



## DEPARTMENT OF THE NAVY

COMMANDER FLEET ACTIVITIES

SASEBO, JAPAN

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COMFLEACTSASEBOINST 5800.IN  
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COMFLEACT SASEBO INSTRUCTION 5800.INp

From: Commander, Fleet Activities Sasebo

Subj: TRAFFIC CODE

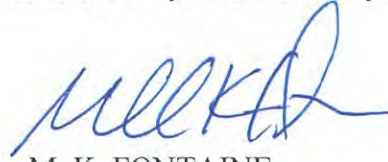
Ref: (a) COMNAVFORJAPANINST 5800.9S  
(b) Status of Forces Agreement, U.S. and Japan  
(c) USFJINST 31-205 Addendum to Policy  
(d) Master Labor Contract  
(e) Indirect Hire Agreement  
(f) OPNAVINST 11200.5D  
(g) OPNAVINST 5100.23H  
(h) DoD Instruction 4500.36 of 11 December 2012  
(i) COMFLEACTSASEBOINST 5560.2  
(j) NAVFAC P-300  
(k) COMNAVFORJAPANINST 5100.5  
(l) COMFLEACTSASEBOINST 5800.11  
(m) COMFLEACTSASEBOINST 4500.1D  
(n) OPNAVINST 5530.14E  
(o) Manual of the Medical Department (MANMED), NAVMED P-117  
(p) Navy and Marine Corps Public Health Center Technical Manual NMCPHC-TM OM 6260  
(q) 32 CFR Part 634 Motor Vehicle Traffic Supervision  
(r) 10 U.S. Code §2575  
(s) DoD Manual 4160.21 of 22 October 2015  
(t) COMFLEACTSASEBOINST 1752.1E

Encl: (1) USFJ Form 4A (Application for USFJ Form 4EJ)  
(2) Exception to Policy (ETP) for Obtaining/Renewing Driver's License  
(3) Statement of Lost/Stolen CFAS Driver's License  
(4) Statement of Deployment  
(5) COMFLEACT Sasebo Vehicle Owner Acknowledgement and Agreement  
(6) Administrative Remarks for Operating a Motorcycle/Scooter  
(7) Motorcycle Rider Profile Sheet  
(8) Request for Special Power of Attorney for Motor Vehicle  
(9) Security Vehicle Registration Office (VRO) Checkout Voucher  
(10) Motorcycle Mentorship Ride Form  
(11) Special Power of Attorney  
(12) U.S./GOJ Comparison Table for Blood Alcohol Content

- (13) Application for Government Vehicle Operator's Permit (NAVMC 10964, Rev. 2-96)
- (14) Certificate for Transit of Toll Roads by Military Vehicles
- (15) Application for Construction Equipment Operator License (NAVFAC 11260/1, Rev. 6/76)
- (16) Manlift GOV Driver License Endorsement
- (17) 15 Passenger GOV Driver License Endorsement
- (18) CFAS Zone Map
- (19) Request for Reinstatement of Driving Privileges
- (20) Suspension of Driving Privileges Letter0000

1. Purpose. To promulgate the Traffic Code for Commander, Fleet Activities (COMFLEACT) Sasebo per references (a) through (s) and to include guidance for an installation Traffic Administrative Forum to adjudicate traffic cases.
2. Cancellation. COMFLEACTSASEBOINST 5800.1M. This is a complete revision and must be read in its entirety.
3. Authority. Reference (a) directs COMFLEACT Sasebo to promulgate this Traffic Code for all Status of Forces Agreement (SOFA) personnel on the island of Kyushu.
4. Violation of the Instruction. This instruction is punitive. Violations of the provisions of this instruction will be handled pursuant to applicable disciplinary and administrative measures for military and civilian personnel. For those subject to the Uniform Code of Military Justice (UCMJ), Articles 1-6, 8, 10, and 14-18 are intended to be punitive in nature and require no further implementation. Civilian personnel may be subject to administrative or disciplinary action under applicable regulations. Civilian dependents who accompany the force as defined by reference (b) may be subject to administrative actions contained herein.
5. Action. COMFLEACT Sasebo Installation Security Officer (SECO) and COMFLEACT Sasebo Installation Safety Director are responsible for development and maintenance of this instruction to be reviewed on an annual basis for revision. Addressees and tenant commands will ensure widest dissemination of the provisions of this code.
6. Applicability. This Traffic Code is applicable to all SOFA personnel and their family members on the island of Kyushu, as well as all non-SOFA personnel and their family members who enter areas under the control of U.S. Forces Japan (USFJ) on the island of Kyushu. All SOFA personnel and their family members will also comply with the vehicular and pedestrian traffic laws of Japan. This instruction applies on and off U.S. installations under the cognizance of COMFLEACT Sasebo.
7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1.
8. Review and Effective Date. Per OPNAVINST 5215.17A, N34 and N35 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using

OPNAV 5215/40 Review of instruction. This instruction will automatically expire 10 years after its issuance date unless reissued or canceled prior to the 10-year anniversary date or an extension has been granted.



M. K. FONTAINE

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via G2 Web site, <https://g2.cnid.navy.mil/tscnrj/CFASASEBOJA/N00/CA/CFA%20Sasebo%20Instructions/Forms/INSTView.aspx>

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## Article 1

### LICENSING AND REQUIREMENTS FOR USFJ POV DRIVER'S PERMIT

1. Conditional Privilege. Personnel covered by reference (b) 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 personnel assigned within COMFLEACT Sasebo Area of Responsibility (AOR) who desire to obtain this privilege must meet the conditions listed below. SOFA personnel not assigned within the 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 U.S. Forces, Japan Operator's Permit for Civilian Vehicle (USFJ Form 4EJ) for a POV may be issued to all USFJ personnel (including active duty, reserve, and Department of Defense (DoD) Civilians) and their dependents. Applicants must be assigned to a permanent tour of duty (i.e., 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 their employees under Article XIV of the Status of Forces Agreement (SOFA) and other civilians who are employed by, serving with, or accompanying U.S. Forces in Japan under Article I (b) of the SOFA may also be issued a POV Permit under the aforementioned conditions or as conditions warrant.
3. Expiration of USFJ Form 4EJ POV Permit. At no time will any person operate a motor vehicle with an expired POV Permit.
  - a. POV permits for active duty personnel and their spouses 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. POV permits for the U.S. civilian employees, U.S. Official Contractors and their spouses will be issued for a period up to the sponsor's current SOFA expiration date, plus 30 days, but not to exceed four years.
  - c. POV permits for dependents (family member children) under 21 years old will expire one day before their 21st birthday or on the sponsor's PRD plus 30 days/SOFA expiration date, whichever comes first.
  - d. POV permits for dependents (family member children) who are students will expire one day before their 23rd birthday or on the sponsor's PRD plus 30 days/SOFA expiration date, whichever comes first. Applicants must present a certificate of enrollment.
4. Requirements. SOFA personnel and their eligible family members assigned to COMFLEACT Sasebo's AOR will obtain a POV permit by submitting a USFJ Form 4A, enclosure (1). Personnel will meet the requirements specified in reference (b) and section 2.2 of reference (c), and all of the following conditions:

a. SOFA personnel and their qualifying dependents 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 personnel must meet one or both of the following requirements:

(1) Be command-approved to live in off-base housing or military family housing (housing areas). Members must submit a copy of their off-base housing contract, on-base housing assignment from the Housing Office, or Special Request/Authorization chit written for moving off-base, approved and signed by their Commanding Officer (CO) or Officer-in-Charge (OIC).

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

NOTE: Active duty personnel must present proof of advancement to E-5 and above with CAC, Frocking Letter, or Leave and Earning Statement (LES).

d. All active duty personnel under age 26 must complete one of the following courses and submit a copy of the certificate:

(1) 209-AAA Driving Improvement Program (DIP), in-person class.

(2) Driver Awareness Training (CMCSDDAT01) on the MarineNet.

(3) 1742-Traffic Safety Training Indoctrination.

(4) 2037- Driver Awareness Safety Training (DAST).

(5) 2544-Base / Installation Safety Indoctrination.

(6) 2827-National Safety Council Defensive Driving Course.

(7) 3918-National Safety Council (NSC) Alive at 25.

(8) 4498-Command Safety Indoctrination which is equivalent to four hour training course.

e. All SOFA personnel and their SOFA dependents must possess and present a valid driver's license from one of the following items to be issued a POV permit:

(1) U.S. Government driver's license.

(2) U.S. state or commonwealth.

(3) U.S. territory or District of Columbia.

(4) 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 or the United Kingdom.

(5) International Driver Permits (IDP) based on the 1949 Geneva Convention on Road Traffic, to which Japan is a signatory, per reference (c), paragraph 2.1.2.8.1, and the country's driver's license.

