

PERSONAL PROPERTY CLAIM
INCIDENT TO SERVICE
Personnel Claims Act

TIME LIMIT: YOUR CLAIM MUST BE SUBMITTED TO A STAFF JUDGE ADVOCATE (SJA) OFFICE WITHIN **TWO YEARS FROM THE DATE OF INCIDENT** ON YOUR PERSONAL PROPERTY THAT WAS DAMAGED/LOST.

PAYMENT INFORMATION: IF PAYMENT IS DUE TO YOU FOR YOUR CLAIM, IT WILL BE A DIRECT DEPOSIT INTO YOUR "MY PAY" ACCOUNT. YOU MAY WANT TO VERIFY YOUR ACCOUNT IS UP TO DATE.

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:

IF YOU HAVE RENTER'S INSURANCE COVERAGE, A CLAIM MUST BE FILED WITH THEM PRIOR TO FILING WITH THE GOVERNMENT. YOU MAY INCLUDE YOUR DEDUCTIBLE ON THE CLAIM FILED 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 YOU ARE CLAIMING. IF YOU CANNOT PROVIDE ANY OF THESE EXAMPLES OF PROOF LISTED ABOVE, YOU NEED TO DISCUSS ALTERNATIVE METHODS WITH THE CLAIMS OFFICE.

**PRIVATELY OWNED VEHICLE: NOT A TRAFFIC ACCIDENT /
TRANSPORTATION MOVE**

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.

RENTAL CAR GUIDANCE:

IN JAPAN, MOST OF DEALERS HAVE AVAILABLE FREE LOANER CARS AND MOST OF THE GARAGES HAVE LOANER CARS WITH INEXPENSIVE FEES.

FEES WILL BE AWARDED FOR THE REPAIR PERIOD STATED BY THE GARAGES, NOT BY THE CLAIMANT

1. IF A CLAIMANT HAS ANOTHER AVAILABLE POV, PLEASE USE IT.
2. IF THERE ARE ANY AVAILABLE SUBSTITUTE TRANSPORTATION SERVICES (EX. TRAIN, BUS), PLEASE USE IT.
3. IF A GARAGE HAS A LOANER CAR, PLEASE USE IT.
4. IF 1 THRU 3 ARE NOT AVAILABLE, USE A RENTAL CAR WITH SUITABLE PERIOD AND SUITABLE VEHICLE GRADE.

WHERE TO SUBMIT CLAIM:

SUBMIT YOUR CLAIM TO YOUR SJA OFFICE FOR THEM TO REVIEW AND COMPLETE A CERTIFICATION OF INCIDENT REPORT. FOR MARINES, CAMP FOSTER, BLDG 437, 1ST FLOOR DSN 645-7460

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.