



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

CFAYINST 5800.2K
N34/N35
30 Jun 2026

COMFLEACT YOKOSUKA INSTRUCTION 5800.2K

From: Commander, Fleet Activities Yokosuka

Subj: VEHICLE CODE FOR FLEET ACTIVITIES YOKOSUKA

Ref: (a) USFJINST 31-205
(b) DoD Instruction 6055.4 of 27 August 2021
(c) COMNAVFORJAPANINST 5100.5
(d) COMNAVFORJAPAN/COMNAVREGJAPANINST 5800.9S
(e) DTR 4500.9-R PART II
(f) CFAYINST 5530.3G
(g) OPNAVINST 11200.5D/MCO 5110.1D
(h) OPNAV M-5100.23
(i) DoDM 4500.36 Acquisition, Management, and Use of DoD Non-Tactical Vehicles of 20 December 2018
(j) NAVFAC P-300
(k) CFAYINST 11013.2

Encl: (1) Table of Vehicle Code Articles (Articles 1 through 23)

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

2. Cancellation. CFAYINST 5800.2J.

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

4. Authority. Reference (a) directs installation commanders to issue a local instruction containing regulations consistent with its requirements that incorporate applicable local Japanese ordinances and restrictions concerning the use of motor vehicles for their Area of Responsibility. Commander, FLEACT Yokosuka areas of responsibility are as follows: areas in Japan, which lie south or west of U.S. Army and U.S. Air Force areas of responsibility within the Kanto Plain district. Specific areas of responsibility are as follows: Yokosuka area, northern boundary of Nojima and Tokyo Bay, west along the highway until it meets the Yokohama-Kamakura borderline, then across this borderline to the Ofuna Station. Western boundary from Ofuna, south along the Tokaido Railroad Line until it meets the Fujisawa-Kamakura borderline, then along this borderline to Kishigoe on the sea coast. (These areas will comprise the entire Miura Peninsula bordering Yokohama in the north and Fujisawa to the west, excluding that portion of the area extending west of the Tokaido Railroad Line, but including Ofuna).

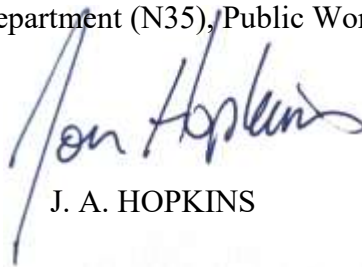
5. Action. The FLEACT Yokosuka Security and Safety Officers are responsible for development and maintenance of this instruction to be reviewed on an annual basis for revision. Addressees and tenant units will ensure widest dissemination of, and strict compliance with, the provisions of this instruction.

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

7. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per SECNAV Manual 5210.1 of September 2019.

8. Review and Effective Date. Per OPNAVINST 5215.17A, the FLEACT Yokosuka N35/N34 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of War, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40. The instruction will automatically expire ten years after effective date unless reissued or cancelled prior to the 10-year anniversary date, or an extension has been granted.

9. Forms. Forms mandated by this instruction are listed in appendix A. These forms may be obtained from FLEACT Yokosuka Safety Department (N35), Public Works Department (N4) and Security Department (N34).



J. A. HOPKINS

Releasability and distribution:

Electronic only through CFAY Flank Speed Portal and the CFAY Public Website

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Article 1

DRUNK AND DRUGGED DRIVING

- Attachment 1-1 NOTICE OF SUSPENSION OF DRIVING PRIVILEGES (SOFA)
PERSONNEL
1-2 NOTICE OF SUSPENSION OF DRIVING PRIVILEGES (NON-SOFA)

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

1. Detection. Law enforcement personnel normally detect intoxicated driving and/or Driving Under the Influence (DUI) of a drug/intoxicant by seeing unusual, abnormal, erratic, or illegal driver behavior. Other common ways of detecting drunk drivers are random gate inspections, sobriety checkpoints and on-scene traffic accident investigations.
2. Personnel exhibiting such behavior will be stopped immediately to determine the cause of the behavior and/or take appropriate action. When there is a reasonable suspicion that the individual was driving while intoxicated or under the influence, FLEACT Yokosuka Security Department personnel will request the individual to perform a series of Field Sobriety Tests (i.e., walk and turn heel to toe, one leg stand, breath analysis, horizontal gaze nystagmus, etc.). An Alcohol Incident Report (DD Form 1920, Drug Report) will be used in examining, interpreting, and recording results of these tests. When there is a reasonable suspicion that the person is under the influence of alcohol or other intoxicants the individual will also be requested to consent to breath and blood test analysis to determine Blood Alcohol Content (BAC) or the existence of any intoxicant.
3. Refusal to submit to testing to determine BAC at the request of law enforcement personnel will result in an automatic suspension of all driving privileges per Article 7 of this instruction.
4. Mandatory Referral for Alcohol/Drug Abuse Evaluation. Active-duty personnel apprehended for drunk driving, on or off the installation, must be screened by the Substance Abuse Rehabilitation Program facility within 14 calendar days of the incident to determine if the individual is dependent on alcohol or other drugs. In the rare case where driving privileges are reinstated in part or whole following an impaired driving incident, the privileges may not be reinstated for Navy personnel to drive on-base unless they have successfully completed the full 36-hour Navy Alcohol and Drug Safety Action Program.
5. BAC Standards
 - a. As a guideline for administrative revocation of driving privileges and/or taking action against an individual suspected of driving or being in actual physical control of a motor vehicle while under the influence of alcohol or drugs, the amount of alcohol/drugs in the person's blood will give rise to the following presumptions:

(1) Driving or being in actual physical control of a motor vehicle with a BAC of 0.03 percent to 0.079 percent constitutes DUI.

(2) Driving or being in actual physical control of a motor vehicle with a BAC of 0.08 percent or higher constitutes “intoxicated driving”.

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

(3) Drugs – Testing positive to a controlled substance, prescription medication, over-the-counter medication, or intoxicating substance (other than alcohol) without legal justification or excuse, that includes a use contrary to the directions of the manufacturer or prescribing healthcare provided and use of any intoxicating substance not intended for human ingestion.

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

6. License Confiscation and Vehicle Impoundment. When one of the conditions in paragraph 3 and 5 of this article occurs, the driver’s vehicle will be immediately impounded and driver’s Status of Forces Agreement (SOFA) license confiscated regardless of the location of the intoxicated driving incident. Driving privileges will be immediately suspended using Attachment 1-1 for SOFA personnel and Attachment 1-2 for Non- SOFA personnel pending resolution by the Traffic Court.

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

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

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

8. USFJ Facilities Notification. Upon conviction for an intoxicated driving offense at Traffic Court, the Traffic Court Clerk will send notification of the conviction to all USFJ Facilities to ensure an accurate driving report/record of the individual is maintained and enforced.

9. State License Notification. Upon conviction of an intoxicated driving offense (DUI, intoxicated driving, or refusal to implied consent) as defined by this instruction or refusal to

submit to a BAC test, notification of the offense will be sent to the state licensing authority where the individual is licensed to operate a vehicle in the United States.

10. Drugged Driving. Suspected cases of DUI of illegal drugs will be treated in a manner similar to that discussed in paragraphs 6 through 8.

11. Loaning Vehicles to Intoxicated Person

a. No person will knowingly lend or otherwise entrust a motor vehicle to a person whom the individual knows is intoxicated or under the influence of alcohol or other substances, if found to have done so, both members' will have their licenses revoked for no less than one year.

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

12. Passengers in Vehicles Driven by Intoxicated Persons. No person will knowingly ride in a motor vehicle being driven or in actual physical control of whom the individual is intoxicated or under the influence of alcohol or other substances.

13. Medical Considerations

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

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

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

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

30 Jun 2026

DRIVER'S LICENSE TEMPORARY SUSPENSION STATUS OF FORCES AGREEMENT (SOFA)

Date: _____

From: Command Duty Officer, Fleet Activities Yokosuka

To: _____
(Rate, First name, MI, Last Name, Branch, Command)

Subj: NOTICE OF SUSPENSION OF DRIVING PRIVILEGES (SOFA)

Ref: (a) OPNAVINST 11200.5D
(b) COMNAVFORJAPAN/COMNAVREGJAPANINST 5800.9S
(c) CFAYINST 5800.2K
(d) USFJINST 31-205

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

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

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

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

Command Duty Officer

Date: _____

From: _____
(Rate, First Name, MI, Last Name, Branch, Command)

To: Command Duty Officer, Fleet Activities Yokosuka

I acknowledge the contents of this letter.

Signature/Contact phone number

30 Jun 2026

DRIVER'S LICENSE TEMPORARY SUSPENSION STATUS OF FORCES AGREEMENT
(NON-SOFA)

Date: _____

From: Command Duty Officer, Fleet Activities Yokosuka

To: _____
(Rate, First name, MI, Last Name, Branch, Command)

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

Ref: (a) OPNAVINST 11200.5D
(b) COMNAVFORJAPAN/COMREGJAPANINST 5800.9S
(c) CFAYINST 5800.2K
(d) USFJINST 31-205

1. Per references (a) through (d), you are hereby given notice that your driving privileges for on Fleet Activities (FLEACT) Yokosuka is temporarily suspended due to your operation of a motor vehicle under the influence of alcohol. You are hereby unauthorized to operate a motor vehicle on FLEACT Yokosuka, until your driving privileges are restored in writing.
2. Additionally, you have also been issued a traffic citation from the FLEACT Yokosuka Security Department documenting this offense. You have seven days from the date of this notice to contact FLEACT Yokosuka Traffic Court at DSN 243-9052 for a hearing regarding your case. Should you fail to appear in Traffic Court at the prescribed time, your case will be tried in absentia and your driving privileges suspended for a minimum of two years from the date the citation was issued.
3. You are required to return your vehicle pass/decals to Command Duty Officer or security personnel at the time of this letter has issued.
4. You may contact the Traffic Court Clerk Monday-Friday (0900-1500) at DSN 243-9052.

Command Duty Officer

Date: _____

From: _____
(Rate, First Name, MI, Last Name, Branch, Command)

To: Command Duty Officer, Fleet Activities Yokosuka

I acknowledge the contents of this letter and my vehicle pass/decals is attached.

Signature/Contact Phone Number

Article 2

SPEED REGULATIONS

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

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

- a. Main thoroughfares: King St., Howard St., Nimitz Blvd and Rickert Dr. - 40 kph.
- b. Family housing areas - 30 kph.
- c. Industrial areas - 20 kph.
- d. Passing a station bus loading or unloading passengers - 10 kph.
- e. School zone - 20 kph.
- f. D Street - 20 kph.
- g. When passing a troop or prisoner formation, proceed with caution. Normally, personnel in charge will wave traffic past when conditions permit - 10 kph.
- h. School buses - While loading and unloading, both directions of traffic will stop until the bus is set back into motion.
- i. Construction zones - Follow posted speeds or 10 kph below posted speeds where temporary traffic patterns or road conditions exist or as instructed by traffic control personnel.

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

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

Article 3

TRAFFIC ACCIDENTS

1. Accident Assistance Information. All SOFA personnel, their family members and members of the civilian component who are licensed vehicles operators per this instruction are required to be acquainted with the Japanese Road Traffic laws. When an accident occurs, often a certain amount of confusion and excitement exists which may cause pertinent abstracts of the law to be forgotten. All parties to an accident should ensure that military police and/or medical personnel are contracted immediately to assist motorists involved in traffic accidents. Licensed vehicles operators and bicyclists are encouraged to:

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

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

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

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

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

c. Exchange names and addresses with the other driver.

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

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

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

3. Operators involved in an accident which might result in claims for or against the U.S. Government will neither admit responsibility, orally or in writing, nor offer to settle any claim made by any interested persons at the scene of the accident.
4. If involved in a traffic accident with a government vehicle, a SF-91 will be completed by the driver in making an accident report in addition to the steps listed above (Navy Exchange (NEX) Japan District rental vehicles are exempt from this requirement).
5. An individual who operates a motor vehicle with expired registration requirements and/or insurance and becomes involved in a traffic accident will have all driving privileges revoked per Article 7 of this instruction.

Article 4

SEAT BELTS AND CHILD SEATS

1. All personnel operating or riding in motor vehicles will wear seat belts at all times. Vehicle drivers must ensure that seat belts in the vehicle are in proper working condition and that all passengers are buckled up both on and off the installation. This includes all occupants in taxis and any other public transportation where seat belts are installed. Citations will be issued to the driver of any vehicle for any violation(s) occurring within the vehicle he/she is operating.
2. Children 6 years of age or weighing 40 pounds or less, will be placed in an approved Department of Transportation child restraint device. This includes buses and taxis on and off the installation. There are a limited number of on base taxis equipped with child restraint seats. Customers should call DSN 243-4444 to request a taxi equipped with a child restraint seat. Parents are highly encouraged to purchase and use their own child restraint seats on public transportation.

Article 5

SUSPENSION/REVOCATION OF DRIVING PRIVILEGES

Attachment 5-1 SAMPLE OF MEMO FOR REINSTATEMENT OF DRIVING PRIVILEGES

1. The privilege of driving privately owned motor vehicles on a military installation or off-base in Japan is subject to either administrative suspension or revocation, for cause, by the FLEACT Yokosuka Traffic Court Officer or Commander, FLEACT Yokosuka. In addition, Commanding Officers (COs) and Officers-in-Charge (OIC) have the prerogative to deny driving privileges for cause without regard to point assessment. Suspension and revocation actions based on the commission of serious traffic violations and/or point assessment for other moving violations are covered in the Traffic Point System articles of this instruction. The suspension or revocation of installation driving privileges or Privately Owned Vehicle (POV) registrations, for lawful reasons unrelated to traffic violations or safe vehicle operations, is not limited or restricted by this Traffic Code.

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

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

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

(3) If a traffic accident is pending legal action with foreign law enforcement, the license will be suspended until that action is complete.

b. Revocation. Revocation of driving privileges is the termination by formal action of a person's driving privilege. Revocation will be for a period of more than six months, and may extend to POV, Government Owned Vehicle (GOV) or both.

c. Restricted Privileges. The Traffic Court Officer, when imposing a suspension or revocation of driving privileges, may authorize restricted driving privileges for POV and GOV. Under this action, the individual's driving privileges would be suspended or revoked except for those minimum privileges that are specified in writing by the Traffic Court Officer. The Traffic Court Officer may not; however, extend restricted privileges to drivers convicted of any DUI or DWI offense or failure to submit to BAC or breathalyzer tests.

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

e. Reinstatement. Individuals whose driving privileges have been revoked are required to attend remedial drivers training. All personnel whose license are suspended or revoked will obtain a written endorsement from the CO/OIC before Commander, FLEACT Yokosuka will reinstate at the end of the suspension/revocation period after completing required remedial training. Individuals whose driving privileges have been reinstated from revocation are eligible to initiate licensing process by attending local hazard course followed by a written examination and a road test (See Attachment 5-1).

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

CFAYINST 5800.2K
30 Jun 2026

SAMPLE OF MEMO FOR REINSTATEMENT OF DRIVING PRIVILEGES

Date: _____

From: YN1 Eye M. Sailor, USN (Requester)
To: Commander, Fleet Activities Yokosuka
Via: _____ (Requester's Command Name)

Subj: REINSTATEMENT OF DRIVING PRIVILEGES

Ref: (a) COMFLEACTINST 5800.2K

Encl: (1) Driving Improvement Program Certificate
(2) Drivers Knowledge Test Results

1. Respectfully request driving privileges reinstated. Enclosures (1) and (2) are provided.

Signature of Applicant

FIRST ENDORSEMENT

Date: _____

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

1. Forwarded, recommending approval.

Signature of CO/OIC

Date: _____

From: Commander, Fleet Activities Yokosuka
To: YN1 Eye M. Sailor, USN (Requester)

1. Per reference (a), your reinstatement of driving privileges in here by approved/disapproved.

Signature of Commander

Article 6

TRAFFIC COURT

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

2. Responsibilities

a. Traffic Court Administrator

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

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

(3) Personnel requesting to contest a traffic citation shall provide evidence to support their case. Personnel without evidence to present in traffic court will be awarded points by the traffic court judge per article 7.

b. Traffic Court Administrative Clerk

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

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

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

(a) DUI or DWI.

(b) No Insurance (Japan Compulsory Insurance (JCI) and/or Liability).

(c) "Hit and Run" traffic accidents.

(d) Unreported accidents.

(e) Contested traffic citations when the member has documented evidence.

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

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

(4) Prepare/Issue Traffic Court Summons.

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

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

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

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

c. Defendants

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

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

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

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

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

3. Suspension and Revocation

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

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

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

4. Restricted Driving Privileges

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

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

5. Administrative Due Process

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

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

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

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

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

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

d. Notification of administrative actions for off-base violations will be made to the violator in writing and assessed traffic points per Article 7 of this instruction. These citations will remain in effect unless an appeal is presented to and granted by the GOJ and delivered to FLEACT Yokosuka Traffic Court Clerk for removal.

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

7. Re-instatement of driving privileges

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

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

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

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

8. Disposition of driving records

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

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

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

(2) Non-mandatory suspensions or revocations – five years.

(3) Mandatory revocations – seven years.

Article 7

TRAFFIC POINT AND REVOCATION SYSTEM

1. Purpose. The traffic point system is an impartial and uniform administrative device for evaluating driver performance. The use of this system is not to be construed as a disciplinary measure of substitute for punitive action. It also does not bar further administrative action pursuant to the Civilian Administrative Forum (CAF) or disciplinary action under the UCMJ.
2. Application. The use of the point system and procedures prescribed are mandatory and are not subject to modification or alteration. Points will be assessed in instances where the individual has been found to have committed a violation of the Traffic Code by the Traffic Court Judge. The Traffic Court Judge will assess individual points for violations committed and adjudicated by the Japanese civil authorities. Commission of an offense off-base will be treated similarly to the equivalent offense if committed on-base. When imposing a suspension or revocation because of an off-installation offense, the effective date of the suspension will be the date imposed by the Traffic Court Judge.
3. Procedures. Upon receipt of a traffic ticket or other report of a Traffic Code violation, the Traffic Court Judge will conduct a hearing to determine the validity of the reported violation. Normally, the entire process from issuance of the traffic citation to adjudication by the Traffic Court will take no more than 30 days to be completed. The following procedures will be adhered to by the Traffic Court Judge:
 - a. Citations and violations of the Traffic Code for personnel attached to activities not under the area of responsibility of Commander, FLEACT Yokosuka will be forwarded to the cognizant installation commander for adjudication. Copies of all tickets forwarded to installation commanders will also be sent to the cited individual's command for their information. Individual drivers may also have their base access revoked if they have committed violations.

Electronic Enforcement of Traffic Violations. FLEACT Yokosuka Security owned and operated video surveillance systems are authorized for use in monitoring traffic compliance. Evidence of illegal vehicle operations captured by these systems, including, but not limited to, failure to stop at a marked stop sign may serve as the basis for the issuance of a traffic citation. Citations generated via video evidence will be issued to the registered vehicle owner and processed per established base traffic court procedures.
 - b. Master Labor Agreement (MLA) and Indirect Hire Agreement (IHA) personnel will be issued traffic citations (DD 1408) when they are observed violating Traffic Code regulations, and violators will be required to appear at Traffic Court using the same process noted in Article 6 of this Traffic Code instruction.

Note: Points will be assessed per Article 7 for violations they are found guilty of committing. Records will be maintained by the FLEACT Yokosuka Security Department's Traffic Clerk to identify and track points assessed for MLA and IHA personnel. Any MLA or IHA employee is

subject to the same suspension and/or revocation action as SOFA personnel. Since points cannot be assessed against their Japanese license, points will be assessed against their privilege of POV and GOV driving on-base and GOV driving off-base. If the MLA or IHA employee also possesses a USFJ Form 4EJ, then points will be assessed based on the type of violations found guilty of committing.

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

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

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

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

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

h. Any traffic violations in an active school and/or construction zone will be awarded two times (2x) the original base point value.

i. If a defendant fails to appear before the Traffic Court, the Traffic Court Judge will award the Mandatory penalties in paragraphs 6 through 11.

j. If a defendant wishes to contest a violation, sufficient documented evidence must be presented to the Traffic Court Judge on the defendant's appearance date. Hearsay will not be considered as sufficient evidence.

4. Remedial Driver Training. FLEACT Yokosuka Safety Department conducts an approved 8 hours classroom driver improvement program course. The course is mandatory within 90 days for drivers found guilty of causing an accident in a government vehicle, committing a serious moving violation or being designated as a problem driver through the accumulation of excessive points within a limited period of time (see paragraph 5, below).
5. Accumulation of Points. Accumulation of 12 points within 12 consecutive months or 18 points within 24 consecutive months will result in revocation of driving privileges for a minimum of one year. The period of revocation imposed will be based on a person's overall driving record and take into consideration the frequency, flagrancy, severity of moving violations and the response to previous driver improvement measures. In all cases, all drivers must successfully complete the driver improvement program offered by the FLEACT Yokosuka Safety Department before issuance or reinstatement of any driving privileges.
6. Violations resulting in MANDATORY revocation of driving privileges upon conviction or determination of the facts by Commander, FLEACT Yokosuka:

Any violation of Article 5 (Negligence driving resulting in death or injury) of the Act on Punishment of Acts Inflicting Death or Injury by Driving a Motor Vehicle.	Permanent revocation
Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership, status or registration or operation of motor vehicles.	One year revocation
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).	Permanent revocation
Driving or being in actual physical control of a motor vehicle while under the influence or while intoxicated with a BAC of 0.03 to 0.079 percent (DUI).	Three year revocation
Permitting an unlawful or fraudulent use of an official driver's license.	One year revocation
Fleeing the scene of an accident involving death or personal injury (hit and run).	Permanent revocation
Refusal to submit to or complete a chemical test (implied consent).	Permanent revocation
Use of a motor vehicle in the commission of a felony.	Permanent revocation
Unauthorized use of a motor vehicle belonging to another (e.g., borrowing a vehicle without registered owners written permission (only required when the owner is not in the local area, e.g. Temporary Assigned Duty (TAD)) when the act does not amount to a felony.	One year revocation
Receiving a second one-year suspension within 36 consecutive months.	Permanent revocation
Fleeing or attempting to elude a police officer.	Permanent revocation

Mental or physical impairment (not including alcohol or other drug use) to the degree rendered incompetent to drive.	Permanent revocation
Racing (sole of multiple participants).	Two years revocation
Commission of an offense in the U. S. territories and possessions which if committed on the installation would be grounds for suspension or revocation.	Suspension or revocation
Failure to complete vehicle registration requirements within 30 days.	Suspension until paperwork completed
Alcoholic beverage with broken seal in the vehicle (unless in vehicle's trunk).	Up to 90 days suspension
Operating or being in actual physical control of a motor vehicle under the influence of a drug or medication that the person is legally allowed to take (i.e., properly prescribed or over-the-counter medicines), to the degree rendered incapable of safe vehicle operation, or when they have been told not to operate a motor vehicle or heavy machinery while taking the medication.	Revocation up to one Year
Operating a motor vehicle without a valid license for that type of vehicle. (or driving without license)	Revocation up to one year
Expired motor vehicle registration requirements while vehicle is parked in long term parking during an underway period.	Up to 180 days suspension
Operating a motor vehicle with expired or without registration requirements. (i.e. driver's license, insurance, inspections, registrations)	Vehicle impoundment and revocation up to one year.
Operating a motor vehicle with expired or without registration requirements. (i.e. driver's license, insurance, inspections, registrations) involved in a traffic accident	Vehicle impoundment and revocation up to two years.
Failure to attend mandatory driver improvement program training within 90 days of citation.	Suspension until required training is completed
Reckless driving/Road Rage/Aggressive Tailgating (willful and wanton disregard for the safety of persons or property).	Two year revocation
Knowingly permitting an intoxicated or impaired person to operate a motor vehicle.	One year revocation
Passenger in/on a motor vehicle while driver is intoxicated or impaired.	One year revocation
Exceeding posted speed limits by greater than 30 kph.	One year revocation
Owner permitting an individual who does not possess a valid USFJ driver's license to operate the owner's vehicle.	One year revocation
Operating a motor vehicle while driving privileges are under suspension or revocation.	Permanent revocation
Fleeing the scene/failure to report an accident - property damage.	Six months suspension
Leaving a child or pet unattended in vehicle causing injury or death.	Permanent revocation
Altering registration of Motor Vehicle (I.e. title, registration, plates, decals)	One year revocation

7. Violations resulting in point assessment

Subsequent occurrences of the same violation within 12 months will incur a penalty of two times (2x) the original base point value. e.g. Illegal parking, first offense: 2 points. Second offense: 4 points, third offense: 4 points.

Failure to carry drivers permit while operating a motor vehicle.	1 Point
Failure to stop for school bus or school crossing signals.	4 Points
Failure to yield right-of-way to an emergency vehicle	4 Points
Speed too fast for conditions.	2 Points
Speed too slow for conditions, causing potential safety hazard.	2 Points
Exceeding posted speed (including Japanese Police citations off-base).	
01-10 mph 01-15 kph	3 Points
11-15 mph 16-25 kph	4 Points
16-20 mph 26-30 kph	5 Points
Failure to obey traffic signals or traffic instructions of an enforcement officer; or any official regulatory traffic sign or device requiring a full stop or yield right-of-way, denying entry or requiring direction of traffic.	4 Points
Failure to yield right-of-way (no official sign).	4 Points
Improper turning movements (no official sign).	3 Points
Following too close.	4 Points
Improper passing.	4 Points
Driver involved in accident is deemed responsible (added to points assessed for specific offenses)	1 Point
Leaving a child or pet unattended in vehicle not causing injury or death.	6 Points
Failure to keep Vehicle Registration Office (VRO) registration information current.	2 Points
Making illegal turns (including U-turns).	3 Points
Failure of operator or occupants to use available restraint devices (seat belts, child restraint seat) while moving (points assessed against operator).	4 Points
Wearing headphones/earphones or using a cell phone while driving motor vehicles.	4 Points
Over-occupancy. Too many people inside vehicle for the number of functioning seatbelts. (Points assessed against operator)	3 Points
Improper loading of vehicle resulting in unsafe conditions	2 Points
Operating an unsafe vehicle. This measure should be used for other than minor vehicle safety defects (for example, a burned out headlight not replaced within the grace period (seven days) on a warning ticket, illegal tinting, etc.).	2 Points
Unauthorized modifications or alterations.	4 Points

Improper overtaking.	3 Points
Improper backing.	2 Points

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

Failure to wear required personal protective equipment (PPE) while operating/riding a motorcycle, moped, or a three or four wheeled vehicle powered by a motorcycle-like engine.	3 Points
Four or more moving violations within a two month period.	Six months suspension
Improper passing of other vehicle in same lane; weaving in and out of traffic.	4 Points
Carrying items so as to interfere with safe control.	3 Points
Failure to wear vest as outermost garment.	3 Points
Riding two or more abreast in same lane.	4 Points

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

Any vehicle remaining in a designated parking area beyond the posted time limit will be deemed illegally parked

Illegal Parking	2 Points
Parking on garage ramps	6 Points
Parking in a fire zone	6 Points

10. Loud Stereos, Exhausts and Screeching of Tires

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

b. Any excessive, unusual, loud, or disturbing noise made by any motor vehicle and not reasonably necessary in its operation under the circumstances is prohibited. Such noise will include but not be limited to noise caused by substituting original mufflers and/or exhaust systems with after-market products that increase the decibel level over original manufactured levels; screeching of tires; racing, gunning or accelerating the engine; backfiring the engine and exhaust from the engine tail pipe or muffler.

