4 August 2014

INFORMATION PAPER

SUBJECT: Mandatory Claims Reporting of Accidents, Injuries, Damage or Loss

1. **Purpose.** To inform commanders and agency/activity heads of the requirement to report certain accidents, injuries, damage or loss to the local servicing Claims Office.

2. **Reportable Incidents (and why reporting them is good).**

a. **Motor vehicle accidents involving government vehicles or official TDY travel in rental or privately owned vehicles.** The driver and the driver's supervisor must complete a Standard Form (SF) 91 and forward to the local servicing Claims Office. Early identification allows the Claims Office to advise potential claimants properly on filing procedures with the Army, avoiding unnecessary lawsuits against Soldiers and civilian employees in local courts. Most importantly, Soldiers whose personal property is damaged as a result of such accidents (i.e., a government owned vehicle backed into their POV) should seek advice from the Claims Office before filing with their insurance company potentially to protect their rates.

b. **Any motor vehicle accident that results in injury to a Soldier and/or family member requiring medical treatment.** If someone else is liable for the accident that caused the injury, the government may recover money from the responsible party for the medical treatment provided by a military treatment facility (MTF) or civilian facility reimbursed by TRICARE and for lost military pay. Monies recovered for lost military pay of a hospitalized Soldier are deposited back into the command's O&M account.

c. **Accidents resulting in property loss and injury or death on military installations.** If a civilian is injured or killed on post, or their personal property gets damaged, they (or their estate) will most likely file a claim or law suit against the government. Personal injury and wrongful death claims cost the United States millions of dollars each year. Prompt identification and investigation of such incidents ensure thorough investigation of the incident and preserve evidence to enable the government to defend itself properly.

d. **Losses sustained by Soldiers and civilian employees at the workplace** due to theft, vandalism, fire, flood, or other "unusual occurrence." Local servicing Claims Offices can determine whether the Soldier or civilian employee can be reimbursed for his/her property damage or loss.

e. **Damage to government property caused by nonfederal persons** (e.g., food delivery truck damages a security gate or runs into a government vehicle). The Army can recover money or secure repairs from responsible nonfederal parties or their insurance companies for damage to government property. Quick identification of the incident allows the Claims Office to investigate and arrange for the responsible party to pay for or actually repair the damage.

3. **Conclusion.** Unit commanders and agency/activity heads must notify the servicing Claims Office of incidents as described above, and direct Soldiers to the local servicing Claims Office when they have suffered losses per 2(a) and (d) above. POC is Fort Belvoir's Chief of Claims, Mr. Gregory V. Hand, at (703) 805-4377 or gregory.v.hand.civ@mail.mil.

Mr. Gregory V. Hand/805-4377
Approved by LTC LeMay, SJA