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Security

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

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This instruction implements AFR 31-2, Law Enforcement. It is consistent with and supplementary to AFI 31-204, AF Motor Vehicle Traffic Supervision; 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 5800.4; Motor Vehicle Impoundment and Disposal Procedures and Responsibilities; 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. This instruction applies to all personnel assigned to, attached to, tenant to, or visiting Kadena Air Base, Kadena Marina, O'Donnell Gardens and Chibana Military Family Housing areas, Chibana Recreation area, and the Okuma Recreation area.

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 F125 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.

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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.

1.1.2. Base Entry/Exit Point Checks (BEPCs)/DUI Checkpoints. 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. Damage to a vehicle that renders it inoperable under its own power requiring it to be towed. **NOTE:** If the vehicle operator can render the vehicle operational through on-scene minor 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. 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.

1.1.8. Major Accident. One or more of 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 \$10,000, disabling damage (see definition disabling damage above) to a Privately Owned Vehicle (POV) that must be towed, or a trailer that can't be towed. Accidents that are difficult to explain, such as no correlation between damage and the accident's chain of events, suspected arson, or anticipated fraudulent claim. Responding security forces patrols can either cite a vehicle operator at fault on the scene if evidence is clear-cut, or later when the investigation is completed.

1.1.9. Minor Accident. One or more of the following: Damage to a GOV or government property or combination thereof, amounting to no more than \$10,000 with no injuries or fatalities. POV accidents with non-disabling damage and no injuries or fatalities are classified as minor accidents. Minor motor vehicle accidents are classified as a reported accident that is not investigated; e.g., no determination of

fault is assessed by responding security forces patrols. Information is gathered for statistical and engineering purposes. Monetary compensation is handled privately through one's insurance company. Minor motor vehicle accidents must be reported to US Forces Law Enforcement agencies immediately after they occur.

1.1.10. On base. The areas confined within Kadena Air Base; 18th Munitions Storage area; Kadena Marina; O'Donnell Gardens and Chibana Military Family Housing areas; Chibana Recreation area; and the Okuma Recreation area.

1.1.11. 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.

1.1.12. 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.

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

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

1.1.15. 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.

1.1.16. Revocation. Loss of driving privileges for 6 months or greater.

1.1.17. 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. In the event, a highway 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.

1.1.18. Skaters. Any person operating roller skates, roller blades or a skateboard.

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

1.1.20. Suspension. Loss of driving privileges for less than 6 months.

1.1.21. 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 responsibility and establishes procedures for 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 SPTG/CD, as the 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 driving privileges of personnel under the control of Kadena Air Base. 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 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, Civil Engineer Operations Flight (18 CES/CEEE). The 18 CES/CEEE 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, Law Enforcement Operations, (18 SFS/SFOL). The committee will be composed of the following members or their designated representatives.

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

1.3.4.2. 18th Civil Engineering Squadron, Chief of Maintenance Engineering (18 CES/CEEE) - 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 Transportation Squadron, Chief of Transportation (18 TRANS/CC).

1.3.4.6. 18th Security Forces Squadron, Chief of Security Forces (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 18th WG/CC delegated his authority as follows:

1.4.1. The 18 SPTG/CD or in his absence, the 18 SPTG/CC to act as the BTRO in order to administer and implement 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). Any request 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 vehicle owners on Okinawa falls under the purview of the Joint Forces Vehicle Registration Office (JFVRO) located on Camp Foster, Bldg 5638. (645-3963/7481). Specific requirements for vehicle registration will be addressed in **Chapter 3**.

2.1.1. Operator's Licenses and Permits. All personnel operating a motor vehicle must have one of the following operator's permits in their possession:

2.1.1.1. USFJ Form 4EJ, **U.S. Forces Japan Operator's Permit for Civilian Vehicle**. Vehicle operator's falling under the Status of Forces Agreement (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.

2.1.1.2. Japanese operator's permit.

2.1.1.3. International operator's permit.

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 will have a USFJ Form 4EJ indicating if passengers are permitted and the size of motorcycle the operator is allowed to operate. The motorcycle safety institute card issued by the USMC motorcycle safety course is NOT a 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**, for 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 AF Form 2293 is a valid Japanese operator's permit.