Excessive Noise – Sound Amplification System	6 Points
Excessive Noise – Exhaust/Muffler System	6 Points
Squealing Tires – Breaking Traction	4 Points

11. Non-motorized transportation violations. The following points will be assessed against the individual's driver's license (USFJ Form 4EJ). If the violation is committed by juveniles or personnel without a driver's license points will be assessed against the sponsor's driver's license

or forwarded to Commander, FLEACT Yokosuka legal for administrative action in cases where the sponsor has no license.

Riding bikes against the flow of traffic (except in designated bike lanes)	2 Points
Not using the sidewalk through tunnels on Howard street	2 Points
Riding a bicycle in no-riding zones at installation gates and crosswalks	2 Points
Passengers on bicycles (except for a child in an approved child carrier w/helmet)	2 Points
Failure to use hand signals while turning	2 Points
Riding two or more abreast except while passing	2 Points
Failure to use lights between dusk and dawn	2 Points
Using a cell phone while riding	2 Points
Not wearing an approved helmet	2 Points
Helmet not properly worn	2 Points
Illegal parking	2 Points
Unregistered bicycles	Impounded
Missing light, back reflector, horn and/or bell	2 Points
Jaywalking	2 Points
Skateboarding on unauthorized areas (streets, parking lots, buildings, NEX, Commissary, etc.)	2 Points
Wearing of headphones while in motion	2 Points
Riding on a sidewalk in high pedestrian areas creating a safety hazard.	2

12. Registered Owner Responsibility

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

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

Article 8

COMMAND TRAFFIC SAFETY COMMITTEE REPRESENTATIVE

Policy: In an effort to coordinate, manage, and provide resources to each tenant unit under FLEACT Yokosuka and maintain an effective overall traffic safety program for the installation, the Command Traffic Safety Representative (CTSR) will be designated in writing by the CO or OIC of each tenant unit (ashore and afloat) per OPNAVINST 5100.12J, with a copy to Traffic Safety Division, FLEACT Yokosuka Safety Department.

1. Responsibilities of the CTSR

- a. Establish and maintain a command traffic safety program and assign responsibilities for developing, promulgating, implementing, and enforcing the traffic safety program for their activity and the surrounding areas.
- b. Attend all host command traffic safety committee meetings, local traffic safety-related courses, traffic safety conferences, workshops, and special assignments and remain current with local traffic safety instructions.
- c. Provide and maintain tenant unit input for traffic safety meetings and any actions taken in support of traffic safety.
- d. Actively assist the committee in identifying and analyzing mishap locations, as well as provide input for design and operating features that may contribute to reducing mishaps or their severity.
- e. List and present roadway deficiencies for the committee to review and present to Commander, FLEACT Yokosuka. Using Operational Risk Management guidelines, account for the severity of the hazard, probability of a mishap occurrence, and recommended solutions.
- f. Provide respective command with all traffic safety awareness and training opportunity information (how and where to access information, sign up for classes, etc.). Provide Traffic Safety Division, FLEACT Yokosuka Safety Department with information on how to enhance our command support.

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

- a. GOVs – Ensure personnel conduct inspections and evaluations of vehicle components relating to safe vehicle performance per reference (j) and local procedures. Ensure all traffic accidents are reported per OPNAV M-5102.1, NAVFAC P-300, and local procedures.
- b. POVs – Ensure personnel are adhering to safety requirements per current policies and host nation laws. Ensure personnel inform the VRO of any changes in status per CFAYINST 5800.2K.
- c. Motorcycle Inspection and General Safety

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

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

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

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

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

Article 9

PARKING/STOPPING/STANDING

- Attachment 9-1 COMFLEACT YOKOSUKA RESERVED PARKING REQUEST FORM
9-2 DISABLED PERSON'S VEHICLE PARKING TAG REQUEST
9-3 CFAY DISABLED PARKING TAG

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

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

3. Categories of Parking – Definitions and Regulations

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

b. Vehicle Parking and Impoundment. Unauthorized parking in designated garages, ramps, or restricted areas is strictly prohibited. Any vehicle found in violation of these regulations may be subject to immediate impoundment in place. If a driver discovers their vehicle has been impounded due to unauthorized parking—including instances where a wheel clamp or parking boot has been applied—the vehicle owner is prohibited from operating the vehicle and must immediately contact the Fleet Activities (FLEACT) Yokosuka Security Department for further instructions. Tampering with or damaging an impoundment device, such as a wheel clamp or parking boot, may result in the immediate suspension of the vehicle owner's license for a period of one year. Exceptions may be considered if evidence demonstrates that an individual other than the registered owner was operating the vehicle at the time of the violation.

c. Parking for selling vehicles

(1) For the purpose of displaying a vehicle for sale is authorized only in FLEACT Yokosuka Morale, Welfare and Recreation (MWR) Department Used Car Lot behind the

Commissary. Permits to park and advertise a vehicle for sale in the MWR lot must be obtained through the FLEACT Yokosuka MWR Auto Skill Center.

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

d. Reserved Parking. The only reserved parking areas authorized onboard FLEACT Yokosuka are shown in this subparagraph. Requests for any additional reserved parking will be submitted to FLEACT Yokosuka PWD using the request form found in Attachment 9-1 of this Article signed by the CO/OIC (no by direction) of the command requesting the additional parking. Requests will contain a diagram of the command's organizational structure, a map showing where the desired location of the requested reserved parking, and justification for the additional parking. Such requests will be considered on a case-by-case basis. The below reserved parking is authorized:

(1) Commands with a staff of 30 or more. Authorized the following reserved parking:

(a) Sufficient number of stalls for the CO, XO, CMC, O5 and above or civilian equivalent and senior department heads that are O5 and above. In addition, one visitor parking stall is authorized and will be labeled "CO/XO/CMC VISITORS".

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

(c) Government vehicle parking stalls may not be immediately located in the vicinity of the command if it impedes customer parking in a community/shared parking lot.

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

(2) Commands with a staff of less than 30. Authorized the following reserved parking on a case-by-case basis:

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

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

(c) Government vehicle parking stalls may not be immediately in the vicinity of the command if it impedes in customer parking in a community/shared parking lot.

(3) Parking Garages and Other Designated Areas. Naval Facilities Engineering Systems Command (NAVFAC) Far East, U.S. Naval Ship Repair Facility Japan and Regional Maintenance Center (NAVSHIPREPFAC and JRMC), NAVSUP Fleet Logistics Center (FLC) Yokosuka, and Defense Distribution Depot Yokosuka, Japan (DDYJ) are assigned the responsibility to report issues and safety concerns in the parking areas to Public Works, Safety or Security as shown below:

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

(b) NAVSHIPREPFAC and JRMC, Yokosuka, Japan: Building 3014 3rd floor, parking areas surrounding Building 2046, and all parking areas within their industrial complex. For the purposes of this instruction, the industrial complex is the fenced-in area bounded by Decatur Avenue, Forrestal Street, King Street, and Perry Avenue.

(c) FLC Yokosuka: The parking garage, Building 1848 and 4328 (shared with DDYJ), and the parking in the vicinity of Building 5013.

(d) DDYJ: The parking garage, Building 1848 (shared with FLC Yokosuka), and parking located in the close vicinity of Buildings 1907, J-39, J-164, 4801, 4808, 4831, 5000 and 5010.

(e) U.S. Navy Medicine Readiness Training Command (USNMRTC) Yokosuka: Parking areas located in the close vicinity of Buildings 3208, 1400 bounded by San Diego Street, Susquehanna Drive and McCormick Street, and the parking area on east side by San Diego Street and Independence Drive.

Note: Parking within garages will be a “first come, first served” basis for any person with FLEACT driving privileges except for the approved reserved parking as listed in paragraph 3d. Specifically, they will not be assigned to a certain category of employee, e.g., military only, MLA only, etc. Any custom reserved parking signs posted in a parking lot or parking garage, that are not created and approved by PWD will not be enforced by Security Department.

e. Customer Service Parking. The Base Commander may authorize reserved parking for customers of departments and activities whose primary mission includes providing customer service and/or retail activities. Such parking will be commensurate with the number of customers normally serviced by an activity and parking spaces available in the near vicinity of the activity concerned during established normal working hours. However, maximum use of available spaces will be accomplished in assigning customer parking by requiring servicing activities housed within the same building or in close proximity with each other to share assigned spaces. Where practical, these customer spots will be designated by posting signs designating entire parking lots or sections of parking lots. VIP parking within retail parking areas will be kept to a minimum and will be pre-approved by FLEACT Yokosuka before any signage is

installed. A current list of all servicing activities assigned reserved parking will be maintained by the FLEACT Yokosuka PWD.

f. Temporary Parking. Temporary parking for special events will be approved on a case by case basis by FLEACT Yokosuka PWD, Safety, Commander, Navy Region Japan (COMNAVAREGJAPAN) Regional Fire Department and Security Offices before any spots are designated. No signs or other markings designating spaces as reserved will be accomplished until approved. Requests will be submitted using Attachment 9-1 to this Article by the requesting command, containing justification for the parking, dates required, and a diagram depicting the area desired.

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

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

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

Note: Companions transporting disabled persons in any vehicle may use designated disabled parking when picking up and/or dropping off disabled persons at designated disabled parking spaces. However, they will not drop off a disabled person at a location separate from the parking space and then proceed on and park in disabled parking. For instance, it would be considered a violation of parking regulations for a companion to drop off a disabled passenger at any building entrance and then go park in a disabled parking space. Companions transporting disabled persons must display the physically challenged individual's personal tag on the rearview mirror of the vehicle being driven when they are parked in designated disabled parking spaces.

(3) Eligibility. Any person certified by a medical doctor from USNMRTC Yokosuka as having any one of the below listed permanent disabilities may be authorized to use designated disabled parking spaces onboard FLEACT Yokosuka. Attachment 9-2 of this article will be used by the doctor to certify an individual's eligibility.

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

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

(c) Uses portable oxygen.

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

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

(4) Disabled Parking Tag Issuance and Return. Issuance of a tag may be requested at the FLEACT Yokosuka Driver's Licensing Office. All requests must be supported with Attachment 9-2, properly filled in and signed by a medical doctor. FLEACT Yokosuka Driver's Licensing Officials will review and approve or disapprove each request, as appropriate. Disabled parking tags will be returned to FLEACT Yokosuka Driver's Licensing Office when no longer required, e.g., disposing of a vehicle through sale, permanent change of station orders, etc., or upon their expiration date, whichever occurs first. For hangtag issuance, contact the FLEACT Yokosuka Driver's Licensing Office at DSN 243-5647.

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

(b) Any person convicted at traffic court for fraudulently or illegally using a disabled parking space may lose their license for up to three months for the first offense. Any repeat violations will be at the discretion of Traffic Court. Any disabled person who knowingly allows their personal hangtag to be fraudulently used will have their privilege to use a disabled parking space and tag permanently revoked.

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

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

5. Prohibited stopping and parking. A vehicle will not be stopped, parked, or left standing in any of the following places, unless otherwise directed by a law or safety enforcement official. Emergency vehicles in act of responding to an emergency are exempt.

a. No parking or stopping. No vehicles will stop or park at the following locations:

(1) On the designated street alongside a curb painted solid yellow and/or no parking or stopping sign is posted.

(2) Inside intersection and areas within five meters from an intersection.

(3) Inside cross walk and areas within five meters from an intersection.

- (4) Near the top of a hill or on a steep slope whether facing up or down hill.
 - (5) Inside tunnel.
 - (6) Areas with five meters from corner.
 - (7) Areas within ten meters from a bus stop.
 - (8) On any part of a street marked with yellow or white zebra stripes (shall not drive and stop in these areas either). This includes all areas around towers that are marked with zebra stripes.
 - (9) On the sidewalk, side strip for pedestrians or road edge areas with white solid and broken stripes.
 - (10) Double parked or stopped.
- b. No parking. Vehicles may stop but will not park at the following locations:
- (1) On the designated street alongside a curb painted broken yellow and/or no parking sign is posted.
 - (2) Areas within one meter from a fire alarm button and/or emergency notification box.
 - (3) Areas within three meters from driveway, entrance to parking lot, garage or similar.
 - (4) Areas within five meters from fire hydrant, fire sump, fire station or firefighting equipment.
 - (5) On fire lane or fire access.
 - (6) Areas within five meters from construction site.
 - (7) On lawn (sod) areas unless designated by lines or ropes.
 - (8) Parking on Piers (see para c. below)
 - (9) In any areas as to obstruct or face against the flow of traffic, i.e., parked going in the wrong direction on the road, or on the right side of the one-way street.

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

The term of legal stop refers the vehicle is stopped in such conditions as to load or unload passengers and/or cargo not to exceed five minutes while the driver is immediately abatable to drive. The term of parking will apply for any other conditions.

6. Parking Vehicles on Piers

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

AmeriCable vehicles are not GOVs, but are granted the same access.

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

c. Parking or driving privately owned vehicles on any pier is not authorized.

7. Safety Requirements

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

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

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

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

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

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

11. Limitations on Reverse Direction While Operating a GOV. The driver of a GOV will not:

- a. When driving a GOV in a reverse direction, fail to use a ground guide if any able person is available in the vicinity for that purpose. The guide will be responsible for ensuring that prior to, and during the reverse movement of the vehicle there are no obstacles to interfere with the safe backing of the vehicle.
- b. While driving in reverse, the driver must not exceed a maximum speed of 10kph.
- c. The driver of a GOV will sound the horn prior to backing.

COMFLEACT YOKOSUKA RESERVED PARKING REQUEST FORM			
PART 1 - Requester's Information (To be completed by requester)			
1. Requesting Activity/Command		2. Date of Request (dd mmm yy)	
3. Requester's Name (Activity CO/OIC)		4. Job Title and Grade/Rank	
5. On-Site POC Name and Title		6. On-Site POC Phone Number and E-mail Address	
PART 2 - Parking Information (To be completed by requester)			
7. Type of Request ☐ New ☐ Revision/Re-location ☐ Abolish		7a. Duration Category 8. Type of Vehicle ☐ Permanent ☐ GOV ☐ POV ☐ Temporary ☐ Other/Conversion	
9. Location of Requested Reserved Parking Space(s)			
10. Location of Existing Reserved Parking Space(s) (if applicable)			
11. Description of Request (Use separate sheets if necessary)			
12. Required Attachments ☐ Organizational Chart (with Grade/Ranks) ☐ Diagram (Location Map)			
13. Requester's Signature			14. Date
PART 3 - Endorsement (To be completed by authorizing official(s))			
15. First Endorsement FLEACT Yokosuka Traffic Safety	15a. Determination ☐ Approve ☐ Disapprove	15b. Signature	15c. Date
15d. Recommendation/Comment			
16. Second Endorsement COMNAVREGJAPAN Regional Fire Department	16a. Determination ☐ Approve ☐ Disapprove	16b. Signature	16c. Date
16d. Recommendation/Comment			
17. Third Endorsement FLEACT Yokosuka Security	17a. Determination ☐ Approve ☐ Disapprove	17b. Signature	17c. Date
17d. Recommendation/Comment			
PART 4 - Final Approval (To be completed by authorizing official)			
18. Fourth Endorsement FLEACT Yokosuka Public Works Officer	18a. Determination ☐ Approve ☐ Disapprove	18b. Signature	18c. Date
18d. Recommendation/Comment			
PART 5 - Work Request Record			
19. Related Minor Work Request No.		20. Request Input By	21. Date of Request

CFAY 5800/58 (Rev. 6-26)

(DISABLED PERSON'S VEHICLE PARKING TAG REQUEST)

Date: (DD Mmm YY)

From: (Name of Applicant) _____

To: Safety Director, FLEACT Yokosuka (N35)

Subj: DISABLED PERSON'S VEHICLE PARKING TAG REQUEST

Ref: (a) CFAYINST 5800.2K

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

<u>Medical Certification of Disability</u>	
The individual identified above has the disability indicated below. This certification is provided to support the individual's request in obtaining authorization to use designated disabled parking.	
<u>Type of Disability</u>	
☐ Cannot walk without the use of, or assistance from, another person or brace, cane, crutch, prosthetic device, wheelchair or other assistance device.	
☐ Is restricted by lung disease to the extent that forced expiratory volume for 1 second when measured by spirometry is less than one liter or the arterial oxygen tension is less than 60 mm/hg on room air at rest.	
☐ Uses portable oxygen.	
☐ Has a cardiac condition to the extent that functional limitations are classified in severity as class III or IV, according to standards accepted by the American Heart Association.	
☐ Is severely limited in the ability to walk due to an arthritic, neurological or orthopedic condition.	
<u>Condition of Disability</u>	
☐ The disability is considered to be <u>permanent</u> .	
Name of certifying Health Care Provider:	
Telephone Number of Certifying Health Care Provider:	Date of examination:
Signature of Certifying Official	

Name (Last, First MI)			
Rate/Pay Grade			
Activity/Command			
Driver License #		License Exp. Date	
License Plate #	Yokohama _ _ _ () _ _ _ - _ _ _		
Make/Model			
Home Phone/Work Phone			

Enclosure (1)

2. Disabled Parking Tag Issuance and Return

a. **Disabled parking tag must be returned** to the Driver's Licensing Office when no longer required, e.g., disposing of a vehicle through sale, **permanent change of station orders**, etc, or **upon their expiration date**, whichever occurs first.

b. Protecting the disabled parking tag from unauthorized and/or fraudulent use is an individual responsibility of the recipient. In the case of minors, it is the parents or guardians responsibility to guard against fraudulent or illegal use of the hangtag.

c. Any person convicted at traffic court for fraudulently or illegally using a disabled parking space may lose their license for up to three months for the first offense, and longer for any repeat violations.

d. Any disabled person who knowingly allows their personal tag to be fraudulently used will have their privilege to use a disabled parking space and tag permanently revoked.

3. Status Change. Any changes on your status and/or information provided on your application will be reported to the Traffic Safety Office immediately.

I hereby understand and consent the above regulations and requirements.

Applicant's Printed Name	Applicant's Signature	Date

= = = = =

For administrative use only.

Plaque Serial #	
Issue Date	
Expiration Date	
Issued by	
DB Update Date	

CFAY DISABLED PARKING TAG

Serial #

Expires:

DD MMM YY



**This tag must be displayed in the right front
windshield or hanging from the rear view mirror
while parked in handicap parking.**

CFAY 5800/65 (Rev. 6-26)

Article 10

U.S. GOVERNMENT VEHICLE REGULATIONS

1. Licensing Requirements. Personnel licensed to operate an ordinary sized motor vehicle with a Japanese license or a USFJ Form 4EJ may also legally operate non-tactical or towing GOV up to 3,500kg gross vehicle weight (GVW) and ten passengers without also being licensed with a Government Motor Vehicle Operator's Identification Card (OF-346). All other personnel must possess a valid OF-346 with Japanese over stamp for the type, size and weight of GOV to operate. Licenses must be on the person of the operator at all times when operating the GOV.

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

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

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

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

3. Official Use of Vehicles. The use of GOV, including those leased using DoD funds, will be restricted to official purposes only, in support of the mission of the Navy. When questions arise about the official use of a motor vehicle, they will be resolved in favor of strict compliance with the provisions of reference (j). The determination as to whether a particular use is for official business is a matter of administrative discretion to be exercised within applicable regulations. In making such a determination, consideration will be given to all pertinent factors, including whether the transportation is the following:

- a. Essential to the successful completion of DoD function, activity, or operation.
- b. Consistent with the purpose for which the motor vehicle was acquired.

Note: As a general rule, the use of DoD motor vehicles will not be authorized for transporting personnel over all or any part of the route between their domiciles and places of employment or

for transportation to, from, or between locations for the purpose of conducting personal business or engaging in other activities of a personal nature. Examples of unofficial use would be travel to exchanges, commissaries, clubs, movies, eating establishments (including drive through window) and recreational areas such as ballparks to conduct personal business.

4. Use of Government-Owned Transportation Equipment by DoD Contractors. DoD policy is for contractors to provide all necessary transportation equipment needed for contract performance when an activity transportation function or sub function is to be contracted (service contract), or when an entire Government-owned facility is to be contractor operated. However, when excess Government-owned equipment is available, and it is determined to be in the best interest of the Government for the contractor to use the equipment, it will be released to the contractor in an "as is" condition and used by the contractor for contract performance. All equipment furnished to a contractor should be identified/listed in the contract by registration number, type (description), and status code.

5. Prohibited Driving. The following is prohibited:

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

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

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

(1) For more than 10 hours in a 24-hour period.

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

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

6. Toll Road Certificates. Operators of GOV will use USFJ Form 19EJ (Certificate for transit of toll roads by military vehicles) to pay road tolls. The certificates may not be used at any time by operators of POV. Drivers (military or civilian) misusing the certificates will be disciplined. The certificates will be completely filled out before vehicles are dispatched, and will be kept in a readily available location for immediate presentation and to toll booth employees.

7. Emergency Vehicles

a. Warning Lights and Sirens. Warning lights and sirens are authorized for emergency motor vehicles such as ambulances, firefighting and police vehicles, Explosive Ordnance Disposal (EOD) vehicles, wrecker or recovery vehicles and electrical-line trucks as need for rescue operations, emergency missions, disaster relief or when necessary to assist the injured. Those warning devices will meet Japanese vehicle safety standards also.

(1) Emergency response is defined as any situation involving the risk of serious bodily harm or loss of life. An example of an over-riding safety concern may include the positioning of a patrol vehicle with warning lights and/or sirens activated to protect the lives of others or the patrolman.

(2) While an authorized emergency vehicle is responding to an emergency, both warning lights and sirens will be used at all times on-base and off-station.

(3) Their use off-station is an issue of cultural sensitivity in Japan. Limit the use of warning lights off-station to emergency response or over-riding safety concerns.

b. Emergency Vehicle Operations Course (EVOC) Training. Personnel may not be assigned to drive government-owned police vehicles, ambulances, fire vehicles, crash and rescue vehicles, EOD and Hazardous Material (HAZMAT) response vehicles or other emergency response vehicles equipped with lights and siren until they have successfully completed the EVOC conducted by a Commander, Naval Safety Center (COMNAVSAFECEN) approved instructor or other COMNAVSAFECEN approved training. Operators should have two years driving experience as a licensed driver prior to being assigned to operate emergency vehicles. Individual training is vehicle specific for each driver and vehicle operators must be re-certified every three years.

Article 11

NEW DRIVER EDUCATION PROGRAM

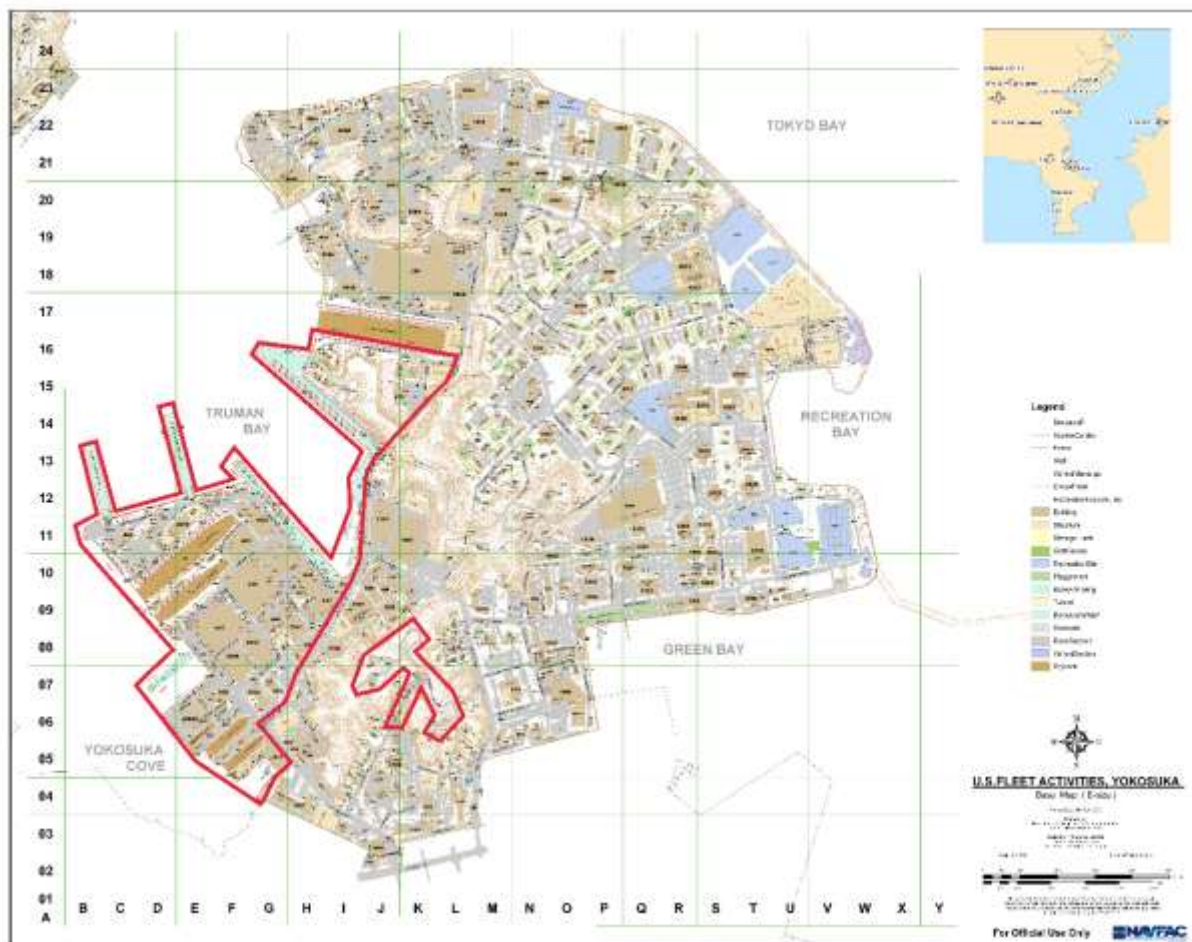
1. Individuals who lack a valid (current) operator's permit issued by any state or territory of the U.S. or by the District of Columbia, an International Driver's Permit (as described by attachment 4 of reference (a)), or a valid Government of Japan operator's permit may apply for a USFJ Form 4EJ SOFA driver's license after they have successfully completed a certified formal driving course.
2. Per paragraph 2.1 of reference (a), a certified formal driving course is defined as any course accredited through the American Driver and Traffic Safety Education Association or any other agency document displaying proof of 45 hours of aggregate (classroom and hands-on) instruction with not less than six hours of professionally supervised, hands-on road driving before they can be issued their operator's permit. Driver education and training courses must be taught by certified driving instructors. Parents, friends and relatives who are not certified professional driving instructors cannot serve as a fulfillment of the classroom or hands-on driving requirement.
3. The following information pertains to the licensing of graduates of a certified formal driving course:
 - a. After receiving a certificate of completion from a certified formal driving course, individuals must also complete the Installation Commander's approved familiarization course for local driving conditions in Japan, including the 50 question written examination that must be passed with a minimum correct score of 80%, as well as a driving proficiency examination administered by Commander, FLEACT Yokosuka driving examiners.
 - b. After attending the familiarization course and following successful completion of both the FLEACT Yokosuka's written and driving proficiency examinations, students may be issued a USFJ Form 4EJ SOFA driver's license. For eligible drivers who are under the age of 18, their USFJ Form 4EJ licenses will be stamped "FOR ON-BASE USE ONLY," as Japanese traffic law does not permit driving off-base by anyone under the age of 18.

