check-out voucher prior to allowing them to transfer from COMFLEACT Sasebo. In order to obtain a VRO check-out voucher SOFA members must show that all vehicles previously in their name have been de-registered and either sold or junked. If the SOFA member has been unable to sell the vehicle they may route enclosure (8) through their command, COMFLEACT Sasebo Security and the COMFLEACT Sasebo Staff Judge Advocate (SJA) office to get a post-PCS Vehicle Sales Power of Attorney.

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

(1) The SOFA personnel (grantee) receiving the SPOA must have a valid USFJ 4EJ POV permit. Liability insurance may not be required and an “on-base parking” permit will be issued by COMFLEACT Sasebo VRO so that the grantee can relocate a vehicle to COMFLEACT Sasebo “lemon” lot or long-term parking space. When the new owner registers the vehicle with COMFLEACT Sasebo VRO, liability insurance must be bought to complete the registration.

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

(3) The SPOA will be in effect for 45 days after the effective PCS date of the SOFA personnel. SOFA personnel must give VRO a copy of enclosures (8) and (9) (the special request

chit and the post PCS Vehicle Sales SPOA) in order to obtain a check out voucher from VRO. Enclosure (9) is available at jag.navy.mil/SPOA/SPOA-Vehicle_Registration_Japan.html

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

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

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

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

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

d. If abandoned vehicles are found and reasonable expenses are incurred by the installation by deregistering and disposing of the vehicle, the registered owner of the vehicle and/or the guarantee will be charged and a debt will be owed to the United States in addition to any administrative or disciplinary action taken under the Uniform Code of Military Justice (UCMJ) or civilian personnel regulations. The United States may take all lawful actions to collect such a debt, including garnishment of pay.

e. All SOFA sponsored personnel and their family members are required to checkout with the COMFLEACT Sasebo VRO before leaving Sasebo on PCS orders, transfer, retirement or separation whether in Japan or elsewhere, or permanent departure from the area. Neither service members nor civilians will be allowed to check out of their respective commands without first receiving a stamped checkout sheet from the COMFLEACT Sasebo VRO at the Security Department per enclosure (4). Individual commands are responsible for verification of enclosure (4) prior to checkout of their commands.

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

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

Article 3

**MOTORCYCLES, MOPEDS, ALL-TERRAIN VEHICLES AND SPECIALTY
VEHICLES**

1. Definition. The term “motorcycle” applies to all motorcycles, motor-scooters, motorized bicycles, mopeds or motor-assisted two or three wheel conveyances, excluding three- and four-wheeled All-Terrain Vehicles (ATV). Personally purchased motorized vehicles such as electric scooters, skateboards or unicycles which are procured for personal transportation not identified with this instruction are not authorized. MWR electric bicycles are authorized as a part of command sponsored recreational equipment which follow registration and safety requirements.

2. Motorcycle Safety Representative (MSR). Each respective command is required to designate a Command MSR with an appointment letter signed by their CO or OIC. The MSR will:

a. Prepare an Administrative Remarks form per enclosure (3) and a Motorcycle Rider Profile Sheet per enclosure (11) for the individual who applies for USFJ Form 4EJ Motorcycle Operator’s Permit.

b. Ensure the individual has taken Motorcycle Rider Safety course and is aware of the licensing requirements in the next paragraph.

3. Motorcycle Training Offered by the Navy. There are two levels of motorcycle training offered by the Navy as follows. All SOFA personnel and military active duty personnel operating a motorcycle (on/off-base) will complete Level I, Level II training and Military Sport Bike Rider Course (MSRC).

a. Level I - Basic Rider Course (BRC) (16 hours). This is a Motorcycle Safety Foundation (MSF) approved course. This course is mandatory for USFJ SOFA personnel who plan to purchase or operate a motorcycle regardless of their intent to ride the motorcycle on/off-base. Participants can attend the course utilizing a rental motorcycle or their privately owned motorcycle that is properly registered through COMFLEACT Sasebo. Operators of motorcycles with attached sidecars or three-wheeled motorcycles are excluded from required motorcycle training. The BRC card does not expire, however active duty military members continue to enhance their motorcycle skills and competency by completing refresher Naval Safety Center approved motorcycle Level II training course (i.e., Experienced Rider Course (ERC)/BRC-2, Advanced Rider Course (ARC), Military Sport Bike Rider Course (MSRC), etc.) at a minimum of every five years (military only).

b. Level II. Level II training is considered “follow-on training” as follows and is required within 60 days of completion of Level I training or upon changing the type of motorcycle being ridden. Riders must have proof of completion of the BRC and obtained a USFJ motorcycle operator’s permit prior to enrolling and provide their own motorcycles. Courses include:

(1) Basic Rider Course-2 (BRC-2/ERC) (eight hours). This course is designed to teach realistic street riding skills and personal risk management tools to improve rider awareness and capabilities on the more dangerous modern roadways and on more capable machines. This level of training is designed to help the rider “bond” with their motorcycle. Course length is no less than eight hours and no more than 16 hours scheduled training time.

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

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

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

a. Requirements for all riders.

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

(2) Certificate of completion of BRC. To provide for effective control over possession of a motorcycle, no person will be allowed to operate a motorcycle until they have completed the BRC or equivalent course, in Continental United States (CONUS) or Outside Continental United States (OCONUS) and have a proper motorcycle endorsement on their USFJ Form 4EJ POV permit.

(3) Enclosures (3) and (11) must be completed by both the member and MSR.

(4) Any military member purchasing a motorcycle locally is required to receive pre-purchase counseling per reference (a), Chapter 4 paragraph 2.a. Documentation of the required counseling must be provided to COMFLEACT Sasebo’s Safety Department to receive a motorcycle endorsement on the USFJ Form 4EJ motorcycle permit.

(5) An individual purchasing a motorcycle without a motorcycle endorsement on their USFJ Form 4EJ POV permit will be issued a temporary “on-base parking” pass by COMFLEACT Sasebo VRO. The pass will be valid for 60 days, to allow time to obtain the

motorcycle endorsement and complete all requirements of Article two of this instruction. A 30-day extension may be obtained, if a letter is provided by COMFLEACT Sasebo Safety Director stating that the required BRC or BRC-2 was not offered in time to allow completion of all requirements.

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

(7) The individuals must provide a valid USFJ motorcycle operator's permit with other registration requirements (e.g. JCI, liability insurance and receipt of current road tax payment) to COMFLEACT Sasebo VRO and COMFLEACT Sasebo Safety as stated in Article One and Two of this instruction for the issuance of the USFJ decal.

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

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

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

(11) Two-wheeled vehicle operators will not be licensed to carry passengers off base unless they have a minimum of one year riding experience. Operators authorized to carry passengers off-base, will have their permit stamped "AUTHORIZED PASSENGERS".

(12) Two wheel vehicle operators that intend to carry a passenger on an expressway must be at least 20 years old and show proof of possessing a motorcycle license and Motorcycle Safety Training card for 3 years. The original card must be shown. Photocopies and faxes are not acceptable. Two wheel vehicles must be over 125cc to operate on expressways with a passenger. However, some expressways (i.e., some sections of Shuto in Tokyo) do not permit any passengers on two-wheeled vehicles. Always check before riding.

b. Requirements for first time riders.

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

(2) If the student wishes to use his/her own motorcycle for the BRC, the motorcycle must be transported to the Akasaki motorcycle range by a method other than the BRC student riding the motorcycle. It will only be used on the range. The student will need to obtain a motorcycle which has a valid JCI and liability insurance for the BRC.

(3) The First Time Rider completion of the BRC will be issued an "On-base only" permit on their USFJ Form 4EJ POV permit and will be required to complete 30 days and 250 kilometers of on base riding before applying for an "On/Off-base" permit. The COMFLEACT Sasebo Safety Department will record mileage on their USFJ Form 4EJ POV permit. During this time the COMFLEACT Sasebo Safety Department will keep their license plate until the requirements are met. Individuals found operating a motorcycle off base with an "on-base only" permit will have their motorcycle endorsement removed from their USFJ Form 4EJ POV permit indefinitely.

(4) First time riders (those with no proof of prior experience of riding a motorcycle) are restricted to 400 Cylinder Capacity (cc) and below motorcycles (Category III and below) for one year. After operating free of accidents or moving violations for at least one year, the operator must attend the BRC 2 again on a larger displacement motorcycle to become licensed to operate a larger motorcycle.

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

c. Requirements for riders with prior BRC:

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

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

5. Traffic Accident and Revocation of Driving Privileges.

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

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

c. If the USFJ 4EJ motorcycle operator’s permit is revoked, the individual must follow the same procedure for motor vehicle sale, impounding or junking as stated in this instruction.

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

a. Category I: Moped or motor scooter.

b. Category II: Motorcycles 125cc or less.

c. Category III: Motorcycles 400cc or less.

d. Category IV: Motorcycles 749cc or less.

e. Category V: Motorcycles 750cc or larger.

7. Motorcycle Equipment.

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

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

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

(1) Operator and any passenger must wear a properly fastened (under the chin) protective helmet that provides a minimum of three quarter coverage. Helmets must meet U.S. Department of Transportation (DOT) standards. They may meet other standards such as the Snell Memorial Foundation, ASTM or the ANSI 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.

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

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

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

(5) A "Class-I Traffic Safety Vest" (or higher) with contrasting reflective and background colors shall be worn by all motorcyclists and passengers from dusk to dawn. It is highly recommended to wear 30 minutes before dusk to 30 minutes after dawn or when it is raining or snowing. Motorcycle operators clothing designed with built-in reflective material equal in visibility to a standard "Class- I Traffic Safety Vest" meets this requirement. Reflective piping alone does not meet this standard.

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

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

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

8. Operating Conditions

a. Motorcycle operators are not authorized to carry passengers unless they have a minimum of one year with riding experience, completed the BRC-2 in Japan and their USFJ 4EJ motorcycle operator's permit is stamped "AUTHORIZED PASSENGERS". Operators that intend to carry a passenger on an expressway must meet all requirements of this paragraph and reference (e) paragraph 2.2.4.5. All riders must complete the BRC-2/ERC within 90 days of completing the BRC. All active duty military members must attend a refresher BRC-2 course and receive a completion certificate every 5 years thereafter.

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

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

d. Headlights will be on at all times (on/off-base), except where prohibited by military mission or reference (b).

