



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

MCIPAC-MCBBO 11240.1  
PMO  
25 JAN 2016

MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER ORDER 11240.1

From: Commanding General, Marine Corps Installations Pacific-MCB Camp Butler  
To: Distribution List

Subj: MOTOR VEHICLE REGISTRATION AND EQUIPMENT SAFETY STANDARDS

Ref: (a) MCO 5110.1D  
(b) Status of Forces Agreement (Mutual Treaty between the U.S. and Japan)  
(c) GOJ Road Transportation Department Order 67 (NOTAL)  
(d) USFJ Instruction 36-2806  
(e) USFJ Instruction 31-205  
(f) MCO 11240.20A  
(g) Inter-Service Support Agreement No. M67400-00221-011  
(h) MCO 5512.11D

Encl: (1) Motor Vehicle Registration and Equipment Safety Standards

1. Situation. This Order details policies, procedures, and responsibilities pertaining to the registration, inspection, and vehicle equipment safety standards of privately owned motor vehicles owned and operated by all members of the United States Armed Forces, dependents, host nation employees, and members of the civilian component assigned to Marine Corps Installations Pacific-MCB Camp Butler (MCIPAC-MCBB), on Okinawa, and other tenants and activities operations on the installation. Temporary and permanent vehicle permits, registrations, and license plates only indicate that the vehicle meets the minimum requirements to be operated on the installation and does not automatically equate to installation access by the driver or occupants. All drivers and occupants will be independently verified and screened in accordance with current base access orders, regulations, and policies prior to allowing the vehicle to enter the installation.

2. Cancellation. MCBJO 11240.2A and MCBJO P11240.3.

3. Mission. To provide policy and procedural guidance for motor vehicle registration and equipment safety standards per the references.

4. Execution. Chapter 2 of enclosure (1) is punitive, violations of which are punishable under the Uniform Code of Military Justice (UCMJ). Any violation of the provisions thereof may result in judicial, non-judicial, and/or administrative action, as deemed appropriate. This Order will remain in effect until superseded or cancelled.

5. Administration and Logistics

a. Definitions for purposes of this Order set forth in enclosure (1) chapter (1) apply.

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b. Joint Services Vehicle Registration Office (JSVRO) forms to be utilized are set forth in appendix (a) through (g).

6. Command and Signal

a. Command. The provisions and requirements of this Order are mandatory and apply to all members of the United States Armed Forces, dependents, and members of the civilian component assigned to MCIPAC-MCBB installation commands and other tenants and activities operating on MCIPAC-MCBB facilities and areas on Okinawa, Japan.

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



G. F. MALAVET

DISTRIBUTION: List C

**MOTOR VEHICLE REGISTRATION AND EQUIPMENT SAFETY STANDARDS**

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## Chapter 1

### Introduction

1. Authority. The authority for the Commanding General (CG), MCIPAC-MCBB to establish motor vehicle registration and inspection standards for motor vehicles and trailers is derived from reference (a).

2. Policy. The principal objective of this Order is to ensure the safe and efficient movement of vehicles, material, and personnel over the streets and highways in Japan. The goals of registration, inspection, and vehicle equipment safety standards are to establish legal ownership, identify users, promote vehicle safety, and ensure security of military installations. Status of Forces Agreement (SOFA) personnel are subject to Japanese laws for registration, inspection and vehicle equipment safety standards. Persons violating these laws may be arrested by Japanese law enforcement personnel and given summary fines or referred to the Japanese court system for prosecution and trial. SOFA personnel are subject to administrative action under provisions of this Order and the UCMJ whether Japanese authorities elect to exercise their jurisdiction or not per reference (b) and (c).

3. Background. In accordance with the conditions outlined in reference (b), Article 10, paragraph 3, "Private vehicles owned by members of the United States Armed Forces, the civilian component and their dependents shall carry Japanese plates to be acquired under the same conditions as those applicable to Japanese Nationals." Further, conditions set forth in Article 41, Chapter 3, of reference (d) provide that, "No motor vehicle shall be licensed for operation unless it conforms to the technical safety requirements specified by the Ministry of Transportation." The Ministry of Transportation, Okinawa Branch, Land Transportation Office (LTO) has designated the Joint Service Vehicle Registration Office (JSVRO), with final inspection authority for all vehicles registered by SOFA status personnel. Consolidation of military registration by the JSVRO in the Camp Foster area under management of the CG MCIPAC-MCBB was established by reference (e).

#### 4. Responsibilities

a. CG, MCIPAC-MCBB. The CG MCIPAC-MCBB is responsible for implementation and coordination of this Order and to discharge these responsibilities. The CG designates the Provost Marshal, MCIPAC-MCBB with overall staff responsibility for registration, inspection, and vehicle equipment safety standards of privately owned motor vehicles and trailers. These specific responsibilities are assigned in the following succeeding paragraphs.

b. Provost Marshal, MCIPAC-MCBB. In addition to overall responsibility, is further tasked with:

(1) Standardization of policies and procedures throughout Marine Corps activities in Japan.

(2) Coordination of enforcement activities with other services, interested staff agencies, and Japanese Law Enforcement authorities.

(3) Advising camp/station commanders on issues involving the contents of this Order.

(4) Coordination and liaison with the MCIPAC-MCBB Safety Manager in all matters involving vehicle safety.

(5) Coordination and liaison with the Ministry of Japan, LTO pertaining to the registration, inspection, and vehicle equipment safety standards of privately owned motor vehicles and trailers. Coordination and liaison with the local Prefecture Automobile Tax Office pertaining to the annual payment of Japanese road tax on all privately owned motor vehicles and trailers.

c. Camp/Station Commanders. Ensure that the provisions of this Order are disseminated and understood by all personnel within ten working days of their arrival. Furthermore, ensure that a copy of this Order is current and readily available to all personnel upon request.

5. Definitions of Words and Phrases. The following words and phrases when used in this Order shall have the meanings described below:

a. Certified Garage. (Ninsho Kojo) Refers to a garage that performs the work necessary for the 60-point Japanese inspection requirement. Motor vehicles must be presented to the Japanese Inspection Section of the JSVRO for final inspection.

b. Certificate of family register. (Koseki Thohon) Refers to a document issued by the Japanese city office of residency attesting to an individual's record of name. Commonly used when family name is changed from marriage.

c. Certificate of residence. (Juminhyo) Refers to the legal Japanese document recording the change of address of a resident of Japan.

d. Certificate of Transfer. (Joto Shomeisho) Refers to a Japanese Bill of Sale. This document is used to record title transfers at LTO. (See Appendix A)

e. De-Registered Title. (Massho Toroku Shomeisho) Refers to a certificate of motor vehicle inspection cancellation. Issued for "temporary" de-registration.

f. Designated Garage. (Shitei Kojo) Refers to a garage that is approved by the Government of Japan (GoJ) to perform the work necessary to complete the required 60 point Japanese inspection requirement. Motor vehicles completing inspection here are exempt from final inspection at the JSVRO.

g. Final Inspection. (Saishu Kensa) Refers to the last stage of the inspection process by the GoJ inspector. The JSVRO is designated by the GoJ with final inspection authority for the United States Forces on Okinawa. Motor vehicles may also undergo Final Inspection at a designated garage, but all registration documents must still be presented to the GoJ Inspector at the JSVRO. All motor vehicles not undergoing Final Inspection at a Designated Garage must be presented to the JSVRO for Final Inspection, except mini-cars, motorcycles with piston displacements of 250cc and below, and

trailers. Mini-cars and trailers must complete Final Inspection at the Light Motor Vehicle Association in Makiminato.

h. Illegal Modification. (Iho Kaizo) Refers to physical changes not documented on a Japanese title that alter the original manufacturer's design without the approval of the GoJ will be unauthorized. See Chapter Four for specific standards and requirements.

i. Indirect Hire Agreement (IHA). The negotiated agreement governing those Japanese employees who are the equivalent of United States non-appropriated fund employees.

j. Japanese Compulsory Insurance (JCI). (Jibaiseki Hoken) Refers to the Japanese Motor Vehicle Damage Compensation Guaranty Law (Law No. 97 (1955) as amended) requires JCI. JCI is issued to cover the duration of a motor vehicle's inspection period and cannot be cancelled without documented proof that the vehicle is either not registered or the inspection is cancelled.

k. Japanese Police Report Receipt. (Juri Shomeisho) Refers to a document obtained from the Japanese police attesting to the fact that a report was made of a loss of a Japanese title, a de-registered title, or a Japanese number plate.

l. Japanese Title. (Jidosha Kensasho) Refers to the motor vehicle inspection certificate that records the registered owner and information about the vehicle, which is issued by the LTO. Issued for registration and inspection of motorcycles with piston displacements of 251cc and up. Issued for all four-wheeled passenger cars, except mini-cars.

m. Leased/Rented Motor Vehicle. (Risu) Refers to a properly registered motor vehicle with Non-SOFA number plates provided to a United States Forces Japan (USFJ) member by a bona fide leasing or rental agency, for a designated fee, and for a designated period of time.

n. Land Transportation Office (LTO). (Rikuun Jimusho) Refers to the Okinawa Prefecture branch office of the Japanese Ministry of Transportation for registration and inspection of all motor vehicles in Okinawa Prefecture. This office is located in Makiminato, near Camp Kinser.

o. Letter of Attorney (LOA). (Ininjyo) Refers to a Japanese Power of Attorney. Used by USFJ personnel who elect second parties to negotiate motor vehicle registration and inspection requirements in their absence at the Japanese LTO. LOA's will be signed at and stamped by JSVRO on Camp Foster. LOA's not completed at JSVRO will not be accepted. The LOA is valid for fifteen calendar days only. Day one is the date the LOA was executed (Appendix B).

p. Letter of Invitation. Refers to the memorandum that provides notice to the GoJ and MCIPAC-MCBB that the individuals listed on the memorandum are in the country on official US Government business and details the entitlements offered to them while acting in an official capacity during the performance of a contract.



q. Light Motor Vehicle Association. (Keijidosha Kyokai) Refers to the Japanese Government organization authority for registration of medium-sized motorcycles with engine displacements of 126cc to 250cc and final inspection and registration authority of mini-cars and trailers. This office is located in Makiminato, Okinawa beside the main branch of the LTO.

r. Loaner Vehicle. (Daisha) Refers to a properly registered motor vehicle with non-SOFA number plates provided to a USFJ member by a bona fide automobile dealer, automobile repair shop, motorcycle dealer, or motorcycle repair shop as a means of temporary transportation during that time wherein the registered owner of a vehicle is unable to drive his vehicle due to either a mechanical defect currently undergoing repairs or repairs for damage caused by a motor vehicle traffic accident.

s. Master Labor Contract (MLC). Refers to the contract governing those Japanese employees who are the equivalent of United States appropriated fund employees.

t. Mini-Car. (Keijidosha) Refers to a four-wheeled motor vehicle with an engine displacement of 660cc or less.

u. Motorcycle. (Otobai) Refers to every motor vehicle having a seat or saddle for the use of the rider and designed to travel on not more than three wheels in contact with the ground, but excluding a tractor.

v. Motor Vehicle. (Jidosha) Refers to every vehicle which is self-propelled and every vehicle which is propelled by electric power obtained from overhead trolley wires, but not operated upon rails.

w. Non-SOFA Civilian Employees. Refers to all other civilian employees not included within either MLC or IHA and are without SOFA status.

x. Owner. (Shoyu Sha) Refers to a person, other than a lien holder, having the property or title to a vehicle. This term excludes a person entitled to the use and possession of a vehicle subject to a security interest in another person, but excludes a lessee under a lease not intended as security.

y. Passenger Car. (Joyosha) Each motor vehicle, except motorcycles, designed to carry 10 passengers or less and used for the transportation of persons.

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

aa. Property Damage and Bodily Injury Liability Insurance (PDI). (Nin-i Hoken) Refers to American Insurance. PDI is a USFJ requirement to supplement the JCI. Vehicle owners must secure and maintain coverage of no less than ¥30,000,000 for bodily injury and ¥3,000,000 for property damage.

ab. Recycle Ticket. (Risaikuru Ken) Refers to a stamped document

received from a recycle center when junking a vehicle commonly referred to as a junk receipt.

ac. Registered Stamp Certificate. (Inkan Toroku Shomeisho) Refers to the legal Japanese document recording the authorized signature stamp of a Japanese resident. This can only be obtained by a Japanese resident or a resident alien and is valid for a period of 90-days from date of issue at the city office of registration.

ad. Residents card. (Zairyu Card) Refers to the legal Japanese document recording the registration of a resident alien. Can only be obtained after completing Japanese immigration requirements. Valid for a period of 90-days from the date of issue at the city office of registration.

ae. Resident of Japan (RoJ). (Nihon Kyojusha) Refers to any person, including individuals, corporations, firms, organizations, and agencies present in Japan, whose status in Japan does not entitle said person to effect entry into Japan of such goods or property exempt from Japanese customs duties, as specified in Article XI of the reference (b) with reference to the United States Armed Forces, the members and civilian components thereof, and their dependents, and in Article XIV for United States official contractors and their employees. U.S. Embassy, United Nations personnel, and resident, retired U.S. military personnel who are present in Japan, are RoJ are included in this category.

af. Signature Certificate. (Sain-Shomei) A document obtained from the United States Consulate that attests to name, address, and signature. Used by alien residents for legal transactions in lieu of registered stamp certificates.

ag. Signet Stamp. (Inkan) Refers to the actual signature stamp of a Japanese resident. Used with registered stamp certificate (Inkan Toroku Shomisho) for legal matters and transactions.

ah. SOFA Personnel. Refers to all members of the U.S. Armed Forces, members of the civilian component and their dependents, as defined in Article I of the reference (b), and contractor personnel defined in Article XIV of the reference (b). Not included in this definition are members of the United States Embassy, United States Government agency employees on duty in Japan for other than the United States Armed Forces, Mutual Defense Assistance Office, Japanese personnel, United States citizens who are residents of Japan on short periods of training in Japan with reserve organizations of the Armed forces of the United States and United Nations Forces personnel present in Japan who, although granted certain logistical support and privileges, have no status under the SOFA.

