



# DEFENSE LOGISTICS AGENCY

*Established 1961*

## DD200 Inventory Adjustments



THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY



## Topics Of Discussion

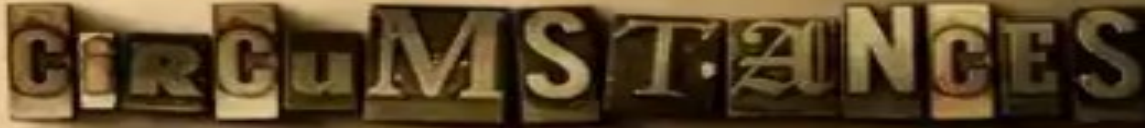
- LESO inventory adjustments
  - DD Form 200, Financial Liability Investigation of Property Loss (FLIPL)
  - Circumstances for the inventory adjustment
  - LESO requirements to complete the form
  - Administrative information
  - Submitting Change of Status (COS)





# FLIPL Inventory Adjustments

- The FLIPL is used to perform an inventory adjustment of an accountable record. The purpose is to balance the record and reflect property that is physically on hand.
  - LESO uses this to document the circumstances regarding the property loss and serves as evidential matter (EM) to perform the inventory adjustment in FEPMIS

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS					
1. DATE INITIATED (YYYYMMDD)		2. INQUIRY/INVESTIGATION NUMBER		3. DATE LOSS DISCOVERED (YYYYMMDD)	
4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION	<a href="#">Add More Items</a>	6. QUANTITY	7. UNIT COST	8. TOTAL COST
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one)		<a href="#">Add Detail</a>	<input type="checkbox"/> Lost	<input type="checkbox"/> Damaged	<input type="checkbox"/> Destroyed
					
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)					
<a href="#">Add Page</a>					



# Inventory Adjustment Circumstances

- The FLIPL should be submitted for property that has been:

- Stolen
- Lost
- Destroyed
- Improperly disposed
- Consumed
- Installed
- Other





## Stolen / Lost Property

- The below supporting evidential matter should accompany, or may be requested, to support the FLIPL:
  - LEA incident /police report
  - National Crime Information Center (NCIC) report
  - Memorandum for Record (MFR) or provided statement of circumstance
  - Chain of custody records such as hand receipts or Equipment Custody Receipts (ECR)



## Destroyed Property

- Property destroyed beyond original state (ex., by fire)
  - Contact LESO immediately for any instance of destroyed property
- The below supporting evidential matter should accompany or may be requested to support the FLIPL:
  - Photographs of property if it cannot be recovered to return to DLA Disp Svcs
  - A MFR or LEA incident report





# Improper Disposal

- Unauthorized disposal of assigned property
  - May include disposed DEMIL controlled parts removed from a LESO end item, such as a vehicle or aircraft
- The below supporting evidential matter may be requested to support the FLIPL:
  - An MFR or statements may be requested after review
  - An NCIC report for recorded serial number(s) if applicable







- Consumed generally does not require additional support documentation for property that was used as intended.

- Property examples

- Paper shooting targets
- Medical supplies
- Expended taser cartridge







# Installed

- Installed allows the LEA/State to request a property adjustment for parts they intend to install on an end item, such as a vehicle or aircraft.
- A FLIPL can be submitted when:
  - The property did not replace a part on an assigned DEMIL controlled end item. The assigned property used must be of an original repair component for the end item.
  - The DEMIL A/Q6 property installed on an end item of any DEMIL code, to include an LEA owned end item.
- FLIPL block 9: Identify the end item property # that was installed for historical file purposes.





- A FLIPL should not be submitted for adjustments when:
  - DEMIL controlled property is installed on a DEMIL A/Q6 end item. The property will remain assigned to the inventory and is not eligible for adjustment.
    - Assigned property is required to be certified during annual inventory and may be selected for physical verification during a PCR.
  - DEMIL controlled property replaced a part. The replaced part requires return to DLA Disp Svcs. Submit a COS (return) for the property # in question.
    - If the DEMIL controlled part was not retained, then this would be an improper disposal adjustment.
  - Assigned property is used to “accessorize” or is not a true repair part.

Note: Contact the LESO PCR Team or APOs with any install eligibility questions prior to submitting the FLIPL.



