



**DEPARTMENT OF THE NAVY**  
COMMANDER US NAVAL FORCES JAPAN  
COMMANDER NAVY REGION JAPAN  
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COMNAVREGJAPANINST 5800.9S  
N00  
5 Apr 16

COMNAVFORJAPAN INSTRUCTION 5800.9S  
COMNAVREGJAPAN INSTRUCTION 5800.9S

From: Commander, U.S. Naval Forces Japan/Navy Region Japan

Subj: VEHICLE OPERATIONS TRAFFIC CONTROL AND ADMINISTRATIVE  
PENALTIES

Ref: (a) OPNAVINST 11200.5D/MCO 5110.1D  
(b) USFJ Instruction 31-205 of 22 January 2015  
(c) Status of Forces Agreement, U.S. and Japan (SOFA)  
(d) Master Labor Contract (MLC)  
(e) Indirect Hire Agreement (IHA)  
(f) OPNAVINST 5100.12J  
(g) OPNAVINST 5100.23G  
(h) COMNAVFORJAPANINST 5820.16E  
(i) COMNAVFORJAPANINST 5100.5  
(j) NAVFAC P-300 of September 2003  
(k) MCO 11240.118 of 30 April 2014  
(l) USFJ Instruction 24-201 of 13 November 2008  
(m) DoD Instruction 6055.04 of 20 April 2009  
(n) DoD Directive 5400.11 of 29 October 2014  
(o) 49 CFR, Part 383, Subpart G of 21 July 1988  
(p) COMNAVFORJAPANINST 5800.7M

Encl: (1) Traffic Point System  
(2) Definitions  
(3) Sample letter for informing State Licensing Agency  
(4) Certificate for Transit of Toll Roads by Military  
Vehicles  
(5) Vehicle Control/Safe Driving Skills  
(6) Motorcycle Safety Administrative Remarks  
(7) Vehicle Ownership Responsibility Administrative  
Remarks for Military and Civilians  
(8) Civilian Employee Voluntary Repayment Agreement

1. Purpose. To establish uniform policies, standards, procedures, and regulations for Commander, U.S. Naval Forces Japan/Navy Region Japan (CNFJ/CNRJ), pursuant to references (a),

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(b), and (f) for motor vehicle, pedestrian and bicycle operations, control of traffic, and administrative disposition of traffic offenses.

2. Cancellation. COMNAVFORJAPANINST 5800.9R

3. Objective and Goal

a. Objective. To assure safe and efficient movement of vehicles, material, and personnel over streets and highways.

b. Goal. To reduce traffic mishaps, deaths, injuries, and property damage. This goal is achieved through driver's safety education, traffic law enforcement, and actions to remedy unsafe driving habits, vehicle, and road conditions.

4. Scope and Effect

a. Scope. This instruction applies to all motor vehicle operators, passengers, bicyclists, and pedestrians at all Navy managed joint installations, Navy commands, Navy activities, units, installations, and facilities, ashore and afloat, as follows:

(1) All Navy military personnel at all times.

(2) All personnel operating or riding in or on a motor vehicle on a naval installation.

(3) All persons operating or riding in or on a motor vehicle owned or leased by the Navy, at all times, on or off base. This includes rental cars used while on official orders.

b. Effect

(1) This instruction applies to all personnel under the cognizance of CNFJ/CNRJ who own or operate motor vehicles on and off installations in Japan. Administrative actions set forth in enclosure (1) are not applicable to Master Labor Contract (MLC) or Indirect-Hire Agreement (IHA) employees who are cited for traffic violations while performing official duties. Such cases are treated in accordance with the provisions of references (d) and (e).

(2) For those subject to the Uniform Code of Military Justice (UCMJ), this instruction is a lawful general regulation,



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punitive in nature, and requires no further implementation. Violations may be punished under Article 92 of the UCMJ. Civilian personnel may be subject to administrative or disciplinary action under applicable regulations. Civilian dependents who accompany the force as defined by reference (c) may be subject to administrative actions contained herein.

(3) To the extent practicable, Japanese Road Traffic Law and traffic regulations are applicable to operators of government and private vehicles onboard Navy installations in Japan.

## 5. Definitions

a. Enclosure (2) contains definitions of traffic safety terms and acronyms used in this instruction.

b. The terms "shall" and "must" when used in this directive indicate mandatory compliance. "Will" indicates futurity of actions to be taken. "Should," "may," and "can" are used to denote actions that are recommended but are not mandatory.

## 6. Responsibilities

a. Host Installation Commanders shall:

(1) Establish a traffic safety program and assign responsibilities for developing, issuing, implementing, and enforcing program regulations at their installations, and shall promulgate a local instruction or regulation in accordance with reference (f), consistent with this instruction, incorporating applicable local Japanese ordinances and restrictions concerning the use of motor vehicles.

(2) Maintain oversight of traffic safety, roads, traffic control, security issues, and base access at their installations.

(3) Designate, in writing, an installation Traffic Safety Program Manager or installation Traffic Safety Coordinator (TSC), as appropriate.

(4) Provide all required traffic and motorcycle safety training to tenant commands and other Navy commands located within the region. Provide training within 30 days of request.

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(5) Provide a quarterly report to CNRJ Safety (N35), identifying the current status, deficiencies, and corrective actions for all traffic, motorcycle, and Emergency Vehicle Operator Course (EVOC) training programs. This report should include, but is not limited to, current training status, any training backlogs, range deficiencies, equipment shortages, significant no-show issues, funding shortfalls, etc.

(6) Establish a traffic and motorcycle safety council in accordance with reference (f).

(a) Cooperate and coordinate with host nation, and local officials to resolve both on and off base traffic safety problems of mutual concern.

(7) Track and ensure abatement of deficiencies identified by the command TSC and discussed during the traffic safety council meeting.

(8) Compile and submit an annual Safety Belt Usage Report to CNRJ Safety (N35) no later than 15 February of each calendar year using the format in reference (f), enclosure (2).

(9) Ensure all emergency vehicle (EV) operators complete required initial training, refresher training and other program requirements in accordance with reference (f).

b. Commanders, Commanding Officers, and Officers-In-Charge, (Ashore and Afloat) shall:

(1) Establish a traffic safety program and assign responsibilities for developing, issuing, implementing, and enforcing program regulations in accordance with reference (f) and consistent with this instruction and reference (b).

(2) Ensure a local traffic safety orientation is included in scheduled command check-in briefings generally provided to all new personnel reporting for duty within 30 days of arrival. Completion of command check-in orientation shall be documented. Commands can request training materials to meet this requirement from Commander, Navy Installations Command regional and installation safety offices. Examples of local traffic safety information include: host nation and local laws, Driving Under the Influence (DUI) costs, traffic, driving patterns of the local area, emergency information, and Navy traffic instructions.



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(3) Ensure traffic safety briefs are provided to all personnel prior to major holidays, extended weekends, or liberty periods.

(4) Ensure traffic safety briefs are provided to all personnel when visiting foreign ports, returning from deployment, or when mishap trends warrant.

(5) Stress the recurring factors related to traffic mishaps such as speeding, drinking and driving, non-use of seatbelts, and driving while fatigued during all traffic safety briefs, stand-downs, and during the leave approval process.

(6) Ensure all individuals required to complete traffic or motorcycle safety training identified in this instruction are provided the opportunity to attend training during normal working hours. Course attendees shall not be charged leave.

(7) Designate in writing, a TSC and a Motorcycle Safety Representative (MSR) in accordance with reference (f). To enhance the effectiveness of the motorcycle safety program, when possible, MSRs shall be active motorcycle riders.

(8) Establish a motorcycle mentorship program to promote rider education, safety, and training in accordance with reference (f).

c. TSCs programs shall be conducted in accordance with reference (f) and shall:

(1) Provide the Commander or Commanding Officer with a quarterly traffic safety training status report. This report will include the names of those individuals who are required to but have not completed training, the reason(s) they have not completed training, a projected training completion date, and a list of individuals who were scheduled for but failed to attend training (a no show list).

(2) Attend the installation Traffic Safety Committee meetings.

d. MSR programs shall be conducted in accordance with reference (f) and shall:

(1) Provide the Commander or Commanding Officer with a quarterly motorcycle safety training status report. This report

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will include the names of those individuals who are required to but have not completed training, the reason(s) they have not completed training, a projected training completion date, and a list of individuals who were scheduled for but failed to attend training (no show list).

(2) Attend the installation Motorcycle Safety Council meetings.

(3) Serve as the command motorcycle mentorship program coordinator. Host Installation Command MSR shall be the primary contact and be the lead in coordination of joint or consolidated motorcycle mentor programs when approved in accordance with reference (f).

(4) Shall tailor the motorcycle mentorship program to address the individual commands' training requirements, ridership, local area, and resources available. Best practices and general guidance are available on the NAVSAFECEN Web site.

(5) Shall conduct an annual mandatory motorcycle safety stand-down prior to the riding season advising on upcoming available training opportunities, motorcycle maintenance safety, common roadway and traffic hazards for the local area, drinking and riding, emotions/behavior modification, protective riding gear requirements, instruction updates/modifications, etc. Subject matter expert guest speakers should be utilized whenever possible.

M. J. CARTER



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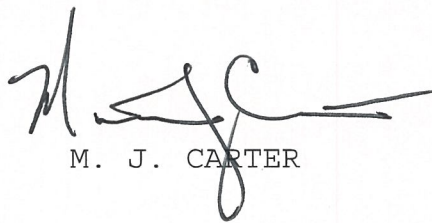
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## CHAPTER 1

### DRIVING PRIVILEGES

1. Driving Privileges. The operation of a privately-owned motor vehicle in Japan is a conditional privilege extended by the installation commander. Individuals desiring this privilege shall meet the following conditions:

a. Compliance with traffic laws and regulations, both on and off base.

b. Compliance with both GOJ and military registration requirements.

c. Possession, while operating a motor vehicle, and produce on demand of law enforcement personnel or other competent military or civilian authorities:

(1) Proof of vehicle ownership (or owners written permission to operate the vehicle).