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

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

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

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

9. Japanese Motorcyclists. Japanese law states that operators of two wheeled vehicles (motorcycles) are required to wear helmets. Traffic regulations in effect on board USFJ facilities and installation are applicable to Japanese nationals while they are within the confines of such facilities and installations. Accordingly, all personnel including Japanese and SOFA personnel and their family members, who operate motorcycles on USFJ facilities and installations are required to satisfy the PPE requirements outlined in paragraph 7.c. Equipment utilized by Japanese nationals should be equivalent in quality and design to equipment required for SOFA personnel and their family members.

10. Renewals. All riders must submit valid U.S. driver’s license, original BRC and BRC-2 completion card, USFJ Form 4EJ POV permit, enclosures (2) and (10) to the COMFLEACT Sasebo Safety Department.

11. Motorized Kick-scooters and Motorized Skateboards. Motorized kick scooters and skateboards are not authorized for private use on board any military installations.

12. Three wheel. Enclosures (2) and (10) must be completed by both the member and MSR for USFJ 4EJ operators permit. The same mandatory PPE for motorcycles is required.

13. Specialty vehicles.

a. Departments that use utility vehicles (referred to as specialty vehicles-such as ATV, Gators, “Mule” utility vehicle, and low speed vehicles (golf carts and so forth) on a CFAS installation will establish the following:

(1) An SOP that includes at a minimum, the safe operations, limits of operational work areas, PPE, vehicle safety equipment requirements and daily/shift inspections and tests requirements.

(2) A driver qualification and training program

b. Operators must possess a military operator’s permit, Optional Form (OF) 346 (U.S. government Operators Motor Vehicle Operator’s Identification Card), with vehicle qualifications annotated on the face of the form.

c. Department heads and OICs will establish “operational work areas” to limit the travel of nontactical specialty vehicles routinely used in all areas on CFAS installations. An operational work area is that area in which a specialty vehicle can travel that is not on a public roadway.

d. Manufacturer installed safety equipment will be maintained in working order.

e. Operators will not exceed the recommended load carrying capacity, personnel capacity, or maximum safe vehicle speed. Cargo items will be secured as necessary to prevent tipping.

f. Occupant protective devices will be worn by operators and passengers of specialty vehicles when installed by the manufacturer.

g. Adequate head protection is required for operators and passengers operating or riding in specialty vehicles and for operators and passengers of non-tactical vehicles operated outside of the designated operational work areas.

h. Operators and passengers of non-tactical vehicles that are not equipped with manufacturer installed rollover protection will wear approved head protection (helmet) that at a minimum conforms to DOT Safety Standard No. 218 MC safety standards or equivalent when operated on CFAS installations that are outside the designated operational work area.

i. Non-tactical specialty vehicles that are allowed to operate outside a controlled work area and on installation streets, roads, and highways will meet the minimum vehicle safety standards according to 49 CFR 571.5, to include rollover protection, occupant protective devices, and placement of “Slow Moving Vehicle” emblems where required.

j. Specialty vehicle operators shall be trained:

(1) They must be familiar with the use of all controls and understand proper moving, stopping, turning and other operating characteristics of the vehicle.

(2) Operators must review all training materials provided by the manufacturer for the specific vehicles, and training should be in accordance with appropriate manufacturer recommendations.

(3) At a minimum, training shall be documented and shall address:

(a) Basic riding tips from the manufacturer's published literature for each vehicle;

(b) Reading terrain;

(c) Climbing hilly terrain;

(d) Descending a hill;

(e) Traversing a slope;

(f) Riding through water;

(g) Cargo carriers and accessories;

(h) Loading and unloading;

(i) Troubleshooting;

(j) Proper preventative maintenance (i.e., oil levels, tire pressure requirements and scheduled maintenance requirements according to the manufacturer's guidelines).

(4) A copy of the operator's manual shall be kept on the vehicle at all times and protected from the elements.

k. Specialty vehicles shall be equipped with:

(1) An adequate audible warning device (horn), in operable condition, at the operator's station.

(2) Brake lights in operable condition regardless of light conditions outdoors and indoors.

(3) Operable rear view mirror(s).

(4) Whenever visibility conditions warrant additional light, all vehicles, or combinations of vehicles, in use shall be equipped with at least two headlights and two taillights in operable condition, a yellow flashing light or equivalent.

l. Occupancy in utility vehicles is limited to manufacturer designated seating that has built-in seat belts. Passengers may not ride in the vehicles back cargo area unless the vehicle is otherwise equipped.

Note: When used for emergency response, medical litters may be placed in the back cargo area but must be secured as necessary to prevent movement/tipping.

m. The manufacturer's recommended load carrying capacity, personnel capacity, or maximum safe vehicle speed shall not be exceeded at any time.

n. Cargo items will be secured as necessary to prevent movement/tipping. All loads over 50 lbs. (22.7 kg) - to include medical litters - must be securely strapped to cargo tie downs in the rear and to the cargo shelf in the front.

o. Manufacturer-installed safety equipment will be maintained in working order and used in compliance with the requirement of this regulation and in accordance with manufacturer's recommendations.

p. Seat belts and anchorages meeting the requirements of 49 CFR Part 571 (DOT, Federal Motor Vehicle Safety Standards) shall be installed in all utility vehicles and will be worn by operators and passengers.

q. Operators and passengers shall wear goggles at all times when a utility vehicle, not equipped with a windshield, is in motion.

r. Specialty vehicles will not be driven off the installation except to cross the roadway, and will only be driven on an installation roadway at designated crossing points or with a road guard.

s. Specialty vehicles that are allowed to operate outside a controlled work area and/or on public roads will meet the minimum vehicle safety standards in accordance with 49 CFR 571.5, to include seat belts, and placement of "Slow Moving Vehicle" emblems where required.

t. The manufacturer's recommended load carrying capacity, personnel capacity, and maximum safe vehicle speed shall not be exceeded at any time.

u. Specialty vehicles shall not be used for other than their manufactured purpose. Manufacturer installed safety equipment will be maintained in working order and used in compliance with the requirement of this regulation and in accordance with manufacturer's recommendations.

Article 4

IMPLIED CONSENT FOR TESTS/IMPOUND

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

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

- a. If the owner/operator is driving without USFJ 4EJ POV permit, their license is revoked or suspended.
- b. The owner does not have the minimum required insurance coverage.
- c. The vehicle is not properly registered or has an unpaid road tax.
- d. Such persons further agree to tow, store and dispose as needed to remove or impound their motor vehicle because of a situation described above.
- e. Moving the vehicle to the impoundment lot or any fee incurred with impoundment will be at the registered owner's expense or the responsibility of owner's command for a prompt action. Garnishment of pay may result upon refusal to pay the debt at the CO or OIC's direction.

(1) 45-Day Impound Limit. ICO will allow vehicles to be in the impound lot for a maximum of 45 days. If the owner is not capable of curing the deficiency for which the vehicle was impounded in that period, the owner must either de-register and sell or junk the vehicle and ensure removal by the 45th day. They must also provide such proof to COMFLEACT Sasebo VRO.

(a) A driver who has had their license revoked or suspended for a period of greater than 30 days must sell or properly dispose of their vehicle. If the sponsor has family members

possessing a USFJ 4EJ POV permit and has only one vehicle, they are exempt from this requirement.

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

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

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

Article 5

DRUNK DRIVING/DRIVING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS

1. Impaired/Intoxicated Driving. Operating a motor vehicle under any impairment or intoxication caused by drugs or alcohol in violation of Article 111 of the UCMJ and/or Japanese law is prohibited.
2. Detection. COMFLEACT Sasebo Security personnel ordinarily 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.
3. Testing. Personnel exhibiting the behavior described in paragraph 2 of this Article will be stopped immediately to determine the cause of the behavior and/or to take appropriate action. When there is a reasonable suspicion that the individual was Driving While Intoxicated (DWI), DUI or driving while drinking, COMFLEACT Sasebo Security personnel will request the individual to perform a series of Field Sobriety Tests (i.e., walk and turn heel to toe, finger to nose, one leg stand, breath analysis, etc.). An Alcohol Influence Report (DD Form 1920 Drug Report) will be used in examining, interpreting and recording results of these tests. When there is a reasonable suspicion that the person is under the influence of alcohol or other intoxicant, the individual will also be requested to consent to breath, urine, or blood test analysis to determine Blood Alcohol Content (BAC) or the existence of any intoxicant as described in enclosure (6). Refusal to submit to breath or urine testing to determine BAC at the request of COMFLEACT Sasebo Security personnel will result in immediate and permanent suspension of driving privileges.
4. Mandatory Referral for Alcohol/Drug Abuse Evaluation. Active duty personnel apprehended for impaired driving, on/off the installation, must be screened by the Substance Abuse Rehabilitation Program (SARP) counselor within 10 days of the incident to determine if the individual is dependent on alcohol or other drugs. In the rare case where driving privileges are reinstated in part or whole following an impaired driving incident, the privileges may not be reinstated for active duty personnel to drive on-base unless they have completed the full 36-hour Navy Alcohol and Drug Safety Action Program (NADSAP).
5. BAC Standards.
 - a. As a guideline for administrative revocation of driving privileges and/or taking action against an individual suspected of driving or being in physical control of a motor vehicle while under the influence of alcohol or drugs, the amount of alcohol/drugs in the person's blood will be determined by a non-portable breath testing device or properly tested blood sample and defined as follows per enclosure (5):

(1) DUI. Operating a motor vehicle with a BAC level of 0.03 and above constitutes DUI under Japanese law. Any personnel (SOFA or non-SOFA) identified as operating a motor vehicle in Japan (on/off-base) while having a BAC of 0.03 to 0.079 will have their driving privileges revoked for a minimum of one year. Commanding Officers retain the discretion to impose further administrative or disciplinary action for this offense and to grant limited or partial driving privileges.

(2) DWI. Operation of a motor vehicle with a BAC or Breath Alcohol Concentration of 0.08 percent or higher or a Japan Kitagawa-Shiki balloon test result of 0.40 miligram/liter (mg/l) or higher constitutes DWI under Japanese law.

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

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

6. License Confiscation and Vehicle Impoundment. When one of the conditions in paragraph 2, 3 or 5 of this article occurs, the driver's vehicle will be immediately impounded and their license confiscated by COMFLEACT Command Duty Officer (CDO) regardless of the location of the intoxicated driving incident per Article 14 of this instruction. The CDO will generate and issue a revocation letter, confiscate their driver's license and provide both items to the COMFLEACT Safety Department.

