



9 RW/JA

Claim Submission Information

Nothing in this document should be construed as legal advice from the USAF. Neither these instructions nor any statement made by any USAF personnel should be construed to mean that a claim, if submitted, will be approved.



Options for When to Submit a Claim

1. Submit a claim with repair estimates (actual cost of repairs may exceed estimates and the claimed amount; you cannot recover amounts exceeding your claim if the claim is settled).
2. Defer filing a claim until repairs are completed to seek reimbursement of the full repair cost.
3. Pursue repairs through your insurance company and subsequently file a claim for reimbursement of your deductible.

Step 1: Report Your Claim

- Thoroughly read and fill in Standard Form 95 (SF 95) - *Claim for Damage, Injury, or Death*.
- SF 95 must include a “sum certain” – a total dollar amount in block 12d.
- SF 95 must be signed in block 13a by claimant or duly authorized agent
- Submit your SF 95 to us in person or by mail to the following address: 9 RW/JA, 17801 Warren Shingle Rd, Beale AFB CA 95903
- Your SF 95 will be stamped on the date *received*.
- **IMPORTANT NOTE:** All claims must be submitted to the appropriate federal agency within two (2) years after the incident giving rise to the claim occurs.

Step 2: Submitting Evidence

All Claims:

- A copy of any reports filed in connection with your damages (i.e. police, Security Forces, or accident report).
- Any other evidence or information which may have a bearing on the responsibility of the United States for damages being claimed.

Property Damage Claims:

- Proof of ownership (i.e. vehicle registration, title, property deed, etc.).
- A detailed statement of the amount claimed with respect to each item of property.
- Photographs of the damage.
- When repair is economically feasible, an itemized receipt of payment for necessary repairs or an itemized estimate for the cost of such repairs (two estimates from separate entities if claim is over \$5,000.00).
- If repair is not economically feasible, a statement listing date of purchase, purchase price, and salvage value. The legal office may request additional evidence.

Step 3: Evaluation and Settlement

We will review your claim, investigate, and examine the evidence. If appropriate, you may receive a draft settlement agreement proposal and further instructions. If you accept settlement of your claim, it will take approximately *30 to 40 business days* to pay **after** submission of the settlement agreement by the legal office. Per AFI 51-306, paragraph 2.5.2, “a claimant who agrees to a settlement **may not** subsequently file a reconsideration or additional claim, even in the face of newly discovered evidence as to damage (such as an unforeseen increase of costs to repair a vehicle).”

IMPORTANT NOTE: Once you sign the settlement agreement, no additional quotes or reimbursement requests can be submitted. If further damage is discovered or repair costs increase after signing the settlement agreement, those additional expenses **will not** be covered by the Government.

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DISCLAIMER: This is a claimant’s guide for submitting a claim against the United States Air Force (USAF). Nothing in this document should be construed as legal advice from the USAF, nor shall any cause of action arise nor shall any liability be imposed on the USAF for anything contained in the instructions herein. Neither these instructions nor any statement made by any USAF personnel should be construed to mean that a claim, if submitted, will be approved. Types and amount of documentation vary from claim to claim, but this reference is in accordance with Title 28 of the Code of Federal Regulations (CFR), Part 14.4.