

TORT CLAIM CHECKLIST

All automobile accident claims packages (both SOFA and MCA claims) forwarded to 5 AF/JA for final action should include the following information. Any document in Japanese should be translated into English (you may translate by handwriting on the document itself when the information is short in length). Cost for the estimate fee and the translation fee are not payable. Cost of preparing and presenting a claim are not payable under this statute. If any of the information is provided by DFAO/B (for SOFA claims), you need not duplicate it.

5 AF/JA Org Email – 5af.jaclaims@yokota.af.mil

Please initial each line to signify the document exists in the file.

1. _____ SF 95 (for MCA claims) Ensure block 2 includes military members rank/grade; if claimant provides POA for another person to file on their behalf due to TDY, please ensure that the name in block 2 is still the claimant's name not the person filing the claim with POA. Block 12d must either be claimed in US dollars or Yen. If claimed in Yen, please inform claimant that the yen will be converted into US dollars based on the yen rate the day the claim is processed by 5th AF. Block 13a must be signed by claimant. If POA agent, then the person signs "POA name FOR claimant's name POA." *The date received and the designation of the receiving office are written in the margin.*
2. _____ Police report(s) - Both Japanese and US where Applicable
3. _____ Driver's Statement(s) - Both the GOV and POV drivers (except in cases involving parked POVs). Please ensure the GOV driver provides as much detail as possible. If the initial statement is not sufficient, contact the GOV driver for an additional statement.
4. _____ A copy of Military Registration and Certificate of Title of Motor Vehicle by the Vehicle Registration Office
5. _____ Explanation of Applicable Rule regarding Assessment of Liability (SOFA Claims only)
6. _____ Two Estimates of Claimant's Damage (for MCA Claims). For claims less than \$1,000, only one repair estimate is required. The repair estimate should be obtained from an auto body shop and not a dealership. The repair estimate **needs to include** an estimate for used parts or a statement from the mechanic indicating used parts would cost more than new parts, are not feasible or of good quality. The repair estimate **also needs to include** the value of the vehicle in its damaged condition. REMEMBER: 5th AF Used Parts Policy Letter. If car is 5 years old or older and the claimant does not provide a used parts estimate, we will have to

deduct 50% from the new parts cost. (Note: If the vehicle is not drivable and it is not cost effective to obtain two estimates, we will accept one estimate. This will be handled on a case by case basis.)

7. ____ Inspection Report (MFR regarding JA Inspection of Claimant's Vehicle)
8. ____ Pre-Accident Fair Market Value of Claimant's Vehicle (for example, with MCA claims, in addition to Red Book value, what do similar cars sell for on your base?)
9. ____ Original Photos of Claimant's Damages (include "Close-Up Photos" of damage)
10. ____ A copy of Japanese Compulsory Insurance (JCI) policy
11. ____ A copy of Japanese Vehicle Registration issued by the local Japanese Land Office
12. ____ A copy of Liability Insurance Policy
13. ____ Post-Accident Fair Market Value of Claimant's Vehicle (suggest from mechanic or garage where claimant gets repair estimate)
14. Fact Specific Comments regarding Reasonableness of Claimed Damages
 - a. ____ Property Damage
 - b. ____ Rental Expenses
 - c. ____ Personal Injury
 - d. ____ Disability
 - e. ____ Lost Wages, etc
15. ____ Official Duty Certificate (member acted within scope of employment at time of accident)
16. ____ Power of Attorney (when applicable)

MEMORANDUM FOR ALL USFJ CLAIMS OFFICES

FROM: 5 AF/JAD
Unit 5087
APO AP 96328-5087

SUBJECT: 5 AF/JA Automobile Accident Claim Checklist

1. As the Single Service Claims Authority for Japan, 5 AF/JA takes final action on many claims arising from automobile accidents. Our goal is to process every claim that is forwarded to this office as judiciously and timely as possible. However, we have noticed that a number of the claims forwarded to this office are not fully documented, making it difficult for us process them as efficiently as we desire.
2. This office developed the attached checklist which should help ensure automobile accident claims packages are completely documented. Please incorporate it into your investigation procedures.
3. I want to thank you for your hard work in preparing these claims for our review and adjudication. Keep up the good work. If you have any questions, or comments regarding the checklist, please contact TSgt [Genefer Middleton](#) at DSN 225-7196.

//signed//
[DAVID L. CHEWNING](#), Capt, USAF
Chief, International Claims Division

Attachment:
5 AF Automobile Accident Claim Checklist