



Rocky Mountain Coordinating Group Interagency Incident Business Management Handbook Supplement

This document provides direction for the Rocky Mountain Geographic Area and supplements the Interagency Incident Business Management Handbook, PMS 902.

CHAPTER 70 – CLAIMS

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Approved: /s/ Michael Davin, Rocky Mountain Coordinating Group

A handwritten signature in blue ink, appearing to read "Michael Davin", is written over the "Approved:" line.

Posting Instructions: Supplements are numbered consecutively by chapter number and calendar year. Post by document; remove entire document and replace with this supplement. Retain this transmittal as the first page of this document.

New Document: RMCG-2015-7, 4/1/2015, 3 pages

Superseded Document: RMCG-2014-7, 4/1/2014, 3 pages

Digest:

- Add Comp/Claims Matrix
 - Clarifying claims documentation
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1 **Claims Documentation:**

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3 A claim (as defined by the Guide to Fire Claims dated June 1996) is a written demand for
4 payment of a specified sum of money or other items of value, other than ordinary obligations
5 incurred for services, supplies, or items.

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7 An invoice correction is an ordinary payment or obligation that is incurred by Government
8 receipt of goods or services, which is corrected administratively by the host agency.

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10 Government should not provide documentation to support contractor claim. See additional
11 guidelines Chapter 70, page 70-6, lines 20-23 and page 70-8, lines 10-20.

Common Claim Examples	Employee Claim for Loss or Damage to Personal Property, AD-382 or DI-570	Motor Vehicle Accident Report, SF-91	Statement of Witness, SF-94	Claim for Damage, Injury or Death, SF-95	Fire Property Loss or Damage Report, OF-289
Federal Employees Personal Property	Should be completed for all Employee Claims for personal property loss or damage.				
State Employees Personal Property	The state may have their own form or process, but either of these forms may be used to formally begin the claim process.				
Contractor Equipment or Property			Statement of Witness form may be completed for vehicle accidents and other property loss or damage.	Claim for Damage form should be completed by private property owners to start the process of filing either a Tort or Non-Tort Claim.	
Private Land Owner Property Damage				Claim for Damage form should be completed by private property owners to start the process of filing either a Tort or Non-Tort Claim.	
POV Damage - Responsibility of vehicle owner and personal insurance company.		Motor Vehicle Accident Report form should be completed for all vehicle accidents for documentation of accident.	Optional Form: Statement of Witness form may be completed for vehicle accidents and other property loss or damage.		
Cooperator/ Local Govt. Vehicle Damage			Statement of Witness form may be completed for vehicle accidents and other property loss or damage.		Form should be completed at incident. Repair or replacement of damage per State and/or local guidelines.
Rental Vehicle Damage		Motor Vehicle Accident Report form should be completed for all vehicle accidents for documentation of accident.	Statement of Witness form may be completed for vehicle accidents and other property loss or damage.		Form should be completed at incident.