



UNITED STATES MARINE CORPS

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

MCBJO 5800.3C

27E

28 OCT 2004

MARINE CORPS BASES JAPAN ORDER 5800.3C

From: Commander, Marine Corps Bases Japan  
To: Distribution List

Subj: MOTOR VEHICLE IMPOUNDMENT AND DISPOSAL PROCEDURES AND  
RESPONSIBILITIES

Ref: (a) DOD 4160.21-M (NOTAL)  
(b) MCO 5110.1C  
(c) MCBJO 11240.1C  
(d) MOU MCB Butler PMO/MCCS Chief Executive  
Officer of 16 Dec 03

Encl: (1) Vehicle Impoundment Notice (SDB 5813/2)  
(2) Vehicle Impound Report (DD Form 2506)  
(3) Evidence/Property Custody Document (OPNAV 5527/22)  
(4) Notice of Vehicle Impoundment (DD Form 2507)  
(5) Property Release to U.S. Government

1. Purpose. To establish responsibility and procedures for the impoundment and disposal of abandoned, unclaimed and certain other categories of Privately Owned Vehicles (POV's) and Status of Force Agreement (SOFA) in Japan.

2. Cancellation. MCBJO 5800.3B

3. Summary of Revision. This order has been reformatted and contains minor administrative changes. The revisions to this Order are as follows:

a. References. MCBJO 11240.1C has been added as a reference.

b. Enclosures. Statement of Responsibility, listed as enclosure (3), has been removed. Evidence/Property Custody Document (OPNAV 5527/22) and Notice of Vehicle Impoundment (DD Form 2507) have been added and listed as enclosures (3) and (4).

c. Paragraph 6(c). Outlines the disposition of personal property within impounded vehicles.

d. Paragraph 7(b). Requires written authorization of release from the investigating agency regarding vehicles impounded for evidentiary purposes.

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e. Paragraph 7(e). Changes the standards of release to the U.S. Government to directly reflect reference (a)

4. General

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

b. In accordance with the references (a) through (c), the Commanding General, Marine Corps Base (MCB), Camp Smedley D. Butler, is authorized to take such action as is necessary to impound and dispose of abandoned/unclaimed privately owned vehicles found aboard Marine Corps installations on Okinawa.

c. Per existing Interservice Support Agreements, the United States Marine Corps operates the Joint Services Vehicle Impound Lot (JSVIL); therefore, the authority of the Commanding General, MCB, Camp Smedley D. Butler, to impound and dispose of abandoned/unclaimed privately owned vehicles is extended to all locations on Okinawa.

d. In accordance with reference (d) the Provost Marshal, Marine Corps Bases Japan has contracted with Marine Corps Community Services (MCCS), to provide towing services for all vehicles that are impounded by the Provost Marshal Office (PMO). As such, the registered owner of an impounded vehicle is liable to MCCS for all cost associated with impounding and deregistration of the vehicle.

e. Under no circumstances will Non-SOFA status vehicles be towed by MCCS or stored at JSVIL.

5. Action. The Provost Marshal, MCB, Camp Smedley D. Butler, is hereby delegated the authority and is directed to take such action as is necessary per references (a) and (b) for and in the name of the Commanding General, to impound and dispose of all vehicles meeting the criteria established in this Order.

6. Impoundment Procedures. The following procedures are established relative to the impoundment of privately owned vehicles.

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

(1) The POV is illegally parked:

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

(b) On a sidewalk within an intersection, on a crosswalk, on a railroad track, in a fire lane or is blocking a driveway so that the vehicle interferes with operations or creates a safety hazard to other roadway users or the general public. An example would be a vehicle parked within 15 feet of a fire hydrant, or blocking a properly marked driveway of a fire station or aircraft alert crew facility.

(c) When blocking an emergency exit door of any public place (installation theatre, club, dining hall, hospital and other facility).

(d) In a "tow-away" zone that is so marked with proper signs.

