## DOD DP3 PROGRAM Carrier SCAC\_\_\_\_\_\_ NOTIFICATION OF LOSS OR DAMAGE AFTER DELIVERY

(This is not a Claim)

**INSTRUCTIONS TO SERVICE MEMBER/EMPLOYEE:** You have up to 75 days to inspect your property, note all loss and damage not discovered and reported at the time of delivery and provide notice to TP. If notice is not timely sent, you may lose any potential recovery of your damages from either the Government or the TP. Notice should be given electronically (on-line) to the TP pursuant to instructions in Section A, below. However, if you are unable to file on-line you may give notice by using this form following the instructions in Section B, below. NOTE: Notifying the TP of your loss or damage is not the same thing as filing a claim. For information on filing a claim against the TP read Section C, below. If you have questions about this document, contact the TP listed on the reverse of this form.

## **SECTION A -- NOTIFICATION ON-LINE**

To notify the TP of loss or damage noted after delivery use the DoD's <<DPS>>. Use of this system is the most efficient means of providing the notice required. Any computer with Internet capabilities may access this system at <<web-add>>. Instructions for using the <<DPS>> will be provided at this web address. If you have problems accessing a computer, contact your immediate supervisor or local installation legal office for assistance. Remember, you must notify your TP in <<DPS>> by midnight of the 75<sup>th</sup> day following delivery. If you have provided notice in <<DPS>> you DO NOT need to complete Section B, below.

## **SECTION B -- WRITTEN NOTIFICATION**

The best way to provide notice of loss or damage to the TP is through the <<DPS>> system noted above. However, if you are unable to provide notice on-line you may fill-out this section and send it to the TP noted on the reverse. This form must be mailed (postmarked) or faxed to the TP by midnight of the 75<sup>th</sup> day following delivery. Keep a copy of this document (and proof that it was sent to the TP) for your records. If more than one page is needed, please include your name, PPBOL No. and number of pages on each supplemental page used. USE ONLY BALLPOINT PEN OR TYPEWRITER.

NOTICE TO TRANSPORTATION PROVIDER: You are hereby notified the service member/employee intends to present a claim for the loss and/or damage as noted on the NOTIFICATION OF LOSS AND/OR DAMAGE <u>AT</u> DELIVERY and this document. You are hereby extended the opportunity to inspect the property.

| nereby extended the opportunity to inspect the property. |      |  |                           |
|--|------|--|---------------------------|
| INV. NO.   | ITEM | DESCRIPTION OF DAMAGE (If missing so specify) (Electronic items, provide | e Brand and Model Number) |
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| SERVICE MEMBER/EMPLOYEE                                  |      | PPBOL NO./ORDER NO. DATE   | OF DELIVERY               |
| SERVICE MEMBER/EMPLOYEE SIGNATURE                        |      |  | DATE                      |

## SECTION C -- FILING A CLAIM AGAINST THE TRANSPORTATION PROVIDER (TP)

To submit a valid claim to the TP who shipped your goods, log-on to the DoD <<DPS>> at <<web-add>>. Instructions will be provided. You must file your claim in this system within 9 MONTHS of your property's DELIVERY or you will not receive "full replacement value" for eligible loss. You do not need to have repair estimates in order to enter your claim in <<DPS>>. If you choose not to file your claims in DPS, you may file a claim directly with your Military Service; however, you will not be eligible for full replacement value and will be responsible for obtaining and providing all estimates of repair. Contact your local installation legal office for further information on filing with the Government.