



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER
UNIT 35001
FPO AP 96373-5001

MCIPAC-MCBBO 5800.4A
PMO
11 JAN 2016

MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER ORDER 5800.4A

From: Commanding General
To: Distribution List

Subj: MOTOR VEHICLE IMPOUNDMENT AND DISPOSAL PROCEDURES ON OKINAWA, JAPAN

Ref: (a) DOD 4160.21-M (NOTAL)
(b) MCO 5110.1D
(c) MCIPACO 5560.1
(d) Inter-Service Support Agreement No. M67400-00221-011
(e) MOU MCB Butler PMO/MCCS Chief Executive Officer of 23 Nov 13
(f) MCIPACO 5800.2A
(g) MOCO 5530.14A
(h) SECNAV M-5210.1

Encl: (1) Abandoned Vehicle Notice (DD Form 2504)
(2) Vehicle Impoundment Report (DD Form 2506)
(3) Evidence/Property Custody Receipt (OPNAV 5580/22)
(4) Notice of Vehicle Impoundment (DD Form 2507)
(5) Property Release Letter to U.S. Government

1. Situation. Motor vehicles are frequently left abandoned in various locations on Okinawa. References (a) through (d) provide specific instructions for handling and disposing of such vehicles. This Order provides additional detailed guidance.

2. Cancellation. MCIPACO 5800.4.

3. Mission. To establish responsibility and procedures for the impoundment and disposal of abandoned, unclaimed, and certain other categories of Privately Owned Vehicles (POV) registered/owned by Status of Forces Agreement (SOFA) and non-SOFA personnel in Okinawa, Japan.

4. Execution

a. Commander's Intent. Ensure the timely, safe, and legal removal of vehicles that present a safety/security hazard to Department of Defense personnel and facilities.

b. Concept of Operations

(1) In accordance with reference (a) through (c), the Commanding General (CG), Marine Corps Installations Pacific-MCB Camp Butler (MCIPAC-MCBB) is authorized to take such action as is necessary to impound and dispose of abandoned/unclaimed POV found aboard Marine Corps Installations on Okinawa, Japan.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(2) Per reference (d), the United States Marine Corps operates the Joint Services Vehicle Impound Lot (JSVIL) located on Camp Kinser, Building 409, DSN: 637-2210; therefore, the authority of the CG MCIPAC-MCBB, to impound and dispose of abandoned/unclaimed SOFA POV is extended to all locations on Okinawa.

(3) In accordance with reference (e), the Provost Marshal's Office (PMO), MCIPAC-MCBB has contracted with Marine Corps Community Services (MCCS), to provide towing services for all vehicles that are impounded by PMO. As such, the registered owner of an impounded vehicle is liable to MCCS for all costs associated with impounding and deregistering the vehicle.

c. Tasks. The Provost Marshal, MCIPAC-MCBB, is hereby delegated the authority and is directed to develop procedures, and take such action as is necessary per references (a) and (b). PMO, on behalf of the CG, will impound and properly dispose of vehicles meeting the criteria established in this Order.

d. Coordinating Instructions

(1) Impoundment Procedures. The following procedures are established relative to the impoundment of POVs.

(a) Immediate Impound. Vehicles will be immediately impounded without notice, when any of the following criteria is met:

1. The POV is illegally parked:

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

b. On a sidewalk within an intersection, on a crosswalk, on a railroad track, in a fire lane, or is blocking a driveway or emergency exit door, so that the vehicle interferes with operations of a facility.

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

2. The vehicle interferes with:

a. Street cleaning operations; to include special events and after all reasonable attempts to contact the owner have failed.

b. Emergency or clean-up operations associated with a natural disaster or fire.

3. The vehicle has been used in a crime or contains evidence of criminal activity.

4. The vehicle has a serious mechanical issue or is a hazard to others using the public roadways.

5. The vehicle has been involved in a traffic accident and the operator is either unavailable or incapable of having the POV removed.

6. When it is determined that the registered owner has departed Japan on Permanent Change of Station (PCS) orders and there is no Power of Attorney (POA) on file at the Joint Services Vehicle Registration Office (JSVRO), or the existing POA is expired.

7. The vehicle has been used in black marketing activities.

8. The vehicle does not have or has expired:

a. Road Tax.

b. Japanese Compulsory Insurance (JCI) or Property Damage Insurance (PDI).

c. Government of Japan (GoJ) Inspection.

9. The vehicle has been reported stolen.

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

11. The operator has been charged with:

a. Driving Under the Influence (DUI), Driving While Intoxicated (DWI) or DWI Refusal.

b. Operating the vehicle while under suspension or revocation.

c. Fleeing the scene of a traffic accident involving death, major property damage or injuries.

d. Racing or drifting.

e. Reckless driving.

f. Vehicular homicide.

g. Use of a motor vehicle to flee or elude law enforcement personnel.

