

CLAIMS PROCEDURES FOR ACCIDENTS OR MANEUVER DAMAGE

CLAIMS INCIDENT CHECKLIST

Do not admit responsibility for the accident and do not pay cash to the person whose property was damaged.

MANEUVER DAMAGE (damage to crops, terrain, etc.)

___ 1. Complete and keep the AE Form 350-22A (page 2) for processing through your Unit Claims Officer (UCO).

___ 2. Capture as much evidence as possible. Use digital camera, smartphone and tape measure to show damage to vehicles or property.

___ 3. Write down as many facts about what happened as possible, including the road conditions, weather and visibility, and unusual circumstances (example: deer on the roadway) that may have been a factor in the accident.

___ 4. As soon as possible, notify your chain of command and the U.S. Army Claims Service Europe of the accident by e-mail at: **usarmy.wiesbaden.usareur.mesg.oja-european-torts@army.mil** or by telephone at INT.# 49(0)611-143-537-0649/0648.

VEHICLE ACCIDENTS

___ 1. In case of an accident, ensure driver and all passengers are accounted for and are not injured.

___ 2. Secure the accident area to the best of your ability, using orange safety traffic triangles (if available) to cordon off the scene.

___ 3. Provide first aid, as necessary.

___ 4. Remain at scene until released by local authorities or your chain of command.

___ 5. Complete the correct country pages, which are found in this packet. Give to the other driver/individual involved in the accident the page labeled "U.S. PERSONNEL COMPLETE AND PROVIDE TO POTENTIAL CLAIMANT." If possible, take a picture of this document or make a copy prior to giving it to the other driver/individual. The page labeled "U.S. PERSONNEL COMPLETE AND FORWARD TO UNIT CLAIMS OFFICER" should be completed and given to the Unit Claims Officer (UCO) or the responsible commander.

___ 6. Complete and keep the AE Form 350-22A (page 2) for processing through your UCO.

___ 7. Capture as much evidence as possible. Use digital camera, smartphone and tape measure to show damage to vehicles or property.

___ 8. Write down as many facts about what happened as possible, including the road conditions, weather and visibility, and unusual circumstances (example: deer on the roadway) that may have been a factor in the accident.

___ 9. As soon as possible, notify your chain of command and the U.S. Army Claims Service Europe of the accident by e-mail at: **usarmy.wiesbaden.usareur.mesg.oja-european-torts@army.mil** or by telephone at INT.# 49(0)611-143-537-0649/0648.

MANEUVER DAMAGE FORM / AE FORM 350-22A

MANEUVER ENVIRONMENTAL DAMAGE INCIDENT REPORT (AE Reg 350-22)		Requirements Control Symbol (RCS) AEOP-350-22A	MR number
1. Reporting unit		2. Damage date	3. Damage time
4. Location of damage/UTM-grid		5. Nearest town	
6. Nature of damage			
a. Agricultural damage <input type="checkbox"/> AC - Crops <input type="checkbox"/> AF - Field <input type="checkbox"/> AM - Meadow b. Forest (no roads) <input type="checkbox"/> FA - Trash <input type="checkbox"/> FG - Ground <input type="checkbox"/> FT - Trees	c. POL spills <input type="checkbox"/> Type <input type="checkbox"/> Quantity <input type="checkbox"/> PA - Agriculture <input type="checkbox"/> PF - Forest <input type="checkbox"/> PR - Roads <input type="checkbox"/> Other d. Structural damage <input type="checkbox"/> SA - Monuments <input type="checkbox"/> SB - Bridge <input type="checkbox"/> SF - Fence <input type="checkbox"/> SG - Building	e. Roads <input type="checkbox"/> RA - Asphalt <input type="checkbox"/> RB - Concrete <input type="checkbox"/> RC - Curbstones <input type="checkbox"/> RD - Dirt <input type="checkbox"/> RE - Embankments <input type="checkbox"/> RG - Gravel <input type="checkbox"/> RM - Muddied <input type="checkbox"/> RS - Markers, signs guardrails <input type="checkbox"/> RV - Ditches	f. Traffic accidents <input type="checkbox"/> TD - Death <input type="checkbox"/> TI - Personal injury # <input type="checkbox"/> TP - Property damage g. Other <input type="checkbox"/> OT - Trash <input type="checkbox"/> OA - Training aids <input type="checkbox"/> 00 - Other (list below)
7. Extent of damage <input type="checkbox"/> L - light <input type="checkbox"/> M - moderate <input type="checkbox"/> S - severe		8. Cause of damage <input type="checkbox"/> W - wheels <input type="checkbox"/> T - tracks <input type="checkbox"/> A - aircraft <input type="checkbox"/> O - other	
9. Owner/victim		11. Unit causing damage (unit address)	
10. Nation causing damage <input type="checkbox"/> U.S. <input type="checkbox"/> GE <input type="checkbox"/> Other		13. POC of unit causing damage	
12. Type of report <input type="checkbox"/> Initial report <input type="checkbox"/> Final report <input type="checkbox"/> No damage <input type="checkbox"/> Area not be used			

AE FORM 350-22A, MAY 13

Previous editions are obsolete.

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Requirements Control Symbol (RCS)	AEOP-350-22A	MR number
14. Remarks		
15. Mitigation efforts		
16. Additional information <input type="checkbox"/> Photos <input type="checkbox"/> Video <input type="checkbox"/> Maps/overlays <input type="checkbox"/> Written report <input type="checkbox"/> Other		
17. Diagram/sketch		
18. Name and grade of reporting person	19. Signature of person in block 18	20. Date

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