

17 JUNE 2003



Security

**KADENA AIR BASE MOTOR VEHICLE
TRAFFIC SUPERVISION (PA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 18 SFS/SFAR (SSgt Craig Reeves)

Certified by: 18 MSG/CC
(Col Thomas F. Berardinelli)

Supersedes 18 WGI 31-204, 13 November 2001

Pages: 65
Distribution: F

This instruction implements AFD 31-2, *Law Enforcement*. It is consistent with and supplementary to AFI 31-204, *AF Motor Vehicle Traffic Supervision*; AFM 31-201, Vol 7, *Security Forces Administration and Reports*, AFH 31-218, Vol 1, *Law Enforcement Missions and Procedures*; AFH 31-227, *Air Force Motor Vehicle and Traffic Control*; 5 AF Instruction 31-201, *Motor Vehicle Operations in Japan*; 5 AF Pamphlet 31-1, *Facts on Car Insurance in Japan*; Marine Corps Bases Japan Order P11240.1B, *Motor Vehicle Traffic Supervision*; Marine Corps Bases Japan Order P11240.3, *Motor Vehicle Registration and Equipment Safety Standards*; Marine Corps Bases Japan Order 5800.4; *Motor Vehicle Impoundment and Disposal Procedures and Responsibilities*; USFJPL 125-2, *Control of Motor Vehicle Traffic and Vehicle Operations*; and the Government of Japan (GOJ) Driving Code. It applies to all personnel governed under the Status of Forces Agreement (SOFA) who are operating a vehicle upon on base and off base roadways. It applies to all personnel assigned to, attached to, tenant to, or visiting Kadena Air Base, Kadena Marina, O'Donnell Gardens, Camp Shields, Chibana Military Family Housing areas, Chibana Recreation area, and the Okuma Recreation area. This publication does not apply to the Air National Guard or US Air Force Reserve.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, Title 5, United States Code, Section 552a. System of Records notice F031 AF SP E Privacy Act Request File applies.

SUMMARY OF REVISIONS

This instruction is a complete revision of the Motor Vehicle Traffic Supervision program. It incorporates applicable portions of several applicable Air Force Instructions, 5AF Directives, and Marine Corps Bases Japan Orders. New or revised material is indicated by a bar (|).

Chapter 1— INTRODUCTION 5

1.1. Terms Explained (Alphabetical). 5

- 1.2. Program Management. 7
- 1.3. Responsibilities. 8
- 1.4. Delegations of Authority. 8

Chapter 2— DRIVING PRIVILEGES 10

- 2.1. Requirements for Driving Privileges. 10
- 2.2. Stopping and Inspecting Personnel or Vehicles. 11
- 2.3. Implied Consent to Blood, Breath, or Urine Tests. 11
- 2.4. Implied Consent to Vehicle Impoundment. 12
- 2.5. Suspension or Revocation of Driving Privileges. 12
- Table 2.1. Suspension of Driving Privileges. 13
- Table 2.2. Revocation of Driving Privileges. 15
- 2.6. Reciprocal Procedures. 16
- 2.7. Administrative Due Process for Suspensions and Revocations. 16
- 2.8. Alcohol and Drug Abuse Programs. 17
- 2.9. Restoration of Driving Privileges on Acquittal. 17
- 2.10. Restricted Driving Privileges or Probation. 17
- 2.11. Unit Suspension and Restricted Driving Privileges. 17
- 2.12. Procedures for Reinstatement of Driving Privileges. 18

Chapter 3— MOTOR VEHICLE REGISTRATION 19

- 3.1. Registration Policy. 19
- 3.2. License Plates. 21
- 3.3. Insurance of Privately Owned Vehicles. 21
- 3.4. Handicapped Vehicle Decals. 22

Chapter 4— TRAFFIC PLANNING AND CODES 23

- 4.1. Traffic Planning. 23
- 4.2. Installation Traffic Code. 23
- 4.3. Vehicle Repairs. 33
- 4.4. Speed Measuring Devices/Traffic Stops. 33
- 4.5. Traffic Accident Investigation. 33
- 4.6. Traffic Accident Investigation Reports. 34
- 4.7. Traffic Accident Investigation Reports. 34

4.8.	Parking. Emergency Response Vehicles are authorized to park as needed to facilitate emergency responses.	34
4.9.	Traffic Violation Reports.	37
4.10.	Standards and Procedures for Processing Intoxicated Drivers.	37
4.11.	Blood Alcohol Concentration Standards.	38
4.12.	Chemical Testing Policies and Procedures.	38
4.13.	Detection, Apprehension, and Testing of Intoxicated Drivers.	38
4.14.	Voluntary Blood, Breath, Urine and Bodily Fluid Testing Based on Implied Consent.	39
4.15.	Involuntary Extraction of Bodily Fluids in Traffic Cases.	40
4.16.	Testing at the Request of the Apprehended Person.	41
4.17.	Off-Installation Traffic Activities.	41
4.18.	Compliance with Local and Host Nation Laws.	43
4.19.	Administrative Violations.	44
Chapter 5— DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM		46
5.1.	Driving Records.	46
5.2.	The Traffic Point System.	46
Table 5.1.	Point Assessment Guide (See NOTE 1).	46
5.3.	Point System Application.	47
5.4.	Point System Procedures.	48
5.5.	Disposition of Driving Records.	49
Chapter 6— IMPOUNDING PRIVATELY OWNED VEHICLES		50
6.1.	General.	50
6.2.	Standards for Impoundment.	50
6.3.	Procedures for Impoundment.	51
6.4.	Search Incident to Impoundment Based on Criminal Activity.	52
6.5.	Retrieving a Impounded Vehicle.	52
Chapter 7— JAPANESE MOTOR VEHICLE INSPECTION STANDARDS		54
7.1.	General.	54
7.2.	Illegal Vehicle Modifications/Alterations.	54
7.3.	Forms Prescribed.	60
Attachment 1— REQUEST FOR LIMITED DRIVING PRIVILEGES FORMAT		61

Attachment 2— REINSTATEMENT OF DRIVING PRIVILEGES FORMAT	62
Attachment 3— STATEMENT OF RESPONSIBILITY	63
Attachment 4— REBUTTAL OF TRAFFIC CITATION FORMAT	64
Attachment 5— REQUEST FOR RELEASE OF IMPOUNDED VEHICLE FORMAT	65

Chapter 1

INTRODUCTION

1.1. Terms Explained (Alphabetical).

1.1.1. Ability. The physical proximity and having the physical motor skills to put the vehicle in motion by manipulation of the ignition, gears, and/or release of the emergency brake. A young child being left unattended in a vehicle could have the ability and physical motor skills to release the emergency brake and put a vehicle into motion. This should not be confused with physical control as defined in paragraph [1.1.16](#).

1.1.2. Base Entry/Exit Point Checks (BEPCs). Administrative inspections directed by the installation commander or his/her designee designed to protect the readiness, health, and welfare of the installation. Checks are conducted by security forces personnel using a signed letter from the 18 SPTG/CC designating times, dates, and locations of the inspections.

1.1.3. Base Traffic Review Officer (BTRO). The 18th Support Group, Deputy Commander (18 SPTG/CD) or in his/her absence, the 18 SPTG/CC has been designated as the BTRO by the 18 WG/CC.

1.1.4. Disabling Damage. The mere fact a vehicle had to be towed does not automatically imply disabling damage. To determine disabling damage, the entire function must be taken into consideration. If the vehicle is being immobilized because of one certain part of the car (ie...punctured radiator, broken axle, two flat tires) the damage is considered other "functional damage", not disabling damage. Additionally, if the vehicle operator can render the vehicle operational through on-scene adjustments (e.g., by changing a tire or pulling a fender off of a tire) then it is not considered disabling damage.

1.1.5. Drunk or Impaired. "Drunk" or "impaired" mean any intoxication that is sufficient to impair the rational and full exercise of the mental or physical faculties. The term drunk is used in relation to intoxication by alcohol. The term impaired is used in relation to intoxication by other substances other than alcohol.

1.1.6. Emergency Response Vehicles. The following vehicles are designated as emergency response vehicles: Fire Department, Hazardous Material (HAZMAT), Explosive Ordnance Disposal (EOD), USAF/USN ambulances, 18 SFS, wing and ground command vehicles. Emergency response vehicles are designated by overhead emergency red lights or dash mounted "Kojak" lights and siren.

1.1.7. Functional Damage: Damage to a vehicle that renders it unsafe or impractical to operate safely on the road is considered functional damage. This may include broken lights, flat or damaged tires, fender bent over the tire, broken axle, or any other damage to a limited portion of the vehicle, that when fixed can be operated safely. If the damage is so severe that major repair to several systems would need to be made before it could be operated safely again, it would be classified as having disabling damage.

1.1.8. Japanese Compulsory Insurance (JCI). Required by Article 5 of the Automobile Liability Security Law of Japan. JCI provides personal injury type coverage with limits. Under this law, no automobile may be driven until the owner shows proof of the compulsory insurance. It does not cover any liability for any property a vehicle operator might damage by operating a motor vehicle.

1.1.9. Major Accident. One or more vehicles involved in the following: An accident that involves injury (evident or claimed) or fatality. Damage to a Government Owned Vehicle (GOV) or government property (or combination thereof) amounting to more than \$20,000, disabling damage (see definition disabling damage) to a Privately Owned Vehicle (POV) amounting to more than \$20,000 damage. Major accidents include accidents that are difficult to explain, such as no correlation between damage and the accident's chain of events, and those involving a serious crime, such as suspected arson, or when a fraudulent claim is expected. Responding security forces patrols can either cite a vehicle operator at fault on the scene, if evidence is obvious, or later after the investigation is completed.

1.1.10. Minor Accident. One or more vehicles involved in the following: Damage to a GOV or government property or combination thereof, amounting to no more than \$20,000 with no injuries or fatalities and POV accidents with less than \$20,000. Minor motor vehicle accidents are classified as a reported accident that is not investigated, no determination of fault is assessed by responding security forces patrols, and citations are not issued for violations that may have caused the accident. Information is gathered for statistical and engineering purposes only. Monetary compensation is handled privately through one's insurance company. Alleged injuries not reported at the accident scene but subsequently treated for or reported will not change the classification of a minor vehicle accident to a major vehicle accident. Individuals reporting alleged injuries after the fact will be instructed to provide all medical documentation to their insurance companies or other agencies requesting the information. Minor motor vehicle accidents must be reported to US Forces Law Enforcement agencies immediately after they occur.

1.1.11. On Base. The areas confined within Kadena Air Base to include the 18th Munitions storage area; Kadena Marina, O'Donnell Gardens, Camp Shields, Chibana Military Family Housing areas, Chibana Recreation area, and the Okuma Joint Services Recreation area. This also includes the road running from Highway #74 into Camp Shields and the O'Donnell Gardens housing areas.

1.1.12. Operates. Operating a vehicle, aircraft, or vessels includes not only driving or guiding a vehicle while it is in motion, either in person or through the agency of another, but also setting of its motive power in action, or the manipulation of its controls so as to cause the particular vehicle to move.

1.1.13. Parked/Standing. The vehicle is stationary, with or without the engine running, with or without the operator at the controls. Parked and/or standing vehicles can be legally or illegally parked. For the purpose of enforcement, there is no difference between parked and standing. No vehicle will be left unattended with the engine running.

1.1.14. Passenger. Any person, in a vehicle, other than the operator.

1.1.15. Pedestrian. Any person who is near or on a roadway using a sidewalk, roadway edge, parking lot, pedestrian road crossing, driveway, or similar location.

1.1.16. Physical Control and Actual Physical Control. These terms are synonymous. They describe the present capability and power to dominate, direct, or regulate the vehicle either in person or through the agency of another, regardless of whether such vehicle is operated. For example, the intoxicated person seated behind the steering wheel of a vehicle with the key in the vehicle in or near the ignition but with the engine not turned on could be deemed in actual physical control of the vehicle. However, the person asleep in the back seat with the keys in his or her pocket would not be deemed in actual physical control. Physical control necessarily encompasses operation.

1.1.17. Reckless Driving. The operation of a vehicle is “reckless” when it exhibits a culpable disregard of foreseeable consequences to others from the act or omission involved. Recklessness is not determined solely by reason of the happening of an injury, or the invasion of the rights of another, nor by proof alone of excessive speed or erratic operation, but all of these factors may be admissible and relevant as bearing upon the ultimate question; whether, under all the circumstances, the accused’s manner of operation of the vehicle was of that heedless nature which made it actually or imminently dangerous to occupants, or to the rights or safety of others. It is driving with such a high degree of negligence that if death were caused, the accused would have committed involuntary manslaughter, at least. The condition of the surface on which the vehicle is operated, the time of day or night, the traffic, and the condition of the vehicle are often matters of importance in the proof of an offense.

1.1.18. Revocation. Loss of driving privileges for more than 6 months.

1.1.19. Roadway. A portion of a highway improved, designed or ordinarily used for vehicular travel, exclusive of the sidewalk, berm, or shoulder even though such sidewalk, berm, or shoulder is used by persons riding bicycles, or other human powered vehicles. A highway typically includes two or more separate roadways. The term “roadway” as used herein, shall refer to any such roadway separately, but not to all such roadways collectively. Roadway lanes are identified from the curb to centerline.

1.1.20. Skaters. Any person operating roller skates, roller blades or a skateboard (including motorized skateboards) and T-handled boards and scooters.

1.1.21. Sobriety Checkpoints. Sobriety checkpoints are directed by the Chief, Security Forces based on crime trend and traffic enforcement analysis, and are designed to protect the readiness, health, and welfare of the installation. Checks are conducted by security forces personnel, as augmented by 18th Wing units, using a signed letter from the 18 SFS/CC designating times, dates, and locations of the inspections. The 18 SFS/CC also determines the randomness of selecting drivers to be checked (e.g., every third driver, etc).

1.1.22. Stop. When required, the complete cessation of movement.

1.1.23. Suspension. Loss of driving privileges for 6 months or less.

1.1.24. Vehicle. Every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, excepting devices moved by human power or used exclusively upon stationary rails or tracks.

1.2. Program Management. This supplement assigns responsibilities and establishes procedures for the management of the Kadena Air Base Motor Vehicle Traffic Supervision Program. This includes, but is not limited to:

1.2.1. Granting, suspending, or revoking the privilege to operate a POV/GOV.

1.2.2. Registration of POVs.

1.2.3. Administration of vehicle registration and vehicle operator performance records.

1.2.4. Driver improvement programs.

1.2.5. Police traffic supervision.

1.2.6. Off-Installation traffic activities.

1.3. Responsibilities.

1.3.1. Installation Commander. The 18th Wing Commander (18 WG/CC) oversees the installation traffic supervision program. The 18 MSG/CD, as the Base Traffic Officer (BTRO), implements the program through this instruction and ensures compliance.

1.3.2. Base Traffic Review Officer (BTRO). The BTRO is empowered with the authority to suspend or revoke both on and off base driving privileges of personnel in which the 18 WG/CC has the authority to issue a USFJ Form 4EJ, **Operator's Permit for Civilian Vehicle**, under Air Force command sponsorship; and privileges to operate a motor vehicle within the boundaries of Kadena Air Base as defined in paragraph 1.1.11. for personnel whose operator permit has been issued by another authority. The BTRO also acts on requests for limited driving privileges and traffic ticket rebuttals. The BTRO also evaluates the adequacy of command actions against traffic offenders and helps unit commanders identify high-risk vehicle operators.

1.3.3. Chief Security Forces. The 18th Security Forces Squadron Commander is the principal advisor to the installation commander and BTRO on issues concerning enforcement of installation rules pertaining to the directing, regulating, and controlling of traffic.

1.3.4. Traffic Issues Committee. The Traffic Issues Committee reviews all matters pertaining to traffic control planning on Kadena Air Base, and other areas under the control of the 18 WG/CC. All suggestions or requests for changes to traffic control will be submitted to the 18th Civil Engineer Squadron, Commander (18 CES/CC). The 18 CES/CC will evaluate each request or suggestion and refer it to the Traffic Issues Committee or appropriate base agency for action. As a minimum, all AF Forms 332, **Base Civil Engineer Work Request**, and similar work requests or suggestions must be coordinated by the Base Traffic Engineer, 18 WG Ground Safety, and the 18th Security Forces Squadron, Operations Flight. The committee will be composed of the following members or their designated representatives.

1.3.4.1. 18th Civil Engineering Group, Deputy (18 CEG/CD) - Chairperson.

1.3.4.2. 18th Civil Engineering Squadron, Chief of Maintenance Engineering (18 CES/CEE) - Recorder.

1.3.4.3. 18th Wing Ground Safety Office (18 WG/SEG).

1.3.4.4. 18th Wing Public Affairs Office (18 WG/PA).

1.3.4.5. 18th Logistics Readiness Squadron, Commander (18 LRS/CC).

1.3.4.6. 18th Security Forces Squadron, Commander (18 SFS/CC).

1.3.4.7. Other unit commanders when areas of concern affect them.

1.3.5. Responsibility for Traffic Signs. The 18th Civil Engineering Squadron, Operations Flight Commander (18 CES/CEO) is responsible for fabricating, installing, and maintaining all traffic signs and control devices in accordance with the Uniform Traffic Control Manual and respective Japanese Executive Orders.

1.4. Delegations of Authority. The 18 WG/CC delegated his authority as follows:

1.4.1. The 18 MSG/CD or in his/her absence, the 18 MSG/CC to act as the BTRO for the administration and implementation of this instruction.

1.4.2. The authority for routine reinstatements of driving privileges is delegated to the 18th Security Forces Squadron, Superintendent, Reports and Administration Flight (18 SFS/SFA). All requests of a unique nature or requests for early reinstatement must be approved by the BTRO.

Chapter 2

DRIVING PRIVILEGES

2.1. Requirements for Driving Privileges. Driving a vehicle (GOV or POV) on Kadena Air Base is a *privilege* granted by the installation commander. To exercise that privilege, vehicle operators must comply with the laws and instructions governing motor vehicle operation and registration as outlined in this instruction. Registration requirements for all POV owners on Okinawa falls under the purview of the Joint Services Vehicle Registration Office (JFVRO) located on Camp Foster, Bldg 5638 (645-3963/7481). Marine Corps Bases Japan Order P11240.1B, or any superseding instruction, is in effect and enforceable on Kadena as it applies to registration, equipment, and impoundment requirements for all motor vehicles requiring registration through JSVRO. Specific vehicle registration requirements are addressed in [Chapter 3](#).

2.1.1. Operator's Licenses and Permits. All personnel operating a motor vehicle must be properly licensed with the applicable license/permit in their possession:

2.1.1.1. USFJ Form 4EJ, **U.S. Forces Japan Operator's Permit for Civilian Vehicle**. Mandatory for operating a Status of Forces Agreement (SOFA) status POV on or off base. Vehicle operator's falling under the SOFA will be issued a USFJ 4EJ supported by a current DoD identification card, passport and/or official orders assigning them to Kadena Air Base or another on-island military installation. In accordance with USFJPL 125-2, parent commands/services are responsible for issuing, suspending, or revoking USFJ 4EJ operator permits issued to personnel in their command.