(2) A current USFJ Form 4EJ (Japan Operator's Permit for Civilian Vehicles).

(3) Proof of insurance, including Japanese Compulsory Insurance (JCI) and a current written supplemental insurance policy with a minimum coverage of ¥30,000,000 bodily injury and ¥3,000,000 property damage (liability).

(4) Identified parking space and Parking Certificate in accordance with local requirements and regulations.

(5) For motorcycle operators: Completion of Approved Training Courses. (A list of all OPNAV N09F/COMNAVSAFECEN approved motorcycle courses is available on the NAVSAFECEN's Web site) and signed Motorcycle Safety Administrative Remarks (Enclosure (6)).

(6) Signed Vehicle Ownership Responsibility Administrative Remarks (Enclosure 7).

(7) For civilian employees only: Signed Civilian Employee Voluntary Repayment Agreement (Enclosure 8).

2. Implied Consent. Any person operating a motor vehicle shall be deemed to have given consent to a chemical test of his/her breath, blood, or urine for the purpose of determining the alcohol or other drug content of his/her blood if cited or lawfully apprehended for any offense allegedly committed while driving or in actual physical control of a motor vehicle. Any person who is unconscious, or otherwise in a condition rendering him/her incapable of refusal, shall be deemed not to have



withdrawn his/her consent and such tests may be administered. A refusal to submit to such tests shall result in revocation of driving privileges as set forth in enclosure (1).

### 3. Remedial Driver's Training

a. Pursuant to references (a) and (f), installation commanders shall establish a remedial driver training program to instruct and correct military personnel, civilian personnel, contractor employees and family members who have been identified as problem or hazardous drivers. The American Automobile Association (AAA) Driver Improvement Program (DIP) course, administered by a certified instructor may be used for this purpose. The selection of personnel to attend remedial driver's training shall be based on information entered on the individual driver's record. Course curriculum should provide, as a minimum, 8 hours of instruction designed to improve driver performance and compliance with Japanese traffic laws and regulations. Driving privileges, which have been suspended or revoked, may be indefinitely withheld pending completion of an approved remedial driver training course and/or alcohol/drug counseling program.

b. Installation commanders may hold periodic DIP courses when the establishment of a permanent remedial driving school program is impractical.

c. Military personnel, Civilian personnel, contractor employees, and family members may voluntarily, and are strongly encouraged to, attend remedial driver training or seminar courses.

d. Military and SOFA Civilian personnel may be required to attend alcohol/drug rehabilitation programs as a prerequisite for the return of revoked or suspended driving privileges.

## CHAPTER 2

### ISSUANCE OF OPERATOR'S PERMITS AND OPERATOR QUALIFICATIONS

#### 1. Issuance of Operator's Permits

a. The below listed commands are authorized to issue, suspend, and/or revoke operator's permits of USFJ personnel under their jurisdiction.

<u>Command</u>	<u>Action Authorized</u>
All Commanding Officers (personnel within command only)	Suspend/Revoke
Commander, Fleet Activities, Yokosuka	Issue/Suspend/Revoke
Commanding Officer, NAVFAC Far East, Yokosuka	Issue (OF-346 only) /Suspend/Revoke
Commanding Officer, U.S. Naval Air Facility, Atsugi	Issue/Suspend/Revoke
Commander, Fleet Activities, Sasebo	Issue/Suspend/Revoke
Commander, Fleet Activities, Okinawa	Issue/Suspend/Revoke
Commanding Officer, U.S. Naval Air Facility, Misawa	Issue/Suspend/Revoke

b. Issuance of USFJ Form 4EJ (Japan Operator's Permit for Civilian Vehicle) will be in accordance with the provisions of this instruction.

c. Issuance of an OF-346 (U.S. Government Motor Vehicle Operator's Identification Card) will be in accordance with references (j) and (k). 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.

d. Operators of government owned vehicles in Japan must have in their possession an identification card and at least one of the following: a valid OF-346 with Kanji over stamp per paragraph "c" above, a USFJ Form 4EJ, or Government of Japan driver's license for the size and type of vehicle.

2. Licensing for and Operation of Privately-Owned Motor Vehicles. The USFJ Form 4EJ may be issued to personnel who meet all of the following conditions in addition to the requirements specified in Section 2.2 of reference (b) and the requirements of reference (c):



a. Assignment to a permanent tour of duty (shore duty) in Japan, or assignment to a ship forward deployed to Japan, or assignment to a rotated activity for a period of not less than 180 days and where the individual is customarily engaged in duties ashore in Japan during the greater part of the assignment. The requirements of this paragraph apply only to the family member's sponsor.

b. Attendance at a formal classroom indoctrination class provided by host installation. Classroom instruction should include Japanese traffic environment characteristics, Japanese Road Traffic Law, and local base traffic regulations. (This provision is not applicable to a license renewal within six months after expiration of a previously issued USFJ Form 4EJ, unless warranted by the applicant's driving record.) Videotapes are to be used only as supplemental training tools. Requirements for, and implementation of, this formal class are detailed in reference (b).

c. Satisfactory completion of a written examination covering the subjects outlined above. (This provision is not applicable to a license renewal within six months after expiration of a previously issued USFJ Form 4EJ, unless warranted by the applicant's driving record). As determined by the Commanding Officer or designated official, individuals may be required to demonstrate basic vehicle control skills and safe driving skills with a Drivers License Examiner per enclosure (5). A Drivers License Examiner must be proficient in the skills described in enclosure (5). Use of a government vehicle (GOV), may be authorized for driving skills exams by the installation commander. (It is recommended that the driving skills GOV be equipped with a secondary brake and additional mirrors to aid the Drivers License Examiner during the skills exam.)

d. Proof of physical qualification to operate a vehicle (sight, hearing, etc.).

e. Proof of having attained age 18 or older. (Installation commanders may authorize on-base only driving privileges for drivers between 16 and 18 years old, provided all other qualifications are met and the operator's permit is clearly over stamped "ON-BASE ONLY," and provided written parental consent is obtained in the case of family members.) Military personnel who have not attained age 18 shall not be licensed for off-base operation of a government motor vehicle.

f. Operators who hold an initial permit (never before licensed) will be restricted to on-base driving for a minimum of 30 days before being licensed to operate off-base.

g. Motorcycle operator's permits will be issued when the above conditions and the additional requirements contained in chapter 4 have been met. To comply with the Japanese graduated



motorcycle license program and safety experience, novice (any rider with no proof of prior motorcycle license/endorsement or less than one year riding experience) motorcyclists shall be limited to a maximum motorcycle engine size of 400cc and no passengers for a period of one year accident and citation free riding.

3. Specific Guidance for Use of USFJ Form 4EJ Operators Permit for Civilian Vehicle.

a. Social Security Numbers shall not be printed on the USFJ Form 4 EJ Operators Permit.

b. The military unit of the bearer/bearers sponsor will be typed in full (No acronyms).

c. The USFJ Form 4EJ will expire no more than four years from the date of issue, and all dates shall be formatted MM/DD/YYYY.

d. Motorcycle size/passenger limitations will be typed in the remarks section on the reverse side of the permit. Example: "M/C restrictions: 400 cc / No passengers".

e. The USFJ Form 4EJ Operators Permit for Civilian Vehicle is not valid without the operators digital (written Signature on paper type) signature. The operators signature also serves as acknowledgement of "Implied Consent" IAW reference (b) and Chapter 1 Paragraph 2.

f. The paper version shall only be used when the electronic plastic version is not available. Lamination of the paper license is not authorized.

4. Validity of Operators Permits. A USFJ Form 4EJ issued by authorized Navy or other U.S. Forces Japan authorities in mainland Japan or on Okinawa shall be valid through the expiration date unless revoked or suspended for cause, and shall be honored at all USFJ facilities in Japan, including Okinawa in accordance with reference (b). Upon Permanent Change of Station (PCS) outside Japan the USFJ Form 4EJ Operators Permit is no longer valid and may not be used while Temporary Assigned Duty (TDY) or on leave in Japan. Upon PCS transfer within Japan, the USFJ Form 4 EJ Operators Permit shall be renewed at the license servicing office of the new host command within 30 days of check in. Local traffic safety orientation briefings shall be conducted for personnel arriving from outside the local area as soon as possible after they report. These orientation lectures shall be conducted IAW reference (b).



### CHAPTER 3

#### VEHICLE REGISTRATION

##### 1. Vehicle Registration

a. Registration of all privately-owned vehicles operated by U.S. Naval personnel in Japan and those accompanying them is mandatory. Registration will be accomplished with GOJ and military authorities, except that vehicles used solely for off-road purposes need not be registered with GOJ officials. An individual must present the following documentation in order to meet registration requirements:

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

(2) A valid USFJ Form 4EJ (Operators Permit).

(3) A current safety inspection document.

(4) Proof of insurance, including Japanese Compulsory Insurance (JCI), and a minimum of ¥30,000,000 bodily injury and ¥3,000,000 property damage insurance (see section 705).

(5) Proof of SOFA status (Military Orders, Letter of Employment).

(6) Proof of GOJ registration.

(7) Proof of having a designated parking space and Japanese Parking Certificate, if required. Vehicle owners must maintain a legal parking space for each vehicle. Personnel must show proof of having a designated parking space **prior to the purchase** of a privately owned motor vehicle.

