

# Personal Property CLAIMS

Public Law 88-558, as amended (31 U.S.C. 3721) provides general authority to make it possible to reimburse employees, for unusual and unforeseen loss of, or damage to, personal property which is not covered by insurance, indemnity, or other contracts and which is sustained by employees, through no fault of their own, as incident to their employment.

To seek reimbursement for the loss of, or damage to, personal property in connection with one's official duties, the claimant should submit a CD-224 Employee Claim for Loss of or Damage to Personal Property:

<https://connection.commerce.gov/sites/connection.commerce.gov/files/media/files/2016/cd-224.pdf>

The CD-224 along with evidence to support the claim should be submitted through the employee's supervisor and budget office to:

NOAA OCFO  
NOAA Finance Office, FPCD  
ATTN: NOAA Personal Property Claim's Officer  
1315 East West Highway, SSMC3  
Silver Spring, MD 20910

Evidence required for claims are:

- Supervisory statement of the incident and knowledge of personal property usage in performing official duties;
- Corroborating statements from a person or persons who have personal knowledge of the facts regarding the claim;
- A copy of the police or accident reports;
- Statement of property recovered or replaced in kind;
- Itemized bill of repair for any damaged property which has been already repaired;
- At least one written estimate of the cost of repairs from a competent person, sufficiently identified, who is experienced or knowledgeable in the cost of the needed repairs in the current market;
- Proof of original cost or current value in the form of purchase receipts or similar documents;
- Statement concerning any insurance coverage or other third party responsibility, and any recovery obtained from such insurer or third party. The identity of the insurer or other third party, the type of insurance or other coverage, and any claim or demand by the claimant upon such party should be described and copies of correspondence attached. Failure to submit a claim or demand should be explained;
- Copy of orders or other evidence that establishes the claimant's right or propriety to have the property located at the place of loss or damage;
- A claim filed by an agent or survivor shall be supported by a power of attorney or other satisfactory evidence of authority and standing to file; and
- The claimant's social security number and the accounting processing code are needed to ensure proper payment.

The policy and procedures to be followed for the filing, settlement and payment of personal property claims are contained in the Departmental Administrative Order (DAO) 203-17, Personal Property Claims of Department of Commerce Personnel at [http://www.osec.doc.gov/opog/dmp/daos/dao203\\_17.html](http://www.osec.doc.gov/opog/dmp/daos/dao203_17.html).