* Please note this request is for special circumstances only. Routine PCS, buyer is inbound, and buyer does not have a license are not considered special circumstances. Please contact JSVRO for further guidance.
* Before completing this power of attorney, you must follow the instructions on the JSVRO website. This document is not valid unless you go through the JSVRO process first.
* **This request could take 3-5 business days and JSVRO will contact the registered owner when the JSVRO endorsement has been signed. Must be submitted at least 20 days prior to your rotation date.**

Letter Head

 IN REPLY REFER TO:

 5580

Date

From: SSgt Doe, John A., EDIPI 123456789

To: Provost Marshal’s Office, Joint Service Vehicle Registration

 Office

Via: Commanding Officer, Unit

Subj: REQUEST TO OUT-PROCESS THRU THE JOINT SERVICE VEHICLE

 REGISTRATION OFFICE (JSVRO) USING A SPECIAL POWER OF ATTORNEY

 (SPOA)

Ref: MCIPAC-MCBBO 11240.1A

1. Per the reference, I request to out-process through JSVRO with a 120-day Special Power of Attorney (SPOA). I understand that the use of a SPOA for this purpose is not routine in nature and is limited only to those personnel requiring special consideration.

2. Justification: (Provide a detailed explanation for why you must out-process with an SPOA.)

3. Vehicle Storage and Disposal: (Where the vehicle is going to be stored and a plan for deregistration/junking within the 120-day period.)

4. Vehicle information: (Vehicle Vin number, year, make, model, license plate number)

5. Vehicle owner information: (Last name, first name, MI, Rank, Service, SSN, unit, phone number)

6. SPOA holder information: (Last name, first name, MI, Rank, Service, DOD EDIPI, unit, phone number)

7. I understand the following conditions apply to approval of this request:

 a. Expiration period of this SPOA will not exceed 120-days and will not exceed expiration of the vehicles Japanese inspection expiration.

 b. The vehicle must be cleared of all liens.

 c. The vehicle is properly insured throughout the SPOA period, and all of the vehicles Japanese registration documents are valid.

 d. The vehicle’s number plates are properly displayed on the vehicle.

 e. The SPOA is issued to an active duty service member or self-sponsored civilian in Okinawa prefecture with a valid operator’s permit (USFJ 4EJ) for the vehicle described within the SPOA.

 f. The SPOA and this request must name the same person as the SPOA holder. The person designated on the SPOA must acknowledge responsibility for acceptance of the SPOA by means of signature on the SPOA, and a copy of the SPOA must be provided to the Joint Services Vehicle Registration Office (JSVRO) at the time of out-processing.

8. TERMINATION OF SPECIAL POWER OF ATTORNEY:  Unless sooner revoked or terminated by the Principal, the 120-day SPOA shall become NULL and VOID on whichever of the following dates comes earlier:

1. 120 days from the date the SPOA was executed,
2. the expiration date for Japanese compulsory insurance coverage, or
3. the expiration date for American insurance coverage.

9. WARNING: When executing a 120-day SPOA for the sale of a vehicle, you (the principal) delegate to the agent the authority to sell, dispose, deregister, and/or pay the vehicle’s junking fee. However, you (the principal) remain responsible for the vehicle’s sale disposal, deregistration, and/or junking fee.

10. The vehicle owner’s signature on this written request to deregister via SPOA is considered an acknowledgement of his/her acceptance of responsibility for full reimbursement of all towing and disposal costs incurred by the government, if their vehicle is determined to have been abandoned in conjunction with an expired SPOA.

 //Signature//

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FIRST ENDORSEMENT

From: Commanding officer, Unit

To: Provost Marshal

1. I have reviewed the requestor’s justification statement and have determined that this is an exigent matter that could not have been avoided through proper planning. All other means of disposing of the vehicle have been properly exhausted.

2. Forwarded recommending approval.

 //Signature//

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