(6) Government of Japan (GOJ) driver's license.

f. 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 SOFA license to the Safety Office during the period of that suspension or revocation. If the driver's license has been lost, stolen, damaged, or mutilated, a replacement action must be immediately initiated to maintain the privilege of the POV Permit.

g. All SOFA personnel and their family members must complete the Area Orientation Brief/Intercultural Relations (AOB/ICR) training provided by COMFLEACT Sasebo Fleet and Family Support Center (FFSC) and obtain a completion certificate before taking the driver's written exam. Active duty personnel must complete the Safe Talk briefing and present the certificate of completion. These requirements cannot be waived and includes personnel who have transferred from one USFJ installation to another and U.S. Forces personnel traveling TDY/TAD within country per reference (c), paragraph 2.2.1.1. A passing score on the written driver's exam is valid for 90 days.

h. Eligible active duty family members must present either one of the following documents before being issued a CFAS license:

(1) Family Entry Approval

(2) Dependent Entry Approval

(3) Command Sponsorship Letter

i. U.S. civilian employees and U.S. contractors must provide a copy of their Letter of Employment (LOE) or Letter of Authorization (LOA) that includes expiration date, confirmation of SOFA status, and names of dependents.

j. SOFA personnel and their family members who do not possess a valid driver's license from one of the countries listed in paragraph 4d of this article may be issued a POV permit after successfully completing a 45-hour driver's education course, local hazard traffic safety class and both a written and practical driving examination. Japanese nationals falling under the SOFA with valid Japanese driver's licenses are exempt from the driver's written exam; however the AOB/ICR training cannot be waived.

k. SOFA personnel and their family members who have transferred from other USFJ installations in Japan must report to COMFLEACT Sasebo Safety Department to renew their USFJ Form 4EJ POV permits within 30 days from their check-in date.

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 GOJ traffic laws and regulations.

a. SOFA personnel must not rent, lend, or permit the use (or the operation) of their POVs by persons without 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 the temporary convenience of the owner and his/her family, such as when the vehicle/owner is in any of the following conditions:

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

(2) Undergoing maintenance or repair.

(3) Being shipped into or out of Japan.

(4) Stored in a parking garage.

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

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

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

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

b. SOFA personnel and their family members must 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 over 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 vehicles must 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 IDP and driver's license per paragraph 4e(5) of this article. 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.).

e. Waivers to the requirements to obtain POV Permits may be granted by COMFLEACT Sasebo CO by submitting a letter for Exception to Policy (ETP) on a case-by-case basis. The ETP package, which consists of a request letter from the requester, the first Endorsement from the requester's command, and enclosures of supporting documents, must be submitted digitally to CFAS Safety Department via email at minimum. Refer to the process and sample letters in enclosure (2).

6. Types of POV Permits. The types of permits are as follows:

a. Standard POV Permit. Two types of permits are issued to eligible and qualified personnel under SOFA.

(1) Four-Wheeled Motor Vehicle. Applicants must attend the AOB/ICR, which includes a required lecture covering driving in Japan, pass a driver's written examination of Japanese traffic laws, international road signs and base regulations. Applicants must successfully pass a written driver's license examination with a minimum score of 80% prior to the issuance of any driving permit. Applicants may test only one time on any one day.

(a) Learner's permit with "On-Base Only" endorsement is only valid with the course certificate. It can be issued to all SOFA personnel 18 years of age and older upon passing a driver's written exam, and the student must enroll in a certified formal driver training course per reference (c), paragraph 2.2.1.2. Upon successful completion of the course, the student must complete the 30-day on-base practice to take the road test given by the COMFLEACT Sasebo licensing officials. The Learner's permit holders must be accompanied by a guardian, sponsor, or licensed driver over the age of 21 to practice on base.

(b) Learner's permits can also be issued to first-time drivers/inexperienced drivers, and personnel needing additional time under instruction in order to pass the driver's license road test. Learner's 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 learners' permit holders drive off the COMFLEACT Sasebo installation. The COMFLEACT Sasebo Safety Director can grant an extension for an additional 90 days upon request.

(2) Two-Wheeled Motor Vehicle. To qualify for a motorcycle endorsement, applicants must have a valid USFJ Form 4EJ POV permit for four-wheeled vehicle and successfully complete training and/or testing per reference (c), paragraph 2.2.4 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 the CFAS Safety Office.

7. Replacement of USFJ Form 4EJ POV Permit. Replacement of the lost, stolen, damaged, or mutilated POV and/or GOV permit is authorized. Only one valid POV or GOV permit is authorized to be possessed by the driver, and duplicate permits must be surrendered to COMFLEACT Sasebo Safety Department Traffic Office. The following submission requirements apply:

a. Military personnel:

(1) Letter from the applicant's CO/OIC to the Director of COMFLEACT Sasebo Safety Director stating that their license has not been suspended, revoked, or revoked for disciplinary action or any other reason. Refer to enclosure (3) for a sample statement letter of Lost/Stolen CFAS Driver's License.

(2) A Copy of Lost Report to the COMFLEACT Sasebo Security Department must be submitted for the replacement.

b. U.S. civilian employees, U.S. contractors and family members:

(1) 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. Refer to enclosure (3) for a sample statement letter of Lost/Stolen CFAS Driver's License.

(2) A Copy of Lost Report to the COMFLEACT Sasebo Security Department must be submitted for the replacement.

## 8. Renewals

a. License holders are responsible for initiating the license renewal action. Applicants may initiate renewal action 90 days prior to the expiration date.

b. License holders allowing their licenses to expire will be required to take and pass the driver's written exam before being issued a new license. If they are unable to renew their license due to the CFAS Safety Office closures, a written exam may be waived until the next business day.

c. Renewals may be authorized without the written driver's test up to 30 days after the USFJ Form 4EJ POV permit has expired if the individual transferred directly from the USFJ installations. However, the AOB/ICR training cannot be waived.

d. Active duty members and their family members must present the most current orders with end of tour date and a valid driver's license per paragraph 4e of this article.

e. U.S. civilian employees and U.S. contractor must submit a copy of LOE or LOA that includes expiration date, the SOFA, and names of dependents, and a valid driver's license per paragraph 4e of this article.

f. Personnel who execute a Permanent Change of Station (PCS) out of Japan and then return, must attend the AOB/ICR training and pass a driver's written exam to obtain a new USFJ 4EJ POV permit.

g. Active duty personnel who failed to renew their CFAS driver's license before the expiration date during deployment or TAD/TDY greater than 90 days may renew without the driver's written exam by submitting a command-approved statement of deployment greater than 90 days to the CFAS Safety Office within 30 days after deployment or return date of TAD/TDY. If sufficient letters are not submitted, a written test will be required. Refer to enclosure (4) for a sample statement letter of Deployment.

## 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 falls 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 their sponsor's name.

a. One vehicle or motorcycle per driver's license holder, not to exceed three vehicles for each family, not including one motorcycle.

b. 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. Waivers for convenience or hobby cars are not in accordance with the SOFA, U.S., and Japanese Law and will usually be denied.

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 considered abandoned properly and will be disposed in accordance with applicable instruction.

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. 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.

j. 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 learner's 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 (5).

(9) For motorcycle registration and requirements, refer to enclosure (6), (8) 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. Conversely, 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 (9) 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](http://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 departing from 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 (9).

d. If abandoned vehicles are found and reasonable expenses incurred by the installation in deregistering and disposing of the vehicle, charges to the registered owner of the vehicle and/or the guarantee and will be a debt owed to the United States in addition to any administrative or disciplinary action taken under the 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 (9). Individual commands are responsible for verification of enclosure (9) 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.

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 AND MOPEDS

1. Definition. The term "motorcycle" applies to all motorcycles, motor-scooters, motorized bicycles, mopeds or motor-assisted two or three wheel conveyances, and excluding three- and four- wheeled All-Terrain Vehicles (ATVs). 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. Any electrical power-assisted bicycle must meet specification standards as an electrical power-assisted bicycle, as set forth in Japanese Road and Traffic Law. MWR electrical power-assisted 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 (6) and a Motorcycle Rider Profile Sheet per enclosure (7) 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. Applicants 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 members are required to 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.

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:

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(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 of the course 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 must 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) Certificates of completion of BRC-1 and 2. 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-1 and 2 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 (7) and (8) must be completed by both the member and MSR.

(4) Active duty members purchasing a motorcycle locally are required to receive pre-purchase counseling per reference (a), Chapter 4 paragraph 2a. Documentation of the required counseling must be provided to COMFLEACT Sasebo 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 BRC-2.

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

(8) Per references (a) and (c), 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) Operators arriving to Japan that have a motorcycle endorsement on their U.S. valid license and are current with their COMNAVSAFECEN approved motorcycle training, are required to have a Mentorship Ride with a COMFLEACT Sasebo Safety Department designated motorcycle mentor and submit CNRJ Motorcycle Mentorship Ride Form (enclosure 11) prior to licensing. These operators will be licensed up to and including an engine size of 400cc unless they can provide prior proof of operation of a larger motorcycle (registration or insurance card must not be over 12 months old identifying the engine size), or complete a local BRC-2 to demonstrate their ability to operate a motorcycle with a larger sized engine.

(10) 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.

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

(12) 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".

(13) 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. The individual will register for the BRC through Enterprise Safety Application Management System (ESAMS) or navymotorcyclerider.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-1 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 the BRC-2. 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 BRC 2 again on a larger displacement motorcycle to become licensed to operate a larger motorcycle.

(5) Upon successful completion of the BRC-1 and 2, 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.

(2) Per references (a) and (c), 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 and will pass a skills test using the MSF BRC-1 and 2 evaluation process. For newly arriving motorcycle riders with documented completion of motorcycle training per reference (a), completion of Mentorship Ride or BRC-2 locally 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 is 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 must ensure headlights are equipped and well-maintained at all times.

b. Government or private motorcycles must 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, 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 (c), paragraph 2.2.4.5. All riders must complete the BRC-2/ERC within 60 days of completing the BRC. All active duty members must attend a refresher BRC-2 course and receive a completion certificate every 5 years thereafter.

b. Personnel must 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 COMFLEACT Sasebo Safety Department.

d. Headlights must 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 must 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 must 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.

