

DEPARTMENT OF THE ARMY  
HEADQUARTERS, FORT SAM HOUSTON  
Fort Sam Houston, Texas 78234-5000

FSH Regulation  
No. 27-20

19 June 1985

Legal Services  
DISASTER AND CIVIL DISTURBANCE CLAIMS

Issue of supplements to this regulation by subordinate commanders is prohibited, unless specifically approved by Headquarters, Fort Sam Houston.

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CHAPTER 1

GENERAL PROVISIONS

1-1. PURPOSE. This regulation prescribes procedures for establishment of a Disaster or Civil Disturbance Claims Team and the operation of a Field Claims Office for the rapid processing of claims against or in favor of the United States:

a. From a major disaster alleged to have been caused by or aggravated by activities of the U.S. Army, the Army National Guard, or the forces of a NATO sending state.

b. Incident to the use of or intervention of Federal troops in civil disturbance or for other purposes under AR 500-50.

DEFINITIONS.

a. Area of operations or area of responsibility. Claims Area No. 14 as defined in Appendix F, AR 27-20. This geographical area does not exclude possible assignments elsewhere by Department of the Army.

b. Disaster. Any event not caused by natural causes or act of war which results in widespread destruction of property or personal injuries or death and which has its origin in some activity of the Armed Forces.

c. Disaster Claims Team. A group of trained personnel available on a stand-by basis to proceed immediately in the event of a disaster to the site thereof to settle claims that result. "Disaster Claims Team" includes a Civil Disturbance Claims Team.

d. Field Claims Office. A temporary or branch claims office established near the site of an incident as headquarters for a Disaster Claims Team.

e. The word "he" and its derivatives when used in this publication are intended to include both the masculine and the feminine genders, unless otherwise specifically stated.

NOTICES.

a. Upon receipt of information at any installation or unit within the area of responsibility that a disaster or civil disturbance has occurred, the commander thereof will notify this headquarters by the fastest means available, preferably telephone, area code 512-221-2161 or 221-6913 (autovan prefix 471, FTS prefix 746), or TWX, ATTN: AFZG-JA-C.

b. Upon notification indicated above, the Staff Judge Advocate will notify the following by the fastest means available.

Litigation Division, Office of The Judge Advocate General.

Commander, U.S. Army Claims Service.

1-4. RESPONSIBILITIES OF STAFF SECTIONS.

a. Staff Judge Advocate.

(1) Organize, train, and maintain on a stand-by basis the Disaster Claims Team.

(2) Develop and implement operating procedures for administration and operation of the Disaster Claims Team.

(3) Provide the Directorate of Plans, Training and Mobilization with a list of support requirements needed to support the operation.

b. Director of Personnel and Community Activities.

(1) Upon receipt of requirements of additional personnel from the Staff Judge Advocate, furnish the necessary personnel from sources available to this headquarters.

(2) Upon determination that required personnel are not available from local sources, seek additional personnel requirements from other available sources.

c. Public Affairs Officer.

(1) Establish and maintain liaison with the Disaster Claims Team to accomplish the following:

(a) Provide a team member as liaison between the local media and the Chief, Disaster Claims Team.

(b) Prepare appropriate releases to the press situated in the vicinity furnishing information as to the purpose and location of the Field Claims Office. Releases to the press shall assure the civilian population of the desire of the Army to promptly settle legitimate claims for damages incident to the Army's participation in the events from which the disaster or civil disturbance occurred. A release to accomplish the foregoing will be submitted as shown in Figure 1-1.

(c) The Staff Judge Advocate will notify the Public Affairs Officer of all pertinent data as soon as the location of the Field Claims Office is known.

(2) Releases to the press pertaining to all matters relating to the functions of the Disaster Claims Team will emanate from this headquarters.

d. Director of Logistics.

(1) Provide meal tickets when authorized by orders and requested by the Chief, Disaster Claims Team.

(2) Comply with paragraph 4-1a and b.

(3) Issue POL credit cards to the Chief, Disaster Claims Team.

