



UNITED STATES MARINE CORPS
MARINE CORPS BASES JAPAN
CAMP SMEDLEY D. BUTLER, OKINAWA
UNIT 35001
FPO AP 96373-5001

MARCORBASESJAPANO P11240.3
27

10 9 OCT 2001

MARINE CORPS BASES JAPAN ORDER P11240.3

From: Commander
To: Distribution List

Subj: MOTOR VEHICLE REGISTRATION AND EQUIPMENT SAFETY STANDARDS

Ref: (a) MCO 5110.1C
(b) MCO 11240.20A
(c) COMNAVFORJAPANINST 1910.1P
(d) Mutual Treaty between the U.S. and Japan (SOFA)
(e) GOJ Transportation Ordinance 67 (NOTAL)
(f) USFJPL 125-2 of 1 Jan 1997
(g) USFJPL 125-4 of 27 July 1993
(h) USFJPL 125-12 of 1 Aug 1985
(i) USFJ Letter J-4 of 22 Dec 1977 (NOTAL)
(j) Inter-Service Support Agreement No. M67400-87130-011

Encl: (1) LOCATOR SHEET

1. Situation. To publish policy, responsibilities, and procedures pertaining to the registration, inspection, and vehicle equipment safety standards of privately owned motor vehicles and agencies under contract of United States Forces Japan (USFJ) stationed in Okinawa in accordance with references (a) through (j).
2. Cancellation. Chapters 1 and 7 of MARCORBASESJAPANO 11240.1B.
3. Mission. This Order is punitive in nature. Any violation of the provisions thereof may result in judicial, non-judicial and/or administrative action, as deemed appropriate.
4. Execution. This Order is applicable to:
 - a. All Marine Corps active duty personnel, DoD civilian employees and their dependents operating privately owned motor vehicles on the islands of Okinawa.
 - b. All other U.S. Forces Japan personnel operating privately owned motor vehicles within the area of responsibility assigned to the Commanding General, Marine Corps Base, Camp Smedley D. Butler.
 - c. All Japanese National employees of U.S. Forces Japan and Residents of Japan (ROJ) authorized to operate privately owned motor vehicles on Marine Corps Base, Camp Smedley D. Butler.
 - d. All U.S. Forces Japan personnel, Japanese National employees, and ROJ for the purpose of registration, inspection, and equipment of both privately owned motor vehicles and those under the control of U.S. Forces Japan.

5. Administration and Logistics. All personnel operating a motor vehicle aboard Marine Corps Bases on Okinawa are charged with responsibility for the knowledge of, and compliance with, the provisions of this Order.

6. Command and Signal. Reviewed and approved this date.

a. Command. N/A.

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



K. D. DUNN
Chief of Staff

DISTRIBUTION: B/I

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ENCLOSURE (1)

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INTRODUCTION

0001. AUTHORITY. The authority for the Commander, Marine Corps Bases Japan to establish motor vehicle registration, and inspection standards for motor vehicles and trailers is derived from MCO 5110.1C. This authority is delegated to the Commanding General, Marine Corps Base, Camp Smedley D. Butler.

0002. POLICY. The principal objective of this Order is to assure the safe and efficient movement of vehicles, material, and personnel over the streets and highways in Okinawa. 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. United States Force Japan (USFJ) personnel are subject to Japanese laws for registration, inspection, and vehicle equipment safety standards. Persons violating these laws may be apprehended by Japanese Law Enforcement personnel and given summary fines or referred to the Japanese court system for prosecution and trial. When Japanese authorities waive their criminal jurisdiction and the offender is subject to the Uniform Code of Military Justice (UCMJ), U.S. authorities may take disciplinary action in addition to action under the provisions of this Order. If Japanese authorities do not waive their jurisdiction, U.S. Forces Japan personnel are subject to administrative action under the provisions of this order. U.S. Forces Japan personnel are subject to administrative action under provisions of this Order whether Japanese authorities elect to exercise their jurisdiction or not.

0003. BACKGROUND. In accordance with the conditions outlined in reference (d), Article X, paragraph 3, "Private vehicles owned by members of the United States Armed Forces, the civilian component and their dependents, shall carry Japanese number 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 (e) 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 Forces Vehicle Registration Branch with final inspection authority for all vehicles registered with Status of Forces Agreement (SOFA) status. Consolidation of military registration by the Joint Forces Vehicle Registration Branch in the Camp Foster area under management of the Commanding General, Marine Corps Base, Camp Smedley D. Butler was established by reference (i).

0004. RESPONSIBILITIES

1. Commanding General, Marine Corps Base, Camp Smedley D. Butler. The Commanding General, Marine Corps Base, Camp Smedley D. Butler is responsible for implementation and coordination of this Order, and to discharge these responsibilities, has designated the Provost Marshal, Marine Corps Base, Camp Smedley D. Butler with overall staff responsibility for registration, inspection, and vehicle equipment safety standards of privately owned motor vehicles and trailers. Specific responsibilities are assigned in succeeding paragraphs.

MOTOR VEHICLE REGISTRATION AND EQUIPMENT SAFETY STANDARDS

2. Provost Marshal, Marine Corps Base. The Provost Marshal, in addition to overall responsibility, is further tasked with:

a. Standardization of policies and procedures throughout Marine Corps activities in Okinawa.

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

c. Advisor to Camp/Station Commanders on issues involving the contents of this order.

d. Coordination and liaison with the Marine Corps Base Safety Manager in all matters involving vehicle safety.

e. Coordination and liaison with the Ministry of Japan, Okinawa Prefecture Branch, Land Transportation Office pertaining to the registration, inspection, and vehicle equipment safety standards of privately owned motor vehicles and trailers. Coordination and liaison with the Okinawa Prefecture Automobile Tax Office pertaining to the annual payment of Japanese road tax on all privately owned motor vehicles and trailers.

3. Camp/Station Commanders. Camp/Station Commanders are tasked with ensuring that the provisions of this Order are disseminated and understood by all personnel within ten (10) working days of their arrival. Further, that a copy of this Order is current and readily available to all personnel.

0005. DEFINITIONS OF WORDS AND PHRASES. The following words and phrases when used in this Order shall have the meanings described below, except when the context otherwise requires.

1. Certified Garage. 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 (JIS) of the Joint Forces Vehicle Registration Office (JFVRO) for final inspection. Referred to as NinJyoKoJo in Japanese.

2. Designated Garage. Refers to a garage that has license authority 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 JFVRO. Referred to as ShiTeiKoJo in Japanese.

3. Final Inspection. Refers to the last stage of the inspection process by the GOJ inspector. The JFVRO is designated by GOJ with final inspection authority for the U.S. Forces in 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 JFVRO. All motor vehicles not undergoing Final Inspection at a Designated Garage must be presented to the JFVRO 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.

4. Illegal Modification. Physical changes that are not documented on a Japanese title, and that alter the original manufacture's design without GOJ approval are unauthorized.

5. INinJyo. A Japanese Power-of-Attorney translated into Letter-of-Attorney. Valid for 90 days from date of issue.
6. InKan. The actual signature stamp of a Japanese resident.
7. InKan ToRyoKu ShoMeiSho. Legal Japanese document recording the authorized signature stamp of a Japanese resident. Can only be obtained by a Japanese resident or a resident alien. Valid for a period of 90 days from date of issue at city office of registration.
8. Japanese Bill-of-Sale. JoTo ShoMeiSho.
9. Japanese Title. The Motor Vehicle Inspection Certificate that records the registered owner and information about the vehicle, which is issued by the Land Transportation Office. Issued for registration and inspection of motorcycles with piston displacements of 251cc and up. Issued for all four-wheeled passenger cars, except Mini-Cars. Referred to as JiDoSha Kensa Sho in Japanese.
10. JCI Insurance. The Japanese Motor Vehicle Damage Compensation Guaranty Law (Law No. 97 (1955) as amended) requires Japanese Compulsory Insurance (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. Referred to as JiBaiSeki HoKen in Japanese.
11. Jumin Hyo. Legal Japanese document recording the change of address of a vehicle owner.
12. JuRi ShoMeiSho. Document obtained from the Japanese police attesting to the fact that a report was made of a loss of either a Japanese Title, a De-registered Title, or a Japanese number plate.
13. KeiJiDoSha. A Mini-car or four-wheeled passenger car with piston displacement of 660cc or less.
14. KoSekiShoHon. A document issued by the Japanese city office of residency attesting to an individual's record of name.
15. Land Transportation Office. 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.
16. Letter-of-Attorney. A translation of the INinJyo for use by U.S. Forces personnel who elect second parties to negotiate motor vehicle registration requirements in their absence at the Japanese Land Transportation Office.
17. Leased/Rented Motor Vehicle. A properly registered motor vehicle with Non-SOFA number plates provided to a USFJ member by a bon-a-fide leasing or rental agency, for a designated fee, and a designated period of time.
18. Light Motor Vehicle Association. The Japanese Government organization authority of Mini-cars and trailers. This office is located in Makiminato beside the Land Transportation Office. With final authority for registration of medium sized motorcycles with engine displacements of 126cc to 250cc and final inspection and registration.

