

**FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (FLIPL)
PRE-LEGAL REVIEW CHECKLIST**

NOTE: THIS CHECKLIST IS NOT A SUBSTITUTE FOR A LEGAL REVIEW. IT IS FOR INFORMATIONAL PURPOSES ONLY.

FLIPL NO: _____

UNIT: _____

Financial Liability Officer (FLO): _____

Point of Contact: _____

DD FORM 200

_____ is there a completed DA Form 7531 checklist that accompanies the DD Form 200? AR 735-5, Paragraph 13-9(b). See Figure 13-3 (sample checklist and tracking document for DD Form 200)

SHORT FLIPL

_____ If the investigation is a "Short financial Liability Investigation of Property Loss," ensure that requirements of AR 735-5, paragraph 13-22 are met

QUALIFICATIONS OF OFFICIALS

_____ Is the Approving Authority/Appointing Authority of the proper grade? AR 735-5, Paragraph 13-17(a)

_____ Is the FLO a proper FLO? AR 735-5, Paragraph 13-27

_____ Commissioned officer, warrant officer, or E7 or higher

_____ Senior to the person subject to possible financial liability (except when impractical due to military exigencies)

TIMING ISSUES

_____ Was the FLIPL initiated within 15 days of discovering the discrepancy? AR 735-5, Paragraph 13-8(a)

_____ If not, was the delay explained by the person responsible? AR 735-5, Paragraph 13-6

_____ Has the FLO met the 30 calendar day from the date of receipt of the FLIPL time constraint? AR 735-5, Paragraph 13-28

_____ If not, was the delay explained by the person responsible? AR 735-5, Paragraph 13-6

INVESTIGATION/FINDINGS

- _____ If a 15-6 investigation is used as the basis of a finding of financial liability, ensure that the requirements of Paragraph 13-29 are met
 - _____ Did the FLO conduct a thorough and impartial investigation? IAW AR 735-5, paragraph 13-29, 13-31
 - _____ Interview and obtain statements from individuals whose testimony would be useful? AR 735-5, Paragraph 13-31(d)
 - _____ Confirm or deny the truthfulness of self-serving statements through other statements and evidence? AR 735-5, Paragraph 13-31(e)
 - _____ Resolve conflicting evidence according to AR 735-5, paragraph 13-31 (f)
 - _____ Other:
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- _____ Are the exhibits marked according to AR 735-5, paragraph 13-31(g)(2)?
- _____ Are the findings as complete as possible, free from speculation and opinion, and explain resolution of conflicting evidence and self-serving statements? AR 735-5, Paragraph 13-32(a)
- _____ Are the recommendations supported by the findings? AR 735-5, Paragraph 13-32(b)

VALUING THE LOSS

- _____ Has the loss been valued correctly? AR 735-5, Appendix B
 - _____ Was fair market value at the time of loss used if possible (preferred method of valuing loss) AR 735-5, Appendix B, Paragraph B-2(a)
 - _____ If fair market value at the time of loss is not possible or equitable, was the loss depreciated according to Appendix B (lease preferred method of valuing loss) AR 735-5, Appendix B, paragraph B-2(c)
- _____ Does the FLIPL include an explanation of how the loss was valued?

FINANCIAL LIABILITY RECOMMENDED?

- _____ Did the survey officer notify the respondent by memorandum that he is being recommended for financial liability and of the respondent's rights according to AR 735-5, paragraph 13-34
- _____ Is a copy of the memorandum attached to the survey as an exhibit? AR 735-5, Paragraph 13-32(b)
- _____ If a rebuttal statement is submitted:
 - _____ Is the rebuttal statement attached to the FLIPL? AR 735-5, Paragraph 13-35(c)
 - _____ Did the FLO officer consider the rebuttal statement and any new evidence or allegations of error in the rebuttal, and make a recommendation based on the reconsideration? AR 735-5, Paragraph 13-35(a)
- _____ Is the amount charged greater than 1 month's base pay? AR 735-5, Paragraph 13-41(b)
 - _____ If so, is this appropriate and is the reason for it explained in the findings? AR 735-5, Paragraph 13-41(a)
- _____ Is the responsible soldier's base pay and ETS listed in the findings? AR 735-5, Paragraph 13-41(a)
- _____ If more than one person being held liable, was the computation done correctly and was it explained in the findings or an exhibit? AR 735-5, Paragraph 13-41(c) and Table 12-4