



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
OFFICE OF THE STAFF JUDGE ADVOCATE
7090 ALABAMA AVENUE, BLDG 1454
FORT POLK, LOUISIANA 71459

REPLY TO
ATTENTION OF:

AFZX-JAC

_____ 2012

MEMORANDUM FOR RECORD: _____
(Name, Rank, Address)

SUBJECT: Damage to Personal Property during _____

1. The Fort Polk Claims Office received notification you may have suffered damage to your personal property during _____. You may file a claim pursuant to Army Regulation 27-20, Chapter 11. If you have applicable private insurance, you must first file a claim with your insurance company. Soldiers, Government Employees, and Louisiana National Guardsmen in Federal Status may file a claim pursuant to Army Regulation 27-20, Chapter 11 for loss or damage to personal property occurring incident to service. Such losses include vandalism to a National Guardsmen's (Federal Status) privately owned vehicle properly located in the command's designated area during a Hurricane. Filing a false claim against the U.S. Government is against the law and is to be punishable by criminal sanction under federal law.

2. You have **TWO YEARS** from the **DATE OF INCIDENT** to file your claim.

3. The Catastrophic Loss Accelerated Settlement Procedure (CLASP) may be implemented for some disasters. CLASP provides an alternative to Army Regulations' requirement for an itemized list and detailed substantiation of property lost, damaged or destroyed. The Commander, United States Army Claims Service (USARCS), authorizes CLASP on a case by case basis. If you would like to use CLASP to resolve your claim, you should

a. Notify the Fort Polk Claims Office (FPCO), if the unusual occurrence caused a total or substantial property loss or damage and the describe the circumstances surrounding the loss.

b. Request the FPCO/USARCS use CLASP to resolve your claim. The FPCO should provide you confirmation receipt of your CLASP request.

c. A Claims Examiner will document losses by on-site inspections and photography, detailed oral interviews, and available inbound shipment inventories to capture the quantity, condition, and value of property prior to the loss.

d. USARCS will deduct any insurance money you receive from your private insurance company and will apply a flat rate of depreciation to ensure payment of the Fair Market Value of your lost or damaged items.

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4. If CLASP cannot be utilized, the FPCO will utilize Army Regulation 27-20, Chapter 11 to resolve your claim. You may file your claim online at [http:// www.jagcnet4.army.mil/pclaims](http://www.jagcnet4.army.mil/pclaims). Login with an **AKO** (Army Knowledge Online) username and password. Contact the **AKO** help desk at 1-866-335-2769, if you do not already have an **AKO** username and password.

a. **New Claim (General Tab)** – Complete this screen. If you are unable to file your claim in PCLAIMS, you must complete a **DD Form 1842** and submit it to the Fort Polk Claims Office (FPCO). The DD Form 1842 must be signed in Block 17 by the Soldier. If the spouse signs the form, they must provide a Power of Attorney and write “Attorney in fact for.” Make sure the amount of the claim is put in block 9. See DD Form 1842 Sample at Enclosure 1.

b. **Claim Item Details (Item Tab)** – Complete this screen. List the Name of the Item, Quantity, and Amount Claimed. Choose Missing or Damaged as appropriate. Answer the Yes/No questions as appropriate. Click “Save Item.” Enter the above information for each individual item you wish to claim. List all lost/spoiled food items as a single item with a total dollar amount of food items lost/spoiled. (You should provide an itemized list of all lost/spoiled food items as an attachment in accordance with 4.d.iii.) If you are unable to file your claim in PCLAIMS, you must complete a **DD Form 1844** and submit it to the FPCO. See DD Form 1844 Sample at Enclosure 2.

c. **Insurance/FRV Details (Insurance/FRV Tab)** – Complete this section. You must file with your private insurance company first. Failure to provide proof you filed with your private insurance could result in the denial of your claim.

d. **Attachments (Attachment Tab)** – You may elect to scan and attach a copy of the following documents to support your claim.

(1) **Estimates** - Provide estimates of repair/replacement of the property (written appraisal, catalog listing, etc.). For electronic equipment and components, the estimate must specifically state a power surge, power failure or water damage caused the damage.

(2) **Replacement Costs** -Written statements from a store employee with name, phone number, store name and address, cost, and model and serial number of item and catalog or ad pages assist in substantiating the value of items over \$100.00. Purchase receipts, appraisals, photographs, etc. assist in substantiating the value of items over \$100.00. Without such substantiation, you may receive an amount considered fair and reasonable, i. e., an average price for a similar item.

(3) **Private Insurance Policy** - Provide a copy of your private insurance policy along with the payment or denial action or a signed statement of unavailability of insurance.

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(4) **Vehicles** - Provide a copy of your vehicle's insurance policy and vehicle's registration. If the vehicle belongs to someone else (friend, family member, etc) contact this office for additional instructions. Provide two repair estimates. Provide photographs of the vehicle's damage.

(5) **Orders** - You must provide your Military Orders, specifically if you are a National Guardsmen in Federal Status.

(6) **Agents** - Provide a copy of a Power of Attorney or other written authorization to file the claim and receive the funds, if you seek to file this claim on behalf of the Soldier.

(7) If you received a Louisiana National Guard Claims Card or statement from someone in charge about the incident, provide this information.

e. **Declaration** - Read the Declaration and click "Yes I Agree" to file your claim. If you correctly completed the above steps, "Thank you for creating the Claims through our Online System" will appear. Click the button "Print this screen for my records" and save this information for your records.

6. For **PCLAIMS Technical Support Questions**, call the Information Technology Division help desk at (703) 693-0000 or email itdservicedesk@jagc-smtp.army.mil.

7. During a disaster, the FPCO may establish an additional area to process claims on the Fort Polk Military Installation upon the request of the Staff Judge Advocate.

8. Contact the FPCO at (337) 531-2636/1576. Our Customer Service hours are Monday through Friday from 0800-1130 and 1230-1630. We are closed on all Federal holidays. The Claims Office is located at 7090 Alabama Avenue, Building 1454, Fort Polk, Louisiana 71459. Our Customer Service hours may be extended by the Staff Judge Advocate during a disaster. You may consult our website for further information at <http://www.jrtc-polk.army.mil/SJA/CL.html> or our Facebook page at <http://www.facebook.com/FortPolkClaims>.