Note: Personnel who are 18 years and older will be restricted to on-base driving until they complete the AAA-Driver Improvement Program (DIP) course before they may be licensed to drive off-base. Individuals who have recently turned 18 years old and have legally operated a motor vehicle on-base for at least 30 days and have completed the AAA-DIP course meet this requirement.

- c. All driving practice for individuals enrolled in a certified formal driving course will be performed while accompanied by and under the direct observation of a SOFA licensed adult, who may be a parent, relative, or friend over the age of 21. The SOFA licensed adult driver retains full legal responsibility at all times for the safe operation of the vehicle during any driving practice sessions and the student driver must have proof of enrollment in a certified formal

driving course while engaged in any driving practice session. All driving practice will be performed in a POV that is fully licensed, registered, and insured per Commander, FLEACT Yokosuka requirements. All roadways on FLEACT Yokosuka are approved for driving practice by students who are enrolled in a certified formal driving course, except the following:

- (1) All roadways within the entire NAVSHIPREPFAC and JRMC, Yokosuka, Japan area (south of Berth 8 and west of the Howard Street fence line);
- (2) King Street west of dry dock number 2;
- (3) Isherwood Street;
- (4) Berth 12 industrial area; and
- (5) Halsey Blvd north of the Schley Street intersection.



d. Commander, FLEACT Yokosuka is responsible for ensuring the roadways are safe on the installation. Driving in Japan is a privilege, driving experience and training are key to reducing traffic related accidents. New drivers are required to have remedial training through the AAA Driver Improvement Program course of instruction as a tier-driven licensing program. New drivers who are 18 years and older will attend this course no later than one year and no sooner than six months after their initial license has been issued (excluding active duty military). Drivers under the age of 18 who possess an on-base license will attend this training prior to their 18th birthday or the next available class that is offered after six months of driving experience. If drivers do not attend this training, they will not be issued an off-base license until the requirement is fulfilled. This required training is offered through the FLEACT Yokosuka Safety Department.

Article 12

BICYCLES

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

2. Regulations. Cyclists will follow all laws pertaining to motorists when operating their bicycles on facilities under Commander, FLEACT Yokosuka's area of responsibility. In addition, Cyclists will:

a. Ride their bikes on the extreme left side of vehicle lane with the flow of traffic.

(1) Cyclists may ride on the road edge stripe where there is adequate space between curb alongside a separate sidewalk and road edge delineated by white solid line.

(2) Cyclists may ride their bicycles in both directions in the designated bicycle lane on Rickert Drive and Howard Street (between Building #5203, Port Operations and Dry Dock #6). Cyclists are required to follow all traffic signals when riding in a bike lane or on the roadways.

b. Use the sidewalk while riding and/or walk with a bicycle through the two tunnels on Howard Street with maintaining the right-of-way of pedestrians. Riding in the vehicle lanes through the tunnels is prohibited.

c. Walk their bicycles along the one-way portion of Gridley lane and Gridley Tunnel while traveling against one-way traffic.

d. Walk their bicycles when entering and/or exiting the base in the vicinity of access control points.

e. Walk bikes in crosswalks.

f. Not carry passengers. However, an age 16 or older rider can carry up to two children age five or younger with properly fitted seating devices including one on rider's back. The children must also wear approved helmets.

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

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

i. Use a white light on the front and a red light on the rear when riding during the hours of dusk until dawn or when low visibility conditions exist. Those lights may be steady burning or blinking.

- j. Not exceed 30 kph at any time unless otherwise posted.
- k. Not carry any items (including cell phones and umbrellas) in their hands while operating a bicycle.
- l. Properly wear an approved (e.g., Consumer Product Safety Commission (CPSC), American Society for Testing and Materials (ASTM), American National Standards Institute (ANSI), Snell Memorial Foundation), or Japanese Safety Goods (SG Mark) bicycle helmet. Workers riding bicycles in areas that require the use of ANSI-approved helmets (hard hats) for protection from falling and flying objects are allowed to use those helmets if properly fastened under the chin after reporting to their work center. Bicycle helmets must be worn at all times.
- m. Wear light colored clothing at all times and reflective clothing at night or in periods of reduced visibility.
- n. Park their bicycles only in authorized areas. Bicycles left standing or parked in unauthorized areas may be confiscated and impounded by Security.
- o. Immediately make reports to FLEACT Yokosuka Security Department concerning missing bicycles.
- p. A bicycle may tow a trailer and it will be considered as a light vehicle. No passenger will be carried on the trailer.
- q. Any portable personal listening device worn inside the aural canal or around or covering an ear and/or use of cell phones while operating a bicycle is prohibited at all times when the user is in motion. Refer Article 14.

3. Registration

- a. All bicycles which will be ridden on base will be registered with the FLEACT Yokosuka Security Department.
- b. Registration places
 - (1) FLEACT Yokosuka Military Police Headquarters (MPHQ) BLDG. 1971 and Carney Gate Guard Supervisor Officer – USFJ Personnel.
 - (2) Visitor Control Center (VCC) - MLA/IHA/HPT, PSC, Local Contractors and JMSDF.
- c. Unregistered bicycles will be confiscated and impounded, regardless if they are locked or not and disposed of after 30 days. FLEACT Yokosuka Security Department will not be responsible for damages to the bicycle, locks, or chains.

d. Eligibility to register a bicycle.

(1) Members of USFJ personnel and their family members, MLA/IHA, HPT, PSC, Local Contractors, and JMSDF assigned to FLEACT Yokosuka, tenant units or any units or ships forward deployed to FLEACT Yokosuka are eligible to register a bicycle provided eligibility requirements are met.

(a) Proof of ownership of bicycle.

(b) An approved (e.g., CPSC, ASTM, ANSI, or Snell Memorial Foundation) bicycle helmet.

(c) Valid Bicycle Registration Form (CFAY 5800/39, CFAY 5800/39a or CFAY 5800/39b).

(d) A bicycle with front and rear lights, bell or horn, and reflector on the back.

(2) Local Contractors will be registered and deregistered by their company at VCC.

(3) All personnel that register a bicycle are also responsible for deregistering the bicycle prior to PCSing with FLEACT Yokosuka. Immediately report to FLEACT Yokosuka Security for status changes at FLEACT Yokosuka.

e. Bicycle Registration Sticker. After the bicycle has been inspected and properly registered, a Bicycle Registration Sticker will be issued.

(1) The Bicycle Registration Sticker will be placed on the right front fork of the bicycle.

(2) Immediately report to the Security Department if the sticker is stolen lost or damaged (sticker is no longer readable) for reissuance of a sticker.

(3) Return the old Bicycle Sticker upon renewal or deregistration of a bicycle at VCC or VRO. Provide a Lost Report (CFAY 5532/54) if you are unable to return the old sticker.

f. To be registered as a street legal bicycle, the bicycle will meet Japanese vehicle standards as follows:

(1) Vehicle with two or more wheels, driven by human power with pedals or hand crank. Any electrical power-assisted bicycle will meet specification standards as a power-assisted bicycle as set forth in Japanese Road and Traffic Law. Any other power assisted bicycles which do not meet the standards will be considered as motorized vehicles and will be registered as motor vehicles by meeting applicable requirements. A driver's license is required to operate the category.

(2) Within 60cm width and 190cm length.

- (3) Only one seating device (saddle) except approved child seating devices.
 - (4) No side car is attached except training wheels.
 - (5) Brakes with easy access/control while riding. Both front and rear wheels must have brakes that are able to stop the bicycle over a distance not to exceed 3m on a dry flat surface at 10km/h.
 - (6) No sharp and/or pointy edge that may hurt others.
4. Mechanical Condition. Bicycles will be maintained at all times in good mechanical condition, e.g., brakes and gear shifting levers properly functioning, tires in good shape, seat properly adjusted, etc. Safety equipment will include a permanently attached light adjusted so the white light beam shines forward, a red light in the back, and a mechanical pedestrian warning device (horn or bell). The manufacturer's serial number must be engraved on the bicycle.
5. Unsafe Operation. As part of their regular patrol routine, FLEACT Yokosuka Security personnel will monitor bicycles for compliance with this instruction. FLEACT Yokosuka Security Department will issue a traffic citation to the offender (or sponsor of the offender) to track violations, and may confiscate and/or impound the violator's bicycle. Sponsors or supervisors will be required to appear at the appropriate FLEACT Yokosuka Security Office (Main Base, Ikego) to retrieve these bicycles. Bicycles not retrieved within three months will be disposed of following appropriate guidelines. Multiple violations of these regulations could result in a formal Incident Complaint Report being written and forwarded to the member's or sponsor's command for appropriate disciplinary and/or administrative action. SOFA civilian cases may be handled by administrative action via the Civilian Administrative Forum (CAF). The parent or guardian of a child is responsible, and will be held accountable, for informing and enforcing the above rules with their children.
6. Long-Term Storage. Long-term storage is also available on the first floor of the Fleet Recreation Center's parking garage and bicycle racks located near many of the piers. Bicycles left for extended periods should be registered and locked. Bicycles not registered may be impounded and disposed of should they become vandalized or appear to have been abandoned.
7. Insurance. Japanese law routinely updates and changes liability insurance requirements for operating bicycles. These laws often vary by prefecture. It is each rider's responsibility to remain cognizant of Japanese law and ensure they possess current insurance as required by local law when operating a bicycle on or off of the installation.

Article 13

SKATEBOARDS, SCOOTERS, ROLLER SKATES AND IN-LINE SKATES

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

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

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

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

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

- a. Helmets. Helmets are required at all times. Helmets must be ASTM or CPSC approved.
- b. Footwear. Sturdy footwear (e.g., tennis shoes) is mandatory at all times when operating skateboards and scooters.
- c. Knee and Elbow Pads. Knee and elbow pads are required when riding skateboards at skate parks. Kneepads and elbow pads are highly recommended at all times when operating any non-motorized vehicle.
- d. Clothing. Brightly colored clothing is strongly recommended.

4. Regulations. Non-motorized vehicles may only be used from sunrise to sunset. It is illegal to operate these vehicles off base anywhere except at skate parks. Personnel will register with the appropriate MWR facility to receive a “Skate Park” user’s card after signing a statement of understanding of the park rules and regulations. For Yokosuka, main base registration can be done at Purdy Gym. For Ikego, registration can be done at the Ikego MWR office.
5. Motorized Kick Scooters, or Motorized Scooters and Motorized Skateboards. These scooters or skateboards are not authorized for private use onboard any facility. Any government agency desiring to use a motorized scooter for official purposes must obtain approval from the Installation Commander prior to its use.
6. Enforcement. As part of their regular patrol routine, FLEACT Yokosuka Security personnel will monitor these vehicles for compliance with this article and issue violations per Article 7 of this instruction.

Article 14

CELLULAR PHONES, PORTABLE HEADPHONES, EARPHONES AND OTHER
LISTENING DEVICES

1. All personnel will comply with the below safety regulations when using cellular phones, portable headphones, earphones or other listening devices while jogging, walking, bicycling, skating or operating motor vehicles onboard FLEACT Yokosuka facilities located in FLEACT Yokosuka.

a. Cellular Phones Usage

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

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

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

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

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

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

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

d. Definitions

(1) Road and Street. The open way between curbs or road paint designated for motorized, non-motorized vehicle and pedestrians travel, including those areas where pavement markings have been directly applied to the pavement. Road edge stripes for pedestrians where separate sidewalk is not provided are considered part of the road or street.

(2) Sidewalk. Within the path along the side of a street for people to walk on and delineated by devices, e.g. curbs, fences, posts.

e. Enforcement. This policy will be enforced by FLEACT Yokosuka Security Department and applies to everyone aboard FLEACT Yokosuka. Parents have the primary responsibility for ensuring that their children are aware and practice the requirements of this Article. Violations may be punished under Article 92, UCMJ. USCS employees, contractors, and visitors to the base who fail to comply with this policy are subject to administrative action to include loss of driving privileges on station and/or removal from the installation and/or denial of re-entry.

Article 15

VEHICLE REGISTRATION

- Ref: (a) COMNAVFORJAPAN/COMNAVREGJAPANINST 5800.9S
(b) COMNAVFORJAPAN/COMNAVREGJAPANINST 5800.7P
(c) USFJINST 31-205
(d) COMNAVFORJAPANINST 5100.5
(e) OPNAVINST 5100.23H
(f) The Road Transportation Vehicle Law of Japan

Attachments:

- 15-1-1: VEHICLE REGISTRATION REQUEST FORM FOR E-4 AND JUNIOR OR CIVILIAN EQUIVALENT WITH COMMAND SPONSORED FAMILY MEMBERS (TENANT UNITS)
15-1-2: VEHICLE REGISTRATION REQUEST FORM FOR E-4 AND BELOW/OR CIVILIAN EQUIVALENT WITH COMMAND SPONSORED FAMILY MEMBERS (FOR CFAY ONLY)
15-2: DEPARTMENT OF THE NAVY PARKING CERTIFICATE/RESIDENCE VERIFICATION, COMMANDER, FLEET ACTIVITIES, YOKOSUKA
15-3: AFLOAT COMMAND PARKING VERIFICATION
15-4-1: VEHICLE OWNERSHIP RESPONSIBILITY ADMINISTRATIVE REMARKS (FOR MILITARY MEMBERS)
15-4-2: VEHICLE OWNERSHIP RESPONSIBILITY ADMINISTRATIVE REMARKS (FOR CIVILIAN EMPLOYEES)
15-4-3: VEHICLE OWNERSHIP RESPONSIBILITY ADMINISTRATIVE REMARKS (FOR OTHER CIVILIANS)
15-5: CIVILIAN EMPLOYEE VOLUNTARY REPAYMENT AGREEMENT
15-6: USFJ FORM 15 MOTOR VEHICLE DECAL (SAMPLE)
15-7: PARKING ONLY T-PASS (SAMPLE)
15-8-1: CFAY T-PASS (FOR PERSONAL SERVICE CONTRACTOR (PSC)/HOURLY PAY TEMPORARY (HPT))
15-8-2: CFAY T-PASS
15-9-1: REQUEST FOR INITIAL REGISTRATION/DE-REGISTRATION OF PRIVATELY OWNED VEHICLE FOR ACTIVE DUTY AND RETIREES JAPAN MARITIME SELF DEFENSE FORCE
15-9-2: VEHICLE REGISTRATION CHECK OFF SHEET FOR JMSDF AND JMSDF RETIREES
15-10: RETIRED JMSDF VEHICLE PASS
15-11: CFAY JNE STICKER (SAMPLE)
15-12: VEHICLE PASS
15-13-1: COMMERCIAL TAXI VEHICLE REGISTRATION (FRONT)
15-13-2: COMMERCIAL TAXI VEHICLE REGISTRATION (BACK)
15-14: TAXI AGREEMENT FORM
15-15: CFAY TAXI PASS
15-16: LOST REPORT

1. Purpose. To issue regulations governing the registration and operation of motor vehicles and establish uniform policy for motor vehicles per references (a) through (f) of this Article.

2. Scope

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

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

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

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

4. Motor Vehicle Operation and Control

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

b. Administrative Control

(1) The FLEACT Yokosuka Security Officer will, in conjunction with the FLEACT Yokosuka Traffic Safety Officer, provide administrative control to ensure compliance with current motor vehicle laws, regulations and instructions. In the event of a traffic accident, crime, or suspected crime involving a motor vehicle, the FLEACT Yokosuka Security Officer has the authority to immediately revoke the driving privileges of the involved SOFA personnel. This revocation will remain in effect until the matter is adjudicated in traffic court.

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

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

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

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

5. Registration Policy for USFJ personnel. USFJ personnel who import or otherwise obtain possession of, have title to or POA for motor vehicles and bicycles will register them with the FLEACT Yokosuka VRO. FLEACT Yokosuka VRO will supply the member with the necessary documents to properly register motor vehicles with the GOJ.

a. Eligibility to register a vehicle

(1) Only members of USFJ and members of the civilian component, not to include family members, permanently assigned to FLEACT Yokosuka, any of its tenant units or any units or ships forward deployed to FLEACT Yokosuka, are eligible to own and register a motor vehicle, provided eligibility requirements are met. Refer to Figure (15-1) for eligibility to register a motor vehicle:

Vehicle Registration Eligibility		
A motorcycle or moped is considered a motor vehicle and is included in the number of vehicles authorized		
Personnel Category	Maximum Vehicles Authorized	
	Without Dependents	With Command Sponsored Dependents
E-1 to E-4	NOT AUTHORIZED	1
E-5 and Above	1	3 (Notes 1 and 2)
GS-1 to GS-4	NOT AUTHORIZED	1
GS-5 and Above	1	3 (Notes 1 and 2)
NA-1 to NA-8	NOT AUTHORIZED	1
NA-9 and Above	1	3 (Notes 1 and 2)
NF-1 and NF-2	NOT AUTHORIZED	1
NF-3 and Above	1	3 (Notes 1 and 2)
NL-1 and Above	1	3 (Notes 1 and 2)
NS-1 and Above	1	3 (Notes 1 and 2)
WG-1 to WG-8	NOT AUTHORIZED	1
WG-9 and Above	1	3 (Notes 1 and 2)
WL-1 and Above	1	3 (Notes 1 and 2)
WS-1 and above	1	3 (Notes 1 and 2)
Senior Executive Services	1	3 (Notes 1 and 2)
U.S. Armed Forces Retirees	N/A per USFJ 31-205	
JMSDF	1	
JMSDF Retirees	1	
MLA or IHA	1	
HPT Employee/ Personal Service Contractor	NOT AUTHORIZED	
Base Contractors	1 (Note 3)	
Local Taxi Companies	No limit	
Note 1: Based on Licensed Drivers over the age of 18		
Note 2: No household will be authorized to register a fourth motor vehicle		
Note 3: Companies may register 1 POV for the performance of duties for the duration of the contract. 1 per contract.		

Figure (15-1)

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

(3) Military personnel E-4 and junior, to include dual military and/or civilian equivalent, with command sponsored family members may register only one vehicle, regardless of the number of licensed drivers in the family. Single pregnant women are considered to have a family member and are eligible to register a vehicle with verification of pregnancy endorsed by their medical care provider. A Vehicle Registration Request Form (Attachments 15-1-1 and Attachment 15-1-2), along with a special request chit, approved by their respective CO or OIC, must be submitted to FLEACT Yokosuka VRO. This request must be approved by CFAY VRO prior to the applicant purchasing a vehicle. The applicant's CO or OIC should take in account the applicants need for a vehicle, driving record, sense of responsibility, financial stability, and verify whether the applicant has at least one (1) command sponsored family member.

(4) Single military and/or civilian personnel E-5 and senior, including civilian equivalent personnel are authorized to own and register a single motor vehicle. A motorcycle may be registered in addition to a regular POV, see Figure (15-1).

(5) Military personnel E-5 and senior and/or civilian equivalent, with dependents, are authorized one vehicle per licensed driver up to a maximum of three vehicles per family. "On-Base Only" licensed family members cannot be counted as an additional driver for the purpose of registering an additional vehicle. See Figure (15-1).

(6) Active Duty Retired: Personnel who have retired from active duty service are not authorized to register a vehicle per USFJ 31-205. Retired personnel are authorized to drive a Japanese registered vehicle onboard Commander, FLEACT Yokosuka, all registration and insurance requirements apply. Retirees will not leave any vehicle on the installation overnight. All rules and regulations apply while driving onboard any Commander, FLEACT Yokosuka property. Installation Commander and Installation Security Officer reserves any right to revoke the driving privileges of retirees if deemed appropriate.

b. Registration Requirements. Personnel must present the following documents for each vehicle to VRO prior to initiating any vehicle registration paperwork. Upon completion of registration with GOJ authorities, a USFJ Form 15 may be issued from FLEACT Yokosuka VRO.

(1) Proof of USFJ status (SOFA Identification card). For U.S. civilian, a Letter of Employment must be submitted stating the personnel has SOFA. The letter must also state pay grade and number of dependents.

(2) Valid USFJ Form 4EJ. The driver's license presented must be applicable for the type of vehicle to be registered. In order to register a second vehicle, to include receiving a USFJ Form 15 for road tax, the driver's license of the second driver must be presented at the time of registration. For motorcycle operators: Completion of Motorcycle Safety Course provided by FLEACT Yokosuka Safety Department.

(3) GOJ registration (Japanese Title).

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

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

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

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

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

(6) Current Vehicle Safety Inspection Sheet.

(7) Parking Certificate. (Does not apply to motorcycles)

(a) Current Parking Certificate Residence Verification (Attachment 15-2) for Main base and Ikego Housing Area residents, showing current residence.

(b) A Parking Certificate from the Japanese Police Station is required if your residence is outside of Main Base or Ikego housing areas. A Parking Certificate and Japanese title must have a current address.

(c) Afloat Command Parking Verification (Attachment 15-3), for personnel residing on board ship.

(d) Vehicle owners residing at an off-base residence must maintain a legal parking space at or associated with, their residence for each vehicle they own. Failure to maintain a legal parking space will result in disposition of the vehicle. Personnel must show proof of having a designated parking space and Parking Certificate from a Japanese Police Station (if applicable) prior to purchase of a privately owned motor vehicle. For yellow plate vehicles registration must be completed before obtaining a parking certificate.

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

(9) Temporary License Plates (if applicable), temporary license plates will be required for vehicles with expired Japanese inspections and vehicles without plates. Temporary license plates must be returned prior to the issuance of a USFJ Form 15. A Temporary License Plate is only use for updating Japanese inspections at the Land Transportation Office in Yokohama.

(10) Power of Attorney (POA) for an agent to act on behalf of the vehicle owner (if applicable).

(11) Signed Vehicle Ownership Responsibility Administrative Remarks (Attachments 15-4-1 through 15-4-3).

(12) For civilian employees only: Signed Civilian Employee Voluntary Repayment Agreement (Attachment 15-5)

(13) For motorcycle operators: Completion of Motorcycle Safety Course provided by COMNAVREGJAPAN Regional Traffic Safety.

(14) Registered with Commander, FLEACT Yokosuka DBIDS.

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

(1) Proper disposition is one of the following:

(a) Transfer of ownership.

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

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

(d) 60-day POA if the owner is PCSing: Vehicle owners granting a POA to an individual for proper disposition must submit a copy of their orders and a limited 60-day POA. Personnel granted a 60-day POA must be eligible, or the spouse of a sponsor who is eligible to register a vehicle per paragraph 5b. These personnel may have a maximum of one vehicle granted to them by POA in addition to vehicles registered in their name. Additionally, these personnel will be required to remove the USFJ Form 15 from the vehicle they have been granted a limited 60-day POA for and return it to FLEACT Yokosuka VRO. They will be given a Parking Only T-Pass (Attachment 15-7) for the duration of the 60-day POA. This 60-day POA must provide a mandatory clause stating that in the event of failure to sell or otherwise dispose of the vehicle covered by the POA within the 60 day period, the FLEACT Yokosuka Security Officer will have the authority to completely dispose of the vehicle. Furthermore, any reasonable expenses incurred by Commander, FLEACT Yokosuka, in disposing of the vehicle will be charged to the registered owner of the vehicle and/or the grantee

(2) Personnel transferring out of the assigned prefecture and retiring in Japan: New license plates are required within thirty (30) days to reflect such permanent changes in assignment.

(3) U.S. forces personnel are not authorized to PCS from Japan without deregistering or properly disposing of their vehicle per this instruction. COs and/or OICs are required to examine the written clearance bearing the VRO seal prior to transfer of personnel on PCS and/or Separation orders from the local area. Failure to deregister a vehicle will result in loss of privileges for vehicle registration in the future.

(4) The owner sells or disposes of the POV, is released from active duty, separated from the service, or terminated civilian employment. One exception is for those personnel departing

active duty and immediately starting employment as a DoD civilian or DoD contractor with SOFA status who is authorized a SOFA POV in his/her contract. Proof of such employment must be provided by the requesting individual.

d. The USFJ Motor Vehicle Decal, USFJ Form 15

(1) The USFJ Form 15 (Attachment 15-6) serves as proof of motor vehicle registration and payment of GOJ road tax for U.S. forces personnel. The form also serves to identify U.S. forces vehicles authorized to use NEX and other service related facilities.

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

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

(4) Per paragraph 5b, the USFJ Form 15 may be issued from FLEACT Yokosuka VRO.

e. Road Tax

(1) Japanese title and last year of road tax receipt must be shown at payment place.

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

(3) Per reference (a), payment of road tax must be accomplished prior to initiating any vehicle registration paperwork.

(4) Personnel owning more than one vehicle must present the valid registration paperwork per paragraph 5b above for every vehicle registered prior to being issued a USFJ Form 15 each time.

f. Safety Inspection

(1) Per references (c) and (d), all motor vehicles will be required to pass a safety inspection, which conforms to USFJ requirements at least every two years. All safety

inspections will be conducted within 30 days prior to the anniversary of the vehicle's Japanese registration. Upon completion of the Japanese inspection, the owner will present the results of the inspection to FLEACT Yokosuka VRO.

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

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

(4) As part of required safety inspections, vehicle owners are required to complete all manufacturer recalls. VRO shall make all notifications of recall notices and track progress of effected recalls.