ai. Statement of Responsibility. (Seiyakusho) Refers to the military requirement for registration of a motor vehicle. This form must be acknowledged by the registrant's signature and accompany both Initial Registrations and Title Transfers. (See Appendix C).

aj. Temporary License Plates. (Rinji Unko Kyoka Bango Hyo) Refers to the Japanese license plates owned by the Japanese LTO and rented to USFJ personnel for a fee for display and legal movement of vehicles during the

Japanese inspection and registration process. The rental process is initiated by the vehicle owner with the completion of the Temporary License Plate Agreement at JSVRO, Appendix D. Temporary license plates are valid for three working days, not to exceed five calendar days. Day one is the date the plates were issued by the Japanese LTO, not the date picked up by the customer. If the temporary plates are damaged by the customer an Application for Lost or Damaged Temporary Vehicle Permit and Temporary Plates (Appendix D) will be completed. If the temporary plates are lost by the customer, in addition to completing Appendix E, a police report must be completed with the local Japanese police and a copy of the report will be brought to JSVRO. Paperwork for temporary plates not returned to JSVRO by the due date will be turned into Traffic Court for suspension of the SOFA drivers permit until the plates are returned.

ak. Trike. (Sanrin Jidosha) Refers to all trikes or four wheelers; falls under the general category of a motorcycle as do the registration and operation requirements. Trikes or four wheelers that are designed for off road use but are modified for road use will not be registered on base. Final approval authority for registration rests with the Provost Marshal's Office JSVRO supervisor.

al. United States Official Contractors and their Employees. Refers to all persons, including corporations organized under the laws of the United States, and their employees who are ordinarily residents in the United States as defined in Article XIV of the reference (b) and so designated by USFJ.

am. Vehicle. (Sharyo) Refers to 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.

an. Watercraft. Refers to all craft within this order defined as every self-propelled device in, upon, or by a body of water which any person or property may be transported or drawn upon, except devices moved by human power. Devices originally manufactured to be moved by human power that have been modified to also be self-propelled either permanently or temporarily are considered to be a watercraft.

Chapter 2

Registration and Inspection

1. General. United States Armed Forces personnel, dependents, and members of the civilian component falling under SOFA stationed or residing on Okinawa will present all privately owned motor vehicles and trailers to the JSVRO for registration. After completing Japanese registration requirements, all privately owned vehicles (POV) and trailers will be presented for military registration at JSVRO. POV(s) will not be operated and trailers will not be towed without completing and maintaining both Japanese registration and military registration requirements.

a. Motor Vehicles not bearing SOFA registration as provided for in this Order will not be serviced at gasoline, petroleum, oil, or lubricant service stations, outlets, or garages on facilities operated by or for United States Forces. Exceptions are permitted to personnel for operation of authorized rental vehicles and vehicles loaned or leased, and to resident, retired United States military personnel for operation of POV(s), which are registered for private household use. To qualify for the exception(s), SOFA personnel and military retirees must present valid identification and current base registration issued by the JSVRO. Motor vehicles registered to United States Embassy or United Nations personnel are authorized this privilege with possession and presentation of identification.

b. The total number of registered, privately owned motor vehicles per USFJ registrant is limited to one four-wheeled passenger vehicle and one motorcycle per USFJ family member in possession of a valid SOFA operator's permit. General officers are exempted from vehicle limitations. Rented vehicles registered by contractors and used solely in support of administering contracts, vice personal use, shall not count against the number of POV(s) authorized. Exceptions to this restriction, in all cases, will be requested via the chain of command to the Provost Marshal, MCIPAC-MCBB, JSVRO for review on a case-by-case basis. Motor vehicles will be registered to one owner (excluding licensed car dealers) for a minimum of 120 days before transfer and/or re-registration, except upon receipt of permanent change of station orders. No one is permitted to register a motor vehicle within 30 days of his or her rotation date.

c. All motor vehicles except mini-cars, motorcycles with piston displacements of 250cc or less, and large trailers will be registered under the national motor vehicle inspection and registration system in Japan. The following GoJ plates are authorized by LTO for SOFA personnel usage; E-Plates, H-Plates, K-Plates and M-Plates for imported vehicles and Y-Plates for all others. Motorcycles under this classification will be authorized A-plate and B-plates.

d. Mini-cars, small trailers, and motorcycles with piston displacements of 126cc to 250cc will register with the Light Motor Vehicle Association. Motorcycles with piston displacements of 125cc and less will register with a local Japanese city office. GoJ plate issuance will be dictated by the individual city offices guidance.

e. Base registration of motorcycles with engine displacements of 250cc or less does not require GoJ inspection. However, these motorcycles will undergo initial safety inspection at the JSVRO prior to initial registration and on an annual basis thereafter.

f. Motor vehicles that do not complete their inspection at a Designated Garage will complete their Final Inspection at the JSVRO. All motorcycles will complete final inspection at the JSVRO. Mini-cars and trailers will complete final inspection at the Light Motor Vehicle Association in Makiminato, near Camp Kinser.

## 2. Procedures

a. Temporary Registration. Pending the completion of permanent registration requirements, registrants must obtain and affix temporary license plates to all motor vehicles and trailers before operation. Imported motor vehicles without a Japanese inspection, newly purchased motor vehicles without a Japanese inspection, vehicles with expired Japanese inspections, and POV(s) with cancelled inspections will not be operated without proper display of temporary license plates. Trailers without a valid Japanese inspection will not be towed without properly displaying a temporary license plate. Personnel requesting temporary license plates will complete an application, at the JSVRO. Once the application is complete, a payment (Yen only) will be made to the Automobile License Plate Association (ALPA) section at the JSVRO. You may pick up your temporary plates the next duty day at 0900. Temporary license plates are valid for up to three workdays and will be immediately returned to JSVRO when the vehicle has passed inspection. Failure to return the plates within one workday after the rental period has expired will result in driving privileges being suspended until the temporary plates have been returned. Term of validity for the temporary plates is determined by the LTO. Temporary license plates are for registration or inspection purposes only and are only to be used to move the vehicle between the applicant's residence, the JSVRO, a maintenance/repair facility, and/or the LTO. Any other movement of the vehicle is grounds for removal of temporary license plates by law enforcement personnel and impoundment of the vehicle. The following documentation must be presented to the GoJ to obtain temporary license plates:

(1) Identification. An identification card issued in accordance with reference (h). A copy of the sponsor's orders or Letter of Invitation will be provided by first time registrants. All motor vehicles must be registered to the SOFA sponsor. In cases of dual sponsorship, the vehicles will be registered separately. Motor vehicles will not be registered to family members who are "self-sponsored." In cases where the sponsor is both a SOFA status civilian and a military retiree, then all vehicles will be registered as SOFA status except as allowed for in Chapter 3, paragraph 8 below.

(2) Operator's Permit. See reference (e).

(3) JCI. See Definitions.

(4) PDI. See Definitions.

(5) Proof of Legal Ownership. A Japanese title and certificate of transfer or a USFJ Form 380 EJ validated by Japanese customs when imported.

(a) A certificate of transfer that is validated by the last owner's Inkan. The transfer of a valid Japanese inspection from Non-SOFA to SOFA requires the certificate of transfer that is validated by the last owner's Inkan, valid Inkan Toroku Shomeisho, Jumin Hyo for change of address, and Koseki Tohon for name change due to marriage. Additionally, if the registered owner does not accompany the transaction to the LTO, a valid LOA (Japanese Power of Attorney) must be provided during transaction. All Japanese documents must be dated to indicate they were received from the city office of registration within the past 90 days of application.

(b) The USFJ Form 380 EJ must be obtained at Distribution Management Office (DMO) upon importing or exporting embarkation. After completion, the document must be taken to a Japanese Customs Office and validated.

b. Permanent Registration. In addition to proof of the required documentation for temporary registration, the following documents or actions must be completed for application of permanent Japanese registration:

(1) Sign Statement of Responsibility and complete the Vehicle Registration Worksheet, Appendix F.

(2) Payment of Japanese tonnage (weight) tax and revenue fees.

(3) Completion of Japanese inspection requirements.

(4) Japanese road tax as applicable.

c. Applications accompanying the vehicle will be submitted by the applicant to LTO for a Japanese title, Japanese Inspection decal, vehicle plates, and the Japanese road tax receipt. Permanent vehicle plates will be issued after these requirements are met. The rear number plate will be sealed on the left side before leaving the LTO. This seal must not be removed, and the vehicle will not be operated without the plate sealed. Japanese requirements for registration are complete after a Japanese title is issued, road taxes are paid, vehicle plates are properly attached and sealed, and a Japanese inspection decal is displayed on the windshield from the inside at the top center of passenger cars.

d. All vehicles completing registration requirements with the Japanese government at any location other than JSVRO must present the aforementioned documentation to the JSVRO for military registration and road tax decal issue.

e. SOFA personnel may use local insurance companies, United Service Organization (USO), used car dealerships, or any other agency that provides the registration and/or inspection service. Prospective or current vehicle owners must obtain a LOA from the JSVRO or a military legal office. The LOA must be stamped by the JSVRO with validated signatures and proper authorization as needed. Any of the above mentioned service agencies will not be able to process the inspection or registration paperwork without a

signed, stamped, and validated LOA. LOAs are valid for fifteen calendar days only.

f. Vehicles used exclusively by military law enforcement and senior military officials with non-government license plates are authorized base registration if approved by GoJ and the JSVRO supervisor. All initial and de-registration actions are approved by the GoJ (Ministry of Land, Infrastructure and Transport) in coordination with JSVRO. Vehicles with SOFA plates are authorized SOFA registration. Vehicles with Non-SOFA plates are authorized Non-SOFA registration. All fees associated with registration or de-registration will be paid by the requesting agency.

g. The registered owner is responsible for ensuring that changes/updates for the following are immediately reported to JSVRO:

- (1) Japanese title.
- (2) JCI.
- (3) PDI.
- (4) Driver's license.
- (5) Unit of assignment or employer.
- (6) Contact phone number.

### 3. Decal Placement

a. JSVRO staff are responsible for the security and accountability of road tax decals until issuance. After issuance, the registered owner is responsible for the security of the decal. All decals remain United States Government property, and as such, the unauthorized removal, sale, transfer to another vehicle, mutilation, alteration, forgery, or obscuring of decals is prohibited. Two types of road tax decals are issued, USFJ Form 15A for automobiles or 15B for motorcycles and trailers. To receive a new or replacement decal, vehicle owners will bring original PDI, JCI, Japanese title, base registration, and road tax receipt to JSVRO for review of accuracy and proof of payment. Only original documents will be accepted. Copies, scans, faxes or photos are unacceptable and the decal will not be issued. Additionally, vehicles that are illegally modified will not be issued a road tax decal until the illegal modifications are corrected. Vehicles are not required to be brought to the JSVRO for decal issuance, except for Non-SOFA customers. Issuance of the road tax decal directly to Non-SOFA customers is not authorized at any time. Non-SOFA customers completing registration for SOFA customers are required to bring the vehicle to the JSVRO. All authorized motor vehicles must display the new decal before 1 June annually. In accordance with reference (e) no other decals will be placed on the front windshield, except for the road tax decal and the GoJ inspection sticker. Trailers will display USFJ Form 15B at the rear of the vehicle on the left side. Owners who lose or have a road tax decal stolen are required to obtain a sworn affidavit from their legal office before a replacement decal will be issued.

b. No other decals will be placed on the front window, to include garage annual inspection reminder stickers.

c. Only active duty and retired military registrants in pay grades of either E-9 or O-6 and above, and civilian employees GS-15 or GS-15E (equivalent) and above with SOFA status registration will receive applicable decals for left rear bumper placement that authorizes designated parking.

d. Handicapped placards will be issued to qualified applicants. Placement of the handicapped placards will be hanging from the interior rear view mirror of motor vehicles. The expiration date all handicapped placards will be based on the sponsor's rotation date or vehicle inspection, whichever occurs first. Placards may be renewed with a new qualifying medical letter.

e. For non-SOFA military retirees to receive a handicapped placard or decal, a memorandum verifying disability status from any Okinawa based medical provider, a Personal Physical Disability note book issued by the closest city office or other valid state issued handicapped certification must be presented.

#### 4. Documents Required While Operating POVs

a. SOFA personnel will have the following documents in their possession while operating privately owned motor vehicles:

- (1) USFJ Form 4EJ (operator's permit).
- (2) Military registration.
- (3) Japanese title.
- (4) JCI.
- (5) PDI.
- (6) Road tax payment receipt.

b. Operation of a motor vehicle without these documents is prohibited. The loss, theft, or illegibility of documents requires replacement.

#### 5. Rented or Leased Vehicles in Conjunction with an Official Contract

a. In addition to the requirements of paragraph 2a, the following requirements apply:

(1) All drivers will be covered without limit or regard to age by unlimited Fleet insurance.

(2) The original rental agreement, JCI, and Fleet insurance will be maintained in the rented vehicle at all times.

(3) The person applying for registration will submit their SOFA determination letter, operator's permit as allowed for in Chapter 2 paragraph



2, Letter of Invitation, and a letter of Request for Registration signed by their Contracting Officer Representative, to JSVRO.

