

**BY ORDER OF THE COMMANDER  
18TH WING**

**KADENA AIR BASE INSTRUCTION 31-204**

**14 DECEMBER 2011**



*Security*

**AIR FORCE MOTOR VEHICLE  
TRAFFIC SUPERVISION**

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This instruction implements Air Force Instruction (AFI) 31-204, *Air Force Motor Vehicle Traffic Supervision*, dated 14 July 2000 (Incorporating Change 1, 20 July 2007), and United States Forces Japan Instruction (USFJI) 31-203, *Law Enforcement Procedures in Japan*, dated 30 June 2004, and USFJI 31-205, *Motor Vehicle Operations and Traffic Supervision*, dated 5 April 2004, and provides guidelines, policies, and procedures governing motor vehicle operation, use, storage, and registration on Kadena Air Base (KAB). This instruction fulfills the AFI 31-204 requirement for an installation motor vehicle instruction. This instruction is directive and the basis for motor vehicle operations on KAB. Violations of this instruction are subject to disciplinary action. This instruction applies to all United States Armed Forces personnel (including active duty, reserve, cadets and midshipmen, and civilian), their dependents in Japan, US official contractors and their employees under Article XIV, Status of Forces Agreement (SoFA), and United Nations Command, Rear Liaison Officers visiting United States Forces Japan (USFJ) facilities. It also applies to both appropriated and non-appropriated fund activities of US Forces, and such other activities, located in Japan at the invitation of USFJ.. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013 citation and or Executive Order 9397 (SSN). System of records

notice F031 AFMC A, AFMC Badge and Vehicle Control Records (Jun 11, 1997, 62FR 31793) applies.

**SUMMARY OF CHANGES**

This instruction has been substantially revised and must be reviewed in its entirety by all applicable agencies.

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## Chapter 1

### INTRODUCTION

**1.1. Introduction.** Driving on KAB is a privilege - not a right. It is a privilege that will be taken away if it is abused. The driving culture on KAB is increasingly a concern due to the large number of accidents. Security forces respond to nearly 1,300 accidents annually. In most instances these are minor accidents. However, too many are major accidents caused by the failure of drivers to obey the rules of the road. Additionally, there are numerous reported instances of personnel violating traffic safety standards—by speeding, failing to yield or obey traffic signals and other posted signs, etc. Too many drivers pose a safety threat to themselves and others on the road, to include schoolchildren, joggers, pedestrians and bicyclists.

**1.2. Program Management.** This instruction implements policy, assigns responsibility, and establishes procedures for motor vehicle operations and traffic supervision for KAB and assigned jurisdictional areas as listed in USFJ I 31-203. This includes, but is not limited to, expansion on the contents of Marine Corps Bases Japan Order (MCBJO) P11240 series, Army Regulation (AR) 190-5, Operational Navy (OPNAV) 11200.5C, AFI 31-204 and Defense Logistics Agency Regulation (DLAR) 5720.1.

**1.3. Responsibilities.** The provisions of this instruction are in compliance with AFI 31-204, AFI 91-207, *The US Air Force Traffic Safety Program*, USFJI 31-203, and USFJI 31-205.

**1.4. Delegation of Authority.** The Installation Commander designates, via this instruction, the 18th Mission Support Group Deputy Commander (18 MSG/CD) or equivalent as the Base Traffic Review Officer (BTRO), representative for traffic supervision matters, SoFA licensing issuing authority, suspension authority, revocation authority, approving authority for all limited driving requests, and approving authority for re-instatement of suspended or revoked licenses. The 18 MSG/CD, acting as the BTRO, is the final authority for all license and driving issues concerning personnel assigned or attached to the 18th Wing, working, residing or visiting KAB. The 18 MSG/CD, acts as the Installation Commander's representative to identify high-risk drivers and authorize the issuance of Preliminary Suspension and Revocation Letters concerning traffic offenders. The 18th Mission Support Group Commander (18 MSG/CC) will fill this position during the absence of military or civilian deputy. In addition, the following is delegated:

1.4.1. The 18 MSG/CD has been delegated special licensing consideration authority for non-SoFA personnel to drive "ON-BASE ONLY" in accordance with (IAW) USFJI 31-205, paragraph 2.2.4. An "ON-BASE ONLY" license may only be issued to family members, stepparents, or guardians authorized to use base facilities. This special application should be granted on the basis of hardships imposed on members or their families by illness, deployments, temporary duty or extenuating circumstances deemed reasonable by the 18 MSG/CD. Requests for special licensing consideration should be forwarded via memorandum format through Security Forces Pass and Registration Office. Personnel granted this special consideration must complete the installation driver's safety course prior to driving or receiving the license. This license will be stamped "ON-BASE ONLY" at time of issue.

1.4.2. Kadena Disciplinary Action Program Hearing Officer (KDAPHO) or designee serves as the presiding authority during any disciplinary action involving all civilian and dependent misconduct on KAB IAW 18 WGI 31-201, *Kadena Disciplinary Action Program (KDAP)*. Regardless of the action imposed by the KDAP Manager, 18 MSG/CD retains the authority as the suspending or revoking authority on KAB.

1.4.3. The Pass and Registration Office has been designated as the approval official for group visits requiring a vehicle pass IAW Kadena AB Instruction (KABI) 31-101, *Integrated Defense*.

1.4.4. In accordance with Marine Corps Bases Japan Order P11240.3, the US Marine Corps is the “Executive” Agency for all vehicle registration requirements, located at Camp Foster, Joint Services Vehicle Registration Office (JSVRO). By virtue of registration, personnel are subject to the provisions of MCBJO P11240.3 in addition to this instruction.

1.4.5. Squadron commanders, agency chiefs or first sergeants are permitted internal suspension authority to issue suspensions up to 30-days maximum—when an assigned military or civilian member or their dependent accumulates sufficient points or commits an infraction identified in **Table 5.1**. Unit commanders, first sergeants or agency chiefs must notify the on-call SJA when issuing these suspensions. Any suspensions or combinations thereof over 30 days must be referred to 18 MSG/CD.

1.4.5.1. The unit commander, agency chief or first sergeant will implement a system to track internal suspensions. Requests for limited driving privileges will be handled IAW “Limited Driving Privileges” as outlined in **Chapter 5**.

## Chapter 2

### DRIVING PRIVILEGES

**2.1. Requirements for Driving Privileges.** IAW AFI 31-204, USFJI 31-205, and this instruction, driving a vehicle (government owned vehicle (GOV) or privately owned vehicle (POV)) on- and off-base is a privilege granted to SoFA members, and on-base is a privilege granted to those 16 or 17 years of age and non-SoFA members by the installation commander or designee. By accepting this privilege, personnel agree to comply with the laws and instructions governing motor vehicle ownership, operation, use, and registration, as well as the laws and instructions associated with aforementioned instructions and directives. Additionally, personnel must comply with the requirements outlined in AFI 31-101, *Integrated Defense(FOUO)* and KABI 31-101. Consequently, all military personnel, military family members, DoD civilian employees, DoD civilian family members, DoD contractors and local nationals must produce the following, upon request from security forces:

2.1.1. Licensing media for either GOV or POV and supporting documentation.

2.1.2. AF Form 2293, *US Motor Vehicle Operator Identification Card*, service branch equivalent or documentation prescribed from the DoD.

2.1.3. USFJ Form 4EJ.

2.1.4. DoD Identification Card (SoFA Personnel).

2.1.5. Proof of Japan Compulsory Insurance (JCI) and Property Damage Insurance (PDI) IAW USFJI 31-205, Chapter 3.

2.1.6. Current year USFJ Form 15A, *Vehicle Registration Decal (For Use on 4-Wheel Vehicles)* or USFJ Form 15B, *Vehicle Registration Decal (For Use on 2-Wheel Vehicles)*, properly affixed to the motor vehicle.

2.1.7. Japan vehicle registration (inspection) card, with Japanese road-use tax stamp attached.

2.1.8. Receipt for tonnage tax.

2.1.9. Japanese Drivers License (non-SoFA/non-international licensed personnel).

**2.2. The 18th Wing Safety Office (18 WG/SE) is responsible for providing driver safety training for all 18th Wing (18WG) or KAB assigned personnel requesting a USFJ Form 4EJ driving permit.**

2.2.1. 18 WG/SE will develop and administer a written test to all USFJ Form 4EJ applicants on familiarity, local conditions, road signs and hazards associated with driving on Okinawa. Additionally, applicants will comply with additional licensing testing (if applicable) as outlined in USFJI 31-205 and AFI 91-207.

2.2.2. Personnel temporary duty (TDY) to KAB for a period of 90-days or less, and in possession of a home station AF Form 2293, may operate GOVs on-base only after the sponsoring unit vehicle control non-commissioned officer (NCO) has given the individual a briefing approved by 18th Logistic Readiness Squadron (18 LRS) and 18 WG/SE. Personnel TDY more than 90 days must attend the formal class administered by 18 WG/SE to receive a

USFJ Form 4EJ for the length of the TDY. This class is offered weekly during the newcomer's briefing and is a pre-requisite for personnel to drive POVs and GOVs.

2.2.3. 18 WG/SE may develop and disseminate a training course outline to help applicants prepare for USFJ Form 4EJ testing. Upon successful completion, 18 WG/SE may issue a certificate or letter of completion.

2.2.4. The Pass and Registration Office will issue USFJ Form 4EJs to United States Air Force personnel and/or affiliates presenting a certificate or letter of completion from 18 WG/SE, Kadena issued identification card (for civilian contractors), DoD Contractor CAC card, military members CAC card, DD Form 1173 (dependant identification card), DoD civilian CAC card, current stateside driver's license, Schilling Community Center yellow certificate of completion (if applicable) and International Driver's Permit (see USFJI 31-204, Attachment 4). Pass and Registration Office will maintain a database of all active USFJ Form 4EJ holders by category as outlined in USFJI 31-205.

2.2.5. USFJ personnel changing a station from another USFJ installation must proceed to the Pass and Registration Office within 30 days to be re-issued a USFJ Form 4EJ for KAB. Personnel will not be required to take the operators test and will be entered into the database.

2.2.6. Personnel who do not possess a valid USFJ Form 4EJ will not be allowed to operate a vehicle, except as specified in this instruction.

2.2.7. Personnel who have physically lost their USFJ Form 4EJ will obtain written authorization from their (or sponsor's) squadron commander, agency chief, or first sergeant before a replacement USFJ Form 4EJ will be reissued by the Pass and Registration Office.

2.2.8. IAW Government of Japan (GoJ) law, POVs must pass a safety inspection every two years. All vehicles imported by USFJ personnel are considered new vehicles when first presented for the initial inspection regardless of year of manufacture. Prior to issuance of the inspection certificate and inspection sticker (issued upon successful completion of inspection), proof of valid JCI and PDI must be presented to inspection officials. The 2-year period of validity for safety inspections is annotated on each Japanese vehicle title.

2.2.9. Applicants, age 16 or older, may be issued permits to operate vehicles on the installation with approval of the sponsor's installation commander, following a favorable disciplinary review conducted by 18th Security Forces, the base legal office, the Kadena Disciplinary Action Program, and/or DODEA, as required. Applicants must bring proof of purchase (i.e. receipt from The Schilling Community Center) to Pass and Registration to be issued a "STUDENT ON BASE" and/or "ON-BASE ONLY" to ensure they are enrolled in the Schilling's base driving course. All applicants below the minimum age of 18 years old will be issued permits clearly stamped "STUDENT ON BASE" and/or "ON-BASE ONLY." This procedure is established to ensure applicants and their sponsors are aware of this policy. **Note:** Applicants issued "STUDENT ON BASE" and/or "ON-BASE ONLY" permits are restricted from driving beyond any base installation gate or from parking their vehicles in areas where they will have to re-enter through any installation gate. Drivers under the age of 18 years old entering through installation gates from off-base with a USFJ Form 4EJ, *U. S. Forces, Japan Operators Permit for Civilian Vehicle (PA)*, stamped "ON-BASE ONLY" will be considered to have driven off base and will be issued a citation for the offense. Additionally, once an individual turns 18 years of age, an additional disciplinary review will

be conducted prior to the individual being granted off-base driving privileges. There are no exceptions to this policy.

2.2.10. SOFA-Sponsored Third Country Nationals. Third country nationals from the following countries will be issued a USFJ Form 4EJ as long as the foreign national is SOFA-sponsored and possesses a valid operator's permit from the following countries:

2.2.10.1. 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.

**2.3. Stopping for Vehicle and Personnel Inspections.** IAW AFI 31-101 and KABI 31-101, the Installation Commander is responsible for protecting personnel and property under his jurisdiction and maintaining good order and discipline on the installation. Although, not all inclusive, this is accomplished through aggressive programs, such as:

2.3.1. Random installation entry/exit point checks (RIEPC).

2.3.2. Sobriety checkpoints.

2.3.3. Unannounced checkpoints for the safety and security of the wing.

2.3.4. Force protection measures, e.g. random antiterrorism measures (RAMs).

2.3.5. Personnel attempting to elude or evade one of these checks or checkpoint or failing to submit to a check/inspection specified in paragraph 2.2.1 - 2.2.4 will lose their driving privileges for a minimum of one year.

**2.4. Implied Consent to Blood, Breath or Urine Test.** IAW AFI 31-204, and USFJI 31-205, drivers give consent to evidential tests for alcohol or other drug content of their blood, breath, or urine as a condition of accepting installation driving privileges. This consent applies when lawfully detained, apprehended, or cited for any impaired or intoxicated driving offense committed while driving or in physical control of a motor vehicle, regardless of the intoxicated driving incident. Failure to take or complete a lawfully requested test is considered a refusal and will result in immediate suspension or revocation IAW AFI 31-204 and this instruction.

**2.5. Implied Consent to Vehicle Impoundment.** IAW AFI 31-204 and USFJI 31-205 and as a condition of accepting installation driving privileges, drivers give consent for the immediate removal and impoundment of their POV when warranted IAW AFI 31-204, USFJI 31-205 and this instruction. Drivers will be responsible for all costs associated with the towing and impoundment of their vehicle(s). In addition to the aforementioned references, the following warrants towing, impound, and reimbursement to the government:

2.5.1. Lawfully apprehended or detained based on probable cause for impaired or drunken driving. Exception: Non-SoFA vehicles will not be impounded.

2.5.2. Lawfully apprehended or detained based on probable cause for impaired driving induced by any mind-altering substance.

2.5.3. Driving under false pretenses, illegally obtaining a license or altered license.

2.5.4. Allowing an unlicensed person to operate a motor vehicle.

2.5.5. Expired insurance, to include PDI or JCI in excess of 45 days.

2.5.6. When involved in a serious offense with a motor vehicle for which the maximum punishment under the UCMJ is confinement for one year or more.

2.5.7. Manslaughter or negligent homicide caused by the operation of a motor vehicle.

2.5.8. Vehicle suspected of being involved in a crime and may contain or be used as evidence.

2.5.9. Illegally parked for unreasonable periods of time IAW AFI 31-204 and this instruction.

2.5.10. Interfering with traffic operations.

2.5.11. Creating a safety hazard or interferes with the normal or smooth flow of traffic.

2.5.12. Vehicle rendered immobile due to an accident or other mechanical failure.

2.5.13. Vehicles left unattended in, or adjacent to, a restricted, controlled or off-limits area.

2.5.14. Parked in an unauthorized public place, other than the owner's residence, for the purpose of sale.

2.5.14.1. The only authorized public vehicle sale lot is maintained and controlled by the 18th Force Support Squadron Auto Hobby Shop. This lot is temporarily located in the parking lot of Building 612 on the corner of Kuter Ave and Davis Ave and requires approval through the Auto Hobby Shop prior to being placed on the lot. **Note:** Vehicles parked in this lot for sale must meet all the registration and insurance requirements IAW this instruction. Vehicles not meeting this requirement will be deemed to have been abandoned and will be towed and impounded at the owner's expense.

2.5.15. Failure to submit to a random installation entry/exit point check.

2.5.16. Failure to submit to a sobriety checkpoint.

2.5.17. As directed, by the 18th Wing Commander (18 WG/CC), 18th Wing Vice Commander (18 WG/CV), 18 MSG/CC, 18 MSG/CD and 18th Security Forces Commander (18 SFS/CC).

2.5.18. Refusal to submit to or complete a test of blood, breath, or urine for chemical analysis when requested by authorized personnel to determine suitability to operate a motor vehicle.

2.5.19. Abandoned.

**2.6. Suspension or Revocation of Driving Privileges.** IAW AFI 31-204 and USFJI 31-205, the Installation Commander, or his designee, may suspend or revoke driving privileges and POV registration for reasons both related and unrelated to traffic offenses, for incidents occurring on and off the installation. Suspension and revocation authority is delegated per paragraph 1.4.

2.6.1. Suspension for the purpose of this instruction is less than 6 months. A revocation for the purpose of this instruction is 6 months or longer.

2.6.1.1. Suspensions and revocations of driving privileges apply to all USFJ installations throughout Japan. Suspension and revocation applies to all motorized vehicles.

2.6.1.2. All Air Force issued USFJ Form 4EJs (active duty, dependent, and civilian) issued to members whose driving privileges are suspended or revoked will be surrendered to either their unit commander (or sponsors unit cc), agency chief or first sergeant.

2.6.1.2.1. If “Restricted” or “Limited” driving privileges are granted, the newly issued USFJ 4EJ will be annotated in the remarks section to the limit of the specific privilege.

2.6.1.2.2. Local national employees will have their 5 AF Form 98EJ, *Standard Pass*, marked with “No Driving Privileges” or “Limited Driving Privileges.”

2.6.1.2.3. GOV license will be stamped as applicable to 18 LRS guidelines.

2.6.1.3. Security Forces will brief the unit commander, agency chief or first sergeant on possible suspension or revocation actions. The notification will be accompanied with the circumstances surrounding the incident. The 18 MSG/CD or designee will exercise the final decision authority.

2.6.1.4. Security Forces personnel will confiscate driver’s permits on the spot from individuals who have been apprehended or detained when evidence indicates the individual has been driving while intoxicated (DWI), has been driving under the influence (DUI), has refused to acknowledge the implied consent policy, or has been apprehended/cited for reckless driving. These licenses will be attached to the report or ticket and maintained by the Security Forces Reports and Analysis Office. If determination of reissuance is made, a new license will be issued at Pass and Registration, via letter from the 18 MSG/CD. For local national employees, their 5 AF Form 98EJ will initially have one hole punched in the upper left corner of the photo. On the reverse, the date it was punched will be written with permanent marker. The 5 AF Form 98EJ will be returned to the individual and they will be instructed to report to Pass and Registration with the punched 98EJ to have a new one issued on the next business day. After three business days have passed, the individual attempting to gain access to the installation will be denied entry and directed to the Pass and Registration Office for issuance of a new 98EJ. The new 98EJ will indicate any driving restrictions printed in red ink on the front of the card. **Note:** Licenses issued by the Government of Japan (GoJ) WILL NOT be confiscated or altered.

