BY ORDER OF THE COMMANDER

HEADQUARTERS, UNITED STATES FORCES, JAPAN
USFJ INSTRUCTION 31-205

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Security

Police Services

MOTOR VEHICLE OPERATIONS AND TRAFFIC SUPERVISION
COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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PURPOSE: This instruction provides guidance on a variety of issues related to operation, ownership, and registration of privately owned vehicles; to include operator permit issuance and mandatory insurance requirements. The primary focus is the requirements to own and operate privately owned vehicles, but also includes guidance on the use of government motor vehicles.

This instruction includes, but is not limited to, the contents of the joint services Motor Vehicle Traffic Supervision regulation AR190-5/OPNAV 11200.5D/ AFI 31-218(I)/MCO 5110.1D and requires the collection and maintenance of information protected by the Privacy Act of 1974 (5 U.S.C. 552a). The authority to collect and maintain the records prescribed in this publication is 10 U.S.C. 8013. This instruction is For Official Use Only. Contact the USFJ Provost Marshal's office to request a copy.

SUMMARY OF CHANGES: This instruction updates USFJI 31-205 in the following areas:

a. Standardizes USFJ and Government of Japan alcohol-related driving blood alcohol content levels. Eliminates Driving While Drinking Indicated (DWDI) terminology at USFJ level coinciding with Japan's Driving Under the Influence (DUI) standard. Allows Service components and installations to determine penalties for .03 to .079 Blood Alcohol Content (BAC) levels, with exception of a mandatory one year driving revocation.

b. Requires local drivers orientation courses to include the following topics; 1) Do not drink and drive in Japan – the consequences are just too great, 2) UCMJ and host nation alcohol related driving laws – blood alcohol limits and the fact that someone can be below a minimum blood alcohol level and still be charged with driving while impaired, and all potential administrative and criminal penalties, 3) The fact that under host nation law someone providing alcohol to a driver subsequently arrested for DUI/DWI and a passenger in a vehicle allowing someone too impaired to drive can all be held criminally liable, 4) Options available at the installation other than drinking and driving – buses, shuttles, taxis, after-hours volunteer driving services, etc. Installations will not exempt SOFA sponsored individuals that have a valid Japanese driver's license from the course, as all members must understand the consequences and repercussions of irresponsible driving.

c. Allows installation commanders to issue non-SOFA retirees a USFJ Form EJ for on-base driving only, and register retiree kanji-plated vehicles at the installation, at their discretion.

d. Gives component/installation commanders authority to publish policy with regards to operation of personal transportation devices, i.e., Segways.

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1. INTRODUCTION, COMMANDER'S INTENT, AND RESPONSIBILITIES.

1.1. **Scope:** This instruction applies to all U.S. Forces personnel (including active duty, reserve, DoD civilians), their dependents in Japan, visitors, U.S. Official Contractors and their employees under Article XIV of the Status of Forces Agreement (SOFA), other civilians who are employed by, serving with, or accompanying U.S. Forces in Japan under Article I(b) of the SOFA, MLC, IHA, JSDF, U.S. military retirees, and United Nations Command, Rear (UNC(R)) personnel assigned to or visiting U.S. Forces, Japan (USFJ) facilities. The instruction applies to both appropriated and non-appropriated fund activities of U.S. Forces, and other organizations and their employees located in Japan at the invitation of USFJ and/or its component services and are authorized to register non-U.S. government vehicles with U.S. Forces. Service components are authorized to supplement this instruction with additional guidance/restrictions.

1.2. **General.** The objectives of motor vehicle operations and traffic supervision are threefold; 1) to assure the safe movement of personnel and vehicles, 2) reduce the potential for traffic accident fatalities/injuries/property damage to U.S. Forces and the Japanese populace, and 3) meet our SOFA obligations and support for the U.S. - Japan alliance.

1.2.1. Operating a motor vehicle in Japan is a major change from driving in the U.S. Heavy traffic congestion, driving on the opposite side of the road (many of which are extremely narrow), motorcyclists passing vehicles on the left and right, slow lane on the left, fast lane on the right, new road signs, traffic control laws, and vehicle registration procedures, etc. make driving a challenge for U.S. Forces personnel and family members. Attentive driving is essential to avoid accidents, many of which result from speed, inattention, following too closely, and failure to yield to oncoming traffic and pedestrians while making turns. It is therefore imperative to understand and comply with host nation driving laws and procedures to prevent traffic accidents.

1.2.2. **Penalties for alcohol related offenses in Japan are stringent**. The DUI level starts at .03 BAC, far lower than the .08 BAC level in the US. Japanese penalties can range up to 3 years in prison or 500,000 yen ($5,000). In addition to a driver, Japanese police can charge individuals that provide an intoxicated person with a vehicle and also persons that provide a driver alcohol who is subsequently DUI or Driving While Intoxicated (DWI). Even persons riding as passengers with a driver that is DUI or DWI can be cited. Fines for passengers can range from 300,000 yen (approx. $3,000) to 1,000,000 yen (about $10,000) and/or confinement from 2 to 5 years.) The DWI standard in Japan is not based on a minimum BAC level, such as .08 in the US, but based on a policeman's assessment of a driver's behavior and ability to safely operate a vehicle. A driver with a BAC of .03 or .04 can be charged with the more serious offense of DWI based on a police officer's determination. DWI penalties in Japan can range up to 5 years in prison or 1,000,000 yen ($10,000).

1.3. **Program Management.** The USFJ Provost Marshal Office (PMO), J023, is the coordinating office for this instruction and is the primary author of policy affecting vehicle operations and traffic supervision stated in paragraphs 1 through 4. The Director of Plans and Policy, J5, and the Director of Logistics, J4, are responsible for updating policy affecting entry and use in Japan of privately owned motor vehicles and parts, and the disposition of motor vehicle personal property, located in paragraphs 5 and 6.

1.3.1. Direct requests for waivers and exceptions to policy through command channels concerning paragraphs 1 through 4 and their associated attachments to:

HQ USFJ/J023
Unit 5068
APO AP 96328-5068
DSN 225-4337/4338

1.3.2. Direct requests for waivers and exceptions to policy through command channels concerning paragraphs 5 and 6 to:

HQ USFJ/J54
Government Relations
Unit 5068
APO AP 96328-5068
DSN 225-2072/4428

1.4. **Commander's Intent.** Safe and responsible driving in Japan is a serious responsibility and must be everyone's goal; driver, supervisor and commander. As guests in this country, we must ensure that all of our personnel operate vehicles properly and safely, consistent with both U.S. and Japanese traffic laws. Speeding, reckless and dangerous driving, driving while impaired or intoxicated, or any other unsafe practice that adds unnecessary risks to our servicemen and women, civilians, family members, and Japanese Nationals will not be tolerated. Service component and installation commanders will establish and maintain robust driver's safety programs and take quick remedial or disciplinary action when infractions occur. Individuals who disregard the installation Traffic Code/instructions while operating a motor vehicle should have that privilege rescinded, and undergo training, with privileges being returned only when supervisors/ commanders are confident in their ability to operate a vehicle safely. Installation commanders must place emphasis during first-time and experienced driver training education programs with the intent of meeting Japan's "Professional Driver" standards before issuing operator's licenses and permits. More so than in the U.S., drivers involved in accidents that result in serious injuries can face criminal charges for Professional Driver negligence.

1.5. Responsibilities.

1.5.1. The Commander, U.S. Forces, Japan (COMUSJAPAN) is the coordinating authority for vehicle insurance, registration, licensing, and payment of charges to Government of Japan (GOJ) authorities for the use of roads. COMUSJAPAN ensures uniformity in control of traffic and motor vehicle operations and establishes the minimum motor vehicle safety training standards.

1.5.2. Service component commanders implement and ensure compliance with this directive within their respective areas of responsibility. Provide COMUSJAPAN, via J023, with electronic copies of service regulations implementing this instruction.

1.5.3. Component and Installation Commanders.

1.5.3.1. Cooperate with local GOJ authorities in their respective areas of responsibility to ensure the orderly registration of vehicles and control of motor vehicle traffic.

1.5.3.2. Establish a system whereby the installation to whom a registrant is assigned will accomplish the inspection, examine required records and issue registration certificates.

1.5.3.3. Publicize GOJ traffic laws and regulations to indoctrinate military, civilians and

dependents on their provisions. Promote traffic safety through professional training programs designed to emphasize the difficulties of driving in Japan and local driving conditions. As a minimum, administer a written or electronic test prior to issuing any USFJ or U.S. Government Motor Vehicle (GMV) driving permit. Testable material must include the hazards posed by motorcycles and other cyclists, pedestrians, and unique or dangerous traffic locations on or near the installation.

1.5.3.4. Brief personnel involved in traffic accidents on the provisions of USFJI 36-2612, Condolence Procedures (Reference 37) , if appropriate, and instruct them to report to their designated consulting authority (normally the staff judge advocate) for advice and assistance.

1.5.3.5. Ensure personnel are aware of the conditions under which they may dispose of personal property in Japan and publicize the location of the customs offices nearest U.S. Forces facilities and areas (See Attachment 6).

1.5.3.6. Conduct student and experienced driver training IAW this instruction and service component regulations.

1.5.3.7. Provide guidance for operation of personal transportation vehicles such as Segways, etc., consistent with service component guidance. Also provide operator training, certification and registration guidance, if applicable, on operation of all terrain vehicles, dirt bikes, and other off-road vehicles not designed or certified for on-road use.

1.5.4. HQ USFJ/J023.

1.5.4.1. Manage command unique traffic supervision and enforcement programs.

1.5.4.2. Develop guidance for enforcement of USFJ motor vehicle operations.

1.5.4.3. Conduct liaison with national-level Japanese police authorities on traffic matters affecting U.S. Forces personnel.

1.5.4.4. Maintain instructions affecting motor vehicle operations and traffic supervision.

1.6. Delegation of Authority.

1.6.1. Installation commanders may delegate their authority under this instruction to their deputy or vice commander, other subordinate commanders and appropriate officials per service instructions. Those selected for delegation must not occupy a position that might lead to a conflict of interest or the appearance of such conflict during their administration of the motor vehicle traffic supervision program. Installation commanders must coordinate their letters of delegation through their respective staff judge advocate.

1.6.2. Service component commanders (including legal staff, installation commanders, Provost Marshal authorities, etc.) are not authorized to negotiate agreements with GOJ authorities affecting USFJ motor vehicle traffic supervision, changes to payment of fees, parking certificates, or any other motor vehicle procedures without formal coordination through this HQs. Service component commanders will notify USFJ immediately of any request from a GOJ office, agency or official requesting a change or modification to the topics stated above.

2. DRIVING PRIVILEGES.

2.1. Requirements for Driving Privileges.

2.1.1. Driving a Privately Owned Vehicle (POV) or a Government Motor Vehicle (GMV) in Japan is a privilege granted by the installation commander. Persons that accept the privilege must comply with U.S. and GOJ laws, regulations, and instructions governing motor vehicle operations. They must be licensed to operate motor vehicles in appropriate classifications and not be under suspension or revocation.

2.1.2. All U.S. Forces military and civilians operating a motor vehicle in Japan must maintain and produce, upon request from Provost Marshal/Security Forces authorities, the following documents depending on their status (See Figure 1 and 2 on pages 11 and 13):

2.1.2.1. A valid U.S. Forces, Japan Operator's Permit for Civilian Vehicle (USFJ Form 4EJ) for the type of motor vehicle to be operated, or a valid Japanese driver's license, or an International Driver's Permit (IDP) recognized by Japan (See paragraph 2.1.2.8.1.), or U.S. Embassy Driving Permit, or GMV license (when operating a GMV only). A current, valid state driver's license is required for all issuance and renewals of USFJ Form 4EJ, except as noted below.

2.1.2.1.1. Individuals who learned to drive at a USFJ installation and received a USFJ Form 4EJ as their first driver's license and do not possess a state license and persons who were issued an initial USFJ Form 4EJ that was based on a GOJ or other country license.

2.1.2.1.2. Members with an expired state-side license are encouraged to contact their respective state Department of Motor Vehicles for current procedures addressing renewal of licenses for military affiliated personnel. Many states allow licenses issued to military personnel, their family members, and DoD civilian employees to remain valid, irrespective of expiration date, while they continue to serve in an overseas assignment (or until the next return visit to the state). Others allow renewal by mail.

2.1.2.1.3. Installations may renew the USFJ Form 4EJ when the requestor (with an expired state license) presents documentation that the state permits licenses to remain valid until return from overseas.

2.1.2.1.4. For those members with an expired state license whose state does not permit extension while overseas, renewal by mail, etc., the installation commander may grant a waiver for a renewal of the USFJ Form 4EJ, given the individual's driving record at the installation is acceptable. For those transferring to Japan from OCONUS and unable to renew their state license since the state requires an individual to be present for renewal, the USFJ Form 4EJ may be issued after confirming the member's acceptable driving performance with the previous command. In addition, members must attest to the fact that their expired state-side license has not been revoked, suspended or removed for cause and a check with the National Highway Traffic Safety Administration National Driver Register will be conducted to verify driving status. This authority may be delegated to the Base Traffic Review Officer, Base Pass & Registration Office, or equivalent position, but not delegated further.

2.1.2.2. Official Department of Defense (DoD) Identification Card or other appropriate identification for non–DoD civilians. For MLC and IHA employees, appropriate installation pass.

2.1.2.3. Proof of vehicle ownership/Motor Vehicle Title or installation vehicle registration as required by the issuing authority.

2.1.2.4. Valid Government of Japan vehicle registration certificate.

2.1.2.5. Proof of current Japan Compulsory Insurance (JCI) coverage (See paragraph 3.7.1.). Proof of insurance consists of documents issued by the insurance company that has a policy effective date and an expiration date.

2.1.2.6. Proof of current Property Damage insurance coverage (See paragraph 3.7.1.). Proof of insurance consists of documents issued by the insurance company that has a policy effective date and an expiration date.

2.1.2.7. Annual Road Tax payment receipt.

2.1.2.8. Exception: Family members or friends identified under paragraph 2.1.3. must provide a valid U.S. state license, or International Driver Permit (IDP) recognized by Japan (See paragraph 2.1.2.8.1.), or license issued by Japan or completed a certified formal driving course (See paragraph 2.2.1.2.), and a valid picture ID card, or letter of authorization from the installation commander or his designated representative.

2.1.2.8.1. International Driver Permits (IDP) based on the 1949 Geneva Convention on Road Traffic, which Japan is a signatory, are valid for only one year in Japan. IDPs based on the 1968 Vienna Convention on Road Traffic or other road traffic conventions are not valid in Japan.

2.1.2.8.2. The U.S. Department of State has designated the American Automobile Association (AAA) and the American Automobile Touring Alliance (AATA) as the only authorized distributers of U.S. IDPs. IDP's do not replace valid U.S. state licenses. A valid U.S. state license is required in addition to an IDP to drive in Japan.

2.1.2.8.3. Holders of a driver's license from Belgium, France, Germany, Monaco, Slovenia, Switzerland, and Taiwan can drive in Japan up to one year with an official Japanese translation of their driver's license from the Japan Automobile Federation (JAF) or their country's embassy or consulate in Japan.

2.1.3. Installation commanders may approve on base driving for non-SOFA family members, step-parents, or guardians authorized to use base facilities. This special application should be granted on the basis of reducing hardships imposed on members and/or their families by illness, deployment(s) or extenuating circumstances. Procedures for requesting this privilege will be outlined in the local traffic supplement or regulation.

2.1.3.1. Non-SOFA personnel visiting U.S. facilities and areas in Japan (such as family members who are not dependents, friends, etc. visiting from outside Japan) can only operate a vehicle outside U.S. installations if they possess an International Driver Permit recognized by Japan (See paragraph 2.1.2.8.1). Component and installation commanders may grant these non-SOFA personnel authority to temporarily operate a motor vehicle within the installation given they meet licensing and vehicle operator requirements (See paragraph 2.1.2.8.) and complete the installation’s local orientation class. The class is not required for persons with a Japanese driving license. Issuance of a USFJ Form 4EJ to these individuals is not authorized – permission should be conveyed in some other format (memo, etc.)

2.1.3.2. Installation commanders may approve the issuance of USFJ Form 4EJ for military members visiting Japan to assist in reducing hardships as described in the paragraph 2.1.3. The 4EJ also allows these military members to operate a privately owned vehicle off base.

2.1.3.3. . Installation commanders may approve the issuance of USFJ Form 4EJ for "ON BASE USE ONLY" to non-SOFA retirees, if they desire to do so.

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

2.1.4.1. Service component/installation commanders may authorize the temporary use of Y-plated vehicles by non-SOFA family members. However, such use must not be a means to avoid Japanese vehicle ownership/registration procedures for non-SOFA family members residing in Japan.

2.1.4.2. Undergoing maintenance or repair.

2.1.4.3. Being shipped into or out of Japan.

2.1.4.4. Stored in a parking lot or garage.

2.1.4.5. Placed in temporary storage pending authorized disposition to a resident of Japan (See paragraph 6, Disposition of Personal Property In Japan.)

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

2.1.4.7. Being driven by a properly licensed individual while the owner/operator is incapable of driving himself, e.g., physically incapacitated, too tired, or consumed any alcohol.

2.1.4.8. Being driven by a family member who possesses a valid GOJ operators permit or International Driver Permit recognized by Japan (See paragraph 2.1.2.8.1.).