2.1.1.1.1. SOFA status personnel will not operate a rented or borrowed motor vehicle, including a Japanese-owned motor vehicle, unless operators have a valid USFJ Form 4EJ for the type of motor vehicle to be operated, have the owner's written permission in their immediate possession while operating the motor vehicle (if the owner is out of reach), and the vehicle to be operated is covered by insurance required for SOFA status personnel. SOFA status personnel will not permit improperly licensed persons to operate a SOFA status vehicle.

2.1.1.2. Japanese operator's permit. Applies to non-SOFA personnel operating a non-SOFA registered vehicle on Kadena AB. Cannot be used to operate a SOFA status vehicle.

2.1.1.3. International Operator's Permit. Applies to operating a non-SOFA registered vehicle on Kadena AB. Cannot be used to operate a SOFA status vehicle.

2.1.1.4. Family members 16 or 17 years of age will be issued a USFJ Form 4EJ over-stamped "On Base Only."

2.1.1.5. Motorcycle operators must possess a USFJ Form 4EJ indicating if passengers are permitted and the size of motorcycle the operator is allowed to operate. The Motorcycle Safety Foundation card issued by the USMC motorcycle safety course is NOT an operator's permit. It only shows the operator has completed the safety course.

2.1.1.6. AF Form 2293, **US Air Force Motor Vehicle Operator Identification Card**, will be issued for both general and special purpose vehicles before operating GOVs.

2.1.1.7. Local national employees required to operate a GOV will be issued an AF Form 2293 or OF 346, **US Government Motor Vehicle Operator's Identification Card**, by the base Chief of

Transportation. Prerequisite for local national employee issuance of an AF Form 2293 is a valid Japanese operator's permit.

2.1.2. Air Force sponsored SOFA Status personnel permanently assigned to Japan who have attended Course II, Local Conditions Course, conducted by the 18th Wing Safety Office may be issued a USFJ Form 4EJ, operator's permit for a period as outlined in USFJ Instruction 31-201, *Motor Vehicle Operations in Japan*. If vehicle operator's extend their DEROS, they must report to the 18th Security Forces Squadron, Pass and Identification Section (18 SFS/SFAP), Bldg 721-B (634-4172/3437) prior to the expiration date of the permit. They should bring proof of their changed DEROS. After verification, personnel will be reissued a permit with appropriate expiration date.

2.1.3. TDY personnel who are deployed to Kadena Air Base for a period of 90 days or less and do not have a valid USFJ Form 4EJ, **Japanese Operator's Permit, or International Operator's Permit**, may be issued a base operator's permit to operate GOVs on-base only after the sponsoring unit's vehicle control NCO has given an 18th Logistics Readiness Squadron approved safety briefing.

2.1.4. Required POV Documents. Vehicle owners must ensure the following valid documents are in their possession when operating a POV:

2.1.4.1. DoD identification card (SOFA personnel only).

2.1.4.2. Base Registration, DD Form 430, **Military Registration and Certificate of Title of Motor Vehicle**. (SOFA vehicle only.)

2.1.4.3. Current Year GOJ Road Tax receipt and Japanese Title reflecting a current Japanese Inspection Date.

2.1.4.4. Proof of Property Damage Insurance (PDI). This is liability insurance commonly referred to as "American" insurance. (SOFA personnel only.)

2.1.4.5. Proof of Japanese Compulsory Insurance (JCI). This is insurance required by the GOJ; commonly referred to as "JCI".

2.1.4.6. Operator's permit as identified in [2.1.1](#) above.

2.2. Stopping and Inspecting Personnel or Vehicles.

2.2.1. In accordance with DoD 5200.8R, *Physical Security Program*, installation commanders have responsibility for protecting personnel and property under their jurisdiction and maintaining order on installations. Base entry point checks are conducted randomly, inspecting persons, their property, and vehicles at entry/exit points of installations. Sobriety Checkpoints are unannounced special enforcement checkpoints intended to deter personnel from drinking and driving. Security forces patrols may stop, detain, and inspect vehicles on base when there is a reasonable basis to believe the stop is necessary to enforce a traffic regulation, or the stop is based on reasonable suspicion of criminal activity.

2.3. Implied Consent to Blood, Breath, or Urine Tests. Any person subject to this instruction who operates or is in actual physical control of a motor vehicle in Japan shall be deemed to have given their consent to a chemical test of their blood, breath, urine, or other bodily substances for the purpose of determining the alcoholic/drug content if cited or lawfully apprehended for any offense allegedly committed while driving or in actual physical control of a motor vehicle on or off military installations and suspected of being under the influence of intoxicating liquor or drugs. The test shall be incidental to a lawful apprehension and administered at the direction of the security forces member having reasonable cause to

believe such person was driving or was in actual physical control of a motor vehicle while under the influence of intoxicating liquor or drugs. Any person who is deceased, unconscious or otherwise in a condition rendering them incapable of refusal, shall be deemed not to have withdrawn their consent and such tests may be administered whether or not such person has been told that their failure to submit to or complete the test will result in the revocation of their privilege to operate a motor vehicle. Any person subject to this instruction who accepts a valid USFJ Form 4EJ to operate a motor vehicle in Japan, shall be deemed to have given implied consent for security forces personnel to test their blood, breath, urine or other bodily fluids for evidence of drug or alcohol intoxication or impairment. Failure to submit to or complete the blood, breath or urine test will result in an automatic 2-year revocation of driving privileges.

2.4. Implied Consent to Vehicle Impoundment. As a condition to registering a vehicle with JFVRO under Marine Corps Bases Japan Order P11240.1B or superseding instruction, personnel give their consent to the impoundment of vehicles as outlined in Marine Corps Bases Japan Order P11240.1B or superseding instruction. Additionally, personnel consent to the immediate removal and temporary impoundment of their POV for the reasons listed below:

- 2.4.1. Refusal to submit to or complete a chemical test of blood, breath, or urine for chemical analysis upon the request of Security Forces or authorized agencies.
- 2.4.2. When lawfully apprehended based on probable cause for impaired or drunken driving.
- 2.4.3. Driving drunk or impaired by any other mind-altering substance.
- 2.4.4. Driving under false pretenses, illegally obtaining a license, or altered license.
- 2.4.5. Allowing an unlicensed person to operate a motor vehicle.
- 2.4.6. Expired Road Tax or insurance, to include PDI and JCI.
- 2.4.7. When one commits a serious offense with a motor vehicle for which the maximum punishment under the UCMJ is confinement for 1 year or more (felony).
- 2.4.8. Manslaughter or negligent homicide caused by the operation of a motor vehicle.
- 2.4.9. Vehicle suspected of being involved in a crime and may contain evidence.
- 2.4.10. Illegally parked for unreasonable periods (more than 72 hours).
- 2.4.11. Interferes with traffic operations.
- 2.4.12. Creates a safety hazard.
- 2.4.13. Vehicles disabled by accident or incident not moved within 72 hours.
- 2.4.14. Vehicles left unattended in, or adjacent to, a restricted, controlled, or off-limits area.
- 2.4.15. Parked continuously in an unauthorized public place for the purpose of sale, other than ones residence (e.g., Bowling Center, PSC, BX). 18 SVS operates the vehicle resale lot located across the street from Bldg 721 on Douglas Blvd. Contact 18 SVS for reservations.
- 2.4.16. Vehicle owner has not requested written approval from 18th SFS/SFOL and been issued a temporary parking permit from JSVRO to park an inoperable vehicle on base.

2.5. Suspension or Revocation of Driving Privileges. When a violator loses their driving privileges for a period not to exceed 6 months, then it is considered a suspension. When the violator loses their driving

privileges for more than 6 months, then it is considered a revocation. Whether a suspension or a revocation, the violator's commander, first sergeant, or agency chief will ensure the sanctions outlined in this instruction are imposed.

2.5.1. Suspensions. When a violator accumulates points or commits an offense as identified in **Table 2.1.** below, their unit commander, first sergeant, or agency chief will suspend their driving privileges for the period specified. Dependents or civilians who have been issued a USFJ Form 4EJ fall under the jurisdiction of their sponsor's unit commander, first sergeant, or agency chief. Non-SOFA civilians fall under the jurisdiction of the BTRO and the Kadena Disciplinary Action Program (KDAP) for action IAW 18 WGI 31-201, *Kadena Disciplinary Action Program*. The unit commander, first sergeant, or agency chief will implement a system to track internal suspensions. Additionally, if they authorize limited driving privileges, they will specify the limitations in writing and provide a copy to 18 SFS/SFAR. Any granted limited driving privileges must have BTRO concurrence prior to going into effect. The individual must keep the limited driving privileges letter in their possession while operating a motor vehicle. The unit commander, first sergeant, or agency chief will notify 18 SFS/SFAR the day the suspension takes place by annotating the effective dates of the suspension on the back of the DD Form 1408, **Armed Forces Traffic Ticket** (white copy). At a minimum, unit commanders, first sergeants, or agency chiefs will suspend driving privileges for violations as outlined in **Table 2.1.:**

Table 2.1. Suspension of Driving Privileges.

VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	IMPOUND VEHICLE
Receiving three non-moving/parking violations within a 12 month period.	15 day susp.	N/A.	N/A.	No.
Receiving four non-moving/parking violations within a 12 month period.	30 day susp.	N/A.	N/A.	No.
Receiving five non-moving/parking violations within a 12 month period.	60 day susp.	N/A.	N/A.	No.
Receiving six non-moving/parking violations within a 12 month period.	90 day susp.	N/A.	N/A.	No.
Parked in a Handicapped slot.	15 day susp.	30 day susp.	60 day susp.	No.
Fleeing the Scene of an Accident (property damage only).	90 day susp.	120 day susp.	6 month susp by BTRO.	No.
Accumulation of 6 points in 6 months.	30 day susp.	N/A.	N/A.	No.
Abandonment of Vehicle	1st offense- 30 day suspension	N/A	N/A	N/A
Allowing a person to operate a Y-plated vehicle without a valid USFJ4-EJ driver's license.	30 day susp.	120 day susp.	6 month susp by BTRO.	No.

2.5.2. Revocations. When a violator accumulates points or commits an offense as identified in [Table 2.2](#) below, the BTRO will revoke their driving privileges for the period specified. The Reports and Analysis Section (18 SFS/SFAR), Bldg 856 (634-1134/1138), processes revocations, tracks the period driving privileges are revoked, coordinates hearings with the BTRO, processes limited driving privilege requests (where revocation is concerned), and processes reinstatements. The revocation will include both on and off base privileges for all personnel whose USFJ 4EJ issuing authority is the 18 SFS/SFAP. Dependents or civilians who have been issued a USFJ Form 4EJ fall under the jurisdiction of their sponsor's unit commander, first sergeant, or agency chief. Non-SOFA civilians fall under the jurisdiction of the BTRO and the Kadena Disciplinary Action Program (KDAP) for action IAW 18 WGI 31-201, *Kadena Disciplinary Action Program*. All actions associated with revocation apply (e.g., impound vehicle, issue revocation letter). Anyone with revoked privileges may petition the BTRO for limited driving privileges. The BTRO will suspend/revoke driving privileges for the following offenses:

Table 2.2. Revocation of Driving Privileges.

VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	IMPOUND VEHICLE
Breath, Blood, or Urine Test refusal upon request (Implied Consent).	2 year revo by the BTRO.	Additional 2 year revo by the BTRO.	Additional 2 year revo by the BTRO.	Yes.
Vehicle Owner knowingly and willingly permitting a physically impaired person operate a motor vehicle.	1 year revo by the BTRO.	2 year revo by the BTRO.	Additional 2 year revo by the BTRO.	Yes.
Accumulates 12 points within 12 months.	6 month susp by BTRO.	1 year revo by the BTRO.	2 year revo by the BTRO.	No, (See para 2.5.3. below).
Accumulates 18 points within 24 months.	1 year revo by the BTRO.	2 year revo by the BTRO.	Additional 2 year revo by the BTRO.	No, (See para 2.5.3. below).
(DUI) - Driving Drunk or Impaired with a BAC of .05 to .079 percent by volume or higher.	6 month susp by the BTRO.	1 year revo by the BTRO.	2 year revo by the BTRO.	Yes.
(DUI) - Driving Drunk or Impaired with a BAC of .080 percent or higher by volume or higher.	1 year revo by the BTRO.	2 year revo by the BTRO.	Additional 2 year revo by the BTRO.	Yes.
Minors (16/17 YOA) licensed but driving off base.	6 month susp by BTRO, KDAP Hearing.	1 year revo by BTRO, KDAP Hearing.	2 year revo by BTRO, KDAP Hearing.	No.
Driving while under suspension or revocation.	2 year revo by the BTRO.	Additional 2 year revo by the BTRO.	Additional 2 year revo by the BTRO.	Yes.
Driving while unlicensed.	1 year revo by BTRO.	2 year revo by the BTRO.	Additional 2 year revo by the BTRO.	No, (See para 2.5.3. below).
Reckless driving or Fleeing the Scene resulting in a major accident with injuries (refer paragraph 1.1.17. for definition of Reckless Driving).	1 year revo by BTRO.	2 year revo by the BTRO.	Additional 2 year revo by the BTRO.	No, (See para 2.5.3. below).
Manslaughter or negligent homicide caused by the operation of a motor vehicle.	2 year revo by the BTRO.	Additional 2 year revo by the BTRO.	Additional 2 year revo by the BTRO.	Yes.

2.5.3. When the driving privileges of an individual have been revoked, all vehicles registered to that individual will be de-registered IAW with Marine Corps Bases Japan Order 11340.1B or superseding instruction. De-Registration must be accomplished at the Joint Services Vehicle Registration Office (JFVRO), Camp Foster, Bldg 5638. This does not apply to unit commander directed suspensions. The following exceptions will be made:

2.5.3.1. When the owner has been granted limited driving privileges, the vehicle need not be deregistered; however, they must prior to operating any POV report to JSVRO for a temporary pass in accordance with the limited driving privileges letter.

2.5.3.2. In cases where the spouse or family members are authorized to drive, the vehicle need not be deregistered; however, the sponsor will submit a written request for a "Spouse/Dependent Only" vehicle pass. If approved, the pass must be displayed on the vehicle.

2.6. Reciprocal Procedures. The installation commander will honor revocations issued by other installation commanders regardless of service component affiliation. Revocations remain in effect during reassignment unless the issuing authority terminates the revocation before reassignment. Installation commanders may honor suspensions as determined on a case by case basis. Anyone with suspended or revoked privileges may petition an installation commander for partial or limited privileges.

2.7. Administrative Due Process for Suspensions and Revocations.

2.7.1. When considering suspension or revocation of driving privileges, notify the individual in writing. Outline the circumstances and specific reasons why the suspension or revocation is being considered in the notification memorandum.

2.7.2. Incidents involving driving drunk, impairment or refusal to submit to implied consent will result in immediate suspension or revocation. Unless an application for a hearing is made within 10 duty days, suspension or revocation takes place on the prescribed date and time. The BTRO will determine the time period for a suspension or revocation action after receiving a request for an administrative hearing. For offenses listed above in **Table 2.1.** and **2.2.** of this chapter, the BTRO will authorize an immediate suspension based on reliable evidence. Such evidence can include witness statements, a military or civilian police report, chemical test results, videotapes, field sobriety test results, or other evidence. During the requested administrative hearing, the BTRO determines the offense does not warrant a suspension or revocation, it will be rescinded except in instances where an immediate suspension or revocation was issued due to refusal to complete chemical testing.

2.7.3. Hearings for driving drunk or impaired will cover only the pertinent issues of whether:

2.7.3.1. The law enforcement official had reasonable grounds to believe the individual was operating or in physical control of a motor vehicle while under the influence of alcohol or other drugs.

2.7.3.2. The individual was lawfully cited or apprehended for a driving drunk or impaired driving offense.

2.7.3.3. The individual was asked to submit to a test for alcohol or other drug content of blood, breath, or urine and was informed of the consequences for refusing to take or complete such a test.

2.7.3.4. The individual refused to submit to the test for alcohol, breath, or urine; failed to complete the test; submitted to the test and the result exceeded the amount of allowed blood alcohol

content; or the results indicate the presence of other drugs for an on-installation apprehension or in violation of host nation laws for an off-installation apprehension.

2.7.3.5. The testing methods used were valid and reliable, and the results accurately recorded and evaluated.

2.8. Alcohol and Drug Abuse Programs. Refer military personnel involved in any intoxicated (drug or alcohol) motor vehicle incident to Substance Abuse Office, Drug and Alcohol Control for evaluation.

2.9. Restoration of Driving Privileges on Acquittal. When an official report or finding determines lack of guilt (not guilty) or when charges are dismissed or reduced to an offense not amounting to driving drunk or impaired driving, the BTRO vacate the revocation or suspension of driving privileges except when:

2.9.1. The preliminary suspension was based on refusal to take a BAC test.

2.9.2. Driving drunk or impaired with a BAC of 0.05 percent by volume or higher.

2.9.3. The person was driving or in physical control of a motor vehicle while under another suspension or revocation.

2.9.4. Japanese authorities have made an administrative determination to suspend or revoke the individuals driving privileges based on local law or pertinent regulations.

2.10. Restricted Driving Privileges or Probation.

2.10.1. Unless prohibited by higher authority, host nation authority, or other publication, the BTRO may authorize limited driving privileges to those whose authority to drive has been suspended or revoked. **NOTE:** A letter is sent to the state issuing the individuals civilian license in accordance with AFI 31-201, Volume 7, *Security Forces Administration and Reports*. If the state revokes the individuals license on a reciprocal basis, the limited driving privileges cannot be granted. If already granted, the privileges will be terminated and the individual must return the limited driving privileges memorandum to 18 SFS/SFAR.

2.10.2. Requests for limited driving privileges must be made in writing through the unit commander, first sergeant, or agency chief for concurrence or non-concurrence. Unit commanders, first sergeants, or agency chiefs will only concur with requests that support the intent of AFI 31-204 (i.e., mission essential purposes) before granting limited driving privileges. They must also reasonably assure the person will not commit another offense. All requests, regardless of concurrence or non-concurrence at the unit level, will be coordinated through 18 WG/SJA for review, then submitted to 18 SFS/SFA for presentation to the BTRO. The request must describe, in detail, the hardship created and the exact driving privileges requested (see example at [Attachment 1](#)). A copy of the approved request must be kept in the person's possession when operating or in physical control of a vehicle and presented to security forces upon request. Failure to have this document will result in detainment until the matter is resolved, and/or apprehension if the document cannot be produced. It is the responsibility of the violator whose driving privileges are revoked to maintain a copy of the approved limited privileges memorandum.

