

# Loss or Damage Report

**Distribution**  
*Original - Master copy*  
*Copy 1 - Originator's copy*  
*Copy 2 - Watch copy*

- Master copy to be retained by Research and Investigation Section (3 years).
- Originator's copy sent with master and returned to originator when completed.
- Watch copy retained by originator and destroyed when originator's copy is returned.

**This report is for**    **Loss**    **Damage**

	Title	Report number	Stock adjust number
Unit			
Sub unit			<input type="checkbox"/> Reserve <input type="checkbox"/> Permanent <input type="checkbox"/> Other

<b>Date of loss or damage</b>	<b>Person responsible for loss or damage</b>		
Date	Number	Printed name	Rank

**Liability is admitted**

<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature	Date
--	-----------	------

Items lost or damaged						
NIIN	Item name <small>(Registered or serial numbers where applicable must be stated)</small>	Qty	Date issued	Value	Estimated cost of repair	
<b>Total value</b> ➔						

**Reported aspects of the incident**

**Initial investigating officers recommendation**

- RODUM action be effected.
- Responsibility rests with more than one individual, details are in attached report.
- An investigating officer inquiry be conducted in accordance with [CEIs Part 6, Section 3](#) and [ADFP 06.1.4](#).
- Disciplinary or administrative action be taken.
- Write off loss or damage.
- Other (*Details below*)

↓

Details

Signature	Printed name	Rank	Date
-----------	--------------	------	------

**Action by Delegate of the Defence Chief Executive**

- RODUM action be effected.
- Write off loss or damage.
- Process under CEIs and instigate recovery action.
- Take administrative or disciplinary action as appropriate.

Comments by delegate

Signature	Printed name	Rank or appointment	Date
-----------	--------------	---------------------	------

**Only to be completed where a monetary charge is to be made**

Service number	Rank	Printed name	
Debit amount	Posted to ADF pay / pay fortnight		Transaction number

**Relevant documentation (*if applicable*)**

Unit investigation file number	Register of Losses (RoL) number	RODUM serial number
--------------------------------	---------------------------------	---------------------

# Loss or Damage Report

## Instructions for use

This form is to be used to report all instances of Defence owned stores lost or damaged.

The form is not to be utilised to compensate members for loss or damage of personal effects.

This is addressed by submitting form AD 351 - *Claim for Reimbursement for Loss of or Damage to Clothing or Personal Effects*, to Directorate of Personnel Entitlements in accordance with [PACMAN Volume 2, Chapter 10](#).

Investigations, if authorised are to proceed in accordance with [CEIs Part 6, Section 4](#).

Details of all fields:

- This report is for loss or damage (*Please tick appropriate box indicating loss or damage*).
- Unit title - Owing unit or reporting authority (*ie 3RAR*).
- Report number - Next available number taken from the loss and damaged register. Loss and damage report register is to be reset at the beginning of each financial year.
- Stock adjust number - Inventory management system stock adjust number (*ie SDSS allotted number*).
- Sub unit - Enter SCA ID or warehouse ID.
- Reserve, permanent or other - (*Please tick appropriate box*).  
Reserve - Navy, Army or Air Force.  
Permanent - Permanent Forces Navy, Army or Air Force.  
Other - APS or contractor..
- Date of loss or damage - (*Please insert date the incident occurred, not the date report raised*).
- Person responsible for loss or damage - (*Please insert details of the custodian reporting the loss or damage*).
- Liability is admitted - To be completed if the person responsible admits liability (*Not mandatory*).
- Items lost or damaged - Complete details of the item(s) in question ensuring registered or serial numbers are entered, if item damaged indicate estimated repair cost.
- Total value - Insert value of all items.
- Reported aspects of the incident - The person reporting the loss and/or damage describes how the loss and/or damage occurred.
- Initial investigating officers recommendation - Indicate recommendation from list or insert other.
- Action by Delegate of the Defence Chief Executive - Appropriate financial delegate appointed in accordance with [FINMAN2 F6-3](#). This section is where a decision is made as to what action is to occur. If the delegate decides to appoint an Investigating Officer in accordance with CEIs, then the results of that investigation are to be attached to this report.
- Comment by delegate - Insert appropriate comments.
- Only to be completed where a monetary charge is to be made - This section is completed to reimburse the Commonwealth if a member is deemed liable after all avenues of appeal detailed in CEIs have been exhausted.
- Enter the appropriate registered numbers from the applicable registers.