



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

**CHECKLIST FOR FILING A CLAIM FOR
THEFT OCCURRING AT QUARTERS**

When do I file? Your claim must be filed within two years of the date your quarters were burglarized. Complete the following:

Your quarters were burglarized on: _____

Two years from that date is: _____

Who must file the claim? A claim may be filed by a soldier or a 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 for PCLAIMS to upload all of your documents and information:

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

- DD Form 1842.
- DD Form 1844.
- A copy of the Military Police or Carabinieri report on the burglary.
- A copy of your lease or assignment to quarters.
- A statement from an uninterested party witnessing break-in damage immediately after the incident was discovered. The statement should describe where and when the break-in took place, and how the burglar apparently entered your home.
- Photographs of damage sustained by the forced entry of the burglar, including pry marks, broken windows, doors, or frames, and physical location of the point of entry (a photographed view of the quarters showing the door or window through which the burglar entered).
- Substantiation of ownership. For missing items you claim, you must provide proof that you owned the item. Useful proofs of ownership include shipping inventories, receipts, owner's manuals, warranties, and photographs.

Statement of comparable replacement costs for missing and irreparable items. Comparable replacement costs for items available at AAFES will be used when possible. Your statement may include catalogue or Internet listings.

A copy of your home insurance settlement.

If your home insurance covers burglary, you must make and settle a claim against your insurance company prior to filing a claim with the Army.

A copy of a blank or voided check (for direct deposit of payment).

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 put the exchange rate in Block 12, DD Form 1844.

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, 6th 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.

Will my claim be paid?

Army Regulation 27-20 and DA Pam 27-162 discuss claims and claims processing procedures. You can find these publications at www.apd.army.mil.

Burglary claims are normally payable if you exercised reasonable care in securing your quarters. A lack of evidence of forced entry into a home normally suggests the home was not properly secured, and your claim might not be payable. Your law enforcement report must indicate how the burglar got into your quarters, and reference evidence concerning the entry point (e.g., broken glass on the ground, broken door jamb or pry marks on door frame).

You may have to show that you properly secured your valuables. Claimants are expected to take extra measures to protect cash, valuable jewelry, and similar small, easily pilferable items. Normally, such items should be kept in a locked container within a secured room. If you left valuable jewelry unsecured within your quarters, your claim might not be payable.

Residents of barracks are required by DA Pam 27-162 to take additional steps to secure property. Expensive items must be secured in a wall locker or unit supply room, and the Military Police report must discuss and show evidence of forced entry. If a barracks room is left unlocked, or property is left unsecured in the barracks room, a claim might not be payable.