6. Out-processing and Disposition of POVs. Battalion level Commanding Officers and supervisors of civilian employment agencies will ensure personnel under their cognizance check-out with the JSVRO prior to PCS or termination of their employment. SOFA personnel will either ship or dispose of their motor vehicles in authorized transactions prior to departure from Japan. Authorized SOFA personnel who separate locally may qualify for concurrent retention of their vehicle's inspection period from SOFA to Non-SOFA as a RoJ. The following requirements apply prior to their departure or employment termination:

a. Vehicle Lien. Liens recorded to Non-SOFA financial institutions will be cleared by the lien holder before vehicle transactions occur. Changes to the lien holder institution may be made by the registered owner or lien holder provided a signed copy of the new loan agreement is presented for update.

b. Transfer Title. Inter-service transfer of title requires amendment of the JCI policy from seller to buyer, purchase of property damage and excess bodily injury liability coverage, completion of certificate of transfer, buyer's signature on letter of responsibility, application to the Japanese LTO, and delivery of the application to the LTO by the seller and buyer. Applicants are permitted to use a LOA in the absence of either buyer and/or seller.

c. Dependents Remaining in Japan After Departure of Sponsor. Upon the permanent departure of the sponsor from Japan, the sponsor's dependents are no longer recognized under SOFA and are no longer entitled to SOFA benefits and privileges, except as set forth in reference (d). Therefore, dependents who remain on Okinawa after departure of their sponsor are not authorized to retain "Y" plates.

(1) Vehicles will be de-registered, sold, or if eligible, transferred to the spouse remaining on Okinawa and registered with the LTO as Non-SOFA. In this case, a Proof of Vehicle Trade-In document (Appendix G) will be completed.

(2) The sponsor may request for Non-SOFA base registration to the JSVRO through their chain of command.

d. De-Register for Shipping. SOFA personnel authorized to ship their motor vehicles to another country from Japan must complete a worksheet at the JSVRO. De-registration for shipping is temporary cancellation of the current inspection period and requires presentation of the motor vehicle inspection certificate, road tax receipt, and shipping orders. GoJ plates are not removed from vehicles being shipped to the United States. Vehicle owners who ship their vehicles to any country other than the United States must remove and return the GoJ plates to the LTO. Temporary plates must be displayed on all vehicles in the absence of the permanent plates. LTO will process the application and return a de-registered title stamped (De-Registered for Shipping). The applicant must present this de-registered title and tax receipt to recover unused portions of Japanese Road Tax. Taxes paid to city

offices for mini-cars, motorcycles, and trailers must be paid up to date, but are not refunded. Applicants must return to the JSVRO to cancel their military registration.

(1) Within 24 hours of the first work day after de-registration with the LTO, proceed to the Terminal Operations, Personal Property department, Privately Owned Vehicle section, Naha Port (Warehouse 307, door 9, phone number 648-7786 or 648-7110) between the hours of 0800-1130 and 1300-1530, Monday through Friday, with three copies of orders, the de-registered inspection certificate, the original and one copy of the Military Registration, and the vehicle to be shipped.

(2) After the vehicle is delivered to Naha Port, refunds of unused JCI may be obtained and the additional insurance may be cancelled. JCI refunds require presentation of the de-registered title. Return temporary license plates to the JSVRO.

e. Shipping within Japan. SOFA personnel authorized to ship their motor vehicle(s) within Japan must provide a copy of orders and remove the current installation road tax decal. The permanent military registration will be cancelled and the vehicle owner will receive a temporary vehicle permit that will be valid for a period not to exceed 15 days after the estimated deliver date at the new duty location. A note will be made in the system to reflect that the owner intended to ship the vehicle and the intended new base of registration.

f. Contractors. Contractors that have vehicles registered in their name for the sole purpose of contract performance will ensure that all vehicles are either de-registered or transferred to another individual within their company at the JSVRO prior to termination of employment or departing the island.

7. Scrap and De-Register, De-Register for Transfer and Re-Registration by a ROJ, or De-Register for Repair

a. Motor vehicles taken to junkyards for scrap must start with de-registration at the JSVRO before proceeding to LTO. Permanent de-registration refers to the demolition of a motor vehicle, discontinuation of its use, or termination of its use entirely, and the vehicle cannot undergo new registration. De-registration for scrap is permanent de-registration and requires application, GoJ numbered plates, the vehicle's inspection certificate, the road tax receipt and the recycle ticket. Applications for de-registration of motor vehicles with an "E" license plate requires preparation of the Customs Form F, No. 1250 before initiating the application. Physical presence of both the applicant and scrap dealer is required at the time of customs form preparation.

b. The tax-free importation, registration, and administration under military auspices of POVs are intended to be solely for the convenience of USFJ personnel during their tour of duty in Japan and will not be utilized for commercial purposes. Conditions for transfer to RoJs of all four-wheeled motor vehicles bearing "E" plates and motorcycles with piston displacement of 750cc and above are as follows:

(1) The vehicle must be at least two model years old. Vehicles not classified by model years will be considered two model years old on 1 January of the second year following the year in which they were manufactured.

(2) The motor vehicle concerned has been registered with LTO in the name of the transferring person for at least 12 months. The date on which the transferor's title to the vehicle was first registered with the LTO shall be considered as the date on which this 12-month period commenced.

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

(4) In all cases where a SOFA registered vehicle is being transferred to a Non-SOFA registrant, a Proof of Vehicle Trade-In document (Appendix g) will be completed.

c. SOFA personnel are authorized to cancel their vehicle's inspection period when the vehicle is not being operated and is undergoing repair. De-registration for repair is temporary cancellation of the current inspection period and permits a vehicle to legally stand without GoJ plates for a total of 90 days. A de-registered inspection certificate is issued by GoJ agencies for temporary de-registration and this enables the vehicle to undergo Initial Inspection and New Registration at a later date. Applicants for temporary de-registration must present written approval of permission from their battalion commander for parking the vehicle on or off base, and obtain a parking permit from the JSVRO which will be renewed in 30 day increment's when accompanied with a new command authorization letter for an extension on current parking permit.

8. De-Registration through Separation with Concurrent Retention. SOFA personnel who separate from the U.S. military or end their civilian employment and remain in Japan may apply to transfer the current GoJ vehicle inspection from SOFA status (A, E, or Y license plates) to Non-SOFA status. Applications completed at the JSVRO will not be accepted by the Japanese authorities before the effective date of retirement or separation. Upon re-issuance of the inspection certificate and Non-SOFA plates by the LTO, the applicant must adjust Road Tax and Acquisition Tax, if applicable. New GoJ number plates will be issued upon receipt of the new inspection certificate, tax receipt, and number plate fee receipt. The registrant must return to the JSVRO to cancel the military registration, and if applicable, apply for a "Retired" decal.

a. In accordance with reference (f), SOFA personnel who separate from the United States military or end their civilian employment and remain in Japan will dispose of their vehicles in an authorized transaction, cancel their military registration, or use a Special Power of Attorney (SPOA) as described in paragraph 9 below. In order to comply with reference (f), the following procedures will be complied with before an individual may be cleared from the JSVRO system:

(1) The vehicle will be brought to JSVRO where all road tax decals will be removed and a Temporary Vehicle Pass (TVP) will be issued not to exceed the individuals official retirement or separation date.

(2) At the expiration of the initial TVP, the SPOA holder may report to JSVRO and obtain a second TVP not to exceed the expiration date of the SPOA.

(3) No later than the expiration of the second TVP, the registered owner or SPOA holder, as applicable, must complete the SOFA to Non-SOFA transfer or de-register the vehicle(s) with JSVRO. Base access for separated individuals is a personal responsibility.

b. The following documents are required for application to transfer the current inspection and to change the number plates from SOFA to Non-SOFA:

(1) Copy of retirement/separation orders.

(2) Original and one copy of the applicant's alien registration certificate (Jumin Hyo).

(3) Notarized signature certificate from the American Consulate or Inkan and Inkan ToRoku ShoMeiSho issued within the last 90 days.

(4) Parking space "Certificate of Approval" from the Japanese Police Station.

(5) Japanese driver's license.

c. Individuals who are on terminal leave but do not separate on island, do not remain in Japan, or intend to return to Japan, will comply with the following procedures before they will be cleared from the JSVRO system:

(1) The individual will remove all road tax decals and return them to JSVRO for a TVP.

(2) A temporary SOFA pass will be issued to the individual not to exceed their separation date.

(3) After the owner's separation date, the SPOA holder may come to JSVRO and request a new TVP not to exceed the duration of the SPOA, PDI, or inspection period whichever expires first.

9. Special Power of Attorney (SPOA). Reference (e) provides that USFJ personnel will not depart Japan before accomplishing title transfer or other authorized disposition of their registered POV(s). SPOAs should only be used as a last resort; units are encouraged to implement a reverse sponsorship process to assist personnel who are departing the island on PCS orders. All requests to out-process via SPOA must be approved in writing by their battalion commander or executive officer (by direction) to include civilian equivalents. Applicants must have both the commanders and JSVRO endorsement letter's prior to getting a SPOA from any legal office.

a. The SPOA must be issued to an active duty service member or self-sponsored civilian in Okinawa Prefecture with a valid Operator's Permit for the vehicle described within the SPOA. SOFA sponsored immediate family members will be authorized to be SPOA holder for their sponsor in those cases their sponsor is off island on official business. Non-SOFA individuals e.g. Non-SOFA retirees, are not permitted to be SPOA holders for SOFA status vehicles.

b. Unless revoked or terminated by the owner prior to 120 days, the SPOA shall become null and void on whichever of the following dates comes earlier, 120 days from the date the SPOA was executed, the expiration date for JCI coverage, GoJ inspection, or PDI coverage.

c. The SPOA will not exceed 120 days from the effective date of PCS, and the SPOA must include a mandatory clause which authorizes the Provost Marshal, MCIPAC-MCBB, to de-register, abandon, and surrender the vehicle to the United States Government for salvage in the event of failure to sell or otherwise dispose of the vehicle within the 120-day period covered by the SPOA. SPOA holders are only authorized to obtain two active SPOAs at any given time. The POA must include the following information: full name, rank, and the last four digits of the Social Security Number or DoD ID number (mandatory) for the member and for the person receiving the SPOA and the disposition clause as outlined in reference (f). The SPOA recipient must also sign a statement of acknowledgment which includes the vehicle information, license plate number, serial number, make, model, and color.

d. Owners must present proof of the following will be covered for the length of the SPOA before being allowed to out-process with an SPOA:

(1) JCI is valid and current.

(2) GoJ inspection is valid and current.

(3) Japanese road tax has been paid for the current year. Japanese road tax is due on 1 April. To allow the SPOA holder ample time to pay current road tax, SPOA's issued before 1 April will not exceed 31 May. In the event the SPOA holder is unable to renew the annual road tax, the SPOA holder will only be allowed to junk the vehicle.

(4) The PDI must be valid through the entire 120-day SPOA period. If not, the SPOA will expire at the end of the insurance coverage period. Extension of the policy must be accomplished in the name of the current owner or buyer, which might be different than the SPOA holder.

(5) The vehicle must be cleared of all liens.

(6) The vehicle's plates are properly displayed on the vehicle.

e. Spouses and dependents of the USFJ sponsor are not authorized to hold a SPOA for personnel other than their USFJ sponsor, unless otherwise approved by the Provost Marshal, prior to obtaining a SPOA from legal services.

f. Individuals being designated as a SPOA holder for a motorcycle will have a motorcycle endorsement on their driver's license. The endorsement

must be the same engine size, or greater, than the motorcycle that they are being designated as an SPOA holder for. Individuals not meeting the requirements above are not authorized to be an SPOA holder for motorcycles.

g. An SPOA executed in conjunction with a PCS will not be honored by JSVRO for individuals that fail to follow proper procedures in the preceding paragraphs and fail to check out of JSVRO. The only action that will be considered for the SPOA holder to perform is junking; vehicle sale and deregistration actions are not authorized.

h. In all cases where a SPOA is used in conjunction with PCS, the owner retains all responsibility for the disposition of their vehicle. If the SPOA holder fails to properly dispose of the vehicle, the registered owner remains liable for all deregistration actions and financial obligations incurred through government disposition.

i. Nothing in this Order should be construed as prohibiting the normal use of powers of attorney for purposes of disposition action while both parties are present in Japan. A properly completed power of attorney authorizes execution of an LOA for vehicle transactions to the Japanese LTO.

j. Special Considerations

(1) If the vehicle is otherwise eligible for disposition to a RoJ, but is not yet two model years old and the owner departs Japan due to PCS, then the vehicle may be disposed of to a RoJ by use of a power of attorney. The vehicle must become two model years old within 60 days after the owner's departure.

(2) In those cases where the owner becomes deceased, the legal representative or the summary court may dispose of the vehicle directly or by use of a Power of Attorney to another USFJ authorized person if the vehicle is presently eligible for sale to him/her, or to a RoJ if the vehicle is presently eligible for disposition to a RoJ.

(3) Vehicle owners are authorized to transfer their vehicle(s) to new owners and continue to operate the vehicle(s) with the new owner's consent. This consent will take the form of a permission letter from the new owner. Operators will have the owner's written permission in the vehicle or in their immediate possession while operating the vehicle and ensure that they maintain insurance as prescribed in paragraph 2a(4).

(4) SOFA personnel that will be resigning or separating on island and become the dependent of another SOFA sponsor, may transfer their vehicle(s) into the new sponsor's name up to 30 days in advance of their resignation or separation.

10. Types of Registrations and Inspections. All motor vehicles must be registered under the national motor vehicle inspection and registration system in Japan, except mini-cars and small motorcycles.

a. The types of registration are as follows:

(1) New (Initial) Registration. All unregistered vehicles are subject to new registration unless the vehicle has been permanently de-registered by the Japanese LTO. Registration of a new, locally purchased motor vehicle that has never been registered has a three year registration and requires payment of acquisition tax. Inspection is not required. Newly purchased mini-cars and cargo carrying vehicles are registered for two years. Imported passenger cars will initially be registered for three years and require inspection but not acquisition tax. Trailers are registered for one year and require annual re-inspection. All other new registrations are for a two-year period and require initial inspection.

(2) Change Registration. This refers to change of information on the Japanese title. Examples are change in vehicle type, chassis number or engine type or number, owner's name or address, and the Prefecture of use. Change registration is required within 15 days of Prefecture change.

