



Line by Line instructions for filling out the DD 1844 Form (Itemized Claim)

Block 1: Must be the same as entered in block 1 on the DD 1840 (Pink Sheet).

Block 2: Do not fill out.

Block 3: Enter the date your household goods were picked up.

Block 4: Enter the date your household goods were delivered.

Block 5: Assign a line number, beginning with 1, for each lost/damaged item. Continue the number sequence on subsequent DD Forms if needed.

Block 6: Enter the quantity of items claimed on that line (i.e. 1 table, 4 chairs, etc.)

Block 7: Fully describe the item being claimed and provide specific descriptions of the damages, including brand name, model, size, and where purchased. **Include EXACT location and type of damage. Be very specific and do not use general terms such as "damaged".**

Block 8: Enter the inventory number of the item from your household goods shipment inventories.

Block 9: Enter the amount you paid for the item. If the item was a gift, state "gift".

Block 10: Enter the month and year the item was purchased or acquired. If you got the item used, provide the manufactured date, such as "1998 Sony Stereo purchased in August 2001."

Block 11: Enter either the repair cost or the replacement cost. Enter both if it would cost more to repair than to replace the item.

Block 12: **Sign and date in the "Remarks" section. Note: This form can only be signed by the member themselves unless a copy of a "Power of Attorney" giving the spouse/agent authority to sign is on file or sent in with this form.** Please ensure that you list your current mailing address, contact telephone number and email address on the DD 1844 Form so we may contact you regarding your claim as necessary.

Additional Notes:

Do not fill out blocks 13 through 31

If you require more than one DD 1844 Form you may type directly into the form, print or save to your desktop when each page is completed, and reset the form to begin again. Remember to print or save each page as it is complete. You may submit by attaching the saved forms to email and submitting to our office or fax and or regular postal mail service.