(2) The POV interferes with:

(a) Street cleaning operations and attempts to contact the owner have been unsuccessful.

(b) Emergency operations during a natural disaster or fire must be removed from the disaster area during cleanup operations.

(3) The POV has been used in a crime or contains evidence of criminal activity.

(4) The POV is defective and is a menace to others using the public roadways.

(5) The POV is disabled by a traffic crash and the operator is either unavailable or physically incapable of having the vehicle towed to a place of safety for storage or safekeeping.

(6) When it is determined that the registered owner has departed Japan on permanent change of station orders and there is no power of attorney (POA) on file at the Joint Services Vehicle Registration Office (JSVRO) or the existing POA is expired.

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

(8) The operator is apprehended for driving under the influence (DUI) or driving while intoxicated (DWI).

(9) The vehicle displays a Military or Japanese registration that has been expired **in excess** of thirty days.

(10) The vehicle has been reported stolen.

(11) The vehicle is suspected of being involved in a hit and run traffic accident with major property damage or any injuries.

(12) The operator has been apprehended for reckless driving.

(13) The vehicle has expired road tax or Japanese Compulsory Insurance (JCI) or Government Of Japan (GOJ) Inspection or Property Damage Insurance (PDI)

b. Seventy-two Hour Notice. All other vehicles found in violation of military or Japanese registration laws and/or found apparently abandoned will be given a 72-hour impound notice (enclosure (1)) and/or a citation requiring the owner to take the necessary corrective action within that period of time.

c. Vehicle Inventory

(1) Upon immediate impoundment of a vehicle containing personal property, enclosures (2) and (3) will be completed. These documents will record an inventory of the vehicle contents, to include a description of all exterior and interior damages.

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

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

(b) For government property that is not claimed within five working days after notification, the SNCOIC of the JSVIL will turn it in to either the respective units supply section, the Marine Corps Base Property Office or the Headquarters and Service Battalion Supply, depending on whether the registered owner of the vehicle has been identified.

7. Processing Impounded Vehicles. Vehicles impounded per this Order will be processed as follows:

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

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

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

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

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

(2) The operator has appeared in Traffic Court and the traffic court action is completed.

(3) The operator's Commanding Officer has completed pending judicial or nonjudicial action.

(4) The operator's Commanding Officer approves the release of the vehicle in writing.

c. Vehicles impounded for creating a traffic hazard or hindrance, defective, illegal modification and expired registration, GOJ/JCI, road tax or PDI will be released to the registered owner once a letter requesting the release of the impounded vehicle is submitted with a favorable endorsement by the owner's Commanding Officer and the discrepancy(s) for which it was initially impounded is resolved. If applicable, temporary license plates may also have to be obtained before the vehicle is released.

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

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

(1) JSVIL personnel will send a DD Form 2507, Notice of Vehicle Abandonment (Enclosure (4)), via certified mail, to the last known address of the registered owner of the vehicle, as well as any known lien holders. This will provide the registered owner the opportunity to state their intentions or to release the vehicle to the U.S. Government and will provide the lien holder the opportunity to reclaim the vehicle or release it.

(2) Vehicles left unclaimed for a period of 45 days, from the day the certified mail was sent shall be released to the Marine Corps Community Services (MCCS) recovery lot. These vehicles will be disposed of by MCCS as they deem appropriate but cannot be registered for use on the public highways.

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

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

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

(3) In all cases where the POA holder has failed to properly register or otherwise dispose of the vehicle within the time limit of the POA, the vehicle will be initially impounded until the case can be thoroughly resolved. The POA holder will also be given a traffic citation for violating vehicle registration regulations.

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

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

#### 8. Security and Accountability of Impounded Vehicles

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

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

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

d. The two Japanese license plates will be removed from all vehicles released to the Government for disposal and turned over to the JSVRO for disposition.

e. Military Police initiating an immediate impound and impound personnel have the authority to enter all vehicles, which are being impounded per provisions of this Order. Loose property found inside the vehicle will be inventoried and secured. Final processing of loose property will be in accordance with subparagraph 6 (c) of this Order.