(3) Transfer Registration. This refers to registration of a current inspection period to new ownership or to the same owner in the case of concurrent retention going from SOFA to Non-SOFA.

b. Japanese Inspections. All inspections are completed at JSVRO or a designated garage. The types of Japanese inspections are as follows:

(1) Initial Inspection. This refers to the inspection of either an imported motor vehicle or a used motor vehicle with either a cancelled or no inspection certificate. The Initial Inspection is successful upon completion of the Japanese 60-point inspection process.

(a) It is recommended that imported motor vehicles be evaluated at the Japanese LTO prior to inspection. Evaluation is accomplished by appointment with the LTO. All evaluations are accomplished between the hours of 1500 to 1700 on the day of appointment.

(b) Evaluation of trailers by the LTO for inspection and registration is required. Appointments for the evaluation must be made with the LTO.

(c) Vehicles undergoing evaluation at the Japanese LTO for inspection and registration must be insured in accordance with this Order and display Temporary Number Plates.

(2) Renewal Inspection. This refers to the renewal of the current inspection and should be accomplished prior to expiration of the current inspection period. Vehicles with expired inspections exceeding 120 days will be automatically de-registered and may not be re-registered unless exigent circumstances (Temporary Additional Duty, deployment, etc.) exist. Motor vehicles will not be operated with expired inspections unless Temporary number plates are properly displayed.

(3) Modification Inspection. Required when modifications to a motor vehicle cause changes in its length, width, loading capacity, or structure. Modification inspections that are not finalized at a designated garage require final inspection at the JSVRO. This must be done within 15 days of change and requires a new GoJ inspection.

(4) Eligibility Inspection. Inspection to be performed on motor vehicles with a valid inspection to be transferred from either Non-SOFA to SOFA or if the vehicle is being de-registered for sale from SOFA to Non-SOFA. The Eligibility Inspection is also required for concurrent retention of the current inspection period by the same owner from SOFA to Non-SOFA.

11. Road Tax. Japanese road tax is an annual payment that must be paid for all vehicles unless their inspections are cancelled before 1 April. Personnel executing PCS orders to Okinawa with vehicles previously registered elsewhere in Japan, after 1 April, must pay their road tax to the village, town, city or prefecture office where registered before they apply for a prefecture change to Okinawa. Mini-car and motorcycle tax is paid at village, town or local city offices. All other road taxes are paid to the prefecture Auto Tax Office in Makiminato, and this tax must be paid before 1 June. Vehicle owners who out process after 1 April, and elect to use a SPOA will pay road tax before they out process. All other personnel will pay their taxes in May to collection sites established on several of the military bases. Before road tax payment will be accepted the following original documents will be presented: base registration, vehicle title, previous year road tax receipt, PDI, and JCI. If any of these documents are expired or not original, road tax payment may be made, but a decal will not be issued until all five current, original documents are presented. Road tax payment will not be accepted if the vehicle title or previous year road tax receipt are not available. All tax payments must be made in Yen. Neither U.S. currency nor checks are accepted. The exact amount of tax due is set by agreement between USFJ and GoJ and may vary but vehicles are broken down into the following categories as follows:

- a. Motorcycles with piston displacements of 125cc and smaller displaying city office license number plates.
- b. Motorcycles with piston displacements of 126cc and larger displaying 1A and A license number plates.
- c. Four-wheeled passenger motor vehicles with piston displacements of 660cc or less and displaying mini-car license number plates.
- d. Four-wheeled passenger motor vehicles displaying 51-59, 77 & 78, 500, 44-49 and 400 categories license number plate.
- e. Four-wheeled passenger motor vehicles displaying 33-39 and 300 category license number plates of 4,500cc and below; or piston displacements of 4,501 and above.
- f. Campers and cargo carrying vehicles displaying 11-19 and 100 category license number plates.
- g. USFJ personnel who acquire vehicles or arrive in Japan with vehicles after 1 April each year are required to pay one-twelfth of the annual amount for each month remaining until the close of the Japanese fiscal year (30 March).



h. Partial refunds of amounts previously paid will be made upon request of personnel who cancel the inspection of their vehicles.

i. Personnel who have paid the Japanese road tax will have their vehicle's USFJ Form 15A or 15B replaced by personnel at the JSVRO or can replace the decal themselves. The current year decal must be displayed on all USFJ registered vehicles prior to 1 June.

j. Vehicles purchased during the month of March are not required to have a road tax receipt. To verify the month that the vehicle was purchased, look at the vehicle's original title.

k. Vehicles that have been illegally modified or are found to be defective will not have a road tax decal issued until the vehicle is returned to original manufactures specifications. Further, any vehicle identified with defective equipment or illegal modifications will have the road tax decal removed until the discrepancies are corrected. Once corrected, the vehicle will be brought to JSVRO for verification and a new decal will be issued.

#### 12. Vehicle Tonnage Tax (Weight Tax)

a. In addition to the Japanese road tax, a charge known as "tonnage tax," also known as "weight tax," must be paid upon initial inspection and at renewal inspection, except in the case of small motorcycles, which are not subject to this tax. No portion of this tax is refunded for canceling the vehicle's inspection.

b. The amount of weight tax that must be paid varies with the type and weight of the vehicle and depends upon initial registration or renewal inspection. It also includes revenue tax and processing fees. Prices vary for every half-ton. The cost increases for heavier vehicles and either new vehicles or imported vehicles registered for the first time at a three-year period.

#### 13. Registration of Vehicles Identified by "Official Vehicle" Numbers.

Official Vehicles (OV) are vehicles owned by the armed services, civilian component organizations, and organizations referred to in Article XV of the SOFA. Article XV organizations include exchanges, messes, social clubs, theaters, newspapers, and other non-appropriated fund organizations authorized and regulated by U.S. military authorities for the use of members of such forces, the civilian component, and their dependents. Official vehicles include those used by Article XIV contractors. Non-appropriated Funds and other activities identified in subparagraphs a. and b. immediately below, which are present in Japan at the official invitation of, and solely in connection with the USFJ, may have their motor vehicles placed in a special category when such vehicles are used solely for the business of the activity concerned. Such vehicles will display standard sized, rectangle shaped, metal license number plates that measure 13 inches by 6 & ½ inches. The letters OV and consecutive registration numbers will be stenciled in three-inch letters and numbers. The name of the using organization will be stenciled in 1 & ½ inch letters above the OV number. Requests for OV usage and number assignment must be made to the Provost Marshal.

a. Installation Commanders are authorized to approve OV plates for motor vehicles operated by the following:

- (1) Non-appropriated fund activities.
- (2) Japan Area Exchanges: Army and Air Force Exchange Service (AAFES).
- (3) Clubs and organizations that are authorized and regulated by the U.S. Forces for the benefit of United States Forces personnel.
- (4) Pacific Stars and Stripes.

b. Other Activities

- (1) American Red Cross.
- (2) Military banking facilities and credit unions.
- (3) Universities and colleges providing college level off-duty education programs.
- (4) United States official contractors as defined in paragraph 1, Article XIV of the SOFA. Persons, including corporations organized under the laws of the U.S., and their employees who are ordinarily a resident in the U.S. and whose presence in Japan is solely for the purpose of executing contracts with the U.S. for the benefit of the U.S. armed forces, and who are designated by USFJ.
- (5) USO.

c. Installation Commanders may also request approval from Commander, USFJ for the issuance of OV license plates to motor vehicles under the following conditions:

- (1) The activity is in Japan solely at the official invitation of the USFJ.
- (2) The motor vehicles are to be used only for the regular business of the activity.
- (3) Compelling and material reasons are present for authorizing the use of the "OV" number.

d. Motor vehicles of the non-appropriated fund activities in paragraph a. above bearing OV numbers are considered to be publicly owned motor vehicles. Motor vehicles of other activities bearing OV numbers (paragraphs b. and c. above) are considered to be privately owned vehicles.

e. OV numbers will be assigned, registered, and controlled by the JSVRO. Consecutive registration numbers beginning with one and prefixed by the letters "OV" and a two letter organizational designator will be displayed on metal license number plates attached to the front and rear of each vehicle. OV-plated vehicles are not required to display identification markings or

decals. Identification markings on mass transit vehicles such as school and shuttle buses are not authorized. For other OV plated vehicles, Installation Commanders or their designated representative have discretion in determining the markings.

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

g. Motor vehicles bearing OV plates will conform to laws, regulations, standards and procedures otherwise applicable to military vehicles or POV except that such vehicles will be exempt from registration with GoJ Land and Transportation Offices and from charges with respect to the use of roads and tonnage tax. These limited exceptions are afforded to official vehicles within the meaning of paragraph 2, Article X of the SOFA. OV plated vehicles must be registered with appropriate installation Provost Marshal's office (PMO).

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

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

j. Report violations of this policy to the commander of the activity operating the vehicle and Provost Marshal's Office, JSVRO. Operation of vehicles with "OV" registration in violation of the intended privileges granted may result in either suspension of the current registration period or the inability to renew registration upon expiration of the current registration period.

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

l. Non-Article XIV contractors are in Japan under Article 1b of the SOFA as individuals accompanying/employed by United States Forces are not authorized OV plates. Service components/Installation Commanders may authorize the issue of a locally fabricated license plate to such individuals if the vehicle will be used only within the confines of a United States installation or facility. If such vehicles are required to operate outside a U.S. installation, service component/Installation Commanders may authorize

the vehicle(s) to be registered as a Y-plated vehicle in the company representative's name. Such vehicles used solely in support of administering contracts, vice personal use, should not count against the number of POVs authorized. Article 1b contractors, which apply for and receive approval to change their status to Article XIV, may be issued OV plates.

m. All motor vehicles bearing "OV" numbers will provide evidence of an annual inspection. Privately owned motor vehicles as defined by paragraphs b and c above will provide evidence of valid insurance (JCI and PDI) and may be inspected at the JSVRO.

n. Operators of publicly owned motor vehicles assigned "OV" numbers will carry Operator's Permits in accordance with regulations for a Government Vehicle Operator's Permit. Operators of privately owned motor vehicles assigned "OV" numbers will carry the USFJ Form 4EJ, Operator's Permits.

14. Restriction on Use and Operation of Motor Vehicles both SOFA/Non-SOFA

a. USFJ personnel are prohibited from lending or permitting use or operation of their POV(s) to anyone not in possession of a valid USFJ Form 4EJ. Further, USFJ personnel will not rent, lend, or give custody of their POV to anyone without SOFA status, except for the temporary convenience of the owner, or his or her family, when the vehicle is:

- (1) Undergoing maintenance or repair.
- (2) Undergoing inspection and processing at the GoJ LTO.
- (3) Being shipped into or out of Japan.
- (4) Temporarily stored in a garage or in an authorized parking area.
- (5) Being driven by the owner's authorized chauffeur to implement instructions received from the employer.
- (6) Placed in temporary storage pending authorized disposition to a resident of Japan.
- (7) Being driven by a properly licensed individual while the owner/operator is incapable of driving himself, e.g., physically incapacitated, too tired, or after alcohol consumption.

b. Non-SOFA registration of a motor vehicle must be changed into the name of the SOFA status sponsor to qualify for either a temporary pass or military registration. Vehicle passes will not be issued to USFJ personnel for motor vehicles in the maiden name of their spouses. Exception, USFJ/SOFA dependents who have been employed or contracted to work on USFJ installations as local nationals, and have a base pass, may keep their Non-SOFA vehicles registered as such as long as they remain employed in that capacity. Vehicle passes will be issued based on access permissions identified on the base pass, not based on the dependent ID card. Contractors registering vehicles needed to fulfill the terms of a contract are also exempt from this requirement.

c. Vehicles not bearing the USFJ motor vehicle decal 15a or 15b must obtain a SOFA/Non-SOFA temporary pass. This SOFA/Non-SOFA temporary pass accompanied with a DD Form 1173 Active Duty Military Identification card will allow the member's vehicle to be serviced at gasoline, petroleum, oil, or lubricant service stations, outlets, or garages on USFJ facilities and areas or at such service stations, outlets, or garages operated by or for U.S. Forces. The information on the temporary pass must belong to the vehicle that is being serviced.

d. SOFA personnel maintaining more than one legal residence in Japan (e.g., a SOFA sponsored member resides in Okinawa, but makes regular visits to their spouse who lives on Honshu) may apply for special licensing consideration to register motor vehicle at both installations. The request with written justification must be approved by the sponsoring Installation Commander and formally staffed through the PMO of the installation expected to issue the license and register the vehicle.

#### 15. Revocation of Driving Privileges

a. In situations where the SOFA registrant's driving privilege has been revoked and the USFJ Form 4EJ has been confiscated, the USFJ registrant will report to the JSVRO within 10 working days for de-registration. If vehicle was impounded do to traffic violation the registered owner reports within 10 working days after release from Joint Service Vehicle Impound Lot for de-registration with the Japanese authorities.

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

c. USFJ registrants with administrative restrictions imposed upon their driving privileges will report to the JSVRO with their vehicles for a TVP issued in accordance with the next paragraph.

#### 16. Temporary Vehicle Pass

a. The TVP will be issued in lieu of military registration to designate specific driver restrictions imposed upon a USFJ registrant. In cases where restrictions to the driving privileges of a USFJ registrant are imposed by a commanding officer, a traffic court officer, or other authorized official, the registrant will report to the JSVRO within 10 working days of such restriction to have the Military Registration cancelled. The Military Registration and all Military Registration decals will be surrendered for a TVP with annotated restrictions.

b. USFJ registrants may also be issued a TVP to operate a leased or rented vehicle that displays RoJ Non-SOFA number plates in conjunction with official orders or to operate a vehicle loaned in lieu of their own motor vehicle that is undergoing maintenance or repair in accordance with the definitions of this Order and paragraphs above.

c. The number of TVP issued will not exceed or authorize the registrant to exceed the total number of motor vehicles authorized.

d. Evidence of the following original documents will be presented prior to issuance of a TVP for a Non-SOFA RoJ registration:

- (1) Operator's permit, USFJ Form 4EJ, for the vehicle loaned.
- (2) Japanese title.
- (3) JCI.
- (4) PDI.