2.11. Unit Suspension and Restricted Driving Privileges. The unit commander has the right to suspend or restrict the driving privileges of high-risk military personnel. The driving privileges of high-risk

personnel can be suspended in order to maintain good order and discipline and protect the safety of others motorists. The high-risk tendencies must be tied to operation of a motor vehicle or motorcycle. In writing, unit commanders will suspend/restrict unit military personnel deemed by him to be high-risk drivers for a period not to exceed 180 days. The memorandum must include the reason for suspension/restriction; length of suspension/restriction; and a statement explaining that the suspension/restriction applies both on and off base. The unit commander and the person at risk will sign the memorandum and forward a copy to BTRO/18 MSG/CD. The unit will confiscate the driver's license of the person and keep it until the suspension/restriction has terminated. The unit commander may reinstate the driving privileges of the member before the end of the suspension/restriction if circumstances warrant such reinstatement. After the 180-day period, the unit commander must terminate the suspension/restriction or submit a revocation package thru the BTRO. If the revocation package is approved, all pertinent vehicles will be de-registered within the 10-day requirement.

2.12. Procedures for Reinstatement of Driving Privileges. All reinstatement of driving privileges for a suspension or revocation of 6 months or more is through written correspondence (see example at [Attachment 2](#)) initiated by the individual and routed through the individual's unit commander, first sergeant, or agency chief to 18 SFS/SFA. If the initial suspension/revocation was based on an alcohol or illegal substance incident, the reinstatement letter will include verification of completion of required substance abuse courses. Additionally, if the suspension or revocation was based on an accumulation of 12 traffic points within 12 consecutive months, or 18 traffic points within 24 consecutive months, the reinstatement letter will also include verification of completion of Course V, Driver Improvement Course, conducted by the 18th Wing Safety Office. Completion of Course V, Driver Improvement Course, is not required when the initial suspension/revocation was for an alcohol related offense or for non-moving (parking) violations. If the individual fails to complete required courses, their suspension or revocation of installation driving privileges will be extended until completion. The responsibility of ensuring the individual has completed all required courses falls directly on the unit commander, first sergeant, or agency chief. Routine requests for reinstatements can be approved by 18 SFS/SFA. Unique requests or requests for early reinstatement will be forwarded by the 18 SFS/SFA. Unique requests or requests for early reinstatements will be forwarded to the BTRO in accordance with paragraph [2.9](#). for final determination.

Chapter 3

MOTOR VEHICLE REGISTRATION

3.1. Registration Policy.

3.1.1. Vehicle registration for all SOFA personnel falls under the purview of the Joint Services Vehicle Registration Office (JSVRO), Camp Foster, Bldg 5638. Vehicle registration policies and requirements are derived from Marine Corps Bases Japan Order P11240.1B or any superseding instruction.

3.1.2. Registration Procedures.

3.1.2.1. Temporary Registration. Temporary license plates may be issued for vehicle registration processing of vehicles with expired JCI or Title. The Road Transportation Law of Japan forbids the use of temporary plates on vehicles used to travel to and from work, or any other mission not related to vehicle registration. Security forces or other military police agencies may remove temporary plates from vehicles parked adjacent to the exchange, commissary, recreational or work facilities. US Forces personnel who desire to drive a newly imported vehicle from the port of entry to their place of assignment must obtain temporary license plates from JSVRO authorities and affix these plates to the vehicle before departing from the port. Insurance coverage is required to complete registration.

3.1.2.1.1. Temporary license plates are issued for three reasons:

3.1.2.1.1.1. The 1 or 2 year vehicle registration has expired. The plates are required to complete the regular registration.

3.1.2.1.1.2. The vehicle has to be de-registered for shipping to any destination other than CONUS, or obtaining re-issuance of license-plate seals, or whenever it is necessary to move (drive) any expired or non-registered vehicle.

3.1.2.1.1.3. Initial registration.

3.1.2.1.2. Temporary license plates are good for 3 calendar days or until 1200 on Saturday, whichever occurs first. The day of issue is always counted as the first day, regardless of the time of day the plates are obtained.

3.1.2.1.3. A monetary deposit is required to rent the temporary license plates. If you fail to return the plates within 1 work day after the expiration, you will forfeit your deposit. Also, the temporary license plates are accountable by license number through Government of Japan (GOJ). If one or both of the plates are lost or damaged, you will be charged for their replacement. For specific information on the costs associated with this paragraph, contact JSVRO.

3.1.2.2. Permanent Registration. Vehicle registration is processed through JSVRO, Camp Foster. Owners are required to sign a Statement of Responsibility as a part of registration (See [Attachment 3](#)). Before registration may be completed, owners must provide the following:

3.1.2.2.1. Bill of sale, certificate of title, or certificate of ownership.

3.1.2.2.2. Proof of insurance, both JCI and PDI.

3.1.2.2.3. A valid operator's permit and SOFA identification card for each registered vehicle.

- 3.1.2.2.4. Proof of completed registration of the vehicle with GOJ authorities (Japanese Vehicle Registration Card).
- 3.1.2.3. JSVRO will:
 - 3.1.2.3.1. Determine acceptability of proof of ownership and adequacy of insurance coverage by examination of ownership documents and insurance policies.
 - 3.1.2.3.2. Prepare and issue the DD Form 430, **Military Registration and Certificate of Title of Motor Vehicle**.
 - 3.1.2.3.3. Provide the registrant with USFJ Form 15, **Vehicle Registration Decals**, expiration date decals, and other decals as required by rank and/or circumstance. The issuance of this form will be based upon the expiration date of:
 - 3.1.2.3.3.1. Insurance (PDI and JCI) policies.
 - 3.1.2.3.3.2. Road taxes.
 - 3.1.2.3.3.3. Previous USFJ Form 15.
- 3.1.3. The registrant will notify JSVRO when:
 - 3.1.3.1. The vehicle is being sold or possession or custody is transferred.
 - 3.1.3.2. The vehicle is lost, stolen, destroyed or abandoned.
 - 3.1.3.3. The vehicle's appearance or engine number is changed.
 - 3.1.3.4. The vehicle is to be shipped from Japan.
- 3.1.4. US Forces personnel must present privately owned automobiles, trucks, trailers, and motorcycles to which they have title, possession, or custody to GOJ authorities for inspection, registration, and to obtain GOJ license plates prior to operating them on public roadways. Special purpose vehicles, including competition motorcycles, racing cars, go-carts, and specialized vehicles for the transportation of the physically disabled, are not used on public roadways and are not required to be registered with GOJ authorities.
- 3.1.5. Motor vehicles not registered as provided for in paragraph **3.1.2.**, will not be serviced at gasoline, petroleum, oil or lubricant service stations, outlets, or garages on US Forces installations unless the registered owner is present, requests the service, and is in possession of a valid DoD, US Embassy, or United Nations (UN) Command identification media.
- 3.1.6. Privately owned motor vehicles of US Forces personnel, civilians, or their command-sponsored dependents will not be granted routine access to US Forces facilities and areas unless the vehicles have been registered as stated in paragraph **3.1.2.** and **3.3.** This includes receiving temporary vehicle passes in an effort to avoid registration requirements when the registered owner has been granted SOFA status.
- 3.1.7. Official Vehicles "OV". The installation commander is authorized to approve "OV" numbers for motor vehicles operated by the following:
 - 3.1.7.1. Non-Appropriated fund activities.
 - 3.1.7.2. Japan and Okinawa Area Exchanges, Navy Exchanges, and post/base exchanges.
 - 3.1.7.3. Clubs and organizations which are an instrumentality of the US Forces.

3.1.7.4. Pacific Stars and Stripes.

3.1.7.5. American Red Cross.

3.1.7.6. Military banking facilities and credit unions.

3.1.7.7. Universities providing college level off-duty education programs.

3.1.7.8. USOs.

3.1.7.9. Other activities authorized by the installation commander.

3.1.8. GOVs assigned "OV" numbers are not required to carry insurance except when directed by the installation commander.

3.1.9. POVs assigned "OV" numbers are required to have insurance.

3.1.10. Motor vehicles assigned "OV" numbers will not be operated for the personal use or benefit of the operator or passengers. **EXCEPTION:** Non appropriated fund taxi service organizations and rental vehicles are excluded from this requirement.

3.2. License Plates.

3.2.1. When an authorized person registers a POV with a GOJ Registration Agency (e.g., vehicle purchased from a dealership), two Japanese number plates will accompany the vehicle. A license plate will be attached to the front and rear of the vehicle. Only a rear license plate is required on all two-wheel vehicles and trailers. When these plates have become illegible or difficult to read, new plates must be obtained.

3.2.2. Retouching, re-painting, or modifying license plates is prohibited. Seals placed on the back license plate by GOJ Land Transportation Office personnel will not be removed or tampered with. Removal or tampering may result in vehicle impoundment by cognizant authority, normally GOJ Police or JSVRO personnel. In lieu of impoundment, security forces may issue the violator a DD Form 1408, **Armed Forces Traffic Ticket**, directing the individual to correct the seal within 3 duty days.

3.2.3. Shipment of registered POV. When a motor vehicle is to be removed from Japan, a request for the cancellation of registration must be filed with JSVRO. The cancellation request will be made out in duplicate. In addition, the certificate of inspection will be surrendered to JSVRO. A copy of the cancellation request will be delivered with the vehicle. When departing Okinawa on PCS, de-registration or other authorized disposition is mandatory.

3.3. Insurance of Privately Owned Vehicles.

3.3.1. Each POV, including POVs which bear "OV" license plates, and all two-wheeled vehicles regardless of engine displacement will have liability insurance required by the Japanese Motor Vehicle Damage Compensation Guaranty Law (Law No. 97 (1955), as amended). Vehicle owners must secure and maintain coverage of no less than Y30,000,000 for bodily injury and Y3,000,000 for property damage before and while permanently or temporarily registered as a condition precedent to permanent or temporary registration with US Forces authorities. This also applies to rental vehicles when and if their use is authorized on Japan or Okinawa bases.

3.3.2. As a prerequisite to granting permission to a Master Labor Contract or Indirect Hire Agreement employee of the US Forces to operate their POV on a US Forces installation, the installation commander or their designee requires the employee to produce evidence of insurance coverage under para [3.3.1](#).

3.3.3. Vehicle operators are required to possess current insurance as specified in para [3.3.1](#) at all times. Japanese law restricts cancellation of liability insurance contracts to certain specific cases.

3.4. Handicapped Vehicle Decals. Anyone with a valid need for a handicapped decal must provide JSVRO with a letter from a medical care provider outlining their need for handicapped access. JSVRO will then issue handicapped Person Vehicle Decals to the vehicle owner.

Chapter 4

TRAFFIC PLANNING AND CODES

4.1. Traffic Planning.

4.1.1. The installation commander, through the base traffic engineer, develops traffic circulation plans to provide for the safest and most efficient use of primary and secondary roads. The Traffic Engineering Committee develops the traffic circulation plan and consults with highway engineering representatives from the Japanese community to ensure the installation plan is compatible with plans developed by the host nation and the surrounding local community. The base traffic plan should consider the following:

4.1.1.1. Normal and peak load routing based on traffic control studies.

4.1.1.2. Effective control of traffic, using planned traffic flow patterns which include measures for special events and adverse road conditions.

4.1.1.3. Point control at congested locations by security forces personnel or designated traffic directors or wardens, including trained school-crossing guards.

4.1.1.4. Use of traffic control signs and devices.

4.1.1.5. The efficient use of available parking facilities.

4.1.1.6. The efficient use of mass transportation.

4.1.2. Base Traffic Engineer. The base traffic engineer directs, develops, and staffs the base traffic circulation plan.

4.1.3. Traffic control studies provide factual data on existing roads, traffic density and flow patterns, and points of congestion. The Chief, Security Forces (CSF) and traffic engineer usually conduct coordinated traffic control studies to obtain this data. Accurate data helps determine major and minor routes, locations for traffic control devices, and special conditions requiring engineering or enforcement services.

4.2. Installation Traffic Code. The main goal of the installation traffic code is to outline the rules of the road for vehicle operators. The 18 SFS performs the mission of directing, controlling, and enforcing traffic rules, ensuring vehicles, materials, and personnel flow safely and efficiently over roadways under Air Force control.

4.2.1. On-Scene security forces directing traffic, or other personnel properly trained by security forces to include school crossing guards, have precedence over written regulations and traffic signs. In the absence of security forces or other authorized human control device, the following are rules of the roadways:

4.2.1.1. The speed limit on Kadena Air Base is 40 KPH unless otherwise posted, except:

4.2.1.1.1. Parking Lots - 10 KPH.

4.2.1.1.2. Flight Line - 25 KPH.

4.2.1.1.3. Posted School Zones - 25 KPH during school hours or as posted on days when school is in session.

4.2.1.1.4. While backing a motor vehicle and when operating within 10 feet of a building - 5 KPH.

4.2.1.1.5. Recreational Areas - 15 KPH.

4.2.1.1.6. Road Construction - 15 KPH. Wherever traffic cones, construction barricades and flagmen are present.

4.2.1.1.7. Passing Any Troop Formation - 15 KPH. When passing troops in congested areas (e.g., troop formation is in the roadway), the troop commander will give hand/or verbal signals before passing or overtaking their formation. Vehicle operators are responsible for getting the troop commanders attention when having to go outside their respective lane of traffic. **NOTE:** Kadena Air Base is used by all services for forced marches. These marches are done at all hours of the day. Troop fatigue can be expected - vehicle operators must use extreme caution when passing or overtaking formations.

4.2.1.1.8. All housing area courts and roads leading into courts - 15 KPH.

4.2.1.2. Heavy, Oversized or Special Equipment. Vehicle operators must observe all base speed limits while moving to and from their place of work. If heavy equipment (e.g., front end loaders, cranes, M-Field Series) vehicles have lights and turn signals, it does not have to be escorted unless said vehicle is wider than one lane of traffic or interferes with the normal flow of traffic. The unit owning heavy or oversized equipment will coordinate with security forces prior to movement to help determine the best route and time to conduct the escort. The owning unit will provide personnel necessary for traffic control.

4.2.1.3. Golf Cart/Utility Type Vehicles. The use of golf carts and utility type 3 or 4 wheel maintenance vehicles is normally restricted to non-roadway areas. This is because they are relatively slow and difficult for motorists to see. These vehicles are currently authorized on the flight line, golf courses, CE shop areas, 18th Services Squadron recreational areas and other similar areas. Should organizations have a requirement to operate these vehicles on open roadways, they must submit a request to the 18th Wing Safety Office with justification. The Safety Office will evaluate the request IAW AFI 91-207, *The US Air Force Traffic Safety Program*, to ensure all safety requirements are met.

4.2.2. Vehicle operators will maintain positive control of their vehicles at all times, ensuring the safety of lives and property on or near roadways. When other factors such as weather, heavy traffic, accidents, or road conditions require a slower speed limit, vehicle operators are required to travel at a safe speed consistent with the hazard, regardless of the posted speed limit. Vehicle operators are expected to devote their complete attention to driving the vehicle and will abide by traffic rules as follows:

4.2.2.1. Vehicles will be operated only in the left lane (traveling lane or lane #1) of the road way except: when overtaking, passing in a passing zone, on a multi-lane roadway or when the left half of the roadway is under construction or obstructed and safe movement in the right lane is possible.

4.2.2.2. Keep a safe distance between vehicles while traveling in the roadway as outlined below.

4.2.2.2.1. Vehicle operators traveling at 50-60 KPH will maintain a distance of no less than two vehicle lengths between their vehicle and the vehicle in front of them.

- 4.2.2.2.2. Vehicle operators traveling at 40 KPH or less will maintain a distance of no less than one vehicle length between their vehicle and the vehicle in front of them.
- 4.2.2.3. Left turns will be made from as near to the left curb of the roadway as possible.
- 4.2.2.4. Yield right-of-way to bicyclists traveling to the far-left lane adjacent to the curb, when vehicles are turning left.
- 4.2.2.5. Make appropriate hand and arm, or mechanical signals for at least 100 feet before making a turn off of the roadway.
- 4.2.2.6. Make U-Turns only when safe movement is assured and there is no posted sign prohibiting a U-Turn.
- 4.2.2.7. Make certain a safe route of travel exists before entering the flow of traffic from a stopped position.
- 4.2.2.8. Yield right-of-way to vehicles traveling on a main thoroughfare or a clearly larger roadway when entering from an unmarked intersection.
- 4.2.2.9. Yield right-of-way to vehicles on the left at unmarked intersections and 4-way stops.
- 4.2.2.10. Obey all temporary road construction signs/flagmen. Temporary construction traffic signs have precedence over permanent posted signs.
- 4.2.2.11. Do not operate a vehicle on any surface not designed for vehicle use. There is no authorized on-base area to operate mini-bikes, all terrain vehicles, dirt bikes, etc., which do not conform to the POV registration requirements. If the vehicle cannot be registered as a POV, it cannot be operated on-base.
- 4.2.2.12. Do not break traction when starting a vehicle in motion.
- 4.2.2.13. Do not side skid while either accelerating (acceleration scuff) or braking.
- 4.2.2.14. Do not participate in any kind of race or contest of speed on the roadways.
- 4.2.2.15. Do not pass where it is unsafe (on curves or near hillcrests) or where a solid yellow centerline is present.
- 4.2.2.16. Do not pass on the left of traffic when doing so requires you to go outside the marked traffic lane.
- 4.2.2.17. Do not pass a vehicle stopped at a crosswalk that is yielding to pedestrians.
- 4.2.2.18. Do not pass any stopped school/shuttle bus that is loading/unloading passengers or displaying a stop signal unless signaled by the vehicle operator to proceed.
- 4.2.2.19. Do not pass inside a designated school zone.
- 4.2.2.20. Do not proceed through "No Thoroughfare School Zones" at designated times and locations unless possessing an authorized pass.
- 4.2.2.21. Do not pass moving vehicles marked "Explosives" or a convoy transporting explosives unless signaled to do so by the vehicle operator or escort.
- 4.2.2.22. Do not pass a slow-moving vehicle towing a trailer or machinery until the vehicle pulls to the side of the road and the operator signals it's safe to pass.