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 cards, USFJ Form 4EJ POV permit, enclosures (2) and (8) to COMFLEACT Sasebo Safety Department.

11. Three wheel. Enclosures (2) and (8) must be completed by both the member and MSR for USFJ 4EJ operators permit. The same mandatory PPE for motorcycles is required.



## Article 4

### IMPLIED CONSENT FOR TESTS/IMPOUND

1. Implied Consent. 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 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 test will result in permanent suspension of driving privileges.

2. Impoundment. As a condition of accepting driving privileges per enclosure (9), 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.
- f. 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.

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

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

g. Impoundment as Evidence in a Criminal Case. Vehicles that have been properly impounded as evidence in either a U.S. or Japanese criminal case may not be removed from the impound lot without the written approval of the 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 or under 18 USC 13: Laws of States adopted for areas within Federal Jurisdiction.
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, test analysis to determine Blood Alcohol Content (BAC) or the existence of any intoxicant as described in enclosure (12). Refusal to submit to breath 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 and per enclosure (12):
    - (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.

(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 milligram/liter (mg/l) or higher constitutes DWI under Japanese law. This will result in an automatic 2 year suspension and subsequent punishment will be at the discretion of the individual's Commanding Officer.

(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 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 (c) 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 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/REVOCAION OF DRIVING PRIVILEGES

1. The privilege of driving privately-owned motor vehicles on a military installation or off-base in Japan is subject to either administrative suspension or revocation, for cause, by the TAF Officer or 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

(1) Individuals whose driving privileges have been suspended are required to attend a remedial driver's training course held by COMFLEACT Sasebo Safety Department upon TAF direction. In more serious circumstances, individuals whose driving privileges have been revoked are required to attend a remedial driver's training course and take the driver's written examination when directed by the ICO, CO, OIC or TAF. Before the ICO may reinstate their license, all personnel whose licenses are suspended or revoked will obtain a written endorsement from their CO/OIC after the suspension/revocation period. The following documents are required for submitting a reinstatement package to the CFAS Administration Office:

(a) Request letter with synopsis, circumstances, dates of incident (suspension or revocation). Refer to enclosure (19) for a sample Request for Reinstatement of Driving Privileges letter.

(b) A written endorsement from activity CO/OIC

(c) TAF Memo

(d) Security endorsement letter

(e) Completion certificate of the remedial driver's training course when directed

(2) The CFAS Safety Office will retain the suspended or revoked license until the suspension/revocation period has expired and destroy or stamp "REVOKED" on the front page and all endorsement pages of the revoked license.

(a) Service members. Commanders will receive suspension letter from Traffic Court Coordinator within two days of Traffic Court being conducted (see enclosure (20)).

(b) DoD civilian employees, contractors and all family members. The employee's supervisor will confiscate the suspended license and submit it to the CFAS Safety Department along with a suspension/revocation letter within three days of the suspension starting.

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 a 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 their CO, OIC or TAF. Refer to Article 10, paragraph 6 of this instruction.

## 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 who's 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 a 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. Normally, 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. Accumulation of 12 points within 12 consecutive months or 18 points within 24 consecutive months will result in revocation of driving privileges for a minimum of one year 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. 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 or host nation driving privileges are suspended or revoked. This effective date can be retroactive. If a major traffic accident occurs, the TAF officer will review the incident complaint report and adjudicate further, as needed.

b. Master Labor Contract (MLC) and Indirect Hire Agreement (IHA) personnel 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.

(1) 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.

(2) If a major traffic accident occurs, the TAF officer will review the incident complaint report and adjudicate further, as needed.

c. MLC and IHA personnel driving 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 (e) for MLC personnel and IHA personnel under supplemental three of reference (f). 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 gives a 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 provides a 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.

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6. Remedial Driver Training (RDT). The COMFLEACT Sasebo Safety Department periodically conducts an American Automobile Association's Driver Improvement Program (AAA-DIP) course. 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 RDT. The individual will sign up for the training via ESAMS or [navymotorcyclerider.com](http://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 RDT. See enclosure (10).

f. Per reference (h) paragraph 10.b, all SOFA personnel will attend RDT 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

Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle.	Permanent revocation
Driving a vehicle in the commission of a felony.	Permanent revocation
Fleeing the scene of an accident involving death or personal injury (hit and run).	Permanent revocation
Receiving a second suspension within three years.	Permanent revocation
Driving while driver’s license or installation driving privileges are under suspension or revocation.	Two 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

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
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
Driving or being in actual physical control of a motor vehicle while under the influence of alcohol with a BAC between 0.03 percent and less than 0.079 percent (DUI).	One year revocation
Passenger in/on a motor vehicle while driver is intoxicated or impaired.	Six month revocation
Conviction of fleeing, or attempting to elude police officer.	One year revocation
Operating a motor vehicle without a valid license for that type of vehicle (or driving without an issued license).	One year revocation
Knowingly lending or otherwise entrusting a motor vehicle to person who does not have a valid license to operate that type of vehicle.	Six month revocation
Fleeing the scene with intent to deceive (hit and run) – property damage only.	Six month 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
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 racing.	Not less than six months to no more than one year revocation
Commission of an offense off base which, if committed on the installation, would be grounds for suspension or revocation.	Same as if committed on base.

#### 8. Violations Resulting in Point Assessment

Over 35 kilometers per hour above posted speed limit.	Eight points and one-month suspension
Reckless driving (willful and wanton disregard for the safety of persons or property).	Eight points
Possessing open containers of alcohol or consuming alcohol, inside of a motor vehicle.	Eight points

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Failure to abide by reference (t): Leaving a child or pet unattended in vehicle with the potential to cause injury or death.	Eight points
Over 25 kilometers but not more than 35 kilometers per hour above posted speed limit.	Six points
Inattentive driving resulting in a traffic accident.	Six points
Improper PPE on motorized vehicle.	Six points
Failure to properly report violation.	Six points
Failure to stop for school bus or school-crossing signals.	Five points
Over 10 kilometers but not more than 25 kilometers per hour above posted speed limit.	Four points
Following too close.	Four points
Failure to yield right of way to a pedestrian or emergency vehicle.	Four points
Failure to yield (no official sign involved).	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
Wearing headphones/earphones or using a cell phone without a hands-free device while driving motor vehicles (two or more wheels).	Four points
Failure of operator or occupants to use available restraint system devices while moving (operator assessed points).	Three points
Failure to properly restrain children in a child restraint system while moving.	Three points
One to 10 kilometers per hour over posted speed limit.	Three points
Improper turning movements (no official sign involved).	Three points
Failure to illuminate headlights during times of inclement weather, darkened conditions or low visibility.	Three points
Operating an unsafe vehicle, i.e., oil/gasoline leaks, faulty safety equipment or lights, broken or missing windshield/mirrors, vehicle parts such as bumpers hanging at risk of breaking off, objects protruding from vehicle.	Three points
Speed too fast for conditions.	Two points
Speed too slow, causing potential safety hazard.	Two points
Vehicle noise complaint: blasting music, audible 10 feet from vehicle.	Two points
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.	Suspension of driving privilege until registration is updated
Failure to properly display license plate/JCI decal/Road Tax decal.	Suspension of driving privilege until registration is updated
Failure to properly register a motor vehicle.	Suspension of driving privilege until registration is updated
Parking violations.	Three points
Abandonment of vehicle.	One year suspension

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 1.5 tons or 10 passenger GOV vehicle using their USFJ Form 4EJ license as a GOV operator. Anything over these limits will require additional tests, 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 a U.S. Government Motor Vehicle Operator's Identification Card, 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). 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. Applicability. When an OF-346 is required, prospective operators of government motor vehicles must be selected and recommended by their military or civilian supervisors based on a prior interview. OF-346 is also issued to MLC and IHA personnel who require driving other than a standard-sized (1.5 tons or 10 passenger) GOV vehicle. Per reference (j) paragraph 3.8.3, DOD contract personnel shall not be issued OF-346 or a Construction Equipment Operator's License (NAVFAC 11260/2), which is stated in paragraph 15 of this article.

b. Application for GOV Permit. To obtain OF-346, an approved Application for Government Vehicle Operator's Permit, NAVMC 10964 (Rev. 2-96) signed by COs, OIC, and/or Division Officers of military personnel or the senior supervisor of civilian personnel must be submitted along with the required documents (i.e., license or certificate for the type and class of vehicle to be operated or other requirements per POV license in Article One of this instruction) to CFAS Sasebo Safety Department. The submitted form will be used for authorizations for SOFA personnel based on the information provided. Refer to enclosure (13) for the application form.

c. Renewal of GOV Permit

(1) An approved Application for Government Vehicle Operator's Permit, NAVMC 10964 (Rev. 2-96) signed by COs, OIC, and/or Division Officers of military personnel or the senior supervisor of civilian personnel must be submitted along with the required documents. Applicants allowing their license to expire will be required to take and pass the driver's written exam before being issued a new license.

