

Theft from Quarters or Barracks

This Claims Office is here to help you prepare and file your claims. Our job is to process your claim as quickly and fairly as possible so you get all money due you under law and regulation. Failure to provide any of the required documents will delay your claim and may result in the reduction of the amount paid to you or denial of your claim completely. **You must file your claim within two years of the theft.** The following documentation is required to process your claim:

1. DD Form 1842 – Claim for Loss or Damage to Personal Property Incident to Service.
2. Copy of the power of attorney or written authorization from claimant, if you are filing for someone else.
3. DD Form 1844 – Schedule of Property and Claims Analysis Chart. Please fill this form out carefully and completely. If the purchase date is left blank, five (5) years depreciation will be taken.
4. One copy of the final MP or CID report.
5. One copy of your personal property insurance policy (i.e. renter's insurance) showing the breakdown of the deductible. If the policy was in effect during the time of the incident, you must file and settle with you insurance company before you file a claim with the government.
6. Any supporting evidence of ownership and value of the property which may be necessary to substantiate your claim (for example, videos or pictures of the missing items, purchase receipts, credit card statements, witness statements).
7. Estimate(s) of repair and/or substantiation of replacement cost(s). For claims over \$500, an estimate is required if the cost of repair is \$100 or more per item or the cost of replacement is \$100 or more per item. An estimate stating an item is not repairable is required before a replacement cost will be paid. In some cases, the Claims Office personnel may require more than one estimate. Do not get a second estimate unless asked to do so by the Claims Office.
8. Copy of orders authorizing barracks or quarters.

SHADE

Northern Law Center



The following two additional items are required from soldiers filing a claim for a barracks theft:

1. DD Form 1950 – Statement of Commander Concerning Personal Property – must be completed by Company Commander.
2. One copy of your high value item list, if one was on file at the time of the theft.

If you have any further questions, please contact claims personnel at The Northern Law Center, Bldg 318 on SHAPE, or call DSN 423-4061 or commercial 065/44.40.61.

CLAIM FOR LOSS OF OR DAMAGE TO PERSONAL PROPERTY INCIDENT TO SERVICE			
PART I - TO BE COMPLETED BY CLAIMANT <i>(See back for Privacy Act Statement and Instructions.)</i>			
1. NAME OF CLAIMANT <i>(Last, First, Middle Initial)</i>	2. BRANCH OF SERVICE	3. RANK OR GRADE	4. SOCIAL SECURITY NUMBER
5. HOME ADDRESS <i>(Street, City, State and Zip Code)</i>		6. CURRENT MILITARY DUTY ADDRESS <i>(If applicable) (Street, City, State and Zip Code)</i>	
7. HOME TELEPHONE NO. <i>(Include area code)</i>	8. DUTY TELEPHONE NO. <i>(Include area code)</i>	9. AMOUNT CLAIMED	
10. CIRCUMSTANCES OF LOSS OR DAMAGE <i>(Explain in detail. Include date, place, and all relevant facts. Use additional sheets if necessary.)</i>			
11. DID YOU HAVE PRIVATE INSURANCE COVERING YOUR PROPERTY? <i>(E.g., say "Yes" on a shipment or quarters claim if you had transit, renter's or homeowner's insurance; say "Yes" on a vehicle claim if you had vehicle insurance. Attach a copy of your policy.)</i>			YES NO
12. HAVE YOU MADE A CLAIM AGAINST YOUR PRIVATE INSURER? <i>(If "Yes," attach a copy of your correspondence. If you have insurance covering your loss, you must submit a demand before you submit a claim against the Government.)</i>			<input type="checkbox"/> <input type="checkbox"/>
13. HAS A CARRIER OR WAREHOUSE FIRM INVOLVED PAID YOU OR REPAIRED ANY OF YOUR PROPERTY? <i>(If "Yes," attach a copy of your correspondence with the carrier or warehouse firm.)</i>			<input type="checkbox"/> <input type="checkbox"/>
14. DID ANY OF THE CLAIMED ITEMS BELONG TO THE GOVERNMENT OR TO SOMEONE OTHER THAN YOU OR YOUR FAMILY MEMBER? <i>(If "Yes," indicate this on your "List of Property and Claims Analysis Chart," DD Form 1844.)</i>			<input type="checkbox"/> <input type="checkbox"/>
15. WERE ANY OF THE CLAIMED ITEMS ACQUIRED OR HELD FOR SALE, OR ACQUIRED OR USED IN A PRIVATE PROFESSION OR BUSINESS? <i>(If "Yes," indicate this on your "List of Property and Claims Analysis Chart," DD Form 1844.)</i>			<input type="checkbox"/> <input type="checkbox"/>
16. UNDER PENALTY OF LAW, I DECLARE THE FOLLOWING AS PART OF SUBMITTING MY CLAIM: If any missing items for which I am claiming are recovered, I will notify the office paying this claim. (For shipment claims.) Missing items were packed by the carrier; they were owned prior to shipment but not delivered at destination; after my property was packed, I/my agent checked all rooms in my dwelling to make sure nothing was left behind. I assign to the United States any right or interest I have against a carrier, insurer, or other person for the incident for which I am claiming; I authorize my insurance company to release information concerning my insurance coverage. I authorize the United States to withhold from my pay or accounts for any payments made to me by a carrier, insurer, or other person to the extent I am paid on this claim, and for any payment made on this claim in reliance on information which is determined to be incorrect or untrue. I have not made any other claim against the United States for the incident for which I am claiming. I understand that if any information I provide as part of my claim is false, I can be prosecuted.			
17. SIGNATURE OF CLAIMANT <i>(or designated agent)</i>			18. DATE SIGNED <i>(YYYYMMDD)</i>
PART II - CLAIMS APPROVAL <i>(To be completed by Claims Office)</i>			
19. PROCEDURE <i>(X one)</i>		20. AMOUNT AWARDED. The claim is cognizable and meritorious under 31 U.S.C. 3721; the claimant is a proper claimant; the property is reasonable and useful; the loss has been verified in accordance with applicable procedures as prescribed by the controlling departmental regulation; and the following award is substantiated:	
<input type="checkbox"/> a. SMALL CLAIMS <input type="checkbox"/> b. REGULAR CLAIMS		\$	
21. SIGNATURES <i>(Signatures at a and c not required if small claims procedure is utilized)</i>			
a. CLAIMS EXAMINER		b. DATE SIGNED <i>(YYYYMMDD)</i>	d. DATE SIGNED <i>(YYYYMMDD)</i>
e. TYPED NAME AND GRADE OF APPROVING AUTHORITY		f. SIGNATURE OF APPROVING AUTHORITY	g. DATE SIGNED <i>(YYYYMMDD)</i>

DD FORM 1842, MAY 2000

PREVIOUS EDITION IS OBSOLETE.