- 4.2.2.23. Do not back a vehicle with restricted rear vision, a special purpose vehicle, or a vehicle of greater than $\frac{3}{4}$ ton size without a spotter. If no spotter is available, the operator must dismount the vehicle to ensure there are no obstructions to the rear before backing.
- 4.2.2.24. Vehicle operators must come to a complete stop when entering any base gates unless directed otherwise. If the sentry is busy (e.g., detaining someone, giving directions, or other official duty) vehicle operators will NOT proceed until signaled to do so.
- 4.2.2.25. Yield right-of-way to pedestrians at all crosswalks.
- 4.2.2.26. At no time will vehicles (POVs or GOVs) be operated with any open alcoholic container inside the vehicle (does not include the trunk).
- 4.2.2.27. Security Forces patrols are authorized to detain suspected intoxicated persons prior to entry into their vehicle based upon personal observations or observations reported to them by competent witnesses. Unless the person is operating or in actual physical control of their motor vehicle, the operator may be detained and turned over to their respective unit with no further action required by security forces. If the suspected intoxicated person resists this preventative measure, they may be apprehended for drunk and disorderly conduct, with the intent to prevent DUI incidents, thus ensuring a safe environment for the entire community.
- 4.2.2.28. All vehicle operators and their passengers must wear the manufacturer's primary restraint system (seat belts), including those vehicles equipped with air bags. **EXCEPTION:** Passengers seated properly in a truck bed.
- 4.2.3. Traffic Signals. Vehicle operators will obey all standard traffic signs and road markings and, in addition, will observe the following rules:
- 4.2.3.1. Obey all standard electrical traffic signals.
 - 4.2.3.2. Red Light/Right or Left. Come to a complete stop and wait for the light to change or when making a left turn on red, come to a complete stop and yield right-of-way before turning. Left turn on red is prohibited off-base.
 - 4.2.3.3. Yellow Light. Stop before entering the intersection if such a stop can be made safely.
 - 4.2.3.4. Green Light. Proceed through the intersection at a safe speed.
 - 4.2.3.5. Green Arrow Light. Only traffic in the direction indicated may proceed.
 - 4.2.3.6. Flashing Red Light. Come to a complete stop and ensure traffic is clear before entering the intersection.
 - 4.2.3.7. Flashing Yellow Light. Slow to a safe speed and yield right-of-way to traffic.
 - 4.2.3.8. Stop Sign (triangle shaped with either Kanji or English or white painted diamond on the pavement). Come to a complete stop and yield right-of-way to all traffic before entering the intersection.
 - 4.2.3.9. Yield Sign (triangle shaped with either Kanji or English). Slow down to a safe speed and yield right-of-way, stopping if necessary to vehicles approaching from other directions before entering the intersection.
 - 4.2.3.10. Intersections with traffic lights will become four-way-stop intersections whenever a power outage or malfunction occurs.

4.2.3.11. Operators will not drive through parking lots or non-street areas to circumvent traffic control devices.

4.2.4. Safety Standards. The minimum safety standards for vehicle operations on Kadena Air Base roadways are:

4.2.4.1. Seatbelts must be installed and in use whenever a vehicle is being operated on the roadway. Children 4 years of age or under or not exceeding 50 pounds in weight must be in a US Department of Transportation (DoT) approved infant/child restraint device, properly affixed to the seat where it is located. Vehicle operators will ensure all personnel restraints are properly secured prior to putting the vehicle into motion.

4.2.4.2. Headlights will be used from official sunset to sunrise, when it rains or whenever roadway conditions limit visibility to less than 500 feet.

4.2.4.3. Parking lights and/or fog lights will not be used instead of headlights. Fog lights will be used only in conjunction with low beam headlights.

4.2.4.4. Dim headlights to parking lights when entering the installation gates or approaching manned Entry Control Points (ECPs) after dark.

4.2.4.5. Headphones/earphones or "walk-man" type headsets will not be worn by vehicle operators. **EXCEPTIONS:** Fire and ambulance crews are authorized to use Tactical Closed Voice Communication (CVC) systems for M-Series vehicles. Microphone and ear speaker systems used by a motorcycle operator and passenger are also authorized.

4.2.4.6. Vehicles will only be towed by tow trucks or vehicles equipped with specially designed tow bars.

4.2.4.7. Vehicles will not be operated with the doors opened, removed, or with any type of obstruction impairing the operator's vision. **EXCEPTION:** GOV's with safety nets or M-series vehicles. Vehicle operators and passengers must use seatbelts when installed.

4.2.4.8. Objects extending 3 feet beyond the normal length or 6 inches beyond the normal width of a vehicle will display a red flag during daylight hours and a white flag during darkness on the end of the protruding object.

4.2.4.9. In accordance with AFI 91-207, *The US Air Force Traffic Safety Program*, restricts the number of people in Air Force or government operated vehicles passenger-carrying vehicles to the designed seating capacity. This includes not only sedans, station wagons, or buses, but also trucks and cargo vans with passenger seats. When exigent circumstances or contingency requirements exceed availability of such vehicles, commanders, through the risk management decision process, will determine the appropriate mode of transportation or operating procedures for such existing vehicles. Persons transported in the bed of a truck will be seated in the cargo area. Passengers will not ride on top of cargo/wheel wells or extend any part of their body outside the truck bed or rest against the tail gate.

4.2.4.10. Passengers will not ride on special equipment or aircraft towing vehicles unless sitting on a seat designed as a part of the vehicle equipment.

4.2.4.11. No more people will be transported in any vehicle than the number of people the vehicle was designed to carry. For example, if there are only seatbelts for seven people, then only seven people may be transported in the vehicle.

4.2.4.12. Vehicles will not be stopped to discharge passengers within an intersection, roadway, or other area not specifically designated for drop-off or parking.

4.2.4.13. Vehicles will not be left unattended at any time with the engine running. **EXCEPTION:** Emergency response vehicles may be left running if required when responding to an emergency. Emergency vehicles will be put in park or neutral, with the emergency brake set.

4.2.4.14. M-Series vehicles are not authorized in any housing area, unless on official business.

4.2.4.15. Vehicle operators will not use cellular telephones, two-way radios or any handheld electronic device; nor will they have televisions, land-navigation devices, or other similar equipment turned on within their eyesight while operating a motor vehicle. This section does not apply to the use of official government communications equipment or while reporting emergency situations to proper emergency response officials.

4.2.4.16. Noise originating from within vehicles will not be heard above the engine noise from any point outside the vehicle when all windows are closed, and will not be heard above the engine noise from a distance greater than 10 meters from the vehicle when one or more of the windows are open. Noise will not impede the operator's or the occupant's ability, as well as nearby vehicle operators abilities to hear emergency vehicles approaching; or distract other operators full attention from operation of their vehicle.

4.2.4.17. Operators will yield the right of way to all emergency vehicles as defined in paragraph [1.1.6](#) of this instruction when such vehicles are responding to an emergency and are utilizing their emergency lights and/or siren. Operators will not follow within 300 feet of any emergency vehicle.

4.2.5. Vehicle Owner or Operator Responsibilities. Vehicle owners and/or operators are responsible for their vehicle at all times and will ensure the following:

4.2.5.1. Vehicle owners are solely responsible for ensuring only authorized and licensed personnel operate their vehicles, and will not lend or otherwise allow their vehicle to be operated by an unlicensed driver, drunk, or impaired person. When loaning a vehicle to an authorized SOFA vehicle operator (other than a family member) for a period of **more than 24 hours**, a letter of permission must be immediately available when the owner is not physically present or readily available (e.g., TDY, leave, not at their work station or quarters). If the vehicle owner is not present and a letter of permission is not available, security forces may, administratively hold or impound the vehicle until the registered owner can be contacted and verify the operator did have permission to operate the vehicle or as otherwise authorized in this or other publications.

4.2.5.2. Vehicle owners and/or operators will not allow a person under the influence of alcohol or intoxicating drugs to operate a vehicle under their control.

4.2.5.3. POVs will not enter the airfield unless the vehicle has been specifically authorized and the operator has fulfilled the requirements of 18 WG Instruction 13-202, *Flight Line Driving*.

4.2.6. Defective, Non-Compliant, or Illegally Modified Vehicles. It is unlawful for any person to drive or move, or for the owner to cause or knowingly permit to be driven or moved, on any roadway, any vehicle or combination of vehicles which is in such an unsafe condition as to endanger any person, or which does not contain those parts, or is not at all times equipped with such lamps, and other equipment in proper condition, and adjustment, or which is equipped in any manner in violation of this instruction or Marine Corps Bases Japan Order P11240.1B. U.S. Forces, Japan personnel are pro-

hibited from physically modifying, or altering their vehicle which changes the original manufacturer's design (i.e., serial number, tires, rims, suspension, steering wheel, timing of signal flashers, etc.) after completing the Government of Japan (GOJ) vehicle inspection.

4.2.6.1. Vehicle owners/operators with defective, noncompliant, or illegally modified vehicles will be issued a DD Form 1408, **Armed Forces Traffic Ticket**, and instructed to correct the violation within 5 duty days. Individuals will also be instructed to maintain a copy of the violation with the vehicle until the correction is made, and will present the citation to the security forces member if subsequently stopped for the same violation within the 5 duty days. Unit commanders, first sergeants or agency chiefs are responsible for ensuring owner's correct defective, non-complaint or illegally modified vehicles. Anyone who cannot comply within 5 days must have a letter from his or her first sergeant or agency chief stating they have given an extension to the violator for to correct the violation, and the estimated completion date. Security Forces personnel will not issue additional citations for the same vehicle defect if the operator presents a previous citation and is still within their 5 day window, or has a valid extension letter from their unit first sergeant or agency chief in addition to the original citation.

4.2.6.2. Vehicle owners will notify JSVRO whenever they alter the vehicle in any way. Altering the vehicle includes installation of suspension lift kits, lowering kits, re-painting the vehicle a different color, painting non-offensive designs, or any other modification that alters the performance or appearance of the vehicle. Modifications that do not fit this definition would include trailer hitches, cargo racks (bicycle, luggage, or surf board racks), or running boards. When in doubt, it is best to contact JSVRO for final decision on the modification. If the modification has not been approved by JSVRO in writing, it is subject to being ticketed and, if necessary, the vehicle may be impounded. The written approval from JFVRO must be kept with the vehicle at all times.

4.2.6.3. Any bumper sticker, decal, or other vehicle marking that offends good order and discipline or otherwise violates the Uniform Code of Military Justice or other applicable directives and regulations is prohibited. Security Forces will handle issues dealing with this paragraph the same as a traffic complaint. The complaint will be taken, a blotter entry made and the issue will be forwarded to the unit commander, first sergeant, or agency chief.

4.2.6.4. Vehicle windows will not have any tint on the windshield, driver's, or passenger's front door window unless it is factory tint.

4.2.6.5. Vehicle rear windows, passenger's back door windows may be tinted or darkened to zero percent.

4.2.6.6. Vehicles that have four doors may tint the windows on the back doors. For vehicles without four doors, the rear quarter panel windows may be tinted.

4.2.6.7. Vans may tint all windows except for the windshield, driver's, and passenger's front door windows.

4.2.6.8. Vehicles will not be operated with obvious safety defects (e.g., missing fenders, bumpers, bald tires, inoperative head lights, broken seatbelts, cracked or shattered windows, defective transmission/brakes, etc.). It is the responsibility of the owner to correct and pass a routine safety inspection at all times. Vehicles not able to pass a routine inspection are subject to administrative hold or vehicle impoundment.

4.2.6.9. Vehicles will not be operated with the windshield removed, shattered, or where the rear view of the vehicle operator's direct sight is obstructed in any way, to include off road vehicles with flip down windshields.

4.2.6.10. A vehicle will not be operated with a loud muffler (e.g., louder than factory installed system), straight pipes, defective mufflers, or without a muffler.

4.2.6.11. Vehicles will not be operated on the roadways with tires that show defects, bald spots or when the tire tread is worn below 1/16 of an inch.

4.2.7. Inoperative Vehicles. In the event a vehicle becomes inoperative, the operator or owner will ensure:

4.2.7.1. The vehicle is moved off the roadway as much as possible.

4.2.7.2. The four-way flashers and parking lights are turned on, if possible.

4.2.7.3. The hood of the vehicle is raised and displays an emergency warning reflective triangle or a like device to warn on-coming traffic of the hazard.

4.2.7.4. The Law Enforcement desk is notified (634-2475/2476) of the vehicle location, type, and license plate number.

4.2.7.5. The vehicle is towed within 72 hours to an authorized parking location or garage.

4.2.7.6. Inoperative vehicles are not left in parking lots, roadways or other areas not specifically authorized for long term parking in excess of 72 hours, regardless if registration and insurance is still valid.

4.2.8. Pedestrian Traffic. Pedestrians who violate this instruction may be issued a DD Form 1408. Citations for military host nation, and civilian employee violators will be forwarded to their unit commander or agency chief for action. Citations for civilians and dependents will be forwarded to the Kadena Disciplinary Action Program (KDAP) for action IAW 18 WGI 31-201, *Kadena Disciplinary Action Program*. The following rules apply to pedestrians:

4.2.8.1. Children will not play in streets or leave toys in the street, driveways, or sidewalks.

4.2.8.2. Pedestrians will have the right-of-way on sidewalks.

4.2.8.3. When crosswalks are available, pedestrians will cross the roadway only at the crosswalk.

4.2.8.4. Pedestrians crossing at unmarked intersections with traffic lights will not interfere with the smooth flow of traffic.

4.2.8.5. When sidewalks are not available, pedestrians will walk on the outermost edge of the road facing the flow of traffic and in a single file.

4.2.8.6. Pedestrians will not impede traffic through personal carelessness or with any type of obstruction.

4.2.8.7. Hitchhiking on-base is prohibited except at authorized share-a-ride shelters.

4.2.8.8. When no crosswalk exists, pedestrians will yield right-of-way to vehicle traffic.

4.2.8.9. Pedestrians will yield to all responding emergency vehicles.

4.2.8.10. Joggers and runners exercising on the roadways will wear reflective material on their upper body from official sunset to sunrise or during conditions of reduced visibility. The reflective material may be a reflective belt, reflective vest, or highly reflective clothing.

4.2.8.11. Joggers and runners will run on the outermost edge of the roadway and not interfere with the flow of traffic. When a sidewalk is present, joggers and runners will use the sidewalk, but not interfere with pedestrian traffic.

4.2.8.12. Joggers and runners will not wear “walk-man” type headsets while running on roadways to include traversing intersections.

4.2.9. Motorcycle Operations. Before riding a motorcycle on Kadena Air Base, individuals must attend and complete the Motorcycle Safety Foundation Course through 18 WG/SEG. Motorcycle operators must possess a USFJ Form 4EJ indicating if passengers are permitted and the size of motorcycle the operator is allowed to operate. Motorcycle operators will obey the following requirements:

4.2.9.1. Motorcycle operators and passengers will wear a protective helmet approved by one or all of the following standards: DoT, SNELL Memorial Foundation, or ANSI Z90.1, American National Standards Institute.

4.2.9.2. Eye Protection. Motorcycle operators and passengers will wear shatter proof goggles, face-shield or visor. During the hours of darkness, motorcycle operators will not wear dark tinted/colored goggles, face shield, visor, or sunglasses. A motorcycle equipped with a windshield equal in height to or above the top of the helmet of the operator may be used in lieu of the above eye protection.

4.2.9.3. Foot Protection. Motorcycle operators and passengers will wear sturdy closed-toe footwear. Leather boots or over the ankle footwear are strongly encouraged. Open toe footwear is strictly prohibited.

4.2.9.4. Protective Clothing. Motorcycle operators and passengers will wear full-length clothing, to include long sleeve shirts or a jacket, long pants, and full fingered gloves for maximum protection. Motorcycle operators and passengers are prohibited from wearing short sleeve shirts, tee shirts, shorts, sandals or skirts/dress.

4.2.9.5. Reflective Vest or Jacket. Motorcycle operators and passengers will wear a brightly colored vest (international orange, red, or green) or jacket as an outer garment during the day and must wear a reflective outer garment during the night. Reflective vest will be properly worn and not tucked, rolled or worn any other way than designed. This outer garment will be clearly visible and not covered or faded. Vest will be worn over backpacks. Reflective tape or stickers attached to the helmet are also encouraged. Reflective safety belts are not authorized as a substitute of a traffic vest. Reflective safety belts can be worn in addition to reflective traffic vests.

4.2.9.6. Headlights and Mirrors. Motorcycles will be operated with headlights “on” at all times. Motorcycles will be equipped with a rear view mirror on each side of the handlebars.

4.2.9.7. Motorcycle Passengers. To carry passengers, motorcycles must be equipped with foot pegs and designed to carry passengers. The passenger’s feet must rest on the foot pegs while seated.

4.2.9.8. Motorcycle handlebars will not be more than 15 inches in height above the seat when occupied/in motion by the operator.

4.2.9.9. Motorcycles will not overtake and pass in the same lane occupied by the vehicle being passed. Otherwise follow the rules of the road for other motor vehicles.

4.2.9.10. Motorcycles will not be operated between lanes of traffic or between adjacent lanes or rows of vehicles.

4.2.9.11. Motorcycles will not be operated in a swerving fashion from within a single lane.

4.2.10. Non Motorized Vehicles. Bicycle riders, skaters, roller skates, roller blades, skate boards, scooters or other manually operated wheeled items, when on the roadway are subject to the same traffic laws as pedestrians and vehicle operators of motorized vehicles.

4.2.10.1. Bicycle operators and passengers are required to properly wear (snapped/buckled/fastened IAW manufacturer's design) an approved safety helmet. Safety equipment for skaters are covered in AFI 91-207, PACAF Sup 1, and are a parental or individual responsibility to comply with guidelines provided by that instruction.

4.2.10.2. Bicycles operated after official sunset to sunrise will have a permanently affixed headlight that projects a white light visible for 500 feet in front of the bicycle. Headlights will be turned on between official sunset to sunrise and when visibility is poor. In addition, operators will wear highly reflective clothing or vests.

4.2.10.3. Bicycles operated after official sunset to sunrise will have a permanently affixed rear reflector, red in color visible from 200 feet.

4.2.10.4. Passengers will not be carried on a bicycle unless seat and footrests are provided for each passenger.

4.2.10.5. Bicycle riders will not carry any article that prevents them from keeping at least one hand on the handlebars and in full control of the bicycle.

4.2.10.6. Bicycles operated on base roadways will be operated in a single file, with the flow of traffic, and as far to the left as safely possible.

4.2.10.7. Bicyclists, scooters and skaters will not be towed by any other vehicle.

4.2.10.8. Bicyclists, scooters and skaters will not attempt or do tricks or stunts on base roadways, sidewalks, parking lots, or public thoroughfares that impede pedestrian or vehicle traffic.

4.2.10.9. The owner, parent, or guardian is responsible for ensuring bicycles, scooters, roller blades, skate boards, and skates operated on base roadways are in safe condition and proper safety equipment is worn.

4.2.10.10. Parents or guardians of bicycles, skaters and scooters are responsible for instructing dependents on rules governing the roadway and general safety.

4.2.10.11. Skaters may use on base roadways during daylight hours in housing areas when no vehicular traffic is present. On-Base, they may cross roadways and operate on roadways only when sidewalks are not available and must follow rules established for pedestrian traffic.

4.2.10.12. Skaters will not use on base roadways or parking lots during the hours of darkness. The use of sidewalks during the hours of darkness is permitted as long as it does not endanger pedestrian traffic and the individuals wear highly reflective clothing or vest.

4.3. Vehicle Repairs. Major self-help vehicle repairs, which render the vehicle unsafe for more than 72 hours, will only be conducted at the Kadena Auto Skills Development Center. Vehicles under repair and not in an approved repair facility, will not be left unattended when the vehicle is on jacks, parts left on the ground or on top of the vehicle, or any situation where there is a safety and/or environmental concern. Vehicles left in public areas that are a safety hazard will be immediately impounded, unless the vehicle operator immediately responds to correct the issue.

