



DEFENSE HEALTH AGENCY

WEED ARMY COMMUNITY HOSPITAL
P.O. BOX 105109
FORT IRWIN, CA 92310-5109

WACH Regulation
*No. 735-5

14 February 2025

Property Accountability
FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

1. **PURPOSE.** Establish Fort Irwin WACH policies and procedures for Financial Liability Investigation Property Loss (FLIPL).

2. **REFERENCES.**

a. DHA Administrative Instruction, Financial Liability Investigation of Property Loss, Number 4000.02, 9 May 2022

3. **APPLICABILITY.** This regulation applies to all WACH Fort Irwin personnel.

4. **RESPONSIBILITIES.**

a. The Approving Authority will ensure:

(1) The Deputy Commander for Administration is appointed as the Appointing Authority.

(2) That Appointing Authority appointment orders are filed with the FLIPL register kept in the Logistics Division.

b. The Appointing Authority:

(1) Ensures that a copy of the appointment orders is filed with the FLIPL register.

(2) Ensures administrative action takes place to correct the causes of avoidable delays exceeding the processing time limits.

c. The Chief, Equipment Management Branch:

(1) Responsible for ensuring all FLIPLs are processed within the time frames listed in AR 735-5 when U.S. Government property is lost, damaged, or destroyed.

(2) Ensure investigations are processed in accordance with regulatory guidance.

(1) Supervises the preparation, maintenance, and management of the document/voucher register.

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(2) Maintains the FLIPL register, DA Form 1659, in accordance with AR 735-5.

(3) Submit FLIPL for legal review as required.

d. Human Resources:

(1) Will be responsible for assigning a Financial Liability Officer (FLO) for FLIPLs requiring investigation.

e. Property Book Officer (PBO):

(1) Provide guidance to the primary hand receipt holders in initiating the FLIPL.

(2) Assign a document number to the FLIPL. Ensure missing equipment is dropped from formal accountability and damaged items are turned in.

(3) Establish supporting document files to support transactions of dropping items from the property book.

(4) Ensure the Financial Liability Officer is briefed on duties and responsibilities. PBO will furnish Investigating Officers with a copy of the FLIPL Officer Guide, FLIPL handbook and an appointment for a legal briefing.

f. Financial Liability Officer (FLO): Conduct an out-brief in the standardized format provided by the Logistics Division to the Approving Authority subsequent to a legal review by Judge Advocate General (JAG) office and the Appointing Authority's recommendations.

5. PROCEDURES

a. The initiator of a FLIPL will normally be the hand receipt holder, however, the individual with the most knowledge of the circumstances will serve as initiator and on rare occasions the Property Book Officer (PBO/Accountable Officer) may be required to initiate. The initiator will prepare blocks 1 and 3-11 of DD Form 200 (Financial Liability Investigation of Property Loss) (Appendix C) and forward it to the Accountable Officer (Property Book Officer). When the DD Form 200 is prepared it will be attached to DA Form 7531 (Checklist and Tracking Document for Financial Liability Investigations of Property Loss) (Appendix B) for utilization as a checklist and tracking sheet. The initiator will also complete a DHA Form 127 (Preliminary Causative Research Form) to be given to the PBO (Appendix D).

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b. The Accountable Officer will complete blocks 17a-f of the original DD Form 200. All exhibits should be uploaded to the digital version of the DD Form 200. Property Management will review the FLIPL for accuracy, assign a document number, and route the FLIPL to the Appointing Authority.

c. The Appointing Authority may determine (from the information in block 9 and 10, DD Form 200 and exhibits) that there is no evidence of negligence. If so, he or she will complete blocks 13b through 13h, placing a statement in block 13b recommending all persons be relieved of financial liability. Forward the DD Form 200 to the Approving Authority.

d. The Appointing Authority may determine that there is evidence of negligence based on information provided in block 9 and 10. He or she may recommend liability without appointing a Financial Liability Officer. When this option is applied, the Appointing Authority will ensure procedures are followed as outlined in AR 735-5, Chap 13 para 22-23.

e. Approving Authorities in the rank of COL (0-6) and/or GS-15 or above may delegate, in writing, approving authority to an Army officer in the rank of LTC (0-5) for financial liability investigations assessing a final loss of \$5,000.00 or less that do not include equipment classified as COMSEC, sensitive items, and/or equipment that contains personal identification information (PII).