19. Loaned Motor Vehicle. A properly registered motor vehicle with Non-SOFA number plates provided to a USFJ member by a bon-a-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 to damage from a motor vehicle traffic accident.
20. Masho Toryoku ShoMeiSho. A certificate of motor vehicle inspection cancellation. Commonly referred to as a de-registered title. Issued for "temporary" de-registration.
21. Mini-Car. A four-wheeled motor vehicle with an engine displacement of 660cc or less. Referred to as a KeiJiDoSha.
22. Motor Vehicle. 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.
23. Motorcycle. 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.
24. Owner. 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.
25. Passenger Car. Every motor vehicle, except motorcycles, designed for carrying 10 passengers or less and used for the transportation of persons.
26. Piston Displacement. 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.
27. Property Damage and Excess Bodily Injury Liability Coverage. Normally referred to as American Insurance. This insurance is a U.S. military requirement to supplement the JCI. Referred to as TaiButsu Hoken in Japanese.
28. Resident of Japan (ROJ). For the purposes of this Order, any person, including individuals, corporations, firms, organizations and agencies present in Japan, whose status in Japan does not entitle the said person to effect entry into Japan of such goods or property exempt from Japanese customs duties, as specified in Article XI of the Status of Forces Agreement 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, U.N. personnel, and resident, retired U.S. military personnel who are present in Japan are ROJ for the purpose of this order.
29. Scrap dealer's license. KoButsuShoKyoKaSho.
30. Scrap receipt. KaiTaiShoMeiSho.

31. Signature Certificate. A document obtained from the American Consulate that attests to name, address, and signature. Used by alien residents for legal transactions in lieu of an Inkan Toryoku ShoMeiSho.
32. Statement of Responsibility. 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.
33. Temporary License Plates. Japanese license plates owned by the Japanese LTO and rented to U.S. Forces personnel for a fee for display and legal movement of vehicles during the process of Japanese inspection and registration. Temporary license plates are valid for three consecutive Japanese workdays or until noon Saturday, whichever occurs first.
34. ToRyoKu Zumi ShoMeiSho. Legal Japanese document recording the registration of a resident alien. Can only be obtained after completing Japanese immigration requirements. Valid for a period of ninety days from the date of issue at the city office of registration.
35. United States Official Contractors and their employees. Persons, including corporations organized under the laws of the United States, and their employees who are ordinarily resident in the United States as defined in Article XIV of the Status of Forces Agreement and so designated by U.S. Forces, Japan.
36. United States Forces Japan (USFJ) Personnel. Members of the U.S. Armed Forces, members of the civilian component, and their dependents as defined in Article I of the Status of Forces Agreement (SOFA), and contractor personnel defined in Article XIV of the SOFA. 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, Japan 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 Status of Forces Agreement.
37. Vehicle. Every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, excepting devices moved by human power or used exclusively upon stationary rails or tracks.

CHAPTER 1

REGISTRATION AND INSPECTION

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CHAPTER 1

REGISTRATION AND INSPECTION

1000. GENERAL. USFJ personnel will present all privately owned motor vehicles and trailers to the JFVRO for registration. After completing Japanese registration requirements, all privately owned motor vehicles and trailers will be presented for military registration. Privately owned motor vehicles will not be operated and trailers will not be towed without completing and maintaining both Japanese registration and military registration requirements.

1. Motor Vehicles not bearing USFJ registration as provided for in this Order will not 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. Exceptions are permitted to U.S. Forces personnel for operation of authorized rental vehicles and vehicles loaned or leased, and to resident, retired U.S. military personnel for operation of privately owned vehicles, which are registered for private household use. To qualify for the exception(s), U.S. Forces personnel and military retirees must present valid identification, and the vehicles must display base registration issued by the Joint Forces Vehicle Registration Office. Motor vehicles registered to U.S. Embassy or United Nations personnel are authorized this privilege with possession and presentation of identification.

2. 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 operator's permit. Motor vehicles will be registered to one owner (excluding licensed car dealers) for a minimum of 120 days before re-registration, except upon receipt of Permanent Change of Station (PCS) orders. No one is permitted to register a motor vehicle within 30 days of his or her RTD/EAS. Exceptions to this restriction will be requested via the chain of command to the Provost Marshal, Marine Corps Base, Camp Smedley D. Butler, for review on a case-by-case basis.

3. All motor vehicles except mini-cars, motorcycles with piston displacements of 250cc or less, and trailers will be registered under the national motor vehicle inspection and registration system in Japan.

4. Mini-cars, 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.

5. Registration of motorcycles with engine displacements of 250cc or less does not require Japanese inspection, however, these motorcycles will undergo initial inspection at the Joint Forces Vehicle Registration Office (JFVRO) prior to initial registration and on an annual basis thereafter.

6. Motor vehicles that do not complete their inspection at a Designated Garage will complete their Final Inspection at the JFVRO. All motorcycles will complete Final Inspection at the JFVRO. Mini-cars and trailers will complete Final Inspection at the Light Motor Vehicle Association in Makiminato.

1001. PROCEDURES

1. 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 privately owned motor vehicles 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. Temporary license plates can be rented from the Japanese Inspection Section (JIS) of the Joint Forces Vehicle Registration Office (JFVRO). The following documentation must be presented to the JIS to obtain temporary license plates:

a. Identification. Either a valid active duty U.S. Armed Forces Identification Card or civilian Uniformed Services Identification and Privilege Card (DD Form 2765) that stipulates "Overseas Only." All motor vehicles must be registered to the USFJ sponsor. In cases of dual sponsorship, the vehicles will be registered separately. Motor vehicles will not be registered to family members who are not "self-sponsored."

b. Operator's Permit. A valid USFJ Form 4EJ for the type of vehicle to be registered. Applicants must possess an operator's permit before registration of a motor vehicle.

c. Japanese Compulsory Insurance (JCI). This policy must be legally amended in the name of the registered owner before Japanese registration.

d. Property Damage and Excess Bodily Injury Liability Coverage. Vehicle owners must secure and maintain coverage of no less than ¥30,000,000 for bodily injury and ¥3,000,000 for property damage. The policy must be in the name of the registered owner, and will not be cancelled until the vehicle's inspection period is cancelled.

e. Proof of Legal Ownership. A Japanese Inspection Certificate and Bill-of-Sale or a USFJ Form 380 EJ validated by Japanese customs.

(1) A Japanese Inspection Certificate with its inspection cancelled must be accompanied by a Bill-of-Sale that is validated by the last owner's Inkan. The transfer of a valid Japanese inspection from Non-SOFA to SOFA requires the Bill-of-Sale that is validated by the last owner's Inkan, the Inkan Toroku ShoMeiSho, Jumin Hyo for change of address, and Ko Seki Tohon for name change due to marriage. Additionally, if the registered owner does not accompany the transaction to the LTO, a Japanese Letter-of-Attorney (Power-of-Attorney) must be validated by the last owner's Inkan and accompany the transaction. All Japanese documents must be dated to indicate they were received from the city office of registration within the past ninety days of application.

(2) The USFJ Form 380 EJ must be obtained at the Military Police Department's Customs Section. After completion, the document must be taken to a Japanese Customs Office and validated.

2. Permanent Registration. In addition to proof of the required documentation for temporary registration, the following documentation must be presented to the JFVRO for application of permanent Japanese registration:

- a. Payment of Japanese weight tax and revenue fees.
 - b. Completion of Japanese inspection requirements.
3. Applications, accompanying the vehicle will be submitted by the applicant to the Japanese Land Transportation Office (LTO) in Makiminato for a Japanese Inspection Certificate (title), Japanese Inspection decal, vehicle number plates, and payment of Japanese road tax. Upon receipt of the Japanese Inspection Certificate, road tax must be paid to the Prefecture Automobile Tax Office. Permanent vehicle number plates will be issued after payment of Japanese road tax. The rear number plate must be sealed on the left side before leaving the Land Transportation Office. This seal must not be removed, and the vehicle will not be operated without the number plate sealed. Japanese requirements for registration are complete after a Japanese title is issued, road taxes are paid, vehicle number 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.
4. All vehicles completing registration requirements with the Japanese must be presented to the JFVRO for military registration and decals.

1002. DECAL PLACEMENT

1. Employees of the JFVRO will affix all decals to the vehicles at the JFVRO. Decals will not be issued to the registrant for placement. Vehicle registrants who are authorized to operate off base will receive a Military Registration and Certificate of Title and decals. One decal is a USFJ Form 15A for automobiles or 15B for motorcycles and trailers. Active duty military officer registration will be recognized by placement of an "O" decal on the outside of the windshield and centered on the USFJ Form 15A or 15B. Decals will not be affixed to vehicles restricted to on-base operation. 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.
2. Active duty or retired military registrants in pay grades of either E-9 or O-6 and above and civilian employees GS-15 or GS-15 E (equivalent) and above will receive applicable decals for rear bumper placement that authorizes designated parking.
3. Handicapped decals will be issued to qualified applicants. Placement of the handicapped decal will be on the left rear bumper of motor vehicles. Trailers will display USFJ Form 15B at the rear of the vehicle on the left side.

1003. DOCUMENTS REQUIRED TO OPERATE A PRIVATELY OWNED MOTOR VEHICLES

1. USFJ personnel will have the following documents in their possession while operating privately owned motor vehicles:
 - a. USFJ Form 4 EJ (Operator's Permit).
 - b. Military registration.
 - c. Japanese title.

- d. JCI Insurance.
- e. Property Damage and Excess Bodily Injury Liability Insurance policy.
- f. Road Tax payment receipt.

2. Operation of a motor vehicle without these documents is prohibited. Loss, theft, or illegibility requires replacement. Loss of the Japanese title requires notification to the Japanese police. Documentation of this report (JuRi ShoMeiSho) must be presented for application of a duplicate title.