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

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

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

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

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

i. Temporary Passes. FLEACT Yokosuka VRO or VCC may issue a Temporary Pass for USFJ personnel. CFAY T-Pass (Attachment 15-8-2) may be issued under the following conditions if the above registration requirements are met:

CFAY T-Pass will be issued up to a maximum of two weeks at FLEACT Yokosuka VRO for a vehicle registering/de-registering or transfer of registration. When VRO is closed,

U. S. military personnel who are in the process of registering their POV, will be issued vehicle passes at the FLEACT Yokosuka VCC valid until the next VRO working day.

j. Violation

Mutilated or Tampered Passes. Any passes issued by FLEACT Yokosuka VRO or VCC are prohibited from mutilation or being tampered with. The violator will be subjected to administrative action and on base driving privileges will be revoked immediately and remain until further notice. A record of the violation will be kept on file for three years at FLEACT Yokosuka VRO.

k. Eligibility to Operate a POV

(1) SOFA personnel are not authorized to operate any vehicle without written authorization from the vehicle's registered owner. These personnel must possess a valid driver's license, be covered under the terms of the vehicle's liability insurance and be eligible to register a vehicle as set forth in paragraph 5b. USFJ personnel are required to report family members and their driver's license(s) to FLEACT Yokosuka VRO as additional drivers at the time of the registration.

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

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

(b) Undergoing maintenance or repair. The owner must obtain a written estimated repair date from the repair company.

(c) Being shipped into or out of Japan.

(d) Stored in a parking lot or garage.

(e) Undergoing inspection and processing with GOJ authorities.

(f) Being driven by a properly licensed individual while the owner/operator is incapable of driving him/herself i.e. physically incapacitated, too tired, consumed alcohol or took a medication that may impair one's ability to safely operate a vehicle. These examples are not all encompassing and meant to provide a reasonable person with the ability to make a safe informed decision.

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

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

6. Registration Policy for U.S. Forces Retirees. Personnel retired from the Armed Forces of the United States, are not required to register their vehicles with regular (non-SOFA) Japanese license plate. If retirees are also sponsored under SOFA status, they will be required to register their vehicle using the below requirements.

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

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

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

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

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

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

(b) \$300,000.00 or 30,000,000 yen bodily injury. JCI and liability insurance must remain current during the period of registration.

b. Dual status (i.e. ordinarily resident in Japan and SOFA status) is not allowed per USFJINST 36-2611. An employee who is considered a part of the civilian component as defined by Article 1(b) of the SOFA, the appropriate type of license plate is a SOFA license plate. If they're ordinarily resident in Japan, the appropriate type of license plate is a Kanji plate.

7. Registration Policy for Gold Star Surviving Families. Personnel who are eligible to receive Gold Star benefits, may register their vehicle with regular (non-SOFA) Japanese license plate. Eligible Gold Star Surviving Families are authorized to register one vehicle per eligible member. Upon completion of proper registration, a USFJ Form 15 may be issued.

a. Registration Requirements. Individuals must present the following documents to meet the registration requirements:

- (1) Proof of Gold Star Survivor (Identification card).
 - (2) Valid Japanese driver's license (International license is not acceptable).
 - (3) Proof of ownership for the vehicle, GOJ registration (Japanese title). The vehicle must be owned by the sponsor's eligible Gold Star Surviving Spouse or an eligible Gold Star Surviving family member.
 - (4) Proof of insurance (JCI and a minimum of one month of additional liability insurance in the following amounts):
 - (a) \$30,000.00 or 3,000,000 yen property damage.
 - (b) \$300,000.00 or 30,000,000 yen bodily injury. JCI and liability insurance must remain current during the period of registration.
8. JMSDF personnel. JMSDF personnel assigned onboard FLEACT Yokosuka are authorized to register one vehicle. The total number of registered JMSDF vehicles may not exceed 200. Vehicles registered to JMSDF personnel may only be driven by the registered owner while onboard FLEACT Yokosuka. Overnight parking on-base is not permitted unless pre-authorized by Commander, FLEACT Yokosuka.
- a. Registration requirements. Upon approval by Commander, FLEACT Yokosuka with following registration requirements, a CFAY JMSDF Vehicle Pass may be issued by FLEACT Yokosuka VRO:
 - (1) Proof of JMSDF status (Identification card).
 - (2) Valid Japanese driver's license.
 - (3) Proof of ownership of the vehicle. Vehicle must be owned by the applicant or an immediate family member. (Leased vehicles may not be registered) Immediate family members are defined as spouse, parents, children, grandparents or siblings.
 - (4) Proof of insurance (JCI).
 - (5) Request for Initial Registration/De-registration of Privately Owned Vehicle for Active Duty and Retirees for JMSDF (Attachments 15-9-1 and 15-9-2).
 - b. JMSDF Temporary Passes. FLEACT Yokosuka VRO may issue a CFAY T Pass (Attachment 15-8-2) for up to three months for JMSDF personnel on TAD orders or ongoing maintenance or repair, when requested from the Director of Operations and Plans Department, Yokosuka District, JMSDF.

- (1) Proof of JMSDF status (Identification card).

(2) Valid Japanese driver's license.

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

(4) Proof of insurance (JCI).

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

(6) Estimate from repair company.

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

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

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

a. Registration requirements. Upon approval by Commander, FLEACT Yokosuka with following registration requirements, a Retired JMSDF Vehicle Pass (Attachment 15-10) may be issued by FLEACT Yokosuka VRO when the retiree presents:

(1) Proof of JMSDF retiree status.

(2) Valid Japanese driver's license.

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

(4) Proof of insurance (JCI).

(5) Request for Initial Registration/De-registration of Privately Owned Vehicle for Active Duty and Retirees for JMSDF (Attachments 15-9-1 and 15-9-2).

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

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

10. Locally Hired employees. Locally Hired employees (i.e. MLA /IHA and Post Retired Employee) assigned to FLEACT Yokosuka and its satellites may register only one vehicle at FLEACT Yokosuka VRO. Vehicles registered to Locally Hired employees may only be driven by the registered owner while onboard FLEACT Yokosuka. Overnight parking on base is not permitted unless pre-authorized by Commander, FLEACT Yokosuka. Locally Hired employees' POV are not authorized to be registered for recreational purposes and will be registered ONLY for travel to and from place of work

a. Tenant Unit Responsibility. Due to limited parking and traffic congestion, each tenant unit is authorized to register up to 50% of their employees' POVs. Program managers will be designated by each tenant unit. Program managers are responsible for ensuring that a program is in place to maintain this percentage for their command. Tenant units are responsible for ensuring that a program is in place to maintain this limit for their unit. If the 50 % limits exceeded, approval of registration/re-registration of vehicles will be put on hold until the tenant unit reaches 50 %. Furthermore, registration of a POV of a locally hired employee should be in the best interest of the government and not for the convenience of the employee; authority to register a POV is a privilege and not a given. Units should take into consideration the location of everyone's residence and if public transportation or other means of transportation can be used for an employee to commute during each individual's set working hours. Annually, program managers shall conduct a ratio survey of employees to approved registrations and provide results to the FLEACT Yokosuka VRO.

b. Registration requirements. Upon approval by Commander, FLEACT Yokosuka with the following registration requirements, a MLA/IHA Vehicle Decal (Attachment 15-11) or CFAY T Pass (Attachments 15-8-2) and an authorization letter may be issued by FLEACT Yokosuka VRO:

- (1) FLEACT Yokosuka Locally Hired Employee Gate Pass.
- (2) Valid Japanese driver's license (international license is not acceptable).
- (3) Proof of ownership of the vehicle owned by the employee or cohabiting immediate family member (leased vehicles may not be registered). Immediate family members are defined as spouse, parents, children, grandparents, or siblings.
- (4) Proof of insurance (JCI).
- (5) Request for Initial Registration/Re-registration of Privately Owned Vehicle for Locally Hired Employees approved by the respective CO or OIC.

c. Locally Hired Employees Temporary Vehicle Passes. CFAY T Passes (Attachment 15-8-2) for Locally Hired Employees are not authorized unless pre-authorized by Commander, FLEACT Yokosuka and will be issued by the VRO. The following requirements apply to temporary vehicle passes issued to locally hired employees;

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

(2) CFAY T passes (Attachment 15-8-2) for a vehicle being used during the time period of maintenance on a registered vehicle, the following documents will be required:

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

(b) FLEACT Yokosuka Locally Hired Employee Gate Pass.

(c) Valid Japanese driver's license.

(d) Proof of insurance (JCI).

(e) Title of the vehicle to be used.

(3) CFAY T Passes (Attachment 15-8-2) for special limited request (physical condition and temporary change in work schedule in which public transportation is unavailable).

(a) FLEACT Yokosuka Locally Hired Employee Gate Pass.

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

(c) Proof of insurance (JCI).

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

(e) Request letter for issuance of a FLEACT Yokosuka vehicle pass from the Commander of the applicable command.

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

d. HPT Employees/PSC. Upon approval by Commander, FLEACT Yokosuka, HPT/PSC personnel may be issued a CFAY T Pass for PSC/HPT (Attachment 15-8-1) from FLEACT Yokosuka VRO provided the registration requirements set forth in paragraph 10a are satisfied. The pass will not exceed the expiration of the employee's contract or any of the registration requirements, whichever comes first.

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

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

g. Violations

(1) MLA/IHA/HPT/PSC are required to report to FLEACT Yokosuka, VRO of any lost or destroyed JNE sticker and authorization immediately. It will be replaced with a new JNE sticker and authorization letter after submission of the required reports (Attachment 15-16) and approval by Commander, FLEACT Yokosuka.

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

(2) A new sticker will be issued upon approval of re-registration and returning of the currently held sticker and authorization letter to VRO. A sticker for re-registration will not be issued without the currently held sticker. If current sticker is lost, applicants should refer to the stipulations stated in paragraph 9e.

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

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

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

11. Base Contractors. Companies that are authorized to conduct business on FLEACT Yokosuka, are required to register their vehicles at FLEACT Yokosuka VRO. Companies are authorized to register only one personal sedan/station wagon, which will be used in the

performance of the contract. Vehicles registered to companies may only be driven by employees of that company while onboard FLEACT Yokosuka. Overnight parking on-base is not permitted unless pre-authorized by Commander, FLEACT Yokosuka.

a. Companies responsibilities

(1) Overnight parking on-base is not permitted unless pre-authorized by Commander, FLEACT Yokosuka.

(2) Companies are required to renew vehicle passes prior to extension. Companies shall also be responsible for turning in expired passes and safeguarding active passes.

(3) Vehicles registered to companies may only be driven by the authorized driver while onboard FLEACT Yokosuka. Companies shall also submit an updated record of drivers and vehicles to FLEACT Yokosuka VRO.

(4) Transfer of vehicle passes are not authorized. If a driver or company is found to have transferred a vehicle pass from one vehicle to another, all driving privileges will be revoked immediately.

(5) A registered POV is not authorized to use for their commute.

b. Registration requirements. A Commander, FLEACT Yokosuka Vehicle Pass (Attachment 15-12) will be issued (if approved) upon presentation of the following documents to FLEACT Yokosuka VRO:

(1) FLEACT Yokosuka Contractor Gate Pass.

(2) Valid Japanese driver's license.

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

(4) Proof of insurance (JCI).

(5) Request for Commercial Vehicle Registration.

c. Weight Handling Equipment. All cranes and associated rigging gear, must conform to applicable Japanese regulations and NAVFAC P307 (Management of Weight Handling Equipment Manual) and display a certificate of compliance in their cab prior to entry on FLEACT Yokosuka. Please see the COMFLEACTINST 11262.1B

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

e. Approving Authority. Final approval will be made by Commander, FLEACT Yokosuka regarding issuance of FLEACT Yokosuka vehicle passes.

f. Violations

(1) Lost or destroyed passes are issued by FLEACT Yokosuka VRO.

(a) First offense will result in suspension of all One Day Passes and One Day Vehicle Passes to that company for a week.

(b) Second offense will result in suspension of all One Day Passes and One Day Vehicle Passes to that company for a month.

(c) Third offense will result in suspension of all One Day Passes and One Day Vehicle Passes to that company for three months.

(2) Overnight parking on base is not authorized except with Commander, FLEACT Yokosuka approval. If unauthorized vehicle(s) are found, the driver's vehicle registration and base access privileges to FLEACT Yokosuka will be revoked immediately.

(3) Using expired passes and/or unauthorized driver access to FLEACT Yokosuka.

(a) First offense will result in a warning letter from Commander, FLEACT Yokosuka to that company.

(b) Second offense will result in suspension of all One Day Passes and One Day Vehicle Passes to that company for a month.

(c) Third offense will result in suspension of all One Day Passes and One Day Vehicle Passes to that company for three months.

(4) Any other violations will be considered a case-by-case basis.

12. Local Taxi Companies. Taxi companies that are authorized to conduct business on FLEACT Yokosuka are required to register their vehicles at FLEACT Yokosuka VRO. Vehicles registered to companies may only be driven by the authorized driver of that particular vehicle while onboard FLEACT Yokosuka. All vehicles must be used in the performance of the contract. Ride share based transportation services (i.e. Uber, Lyft, Swift, etc.) are prohibited from operating onboard the installation and its outlying areas of responsibility. Overnight parking on-base is not permitted. If any violation is found, registration of the driver and the vehicle will be revoked immediately.

a. Registration requirements. Upon approval by Commander, FLEACT Yokosuka with the following registration requirements, a CFAY Taxi Pass (Attachment 15-15), which must be

displayed in front windshield, may be issued by FLEACT Yokosuka VRO once the following are presented:

- (1) COMFLEACT Yokosuka Taxi Gate Pass.
- (2) Valid Japanese driver's license.
- (3) Proof of ownership.
- (4) Proof of insurance (JCI).
- (5) Request for Registration/De-Registration Of Commercial Taxicab.
- (6) Taxi driver agreement form (attachment 15-13-3).

b. Local Taxi Company Temporary Vehicle Passes. Temporary vehicle passes are not authorized for conducting business on FLEACT Yokosuka.

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

d. Approving Authority. Final approval will be made by Commander, FLEACT Yokosuka regarding the issuance of the Taxi passes.

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

14. Long-Term DBIDS Card holders such as volunteers, U.S. technical representatives, parents for tuition paid students, family assistants, etc. issued by FLEACT Yokosuka VCC.

a. Registration requirements. Upon approval by Commander, FLEACT Yokosuka with the following registration requirements, a CFAY T Pass (Attachment 15-8-2) may be issued not to exceed three months by FLEACT Yokosuka VRO or VCC once the following are presented:

- (1) Request letter for registration of a vehicle submitted by an applicable command.
- (2) Long-Term DBIDS card.
- (3) Valid Japanese driver's license or international driver's license for U.S. technical representatives under a tourist visa status in Japan.
- (4) Proof of ownership of the vehicle. The vehicle must be owned by the applicant or immediate family member (Leased vehicle may not be registered). Immediate family members are defined as spouse, parents, children, or siblings.

(5) Proof of insurance (JCI).

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

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

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

- a. American Red Cross.
- b. Japan Regional Exchange.
- c. Non-appropriated funded clubs or organizations.
- d. Far East Army and Air Force Motion Picture Service.
- e. Certified U.S. Contractors as defined in paragraph 1, Article XIV of the Administrative Agreement.
- f. Military banking facilities.
- g. Such other activities of USFJ and civilian components that are approved by COMNAVFORJAPAN.

17. Japanese Government officials, such as Mayors, Governors and/or their Equivalents or Higher are authorized entry and exit from all areas under FLEACT Yokosuka's authority using an official pass issued by FLEACT Yokosuka Security Department VRO without an escort after proper identification/notification.

30 Jun 2026

VEHICLE REGISTRATION REQUEST FORM FOR E-4 AND JUNIOR OR CIVILIAN
EQUIVALENT WITH COMMAND SPONSORED FAMILY MEMBERS (TENANT UNITS)

Date: _____

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

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

Ref: (a) CFAYINST 5800.2K

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

Signature of Applicant

FIRST ENDORSEMENT

Date: _____

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

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

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

Signature of CO

CFAY 4651/2a (Rev. 6-26)

Upon Completion
CUI//PRVCY

VEHICLE REGISTRATION REQUEST FORM FOR E-4 AND JUNIOR OR CIVILIAN
EQUIVALENT WITH COMMAND SPONSORED FAMILY MEMBER (FOR CFAY ONLY)

Date: _____

From: _____ (Requester)
Rank/Rate First Name MI. Last Name
To: Vehicle Registration Office, Fleet Activities Yokosuka
Via: _____ (Department Head)

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

Ref: (a) CFAYINST 5800.2K

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

Signature of Applicant

FIRST ENDORSEMENT

Date: _____

From: _____ (Department Head)
To: Vehicle Registration Office, Fleet Activities Yokosuka

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

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

Department Head

CFAY 4651/2b (Rev. 6-26)

Upon Completion
CUI//PRVCY

Attachment 15-1-2

Enclosure (1)

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

PART I
APPLICANT INFORMATION
申請者詳細

1. Rank ・ 階級	2. Name of Applicant ・ 申請者名		
3. Command Address ・ 所属部隊住所			
4. Current Residence Address ・ 現住所			
5. Off-base Parking Location ・ 基地外保管場所			
6. I hereby certify that the above information provided by me is correct. 記載事項には偽りは有りません	7. Signature of Member ・ 申請者署名		8. Date ・ 日付
8a. <i>If you currently reside in on-base housing or an off-base housing please proceed to the Yokosuka Housing Welcome Office.</i>		8b. <i>If you currently reside in the BOH, BEH or the Navy Lodge please proceed to the Billeting Manager's Office.</i>	

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

9. ☐ On-Base Residence. 基地内居住 ☐ Off-Base Residence. 基地外居住 ☐ BOQ On-Base Residence. 基地内将校宿舎居住 ☐ BEQ On-Base Residence. 基地内宿舎居住 ☐ Navy Lodge Residence. ネービーロッジ居住			
10. Verified By ・ 施設住宅課認承官署名 Base Housing Office/Navy Lodge, BEH or BOH Billeting Manager		11. Date ・ 日付	12. Stamp ・ 認承印

PART III
NAVAL SECURITY POLICE DETACHMENT CERTIFICATION
憲兵隊認 承 欄

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

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

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

CFAY 5800/53 (Rev. 6-26)

Upon Completion
CUI//PRVCY

Attachment 15-2

Enclosure (1)

30 Jun 2026

AFLOAT COMMAND PARKING VERIFICATION

Date: _____

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

Subj: PARKING VERIFICATION

Ref: (a) CFAYINST 5800.2K
(b) COMNAVFORJAPAN/COMNAVREGJAPANINST 5800.9S

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

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

Signature of Applicant-----
FIRST ENDORSEMENT

Date: _____

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

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

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

Signature of CO

CFAY 5800/60 (Rev. 6-26)

Upon Completion
CUI

30 Jun 2026

VEHICLE OWNERSHIP RESPONSIBILITY ADMINISTRATIVE REMARKSADMINISTRATIVE 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 (SOFA), I certify and acknowledge the following:

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

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

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

I must have and must maintain a designated "legal" parking space at my residence per 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 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. Per **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.

COMNAVFORJAPAN/COMNAVREGJAPANINST 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.

Signature/Date

Printed Name

Sponsoring Command

Vehicle Registration Office
Fleet Activities Yokosuka

CFAY 5800/61a (Rev. 5-26)

CUI

30 Jun 2026

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

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

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

_____ I must have and must maintain a designated "legal" parking space at my residence per 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 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. **Per 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 indebtedness to the United States Government.

_____ COMNAVFORJAPAN/COMNAVREGJAPANINST 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.

Signature/Date

Printed Name

Sponsoring Command

Vehicle Registration Office
Fleet Activities Yokosuka

CFAY 5800/61b (Rev. 5-26)

CONTROLLED UNCLASSIFIED INFORMATION

30 Jun 2026

ADMINISTRATIVE REMARKS
OTHER CIVILIANS

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

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

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

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

_____ I must have and must maintain a designated "legal" parking space at my residence per 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 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 indebtedness to the United States Government.

_____ COMNAVFORJAPAN/COMNAVREGJAPANINST 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.

Signature/Date

Printed Name

Sponsoring Command

Vehicle Registration Office
Fleet Activities Yokosuka

CFAY 5800/61c (Rev. 5-26)

CUI

30 Jun 2026

CIVILIAN EMPLOYEE

VOLUNTARY REPAYMENT AGREEMENT

To: Vehicle Registration Office, Fleet Activities Yokosuka

From: _____
First Name MI. Last Name

I, _____, 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

Vehicle Registration Office
Fleet Activities Yokosuka

CFAY 5800/62 (Rev. 6-26)

CFAYINST 5800.2K
30 Jun 2026

USFJ FORM 15
MOTOR VEHICLE DECAL



30 Jun 2026

SAMPLE

LICENCE NUMBER/YEAR AND MAKE/VIN NUMBER

PARKING ONLY T PASS

EXPIRES

COMFLEACT YOKOSUKA
PSC 473 BOX 15
FPO AP 96349

CFAY 5800/54 (Rev. 6-26)

LICENCE NUMBER/YEAR AND MAKE/VIN NUMBER

PARKING ONLY T PASS

EXPIRES

COMFLEACT YOKOSUKA
PSC 473 BOX 15
FPO AP 96349

CFAY 5800/54 (Rev. 6-26)

SAMPLE

CFAY T PASS

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

LICENSE NUMBER

FROM

TO

WEEK

TIME

Driver's Name:

Sponsor's Name:

COMFLEACT YOKOSUKA
PSC 473 BOX 15
FPO AP 96349

CFAY 5512/15b (Rev. 6-26)

30 Jun 2026

CFAY T-PASS

LICENSE NUMBER

FROM

TO

SAMPLE

COMFLEACT YOKOSUKA
PSC 473 BOX 15
FPO AP 96349

CFAY 5512/15a (Rev. 6-26) Front

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

このすべての事柄を守ると共に同意出来ぬ場合は車両の乗り入れを禁止する！！

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

CUI//PRVCY

CFAYINST 5800.2K
30 Jun 2026

Date: _____

From: _____ (Requester)
To: Commander, Fleet Activities Yokosuka
Via: Chief, Operations Division, Commandant, Yokosuka Naval District
Subj: REQUEST FOR INITIAL REGISTRATION/DE-REGISTRATION OF PRIVATELY OWNED
VEHICLE FOR ACTIVE DUTY AND RETIREES FOR JAPAN MARITIME SELF DEFENSE
FORCE

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

- a. Year and Model: _____
- b. License Plate No.: _____
- c. Serial No.: _____

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

- a. Year and Model: _____
- b. License Plate No.: _____
- c. Serial No.: _____

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

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

Signature of Requester

FIRST ENDORSEMENT

Date: _____

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

- 1. Forwarded, recommending approval.
- 2. A parking space is available for the above vehicle in the vicinity of Building _____.

CO/By direction

CFAY 5800/63 (Rev. 6-26)

CUI

30 Jun 2026

VEHICLE REGISTRATION CHECK OFF SHEET FOR JMSDF AND JMSDF RETIREES

Date: _____

Data of Registrant:

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

Vehicle Data:

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

I will comply with COMFLEACTINST 5800.2K.

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

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

車輛入門ステッカー／パスの発行に先立ち下記の規則を理解し守ります。

車輛の基地内での夜間の駐車は禁止されている。

横須賀基地入門ステッカーは車輛の前面ガラスの上部中央に内側より貼る。入門パスは車輛前面ガラスの右下部分に常に表示されなければならない。入門ステッカー／パスは車輛間で転用してはならず、その車輛が使用されなくなった場合は速やかに車輛登録課へ返納されなければならない。入門ステッカー／パス並びに車の盗難又は紛失もただちに車輛登録課に報告しなければならない。

在日米海軍横須賀基地ならびに関連施設へ立ち入る全ての車輛は、入門前に車輛検査の対象となる。基地/施設内にある車輛は司令部憲兵隊隊員による定期検査の対象となる。

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

Signature of applicant

**RETIRED JMSDF
VEHICLE PASS**

EXPIRES

31 Jan 2022

**LICENSE #
YOKOHAMA**

NAME

TARO YAMADA, RADM

SERIAL #

14870 ISSUED 1 Jan 22

**CFAY SECURITY, NAME
AUTHORIZING OFFICER**

CFAY 5800/55 (Rev. 6-26)

CFAY JNE STICKER



MLA/IHA
Vehicle Decal



MLA/IHA
Motorcycle Decal

VEHICLE PASS

Ser: _____

DATE/TIME EXPIRES: _____

LICENSE PLATE NO.: _____

COMPANY'S NAME: _____

PHONE NO: _____

ISSUE DATE: _____

VEHICLE REGISTRATION OFFICE

You must comply with COMFLACTINST 5800.2K and the Japan Road Traffic Act while driving on-base.

基地内を横須賀米海軍基地指示書5800.2K と日本の道路交通法に従い運転します。

1. The vehicle will be used for the official business only.

1. 登録車輛は公用目的のみに使用します。

2. Overnight parking on-base is not authorized unless pre-authorized by Commander, Fleet Activities Yokosuka.

2. 夜間の駐車は事前に許可されない限り禁止されています。

3. The vehicle pass must be placed on the right side of the dashboard in the assigned vehicle.

3. 入門許可書は登録車輛前面ガラスの右下部分に常に提示します。

4. This pass must be returned to VRO after your contract is completed.

4. このパスは業務が完了した場合は速やかに車両登録課に返却すること。

5. The vehicle will enter and exit the base in accordance with current instructions.

Prior to entering, the vehicle MUST be inspected by the gate sentry.