2.1.4.9. Operated ON-BASE ONLY by a non-SOFA person IAW paragraphs 2.1.3. or 2.1.3.1.

2.1.4.10. Service components may authorize Local and Third Country Nationals, who possess appropriate USG or GOJ licensing and are employed by the U.S. Government or by a SOFA Article I(b**)** contractor performing under a contract or subcontract for the benefit of U.S. military authorities, to operate "Y" plated vehicles on and off the installation in the performance of their official duties. Such authorization is limited only to driving in the performance of official duties and may not be extended further.

2.1.5. U.S. Forces personnel are authorized to rent or borrow a motor vehicle, including a Japanese-owned motor vehicle, after complying with all of the following conditions:

2.1.5.1. Operators must have a valid driving permit for the type of motor vehicle to be operated (See Figures 1 and 2). Commanders shall ensure that U.S. Forces personnel operating motor vehicles using an International Driver's Permit under their cognizance receive driver safety information, such as information on Japanese traffic laws and road signs.

2.1.5.2. Operators have the rental agreement or owner's written permission in the rented/ borrowed vehicle or in their immediate possession while operating the motor vehicle.

2.1.5.3. The vehicle to be operated is covered by insurance as prescribed in paragraph 3.7.1. For persons renting or operating a vehicle while TDY/TAD, commercial insurance is not required if the vehicle is authorized on the orders. In that case, the vehicle is covered under the U.S. government's self-insurance policy.

2.1.6 Implied Consent to Blood, Breath, or Urine Tests.

2.1.6.1. U.S. Forces, Japan is the legal issuing authority for U.S. Forces to operate a SOFA registered vehicle on and off USFJ installations and to drive any vehicle using a USFJ Form 4EJ or GMV license. Implied consent is therefore a pre-condition for anyone operating a USFJ registered vehicle, GMV or POV, in Japan regardless of location. Drivers give consent to evidential tests for alcohol or other drug content of their blood, breath and/or urine as a condition of accepting driving privileges. This consent applies when lawfully stopped, detained, apprehended or cited for any offense committed while driving or in physical control of a motor vehicle in Japan or when stopped for any other lawful reason, e.g., entry to an installation or pursuant to an installation checkpoint, etc.

2.1.7. **Implied Consent to Vehicle Impoundment.**

2.1.7.1. As a condition of accepting driving privileges, drivers provide their consent for the removal and temporary impoundment of their POV if the POV: 1) Is illegally parked for unreasonable periods, as determined by the installation commander or applicable authority; 2) interferes with traffic operations; 3) creates a safety hazard; 4) disabled by accident or incident; 5) left unattended in, or adjacent to, a restricted, controlled, or off-limits area; or 6) abandoned. Drivers, or the last registered owner, also agree to reimburse an authorized agency or contractor for the cost of towing, storage and disposal should a need arise to remove or impound their motor vehicle because of a situation described above.

2.1.7.2. Installation commanders define in local procedures or supplements to this instruction, the definitions for "unreasonable periods," "abandoned," and other terms relevant to enforcement action. Incorporate those instructions, procedures and definitions into the local installation traffic regulation, make them known to the general public, and, if requested, provide them to the local Japanese Public Safety Commission (PSC)/Police Department.

2.2. **Operator's Licenses and Permits.**

2.2.1. U.S. Forces permanent party members must obtain a U.S. Forces, Japan Operator's Permit for Civilian Vehicle (USFJ Form 4EJ) before they are allowed to operate a privately owned or company owned vehicle in Japan. Applicants must complete an appropriate Privacy Act Statement.

2.2.1.1. Installation commanders or their designated representative(s) may approve the issue of USFJ Form 4EJ to U.S. armed forces personnel, civilian component, and dependents, as specified in Article I of the SOFA. This includes non-command sponsored dependents. Installation commanders or their designated rep may also suspend or revoke permits they have issued. The expiration date must be annotated on the form. Once issued by the sponsoring installation commander, the operator's permit is valid until expiration for all USFJ installations

and facilities within Japan. This includes personnel who have PCS'd from one USFJ installation to another and U.S. Forces personnel traveling TDY/TAD within country. However, training in local driving conditions is necessary for personnel that PCS to another installation in Japan. U.S. Forces personnel possessing a USFJ Form 4EJ who PCS out of Japan must obtain a new USFJ Form 4EJ upon their return to Japan before being allowed to operate a motor vehicle in country, unless renting a motor vehicle and meeting the requirements of paragraph 2.1.5.1.

Permanent Party Members	**Valid U.S. state, U.S. territory, or D.C. license**	**Driver license from country listed in paragraph 2.2.1.3.**	**Driver license from other country**	**International Driver Permit recognized by Japan and operator license from IDP issuing country**	**Valid Government of Japan Driver's License**	**First-Time Certified Driver Training Course**
U.S. military, civilian component, and U.S. dependents per SOFA Article I*	Form 4EJ					
Non-U.S. dependents having SOFA status		Form 4EJ	Form 4EJ after passing written exam and road test	Form 4EJ	Form 4EJ	
SOFA no license (First time driver)						Form 4EJ

* Includes long term TDY/TAD

Figure 1. Permanent Party USFJ Form 4EJ Requirements

2.2.1.2. A certified formal driver training course is defined as any course accredited through the American Driver and Traffic Safety Education Association (ADTSEA) or any other agency document displaying proof of 45 hours of aggregate (classroom and hands-on) instruction with not less than six hours of professionally supervised, hands-on road driving before they can be issued their operator's permit. Driver education and training courses should be taught by certified driving instructors. Parents, friends and relatives who are not certified professional driving instructors cannot serve as a fulfillment of the classroom and hands-on driving requirement. However, installation procedures may allow for parental or adult hands-on instruction within specially designated areas away from traffic areas as designated by the installation commander. This non-certified instruction cannot be used to fulfill the six hours of instruction from a certified driving instructor.

2.2.1.3. SOFA sponsored personnel who possess a current, valid operator's permit from one of the following countries may be issued a USFJ Form 4EJ, if consistent with service component guidance and with approval of the installation commander. The countries are: Australia,

Austria, Belgium, Canada, Czech Republic, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, Netherlands, New Zealand, Norway, Portugal, South Korea, Spain, Sweden, Switzerland, Taiwan, and the United Kingdom**.**

2.2.1.4. SOFA sponsored personnel who do not possess a current, valid operator's permit from the U.S., Japan or one of the countries listed in the preceding paragraph may be issued a USFJ Form 4EJ, if consistent with service component guidance, with approval of the installation commander, after successfully completing a written examination and road test, and verification that they resided in the country identified by their vehicle license for at least a 3 month period. This policy also applies to student drivers completing drivers training in the US that have not been issued a license yet and their training had less than the requried 45 hours.

2.2.1.5. Applicants must also complete the service component's approved classroom instruction for local driving conditions. As a minimum, this training must include a written or electronic examination to evaluate the applicant's understanding of the unique aspects of driving in Japan. The curriculum will include information on Japanese and installation traffic regulations, the unique hazards posed by motor scooters, motorcycles, and bicyclists traveling on roads and at intersections, international traffic signs and symbols, local base traffic regulations, safety considerations, and the potential significant political ramifications of unsafe driving to the US – Japan Alliance. In particular, given the most frequent driving related offense, both on and off-base, is driving under the influence/driving while intoxicated, all components will incorporate a block of instruction on this topic. Specifically, areas covered must include; 1) Do not drink and drive in Japan – the consequences are just too great, 2) UCMJ and host nation alcohol related driving laws – blood alcohol limits and the fact that someone can be below a minimum blood alcohol level and still be charged with driving while impaired, and all potential administrative and criminal penalties, 3) The fact that under host nation law someone providing alcohol to a driver subsequently arrested for DUI/DWI and a passenger in a vehicle allowing someone too impaired to drive can all be held criminally liable, 4) Options available at the installation other than drinking and driving – buses, shuttles, taxis, after-hours volunteer driving services, etc. Installations will not exempt SOFA sponsored individuals that have a valid Japanese driver's license from the course, as all members must understand the consequences and repercussions of irresponsible driving. As a minimum, administer a written or electronic test prior to issuing any USFJ or U.S. Government Motor Vehicle (GMV) driving permit, on the material addressed above, and the hazards posed by motorcycles and other cyclists, pedestrians, and unique or dangerous traffic locations on or near the installation.

2.2.1.6. Applicants must sign a locally produced written statement declaring any document presented as proof of a motor vehicle operator's permit has not been, or is not in the process of being withdrawn, suspended or revoked.

2.2.1.7. An applicant's hearing, vision and physical condition must be adequate to permit safe driving. All restrictions placed on U.S. or other issued driving permits used to support issuance of the USFJ Form 4EJ will be enforced by Provost Marshal/Security Forces authorities.

2.2.2. U.S. military and DoD civilians that are TDY/TAD or on leave in Japan but assigned outside Japan may operate a vehicle using an International Driving Permit - see Figure 2. For persons stationed within Japan, see paragraph para 2.2.1.1.

2.2.3. Applicants, age 16 or older, may be issued permits to operate vehicles on the installation with approval of the sponsoring installation commander. All applicants below the minimum age for off-base driving will be issued permits stamped "FOR ON-BASE USE ONLY". This

procedure is established to ensure applicants and their sponsors are aware of this policy.

2.2.3.1. Applicants must be at least 18 years old to operate any privately owned motor vehicle off the installation provided the requirements in the following paragraph are met. The sole exception to this limitation is operation of vehicles to directly cross an off-base road that bisects a U.S. Forces installation, if permitted in the local supplement to this instruction.

2.2.3.2. 18 year-old dependents that are granted an initial driver's permit will be restricted to on-base driving for a minimum of 30 days before they may be licensed to drive off base. Dependents who have recently turned 18 years old and have legally operated a motor vehicle on base for at least 30 days meet this requirement. Exceptions may be granted in specific cases when, in the judgment of the installation commander, application of the 30-day rule will result in undue hardship.

Visitors	**Driver license from country listed in paragraph. 2.2.1.3.**	**Driver license from other country**	**International Driver Permit recognized by Japan and operator license from IDP issuing country**	**Valid Gov't of Japan driver's license**	**Installation Commander or designee approval**
Military/Civilian TDY/TAD*			Off-base driving		On-base driving
Military Ordinary Leave in Japan			Off-base driving		On-base driving
Non-SOFA family members, guardians, other visitors	Refer to GOJ Motor Vehicle Dept	Refer to GOJ Motor Vehicle Dept	Off-base driving	Off-base driving	On-base driving
* GMV may be authorized per Service Component/ installation procedures					

Figure 2. On and Off Base Driving Authorization Requirements.

2.2.4. Motorcycle Licenses. In addition to the training stated in paragraph 2.2.1.5., motorcycle riders must receive motorcycle oriented training that mirrors the initial 4 wheel vehicle training unless the rider is a Japanese National who has a current motorcycle license/endorsement. Training should highlight the unique hazards of riding motorcycles in Japan.

2.2.4.1. Motorcycle riders that have completed a Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC), BRC-2, or equivalent course, in CONUS or other OCONUS installation, must present their motorcycle training letter or card. If proof does not exist, the BRC or equivalent course must be taken. Motorcycle riders that have only completed the BRC or equivalent course are highly encouraged to accomplish the BRC-2 upon arriving in Japan and receiving their USFJ Form 4EJ driver license. USFJ components/installations have the authority to require additional training, orientation, certification, etc., for motorcycle operators and riders consistent with service directives and local risk management/safety assessments.

2.2.4.1.1. Motorcyclists who do not possess an original completion card from a MSF rider training course, Deputy Under Secretary of Defense (Installations and Environment) (DUSD

(I&E)) endorsed course, or a state equivalent motorcycle safety program must complete the MSF BRC, or other course stated above prior to licensing. The BRC includes about 16 hours of classroom and hands-on training and evaluation.

2.2.4.2. Motorcycle operators are encouraged to complete the BRC-2 training after 5 years of inactivity, the acquisition of a new motorcycle, or a major geographic relocation.

2.2.4.3. Riding experience for carrying a passenger on a two-wheeled vehicle on an installation will be at the discretion of the Service Component/installation commander. The operator's permit will be stamped "AUTHORIZED TO CARRY PASSENGERS ON BASE ONLY".

2.2.4.4. Two-wheeled vehicle operators will not be licensed to carry passengers off base unless they have a minimum of one year's riding experience. Operators authorized to carry passengers off-base, will have their permit stamped "AUTHORIZED PASSENGERS".

2.2.4.5. Two wheel vehicle operators that intend to carry a passenger on an expressway must be at least 20 years old and show proof of possessing a motorcycle license and Motorcycle Safety Training card for 3 years. The original card must be shown. Photocopies and faxes are not acceptable. Two wheel vehicles must be over 125cc to operate on expressways with a passenger. However, some expressways (i.e., some sections of Shuto in Tokyo) do not permit any passengers on two-wheeled vehicles. Always check before riding.

2.2.4.6. Motorcycles are categorized as follows:

Category I: 250cc or less moped or motor scooter.
Category II: Motorcycles 125cc or less.
Category III: Motorcycles 400cc or less.
Category IV: Motorcycles 750cc or less.
Category V: Motorcycles over 750cc.

2.2.4.6.1. Category II, III, IV and V operators must complete the MSF BRC-2 or equivalent training on a motorcycle within the desired category prior to receiving an endorsement on the USFJ Form 4EJ.

2.2.5. Military vehicles. U.S. military and DOD civilian personnel may be permitted to operate a military vehicle, including two-wheeled vehicles, only when in possession of a valid operator's permit. The operator must have documentation prescribed by service regulations in his possession, such as U.S. Government Motor Vehicle Operator's Identification Card, Optional Form 346. Per Reference 8, DoD contractor employees shall not be issued Optional Form 346. DoD contractor employees assigned to operate either government owned/leased vehicles in performance of their contract shall be certified, by the contractor and at the contractor's expense, as being fully qualified to operate the vehicles to which they are assigned. The prime contractor shall document all operator qualifications. This documentation shall be provided to the administrative contracting officer before any contract employee engages in any mode of vehicle operations.

2.2.5.1. Service component commanders may authorize U.S. Forces personnel, retired members of the U.S. armed forces, and UNC(R) accredited personnel to operate Official Vehicle (OV) plated vehicles (See paragraph 3.9.). Such personnel shall be in possession of an appropriate driver's license i.e., USFJ Form 4EJ, or International Driver Permit recognized by Japan (See paragraph 2.1.2.8.1.), or Japanese license, or license issued by UNC(R) country for

UNC(R) members, or GMV Operator's Identification Card for official travel.

2.2.6. Special licensing considerations. Installation commanders may approve on base driving for non-SOFA family members, step-parents, or guardians. See paragraphs 2.1.3., 2.1.3.1., and 2.1.2.8.

2.2.6.1. U.S. Forces personnel maintaining more than one legal residence in Japan (i.e., a SOFA individual resides in Okinawa, but makes regular visits to his/her spouse who lives elsewhere in Japan) may apply for special licensing consideration to register motor vehicles at both installations. The request, with written justification, must be approved by the sponsoring installation commander and formally staffed through the Provost Marshal authorities of the installation expected to issue the license and register the vehicle.

2.3. **Suspension and Revocation of Driving Privileges.**

2.3.1. Installation commanders or their designated representatives may suspend or revoke installation driving privileges and POV registration for lawful reasons related and unrelated to traffic violations or safe vehicle operations. Incorporate procedures governing suspension and revocation in local publications or supplements to this instruction and make these known to the general public.

2.3.1.1. Ensure Provost Marshal authorities or responsible service component activities develop procedures to forward revocation, suspension, and driving records of military personnel, other persons employed at the installation, and family members, to gaining commanders and initiate appropriate staff action when receiving similar records from losing commanders of inbound personnel.

2.3.1.2. Installation commanders may authorize the continued use or ownership of a vehicle, including USFJ road tax decal, belonging to a sponsor who has had their operator's permit suspended or revoked under the following conditions:

2.3.1.2.1. Continued use by dependents or family members in possession of a valid USFJ vehicle operator's permit. Annotate the registration record to reflect restriction of vehicle operation to dependents or family members as appropriate. Maintain registration under the sponsor's (principal owner's) name.

2.3.1.2.2. In the commander's opinion, undue hardship will result from a forced sale of a vehicle due to license revocation. Annotate the registration record to reflect restriction of vehicle operation for the revocation period. Establish local procedures to ensure compliance with the restriction and allow for continued ownership of the vehicle.

2.3.2. Suspensions. Installation commanders will honor other installation suspensions regardless of service component affiliation. Anyone with suspended or revoked privileges may petition an installation commander for partial or limited driving privileges.

2.3.2.1. U.S. Forces personnel whose driving privileges have been suspended or revoked are subject to the restrictions listed in paragraph 2.7., unless a partial or limited driving privilege has been granted in writing by the installation commander.

2.3.2.2. Installation commanders may suspend driving privileges for serious violations or when lesser measures fail to improve a driver's performance. The commander may also suspend or

revoke licenses for up to 12 months, if a driver continually violates installation-parking standards, or habitually violates other standards considered non-moving in nature (i.e., performing unauthorized repair; failure to register; unauthorized modifications or alterations; failure to maintain safety standards, etc).