f. The Appointing Authority may appoint a Financial Liability Officer when the FLIPL does not contain enough information to conduct a short survey by completing block 13c and entering their initials and the date or direct an investigation according to AR 15-6. If an AR 15-6 investigation is directed line through the words financial liability in block 13c and insert "AR 15-6 investigating" in the row immediately above. The Appointing Authority will return the FLIPL to the PBO who will brief all Investigation Officers. Upon completion of the investigation, the Investigating Officer will route the FLIPL back to the PBO for review and the Logistics Division will subsequently forward the FLIPL to the JAG office for legal review.

g. The Appointing Authority will review the recommendations by the Financial Liability Officer and the legal decision made by JAG and make one of the following decisions: Return FLIPL to the Financial Liability Officer for further investigation, concur with findings and recommendations, check "Approve" in block 13a, and then complete blocks 13b-13h of DD Form 200, forward DD Form 200 to approving authority, or non-concur with findings and recommendations, check "Disapprove" in block 13a, and then enter a statement in block 13b.

h. If the Appointing Authority recommends financial liability and the Investigating Officer does not, the Appointing Authority will ensure the procedures outlined in AR 735-5, para 13-34c and 13-35 are followed and complete blocks 13d-13h of DD Form 200.

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i. The Approving Authority can determine the investigation is incomplete and request further investigation. The Approving Authority will insert an "X" in block 14a "Disapprove" box, and specify the additional data required using a memorandum that the Logistics Division will complete. The Approving Authority will then enter the date and his or her initials in block 14a of DD Form 200.

j. The Approving Authority may adopt the recommendations of the Financial Liability Officer and approve the recommendation by checking block 14a "Approved" box DD form 200 and completing blocks 14b through 14h or decide contrary to the recommendations of the financial liability officer, either to relieve all concerned from financial liability or to assess financial liability against a new individual.

k. When the Approving Authority decides to relieve all concerned from financial liability, he/she will enter an "X" in block 14a "Approved" box of DD Form 200 and insert the following statement in block 14b: "All concerned are relieved from financial liability for the LOO (Lost Damage and Destruction) of the property listed on this financial liability investigation of property loss". The Approving Authority will then complete blocks 14d through 14h.

l. When the Approving Authority decides to approve charges of financial liability against an individual, he/she will enter a "X" in block 14a, "Approved" box DD Form 200 and insert the following statement in block 15b: "To hold (insert name, rank/grade, and SSN) financially liable in the amount entered in block 15d". Enter the respondent's monthly basic pay at the time of loss in block 15c.

m. Step 1 of the initiation process specifies that within the first 15 days a preliminary search is conducted.

n. Step 2 Investigation and recommendation process which has a suspense of 40 days or 55 cumulative with step 1.

o. Step 3 Adjudication process and it has a suspense of 20 days or 75 cumulative with steps 1 and 2.

p. Step 4 Approving Authority notifying the respondent in memorandum format that they are found financially liable and afforded the opportunity to appeal.


q. Step 5 Provide the FLIPL to Finance and Accounting Officer (FAQ) and/or U.S. Property and Fiscal Officers (USPFO) for collection which can last no longer than 1 day.

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The proponent office for this publication is the Chief, Logistics Division, MCXK-LOG. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, Weed Army Community Hospital, ATTN: MCXK-LOG, P.O. Box 105109, Fort Irwin, CA 92310-5109.

FOR THE COMMANDER:

