



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
ANNAPOLIS, MARYLAND 21402

USNAINST 5890.2B
4/SecOfc
8 June 1988

USNA INSTRUCTION 5890.2B

From: Superintendent

Subj: PROCEDURE FOR SUBMISSION OF CLAIMS

Ref: (a) JAG Manual, Chapter XX (NOTAL)
(b) JAG Manual, Chapter XXI (NOTAL)
(c) JAG Manual, Chapter XII (NOTAL)
(d) NDW Instruction 5890.2A

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1. Purpose. This instruction establishes procedures for the submission of general (tort) and personal claims under references (a) and (b) and assigns responsibility for the investigation of such claims. Admiralty claims cognizable under reference (c) will be submitted to the Staff Judge Advocate, U.S. Naval Academy, Annapolis, Maryland, for processing.

2. Cancellation. USNA Instruction 5890.2A.

3. Background. Claims cognizable under this instruction fall in two major categories: general (or tort) claims under reference (a) and personal claims under reference (b). General (or tort) claims are those arising from acts of negligence of government employees while in the performance of their duties which cause damage to private persons or property, such as careless operation of a government vehicle or aircraft, or spray painting in a careless manner. Personal claims are those claims for damage to or loss of personal property occurring to either naval personnel or civilian employees of the Navy which are the direct result of, or directly incident to, naval service or employment by the Navy, but which are not necessarily due to negligence of government employees, such as loss or damage to household effects in shipment from one duty station to another, loss of uniforms and equipment as a result of disaster at sea, or theft from government quarters. For purposes of administration, the types of claims and procedures for processing them will be divided into three separate categories.

4. Types of Claims and Procedures

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a. General (or tort) Claims. These claims are divided into two categories:

(1) Claims arising from industrial incidents such as spray painting and other damages not related to the operation of a vehicle caused by employees in the performance of their duties will be filed with the Safety Officer, Public Safety Building, #257.

(2) Claims arising from vehicular accidents where damage occurs to private property or persons due to the operation of a government vehicle or aircraft. Vehicular accident claims and the supporting evidence required by reference (a) will be filed with the Security Officer, Public Safety Building, #257, except that claims arising from motor vehicle accidents on the Naval Station, Annapolis, and from all off-base accidents involving enlisted drivers of government vehicles will be filed with the Staff Judge Advocate, U.S. Naval Academy.

b. Household Effects Claims and Claims Involving Personal Effects Shipped by the Government. These claims and the supporting evidence required by reference (b) will be filed with the Personal Property Division, Supply Department, Halligan Hall.

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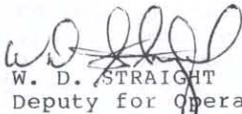
c. Personal Claims. Personal Claims for personal property lost or damaged incident to service (other than household effects and personal effects shipped by the government) will be filed with supporting evidence required by reference (b) as follows:

- (1) Naval personnel (except midshipmen and officers of the Naval Academy) - With claimant's Personnel Officer.
- R) (2) Civilian personnel - With the Security Officer, Public Safety Building, #257, U.S. Naval Academy.
- (3) Midshipmen - With the Midshipmen Personnel Officer, Bancroft Hall, U.S. Naval Academy.
- (4) Officers of the Naval Academy - With the Security Officer, U.S. Naval Academy.

Forms for filing such claims and information concerning the detailed requirements for filing may be obtained from the cognizant office.

5. Assignment of Investigating Responsibility. The officers delineated in paragraph 4 are assigned responsibility for the investigation of those claims which are filed with them pursuant to this instruction.

6. Action. The officers delineated in paragraph 4 will familiarize themselves with the provisions of references (a), (b), and (d), will maintain an ample supply of the forms required for submission of claims under their cognizance, and will investigate and process expeditiously all claims properly submitted to them.


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