



UNITED STATES TRANSPORTATION COMMAND

8th AVIATION BRIGADE
SCOTT AIR FORCE BASE, ILLINOIS 62225-5357

SAMPLE

The Military Claims Office (MCO) is notifying you that the Transportation Services Provider(s) listed below are in violation of the Defense Transportation Regulation (DTR) Part IV and/or USTRANSCOM Claims and Liability Business Rules. This office requests the following:

- a. Review and take the appropriate action
- b. Request punitive action based on the violation (e.g. DTR IV, App B, Par A.1.c-Unethical acts)

1. SCAC: _____

GBL: _____

CUSTOMER: _____

- Failure to make contact with the customer within 15 days of claim submission
Claims and Liability Business Rules Para 2.4.1
- Failed to pay, decline, or make a firm settlement offer in writing to claimant within 60 days
Claims and Liability Business Rules Para 2.4.1
- Failed to complete payment to the claimant with 30 days
Claims and Liability Business Rules Para 2.4.2
- Failed to transmit requested documents to the requesting MCO within 2 business days
Claims and Liability Business Rules Para 2.1.3
- Other _____

Additional notes: _____

Business rule violated: _____