



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

IN REPLY REFER TO:
5890
SJA/CLAIMS
25 Nov 13

MEMORANDUM FOR PERSONAL PROPERTY CLAIMS ACT CLAIMS

From: Claims Supervisor, Marine Corps Installations Pacific

Subj: ADDITIONAL REQUIRED SUPPORTING DOCUMENTS

Ref: (a) JAGINST 5890.1 Enc. (6)

1. Per the reference, all Personal Property Act claims require **Color Photos** and **Price Value Verification** of each item claimed.

a. The price of items purchased or carried by the Army and Air Force Exchange Services (AAFES) exchanged may be verified by completing the Property Value Verification Form available on the Claims Website.

b. The price of all other items may be verified through printed advertisements of the same or similar product. However, advertisements from "auction" type websites will not be accepted.

2. In addition, the below items require the following documents:

a. **Vehicle**: Two (2) Repair Estimates, Copy of Military Registration, Copy of Japanese Vehicle Title, Copy of JCI Policy, and a Copy of Property Coverage Insurance Policy.

b. **Food**: Receipts for the original purchase and/or re-purchase of food (if available) and the work order from housing if one was provide.

c. **Deployment Storage**: A copy of deployment orders.

d. **Clothing (not bedding)**: A receipt for professional dry-cleaning/laundry of the clothing item claimed. (You are required to first attempt to professionally clean the item). If the facility will not accept the item, provide a written statement that the item cannot be cleaned.

e. **Computer**: Completed Computer Repair Form.

f. **Electronics (Not a computer)**: Completed Electronics Repair Form.

3. Please gather these additional required documents and deliver to the Claims Office.

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4. Point of contact in this matter is Judy A. Barney, Claims Supervisor at judy.barney@usmc.mil or 645-9429.

A handwritten signature in black ink, appearing to read 'Judy A. Barney', written in a cursive style.

J. A. BARNEY