



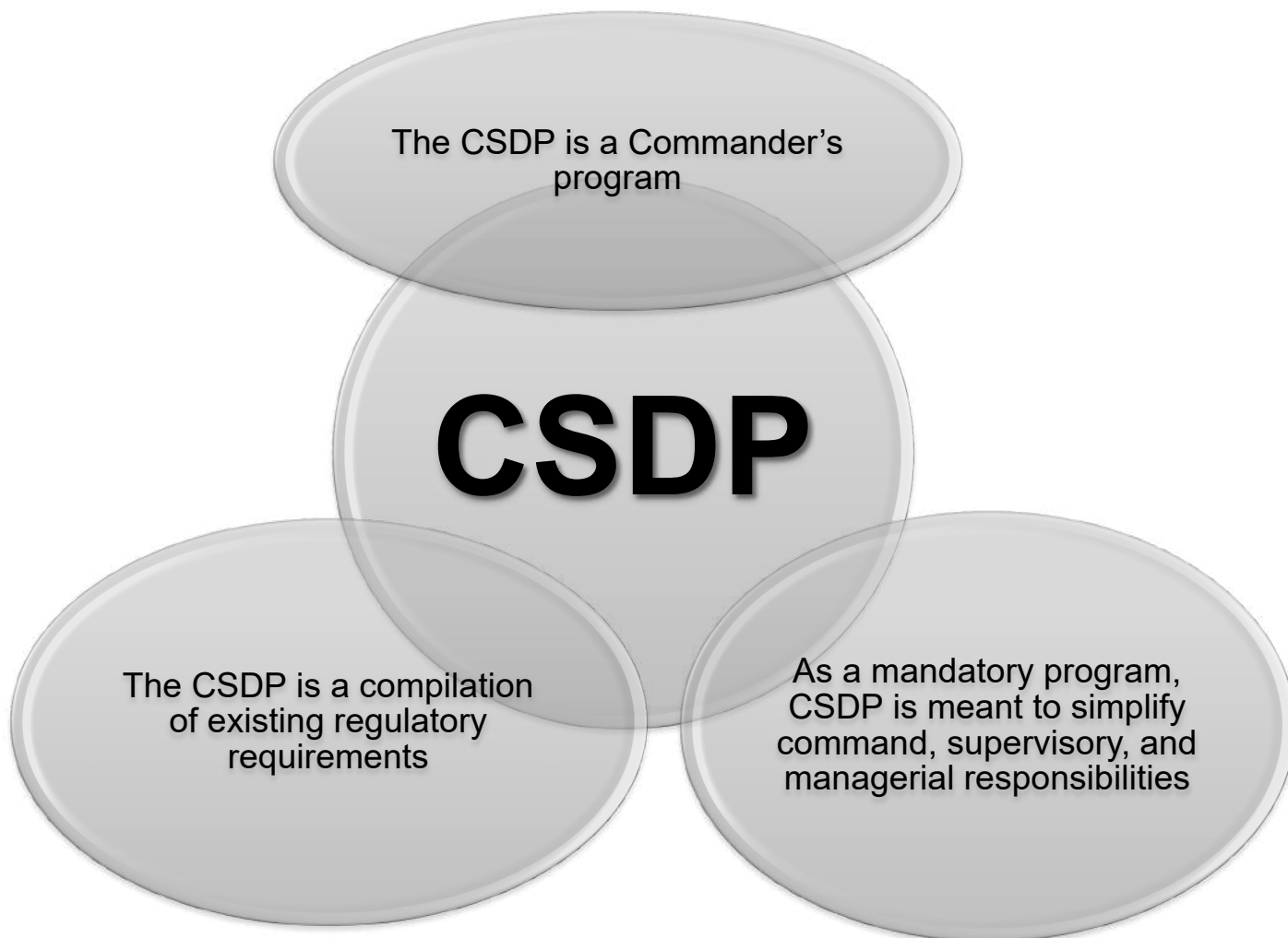
LOUISIANA NATIONAL GUARD

PROTECT WHAT MATTERSSM

COMMAND SUPPLY DISCIPLINE PROGRAM (CSDP)
& FLIPLs



OVERVIEW OF CSDP



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Command Supply Discipline Program Management

Standard Operating Procedures

OCTOBER 2021

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LOUISIANA NATIONAL GUARD



PROGRAM'S PURPOSE

Establish supply discipline as regulatory guidance

Standardize supply discipline requirements

Provide single listing of supply policy requirements

Efficiency in monitoring subordinate actions

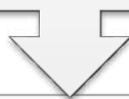
Eliminate repeat findings of noncompliance

