



**United States Army Africa/  
Southern European Task Force  
Office of the Staff Judge Advocate**

**CHECKLIST FOR FILING A CLAIM FOR LOSS OR DAMAGE  
TO PROPERTY DUE TO AN UNUSUAL OCCURRENCE**

**When do I file?** Your claim must be filed within two years of the date of damage due to the extraordinary hazard or unusual occurrence.

**Who must file the claim?** A claim may be filed by a Soldier or self-sponsored civilian employee, or a legal representative designated by a power of attorney. If you use a power of attorney, provide a copy when you file your claim. An example of how a designated person will sign the claim follows:

*Jack Aubrey, by Sofie Aubrey, attorney-in-fact*

**What documents are required?** In order to file your claim with the military claims office, use your AKO information and go to the following website to upload all of your documents and information:

<https://www.JAGCnet.army.mil/Pclaims>

- DD Form 1842. (on the website), after completing form, please sign it, scan it and attach it with your claim.
- DD Form 1844. (on the website)
- A copy of the Military Police or Carabinieri report on the unusual occurrence, if prepared.
- A statement from you concerning the unusual occurrence. Your statement should include photographs and other evidence documenting the incident.
- Report or statement of Housing Officer, Facility Engineer Division, or Fire Marshall, if prepared.
- Itemized estimate of repair from a repair facility (this packet).
- A copy of your vehicle registration covering the date of loss (Vehicle Registration, 634.7001).
- Statements of witnesses.
- Civilian claimants must provide a copy of a blank/voided check for direct deposit of payment or complete the attached CEFT Form.
- A copy of your vehicle insurance settlement.

- If your vehicle insurance covers damage or loss for your vehicle, you must make and settle a claim against your insurance company prior to filing a claim with the Army.
- If you have liability only or no coverage, your insurance declaration page or a letter from your insurer stating that you have only liability or no coverage.
- A copy of your home insurance settlement.
  - If your home insurance covers the loss, you must make and settle a claim against your insurance company prior to filing a claim with the Army.
- A copy of your military orders.

**Dollar amounts.** Your claim must be for an amount in dollars. If your loss or damage estimates are in Euro or another currency, you must use the exchange rate on the date you file your claim, and note the exchange rate used on the claim.

If you need assistance in filing your claim, you may contact the Claims Office directly. The Claims Office is on the first floor, Building 241, 6<sup>th</sup> Avenue, Caserma Ederle, Vicenza, Italy. Telephone numbers are 0444.717031, DSN 634.7031 and 0444.717432, DSN 634.7432. The Claims Office is open 0830-1200 and 1300-1600 on all U.S. workdays.