(5) Written approval from the rental agency specifying to whom the vehicle is to be loaned and the duration of the intended use, which will not exceed seven days, except for rented vehicles or vehicles leased in conjunction with official orders or official contract.

17. Waivers and Exceptions to Policy

a. Thirty day waivers allow an individual to register an additional vehicle while they sell or deregister the vehicle they currently own. Before a waiver will be granted, all driver's license, PDI, JCI, and GoJ inspection data will be checked for currency at the JSVRO. Vehicle owners unable to complete updates due to lack of documentation will not have their 30 day waiver request accepted until all updates are completed. The waiver is initially granted for 30 days. If the vehicle is not sold or deregistered during the first 30 day waiver, the owner must return to JSVRO for an extension. After a total of 60 days, the vehicle must be sold or deregistered.

b. The following prerequisites apply:

(1) The waiver request must be typed on the owner's unit letterhead and endorsed by the battalion or regimental Commanding Officer.

(2) The vehicle that is being waived must have a minimum of 15 days remaining on the GOJ inspection. Waivers issued will be valid for as long as the PDI, JCI, and inspection are valid.

(3) The waiver is granted for the vehicle currently owned, not the one being purchased, and the intent is to sell or deregister.

(4) The vehicle being waived must have been owned for more than 120 days and cannot have a lien.

(5) Allow two to three business days for waiver approval.

(6) The letter and any supporting documents must be originals with original signatures; copies, scans, faxes, and e-mails will not be accepted.

c. A 120 day waiver is required if a vehicle owner wishes to sell or re-register a vehicle when the vehicle has been owned for less than 120 days as required by this Order, paragraph 1b of this chapter. Before a waiver will be granted, all driver's license, PDI, JCI, and GOJ inspection data will be checked for currency. Vehicle owners unable to complete updates due to lack

of documentation will not have their 120 day waiver request accepted until all updates are completed. The owner and buyer must be present at JSVRO for this waiver to be approved. Only one 120 day waiver will be granted per year (from the date the waiver was granted).

d. The following prerequisites apply:

(1) The waiver request must be typed on the owner's unit letterhead and endorsed by the commanding officer. No enlisted member may sign, endorsed by the battalion or regimental commanding officer.

(2) The vehicle that is being waived must have a minimum of 15 days remaining on the GOJ inspection.

(3) The owner cannot have a lien on the vehicle.

(4) The owner must present the following original documents: Japanese Title, Military Registration Certificate, current Road Tax Receipt, JCI, and PDI for the vehicle to be sold.

(5) The letter and any supporting documents must be originals with original signatures; copies, scans, faxes, and e-mails will not be accepted.

e. Additional vehicle waivers will only be granted as an exception, not the rule. Waivers will not be granted for recreational vehicles or for personal/private business. Waivers will only be granted when unusual or exceptional circumstances are present and will not exceed one year in duration. Permanent additional vehicle waivers, if approved, will not exceed two years. Before the military registration is issued the vehicle will be brought to JSVRO for an illegal modification check by JSVRO staff.

#### 18. Importing POVs

a. Okinawa continues to be under an embargo status for importing POVs that meet the definition of Category B, listed below. This is not waiverable. There are no on-base facilities authorized to modify or inspect vehicles to meet Japanese emission and safety standards. All imported motor vehicles must be registered by the GoJ. Members are highly encouraged to contact their sponsors and/or transportation offices concerning the current cost of shipping, owning, and operating POVs in Japan.

b. All DoD/service members must understand the following: the high cost of initial registration of their POV in Japan (\$3,000 to \$5,000 dollars per vehicle), availability of parts, qualified maintenance, stringent emission standards, and testing imposed (\$3,000 to \$5,000) based on 100 Yen to \$1.00 US dollar.

c. POVs shipped to Japan are either category A or B as defined below:

(1) Category A is a POV manufactured prior to 31 March 1976. Category A POVs will have to meet the insurance, taxes, registration fees and local vehicle emission standards and safety requirements (headlights, color of

bulbs, MPH to KPH speedometer, etc.). This category will not require a waiver. Category A POVs may be shipped to mainland Japan or Okinawa, Japan as appropriate. Estimated cost per vehicle is between \$500 and \$1,000 based on 100 Yen to \$1.00 US dollar.

(2) Category B is a POV manufactured after 31 March 1976. Category B POV(s) will have to pass the Japanese Vehicle Emission Standards, plus the above mentioned items (insurance, tax, and registration requirements). This category is not authorized for shipment to Okinawa.

(3) Oversized vehicles, i.e., special purpose vehicles, campers, motor homes, recreational vehicles, exceeding 12 meters in length, 2.5 meters in width and 3.8 meters in height will not comply with Japanese registration standards. Modifications, including installed camper shells, cannot protrude more than 15cm from each side of the vehicle. Total vehicle weight cannot exceed 20 tons: axle weight-10 tons and wheel weight-5 tons.

d. Motorcycles/Mopeds

(1) Motorcycles/mopeds over 250cc manufactured 1 July 1999 or later must comply with GoJ brake standards. In addition to the brake standard requirement, motorcycles/mopeds over 250cc manufactured 1 April 2001 or later must pass GoJ emission testing and meet engine exhaust emission control standards.

(2) The estimated minimum costs for mandatory engine exhaust emission testing is approximately \$800.00 USD. Cost to bring a noncompliant motorcycle to standards depends on type/model. If a motorcycle does not meet brake standards, cost to bring into compliance could run \$2000.00-\$4000.00 USD (Note: brake testing cost depends on type/model). These are separate requirements (subject to manufactured dates) and failure to meet compliance places the owner in an even costlier situation. The additional cost of meeting GoJ standards is subject to the various equipment types and models and degree of difficulty in meeting compliance. There is only one brake testing facility in Tokyo, and two emission testing facilities located in Tokyo and one in Osaka. There are no brake or emission testing facilities on Okinawa.

e. The following paragraphs outline current DoD policy on importing motorcycles/mopeds over 250cc:

(1) Manufactured prior to 1 Jul 99: No import restrictions.

(2) Manufactured 1 Jul 99 to 31 Mar 01: The motorcycle must meet brake standards. The member should have a manufacturers certificate stating the motorcycle meets Japanese brake standards. The motorcycle owner should contact the motorcycle manufacturer and obtain a certificate that specifically states the vehicle meets Japanese brake standards. If the member has any doubt about meeting the brake standard, he/she may send the manufacturer's brake certificate to the sponsor in Japan and ask him/her to check with the local LTO. The sponsor can then advise the member (before shipment) if the motorcycle meets standards. Ensuring the brakes meet



Japanese standards prior to shipment is critical, as Okinawa does not have a brake testing facility.

(3) Manufactured 1 Apr 01 or later: Motorcycles are prohibited from importation to Okinawa due to no brake and emission testing facilities.

f. Motorcycles/mopeds must be insured and display a temporary registration plate in order to be driven to an inspection facility.

19. Watercraft

a. All watercraft shipped into or purchased in Okinawa will be registered through Kadena Marina. All trailers associated with watercraft will be registered in accordance with this Order.

b. Watercraft will be maintained and stored aboard Kadena Marina. Watercraft of any type, will not be parked or stored aboard or in any Marine Corps Facility, nor will they be launched from any Marine Corps controlled facility or beach. Watercraft are not authorized to ingress the installation. Any watercraft found in violation of this order will be impounded and immediate disposition through DRMO will be started. The owner or last registered owner will be billed for the impound and required processing of DRMO fees.

Chapter 3

Non-SOFA Registration

1. Registration Requirements for Non-SOFA RoJ. MLC, IHA, Non-SOFA RoJ U.S. military retirees, Non-SOFA United States civilians, civilian taxi cab drivers, and reservists who are either employed by or contracted to the U.S. Forces, or the accompanied guest of USFJ personnel who wish to operate a vehicle aboard military installations will register their vehicles with the JSVRO. There, they will receive either vehicle decals or vehicle passes for entry to military installations. Consideration may be given to other requests for registration on a case-by-case basis.

2. Procedures

a. Vehicle decals, TVP, and all records concerning issuance thereof, will be maintained by the JSVRO, MCIPAC-MCBB.

b. Vehicle decals will be displayed in the center of the vehicle's windshield to the left of the vehicle's inspection sticker as viewed from the driver's seat.

c. TVP will be made available for gate sentries to review and will be maintained in the vehicle to which they were issued.

d. Upon termination of employment or upon the expiration of military registration, the employee/contractor will immediately return to the JSVRO and either surrender or renew the expired TVP or update the vehicle's decals, as applicable.

e. The use of vehicle decals and TVP may be revoked or suspended in any instance where an individual or contracting firm has demonstrated that the continuance of such privileges is detrimental to the best interests of the United States Government.

f. Pertinent provisions of this Order will be included in all contracts entered into by contracting officers of all Marine Corps controlled installations on Okinawa.

g. U.S. military retirees, reservists, MLC, IHA, and AAFES employees will not exceed the one vehicle and motorcycle per licensed driver limits.

h. Before any registration or re-registration actions take place, all driver's license, JCI, and GoJ inspection data will be current when checked at the JSVRO. Individuals unable to complete updates due to lack of documentation will not have their request for registration or re-registration accepted until all the documentation updates are completed.

i. Non-SOFA vehicles presented for registration that are found to be illegally modified will not be registered.

3. Requirements for the Issuance of Vehicle Decals

a. The following documents must be presented at the time of application for registration:

(1) Either a United States Marine Corps (USMC) Base Activity pass, United States Air Force (USAF) Activity pass, DD Form 2 (retired), or applicable contractor pass. In the case of a civilian taxi driver the pass must be in the name of the registrant for identification and authorization for entry to a military installation.

(2) Active vehicle Japanese title in the name of identification card holder or in the case of a contractor, the name of the company contracted or designating the registrant as a user of the vehicle.

(3) Japanese license.

(a) Japanese citizens and RoJ's will not register their vehicles with an international driver's permit. All resident aliens of Japan are required to obtain a Japanese driver's license.

(b) Visiting contractors are not permitted to register their vehicles with an international driver's permit in excess of one year from date of entry into Japan. International driver's permit must be accompanied with a valid state or country of origins driver's license.

(4) JCI. Evidence of JCI coverage with policy number for the registrant's vehicle.

(5) PDI. RoJ's are not required to have PDI coverage as a condition of employment, entry, or contract to a military installation except as specified in paragraph 8 below.

4. Temporary Vehicle Permits

a. A TVP may be issued for the duration of a contract, expiration of the identification card, or expiration of the vehicle's inspection, whichever occurs first, for up to one year. Issuance of the permit authorizes unescorted vehicle entry of the vehicle described on the permit and operation of the vehicle by a driver who meets the requirements for application above, except for authorized rental vehicles of RoJ organizations providing contracted services on military installations.

b. TVP will not be issued to vehicles that require modification or relocation of barricades at a gate. The vehicle owner or contractor will coordinate with the camp services, to coordinate appropriate modification or relocation of barricades.

5. Non-SOFA Vehicle Decals

a. A permanent vehicle decal will be issued and renewed to Japanese MLC, IHA, U.S. military retirees, and authorized taxis with an AAFES contract, with a maximum military registration period of three years, unless the

vehicle's inspection expires before the identification card. Decals will be color coded for entry to military installations as follows:

- (1) Black with white "C" in center - all bases.
- (2) Orange with white "C" in center - USAF/United States of America.
- (3) Yellow with white "C" in center - USMC/United States Navy and Army.

(4) Military retirees who are RoJ will be issued the following decals:

- (a) Blue with white "R" in center - officer retirees.
  - (b) Red with white "R" in center - enlisted retirees.
- b. "R" stickers will not be issued to SOFA status personnel.

(1) In the event a retiree has SOFA status, but not their dependents, the total number of registered vehicles will not exceed the one per licensed driver limits.

(2) In the event a retiree and their dependents have SOFA status, all vehicles will be registered/re-registered in accordance with SOFA registration requirements detailed in Chapter 2. A retiree may not register some of their vehicles with SOFA registration and other vehicles with Non-SOFA registration; registration must be one or the other, not both.

c. Registration of motor vehicles for access to U.S. Army and Navy installations will be accomplished by utilizing Marine Corps procedures at the JSVRO, Camp Foster.

d. Non-SOFA personnel or RoJ who are entitled to registration privileges will not lend, rent, or authorize the use or otherwise give custody of their POVs to either USFJ personnel or other RoJs who are not authorized base entry.

e. All vehicle permits and decals will be surrendered to the JSVRO when the vehicle is sold, destroyed, or no longer used on USFJ installations and the military registration is cancelled. Further, vehicle permits and decals will be withdrawn or denied by the JSVRO for any violation of this Order or when the registrant's driving privileges are suspended or revoked by either USFJ or Japanese authorities.

#### 6. Requirements for the Issuance of Temporary Vehicle Permits

a. When registering a loaner car, when MLC, IHA, or contractors bring a non-base registered vehicle onto base due to re-inspection, accidents or breakdown of the base-registered vehicle, the driver must go to the JSVRO to register the vehicle as a loaner car and obtain a TVP. In order to request a TVP for a loaner car, an applicant needs to acquire a "Certificate of Loaner Car" from a garage. On the lending permit, the following information is required: the license plate number or serial number of the registered vehicle

which is going to be repaired, reason or cause of breakdown, license number of loaner car, and time needed for repair. The official seal of a company (garage) must be put on the permit. With the permit, a registrant presents the base pass, driver's license, the original Japanese title, and JCI policy of the loaner car at JSVRO in order to temporarily register the loaner car. The maximum term of validity for TVP for a loaner car is 7 days, unless repairs are confirmed to require additional time, to which the maximum time will be authorized based on confirmed repair timelines.

b. All taxi cabs must be properly registered with AAFES prior to military registration and admittance to USFJ installations.