2.3.2.2.1. Any vehicle parked without authorization in an area restricted due to force protection measures may subject the driver to immediate suspension by the installation commander. Vehicle will be towed at the owner's and/or operator's expense. Such standards must be published in the Installation Traffic Code. Installation commanders have discretionary authority to withdraw the authorization of military personnel, DoD civilian employees, nonappropriated funds (NAF) and IHA employees, contractors, subcontractors, and family members (in the case of MWR vehicles, for example) to operate government vehicles.

2.3.2.3. Installation commanders will immediately suspend installation GMV or POV driving privileges for military personnel, family members, retired members of the military services, DoD civilian personnel, and others with installation driving privileges pending resolution of an alcohol related driving incident as well as suspend the use of the USFJ Form 4EJ. This applies regardless of the geographic location of the incident. After a review of available evidence as specified in service component administrative due process procedures for suspensions and revocations, immediately suspend (or deny non-DoD affiliated personnel) driving privileges pending resolution of the intoxicated driving incident under the circumstances outlined below:

2.3.2.3.1. Refusal to take or complete a lawfully requested chemical test to determine blood alcohol content (BAC) or breath alcohol content (BrAC) or other drugs.

2.3.2.3.2. Operating a motor vehicle with BAC/BrAC of 0.03 percent (or the Japanese test equivalent of .15 mg), or higher. For Japanese equivalents of each cited US BAC, see Attachment 4.

2.3.2.3.2.1. Operating a motor vehicle with a BAC level of .03 and above constitutes Driving Under the Influence (DUI) under Japanese law. Any person (SOFA or non-SOFA) identified as operating a motor vehicle in Japan (on or off-base) while having a BAC of .03 or above will have their driving privileges revoked on all U.S. military installations in Japan for a minimum of one year. Commanders retain the discretion to impose further administrative or disciplinary action for this offense, and to grant limited or partial driving privileges as outlined in para 2.3.2.1.

2.3.2.3.2.2. Operating a motor vehicle with a BAC of .08 or above or while operating a motor vehicle in an impaired manner under the influence of alcohol constitutes intoxicated driving.

2.3.2.3.3. Upon notification of an arrest report or other official document reasonably showing an intoxicated driving incident occurred.

2.3.2.3.4. Installation commanders may impose multiple suspensions to run consecutively or concurrently.

2.3.3. Revocation. U.S. Forces personnel, U.S. military retirees, or any other person whose driving privileges have been revoked are not authorized to operate any motor vehicle on a USFJ installation. Specifically included in this restriction is the use of a GOJ driver's license to operate a GOJ licensed vehicle on a USFJ installation. This restriction also applies to mopeds, motorcycles or any other motorized vehicle, while in effect.

2.3.3.1. Installation commanders will honor revocations issued by other installation commanders regardless of service component affiliation or location. This includes revocations of authority for personnel to rent a motor vehicle and drive with an International Driver's Permit when a revocation would otherwise result in a USFJ Form 4EJ operator's permit being revoked.

2.3.3.2. Revocation of the driving privilege will be for a specified period but never less than 6 months; applies at all military installations, and remains in effect upon reassignment unless the issuing authority terminates the revocation in writing before reassignment.

2.3.3.3. Installation commanders will revoke driving privileges for a period of not less than one year in the following circumstances:

2.3.3.3.1. A person is lawfully detained while in control of a motor vehicle and refuses to submit to or complete tests to measure alcohol or drug content as required by the law of the jurisdiction, including the installation traffic regulation or this instruction. Revocation will occur upon determination of the facts by the installation commander, or designated representative. Amend the Installation Traffic Codes accordingly.

2.3.3.3.2. A conviction, non-judicial punishment, or a military or civilian administrative action resulting from the following violations. Official documentation is required as the basis for this type of revocation action.

2.3.3.3.2.1. Revocation of a driver's license for intoxicated driving or driving under the influence.

2.3.3.3.2.2. Driving a motor vehicle under the influence of any narcotic, or while under the influence of any drug to the degree rendered incapable of safe vehicle operation.

2.3.3.3.2.3. Manslaughter resulting from the operation of a motor vehicle, negligent homicide by vehicle, and a Japanese conviction for death through professional negligence.

2.3.3.3.2.4. Use of a motor vehicle in the commission of a felony.

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

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

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

2.3.3.3.3. When a serious motor vehicle incident (per the Installation Traffic Code) occurs and the installation commander determines immediate revocation of driving privileges is required to preserve public safety or the good order and discipline of military personnel.

2.3.3.4. Unless directed otherwise by service component instruction, compute a revocation period that follows a temporary suspension from the original suspension date. Exclude any period during which full driving privileges were restored pending resolution of charges.

2.3.3.5. If revocation of an operator's permit necessitates the sale, disposal or permanent removal of a vehicle from the owner, the USFJ Road Tax Decal (USFJ Form 15A or 15B) must be removed.

2.4. **Administrative Due Process for Suspensions and Revocations.** Refer to service component instructions.

2.5. **Alcohol and Drug Abuse Programs.** Report U.S. Forces personnel involved in any intoxicated (drug or alcohol) motor vehicle incident to appropriate medical authorities per service component instructions.

2.6. **Restoration of Driving Privileges on Acquittal.**

2.6.1. When an official report or finding determines the driver was not in control of a motor vehicle while intoxicated (drugs or alcohol), lack of guilt (not guilty), acquittal, or when charges are dismissed or reduced to an offense not amounting to intoxicated driving, or where an equivalent determination is made in a nonjudicial proceeding, vacate the suspension of driving privileges except when:

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

2.6.1.2. Operating a motor vehicle with a BAC of 0.03 percent by volume, or the Japanese test equivalent of 0.15 mg or higher.

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

2.6.1.4. GOJ authorities have made an administrative determination to suspend or revoke driving privileges based on local law or pertinent regulations.

2.6.1.5. The individual failed to complete a formally directed substance abuse or driver's training program.

2.6.2. Consult the installation SJA to determine the legal effect of a finding of lack of guilt (not guilty), acquittal, or when charges are dismissed or reduced to an offense not amounting to intoxicated driving. For instance, a dismissal of criminal DUI charges for failure to provide a speedy trial would not prevent an administrative finding of DUI for license revocation purposes.

2.7. **Restricted Driving Privileges or Probation.**

2.7.1. Probation or restricted driving privileges will not be granted to any person whose drivers license or privilege to operate motor vehicles is under suspension or revocation by a State, Federal, or Japanese licensing authority. Prior to application for probation or restricted driving privileges, State, Federal, or a Japanese driver's license or privilege to operate motor vehicles must be reinstated. Burden of proof for reinstatement of driving privileges lies with the person applying for probation or restricted driving privileges.

2.7.2. Unless prohibited by higher authority or other publication, installation commanders or their designated representative may authorize restricted driving privileges or probation on a case-by-case basis provided the individual's driving credentials (civilian state, international, Japan, etc.) are still valid. The purpose of the restriction or probation of suspended or revoked

driving privileges is to support mission requirements, unusual personal or family hardships, delays exceeding 90 days not attributed to the person concerned in the formal disposition of an apprehension or charges that are the basis for any type of suspension or revocation; or when there is no reasonably available alternate means of transportation to officially assigned duties. In this instance, a limited exception can be granted for the sole purpose of driving directly to and from the place of duty.

2.7.3. The terms and limitations of a restricted driving privilege (for example, authorization to drive to and from place of employment or duty, or selected installation facilities such as hospital, commissary, and or other facilities) will be specified in writing and provided to the individual concerned. Persons in violation of the restricted privilege are subject to revocation action as prescribed in paragraph 2.3.3.

2.7.4. The conditions and terms of probation will also be specified in writing and provided to the individual concerned. The original suspension or revocation term in its entirety may be activated to commence from the date of the violation of probation. In addition, separate action may be initiated based on any traffic, criminal, or military offense that constitutes a probation violation.

2.7.5. DoD employees and contractors, who can demonstrate that suspension or revocation of installation driving privileges would constructively remove them from employment, may be given a limiting suspension/revocation that restricts driving to the most direct route to and from their respective work sites. This is not to be construed as limiting the commander from suspension or revocation of on–duty driving privileges, even if this action would constructively remove a person from employment in those instances in which the person's duty requires operating one from place to place on the installation.

2.8. **Extensions of Suspensions and Revocations.** Refer to service component instructions.

3. **MOTOR VEHICLE REGISTRATION.**

3.1. **Registration Policy**. U.S. Forces personnel will present privately owned automobiles, trucks, trailers and motorcycles to which they have title, possession or custody to GOJ authorities for inspection (does not preclude on-base inspection), registration, and obtaining GOJ license plates. Special purpose vehicles not designed for use on public roadways need not be registered with GOJ authorities. These include competition motorcycles, racing cars, go-carts and specialized vehicles for transporting the physically disabled. Base Provost Marshal authorities will ensure local control of specialized vehicles owned by U.S. Forces personnel. Local GOJ LTO's are responsible for the inspection, registration and licensing of motor vehicles owned by, or in the possession or custody of U.S. Forces personnel stationed in the prefecture, except those vehicles designated as "kei" or minicar class, and two-wheel vehicles having less than 126cc piston displacement which will be registered with the local city or ward office of the municipality in which the registrant is stationed.

3.1.1. United Nations Command (Rear) (UNC(R)) personnel authorized to use USFJ facilities at Yokota Air Base, Camp Zama, Yokosuka Naval Base, Sasebo Naval Base, Kadena Air Base, Marine Corps Air Station Futenma, and White Beach Port Facility will register their vehicles with Security Forces at Yokota Air Base except for the 7th Fleet liaison officer who would register his vehicle at Yokosuka Naval Base.

3.1.2. Special consideration is authorized for U.S. Forces personnel maintaining more than one legal residence in Japan to register a second vehicle at a separate USFJ installation under the criteria set forth in paragraph 2.2.6.1.

3.1.3. Unless vehicles are registered in accordance with this instruction or addressed in the following paragraph, motor vehicles will not be serviced at gasoline service stations, outlets, or garages on U.S. Forces facilities or other areas operated by or for U.S. Forces. For control purposes, installation commanders may wish to restrict this service to vehicles bearing the USFJ Road Tax Decal (USFJ Form 15A or 15B).

3.1.3.1. Exception: Motorists who are authorized such patronage and are in possession of a valid DoD, U.S. Embassy, or UNC (R) identification card. This exception specifically applies to rental cars, U.S. Embassy vehicles, vehicles on loan from repair facilities, or non-Y Japanese plated vehicles lawfully owned by U.S. Forces, U.S. military retirees, U.S. Embassy, or UNC(R) accredited personnel.

3.1.4. Retirees are authorized to register their kanji plated vehicles on US installations. Non-SOFA retirees must comply with GOJ vehicle registration requirements.

3.2. **Temporary Registration.** Pending inspection and permanent registration of privately owned motor vehicles, registrants must obtain and affix temporary license plates to the vehicles prior to operation. These will be obtained from GOJ authorities in the prefecture where the registrant is assigned. U.S. Forces personnel who desire to drive a newly imported motor vehicle from the port of entry to their place of assignment will obtain temporary license plates from applicable GOJ authorities before departing from the port. JCI as required in paragraph 3.7.1. is required to complete temporary registration.

3.3. **Permanent Registration.**

3.3.1. **I**nstallation commanders may authorize personnel present in Japan under Article I of the SOFA to register vehicles. U.S. Forces registrants will contact their local Provost Marshal/Law Enforcement authorities for instructions prior to effecting motor vehicle registration with the GOJ LTO or city/ward office. Upon completion of registration with GOJ authorities, all U.S. Forces personnel will ensure their vehicles are registered with the Provost Marshal authorities of their assigned installation. Privately owned vehicles on Okinawa are registered with the Joint Services Vehicle Registration Office on Camp Foster. In cases where service component registration procedures conflict, USFJ instructions will take precedence.

3.3.2. Registrants will present Provost Marshal authorities with proof of the following:

3.3.2.1. Proper military or civilian identification showing affiliation with U.S. Forces in Japan or UNC(R) in Japan.

3.3.2.2. Valid operator's permit (USFJ Form 4EJ) for the specific type of POV being registered.

3.3.2.3. Valid U.S. State license, or Japanese, or International Driver Permit recognized by Japan (See paragraph 2.1.2.8.1.), supported by DD Form 2 series (ACT), or other appropriate identification for DoD civilians, SOFA Article I(b) contractors, and retirees.

3.3.2.4. Legal title to the vehicle or other appropriate authority authorizing possession or custody of the vehicle. Proof will include presentation of the original of one of the following: Bill

of Sale, Certificate of Title, certificate of ownership, or a similar document that would satisfy requirements in the U.S. for registration of the vehicle in the name of the registrant.

3.3.2.5. Current JCI and current property damage insurance IAW with paragraph 3.7.1.

3.3.2.6. Annual Government of Japan Road Tax receipt.

3.3.2.7. Document demonstrating successful completion of an installation vehicle inspection, or equivalent. Vehicles that have been modified in a mechanically unsafe manner will be denied registration.

3.3.2.8. Vehicle registration documents from GOJ authorities: Japan Vehicle Registration Certificate, Tonnage Tax payment decal, and GOJ Ministry of Land, Infrastructure, Transport, and Tourism (MLIT) inspection decal showing month and year the inspection expires (normally when GOJ registration expires). Registrants may be required to furnish GOJ authorities a copy of the document showing legal ownership of the vehicle. Usually, GOJ authorities retain this document unless the vehicle is imported into Japan. In the latter case an approved USFJ Form 380-EJ (Customs Free Import or Export of Cargo or Customs Declaration of Personal Property) (See Attachment 3) is required. Fees charged by GOJ authorities for vehicle inspection and for number plates vary.

3.3.3. Registrants will notify Provost Marshal authorities responsible for registration of the following:

3.3.3.1. Change of duty station, unit of assignment, or prefecture where assigned. Report the change to the Provost Marshal authorities at both the former and new place of assignment. Registrants will transfer their Japanese vehicle registration through the appropriate GOJ LTO from the old to the new prefecture of assignment. New license plates are required within 15 days of such permanent changes of assignment. Re-registrations are not required for use of a motor vehicle in a prefecture other than that in which the registrant is regularly assigned unless the vehicle's owner resides in that prefecture.

3.3.3.2. Sale of the vehicle or transfer of title, possession, or custody.

3.3.3.3. Lost, theft, destruction, or abandonment of the vehicle.

3.3.3.4. Changes to the appearance of the vehicle affecting the color, model shape or style, vehicle identification number, or engine number.

3.3.3.5. Consideration received in relation to future disposition arrangements (e.g., option to purchase, contract to sell).

3.3.3.6. Planned shipment of a vehicle from Japan including verification the vehicle was in fact shipped.

3.3.4. Installation Provost Marshal authority responsibilities.

3.3.4.1. Examine ownership documents, insurance policies and certificates to determine acceptability of proof of ownership and adequacy of insurance coverage.

3.3.4.2. Instruct U.S. Forces personnel, U.S. military retirees, and UNC(R) personnel on the

proper procedures to register vehicles with GOJ LTOs.

3.3.4.3. Prepare and issue POV registration and Certificate of Title documents. Issue the original document to the registrant, unless it is necessary to issue a duplicate copy for use by one or more dependents residing in Japan who are qualified to operate the vehicle concerned. Refer to service component instructions for preparation, issue, and filing these forms.

3.3.4.4. Provide the registrant a USFJ Form 15A or 15B (USFJ Road Tax Decal), as appropriate. The decal is described in paragraph 3.6.

3.4. **Vehicle Registration Termination, Denial, and Cancellation.**

3.4.1. Installation commanders or their designated representatives will terminate POV registration or deny initial registration under the conditions listed below.

3.4.1.1. The owner fails to comply with the registration requirements.

3.4.1.2. The owner's State, country, or Japanese driver's license is suspended or revoked, or the installation driving privilege is revoked. When vehicle registration is terminated in conjunction with the revocation of installation driving privileges, the affected person may reapply to reregister the POV after the revocation expires. Registration should not be terminated if other family members having installation driving privileges require use of the vehicle.

3.4.1.3. The owner sells or disposes of the POV, is released from active duty, separated from the service, or terminates civilian employment. One exception is for those personnel departing active duty and immediately starting employment as a DoD civilian or SOFA Article I(b) contractor who is authorized a Y plate vehicle in his/her contract. Proof of such employment must be provided by the requesting individual.

3.4.1.4. The owner is other than an active duty military or civilian employee and discontinues regular operations of the POV on the installation.

3.4.2. When the registration is terminated, the USFJ Road Tax Decal must be removed from the vehicle, however, the road tax receipt remains with the GOJ registration.

3.4.3. U.S. Forces personnel are not authorized to PCS from Japan without de-registering or properly disposing of their vehicle in accordance with this instruction. Service components will develop procedures and measures to ensure accountability of members departing Japan who fail to accomplish all deregistration and disposal requirements.

3.4.4. Registration Cancellation for Motor Vehicles Shipped from Japan. Apply for registration cancellation with local Provost Marshal authorities. Such requests will be prepared in duplicate. Surrender the vehicle certificate of inspection with the appropriate GOJ LTO. Deliver the duplicate copy of the cancellation request with the vehicle to port authorities after GOJ LTO authorities have indicated the cancellation is complete. Submit evidence to Provost Marshal authorities that port authorities have accepted and are shipping the vehicle from Japan.

