

BY ORDER OF THE
COMMANDER

HEADQUARTERS, UNITED STATES FORCES, JAPAN
USFJ INSTRUCTION 90-402



1 June 2024

Command Policy

MANAGEMENT AND UTILIZATION OF THE
TOLL CERTIFICATE PROGRAM (USFJ FORM 19EJ)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the U.S. Forces Japan webpage at: [https://usaf.dps.mil/sites/yokota/USFJ/USFJResources/References/USFJ%20Publications/Form s/AllItems.aspx](https://usaf.dps.mil/sites/yokota/USFJ/USFJResources/References/USFJ%20Publications/Form%20s/AllItems.aspx)

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: USFJ/J41 (indopacom.yokota.usfj-j4.list.all@mail.mil) Certified by: USFJ/J-4 (Col Calixte)

Supersedes: USFJI 90-402, 15 July 2022

Pages: 9

PURPOSE: To promulgate guidance on the management and usage of United States Forces Japan Form 19EJ, Certificate for Transit of Toll Roads by Military Vehicles (Toll Certificates), by all parties identified in paragraph 1 of this instruction and references in paragraph 6.

SUMMARY OF CHANGES: Administrative corrections, add updated version of USFJ Form 19EJ, and update procedures. Provide clarification on roles and responsibilities.

1. Scope. This instruction applies to all U.S. Forces personnel (including active duty, reserve, DoD civilians), visitors, U.S. Official Contractors and their employees under Article XIV of the Status of Forces Agreement (SOFA), other civilians who are employed by, serving with, or accompanying U.S. Forces in Japan under Article I(b) of the SOFA, Master Labor Contract (MLC), Marines Contract (MC) and Indirect Hire Agreement (IHA). The instruction applies to both appropriated and non-appropriated fund activities of U.S. Forces and other organizations and their employees located in Japan at the invitation of USFJ and/or its component services and authorized to register or operate U.S. military vehicles.

2. General: IAW Article V paragraph 2 of the SOFA, U.S. military vehicles are permitted to use toll roads free of toll charges. As per the agreement between the GOJ and USG, the purpose of USFJ Form 19EJ is intended to pay for military vehicles utilization of toll roads while carrying out official duties and to mitigate any delays encountered at tollbooths. The use of private vehicle travel using USFJ Form 19EJ is not authorized unless the mission requirements demonstrate a need and are approved by the USFJ or the components' Toll Certificate Program Manager.

2.1. Commander 5AF, Commanding General U.S. Army Japan, Commanding General Marine Forces Japan, and Commander U.S. Naval Forces Japan (hereinafter USFJ components) will centrally manage and control distribution of USFJ Form 19EJ. Commanders will develop and publish local guidance to manage, account for, and control USFJ Form 19EJ. This authority may be delegated down to the Installation Commander level. No further delegation authorized.

2.1.1. USFJ components shall validate to USFJ questionable toll certificates on a quarterly basis or as required. This authority may not be delegated.

2.2. At a minimum, USFJ components' instructions will:

2.2.1. Outline disbursing procedures for toll certificates to routine and emergency users to include tenant units.

2.2.2. Describe the USFJ Form 19EJ Certifying Official appointment program, roles and responsibilities of the Toll Certificate custodians and dispatcher/dispensing agents.

2.2.3. Include processes for accountability and documented auditing of USFJ Form 19EJ which documents the previous 18 months of toll certificates disbursement.

2.2.4. Incorporate additional oversight IAW components and/or local command inspection programs.

2.2.5. Ensure all vehicle operators are knowledgeable on Command Policy regarding use of USFJ Form 19EJ prior to operating a U.S. Military vehicle on Japanese expressways.

2.2.6. Ensure that satellite and liaison offices not on US installations are managed and accounted for under the Toll Certificate program.

3. Responsibilities:

3.1. USFJ/J4

3.1.1. Will update and publish the most current version of this instruction on the USFJ Portal, see ACCESSIBILITY for website to USFJ Resources and [U.S. Forces Japan > Resources \(usfj.mil\)](https://www.usfj.mil) website.

3.1.2. Will coordinate and provide responses to questionable toll certificates identified by the Government of Japan.

3.2. Component Services (5 AF, USARJ, CNFJ/CNRJ, & MARFOR-J)

3.2.1. Will appoint in writing a Program Manager and alternate and provide appointment letter to USFJ/J41 Toll Certificate Program Manager.

3.2.2. Will provide quarterly validation for questionable toll certificates or as requested.

3.2.3. Will develop and publish local guidance for the Components' Toll Certificate Program.

3.2.4. Will requisition and fund the printing of USFJ Form 19EJ.

3.3. Component Service Toll Certificate Program Managers

3.3.1. Will ensure that all Certifiers are appointed in writing.

3.3.2. Program Managers and Certifiers are required to attend Toll Certificate training prior to appointment, and thereafter, once every two years. Custodians and dispatchers are required to

attend initial Toll Certificate training prior to dispensing toll certificates. It is required that all personnel in a job position that requires the use of Japanese expressways attend Toll Certificate training. It is encouraged that all other users and drivers attend Toll Certificate training.

