



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS PACIFIC  
UNIT 35001  
FPO AP 96373-5001

IN REPLY REFER TO:  
5890  
SJA/CLAIMS  
5 Dec 13

MEMORANDUM FOR MILITARY CLAIMS ACT CLAIMS

From: Claims Supervisor, Marine Corps Installations Pacific

Subj: ADDITIONAL REQUIRED DOCUMENTS FOR MILITARY CLAIMS ACT

Ref: (a) Air Force Instruction 51-501/Tort Claims

1. Per the reference, claimants must provide a copy of the following supporting documents in order to submit a claim for a personal vehicle under the Military Claims Act.

2. **Required Supporting Documents:**

- a. **Color Photos**
- b. **Two Vehicle Repair Estimates**
- c. **Exchange of Information Sheet**
- d. **Vehicle Registration**
- e. **Vehicle Title**
- f. **Japanese Compulsory Insurance (JCI) Policy**
- g. **Property Coverage Insurance Policy**

3. **Color Photos:** Photo document all damage to your vehicle. Please include photos of the damage and the vehicle's license plate in order to verify the ownership of the vehicle. Photos may be hand-delivered to the Claims Office or e-mailed to the Claims Supervisor at [judy.barney@usmc.mil](mailto:judy.barney@usmc.mil) Attention: MCA Claims Photos.

4. **Two Vehicle Repair Estimates:** Estimates may be completed by an on-base or off-base car repair shop. Estimates must include a break-down of the cost for parts and labor, preferably in English. Note, estimate fees may apply and are not reimbursable under the Military Claims Act.

5. **Exchange of Information Sheet:** A representative of the Provost Marshall's Office issues this document at the scene of the accident.

6. **Vehicle Registration:** Base Vehicle Registration provides Military Registration documentation upon registration of a Y-Plate vehicle.

7. **Vehicle Title:** Vehicle owners receive a vehicle title upon the purchase of a vehicle. The vehicle title will likely be in Japanese.

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8. **JCI Policy:** Japanese Law requires all individuals operating a vehicle in Okinawa, Japan to own a JCI Policy. The JCI Policy covers personal injury damages only.

9. **Property Coverage Insurance Policy:** All SOFA members operating a Y-Plate vehicle in Okinawa, Japan are required to obtain a property coverage insurance policy. Common insurance providers include ACE, AIU, and DAIDO.

10. Please gather these additional required documents and deliver to the Claims Office. Point of contact in this matter is Judy A. Barney at [judy.barney@usmc.mil](mailto:judy.barney@usmc.mil) or 645-9429.



J.A. BARNEY