1004. REGISTRATION REQUIREMENTS FOR RESIDENTS OF JAPAN (ROJ)

1. Residents of Japan who are either employed by or contracted to the U.S. Forces, or the unaccompanied guest of U.S. Forces personnel must obtain military registration for their vehicles for entry to military installations. The following documents must be presented at the time of application for registration.

- a. USMC Activity pass - SDB-PM 5830/10 (2/76), P/ID Form 01 (06/94) Revised (Yellow and White), USAF Activity pass - 5AF98AEJ (Yellow) or 5AF98EJ (White), or DD Form 2, (Retired) for identification and authorization for entry to a military installation.

- b. Japanese title with name of Identification Card holder or in the case of a contract, the name of the company contracted.

- c. Japanese license or International license to drive in Japan.

- d. JCI Insurance. ROJ's are not required to have Property Damage and Excess Personal Injury Liability Coverage as a condition of employment, entry, or contract to a military installation.

2. A temporary vehicle permit, SDB 5830/7 (3/69) will be issued for the duration of a contract, until expiration of the identification card, or until 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.

3. A permanent vehicle decal will be issued to Japanese Master Labor Contract (MLC), Indirect Hire Agreement (IHA), and Army Air Force Exchange Service (AAFES) employees 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:

- a. Black with white "C" in center - All bases.
- b. Orange with white "C" in center - USAF.
- c. Yellow with white "C" in center - USMC.

d. Military retirees who are ROJ will be issued the following decals:

(1) Blue with white "R" in center - Officer retirees.

(2) Red with white "R" in center - Enlisted retirees.

4. 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 privately owned vehicles to either U.S. Forces personnel or other ROJ's who are not authorized base entry.

5. All vehicle permits and decals will be surrendered to the JFVRO 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 JFVRO for any violation of this section and when the registrant's driving privileges are suspended or revoked by either USFJ or Japanese authorities.

6. All taxicabs must be properly registered with AAFES prior to military registration and admittance to USFJ installations.

1005. OUT PROCESSING AND DISPOSITION OF PRIVATELY OWNED MOTOR VEHICLES.

Commanding officers and supervisors of civilian employment agencies will ensure personnel under their cognizance checkout with the JFVRO prior to PCS or terminate their employment. U.S. Forces personnel will either ship or dispose of their motor vehicles in authorized transactions prior to departure from Japan. Authorized U.S. Forces personnel who separate locally may be qualify for concurrent retention of their vehicle's inspection period from SOFA to Non-SOFA as a ROJ. U.S. Forces personnel will accomplish the following prior to their departure or employment termination:

1. VEHICLE LIEN. Liens recorded to Non-SOFA financial institutions must be cleared by the lien holder before vehicle transactions can occur.

2. TRANSFER TITLE. Inter-service transfer of title requires amendment of the JCI Insurance from buyer to seller, purchase of property damage and excess bodily injury liability coverage, completion of bill-of-sale, 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 Letter of Attorney in the absence of either buyer and/or seller.

3. DE-REGISTER FOR SHIPPING. USFJ personnel authorized to ship their motor vehicles to another country from Japan must complete an application at the JFVRO. 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 number 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 number plates to the LTO. Temporary number 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 JFVRO to cancel their military registration.

a. Within 24 hours of the first work day after de-registration with the LTO, proceed to the Privately Owned Vehicle (POV) outbound section, Military Traffic Management Command (MTMC) Terminal Naha Port (Warehouse 307, door #9, phone number 648-7785 or 648-7445) between the hours of 0900-1130 and 1300-1600, Monday through Friday, with three copies of orders, the deregistered inspection certificate, the original and two copies of the Military Registration, and the vehicle to be shipped.

b. 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. Temporary license plates may be returned for the deposit.

1006. SCRAP AND DE-REGISTER, DE-REGISTER FOR TRANSFER AND RE-REGISTRATION BY A ROJ, OR DE-REGISTER FOR REPAIR

1. Motor vehicles taken to junkyards for scrap must be de-registered by application at the JFVRO to the Japanese 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 number plates, the vehicle's inspection certificate, the road tax receipt, a copy of the scrap dealer's business license and receipt for scrap. 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.

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

a. 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.

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

c. 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.

3. U.S. Forces personnel are authorized to cancel their vehicles 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 Japanese number plates. A de-registered inspection certificate is issued by the Japanese 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 for parking the vehicle, and obtain a parking permit from the JFVRO.

1007. DE-REGISTRATION THROUGH SEPARATION WITH CONCURRENT RETENTION. USFJ 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 must be completed at the JFVRO within sixty days of retirement or separation for acceptance by the Japanese authorities. 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 JFVRO to cancel the military registration, and if applicable, apply for a "Retired" decal. 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.
3. Notarized signature certificate from the American Consulate or Inkan and Inkan ToRyoku Sho Mei Sho issued within the last 90 days.
4. Parking space "Certificate of Approval" from the Japanese Police Station.
5. Japanese driver's license or international license to drive in Japan.
6. Completed Eligibility Inspection.

1008. POWERS OF ATTORNEY. Reference (f) provides that U.S. Forces Personnel will not depart Japan before accomplishing de-registration or other authorized disposition of the privately owned vehicle. U.S. Forces personnel will not delegate the responsibility for de-registration to another by means of a power of attorney. Vehicles not de-registered must have their titles changed prior to out-processing with the Joint Forces Vehicle Registration Office. Requests to de-register via power of attorney will be submitted via the chain of command to the Provost Marshal, Marine Corps Base, Camp Smedley D. Butler, for approval. Once approved, the following conditions must be met:

1. The Special POA will not exceed ninety (90) days from the effective date of Permanent Change of Station (PCS), and the SPOA must include a mandatory clause which authorizes the Provost Marshal, Marine Corps Base, Camp Smedley D. Butler, to de-register, abandon, and surrender the vehicle to the U.S. Government for salvage in the event of failure to sell or otherwise dispose of the vehicle within the 90-day period covered by the SPOA.
2. Japanese inspection requirements are valid.
3. Japanese Road Tax must be paid for the current year. Japanese road tax is due on April 1.

4. The Property Damage and Excess Bodily Injury Liability Coverage must be valid through the entire 90-day SPOA 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. If the vehicle is otherwise eligible for disposition to a Resident of Japan (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.
6. In those cases where the owner becomes deceased, then 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.
7. Spouses and dependents are not authorized to hold a special 90 day power of attorney for personnel other than their USFJ sponsor, unless otherwise approved by the Provost Marshal, Marine Corps Base, Camp Smedley D. Butler.
8. Nothing in this Order should be construed as prohibiting the normal use of Power of Attorney for purposes of disposition action while both parties are present in Japan. A properly completed Power of Attorney authorizes execution of a Letter of Attorney for vehicle transactions to the Japanese Land Transportation Office.

1009. 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.

1. The types of registration are as follows:

a. New (Initial) Registration. All unregistered vehicles are subject to new registration unless the vehicle has been permanently de-registered by the Japanese Land Transportation Office. Registration of a new, locally purchased motor vehicle that has never been registered is registered for three years 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.

b. Change Registration. This refers 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.

c. 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.

2. JAPANESE INSPECTIONS. All inspections are completed at JFVRO or a designated garage. The types of Japanese inspections are as follows:

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

(1) It is recommended that imported motor vehicles be evaluated at the Japanese LTO prior to inspection. Evaluation is accomplished by appointment through the JFVRO. All evaluations are accomplished after 1500 on the day of appointment.

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

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

b. 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 (TAD, Deployment, etc.) exist. Motor vehicles will not be operated with expired inspections unless Temporary Number Plates are properly displayed.

c. Modification Inspection. Required when modifications to a motor vehicle cause changes in its length, width, loading capacity, and structure. Modification inspections that are not finalized at a Designated Garage require final inspection at the JFVRO.

d. 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.

1010. ROAD TAX. Japanese road tax is an annual payment that must be paid for all vehicles unless their inspections are cancelled before 1 April. Mini-car and motorcycle tax is paid at city offices, and must be paid prior to 1 May. All other road tax is paid to the Prefecture Tax Office in Makiminato, and this tax must be paid before 1 June, except for vehicles being left to a special power-of-attorney holder due to permanent change of station. Vehicle owners who out process and elect to use a special power-of-attorney 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. All tax payments must be made in Yen. Neither U.S. currency nor checks are accepted. The exact amount of tax due is as follows:

1. Motorcycles with piston displacements of 125cc and smaller displaying city office license number plates: ¥500
2. Motorcycles with piston displacements of 126cc and larger displaying 1A and A license number plates: ¥1,000
3. Four-wheeled passenger motor vehicles with piston displacements of 660cc or less and displaying mini-car license number plates: ¥3,000

4. Four-wheeled passenger motor vehicles displaying 51-59, 77 & 78, 500, 44-49 and 400 category license number plate: ¥7,500
5. Four-wheeled passenger motor vehicles displaying 33-39 and 300 category license number plates of 4,500cc and below: ¥19,000 or piston displacements of 4,501 and above: ¥22,000
6. Campers and cargo carrying vehicles displaying 11-19 and 100 category license number plates: ¥32,000
7. 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).
8. Partial refunds of amounts previously paid will be made upon request of personnel who cancel the inspection of their vehicles.
9. Personnel who have paid the Japanese road tax will have their vehicle's USFJ Form 15A or 15B replaced by personnel at the JFVRO. The current year decal must be displayed on motorcycles and mini-cars prior to 1 May, and prior to 1 June for all other vehicles.