2.1.2. Personnel who have attended Course II, Local Driving Conditions Course, conducted by the 18th Wing Safety Office may be issued a USFJ Form 4EJ, operator's permit for a period to match their DEROS. If vehicle operator's extend their DEROS, they must report to the 18th Security Forces Squadron, Pass and ID Section (18 SFS/SFAP), Bldg 721-B (634-4172/3437) before the expiration date of the permit. They should bring proof of their changed DEROS. After verification, personnel will be reissued a permit for a period to match their new DEROS.

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, will be issued a base operator's permit to operate GOVs on-base only after the unit vehicle control NCO has given an 18th Transportation Squadron approved safety briefing.

2.1.4. Required Documents. Vehicle owners must ensure the following valid documents are in their vehicle at all times:

2.1.4.1. DoD identification card.

2.1.4.2. Base Registration, DD Form 430, **Military Registration and Certificate of Title of Motor Vehicle**.

2.1.4.3. Current Year GOJ Road Tax receipt and a 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.

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. Per 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. DUI 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. By operating a vehicle on the installation, operators give 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. This implied consent applies when lawfully detained, apprehended, or cited for any impaired driving offense committed while driving or in physical control of a motor vehicle on Kadena Air Base. Security forces personnel may administer one or more bodily fluid tests pursuant to a lawful stop, where reasonable suspicion exists to believe an operator was operating a motor vehicle under the influence of alcohol or drugs. Failure to submit to the implied consent policy will result in an automatic 2-year revocation of installation driving privileges.

2.4. Implied Consent to Vehicle Impoundment. As a condition to accepting installation-driving privileges, vehicle owners give their consent for the removal and temporary impoundment of their POV for the reasons listed below:

2.4.1. Refusal to complete a chemical test of blood, breath, or urine for chemical analysis upon the request of security forces or authorized agencies.

2.4.2. Driving Drunk or Impaired - BAC of 0.05 or greater.

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 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 a 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.

2.5. Suspension or Revocation of Driving Privileges. When a violator loses their driving privileges for 179 days or less, then it is considered a suspension and falls under the provision of paragraph **2.5.1.** below. When the violator loses their driving privileges for 180 days or more, then it is considered a revocation and falls under the provision of paragraph **2.5.2.** below. 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. 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). Unit commanders, first sergeants, or agency chiefs will suspend driving privileges for the following offenses:

Table 2.1. – Suspension of Driving Privileges.

VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	IMPOUND VEHICLE
Receiving three parking violations within a 12 month period	15 day susp	N/A	N/A	No
Receiving four parking violations within a 12 month period	30 day susp	N/A	N/A	No
Receiving five parking violations within a 12 month period	60 day susp	N/A	N/A	No

VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	IMPOUND VEHICLE
Receiving six parking violations within a 12 month period	90 day susp	N/A	N/A	No
Parked in a Handicapped slot	7 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 revo by BTRO	No
Accumulation of 6 points in 6 months	30 day susp; attend Course V	N/A	N/A	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 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 revoc by the BTRO	2 year revo by the BTRO	Additional 2 year revo by the BTRO	Yes
Accumulates 12 points within 18 months	6 month revo 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 revoc by the BTRO	2 year revoc by the BTRO	Additional 2 year revoc by the BTRO	No, (See para 2.5.3. below)
(DUI) – Driving Drunk or Impaired with a BAC of .05 but less than .10 percent by volume or higher	6 month revo by the BTRO	1 year revo by the BTRO	2 year revo by the BTRO	Yes

VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	IMPOUND VEHICLE
(DUI) – Driving Drunk or Impaired with a BAC of .10 percent 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 revo 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)
Allowing an unlicensed person to operate a motor vehicle	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 resulting in a major accident with injuries	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 no later than 7 calendar days after the date permanent revocation takes effect. De-registration is accomplished at the Joint Forces 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 will report to JFVRO 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.

