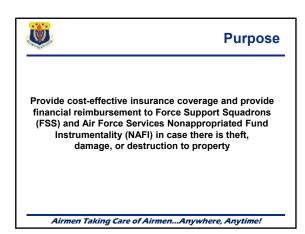


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# Governing Directives

- AFMAN 34-208, Nonappropriated Fund Property and Liability Program, describes coverage, administration, and process for filing claims for property damage, general liability, and Aero Club aircraft hull and liability
- AFI 34-202, Procedures for Protecting Nonappropriated Funds Assets, explains the controlling process and outlines procedures for the control, protection, and loss prevention of cash and other NAF assets

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# NAF Property and Insurance program Assets/Property: Cash Inventory (resale/in-transit/fixed assets in-transit) Depreciable NAF Assets (hardware, furniture, fixtures, equipment, etc.) Leased Equipment Coverage: Criminal acts such as robbery, burglary, theft, vandalism, and employee dishonest acts Damage to <u>NAF</u> Property Exclusions are listed at Attachment 2 and caused by passage of time, and matural disasters

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## 

### NAF Property and Insurance Program (con't)

- Filing Loss
  - Resource Manager (RM) files claim in SAIS w/in 30 days of loss
  - Submit supporting documentation (proof of loss) w/in 90 calendar days from date loss filed
    - via myPers SVXHB Assets and Liabilities
    - Notice of Potential Liability Memorandum
    - Two estimates if loss/damage over \$1K
    - Statements (Member/Mgr/Flight Chief/SFS)
    - Pictures
    - Inquiry/Investigation (Installation CC appoints Investigation Officer for losses over \$2,5K)
    - General Ledger Asset/Property List

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	NAF Property and Insurance
	Program (con't)
Filing Loss (con't)	
Min	imum \$500 deductible
<ul> <li>Depreciable property claims are paid at the lower of Net Book Value (NBV) or repair cost</li> </ul>	
<ul> <li>Coverage limits for furniture, fixtures, equipment limited to \$1M</li> </ul>	
Monies/Securities \$100K for any one loss	
Requesting Advance Payment	
Catastrophic Events	
FSS Commander submits request	
Provide reasonable evidence of loss	
AFIF may pay up to 60-70% of estimate	
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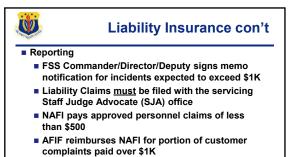
### **Aero Hull Insurance Program**

- Covers Air Force <u>NAF</u> owned Aircraft Club owned (Group I)
  - Government loaned (Group II)
  - Leased (Group III)

- Activity insures based on declared value
- Filing Loss/Damage/Incident RM files claim in SAIS
- Submit supporting documentation (proof of loss) w/in 90 calendar days from date loss filed
  - via myPers SVXHB Assets and Liabilities
  - Tail number, date and time of incident
  - Minimum two estimates
  - Statements (Member/Mgr/Flight Chief/SFS)
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Supporting Documentation

- Conduct inquiry/investigation
- Obtain statements/pictures

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### References

- AFMAN 34-208, Nonappropriated Fund Property and Liability Program
- AFI 34-202, Procedures for Protecting Nonappropriated Funds Assets
- AFI 51-306, Administrative Claims for and Against the Air Force
- AFSVC Nonappropriated Fund Property and Liability Program Claims Processing Roles & Responsibilities, Property Insurance Claims Checklist

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