(4) Provide two sedans without drivers to Chief, Disaster Claims Team.

e. Headquarters Command. Provide all drivers and other required vehicles.

f. U.S. Army Information Systems Command. Comply with paragraph 4-11.

g. Directorate of Plans, Training and Mobilization. Coordinate all support needed by the Disaster Claims Team.

h. Other Staff Sections. Support the Disaster Claims Team as indicated in Chapter 3.

ADMINISTRATIVE PROCEDURES.

a. Under no circumstances will disaster or civil disturbance claims be paid prior to submission to and approval of the Commander, U.S. Army Claims Service of at least one claim arising out of the occurrence. Once a determination of causation and merit has been made by the Commander, U.S. Army Claims Service and clearance is given by him, claims may then be paid by the Chief, Disaster Claims Team, within monetary limits imposed by current claims regulations.

b. Administrative procedures for processing of claims will be in accordance with AR 27-20.

REPORTS.

a. All reports required by regulation are exempt from reports control as provided by paragraph 7-2(0), AR 335-15, unless otherwise indicated.

b. In the event of legal proceedings involving the United States, its officers, or employees as a result of the incident, litigation reports as required by paragraph 2-4, AR 27-40 will be completed and forwarded as set out in the regulation.

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c. At the end of each 72 hour period of operation, the Chief, Disaster Claims Team will submit a tabular summary of complaints investigated, claims filed, paid and pending (showing amount of cash in dollars), a brief narrative summary of major problems encountered, utilizing the format in Figure 1-2. Negative reports will be submitted. One copy of this report will be distributed to each of the following:

The Judge Advocate General

Commander, U.S. Army Claims Service.

Staff Judge Advocate, Headquarters Fort Sam Houston (original)

d. Upon final closing of the Field Claims Office, the Chief, Disaster Claims Team will prepare a detailed and comprehensive report of the entire claims operation to be distributed as above.

e. DA Form 360, Report of Authorized Official Toll Telephone Calls, will be maintained throughout the operation.

PRESS RELEASE

On  (date)  an explosion occurred at  (location) . The cause of the explosion is not known at this time. Every effort, however, is being made for the immediate investigation of the incident to determine its cause. The U.S. Army, and other public agencies, are presently furnishing every possible assistance to the community and its citizens.

'  (Name of team chief) , of the Fort Sam Houston Staff Judge Advocate Office, and his assistants, have established a temporary office at  (address) .

"That office may be contacted by telephoning  (number) . Office hours are to  (Date)  through  (Date) ."

"Personnel at the designated office are equipped and authorized to handle claims against the United States arising out of this incident. Persons desiring to file claims are advised to contact that office, where necessary information, assistance, and forms may be obtained. Certain requirements of law and pertinent Army regulations must be met before administrative settlement of claims can be accomplished."

Figure 1-1. Format for Press Release



CHAPTER 2

SITUATION AND MISSION

2-1. SITUATION.

a. In general. Any unexpected situation in which extensive property damage or destruction, personal injuries, or death result from accidents or incidents for which claims would be payable under existing statutes and regulations including, but not limited to, the following:

(1) Intervention of Federal troops in civil disturbances or any other authorized use of Federal troops or equipment.

(2) Accidents and nuclear weapons.

Aircraft accidents.

Noncombat activities such as training and maneuvers.

(5) Fires and natural disasters under circumstances that personal property losses would be compensable, such as contract warehouses or assigned government housing areas.

(6) Instances in which large or complex claims in favor of the Government or a nonappropriated fund activity could be pursued for collection efforts.

b. Personnel and task organization. As prescribed in Table 4-1.

c. Assumptions.

(1) Military or civilian facilities, or both, available within or near the incident area will be used to the maximum extent, but such facilities may be unavailable.

(2) Movement orders will be issued authorizing personnel and equipment to move to the incident area on a TDY basis.

2-2. MISSION. The Disaster Claims Team will establish a Field Claims Office. The Team members will investigate potential claims in favor of the United States or investigate, adjudicate, and pay claims against the United States.