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. Explain the circumstances and specific reason why the suspension or revocation is being considered.

2.7.2. Incidents involving driving drunk or impaired or refusal to submit to Implied Consent will result in immediate revocation. Unless an application for a hearing is made within 10 duty days, revocation takes place on the prescribed date and time. The BTRO will determine the time period for staying a revocation action after receiving a request for an administrative hearing. For offenses listed above in 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, a refusal to complete chemical testing, video tapes, field sobriety test results, or other evidence. If later at a requested administrative hearing, the BTRO determines the offense does not warrant revocation, it will be rescinded.

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 driving or was 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 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. Reinstatement 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, the BTRO vacates the suspension of driving privileges except when:

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

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

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

2.8.4. The Japanese authorities made an administrative determination to suspend or revoke driving privileges based on local law or pertinent regulations.

2.9. Limited Driving Privileges.

2.9.1. Unless prohibited by higher authority, host nation authority, or other publication, the BTRO may authorize partial or restricted driving privileges to those whose authority to drive was revoked.

2.9.2. Requests for limited driving privileges will be made in writing through the unit commander, first sergeant, or agency chief, and 18 SFS/SFA 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 approved requests will be kept in the 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 were revoked to maintain a copy of the letter.

2.10. Extension of Suspensions and Revocations. When someone is discovered driving in violation of a suspension or revocation, their driving privileges will be revoked for an additional 2 years (this additional revocation is assessed from the expiration date of the original suspension or revocation). The unit commander or agency chief may also take administrative or disciplinary action.

2.11. Procedures for Reinstatement of Driving Privileges. All reinstatement of driving privileges for a revocation will be 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. The reinstatement letter will include verification of attendance to the 18th Wing/SE driver's improvement course and/or attendance at a Social Actions Substance Abuse course (for incidents involving alcohol or other mind-altering substances). If individuals do not complete the required drivers improvement course or applicable drug and alcohol program, 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 to the BTRO 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 Forces Vehicle Registration Office (JFVRO), Camp Foster, Bldg 5638. Vehicle registration policies and requirements are derived from Marine Corps Bases Japan Order P11240.1B.

3.1.2. Registration Procedures.

3.1.2.1. Temporary Registration. Temporary license plates are issued for vehicle registration processing. 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 will obtain temporary license plates from JFVRO 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 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 JFVRO.

3.1.2.2. Permanent Registration. Vehicle registration is processed through JFVRO, Camp Foster. Owners are required to sign a Statement of Responsibility as a part of registration (See [Attachment 1](#)). Before registration is complete, 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.

3.1.2.2.4. Proof of completed registration of the vehicle with GOJ authorities (Japanese Vehicle Registration Card).

3.1.2.3. JFVRO 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 Vehicle Registration Decals (USFJ Form 15), 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 JFVRO 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 will 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. 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 para **3.1.2.** will not be serviced at gasoline, petroleum, oil or lubricant service stations, outlets, or garages on US Forces facilities unless the registered owner is present and requests the service and is in possession of a valid DoD, US Embassy, or United Nations (UN) command identification.

3.1.6. Privately owned motor vehicles of US Forces personnel will not be granted routine access to US Forces facilities and areas unless the vehicles have been registered as stated in para **3.1.2.** and **3.3.**

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. Non appropriated fund taxi service organizations and rental vehicles are excluded.

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. Removal will result in vehicle impoundment by cognizant authority.

3.2.3. Cancellation of registration. When a motor vehicle is to be removed from Japan, a request for the cancellation of registration will be filed with JFVRO. The cancellation request will be made out in duplicate. In addition, the certificate of inspection will be surrendered to JFVRO. 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 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 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 owners are required to carry 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 is required to provide JFVRO with a letter from a medical care provider outlining their need for handicapped access. JFVRO 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 that 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.

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

4.1.2. 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 the 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 have precedence over written regulations and traffic signs. In the absence of security forces, the following are rules of the road:

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 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 to pass or overtake 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.

4.2.1.2. 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 18 WG 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. 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 or passing in a passing zone 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.

