4 August 2014

INFORMATION PAPER

SUBJECT: Claims Reporting on SF 91, Motor Vehicle Accident Report

1. **Purpose:** To report motor vehicle collisions to the Fort Belvoir OSJA Claims Office.

2. **Discussion.**

a. **Authority: AR 27-20, Claims, para. 2-3*a(1)*.** Commanders and heads of Army and DoD units, activities, or components will notify the Claims Office of claims incidents and will appoint a unit claims officer when directed by the Claims Office. Paragraph 2-2 of AR 27-20 defines "claims incidents," which include most motor vehicle collisions of Government vehicles with non-Government objects. This reporting requirement is in addition to safety and serious incident reporting requirements.

b. **Federal Property Management Regulations, Part 38 Subpart 114S-38.6 (Reporting Motor Vehicle Accidents) requires that operators of military vehicles complete the appropriate accident reporting forms (such as the SF 91) if the vehicle is in an accident.** Motor Officers should ensure that all dispatched Government vehicles have this form and guidance. Commanders must ensure that an appropriate supervisor of the operator completes Section X of the SF 91. It reflects whether the operator was within the scope of employment, or not. Commanders must furnish the fully completed, four-page form to the Claims Office within 30 calendar days of the incident. Motor Officers should retain a copy as an organizational record for two years from the incident.

c. **Accidents involving serious personal injury, death, or property damage of $25,000 or more should be reported immediately to the Claims Office.** While claims responsibilities within CONUS are divided geographically, any incident in CONUS may be reported to the Fort Belvoir Area Claims Office, as follows.

Office of the Staff Judge Advocate
ATTN: Claims (Mr. Hand)
9990 Belvoir Drive, Building 257
Fort Belvoir, Virginia 22060
(703) 805-4377 DSN prefix 655
Fax: (703) 805-4377
gregory.v.hand.civ@mail.mil.

3. **Conclusion.** Untimely reporting of accidents will a) frustrate an efficient claims process, b) expose the individual and the Government to unnecessary litigation, and c) cause unwarranted legal exposure. As witnesses deploy and relocate, units may have to detail unit claims officers to track down witnesses and evidence. Stale claims encourage litigation, which detracts from the organizational mission. Significantly, an employee of a Federal agency who fails accurately to report a motor vehicle accident involving a Federal vehicle may be subject to administrative sanctions.

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Approved by LTC LeMay, SJA