

**COMMERCIAL ENTITIES SERVICED BY NAVY WATER: FILING FOR
REIMBURSEMENT OR COMPENSATION WITH THE NAVY FOR BUSINESS
LOSSES**

If you are a commercial entity serviced by the Navy's water system and you have experienced an actual loss and believe your business has been impacted due to lack of potable water, you may be able to obtain relief by following the below guidance:

1. If you have an existing contract with the Department of the Navy (DON), please call your Procuring Contracting Officer or Contracting Officer's Representative. The contact information for the Procuring Contracting Officer can be found on the front page of your signed contract at block 26 of Standard Form 33, while information for the Contracting Officer's Representative may be found in your contract at Section G—Contract Administration Data. If you are not sure who these points of contact are, please follow the instructions in paragraph #3, below.
2. If have you an existing lease or utility agreement with the DON, please call your Real Estate Contracting Officer. The contract information for the Real Estate Contracting Officer can be found in your respective lease or utility agreement. If you are not sure who this point of contact is, please follow the instructions in paragraph #3, below.
3. If you do not have a current contract, lease or other instrument or agreement with the DON, and believe you have a potential claim for damages, please contact the Tort Claims Unit (TCU) Norfolk, VA at (757) 341-4583, or at TortClaimsUnit@navy.mil. The TCU will intake basic information from you and provide you with a claims package for use.

Frequently Asked Questions

1. Who is the Procuring Contracting Officer (PCO)?

Answer: PCOs are warranted by their respective agencies to issue legal contracts between the US Government and the contracting entity. The authority and requirements for the PCO are specified in the Federal Acquisition Regulation (FAR Subpart 1.6).

2. Who is the Contracting Officer's Representative (COR)?

Answer: A COR is an individual authorized in writing by the Contracting Officer to perform specific technical or administrative contract functions. The COR must receive a written designation of authority to act on behalf of the contracting officer. (FAR 1.602-2(d); DFARS PGI 201.602-2)

3. Who is the Real Estate Contracting Officer (RECO)?

Answer: A RECO is a warranted individual authorized to enter into, modify, renew, or terminate real estate contracts. A RECO also performs, or may designate authorized individuals to perform, related duties including contract administration.

4. What is meant by an “existing” contract or lease, or other agreement?

Answer: Existing refers to a contract, lease or other agreement that is in its current period of performance with the Department of the Navy; it does not refer to a contract, lease or agreement that has lapsed or expired.

5. What if I have no current contract, lease or other agreement with the Navy, but I am impacted by the fact that my business is reliant on the Navy water system?

Answer: Commercial entities that have questions about potential claims may contact the Tort Claims Unit (TCU) Norfolk, VA at (757) 341-4583, or at TortClaimsUnit@navy.mil. The TCU will intake basic information from you and provide you with a claims package for use.