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



B. E. TURNER  
Chief of Staff

DISTRIBUTION:    LISTS A/II

# VEHICLE IMPOUND NOTICE

SDB 5813/2 (1/79)

TIME	DATE	LOCATION OF VEHICLE			BASE TAG NO.
NAME		RANK	SSN		ORGANIZATION
MAKE OF VEHICLE	YEAR	MODEL	COLOR	STATE TAG NO.	STATE

IN ACCORDANCE WITH BASE MOTOR VEHICLE TRAFFIC REGULATIONS THE VEHICLE DESCRIBED ABOVE DOES NOT MEET THE REQUIREMENTS FOR REGISTRATION NOR FOR OPERATION ABOARD THE BASE FOR THE FOLLOWING REASONS:

- |                                                      |                                                      |                                       |
|------------------------------------------------------|------------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> EXPIRED DECAL               | <input type="checkbox"/> ILLEGALLY PARKED            | <input type="checkbox"/> OTHERS _____ |
| <input type="checkbox"/> EXPIRED JAPAN REGISTRATION  | <input type="checkbox"/> STATE OF DISREPAIR          | _____                                 |
| <input type="checkbox"/> ABANDONED VEHICLE           | <input type="checkbox"/> OBSTRUCTING TRAFFIC         | _____                                 |
| <input type="checkbox"/> NO FINANCIAL RESPONSIBILITY | <input type="checkbox"/> DRIVING UNDER THE INFLUENCE | _____                                 |

REMARKS: \_\_\_\_\_

YOU ARE DIRECTED TO REPORT TO MILITARY POLICE DISTRICT \_\_\_\_\_, BLDG # \_\_\_\_\_. PROVOST MARSHAL OFFICE CAMP SMEDLEY D. BUTLER PRIOR TO \_\_\_\_\_ ON \_\_\_\_\_ FOR PROPER DISPOSITION OF THE ABOVE LISTED DISCREPANCY. FAILURE TO DO SO WILL RESULT IN THE IMMEDIATE IMPOUNDMENT OF YOUR VEHICLE.

OWNERS SIGNATURE	SIGNATURE OF MP	PLT/SECTION
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# VEHICLE IMPOUND NOTICE

SDB 5813/2 (1/79)

TIME	DATE	LOCATION OF VEHICLE			BASE TAG NO.
NAME		RANK	SSN		ORGANIZATION
MAKE OF VEHICLE	YEAR	MODEL	COLOR	STATE TAG NO.	STATE

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- |                                                      |                                                      |                                       |
|------------------------------------------------------|------------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> EXPIRED DECAL               | <input type="checkbox"/> ILLEGALLY PARKED            | <input type="checkbox"/> OTHERS _____ |
| <input type="checkbox"/> EXPIRED JAPAN REGISTRATION  | <input type="checkbox"/> STATE OF DISREPAIR          | _____                                 |
| <input type="checkbox"/> ABANDONED VEHICLE           | <input type="checkbox"/> OBSTRUCTING TRAFFIC         | _____                                 |
| <input type="checkbox"/> NO FINANCIAL RESPONSIBILITY | <input type="checkbox"/> DRIVING UNDER THE INFLUENCE | _____                                 |

REMARKS: \_\_\_\_\_

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OWNERS SIGNATURE	SIGNATURE OF MP	PLT/SECTION
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# VEHICLE IMPOUNDMENT REPORT

## PART I - IDENTIFICATION

### 1. VEHICLE IDENTIFICATION

a. MAKE	b. MODEL	c. YEAR	d. COLOR	e. VEHICLE IDENTIFICATION NO.
f. VEHICLE LICENSE (1) NUMBER	(2) STATE	(3) YEAR	g. MILEAGE	h. DECAL NO.

