

**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 number _____ Date assigned inquiry/investigation number _____

(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 investigating of property loss.)

Block 1.	Has the date the investigation of property loss initiated been entered?	YES	NO
Block 3.	Has the date the loss was discovered been entered?	YES	NO
Block 4.	Has the correct stock number(s) been entered? If more than one, use a continuation sheet per figure 13-5. For items with a line item number (LIN), enter the LIN and for those items	YES	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.	YES	NO
Block 6.	Has the quantity of the item(s) lost, damaged or destroyed been entered? Use continuation sheet when necessary.	YES	NO
Block 7.	Has the unit cost of the item(s) lost, damaged or destroyed been entered? Use continuation sheet when necessary.	YES	NO
Block 8.	Has the total cost of the item(s) lost, damaged or destroyed been entered? Use continuation sheet when necessary.	YES	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.	YES	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.	YES	NO
Block 11.	Has the individual who completed blocks 1 and 3 through 10, completed blocks 11a through 11e?	YES	NO
Block 12.	Has the responsible officer or the reviewing authority completed blocks 12 through 12g?	YES	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/voucher number.

(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.)