

## **SF 1164 INSTRUCTIONS**

1. Use a black ink pen when filling out the form.
2. Use the reverse side of the form if additional room is needed for itemizing costs.
3. Fill in the appropriate blocks:

BLOCK 1	Navy Medicine Manpower, Personnel, Training and Education Command, Code 1WMC15
BLOCK 2	Leave Blank
BLOCK 3	Leave Blank
BLOCK 4	Self- Explanatory
BLOCK 5	Leave Blank
BLOCK 6a	Enter the complete date of purchase e.g. 24APR05
BLOCK 6b	Code each purchase with a number and record that number onto each receipt
BLOCK 6c, d	Use these columns to itemize each purchase
BLOCK 6e	Enter the quantity
BLOCK 6f	Enter the total cost of each line item
BLOCK 7	Total the entire claim
BLOCK 8	Leave Blank
BLOCK 9	Leave Blank
BLOCK 10	Sign and date
BLOCK 11	Leave Blank
BLOCK 12	Leave Blank

4. Retain a copy for your records.
5. E-Mail claims to [mark.d.sullivan@med.navy.mil](mailto:mark.d.sullivan@med.navy.mil). You should expect a confirmation e-mail of receipt of your documents.
6. Please allow 6 to 8 weeks for processing.

Enclosure (11)