2.6.1.5. Unit Suspension and Restricted Driving Privileges: IAW paragraph 1.4.5, the unit commander, agency chief or first sergeant (with concurrence of the unit commander) has the authority to suspend for a maximum of 30 days the driving privileges of their personnel (active duty, civilian employees and their dependents) they perceive as “high-risk.” The driving privileges of high-risk personnel can be suspended in order to maintain good order and discipline and public safety. The high-risk behaviors must be tied to the operation of a motor vehicle or motorcycle. The suspension must be in writing and the memorandum must include the reason for suspension, length of suspension, and a statement explaining whether the suspension applies both on- and off-base. If all driving privileges are suspended, the individual’s unit will confiscate the driver’s permit of the person and keep it until the suspension has terminated. Unit commanders, first sergeants or agency chiefs must notify the on-call SJA when issuing these suspensions. The unit commander may reinstate the driving privileges of the member before the end of the suspension if circumstances warrant. After the 30-day

period, the unit commander or agency chief must terminate the suspension or submit a revocation package through the Reports and Analysis Office for approval by the 18 MSG/CD.

2.6.1.6. Suspension of Driving Privileges: When circumstances warrant an individual's driving privileges to be suspended for less than six months, a letter will be forwarded from the 18 SFS/Reports & Analysis office to the individual's commander or agency chief. The memorandum is forwarded on behalf of the Installation Commander through his designee notifying the unit commander or staff agency chief of suspension actions IAW violations of this instruction. This letter applies to military/civilian and/or family members, suspending driving privileges for a period not to exceed six months, both on and off base. The memorandum must include the reason for the suspension, length of suspension, and a statement explaining the suspension applies both on and off base. The individual's driver license will be confiscated and the suspension enforced by individual's unit commander, agency chief or first sergeant IAW this instruction.

2.6.1.7. Operators involved in alcohol related driving incidents will be processed IAW paragraph **4.6**.

#### 2.6.2. Revocation of Driving Privileges:

2.6.2.1. The circumstances which warrant revocation of an individual's driving privileges are listed in, but not limited to, paragraph **2.5.1** through **2.5.14** and **Table 5.1**. Furthermore, the installation commander or designated representative will also revoke driving privileges for not less than one year when it is determined a serious incident involving a motor vehicle has occurred and the revocation of driving privileges is required to preserve public safety or the good order and discipline of military personnel. In situations where driving privileges have been revoked and the USFJ Form 4EJ has been confiscated, the USFJ registrant will report to JSVRO within ten duty days for vehicle deregistration. Local nationals whose driving privileges have been suspended or revoked will not receive their confiscated vehicle sticker or temporary pass back. This will be sent to JSVRO for deregistration.

2.6.2.2. The foregoing action does not apply to spouses or dependents that are without registration privileges and whose driving privileges are revoked. Ensuring that a spouse or dependent does not drive without an operator's permit is the responsibility of the sponsor.

2.6.2.3. USFJ and local national registrants with administrative restrictions imposed upon their driving privileges will report to the JSVRO with their vehicles for a temporary vehicle pass issued in accordance with the following:

2.6.2.3.1. Temporary Vehicle Pass: Will be issued through JSVRO in lieu of military registration to designate specific driver restrictions imposed upon registrant. In cases where restriction to the driving privileges of a registrant is imposed by unit commander, agency chief, first sergeant, a traffic court officer, or other authorized official, the registrant's motor vehicle registration will be cancelled. The military registration and all military registration decals will be surrendered for a temporary vehicle pass with annotated restrictions. Surrender of registration media must be accomplished within three duty days.

2.6.2.3.2. USFJ registrants will be issued a temporary vehicle pass to operate a leased or rented vehicle that displays non-SoFA numbered license plates in lieu of their own motor vehicle that is undergoing maintenance or repair. Leased, rented or loaned vehicle temporary passes may be issued in 30-day increments. Active duty military personnel, in conjunction with official orders, will utilize their common access card (CAC), along with a copy of the orders, to gain access to KAB. A temporary vehicle pass is not required.

2.6.2.3.2.1. The number of temporary vehicle passes issued will not exceed or authorize the registrant to exceed the total number of motor vehicle(s) authorized.

2.6.2.3.2.2. 18 SFS may only issue passes valid for KAB or jurisdictional areas. JSVRO is the office of primary responsibility to issue passes valid for all installations.

2.6.2.4. The following must be presented prior to the issuance of a temporary vehicle pass for non-SoFA vehicles: USFJ Form 4EJ/International Driver's License for non-SoFA personnel, Japanese title, JCI and PDI. Applicants must also provide written approval, translated into English, from the leasing/rental agency specifying to whom the vehicle is to be loaned and the duration of the intended use. **Note:** IAW AFI 31-204, Treat rental vehicles as GOVs when used for official business by Military or DoD personnel.

2.6.2.5. Multiple suspensions/revocations will run consecutively at KAB.

**2.7. Reciprocal Procedures.** IAW AFI 31-204 and USFJI 31-205, the Installation Commander or designee will honor reciprocal suspensions or revocations issued by other installation commanders regardless of service component affiliation. Revocations remain in effect during reassignment unless the issuing authority terminates the revocation before reassignment. Anyone with suspended or revoked privileges may petition for partial or limited driving privileges as outlined in Chapter 5 of this instruction.

2.7.1. For off-base suspension and revocation requests, IAW USFJI 31-205, upon receipt of written notice from Japanese authorities, the Installation Commander or designee with coordination of 18 WG/JA Legal Office will initially suspend or revoke both GOV and POV driving privileges, pending final resolution of the host nation case.

**2.8. Administration Due Process for Suspensions and Revocations.** When considering suspending or revoking driving privileges, notify the individual's unit commander, first sergeant, or agency chief in writing and include the action being taken and the reason for it. Coordinate this notice with 18 MSG/CD or designated representative. Reports and Analysis will notify on-call SJA for a suspension/revocation resulting from points accumulation. Only in unusual circumstances will verbal notifications be made.

2.8.1. 18 MSG/CD or designee, in coordination with the 18 WG/JA, may authorize an immediate verbal/written suspension or revocation of driving privileges, based on evidence and nature of the offense.

2.8.2. The Reports and Analysis Office will inform the violator, unit commander, agency chief, first sergeant, 18 MSG/CD or designee, and 18 WG/JA of intent to suspend or revoke

driving privileges based upon violations or the point system IAW AFI 31-204, USFJI 31-205, and this instruction.

2.8.3. Once the suspension or revocation action is initiated by the Reports and Analysis Office, the individual will have seven calendar days to acknowledge the order. If the individual is TDY or on leave, the individual will report to the Reports and Analysis Office within seven calendar days, upon return, to acknowledge the order. A notice of the revocation will be sent via email to the individual's commander/agency chief and/or first sergeant and a copy of the notice maintained with the letter.

2.8.3.1. The suspension or revocation letter will be the only source document issued to the offender and the email notice the only required notification. No secondary or follow up notice or paperwork is required.

2.8.4. At no time will a suspension or revocation be automatically reinstated. All reinstatements will be requested in writing and processed through the Reports and Analysis Office. Suspensions or revocations administered through the individual's unit will be reinstated through the individual's unit.

## **2.9. Alcohol and Drug Abuse Programs.**

2.9.1. For 18 WG assigned personnel, IAW AFI 31-204, commanders will refer military personnel involved in an alcohol or drug related motor vehicle incident to the 18 MDG Substance Abuse Office, Drug and Alcohol Control for evaluation.

2.9.2. If the initial suspension or revocation was based on either of the aforementioned substances, the reinstatement letter will include verification of completion of required substance abuse course IAW paragraph [2.8.5](#)

2.9.3. If the suspension or revocation was based on an accumulation of 12 traffic points within 12 consecutive months, or 18 traffic points within 24 consecutive months, the reinstatement letter will also include verification of completion of Course V, Driver Improvement Course, conducted by 18 WG/SE. Completion of Course V, Driver Improvement Course, is not required when the initial suspension or revocation was for an alcohol related offense or for non-moving violations.

2.9.4. If the individual fails to complete required courses, the suspension or revocation of installation driving privileges will be extended until completion. Responsibility for completing all required courses falls directly on the individual. Reinstatement of driving privileges is not automatic and must be requested in writing IAW paragraph [2.8.4](#) of this instruction.

## **2.10. Restoring Driving Privileges.**

2.10.1. Driving privileges will be restored when an official report or finding determines lack of evidence, not guilty or when charges are dismissed or reduced to an offense not meeting the suspension or revocation criteria.

2.10.2. Upon completion of the revocation period, driving privileges will only be restored after a memorandum is submitted by the offender, through the sponsor's command, to the 18 SFS Reports & Analysis office. The letter must be accompanied by a copy of the memo for completion of Course V if the privileges were restricted due to negative driving behavior, or

a copy of the memo for completion of the appropriate substance abuse program for the offender's specific military branch for alcohol related incidents.

## **2.11. Limited Driving Privileges.**

2.11.1. Unless prohibited by higher authority, host nation authority, or other publication, the 18 MSG/CD or authorized representative may authorize limited driving privileges to those whose authority to drive on military installations was suspended or revoked by the 18 WG. The individual's license (civilian state, international, host nation, etc.) must not be revoked/expired during this time.

2.11.2. Limited driving privilege requests for suspensions of 30 days or less will not be honored, except for emergency situations only.

2.11.3. Requests for limited driving privileges must be endorsed by the unit commander or agency chief and processed through the Reports and Analysis Office within 10 duty days of notification of the suspension/revocation determination. Failure to submit within 10 duty days constitutes forfeiture of the request.

2.11.3.1. The requestor will identify the vehicle to be driven, the location and occasion in which the vehicle may be driven. Specify driving privileges that are mission essential or necessary to avoid family hardship. The following facilities may be considered mission essential: medical facilities for bonafide emergencies, base gas station, commissary/Base Exchange (BX), schools for children, places of worship and work. A copy of the limited driving letter will be kept in the vehicle at all times. For additional guidance on the letter, contact the Reports and Analysis Office at 634-1134.

2.11.4. When an individual's driving privileges have been revoked, all vehicles registered to that individual will be deregistered at JSVRO IAW Marine Corps Bases Japan Order 11340.1B or superseding instruction within 10 duty days. This does not apply to unit commander directed suspensions. The following exceptions may be made:

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

2.11.4.2. In cases where the spouse or family members are authorized to drive, the vehicle need not be deregistered; however, the sponsor will submit a written request for a "Spouse/Dependent Only" vehicle pass, endorsed by their unit commander, agency chief or first sergeant. If approved, the pass must be displayed on the vehicle.

2.11.5. Personnel who are not granted restricted or limited driving privileges must make arrangements to sell, transfer, or properly dispose of (deregister) their vehicle within 30 days of being notified of disapproval. For non-SoFA personnel, their vehicle must only be deregistered from military installations through JSVRO.

2.11.6. Personnel granted POV limited driving privileges will take their restricted driving privileges letter to the Pass and Registration Office, who in-turn will issue a new USFJ Form 4EJ with the restrictions annotated in the remarks section to the limit of the specific privilege. Personnel granted limited or regular GOV driving privileges must submit the letter to 18 LRS Vehicle Operations Section for reissue. Non-SoFA members must maintain a copy of the letter on their person at all times while operating a vehicle on military installations.

2.11.7. If limited privileges are granted and individuals are subsequently found at fault in a vehicle accident or cited for a moving violation, limited driving privileges are void and the original suspension or revocation is reinstated, retroactive from the date of the initial suspension or revocation. Unit and offender notifications are the only requirements.

## **2.12. Extension of Suspensions and Revocations.**

2.12.1. Individuals who drive while on a suspension or revocation will have an additional two years added to the original suspension or revocation time period. Additional administrative or disciplinary actions may also be taken.

## **2.13. Reciprocal State-Military Actions.**

2.13.1. IAW DoD Directive 1010.7, *Drunk and Drugged Driving by DoD Personnel*, and AFMAN 31-201V7, *Security Forces Administration and Reports*, will notify state licensing agencies of DoD personnel whose installation driving privileges are suspended or revoked for one year or longer following final adjudication of an intoxicated driving offense or upon refusal to submit to a lawful Blood Alcohol Content (BAC)/ Breath Alcohol Concentration (BrAC) test. EXCEPTION: This action will not be taken against non-SoFA personnel. The following is applicable:

2.13.1.1. Personnel whose driving privileges are suspended or revoked by state, federal, or Japanese licensing authorities are ineligible for any driving privileges to include limited or restricted.

## Chapter 3

### MOTOR VEHICLE REGISTRATION

**3.1. Registration Policy.** Vehicle registration and safety procedures, requirements, and forms will be updated IAW AFI 31-204, USFJI 31-205 and this instruction.

3.1.1. Vehicle registration for all SoFA personnel falls under the control of the JSVRO located on Camp Foster. Vehicle registration policies and requirements will be IAW MCBJO P11240.3 or superseding instruction.

3.1.2. Registered owners of POVs are responsible for ensuring all insurance requirements (JCI and PDI) as well as the provisions of AFI 31-204, USFJI 31-205 and MCBJO P11240.3 are met before a vehicle may be operated. Failure to have or maintain proper insurance (JCI/PDI) will result in a suspension depending on the circumstances and possible impoundment of the motor vehicle.

3.1.3. Vehicles will be kept in working order at all times. Vehicles cited for safety defects will have five duty days to correct the defect.

3.1.4. AF Form 75, *Visitor/Vehicle Pass*, or 18 Wing Form 75, *DBIDS Pass*, are methods to control and identify personnel and vehicles on a temporary basis. Installation entry controllers are authorized to issue AF Form 75 to personnel IAW KABI 31-101. The Pass and Registration office is authorized to issue 18 Wing Form 75 to personnel IAW SFOI 31-201, Volume 8. Additionally, vehicle operators, must meet the requirements of this instruction, i.e., insurance, etc., before a pass will be issued and access granted. The following parameters apply specifically for using the AF Form 75 and 18 Wing Form 75, for temporary vehicle registration:

3.1.4.1. Pass length will be determined by need for issuance IAW KABI 31-101.

3.1.4.2. Passes exceeding 72 hours will be issued by the Pass and Registration Office IAW KABI 31-101.

3.1.4.3. For accountability, vehicle passes will be relinquished to installation entry controllers or returned to the Pass and Registration Office upon completion of the visit.

3.1.4.4. Vehicle passes will not be loaned, bartered or altered after issue. Violation of this may result in a loss of driving privileges, administrative or judicial actions to include barment from the installation.

3.1.4.5. Vehicle passes issued by other military components are not honored on KAB, unless they meet the provisions of AFI 31-204, USFJI 31-205 or KABI 31-101. Personnel desiring vehicle passes must meet and comply with the aforementioned paragraphs. The only other agency authorized to issue vehicle passes for KAB is JSVRO. In these cases the vehicle pass will either state "Kadena AB" or "ALL BASES."

### **3.2. Registration.**

3.2.1. Personnel desiring to operate vehicles on Okinawa must meet registration requirements as outlined in AFI 31-204, USFJI 31-205 and MCBJO P11240.3. Personnel desiring registration must contact JSVRO for specific requirements.

3.2.2. Temporary Registration. Temporary license plates may be issued for vehicle registration processing of vehicles with expired JCI or title. The Road Transportation Law of Japan prohibits the use of temporary plates for any other purpose than correcting vehicle registration discrepancies. This prohibition includes travel to and from work. Security Forces or other military police agencies may remove temporary plates from vehicles parked adjacent to the BX, commissary, recreational or work facilities and impound the vehicle. Security Forces may also remove the temporary plate if the registration is expired and impound the vehicle. US Forces personnel who desire to drive a newly imported vehicle from the port of entry to their place of assignment must obtain temporary license plates from JSVRO authorities and affix these plates to the vehicle before departing from the port. Insurance coverage is required to complete temporary registration. When utilizing the temporary plates for inspection purposes, the temporary plate must be placed on the vehicle where it is clearly visible. Issued plates must not be removed during this time. If the seal on the rear plate is broken, the GoJ may fine the owner. JSVRO will provide guidance on temporary license plates at the time of issue.

3.2.3. Temporary license plates are good for three calendar days or until 1800 on Saturday, whichever occurs first. The day of issue is always counted as the first day, regardless of the time of day the plates are obtained.

3.2.4. A monetary deposit is required to use temporary license plates. Failure to return the plates within one duty day after the expiration will result in forfeiture of the deposit. Also, temporary license plates are accountable by license number through GoJ. If one or both of the plates are lost or damaged, a replacement cost will be assessed. Cost information may be obtained from JSVRO.

3.2.4.1. Temporary license plates are issued for the following reasons: the vehicle registration has expired or the vehicle has never been registered in Japan. The vehicle has to be deregistered for shipping to any destination other than continental United States (CONUS), or for obtaining re-issuance of license plate seals.

3.2.5. Permanent Registration.

3.2.5.1. Vehicle registration is processed through JSVRO. Before registration may be completed, owners must provide the following:

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

3.2.5.1.2. Proof of current insurance, both JCI and PDI IAW USFJI 31-205 Chapter 3.

3.2.5.1.3. A valid operator's permit and SoFA identification card for each registered vehicle.

3.2.5.1.4. Proof of completed registration of the vehicle with GoJ authorities (Japanese Vehicle Registration Card).

3.2.5.2. JSVRO will:

3.2.5.2.1. Determine acceptability of proof of ownership and adequacy of insurance coverage by examination of ownership documents and insurance policies.