Internal management controls

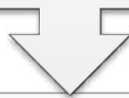


KEY PERSONNEL

Director of Logistics (J4): appoints LAARNG CSDP manager; implements policy/procedures to facilitate TAG's CSDP



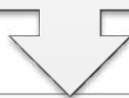
LAARNG CSDP Manager: schedules/conducts evaluations at DRUs; provides recommendations for improving supply discipline; provides training



DRU/Battalion Commanders: appoints command CSDP managers; implements policy/procedures to facilitate internal CSDP



DRU/Battalion CSDP Managers: schedules/conducts evaluations at subordinate levels; provides recommendations for improving supply discipline; provides training



Company commanders/activity heads: implements policy/procedure to facilitate internal CSDP; internally monitors their program for improving supply discipline; provides training



CSDP EVALUATION FREQUENCY

For LAARNG Organizations

Frequency	Unit Level*	PBO/SRA**	Battalion Level	Brigade Level	USPFO & JFHQs
Annually	Next Higher HQs	Next Higher HQs	Next Higher HQs	JFHQs	
Triennially					NGB

* Includes all organizations/activities which have PHRs (Shops, R&R, RTI, etc)

** Includes all organizations which have a property book/stock record account (WHSE, CIF, etc)



YOUR RESPONSIBILITIES

- Conduct periodic (monthly or quarterly) internal spot-checks of unit supply discipline efficacy
 - Review last annual evaluation
 - Verify that deficiencies have a corrective action plan in effect
 - Emphasize unit leadership (platoon/squad/section) follow proper procedures

- Ensure property accountability and responsibility requirements
 - Major item inventories
 - Component inventories
 - OCIE and personal clothing inventories
 - Keep hand receipts current
 - Account for lost, damaged, destroyed property

- Ensure unit supply section meets requirements
 - Turn-in completed inventories to the PBO
 - Complete LTOs/Turn-ins on time
 - Submit supply requests on time
 - Maintain complete records of all transactions/correspondence



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CSDP RESOURCES

LAARNG CSDP Manager: SGM (R) Ray Toups
ray.a.toups.civ@army.mil 225-687-2351 x2465



QUESTIONS?



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FLIPL





REFERENCES

DoDD 7200.11 – Liability for Government Property Lost, Damaged, or Destroyed

DoD Regulation 7000.14-R – DoD Financial Management Regulations

AFMAN 23-220 – Reports of Survey for Air Force Property

AR 735-5 Financial Liability Investigation of Property Loss (formerly Reports of Survey)

- ✓ **Chapter 13 - FLIPL**
- ✓ **Chapter 14 – Special Procedures**
- ✓ **Appendix B - Computing actual loss**

DA PAM 735-5: Financial Liability Officer's Guide

AR 15-6: Investigating Officers and Boards of Officers (Investigations)