(2) Civilian and military personnel on official travel (TDY/TAD) are permitted to operate government-owned or leased vehicles for official purposes under the following conditions: they must possess a valid International Driver Permit recognized by Japan, as well as an operator's license from the country that issued the IDP, appropriate for the type and class of vehicle they will be operating. Additionally, their travel orders must authorize the use of a vehicle, and they must have approval from the installation commander or designated personnel. The member must also have completed the AOB/ICR and passed the written test. It is important to note that

government-owned or commercially leased/rented vehicles are strictly for "Official Business" use only.

2. Official Use of Government Vehicles

a. GOVs must be used to accomplish official business only.

b. U.S. civilian employees and military personnel while in an official travel status (TDY/TAD) may operate government-owned 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 vehicles are to be used for "Official Business" only.

c. Drivers not possessing a valid driver's license may be issued an OF-346 to operate a motor vehicle on base only if granted by COMFLEACT Sasebo CO by ETP submission. Refer to a sample and process chart of Exception to Policy.

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. Examples of unofficial use:

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

b. 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. No individual may operate a GOV when:

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

b. 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 (14) 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 (c), 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 pounds).

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

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

a. The applicants requesting a permit for construction equipment operators must have the following:

- (1) Valid U.S. or other approved country driver's license.
- (2) Completed training record for the specific equipment on which they will be licensed.
- (3) Current medical certificate, per reference (o).
- (4) Completed Application for Construction Equipment Operator License (NAVFAC 11260/1) of enclosure (15).

b. The applicant requesting a permit for a Manlift must complete training provided by a certified trainer and have the following in addition to paragraph 15.a.(1) to (4) above:

- (1) Required documents of the certified instructor specified in paragraph 18 of this article.
- (2) For initial issue: required documents listed in the Manlift GOV Driver License Endorsement of enclosure (16).

(3) Endorsement of enclosure (16) signed by CO/OIC/DH (O-4 or above).

c. Each command supervisor has the responsibility to suspend their license upon the result of GOJ medical result and report it to the CFAS Safety Office. MLC/IHA supervisors will review the annual GOJ Occupation Health result and submit the letter with supervisor's signature to CFAS Safety Office every year.

16. Forklift, Heavy Equipment/Vehicle, Tractor Trailer Driver, Explosive Driver and Explosive Materials Handling Equipment (MHE) Operator. Forklift operator, heavy equipment/vehicle operator, tractor trailer driver, explosive driver and explosive MHE operator, must be trained by a certified instructor of the equipment/vehicle and have the following:

- a. Valid U.S. or other approved country driver's license.
- b. Completed training record for the specific equipment/vehicle on which they will be licensed.
- c. Current medical certificate per references (p) and (q).
- d. Completed Application for Government Vehicle Operator's Permit, NAVMC 10964 of enclosure (13).
- e. Required documents of the certified instructor specified in paragraph 18 of this article.

17. Over 1.5 Ton Truck. To obtain OF-346 to operate an over 1.5 ton truck, the member is required the following:

- a. Must have a current valid U.S. Commercial Motor Vehicle (CMV) and/or Commercial Driver's License (CDL) to operate the type of vehicle member is requesting to drive in Japan.
- b. Must have a medical qualification certificate from Branch Health Clinic (BHC) Sasebo Occupational Health.
- c. Must take and pass a written test for the type of vehicle driver administered by the CFAS installation Safety Office licensing.
- d. Must take and pass road test for the type of vehicle driver administered by the CFAS installation Safety Office licensing.
- e. Application for Government Vehicle Operator's Permit on enclosure (13).

NOTE: The activity member/command requesting a member license must provide the vehicle used for the road test.

18. 15 Passenger Vehicle. To obtain OF-346 to operate a 15 passenger van, the applicant must submit the required documents listed on enclosure (17) to the CFAS Safety Department.

19. Instructor for Specialized Motor Vehicle. JLG Manlift, forklift, 15 passenger, or other specialized motor vehicle instructor must have experience and knowledge for those specific vehicles. Instructors must have the following and submit upon request by the CFAS Safety Department:

- a. Operator's permit for equipment/vehicle to provide training.
- b. Designation letter signed by the command CO/OIC.

20. 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.

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

- a. Parking in places reserved for people with a disability.
  - b. Exemption 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. Public Transportation. Don't drive unless you must. Utilize the base shuttle and the Home to Work (HTW) Hario shuttle. All Main Base pedestrian gates are 24/7.
3. Parking Regulations. Use of parking spaces at COMFLEACT Sasebo is limited to 24 hours with the following exceptions:
  - a. Parking does not negate the requirement to maintain insurance, road tax sticker, and updated Japanese Compulsory Insurance.
  - b. 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.
  - c. Follow all posted signs for parking duration (e.g., 72-hour lot, long term parking, etc.).
  - d. Residents in the Unaccompanied Housing (Bachelor Housing) will park their vehicles at Dragon Vale housing within authorized locations.
  - e. 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.
  - f. All parking designations must be observed.
  - g. 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.
4. 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.
5. Daily Parking. There are several types of spots for daily parkers.
  - a. Reserved spots should be kept to a minimum.

(1) Signs. Tenant commands may designate parking spots with removable signs for the following personnel: Command Triads, Officers in Charge (OIC), Naval Personnel Command recognized Department Heads, O-5 or above Primary Assistants (PA), Sailor of the Year.

(2) Painted Spots. All other reserved parking spots are designated through a Public Works request and a painted space coordinated through the building manager.

b. 15 minute parking/two hour parking.

c. Motorcycle parking. Two wheeled motor vehicles (Category I through V) may park wherever there is space available; however, in parking garages no two-wheeled vehicles may park in a four-wheeled motor vehicle parking space due to limited parking spaces for four wheeled motor vehicles. Any motorcycle parking in a four-wheeled parking spot will park to allow two motorcycles per parking space.

d. Bicycle Parking. Bicycles must be parked in designated bicycle parking areas and driven per all safety rules (e.g., driving with traffic, off the sidewalk, and with helmet).

e. Dragon Vale Alaska Loop. The back gate of Dragon Vale is open to facilitate parking in Alaska Loop and walking to work locations. It is open from 0500-0900 and 1300-1700 Monday through Friday. These hours will be expanded to support increased use when utilization exceeds 50 percent.

f. India Basin. Parking in India Basin is constantly being looked at for fairness. Because of the dynamic laydown, that area will be governed via NOTE.

g. All other parking reservations more than two hours must be approved through the Installation Commanding Officer.

Note: Grace period. COMFLEACT Sasebo has a one night grace period to encourage unplanned overnight parking in the prevention of Driving under the Influence. If you have one drink, leave your car wherever it is. Reminder: Two-hour parking restrictions are not applicable after working hours.

6. Short term. The longest amount of time COMFLEACT Sasebo has established for parking on base is 72 hours. This type of parking is meant for duty section personnel and has a maximum of 72 hour parking or those needing to spend a SHORT amount of time in their work center. The designated lots for SHORT TERM (72-hour) parking are:

- a. Lot behind Brodie's
- b. Defense Logistic Agency (DLA) lot
- c. Dragon Vale Alaska Loop





Picture: 72 Hour Lots are shaded in BLUE

7. Long term. There is no long term parking on Main Base. If a ship is underway, her Sailors should not leave their cars on Main Base. If you are not actively working on base, your car should not be parked on Main Base. All individuals should park their vehicles at their place of residence while at sea. For those who reside on Main Base, COMFLEACT Sasebo has established two locations for long-term parking.

a. Akasaki. Inside the blue line. Outside the gate. There are two strips of parking (18 spaces and 78 spaces).



b. Hario Long Term Parking Lot. Park on the opposite side of Department of Defense Education Activity buses (approximately 45 spaces).



c. Procedure

(1) Long-term parking is requested through Security Senior Enlisted Advisor, and when approved, a parking placard will be displayed in the front wind shield of the vehicle. The spreadsheet for long-term parking is maintained by the Security Senior Enlisted Advisor in conjunction with the COMFLEACT Sasebo Command Master Chief.

(2) Parking long term must be coordinated ahead of time. The Hario Long-Term Parking Lot is locked. COMFLEACT Sasebo will coordinate times to open the Hario Long Term Parking Lot as needed. Access to Akasaki Long Term Lots is 24/7.

(3) Long-term parking does not negate the requirement to maintain insurance, road tax sticker, and updated Japanese Compulsory Insurance.

8. 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, fire exits, or in any fire lane.
- 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. Fuel piers.

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.

6. Enforcement. Should a car be found in any lot improperly parked or without displaying the proper parking placard, the following steps will be taken.

a. Warning placed on vehicle – 72 hour clock begins.

b. Sponsor contacted through Vehicle Registration Officer information.

c. Command Senior Enlisted Leader contacted.

d. Car booted and/or towed to impound at 72 hours.

e. If not claimed within 45 days, car will be junked, and the last registered owner is responsible for all charges.

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. Once it has been determined the vehicle is indeed abandoned, the current/last registered owner will have driving privileges suspended, until he or she attends TAF. If last registered owner has transferred out of the Sasebo area, then member's driving privileges will remain suspended on board the installation. After member has completed a one year suspension, member is authorized to register another vehicle with the installation.
  - a. Failure to properly checkout will constitute a waiver of the notification requirements for the registered owner under reference (r).
  - 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 (e.g., flat tires, interior gutted/stripped etc.).
  - (6) Vehicles that present a safety hazard (e.g., 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, nor 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 (r) and (s).