- 3.2.5.2.2. Prepare and issue the DD Form 430, *Military Registration and Certificate of Title of Motor Vehicle*.
- 3.2.5.2.3. Provide the registrant with USFJ Form 15A or B, *Vehicle Registration Decals* and other decals as required by rank and/or circumstance. The issuance of this form will be based upon having the correct documents as listed above.
- 3.2.6. US Forces personnel must present privately owned vehicles, cars, trucks, motorcycles, and trailers, to which they have title, possession, or custody to GoJ authorities for inspection, registration, and to obtain GoJ license plates prior to operating them on any roadway. If a vehicle cannot be registered and issued license plates through GoJ, the vehicle cannot be operated on roadways or KAB. Go-carts are not authorized on any KAB related property. EXCEPTION: Mission essential motorized vehicles owned and those operated by the Air Force, U.S. or Japanese Governments.
- 3.2.7. Motor vehicles as outlined in this instruction will not be serviced at gas/service stations, outlets, or garages on US Forces installations unless the registered owner is present and is in possession of a valid DoD, US Embassy, or United Nations (UN) Command identification card/credential.
- 3.2.8. POVs of US Forces personnel, civilians, or their command-sponsored dependents will not be granted routine access to US Forces facilities and areas unless the vehicles have been registered IAW USFJI 31-205, MCBJO P11240.3, and this instruction. This includes receiving temporary vehicle passes in an effort to avoid registration requirements when the registered owner has been granted SoFA status.
- 3.2.9. Official Vehicles (OV). The 18 MSG/CD is authorized to approve government agencies use of OV plates for mission related activities. These vehicles will not be operated for personal use or benefit of the operator or passenger. The only exception to this is non-appropriated fund vehicles as determined by Non-appropriated Fund (NAF) Accounting Office. The following organizations currently use this plate: Non-Appropriated Fund Activities, Japan and Okinawa Area Exchanges, Navy Exchanges, and Post Exchange (PX)/BX, clubs and organizations, which are an instrumentality of the US Forces, Pacific Stars and Stripes, American Red Cross, military banking facilities, credit unions, universities providing college level off-duty education programs and United Services Organization vehicles.
- 3.2.10. GOVs assigned OV plates are not required to carry insurance unless directed by the 18 MSG/CD.
- 3.2.11. POVs assigned OV plates are required to have PDI.

### **3.3. License Plates.**

- 3.3.1. Personnel will comply with the provisions of USFJI 31-205.
- 3.3.1.1. When an authorized person registers a POV with a GoJ Registration Agency (e.g., vehicle purchased from a dealership), two Japanese number plates will accompany the vehicle. A license plate must be attached to the front and rear bumpers of the vehicle. Two-wheeled vehicles and trailers only require one rear license plate. When these plates have become illegible or difficult to read, new plates must be obtained.

3.3.1.2. Retouching, repainting, or modifying license plates is strictly prohibited. License plates must be the originals assigned by GoJ Land Transportation Office and clearly visible, free of debris, mud, dirt, covers, without any bends or folds, and mounted horizontally (as not to avoid highway camera systems). After-market lighted license plate number cutouts are prohibited on KAB. AAFES New Car Sales vehicles must have an assigned OV plate when driven on the roadway, and may only be driven by AAFES employees. Seals placed on the back license plate by GoJ Land Transportation Office personnel will not be removed or tampered with. Removal or tampering will result in the vehicle being impounded by Security Forces, military authorities, GoJ Police or JSVRO personnel. In lieu of impoundment, Security Forces may issue the violator a DD Form 1408, *Armed Forces Traffic Ticket*. Vehicles parked on KAB missing the rear license plate are considered to be abandoned and will be treated as such IAW this instruction.

### 3.3.2. Shipment of a registered POV.

3.3.2.1. When a motor vehicle is to be removed from Japan, a request for the cancellation of registration must be filed with JSVRO. The certificate of inspection will also be surrendered to JSVRO. A copy of the cancellation request will be delivered with the vehicle. When departing Okinawa on permanent change of station (PCS), de-registration or other authorized disposition is mandatory (i.e. transfer of ownership, proof of disposal, lost or stolen with police report etc.).

## 3.4. Registration Officials.

3.4.1. IAW KABI 31-101 and paragraph 1.4 of this instruction the Installation Commander recognizes JSVRO as the “Executive Agency” for all permanent/temporary vehicle registration requirements. Personnel will abide by AFI 31-204, USFJI 31-205, MCBJO P11240.3, KABI 31-101 and this instruction. Additionally, the following applies:

3.4.1.1. The Pass and Registration Office, on-duty Security Forces personnel, and JSVRO have been identified as the “temporary” vehicle registration offices and are limited to issuing AF Form 75, and 18 Wing Form 75, vehicle passes for short periods of time as specified in this instruction.

3.4.1.2. No other agency affecting KAB installation entry control will issue passes, other than the agencies identified above without prior approval of the 18 SFS/CC or 18 MSG/CD.

## 3.5. Specifications for USFJ Registration.

3.5.1. The JSVRO located on Camp Foster is the office of primary responsibility for the issuance of USFJ Form 15A and 15B. The decal serves as proof of motor vehicle registration for US Forces personnel.

3.5.2. The aforementioned forms are controlled items and must be accounted for from issue to final disposition. Once issued, the motorist is responsible for the control and return of the form to the issuing authority. If the form is lost, stolen or deemed to be unserviceable, the motorist will immediately report this to the issuing authority. If a crime is suspected, the motorist will immediately report the incident to law enforcement personnel.

3.5.3. The Installation Commander has determined retired military personnel in possession of installation access media and not on the barment roster may obtain handicapped vehicle decals and other registration documents as approved and provided by JSRVO.

### **3.6. Termination or Denial of Registration.**

3.6.1. IAW AFI 31-204, USFJI 31-205, MCBJO P11240.3, and KABI 31-101, and this instruction, driving on KAB is a privilege granted by the Installation Commander. To exercise that privilege, vehicle operators must comply with all laws and instructions for registration requirements. All SoFA registered POV owners on Okinawa fall under the purview of JSVRO. MCBJO P11240.3 or superseding instructions are in effect and enforceable on KAB as it applies to registration, equipment, and impoundment requirements for all motor vehicles requiring registration through JSVRO.

#### 3.6.1.1. Execution:

3.6.1.1.1. All active duty personnel, DoD civilian employees and their dependents operating POVs/GOVs on the islands of Okinawa.

3.6.1.1.2. All other U.S. Forces Japan personnel operating a POV within the area of responsibility assigned to the Commanding General, Marine Corps Base, Camp Smedley D. Butler.

3.6.1.1.3. All Japanese national employees of U.S. Forces Japan and Residents of Japan (RoJ) authorized to operate a POV on USFJ installations.

3.6.1.1.4. All U.S. Forces Japan personnel, Japanese national employees and RoJ for the purpose of registration, inspection and equipment of both POV and those under control of U.S. Forces Japan.

## Chapter 4

### TRAFFIC PLANNING AND CODES

**4.1. Traffic Planning.** Japanese traffic and vehicle safety laws are strictly enforced on KAB. Additional traffic laws and penalties are listed in [Table 5.1](#) of this instruction.

4.1.1. The Installation Commander, through the 18th Civil Engineer Group Deputy Commander (18 CEG/CD) and Traffic Safety Coordination Group (TSCG), develops traffic circulation plans prior to base events and construction that would impact normal traffic flow to provide for the safest and most efficient use of primary and secondary roadways. The TSCG consults with highway engineering representatives from the Japanese community to ensure the installation plan is compatible with plans developed by the host nation and the surrounding local community.

4.1.1.1. Modifications or adjustments to the traffic flow program on KAB must be coordinated with the Defense Force Commander (DFC) or designee.

**4.2. Installation Traffic Codes.**

4.2.1. These provisions apply to all persons who operate motor vehicles, bicycles (including non-motorized vehicles operated upon roadways) and all pedestrians on KAB or any area under the control and jurisdiction of the Installation Commander or as listed in USFJI 31-203 and USFJI 31-205. The goal of the installation traffic code is to outline the rules of the road for vehicle operators. The 18th Security Forces Squadron performs the missions of directing, controlling, and enforcing traffic rules and of ensuring vehicles, materials, and personnel flow safely and efficiently over roadways under Air Force control or KAB jurisdictional boundaries IAW established procedures and rules of the road. Personnel violating these codes or rules may be issued a DD Form 1408, Armed Forces Traffic Ticket by Security Forces personnel, parking wardens, other law enforcement agencies, or may be apprehended as authorized.

4.2.2. On-scene Security Forces directing traffic, or other personnel properly trained by Security Forces to include school crossing guards, have precedence over written regulations and traffic signs or signals. In the absence of Security Forces or other authorized personnel conducting traffic control, the traffic signs or signals of paragraph [4.2.7](#) will apply.

4.2.3. Heavy, Oversized or Special Equipment.

4.2.3.1. Vehicle operators must observe all base speed limits. If heavy equipment (e.g., front end loaders, cranes, forklifts, Military-Field Series vehicles have lights and turn signals, they do not have to be escorted unless they are wider than one lane of traffic or interfere with the normal flow of traffic. The sponsoring agency will coordinate with Security Forces prior to movement to help determine the best route and time to conduct the move. The sponsoring agency or equipment operators will provide personnel necessary to facilitate safe movement and traffic control.

4.2.4. Golf Cart/Utility Type Vehicles/Equipment.

4.2.4.1. The use of golf carts and three or four-wheel maintenance vehicles (utility type) is normally restricted to non-roadway areas. This is because they are relatively slow and

difficult for motorists to see. These vehicles are currently authorized on the flight line, golf courses, Civil Engineer (CE) shop areas, 18th Force Support Squadron (18 FSS) recreational areas and other similar areas. Should organizations have a requirement to operate these vehicles on open roadways, they must submit a request to 18 WG/SE with justification unless used in conjunction with base sponsored events, e.g. America Fest, Okinawa Marathon, etc. The Safety Office will evaluate the request IAW AFI 91-207 to ensure all safety requirements are met. **Note:** These motorized apparatuses are classified as equipment; therefore, damages associated with accidents, mishaps and incidents do not warrant traditional Security Forces traffic accident investigation, but may warrant a Report of Survey action IAW AFMAN 23-220, *Reports of Survey for Air Force Property* by owner/user organizations.

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

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

4.2.5.2. Maintain a safe distance between vehicles while traveling upon the roadway to ensure adequate braking distance as specified below:

4.2.5.2.1. Vehicle operators will maintain 10 feet of distance for every 10 kilometers per hour (KPH), e.g., a vehicle traveling at 60 KPH will maintain a safe distance of at least 60 feet or at least three car lengths from the vehicle in front.

4.2.5.3. Left turns will be made from as near to the left side of the roadway as possible.

4.2.5.4. Yield right-of-way to bicyclists traveling to the far-left lane adjacent to the curb, when vehicles are turning left.

4.2.5.5. Make appropriate hand-and-arm or mechanical turn signals for at least 100 feet before making a turn off a roadway.

4.2.5.6. Make certain a safe route of travel exists before entering the flow of traffic from a stopped position.

4.2.5.7. Yield right-of-way to vehicles traveling on a primary or main roadway or a clearly larger roadway when entering from an unmarked intersection, road, alley or driveway.

4.2.5.8. Yield right-of-way to vehicles on the left at unmarked intersections. At four-way stops yield right-of-way to the first vehicle stopped. If it is unclear as to which vehicle stopped first, be courteous and use prudent judgment to motion the other driver to proceed. Ensure all vehicle operators acknowledge the hand signal to proceed prior to moving.

- 4.2.5.9. Obey all temporary road construction signs/flagmen. Temporary construction traffic signs have precedence over permanent posted signs.
- 4.2.5.10. Do not operate a vehicle on any surface not designed for vehicle use. There is no authorized on-base area to operate all terrain vehicles, dirt bikes, mini-bikes, gas/electric powered scooters or dune buggies, which do not conform to the POV registration requirements. If the vehicle cannot be registered as a POV, it cannot be operated on KAB. **Note:** Mission essential GOVs or equipment are exempt from this requirement.
- 4.2.5.11. Do not break traction when starting a vehicle in motion.
- 4.2.5.12. Do not side-skid while either accelerating (acceleration scuff) or braking.
- 4.2.5.13. Do not participate in any kind of race or speed contest on roadways or any surface (e.g., drifting).
- 4.2.5.14. Do not proceed through “No Thoroughfare School Zones” at designated times and locations.
- 4.2.5.15. Do not back any vehicle with restricted rear vision, without a spotter. If a spotter is not available, the operator must dismount the vehicle to ensure there are no obstructions to the rear before backing by conducting a 360-degree walk around of their vehicle (in GOVs).
- 4.2.5.16. Do not alter, twist, remove, or interfere with the effective operation of any official traffic control device without lawful authority.
- 4.2.5.17. Vehicle operators must come to a complete stop when entering any base gate unless directed otherwise by the gate sentry. If the sentry is busy (e.g., detaining someone, giving directions, or performing other official duties) vehicle operators will NOT proceed until signaled to do so.
- 4.2.5.18. Yield right-of-way to pedestrians at all crosswalks; within or about to enter pedestrian crossings. Proceed only after pedestrians have completely cleared the crosswalk. Do not stop or park on a crosswalk.
- 4.2.5.19. At no time will vehicles (POVs or GOVs) be operated with any open alcoholic container inside the vehicle (does not include the trunk). Alcoholic beverages will not be transported in the passenger compartment of a vehicle after the original seal has been broken or removed for the first time. Likewise, operators and passengers will not consume alcoholic beverages in a vehicle. When an open container is observed, both the operator and passengers will be cited for this offense.
- 4.2.5.20. All vehicle operators and passengers must wear the manufacturer’s primary restraint system (e.g., seat belts). Passengers may not ride in the bed of POV pick-up trucks. Passengers may ride in the bed of a GOV pick-up truck if it is mission-essential, when no seating in the cab is available, and the passengers are seated flat on the bed, i.e. not riding on wheel wells or side rails. Passengers in the bed of GOV pick-up trucks will not sit on, adjacent to, lean against or with their back to the tailgate of the truck bed.
- 4.2.6. Security Forces patrols are authorized to prevent suspected intoxicated persons from gaining access to their vehicle based upon personal observations or observations reported to

them by competent witnesses. Unless the person is operating or in actual physical control of their motor vehicle, the operator may be detained and turned over to their respective unit with no further action required by Security Forces. If the suspected intoxicated person resists this preventative measure, they may be apprehended for drunk and disorderly conduct.

4.2.7. Traffic Signals. Vehicle operators will obey all standard traffic signs and road markings and, in addition, will observe the following rules:

4.2.7.1. Left turn on red light (authorized on Kadena AB and Air Force property only). Come to a complete stop and wait for the light to change to green or when making a left turn on red, come to a complete stop and yield right-of-way before turning. Left turn on red is authorized on Kadena AB and Air Force property only unless posted otherwise.

4.2.7.2. Red Light. All traffic must come to a complete stop and wait for the light to turn green prior to proceeding unless a left turn is permitted and can be safely made.

4.2.7.3. Yellow Light. Use all due caution before proceeding; if possible stop before the light turns red.

4.2.7.4. Green Light. Proceed through the intersection at a safe speed.

4.2.7.5. Green Arrow Light. Only traffic turning in the direction indicated may proceed.

4.2.7.6. Flashing Red Light. Come to a complete stop, ensure traffic is clear, and proceed cautiously across or into the roadway.

4.2.7.7. Flashing Yellow Light. Slow to a safe speed and yield right-of-way, if making a right turn, to traffic coming from the opposite direction.

4.2.7.8. Stop Sign (triangle shaped with either Kanji or English or white painted diamond on the pavement). Come to a complete stop and yield right-of-way before entering the intersection.

4.2.7.9. Yield Sign (triangle shaped with either Kanji or English). Slow down to a safe speed and yield right-of-way. If necessary, stop for approaching vehicles which have the right-of-way.

4.2.7.10. Intersections with inoperative traffic lights are treated the same as four-way-stop intersections. Operators must yield to vehicles IAW paragraphs [4.2.5.8](#) and [4.2.5.9](#)

4.2.7.11. Avoiding Traffic Control Device. Operators will not drive through parking lots or non-street areas, turn left on red and execute a U-turn to circumvent traffic control devices.

4.2.8. Safety Standards. The minimum safety standards for vehicle operations on KAB roadways are:

4.2.8.1. Seatbelts must be installed and properly worn by all occupants whenever a vehicle is being operated. Children four years of age or under or not exceeding 50 pounds in weight must be in a US Department of Transportation (DoT) approved infant/child restraint device, properly affixed to the seat where it is located. Vehicle operators will ensure all personnel restraints are properly secured prior to putting the vehicle into motion. It is the vehicle operator's responsibility to ensure all occupants are properly

restrained. This does not, however, relieve adult passengers from personal responsibility of properly utilizing seatbelts.

4.2.8.2. Headlights will be used from sunset to sunrise, when it rains or whenever roadway conditions limit visibility to less than 500 feet. POVs may have a maximum of four (does not include fog lights) clear or white light-producing headlamps on the front of the vehicle. These headlamps must be clearly visible and free of debris, mud and dirt. After-market covers, colored lenses, or colored light bulbs are prohibited.

4.2.8.3. Parking lights and/or fog lights will not be used in lieu of headlights. Fog lights will be used only in conjunction with low-beam headlights. Privately owned vehicles are limited to a maximum of two clear or white-light fog lamps (including cover). Parking lights and covers must be amber or red for the rear of the vehicle and must be amber for any other location on the vehicle. Rear brake lights and housings must be red and not covered by after-market covers. Additional lights or colors are prohibited.

4.2.8.4. Turn-off headlights and leave parking lights on when entering the installation gates or approaching manned entry control points (ECPs) after dark from a reasonably safe distance.

4.2.8.5. Vehicle operators to include bicyclists will not wear headphones while operating a vehicle or bicycle. EXCEPTIONS: Government issued equipment required for mission accomplishment or microphone-and-ear speaker systems used by a motorcycle operator and passenger.

4.2.8.6. Only tow trucks or vehicles equipped with specially designed tow bars will tow vehicles.

4.2.8.7. Vehicles will not be operated with the doors opened, removed, or with any type of obstruction impairing the operator's vision. EXCEPTION: GOVs with safety nets/straps on Military-Series vehicles.

4.2.8.8. IAW AFI 91-207 restricts the number of people in GOVs to the designed seating capacity of available seatbelts. This includes sedans, station wagons, buses, trucks and cargo vans with passenger seats. When exigent circumstances or contingency requirements exceed availability of such vehicles, commanders, through the risk management decision process, will determine the appropriate mode of transportation or operating procedures for such existing vehicles. Persons transported in the bed of a GOV truck will follow the guidance listed in paragraph 4.2.5.21..

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

4.2.8.10. The number of personnel transported in a vehicle will not exceed the number which the vehicle was designed to carry with proper seat belt restraints. This excludes buses not manufactured with seatbelts.

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

4.2.8.12. Vehicles will not be left unattended at any time with the engine running or keys in the ignition. EXCEPTION: Emergency response or mission essential GOVs may be

left running when required. Vehicles will be put in park or neutral, with the emergency brake set.

