



DEPARTMENT OF THE ARMY
US ARMY GARRISON, VICENZA
DIRECTORATE OF LOGISTICS
UNIT 31401, BOX 14
APO AE 09630

IMEU-VIC-LGS

6 June 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standing Operating Procedure (SOP) for Financial Liability Investigation of Property Loss (FLIPL)

1. Purpose. The purpose of this SOP is to standardize the investigation of property loss procedures within USAG Vicenza and to maintain quality of control of the investigation records and ensure DA standards are met.

2. Revision. Revisions to this SOP will be published as required to comply with changes to applicable directives and regulations. Any questions or recommended changes concerning this SOP should be presented in writing to the Directorate of Logistics (DOL), Attn: IMEU-VIC-LGS, Investigation of Property Loss Administrator (formally referred to Report of Survey Administrator).

3. Applicability. These procedures are applicable to all units and agencies under the investigation of property loss authority of the Commander, USAG Vicenza. For Final loss or damage of \$100,000 or greater, or any loss of a controlled item, the approving authority will be the first General Officer or Senior Executive Service Civilian in the rating chain.

4. General.

a. Requirements for Financial Liability Investigation of Property Loss (FLIPL):

(1) FLIPL documents the circumstances concerning the loss, damage, or destruction of government property.

(2) FLIPL is a support vouchers for adjusting property accountable records.

(3) FLIPL documents charges of financial liability assessed against an individual or entity, or provide for relief from financial liability.

b. Mandatory Initiation of Financial Liability Investigations of Property Loss: Initiate and process a FLIPL to account for lost, damaged, or destroyed U.S. Government property when one or more of the situations listed below exist:

(1) Negligence or willful misconduct is suspected as the cause and the individual does not admit liability and refuses to make voluntary reimbursement to the Government for the full value of the loss, less depreciation.

(2) The property lost, damage, or destroyed involves a change of accountable officer's inventory and the outgoing accountable officer made no voluntary reimbursement for the full amount of the loss to the Government.

(3) The value or admitted LDD exceeds the individual's monthly basic pay.

(4) The value of the damages or shortages in occupied Government quarters (real property and furnishing combined) or Government furnishings in non-Government quarters exceeds the individual's monthly basic pay.

(5) The total handling loss of a specific bulk petroleum product exceeds the allowable loss for that product, and the dollar value of the total loss exceeds \$500. See AR 710-2, para 2-37i.

(6) The loss or destruction involves a controlled inventory item.

(7) The loss or destruction involves public funds or other negotiable instruments and the individual does not voluntarily reimburse the Army for the loss.

(8) Required by higher authority or other DA regulatory guidance.

(9) Directed by an inventory adjustment report (IAR) approving authority.

(10) The loss or damage involves a GSA vehicle, and the administrative actions under para 12-1(c) [AR 735-5] have not been taken.

(11) The loss resulted from a fire, theft or natural disaster.

(12) The loss is a recoverable item with a recoverability code of "D", "F", "H" or "L").

c. Related financial liability investigations of property loss: When property listed on more than one property account becomes lost, damaged, or destroyed in the same incident, initiate a separate financial liability investigations of property loss for each property account affected. Cross-reference the separated investigations of property loss to each other.

5. Responsibilities.

a. Units:

(1) Investigations of property loss will be completed within 75 days of discovery of loss or damage. The USAG VI standard is that all investigations of property loss will be initiated within

10 days (DA Standard is 15 Days). A letter of lateness signed by the unit commander or the person responsible for the delay is required for any investigation that is not initiated within 10 calendar days after the date of discovering the loss or damage.

(2) Units will submit the original FLIPL (DD Form 200) with original exhibits to the Investigation of Property Loss administrator (DOL) not later than 10 days after the date of discovery of loss or damage. The administrator will ensure that the investigation of property loss is submitted IAW AR 735-5. When the DD Form 200 is prepared will be attached to a DA Form 7531 that will be used as a checklist and for tracking events as they occur (see sample enclosures 1, 2). If errors in the submission of the financial liability investigations of property loss exist, it will be returned to the initiator immediately.

(3) Units must ensure that DD Form 200 is completed correctly and that block 9 contains sufficient detail to allow the appointing authority to recommend immediate action from the approving authority. All exhibits must be attached and referenced in block 9 per Chapter 13-10a(3)(e), AR 735-5.

b. DOL, Investigation of Property Loss Administrator:

(1) Upon acceptance of a FLIPL by the investigation of property loss administrator, it will be processed IAW 735-5 (see enclosure 3).

