



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON AREA I  
HEADQUARTERS AND HEADQUARTERS COMPANY  
UNIT #15543  
APO AP 96224-5543

IMCY-ZA

13 March 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Financial Liability Investigation of Property Loss (FLIPL) Processing Procedures

1. References:

- a. AR 710-2, Supply Policy Below the National Level
- b. DA PAM 710-2-1, Using Unit Supply System (Manual Procedures)
- c. DA PAM 735-5, Financial Liability Officer's Guide
- d. AR 735-5, Policies and Procedures for Property Accountability
- e. 8th Army OPORD 10-11 (Army-wide Campaign on Property Accountability)
- f. AR 15-6, Procedures for Investigating Officers and Boards of Officers

2. PURPOSE: To establish policies and procedures for conducting Financial Liability Investigations of Property Loss (FLIPL) within United States Army Garrison Casey (USAG-CASEY)

3. POLICY: Commanders and primary hand receipt holders will not use FLIPLs to account for property in lieu of good Command Supply Discipline procedures. The use of FLIPLs require a considerable amount of time and effort to properly investigate and document the events surrounding lost, damaged or destroyed property. Commanders or Directors will not clear Soldiers or Civilians from their command / directorate until all property is accounted for or a FLIPL is initiated. The approval authority for loss of any sensitive or controlled item or total loss or damage in excess of \$100,000 will be the first General Officer in the Chain of Command. The approval authority for loss or damage to a non-sensitive or non-controlled item and total loss or damage not exceeding \$100,000 will be the first Colonel (O-6) or supervisory GS-15 in the rating chain. The approval authority for loss or damage to a non-sensitive or non-controlled item and total loss or damage not exceeding \$5,000 will be the first Lieutenant Colonel (O-5) or supervisory GS-15 in the rating chain. This Policy Letter outlines the general USAG-CASEY timelines and responsibilities of all involved with FLIPLs and basic procedures for completing required forms for Garrison units or directorates.

4. APPLICABILITY: This policy applies to all Service Members (SMs), DOD Civilians, Korean Nationals, and Contractors in all units or directorates assigned or attached to USAG CASEY. It remains in effect until rescinded or superseded.

5. USAG-CASEY REPORTING TIMELINES:

a. Under normal circumstances the FLIPL process will not exceed 75 calendar days total processing time IAW AR 735-5.

b. The following reporting timelines will be adhered to by all USAG CASEY units or directorates for open FLIPLs:

(1) At **75 days or more** from the discovery of loss or damage, Unit Commanders (CDR) or Directors will submit a weekly verbal report to the USAG Commander regarding the status of the FLIPL and estimated completion date.

(2) Late FLIPLs in excess of **120 days** require a command endorsement memorandum from the Unit Commander or Directorate addressed directly to the USAG Commander. Letters will be updated and re-submitted every **30 days** (until the FLIPL is completed) and include: the specific reason for the delay, the expected new completion date and identification of the type of assistance required to complete the action.

6. RESPONSIBILITIES AND TIME CONSTRAINTS:

a. **Unit Commanders or Directors** will:

(1) Upon assuming command or primary position will sign a statement acknowledging responsibility for all property within their command.

(2) Ensure FLIPLs are completed within **75 calendar days** from the date of discovery.

(3) Develop internal control measures and processes that ensure no late FLIPLs.

b. **Primary Hand Receipt Holders and/or Supply Sergeants** will:

(1) Initiate and submit DD Form 200, FLIPL, to the Logistics Readiness Center (LRC) for review and approval within **7 days** following the discovery of the loss, damage, or destruction (LDD) of U.S. Government Property.

(2) Ensure an inquiry/investigation number is assigned by the LRC to the FLIPL before a document number is assigned by the property book office (PBO).

c. **Logistics Readiness Center** will:

(1) Have primary oversight and responsibility of the USAG CASEY FLIPL process and monitor FLIPLs using a checklist/tracking document (DA Form 7531) and a register (DA Form 1659).

(2) Submit a biweekly report to USAG CASEY CDR on status of all open FLIPLs, Tuesday, NLT 1330hrs.

(3) Return FLIPLs to the Appointing Authority within **15 days** following the discovery of the LDD to US Government property.

(4) Ensure all DD Form 200s and DA Form 753ls are properly initiated before acceptance.

(5) Assign an inquiry/investigation number to a FLIPL immediately after receipt.

(6) Submit FLIPL to the PBO for assignment of a document number.

