FILING A CLAIM FOR ON POST THEFT AND VANDALISM

GENERAL INFORMATION:

Your claim must be filed within two years of the date of your loss. The time limit is set by statute.

By statute, only service members or Government employees can file these types of claims. As an exception, a representative may file on your behalf using a power of attorney; a spouse may file using a power of attorney or a specific written authorization. The claim settlement check still goes only to the sponsor.

- An example of a written authorization: "I, SPC John Doe, 555-55-5555, hereby authorize my wife, Jane Doe, [SSN] to file a claim against the U.S. Government on my behalf for my loss. [Signed] [date]

FILING YOUR CLAIM THROUGH PCLAIMS

You can access the Army Claims Program (**PCLAIMS**) online at:

https://www.jagcnet4.army.mil/8525763F005D2EF5/frmHome?open

Or you can log in through AKO: Self Service/My Legal/Claims/Personnel Claims Online Filing Database

Step 1: Create your Claimant Profile. When you have completed and submitted Step 1 you will be taken to a page that asks what you want to do next.

Step 2: You want to **Submit a Claim or Notice of Loss**. When you click that you will see a box titled: **Create new Claim or Notice of Loss/Damage.** In that box you will select **Other** as type of loss and **Fort Belvoir** as the Preferred Claim Office. Then click **Proceed** to exit the box.

Completing the Claim: You're now on a page called **New Claim**. Fill out the requested information on that page. Then click the **Items** tab and add items until you have inputted all of your lost or damaged items. Next is the **Insurance Tab**. And finally the **Attachments Tab**. The paperwork begins here.

Required Documents:

DD Forms 1842/1844: If you are completing the claim online, PCLAIMS automatically generates these forms. You can view the information in these forms online. It is necessary to print and submit a signed copy of the completed DD Form 1842 to the claims office.

Documents that You Submit:

- A Final CID/MP Report (must include statements). If you have the CID/MP Report number, the claims office can contact the Fort Belvoir MP station to include the report as part of your claim.
- DA Form 1208 (Report of Unit Claims Officer) if there is no CID/MP Report.
- Statements from Witnesses/Chain of Command
- Proof of Purchase (receipts, photos, warranties, manuals)
- Proof of Replacement Costs

Once you've gathered the documents in support of your claim you may scan them in at the **Attachments Tab** and submit your claim.

DOCUMENTS NEEDED IF YOU DO NOT SUBMIT ON PCLAIMS:

- DD Form 1842, Claim for Personal Property Against the United States
- DD Form 1844, Schedule of Property
- See "**Documents that You Submit"** above

You have the option to present your claim in person at the Claims Office. We will help you input your claim into the database.

ADDITIONAL INFORMATION

INSURANCE: If you have insurance coverage, you must present evidence of insurance coverage and file with your insurance carrier. Otherwise, the claims office may presume that insurance would fully cover your loss.

INSPECTIONS: It may be necessary for the claims office to inspect your damaged property. If items need to be disposed of for safety or health reasons, we recommend that you take photos of the damaged property and notify the claims office immediately.

FORT BELVOIR CLAIMS OFFICE LOCATION: The claims office is located in the Office of the Staff Judge Advocate, 9990 Belvoir Drive, Fort Belvoir, Virginia. Claimants are seen on a walk-in basis from 0800 – 1500 Mondays through Wednesdays, and Fridays and from 1300 – 1500 on Thursdays. Please call **(703) 805-4395/2315** for appointments or information.