

**HQ USAG ITALY
UNIT 31401, BOX 42
APO AE 09630**



**FINANCIAL LIABILITY
INVESTIGATION OF PROPERTY LOSS**

**External Operating Procedures
September 2015**



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ITALY
UNT 31401, BOX 42
APO AE 09630

ASEU-LVC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standing Operating Procedure (SOP) for Financial Liability Investigation of Property Loss (FLIPL) within U.S. Army Garrison (USAG) Italy

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

2. Reference. AR 735-5, Property Accountability Policies, 10 May 2013/RAR 22 August 2013.

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 Logistics Readiness Center (LRC) Italy (previously known as DOL), Attn: ASEU-LVC, FLIPL Administrator.

3. Applicability. These procedures are applicable to all units and agencies under the investigation of property loss authority of the Commander, USAG Italy. 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 (see AR 735-5, paragraph 13-13).

4. General.

a. FLIPL Requirements

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

(2) FLIPL is a support voucher 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 a FLIPL: 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:

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(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 (military) or 1/12th of the annual salary of a civilian employee.

(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 \$1000 (See AR 710-2).

(6) The loss or destruction involves a controlled inventory item (AR 1506 investigation) or the serial number changes involved more than two (2) characters.

(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 DA Form 444 approving authority.

(10) The loss or damage involves a GSA vehicle or a vehicle that was rented due to a non-availability at the TMP, and the administrative actions under para 12-1(c) [AR 735-5] have not been taken.

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

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

c. Related FLIPL: When property listed on more than one property account becomes lost, damaged, or destroyed in the same incident, initiate a separate FLIPL for each property account affected.

5. Responsibilities.

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a. Units:

(1) Investigations of property loss will be completed within 75 days of discovery of loss or damage. The USAG Italy 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 FLIPL Administrator not later than 10 days after the date of discovery of loss or damage. When DD Form 200 and associated documents are electronically produced, electronic and/or digital signatures may be used. The FLIPL 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 FLIPL exist, it will be returned to the initiator immediately.

(3) Units must ensure that DD Form 200 -blocks 1 and blocks 3 through 11- are completed correctly, and that block 9 contains sufficient detail to allow the appointing authority to make a determination whether to relieve or assess financial liability without appointment of a Financial Liability Officer (FLO) investigator, or that a FLO is required to further investigate. All exhibits must be attached and referenced in block 9 per Chapter 13-10b(5)(d), AR 735-5.

b. Financial Investigation of Property Loss Administrator:

(1) Upon acceptance of a FLIPL by the FLIPL Administrator, it will be processed IAW AR 735-5 chapter 13.

(2) Within two (2) work days of receipt by the FLIPL 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 FLO.

(3) Should the appointing authority decide to appoint a FLO, the Group S-1 will be contacted and will provide the name of the selected individual within 2 working days from the receipt of the requirement. The FLO selection will be by grade based on the nature of the investigation. The FLIPL Administrator will notify the selected individual of this duty appointment as FLO and thoroughly brief him/her on how the investigation is to be conducted and be advised as to specific time restraints.

(4) Upon final action by the approving authority the FLIPL Administrator will ensure that the register DA Form 1659 is completed and copies are furnished to the

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units concerned (Finance, SJA Claims Office, Resource Management, TMP, etc). All FLIPL files will be maintained by the FLIPL Administrator and final file copies must be maintained in hard copy.

c. Financial Liability Officers:

(1) Financial Liability Officers will report to the FLIPL administrator, LRC Italy, Bldg 66, to receive a briefing and a copy of the FLIPL within 24 hours of notification of their appointment. A FLO's responsibility is to determine the cause and value of the LDD property listed on the FLIPL, 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 FLO 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 (see AR 735-5, paragraph 13-29). Once briefed, the FLO may consult with the servicing office SJA for additional guidance.

(2) The FLO has 30 calendar days from the date of receipt to complete the investigation. Appointment as a FLO 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 FLO and attached to the investigation of property loss as an exhibit.