(b) 72-Hour Notice. Vehicles found abandoned will be given a tag with a 72-hour impound notice, enclosure (1), and a citation requiring the owner to take the necessary corrective action and notify the issuing authority within that period of time. During the 72-hour period, PMO will make contact with the registered owner's current unit representative (rank of E-6 or higher) to ascertain the whereabouts of the owner. If unable to contact the owner, unit representative's information will be included in the case file and the vehicle impounded.

(c) Vehicle Inventory

1. Immediately upon impoundment of a vehicle, enclosures (2)

and (3) will be completed. These documents will record an inventory of the vehicle contents, to include a description of all exterior and interior damages.

2. Upon completion of the inventory, the registered owner or the POA holder will be notified to report immediately to the JSVIL to sign receipt for any items found in the vehicle.

a. For personal property that is not claimed, it will remain inside the vehicle and be disposed of along with the vehicle.

b. For government property that is not claimed within 120 days of impoundment, the Staff Non Commissioned Officer In Charge (SNCOIC) of the JSVIL will turn the property over to either the respective unit's supply section, the Marine Corps Base Property Office, or the Headquarters and Support Battalion Supply, depending on whether the registered owner of the vehicle has been identified.

(d) Vehicles Registered to Non-SOFA Status Personnel

1. If, during the investigation process, the vehicle is found without license plates or that it is determined to be registered to a non-SOFA status member, the Vehicle Identification Number (VIN) will then be given to the Japanese Police Liaison (JPL). The JPL will contact the local Japanese Police (JP) to determine the identity of the rightful owner.

2. The JP will coordinate with the owner to make arrangements with a local towing company for the removal of the vehicle. PMO will coordinate with JP via JPL office. The vehicle will be thoroughly searched by Military Police before it is allowed to proceed off base. Once the vehicle has been cleared by PMO, Military Police will escort the tow vehicle directly off base.

3. If the owner cannot be contacted, the JPL will coordinate with the local towing company. The local towing company will assume legal rights and financial responsibility from JPL, PMO, and other U.S. forces involved. Any costs incurred to remove the vehicle from base will be the sole responsibility of the registered owner. Once coordination has been made to remove the vehicle, the JPL will coordinate with PMO Operations.

(2) Processing Impounded Vehicles. Vehicles impounded per this Order will be processed as follows:

(a) Vehicles impounded in connection with DUI/other substance offenses or reckless driving will be held at the JSVIL until the operator has appeared in Traffic Court and the operator's Commanding Officer (CO) approves the release of the vehicle in writing. Exceptions to this policy are as follows:

1. If the operator is accompanied by dependents on Okinawa and has a licensed dependent, but does not have a second vehicle, the vehicle may be released to the licensed dependent upon approval of the operator's CO.

2. If the operator is not the registered owner of the vehicle or POA holder, the vehicle may be released immediately upon request of the registered owner or POA holder.

(b) Vehicles impounded in connection with black marketing or involvement in other criminal activity are considered evidence and will be held at the JSVIL until the following requirements have been satisfied:

1. The investigating agency comes to the JSVIL within two weeks to conduct a vehicle inventory.

2. The investigating agency has completed all investigative action and has released the vehicle from evidence in writing.

3. The operator has appeared in Traffic Court and the traffic court action is completed.

4. The operator's CO has completed judicial or nonjudicial action; and the operator's CO approves the release of the vehicle in writing.

5. The operator has appeared in Traffic Court for adjudication in accordance with reference (f).

(c) Vehicles impounded for creating a traffic hazard or hindrance, defective equipment, illegal modification, or expired registration, GoJ/JCI, road tax or PDI will be released to the registered owner once the discrepancies for which it was initially impounded are resolved and proof is provided. If applicable, temporary license plates may have to be obtained before the vehicle is released.

(d) Recovered stolen POVs and POVs impounded as a result of a traffic accident and were not involved in any criminal activity (e.g., hit and run, fatality, manslaughter, etc.) will be released directly to the owner without a letter requesting release, once all investigative actions are complete.

(e) Vehicles whose owners have permanently left Okinawa and did not assign a POA holder prior to departure will be processed according to the following procedures:

1. JSVIL personnel will send a DD Form 2507, Notice of Vehicle Impoundment, enclosure (4), via certified mail, to any lien holders and the Commanding Officer of the unit the registered owner was assigned to at the time of the vehicle being registered at the JSVRO of MCIPAC-MCBB. Delivery of the DD Form 2507 will serve to inform both the CO as well as any lien holders that the vehicle has been impounded. Upon receipt of the DD Form 2507, the lien holder will have the opportunity to reclaim or release the vehicle.

