

TSGLI Claims Checklist

___ **Claim Form:** Obtain a TSGLI claim form. TSGLI claim forms can be downloaded at www.hrc.army.mil/TAGD/TSGLI.

___ **Claim Form Part A:** Make sure you have completed Part A of the TSGLI Claim Form in its entirety.

___ Provide **all** requested information.

___ Sign and date **both pages** of the form.

___ **Claim Form Part B:** This part must be completed and signed by a healthcare provider who can provide details on the injury and its affect on activities of daily life (ADL).

___ **Background Documentation:** Provide all applicable medical documentation related to your injury. Your healthcare provider or counselor may be able to assist you with this. Documents that might be applicable include:

- Occupational/Physical Therapy Report (ADL Documentation)
- Neurological Reports (TBI/ADL Documentation)
- OR Report (amputation)
- Hearing Test Results (for hearing loss)
- Eye Test Results (for sight loss)
- Speech Test Results (for speech loss)
- Patient Discharge Summaries
- Medical Summary and/or History
- Patient Movement Request
- Radiographic Reports (X-Ray, MRI, Ultrasound, etc.)
- Accident Report
- Line of Duty (LOD)
- Medical/Physical Evaluation Board (MEB/PEB)
- Other diagnostic test results (e.g., lab reports, etc.)
- Other pertinent documents demonstrating injury type and duration of ADL loss

___ **Submit Claim:** The claim form can be submitted one of three ways—fax 1-502-613-4513; E-mail usasmy.knox.hrc.mbx.tagd-tsgli-claims@mail.mil; or send via Postal Delivery to:

Department of the Army
US Army Human Resources Command
Attention: AHRC-PDR-C (TSGLI) DEPT. 420
1600 Spearhead Division Av.
Fort Knox, Kentucky 40122-5402