4.2.8.13. Military-Series vehicles are not authorized in any housing area unless on official business.

4.2.8.14. Vehicle operators will not use cellular telephones (including sending and receiving text messages), two-way radios, handheld electronic devices, watch television, or have other similar equipment turned on within their eyesight while operating a motor vehicle. **EXCEPTION:** Emergency response vehicle operators may use two-way radios and other handheld electronic devices required to perform mission functions. **Note:** Hands free devices/ear pieces, for use with cellular phones is authorized.

4.2.9. Noise or music originating from within vehicles will not be heard from a distance greater than 30 feet from the vehicle when the windows are up or down. Noise or music will not impede the operator's or other driver's ability to hear emergency vehicles approaching or distract other operators' full attention from operation of their vehicles.

4.2.10. Vehicle operators will yield the right of way (pull safely to the shoulder of the road) to all emergency vehicles when such vehicles are responding to an emergency and are utilizing their emergency lights and/or siren. Operators will not follow within 500 feet of any emergency vehicle. **Note:** The following are classified as emergency vehicles on KAB: marked Security Forces vehicles, fire department vehicles, ambulances, emergency maintenance vehicles with overhead light bars, Wing Commander, Group Commanders, and wing safety vehicles.

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

4.2.11.1. Vehicle owners are solely responsible for ensuring only authorized and licensed personnel operate their vehicles, and will not lend or otherwise allow their vehicle to be operated by an unlicensed driver, drunk, or impaired person or they face possible loss of driving privileges.

4.2.11.2. IAW USFJI 31-205, US 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, U.S. Forces, Japan Operators Permit for Civilian Vehicle. They also will not lend, rent, or authorize use under a power of attorney or otherwise give custody of their POVs to persons other than US Forces personnel, except for the following reasons:

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

4.2.11.2.2. Undergoing maintenance or repair.

4.2.11.2.3. Being shipped into or out of Japan.

4.2.11.2.4. Stored in a parking lot or garage.

4.2.11.2.5. Placed in temporary storage pending authorized disposition to a resident of Japan IAW USFJI 31-205.

4.2.11.2.6. Undergoing inspection and processing at a GoJ and Land Transportation Office (LTO). **Note:** USFJ personnel will not operate a rented or borrowed motor

vehicle, including any Japanese-owned motor vehicle, unless the following requirements are met:

4.2.11.2.6.1. Operators have a valid USFJ Form 4EJ for the type of motor vehicle to be operated.

4.2.11.2.6.2. Operators have the owner's written permission (other than a family member) in their immediate possession while operating the motor vehicle (only required when the owner is out of reach, e.g., TDY, leave, etc.). **Note:** Usage exceeding 24 hours will warrant coordination with 18 WG/JA for the issuance of a Power-of-Attorney.

4.2.11.2.7. If the vehicle owner is not present and a letter of permission is not available, Security Forces may administratively hold or impound the vehicle until the registered owner can be contacted to verify the operator has permission to operate the vehicle. **Note:** Owners are responsible for all towing charges if performed by a civilian agency. Failure to pay tow charges may warrant pay garnishment until the amount of the debt is recovered. The vehicle will remain on hold or impounded until full payment is made.

4.2.12. Defective, non-compliant, or illegally modified vehicles. It is unlawful for any person to drive or move, or for the owner to cause or knowingly permit to be driven or moved, on any roadway, any vehicle or combination of vehicles which is in such an unsafe condition as to endanger any person, or which does not contain those parts or is not at all times equipped with such lamps and other equipment in proper condition and adjustment and to constitute an unsafe condition, or which is equipped in any manner in violation of this instruction or MCBJO P11240.3. USFJ personnel are prohibited from physically modifying or altering their vehicle in a manner which changes the original manufacturer's design (e.g., serial number, tires, suspension, steering wheel, timing, parking lamps, exhaust system, etc.) after completing the GoJ/JCI vehicle inspection.

4.2.12.1. Vehicle owners/operators with defective, noncompliant, or illegally modified vehicles will be issued a DD Form 1408, Armed Forces Traffic Ticket, and instructed to correct the violation. Individuals will also be instructed to maintain a copy of the ticket with the vehicle until the correction is made, and will present the ticket to any Security Forces member if subsequently stopped for the same violation within five duty days. Security Forces personnel will not issue an additional ticket for the same vehicle defect if the operator presents a previous citation and is still within the five duty-days window. Unit commanders, agency chiefs, or first sergeants are responsible for ensuring owners correct defective, non-complaint or illegally modified vehicles. Anyone who cannot comply within five duty days must not drive the vehicle or they may be issued subsequent Armed Forces Traffic Tickets.

4.2.12.2. Vehicle owners will notify JSVRO whenever they alter any vehicle in any way. Altering any vehicle includes installation of suspension lift kits, lowering kits, re-painting the vehicle a different color, painting non-offensive designs, or any other modification that alters the performance or appearance of the vehicle. Modifications that do not fit this definition would include trailer hitches, cargo racks (bicycle, luggage, or surf board racks), or running boards. When in doubt, it is best to contact JSVRO for final decision on the modification. If the modification has not been approved by JSVRO in writing, it is

subject to being ticketed and, if necessary, the vehicle may be impounded. The written approval from JSVRO must be kept with the vehicle at all times.

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

4.2.12.4. Vehicle windows will not have any tint on the windshield, driver, or passenger front door windows unless it is factory tint. Vehicle windows must be clear and free of debris, mud and dirt.

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

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

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

4.2.12.8. Defective vehicles will not be operated with obvious safety defects (e.g., missing fenders, bumpers, bald tires, inoperative head lights, broken seatbelts, cracked or shattered windows, defective transmission/brakes, etc.). It is the responsibility of the owner to correct and pass a routine safety inspection at all times. Vehicles not able to pass a routine inspection are subject to administrative hold or vehicle impoundment. Security Forces personnel may occasionally conduct vehicle safety inspections at base entry points or other locations on the installation as determined by the DFC.

4.2.12.9. Vehicles will not be operated with the windshield removed, shattered, obstructed (i.e. stickers, decals, etc.). Off road vehicles with flip-down windshields must have the windshield in the up position while operated on any paved roadway. Additionally, the vehicle operator's direct/assisted sight through the rear window will not be obstructed in any way. EXCEPTION: GoJ and associated decals required for vehicle registration.

4.2.12.10. A vehicle will not be operated with a loud muffler (e.g., louder than factory installed system), straight pipes, defective mufflers, or without a muffler. Mufflers, covers, or tail pipes may not extend out past the body of any privately owned vehicle.

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

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

4.2.13.1. The vehicle is moved off the roadway out of the flow of traffic.

4.2.13.2. The four-way flashers and parking lights are turned on, if possible, as needed.

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

4.2.13.4. The Base Defense Operations Center (BDOC) is notified (634-2475/2476) of the vehicle location, type, and license plate number.

4.2.13.5. Vehicles illegally parked or blocking the flow of traffic will be immediately removed by the owner. Vehicles that are not moved will be towed by Security Forces and impounded in the temporary holding lot. Payment for the tow bill must be made prior to Security Forces releasing the vehicle.

4.2.13.6. Inoperative or wrecked vehicles will not to be left in parking lots, roadways or other areas. EXCEPTIONS: Repair facilities such as the Auto Hobby Shop or Army and Air Force Exchange Service (AAFES) when the repair will be made at the specified facility.

4.2.14. Pedestrian Traffic. All motor vehicle operators will be cognizant of regulations regarding pedestrian traffic and associated safety requirements. The following rules apply to pedestrians:

4.2.14.1. Joggers and walkers are considered to be pedestrians. Pedestrians share certain rights and duties as road users and are subject to certain traffic controls, signs and devices, which must be complied with.

4.2.14.2. Except where designated to the contrary, yield the right-of-way to all motor vehicles and non-motor vehicle traffic.

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

4.2.14.4. Pedestrians have the right-of-way on all sidewalks.

4.2.14.5. When crosswalks are available, pedestrians will cross the roadway only at the crosswalk and only once they are certain vehicle operators have noticed their presence.

4.2.14.6. Pedestrians crossing at unmarked (no cross walk) intersections with traffic lights will not interfere with the smooth flow of traffic.

4.2.14.7. When no pedestrian crosswalk is available, yield to traffic and do not cross until traffic has passed or comes to a complete stop and the driver is aware of the pedestrian's intentions to cross the road.

4.2.14.8. Do not leave the curb and assume the right-of-way over traffic when such traffic is so close it would create a potential hazard.

4.2.14.9. Pedestrians will yield right-of-way to vehicle traffic and when crossing the road will cross at a 90° angle (straight across) minimizing impact on the flow of traffic. Cross all roadways in the most expeditious and safe manner and do not linger in the roadways or in a designated crosswalk when crossing the street.

4.2.14.10. When sidewalks are not available, pedestrians will walk on the outermost edge of the road or shoulder facing the flow of traffic and in single file. Available sidewalks must always be used.

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

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

4.2.14.13. Do not consume alcohol or carry open containers of alcohol while in public, except at special base sponsored events where alcohol is sold and authorized by 18 WG/CC, according to AFI 34-219, *Alcoholic Beverage Program*. When under the influence of alcohol or drugs, do not walk in the roadway. Use a sidewalk where available or an open area farthest away from the roadway. **Note:** KAB offers a wide variety of safe rides home and they should be taken advantage of for personal and public safety.

4.2.14.14. Pedestrians will yield to all responding emergency vehicles.

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

4.2.14.16. Joggers and runners will run on the outermost edge of the roadway and not interfere with the flow of traffic. Run facing on-coming traffic and remain off the road surface when possible. When a sidewalk is present, joggers and runners will use the sidewalk, but not interfere with pedestrian traffic.

4.2.14.17. Joggers and runners will not exercise in the jungle/wood line, i.e., areas with heavy vegetation.

4.2.14.18. At no time will pedestrians wear headphones, earphones, or other listening devices while walking or jogging upon any roadways or parking lots. Wearing of listening devices while jogging on sidewalks is permitted; however, they must be removed prior to crossing intersections.

4.2.14.19. Formations of more than four joggers running at the same pace will not use Douglas Blvd or Kuter Blvd during peak traffic periods of 0630-0800 and 1500-1700 or during other periods of high-traffic density, excluding weekends and holidays. Road guards wearing reflective vests will be used to safely control traffic for events or formations when more than four individuals are involved unless otherwise posted.

4.2.14.20. When jogging in a military formation (typically four joggers line abreast by 20 joggers deep), the formation will be under the direct control of a designated formation commander. Formation running is allowed in industrial areas only. Industrial areas are on the north side of Douglas Blvd past the intersection of McKennon Ave and FH Smith Drive. Additionally, jody calls, loud cadence, air/bull horns and excessive noise are prohibited in or adjacent to any on/off base residential areas.

4.2.15. Motorcycle and All Terrain Vehicle (ATV) Operations. Before riding a motorcycle on KAB, operators must familiarize themselves with the guidelines of AFI 31-204, USFJI 31-205, AFI 91-207, AFI 91-207 Pacific Air Force Supplement (PACAFSUP), and this instruction. SoFA status personnel must complete an approved Motorcycle Safety Foundation (MSF) course prior to operating a motorcycle. MSF courses are offered through 18 WG/SE. Motorcycle operators must possess a USFJ Form 4EJ indicating the size of motorcycle the operator is licensed to operate and if passengers are permitted. All motorcycle operators on KAB will meet the following requirements as identified in AFI 91-207 PACAFSUP, 10 July 08, paragraphs 3.4.2.1 - 3.4.2.4.6.

4.2.15.1. Headlights. Headlights will be turned on while motorcycles and ATVs (those equipped with headlights) are being operated.

4.2.15.2. Rear View Mirrors. Motorcycles will have both left and right rear view mirrors mounted on the handlebar or fairing (not required for tactical or off-road motorcycles not operated in a traffic environment).

4.2.15.3. Passengers. Passengers are not authorized on government owned motorcycles and ATVs unless they are specifically designed (as determined by the manufacturer) to carry a passenger and there is a valid operational need for the passenger to ride with the operator.

4.2.15.4. Personal Protection Equipment:

4.2.15.4.1. Head Protection. A helmet designed to meet or exceed Department of Transportation (DOT) standards, shall be worn and properly fastened under the chin. Host nation equivalent is acceptable if it meets or exceeds the DOT standard. Commanders may authorize use of tactical helmets in appropriate off-road training or operating environments after completing an operational risk management (ORM) evaluation.

4.2.15.4.2. Eye Protection. Goggles, wrap-around glasses, or a full-face shield (properly attached to helmet) designed to meet or exceed American National Standards Institute (ANSI) Standard Z87.1 for impact and shatter resistance will be worn. A windshield does not constitute proper eye protection. Host nation equivalent is acceptable if it meets or exceeds ANSI Standard Z87.1 for impact and shatter resistance.

4.2.15.4.3. Protective Clothing. Wear of long-sleeved shirt or jacket, long trousers, and full-fingered gloves are required. Gloves should be sturdy, non-slip type to permit a firm grip on the controls. Wear of a motorcycle jacket and pants constructed of abrasion resistant materials such as leather, Kevlar®, and/or Cordura® containing impact absorbing padding are strongly encouraged.

4.2.15.4.4. Foot Protection. Riders will wear sturdy over the ankle footwear that affords protection for the feet and ankles (durable athletic shoes that cover the ankles may be worn). Sandals, low quarter sneakers, and similar footwear will not be used.

4.2.15.4.5.1. All motorcycle and lightweight motorized scooters or similar machines) operators and passengers will wear reflective vests, jacket, or outer garment with reflective material regardless of the time of day. For example: a reflective strip at the top and bottom of vest on both back and front of vest. Brightly colored garments may be worn provided the reflectivity requirements are met. If backpacks are worn they will have reflective material (recommendation: use of a reflective belt secured around the backpack covering exposed sides).

4.2.15.4.6. All on-duty riders of motorcycles and ATVs during off-road operations should also wear knee, shin guards and padded full-fingered gloves. Security patrol requirements may dictate limited compliance.

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

4.2.15.6. Motorcycles are entitled to full use of the lane and will NOT be operated side by side, between lanes of traffic or between adjacent lanes or rows of vehicles (i.e. driving between vehicles stopped at a traffic light). No motor vehicle will be driven in such a manner as to deprive any motorcyclist of this entitlement. Additionally, motorcyclists will not drive on the unpaved shoulder of the road or to the left of single lanes of traffic.

4.2.15.7. A passenger may ride on the permanent and regular seat of a motorcycle or moped only when the vehicle is designed for two persons. The passenger must be at least 10 years old and his or her legs must be long enough so their feet can rest on the passenger's foot pegs.

4.2.15.8. All packages and bundles must be secured to the motorcycle, moped, or person in such a manner that it will not interfere with the proper and safe operation of the motorcycle.

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

4.2.16. Non-Motorized Vehicles. **Note:** Motor vehicle operators will be cognizant of regulations regarding non-motorized vehicle traffic and associated safety requirements. Bicycle riders, skaters, roller skates, roller blades, skate boards, scooters, unicycles or other manually operated wheeled vehicles, when utilizing roadways are subject to this instruction, AFI 91-207, AFI 91-207 PACAFSUP, and the following:

4.2.16.1. Bicycles operated on base roadways will be operated in a single file, with the flow of traffic, and as far to the left side of the roadway as safely as possible. Bicyclists are considered part of the traffic when operating on roadways and must comply with the established rules of the road.

4.2.16.2. Bicycle operators and passengers are required to properly wear (snapped/buckled/fastened IAW manufacturer's design) an approved safety helmet.

4.2.16.3. Bicycles operated from sunset to sunrise or operated when visibility is poor will have and use a permanently affixed headlight that projects a white light visible from a distance of 500 feet and a permanently affixed rear light visible from a distance of at least 300 feet. The wear of bright clothing is highly recommended during daylight hours, and the wear of highly reflective clothing or vests during the hours of darkness or low visibility is highly recommended.

4.2.16.4. Passengers will not ride on bicycles unless it is equipped with a seat and footrests for each person.

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

4.2.16.6. All bicycles must be equipped with at least one brake applied to the rear wheel.

4.2.16.7. Vehicles will not tow bicycle riders, skaters, roller skates, roller blades, skate boards, scooters, unicycles or other manually-operated wheeled vehicles, and operators of these non-motorized vehicles will not cling to any moving motorized vehicle.

4.2.16.8. Bicyclists, scooters, skaters or other non-motorized vehicles will not attempt or do tricks or stunts on base roadways, sidewalks, parking lots or public thoroughfares.

4.2.16.9. The owner, parent, and/or guardian is responsible for ensuring bicycles, scooters, roller blades, skateboards, and other non-motorized vehicles operated on base roadways are in safe condition and proper safety equipment is worn. Safety equipment for skaters must be IAW AFI 91-207, AFI 91-207 PACAFSUP, and this instruction. Wearing other protective equipment is highly encouraged.

4.2.16.10. Parents or guardians of bicycles, skaters, scooters and other non-motorized vehicles are responsible for instructing dependents on rules of the roadway and general safety.

4.2.16.11. Bicyclists, scooters, skaters or other non-motorized vehicles will NOT wear portable headphones, earphones, or other listening devices.

4.2.16.12. People on-base using skates, roller skates, rollerblades, skateboards, or non-motorized scooters may cross roadways and operate on roadways only when sidewalks are not available and must follow rules established for pedestrian traffic. Do not ride on a sidewalk if riding would cause other pedestrians to dodge or move out of the way. People using skater, roller skates, roller blades, skate boards, or non-motorized scooters may use on-base roadways during daylight hours in housing areas when no vehicular traffic is present.

4.2.16.13. Skaters may use large parking lots during low-use periods, but will not use on base roadways or parking lots during the hours of darkness. The use of sidewalks during the hours of darkness is permitted as long as it does not endanger pedestrian traffic and the individuals wear highly reflective clothing or a reflective vest.

4.2.16.14. Each operator of a non-motorized vehicle upon the roadway must be knowledgeable of all traffic control devices and signs. A claim of ignorance that results in an accident is not a defense.

4.2.16.15. Skates, roller skates, roller blades, skate boards, or non-motorized scooters will not be used on sidewalks and parking lots at any place of business during operating hours.

4.2.16.16. People using skates, roller skates, roller blades, skate boards, and non-motorized scooters will wear, as a minimum, the following safety gear:

4.2.16.16.1. Protective helmet equipped with an adjustable chin strap (chin strap must be properly fastened under the chin while wearing the helmet).

4.2.16.16.2. Kneepads, elbow pads, full fingered gloves, and palm pads are recommended.

4.2.16.17. Operators of non-motorized vehicles found to be in violation of this instruction may be issued a DD Form 1408, Armed Forces Traffic Ticket by 18 SFS or 18 WG/SE personnel. These tickets will not result in points for personnel 17 years of age or younger. However, these tickets will be processed to unit commanders for action. Upon receipt of a second violation, regardless of period of time, the individual and sponsor will be referred to KDAP for a hearing. Personnel 18 years of age and older will

have points assessed against their driving record and the ticket will be processed through routine channels to his or her commander or sponsor's commander for action IAW this instruction.