3.5. **License Plates.**

3.5.1. POVs will display GOJ license plates. This includes neon-style internally-lighted license plates issued by the LTO. However, any illumination device, including neon, that in the view of

Provost Marshal authorities neutralizes an observer's ability to read the license plate (too bright or causes color blending) must be immediately disabled and removed.
3.5.2. Japan license plates are placed on the front and rear of GOJ registered POVs. On two-wheeled vehicles and trailers, only a rear license plate is attached. Vehicle owners should contact their vehicle registration office for additional details. If a rear plate has a LTO stamped seal affixed to it, U.S. Forces personnel are prohibited from tampering, modifying or detaching it from the license plate. When license plates become illegible or difficult to read, obtain new plates. Provost Marshal authorities may direct replacement of illegible or difficult-to-read plates.

3.5.3. All personnel operating a motor vehicle on a USFJ installation must keep their license plate relatively clean and visible at all times. Retouching, repainting or modifying license plates is prohibited – this includes "smoke type" covers or spray-on materiel that is designed to reduce the visibility and readability of the plate.

3.5.4. All U.S. Forces Official Vehicles (OV) will have numbered plates affixed to the front and rear of the vehicle when operating on Japanese public or private thoroughfares. The plates will be no smaller than 12 inches (30.5 centimeters) in length and 6.1 inches (15.5 centimeters) in width (size of standard issue GSA license plate). The numbered plate will be clearly visible and have a white background with a distinct identification number in black, blue, or red print. Also, numbered plate light(s) will be fixed to the rear of the vehicle, unless technically unfeasible or operationally prohibited, so that the numbered plate will be visible at night. If no light is affixed, the plate and numbers will be of a highly reflective material to facilitate identification in reduced light (See Reference 29, Vehicle Markings).

3.5.5. Motorcycles which are military vehicles will be affixed with the same plates, and in the same manner, as the GOJ issued plates. Numbering will be as specified by service directives.

3.5.6. Official Vehicles operating only on U.S. Forces facilities and areas do not require numbered plates as stated in paragraph 3.5.4. Tactical vehicles may use a temporary attachment. Non-tactical vehicles should have a normal license plate.

3.5.7. Except for the lead and trail vehicle, all other vehicles in convoy from U.S. Forces facilities and areas or ports of embarkation, or from ports of disembarkation to U.S. Forces facilities and areas, are not required to have numbered plates as stated in paragraph 3.5.4, but will carry individual markings. The lead vehicle and the last vehicle in the convoy will have numbered plates as in paragraph 3.5.4.

3.6. **USFJ Road Tax Decal, USFJ Form 15A and 15B.**

3.6.1. The USFJ Provost Marshal Office, J023, is the OPR for the USFJ Form 15A and 15B, USFJ Road Tax Decal. The decal serves as proof of payment of the GOJ road tax for U.S. Forces. The form also serves to identify U.S. Forces vehicles authorized to use Japan Area Exchanges and other service related facilities. Installation commanders may authorize the use of the decal for retired military personnel. Establish local procedures to ensure strict adherence to insurance requirements.

3.6.2. USFJ Form 15A is an internally applied windshield decal for use with all four-wheeled motor vehicles utilizing a permanent windshield. USFJ Form 15B is an externally applied decal for use with two-wheel motor vehicles and snowmobiles.

3.6.3. No other service component or installation motor vehicle entry decal is authorized. Do not attach any decal to or in conjunction with the USFJ Form 15A and 15B to include installation codes or expiration dates, without the written consent of the USFJ Provost Marshal.

3.6.4. The USFJ Road Tax Decal is not a vehicle pass. It cannot be used to grant vehicle access onto any U.S. Forces installation or facility. Service component commanders will ensure vehicle entry onto a USFJ installation is based on the authorized credentials of the motorist/passengers and not on a vehicle decal.

3.6.5. The USFJ Road Tax Decal is a controlled item and must be accounted for. Once issued, the motorist is responsible for the control of the decal. This includes decals that are expired, attached to vehicles that are being legally disposed of (junked), mutilated in accidents (within reason) and attached to vehicles pending sale to persons not covered by the SOFA. Decals in these instances will be completely removed from the vehicle and destroyed to prevent reuse.

3.6.6. The decal will be removed when a vehicle registration is revoked or cancelled. However, the road tax receipt will be retained with the GOJ registration to verify the road tax has been paid for the year.

3.6.7. U.S. Forces motor vehicle owners and operators are required to notify their issuing Provost Marshal authorities upon discovery of any lost, missing, or stolen USFJ Road Tax Decal. This includes decals lost during accidents or service repair. As a minimum, installation Provost Marshal authorities receiving these reports will notify their service component Provost Marshal, Naval Criminal Investigative Service (NCIS), Air Force Office of Special Investigations (AFOSI), or Army Criminal Investigation Division Command (CIDC), as appropriate. Provide incident details as soon as available including decal number, issuing authority, location and nature of the incident.

3.6.8. USFJ Form 15A must be correctly placed on the inside portion of the windshield behind the rear view mirror so that it is visible from outside the vehicle and does not obstruct the driver's field of vision. Only the current year decal is authorized for display. Expired decals must be completely removed and destroyed. The final deadline for conversion to current year road tax decals is 31 May for all USFJ installations. Installation law enforcement authorities will ensure written and advertised procedures are established to meet the intent of this policy.

3.7. **Privately Owned Vehicle Insurance.**

3.7.1. Each privately owned motor vehicle, including OV plated vehicles and all two-wheeled vehicles regardless of engine displacement, will have Japan Compulsory Insurance (JCI) required by Reference 5 as amended. Additionally, vehicle owners must secure and maintain coverage of no less than ¥30,000,000 (about $300,000) for bodily injury and ¥3,000,000 (about $30,000) for property damage as a condition precedent to permanent or temporary registration with Provost Marshal authorities. (See Attachment 5, Facts on Car Insurance in Japan, for further details).

3.7.2. U.S. Forces are required to carry their insurance certificates as directed by this instruction in their vehicle at all times.

3.7.3. U.S. Forces personnel will not operate POVs and rental vehicles unless the insurance specified in paragraph 3.7.1. is in effect. This restriction also applies to rental cars authorized for use by service component instructions.

3.7.4. Military vehicles assigned OV numbers are not required to carry JCI except where directed to carry such insurance by the installation commander concerned.

3.7.5. U.S. Forces serving on Hokkaido are authorized a climate related exception to policy for the storage of motorcycles and snowmobiles.

3.7.5.1. USFJ directed bodily injury and property damage insurance exceeding JCI for motorcycles and snowmobiles need only cover maximum seasonal periods of use. Unless otherwise determined by the installation commander, consider the period of 1 April through 30 November the normal season for motorcycles and 1 November through 30 April for snowmobiles. Under no circumstances will a privately owned motorcycle or snowmobile be operated on or off base without the required insurance coverage. Regardless of seasonal use, JCI is mandatory and must remain in effect at all times.

3.7.6. Installation commanders are authorized to require motor vehicle insurance in addition to the minimum specified in paragraph 3.7.1. when dictated by local conditions and not precluded by service component regulations. Formally notify USFJ/J06, International Law, prior to implementation of such additions.

3.7.7. Japanese employees, Japan Self Defense Force members and GOJ representatives who operate their POVs on USFJ installations are exempt from the additional bodily injury and property damage insurance requirement.

3.7.8. As a prerequisite to granting permission to a Master Labor Contract or Indirect Hire Agreement employee to operate a privately owned vehicle on a U.S. Forces installation, the installation commander will require the employee to produce evidence of JCI coverage.

3.7.9. Installation commanders will establish controls, such as presentation of documentation, to verify prescribed insurance coverage is in force. Commanders will also institute a vigorous educational program to advise personnel on insurance coverage for both off and on-base vehicle operation and establish a program to monitor compliance with insurance requirements set forth in paragraph 3.7.1. The program will be reviewed periodically to ensure that it is effective and current.

3.7.10. Administrative penalties for operating a POV without required insurance will be determined locally by the installation commander.

3.7.11. GOJ law restricts cancellation of liability insurance contracts to certain specific cases. U.S. Forces personnel contemplating cancellation of JCI should seek advice and assistance from their legal office prior to taking any action.

3.8. **Japan Motor Vehicle Tonnage (Weight) Tax, Road Use Tax, and Recycle Fee**.

3.8.1. Initial inspection of new passenger motor vehicles is for a three year period. The Motor Vehicle Tonnage Tax must also be paid for the full three-year period at the time of inspection. JCI coverage is required for the inspection period. Vehicles meeting certain conditions for emission standards and fuel efficiency are eligible for an exemption or reduction in their Motor Vehicle Tonnage Tax that is imposed during the first GOJ inspection. Vehicles eligible for the tax exemption include: electric vehicles, plug-in hybrid vehicles, and selected natural gas vehicles, hybrid vehicles, and diesel passenger cars. Tax reductions are based on vehicle

weight and ability to surpass pollution emission standards (See Reference 34). Land Transportation Offices have more specifics on the exemptions and reductions. A POV imported from the U.S., regardless of year of manufacture, will be considered a new vehicle when first presented for the Japanese inspection. The owner must comply with the three-year requirement. This requirement does not apply to new two-wheeled vehicles.

3.8.2. Charges are payable in the prefecture in which the vehicle is currently registered except light motor vehicles and two-wheeled motor vehicles which are paid to appropriate city/ward office. Payment is generally due shortly after the start of the Japan Fiscal Year (JFY) on 1 April.

3.8.3. Installation Provost Marshal authorities will work with appropriate LTO's or city/ward offices to establish the timely collection of fees, ensure vehicle records are accurate, and publish procedural changes as needed.

3.8.4. GOJ law requires U.S. Forces personnel pay an acquisition tax on all purchases in Japan of private vehicles that cost 500,000 yen (about $5,000) or more unless the purchase is by a USFJ member from another member of USFJ or from an agency of USFJ**.**

3.8.5. In April, the annual Motor Vehicle Road Tax is paid upfront for the entire JFY (1 April to 31 March of the following year). U.S. Forces personnel who later sell their vehicle to another U.S. Forces member or junk their vehicle will not receive a Road Tax refund for the portion of the JFY the vehicle is not under their ownership. Likewise, U.S. Forces personnel that purchase a vehicle after the Road Tax is paid in April will not pay the tax until the following April.

3.8.5.1. In areas where large numbers of U.S. Forces vehicles are registered, Provost Marshal authorities will coordinate with prefectural authorities to orchestrate an efficient mass Road Tax payment and registration verification process. Provost Marshal authorities will complete the annual Road Tax collection during early April or as close to that time frame as can be arranged with local GOJ authorities. Provost Marshal authorities will issue the USFJ Road Tax Decal to motorists only after the vehicle has passed its safety inspection, payment of annual road charges, confirmation of JCI and USFJ required insurance, and completion of any other service component instructions. Road tax receipts issued by GOJ authorities will be kept in the vehicle for which the receipt was issued.

3.8.5.2. A Road Tax refund is authorized for U.S. Forces personnel that sell an automobile to someone other than a U.S. Forces member and deletes the vehicle registration. Refunds are proportionately based on the remaining JFY and are made from the first of the month following that in which the registration is canceled. Refunds are computed on the basis of one-twelfth of the annual amount for each month until the close of the JFY. Motorists may file applications for such refunds with the local GOJ authorities where the charges were paid. Each refund application must include an endorsement from the appropriate commander or his designee stating vehicle registration has been cancelled. However, refunds are difficult to obtain for persons departing Japan. Aomori prefecture (Misawa Air Base, Shariki, and Hachinohe areas) and Yamaguchi prefecture (MCAS Iwakuni) may send refund checks to individuals that are cashed at Japanese banks. Other prefectures pay the refund to individuals or their agents (insurance companies, etc) by cash.

3.8.6. The Japan Automobile Recycling Law (Reference 7) requires vehicle owners to pay a recycling fee, usually when a new vehicle is purchased, to cover the cost of recycling a junked vehicle. However, if the recycle fee has not been paid, the owner will have to pay the fee the next time JCI is renewed. This could cost between 8,000 to 16,000 yen (approximately $80. to

$160.) depending on the make and model. The recycling law excludes motorcycles.

3.8.7. U.S. Forces POV owners must pay the fees listed in Tables 1-6 for the use of roads in Japan. The coverage period is up to one year unless otherwise noted.

Table 1

ROAD USE TAX				
	Vehicle Type	**License Plate Series**	**Fee**	**Comments**
1	Ordinary passenger cars	3, 30-39, 300-399, 88, 800-899	¥19,000	Over 2 liter to 4.5 liter
2	Ordinary passenger cars	3, 30-39, and 300-399, 88, 800-899	¥22,000	Over 4.5 liter
3	Small Passenger Cars	44, 400-499, 5, 50-59, 500-599,	¥7,500	Up to 2-Liter
4	Ordinary Trucks	1, 10-19, and 100-199	¥32,000	
5	Small Trucks	4, 4-49, and 400-499	¥7,500	
6	Cars for Special Use	8, 80-89, and 800-899		See applicable fees for vehicles 1 thru 5
7	*Light Motor Vehicle (four or more wheels)	40A, 50A	¥3,000	
	*Light Motor Vehicle (two or three wheels)		¥1,000	
9	*Motorcycles		¥1,000	125cc engine or above
10	*Motorcycle and Scooter		¥500	Below 125cc engine
* Payment made to the city or ward regardless of place of registration.				

NOTE: The term “light motor vehicles" includes two-wheeled vehicles 126-250cc engine displacement and three or four-wheeled vehicles 660cc and below.

Table 2

PASSENGER VEHICLE TONNAGE TAX	
Gross Vehicle Weight	**Fee**
Two-wheeled Small Motor Vehicle (126-250cc)	¥2,100
Two-wheeled Small Motor Vehicle (over 250cc)	¥2,500
Light Motor Vehicle	¥2,900
Vehicle Less Than 0.5 Metric Ton	¥4,200
0.5 > 1	¥8,400
1 >1.5	¥12,600
1.5 > 2	¥16,800
2 > 2.5	¥21,000
2.5 > 3	¥25,200
3 > 3.5	¥29,500
3.5 > 4	¥33,600

Certificate is valid for two years except Two-wheeled Small Motor Vehicle over 250cc certificate is valid for 3 years.

Table 3

TRUCK VEHICLE TONNAGE TAX	
Gross Vehicle Weight	**Fee**
Vehicle Less Than 1 Metric Ton	¥1,500
1 > 2	¥2,900
2 > 2.5	¥4,400
2.5 > 3.0	¥6,300
3 > 4	¥8,400
4 > 5	¥10,500
5 > 6	Y12,600
6 > 7	¥14,700
7 > 8	¥16,800
8 > 9	¥18,900
9 > 10	¥21,000
10 > 11	¥23,100
11 > 12	¥25,200
12 > 13	¥27,300
13 > 14	¥29,400
14 > 15	¥31,500
15 > 16	¥33,600

Table 4

TRAILER/OTHER VEHICLE TONNAGE TAX	
Gross Vehicle Weight	**Fee**
Vehicle Less Than 1 Metric Ton	¥4,200
1 > 2	¥8,400
2 > 3	¥12,600
3 > 4	¥16,800
4 > 5	¥21,000
5 > 6	¥25,200
6 > 7	¥29,400
7 > 8	¥33,600
8 > 9	¥37,800
9 > 10	¥42,000
10 > 11	¥46,200
11 > 12	¥50,400
12 > 13	¥54,600
13 > 14	¥58,800
14 > 15	¥63,000
15 > 16	¥67,200

NOTE: Trailer/Other Vehicle Tonnage Tax certificate is valid for two years.

Table 5

OTHER LIGHT MOTOR VEHICLE TONNAGE TAX	
Classification	**Fee**
Vehicle other than two-wheeled	¥4,400
Two-wheeled vehicle (125cc - 250cc)	¥2,200

Note: Vehicle is not required to obtain a motor vehicle inspection certificate.

Table 6

NEW VEHICLE TONNAGE TAX	
Gross Vehicle Weight	**Fee**
Two-wheeled Small Motor Vehicle (over 250cc)	¥1,700
Light Motor Vehicle (Includes Truck-Type Vehicles)	¥4,400
Vehicle Less Than 0.5 Metric Ton	¥6,200
0.5 > 1	¥12,600
1 >1.5	¥18,900
1.5 > 2	¥25,200
2 > 2.5	¥31,400
2.5 > 3	¥37,800
3 > 3.5	¥44,100
3.5 > 4	¥37,800

3.9. **Official Vehicles.**

3.9.1. Official vehicles (OV) are vehicles owned by the U.S. armed services, civilian component organizations, and organizations referred to in Article XV of the SOFA. Article XV organizations include exchanges, messes, social clubs, theaters, newspapers, and other non-appropriated fund organizations authorized and regulated by U.S. military authorities for the use of members of such forces, the civilian component, and their dependents.

3.9.2. Installation commanders may approve OV numbers for the following organizations:

3.9.2.1. Non-appropriated fund activities.

3.9.2.1.1. Army, Air Force, Navy, and Marine Corps Exchanges.

3.9.2.1.2. Clubs and organizations that are authorized and regulated by the U.S. Forces for the benefit of U.S. Forces personnel.

3.9.2.1.3. Pacific Stars and Stripes.

3.9.2.2. Other Activities.

3.9.2.2.1. American Red Cross.

3.9.2.2.2. U.S. official contractors defined in paragraph 1, Article XIV of the SOFA. Persons, including corporations organized under the laws of the U.S., and their employees who are

ordinarily a resident in the U.S. and whose presence in Japan is solely for the purpose of executing contracts with the U.S. for the benefit of the U.S. armed forces, and who are so designated by USFJ. Current Article XIV contractors are SupplyCore, Maersk Line Limited, and NORESCO, LLC. For updates contact USFJ J54, DSN 225-2072/4428.

