ADS Chapter 521

Claims for Losses of Private Personal Property

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ADS Chapter 521 - Claims For Losses of Private Personal Property

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ADS 521 - Claims For Losses of Private Personal Property

521.1 OVERVIEW

This chapter contains the policies and procedures for submitting and processing all claims for loss of or damage to personal property incident to government service. These claims may be submitted by USAID employees, participating agency (PASA) employees, Personal Service Contract (PSC) personnel, and their authorized dependents.

The Military Personnel and Civilian Employees' Claims Act of 1964, as amended authorizes payment for personal property only. It does not provide a remedy for consequential damages or other types of loss or incidental expenses.

521.2 PRIMARY RESPONSIBILITIES

a. The Chief, Travel and Transportation Division, M/AS/TT has the authority to settle and approve payment of claims in an amount not to exceed $5,000. The Director of Administrative Services, M/AS/OD has the authority to approve all other claims.

b. The Mission Executive Officer at post is responsible for assisting employees in preparing their claims, and for completing form DS-1620A, "Claims Investigating Officer's Report (CIOR)." **(See Mandatory Reference, DS-1620A)**

c. The employee is responsible for ensuring that his or her claim is properly documented and substantiated prior to submitting the claims package to the Mission Executive Officer.

521.3 POLICY AND PROCEDURES

Effective Date: 11/08/2011

When employees incur a loss of or damage to personal property incident to their official duties with the U.S. Government, they may file a claim under the Military Personnel and Civilian Employees' Claims Act of 1964, as amended, 31 U.S.C. Section 3721. **(See Mandatory Reference, 31 U.S.C. 3721)**

For more information about personal property, see **Mandatory Reference 521maa, Changes in the Process and Adjudication of Claims for Personal Property**.

When processing claims, the Agency must adhere to the policies and procedures governing Personal Property Claims outlined in 6 FAM 310-326, and the Military Personnel and Civilian Employees' Claims Act of 1964, 31 U.S.C. Section 3721, as amended by Public Law 91-311. For information on the specific policies and procedures governing Personal Property Claims, see the applicable FAM sections cited in the following list:

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- **See Mandatory Reference, 6 FAM 313** for Claims Assistance Officer's Report.
- **See Mandatory Reference, 6 FAM 314** for Claims Investigating Officer's Report (CIOR).
- **See Mandatory Reference, 6 FAM 314** for claims investigation.
- **See Mandatory Reference, 6 FAM 316.5** for "Hi-Value items."
- **See Mandatory Reference, 6 FAM 317** for insurance.
- **See Mandatory Reference, 6 FAM 321** for submission of claims.
- **See Mandatory Reference, 6 FAM 322.2** for final determination and disposition: USAID Approving Authority.
- **See Mandatory Reference, 6 FAM 323** for delivery receipts.
- **See Mandatory References, 6 FAM 323 and 323.1** for estimates of repair.
- **See Mandatory References, 6 FAM 323 and 324** for review and adjudication by the Claims Officer (M/AS/TT).

521.4 MANDATORY REFERENCES

521.4.1 External Mandatory References

a. **DS-1620A, Claims Investigating Officer's Report**

b. **6 FAM 310-326**

c. **31 U.S.C. section 3721, the Military Personnel and Civilian Employees' Claims Act of 1964, as amended**

521.4.2 Internal Mandatory References

Effective Date: 11/08/2011

a. **521maa, Changes in the Process and Adjudication of Claims for Personal Property**

521.5 ADDITIONAL HELP

*An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.

521.6 DEFINITIONS

See 6 FAM 311.3 for the definitions of the following terms:

accrual date
claims
employee
replacement value
settle

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