### 4.3. Traffic Accident Investigations and Reports.

4.3.1. Any person who is involved in, witnesses, or first arrives at the scene of a motor vehicle accident will notify Security Forces. For serious accidents immediately notify the BDOC via 911. For minor accidents, when the vehicle is still able to be safely driven and there are no injuries, notify the BDOC at 634-2475 (Comm: 098-961-2475), as soon as possible not to exceed 72 hours. Individuals at an accident scene will also provide information requested by Security Forces and will remain on scene until released.

4.3.1.1. When requested by Security Forces, 18 LRS may tow disabled vehicles when the vehicle presents a roadway safety hazard. A Security Forces member will be present to witness the tow and 18 LRS will only tow the vehicle to a point where it does not pose a hazard. It is the owner's responsibility to ensure their vehicles are removed immediately or it may be impounded by Security Forces. If the vehicle is needed for investigative purposes, Security Forces will arrange the tow and impoundment.

4.3.1.2. Security Forces will respond to traffic accidents off-base, involving USFJ personnel, when requested by Japanese Police and for all major vehicle accidents, and if it appears that the accident is likely to result in the apprehension of a USFJ member or when the extent or nature of the accident cannot be determined. Japanese Police will be notified for all vehicle accidents involving local nationals; but their response for minor vehicle accidents on base is not required. If a local national submits a medical certificate to the local police indicating injuries after it was handled as a minor accident with no injuries, the local police may make an advanced request to come on base for re-enactment of the accident to open the case as a Causing Injury While Operating a Vehicle (Professional Negligence) case. Security Forces will escort the Japanese Traffic Officer(s) and the person(s) involved to the accident scene and assist with their investigation. Japanese Police will always be contacted and requested to respond on-base for local nationals injured in a traffic accident.

4.3.2. The following are classified as minor and major accidents:

4.3.2.1. Minor. Vehicle accidents with damage estimated at less than \$10,000 and no injuries. Although minor vehicle accidents are classified as a reportable accident, they do not require a detailed investigation. Alleged injuries not reported at the accident scene but subsequently treated or reported will not change the classification of a minor vehicle accident to a major vehicle accident. Individuals reporting alleged injuries after the fact will be instructed to provide all medical documentation to their insurance companies or other agencies requesting the information. Minor motor vehicle accidents, not requiring Security Forces response, must be reported to US Forces Law Enforcement agencies as soon as possible, but not exceed 72 hours after the accident. **Note:** Hit & Run, Suspected DUI, Uninsured Motorist/Drivers warrant Security Forces response.

4.3.2.1.1. Security Forces will provide an 18 WG Form 5EJ, *Minor Traffic Accident Information Exchange*, to all involved vehicle operators on scene. Minor vehicle traffic accidents are also recorded in the Security Forces blotter. Once the accident is

recorded in the blotter, a copy will be routed to and maintained by the Reports and Analysis Office. These exchange forms are normally sufficient for local insurance companies. If an insurance company adjuster requires a copy of the blotter entry on a minor vehicle accident, they may be provided one on an as-needed basis by the Reports and Analysis Office and with consent of the owner.

4.3.2.1.2. **Functional Damage.** Damage to a vehicle that renders it unsafe or impractical to operate safely is considered functional damage rendering the accident to be classified as a minor accident. This may include flat or damaged tires, fender bent over the tire, or any other limited damage which can be immediately repaired causing the vehicle to be operationally safe when fixed. If the damage is so severe that major repair is needed before the vehicle can be operated safely again, it would be classified as having disabling damage and classified as a major accident.

4.3.2.2. **Major.** Vehicle accidents estimated at \$10,000, disabling damage, injuries, death, or hard to explain, i.e., no correlation to the evidence on-hand. Security Forces personnel will use an AF Form 1315, *Accident Report*, to record major accidents. These reports should be completed within three duty days unless there are injuries involved or other extenuating circumstances.

4.3.3. The following agencies are authorized to access accident data: commanders, agency chiefs and first sergeants pertaining to unit personnel, 18 WG/SE, 18 WG/JA and insurance agencies IAW AFMAN 31-201V7, 21 January 2002 and AFI 31-203, *Security Forces Management Information System (SFMIS)*, 15 August 2001.

4.3.3.1. Installation Commander waives assessing insurance agencies a fee IAW AFMAN 31-201V7.

4.3.3.2. All other requests for reports must be approved by the 18 MSG/CD.

4.3.4. When removing a wrecked or damaged vehicle from the roadway, any glass or other material, which has dropped from the vehicle, will be removed by the owner(s) or tow agency of the vehicle(s).

**4.4. Parking.** Parking on KAB is authorized only in areas specifically designated for parking. Authorized parking areas are designated through the use of two white lines separating the parking spaces. Emergency response vehicles, when on official business, are always considered legally parked, with or without the two white line markings.

4.4.1. It is prohibited to:

4.4.1.1. Park in any area not designated by two white lines as a parking area.

4.4.1.2. Park on a sidewalk or in any place blocking a driveway, entrance, exit way or legally parked vehicle.

4.4.1.3. Park in such a manner that blocks a traffic control device.

4.4.1.4. Park within 15 feet of an intersection.

4.4.1.5. Park within 15 feet of a fire hydrant.

4.4.1.6. Park within 15 feet of a building except where specifically marked.

- 4.4.1.7. Park within 20 feet of a fire station driveway. This prohibition does not apply to clearly marked emergency vehicles.
- 4.4.1.8. Park on or within 15 feet of a crosswalk.
- 4.4.1.9. Park in such a way that blocks a dumpster or similar refuse collection container or building.
- 4.4.1.10. Park adjacent to roadway construction in such a manner that blocks traffic.
- 4.4.1.11. Double-park, that is, park in front of or the rear of any vehicle preventing free movement to exit. This violation also applies to a vehicle parked adjacent to another vehicle that is legally parked and the violating vehicle is not in a designated marked parking space.
- 4.4.1.12. Park against the flow of traffic.
- 4.4.1.13. Park on seeded, grassed, or unpaved areas not designated for parking (includes housing).
- 4.4.1.14. Park at any reserved parking space that is officially designated for another.
- 4.4.1.15. Park beyond the designated time limits in designated time limit parking areas.
- 4.4.1.16. Park beyond 72 hours in public parking lots other than designated long term parking areas. **Note:** The authorized long term parking area is across from the Air Mobility Command (AMC) Terminal.
- 4.4.1.17. Park in any marked fire lane. The entire driveway of tower buildings is considered a fire lane. No vehicle, other than emergency response vehicles or personnel actively loading or unloading vehicles, may be left unattended at any time in these areas.
- 4.4.1.18. Park in slots designated for the handicapped without a handicap decal displayed on or in the vehicle.
- 4.4.1.19. Park within 30 feet of a bus stop.
- 4.4.1.20. Leave a parked vehicle unattended with the engine running. **EXCEPTION:** emergency or mission essential government vehicles on official business.
- 4.4.1.21. Park in slots designated for childcare drop-off or pickup unless doing same, except during non-duty hours of the facility.
- 4.4.1.22. Where parallel parking is authorized, park vehicles parallel more than 12 inches from the left curb. Where there is no curb, drivers must park vehicles as far left as the hard surface permits. Angular parking is authorized only where painted lines indicate this style of parking. Vehicles will not be backed into an angular parking slot.
- 4.4.1.23. In areas where spaces are provided for two-wheel vehicle parking, operators of these vehicles should use these designated parking slots first.

**4.5. Reserved Parking.** Reserved parking spaces are designated to meet essential mission requirements and will be held to an absolute MINIMUM. Reserved parking is for unit personnel only if it is necessary to ensure that parking is available in the immediate area. This approach will make the limited parking spaces available to the base population. Reserved parking spaces are reserved 24 hours a day, with the exception of customer parking. Customer reserved parking

spaces are reserved only during the operating hours of the facilities concerned. Reserved parking should not exceed 10 percent of the total parking spaces at each facility. This rule does not apply to housing.

4.5.1. Reserved parking spaces are automatically authorized for the following personnel or vehicles:

4.5.1.1. 18 WG/CC, 18 WG/CV and 18 WG/CCC (Command Chief Master Sergeant).

4.5.1.2. Commanders.

4.5.1.3. Chief Master Sergeants and First Sergeants at their respective organizations.

4.5.1.4. General Officers.

4.5.1.5. Colonels at the Officers' Club and Chief Master Sergeants and First Sergeants at the Enlisted Club.

4.5.1.6. Government vehicles essential to carry out the unit's mission.

4.5.1.7. Customer parking with specified time limits.

4.5.1.8. Handicapped parking.

4.5.1.9. Wing quarterly award winners and visiting dignitaries or very important people (VIPs).

4.5.2. Those desiring "Special Event" parking, e.g., AmericaFest type functions, will coordinate their actions/request in writing with the 18 SFS/S3 for approval of 18 MSG/CD.

4.5.3. Requestors will be responsible for coordination, procurement, set-up and tear down of temporary parking. Note: 18 SFS/CC may provide an advisor, when requested and if manpower allows.

4.5.4. Requests for reserved parking will be prepared on AF Form 332, *Base Civil Engineer Work Sheet* and submitted to 18 CES customer service with a location map attached. Reserved parking for personnel not listed above shall be requested by unit commander and will be reviewed by the traffic working group for approval. Approved requests will be forwarded to 18 Civil Engineer Squadron (18 CES), which is responsible for making, installing and maintaining all reserved parking space markings. 718 CES/CEPDM Programs Flight is responsible for coordinating approval of changes to reserved parking designation. The designation of parking by individual name is prohibited.

4.5.5. Parking Warden Program. Unit commanders may designate building managers in writing as "Parking Wardens." All parking wardens must complete training provided by the 18 SFS/S3 before issuing any parking tickets. Upon successful completion of training, those designated will be authorized to issue DD Form 1408 only to illegally parked vehicles and only at their assigned facilities. Unit commanders will ensure at least the building custodian and alternate are trained to ensure an effective parking warden program exists for their squadron. Illegal parking may be reported to Security Forces. Base housing inspectors who attend parking warden training may also issue DD Form 1408s to vehicles illegally parked in base housing areas. Parking wardens will return the white and yellow copy of the issued ticket to the BDOC at Building 705 within three duty days of being written.

#### 4.6. Blood Alcohol Concentration Standards.

4.6.1. Vehicle operators are considered “Professional Drivers” under Japanese law. This holds vehicle operators to a negligence driving standard. Negligent driving may be considered criminal conduct under Japanese law.

4.6.2. If stopped off-base by the Japanese Police while operating a motor vehicle for any reason and signs of intoxication are observed or an odor of an alcoholic beverage is emitting from the vehicle operator, that individual and all passengers can be charged with alcohol-related offenses under Japanese law. If personnel are stopped for any reason on-base or in areas where USFJ law enforcement personnel have jurisdiction and signs of intoxication are observed or an odor of an alcoholic beverage is emitting from the vehicle operator, that individual and all passengers may be subject to disciplinary or administrative action.

4.6.3. The prescribed evidentiary test for KAB drinking and driving violations (DUI/DWI/driving while drinking indicated [DWDI] described in [Table 4.1](#)) will be the Intoxilyzer 8000 BrAC Testing Equipment. BAC or urine (urinalysis) tests can be administered as secondary test options when the situation dictates.

4.6.3.1. Incidents involving drinking and driving where alcohol is detected and pre-exit tests and/or Standardized Field Sobriety Testing (SFST) reveals a lack of indicators for DUI/DWI; Security Forces may request the operator to consent to a breath sample using a Preliminary Breath Test (PBT) Intoxilyzer 300/400, Alco Wand or Passive Alcohol Sensor “Sniffer” PAS III and/or suitable alcohol detection equipment for use as additional probable cause. The final evidentiary test will remain the Intoxilyzer 8000 for determining BrAC or secondary means as stated in paragraph [4.6.3](#). Refusal to submit to one of the aforementioned tests (breath, blood, or urine) is considered refusal contrary to implied consent. Vehicle operators refusing to consent to a test of their blood alcohol content by one of the previous listed methods will have their driver’s license immediately confiscated IAW paragraph [2.5](#)

4.6.3.2. All SFSTs will be recorded on the DD Form 1920, *Alcohol Influence Report*, and/or 18 WG Form 6, *Alcohol Influence Report/Standardized Field Sobriety Test*. These forms will be used to document results from the horizontal gaze nystagmus test, walk and turn test, and the one leg stand test.

4.6.4. Table: Explanation of Driving While Intoxicated, Driving Under the Influence, Driving While Drinking Indicated, and Consumption While Driving:

**Table 4.1. On-Base: BrAC**

|                                  |      |                           |
|----------------------------------|------|---------------------------|
| Released on Scene                |      | 0.00% but less than 0.03% |
| Driving While Drinking Indicated | DWDI | 0.03% but less than 0.05% |
| Driving Under the Influence      | DUI  | 0.05% but less than 0.08% |
| Driving While Intoxicated        | DWI  | 0.08% or higher           |

**Notes:**

1. Personnel of legal drinking age with PBT reading of 0.03 through 0.049 will be instructed to park their vehicle and will be issued a 12-hour driving suspension letter. Personnel of legal drinking age with a PBT reading of 0.00 through 0.029 will be released on-scene. No further actions will be taken. Underage personnel will be handled in accordance with above listed standards. Based upon the actions of a driver this does not preclude the stopping officer from having the driver perform the SFST, receiving implied consent and apprehending for DWDI or one of the other listed offenses.
2. Under the Legal Drinking Age, Consumption While Driving equates to any detectable amount of alcohol in the underage person's system/possession.
3. Under the Legal Drinking Age; Purchase, Possession, Misrepresentation of Age, Consumption, Public Intoxication, Consumption and Public Intoxication equates to any detectable amount of alcohol in the underage person's system/possession.

**4.7. Overtaking and Passing.**

4.7.1. Passing on the Left. Drivers may overtake and pass on the left of another vehicle only under the following conditions:

4.7.1.1. When the vehicle being overtaken is about to make a right turn, it is clear to do so safely, and there is sufficient room to clear the vehicle being overtaken without leaving the paved roadway.

4.7.1.2. Motorcyclists and bicyclists may pass on the left under the same conditions if it can be done safely and without leaving the paved roadway.

4.7.2. Passing is permissible on the right under the following conditions:

4.7.2.1. The oncoming lane is clear of traffic and the passing movement can be completed safely before coming within 500 feet of oncoming traffic. **Note:** Must be within a marked (dashed painted center line) passing zone or the vehicle being passed is pulled over and stationary on the far left side of the roadway. Center roadway turn lanes will not be used for passing or as extra drive lanes to include entering the flow of traffic.

4.7.2.2. The movement can be completed before coming within 500 feet of any intersection, roadway or drive way. **Note:** Must be within a marked (dashed painted center line) passing zone or the vehicle being passed is pulled over and stationary on the far left side of the roadway.

4.7.3. Passing is not permissible when:

4.7.3.1. Within 500 feet of a curve or hill crest where the driver's view is limited and safe passing is not assured.

- 4.7.3.2. Coming within 500 feet of any bridge, culvert, tunnel or crosswalk.
  - 4.7.3.3. Following a police-escorted convoy.
  - 4.7.3.4. Following vehicles marked "Explosives" or a convoy transporting explosives unless signaled to do so by the vehicle operator or escort. This includes areas marked with a broken passing line or marked with a passing sign.
  - 4.7.3.5. Following slow moving vehicles within a school zone during school hours.
  - 4.7.3.6. Where a solid yellow centerline is present.
  - 4.7.3.7. On the left of traffic when doing so requires you to go outside the marked traffic lane or off the roadway.
  - 4.7.3.8. A vehicle is stopped at a crosswalk yielding to pedestrians.
  - 4.7.3.9. Behind any stopped school/shuttle bus that is loading/unloading passengers or displaying a stop signal unless signaled by the bus/shuttle driver to proceed.
  - 4.7.3.10. Inside a designated school zone.
  - 4.7.3.11. Following a slow-moving vehicle towing a trailer or machinery until the vehicle pulls to the side of the road and the operator signals to pass.
- 4.7.4. Driving on Roadways. Roads on KAB consist of one or more lanes including turn lanes. The following rules apply:
- 4.7.4.1. On 1-lane roadways, travel in the direction indicated consistent with the flow of traffic, traffic signs or roadway markings (arrows) to include parking lots.
  - 4.7.4.2. On 2-lane roadways travel in the left lane except when making an authorized passing movement or turn.
  - 4.7.4.3. On 3-lane roadways where two lanes are moving in the same direction, do not drive in the center turning lane more than 100 feet and only when:
    - 4.7.4.3.1. Intending to execute a right turn at a given point along the roadway.
    - 4.7.4.3.2. Directed by a traffic controller or traffic signs indicating otherwise.
  - 4.7.4.4. Right of Way. Yield to specific vehicles under the following circumstances:
    - 4.7.4.4.1. At all yield signs when obliged to stop or yield to other traffic having the right-of-way.
    - 4.7.4.4.2. To all emergency vehicles responding to an emergency. Pull immediately to the left side curb, safely out of the way and if necessary come to a complete stop in a position not to interfere or block responding vehicles.
    - 4.7.4.4.3. To all pedestrian traffic crossing a roadway at a marked crosswalk.
    - 4.7.4.4.4. To all troop movements and military convoys or vehicles engaged in road construction that display appropriate warning signs or flashing lights.
  - 4.7.4.5. Do not pass buses when red or yellow lights are flashing. This includes all passenger and school buses when loading or off-loading. Vehicles approaching any bus under these circumstances from any direction must come to a complete stop no closer

than 20 feet from the bus and not proceed until the lights have been turned off or the driver signals for vehicles to move.

#### **4.8. Turning, Stopping, and Signals When Stopping and Turning.**

4.8.1. The operator of a motor vehicle will:

4.8.1.1. Left Turn. Make the approach for the left turn and the execution of the turn as close as possible to the left-side curb or edge of the roadway. Left turns at red traffic lights are authorized (ONLY ON KADENA AB) once a vehicle comes to a complete stop, the driver ensures the lane of traffic is clear and there is no sign prohibiting a turn on red.

4.8.1.2. Right Turn. Approach the turn in the right-side lane or as close to the centerline as possible. Initiate the turn when clear to do so and leave the exiting roadway to enter the lane adjacent to the center line (right lane). Do not cross into the oncoming lane or impede the traffic therein.