CHAPTER 3

EXECUTION

3-1. CONCEPT OF OPERATION. The operation of the Disaster Claims Team is divided into four phases:

- a. PHASE I - Alert. In paragraph 3-2, indicated as (I).
- b. PHASE II - Preparation. In paragraph 3-2, indicated as (II).
- c. PHASE III - Operational. In paragraph 3-2, indicated as (III).
- d. PHASE IV - Closeout. In paragraph 3-2, indicated as (IV).

3-2 TASKS.

a. Staff Judge Advocate.

- (1) Comply with paragraph 1-3b. (I)
- (2) Notify the Chief, Disaster Claims Team. (I)
- (3) Make an estimate of the situation in accordance with paragraph 4-10. (I)
- (4) Dispatch the team into the incident area. (II)
- (5) Comply with paragraph 1-4c(1)(b). (II)
- (6) Determine the need for and notify the Director of Personnel and Community Activities of additional personnel requirements. (II)
- (7) Order the closeout of the Field Claims Office upon substantial completion of the mission and advise the Public Affairs Officer of the departure of the team. (IV)

b. Chief, Disaster Claims Team.

- (1) Alert Personnel of the team in accordance with the notification plan used during PHASE II. (I)
- (2) Alert Director of Personnel and Community Activities; Director of Logistics; U.S. Army Information Systems Command; Commander, Headquarters Command; Director of Resource Management, and Director of Plans, Training and Mobilization. (I)

(3) Assist the Staff Judge Advocate in making an estimate of the situation in accordance with paragraph 4-10. (I)

Notify the chief investigator, and team service officer. (II)

(5) Coordinate with Property and Supply Branch, Headquarters Command, for issuance of supplies and equipment for supporting unit(s) to include weapons and ammo (Table 4-5). (II)

(6) If rations are to be issued, notify Directorate of Logistics of amount and desired time of issue. Prepare DA Form 3161 (Request for Issue or Turn-In) to Troop Issue Subsistence Officer FSH citing justification for issue.

(7) Dispatch team members for equipment issues. (II)

(8) Move the assembled team to the incident area and establish a Field Claims Office. (III)

(9) Notify the Staff Judge Advocate of the location, address, telephone number, Western Union address, and other pertinent information about the Field Claims Office. (III)

Comply with paragraph 4-11b. (III)

Comply with paragraph 1-6. (III)

(12) Receive claims, take statements, and render such assistance as required to expedite processing of claims. (III)

(13) Adjudicate claims and render provisional approval of claims; receive approval from the Commander, U.S. Army Claims Service; and prepare claims exceeding approving authority, subject to disapproval, or rejected by the claimant for forwarding to the U.S. Army Claims Service. (III)

(14) Close down the Field Claims Office when directed by the Staff Judge Advocate. (IV)

c. Chief Investigator.

(1) Notify the investigator, Class "A" Agent, engineer property appraiser, and the clerk-typists. (II)

(2) Assess damage claimed by individual property owners, take photographs appropriately identified with the individually appraised damages, and interview potential claimants and witnesses. (III)

(3) Maintain a master field file, containing a detailed report of the disaster; individual claims will refer to or use reproduced portions of the master file. (III)

d. Public Affairs Officer.

Comply with paragraph 1-4c. (II or III)

(2) Upon closing of the Field Claims Office, furnish appropriate releases to the press situated in the incident area advising of the departure of the Disaster Claims Team and that future claims may be forwarded to this headquarters for processing. (IV)

e. Engineer Property Appraiser.

(1) Coordinate with the Fort Worth District Engineer office in obtaining value reference books and engineer estimate forms if needed. (II)

(2) Assist the chief investigator. (III)

f. Investigator.

(1) Obtain a standard kit sufficient for 40 photographs and make arrangements for resupply. (II)

Assist the chief investigator. (III)

g. Director of Personnel and Community Activities. Comply with paragraph 1-4b. (II)

h. Director of Logistics. Comply with 1-4d (II)

i. Property and Supply Branch, Headquarters Command.

(1) Designate unit having sufficient individual equipment as authorized by TA50-900 to equip team members. (II)

Comply with paragraph 4-2a. (II)

Comply with paragraph 4-4. (II)

j. Team Service Officer.

