

BEFORE USING - REVERSE CARBONS
DEFENSE PERSONAL PROPERTY PROGRAM (DP3)
NOTIFICATION OF LOSS OR DAMAGE AFTER DELIVERY

INSTRUCTIONS TO CUSTOMER (OR HIS/HER DESIGNATED REPRESENTATIVE):

- You have up to **180 days** to inspect your property, note all loss and damage not previously discovered and reported at the time of delivery and provide notice to the Transportation Service Provider (TSP).
- The preferred method of submission to the TSP is through the DPS on-line Claims Module —see instructions in Section A.
- If you are unable to file on-line you may give written notice of loss and damage following the instructions in Section B.
- If TSP is not notified within **180 days**, you may lose any potential monetary recovery for your loss and damage.
- This is only notification to the TSP of your loss or damage —**THIS DOES NOT CONSTITUTE FILING YOUR CLAIM.**
- For information about filing a claim against the TSP, see Section C below.
- If you have any questions about completing this document, contact the TSP or Military Claims Office (MCO) or locate your Service Military Claims website at **www.move.mil** (under DOD Customer tab).

SECTION A - DPS ON-LINE NOTIFICATION

- On-line notification can be completed via the internet by accessing DPS via “<http://www.move.mil/>”.
- You must notify TSP in DPS by midnight GMT of the **180th** day following delivery to be eligible for Full Replacement Value.
- If you submit this notice on-line via the DPS claims module, you **DO NOT** need to complete Section B.

SECTION B - WRITTEN NOTIFICATION

- If you are unable to provide notice on-line through DPS, you may fill out this section and send it to the TSP.
- This **NOTIFICATION OF LOSS OR DAMAGE AFTER DELIVERY** must be mailed by certified return receipt, faxed or emailed to the TSP identified below by midnight GMT of the **180th** day following delivery.
- Keep a copy of this document and certified mail receipt for your records as proof it was sent to the TSP within **180 days**.
- If more than one page is needed, please include your name, Bill of Lading No. and number of pages on each supplemental page used.
- **USE ONLY BALLPOINT PEN OR INDELIBLE INK.**

NOTICE TO TSP: You are hereby notified the customer (or their designated representative) intends to present a claim for the loss and/or damage as noted on the NOTIFICATION OF LOSS OR DAMAGE AT DELIVERY and this document. You are hereby extended the opportunity to inspect the property.

INVENTORY NO.	ITEM	DESCRIPTION OF DAMAGE (If missing, so specify.) (Electronic items, provide brand & model number)

 CUSTOMER SIGNATURE (OR THEIR DESIGNATED REPRESENTATIVE)

 DATE OF DELIVERY

SECTION C - FILING A CLAIM AGAINST THE TSP

- With limited exceptions, to receive Full Replacement Value for eligible loss and damage, you **MUST** file your claim online via the DPS Claims Module within 9 MONTHS of your property’s delivery.
- To submit your claim to the TSP who shipped your personal property, access DPS at <http://www.move.mil/> and follow instructions for filing a claim.
- You do not need repair estimates to enter your claim in DPS.
- **If you choose to file your claim in DPS, you may file a claim directly with your servicing MCO; however, you will not be eligible for full replacement value and will be responsible for obtaining repair estimates.**
- For ANY questions about filing a claim, contact your servicing MCO.

Delivery Date	BL	SEND TO: Name/Address of Transportation Service Provider (TSP):
Street Address		
City	State Zip	
Telephone Number or Email		
Customer’s Name (PRINT)		
Signature of Customer (or their Designated Representative)	Date	