A. For those active duty Coast Guard personnel, Coast Guard reservists on active duty, or Civilian Employees of the Coast Guard who are assigned to the housing units affected by the Red Hill Water Contamination who wish to pursue a Personal Property Damage Claim here are the steps and documents required to do so.

#1. The Coast Guard is not requiring members impacted by the Red Hill Water Contamination to file with their private insurance carrier prior to making a personal property claim under the Coast Guard’s Claims and Litigation Manual, M5890.9, Military Personnel and Civilian Employee’s Claims Act (MPCECA). In block 15a of the CG-4112, the claimant would enter N/A. On the CG-4111 pg.2, list a description of each item lost/damaged, nature and extent of the damage, i.e. (water contamination), the approximate date of original purchase and price of each item, and the replacement cost of that particular item. Depending on the amount of items damaged, the claimant may need to complete more than one CG-4111 pg.2.

#2. When completing the CG-4112, the claimant must ensure to include their SSN, amount of their claim as well as sign their CG-4112 in block 19. The claimant may email their claim and supporting documentation to the LSC Claims Division’s email box at D05-SMB-Claims@uscg.mil or mail their claim and supporting documentation to the following address:

Command Officer (LSC-C)
Coast Guard Legal Service Command
300 E. Main Street, Suite 400
Norfolk, VA 23510

B. For retirees and dependents, reimbursement for damages are not covered under the MPCECA. A separate process is being developed to provide reimbursement by our DOD partners. Guidance on submitting such claims will be published within the near future. Please bear with us as our DOD partners work out that process. Dependents may file their personal property claims with the sponsoring spouse’s claim.

C. Questions?

If you are active duty military, a reservist on active duty, or a Coast Guard civilian, the POC for is Mr. Scott Petty who can be reached at (757) 628-4534 or via email at scott.e.petty@uscg.mil. You may also reach out to Nancy D. Byers (Nancy.D.Beyers@uscg.mil) or Susan Steiner (Susan.A.Steiner@uscg.mil)

If you are a retiree or dependent and have questions on how to file a claim, please contact D14 Legal Assistance, Mr. Ian McCrea at (808) 535-3240 or via email at ian.s.mccrea@uscg.mil.

For any additional questions, or you are unable to contact the above offices, please contact D14 Legal Assistance at: (808) 535-3240, or by e-mail: D14-SMB-Legal-LegAsst@uscg.mil.

As of 7-Jan-22
U.S. COAST GUARD
LEGAL SERVICE COMMAND
CLAIMS AND LITIGATION BRANCH
FAQ'S

1. WHO MAY FILE A CLAIM?

   a. Coast Guard members;
   b. Coast Guard reservists engaged in training;
   c. Civilian employees of the Coast Guard;
   d. Public Health Service Officers detailed to the Coast Guard;
   e. Authorized agent (with Power of Attorney) or legal representative (with
      retainer agreement) of a-d above; and
   f. Survivors of a-d above in the following order of precedence:
      (1) Spouse
      (2) Child/children
      (3) Parent(s)
      (4) Sibling(s)

2. WHAT DAMAGES ARE COVERED?

   Damage caused to or loss of personal property sustained incident to the service of
   a military member, civilian employee, of the Coast Guard when the property was
   located at government owned or leased housing or onboard a military installation.

   a. PERSONAL PROPERTY includes:
      (1) Cars, stereos, CDs, computers, furniture, books, photographs, pets, etc.

   b. INCIDENT TO SERVICE includes:
      (1) Property damaged, lost or destroyed by hurricane, flood, fire, theft
          vandalism, or electrical power outages not caused by the claimant;
      (2) Property damaged or lost while traveling under government orders;
      (3) Property damaged or lost during the performance of duty to alleviate a
          public disaster or to save lives; and
      (4) Property damaged or lost during use that is necessary for the
          performance of official duties AND at the express direction or request
          of a superior.

   c. LOCATION:
      (1) Government owned or leased housing assigned to the claimant by the
          Coast Guard (i.e. Coast Guard member assigned to Navy housing,
          barracks, etc.)
      (2) Military installation: Coast Guard station, U.S. Navy base, etc.
3. **DO I NEED TO FILE A CLAIM WITH MY INSURANCE COMPANY?**

Yes, if the property was covered by insurance, you need to first file with your insurance company. You may then file a damage claim with the Coast Guard for any damage or loss not covered by your insurer. However, you may file an initial claim with the Coast Guard for your policy deductible. You are responsible for repaying to the Coast Guard any amount you recover from your insurer (including the deductible) that was paid to you by the Coast Guard.

4. **MAY I FILE A CLAIM FOR PROPERTY THAT I DID NOT OWN?**

Yes, if you exercised “dominion and control” over the property at the time of the damage or loss, (i.e. you had possession of the property, you had regular access to the property, or you paid the insurance premiums) then you may file a claim for damage or loss not covered by your insurer. For example, the car was driven by a member/employee on a regular basis as their primary means of transportation for which they paid insurance premiums, but was owned by the claimant’s parents.