### 2. REGISTERED OWNER

a. NAME *(Last, First, Middle Initial)*

b. ADDRESS *(Street, Apartment Number, City, State and ZIP Code)*

c. ORGANIZATION

d. TELEPHONE NUMBER  
*(Include Area Code)*

### 3. VEHICLE OPERATOR

a. NAME *(Last, First, Middle Initial)*

b. ADDRESS *(Street, Apartment Number, City, State and ZIP Code)*

c. ORGANIZATION

d. TELEPHONE NUMBER  
*(Include Area Code)*

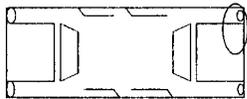
## PART II - DESCRIPTION

### 4. REASON FOR IMPOUNDMENT *(X all that apply)*

<input type="checkbox"/> ACCIDENT	<input type="checkbox"/> ABANDONED
<input type="checkbox"/> BURNED	<input type="checkbox"/> ILLEGALLY PARKED
<input type="checkbox"/> DWI	<input type="checkbox"/> STOLEN
<input type="checkbox"/> OTHER <i>(Specify)</i>	

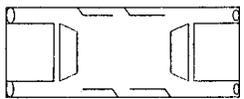
### 5. DAMAGE TO VEHICLE

EXAMPLE



a. SHADE DAMAGED AREA OF VEHICLE

FRONT



b. X ALL THAT APPLY

Intact	Missing		Intact	Missing	
<input type="checkbox"/>	<input type="checkbox"/>	ENGINE	<input type="checkbox"/>	<input type="checkbox"/>	BATTERY
<input type="checkbox"/>	<input type="checkbox"/>	MIRROR(S)	<input type="checkbox"/>	<input type="checkbox"/>	JACK
<input type="checkbox"/>	<input type="checkbox"/>	LUG WRENCH	<input type="checkbox"/>	<input type="checkbox"/>	RADIO
<input type="checkbox"/>	<input type="checkbox"/>	TAPE DECK	<input type="checkbox"/>	<input type="checkbox"/>	SPARE WHEEL/TIRE
<input type="checkbox"/>	<input type="checkbox"/>	LR WHEEL/TIRE	<input type="checkbox"/>	<input type="checkbox"/>	RR WHEEL/TIRE
<input type="checkbox"/>	<input type="checkbox"/>	RFWHEEL/TIRE	<input type="checkbox"/>	<input type="checkbox"/>	LF WHEEL/TIRE
<input type="checkbox"/>	<input type="checkbox"/>	WHEEL COVERS	<input type="checkbox"/>	<input type="checkbox"/>	CB RADIO

### 6. CONDITION OF VEHICLE WHEN IMPOUNDED *(X all that apply)*

<input type="checkbox"/> DOOR LOCKED	<input type="checkbox"/> DOOR UNLOCKED
<input type="checkbox"/> TRUNK LOCKED	<input type="checkbox"/> TRUNK UNLOCKED
<input type="checkbox"/> KEYS IN CAR	<input type="checkbox"/> KEYS MISSING
<input type="checkbox"/> OTHER <i>(Specify)</i>	

### 7. LOCATION OF VEHICLE

### 8. CONDITION OF VEHICLE *(Attach additional pages if more space is needed.)*

### 9. PERSONAL PROPERTY CONTAINED IN VEHICLE *(Attach additional pages if more space is needed.)*

### 10. REMARKS *(Attach additional pages if more space is needed.)*

## PART III - DISPOSITION

11. DATE IMPOUNDED <i>(YYYYMMDD)</i>	12. TIME IMPOUNDED	13. REPORTED BY			
14. TOWED AT		a. NAME <i>(Last, First, Middle Initial)</i>		b. RANK	
		c. DATE		e. SIGNATURE	
15. STORED AT		d. ORGANIZATION			
16. WITNESSED BY			17. RELEASED BY		
a. NAME <i>(Last, First, Middle Initial)</i>	b. RANK	c. DATE	a. NAME <i>(Last, First, Middle Initial)</i>	b. RANK	c. DATE
d. ORGANIZATION		e. SIGNATURE			
		d. ORGANIZATION		e. SIGNATURE	