5. 登録車輛は現規則に従い入出門をします。

登録車輛は入門の際必ず司令部憲兵隊隊員によって行なわれる検査を受けます。

CFAY 5800/16C (Rev. 6-26)

CONTROLLED UNCLASSIFIED INFORMATION

Commercial Taxi Vehicle Registration

From: (Company's Name/会社名)				Date: (日付)			
Company Point of Contact: (担当者)				Point of Contact Phone #: (担当者電話番号)			
The below list of documents must be attached. Check respective boxes upon verification of attachment. 下記の書類は必ず添付すること。確認ができたなら ☐ をチェックする。							
(1) Copy of Vehicle Title ☐ 車検証のコピー		(2) Copy of Gate Pass ☐ ゲートパスのコピー		(3) Copy of Driver's License ☐ 運転免許証のコピー			
(4) Copy of Japanese Compulsory Insurance ☐ 自動車損害賠償責任保険証明書のコピー							
This request is (check one box below) このリクエストは (☐ の1つにチェック)				Year/年	Make/メーカー	Body Type/ 車体の形状	Color/ 色
New ☐	Renewal ☐	Additional Driver ☐					
Plate Number 自動車登録番号		Expiration Date of Japanese Inspection 車検証有効期間の満了日			Vehicle Pass Period 車輛パスの期間		
		Year (年)	Month (月)	Date (日)	From/より	To/まで	
Driver's Information	Driver's Information 運転手の情報			Expiration Date of Gate Pass ゲートパスの有効期限			Guidance on the reverse side of this application are acknowledged. (Signature required) 裏面に記載されている事項を 理解しました。(署名必修)
運転手の情報	Last 姓 (ローマ字ブロック体)	First 名 (ローマ字ブロック体)		Year (年)	Month (月)	Date (日)	
1 st Driver 第1運転手							
2 nd Driver 第2運転手							
3 rd Driver 第3運転手							
4 th Driver 第4運転手							
5 th Driver 第5運転手							
Print Name of President or Representative: 社長又は代表者の氏名 (ローマ字ブロック体)					Signature サイン		
From: Commander, Fleet Activities Yokosuka (米海軍横須賀基地司令発) To: 1. Your company is/is not authorized to register the vehicle. 貴社の車両登録を許可する / 許可しない Signature of Commander/(By direction)							

CFAY 5800/64 (Rev. 6-26) (Front)

CONTROLLED UNCLASSIFIED INFORMATION

Attachment 15-13

Enclosure (1)

Each driver is required to read the guidance below and acknowledge by signing on the front page of this form.

各運転手は、下記の事項を読み、理解をした上で、前頁の署名欄に署名する必要があります。

*** I will comply with Commander, Fleet Activities Yokosuka Instruction 5800.2K and the Japan Road Traffic Act.**

米海軍横須賀基地司令の規則 5800.2K と日本の道路交通法に従います。

*** The vehicle will be used in the performance of the current contract.**

登録車輛は、契約遂行の目的のみに使用します。

*** Overnight parking on-base is not authorized unless pre-authorized by Commander, Fleet Activities Yokosuka.**

夜間の駐車は、事前に許可されない限り禁止されています。

*** The vehicle pass will be placed on the right side of the front dashboard in the assigned vehicle.**

入門許可証は、登録車輛前面ガラスの右下部分に、常に提示します。

*** The pass will be returned to the Vehicle Registration Office (VRO) immediately after termination of the contract. In the case of a lost or stolen pass, VRO will be contacted immediately.**

業務が完了した場合は、速やかに入門許可証を車輛登録課に戻します。車輛許可証の盗難、紛失の場合、直ちに車輛登録課に報告をします。

*** The vehicle will enter from Womble Gate and exit the base per current instructions. Prior to entry the vehicle must be inspected by the gate sentry. Vehicles which are authorized to enter via Carney Gate, must follow the same procedures.**

上記登録車輛は、現規則に従って入門（ウォンブルゲート）、出門をします。登録車輛は、入門の際必ず司令部憲兵隊隊員によって行われる検査を受けます。特別な許可を得て、正門から入門する場合も必ず同等の検査を受けます。

*** I fully understand that if found in violation with any of the above and other stipulations in COMFLEACTINST 5800.2K (as well as any other vehicle regulations that are in place); the vehicle access and/or driving privilege will be revoked (on the spot as deemed necessary) indefinitely.**

上記の規則、及び横須賀米海軍基地指示書 5800.2K に含まれている規定を理解し、守らなかった場合は、登録車輛の入門許可(必要とみなされた場合は、その場で返却)と運転許可の両方、又はどちらかを、無期限(必要とみなされれば期限付)で取り消される事を承知します。

CFAY 5800/64 (Rev. 6-26) (Back)

CONTROLLED UNCLASSIFIED INFORMATION

Responsibilities of Commercial Taxis on FLEACT Yokosuka.

1. 横須賀基地に入る際、オフベースタクシーは常にゲート担当の警備員にベースパスを提示しなければなりません。横須賀基地のパスを持っていないドライバーは、基地への進入を試みたり、基地ステッカーを貼付したタクシーを運転することを禁止されます。

When entering Yokosuka Base, off-base taxi drivers must always present a base pass to the gate security personnel. Drivers without a Yokosuka Base pass are prohibited from attempting to enter the base or operating a taxi with a base sticker.

2. 全てのタクシーは、横須賀基地に入る前に車両検査エリアを通過し、検査を受ける必要があります。

All taxis must pass through the vehicle inspection area and undergo inspection before entering Yokosuka Base.

3. 横須賀基地に出入りする全てのタクシーは、無許可の物品や人物が載っていないか検査を受ける可能性があります。

All taxis entering or exiting Yokosuka Base may be inspected to ensure there are no unauthorized items or individuals.

4. 運転者は常にシートベルトを着用する必要があります。また、運転者は乗客にもシートベルトを着用させる義務があり、従わない場合はサービスを拒否します。運転者は、チャイルドシートが用意されていない場合、小さな子供を連れた乗客を乗せることを禁止されています。

Drivers must always wear seat belts and ensure passengers also wear seat belts. Drivers must refuse service to passengers who do not comply. Additionally, drivers are prohibited from transporting passengers with young children if a child seat is not available.

5. 横須賀基地に出入りする全てのタクシーは、乗車可能人数を超えて乗せてはなりません。乗客一人につき1本のシートベルトが必要です。

All taxis entering or exiting Yokosuka Base must not exceed the vehicle's seating capacity. Each passenger must have their own seat belt.

6. オフベースタクシーは、メインゲート付近のエリアで待機することができます。ただし、待機可能なタクシーは最大5台までとします。

Off-base taxis may wait in the designated area near the Main Gate, with a maximum of five taxis allowed at any time.

7. オフベースタクシーは、NEX/Commissary（基地内の商業施設）付近の指定されたエリアで待機することができます。このエリアは、商業施設前の基地内バス停に位置し、待機可能なタクシーは最大2台までとします。

Off-base taxis may wait in a designated area near the NEX/Commissary (on-base commercial facilities). This area is located at the on-base bus stop in front of the commercial facilities and allows a maximum of two waiting taxis.

8. オフベースタクシーは、基地内のどこでもお客様を降ろすことができます。また、指定された待機エリアに戻る途中で手を上げて合図するお客様を拾うことや、サービス要請に応じて基地内のお客様を迎えに行くことが許可されています。

Off-base taxis are allowed to drop off passengers anywhere on base. They may also pick up passengers signaling them on their return to designated waiting areas or respond to service requests to pick up passengers on base.

9. 横須賀基地内には、契約されたタクシー会社(NEX)がサービスを提供しているため、オフベースタクシーは基地内のお客様を探して営業することはできません。

Off-base taxis are not allowed to solicit customers on base, as a contracted taxi company (NEX) provides services within Yokosuka Base.

10. タクシー内に乗客が忘れ物をした場合、即座に横須賀基地のセキュリティに届け出なければなりません。

If a passenger leaves behind an item in the taxi, it must be immediately reported to Yokosuka Base Security.

11. 基地にアクセスが許可された全てのタクシーは、CFAYステッカーが横須賀基地セキュリティ部以外の者によって取り外された場合、直ちに横須賀基地VCCオフィスに報告する義務があります。横須賀基地セキュリティ部のみが、CFAYタクシーステッカーの貼付や取り外しを行う権限を有します。

All taxis authorized to access the base must report to the Yokosuka Base VCC office if their CFAY sticker is removed by anyone other than Yokosuka Base Security personnel. Only Yokosuka Base Security is authorized to affix or remove CFAY taxi stickers.

12. 運転者は、横須賀基地内を運転中は常に注意して進み、すべての交通標識、信号、規制、交通監視員を遵守します。

Drivers must proceed with caution while driving on Yokosuka Base and comply with all traffic signs, signals, regulations, and traffic monitors.

13. 運転者は、タクシーやその他の車両、歩行者、または私有財産が関与するすべての交通事故に、それがどんなに小さなものであっても、直ちに横須賀基地のセキュリティに報告します。

Drivers must immediately report all traffic accidents involving taxis, other vehicles, pedestrians, or private property—no matter how minor—to Yokosuka Base Security

14. 職務遂行中に権限のある職員から指示されない限り、FLEACT 横須賀の敷地内ではどこでも U ターンは許可されません。

U-turns are not permitted anywhere on the premises of FLEACT Yokosuka.

15. 運転者は、軍隊、バス、またはその他の車両の編隊を通過する前に減速または停止し、合図または許可が出るまで待機します。

Drivers must slow down or stop before passing formations of military personnel, buses, or other vehicles, waiting for a signal or permission to proceed.

16. 運転者は、乗客を降ろすために消防車道、消火栓、横断歩道、または非常口で停止できません。

Drivers may not stop in fire lanes, at fire hydrants, crosswalks, or emergency exits to drop off passengers.

17. 運転者は、桟橋や乾ドックで運転することは禁止されています。運転者は運賃の払い戻しを待つことはできますが、桟橋やドライドックの入口で交通を妨害することはできません。

Drivers are prohibited from operating vehicles on piers or in dry docks. They may wait for fare refunds but must not obstruct traffic at pier or dry dock entrances.

18. 運転者は、ATM に隣接する道路で停止して、ATM を使用して現金を引き出す顧客を待つことはできません。

Drivers may not stop on roads adjacent to ATMs to wait for customers withdrawing cash from ATMs.

19. 運転者は、灰皿を空にしたり、窓からタバコの吸殻を投げ捨てたり、タクシーのフロアマットをほこりで覆ったりして、許可された待機エリアを汚してはなりません。タクシー）運転者は、タクシー施設の外でタクシーを洗うことはできません。

Drivers must not litter in designated waiting areas by emptying ashtrays, throwing cigarette butts out of windows, or covering taxi floor mats with dust. Drivers are also prohibited from washing taxis outside designated taxi facilities.

20. 運転者は、次の場所でビジネスや買い物をしている顧客を待つことはできません: メインゲート、ウォンブルゲート、NEX の店舗、売店、フリートレクリエーションセンター、クラブアライアンス。

Drivers may not wait for customers conducting business or shopping at the following locations: Main Gate, Womble Gate, NEX stores, shoppettes, Fleet Recreation Center, or Club Alliance.

21. 顧客は、FLEACT 横須賀の道路沿いのいかなる場所でもタクシーを降車することはできません。このような場合、タクシーは、特にゲートへのアプローチ付近では、交通を妨げないように、可能な限り道路から外れます。

Customers may not disembark from taxis along roadsides anywhere on FLEACT Yokosuka premises. In such cases, taxis must pull off the road as much as possible to avoid obstructing traffic, especially near gate approaches.

22. タクシーがお客様を乗せて走行しているとき、タクシーが帰りの料金を待っているときは、タクシーのメーターは常に作動しており、目的地でメーターに表示された金額のみをお客様に請求します。運転者は、お客様を目的地まで運ぶ際に最短ルートを使用します。運転者は、お客様に正しいお釣りを渡す必要があります。運転者はお客様からチップを受け取ることができますが、それを期待したり、義務付けたりしてはなりません。

When taxis are carrying passengers or waiting for return fares, the taxi meter must always be operational, and passengers will only be charged the amount displayed on the meter at their destination. Drivers must use the shortest route to transport passengers to their destination, provide correct change, and may accept tips from passengers but must not expect or demand them.

23. ライドシェア型の輸送サービス（例：Uber、Lyft、Swift など）は、施設内およびその周辺の責任範囲での運営が禁止されています。

Ride share based transportation services (i.e. Uber, Lyft, Swift, etc.) are prohibited from operating onboard the installation and its outlying areas of responsibility.

24. お客様から別の指示があった場合でも、タクシー運転者はここに定められた規則に従う責任があります。

Taxi drivers are responsible for adhering to the rules established herein, even if instructed otherwise by passengers.

パスの受け取りに際しての確認事項と署名 (Before receiving your pass, please check: and sign):

☒ 私は、FLEACT YOKOSUKA でタクシーを運行するための上記の要件と規則を理解しています。
I understand the above requirements and rules for operating a taxi at FLEACT Yokosuka.

☒ 私は、これらの規則に従わない場合は、FLEACT YOKOSUKA でのタクシーの特権が取り消されることを理解しています。
I understand that failure to comply with these rules may result in the revocation of taxi privileges at FLEACT Yokosuka.

X

Signature of Taxi Operator/Date

X

Signature of Representative/Date

CONTROLLED UNCLASSIFIED INFORMATION

CFAY TAXI PASS

CUI//PRVCY

FLEACT YOKOSUKA TAXI

LICENCE PLATE NO.:

COMPANY NAME

DATE/TIME EXPIRES:
CFAY SECURITY
SERIAL #



AUTHORIZING OFFICER

You must comply with CFAYINST 5800.2K and the
Japan Road Traffic Act while driving on Base.

基地内を横須賀米海軍基地指令書5800. 2Kと日本の道路交通法に従い運転すること。

1. The vehicle will be used for the official business only.
1. 登録車輛は公用目的のみに使用すること。
2. Overnight parking on-base is not authorized unless pre-authorized by Commander, Fleet Activities, Yokosuka.
2. 夜間の駐車は事前に許可されない限り禁止されている。
3. The vehicle pass must be placed on the right side of the front dashboard in the assigned vehicle.
3. 入門許可書は登録車輛全面ガラス右下部分に常に提示すること。
4. This pass must be returned to VRO after your contract has completed.
4. このパスは業務が完了した場合は速やかに車輛登録に返却すること。
5. The vehicle will enter and exit the base in accordance with current instructions. Prior to entering, the vehicle MUST be inspected by the gate sentry.
5. 登録車輛は現規則に従い入門、出門する。登録車輛は入門の際必ず司令部憲兵隊員によって行なわれる検査を受けること。

CONTROLLED UNCLASSIFIED INFORMATION

CFAY 5800/64a (Rev. 6-26)

CUI//PRVCY

LOST REPORT/紛失届け

Name/氏名 (Last/姓)		(First & Middle/名)	Date/日付:
From: (Applicant)			Status/身分 ☐ MLC/IHA/HPT ☐ PSC/CONTRACTOR ☐ VISITOR ☐ SOFA
To:	Security Office, Fleet Activities Yokosuka		
Subj:	LOST REPORT		
Ref: (a) COMFLEACTINST 5530.9 series			
1. According to reference (a), I make the following free and voluntary statement to the Security Office about the loss of the item below. 米海軍横須賀基地指令書 5530.9 series に従い、私は任意に下記の紛失物について、この紛失届けを作成するものである。			
Please check "✓" the item you lost. 右の紛失物のうち該当するものにチェック"✓"を付けて下さい。		☐ SOFA ID ☐ Gate Pass/ゲートパス ☐ Vehicle Pass/車輦パス ☐ Vehicle Sticker/車輦ステッカー ☐ Other/その他 ()	
Identifier Number of the item 紛失物を特定することのできる番号		Vehicle Plate No. is required, if the lost item is related to your vehicle /車輦に関する紛失物の場合は車輦番号を記入して下さい。	
Applicant's Information/申請者の情報			
Command or Company/部隊名又は会社名		Code/コード	
Home Address/現住所		E-mail Address/E メールアドレス	
Telephone Number/電話番号 (Work/職場)		Telephone Number/電話番号 (Home/自宅)	
Circumstance/紛失時の状況			
Time and date you noticed it missing. 紛失に気付いた日時	Date/日付	Time/時間	
Time and date last seen. 紛失物を紛失前に最後に確認された日時	Date/日付	Time/時間	
The place where the lost item was kept. 紛失物を最後に保管していた場所	☐ Bag/鞆 ☐ Wallet/財布 ☐ Pocket/ポケット ☐ Vehicle/車輦 ☐ Other/その他 ()		
The reason of loss. 紛失理由			
Name of Japanese Police Station you reported to, if required. 紛失届けを出した日本の警察署名	Name of Japanese Police Station/警察署名		
Time and date you reported to Japanese Police Station, if required. 紛失届けを日本の警察署に届けた日時	Date/日付	Time/時間	
2. The above statement consisting of one page was made by me. 1 ページから成る上記の陳述は私自身により作成されたものである。			
Signature of Applicant/申請者署名			
Date:			
From:	Security Office, Fleet Activities Yokosuka		
To:			
1. It is hereby certified that the above lost report made by the person indicated above was received at this office. 上記人物により作成された上記紛失届けを受領したことを証明する。			
Last Name	First Name	Security Official's Signature	

CFAY 5532/54 (Rev. 6-26)

CONTROLLED UNCLASSIFIED INFORMATION

Article 16

SAFETY INSPECTIONS

Attachment 16-1	MINIMUM SAFETY STANDARDS FOR PRIVATELY OWNED MOTOR VEHICLES THREE OR MORE WHEELS
Attachment 16-2	VEHICLE SAFETY INSPECTION SHEET (MOTOR CYCLES)
Attachment 16-3	MINIMUM SAFETY STANDARDS FOR PRIVATELY OWNED MOTOR VEHICLES THREE OR MORE WHEELS
Attachment 16-4	VEHICLE SAFETY INSPECTION SHEET (THREE OR MORE WHEELS)

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

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

3. With the concurrence of COMNAVFORJAPAN, FLEACT Yokosuka Security Department may accept GOJ semi-annual inspection standards in lieu of the standards established in reference (b) to meet the annual U.S. Forces safety inspection requirements. Otherwise, FLEACT Yokosuka Security Department will only accept inspections conducted by authorized NEX Retail Garage Outlets and documented using Attachments 16-1 and 16-2 as valid.

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

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

CFAYINST 5800.2K
30 Jun 2026

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

Attachment 16-1- MINIMUM SAFETY STANDARDS FOR PRIVATELY OWNED
MOTOR VEHICLES THREE OR MORE WHEELS

1. Steering System

a. Handle Bars

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

(2) Must not be bent or loose.

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

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

c. Steering Shaft

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

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

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

2. Driving System

a. Tires

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

(2) No cord may be showing.

(3) There may be no cracks on sidewall.

(4) There may be no bubbles.

(5) The tires must be worn evenly.

b. Wheels

- (1) Rims may not be bent.
- (2) All axle bolts must be in place and properly secured.
- (3) When rotated by hand, wheels must rotate smoothly without metallic grinding or side play.
- (4) When rotated by hand, tires may not rub or contact fenders, frame or any part of the vehicle.

3. Transmission System

a. Clutch

- (1) Must function properly.
- (2) Lever adjustment must be per manufacturer's specifications (reference owner's manual).
- (3) Must operate smoothly without slippage or erratic grabbing and must be fully capable of engaging and disengaging the drive mechanism.
- (4) Clutch control cable must be well lubricated and may not be worn or frayed.
- (5) Connections must be positive as per original manufacturer's design.

b. Transmission

- (1) Must not leak.
- (2) Must be capable of driving the vehicle through the full range of gears.

c. Drive Chain

- (1) Must be clean and well-lubricated.
- (2) May not be stretched or indicate excessive wear.
- (3) May not be either too loose or too tight.
- (4) Front and rear sprockets may not be worn or sloppy.

d. Drive Shaft

- (1) Must rotate smoothly without grinding.

(2) Must be free of excessive play.

e. Differential. Must not leak oil.

4. Brakes

a. Drum Brakes

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

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

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

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

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

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

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

(6) Hand brake lever travel must be per manufacturer's specifications.

(7) Foot brake lever travel must be per manufacturer's specifications.

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

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

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

b. Disc Brakes

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

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

- (3) Discs may not be grooved, cracked, spider webbed or too thin.
- (4) Calipers must actuate evenly and return and show no evidence of leaking.
- (5) Brake fluid levels must be full.
- (6) Brake fluid reservoirs must be clean and reservoir covers must fit securely without leaking.
- (7) Alterations to manufacturer's specifications are not authorized.

5. Buffers

a. Front Fork Shock Absorbers

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

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

b. Rear Shock Absorbers

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

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

c. Swing Arm Bushing

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

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

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

6. Ignition System

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

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

- c. Wiring. System may not be loose or have frayed or crude wiring.
 - d. Neutral Indicator Light. Factory installed neutral indicated light must be operational, if applicable.
7. Fuel System (including carburetion)
- a. System Integrity
 - (1) There may be no leaks.
 - (2) Rubber or other nonmetal fuel lines must be pliable and not deteriorated.
 - (3) Metal fuel lines may not be rusted or pitted.
 - b. Fuel Tank
 - (1) Must be properly mounted and fitted with a proper cap.
 - (2) Protrusions such as racks and add-ons may not be mounted on the fuel tank.
8. Exhaust System
- a. Standard Stock. Must be standard stock or Japanese Motorcycle Accessories Association approved. Muffler cutouts and similar devices are not acceptable.
 - b. Exhaust Fumes. Must direct exhaust fumes all the way to rear of the vehicle unless manufacturer's original design is different.
 - c. Noise and Smoke. There may be no excessive noise or smoke.
 - d. Material Condition. There may be no holes, cracks, leaks or excessive rust.
 - e. Mounting. Must be securely mounted.
9. Lights/Lighting
- a. Front Lights
 - (1) Must have one operational white beam headlight adjustable to high and low intensity on the front of the vehicle.
 - (2) Headlights must be left dip type and must be aimed so that the high intensity portions of the beam do not project higher than the level of the center of the headlights at their focal point of eight feet.

(3) Low beam intensity must be such that a white light is visible from a distance of not less than 1,000 feet from in front of the vehicle and to reveal persons or vehicles at a distance of 150 feet ahead.

(4) High beam intensity must be such as to reveal persons or vehicles at a distance of 450 feet ahead.

(5) Headlight dimmer switch must function properly.

(6) No red lights, red reflectors, or red tape may be displayed on the front of any vehicle except as authorized by GOJ.

b. Rear Lights

(1) Must be equipped with at least one red tail light and one red stop light on the rear of the vehicle.

(2) Tail lights must be of sufficient intensity to be visible from a distance of not less than 1,000 feet.

(3) Stop lights must be activated by application of the hand and/or foot brake per the manufacturer's original design. Intensity of brake lights must be such that the lights are visible from 1,000 feet to the rear of the vehicle.

(4) Must be equipped with a white non-glaring light to illuminate the rear-mounted license plate and make it legible at a distance of at least 66 feet during darkness.

(5) Lens covers must be the required color (white, red, amber), and may not be cracked or broken.

c. Directional Turn Indicators

(1) Must be equipped with at least one set of properly functioning turn indicator lights on each side of the vehicle.

(2) Front turn indicators must be amber.

(3) Rear turn indicators may be either amber or red.

(4) Turn indicator lens covers may not be cracked or broken.

d. Instrument Lights. All factory installed instrument lights must be operational.

10. Horn. Must be equipped with at least one stock horn in good working condition capable of emitting a sound audible under normal highway conditions for a distance of not less than 200 feet.

11. License Plate

a. Must be securely mounted to the rear of the vehicle at a fixed vertical plumb. The plates will not be bent, or obstructed by a cover or frame.

b. Must have the GOJ inspection (251cc and greater) or JCI (250cc and smaller) sticker which is applicable affixed to the left top corner of the license plate.

12. Speedometer/Tachometer

a. Speedometer. Must be operational and must accurately indicate the speed of the vehicle.

b. Tachometer. If installed by the manufacturer must be operational and must accurately indicate engine speed.

13. Rear View Mirrors

a. Quantity. All two-wheeled motor vehicles must have two rear view mirrors.

b. Installation. Mirrors must be installed securely and in such a manner that the operator is provided with clear visibility, on each side of the vehicle, for a distance of at least 200 feet to the rear.

c. Material Condition. Mirrors must not be cracked or discolored.

14. Body and Structure

a. Components and Accessories

(1) All components that were installed as part of the original manufacturer's design must be in place.

(2) Accessories such as saddle bags, fairings, luggage racks, etc., that do not compromise the structure, cause a hazard to the operator/passenger or interfere with required functions (steering, lighting, shifting, braking and overall control of the vehicle) may be installed.

(3) All components and accessories must be securely mounted to the vehicle.

b. Material Condition

(1) There may be no holes, dents, torn or protruding metal or sharp edges or protrusions, regardless of shape or size, that are safety hazards.

(2) Rust will be allowed if it does not compromise the structural integrity of the vehicle.

15. Passenger Carrying Accessories. Motorcycles of 50 cc or greater engine displacement and designed by the original manufacturer for the carrying of passengers must meet all of the following requirements.

- a. Seat. Must have a two place single seat or two individual seats.
- b. Foot Pegs. Must have right and left foot pegs installed securely for the passenger.
- c. Backrest/Passenger backrest. If a backrest or passenger backrest is installed, it must be sound and secure enough not to jeopardize the passenger and may have no sharp edges.