- 2 Encls
1. DD Form 200
2. DA Forms 7531

DISTRIBUTION:
DHR, USAG Italy
Appointed Financial Liability Officer
USARAF Staff Judge Advocate (SJA)
USAG Italy Units
405th AFSB LRC Italy, S&S Division

MARKS.STEVEN.MIC
HAEL.1080554458
STEVEN M. MARKS
COL, SF
Commanding

Digitally signed by
MARKS STEVEN MICHAEL 1080554458
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=USA, cn=MARKS STEVEN MICHAEL 1080554458
Date: 2015.09.09 16:21:05 +0200

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
1. DATE INITIATED (YYYYMMDD) 20151001		2. INQUIRY/INVESTIGATION NUMBER 2AWAB0-15-01		3. DATE LOSS DISCOVERED (YYYYMMDD) 20150930			
4. NATIONAL STOCK NO. C10345 8415-01-519-8599	5. ITEM DESCRIPTION Coat Army Combat Uniform Large Regular Add More Items		6. QUANTITY 1	7. UNIT COST 36.00	8. TOTAL COST 36.00		
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary) Add Page							
<input checked="" type="checkbox"/> Lost <input type="checkbox"/> Organization <input type="checkbox"/> Damaged <input type="checkbox"/> Installation <input type="checkbox"/> Destroyed <input type="checkbox"/> OCIE SGT John A. Doe was missing one each ACU coat at the shift change inventory. No coats were issued during a shift on 29-30 September 2014, therefore the missing coat is lost. SGT Doe stated that someone must have stolen it during the night. Exhibit A through F							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) Add Page Continue to reiterate and enforce the necessity for individuals to guard or secure equipment at all times.							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) EUSA-BD-A A Company, 34th Engineer Battalion Fort Knox, KY 401			b. TYPED NAME (Last, First, Middle Initial) Doe, Merlin X., SSG, Squad Leader		c. DSN NUMBER 315-123-4569		
			d. SIGNATURE DIGITAL SIGNATURE 123456789		e. DATE SIGNED 20151001		
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)							
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS Request investigation to ensure all policy and procedures were followed.					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) EUSA-BD-A 234th Engineer Battalion Fort Knox, KY 40121			d. TYPED NAME (Last, First, Middle Initial) Doe, John A., CPT, Commanding		e. DSN NUMBER 315-456-8132		
			f. SIGNATURE DIGITAL SIGNATURE 123456789		g. DATE SIGNED 20151115		
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE Recommend approval of the financial liability investigating officer's findings to hold SGT Doe financially liable for failing to properly secure Government equipment.				c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) EUSA-BD-A 234th Engineer Battalion Fort Knox, KY 40121			e. TYPED NAME (Last, First, Middle Initial) Doe, Shanna Y., LTC Commanding		f. DSN NUMBER 315-456-8132		
			g. SIGNATURE DIGITAL SIGNATURE 123456789		h. DATE SIGNED 20151115		
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE Approved to hold SGT John A. Doe, financially liable in the amount entered in block 15d. SGT Doe's basic pay at the time of loss was \$2,146.00				c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) EUSA-BD-A 1st BCT, 2nd Infantry Division Fort Knox, KY 40121			e. TYPED NAME (Last, First, Middle Initial) Doe, Dean S. III, COL, Commanding		f. DSN NUMBER 315-159-000		
			g. SIGNATURE DIGITAL SIGNATURE 123456789		h. DATE SIGNED 20151205		