(2) Within 2 calendar days of receipt by the investigation of property loss administrator, the appointing authority will determine the need to appoint a financial liability officer, or to recommend to the approving authority disposition on the investigation without an appointment of a financial liability officer.

(3) Should the appointing authority decide to appoint a financial liability officer, the Group S-1 will be contacted to delegate this task to a unit. The appointing authority will request within 2 work days from the receipt of the requirement for a financial liability officer by grade based on the nature of the investigation. Within 2 calendar days, the tasked unit will provide the name of the selected individual. The investigation of property loss administrator will notify the financial liability officer of this duty appointment and thoroughly brief him/her on how the investigation is to be conducted and be advised as to specific time restraints.

c. Financial Liability Officers:

(1) Financial liability officers will report to the investigation of property loss administrator, DOL, Bldg 66, to receive a briefing and a copy of the financial liability investigation of property loss within 24 hours of notification of their appointment. A financial liability officer's responsibility is to determine the cause and value of the LDD property listed on

the investigation of property loss, and determine any assessment of financial liability. That determination must follow from the facts developed during thorough and impartial

investigations. However, before beginning the investigation, the investigation officer must have an understanding of the terms "responsibility, culpability, proximate cause, and loss". Each term impacts upon a determination of financial liability for lost, damaged, or destroyed Government property. For definitions of the aforementioned terms see AR 735-5, para 13-29 (enclosure 3). Once briefed, the financial liability officer will report to the Deputy Commander, USAG Vicenza, for additional guidance.

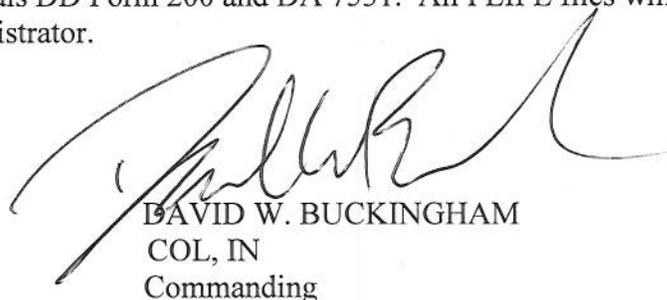
(2) Units will maintain copies of FLIPL that apply to their unit.

(3) The financial liability officer has 20 calendar days from the date of receipt to complete the investigation. Appointment as a financial liability officer becomes that person's primary duty until the approving authority accepts the investigation as completed, or until otherwise relieved from that duty. Any delay must be explained in writing by the financial liability officer and attached to the investigation of property loss as an exhibit.

(4) The financial liability officer will maintain a DA Form 1594 to record all activities taken regarding the financial liability investigations. This DA Form 1594 will reflect as accurately as possible all time spent conducting the investigation. A copy of this DA Form 1594 will be submitted with the investigation of property loss, but not as an exhibit.

(5) Upon final action by the approving authority the FLIPL administrator will ensure that the register is completed and copies are furnished to finance and the unit. The FLIPL administrator will maintain the originals DD Form 200 and DA 7531. All FLIPL files will be maintained by the DOL FLIPL administrator.

- 3 Encls
- 1. DD Form 200
- 2. DA Forms 7531
- 3. Chap 13, AR 735-5



DAVID W. BUCKINGHAM
COL, IN
Commanding

DISTRIBUTION:
S-1, USAG Vicenza
Appointed Financial Liability Officer
Individual
USAG Vicenza Units
DOL
DPW

IMEU-VIC-LGS

SUBJECT: Standing Operating Procedure (SOP) for Financial Liability Investigation of
Property Loss (FLIPL)

Encls 1

DD Form 200 – completion instructions

Block 1. DATE INITIATED (YYYYMMDD). Enter the date the investigation of property loss is prepared. The date of 21 June 2002 is recorded as 20020621.

Block 2. INQUIRY/INVESTIGATION NUMBER. Leave blank, the approving authority will enter the inquiry/investigation number when received from the responsible officer, the reviewing authority, the appointing authority or the accountable officer.

Block 3. DATE LOSS DISCOVERED (YYYYMMDD). Enter the date the loss was discovered or the date of the incident that caused the loss. The date 18 June 2002 is recorded as 20020618.

