

**NON-TRANSPORTATION PERSONAL PROPERTY CLAIM
INCIDENT TO SERVICE**
Personnel Claims Act

TIME LIMIT: YOUR CLAIM MUST BE SUBMITTED TO A CLAIMS OFFICE WITHIN **TWO YEARS FROM DATE OF INCIDENT** ON YOUR PERSONAL PROPERTY THAT WAS DAMAGED/LOST.

ATTACHED DOCUMENTATION REQUIRED:

1. DD FORM 1842, SIGNED BY SERVICE MEMBER UNLESS A VALID POA USED
2. DD FORM 1844
3. DIRECT DEPOSIT FORM (FMS FORM 2231)
4. CERTIFICATION OF NON-AVAILABILITY OF PRIVATE INSURANCE
5. FOOD SAFETY LISTING, IF APPLICABLE
6. ELECTRICAL/ELECTRONIC REPAIR FORM, IF APPLICABLE
7. COMPUTER REPAIR FORM, IF APPLICABLE

CIVILIAN EMPLOYEES (DOD) FILING A CLAIM SHOULD HAVE A COPY OF A WORK ID WITH PICTURE SUBMITTED WITH THEIR CLAIM.

INCLUDE ONE ORIGINAL OF EACH DOCUMENT AND KEEP A COPY OF EACH DOCUMENT FOR YOUR OWN RECORDS.

GENERAL INFORMATION:

PAYMENT FOR INCIDENTAL OCCURRENCES ARE NOT PAYABLE, I.E., DINNER, MOTEL, RENTAL CARS, TOWING, ETC.

IT IS IMPORTANT THAT YOU TAKE EVERY OPPORTUNITY POSSIBLE FOLLOWING AN INCIDENT TO DOCUMENT YOUR DAMAGE/LOSS. IN CIRCUMSTANCES WHERE DAMAGE IS SEVERE, SUCH AS FIRE, FLOOD, HURRICANE, TORNADO, OR VANDALISM YOU MAY BE GRANTED LIMITED ACCESS TO YOUR QUARTERS. IT IS RECOMMENDED THAT YOU PHOTOGRAPH THE DAMAGE TO THE PROPERTY IN YOUR QUARTERS. WHEN PHOTOGRAPHING VALUABLE ITEMS, PHOTOGRAPHING THE BRAND NAME WILL ASSIST IN SUBSTANTIATING YOUR CLAIM.

PERSONAL PROPERTY DAMAGE/LOSS:

ADDITIONAL DOCUMENTS NEEDED FOR PERSONAL PROPERTY DAMAGE/LOSS:

IF YOU RESIDE IN PPV HOUSING, YOU MAY HAVE RENTER'S INSURANCE COVERAGE THROUGH YOUR CONTRACTOR, IF SO, A CLAIM MUST BE FILED WITH THEM PRIOR TO FILING WITH THE GOVERNMENT.

IF YOU HAVE PRIVATE INSURANCE A CLAIM MUST BE FILED WITH THEM PRIOR TO FILING WITH THE GOVERNMENT.

IF YOU HAVE COVERAGE FROM BOTH PPV AND PRIVATE INSURANCE AND STILL WISH TO FILE A CLAIM WITH THE GOVERNMENT YOU MUST SUBMIT ALL INSURANCE SETTLEMENTS WITH BREAKDOWN WHEN FILING WITH THE GOVERNMENT. ALL ITEMS STILL NEED TO BE FILED WITH THE GOVERNMENT AND WE WILL MAKE OUR ADJUSTMENTS TO EACH ITEM.

A. REPAIR COSTS: FOR REPAIR COSTS OVER \$100.00, YOU WILL NEED AN ESTIMATE FROM A FIRM THAT IS IN THE BUSINESS OF REPAIRING SUCH ITEMS, (E.G., WASHER AND DRYER FROM AN APPLIANCE REPAIR FIRM). THE ESTIMATE SHOULD CLEARLY STATE THE SPECIFIC LOCATION AND DAMAGES THAT ARE BEING REPAIRED. AN ESTIMATE THAT SIMPLY SHOWS "REPAIR" OR "REFINISHED" IS NOT SATISFACTORY. IF THE ITEM IS DAMAGED BEYOND ECONOMICAL REPAIR, THE ESTIMATE MUST STATE THIS AND YOU MUST SUBMIT EVIDENCE TO PROVE THE REPLACEMENT PRICE.