2. Vehicles left unclaimed for a period of 120 days, from the day the certified mail was sent shall be reviewed by the disposal board. The disposal board reference (g) will coordinate the disposal with either the local Defense Reutilization and Marketing Office (DRMO), release to the MCCA Auto Recovery Lot, or independent sales. Vehicles released to the MCCA Auto

Recovery Lot will be disposed of by MCCC as they deem appropriate but cannot be registered for use on the public highways. Vehicles subject to independent sales will have the proceeds deposited in the appropriate accounts for owners or their representatives to file claims within the 5 years of the disposal action.

3. Vehicles impounded because of an expired POA will be processed according to the following procedures:

a. If the POA holder can provide proof of purchase for the vehicle, the vehicle will be returned as soon as the title is legally transferred.

b. If the POA holder cannot provide proof of purchase for the vehicle, they may be allowed thirty days to obtain a new POA from the last legally registered owner. The Provost Marshal will render a decision on a case-by-case basis as to whether or not the POA holder will be granted this extension. If the POA holder has blatantly failed to take proper action, e.g., operated the vehicle beyond 3 months past the expiration of the POA without properly registering it, they will not be granted this extension.

c. In all cases where the POA holder has failed to properly register or otherwise dispose of the vehicle within the time limit of the POA, the vehicle will be initially impounded until the case can be thoroughly resolved.

d. The registered owner is still responsible for all fees regarding towing and disposal and for removing the two vehicle license plates and returning them along with the registration papers to the JSVRO for deregistration of the vehicle.

(f) The JSVIL will accept vehicles from any registered owner or POA holder who desires to release a vehicle to the government. In all cases where the registered owner or POA holder has surrendered a vehicle in this manner, the vehicle will be immediately processed for release to the MCCC Auto Recovery Lot. Anyone so desiring to release a vehicle to the government will do so using enclosure (5).

(3) Security and Accountability of Impounded Vehicles

(a) The Provost Marshal is responsible for the security and accountability of all vehicles impounded.

(b) Records will be maintained as per reference (h) for a period of not less than two years following the disposal, release, or return of the vehicle and its contents to the owner.

(c) Vehicles impounded will be tagged separately for identification purposes.

(d) The two GoJ plates will be removed from all vehicles released to the Government for disposal and turned over to the JSVRO for disposition, at the Land Transportation Office.

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(e) Military Police initiating an immediate impound and impound personnel have the authority to enter all vehicles, which are being impounded per provisions of this Order. Loose property found inside the vehicle will be inventoried and secured. Final processing of loose property will be in accordance with subparagraph 4d(1)(c) of this Order.

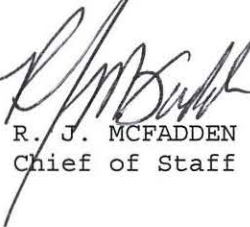
(f) The JSVIL will be constructed so as to prevent easy access and pilferage and will be inspected at least once daily by the SNCOIC of JSVIL to ensure that vehicles have not been tampered with.

5. Administration and Logistics. N/A.

6. Command and Signal

a. Command. This Order is applicable to members of the United States Armed Forces, dependents, and members of the civilian component assigned to the MCIPAC-MCBB and Marine Corps Air Station Futenma tenants and other activities operating aboard the installations on Okinawa.

b. Signal. This Order is effective the date signed.





R. J. MCFADDEN
Chief of Staff

DISTRIBUTION: List B

ABANDONED VEHICLE NOTICE				1. DATE (YYYYMMDD)	2. TIME				
3. VEHICLE DESCRIPTION									
a. YEAR	b. MAKE	c. MODEL	d. VEHICLE IDENTIFICATION NUMBER	e. INSTALLATION DECAL NUMBER	f. VEHICLE LICENSE				
					(1) STATE (2) NUMBER				
4. LOCATION									
5. <div><p>A law enforcement patrol has stopped and made a courtesy check to see if you need assistance.</p><p>We urge removal of the vehicle as soon as possible.</p><p>Should this vehicle remain abandoned at this location after three working days, impoundment action will be started.</p></div> <div><p>If you cannot remove this vehicle, please contact the following law enforcement desk:</p><table border="1"><tr><td>TELEPHONE NUMBER</td><td>BUILDING NUMBER</td></tr><tr><td></td><td></td></tr></table><p>Thank you for your cooperation.</p></div>						TELEPHONE NUMBER	BUILDING NUMBER		
TELEPHONE NUMBER	BUILDING NUMBER								
6. REPORTED BY									
a. NAME (Last, First, Middle Initial)					b. GRADE				

DD FORM 2504, MAY 2000

PREVIOUS EDITION IS OBSOLETE.

