

## TORT CLAIMS

One aspect of the Claims Office mission is to investigate, process, and administratively settle noncontractual tort claims against the Department of Defense and the U.S. Army (not the Navy or Air Force), arising within the office's area of jurisdiction (the South Texas area) to ensure an investigation adequate to support litigation in those claims not administratively settled.

The Claims Office is responsible for receipt and initial investigation of claims arising from the negligent acts or omissions of military and civilian employees of the Army, Texas Army National Guard, and U.S. Army Reserves. Since the beginning of Fiscal Year 2011 and the transition of Fort Sam Houston to Joint Base San Antonio, claims against the Army and Air Force Exchange Service (AAFES), and Non-Appropriated Fund activities are now submitted against the Air Force, Randolph and Lackland Air Force Bases. If you would like to file a tort claim against the Army, you should contact our office. If your claim is against AAFES or a Non-Appropriated Activity and have questions, you may contact our office for further guidance.

Claims are filed on a Standard Form 95 (Claim for Damage, Injury or Death). A fillable copy of the form may be downloaded from <http://www.gsa.gov/portal/forms/type/sf>. Read the instructions on page 2 of the form before filling it out. The statute of limitations for the submission of a claim is two years from the date of the incident giving rise to the claim.

Claimants may submit the form in person to the Claims Office located at Building 153, Fort Sam Houston, Texas. The form can also be mailed to: Office of the Staff Judge Advocate, IMSM-JAM, 2271 Reynolds Rd., Fort Sam Houston, Texas 78234. You may also call the office at (210) 221-1973 or 221-2161. Our hours of operation are Monday through Friday, 8:00 a.m. to 4:00 p.m.