

**PROPOSED JSF FORM 199-R
NONCOMBATANT HOUSEHOLD AND VEHICLE KEY TURN-IN REGISTER
INSTRUCTIONS**

1. PURPOSE. The Proposed JSF Form 199-R is used to account for household keys and privately owned vehicles (POVs) keys being left by DOD-affiliated noncombatants. Sponsor's personal information on the form ensures that the household keys and vehicle keys are given to the proper owner in the event noncombatants return to Japan. The information will also allow for personal property to be shipped if the situation/crisis changes.

2. INSTRUCTIONS. This form will be completed as follows:

- a. SPONSOR'S NAME block. Enter sponsor's name (Last, first and middle initial).
- b. UNIT block. Enter sponsor's unit or place of duty.
- d. ADDRESS OF RESIDENCE IN JAPAN (on or off post) block. Enter the local residence address in Japan where personal household goods are located .
- e. LICENSE NUMBER AND STATE block. Enter the SOFA license number (i.e. SOFA 3-3040).

