

IMPORTANT INFORMATION

REGARDING COMPLETION OF

OF-289 PROPERTY LOSS OR DAMAGE REPORT



To file a claim for Property Lost and/or Damaged, it is important you provide all necessary information to support the claim. Failure to do so could result in the claim being disapproved. To file, you complete both page 1 and page 2 of the OF-289. Contact the COMP to get a fillable OF-289 that allows digital signatures.

Ensure the following information is provided on the 2-page form:

PAGE 1:

- **Resource Order Number** for the Incident where damage and/or loss occurred.
- **The Compensation and Claims Specialist must be able to contact you if they have questions. Be sure you note your email address and cell phone number so they may contact you. Provide:**

Name of person filing the Claim (who the COMP will contact)

Claimants work unit Name and Address

City, State, Zip

Claimant's email address

Claimant's phone Number

- **Incident Number** as shown on your Resource Order; example: LA-LAS-000252
- **Name of the Incident** as shown on your Resource Order; example: Tiger Island
- **Financial Codes** as shown on your Resource Order.
- Check your **Type of Employment**.
- **Pay close attention when entering information for "Description of Property Lost or Damaged"**. Be sure you include:
 - Each item you are requesting replacement/repair for. Be sure to include identifying information such as serial numbers, vin numbers, model numbers, etc.
 - Include the age of the equipment.
 - Include the quantity, i.e. how many were damaged or need repaired?
 - **Include these attachments:** 1) Pictures of the damage; 2) Prints showing the current cost for the item you are requesting be repaired or replaced; 3) Police reports, if applicable
 - **Important** – Include the COST you are requesting for repair or replacement of the item. The COST must include any amounts for SERVICE or SHIPPING, when applicable. For instance, it might cost \$240 to get a part to repair a vehicle, but an additional \$275 for the mechanic. Include the entire amount needed. Quotes can be obtained from local repair shops, websites, etc.)
 - **Attach any additional information to support your claim;** i.e. general messages, handwritten notes, etc
 - **Important** - Indicate whether the item is a State Compact resource
- **A claim is not valid unless the loss/damage was caused because of work you were completing for the incident. Be specific.** Include the date, place, division on the fire and a good description of how the damage/loss occurred.
- If someone **witnessed** the loss or damage occurring, have them complete, sign and date where indicated.
- Employee who is submitting the claim should **Sign and Date** the OF-289 form.

PAGE 2: Page 2 is critical information to support your Claim. After employee signs and dates the OF-289, it should be forwarded to:

- **Incident Supervisor:** This is your direct supervisor while working on the Incident. **The Incident Supervisor should validate that what you stated occurred and provide any other information they have to support what you are claiming.** They need to indicate whether they do or do not recommend approval.
- **Subject Matter Expert:** **The Subject Matter Expert provides verification of the COST being requested and provides any other applicable information to support the claim.** They need to indicate whether they do or do not recommend approval. The Subject Matter Expert may also annotate their recommendation for how the claim should be resolved, i.e. if the items can be replaced at the incident, etc.

Once the recommendations above have been obtained, the OF-289 should be emailed, along with all attachments, to the Finance inbox, with the word **“claim”** included in the subject line so that it will flow to the COMP inbox. After reviewing the claim for completion, the COMP will then forward the OF-289 as follows:

- **Finance Section Chief:** The Finance Section Chief will make a recommendation whether the claim should be approved, and may include any comments that may be pertinent to the claim.
- **Incident Agency Representative:** The Incident Agency Representative is **whomever the Agency has designated as approving official.** This is usually the Incident Business Advisor. They will make the decision whether or not the claim should be approved, including any contingencies for the approval.

If the claim is approved, the COMP will send a General Message to the **Supply Unit** and request an S#. Upon receipt of the S#, the COMP will return the approved OF-289 to the claimant, along with **the S# which authorizes incident funding not-to-exceed the amount approved** by the designated approving official.

What else? Double check to insure that:

- **There are 2 pages of the OF-289 form. Be sure you complete and return both, with all attachments.**
- **If the claim is for property paid for by and owned by the employee, there is a different form to be completed. Do not complete the OF-289 form for this type of claim.**
- **The incident Compensation and Claims Specialist (COMP) is here to assist. If you have questions, do not hesitate to contact them. For further assistance on submission of a claim, contact Susan Deimel at 501-337-3598.**