- Used to document all other potential circumstances.
  - Email communication / supporting documentation used as evidential matter.







# FLIPL Completion Requirements

- **Blocks 1 thru 11e** are to be completed by the LEA or state
- **Blocks 11b & 11d** **must** reflect the current CLEO or authorized designee name/signature
- Note 1: For more than one property number with the same circumstance of loss, select **Add More Items** in **Block 5** to allow for a continuation page.
- Note 2: Page 2 of the form is not used. Select **Add Page** in **Blocks 9 & 10** to enter additional comments.

Ensure the CLEO that signs is the CLEO on the application and in FEPMIS

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS					
1. DATE INITIATED (YYYYMMDD)		2. INQUIRY/INVESTIGATION NUMBER <b>FOR LESO HQ ONLY</b>		3. DATE LOSS DISCOVERED (YYYYMMDD)	
4. NATIONAL STOCK NO. 0000-00-000-0000	5. ITEM DESCRIPTION Binoculars 19001ST00001 DEMIL B <b>Add More Items</b>		6. QUANTITY 1	7. UNIT COST 1.00	8. TOTAL COST 1.00
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary) <input type="checkbox"/> Lost Organization <input type="checkbox"/> Damaged Installation <input type="checkbox"/> Destroyed OCIE o Explain in detail why the LEA no longer has control of the property. Provide the who, what, where, when, how the property discrepancy occurred. o Additional documentation should be included as attachments as necessary. This may include Police Reports, Affidavits, Sworn Statements, MRO/Issue Documentation, Email correspondence from the Disposition Site as well as other relevant documentation. o Add a statement of who last certified and what date the property was certified during the most recent annual inventory. o If multiple line items of property fall into the exact same circumstance of discrepancy utilize the continuation page. o Utilize the continuation page for the explanation if necessary. Do not limit yourself to the space within the form alone.			<b>Add Page</b>		
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) o Corrective Action Plan: In detail explain what steps have been taken or will be taken in order to rectify and prevent future losses of Department of Defense property. Examples include, reviewed SPO to ensure Program rules are followed, updated department policies, implemented new tracking system to control and verify inventory, all officers are required to receive an annual briefing on LESO Program procedures, approved ECRs will be utilized for all property regardless of DEMIL code etc.. <b>Add Page</b>					
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 40					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Agency Name Street Address City, State Zip		b. TYPED NAME (Last, First, Middle Initial) Chief Law Enforcement Official or Designee d. SIGNATURE		c. DSN NUMBER 123-123-1234 e. DATE SIGNED	



# FLIPL Completion Requirements

- Denote page number in top right-hand corner (2 of 2)
- **Block 1** initiated date will auto populate from page 1, if entered
- Additional property number data is entered by **Item Number** in **Blocks 4 – 8**
- Subtotal and grand total value will auto populate when entered
- Select **New Page** in bottom left-hand corner for additional continuation page, if needed

CONTINUATION OF BLOCKS 4 - 8						Page <u>2</u> of <u>2</u> Pages
1. DATE INITIATED (YYYYMMDD) 00000000		2. INQUIRY/INVESTIGATION NUMBER Leave Blank				
ITEM NO.	4. NATIONAL STOCK NO. LINE ITEM NO.	5. ITEM DESCRIPTION	6. QUANTITY	7. UNIT COST	8. TOTAL COST	
2	5855-01-490-6600	Viewer, Night Vision SN: 123456 19001ST00002 DEMIL: F	1	1.00	1.00	
3	1240-01-411-1265	Sight, Reflex SN: 12345L 19001ST00003 DEMIL: D	1	12.00	12.00	
<Page Break>						
New Page					FOR INTERMITTENT PAGES, ENTER SUBTOTAL: 13.00	
					IF LAST PAGE, ENTER GRAND TOTAL: 14.00	

← Top

← Bottom

DD FORM 200, JUL 2009



# FLIPL Completion Requirements

- **Block 9:** Circumstances under which property was...
  - LEA's statement should answer:
    - Who
    - What
    - Why
    - When
    - Where
- **Block 10:** Actions taken to correct circumstances...
  - LEA shall identify the corrective actions implemented.