(1) All Non-SOFA civilians without permanent registration privileges, but who have been issued an identification card by either the USMC or USAF Pass and Identification Offices in Okinawa and are allowed to enter U.S. military installations for contract work, will register their vehicles with JSVRO.

(2) Registrants will provide the documents required for issuance of Vehicle Decals as described above.

(3) TVP will be issued for the duration of the contract, or until expiration of identification card or congruent with expiration of the Vehicle's Inspection Certificate expiration, whichever occurs first, for a period not exceeding one year.

## 7. Reservists

a. Non-SOFA RoJ reservists not on active duty may be issued a Non-SOFA temporary pass on a case-by-case basis. Dependent reserve spouses do not have registration privileges.

b. Non-SOFA RoJ reservists serving on active duty must transfer to "Y" plates for the duration of the time they are on active duty. Temporary SOFA registration is not authorized. To qualify for SOFA registration, vehicle(s) must be converted to "Y" plates.

c. At no time will Non-SOFA RoJ reservists be issued a vehicle decal as described in paragraph 5 of this Chapter.

8. Retired Dependent Spouses. If both sponsor and dependent spouse are Non-SOFA, vehicle registrations will be in the sponsor's name. However, if there is a lien on the vehicle in the dependent spouse's name, the vehicle may be registered in the dependent spouse's name for the duration of the lien, then changed to the sponsor's name once the lien is cleared.

a. Retired dependent spouses are generally not authorized to register vehicles at JSVRO in their name except under the following circumstances:

(1) The dependent spouse is an MLC, in which case the vehicle may only be registered in accordance with paragraphs 1 through 6 above.

(2) The military sponsor is deceased.

b. If the sponsor is Command Sponsored and the dependent spouse is not, proof that the dependent spouse has SOFA status is the individual's responsibility. Additionally, the following conditions must be met:

(1) The vehicle must have PDI in accordance with the limits established in paragraph 2a(4) above.

(2) Only the dependent spouse may appear on the title; the SOFA sponsor's name will not be listed.

9. Other Non-SOFA Guidance. In the absence of guidance in this Chapter for Non-SOFA specific registration issues, the policies and procedures outlined in the other Chapters of this Order will be followed. Any exceptions to those policies and procedures will be staffed to the Provost Marshal for review.

Chapter 4

Vehicle Equipment Safety Standards

1. Scope and Effect of Regulations

a. USFJ personnel and Non-SOFA RoJ registered with the JSVRO, are prohibited from physically modifying or altering their vehicle which changes the original manufacturer's design (e.g., serial number, tires, rims, suspension, steering wheel, timing of signal flashers, exhaust, etc.). These illegal vehicle modifications or alterations will be cited as such requiring the vehicle to be brought into compliance per GoJ guidance as outlined in this Order.

b. USFJ persons cited for driving with defective equipment in violation of this Order shall be given five working days to correct the defect and report to the JSVRO for verification that the violations have been corrected. USFJ persons cited for illegal modifications in violation of the chapter shall also be given five working days to correct the first illegal modification and report to the JSVRO for verification. RoJ persons will be denied the appropriate decals or stickers for their vehicle unless their vehicle is in compliance with this Order.

(1) All such USFJ persons shall only drive their vehicle from the place of citation to a place of repair or from the place of citation to their residence, and then to a place of repair.

(2) When the vehicle is deemed unsafe for further operation by military police, the driver shall be so advised and either the vehicle will be impounded or secured at the scene awaiting wrecker service.

c. If a vehicle is cited for illegal modifications off base the vehicle owner must correct the deficiencies and report to the LTO within 15 calendar days. If a vehicle is cited for illegal modifications on base the vehicle owner must correct the deficiencies and report to the JSVRO within five calendar days.

d. In the event there is a conflict between this Order and the Japanese LTO final inspectors, the final inspectors' direction takes precedence.

2. Length, Width, and Height. No motor vehicle shall be operated with its length, width, and height exceeding those designated on the current inspection certificate.

3. Minimum Ground Clearance. No motor vehicle shall be operated without 9cm clearance of the roadway.

4. Steering Mechanism

a. Wheels will not be out of alignment.

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

c. Steering head bearing will not be broken, loose, or defective.

5. Brakes

a. Every motor vehicle, other than a motorcycle or motor-driven cycle, when operating upon any roadway shall be equipped with brakes adequate to control the movement of and to stop and hold such vehicle. This includes two separate means of applying the brakes, each of which means shall be effective to apply the brakes to at least two wheels. The brake system which is constructed so that those sections from the brake pedal or the brake lever to the wheel cylinders or brake chambers are independent for each system shall be regarded as complying with the requirement of "two separate means of applying the brakes."

(1) The brake system shall be secure so that it may fully withstand the operation and shall be fixed so that it may not be damaged by vibration, impact, contact, etc.

(2) The brake system shall be constructed and perform so that it will stop the vehicle without interfering with steering performance.

(3) The service brake system (which means the brake commonly used for braking the motor vehicle while running; herein after the same) shall work on the wheels. The number of which is half the number of wheels of the motor vehicle or more and which includes all rear wheels.

b. All trailers in excess of 750 kilograms (kg) will be equipped with a service brake system upon all wheels complying with the following requirements:

(1) The brake system shall be secure so that it may fully withstand the operation and shall be fixed so that it may not be damaged by vibration, impact, contact, etc.

(2) The service brake system shall be constructed so that it may operate in connection with the service brake system of the towing motor vehicle.

(3) The service brake system of a trailer with a gross weight of 750kg or more must also be equipped for overrun braking type (i.e. a brake system that automatically applies upon the overrun of the trailer).

c. Every motor vehicle, or combination of motor vehicle and trailer, shall be capable at all times, of being able to stop on a dry, smooth, level roadway free from loose material, within the distances and from the respective speeds indicated below or listed below:

(1) 50 kph - within 22 meters.

(2) 35 kph - within 14 meters.

(3) 20 kph - within 5 meters.

d. The brake system will be free from worn, missing, or defective pins,



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

6. Suspension. Cutting or removing springs or shocks are unsafe and prohibited because they are part of the original equipment and result in a raised or lowered car body and altered center mass.

7. Fuel System

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

b. The throttle will be aligned and not binding; linkage (including cables) will not be worn, bent, broken, corroded, or missing.

8. Frame and Body

a. The frame and body of a motor vehicle shall comply with the following requirements:

(1) The frame and body shall be secure so that they may fully withstand the operation.

(2) The body shall be firmly fixed to the frame so that it may not loosen by vibration, impact, etc.

(3) The external shape of a motor vehicle shall be free from any sharp edge or rotating protrusion, which is likely to endanger other traffic.

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

c. If the structure of a vehicle is altered, worn, rusted, or is so defective as to be a clear safety hazard, vehicle inspection clearance may be withheld.

d. Motor vehicles will not have dents, holes, torn or protruding pieces of metal regardless of shape or size, that are obvious safety hazards. Under no circumstances will the structure of a motor vehicle be altered or compromised without approval of the Japanese Land Transportation Office through application at the JSVRO.

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

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

g. Interior floors will be capable of supporting an average adult and be free of holes and cracks.

9. Coupling Device. The coupling device between a motor vehicle and a trailer shall comply with the following requirements:

a. The coupling device shall be secure so that it may fully withstand operation.

b. The coupling device shall be constructed so that it may securely connect a motor vehicle with a trailer.

c. The coupling device of a motor vehicle or a trailer shall be provided with a suitable safety device such as a chain or rope to prevent accidental separation by vibration, impact, etc. while operating.

10. Seatbelts

a. All persons operating or riding as a passenger in government owned, government leased, privately owned, or privately rented motor vehicles, except motorcycles, shall wear safety belts and safety harnesses with a combination of pelvic and upper torso passenger restraint system as originally manufactured. Individuals shall not operate or ride in seats from which occupant restraints have been removed or rendered inoperative.

b. All children, either 60 pounds or less in weight or five years or less in age, will be placed in a federally approved child restraint seat, which is properly affixed to the seat.

11. Windshields and Windows. Vehicle windshields and all windows shall be of "safety glass," free of defects, signs, posters, stickers (including rank stickers and decals), or other non-transparent material which materially obstructs, obscures, or impairs the driver's clear view of the roadway or any intersecting roadway. The Japanese Government authorizes its Japanese inspection decal, and the Japanese road tax payment decal, and the Non-SOFA military registration decals for placement on the front windshield of POV. No other decals or stickers will be placed on the front windshield or either of the front door windows. Adhesive tinting material on either the windshield or either of the front door windows is prohibited when visibility is reduced by more than 30 percent.

12. Muffler

a. Every vehicle will be equipped with a muffler in good working order, capable of preventing excessive noise and smoke. Muffler cutouts and similar devices shall not be used on motor vehicles operated on roads and highways anywhere in Okinawa.

b. Vehicles will be so maintained that the amount of carbon monoxide gas that is emitted as exhaust from a gasoline or liquid petroleum gas engine does not exceed the legal limitation as prescribed by Japanese law. For ordinary motor vehicles, the percentage of carbon monoxide gas exhaust emitted into the air when the engine is in idle operation shall not exceed one percent at any time. The percentage of hydrocarbon gas exhausted emitted into the air when the engine is in idle operation shall not exceed 300 Parts Per Million (PPM) at any time.

c. Exhaust systems will meet the following requirements:

(1) No exhaust pipe shall discharge the exhaust emission left, right, or downward.

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

(3) The maximum noise level from the exhaust will not exceed 94 decibels (dB).

13. Headlamps

a. Every motor vehicle other than a motorcycle or a motor-driven cycle shall be equipped with at least two headlamps with at least one on each side at the front of the motor vehicle. The color of the headlamps shall be white or light yellow, and the color of all headlamps of a motor vehicle shall be the same. High Intensity Discharge (HID) and Light-Emitting Diodes (LED) are not authorized for use in Japan.

(1) High beams will be so aimed and of such intensity to discern persons or obstacles on the roadway at a distance of 100 meters ahead; low intensity beams, a distance of 40 meters.

(2) The headlamp of a motor vehicle shall be mounted at a height of 1.2 meters or less above the ground.

14. Auxiliary Headlamp. Auxiliary headlamps provided with a motor vehicle shall comply with the following requirements:

a. Auxiliary headlamps shall be so wired that three or more auxiliary headlamps may not be lighted at the same time.

b. Auxiliary headlamps shall have a luminous intensity of 10,000 Color Display (cd) or less.

c. The auxiliary headlamps, with a main photometric axis to strike the level of the roadway at a distance of more than 40 meters to the front of the motor vehicle, shall be so wired that it may not be lighted when the headlamps of the motor vehicle are dimmed in intensity or dipped in beam direction.

d. The main photometric axis of an auxiliary headlamp shall be directed downward.

e. The main photometric axis of an auxiliary headlamp shall not be directed to the right of the prolongation of the outermost right part of the motor vehicle.

f. The color of the light of an auxiliary headlamp shall be white or light yellow, and the color of all auxiliary lamps of a motor vehicle shall be the same.

g. Auxiliary headlamps shall be mounted at a height lower than the level center of the headlamps.

15. Clearance Lamps

a. Motor vehicles and trailers (except two-wheeled motor vehicles without sidecar, mini-sized motor vehicles with a caterpillar or sled, mini-sized motor vehicles with a maximum speed of less than 20 Kilometers per Hour (km/h), and small-sized special motor vehicles) shall be provided with clearance lamps on each side at the front. In the case of a motor vehicle with a width of 0.8m or less whose outermost edge of the illuminating surface of the headlamps is within 400 Millimeters (mm) from the outermost part of the vehicle may not be provided with a clearance lamp on that side of the front.

b. Clearance lamps shall comply with the following requirements:

(1) The illuminating light of a clearance lamp shall be clearly visible at night at a distance of 300 meters from the front of the vehicle.

(2) The color of the light of a clearance lamp shall be white, light yellow, or amber, and the color of all clearance lamps of a motor vehicle shall be the same. Clearance lamps shall be mounted symmetrically on the left and right at a height of two meters or less from the ground.

(3) The outermost edge of the illuminating surface of a clearance lamp will be within 400mm (in the case of a trailer, within 150mm) from the outer-most part of the vehicle.

(4) The clearance lamps of a motor vehicle shall be so wired that they may not be put out when the headlamps are lighted.

c. Clearance lamps, in combination with either direction indicator lamps or hazard warning lamps, mounted on each side at the front shall be so wired that when the direction indicator lamps or hazard warning lamps are in operation, the one at the side direction indicating or the both will be put out notwithstanding the requirement of item e. of the preceding paragraph.

16. Side Marker Lamp and Side Reflex Reflectors

a. Motor vehicles of respective lengths described herein shall be provided with side marker lamps or side reflex reflectors on the part of both sides of a motor vehicle. Ordinary-sized motor vehicles with a length of nine meters or more: front, center, and rear. Ordinary-sized motor vehicles with a length of less than nine meters and six meters or more: front and rear. Trailers with a length of less than six meters: rear.

b. The illuminating light of a side marker lamp shall be clearly visible at night at a distance of 150 meters from the side of the vehicle. The color of the light of a side marker lamp shall be amber for those provided at the front and center, and red for those at the rear. Lamps will be mounted symmetrically to the longitudinal axis of the vehicle at a height of two meters or less above the ground. The outermost edge of the illuminating surface of side marker lamps provided at the front or rear shall be within

400mm from the front end of the vehicle for the front side marker lamps, or from the rear end of the vehicle for the rear side marker lamps.