NAME: _____ RANK: _____

COMMAND: _____

TODAY’S DATE: _____ TELE #: _____

VEH. SER. #: _____ MAKE: _____

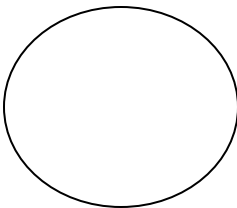
LICENSE #: _____ YEAR: _____

MILAGE: _____ COLOR: _____

NEXT INSPECTION
DUE

PASSED

FAILED



Reference: COMNAVFORJAPANINST 5100.5

Steering System Handle Bars ☐ Modified design and exceeds 15 inches height above the depressed seat. ☐ Bent or loose. ☐ Sharp protrusions that represent a possible safety hazard to driver or passenger. Forks ☐ Altered or modified from the original manufacturer’s design (i.e., extended or chopped). Steering Head ☐ Does not rotate smoothly from lock to lock without grinding, popping, slapping, or scraping. ☐ Does not rotate to left and right or lock without control cable stress. ☐ Worn to the extent that they permit horizontal or vertical slap. Driving System Tires ☐ The entire original tread pattern is not visible and tread is less than 1/16th inch deep. ☐ Cord is showing. ☐ Cracks in sidewalls. ☐ Tire has a bubble. ☐ Tire is not worn evenly. Wheels ☐ Bent Rim ☐ All axle bolts not in place and properly secured. ☐ When rotated by hand, wheels do not rotate smoothly without metallic grinding or side play. ☐ When rotated by hand, tires rub or contact fenders, frame or any part of the vehicle. Transmit System Clutch ☐ Not functioning properly. ☐ Lever adjustment not per manufacturer’s specifications.	☐ Slippage or erratic grabbing and incapable of engaging and disengaging the drive mechanism. ☐ Control cable is worn, frayed and not well lubricated. ☐ Connection is negative. Transmission ☐ Leaks. ☐ Incapable of driving through the full range of gears. Drive Chain ☐ Dirty and unlubricated. ☐ Stretched and worn. ☐ Too loose or too tight. ☐ Front and rear sprockets are worn and sloppy. Drive Shaft ☐ Grinding when rotating. ☐ Excessive play. Differential ☐ Leaks oil. Brakes Conventional brakes ☐ Only have one brake. ☐ Brake failure warning lights not operational. ☐ Chattering, pulling to the left or right, pulsating, or dragging, and doesn’t come to a full stop within 25 feet during a stop test from 20 MPH. ☐ Rubber hydraulic lines are cracked or leaking. ☐ Metal hydraulic lines are leaking, rusted or pitted. ☐ Hand brake lever travel is not per manufacturer’s specifications. ☐ Foot brake lever travel is not per manufacturer’s specifications. ☐ Riveted brake linings worn unevenly and doesn’t have 1/16th inch clearance above the rivet heads. ☐ Bonded brake linings worn unevenly and does not have 1/16th clearance above the brake shoe.	☐ Brake drums are grooved, cracked, shattered or too thin. Disc Brakes ☐ Failed to pass on some applicable checks for conventional brakes. ☐ Pad thickness is uneven and less than 1/3 of new pad thicknesses with even wear. ☐ Discs are grooved, cracked, spider webbed or too thin. ☐ Calipers leaks and actuate unevenly. ☐ Brake fluid levels not full. ☐ Brake fluid reservoirs dirty and cover doesn’t fit securely. ☐ Alterations to manufacturer's specifications. Buffers Front Fork Shock Absorbers ☐ Incapable of being depressed without bottoming and doesn’t return to normal position. ☐ Leaks and seal is not in good condition. Rear Shock Absorbers ☐ Not fastened securely to frame and swing arm. ☐ Incapable of being depressed without bottoming and doesn’t return to normal position. Swing Arm Bushing ☐ Swing arm have horizontal side play when weight of vehicle on main stand or side stand. ☐ Binding as evidence of vertical movement of the swing arm when weight of the operator is on the vehicle. ☐ Hard tails installed by other than the manufacturer. Ignition System ☐ Not key operated, unless it is not included in original manufacturer’s design. ☐ Kill switch not operational and were not factory installed.	☐ System has loose, frayed or jury rigged wiring. ☐ Neutral indicator light not factory installed or not operational. Fuel System (including carburetion) System Integrity ☐ Leaks. ☐ Rubber or other nonmetal fuel lines deteriorated and not pliable. ☐ Metal lines rusted or pitted. Gas Tank ☐ Not properly mounted, fitted, and no proper cap. ☐ There is a protrusion such as mounted racks and add-ons. Exhaust System ☐ Not a standard stock (muffler cutouts and similar devices). ☐ Exhaust fumes not direct all the way to rear of the vehicle, unless it is the manufacturer's original design. ☐ Excessive noise or smoke. ☐ Holes, cracks, leaks or excessive rust. ☐ Not securely mounted. Lights/Lighting Front Lights ☐ Not operational and unadjusted to high and low intensity at front. ☐ Not left dip type and projects higher than the level of the center of the headlights at their focal point of eight feet. ☐ Low beam intensity not visible from a distance of less than 1,000 feet from in front of the vehicle at a distance of 150 feet ahead. ☐ High beam intensity does not reveal persons or vehicles at a distance of 450 feet ahead. ☐ Headlight dimmer switch does not function properly. ☐ Red lights, red reflectors, or red tape displayed on the front other than authorized by the government of Japan.	Rear Lights ☐ No red tail light and no red stop light. ☐ Not visible from a distance of not less than 1,000 feet. ☐ Stop light not per the manufacturer’s original design. Not visible from 1,000 feet to the rear of the vehicle. ☐ Rear-mounted license plate not legible at a distance of at least 66 feet during darkness. ☐ Lens cover is cracked, broken or wrong color. Directional Turn Indicators ☐ Turn indicator lights not functioning properly. ☐ Front turn indicators is not amber. ☐ Rear turn indicators are neither amber nor red. ☐ Cracked or broken turn indicator lens covers. Instrument Lights ☐ Not operational. Horn ☐ Not working and not audible for a distance not less than 200 feet. License Plate ☐ Not properly mounted to the rear of the vehicle. ☐ No inspection sticker affixed to the license plate. Speedometer/Tachometer ☐ Speedometer not operational and not accurate. ☐ Tachometer not operational and not accurate. Rear View Mirrors ☐ Does not have two rear view mirrors. ☐ Mirrors not installed securely and unclear visibility on each side for a distance of at least 200 feet to the rear. ☐ Cracked or discolored.	Body and Structure Components and Accessories ☐ Original manufactured components not in place. ☐ Accessories compromise the structure or interfere with required functions. ☐ Mounted components and accessories not secured. Material Condition ☐ Holes, dents, torn, protruding metal, sharp edges or protrusions. ☐ Rust that compromise the structural integrity of the vehicle. Eye Protection ☐ Windshield cracked, discolored and unclear. Passenger Carrying Accessories ☐ Seat doesn’t have a two place single seat or two individual seats. ☐ Foot pegs not installed securely. ☐ Back rest/sissy bar not secured and has sharp edges. Inspectors Name Final Inspectors Name Notes:
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Attachment 16-3 - MINIMUM SAFETY STANDARDS FOR PRIVATELY OWNED MOTOR
VEHICLES THREE OR MORE WHEELS

1. Steering System

a. Steering Wheel

- (1) Maximum play measured on the outside of the steering hub - one inch.
- (2) No vertical or horizontal play.

b. Ball joints

- (1) Boots must hold grease.
- (2) Maximum 1/4 inch play measured at edge of tire.
- (3) Boots may not leak or be cracked.
- (4) Make noise when turning.

c. Tie Rod and Drag Link

- (1) Maximum 1/4 inch play overall.
- (2) Boots leaking or cracked

d. Idler Arm. Maximum 1/4 inch play.

e. Steering Box

- (1) Less than one inch play.
- (2) From lock to lock, must have no grinding or popping noise and must operate smoothly.
- (3) Brackets must be secured.
- (4) Rack and pinion must not be loose, have play, or any noticeable leaking in the steering system.

2. Driving System

a. Tires

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

(2) There may be no cord showing.

(3) There may be no cracks, or cuts on sidewalls.

(4) There may be no bubbles.

(5) Must be worn evenly.

(6) Racing slicks and extra wide tires which protrude beyond the fender well are not authorized.

(7) Vehicle must be equipped with a spare.

(8) Tire standards apply to all tires on the vehicle, including the spare.

b. Wheels

(1) Rims may not be bent.

(2) All lug bolts must be in place and lugs tight.

(3) Front wheel bearings must have dust covers installed.

(4) Wheels may not be noisy or have any side play when rotated by hand.

3. Transmission System

a. Clutch

(1) Must function properly.

(2) Fluid level (if applicable) must be adequate and fluid not leaking.

b. Transmission

(1) Must be securely mounted.

(2) Fluid level must be adequate.

(3) Must not leak.

(4) Must not produce any type of audible noise.

- c. Universal Joint and Driveshaft. Must function properly.
- d. Yoke and Center Bearing. Must be free of excessive wear.
- e. Differential. Must not leak oil.

4. Brakes

a. Conventional Brakes

(1) Vehicles must be equipped with two separate means of applying the brakes, one of which can be mechanically set. If the two systems are connected in any way, construction must be such that failure of one will not leave the vehicle without brake control of at least two wheels.

(2) Application of brakes must not interfere with the control of the vehicle or lock one wheel to the exclusion of the other.

(3) Mechanical (hand) brake must hold with less than three inches of vehicle travel with the engine running in low gear and reasonable pressure on the accelerator.

(4) Vehicles must meet the following criteria during a stop test from 20 MPH conducted on a dry, level, hard-surfaced road:

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

(b) Must come to a smooth stop within the following indicated braking distance for the type of vehicle tested:

1. Passenger vehicles - 25 feet.

2. Single-unit vehicles weighing less than 10,000 pounds - 30 - 40 feet.

3. Single-unit, two-axle vehicles weighing 10,000 pounds or more - 40 feet.

(5) At least two wheels will be removed and the following checks conducted. If any defects are noted, all four wheels must be removed for further checks.

(a) Riveted linings must allow 1/16th inch clearance above the rivets and must be worn evenly.

(b) Bonded linings must allow 1/16th inch clearance above the shoe metal and must not be worn unevenly.

(c) There may be no hydraulic oil between the wheel cylinder piston and dust cover (rubber boot) and no leaks.

(d) There may be no hydraulic oil between the master cylinder piston and dust cover (rubber boot) and no leaks.

(e) Rubber hydraulic lines may not be cracked or leaking.

(f) Metal hydraulic lines may not be pitted or rusted.

(g) Hydraulic pressure connector blocks may not be leaking and must be securely mounted.

(h) Standard brake pedal travel free play may not exceed 1 1/2 inches from the top. Pedal pads must be stock and have nothing attached to them.

(i) Power brake pedal travel free play may not exceed 2 1/4 inches from the top with the engine running. Pedal leak down may not occur when steady pressure is applied to the pedal.

(j) Brake drums may not be grooved, cracked, shattered or too thin.

(k) Grease seals (axle) may not leak.

(l) Brake fluid level must be full.

b. Disc brakes

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

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

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

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

5. Buffers

a. Springs and Spring Shackles. May not be broken or sagging and must be securely mounted.

b. Inner Shaft Bushings (upper and lower). No movement.

c. Shock Bushings. No movement.

d. Spring Bushings. No movement.

e. Stabilizer Link Bushings. No movement.

- f. Strut Bar Bushings. No movement..
 - g. Differential Torque Mounting Bushings. No movement.
 - h. Shock Absorbers. After forcing vehicle to bounce (by hand), the vehicle must come to rest (stop bouncing) within 1 1/2 bounces.
6. Ignition System. All vehicles must have an ignition timing adjustment, whether or not a catalytic converter is installed.
7. Fuel System (including carburetion)
- a. Leaks. There may be no leaks.
 - b. Fuel Lines
 - (1) Rubber (or other nonmetal) fuel lines must be pliable and not deteriorated.
 - (2) Metal fuel lines may not be rusted or pitted.
 - c. Cap. Gas tank must be fitted with a proper cap.
8. Exhaust System
- a. Standard Stock. Must be standard stock. Muffler cutouts and similar devices are not acceptable. (Systems that are cut from one size to fit another are not authorized, nor are systems which do not fit as designed for underside of vehicle).
 - b. Exhaust Fumes. Must direct exhaust fumes all the way to the rear of the vehicle unless manufacturer's original design is different.
 - c. Noise and Smoke. There may be no excessive noise or smoke.
 - d. Material Condition. There may be no holes, cracks, leaks or excessive rust.
 - e. Mounting. Must be securely mounted.
 - f. Antipollution Requirements. Must have antipollution controls and devices installed as prescribed by GOJ and a proper sticker affixed to the side window opposite the driver indicating that the proper controls and devices are installed. The sticker must be renewed before each re-inspection visit to the Land Transportation Office. (The Safety Inspection stamp issued by NEX garage meets this requirement).

9. Lights

a. Front Lights

(1) Must have at least one operational white beam headlight adjustable to high and low intensity on each side of the front of the vehicle.

(2) Headlights must be left-hand dip type and will be aimed so that the high intensity portions of the beams do not project higher than the level of the center of the headlights at their focal point of eight feet.

(3) Low beam intensity must be such that a white light is visible from a distance of not less than 1,000 feet from in front of the vehicle and to reveal persons or vehicles at a distance of 150 feet ahead.

(4) High beam intensity must be such as to reveal persons or vehicles at a distance of 450 feet ahead.

(5) Headlight dimmer switch must function properly.

(6) No red light, reflector or reflector tape will be displayed on the front of any vehicle except as authorized by the Government of Japan.

(7) Fog lamps will be in working order if installed.

b. Rear Lights

(1) Must be equipped with two red stoplights and two red/amber tail lights on the rear of the vehicle.

(2) Tail lights must be of sufficient intensity to be visible from a distance of not less than 1,000 feet (at night time).

(3) Stoplights must be activated by application of the brakes and will be of sufficient intensity to be visible for a distance of 3,300 feet to the rear of the vehicle in daytime.

(4) Must be equipped with a white non-glaring light to illuminate the rear-mounted license plate and make it legible at a distance of at least 66 feet during darkness.

(5) Color of lights or light assembly will not be altered from the original manufacture's design.

10. Horn. All vehicles must be equipped with at least one stock horn in good working condition capable of emitting a sound audible under normal highway conditions for a distance of not less than 200 feet.

11. License Plates

- a. Mounting. Both a front and rear license plate are required. Each plate must be securely mounted to the part of body where visible from front and rear at a fixed vertical plumb with no covers of any type or frame that obstructs the plate.
- b. Seal. Proper seal must be intact on rear plate if applicable.

12. Windshield Wipers

- a. Quantity. Must have two properly functioning wipers unless the vehicle is stock equipped with only one.
- b. Arm Tension. Must be adequate to hold blade firmly against the windshield.
- c. Wiping Action. Must be adequate to remove water from the windshield.
- d. Wiper Blades. May not be cracked, torn, frayed, or have pieces missing.
- e. Wiping speed. Must have a wiping speed of at least ten strokes in 15 seconds on a dry windshield.
- f. Wiper Fluids. The spray system must be in working order spraying in the direction of the windshield and fluid levels must be maintained.

13. Speedometer

- a. Operability. Must function properly.
- b. Accuracy. Must accurately indicate vehicle speed.

14. Rear View Mirrors

a. Interior

(1) Must have at least one interior mirror installed which provides the driver with clear visibility for at least 200 feet to the rear of the vehicle.

(2) The mirror must be securely mounted and may not be faded.

b. Exterior

(1) All U.S. manufactured vehicles and vehicles made for left hand steering must be equipped with at least one exterior mirror and it must be installed on the driver's side.

(2) All Japanese manufactured vehicles (except for export models equipped for left hand steering) must have two exterior mirrors, one on each side.

(3) All exterior mirrors must provide the driver with clear visibility for at least 200 feet to the rear of the vehicle.

15. Windshield and Windows

- a. Construction. Windshield must be constructed of safety glass.
- b. Cracks. There may be no cracks longer than three inches in the driver compartment.
- c. Clearness. All glass must be clear and may not be discolored.
- d. Plexiglas. Plexiglas will not be accepted except that on convertible tops, the rear window may be Plexiglas but must be free from discoloration and cracks.
- e. Stickers. There may be no stickers except as prescribed by GOJ.
- f. Accessory items. There may be no accessory items (window shades, curtains, decorations, stickers, etc.) that hamper vision in any direction. Any deemed unsafe by the inspector must be removed. (Tinted windows are authorized so long as 70% of original light admittance is maintained).

16. Body and Structure

- a. Interior. Interior floors must be capable of supporting an average adult.
- b. Exterior
 - (1) All components (bumpers, doors, hood, trunk lids, fenders, etc.) must be installed if they were part of the original manufacturer's design. Additionally, all components affixed to the vehicle must be properly secured using appropriate methods and materials. The use of items such as duct tape, zip ties, rope, or any materials that would fail to meet safety inspection standards is strictly prohibited.
 - (2) There may be no dents, holes, torn, or protruding metal, or sharp protrusions or edges, regardless of shape or size, that are safety hazards.
 - (3) Rust will be allowed if it does not compromise the structural integrity of the vehicle.
 - (4) Doors, hoods and trunks must be equipped with proper handles or latches and must operate properly.

17. Directional Turn Indicators. Must be equipped with at least one set of properly functioning turn indicators on each side of the vehicle, either blinker light or arm-type, visible at a distance of at least 100 feet from the front and rear of the vehicle during daylight. (Lenses cannot be cracked or broken).

18. Seats and Seatbelts

a. Installation Requirements. All vehicles manufactured in 1964 and thereafter, regardless of place of manufacture, must have seatbelts and/or shoulder harness installed for each seating devices if provided by manufacturer as original standard equipment. At no time will individuals ride in seating positions where safety belts have not been installed, have been removed, or rendered inoperative.

b. Material Condition. Condition of the seat belts and/or shoulder harnesses and their mountings must be such as to assure restraint of a normal size adult on impact.

19. Flashlight. A flashlight with self-contained batteries with red wand, capable of emitting a light visible for 600 feet at night must be part of the vehicle's equipment. (Note: Flare will be accepted if it is of the self-striking type.)

20. Other. Anything found the can cause an unsafe condition of the vehicle per Japanese Land Transportation Offices and facilities

VEHICLE SAFETY INSPECTION SHEET (Three or more wheels)

CFAY 4651/18b (Rev. 6-26)

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

NAME_____RANK/RATE_____

ADDRESS_____

TODAYS DATE_____TEL.#_____

LIC. #_____YEAR_____

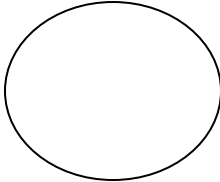
VEH.SER. #_____

MAKE_____COLOR_____

MILEAGE_____NEXT INSP._____

CFAYINST 5800.2K

30 Jun 2026



Reference: COMNAVFORJAPANINST 5100.5

Steering System Steering Wheel ☐ More than one inch of the required play measure on the outside of the steering hub. ☐ With vertical or horizontal play. Balljoints ☐ Boots does not hold grease. ☐ More than 1/4 inch of the maximum play measured at edge of tire or any audible noise. Tie Rod and Drag Link ☐ More than 1/4 inch of the overall maximum play. ☐ Boots leaking or cracked. Idler Arm ☐ More than 1/4 inch of the maximum play. Steering Box ☐ More than 1/4 inch play. ☐ From lock to lock, have grinding or popping noise and does not operate smoothly. ☐ Brackets secured. ☐ Rack and Pinion or any noticeable leaking in the Steering system. Driving System Tires ☐ Original tread pattern not visible and tread is less than 1/16 th deep. ☐ Cord is showing. ☐ Cracks on sidewalls. ☐ Bubbles. ☐ Worn unevenly. ☐ Racing slicks and extra wide tires which protrude beyond the fender well. ☐ Not equipped with a spare. ☐ Tires are not the standards including the spare. Wheels ☐ Rims are bent. ☐ Not all lug bolts or nuts are in place and lugs loose. ☐ Front wheel bearings do not have dust covers installed. ☐ Wheels are noisy or have any side play when rotated by hand.	Transmission System Clutch ☐ Does not function properly. ☐ Fluid level is inadequate and leaking. Transmission ☐ Not securely mounted. ☐ Fluid level is inadequate. ☐ Leaking. Universal Joint and Driveshaft ☐ Does not function properly. ☐ Any audible noise. Yoke and Center Bearing ☐ Excessive wear or play. Differential ☐ Leaking with oil. Brakes Conventional Brakes ☐ Vehicle is not equipped with two separate brakes. (emergency and foot pedal systems). ☐ Application of brakes interferes with the control of the vehicle or lock one wheel to the exclusion of the other. ☐ Mechanical (hand) brake does not hold with less than three inches of vehicle travel with the engine running In low gear and no reasonable pressure on the accelerator. ☐ Vehicle does not meet one of the following criteria during a stop test from 20 MPH conducted on dry, level, hard-surfaced road: ☐ Chattering, pulling to the left or right, pulsating or dragging. ☐ Does not come to a smooth stop within the following braking distance for the type of vehicle tested: ☐ Passenger vehicles – more than 25 feet ☐ Single-unit vehicles weighing less than 10,000 pounds–more than 30-40 feet. ☐ Single-unit, two-axle vehicles weighing 10,000 pounds or more – more than 40 feet.	☐ Defects are noted when two wheels are removed while conducting a check. ☐ Riveted lining does not have 1/16th clearance above the rivets and worn unevenly. ☐ Bonded lining does not allow 1/16th clearance above the shoe metal and worn unevenly. ☐ There is hydraulic oil between the wheel cylinder piston and dust cover and leaking. ☐ There is hydraulic oil between the master cylinder piston and dust cover and leaking. ☐ Rubber hydraulic lines are cracked or leaking. ☐ Metal hydraulic lines are pitted or rusted. ☐ Hydraulic pressure connector blocks leaking and not mounted securely. ☐ Standard brake pedal travel free play exceeded 1 1/2 inches from the top and pedal pads are not stock. ☐ Power brake pedal travel free play exceeded 2 1/4 inches from the top with the engine running. Pedal leak down occur when steady pressure is applied to the pedal. ☐ Brake drums grooved, cracked, shattered or too thin. ☐ Grease seals (axle) are leaking. ☐ Brake fluid level Is not full. Disc Brakes ☐ Failed applicable checks for conventional brakes. ☐ Pad thickness is less than 1/3 of new pad thickness with even wear. ☐ Discs are grooved, cracked, spider webbed or too thin. ☐ Calipers do not actuate evenly and return and show evidence of leaking or sticking. Buffers Springs and Spring Shackles ☐ Broken or sagging and not secured.	Inner Shaft Bushings (Upper & Lower) ☐ Movement. Shock Bushings ☐ Movement. Spring Bushings ☐ Movement Stabilizer Link Bushings ☐ Movement. Strut Bar Bushings ☐ Movement. Differential Torque Mounting Bushings ☐ Movement. Shock Absorbers ☐ After forcing vehicle to bounce by hand, the vehicle continues bouncing. Ignition System ☐ No ignition timing adjustment Installed. Fuel System (Including Carburation) ☐ Leaking. ☐ Rubber or other nonmetal fuel lines is deteriorated and not pliable. ☐ Metal fuel lines are rusted or pitted. ☐ Gas tank does not have proper cap. Exhaust System ☐ Not standard stock equipment. Cutout muffler. ☐ Exhaust fumes not directed all the way to the rear of the vehicle unless it is a manufacturer's original design. ☐ Excessive noise or smoke. ☐ Holes, cracks, leaks or excessive rust. ☐ Mounting is not secured. ☐ Does not have antipollution controls and devices installed as prescribed by the Government of Japan and no sticker affixed to the	side window opposite the driver. Sticker is not renewed. ☐ With the engine idling, tested more than 4.5 percent carbon monoxide at the time of the safety inspection. ☐ With engine idling, NOX and hydrocarbons exceeded 1,200 parts per million. Lights Front Lights ☐ No operational white beam headlight adjustable to high and low intensity on the front sides. ☐ Headlights not a left-hand dip type and aimed higher than the level of the center of the headlights at their focal point of eight feet. ☐ Low beam intensity not visible from a distance of not less than 1,000 feet and does not reveal persons or vehicles at a distance of 150 feet ahead. ☐ High beam intensity does not reveal persons or vehicles at a distance of 450 feet ahead. ☐ Red light, reflector, or reflector tape is displayed on the front except as authorized by the government of Japan. ☐ Fog lamps Rear Lights ☐ Not equipped with two red stoplights and two red/amber tail lights on the rear. ☐ Tail lights intensity not sufficient to be visible from a distance of not less than 1,000 feet at night time. ☐ Stoplights not visible for a distance of 3,300 feet to the rear in daytime. ☐ Not equipped with a white non-glaring light to illuminate the rear-mounted license plate or not legible at a distance of 66 feet during darkness. ☐ Color of lights or light assembly altered from stock.	Horn ☐ Not equipped or not In good working condition. License Plates ☐ Front and rear license plate is not mounted properly to the stock location at fixed vertical plumb. ☐ Proper seal is not intact on rear plate. ☐ Covers, paint and or tint covering license plate or plates. Windshield Wipers ☐ Does not have two functioning wipers unless the vehicle is stock equipped with only one. ☐ Arm tension is not adequate to hold blade firmly. ☐ Wiping action is not adequate to remove water from the windshield. ☐ Wiper blades are cracked, torn, frayed, or have pieces missing. ☐ Wiping speed is less than ten strokes in 15 seconds on a dry windshield. ☐ Spray system and fluid levels. Speedometer ☐ Does not function properly. ☐ Not accurate. Rear View Mirrors ☐ Interior mirror not installed or does not provide clear visibility for at least 200 feet on the rear. ☐ Faded and not secured. ☐ No exterior mirror installed on the driver's side. ☐ Does not have two exterior mirrors installed. ☐ Does not provide a clear visibility for at least 200 feet to the rear. Windshield and Windows ☐ Windshield is not constructed of safety glass. ☐ Cracked longer than three inches in the driver compartment. ☐ Unclear and discolored. ☐ Plexiglas except on convertible tops and rear window. ☐ Stickers.	☐ Accessory items that hamper vision in any direction. Tint on windows with less than 70% of light admittance. Body and Structure ☐ Interior floors not capable of supporting an average adult. ☐ Exterior components (bumpers, doors, fenders, etc) missing. ☐ Dents, holes, torn, protruding metal, or sharp protrusions or edges. ☐ Rust compromising the structural integrity of the vehicle. ☐ Doors, hoods, and trunks not equipped with proper handles. Directional Turn Indicators ☐ Not equipped with properly functioning turn indicators. ☐ Lenses are cracked and broken. Seats and Seatbelts ☐ Not properly installed or inoperative. ☐ Unsafe material condition. ☐ Child safety belts not installed. Flashlight ☐ No flashlight or flare. Other ☐ Visible leaks or modifications.
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STAMP ONLY

Article 17

PAINTING/MARKING AND SIGNAGE

1. Vehicles. GOJ authorities are aware of and have accepted as valid the painting and marking systems used on U.S. military vehicles. Any significant changes in these markings must be brought to the attention of the GOJ through USFJ via the U.S. Japan Joint Committee. Only NAVFAC Far East is authorized to paint and/or place any mark or marking on any GOV.

a. Exemption from vehicle marking requirements can be obtained when distinctive vehicle markings are considered an endangerment to the security of U.S. Forces' personnel or visiting VIPs. Service component commanders may request exemptions from usual marking requirements for United States military vehicles through USFJ/J5.

b. This requirement does not prohibit service component commanders and their subordinate commanders from implementing emergency exemptions when timely force protection actions are needed. USFJ/J5 may grant a vehicle marking exemption based upon the following information to be submitted by Commander, FLEACT Yokosuka through COMNAVFORJAPAN: explanation of security threat; component vehicle registration number(s); and type, manufacturer, model, and year of vehicle. Vehicles exempted from vehicle marking listed in this instruction will be required to display distinctive numbered plates as prescribed by USFJ.

c. Privately owned motor vehicles may not be marked in any way to resemble official government vehicles, i.e., U.S., GOJ or otherwise. Offensive slogans and/or drawings are not authorized on POVs owned or operated by SOFA sponsored personnel. Commercial slogans/drawings, with the exception of approved identification stickers or decals, will not be placed on privately owned motor vehicles without the consent of Commander, FLEACT Yokosuka.

2. Traffic Signs and Paint Schemes. All signage, markings and paint schemes associated with traffic and safety related purposes will not be installed without first being endorsed by FLEACT Yokosuka Safety Department via a work request or other official notification to ensure those devices meet requirements of respective laws, regulations and/or standards. This includes parking area designations or reservations, regulatory or informational signs, markings or paint schemes on or near installation streets, roadways and/or sidewalks. All regulatory traffic signs and paint scheme will be designed and installed to meet local host nation requirements and standards.

a. All traffic sign poles will be used solely for the purpose of displaying regulatory traffic signage and will not be shared with any other signs that do not fall into this category.

b. Any corrections or replacement items must be kept in the original design unless a new design is requested via an official work request.

c. All temporary changes to existing traffic control including partial closure of roadways and sidewalks that affect the flow of traffic due to construction projects and/or special events are required to obtain proper approval from FLEACT Yokosuka Safety Department along with Excavation and Road Closure Permit Request Form in reference (k).