5. **WHAT FORMS ARE REQUIRED?**

a. CG-4112 and CG-4111 (page 2 only) needs to be completed by the claimant, an authorized agent or a legal representative.

b. CG-4112A needs to be completed by the Investigating Officer (assigned by claimant’s command or JAG) and endorsed by the claimant’s command.

6. **WILL I BE REIMBURSED FOR THE REPLACEMENT COST OF THE DAMAGED OR LOST PROPERTY?**

No, claims are paid on the depreciated value of the cost of the damaged or lost personal property. The law imposes a maximum amount that can be paid to a claimant. It also sets a maximum payment per claim for certain categories of property.

7. **WHO DO I CALL WITH ADDITIONAL QUESTIONS?**

Coast Guard Legal Service Command, Claims and Litigation Branch, is responsible for reviewing and settling all personal property claims for the Coast Guard. You may call the Claims Branch at:

757-628-4188  Susan A. Steiner  
757-628-4199  Michelle Bradshaw  
757-628-4191  Nancy Byers  
757-628-4534  Scott Petty  
757-628-4192  LSC Front Desk

Or, you may contact the onsite Coast Guard JAG Officer.
## PERSONAL PROPERTY CLAIM

### 1. DATE

### 2. FROM

### 3. GRADE OR RANK

### 4. SSN

### 5. TO

### 6. VIA

### 7. CURRENT DUTY STATION

### 8. AMOUNT OF CLAIM

### 9. STATUS OF CLAIMANT AT TIME OF DAMAGE OR LOSS (If changed since, explain.)

- MEMBER, USCG OR USCGR
- EMPLOYEE OF USCG
- OTHER (Specify)

### 10. Claim is made in the above amount for personal property damaged or lost incident to service. I hereby assign to the U.S., to the extent of any payment of this claim accepted by me, all my right, title, and interest in and to any claim I may have against any carrier, insurer, or other party, arising out of the incident(s) described herein and will, upon request, furnish evidence as may be required to enable the U.S. to enforce such claim.

- YES
- NO

### 11. I further agree to the checkage of my pay accounts by the U.S. to the extent of any payments made to me by a carrier, insurer, or other party for which I am also reimbursed by the U.S. in settlement of this claim.

- YES
- NO

### 12. All applicable certificates, statements, orders, and other documents required are attached hereto.

- YES
- NO

### 13. In the event any of the property for which this claim is made is later recovered, or reimbursement is received from the carrier, insurer, or other party, I agree to give written notice immediately to the settlement authority to whom this claim was presented.

- YES
- NO

### 14. Have you made another claim against the U.S. based on - a. the damage or loss of any of the property for which this claim is made, or b. the incident described in Block 16.

- YES
- NO

### 15. Was demand for this loss or damage made against the common carrier? AMOUNT CLAIMED AMOUNT RECOVERED

- YES
- NO

#### a. Do you have personal property insurance?

- YES
- NO

If "YES", was the property for which this claim is made insured? AMOUNT CLAIMED AMOUNT RECOVERED

- YES
- NO

If "YES", attach correspondence with letter.

#### b. Have the carrier and insurer been requested to address all correspondence to you in care of the settlement authority to whom this claim was presented?

- YES
- NO

### 16. REMARKS: Including the date, place, facts, and circumstances of the incident causing the damage or loss are stated below. (State facts in detail, adding additional sheets if necessary.)

### 17. ADDRESS TO WHICH CHECK IS TO BE MAILED

### 18. I make this claim with full knowledge of the penalties involved for willfully making a false claim (Title 18 U.S. Code Section 297 provides for maximum fine of $10,000 or imprisonment for 5 years or both.)

- YES
- NO

### 19. SIGNATURE OF CLAIMANT (OR AGENT)

PREVIOUS EDITIONS ARE OBSOLETE
<table>
<thead>
<tr>
<th>INVENTORY NUMBER</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Efl</td>
<td></td>
</tr>
<tr>
<td>On xx mmno</td>
<td></td>
</tr>
<tr>
<td>r r 00</td>
<td></td>
</tr>
<tr>
<td>I'3 Lo(n Zn 00</td>
<td></td>
</tr>
<tr>
<td>Hz02</td>
<td></td>
</tr>
<tr>
<td>Zc &gt;mZ00</td>
<td></td>
</tr>
<tr>
<td>&gt;m ZZ 0-i mc</td>
<td></td>
</tr>
<tr>
<td>-4-I 00(r r 00)</td>
<td></td>
</tr>
</tbody>
</table>

**Table:**

<table>
<thead>
<tr>
<th>Settlement</th>
<th>Recommended Allowance</th>
<th>Carrier Contractor Liability</th>
<th>Approximate Weight</th>
<th>Replacement Cost or Cost of Repair</th>
<th>Exceptional Noted</th>
<th>Date of Nature and Extent of Damage or Loss of Item</th>
<th>Nature and Extent of Damage or Loss of Item</th>
<th>Inventory Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>m</td>
<td>l</td>
<td>l</td>
<td>r</td>
<td>g</td>
<td>c</td>
<td>d</td>
<td>c</td>
<td>a</td>
</tr>
</tbody>
</table>

- Check if Block 22 is not continued and enter sub-totals.
- Check if Block 22 is continued and enter sub-totals.