(7) Ensure the FLIPL investigating officer (FLO) receives briefing on his/her duties and responsibilities and direct the officer to the Office of the Staff Judge Advocate (OSJA) for a briefing on legal requirements.

(8) Educate all Unit CDRs and accountable officers on how to process forms, document, and thoroughly track all FLIPLs.

(9) Review the FLO's submission, to include exhibits, ensuring proper format prior to submitting to the Appointing/ Approving Authority.

(10) Notify individual(s) being charged for LDD to US Government Property and relieved of responsibility from financial liability with a memorandum to assess/relieve liability received from the Approving Authority. This time is not counted against the time constraints for the Approving Authority (Use a DA Form 200 when hand delivering a memorandum, or if mailing send memorandum certified return receipt or read receipt request if emailing.)

(11) Complete any required documentation to collect debt when financial liability has been assessed.

(12) File and store the FLIPL, for a minimum of two years, upon any determination made to finalize and close out the FLIPL.

**d. Property Book Office (PBO) will:**

(1) Action the FLIPL within **1 day** of receipt of DD 200.

(2) Verify all information in blocks 4-8 is accurate.

(3) Assign a document number to a FLIPL and return to LRC.

**e. Appointing Authority will:**

(1) Action the investigation and recommendation of the FLIPL within **40 days** of receipt.

(2) Will ensure all FLIPLs are completed within the 40 day time constraint identified for the investigation and recommendation process IA WAR 735-5.

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(3) Appoint a FLO in writing with 90 or more days remaining on the peninsula; this will be the FLO's primary duty IAW AR 735-5, para 13-28. Ensure the FLO completes the investigation within **30 days** of receipt of the FLIPL.

(4) Approve/disapprove FLO's findings and recommendations and make any recommendations or comments before forwarding FLIPL to Approving Authority for final approval.

(5) Notify the LRC when the notification process for the recommendation or assessment of financial liability begins and the date the individual must reply.

(6) Make certain that the OSJA has reviewed all documentation and all corrections are made before making any final decisions and/or before submitting final document to the Approving Authority.

**f. Financial Liability Officer (FLO) (GS-7 – Above, E7 – Above) will:**

(1) Utilize the interactive multimedia instruction (IMI) on-line basic course to increase FLIPL knowledge. The Financial Liability Officer orientation course provides duties and procedures training to assigned survey officers. The 1-hour course can be found at the United States Army Training Support Centers' website (<https://atiam.train.army.mil>). Once logged in, click the RDL (Reimer Digital Library) Services tab and then type "Financial Liability Officer orientation course" into the keyword box to locate the course.

(2) Complete investigation within **30 days** of appointment IAW AR 735-5 and AR 15-6, Para 3.

(3) Be the primary duty until the Approving Authority accepts the investigation as completed, or until otherwise relieved from that duty IAW AR 735-5, para 13-28.

(4) Receive briefing from the LRC upon receiving appointment orders.

(5) Follow AR 735-5, para 13-29 (Financial Liability Officer's responsibilities), and AR 15-6, Para 3, closely to ensure the FLIPL investigation is conducted IAW regulations pertaining to Processing Procedures

(6) Obtain all supporting documentation crucial to the investigation, i.e. sworn statements, military police reports, and Estimate Cost of Damage (ECOD), etc.

(7) Place facts in chronological order (be sure to answer the following questions: who, what, when, where, how).

(8) Identify responsibility, culpability (not negligent, simple negligence, gross negligence, and willful misconduct), proximate cause, and damage.

(9) Seek legal review for any recommendation being made, before forwarding to the Appointing Authority.

(10) Review respondent's rebuttal and determine if the new evidence presented conflicts with previous recommendation.

(11) Forward FLIPL to the Appointing Authority for his/her submission to the Approving Authority.

(12) Notify respondent(s) involved through memorandum if financial liability is recommended using certified return receipt if mailing or read receipt request if emailing. Provide the LRC a copy of the notification memorandum. This time is not counted against the time constraints for the Appointing Authority.

(13) Notify the LRC when the notification process for the recommendation or assessment of financial liability begins and the date the individual must reply.

**g. Approving Authority will:**

(1) Action all FLIPLs within **20** days of receipt of DD 200.

(2) Determine if a "Short" FLIPL circumstance are permitted. This is accomplished when all attached exhibits clearly depict the situation, there is no evidence of negligence and have determined that no further investigation is required.