1011. VEHICLE TONNAGE TAX

1. In addition to the Japanese road tax, a charge known as "tonnage 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.
2. The amount of weight tax that must be paid varies with the type of vehicle and weight of the vehicle and depends upon initial registration or renewal inspection. For example, motorcycles with engine displacements of 126cc to 250cc pay a one-time fee of ¥3,550 at initial registration. Larger motorcycles pay ¥4,650 at initial registration and ¥4,350 at renewal inspection. Mini-Cars pay ¥4,550 at initial registration and ¥3,950 at renewal inspection. Although prices vary for every half ton, the total payments for the majority of four-wheeled, passenger motor vehicles is either ¥10,350 or ¥13,550 at initial registration, and either ¥9,350 or ¥12,550 at renewal inspection. The cost increases for heavier vehicles and either new vehicles or imported vehicles registered for the first time at a three-year period.

1012. REGISTRATION OF MOTOR VEHICLES IDENTIFIED BY "OFFICIAL VEHICLE" NUMBERS. Non-appropriated Fund and other activities identified in sub-paragraphs 1. and 2. immediately below, which are present in Japan at the official invitation of, and solely in connection with, the United States Forces Japan, 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, Marine Corps Base, Camp Smedley D. Butler for motor vehicles operated with "OV" number plates.

1. Service commanders are authorized to approve "OV" numbers for motor vehicles operated by the following:
 - a. Non-appropriated Fund Activities
 - b. Army Air Force Exchange System.
 - c. Clubs and organizations that are instrumentality's of the United States Forces Japan. Pacific Stars and Stripes.
2. Other Activities
 - a. American Red Cross.
 - b. Military banking facilities and credit unions.
 - c. Universities and colleges providing college Level off-duty education programs.
 - d. U.S. official contractors as defined in paragraph 1, Article XIV of the Status of Forces Agreement.
3. Service commanders are authorized to request the approval of the Commander, United States Forces Japan for the issuance of "OV" numbers to motor vehicles of an activity not identified above when:
 - a. The activity is in Japan solely at the official invitation of the United States Forces, Japan.
 - b. The motor vehicles are to be used only for the regular business of the activity.
 - c. Compelling and material reasons are present for authorizing the use of the "OV" number.
4. Motor vehicles of the non-appropriated fund activities in paragraph 1 above bearing "OV" numbers are considered to be publicly owned motor vehicles. Motor vehicles of other activities bearing "OV" numbers (paragraphs 2 and 3 above) are considered to be privately owned vehicles.
5. Motor vehicles bearing "OV" numbers will conform to laws, regulations, standards, and procedures otherwise applicable publicly owned or privately owned motor vehicles. Motor vehicles bearing "OV" registrations will be exempt from registration with the GOJ Land Transportation Office and from charges with respect to road and tonnage taxes. These limited exceptions are afforded since privately owned vehicles bearing "OV" numbers are considered to be official vehicles within the meaning of paragraph 2, Article X of the Status of Forces Agreement.
6. "OV" numbers will be assigned, registered, and controlled by the JFVRO. Consecutive registration numbers beginning with 1 and prefixed by the letters "OV" be displayed on metal, license number plates attached to the front and rear of each vehicle.
7. All motor vehicles bearing "OV" numbers will provide evidence of an annual inspection. Privately owned motor vehicles as defined by paragraphs 2 and 3 above will provide evidence of insurance renewal and may be inspected at the JFVRO.

8. 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.

9. At no time will motor vehicles assigned "OV" numbers be operated for the personal use or benefit of the operator or passengers (non-appropriated taxi service organizations and rental vehicles are excepted). Vehicles will be used "only" for the official business of the activity concerned. 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.

1013. RESTRICTION ON USE AND OPERATION OF MOTOR VEHICLES.

1. U.S. Forces personnel are prohibited from lending or permitting use or operation of their privately owned motor vehicles to anyone not in possession of a valid USFJ Form 4EJ. Further, U.S. Forces personnel will not rent, lend, or give custody of their privately owned vehicle to anyone without SOFA status, except for the temporary convenience of the owner, or his or her family, when the vehicle is:

- a. Undergoing maintenance or repair.
- b. Undergoing inspection and processing at the GOJ LTO.
- c. Being shipped into or out of Japan.
- d. Temporarily stored in a garage or in an authorized Parking area.

2. 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 U.S. forces personnel for motor vehicles in the maiden name of their ROJ spouses.

1014. REVOCATION OF DRIVING PRIVILEGES

1. In situations where the USFJ registrant's driving privilege has been revoked and the USFJ Form 4EJ has been confiscated, the USFJ registrant will report to the JFVRO within ten (10) workdays for de-registration with the Japanese authorities.

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

3. USFJ registrants with administrative restrictions imposed upon their driving privileges will report to the JFVRO with their vehicles for a temporary vehicle pass issued in accordance with the next paragraph.

1015. TEMPORARY VEHICLE PASS

1. The Temporary Vehicle Pass will be issued in lieu of military registration to designate a specific driver restrictions imposed upon a USFJ registrant. In cases where restrictions to the driving privileges of a USFJ registrant is imposed by a Commanding Officer, a Traffic Court Officer, or other authorized official, the registrant cancelled. The Military Registration and all military registration decals will be surrendered for a Temporary Vehicle Pass with annotated restrictions.
2. USFJ registrants may also be issued a Temporary Vehicle Pass 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 IAW the definitions of this order and paragraphs above.
3. The number of Temporary Vehicle Passes issued will not exceed or authorize the registrant to exceed the total number of motor vehicles authorized.
4. Evidence of the following will be presented prior to issuance of a Temporary Vehicle Pass for a Non-SOFA ROJ registration:
 - a. Operator's Permit, USFJ Form 4EJ, for the vehicle loaned.
 - b. Japanese Title.
 - c. JCI Insurance.
 - d. Property Damage and Excess Personal Injury Liability Coverage.
 - e. Written approval from the leasing/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.

CHAPTER 2

VEHICLE EQUIPMENT SAFETY STANDARDS

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CHAPTER 2

VEHICLE EQUIPMENT SAFETY STANDARDS

2000. SCOPE AND EFFECT OF REGULATIONS

1. Illegal Vehicle Modifications/Alterations. U.S. Forces, Japan personnel are prohibited from physically modifying, or altering their vehicle, which changes the original manufacturer's design (i.e., serial number, tires, rims, suspension, steering wheel, timing of signal flashers, exhaust, etc.).

2. Persons cited for driving with defective equipment in violation of this Chapter shall be given five working days to correct the defect and report to the nearest Military Police District Desk Sergeant for verification. 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 Joint Forces Vehicle Registration Office, Building 5638, Camp Foster, for verification.

a. All such 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.

b. 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.

2001. LENGTH, WIDTH, AND HEIGHT. No motor vehicle shall be operated with its length, width, and height exceeding those designated on the current inspection certificate.

2002. MINIMUM GROUND CLEARANCE. No motor vehicle shall be operated without 9cm clearance of the roadway.

2003. STEERING MECHANISM

1. A steering mechanism is considered faulty if more than one inch of free travel occurs in the steering wheel hub before the vehicle's wheels turn.

2. Wheels will not be out of alignment.

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

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

2004. BRAKES

1. 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, including 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."

a. 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.

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

c. 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.

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

a. 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.

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

c. 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. such brake system as to be automatically applied upon the overrun of the trailer).

3. Every motor vehicle or combination of motor vehicle and trailer shall be capable at all times, and under the conditions of being stopped on a dry, smooth, level roadway free from loose material, shall be capable of stopping within the following indicated distance from the respective speed:

a. 50 KPH - within 22 meters.

b. 35 KPH - within 14 meters.

c. 20 KPH - within 5 meters.

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

2005. SUSPENSION. Cutting or removing springs or shocks, which are part of original equipment and result in a raised or lowered car body and altered center mass, is unsafe and prohibited.

2006. FUEL SYSTEM

1. 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.

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

2007. FRAME AND BODY

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

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

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

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

2. 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.

3. Where the structure of a vehicle is altered, worn, or rusted or is so defective as to be a clear safety hazard, this deterioration may be cause for withholding vehicle inspection clearance.

4. 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 Joint Forces Vehicle Registration Office.

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

6. 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.

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

2008. COUPLING DEVICE

1. 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 the operation.

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

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

2009. SEATBELTS

1. All persons operating or riding as a passenger in either Government owned, Government leased, privately owned, or privately rented motor vehicles, except motorcycles, shall wear safety belts and safety harnesses. Individuals shall not operate or ride in seats from which occupant restraints have been removed or rendered inoperative.

2. All children, either 45 pounds or less in weight or four years or less in age, will be placed in a federally approved child restraint seat, and it will be properly affixed to the seat where it is located.

2010. WINDSHIELD AND WINDOWS. Vehicle windshields and windows shall be of "Safety Glass" free of defects, signs, posters, stickers, or other nontransparent 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, the Japanese Road Tax payment decal, military officer recognition decal, and the military registration number decals for placement on the front windshield of privately owned motor vehicles. No other decals or stickers will be placed on the front windshield or either of the front passenger door windows. Adhesive tinting material on either the windshield or either of the front passenger door windows is prohibited when visibility is reduced by more than thirty percent.

2011. MUFFLER

1. Every vehicle will be equipped with a muffler or mufflers 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.

2. Vehicles will be so maintained that the amount of carbon monoxide gas that is emitted in the exhaust of a gasoline or liquid petroleum gas engine will not exceed the legal limitation as prescribed by Japanese law. For ordinary motor vehicles, the percentage of carbon monoxide gas exhausted into the air when the engine is in month periodical inspections, which also requires the vehicle to satisfactorily idle operation shall not at any time exceed 5.5 percent. However, this percentage shall be under 4.5 percent at the time of the initial, renewal, and twelve or six complete the Japanese four-mode system inspection (under 2.5 percent for motor vehicles using gasoline and 1.5 percent for vehicles using liquid petroleum gas).

