

Political works



95th Civil Affairs Brigade (Airborne) Logistics SOP Updated 1 May

2008 Section 14 – Accounting for Lost, Damaged or Destroyed Equipment 14-

1. Lost, Damaged or Destroyed Property. Upon discovery of a lost, damaged or destroyed property, all soldiers have the responsibility to immediately report the incident to the chain of command. Commanders must ensure appropriate corrective action is taken without delay to reestablish accountability for the property. Commanders will determine the best method to obtain relief from property accountability.

14-2. Initiation of Financial Liability Investigation and Property Loss. Financial Liability Investigation and Property Loss will be initiated and presented to the appointing authority no later than ten calendar days after discovery of discrepancies. A letter of lateness is mandatory when the initiation time exceeds 15 days. Reports of survey officers have 15 days to complete a Financial Liability Investigation and Property Loss investigation and to submit his findings and recommendation to the appointing authority. These 15 days do not include the time awaiting rebuttal statement from a respondent. Survey Officer will conduct the investigation IAW AR 735-5, and adhere to established processing time constraints IAW this SOP.

If unavoidable delays are encountered, document the circumstances in a memorandum and submit it to the appointing authority. A survey officer's primary duty is to conduct an immediate and thorough investigation to swiftly complete the Financial Liability Investigation and Property Loss investigation. 14-3. Processing Time for Financial Liability Investigation and Property Loss. Under normal circumstances, the total processing time will be not exceed 75 calendar days. Delays affecting processing time will be

documented in a memorandum explaining the circumstances causing the processing time to be exceeded and attached to the Financial Liability Investigation and Property Loss as an exhibit.

All Financial Liability Investigation and Property Losses will be prepared and processed IAW AR 735-5. All statements and documents pertaining to a Financial Liability Investigation and Property Loss will be marked as an exhibit to the Financial Liability Investigation and Property Loss. This includes letter of lateness, transmittal letter, statement of financial liability by the survey officer and the approving authority to the individual being recommended for financial liability.

14-4. Approving Authority. The Brigade Commander is the approving authority for all reports of survey within the 95th Civil Affairs Brigade (Airborne)(A). The Brigade S-4 will maintain the Financial Liability Investigation and Property Loss register files for the battalions. The S-4 will review the Financial Liability Investigation and Property Loss packet for completeness and 86"95th Civil Affairs Brigade (Airborne) Logistics SOP Updated 1 May 2008 Section 14 - Accounting for Lost, Damaged or Destroyed Equipment accuracy.

The Brigade S-4 will return any surveys to the initiating unit's Battalion S4 for corrections and additional information when needed. 14-5. Appointing Authority. The appointing authority will follow the procedures outlined in AR 735-5, chapter 13 para 13-20 when processing FLIPLs. He will ensure the DD Form 200 is accurate, properly prepared including all exhibits Section 14 - Accounting for Lost, Damaged or Destroyed Equipment before forwarding

the survey through the brigade S-4 for a survey number and to the brigade commander for final action.

14-6. Financial Liability. Soldiers departing the 95th Civil Affairs Brigade (Airborne) on permanent change of station orders (PCS) are responsible for ensuring a correct forwarding address is maintained on file in the unit mailroom.

When a soldier is recommended for financial liability after he is no longer a member of the Brigade, the investigating officer will ensure the soldier-respondent is properly notified IAW AR 735-5, para 13-35. Investigating officers will not delay processing the FLIPL when a respondent fails or refuses to respond to legal notice of financial liability. Should a respondent fail to submit a rebuttal within the time required by regulation, the investigating officer will immediately forward the FLIPL and recommendations to the appointing authority for final actions.

Investigating officers will consider any new evidence presented by a respondent after the time allotted for rebuttal has expired. If appropriate, the investigating officer can amend his or her recommendation and forward the amendment to the appointing authority for reconsideration. 14-7. Recovered Property. Accounting for recovered property previously listed on a FLIPL will be accomplished IAW AR 735-5, para 14-16. TAB A to this section is the format of a recoverability statement from the primary hand receipt holder.

14-8. Special Accounting Procedures.

When the property book officer or unit commander determines it is impractical to assign direct responsibility to a person for some specific items,

<https://assignbuster.com/political-works/>

an inventory listing will be used to manage the property IAW AR 710-2, para 2-10(g). This situation may exist for property located in areas such as unit dayroom, laundry room and/or classroom. Failure to fully comply with the reference paragraph may result in assessment of financial liability against the primary hand receipt holder IAW AR 735-5. 87"95th Civil Affairs Brigade (Airborne) Logistics SOP Updated 1 May 2008 Section 14 - Accounting for Lost, Damaged or Destroyed Equipment TAB A - Recovered Property Statement to Section 14 - Accounting for Lost, Damaged or Destroyed Equipment to 95th Civil Affairs Brigade (Airborne) Logistics SOP DEPARTMENT OF THE ARMY Headquarters, 95th Civil Affairs Brigade (Airborne) Fort Bragg, North Carolina 28310 AOCA-S4 10 August 2006 MEMORANDUM FOR Commander, 96th CAB (A), Fort Bragg, North Carolina 28310 SUBJECT: Recovered property, Financial Liability Investigation of Property Loss # 1199, A Co, 96th CAB (A)

1. Reference: AR 735-5, para 14-16.

2. I have recovered the following equipment listed in the subject Financial Liability Investigation and Property Loss. Request that you reestablish property book accountability for these items. LIN A01237 A11223 NSN ITEM 1220-01-123-1122 Rolex 2000 1223-01-111-1234 BMW 328 QTY 1ea lea UNIT PRICE \$2, 300. 00 \$28, 000. 003.