Article 18

LICENSING PERSONS TO DRIVE

1. Scope

a. All issuances of motor vehicle operator's permits (USFJ Form 4EJ and OF-346) and related learner's permits at FLEACT Yokosuka will be accomplished per the requirements of this Article.

b. Driving a vehicle in Japan for personnel under SOFA is a privilege granted by the Installation Commander. If personnel accepts this privilege, they must comply with the laws governing motor vehicle operations, registration and licensing requirements on the installation. Failure to do so may result in the revocation of this privilege.

c. This article applies to all areas under FLEACT Yokosuka authority personnel under SOFA operating GOVs and POVs in Japan, and all other personnel operating a motor vehicle on board FLEACT Yokosuka activities, including:

(1) USFJ personnel (including active duty, reserve, cadets, midshipmen, civilian personnel and DoD contractors) and their dependents in Japan under Article I, SOFA.

(2) U.S. Official Contractors and their employees under Article XIV, SOFA.

(3) MLA, IHA, Japan Self-Defense Force (JSDF), retirees and United Nations Command employees.

(4) To both appropriated and non-appropriated fund activities and employees of U.S. forces and such other activities located in Japan at the invitation of USFJ.

d. This Article does not apply to licensing of Material Handling Equipment or Weight Handling Equipment.

2. Administrative Control. Per reference (d), Commander, FLEACT Yokosuka is authorized to issue, suspend and revoke driver's licenses. FLEACT Yokosuka Safety Department is the delegated authority to administer driver's licensing program. Per reference (j), FLEACT Yokosuka designated license examiners must possess a driver's license for the type of motor vehicle to license which is valid in Japan.

3. Eligibility. The following categories of personnel are eligible for an operator's permit if all requirements of this article are satisfied:

a. USFJ Operator's Permit (USFJ Form 4EJ)

(1) E5 and above Military Personnel and DoD civilian employees under Permanent Change of Station (PCS) orders per Article, SOFA.

(a) Military personnel must provide PCS orders.

(b) DoD Civilian employees must provide travel orders and/or Letter of Employment.

(2) E4 and below Military Personnel under PCS orders who are accompanied by their command sponsored dependents. Personnel in this category must provide proof of approved command sponsorship/Dependent Entry Approval for their current tour and an updated NAVPERS 1070/602 (Dependency Application), or Service equivalent documents.

(3) Single pregnant E4 and below Military Personnel under PCS orders to FLEACT Yokosuka are considered to have a family member with verification of pregnancy endorsed by competent military medical authority.

(4) Command Sponsored Dependents 18 years and older.

(a) Military Dependents must provide sponsor's PCS orders, approved command sponsorship/Dependent Entry Approval and an updated NAVPERS 1070/602 (Dependency Application) or Service equivalent documents.

(b) Dependents of authorized DoD Civilian Employees must provide travel orders and/or Letter of Employment with the dependent listed.

(5) DoD Contractors. Must provide letter of employment (i.e. contract) and SOFA status verification letter from sponsoring command.

(6) TAD/TDY Personnel. Per reference (a), personnel who are not permanently attached to a unit at FLEACT Yokosuka will not be issued USFJ Form 4EJ.

b. U.S. Government Motor Vehicle Operator's Identification Card (OF-346). All requests for a OF-346 may be made per paragraph 8 of this article.

(1) All Military personnel, and DoD Civilian Employees who are under PCS orders per Article I of the SOFA Agreement who are required to use a GOV in the performance of their duties. Must provide PCS orders/travel orders in addition to command request.

(2) Military and DoD Civilian employees under temporary duty orders or reserve annual training/Active duty for training orders. Must provide travel orders/temporary duty orders in addition to command request.

(3) Military and DoD Civilian employees who are stationed aboard a visiting operational unit. Must provide command requests that also describes the period that a permit is required.

4. Requirements. Eligible personnel described in paragraph 3 above must present proof of completion of the following requirements to the driver's license examiners:

a. One of the following valid driver's licenses:

(1) Driver's license issued by any state or territory of the United States or by the District of Columbia. An applicant with an expired state driver's license must present written proof that the issuing state permits licenses to remain valid until return from overseas as an exemption to overseas stationed armed forces personnel to be considered as a valid license holder. Licenses with restrictions, i.e. learner's permit, restricted license or intermediate license, are not acceptable.

(2) International Driving Permit recognized by GOJ.

(3) GOJ issued driver's license.

(4) Certificate of completion of a formal driver training course recognized by reference (a).

(5) Third country SOFA sponsored personnel who possess a current, valid operator's permit from one of the following countries: Australia, Austria, Belgium, Canada, Czech Republic, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, Netherlands, New Zealand, Norway, Portugal, South Korea, Spain, Sweden, Switzerland, Taiwan, and the United Kingdom.

b. Military Identification Card. A valid Common Access Card (CAC) for sponsors or a Uniformed Services Identification (USID) Card for dependents.

c. Area Orientation Brief (AOB). All permanent duty adult aged applicants must provide proof of completion of AOB. Temporary duty personnel applying for an OF-346 are exempt from this requirement.

d. Local Area Traffic Safety Briefing/Local Hazards Course (LHC). All applicants, whether permanent or temporary duty will be required to provide proof of completion of LHC within the last six months of application for either a USFJ Form 4EJ or OF-346.

e. Driver's License Exam. Proof of completion is required for all applicants, accomplished per paragraph 6 below.

6. Driver's License Examinations

a. Written Test. All Personnel must successfully pass a written driver's license examination with a minimum score of 80% prior to the issuance of any operator's permit. The written examination for FLEACT Yokosuka will contain questions covering Japanese traffic regulations, left-side driving rules, and selected material contained in references (a), (d), (h), LHC, and Road

Traffic Law of Japan (Article 91). Applicants may only test once per day. Any applicant failing the written examination the first time must wait three working days before being permitted to retake the written examination. Upon two consecutive failures, applicants will be required to attend the local area Traffic Safety Training again before retaking the written examination.

b. Driving Proficiency Road Test. In addition to the written test, a driving proficiency road test may be administered at the request of experienced applicants who intend to obtain an USFJ Form 4EJ, or for units requiring specific categories of OF-346. This test is administered by FLEACT Yokosuka Licensing Office and must be passed with a minimum score of 80% by an applicant before issuance of any driving permit. Applicants may only test once per day. Any applicant failing the driving examination two consecutive times will be issued an on-base only license valid for 30 days to allow practice driving with a licensed driver. After the 30-day practice period, the applicant will be allowed to retake the driving test.

(1) Automatic and Standard Transmission Vehicles. Road Traffic Law of Japan (Article 91) requires that driver's operating standard transmission vehicles be specifically licensed to operate such vehicles.

(a) An ordinary sized GOV with automatic transmission (A/T) is available for driving proficiency road test of A/T limited license at FLEACT Yokosuka Driver's License Office.

(b) Applicants desiring a driver's permit for a standard transmission vehicle must successfully pass a road test administered by the FLEACT Yokosuka Driver's License Office using a standard transmission vehicle. Applicants are responsible for making their own arrangements to provide standard transmission vehicles in which to be tested.

(2) Size and Category of Vehicles. Activities requesting an OF-346 for large-sized or a special category of motor vehicles are responsible for making their own arrangements to provide an applicable vehicle in which to be tested.

c. Arranging for License Examinations. Due to high demand for licenses, applicants should request appointments to take a driver's examination at least three days in advance of the test. Appointments may be made by visiting the FLEACT Yokosuka Driver's License Office or by email license@us.navy.mil. Study material to assist in taking the written examination is available at the FLEACT Yokosuka Driver's License Office and may be checked out three days prior to the applicant's appointment date. Study material is also available on the FLEACT Yokosuka official website.

d. Licensing of Physically Challenged Persons. The GOJ requires that persons with physical disabilities take an aptitude consultation test before issuance of any driver's permit. The aptitude consultation test determines an applicant's eligibility status to receive a driver's license and details any modifications that must be made to an applicant if it is a POV. The consultation is provided at no charge to the applicant, and FLEACT Yokosuka Driver's License Office will assist in making appointments. Upon completion of the test, the applicant will be issued a certificate that reflects their eligibility status and details modifications that must be made

to the applicant's vehicle. FLEACT Yokosuka Driver's License Office will issue an operator's permit to eligible persons upon presentation of the certificate and verifying that modifications, if required, to the applicant's vehicle have been accomplished. Conditions of limitations (if any) will be annotated on the operator's permit. When a road test is required, applicants will use their modified vehicle to take the road test. Licensing of physically challenged persons to operate GOV motor vehicles with an OF-346 will be per the requirements of reference (j).

7. Lost/Stolen Permits. FLEACT Yokosuka Driver's License Office may duplicate lost or stolen permits that were issued by their office upon presentation of a special request approved by their current command and a lost driver's license statement from FLEACT Yokosuka Security. Forms for the approval process are available at the Driver's License Office. Permits issued by a base other than FLEACT Yokosuka will not be duplicated by FLEACT Yokosuka Driver's License Office.

8. Licensing for Government Owned Vehicles (OF-346). Personnel eligible in paragraph 3b above, as well as MLA and IHA personnel may be issued or renewed an OF-346 by a request from the command to operate required size and category of GOVs on and off installation within the scope of their valid state or GOJ driver's license for the type and size of vehicle to be operated.

a. Size and Category

(1) GOVs up to 3,500kg GVW and ten passengers (except towing vehicles). For the OF-346 form to be valid in Japan, the card must bear the Japanese over stamp "OPERATOR'S PERMIT." If they are licensed with a valid USFJ Operator's Permit for a Civilian Vehicle (USFJ Form 4EJ), or a valid Japanese Driver's License, an OF-346 is not required.

(2) Vehicles over 3,500kg GVW and 11 passengers or towing. All military and civilian employees operating a vehicle of this category must be specifically licensed using an OF-346 for the size and category of motor vehicle to be operated.

b. Age Restrictions

(1) Applicants will be at least 18 years of age.

(2) Applicants will be at least 21 years of age to be eligible for issuance of an OF-346 permit to operate an ambulance.

(3) Applicants will be 18 years of age to be eligible for issuance of an OF-346 to operate vehicles transporting ammunitions and explosives on-base and will be 21 years of age or older for off-installation.

c. Expiration of OF-346. Per reference (j) the OF-346 is valid for current PRD, but not to exceed 3 years from the date of issue and can be renewed 90 days prior to the expiration on the license. Each operator is responsible for ensuring state licenses are kept current. The OF-346

renewal is dependent upon a determination by the issuing authority that the operator continues to meet the prescribed physical standards and continues to demonstrate competence in driving the motor vehicles the individual is authorized to operate.

(1) Explosives Motor Vehicle Operator. An OF-346 for Explosives Motor vehicle Operator will be issued not to exceed two years from current explosives training completion or the physical examination which comes first.

(2) Emergency Vehicle Operator. An OF-346 for Emergency vehicle Operator will be issued not to exceed three years from current Emergency Vehicle Operators Course (EVOC) completion.

d. Explosives

(1) Regulations established by NAVSEA SW020-AF-ABK-010 are to be applied to all applicants of an OF-346 where operators will be engaged in transporting ammunition, explosives, or other dangerous/hazardous materials. Operators will know, understand, and adhere to the requirements of SW020-AG-SAF-010, Navy Transportation Safety Handbook, Volume I and the U.S. Department of Transportation, Federal Highway Administration Motor Carrier Regulations, as well as all State and local laws and regulations regarding the transportation of ammunition, explosives, and other hazardous or dangerous articles.

(2) Individuals who handle explosive material that hold an OF-346 will always have the permit on their person when operating a vehicle. It will be their responsibility to apply every two years for renewal of the driver's permit and maintain their medical certification and required qualifications.

e. Emergency Vehicle Operator Course (EVOC)

(1) All military, DON civilian personnel and MLA personnel who are required to operate government-owned/leased emergency response vehicles, equipped with emergency lighting and sirens will prior to operation successfully complete the COMNAVSAFECEN 40-hour basic EVOC. These vehicles are defined as police vehicles, ambulances, fire vehicles, crash and rescue vehicles, explosive ordnance disposal, and hazardous material response units. All EVOC instructor, basic training and re-certification courses will be conducted by a COMNAVSAFECEN- certified instructor and comply with COMNAVSAFECEN EVOC Program guidelines.

(2) Basic Operator Training Prerequisites

(a) Possess a valid driver's license (GOJ or state, if applicable).

(b) Basic operators should have two years of driving experience as a licensed driver prior to emergency vehicle operation. For Ambulance, operators must be at least 21 years of age.

(c) Have assigned responsibilities in emergency vehicle operation (police, fire, crash and rescue, or ambulance).

(3) EVOC Remedial Training

(a) Commands may refer anyone found responsible for anti-fault mishap to receive driver improvement training. Supervisors may also request remedial training for personnel who otherwise show by their actions that their driving habits/attitudes warrant additional attention.

(b) Remedial training is not a punitive action. It issued to reinforce training and is accomplished in a positive manner.

(c) Remedial training will be completed within 30 days from the date of the mishap.

(4) EVOC Instructor Training. Contact the COMNAVREGJAPAN N35 for EVOC instructor training prerequisites and requirements.

f. Tactical (including Emergency Service) Vehicles

(1) Persons operating this category of GOV must be specifically trained and qualified per reference (k). Regardless of the size of the vehicle to be operated, applicants must first obtain an OF-346 for a GOV of up to 3,500kg GVW. After obtaining the OF-346, qualified instructors may then, provide hands-on training in the specific size and type of tactical vehicle the applicant will be required to operate either on-base or at a sanctioned training area.

(2) Vehicles included in this category are any military vehicles and any other type of vehicles equipped with any combination of emergency warning devices and/or a siren used in the performance of protective services, or criminal law enforcement duties.

(3) MLA and IHA personnel operating this category of vehicle must first obtain a GOJ driver's license for the type and size of vehicle to be operated.

g. All Terrain Vehicles (ATV) and Off-Road Vehicles (ORV). Persons who operate government owned, leased or rented ATVs and ORVs will successfully complete the Specialty Vehicle Institute of America (SVIA) ATV rider course or an OPNAV N09F/COMNAVSAFECEN-approved ATV and ORV course prior to operating those vehicles.

h. Government Motor Vehicle Operator Driver Improvement Training Requirements

(1) All military and DoD or DON civilian personnel who operate a GOV as their primary duty, or who operate a GOV more than eight hours a week as part of their incidental duties will attend an NAVSAFECEN-approved eight-hour course of driver improvement instruction at no cost to the individual prior to assignment. At the Commanding Officer's discretion, those personnel assigned as a duty driver who drive less than eight hours in a duty week may be exempted from this requirement. When selecting individuals for designation as duty drivers,

commanders should consider the individual's driving experience, maturity, and past driving history. Commanders will ensure duty drivers are properly licensed and briefed on all applicable traffic safety regulations and requirements.

(2) All military and DoD or DON civilian personnel, and MLA/IHA personnel who have been convicted of a serious moving traffic violation or are involved in a traffic accident, whether at fault or not, and no matter how minor the incident while operating a GOV on/off the installation, will attend an NAVSAFECEN-approved driver improvement training course. FLEACT Yokosuka offers AAA-Driver Improvement Program training.

(3) All drivers selected to operate 11-passenger vans and other large vehicles capable of carrying passengers will be provided additional training to improve operator skills and awareness.

(4) Drivers of Navy-owned school buses will successfully complete the host nation approved school bus operator training program or other training approved by COMNAVSAFECEN.

(5) All required training will be entered in the individual's military training record or civilian personnel file.

i. TAD/Temporary Duty (TDY) Personnel

(1) U.S. military and DoD civilian personnel visiting FLEACT Yokosuka in an official temporary duty status, reserve annual training/active duty for training orders, or personnel aboard a visiting operational unit may be licensed for an on-base only OF-346 driving permit valid for non-tactical GOVs up to 3,500kg GVW and/or ten passengers. Permits will be issued for a sufficient time to cover the orders or unit's visiting period as determined by documentation provided to the license examiner by the applicant.

(2) OF-346 permits for off-base may be issued at the discretion FLEACT Yokosuka Safety Officer if the requesting command sufficiently demonstrates a requirement for personnel to operate GOVs off-base to meet their mission requirements.

j. Per reference (a), DoD contract personnel will not be issued an OF-346 or a Construction Equipment Operator's License (NAVFAC 11260/2). DoD contract personnel assigned to operate either government owned/leased equipment in performance of a contract will be certified, by the contractor and at contractor's expense, as being fully qualified to operate the vehicles/equipment to which they are assigned. The prime contractor will document all operator qualifications. This documentation will be provided to the contract administrator prior to any contract employee engaging in any mode of equipment operation. The contract administrator will retain documentation for the duration of the contract. U.S. Navy contractors (including Non-Appropriated Fund Activity (NAFA) contract employees) will not be issued an OF-346 license. Contract personnel operating government owned/leased equipment must carry a valid operator's permit on their person when operating any type of equipment. Per reference (h),

MLA/IHA personnel are considered equivalent “DoD or DON civilian personnel” and may be issued an OF-346.

9. USFJ Form 4EJ GOV Reciprocity. Military and DoD Civilian Employees issued a USFJ Form 4EJ per this article may also operate GOVs up to 3,500kg GVW and 10 Passengers (except towing vehicles) on or off installation in the performance of their official duties.

10. USFJ Form 4EJ Expirations. At no time will any person operate a motor vehicle with an expired license.

a. Licenses issued to personnel described in paragraph 3a above may be issued a license with an expiration occurring at the sponsor’s Planned Rotation Date (PRD). This expiration may be later updated once the sponsor receives follow-on PCS orders and will be updated to match the sponsor’s permanent departure from Japan (Report no-later than date of next permanent duty station on their PCS orders, or homeport change effective date).

b. Licenses for dependents (family member children) under 21 years old will expire on the day before their 21st birthday or sponsor’s PRD whichever comes first.

c. Licenses for dependents (family member children) who are full-time students will expire on a day before their 23rd birthday or sponsor’s PRD; whichever comes first.

d. It is the licensee’s responsibility to initiate renewal action on their license. Applicants may initiate renewal action 90 days prior to the expiration date.

e. Applicants allowing their license to expire will be required to take and pass the written and practical driving exams before being issued a new license.

f. Exceptions to the renewal requirements may be granted by the FLEACT Yokosuka Safety Officer on a case-by-case basis for personnel who have been absent due to official business including deployments, periods of temporary duty, or attending school as full time students outside of Japan.

11. Motorcycle Endorsements, Operation, Safety and PPE Requirements

a. License (USFJ Form 4EJ) Endorsements for Motorcycles

(1) Applicability. Per reference (a), applicants must complete all requirements for and obtain a Privately Owned Vehicle Permit (USFJ Form 4EJ) prior to applying for a motorcycle operator endorsement. Applicants who desire a motorcycle endorsement to their USFJ Form 4EJ will be placed in one of two categories: first-time rider or experienced rider. Command leadership must exercise extreme care to ensure that only personnel with the required aptitude, maturity, stability and physical and mental qualities are endorsed to operate a motorcycle in Japan.

(2) Eligibility. All applicants must be at least 18 years of age and possess a valid USFJ Form 4EJ.

(3) Categories. Motorcycle endorsements will be issued in one of five categories.

Category I: Automatic Motorcycles 125cc or less and 4.0kw or less (moped or motor scooter)

Category II: Motorcycles 125cc or less

Category III: Motorcycles 400cc or less

Category IV: Motorcycles 750cc or less

Category V: Motorcycles over 750cc

Note: Upgrades to Category. To upgrade the category of motorcycle endorsement and/or add passenger endorsement, applicants must have completed one year without any accidents or moving violations. The local MSF BRC II will be re-taken and successfully completed on the motorcycle with larger engine and with a passenger (if applicable).

(4) Carrying Passengers. Shall be carried by an operator who possesses USFJ Form 4EJ with "AUTHORIZED PASSENGERS" endorsement along with at least 1 year of licensed riding period. To carry passengers on expressways and/or highways, an operator will be 21 years old and have at least three years of licensed riding. Riders must determine if the expressways they plan to travel on allow two-wheeled vehicles with passengers.

(5) Student Learner's Permits

(a) The FLEACT Yokosuka Driver's License Office will issue a 90-day "ON-BASE ONLY" student learner's permit for motorcycles with temporary license plates for the purpose of the licensing process only.

(b) Passengers are not authorized for riders using a student learner's permit.

(c) Applicants will complete all requirements within the prescribed 90 days after a student learner's permit has been issued or be subject to appear at traffic court for administrative actions.

(d) If an applicant chooses not to continue the licensing process, he/she will return the Temporary License plate and student learner's permit within the prescribed 90 days to the licensing office.

(e) The FLEACT Yokosuka Driver's License Office will notify the FLEACT Yokosuka Traffic Court Clerk of applicants who fail to complete the required process within five working days of the expiration date of the operator's permit.

(f) The FLEACT Yokosuka Driver's License Official will conduct odometer readings (start and ending mileage) at the Licensing Office, Building J-196.

(6) Licensing Process for an Experienced Rider. Riders who possess a valid stateside license with a motorcycle endorsement that has been issued for at least 1 year are categorized as experienced riders.

(a) Following documents will be provided:

1. Valid USFJ Form 4EJ.
2. Completion cards of Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC) I or equivalent approved course.
3. Completion card of MSF Military Sport Rider Course (MSRC) if applicable.
4. Proof of JCI and liability insurance for a minimum of 90 days to cover the period of the licensing process.

(b) Complete the following training to obtain a motorcycle endorsement for his/her current USFJ Form:

1. Obtain a student learner's permit for a motorcycle at the FLEACT Yokosuka Driver's License Office with temporary license plate.
2. 50km of on-base riding onboard FLEACT Yokosuka.
3. Local MSF BRC II successfully.
4. Local MSF MSRC successfully if applicable.

(c) Applicants who are current in their COMNAVSAFECEN approved motorcycle training may complete a mentorship ride with a command motorcycle mentor prior to licensing. These operators must be licensed up to and including the engine size of 400cc unless they can provide prior proof of operation of a larger motorcycle (registration or insurance card not over 12 months old, identifying the engine size).

(7) First-Time Rider. Applicants who do not meet the requirements in paragraph (6) will be considered a first-time rider.

(a) Following documents will be provided:

1. A valid USFJ Form 4EJ.
2. A proof of JCI and liability insurance for a minimum of 90 days to cover the period of the licensing process.

(b) Complete the following training to add a motorcycle endorsement to the current USFJ Form:

1. Obtain a student learner's permit for motorcycle at the FLEACT Yokosuka Driver's License Office with temporary license plate.

2. Local MSF BRC I successfully.

3. Ride on-base FLEACT Yokosuka for at least 30 days and 250km.

4. Local MSF BRC II successfully.

5. Local MSF MSRC if applicable.

(c) Size Restriction. First-Time Riders are limited to a maximum 400cc (Category I, II and III) and are not authorized to carry passengers.

(8) Expiration Period. For military personnel, USFJ Form 4 EJ with any category of motorcycle endorsement will be issued with an expiration date which the local MSF BRC II, MSF MSRC expires, or their PRD which comes first, per reference (h) to comply with refresher-training requirements. For civilians and family members, expiration on USFJ Form 4EJ will comply with para 9c.

b. Operation

(1) Motorcycles will be operated in compliance with the Japan Road Traffic Laws and as specified herein.

(2) Mopeds (50cc and below) are not to exceed 30 KPH on/off-base.

(3) Motorcycles must always have headlights on when in operation.

(4) Bundles and other cargo will not be transported on two-wheeled motor vehicles if they interfere with or impair the operator's ability to operate the vehicle in a safe manner.

(5) Rear view mirrors will be mounted on each side of the handlebars or left and right side of the fairing.

(6) Motorcycles will not be operated on public and base roads with faulty exhaust systems, nor will they be operated with exhaust systems modified from original manufacture's specifications.

(7) All motorcycles will satisfy applicable safety and registration requirements for motor vehicles. Motorcycles must comply with local Japanese noise regulations and mufflers must be present and properly installed. Motorcycles designed and used exclusively for off-road

operations need not be registered with Japanese authorities but will be registered with FLEACT Yokosuka Security Department VRO.

b. Clothing. Motorcycle operators and passengers will not wear clothing, ornaments, or decals, which degrade the image of the U.S. Navy. Motorcyclists should show themselves as an example of responsibility and dedication to safe motorcycle operation. Riders and passengers should wear light colored clothing at all times to increase their visibility to other motorists.

c. PPE. The following PPE is always required for all riders and passengers of motorcycles:

(1) Head Protection. A properly fastened (under the chin) protective helmet that provides a minimum of three-quarter coverage. Helmets must meet U.S. Department of Transportation (DOT) standards. They may meet other standards such as the Snell Memorial Foundation, ASTM or the ANSI if they also meet the DOT standards. Japanese personnel may either wear a DOT approved or a helmet certified by the Japanese Bureau of Safety Standards (helmets have a green and white "Safety Goods" sticker attached). Half-helmets and/or other novelty helmets are expressly prohibited. White or other light-colored helmets are strongly recommended, as they increase the riders' visibility to other motorists.

(2) Eye Protection. Protective eye devices designed for motorcycle operators (impact or shatter resistant safety glasses, goggles, wrap around glasses sealing the eye, or face shield properly attached to the helmet) will be properly worn. A windshield or standard sunglasses or standard eye wear alone are not proper eye protection. To be effective, eye or face shield protection must:

- (a) Be free of scratches.
- (b) Be resistant to penetration.
- (c) Give a clear view to either side.
- (d) Fasten securely, so it does not blow off.
- (e) Permit air to pass through, to reduce fogging.
- (f) Permit enough room for eyeglasses or sunglasses, if needed. Tinted eye protection should never be worn at night or any other time when little light is available.

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

(4) Protective Clothing. Riders and passengers will wear a long-sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens designed for use on a motorcycle. Motorcycle jackets constructed of abrasion resistant materials such as leather, Kevlar, and/or Cordura and containing impact-absorbing padding are highly recommended. To enhance the ability of other

vehicle operators to see and avoid motorcyclists, outer garments constructed of brightly colored and reflective materials are highly recommended during daylight hours. Reflective outer garments or vests will be worn during hours of darkness.

(5) Tactical Motorcycle, ATV and ORV Protection. The PPE for government owned motorcycles and ATVs should also include knee and shin guards and padded full-fingered gloves when applicable.

