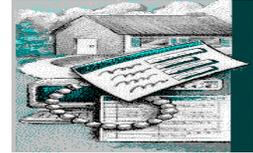


**Personnel Claims Office  
Naval Legal Service Office Central Branch Office  
5301 Snead Street, Bldg 30  
Gulfport, MS 39501-5009  
(228) 871-2620 or DSN 868-2620**

---



## **How to File a Claim for an Unusual Occurrence Fire, Flood, Theft, or Vandalism**

1. **How to File a Claim:** Your claim must be submitted within **2 years** from the incident date or the date of discovery of damage to your property. The **2 year** limitation is statutory and can NOT be waived. It is important that you obtain all required documents before submitting your claim. NLSO Central Branch Office Gulfport personnel can assist you and answer your questions about preparing your claim. Please retain a copy of all documents you submit to this Command for you own records. **Only once all the required documents are provided to this Command may your claim be adjudicated.**

### **Required Documents:**

- \_\_\_\_\_ DD Form 1842 (Claim for Loss of or Damage to Personal Property Incident to Service)
- \_\_\_\_\_ DD Form 1844 (List of Property and Claims Analysis Chart)
- \_\_\_\_\_ Military Police Report
- \_\_\_\_\_ Repair Estimates and/or Paid Bills, Original Purchase Receipts, Photos etc.
- \_\_\_\_\_ Insurance Statement
- \_\_\_\_\_ Electronic Payment Form

**Caution:** *Do NOT dispose of damaged property or have anything repaired until the claim is settled to your satisfaction and/or the NLSO has authorized you to do so. This gives the NLSO the opportunity to inspect any items in case of discrepancies.*

2. **Private Insurance:** If you have private insurance that covers your loss and/or damages, you must file and settle a claim with your insurance company prior to filing a claim with the Navy. This is a regulatory requirement and can NOT be waived. A copy of your insurance policy and any correspondence from your insurance company about your claim is required. If you have insurance, but your shipment was NOT covered, you must provide either a copy of your policy or a letter from the insurance company showing lack of coverage.

3. **Repair Estimates:** Estimated, bills and invoices must be itemized. The estimate must list the damage to each item, the repair to be done, and the costs of the repair including labor, materials, tax and estimate fee. Only estimates from qualified repair facility are accepted. In most cases you will be compensated for the cost of nonrefundable estimates.

A written estimate or itemize bill from a qualified repair facility is required to substantiate damages of \$100.00 or more per item. If an item is NOT considered economically repairable (the cost of the repair exceeds the current value of the item), you must provide verification from a qualified repair facility. In addition, you must substantiate the replacement cost for the item. When items are obviously destroyed, NLSO personnel will often need to see the item. You may be requested to bring the item into the Command or you can provide a photograph of the damaged item.

4. **POV Theft and Vandalism Claims:** Claimants are required to provide clear and convincing evidence that the loss or damage occurred on base. Clear and convincing evidence may include, among other things, witness statements, broken glass from the window on the ground next to the vehicle, multiple cases of theft or vandalism in the same area on base.

**5. Replacement Costs:** Generally reasonable estimated replacement costs up to \$100.00 per item will be accepted. A replacement cost of more than \$100.00 requires either a written statement from a qualified retail facility which sells identical or comparable items, or a copy of a current catalog page on which the same or substantially similar item is described and priced.

**6. Disposal of Damaged Property:** Do NOT dispose of damaged property until your claim has been settled to your satisfaction and/or you have been authorized to do so by NLSO personnel. When you are paid the replacement cost of property, ownership of the property transfers to the Government. You may be requested to turn in damaged property to Defense Reutilization and Marketing Office (DRMO). Once property has been turned into DRMO, you must return a copy of the turn-in-document to the NLSO prior to payment of your claim. If you want to keep salvage items, please discuss this with NLSO Personnel.

**8. Completing DD Forms 1842 and 1844:** Please refer to the samples of DD Forms 1842 and 1844 before completing them for your claim.

**DD Form 1842:** You must enter the total dollar amount of your claim on DD Form 1842 (Block 9). Claims personnel can NOT do that for you. Insure that the DD Form 1842 has been signed and dated, in ink, by the claimant or his/her legal representative. Only the military member is a permissible claimant under the Personnel Claims Act. When an agent or legal representative presents a claim, written evidence of such authority (Power of Attorney) is required.

**DD Form 1844:** Describe each item by size, make, model, brand name and features. State what the furniture items are made of (oak, pressed wood, plastic ect.). It is important that you enter the purchase price, the month and year of purchase, and the inventory number from each item.

Describe the exact nature of the damage to each item. Be specific in listing the type, location, and size of the damages. Do NOT merely write "damaged" or "broken."

Do NOT combine furniture items on a single line. Combine other household goods on a line only if the items are part of a set (such as glasses or dishes) or are identical and were purchased at the same time.

Evidence that proves the ownership, age, and value of items maybe required. Substantiation may consist of original receipts or canceled checks, owners manuals, photographs, a videotape or other credible evidence. If your claim is filed without adequate substantiation, you may not receive the maximum permissible compensation or your claim may be denied.

**9. Settlement of Your Claim:** After your claim has been adjudicated, you will receive a letter from the NLSO explaining your settlement. If a payment was authorized, you will receive payment shortly from DFAS by electronic transfer. If you disagree with the adjudication of your claim, you have 6 months from the settlement date of your claim to request reconsideration. All request for reconsideration must be in writing and should address the reasons you believe additional payment is warranted.

**NLSO Central Branch Office Gulfport exists to assist you in receiving the maximum payment under the applicable laws and regulations.**

**NLSO Central Branch Office Gulfport is here to serve you.**

**You can be assured the finest Claims Office in the United States Navy is serving you!**