IN REPLY REFER TO:

 4400

 CO

 26 Apr 2022

From: Commanding Officer

To: Distribution List

## Subj: FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (FLIPL) STANDARD OPERATING

##  PROCEDURES

Ref: (a) MCO 4400.201, Vol. 17

Encl: . (1) DD 200 (FLIPL)

 . (2) NAVMC 6 CASH SALES/REQUEST FOR CHECKAGE FOR GOVERNMENT PROPERTY

1. Situation. Due to the confusion and routing delaying regarding the initiation and routing of FLIPL packages a more streamlined and efficient process is required to ensure that FLIPL packages are completed and signed within required timelines.

2. Mission. From the publication of this order, all FLIPL correspondence will be initiated and routed via the ‘SECBN FLIPLS’ Microsoft Teams group in order to streamline and expedite the routing and information flow of FLIPLs.

3. Execution.

 a. Commanders Intent.

1. Purpose. To streamline and expedite the routing and information flow of FLIPLs.
2. Method. Via electronic routing with the Microsoft Teams group ‘SECBN FLIPLS.’
3. End-state. All roles and responsibilities regarding the initiation, routing, and, filing of FLIPLs is

understood and the routing process for signatures has been expedited.

 b. Concept of Operations.

 (1) Initiation of a FLIPL.

 (a) Within five (5) days of the discovery of a lost or damaged piece of military gear or equipment; the Marine, Sailor, or Civilian; referred to further as the Responsible Individual; that is responsible for the piece(s) of gear or equipment will:

 (i) Electronically fill out a FLIPL Sections 1, 3, 4, 5, 6, 7, 8, 9, 10, and 11.

 (ii) State within Section 9, a detailed explanation of the circumstances or the damage or loss and explicitlystate whether they do or do not consent to reimbursing the government.

 (iii) Type all ‘Organizational Addresses’ in Sections: 12.c., 13.d., and 14.d as:

 Security Battalion- MCB Quantico

 2043 Barnett Avenue

 Quantico, VA 22134

 (iv) Type all ‘Typed Names’ as: LAST NAME, FIRST NAME MIDDLE INITIAL (RANK/ USMC); in Sections: 12.d., 13.e., and 14.e. The Reviewing Authority will be the current Supply Officer of the unit: TREUBERT, AUSTIN C. (1STLT/USMC). The Appointing Authority will be the current Executive Officer of unit: GRIECO, JUSTIN L. (MAJ/USMC). The Approving Authority will be the current Commanding Officer of the unit: RAINEY, DAVID S. (LTCOL/USMC).

 (v) FLIPL(s) will be prepared by the Responsible Individual and submitted into the Bn FLIPL Team but their Company 1stSgt or Executive Officer labelled: DD200 ICO LASTNAME\_XX COMPANY.

 (vi) Templates for both the DD200 and the NAVMC 6 can be found in the Battalion FLIPL Team under Initiating Documents.

 (2) Definitions of Negligence.

 (a) Negligence is a breach of duty. Simple negligence is the failure to act as a reasonably prudent person would have acted under similar circumstances.

 (b) Gross negligence is the extreme departure from the course of action expected of a reasonably prudent person, accompanied by a reckless, deliberate, or wanton disregard for the foreseeable consequences of the act.

 (c) In order to find a Marine liable the investigating officer must establish: he was negligent and the negligence was the proximate cause of the loss.

 (d) In order to establish negligence the government must show: there was a loss to the government, the Marine had a duty of care for the property, the Marine breached the duty of care, and the Marine’s breach was the cause of the loss.

 (3) Routing FLIPLs.

 (a) The Commanding Officer, Executive Officer, Supply Officer, Company 1stSgts, Company Executive Officers, and Company Commanders will have access to the Battalion FLIPLs Teams Folder.

 (b) The Responsible individual will request templates from their Company leadership and will create the DD200.

 (i) Should the Responsible Individual elect to reimburse the government, the Company leadership will direct them to complete and provide them a template for a NAVMC 6.

 (ii) Should the Responsible Individual elect to not reimburse the government, the Responsible Individual will discuss their rationale with their Company leadership who will then provide a recommendation to the Battalion Executive Officer as to whether or not a Financial Liability Officer (FLO) should be appointed.

 (iii) In cases where financial liability is not obvious, the Executive Officer shall appoint a Financial Liability Officer and then route to the SJA for review.

 (iv) Under no circumstances will a Company or Section conduct their own preliminary inquiry into a FLIPL, unless given explicit direction from the Executive Officer.

 (c) Once the Responsible Individual has complete the FLIPL document(s) they will route them to their Company leadership for review.

 (d) Upon validation that the documents are properly completed, Company leadership will place the FLIPL documents into the Battalion FLIPLs Team under the ‘Routing’ folder within the ‘Supply Officer’ sub-folder. The company leadership will then send email notification to the Supply Officer and Executive Officer that routing has been initiated.

 (e) The Supply Officer will then review the FLIPL documents and sign them. Once signed the Supply Officer will place the FLIPL documents into the ‘Executive Officer’ sub-folder and provide the Executive Officer and the respective Company Commander email notification that the FLIPL documents have been routed further.

 (f) The Executive Officer will then review the FLIPL documents, indicate whether a FLO is appointed and sign them.

 (i) Should no FLO be appointed: Once signed the Executive Officer will place the FLIPL documents into the ‘Commanding Officer’ sub-folder and provide the Commanding Officer, Supply Officer and the respective Company Commander email notification that the FLIPL documents have been routed further.

 (ii) Should a FLO be appointed: The Executive Officer and S1 will appoint a FLO and conduct a Financial Liability Investigation and provide the Supply Officer and the respective Company Commander email notification once initiated. Once the results of the investigation are completed the Executive Officer will place FLIPL documents into the ‘Commanding Officer’ sub-folder and provide the Commanding Officer, Supply Officer and the respective Company Commander email notification that the FLIPL documents have been routed further.

 (g) The Commanding Officer will then review the FLIPL documents, determine or remove financial liability, and place the FLIPL documents into the ‘Completed’ folder.

 (4) Checkage for Financial Liability.

 (a) When it has been determined that a Responsible Individual will reimburse the government:

 (i) The Supply Officer will notify the Responsible Individual and provide them the signed copy of their NAVMC 6.

 (ii) The Responsible Individual will then go to the Base Financial Office/Disbursing Office to have there NAVMC 6 ran in the system. Upon completion the Base Financial Office/Disbursing Office will complete the bottom line of the NAVMC 6.

 (iii) The Responsible Individual will have 5 business days to return a stamped copy of the NAVMC 6 to the Supply Officer; if this timeline is not met, his or her Chain of Command will be notified.

 (iv) The Responsible Individual will them return the completed NAVMC 6 to the Supply Officer; where then, the Supply Officer will provide the Responsible Individual with a signed and complete copy of their DD200.

4. Administration and Logistics.

 a. All completed FLIPLs will remain in the Battalion FLIPLs Team ‘Completed’ folder, to act as the Battalion FLIPL registry.

 b. The Supply Officer will notify the company leadership when the FLIPL routing is completed and is ready for follow-on actions.

 c. All correspondence will occur via Microsoft Teams.

 D. S. RAINEY