Block 4. NATIONAL STOCK NO. Enter the national stock number (NSN), manufacturer's part number, management control number (MCN) or other identification numbers, of the item(s) described in block 5. For end items assigned a line item number (LIN), enter the LIN below or adjacent to the NSN. Also, enter the reportable item control code (RICC) for RICC 2, A, B, C and Z items. When RICC 2, A, B, C or Z items are listed on the investigation of property loss, and are totally lost (no residue to turn-in), enter the words "No residue." If the space on the face of the form is insufficient, continuation sheets may be used. (See figure 13-5).

Block 5. ITEM DESCRIPTION. Enter the nomenclature of the item(s) lost damaged or destroyed. If the items are nonstandard, give a description accurate enough for identification. When the items involved have been assigned serial numbers, include such numbers for more identification. Describe damaged major units as such and not as damaged component parts. For damaged property, enter the estimated cost of damage (ECOD) in parenthesis in this block following the description of damaged property. If the space on the face of the form is insufficient, continuation sheets may be used. (See figure 13-5.)

Block 6. QUANTITY. Enter the number of items lost, damaged or destroyed and the unit of issue. As an example, 1 ea, 2 dz, 1 pr, and so on. If space on the face of the form is insufficient, continuation sheets may be used. (See figure 13-5.)

Block 7. UNIT COST. Enter the price as shown in FEDLOG in effect at the time of the loss. When a price is not available in FEDLOG, use the current market price of a similar item; otherwise, estimate the unit price and attach the basis for the estimate to the investigation of property loss. Do not record the repair cost in this column. If the space on the face of the form is insufficient, continuation sheets may be used. (See figure 13-5.)

Block 8. TOTAL COST. Enter the total cost of all property identified in blocks/columns 4 and 5 that has been lost or destroyed. Total cost is computed by multiplying the unit price (column 7) of each item listed, by the quantity (column 6). For damaged property, enter the estimated cost of damage (ECOD) in parenthesis in block 5 following the description of the damaged property. After the last entry on each page, enter the "subtotal" for that page. Enter the "grand total" on last page. The grand total is the total cost of all items listed on the front of the DD Form 200 and on all continuation sheets. If the space on the face of the form is insufficient, continuation sheets may be used. See table 13-5.)

Block 9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one). Place an X in the appropriate box identifying whether the property was lost, damaged or destroyed. Enter a complete and accurate statement of the facts in the case, including the date and place of the incident. Show all persons directly concerned by name and grade. Refer to exhibits by the capital letter designation assigned according to paragraph 13-10a(3)(e). Show exhibits initially attached; for example, Exhibits "A" through "D" attached. If space on the form is insufficient, continuation sheets may be used. (See figure 13-6.)

Block 10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES. Initiators (commanders or accountable officers) and when appropriate the investigating officer enters what actions have been initiated or what action they recommend be taken to preclude further losses of the types identified in this investigation. If space on the form is insufficient, continuation sheets may be used. Same format as shown for block 9 in figure 13-6.

Block 11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10. If the responsible officer or the reviewing authority completed blocks 1 through 10, leave block 11a through 11e blank. Other wise complete as follows:

Block 11a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code). Enter the organizational address of the individual who completed blocks 1 and 3 through 10.

Block 11b. TYPED NAME (Last, First, Middle Initial). Enter the individual's name that completed blocks 1 and 3 through 10.

Figure 13-4. Completion instructions (by item or column) for DD Form 200, Financial Liability Investigation of Property Loss (continued)