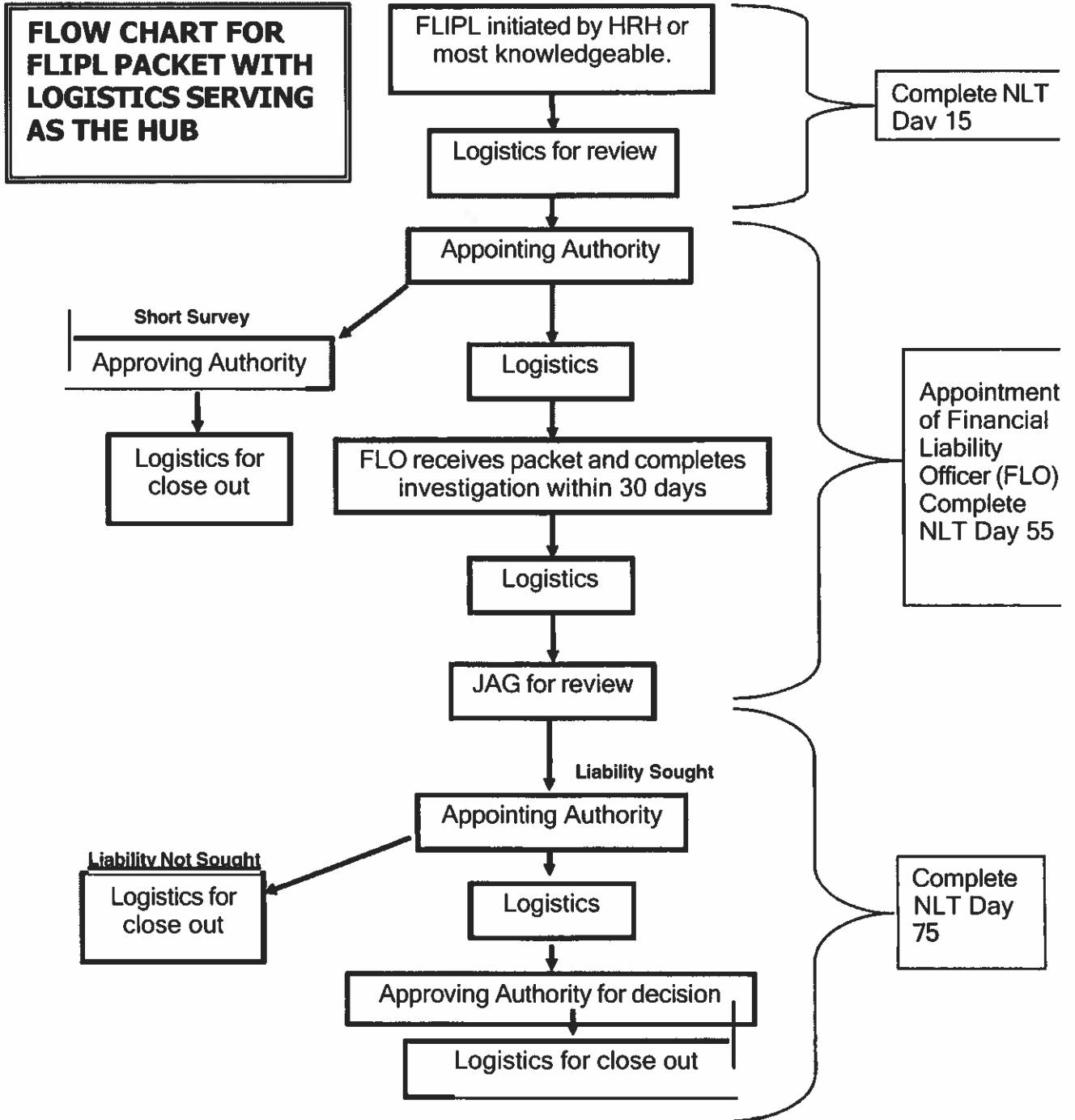
OFFICIAL:



F. CAMERON JACKSON
COL, MS
Director

DISTRIBUTION: A

**APPENDIX A
FLIPL Packet Flow Chart**



APPENDIX B

Checklist and Tracking Document for Financial Liability Investigations of Property Loss (DA Form 7531)

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. _____			
To: Approving Authority			
2. _____			
To: Financial Liability Officer			
3. _____			
To: Approving Authority			
4. _____			
To: Staff Judge Advocate			
5. _____			
To: Approving Authority			
6. _____			
(A) Complete When a Loss is Discovered			
Date loss was discovered _____		Originating Unit _____	
Preliminary search for item began _____		Preliminary search for item ended _____	
Date assigned document or transaction number _____		Date assigned inquiry/investigation number _____	
<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 investigation of property loss.)</i>			
Block 1.	Has the date the investigation of property loss initiated been entered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Block 3.	Has the date the loss was discovered been entered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Block 4.	Has the correct material number(s) been entered? If more than one, use a continuation sheet per AR 735-5. 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. APSR system-generated reports and forms may be used in lieu of continuation pages when needed.	<input type="checkbox"/> Yes	<input 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Block 6.	Has the quantity of the item(s) lost, damaged or destroyed been entered? Use continuation sheet when necessary.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Block 7.	Has the unit cost of the item(s) lost, damaged or destroyed been entered? Use continuation sheet when necessary.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Block 8.	Has the total cost of the item(s) lost, damaged or destroyed been entered? Use continuation sheet when necessary.	<input type="checkbox"/> Yes	<input 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.	<input type="checkbox"/> Yes	<input 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Block 11.	Has the individual who completed Blocks 1 and 3 through 10, completed Blocks 11a through 11e?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Block 12.	Has the responsible officer or the reviewing authority completed Blocks 12 through 12g?	<input type="checkbox"/> Yes	<input 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/transaction number if required per AR 735-5.			
(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.)			
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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> 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 in accordance with AR 735-5, paragraph 6-4; when an AR 15-6 financial liability officer is appointed use, an appointment memorandum in accordance with AR 15-6, paragraph 2-1b.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