4.8.1.3. U-Turns. Remember that U-turns are prohibited on KAB unless posted with a sign specifically allowing a U-turn. EXCEPTION: Emergency response vehicles performing official duties.

4.8.1.4. Turning Movements and Required Signals. If intending to make a left or right turn, continuously signal the intention at least 100 feet before executing the turn.

4.8.2. Use hand and arm signals while operating a bicycle or motor vehicle that is not equipped by the manufacturer with turn signal devices.

4.8.3. There are special occasions when vehicle operators are required to yield and stop, often without warning. The most common occurs when retreat sounds. All vehicle operators will: safely come to a complete stop immediately; pull to the left shoulder of the road or where stopped remain stopped; when the first note of the Japanese/American National Anthem starts, turn on emergency flashers; and do not continue to drive. Proceed safely only after the completion of the last note of the US National Anthem.

#### **4.9. Speed Limits.**

4.9.1. Speed restrictions on KAB are as identified in [Table 4.2](#) unless otherwise posted:

**Table 4.2. Speed restrictions on KAB**

| CONDITIONS   | MPH | KPH |
|--|-----|-----|
| On all roadways, except when posted otherwise  | 25  | 40  |
| In all residential or housing areas, except when posted otherwise  | 25  | 40  |
| In all parking lots, alleyways or locations not specifically designed as roadways  | 9   | 15  |
| When passing troop movements, when passing troops in congested areas (e.g., troop formation is on the roadway), the troop commander will use hand or verbal signals before motorists may overtake or pass the formation. Vehicle operators are responsible for getting the troop commanders' attention when having to go outside their respective lane of traffic. Troop commanders or leaders are responsible for providing clearly visible road guards. Troop formations do not have the right-of-way at traffic intersections with traffic lights. Formations must abide by traffic lights. Troop formations will not use primary road ways (e.g. Douglas Ave/Kuter Blvd) without coordination through 18 WG/SE and 18 SFS and approval of 18 MSG/CD. <i>Note:</i> KAB is used by all services for road marches and group runs. These are done at all hours of the day. Troop fatigue can be expected so vehicle operators must exercise caution when approaching, passing, or overtaking these formations. | 16  | 25  |
| In all school zones during school hours as posted  | 16  | 25  |
| When moving in reverse or backing up   | 6   | 10  |
| While backing a motor vehicle within 10 feet of a building   | 3   | 5   |
| When towing vehicles, trailers, and other authorized cargo (must be towed using approved towing equipment and/or vehicles)   | 19  | 30  |
| When driving near road construction or wherever traffic cones, construction barricades, workmen, or flagmen are present.   | 16  | 25  |
| Flight Line  | 16  | 25  |
| Recreational Areas (i.e., parks, camp grounds, etc.)   | 9   | 15  |
| Designated physical training areas, marked with signs and runners are present  | 16  | 25  |
| Housing Court Entrances. All housing area courts and roads leading into courts due to the number of children present in these areas.   | 9   | 15  |
| When entering/exiting installation gates (Kadena)  | 3   | 5   |

4.9.1.1. Drive slower than the posted speed limit under the following situations:

4.9.1.2. Inclement weather.

4.9.1.2.1. When approaching or following a military convoy or troop movement.

4.9.1.3. Do not operate a moped at a speed in excess of 40 KPH (25 MPH).

4.9.1.4. Off-base maximum speed for a moped or motorcycle (less than 50cc) according to Japanese traffic law is 30 KPH (19 MPH).

4.9.1.5. Do not operate a motor vehicle when:

4.9.1.5.1. On a public or private roadway at a speed less than 10 KPH

4.9.1.5.2. So slowly as to impede the safe, smooth movement of traffic or create a potential traffic hazard.

4.9.1.6. Security Forces may control speed of vehicle traffic on the installation by means of RADAR, LIDAR, or pacing.

4.9.2. Authorized vehicles and speed restrictions on KAB flight line are as follows IAW 18 WGI 13-202, *Flight Line Driving*:

4.9.2.1. Authorized Vehicles:

4.9.2.1.1. Government motor vehicles in the performance of official duties.

4.9.2.1.2. Privately owned vehicles possessing a flight line POV pass in the performance of official duties.

4.9.2.1.3. Rental vehicles utilized by deployed personnel possessing a flight line POV pass in the performance of official duties.

4.9.2.1.4. Contractor vehicles possessing a flight line POV pass in the performance of contracted duties.

4.9.2.1.5. Unit owned bicycles can be used on the parking aprons in the performance of assigned duties provided the operator has an AF Form 483, *Certificate of Competency*. Bicycles will have a suitable braking device engaged when parked on the flight line. Night operation requires an operational headlamp and reflectors or reflector tape. Unit owned bicycles used in flight line operations are counted as equipment but must be operated in a safe manner.

4.9.2.1.6. Golf-cart type or similar utility vehicles will follow all rules established for general and special purpose vehicles and will be equipped with forward and rear lamps if operated at night. The operator will have an AF Form 483.

4.9.3. Unauthorized Flight Line Vehicles.

4.9.3.1. Motorcycles.

4.9.3.2. Mopeds.

4.9.3.3. Two-wheeled scooters.

4.9.4. Speed Limits: No vehicle will be operated at a speed in excess of that deemed reasonable and prudent for existing traffic, road, and weather conditions and will be IAW 18 WGI 13-202, *Flight Line Driving*.

**4.10. Movements of Loads Upon Roadways.** Drivers who plan to move cargo upon the roadway must be aware of load capacities and other related requirements for the safe movement of cargo in or on their vehicle and others present upon the roadway.

4.10.1. Move cargo on roadways in motorized vehicles only when following these rules:

4.10.1.1. Do not overload vehicles when moving cargo.

4.10.1.2. Do not carry cargo if it is not secured to the vehicle. Driver's losing a load upon the roadway may be issued a ticket for "Failure to Secure Load."

4.10.1.3. If a truck or trailer has no sides or tailgate, cargo must be securely strapped to the truck bed.

4.10.1.4. If mounted cargo is higher than the truck sides/railings or tailgate, cargo must be securely strapped to the truck bed.

4.10.1.5. Loaded cargo must not obstruct the driver's vision to the front or sides (mirrors, visible to the driver, must be used to view both sides of the vehicle).

4.10.1.6. If mounted cargo extends up to four feet beyond the rear of the vehicle length, display a highly visible/reflective flag or material, from the end of the farthest extended object. The flag must be visible from a distance of at least 500 feet. If mounted cargo extends beyond four feet from the rear of the vehicle length, flashing lights visible from 500 feet must be attached from the end of the farthest extended object. Vehicles with cargo extending beyond the sides or front of the vehicle must display wide load signs, both in back and front, and have a warning beacon with a 360 degree view visible from 500 feet.

4.10.1.7. Trailers being towed by tugs will not be loaded so high as to prevent the tug operator from seeing the whole length of the trailer while in a seated position.

#### **4.11. Towing of Vehicles.**

4.11.1. Vehicles must be towed by a tow truck or using a commercially designed tow bar. Ropes, belts, chains, straps or facsimile of these will not be used to include military emergency tow ropes. Vehicles in tow must have rear flashing lights working on the vehicle or attached to the rear of the vehicle unless being towed by a commercial tow truck.

4.11.2. When removing a wrecked or damaged vehicle from the roadway, any glass or other material, which has dropped from the vehicle, will be removed by the owner(s) or tow agency of the vehicle(s).

4.11.3. Owners are responsible to pay all fees associated with towing.

#### **4.12. Miscellaneous Roadway Operations. All operators must:**

4.12.1. Ensure all restraint systems (seatbelts) are used.

4.12.2. Ensure all operators and passengers of GOVs and POVs wear restraint systems on and off the installation at all times while the vehicle is in motion.

4.12.3. Yield to traffic when indicated by traffic signs at intersections. Specifically, operators are required to stop when there is a stop sign mounted on a pole or the word "stop" painted on the pavement or both at intersections. If there are no indications of a stop other than the stop bar upon the roadway, the stop bar only requires operators to yield the right of way but not come to a complete stop unless other traffic is present.

4.12.4. Not straddle the centerline of the roadway.

4.12.5. Only cross the centerline when executing an authorized passing or turning movement.

4.12.6. Not use the sidewalk as a means of travel unless the area is designated as a temporary roadway.

- 4.12.7. Allow a passing vehicle to complete the pass and not impede its movement.
- 4.12.8. Not race on the roadway or exhibit any form of speed demonstration (i.e., breaking traction, excessive revving of the engine, cutting corners at a high rate of speed making the tires squeal, etc.).
- 4.12.9. Use headlights and reduce speed, as appropriate, while operating on roadways during periods of reduced visibility (twilight, darkness, and inclement weather). Both GOV and POV operators will use headlights anytime the windshield wipers are used. Do not use high beams when there is oncoming traffic.
- 4.12.10. Not have flashing lights, neon lights, or vehicle light colors other than original equipment on the exterior of the vehicle. Lights described in this paragraph located inside the vehicle may not be visible from the exterior.
- 4.12.11. Not operate a vehicle when continued operation would create a potential hazard to the operator or the general public (e.g., when the operator is sleepy, under the influence of alcohol or drugs, or ill).
- 4.12.12. Not operate vehicle when the operator is physically impaired to drive safely.
- 4.12.13. Not operate a vehicle with passengers riding in the bed of a truck with any portion of their body extended outside the bed of the truck. Passengers riding on flatbed trucks without side panels are strictly prohibited.
- 4.12.14. Not operate a vehicle when people are seated on the raised edge of the truck body or blocking the operator's view.
- 4.12.15. Not operate a vehicle if passengers are riding on top of cargo.
- 4.12.16. Ensure vehicles do not have the following:
  - 4.12.16.1. Graffiti, written or sprayed on. Body paint will be uniform in color(s) not to create a public eyesore.
  - 4.12.16.2. Touch-up paint is authorized if it is in basic color and does not detract from the appearance of the vehicle.
  - 4.12.16.3. Multi-colored vehicles are acceptable as long as there is an obvious attempt at uniformity as opposed to random coloring.
  - 4.12.16.4. Vehicles must have a reasonable appearance. Vehicles with cracked finishes, unruly primer paint that presents an unreasonable appearance are not permitted.
  - 4.12.16.5. Vehicle owners will not paste or stick any items on the windshield, front driver side or passenger side windows except the following:
    - 4.12.16.5.1. Permanent or temporary vehicle inspection stickers.
    - 4.12.16.5.2. A periodic vehicle maintenance certificate.
    - 4.12.16.5.3. Insurance sticker provided under the Automobile Damage Compensation Guarantee Law (JCI Sticker).
    - 4.12.16.5.4. USFJ Form 15B, Base Decal for Motorcycle.

4.12.16.5.5. Temporary vehicle pass, other passes or decals issued by a government agency which are required to be displayed on the windshield.

4.12.17. On base major vehicle maintenance or bodywork for POVs will only be accomplished at the following facilities (except during emergencies when loss of life or limb is possible): Auto Hobby Shop and AAFES Garage.

#### **4.13. Emergency Response Vehicles.**

4.13.1. Emergency vehicles must have operational audio and visual warning equipment installed.

4.13.2. When responding to emergencies using visual, or both, emergency vehicles may:

4.13.2.1. Request the right of way only when it can be done without endangering personnel or property.

4.13.2.2. Will proceed through stop signs or traffic lights only when it is safe to do so.

4.13.3. During emergency vehicle response modes, all non-emergency vehicles must:

4.13.3.1. Yield the right-of-way to all emergency-responding vehicles by pulling off the roadway as far left as possible to ensure a clear and safe passage for responding vehicles.

4.13.3.2. Not follow any emergency vehicle within 500 feet.

4.13.3.3. Not stop or park within 500 feet of the scene of a fire response when emergency vehicles are already on scene.

4.13.3.4. Not be driven over fire hoses stretched across the roadway at the scene of a fire response unless directed to do so by an on-scene traffic controller.

#### **4.14. Unattended Children in Vehicles.**

4.14.1. The following are the standards for the safety and welfare of children left unattended in vehicles:

4.14.1.1. Age of Child: Newborn to 9 Years of Age: Never left unattended in a vehicle.

4.14.1.1.1. Action: Automatic 1 year revocation of driving privileges.

4.14.1.2. Age of Child: 10-11 Years of Age: May be left unattended in a vehicle with the keys removed not to exceed 15 minutes.

4.14.1.2.1. Action: Automatic 3-month suspension of driving privileges.

4.14.1.3. Age of Child: 12-13 Years of Age: Yes, with keys removed.

4.14.1.4. Age of Child: 14-17 Years of Age: May be left unattended in a vehicle.

#### **4.15. Driving with Pets in Vehicle.**

4.15.1. At no time will pets sit on the vehicle operator's lap while motor vehicle is in motion. All pets will remain in front passenger seat or rear seats while in transit. The vehicle operator must be able to positively control animals located in their vehicle, through physical or verbal means at all times.

## Chapter 5

### DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

**5.1. Driving Records.** The Reports and Analysis Office oversees the maintenance of installation driving records and the integrity of the traffic point system. The Security Forces Management Information System (SFMIS) is used to record vehicle traffic accidents, moving and parking violations, suspension or revocation actions, and traffic point assessments involving military and DoD civilian personnel, their family members, and other personnel operating motor vehicles on a military installation.

**5.2. Traffic Point System.** The traffic point system supplements AFI 31-204 and provides a uniform administrative device to impartially judge driving performance. This system is not a disciplinary measure or a substitute for punitive action and does not interfere with the installation commander's prerogative to issue, suspend, revoke, deny or reinstate installation-driving privileges IAW AFI 31-204, AFI 31-218(I), *Motor Vehicle Traffic Supervision*, and USFJI 31-205. This table is not all-inclusive but contains the most common traffic violations committed and cited for. This table is used as a guide for violations and enforceable in accordance with this instruction.

**Table 5.1. Suspension, Revocation and Point Reference Sheet of Violations**

| <b>DESCRIPTION OF VIOLATION</b><br>(* indicates violations and points assessed directly from AFI 31-204, Table 5.2. Air Force Motor Vehicle Traffic Supervision. | <b>POINTS</b> | <b>SUSPENSION, REVOCATION, OR IMPOUNDMENT</b> |
|--|---------------|---|
| Abandoned Vehicle (Once proof of ownership can be determined 3 points will be added to SFMIS driving records)  | 3             | Vehicle Towed, Owner Fined.                   |
| *Allowing a physically impaired person to operate a motor vehicle  | 6             | 6 Month Suspension                            |
| Allowing an unlicensed driver to operate a motor vehicle   | 6             | 3 Month Suspension                            |
| Breaking Traction  | 3             |   |
| Crosswalk: Vehicle Stopped/Parked  | 1             |   |
| Crosswalk: Failed to stop for pedestrian/pedestrian in crosswalk   | 3             |   |
| Crosswalk: Hit pedestrian in crosswalk and found to be at fault  | 6             | 6 Month Suspension                            |
| Driver involved in accident and deemed responsible   | 1             | (Added to Offense).                           |
| Driving a vehicle off-base with an on-base license only  | 6             | 6 Month Suspension                            |
| Driving a vehicle off-base with on-base restricted license only  | 6             | 6 Month Suspension                            |
| Driving on student driver permit without a licensed driver in vehicle  | 6             | 6 Month Suspension                            |
| Driving Under A Suspension or Revocation: On/Off base  |               | Add 2 Years to original Offense               |
| Driving under the influence of a narcotic or drug  | 6             | 1 Year Revocation                             |
| Driving with expired Military/Base registration  | 3             |   |
| Driving with loaned/altered vehicle pass   | 3             | 30 Day suspension                             |
| Driving with expired license, USFJ Form 4EJ  | 1             |   |
| Driving without a license being issued. USFJ Form 4EJ  | 6             | 6 Month Suspension                            |
| Driving without a license on person  | 1             |   |
| Driving a vehicle without road tax being paid or sticker on vehicle greater than 5 days.   | 3             | Impound Vehicle                               |
| Driving without/expired Japanese Compulsory Insurance (JCI) or Property Damage Liability Insurance (PDI) in excess of 30 days.                                   | 6             | 1 Month Suspension and impound vehicle        |
| Driving with expired JCI or PDI greater than 5, less than 30 days  | 3             | Impound Vehicle                               |
| Driving with expired JCI or PDI 5 days or less   | 3             |   |
| Driving/Crossing Right of Center Line (includes using center turn lane to drive more than 100 yards or to enter the flow of traffic)                             | 3             |   |
| *DWI - Driving While Intoxicated = 0.08% and above – ON/OFFBASE  | 6             | 1 Year Revocation                             |
| PASSENGER in a vehicle when the driver is DWI - Driving While Intoxicated = 0.08% and above – ON/OFFBASE   | 6             | 1 Year Revocation                             |

|  |   |                    |
|--|---|--------------------|
| *DUI - Driving Under the Influence = 0.05% but less than 0.079% -ON/OFF-BASE.  | 6 | 6 Month Suspension |
| PASSENGER in a vehicle when the driver is DUI - Driving Under the Influence = 0.05% but less than 0.079% - ON/OFF-BASE.  | 6 | 6 Month Suspension |
| DWDI - Driving While Drinking Indicated = 0.03% but less than 0.05% - ON/OFF-BASE  | 3 | 12 Hour Suspension |
| PASSENGER in a vehicle when the driver is DWDI - Driving While Drinking Indicated = 0.03% but less than 0.05% - ON/OFF-BASE  | 3 |                    |
| Under Legal Drinking Age, Consumption While Driving = any detectable amount of alcohol in the underage person's system/possession  | 6 | 6 Month Suspension |
| PASSENGER in a vehicle when the driver is Under Legal Drinking Age, Consumption While Driving = any detectable amount of alcohol in the underage person's system/possession  | 6 | 6 Month Suspension |
| *Exhibition of Speed   | 3 |                    |
| Failure to Display License Plate, clearly display, free of mud/dirt  | 3 |                    |
| *Failure to Obey Traffic Signal/Sign or Device   | 3 |                    |
| Failure to Stop for Base Bus, Flashing Lights  | 3 |                    |
| *Failure to Stop for School Bus or Crossing Signal   | 4 | 1 Month Suspension |
| Failure to Secure Load   | 3 |                    |
| Failure to Utilize Seat Belt Properly  | 3 |                    |
| *Failure to utilize proper seat belt restraint for child. Note: When child is 4 years of age or younger or the weight of the child does not exceed 45 pounds (applies to not using or improper child restrain devices, i.e., car seat, infant carrier, booster seat, belt/strap modification). In this case assess four points when no restraint system of any kind is used. | 2 |                    |
| *Failure to Yield Right of Way   | 3 |                    |
| *Failure to Yield Right of Way to Emergency Vehicle  | 3 |                    |
| Failure to Yield, No Official Sign   | 3 |                    |
| Failing to Submit to a Random Installation Entry/Exit Point Check  | 6 | 1 Year Revocation  |
| Failing to Dim Headlights Upon Entering A Base Entry Point   | 1 |                    |
| *Fleeing the Scene of Accident-knowingly (With Injuries).  | 6 | 1 Year Revocation  |
| *Fleeing the Scene of Accident-knowingly   | 6 | 6 Month Suspension |
| Attempting to Elude Police   | 6 | 6 Month Suspension |
| *Following Too Close   | 3 |                    |
| Illegal Modification to Vehicle  | 2 |                    |