3. Exhaust systems will meet the following requirements:

a. No exhaust pipe shall discharge the exhaust emission left, right, or downward.

b. 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.

2012. HEADLAMPS

1. 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 light of the headlamps shall be white or light yellow, and the color of all headlamps of a motor vehicle shall be the same.

a. High intensity 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.

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

2013. AUXILIARY HEADLAMP

1. Auxiliary headlamps to be 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 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.

2014. CLEARANCE LAMPS

1. 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 km/h, and small-sized special motor vehicles) shall be provided with clearance lamps on each side at the front. However, 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 400mm from the outermost part of the vehicle, it may not be provided with a clearance lamp on that side of the front.

2. Clearance lamps shall comply with the following requirements:

a. 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.

b. 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 2 meters or less from the ground.

c. 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.

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

3. 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.

2015. SIDE MARKER LAMP AND SIDE REFLEX REFLECTORS

1. 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 9 meters or more: front, center, and rear. Ordinary-sized motor vehicles with a length of less than 9 meters and 6 meters or more: front and rear. Trailers with a length of less than 6 meters: rear.

2. 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 2 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.

2016. MOTOR VEHICLE NUMBER PLATES. Operation of a motor vehicle without either of its front or rear GOJ number plates, with a broken seal on the rear number plate, or with a legibly deficient number plate is prohibited. Privately owned motor vehicles will not be operated without both number plates properly mounted to the motor vehicle. Number plates will not be obscured or covered. Objects attached to or over the motor vehicle's number plate are prohibited. Operation of a motor vehicle with a missing number plate or broken seal will not be operated

until proper display of a Temporary Number Plate. Missing number plates must be reported to the Japanese police of jurisdiction and must be replaced by application to the LTO. Application for replacement number plates requires evidence of a report to the Japanese police and a sworn affidavit with seal affirming the circumstances surrounding the missing number plate.

2017. NUMBER PLATE LAMP. Motor vehicles and trailers shall be provided with a number plate lamp at the rear of the motor vehicle so that it may illuminate with white lamp the motor vehicle registration number plate from a distance of 20 meters to the rear. The number plate lamp shall be so wired that it may not be put out at the driver's seat or that it must be turned on whenever the headlamps, auxiliary headlamps, or clearance lamps are turned on during the periods of reduced visibility or at night.

2018. TAIL LAMPS. All motor vehicles and trailers will be equipped with red tail lamps on each side at the rear. 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 they may not be put out at the driver's seat or that it must be turned on whenever the headlamps, auxiliary headlamps or clearance lamps are turned on.

2019. REAR FOG LAMP. Each motor vehicle may be provided with rear fog lamps.

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

- a. The number of rear fog lamps of a motor vehicle shall be two or less.
- b. The luminous intensity of the rear fog lamp shall exceed that of the tail lamp.
- c. The rear fog lamp shall be so wired that it may be turned on only when the headlamps or the auxiliary headlamps are lighted and also it may be turned off while the headlamps or the auxiliary headlamps are lighted.
- d. The color of light of the rear fog lamp shall be red.
- e. The rear fog lamp shall be mounted at a height of one meter or less above the ground.
- f. The illuminating surface of a rear fog lamp shall be located 100mm or more apart from the illuminating surface of a stop lamp.
- g. A telltale device shall be provided to tell the driver at the driver's seat of the operating state of the rear fog lamp.

until proper display of a Temporary Number Plate. Missing number plates must be reported to the Japanese police of jurisdiction and must be replaced by application to the LTO. Application for replacement number plates requires evidence of a report to the Japanese police and a sworn affidavit with seal affirming the circumstances surrounding the missing number plate.

2017. NUMBER PLATE LAMP. Motor vehicles and trailers shall be provided with a number plate lamp at the rear of the motor vehicle so that it may illuminate with white lamp the motor vehicle registration number plate from a distance of 20 meters to the rear. The number plate lamp shall be so wired that it may not be put out at the driver's seat or that it must be turned on whenever the headlamps, auxiliary headlamps, or clearance lamps are turned on during the periods of reduced visibility or at night.

2018. TAIL LAMPS. All motor vehicles and trailers will be equipped with red tail lamps on each side at the rear. 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 they may not be put out at the driver's seat or that it must be turned on whenever the headlamps, auxiliary headlamps or clearance lamps are turned on.

2019. REAR FOG LAMP. Each motor vehicle may be provided with rear fog lamps.

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

- a. The number of rear fog lamps of a motor vehicle shall be two or less.
- b. The luminous intensity of the rear fog lamp shall exceed that of the tail lamp.
- c. The rear fog lamp shall be so wired that it may be turned on only when the headlamps or the auxiliary headlamps are lighted and also it may be turned off while the headlamps or the auxiliary headlamps are lighted.
- d. The color of light of the rear fog lamp shall be red.
- e. The rear fog lamp shall be mounted at a height of one meter or less above the ground.
- f. The illuminating surface of a rear fog lamp shall be located 100mm or more apart from the illuminating surface of a stop lamp.
- g. A telltale device shall be provided to tell the driver at the driver's seat of the operating state of the rear fog lamp.

2020. PARKING LAMPS

1. Motor vehicles may be provided with parking lamps on each side at both of 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).
2. Parking lamps shall comply with the following requirements:
 - a. 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.
 - b. As respects 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 mounted symmetrically on the left or right at a height of 2 meters or less above the ground.
 - c. 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 2 meters or less above the ground. Parking lamps provided on each side at the rear 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.
 - d. The parking lamps provided at the rear shall be so wired that all of them will be lighted simultaneously. However, in the case of motor vehicles other than those 6 meters or more in length or other than those 2 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.
 - e. 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.
 - f. The parking lamps shall be so wired that they may be turned on while the engine is not in operation.

2021. REAR REFLEX REFLECTOR. Motor vehicles and trailers shall be provided with rear reflex reflectors on the rear complying with the following requirements:

1. The reflecting surface of a rear reflex reflector of a motor vehicle other than trailers shall not be triangular.
2. 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.

3. 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.
4. Rear reflex reflectors shall reflect red.
5. Rear reflex reflectors shall be mounted at a height of 1.5 meters or less above the ground.
6. The outermost edge of the reflecting surface of rear reflex reflectors shall be within 400mm of the outermost part of the motor vehicle.

2022. STOP LAMPS

1. 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 in daytime at a distance of 100 meters from the rear of the vehicle.
2. Stop lamps will be mounted symmetrically to the longitudinal axis of the vehicle at a height of 2 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), that they illuminate continuously, and they increase at least 5 times or more in intensity in combination with tail lamps.

2023. 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.

2024. DIRECTION INDICATOR LAMPS

1. 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 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.
2. 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 2 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 1 and 2.5 meters above the ground at a point 1 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).

3. 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:
 - a. 40cm², in the case of motor vehicles with a length of 6 meters or more.
 - b. 7cm², in the case of two-wheeled motor vehicles with or without sidecar, mini-sized motor vehicles with caterpillar or sled.
 - c. 20cm², in the case of other motor vehicles
 4. 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°, of not less than the following:
 - a. 20m², in the case of motor vehicles with a length of 6 meters or more.
 - b. 10m², in the case of other motor vehicles.
 5. Direction indicator lamps shall, when in operation, be visible in daytime from a distance of 100 meters to the intended direction.
 6. Direction indicator lamps shall, when in operation, flash at a rate between 60 cycles and 120 cycles per minute.
 7. The color of the light of a direction indicator lamp shall be amber.
 8. Direction indicator lamps shall be mounted symmetrically to the longitudinal axis of the vehicle.
 9. 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% or more of the width of the motor vehicle.
 10. Direction indicator lamps shall be mounted at a height of 2.3 meters or less above the ground.
 11. 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.
 12. 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.
2025. HORN. All motor vehicles will be equipped with a horn in good working condition capable of emitting a continuous, unchangeable sound level and tone of not less than 90 dB and not more than 115 dB measured at a distance of 2 meters to the front. The horn shall not be a siren or a bell.

2026. EMERGENCY SIGNAL DEVICES

1. The Government of Japan requires that an emergency signal device be carried in all passenger cars.
2. The device must emit a self-generated red light visible from 200 meters at night.

2027. REAR VIEW MIRRORS

1. 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.
2. The mounting of a rear-view mirror shall provide a means for easy adjustment and shall provide stable support for the mirror.

2028. 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.

2029. SPEEDOMETER. Every motor vehicle will be provided with a speedometer in operating condition to indicate accurately the speed of the vehicle in KPH.

2030. TIRES, WHEELS, AND RIMS

1. The tire, wheel, and rim size of a motor vehicle must be consistent with the manufacturer's standard equipment size and design.
2. 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.
3. Casing, beads, and tread shall be free of breaks, bulges, cracks or unsafe conditions.
4. Cargo carrying classified vehicles are not authorized to operate with radial tires.
5. Bent, loose, cracked, or damaged wheels, defective rims or wheel flanges, or missing, broken, bent, loose or damaged spokes are not allowed.
6. Tires may not be mixed either by ply rating or using both radial and non-radial tires together.
7. The wheels will be free from missing rivets, studs, or nuts and broken or out-of-adjustment bearings.

2031. SPOILERS AND SIDE SKIRTS. Properly attached front spoilers and side skirts with a 9 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.