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

a. The TAF officer determines that a driver lawfully stopped for suspicion of intoxicated/impaired driving refused to submit to or complete a test to measure the alcohol content in blood, or detect the presence of any other drug, as required by this instruction, the laws of Japan or the law of the jurisdiction where the incident took place.

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

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

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

10. Transportation of Alcoholic Beverages.

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

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

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

12. Loaning Vehicles to Intoxicated Person.

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

Article 6

SPEED REGULATIONS

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

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

a. 10 kilometers per hour

(1) Parking Lots.

(2) Piers.

b. 20 kilometers per hour

(1) School district.

(2) Entering an intersection or roadway.

(3) Business or residential district.

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

(5) Nimitz Park.

c. 20 and 30 kilometers per hour as posted.

3. Off-base Speed Limits. When driving on Japanese roads and highways, all drivers will obey the posted or designated speed. Personnel cited for speeding by the Japanese police will also be assessed points against their USFJ operator's permit.

4. Following Emergency Vehicles. A minimum distance of 30 feet must be maintained when following an emergency vehicle, which is responding to an emergency call.

Article 7

TRAFFIC ACCIDENTS

1. Accident Assistance Information. All SOFA personnel and their family members who are licensed vehicle operators per this instruction are required to abide by the Japanese road traffic laws as provided by the COMFLEACT Sasebo Safety department. When an accident occurs, often a certain amount of confusion and excitement exists which may cause pertinent abstracts of the law to be forgotten. All parties to an accident should ensure that military police and/or medical personnel are contacted immediately to assist motorists involved in traffic accidents. Licensed vehicle operators are encouraged to know all emergency numbers and carry a map of the area to assist in explaining their location in the event of an accident.
2. Operators of motor vehicles involved in traffic accidents, regardless of the severity, will:
 - a. Immediately notify COMFLEACT Sasebo Security dispatch and the Japanese police, if the accident happened off-base.
 - b. Immediately notify COMFLEACT Sasebo Security dispatch if the accident occurred on base.
 - c. Exchange names and addresses with the other driver.
 - d. Exhibit a proper and valid USFJ Form 4EJ POV permit to the other driver and in turn take note of their license.
 - e. Extend cooperation to traffic division officials investigating the accident.
 - f. Remain at the scene of the accident, unless the vehicle operator requires medical attention, until the appropriate action listed above has been completed or after having been released by the investigating officer.
3. Operators involved in an accident, which might result in claims for or against the U.S. Government, will not admit responsibility, orally or in writing nor offer to settle any claim made by any interested persons at the scene of the accident.
4. A driver involved in an accident, whether on- or off-base, may be issued an Armed Forces Traffic Ticket (DD Form 1408). Anyone issued a DD Form 1408 may generally respond in two ways: (1) by pleading "no contest," which will result in being assessed points based on the offense committed, or (2) by appearing in Traffic Court within two TAF dates from the date of the traffic ticket per Article 9 of this instruction. If the person issued the ticket does not appear for a hearing as required in Article 9 of this instruction, the Traffic Court Administrator will

adjudicate the DD Form 1408 in absentia. Refer to Article 9 of this instruction for more information. Appropriate penalties will be assessed according to Article 10 of this instruction.

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

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

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

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

Article 8

SUSPENSION/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 TAF Officer or COMFLEACT Sasebo. In addition, COs and OICs have the prerogative to deny driving privileges for cause without regard to point assessment. Suspension and revocation actions based on the commission of serious traffic violations and/or point assessment for other moving violations covered in the traffic point system article of this instruction. The suspension or revocation of installation driving privileges or POV registrations, for lawful reasons unrelated to traffic violations or safe vehicle operations, is not limited or restricted by this Traffic Code. The individual's command is responsible for notifying the TAF result to the individual who received a traffic citation for corrective actions.

a. Suspension.

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

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

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

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

c. Restricted Privileges. The TAF Officer, when imposing a suspension or revocation of driving privileges, may authorize restricted driving privileges for POV and GOV. Under this action, the individual's driving privileges would be suspended or revoked except for those minimum privileges that are specified in writing by the TAF Officer.

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

e. Reinstatement. Individuals whose driving privileges have been revoked are required to attend remedial driver training and take the driver knowledge test when directed by the proper authority. Individuals whose driving privileges have been suspended also require to attend remedial driver's training course upon TAF direction. All personnel whose licenses are suspended or revoked will obtain a written endorsement from their CO/OIC before COMFLEACT Sasebo may reinstate their license at the end of the suspension/revocation period.

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

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

a. When a sponsor's driving privileges have been suspended or revoked for six months or longer, all vehicles registered in the sponsor's name are required to be sold or junked within 30 days after the revocation unless the sponsor's family member(s) are authorized to operate the vehicle independent of the sponsor. It is the sponsor's responsibility to provide a properly licensed individual to drive the vehicle to COMFLEACT Sasebo VRO for decal removal or temporary impoundment, not to exceed 45 days. An appropriate annotation will be added to the sponsor's registration record at COMFLEACT Sasebo VRO and COMFLEACT Sasebo Safety department.

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

c. When family member's driving privileges have been suspended or revoked for six months or longer and the sponsor has more than one vehicle registered, then the vehicle commonly used by that family member will be deregistered. An appropriate annotation will be added to all vehicles listed in the sponsor's registration record at both COMFLEACT Security and Safety department. It is the responsibility of the sponsor to ensure that the family member does not drive a vehicle during the remainder of their tour in Sasebo.

d. When the revoked or suspended driving permit is lifted, the member has to submit a copy of the letter approved by ICO to COMFLEACT Sasebo Safety department and COMFLEACT Sasebo VRO. They will complete the remedial driver training prior to renew the USFJ Form 4EJ POV permit when directed by the proper authority.

Article 9

TRAFFIC ADMINISTRATIVE FORUM (TAF)

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

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

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

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

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

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

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

d. Distribute a traffic court result report to COs and OICs of all departments and tenant commands for corrective actions each time the report is generated by the TAF clerk.

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

f. Notify the individual and the individual's command, informing them of the requirement for remedial driver training.

3. TAF Clerk. The TAF clerk will be provided by the COMFLEACT Sasebo Security Department. The TAF clerk will:

a. Take a record of all administrative actions given by the TAF Officer at the TAF and prepare a traffic court result report after every TAF is conducted.

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

c. Perform other related or incidental duties as directed by the TAF Officer or COMFLEACT Sasebo SECO.

4. TAF Regulation.

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

b. An individual who has received an Armed Forces Traffic Ticket (DD Form 1408), and intends to contest the allegations, must appear at one of the next two TAFs following the date of the traffic ticket. If such an individual does not appear at TAF within one of the two hearings following the date of the ticket, the Traffic Court Administrator will adjudicate the ticket in absentia. The penalties will be assessed as described in Article 10 of this instruction and the individual will waive the right to appeal the penalty imposed by the TAF Officer.

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

d. Anyone who requires translating assistance will provide a translator as needed. The TAF clerk or COMFLEACT Sasebo Security Department will not provide a translator.

e. Military personnel will be in the uniform of the day.

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

g. Those who are directed to take remedial driver training MUST complete the training within 60 days of being directed by the TAF Officer per Article 10 of this instruction. Failure to complete the training in the prescribed timeframe will result in suspension until the requirement is met.

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

6. Pleading "No Contest".

a. Individuals receiving an Armed Forces Traffic Ticket (DD Form 1408) for vehicle registration violations (JCI, liability insurance, road tax, misuse of temporary pass, etc.) may

NOT plead “no contest”. In such cases, the TAF Officer will always adjudicate the registration violation. For moving violations, if an individual does not desire to attend TAF to contest, they may plead “no contest”. By pleading “no contest”, the individual waives the right to appeal the penalty imposed by the TAF Officer or TAF clerk.

b. To plead “no contest”, the individual must sign and write “Plead no contest” on the pink copy of the Armed Forces Traffic Ticket (DD Form 1408) and submit it to the COMFLEACT Sasebo Security Department within two TAF dates from the date of the traffic ticket. The individual will be assessed the maximum penalty for all uncontested traffic citations by the TAF Officer. The TAF clerk does not have the authority to suspend/revoke an individual’s driving privileges for any reason. Additionally, the TAF clerk cannot dismiss or lessen the severity of an offender’s violation.

c. When the TAF Officer, ICO, COMFLEACT Sasebo SECO, COMFLEACT Sasebo SJA or CO or OIC instruct the individual receiving Armed Forces Traffic Ticket (DD Form 1408) to attend the TAF, they cannot plead “no contest”.

7. Failure to Appear at TAF or Plead No Contest. Failure to appear or plead no contest within two TAF dates from the date of the traffic ticket will result in the Traffic Court Administrator adjudicating the ticket in absentia, except for the following conditions:

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

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

c. Personnel in a leave status or are sick-in-quarters (SIQ) will be considered to be “unavailable” upon proper notification to the TAF clerk with an expected date of return. Documentation must be provided to TAF clerk as proof.

d. Any other case not listed (i.e. ship's operational commitments, childcare) will be a case-by-case basis upon proper, timely notification to the TAF clerk.

8. Appeals From TAF. Individuals who receive a ticket and appear at a TAF may appeal the findings or penalties assessed by the TAF Officer to ICO within 10 days of the decision. Prior to receipt of a written decision by COMFLEACT Sasebo, all penalties assessed at TAF remain in effect. The appeal will be addressed to the ICO from the requestor in basic memorandum format which includes supporting documentation.

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

Article 10

TRAFFIC POINT AND REVOCATION SYSTEM

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

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

a. Administrative processing and disposition of violations will be accomplished within two TAF dates, inclusive of the date that the Armed Forces Traffic Ticket (DD Form 1408) was issued by COMFLEACT Sasebo Security personnel.

b. No points are assessed for revocation or suspension actions. Except for implied consent violations, revocations must be based on a conviction by a civilian court or courts-martial, Non-Judicial Punishment under Article 15, or a separate hearing as addressed in this instruction. If revocation for implied consent is combined with another revocation, such as two years for DWI, revocations will run consecutively.

c. Depending on the severity of the violation, an individual may lose their driving privileges for multiple infractions on a single citation. If an individual received a citation for multiple offenses, it is in their best interest to appear in TAF and explain what happened. Conversely, they can plead no contest and receive the maximum point assessment based on the citation and traffic report, which may or may not result in suspension of driving privileges.

d. With regards to individuals receiving a DD Form 1408 for a delay in payment of annual road tax after 31 May of each year. Individuals may subsequently have a suspension or revocation assessed based on the registration violation. This decision will be made within the discretion of the TAF Officer.