(3) IA WAR 735-5, Section 13-3, the approving authority can determine if damage has occurred to a Government owned vehicle under \$1000 that no FLIPL be initiated. All Primary Hand Receipt Holders of the damaged or lost property will brief the USAG-CASEY CDR on the circumstances of the accident with the seven day threshold for initiation of the FLPIL. The USAG-CASEY CDR is the approving authority for not initiating the FLIPL.

(3) Through the LRC, ensure all FLIPLs are completed within the 20 days adjudication process time specified IA WAR 735-5, Figure 13-2.

(4) Ensure the OSJA has reviewed all documentation, if necessary, before making any final decisions on the FLIPL.

(5) Ensure corrective actions are taken before taking final action to assess financial liability if the FLIPL is not legally sufficient.

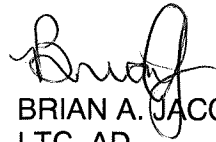
(6) Complete all portions of the FLIPL as required IAW 735-5. Processing Procedures

(7) Forward to the LRC upon determination to assess financial liability or relieve individuals(s) from financial liability.

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SUBJECT: Financial Liability Investigation of Property Loss (FLIPL) Processing Procedures

7. Point of contact for this memorandum is the undersigned at DSN 730-1412.



BRIAN A. JACOBS  
LTC, AD  
Commanding

5 Encls

1. FLIPL Table of Contents Example
2. Letter of Lateness Example
3. Letter of Release Example
4. DD 200 Example
5. FLIPL Approval Authority Delegation

DISTRIBUTION:

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# **FLIPL W1FDAA-2017-0000**

**Approval Authority:** LTC Brian A. Jacobs

**Investigating Officer:** 1LT Lucas J. Sloan

## **Table of Contents**

1. Appointment Memorandum (4 pages)
2. Findings and Recommendations Memorandum (2 pages)
3. Legal Review of Findings and Recommendations Memorandum (1 page)
4. DD Form 200 (2 pages)
5. Letter of Release (1 page)
6. DA Form 7531 (4 pages)
7. Investigating Officer Extension Memorandums (2 pages)
8. Exhibit A – Law Enforcement Report w/ Sworn Statements (19 pages)
9. Exhibit B – Estimated Cost Of Damage (2 pages)
10. Exhibit C – Photographs of Damage (2 pages)
11. Exhibit D – DA Form 5990E (Maintenance Request and Inspection) (3 pages)



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON AREA I  
HEADQUARTERS AND HEADQUARTERS COMPANY  
UNIT #15543  
APO AP 96224-5543

IMCY-HH

28 November 2017

MEMORANDUM FOR RECORD

SUBJECT: Letter of Lateness

1. The following Financial Liability Investigation of Property Loss (FLIPL) is submitted late due to the time required to collect the necessary information and reports in order to prepare the exhibits needed on the FLIPL. The delayed report of the incident from the owning organization's Service Member resulted in the lateness of the FLIPL submission.
2. The point of contact for this memorandum is the undersigned at DSN 730-3266 or at [kristofer.e.rumfelt.mil@mail.mil](mailto:kristofer.e.rumfelt.mil@mail.mil).

A handwritten signature in black ink, appearing to read "Kristofer E. Rumfelt", is positioned above the typed name.

KRISTOFER E. RUMFELT  
CPT, LG  
Commanding

Encl 2





DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON AREA I  
HEADQUARTERS AND HEADQUARTERS COMPANY  
UNIT #15543  
APO AP 96224-5543

IMCY-HH

13 December 2017

MEMORANDUM FOR Director, USAG-CASEY, Area I, APO AP 69224  
ATTN: Transportation Motor Pool (TMP)

SUBJECT: Letter of Release

1. This letter of release is being submitted for vehicle XXXX. The FLIPL is currently ongoing but has been physically inspected and visual images documented by the undersigned investigative officer. DA Pam 735-5, Chapter 3-1, section b states "After physically examining the damaged property, and determining that it is no longer needed for the investigation, the financial liability officer will prepare a release statement to release the property for repair...", authorizing the undersigned to release the vehicle to be repaired.
2. The investigative officer has determined vehicle XXXX is no longer needed for the investigation and can have repairs initiated.
3. The point of contact for this action is the undersigned at DSN 730-3266 or at [lucas.j.sloan.mil@mail.mil](mailto:lucas.j.sloan.mil@mail.mil).