3.9.2.2.3. Military banking facilities and credit unions.

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

3.9.2.2.5. United Service Organizations (USO).

3.9.3. Installation commanders may also request approval from COMUSJAPAN for the issuance of OV license plates for motor vehicles under the following conditions:

3.9.3.1. The activity is in Japan solely at the official invitation of U.S. forces and solely in connection with U.S. forces business. The motor vehicle is to be used only for the regular business of the activity. Compelling and material reasons are present for authorizing the use of the OV plate.

3.9.4. Official vehicles will be identified by a license plate prefixed by the letters OV and numbered consecutively in accordance with service component instructions. OV-plated vehicles are not required to display identification markings or decals. Do not use identification markings on mass transit vehicles such as school and shuttle buses. For other OV-plated vehicles, installation commanders or their designated representative have discretion in determining the markings.

3.9.4.1. Official vehicles are not required to display the name of the using organization. Exchange vehicles used extensively off base may place the “Exchange” logo on the top of the front and rear OV plates instead of the vehicle doors.

3.9.5. Motor vehicles bearing OV plates will conform to laws, regulations, standards and procedures otherwise applicable to military vehicles or privately owned vehicles except that such vehicles will be exempt from registration with GOJ Land and Transportation Offices and from charges with respect to the use of roads and tonnage tax. These limited exceptions are accorded to official vehicles within the meaning of paragraph 2, Article X of the SOFA. OV-plated vehicles must be registered with appropriate installation Provost Marshal authorities.

3.9.6. Motor vehicles purchased by activities and provided to assigned staff members for personal use are not authorized OV plates, even if they are used for official purposes. Such a vehicle is provided special vehicle registration under the SOFA in the form of a Y plate. The vehicle will be registered in the name of the staff member to whom it is provided after a management representative of the activity signs a bill of sale. The vehicle registration/ Certificate of Title may reflect a lien in favor of the activity, if the vehicle is to be returned to the activity for disposal.

3.9.7. Use of OV-plated vehicles must be in the conduct of official business for the activity concerned. With the exception of non-appropriated fund taxi service and rental vehicles, OV-plated vehicles cannot be used for the personal use or benefit of the operator or passengers.

3.9.7.1. Report violations of this policy to the commander of the activity operating the vehicle and Provost Marshal authorities. Follow local procedures for suspending or revoking the OV

license plate privilege in cases where the policy is violated.

3.9.8. OV license plates are not authorized for Japanese contractors that operate their company vehicles only within U.S. installations and facilities. For these vehicles, service components/ installations will develop guidance on the type of license plates required, such as Japanese or a locally fabricated license plate. If a locally fabricated license plate is used, such vehicles are for on-base use only, and cannot be driven outside or between U.S. installations/ facilities.

3.9.9. Non-Article XIV contractors are in Japan under Article I(b) of the SOFA as individuals accompanying/employed by U.S. Forces, not contractor companies. They are not authorized OV plates. Service components/ installation commanders may authorize the issue of a locally fabricated license plate to such individuals if the vehicle will be used only within the confines of a U.S. installation or facility. If such vehicles are required to operate outside a U.S. installation, service component/installation commanders may authorize the vehicle(s) to be registered as a Y-plated vehicle in the company representative's name. Such vehicles used solely in support of administering contracts, vice personal use, should not count against the number of POVs authorized. Article I(b) contractors that apply for and receive approval to change their status to Article XIV, may be issued OV plates.

3.10. **Anti-Pollution Requirements and Other Inspections.**

3.10.1. U.S. Forces POVs must qualify under the strict standards of the GOJ anti-pollution program. USFJ /J5 is responsible for updating and advising service components of GOJ requirements as they are received and verified. Installation commanders are responsible for ensuring all U.S. Forces POV owners are informed of applicable vehicle emission standards.

3.10.2. Inbound personnel must be informed via sponsorship programs of the requirements, limitations and implications of bringing vehicles into Japan. Advise all inbound personnel to seek additional information from their current installation transportation office and at ports of embarkation.

3.10.3. Due to an existing DoD embargo, vehicles manufactured after 31 March 1976 will be accepted for transportation to Japan at government expense only after a waiver is granted by the service command. The waiver is authorized for mainland Japan only. Okinawa continues to be under an embargo status and is not included under the waiver authority.

3.10.3.1. PCS personnel returning to the U.S. from Japan who desire to export POVs are also advised to closely review the very strict U.S. government regulations on importing foreign vehicles into the U.S.

3.10.4. The following GOJ emission standards apply to U.S. Forces POVs brought into Japan: 1973 standards apply to vehicles manufactured prior to 1 April 1976; 1975 or 1976 standards apply to vehicles manufactured from 1 April 1976 to 31 March 1981; and 1978 standards apply to vehicles manufactured on or after 1 April 1981.

3.10.5. The military or Japan inspection of POVs verifies that individual vehicles qualify under the 1973 Japanese emission standards: Qualification under the 1975, 1976 and 1978 vehicle emission standards is verified by GOJ using sophisticated computer techniques in the so-called "ten mode" and "eleven mode" inspections. Qualification of any foreign (non-Japanese) and export model Japanese vehicles manufactured after 31 March 1976 and brought into Japan by

U.S. Forces owners on an individual basis is extremely difficult and expensive.

3.10.6. Owners of post 31 March 1976 POVs with catalytic emission control systems face a special problem. The 000 retrofit program for disconnecting catalytic converters to ensure compliance with Environmental Protection Agency standards in the U.S. cannot be applied to POVs enroute to Japan. The converter must remain operational to permit the vehicles to qualify under the 1975-78 emission standards. Catalytic systems require non-leaded fuel.

3.10.7. GOJ requires motorcycles/mopeds over 250cc manufactured 1 July 1999 or later to comply with GOJ brake standards. Additionally, motorcycles/mopeds over 250cc manufactured 1 April 2001 or later must pass GOJ emission testing and meet emission control standards. Testing facilities are not located near all USFJ installations. Motorcycles manufactured 1 April 2001 or later are prohibited from importation to Okinawa due to no brake and emission testing facilities on the island. Advise all inbound personnel to consult with their transportation office prior to shipping their motorcycles/mopeds into Japan.

3.11. **Parking Space Certificates.**

3.11.1. U.S. Forces members residing more than 2 kilometers from any U.S. installation or facility must comply with the GOJ requirement to validate that their residence has a suitable vehicle parking space. This includes issuance of a parking certificate and parking sticker for the vehicle, prior to registration. (See Reference 32).

3.11.2. Only certain cities and locales within Japan have enacted parking registration laws; mostly large, densely populated, urban areas. The requirement for U.S. members to comply with this law only applies in those areas in Japan where the parking law is in force.

3.11.3. The requirement does not apply within any U.S. facility and area.

3.11.4. The requirement does not apply to any residence off-base that is located within two kilometers of the exterior perimeter of any installation. Sufficient parking space is available within the installation for those members to park inside the base and walk to their residence.

3.11.5. U.S. Forces personnel who reside in their off-base residence located beyond two kilometers of an installation prior to the 1 September 2004 agreement, are “grandfathered” and are not required to obtain a parking certificate unless they change their original parking space.

3.11.6. The parking certificate requirement does not apply to motorcycles or to "light" vehicles having a Yellow license plate (but a parking decal may be required for the car – local Pass and Registration offices will have more details).

3.11.7. For those personnel moving to a residence beyond two kilometers from an installation, the local Pass and Registration office can provide guidance on how to obtain a parking certificate from the local Japanese police station.

3.11.8. At no time are U.S. service component or installation commanders in Japan authorized to negotiate, discuss, or enter into agreements with GOJ officials or agencies to change/modify these Joint Committee approved procedures. Notify USFJ/J5 and J023 immediately if any GOJ organization requests any change to these procedures.

4. MOTOR VEHICLE TRAFFIC SUPERVISION

4.1. **Japanese Traffic Laws and Regulations.**

4.1.1. The Japanese Public Safety Commission (PSC) has agreed that traffic regulations in effect within U.S. Forces facilities and areas are applicable to Japanese nationals while they are inside the boundaries of those facilities and installations upon notification to the PSC of the Installation Traffic Code.

4.2. **Inspection and Minimum Operational Standards.**

4.2.1. Military and privately owned motor vehicles, including OV-plated vehicles, will conform to operational safety standards established by DoD, service component, and command directives.

4.2.2. Privately owned motor vehicles must meet the following GOJ requirements:

4.2.2.1. Pass a safety inspection.

4.2.2.2. Carry a valid inspection certificate, usually valid for two years, and an inspection sticker, which indicates the date of expiration of the inspection certificate.

4.2.2.3. Carry an emergency signal device that emits a self-generated red light visible from two hundred meters at night, e.g., an emergency flare or blinking red light.

4.2.2.4. Carry a valid liability insurance certificate. The owner must present a Japanese compulsory liability insurance certificate prior to the issuance of the inspection certificate and sticker. This certificate must be valid for the life of the motor vehicle inspection certificate.

4.2.2.5. An inspection that is required by GOJ authorities, may, at the discretion of the commander concerned, be accepted in lieu of a military inspection. Vehicles that fail to meet the minimum established standards will be barred from operation and base registration will be canceled. The inspection document may be reviewed in conjunction with examination of records, issuance of registration certificates, payment of road tax and other required actions.

4.3. **Installation Traffic Control**

4.3.1. Installation commanders will establish a traffic code for operation of motor vehicles on the installation. Installation Traffic Codes must contain the base rules of the road and will, to the degree possible, conform to the Japanese vehicle codes in addition to meeting service component guidance.

4.3.2. Installation commanders are responsible for ensuring vehicles entering their installation are controlled. Commanders will develop local procedures to prohibit unauthorized vehicle entry onto USFJ installations.

4.3.2.1. Privately owned motor vehicles of U.S. Forces personnel will not be granted routine access to U.S. Forces facilities and areas unless such motor vehicles have been registered and meet the insurance requirements as provided for in paragraph 3.7.1.

4.3.2.2. Rental vehicles should be considered as government vehicles while in use for official business by U.S. Forces or UNC(Rear) personnel. As a minimum, check the

driver's/passenger's installation entry credentials prior to allowing entry onto the installation or facility.

4.3.3. Refer to USFJ Instruction 32-7 (Reference 36), for guidance on Joint Committee Memo 4199, Limited Humanitarian Access to USFJ Facilities and Areas by Japanese Emergency Vehicles.

4.3.4. Medical authorities will notify the installation Provost Marshal authorities and the commander of the individual concerned when personnel are found to be physically unfit to operate a motor vehicle.

4.3.5. Restraint systems (seat belts) will be worn by all persons driving or riding in a POV or government vehicle on and off the installation. Outside U.S. installations and facilities, infant/child restraint devices (car seats) are required in POVs for children 5 years old or under. Service components determine requirements within U.S. installations.

4.3.6. Driver distractions. Vehicle operators will not use cell phones, text messaging, or other hand-held electronic devices while driving on or off installations unless the vehicle is safely parked or unless they are using a hands–free device. One exception is receiving or placing calls in performance of duties from tactical or emergency vehicles, such as law enforcement use of in-car electronic devices. Use of hands-free devices is also discouraged as creating significant distractions from safe driving performance. Accessory equipment should be mounted in a manner that does not interfere with the driver's line of sight.

4.3.6.1. The wearing of any other portable headphones, earphones, or other listening devices (except for hands–free cellular phones, hearing aids, and motorcycle driver/passenger intercom devices where allowed by law) while operating a motor vehicle is prohibited. Use of those devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech.

4.3.7. All U.S. Forces personnel operating or riding a motorcycle, moped, snowmobile, all-terrain vehicle (ATV), mini-bike, or any other similarly designed motor propelled vehicle are required to wear and properly fasten the following protective equipment and clothing:

4.3.7.1. Helmets must be certified to meet Federal Motor Vehicle Safety Standard No. 218, United Nations Economic Commission for Europe Standard 22-05, British Standard 6658, Snell Standard M2005, or host nation equivalent for non-U.S. Forces personnel.

4.3.7.2. Eye protection must be designed to meet or exceed American National Standards Institute Standard Z87.1-2003 for impact and shatter resistance includes goggles, wraparound glasses, or a full-face shield properly attached to a helmet. A windshield, fairing or sunglasses do not constitute eye protection.

4.3.7.3. Sturdy foot protection that includes over-the-ankle footwear that affords protection for the feet and ankles, long sleeve shirts or jackets, long pants and full-fingered gloves or mittens made from leather or other abrasion-resistant material. Motorcycle jackets and pants made of abrasion-resistant materials such as leather, Kevlar®, or Cordura® and containing impact-absorbing padding are strongly encouraged.

4.3.7.4. Service component commanders will provide guidance on use/wear of reflective/ fluorescent vests and outer garments, consistent with service component policy and Japanese

law. USFJ strongly encourages the use of PPE that incorporates fluorescent colors and retro-reflective material; especially during the hours of darkness and other limited lighting conditions.

4.3.8. Component and installation commanders retain authority to prescribe additional limits & restrictions regarding who may operate a motorcycle, what size, location where a motorcycle can be operated, safety equipment required, etc.

4.4. **Off-installation Traffic Activities.**

4.4.1. U.S. Military Police/Security Forces Escorts and Convoys.

4.4.1.1. U.S. Military Police/Security Forces escorts will be limited to those operational requirements where the safety or security of U.S. Forces personnel or vital military property is involved. The escorts will not be used outside USFJ installations, facilities, and areas, except where prior notifications have been made to appropriate GOJ authorities, if so required. If not required, recommend prior notification when the mission permits.

4.4.1.2. The escorts, when used, will normally abide by Japanese traffic laws and regulations. Unless the conditions in paragraph 4.5. are met, they are not authorized to exercise traffic control outside the military facility. If there is a requirement for assistance to expedite the passage of military motor vehicles traveling off base, Japanese police will normally be requested to provide such assistance.

4.4.1.3. All convoy and escort movements will be coordinated by the convoy commander with the local base(s) involved via local Provost Marshal authorities. These Provost Marshal authorities, in turn, will further coordinate with GOJ traffic control authorities responsible for the areas through which the convoy will pass.

4.4.1.4. Heavy special purpose vehicles will be moved under escort when required due to safety factors. Except in cases of emergency or military necessity, vehicles of this type will be moved over public highways only during periods when minimum interference with civilian traffic can reasonably be anticipated. Coordination required in paragraph 4.4.1.3. will generally clarify special requirements.

4.4.2. Refer to USFJI 24-201 (Reference 35), for movement of oversize/overweight vehicles, which exceed the parameters, listed below:

4.4.2.1. Overall width exceeds 2.5 meters (8.2 ft or 98.4 in.).

4.4.2.2. Overall height exceeds 3.8 meters (12.46 ft or 149.6 in.).

4.4.2.3. Overall length exceeds 12 meters (39.37 ft or 472.4 in).

4.4.2.4. Total gross weight exceeds 20 metric tons (or 44,092 lbs.).

4.4.2.5. Weight on any axle exceeds 10 metric tons (or 22,046 lbs.).

4.4.2.6. Weight on any wheel exceeds 5 metric tons (or 11,023 lbs.).

4.4.2.7. Turning radius exceeds 12 meters (39.37 ft or 472.4 in.).

4.4.3. Warning lights and sirens are authorized for emergency motor vehicles such as ambulances, firefighting and police vehicles, explosive ordnance disposal response vehicles, wrecker or recovery vehicles, and electrical-line trucks as needed for rescue operations, emergency missions, disaster relief, or when necessary to assist the injured.

4.4.4. While service component instructions govern the use of warning lights and sirens on-station, use of warning lights and sirens off-station is an issue of cultural sensitivity in Japan. Limit the use of warning lights off-station to emergency response or over-riding safety concerns. Emergency response is defined as any situation involving the risk of serious bodily harm or loss of life. An example of an over-riding safety concern may include the positioning of a patrol vehicle with warning lights and/or sirens activated to protect the lives of others or the patrolman.

4.4.5. GOJ authorities are aware of and have accepted as valid the painting and marking systems used on U.S. military vehicles. Any significant changes must be brought to the attention of the GOJ through HQ USFJ/J03/J06/J5 via the U.S. - Japan Joint Committee.

4.4.6. Privately owned motor vehicles may not be painted or marked in any way to resemble official government vehicles, i.e., U.S., GOJ, or otherwise. Offensive slogans and/or drawings are not authorized on POVs owned or operated by U.S. sponsored SOFA personnel. No military or similar markings to include commercial slogans and/or drawings, with the exception of approved identification stickers or decals, will be placed on privately owned motor vehicles without the consent of the sponsoring installation commander.

4.4.7. Exemption from vehicle marking requirements may be obtained when distinctive vehicle markings result in increased threat to the security of U.S. Forces personnel or visiting VIPs. Service component commanders may request exemptions from usual marking requirements for U.S. military vehicles through HQ USFJ/J5. This requirement does not prohibit service component commanders and their subordinate commanders from implementing emergency exemptions when timely force protection actions are needed.

