BEFORE USING - REVERSE CA

NOTICE OF LOSS OR DA

INSTRUCTIONS TO MEMBER - You have up to 70 days to inspect your property and note all l
reported on DD Form 1840 at the time of delivery, complete Section A below. Use only ball-poi
DELIVERED TO YOUR LOCAL CLAIMS OFFICE NOT LATER THAN 70 DAYS FROM DATE OF
REDUCTION OF THE AMOUNT PAYABLE ON YOUR CLAIM. Keep a copy of this form for you
than one page is needed, please number the pages.

Each block of the DD Form 1840R must be completed. Although much of the information on DD Form 1840R is the same as on the front of the form, DD Form 1840, these two forms are separate and distinct. DD Form 1840R should only be used after the delivery is complete, and the driver has left, to document missing, damaged or destroyed items.

SECTION A - (To be completed by me

1. STATEMENT OF PROPERTY LOSS OR DAMAGE - You are hereby notified of the loss or damage in the following shipment of personal property.

a. NAME OF MEMBER (Last, First, Middle Initial)	b. PPGBL/ORDER NUMBER	c. DATE OF DELIVERY
d. ORIGIN OF SHIPMENT (City and State/Country)	e. DESTINATION OF SHIPMENT (City and State/Country)	

f. You are further notified that property owner intends to present a claim fo /or damage.
You are hereby extended an opportunity to inspect the property.

Blocks 1.a. - e. Enter the identical information from the front side of the form, DD Form 1840.

2. LIST OF PROPERTY LOSS/DAMAGE - (NOTE: Tracer action is requested for items listed as missing)

a. INV. NO.	b. NAME OF ITEM	c. GENERAL DESCRIPTION OF LOSS OR DAMAGE (If missing, so indicate)

Block 2.a. Each entry made should list the inventory number that was attached to the item or to the box from which the item came. It is the claimant's responsibility to ensure they keep track of each item and the inventory number assigned to/attached to that item, or the box from which it came. If more than one item is found damaged or missing in the same box, repeat the inventory number in this block **(Do not list the items sequentially)**.

Block 2.b. Enter the name of the missing or damaged item.

Block 2.c. Enter the description of loss or damage. The term broken is understandable for a glass, but not for a television or a stereo. What is wrong with the item? Describe the actual physical damages. "Broken beyond repair" is not a description of damages to an entertainment center, couch, chair or desk. Be specific about describing the actual visible damages.

There are fourteen lines for entering loss or damage to the shipment. If more space is needed, use a separate sheet of paper to continue the entries.

IMPORTANT!!!

If submitting DD Form 1840/1840R on-line **with the transportation service provider**, **it must be submitted within 75 days of delivery**.
If submitting DD Form 1840/1840R on-line or in-person **with a military claims office**, **it must be delivered within 70 days of delivery**.
Submitting DD Form 1840/1840R only provides notice of damage or missing items, and **IS NOT A CLAIM**. You must still submit a claim, either directly with the transportation service provider, or with a military claims office.

SECTION B - (To be completed by Claims Office)
(NOTE: MAIL ORIGINAL TO HOME OFFICE OF CARRIER/CONTRACTOR LISTED IN ITEM 9 ON DD FORM 1840)

3. TO: (Home Office of Carrier/Contractor)

Section B is only used when submitting DD Form 1840R directly with the local military claims office.

a. NAME AND ADDRESS (Street Address, C	b. DATE OF DISPATCH

4. YOUR REPRESENTATIVE MAY CONTACT THIS CLAIMS OFFICE FOR ASSISTANCE:

a. NAME AND ADDRESS OF CLAIMS OFFICER	b. SIGNATURE	
	c. DATE SIGNED	d. TELEPHONE NO.