

FILING A CLAIM FOR THEFT, VANDALISM, OR AN UNUSUAL OCCURRENCE

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.** You, the claimant, have the responsibility to prove that 1) you owned or possessed the item at the time of loss, AND; 2) the value of the damaged or lost items, AND; 3) that the incident occurred as you allege. 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

Provide a detailed description of the incident that occurred, specifying when the incident occurred, what was damaged, where the incident occurred, and how the damage occurred. Complete, sign, date, and submit one copy.

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

Complete this form in accordance with the enclosed example. Include on the form a detailed description of the damaged item, including the brand name, model # and serial # (if known), and specific features, a description of the damage, the item's original cost, month and year of original purchase, and the cost of repair or replacement. If a vehicle was damaged, provide the year, make and model of the vehicle.

• Incident Report (MP, DPW, Housing Report, etc.)

Provide a copy of any incident report available. If there were witnesses to the incident, please provide names, contact information, and statements, if any were taken.

• Substantiation

The claimant must prove ownership or possession, the fact of loss or damage, and the value of property, especially for expensive items. Failure to do so may result in reduction of the amount allowable or denial of the claim. Substantiation may include, but is not limited to, purchase, receipts, bills of sale, canceled checks, credit card statements, replacement costs, owner's manuals, repair estimates, etc. Photographs help to substantiate the value, quality, type and severity of damage.

• VEHICLE DAMAGE

If a vehicle is damaged due to an unusual occurrence, you must provide proof of ownership and proof that the vehicle was insured at the time of the incident. Depending on the circumstances of the incident, you may be required to file a claim against your private insurer and provide a copy of your insurance policy and any payment or correspondence. Claims personnel may need to inspect your vehicle and photograph the damage before your claim can be processed. If the vehicle can be safely operated, you should bring the vehicle with you when you submit your claim. If the damaged vehicle is a boat, ATV, recreational vehicle, or cannot be operated safely, please contact the Claims Office to schedule an inspection.

• PROPERTY DAMAGE

The Privatized Housing Agreement stipulates that the leasing agency must provide renter's insurance coverage. Therefore, if your claim involves property damage due to an unusual occurrence in Government quarters, you must contact the Fort Drum Family Housing, L.L.C. for information on filing under your renter's insurance policy.