

**CLAIMS INVESTIGATING OFFICER'S REPORT**

CLAIM OF (Name and Grade)

EMPLOYING AGENCY:

(and agency to which assigned or detailed if other than employing agency)

If State Employed:

 Program Shared

1. As required by 6 FAM 317 and 318, attached claim has been fully investigated and is forwarded in duplicate together with one copy of each of the supporting papers (see 6 FAM 322) marked exhibits _____ through _____.

2. The loss or damage occurred on or about _____ (date) (mm-dd-yyyy), at or between _____ (place) and is a _____ (kind or type) claim arising under Section _____.

3. State here, and on attached sheet if necessary, all additional facts or circumstances that will clarify and amplify the statement of facts made by the claimant, or facts overlooked or incorrectly stated by the claimant on the claim form.

CHECK YES OR NO. If the answers to any question requires explanation, state details on attached sheet.

	YES	NO
4. Is the claim presented by a proper claimant?		
5. If filed by agent or legal representative, does file contain evidence of appointment or power of attorney in duplicate?		
6. If claim involves damage or loss in shipment, does file being forwarded contain:		
(a) Travel orders, bills of lading, and shipment inventories?		
(b) Statement of action taken to locate any missing property with related correspondence?		
(c) Evidence that the claimant made demand on all known third parties, i.e., packer, carrier, insurer, etc.?		
(d) All correspondence relating to the demands made on third parties?		
(e) Explanation of failure to comply with any of the above requirements?		
7. If property was available, did you inspect it? If so, under "Remarks" column describe the condition of the damaged property as opposed to its apparent condition prior to the damage.		
8. Does the file contain repair bills or estimates of repairs, where appropriate?		
9. If claim involves theft, does file include statements by other than the claimant, describing: (a) positive evidence that clearly establishes the existence of a theft: (b) evidence of measures taken for protection of the property by claimant?		
10. Comment on individual items, as appropriate, under "Remarks" on reverse side providing factual information particularly with respect to (1) expensive items or items of extraordinary value, (2) items claimed as being damaged beyond economical repair but which are repairable, (3) salvagable value of property, and (4) items for which unusual damage is claimed which is not attributable to this incident.		

PRINT NAME OF INVESTIGATING OFFICER

TITLE

SIGNATURE OF INVESTIGATING OFFICER