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 hill crests) or where a solid yellow center line 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 or shuttle buss that is loading or unloading passengers 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. 18 SFS have authority to stop, question, and if necessary turn away and ticket vehicle operators violating no thoroughfare policies during the designated times. **NOTE:** At the Bob Hope/Amelia Earhart School Zone on Beeson Avenue, security forces can make roadside determination to stop all traffic entering these congested school zones due to safety of students.
- 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 any 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. These vehicle operators will not be charged for DUI if they are stopped before operating a motor vehicle, but will be detained and turned over to their respective unit with no charges. A blotter entry will be made as a record of contact or detainment. If the suspected intoxicated person resists this preventative measure, they will be apprehended for drunk and disorderly conduct. The intent of this paragraph is to prevent DUI incidents, thus ensuring a safe environment for the entire community.

4.2.2.28. Operators using vehicles equipped with air bags must still wear the manufacturer's primary restraint system (seat belts).

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). 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 weighing less than 50 pounds must be in a Department of Transportation (DoT) child restraint device, which is properly affixed to the seat where it is located.
 - 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. Motorcycle microphone and ear speaker used by vehicle operator and passenger are also authorized.
 - 4.2.4.6. Vehicles will only be towed by tow trucks or specially designed tow bars.
 - 4.2.4.7. Vehicles will not be operated with the doors opened 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. 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, or other posted area.
 - 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 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.
- 4.2.5. 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 will not lend or otherwise allow their vehicle to be operated by an unlicensed or unfit 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 im-

diately available when the owner is not physically present or readily available (e.g., TDY, leave, not at their work station or quarters).

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 restricted areas (POV's are prohibited from entering Priority "A" and "B" restricted areas under any circumstances) unless the vehicle operator has fulfilled the requirements of 18 WG Instruction 13-202, *Flight Line Driving*. It is the responsibility of the vehicle operator who has received written permission to use the POV in restricted areas to know the location of ECPs and restricted area boundaries. Vehicle operators will surrender written copies of approval to security forces or other personnel upon demand to verify status. Vehicle operators not in possession of written approval will be detained and the vehicle immediately removed from the restricted area.

4.2.5.4. Vehicle operators will ensure proper restraints (seatbelts, child restraints) are in place before operating the vehicle.

4.2.6. Defective, Non-compliant, or Illegally Modified Vehicles. Vehicle owners/operators with violation under this paragraph will be issued a 18 WG Form 9, **Defective Equipment Citation (PA)**. The individual is given the second copy of the citation (pink copy) and instructed to report to JFVRO within 5 duty days with the discrepancy corrected. The original (white copy) is forwarded to 18 SFS/SFAR. If after 7 duty days JFVRO does not forward the pink copy of the citation back to 18 SFS/SFAR, the individual will be issued a DD Form 1408 and assessed 3 points for not correcting the discrepancy within the prescribed time. Anyone who cannot comply must have their first sergeant or agency chief contact 18 SFS/SFAR with an explanation and an estimated date of compliance.

4.2.6.1. Vehicle owners will notify JFVRO whenever they substantially alter the vehicle in any way. Substantially altering the vehicle includes installation of suspension lift kits, re-painting the vehicle a different color, painting non-offensive designs, or some other modification that significantly 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 JFVRO for final decision on the modification. If the modification has not been approved by JFVRO 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.

4.2.6.2. 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.

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

4.2.6.4. Vehicle rear windows may be tinted or darkened to zero percent.

4.2.6.5. 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.

- 4.2.6.6. Vans may tint all windows except for the windshield, driver's, and passenger's front door windows.
- 4.2.6.7. 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.
- 4.2.6.8. 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.
- 4.2.6.9. 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.
- 4.2.6.10. 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 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.
- 4.2.8. Pedestrian Traffic. Pedestrians who violate this instruction will be issued a DD Form 1408. Citations for military 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 side 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 far 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 Course through 18 WG/SEG. As stated in para **2.1.1.5.**, motorcycle operators will have a USFJ 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 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.

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 is 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. 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 occupied by the operator.