|   |   |                    |
|---|---|--------------------|
| Improper Lane Change  | 3 |                    |
| Improper Lane Usage. (Driving center yellow turn lanes.)  | 3 |                    |
| *Improper Overtaking  | 3 |                    |
| *Improper Passing   | 3 |                    |
| *Improper Turning Movements No Signal   | 3 |                    |
| Inattentive Driving   | 3 |                    |
| Inciting Traffic Infraction (See Attachment 5 Para. 16.)  | 3 | 3 Month Suspension |
| Improper Lights or Usage (Includes all headlights, park, fog, rear and brake lights.)   | 3 |                    |
| Loud Stereo   | 3 |                    |
| Mental or Physical Impairment to Degree Incompetent to Drive  | 6 | 6 Month Suspension |
| No Vehicle Registration In Possession (ON/OFF BASE)   | 3 |                    |
| Non-motorized vehicle safety violation (points only apply to persons age 18 or older)   | 3 |                    |
| Open Container of Alcohol (ON/OFF BASE)   | 4 |                    |
| *Operating an Unsafe Vehicle  | 2 |                    |
| *Other Moving violations, Driver Behavior   | 3 |                    |
| Operating a Motorcycle/Moped Exceeding Size Category Stated on USFJ Form 4EJ  | 3 |                    |
| *Operating RADAR/LIDAR detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speed (prohibited on DoD installations) | 3 |                    |
| Overloaded Vehicle  | 3 |                    |
| *Personal Protective Equipment (PPE) for motorcycle, motor scooter, ATV, etc – failure to wear or wear properly (helmet) (can be issued in addition to primary violation)   | 3 | 1 week suspension  |
| Racing (Drag Racing)  | 6 | 6 Month Suspension |
| Receive 12 Points Within 12 consecutive months  |   | 6 Month Suspension |
| Receive 15 Points Within 12 consecutive months  |   | 1 Year Revocation  |
| Receive 18 Points Within 24 consecutive months  |   | 1 Year Revocation  |
| Receive 6 non-moving violations within 12 consecutive months: Member will lose POV privileges only.   |   | 30 Day Suspension  |
| * Reckless Driving, Non Injury  | 6 | 6 Month Suspension |
| * Reckless Driving, Personal Injury   | 6 | 1 Year Revocation  |
| Refusal to Breath (BrAC), Blood (BAC), Urine Test   | 6 | 2 Year Revocation  |
| Refusal to Submit to a Sobriety (Alcohol) Checkpoint  | 6 | 1 Year Revocation  |
| Seat Belt – Failure to wear – applicable to all vehicle occupants (can be issued in addition to primary violation)  | 3 | 1 Week suspension  |
| *Speeding – 2-17 KPH Over Speed Limit   | 3 |                    |
| *Speeding – 18-25 KPH Over Speed Limit  | 4 |                    |
| *Speeding – 26-33 KPH Over Speed Limit  | 5 |                    |
| *Speeding – 33-above KPH Over Speed Limit   | 6 |                    |
| Speeding in School Zone   |   | Double the Points  |
| *Speed Too Fast for Conditions  | 2 |                    |

|  |   |                    |
|--|---|--------------------|
| *Speed Too Slow Causing Potential Hazard   | 2 |                    |
| *Reckless Driving 40 above KPH Over Speed Limit  |   | 6 Month Suspension |
| *Reckless Driving 40 above KPH Over Speed Limit<br>(Resulting in injury)   |   | 1 Year Revocation  |
| *Utilizing a handheld electronic device while driving<br>(examples include: cell phone, iPod, iPod Touch, and other<br>MP3 players). <b>Note:</b> Hands free devices, devices in hands<br>free operating mode, and devices mounted on docks are<br>authorized. | 3 | 30 Day Suspension  |
| Unattended Children in Vehicles:<br>Age of Child: Newborn to Under 10 Years of Age: <b>Never<br/>left unattended in a vehicle.</b>   | 6 | 1 Year Revocation  |
| Age of Child: 10-Under 12 Years of Age: May be left<br>unattended, up to 15 minutes, with the keys removed from<br>the vehicle.  | 3 | 3 Month Suspension |
| Unauthorized Tinted, Mudded, Dirty or Obstructed<br>Windows  | 3 |                    |
| Unauthorized towing of persons or things by vehicle  | 3 |                    |
| Unloading passengers in a no drop off zone   | 2 |                    |
| Unsafe Backing   | 3 |                    |
| Unsafe Troop Formation Passing   | 3 |                    |
| Vehicle Equipment (Standard) Removed, i.e., Doors, Hood,<br>Windows, etc.  | 3 |                    |
| Vehicle Left Unattended With Engine Running  | 3 |                    |
| *Wearing Headphones While Operating Vehicle or<br>Bicycling *Intercom system in helmets of motorcycle<br>operators is authorized.  | 3 |                    |
| Littering  | 3 |                    |

#### 5.2.1. Traffic Citation Rebuttal Process.

5.2.1.1. When an individual receives a ticket and feels the ticket was unjustly issued, the individual can rebut the ticket. The individual must draft a memorandum, specifically citing evidence that disproves the validity of the ticket within 10 duty days. The memorandum and related information can be obtained from the Reports and Analysis section at 634-1134/1138/2943. Only when the package is complete and reviewed by Reports and Analysis for accuracy will it be submitted for processing.

5.2.1.2. Reports and Analysis will not review or forward ticket rebuttals without a memorandum letter endorsed by the violator's commander or agency chief. If the commander or agency chief non-concurs with the ticket rebuttal package it will not be processed.

5.2.1.3. The Reports and Analysis Office will review the rebuttal package and make a recommendation to S3 and the DFC as to its validity. If the DFC determines the ticket

should be voided, the rebuttal process is complete and the individual is notified of the action taken through his or her commander, agency chief or first sergeant. If the DFC determines the ticket is valid, the ticket will be forwarded to the 18 MSG/CD or designee with a recommendation of why the ticket is valid.

5.2.1.4. 18 MSG/CD or designee will review the rebuttal package and make the final determination. The rebuttal package will then be returned to the Reports and Analysis Office, who will inform the commander, agency chief or first sergeant of the final decision.

### **5.3. Point System Application.**

5.3.1. The Reports and Analysis Office routinely receives notice/reports of off-base traffic offenses from all US Forces Japan law enforcement agencies, local GoJ law enforcement agencies and CONUS law enforcement agencies. All tickets will be entered into the individual's driving record and based upon the ticket, points will be assessed against the individual if they operate a motor vehicle on Kadena AB. In accordance with AFI 31-204, paragraph 5.3., the use of the point system and procedures prescribed herein are mandatory for on and off base offenses. The point system applies to civilian personnel (i.e. AAFES, DECA, DoDDS, DOD, Dependents, contractors and all other SOFA status civilians) and all military personnel operating GOVs and POVs on and off the installation. It applies to all Local Nationals operating GOVs and POVs on Kadena AB. The point system will not be used for non-moving violations; however, the number of tickets will still be counted and annotated on the individual's driving history. When two or more violations are written on a single DD Form 1408, points will be assessed for the offense having the greater value (IAW AFI 31-204, Table 5.2. Note 1). **Note:** Points are assessed from other agencies (both US and Japanese) to ensure drivers operate safely while outside the jurisdictional areas applicable to this instruction. These points are also assessed due to the fact other agencies cannot suspend licenses for poor driving habits outside their jurisdiction.

5.3.2. An advisory letter will be forwarded to the unit commander/agency chief and first sergeant on any person who has acquired six traffic points within a six month period.

5.3.3. The Security Forces Liaison Office will coordinate all civil traffic matters with 18 WG/JA.

### **5.4. Point System Procedures.**

5.4.1. The Reports and Analysis Office will record traffic violations and assess points IAW AFI 31-204, AFI 31-218(I), USFJI 31-205, and this instruction in several ways:

5.4.1.1. The nature of the offense requires an AF Form 3545, *Incident Report*, be prepared. If necessary, a DD Form 1408 will also be submitted.

5.4.1.2. Violations recorded on the DD Form 1408.

5.4.1.3. 18 WG Form 7, *Notification of Traffic Infraction (PA)*, for off-base offenses.

5.4.1.4. 18 WG Form 10, *Notification of Alleged Offense (PA)*, for off-base offenses.

5.4.2. Traffic Complaints. When a traffic complaint is received on an individual, the complainant must be willing to provide a written statement. Failure to provide a written statement or an adequate description of the vehicle (e.g., color, make, license plate number)

could result in no action being taken. Once a written statement is obtained, the incident will be recorded in the Security Forces blotter. Security Forces Operations personnel will follow up on the complaint when sufficient information has been provided. Complaints against members of other services will be forwarded to the appropriate agency for follow-up/action, if warranted. Complaints against Air Force affiliated personnel will be forwarded to the responsible Air Force unit for follow-up/action. If there is sufficient probable cause, Security Forces may investigate the complaint and issue a DD Form 1408 to the alleged offender or take other actions IAW this instruction. Points will be assessed based on actions taken by Security Forces.

5.4.2.1. Off-Installation Traffic Activities. Security Forces maintain a close liaison with Japanese Police agencies, and when possible prompt notifications of offenses are made to Security Forces when SoFA vehicle operators are involved in traffic accidents or incidents. Japanese Police also provide prompt notice when SoFA vehicle operators are involved in or detained for serious violations of Japanese traffic laws. All SoFA personnel must provide JP officials their DoD identification (ID) cards and USFJ Form 4EJ upon request.

5.4.2.2. Most minor infractions of Japanese Traffic Code do not warrant Security Forces notification until after the fact. **Note:** Points will be assessed for off-base traffic infractions with the exception of parking tickets.

5.4.2.3. Personnel receiving the following off-base citations will accomplish the following upon coordination with the Staff Judge Advocate (18 WG/SJA):

5.4.2.3.1. If the violator was given a blue copy of the ticket, payment of the fine is the only requirement. The violator has seven days from the day after the citation is issued to pay the fine at a GoJ Bank or Post Office. **Note:** ALWAYS KEEP THE RECEIPT AS PROOF OF PAYMENT.

5.4.2.3.1.1. Failure to pay the fine within the seven-day time period can result in arrest until the fine is paid. If fines cannot be paid within the seven-day period, personnel must immediately contact the Security Forces Liaison Office and 18 WG/JA.

5.4.2.4. If a violator receives the white copy of the traffic ticket, the violator must retain the ticket until contacted to report to court. The Japanese prosecutor will contact the Security Forces Liaison Office which in-turn will contact 18 WG/JA and the unit commander, agency chief or first sergeant.

5.4.2.4.1. 18 WG/JA will coordinate with the violator's unit and subsequently place the violator on International Hold, pending adjudication. The violator is not permitted to depart the island on leave or TDY until the ticket is resolved. SoFA personnel requested to attend an interview with the Japanese police must first report to the legal office and obtain a briefing outlining the alleged violator's rights under the SoFA.

5.4.2.4.1.1. 18 WG/JA will provide the Security Forces Liaison Office a monthly up to date listing of all personnel placed on International Hold.

5.4.2.4.2. Japanese Police Ticketing Procedures: The Security Forces Liaison Office is notified by the Japanese Police anytime a SoFA member is issued a traffic ticket. The Security Forces Liaison Office notifies 18 WG/JA of these infractions via the 18 WG Form 7 or the 18 WG Form 10. The 18 WG Form 7 and 18 WG Form 10 will be coordinated through the violator's commander, agency chief or first sergeant for action. The commander records actions taken on the ticket and returns it to the Reports and Analysis Office within 14 days for updating and filing.

5.4.2.4.3. Armed Forces Traffic Tickets, DD Form 1408. Tickets are forwarded to the Reports and Analysis Office for processing and dissemination. On receipt of the traffic ticket or other law enforcement report, the unit commander, agency chief, or first sergeant will conduct an inquiry. Afterwards, the commander may take or recommend proper disciplinary or administrative action. The commander records actions taken on the back of the ticket and returns it to the Reports and Analysis Office within 14 days for updating and filing.

5.4.2.4.4. An advisory letter will be forwarded to the unit commander/agency chief and first sergeant on any person who has acquired six traffic points within a six-month period. The Unit should consider whether the driver would benefit from attending the Driver Improvement Course IAW AFI 91-207. The course focuses on improving behaviors in operational traffic environments and is aimed at those drivers who have displayed a trend of poor driving behaviors such as a history of accidents, speeding, reckless driving, or poor driving attitudes or knowledge. The Driver Improvement Course should not be used as a punishment tool or for personnel that lost their driving privileges as a result of an alcohol/drug related driving offense. Personnel required to attend the Driver Improvement Course must be scheduled through 18 WG/SE.

5.4.2.4.5. Points assessed against personnel remain active and will be managed IAW AFI 31-218(I) and AFI 31-204.

5.4.2.4.6. Removal of points does not authorize removal of driving record entries for moving violations, chargeable accidents, suspensions, or revocations. Recorded entries will remain posted on individual driving records IAW AFI 31-218(I) and AFI 31-204.

## Chapter 6

### IMPOUNDING/HOLDING PRIVATELY OWNED VEHICLES

**6.1. General.** The Joint Services Vehicle Impound Lot (JSVIL) located on Camp Kinser is responsible for impounding vehicles on a long-term basis, for evidential reasons, or pending final disposition for abandoned vehicles on Okinawa. Temporary vehicle impounds on KAB will be handled by Security Forces IAW this instruction. All other impounds on KAB are conducted IAW MCBJO 11340.1B. This chapter provides an outline of the standards and procedures regarding towing, inventorying, searching, impounding, and disposing of POVs. This policy is based on:

6.1.1. Best interests of the Air Force in crime prevention, safety, force protection, traffic safety, mission accomplishment, good order and discipline, smooth traffic flow and satisfactory appearance of the installation.

6.1.2. Specific Consent to Impoundment.

6.1.2.1. Personnel driving on KAB are deemed to have consented to the installation vehicle impoundment policy as outlined in [Chapter 6](#) of this instruction.

6.1.2.2. JSVIL is located on Camp Kinser, Building 409 (637-6073/2210). The JSVIL is responsible for long term and permanent impounds for all SoFA vehicles on Okinawa. All impounds originating from KAB are conducted IAW this instruction and MCBJO P11240.3 or superseding instruction and are discussed in detail in this instruction.

### 6.2. Standards for Impoundment.

6.2.1. When possible, notify the owner of the POV and have the vehicle moved. If contact with the owner cannot be made, attempt to contact the unit first sergeant to verify the status of the member (TDY, leave, etc.).

6.2.2. A vehicle will be impounded when it interferes with traffic, threatens public safety or convenience, is involved in criminal activity, contains evidence of criminal activity, is stolen/recovered, abandoned or has outdated administrative paperwork, creates a public eyesore, or meets any of the criteria covered in paragraph [2.5](#) Impounding POVs is justified when any of the following conditions exist:

6.2.2.1. The vehicle is illegally parked.

6.2.2.2. The vehicle interferes with the orderly flow of traffic.

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

6.2.2.4. The vehicle is blocking an emergency exit door of any public place.

6.2.2.5. The vehicle is in a “tow-away” zone that is so marked with signs.

6.2.2.6. The vehicle is unattended in a restricted or controlled area and creating a nuisance or security hazard.

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

6.2.2.7.1. Street cleaning operations after attempts to contact the owner have failed.

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

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

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

6.2.2.10. The POV is mechanically defective, wrecked, a public eyesore, a safety or environmental hazard, disrupting mission operations (e.g., preventing loading/unloading of equipment) or not parked legally IAW paragraph 4.4.

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

6.2.2.12. When it is determined that the registered owner has departed PCS and abandoned the vehicle.

6.2.2.13. Being operated by a vehicle operator under suspension or revocation for previous offense(s).

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

6.2.2.14.1. Expired JCI, greater than 5 days.

6.2.2.14.2. Expired PDI greater than 5 days or insurance failing to meet the minimum coverage required by USFJI 31-205.

6.2.2.15. The vehicle displays a military or Japanese registration that is expired over 30-days.

6.2.2.16. Failure to pay Japanese Road Tax, greater than 5 days.

6.2.2.17. Failing to initially register vehicle with the JSVRO.

6.2.2.18. If after being cited, the vehicle remains parked in excess of 72 hours in a public parking lot. This includes vehicles listed for sale at a place other than at one's residence (e.g., Bowling Center, Post Office, BX, etc.) or at a place other than the vehicle resale lot operated by the Auto Hobby Shop.

6.2.2.19. The official seal securing the rear license plate has been removed.

**6.3. Vehicles in violation of paragraph 6. 2.** or its subparagraphs may be impounded immediately.

**6.4. Impoundment of Abandoned Vehicles.** The following procedures apply for towing, searching, impounding, and inventorying abandoned vehicles. All vehicles in the above categories to include those located off base may be towed and impounded when Japanese authorities identify them as belonging to SoFA personnel and request assistance.

6.4.1. Procedures:

6.4.1.1. 18 SFS will issue a DD Form 1408 and DD Form 2504, *Abandoned Vehicle Notice*, simultaneously when they come in contact with or are notified of suspected abandoned vehicles. The NCOIC of Police Services will track these vehicles.

6.4.1.2. The pink copy of the ticket will be placed on the vehicle. The violator (owner) may report within 72 hours to the BDOC (depending upon circumstances) and provide proof the vehicle is not abandoned. Proof must be presented that the vehicle is operational and meets the requirements of AFI 31-204, USFJI 31-203, and this instruction to be operated on the roads of KAB.

6.4.1.3. Owners will then report to Police Services to verify the issue has been resolved. At this time the abandoned vehicle notice will be cleared. The DD Form 1408 will be processed IAW this instruction.

6.4.1.4. When 72 hours have passed and the owner has not reported to Police Services, a reasonable attempt to identify and locate the registered owner will be made. If Police Services is unable to make contact, the vehicle may be towed to Kadena AB's temporary impoundment lot. JSVIL will then be contacted to initiate impoundment action IAW MCBJO P11240.3. All due care and caution should be exercised during impoundment actions.