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

3. Traffic Points.

a. Accumulation of seven or more points in a twelve month period will result in mandatory attendance at remedial driver training and/or suspension of driving privileges unless otherwise directed by the TAF Officer.

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

c. Any violations points in an active school and/or construction zone will be doubled.

4. Procedures For SOFA Sponsored Personnel And Base Employees.

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

b. Master Labor Contract (MLC) and Indirect Hire Agreement (IHA) personnel driving a POV. When MLC and IHA personnel are subject to the TAF when issued a traffic ticket while driving a POV on base, the same process noted in Article 9 of this Traffic Code instruction will be utilized. Points will be assessed per Article 10 of this instruction for violations. Records will be maintained by the COMFLEACT Sasebo Security Administrative Division to identify and track points assessed.

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

d. MLC and IHA personnel driving a GOV. When MLC and IHA personnel are cited for a traffic violation while driving a GOV in the direct performance of their duties, points will be assessed against their privilege of driving on base. The notice of traffic violation will be issued by COMFLEACT Sasebo Security Administrative Division and will be sent to his/her department head for appropriate action under chapter eight of reference (c) for MLC personnel and IHA personnel under supplemental three of reference (d). If a major traffic accident occurs, the TAF Officer will review the incident complaint report and give further adjudication. Records will be maintained by the COMFLEACT Sasebo Security Administrative Division to identify and track violation.

5. Procedure For Taxi Drivers, Base Contractors And Personnel Whose Command is Under Another AOR of COMFLEACT Sasebo.

a. Taxi Drivers. The violations of the Traffic Code committed by taxi drivers will be assessed against the individual driver committing the violation as follows unless otherwise directed by proper authority. The representative of the taxi company will return the taxi driver's base access pass to COMFLEACT Sasebo Security department immediately. If a major traffic accident occurs, the TAF Officer will review the incident complaint report and give further adjudication. If the driver wishes to attend TAF to contest, they may attend TAF within two court dates from the violation date. If the individual who commits the violation cannot attend TAF within the aforementioned dates, then a suspension may be imposed due to the contract condition.

(1) First violation: 30 day suspension of base access

(2) Second violation: One year suspension of base access

(3) Third violation. Removal

b. Contractors (Japanese national and foreign national). The violations of the Traffic Code committed by employees of a company that has contract(s) with the U.S. Government to work on ships or the facilities and areas of COMFLEACT Sasebo will be assessed against the individual driver committing the violation as follows unless otherwise directed by property authority. The contractor who committed a violation can still access COMFLEACT Sasebo and work at their designated area, but on base driving will be suspended as follows. The sponsoring command and the supervisor of the individual who committed the violation must ensure he/she will not drive on base during the suspension period and complete the requirement as advised by the TAF officer and COMFLEACT SECO. The base contracting officer will ensure that this becomes a part of any contract included to work on the facilities and areas of the base. If a major traffic accident occurs, the TAF Officer will review the incident complaint report and provide further adjudication. If the driver wishes to attend TAF to contest, they may attend TAF within two court dates from the violation date. If the individual who commits the violation cannot attend TAF within the aforementioned dates, then a suspension may be imposed due to the contract

condition. A notice of a traffic violation will be issued by COMFLEACT Sasebo Security Administrative Division and will be sent to the sponsoring command.

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

c. Japan Self Defense Force (JSDF). JSDF sponsored personnel and personnel whose command is under another AOR of COMFLEACT Sasebo. The violations for personnel attached to activities not under the AOR of COMFLEACT Sasebo (e.g., TAD personnel, military services personnel on tourist visa status, JSDF and JSDF sponsored contractors etc.) will be forwarded to the cognizant Installation Commander for adjudication. Copies of all Armed Forces Traffic Tickets (DD Form 1408) will be forwarded to the cited individual's command for their information.

6. Remedial Driver Training. The COMFLEACT Sasebo Safety Department periodically conducts an eight-hour driver improvement course per reference (h), paragraph 8.c. This course is designed as follows:

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

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

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

d. COMFLEACT Sasebo Safety Department will notify the TAF clerk when the individual signs up for the training and when it is completed.

e. The TAF office will notify the individual and the individual's command, informing them of the requirement for remedial driver training.

f. Per reference (h) paragraph 10.b, all SOFA personnel will attend remedial driver training for the following offenses: Conviction of a serious moving traffic violation, to include but not

limited to, reckless driving, driving while impaired, speeding, or following too closely or being found at fault in a traffic mishap while operating a Ground Mobility Vehicle (GMV).

7. Violations That May Result In Revocation Or Suspension Of Driving Privileges Upon Traffic Ticket Or Determination Of The Facts By COMFLEACT Sasebo.

Driving while driver's license or installation driving privileges are under suspension or revocation	Two year revocation
Refusal to submit to or failure to complete chemical test (implied consent)	Minimum one year revocation
Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle	Mandatory two year revocation up to permanent revocation
Driving a vehicle in the commission of a felony	Minimum one year revocation
Fleeing the scene of an accident involving death or personal injury (hit and run)	Mandatory two year revocation up to permanent revocation
Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicle	One year revocation
Unauthorized use of a motor vehicle belonging to another when the act does not amount to a felony	One year revocation
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 year revocation
Driving or being in actual physical control of a motor vehicle while under the influence of alcohol with a BAC between 0.3 percent and less than 0.079 percent (DUI)	Not less than one year to no more than two year revocation
Mental or physical impairment (not including alcohol or other drug use) to the degree rendered incompetent to drive	Not less than six months to no more than one year revocation
Commission of an offense in another state which, if committed on the installation, would be grounds for suspension or revocation	Not less than six months to no more than one year revocation
Permitting an unlawful or fraudulent use of an official driver's license	Not less than six months to no more than one year revocation
Conviction of fleeing, or attempting to elude a police officer.	Not less than six months to no more than one year suspension

Conviction of racing on the highway	Not less than six months to no more than one year revocation
Receiving a second one-year suspension within three years	Loss of OF-46 (SF-346) indefinitely is mandatory

8. Violations Resulting in Point Assessment.

Reckless driving (willful and wanton disregard for the safety of persons or property)	Six points
Knowingly lending or otherwise entrusting a motor vehicle to a person whom the individual knows is intoxicated or under the influence of alcohol or other substances	One year revocation
Possessing open containers of alcohol or consuming alcohol, inside of a motor vehicle	Six points
Fleeing the scene (hit and run) – property damage only	Not less than six months to no more than one year revocation
Speed contests	Six points
Speed too fast for conditions	Two points
Speed too slow, causing potential safety hazard	Two points
Failure of operator or occupants to use available restraint system devices while moving (operator assessed points)	Two points
Failure to properly restrain children in a child restraint system while moving	Two points
One to 10 kilometers per hour over posted speed limit	Three points
Over 10 kilometers but not more than 25 kilometers per hour above posted speed limit	Four points
Over 25 kilometers but not more than 35 kilometers per hour above posted speed limit	Five points
Over 35 kilometers per hour above posted speed limit	Six points
Following too close	Four points
Failure to yield right of way to a pedestrian or emergency vehicle	Four points
Failure to stop for school bus or school-crossing signals	Four points

Failure to obey traffic signals or traffic instructions of an enforcement officer or traffic warden or any official regulatory traffic sign or device requiring a full stop or yield of right of way; denying entry or requiring direction of traffic (includes failure to stop prior to exiting a parking lot or an unmarked threshold onto a roadway)	Four points
Improper passing	Four points
Failure to yield (no official sign involved)	Four points
Improper turning movements (no official sign involved)	Three points
Wearing headphones/earphones or using a cell phone while driving motor vehicles (two or more wheels)	Four points
Failure to wear an approved helmet and/or reflectorized vest while operating or riding on a motorcycle, moped or a three or four-wheel vehicle powered by a motorcycle like engine	Three points
Failure to illuminate headlights during times of inclement weather, darkened conditions or low visibility	Three points
Improper Overtaking	Three Points
Other moving violations (involving driver behavior only)	Three points
Operating an unsafe vehicle	Two points
Driver involved in accident is deemed responsible (only added to points assessed for specific offenses)	One point
Failure to carry drivers permit while operating a motor vehicle.	One point

9. Violations Resulting in Point Assessment.

Failure to maintain proper liability/Road Tax/JCI Insurance.	No less than one month to not more than six month suspension
Failure to properly register a motor vehicle	Suspension of driving privilege until registration is updated
Parking violations	1 st - Three points 2 nd - Six points 3 rd - Nine points 4 th - Suspension up to 90 days

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

Article 11

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

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

a. Application. When an OF-346 is required, prospective operators of government motor vehicles will be selected and recommended by their military or civilian supervisors based on a prior interview. COs, OIC and/or Division Officers of military personnel or the senior supervisor of civilian personnel will submit "Application for Government Vehicle Operator's Permit, NAVMC 10964 (Rev. 2-96)" per enclosure (10) to acquire a U.S. Government Motor Vehicle Operator's Identification Card, OF-346 to COMFLEACT Sasebo Safety Department.

b. Renewal of GOV Permit. Enclosure (10) is also used in the renewal of authorizations for SOFA personnel based on the information provided or the individual is referred for medical examination. Non-SOFA personnel are required to report to COMFLEACT Sasebo Safety Department for renewal of the GOV permit. Applicants allowing their license to expire will be required to take and pass the written exam before being issued a new license.

c. Civilian and military personnel while in an official travel status (TDY/TAD) may operate government-owned or leased vehicles for official business provided they possess a valid International Driver Permit recognized by Japan and operator license from IDP issuing country for the type and class of vehicle they are to operate and their travel orders authorize the use of a vehicle and with the approval of the installation commander or designated personnel approval. All travelers are reminded that government owned or commercial lease/rental vehicles are to be used for "Official Business" only.

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

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

a. Examples of Unofficial Use.

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

(2) Travel for purely personal convenience.

