

NAS OCEANA 11 MAY 2017 FUEL SPILL  
CLAIMS PROCEDURES

- Any individual suffering property damage and/or personal injury as a result of the fuel oil spill may submit a claim with the Navy. Claims must be presented within two years of the date of the incident.
- Claims forms are available on line at <http://www.jag.navy.mil/organization/documents/SF95%20Packet.pdf>  
**(Note: User must Copy and paste this URL to browser for document to load).**
- Included with the claim form are simple step-by-step directions to assist a claimant with filling out the form. In general, the SF-95 asks claimants for basic contact information, a description of the damage or injury and a total amount claimed.
  - For property damage, claimants should provide a cost of repair or replacement, and an approximate purchase date and replacement cost, so that the value of the property at the time of the loss can be determined.
  - For personal injury, claimants should provide a description of the nature and extent of each injury, along with copies of medical records, and bills.
- All claims will be processed by the Navy's Tort Claims Unit located here in Norfolk. If you have any questions concerning the claims package or the filing of your claim, you may contact the Tort Claims Unit at (757) 341-4583 or by email at [tortclaimsunit@navy.mil](mailto:tortclaimsunit@navy.mil).
- Claims may be faxed to the Navy's Tort Claims Unit at (757) 341-4562, scanned and emailed to [tortclaimsunit@navy.mil](mailto:tortclaimsunit@navy.mil) or mailed to:

Tort Claims Unit Norfolk  
9620 Maryland Avenue, Suite 205  
Norfolk, Virginia 23511-2949
- Once a claim is submitted, Navy claims personnel will do a prompt preliminary review of that claim. If additional information is required, a representative of the Tort Claims Unit will contact you.
- The Department of the Navy is committed to resolving all claims related to this matter in a fair and timely manner. All claims processing will be expedited as much as possible. However, we cannot forecast an expected processing time.