**NOTE:** A FLIPL can be rejected for incomplete or nonspecific descriptions of the circumstances involving the loss of property. Please provide as much details as possible.





## FLIPL Completion Requirements

- Block 12a – 12g are to be completed by the State Coordinator / State Point of Contact

12. (X one)		RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)	REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)
<b>a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one)</b>  <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>b. COMMENTS/RECOMMENDATIONS</b> - State Coordinators comments: let us know your thoughts and concerns as well as what action was taken from your office IE. State level Suspension, require the LEA to attend training, recommend OIG investigation etc. - Do not necessarily have to agree with LEA comments in Block 10. - Can add additional requirements for the LEA to follow	
<b>c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</b>  Office Street Address City, State Zip		<b>d. TYPED NAME (Last, First, Middle Initial)</b> SC/SPOC Name	<b>e. DSN NUMBER</b> Contact Number
		<b>f. SIGNATURE</b> 	<b>g. DATE SIGNED</b>  20160824

- Comment / Recommendation for **Block 12b**
  - Provide actions the State has or will take to help mitigate future circumstances.



# FLIPL Completion Requirements

- Blocks 13 – 14 will be completed and signed by LESO HQ

<b>13. APPOINTING AUTHORITY</b>		
<b>a. RECOMMENDATION</b> (X one)  <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	<b>b. COMMENTS/RATIONALE</b> - Additional comments to the LESO Branch Chief in consideration for Approval. - Recommendation for OIG investigation (if necessary).	<b>c. FINANCIAL LIABILITY OFFICER APPOINTED</b> (X one)  <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>d. ORGANIZATIONAL ADDRESS</b> (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Law Enforcement Support Office (LESO) J412 74 N. Washington Ave. Battle Creek, MI 49037	<b>e. TYPED NAME</b> (Last, First, Middle Initial) Name of intermediate approval	<b>f. DSN NUMBER</b> 269-961-XXXX
	<b>g. SIGNATURE</b> 	<b>h. DATE SIGNED</b> 20160824
<b>14. APPROVING AUTHORITY</b>		
<b>a. RECOMMENDATION</b> (X one)  <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	<b>b. COMMENTS/RATIONALE</b> - LESO Branch Chief's comments	<b>c. LEGAL REVIEW COMPLETED IF REQUIRED</b> (X one)  <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
<b>d. ORGANIZATIONAL ADDRESS</b> (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Law Enforcement Support Office (LESO) J412 74 N. Washington Ave. Battle Creek, MI 49037	<b>e. TYPED NAME</b> (Last, First, Middle Initial) LESO Branch Chief	<b>f. DSN NUMBER</b> 269-961-XXXX
	<b>g. SIGNATURE</b> 	<b>h. DATE SIGNED</b> 20160824

DD FORM 200, JUL 2009

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 8.0



# Administrative Information

- The FLIPL (Jul 2009 version) and the instructions to complete can be downloaded via the LESO website link: [DLA Law Enforcement Support Office Forms Library](#). Scroll down to the Property Accounting Forms and select respective form link.

[Training and Information](#)

[Forms Library](#)

## Aircraft Forms

- [Aircraft Request Form](#)
- [Aircraft Justification Template](#)
- [Aircraft Information Form](#)

## Vehicle Forms

- [Armored Vehicle Request Form](#)
- [Armored Vehicle Justification Template](#)
- [DLA Form 1928 - Certificate to Register a Tactical Vehicle](#)
- [MRAP Demil Prep Letter](#) (Required when requesting an MRAP)

## Small Arms Forms

- [ATF Forms Link](#)
- [Small Arms Request Form](#)
- [Small Arms Transfer Instructions](#)
- [Small Arms Justification template](#)
- [Inert Certification Appointment Letter](#)

## Property Accounting Forms

- [DD Form 200 Financial Liability Investigation of Property Loss \(FLIPL\)](#)
- [FLIPL Instructions](#)
- [LESO, Equipment Custody Receipt \(ECR\)](#)





## Administrative Information

- Email the completed and signed FLIPL to [lesocertifications@dla.mil](mailto:lesocertifications@dla.mil).
  - Immediately submit the COS for all property numbers entered on the FLIPL ***just before*** emailing the form. If not input, this will delay the review process.