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 24-month period. Once a revocation of driving privileges has been assessed, points accumulated prior to the revocation will no longer be used for point accumulation purposes. However, the entry itself on the driver record will remain posted for two years from the date of TAF adjudication.
5. Personnel who transfer to a new activity in the same locality will have their individual driver record, along with their family members' driver records forwarded to the sponsor's gaining activity by the 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. Definition. The term "bicycle" applies to two or more wheels, driven by human power with pedals or hand cranks, other than wheelchairs, walking aid vehicles and stroller. Any electrical power-assisted bicycle will meet specification standards as an electrical power-assisted bicycle as set forth in Japanese Traffic Law. 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 and 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, reflectors and horn or bell. Brakes with easy access/control while riding. Both front and rear wheels must have brakes that are able to stop the bicycle over a distance not to exceed 3 meters (approx. 10 feet) on a dry flat surface at 10km/h. 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 Ginza 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. Bicycles are only considered secured when chained to bicycle racks. Bicycle racks are the only authorized place to park and chain bicycles. 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.

4. Electrical Power-Assisted Bicycles. Any electrical power-assisted bicycle must meet the specifications and requirements of Japanese Road and Traffic Law to ride in Japan. Electrical power-assisted bicycles that comply with the law are affixed with the "TS Mark (Figure 17-1)" issued by the manufacturer, indicating the Vehicle Identification Number (VIN) and certification number.



Figure 17-1

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

6. Failure to properly register a bicycle with the Security Department will result in impounding the bicycle, regardless if it is locked or not.
7. 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.
8. Parental Responsibilities. The parent or guardian of a child is responsible for informing and enforcing the above rules with their child.
9. Impoundment and Removal. Any bicycle that is in violation will be impounded by Security and stored in a secured location per reference (n). Security will not be held liable for damages incurred to the bicycle or property attached while impounding the said bicycle.
10. Disposal. When a 45 day period is over and the property has not been claimed or authorization has been given to the government to dispose of the bicycle, Security will process the disposition and dispose the bicycle.

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. Skateboarding and roller skating/blading are prohibited off-base. This includes motorized (electric) skateboards which are not authorized for personal transportation under this instruction (see Article 3).

b. Pedestrians always have the right of way.

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

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

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

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

(1) Hario Housing

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

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

(c) Hario Housing Skateboard Park

(2) Dragon Vale (Main Base Housing)

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

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

(c) Florida, Colorado, Montana and Alabama Drives

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

(4) Main Base. Locations where a sidewalk is available. All other locations are not authorized due to safety concerns.

g. Required Safety Equipment

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

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

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

(1) Knee and elbow pads

(2) Wrist brace and gloves

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

(1) Skating while under the influence of alcohol

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

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

(1) First infraction: Verbal warning.

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

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

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

## Article 19

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

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. Pedestrians will not utilize speaker phone and will not use the phone in a manner which requires them to speak "out loud" (i.e., with earbuds and speaking with the phone not close to their mouth).

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) and do not include hearing aids or devices designed and required for hearing protection, when required by regulation are prohibited.

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 having come 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 AND SCHOOL BUSES**

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.

(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, and 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 who accesses 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

### SPECIALTY VEHICLES

#### 1. Utility vehicles/Specialty vehicles

a. Departments that use utility vehicles (referred to as specialty vehicles-such as All-Terrain Vehicles (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/ designated operational work areas, PPE, vehicle safety equipment requirements and daily/shift inspections and test 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 non-tactical 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. The manufacturer's rated load carrying capacity, personnel capacity, or maximum safe vehicle speed must not be exceeded at any time. Cargo items must 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. Specialty vehicle operators shall be trained:

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

(2) Operators must review all training materials provided by the manufacturer for the specific vehicles, command's SOP, and training materials provided by CFAS Safety Office. Training must follow 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) Copies of the operator's manual and command's SOP must be kept on the vehicle at all times and protected from the elements.

j. 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, and reflectors
- (3) An exterior mirror mounted on the driver's side of the vehicle and either a mirror mounted on the passenger's side of the vehicle or an interior mirror
- (4) Front and rear turn signal lamp
- (5) At least two headlights and two taillights, and yellow flashing lights or equivalent emergency flashers in operable condition

k. 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.

l. 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.

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

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

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

p. 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.

## 2. Training and Licensing Requirements

a. Training. Applicants to apply for specialty vehicles operation permit must take in-person or designated web-based training and pass the test.

### b. Required Documents

(1) Government Vehicle Operator's Permit, NAVMC 10964 of enclosure (13) signed by COs, OIC, and/or Division

(2) USFJ Form 4EJ POV permit or OF-346 GOV permit. Refer to Article 1 and Article 11, paragraph 1 of this instruction for POV and GOV permits requirements.

c. SOP. An SOP must be established as specified in the paragraph 1a (1) of this article. Submission of the most updated SOP to CFAS Safety Department is required.

**USFJ FORM 4A (APPLICATION FOR USFJ FORM 4EJ)**

**Privacy Act Statement** Authority to request this information is derived from Title 40 United States Code 471. Purpose of this form is to obtain information to determine whether an individual is qualified to operate a government and private vehicle and/or equipment. Information is used by agency transportation officials and may be used by government and civil law enforcement authorities for court action. Providing information for this form is mandatory. If the information is not provided, the individual will be denied the privilege of operating a government and private vehicle and/or equipment.

APPLICATION FOR USFJ FORM 4EJ					
Name (Last) (First) (MI)		Rank/Rate (CTR, DEF)		CFAS License Number ( <input type="checkbox"/> Never had)	
Organization/Command (Sponsor's)		Division (Sponsor's)	Phone Number		Expiration of CAC or Dependent ID (MM/DD/YYYY)
Date of Birth (MM/DD/YYYY)	Age	Sex	Supervisor's or Sponsor's Name, Rate and Rank		
Place of Birth (U.S. State or Country)		Weight lbs.	Height inches	Hair Color	Eye Color
PRD (AD)/ End of Contract (CIV)		Date Completed CFAS AOB/ICR (MM/DD/YYYY) *Not required for renewal		Physical and Restriction Corrective Lenses <input type="checkbox"/> Automatic Trans Only <input type="checkbox"/> (Eye Test <input type="checkbox"/> Color Blindness Test <input type="checkbox"/> )	
Driving Experience Years Months	Are any of your driver's license(s) under suspension or revocation? Yes <input type="checkbox"/> No <input type="checkbox"/>		Emergency Point of Contact Name		Tel#
U.S. or Approved Country Driver's License Information			<input type="checkbox"/> Have Military Extension Card/Endorsement from DMV		
Issuing State/Country	License Number		Expiration Date (MM/DD/YYYY)	Type of License Regular <input type="checkbox"/> Large <input type="checkbox"/> SLE <input type="checkbox"/> Motorcycle <input type="checkbox"/> TT <input type="checkbox"/>	

**PLEASE COMPLETE BACKSIDE**

Office use only: <input type="checkbox"/> AOB <input type="checkbox"/> safeTK <input type="checkbox"/> Orders <input type="checkbox"/> LOE/LOA <input type="checkbox"/> DFL <input type="checkbox"/> Special Chit/Housing <input type="checkbox"/> Frock Ltr/LES <input type="checkbox"/> FEA/DEA		A B C
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USFJ FORM 4A (CFAS), AUG 2024