(8) For motorcycle operators: Completion of a local area Approved Training Course. A list of all OPNAV N09F/COMNAVSAFECEN approved motorcycle courses is available on the NAVSAFECEN's Web site and signed Motorcycle Safety Administrative Remarks (Enclosure (6)).

(9) Signed Vehicle Ownership Responsibility Administrative Remarks (Enclosure (7)).

(10) For civilian employees only: Signed Civilian Employee Voluntary Repayment Agreement (Enclosure (8)).

b. When a motor vehicle has passed its safety inspection (or as appropriate, the GOJ safety inspection), the annual road taxes paid, and U.S. Forces registration authorities have completed such other inquiries or checks as required, an annual Vehicle Registration Decal (USFJ Form 15) may be issued for the vehicle. This decal, will be affixed to the front windshield as directed



by the issuing office. Only current year decals no others in accordance with reference (b) paragraph 3.6.3 will be displayed.

## 2. Inspection and Minimum Operational Standards

a. The Government of Japan requires that privately-owned motor vehicles pass a safety inspection at least every two years. By agreement with local GOJ authorities, this inspection may be made by Navy or other U.S. Forces, Japan authorities. Safety inspections conducted by Navy authorities will be accomplished, pursuant to the provisions of reference (i). A safety inspection certificate, that meets the requirements of Japanese registration laws, shall be issued for each vehicle passing inspection. A two-year inspection certificate is required by Japanese law, showing the date of expiration. When possible, safety inspection renewal will be combined with a general examination of all other vehicle records. See reference (i) for motorcycle safety inspection requirements.

b. 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 at night.

c. Vehicles that fail to meet minimum established safety standards will be barred from operation and base registration will be canceled.

d. Navy activities will accept, for base registration, a valid safety inspection certificate issued by any authorized U.S. Forces, Japan inspection facility, GOJ Land & Transportation Office or GOJ Certified Inspection Facility.

## 3. Vehicle Deregistration

a. Japanese authorities require that, prior to permanent (PCS) transfer from Japan, USFJ personnel must deregister all privately-owned motor vehicles that have been previously registered by them. Naval Forces, Japan personnel are prohibited from departing Japan until vehicle deregistration has been accomplished. Commanding officers shall ensure deregistration requirements are satisfied before delivering orders and allowing an individual to transfer. USFJ personnel are required to report any change in ownership or address of a motor vehicle registered in Japan to military and Japanese authorities.

b. Vehicle owners transferring duty stations from the local area are authorized to use a special power of attorney, not to exceed 45 days, (45-day POA) to dispose of the vehicle. Individuals granted a 45-day POA must be eligible to register a vehicle, are required to remove the USFJ Form 15 and return it to VRO and will be given a temporary pass for the duration of the POA. The POA must contain a mandatory clause stating that in the event of failure to sell or otherwise dispose of the vehicle covered by the POA within the 45-day period, the installation



commander or his designee has the authority to completely dispose of the vehicle. Reasonable expenses incurred by installation command, in deregistering and disposing of the vehicle will be charged to the registered owner of the vehicle and/or the grantee and will be a debt owed the United States in addition to any administrative or disciplinary action taken under the UCMJ or civilian personnel regulations.

4. Retired Personnel. Vehicles owned by personnel retired from the Armed Forces of the United States, who are entitled to draw retired or retainer pay, will not be registered under the provisions of this instruction. Such vehicles will be identified, upon application by the owner of the vehicle, with a distinctive marking to facilitate access to and exit from U.S. facilities in Japan. For such persons, current Japanese vehicular registration, an operator's license, and proof of insurance (to include bodily injury insurance in the amount of ¥30,000,000 and property damage insurance of ¥3,000,000) will be sufficient for issuance of access identification, renewable on the anniversary of its issuance, or on the expiration of Japanese registration, whichever occurs first.

5. Japanese Citizen/Permanent Resident Spouse of a SOFA Status Sponsor: Vehicles with Japan Bank loans, lean (does not apply to vehicles rented or leased) or owned by a Japanese Citizen/Permanent Resident Spouse of a SOFA Status Sponsor, will not be registered under the provisions of this instruction. Such vehicles will be identified, upon application by the owner and sponsor of the vehicle, with a distinctive marking to facilitate access to and exit from U.S. facilities in Japan. For such persons, current Japanese vehicular registration, an operator's license and proof of insurance (to include bodily injury insurance in the amount of ¥30,000,000 and property damage insurance of ¥3,000,000) will be sufficient for issuance of access identification, renewable on the anniversary of its issuance, or on the expiration of Japanese registration.

6. Additional Insurance Requirement. The additional requirement of ¥30,000,000 bodily injury and ¥3,000,000 property damage insurance in accordance with reference (b) is applicable only to persons claiming privileges under reference (c) and shall not be required as a condition of admission to U.S. facilities by Japanese nationals or other residents of Japan who do not claim privileges under reference (c). Additional insurance is not required for vehicles of Japanese contractors or subcontractors whose entry to the base is for the purpose of making deliveries or is otherwise in connection with the performance of a government contract.

7. Vehicle Registration After Driving Privileges Have Been Revoked or Suspended

a. When a sponsor's driving privileges have been revoked or suspended, all vehicles registered in the sponsor's name shall be

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deregistered and the installation decals removed unless the sponsor's family member(s) is authorized to operate the vehicle independent of the sponsor. An appropriate notation will be added to the sponsor's registration record.

b. When a family member's driving privileges have been revoked or suspended, no change in the sponsor's registration will be made, however, an appropriate notation will be added to the sponsor's registration record. It is the responsibility of the sponsor to ensure that the family member does not drive during the period of revocation or suspension.



## CHAPTER 4

### MOTORCYCLE REGULATIONS

1. General. The term "motorcycle" applies to all motorcycles, motor scooters, motorized bicycles, mopeds, or motor assisted two or three wheel conveyances. While the responsiveness and maneuverability of a motorcycle may enhance the driving experience, the exposed position of the motorcycle operator and passenger can result in severe injury even in the most minor of incidents.

2. Regulations. Since operation of a motorcycle requires skills in addition to those required of other motor vehicle operators, added testing is necessary as part of the motorcycle safety effort. The following licensing, testing, and training requirements shall apply in addition to other requirements established by this instruction, to all motorcycle operators:

a. Pre-purchase Counseling. Motorcycle ownership is a significant responsibility. Prior to purchasing a motorcycle, all active duty service members will consult with their Command Motorcycle Safety Representative (MSR) in addition to their first Chief Petty Officer or Officer in their chain of command to be certain they are aware of the responsibilities that come with ownership. These responsibilities include proper licensing, insurance, registration, training, and mandatory Personal Protective Equipment.

b. Accountability. All military personnel must meet all applicable licensing, registration, insurance and training requirements before street riding. Non-compliance is punishable under the UCMJ.

c. Ownership. To provide for effective control over possession of a motorcycle, no person shall be allowed to operate a motorcycle unless he/she is a licensed vehicle operator in Japan with an appropriate motorcycle endorsement. In the event the motorcycle is to be solely operated by a family member, the sponsor need not be a licensed operator but shall be required to provide proof demonstrating such family member is a licensed operator.

d. Training and Testing. Every operator of a motorcycle subject to the authority of this instruction, whether operated on/off US facilities or installations and on/off road at any location either on/off the base, shall successfully complete COMNAVSAFECEN approved motorcycle training in Japan. Motorcycle safety courses shall be conducted by COMNAVSAFECEN recognized instructors. Curriculum for operator/rider safety courses required by this instruction shall not be modified, nor substitute equivalent curriculum used without CNO (N09F) approval.

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(1) Training Levels are defined in reference (f):

(2) Records of Course Completion: Safety offices that are responsible for providing training will maintain course completion records and cards. If an individual needs a replacement card, they should contact the appropriate base safety office where the training was completed. Unit safety MSRs shall also scan course completion cards into ESAMS to further document training.

(3) Failure to Attend Training (NO SHOW). Personnel who are enrolled in motorcycle training courses but fail to attend are wasting valuable resources and preventing others from attending and gaining the skills and knowledge they need to be successful. Safety offices responsible for delivering training will provide commands with a "No Show" list of all Sailors who did not attend training. Commanders of Sailors who fail to attend training will take appropriate action. Personnel who require motorcycle training are required to enroll through their command MSR to the maximum extent possible.

(4) Dirt Bike and Off-road Motorcycle Operator Training. All Sailors who intend to operate a dirt bike or off-road motorcycle are highly encouraged to complete OPNAV N09F/COMNAVSAFECEN approved dirt bike or off-road training. For active duty personnel, motorcycle safety training shall be documented in military service records by NAVPERS 1070/613, Administrative Remarks (Enclosure (6)). Civilian and dependent motorcycle safety training will be documented in writing and the record held by the installation licensing office (VRO).

e. Follow-on Training. All Active Duty Sailors who operate motorcycles shall complete Level II training within 60 days of completion of Level I training or upon changing the type of motorcycle ridden. Motorcycle operators who are properly licensed and have completed Level I training may immediately enroll in and complete Level II training.

f. Refresher Training. All motorcycle operators are encouraged to complete a refresher course before each riding season, after long periods (six months) of inactivity, following the purchase of a new motorcycle. All Sailors who operate motorcycles shall complete Level II or Level III refresher training every three (3) years.

