ATTACHMENT 4
GENERAL REQUIREMENTS FOR PREPARATION OF DD FORM 200
See Chapter 6, paragraph D1

1. The DRMO RPO or the DRMO staff member discovering the discrepancy will initiate Financial Liability Investigation of Property Loss (FLIPL) DD Form 200 within 5 days of the date of discovery of the discrepancy for adjustment of accountable records as specified in attachment 1, this chapter. Submit the DD Form 200 (FLIPL) to the Forward Support Team chief or to DRMS-O within 30 days of the date of discovery of the discrepancy.

2. Preparation

a. Responsibilities

(1) RPO - Initiates preparation. Provides date of discovery of loss, data for identification of property lost/damaged/destroyed, statement of circumstances from person researching circumstances of loss, statement of actions taken by RPO to correct circumstances and prevent future occurrences and include the name of person conducting the research.

- ***For property within A-76 Performing Activity (PA) responsibility, the PA will prepare the DD Form 200 (FLIP), completing information and signature requirements through Block 12. The form will be provided to the DRMS Contracting Officer (CO) or Designee. The CO will coordinate the document with DRMS-P. 5 Feb 04***

(2) APO - Determines type of report, i.e., if property is lost, damaged or destroyed, and verifies from accountable record the specific data identifying the affected property by the recorded data, i.e., stock number, DTID number, Federal Condition Code, DEMIL Code, and unit and total prices.

(3) DRMO Designee - Where authorized, verifies accuracy and concurs in action taken by providing a letter of attachment. May make pertinent comments.

(4) Chief, DRMO - Verifies accuracy of report, directs any necessary changes, and concurs in actions taken. Endorsement is made by signing a cover letter. Additional comments and recommendations may be provided in the cover letter.

(5) Forward Support Team chief - For DD Form 200s that require higher level approval, the Forward Support Team chief will verify the accuracy of the report, direct any necessary changes, and concur in the actions taken. Endorsement is made by signing a cover letter. Additional comments and recommendations may be provided in the cover letter. Delays in the processing timeframes must be addressed. The Forward Support Team chief will also appoint an FLO for the zone. This written appointment will be filed in the Administrative Appointments at the zone office and a copy will be sent to ***DRMS-O***.

(6) FLO - When appointed will follow the guidance in attachment 8, this chapter.

(7) Approving Officer – This may be the Forward Support Team chief, the ***DRMS-O Director*** or designee or the HQ DRMS Commander or designee.

b. Number of copies. Prepare an original and one copy.

c. Detailed Instructions. Keyed to items in DD Form 200 (see sample, this attachment). Continuation sheets identified to the appropriate items may be used if more space is needed. Blocks that do not apply will be annotated "N/A."

d. For hazardous property or DEMIL required property, each discrepancy and/or adjustment will be recorded on a separate DD Form 200. Property containing the same NSN and location may be recorded on the same DD Form 200.

ITEM NO.	RESPONSIBLE ACTIVITY	INSTRUCTION FOR ENTRY
1	DRMO	Date investigation initiated.
2	DRMO/DRMSI/ DRMSN	Enter agency report number from DLA Form 1151 or from a database equivalent.
3	DRMO	Enter date loss discovered.
4	DRMO	For usable property, enter NSN/LSN.
5	DRMO	Enter DTID, full item description, Federal Condition Code, current DAISY DEMIL Code and any additional information regarding pilferability, possible commercial value, or data that would help identify the property.
6	DRMO	Enter the quantity lost or damaged.
7	DRMO	Enter the DAISY unit price for usable; for scrap, enter the latest unit sales proceeds or the fair market value.
8	DRMO	For usable property and scrap, enter total quantity in Item 6, multiplied by unit price in Item 7 (Block 6 times Block 7).
9	DRMO	Enter a concise, explanatory statement of the circumstances surrounding the loss or damage. This will be narrative, in chronological order and will cite a description of the procedures utilized and information gathered during the investigation. Cite statements, interview summaries, documents or other evidence collected as exhibits, designated by capital letters and attached to the certificate, e.g., Exhibit A, DD Form 1348-1A, Exhibit B, DAISY Event History, etc. Every statement made as a fact should be substantiated by an exhibit. Do <u>not</u> attach security agency reports to the DD Form 200; <u>do</u> record the agency report number on the DD Form 200. Send the actual security agency reports to the DRMS Office of Command Security. Minimum exhibits for submission of DD Form 200 will include, but will not be limited to: 1 - DD 1348 series document -1 for each line item 2 - DAISY event history, each TTC screen 3 - Interview summaries where appropriate 4 - Certification by environmentalist for environmentally regulated property (where applicable) 5- SITREP (where applicable) Certification will state whether or not the item is on the DRMS list of hazardous property approved for local sale and will include the environmentalist's signature and date and one or all of the following: 1 - A copy of the MSDS (HM) 2 - HMIS serial number (HM) 3 - Analysis Report, if available (HW) 4 - Profile Sheet (HW)