LUCAS J. SLOAN  
1LT, OD  
Investigative Officer

**FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 USC 2775; DoD Directive 7200.11; EO 9397.

**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.

<b>1. DATE INITIATED (YYYYMMDD)</b>		<b>2. INQUIRY/INVESTIGATION NUMBER</b> WIFDAA-2017-0000		<b>3. DATE LOSS DISCOVERED</b> (YYYYMMDD)	
<b>4. NATIONAL STOCK NO.</b> 2310-01-090-7740	<b>5. ITEM DESCRIPTION</b> AUTO SED MID-SIZE - ECOD: \$1,632.16		<b>6. QUANTITY</b>	<b>7. UNIT COST</b>	<b>8. TOTAL COST</b> 0.00
<b>9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one)</b> (Attach additional pages as necessary)			<input type="checkbox"/> LOST	<input checked="" type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED
<p>At around 2057, 29 AUG 17, CPL XXX was involved in a collision between a government-owned vehicle (Black Chevrolet Impala; XXX; License Plate # XXX) and a jersey barrier at Camp Stanley; resulting in damage to government property. The vehicle rolled backwards and struck a barrier. The passenger stated that the driver put the vehicle in park prior to exit the vehicle.</p>					
<b>10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)</b>					
<p>Service Member has been counseled by his first line supervisor and instructed to receive additional training on Korean traffic laws. Leaders will reiterate and enforce the necessity for individuals to exercise the standard safe practices for Motor Vehicle Operations at all times in accordance with the USFK and local laws and regulations.</p>					
<b>11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10</b>					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		b. TYPED NAME (Last, First, Middle Initial) Primary HR Holder / Supply Personnel		c. DSN NUMBER	
		d. SIGNATURE		e. DATE SIGNED	
<b>12. (X one)</b>					
		<b>RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)</b>		<b>REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)</b>	
a. NEGLIGENCE OR ABUSE EVIDENT / SUSPECTED (X one)		b. COMMENTS/RECOMMENDATIONS			
<input type="checkbox"/> YES <input type="checkbox"/> NO					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		d. TYPED NAME (Last, First, Middle Initial) Director / Unit CDR		e. DSN NUMBER	
		f. SIGNATURE		g. DATE SIGNED	
<b>13. APPOINTING AUTHORITY</b>					
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)	
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE				<input 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) Subordinate CDR or GS 15 to Approval Authority		f. DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	
<b>14. APPROVING AUTHORITY</b>					
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)	
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE				<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) Unit CDR; LTC (\$5k below) or COL (\$100k below)		f. DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	

**15. FINANCIAL LIABILITY OFFICER**a. FINDINGS AND RECOMMENDATIONS *(Attach additional pages as necessary)*

SEE FINDINGS AND RECOMMENDATIONS MEMO.

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 REPORT 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 *(X one)*
 Submit the attached statement of objection.
  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. SOCIAL SECURITY NUMBER
	g. SIGNATURE	h. DATE SIGNED
f. DSN NUMBER		

**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> CPBO, LRC-CASEY 403D AFSB	c. TYPED NAME <i>(Last, First, Middle Initial)</i> YROJO, HORACE Y., SFC, USA, CPBO	d. DSN NUMBER 722-2520
	e. SIGNATURE	f. DATE SIGNED



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, RED CLOUD AND AREA I  
UNIT #15707  
APO AP 96258-5707

IMRD-ZA

9 September 2017

MEMORANDUM FOR RECORD

SUBJECT: Delegation of Financial Liability Investigation Approval Authority

1. Reference AR 735-5, Property Accountability Policies, dated 9 November 2016.
2. I hereby delegate approval authority of financial liability investigations to the USAG Camp Casey Commander, LTC Brian A. Jacobs, under the following conditions:
  - a. The final loss is assessed at \$5,000 or less.
  - b. The loss does not include equipment classified as COMSEC, sensitive items, and/or equipment that contains PII.
3. The point of contact for this memorandum is CPT Kristofer Rumfelt at 730-3266 or email at [kristofer.e.rumfelt.mil@mail.mil](mailto:kristofer.e.rumfelt.mil@mail.mil).

Digitally signed by  
NEWTON.BRANDON.DAVID.10539351  
64  
DN: c=US, o=U.S. Government,  
ou=DoD, ou=PKI, ou=USA,  
cn=NEWTON.BRANDON.DAVID.10539  
35164  
Date: 2017.09.12 17:05:32 +09'00'

BRANDON D. NEWTON  
COL, IN  
Commanding

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