

GENERAL CLAIMS INSTRUCTIONS FOR VANDALISM, THEFT OR UNUSUAL OCCURRENCES

Claims are processed under the provisions of Army Regulation (AR) 27-20 and Department of the Army Pamphlet (DA Pam) 27-162. NOT ALL CLAIMS ARE PAYABLE. It is the Claimant's responsibility to properly complete the required forms and to provide documentation substantiating their claim. The Fort Carson Claims Office operates on a walk-in basis taking in claims and answering questions during the following times:

Submitting Completed Claims

MONDAY THRU FRIDAY: 0900-1600 (Closed 1200 – 1300 for lunch)
Closed on Federal & Training Holidays

If you need assistance, contact the Claims Office by telephone (719) 526-1355 or DSN 691-1355, or come into the office, which is located at Building 6285 1st Floor, on Woodfill Rd, Fort Carson, CO 80913. Collect calls cannot be accepted. The address to the Fort Carson Claims Office is as follows: Office of the Staff Judge Advocate
ATTN: Claims
7086 Albanese Loop
Fort Carson, CO 80913

1. **Proper Claimants:** In accordance with AR 27-20, a claim may be presented by members of the Active Army; members of United States Army Reserve, members of the Army National Guard engaged in Inactive Duty Training and Active Duty Training; Department of Defense civilian employees not employed by either the US Navy, US Air Force, or US Marine Corps; and by their authorized agents, representatives, or survivors. **(Please note that damage and theft to personal property are payable only if it is considered loss incident to your service.)**

2. In the event damage or loss occurs to your personal property as a result of vandalism, theft or other unusual occurrences (as defined in AR 27-20 or DA PAM 27-162)¹, **while located on a military installation**, the following documents are required:

_____ **DD Form 1842** ([see example](#)). Claim for Loss of or Damage to Personal Property Incident to Service.

_____ **DD Form 1844** ([see example](#)) List of Property and Claims Analysis Chart.

- _____ **Estimates of Repair.** One written estimate of repair for damaged items or replacement quotes for an identical or equivalent items for lost items.

 - _____ **Report by MPs, CID or Report of Survey.** It is the claimant's responsibility to obtain a copy of the report to be submitted with the claim.

 - _____ **Insurance Affidavit.** ([see example](#)) Affirms that you have made and settled a claim with your insurance company, as required, or that no insurance existed which may cover your loss.

 - _____ **Insurance Adjudication Documents.** Copy of the insurance policy in effect at the time of the incident, indicating coverage, as well as, the final settlement with your insurance company. (This includes a copy of any estimate done by the insurance company in determining settlement)².

 - _____ **Proof of Property Ownership.** Showing ownership and proving the value of the lost property, especially high value items, at time of incident (purchase or payment records or pictures of the lost items, or user's manual, etc.).

 - _____ **Other.** _____
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3. **Statute of Limitations for Filing a Claim:** In accordance with (IAW) AR 27-20, Chapter 11 and DA PAM 27-162, Chapter 2, a claim must be submitted in writing within two years from the date of vandalism, theft or unusual occurrence. **This Two Year Time Limitation is ONLY Waivable for Claimants who have been personally effected by mobilization in a time of war and unable to file their claim as a result -- NO other Exceptions Can be Granted for Claims.** A claim is considered submitted when it is received by the Claims Office, not when it enters the mail.

² Under Army Regulation, no claim may be paid under these circumstances until the claimant has both **filed and settled** with his/her insurance company prior to filing a claim. Therefore, you must **file and settle** with your insurer before you file a claim against the Government. Your claim will be denied or any awarded amount will be collected back from you if you fail to do so.