3.5. DLA Document Services, Yokosuka plant

3.5.1. Will print USFJ 19EJ on a reimbursable basis.

4. Procedures: Directors and Special Staff

4.1. USFJ Form 19EJ is controlled by serial number, centrally requisitioned, and distributed by service component Publications Distribution Offices (PDO's). Only the DLA Document Services, Yokosuka plant is authorized to print this form. USFJ Form 19EJ serial numbers by components are allocated as follows:

4.1.1. US Army (1-0000001 through 1-9999999)

4.1.2. US Marine Corps (2-0000001 through 2-9999999)

4.1.3. US Navy (3-0000001 through 3-9999999)

4.1.4. US Air Force (4-0000001 through 4-9999999)

4.2. Only authorized service PDO's and components' designated offices may submit funding documentation and requisitions (MIPR's, DD282's) to the DLA Document Services for procurement of the USFJ Form 19EJ, by mail. DLA must have authorization letter on file prior to accepting printing services requests. Mail to:

DLA Document Services, Yokosuka
PSC 473, Box 26,
FPO AP 96349
DSN 315-234-0378

4.3. Commanders with responsibility for printing authorization will review requests and refer questionable requests, i.e., those which are not directly responsible to their component commander, or whose function or mission is not known, to USFJ/J41 for validation prior to issuing forms.

4.4. Upon receipt of the forms, distribution to certifying officials will be in accordance with Components' Toll Certificate Program local governing directives.

4.5. Units will maintain a register, which includes the following information:

4.5.1. Certificate Serial Number.

4.5.2. Type of Vehicle.

4.5.3. Driver's Name.

4.5.4. Vehicle Number.

4.5.5. Date of Issue/Return.

4.5.6. Destination of Vehicle

4.5.7. Name of Certifying Official, Custodian or Dispatcher/Dispensing Agent

- Note: Include issuing installation name in title of Register (see attachment 3)

4.6. USFJ Form 19EJ must be completed prior to departing dispatch or issuing office in order to reduce or eliminate inaccurate toll certificates, also known as “questionable” or “incomplete” toll certificates. Additionally, this will help to reduce delays at toll booths. Use only black or blue ink. If mission requirements preclude filling out USFJ Form 19EJ, block 2 prior to departure, local procedures will ensure accountability and record of issuance to the mission commander. USFJ Form 19EJ may be completed by stamps or printer as long as the information is legible and aligned with the form format, certifier signature is still required.

4.7. All unused toll certificates shall be returned to dispatch or dispensing office. All unused toll certificates must be accounted for by annotating the toll certificate register as “VOID” or “Returned” and verified by the vehicle dispatcher, certifier, or custodian before toll certificate is destroyed/shredded or reused. If a toll certificate(s) is lost, the driver is required to provide a Statement of Loss Memorandum which includes the approximate date of loss, serial number/s, location, and details for the missing toll certificate/s.

4.8. The driver will fill out block 2, the certifying official will fill out blocks 6 (6a) and 7 (6b), the custodian or dispatcher will fill out blocks 1, 3, 4, and 5 of the form prior to vehicle being dispatched. Instructions are as follows (see attachments 1 and 2 for example):

4.8.1. Type of Vehicle/Category of Vehicle: Enter Type of Vehicle or Check the Appropriate Box and Enter the Vehicle data, i.e.

U.S. Army Sedan
 U.S. Navy Bus (45 Passenger)
 U.S. Air Force Tractor Trailer Truck
 USMC Van (9 Passenger)
 Army-Air Force Exchange Truck (2-Ton, 5-Ton)
 Enter Gross Weight, Number of Axles and/or Passengers

Capacity

4.8.2. Driver's Name/Driver's Last, First Name: Enter Driver's Last Name, First Name, i.e.

Smith, John R.
 Matsumoto, Yuji

4.8.3. Vehicle Number/Vehicle License Plate Number: Enter Bumper or License Plate Number, i.e.

OV-10
 OVA-4
 USN 00342
 USMC 00123

4.8.4. Date/Date Issued: Enter Date of Issue to Driver, i.e.

4 Jul 2023
Jul 4, 2023
7/4/2023

4.8.5. Location/Issuing Installation: Enter Issuing Installation Name*, i.e.

Camp Zama, Japan
Misawa AB, Japan
Atsugi NAS, Japan

* Installation name must be spelled out. Acronym for type of installation is acceptable, i.e., AB, NAS, NB, MCAS (list is not all inclusive)

4.8.6. Signature of Certifier/Printed Name, Grade and Signature of Certifier. Print the name and enter the signature of Individual with Authority to certify the Toll Certificate (Driver and Certifier will not be the same person; deviations must be approved in writing by the component commander or the delegated authority and letter sent to USFJ/J41), i.e.

John Doe, Maj, USA

John Doe

4.8.7. Title/Title and Unit: Enter Position and Unit of the Certifier, e.g.

Example 1:
Dispatcher
374 Logistic Readiness Sqdn

Example 2:
Commander
88th MP Det.