3. Licensing. Two categories of motorcycle licenses will be issued: "ON-BASE ONLY" and "ON/OFF-BASE".

a. "ON-BASE ONLY" licenses are issued to allow new drivers to practice and to facilitate initial registration of the motorcycle. All prospective (NEW) motorcycle operators shall attend the COMNAVSAFECEN approved MSF Basic Riders Course, and



attend the COMNAVSAFECECEN approved MSF Basic Riders Course, and are required to complete 30 days and 250 kilometers of on base driving.

b. "ON/OFF-BASE" licenses may be issued to operators who meet all registration and testing requirements contained herein. All prospective motorcycle operators who have previously completed the required training course listed in reference (f), as evidenced by an official completion card/ certificate and a motorcycle endorsement on a valid driver's license, are eligible for a motorcycle endorsement upon completion of all requirements for issuance of a USFJ Form 4EJ. To renew a motorcycle operator's permit, Active Duty personnel must present their MSF Card/Certificate and/or provide proof a license was previously issued by a U.S. Forces Japan (USFJ) licensing authority. Civilians renewing their operators permit must provide proof a license was previously issued by a USFJ licensing authority.

c. Motorcycle operator permits are classified as follows: 250 cc or less moped or motor scooters; 125 cc or less; 400 cc or less; 750 cc or less; over 750 cc.

(1) Operating permits issued following a road practical skills tests will be restricted to the size category of the motorcycle used during the actual road practical test. Once the initial testing process (administered by a COMNAVSAFECECEN recognized instructor) has been satisfactorily completed, licensed motorcycle operators may obtain a licensing endorsement for a different category motorcycle by passing the practical skills test.

(2) New or first time motorcycle operators, those without a current state issued motorcycle license or endorsement or other valid motorcycle license, may be licensed to operate a motorcycle with a maximum engine size of 400 cc or smaller. New motorcycle operators must operate the motorcycle for at least one year, free of accidents or moving violations, before they may test to operate a larger motorcycle.

(3) Passenger Authorized. Only those personnel licensed for off-base motorcycle use with a minimum of one-year motorcycle operation experience will be authorized to carry passengers on ordinary roads. Passengers may be carried only on a motorcycle designed and equipped for passengers and only on roads where passengers are allowed and may only carry passengers on authorized expressways (Many expressways in Japan do not allow passengers on motorcycles) after three years of riding experience.

4. Training Costs. Training required by this instruction, references (f) and (m) shall be provided to Sailors, DOD Civilians and members of the other Services at no cost and they will not be charged leave. Training may be provided to retirees



at no cost on a space available basis.

5. Motorcycle Operations. All motorcycles shall satisfy applicable safety and registration requirements for motor vehicles. Motorcycles must comply with local Japanese Noise Regulations and mufflers must be present and properly installed. Motorcycles designed and utilized exclusively for off-road operations need not be registered with Japanese authorities. Off-road motorcycles are required, however, to be registered with local military motor vehicle registration authorities.

a. Safety Inspection. Motorcycle safety inspections shall be conducted by an authority or agency competent to evaluate a motorcycle's mechanical condition. See reference (i) for minimum safety standards.

b. Motorcycle Equipment

(1) Motorcycle operators shall ensure headlights are turned on at all times while the motorcycle is being operated on U.S. facilities and installations, unless otherwise directed.

(2) Motorcycles operated on U.S. facilities and installations must be equipped with two operational rear view mirrors mounted one on each side of the handlebars or on the left and right side of the fairing.

(3) In accordance with reference (f), the following personal protective equipment (PPE) shall be worn by all persons while operating or riding as a passenger on a motorcycle on U.S. facilities and installations and by all U.S. personnel while operating or riding as a passenger on a motorcycle off base:

(a) Head Protection. A 3/4 face (minimum) helmet meeting DOT FMVSS 218, United Nations Economic Commission for Europe Standard 22-05, British Standard 6658, Snell Standard M2005 or Host Nation Standards as identified by the green "S" Safety Goods Mark shall be worn and properly fastened under the chin at all times when the motorcycle is in operation. 1/2 face, imitation or novelty helmets are prohibited.

(b) Eye Protection. Protective eye devices designed for motorcycle operators (impact or shatter resistant safety glasses with foam inserts, goggles, wrap around glasses sealing the eye, or face shield properly attached to the helmet) shall be properly worn at all times when the motorcycle is in operation. A windshield, standard sunglasses, or standard eye wear alone are not proper eye protection.

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

(d) Protective Clothing. Riders and passengers shall



wear a long sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens designed for use on a motorcycle. Motorcycle jackets constructed of abrasion resistant materials such as leather, Kevlar, and or Cordura and containing impact-absorbing padding are highly recommended. To enhance the ability of other vehicle operators to see and avoid motorcyclists, outer garments constructed of brightly colored, fluorescent or reflective materials are highly recommended.

(4) Night Riding. During the hours 30 minutes before dusk to 30 minutes after dawn, a "Type 1 (or higher) Traffic Safety Vest" with contrasting reflective and background colors shall be worn by all operators of two wheeled motor vehicles. Motorcycle operators clothing designed with built in reflective material equal in visibility to a standard "Type 1 Traffic Safety reflective Vest meets this requirement", however reflective piping alone may not. Specific questions regarding whether specific clothing meets the requirement shall be determined by the Installation Traffic Safety Officer (ITSO). If approved, the ITSO shall issue a memorandum with a photo of the approved clothing imbedded in the memorandum. The reflective vest/riding gear will not be covered by a backpack or similar item. Back Packs that are not designed with or do not have reflective material equal to the above requirements must have either their own vest properly affixed or a light reflective sash with a width of at least 1.5 inches and stretching completely across the width of the visible portion of the back pack when worn.

(5) When riding on joint installations under the administration of other Services or when riding on any other Service's installations, motorcycle operators and passengers must comply with that Service's PPE requirements.

(6) In addition to paragraph 5 requirements, the PPE for government-owned motorcycles and ATVs should also include knee and shin guards and padded full-fingered gloves when applicable.

(7) Japanese Motorcyclists. Japanese law states that operators of two wheeled vehicles (motorcycles) are required to wear helmets. Traffic regulations in effect on board U.S. 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 sponsored members, who operate motorcycles on U.S. facilities and installations are required to satisfy the personal protective equipment requirements outlined in paragraph 5 above. Equipment utilized by Japanese nationals should be equivalent in quality and design to that required for U.S. person.

## CHAPTER 5

### TRAFFIC CONTROL, TRAFFIC REGULATIONS, ENFORCEMENT, CITATIONS

1. Traffic Control. Installation commanders will cooperate with local Government of Japan (GOJ) traffic control authorities in their respective areas of responsibility to insure the orderly control of motor vehicle traffic. U.S. Navy law enforcement personnel shall not be used to control off-base civilian traffic without the express consent of the appropriate GOJ authorities, the respective installation commander and approved by CNFJ.

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

3. U.S. Emergency Vehicle Operations and Training. Personnel shall not be assigned to drive U.S. government-owned police vehicles, ambulances, fire vehicles, crash and rescue vehicles, explosive ordnance disposal (EOD), and hazardous material (HAZMAT) response vehicles or other emergency response vehicles equipped with lights and siren until they have successfully completed the Emergency Vehicle Operator Course (EVOC) conducted by a COMNAVSAFECEN-approved instructor, or other COMNAVSAFECEN approved training. Assigned operators shall have no less than 2 years driving experience as a licensed driver prior to emergency vehicle operation. Installation commanders shall ensure that individual operator training exists and is vehicle specific. Emergency vehicle operators must be re-certified every 3 years.

#### 4. Painting and Marking

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

b. Privately owned motor vehicles will not be painted or marked in any way to resemble publicly-owned motor vehicles. No military or similar government markings will be placed on privately-owned motor vehicles with the exception of the approved identification sticker or decals. Privately-owned motor vehicles shall bear Japanese Government license plates.



c. Requests for exemption from usual marking requirements of U.S. government vehicles will be made to Commander, U.S. Forces, Japan, via Commander, U.S. Naval Forces, Japan, and contain the justification required by Section 2.14 of reference (j).

#### 5. Traffic Regulations

a. Each installation commander shall publish traffic regulations applicable to all persons entering that facility and off-base drivers under his/her jurisdiction.

b. In order to safeguard and protect the morale, discipline, and good order of military personnel, civilian personnel, and family members stationed in Japan, regulations adopted shall as practicable conform to the prevailing vehicular traffic laws of Japan for the geographic area concerned. Agreements and understandings with the Government of Japan allow implementation of all personal protective equipment requirements of references (f) and (g).

#### 6. Loud Stereos, Exhausts & Squealing of Tires

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

b. Any excessive, unusual, loud, or disturbing noise made by any motor vehicle and not reasonably necessary in its operation under the circumstances is prohibited. Such noise shall include but not be limited to noise caused by squealing of tires; racing, gunning or accelerating the engine; backfiring the engine and exhaust from the engine tail pipe or muffler. Vehicle exhaust systems shall be properly installed to comply with Japanese Emissions and Noise Regulation Laws as implemented by local Japanese authorities.