APPENDIX B-1

Checklist and Tracking Document for Financial Liability Investigations of Property Loss (DA Form 7531)

(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:			
	• Scrutinized all available evidence.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	• Interviewed witnesses and secured statements from individuals concerning: • The cause of the loss or damage. • The responsibility for the loss or damage.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	• Compiled evidence substantiating or refuting any statement in Block 9, DD Form 200.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	• 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	• Consulted with the appointing/approving authority as appropriate for guidance, when needed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	• 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	• Has action been taken to exercise control over the property recovered during the investigation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	• Has the total loss to the government been computed correctly per AR 735-5 Appendix B?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	• 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	• Ensured that individuals being recommended for a possible charge of financial liability are aware of their rights.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	• Request individual(s) to acknowledge their understanding of their rights by completing Block 16, DD Form 200.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	• 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	• A full explanation of the person's rights shall be included and a reply shall be requested. • 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. • 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. • 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Block 15b.	Has the dollar amount of the loss been entered by the financial liability officer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Block 15c.	When a charge of financial liability is being recommended, has the monthly basic pay of the respondent been entered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Block 15d.	When a charge of financial liability is being recommended, has the recommended amount of financial liability been entered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Blocks 15e-15r.	Self explanatory.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> 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, Blocks 13a through b and d through Block 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

APPENDIX B-2 Checklist and Tracking Document for Financial Liability Investigations of Property Loss (DA Form 7531)

Block 13b.	The approving authority's rationale for the decision reached in Block 13a is entered in Block 13b.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Block 13c.	This block was previously completed, as indicated in (D) above.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Blocks 13c-13h.	Self explanatory.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
On completion of Block 13, the financial liability investigation of property loss is either • Returned to the financial liability officer for additional investigation or documentation of findings and recommendation, or • 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.)				
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 its or her approval or disapproval of the financial liability officer's findings and recommendations? • 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 11-11g. • 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 11-4a. • 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 11-11e.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Block 14c.	Has the approving authority indicated whether a legal review is necessary? A legal review is required when – • A charge of financial liability is recommended. • The recommendations appear to be inconsistent with the findings.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Blocks 4d-14h.	Self explanatory	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> 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. • 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 11-18a. See AR 735-5, paragraph 11-13 addressing actions required when a respondent submits a request for reconsideration. • 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 11-11j.				

APPENDIX C Financial Liability Investigation of Property Loss (DD Form 200)

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
1. DATE INITIATED (YYYYMMDD) 00000000		2. INQUIRY/INVESTIGATION NUMBER			3. DATE LOSS DISCOVERED (YYYYMMDD) 00000000		
4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION Add More Items			6. QUANTITY	7. UNIT COST 0.00	8. TOTAL COST 0.00	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary) Add Page							
<input type="checkbox"/> Lost <input checked="" type="checkbox"/> Damaged <input type="checkbox"/> Destroyed <input checked="" type="checkbox"/> Organization <input type="checkbox"/> Installation <input type="checkbox"/> OCIE							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) Add Page							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) USA MEDDAC MCCK-LOG FORT IRWIN CA. 92310				b. TYPED NAME (Last, First, Middle Initial)		c. DSN NUMBER	
				d. SIGNATURE		e. DATE SIGNED	
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 type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) USA MEDDAC MCCK-BH FORT IRWIN CA. 92310				d. TYPED NAME (Last, First, Middle Initial)		e. DSN NUMBER 760-383-5455	
				f. SIGNATURE		g. DATE SIGNED	
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) <input type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) USA MEDDAC MCCK-DCA FORT IRWIN CA. 92310				e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER 760-383-5000	
				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) USA MEDDAC MCCK-X FORT IRWIN CA. 92310				e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER 760-383-5000	
				g. SIGNATURE		h. DATE SIGNED	