17. Motor Vehicle Plates. Operation of a motor vehicle without either of its front or rear GoJ plate(s), with a broken seal on the rear plate, or with a legibly deficient number plate is prohibited. POV(s) will not be operated without both plates properly mounted to the motor vehicle. Plates will be attached to the front and rear bumper without any angle or tilt to the plate in relation to the bumper or ground. Plates will be attached to the bumper in a way that angling or tilting is not possible at any time. Plates will not be obscured or covered in any way, any objects or covers attached to or over the motor vehicle's plate or rear seal are prohibited. Additionally, any illumination device, including neon, which in the view of PMO, neutralizes an observer's ability to read the license plate (too bright or causes color blending) must be immediately disabled and removed within 24 hours. Operation of a motor vehicle with a missing plate or broken seal will not be operated until proper display of a temporary number plate. Missing plates must be reported to the Japanese police of jurisdiction and must be replaced by application to the LTO. Application for replacement plates requires evidence of a report to the Japanese police and a sworn affidavit with seal affirming the circumstances surrounding the missing number plate.

18. Vehicle Plate Lamp. Motor vehicles and trailers are required a white plate lamp so that it may illuminate the rear motor vehicle plate from a distance of 20 meters during the periods of reduced visibility or at night. The plate lamp shall be so wired that it remain on whenever the headlamps, auxiliary headlamps, or clearance lamps are turned on and cannot be individually turned off.

19. Tail Lamps. All motor vehicles and trailers will be equipped with red tail lamps on sides of the vehicles rear-end. Tail lamps will be mounted symmetrically to the longitudinal axis of the vehicle at a height of 2 meters or less above the ground, and when lighted, the illuminating light of tail lamps will be clearly visible at night or periods of reduced visibility from a distance of 300 meters from the rear. The tail lamps shall be so wired that it remain on whenever the headlamps, auxiliary headlamps, or clearance lamps are turned on and cannot be individually turned off.

20. Rear Fog Lamp

a. Each motor vehicle may be provided with rear fog lamps.

b. The rear fog lamp shall comply with the following requirements:

(1) The number of rear fog lamps of a motor vehicle shall be two or less.

(2) The luminous intensity of the rear fog lamp shall exceed that of the tail lamp.

(3) The rear fog lamp shall be so wired that it may be turned on only when the headlamps or the auxiliary headlamps are lighted. Also, they must be wired so they may be turned off while the headlamps or the auxiliary headlamps are lighted.

(4) The color of light of the rear fog lamp shall be red.

(5) The rear fog lamp shall be mounted at a height of one meter or less above the ground.

(6) The illuminating surface of a rear fog lamp shall be located 100mm or more apart from the illuminating surface of a stop lamp.

(7) A telltale device shall be provided to tell the driver at the driver's seat of the operating state of the rear fog lamp.

## 21. Parking Lamps

a. Motor vehicles may be provided with parking lamps on each side at both the front and rear, or in the case of a trailer, on each side of the rear (in the case of a mini-sized motor vehicle with caterpillar or sled and a motor vehicle with a width of 0.8 meter or less, at both of the front and rear or at the rear).

b. Parking lamps shall comply with the following requirements:

(1) The illuminating light of a parking lamp on the front or the rear shall be clearly visible at night at a distance of 150 meters from the front or the rear of the vehicle, respectively.

(2) In respect to the parking lamps provided at the front, the color of the light shall be white, light yellow, or amber and the color of all shall be the same. The outermost edge of the illuminating surface shall be within 400mm (150mm in the case of a trailer) from the outer-most part of the vehicle. The lights will be mounted symmetrically on the left or right at a height of two meters or less above the ground.

(3) The color of the light of a parking lamp provided at the rear will be red. Rear parking lamps shall be located at a height of two meters or less above the ground. Parking lamps provided on each side at the rear-end shall be so mounted that the outermost edge of the illuminating surface of the outermost one is within 400mm from the outermost part of the vehicle, and the distance between the innermost edge of the illuminating surface of the left innermost one, and that of the right innermost one, is one quarter or more of the vehicle's width.

(4) The parking lamps provided at the rear shall be so wired that all of them will be lighted simultaneously. In the case of motor vehicles other than those six meters or more in length, or other than those two meters or more in width, may be so wired that the parking lamp only on the left side or on the right side may be turned on, respectively.

(5) The parking lamps provided at the front shall be so wired that they may be turned on only when the parking lamps provided at the rear (in the case where a motor vehicle and a trailer are coupled, the rear of the trailer) are lighted.

(6) The parking lamps shall be so wired that they may be turned on while the engine is not in operation.

22. Rear Reflex Reflector. Motor vehicles and trailers shall be provided with rear reflex reflectors on the rear complying with the following requirements:

a. The reflecting surface of a rear reflex reflector of a motor vehicle, other than trailers, shall not be triangular, will be of the same shape and size and provide a minimum surface area of 3cm<sup>2</sup>.

b. The reflecting surface of a rear reflex reflector of a trailer shall be either an equilateral triangle or hollow equilateral triangle with a stripe of 30mm or more in width. In either case, the sides of the triangle shall be 150mm or more, and the apex is directed upwards.

c. The reflecting light of a rear reflex reflector shall be clearly visible at night from a distance of 150 meters from the rear of the vehicle when illuminated by headlamp beams.

d. Rear reflex reflectors shall reflect red.

e. Rear reflex reflectors shall be mounted at a height of 1.5 meters or less above the ground.

f. The outermost edge of the reflecting surface of rear reflex reflectors shall be within 400mm of the outermost part of the motor vehicle.

23. Stop Lamps

a. Every motor vehicle and trailer shall be provided with red stop lamps on each side at the rear. The illuminating light of a stop lamp shall be clearly visible during daylight hours at a distance of 100 meters from the rear of the vehicle.

b. Stop lamps will be mounted symmetrically to the longitudinal axis of the vehicle at a height of two meters or less above the ground. Stop lamps shall be so wired that they may be turned on only when the brake pedal of a motor vehicle is applied (in the case of a stop lamp on a trailer, the service brake system of the tractor or towing vehicle). In addition, they must illuminate continuously and increase at least five times or more in intensity in combination with tail lamps.

24. Backup Lamps. Every motor vehicle and trailer shall be equipped with at least one backup lamp (except motorcycles). Backup lamps shall be either white or light yellow in color.

25. Direction Indicator Lamps

a. All motor vehicles shall be provided with at least one direction indicator lamp on each side of the front at the right and left of the vehicle, which are mounted so that they may be visible from a distance of 30 meters to the front and to the rear on the longitudinal axis of the vehicle.

b. Motor vehicles shall be provided with direction indicator lamps on each side at the rear, and the lamps shall be mounted that the illuminating

surface thereof may be visible at any height of 2.5 meters or less above the ground at a distance of 10 meters to the rear. Direction indicator lamps on each side of the vehicle shall be mounted within two meters from the front end of the vehicle. The illuminating surface of the direction indicator lamps shall be visible from any position of a height between one and 2.5 meters above the ground at a point one meter outward from the outermost part of the vehicle, which is on the vertical plane (perpendicular to the longitudinal plane of the vehicle) that includes the rear end of the vehicle (that includes a line connecting the direction indicator lamps on each side at the rear, in the case of motor vehicles provided with direction indicator lamps on each side at the rear).

c. The illuminating surface of a direction indicator lamp for the front or rear shall have a projected area, measured on the vertical plane perpendicular to the longitudinal axis of the vehicle, of not less than the following:

(1)  $40\text{cm}^2$ , in the case of motor vehicles with a length of six meters or more.

(2)  $7\text{cm}^2$ , in the case of two-wheeled motor vehicles with or without sidecar, mini-sized motor vehicles with caterpillar or sled.

(3)  $20\text{cm}^2$ , in the case of other motor vehicles.

d. The illuminating surface of a direction indicator lamp mounted on each side of the vehicle shall have a projected area measured both on the longitudinal plane of the vehicle and on a vertical plane which intersects the longitudinal plane of the vehicle at an angle of  $45^\circ$ , of not less than the following:

(1)  $20\text{m}^2$ , in the case of motor vehicles with a length of six meters or more.

(2)  $10\text{m}^2$ , in the case of other motor vehicles.

e. Direction indicator lamps shall, when in operation, be visible in daytime from a distance of 100 meters to the intended direction.

f. Direction indicator lamps shall, when in operation, flash at a rate between 60 cycles and 120 cycles per minute.

g. The color of the light of a direction indicator lamp shall be amber.

h. Direction indicator lamps shall be mounted symmetrically to the longitudinal axis of the vehicle.

i. Direction indicator lamps of motor vehicles, other than two-wheeled motor vehicles with or without sidecar and mini-sized motor vehicles with caterpillar or sled, shall be so mounted that the distance between the two respective indicator lamps is 50 percent or more of the width of the motor vehicle.



j. Direction indicator lamps shall be mounted at a height of 2.3 meters or less above the ground.

k. In the case of direction indicator lamps where the driver in his seat cannot confirm directly and easily the operation thereof, a telltale device shall be provided to inform the driver of the correct operation thereof.

l. Direction indicator lamps mounted on each side of a motor vehicle may be so wired that, when the hazard warning lamps are in operation, they may flash synchronously therewith.

26. Horn. All motor vehicles will be equipped with a horn in good working condition capable of emitting a continuous, unchangeable sound. The level and tone of not less than 90 dB and not more than 115 dB measured at a distance of two meters to the front. The horn shall not be a siren or a bell.

27. Emergency Signal Devices

a. The GoJ requires that an emergency signal device be carried in all passenger cars.

b. The device must emit a self-generated red light visible from 200 meters at night.

28. Rear View Mirrors

a. Every motor vehicle shall be provided with one interior (except motorcycles) and two exterior mirrors that enables the driver in the driver's seat to clearly recognize traffic conditions to the right and the left of the vehicle (of the trailer, in the case of drawing a trailer), and straight backward up to 165 feet.

b. The mounting of a rear-view mirror shall provide a means for easy adjustment and shall provide stable support for the mirror.

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

30. Speedometer. Every motor vehicle will be provided with a speedometer in operating condition to indicate accurately the speed of the vehicle in kilometers per hour (kph).

31. Tires, Wheels, and Rims

a. The tire, wheel, and rim size of a motor vehicle must be consistent with the manufacturer's standard equipment size and design.

b. Tires without cornering tread are prohibited. Tires must have a minimum tread depth of 1.6 millimeters for passenger cars and vans, and 2.4 millimeters for cargo carrying vans and pickup trucks.

c. Casing, beads, and tread shall be free of breaks, bulges, cracks or unsafe conditions.

d. Cargo carrying classified vehicles are not authorized to operate with radial tires.

e. Bent, loose, cracked, or damaged wheels, defective rims or wheel flanges, or missing, broken, bent, loose, or damaged spokes are not allowed.

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

g. The wheels will be free from missing rivets, studs, or nuts and broken or out-of-adjustment bearings.

h. All aluminum rims must bear raised original manufactures Japan Light Alloy Wheel (JWL) or Japan Light Alloy Wheel-Truck(JWL-T) marks.

32. Spoilers and Side Skirts. Properly attached front spoilers and side skirts with a 5 cm clearance is permitted. Properly attached square type rear spoilers not in excess of the authorized vehicle height are authorized. Properly attached wing type rear spoilers with a 2 cm space and 16.5 cm clearance on either side are also authorized.

33. Roll Bar. The addition of a roll bar may be authorized. The bar will be padded with sponge/foam and wrapped with tape and will not bisect the passenger compartment or interfere with the seating in any way. The roll bar must be physically attached to the vehicle via bolts or welded so as not to move inside the vehicle.

34. Trailer Load Capacity. Every trailer will have its maximum load carrying capability clearly marked on the rear of the trailer.

35. Painting and Marking. POV(s) will not be painted or marked in any way to resemble military vehicle or any type of emergency response vehicle. No military or similar marking to include commercial slogans and/or drawings will be placed on POV(s) with the exception of the approved stickers or decals.

36. Citizens Band Radio and Equipment. USFJ personnel are prohibited from using and/or possessing citizens band radio equipment or any form of two-way communication equipment unless specifically licensed and authorized by the Japanese Government and/or military authorities.

37. Radar and Laser Detection Devices. USFJ personnel are prohibited from possessing/using radar and/or laser detection devices to indicate the presence of speed recording instruments or to transmit erroneous speeds while driving on military installations.

38. Noise Originating from Within Vehicles. The driver will ensure that noise (whether from a car stereo or other source) does not exceed the following limits:

a. Noise shall not be heard above engine noise from any point outside the vehicle when all windows are closed.

b. Noise shall not be heard above engine noise from a distance greater than 10 meters from the vehicle when one or more windows are open.

c. The noise from within the vehicle shall not be such as to interfere with the vehicle operator's ability to hear emergency vehicles approaching using sirens.

39. Bumper Stickers, Decals, or Other Vehicle Markings. Any bumper sticker, decal, or other vehicle marking with discriminatory, obscene, or sexually suggestive designs, insignia, or slogans that considered to be prejudicial to good order and discipline and is prohibited. Also prohibited are bumper stickers, decals, or other vehicle markings that may be interpreted as derogatory to any ethnic, racial, or religious group; any military service, the United States, other nations, or their flags, logos, or symbols; or oriented toward the use of illegal drugs and/or substances.

40. Motorcycle Equipment

a. Two-wheeled vehicles will be equipped with stock front forks, and the frame and fork will not be bent or damaged. Extended forks are not stock equipment.

b. Handlebars will not be loose, bent, broken, or damaged.

c. Every motorcycle, and motor-driven cycle, when operating upon a roadway shall be equipped with at least one brake, which may be operated by hand or foot.