4.2.9.9. Motorcycles will not overtake and pass in the same lane occupied by the vehicle being passed.

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

4.2.10. Non Motorized Vehicles. Bicycle riders and skaters on the roadway are subject to the same traffic laws as pedestrians and vehicle operators of motorized vehicles. Violators of this section are subject to citations and confiscation of their non motor vehicle property IAW this Installation Traffic Code (ITC).

4.2.10.1. Operators are required to properly wear (snapped/buckled/fastened IAW manufacturer's design) an approved safety helmet. The use of elbow, wrist, and knee pads is highly encouraged for skaters.

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 foot rests 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 and skaters will not be towed by any other vehicle.

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

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

4.2.10.10. Parents or guardians of dependents riding bicycles are responsible for instructing dependents on rules governing the roadway and general safety for bicycle riders.

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 will be conspicuously posted at base entrances indicating "Speed Measuring Devices In Use".

4.4.2. Security forces law enforcement are authorized to use laser radar (LIDAR), conventional Doppler radar, and vehicle pace methods. The 18th Security Forces Squadron, Training and Resources Flight (18 SFS/SFTT) will provide and oversee training and certification for these devices.

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.

4.4.4. When vehicle operators are signaled to pull over, they will pull over to the curb in a safe manner and come to a complete stop. The vehicle operator must put the vehicle in park and set the emergency brake.

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 and 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 as defined in paragraph 1.1.7. 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 as defined in paragraph 1.1.7. 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. 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 are provided one on an as needed basis by 18 SFS/SFAR.

4.7. Reserved Parking.

4.7.1. Reserved parking spaces 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 SPTG/CC through the 18 CES/CEEE. The letter must contain the following information:

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

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

4.7.1.3. Location (building number) of request.

4.7.1.4. Diagram of parking area and building.

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

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

4.7.2. Requests for flight line reserve parking will be submitted to the 18 OG or 18 LG, as appropriate before submission through the 18 CES/CEEE.

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

4.7.4. Upon notification of approval for reserved parking, notify the 18 CES/DERP 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.

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

4.7.6. 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).

4.7.7. Reserved parking spaces will be marked with office symbols or its functional use (example: 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.).

4.7.8. 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.

4.7.9. Traffic citations for violations of reserved parking will be issued in response to complaints only. 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.

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

4.8. Parking. Emergency Response Vehicles as outlined in paragraph **1.1.5.** 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 are:

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 for more than 72 hours. 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.

4.8.1.13. Base personnel are responsible for advising their guests of base parking restrictions.

4.8.1.14. Parking Monitors. Unit building managers are designated as “parking monitors” and are authorized to issue DD Form 1408’s for illegally parked vehicles at their facilities. Unit commanders must provide 18 SFS/SFOL a listing of building managers 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 are responsible for processing (research name, unit, address, etc.) their tickets at the Law Enforcement desk. Tickets turned into 18 SFS/SFAR which are incomplete will be forwarded back to the traffic monitor.

4.8.1.15. Parking Complaints. Parking on base is a serious problem because there are too many vehicles and not enough parking slots. 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.) will 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.

4.9. Traffic Violation Reports.

4.9.1. The 18 SFS/SFAR will receive notices/reports of off-base traffic offenses from all US Law Enforcement personnel stationed in Japan (USAF, USA, USN, and USMC), 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) will ensure points are assessed in accordance with this supplement. When a ticket is returned with a “not guilty” decision by a unit commander, first sergeant, or agency chief, the 18 SFS/SFA will forward the package with a recommendation and any further investigation required to the BTRO for approval of the “not guilty” finding.

4.9.3. When an individual receives a ticket and feels the ticket was unjustly issued, they may rebut it. The individual must submit a letter (See example at [Attachment 4](#)) specifically citing evidence that disproves the validity of the ticket within 30 days. 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 SPTG/CC designates DUI checkpoints at random times and locations. The checkpoints are used to deter and remove impaired vehicle operators from on-base roadways. 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, apprehension/search and seizure, and barment 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 SPTG/CC. The secondary means will be laboratory analysis of a blood or urine 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, roller blades, or roller skates after consuming alcoholic beverages 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. Detection, Apprehension, and Testing of Intoxicated Drivers.