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

- a. Navy Lodge minimart and commissary.
- b. Base eatery facility including base galley.
- c. Navy Exchange Minimart/Autoport.
- d. Hario Housing Navy Exchange, food court and commissary.
- e. Associated stops pertinent to escorts.

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

a. No individual may operate a GOV when:

(1) Their license has been suspended or revoked by any U.S. territory or possession or the country of Japan.

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

6. Parking of GOV. When operating a GOV, the operator is to use designated government vehicle parking spaces.

7. Duty Driving/Government Vehicle.

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

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

c. Driving, or requiring another person to drive a motor vehicle, is prohibited when driving:

- (1) For more than 12 hours in a 24 hour period;
- (2) After been on duty for 15 hours; or
- (3) For more than eight hours in a 24 hour period if the vehicle is carrying explosives or other hazardous cargo is prohibited.

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

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

9. Toll Road Certificates. Operators of GOV will use USFJ Form 19EJ (Certificate for transit of toll roads by military vehicles) per enclosure (7) 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. The certificates will be completely filled out before vehicles are dispatched and will be kept in a readily available location for immediate presentation and to toll booth employees. The designated toll ticket custodian or a supervisor of the vehicle driver will complete and issue this form to the driver prior to dispatch of the vehicle for official use unless otherwise directed by the COs and OICs of each command.

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

11. U.S. Vehicle Operations and Training. Personnel will not be assigned to drive U.S. government-owned police vehicles, ambulances, fire vehicles, crash and rescue vehicles, explosive ordnance vehicles and Hazardous Material (HAZMAT) response vehicles or other emergency response vehicles equipped with lights and siren until they have successfully completed the Emergency Vehicle Operator Course (EVOC) conducted by a COMNAVSAFECEN approved instructor or other COMNAVSAFECEN approved training. Emergency vehicle operators and instructors must be re-certified every three years.

12. Painting and Marking.

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

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

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

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

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

a. Width: 2.5 meters (8.2 feet or 98.4 inches).

b. Weights as follows:

(1) Total: 20 Metric Tons (or 44,092 lbs.)

(2) Axle: 10 Metric Tons (or 22,046 lbs.)

(3) Wheel load: 5 Metric Tons (or 11,023 lbs.)

c. Height: 3.8 meters (12.46 feet or 149.6 inches).

d. Length: 12 meters (39.37 feet or 472.4 inches).

e. Minimum turning radius of 12 meters (39.37 feet or 472.4 inches) for the outermost wheel print of the vehicle.

14. Escorts.

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

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

15. Construction Equipment Operator. Construction equipment operators must have a proper U.S. license, a completed training record for the specific equipment on which they will be licensed, or a GOJ license, plus a current medical certificate per reference (o) and an application for a Construction Equipment Operator License (NAVFAC 11260/1). Personnel requesting a permit to operate a manlift are required to complete enclosure (12), which must be signed by CO/OIC/DH (O-4 or above) prior to being submitted to COMFLEACT Sasebo Safety. COMFLEACT Sasebo Safety Director will review applications within five working days and approve if all requirements have been met. MLC/IHA supervisors will review the annual GOJ Occupation Health result and submit the letter with supervisor's signature to safety office every year. Each command supervisor has responsibility to suspend their license upon the result of GOJ medical result and report it to the safety office.

16. Forklift, Heavy Equipment/Vehicle, Tractor Trailer Driver, Explosive Driver and Explosive Mechanical Handling Equipment Operator. Forklift operator, heavy equipment/vehicle operator, tractor trailer driver, explosive driver and explosive mechanical handling equipment operator, must hold a U.S. license, complete the training record for the specific equipment on which they will be licensed or a GOJ license, and have a current medical certificate as detailed in reference (p) and (q).

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

18. Specialized Motor Vehicle Instructor. JLG manlift, forklift, 15 passenger or other specialized motor vehicle instructor must have experience and knowledge for those specific vehicles. They need to be assigned by their CO/OIC and are required to submit designation letter to COMFLEACT Sasebo Safety Department.

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

20. Maintenance policy. General. Operator inspection and service includes the recurring inspecting and servicing of Navy-owned or Navy-controlled vehicles (to include E-Z-GOs and other utility vehicles) by operator personnel to detect and correct vehicle malfunctions which would otherwise make the vehicle unsafe or unserviceable. All Navy activities authorized and assigned Navy-owned or Navy-controlled vehicles will establish specific pre/during/post-operation procedures for operator inspections and services which must be performed by the operator each day the vehicle is utilized. Local Preventative Maintenance Checks and Services (PMCS) checklists shall be developed. Included are minor or simple parts replacements and servicing (for example adding engine coolant or water, refueling, replacing light bulbs, fuses, windshield wiper blades, inflating tires to proper pressure, and changing defective tires). Additionally, operator service includes cleaning windows and washing vehicle exterior, when required. Operators are also responsible for reporting in writing to designated personnel responsible for taking corrective action any noted deficiencies. Scheduled inspections and services include the inspection and maintenance of vehicles by qualified automotive inspectors and maintenance personnel.

Article 12

VEHICLES FOR DISABLED PERSONS

1. Eligibility. Any personnel sponsored under U.S. Forces in Japan under Status of Forces Agreement (SOFA) certified by a medical doctor from Naval Hospital Branch Clinic (NHBC) Sasebo or NHBC Hario as having any one of the below listed permanent or temporary disabilities may be authorized to use a hangtag of disability and designated disabled parking spaces.

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

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

c. Uses portable oxygen.

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

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

2. Disabled Vehicle Hangtag Issuance and Return.

a. Issuance of a hangtag may be requested at COMFLEACT Sasebo VRO. Eligible personnel will submit a letter signed by a medical doctor as described in paragraph 1 of Article 12. The COMFLEACT Sasebo Security VRO will review and approve or disapprove each request, as appropriate. Hangtags issued from another installation or entity are not authorized for use onboard COMFLEACT Sasebo.

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

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

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

Article 13

PARKING/STOPPING/STANDING

1. For further amplification, please see reference (g).
2. Parking Regulations. Use of parking spaces at COMFLEACT Sasebo is limited to 24 hours with the following exceptions;
 - a. Parking spaces with a designated time limit. Specific time limit is enforced 0600 to 1800 with the exception of spaces marked for customers use. The time limit will not apply to hours where the retail facility is not open.
 - b. Designated forces afloat parking is limited to 30 days.
 - c. Residents in the Unaccompanied Housing (Bachelor Housing) will park their vehicles at Dragon Vale housing within authorized locations. The only exception is approved resident assistants.
 - d. Residents in government housing are authorized one reserved parking space. There is not a time limit on this parking space. However, the owner must maintain proper registration and insurance on the vehicle at all times.
 - e. All parking designations must be observed.
 - f. All vehicles will be parked in designated parking spots which are specifically marked for parking. Leaving vehicles unattended in locations not designated for parking is prohibited.
3. Reserved Parking Space. Individual assignment of a parking space will be kept to an absolute minimum. All requests for reserved parking will be submitted in writing to the Public Works Officer.
4. Long Term Parking. The back portion of the lot behind Building 330 (Brodie's) may be used in excess of 30 days due to deployment. This includes Blue Bus riders of any length of time.
5. Inoperable Vehicles. Inoperable vehicles may not be parked on base, unless they have been impounded by COMFLEACT Sasebo SECO or are being fixed in an approved repair facility such as the Navy Exchange Auto Port or MWR Auto Hobby Shop. Inoperable vehicles should either be taken to a repair facility or junked. Vehicles may be fixed in an individual's reserved parking space at Main Base or Hario Housing only if the repairs will take less than two weeks to render the vehicle operable or safe and can be easily moved if required for safety reasons or emergency response.

6. Restricted Parking. Parking regulations will be enforced by Security. Locations on Main Base, Housing areas, and satellite installations will have designated spots which restrict personnel to parking limitations. COMFLEACT Sasebo Main Base is divided into three categories: the Industrial Zone, Operational Zone, and Commercial Zone (Enclosure 13).

a. Enlisted Personnel (Paygrades E1–E4) shall not park on Main Base between the hours of 0600-1200, Monday through Friday. Security personnel in conjunction with assigned Housing Staff (e.g., Resident Advisors) will enforce this regulation. All enlisted personnel may park at all hours on Main Base when a U.S. Federal Holiday falls on a weekday, Monday-Friday.

b. Carpooling is authorized for personnel in restricted paygrades to access the installation and park on board Main Base. Carpooling is defined as two or more personnel traveling together within one vehicle.

c. Exceptions to the Policy (ETPs) may be submitted to COMFLEACT Sasebo from the respective OIC or equivalent, along with the COMFLEACT SECO's endorsement.

7. Prohibited Parking. A vehicle will not be stopped, parked or left standing in any of the following places, unless otherwise directed by the COMFLEACT Sasebo Security Personnel.

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

l. On lawn areas.

m. In any fire lane.

n. No person shall park or stand in a vehicle in any street or alley in such a manner or under such conditions as to obstruct the normal flow of traffic, or leave available less than 10 feet of the width of the roadway for the free movement of vehicular traffic

o. As prescribed by current parking plan authorized by ICO.

8. Vehicles Stopped. Drivers are required to stop the engine, lock the ignition and set the brakes before leaving the vehicle unattended.

a. Children: A passenger aged 12 years or older may remain in the vehicle with the engine running. Children ages 10 and 11 may remain in the vehicle for a period less than 20 minutes if the vehicle cannot be operated (i.e. no keys in the vehicle). Children nine years old or younger will not be left unattended in a vehicle at any time. Parents and guardians must ensure that children are not left in a car when conditions are inappropriate for them to be there (such as hot days). If the judgment of a child 12 years or older makes leaving them unattended in a vehicle unsafe, they are not authorized to be left in the vehicle. Vehicle operators are responsible for the actions of any child left unattended in a vehicle they own.

9. Off-Base Parking.

a. When parking on Japanese roads, all drivers will obey the laws of the locality. Personnel cited for illegal parking by the Japanese police will also be assessed points against their USFJ operator's permit.

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

Article 14

IMPOUNDING/TOWING/ABANDONED VEHICLES

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

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

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

a. Failure to properly checkout will constitute a waiver of the notification requirements for the registered owner under reference (q).

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

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

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

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

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

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

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

f. Vehicles subject to towing and impoundment:

(1) Expired JCI.

(2) Expired liability insurance according to vehicle registration records (owners may have renewed, but failed to update vehicle registration with current information).