IF YOU HAVE PICTURES OF VISABLE DAMAGE TO ITEMS, PLEASE INCLUDE THEM. HOWEVER, YOU WILL NOT BE REIMBURSED FOR THE COST OF THE PICTURES.

B. REPLACEMENT COSTS: ITEMS WITH A REPLACEMENT VALUE OF \$100.00 OR MORE MUST BE VERIFIED BY CLIPPINGS FROM CATALOGS, NEWSPAPERS, ADVERTISEMENTS, ETC. WHICH SHOW PICTURES AND PRICES OF IDENTICAL OR COMPARABLE ITEMS AND WRITTEN ESTIMATES FROM A FIRM WHICH SELLS IDENTICAL OR COMPARABLE ITEMS. YOU ARE REQUIRED TO PROVIDE PROOF THAT THE ITEM CLAIMED WAS OF THE SAME QUALITY AS THE REPLACEMENT ITEM SUBMITTED. YOU NEED TO SUBMIT PURCHASE RECEIPTS, COPIES OF CANCELLED CHECKS, CREDIT CARD BILLS, OR A PICTURE OF THE DAMAGE OR MISSING ITEMS TO SUBSTANTIATE OWNERSHIP/RETAIL VALUE OF THE ITEMS YOUR CLAIMING. IF YOU CANNOT PROVIDE ANY OF THESE EXAMPLES OF PROOF LISTED ABOVE, YOU NEED TO DISCUSS ALTERNATIVE METHODS WITH THE SJA OFFICE OR CLAIMS OFFICE.

PRIVATELY OWNED VEHICLE:

ADDITIONAL DOCUMENTS NEEDED IF YOU HAVE A POV DAMAGE/LOSS:

YOU MUST SUBMIT A COPY OF YOUR VEHICLE REGISTRATION AND BASE REGISTRATION.

IF YOU HAVE PRIVATE INSURANCE FOR LOSS OF OR DAMAGE TO YOUR VEHICLE, YOU MUST SUBMIT A CLAIM AGAINST YOUR PRIVATE INSURER FOR PAYMENT PRIOR TO SUBMITTING YOUR CLAIM AGAINST THE GOVERNMENT. YOUR CLAIM WITH THE GOVERNMENT SHOULD INCLUDE YOUR INSURANCE SETTLEMENT. YOU CAN ONLY BE PAID FOR LOSSES NOT COVERED BY INSURANCE, I.E., YOUR DEDUCTIBLE.

IF YOU DO NOT HAVE PRIVATE INSURANCE FOR LOSS OF/DAMAGE TO YOUR VEHICLE, YOU MUST SUBMIT A COPY OF YOUR AUTOMOBILE INSURANCE POLICY SHOWING TYPE OF COVERAGE.

SUBMIT PICTURES OF VISIBLE DAMAGE TO THE VEHICLE AND AN ESTIMATE OF REPAIR. IF REPAIR HAS BEEN COMPLETED, SUBMIT REPAIR BILL.

SUBMIT A STATEMENT STATING WHERE AND WHY VEHICLE WAS ON BASE AND IF PROTECTIVE PARKING WAS AVAILABLE OR NOT.

WHERE TO SUBMIT CLAIM:

SUBMIT YOUR CLAIM TO YOUR SJA OFFICE FOR THEM TO REVIEW AND COMPLETE A CERTIFICATION OF INCIDENT REPORT. YOUR CLAIM WILL BE FAXED OR MAILED TO HQMC, MFP-2 CLAIMS OFFICE, 3280 RUSSELL ROAD, QUANTICO, VA 22134-5103 FOR EMERGENCY CLAIMS PROCESSING.

THE CLAIMS OFFICE MAY REQUIRE ADDITIONAL ESTIMATES OF REPAIR OR PROOF OF REPLACEMENT COSTS FOR ANY ITEM LISTED ON THE DD FORM 1844, WHILE IN THE PROCESS OF ADJUDICATING YOUR CLAIM, ESPECIALLY FOR THOSE ITEMS WITH REPAIR OR REPLACEMENT COSTS EXCEEDING \$100.00, OR IF THE REPAIR OR REPLACEMENT COST IS EXCESSIVE FOR THE AVERAGE REPAIR OR REPLACEMENT OF LIKE ITEMS IN YOUR AREA.

YOU MAY CONTACT HQMC CLAIMS OFFICE FOR QUESTIONS CONCERNING YOUR EMERGENCY/DISASTER CLAIM AT (703) 784-9533 OR EMAIL AT HQMC.CLAIMS@USMC.MIL