



## **THEFT & VANDALISM**

### **THE CLAIMS OFFICE IS HERE TO HELP**

If you are a victim of an on-post theft or vandalism, the Fort Carson Claims Office is here to help you file your claim. However, without taking the proper precautions and planning the Claims Office may not be able to assist you. Generally, the purpose of the Personnel Claims Act (PCA) is to provide reimbursement for loss or damage to personal property incurred incident to military service. Nevertheless, the PCA is not intended to act like a private insurance company, and some claims may not be payable if you do not take certain precautions to protect your personal belongings. Here are some useful tips for protecting your personal property. The benefit of following these tips is twofold – you will be better protecting your property against theft, and you will be increasing your chances of filing a payable claim in the event that property is stolen.

Keep your personal belongings secure. Lock the doors and windows of your barracks room or on-post quarters, including the deadbolt lock. Secure small, valuable items in a locked wall locker, safe or desk drawer. Do not leave credit cards, money jewelry or other valuable items out in the open, even in a secured room. Do not leave large amounts of cash unattended. Remember, if your room, home, or POV is not properly secured, you may not be eligible for payment under the Claims Regulation.

It is also a good idea to make a record of your valuable items on an inventory sheet. Fill it out fully and make sure to include the make, model number, and serial number of the item, if applicable. If possible you should also keep receipts of high value purchases. Without an inventory or some other way to prove ownership of an item, a claim may not be payable. If you are the victim of a theft, call the Military Police immediately and notify your chain of command. The MPs must investigate and issue a report for any claim to be payable.

Commanders are encouraged to ensure adequate secure storage area is available for Soldiers when they are TDY, in the field, or deployed. Likewise, Commanders should ensure that Soldiers residing in the barracks record all personal property valued at \$50.00 or more on the unit high value item list. (New form number is Fort Carson Form 2031). Both the Commander and the Soldier should retain a copy of this form. All items on the form should be described in as much detail as possible. For example, list the brand name, model, and serial number if applicable. Ownership of all items listed on the form should be verified by a senior NCO or the Commander.

The Claims Office will answer any questions regarding other forms or information necessary to file a claim. The office is located in the Office of the Staff Judge Advocate on the first floor, Building 6222, 1633 Mekong St., Fort Carson, CO 80913.

Office hours are 0900-1600 Monday through Friday (closed for lunch from 1200–1300)  
Closed on Federal and Training holidays.