



CLIENT SERVICES & POLICY DIVISION

Claims Office



TORT CLAIM - FILING INSTRUCTIONS

(ARMY REGULATION 27-20, CHAPTER 3)

This is a general guide - do not hesitate to discuss any questions you may have with the Claims Office personnel. **If you wish to submit a claim, please make an appointment by emailing us at: USARMY.WIESBADEN.USAREUR.MBX.OJA-WLC-LEGAL-ASSISTANCE-CALENDAR@MAIL.MIL.**

Who may present a claim?

A proper party claimant is any U.S. military personnel (except for incident to service injury or death), U.S. Army civilian employees (except for incident to employment injury or death), dependent family members of military personnel, and contractor employees with "technical expert" status that receive logistical support. NOTE: In Germany members and employees of sister services are proper party claimants under the single service responsibility (DOD Dir. 55158).

Where to present a claim?

Your claim must be presented to an agency or instrumentality of the Department of the Army. The claim may be presented to the Commanding Officer of the unit involved, the Legal Office of the nearest Army post, camp, or station, or other military establishment convenient to you. In a foreign country where no appropriate Commander is stationed, the claim may be submitted to any Attaché of the U.S. Armed Forces. Normally, however, your claim should be submitted to your local Claims Office.

Statute of Limitations

A claim may be settled under this chapter only if presented in writing **within two (2) years** from the date you knew or should have known of the damage or injury. Ask your Claims Office if you are uncertain as to how much time you have to file your claim. NOTE: This **TWO YEAR** requirement is established by law - **IT CANNOT BE WAIVED!**

TO BE COMPLETED BY CLAIMANT—SEE NEXT PAGE FOR FURTHER INSTRUCTIONS

Date of Incident: _____

Type of Incident (Vehicle, Personal Injury): _____

Claimant Full Name: _____

Claimant SS#: _____