DD FORM 200, JUL 2009

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 8.0

Figure 13-2. Sample DD Form 200 only one item

Encl
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15. FINANCIAL LIABILITY OFFICER		
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>		<input type="button" value="Add Page"/>
<p>I have examined all the available evidence shown in Block 9 and exhibits A through F. I also conducted numerous additional interviews and obtained other evidence and have attached them to this investigation, exhibits G through M. The ACU coat was lost due to failure to properly secure Government property. The loss was a result of simple negligence on the part of SGT John A. Doe.</p> <p>SSG Zoc was assigned the task of outfitting the deploying forces of the 234th Infantry Battalion. His operation was set-up on the airfield. He ran a 24 hour operation with eight Soldiers, 12 hour shifts. There was an NCO assigned to each shift. SGT Doe had the night shift. There were approximately ten airfield personnel on duty at night. These airfield personnel move around freely throughout the facility.</p> <p>On the night of 29 September 2014, SGT Doe released everyone to go to chow at 2200hrs. He was the only one from the detail left on the airfield. After all had left for chow, SGT Doe went to the back room to use the computer to read and send some e-mails. He did not leave anyone to watch the supplies out on the floor. He did not have eyes on the supplies while in the back room. SGT Doe admits to staying in the room until everyone returned from chow.</p> <p>At the morning shift detail inventory, it was discovered that a large regular ACU coat was missing. None of the detail admitted to taking the ACU coat. All airfield personnel were interviewed but none admitted to knowing or seeing the thief. It was likely stolen during the time the items were unguarded, between 2200 and midnight, when SGT Doe was in the back room. The identity of the thief is still unknown.</p> <p>SGT Doe had supervisory responsibility for the unissued items. A Statement of Charges was offered to SGT Doe to pay for the loss but he refused to sign it.</p> <p>The ACU coat was not depreciated as it was new when it was determined missing.</p> <p>Recommended that SGT John A. Doe be held liable in the amount of \$36.00 and all others be relieved of responsibility for the lost item. SGT Doe's base pay at the time of loss was \$2,146.00.</p> <p>Exhibit A through M attached.</p>		
b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
36.00	0.00	36.00
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i>	f. TYPED NAME <i>(Last, First, Middle Initial)</i>	g. DSN NUMBER
EUSA-BD-A A Company, 234th Engineer Battalion Fort Knox, KY 40121	Doe Joel B. I. L. T.	315-723-6745
	h. DATE SUBMITTED TO APPOINTING AUTHORITY <i>(YYYYMMDD)</i>	i. DATE APPOINTED <i>(YYYYMMDD)</i>
	20151030	20151010
	j. SIGNATURE	k. DATE SIGNED
	DIGITAL SIGNATURE 123456789	20151029
16. INDIVIDUAL CHARGED		
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND <i>(X one)</i>		
<input type="checkbox"/> Submit the attached statement of objection. <input checked="" type="checkbox"/> Do not intend to make such a statement.		
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.		
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i>	d. TYPED NAME <i>(Last, First, Middle Initial)</i>	e. DSN NUMBER
EUSA-BD-A A Company, 2nd Engineer Battalion Fort Knox, KY 40121	Doe, John A.	315-985-4568
	f. SIGNATURE	g. DATE SIGNED
	DIGITAL SIGNATURE 123456789	20151116
17. ACCOUNTABLE OFFICER		
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD		
W6212F 5284-1010		
b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i>	c. TYPED NAME <i>(Last, First, Middle Initial)</i>	d. DSN NUMBER
EUSA-BD-PBO 1st BCT 2nd Infantry Division Fort Knox, KY 40121	Doc, Reginald A.	315-549-7135
	e. SIGNATURE	f. DATE SIGNED
	DIGITAL SIGNATURE 123456789	20151010
DD FORM 200 (BACK), JUL 2009		
		<input type="button" value="Reset"/>

Figure 13-2. Sample DD Form 200 only one item-Continued

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. Doe, Reginald A., CW2

To: Approving Authority
2. Doe, Dean S. IIL, COL

To: Financial Liability Officer
3. Doe, Joel B., ILT

To: Approving Authority
4. Doe, Dean S. IIL, COL

To: Staff Judge Advocate
5. Doe, Robert Z., COL

To: Approving Authority
6. Doe, Dean S. IIL, COL

(A) Complete When a Loss is Discovered

Date loss was discovered 20151001 Originating Unit A Company 234th Engineer Battalion
 Preliminary search for item began 20151001 Preliminary search for item ended 20151011
 Date assigned document number 20151010 Date assigned inquiry/investigation number 20151001

(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.)

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.)

DA FORM 7531, AUG 2004

APD PE v1.00
Page 1 of 4

Figure 13-3. Sample checklist and tracking document for financial liability investigations of property loss page

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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
(D) Appointing Authority or Approving Authority as Appropriate (Leave blocks 13a and 13d 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.)					
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	
(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.)					
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	<input type="checkbox"/>	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 type="checkbox"/>	No	N/A <input checked="" type="checkbox"/>
	<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	<input checked="" type="checkbox"/>	No	N/A
	<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

DA FORM 7531, AUG 2004

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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 16g, DD Form 200, after being given the opportunity. <ul style="list-style-type: none"> 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.)					

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 13-39g(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