(1) Direct loading of office supplies and other equipment by team service personnel. (II)

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(2) Notify team service personnel. (II)

(3) Direct the construction or physical establishment of the field claims office and perform other duties as directed by the Chief, Disaster Claims Team. (III)

k. U.S. Army Information Systems Command. Comply with paragraph 4-11. (II and III)

CHAPTER 4

ADMINISTRATION AND LOGISTICS

CLASS I SUPPLIES.

a. On request, the Director of Logistics will issue a three day supply of meal combat individual (MCI) rations to the Disaster Claims Team Chief or designated representative.

b. If the Field Claims Office is in operation in excess of three days, the Disaster Claims Team will be attached to a military unit with mess facilities for mess support.

c. When government dining facilities are unavailable and civilian dining facilities are available, personnel will either be issued meal tickets or authorized per diem.

CLASS II AND IV SUPPLIES.

a. The Property and Supply Branch, Headquarters Command will coordinate loan of nonexpendable equipment, designating that unit or source of supply.

b. Requirements are as prescribed in Tables 4-2, 4-3, 4-4, and 4-5

CLASS III SUPPLIES.

a. The Director of Logistics will issue POL credit cards to the Chief Disaster Claims Team.

b. Credit cards will only be used when government POL facilities are not reasonably available.

c. The Chief, Disaster Claims Team will retain the POL credit cards throughout the operation.

CLASS V. SUPPLIES.

a. Source will be determined as prescribed in paragraph 4-2a.

b. Normally, Class V supplies will not be issued to the Disaster Claims Team.

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DISASTER CLAIMS KIT. Contents are listed in Table 4-6.

OFFICE EQUIPMENT. Requirements are as prescribed in Table 4-7.

TRANSPORTATION.

- a. Two sedans provided in accordance with paragraph 1-4d(4)
- b. All drivers and other required vehicles will be provided by Headquarters Command.
- c. Requirements are as prescribed in Tables 4-8 and 4-9. (Only commercial vehicles marked by an asterisk. Headquarters Command will furnish others).
- d. Minor vehicle repairs (to get back on the road) will be made by the driver or commercially by using the credit card normally issued by TMP with the sedans. Repairs and POL for both TMP and tactical vehicles are authorized, but repairs are limited to those authorized by the DLA pamphlet issued with the credit card. Repairs beyond this scope may be arranged by calling the Transportation Motor Officer at 221-5016/3515 during duty hours or 221-2134/2135 after duty hours.
- e. Equipment requiring evacuation will be reported to the Director of Logistics, Tel: 221-5917/5930.

REAL ESTATE.

- a. Every effort will be made to select a suitable site utilizing Federal or state land as appropriate.
- b. The use of private property, in emergency, will be negotiated.
- c. The acquisition and disposition of real estate utilized by the Disaster Claims Team will be coordinated by the engineer property appraiser with the District Engineer having jurisdiction.
- d. Compensation for use of real estate utilized will be in accordance with existing regulations.

4-9. PERSONAL EQUIPMENT. Recommended personal equipment is listed in Table 4-10.

4-10. ESTIMATE OF SITUATION.

- a. Prior to deployment of the Disaster Claims Team, the team chief and the Staff Judge Advocate will make an informal estimate of the situation.

This estimate should consider whether it is appropriate to establish a field claims office, and if so whether military facilities will be available or not, or if self-sustaining operation is necessary.

b. If it is determined that a field claims office can be established within or near a military installation or other public facility, equipment will be issued in accordance with Tables 4-2 and 4-8. Tables 4-3 and 4-9 will be used when military facilities are not available, but some other means of support is available.

c. If it is determined that self-sustaining operations are necessary, equipment will be issued in accordance with Tables 4-4 and 4-9. The equipment listed in Table 4-4 should be earmarked, but not issued until a final determination is made that self-sustaining operations are necessary and the need arises.

d. Equipment tables are provided for guidance and to expedite the deployment of the team; but equipment substitutions may be made with the concurrence of the Chief, Disaster Claims Team.

e. Normally, a field claims office will not be utilized if the area of the incident is substantially within a radius of 50 miles from Fort Sam Houston. Normally, the Disaster Claims Team will operate from this headquarters; however, when deemed appropriate, field claims offices may be established at another military installation within this area.