**DRIVER'S PERMIT AGREEMENT**

Check  if you agree

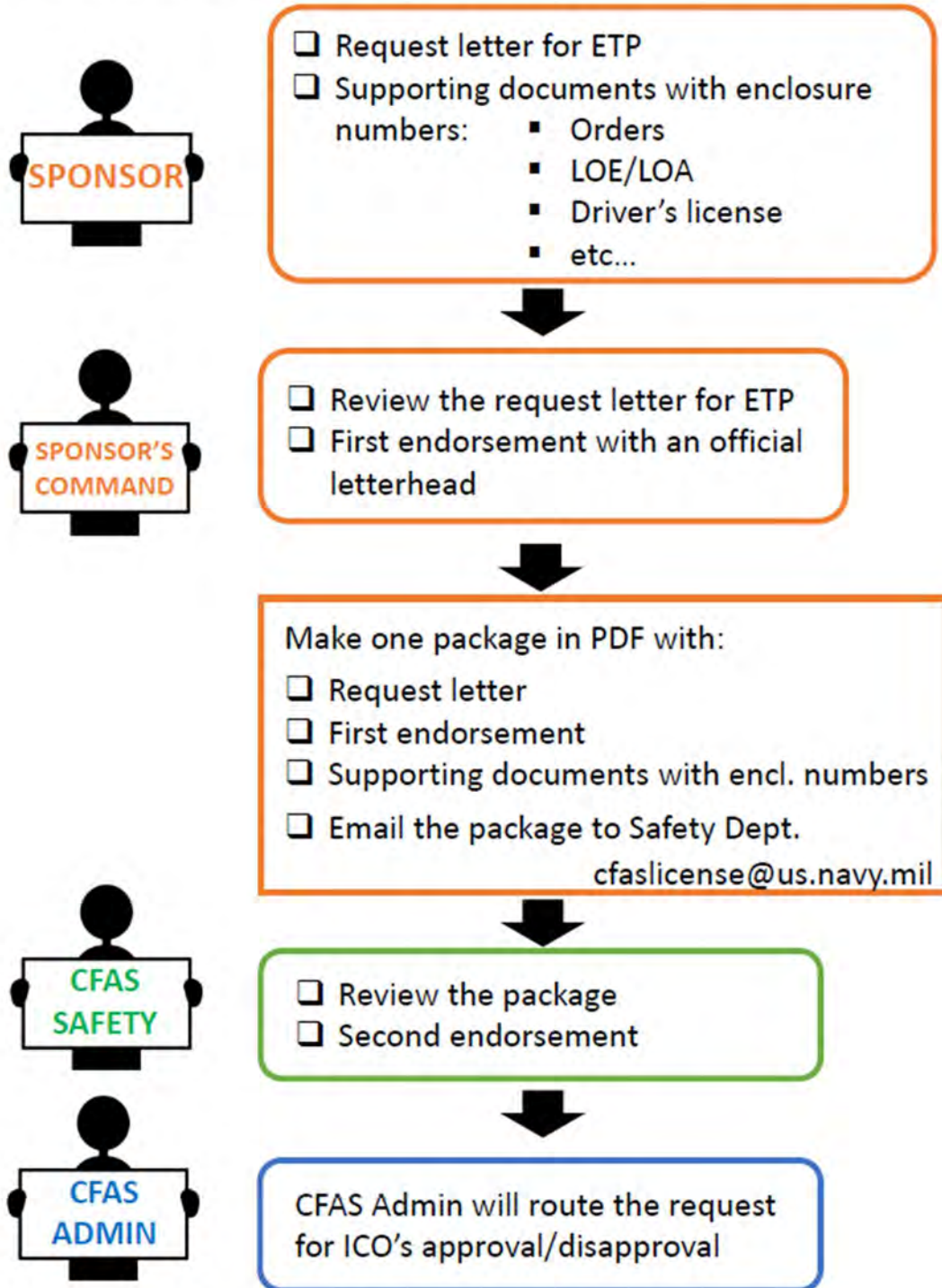
- I understand that a national driver's registry (NDR) check will be performed concerning my driving history and that knowingly giving false information to obtain a driver's permit is grounds for immediate revocation and violates Article 107 of the UCMJ. All Status of Forces Agreement (SOFA) personnel are subject to the provisions of CFASINST 5800.1 series.
- I understand that USFJ and CNRJ instructions require me to give consent to evidential tests for alcohol content or other drugs in my blood, breath and/or urine as a condition of accepting driving privileges while in Japan. This consent applies while driving or in physical control of a motor vehicle when stopped for any offense, accident, when entering an installation, pursuant to a check point, or for any other lawful reason. I also acknowledge that, per CFAS instruction, failure to submit to an alcohol content test will result in the permanent revocation of my driving privileges while in Japan.
- I understand that USFJ and CNRJ instructions require me to stop at the scene of any traffic accident that I am involved in and report such accident to CFAS Security (or other local DOD Security department if I am not on the island of Kyushu). I also acknowledge that, per CFAS instructions, if I flee the scene of an accident where an injury or death occurs, my driving privileges will be permanently revoked while in Japan.
- I understand that I will not rent, lend, or permit the use (or operation) of my Privately Owned Vehicles (POVs) by persons other than those who possess a valid USFJ Form 4EJ POV permit for the type of motor vehicle.

Applicant's Signature:	Date:
------------------------	-------



**EXCEPTION TO POLICY FOR OBTAINING/RENEWING DRIVER'S LICENSE  
(Process Chart)**

**CFAS Driver's License Exception to Policy (ETP) Process**



**EXCEPTION TO POLICY FOR OBTAINING/RENEWING DRIVER'S LICENSE  
(Sample)**

5800  
Date

From: (Rank/Rate) First, MI, Last Name, USN/USCS/CTR

To: Commander, Fleet Activities Sasebo

Via: (1) (Command Name)

(2) Director, Installation Safety Office, Commander Fleet Activities Sasebo

Subj: EXCEPTION TO POLICY FOR OBTAINING/RENEWING DRIVER'S LICENSE

Ref: (a) COMFLEACTSASEBOINST 5800.1 (Series)

Encl: (1) Copy of Orders, LOE, or LOA

(2) Copy of Driver's License and/or International Driver Permit

(3) Supporting Documents

1. Per reference (a), respectfully request for Exception to Policy for (requester's name(s)) to receive/extend his/her Status of Forces Agreement Driver's License.

2. (Describe the details with the reasons for this request.)

3. Action Plan. (Describe how and when the corrective action will be taken.)

4. The requestor's information is below:

<u>Name</u>	<u>Relationship</u>	<u>Sponsor's PRD</u>	<u>New PRD/Extension</u>
First, MI, Last Name	(Sponsor/Spouse)	MONTH YEAR	MONTH YEAR
First, MI, Last Name	(Spouse/Dependent)	MONTH YEAR	MONTH YEAR

FI. MI. Last Name

Enclosure (2)



5800  
Date

FIRST ENDORCEMENT on XXXX's ltr of DD Mmm YY

From: Commanding Officer, (Command Name)

To: Commander, Fleet Activities Sasebo

Via: Director, Installation Safety Office, Commander Fleet Activities Sasebo

Subj: EXCEPTION TO POLICY FOR OBTAINING/RENEWING DRIVER'S LICENSE

1. Statement of approval.

(CO or OIC name and Signature)

Enclosure (2)

25 Feb 2025

**STATEMENT OF LOST/STOLEN CFAS DRIVER'S LICENSE (Sample)**

Date

MEMORANDUM

From: Commanding Officer, (Your Command)

To: Installation Safety Director, Fleet Activities Sasebo

Subj: LOST/STOLEN CFAS DRIVER'S LICENSE IN CASE OF (Rank/Rate, First, MI, Last Name), UNITED STATES NAVY

1. (Rank/Rate, First, MI, Last name) lost his/her government issued driver's license and requires a new license to be issued. Service member has not been to Non-Judicial Punishment and is not facing any legal proceedings.
2. If there are any further questions, please contact (Rank/Rate, First, MI, Last name), (Title), at (E-mail address), or (DSN number).

(CO, OIC or DH name and Signature)

**STATEMENT OF DEPLOYEMENT**

Date

MEMORANDUM

From: Commanding Officer, USS (Ship's name and Call sign)

To: Installation Safety Director, Fleet Activities Sasebo

Subj: SHIP DEPLOYMENT LETTER USS (Ship's name and Call sign) IN CASE OF  
(Rank/Rate, First, MI, Last Name), UNITED STATES NAVY

1. The ship left for deployment starting (Month Year) and returned on (Day Month Year). (Rank/Rate, First, MI, Last name), United States Navy, accompanied the ship during that time and was unable to renew his/her SOFA driver's license in timely manner.
2. If there are any further questions, please contact (Rank/Rate, First, MI, Last name), (Title), at (E-mail address), or (DSN number).

(CO, OIC or DH name and Signature)

**COMFLEACT SASEBO VEHICLE OWNER CKNOWLEDGEMENT 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: \_\_\_\_\_

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, 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.

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: \_\_\_\_\_




**ADMINISTRATIVE REMARKS FOR OPERATING A MOTORCYCLE/SCOOTER**


**ADMINISTRATIVE REMARKS FOR OPERATING A MOTORCYCLE/SCOOTER**

MEMBER HAS COMPLETED A COMNAVSAFECEN MOTORCYCLE/SCOOTER SAFETY COURSE PER OPNAVINST 5100.23M.

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

\_\_\_\_\_ : I FULLY UNDERSTAND THAT OPERATING A MOTORCYCLE/SCOOTER IS A PERSONAL CHOICE AND I AM PERSONALLY ACCOUNTABLE FOR MY ACTIONS, SUCH AS RECKLESS DRIVING OR THE ABSENCE OF PPE. I UNDERSTAND THAT OPNAVINST 5100.23M IS A LAWFUL GENERAL REGULATION AND VIOLATIONS OF IT MAY RESULT IN ADMINISTRATIVE OR DISCIPLINARY ACTION UNDER THE UNIFORM CODE OF MILITARY JUSTICE OR CIVILIAN PERSONNEL REGULATIONS. ADDITIONALLY, VIOLATIONS OF OPNAVINST 5100.23M MAY BE CONSIDERED IN MAKING LINE OF DUTY MISCONDUCT DETERMINATIONS FOR INJURIES RECEIVED ON OR OFF DUTY.

NAME (Last, First, MI)	SIGNATURE 
COMMAND	DATE

MSR NAME (Last, First, MI)	SIGNATURE 
COMMAND	DATE

**MOTORCYCLE RIDER PROFILE SHEET**



**MOTORCYCLE RIDER PROFILE SHEET**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMAND: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

RANK/RATE: \_\_\_\_\_

PHONE: \_\_\_\_\_ DOB: \_\_\_\_\_

Years of motorcycle experience: \_\_\_\_\_

Do you have stateside M/C License?

Have you been through a Motorcycle Safety Foundation Rider Course?

If yes, which course? **BRC/BRC-2/MSRC** Dates: \_\_\_\_\_ (Show proof)

I desire to obtain a Motorcycle license for:

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ SIZE : \_\_\_\_\_ TYPE: \_\_\_\_\_  
(in cc:) (Cruiser, sport )

**The MOTORCYCLE must be registered in your name to attend the ERC or MSRC .**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COMMAND ENDORSEMENTS:

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Commanding Officer or Command MC Coordinator

RIDERS ENDORSEMENT

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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 5800.1N.