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS					
PRIVACY ACT STATEMENT					
AUTHORITY: 10 USC 2775; DoD Directive 7200.11; EO 9337.			ROUTINE USE(S): None.		
PRINCIPAL PURPOSE(S): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.			DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.		
1. DATE INITIATED (YYYYMMDD) 20020621		2. INQUIRY/INVESTIGATION NUMBER 02-573-04		3. DATE LOSS DISCOVERED (YYYYMMDD) 20020618	
4. NATIONAL STOCK NO. 4930-00-276-0087 (G11472) RICC 2	5. ITEM DESCRIPTION Dispensing Pump, Hand Driven Continued on continuation sheet	6. QUANTITY 2	7. UNIT COST 268.57	8. TOTAL COST 537.14	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)			<input checked="" type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED
On 12 through 18 June 2002, a joint inventory of the unit motor pool was conducted by SSG Gary M. Slatt, the outgoing motor sergeant, and SSG Bryan D. McKee, the incoming motor sergeant. The property identified in blocks 4 through 8 above, and on continuation sheet could not be found. Continued on continuation sheet					
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)					
Commander placed command emphasis on keeping him informed when property is loaned to another platoon or section within the unit and on the preparation of sub-hand receipts when property is loaned to other platoons and sections within the unit.					
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) 573d Supply and Service Company Fort Mile High, HI 12345-6789		b. TYPED NAME (Last, First, Middle Initial) Groft, Austin E., 1LT, Ord, XO		c. DSN NUMBER 321-3833	
		d. SIGNATURE <i>Austin E. Groft</i>		e. DATE SIGNED 20020621	
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)		REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)			
a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS SSG Slatt alleges missing property was loaned to the Laundry and Bath (L&B) Platoon. However, when asked to provide the hand receipt showing the issue of property to the L&B Platoon, he was unable to provide them. Continued on continuation sheet			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) 573d Supply and Service Company Fort Mile High, HI 12345-6789		d. TYPED NAME (Last, First, Middle Initial) Armstrong, Joseph E. CPT, Inf, Commanding		e. DSN NUMBER 321-6666	
		f. SIGNATURE <i>Joseph E. Armstrong</i>		g. DATE SIGNED 20020623	
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <i>GCS 23/06/02</i> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	
14. APPROVING AUTHORITY					
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	

DD FORM 200, OCT 1999

PREVIOUS EDITION IS OBSOLETE.

Figure 13-4. Completion instructions (by item or column) for DD Form 200, Financial Liability Investigation of Property

Block 11c. DSN NUMBER. Enter the telephone number of the individual identified in block 11b.

Block 11d. SIGNATURE. The individual identified in block 11b enters his or her signature. Electronic/digital signature may be used if DD Form 200 is electronically produced.

Block 11e. DATE SIGNED. Enter the date block "d" is signed. The date 21 June 2002 is entered as 20020621.

Block 12. (X one)

- RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) For losses of property at the using unit level, check responsible officer, or
- REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS) For losses of property at the forward distribution point level, check reviewing authority.

Block 12a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one). The responsible officer or the reviewing authority as appropriate, checks the "yes" or "no" block indicating whether negligence or abuse is evident or suspected.

Block 12b. COMMENTS/RECOMMENDATIONS. Rationale for the determination made in block 12a and recommendations.

Block 12c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code). Enter the organizational address of the responsible officer or the reviewing authority as appropriate.

Block 12d. TYPED NAME (Last, First, Middle Initial). Enter the full name, grade and position, of responsible officer or the reviewing authority as appropriate.

Block 12e. DSN NUMBER. Enter the telephone number of the responsible officer or the reviewing authority as appropriate.

Block 12f. SIGNATURE. The responsible officer or the reviewing authority as appropriate enters their signature. Electronic/digital signature may be used if DD Form 200 is electronically produced.

Block 12g. DATE SIGNED. Enter the date block "f" is signed. The date 25 June 2002 is entered as 20020625.

Block 13. APPOINTING AUTHORITY

Blocks 13a through b, and d through h. Leave blank at this time. These blocks are completed after the investigation is completed to show whether the appointing authority approves of the investigating officer's findings and recommendations. When an appointing authority has not been designated, these blocks will be left blank.

Block 13c. FINANCIAL LIABILITY OFFICER APPOINTED (X one). The appointing authority or the approving authority as appropriate indicates whether an investigating officer will be appointed by placing an X in the appropriate box and entering their initials and the date in block 13c. Electronic/digital signature may be used if DD Form 200 is electronically produced. The investigating officer will be appointed using an informal memorandum per paragraph 13-27b.

Figure 13-4. Completion instructions (by item or column) for DD Form 200, Financial Liability Investigation of Property Loss (continued)

(1) Unit price (block 7) will be the price contained in the Army Master Data File (AMDF) contained on FEDLOG in effect at the time of the loss. When a price is not available in the AMDF contained on FEDLOG, use the current fair market price of a similar item; otherwise, estimate the price and attach the basis for the estimate to the financial liability investigation of property loss as an exhibit. Do not compute the depreciation at this time; the financial liability officer will compute it in accordance with para 13-32c(1) below.

