

FILING A CLAIM FOR LOSS OR DAMAGE AS A RESULT OF DEPLOYMENT

Fort Drum Claims Division
315-772-6584
Open Mon-Thurs 8am-1600pm
Closed on Fridays and Federal Holidays

•Two Year Statute of Limitations

You must submit your claim, in writing, to any military installation claims office within **two (2) years** of the date of the incident. **This deadline is statutory and may not be waived.** When submitting your claim, the following documents and proper substantiation are required to process your claim:

• DD Form 1842 - Claim for Loss of or Damage to Personal Property Incident to Service

Complete, sign, date, and submit one copy. Be sure to provide a detailed account of the incident, including dates, witnesses, and a description of the damage. Each claim will be investigated and adjudicated based on the facts *you* provide, so be specific.

• DD Form 1844 – List of Property and Claims Analysis Chart

Complete this form in accordance with the enclosed example. Model numbers and serial numbers must be included for electronic items. Be sure to complete the date when purchased!

• MP Report and any sworn statements made concerning the incident

This includes CID reports and FLIPLs.

• Estimates

One written repair estimate **or** a paid repair receipt is required if the item(s) you are claiming are furniture or electronics and they are damaged (not missing). The estimate must be from a reputable repair shop capable of performing the repairs.

• Proof of Ownership

Provide us with DD Form 1750 (packing list) or High Value Item Inventory. Absent these documents, sworn statements from a supervisor and the Commander's Statement must be specific.

• Deployment and Redeployment Orders

Please provide one copy of orders.

• Commander's Statement

A statement from the unit commander or rear detachment commander regarding the incident is required. The memo should be specific as to the details of the loss, what caused the loss, and the specific items that were damaged, destroyed, or are missing.

• PHOTOGRAPHS

Photographs taken before the loss can help claims adjudicators determine proof of ownership and value. Photographs taken after the incident will substantiate the amount of damage you have sustained. Special attention should be paid to external damage, such as scratches, chips, cracks, etc.