eFLIPL Sum: Found in the Help tab on eFLIPL

DA Form 7531 – Use to track progress of Investigation

DD Form 200 – Document used for Adjudication



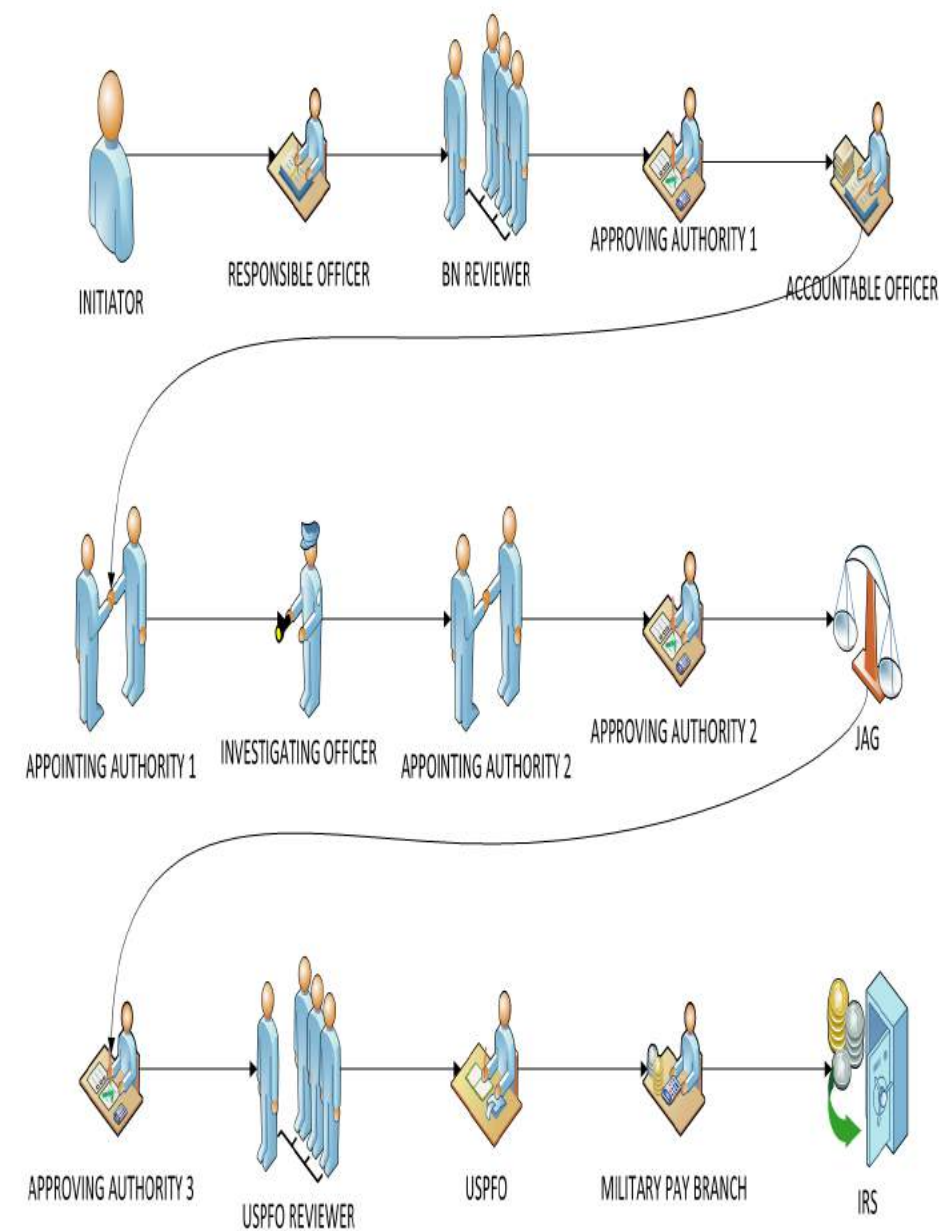
PURPOSE

- Document the Loss, Damage, or Destruction of government property.
- Allows for the adjustment of property books **(DD 200)**
- Determines liability
- Investigates the custody of Property, not People – “Proximate Cause



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FLIPL PROCESS



Investigation of Property Loss Time Segments

Step 1 Investigation of Property Loss Initiation Process

- Starts with the discovery of loss, damage or destruction**
- Preliminary search for the missing item(s)
 - Identification of the missing, damage or destroyed items using Army Portion FEDLOG
 - Gather dates and circumstances
 - Initiation of the Financial Liability Investigation of Property Loss, DD Form 200
 - Complete the narrative portion
 - Get inquiry/investigation number assigned
 - Get document/voucher number assigned
- Provide the investigation of property loss to the appointing/approving authority

End the initiation process
 15 days Active Army
 75 days ARNG/USAR

Step 2 Investigation of Property Loss Investigation and Recommendation Process

- Starts after the document/voucher number is assigned by the accountable officer and the investigation of property loss is provided to the appointing/approving authority**
- Appoint an investigation officer if deemed necessary
 - Review the property records
 - Release damaged equipment for repair
 - Obtain statements
 - Ascertain the facts
 - Determine the proximate cause
 - Calculate the actual loss
 - Make recommendation
 - If financial liability is recommended, notify individual(s)
 - Consider respondent's rebuttal statement
 - Provide to the approving authority

End of the investigation and recommendation process
 30 days Active Army
 85 days ARNG/USAR

Cumulative days (step 1 total days plus step 2 total days)
 45 days Active Army
 160 days ARNG/USAR

Step 3 Investigation of Property Loss Adjudication Process

- Starts upon receipt by the approving authority from the Initiator, appointing authority, or the investigation officer as appropriate**
- Review by the approving authority
 - If not already done, notify individual(s) of financial liability recommendation
 - Jag review (when assessment of financial liability is sought)
Decision by the approving authority

End of the adjudication process
 10 days Active Army
 80 days ARNG/USAR

Cumulative days when investigating officer is assigned (step 1 total days plus step 2 total days plus step 3 total days)