(a) For subsistence sales accounts, obtain unit prices from the TISA or the commissary price list in effect at the time of the loss.

(b) Do not use reduced prices available to some members of private organizations.

(c) For leased property that is damaged, enter the word "LEASED;" it is not necessary to enter the unit price for damaged leased property.

(2) Total cost (block 8) equals the quantity, times the unit price. For damaged property, enter the estimated cost to repair the damaged property in parenthesis in block 5, following the description of the damaged property.

(3) Block 9 will contain a description of the events leading to the LDD of Government property, with an explanation of how it happened, omitting personal opinions and conjectures. Show all persons directly concerned by name and grade. The description of the facts must be detailed enough to enable the appointing authority or the approving authority to make a determination of whether relief from, or assessment of financial liability should be sought without appointment of a financial liability officer, or that an investigation by a financial liability officer is required. The initiator of a financial liability investigation of property loss must prepare a thorough document in recognition that an investigation by a financial liability officer represents a significant expenditure of time and effort. It may be necessary for the initiator to obtain statements from individuals who were witnesses or who have knowledge of the incident resulting in the loss. If so, the initiator will ensure the statements are—

(a) Prepared on DA Form 2823 (Sworn Statement) to record the statements. If the financial liability officer believes a person providing a statement should be informed of their rights under the Uniform Code of Military Justice (UCMJ), Article 31b prior to questioning, the financial liability officer should consult with the servicing office of the staff judge advocate for advise on how and when the advise will be rendered.

(b) Typed or printed legibly by the individual making the statement in black or blue ink. When DA Form 2823 is not available, plain bond paper or ruled paper with the word "CERTIFICATE" printed or typed across the top may be used in lieu of the DA Form 2823 to record the statement.

(c) Prepared in original and as many copies as prescribed by the local command. Attach the original statement/certificate to the original of the financial liability investigation of property loss. Attach the copies to the copies of the financial liability investigation of property loss.

(d) The person making the statement dates and signs the statement/certificate. Electronic/digital signature may be used if DA Form 2823 is electronically produced.

(e) Lettered alphabetically at the bottom of the statement/certificate, followed with the date, amount, and organization as shown on the face of the financial liability investigation of property loss. Example: "Exhibit A, IOPL, 18 May 2002, \$375.00, Co Z, 906th Signal Battalion." Other exhibits such as an estimated cost of damage (ECOD), military police report, hand receipt and so forth, will also be identified as exhibits as shown above.

(4) Except as authorized in para 14-14, the initiator will not erase or alter any part of blocks 4 through 10, DD Form 200, or any exhibit. The person preparing a statement may make minor corrections providing he or she initials the change(s).

(5) Figure 13-5 and 13-6 show sample continuation sheets for blocks 4 through 8 and block 9, respectively.

IMEU-VIC-LGS

SUBJECT: Standing Operating Procedure (SOP) for Financial Liability Investigation of
Property Loss (FLIPL

