

INSTRUCTIONS FOR TRANSMITTAL OF FREIGHT CLAIM CHECKS RECEIVED FROM CARRIERS

1. Contact the Claims Section at the FINCEN by either telephone, fax, or email, for the applicable claim number to use in your letter. Our point of contact is Christopher Gibbs at 757-523-6763, fax 757-366-6541, or SWIII email address: CGibbs@FINCEN.uscg.mil.
2. Prepare letter on your own letterhead. Structure your letter similar to the sample text below. Insert the appropriate information within the square brackets [] in the body of the letter.

From: Commanding Officer, [your activity]
To: Commanding Officer, USCG Finance Center (OGR)

Subj: CLAIM CHECK; TRANSMITTAL OF

1. Enclosed is a check for *[\$[amount]]* from *[carrier name]* for a *[indicate either lost or damaged]* package or parcel. Please deposit this check to OGC suspense account V6FC under claim number *[_____]*.
2. Once OGC claim action is finalized, please reimburse or credit the following account:
[insert appropriation to be credited here – include document number]
3. If you have any questions, please contact me at *[insert appropriate point of contact information]*.

[signature line]

Encl: (1) *[carrier name]* Check *[number]*

3. When stating the appropriation to use in crediting the money back to your unit or activity, remember any money received from a carrier for a loss/shortage must be credited back to the property appropriation, account, or fund *“from which the same or similar material may be replaced.”* On the other hand, any cost incurred for repairing a carrier damaged item is usually initially paid from the activity’s operating funds, therefore, any money received for damaged items should be credited back to this fund or account.
4. Send the check, with cover letter, to the FINCEN lock box location: U.S. Coast Guard (ART), P.O. Box 100160, Atlanta, GA 30384-3391.
5. Send all related documentation received from the carrier AND any documentation your activity generated on this discrepancy to our office: Commanding Officer (OGC), USCG Finance Center, 1430-A Kristina Way, Chesapeake, VA 23326.