#### 7. Japanese Traffic Laws and Regulations

a. U.S. Navy personnel will obey Japanese traffic laws and regulations, observing all traffic signals employed either by U.S. Forces or the GOJ. Japanese Nationals must obey base traffic regulations onboard any U.S. Naval facility.

b. In Japan, publicly-owned motor and government vehicles are permitted to use toll roads free of toll charges. USFJ Form 19EJ [enclosure (3)] must be completed in advance and be ready for presentation. The supervisor (or certifier) of the vehicle driver will complete and issue this form prior to dispatch of the vehicle for official use.

c. The Japanese Road Traffic Law and the Vehicles Regulation Order stipulate the maximum standard limits concerning the



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breadth, weight, height, length, minimum turning radius, and other criteria of vehicles. Vehicles, whether public or private, exceeding any one of these standards can transit public roads only when necessary measures are taken to protect the material condition of the road and to prevent damage or injury to other traffic. Measures include, but are not limited to the manner of transportation, adjustment to the transiting route and time of transit.

d. Movement of Large/oversize/overweight vehicles have specific requirements under Japanese Road Traffic Laws and necessary approval for authorized routes, roadways etc., shall be coordinated through local police to ensure compliance, to include both commercial and government vehicle transit in accordance with reference (f).

e. Commanding Officers will establish and maintain liaison with local GOJ public safety and police authorities to control vehicle traffic within their respective areas of responsibility.

f. Distractions. Cell Phones, Texting, and Driver Distractions. All motor vehicle operators on Navy installations and operators of government-owned and leased vehicles (including rental cars while on temporary additional duty) on and off Navy installations shall not use cell phones or other hand-held electronic devices unless the vehicle is safely & legally parked. Additionally, the wearing of any portable headphones, earphones, Bluetooth, or other listening devices while operating a motor vehicle is prohibited with the exception of hearing aide devices. Military and civilian personnel who operate PMVs off base shall comply with host nation, and local laws. All personnel shall refrain from any activity that may be a distraction while driving and potentially lead to a traffic mishap (e.g., eating, text messaging, adjusting the radio or compact disc player, shaving, applying make-up, reading maps, newspapers, magazines, books, etc.).

g. U.S. Naval authorities will immediately transfer custody to local GOJ authorities, specifying the reason for apprehension, any person not subject to this instruction or references (d) or (e), apprehended for a traffic violation onboard a U.S. Naval facility.

h. As a minimum, installation commanders shall implement the safety standards addressed by reference (i) at each Naval installation.

8. Traffic Law Enforcement. Voluntary motorist compliance with traffic laws is the most positive way to reduce traffic accidents. It is incumbent upon Installation Commanders and law enforcement personnel to conduct aggressive traffic law enforcement.



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a. The use of calibrated speed detection devices such as radar and Visual Average Speed Computer and Recorder (VASCAR) is authorized and encouraged. The use of such devices shall be conducted IAW reference (a).

b. The use of calibrated NHTSA approved chemical devices for breath testing are authorized when such devices are used by personnel properly trained and certified in their operation, per reference (a).

c. Controls must be established to insure all citations are acted upon uniformly in accordance with reference (a)..

d. Military jurisdiction is not geographically limited, but enforcement of traffic regulations off-base shall not be undertaken without prior approval of COMNAVFORJAPAN. Law enforcement activities off-base shall not be conducted unless authorized by the Status of Forces Agreement, Federal Law or DOD regulations.

9. Traffic Point System. Use of the traffic point system promulgated in reference (a) (see enclosure (1)) is mandatory and shall be enforced by local Installation Commanders. Installation Commanders are authorized to supplement reference (a) with appropriate disciplinary or administrative sanctions for non-moving traffic violations such as failure to maintain required insurance or failure to properly register a motor vehicle. Enclosure (1) is a re-formatted form of chapter 5 of reference (a) and shall be followed in administering the traffic point system for all moving violations. Points will not be awarded in addition to a revocation or suspension of a driver's license in accordance with reference (a).

#### 10. Parking Regulations

a. Parking regulations shall be adopted and published by installation commanders. Sanctions against parking violators may include action under the UCMJ. Installation commanders are authorized to implement guidelines and procedures in accordance with reference (a) to remove offending vehicles or exclude offending vehicles from the facility.

b. All vehicles owned and operated by SOFA personnel shall comply with the Japanese Parking Regulation in accordance with reference (b) as implemented by the local installation commander. Japanese parking stickers will be properly displayed on all vehicles as required.

#### 11. Abandoned Vehicles

a. Disposition of vehicles shall be done in accordance with the requirements of references (a), (b) and (p). Vehicles not



properly disposed of and deemed to be abandoned may be confiscated and stored/scrapped/disposed of at the expense of the registered owner/service member.

b. Commands may not issue orders and personnel may not depart Japan on Permanent Change of Station Orders (PCS) without properly transferring or deregistering and disposing of their vehicle(s).

12. Official Duty Certificates. In order to meet obligations under the Status of Forces Agreement, Commanding Officers who assert official duty status shall ensure that the driving conduct which led to the citation or charge by the Japanese authorities is fully investigated and corrective action, if any, is administered at the appropriate command level.

13. Suspension and Revocation. The privilege of driving a privately-owned motor vehicle is subject to administrative suspension or revocation for cause by the installation commander or the commanding officer of the individual concerned.

a. Suspension. Temporary suspension of driving privileges, coupled with counseling or remedial driver training, provides effective corrective action for achieving desired driver performance. Suspension of driving privileges shall be administered to those found to have violated certain driving laws, rules and regulations.

b. Revocation

(1) Driving privileges may be revoked permanently for serious moving violations or when corrective administrative actions are not complied with or fail to produce the desired driver improvement. Refusal to submit to, or failure to complete, chemical tests (implied consent) for alcohol or other drug related abuse carries a mandatory 1-year revocation per chapter 5 of reference (a) [see enclosure (1)]. Revocation of driving privileges for an additional period of two years may also be imposed against personnel apprehended for driving while on suspension or revocation of driving privileges. Separate disciplinary or administrative action may also be initiated for this offense under Article 92, UCMJ, or applicable civilian employee regulations if appropriate.

(2) As per reference (m), the security traffic court clerk shall establish a systematic procedure in accordance with DOD Directive 5400.11 [reference (n)] to notify State driver's license agencies of DOD personnel whose installation driving privileges are suspended for 1 year or more following final adjudication of an intoxicated driving offense or upon suspension for refusal to submit to lawful chemical testing for breath (BrAC) or blood (BAC) alcohol or other drugs.



c. Restricted privileges. When imposing suspension or revocation of driving privileges, the installation commander may reinstate limited driving privileges if it is determined that a military mission may be adversely impacted. Operation of a government motor vehicle is prohibited if a person's license was suspended or revoked by a state or host nation or if base driving privileges are suspended or revoked for driving under the influence of alcohol or other drugs or for other traffic violations that constitute a "moving violation" of base, State, Federal, or host nation traffic codes. [See the Highway Safety Program Guidelines (enclosure (1) of reference (f))].

d. Limited privileges. Under this action, the individual's driving privilege shall be suspended or revoked except for specified written minimum requirements as authorized in writing by the installation commander. Violation of the limitations shall result in revocation.

e. Loss of Privilege. Suspension or revocation of driving privileges shall be effective immediately when the individual is determined to have been a violator at a traffic hearing or by the installation commander.

f. Other Sanctions. Restrictions provided for in this order are administrative in nature. Other sanctions, including disciplinary action under the Uniform Code of Military Justice or civilian personnel regulations, may also be imposed.

14. Applicability of GOJ Traffic Citations. Assessment of traffic points for a traffic citation issued by GOJ authorities shall be mandatory when such citation is for violation of Articles 208 through Article 211, Japan Criminal Code (death or bodily injury through professional negligence) and a finding of guilty results or when an individual so cited is removed from GOJ jurisdiction by execution of an official duty certificate and is found by his commanding officer to have committed the offense for which the citation was issued. Any financial fines associated with citations issued by GOJ will be the vehicle operator's responsibility including citations issued to public-owned vehicles.

15. Immediate Suspension of Driving Privileges. Immediate suspension of driving privileges pending resolution of an alcohol related driving incident is authorized. The suspended license shall remain in the possession of the law enforcement agency turning the individual over to the suspect's command. Grounds for immediate suspension include, but are not limited to, refusal to take or complete a lawfully requested chemical test to determine contents of blood for alcohol or other prohibited substances. Personnel who are cited for driving under the influence of alcohol or driving while intoxicated shall be released to a representative of the individual's commanding officer who shall take necessary precautions to secure the

vehicle involved and to prevent its operation by the person cited pending resolution of the alcohol related incident. Personnel cited for driving under the influence of alcohol or driving while intoxicated shall not be allowed to move their vehicle off base pending resolution of the alcohol related incident.

16. Loaning Vehicle to Intoxicated Person

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

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

17. Open Containers of Alcohol

a. Alcoholic beverages will not be transported in the passenger compartment of a motor vehicle after the original cap, stopper, or seal has been broken or removed. No operator or passenger of a motor vehicle shall consume alcoholic beverages inside a vehicle at any time.

18. Driving Under the Influence of Alcohol (DUI). Driving or being in actual physical control of a motor vehicle with a blood alcohol content of 0.03 percent to 0.79 percent constitutes DUI. SOFA personnel found in violation of this paragraph will be subject to a minimum six-month to one-year revocation of driving privileges as set forth in enclosure (1). This in no way limits a commander's authority to take additional action as deemed appropriate.

19. Driving While Intoxicated (DWI). Driving or being in actual physical control of a motor vehicle with a blood alcohol content of 0.08 percent or higher constitutes DWI and is prohibited. SOFA personnel found in violation of this paragraph will be subject to a minimum two year revocation of driving privileges, in accordance with the Japanese Road Traffic Law, as set forth in enclosure (1). This in no way limits a commander's authority to take additional action as deemed appropriate.



## CHAPTER 6

### TRAFFIC ACCIDENTS AND ACCIDENT REPORTING

1. Traffic Accidents. U.S. Forces personnel involved in a traffic accident will fully cooperate with U.S. law enforcement authorities and Japanese Police. Call the installation Military Police/Security Forces (MP/SF), even if the accident occurs a long distance from an installation. The reverse side of the USFJ Operators Permit, USFJ Form 4EJ, contains emergency phone numbers. Police liaison officers located with MP/SF offices can assist with translation, document the situation, and contact Japanese police. A patrol vehicle will be sent to the accident scene, if warranted by the situation.

a. All traffic accidents, regardless of severity, shall be reported to GOJ and U.S. law enforcement authorities, independent of reporting requirements of reference (h).

b. In the event of a traffic accident, the vehicle operator will stop, identify himself, and exchange personal data with others involved in the accident. U.S. Military Police will be contacted as soon as possible and prior to leaving the scene of the accident if practicable and possible. Failure to stop and comply may result in loss of driving privileges [see enclosure (1)].

c. In the event of a traffic accident involving death, bodily injury, or property damage, the vehicle operator, unless injured and requiring immediate attention, will not leave the scene of the accident until excused by competent authority.

d. If you are injured go to a hospital (Japanese or American) and obtain a medical certificate, contact your insurance company the same day if possible, and file an insurance report within a few days.

e. U.S. Military Police authorities or a representative from the installation Staff Judge Advocate office will relate the provisions of chapters 6 and 10 of reference (h) regarding notification of condolence procedures to personnel involved in a traffic accident.