These items were dropped from property book records using document number WA1QDR 7120-0001. 4. POC is the undersigned, 2-7021JOHN DOE MAJ, CA Commanding 88"95th Civil Affairs Brigade (Airborne) Logistics SOP Updated 1 May 2008 Section 14 - Accounting for Lost, Damaged or Destroyed Equipment TAB A - Recovered Property Statement to Section 14 - Accounting for Lost, Damaged or Destroyed Equipment to 95th Civil Affairs

Brigade (Airborne) Logistics SOP AFAS-FA-PBO Date
MEMORANDUM FOR
Commander, 95th Civil Affairs Brigade (A), Fort Bragg, NC 28310 SUBJECT:
Recovered property, FLIPL # 11-99, A Co, 96th CAB(A) Property Book Office,
(USASOC) Team# 3, Fort Bragg, NC 28310 (11 August 2006) 1. Property
accountability has been re-established for the recovered property listed in
Memorandum, Commander A Co, 96th CA BN (A) dated 10 August 2006. 2.

Point of contact is the undersigned at 2-7721. JOHN DOE MAJ, CA Property
Book Officer
89"95th Civil Affairs Brigade (Airborne) Logistics SOP
Updated 1
May 2008
Section 14 – Accounting for Lost, Damaged or Destroyed
Equipment TAB B ??" Financial Liability Investigation of Property Loss (FLIPL)
Checklist to Section 14 – Accounting for Lost, Damaged or Destroyed
Equipment to 95th Civil Affairs Brigade (Airborne) Logistics SOP
Financial
Liability Investigation of Property Loss Checklist
PHASE 1: INITIATION
PROCESS (15 CALENDAR DAYS) (Starts with discovery of a loss)* 1. Unit
initiates DD Form 200 (13 days) 2. Unit reviews FLIPL and obtains control
number from the Brigade S4 (1 day) 3. Unit Receives document number from
accountable officer (1 day) NOTE: Ensure that a thorough preliminary
investigation is conducted prior to initiating a FLIPL (at the same time
assuring that a FLIPL is initiated within the prescribed timeframe).

Also, ensure that other authorities are notified of the loss as appropriate (i. e.
notify S-2/S-6 if a loss involves COMSEC) PHASE 2: INVESTIGATION &
RECOMMENDATION PROCESS (40 CALENDAR DAYS) (Starts after document
number is assigned by accountable officer) 1. BN S4 submits FLIPL to
appointing authority for decision (1 day) 2. BN S4 submits FLIPL to Brigade
S4 for further investigation not required (1 day) 3. Unit appoints an officer for
<https://assignbuster.com/political-works/>

further investigation required (1 day) 4. S4 suspenses FLIPL to investigating officer (30 calendar days) 5.

Investigating officer returns completed FLIPL to S4 (IAW AR 735-5) 6. S4 submits FLIPL to appointing authority for decision (1 day) 7. S4 submits FLIPL to the Brigade S4 for adjudication process (1 day) PHASE 3: ADJUDICATION PROCESS (20 CALENDAR DAYS) (Starts upon receipt from the appointing authority) 1. Brigade S4 submits FLIPL to Legal Officer for legal review (1 day) 2. Legal Officer conducts review and returns FLIPL to Brigade S4 (5 days) 3. Brigade S4 submits FLIPL to approving authority for decision if survey is legally sufficient (2 days) 4.

Brigade S4 returns FLIPL to the investigating officer if found legally insufficient (1 day) 5. Investigating officer corrects deficiencies and submits FLIPL to JAG for another review, then returns to the Brigade S4 (5 days) 6. Brigade S4 submits FLIPL to the approving authority for decision (5 days) 90"95th Civil Affairs Brigade (Airborne) Logistics SOP Updated 1 May 2008 Section 14 - Accounting for Lost, Damaged or Destroyed Equipment TAB B ??" FLIPL Checklist to Section 14 - Accounting for Lost, Damaged or Destroyed Equipment to 95th Civil Affairs Brigade (Airborne) Logistics SOP PHASE 4: NOTIFY INDIVIDUAL(S) BEING CHARGED (30 CALENDAR DAYS) 1. Brigade S4 prepares notification memorandum(s) for approving authority 2. Battalion S4 provides notification memorandum and FLIPL to individual(s) being charged NOTE: Collection efforts begin 30 calendar days from the date of delivery/ mailing.

Collection actions will be temporarily halted if the individual exercises their rights PHASE 5: PROVIDE DOCUMENTS TO FINANCE FOR COLLECTION (1 DAY)* 1. Brigade S4 forwards FLIPL to FAO for collection 2. Brigade S4 provides BN S4 with a copy of the completed FLIPL NOTE: This time will not be counted towards total processing time⁹¹