4.4.7.1. Service component commanders may grant vehicle marking exemptions based upon the following:

4.4.7.2. Explanation of security threat.

4.4.7.3. Component vehicle registration number(s).

4.4.7.4. Type, manufacturer, model, and year of vehicle.

4.4.8. Vehicles exempted from vehicle markings listed in this instruction will be required to display distinctive numbered plates as prescribed by respective services.

4.5. **Accidents and Accident Reporting.**

4.5.1. SOFA members that are involved in a major traffic accident off base and require emergency assistance can call the Japanese police emergency number, 110. The Japanese fire and ambulance/medical emergency number is 119.

4.5.2. Vehicle operators will stop, identify themselves, and exchange personal data with those involved in the accident. Exchange names, insurance policy numbers, the expiration date of the policies, and name/address of insurers.

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

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

4.5.5. Traffic accidents involving deaths, bodily injury, immobilization of a vehicle or property damage, the vehicle operator and adult passengers (unless injured and requiring immediate attention) will attend to the injured and not leave the scene of the accident, even for a short distance, until U.S. MPs/SFs or Japanese police have arrived and authorized them to do so. Leaving an accident scene without authorization may be viewed as a hit and run and carry heavy penalties and may result in prosecution. U.S. Forces authorities at the scene of the accident will make required reports on behalf of U.S. Forces personnel in the event the latter is incapacitated.

4.5.6. Commanders will inform U.S. Forces personnel involved in traffic accidents on the provisions of USFJI 36-2612, Condolence Procedures (Reference 37).

4.5.7. U.S. law enforcement authorities will record accidents involving privately owned motor vehicles based upon guidance from their service component directives. Normally, the information gathered will include the following:

4.5.7.1. Name, insurance policy number, and the expiration date of the policy(ies).

4.5.7.2. Name and address of the insurance company(ies) concerned.

4.5.7.3. Number and expiration date of applicable public liability and property damage policy.

4.5.7.4. Date the insurance company or companies were notified of the accident.

4.6. **Traffic Violation Reports.**

4.6.1. Punitive action taken by U.S. military or Japanese authorities does not preclude administrative assessment of traffic points under the Traffic Point System for violation of either Japanese or U.S. Forces traffic regulations. When Japan does not exercise jurisdiction, action under the Uniform Code of Military Justice, or administrative action, in addition to assessment of traffic points, may be appropriate, depending on the circumstances of the violation.

4.6.1.1. Refer to service component instructions for administrative procedures for processing traffic violations and assessment of traffic points.

4.6.2. Japanese police are empowered to stop and investigate both privately owned and military vehicles either for the purpose of identification or when such vehicles are in violation of Japanese traffic or motor vehicle laws or regulations. Local Provost Marshal authorities in

whose jurisdiction a violation occurs, will forward citations to the commander exercising disciplinary responsibility over the individual identified in the citation.

4.6.3. Service components will publish DUI and intoxicated driving blood alcohol level standards and associated penalties in their respective component or installation driving instructions and orders. See Attachment 4, for a comparison of U.S. - GOJ blood and breath alcohol levels.

5. **ENTRY AND USE IN JAPAN OF PRIVATELY OWNED VEHICLES AND PARTS**

5.1. **Importing Vehicles and Parts**

5.1.1. Imported vehicle inspection facilities are not available on Okinawa. Therefore, imported vehicles manufactured after 31 March 1976 are not authorized to be shipped directly to Okinawa. See the Personal Property Consignment Instruction Guide (PPCIG) for additional information. Except as prohibited by service or command regulations, members of the U.S. armed forces and the civilian component (Article I, SOFA), and U.S. Official Contractors and their employees (Article XIV, SOFA), are permitted to import into Japan, free from payment of Japanese customs duties and other such Japanese charges, not more than one motor vehicle per individual or family unit in any 12-month period. The 12-month period commences with the entry date of the individual's last motor vehicle. All such entries must be exclusively for the private use of the individual or family unit. Installation commanders may waive this 12-month limitation in appropriate instances based upon the following criteria:

5.1.1.1. Two or more individuals in a family unit are employed by or serving with U.S. government agencies and the need for a second vehicle is established.

5.1.1.2. The motor vehicle previously brought into Japan within the concerned 12-month period:

5.1.1.2.1. Has been wrecked beyond economical repair and disposed of as scrap or parts rather than as a motor vehicle. This type of action requires deregistration of the motor vehicle.

5.1.1.2.2. Is found to be defective within the specified warranty or guarantee period and the motor vehicle dealer has taken back the vehicle to make good the warranty or guarantee. If the title to a vehicle in this case has been re-vested in the seller with the approval of concerned Japanese government agencies, the transaction will not be considered to be a disposition of a motor vehicle.

5.1.1.3. When an applicant presents in writing, and inquiry confirms, that the legitimate needs of the applicant or his/her family, as a unit, would be served by the possession of an additional motor vehicle.

5.1.2. Persons identified in paragraph 5.1.1. are permitted to import into Japan, free from payment of Japanese customs duties and other such Japanese charges, parts for motor vehicles, provided these parts are for vehicles that are solely for the private use of themselves or their dependents.

5.2. Documentation. The following must be accomplished upon entry:

5.2.1. Certification, in not more than three copies, by Provost Marshal authorities or an appropriate command agency of an individual's eligibility to affect vehicle entry. This

certification is prerequisite to the certification of USFJ Form 380EJ, Customs Free Import or Export of Cargo or Customs Declaration of Personal Property (See Attachment 3), and must be attached to the original USFJ Form 380EJ along with one copy thereof for official notice to the GOJ. Appropriate military authorities may waive this certification when the shipment is by government transportation in connection and concurrent with the initial permanent change of station entry into Japan of the owner.

5.2.2. Complete USFJ Form 380EJ. This form must be obtained from the responsible service component transportation officer and signed by an authorized official.

5.2.3. Submit a copy of bill of sale or other documentary evidence of title in the case of motor vehicles not brought into Japan incident to first arrival of the owner into Japan.

5.2.4. Return a certified copy of the USFJ Form 380EJ, with required attachments, to Provost Marshal authorities for record purposes and complete registration of the vehicle as required by paragraph 3 of this instruction. If entry of the motor vehicle is not accomplished, promptly turn in all copies of the certification to issuing agency or account for them in writing.

6. DISPOSITION OF PRIVATELY OWNED VEHICLES

6.1. Disposition by Departing Personnel

6.1.1. The tax-free importation, registration and administration under military auspices of privately owned vehicles are intended to be solely for the convenience of U.S. Forces, Japan personnel during their tour of duty in Japan and such importation privilege will not be utilized by the importer for commercial purposes. Commanders will make every effort to ensure that the intent of this instruction is strictly enforced.

6.1.2. Prohibitions concerning the disposition of personal property in Japan listed throughout paragraph 6 do not limit or preclude the following, because such actions are not considered dispositions of privately owned personal property within the meaning of agreements and regulations.

6.1.2.1. Transfers of personal property, including vehicles, acquired in Japan from residents of Japan without benefit of any exemptions from customs duties or taxes.

6.1.3. Except as provided elsewhere in this instruction, U.S. authorized personnel will be required to ship their previously imported privately owned motor vehicle(s) out of Japan or to dispose of such property in authorized transactions described herein prior to departure from Japan on permanent change of station orders.

6.1.4. If the owner of a previously imported vehicle changes status to that of a resident of Japan, he/she may arrange for concurrent retention of his/her vehicle under applicable service regulations provided the vehicle is eligible for disposition to a resident of Japan under the agreed conditions (See paragraph 6.4). If it is not so eligible, the present owner, prior to changing status, must:

6.1.4.1. Dispose of the previously imported vehicle to another U.S. authorized person, or junk the vehicle, or ship the previously imported vehicle out of Japan.

NOTE: GOJ policy is to disapprove request for concurrent retention of POV's ineligible for transfer to a resident of Japan.

6.2. **Use of Powers of Attorney**

6.2.1. Personnel will not be permitted to employ powers of attorney to dispose of their vehicles, except as follows:

6.2.1.1. Personnel under orders for permanent change of station (PCS) are authorized to use a Power of Attorney (POA) to dispose of their privately owned vehicles for a period of 120 days after the effective date of their PCS. However, the POA must provide a mandatory clause stating that in the event of failure to sell or otherwise dispose of the vehicle covered by the POA within the 120 day period, Provost Marshal authorities or designated officials on the base would have the authority to deregister, abandon and surrender the vehicle to the U.S. government for salvage. Service component commanders may establish procedures for extensions of powers of attorney beyond the 120 day period on a case-by-case basis in exceptional and/or hardship situations. Property Damage Insurance and Japanese Compulsory Insurance must be valid the entire time the POA is in effect.

6.2.1.2. If a vehicle is otherwise eligible for disposition to a resident of Japan, i.e. has been in the possession of the SOFA individual for one year, the SOFA individual or members of his/her family have not transferred a vehicle to a non-SOFA individual in Japan within the preceding two years, and the vehicle is two model years old, then the vehicle may be disposed of to a resident of Japan. If a POA is used to transfer the vehicle, the POA may be initiated prior to the two year period and must be completed within 60 days. However the vehicle cannot be transferred to a Japanese National until the vehicle becomes two model years old.

6.2.1.3. In those cases where the owner dies, the legal representative or a summary court may dispose of the vehicle directly or by use of a POA attorney to another U.S. authorized person if the vehicle is presently eligible for sale to him/her, or to a resident of Japan if the vehicle is presently eligible for disposition to such a resident. If the vehicle is otherwise eligible for disposition to a resident of Japan but is not yet two model years old, disposition must be made when the vehicle becomes two model years old.

6.2.1.4. Component commanders or designees will approve and supervise each transaction.

6.2.1.5. Nothing in this instruction should be construed as prohibiting the normal use of powers of attorney for purposes of disposition actions while both parties are present in Japan.

6.3. **Transfer to U.S. Authorized Personnel and to U.S. Forces Agencies**

6.3.1. Disposition of a privately owned motor vehicle by a U.S. authorized person to a U.S. authorized person transferee or to a U.S. Forces agency will be governed by appropriate service or command instructions.

6.3.2. Transferor will report to the Provost Marshal/Security Forces office where the vehicle is registered informing them of the planned disposition.

6.3.3. Provost Marshal/Security Forces authorities will:

6.3.3.1. Determine the status of the transferor (the transferor must be a U.S. authorized person) and of the transferee (the transferee must be a U.S. authorized person).

6.3.3.2. Determine whether the disposition by the transferor and the acquisition by the transferee would be in conformity with service and command regulations.

6.3.3.3. If the findings in the above cases are affirmative, inform the prospective transferor of the steps required to accomplish the deregulation of title by the transferor and the registration of title by the transferee at the LTO with jurisdiction, furnishing for use by the office an authenticating document which reports that the disposal and acquisition would not be a violation of service or command regulations.

6.3.4. Upon completion of the foregoing steps, the transferor will:

6.3.4.1. File a "Request for Transfer of Registration" with the appropriate GOJ Land Transportation Office. The form is available at the Land Transportation Offices.

6.3.4.2. File USFJ Form 1 (See Attachment 3), with the nearest Japanese local tax office, if the transferor is a U.S. designated contractor or the certified employee of such a contractor, as defined in Article XIV of the SOFA. The officer who is administering the contract concerned will attest this certificate.

6.3.5. The U.S. authorized person transferee will report to the appropriate Provost Marshal office and register the motor vehicle in accordance with separately issued regulations.

6.4. Transfer to Residents of Japan.

6.4.1. An agreement between the U.S. and GOJ governing the disposal of vehicles previously imported by SOFA personnel to a resident of Japan has established the following conditions:

6.4.1.1. The vehicle is at least two model years old. A 2016 model automobile manufactured in the U.S. would be considered to be two model years old on 1 January 2018. Vehicles not classified by model years will be considered two model years old on 1 January of the second year following the year in which they were manufactured.

6.4.1.2. The motor vehicle concerned has been registered with a GOJ LTO in the name of the transferor for at least 12 months. The date which the transferor's title to the vehicle was first registered with the GOJ LTO shall be considered as the date which this 12-month period began.

6.4.1.3. The transferor (or any dependent or member of the transferor's family) has not disposed of a motor vehicle in Japan within two years immediately preceding the date which the planned disposition is to take place, except in dispositions between U.S. authorized personnel.

6.4.2. USFJ personnel will be directed to assist and cooperate with prospective resident-of-Japan transferees of privately owned motor vehicles, as appropriate, in meeting applicable requirements of Japanese laws and regulations which provide that such resident-of-Japan transferees must appear at GOJ customs offices with the motor vehicles concerned and make application for approval of the planned transactions before submitting to GOJ LTO documents related to changes of title.

6.4.3. A U.S. authorized person may not enter into a contract to dispose of a motor vehicle in the future to a non-U.S. authorized person unless at the time the contract is entered, the vehicle is eligible for disposition in accordance with the above criteria. A U.S. authorized person may grant an option for a non-U.S. authorized person to purchase a motor vehicle any time after the motor vehicle has been in the possession in Japan of the person granting the option for at least six months. Such an option must make provision for transfer of the motor vehicle only in accord with the mutually agreed conditions described above.

6.4.4. Transferor will report to the Provost Marshal authority office where the vehicle is registered and inform the authorities of that office concerning the planned disposition.

6.4.5. Provost Marshal authorities will:

6.4.5.1. Confirm the status of the transferor and whether the disposition is fully IAW the agreed criteria limiting disposition of POV's to residents of Japan, as stated in paragraph 6.4.

6.4.5.2. Determine whether the disposition by the U.S. authorized person owned would be in conformity with service and command regulations.

6.4.5.3. Direct the transferor to execute Government of Japan Customs Form F No. 1250 (See Attachment 3) and submit it to the Provost Marshal office where the motor vehicle is registered.

6.4.5.4. If the transaction is authorized by service and command regulations and if the transferor and transferee request formally in writing, state on the back of the above-mentioned Form F No. 1250, whether or not the planned transaction is considered to be in accord with the conditions mutually agreed to by USFJ and GOJ, with comment as appropriate. A copy of the statement made on the reverse of the form will be retained by the Provost Marshal authorities for use as an exhibit to the authenticating document to be submitted to the LTO in the event GOJ customs officials authorize the transaction.

6.4.5.5. Return Customs Form F No. 1250, and inform the prospective transferor that he/she must present the form to the GOJ Customs Office of the prefecture or other governmental area where the vehicle is registered. USFJ Form 1 (See Attachment 3) will also be filed if the transferor is a U.S. designated contractor or the certified employee of such a contractor.

6.4.5.6. Advise the prospective transferor that he/she return from the GOJ office written evidence that states that GOJ customs authorities have been informed of the planned disposition and that they have approved action by the named and identified transferee to acquire the motor vehicle concerned.

6.4.5.6.1. The practical effect of current Japanese regulations is that a U.S. authorized person who desires to transfer a POV to an transferee who is not a U.S. authorized person must take the vehicle concerned to an appropriate GOJ customs office for examination, and leave the vehicle in bond when GOJ authorities direct such action. This results from the requirement that the transferee must appear personally at the appropriate GOJ customs office with the motor vehicle he/she desires to acquire, and must make application for and receive approval to enter into the planned transaction before he/she undertakes any other actions to acquire title. To protect U.S. Forces transferors, they may be advised to complete all financial arrangements, including payment of storage charges and insurance, prior to placing vehicles in bond.

6.4.6. When the transferor has presented the evidence required by the preceding subparagraph and after examination has determined that this evidence is complete and is a proper basis for future action to cancel registration with military authorities, Provost Marshal authorities will thereafter follow the procedures set forth in paragraph 6.4.5. for transfer of the vehicle to a non-U.S. authorized person.

CHARLES G. CHIAROTTI
Major General, USMC
Deputy Commander, United States Forces, Japan

Attachments:
1. References
2. Acronyms and Glossary
3. Forms
4. U.S. - GOJ Comparison Table for Blood/Breath Alcohol Concentration
5. Facts on Car Insurance in Japan
6. GOJ Customs Offices

ATTACHMENT 1

REFERENCES

1. Agreement Under Article VI of the Treaty of Mutual Cooperation and Security Between the United States of America and Japan, Regarding Facilities and Areas and the Status of United States Armed Forces in Japan (SOFA), especially Articles I, XI, XIII, XIV, and XV.

2. Executive Order 13513, Federal Leadership on Reducing Text Messaging, 1 October 2009.

3. Public Law 108-458, Section 7214, Prohibition of the Display of Social Security Account Numbers on Driver's Licenses or Motor Vehicle Registrations.

4. 49 CFR 570.8, Vehicle in Use Inspection Standards, Suspension Systems.

5. Japan Motor Vehicle Damage Compensation Guaranty Law (JCI), Law No. 97, 1955.

6. Automobile Liability Security Law of Japan, July 2005.

7. Law for Effective Reutilization of Used Auto Parts (Automobile Recycling Law), July 2002

8. DoD 4500.36R, Management, Acquisition, and Use of Motor Vehicles, 16 March 2007.

9. DoD Instruction 6055.04, DoD Traffic Safety Program, April 2009 w/ch 2, Jan 13.

10. AR 190-5/OPNAV 11200.5D/AFI 31-218(I)/MCO 5110.1D, Motor Vehicle Traffic Supervision, 22 May 2006.

11. 6th Joint Committee Meeting, paragraph 2, Vehicle Registration, Official Vehicles, and Windshield Decal Size, 18 June 1952.

