

DATE: _____

NAME: _____

PHONE NUMBER: _____

ADDRESS: _____

SSN: _____

Pursuant to Article 139 UCMJ, and AR 27-20, Chapter 9, I state that on _____,
(date)

_____ of _____
(name of offending soldier) (unit)

wrongfully took/willfully damaged personal property of mine. I request that you assess his/her
pay in the amount of _____ and pay that sum to me.
(amount)

On the back of this form as part of my claim, I have listed in detail the facts, circumstances
and described the property lost or damaged, including the date of purchase, the purchase price,
and the replacement or repair cost, and provided the names and addresses of any witnesses.

(Signature of Claimant)

REQUIRED ACTION UPON RECEIPT OF THIS CLAIM

The Commander exercising special court-martial convening authority over the soldier against
whom the claim is made will appoint an officer to investigate the claim in accordance with AR
27-20, paragraph 9-7d, within 4 working days. Any other commander or subordinate receiving
this claim will forward it to that commander exercising special court-martial convening authority
over the soldier against who the claim is made in accordance with AR 27-20, paragraph 9-7c,
within 2 working days. Any questions concerning this claim should be referred to the Office of
the Staff Judge Advocate.

DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 USC 552a)

AUTHORITY: 10 USC 939

PRINCIPAL PURPOSE: Investigation and Processing of Claims.

ROUTINE USES: Information is principally used to provide a legal basis for the administrative
settlement of a claim against a soldier for property willfully destroyed or wrongfully taken. The
SSN is used to ensure correct identification of a claimant to ensure payment to a proper claimant.

MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUALS NOT
PROVIDING INFORMATION: Disclosure of information is voluntary. Failure to provide
information substantiating a claim will delay action and may result in denial.