4.4. Speed Measuring Devices/Traffic Stops.

4.4.1. English and Japanese signs are conspicuously posted at base entrances indicating “Speed Measuring Devices In Use”.

4.4.2. Security Forces are authorized to use laser radar (LIDAR), conventional Doppler radar, and vehicle pace methods to measure vehicle speeds.

4.4.3. When a vehicle operator’s speed is measured on radar, it is up to the patrolman to make the determination of showing the individual their speed based upon the situation. If the violator has a combative attitude and is emotional or upset, the patrolman has the right to keep the violator in their vehicle for control and reduce the chance of an assault. If showing a vehicle operator’s speed would diffuse a situation and there is no traffic or officer safety concern, the patrolman may show the vehicle operator the speed. The decision is ultimately upon the patrolman.

4.4.4. When vehicle operators are signaled to pull over, they will pull over to the curb or outermost edge of the roadway in a safe manner and come to a complete stop. The vehicle operator must put the vehicle in park, set the emergency brake, and comply with any additional verbal security forces instructions.

4.4.5. As a minimum, vehicle operators are required to produce upon request: DoD identification card, SOFA/Japanese license, proof of insurance, base vehicle registration, JCI, Japanese Title, and road tax receipt.

4.4.6. Vehicle operators and passengers will remain in their vehicle during the traffic stop unless directed to dismount.

4.5. Traffic Accident Investigation.

4.5.1. Reporting Motor Vehicle Accidents. Personnel are required to immediately report all vehicle accidents they are involved with to Security Forces (634-2475, on-base or 938-1111, then 634-2475 off-base; for emergencies call 9-1-1 on base or 938-3911 off-base). Vehicles involved in accidents or incidents should not be moved without the permission of security forces or Japanese National Police (JNP) unless they present a significant traffic hazard.

4.5.2. Major Traffic Accidents. Security Forces conduct detailed investigations of major traffic accidents occurring on and off base. They also render first aid and arrange for medical assistance, protect personal property, normalize traffic flow, and identify witnesses and personnel involved in the major traffic accident. A detailed accident investigation includes, but is not limited to, an AF Form 1315, **Field Sketch or Scale Diagram, and An Accident Narrative.** Information on the major traffic accident is entered in the security forces blotter.

4.5.3. Minor Traffic Accidents. Security Forces respond to minor traffic accidents occurring on and off base. For accidents occurring off base, do not move the vehicles involved until directed by

responding police, unless causing a safety hazard. Security Forces respond to all off base accidents to help protect SOFA status member rights, coordinate with host nation police officials, and ensure return to normal traffic operations. For accidents occurring on base, security forces will normally request both parties to respond to the Law Enforcement Desk (LED) for completion of paperwork, unless a Non-SOFA member is involved or the situation dictates a need for patrol response. Responding security forces assist in normalizing the traffic flow and ensure vehicle operators involved in the accident exchange personal information. Information on the minor traffic accident is entered in the Security Forces blotter.

4.6. Traffic Accident Investigation Reports.

4.6.1. Vehicle owners involved in a vehicle accident should contact their insurance company as soon as possible after the accident.

4.6.2. Major Vehicle Accident Reports. The average processing time for major traffic accident investigation conducted by security forces is 6 days from the date of the accident until the investigation is on file with the 18th Security Forces Squadron, Reports and Analysis Section (18 SFS/SFAR). Routinely, reports are only released to an individual's insurance company adjuster or to the 18th Wing Legal Office, Claims Section.

4.6.3. Minor Vehicle Accidents. Security forces provide 18 WG Form 5EJ, **Minor Traffic Accident Information Exchange (PA)**, to all involved vehicle operators on scene. Minor vehicle traffic accidents are also recorded in the security forces blotter. Once the accident is recorded in the blotter, security forces will not maintain a copy of the 18 WG Form 5EJ, **Minor Traffic Accident Information Exchange (PA)**. These exchange forms are normally sufficient for local insurance companies. If an insurance company adjuster requires a copy of the blotter entry on a minor vehicle accident, they may be provided one on an as needed basis by 18 SFS/SFAR.

4.7. Traffic Accident Investigation Reports.

4.7.1. Analyze data derived from traffic accident investigations to determine accident causes. When frequent accidents occur in one area, analyze location conditions, type of accidents, and other factors in an attempt to isolate causes. With the exception of privacy act information, make accident data and trend analysis available to agencies requesting the data for reporting and analytical purposes. With the exception of requests under the Freedom of Information Act, the CSP determines the agencies cleared to receive accident and incident data.

4.7.2. Law enforcement personnel and others who prepare traffic accident investigation reports will indicate if a seat restraint was used at the time of the accident, and where applicable, if air bags deployed.

4.8. Parking. Emergency Response Vehicles are authorized to park as needed to facilitate emergency responses.

4.8.1. On-Base vehicle parking is authorized only on hard surfaces within white lines permanently marked parking spaces. Prohibited parking areas include:

4.8.1.1. Within 20 feet of an intersection.

4.8.1.2. On grass, seeded or dirt surface areas with the exception of vehicles parked on dirt/seeded areas during sporting events or special events providing all other parking slots are filled.

- 4.8.1.3. Within 20 feet of fire lanes, driveways, crosswalks, or trash dumpsters (except in designated parking slots).
- 4.8.1.4. Within 15 feet of a fire hydrant. Vehicles obstructing a fire hydrant are subject to an immediate tow if the vehicle operator cannot immediately move their vehicle.
- 4.8.1.5. In any approved reserved parking space.
- 4.8.1.6. Within 20 feet of a building, unless within a designated parking slot.
- 4.8.1.7. Parking against the flow of traffic.
- 4.8.1.8. Parking outside of designated parking slots or in a manner that the vehicle protrudes beyond the marked limits of a parking slot.
- 4.8.1.9. On roadways or parking lots for more than 72 hours other than one's residence or in posted longer parking lots supporting the AMC passenger terminal. Operators of disabled vehicles must notify the Law Enforcement desk of the vehicle's condition. It is the responsibility of the owner to get the vehicle moved to an appropriate location.
- 4.8.1.10. In excess of the posted time limits.
- 4.8.1.11. Where "No Parking" signs are installed.
- 4.8.1.12. Parked continuously in a public place for the purpose of sale, other than ones residence (e.g., Bowling Center, PSC, BX). The only authorized place for this activity is the 18 SVS vehicle resale lot located across the street from Bldg 721. Personnel are required to register their vehicles with the 18 SVS Auto Hobby Shop prior to parking in the vehicle resale lot.
- 4.8.1.13. Base personnel are responsible for advising their guests of base parking restrictions.
- 4.8.1.14. Boats and trailers will not be parked or stored in housing areas, parking lots or any other location not specifically designated for long term storage in excess of 72 hours. Trailers include any sized device that can pull behind a vehicle to transport property of any type. This includes but is not limited to motorcycles, lawn care equipment, and jet skis. 718 CES, Housing Office and dormitory management are primarily responsible for enforcing these standards with housing areas and dormitory parking lots.
- 4.8.1.15. Parking Monitors. Unit building managers or others persons as determined by unit commander or agency chief as designated "parking monitors" are authorized to issue DD Form 1408's for illegally parked vehicles at their facilities. Unit commanders or agency chiefs must provide 18 SFS/SFOL a listing of personnel authorized to issue parking violations and facilities to ensure an effective parking monitor program. All parking monitors must complete training provided by 18 SFS/SFOL before issuing any tickets. Parking monitors turn in all citations to 18 SFS/SFOL or the Law Enforcement Desk within 24 hours of issuance. Tickets turned into 18 SFS that are incomplete will be returned to the traffic monitor. Units are also responsible for allocating their own supply of DD Form 1408's to be used by their parking monitors.
- 4.8.1.16. Parking Complaints. Parking on base is a serious problem because there are more vehicles than authorized parking slots. Parking enforcement at unit or agency level facilities is the responsibility of that unit/agency. All parties affected are asked to use restraint and common sense when dealing with the issue. Parking complaints involving parking (e.g., commanders' call, parties in base housing, event parking, etc.) should be addressed to the organization and/or individual

sponsoring the event before Security Forces are called. Security Forces have the authority to appraise the issue and if the issue cannot be corrected through enforcement (e.g., congested parking in housing area) they will not take action unless it involves an immediate safety concern and such actions can realistically correct the issue.

4.8.2. Reserved parking spaces for 18th Wing facilities will not exceed 10 percent of the total parking spaces available. In determining how many parking slots a unit has, the following will be done. If the unit is the only organization using the parking lot, it will use the total number of parking slots in determining the 10 percent. If the unit shares the parking lot with another organization, the total number of slots will be divided by the number of units using the parking lot to determine the quotient. This quotient is then used to compute the 10 percent. Parking lots geographically separated by a roadway or used by AAFES, DECA, or any other community facility will not be used by the requester in computing/submitting the request. Unit commanders will submit a letter of request to the 18 MSG/CC through the 18 CES/CC with AF Form 332. The letter must contain the following information:

4.8.2.1. Number of reserved parking spaces being requested and the total number of available parking spaces.

4.8.2.2. Office symbol to which the reserved spaces will be assigned.

4.8.2.3. Location (building number) of request.

4.8.2.4. Diagram of parking area and building and proposed location for reserved parking spaces.

4.8.2.5. Name, grade, and phone number of POC.

4.8.2.6. Justification for each space being requested (justification will not be based on the lack of available parking).

4.8.3. Requests for flight line reserve parking will be submitted to the 18 OG or 18 MXG, as appropriate before submission through the 18 CES/CC.

4.8.4. Each unit will designate a person to assume the duty as the unit monitor for reserved parking.

4.8.5. Upon notification of approval for reserved parking, notify the 18 CES/CEO after approval of AF Form 332 to properly mark the approved spaces. The 18 CES will not process work requests without a copy of the approval letter and a diagram of the parking spot locations.

4.8.6. Unit monitors for reserved parking are responsible for keeping a copy on file of all approved parking requests and permits.

4.8.7. Units are responsible for revalidating reserved parking spaces every 24 months from the approval date. Failure to revalidate within 60 days of the revalidation date will require removal of the reserved parking space(s).

4.8.8. Reserved parking spaces will be marked with office symbols or its functional use (Example: CCF GOV, 15 minute parking, loading zone, Gen/Col, etc). Reserved markings will be 4" X 12", with a brown background and white stenciled letters, and placed on the curb, bumper block, or at the base of the adjacent building. (Vehicles registered in the name of individuals who meet the requirements are authorized to be parked in such spaces, without regards to who the operator of the vehicle may be.).

4.8.9. Whenever a unit or agency relocates, the reserved parking spaces are not reestablished. They must submit a new request. Additionally, the unit must contact the 18 CES and request removal of the reserved spaces from the location the unit previously occupied.

4.8.10. Citations for reserved parking violations will be issued in response to complaints only, and normally by the reserved parking monitor or trained warden. The complainant will have to notify security forces, giving the location and license plate number of the violator. Depending on the availability and other priorities, a patrol may be dispatched to issue a citation.

4.8.11. Security Forces will not issue tickets for parking in reserved slots that have not been designated, and/or marked IAW this instruction.

4.9. Traffic Violation Reports.

4.9.1. The 18 SFS/SFAR receives notices/reports of off-base traffic offenses from all US Forces Japan law enforcement agencies, local GOJ law enforcement agencies and CONUS law enforcement agencies. All citations will be entered into the individual's driving record and based upon the citation, points will be assessed against all active duty, family members, DoD, and civilian personnel assigned to Kadena Air Base.

4.9.2. The 18th Security Forces Squadron, Superintendent, Reports and Administration (18 SFS/SFA) ensures points are assessed in accordance with this instruction. When a ticket is returned with a "not guilty" decision by a unit commander, first sergeant, or agency chief, 18 SFS/SFA forwards the package with a recommendation and any additional investigation information to the BTRO for approval of the "not guilty" finding.

4.9.3. Ticket Rebuttal. When an individual receives a ticket and feels the ticket was unjustly issued, they may rebut it. The individual must submit a memorandum (See example at [Attachment 4](#)) specifically citing evidence that disproves the validity of the ticket within 10 days of ticket issuance. The violator's unit commander, first sergeant, or agency chief must endorse the letter. The letter and the original copy of the ticket in question (white) will be forwarded to the 18 SFS/SFAR for processing. The 18 SFS/SFA will review the rebuttal package and determine if the ticket is valid. If the 18 SFS/SFA voids the ticket, the rebuttal process is complete and the violator is notified of the action taken. If the 18 SFS/SFA concludes the ticket is valid, the rebuttal is forwarded to the BTRO with a recommendation. The BTRO reviews the rebuttal package and the 18 SFS/SFA recommendation, and makes a final determination of the rebuttal package.

4.10. Standards and Procedures for Processing Intoxicated Drivers.

4.10.1. To protect the health and welfare of the Kadena community, the 18 SFS/CC designates Sobriety checkpoints at random times and locations. The checkpoints are used to deter and remove drunk and impaired vehicle operators from on-base roadways. Security Forces personnel are authorized to use alcohol detection equipment while conducting these checkpoints. Vehicle operators suspected of operating a motor vehicle under the influence of alcohol are subject to being detained and requested to submit to a Field Sobriety Test (FST), implied consent policy, breath, blood, urine testing, apprehension/search and seizure, and barmen depending upon the situation.

4.10.2. Persons driving drunk or impaired. The primary method of testing for blood alcohol content is by use of a Breathalyzer or Intoxilyzer as designated by the 18 MSG/CC. The secondary means will be laboratory analysis of a blood sample. Personnel convicted of drunk driving by Japanese courts

will be treated as such under this instruction, with evidence applicable to Japanese courts applying to military proceedings in accordance with SOFA.

4.10.3. No one will operate a motor vehicle, bicycle, skate board, scooter, roller blades, or roller skates after consuming alcoholic beverages or other substance who is, as a result, either physically or mentally impaired.

4.10.4. Vehicle operators will not possess or allow any passengers to possess any open alcoholic beverage container within the passenger compartment of the vehicle (this does not include the trunk).

4.10.5. Field Sobriety Tests will be recorded on the DD Form 1920, **Alcohol Influence Report**, and/or 18 WG Form 6, **Field Sobriety Test**. These forms will be used to document results from the Horizontal Gaze Nystagmus test, Walk and Turn test, and the One Leg Stand test.

4.11. Blood Alcohol Concentration Standards.

4.11.1. Uniformly apply administrative revocation of driving privileges and other enforcement measures to offenders driving under the influence of alcohol or drugs. When a person is tested, evaluate the results of the test as follows:

4.11.1.1. If the percentage of alcohol in the person's blood is less than 0.05 percent, presume the person is not under the influence of alcohol.

4.11.1.2. If the percentage is between 0.05 and 0.079, presume the person is impaired. Consider this standard with other competent evidence in determining whether the person was under the influence of alcohol. Driving privileges will be suspended accordingly. **NOTE:** The 0.08 threshold delineating impaired from intoxicated can be lesser level when assimilating more stringent local, or host nation standards.

4.11.1.3. If the percentage is 0.08 or above (or lesser amount when assimilating local, or host nation standards) or if tests reflect the presence of illegal drugs, the person is considered to have been driving under the influence of intoxicants. Suspend driving privileges accordingly.

4.11.2. Percentages in paragraph 4.11.1. are percent of weight by volume of alcohol in the blood based on grams of alcohol per 100 milliliters of blood. Installation commanders will modify military standards to agree with a more stringent local authority, or host nation standard.

4.12. Chemical Testing Policies and Procedures.

4.12.1. Results of chemical testing are valid under AFI 31-204 and this instruction only under the following circumstances:

4.12.1.1. Testing of blood, breath, urine, or other bodily substances using generally accepted scientific and medical methods and standards.

4.12.1.2. Qualified personnel must administer breath tests.

4.12.1.3. Use of a nonportable breath-testing device approved by the local authority or host nation.

4.13. Detection, Apprehension, and Testing of Intoxicated Drivers.

4.13.1. Most DUI apprehensions are the result of traffic violations or unusual driving behavior. Security forces performing law enforcement duties are trained to observe, stop, and evaluate impaired vehicle operators. These personnel use standardized Field Sobriety Tests (FSTs) as outlined in AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*.

4.14. Voluntary Blood, Breath, Urine and Bodily Fluid Testing Based on Implied Consent.

4.14.1. Implied consent policy is explained in paragraph 2.3.

4.14.2. Security Forces administer tests only when the following conditions are met:

4.14.2.1. The person was operating or in physical control of a motor vehicle on the installation.

4.14.2.2. Reasonable suspicion exists to believe the person was driving under the influence of alcohol or drugs.

4.14.2.3. A request was made of the person to consent and they were advised that failure to voluntarily submit to or complete a chemical test of bodily fluids or breath would result in revocation of their SOFA status driving privileges.

4.14.3. Involuntary bodily fluid extraction (blood or urine) normally requires valid search and seizure authorizations. A person subject to the UCMJ, who does not consent to chemical testing, may nonetheless be forced to submit to an involuntary extraction of bodily fluids. As a general rule, forced extractions are considered only when an individual is involved in an accident in which there is a death, serious personal injury, or significant property damage. Probable cause must exist to believe the individual was operating the vehicle while under the influence of an intoxicant. The following guidelines for involuntarily fluid extraction apply:

4.14.3.1. A search authorization by the appropriate commander or military magistrate obtained pursuant to Rule 315, *Military Rules of Evidence*, is required prior to such nonconsensual extraction.

4.14.3.2. A search authorization is not required under such circumstances when there is a clear indication that one will find evidence of intoxication and there is reason to believe that the delay necessary to obtain a search authorization would result in the loss or destruction of the evidence sought.

4.14.3.3. Security Forces conduct warrantless searches only after coordination with the servicing staff judge advocate and attempts to gain authorization from an appropriate official fail because of the unavailability of the appropriate commander or military magistrate.

4.14.3.4. Personnel not under the authority of the UCMJ cannot have their bodily fluids forcibly taken.

4.14.3.5. If authorization from the military magistrate or commander proves unsuccessful (due to non-availability), the commander of a medical facility is empowered by Rule 315(d), *Military Rules of Evidence*, to authorize such extraction from an individual located in the facility at the time an authorization is sought.

4.14.3.5.1. Before authorizing the involuntary extraction, the commander of the medical facility should, if circumstances permit, coordinate with the servicing staff judge advocate.

4.14.3.5.2. The medical facility commander authorizing an extraction under Rule 315(d) need not be the on-duty attending physician. Any qualified medical person can perform the extraction.

4.14.3.5.3. Authorizing officials may consider their own observations of the individual in determining probable cause.

4.14.3.5.4. Authorization for the nonconsensual extraction of blood samples for evidentiary purposes by qualified medical personnel is independent of and not limited by provisions defining medical care, such as the provision for nonconsensual medical care pursuant to AFI 44-102, *Patient Care and Management of Clinical Services*. Only qualified medical personnel administer extractions and use only reasonable measures to accomplish the procedure. Assistance to overcome an individual's resistance to the extraction is normally provided by law enforcement personnel or unit personnel acting under orders from the member's commanding officer or designee. Do not use any form of life endangering force to effect nonconsensual extractions.