2. Accident Assistance Information. All U.S. Forces, Japan personnel, their family members, and members of the civilian component who are licensed vehicle operators in accordance with this instruction are required to have a basic understanding and familiarity with Japanese Road Traffic Laws. When an accident occurs, often a certain amount of confusion and excitement exists which may cause pertinent abstracts of the law to be forgotten. All parties to an accident should ensure that military police and/or medical personnel are contacted immediately to assist motorists involved in traffic accidents. All U.S. Navy facilities issuing vehicle registration permits will:

a. Give all registrants a bilingual listing of emergency telephone numbers along with a list of general assistance numbers. All registrants should keep the list in their vehicle at all times.

b. Encourage all registrants to have in their possession a road map of the area in which they are traveling.



## CHAPTER 8

### PEDESTRIAN, BICYCLE, SKATE-BOARD, ROLLER-BLADE

1. Pedestrian Safety. Pedestrian safety shall be emphasized in the overall traffic safety program. The program shall include separation of pedestrian and motor vehicle traffic to the maximum extent possible. Adequate sidewalks, pedestrian crossings, handicapped access ramps, and bicycle paths shall be provided where required for safe pedestrian travel. Pedestrians shall use crosswalks, paths, or sidewalks along roadways. At night, or in periods of reduced visibility, personnel are encouraged to wear brightly colored, fluorescent or other reflective garments when running, jogging, walking, or traveling near roadways.

a. Strong emphasis shall be placed on the protection of children walking to and from school, entering and leaving school buses, and playing in DON housing areas.

b. Applicable brightly colored, fluorescent or reflective PPE shall be provided to and used by all personnel who are exposed to traffic hazards as a part of their assigned duties (e.g., gate sentries, troops in marching formations, traffic control personnel, road construction crews, electricians, or telephone repair personnel working on outside overhead lines, courtesy clerks and baggers working for exchange and commissary facilities).

c. Individuals are not authorized to run, jog, or walk in the roadways during high traffic density and peak traffic periods. Installation commanders shall designate roadways and times where restrictions apply.

d. Personnel jogging on a Navy installation roadway shall jog facing oncoming traffic, in single file, and obey traffic rules.

2. Skate-Board, Roller-Skate, Roller-Blade and other similar equipment. May only be used in approved areas on Navy installations. Proper PPE, to minimally include head protection, shall be worn by all personnel.

### 3. Bicycle Safety

a. Bicycle safety shall be emphasized in the traffic safety program. Bicycle operators riding on a Navy installation roadway shall ride with the traffic, in single file, obeying traffic rules while properly wearing brightly colored, fluorescent or reflective clothing between sunset and sunrise. A bicycle helmet approved by the Consumer Product Safety Commission, Snell Memorial Foundation or Host Nation Standards (as identified by the green "S" Safety Goods Mark) shall be properly worn with the chin strap properly fastened with no other garment or device between head and the helmet at all times. All active duty

military personnel shall wear an approved bicycle helmet on and off a Navy installation. Commanders may determine helmet requirements for bicycle operators at industrial work sites.

b. Required safety equipment for bicycles shall include working brakes and reflectors front and rear. Additionally, for bicycles ridden between sunset and sunrise, a white light on the front with the light being visible from a distance of at least 500 feet, and a red light on the rear that is visible at a distance of at least 600 feet is required. These lights may be steady burning or blinking.

c. Wearing portable headphones, earphones, cellular hands-free devices, radios, recording devices or other portable listening devices while running, jogging, walking, bicycling, skating, or skate boarding in roadways, streets, crosswalks, parking lots, and any other area exposed to vehicular traffic impairs recognition of emergency signals, alarms, announcements, and the approach of EVs. Use of these devices while performing the noted activities on Navy installations within Navy Region Japan is prohibited.



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**Traffic Point System - Section 1**  
**Mandatory Revocation/Suspension Assessments**

**See NOTES (1) and (2)**

(Ref: OPNAVINST 11200.5 / MCO 5110.1 22 June 2006 - Chapter 5)

**Violation:** Driving while driver's license or installation driving privileges are under suspension or revocation.

**Assessment 1:** Two-year revocation is mandatory on determination of facts by the installation commander.

**Violation:** Refusal to submit to or failure to complete chemical tests (implied consent).

**Assessment 2:** One-year revocation is mandatory on determination of facts by the installation commander.

**Violation:** Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle.

Driving a vehicle in the commission of a felony.

Fleeing the scene of an accident involving death or personal injury (hit and run).

Perjury or making a false statement; or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicles.

Unauthorized use of a motor vehicle belonging to another when the act does not amount to a felony.

**Assessment 3:** One-year revocation is mandatory upon conviction or determination of the facts by the installation commander.

**Violation:** 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).

**Assessment 4:** Two year revocation is mandatory upon conviction or determination of the facts by the installation commander, in accordance with the provisions of the Japanese Road Traffic Law.

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**Violation:** 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)

Mental or physical impairment (not including alcohol or other drug use) to the degree rendered incompetent to drive.

Commission of an offense in another State which, if committed on the installation, would be grounds for suspension or revocation.

Permitting an unlawful or fraudulent use of an official driver's license.

Conviction of fleeing, or attempting to elude, a police officer.

Conviction of racing on the highway.

**Assessment 5:** Not less than six months to not more than one year suspension is mandatory upon conviction or determination of the facts by the installation commander.

**Violation:** Receiving a second one-year suspension within three years.

**Assessment 6:** Loss of OF-46 (SF-346) indefinitely is mandatory.

#### **Traffic Point System - Section 2**

##### **Moving Violations Mandatory Traffic Points Assessments**

**See NOTE (3)**

**Violation:** Reckless driving (willful and wanton disregard for the safety of persons or property).

**Points assessed:** 6

**Violation:** 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.

**Points assessed:** 6

**Violation:** Possessing open containers of alcohol, or consuming alcohol, inside of a motor vehicle.

**Points assessed:** 6



**Violation:** Fleeing the scene (hit and run) - property damage only.

**Points assessed:** 6

**Violation:** Speed contests.

**Points assessed:** 6

**Violation:** Speed too fast for conditions.

**Points assessed:** 2

**Violation:** Speed too slow, causing potential safety hazard.

**Points assessed:** 2

**Violation:** Failure of operator or occupants to use available restraint system devices while moving (operator assessed points).

**Points assessed:** 2

**Violation:** Failure to properly restrain children in a child restraint system while moving (when child is four years of age or younger or the weight of child does not exceed 45 pounds).

**Points assessed:** 2

**Violation:** One to 10 kilometers per hour over posted speed limit.

**Points assessed:** 3

**Violation:** Over 10 kilometers but not more than 25 kilometers per hour above posted speed limit.

**Points assessed:** 4

**Violation:** Over 25 kilometers but not more than 35 kilometers per hour above posted speed limit.

**Points assessed:** 5

**Violation:** Over 35 kilometers per hour above posted speed limit.

**Points assessed:** 6

**Violation:** Following too close.

**Points assessed:** 4

**Violation:** Failure to yield right of way to emergency vehicle.

**Points assessed:** 4

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**Violation:** Failure to stop for school bus or school-crossing signals.

**Points assessed:** 4

**Violation:** 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.

**Points assessed:** 4

**Violation:** Improper passing.

**Points assessed:** 4

**Violation:** Failure to yield (no official sign involved).

**Points assessed:** 4

**Violation:** Improper turning movements (no official sign involved).

**Points assessed:** 3

**Violation:** Wearing headphones/earphones or using a cell phone while driving motor vehicles (two or more wheels).

**Points assessed:** 4

**Violation:** Failure to wear an approved helmet and/or reflectorized vest while operating or riding on a motorcycle, MOPED, or a three or four-wheel vehicle powered by a motorcycle like engine.

**Points assessed:** 3

**Violation:** Improper overtaking.

**Points assessed:** 3

**Violation:** Other moving violations (involving driver behavior only).

**Points assessed:** 3

**Violation:** Operating an unsafe vehicle. (See Note 42.)

**Points assessed:** 2

**Violation:** Driver involved in accident is deemed responsible (only added to points assessed for specific offenses).

**Points assessed:** 1



### **Section 3 - Non-moving Violation Revocation/Suspension**

Local policies and points assessments shall be established for the following types of non-moving violations:

- Failure to maintain proper liability insurance.
- Failure to properly register a motor vehicle
- Parking violations
- Abandonment of vehicle

#### **Enclosure (1), Sections 1 and 2 NOTES:**

1. 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.

2. **No points are assessed for revocation or suspension actions.** Except for implied consent violations, revocations must be based on a conviction by a civil court or courts-martial, non-judicial punishment under Article 15, UCMJ, or a separate hearing as addressed in this regulation. If revocation for implied consent is combined with another revocation, such as 2 years for driving while intoxicated, revocations may run consecutively or concurrently at the discretion of the installation commander. The installation commander's policy should be applied systematically and not on a case-by-case basis.