Encls 2

DA Form 7531 – Sample checklist and
Tracking Document

CHECKLIST AND TRACKING DOCUMENT FOR FINANCIAL LIABILITY INVESTIGATIONS OF PROPERTY LOSS			
For use of this form, see AR 735-5; the proponent agency is DCS, G-4.			
To: Accountable Officer 1. Glenn A. Hoffman, CPT			
To: Approving Authority 2. Richard E. Whitley, LTC, Commander			
To: Financial Liability Officer 3. Tobin A. Felder, 2LT, 1st Platoon Leader			
To: Approving Authority 4. Richard E. Whitley, LTC, Commander			
To: Staff Judge Advocate 5. Donna M. Dirk, CPT			
To: Approving Authority 6. Richard E. Whitley, LTC, Commander			
(A) Complete When a Loss is Discovered			
Date loss was discovered	20030306	Originating Unit	4/56th Infantry Battalion
Preliminary search for item began	20030224	Preliminary search for item ended	20030305
Date assigned document number	20030307	Date assigned inquiry/investigation number	20030208
<i>(B) Initiator (Blocks 1 and 3 through 11 are completed by the individual initiating the investigation of property loss. Normally this will be the hand receipt holder or the accountable officer. When the hand receipt holder or accountable officer is not available, the person with the most knowledge of the incident causing the loss will initiate the financial liability investigating of property loss.)</i>			
Block 1.	Has the date the investigation of property loss initiated been entered?	Yes <input checked="" type="checkbox"/>	No
Block 3.	Has the date the loss was discovered been entered?	Yes <input checked="" type="checkbox"/>	No
Block 4.	Has the correct stock number(s) been entered? If more than one, use a continuation sheet per figure 13-5. For items with a line item number (LIN), enter the LIN and for those items with a reportable item control code (RICC) of, 2, A, B, C or Z, enter the RICC.	Yes <input checked="" type="checkbox"/>	No
Block 5.	Has the correct nomenclature(s) been entered, to include serial numbers if items have serial numbers? For damaged property, enter the cost of repair or the estimated cost of repair if actual cost is not available. Use continuation sheet when the loss to be investigated involves more than one item.	Yes <input checked="" type="checkbox"/>	No
Block 6.	Has the quantity of the item(s) lost, damaged or destroyed been entered? Use continuation sheet when necessary.	Yes <input checked="" type="checkbox"/>	No
Block 7.	Has the unit cost of the item(s) lost, damaged or destroyed been entered? Use continuation sheet when necessary.	Yes <input checked="" type="checkbox"/>	No
Block 8.	Has the total cost of the item(s) lost, damaged or destroyed been entered? Use continuation sheet when necessary.	Yes <input checked="" type="checkbox"/>	No
Block 9.	Has an accurate and concise statement of facts surrounding the loss been entered? Statement should identify as much as possible what happened, how it happened, where it happened, who was involved, when it happened and any evidence of negligence, willful misconduct, or deliberate unauthorized use or disposition of the property.	Yes <input checked="" type="checkbox"/>	No
Block 10.	Has a recommendation been entered by the initiator? Recommendations may be entered by the commander, accountable officer, and when appropriate by the financial liability investigating officer.	Yes <input checked="" type="checkbox"/>	No
Block 11.	Has the individual who completed blocks 1 and 3 through 10, completed blocks 11a through 11e?	Yes <input checked="" type="checkbox"/>	No
Block 12.	Has the responsible officer or the reviewing authority completed blocks 12 through 12g?	Yes <input checked="" type="checkbox"/>	No
Attach the financial liability investigation of property loss to this checklist and tracking document, and forward to the accountable officer or person maintaining the expendable/durable document register for assignment of a document/voucher number.			
(C) Accountable Officer (Block 17 is completed by the accountable officer or person maintaining the expendable or durable document register prior to forwarding the investigation to the appointing authority or approving authority as appropriate.)			

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Figure 13-3. Sample Checklist and Tracking Document for Financial Liability Investigations of Property Loss Page

