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## HEADQUARTERS CLAIMS REVIEW BOARD

1. The Headquarters Claims Review Board (HCRB) reviews and processes to adjudication all claims for loss of or damage to personal property submitted by Agency employees in accordance with the eligibility criteria [redacted]

[redacted] Members of the HCRB include the following: Administrative Officer, DCI; Special Support Assistant to the Deputy Director for Administration; representative, Office of the Deputy Director for Intelligence; representative, Office of the Deputy Director for Operations; representative, Office of the Deputy Director for Science and Technology; and Legal Advisor from the Office of General Counsel. Chief, Information and Management Support Staff (C/IMSS), is the Chairman of the HCRB, and the Claims Review Officer (CRO) is a member of IMSS. The CRO reviews and adjudicates personal property claims in accordance with the enabling legislation and consistent with Agency regulations, following precedent, guidelines, past experience, and the procedures of other government entities. Each member of this committee reflects the interest or uniqueness of his office or directorate in assisting the HCRB to identify areas of concern and the possible need for modification of policy and Agency regulations.

2. Most claims result from loss/damage incurred during PCS movement of household effects and airfreight. Other types of losses are due to theft of personal property while on TDY as well as theft of property from government-assigned quarters; damage to or loss of property in long-term storage; damage to privately owned vehicles occurring in transit, as authorized under Agency travel regulations; and loss and destruction of property caused by fire or flood in government-assigned quarters.

3. The CRO briefs PCS and TDY overseas and domestic departees attending the Office of Training and Education (OTE) Overseas Orientation Course, the Office of Communications Overseas Orientation Program [redacted] the Field Administration Course held [redacted] and the DS&T Career Trainee Course presented by OTE at the Chamber of Commerce Building. The unclassified pamphlet, "Government Liability for Personal Property Claims," was updated

\*Pursuant to the Military Personnel and Civilian Employees' Claims Act of 1964 (31-U.S.C. 3721), as amended by Public Law 97-258, 13 September 1982.

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25X1 during FY 1985 and distributed Agencywide. It can be obtained through area support offices, the Travel Processing Branch (TPB) and the Family and Employee Liaison Office, Office of Personnel (OP), and the HCRB; and it is used as a handout at the above-mentioned training courses. The pamphlet offers valuable information on claims processing procedures [redacted] the maximum amount payable for a valid claim, and category limits on certain kinds of property. Individuals anticipating TDY or PCS assignments are being encouraged by OP/TPB to seek guidance from the HCRB regarding the protection of their personal property during transit or assignments.

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## HEADQUARTERS SURVEY REVIEW BOARD

1. The Headquarters Survey Review Board (HSRB) reviews and adjudicates Reports of Survey on the loss, damage or destruction of government-owned and/or government-controlled property. Membership on the HSRB is the same as the HCRB. The HSRB Survey Officer is a member of IMSS and is responsible for initial review and evaluation of Reports of Survey and developing a recommendation for the Board's concurrence.

2. Most Reports of Survey involve damage to government-owned or -controlled (rented) vehicles that are involved in automobile accidents. Others involve the loss of government property in the possession of Agency employees for the purpose of executing work functions. A proposed Headquarters Notice on procedures governing automobile accidents involving Agency employees when on official business has been prepared jointly by IMSS and the Logistics and Procurement Law Division, OGC, and is being coordinated within the Agency by Regulatory Policy Division prior to publication.

25X1 3. The Surveying Officer must apply the principles and policies  the governing regulation, make an impartial investigation, scrutinize all evidence, interview and secure statements from those involved, and compile evidence that substantiates or refutes the statements obtained. This information results in a recommendation of absolution or determination that an individual should be held pecuniarily liable.

4. A total of five Reports of Survey were adjudicated in FY 1985.

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