VEHICLE IMPOUNDMENT REPORT																																																									
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f. VEHICLE LICENSE (1) NUMBER		(2) STATE		(3) YEAR		g. MILEAGE		h. DECAL NO.																																																	
2. REGISTERED OWNER					3. VEHICLE OPERATOR																																																				
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7. LOCATION OF VEHICLE																																																									
8. CONDITION OF VEHICLE (Attach additional pages if more space is needed.)																																																									
9. PERSONAL PROPERTY CONTAINED IN VEHICLE (Attach additional pages if more space is needed.)																																																									
10. REMARKS (Attach additional pages if more space is needed.)																																																									
PART III - DISPOSITION																																																									
11. DATE IMPOUNDED (YYYYMMDD)			12. TIME IMPOUNDED		13. REPORTED BY																																																				
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DEPARTMENT OF THE NAVY EVIDENCE/PROPERTY CUSTODY RECEIPT			1. CASE CONTROL NUMBER (CCN)	
2. RECEIVING ACTIVITY			3. LOCATION	
4. NAME, GRADE, AND TITLE FROM WHOM RECEIVED <input type="checkbox"/> OWNER <input type="checkbox"/> OTHER			5. ADDRESS (Include ZIP code)	
			6. WORK PHONE	
7. LOCATION OF PROPERTY WHEN OBTAINED				
8. PURPOSE FOR WHICH OBTAINED <input type="checkbox"/> FOUND <input type="checkbox"/> IMPOUNDED			<input type="checkbox"/> EVIDENCE <input type="checkbox"/> OTHER 9. TIME/DATE OBTAINED 10. LOG NUMBER	
11. ITEM	12. QUANTITY	13. DISPOSAL ACTION	14. DESCRIPTION OF ARTICLE, MODEL NUMBER, SER. NO, IDENTIFYING MARKS, CONDITION, AND VALUE WHEN APPROPRIATE	
15. NAME AND SIGNATURE OF WITNESS (If available)			16. NAME AND SIGNATURE OF RECEIVING PERSON	
17. CHAIN OF CUSTODY				
ITEM	DATE & TIME	RELEASED BY	RECEIVED BY	PURPOSE
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	

NOTICE OF VEHICLE IMPOUNDMENT			1. DATE (YYYYMMDD)
2. TO		3. FROM	
<p>This is to notify you that the Commander of the above-named installation has directed the removal and impoundment of the vehicle described below from the listed location for being in violation of the installation traffic code.</p>			
3. VEHICLE IDENTIFICATION		4. LOCATION FROM WHICH VEHICLE WAS REMOVED	
a. DATE REMOVED (YYYYMMDD)	b. YEAR		
c. MAKE	d. MODEL		
e. VEHICLE IDENTIFICATION NUMBER	f. DECAL NUMBER		
g. VEHICLE LICENSE		5. LOCATION WHERE VEHICLE IS STORED	
(1) NUMBER	(2) STATE	(3) YEAR	
6. YOU MAY DO ONE OF THE FOLLOWING:			
a. Notify the Installation Law Enforcement Office listed below of your intent to reclaim. You must show intent to reclaim the vehicle within 15 days after receipt of the notice.		OR b. Sign the waiver of interest/release on the back and return it within 15 days of receipt of this notice to the Installation Law Enforcement Office (include the ownership certificate if in your possession).	
(1) INSTALLATION LAW ENFORCEMENT OFFICE TELEPHONE NUMBER	(2) INSTALLATION LAW ENFORCEMENT OFFICE ADDRESS		
<p>Your failure to take action on Item 6.a. or 6.b. above will constitute a waiver of interest in the vehicle and will result in disposal of the vehicle in accordance with DoD 4160.21-M, "Defense Utilization and Disposal Manual."</p>			
7. AUTHORIZING OFFICIAL			
a. TYPED NAME (Last, First, Middle Initial)		b. SIGNATURE	

PROPERTY RELEASE TO U.S. GOVERNMENT

Know all men by these presents that I, _____, do hereby
unconditionally give to the United States Government all of my right, title,
and interest in and to the following described personally owned property:

The above described personally owned property, of which I was the sole and
exclusive owner, is located at the Joint Services Vehicle Impound Lot. I
hereby authorize the Government to dispose of said property in any manner it
may deem suitable, and hereby release and discharge the United States
Government and its agents from any and all claims and demands whatsoever by
me which could otherwise be asserted because of the disposition of said
personal property by any person.

In witness whereof I have hereunto set my hand this ___ day of _____, 20__

Name of Individual

Signature of Individual

Name of Witness

Signature of Witness