f. In the event military facilities cannot be used, or the area of the incident is not substantially within a 50 mile radius of a military installation, the Field Claims Office will be established at any other public facility available. Armories; federal buildings, such as post offices; state buildings; federal lands or reservations; state parks, campgrounds, lands or reservations; and county or municipal buildings, parks, lands, or reservations are examples of public facilities.

g. In the event public facilities are not available, private buildings or lands may be used in compliance with paragraph 4-8. Unoccupied buildings and lands which are not in cultivation or other production are always preferable to those inhabited or in use.

h. In certain cases, the Disaster Claims Team may be only one of a number of public and private agencies deployed to meet the exigencies of an incident. The Chief, Disaster Claims Team will coordinate with and cooperate with the directors of other agencies working in the area with the director of the overall effort, whether he be employed by a federal, state, local, or private agency. Moreover, the Chief, Disaster Claims Team will

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insure that the operations of the team do not hinder the activities of other agencies, especially those working in direct relief of the situation.

4-11. SIGNAL.

a. If the Disaster Claims Team is expected to remain on-site thirty calendar days or longer, the team chief will notify the U.S. Army Information Systems Command, to arrange for the installation of one straight line business telephone to the Field Claims Office. Until such service is installed, the team chief will use his credit card for all toll calls.

b. Upon notification, the U.S. Army Information Systems Command will telephonically order the required service.

c. Communications procedures are as follows:

(1) All toll calls, either credit card or those charges to the assigned number assigned in accordance with subparagraph a, will be documented on DD Form 360. The Team Chief will certify the calls as official through the Staff Judge Advocate to the U.S. Army Information Systems Command.

(2) Western Union telegrams will be dispatched as official messages and charged to the United States. The Staff Judge Advocate will certify telegrams upon receipt. The local Western Union office will be requested to send charges to:

Director  
USAISC-FSH  
ATTN: ASNA-SHN-DIR  
Fort Sam Houston, Texas 78234-5000

(3) All messages to addressees outside the area of responsibility of the Commander, Fort Sam Houston, will be sent to this headquarters for refile with the U.S. Army Information Systems Command.

4-12. FINANCE.

a. In accordance with the provisions of paragraph 15-3, AR 37-103, orders appointing the Class A Agent will be issued in advance, specifying the purpose of the cash payments to be made, the total amount to be entrusted to the agent officer, and the accounting classification to which purchases will be chargeable. Funds will be advanced to the agent officer

by the Directorate of Resource Management prior to departure upon presentation of orders of appointment.

b. The Class A Agent will prepare local purchase request to cover incidental expenses of the operation, such as rental of office space.

(1) For each emergency purchase made, the Class A Agent will obtain an itemized receipted invoice in triplicate from each vendor. The invoice must be marked "Paid" and must show date of payment, signature of the vendor or his agent, and title. If the vendor does not have a printed invoice form, agent officer will prepare Standard Form 44. The agent officer will sign in the space indicated and will obtain the signature of the vendor or his agent immediately below the notation "Payment Received." Upon completion of Disaster Claims Team operations, the agent officer will deliver all original paid invoices or Standard Form 44 to the Directorate of Resource Management for preparation of Standard Form 1034 as a settlement voucher.

(2) Credit for all payment made by the agent officer and shown on Standard Form 1034 will be allowed against money advanced to the agent officer and any balance returned to the Directorate of Resource Management, at time of settlement.

(3) The Chief, Disaster Claims Team, or other team officer, even though not designated Class A Agents, may also make emergency roadside purchases with Standard Form 44. The form will be completed as indicated in (1) above indicating "Payment Received." Upon completion of operations, the Standard Form 44 will be submitted for payment to the Directorate of Resource Management, servicing unit.

c. Security of funds will be in accordance with paragraph 3-74, AR 37-103.

(1) Funds will be accorded maximum security possible under the circumstances. Whenever possible, they should be retained in a locked safe. If a locked safe is not available, an armed guard must be posted. Funds kept overnight should be placed in a safe with an armed guard posted or returned to the Directorate of Resource Management.