\_\_\_\_\_  
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:

THIRD ENDORSEMENT:

Signature

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

Enclosure (8)



**MOTORCYCLE MENTORSHIP RIDE FORM**

<b>COMMANDER NAVY REGION JAPAN MOTORCYCLE MENTORSHIP RIDE FORM</b>			
(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974) PRIVACY ACT STATEMENT			
AUTHORITY : Title 10, United States Code, 8013			
PRINCIPLE PURPOSE : To gather information for member requesting motorcycle licensing IAW CNFJ/CNRJINST 5800.9S CH-1 and USFJ 31-205			
ROUTINE USES : Applications will be provided by and maintained by the Unit Motorcycle Safety Representative in hard copy or digitally			
DISCLOSURE : Voluntary; however, failure to provide requested information may result in non-recommendation for motorcycle licensing.			
SECTION 1. PERSONAL/MOTORCYCLE DATA (FILLED OUT BY THE INDIVIDUAL)			
1. NAME (Last, First, MI)	2. GRADE	3. ORGANIZATION	4. DATE
5. TELEPHONE NUMBER		6. EMAIL ADDRESS	
7. MOTORCYCLE MAKE	8. MODEL	9. ENGINE SIZE	
SECTION 2. LICENSE/COURSE COMPLETION (FILLED OUT BY THE INDIVIDUAL)			
1. U.S. LICENSE NUMBER	2. STATE	3. EXPIRATION DATE	4. MOTORCYCLE ENDORSEMENT (Yes/No)
4. USFJ 4EJ LICENSE NUMBER		5. EXPIRATION DATE	
6. BASIC RIDERS COURSE 1 CERTIFICATE NUMBER AND COMPLETION DATE		7. BASIC RIDERS COURSE 2 CERTIFICATE NUMBER AND COMPLETION DATE	
8. LOCAL HAZARDS AWARENESS TEST COMPLETION DATE		9. PREVIOUS ENGINE SIZE PRIOR PROOF OF OPERATION (NO PROOF MAX IS 400cc)	
SECTION 3. LICENSE/COURSE COMPLETION VERIFICATION (VERIFIED BY LICENSING OFFICE)			
1. ALL DATA IN SECTION 2 ABOVE IS CORRECT (Yes/No)		2. LICENSE OFFICE INDIVIDUALS NAME AND DATE	
SECTION 4. MENTOR DATA AND SKILLS REVIEW (MENTOR APPROVED BY INSTALLATION SAFETY OFFICE)			
1. MENTORS NAME		2. LOCATION	3. MENTORSHIP RIDE DATE
4. MOTORCYCLE INSURED	YES/NO	REMARKS	
5. T-CLOCS INSPECTION	PASS/FAIL	REMARKS	
6. STOPPING	PASS/FAIL	REMARKS	
7. CORNERING	PASS/FAIL	REMARKS	
8. U-TURN	PASS/FAIL	REMARKS	
9. SWERVE	PASS/FAIL	REMARKS	
10. CONTROL AT LOW SPEED	PASS/FAIL	REMARKS	
11. LOCAL AWARENESS DISCUSSION (LANE SPLITTING, LOCAL LAWS, UNIQUE EXPERIENCES, ETC.)			
12. MENTORS SIGNATURE		13. RECOMMENDATION FOR LICENSE (YES/NO)	

25 Feb 2025

**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.

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**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**

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---

Name of Notary: \_\_\_\_\_

Rank: \_\_\_\_\_

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

Enclosure (11)

25 Feb 2025

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

<b>U.S. Intoxilizer 5000 Breathalyzer</b>	<b>Blood Alcohol Content (BAC)</b>	<b>Japan Kitagawa- Shiki Balloon Test</b>
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

**APPLICATION FOR GOVERNMENT VEHICLE OPERATOR'S PERMIT (11240)  
NAVMC 10964 (REV. 2-96)**

**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 XXX-XX-XXXX		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

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  TRUCKS TO  TON TRUCK-TRACTOR TO  TON BUSES TO  PASS

23. SPECIAL QUALIFICATIONS:

EMERGENCY VEHICLE  TRUCK WITH FULL TRAILER

SEMITRAILER REFUELER  RECOVERY VEHICLE  HAZARDOUS MATERIALS  OTHER (SPECIFY)

24. VEHICLE/EQUIPMENT CLASSES QUALIFIED TO OPERATE LIST:

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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
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		DATE

CERTIFICATE FOR TRANSIT OF TOLL ROADS BY MILITARY VEHICLES

CERTIFICATE FOR TRANSIT OF TOLL ROADS BY MILITARY VEHICLES 軍用車両有料道路通行証明書		SERIAL NUMBER 整理番号 3 - 740229
1. TYPE OF VEHICLE 車種	2. DRIVER'S NAME 運転者氏名	
3. VEHICLE NUMBER 車両番号	4. DATE 発行日	5. LOCATION 施設・区域所在地 SECURITY DEPARTMENT
THIS IS TO CERTIFY THAT THE ABOVE IS THE UNITED STATES MILITARY VEHICLE AS REFERRED TO IN THE SECOND SENTENCE OF PARAGRAPH 2 OF ARTICLE V OF THE STATUS OF FORCES AGREEMENT BETWEEN JAPAN AND THE UNITED STATES. 本車両は、日米間の地位協定第5条2項第2文にいう米軍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 SECURITY OFFICER CFA, SASEBO	通行日
		車種区分: 入日C 出日C

USFJ FORM 19EJ 0980-LF-000-0603

### APPLICATION FOR CONSTRUCTION EQUIPMENT OPERATOR LICENSE

Read the PRIVACY ACT STATEMENT on reverse before completing this application  
**APPLICATION FOR CONSTRUCTION EQUIPMENT OPERATOR LICENSE**  
NAVFAC 11260/1 (Rev. 6/76)  
a/n 0105-LF-012-0005

PART I - APPLICATION		
1. NAVAL ACTIVITY	2. APPLICANT'S NAME	3. RANK, RATE OR CIVILIAN STATUS
4. DEPARTMENT, DIVISION AND/OR SHOP ASSIGNED TO		5. APPLICANT'S JOB TITLE
6. DESCRIPTION OF EQUIPMENT LICENSE REQUESTED		
(a) TYPE OF EQUIPMENT	(b) TYPE OF CONTROL	(c) TYPE OF ATTACHMENT
7. STATEMENT OF QUALIFYING EXPERIENCE		

8. DESCRIPTION OF EQUIPMENT APPLICANT IS CURRENTLY LICENSED TO OPERATE

9. SPONSOR'S STATEMENT OF APPLICANT'S READINESS AND/OR PREPARATORY TRAINING FOR TEST (NOTE: The sponsor can be either a qualified instructor or licensed operator)

Signature \_\_\_\_\_  
Sponsor: \_\_\_\_\_

### PART II - REQUEST FOR ADMINISTERING TESTS AND EXAMINATIONS AND ISSUING LICENSE

FROM:  
TO: CFAS Safety License Officer

DATE:

Signature \_\_\_\_\_

Title \_\_\_\_\_  
Department, division or shop supervisor

(OVER)

---

**PART III – ACTION ON SUBJECT APPLICATION**

---

FROM: CFAS Safety License Officer  
TO:

DATE:

- Arrangements will be made to proceed with examinations and tests as requested.  
 No action will be taken on this application for the following reason:

Signature \_\_\_\_\_

Title \_\_\_\_\_

---

**PART IV – LICENSE ACTION**

---

FROM: CFAS Safety License Officer  
TO:

DATE:

- The subject license has been issued to the applicant as requested.  
 The applicant has failed his physical examination.  
 The applicant has failed to qualify for the subject license.

\_\_\_\_\_ number of days (the established waiting period) must elapse before a new application may be made for this license.

Signature \_\_\_\_\_

Title \_\_\_\_\_

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**PRIVACY ACT STATEMENT**

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This statement is provided in compliance with the provisions of the Privacy Act of 1974 (PL-93-579) (N00011 C02) which require that Federal agencies must inform individuals who are requested to furnish information about themselves as to the following facts concerning the information requested.



1. **AUTHORITY:** 5 U.S.C. 301 Departmental Regulations
2. **PRINCIPAL PURPOSE(S):** To apply for a license to operate government-owned vehicles.
3. **ROUTINE USE(S):** To be used by agency officials to determine the employee's eligibility to operate government-owned vehicles. May be used by safety and security officials to verify individual's qualifying experience.
4. **MANDATORY OR VOLUNTARY DISCLOSURE:** The disclosure of information requested is voluntary. However, failure to complete the form will result in noninsurance of license.

