



Rocky Mountain Coordinating Group NWCG Interagency Standards for Incident Business Management - Supplement

This document provides direction for the Rocky Mountain Geographic Area and supplements the NWCG Standards for Interagency Standards Management, PMS 902.

CHAPTER 70 - CLAIMS

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Approved: Brian Achziger, Chair, Rocky Mountain Coordinating Group

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-2020-70, 05/1/2020, 2 pages

Superseded Document: RMCG-2019-70, 05/17/2019, 2 pages

Digest:

- No changes.

Claims Documentation:

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

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

Government should not provide documentation to support contractor claim. See additional guidelines Chapter 70, page 70-4, lines 1-4 and lines 12-22.

Refer to the Rocky Mountain Area Agency Claims Matrix for further guidance:

ROCKY MOUNTAIN AREA AGENCY CLAIMS MATRIX					
Common Claim Examples	Employee Claim for Loss or Damage to Personal Property, DI-570 or AD-382	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	Form/s will be completed for all Employee Claims for personal property loss or damage.				OF-289 should be completed at the incident. Approval is required before replacement or repair per federal guidelines.
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.				OF-289 is recommended to be completed at the incident.
Cooperator Equipment of Property					OF-289 should be completed at the incident. Approval is required before replacement or repair.
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 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 (FS only).	
POV Damage – Responsibility of vehicle owner and personal insurance company.		Motor Vehicle Accident Report form shall 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.	Claim for Damage form should be completed by the owner(s) to start the process of filing a Tort or Non-Tort (FS only) Claim.	
Cooperator Vehicle Damage		Motor Vehicle Accident Report form shall 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. Repair or replacement of damage per State and/or local guidelines.
Rental Vehicle Damage		Motor Vehicle Accident Report form shall 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.	Claim for Damage form should be completed by owner to start the process of filing a Tort or Non-Tort (FS only) Claim. (Subrogation Claim by the rental car company).	Form should be completed at incident.