2032. ROLL BAR. The addition of a roll bar may be authorized. The bar may have to be padded with sponge and wrapped with tape.

2033. TRAILER LOAD CAPACITY. Every trailer will have its maximum load carrying capability clearly marked on the rear of the trailer.

2034. PAINTING AND MARKING. Privately owned motor vehicles will not be painted or marked in any way to resemble military vehicles. No military or similar marking to include commercial slogans and/or drawings will be placed on privately owned motor vehicles with the exception of the approved stickers or decals.

2035. CITIZENS BAND RADIO AND EQUIPMENT. U.S. Forces Japan 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. The unlawful use of possession of this equipment will be subject to immediate confiscation by military police.

2036. RADAR DETECTION DEVICES. U.S. Forces personnel are prohibited from possessing/using radar detection devices to indicate the presence of speed recording instruments or to transmit erroneous speeds while driving on military installations.

2037. 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:

1. Noise shall not be heard above engine noise from any point outside the vehicle when all windows are closed.
2. 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.
3. 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.

2038. 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 is 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.

2039. MOTORCYCLE EQUIPMENT

1. 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.
2. Handlebars will not be loose, bent, broken, or damaged, and no portion of the bars may extend more than 15 inches above the seat depressed by the weight of the operator.
3. Every motorcycle, and motor-driven cycle, when operated upon a roadway shall be equipped with at least one brake, which may be operated by hand or foot.
4. On motorcycles with quick-release throttles, the throttle will return to "off" or "idle" position when released.
5. 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. 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.
6. Operating levers and pedal shafts on motorcycles will be properly positioned and aligned.
7. 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.
8. Motorcycles will be equipped with one red tail lamp at the rear.
9. 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.
10. 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).
11. 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:

a. 300mm (250mm, in the case of the indicator lamps with a bulb of 8 watts or more), in the case of direction indicator lamps for the front.

b. 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.



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UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP SMEDLEY D. BUTLER, OKINAWA
UNIT 38001
FPO AP 96373-5001

BO P11320.4C
65
23 Sep 92

OFFICIAL FILE COPY

BASE ORDER P11320.4C w/ch 1, ch 2, ch 3

From: Commanding General
To: Distribution List

Subj: Standing Operating Procedures (SOP) for Fire Regulations

Ref: (a) DoD 6055.7-M
(b) MCO P5320.5E
(c) MCO P11000.11A
(d) DoD MIL-HDBK-1008
(e) NAVSEA OP5, VOL I (4th Rev) (NOTAL)
(f) BO 11320.3D
(g) NFPA National Fire Codes
(h) NAVAIR 00-80R-14

Encl: (1) LOCATOR SHEET

Reports Required: I. Fire Inspection and Action Report (Report Symbol SDB-FD 11320/1)
II. Fire Incident Report, DD Form 2324, Jan 84

1. Purpose. To promulgate Fire Regulations for Marine Corps Base, Camp Smedley D. Butler and Marine Corps Air Station, Futenma.

2. Cancellation. BO P11320.4B.

3. Background. Reference (a) reorganized/improved the current structural fire reporting procedures for Naval Shore establishments and Marine Corps facilities to facilitate the recording of data by the Commander, Naval Safety Center. Reference (b) outlines functional responsibilities for fire prevention and protection and establishes the size of the Fire Department organization. Reference (c) promulgates information and guidance pertaining to structural fire security for personnel in USMC establishments. Reference (d) sets forth fire protection engineering criteria. Reference (e) sets forth ammunitions handling and storage requirements. Reference (f) promulgates guidance and procedures for use of MAG-36 helicopters and fire buckets to combat fires on Okinawa. Reference (g) provides fire prevention and protection standards in the absence of specific Navy and Marine Corps directives. Reference (h) establishes procedures for flight line and aircraft fire fighting.

4. Concurrence. The Commanding Officer, MCAS, Futenma concurs with the provisions of this Manual.

23 Sep 92

5. Summary of Revision. This revision contains major chapter, paragraph and editorial modifications. Major changes are:

a. Deletion of redundant information concerning electrical and fueled fired space heaters.

b. Clarification of responsibility to determine placement of portable fire extinguishers in various types of buildings.

c. Clarification of scheduling requirements for building Fire Prevention Inspections conducted by MCB Camp Butler Fire Department.

6. Action. Addressees will implement the procedures set forth in the references and this Manual.

7. Recommendations. Recommendations concerning the contents of this Manual are invited and should be submitted. Submit via the appropriate chain of command for evaluation.

8. Certification. Reviewed and approved this date.


R. H. SHELTON
Chief of Staff

DISTRIBUTION: LISTS I/II/III-A/IV/V/VI

Copy to: Fire Department (25)



UNITED STATES MARINE CORPS

MARINE CORPS BASE
CAMP SMEDLEY D. BUTLER, OKINAWA
UNIT 35001
FPO AP 96373-5001

BO P11320.4C Ch 3
14B
14 DEC 2001

BASE ORDER P11320.4C Ch3

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR FIRE REGULATIONS

1. Purpose. To direct pen changes to the basic Manual.
2. Action. On page 3-6 of the Basic Manual, delete paragraph 7.a. and replace with the following.

"7. Heat Producing Appliances

a. The use of UL approved microwave ovens and coffee makers (with automatic shutoffs) is allowed in barracks rooms. Cooking appliances with exposed heating elements are prohibited. A safety check sheet will be read/signed by the occupants of the room and a 3A 40BC Fire Extinguisher will be purchased and installed before installation of these appliances. These extinguishers can be purchased at AAFES Exchanges."

3. Filing Instructions. File this change transmittal immediately behind page 5 of the basic Manual.


K. D. DUNN
Chief of Staff

DISTRIBUTION: Lists I/II/III-A/IV/V/VI

Copy to: Fire Department (50)



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UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP SMEDLEY D. BUTLER, OKINAWA
UNIT 35061
FPO AF 96373-5001

BO P11320.4C Ch 2
14B
3 Apr 95

BASE ORDER P11320.4C Ch 2

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR FIRE REGULATIONS

Encl: (1) New page inserts to BO P11320.4C of 23 Sep 92

1. Purpose. To direct pen changes and transmit new page inserts to the basic Manual.

a. On pages 2 and 3 under Copy to: Fire Department (200), change to read (50).

b. Remove pages 2-5, 2-6, 2-7, and 2-8 of the basic Manual and replace with corresponding pages in the enclosure.

c. On page 3-6, delete paragraph 7.b.(4)

2. Change Notations. Paragraphs denoted by an asterisk (*) symbol contain changes not previously published.

3. Filing Instructions. File this Change transmittal immediately behind page 3 of the basic Manual.


R. H. STIVERS
Chief of Staff

DISTRIBUTION: Lists I/II/III-A/IV/V/VI

Copy to: Fire Department (50)

buildings, drills shall be held as often as the Command considers necessary, based on the activity's fire chief or fire prevention officer, but not less than once every twelve months. Reports of fire drills conducted will be submitted to Camp Commanders and Station Commanding Officers.

2005. BUILDING FIRE WARDEN'S RESPONSIBILITIES

1. Conduct a daily inspection of their area utilizing Camp Butler Fire Security Check List format (figure 2-2).
2. Conduct a detailed bi-weekly inspection of their respective units, and report the results to respective unit commanders.

2006. DAILY HOUSEKEEPING FIRE CHECK

1. Insure wastepaper, trash, and other debris are burned only in properly constructed and screened incinerators.
2. Inspect the number and type of extinguishers to correlate with authorized allowances.
3. Insure fire extinguishers are properly filled and placed.
4. Insure that water type fire extinguishers are full and not being used improperly.
5. Insure troops are issued instructions against smoking in bed.
6. Inspect for suitable number of noncombustible receptacles for discarded smoking material. Ash trays will only be those of a design that will retain a "forgotten" cigarette. Unapproved ashtrays will be removed.
7. Check food warming appliances and coffee makers for proper location. Note if approved certificate has been issued for the installation of such appliances. Inspect for grease and other flammable materials.
8. Insure Fire Bills are posted conspicuously and the Fire Department telephone number is posted on or near all telephones.
9. Check for proper stands or rests for pressing irons. Assure that circuits are not overloaded by too many irons being used at one time. Extension cords are not to be used with irons. Irons must be plugged only into wall receptacles when in use and disconnected when not in use.
10. Inspect for proper number of metal containers with tight fitting metal covers for storage of oil/paint soaked rags, steel wool, etc.

11. Check that all trash/GI cans (containers) are metal and that all the containers that are located in, or within 15 feet of a building have a metal cover on them. All large wooden or other containers used in lieu of Dumpster containers will be positioned at least 15 feet or further from any building.

12. Ascertain if there are any special hazards which require the Camp Butler Fire Chief's investigation.

2007. ELECTRICAL CIRCUITS/WIRING CHECK

1. Insure fuses of approved rate, capacity, and circuit are utilized in the fuse boxes as specified on or adjacent to the fuse box.

2. Inspect for evidence of frayed or taped extension cords or electrical wiring which should be replaced. Extension cords must be continuous, not taped.

3. Check for overloading of extension cords or convenience outlets.

4. Insure electrical wall plugs and connections are tight.

5. Inspect for cover plates installed on wall receptacles, switches, fuse boxes, and circuit breakers.

6. Check for any unauthorized wiring in buildings.

7. Insure that switches and electrical equipment are clean and free of grease.

8. Inspect installed electrical light bulbs to insure these are placed 12 inches away from combustible materials.

9. Check electrical boxes, fittings, fixtures, and cabinets to insure these are securely fastened in place. Feel for overheating.