75 days Active Army
 240 days ARNG/USAR

Cumulative days when investigation officer is not assigned (step 1 total days plus step 3 total days)
 45 days Active Army
 155 days ARNG/USAR

Step 4 Notify individual being charged

30 days Active Army
 60 days ARNG/USAR

Step 5 Provide to FAO/USPFO for collection Initiation Process

1 day Active Army
 1 day ARNG/USAR

- Note 1: Time used to notify the respondent of the investigation officer's recommendation to assess financial liability is not counted against the time constraints for step 2.
 Note 2: Time used to notify the respondent of the approving authority's recommendation to assess financial liability is not counted against the time constraints for step 3.
 Note 3: Should the JAG review take longer than 14 days, remainder of the time is not counted against the time constraints in step 3.
 Note 4: ARNG and USAR units that have been mobilized will use the active duty time constraints.

Figure 13-1. DD Form 200 processing time segments



INITIATING AN INVESTIGATION

- WHO:
 - ✓ Hand receipt holder
 - ✓ Accountable officer
 - ✓ Person with the most knowledge of the loss
- WHEN:
 - ✓ Loss, Damage or Destruction of property is Discovered
(Culpable party has not come forward)
- MUST:
 - ✓ Negligence/willful misconduct suspected (No admission)
 - ✓ Sensitive Item (NVGs)
 - ✓ Bulk petroleum products (>\$500)





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Appointed by the Appointing Authority...



- Necessary when initial investigation not sufficient
- Senior to the person subject to possible liability
- **E7 or higher**
- **GS-07 or higher**, Wage Leader or Wage Supervisor
- FLO (AR 735-5 regulation) is same as IO



FINANCIAL LIABILITY OFFICER

- See your Judge Advocate (JAG) before you start
 - ✓ Understand Culpability, Liability and Loss
- This is the FLO's **PRIMARY RESPONSIBILITY** until completion
- Collect and document the evidence
- Make recommendations





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RESPONDENT'S RIGHTS

During the investigation

- Notice
- Right to respond (Rebuttal)
- Article 31 rights – May be triggered

If found liable-

- Written notice containing:
 - Explanation of consequences
 - Notification of right to respond
 - Notification of Right to consult Legal Assistance Attorney





APPEAL

- Respondent has **30 days** to request reconsideration

2 Steps:

- ✓ Request for reconsideration: Sent to the Approval Authority
- ✓ Forwarded to Appeal Authority by the Approval Authority





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AR 15-6 INTERFACE

- AR 15-6 investigation may result in a FLI
Investigation is used as evidence
- Loss of Controlled Inventory Items:
Must conduct AR 15-6:
 - ✓ Classified items
 - ✓ Sensitive Items
 - ✓ Pilferable Items





ALTERNATIVES TO FLI

- Statement of charges/cash collection (DD Form 362)
 - ✓ Liability not in dispute
 - ✓ Has time limitations
- Abandonment order (O6 or above may authorize)
 - ✓ Operational exigencies
 - ✓ Memorialize in writing as soon as possible
- Short FLIPL
 - ✓ Approval Authority makes decision without investigation
 - ✓ Facts and circumstances can be substantiated



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Request Account

Please request one or more of the following roles based on your Organizational needs:
Org Admin, MACOM Admin, Initiator, Responsible Officer, BN Reviewer, Approving Authority, Accountable Officer,
Appointing Authority, Financial Liability Officer, Staff Judge Advocate, USPD Reviewer, USPD, Military Pay Branch,
Brigade SA and Read-Only Reviewer.
If you do not know what roles to request, please contact your MACOM Administrator.

User Name: LAST, FIRST M
IDPR: XXXXXXXXX
Full Name:
Email:
Phone Number:
Office Symbol:
Organization:
MACOM:
USG/Unit:
Roles:
 Initiator
 Responsible Officer
 BN Reviewer
 Approving Authority
 Accountable Officer
 Appointing Authority
 Financial Liability Officer
 Staff Judge Advocate
 USPD Reviewer
 USPD
 Military Pay Branch
 Brigade SA
 Read-Only Reviewer
 OIG Admin
 MACOM Admin
Reason:
Request Date: 12/27/14
Signature Line 1:
Signature Line 2:
Signature Line 3:

Enter a valid full name (Last, First M), email address, phone number, and office symbol.

Select the appropriate Organization, MACOM, and UIC/Unit from the **dropdown menus**.

Select the checkbox next to each role that you would like to request based on your Organizational needs.