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NAVFAC 11260/1 (BACK)

**MANLIFT GOV DRIVER LICENSE ENDORSEMENT**


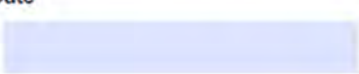
CFAS SAFETY FORM 05-12

<b>MANLIFT GOV DRIVER LICENSE ENDORSEMENT*</b>				
Ref: NAVFAC P-300 regulations regarding Man-lift licensing				
<b>INITIAL ISSUE</b> (LICENSE ACTION WILL PROCEED WITH ALL YES ANSWERS)		YES	NO	N/A
1	NAVMC 10964 signed by the CO/OIC or DEPT HEAD O4 and above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Copy of NAVEDTRA 43127-D 313 Aerial Platform (Man-lift) Operator, or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Copy of Orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Copy of Valid U.S. Driver's License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Copy of JLG Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Copy of OJT Sheet – logged hrs. if supervised OJT/qualified operation of equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Copy of Local Course Completion Manlift Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Copy of Medical Certificate OPNAV Form 8020/6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Designation Letter of Qualified Instructor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Does the member have any driving restrictions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Signed MAN-LIFT GOV DRIVER LICENSE ENDORSEMENT* (This form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RENEWAL ISSUE</b> (LICENSE ACTION WILL PROCEED WITH ALL YES ANSWERS)		YES	NO	N/A
1	NAVMC 10964 signed by CO/OIC or DEPT HEAD O4 and above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Copy of Updated Orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Copy of Valid U.S. Driver's License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Copy of Medical Certificate OPNAV Form 8020/6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Signed MANLIFT GOV DRIVER LICENSE ENDORSEMENT* (This form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signature of CO/OIC or Dept. Head		Date		
				

<b>LICENSE ACTION</b>	
Signature of CFAS Installation Safety Director	Date
	

**15 PASSENGER GOV DRIVER LICENSE ENDORSEMENT**

CFAS SAFETY FORM 05-15

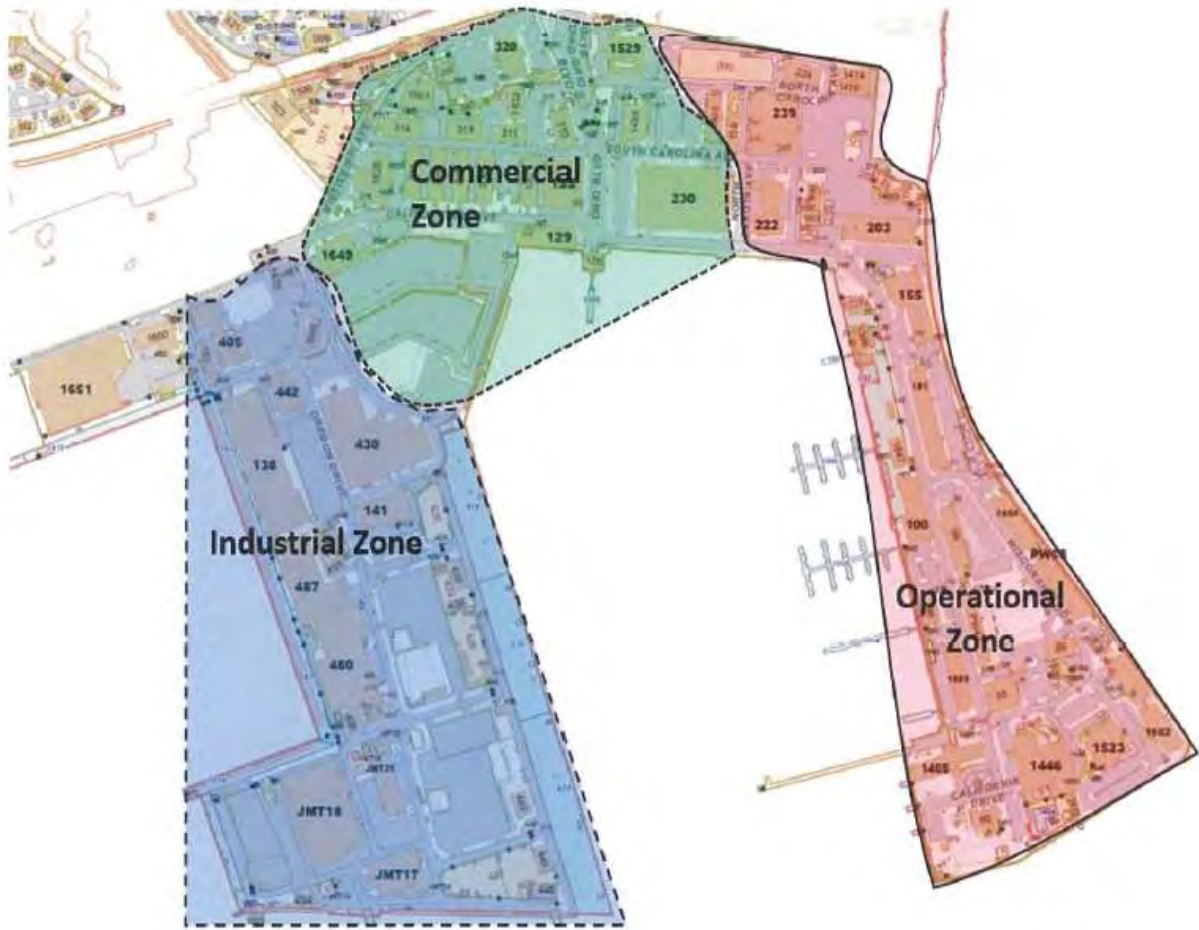
<b>15 PASSENGER GOV DRIVER LICENSE ENDORSEMENT*</b>				
Ref: CNIC & COMNAVSAFECEN regulations regarding 15 PAX Licensing				
<b>INITIAL ISSUE</b>		<b>(LICENSE ACTION WILL PROCEED WITH ALL YES ANSWERS)</b>		
		<b>YES</b>	<b>NO</b>	<b>N/A</b>
1	NAVMC 10964 signed by the CO/OIC or DEPT HEAD O4 and above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Completed COMNAVSAFECEN-approved 15 PAX Training Video Sign-in Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Copy of Orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Copy of valid U.S. Driver's License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Does the member have any driving restrictions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Signed 15 PAX GOV DRIVER LICENSE ENDORSEMENT* (This form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RENEWAL ISSUE</b>		<b>(LICENSE ACTION WILL PROCEED WITH ALL YES ANSWERS)</b>		
		<b>YES</b>	<b>NO</b>	<b>N/A</b>
1	NAVMC 10964 signed by CO/OIC or DEPT HEAD O4 and above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Copy of Updated Orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Copy of Valid U.S. Driver's License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Signed 15 PAX GOV DRIVER LICENSE ENDORSEMENT* (This form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Signature of CO/OIC or Dept. Head</b>		<b>Date</b>		
				

**LICENSE ACTION**

<b>Signature of CFAS Installation Safety Director</b>	<b>Date</b>
	



**CFAS ZONE MAP**



**REQUEST FOR REINSTATEMENT OF DRIVING PRIVILEGES**

5800  
DD MMM YY

From: YN2 John D. Smith, USN  
To: Commander, Fleet Activities Sasebo  
Via: (1) Your Command (Commanding Officer/Department Head)  
++

(2) CFAS Security Officer (SECO)

Subj: REQUEST FOR REINSTATEMENT OF DRIVING PRIVILEGES

Ref: (a) COMFLEACTSASEBOINST 5800.1N

Encl: (1) Copy of Orders  
(2) Copy of Driver's License (U.S. DL)  
(3) Supporting Documents (i.e., AAA course certificate)

1. Respectfully request the reinstatement of my driving privileges at Fleet Activities Sasebo and obtain a Status of Forces Agreement Driver's License following the completion of my suspension period. My suspension was in effect from [Start Date] to [End Date], and I have fulfilled all requirements outlined by the Traffic Court during this period.

As part of my reinstatement process, I understand that I may be required to complete a AAA Driver Improvement Program. I am committed to ensuring that I adhere to all safety regulations and standards, and I have already enrolled in the course, which I will complete by [Course Completion Date].

I appreciate your attention to this matter and kindly request your approval for the reinstatement of my driving privileges. I am eager to contribute positively to our CFAS community and ensure the safety of all personnel on and off the installation.

Member can add their specific information pertaining to the traffic court case and the corrective actions they have taken since the incident for the ICO to make an informed decision.

2. My XXXXXX's information is below.

<u>Name</u>	<u>Relationship</u>	<u>Sponsor's PRD</u>
Jane P. Doe	Spouse	MONTH YEAR

Enclosure (19)

COMFLEACTSASEBOINST 5800.1N  
25 Feb 2025

J. D. SMITH

Enclosure (19)

**SUSPENSION OF DRIVING PRIVILEGES LETTER**

5800  
Ser 00/  
DD MMM YY

From: Commander, Fleet Activities Sasebo  
To: Member's Name

Subj: SUSPENSION OF DRIVING PRIVILEGES

Ref: (a) COMFLEACTSASEBOINST 5800.1M

1. On [Traffic Court Date], [Member's Name] [Command Name] was found guilty at traffic court for [offense]. You were found guilty and awarded a driver's license suspension of [Duration] from [Start Date] to [End Date]. You were also awarded Remedial Driver Training and will be required to complete this thru the CFAS Safety Office within 30 days of suspension expiration and prior to requesting reinstatement of your driver's license from the Installation Commanding Officer.

2. As part of your reinstatement process, you will be required to provide the following documentation to the CFAS Safety Office prior to being issued a new 4EJ SOFA Driver's license:

- (1) Copy of Orders
- (2) Copy of Driver's License (U.S. DL)
- (3) Supporting Documents (i.e. AAA course certificate)
- (4) Reinstatement Letter from CFAS ICO

J. P. DOE  
Traffic Court Coordinator  
By direction

Copy to:  
Member's Command  
CFAS Safety Director  
Security Vehicle Registration Office