12. 28th Joint Committee Meeting, paragraph 3, JN Security Guards, Enclosure 15, 19 Nov 1952.

13. 36th Joint Committee Meeting, paragraph 2, Enforcement of Traffic Regulations Within U.S. Facilities and Areas, Enclosure 12, 16 January 1953.

14. 56th Joint Committee Meeting, 4 June 1953.

15. 87th Joint Committee Meeting, paragraph 3e and 5, 25 March 1954.

16. 111th Meeting of Joint Committee, 24 March 1955.

17. 134th Joint Committee Meeting, paragraph 7, JCI, 5 April 1957.

18. 157th Joint Committee Meeting, paragraph 3b, Disposition of Claims, 7 March 1957.

19. 201st Joint Committee Meeting, POV Disposition, 8 January 1959.

20. 206th Joint Committee Meeting, POV Disposition, 19 March 1959.

21. 223rd Joint Committee Meeting, paragraph 3, Property Disposal, 12 November 1959.

22. 62nd Joint Committee (SOFA) Meeting, paragraph 5g, Property Disposal, 13 June 1963.

23. 134th Joint Committee (SOFA) Meeting, paragraph 4, Motor Bike Insurance, 27 October 1966.

24. 146th Joint Committee (SOFA) Meeting, Transfer Autos to Japanese Nationals, 11 May 1967.

25. 176th Joint Committee (SOFA) Meeting, paragraph 8, Auto Acquisition Tax, 26 September 1968.

26. 243rd Joint Committee (SOFA) Meeting, paragraph 9, Auto Acquisition Tax, 9 December 1971.

27. 338th Joint Committee (SOFA) Meeting, paragraph 4, Auto Taxes, 8 April 1976.

28. 357th Joint Committee (SOFA) Meeting, paragraph 4, Road Tax, 27 January 1977.

29. 763rd Joint Committee (SOFA) Meeting, paragraph 7a, Vehicle Markings, 28 March 1996.

30. Joint Committee Memo 4199, Limited Humanitarian Access to USFJ Facilities and Areas by Japanese Emergency Vehicles, dated 11 January 2001.

31. Memo to Joint Committee, JCJ-887-1354-mo, 9 July 2003, Subject: Amendment of the Agreement Concerning Registration of Vehicles (Road Tax Sticker Size).

32. Joint Committee approval of AD HOC Subcommittee recommendations, Subject: Parking Space Certificates, 20 July 2004.

33. 933rd Joint Committee Meeting, Enclosure 32, Imposition of the Motor Vehicle Tonnage Tax and Automobile Tax on Private Vehicles, 5 March 2007.

34. Joint Committee Approval of Finance Subcommittee Memo, Subject: Imposition of the Motor Vehicle Tonnage Tax on Private Vehicles, 31 March 2009.

35. USFJI 24-201, Movement of Overweight/Oversize United States Forces Vehicles in Japan.

36. USFJ Instruction 32-7, United States Forces, Japan Real Estate.

37. USFJ Instruction 36-2612, Condolence Procedures.

38. USFJ Instruction 64-102, U.S. Official Contractors and Their Employees.

39. USFJ Pamphlet No. 125-1, Criminal Jurisdiction in Japan, 1 September 1979.

ATTACHMENT 2

ACRONYMS AND GLOSSARY

ACRONYMS

ADTSEA	American Driver and Traffic Safety Education Association
ATV	All-Terrain Vehicle
BAC	Blood Alcohol Content
BrAC	Breath Alcohol Content
BRC	Basic Rider Course (Motorcycle Safety Foundation)
COMUSJAPAN	Commander, U.S. Forces Japan
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDEA	Department of Defense Educational Activity
DUI	Driving Under the Influence
DUSD(I&E)	Deputy Under Secretary of Defense (Installations and Environment)
DWI	Driving While Intoxicated
GOJ	Government of Japan
GMV	Government Motor Vehicle
IDP	International Drivers Permit
IHA	Indirect Hire Agreement
JAF	Japan Automobile Federation
JCI	Japan Compulsory Insurance
JFY	Japan Fiscal Year (1 April to 31 March of the following year)
LTO	Land and Transportation Office
MLC	Master Labor Contractor (GOJ employee working for U.S. Forces)
MLIT	Ministry of Land, Infrastructure, Transport, and Tourism (GOJ)
MSF	Motorcycle Safety Foundation
NAF	Non-Appropriated Fund
OV	Official Vehicle
PCS	Permanent Change of Station
PMO	Provost Marshal Office
POV	Privately Owned Vehicle
PPE	Personal Protective Equipment
PSC	Japan Public Safety Commission
SMS	Short Message Service
SOFA	Status of Forces Agreement
TAD	Temporary Assigned Duty
TDY	Temporary Duty
UNC(R) LNO	United Nations Command, Rear, Liaison Officer
USFJ	U.S. Forces Japan

GLOSSARY

Convoy. A group of vehicles organized for the control and orderly movement with or without escort protection that moves over the same route at the same time and under one commander.

Disposition of Property. Disposition by sale, trade, barter, transfer, delivery, pawning or any other method of passing on title to the property.

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

Government of Japan (GOJ) Authorities. Agencies of the GOJ concerned with the control of traffic and vehicle operations.

Government Motor Vehicle. A motor vehicle owned, rented, or leased by a DoD component (not an individual) primarily designed for over-the-road operations, and whose general purpose is transporting of cargo or personnel. This includes vehicles owned, rented, or leased by NAF activities of the military departments and DoD, such as passenger cars, vans, ambulances, buses, motorcycles, trucks, and tractor-trailers. Vehicles on receipt to and operated by non-DoD persons, agencies, or activities such as the American Red Cross are not GMVs.

Motorcycle. Any motor vehicle having a seat or saddle for the use of its operator and designed to travel on not more than three wheels. This includes mopeds, motor scooters, dirt bikes, motorized or motor-assisted bicycles, but does not include ATVs.

Motor Vehicle. Any transportation device with a motor powered by fossil fuels or other external sources of energy such as solar power.

Military Vehicles. All vehicles (including armor vehicles) owned, leased, or contracted by the U.S. government, or authorized representatives of the U.S. government, and under the control of U.S. Forces in Japan.

Non-Tactical Vehicles. U.S. Forces official vehicles routinely used for administrative non-combat purposes and are generally the same as their domestic counterparts.

Official Vehicle. Vehicle owned by the U.S. land, sea, and air armed services, civilian component organizations, and organizations referred to in Article XV of the SOFA. Article XV organizations include exchanges, messes, social clubs, theaters, newspapers, and other non-appropriated fund organizations authorized and regulated by U.S. military authorities for the use of members of such forces, the civilian component, and their dependents (See Reference 11).

Piston Displacement. A numerical indication of the horsepower rating of a particular engine expressed in cubic centimeters (cc). A higher cubic centimeter displacement indicates a more powerful engine. The GOJ utilizes the piston' displacement for differentiating vehicle registration and road tax requirements.

Privately Owned Motor Vehicles. Motor vehicles, which are the private property of a person

or entity whose status in Japan stems from Article I of the SOFA or of a U.S. Forces activity, not specified as possessing military vehicles. Official vehicles of these persons, entities or activities are considered to be privately owned vehicles.

Provost Marshal Authorities. Police and security forces authorized under UCMJ Article 7b and MCM Rule 302b to enforce law. These forces include, but are not limited to Security Police, Security Forces, Military Police, Naval Security Force, Auxiliary Security Force, Master at Arms, Provost Marshal, Security Augmentees, and Resource Augmentation Duty personnel.

Resident of Japan. For purposes of this instruction, any person, including individuals, corporations, firms, organizations or agencies present in Japan, whose status in Japan does not entitle the said person to effect entry into Japan of such goods or property exempt from Japanese custom duties, as specified in Article XI of the SOFA with reference to the U.S. Armed Forces, the members and civilian components thereof, and their dependents, and in Article XIV for U.S. official contractors and their employees. Personnel of all embassies who are present in Japan are to be considered as residents of Japan for the purpose of this instruction.

Status of Forces Agreement. Agreement between the U.S. and Japan implementing Paragraph VI of the Treaty of Mutual Cooperation and Security. The SOFA governs the status of the U.S. Forces in Japan and their use of facilities and areas.

Tactical Vehicles. Military vehicles that are not normally used for administrative purposes, but rather for contingency and combat operations. These vehicles are usually painted with Chemical Agent Resistant Coating paint, and may not have normal license plate mountings.

Text messaging. Reading from or entering data into any handheld or other electronic device, including for the purpose of short message service (SMS) or SMS texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.

Traffic Point System. An administrative aid for evaluating driving performance by assessment of weighted point values for moving traffic violations.

Transfer of Vehicle. U.S. authorized person who is the registered owner in Japan.

United States Authorized Personnel. Members of the U.S. Armed Forces, members of the civilian component, and their dependents as such persons are defined in Article I of the Status of Forces Agreement (SOFA), and persons and their employees as defined in Article XIV of the SOFA. Not included in this definition are members of the U.S. Embassy, U.S. government agency employees on duty in Japan for other than the U.S. armed forces, Mutual Defense Assistance Office, Japan personnel, U.S. citizens who are residents of Japan on short periods of training in Japan with reserve organizations of the armed forces of the U.S., and United Nations Forces personnel present in Japan who, although granted certain logistical support and privileges, have no status under the U.S. – Japan SOFA.

United States Forces. Members of the U.S. armed forces on active duty, U.S. civilians in the employ of, serving with, or accompanying U.S. armed forces in Japan, but excludes persons who are ordinarily resident in Japan or who are mentioned in paragraph 1 of Article XIV of the SOFA. U.S. Forces also includes the following dependents:

- Spouse and children under 21

- Parents, and children over 21, if dependent for over half their support upon a member of the U.S. armed forces or civilian component.

United States Forces Agencies. Units and organizations of the U.S. armed forces, non-appropriated fund organizations and activities, and other organizations of the U.S. Forces, Japan as may be designated.

United States Official Contractors and their Employees. Persons, including corporations organized under the laws of the U.S., and their employees who are ordinarily a resident in the U.S. and whose presence in Japan is solely for the purpose of executing contracts with the U.S. for the benefit of the U.S. armed forces and who are designated by COMUSJAPAN (See Reference 38).

ATTACHMENT 3

FORMS

1. **USFJ FORM 1, CERTIFICATE FOR EXEMPTION OF TAXES ON TRANSFER OF PROPERTIES HELD BY CONTRACTOR.** This form may be reproduced locally as needed.

CERTIFICATE FOR EXEMPTION OF TAXES ON TRANSFER OF PROPERTIES HELD BY CONTRACTOR *(Authority: Article XIV, Status of Forces Agreement Under Article VI of the Treaty of Mutual Cooperation and Security Between USA and Japan)*	☐ MOVABLE PROPERTY ☐ DEPRECIABLE ASSETS	CERTIFICATE NO.

TRANSFEROR

NAME OF CONTRACTOR OR CERTIFIED EMPLOYEE	IDENTITY CARD NO.	BASIC CERTIFICATE NO.
ADDRESS		

PROPERTIES TRANSFERRED

QUANTITY	TYPE OF PROPERTY	LOCATION	DATE OF ACQUISITION

REASON FOR TRANSFER (Sale, Donation, Gift, Destruction, etc.) AND REMARKS

TO WHOM TRANSFERRED

DATE OF TRANSFER	NAME OR TITLE	ADDRESS

SIGNATURE OF TRANSFEROR (If required)

All statements made herein are true and correct. The property described above is in the category of either: a. depreciable assets, except houses, transferred exclusively for the execution of the contract concerned, or b. movable property, tangible or intangible, present in Japan due solely to the temporary presence in Japan of the above-named contractor or certified employee.	SIGNATURE AND TITLE (If applicable) _____

CERTIFIED BY

DATE	TYPED OR STAMPED NAME & TITLE OF AUTHORIZED OFFICER OF THE US FORCES	SIGNATURE

NOTE: Responsibility for the preparation and accomplishment of this form shall rest with the concerned designated contractor or the certified employee of such contractor.

USFJ FORM 1, 19680201 *(EF-V1)* PREVIOUS EDITIONS ARE OBSOLETE.

2. **USFJ FORM 4EJ, U.S. FORCES, JAPAN OPERATORS PERMIT FOR CIVILIAN VEHICLE. (Storage Safeguard Form).** Public Law 108-458 (See Reference 3) includes a provision that prohibits Social Security numbers on driver's licenses and motor vehicle registration documents. Although the policy applies to motor vehicle licenses and registrations issued by Department of Motor Vehicle offices in the U.S., it is prudent to apply the guidance to motor vehicle permits issued by U.S. Forces in Japan to protect against personal identity theft. Therefore, including a Social Security number on the USFJ Form 4EJ is not required.

3. **USFJ FORM 380EJ, CUSTOMS FREE IMPORT OR EXPORT OF CARGO OR CUSTOMS DECLARATION OF PERSONAL PROPERTY**

CUSTOMS FREE IMPORT OR EXPORT OF CARGO OR CUSTOMS DECLARATION OF PERSONAL PROPERTY
(AUTHORITY: USFJ POLICY LETTER 4-3)
積荷輸出入無税 或いは 私有物関税申告書
(根拠: 在日米軍 ポリシーレター #4-3)

FOR 目的 ☐ IMPORT 輸入 ☐ EXPORT 輸出 *(CHECK APPLICABLE BOX)* (相当欄に印をつけよ)

BY *(CHECK APPLICABLE BOX)* (相当欄に印をつけよ)
☐ UNITED STATES ARMED FORCES 米国軍隊
☐ AUTHORIZED PROCUREMENT AGENCY 認可済調達機関
☐ NON-APPROPRIATED FUND ACTIVITY 非承認予算機関

FOR USE OF 使用目的 *(CHECK APPLICABLE BOX)* (相当欄に印をつけよ)
☐ OFFICIAL USE BY THE UNITED STATES 米軍公用
☐ UNITED STATES FORCES PERSONNEL 米軍要員

IDENTIFYING MARKS & NUMBERS 識別記号 及び 番号	UNIT 単位	QUANTITY 数量	WEIGHT 重量	DESCRIPTION 明細 (IF AUTOMOBILE, INCLUDE CHASSIS & ENGINE NO.) (自動車の場合は車台 及び エンジン番号を含む)	VALUE * 単価

* NOT REQUIRED FOR US MILITARY CARGO 米軍用貨物は不用

USFJ FORM 380EJ, 19951012 *(EF-V1)* PREVIOUS EDITIONS ARE OBSOLETE.

IDENTIFYING MARKS & NUMBERS 識別記号 及び 番号	UNIT 単 位	QUANTITY 数 量	WEIGHT 重 量	DESCRIPTION 明細 (IF AUTOMOBILE, INCLUDE CHASSIS & ENGINE NO.) (自動車の場合は車台 及び エンジン番号を含む)	VALUE * 単 価

* NOT REQUIRED FOR US MILITARY CARGO 米軍用貨物は不用

CARGO CERTIFICATION 積荷証明

THIS CERTIFIES THAT THE MATERIAL, SUPPLIES AND/OR EQUIPMENT IDENTIFIED ABOVE, FOR SHIPMENT AS MARKED, AFTER FOR THE EXCLUSIVE USE AS INDICATED.

上記資材、供給品 及び/或いは 備品は記帳通りの積み出しの為、指示された通りの専用用途の物である事を証明する。

SIGNATURE 署名

TITLE AND/OR RANK 地位 及び/或いは 階級

AGENCY, UNIT OR ACTIVITY 機関部隊

AUTHENTICATING OFFICER 認証官

DATE 月 日

USJF CASE NUMBER 書類番号

TITLE AND/OR RANK 地位 及び/或いは 階級

AGENCY, UNIT OR ACTIVITY 機関部隊

NOTE: SIGNATURE, TITLE AND ORGANIZATION OF AUTHENTICATING OFFICER MUST BE ON FILE WITH CUSTOMS HOUSE BEFORE THIS AUT 注意: 認証官の、署名、地位、所属は本認証が有効になる前に税関に提出しておくこと。

PERSONAL PROPERTY CERTIFICATION 私有物証明

1. THE UNDERSIGNED CERTIFIES THAT HE IS A MEMBER OF THE UNITED STATES FORCES OR AN EMPLOYEE OF A CONTRACTOR, AS DEFINED IN USFJPL 4-3, AND THAT THE ABOVE LISTED PROPERTY IS IMPORTED BY ME FOR THE PERSONAL USE OF MYSELF (OR MY DEPENDENTS) AND THAT SUCH PROPERTY WILL NOT BE DISPOSED OF TO PERSONS OR AGENCIES NOT ACCORDED THE BENEFITS OF THE STATUS OF FORCES AGREEMENT EXCEPT AS AUTHORIZED BY REGULATIONS.

2. I FURTHER CERTIFY THAT MY PERSONAL PROPERTY AND PERSONAL EFFECTS CONTAIN NO ITEMS OR COMMMODITIES PROHIBITED BY USFJPL 4-3.