10. Check electrical panel identification card for proper circuit labeling.

*2008. SPACE HEATERS (ELECTRICAL).

1. ELECTRICAL. Portable electrical heaters will not be operated unless installed or specifically approved by the Facilities Maintenance Officer and/or the Fire Chief because of the high fire hazard potential, high operating costs, and electrical load limitations in building wiring circuits or distribution lines.

*2. FUEL FIRED (KEROSENE). Portable fuel fired (kerosene) space heaters are not authorized for use in any facilities aboard Marine Corps Base Camp Butler.

*2009. TENT STOVES (OIL FIRED) CHECK

1. Inspect for any leaks in fuel lines or tanks.
2. Insure a metal drip pan is under all space heaters in accordance with the following specifications:
 - a. Minimum depth of pan is two inches.
 - b. The capacity of the pan must be equal to the capacity of the stove tank.
 - c. Pan must extend at least one inch beyond front and sides of heater.
3. Inspect the area around stoves. The area should be free of oil saturation.
4. Insure operating instructions for oil fired heaters are posted conspicuously in the vicinity of each heater.
5. Check that proper roof jack is installed on stacks and that sections of pipe are securely fastened together with metal screws.
6. Assure that personnel using the space heater have been properly instructed in its operation and are aware of the hazards involved.
7. Fuel lines shall be wrought iron, steel or brass pipe, or brass or copper tubing. Listed flexible tubing may be used to reduce the effect of jarring or vibrations.

2010. GENERAL AREA CHECK

1. Check grounds around building to insure that they are free of wood, dry grass, and other fire hazards.
2. Inspect buildings for accumulation of rubbish. Outside trash cans must have lids on them, and be located at least 15 feet away from buildings.
3. Insure remote control shut-off valves are provided at the tanks on oil or gasoline fuel systems.

2011. HOT LOCKERS/HEATED STORAGE UNITS CHECK

1. Insure that only 110 volt, 50 watt or lower heating elements are being used and that they are shielded from contact on all sides and ends by a metal guard or substantial screen.
2. Check metal guards or screens to insure these are rigid and securely fastened to prevent movements.
3. Insure that no combustible materials are in contact with the metal guard or screen. A six inch minimum clearance is required.
4. Insure hot locker wiring is in accordance with approved standards.
5. Insure that hot lockers are not constructed of plywood and not lined with tar paper.
6. Electric space heaters will not be used in "hot lockers."

2012. FIRE EVACUATION ALARM SIGNALING DEVICES. Insure fire evacuation alarm signaling devices are free of encumbrances, secured rigidly on walls with a six inch clearance maintained from top of lockers and bells. Any evidence of damage to these systems will immediately be reported to the Fire Department.

2013. BUILDING AND AREA CHECK-OFF LIST. Assure inspection lists are posted in a conspicuous place and are up to date. Copies of building/area check-off lists may be obtained from any Camp Butler Fire Station.

2014. ELECTRIC HOT WATER HEATERS. Assure that pressure relief valves have not been painted. Storage of combustible materials in hot water heating compartment or space is prohibited.



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UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP SMEDLEY D. BUTLER, OKINAWA
UNIT 33001
FPO AF 96373-5001

BO P11320.4C Ch 1
65
19 OCT 1993

BASE ORDER P11320.4C Ch 1

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR FIRE REGULATIONS

1. Purpose. To direct pen changes to the basic Manual.
2. Action. Change the numbers "117" to read "911" wherever seen throughout the Manual.
3. Filing Instructions. File this Change transmittal immediately following the signature page of the basic Manual.

K. H. STIVERS
Chief of Staff

DISTRIBUTION: Lists I/II/III-A/IV/V/VI

Copy to: Fire Department (200)

LOCATOR SHEET

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR FIRE REGULATIONS

Location: _____
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ENCLOSURE (1)

SOP FOR FIRE REGULATIONS

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

SOP FOR FIRE REGULATIONS

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CHAPTER 1

GENERAL INFORMATION

1000. PURPOSE AND APPLICABILITY. The purpose of this Manual is to provide information, instructions, and establish responsibilities concerning fire prevention and protection. The provisions of this Manual are applicable to all Marine Corps Camps/MCAS, Futenma, and occupied areas for which Marine Corps Base, Camp Smedley D. Butler provides fire protection support.

1001. MUTUAL AID RESPONSES IN FIRE PROTECTION. The Fire Department will render assistance to U.S. Armed Forces installations and local civilian communities only after obtaining authority from the Fire Chief or his designated representative. The Fire Chief or his representative will notify the Facilities Engineer during duty hours, and the Staff Duty Officer during non-duty hours, when fire fighting equipment has been committed to assist the local communities or other U.S. Armed Forces.

1002. OPERATIONS. The Camp Butler Fire Department operates the following Fire Stations:

- Station #1 - Camp Foster Fire Department Headquarters
Engine Companies #11 and #12 and Ladder #1
Telephone: 645-3776 or 645-2566
Emergency Telephone: 117
- Station #2 - Camp Courtney
Engine Companies #21 and #22 and Ladder #2
Telephone: 622-7417 or 622-7427
Emergency Telephone: 117
- Station #3 - Camp Hansen
Engine Companies #31 and #32
Telephone: 623-4217 or 623-4230
Emergency Telephone: 117
- Station #4 - Camp Schwab
Engine Companies #41 and #42
Telephone: 625-2217 or 625-2230
Emergency Telephone: 117
- Station #5 - Marine Corps Air Station Futenma
Engine Company #51
Telephone: 636-3117 or 636-3333 (Crash Crew)
Emergency Telephone: 117

Station #6 - Camp Kinser
Engine Company #61 and #62 and Ladder #6
Telephone: 637-3312 or 637-1395
Emergency Telephone: 117

Station #7 - Camp Fuji
Engine Company #71
Telephone: Autovon-265-5417
Emergency Telephone: 317

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CHAPTER 2

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CHAPTER 2

RESPONSIBILITIES

2000. COMMANDING GENERAL'S RESPONSIBILITY. The Commanding General, Marine Corps Base, Camp Smedley D. Butler is responsible for providing fire prevention services to all Marine Corps Camps/MCAS, Futenma. Authority to provide these services has been delegated to the Facilities Engineer. Responsibilities include provision of equipment, supplies, training, and the operational control of the Camp Butler Fire Department.

2001. FIRE CHIEF'S RESPONSIBILITY. The Fire Chief functions as a branch head under the Facilities Engineer. During the Fire Chief's absence the ranking Fire Officer present, shall be in charge of the Fire Department and fire fighting operations. Responsibilities include, but are not limited to, the following:

1. Administration, training, and technical supervision of the Fire Department which includes fire extinguishment, pre-fire planning, fire prevention, fire investigation, and fire protection for all areas under the cognizance of Marine Corps Base, Camp Smedley D. Butler and MCAS, Futenma.
2. Training of auxiliary fire fighters.
3. Providing monthly fire prevention inspections for Marine Corps owned, or occupied, areas under the cognizance of Marine Corps Base, Camp Smedley D. Butler and MCAS, Futenma.
4. Preparation of Fire Inspection and Action Report Form SDB-FD 11320/1 to Camp/Area Commander and Station Commanding Officer, listing fire hazard discrepancies noted during Fire Department's fire prevention inspections.
5. Submission of Department of Defense (DoD) fire incident report, DD Form 2324, as required.
6. Represent the Commanding General for the technical development and execution of the activity's Fire Protection Program.
7. Maintain continuous liaison with Camp/Station Fire Security Officers to insure that an adequate and well integrated fire protection program is maintained.
8. Preparation and presentation of fire safety educational programs.

2002. CAMP/AREA COMMANDER'S AND STATION COMMANDING OFFICER'S RESPONSIBILITIES

1. Assure that all fires are reported to the Fire Chief.
2. Enforce the fire regulations within their respective camps/station.
3. Report all used, lost, stolen or damaged portable fire extinguishing equipment to the Camp Butler Fire Department.
4. Report all fire drills held, by building number, in an annual letter to the Commanding General, Marine Corps Base (Attn: Fire Chief) in the format shown in figure 2-1.
5. Require the posting of short form Fire Bills, printed in English and Japanese, at conspicuous locations throughout all buildings or departments, preferably adjacent to telephones. Fire Bills are available at each Camp Fire Station.
6. Appoint one responsible individual as Building Fire Warden for each assigned area, shop, storeroom, warehouse, club, recreation room, theater, etc.

2003. FIRE SECURITY OFFICER'S RESPONSIBILITIES

1. Act as the direct representative of the Camp Commander and Station Commanding Officer on all fire protection matters, with the exception of those matters involving policy.
2. Work in close cooperation with the Camp Commander and Station Commanding Officer and the Camp Butler Fire Chief to insure an efficient and integrated fire protection program.
3. Submit reports of action taken to correct fire discrepancies reported to the Camp Commander and Station Commanding Officer.

2004. UNIT COMMANDER'S RESPONSIBILITIES

1. Insure that each unit/building/section originates a Unit Fire Plan or Fire Bill designating actions required in case of fire. Outline such details as the moving and safeguarding of classified material, the priorities for moving endangered high value property (if the size and location of the fire will allow these actions without undue life hazard), the closing of ventilators, windows and doors to the area involved after all personnel have evacuated, and the mustering and accounting of all personnel in a pre-designated area.
2. Conduct semiannual fire drills in buildings in which personnel are quartered (e.g., barracks) and in industrial buildings. In other

buildings, drills shall be held as often as the Command considers necessary, based on the activity's fire chief or fire prevention officer, but not less than once every twelve months. Reports of fire drills conducted will be submitted to Camp Commanders and Station Commanding Officer.