(3) Vehicles parked in unauthorized areas.

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

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

(6) Vehicles that present a safety hazard (i.e. significant fluid leaks)

(7) If the vehicle owner is being detained/arrested or is otherwise deemed incapable of operating the vehicle. This includes but is not limited to: DUI/DWI, driving on an expired/suspended/revoked license, driving without a license or any other circumstance that renders the vehicle operator incapable of driving the vehicle. If another licensed operator is present and the vehicle is otherwise authorized to operate on base, the vehicle may be allowed to be driven by the licensed passenger.

(8) Unpaid road tax.

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

h. If the impounded vehicle is not claimed within 30 days, Security will declare it unclaimed personal property and dispose of it per references (q) and (r).

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

5. Disposition of Privately Owned Vehicles.

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

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

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

Article 15

DRIVER RECORDS

1. Vehicle Registration and Driver Record (DD Form 1409) will be used to record chargeable motor vehicle revocation actions and point assessments involving military and civilian personnel, their dependents and other personnel who operate a motor vehicle onboard COMFLEACT Sasebo.
2. Driver records (prior incidents) will be used as an aide in the identification of drivers in need of driver improvement such as counseling, driver training and remedial driver training.
3. Driver records are required to provide Security notification of any traffic accident (on base and off-base) and the commission of an offense in U.S. territories and possessions which if committed on the installation would be grounds for suspension or revocation of driving privileges.
4. Points assessed to an individual will remain in effect for point accumulation purposes for a consecutive 12-month period. Once a revocation of driving privileges has been assessed, points accumulated prior to the revocation will no longer be used for point accumulation purposes. However, the entry itself on the driver record will remain posted for two years from the date of TAF adjudication.
5. Personnel who transfer to a new activity in the same locality will have their individual driver record, along with their family members' driver records forwarded to the sponsor's gaining activity by the COMFLEACT Sasebo VRO as necessary. The SOFA sponsored personnel will also contact individual's liability company to obtain the necessary record needed at the gaining command.
6. The TAF Clerk will forward DD 1409 to individual's next command within USFJ installation as necessary.

Article 16

SEAT BELTS AND CHILD SEATS

1. All personnel operating or riding in a motor vehicle (with the exception of motorcycles, etc.) will wear seat belts. The driver of the vehicle is responsible for ensuring all passengers are wearing safety belts and will receive a traffic ticket for any violation. Individuals will not ride in seating positions where safety belts have not been installed, have been removed or rendered inoperable except when riding in public transportation when safety belts are not available.
2. Children five years of age or younger or weighing 45 pounds or less, will be secured in an approved child restraint device (i.e., car seat or booster seat). There is no maximum weight limitation.

Article 17

BICYCLES

1. Personnel who operate a bicycle will follow the same traffic laws as applied to motor vehicles.
2. Bicycle Registration. All SOFA personnel and their family members who own bicycles must register their bicycles with the COMFLEACT Sasebo Security Department or Hario Security satellite office by a SOFA sponsored adult. A decal will be placed on the frame of the bicycle. All MLC/IHA personnel and contractors are required to register their bicycles either at the COMFLEACT Sasebo Security Department or the local Japanese Police department.
3. General Rules.
 - a. Bicycle riders will not carry any passengers on a bicycle designed for one person (with the exception of a child placed in a properly mounted child seat).
 - b. Bicycles will be ridden as near to the left side of the road as practicable, single file and will exercise care when passing.
 - c. Bicycle riders will not exceed a safe speed.
 - d. Bicycle riders will not carry packages or articles that will prevent them from maintaining both hands on the handlebars.
 - e. Bicycles will not be ridden on the sidewalk or other areas when it will interfere with pedestrian traffic (with the exception of small children). Bicycles must be ridden on the road way or on designated sidewalks marked exclusively for bicycles. In addition bicycles are authorized to ride on normal pedestrian sidewalks under the following conditions:
 - (1) Children less than 13 years, elderly people over 70 years old and disabled people.
 - (2) If the road is under construction or hard to ride due to traffic situations.
 - f. Required safety equipment for bicycles will include working brakes and reflectors (front and rear). If ridden off-base, the bicycle must have hand brakes, and a horn or bell. For bicycles riding between sunset and sunrise, a white light on the front with the light being visible from a distance of at least 600 feet is required; the rear lights may be steady burning or blinking.
 - g. Bicycle riders will give hand signals before turning left or right.

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

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

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

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

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

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

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

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

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

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

r. Long term storage of bicycles is available through COMFLEACT Sasebo Security Department. Long-term storage of bicycles in common areas or bicycle racks is prohibited.

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

5. Impoundment and Removal. Any bicycle that is in violation will be impounded by Security and stored in a secured location per reference (n).

Article 18

JOGGING, SKATEBOARDING, ROLLER SKATING/ROLLER BLADING

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

2. Regulations for Joggers.

a. Personnel jogging on COMFLEACT Sasebo will jog facing oncoming traffic, in single file and obey traffic rules.

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

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

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

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

3. Regulations for Skateboarding and Roller Skating/Blading.

a. Pedestrians always have the right of way.

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

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

d. No skate ramps or jumps are unauthorized at COMFLEACT Sasebo and associated housing areas, except those provided by MWR.

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

(1) Hario Housing

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

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

(c) Hario Housing Skateboard Park.

(2) Dragon Vale (Main Base Housing)

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

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

(c) Florida, Colorado, Montana and Alabama Drives.

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

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

f. Required Safety Equipment.

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

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

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

(1) Knee and elbow pads.

(2) Wrist brace and gloves.

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

(1) Skating while under the influence of alcohol.

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

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

(1) First infraction: Verbal warning.

(2) Second infraction: Written warning via Minor Offense Report.

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

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

Article 19

**PORTABLE PERSONAL ENTERTAINMENT DEVICES/AUDIO SYSTEMS IN
VEHICLES**

1. All personnel will 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 COMFLEACT Sasebo and facilities located in Fleet Activities Sasebo AOR. This policy will be enforced by COMFLEACT Sasebo Security Department and applies to all military (including JSDF), United States Civil Service (USCS), family members, contractors, tenant command, MLC, IHA employees and visitors to Navy installations. Parents have the primary responsibility for ensuring that their children are aware and practice the requirements of this Article. Violations may be punished under Article 92 of the UCMJ. USCS, contractors and visitors to Navy installations who fail to comply with this policy are subject to administrative action to include loss of driving privileges on station and/or removal from the installation and/or denial of re-entry.

2. Cellular Phones Usage.

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

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

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

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

3. 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 bluetooth or similar technology). This does not include hearing aids or devices designed and required for hearing protection.

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

b. Jogging and walking. Authorized to use listening devices while covering one ear for use in all locations except on roads and streets. Pedestrians will 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. 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.

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

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

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

6. Loud Stereos, Exhausts and Screeching of Tires.

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

b. Any excessive, unusual, loud or disturbing noise made by any motor vehicle and not reasonably necessary in its operation under the circumstances is prohibited. Such noise will include, but is not limited to, noise caused by screeching of tires/breaking traction with the ground; racing, gunning or accelerating the engine; backfiring the engine and exhaust from the engine tail pipe or muffler. Noise made by motor vehicles will not exceed the limits promulgated by the Japanese Noise Regulation Law as implemented by GOJ authorities.

c. Vehicle mufflers will be present and properly installed.

Article 20

COMMERCIAL TAXIS

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

a. COMFLEACT Sasebo SECO will:

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

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

(3) Inform the Sasebo Taxi Association and the Sasebo Private Taxi Association of exceptional base access, changes in policy published for regular operations, special circumstances or events such as open base, carrier port visit, force protection condition change to meet the requirements.

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

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

(2) Return taxi driver's base access pass to COMFLEACT Sasebo Security VRO when the driver is cited for traffic violation as per Article 10 of this instruction.

(3) Instruct authorized taxi companies and private taxis on the access control and COMFLEACT Sasebo traffic regulations.

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

(5) Immediately inform the COMFLEACT Sasebo VRO of any changes in the driver's status. They also have to report any changes in the vehicles status.

(6) Report to the Security Department immediately any instances where the taxi decal has been removed by any person or organization other than a member of the COMFLEACT Sasebo

Security Department. COMFLEACT Sasebo VRO personnel are the only authorized personnel allowed to install or remove COMFLEACT Sasebo taxi decals.

c. COMFLEACT Sasebo Security Pass Office will:

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

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

2. Operational Regulations. Commercial taxis authorized to operate on COMFLEACT Sasebo will adhere the following:

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

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

c. Seatbelts must be installed and properly worn by all occupants whenever a vehicle is being operated on and off the installation; this applies to all vehicles, including Daiko Service and taxis. Taxis will not exceed the maximum passenger load capacity of five personnel. One seatbelt per occupant is required.

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

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

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

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

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

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

- j. Park and await fares only in assigned areas as follows:
 - (1) In the designated taxi parking lot across the street from the main Navy Exchange store.
 - (2) In the McDonalds designated taxi parking lot.
 - (3) At the Harbor View Club taxi parking stand.
 - (4) In front of the Japanese Maritime Self Defense Force (JMSDF) Tategami pier.
 - (5) Other areas when directed by ICO or designated representative.
- k. Will not litter the area by emptying their ashtrays or throwing cigarette butts out of the window, dusting the taxi floor mats, etc.
- l. Will not slow down or otherwise solicit business while moving along a road within COMFLEACT Sasebo, but if hailed by a customer it is permissible to stop as far off the road as possible and embark the customer.
- m. Passengers may be debarked at any place along the roads of COMFLEACT Sasebo. In such cases, taxis will move off the road as far as possible to avoid blocking any traffic, especially near the approaches to any gate or ECPs.
- n. Turn on the taxi meter always when a customer is in the taxi or when the taxi is waiting for the return fare.
- o. Ensure that any item left in the taxicab by a passenger is immediately turned over to the COMFLEACT Sasebo Security Department.
- p. Drivers not possessing a valid base pass will not attempt to enter COMFLEACT Sasebo or operate a taxicab bearing a base taxi decal.
- q. Must abide by the regulations set forth herein, even if ordered to do otherwise by a customer.
- r. Must report immediately to the COMFLEACT Sasebo Security Department any attempt made by SOFA personnel and their family members or MLC/IHA personnel with access to COMFLEACT Sasebo to induce the taxi drivers or company officials to extend free rides. The necessary actions will be taken by the COMFLEACT Sasebo Command Duty Officer.
- s. All taxis without passengers are required to transit the Commercial Vehicle Inspection (near Tategami Gate) and will be inspected prior to entering COMFLEACT Sasebo.

t. Violations of COMFLEACT Sasebo Traffic Code is subject to an Armed Forces Traffic Ticket (DD Form 1408) per this instruction.