4.11.1. 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) approved by the 18th Wing Judge Advocates Office to evaluate suspected impaired vehicle operators. Specific procedures for administering FST's can be found in AFH 31-227, *Air Force Motor Vehicle and Traffic Control*. Also see AFH 31-227 for procedures and guidance concerning the use of traffic mazes, DUI checkpoints, and other drunk driving reduction measures.

4.12. Voluntary Breath and Bodily Fluid Testing Based on Implied Consent.

4.12.1. Implied consent policy is explained in paragraph 2.3.

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

4.12.2.1. The person was lawfully stopped while operating a motor vehicle on the installation.

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

4.12.2.3. 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 on-base driving privileges.

4.12.3. Involuntary bodily fluid extraction (blood or urine) 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. Conduct the extraction in accordance with the following procedures:

- 4.12.3.1. 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.
- 4.12.3.2. 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.
- 4.12.3.3. 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.
- 4.12.3.4. Personnel not under the authority of the UCMJ cannot have their bodily fluids forcibly taken.
- 4.12.4. 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.
- 4.12.5. Before authorizing the involuntary extraction, the commander of the medical facility should, if circumstances permit, coordinate with the servicing staff judge advocate.
- 4.12.6. The medical facility commander authorizing an extraction under Rule 315(d) need not be on duty as the attending physician. Any qualified medical person can perform the extraction.
- 4.12.7. Authorizing officials may consider their own observations of the individual in determining probable cause.
- 4.12.8. 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.
- 4.12.9. 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.

4.13. Testing at the Request of the Apprehended Person.

- 4.13.1. 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.

4.13.2. 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.

4.14. Off-Installation Traffic Activities.

4.14.1. 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.

4.14.2. Most minor infractions of Japanese Traffic Law do not warrant security forces notification until after the fact. Traffic supervision operations off base are very much 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. In addition to your fine, you will be assessed points against your installation driving privileges. Off base tickets are expensive. **ALL FINES AND FEES MUST BE PAID IN YEN.** Remember that you are required to notify your commander, first sergeant, or agency chief the next duty day after receipt of an off base ticket. The most common offenses SOFA personnel are charged with include:

4.14.2.1. Illegal Parking. Fines range anywhere from 6,000 to 18,000 Yen and could include impoundment (see paragraph [4.14.4.1.](#) below)

4.14.2.2. 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 you exceed the preset speed limit, the camera takes a picture of the front of your vehicle, which shows 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.

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

4.14.3. 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, you will be given a Japanese Traffic Ticket.

4.14.3.1. If you were given a blue copy of the ticket, you 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 TO SHOW YOU'VE PAID YOUR FINE.**

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.

4.14.3.2. If you were given a white copy of the traffic ticket, hold on to 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 you on Administrative Hold. You 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 your rights under the SOFA.

4.14.4. If your vehicle is not located at the place you left it, one of two things has occurred. Either your vehicle was towed due to illegal parking (more likely) or your vehicle was stolen (less likely). In either case, you have to know what to do.

4.14.4.1. Towed due to illegal parking.

4.14.4.1.1. You need to contact the JNP station nearest where your vehicle was last parked. 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 your vehicle and tell them where it was parked.

4.14.4.1.2. You will be required to pay a 10,000 Yen 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.

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

4.14.4.1.4. Next you will be directed to the impound lot holding your vehicle. Show the lot attendant your receipt for the tow charge. They will then advise you how much your 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 parking fee, you will be authorized to remove your vehicle.

4.14.4.1.5. Within 7 days of the day after you receipted for the traffic ticket, you must proceed to a GOJ Post Office or Bank to pay your 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 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/SFL at 639-2239 immediately.

4.14.4.1.6. As you can see, illegal parking off base can be VERY EXPENSIVE. Think about it before you illegally park.

4.14.4.2. Stolen Vehicles. Vehicles are rarely stolen, however, in the event this happens, proceed to the nearest JNP station to where your vehicle was last parked to report the theft. If you need assistance with translation, ask the JNP to contact the Kadena Law Enforcement Desk for assistance. They have interpreters on-duty 24-hours a day.