APPENDIX C-1 Financial Liability Investigation of Property Loss (DD Form 200)

15. FINANCIAL LIABILITY OFFICER		
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>		
<input type="button" value="Add Page"/>		
b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
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
	h. DATE SUBMITTED TO APPOINTING AUTHORITY <i>(YYYYMMDD)</i>	i. DATE APPOINTED <i>(YYYYMMDD)</i>
	j. SIGNATURE	k. DATE SIGNED
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 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
	f. SIGNATURE	g. DATE SIGNED
17. ACCOUNTABLE OFFICER		
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD		
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
	e. SIGNATURE	f. DATE SIGNED

APPENDIX D Preliminary Causative Research (DHA Form 127)

PRELIMINARY CAUSATIVE RESEARCH				
1. DISCOVERY DATE OF LDD(S) (YYYYMMDD):		2. SUSPENSE (YYYYMMDD):		Causative Research is required for the INITIATION OF DD Form 200 when missing items cannot be located and one or more of the following conditions apply: (1) No one admits liability, (2) Loss is greater than one month's pay of responsible individual, (3) Discovery of loss is made during change of PC inventory or attempt to perform scheduled services, (4) Directed by Department Head, (5) Property category is sensitive/controlled (CIIC). Causative Research must be returned to the APO prior to the listed suspense date for reported loss, damage, or destruction (LDD) government equipment. This form establishes the beginning of the preliminary investigation and Search as required for entry Financial Liability Investigation. You must notify both your immediate Supervisor and Department Head that equipment has been lost and requires you to conduct a preliminary investigation in order to exhaust all means to locate item(s). Provide clear and direct responses to the questions that will assist Property Management in filling out the DD200.
3. FACILITY NAME:				
DEPARTMENT:				
SECTION:				
4. POC:				
NAME:				
TELEPHONE NUMBER:				
EMAIL:				
5. EQUIPMENT ITEM(S)			Add Another Row	Remove Last Row
ITEM NO.	ECN	NOMENCLATURE	SERIAL NUMBER	UNIT COST
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				
(7)				
(8)				
(9)				
(10)				
(11)				
(12)				
(13)				
(14)				
TOTAL COST :				
6. SUPERVISOR NAME: (Grade/Rank)		7. DUTY POSITION / PHONE NUMBER:		8. SIGNATURE:
9. a. Does this missing item(s) have a negative impact on patient care or contain PII/PHI?? <input type="checkbox"/> YES <input type="checkbox"/> NO				
b. What corrective action were taken to mitigate the risk associated with possible interaction with patients?				
10. a. Is unlawful or criminal conduct suspected? <input type="checkbox"/> YES <input type="checkbox"/> NO		b. If yes, has the Physical Security Officer been notified? <input type="checkbox"/> YES <input type="checkbox"/> NO		
c. When was the Security Officer notified?		d. Has a police report been initiated? <input type="checkbox"/> YES <input type="checkbox"/> NO		
e. If yes, please attach a copy as an exhibit. Attachments - (Click here to add attachments) Show Attachment Bar				

APPENDIX D-1 Preliminary Causative Research (DHA Form 127)

11. a. Where is item(s) usually located? Who has access to this item(s)? (List rank of highest ranking person with access).		
b. When was the last time this item was inventoried and/or used by staff? <i>(Name(s), date/time of last known users, individuals who controlled, used and/or had direct access to areas where equipment was located)</i>		
c. What is the procedure for item(s) being utilized for mission or removed from place of duty and recovered when done?		
12. Have you checked with Information Management (IM) and HTM (Property and Sustainment) to ensure item(s) have not been turned in? <i>(Indicate dates and names of personnel or information, if applicable)</i>		
13. Have you sent an email notification to other areas within the facility that may use the item(s)? (Attach copies of emails and responses)		
14. State your version of the WHO, WHAT, WHEN, WHERE and HOW.		
15. PC'S NAME (Grade/Rank)	16. PHONE NUMBER	17. SIGNATURE: 
I have reviewed the Causative Research information with both the PC and their immediate Supervisor and Concur / Non Concur that the listed item(s) have been verified as unable to locate. <input type="checkbox"/> CONCUR <input type="checkbox"/> NON CONCUR		
18. DEPARTMENT HEAD'S NAME (Grade/Rank)	19. PHONE NUMBER	20. SIGNATURE: 
21. COMMENTS:		

