CONTACT & RESOURCES

Fort Leavenworth Claims Office
Office of the Staff Judge Advocate
415 Custer Avenue
Fort Leavenworth, KS 66027

Telephone: 520-669-4483
Email: IAAAPclaims@army.mil

Office hours: Mon–Fri, 9 a.m.–4 p.m.; Wednesday 1–4 p.m. Closed federal and training holidays. Call before visiting.

Official claims website:
usacac.army.mil/Organizations/Office-of-the-Staff-Judge-Advocate-SJA/Claims

SF-95 form:
gsa.gov/reference/forms/claim-for-damage-injury-or-death

Army claims guidance:
jagcnet.army.mil/Home/public/claims.html

Authorities: AR 27-20; DA Pam 27-162; 32 CFR Part 536; 28 USC §§ 2401(b), 2671–2680; 28 CFR Part 14.

U.S. ARMY | LEGAL SERVICES

ARMY CLAIMS

PERSONAL INJURY PROPERTY DAMAGE

Claims: a practical guide for prospective claimants

ARMY CLAIMS OFFICE
ILLINOIS, IOWA,
EASTERN KANSAS,
WESTERN MISSOURI

520-669-4483

Office of the Staff Judge Advocate

START HERE

Could the Army be responsible?

A claim generally seeks money for **property damage, personal injury, or death** allegedly caused by an act or omission connected with Army activities.

Potential examples include a government-vehicle collision, damage caused by Army operations, or certain injuries involving Army personnel acting within the scope of their duties.

Not every loss is compensable. Liability depends on the facts, applicable federal and state law, statutory exceptions, and the appropriate claims statute.

Who may submit?

Individuals, property owners, and authorized representatives may submit claims. Eligibility and available remedies vary. Special rules may apply to military members, federal employees, contractors, and claims incident to military service.

Documenting Your Property

If you anticipate the potential loss or damage of your property from an impending Army operation, you should take the opportunity to document your property prior to the event. Such documentation may take the form of photographs, videos, physical samples, documents, or other evidence as appropriate.

1 PREPARE YOUR CLAIM

Use Standard Form 95 (SF-95)

Identify the claimant; describe **what happened, when, where, and how**; identify the Army activity involved; and describe each injury or item of damage.

State a **specific dollar amount (a "sum certain")** for each claimant, including the total in SF-95 Block 12d. Do not write "to be determined."

Sign and date the claim. A representative signing must provide evidence of authority.

Gather supporting evidence

Provide available photographs, incident or police reports, witness information, repair estimates or receipts, medical records and bills, wage-loss documentation, and insurance information.

Do not delay timely filing solely because supporting records are incomplete. The office may request additional documentation.

2 FILE ON TIME

The deadline matters

A claim generally must be **received by the appropriate federal agency within two years after accrual**.

Contact the Fort Leavenworth Claims Office promptly to confirm the proper receiving office and accepted delivery method. **Keep a complete copy and proof of receipt.**

A telephone call, request for information, or incomplete notice may not constitute a properly presented claim.

What makes a proper claim?

A written, signed claim identifying the incident and requesting a definite monetary amount, received by the proper agency. SF-95 is the recommended format.

Reference: AR 27-20, para. 2-5; 32 CFR § 536.26; 28 CFR § 14.2; 28 USC § 2401(b).

3 AFTER YOU FILE

Review and decision

The claims office may acknowledge receipt, request records, investigate liability and damages, and decide whether to deny, offer settlement, or take other authorized action.

Respond promptly to requests for information. Keep the office informed of any change to your mailing address or telephone number.

If your claim is denied

A written final denial generally starts a **six-month deadline** to file suit in federal district court. If the agency has not finally disposed of a claim within six months, the claimant may generally elect to treat the inaction as a denial for purposes of filing suit under the Federal Tort Claim Act.

Different review or reconsideration rules may apply under other claims statutes. Consult the decision letter and consider independent legal advice.

Before submitting

CHECK: claimant identity • incident facts • specific dollar amount • signature • supporting records • correct agency • proof of receipt.

This handout does not establish entitlement to payment, extend a deadline, or substitute for advice from an attorney.