ITEM NO.	RESPONSIBLE ACTIVITY	INSTRUCTION FOR ENTRY
10	DRMO	Enter actions taken by APO/RPO (specify) to correct circumstances under which property was lost, damaged or destroyed and the actions taken to prevent future occurrences.
11a	DRMO	Enter organization of the individual who conducted the investigation and provided circumstances in block 9, under which the property was lost, damaged or destroyed.
11b	DRMO	Typed name of individual completing blocks 1 through 10.
11c	DRMO	Enter the Defense Switched Network (DSN) number.
11d	DRMO	Enter signature of individual completing blocks 1 through 10.
11e	DRMO	Enter date signed.
12	DRMO	Check Responsible Officer (DRMO RPO).
12a	DRMO	Check **Yes** or **No** regarding negligence or abuse evident/suspected.
12b	DRMO	Enter comments and/or recommendations.
12c	DRMO	Enter DRMO organizational address.
12d	DRMO	Enter name of RPO.
12e	DRMO	Enter DSN number of RPO.
12f	DRMO	Signature of RPO.
12g	DRMO	Enter date signed.
13a	DRMSI/N	Enter appointing authority recommendation, i.e., approval/disapproval.
13b	DRMSI/N	Enter appointing authority comments/rationale.
13c	DRMSI/N	Enter **Yes/No** if Financial Liability Officer appointed. 1/ (Recommend appointment of an environmental specialist for DD Form 200s for HM/HW.)
13d	DRMSI/N	Enter appointing authority organizational address.
13e	DRMSI/N	Enter name of appointing authority.
13f	DRMSI/N	Enter DSN number of appointing authority.
13g	DRMSI/N	Enter signature of appointing authority.
13h	DRMSI/N	Enter date signed.
14a	DRMSI/N	Enter action of approving officer, i.e., approval/disapproval.

14b	HQ DRMS/DRMSI/N	Approving authority comments/rationale.
14c	HQ DRMS/DRMSI/N	Indicate if legal review has been completed, if required.

ITEM NO.	RESPONSIBLE ACTIVITY	INSTRUCTION FOR ENTRY
14d	HQ DRMS/DRMSI/N	Enter approving authority organizational address (unit designation, office symbol, base, state/country, ZIP code).
14e	HQ DRMS/DRMSI/N	Enter approving authority name.
14f	HQ DRMS/DRMSI/N	Enter DSN number of approving authority.
14g	HQ DRMS/DRMSI/N	Signature of approving authority.
14h	HQ DRMS/DRMSI/N	Date signed.

NOTE: For DD 200s at Forward Support Team chief approval level, FST Chief will complete blocks 14a through 14h.

15a	DRMSI/N	The appointed FLO will enter the method and/or steps used to substantiate or refute facts submitted as part of the survey. (See attachment 8 for details on conducting investigations. In no case will findings contain unsubstantiated opinions. Statements made under Item 9 and/or affidavits or certificates that are part of the survey must be substantiated or refuted. Refrain from using trivial phrases; instead, state how the loss or damage occurred based on the evidence from the investigation. The findings should be complete to enable the reviewers to readily determine responsibility in the case. Recommendations will be based on the facts as recorded in the findings and will include recommendations as to pecuniary liability and relief from responsibility and/or accountability. If theft is suspected, provide a statement in the findings. Include the name of any/all law enforcement agencies providing reports relative to property losses, to include the report date and the report number.
15b	DRMSI/N	Enter total dollar amount of loss as it appears in the accountable record or the damage estimate, as appropriate; for scrap property, enter fair market value or latest sales proceeds from LJAK 6901 report. (See chapter 4, paragraph B2, this instruction, to view LJAK 6901.)
15c	DRMSI/N	Enter recommended charge for loss or damage, as appropriate.
15d	DRMSI/N	Enter recommended financial liability.
15e	DRMSI/N	Enter Financial Liability Officer's (FLO) organizational address (unit designation, office symbol, base, state/country, ZIP code).
15f	DRMSI/N	Enter name of FLO.
15g	DRMSI/N	Enter DSN number of FLO.
15h	DRMSI/N	Enter date submitted to appointing official.
15I	DRMSI/N	Enter date FLO was appointed.
15j	DRMSI/N	Enter signature of FLO.

15k	DRMSI/N	Enter date signed.
16a	DRMSI/N	Indicate if the individual charged has examined the findings and recommendations of the FLO.
ITEM NO.	**RESPONSIBLE ACTIVITY**	**INSTRUCTION FOR ENTRY**
16b	DRMSI/N	Indicate if the individual charged has been informed of the right to legal advice.
16c	DRMSI/N	Enter the complete address of the individual charged (organization address, unit designation, office symbol, base, state/country, ZIP code).
16d	DRMSI/N	Enter name of the individual charged.
16e	DRMSI/N	Enter social security number of individual charged.
16f	DRMSI/N	Enter DSN number of individual charged.
16g	DRMSI/N	Signature of individual charged.
16h	DRMSI/N	Date signed.
17a	DRMO	Enter the DTID numbers used to adjust the property record.
17b	DRMO	Enter organizational address of Accountable Officer (unit designation, office symbol, base, state/country, ZIP code).
17c	DRMO	Enter name of Accountable Officer.
17d	DRMO	Enter DSN number of Accountable Officer.
17e	DRMO	Signature of Accountable Officer.
17f	DRMO	Date signed.