Enter your information in the Signature Line fields using the guidance below:

Signature Line 1: FIRST MI. LAST

Signature Line 2: Rank, Branch

Signature Line 3: Organization, Title or Commanding




Responsible Officer Step #1

Home Create New FLIPL Reports References Administration Help Logoff Actual Loss \$:47.74 | Liability \$0.00 | Loss to Gov. \$:47.74 eFLIPL

INITIATOR INPUT

Is Negligence or Abuse Evident or Suspected:

 Before a person can be held financially liable, the facts must show that he or she, through negligence or willful misconduct, violated a particular duty involving the care of the property. Simple negligence is the absence of due care, by an act or omission of a person, which lacks that degree of care for the property that a reasonably prudent person would have taken under similar circumstances to avoid the LDD of Government property. Gross negligence is an extreme departure from due care resulting from an act or omission of a person accountable or responsible for Government property, which falls far short of that degree of care for the property that a reasonably prudent person would have taken under similar circumstances. It is accompanied by a reckless, deliberate, or wanton disregard for the foreseeable loss or damage to the property.

Yes, negligence or abuse is suspected.

No, negligence or abuse is not suspected.

Previous Next

- Click the radio button next to the appropriate response: Yes, negligence or abuse is suspected or No, negligence or abuse is not suspected.
- Click **Next**.



Home | Create New EPLI | Reports | References | Administration | Help | Logout

Actual Loss | Liability | Loss to Soldier

EPLIPL

INITIATOR INPUT

Responsible Officer or Reviewing Authority Comments/Recommendations:

On completion of a preliminary investigation, the rationale for your decision that negligence or abuse was evident/suspected or not evident/suspected, should be detailed in this block. If you require more than 4000 characters, please upload a continuation sheet.

Remember, one or more O6 or higher officers will be reviewing your comments/recommendations!

Block 12.b. (EXAMPLE) Responsible Officer Comments/Recommendations when liability is not recommended:
Comments should contain facts that support the recommendation of liable or not liable being made by the Responsible Officer.
"Negligence or abuse is not evident or suspected. The soldier did have a promask on her Clothing Record DA Form 3645 upon return from deployment. However, her mask was turned in along with the rest of the unit to supply, and subsequently turned in to RESET as shown by the DA Form 3161 and the property book extract. I recommend the soldier not be held liable."

Block 12.b. (EXAMPLE) Responsible Officer Comments/Recommendations when liability is recommended:
Comments should contain facts that support the recommendation of liable or not liable being made by the Responsible Officer.
"Negligence is evident due to the fact that the soldier signed his DCIE Issue Report acknowledging receipt of the equipment and the responsibility for its safeguarding. Soldier also signed the unit's Accountability Statement on 1 Feb 13 indicating he understands this equipment is not his property and that he must turn the equipment in if he accrues more than 4 AWOL's. I recommend the soldier be held liable."

This page will automatically save every 3 minutes!

Previous Save Next

Responsible Officer or Reviewing Authority

Comments/Recommendations

- Enter any comments and recommendations (up to 4000 characters) in the text box. Click Next.
- Click Save to continue working at a later time.
- When you are satisfied with your entry, click Next.



INITIATOR INPUT

Sign DD Form 200



You may digitally sign within the application by clicking "Sign PDF" or if you wish to email this DD Form 200 to the Responsible Officer, you may click Download DD200. Once the Responsible Officer has digitally signed the downloaded copy, you may upload it by clicking Upload Signed DD200. If you receive an error on upload, correct the issues and attempt the upload again.

Common upload issues include:

1. Not using the DD Form 200 that you downloaded from the system.
2. Ink signing the DD Form 200 (this is not allowed; you must digitally sign)
3. Changing items on the DD Form 200.

Sign DD FORM 200

[Previous](#)

[Download DD200](#)

[Upload Signed DD200](#)

[Sign PDF](#)



INITIATOR INPUT

Responsible Officer or Reviewing Authority Signature:

Select the Next route and click Route FLIPL. If you need to fix any issues with the current FLIPL, click Previous and un-sign the current FLIPL to make changes.

Please route the FLIPL to the next level.

Select user to route FLIPL to:

Important! If a BN Reviewer is not assigned to the MACOM, the FLIPL can be routed directly to the Approving Authority.

Responsible Officer or Reviewing Authority Signature

- Select a Battalion (BN) Reviewer, as indicated by an email address followed by – BN Reviewer, from the drop-down menu.
- Click Route FLIPL. A confirmation message will display:
- Click OK to exit the message and return to the eFLIPL Homepage



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QUESTIONS?