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

4. This measure should be used for other than minor vehicle safety defects or when a driver or registrant fails to correct a minor defect (for example, a burned out headlight not replaced within the grace period on a warning ticket).

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### Definitions

1. Installation Commander: Where appearing in this instruction, the term "installation commander" refers to any officer in charge of property under the jurisdiction of the U.S. Navy who is responsible for enforcement of motor vehicle operations.

2. Blood Alcohol Concentration (BAC): As determined by a non-portable breath testing device or properly tested blood sample in accordance with reference (a) are defined as follows;

a. Driving Under The Influence (DUI): BAC for "Driving Under the Influence" (DUI) shall be 0.03 percent to 0.079 percent.

b. Driving While Intoxicated (DWI): BAC for "Driving While Intoxicated" (DWI) shall be equal to or greater than 0.08 percent.

3. All Terrain Vehicle (ATV). Any self-propelled vehicle with three or four wheels designed for off-highway use, with low-pressure tires, a wheelbase of 50 inches or less, and overall steering and a seat designed to be straddled.

4. Alternate Vehicles. An alternate vehicle is a piece of mechanized equipment capable of on or off-road travel and designed to provide a means of transport for one or more individuals. Alternate vehicles include but are not limited to, multi-track or multi-wheel vehicles, ATVs, personal mobility transport devices, motorized scooters, agricultural carts, go-peds, amphibious machines, ground effect air cushion vehicles, motorized roller blades, go-carts, gas powered skate boards, wind powered vehicles or other means of transportation deriving motive power from a source other than muscle (hand or foot) power. Vehicles used for military, fire, emergency, or law enforcement purposes are EVs and are not considered alternate vehicles and all EVOC training and operating procedures apply.

5. Bicycle. A device propelled solely by human power, using pedals, and with two or more wheels in tandem.

6. Conviction. An official determination or finding as authorized by applicable Federal, State, city, county, or host nation law or regulation, including a final conviction by a court or court-martial (whether based on a plea of guilty or a



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finding of guilty and regardless of whether the penalty is deferred, suspended, or probated).

7. Driving. Operating a motor vehicle on an active roadway or parking area with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. Does not include operating a motor vehicle with or without the motor running when pulled over to the side of, or off, and active roadway or parking area and has halted in a location where the driver can safely remain stationary.

8. Driving Privileges. The authority granted by a host nation, State, or commander to a person that allows that person to operate a motor vehicle on an installation or area under the authorizing official's supervision and control. OPNAVINST 5100.12J 26 June 2012 Enclosure (1)

9. Emergency Vehicle (EV). An EV is any vehicle that is designated, equipped, and authorized to respond to an emergency. These include police, ambulance, fire, crash and rescue, explosive ordnance disposal and hazardous material response vehicles.

10. Federal Motor Vehicle Safety Standards (FMVSS). Federal safety standards are regulations written in terms of minimum safety performance requirements for motor vehicles or items of motor vehicle equipment. These requirements are specified in such a manner "that the public is protected against unreasonable risk of crashes occurring as a result of the design, construction, or performance of motor vehicles and is also protected against unreasonable risk of death or injury in the event crashes do occur."

11. Golf Cart. A motorized cart designed for transporting persons playing golf and their equipment on a golf course. These vehicles typically do not exceed 15 to 20 mph. They shall not be classified as a GMV.

12. Government Motor Vehicle (GMV). A motor vehicle that is owned, leased (includes General Services Administration vehicle under control of Navy activities), or rented by the government (includes a vehicle rented by government personnel when authorized on their official travel orders) primarily designed for over-the-road operations; and whose general purpose is the transportation of cargo or personnel. Examples of GMVs are passenger cars, station wagons, vans, ambulances, buses,

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motorcycles, trucks, and tractor-trailers. A trailer being towed by a GMV is considered part of the vehicle. Included in this definition are government-owned wheeled tactical and combat vehicles. Vehicles on receipt to, and operated by, non-DoD persons or agencies and activities such as the U.S. Postal Service or the American Red Cross are not GMVs.

13. Private Motor Vehicle (PMV). A vehicle owned, leased, rented or controlled by an individual in a personal capacity. A trailer being towed by a PMV is considered part of the vehicle.

14. Low Speed Vehicles (LSVs). FMVSS 500 specifies requirements for LSVs. The purpose of this standard is to ensure that LSVs operated on streets, roads, and highways are equipped with the minimum motor vehicle equipment appropriate for motor vehicle safety. Each LSV shall be a motor vehicle as defined in FMVSS 500 that has four wheels in contact with the ground in normal operation; has a speed attainable of more than 20 mph, and not more than 25 mph on a paved level surface; and OPNAVINST 5100.12J 26 June 2012 3 Enclosure (1) has a gross vehicle weight rating of less than 3,000 pounds. Each LSV will have the appropriate safety equipment and a compliance certification label. FMVSS 500 requires that LSVs be equipped with headlamps, stop lamps, turn signal lamps, tail lamps, reflectors, parking brakes, rear view mirrors, windshields, seat belts, and vehicle identification numbers.

15. Motorcycles

a. Motorcycles (50cc engine or larger). Any government or privately owned motor vehicle (50cc engine or larger) having a seat or saddle for the use of its operator and designed to travel on not more than three wheels in contact with the ground. This includes mopeds and motor scooters, but does not include ATVs.

b. Pocket bike (49cc engine or smaller). Pocket bikes, pocket rockets, and other similar type of mini motorcycles are small (most measure only 12 to 18 inches in overall height), fast, and manufactured primarily as a racing bike and intended for off-road use only. Pocket bikes may not be operated on a Navy installation. Additionally, pocket bikes are not manufactured to meet FMVSS, which are required for motor vehicles of any class to be operated on public roads.



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16. Motor Vehicle. Any transportation device with a motor powered by fossil fuels, electricity, or other external sources or energy, except devices moved by human power or used exclusively on stationary rails or tracks. For the purpose of this instruction, LSVs, neighborhood electric vehicles (NEVs), mopeds, and scooters are considered motor vehicles when operated on the highways.

17. Neighborhood Electric Vehicle (NEV). A type of LSV, the term "NEV" has become the term used by industry and fleets to refer to a passenger vehicle subject to FMVSS 500. A vehicle manufactured or sold as an NEV will have a label stating that the vehicle complies with FMVSS 500 and will have a 17 digit vehicle identification number.

18. Off-Road Vehicle (ORV). A vehicle designed specifically for off-road use. It is not considered a GMV. ORVs generally fall into one of two categories: OPNAVINST 5100.12J 26 June 2012 Enclosure (1)

a. Off-Highway Vehicles. Off-highway vehicles are motor vehicles designed primarily for off-highway operation such as tracked or half-tracked vehicles, forklifts, road graders, agricultural vehicles, and self-propelled aircraft ground support equipment.

b. Motorcycle (Off-Highway). A motorcycle designed for off-highway use that cannot be licensed for highway use due to design or lack of required equipment such as, marking and turn signals, brake lights, etc.

19. Open Container. Any bottle, can, or other receptacle containing any alcoholic beverage that has been opened, had its seal broken.

20. Operational Risk Management (ORM). A method for identifying hazards, assessing risks, and implementing controls to reduce the risks associated with any activity or operation.

21. Pedestrian. A person traveling on foot, whether walking, jogging, or running.

22. Personnel

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a. Military Personnel - all active duty military personnel or reservist while in an active duty status.

b. DoD or DON Civilian Personnel - all DoD or DON civilian workforce personnel to include non-appropriated funds employees and master labor contract employees who are on duty.

c. Civilian - all other persons not described above to include retired members of DoD, dependents, contractors and sub-contractors, etc.

23. Roadway. That portion of a highway, including shoulders intended for vehicular use.

24. Tactical Vehicle. A motor vehicle owned by the United States DoD and or U.S. Military services and used in combat, OPNAVINST 5100.12J 26 June 2012 Enclosure (1) combat support, combat service support, tactical or relief operations, or training for such operations.



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DRIVER'S LICENSE INFORMATION  
(Sample Letter)

From:

To: (State) Department of Vehicle Registration and Licensing,  
Address.)

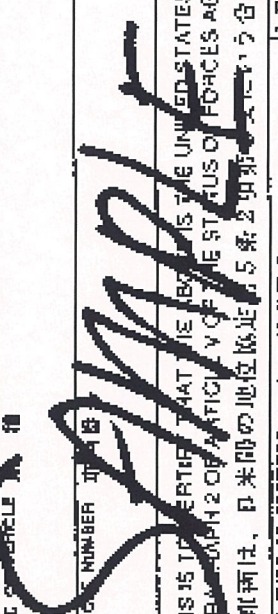

Subj: NOTIFICATION OF PERSON CONVICTED OF AN INTOXICATED DRIVING  
OFFENSE

This letter is your notification that on \_\_\_\_\_,  
(date)  
\_\_\_\_\_, a member of  
(LAST, First, Middle Initial) & (SSN)  
\_\_\_\_\_,  
(Branch of Military Service or DoD Component) (Base Location)  
was found guilty of (intoxicated driving or refusal to take a blood  
alcohol content (BAC) test in a (court-martial, non-judicial  
proceeding under Article 15 of the UCMJ, traffic court, civil court).  
(If civil court, give court name and case number.) (He/She) holds a  
\_\_\_\_\_ driver's license, number \_\_\_\_\_, issued  
(State)  
\_\_\_\_\_, expiring on \_\_\_\_\_.  
(Date) (Date)  
(He/She was arrested \_\_\_\_\_ by (Japanese or  
(Date and Base Location)  
military) police while driving vehicle license number  
\_\_\_\_\_. A BAC test (was or was not) taken  
(with a reading of \_\_\_\_\_). Based on the above  
information, this individual's installation driving privileges have  
been suspended for (insert number of years). The individual's current  
address is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures

Enclosure (3)

<b>CERTIFICATE FOR TRANSIT OF TOLL ROADS BY MILITARY VEHICLES</b> 軍用車両有料道路通行証明書		SERIAL NUMBER 連番番号 <b>3-179185</b>	
1. TYPE OF VEHICLE 種 		2. DRIVER'S NAME 運転者氏名 <b>TSURUOKA Kohji MLC/USN</b>	
3. VEHICLE NUMBER 車両番号		4. DATE 発行日	
5. LOCATION 施設・区域所在地 <b>PWC700</b>		6. THIS IS TO CERTIFY THAT THE ABOVE IS THE UNITED STATES MILITARY VEHICLE'S 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号第2項にいう合衆国の軍用車両であることを証明する。	
7. SIGNATURE OF CERTIFIER 発行責任者署名 		8. TITLE 職 <b>TRANSPORTATION DEPARTMENT PWC YOKOSUKA</b>	
9. VEHICLE IDENTIFICATION 車両識別 10. ENTRY/EXIT 入出口		11. VEHICLE IDENTIFICATION 車両識別 12. ENTRY/EXIT 入出口	

USFJ FORM 19EJ 0980-LF-000-0600



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**VEHICLE CONTROL/SAFE DRIVING SKILLS**

(Ref: 49 CFR, Part 383, Subpart G "REQUIRED KNOWLEDGE AND SKILLS")

NOTE: These examples relate to paragraphs (a) and (b) of sec. 383.113 only.

1. **Basic vehicle control skills**. All applicants for a drivers license must possess and demonstrate the following basic motor vehicle control skills for each vehicle group, which the driver operates or expects to operate. These skills shall include:

- a. Ability to start, warm-up, and shut down the engine;
- b. Ability to put the motor vehicle in motion and accelerate smoothly, forward and backward;
- c. Ability to bring the motor vehicle to a smooth stop;
- d. Ability to back the motor vehicle in a straight line, and check path and clearance while backing;
- e. Ability to position the motor vehicle to negotiate gear and then make left and right turns;
- f. Ability to shift as required and select appropriate gear for speed and highway conditions;
- g. Ability to back along a curved path; and
- h. Ability to observe the road and the behavior of other motor vehicles, particularly before changing speed and direction.

2. **Safe driving skills**. All applicants for a Drivers License must possess and demonstrate the following safe driving skills for any vehicle group. These skills shall include:

- a. Ability to use proper visual search methods;
- b. Ability to signal appropriately when changing speed or direction in traffic;

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c. Ability to adjust speed to the configuration and condition of the roadway, weather and visibility conditions, traffic conditions, and motor vehicle, cargo and driver conditions.

d. Ability to choose a safe gap for changing lanes, passing other vehicles, as well as for crossing or entering traffic;

e. Ability to position the motor vehicle correctly before and during a turn to prevent other vehicles from passing on the wrong side as well as to prevent problems caused by off-tracking;

f. Ability to maintain a safe following distance depending on the condition of the road, on visibility, and on vehicle weight; and

g. Ability to adjust operation of the motor vehicle to prevailing weather conditions including speed selection, braking, direction changes, and following distance to maintain control.



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**ADMINISTRATIVE REMARKS**

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

\_\_\_\_\_: Operating a motorcycle or scooter is a high risk activity inherently dangerous and as such I will abide by all regulations as outlined in OPNAVINST 5100.12J & CNFJINST 5800.9R.

\_\_\_\_\_: I fully understand that personal protective equipment (PPE) is mandatory and must be worn while operating or riding on a motorcycle regardless of location or duty status. PPE requirements are:

(1) **HEAD PROTECTION**: A 3/4 face (minimum) helmet meeting DOT FMVSS 218, United Nations Economic Commission for Europe Standard 22-05, British Standard 6658, Snell Standard M2005 or Host Nation Standards as identified by the green "S" Safety Goods Mark shall be worn and properly fastened under the chin at all times when the motorcycle is in operation. 1/2 face, imitation or novelty helmets are prohibited.

(2) **PROTECTIVE EYEWEAR**: designed for motorcycle operators (impact or shatter resistant safety glasses with foam inserts, goggles, wrap around glasses sealing the eye, or face shield properly attached to the helmet) shall be properly worn at all times when the motorcycle is in operation. A windshield, standard sunglasses, or standard eye wear alone are not proper eye protection.

(3) **FOOT PROTECTION**: Sturdy over the ankle footwear that affords protection for the feet and ankles shall be worn.

(4) **PROTECTIVE CLOTHING**: Riders and passengers shall wear a long sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens designed for use on a motorcycle. Motorcycle jackets constructed of abrasion resistant materials such as leather, Kevlar, and or Cordura and containing impact-absorbing padding are highly recommended. To enhance the ability of other vehicle operators to see and avoid motorcyclists, outer garments constructed of brightly colored, fluorescent or reflective materials are highly recommended.

(5) **NIGHT RIDING**: During the hours 30 minutes before dusk

to 30 minutes after dawn, a "Type 1 (or higher) Traffic Safety Vest" with contrasting reflective and background colors shall be worn by all operators of two wheeled motor vehicles. Motorcycle operators clothing designed with built in reflective material equal in visibility to a standard "Type 1 Traffic Safety reflective Vest meets this requirement", however reflective piping alone may not. Specific questions regarding whether a specific clothing meets the requirement shall be determined by the Installation Traffic Safety Officer (ITSO). If approved, the (ITSO) shall issue a memorandum with a photo of the approved clothing imbedded in the memorandum. The reflective vest/riding gear will not be covered by a backpack or similar item. Back Packs that are not designed with or do not have reflective material equal to the above requirements must have either their own vest properly affixed or a light reflective sash with a width of at least 1.5 inches and stretching completely across the width of the visible portion of the back pack when worn.

\_\_\_\_\_: I fully understand that operating a motorcycle or scooter is a personal choice and I am personally accountable for my actions, such as reckless driving or the absence of PPE. I understand that OPNAVINST 5100.12J and CNFJINST 5800.9R are lawful general regulations and violations may result in administrative or disciplinary action under the Uniform Code of Military Justice or civilian personnel regulations. additionally, violations of OPNAVINST 5100.12J and CNFJ/CNRJINST 5800.9S may be considered in making line of duty/misconduct determinations for injuries received on or off base.

\_\_\_\_\_  
Printed Name/Signature/Date

\_\_\_\_\_  
Command

\_\_\_\_\_  
Witness Name/Signature/Date



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ADMINISTRATIVE REMARKSMILITARY MEMBERS

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

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

\_\_\_\_\_ I must possess, maintain and produce, on demand by competent military or civilian authority, proof of insurance including Japanese Compulsory Insurance (JCI) and supplemental insurance in an amount not less than ¥30,000,000 bodily injury and ¥3,000,000 property damage.

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

\_\_\_\_\_ I must have and must maintain a designated "legal" parking space at my residence in accordance with local Parking Certificate requirements.

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

\_\_\_\_\_ CNFJ/CNRJINST 5800.9S is a lawful general regulation and violations of it may result in administrative or disciplinary action under the Uniform Code of Military Justice or civilian personnel regulations.

\_\_\_\_\_  
Printed Name/Signature/Date

\_\_\_\_\_  
Command

\_\_\_\_\_  
Witness Name/Signature/Date

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ADMINISTRATIVE REMARKS  
CIVILIAN EMPLOYEES

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

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

\_\_\_\_\_ I must possess, maintain and produce, on demand by competent military or civilian authority, proof of insurance including Japanese Compulsory Insurance (JCI) and supplemental insurance in an amount not less than ¥30,000,000 bodily injury and ¥3,000,000 property damage.

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

\_\_\_\_\_ I must have and must maintain a designated "legal" parking space at my residence in accordance with local Parking Certificate requirements.

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

\_\_\_\_\_ CNFJ/CNRJINST 5800.9S is a lawful general regulation and violations of it may result in administrative or disciplinary action under the Uniform Code of Military Justice or civilian personnel regulations.

\_\_\_\_\_  
Printed Name/Signature/Date

\_\_\_\_\_  
Command

\_\_\_\_\_  
Witness Name/Signature/Date



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ADMINISTRATIVE REMARKSOTHER CIVILIANS

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

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

\_\_\_\_\_ I must possess, maintain and produce, on demand by competent military or civilian authority, proof of insurance including Japanese Compulsory Insurance (JCI) and supplemental insurance in an amount not less than ¥30,000,000 bodily injury and ¥3,000,000 property damage.

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

\_\_\_\_\_ I must have and must maintain a designated "legal" parking space at my residence in accordance with local Parking Certificate requirements.

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

\_\_\_\_\_ CNFJ/CNRJINST 5800.9S is a lawful general regulation and violations of it may result in administrative or disciplinary action under the Uniform Code of Military Justice or civilian personnel regulations.

\_\_\_\_\_  
Printed Name/Signature/Date

\_\_\_\_\_  
Command

\_\_\_\_\_  
Witness Name/Signature/Date

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CIVILIAN EMPLOYEE

VOLUNTARY REPAYMENT AGREEMENT

To: (Installation Commander)

I \_\_\_\_\_, SSN (Last 4) \_\_\_\_\_, as  
condition to be allowed to own and operate a privately owned  
vehicle in Japan as a member of the Force under the US-Japan  
Status of Forces Agreement, agree to pay any costs incurred by  
the United States Government to dispose of my vehicle

[(YEAR), (MAKE), (MODEL), (COLOR), (VIN)]

which may be declared abandoned by the installation commander.

I agree to repay such indebtedness by a one-time payroll  
deduction.

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Witness Printed Name/Signature/Date