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Article 19

VEHICLE ACCESS CONTROL

Attachment 19-1 - ONE DAY VEHICLE PASS

1. Vehicles of Visitors/Guests

a. A one-day vehicle pass for visitors of authorized personnel will be issued by FLEACT Yokosuka VCC at Carney Gate from 0700-2200 daily if the following criteria are met:

(1) The authorized driver (i.e., registered owner or another insured driver) of the vehicle is present with a valid driver's license.

(2) The vehicle meets all Japanese registration requirements to possess the current valid JCI and Liability.

(3) The authorized driver must be the sole operator of the vehicle. Violation of this policy statement is a basis for loss of driving and/or guest privileges. For civilian personnel, it is basis for referral to the CAF for appropriate administrative actions.

b. The one-day pass, Attachment 19-1, must be displayed on the driver's side window during the entire time on-base and must be returned to the Gate Sentry when departing the base.

2. Japanese Government Official, Japanese Military Officer in Grade O-6 and Senior, Mayors, Governors and/or their Equivalents or Senior are authorized entry and exit from all bases under FLEACT Yokosuka's AOR in an official status, without an escort after proper identification/notification.

3. Vehicles of Commercial Concern

a. Long Term Passes. Commercial vehicles of companies authorized to conduct business on base will be permitted this kind of pass after they have been properly registered with the base's VRO. Only commercial companies who are registered or base approved contractors may be authorized to register vehicles. Evidence of proper insurance will be verified by FLEACT Yokosuka Security Department VRO upon submission of registration requests. If FLEACT Yokosuka VRO approves the request, then a Vehicle Pass, Attachment 15-12, may be obtained at FLEACT Yokosuka Security Department VRO. If a rental vehicle is to be utilized for Commercial use, the authorizing official will be VRO upon proper registration of the company at VRO. The commercial vehicle will visibly always display Attachment 15-12 in the driver's side of the windshield when operating the vehicle on base.

b. One-Day Passes. Commercial Vehicles may be granted Attachment 19-1 by the VCC from Window #3, provided the company or owner of the vehicle can provide presentation of proof that access to the base is required. These passes require the continuous escort of the vehicle and occupant(s) by an active-duty U.S. military member, contractor with escort privileges or Japanese employee (MLA) for as long as they are on base. Attachment 19-1 will be

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issued after the escort reports to VCC for escort duties. Attachment 19-1 must be returned to VCC by escort when the vehicle and its occupants depart the base.

4. Temporary Passes. FLEACT Yokosuka Security Department VRO may issue a CFAY T Pass (Attachment 15-8-2), for up to two weeks for vehicle registering/de-registering or transfer of registration of "Y" plate vehicles. VCC will issue one-day vehicle passes and temporary long-term passes on a case-by-case basis. Daily vehicle passes will not be issued to personnel with proper access credentials attempting to access a USFJ installation while operating a vehicle lacking USFJ Form 15A/15B decals (per reference (a)).

a. Guests who receive long-term passes, who intend to enter the installation with their privately owned vehicle, will still be required to receive a vehicle pass from Window #4 at the VCC to access the installation.

b. Rental vehicles operated by personnel with appropriate installation access credentials, vehicle registration permission and driving privileges do not require a vehicle pass. Vehicle operator must present a current and valid rental agreement when accessing the ACP.

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VEHICLE PASS

Ser: N-

CFAY 5800/20B (Rev. 6-26)

DATE/TIME EXPIRES:

THIS PASS AUTHORIZES THE VEHICLE WITH THE LICENSE PLATE SPECIFIED BELOW TO ENTER/EXIT FLEACT ACTIVITIES YOKOSUKA, INCLUDING IKEGO AND NEGISHI FOR PRIVATE OR COMMERCIAL PURPOSES PROVIDED THE DRIVER OR SPONSOR HAS APPROPRIATE IDENTIFICATION TO ENTER FOR HERSELF/HIMSELF, AND CURRENT INSURANCE/JAPANESE REGISTRATION REQUIREMENTS HAVE BEEN MET.

LICENSE PLATE NO.:

Visitor Control Center
(YOKOSUKA/IKEGO)

**SEAT BELTS ARE REQUIRED ON
BOARD YOKOSUKA NAVAL BASE!**
基地内ではシートベルト着用のこと!

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

Unless you agree with the above, do not bring your vehicle on the base!!

このすべての事柄を守ることと同意出来ぬ場合は車両の乗り入れは禁止する!!

Article 20

POWERED INDUSTRIAL TRUCKS – OPERATION ON PUBLIC ROADS

1. Forklifts or Powered Industrial Trucks (PITs) should only be used to carry loads on roadways if safer methods (i.e. trailers, trucks, etc.) are not readily available. Expediency in moving the load and/or cost savings alone will not be the sole basis for routinely moving material using PITs on streets and roads. The use of PITs to traverse sections of roadways or parking areas or areas between buildings will be determined by the user's organization. The user's organization will also be responsible for determining the use of PITs on roadways, taking into consideration all safety concerns, to include those listed below.

2. PITS present special hazards when operated on roadways. If trailers or trucks are not available for transport and PITs are to be used, safeguards will be implemented (i.e. observers, road guards, traffic escort, etc.) as necessary to ensure adequate safety of the PIT driver and others (motorists, cyclists, pedestrians, etc.). The following procedures, as a minimum, will be followed:

a. Operator must wear a hard hat at all times when driving on streets and roads (Chin straps must be used).

b. Operator and any passenger must wear a seat belt at all times when the PIT is in motion.

c. On all grades, the load and load engaging means will be tilted back, if applicable and raised only as far as needed to clear the road surface. The forks will not be raised or lowered while the PIT is in motion.

d. PITs will not be driven up to anyone standing in front of a bench or other fixed object.

e. Under all travel conditions, the PIT will be operated at a speed that will permit it to be brought safely to a stop.

f. PITs will not be used solely to transport a person from one place to another and will not carry passengers if not designed to do so e.g., no seat and/or no seatbelt.

g. PITs should not be routinely driven on roads and streets between two or more locations (with or without loads) as part of the same load/unload evolution (the use of more than one PIT is strongly recommended).

h. PITs will only be driven in a forward motion on streets and roads. The driver is required to look toward and keep a clear view of the travel path at all times when the PIT is in motion.

- i. Operator must be properly licensed with an OF-346 to drive government owned or released PITs and applicable license or certificate to operate special devices or functions on the PIT, and will always carry the permit on their person when driving a PIT.
- j. Only PITs recommended by the manufacturer for use on roadways will be used on roadways. Hard-rubber tire PITs or "warehouse PITs" should not be used on roadways. If hard tire PITs require refueling, repair, or maintenance at other locations that necessitate travel on roadways or irregular surfaces, extreme care will be taken. The PIT Operator will make an assessment of this activity for the safety hazards associated with travel on these surfaces.
- k. A "SLOW-MOVING VEHICLE" sign will be mounted to the rear of PITs recommended for road use.
- l. PITs will not carry loads that are wider than the widest dimension of the PIT or attachment being used.
- m. PITs being driven to a refueling point will not carry loads.
- n. All loads will be properly secured on the PIT prior to operation on roadways to prevent inadvertent load shifting, slippage or dropping. The PIT operator will determine proper methods of securing loads after all safety concerns have been addressed.
- o. Compressed gas cylinders will be carried only in approved racks or cages specifically designed for that purpose.
- p. PIT operators will pay particular attention to motor vehicles and pedestrians while operating on roadways. PITs will not be driven in bicycles lanes or sidewalks. PIT operators will move as far left in their lane as possible (if safe to do so) when traveling on roads to allow passing vehicles adequate clearance and pull over and stop when necessary to prevent excessive traffic backup (more than ten vehicles). The only exception to this rule will be that PITs will move toward the centerline in all tunnels to help prevent illegal passing .

Article 21

MANAGEMENT AND OPERATIONS REGULATIONS OF COMMERCIAL AND
NEX TAXIS ON FLEET ACTIVITIES (FLEACT) YOKOSUKA

1. Responsibilities for the management of Commercial Taxis on FLEACT Yokosuka.

a. FLEACT Yokosuka Security Officer. Register and issue CFAY decals for commercial off-base taxicab companies. The FLEACT Yokosuka Security Officer will ensure commercial off-base taxicabs with decals are allowed to enter through the main gate only. The FLEACT Yokosuka Security Officer will ensure each commercial off-base taxicab driver understands all operational regulations to include, but not limited to, this Article and the Taxi Driver Agreement form (attachment 15-13-3) prior to initial issuance of a CFAY Taxi decal.

b. When entering FLEACT Yokosuka, commercial taxicabs will, at all times, present identification passes to the Gate Sentries. Drivers not possessing a FLEACT Yokosuka identification pass will not attempt to enter FLEACT Yokosuka or operate a taxicab bearing a base decal.

c. All taxicabs are required to transit the vehicle inspection area and will be inspected prior to entering FLEACT Yokosuka.

d. All taxicabs entering or leaving FLEACT Yokosuka are subject to search for possible possession of unauthorized property or personnel.

e. Operators are required to wear seat belts at all times. Operators will ensure their customers wear seat belts or refuse service to those who do not comply. Operators will not pick up or deliver customers with small children unless they have a child restraint seat available for use.

f. All taxicabs entering or leaving FLEACT Yokosuka will not exceed the maximum passenger load capacity. One seatbelt per occupant is required.

g. Off-base taxicabs may wait in line near Carney gate in the designated area while waiting for fares/customers. No more than five off-base taxicabs may be at the main gate waiting area at any given time.

h. Off-base taxicabs may wait in line near the NEX/Commissary in the designated commercial taxi area, while waiting for fares. This area is located at the Commissary in front of the on-base bus stop and is limited to no more than two off-base taxicabs at any given time.

i. Off-base taxicabs are authorized to drop off customers anywhere on base; pick-up fares/customers if flagged down while returning to one of the designated waiting areas.

(1) After an off-base taxicab drops off a customer, if they do not immediately depart the installation then they shall return to a designated pick-up area by utilizing the shortest and most convenient route.

(2) If a taxicab is suspected of driving around to search for or attract fares/customers onboard the installation instead of immediately returning to a designated waiting area, the taxicab will be asked to leave the base and the company will receive a notification of the offense.

j. FLEACT Yokosuka has a contracted taxicab company providing taxi services on-base, therefore, commercial off-base taxicabs are not authorized to drive around the installation looking for passengers while on board FLEACT Yokosuka.

k. All taxicabs will ensure that any items left in the taxicab by a customer are immediately turned into FLEACT Yokosuka Security.

l. All taxicabs permitted base access will report to FLEACT Yokosuka VCC Office immediately in any instances where the CFAY decal has been removed by any person or organization other than a member of FLEACT Yokosuka Security Department. FLEACT Yokosuka Security Department personnel are the only personnel authorized to install or remove FLEACT Yokosuka taxi decals.

2. Responsibilities in regards to management of NEX Taxis on FLEACT Yokosuka

a. The NEX Services Operations Manager will ensure each NEX contracted taxicab driver understands all operational regulations to include, but not limited to, this Article prior to operating a taxicab onboard FLEACT Yokosuka.

b. Operators of NEX taxicabs with official government plates entering or leaving FLEACT Yokosuka will be subject to search for possible possession of unauthorized property or personnel. Therefore, may be required to transit the vehicle inspection area and may be inspected prior to entering FLEACT Yokosuka.

c. Operators of NEX taxicabs with official government license plates are authorized to deliver customers from on-base to the Yokosuka Chuo, Shioiri and the Yokosuka JR train stations. At no time will an NEX taxicab deliver customers to any other location off-base. NEX taxicabs are not authorized to pick up customers while off-base for return to FLEACT Yokosuka.

d. Operators of NEX taxicabs without official license plates are not authorized to leave FLEACT Yokosuka.

e. Operators of NEX taxicabs are permitted to park and await fares at the following locations:

(1) Main Gate Taxi Stand.

(2) NEX/Commissary Taxi Stand.

(3) Navy Lodge.

(4) CPO Club.

(5) Officers' Club.

f. Operators of NEX taxicabs will adhere to the following when picking up or waiting for customers at the following locations:

(1) Bowling Alley: Operator will pick up and drop off in the parking lot only.

(2) Homeport Ashore Berthing Facilities: Operator will pick up and drop off in the parking lot only.

(3) Main Street Food Court: Operator will pick up and drop off at the Bowling Alley end of the building.

(4) Galley: Operator will pick up and drop off at the Bowling Alley parking side.

(5) CPO Club: Operator will pick up and drop off at the Crews Inn.

(6) Buildings 1558, 1492, 1721, 1393 and 1530: Operators will pick up and drop off on the McCormick Street Side only.

g. Operators of NEX taxicabs will ensure that all items left in the taxicab by a customer are immediately turned into FLEACT Yokosuka Security Department.

h. When entering FLEACT Yokosuka NEX taxicab drivers will, at all times, present identification cards or passes to the Gate Sentries. Drivers not possessing a FLEACT Yokosuka identification card or pass will not attempt to enter FLEACT Yokosuka or operate a taxi.

3. Operational regulations for all taxicabs, Commercial Taxis and NEX Taxis, conducting business aboard FLEACT Yokosuka

a. Operators will not exceed maximum passenger load capacity. One seat belt per occupant is required.

b. Operators are required to wear seat belts at all times. Operators will ensure their customers wear seat belts or refuse service to those who do not wish to comply. Operators will not pick up or deliver customers with small children unless they have a child restraint seat available for use.

- c. Operators will proceed with caution at all times while operating onboard FLEACT Yokosuka observing and obeying all traffic signs, signals, regulation, and traffic sentries.
- d. Operators will immediately report their involvement in all traffic accidents, no matter how minor, involving the taxicab and other vehicles, pedestrians or personal property to FLEACT Yokosuka Security Department.
- e. "U" turns are not permitted anywhere on FLEACT Yokosuka property unless directed to do so by authorized personnel in the performance of their duty.
- f. Operators will slow down or stop before passing any formation of troops, buses or other vehicles and wait until signaled or given clearance.
- g. Operators will not stop along fire lanes, fire hydrants, crosswalks, or emergency exits to debark passengers.
- h. Operators are prohibited from driving on the piers and dry docks. Operators are allowed to await the return of a fare, but may not obstruct traffic at the entrance of any pier or dry dock.
- i. Operators will not litter the authorized waiting area by emptying ashtrays or throwing cigarette butts out of the window, dusting taxi floor mats, etc. Operators are not authorized to wash their assigned taxi outside the taxi compound.
- j. Operators are not authorized to await customers who are conducting business or shopping at the following locations. (with the exception of designated taxi cab pick up locations)
 - (1) Main Gate.
 - (2) Womble Gate.
 - (3) Navy Exchange outlets.
 - (4) Commissary.
 - (5) Fleet Recreation Center.
 - (6) Club Alliance.
- k. Operators will not slow down or otherwise solicit business while moving along a road with FLEACT Yokosuka, but if hailed by a customer, is permitted to stop as far off the road as possible and embark the customer.
- l. Customers may not disembark/exit a taxicab at any place along the roads of FLEACT Yokosuka except as noted in paragraph 3k. In such cases, taxicabs will move off of the road as far as possible to avoid blocking any traffic, especially near the approaches to any gate.

m. The taxicab meter will always be in operation when the taxi is in motion with a customer and when the taxi is waiting for a return fare. Operators will use the shortest route when delivering customers to their desired destination. Operators will charge customers only for the amount shown on the taxi meter at the destination. Operators are required to provide customer with the correct change. Operators can accept tips from customers, but it should neither be expected nor be a requirement.

n. It is the responsibility of the taxicab drivers to abide by the regulations set forth herein, even if ordered to do otherwise by a customer.

Article 22

DRIVING PRIVILEGES-
GENERAL REQUIREMENTS AND IMPLIED CONSENT

1. Personnel under SOFA will not rent, lend, or permit the use or operation of their POVs by persons other than those who possess a valid USFJ Form 4EJ "U.S. Forces, Japan Operator's Permit for Civilian Vehicle". Additionally, they will not lend, rent, or authorize use of their POV under a POA or otherwise release custody of their POV to persons other than U.S. forces personnel, except for the temporary convenience of the owner or their family, under the following conditions. When the POV is:

- a. Being driven by the owner's authorized chauffeur to implement instructions received from the owner/employer.
- b. Undergoing maintenance or repair.
- c. Being shipped into or out of Japan.
- d. Being stored in a parking lot or garage.
- e. Being placed in temporary storage pending authorized disposition to a resident of Japan (See Chapter 6 of reference (a), Disposition of Personal Property in Japan).
- f. Undergoing inspection and processing at a GOJ Land and Transportation Office.
- g. Being driven by a properly licensed individual while the owner/operator is incapable of driving the POV, e.g., physically incapacitated, overly tired, or following consumption of alcohol.

h. Personnel under SOFA will not operate a rented or borrowed motor vehicle, including any Japanese-owned motor vehicle, unless the following requirements are met:

- (1) Operators have a valid USFJ Form 4EJ for the type of motor vehicle to be operated.
- (2) Operators have the owner's written and signed permission in their immediate personal possession while operating the motor vehicle.
- (3) The vehicle to be operated is covered by insurance as prescribed in Chapter 3 of reference (a).

2. Personnel under SOFA when operating a motor vehicle in Japan, must produce upon request from U.S. security forces or GOJ law enforcement officials, the following:

- a. Proof of vehicle ownership or registration as required by the issuing authority.

- b. A valid USFJ Form 4EJ “U.S. Forces, Japan Operator’s Permit for Civilian Vehicle”, supported by an official DoD Identification Card.
- c. Proof of (current) JCI and property damage liability insurance as directed by this instruction.
- d. Personnel under SOFA involved in a traffic accident will cooperate with U.S. law enforcement authorities and GOJ law enforcement personnel, and immediately report any and all accidents that they are involved in to FLEACT Yokosuka Security Department.

3. Implied Consent

a. Implied Consent to Blood, Breath, or Urine Tests. U.S. Forces, Japan (USFJ) is the legal issuing authority for U.S. forces personnel to operate a SOFA registered vehicle both on and off USFJ installations. Implied consent is therefore a pre-condition for anyone operating a USFJ registered vehicle, GOV or POV, in Japan regardless of location. Drivers give consent to evidential tests for alcohol or other drug content of their blood, breath and/or urine as a pre-condition of accepting driving privileges. This consent applies whenever lawfully stopped, detained, apprehended or cited for any driving offense committed while driving or in physical control of a motor vehicle in Japan.

b. Implied Consent to Vehicle Impoundment. As a pre-condition of accepting driving privileges, drivers give their consent for the removal and temporary impoundment of their POV if their POV:

- (1) Is illegally parked for 24 hours.
- (2) Interferes with traffic operations.
- (3) Creates a safety hazard.
- (4) Is disabled by accident or incident.
- (5) Is left unattended in, or adjacent to, a restricted, controlled, or off-limits area.
- (6) Abandoned.

4. Towing

a. Towing Procedures. The FLEACT Yokosuka Security Department will exhaust all reasonable means to locate the registered owner of the vehicle in question. Vehicles will have 72 hours after initial citation to contact the Security Department before the vehicle is considered abandoned. After 72 hours without contact from the owner, the vehicle will be available for towing.

b. Immediate Tow. Vehicles that are not abandoned but could be towed will include but are not limited to:

- (1) POV that is illegally parked, double parked on the street, or blocking a fire lane.
- (2) Blocking an emergency exit to a building.
- (3) If vehicle registration is expired for three (3) months or more.
- (4) Vehicle is parked in a clearly labeled "Tow Away" zone.

Note: Drivers additionally consent to reimburse an authorized agency or contractor for the cost of towing, storage and disposal should a need arise to remove or impound their motor vehicle because of a situation described above. Traffic Court Division will make 3 notification attempts to the owner after the vehicle is impounded, with each attempt logged in the impound database. After the 3rd notice in a span of 30 days with no contact with the owner, the car will be junked.

Article 23

FORMATION JOGGING AND RUNNING ON ROADS AND STREETS

1. Purpose. To establish running and jogging policies on board Fleet Activities (FLEACT) Yokosuka.
2. Applicability. This article pertains to all commands, organizations, and all military and civilian personnel at all times while on board FLEACT Yokosuka and all satellite locations under the cognizance of FLEACT Yokosuka. No formation running is allowed in the housing areas located in Ikego. Individual jogging in these housing areas will follow the guidelines established herein.
3. Formation Running. Formations will run with the flow of traffic and in the correct traffic lane. Road guards will be posted at least ten meters ahead and behind of the formation to alert vehicular traffic to slow down. Road guards will wear reflective vests and during hours of darkness will carry cone lights. Formations will not call cadence before 0600 when passing through housing and barracks areas. All running cadences must be in good taste and not contain insulting and/or offensive language.
 - a. All roadways on FLEACT Yokosuka are open to formation running. Exception: King St., Howard St., Rickert Dr., Nimitz Blvd., and Clement Ave. are secured from formation runs from 0700-0830 and 1600-1730, Monday through Friday due to heavy traffic.
 - b. The marked jogging path/Physical Fitness Assessment (PFA) course surrounding Berkey Field is open to formation running. All formation running will be run counter-clockwise when using the jogging path.
4. Individual Runners/Joggers. Joggers are advised that there is increased risk of injury when exercising during rush hour traffic and should plan their daily workout periods/routes accordingly. Additionally, runners/joggers will:
 - a. Run single file on all roads and streets. No more than two persons running abreast are authorized on sidewalks or the marked jogging path around Berkey Field.
 - b. Run so as to face oncoming traffic and will yield the right-of-way to all vehicles.
 - c. Wear a reflective vest or belt during limited visibility conditions (including hours of darkness - one half hour after sunset to one half hour prior to sunrise) while running or jogging on the installation. The vest or belt will be visible from the jogger's front and rear, unobstructed by clothing or equipment.
 - d. Use the sidewalk while running through the two tunnels on Howard Street with maintaining right of way of other pedestrians. Running in the vehicle lanes through the tunnels is prohibited.

5. Restrictions. Runners/Joggers will NOT wear any type of headset or earphones while jogging/running on the installation's roads and streets. Such devices may be worn while jogging/running on sidewalks and other off-road areas such as the marked jogging path around Berkey Field. Headsets/earphones will be removed prior to crossing any street or intersection at all times.

APPENDIX A
CFAY FORM LIST

CFAY FORM NUMBER	CFAY FORM TITLE	DEPARTMENT/DIVISION (OBTAINED)
4651/2a	VEHICLE REGISTRATION REQUEST FORM FOR E-4 AND BELOW/OR CIVILIAN EQUIVALENT WITH FAMILY MEMBER (TENANT UNITS)	FLEACT YOKOSUKA SECURITY VRO
4651/2b	VEHICLE REGISTRATION REQUEST FORM FOR E-4 AND BELOW/OR CIVILIAN EQUIVALENT WITH FAMILY MEMBER (FOR CFAY ONLY)	FLEACT YOKOSUKA SECURITY VRO
4651/18a	VEHICLE SAFETY INSPECTION SHEET (MOTOR CYCLES)	FLEACT YOKOSUKA SAFETY N35
4651/18b	VEHICLE SAFETY INSPECTION SHEET (THREE OR MORE WHEELS)	FLEACT YOKOSUKA SAFETY N35
5800/58	COMFLEACT YOKOSUKA RESERVED PARKING REQUEST FORM	FLEACT YOKOSUKA PWD N4
5800/59	DISABLE PARKING TAG APPLICANT INFORMATION	FLEACT YOKOSUKA SAFETY N35
5800/65	CFAY DISABLED PARKING TAG	
5800/39	BICYCLE REGISTRATION FORM (USCS/MILITARY)	FLEACT YOKOSUKA SECURITY VRO
5800/39a	BICYCLE REGISTRATION FORM (MLA/IHA, JDSF)	FLEACT YOKOSUKA SECURITY VRO
5800/39b	BICYCLE REGISTRATION FORM (CONTRACTOR)	FLEACT YOKOSUKA SECURITY VRO
5800/53	DEPARTMENT OF THE NAVY PARKING CERTIFICATE/RESIDENCE VERIFICATION COMMANDER, FLEET ACTIVITIES YOKOSUKA	FLEACT YOKOSUKA SECURITY VRO
5800/60	AFLOAT COMMAND PARKING VERIFICATION	FLEACT YOKOSUKA SECURITY VRO
5800/61a	VEHICLE OWNERSHIP RESPONSIBILITY (ADMINISTRATIVE REMARKS ADMINISTRATIVE REMARKS MILITARY MEMBERS)	FLEACT YOKOSUKA SECURITY VRO
5800/61b	VEHICLE OWNERSHIP RESPONSIBILITY (ADMINISTRATIVE REMARKS ADMINISTRATIVE REMARKS CIVILIAN EMPLOYEES)	FLEACT YOKOSUKA SECURITY VRO
5800/61c	VEHICLE OWNERSHIP RESPONSIBILITY (ADMINISTRATIVE REMARKS ADMINISTRATIVE REMARKS OTHER CIVILIANS)	FLEACT YOKOSUKA SECURITY VRO
5800/62	CIVILIAN EMPLOYEE VOLUNTARY REPAYMENT AGREEMENT	FLEACT YOKOSUKA SECURITY VRO
5800/54	PARKING ONLY T PASS	FLEACT YOKOSUKA SECURITY VRO
5512/15b	CFAY T PASS (PERSONAL SERVICE CONTRACTOR (PSC)/HOURLY PAY TEMPORARY (HPT))	FLEACT YOKOSUKA SECURITY VRO
5512/15a	CFAY T-PASS	FLEACT YOKOSUKA SECURITY VRO

APPENDIX A

CFAY FORM NUMBER	CFAY FORM TITLE	DEPARTMENT/DIVISION (OBTAINED)(CONT'D)
5800/63	REQUEST FOR INITIAL REGISTRATION/DE-REGISTRATION OF PRIVATELY OWNED VEHICLE FOR ACTIVE DUTY AND RETIREES FOR JAPAN MARITIME SELF DEFENSE FORCE	FLEACT YOKOSUKA SECURITY VRO
5800/55	RETIRED JMSDF VEHICLE PASS	FLEACT YOKOSUKA SECURITY VRO
5800/16c	VEHICLE PASS	FLEACT YOKOSUKA SECURITY VRO
5800/64	COMMERCIAL TAXI VEHICLE REGISTRATION	FLEACT YOKOSUKA SECURITY VRO
5800/64a	COMMERCIAL TAXI PASS	FLEACT YOKOSUKA SECURITY VRO
5532/54	LOST REPORT	FLEACT YOKOSUKA SECURITY VCC
5800/20b	ONE DAY VEHICLE PASS	FLEACT YOKOSUKA SECURITY VCC

CFAY FORM LIST (CONT'D)