3. Processing Documentation

a. DRMO: APO mails original and one copy with attachments to the Forward Support Team chief and ***DRMS-O***. Hold copy in suspense pending receipt of approval. Discard suspense copy when approved document is received and file the approved document in source document file. Ensure that a cover letter signed by the DRMO Chief is included in the package.

b. Forward Support Team chiefs will include a cover letter when forwarding DD Form 200s for higher level approval.

c. ***DRMS-O*** or Forward Support Team chief

(1) Logs DD Form 200 onto DLA Form 1151 or onto database equivalent.

(2) Financial Liability Officer reviews all assigned DD Form 200s and makes comments/recommendations and forwards the DD Form 200 through the DRMS Office of Command Security for comments to the ***DRMS-O*** Office of the Appointing/Approving Official.

(3) A Financial Liability Officer is appointed when:

(a) Recommended by an accountable officer;

(b) Directed by a higher authority;

(c) Deemed appropriate by the appointing authority (e.g., repetitive losses, evidence of negligence or abuse, large dollar losses, etc.); or

(d) When Footnote 10 in attachment 1, this chapter, applies.

(4) The Financial Liability Officer researches and investigates the circumstances surrounding the loss/damage/destruction of property. Conducts a thorough and impartial review to develop actual facts and circumstances. Makes concise statement in findings on whether the loss was due to gross negligence, willful misconduct, or deliberate unauthorized use. Makes logical and reasonable recommendation to relieve party/parties from duty or assess liability. The need for on-site visit(s) to be determined by ***DRMS-O.***

(5) Appointing official reviews all entries of the DD Form 200. Assists Financial Liability Officer in conducting investigation. Approves Financial Liability Officer's recommendations or makes recommendations of his/her own. Forwards documentation for higher level approval/review.

(6) Approving official is responsible for the accuracy, review and completeness of the DD Form 200. Recommends approval or disapproval. Prepares a cover letter for the ***DRMS-O*** Commander or Designee, level 3 or 4, for official approval. Forwards DD Form 200s to DRMS if higher level approval is required.

NOTE: The ***DRMS-O*** designee as the appointing and approving official may omit signature as appointing authority and sign and take action as approving authority. ***DRMS-O*** will ensure that a cover letter is provided for DD Form 200s that are elevated for higher level approval.

4. Process for Data Entry. Access to the system for processing these transactions is limited to the APO. The APO will select WAREHOUSING from the main menu, then select SPECIAL FUNCTIONS, finally select VIEW RPLD and follow the screen prompts.

5. Distribution

a. DRMO: Mail original with attachments to the Forward Support Team chief or the ***DRMS-O*** office and provide one copy to the APO to hold in suspense pending receipt of the approved document.

b. ***DRMSON*** or Forward Support Team chief

(1) If **no** pecuniary liability is assessed.

(a) Approval levels at ***DRMS-O*** or Forward Support Team chief: Return signed original with attachments to DRMO and file one approved copy.

(b) Approval levels at HQ DRMS: Retain one copy with attachments. Forward original with attachments and one copy to ***DRMS-O***.

(2) If pecuniary liability **is** assessed, ***DRMS-O***or HQ DRMS approving official, as appropriate, will forward copy of approved DD Form 200, via legal counsel for review, to the finance office responsible for collection.

(a) Approval levels at ***DRMS-O*** File a copy with attachments; send approved original to the APO at the DRMO.

(b) Approval levels at HQ DRMS: Retain copy with attachments in suspense. Forward original with attachments and one copy to ***DRMS-O***

c. ***DRMS-O***

(1) Approval levels at HQ DRMS: ***File one approved copy with attachments in DRMSO. Return signed original with attachments to DRMO and APO.***

FOOTNOTE:
1/ A Financial Liability Officer (FLO) will be appointed when: 1) recommended by an APO; 2) directed by a higher authority; 3) deemed appropriate by the appointing authority (e.g., repetitive losses, evidence of negligence or abuse, large dollar losses, etc.); 4) unresolved inventory discrepancies involve sensitive items (e.g., drugs, precious metals, hazardous material, small arms); 5) the cumulative dollar value of repetitive losses equals or exceeds the projected cost of the financial liability investigation; or 6) when footnote 10 in attachment 1, this chapter, applies. An FLO may be selected from a DRMO (not the DRMO reporting the loss), from *DRMS-O* See attachment 8, this chapter for detailed guidance for the FLO.

ATTACHMENT 4 (Continued)

DD Form 200

FORM AVAILABLE IN FORM FLOW