6.4.1.5. Property contained within abandoned vehicles and processed as outlined above will remain within the vehicle and be processed IAW MCBJO P11240.3.

6.4.2. Retrieving an Impounded Vehicle: The process of retrieving a vehicle from JSVIL is determined on a case by case basis depending on the reason for being impounded:

6.4.2.1. Vehicles impounded subsequent to a DUI case. The owner is required to de-register the vehicle through JSVRO based on the revocation of their driving privileges IAW paragraph 2.11.4

6.4.2.2. Vehicles impounded due to expired insurance. The owner is required to have a valid insurance policy prior to retrieving the vehicle from JSVIL.

6.4.2.3. Vehicles impounded due to expired Japanese inspection. The vehicle owner must obtain a temporary license plate from JSVRO before they can retrieve the vehicle from JSVIL.

6.4.2.4. Vehicles impounded as a result of a vehicle accident and considered evidence will not be released until the case is completed and approval is granted by 18 SFS/S2 Security Forces Investigations and 18 WG/JA.

6.4.2.5. In all cases, a letter signed by the vehicle owner's unit commander, agency chief, or first sergeant is required to retrieve the vehicle from the JSVIL (see [Attachment 3](#)). Contact JSVIL at 637-2210/6073 to determine required documentation to retrieve the vehicle.

**6.5. Temporary Vehicle Hold Procedures.** The following procedures apply for towing, operating (moving), holding, and processing POVs. For violations specified within this instruction Security Forces may hold POVs temporarily.

6.5.1. Procedures: Vehicles will be held in the temporary vehicle hold lot by Security Forces when any of the following conditions exist:

6.5.1.1. The POV is mechanically defective and is a safety hazard to others.

6.5.1.2. Expired JCI or expired PDI.

6.5.1.3. Failure to pay Japanese Road Tax.

6.5.1.4. An operator of a motor vehicle has been stopped IAW paragraph 4.6 for DWDI .

6.5.1.4.1. Security Forces will issue a “12-hour Suspension/Hold Letter” to operators not in violation of alcohol levels as listed in paragraph 4.6.4. All 12-hour suspension/hold incidents will be documented in the Security Forces blotter.

6.5.2. Vehicles identified above as being temporarily held will be documented as follows:

6.5.2.1. When a vehicle is placed on temporary hold by Security Forces, Security Forces (SF) personnel may request to operate the vehicle for the purpose of relocating it out of traffic. Vehicles will be relocated to the nearest open and legal parking space. Operators refusing to give permission to SF personnel to move their vehicle will have their vehicle towed at owner’s expense.

6.5.2.2. Security Forces will accomplish a vehicle hold worksheet and identify the exact violation(s). Operators will sign and date the hold worksheet acknowledging their obligation to comply as instructed. Failure to comply may result in the impoundment of their vehicle. A copy of this letter will be provided to the violator at the time of processing. Failure to acknowledge the hold letter will result in the vehicle being towed and impounded.

6.5.2.3. All personal property within the vehicle(s) must be removed by the operator at the time the vehicle is placed on temporary hold. Signing the 12-hour Suspension/Hold Letter indicates acknowledgement that all property within the vehicle was removed and Security Forces and JSVIL personnel are not responsible for loss, theft, or damage of any property not removed from the vehicle.

6.5.3. Vehicle(s) not claimed or owners failing to provide documentation as required may be impounded IAW this instruction.

**6.6. Towing Support.** IAW AFI 24-301, *Vehicle Operations*, 18 LRS will provide 24-hour towing support to remove vehicles. Security Forces may also use a contracted towing service.

6.6.1. 18 LRS Vehicle Dispatch may be called to move any disabled vehicle causing immediate traffic safety or fire fighting obstacles on base. This type of support will only be requested when an operator/owner is incapable (medical emergency or unable to be contacted) of making arrangements for removal. This request is limited to Security Forces, fire department, group commanders or higher authority.

6.6.2. 18 LRS tow truck operators are not liable for any damages incurred to any vehicles being towed or removed under these conditions.

6.6.2.1. Towing will be limited to a nearby parking lot, parking lot of building #705, or Security Forces temporary impound lot. When vehicles are required to be moved, they will be parked in the nearest parking lot, or in an authorized parking space until vehicle tow or movement can be safely accomplished. The parking lot of building #705 will be used as a temporary towing area for short periods of time, when awaiting tow after impound, or for temporary storage of vehicles placed on hold after a DWDI incident has occurred. The Security Forces temporary impound lot will only be used for vehicles involved in ongoing investigations, or in cases that require further action by Security Forces. Regardless of the type incident, the vehicle operators/owners will always be responsible for further removal or towing.

KENNETH S. WILSBACH  
Colonel, USAF  
Commander, 18th Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 31-101, *Integrated Defense*, 08 Oct 2009

AFI 31-201, *Security Police Standards and Procedures*, 30 March 2009

AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, 14 July 2000 (Incorporating Change 1, 20 July 2007)

AFI 91-207, *The U.S. Air Force Traffic Safety Program*, 22 May 2007

AFI 31-218(I), *Motor Vehicle Traffic Supervision*, 22 May 2006

AFI 31-101\_PACAF SUP 1, *Integrated Defense*, 8 October 2009

AFMAN 31-201V7, *Security Forces Administration and Reports*, 21 January 2002

AFMAN 31-201V3, *Flight Operations*, 14 May 2003

USFJPL 125-2, *Control of Traffic and Vehicle Operations*, 1 December 2000

USFJI 31-203, *Law Enforcement Procedures in Japan*, 30 June 2004

USFJI 31-205, *Motor Vehicle Operations and Traffic Supervision*, 5 April 2004

MCBJO P11240.3, *Marine Corps Bases Japan Order Motor Vehicle Registration and Equipment Safety Standards*, 9 October 2001

18 WGI 13-202, *Flight Line Driving*, 31 May 2006

***Prescribed Forms***

18 WG Form 5EJ, *Minor Traffic Accident Information Exchange*

18 WG Form 6, *Alcohol Influence Report/Standardized Field Sobriety Test*

18 WG Form 7, *Notification of Traffic Infraction (PA)*

18 WG Form 10, *Notification of Alleged Offense (PA)*

***Adopted Forms***

AF Form 75, *Visitor & Vehicle Pass*

AF Form 332, *Base Civil Engineer Work Sheet*

AF Form 483, *Certificate of Competency*

AF Form 847, *Recommendation for Change of Publication*

AF Form 2293, *U S Motor Vehicle Operator Identification Card*

AF Form 3545, *Incident Report*

USFJ Form 4EJ, *U.S. Forces, Japan Operators Permit for Civilian Vehicle (PA)*

USFJ Form 15A, *Vehicle Registration Decal (For Use on 4-Wheel Vehicles)*

USFJ Form 15B, *Vehicle Registration Decal (For Use on 2-Wheel Vehicles)*

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 1920, *Alcohol Influence Report*

DD Form 2504, *Abandoned Vehicle Notice*

5 AF Form 98EJ, *Standard Pass*

***Abbreviations and Acronyms***

**DFC**—Defense Force Commander

**BDOC**—Base Defense Operations Center

**DoD**—Department of Defense

**DoDD**—Department of Defense Directive

**DUI**—Driving Under the Influence

**DWDI**—Driving While Drinking Indicated

**DWI**—Driving While Intoxicated

**GoJ**—Government of Japan

**GOV**—Government Owned Vehicle

**GSU**—Geographical Separated Unit

**JCI**—Japanese Compulsory Insurance

**JSVRO**—Joint Services Vehicle Registration Office

**KAB**—Kadena Air Base

**MCBJO**—Marine Corps Bases Japan Order

**OPR**—Office of Primary Responsibility

**PCS**—Permanent Change of Station

**PDI**—Property Damage Liability Insurance

**POV**—Privately Owned Vehicle

**ROI**—Report of Investigation

**S2**—Security Forces Investigations

**S3**—Security Forces Operations

**S5B**—Security Forces Pass and Registration

**S5R**—Security Forces Reports and Analysis

**SF**—Security Forces

**SoFA**—Status of Force Agreement

**USFJ**—United States Forces Japan

**U.S.C.**— United States Code

### *Terms*

**Ability**— The physical proximity coupled with the motor skills to put the vehicle in motion by manipulation of the ignition, gears, and/or release of the emergency brake. A young child being left unattended in a vehicle could have the ability and physical motor skills to release the emergency brake and put a vehicle into motion.

**Access**— The right and privilege to enter or utilize.

**AF Form 75, Visitor & Vehicle Pass**— Identifies individuals and vehicles not possessing appropriate Department of Defense (DoD) and installation media. Passes issued from other installations are not valid. The duration of the pass will coincide with the length of the visit. The sponsor, not the visitor, determines pass length. Vehicle passes issued by JSVRO are authorized.

**Aggressive/High Risk Driver**— The National Highway Traffic Safety Administration (NHTSA) defines aggressive driving as “the operation of a motor vehicle in a manner that endangers or is likely to endanger persons or property.” Aggressive driving is a traffic offense, not a criminal offense. Aggressive driving manifests itself as a combination of reckless operating characteristics resulting in highway behavior dangerous to other roadway users, and aggressive driving contributes to needless losses. These behaviors include a list of “symptoms” that create serious risk when combined with other variables such as vehicles, other drivers, traffic congestion, visibility, and road conditions. Some of these aggressive driver behaviors include:

Excessive speeding,

Tailgating,

**Erratic lane**—changes,

Excessive acceleration and braking,

Unsafe passing,

Intentional red light running,

Passing off the paved portion of highway,

Lane change violations,

Speeding beyond the traffic flow,

Failure to yield at ramps or intersections

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

**Drunk/Impaired**— Any intoxication that is sufficient to impair the rational and full exercise of the mental or physical faculties. The term drunk is used in relation to intoxication by alcohol. The term impaired is used in relation to intoxication by other substances other than alcohol.

**Entry Authority List (EAL)**— Authenticated, typewritten, chronological (e.g. alphabetized) source document identifying guests by full name, destination and the inclusive period during which access is required. The sponsor assumes responsibility for the conduct and actions of their guests while on the installation. EALs are designed to give access to individuals, not their privately owned vehicles. If vehicle access is required, the sponsor will annotate and verify the visitor meets insurance requirements.

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

**Minor**—Vehicle accidents with functional damage estimated at \$20,000 or less of damages (combined) and no injuries. Although minor vehicle accidents are classified as a reported accident, they do not require a detailed investigation. The Security Forces patrolman does, however, have the discretion whether or not to issue a DD Form 1408 if the situation warrants. Monetary compensation is handled privately through the vehicle operators' insurance companies. Alleged injuries not reported at the accident scene but subsequently treated or reported will not change the classification of a minor vehicle accident to a major vehicle accident. Individuals reporting alleged injuries after the fact will be instructed to provide all medical documentation to their insurance companies or other agencies requesting the information. Minor motor vehicle accidents, not involving Security Forces response, must be reported to US Forces Law Enforcement agencies as soon as possible, but no longer than 72 hours after the accident. Note: Hit & Run, Suspected DUI, Uninsured Motorist/Drivers warrant SF response.

**Major**— Vehicle accidents estimated at \$20,000 or more (combined), disabling damage (above), injuries, death, or hard to explain, i.e., no correlation to the evidence on-hand. Responding Security Forces patrols can either cite a vehicle operator at fault on the scene, if evidence is obvious, or later after the investigation is completed. For major accidents, Security Forces has a minimum of 72 hours to complete the investigation and associated paperwork.

**On Base**— The areas confined within Kadena Air Base to include the 18th Munitions storage area, Kadena Marina, O'Donnell Gardens, Camp Shields, Chibana Military Family Housing areas, Chibana Recreation area, and the Okuma Joint Services Recreation area. This also includes the road running from Highway #74 into Camp Shields and the O'Donnell Gardens housing areas. Off Base Jurisdiction IAW USFJI 31-203: The areas in Okinawa-Ken that fall within the following boundary:

From the intersection of Highways 58 and 23, east along Highway 23 to Highway 228,  
Southeast along Highway 228 to Highway 24,  
East on Highway 24 to Highway 330,  
Northeast along Highway 330 to Highway 329,  
North along Highway 329 to the intersections of Highways 329 and 6, straight along a line running approximately northwest to Yamada Village at the southern intersection of Highways 6 and 58, West along the coast to Zampa Misaki, and south along the coast to the intersection of Highways 58 and 23, inclusive of Sunabe Seawall.

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

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

**Passes to Foreign Nationals**— IAW AFI 31-209/5 AFS1, *Resource Protection*, foreign nationals are not citizens or nationals of the U.S. or Japan. Passes, temporary or permanent will not be issued to foreign nationals desiring to conduct business on 5 AF installations until favorable local agency check has been completed and applicants present proof of having legal resident status in ventures in Japan, or a valid alien registration card. In questionable cases, applicants must obtain certification of legal residence status from offices of the GoJ Bureau of Immigrations. Passes will not be issued past visa or resident status expiration dates. The expiration dates will be clearly identified over stamping or color-coding the passes. 18th Contracting will ensure this is accomplished and will complete the template located at Attachment 10.

**Passenger**— Person within the vehicle, other than the operator.

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

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

**Random Installation Entry/Exit Point Check (RIEPC)**— Administrative inspections directed by the installation commander designed to protect the readiness, health, and welfare of the installation and its people.

**Reckless Driving**— The operation of a vehicle is “reckless” when, “Any person who drives any vehicle in a willful and wanton disregard for the safety of persons or property or in such a way the vehicle is not intended to be driven is guilty of reckless driving.” Exceeding any posted speed limit by 40 KPH or more.

**Inciting Traffic Infraction**— Any persons subject to this Instruction who “incites” others to commit traffic infractions shall be cited under this provision. “Incite” is defined as any person who urges, cheers, encourages or gathers to observe others engage in unlawful driving activities under which there is a substantial likelihood of committing a traffic infraction as outlined in this instruction.

**Revocation**— Loss of driving privileges for 6 months or longer.

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

**Road Rage**— A deliberate attempt to harm other persons or property arising from an incident involving use of a motor vehicle. This is a criminal matter and thus will not be addressed further.

**Skater**— Individual operating roller skates, rollerblades, a skateboard, ora T-Handled board or scooter.

**Sobriety Checkpoints**— Sobriety checkpoints are based on crime trend and traffic enforcement analysis, and are designed to protect the readiness, health, and welfare of the installation. Security Forces personnel, as augmented by 18th Wing units, conduct checks.

**Suspension**— Loss of driving privileges for less than 6 months.

**U—Turn** – Turning a vehicle on a roadway so as to go in the opposite direction whether done by one continuous move or not.

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

**Pedestrian Right of Way**— All vehicle traffic will yield and come to a complete stop if necessary upon a pedestrian approaching under such circumstances and within proximity as to cause danger of a collision unless one grants the other precedence. Pedestrians have the explicit right-of-way in all parking lots, on all sidewalks, or when leaving a sidewalk to cross a roadway at an intersection with a traffic light, when the light is red and no crosswalk is painted on the roadway.

## Attachment 2

## U.S. - GOJ COMPARISON TABLE FOR BLOOD ALCOHOL CONCENTRATION

Table A2.1. GoJ Comparison

| U.S. INTOXILIZER 5000<br>BREATHALYZER (see note<br>1)   | BLOOD ALCOHOL<br>CONCENTRATION (BAC)<br>(see note 2) | JAPAN KITAGAWA-<br>SHIKI<br>BALLOON TEST (see note<br>3) |
|---|--|--|
| 0.01 %  | 0.01 %   | 0.05 mg  |
| 0.02 %  | 0.02 %   | 0.10 mg  |
| 0.03 %  | 0.03 %   | 0.15 mg GoJ DWDI   |
| 0.04 %  | 0.04 %   | 0.20 mg  |
| 0.05 %  | 0.05 %   | 0.25 mg U.S. DUI   |
| 0.06 %  | 0.06 %   | 0.30 mg  |
| 0.07 %  | 0.07 %   | 0.35 mg  |
| 0.08 %  | 0.08 %   | 0.40 mg DWI  |
| 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  |
| <i>Notes:</i>   |  |  |
| 1. Intoxilyzer® 5000 percentage is based on milligrams of alcohol per 100 millimeters of blood. |  |  |
| 2. Blood alcohol concentration is based on grams of alcohol per 100 cubic centimeters of blood. |  |  |
| 3. Balloon test percentage is based on 1 milligram of alcohol to 1 liter of expired breath.     |  |  |

Attachment 3

SAMPLE REQUEST FOR RELEASE OF IMPOUNDED VEHICLE FORMAT

Figure A3.1. REQUEST FOR RELEASE OF IMPOUNDED VEHICLE FORMAT

|  |
|--|
| DATE   |
| MEMORANDUM FOR 18 SFS/S3 & PROVOST MARSHAL,<br>MARINE CORPS BASE, CAMP S. D. BUTLER  |
| FROM: NAME OF REQUESTOR  |
| SUBJECT: Request for Release of Impounded Vehicle  |
| 1. My privately owned vehicle was impounded on (date) in connection with a case of (DUI/DWI, expired JCI, expired road tax, reckless driving, illegal parking, abandonment or other criminal activity). The vehicle is a (year, color, make, model, and license plate number). |
| 2. My command has taken final action on this incident; likewise, final disposition has been completed with the Base Traffic Review Officer (if applicable).  |
| (REQUESTER WILL USE ONE OF THE FOLLOWING PARAGRAPHS)   |
| 3. My driving privileges were not suspended or revoked, so I request the vehicle be turned over to me. Or insert the appropriate:  |
| 3.1. My driving privileges were suspended for less than 6 months; therefore, I request my vehicle be released into the custody of (Full Name, Rank, and SSAN).   |
| 3.2. My driving privileges were revoked for 6 months or more; therefore, I am going to de-register, sell, or dispose of my vehicle. I request release of the registration and title papers so I can accomplish deregistration/title transfer.                                  |
| Requestor's Signature Block  |
| 1st Ind, First Sergeant/Unit Commander/Agency Chief<br>MEMORANDUM FOR 18 SFS/S5R<br>Concur/Nonconcur   |
| Final action has been taken on this case, and there is no further need to hold the vehicle.  |

Unit CC/First Sergeant/Agency Chief  
Signature Block

2nd Ind,  
MEMORANDUM FOR PROVOST MARSHAL, MARINE CORPS BASE, CAMP S. D. BUTLER  
Concur/Nonconcur

18 SFS/S3 Representative  
Signature Block