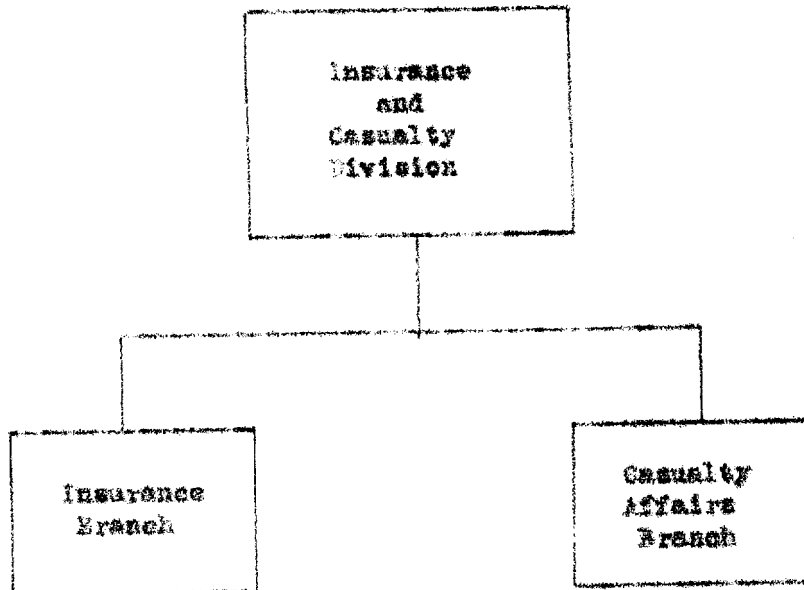


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Organization Chart
Insurance and Casualty Division
Office of Personnel



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Functions

Insurance and Casualty Division

Office of Personnel

The Chief, Insurance and Casualty Division, under the general direction of the Director, Office of Personnel, shall:

1. Operate a comprehensive program of life, health and certain incidental insurance coverages for Agency personnel and process claims resulting therefrom.
2. Provide appropriate personal contacts and processing in connection with injuries or fatalities subject to claims or gratuities under the provisions of P. L. 110, 5(a)(5)(A) and 5(a)(5)(C), Missing in Action and crash cases, and fatalities covered by governmentally sponsored insurance plans, including pertinent cables, letters of condolence, contacts with next of kin, etc.
3. Provide counseling and guidance to Agency personnel concerning Civil Service retirement benefits and process retirement actions of Agency personnel through the Civil Service Commission.
4. Perform all contacts and processing on behalf of Agency personnel in connection with claims coming under the Federal Employees Compensation Act.
5. Exercise general supervision and guidance on behalf of the Agency over the operations of the CIA Federal Credit Union system.

INSURANCE BRANCH

The Chief, Insurance Branch, under the general supervision of the Chief, Insurance and Casualty Division, shall:

1. Receive, approve and process applications from Agency personnel for the several types of protection authorized under the Agency Insurance Program.
2. Maintain the minimum registers, ledgers and other records necessary to record policies in force, premiums received, remittances to Underwriters, claims and settlements, etc.
3. Receive and account for employee premium payments and distribute receipts to the appropriate Underwriters.
4. Process claims and settlements in accordance with authorized procedures.

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CASUALTY AFFAIRS BRANCH

The Chief, Casualty Affairs Branch, under the general supervision of the Chief, Insurance and Casualty Division, shall:

1. Serve as the focal point for the Agency (a) in the dissemination of information to personnel concerning their rights, benefits and limitations under the various protective programs available to them, (b) for the advice, guidance and assistance furnished the next of kin in the event of casualty or loss of Agency personnel, and (c) for correlation of the actions of other components in the event of casualties or death, including the customary courtesies in connection with the recovery and return of remains, etc.
2. Document and process all claims in behalf of Agency personnel under P.L. 110, 5(a)(5)(C) - Agency Medical Program, the Workmen Compensation Act (including BEC type cases), the Missing Persons Act, the Federal Employees Group Life Insurance program, the Civil Service Retirement program, and for settlement of salary and leave balances in cases of death.
3. Coordinate all action in connection with claims resolution with the Office of Security, the Medical Staff, the General Counsel, appropriate operating officials and/or with outside agencies and individuals, to the extent dictated by specific circumstances.

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