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

e. For two-wheeled vehicles, the engine mounting frame brackets will not be cracked or broken. Fenders and mud guards will not be broken, missing, or of inadequate design or modification. Footrests will be securely mounted and properly located. The seat will be properly and securely attached and its springs will not be broken or otherwise defective. The seat will also be so configured as to require the operator to operate the vehicle in a normal, upright sitting position. The clutch will be properly aligned and not binding; the cable or linkage will not be worn, twisted, corroded, broken, or missing. The drive chain will be undamaged, properly adjusted and lubricated, and equipped with a properly installed chain guard. The center or side stand will be in proper working order. The rear view mirrors will be free from cracks and discoloration, and shall be mounted to provide the operator with a clear, undistorted, and unobstructed view of at least 165 feet to the rear of the vehicle on both sides.

f. Operating levers and pedal shafts on motorcycles will be properly positioned and aligned.

g. Every motorcycle and every motor-driven cycle shall be equipped with at least one, and not more than two, headlamps. When operating a motorcycle on a DoD installation, headlamps must be turned on.

h. Motorcycles will be equipped with one red tail lamp at the rear.

i. A rear reflex reflector may be mounted on the center at the rear of the two-wheeled motor vehicle or the mini-sized motor vehicle.

j. Motorcycles shall be provided with one red stop lamp at the rear. Stop lamps shall be so wired that they may be turned on only when the brake pedal or hand brake is applied. The stop lamp will illuminate continuously and increase at least 5 times or more in intensity in combination with the tail lamp(s).


k. Direction indicator lamps of a two-wheeled motor vehicle with or without sidecar and mini-sized motor vehicle, with caterpillar or sled, shall be so mounted that the distance between the two respective indicator lamps is less than the following:

(1) 300mm (250mm, in the case of the indicator lamps with a bulb of eight watts or more), in the case of direction indicator lamps for the front.

(2) 150mm, in the case of direction indicator lamps for the rear, and in the case where a two-wheeled motor vehicle is provided with two or more headlamps or tail lamps, the direction indicator lamps for the front shall be mounted on the outer position of the outermost headlamps, or the direction indicator lamps for the rear on the outer position of the outermost tail lamp.

APPENDIX A

CERTIFICATE OF TRANSFER



合衆国  
海兵隊印  
USMC  
SEAL

譲渡証明書  
CERTIFICATE OF TRANSFER

次の自動車を譲渡したことを証明する。  
This is to certify that vehicle listed below has been transferred.

車名 MAKE	型式 MODEL	車台番号 FRAME NO	原動機の型式 ENGINE TYPE

譲渡年月日 DATE OF TRANSFER	譲渡人及び譲受人の氏名又は名称及び住所 NAME AND ADDRESS OF TRANSFEROR AND TRANSFEREE	譲渡人署名 SIGNATURE OF TRANSFEROR
備考 REMARKS		


Adobe designer 9.0

PREVIOUS EDITIONS ARE OBSOLETE

MCIPAC/PMO/11240/1 (3/14)

APPENDIX B

LETTER OF ATTORNEY



**LETTER OF ATTORNEY 委任状**

GRANTEE NAME: 受任者氏名 \_\_\_\_\_

ADDRESS: 住所 \_\_\_\_\_

This is to authorize the above named person to perform necessary functions, for the vehicle listed below, regarding: 上記の者に下記自動車以下の申請に関する権限を委任する。

1. Initial Registration 新規登録       2. Transfer of Ownership 移転登録  
 3. Temporary Deregistration 一時抹消登録       Junking 解体       Shipping 輸出の届け出       Other その他 \_\_\_\_\_  
 4. Permanent Deregistration 永久抹消       5. Permanent Deregistration/Refund of weight tax 永久抹消登録及び自動車重量税の還付  
 6. Notice of junking 解体の届け出       7. Notice of junking/Refund of weight tax 解体の届け出及び自動車重量税の還付

This is to authorize the above named person to accept the refund of the weight tax for E.L.V. (End of Life Vehicle) on behalf of the registered owner for the vehicle listed below. 上記の者に下記自動車に係る自動車重量税の還付金の申請権限を委任する:

License Plate #自動車登録番号	Year 年式	Vehicle Frame # 車台番号


DATE: 日付      年 YEAR      月 MONTH      日 DAY

委任者 氏名 GRANTOR NAME: \_\_\_\_\_

活字 (PRINT) \_\_\_\_\_

署名 (SIGNATURE) \_\_\_\_\_

部隊 (UNIT) \_\_\_\_\_




DATE: 日付      年 YEAR      月 MONTH      日 DAY

委任者 氏名 GRANTOR NAME: \_\_\_\_\_

活字 (PRINT) \_\_\_\_\_

署名 (SIGNATURE) \_\_\_\_\_

部隊 (UNIT) \_\_\_\_\_



\*\*\*\*\* 日付は署名した日とし、15日以降は無効とする。\*\*\*\*\*  
\*\*\*\*\* FORM MUST BE DATED AT TIME OF SIGNATURE-VOID AFTER FIFTEEN DAYS \*\*\*\*\*

MCIPAC/PMO/11240/2 (3/14) PREVIOUS FORMS ARE OBSOLETE Adobe Professional 9.0

APPENDIX C

JOINT SERVICES VEHICLES REGISTRATION OFFICE STATEMENT OF RESPONSIBILITY

1. I certify that the information provided by me regarding source of ownership and liens is correct.
2. I certify that I have obtained full insurance coverage as required. I also certify that I will not allow any person, except my dependents, to use this vehicle for a period exceeding 24 hours unless that person has my written permission and insurance coverage for my vehicle.
3. I hereby expressly agree and understand that as long as a vehicle is registered in my name I am responsible for the physical condition of the vehicle, which includes but is not limited to required inspections, replacement of standard parts with nonstandard parts, and non-factory modifications.
4. I do hereby expressly agree and understand that in the event I depart Japan pursuant to PCS/DEROS orders, retirement, separation, or otherwise permanently leave without de-registering my vehicle(s) or lawfully providing for de-registration by 120-day Special Power of Attorney as required by MCIPAC-MCBBO 11240.1, I transfer all rights, title and interests in the vehicle, and any personal property located therein, to the United States Government for disposal as deemed appropriate in the sole discretion of the United States, and I release and discharge the United States Government and its agents from any and all claims and demands whatsoever by me arising out of the impoundment and disposition of the vehicle(s) registered to me. I understand that if any liens on the vehicle exist at the time of my permanent departure that I am not relieved of financial responsibility to the lien holder for that claim. I further understand that if I depart as described above, I will not be entitled to be notified under Title 10, United States Code, section 2575 that the vehicle(s) registered to me has (have) been impounded for ultimate disposal by the United States.
5. I understand that my vehicle must be registered in my name for at least 120 days before re-registration, unless I PCS/DEROS. I also understand that before I register more than one passenger vehicle and motorcycle per licensed member of my family, I must have approval via waiver, by the Provost Marshal, Marine Corps Installations Pacific-MCB Camp Butler.
6. I am aware that MCO 5110.1D/AFI 31-204/AR 190-5/OPNAV 11200.5d and the installation traffic code provide for the removal and temporary impoundment of privately owned motor vehicles that are either parked illegally for unreasonable periods, interfering with military operations, creating a safety hazard, disabled by incident, left unattended in a restricted or controlled area or abandoned, I agree to reimburse the United States for the cost of towing and storage should my motor vehicle(s), because of such circumstances, be removed and impounded.

License Plate Number \_\_\_\_\_ Vehicle Serial Number \_\_\_\_\_

Print Name \_\_\_\_\_

Signature of Applicant and Date: \_\_\_\_\_

APPENDIX D

TEMPORARY LICENSE PLATES RENTAL AGREEMENT

TEMPORARY LICENSE PLATES RENTAL AGREEMENT		
Temporary Plate: _____	Rental Date: _____	
Temporary license plates are issued for vehicle registration and inspection processing only.		
PERSONAL INFORMATION		
Name: _____	Rank: _____ <input type="button" value="v"/>	
Last 4 SSN: _____	RTD: _____	
Service: _____		
Home Add: <input type="text"/>	Work Add: <input type="text"/>	
Cell Phone: <input type="text"/>	Work Phone: <input type="text"/>	
VEHICLE INFORMATION		
Make: _____	Model: _____	Serial: _____
POV Plate # _____	Purpose: _____	
<p>If completing initial registration, Surrender the plates and the Government of Japan (GoJ) registration papers to the clerk at window #2 at the Land Transportation Office. For all other rentals, the temporary license plates and GoJ registration must be returned to the Joint Service Vehicle Registration Office.</p> <p>Failure to return the plates within one workday after the rental period has expired or immediately after completing inspection may result in:</p> <ul style="list-style-type: none"><li>- Suspension of driving privileges</li><li>- 6 months imprisonment or</li><li>- ¥200,000 fine</li></ul> <p>The owner or a designated representative may return the next duty day no earlier than 0900 to receive the temporary license plate. Applicants must be aware that the temporary plates will not be available for pick up on Japanese holidays even if JSVRO is open. Temporary plates applied for on Friday will be available for pick up no earlier than the following Monday morning.</p> <p>_____ Applicant Signature</p> <p>I will return the Temporary License plates no later than: _____</p> <p>Pick-up signature: _____ Date: _____</p>		

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, HEADQUARTERS, Marine Corps; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(S): To administer the vehicle registration program; to process requests for POV registration and to track and maintain a record of each individual who has registered a vehicle at Marine Corps Base Camp Smedley D. Butler Vehicle Registration Office.

ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the privacy Act, these records or information contained there may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3).  
The DoD Blanket Routine Uses applies to this system.

DISCLOSURE: Voluntary; however, failure to provide this information may result in the inability of registering the vehicle.



**Rental of Temporary License Plates  
Statement of Responsibility**

1. Temporary license plates and the green temporary permit, hereafter referred to as Temporary Plates, are issued for vehicle registration and inspection processing only. The Road Transportation Vehicle Law of Japan forbids the use of temporary plates on vehicles used to travel to and from work, transportation purposes, or any other mission not related to vehicle registration. The Military Police may remove temporary plates from vehicles parked adjacent to the exchange, commissary, recreation, and/or work facilities.
2. Temporary plates are issued in accordance with the following conditions:
  - a. The registration has expired.
  - b. When completing initial registration.
3. Temporary plates must be paid for, at Joint Service Vehicle Registration Office (JSVRO), the day before they are issued by the Japanese Land Transportation Office (LTO). If the rental fee is not paid in advance, temporary plates will not be issued by LTO.
4. Temporary plates are good for a maximum of 3 working days. The actual term of validity for the temporary plates is determined by the Land Transportation Office, not JSVRO. Day one is considered the date the temporary plates were issued by the LTO, regardless of the time of day the temporary plates are picked up from JSVRO. If you are completing an expired registration, the temporary plates must be returned to the JSVRO. If you are completing an initial registration, (i.e. your vehicle is undergoing registration since it just arrived on island or the vehicle was deregistered and is again being registered) the plates must be returned to window #2 at the Land Transportation Office (except weekends and Japanese holidays).
5. Valid temporary plates must be carried until completion of the Government of Japan (GoJ) inspection. If the temporary plates expire before completion of the inspection process, you must immediately return the expired plates and reapply for new, valid plates, in order to complete the inspection. If you pass the inspection with temporary plates but the GoJ final inspector is not available, you will have to return to JSVRO the next working day with valid Temporary plates to complete the process with the final inspector.
6. Please take care of the temporary license, as they are accountable, by license number, to the GoJ. If one or both of the plates are lost or damaged, there will be a ¥1,800 replacement charge. In addition, you must file a police report at your local Japanese police station and complete the GoJ Lost or Damaged License Plate form #5 at the JSVRO.
7. Failure to return the plates within one workday after the rental period has expired or immediately after completing inspection may result in:
  - a. Suspension of driving privileges (USFJ Form 4EJ)
  - b. Up to 6 months imprisonment or up to ¥200,000 fine (GoJ)
8. I will return the Temporary License plates by the date designated on the application.

\_\_\_\_\_  
Applicant Signature and Date

APPENDIX E

APPLICATION OF LOST OR DAMAGED TEMPORARY VEHICLE PERMIT AND TEMPORARY PLATE

Date \_\_\_\_\_

To: Chief of Okinawa General Bureau Land Transportation Office

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

NOTICE FOR TEMPORARY VEHICLE DRIVING PERMIT BELOW

1. Reason of application:

Temporary Vehicle Driving Permit  Lost  Damage

Temporary License Plate  Lost  Damage

2. Rental Date \_\_\_\_\_

Permit number \_\_\_\_\_

License plate number \_\_\_\_\_

3. Date of lost or damage \_\_\_\_\_

Time of lost or damage \_\_\_\_\_

4. Place and situation (Lost or Damage)

\_\_\_\_\_  
\_\_\_\_\_

5. Notice to Japanese Police Station (only temporary license plate)

Name of police station \_\_\_\_\_

Date of notice \_\_\_\_\_

Acceptance number \_\_\_\_\_



APPENDIX G



**UNITED STATES MARINE CORPS**  
PROVOST MARSHAL'S OFFICE  
MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER  
UNIT 35025  
FPO AP 96373-5025

PROOF OF VEHICLE TRADE-IN

Date \_\_\_\_\_

Make \_\_\_\_\_

License Plate Number \_\_\_\_\_

Serial Number \_\_\_\_\_

Color \_\_\_\_\_

Place of Parking \_\_\_\_\_

Phone Number \_\_\_\_\_

SELLER

BUYER

Name \_\_\_\_\_  
Print

Name \_\_\_\_\_  
Print

Address

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sign/Inkan

Sign/Inkan

Date \_\_\_\_\_  
MMM DD YYYY

Name \_\_\_\_\_  
MMM DD YYYY

Special instructions for title transfer from SOFA to Non-SOFA:

1. Drive the vehicle to the residence/garage and take off the license plates, road tax, and base registration decals. Ensure the Local National signs the letter with an inkan stamp.
2. Go to the JSVRO, fill out worksheets, and pay ¥1,000 processing fee to deregister for sale to a Local National.
3. Go to LTO and turn in the license plates and paperwork. You will receive a deregistered title that you must return to the JSVRO.
4. At JSVRO, you will fill out a bill of sale, at which time you will turn over the deregistered title and bill of sale to the Local National.