Block 17	Has the accountable officer completed blocks 17a through 17f showing the assignment of a document number or voucher number to the financial liability investigation of property loss for lost and destroyed property? For damaged property, a document number is not assigned.	Yes	<input checked="" type="checkbox"/>	No	N/A
<i>(D) Appointing Authority or Approving Authority as Appropriate (Leave blocks 13a and 13b through 13h blank at this time. These blocks are completed after the investigation is completed to show whether the appointing authority approves of the financial liability officer's findings and recommendations. When an appointing authority has not been designated, these blocks will be left blank.)</i>					
Block 13c	Has the appointing authority or the approving authority as the appropriate completed block 13c indicating whether a financial liability officer is appointed? When a financial liability officer is appointed, use a memorandum as described in figure 13-12; when an AR 15-6 financial liability officer is appointed use an appointment memorandum in accordance with AR 15-6, paragraph 2-1b.	Yes	<input checked="" type="checkbox"/>	No	
<i>(E) Financial Liability Officer (Block 15 is completed by the financial liability officer prior to returning the investigation to the appointing authority or approving authority as appropriate.)</i>					
Block 15a.	The financial liability officer's findings and recommendations are recorded here. In conducting the financial liability investigation of property loss has the financial liability officer—				
	<input type="checkbox"/> Scrutinized all available evidence.	Yes	<input checked="" type="checkbox"/>	No	
	<input type="checkbox"/> Interviewed witnesses and secured statements from individuals concerning: oo The cause of the loss or damage. oo The responsibility for the loss or damage.	Yes	<input checked="" type="checkbox"/>	No	
	<input type="checkbox"/> Compiled evidence substantiating or refuting any statement in block 9, DD Form 200.	Yes	<input checked="" type="checkbox"/>	No	
	<input type="checkbox"/> Physically examined the damaged property, when available, and released it for repair or disposal. This should be done on the first day of the financial liability officer's appointment.	Yes		No	N/A <input checked="" type="checkbox"/>
	<input type="checkbox"/> Consulted with the appointing/approving authority as appropriate for guidance, when needed.	Yes	<input checked="" type="checkbox"/>	No	N/A
	<input type="checkbox"/> Determined the amount of damage, if property was damaged. This value may be the actual cost of repairs or an estimated cost of the repairs obtained from technical manuals or other reliable sources. Determine the value of the property immediately before it was damaged if the property is not economically repairable. The accountable officer may be asked to assist if he or she has not been directly involved.	Yes	<input checked="" type="checkbox"/>	No	N/A
	<input type="checkbox"/> Has action been taken to exercise control over the property recovered during the investigation?	Yes	<input checked="" type="checkbox"/>	No	N/A
	<input type="checkbox"/> Has the total loss to the government been computed correctly?	Yes	<input checked="" type="checkbox"/>	No	N/A
	<input type="checkbox"/> Has the financial liability officer coordinated this investigation with the claims investigating officer when the investigation covers the loss, damage or destruction of Government property that is being, has been, or shall be investigated because of attendant events by a claims financial liability officer. This includes cases where military personnel or civilian employees, while driving a privately owned vehicle, damage Government property and have insurance to pay for part of the loss.	Yes		No	N/A <input checked="" type="checkbox"/>
	<input type="checkbox"/> Ensured that individuals being recommended for a possible charge of financial liability are aware of their rights.	Yes	<input checked="" type="checkbox"/>	No	N/A
	<input type="checkbox"/> Request individual(s) to acknowledge their understanding of their rights by completing block 16, DD Form 200.	Yes	<input checked="" type="checkbox"/>	No	N/A

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Figure 13-3. Sample Checklist and Tracking Document for Financial Liability Investigations of Property Loss Page (continued)

	<ul style="list-style-type: none"> o If appropriate, prepare a statement that individual recommended for a charge of financial liability refused to sign block 15g, DD Form 200, after being given the opportunity. oo A full explanation of the person's rights shall be included and a reply shall be requested. oo If the reply is not received within 30 days after the date of mailing, the financial liability officer shall record this fact and take action to complete the DD Form 200. This record of fact shall be included in, or appended to, the DD Form 200. oo Any reply received after the expiration of 30 days shall be forwarded through the same channels as the DD Form 200, form attachment to the original DD Form 200. o Was consideration given to any new evidence received after a recommendation was made? If the financial liability recommendation remains unchanged, the financial liability officer shall note that the added evidence was considered and provide the rationale for not changing the decision. The notation shall be on all copies of the report immediately following the original recommendation. If the financial liability officer makes a change in the original recommendations because of the new evidence, the financial liability officer shall record such change as "Amended Recommendations." These recommendations should be recorded immediately after the original recommendations. 	Yes	<input checked="" type="checkbox"/>	No	N/A
Block 15b.	Has the dollar amount of the loss been entered by the financial liability officer?	Yes	<input checked="" type="checkbox"/>	No	N/A
Block 15c.	When a charge of financial liability is being recommended, has the monthly basic pay of the respondent been entered?	Yes	<input checked="" type="checkbox"/>	No	N/A
Block 15d.	When a charge of financial liability is being recommended, has the recommended amount of financial liability been entered?	Yes	<input checked="" type="checkbox"/>	No	N/A
Blocks 15e-15k.	Self explanatory.	Yes	<input checked="" type="checkbox"/>	No	N/A
On completion of the investigation, the financial liability officer forwards the completed DD Form 200 with all exhibits to the approving authority. When the approving authority has designated an appointing authority, the financial liability officer forwards the completed investigation to the appointing authority.					
(F) Appointing Authority (Block 13 is completed by the appointing authority when one has been designated by the approving authority. When an appointing authority has not been designated, block 13a through b and d through f are left blank.)					
Block 13a.	On completion of the appointing authority's review of the financial liability investigation of property loss, a recommendation is made to either approve or disapprove the financial liability officer's findings and recommendations.	Yes	<input checked="" type="checkbox"/>	No	N/A
Block 13b.	The appointing authority's rationale for the decision reached in block 13a is entered in block 13b.	Yes	<input checked="" type="checkbox"/>	No	N/A
Block 13c.	This block was previously completed, as indicated in (D) above.	Yes	<input checked="" type="checkbox"/>	No	N/A
Blocks 13c-13h.	Self explanatory.	Yes	<input checked="" type="checkbox"/>	No	N/A
On completion of block 13, the financial liability investigation of property loss is either –					
<ul style="list-style-type: none"> o Returned to the financial liability officer for additional investigation or documentation of findings and recommendation, or o Forwarded to the approving authority. 					
(G) Approving Authority (This set of blocks is completed by the approving authority to show the approving authority's preliminary decision after the approving authority's initial review of the financial liability officer's findings and recommendations.)					