4.14.3.5.5. Nonconsensual extraction will not interfere with or delay proper medical attention. Medical personnel determine the priority given to involuntary fluid extractions when other medical treatment is required.

4.15. Involuntary Extraction of Bodily Fluids in Traffic Cases.

4.15.1. These procedures pertain only to the investigation of individuals stopped, apprehended, or cited on a military installation for any offense related to driving a motor vehicle and for whom probable cause exists to believe that such individual is intoxicated. Rule 312d, *Military Rules of Evidence*, and regulatory rules concerning requesting and granting authorizations for searches govern the extraction of bodily fluids in furtherance of other kinds of investigations. Air Force policy on nonconsensual extraction of blood sample is further addressed in AFI 44-102, *Patient Care and Management of Clinical Services*.

4.15.2. Involuntary bodily fluid extraction (blood or urine) requires valid search and seizures authorizations. A person subject to the UCMJ, who does not consent to chemical testing, may nonetheless be forced to submit to an involuntary extraction of bodily fluids. As a general rule, forced extractions are considered only when an individual is involved in an accident in which there is a death, serious personal injury, or significant property damage. Probable cause must exist to believe the individual was operating the vehicle while under the influence of an intoxicant. The following guidelines for involuntary fluid extraction apply:

4.15.2.1. A search authorization by the appropriate commander or military magistrate obtained pursuant to Rule 315, *Military Rules of Evidence*, is required prior to such nonconsensual extraction.

4.15.2.2. A search authorization is not required under such circumstances when there is a clear indication that one will find evidence of intoxication and there is reason to believe that the delay necessary to obtain a search authorization would result in the loss or destruction of evidence sought.

4.15.2.3. Security Forces conduct warrantless searches only after coordination with the servicing staff judge advocate and attempts to gain authorization from an appropriate official fail because of the unavailability of the appropriate commander or military magistrate.

4.15.2.4. Personnel not under the authority of the UCMJ cannot have their bodily fluids forcibly taken.

4.15.2.5. If authorization from the military magistrate or commander proves unsuccessful (due to non-availability), the commander of a medical facility is empowered by Rule 315(d), *Military Rules of Evidence*, to authorize such extraction from an individual located in the facility at the time an authorization is sought.

4.15.2.5.1. Before authorizing the involuntary extraction, the commander of the medical facility should, if circumstances permit, coordinate with the servicing staff judge advocate.

4.15.2.5.2. The medical facility commander authorizing an extraction under Rule 315(d), *Military Rules of Evidence*, need not be the on-duty attending physician. Any qualified medical person can perform the extraction.

4.15.2.5.3. Authorizing officials may consider their own observations of the individual in determining probable cause.

4.15.3. Authorization for the nonconsensual extraction of blood samples for evidentiary purposes by qualified medical personnel is independent of and not limited by provisions defining medical care, such as the provision for nonconsensual medical care pursuant to AFI 44-102, *Patient Care and Management of Clinical Services*. Only qualified medical personnel administer extractions and use only reasonable measures to accomplish the procedure. Assistance to overcome an individual's resistance to the extraction is normally provided by law enforcement personnel or unit personnel acting under orders from the member's commanding officer or designee. Do not use any form of life endangering force to effect nonconsensual extractions.

4.15.3.1. Nonconsensual extraction will not interfere with or delay proper medical attention. Medical personnel determine the priority given to involuntary fluid extractions when other medical treatment is required.

4.16. Testing at the Request of the Apprehended Person.

4.16.1. A person subject to tests under paragraph 2.3. can request additional testing. These tests are paid for by the requesting individual at an approved facility such as an off-base hospital that performs the tests. If they desire admissibility of other tests in a military or civilian court of law, they must ensure the host nation approves the test and test method. Complete all tests as soon as possible, noting any delay on the resulting documents. These additional tests will not be performed until after the subject is released to their unit.

4.16.2. If someone requests additional testing, the subject's unit may help make those arrangements. However, tests conducted under authority of the UCMJ remain valid when circumstances prevent timely release of the individual, or for whatever reason additional testing is not completed.

4.17. Off-Installation Traffic Activities.

4.17.1. Off installation traffic activities are covered in USFJ Instruction 31-203, *Law Enforcement Procedures* in Japan. Security Forces maintain a close liaison with the Japanese National Police (JNP) agencies, and when possible provide prompt notification when SOFA vehicle operators are involved in accidents or incidents. JNP will also provide prompt notice to security forces when SOFA vehicle operators are involved in traffic accidents or detained for serious violations of Japanese traffic laws.

All SOFA personnel MUST provide JNP officials their DoD ID cards and USFJ Form 4EJ upon request. Geneva Convention cards do NOT meet this requirement. Military members are required to show their applicable DD Form 2 series.

4.17.2. Most minor infractions of Japanese Traffic Law do not warrant security forces notification until after the fact. Traffic supervision operations off base are very different than on base. Specifically, if you are caught breaking traffic rules off base, you are subject to fines, arrest, and your vehicle is subject to impoundment at your expense. Off base tickets are expensive. **ALL FINES AND FEES MUST BE PAID IN YEN.** Violators must notify their commander, first sergeant, or agency chief the next duty day after receipt of an off base ticket. In addition to the fine, you will be assessed points against your installation driving privileges. The most common offenses SOFA personnel are charged with include:

4.17.2.1. Illegal Parking. Fines can range anywhere from 6,000 to 18,000 Yen and could include impoundment and additional storage fees).

4.17.2.2. Speeding. The JNP use radar just like on-base and also have very unique stationary radar system which is turned on from time to time. It consists of a radar gun and a camera. If a vehicle exceeds the preset speed limit, the camera takes a picture of the front of the vehicle, showing the vehicle, vehicle operator, and license plate number. These radar/camera systems are located at multiple locations throughout island. Fines for speeding are based on how many KPH you are exceeding the posted speed limit.

4.17.2.3. Illegal Use of the Green Bus Lane. In certain parts of the city, there are green painted bus lanes. During certain times of the day, you are prohibited from using these lanes. Fines are 6,000 Yen.

4.17.3. JNP Ticketing Procedures. The 18th Security Forces Squadron, Liaison Office (18 SFS/SFL) is notified by the JNP anytime a SOFA member is issued a traffic ticket. The 18 SFS/SFL notifies unit commanders or agency chiefs of these infractions via the 18 WG Form 7, **Notification of Traffic Infraction (PA)** or the 18 WG Form 10, **Notification of Alleged Offense (PA)**. (At the time of the violation or offense, the violator will be given a Japanese Traffic Ticket).

4.17.3.1. If the violator was given a blue copy of the ticket, they are only required to pay the fine. You have 7 days from the day after the citation is issued to pay the fine at a GOJ Bank or Post Office. **ALWAYS KEEP THE RECEIPT AS PROOF OF PAYMENT.**

NOTE: Failure to pay the fine within the 7-day time period can result in your arrest until you pay the fine. If you have a valid reason as to why you cannot pay the fine within the 7-day period, contact the 18 SFS liaison office at 639-2239 immediately.

4.17.3.2. If the violator was given a white copy of the traffic ticket, they must retain the ticket until you are contacted to report to court. The Japanese prosecutor will contact the 18 SFS liaison office, who will contact the unit commander, first sergeant, or agency chief. The liaison office then contacts the 18th Wing Legal Office, who will place the violator on administrative hold. They are not permitted to depart on leave or TDY off-island until the ticket is resolved. Prior to proceeding to court, the legal office will conduct a briefing outlining the violator's rights under the SOFA.

4.17.4. Personnel discovering their vehicle is not located at the place they left it, have had either one of two things occur. Either the vehicle was towed due to illegal parking (most likely), or the vehicle

was stolen (less likely). In either case, you have to know what to do. The vehicle owner has certain actions they must take.

4.17.4.1. Towed due to illegal parking.

4.17.4.1.1. Contact the JNP station nearest where the vehicle was last parked and present your ID Card and USFJ Form 4EJ to the JNP officer at the front desk of the traffic section. Provide the officer the license plate number of the vehicle and tell them where it was parked.

4.17.4.1.2. You will be required to pay a 12,000 Yen towing charge to the officer before you can pick-up your vehicle. **NOTE:** This is **NOT** your traffic fine for illegal parking, just the towing charge. Keep the receipt.

4.17.4.1.3. After paying the towing charge, the officer will provide a receipt, return the ID Card and Operator's permit, and give the owner an "order of payment" form for your illegal parking traffic fine.

4.17.4.1.4. The next stop is the impound lot where the vehicle is held. You must show the lot attendant the receipt for the tow charge. They will then advise you how much the parking fee is for the impound lot. The average cost for 24-hours is 5,000 Yen (subject to change by location and Yen rate). After paying the additional parking fee, you will be allowed to remove the vehicle.

4.17.4.1.5. Within 7 days of the day after receipt of the traffic ticket, the violator must proceed to a GOJ Post Office or Bank to pay the fine (either 15,000 or 18,000 Yen). **ALWAYS KEEP THE RECEIPT TO SHOW YOU'VE PAID YOUR FINE.** **NOTE:** Failure to pay the fine within the 7-day time period can result in arrest until payment of the fine. If there is a valid reason why payment cannot be made the 7-day period, contact the 18 SFS/SFL at 639-2239 immediately.

4.17.4.2. Stolen Vehicles. Vehicles are rarely stolen, however, in the event this happens, the stolen vehicle must be reported to both a US Forces Law Enforcement agency and to the nearest JNP station to where the vehicle was last parked. Reports to JNP must be done as soon as possible after the theft, and in person. If assistance with translation is required, ask the JNP to contact the Kadena Law Enforcement Desk for assistance. They have interpreters on-duty 24-hours a day.

4.17.5. JNP Road Checks. Throughout the year, the JNP conduct road checks at various locations throughout the island of Okinawa. Checks are conducted to educate the public regarding traffic safety, DUI/DWDI check points, and to verify compliance with vehicle registration and insurance requirements. Whenever you encounter a JNP road check point, comply with ALL instructions. Failure to do so could result in your detainment and subsequent arrest.

4.18. Compliance with Local and Host Nation Laws.

4.18.1. To ensure you stay in compliance with local and host nation laws, abide by the following:

4.18.2. If possible, promptly notify the owner of a vehicle if involved in an accident.

4.18.3. Promptly notify the Security Forces or other military police agencies when involved in a traffic accident or detained for violations of Japanese traffic laws. (Never leave the scene of an accident.)

4.18.4. Coordinate with the nearest Japanese police agency before moving government vehicles or property that require special handling or exceed legal limits such as weight, length, width, or other standards.

4.19. Administrative Violations. Violations under this paragraph include expired insurance, inspection, registration, and taxes.

4.19.1. Expired Property Damage Liability Insurance (PDI). Operating a vehicle with expired PDI will result in a citation issued to the vehicle owner, and an automatic 30-day suspension of driving privileges. Additionally, the vehicle will be placed under administrative hold until a renewed insurance policy is presented to Security Forces. Showing proof of PDI purchased on or after citation date doesn't negate the 30-day suspension. If proof of PDI is not shown within 72 hours the vehicle will be impounded. Subsequent citations for expired PDI will result in 1-year revocation of driving privileges. See paragraph 6.5. for particulars on retrieving a vehicle from impound. Vehicle owners must renew their military base registration each time their PDI is renewed. Likewise, vehicle owners are required to maintain proof of PDI with the vehicle.

4.19.2. Expired Japanese Compulsory Insurance (JCI). Operating a vehicle with expired JCI will result in a citation issued to the owner of the vehicle, and an automatic 30-day suspension of driving privileges. Additionally, the vehicle will be placed under administrative hold until a renewed JCI policy is presented to security forces. Showing proof of JCI purchased on or after citation date doesn't negate the 30-day suspension. If proof of JCI is not shown within 72 hours the vehicle will be impounded. Subsequent citations for expired JCI will result in 1-year revocation of driving privileges. See paragraph 6.5. for particulars on retrieving a vehicle from impound. Vehicle owners are responsible for checking with JSVRO to verify their military base registration is updated. Likewise, vehicle owners are required to maintain proof of JCI with the vehicle.

4.19.3. Expired Military Registration. To ascertain your registration expiration date, look on the reverse bottom of the DD Form 430. Vehicle operators are given 30-days after the expiration of base registration to renew it. Operating a vehicle past the 30-day point will result in the vehicle being placed under administrative hold until proof of updated military registration is presented to Security Forces. Owners will need to take vehicle paperwork to JSVRO for updating. Upon showing proof, security forces will release the vehicle to the owner so they can return to JSVRO for stickers. If proof of military registration is not shown within 72 hours the vehicle will be impounded. Likewise, vehicle owners are required to maintain proof of registration with the vehicle.

4.19.4. Expired Japanese Inspection. Commonly confused with JCI, the Japanese Inspection is conducted by a certified garage or it can be accomplished at JSVRO. Operating a vehicle with expired Japanese inspection will result in the vehicle will be placed under administrative hold until owner shows proof of temporary tags, PDI and JCI to Security Forces. Vehicles not completing the inspection process within 10-days of the administrative hold will be impounded. See paragraph 6.5. for particulars on retrieving a vehicle from impound.

4.19.5. Expired Japanese Road Tax. Japanese Road Tax is normally collected on U.S. Military Installations on Okinawa during the month of May. Operating a motor vehicle with expired Japanese Road Tax will result in vehicle being placed under administrative hold until proof of Road Tax payment is presented to Security Forces. To pay Road Tax outside of the month of May vehicle owners will report to the Okinawa Prefecture Automobile Tax Office (across from the Okinawa Land Transportation Tax Office). After proof of payment is presented to Security Forces vehicle owner will proceed to JSVRO

for Road Tax sticker. After 72 hrs of administrative hold vehicle will be impounded. See paragraph [6.5](#). for particulars on retrieving a vehicle from impound.

Chapter 5

DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

5.1. Driving Records.

5.1.1. The Reports and Analysis Section (18 SFS/SFAR) located in Bldg 856, Room 120 (634-1134/1138) oversees the maintenance of installation driving records and the integrity of the traffic point system. The Security Police Automated System (SPAS) is used to record vehicle traffic accidents, moving and parking violations, suspension or revocation actions, and traffic point assessments involving military and DoD civilian personnel, their family members, and other personnel operating motor vehicles on a military installation.

5.2. The Traffic Point System. The traffic point system provides a uniform administrative device to impartially judge personnel's driving performance. This system is not a disciplinary measure or a substitute for punitive action. Further, this system is not intended to interfere in any way with the reasonable exercise of the BTRO's prerogative to issue, suspend, revoke, deny, or reinstate installation driving privileges. **Table 5.1.** below provides guidance on action taken regarding violations to this instruction. This is also the case when points are assessed which result in revocation. Anytime an individual's driving privileges are revoked, 18 SFS/SFAR will notify the unit commander, first sergeant or agency chief that the violator will have to de-register their vehicle.

Table 5.1. Point Assessment Guide (See NOTE 1).

Violation	Points Assessed
Reckless driving (willful and wanton disregard for the safety of persons or property as defined in paragraph 1.1.18., refer to Table 2.2. if injuries are involved).	6
Owner knowingly and willfully permitting a physically impaired person to operate the owner's motor vehicle.	6
Fleeing the scene (hit and run) - property damage only.	6
Speed contests.	6
Speed too fast for conditions.	2
Speed too slow causing a potential safety hazard.	2
Failure of operator or occupants to use available restraint system devices while moving.	4
Failure of operator to properly restrain children in a child restraint system while moving (when child is 4 years old or under and not exceeding 50 pounds in weight) - See NOTE 2.	2
Over 1 but not more than 15 kilometers per hour above posted speed limit.	3
Over 16 but not more than 24 kilometers per hour above posted speed limit.	4
Over 25 but not more than 32 kilometers per hour above posted speed limit.	5
Over 33 kilometers per hour or more above posted speed limit.	6
Failure to obey traffic signal or sign to include traffic enforcement officer.	4

Violation	Points Assessed
Following too closely.	4
Failure to yield right of way to an emergency vehicle.	4
Failure to stop for school bus or school crossing signals.	4
Improper Passing.	4
Failure to yield (causing a traffic accident).	4
Operating a vehicle with an expired USFJ Form 4EJ.	3
Improper turning movements (no official sign involved).	3
Wearing of headphones/earphones while driving motor vehicles (two or more wheels).	3
Failure to wear approved helmet and/or eyewear while operating or riding on a Motorcycle, MOPED, or a three or four-wheel vehicle powered by a motorcycle like engine.	3
All other moving violations.	3
Defective, Non-Compliant, or Illegally Modified Vehicles – See NOTE 3.	3
Expired Property Damage Liability Insurance – See NOTE 4.	N/A
Expired Japanese Compulsory Insurance or Japanese Inspection – See NOTE 4.	N/A
Expired Japanese Road Tax – See NOTE 4.	N/A
Expired Military Base Registration – See NOTE 4.	N/A
Pedestrian and Non-Motorized Vehicle Violations – See NOTE 5.	N/A

NOTES:

1. When two or more violations are committed on a single occasion, assess the points for the offense having the greatest value.
2. Applies to not using or improper use of a child restraint device, e.g., car seat, infant carrier, booster seat, belt/strap modification (when required by manufacturer) etc. Assess four points when no restraint system of any kind is used.
3. Applies only after operator fails to respond to Defective Equipment Citation within 5 duty days. 18 SFS/SFAR will issue a citation and 3 points will be assessed for non-compliance.
4. These are Administrative Violations (see para 4.19.). The vehicle operator must have in their immediate possession, valid documents while operating POV's.
5. Citations received for pedestrian and non-motorized vehicle violations will be forwarded to unit commanders, first sergeants, or agency heads for action. Dependents and applicable civilians will be forwarded to KDAP for action, IAW 18 WGI 31-201, *Kadena Disciplinary Action Program*, para 1.7.3. No points will be assessed.

5.3. Point System Application. The use of the point system and procedures prescribed herein are **mandatory**. The point system applies to everyone subject to this instruction. Unless an individual submits a

ticket rebuttal, points will be assessed according to **Table 5.1.** above. Points will also be assessed to individuals found guilty by a military, civilian, or Japanese court, or upon payment of fine or forfeiture of pay and allowances or posted bond or collateral.

5.4. Point System Procedures.

5.4.1. Security Forces record traffic violations IAW this instruction in several ways.

5.4.1.1. If the offense is one that results in an apprehension or is considered Reckless Driving, an AF Form 3545, **Incident/Complaint Report** and/or supporting documents will be prepared as required. If the incident is a DUI and an observed traffic violation was the initial reason for contact with the violator, then a DD Form 1408 will also be submitted.

