

## **Specific Instructions for DD Form 1842**

1. In block #10 of DD Form 1842, you will need to provide a description of the circumstances leading to the loss or damage to your property. Below is an example of what information should be included.

*Pursuant to official orders, my property was picked up on 9 May 2012 from my residence at Fort Lewis, WA, by Bekins Van Lines. My property was delivered on 7 June 2012, to my residence at Fort Lee, VA, by Jupiter Van Lines, pursuant to Government Bill of Lading (GBL) NP-726,000.*

2. The rules relating to block # 12 of DD Form 1842 have changed since the form was published. Soldiers are no longer required to file a claim against their private insurer before they can be paid for damage or loss that occurred in a government sponsored move.

- a. If you have insurance and choose not to file against your insurer, write in the bottom of block #10, DD Form 1842, "*I choose not to file against my private insurer.*"  
NOTE: A claimant is not entitled to file a claim with and receive payment from both the Army and his/her private insurer for the same property.

- b. If you did file with your insurance company you may still file with the government for items not covered by your policy or for items you were not fully compensated for. You will need to include with your claim information indicating what items your insurer paid for.

3. Block #17 of DD Form 1842 must be signed by the claimant, i.e., the service member or DA civilian who was authorized the government sponsored move. Under proper circumstances the agent or representative of the claimant can file the claim. If the agent has a power of attorney that authorizes the agent to file a claim on behalf of the claimant Block #17 should be signed as follows: Claimant's name by: *Claimant's agent's signature*, Attorney in Fact.

In the absence of a power of attorney any writing signed by the claimant that specifically authorizes the agent to file the claim will also work. In such a case Block #17 should be signed as follows: Claimant's name by: *Claimant's agent's signature*, Authorized Agent

A copy of the power of attorney or written authorization must be submitted when the claim is filed.

4. Please include your email address in the bottom left corner of the form. This will allow us to reach you more easily and get information to you or from you more quickly.