4.14.5. 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.

4.15. Compliance with Local and Host Nation Laws.

- 4.15.1. To ensure you stay in compliance with local and host nation laws, abide by the following:
- 4.15.2. If possible, promptly notify the owner of a vehicle should you be involved in an accident.
- 4.15.3. Promptly notify the security forces or other military police agencies when you are involved in a traffic accident or detained for violations of Japanese traffic laws.
- 4.15.4. 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.

4.16. Administrative Violations. Violations under this paragraph include expired insurance, inspection, registration, and taxes. The intent of this paragraph is to ensure SOFA personnel comply with Japanese law and at the same time allow for an honest mistake or oversight to be corrected.

4.16.1. Expired Property Damage Liability Insurance (referred to as “American Insurance”). When security forces find an individual operating a motor vehicle with expired property damage liability insurance, a citation will be issued to the owner of the vehicle, and 6 points will be assessed against the vehicle owners installation driving record. Additionally, the vehicle will be impounded until a renewed insurance policy is obtained. See paragraph **6.5.** for particulars on retrieving a vehicle from impound. Also, vehicle owners must renew their military base registration each time their property damage liability insurance is renewed.

4.16.2. Expired Japanese Compulsory Insurance (JCI). When security forces find an individual operating a motor vehicle with expired JCI, a citation will be issued to the owner of the vehicle and 6 points will be assessed against the vehicle owners installation driving record. Additionally, the vehicle will be impounded until a renewed JCI policy is obtained. See paragraph **6.5.** for particulars on retrieving a vehicle from impound. Also, vehicle owners must check with JFVRO to verify if their military base registration requires updating.

4.16.3. Expired Military Registration. Normally, you must renew your Military Base Registration annually. In some cases, it may require more frequent update. To ascertain your registration expiration date, look on the reverse bottom of the DD Form 430. Vehicle operators are given a 30-day grace period after the expiration of the base registration to renew it. Vehicle operators found operating vehicles with base registration expired for more than 30 days are subject to a citation and assessment of 3 points on their installation drivers record.

4.16.4. Expired Japanese Inspection. Commonly confused with JCI, the Japanese Inspection is conducted by a certified garage or vehicle owners can accomplish it at JFVRO. When security forces find an individual operating a motor vehicle with expired Japanese Inspection, a citation will be issued to the vehicle owner and 6 points will be assessed against the vehicle owners installation driving privileges. Additionally, the vehicle will be impounded until the Japanese Inspection is completed. See

paragraph 6.5. for particulars on retrieving a vehicle from impound. Also, vehicle owners must check with JFVRO to verify if their military base registration requires updating.

4.16.5. Expired Japanese Road Tax. Japanese Road Tax is normally collected on U.S. Military Installations on Okinawa during the months of April and May. When security forces find an individual operating a motor vehicle with expired Japanese Road Tax, a citation will be issued to the vehicle owner and 6 points will be assessed against the vehicle owners installation driving privileges. Additionally, the vehicle will be impounded until the Japanese Road Tax is paid. See paragraph 6.5. for particulars on retrieving a vehicle from impound. Also, vehicle owners must check with JFVRO to verify if their military base registration requires updating.

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)	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 5- years old or younger or weighs less than 50 pounds) - See Note 2	2
Over one 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
Following too closely	4

Violation	Points Assessed
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 an 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	6
Expired Japanese Compulsory Insurance or Japanese Inspection - See Note 4	6
Expired Japanese Road Tax - See Note 4	6
Expired Military Base Registration - See Note 4	3
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. 3.18 SFS/SFAR will issue a citation and 3 points will be assessed for non-compliance.
4. These are Administrative Violations (see para 4.16.) and include expired base registration, Japanese Compulsory Insurance, Japanese Inspection, Japanese Road Tax, and Personal Property Damage Insurance. The points are assessed against the vehicle owner if different than the vehicle operator.
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, a DD Form 1569, **Incident/Complaint Report (PA)** or AF Form 3545, **Incident/Complaint Report** and supporting documents will be prepared. 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 may also be submitted.