(2) Armed guards will always be posted when the agent officer has custody of more than \$5,000.00.

(3) Paid vouchers will be safeguarded using the same criteria.

TABLE 4-1. TASK ORGANIZATION

<u>Officers</u>	<u>Source</u>
Team Chief	Staff Judge Advocate
Class "A" Agent	DPCA
Team Service	DPCA
Public Affairs	PAO
<u>Civilian Employees*</u>	<u>Source</u>
Chief Investigator	Staff Judge Advocate
Investigator	Staff Judge Advocate
Engineer Property Appraiser	
<u>Enlisted Persons</u>	<u>Source</u>
Clerk-Typist (2)	
Drivers (3)**	Headquarters Command
Service Troops (3)	Headquarters Command

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\* Enlisted personnel may be substituted when warranted.

\*\* When military facilities are not available or for self sustaining operation, two additional drivers will be utilized. Substitution of Field Claims Office personnel is authorized when warranted.

TABLE 4-2. EQUIPMENT  
(Military Facilities Available)

<u>Item</u>	<u>Quantity</u>
Desk, field, plywood	1
Table, folding legs, wood	14
Chair, folding	15
Typewriter, portable, elite, with case	4

TABLE 4-3. EQUIPMENT  
(Military Facilities Not Available)

	<u>Quantity</u>
Mattock, pick with handle, 5 pound *	2
Shovel, RD PT D-Hdl*	2
Can, gasoline *	5
Can, Water *	5
Chair, folding *	25
Sleeping bag with cover	17
canvas, folding	17
Air mattress	17
Desk, Field, plywood *	3
Heater, space, coal or oil, 45,000 BTU if required	5
Lantern, gasoline, 1 1/5 pint capacity	5
Lime *	as required
Screen, Latrine *	1
Toilet paper *	1 week's supply
Spout, can, flexible, with filter	2
Stove, gasoline, 1 burner, 5,500 BTU	2
Table, folding legs, wood *	15
Tent, GP Medium, complete (inc. ropes & stakes)	2
Tent, GP small or command post, complete (*)	1
Typewriter, portable, elite, with case *	4
Mallet *	2
Extinguisher, fire, chemical	5
Mess, with knife, fork and spoon	as required

TABLES 4-4. EQUIPMENT  
(Self-Sustaining Operation)

<u>Item</u>	<u>Quantity</u>
Items in Table 4-3 indicated by asterisk (*)	Same
Sleeping bag with cover	19
Cot, canvas, folding	19
Air mattress	19
Heater, space, coal or oil, 45,000 BTU if required	9
Lantern, gasoline, 1 1/5 pint capacity	6
GP medium, complete (inc. ropes & stakes)	3
GP small or command post, complete (" )	3
Extinguisher, fire, chemical	9
lighting, with generator	1

TABLE 4-5. ISSUE ITEMS

Items Issued to Each Member, Including Civilians

Web Belt

Canteen with cover and cup

Kit, first aid

Kit, mess, with knife, fork & spoon

Mask, protective, if required

Items Normally Issued to Military Members Only

Liner, helmet

Helmet, steel

Jacket, field

Pouch, Ammo, if required

Flashlight with batteries

Items Issued to Enlisted Members Only

Tool, entrenching

Cover, entrenching tool

Items Issued to Guard Personnel

Weapon

Ammunition

Web Belt

Kit, First Aid

Helmet, Steel

Liner, helmet

TABLE 4-6. CONTENTS OF DISASTER CLAIMS KIT

Items labeled "Investigation of Claims"

This regulation and other standing operating procedures

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CLAIMS PROCESSING FORMS

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DA Form 3 (Individual Claims Data Report) with instruction sheet

DA Form 360 (Report of Authorized Official Toll Telephone Calls)

DA Form 1208 (Report of Claims Officer)

DA Form 1666 (Claims Settlement Agreement)

DA Form 1667 (Claims Journal)

DA Form 1668 (Small Claims Certificate)

DA Form 2823 (Sworn Statement with Privacy Act Statement)

DA Form 3953 (Purchase Request and Commitment)

DD Form 1131 (Cash Collection Voucher)