5.4.1.2. All other violations under this instruction will be recorded on the DD Form 1408, **Armed Forces Traffic Ticket.**

5.4.1.3. Traffic Complaints. When a traffic complaint is received on an individual, the complainant must be willing to provide a written statement and may need to respond to the Law Enforcement Desk. Failure to provide a written statement or an adequate description of the vehicle (e.g., color, make, license plate number [78Y 57-89] could result in no action being taken by security forces. Once a written statement is obtained, the incident will be recorded in the security forces blotter. Complaints against members of other services will be forwarded to the appropriate service law enforcement agency for follow-up. Complaints against Air Force affiliated personnel will be forwarded to the responsible Air Force unit for follow-up. If, during the course of their investigation, the unit first sergeant or commander deems the incident did occur and the suspect committed an offense, they may issue a DD Form 1408 to the violator. The unit will also document the action taken on back of the white copy of the DD Form 1408, then forward the DD Form 1408 to SFAR for inclusion into the violator's driving record and the assessment of points. When SFAR receives a traffic complaint statement from another service's law enforcement agency on an Air Force affiliated member, the complaint will be forwarded and handled in the same manner as traffic complaints received by Security Forces.

5.4.1.3.1. Personnel requesting to make a traffic complaint on a SOFA status vehicle for an off base offense will be referred to the appropriate PMO having investigative jurisdiction over the area the complaint occurred as outlined in 5th Air Force Instruction 31-203, *Law Enforcement Procedures* in Japan. For complaints occurring within Air Force area of responsibility, a statement will be taken and handled in the same fashion as on base complaints.

5.4.1.3.2. All off-base offenses received via 18th Wing Form 7, **Notification of Traffic Infraction (PA)** in accordance with paragraph **4.14.3.** will be accessed for the violation in accordance with this instruction, then forwarded to the appropriate unit for action.

5.4.2. Distribute citation copies and process points. Tickets are forwarded to the 18 SFS/SFAR, who will print out a SPAS traffic history report and attach it to the DD Form 1408. The ticket is then logged to await pick-up by the unit. On receipt of the traffic ticket or other law enforcement report, the unit commander, first sergeant, agency chief, or a designated supervisor will conduct an inquiry. Afterwards, the commander will take or recommend proper disciplinary or administrative action. The action is recorded on the back of the ticket and returned to 18 SFS/SFAR. The 18 SFS/SFAR then records unit action in SPAS and files the ticket.

5.4.3. Anyone accumulating 6 points within a 6-month time period will have their driving privileges suspended by the unit commander or agency chief for 30 days. Units will be notified of those accumulating 6 points in 6 months. Prior to license reinstatement, the commander should consider whether the driver would benefit from attending the Driver Improvement Course in accordance with AFI 91-207, *The USAF Traffic Safety Program*. The course focuses on improving behaviors in operational traffic environments and is aimed at those drivers who have displayed a trend of poor driving behaviors such as: A history of accidents, a history of speeding, reckless driving, poor driving attitudes or knowledge. The Driver Improvement Course should not be used: As a punishment tool, for those personnel that have lost their license due to driving while intoxicated (DWI, DUI), for administrative license revocation such as points assessed for: Parking tickets, expired vehicle registration, expired vehicle insurance, etc., or isolated, one-time incidents (minor fender bender, etc.) Units schedule personnel to attend the Driver Improvement Course through 18 WG/SEG.

5.4.4. Points assessed against a person remain active for point accumulation purposes for 24 consecutive months. The 18 SFS/SFAR will routinely review driver records to delete inactive traffic points during records update while recording new offenses and forwarding records to new duty stations. Completion of a revocation based on points requires removal from the driver record of all points assessed before the revocation. Removal of points does not authorize removal of driving record entries for moving violations, chargeable accidents, suspensions, or revocations. Recorded entries will remain posted on individual driving records for the period of time indicated below:

5.4.4.1. Chargeable nonfatal traffic accidents or moving violations-3 years.

5.4.4.2. Non-Mandatory suspensions or revocations-5 years.

5.4.4.3. Mandatory revocations-7 years.

5.5. Disposition of Driving Records. A person's driving record is transferred to forwarding installations when they Permanently Change Stations (PCS). The gaining base will update the vehicle operator's history and continue any revocation based on driving drunk or impaired or accumulation of traffic points. Traffic points for persons transferred will continue to accumulate.

Chapter 6

IMPOUNDING PRIVATELY OWNED VEHICLES

6.1. General. The Joint Services Vehicle Impound Lot (JSVIL) is located on Camp Kinser, Bldg 409 (637-6073/2210). The JSVIL is responsible for impounding all SOFA vehicles on Okinawa. All impounds on Kadena AB are conducted IAW with Marine Corps Bases Japan Order 11340.1B or superseding instruction. This chapter provides an outline of the standards and procedures regarding the towing, inventorying, searching, impounding, and disposing of POVs. This policy is based on:

6.1.1. The interests of the Air Force in crime prevention, traffic safety, and the orderly flow of vehicle traffic.

6.1.2. The vehicle owner's constitutional rights to due process, freedom from unreasonable search and seizure, and freedom from deprivation of private property. Vehicle owner may be liable for costs associated with processing an impounded vehicle.

6.2. Standards for Impoundment.

6.2.1. The impoundment of vehicles is inappropriate if other reasonable alternatives exist. When possible, attempt to notify the owner of the POV and have the vehicle removed. Contact the unit first sergeant if initial attempts to contact the individual fail to verify the status of the member (TDY, Leave).

6.2.2. Vehicles will be impounded when it interferes with traffic, threatens public safety or convenience, is involved in criminal activity, contains evidence of criminal activity, is stolen, abandoned or has outdated administrative paperwork. Specifically, impounding POVs is justified when any of the following conditions exist:

6.2.2.1. The vehicle is illegally parked:

6.2.2.1.1. On a street or bridge, in a tunnel, or is double-parked and interferes with the orderly flow of traffic.

6.2.2.1.2. On a sidewalk, within an intersection, on a crosswalk, in a fire lane, or is blocking a driveway so that the vehicle interferes with operations or creates a safety hazard to other roadway users or the general public.

6.2.2.1.3. When blocking an emergency exit door of any public place.

6.2.2.1.4. In a "tow-away" zone that is so marked with signs.

6.2.2.1.5. Unattended in a restricted or controlled area and creating a nuisance or security hazard.

6.2.2.2. The vehicle interferes with or is involved in one of the following:

6.2.2.2.1. Street cleaning operations after attempts to contact the owner fail.

6.2.2.2.2. Emergency operations during a natural disaster, fire, or other emergency.

6.2.2.2.3. The vehicle was used in a crime or contains evidence of criminal activity.

6.2.2.2.4. The owner or person in charge of the vehicle is apprehended and therefore unable (or unwilling) to arrange removal of the vehicle.

6.2.2.2.5. The POV is mechanically defective and is a menace to others using the public roadways.

6.2.2.2.6. When the owner fails to move the vehicle within 72 hours after it has been involved in an investigated accident (major accident) and the vehicle is a public eyesore, safety or environmental hazard, is disrupting mission operations (e.g., preventing loading/unloading of equipment).

6.2.2.2.7. When the operator is the registered owner or a command sponsored dependent of the registered owner and is apprehended for DUI and/or refused to supply blood, breath, or urine for testing.

6.2.2.2.8. Vehicles left unattended for mechanical or structural reasons for more than 72 hours, which have not applied for temporary de-registration from 18th SFS/SFOL and been issued a temporary parking permit from JSVRO. Owners of vehicles, which are an eyesore or being used for parts will not receive permission for temporary de-registration. Likewise, vehicles will be impounded if creating a safety or environmental hazard and the owner cannot or does not immediately respond.

6.2.2.2.9. When it is determined that the registered owner has departed PCS and there is no power of attorney on file at JSVRO or the existing power of attorney has expired.

6.2.2.2.10. Being operated by a vehicle operator under suspension or revocation for previous offenses.

6.2.2.3. Vehicle is being operated with any of the following discrepancies:

6.2.2.3.1. Expired JCI or Japanese Inspection.

6.2.2.3.2. Expired PDI or insurance failing to meet the minimum coverage required by 5 AF Pamphlet 31-1.

6.2.2.3.3. The vehicle displays a military or Japanese registration that has been expired in excess of 30 days.

6.2.2.3.4. Failure to pay Japanese Road Tax.

6.2.2.3.5. Failing to initially register vehicle with the JSVRO.

6.2.2.4. After being cited, the vehicle remains parked in excess of 72 hours in a public place for the purpose of sale, other than ones residence (e.g., Bowling Center, PSC, BX) or the vehicle resale lot.

6.3. Procedures for Impoundment.

6.3.1. Unattended POVs.

6.3.1.1. Conspicuously place DD Form 2504, **Abandoned Vehicle Notice** (See DoDD 5525.4), on POVs considered abandoned or improperly unattended. Document this action with an entry in the security forces blotter.

6.3.1.2. Allow the owner 3 days from the date the POV is tagged to remove the vehicle. If it's not moved within the allotted time, the vehicle will be towed.

6.3.1.3. After the vehicle is removed, JSVIL completes the DD Form 2506, **Vehicle Impoundment Report** (See DoDD 5525.4), as a record of action taken.

6.3.1.3.1. If the individual can be contacted, they must remove everything from the vehicle. Security Forces only conduct an inventory listing of personal property if the individual is incapable (e.g., individual was transported to the hospital or the owner is off island).

6.3.1.3.2. Do not open closed containers such as suitcases unless necessary to identify the owner or if the contents might present a danger to the public. In most cases, listing the container and sealing it with security tape will suffice.

6.3.1.3.3. Place personal property in a secure area for safekeeping.

6.3.1.4. JSVIL will contact the owner through the unit or forward a DD Form 2507, **Notice of Vehicle Impoundment** (See DoDD 5525.4), by certified mail to the address of the last known owner of the vehicle. The purpose of this notice is to advise the owner of the impoundment action and request information concerning the owner's intentions concerning the vehicle.

6.3.2. Stolen vehicles or vehicles involved in criminal activity.

6.3.2.1. Keep vehicles in military police/security forces custody when holding them for evidentiary purposes.

6.3.2.2. Release recovered stolen POVs to the registered owner, unless held for evidentiary purposes, or to the law enforcement agency reporting the vehicle stolen, as appropriate.

6.4. Search Incident to Impoundment Based on Criminal Activity. Search of a POV in conjunction with impoundment based on criminal activity will likely occur in one of the following general situations:

6.4.1. The owner or operator is not present. This situation could arise during traffic and crime-related impoundment's and abandoned vehicle seizures. Do not search the vehicle unless evidence or contraband is in plain view or is readily discernible on the outside as evidence of criminal activity. When in doubt, obtain proper search authority before searching.

6.4.2. The owner or operator is present. This situation can occur during a traffic stop or criminal incident or if the operator is apprehended for a crime or serious traffic violation and sufficient probable cause exists to seize the vehicle. In some cases, the operator is present but is unwilling, incapacitated, or otherwise unable to make adequate arrangements to safeguard the vehicle. As a general rule, you may search vehicles without search authority when there is a reasonable danger to police or public, there is a risk of loss or destruction of evidence, or the search is reasonable under rules governing search incident to apprehension.

6.5. Retrieving a Impounded Vehicle. The process of retrieving a vehicle from JSVIL is determined by the reason for impoundment.

6.5.1. If a vehicle was impounded subsequent to a DUI case, the owner is required to de-register the vehicle through JSVRO based on the revocation of their driving privileges.

6.5.2. If a vehicle was impounded due to expired insurance, the owner is required to have a valid insurance policy prior to retrieving the vehicle from JSVIL.

6.5.3. If a Japanese Inspection is expired, the vehicle owner will have to obtain a temporary license plate from JSVRO before they can retrieve the vehicle from JSVIL.

6.5.4. If a vehicle was impounded as a result of a vehicle accident is considered evidence, it will not be released until the case is complete and the 18 WG/JA releases it.

6.5.5. In all cases, a letter signed by the vehicle owner's unit commander, first sergeant, or agency chief is required to retrieve the vehicle from the JSVIL (see [Attachment 5](#)). Contacting JSVIL at 637-2210/6073 is the best course of action to determine exactly what is needed to retrieve the vehicle.

Chapter 7

JAPANESE MOTOR VEHICLE INSPECTION STANDARDS

7.1. General. Under Japanese Law, vehicle owners are not permitted to drive an unsafe vehicle on Japanese roadways (includes the base roadways) or allow any other person to do so. Additionally, it is illegal for personnel to commit violations of this chapter, or fail to perform any act required under this chapter.

7.2. Illegal Vehicle Modifications/Alterations. U.S. Forces, Japan personnel are prohibited from physically modifying, or altering their vehicle which changes the original manufacturer's design (e.g., serial number, tires, rims, suspension, steering wheel, timing of signal flashers, etc.) after completing the Government of Japan (GOJ) vehicle inspection. The parts or sections of vehicles specified in this chapter and any modifications or alterations are not permitted. Violations of this chapter are cited via a DD Form 1408 and will be annotated on their driving record as a non-moving violation.

7.2.1. Brakes.

7.2.1.1. Vehicles shall be equipped with brakes adequate to control movement and stop and hold the vehicle. Except on two-wheeled vehicles two separate means of applying the brakes are required, one of which can be mechanically set to prevent vehicle movement. If the two means of application are connected in any way, they should be constructed so that failure of one means will not leave the vehicle without brake control of at least two wheels. Brakes shall be adjusted so that wheels on opposite sides of the vehicle are braked equally. Application of the brakes must not interfere with the control of the vehicle or lock one wheel to the exclusion of the other.

7.2.1.2. Two-Wheeled vehicles will be equipped with at least one hand or foot operated brake. Motorcycles with both hand and foot operated brakes installed by the manufacturer will not be altered in any manner that eliminates one of the brakes.

7.2.1.3. Commercial trailers or semi-trailers of a gross vehicle weight of 3,000 pounds or more will be equipped with brakes that can be applied by the vehicle operator from the cab of the vehicle towing the trailer. Brakes should be constructed so as to become engaged automatically in the event of accidental breakaway to the trailer. Trailers will be equipped with a metal tow bar and tow safety chains.

7.2.1.4. Every vehicle shall be equipped with brakes capable of bringing it to a halt from a speed of 32 KPH on a dry, level, hard surfaced road, within the following indicated distance for that type of vehicle:

7.2.1.4.1. Passenger vehicles, including motor driven cycles and scooters - 25 feet.

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

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

7.2.1.4.4. All other vehicles or combinations weighing over 10,000 pounds - 50 feet.

7.2.1.5. The brake system will be free from worn, missing, or defective pins; cables; rods; clevis; or couplings; misaligned anchor pins; frozen, rusted or inoperative connections; missing spring clips; improper wheel bearing adjustment; or defective grease containers.

7.2.1.6. Brake levers and pedals on motorcycles will be properly positioned and aligned.

7.2.2. Emergency Signal Devices.

7.2.2.1. The Government of Japan requires that emergency signal devices be carried in all passenger cars. The device must emit a self-generated red light visible from 200 meters at night.

7.2.3. Horn.

7.2.3.1. All vehicles will be equipped with a horn in good working condition capable of emitting a continuous unchangeable sound audible under normal highway conditions for a distance of not less than 200 feet. Vehicles will be considered unsafe for traffic point assessment purpose if knowingly operated with a horn not capable of giving warning at this distance.

7.2.3.2. The addition or alteration of the sound of the horn to music, bell, siren, or patrol like horns is prohibited. Horn symbols must be on every steering wheel assembly.

7.2.4. Lights.

7.2.4.1. Vehicles other than two-wheeled vehicles will be considered unsafe for traffic point assessment purposes and will not be operated if not equipped with at least one operational white beam headlight adjustable to high and low intensity on each side of the front of the vehicle.

7.2.4.2. Headlights will be aimed so that the high intensity portion of the beams does not project higher than the center of the headlights at their focal point of 8 feet.

7.2.4.3. Headlights will display a white light visible from a distance of not less than 1,000 feet from the front of the vehicle. High intensity beams will be so aimed and of such intensity as to reveal persons and vehicles at a distance of at least 450 feet ahead; low intensity beams, a distance of 150 feet.

7.2.4.4. No other colored light, reflector or tape will be displayed on the front, rear, sides or beneath any vehicle except as authorized by the Government of Japan.

7.2.4.5. Directional Turn Indicators. Every vehicle will be equipped with front and rear directional turn indicators on each side of the vehicle. These turn indicators will be visible at a distance of 100 feet from any direction from the vehicle during daylight.

7.2.4.6. All vehicles of three or more wheels will be equipped with two red stop lights and two red/amber taillights on the rear of the vehicle, except a single taillight mounted on the left rear will be acceptable when such is the original manufacturer's design.

7.2.4.7. Motorcycles will display a red or amber brake light visible from a distance of not less than 100 feet to the rear in normal sunlight which shall be activated upon application of the brake. The brake lights may be combined with the taillights.

7.2.4.8. Taillights will be of sufficient intensity to be visible from a distance of not less than 1,000 feet to the rear of the vehicle during normal visibility.

7.2.4.9. All vehicles will be equipped with a white non-glaring light to illuminate the rear mounted registration plate and make it legible at a distance of at least 66 feet during darkness. The same switch controlling the headlights will activate the light.

7.2.4.10. The addition or alteration of turn or brake signals, either their color or timing of flashes is prohibited.

7.2.4.11. All trailers will be equipped with tail and brake lights and twin turn signal indicators. Every trailer will have its maximum load carrying capability clearly marked on the rear of the trailer.

7.2.4.12. Lamps of all types will be mounted securely to prevent excessive vibrations and will not have defective switches. The power source must maintain lamps at required brightness for all conditions.

7.2.4.13. Every motor vehicle shall be equipped with at least one backup light (except motorcycles). Backup lights shall either be white or yellow in color.

7.2.4.14. Vehicles manufactured prior to April 1969 are not required to have backup lights. However, if such lights have been installed, they must be in working order.

7.2.5. Reflectors.

7.2.5.1. Rear reflectors will be red in color and not more than 1.5 meters from the ground. The extreme outer edge of the reflecting surface of the rear reflectors shall be within 400 millimeters of the extreme outer side of the vehicle.

7.2.5.2. Motor vehicles manufactured on or before 30 November 1973 shall have reflectors on the rear, which cover a circular area 25 millimeters in diameter.

7.2.5.3. Motor vehicles manufactured after 1 December 1973 shall have reflectors on the rear, which cover a circular area 30 millimeters in diameter.

7.2.5.4. Motor vehicles with a gross minimum weight of 8 tons, minimum loaded weight of 5 tons, and motor vehicles with a minimum personnel capacity of 30 shall have reflectors on the rear, which cover a circular area 60 millimeters in diameter.

7.2.6. Exhaust System.

7.2.6.1. Every vehicle will be equipped with a muffler or mufflers in good working order, capable of preventing excessive noise. Muffler cutouts, straight pipes or similar devices shall not be used on motor vehicles operated on roadways anywhere on Japan.