5.4.1.2. Violations covered under paragraph **4.2.6.** Defective, Non-compliant, or Illegally Modified Vehicles, will be recorded on the 18 WG Form 9.

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

5.4.1.4. Traffic Complaints. When a traffic complaint is received on an individual, the information is recorded in the security forces blotter and referred to the unit to take appropriate action. Failure to provide 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.

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 and they must attend the Drivers Improvement Course taught by the 18 WG/SEG. Units will be notified of those accumulating 6 points in 6 months. Units schedule personnel to attend with the 18 WG/SEG. Once each week, 18 SFS/SFAR will forward a roster of those who fall into this category to 18 WG/SEG. 18 WG/SEG will coordinate no shows directly with units. Anyone who refuses to attend the Driver's Improvement Course or is a no-show to the training will have their driving privileges suspended by the BTRO until they attend.

5.4.4. Points assessed against a person remain in effect for point accumulation purposes for 24 consecutive months. The 18 SFS/SFAR will routinely review driver records to delete 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 vehicles on Okinawa. This chapter provides 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.

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 or abandoned. 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 apprehended for DUI, or refused to supply blood, breath, or urine for testing.

6.2.2.2.8. When the vehicle has been left unattended for major maintenance for more than 72 hours and it is creating a safety or environmental hazard and the owner cannot or does not immediately respond to correct the issue.

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 JFVRO 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 insurance 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 JFVRO.

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. Keep vehicles in military police/security forces custody when holding them for evidentiary purposes. 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 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 very much dependent upon why it was impounded.

6.5.1. If a vehicle was impounded subsequent to a DUI case, the owner is required to de-register the vehicle through JFVRO 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 proceeding to retrieve the vehicle from JSVIL.

6.5.3. If a Japanese Inspection is expired, the vehicle owner will have to obtain a temporary license plate IAW paragraph **3.1.2.1** from JFVRO before they can retrieve the vehicle from JSVIL.

6.5.4. If a vehicle was impounded as a result of an accident and the vehicle 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 the 18 WG Form 9. Anyone failing to report to JFVRO to correct violations within 5 duty days will be issued a DD Form 1408 and assessed 3 points for non-compliance.

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 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. Horns will not be changed or modified. Only factory style horns will be used.

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 to the front of the vehicle at a distance of not less than 1,000 feet. 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.

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.

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, 5 years of age or under or weighing less than 50 pounds 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.

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, camouflage 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 is prohibited unless otherwise approved by GOJ inspection authorities.

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, 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.

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.

7.2.11. Tires and Wheels.

7.2.11.1. The tires and wheels of vehicles will be inspected by the Joint Services Vehicle Registration personnel, under the supervision of a GOJ inspector, to determine proper designated 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 and a 2.4 millimeters for vans (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. Prohibited Items.

7.2.13.1. U.S. Forces Japan personnel are prohibited from using and/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 security forces.

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

7.2.14. Approved Modifications. Vehicle owners will coordinate with the JFVRO 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 JFVRO 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)**, 18 WG Form 9, **Defective Equipment Citation (PA)**, and 18 WG Form 10, **Notification of Alleged Offense (PA)**.

JAMES B. SMITH, 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 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 unit commander and 18 SFS/SFA to the BTRO (18 SPTG/CD). They must 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. Unique requests or requests for early reinstatement must be forwarded to the BTRO (18 SPTG/CD) for final determination.
2. The reinstatement letter will:
 - a. Indicate the day the driving privileges were revoked.
 - b. State the violation.
 - c. Explain corrective action.
3. The reinstatement letter will include verification of attendance of a remedial driver's training course (Course V), and/or attendance at a Social Actions Substance Abuse course (for incidents involving alcohol or other mind-altering substances.).
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**

1. I certify that the information provided by me regarding source of ownership and liens is correct.
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.
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.
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 MARCOR-BASESJAPAN 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.
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.
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 SPTG/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