DD Form 1840 (Notice of Loss or Damage)

DD Form 1842 (Claim for Personal Property against the United States)

DD Form 1843 (Demand on Carrier/Contractor)

DD Form 1844 (Schedule of Property and Claims Analysis Chart)

SF 44 (Purchase Order - Invoice - Voucher)

SF 95 (Claim for Damage, Injury, or Death)

SF 1034 & 1034a (Public Voucher for Purchases and Services other than Personal)

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TABLE 4-6. CONTENTS OF DISASTER CLAIMS KIT (Continued)

SF 1049 (Public Voucher for Refunds)

SF 1145 (Voucher for Payment under Federal Tort Claims Act)

SF 1145a (Voucher for Payment under Federal Tort Claims Act - Memorandum)

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OTHER ITEMS

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Supplies listed in Table 4-7.

## TABLES 4-7. OFFICE SUPPLIES

<u>Item</u>	<u>Quantity</u>
Envelopes, assorted, franked and unfranked	
Paper, bond, 8 1/2 x 11 (reams)	4
Paper, set, manifold & carbon, white & yellow 8 1/2 x 11 (reams)	4
Pad, yellow, legal	10
Pad, columnar, 8 1/2 x 14	10
Cards, file, 5 x 8	200
Box, file, 5 x 8	1
Pencil, No. 2	12
Pen, ballpoint, medium point (boxes)	4
Carbon paper, 8 1/2 x 11 (boxes)	3
Eraser, typewriter	4
Eraser, rubber	12
Stapler	4
Staples (boxes)	2
Paper clips, small, No. 1. "Silverette" (boxes)	3
Paper clips, large (box)	1
File fasteners	10
Folders, file, 10 x 15	
Tape, cellophane (rolls)	4

TABLE 4-7. OFFICE SUPPLIES (Continued)

Rubber bands, size 18	1 box
Tray, desk, wood, legal size	10
Weight, paper, glass	10
Thumbtacks, standard size	1 box
Staple removers	2
Perforator, 2 hole	1
Insecticide	2 cans
Ribbon, typewriter	4
Sign, "United States Army Claims Service Field Office"	2
Box, fiberboard, corrugated type 16 x 12 x 10	1
Dictionary, abridged	1

TABLE 4-8. TRANSPORTATION EQUIPMENT  
(Military Facilities Available)

	<u>Quantity</u>
*Sedan	2
Truck, cargo, 2 1/2 ton	1
Aircraft	As required

TABLE 4-9. TRANSPORTATION EQUIPMENT  
(Military Facilities Not Available and Self Sustaining  
Operation)

	<u>Quantity</u>
*Sedan	2
Truck, cargo, 2 1/2 ton	2
Truck, CGO utility M1009	1
Trailer, cargo, 1 1/2 ton	1
Trailer, tank, water, 1 1/2 ton, 2 wheel	1
Aircraft	As required

TABLE 4-10 PERSONAL EQUIPMENT

<u>Item</u>	<u>Quantity</u>
Fatigues **	3 Sets
Drawers Cotton	6 pair
Undershirt Cotton	6 ea
Handkerchiefs	As required
Shaving gear	As required
Soap	1 bar
Towel	2
Boots **	2 pair
Socks cushion sole OG-408	5 pair
Gloves	As required
Toothbrush & paste	As required
Raincoat **	1
Cap hot weather OG-106	1
Bag Duffle	1

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\* Recommend personal clothing and equipment to be supplied by team member.

\*\* Civilian personnel will provide comparable clothing; when circumstances justify, these items may be issued from supply.

The proponent agency of this regulation is the Staff Judge Advocate. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, Fort Sam Houston, ATTN: AFZG-JA, Fort Sam Houston, Texas 78234-5000.

FOR THE COMMANDER:



R. G. LAWRENCE  
Major, AG  
Adjutant

BENNIE R. SEWELL  
Chief, Admin Services Branch

DISTRIBUTION:

- A - minus (13-15) (22-25)
- B
- 2 - Commander, U.S. Army Claims Service, OTJAG,  
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- 1 - SJA, Fifth U.S. Army
- 2 - SJA, Health Services Command