7.2.6.2. Vehicles will be so maintained that the amount of carbon monoxide gas that is emitted in the exhaust of a gasoline or liquid petroleum gas engine will not exceed the legal limitation as prescribed by Japanese law. For ordinary motor vehicles, the percentage of carbon monoxide gas exhausted into the air when the engine is in idle operation shall not at any time exceed 5.5 percent. However, this percentage shall be under 4.5 percent at the time of the initial and annual vehicle inspections, which also requires the vehicle to satisfactorily complete the Japanese four-mode system inspection (under 2.5 percent for motor vehicles using gasoline and 1.5 percent for vehicles using liquid petroleum gas).

7.2.6.3. Exhaust systems will meet the following requirement.

7.2.6.3.1. No exhaust pipe shall discharge the exhaust emission left, right or downward.
***NOTE:** This does apply to factory installed exhaust pipes of light trucks, M-Series vehicles. Vehicles will not emit unnecessary amounts of smoke that could cause a road hazard for other vehicle operators.

7.2.6.3.2. The exhaust pipe must extend to the rear, and at no more than 30-degree angle from a perpendicular line. For this purpose, the perpendicular line shall be a line drawn across the rear fender.

7.2.6.3.3. Motor vehicles manufactured before 1971, having the exhaust pipe protruding on the left are exempted from the above. Flex pipes will be accepted in meeting this requirement if both the fore and aft ends are of solid metal. Further, tailpipe extensions will be authorized only if they are securely clamped or welded in place.

7.2.6.3.4. A vehicle will not be equipped with a loud muffler (e.g., louder than factory installed system), straight pipes, without mufflers, or with defective mufflers.

7.2.7. Seatbelts.

7.2.7.1. All persons operating or riding as a passenger in either government leased, privately owned, or privately rented motor vehicles (except motorcycles and tactical government motor vehicles) manufactured in 1964 and thereafter, regardless of place of manufacture, shall wear safety belts and safety harnesses. Individuals shall not operate or ride in seats from which occupant restraints have been removed or rendered inoperative.

7.2.7.2. All children, 4 years old or under and not exceeding 50 pounds in weight must be in a Department of Transportation (DoT) child restraint device, which is properly affixed to the seat where it is located.

7.2.8. Windshield and Windows.

7.2.8.1. Vehicle windshields and windows shall be of "Safety Glass" free of defects (cracks). Additionally, vehicle windshields and windows will be void of signs, posters, stickers, or other non transparent material which materially obstructs, obscures, or impairs the vehicle operators clear view of the roadway or any intersecting roadway unless exempted in Paragraph **7.2.8.3.** below. Stickers required by USFJ and the GOJ are authorized. **NOTE:** The 18 WG/CC has approved the use of a front windshield sign for first sergeants, allowing them to their POV in a GOV parking slot when conducting official business.

7.2.8.2. Vehicles (except two-wheeled vehicles) will be equipped with two windshield wipers in good working condition, capable of keeping the windshield clear at all times. A single wiper will be accepted only when such is the original manufacturer's design. Windshield washers installed as original equipment or added on later must operate as intended.

7.2.8.3. Vehicles will not have any tint on the windshield or front driver and passenger door windows unless it is factory tint. Vehicles that have four doors may tint the windows on the back doors. For vehicles without four doors, the rear quarter panel windows may be tinted. Vans may tint all windows except for the windshield, drivers, and passenger's door windows. Vehicle rear windows may be tinted or darkened to zero percent.

7.2.9. Vehicle Structure and Appearance.

7.2.9.1. Every vehicle shall have all the structural components such as bumpers, doors, hood, roof, fenders, trunk lid, and front grille, if they were part of the original manufacturer's design.

7.2.9.2. Privately owned motor vehicles will not be painted or marked in any way to resemble commercially owned motor vehicles. This includes the affixing of magnetic or other signs to the exterior of the vehicle. No military or similar markings to include commercial slogans, camou-

flage schemes, polka dots, stripes, graffiti and/or drawings will be placed on privately owned motor vehicles. Owners will not alter the appearance of their vehicle to make it look like a government vehicle.

7.2.9.3. Where the structure of a vehicle has rusted and is so defective as to be a clear safety hazard, this deterioration may be cause for withholding vehicle inspection clearance.

7.2.9.4. Vehicles will not have dents, holes, torn or protruding pieces of metal, regardless of shape or size, which are obvious safety hazards.

7.2.9.5. Doors, hoods, and trunks will be equipped with proper handles or latches and will be in operating condition.

7.2.9.6. Convertible tops must not be torn or present an unsightly appearance due to slipshod patching (masking/duct tape will not be accepted). Rear windows will present a neat appearance and allow for clear visibility.

7.2.9.7. Interior floors will be capable of supporting an average adult and be free of holes, rust and cracks.

7.2.9.8. For two-wheeled vehicles, the engine mounting frame brackets (motor mounts) will not be cracked or broken. Fenders and mudguards will not be broken, missing or of inadequate design or modification. Footrests will be securely mounted and properly located. The seat will be properly and securely attached and its springs will not be broken or otherwise defective. The seat will also be so configured as to require the operator to operate the vehicle in a normal, upright, sitting position. The clutch will be properly aligned and not binding; the cable or linkage will not be worn, twisted, corroded, broken or missing. The drive chain will be undamaged, with a properly installed chain guard. The rear view mirrors will be free from cracks and discoloration and shall be mounted on both sides to provide the operator with a clear, undistorted and unobstructed view of at least 200 feet to the rear of the vehicle.

7.2.9.9. The addition or use of front or rear air spoilers (must not exceed pass the vehicles front/rear bumper) is prohibited unless otherwise approved by GOJ inspection authorities. Properly attached front spoilers and side skirts with a 9cm clearance is permitted. Properly attached wing type rear spoilers with a 2cm space and 16.5cm clearance on either side are also authorized.

7.2.9.10. The addition of a roll bar is prohibited unless otherwise approved by GOJ inspection authorities.

7.2.9.11. Any bumper sticker, decal, ornament or other vehicle marking that offends good order and discipline or otherwise violates the Uniform Code of Military Justice or other applicable directives and regulations is prohibited. Items which could present a negative impression of US Forces with host nation personnel will not be displayed on or inside SOFA status vehicles (e.g. offensive or rude pictures, items representing drug paraphernalia such a marijuana leaf shaped decorations, etc). Personnel failing to comply with this paragraph may be cited as a non-moving violation. Complaints from non-security forces personnel will be handled the same as a traffic complaint. The complaint will be taken, a blotter entry made and the issue will be forwarded to the unit commander, first sergeant, or agency chief.

7.2.10. Steering Mechanism and Suspension.

7.2.10.1. A steering mechanism is considered faulty if more than 1 inch of free travel occurs in the steering wheel hub before the vehicle wheels turn.

7.2.10.2. Two-Wheeled vehicles will be equipped with stock front forks, and the frame and fork will not be bent or damaged. Extended forks are not considered to be stock equipment.

7.2.10.3. Wheels will not be out of alignment.

7.2.10.4. Components will not be broken, loose, missing, or show excessive wear.

7.2.10.5. Handlebars will not be loose, bent, broken, or damaged, and no portion of the bars may extend more than 15 inches above the seat depressed by the weight of the operator.

7.2.10.6. Changing or alteration of the vehicle's original steering wheel is prohibited.

7.2.10.7. The alteration, cutting, heating or removing of springs or shocks which results in a raised or lowered car body is prohibited. No motor vehicle shall be operated without a 9cm clearance of the roadway.

7.2.11. Tires and Wheels.

7.2.11.1. The Joint Services Vehicle Registration personnel, under the supervision of a GOJ inspector, will inspect the vehicle to determine proper designated tire size and fit. Tires must not protrude from the fender well.

7.2.11.2. Tires without cornering tread are prohibited. Tires must have a minimum tread depth of 1.6 millimeters for passenger cars/vans and a 2.4 millimeters for cargo carrying vans and pickup trucks (44 series).

7.2.11.3. Tires will be free of any defect such as cuts, bulges, cracks, etc.

7.2.11.4. Vehicles classified under 44-series license plates are not authorized to operate with radial tires.

7.2.11.5. Bent, loose, cracked or damaged wheels or missing, broken, bent, lose or damaged spokes are not allowed.

7.2.11.6. Tires may not be mixed either by ply rating or using both radial and non-radial tires together.

7.2.11.7. The wheels will be free from missing rivets, studs, or nuts. Wheels will be connected to the hub via the factory number of lug nuts.

7.2.12. Fuel System.

7.2.12.1. The fuel tank and fuel lines will be installed securely, and the fuel line will be free from leaks at any point in the fuel system. The fuel tank will be vented.

7.2.12.2. The throttle will be aligned and not binding. The linkage or cable will not be worn, bent, broken, corroded, or missing.

7.2.12.3. On motorcycles with quick-release throttles, the throttle will return to "off" or "idle" position when released.

7.2.13. Speedometer.

7.2.13.1. Every vehicle will be equipped with a speedometer in operating condition to indicate accurately the speed of the vehicle.

7.2.14. Prohibited Items.

7.2.14.1. U.S. Forces Japan personnel are prohibited from using an/or possessing citizens band radio equipment or any form of two-way communication equipment unless specifically licensed and authorized by the GOJ and/or military authorities. The unlawful use or possession of this equipment will be subject to immediate confiscation by military police/security forces.

7.2.14.2. Vehicle operators are prohibited from possessing/using radar detection devices to indicate the presence of speed recording instruments or to transmit erroneous speeds while driving on military installations.

7.2.15. Approved Modifications. Vehicle owners will coordinate with the JSVRO whenever they alter the vehicle in any way (e.g., putting lift kits on, re-painting, painting non-offensive designs, etc.). Alterations must be approved in writing and a copy of the approval kept with the vehicle. If the modification has not been approved by JSVRO and said approval is not with the vehicle, it is subject to being ticketed, and if necessary, impounded.

7.3. Forms Prescribed. 18 WG Form 5EJ, **Minor Traffic Accident Information Exchange (PA)**, 18 WG Form 6, **Field Sobriety Test**, 18 WG Form 7, **Notification of Traffic Infraction (PA)**, and 18 WG Form 10, **Notification of Alleged Offense (PA)**.

GARY L. NORTH, Brigadier General, USAF
Commander, 18th Wing

Attachment 1

REQUEST FOR LIMITED DRIVING PRIVILEGES FORMAT

MEMORANDUM FOR Individuals Unit Commander, First Sergeant, or Agency Chief

FROM: Individual Requesting Limited Driving Privileges

SUBJECT: Request for Limited Driving Privileges

1. Limited driving privileges may be requested as outlined in AFI 31-204, if revocation results in family hardships or has an adverse military mission impact. Request for limited driving privileges will be made, in writing, through the individual's unit commander to the 18 SFS, Reports and Analysis Section. The 18 SFS/SFA Superintendent will review and forward the package to the BTRO (18 SPTG/CD). They will annotate whether or not they concur or non-concur with the request.

2. The request must describe, in detail, the hardship created and the exact driving privileges requested (e.g., driving a GOV, to and from duty section, commissary, health care, day care provider, and service station.). A copy of approved requests will be kept in the vehicle and presented to the security forces upon request.

3. Please note the letter must be written in this format. If you have further questions, please contact 18 SFS/SFAR at 634-1134 or 634-1138.

Requestor's Signature Block

1st Ind, Unit Commander/First Sergeant/Agency Chief

MEMORANDUM FOR 18 SFS/SFA

Concur/Nonconcur.

Unit Commander/First Sergeant/Agency Chief

Signature Block

Attachment 2

REINSTATEMENT OF DRIVING PRIVILEGES FORMAT

MEMORANDUM FOR Individuals Unit Commander, First Sergeant, or Agency Chief

FROM: Individual Requesting Reinstatement of Driving Privileges

SUBJECT: Request for Reinstatement of Driving Privileges

1. Routine reinstatements will be through written correspondence initiated by the individual and routed through the individual's unit commander or agency chief to the 18 SFS/SFA in accordance with this instruction. Unique requests or requests for early reinstatement will also be forwarded to the BTRO (18 MSG/CD) for final determination, after requirements in paragraph [2.9](#) have been met.

2. The reinstatement letter will:
 - a. Indicate the day the driving privileges were revoked.
 - b. State the violation.
 - c. Explain corrective action.

3. If the initial suspension/revocation was based on an alcohol or illegal substance incident, the reinstatement letter will include verification of completion of required 18 WG/MEO (Substance Abuse) courses. Additionally, if the suspension or revocation was based on an accumulation of 12 traffic points within 12 consecutive months, or 18 traffic points within 24 consecutive months, the reinstatement letter will also include verification of completion of Course V, Driver Improvement Course, conducted by 18th Wing Safety Office. The reinstatement letter will include verification of attendance (Refer to paragraph [2.11](#) on specific procedures for reinstatement.)

4. The responsibility of ensuring the individual has completed all required courses falls directly on the unit commander. This reinstatement procedure does not apply to unit commander imposed suspensions.

5. Please note the letter must be written in this format. If you have further questions, please contact 18 SFS/SFAR at 634-1134 or 634-1138.

Requestor's Signature Block

1st Ind, Unit Commander/First Sergeant/Agency Chief

MEMORANDUM FOR 18 SFS/SFA

Concur/Nonconcur.

Unit Commander/First Sergeant/Agency Chief
Signature Block

Attachment 3**STATEMENT OF RESPONSIBILITY**

A3.1. I certify that the information provided by me regarding source of ownership and liens is correct.

A3.2. I certify that I have obtained full insurance coverage as required. I also certify that I will not allow any person, except my dependents, to use this vehicle for a period exceeding 24 hours unless that person has my written permission and insurance coverage for my vehicle.

A3.3. I do hereby expressly agree and understand that as long as a vehicle is registered in my name I am responsible for the physical condition of the vehicle, which includes but is not limited to required inspections, replacement of standard parts with nonstandard parts, and non-factory modifications.

A3.4. I do hereby expressly agree and understand that in the event I depart Japan pursuant to PCS/DEROS orders, retirement, separation, or otherwise permanently leave without de-registering my vehicle(s) or lawfully providing for de-registration by special 90-day Power of Attorney as required by MARCORBASESJAPAN Order P11240.1, I transfer all rights, title, and interests in the vehicle, and any personal property located therein, to the United States Government for disposal as deemed appropriate in the sole discretion of the United States, and I release and discharge the United States Government and its agents from any and all claims and demands whatsoever by me arising out of the impoundment and disposition of the vehicle(s) registered to me. I understand that if any liens on the vehicle exist at the time of my permanent departure that I am not relieved of financial responsibility to the lienholder for that claim. I further understand that if I depart as described above, I will not be entitled to be notified under Title 10, United States Code, Section 2575, that the vehicle(s) registered to me has (have) been impounded for ultimate disposal by the United States.

A3.5. I understand that my vehicle must be registered in my name for at least 120 days before re-registration, unless I PCS/DEROS. I also understand that before I register more than one passenger vehicle and motorcycle per licensed member of my family, I must have approval by the Provost Marshall, Marine Corps Base, Camp Smedley D. Butler. Additionally, I understand that if my vehicle is not re-registered within 120 days of the Major Japanese Inspection expiration date that the vehicle cannot be re-registered in Japan.

A3.6. I am aware that MCO 5110.1C/AFI 31-204/AR 190-5/OPNAV 11200.5C and the installation traffic code provide for the removal and temporary impoundment of privately owned motor vehicles that are either parked illegally for unreasonable periods, interfering with military operations, creating a safety hazard, disabled by incident, left unattended in a restricted or controlled area or abandoned. I agree to reimburse the United States for the cost of towing and storage should my motor vehicle(s), because of such circumstances, be removed and impounded.

SIGNATURE OF APPLICANT AND DATE

Attachment 4**REBUTTAL OF TRAFFIC CITATION FORMAT**

MEMORANDUM FOR Individuals Unit Commander, First Sergeant, or Agency Chief

FROM: Individual Who Received Traffic Ticket

SUBJECT: Rebuttal of Traffic Ticket

1. When a violator receives a ticket and feels the ticket was unjustly issued, the violator can rebut the ticket. The violator must draft a memorandum specifically citing evidence that disproves the validity of the ticket within 30 days. The memorandum and the original copy of the ticket in question (white copy) will be forwarded to the 18 SFS/SFAR for processing.
2. The 18 SFS/SFA will not review or forward ticket rebuttals without a memorandum letter endorsed by the violators first sergeant, section commander, or unit commander. They must either concur or non-concur with the rebuttal.
3. The 18 SFS/SFA will review the rebuttal package and determine if the ticket is valid. If the 18 SFS/SFA voids the ticket, the rebuttal process is complete and the violator is notified of the action taken through his commander, first sergeant, or agency chief.
4. If the 18 SFS/SFA concludes the ticket is valid, the ticket will be forwarded to the BTRO (18 MSG/CD) with a recommendation of why the ticket is valid.
5. The BTRO reviews the rebuttal package and the 18 SFS/SFA recommendation, and makes a final determination of the rebuttal package.
6. Please note the letter must be written in this format. If you have further questions, please contact 18 SFS/SFAR at 634-1134 or 634-1138.

Requestor's Signature Block

1st Ind, Unit Commander/First Sergeant/Agency Chief

MEMORANDUM FOR 18 SFS/SFA

Concur/Nonconcur.

Unit Commander/First Sergeant/Agency Chief
Signature Block

Attachment 5

REQUEST FOR RELEASE OF IMPOUNDED VEHICLE FORMAT

FROM: Full Name, Rank, SSAN of Individual Whose Vehicle was Impounded

TO: Provost Marshal, Marine Corps Base, Camp S. D. Butler

VIA: Unit Commander, First Sergeant, or Agency Chief

SUBJECT: Request for Release of Impounded Vehicle

Ref: MARCORBASESJAPANO P11240.1B

ENCL: (1) Valid Power of Attorney (if applicable)

1. My privately owned vehicle was impounded on (date) in connection with a case of (DUI/DWDI, expired JCI, expired road tax, reckless driving, illegal parking, or other criminal activity.). The vehicle is a (year, color, make, model, and license plate number).
2. My command has taken final action on this incident; likewise, final disposition has been completed with the Base Traffic Review Officer.

(REQUESTER WILL USE ONE OF THE FOLLOWING PARAGRAPHS)

3. My driving privileges were not suspended or revoked, so I request the vehicle be turned over to me.

or

3. My driving privileges were suspended for less than 6 months; therefore, I request my vehicle be released into the custody of (Full Name, Rank, and SSAN).

or

3. My driving privileges were revoked for 6 months or more; therefore, I am going to de-register, sell, or dispose of my vehicle. I request release of the registration and title papers so I can accomplish de-registration/title transfer.

Requestor's Signature Block

FROM: Unit Commander, First Sergeant, or Agency Chief

TO: Provost Marshal, Marine Corps Base, Camp S. D. Butler

1. Forwarded recommending approval/disapproval.
2. Final action has been taken on this case, and there is no further need to hold the vehicle.

Unit Commander/First Sergeant/Agency Chief
Signature Block