5. Distribution:

5.1. HQ USFJ publications will be available on the official publications website and can be accessed by applicable military components. Paper distribution control symbols (i.e., Distribution A, L, X, etc.) are no longer authorized for HQ USFJ publications. The issuing Office of Primary Responsibility controls all aspects of publications under their purview to include special, limited, and controlled distribution and master copies.

5.2. In some instances, non-military government domain users (i.e., Department of Defense Dependent Schools, Exchange/Commissary employees) may not have access to HQ USFJ's .mil website. These users may contact J4 at indopacom.yokota.usfj-j4.list.all@mail.mil or download a copy from HQ USFJ website under the resources tab, [U.S. Forces Japan > Resources \(usfj.mil\)](#).

6. References:

6.1. Joint Committee Minutes of 25 October 1963

6.2. Joint Committee Minutes of 14 November 1963

6.3. Para 2, Articles V and Para 1, Articles XV, Agreement Under Article VI Of The Treaty Of Mutual Cooperation And Security Between The United States of America and Japan, Regarding Facilities And Areas And The Status Of United States Armed Forces In Japan, 19 January, 1960

GEORGE B. ROWELL
Brigadier General, U.S. Marine Corps
Deputy Commander

Attachments:

1. USFJ Form 19EJ (1994 Version)
2. USFJ Form 19EJ (2022 Version)
3. Toll Certificate Register

Attachment 1



USFJ Form 19EJ (1994 Version)



CERTIFICATE FOR TRANSIT OF TOLL ROADS BY MILITARY VEHICLES 軍用車両有料道路通行証明書		SERIAL NUMBER 整理番号 4 - 0976527
1. TYPE OF VEHICLE 車種 U.S. Army Sedan	2. DRIVER'S NAME 運転者氏名 Smith, John, SFC	
3. VEHICLE NUMBER 車両番号 OVA-4 or USMC 00123	4. DATE 発行日 2 Feb 2024	5. LOCATION 施設・区域所在地 Camp Zama
THIS IS TO CERTIFY THAT THE ABOVE IS THE UNITED STATES MILITARY VEHICLE AS REFERRED TO IN THE SECOND SENTENCE OF PARAGRAPH 2 OF ARTICLE V OF THE STATUS OF FORCES AGREEMENT BETWEEN JAPAN AND THE UNITED STATES. 本車両は、日米間の地位協定第5条2項第2文にいう合衆国の軍用車両であることを証明する。		
6. SIGNATURE OF CERTIFIER 発行責任者署名 <i>John Doe</i> John Doe, Maj USA	7. TITLE 官職 Commander 88th MP Det	通行日
		車種区分 入口IC 出口IC

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NOTE: Driver and Certifier will not be the same person. Any deviations must be approved in writing by the component commander or the delegated authority. Send approved justification letter to USFJ/J41 for filing.

All Information Filled In Prior To Leaving Dispatch

Attachment 2



USFJ Form 19EJ (2022 Version)



CERTIFICATE FOR TRANSIT OF TOLL ROADS BY MILITARY VEHICLES 軍用車両有料道路通行証明書		SERIAL NUMBER 整理番号 3 - 4500001							
1. CATEGORY OF VEHICLE 車種 <input type="checkbox"/> Van (Pax) <input type="checkbox"/> Bus (Pax) <input checked="" type="checkbox"/> Tractor, Trailer, Truck (44 Tons) <input type="checkbox"/> Sedan <input type="checkbox"/> Light Veh (≤ 660cc) <input type="checkbox"/> 5 Axles)		2. DRIVER'S LAST, FIRST NAME 運転者氏名 Smith, John, SFC							
3. VEHICLE LICENSE PLATE NUMBER ナンバープレート番号 OVA-4 or USMC 00123		4. DATE ISSUED 発行日 5. ISSUING INSTALLATION 発行施設 2 Feb 2024 Camp Zama							
THIS IS TO CERTIFY THAT THE ABOVE VEHICLE IS A UNITED STATES MILITARY VEHICLE AS REFERRED TO IN THE SECOND SENTENCE OF PARAGRAPH 2 OF ARTICLE V OF THE STATUS OF FORCES AGREEMENT BETWEEN THE UNITED STATES AND JAPAN. ALL INFORMATION REQUIRED. 本車両は、日米間の地位協定第5条2項第2文にいう合衆国の軍用車両であることを証明する。全ての情報が記入されていること。									
6a. PRINTED NAME, GRADE, AND SIGNATURE OF CERTIFIER 発行責任者活字体氏名、等級及び署名 <i>John Doe</i> John Doe, Maj USA		6b. TITLE AND UNIT 肩書及び部隊 Commander 88th MP Det							
		TOLL OPERATOR ONLY 料金所係員使用欄 通行日 <table border="1"> <thead> <tr> <th>車両区分</th> <th>入口IC</th> <th>出口IC</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		車両区分	入口IC	出口IC			
車両区分	入口IC	出口IC							
USFJ FORM 19EJ 20221128		Previous versions will be used until stock is exhausted							

NOTE: TONS and AXLES are totals of vehicle combination configuration (Towing vehicle plus trailer). TONS is vehicle gross weight.

All Information Filled In Prior To Leaving Dispatch