**EVIDENCE/PROPERTY CUSTODY DOCUMENT**

2. RECEIVING ACTIVITY	3. LOCATION
4. NAME, GRADE AND TITLE OF PERSON FROM WHOM RECEIVED  <input type="checkbox"/> OWNER _____  <input type="checkbox"/> OTHER _____	5. ADDRESS (Include ZIP code)  <hr/> 6. WORK PHONE

7. LOCATION OF PROPERTY WHEN OBTAINED

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8. PURPOSE FOR WHICH OBTAINED <input type="checkbox"/> FOUND <input type="checkbox"/> IMPOUNDED      EVIDENCE <input type="checkbox"/> OTHER <input type="checkbox"/>	9. TIME/DATE OBTAINED	10. LOG NUMBER
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------	----------------

11. ITEM	12. QUANTITY	13. DISPOSAL ACTION	14. DESCRIPTION OF ARTICLE-MODEL NUMBER, SER NO., IDENTIFYING MARKS, CONDITION, AND VALUE WHEN APPROPRIATE.

15. NAME AND SIGNATURE OF WITNESS (If available)	16. NAME AND SIGNATURE OF RECEIVING PERSON
--------------------------------------------------	--------------------------------------------

17. CHAIN OF CUSTODY				
ITEM	DATE & TIME	RELEASED BY	RECEIVED BY	PURPOSE
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	

<b>NOTICE OF VEHICLE IMPOUNDMENT</b>	<b>1. DATE (YYYYMMDD)</b>
--------------------------------------	---------------------------

<b>2. TO</b>	<b>3. FROM</b>
--------------	----------------

This is to notify you that the Commander of the above-named installation has directed the removal and impoundment of the vehicle described below from the listed location for being in violation of the installation traffic code.

<b>3. VEHICLE IDENTIFICATION</b>			<b>4. LOCATION FROM WHICH VEHICLE WAS REMOVED</b>	
<b>a. DATE REMOVED (YYYYMMDD)</b>	<b>b. YEAR</b>			
<b>c. MAKE</b>	<b>d. MODEL</b>			
<b>e. VEHICLE IDENTIFICATION NUMBER</b>	<b>f. DECAL NUMBER</b>			
<b>g. VEHICLE LICENSE</b>			<b>5. LOCATION WHERE VEHICLE IS STORED</b>	
<b>(1) NUMBER</b>	<b>(2) STATE</b>	<b>(3) YEAR</b>		

<b>6. YOU MAY DO ONE OF THE FOLLOWING:</b>  a. Notify the Installation Law Enforcement Office listed below of your intent to reclaim. You must show intent to reclaim the vehicle within 15 days after receipt of the notice.	<b>OR</b>  b. Sign the waiver of interest/release on the back and return it within 15 days of receipt of this notice to the Installation Law Enforcement Office (include the ownership certificate if in your possession).
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>(1) INSTALLATION LAW ENFORCEMENT OFFICE TELEPHONE NUMBER</b>	<b>(2) INSTALLATION LAW ENFORCEMENT OFFICE ADDRESS</b>
-----------------------------------------------------------------	--------------------------------------------------------

Your failure to take action on Item 6.a. or 6.b. above will constitute a waiver of interest in the vehicle and will result in disposal of the vehicle in accordance with DoD 4160.21-M, "Defense Utilization and Disposal Manual."

<b>7. AUTHORIZING OFFICIAL</b>	
<b>a. TYPED NAME (Last, First, Middle Initial)</b>	<b>b. SIGNATURE</b>

PROPERTY RELEASE TO U. S. GOVERNMENT

Known all men by these presents that I \_\_\_\_\_, do hereby unconditionally give to the United States Government, all of my right, title and interest in and to the following described personal owned property \_\_\_\_\_

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

In witness whereof I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_.

\_\_\_\_\_  
(Signature of Individual)

\_\_\_\_\_  
(Signature of Witness)