3. Overtaking and Passing Buses. Upon meeting or overtaking from either direction any school bus which has stopped on the roadway all drivers shall:

a. Stop their vehicle before reaching the school bus when there is a visual signal in operation; and

b. Not proceed until the school bus resumes motion, the driver is signaled by the school bus driver to proceed, or the visual signals are no longer actuated.

(1) Every bus used for the transportation of school children shall bear upon the front and rear thereof plainly visible signs containing the words "School Bus." Such buses shall also be equipped with visual signals which shall be actuated by the driver of the school bus whenever such vehicle is stopped to receive or discharge school children.

(2) When a school bus is being operated upon a roadway for purposes other than the actual transportation of children, either to or from school, all markings thereon indicating "school bus" shall be covered or concealed.

(3) The driver of a vehicle upon a highway with separate roadways need not stop for school bus on a different roadway.

Article 21

SAMPLE APPLICATION (FORM USEJ-4A)

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

**COMFLEACT SASEBO VEHICLE OWNER ACKNOWLEDGEMENT AND
AGREEMENT**

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

RANK / RATE: _____ / _____

COMMAND AND DEPARTMENT: _____

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

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

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

RESIDENCE ADDRESS:

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

EXPIRATION: _____

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

EXPIRATION: _____

EXISTING COMFLEACT SASEBO REGISTERED VEHICLES (INCLUDING
MOTORCYCLE): _____

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

COLOR: _____ SERIAL NO / VIN: _____

PLATE NO: _____

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

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

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

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

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

e. _____ I must provide updated information such as USFJ POV Driver's License, Japanese Compulsory Insurance, Safety Inspection (Japanese Title), Liability Insurance, Road Tax to COMFLEACT Sasebo VRO immediately upon purchase or renew them.

f. _____ I must maintain a legal parking space and obtain a Parking Certificate Sticker from Japanese Police Authorities for each residence.

g. _____ I must report all moving violations and license suspension or revocations to COMFLEACT Sasebo Security Department whether or not they occurred in Japan.

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

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

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

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

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

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

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

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

p. _____ It is a crime in Japan to operate a vehicle with a Blood Alcohol Concentration (BAC) of .03 and above. If I drink and drive, I may face criminal and administrative penalties, including imprisonment, a fine, removal from Japan, or revocation of my driving privileges.

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

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

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

t. _____ I understand the use of portable headphones, earphones, mobile telephones or other inappropriate listening devices while operating a vehicle is prohibited. I further understand the use of a radar detection device to indicate the presence of speed recording instruments or to transmit simulated erroneous speeds is prohibited.

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

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

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

x. _____ In the event when Special Power of Attorney (SPOA) is required, a SPOA endorsement form must be submitted to VRO 10 days prior to the date of departure. Personnel granted a SPOA must be eligible to register a vehicle per article 2 of COMFLEACT Sasebo Traffic Code.

2. I acknowledge and consent to the above this _____ day of _____, 20_____.

Signature of Registered Owner

Print Name and Signature of Witness

TO BE FILLED OUT BY VRO

USFJ DECAL NO: _____ DATE ISSUED: _____

OF REGISTERED VEHICLE(S): _____

LICENSE PLATE: _____ SAFETY INSPECTION: _____

ROAD TAX: _____

JCI CO.: _____ POLICY NO.: _____

EXP: _____

LIABILITY CO.: _____ POLICY NO.: _____

EXP: _____

COMFLEACTSASEBOINST 5800.1M
15 Dec 2022

SECURITY VEHICLE REGISTRATION OFFICE CHECK OUT VOUCHER

The below named individual has checked out completely with Commander, Fleet Activities Sasebo Security Vehicle Registration Office and has no outstanding vehicles registered in their name. They have provided adequate documentation to support that all vehicles registered in their name have been deregistered and disposed of, shipped to their receiving duty station, or legally transferred to a different owner.

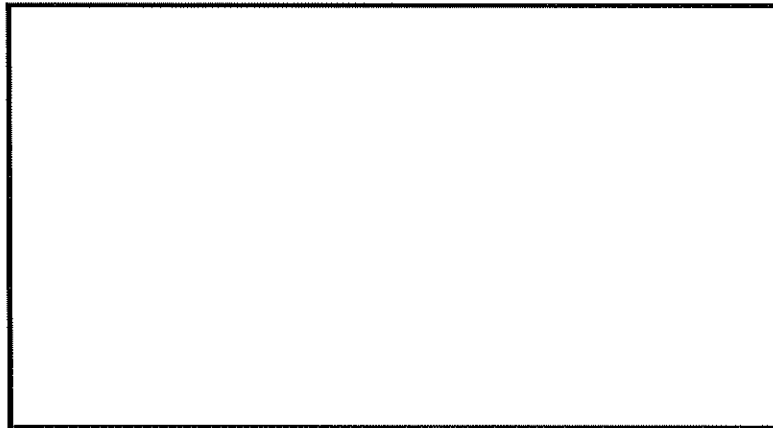
Rate Name (Last, First) Detaching Command

I certify I have either properly disposed of and deregistered all vehicles under my name or legally transferred ownership of same to another individual as of this date.

(Signature and Date) (Transferee)

(Signature and Date) (Vehicle Registration Clerk)

NOT VALID WITHOUT VEHICLE REGISTRATION OFFICE STAMP

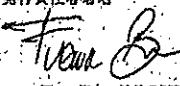


U.S. / GOJ COMPARISON TABLE FOR BLOOD ALCOHOL CONTENT

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

COMFLEACTSASEBOINST 5800.1M
15 Dec 2022

CERTIFICATE FOR TRANSIT OF TOLL ROADS BY MILITARY VEHICLES

CERTIFICATE FOR TRANSIT OF TOLL ROADS BY MILITARY VEHICLES 軍用車両料金道路通行証明書		SERIAL NUMBER 整理番号 3 - 740229
1. TYPE OF VEHICLE 車種	2. DRIVER'S NAME 運転者氏名	
3. VEHICLE NUMBER 車両番号	4. DATE 発行日	5. LOCATION 施設・区域所在地 SECURITY DEPARTMENT
THIS IS TO CERTIFY THAT THE ABOVE IS THE UNITED STATES MILITARY VEHICLE AS REFERRED TO IN THE SECOND SENTENCE OF PARAGRAPH 2 OF ARTICLE V OF THE STATUS OF FORCES AGREEMENT BETWEEN JAPAN AND THE UNITED STATES. 本車両は、日米間の地位協定第5条2項第2文にいう「合衆国軍用車両」であることを証明する。		
6. SIGNATURE OF CERTIFIER 発行責任者署名  F. D. BROWN	7. TITLE 官職 SECURITY OFFICER CFA, SASEBO	8. DATE 通行日 車種区分 入日IC 出日IC

USFJ FORM 19EJ 0980-LF-000-0600

Request for Special Power of Attorney for Motor Vehicle

Date: _____

From: _____

(Print Requester's Last, First, MI)

To: Staff Judge Advocate, Fleet Activities Sasebo

Via: (1) Commanding Officer/Officer in Charge
(2) Installation Security Officer, Fleet Activities Sasebo

Subj: REQUEST FOR SPECIAL POWER OF ATTORNEY FOR MOTOR VEHICLE

1. Grantor's (Owner's) Information:

- a. Name _____
- b. Rate/Rank _____
- c. Next Duty Station/Command: _____
- d. Personal email address: _____
- e. Relationship to Grantee: _____
- f. Vehicle No. (e.g. Sasebo 500 Y xxxx) _____
- g. Reason why automobile was not sold or disposed of by the owner in a timely manner (be specific):

_____.

2. Grantee's Information:

- a. Name: _____
- b. Rank/Rate: _____
- c. Current Command: _____
- d. Time remaining onboard (must have at least 45 days until PRD):

- e. USFJ 4EJ POV Operator's Permit Holder: YES / NO
- f. Current number of registered vehicles: _____
- g. Email address: _____
- h. Cell phone number: _____

3. I understand my responsibilities as outlined in COMFLEACTSASEBOINST 5800.1K.

Grantee's Signature: _____

FIRST ENDORSEMENT:

Date: _____

From: Commanding Officer/Officer in Charge

To: Installation Security Officer, Fleet Activities Sasebo

1. Forwarding recommending approval / disapproval.
2. Member's circumstances regarding transfer prevented sale or disposal prior to transfer. The Command understands its responsibilities as outlined in COMFLEACTSASEBOINST 5800.1K.

Signature

SECOND ENDORSEMENT:

Date: _____

From: Installation Security Officer, Fleet Activities Sasebo

To: Staff Judge Advocate, Fleet Activities Sasebo

1. Forwarded recommending approval / disapproval.
2. Remarks:

Signature

THIRD ENDORSEMENT:

Date: _____

From: Staff Judge Advocate, Fleet Activities Sasebo

To: _____
(Print Requester's Last, First, MI / Rank / Rate / Command / Dept)

1. The request is Approved / Disapproved.

Signature

Copy to: VRO

SPECIAL POWER OF ATTORNEY

PREAMBLE: *This is a **MILITARY POWER OF ATTORNEY** prepared pursuant to Title 10, United States Code, § 1044b, and executed by a person authorized to receive legal assistance from the military services. Federal law exempts this power of attorney from any requirement of form, substance, formality, or recording that is prescribed for powers of attorney by the laws of a state, the District of Columbia, or a territory, commonwealth, or possession of the United States. Federal law specifies that this power of attorney shall be given the same legal effect as a power of attorney prepared and executed in accordance with the laws of the jurisdiction where it is presented.*

A Special Power of Attorney (SPOA) is a written authorization to act on another's behalf regarding private affairs, business matters such as banking and real estate, and other matters as specified in the language of the SPOA. The person authorizing the other to act is the principal or grantor. For a SPOA to be valid, the principal must sign the SPOA and their signature must be notarized. The person authorized to act on the principal's behalf is the agent or attorney-in-fact. By signing this document, you are creating a SPOA for the agent listed below to act on your behalf as outlined in the paragraphs below.