2005. BUILDING FIRE WARDEN'S RESPONSIBILITIES

1. Conduct a daily inspection of their area utilizing Camp Butler Fire Security Check List format (figure 2-2).
2. Conduct a detailed bi-weekly inspection of their respective units, and report the results to respective unit commander.

2006. DAILY HOUSEKEEPING FIRE CHECK

1. Insure wastepaper, trash, and other debris are burned only in properly constructed and screened incinerators.
2. Inspect the number and type of extinguishers to correlate with authorized allowances.
3. Insure fire extinguishers are properly filled and placed.
4. Insure that water type fire extinguishers are full and not being used improperly.
5. Insure troops are issued instructions against smoking in bed.
6. Inspect for suitable number of noncombustible receptacles for discarded smoking material. Ash trays will only be those of a design that will retain a "forgotten" cigarette. Unapproved ashtrays will be removed.
7. Check food warming appliances and coffee makers for proper location. Note if approved certificate has been issued for the installation of such appliances. Inspect for grease and other flammable materials.
8. Insure Fire Bills are posted conspicuously and the Fire Department telephone number is posted on or near all telephones.
9. Check for proper stands or rests for pressing irons. Assure that circuits are not overloaded by too many irons being used at one time. Extension cords are not to be used with irons. Irons must be plugged only into wall receptacles when in use and disconnected when not in use.
10. Inspect for proper number of metal containers with tight fitting metal covers for storage of oil/paint soaked rags, steel wool, etc.

11. Check that all trash/GI cans (containers) are metal and that all the containers that are located in, or within 15 feet of a building have a metal cover on them. All large wooden or other containers used in lieu of Dumpster containers will be positioned at least 15 feet or further from any building.

12. Ascertain if there are any special hazards which require the Camp Butler Fire Chief's investigation.

2007. ELECTRICAL CIRCUITS/WIRING CHECK

1. Insure fuses of approved rate, capacity, and circuit are utilized in the fuse boxes as specified on or adjacent to the fuse box.

2. Inspect for evidence of frayed or taped extension cords or electrical wiring which should be replaced. Extension cords must be continuous, not taped.

3. Check for overloading of extension cords or convenience outlets.

4. Insure electrical wall plugs and connections are tight.

5. Inspect for cover plates installed on wall receptacles, switches, fuse boxes, and circuit breakers.

6. Check for any unauthorized wiring in buildings.

7. Insure that switches and electrical equipment are clean and free of grease.

8. Inspect installed electrical light bulbs to insure these are placed 12 inches away from combustible materials.

9. Check electrical boxes, fittings, fixtures, and cabinets to insure these are securely fastened in place. Feel for overheating.

10. Check electrical panel identification card for proper circuit labeling.

2008. SPACE HEATERS (ELECTRICAL) CHECK. Insure electrical space heaters, or other portable and permanently installed types are not operating when:

1. Individuals are not present in the structure.

2. Other than wall receptacles are used. (Extension cords are not to be used with space heaters).

3. Furniture or other combustible material are within 36 inches of the radiation pattern of the heater.
4. Space heaters will not be used in "hot lockers."

2009. SPACE HEATERS (OIL FIRED) CHECK

1. Inspect for any leaks in fuel lines or tanks.
2. Insure a metal drip pan is under all space heaters in accordance with the following specifications:
 - a. Minimum depth of pan is two inches.
 - b. The capacity of the pan must be equal to the capacity of the stove tank.
 - c. Pan must extend at least one inch beyond front and sides of heater.
3. Inspect the area around stoves. The area should be free of oil saturation.
4. Insure operating instructions for oil fired heaters are posted conspicuously in the vicinity of each heater.
5. Check that proper roof jack is installed on stacks and that sections of pipe are securely fastened together with metal screws.
6. Assure that personnel using the space heater have been properly instructed in its operation and are aware of the hazards involved.
7. Fuel lines shall be wrought iron, steel or brass pipe, or brass or copper tubing. Listed flexible tubing may be used to reduce the effect of jarring or vibrations.

2010. GENERAL AREA CHECK

1. Check grounds around building to insure that they are free of wood, dry grass, and other fire hazards.
2. Inspect buildings for accumulation of rubbish. Outside trash cans must have lids on them, and be located at least 15 feet away from buildings.
3. Insure remote control shut-off valves are provided at the tanks on oil or gasoline fuel systems.

2011. HOT LOCKERS/HEATED STORAGE UNITS CHECK

1. Insure that only 110 volt, 50 watt or lower heating elements are being used and that they are shielded from contact on all sides and ends by a metal guard or substantial screen.
2. Check metal guards or screens to insure these are rigid and securely fastened to prevent movements.
3. Insure that no combustible materials are in contact with the metal guard or screen. A six inch minimum clearance is required.
4. Insure hot locker wiring is in accordance with approved standards.
5. Insure that hot lockers are not constructed of plywood and not lined with tar paper.
6. Electric space heaters will not be used in "hot lockers."

2012. FIRE EVACUATION ALARM SIGNALING DEVICES. Insure fire evacuation alarm signaling devices are free of encumbrances, secured rigidly on walls with a six inch clearance maintained from top of lockers and bells. Any evidence of damage to these systems will immediately be reported to the Fire Department.

2013. BUILDING AND AREA CHECK-OFF LIST. Assure inspection lists are posted in a conspicuous place and are up to date. Copies of building/area check-off lists may be obtained from any Camp Butler Fire Station.

2014. ELECTRIC HOT WATER HEATERS. Assure that pressure relief valves have not been painted. Storage of combustible materials in hot water heating compartment or space is prohibited.

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SDB 11320/4B-1 (3-85)

FIRE EXIT DRILL

To:		From:		Date:	
1	Bldg. No.	4	Name of Fire Warden.		
2	Occupancy.				
3	Activity.	5	Tel. No.		
6	Time and Date of Drill.				
7	Attendance.				
8	In accordance with EO P11320. 4B a fire drill was conducted under the supervision of the MCB Fire Department and the following results were observed.				
			Satis.	Unsatis.	
a. Evacuation time. _____ Min. _____ Seconds.			<input type="checkbox"/>	<input type="checkbox"/>	
b. Evacuation manner. _____			<input type="checkbox"/>	<input type="checkbox"/>	
c. Organization of fireparty. _____			<input type="checkbox"/>	<input type="checkbox"/>	
d. Heating and cooking equipment secured. _____			<input type="checkbox"/>	<input type="checkbox"/>	
e. Door and window situation. _____			<input type="checkbox"/>	<input type="checkbox"/>	
f. Condition of fire alarm devices. _____			<input type="checkbox"/>	<input type="checkbox"/>	
g. Others. _____					
9	Results of Drill: a. Excellent. b. Satisfactory. c. Good. d. Unsatisfactory.				
10	Comments and/or recommendations.				
Distribution: Fire warden - orig. and 1 copy. Bldg. jacket file - - 1 copy.					
					Signature of person evaluating drill

Figure 2-1.--Format of a Report of Fire Exit Drill.

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FIRE SECURITY CHECK LIST

SHOP/OFFICE _____ MONTH OF _____

DATE	ELECTRICAL UNITS OFF	NO FIRE HAZARDS	LIGHT OUT	DOORS/ WINDOWS SECURED	TIME	INITIAL
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
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22						
23						
23						
24						
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27						
28						
29						
30						
31						

- Portion above diagonal line is for action at the end of normal working day.
- Portion below diagonal line is for action of personnel using building after normal working hours.

(Designated Inspector)

Figure 2-2.--Format of a Security Check list

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CHAPTER 3

FIRE REGULATIONS

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CHAPTER 3

FIRE REGULATIONS

3000. ACTION IN EVENT OF FIRE

1. Inform the occupants of the buildings in the immediate area by shouting "Fire," or by means of any existing fire evacuation alarm. Evacuated personnel will muster in area designated on the Fire Plan unless called on for assistance.
2. Proceed to the nearest telephone and call the emergency fire number 117. Do not assume that the Fire Department has been called; know that the alarm has been reported to the Fire Department. When the Fire Department dispatcher answers, state in a clear voice your name, rank, location of the fire by building number and camp/station. Also state type of fire, such as electrical or gasoline (if known), and any additional information the dispatcher may require. Do not hang up until told to do so by the Fire Department dispatcher.
3. Assist in guiding fire fighting apparatus to the scene of the fire.
4. If the size and location of the fire will permit, without undue life hazard, occupying personnel will initiate the unit fire plan to include using available fire extinguishers, the moving and safeguarding of any classified or other high valued exposed items, and the closing of ventilators, windows and doors.
5. All fires, including extinguished fires, must be reported to the Fire Department.

3001. FALSE ALARMS. Turning in a false alarm is prohibited and the perpetrator may be subject to disciplinary action.

3002. FIRE FIGHTING EQUIPMENT. Fire fighting equipment will be used only for fighting fires or for organized fire drills and training.

3003. FIRE HYDRANTS AND STANDPIPES. Fire hydrants and standpipes will not be used for any purpose other than water supply for fire fighting, except by prior permission of the Camp Butler Fire Chief. Areas around fire hydrants will be kept clear at all times. Parking of vehicles within fifteen feet of fire hydrants and standpipes is prohibited.

3004. FIRE EXTINGUISHERS

1. Fire extinguishers will be installed, maintained and inspected per chapter six of reference (c).