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Figure 13-3. Sample Checklist and Tracking Document for Financial Liability Investigations of Property Loss Page (continued)

Block 14a.	On completion of the approving authority's initial review of the financial liability officer's findings and recommendations, has the approving authority indicated his or her approval or disapproval of the financial liability officer's findings and recommendations? <ul style="list-style-type: none"> o If the financial liability officer has recommended that all persons be relieved of responsibility and accountability for the loss and the approving authority agrees with the financial liability officer, the approving authority may approve the financial liability investigation of property loss and close the investigation, per AR 735-5, paragraph 13-35g(3). o If the financial liability officer has recommended that person(s) be charged with financial liability for the loss, and the approving authority agrees with the financial liability officer, the approving authority must forward the financial liability investigation of property loss to the supporting Office of the Staff Judge Advocate for legal review prior to making a final decision, per AR 735-5, paragraph 13-40d. o When the approving authority makes a decision contrary to the recommendations of the investigating officer or AR 15-6 financial liability officer, either to relieve all concerned from financial liability or assess financial liability against a new individual, this decision is entered in block 14a(1) with appropriate comments in block 14b, per AR 735-5, paragraph 13-40d(2). 	Yes	<input checked="" type="checkbox"/>	No	N/A
Block 14b.	Has the approving authority entered his or her rationale for the initial decision shown in block 14a? When a decision to charge an individual(s) with financial liability, comments should be entered stating who the respondent is and the amount of financial liability to be assessed.	Yes	<input checked="" type="checkbox"/>	No	N/A
Block 14c.	Has the approving authority indicated whether a legal review is necessary? A legal review is required when – <ul style="list-style-type: none"> o A charge of financial liability is recommended. o The recommendations appear to be inconsistent with the findings. 	Yes	<input checked="" type="checkbox"/>	No	N/A
Blocks 14d-14h.	Self explanatory	Yes	<input checked="" type="checkbox"/>	No	N/A
On completion of block 14, when the approving authority decides to approve a charge of financial liability, he or she must forward the financial liability investigation of property loss to the supporting Office of the Staff Judge Advocate for legal review prior to making the final decision to assess financial liability.					
(H) Staff Judge Advocate When financial liability is recommended, or when recommendations appear to be inconsistent with the financial liability officer's findings, a judge advocate or civilian attorney must review the findings and recommendations and provide an opinion on the adequacy of the evidence and its relationship to the findings and recommendations. This legal review will be attached to the financial liability investigation of property loss as an exhibit. On completion of the legal review, the financial liability investigation of property loss will be returned to the approving authority.					
(I) Approving Authority On receipt of the financial liability investigation of property loss containing a legal review from Staff Judge Advocate, the approving authority will conduct a final review of the financial liability officer's findings and recommendation together with the Staff Judge Advocate's legal review and make a final decision concerning the charge of financial liability. <ul style="list-style-type: none"> o When a decision is reached to charge an individual with financial liability, the approving authority notifies the respondent by memorandum per AR 735-5, paragraph 13-42a. See AR 735-5, paragraph 13-43 addressing actions required when a respondent submits a request for reconsideration. o When a decision is reached to relieve all concerned of accountability and responsibility for the loss, investigation will be closed out per AR 735-5, paragraph 13-40e. 					

Figure 13-3. Sample Checklist and Tracking Document for Financial Liability Investigations of Property Loss Page (continued)

13-10. Preparation requirements for DD Form 200

a. Except as stated in b below, the initiator prepares block 1 and blocks 3 through 11 of DD Form 200 per figure 13-4.

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SUBJECT: Standing Operating Procedure (SOP) for Financial Liability Investigation of
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