1. 下記の者は在日米軍ポリシーレター #4-3に定められている米軍の一員であるか 或いは業者の従業員であり、上記所有物は自己(又は本人の家族)の個人的使用の為に自己により輸入し、又は各所有物は規定により許可されたものを除き、地位協定の条項に一致しない個人、或いは機関に対しては 処分しないものである事を証明する。

2. 私は 更に私の私有物 及び身の回り品は在日米軍ポリシーレター #4-3で禁ぜられている品目 又は商品を含んでいない事を証明する。

SIGNATURE 署名

RANK AND TITLE *(IF APPLICABLE)* 階級 及び 地位 (もしあらば)

ORGANIZATION *(IF APPLICABLE)* 団体 (もし あらば)

FOR USE BY JAPANESE CUSTOMS HOUSE ONLY 日本税関の使用欄

VESSEL/AIRCRAFT 船舶 / 航空機

NATIONALITY 国 籍

PORT OF LANDIING 上陸地

ORIGIN OF GOODS 貨物の製造者

PORT OF SHIPMENT 積出港

USFJ FORM 380EJ, 19951012 *(REVERSE)(EF-V1)*

4. **VENDOR SPECIFICATIONS FOR DESIGN AND MANUFACTURE OF THE USFJ MOTOR VEHICLE DECAL, USFJ Form 15A and 15B. Protected Information**

5. GOJ CUSTOMS FORM F NO. 1250, DECLARATION OF IMPORT

Japanese Customs Forms F No. 1250 is available at the Japan Customs website: http://www.customs.go.jp/kaisei/youshiki/form_FVAD.htm

税関様式F第1250号

輸入（譲受）申告書
(内国消費税等課税標準数量等申告書兼用)
DECLARATION ON IMPORT
Relating Goods Imported Duty-exempt and Transferred later to a person not accorded duty-exemption
(Use as a Declaration on Leviable Quantity for Excise)

IC	IS	IM	IA	BP
	ISW	IMW	IAC	IBP

申告番号 Declaration No.

あて先 Declared at Custom House) ＿＿＿＿ 長殿

申告年月日 Date of Declaration ＿＿＿＿

譲渡人の住所及び氏名(署名) Name(Signature) and Address of Transferor ＿＿＿＿

譲受予定年月日 Intended Date of Receipt of Transfer ＿＿＿＿

貿易形態別符号	
原産国(地)符号	
輸入者符号	
※（調査用符号）	

譲受人の住所及び氏名(印) Name and Address of Transferee (to be signed or sealed) ＿＿＿＿ ㊞

原産地 Place of Origin ＿＿＿＿

代理人の住所及び氏名(印) Name and Address of Proxy (to be signed or sealed) ＿＿＿＿ ㊞

蔵置場所 Place of Storing ＿＿＿＿

蔵入又は移入先 Warehouse to Store in ＿＿＿＿

品名 Commodity Description	番号 No.	統計細分 Stat. Code No.	単位 Unit of Net Quantity	正味数量 Net Quantities	申告価格(CIF) CIF Value / ※内国消費税等課税標準額 Leviable Value for Excise	※税率 / ※種類等・税率	※関税額 / ※内国消費税等税額	減免税条項適用区分 Applied Articles of Law for Duty & Excise Reduction & Exemption
(1) ※税表細分					千 円	基 協 特 暫	千 円 減免税額	符号 / 定率 暫定 / 別表 条項号
				消 地			減免税額	輸 条項号
				消 地			減免税額	輸 条項号
(2) ※税表細分					千 円	基 協 特 暫	千 円 減免税額	符号 / 定率 暫定 / 別表 条項号
				消 地			減免税額	輸 条項号
				消 地			減免税額	輸 条項号

個数・記号・番号 Number of Packages, Marks & Nos.	※ 税関記入欄	※税額合計	円	関税
				税
				消費税
				地方消費税

添付書類 承認番号	※受理	※審査	※収納	※許可・承認印、許可・承認年月日
関税法70条関係 許可・承認等 ☐ ☐				
契約書等 (有) ☐ ☐ ( ) ☐ 法令名 ☐				

注意 Note
1. ※印のある欄は、記入しないで下さい。
The declarant shall leave out the columns marked ※.
2. 譲渡人の署名は、自動車の譲受けの場合に限り署名して下さい。
Signature by tranferor shall be required only when a vehicle is to be transferred
3. この申告による課税標準等に誤りがあることがわかったときは、税関に申し出て下さい。
なお、輸入（譲受）の許可後、税関長の調査により、税額等を変更する決定を行うことがあります。
If the declarant finds an error in the basis for assesment, ect., covered by this declaration, he may report it to the Customs. After the importation is permitted, the Director of the Customs may make a decision to change the amount of customs duty payable and other item on the basis of the result of his investigation.
4. この申告書に基づく処分について不服があるときは、その処分があったことを知った日の翌日から起算して２月以内に税関長に対して異議申立てをすることができます。
If the declarant is dissatisfied with the payment of customs duty or internal tax imposed on the goods covered by his declaration, etc., he may make a complaint in writing, stating the reason therefor, to the Director of Customs, within two months of the day following the date when such imposition, etc., came to his knowledge.

通関士記名押印

ATTACHMENT 4

U.S. - GOJ COMPARISON TABLE FOR BLOOD/BREATH ALCOHOL CONTENT

U.S. Intoxilyzer Breathalyzer	Blood Alcohol Content (BAC)	Japan Kitagawa-Shiki Balloon Test
0.01%	0.01 %	0.05 mg
0.02 %	0.02 %	0.10 mg
0.03 %	0.03 %	0.15 mg
0.04 %	0.04 %	0.20 mg
0.05 %	0.05 %	0.25 mg
0.06 %	0.06 %	0.30 mg
0.07 %	0.07 %	0.35 mg
0.08 %	0.08 %	0.40 mg
0.09 %	0.09 %	0.45 mg
0.10 %	0.10 %	0.50 mg
0.11 %	0.11 %	0.55 mg
0.12 %	0.12 %	0.60 mg
0.13 %	0.13 %	0.65 mg
0.14 %	0.14 %	0.70 mg
0.15 %	0.15 %	0.75 mg
0.16 %	0.16 %	0.80 mg
0.17 %	0.17 %	0.85 mg
0.18 %	0.18 %	0.90 mg
0.19 %	0.19 %	0.95 mg
0.20 %	0.20 %	1.00 mg
0.21 %	0.21 %	1.05 mg
0.22 %	0.22 %	1.10 mg
0.23 %	0.23 %	1.15 mg
0.24 %	0.24 %	1.20 mg
0.25 %	0.25 %	1.25 mg
0.26 %	0.26 %	1.30 mg
0.27 %	0.27 %	1.35 mg
0.28 %	0.28 %	1.40 mg
0.29 %	0.29 %	1.45 mg
0.30 %	0.30 %	1.50 mg

1. Intoxilyzer® percentage is based on Breath Alcohol Content (BrAC) measured as grams of alcohol per 210 liters of breath.
2. Blood Alcohol Content is based on grams of alcohol per 100 milliliters of blood.
3. Kitagawa Shiki Balloon Test is based on 1 milligram of alcohol to 1 liter of expired breath.
4. Japanese police determine whether a vehicle operator is DWI based on an assessment of the operator's condition to drive safely, not solely on the level of alcohol.

ATTACHMENT 5

FACTS ON CAR INSURANCE IN JAPAN

This attachment explains Japan Compulsory Insurance (JCI) and why U.S. Forces personnel are required to carry additional coverage for privately owned and OV-plated vehicles. U.S. Forces personnel are reminded not to assume their U.S. vehicle insurance is valid or recognized in Japan. Contact your personal insurance agent to find out the facts and seek legal advice if you need help in deciding what commercial insurance coverage to purchase.

1. **What is JCI?** Japanese Compulsory Insurance (JCI) is mandatory basic-level insurance for motor vehicles operated in Japan. The insurance provides for liability costs associated with causing bodily injury or death to another person. JCI coverage applies to passengers in your vehicle, pedestrians, and passengers of other vehicles.

1.1. In cases of bodily injury, JCI pays for treatment, consolation money and other costs up to a maximum of 1,200,000 yen (about $12,000) for each person you injure in one accident. If you injure several people in one accident, JCI will pay up to 1,200,000 yen of medical expenses for each person you injure.

1.2. In cases of death, JCI will pay up to 30,000,000 yen (about $300,000) for each death you cause in an accident. If in one accident you kill several people, JCI will pay up to 30,000,000 yen on each death. If in an accident you cause physical handicap to several people, JCI will pay up to 30,000,000 yen for each physical handicap you cause.

2. **Why Do I Have To Buy JCI?** Article 5 of the Automobile Liability Security Law of Japan (Reference 6) requires JCI. Under this law, no automobile may be driven until its owner shows proof of the compulsory insurance. This law is very similar to many of the compulsory insurance laws in the U.S. As already stated in this instruction, U.S. Forces must abide by Japanese laws for motor vehicles.

3. **What is not covered by basic-level JCI?** JCI does not protect you in the case of property damage caused by you or any other expense exceeding those listed in paragraph 1.

4. **Who Pays for Bodily Injury or Death Damage Over and Above JCI Coverage?** This instruction makes it mandatory for you to purchase bodily injury coverage of 30,000,000 yen and property damage liability coverage of at least 3,000,000 yen (about $30,000) in addition to basic JCI.

4.1. If you cause injury or death damage exceeding your JCI policy coverage and your private insurance coverage, you are responsible. JCI protects you only in case you injure or cause death to other people by the use of your vehicle.

4.2. JCI does not cover liability for any property you might damage by the use of your vehicle. If in an accident caused by you there is damage to someone's vehicle, fence, house, storefront, or other property, you must have property damage liability coverage to protect you.

4.3. To put things in perspective, 3,000,000 yen may be less than the value of a single automobile. Bodily injury damages in excess of JCI coverage are well documented. Consider the following examples: A commercial insurance company in Japan was required to pay for its policy holder 70,000,000 yen (about $700,000) in the case of an injury to a 3-year-old

boy by a car. Another judgment in the amount of 120,000,000 yen (about $1,200,000) was made in the case of a man killed in a car accident. JCI would not have come close to covering those judgments. Commercial insurance companies in Japan recommend we buy, in addition to JCI, 50,000,000 yen (about $500,000) coverage for each person injured or killed in an accident. Many local nationals purchase 100,000,000 yen (about $1,000,000) personal injury and death liability insurance in addition to and above their JCI coverage. You are encouraged to carefully consider purchasing additional insurance over and above the JCI and USFJ requirements.

Figure 4.1. Type of Damage and Responsibility.

TYPE OF DAMAGE	RESPONSIBILITY
Bodily injury caused by you or a family member.	JCI pays up to the limits applicable.
Bodily injury liability claims in excess of maximum coverage under JCI to a local national.	Less deductible, commercial insurance pays up to the limit carried. Thereafter, YOU PAY!
Bodily injury liability claims in excess of maximum coverage under JCI to another military member or DoD civilian employee or a family member of either.	Less deductible, commercial insurance pays up to the limit carried. Thereafter, YOU PAY!
Damages caused by your vehicle to a local national's property.	Less deductible, commercial insurance pays up to the limit carried. Thereafter, YOU PAY!
Damages caused by your vehicle to the property of another military member or DoD civilian employee or a family member of either.	Less deductible, commercial insurance pays up to the limit carried. Thereafter, YOU PAY
Damage to your vehicle caused by another person who won't pay or says he or she can't pay.	YOU PAY or your collision coverage pays, if you carry such coverage.

5. **Is My Family Covered If I Have Only JCI Protection?** No, JCI provides bodily and death coverage with limits as set out above and is written "on the car." Your family will be covered under the JCI coverage you have on your vehicle for personal or death damages only. There is no property damage liability coverage under JCI.

5.1. There have been instances in Japan of DoD personnel assuming their family members were automatically covered as operators by their commercial insurance policy, then finding out the policy only covers drivers of a specific age. There are four types of policies available for purchase in Japan: One has no coverage for people under 21 years of age, a second has no coverage for people under age 26, a third has no age limitation, and the fourth covers drivers by name only and no one else. You should be very careful when purchasing property or personal injury damage insurance. Specifically determine who is covered in the event of loss before anyone operates the motor vehicle.

6. **Does JCI Cover Property Damages My Family or I May Cause?** No. JCI does not cover any property damages you or your family may cause in an accident (See Figure 4.1). You have to get protection from a commercial insurance company for such damages. This is why this instruction requires you buy 3,000,000 yen of property damage coverage before you can register and keep a two or four-wheeled motor vehicle on a USFJ installation.

7. **If My Car Is Damaged by a Hit-and-Run Driver or Someone Who Won't Pay or Who Says He or She Can't Pay, Then Who Pays?** In these circumstances, there are three different courses of action you may take:

7.1. You can pay for the damages yourself out of your pocket.

7.2. You can hire a Japanese lawyer and take your case to Japanese court.

7.3. You can make a claim against your collision insurance coverage on your car if you carry such insurance. Don't confuse collision coverage, which is usually carried by people owning new and expensive cars, with property damage coverage. Property damage coverage will pay for somebody else's property you destroy or damage. For you to be paid for your car, you must have collision coverage for your insurance to cover your car damage.

8. **Should I Buy and Carry Collision and Comprehensive Coverage on My Car?** Collision insurance is what covers repairs to your car in case of an accident. If the other person is at fault, his or her property damage coverage should take care of repairing your car. If you are at fault, you need collision coverage to repair your car. Comprehensive coverage is for things such as fire, theft, or breakage of a windshield. To keep premiums down, both coverage are usually bought with a deductible; that is, you pay the first $50-$500 of such damage. For advice on additional coverage, consult a legal representative or insurance professional.

9. **Suppose I'm Driving While Intoxicated (DWI) or Guilty of Reckless Driving and My Car Causes Property Damage to Another Car and I Have No Property Damage Insurance or Money. What Will Happen to Me?** You may be criminally prosecuted in Japanese court for DWI or reckless driving. If the accident occurs on base, or if the Japanese waive jurisdiction to the U.S., you could face non-judicial punishment under Article 15, Uniform Code of Military Justice (UCMJ), or even a court martial as applicable. You will also lose your driving privileges. Furthermore, your misconduct, whether prosecuted by the Japanese or your branch of service, could constitute grounds for administrative discharge. In any event, you will be responsible for paying the property damage you cause.

9.1. Japan, like many other Asian countries, has customs, which determine what will be expected from you if you cause, or are even involved in, an accident, which results in injuries or damage. Japanese people usually make a swift payment of several hundred dollars to express their regret under such circumstances. Failure to do so may be taken as an insult and affect subsequent negotiation over civil liability. The proper behavior is even more important because people involved in car accidents causing personal injuries can be charged with Professional Negligence under the Japanese Criminal Code and fined up to 500,000 yen (about $5,000) or jailed for up to 5 years forced labor. Therefore, it is in your best interest to contact your insurance agent immediately following any accident, so that he or she may advise you on these matters. The base legal office can also provide assistance in this area.

ATTACHMENT 6

GOJ CUSTOMS OFFICES

Aomori Customs Office
Aomori Kowan Godo Chosha
1-1-2 Aoyagi Aomori-shi, Aomori 030-0811
Phone: 017-734-0780

Hachinohe Customs Office
Hachinohe Kowan Godo Chosha
2-16 Chikkogai Hachinohe-shi
Aomori 031-0831
Phone: 0178-33-0423

Iwakuni Customs Office
Iwakuni Kowan Godo Chosha
3-9-57 Shinminato-machi Iwakuni-shi
Yamaguchi 740-0002
Phone: 0827-21-7138

Kansai International Airport
1 Senshukuko-naka, Tajiri-cho
Sennan-gun, Osaka 549-0011
Phone: 072-455-1600

Kure Customs Office
Kure Kowan Godo Chosha
9-25 Takara-machi Kure-shi
Hiroshima 737-0029
Phone: 0823-21-8579

Maizuru Branch Customs Office
Matsukage, Maizuru-shi, Kyoto 624-0931
Phone: 0773-75-1650

Naha Airport Customs Office
Naha Kuko Kokusaisen Terminal Birunai
280 Kagamizu Naha-shi
Okinawa 901-0142
098-857-0080

Narita International Airport
2 PTB1-1 Aza Furugome, Furukome
Narita-shi, Chiba 282-8603
Phone: 0476-34-2108/2128

Okinawa Regional Customs HQs
4-17 Tondo-cho, Naha-shi
Okinawa 900-0035
Phone: 098-868-8525

Okinawa Regional Customs HQs Annex
Naha Kowan Godo Choshanai
2-11-1 Minatomachi Naha-shi
Okinawa 900-0001
Phone: 098-863-0099

Okinawa Branch Customs Office
2-4-29 Goya Okinawa-shi
Okinawa 904-0021
Phone: 098-933-0517

Sasebo Customs Office
4-1 Hizukushicho Sasebo-shi
Nagasaki-ken 857-0852
Phone: 0956-31-9195

Tachikawa Customs Office
Tachikawa Godo Chosha
4-1-18 Nishiki-cho, Tachikawa-shi
Tokyo 190-0022
Phone: 042-522-6004

Tokyo Customs HQs
Tokyo Kowan Godo Chosha
2-7-11 Aomi, Koto-ku, Tokyo 135-8615
Phone: 03-3599-6214

Yokohama Customs HQs
1-1 Kaigandori, Naka-ku
Yokohama, Kanagawa 231-8401
Phone: 045-212-6053

Yokosuka Customs Office
Mubanchi Tauraminato-cho
Yokosuka-shi, Kanagawa 237-0071
Phone: 046-861-1281

Yokota Field Office, Tachikawa Branch
1254-1 Ishihata Musashino
Mizuho-machi, Tokyo
Phone: 042-552-1663, DSN: 225-7816