

**SUPPLEMENT**

**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

2700.14B  
AC SUP 2

SUBJ: EMPLOYEE CLAIMS MANUAL

AC1. PURPOSE. This supplement transmits AC Appendix 1 to be filed with Order 2700.14B.

AC2. DISTRIBUTION. This supplement is distributed to branch level at the Aeronautical Center, Office of Aviation System Standards (AVN), National Airway Systems Engineering Division (AOS-200), Regulatory Support Division (AFS-600), Civil Aviation Security Division (AMC-700), Performance Verification Program (ATZ-400), Assistant Chief Counsel (AMC-7); Oklahoma City Flight Inspection Area Office (OKC FIAO); and Travel and Relocation Systems Division (AAA-300).

AC3. CANCELLATION. AC SUP 1 to Order 2700.14B, dated April 23, 1984, is canceled.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
<u>AC APPENDIX 1</u>		<u>AC APPENDIX 1</u>	<i>4/21/84</i>
Pages AC 1 (and AC2) (following the basic order)	4/23/84	Pages AC1 (and AC2) (following the basic order)	



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Distribution: A-Y-3; A-W(VN)-3; A-Y(AE/FS/GC/CS)-3;  
OKC FIAO; AAA-300 (2); ATZ-400 (2)

Initiated By: AMC-7

2700.14B AC SUP 2

AC Appendix 1

4/21/94

## AC APPENDIX 1

AC1. PURPOSE. This appendix restates and revises Aeronautical Center responsibilities and procedures for processing claims for personal property lost or damaged incident to DOT service.

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AC3. CANCELLATION. AC Appendix 1, transmitted by AC Sup 1 to Order 2700.14B, is canceled.

AC4. RESPONSIBILITIES AND PROCEDURES.

\* a. The Office of Management Services has management and technical responsibility for the verification, investigation, and administrative reporting and processing of Aeronautical Center employee claims arising from loss or damage to personal property incurred incident to DOT service, except for household goods personal property claims discussed under paragraph AC4b. Reporting and processing responsibilities for personal property claims to be performed by the Property Management and Support Division (AMG-200) include, but are not limited to: \*

(1) Receiving DOT Form 2700.6, Employee Claim for Loss or Damage to Personal Property, and providing information and guidance to claimants as required.

(2) Forwarding the DOT Form 2700.6 to the Civil Aviation Security Division (AMC-700) for investigation when fraud is suspected or when circumstances indicate a major irregularity.

(3) Submitting DOT Form 2700.6, with supporting documentation, to the Assistant Chief Counsel for the Aeronautical Center (AMC-7).

(4) Maintaining a personal property claim register.

\* b. The FAA Logistics Center (AML) has management and technical responsibility for the verification, investigation, and administrative reporting and processing of Aeronautical Center employee claims arising from loss or damage to personal property incurred incident to DOT service for household goods personal property claims. The Storage and Transportation Division (AML-300) shall process all personal property claims which relate to loss or damage to an employee's household goods occurring in transit or storage under a Government Bill of Lading. Reporting and processing responsibilities for personal property claims to be performed by the Transportation Services Branch (AML-370) include, but are not limited to, items AC4a(1) through (4). \*

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c. AMC-700 shall review and investigate, where appropriate, all employee claims when fraud is suspected or when circumstances indicate a major irregularity; and forward the claim file and a Report of Investigation to the initiating organization.

d. AMC-7 shall approve or disapprove claims and initiate DOT F 2700.5, Voucher for Payment Under Military and Civilian Claims Act. This authority cannot be delegated. After approval, the completed claim file will be forwarded with the DOT F 2700.5 to the Office of Financial Services (AMZ-1) for payment and retention of claim file. Claims not approved for payment will be maintained by AMC-7.

**ERRARA**

**Subj: AC SUP 2 to Order 2700.14B, Employee Claims Manual**

**Action: Add the approval date of "4/21/94" as a header to each page of the subject AC supplement; and under the Page Control Chart (Insert Pages section) of the supplement transmittal.**

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