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**STATE OF HAWAII**  
**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

P.O. BOX 119, HONOLULU, HAWAII 96810-0119

June 24, 2015

**COMPTROLLER'S MEMORANDUM NO. 2015-13**

TO: Heads of Departments and Agencies

ATTN: Risk Management Coordinators

FROM: Douglas Murdock, Comptroller

SUBJECT: RISK MANAGEMENT COORDINATORS

This memorandum amends and replaces Comptroller's Memorandum 1985-15 dated May 31, 1985.

The mission of the Department of Accounting and General Services, Risk Management Office ("RMO") is to protect the State against catastrophic losses and to minimize the total cost of insuring risk.

To accomplish this mission, the RMO relies on departmental "Risk Management Coordinators" ("RMC") which serve as the focal point to obtain and disseminate information. Examples of information obtained or disseminated include the following:

1. Advising the department personnel on the scope of RMO insurance coverages to assist in determining what losses can be covered by the RMO
2. Processing of property, tort, or automobile claim forms for damage or losses that the department has incurred
3. Updating the RMO for new building and automobiles placed into service to ensure that these assets are covered
4. Annually, validate departmental lists of property that will be covered by the RMO
5. Distribute automobile no fault insurance cards
6. Assist in providing damage information to the RMO in the event of natural disasters
7. Process insurance proceeds received by the department
8. Distribution of information to department personnel of any significant changes or events in the RMO program
9. Distribute cost allocation and automobile coverage (comprehensive/collision) billings for payment

Annually, by July 15, every department will be required to notify the RMO of who their RMC will be. The departments are also to notify the RMO of changes in their RMC within 10 business days of any change within the fiscal year. To ensure the continual flow of information, departments may also have an alternate RMC which can cover in instances when the RMC is unavailable. Use the attached "Notification of Risk Management Coordinator" form (RMC-001) to provide the RMO with the RMC information. This form is available at the RMO website: <http://ags.hawaii.gov/aso/rmo/forms-and-instructions>

The RMO will hold annual meetings with the RMCs to provide training and updates on any processing, procedural, and coverage changes that have occurred. The annual meetings will also provide the RMCs with a forum to answer any questions and discuss any issues or challenges they are facing in their department.

If you have any questions, please call or email Tracy Kitaoka, Risk Management Officer at 586-0550 or [tracy.s.kitaoka@hawaii.gov](mailto:tracy.s.kitaoka@hawaii.gov) respectively.