

**U.S. DEPARTMENT OF LABOR  
EMPLOYEE CLAIM FOR LOSS OR DAMAGE TO  
PERSONAL PROPERTY**

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Name of Claimant: \_\_\_\_\_ DOL Employing Agency: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

Home Address of Claimant: \_\_\_\_\_

Location of Loss: \_\_\_\_\_ Date of Loss: \_\_\_\_\_ Amount of Claim: \_\_\_\_\_

Items	Date Acquired	Purchase Price Or Value	Value When Lost or Damaged	Repair Cost

Explain the circumstances of the loss or damage including why the loss or damage was incident to your employment:

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Was the property insured:      Yes      No

Name and address of insurance carrier and amount collected (by item) or reason for denial of reimbursement:

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**I make this claim with full knowledge of the penalties for willfully making a false claim, and certify that I am entitled to any payments.**

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**Signature of Claimant** \_\_\_\_\_ **Date** \_\_\_\_\_

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## INSTRUCTIONS

1. The Military Personnel and Civilian Employees' Claims Act of 1964 (MPCECA), 31 U.S.C. 3721, authorizes agencies to reimburse employees for loss of or damage to personal property when that loss or damage is incident to their service. The Department of Labor regulations implementing this act are found at 29 C.F.R. Part 15, Subpart C.
2. This form may be used to file a claim under the MPCECA. Use supplemental sheets, if necessary.
3. Attach to the claim substantiation of the purchase price or value of each item, in the form of receipts or other evidence of the cost or value of each item when it was acquired.
4. If the owner of the property is anyone other than the claimant, attach an explanation of why the claimant is filing the claim.
5. **Attach to the claim a statement from the claimant's supervisor confirming that possession of the property was reasonable, useful and proper under the circumstances and that the damage or loss was incident to service.**
6. Claim forms and supporting documentation should be forwarded to:

Counsel for Claims and Compensation  
Office of the Solicitor  
Suite S4325  
200 Constitution Ave., N.W.  
Washington, D.C. 20210

6. Notwithstanding any other provision of law, decisions granting or denying claims are final and conclusive and not subject to review or appeal.
7. Failure to supply all the information and evidence requested will delay a decision on your claim and may bar you from receiving reimbursement for any or all items.

### CIVIL PENALTY FOR PRESENTING FRAUDULENT CLAIM

The claimant shall forfeit to the United States the sum of \$2,000 plus double the amount of damage sustained by the United States. (See 31 U.S.C. 3729)

### CRIMINAL PENALTY FOR PRESENTING A FRAUDULENT CLAIM OR MAKING FALSE STATEMENTS

A fine of not more than \$10,000 or imprisonment for not more than 5 years or both. (See 18 U.S.C. 287, 1001)