

## FILING A CLAIM FOR WIND DAMAGE

### 1. General Instructions for Filing a Claim with the Military Claims Office.

a. You must file a claim with your insurance company before filing a claim with the Military Claims Office (MCO). If you only have liability insurance or your deductible is greater than your damages, you may skip this step, but you must provide a copy of your policy to the MCO. Claims filed by contractors are not payable under the relevant statute.

b. Gather documents in support of your claim. Required documentation/paperwork is discussed in section 2 below.

c. Log into the Personnel Claims Army Information Management System (PCLAIMS) at [www.jagcnet5.army.mil/pclaims](http://www.jagcnet5.army.mil/pclaims). You may log in with either a CAC card or with your AKO account information (username and password). Follow the instructions for filing a claim on PCLAIMS. You must upload documents in support of your claim onto PCLAIMS.

d. After filing on PCLAIMS you **MUST** bring hard copies of all of the documents to the MCO, at 1633 Mekong Street (BLDG 6222), Fort Carson, Colorado.

### 2. Required Documentation

a. Proof of filing with insurance. You must provide a copy of your policy to the MCO if the damages are not covered or are less than the deductible.

b. Pictures of the damages.

c. A **SIGNED** and **COMPLETED** DD FORM 1842, and a completed DD FORM 1844. These forms will be generated on PCLAIMS.

d. A completed VID number (Vendor ID #) request form. Send this form by email to [chon.c.winnard.civ@mail.mil](mailto:chon.c.winnard.civ@mail.mil). Do not upload this form to PCLAIMS.

e. Power of Attorney or written authorization to file claim (if filed by other than claimant/owner).

f. Military Police Report or statement from your commander/supervisor stating the time, date, place, and manner that the damage occurred. Statements provided by Civilian employees should also indicate your duty status at the time of the loss.

g. One estimate of repair (motor vehicle claims) or proof of value of loss.

h. Motor vehicle registration and insurance. For claims for damage to motor vehicles, you must show proof that your vehicle registration and insurance were valid at the time of the loss.

**Failure to provide any of the documentation or follow the instructions above may result in non-payment of your claim.**

# VID REQUEST FORM SAMPLE

<b>Full Name</b> (First, Middle, Last)	
Name of the claimant	
<b>Full Address</b>	
<b>c/o:</b>	Name of the claimant
	Address of the claimant
<b>City / St / Zip:</b>	
<b>Phone:</b>	XXX-XXX-XXXX
<b>Email:</b>	
<b>SSN</b> (no dashes):	XXXXXXXXXX
<b>Check or EFT:</b>	EFT
<b>Acct. Holder:</b>	Name of the claimant
<b>Bank Name:</b>	
<b>Acct. Type</b> (Checking / Savings):	
<b>Routing #:</b>	
<b>Account #:</b>	
<b>Vendor ID#</b>	For DFAS Use

# VID REQUEST FORM

<b>Full Name</b> (First, Middle, Last)	
Name of the claimant	
<b>Full Address</b>	
c/o:	
City / St / Zip:	
Phone:	
Email:	
SSN (no dashes):	
Check or EFT:	EFT
Acct. Holder:	
Bank Name:	
Acct. Type (Checking / Savings):	
Routing #:	
Account #:	
Vendor ID#	For DFAS Use