KNOW ALL PERSONS BY THESE PRESENTS:

That I, _____, a resident of Sasebo, Nagasaki Prefecture, Japan, presently with the U.S. Armed Forces, do hereby make and appoint _____, who resides at _____, _____ Prefecture, Japan, as my true and lawful attorney-in-fact (agent) to:

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

YEAR:
MAKE:
MODEL:
LICENSE NUMBER:
SERIAL NUMBER:

and to register and/or de-register said automobile/motorcycle with proper U.S. and Japanese Government authorities.

Hereby giving and granting unto my said attorney full power and authority to do and perform all and every act and thing whatsoever requisite and necessary to be done in the premise, as fully, to all intents and purposes, as I might or could do if personally present. Hereby ratifying and confirming all that my said attorney shall lawfully do or cause to be done by virtue hereof.

And I hereby declare that any act or thing lawfully done hereunder by my said attorney-in-fact shall be binding on myself, and my heirs, legal and personal representatives, and assigns whether the same shall have been done before or after my death, or other revocations of this instrument, unless and until reliable intelligence or notice thereof shall have been received by my said attorney-in-fact

This Special Power of Attorney shall commence on the date of signature hereon and expire of its own accord, without any further action by me on _____, 20__, or as of **FOURTY FIVE (45) DAYS** from the date of my signature on this document, whichever is sooner, unless revoked or terminated by me. In the event of failure to sell or otherwise dispose of the vehicle covered by this power of attorney within **FOURTY FIVE (45) DAYS**, I hereby give the Installation Security Officer of Commander, Fleet Activities, Sasebo, complete authority to deregister, abandon and surrender the vehicle to the U.S. Government for salvage. I furthermore agree to completely

reimburse the U.S. Government for all costs associated with my failure to completely dispose of my vehicle. In the event my vehicle is not disposed of within the **FOURTY FIVE (45) DAYS** period, I am aware that both my present command and my new command, _____, will be notified.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

Continuation page of the SPOA-Vehicle Registration Japan As directed by _____, the Grantor of this document.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on this date, the _____ day of _____ 20____

ACKNOWLEDGEMENT BY A PERSON AUTHORIZED TO ACT AS A NOTARY PURSUANT TO TITLE 10 U.S.C. 1044a SERVING WITH THE ARMED FORCES OF THE UNITED STATES

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document

AT: Region Legal Service Office Western Pacific, Branch Office Sasebo

Before me personally appeared _____, who, having produced an Armed Forces Identification Card and/or valid State/Federal Government issued identification, is proven to me to be the identical person who is described herein, and who signed and executed the foregoing instrument on this, the ____ day of _____ 20____, before me, _____, as a true, free, and voluntary act and deed, for uses, purposes, and considerations therein set forth. And I do further certify that I am a person authorized under 10 U.S.C. § 1044a to exercise the powers of a notary without requirement of a seal, and that this document is executed by me in accordance with those powers and in that capacity.

Name of Notary: _____

Rank: _____

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

GRANTEE'S TERMS

I hereby acknowledge that I have **FOURTY FIVE (45) DAYS** from the date of my signature on this document or until _____, 20____, whichever is sooner, to accomplish the purpose of this Special Power of Attorney. In the event of failure upon my part to sell or otherwise dispose of the vehicle covered by the power of attorney within the **FOURTY FIVE (45) DAYS** period, I will immediately report this fact to the Installation Security Officer, Commander, Fleet Activities, Sasebo. Furthermore, I acknowledge it is my complete responsibility to turn this vehicle into the Installation Security Officer and incur all expenses involved in the proper disposal of this vehicle. My failure to notify the Installation Security Officer will result in my command being notified as to my violation of COMNAVFORJAPANINST 5800.7 Series and COMFLEACTSASEBOINST 5800.1 Series. Furthermore, I acknowledge that I will not be authorized to depart from Japan until I have made proper disposition of this vehicle.

ACKNOWLEDGEMENT BY A PERSON AUTHORIZED TO ACT AS A NOTARY PURSUANT TO TITLE 10 U.S.C. 1044a SERVING WITH THE ARMED FORCES OF THE UNITED STATES

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document

AT: Region Legal Service Office Western Pacific, Branch Office Sasebo

Before me personally appeared _____, who, having produced an Armed Forces Identification Card and/or valid State/Federal Government issued identification, is proven to me to be the identical person who is described herein, and who signed and executed the foregoing instrument on this the ____ day of _____ 20____, before me, _____, as a true, free, and voluntary act and deed, for uses, purposes, and considerations therein set forth. And I do further certify that I am a person authorized under 10 U.S.C. § 1044a to exercise the powers of a notary without requirement of a seal, and that this document is executed by me in accordance with those powers and in that capacity.

Name of Notary: _____

Rank: _____

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

APPLICATION FOR GOVERNMENT VEHICLE OPERATOR'S PERMIT (11240)
NAVMC 10964 (REV. 2-96) (EF) (Previous editions are obsolete)
(Supersedes NAVFAC FORM 9-11240/10)

PART I APPLICATION										
1. NAME (Last, First, Middle)			2. RANK		3. SSN		4. ORGANIZATION			
5. SEX	6. HEIGHT	7. WEIGHT	8. EYE COLOR	9. HAIR COLOR	10. PLACE OF BIRTH			11. DOB		
PAST DRIVING RECORD										
12. STATE OF ISSUE		13. LICENSE NUMBER		14. ISSUE DATE		15. EXP. DATE		16. CLASS OF VEHICLE		
17. COMMANDING OFFICER'S SIGNATURE										
I RECOMMEND THAT THIS INDIVIDUAL BE EXAMINED FOR QUALIFICATION TO HOLD THE OF 346										
(Signature) (Date)										

PART II EXAMINATION								
18. QUALIFICATION TESTS (CHECK)								
TEST	SAT	UNSAT	TEST	SAT	UNSAT	TEST	SAT	UNSAT
PHYSICAL			HEARING			VISION		
WRITTEN			REACTION TIME			SKILL		
ROAD			DIRT/CROSS COUNTRY			SPECIAL QUALIFICATION		
19. RESTRICTIONS: (List) CHECK HERE IF NONE <input type="checkbox"/>								

PART III LICENSE ACTION	
20. CATEGORY (Check One)	21. CLASS OF LICENSE (Check all that apply)
NEW <input type="checkbox"/> RENEW <input type="checkbox"/> UPGRADE <input type="checkbox"/> DUPLICATE <input type="checkbox"/>	COMMERCIAL <input type="checkbox"/> TACTICAL <input type="checkbox"/> BUS <input type="checkbox"/> TRACTOR <input type="checkbox"/>
22. CLASSES OF VEHICLES (Check all that apply)	
SEDANS/STATION WAGONS <input type="checkbox"/> TRUCKS TO ____ TON <input type="checkbox"/> TRUCK-TRACTOR TO ____ TON <input type="checkbox"/> BUSES TO ____ PASS <input type="checkbox"/>	
23. SPECIAL QUALIFICATIONS:	
EMERGENCY VEHICLE <input type="checkbox"/> TRUCK WITH FULL TRAILER <input type="checkbox"/>	
SEMITRAILER REFUELER <input type="checkbox"/> RECOVERY VEHICLE <input type="checkbox"/> HAZARDOUS MATERIALS <input type="checkbox"/> OTHER (SPECIFY)	
24. VEHICLE/EQUIPMENT CLASSES QUALIFIED TO OPERATE LIST:	

25. SIGNATURE OF LICENSING EXAMINER		
I CERTIFY THAT THIS INDIVIDUAL IS QUALIFIED TO OPERATE THE ABOVE LISTED EQUIPMENT.		
(Signature) (Date)		
26. LICENSE # ISSUED	27. DATE ISSUED	28. EXPIRATION DATE
29. SIGNATURE OF LICENSING OFFICER		DATE

PART IV RECORDING ACTION		
30. RECORDING OFFICER'S SIGNATURE	SIGNATURE	DATE
I CERTIFY THAT ALL THE INFORMATION IN BLOCKS 19, 20, 23, 24, 26, 27, AND 28 HAVE BEEN ENTERED ON PAGE 11 OF THE INDIVIDUAL'S SRB/OOR		

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MOTORCYCLE RIDER PROFILE SHEET

NAME: _____ RANK/RATE: _____ LAST 4 SSN: _____

COMMAND/DEPARTMENT: _____

PHONE: _____ DOB: _____ MARITAL STATUS: _____

Years of motorcycle experience: _____ Do you have a M/C License? Y/N

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

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

Dates: _____

I desire to obtain a Motorcycle license for:

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

Signature Date

RIDER'S ENDORSEMENT:

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

Signature Date

COMMAND ENDORSEMENTS:

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

Commanding Officer or Command
Motorcycle Representative Date

SAFETY ENDORSEMENT

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

Motorcycle learners permit #: _____ Date Issued: _____

Motorcycle License #: _____ Date Issued: _____

BRC Completion Date: _____ ERC Completion Date: _____

MSRC Completion Date: _____

Authorized to carry a passenger: Y/N

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

Authorized to drive: _____ (Motorcycle size)

Issued Base License Plate: Number _____ Date issued _____

Driver's License Section: _____ Date: _____

Safety Officer signature

Date

SAFETY 05-12 FORM

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

Note:

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

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

15 PASSENGER GOV DRIVER LICENSE ENDORSEMENT				
Ref: CNIC & NAVSAFCEN regulations regarding 15 PAX licensing.				
INITIAL ISSUE		YES	NO	N/A
1	Copy of 15 PAX Training Video sign in sheet with name, signature and date (Note 2)			
2	Copy of U.S. Drivers License (Note 1)			
3	Copy of NAVMC 10964 signed by the OIC or AOIC (Note 1)			
4	Copy of Local Course Completion 15 PAX Driver Certificate (Note 1)			
5	Does the member have any driving restrictions?			
RENEWAL ISSUE		YES	NO	N/A
1	Copy of extension orders			
2	Copy of NAVMC 10964 signed by OIC or AOIC			
OIC or AOIC		DATE	Safety Director	DATE

Note:

- 1) The above documentation will be required for issuing of the 15 passenger GOV license endorsement.
- 2) NAVSAFCEN 15 PAX Training Video (Must be completed first before any other training commences).

